

**LAS VIRGENES - TRIUNFO
JOINT POWERS AUTHORITY
AGENDA**

CLOSING TIME FOR AGENDA IS 8:30 A.M. ON THE TUESDAY PRECEDING THE MEETING. GOVERNMENT CODE SECTION 54954.2 PROHIBITS TAKING ACTION ON ITEMS NOT ON POSTED AGENDA UNLESS AN EMERGENCY, AS DEFINED IN GOVERNMENT CODE SECTION 54956.5 EXISTS OR UNLESS OTHER REQUIREMENTS OF GOVERNMENT CODE SECTION 54954.2(B) ARE MET.

5:00 PM

May 5, 2014

PLEDGE OF ALLEGIANCE

1. CALL TO ORDER AND ROLL CALL

A The meeting was called to order at _____ p.m. by _____ in the Oak Park Library and the Clerk of the Board called the roll.

<u>Las Virgenes Municipal Water District</u>	<u>Present</u>	<u>Left</u>	<u>Absent</u>
Charles Caspary, Chair	_____	_____	_____
Glen Peterson	_____	_____	_____
Leonard Polan	_____	_____	_____
Lee Renger	_____	_____	_____
Barry Steinhardt	_____	_____	_____
<u>Triunfo Sanitation District</u>			
Steven Iceland, Vice Chair	_____	_____	_____
Michael McReynolds	_____	_____	_____
Janna Orkney	_____	_____	_____
Michael Paule	_____	_____	_____
James Wall	_____	_____	_____

2. APPROVAL OF AGENDA

A Moved by _____, seconded by _____, that the agenda for the Regular Meeting of May 5, 2014, be approved as presented/amended.

3. PUBLIC COMMENTS

Members of the public may now address the Board of Directors **ON MATTERS NOT APPEARING ON THE AGENDA**, but within the jurisdiction of the Board. No action shall be taken on any matter not appearing on the agenda unless authorized by Subdivision (b) of Government Code Section 54954.2

4. CONSENT CALENDAR

A Minutes: Regular Meeting of April 7, 2014. Approve

5. **ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS**

A Preliminary JPA Budget for Fiscal Year 2014-15

6. **ACTION ITEMS**

A Recycled Water Seasonal Storage Project: Revised Guiding Principles

Approve the revised Guiding Principles for the Recycled Water Seasonal Storage Project.

B Recycled Water and Sanitation Master Plans Updates: Receive and File

Receive and file the Recycled Water Master Plan Update 2014 (LVMWD Report No. 2561.00) and Sanitation Master Plan Update 2014 (LVMWD Report No. 2560.00).

C Financial Review: Third Quarter of Fiscal Year 2013-14

Receive and file.

D JPA Board Meetings: Discussion of Audio/Video Recordings and Level-of-Detail for Meeting Minutes

Consider options for audio/video recording of JPA Board meetings and the level-of-detail to be provided for the meeting minutes, and direct staff accordingly.

7. **BOARD COMMENTS**

8. **ADMINISTERING AGENT/GENERAL MANAGER REPORT**

9. **FUTURE AGENDA ITEMS**

10. **INFORMATION ITEMS**

A Tapia Water Reclamation Facility Primary Clarifier No. 1 Rehabilitation Project: Award of Construction Contract

B Board Meeting Follow-up Items

11. **PUBLIC COMMENTS**

Members of the public may now address the Board of Directors **ON MATTERS NOT APPEARING ON THE AGENDA**, but within the jurisdiction of the Board. No action shall be taken on any matter not appearing on the agenda unless authorized by Subdivision (b) of Government Code Section 54954.2

12. **CLOSED SESSION**

A Conference with District Counsel – Existing Litigation (Government Code Section 54956.9(a)):

1. Las Virgenes Municipal Water District vs. Onsite Power Systems, Inc.
2. Las Virgenes - Triunfo Joint Powers Authority v. United States Environmental Protection Agency
3. Heal the Bay, Inc. v. Lisa P. Jackson

13. **ADJOURNMENT**

**JPA MINUTES
MEETING OF APRIL 7, 2014**

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the flag was led by President Caspary.

1. CALL TO ORDER AND ROLL CALL

A. Call to order and roll call

The meeting was called to order at 5:01 p.m. by President Caspary at the Las Virgenes Municipal Water District Headquarters and Secretary Joanne Bodehamer conducted the roll call.

Present: Director(s) Polan, Renger, Steinhardt, Caspary, Iceland, McReynolds, Orkney, Paule, and Wall.

Absent: Director(s) Peterson.

2. APPROVAL OF AGENDA

A. Approval of Agenda

Director Steve Iceland moved to approve the agenda of April 7, 2014 as presented. Motion seconded by Director Michael Paule and carried by the following roll call vote:

Ayes: Director(s) Polan, Renger, Steinhardt, Caspary, Iceland, McReynolds, Orkney, Paule, and Wall

Absent: Director(s) Peterson

3. PUBLIC COMMENTS

None

4. CONSENT CALENDAR

A. Minutes: Regular Meeting of March 3, 2014. Approve

Director Polan commented that he objects to the phrase of "discussion took place" in the minutes and that it is too vague. District Counsel Lemieux stated that the

elements that are required for purposes of the minutes are: attendance; the motions; the seconds and the results of the motions.

Director Orkney commented that there is no audio or video to look at; Director Steinhardt wants to see the minutes be more comprehensive in the future with Mr. Lemieux asking if this is what they want to see on a future agenda.

Director Paule commented that the essence is captured, but where do you draw the line on detail; recording the meetings will be a problem for Triunfo; Director Caspary requested to have a future agenda item to review if the JPA meetings should be video-taped.

Director Jana Orkney moved to approve the minutes for March 3, 2014 as presented. Motion seconded by Director Michael Paule and carried by the following roll call vote:

Ayes: Director(s) Renger, Steinhardt, Caspary, Iceland, McReynolds, Orkney, Paule, and Wall

Abstain: Director(s) Polan

Absent: Director(s) Peterson

5. ACTION ITEMS

A. Recycled Water Seasonal Storage Project: Guiding Principles and Request for Proposals

Approve the Guiding Principles for the Recycled Water Seasonal Storage Project and authorize the Administering Agent/General Manager to issue a Request for Proposals for the development of a "road map" and schedule for the next steps to advance the project.

Administering Agent/General Manager Pedersen gave a brief overview of the project stating that we are currently producing 10k AF of recycled water per year; 4k AF is discharged; TMDL is adopted by EPA; TSD and LV have expressed commitment to the project and guiding principles have been prepared. He further stated that the second part is to approve the RFP; assisting and planning project; reviewed the draft guiding principles in the agenda package; maximize beneficial reuse; seek cost effective solutions; seek partnerships beyond the JPA; govern with a partnership and be forward thinking by considering the possibilities.

There was discussion relative to the pricing and how the revenues work; the impact of potable water given the 20 by 2020 requirements; negotiating from the strongest

position. Mr. Pedersen provided answers to these issues to the satisfaction of the Board members.

Director Orkney asked that the Brine line be discussed in the future as the work progresses.

B. JPA Infrastructure Investment Plan: Fiscal Year 2014-15 through 2017-18

Receive and file the JPA Infrastructure Investment Plan for Fiscal Years 2014-15 through 2017-18 (JPA Report No. 2559.00)

Administering Agent/General Manager gave an overview of the item followed by a brief discussion inclusive of questions and answers .

Director Steinhardt requested that the minutes reflect that this is a "receive and file" item and that the lack of objection to any item or items contained in the document does not preclude an objection at a future date.

Director Michael Paule moved to receive and file the JPA Infrastructure Investment Plan as presented. Motion seconded by Director Len Polan and carried by the following roll call vote:

Ayes: Director(s) Caspary, Iceland, McReynolds, Orkney, Paule, Polan, Renger, Steinhardt, Wall

Absent: Director(s) Peterson

6. BOARD COMMENTS

Director Paule commented that the Water Summit was interesting and that they had good topics. He further stated that the Chair of the California State Water Quality Control Board and Senator Fran Pavley attended as well and he shared an article from the ABC News.

Director Iceland stated that he cannot attend the Heal the Bay event and that instead Director McReynolds will attend in his place. He reported that the Street Fair went well and that he is in favor of the Bay Delta.

Director Polan reported that he picked up an ENR Publication and that ENR had an article that stated real issues and ways to make the community aware and respond to the needs of the drought.

Director Orkney reported that the Westlake Street Fair was a great experience and that it was great to have a separate booth; there was a lot of outreach and compost pick-ups.

7. ADMINISTERING AGENT/GENERAL MANAGER REPORT

Administering Agent/General Manager Pedersen reported on the microbead concerns, AB1699 and AB 2417 (letter to support CEQA exemption).

8. FUTURE AGENDA ITEMS

Director Polan requested a future agenda item to review the possibility of using audio/video recording at future JPA meetings and the level of detail provided in the minutes.

9. INFORMATION ITEMS

A. Methodology for Depreciation of JPA Fixed and Capital Assets

Non-action item with a brief discussion.

B. Board Meeting Follow-up Items

Non-action item with a brief discussion.

10. PUBLIC COMMENTS

None

Legal Counsel Lemieux reported that there were no significant items to report during closed session, so there was no need for the closed session.

11. CLOSED SESSION

12. ADJOURNMENT

The meeting was adjourned at 6:45 p.m.

Charles Caspary, Chair

ATTEST:

Steven Iceland, Vice Chair

May 5, 2014 JPA Board Meeting

TO: JPA Board of Directors

FROM: Finance & Administration

Subject: Preliminary JPA Budget for Fiscal Year 2014-15

SUMMARY:

On March 3, 2014, staff presented an early overview of the draft budget to the JPA Board. Since that time, a number of changes were made to the draft budget in response to comments received at a joint meeting of LVMWD and TSD staff that was held on April 2, 2014.

The preliminary budget for the JPA's operating expenses is \$15.26 million, which is \$0.16 million or 1.0% more than the prior year budget. The capital project budget is \$7.43 million, including carryover amounts and \$1.56 million for construction of the Reservoir No. 2 Improvements Project.

The following preliminary budget documents are included:

1. Operating Budget by Line Item at the Enterprise Level
2. Projection of Allocated JPA Expenses to Participants for FY 2014-15
3. Estimated Allocated JPA Expenses to Participants for FY 2013-14
4. Capital Improvement Projects

At the meeting, staff will provide a presentation to review the major factors affecting the preliminary budget and answer questions from the JPA Board. Among the important factors affecting the preliminary budget is the wholesale rate for recycled water purchased from the JPA.

Wholesale Recycled Water Rate:

The preliminary budget includes establishing the FY 2014-15 wholesale recycled water rate in accordance with criteria previously approved by the JPA Board. On March 3, 2014, the JPA Board directed staff to use 90% of the current year's estimated actual sales, in lieu of the typical three-year average, as the budgetary projection for FY 2014-15 only, which results in a reduction in the wholesale recycled water rate from \$407.27 to \$373.91 per acre foot. The reduction, which would have been larger using the typical three-year average, is driven in part by an increase in estimated sales over last year's budgeted amount, from 6,014 to 6,260 acre feet, and cost-saving associated with the planned operation of the solar generation project for the fiscal year.

Prepared By: Joseph Lillio, Finance Manager and Mike Hamilton, Financial Analyst

ATTACHMENTS:

