



**LAS VIRGENES MUNICIPAL WATER DISTRICT**  
4232 Las Virgenes Road, Calabasas CA 91302

**AGENDA**  
**REGULAR MEETING**

Members of the public wishing to address the Board of Directors are advised that a statement of Public Comment Protocols is available from the Clerk of the Board. Prior to speaking, each speaker is asked to review these protocols and MUST complete a speakers' card and hand it to the Clerk of the Board. Speakers will be recognized in the order cards are received.

The Public Comments agenda item is presented to allow the public to address the Board on matters not on the agenda. The public may present comments on any agenda item at the time the item is called upon for discussion.

Materials prepared by the District in connection with subject matter on the agenda are available for public inspection at 4232 Las Virgenes Road, Calabasas, CA 91302. Materials prepared by the District and distributed to the Board during this meeting are available for public inspection at the meeting or as soon thereafter as possible. Materials presented to the Board by the public will be maintained as part of the records of these proceedings and are available upon written request to the Clerk of the Board.

5:00 PM

July 8, 2014

PLEDGE OF ALLEGIANCE

**1. CALL TO ORDER AND ROLL CALL**

**A** The meeting was called to order at \_\_\_\_\_ p.m. by \_\_\_\_\_ in the District offices, and the Secretary called the roll.

<u>Board of Directors</u>	<u>Present</u>	<u>Left</u>	<u>Absent</u>
Charles Caspary, President	_____	_____	_____
Glen Peterson, Vice President/MWD Rep.	_____	_____	_____
Barry Steinhardt, Secretary	_____	_____	_____
Leonard Polan, Treasurer	_____	_____	_____
Lee Renger, Director	_____	_____	_____

## 2. APPROVAL OF AGENDA

A Moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, that the agenda for the Regular Meeting of July 8, 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 Directors' Per Diem: June 2014 (Pg. 4) Ratify

B List of Demands: July 8, 2014 (Pg. 10) Approve

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

## 6. TREASURER

## 7. FACILITIES AND OPERATIONS

A **Twin Lakes Tank Site Drainage System Improvements: Acceptance of Proposal (Pg. 39)**

Accept the proposal from and authorize the General Manager to execute a professional services agreement with Phoenix Civil Engineering, Inc., for engineering services in the amount of \$40,955 for the Twin Lakes Drainage System Modification Project.

B **1235-ft. Backbone Improvements Program: Acceptance of Proposals for Westlake Filtration Plant Expansion and Westlake Pump Station Upgrade (Pg. 50)**

Accept the proposals from and authorize the General Manager to execute professional services agreements with HDR, Inc., in the amount of \$399,500 and MSO Technologies, Inc., in the amount of \$87,360 for design services associated with the Westlake Filtration Plant Expansion and Westlake Pump Station Upgrade Project.

## 8. FINANCE AND ADMINISTRATION

A **Janitorial Services: Request for Bids (Pg. 61)**

Authorize a Request for Bids for janitorial services in accordance with the proposed bid schedule.

B **Financial Analysis and Rate Study: Acceptance of Proposal (Pg. 63)**

Accept the proposal from Raftelis Financial Consultants, Inc., to complete a financial analysis and rate study and authorize the General Manager to execute a professional services agreement in the amount of \$110,959 for the work.

## 9. RESOURCE CONSERVATION AND PUBLIC OUTREACH

A **Safe and Professional Work Environment for Employees: Approval of Alternate Five-Signature Statement (Pg. 72)**

Approve the alternate five-signature Statement of the Board of Directors Supporting a Safe and Professional Work Environment for Employees.

## 10. INFORMATION ITEMS

- A Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting ( Pg. 74)**
- B Claim from Nanette Klein (Pg. 77)**

## 11. NON-ACTION ITEMS

- A Organization Reports (Pg. 78)**
  - (1) MWD
    - a. Representative Report/Agenda(s)
  - (2) Other
- B Directors' Reports on Outside Meetings**
- C General Manager Reports**
  - (1) General Business
  - (2) Follow-Up Items
- D Director's Comments**

## 12. FUTURE AGENDA ITEMS

## 13. 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

## 14. CLOSED SESSION

### **A Conference with Labor Negotiator (Government Code Section 54957.6):**

Agency designated representative(s): David W. Pedersen, General Manager; Donald Patterson, Director of Finance and Administration; Sherri Paniagua, Human Resources Manager; Peter Brown, Liebert Cassidy Whitmore

Employee Organization(s): General and Office Units

### **B Conference with District Counsel – Existing Litigation (Government Code Section 54956.9(a)):**

1. Marzan v. Las Virgenes Muncipal Water District
2. San Diego County Water Authority v. Metropolitan Water District of Southern California, et al.
3. Las Virgenes - Triunfo Joint Powers Authority v. United States Environmental Protection Agency and Heal the Bay, Inc. v. Lisa P. Jackson

## 15. OPEN SESSION AND ADJOURNMENT

July 8, 2014

To: Payroll

From: Daryl A. Betancur, Clerk of the Board 

Subject: Per Diem Request  
June 2014

Attached are the director statements of attendance for meetings, conferences and miscellaneous functions, which are summarized in the table below. If you have any questions please contact Joanne Bodenhamer.

At the meeting of 02/26/2008 the Board voted 5-0 to amend the daily per diem to:

- \$200.00 effective February 27, 2008
- January 26, 2010 during the annual review of compensation, the Board opted for the per diem to remain at \$200 and requested a per diem survey be completed along with the next employee compensation study.

Name	Meeting Attendance	Rate	Total
Charles Caspary	5	200.00	1,000.00
Glen Peterson* LVMWD – 5 MWD – 8	13	200.00	2,600.00
Leonard Polan	5	200.00	1,000.00
Lee Renger	4	200.00	800.00
Barry Steinhardt	6	200.00	1,200.00

Thank you.

Article 4, 2-2.401(a) "not exceeding a total of ten (10) days in any calendar month"

\*Article 4, 2-2.401(b) MWD director "not exceeding a total of (10) days in any calendar month."