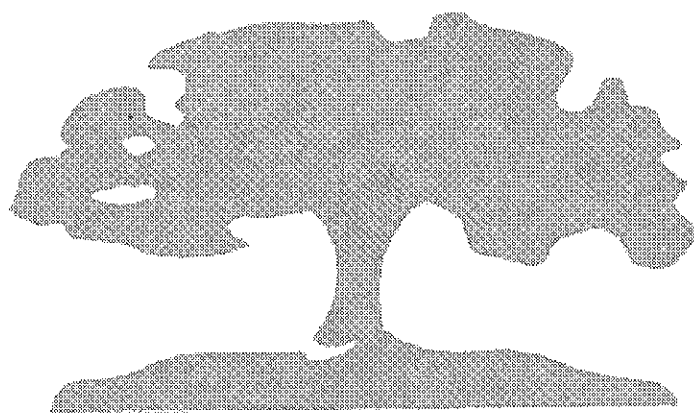
Preliminary FY 2014-15 Budget



Las Virgenes – Triunfo Joint Powers Authority

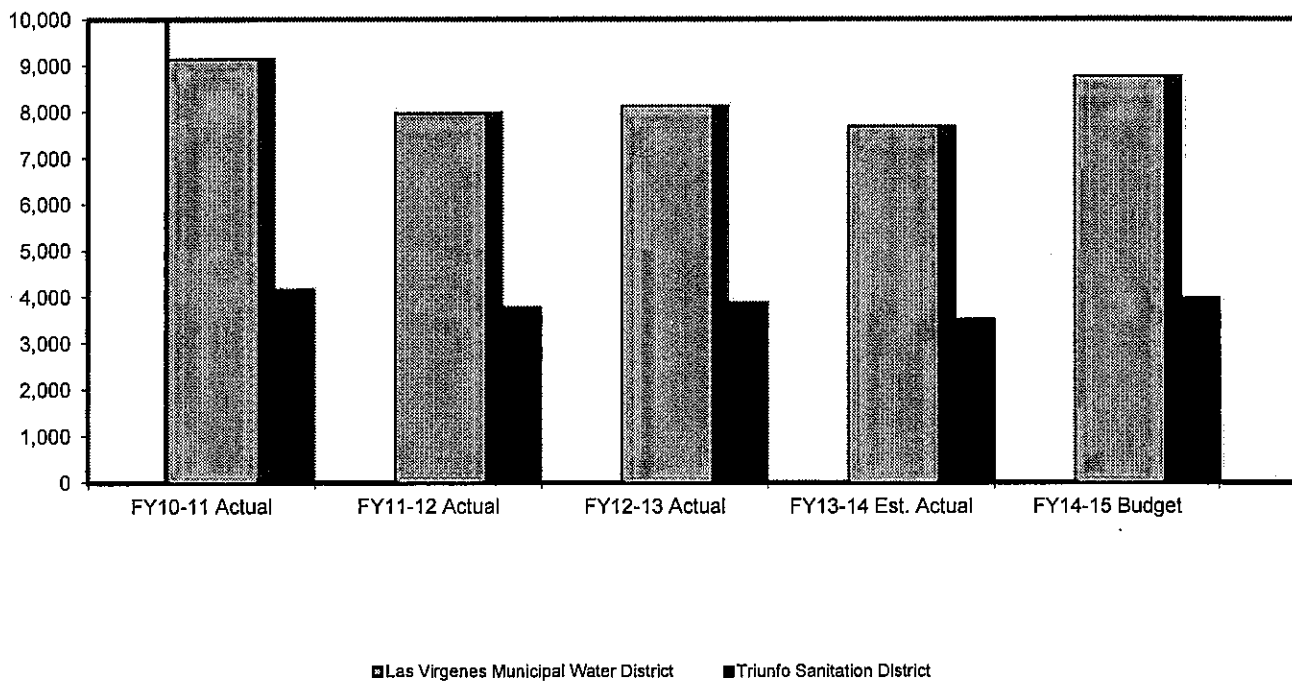
Preliminary Budget
FY 2014-15

May 5, 2014



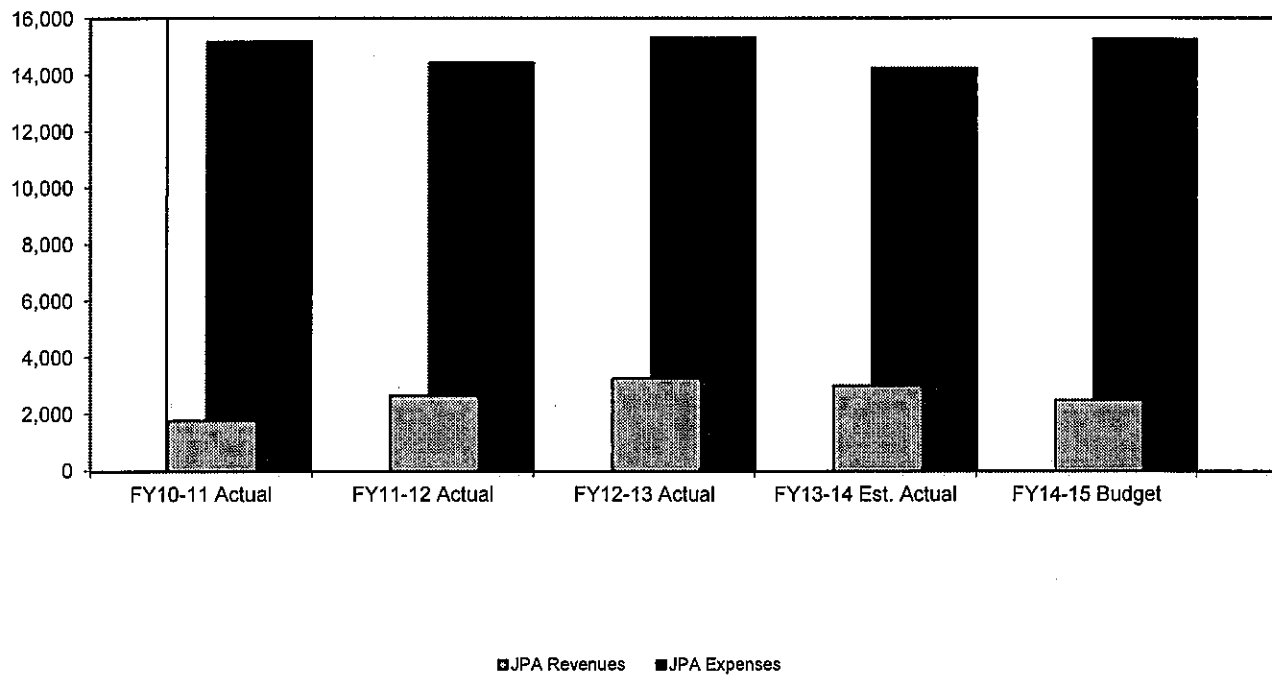
**Las Virgenes - Triunfo
Joint Powers Authority
Allocated Net Expense Summary
(Dollars in Thousands)**

	FY10-11 Actual	FY11-12 Actual	FY12-13 Actual	FY13-14 Est. Actual	FY14-15 Budget
JPA Revenues	1,789	2,669	3,278	3,027	2,510
JPA Expenses	15,174	14,423	15,307	14,234	15,255
Net Operating Expense	13,385	11,754	12,029	11,207	12,745
Non-Operating Revenue	84	14	25	20	20
Net Expenses	13,301	11,740	12,004	11,187	12,725
Las Virgenes Municipal Water District	9,145	7,974	8,131	7,683	8,765
Triunfo Sanitation District	4,156	3,766	3,873	3,504	3,960
Total Allocated Expenses	13,301	11,740	12,004	11,187	12,725



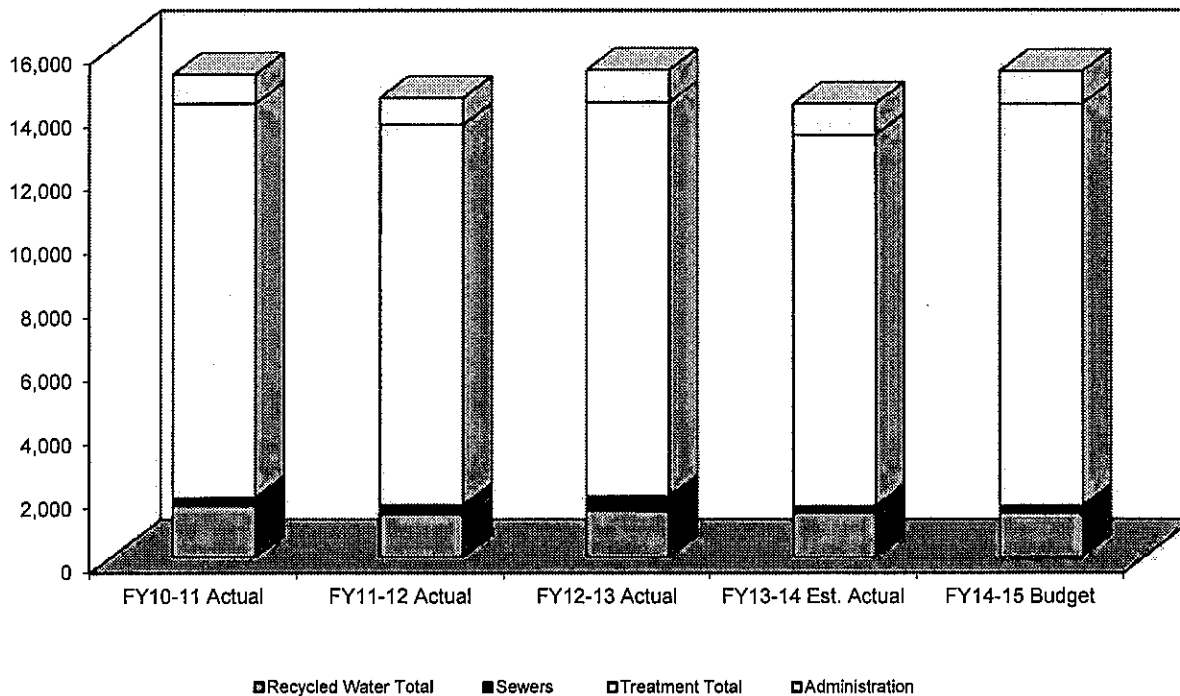
**Las Virgenes - Triunfo
Joint Powers Authority
Operations Summary
(Dollars in Thousands)**

	FY10-11 Actual	FY11-12 Actual	FY12-13 Actual	FY13-14 Est. Actual	FY14-15 Budget
JPA Revenues	1,789	2,669	3,278	3,027	2,510
JPA Expenses	15,174	14,423	15,307	14,234	15,255
Net Operating Expense	13,385	11,754	12,029	11,207	12,745



**Las Virgenes - Triunfo
Joint Powers Authority
Operating Expense Summary
(Dollars in Thousands)**

	FY10-11 Actual	FY11-12 Actual	FY12-13 Actual	FY13-14 Est. Actual	FY14-15 Budget
Pump Stations	1,329	1,185	1,211	1,198	1,190
Tank, Res, Wells	107	74	96	41	69
System Ops	39	34	43	31	31
Distribution	132	47	100	101	78
Recycled Water Total	1,607	1,340	1,450	1,371	1,368
Sewers	253	288	447	219	232
Reclamation	7,582	7,207	7,329	7,143	7,626
Composting	4,573	4,453	4,633	4,123	4,622
Injection & Centrate Treatment	230	284	425	391	382
Treatment Total	12,385	11,944	12,387	11,657	12,630
Administration	929	851	1,023	987	1,025
Total JPA Operations	15,174	14,423	15,307	14,234	15,255



**Las Virgenes - Triunfo
Joint Powers Authority
Operations Summary**

	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Est. Actual	FY 14-15 Budget
OPERATING REVENUES						
4235 RW Sales - LVMWD	\$1,213,215	\$1,911,981	\$2,218,255	\$1,806,999	\$2,023,081	\$1,670,289
4240 RW Sales - TSD	387,888	686,030	789,907	612,127	768,111	634,675
4245 MWD Incentive - Local Projects	107,800	0	194,055	107,800	107,800	107,800
4505 Other Income from Operations	59,270	60,371	61,853	60,000	62,820	60,000
4510 Compost Sales	21,144	10,426	13,781	37,500	65,466	37,500
TOTAL OPERATING REVENUES	\$1,789,317	\$2,668,808	\$3,277,851	\$2,624,426	\$3,027,278	\$2,510,264
SOURCE OF SUPPLY						
5115 Purchased Water - Potable Suppl	0	0	0	0	0	0
OPERATIONS DIVISION EXPENSE						
5400 Labor	1,965,416	1,930,622	1,906,514	1,852,968	1,894,204	1,858,649
5405.1 Electricity	2,402,134	1,989,189	2,202,452	2,249,345	2,478,810	2,429,329
5405.2 Telephone	27,901	19,599	16,355	14,295	19,458	20,384
5405.3 Natural Gas	12,434	11,512	13,168	10,950	9,586	11,447
5405.4 Water	12,858	10,976	11,956	12,968	12,055	11,952
5410 Supplies/Material	132,174	91,987	87,208	86,966	74,900	64,100
5410.1 Fuel	11,919	18,587	16,617	16,371	15,418	17,100
5410.5 Ferric Chloride	113,952	86,187	90,209	84,480	72,040	84,675
5410.6 Defoamer/Deodorant	0	22,600	9,895	6,373	6,000	6,375
5410.7 Polymer	123,660	122,423	195,755	126,898	126,000	126,898
5410.8 Amendment	257,854	111,041	206,434	208,980	225,000	203,000
5410.9 Alum	40,282	19,557	31,739	24,830	25,200	25,200
5410.10 Sodium Hypochlorite	304,441	294,835	272,820	335,685	275,000	335,685
5410.11 Sodium Bisulfite	215,421	173,106	158,802	171,660	196,309	183,104
5410.13 Aqua Ammonia	0	0	19,732	60,939	15,000	15,000
5415 Outside Services	27,493	250,089	49,041	44,151	47,550	62,519
5417 Odor Control	108,753	87,651	67,805	136,000	98,933	112,000
5420 Permits and Fee	140,400	155,009	158,164	160,771	177,010	184,890
5425 Consulting Services	37,883	2,335	21,090	5,000	0	0
5430 Capital Outlay	62,541	43,723	51,267	43,000	0	27,710
Sub-total	\$5,997,516	\$5,441,028	\$5,587,023	\$5,652,630	\$5,768,473	\$5,780,017
MAINTENANCE DIVISION EXPENSE						
5500 Labor	1,293,113	1,141,118	1,348,996	1,334,777	1,093,546	1,204,850
5510 Supplies/Material	369,696	328,874	515,952	347,215	368,486	405,152
5515 Outside Services	210,377	302,636	532,242	269,182	178,968	279,491
5518 Building Maintenance	127,599	98,982	124,365	126,427	111,824	116,936
5520 Permits and Fee	800	280	280	700	310	450
5525 Consulting Services	18,760	0	5,100	0	0	0
5530 Capital Outlay	38,431	20,142	0	81,500	48,500	31,000
Sub-total	\$2,058,776	\$1,892,032	\$2,526,935	\$2,159,801	\$1,801,634	\$2,037,879
INVENTORY EXPENSES						
5536 Inventory Adjustment	2,807	2,393	9,463	3,100	3,000	3,100
PUBLIC INFORMATION						
6602 School Education Program	8,308	4,066	2,511	6,006	7,706	9,488
6604 Public Education Program	33,483	20,011	43,641	34,686	68,114	36,847
6606 Community Group Outreach	1,647	187	4,859	10,001	7,373	7,786
6608 Intergovernmental Coordination	15,922	8,973	5,486	16,018	4,807	11,990
Sub-total	\$59,360	\$33,237	\$56,497	\$66,711	\$88,000	\$66,111
RESOURCE CONSERVATION						
6788 District Sprayfield	277,619	264,468	296,358	284,997	278,696	286,496
6789 005 Discharge	60,039	51,768	20,163	10,360	350	360
6785 Watershed Programs	77,846	59,600	87,932	88,475	84,918	90,840
Sub-total	\$415,504	\$375,836	\$404,453	\$383,832	\$363,964	\$377,696

**Las Virgenes - Triunfo
Joint Powers Authority
Operations Summary**

	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Est. Actual	FY 14-15 Budget
SPECIALTY EXPENSES						
5700 SCADA Services	64,484	103,920	77,970	94,173	70,496	92,401
5710.2 Technical Services	1,844	17,495	15,625	11,539	0	3,620
5712 Compost Sales/Use Tax	6,839	2,973	3,747	4,000	3,540	4,000
5715.2 Other Lab Services	180,721	151,858	162,451	118,000	161,800	167,391
5715.3 Tapia Lab Sampling	111,815	134,990	128,283	132,491	89,832	79,044
7202 Allocated Lab Expense	397,618	402,459	382,094	398,517	382,948	451,193
Sub-total	\$763,121	\$813,695	\$770,170	\$758,720	\$708,616	\$797,649
ADMINISTRATIVE EXPENSES						
6872 Litigation/Outside Services	0	605	89,933	50,000	48,148	50,000
6516 Other Professional Services	16,326	0	15,069	50,000	38,980	50,000
6517 Audit Fees	8,545	6,275	5,300	5,300	5,300	5,300
7110 Travel/Misc Staff Expense	0	0	619	0	26	0
7135 General Insurance	0	0	0	0	0	0
7135.1 Property Insurance	71,307	75,323	59,731	56,825	49,682	50,675
7135.4 Earthquake Insurance	89,903	91,743	92,878	93,700	92,662	94,515
7153 TSD Staff Services	0	0	0	5,000	0	5,000
6260 Rental Charge - Facility Repl	354,020	331,945	355,476	355,823	389,108	380,715
7203 Allocated Building Maint	87,384	96,673	105,823	85,318	65,264	73,396
7225 Allocated Support Services	3,783,538	3,692,475	3,719,446	3,783,258	3,305,736	3,789,285
7226 Allocated Operations Services	1,466,291	1,570,069	1,508,229	1,588,252	1,505,834	1,693,935
Sub-total	\$5,877,314	\$5,865,108	\$5,952,504	\$6,073,476	\$5,500,740	\$6,192,821
TOTAL EXPENSES	\$15,174,398	\$14,423,329	\$15,307,045	\$15,098,270	\$14,234,427	\$15,255,273
NET OPERATING EXPENSE	\$13,385,081	\$11,754,521	\$12,029,194	\$12,473,844	\$11,207,149	\$12,745,009

RW WHOLESale RATE COMPUTATIONS

FY 2014-15 Budgeted Costs	Total Cost	Base Cost	Add'l Pumping	East-West Cost
Pump Stations	1,189,935	402,475	787,460.25	
Reservoirs	69,443	69,443		
System Operations	30,660	30,660		
Distribution	77,634	77,634		
Administration	91,898	91,898		
subtotal:Operations & Admin	<u>1,459,570</u>	<u>672,110</u>		
Depreciation FY12-13	845,440	845,440	-	
Total Cost	<u>\$ 2,305,010</u>	<u>\$ 1,517,550</u>	<u>\$ 787,460</u>	
Costs per Acre Foot		<u><u>\$ 242.40</u></u>	<u><u>\$ 131.51</u></u>	<u><u>\$ 373.91</u></u>

FY 2014-15 Estimated Deliveries (90% current year)

	Acre Feet	Rate	
LV Valley	273	\$ 242.40 /AF	\$ 66,102.48
LVMWD East	1,839	\$ 373.91 /AF	\$ 687,508.32
LVMWD West	<u>2,452</u>	\$ 373.91 /AF	<u>\$ 916,677.76</u>
Total LVMWD	<u>4,563</u>		<u>\$ 1,670,288.55</u>
TSD	<u>1,697</u>	\$ 373.91 /AF	<u>\$ 634,674.83</u>
	<u><u>6,260</u></u>		<u><u>\$ 2,304,963.39</u></u>

**FISCAL YEAR 2013-14 ESTIMATED ACTUAL
ALLOCATION OF JOINT POWERS EXPENSES TO PARTICIPANTS**

EXPENSES (REVENUES)	JPA EXPENSES BY ALLOCATION GROUPS					
	A	B	C	D	E	TOTAL
SEWER EXPENSE	218,599	0	0	0	0	218,599
TREATMENT RECLAMATION	0	4,453,362	2,690,049	0	0	7,143,411
TREATMENT COMPOSTING	0	2,470,265	1,652,610	0	0	4,122,875
TREATMENT INJECTION	0	232,207	158,863	0	0	391,070
PUMP STATIONS	0	1,198,157	0	0	0	1,198,157
TANKS/RESERVOIR WELLS	0	41,016	0	0	0	41,016
SYSTEM OPERATION	0	30,991	0	0	0	30,991
WATER SYSTEM	0	101,331	0	0	0	101,331
ADMINISTRATIVE EXPENSES	0	978,677	0	5,300	0	983,977
TAPIA WAREHOUSE	0	3,000	0	0	0	3,000
REVENUES	0	(3,027,278)	0	0	(20,000)	(3,047,278)
TOTAL EXPENSES	218,599	6,481,728	4,501,522	5,300	(20,000)	11,187,149
	A	B	C	D	E	TOTAL

PARTICIPANTS SHARE	ALLOCATION OF EACH GROUP TO PARTICIPANTS											
	%	\$	%	\$	%	\$	%	\$	%	\$		
U-1 SANITATION DISTRICT	36.3%	79,351	53.1%	3,973,595	37.5%	1,688,071	25.0%	1,325	79.2%	(15,848)	51.2%	5,726,494
U-2 SANITATION DISTRICT	3.1%	6,777	17.5%	1,309,565	29.9%	1,345,955	25.0%	1,325	0.0%	0	23.8%	2,663,622
RECYCLED WATER FUND				(707,061)								(707,061)
LVMWD	39.4%	86,128	70.6%	4,576,099	67.4%	3,034,026	50.0%	2,650	79.2%	(15,848)	75.0%	7,683,055
TRIUNFO SANITATION DISTRICT	60.6%	132,471	29.4%	1,905,629	32.6%	1,467,496	50.0%	2,650	20.8%	(4,152)	25.0%	3,504,094
TOTAL ALLOCATION	100.0%	218,599	100.0%	6,481,728	100.0%	4,501,522	100.0%	5,300	100.0%	(20,000)	100.0%	11,187,149
	A		B		C		D		E		TOTAL	

GROUP

- A** Basis of allocation to each participant is participant's reserve capacity rights in the trunk sewer.
- B** Basis of allocation to each participant is participant's reserve capacity rights in the treatment plant and reclaimed water system.
- C** Basis of allocation to each participant is participant's flow into the treatment plant.
- D** Each participant is allocated an equal share.
- E** Basis of allocation is each participant's average monthly cash balance.

**FISCAL YEAR 2014-15 OPERATING BUDGET
ALLOCATION OF JOINT POWERS EXPENSES TO PARTICIPANTS**

EXPENSES (REVENUES)	JPA EXPENSES BY ALLOCATION GROUPS					
	A	B	C	D	E	TOTAL
SEWER EXPENSE	231,994	0	0	0	0	231,994
TREATMENT RECLAMATION	0	4,766,745	2,859,610	0	0	7,626,355
TREATMENT COMPOSTING	0	2,834,896	1,786,980	0	0	4,621,876
TREATMENT INJECTION	0	233,856	148,469	0	0	382,325
PUMP STATIONS	0	1,189,935	0	0	0	1,189,935
TANKS/RESERVOIR WELLS	0	69,443	0	0	0	69,443
SYSTEM OPERATION	0	30,660	0	0	0	30,660
WATER SYSTEM	0	77,634	0	0	0	77,634
ADMINISTRATIVE EXPENSES	0	1,016,651	0	5,300	0	1,021,951
TAPIA WAREHOUSE	0	3,100	0	0	0	3,100
REVENUES	0	(2,510,264)	0	0	(20,000)	(2,530,264)
TOTAL EXPENSES	231,994	7,712,656	4,795,059	5,300	(20,000)	12,725,009
	A	B	C	D	E	TOTAL

PARTICIPANTS SHARE	ALLOCATION OF EACH GROUP TO PARTICIPANTS											
	%	\$	%	\$	%	\$	%	\$	%	\$		
U-1 SANITATION DISTRICT	36.3%	84,214	53.1%	4,544,349	36.7%	1,759,787	25.0%	1,325	79.2%	(15,848)	50.1%	6,373,827
U-2 SANITATION DISTRICT	3.1%	7,192	17.5%	1,497,667	30.9%	1,481,673	25.0%	1,325	0.0%	0	23.5%	2,987,857
RECYCLED WATER FUND				(596,881)								(596,881)
TOTAL LVMWD	39.4%	91,406	70.6%	5,445,135	67.8%	3,241,460	50.0%	2,650	79.2%	(15,848)	73.6%	8,764,803
TRIUNFO SANITATION DISTRICT	60.6%	140,588	29.4%	2,267,521	32.4%	1,553,599	50.0%	2,650	20.8%	(4,152)	26.4%	3,960,206
TOTAL ALLOCATION	100.0%	231,994	100.0%	7,712,656	100.0%	4,795,059	100.0%	5,300	100.0%	(20,000)	100.0%	12,725,009
	A		B		C		D		E		TOTAL	

**Las Virgenes Municipal Water District
Internal Service Summary**

	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Est. Actual	FY 14-15 Budget
BOARD EXPENSES						
6000 Directors' Fees	\$75,800	\$84,107	\$88,775	\$90,000	\$80,400	\$90,000
6005 Directors' Benefits	61,748	63,753	68,794	71,638	74,142	71,638
6010 Directors' Conference Expenses	26,999	34,357	31,716	25,000	20,580	25,000
6015 Directors' Miscellaneous	722	504	1,160	600	464	600
6020 Election Expense	16,911	0	20,888	0	0	60,000
Sub-total	\$182,180	\$182,721	\$211,333	\$187,238	\$175,586	\$247,238
PAYROLL EXPENSES						
6100 Staff Salaries	10,078,123	9,663,351	9,708,415	10,012,045	9,703,206	10,237,035
6102 Staff Overtime	290,962	294,027	302,449	234,922	379,112	236,954
6105 Staff Benefits	4,884,349	5,132,943	4,943,637	4,987,644	4,562,592	4,897,190
6110 Staff Taxes	1,050,342	989,894	949,597	1,014,777	932,854	964,598
Sub-total	\$16,303,776	\$16,080,215	\$15,904,098	\$16,249,388	\$15,577,764	\$16,335,777
6115 Staff Costs Recovered	(7,380,585)	(7,211,066)	(7,584,859)	(7,383,701)	(7,304,640)	(7,210,161)
Net Payroll Expenses	\$8,923,191	\$8,869,149	\$8,319,239	\$8,865,687	\$8,273,124	\$9,125,616
OFFICE EQUIPMENT & POSTAGE						
6200 Forms, Supplies & Postage	135,506	95,813	145,504	153,250	118,162	169,700
6205 Equipment Rental	9,679	9,284	7,729	8,200	7,700	9,300
6210 Equipment Repairs	97	522	2,617	1,500	638	1,500
6215 Equipment Maintenance	289,389	331,519	324,355	306,000	292,490	292,500
6220 Outside Services	103,977	114,842	150,901	102,800	133,862	257,800
6225 Radio Maintenance Expense	24,791	25,402	17,728	22,000	19,600	22,646
6230 Safety Equipment	13,415	20,541	26,513	19,850	9,915	18,743
6235 Records Management	50,412	52,917	50,991	51,000	56,394	51,000
6250 Equipment Interest Expense	10,488	8,191	6,748	6,630	3,600	4,000
Sub-total	\$637,754	\$659,031	\$733,086	\$671,230	\$642,361	\$827,189
PROFESSIONAL SERVICES						
6500 Legal Services	182,169	107,462	92,670	87,000	102,036	99,000
6505 Legal Advertising	10,380	8,981	6,914	9,000	22,934	9,000
6516 Other Professional Services	6,833	86,159	57,250	67,500	27,590	250,000
6517 Audit Fees	32,125	34,530	27,000	33,400	33,400	33,400
6522 Management Consultant Fees	53,951	113,107	62,979	177,500	11,515	177,500
Sub-total	\$285,458	\$350,239	\$246,813	\$374,400	\$197,475	\$568,900
RES CONSER/PUBLIC OUTREACH						
6602 School Education Program	7,554	9,123	8,519	19,976	5,691	8,721
6604 Public Education Program	97,344	152,054	182,162	174,293	214,987	173,598
6606 Community Group Outreach	6,659	23,425	5,240	25,025	16,919	22,504
6608 Intergovernmental Coordination	3,126	8,021	9,180	10,225	11,756	5,504
Sub-total	\$114,683	\$192,623	\$205,101	\$229,519	\$249,353	\$210,327
HUMAN RESOURCES						
6800 Safety	21,798	18,010	24,180	38,000	20,000	38,000
6810 Recruitment Expenses	9,510	7,653	35,580	10,000	10,000	10,000
6812 Retired Employee Benefits	572,378	693,717	787,861	870,572	870,000	915,000
6815 Employee Recognition Function	7,423	3,015	7,401	10,000	5,006	10,000
6817 Employee Survey Outreach	0	204	0	0	0	0
6820 Employee Assistance Program	866	0	0	2,000	0	2,000
6825 Employee Wellness Program	13,970	11,070	4,817	10,000	600	10,000
6830 Training & Prof. Development	76,063	68,109	77,349	155,675	73,974	166,465
6840 DOT Testing	1,050	1,050	1,050	1,050	1,050	1,050
6850 Unemployment Ins. Benefit	17,585	4,740	3,600	15,000	35	10,000
6855 Donated Sick Leave	(6,492)	4,241	3,558	0	0	0
6872 Litigation - Outside Services	102,732	71,141	75,390	100,000	57,800	100,000
Sub-total	\$816,883	\$882,950	\$1,020,786	\$1,212,297	\$1,038,465	\$1,262,515