RECEIVED

JUL 01 2014

LAS VIRGENES MUNICIPAL WATER DISTRICT - PER DIEM REPORT

To: Daryl A Betancur, Clerk of the Board

Director's Name: Glen Peterson

Month of: Jun-14

Division: 2



The following are Las Virgenes Municipal Water District Board of Directors Meetings, Committee Meetings/Conferences I have attended:

Date(s)	# of Days Claimed		Reimbursible Expenses <sup>2</sup> (Y/N)	Check One		Event Title
	Event	Travel <sup>1</sup>		Total	MWD	
6/2/14	1		n/a		x	JPA LV Triunfo
6/6/14	1		n/a	x		MWD ACWA State Leg
6/10/20014	1		n/a	x	x	LVMWD- Regular Board Meeting
6/19/14	1		n/a		x	AWA Waterwise Breakfast Program
6/24/14	1		n/a	x	x	MWD Committees & LVMWD Regular Board Meeting
6/27/14	1		n/a	x		MWD ACWA State Leg
6/9/14	1		n/a	x		Committee meetings
6/22/14	1		n/a	x		Colorado River Board
6/12/14	1		n/a		x	ACWA Region 8 meeting
6/13/14	1		n/a	x		Briefing w/ Assmlyman Nazarian
6/16/14	1		n/a	x		Briefing w/ Congresswoman Browley
6/18/14	1		n/a	x		Bay Delta Pre meeting
6/20/14 x		x	n/a	x		Briefing w/ Senator Pavley
TOTAL			13			

ITEM 4A

Date Submitted: 7/1/14

Director Signature: [Signature]

NOTES: 1. Travel the day before and/or after an authorized meeting or seminar outside of LA, Ventura and Orange Counties may be paid in accordance with Board Policy. 2. Attach completed Statement of Account and Claim for Personally Incurred Expenses form.









LAS VIRGENES MUNICIPAL WATER DISTRICT

To: LEONARD POLAN, TREASURER

Payments for Board Meeting of: July 8, 2014

Upon certification by the Treasurer the checks and wire transfers were correct and supporting documents available, it is recommended the following demands on the various funds be approved and payments authorized.

Wells Fargo Bank A/C No. 4806-994448

Checks Nos. 66229 through 66355 were issued in the total amount of \$ 1,006,960.59

Payments through wire transfers as follows:

6/30/2014 Metropolitan Water Dist.	Payment for water deliveries in the month of April 2014	2,026,401.43
	Total wires	<u>\$ 2,026,401.43</u>
	Total payments	<u>\$ 3,033,362.02</u>

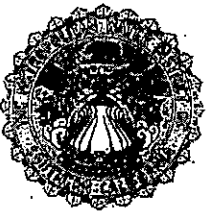
(Reference is hereby to these demands on file in the District's Check Register and by this reference the same is incorporated herein and made a part hereof.)

**CHECK LISTING FOR BOARD MEETING  
07/08/14**

Company Name	Company No.	Check No. 66229 thru 66259 06/24/14	Amount	Check No. 66260 thru 66292 07/01/14	Amount	Check No. 66293 thru 66355 07/08/14	Amount	Total
Potable Water Operations	101	16,200.79		13,549.12		61,014.13		90,764.04
Recycled Water Operations	102							0.00
Sanitation Operations	130	3,303.18		2,503.32		399.39		6,205.89
Potable Water Construction	201							0.00
Water Conservation Construction	203							0.00
Sani- Construction	230							0.00
Potable Water Replacement	301	845.25		5,817.17		623,208.56		629,870.98
Reclaimed Water Replace	302							0.00
Sanitation Replacement	330							0.00
Internal Service	701	16,349.10		65,174.23		42,056.86		123,580.19
JPA Operations	751	29,347.03		21,350.59		89,179.01		139,876.63
JPA Construction	752							0.00
JPA Replacement	754	2,457.04				14,917.25		17,374.29
<b>Total Printed</b>		<b>68,502.39</b>		<b>108,394.43</b>		<b>830,775.20</b>		<b>1,007,672.02</b>

**Voided Checks/payment stopped:**

Check No. 226081	751	(711.43)						
<b>Total Voids</b>		<b>(711.43)</b>		<b>0.00</b>		<b>0.00</b>		<b>(711.43)</b>
<b>Net Total</b>		<b>67,790.96</b>		<b>108,394.43</b>		<b>830,775.20</b>		<b>1,006,960.59</b>



**MWD**  
**METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA**  
 700 North Alameda Street  
 Los Angeles, CA, 90012-2944

**INVOICE**

Billed To:

Las Virgenes Municipal Water District



Service Address

4232 Las Virgenes Road  
 Calabasas, CA 91302

April 2014	Page No. 1 of 1
Mailed: 05/09/2014	Due Date: 06/30/2014
Invoice Number: 8007	Revision: 0

**NOTICE**

The MWD Administrative Code Section 4507 and 4508 require that payment must be made in "Good Funds" by the due date or the payment will be considered delinquent and an additional charge shall be assessed.

**DELIVERIES**

	Volume (AF)
Total Water Treated Delivered	2,091.5

**SALES**

Type	Volume (AF)	Rate (\$ /AF)	Total (\$)
Full Service			
Tier 1 Supply Rate	2,091.5	\$148.00	\$309,542.00
System Access Rate	2,091.5	\$243.00	\$508,234.50
Water Stewardship Rate	2,091.5	\$41.00	\$85,751.50
System Power Rate	2,091.5	\$161.00	\$336,731.50
Treatment Surcharge	2,091.5	\$297.00	\$621,175.50

SUBTOTAL

**\$1,861,435.00**

**OTHER CHARGES AND CREDITS**

	Rate (\$ /AF)
Conservation Debit/Credit	
Readiness To Serve Charge( Payment Schedule: M)	
Capacity Charge( Payment Schedule: M)	

(\$7,323.00)

\$140,827.76

\$31,461.67

SUBTOTAL

**\$184,966.43**

**ADDITIONAL INFORMATION**

	Volume (AF)	Tier1 %	Peak Day	Flow (CFS)
Purchase Order Commitment (Jan 2003 to Dec 2014)	164,524.0			
Purchase Order Firm Delivery To Date (Jan 2003 to Dec 2014)	256,791.4			
Tier 1 Annual Limit (For Current Calendar Year)	20,699.0			
Tier 1 YTD Deliveries (For Current Calendar Year)	7,208.8	34.8		
Tier 1 Current Month Deliveries	2,091.5			
Capacity Charge			8/27/2010	43.9

**INVOICE TOTAL**

Volume AF

**2,091.5**

Amount Now Due

**\$2,026,401.43**

Note: Amount Due is based on highlighted fields

Approved for Payment

*David W. Pedersen* 05/13/14  
 David W. Pedersen, P.E.