**Las Virgenes Municipal Water District
Internal Service Summary**

	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Est. Actual	FY 14-15 Budget
OTHER G&A EXPENSES						
7100 Provision for Uncollectible Accts	82,027	150,207	49,694	175,000	78,510	95,000
7105 Dues/Subscriptions/Memberships	82,504	82,562	79,140	81,020	179,730	83,900
7110 Travel/Misc. Expenses	795	9,393	1,851	1,795	2,989	2,015
7135 General Insurance	0	(1)	0	0	0	0
7135.1 Property Insurance	26,675	26,839	32,658	32,350	33,121	33,784
7135.2 Liability Insurance	273,082	281,244	216,905	194,100	183,226	186,890
7135.3 Automobile Insurance	87,594	78,810	20,779	0	50,901	51,920
7135.4 Earthquake Insurance	53,288	54,379	55,052	55,625	54,962	56,061
7135.5 Excess Liability Insurance	360,036	355,384	248,609	216,200	203,462	207,531
7145 Claims Paid	0	0	0	0	3,500	0
7152 LAFCO Charges	12,292	15,144	13,198	15,000	13,405	15,000
7155 Other Expense	0	0	0	0	0	0
Sub-total	\$978,293	\$1,053,961	\$717,886	\$771,090	\$803,806	\$732,101
OPERATING EXPENSE						
5400 Labor	295,790	310,486	363,739	381,128	322,621	407,392
5405.1 Utilities - Energy	141,443	127,023	128,967	129,800	129,500	131,700
5405.2 Utilities - Telephone	122,483	144,741	153,936	143,158	160,211	174,827
5405.3 Utilities - Gas	22,412	21,251	19,868	23,400	18,108	21,500
5405.4 Utilities - Water	12,479	12,770	13,851	12,714	13,587	13,190
5410 Supplies/Materials	0	0	0	0	0	0
5415 Outside Services	0	0	0	4,000	0	0
5430 Capital Outlay	64,545	64,246	57,253	55,625	54,265	65,850
Sub-total	\$659,152	\$680,517	\$737,614	\$749,825	\$698,292	\$814,459
MAINTENANCE EXPENSE						
5500 Labor	293,159	245,239	361,015	332,720	383,892	353,874
5510 Supplies/Materials	159,396	519,910	192,148	563,120	451,657	696,950
5510.1 Fuel	120,767	104,484	119,749	135,658	128,000	126,900
5515 Outside Services	279,082	315,445	384,134	326,918	362,284	333,546
5520 Permits/Fee	7,879	9,704	9,727	9,529	13,031	12,611
5530 Capital Outlay	17,238	3,300	65,541	0	6,283	14,000
6255 Rental Charge - Vehicles	109,579	103,150	121,135	109,744	127,800	128,000
Sub-total	\$987,100	\$1,301,232	\$1,253,449	\$1,477,689	\$1,472,947	\$1,665,881
INVENTORY EXPENSE						
5536 Inventory Adjustment	13,353	8,594	6,139	13,000	7,500	9,500
GEN'L SPECIALTY EXPENSE						
5725 Supplies and Small Tools	53,565	20,560	24,536	46,970	42,750	34,811
Sub-total	\$53,565	\$20,560	\$24,536	\$46,970	\$42,750	\$34,811
TOTAL EXPENSES	\$13,651,612	\$14,201,578	\$13,475,982	\$14,598,945	\$13,601,659	\$15,499,737
ALLOCATED EXPENSES						
ALLOCATED TECHNICAL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0
ALLOCATED CUSTOMER INFO SYSTEMS	\$0	\$0	\$0	\$0	\$0	\$0
ALLOCATED LABORATORY EXPENSES	(\$593,461)	(\$600,684)	(\$570,289)	(\$594,801)	(\$571,564)	(\$673,421)
ALLOCATED VEHICLE EXPENSES	\$0	\$0	\$2	\$0	\$0	\$0
ALLOCATED LEGAL EXPENSES	(\$102,732)	(\$71,141)	(\$75,390)	(\$100,000)	(\$57,800)	(\$100,000)
ALLOCATED OPS BLDG EXPENSES	(\$174,768)	(\$193,346)	(\$211,647)	(\$170,637)	(\$130,528)	(\$146,793)
ALLOCATED INTERNAL G&A	\$0	(\$7)	(\$8)	\$1	\$3	\$1
ALLOCATED SUPPORT SERVICES(G&A)	(\$5,907,107)	(\$5,953,608)	(\$5,841,942)	(\$5,914,861)	(\$5,491,784)	(\$6,142,509)
ALLOCATED OPERATIONS SERVICES(G&A)	(\$6,873,544)	(\$7,382,792)	(\$6,776,708)	(\$7,818,647)	(\$7,349,986)	(\$8,437,015)
TOTAL ALLOCATED EXPENSES	(\$13,651,612)	(\$14,201,578)	(\$13,475,982)	(\$14,598,945)	(\$13,601,659)	(\$15,499,737)

Las Virgenes Municipal Water District
Summary of Allocated Internal Service Costs
FY 2013-14 Estimated Actual

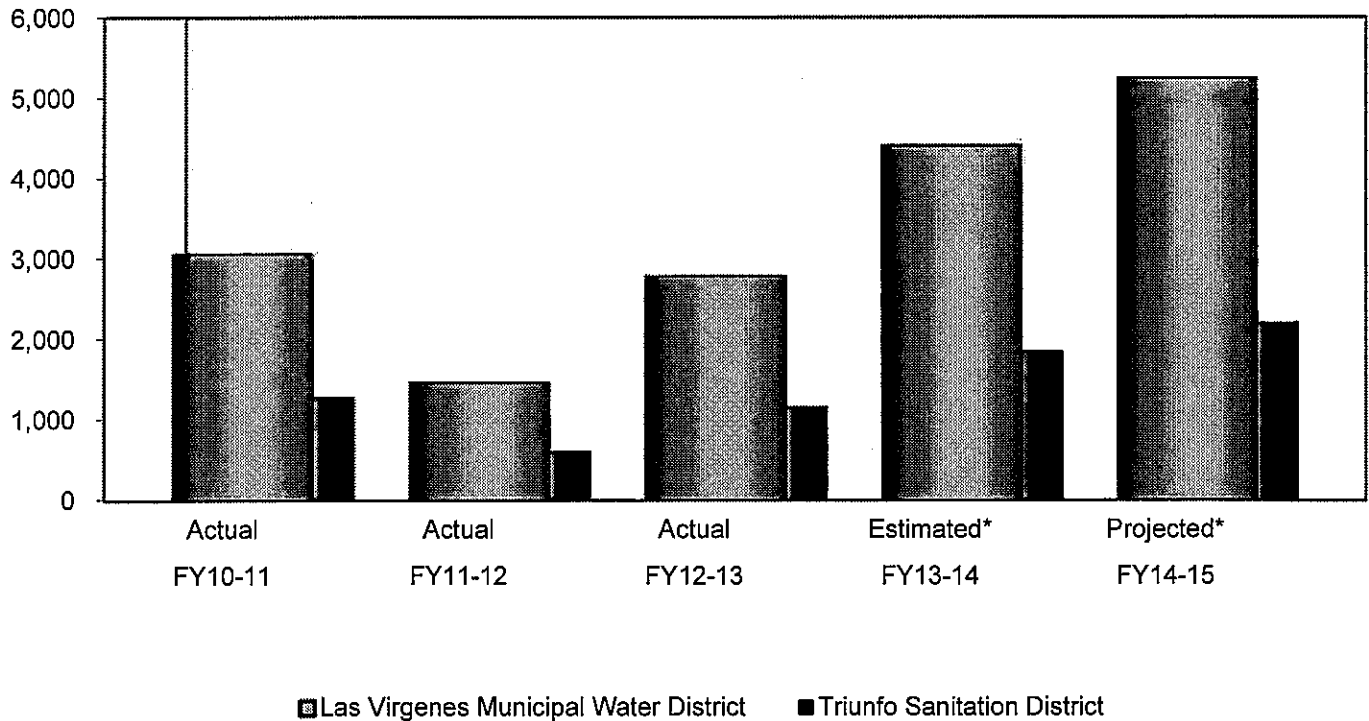
	Total Costs	Direct Allocations	Allocated G&A Costs	Cost Recipient				
				JPA	Total LVMWD Operations	Capital Projects	Internal G&A Allocated/ (Received)	Total Allocations
Central Service Provider								
General Manager	639,688	5,934	645,622	338,346	165,097	7,266	134,913	645,622
General Manager-100% LVMWD	229,503	(57,800)	171,703	-	177,092	-	(5,389)	171,703
Board of Directors	223,315	-	223,315	-	229,717	-	(6,402)	223,315
Board of Directors & GM	1,092,506	(51,866)	1,040,640	338,346	571,906	7,266	123,122	1,040,640
RCPO Administration	366,798	-	366,798	192,227	31,173	-	143,398	366,798
Customer Service Admin	197,076	-	197,076	-	-	-	197,076	197,076
Customer Service Operations	1,150,862	431,941	1,582,803	-	1,881,088	7,608	(305,893)	1,582,803
Meter Service	924,786	-	924,786	-	1,053,691	-	(128,905)	924,786
Customer Service Programs	237,064	11,868	248,932	-	349,187	-	(100,255)	248,932
Resource/Watershed Conservation	319,810	5,934	325,744	-	423,467	27,321	(125,044)	325,744
Public Information	464,422	-	464,422	243,384	67,382	13,109	140,547	464,422
GIS & New Customer Svc	-	-	-	-	-	-	-	-
RCPO	3,660,818	449,743	4,110,561	435,611	3,805,988	48,038	(179,076)	4,110,561
Facilities & Operations Admin	453,363	5,934	459,297	240,699	271,252	52,917	(105,571)	459,297
Facilities Maint/Const Admin	199,795	4,160	203,955	106,885	125,629	24,508	(53,067)	203,955
Electrical	266,444	53,407	319,851	167,620	181,764	581	(30,114)	319,851
Maintenance	98,485	89,134	187,619	98,324	99,883	-	(10,588)	187,619
Building 8 Maintenance	373,264	-	373,264	195,611	-	-	177,653	373,264
Building 7 Maintenance	130,528	(130,528)	-	1	56,768	-	(56,769)	-
Construction	102,071	160,467	262,538	137,585	174,273	-	(49,320)	262,538
Fleet Maintenance	611,766	(611,766)	-	-	-	-	-	-
Water Administration	94,330	1,774	96,104	50,364	75,963	-	(30,223)	96,104
Water Treatment & Production	210,223	101,003	311,226	163,101	231,057	-	(82,932)	311,226
Reclamation Administration	477,142	5,934	483,076	253,160	-	-	229,916	483,076
Laboratory	559,696	(559,696)	-	1	411,881	-	(411,882)	-
Wastewater Treatment Facility	91,368	23,737	115,105	60,322	150,396	-	(95,613)	115,105
Composting Facility	95,331	23,737	119,068	62,399	111,186	-	(54,517)	119,068
Planning & Technical Services	675,243	(66,603)	608,640	317,346	34,177	573,861	(316,744)	608,640
Facilities & Operations	4,439,049	(899,306)	3,539,743	1,853,418	1,924,229	651,867	(889,771)	3,539,743
Finance & Administration Admin	994,096	-	994,096	520,965	237,651	-	235,480	994,096
Information Systems	1,031,172	(258,463)	772,709	413,866	124,513	24,224	210,106	772,709
Human Resources	1,287,067	-	1,287,067	674,498	149,597	29,103	433,869	1,287,067
Finance & Accounting	1,096,951	-	1,096,951	574,866	409,672	46,146	66,267	1,096,951
Finance & Administration	4,409,286	(258,463)	4,150,823	2,184,195	921,433	99,473	945,722	4,150,823
Total Allocated G&A Costs	13,601,659	(759,892)	12,841,767	4,811,570	7,223,556	806,644	(3)	12,841,767
Direct Allocations								
Allocated Laboratory Expenses				382,948	188,616	-	-	571,564
Allocated Ops Bldg Expenses				65,264	65,264	-	-	130,528
Allocated Legal Expenses				-	57,800	-	-	57,800
Total Direct Allocations				448,212	311,680	-	-	759,892
Total all Allocated Costs				5,259,782	7,535,236	806,644	(3)	13,601,659

Las Virgenes Municipal Water District
Summary of Allocated Internal Service Costs
FY 2014-15 Budget