Approved for Payment

*David R. Lippman* 5/13/14  
 David R. Lippman

**P A I D**  
*Wired @ 6/30/14*

*SC*

ITEM B

Batch Number - 231835

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Document Ty	Document Number	Key Item Co	Amount	Invoice Number
66229	06/24/14	2317	ACORN NEWSPAPER	2 WKS ADS-INVT BIDS	PV	133322	001 00701	108.00	M-0479/INV-81 DS
				Payment Amount				108.00	
66230	06/24/14	19070	ADDISON FOREST PRODUCTS, LLC	40 YDS WOOD SHAVINGS	PV	133307	001 00701	360.00	1125
				Payment Amount				360.00	
66231	06/24/14	3077	AIRGAS USA, LLC	REG, HOSE, ADPTR@3RD	PV	133297	001 00701	755.59	9028187317
				DGSTR					
				NITROGEN-3RD				1,701.45	9028187318
				DIGSTR					
				5/23/14-WLDG				287.79	9027843949
				SUPPLIES					
				5/27/14-LNR,				57.93	9027890711
				DFSR GAS,					
				ALOX				419.47	9028147338
				MIG GUN					
				MIGMATC				21.78	9028187319
				ADPTR(2) &					
				PNT MKR(2)				158.05	9027991186
				4 BX PSN IVY					
				WIPES					
				Payment Amount				3,402.06	
66232	06/24/14	2869	AT&T	SRV	PV	133319	001 00101	19.12	0051/060514
				6/5-7/4/14					
				SRV				175.15	0051/060514
				6/5-7/4/14					
				SRV				55.89	0051/060514
				6/5-7/4/14					
				SRV				69.35	0051/060514
				6/5-7/4/14					
				SRV				592.52	0051/060514
				6/5-7/4/14					
				SRV				4,565.56	0051/060514
				6/5-7/4/14					
				SRV				1,202.33	0051/060514
				6/5-7/4/14					
				SRV					

All Payee AIRGAS USA, LLC  
P. O. BOX 7423  
PASADENA CA 91109-7423

Batch Number - 231835  
Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Sub Message	Ty	Document . . .	Key Itr Co	Amount	Invoice Number
6/5-7/4/14									
SRV					PV	133319	008 00101	55.58	0051/060514
6/5-7/4/14									
SRV					PV	133319	009 00101	84.61	0051/060514
6/5-7/4/14									
SRV					PV	133319	010 00101	1,065.53	0051/060514
6/5-7/4/14									
SRV					PV	133319	011 00101	466.66	0051/060514
6/5-7/4/14									
SRV					PV	133319	012 00101	1,277.94	0051/060514
6/5-7/4/14									
SRV					PV	133319	013 00101	30.89	0051/060514
6/5-7/4/14									
SRV					PV	133319	014 00101	55.58	0051/060514
6/5-7/4/14									
SRV					PV	133319	015 00101	55.58	0051/060514
6/5-7/4/14									
SRV					PV	133319	016 00101	55.58	0051/060514
6/5-7/4/14									
SRV					PV	133319	017 00101	55.58	0051/060514
6/5-7/4/14									
SRV					PV	133319	018 00101	55.58	0051/060514
6/5-7/4/14									
SRV					PV	133319	019 00101	55.58	0051/060514
6/5-7/4/14									
SRV					PV	133319	020 00101	55.58	0051/060514
6/5-7/4/14									
SRV					PV	133319	021 00101	55.58	0051/060514
6/5-7/4/14									
SRV					PV	133319	022 00101	55.58	0051/060514
6/5-7/4/14									
SRV					PV	133319	023 00101	55.58	0051/060514
6/5-7/4/14									
SRV					PV	133319	024 00101	55.89	0051/060514
6/5-7/4/14									
SRV					PV	133319	025 00101	55.58	0051/060514
6/5-7/4/14									
SRV					PV	133319	026 00101	55.79	0051/060514
6/5-7/4/14									
SRV					PV	133319	027 00101	55.58	0051/060514
6/5-7/4/14									
SRV									

Batch Number - 231835

Bank/Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Document . . .		Key		Amount	Invoice Number
					Ty	Number	Item	Co		
				SRV	PV	133319	028	00101	55.58	0051/060514
				6/5-7/4/14						
				SRV	PV	133319	029	00101	55.58	0051/060514
				6/5-7/4/14						
				SRV	PV	133319	030	00101	55.58	0051/060514
				6/5-7/4/14						
				SRV	PV	133319	031	00101	55.58	0051/060514
				6/5-7/4/14						
				SRV	PV	133319	032	00101	27.79	0051/060514
				6/5-7/4/14						
				SRV	PV	133319	033	00101	27.79	0051/060514
				6/5-7/4/14						
				Payment Amount				10,717.77		
65233	06/24/14	16253	AT&T MOBILITY	SRV	PV	133291	001	00701	97.36	992789332X061 12014
				5/4-6/3/14						
				SRV	PV	133291	002	00701	16.55	992789332X061 12014
				5/4-6/3/14						
				SRV	PV	133291	003	00701	1,166.24	992789332X061 12014
				5/4-6/3/14						
				SRV	PV	133291	004	00701	110.03	992789332X061 12014
				5/4-6/3/14						
				SRV	PV	133291	005	00701	45.16	992789332X061 12014
				5/4-6/3/14						
				SRV	PV	133291	006	00701	56.30	992789332X061 12014
				5/4-6/3/14						
				SRV	PV	133291	007	00701	16.55	992789332X061 12014
				5/4-6/3/14						
				SRV	PV	133291	008	00701	11.59	992789332X061 12014
				5/4-6/3/14						
				SRV	PV	133291	009	00701	4.96	992789332X061 12014
				5/4-6/3/14						
				SRV	PV	133291	010	00701	180.64	992789332X061 12014
				5/4-6/3/14						
				SRV	PV	133291	011	00701	130.99	992789332X061 12014
				5/4-6/3/14						
				SRV	PV	133291	012	00701	28.61	992789332X061 12014
				5/4-6/3/14						
				SRV	PV	133291	013	00701	220.84	992789332X061 12014
				5/4-6/3/14						
				SRV	PV	133291	014	00701	16.55	992789332X061 12014
				5/4-6/3/14						

Batch Number - 231835

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
				SRV	PV	133291	015	00701	16.55	992789332X061
				5/4-6/3/14						12014
				SRV	PV	133291	016	00701	45.16	992789332X061
				5/4-6/3/14						12014
				SRV	PV	133291	017	00701	57.22	992789332X061
				5/4-6/3/14						12014
				SRV	PV	133291	018	00701	66.10	992789332X061
				5/4-6/3/14						12014
				SRV	PV	133291	019	00701	16.55	992789332X061
				5/4-6/3/14						12014
				SRV	PV	133291	020	00701	28.61	992789332X061
				5/4-6/3/14						12014
				SRV	PV	133291	021	00701	58.40	992789332X061
				5/4-6/3/14						12014
				SRV	PV	133291	022	00701	147.54	992789332X061
				5/4-6/3/14						12014
66234	06/24/14	19238	AVALON SHEET METAL	Payment Amount MOTOR FRAME FABRICATION	PV	133359	001	00751	2,540.50 1,090.00	061614
66235	06/24/14	7965	B&B PALLET CO.	Payment Amount 55 YDS WOOD CHIPS	PV	133282	001	00701	638.00	111802
				55 YDS WOOD CHIPS	PV	133283	001	00701	638.00	111803
				55 YDS WOOD CHIPS	PV	133284	001	00701	638.00	111804
				55 YDS WOOD CHIPS	PV	133285	001	00701	638.00	111805
				55 YDS WOOD CHIPS	PV	133286	001	00701	638.00	111806
				55 YDS WOOD CHIPS	PV	133287	001	00701	638.00	111807
66236	06/24/14	2417	B&R TOOL & SUPPLY CO	Payment Amount 7-PC WRENCH SET	PV	133296	001	00701	3,828.00 425.71	1280060-0002-01
				FREIGHT	PV	133296	002	00701	10.17	1280060-0002-01
66237	06/24/14	18739	CALIFORNIA HAZARDOUS SERVICES,	Payment Amount FUEL SYS INSP-JUN'14	PV	133303	001	00701	435.88 65.59	55487