	Total Costs	Direct Allocations	Allocated G&A Costs	Cost Recipient				
				JPA	Total LVMWD Operations	Capital Projects	Internal G&A Allocated/ (Received)	Total Allocations
Central Service Provider								
General Manager	680,296	5,490	685,786	370,339	172,737	5,888	136,822	685,786
General Manager-100% LVMWD	283,700	(100,000)	183,700	-	189,957	-	(6,257)	183,700
Board of Directors	295,818	-	295,818	-	302,849	-	(7,031)	295,818
Board of Directors & GM	1,259,814	(94,510)	1,165,304	370,339	665,543	5,888	123,534	1,165,304
RCPO Administration	386,039	-	386,039	208,471	32,042	-	145,526	386,039
Customer Service Admin	349,066	-	349,066	-	-	-	349,066	349,066
Customer Service Operations	1,332,701	446,249	1,778,950	-	2,248,974	8,020	(478,044)	1,778,950
Meter Service	1,234,472	-	1,234,472	-	1,388,402	-	(153,930)	1,234,472
Customer Service Programs	200,010	10,980	210,990	-	343,497	-	(132,507)	210,990
Resource/Watershed Conservation	366,324	5,490	371,814	-	476,098	30,716	(135,000)	371,814
Public Information	492,437	-	492,437	265,926	69,925	10,580	146,006	492,437
GIS & New Customer Svc	-	-	-	-	-	-	-	-
RCPO	4,361,049	462,719	4,823,768	474,397	4,558,938	49,316	(258,883)	4,823,768
Facilities & Operations Admin	467,493	5,490	472,983	255,420	292,254	44,270	(118,961)	472,983
Facilities Maint/Const Admin	210,991	3,849	214,840	116,020	136,942	20,743	(58,865)	214,840
Electrical	307,492	49,411	356,903	192,736	218,651	584	(55,068)	356,903
Maintenance	106,083	82,464	188,547	101,818	89,278	-	(2,549)	188,547
Building 8 Maintenance	411,405	-	411,405	222,167	-	-	189,238	411,405
Building 7 Maintenance	146,793	(146,793)	-	1	65,686	-	(65,687)	-
Construction	216,791	148,460	365,251	197,243	240,917	-	(72,909)	365,251
Fleet Maintenance	565,988	(565,988)	-	-	-	-	-	-
Water Administration	113,424	1,641	115,065	62,137	83,469	-	(30,541)	115,065
Water Treatment & Production	196,273	93,445	289,718	156,454	208,145	-	(74,881)	289,718
Reclamation Administration	482,235	5,490	487,725	263,381	-	-	224,344	487,725
Laboratory	662,441	(662,441)	-	-	454,289	-	(454,289)	-
Wastewater Treatment Facility	83,796	21,960	105,756	57,112	116,120	-	(67,476)	105,756
Composting Facility	107,153	21,960	129,113	69,725	143,464	-	(84,076)	129,113
Planning & Technical Services	766,673	(79,364)	687,309	371,161	107,449	519,321	(310,622)	687,309
Facilities & Operations	4,845,031	(1,020,416)	3,824,615	2,065,375	2,156,664	584,918	(982,342)	3,824,615
Finance & Administration Admin	1,145,299	-	1,145,299	618,485	233,880	-	292,934	1,145,299
Information Systems	1,382,460	(268,007)	1,114,453	601,286	153,686	23,254	336,227	1,114,453
Human Resources	1,326,109	-	1,326,109	716,127	154,070	23,312	432,600	1,326,109
Finance & Accounting	1,179,975	-	1,179,975	637,211	441,847	44,988	55,929	1,179,975
Finance & Administration	5,033,843	(268,007)	4,765,836	2,573,109	983,483	91,554	1,117,690	4,765,836
Total Allocated G&A Costs	15,499,737	(920,214)	14,579,523	5,483,220	8,364,628	731,676	(1)	14,579,523
Direct Allocations								
Allocated Laboratory Expenses				451,193	222,228	-	-	673,421
Allocated Ops Bldg Expenses				73,396	73,397	-	-	146,793
Allocated Legal Expenses				-	100,000	-	-	100,000
Total Direct Allocations				524,589	395,625	-	-	920,214
Total all Allocated Costs				6,007,809	8,760,253	731,676	(1)	15,499,737

**Las Virgenes - Triunfo
Joint Powers Authority
Capital Improvement Projects
Annual Expenditures
(Dollars in Thousands)**

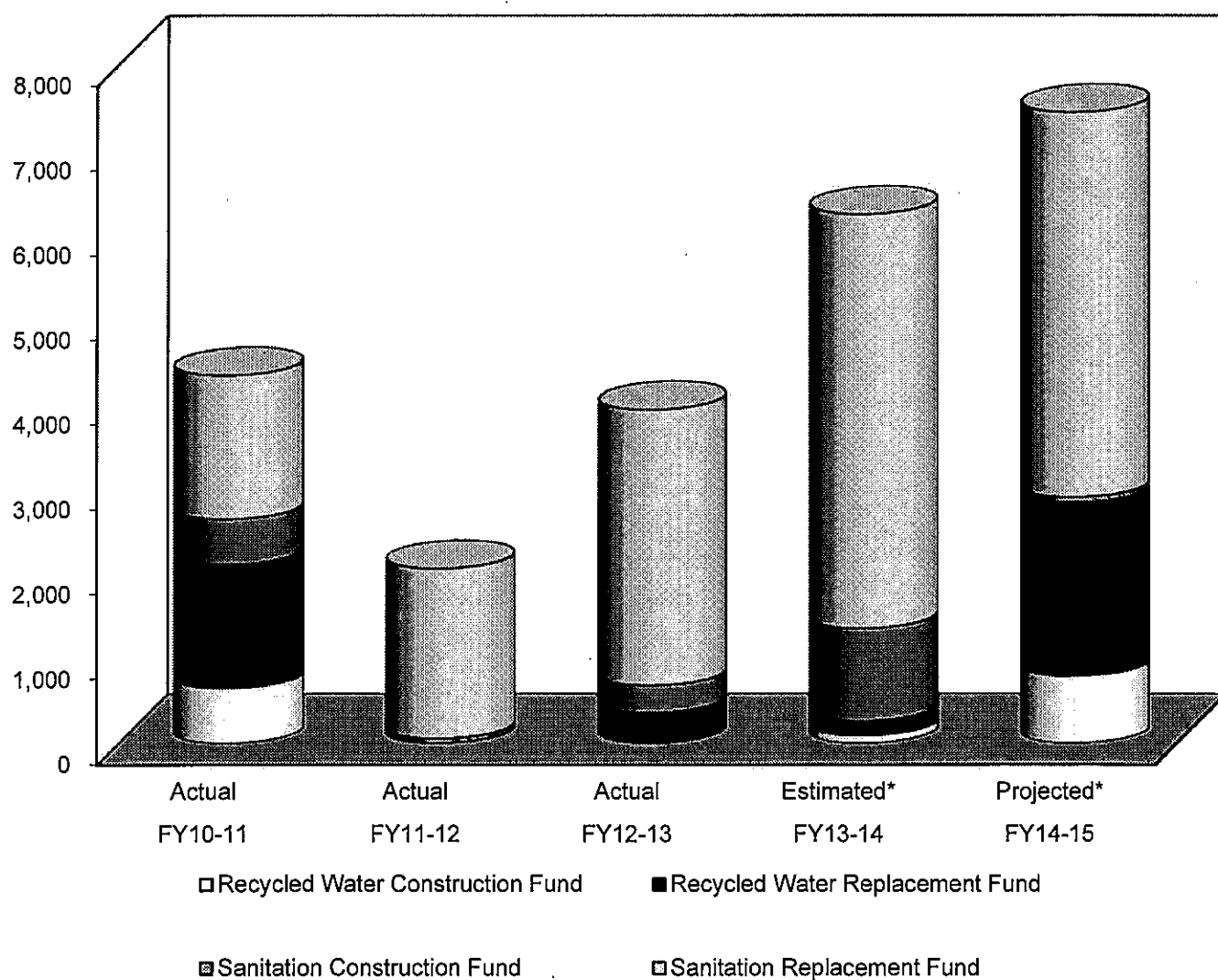
	FY10-11 Actual	FY11-12 Actual	FY12-13 Actual	FY13-14 Estimated*	FY14-15 Projected*
Las Virgenes Municipal Water District	3,058	1,451	2,776	4,405	5,244
Triunfo Sanitation District	1,274	604	1,156	1,834	2,190
	4,332	2,055	3,932	6,239	7,434



*Estimated and Projected expenditures represent working capital requirements for each fiscal year.

**Las Virgenes - Triunfo
Joint Powers Authority
Capital Improvement Projects
Annual Expenditures
(Dollars in Thousands)**

	FY10-11 Actual	FY11-12 Actual	FY12-13 Actual	FY13-14 Estimated*	FY14-15 Projected*
Recycled Water Construction Fund	649	-	13	91	789
Recycled Water Replacement Fund	1,455	2	346	171	2,048
Sanitation Construction Fund	537	55	320	1,089	62
Sanitation Replacement Fund	1,691	1,998	3,253	4,888	4,535
	4,332	2,055	3,932	6,239	7,434



*Estimated and Projected expenditures represent working capital requirements for each fiscal year.

Las Virgenes - Triunfo Joint Powers Authority

Working Capital Requirements

Capital Improvement Projects

FY13-14 and FY14-15

Job #	Title	Approved Appropriations	Prior Expenditures	Estimated Expenditures FY13-14	Projected Carryover July 1, 2014	FY14-15 Appropriation	FY14-15 Working Capital Requirement
10393	Recycled Water Storage Study	\$570,715	\$260,879	\$0	\$309,836	\$0	\$309,836
10418	Rehabilitation of 18" RW Pipe (Tapia/Mulholland Highway)	\$235,000	\$253,501	\$11,530	(\$30,031)	\$208,231	\$178,200
10446	Buffer Land at Rancho	\$250,000	\$0	\$0	\$250,000	\$0	\$250,000
10448	Rancho Polymer Feed System Rehabilitation	\$121,000	\$46,822	\$0	\$0	\$0	\$0
10453	Tapia and Rancho Vulnerability Assessment	\$50,000	\$0	\$0	\$0	\$0	\$0
10457	Tapia Alternative Disinfection Improvements	\$1,718,532	\$1,710,325	\$257,060	\$0	\$0	\$0
10474	Woodland Hills Golf Course RW Pipeline Extension	\$400,000	\$23,638	\$0	\$376,362	\$0	\$376,362
10487	Construct 3rd Digester at Rancho	\$6,841,790	\$1,394,366	\$5,447,424	\$0	\$0	\$0
10493	Tapia Sludge Screening	\$385,000	\$0	\$0	\$0	\$0	\$0
10499	Tapia Grit Cyclone Conveyor System	\$150,000	\$4,003	\$34,754	\$0	\$0	\$0
10512	Tapia: Primary Tank Rehabilitation	\$685,000	\$0	\$48,985	\$636,015	\$0	\$636,015
10513	Tapia Sluice Gate and Drive Replacement	\$342,000	\$0	\$0	\$342,000	\$0	\$342,000
10515	Sanitation Master Plan Update	\$62,500	\$13,805	\$48,695	\$0	\$0	\$0
10516	Recycled Water Master Plan	\$62,500	\$12,831	\$49,669	\$0	\$0	\$0
10519	Miscellaneous CIP (Bandsaw)	\$10,000	\$0	\$11,924	\$0	\$0	\$0
10520	SCADA System Communication Upgrades	\$93,100	\$6,239	\$0	\$86,861	\$0	\$86,861
10522	Reservoir #2 Improvements (Lining Cover)	\$50,000	\$36,683	\$13,317	\$0	\$1,557,010	\$1,557,010
10534	Rancho Solar Project	\$70,000	\$44,846	\$45,379	\$0	\$0	\$0
10536	Agoura Road Recycled Water Main - Ladyface to Cornell Road	\$100,000	\$12,765	\$90,836	(\$3,601)	\$323,103	\$319,502
10537	Raw Sludge Wet Well Mixing Improvements	\$100,000	\$0	\$0	\$100,000	\$0	\$100,000
10538	Tapia Channel Mixing Improvements	\$454,000	\$0	\$48,205	\$405,795	\$4,205	\$410,000

ITEM 5A

Las Virgenes - Triunfo Joint Powers Authority

Working Capital Requirements

Capital Improvement Projects

FY13-14 and FY14-15

Job #	Title	Approved Appropriations	Prior Expenditures	Estimated Expenditures FY13-14	Projected Carryover July 1, 2014	FY14-15 Appropriation	FY14-15 Working Capital Requirement
10540	Lost Hill Overpass Recycled Water Main Relocation	\$355,000	\$0	\$50,744	\$304,256	\$8,744	\$313,000
10544	Centrate Tank Cathodic Protection (CP) System Replacement	\$110,000	\$0	\$25,121	\$84,879	\$33,937	\$118,816
10548	Tapia Roof Replacement	\$25,000	\$0	\$23,895	\$0	\$0	\$0
10549	Rancho Las Virgenes Compost Facility Agitator Control Upgrade	\$14,000	\$0	\$13,564	\$436	\$13,564	\$14,000
10550	Rancho Reactor Room Door Replacement	\$20,000	\$0	\$17,467	\$0	\$0	\$0
10551	Centrate System - New Pump Impellers	\$35,000	\$0	\$0	\$35,000	\$0	\$35,000
80720	Manhole Rehabilitation, F2/F3 Line	\$0	\$0	\$0	\$0	\$15,000	\$15,000
80742	Rancho: Rehabilitate Existing Centrate Line	\$0	\$0	\$0	\$0	\$175,390	\$175,390
99901	NPDES Permit Renewal	\$0	\$0	\$0	\$0	\$25,000	\$25,000
99927	Tapia Structural Repairs	\$0	\$0	\$0	\$0	\$46,500	\$46,500
99929	Tapia Supplemental Carbon Study	\$0	\$0	\$0	\$0	\$85,000	\$85,000
99932	Centrate Equalization Tank	\$0	\$0	\$0	\$0	\$890,000	\$890,000
99934	Rancho Las Virgenes Digester Cleaning and Repair	\$0	\$0	\$0	\$0	\$287,500	\$287,500
99935	Tapia Alternative Disinfection Safety Improvements	\$0	\$0	\$0	\$0	\$85,750	\$85,750
99936	Programmable Logic Controller Upgrades	\$0	\$0	\$0	\$0	\$216,500	\$216,500
99942	Rancho Las Virgenes Composting Facility: Purchase of New Loader	\$0	\$0	\$0	\$0	\$180,000	\$180,000
99946	Sewer Grit Handling	\$0	\$0	\$0	\$0	\$50,000	\$50,000
99947	Rancho Facility Improvements	\$0	\$0	\$0	\$0	\$174,500	\$174,500
99953	Security Upgrades - JPA	\$0	\$0	\$0	\$0	\$5,000	\$5,000
99954	Tapia Equipment Replacement	\$0	\$0	\$0	\$0	\$70,750	\$70,750
99956	Tapia Balancing Pond Sealant Replacement	\$0	\$0	\$0	\$0	\$80,500	\$80,500