Batch Number - 231835

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Doc Number	Key Item	Key Co	Amount	Invoice Number
			INC.						
65238	06/24/14	2513	CAPCO ANALYTICAL SERVICES	FUEL SYS INSP-JUN*14 Payment Amount 6/14 MONTHLY DGSTR GAS TST	133304	001	00701	39.41	55487
								105.00	
65239	06/24/14	18860	CHEMTREAT, INC.	Payment Amount 6/14 WTR TRMNT	133324	001	00701	562.71	1759147
								562.71	
65240	06/24/14	4586	CONSOLIDATED ELECTRICAL DISTRIBUTORS	DPLX RCPTS&DECOR GFCI PLTS	133364	001	00701	19.21	9009-697438
65241	06/24/14	15826	EMPIRE PIPE CLEANING & EQUIPMENT INC.	Payment Amount CLEAN/VAC SRV@ L/S	133292	001	00701	1,900.00	9552
								19.21	
65242	06/24/14	2655	FERGUSON ENTERPRISES	Payment Amount BALL VALVES 1/2" WATTS BALL VALVES 3/8" WATTS 3/4" X 1" ENCODER METER	133308	001	00701	300.84	0473898
								1,900.00	
								637.65	0473898-1
								2,292.17	0726345
65243	06/24/14	18948	FLO-LINE NEVADA, INC.	Payment Amount IMPELLAR & SIDEPLATE SRV KIT	127639	001	00701	667.32	13105
								3,230.66	
								44.11	13105
65244	06/24/14	4971	FUGRO CONSULTANTS, INC.	Payment Amount 4/25-5/22/14 BRRYMR DR SLOPE	133288	001	00701	806.25	04.62140020-3
								711.43	
								806.25	

ITEM 88

All Payee 6803 FUGRO CONSULTANTS, INC.  
P. O. BOX 307083

Batch Number - 231835

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
DALLAS TX 75303-1083									
66245	06/24/14	19157	G3 ENGINEERING, INC.	PARTS-TAPIA RAS PUMP	PV	133295	001 00701	806.25 2,951.72	2014-4184
66246	06/24/14	2705	HACH COMPANY	PARTS-TAPIA RAS PUMP	PV	133295	006 00701	90.07	2014-4184
Payment Amount 3,041.79									
66247	06/24/14	6442	HACH COMPANY	MISC WSTLK PLNT SUPL	PV	133293	001 00701	2,139.19	8860389
66248	06/24/14	2611	LA DWP	MISC WSTLK PLNT SUPL	PV	133293	015 00701	65.35	8860389
66249	06/24/14	19237	LINDA ESTRIN GARDEN DESIGN	CHLRN REAGENT TST SUPL	PV	133294	001 00701	99.39	8862283
All Payee 6442 HACH COMPANY 2207 COLLECTIONS CENTER DR CHICAGO IL 60693									
Payment Amount 2,303.93									
66247	06/24/14	2611	LA DWP	RECTIFIER	PV	133320	001 00101	40.97	017698/061314
5/13-6/12/14									
66248	06/24/14	19237	LINDA ESTRIN GARDEN DESIGN	TWIN LAKES P/S	PV	133321	001 00101	9,925.90	875698/061314
5/13-6/12/14									
Payment Amount 9,966.87									
66249	06/24/14	19237	LINDA ESTRIN GARDEN DESIGN	SUMAC ELEM GARDN PLAN DEMO	PV	133360	001 00101	1,100.00	052714
Payment Amount 1,100.00									
66249	06/24/14	3514	LOS ANGELES COUNTY, REGISTRAR-REC ORDER	RCRD STANDBY DEFERRAL	PV	133323	001 00301	39.00	4453-004-048
Payment Amount 39.00									
66250	06/24/14	16754	NATURAL SURROUNDINGS	JUN'14-FLORAL MAINT	PV	133281	001 00701	235.00	6013
Payment Amount 235.00									
66251	06/24/14	8418	PERMACOLOR, INC.	CONVYR POWDER COAT	PV	133278	001 00701	275.00	275989
Payment Amount 275.00									
66252	06/24/14	19083	SOLARCITY	RW P/S	PV	133289	001 00751	17,347.41	9133440/06111

ITEM 4B

Batch Number - 231835  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Lim	Key Co	Amount	Invoice Number
			CORPORATION	5/11-5/31/14						4
66253	06/24/14	9505	TIRE MAN AGOURA	Payment Amount TIRES(4)- VEH#326	PV	133325	001	00701	17,347.41 706.49	2033825
66254	06/24/14	3429	UNITED PARCEL SERVICE	Payment Amount SRV	PV	133361	001	00701	137.99	000025W020244 /2014
66255	06/24/14	17065	VANTAGE AIR, INC.	Payment Amount RPR&CLEAN ICE MACHINES	PV	133279	001	00701	137.99 758.18	46160
66256	06/24/14	16542	VISION INTERNET PROVIDERS, INC.	Payment Amount PROGM SRV-WEB FRONT PAGE	PV	133280	001	00701	593.00	27617
66257	06/24/14	3037	WAITE BROS. PLUMBING	Payment Amount BLDG 2- FLUSH&ANGL VLVS	PV	133362	001	00701	593.00 176.00	37798
66258	06/24/14	3047	WESCO DISTRIBUTION, INC.	Payment Amount EATON VFD COOLING FAN	PV	133305	001	00701	176.00 1,480.57	310266
				EATON VFD COOLING FAN DUPLICATE FRGHT CHG INV#310266	PV	133305	002	00701	45.55	310266
					PD	133306	001	00751	20.65-	316272
				Alt Payee 6443 WESCO DISTRIBUTION, INC PO BOX 31001-0465 PASADENA CA 91110-0465						
				Payment Amount					1,505.57	
66259	06/24/14	6510	WORK BOOT WAREHOUSE	Payment Amount PROTECTV FTWR-D,AGNEW	PV	133290	001	00701	132.44	48143
				Payment Amount					132.44	
				Total Amount of Payments Written					68,502.39	
				Total Number of Payments Written					31	

ITEM 4B

Batch Number - 231892  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Tr	Number	Key	Amount	Invoice Number
66280	07/01/14	8069	ADVENTURES IN ADVERTISING, LOS ANGELES	6 TABLE THROWS	PV	133366	001 00751	288.35	LA27289
66261	07/01/14	2367	ALL SAFE ELECTRIC, INC.	Payment Amount RLV EM3610T	PV	133479	001 00701	608.22	M10472
66262	07/01/14	18563	ALTURA PAINT CENTER, INC	Payment Amount 3 GAL GREEN PAINT	PV	133447	001 00701	386.95	239799
66263	07/01/14	2869	AT&T	Payment Amount SRV 6/14-7/13/14	PV	133424	001 00751	55.58	4860/061414
				SRV 6/14-7/13/14	PV	133425	001 00701	55.58	4639/061414
66264	07/01/14	7770	AUTOMATION DIRECT.COM	Payment Amount COMBO STARTERS@TAPI	PV	133313	001 00701	522.00	5392361
66265	07/01/14	8782	AW DIRECT INC.	Payment Amount VEH RF LGHT BR WIMNTNG KIT	PV	133365	001 00701	881.90	1020166186
66266	07/01/14	2417	B&R TOOL & SUPPLY CO	Payment Amount RACHET& BREAKER BARS	PV	133367	001 00701	804.63	1280060-0003-01
66267	07/01/14	2425	BANK OF AMERICA	Payment Amount VISA CHG-F&A-MAY'14	PV	133382	001 00701	68.36	1471/060714
				VISA CHG-F&A#2-MAY'14	PV	133383	001 00701	2,491.47	8185/060714
				VISA CHG-BETANCUR-MAY'14	PV	133384	001 00701	623.00	1349/060714
				VISA CHG-R CNSV-MAY'14	PV	133385	001 00701	585.00	1270/060714
				VISA CHG-R CNSV-MAY'14	PV	133385	002 00701	165.64	1270/060714
				VISA CHG-R	PV	133385	003 00701	55.00	1270/060714

Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Number	Key Item	Co	Amount	Invoice Number
				CNSV-MAY'14	PV	133385	004	00701	188.16	1270/060714
				VISA CHG-R						
				CNSV-MAY'14	PV	133385	005	00701	310.24	1270/060714
				VISA CHG-R						
				CNSV-MAY'14	PV	133385	006	00701	343.84	1270/060714
				VISA CHG-R						
				CNSV-MAY'14	PV	133385	007	00701	467.04	1270/060714
				VISA CHG-R						
				CNSV-MAY'14	PV	133385	008	00701	35.00	1270/060714
				VISA CHG-R						
				CNSV-MAY'14	PV	133385	009	00701	35.00	1270/060714
				VISA CHG-R						
				CNSV-MAY'14	PV	133385	010	00701	50.00	1270/060714
				VISA CHG-R						
				CNSV-MAY'14	PV	133385	011	00701	58.24	1270/060714
				VISA CHG-R						
				CNSV-MAY'14	PV	133385	012	00701	72.12	1270/060714
				VISA CHG-R						
				CNSV-MAY'14	PV	133385	001	00101	831.01	2775/060714
				VISA CHG-R						
				CNSV						
				N1-MAY'14						
				VISA CHG-R						
				CNSV						
				N1-MAY'14						
				VISA						
				CHG-MAINT-MAY						
				'14						
				VISA						
				CHG-MAINT-MAY						
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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key lim Co	Amount	Invoice Number
				CHG-MAINT-MAY					
				'14					
				VISA	PV	133407	007 00751	142.42	1302/060714
				CHG-MAINT-MAY					
				'14					
				VISA	PV	133407	008 00751	153.74	1302/060714
				CHG-MAINT-MAY					
				'14					
				VISA	PV	133407	009 00751	65.92	1302/060714
				CHG-MAINT-MAY					
				'14					
				VISA	PV	133407	010 00751	85.00	1302/060714
				CHG-MAINT-MAY					
				'14					
				VISA	PV	133407	011 00751	352.27	1302/060714
				CHG-MAINT-MAY					
				'14					
				VISA	PV	133408	001 00751	49.45	8418/060714
				CHG-OPS-MAY'1					
				4					
				VISA	PV	133408	002 00751	2.88	8418/060714
				CHG-OPS-MAY'1					
				4					
				VISA	PV	133408	003 00751	110.00	8418/060714
				CHG-OPS-MAY'1					
				4					
				VISA	PV	133408	004 00751	37.58	8418/060714
				CHG-OPS-MAY'1					
				4					
				VISA	PV	133408	005 00751	81.56	8418/060714
				CHG-OPS-MAY'1					
				4					
				VISA	PV	133409	001 00701	111.19	6262/060714
				CHG-ENG-MAY'1					
				4					
				VISA CHG-ENG	PV	133410	001 00701	2,046.37	2504/060714
				DEPT 1-MAY'14					
				VISA	PV	133411	001 00701	425.45	6228/060714
				CHG-TAPIA-MAY					
				'14					
				VISA CHG-WTR	PV	133412	001 00701	206.98	3713/060714

Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Item	Key Co	Amount	Invoice Number
				DIST						
			N1-MAY'14		PV	133412	002	00701	92.49	3713/060714
			VISA CHG-WTR							
			DIST							
			N1-MAY'14		PV	133412	003	00701	155.00	3713/060714
			VISA CHG-WTR							
			DIST							
			N1-MAY'14		PV	133412	004	00701	280.00	3713/060714
			VISA CHG-WTR							
			DIST							
			N1-MAY'14		PV	133437	001	00701	312.50	2738/060714
			VISA CHG-OPS							
			ADM-MAY'14							
			VISA CHG-OPS		PV	133437	002	00701	62.52	2738/060714
			ADM-MAY'14							
			VISA CHG-OPS		PV	133437	003	00701	115.60	2738/060714
			ADM-MAY'14							
			VISA CHG-OPS		PV	133437	004	00701	86.00	2738/060714
			ADM-MAY'14							
			VISA CHG-OPS		PV	133437	005	00701	263.24	2738/060714
			ADM-MAY'14							
			VISA		PV	133438	001	00701	43.58	7431/060714
			CHG-WSTLK-MAY							
			'14							
			VISA		PV	133438	002	00101	25.22	7431/060714
			CHG-WSTLK-MAY							
			'14							
			VISA		PV	133438	003	00101	58.62	7431/060714
			CHG-WSTLK-MAY							
			'14							
			VISA		PV	133438	004	00101	77.03	7431/060714
			CHG-WSTLK-MAY							
			'14							
			VISA		PV	133448	001	00701	35.00	8392/060714
			CHG-CASPARY-M							
			AY'14							
			VISA		PV	133449	001	00701	35.00	0711/060714
			CHG-STEINHARD							
			T-MAY'14							
			VISA		PV	133450	001	00701	758.22	9981/060714
			CHG-PEDERSEN-							