ITEM 5A

**Las Virgenes - Triunfo Joint Powers Authority
Working Capital Requirements
Capital Improvement Projects
FY13-14 and FY14-15**

Job #	Title	Approved Appropriations	Prior Expenditures	Estimated Expenditures FY13-14	Projected Carryover July 1, 2014	FY14-15 Appropriation	FY14-15 Working Capital Requirement
	Total CIP Budget	\$13,310,137	\$3,820,703	\$6,238,569	\$2,897,808	\$4,536,184	\$7,433,992

May 5, 2014 JPA Board Meeting

TO: JPA Board of Directors

FROM: Facilities & Operations

Subject: Recycled Water Seasonal Storage Project: Revised Guiding Principles

SUMMARY:

On April 7, 2014, staff presented the JPA Board with draft guiding principles for the Recycled Water Seasonal Storage Project. Based comments from the JPA Board, staff has revised the draft principles. In the general, the comments were as follows:

- Include a preamble providing background and the purpose of the principles.
- Include a principle focused on gaining community support.
- Expand on describing infill opportunities and commercial uses of recycled water.
- Expand on considering costs, impacts and benefits of the project from each partners' perspective.
- Expand on the importance of transparency and sustainability.
- Consider project delivery: on-time, on-schedule and on-budget.

Attached are the original and revised version of the guiding principles for consideration.

RECOMMENDATION(S):

Approve the revised Guiding Principles for the Recycled Water Seasonal Storage Project.

FINANCIAL IMPACT:

There is no financial impact associated this action.

Prepared By: David R. Lippman, Director of Facilities & Operations

ATTACHMENTS:

Guiding Principles - Original Version

Guiding Principles - Revised Version

Recycled Water Seasonal Storage Project Guiding Principles**1. Maximize Beneficial Reuse by:**

- 1.1. Being an environmental steward
- 1.2. Offsetting existing potable water use
- 1.3. Reducing discharge to Malibu Creek and Los Angeles River
- 1.4. Providing regional benefits
- 1.5. Creating water supply reliability

2. Seek Cost Effective Solutions by:

- 2.1. Seeking funding from grants, matching funds and partnerships
- 2.2. Each partner sharing in outside funding
- 2.3. Each partner funding their share

3. Seek Partnerships beyond the JPA by:

- 3.1. Considering multiple uses such as;
 - 3.1.1. Recreation
 - 3.1.2. Education
 - 3.1.3. Creation of open space
- 3.2. Engaging stakeholders early and often

4. Govern with a Partnership by:

- 4.1. Using the JPA Agreement as a guiding document
- 4.2. Communicating openly and frequently
- 4.3. Being committed to the project

5. Be Forward Thinking by considering the possibilities of:

- 5.1. Expanding beyond the JPA service area
- 5.2. Residential reuse
- 5.3. Indirect potable reuse
- 5.4. Direct potable reuse

Recycled Water Seasonal Storage Project Guiding Principles

The Las Virgenes-Triunfo Joint Powers Authority considers recycled water a resource and endeavors to utilize it to its best and most cost effective use. Traditional uses of recycled water are subject to diurnal and annual swings in demand due to weather and the seasons. The swing in demand creates “excess” recycled water in the winter and a “deficient” of recycled water in the summer. Seasonal storage of the excess can offset the deficient; however, the excess can exceed the deficient, so seasonal storage must be balanced with expanded demand to be successful and sustainable. Since the first Recycled Water Master Plan in the 1970s, seasonal storage has been a consideration to achieve the full utilization of the resource. Most recently in 2012, the JPA completed a Recycled Water Seasonal Storage Feasibility Study.

The JPA desires to continue to strive to achieve the full utilization of recycled water and move forward with the consideration of seasonal storage guided by the following principles.

1. Maximize Beneficial Reuse by:

- 1.1. Being an environmental steward
- 1.2. Reducing existing potable water use
- 1.3. Reducing discharge to Malibu Creek and Los Angeles River
- 1.4. Encouraging infill recycled water use in both partners' service areas when feasible and cost-effective
- 1.5. Providing regional benefits
- 1.6. Creating water supply reliability

2. Seek Cost Effective Solutions by:

- 2.1. Seeking funding from grants, matching funds and partnerships
- 2.2. Engaging permitting and regulatory agencies early and often
- 2.3. Each partner sharing in outside funding
- 2.4. Each partner funding their share
- 2.5. Being on time, on schedule and within budget
- 2.6. Analyzing impacts and benefits of the project from each partners' perspective

3. Seek Partnerships beyond the JPA by:

- 3.1. Considering multiple uses such as:
 - 3.1.1. Recreation
 - 3.1.2. Education
 - 3.1.3. Creation of open space
- 3.2. Engaging stakeholders early and often
- 3.3. Considering additional partners that will purchase recycled water

4. Gain Community Support by:

- 4.1. Engaging and educating the public and stakeholders
- 4.2. Being transparent
- 4.3. Prioritizing public safety

5. Govern with a Partnership by:

- 5.1. Using the JPA Agreement as a guiding document
- 5.2. Communicating openly and frequently
- 5.3. Being committed to the project
- 5.4. Equitably allocating costs and sharing benefits from both partners' perspective

6. Be Forward Thinking by considering the possibilities of:

- 6.1. Expanding the recycled water system beyond the JPA's service area
- 6.2. Exterior residential recycled water use
- 6.3. Exterior and interior recycled water use for new and remodeled commercial projects
- 6.4. Indirect potable reuse
- 6.5. Direct potable reuse

May 5, 2014 JPA Board Meeting

TO: JPA Board of Directors

FROM: Facilities & Operations

Subject: Recycled Water and Sanitation Master Plans Updates: Receive and File

SUMMARY:

On March 3, 2014, staff and Kennedy/Jenks Consultants made a presentation to the JPA Board on the final draft Recycled Water and Sanitation Master Plan Updates. Comments provided by the JPA Board have been incorporated in the final versions of the documents, which are ready to be received and filed. Completion of the Integrated Master Plan Update is underway, and it will be presented to the JPA Board in June.

RECOMMENDATION(S):

Receive and file the Recycled Water Master Plan Update 2014 (LVMWD Report No. 2561.00) and Sanitation Master Plan Update 2014 (LVMWD Report No. 2560.00).

FINANCIAL IMPACT:

Sufficient funds are available in the adopted Fiscal Year 2013-14 Budget for the master plan updates. Staff will reconcile the accounts for the master plans updates when the final Integrated Master Plan is presented to the JPA Board.

DISCUSSION:

The Recycled Water Master Plan Update identifies 22 potential recycled water system expansion projects in both the TSD and LVMWD service areas. The Sanitation Master Plan Update identifies 12 projects at Tapia Water Reclamation Facility and Rancho Las Virgenes Composting Facility to allow the JPA to process 12 MGD of sewage, the ultimate projected influent flow. The 12 projects address operational reliability and efficiency objectives to meet current discharge limits. No expansion of the trunk sewers is necessary. At the discretion of the JPA Board, the recycled water and sanitation projects will be included in future proposed Infrastructure Investment Plans and annual budgets.

Prepared By: John Zhao, P.E., Principal Engineer

May 5, 2014 JPA Board Meeting

TO: JPA Board of Directors

FROM: Finance & Administration

Subject: Financial Review: Third Quarter of Fiscal Year 2013-14

SUMMARY:

Operating expenses for the current fiscal year are \$100,090 (0.9%) less than last year and \$238,506 (2.1%) less than the current year's budget. As of March 31, 2014, 73.7% of budgeted operating expenses were spent. As a result, the overall expenses at year-end are projected to be within the adopted budget given that there are three months left plus some room in the budget for year-end accruals.

Operating revenue is higher than budgeted due to increased sales of recycled water. The JPA has received 84.94% of the revenue budgeted for the fiscal year and the continuing dry weather will likely produce year-end operating revenues that exceed budgetary expectations.

Capital project expenses are \$4,307,398, more than the same time last year due to increased construction activity in the current fiscal year.

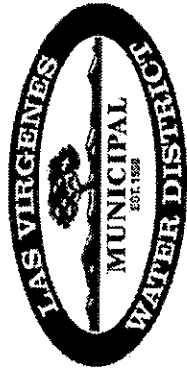
RECOMMENDATION(S):

Receive and file.

Prepared By: Joseph Lillio, Finance Manager

ATTACHMENTS:

JPA Quarterly Financial Review



Joint Powers Authority Third Quarter Financial Review

FY13-14 Year to Date at March 31

	FY12-13 Actual YTD	FY13-14 Budget YTD	FY13-14 Actual YTD
Net Uses of Fund	\$11,266,816	\$16,358,347	\$13,188,231
LV Share	\$7,842,152	\$11,725,507	\$9,306,860
TSD Share	\$3,424,664	\$4,632,840	\$3,881,371

4/25/2014

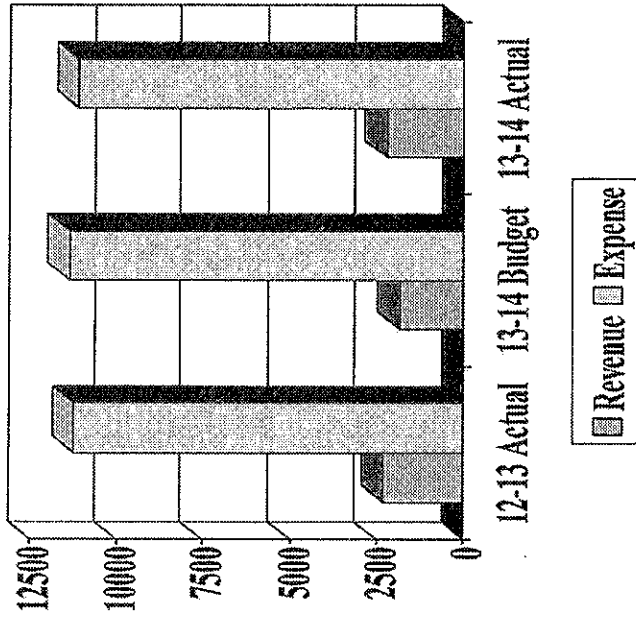
ITEM 6C

Joint Powers Authority Operations

Third Quarter

(in Thousands)

	FY 12-13 Actual YTD	FY 13-14 Budget YTD	FY 13-14 Actual YTD
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	FY 12-13 Actual YTD	FY 13-14 Budget YTD	FY 13-14 Actual YTD
Total Operating Revenues	\$ 2,324,039	\$ 1,841,359	\$ 2,229,172
RW Pump Station	848,502	958,814	1,074,647
RW Tanks & Reservoirs	54,984	72,409	23,310
RW System Operations	31,483	23,373	15,754
RW Distribution	72,304	60,831	73,067
Sewer	404,351	205,461	165,217
Waste Water Treatment	5,477,131	5,630,600	5,500,118
Composting	3,288,499	3,442,472	3,204,065
Injection and Centrate	312,809	206,193	313,386
Administration	731,904	760,230	752,314
Total Operating Expenses	11,221,967	11,360,383	11,121,877
Net Operating (Expenses)	\$ (8,897,928)	\$ (9,519,024)	\$ (8,892,705)

4/25/2014

Joint Powers Authority Operations
Quarterly Update - Comparison to Budget & Prior Year at March 31, 2014
FY13-14 Year to Date

	<u>FY 12-13 Actual YTD</u>	<u>FY 13-14 Budget YTD</u>	<u>FY 13-14 Actual YTD</u>
<u>Total Revenues</u>			
Operating Revenues	\$ 2,324,039	\$ 1,841,359	\$ 2,229,172
Other Revenues	19,323	15,000	11,872
Total Revenues	<u>2,343,362</u>	<u>1,856,359</u>	<u>2,241,044</u>
<u>Total Expenses</u>			
Operating Expenses	\$ 11,221,967	\$ 11,360,383	\$ 11,121,877
Capital Project Expenses	2,388,211	6,854,323	4,307,398
Total Expenses	<u>13,610,178</u>	<u>18,214,706</u>	<u>15,429,275</u>
Net (Uses) of Funds	<u>\$ (11,266,816)</u>	<u>\$ (16,358,347)</u>	<u>\$ (13,188,231)</u>
Las Virgenes Share	<u>(7,842,152)</u>	<u>(11,725,507)</u>	<u>(9,306,860)</u>
Triunfo Share	<u>(3,424,664)</u>	<u>(4,632,840)</u>	<u>(3,881,371)</u>

Joint Powers Authority Operations
Quarterly Update - Comparison to Budget & Prior Year at March 31, 2014
FY13-14 Year to Date

	<u>FY 12-13 Actual YTD</u>	<u>FY 13-14 Budget YTD</u>	<u>FY 13-14 Actual YTD</u>
<u>Las Virgenes Share:</u>			
<u>Total Revenues</u>			
Operating Revenues	\$ 1,640,772	\$ 1,299,999	\$ 1,571,739
Other Revenues	13,642	10,590	8,453
Total Revenues	<u>1,654,414</u>	<u>1,310,589</u>	<u>1,580,192</u>
<u>Total Expenses</u>			
Operating Expenses	\$ 7,810,489	\$ 8,122,983	\$ 7,846,029
Capital Project Expenses	1,686,077	4,913,113	3,041,023
Total Expenses	<u>9,496,566</u>	<u>13,036,097</u>	<u>10,887,052</u>
Net (Uses) of Funds - LV	<u>\$ (7,842,152)</u>	<u>\$ (11,725,507)</u>	<u>\$ (9,306,860)</u>
<u>Triunfo Share:</u>			
<u>Total Revenues</u>			
Operating Revenues	\$ 683,267	\$ 541,360	\$ 657,433
Other Revenues	5,681	4,410	3,419
Total Revenues	<u>688,948</u>	<u>545,770</u>	<u>660,852</u>
<u>Total Expenses</u>			
Operating Expenses	\$ 3,411,478	\$ 3,237,400	\$ 3,275,848
Capital Project Expenses	702,134	1,941,209	1,266,375
Total Expenses	<u>4,113,612</u>	<u>5,178,609</u>	<u>4,542,223</u>
Net (Uses) of Funds - TSD	<u>\$ (3,424,664)</u>	<u>\$ (4,632,840)</u>	<u>\$ (3,881,371)</u>
Total JPA Net (Uses) of Funds	<u>\$ (11,266,816)</u>	<u>\$ (16,358,347)</u>	<u>\$ (13,188,231)</u>

Joint Powers Authority Operations
Quarterly Update - Comparison to Budget & Prior Year at March 31, 2014
FY 13-14 Year to Date

	<u>FY 12-13 Actual YTD</u>	<u>FY 13-14 Budget YTD</u>	<u>FY 13-14 Actual YTD</u>
Total Operating Revenues	\$ 2,324,039	\$ 1,841,359	\$ 2,229,172
RW Pump Station	848,502	958,814	1,074,647
RW Tanks & Reservoirs	54,984	72,409	23,310
RW System Operations	31,483	23,373	15,754
RW Distribution	72,304	60,831	73,067
Sewer	404,351	205,461	165,217
Waste Water Treatment	5,477,131	5,630,600	5,500,118
Composting	3,288,499	3,442,472	3,204,065
Farm Operation	312,809	206,193	313,386
Administration	731,904	760,230	752,314
Total Operating Expenses	<u>11,221,967</u>	<u>11,360,383</u>	<u>11,121,877</u>
Net Operating (Expenses)	<u>\$ (8,897,928)</u>	<u>\$ (9,519,024)</u>	<u>\$ (8,892,705)</u>

*Las Virgenes - Triunfo Joint Powers Authority
Capital Improvement Project Status
March 31, 2014*

<i>Job # - Description</i>	<i>LY % TSD %</i>	<i>Prior Year Unexpended Appropriations</i>	<i>Current Year Working Capital Requirement</i>	<i>Current Year Expenditures</i>	<i>Project Balance</i>	<i>LY Balance</i>	<i>TSD Balance</i>
Completed Projects							
10457 - Tapia Altrmty Disinfectn Study	70.6%	\$8,207	\$8,208	\$257,060	(\$248,852)	(\$175,690)	(\$73,162)
10519 - Misc. CIP (Bandsaw)	70.6%	\$10,000	\$10,000	\$11,924	(\$1,924)	(\$1,358)	(\$666)
10534 - Solar Energy Project	70.6%	\$5,154	\$25,154	\$45,379	(\$20,225)	(\$14,279)	(\$5,946)
10548 - Tapia Roof Replacement	70.6%	\$0	\$25,000	\$23,895	\$1,105	\$780	\$325
10549 - Rancho Agiator Control Upgrd	70.6%	\$0	\$14,000	\$13,564	\$436	\$308	\$128
10550 - Rancho Reactor Room Door Repl	70.6%	\$0	\$20,000	\$17,467	\$2,533	\$1,788	\$745
Completed Projects							
		\$23,361	\$102,362	\$369,289	(\$266,927)	(\$188,450)	(\$78,477)
Projects on Hold							
10448 - Rancho Polymer Feed System Reh	70.6%	\$74,178	\$74,179	\$0	\$74,179	\$52,370	\$21,809
10453 - Tapia/Rancho Vulnerability Ass	70.6%	\$50,000	\$50,000	\$0	\$50,000	\$35,300	\$14,700
10493 - Tapia: Sludge Screening	70.6%	\$385,000	\$385,000	\$0	\$385,000	\$271,810	\$113,190
10544 - Centrate Tank CP System Repl.	70.6%	\$0	\$110,000	\$25,121	\$84,879	\$59,925	\$24,954
Projects on Hold							
		\$509,178	\$619,179	\$25,121	\$594,058	\$419,405	\$174,653
Projects to complete by June 30, 2014							
10487 - Construct 3rd Digester @Rancho	70.6%	\$5,447,424	\$5,447,424	\$3,645,770	\$1,801,654	\$1,271,968	\$529,686
10499 - Tapia Grit Cyclone ConveyorSys	70.6%	\$145,997	\$145,997	\$34,754	\$111,243	\$78,538	\$32,705
10515 - Sanitation Master Plan Update	70.6%	\$48,695	\$48,695	\$9,185	\$39,510	\$27,894	\$11,616
10516 - Recycled Water Master Plan	70.6%	\$49,669	\$49,669	\$46,541	\$3,128	\$2,208	\$920
10522 - Rsvr #2 Imprvmt (Lining Cover	70.6%	\$13,317	\$13,317	\$9,130	\$4,187	\$2,956	\$1,231
Projects to complete by June 30, 2014							
		\$5,705,102	\$5,705,102	\$3,745,380	\$1,959,722	\$1,363,564	\$576,158

10-MAR-14

Job # - Description	LV %	TSD %	Prior Year Unexpended Appropriations	Current Year Working Capital Requirement	Current Year Expenditures	Project Balance	LV Balance	TSD Balance
Multi-Year Projects								
10418 - Rehab 18" RW Pipe (Tapia/MIhd)	70.6%	29.4%	(\$68,501)	(\$18,501)	\$13,609	(\$32,110)	(\$22,670)	(\$9,440)
10446 - Buffer Land at Rancho	50.0%	50.0%	\$250,000	\$250,000	\$0	\$250,000	\$125,000	\$125,000
10512 - Tapia: Primary Tank Rehab	70.6%	29.4%	\$343,000	\$685,000	\$52,176	\$632,824	\$446,774	\$186,050
10513 - Tapia Gate & Drive Rpt-FY12-13	70.6%	29.4%	\$160,000	\$342,000	\$0	\$342,000	\$241,452	\$100,548
10520 - SCADA System Communicth Upgrd	70.6%	29.4%	\$40,311	\$86,861	\$0	\$86,861	\$61,324	\$25,537
10536 - Agoura Rd RW 8"-Ladyface-Cornl	70.6%	29.4%	\$87,235	\$87,235	\$67,403	\$19,832	\$14,001	\$5,831
10537 - Raw Sludge WetWell Mixing Impv	70.6%	29.4%	\$0	\$100,000	\$0	\$100,000	\$70,600	\$29,400
10538 - Tapia Channel Mixing Improvmt	70.6%	29.4%	\$0	\$454,000	\$11,136	\$442,864	\$312,662	\$130,202
10540 - Lost Hills Overpass RW Main	70.6%	29.4%	\$0	\$355,000	\$23,284	\$331,716	\$234,191	\$97,525
10551 - Centrate System-Pump Impellers	70.6%	29.4%	\$0	\$35,000	\$0	\$35,000	\$24,710	\$10,290
Multi-Year Projects								
			\$812,045	\$2,376,595	\$167,608	\$2,208,987	\$1,508,045	\$700,942
Totals								
			\$7,049,686	\$8,803,238	\$4,307,398	\$4,495,840	\$3,122,563	\$1,373,277
Totals: Las Virgenes MWD								
			\$4,925,578	\$6,163,586	\$3,041,023	\$3,122,563		
Totals: Triunfo Sanitation District								
			\$2,124,108	\$2,639,652	\$1,266,375	\$1,373,277		

ITEM

10-48-14

*Las Virgenes - Triunfo Joint Powers Authority
Capital Improvement Projects Working Capital
Fiscal Year 2013-14 - through March 31, 2014*

Job # - Description	LV %	TSD %	Working Capital Requirement			Expenditures				
			per Budget	Current Est	LY Share	TSD Share	Total	LY Exp	TSD Exp	
10418 - Rehab 16" RW Pipe (Tapia/Mithd)	70.60%	29.40%	\$164,005	(\$18,501)	(\$13,062)	(\$5,439)	\$13,609	\$9,608	\$4,001	2
10446 - Buffer Land at Rancho	50.00%	50.00%	\$250,000	\$250,000	\$125,000	\$125,000	\$0	\$0	\$0	
10448 - Rancho Polymer Feed System Reh	70.60%	29.40%	\$0	\$74,179	\$52,370	\$21,809	\$0	\$0	\$0	
10453 - Tapia/Rancho Vulnerability Ass	70.60%	29.40%	\$0	\$50,000	\$35,300	\$14,700	\$0	\$0	\$0	
10457 - Tapia Altrmtv Disinfectn Study	70.60%	29.40%	\$364,576	\$8,208	\$5,795	\$2,413	\$257,060	\$181,484	\$75,576	2
10487 - Construct 3rd Digester @Rancho	70.60%	29.40%	\$6,046,689	\$5,447,424	\$3,845,881	\$1,601,543	\$3,645,770	\$2,573,914	\$1,071,856	
10493 - Tapia: Sludge Screening	70.60%	29.40%	\$0	\$385,000	\$271,810	\$113,190	\$0	\$0	\$0	
10499 - Tapia Grit Cyclone ConveyorSys	70.60%	29.40%	\$0	\$145,997	\$103,074	\$42,923	\$34,754	\$24,536	\$10,218	
10512 - Tapia: Primary Tank Rehab	70.60%	29.40%	\$685,000	\$685,000	\$483,610	\$201,390	\$52,176	\$36,836	\$15,340	
10513 - Tapia Gate & Drive Rpt-FY12-13	70.60%	29.40%	\$342,000	\$342,000	\$241,452	\$100,548	\$0	\$0	\$0	
10515 - Sanitation Master Plan Update	70.60%	29.40%	\$26,840	\$48,695	\$34,379	\$14,316	\$9,185	\$6,485	\$2,700	
10516 - Recycled Water Master Plan	70.60%	29.40%	\$17,737	\$49,669	\$35,066	\$14,603	\$46,541	\$32,858	\$13,683	
10519 - Misc. CIP (Bandsaw)	70.60%	29.40%	\$0	\$10,000	\$7,060	\$2,940	\$11,924	\$8,418	\$3,506	
10520 - SCADA System Communicth Upgrd	70.60%	29.40%	\$93,100	\$86,861	\$61,324	\$25,537	\$0	\$0	\$0	
10522 - Rsvr #2 Imprvmt (Lining Cover	70.60%	29.40%	\$0	\$13,317	\$9,402	\$3,915	\$9,130	\$6,446	\$2,684	
10534 - Solar Energy Project	70.60%	29.40%	\$36,150	\$25,154	\$17,759	\$7,395	\$45,379	\$32,038	\$13,341	5
10536 - Agoura Rd RW 8"-Ladyface-Cornl	70.60%	29.40%	\$0	\$87,235	\$61,588	\$25,647	\$67,403	\$47,587	\$19,816	
10537 - Raw Sludge WetWell Mixing Impv	70.60%	29.40%	\$100,000	\$100,000	\$70,600	\$29,400	\$0	\$0	\$0	
10538 - Tapia Channel Mixing Imprvmt	70.60%	29.40%	\$454,000	\$454,000	\$320,524	\$133,476	\$11,136	\$7,862	\$3,274	
10540 - Lost Hills Overpass RW Main	70.60%	29.40%	\$355,000	\$355,000	\$250,630	\$104,370	\$23,284	\$16,439	\$6,845	
10544 - Centrate Tank CP System Repl.	70.60%	29.40%	\$110,000	\$110,000	\$77,660	\$32,340	\$25,121	\$17,735	\$7,386	

Job # - Description	LV %	TSD %	Working Capital Requirement			Expenditures			
			per Budget	Current Est	LV Share	TSD Share	Total	LV Exp	TSD Exp
10548 - Tapia Roof Replacement	70.60%	29.40%	\$25,000	\$25,000	\$17,650	\$7,350	\$23,895	\$16,870	\$7,025
10549 - Rancho Agitator Control Upgrd	70.60%	29.40%	\$14,000	\$14,000	\$9,884	\$4,116	\$13,564	\$9,576	\$3,988
10550 - Rancho Reactor Room Door Repl	70.60%	29.40%	\$20,000	\$20,000	\$14,120	\$5,880	\$17,467	\$12,332	\$5,135
10551 - Centrate System-Pump Impellers	70.60%	29.40%	\$35,000	\$35,000	\$24,710	\$10,290	\$0	\$0	\$0
Totals			<u>\$9,139,097</u>	<u>\$8,803,238</u>	<u>\$6,163,586</u>	<u>\$2,639,652</u>	<u>\$4,307,398</u>	<u>\$3,041,023</u>	<u>\$1,266,375</u>

Footnotes

- 2 Expenditures include Labor and Administrative charges.
- 5 Expenditures include Deposit of \$20,000 paid to SCE.