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Number	Key	Item	Co	Amount	Invoice Number
				MAY'14							
				VISA CHG-WTR	PV	133481	001	00101		280.00	8102/060714
				DIST							
				N2-MAY'14							
				VISA CHG-WTR	PV	133481	002	00101		288.53	8102/060714
				DIST							
				N2-MAY'14							
				VISA CHG-WTR	PV	133481	003	00101		92.49	8102/060714
				DIST							
				N2-MAY'14							
				VISA CHG-WTR	PV	133481	004	00101		92.49	8102/060714
				DIST							
				N2-MAY'14							
				VISA CHG-WTR	PV	133481	005	00101		209.77	8102/060714
				DIST							
				N2-MAY'14							
				VISA	PV	133482	001	00701		65.79	7026/060714
				CHG-PETERSON-							
				MAY'14							
				VISA	PV	133482	002	00701		6.90	7026/060714
				CHG-PETERSON-							
				MAY'14							
				VISA	PV	133482	003	00701		3.27	7026/060714
				CHG-PETERSON-							
				MAY'14							
				VISA	PV	133482	004	00701		42.90	7026/060714
				CHG-PETERSON-							
				MAY'14							
				VISA	PV	133482	005	00701		35.00	7026/060714
				CHG-PETERSON-							
				MAY'14							
				VISA	PV	133482	006	00701		8.00	7026/060714
				CHG-PETERSON-							
				MAY'14							
				VISA	PV	133482	007	00701		218.00	7026/060714
				CHG-PETERSON-							
				MAY'14							
				Payment Amount					15,067.75		
				MEMBERSHIP-JU	PV	133389	001	00701		1,060.00	CRWA/14-15
				L'14-JUL'15							

ITEMAB

66268 07/01/14 18685 CALIFORNIA  
RURAL WATER  
ASSOCIATION



Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Document Ty	Document Number	Key Item Co	Amount	Invoice Number
66269	07/01/14	8458	CALPELRA	CALPELRA 2014 CONF	PV	133439	001 00701	995.00	061814
				REG&MMBRSH				1,060.00	
66270	07/01/14	4595	CONSOLIDATED ELECTRICAL DISTRIBUTORS	MISC ELEC SUPPLIES	PV	133443	001 00701	1,334.73	9009-697819
66271	07/01/14	17205	ELLIS PAINT COMPANY	DISCOUNT-INV# 9009-697819	PD	133444	001 00751	18.37	9009-697819
				YLM&WHT PAINT	PV	133445	001 00701	1,135.93	977952
66272	07/01/14	2658	FEDERAL EXPRESS CORP	DISCOUNT-INV# 977952	PD	133446	001 00701	11.36	977952
66273	07/01/14	2679	GTA AUTO BODY	Payment Amount PKG DEL 6/16/14	PV	133442	001 00701	24.58	2-692-78276
66274	07/01/14	8304	IFM EFECTOR INC.	Payment Amount DODG'03 #6706-VEH#858 RPR	PV	133441	001 00701	1,297.50	7BB2238F
				PRXMTY SENSR-NC OUTPUT	PV	133314	001 00701	1,752.90	20630711
				SENSR-N.O. OUTPUT	PV	133315	001 00701	1,718.71	20633287
66275	07/01/14	19243	KRONICK, MOSKOVITZ, TIEDEMANN & GIRARD	TEMP TRNSMTR, PROB, CNTR	PV	133316	001 00701	437.92	20632446
66276	07/01/14	2611	LA DWP	Payment Amount PROF SRV-"BONVINO V LVMWD"	PV	133440	001 00701	2,784.00	272244
66277	07/01/14	2769	LIEBERT	Payment Amount RECTIFIER 5/15-6/13/14	PV	133355	001 00101	36.42	503850/061614
				MAY'14 SVC	PV	133423	001 00701	750.00	181532

ITEM 48

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
CASSIDY										
WHITMORE										
66278	07/01/14	2610	LOS ANGELES COUNTY DEPT. OF PUBLIC WORKS	Payment Amount 3/17-5/14:L20 1202232-CLBS PLN	PV	133483	001	00301	5,561.92	RE-PW-1406090 8978
4/30:L2014018 19-2007 CORRL CYN										
66279	07/01/14	5744	LVHF	Payment Amount SANTA MONICA MT TRIBUTE 6/21	PV	133388	001	00701	500.00	RE-PW-1406090 9363 062114
6/21										
66280	07/01/14	11873	MICRO BIO LOGICS, INC.	Payment Amount LAB SUPPLIES	PV	133391	001	00701	279.41	608953
SHIPPING, HANDLING, & LICENSE										
66281	07/01/14	2839	MOTION INDUSTRIES, INC.	Payment Amount BALL BRGS& SETSCREWS	PV	133392	001	00701	228.77	608953 CA22-579110
377.51										
FPH V-BELTS DRIVE BELTS OIL SEALS HYDRAULIC RPR PARTS										
40.44 40.03 76.14 91.61										
CA22-579292 CA22-579420 CA22-579572 CA22-579820										
Alt Payee 10317 MOTION INDUSTRIES INC. FILE 749376 LOS ANGELES CA 90074										
Payment Amount 476.99										
66282	07/01/14	2842	NAPA AUTO PARTS	VEH#326&STOCK -OIL&FLTRS VEH#830,710,& STOCK DPSTS/SUPPL	PV	133368	001	00701	142.05	710572
241.34										
66283	07/01/14	17329	ODYSSEY POWER	Payment Amount GENERATORS PM	PV	133405	001	00701	4,874.80	710627 51365

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
66284	07/01/14	8506	PADRE ASSOCIATES, INC.	LOCATIONS GENERATORS PM	PV	133405	003	00701	4,874.80	51385
				SRV/5						
				LOCATIONS GENERATORS PM	PV	133405	005	00701	2,437.40	51385
				SRV/5						
				LOCATIONS 2 HR LD BNK	PV	133406	001	00701	1,278.75	51495
				TSTNG-2						
				GENERATORS Payment Amount					13,465.75	
				ARCHLGCL	PV	133318	001	00701	155.25	2014-735
				REIMB 4/23/14						
				Payment Amount					155.25	
66285	07/01/14	8380	PERKINELMER HEALTH SCIENCES	SOFTWARE	PV	133370	001	00701	7,625.89	90224571
				CNSLTNG SRV						
				Payment Amount					7,625.89	
66286	07/01/14	19133	PINNACLE PETROLEUM, INC.	7,927 GAL 87 OCTANE REG	PV	133372	001	00701	28,673.43	99535
				GAS						
				Payment Amount					28,673.43	
66287	07/01/14	7905	S & H RESOURCES	TONER	PV	133426	001	00701	1,850.82	7781
				CARTRIDGES						
				TONER	PV	133427	001	00701	649.64	7780
				CARTRIDGE						
				Payment Amount					2,500.46	
66288	07/01/14	2780	VALLEY NEWS GROUP	3 ADS-SAVE	PV	133387	001	00101	130.00	6-12
				WTR/COMPOST						
				6/12						
				3 ADS-SAVE	PV	133387	002	00101	180.00	6-12
				WTR/COMPOST						
				6/12						
				3 ADS-SAVE	PV	133387	003	00101	260.00	6-12
				WTR/COMPOST						
				6/12						
				Payment Amount					570.00	
66289	07/01/14	19235	VENTURA GROUP INC.	RFND PREPD	PV	133312	001	00701	7,000.00	C0579050
				ERU DEPOSIT						



Batch Number - 231904

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Number	Key	Amount	Invoice Number
66293	07/08/14	18652	ADWESTEAST	6"	133332	001 00701	554.35	14-5104
			TRANSLUCENT RULERS					
			WTR DROP ERASERS		133333	001 00701	803.40	14-5105
			Payment Amount				1,357.75	
66294	07/08/14	17077	AECOM USA, INC.	4/5-5/30/14 5 MG CNST SVC	133476	001 00701	53,492.81	37451500
			Payment Amount				53,492.81	
66295	07/08/14	3077	AIRGAS USA, LLC	GLOVES, WIPES,	133503	001 00701	483.14	9028517529
			EARMF, & FCSHLD					
			12 DIAL SOAPS		133505	001 00701	38.91	9028747272
			5/14 CYLINDER		133506	001 00701	626.46	9918830431
			RNTL					
			6 BX SUNSCRN		133510	001 00701	173.31	9028604232
			PKS					
			180 PR XL NYL		133515	001 00701	362.97	9028604233
			GLOVES					
			Alt Payee					
			6658 AIRGAS USA, LLC					
			P. O. BOX 7423					
			PASADENA CA 91109-7423					
			Payment Amount				1,684.79	
66296	07/08/14	5625	ASSOC. OF WATER AGENCIES OF VENTURA CO	WTRWISE BRKFST MTG	133373	001 00701	125.00	05-7843
				6/19/14				
			OPERATR TECH		133493	001 00701	225.00	05-7852
			WRKSHIP 6/26					
			Payment Amount				350.00	
66297	07/08/14	9631	AT&T LONG DISTANCE	LONG DIST SRV	133351	001 00701	227.99	806368136/060
				5/1-6/2/14				414
				LONG DIST SRV	133351	002 60701	.73	806368136/060
				5/1-6/2/14				414
				LONG DIST SRV	133351	003 00701	.03	806368136/060
				5/1-6/2/14				414
				LONG DIST SRV	133351	004 00701	17.07	806368136/060
				5/1-6/2/14				414
				LONG DIST SRV	133351	005 00701	16.38	806368136/060
				5/1-6/2/14				414

ITEM B

Batch Number - 231904

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key		Amount	Invoice Number
							Item	Co		
				LONG DIST SRV	PV	133351	006	00701	16.89	806368136/060
				5/1-6/2/14					414	
66298	07/08/14	8782	AW DIRECT INC.	Payment Amount VEH#903	PV	133501	001	00701	784.79	1020182196
				LIGHTBAR					279.09	
66299	07/08/14	7965	B&B PALLET CO.	Payment Amount 55 YDS WOOD	PV	133494	001	00701	638.00	111808
				CHIPS					784.79	
				55 YDS WOOD	PV	133495	001	00701	638.00	111809
				CHIPS					638.00	
				55 YDS WOOD	PV	133496	001	00701	638.00	111810
				CHIPS					638.00	
				55 YDS WOOD	PV	133497	001	00701	638.00	111811
				CHIPS					638.00	
				55 YDS WOOD	PV	133498	001	00701	638.00	111812
				CHIPS					638.00	
66300	07/08/14	18071	BLUE DIAMOND MATERIALS	Payment Amount 3.91 TON	PV	133331	001	00701	348.48	286921 RI
				PAVING MTL					3,190.00	
66301	07/08/14	9901	KEN/LISA BOCK	Payment Amount TURF RMVL	PV	133434	001	00101	785.00	1140766
				REBATE					348.48	
66302	07/08/14	19233	MAURICIO BRAUN	Payment Amount TURF RMVL	PV	133496	001	00101	3,054.00	753256
				REBATE					785.00	
66303	07/08/14	19236	SHARI BROWN	Payment Amount RFND BAL -	PV	133401	001	00101	11.15	059556
				CLOSED A/C					3,054.00	
66304	07/08/14	18992	CDW-GOVERNMENT	Payment Amount STOREKEEPER	PV	133508	001	00701	929.50	MM35107
				PRINTER					11.15	
				CLERK OF THE	PV	133509	001	00701	700.60	MM34989
				BRD FAX					428.88	
				MS ASSURANCE	PV	133511	001	00701	643.32	MF44809
				MAINT					58.26	
				MS ASSURANCE	PV	133512	001	00701	7,919.59	MF36955
				MAINT					428.88	
				MS ASSURANCE	PV	133513	001	00701	58.26	MF36954
				MAINT					7,919.59	
				MS ASSURANCE	PV	133514	001	00701		MN07115
				MAINT						

Batch Number - 231904

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Sub Message	TY	Document Number	Key Item	Co	Amount	Invoice Number
		All Payee	19010 CDW GOVERNMENT 79 REMITTANCE DR., SUITE 1515 CHICAGO IL 60675-1515							
66305	07/08/14	8504	COAST CRANE CO.	CHK TURRET BOLTS TORQUE	PV	133474	001	00701	1,382.67	DI/053069
		All Payee	8537 COAST CRANE COMPANY DEPT. 33655 P. O. BOX 39000						10,680.15	
66306	07/08/14	4586	CONSOLIDATED ELECTRICAL DISTRIBUTORS	3/4 ALUM CONDUIT	PV	133499	001	00701	183.94	9009-697652
		All Payee	12559 DATASTREAM BUSINESS SOLUTIONS, INC.	5/14 CONSLT&SUPPORT T SVC	PV	133452	001	00701	560.00	14308
66308	07/08/14	18933	DAVIS WHOLESALE ELECTRIC, INC.	SCADA PLC PARTS	PV	133454	001	00701	4,637.47	1021-403702
		All Payee	11330 DIAL SECURITY	RANCHO SVC CALL 6/13/14	PV	133467	001	00751	188.75	225704
66310	07/08/14	14591	EMISSION COMPLIANT CONTROLS CORP.	PS ENGINE RPR-SPK PLS	PV	133500	001	00781	1,431.19	PSO2796
		All Payee	15750 EMISSION COMPLIANT CONTROLS CORP. C/O PRE-BANC BUSINESS CREDIT, INC. P. O. BOX 16727						1,431.19	
66311	07/08/14	8173	EXCEL PRINT RESOURCES	BUSINESS CARDS-J&M,N	PV	133340	001	00701	63.22	2260
66312	07/08/14	2654	FAMCON PIPE		PV	133475	001	00701	1,253.50	159593