ITEM 6

10-07-14

May 5, 2014 JPA Board Meeting

TO: JPA Board of Directors

FROM: Resource Conservation & Public Outreach

Subject: JPA Board Meetings: Discussion of Audio/Video Recordings and Level-of-Detail for Meeting Minutes**SUMMARY:**

On April 7, 2014, the JPA Board requested that staff evaluate the option of tape recording JPA Board meetings and the level-of-detail that should be provided in the meeting minutes. Historically, JPA Board meetings have not been recorded, and the minutes have been provided in summary format.

Options for the JPA Board to consider include audio recording the Board meetings at a minimal cost or video recording at a cost of \$545 per meeting.

As it relates to the level-of-detail to be provided for the meeting minutes, the standard practice for all entities throughout California, both for special districts and in municipal settings, is to prepare summary minutes, which contain the following basic elements:

- type of meeting (Special, regular, adjourned)
- name of legislative body
- date and location
- the word "minutes"
- time the meeting commences
- those present and/or absent
- public comments on matters on the agenda
- public comments on items not on the agenda
- approval and/or correction of minutes
- all items on the agenda and the actions taken on each item
- brief summary of reports
- time the legislative body recessed and reconvened
- time of adjournment; and
- name of the individual who prepared the minutes

RECOMMENDATION(S):

Consider options for audio/video recording of JPA Board meetings and the level-of-detail to be provided for the meeting minutes, and direct staff accordingly.

FINANCIAL IMPACT:

The cost of audio recording the JPA Board meetings would be minimal. For video recording, the cost would be \$545.00 per meeting.

DISCUSSION:

Existing equipment in the LVMWD Board Room allows for audio recording of the JPA Board meetings. The audio is recorded in "MP3" format and can be posted on each agency's website. On the other hand, the Oak Park Library meeting room does not currently have the audio equipment required to record the meetings. However, high-quality, inexpensive and portable MP3 recorders are readily available for less than \$200. A device could be placed in the middle of the room to record the proceedings. One potential disadvantage of this option is that it may be difficult to identify the speaker, particularly with fourteen or more people actively involved in the proceedings.

ITEM 6D

Another option for the JPA Board to consider would be video recording. According to TSD staff, the TSD web server has the capability for video hosting, but the feature is not used at this time. Currently, LVMWD contracts with Stephen Bigilen, proprietor of Stephen's Video and Photography, to provide video record its LVMWD Board meetings. The videos are posted on LVMWD's website, usually within two days after the meeting. Mr. Bigilen provides all the necessary equipment and editing to produce a professional-looking video, including time stamps to allow the viewer to skip to different parts of the video. An annotated version of the meeting agenda is posted alongside the video with time stamps. Mr. Bigilen indicated to staff that he can provide these same services to the JPA. The cost would be \$545 per meeting. LVMWD staff has been very pleased with the quality and timeliness of Mr. Bigilen's work, which is going into its second year.

In terms of the level-of-detail to be provided for the meeting minutes, staff recommends that the JPA Board consider adopting a policy to prepare summary minutes.

Currently, California law does not require a legislative body to prepare verbatim minutes. In fact, verbatim minutes are discouraged for a number of reasons. First, they are too long and take considerable time to prepare and, given the fact that a video recording may be used to supplement the minutes, summary minutes are a prudent step. Secondly, they can become too personal and tedious to read, not to mention that they can be embarrassing to members in the future when a member's own words could potentially be used for a number of unintended purposes. Verbatim minutes make it difficult to distill what people "meant" to say and lead to political posturing. For these reasons and others, verbatim minutes are highly discouraged.

Importantly, minutes do not legally have to include verbatim comments nor are they a verbatim record of what was said and by whom. They are not transcriptions and should not contain personal opinions, interpretations, descriptive or judgmental phrases, and/or adverse criticism of members, staff and others. In summary, the duty of the minutes-taker is to record what was "done" not what was said by individual members.

The legal guidelines for preparing minutes are found in publications such as Robert's Rules of Order, Standard Code of Parliamentary Procedure, the Art of Taking Minutes, the Meeting Administration Handbook of the International Institute of Municipal Clerks as well as the City Clerk's Handbook of the City Clerk's Department of the League of California Cities. There is currently no legal requirement that compels an organization to prepare verbatim minutes. Exhibit "A" provides further information on minutes for reference.

Prepared By: C. Reyes, Director of Resource Conservation & Public Outreach & D. Betancur, Clerk of the Board

ATTACHMENTS:

[Exhibit "A" - Guidelines for Preparing Minutes](#)

Exhibit "A"

GUIDELINES FOR PREPARING MINUTES

Action Minutes are built from the agenda and include the following essential information:

- The kind of meeting (regular, special, adjourned, study session, joint, etc.)
- The name of the legislative body
- The date and location of the meeting
- The word "Minutes"
- The time the meeting commences
- Who was present (members and staff)
- Public Comment on matters NOT on the agenda
- Public Comments on matters ON the agenda
- Approval and/or correction of the minutes
- All items on the agenda and actions taken on each item (Formal motions, informal consensus, and/or direction given to staff)
- A brief summary of reports if applicable
- The time the Board or Legislative Body recessed and/or reconvened from break if applicable
- The time the meeting was adjourned
- The name of the individual preparing the minutes

Minutes should NOT contain:

- Personal opinions
- Interpretations
- Descriptive or judgmental phrases
- Adverse criticism of members, staff or others
- 'He said, she said, they said"-in other words, there is no object in reporting on the debate; the duty of the minutes-taker is to record what is "done" by the legislative body and not what was said by individual members

What are Minutes?

- History and legal record
- Record of actions and proceedings
- Required under Government Code Section 36814
- Serve to refresh recollection and document actions
- Gives reader sufficient understanding of the proceedings

Minutes are NOT:

- Transcriptions
- An exact record of discussions and conversations
- To do lists

Minutes-taker role

- Ensure the minutes are technically and factually clear and accurate using objectivity and action-orientation
- Use professional language
- Do not use flowery language, no personal opinions, no irrelevant paragraphs, no casual and familiar jargon

Content of Minutes

- Make sure action is clear
- Will it be understandable to strangers?
- Will it make sense 50 years from now?
- Is the discussion germane to final disposition?
- Does the discussion clarify rationale and/or the vote?
- ABC Rule- ACCURACY, BREVITY & CLARITY

Verbatim Minutes are not a good idea because:

- They are too long
- Too tedious to read
- Colossal waste of resources
- Too personal
- Can be embarrassing to members in the future (your own words can be used against you when minutes are verbatim)
- It is too difficult to distill what people "meant" to say
- Lead to political posturing

INFORMATION ONLY

May 5, 2014 JPA Board Meeting

TO: JPA Board of Directors

FROM: Facilities & Operations

Subject: Tapia Water Reclamation Facility Primary Clarifier No. 1 Rehabilitation Project: Award of Construction Contract

Las Virgenes-Triunfo Joint Powers Authority approved funding for this matter in the Joint Powers Authority Budget. The Las Virgenes Municipal Water District Board, as the Administering Agent for the Joint Powers Authority, awarded the construction contract its April 22, 2014 meeting.

SUMMARY:

On February 25, 2014, the Las Virgenes Board authorized a Call for Bids for the Primary Clarifier No. 1 Rehabilitation Project. The project involves the repair and rehabilitation of Primary Clarifier No. 1, including removing and replacing the effluent launders and support brackets for the spray piping, repairing cracks and soft concrete inside the clarifier, and recoating the concrete interior and aluminum beams.

Primary Clarifier No.1 is proposed to be the first of the five sedimentation tanks to be evaluated and rehabilitated. Because the full capacity of the sedimentation tanks is needed during the winter months, the work is scheduled to take place over the summer. The project has duration of 120 calendar days.

A mandatory pre-bid job walk was conducted on March 19, 2014. Four bids were submitted and publicly opened on April 2, 2014. The lowest responsive bid was submitted by Offshore Construction, Inc. in the amount of \$169,500.00, which is approximately 24% lower than the engineer's estimate of \$223,749.90.

FINANCIAL IMPACT:

The adopted Fiscal Year 2013-14 Budget provides sufficient funding under CIP Job No. 10512 for the proposed project. No additional appropriation is required at this time.

DISCUSSION:

The following bids were received for the project (see attached bid summary for details):

Offshore Construction, Inc.	\$169,500.00	24.2% lower than engineer's estimate
Spieß Construction Co., Inc.	\$234,190.00	4.7% higher than engineer's estimate
Cor-Ray Painting, Co.	\$268,725.00	20.1% higher than engineer's estimate
Green Building Corporation	\$298,925.00	33.6% higher than engineer's estimate

Because the District has no prior working experience with Offshore Construction, Inc., MNS Engineers, Inc., as part of their consulting services, and staff verified the contractor's license status and contacted three project owner references: (1) Casitas MWD, (2) City of Port Hueneme, and (3) San Juan Water District. All three reference inquiries resulted in very positive feedback.

Staff also reviewed the bids in detail and concluded that while Offshore Construction had lower itemized bids, its prices were comparable with the lowest itemized bid prices from the other three bidders. Staff also contacted Offshore Construction and confirmed that there was no mistake in their submitted bid. Based on the bid analysis and background review, it is recommended that the contract be awarded to Offshore Construction, Inc.

MNS Engineers will provide professional services during construction. This scope of work was included in the design contract that was previously awarded for the project.

ITEM jba

Prepared By: Megan Trott, Junior Engineer

ATTACHMENTS:

Bid Summary

Tapia Water Reclamation Facility: Primary Clarifier No. 1 Rehabilitation Project

Owner: Las Virgenes Municipal Water District - Triunfo Sanitation District Joint Power Authority
 Bid Opening: 4/2/2014 * marks an allowance

Engineer's Estimate		Offshore Construction Inc.		Spies Construction Co., Inc.		Cor-Ray Painting Co.		Green Building Corporation		
Item #	Description	Quantity	Unit of Measure	Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total	
MOBILIZATION/DEMOLITION (NOT TO EXCEED 5% OF TOTAL BASE BID)										
1	REMOVE AND REPLACE PRIMARY CLARIFIER 1 EFFLUENT LAUNDERS	1	LS	\$7,700.00	\$7,700.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	
2	REPAIR OF SPALLED CONCRETE	1	LS	\$69,100.00	\$69,100.00	\$80,000.00	\$80,000.00	\$74,000.00	\$74,000.00	
3	PREPARE AND RECOAT ALUMINUM BEAMS AND HARDWARE	1,150	SF-IN	\$30.00	\$34,500.00	\$54.00	\$62,100.00	\$66.00	\$75,900.00	
4	REMOVE AND REPLACE SPRAY PIPE BRACKETS	4	EA	\$750.00	\$3,000.00	\$910.00	\$3,640.00	\$3,000.00	\$12,000.00	
5	PRIMARY CLARIFIER 1 INTERIOR COATING	12	EA	\$41.66	\$499.92	\$500.00	\$6,000.00	\$550.00	\$6,600.00	
6	RECOAT INFLUENT DIFFUSERS	1,050	SF-IN	\$25.00	\$26,250.00	\$65.00	\$68,250.00	\$84.50	\$88,725.00	
7	RECOAT INFLUENT DIFFUSERS	3	EA	\$2,666.66	\$7,999.98	\$1,400.00	\$4,200.00	\$500.00	\$1,500.00	
Bid Total					\$169,500.00		\$234,190.00		\$288,725.00	
					NO					
MOBILIZATION EXCEED 5% OF TOTAL BASE BID?										

Alternative Bid Item A		Alternative Bid Item B	
Item #	Description	Quantity	Unit of Measure
A	REMOVE AND REPLACE PRIMARY CLARIFIER 1 EFFLUENT LAUNDERS (FRP)	1	LS
Bid Total			

Alternative Bid Item A		Alternative Bid Item B	
Item #	Description	Quantity	Unit of Measure
A	REMOVE AND REPLACE INFLUENT DIFFUSERS	3	EA
Bid Total			

Alternative Bid Item A		Alternative Bid Item B	
Item #	Description	Quantity	Unit of Measure
A	REMOVE AND REPLACE INFLUENT DIFFUSERS	3	EA
Bid Total			

Alternative Bid Item A		Alternative Bid Item B	
Item #	Description	Quantity	Unit of Measure
A	REMOVE AND REPLACE INFLUENT DIFFUSERS	3	EA
Bid Total			

Alternative Bid Item A		Alternative Bid Item B	
Item #	Description	Quantity	Unit of Measure
A	REMOVE AND REPLACE INFLUENT DIFFUSERS	3	EA
Bid Total			

Alternative Bid Item A		Alternative Bid Item B	
Item #	Description	Quantity	Unit of Measure
A	REMOVE AND REPLACE INFLUENT DIFFUSERS	3	EA
Bid Total			

ITEM 10A

INFORMATION ONLY**May 5, 2014 JPA Board Meeting**

TO: JPA Board of Directors

FROM: General Manager

Subject: Board Meeting Follow-up Items

SUMMARY:

Attached is a list of follow-up items from previous JPA Board meetings. The list provides a brief description of the various items, origination dates, and responsible managers.

Prepared By: David W. Pedersen, Administering Agent/General Manager

ATTACHMENTS:

Board Meeting Follow-up Items

ITEM B

BOARD MEETING FOLLOW-UP ITEMS

<u>Item No.</u>	<u>Origination Date</u>	<u>JPA or LVMWD</u>	<u>Description</u>	<u>Responsible Manager</u>
1	01/06/2014	JPA	Provide an update on changes to the State's draft Toxicity Policy.	Lippman
2	04/07/2014	JPA	FUTURE AGENDA ITEM - Consideration of tape recording JPA Board meetings and discussion of level of detail provided in minutes.	Reyes