ITEM 4B

Batch Number - 231904

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Amount	Invoice Number
Number	Date	Number				Number	Item Co		Number
PIPING-SLDG									
66313	07/08/14	18815	FASTENAL COMPANY	FD #42 RPR Payment Amount MAY BINSTOCK	PV	133471	001 00701	1,253.50 1,023.78	CACHA16472
All Payee 18835 FASTENAL COMPANY P. O. BOX 1286 WINONA MN 55987-1286									
66314	07/08/14	2655	FERGUSON ENTERPRISES	HYDRANT ADAPTER SPOOLS Payment Amount	PV	133468	001 00701	940.37	0476986
All Payee 3207 FERGUSON ENTERPRISES, INC. #1083 FILE 56809 LOS ANGELES CA 90074-5609									
66315	07/08/14	19244	FINE CUT PRESENTATIONS, INC	3/11-6/20/14 VIDEO VIGNTS PROD Payment Amount	PV	133477	001 00701	940.37 9,487.00	14-0623
All Payee 6803 FUGRO CONSULTANTS, INC. 3/21-4/24/14 5 MG TNK CNSLTNG Payment Amount									
66316	07/08/14	6803	FUGRO CONSULTANTS, INC.	3/21-4/24/14 5 MG TNK CNSLTNG Payment Amount	PV	133453	001 00701	7,342.56 7,342.56	04.62140042-1
All Payee 6770 G.I. INDUSTRIES 5/28-6/15/14 RLV DISP SHOP BLDG DISP Payment Amount									
66317	07/08/14	6770	G.I. INDUSTRIES	5/28-6/15/14 RLV DISP SHOP BLDG DISP Payment Amount	PV	133472	001 00701	557.77 7,342.55	26889244-0283-0
All Payee 6771 G.I. INDUSTRIES P. O. BOX 541065 LOS ANGELES CA 90054-1065									
66318	07/08/14	2688	GEOLABS	GEOTECH SRV-MAY'14/5 MG TNK Payment Amount	PV	133376	001 00701	993.20 2,280.00	21406029
All Payee 16659 HARRIS COMPUTER SYSTEMS REG-CIS CONF 11/18-11/21/1 Payment Amount									
66319	07/08/14	16659	HARRIS COMPUTER SYSTEMS	REG-CIS CONF 11/18-11/21/1 Payment Amount	PV	133399	001 00701	850.00	MLN5989VXPH

ITM4B



Batch Number - 231904

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Document	Key	Amount	Invoice Number
Number	Date	Number			Number	Item Co		Number
66320	07/08/14	2727	IDEXX LABORATORIES	3 COLILERT MEDIA	PV	133491 001 00701	2,798.86	278800768
				FREIGHT	PV	133491 002 00701	12.97	278800768
			Alt Payee				850.00	
			6447 IDEXX LABORATORIES P. O. BOX 101327 ATLANTA GA 30392-1327					
66321	07/08/14	4144	INTERSTATE BATTERY SYSTEMS	BATTERIES-VEH #852/859	PV	133330 001 00701	200.92	51023856
							2,811.83	
66322	07/08/14	3083	JCI JONES CHEMICALS, INC	4,993 GAL HYPOCHLORITE	PV	133342 001 00701	2,870.86	621529
							200.92	
				4,994 GAL HYPOCHLORITE	PV	133343 001 00701	2,906.36	621888
				4,851 GAL HYPOCHLORITE	PV	133344 001 00701	2,823.14	621658
				4,691 GAL HYPOCHLORITE	PV	133377 001 00701	2,730.02	622366
			Alt Payee					
			13647 JCI JONES CHEMICALS, INC P.O. BOX 636877 CINCINNATI OH 45263-6877					
66323	07/08/14	2752	KAMAN INDUSTRIAL TECHNOLOGIES	LFT STN CARBON TWR	PV	133470 001 00701	399.39	V504986
							11,330.38	
66324	07/08/14	2811	LA DWP	RECTIFIER	PV	133465 001 00101	40.97	557160/062414
							399.39	
				5/23-6/23/14 RECTIFIER	PV	133492 001 00101	36.42	851260/062514
				5/24-6/24/14 RECTIFIER	PV	133402 001 00701	3,751.00	180954
			Alt Payee				77.39	
			2789 LIEBERT CASSIDY WHITMORE	CONSORTIUM(E)	PV	133402 001 00701	3,751.00	180954
				7/1/14-6/30/15 GRIT CONVEYR	PV	133418 001 00701	289.84	90318142
							3,751.00	

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Batch Number - 231904  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Document Ty	Document Number	Key Lim	Key Co	Amount	Invoice Number
			SUPPLY CO	PARTS						
				FREIGHT	PV	133418	009	00701	7.58	90319142
			MC MASTER-CARR							
			P. O. BOX 7690							
			CHICAGO IL 60680-7690							
				Payment Amount					297.42	
66327	07/08/14	19026	MNS ENGINEERS, INC.	MAY'14 TAPIA	PV	133381	001	00701	9,393.30	64427
				CHNNL MXNG						
				IMPRV						
				Payment Amount					9,393.30	
66328	07/08/14	18940	MP PRINTING & MAILING	'14 CUR FLW#3	PV	133431	001	00701	3,125.52	55018
				MAILING						
				Payment Amount					3,125.52	
66329	07/08/14	2842	NAPAAUTO PARTS	MISC SUPPLIES	PV	133357	001	00701	34.84	711580
				FOR LV-2 P/S						
				Payment Amount					34.84	
66330	07/08/14	2302	OFFICE DEPOT	1' USB-MTR	PV	133327	001	00701	19.10	715388459001
				READING EQUIP						
				10'						
				EXTNSN-MTR						
				READING EQUIP						
				Payment Amount					19.10	
66331	07/08/14	18946	PACIFIC ADVANCED CIVIL ENGINEERING, INC.	P/E	PV	133422	001	00701	5,523.95	95648
				5/31/14-RES#2						
				IMPRVMTS						
				Payment Amount					38.85	
66332	07/08/14	18874	PACIFIC HYDROTECH CORPORATION	PMT#3-5 MG	PV	133338	001	00701	526,356.00	10476/#3
				TNK P/E						
				6/2/14						
				5%						
				RETENTION-PMT						
				#3						
				Payment Amount					5,523.95	
66333	07/08/14	12954	POLYDYNE INC.	44,920 LB	PV	133429	001	00701	56,307.22	892292
				CLARIFLOC						
				WE-1295						
				Payment Amount					56,307.22	
66334	07/08/14	16212	RADWELL	RPR WEED	PV	133462	001	00701	180.00	INV1946711

ITEM 4B

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Amount	Invoice Number
			INTERNATIONAL , INC.	INSTRMNT 6E07					
66335	07/08/14	2907	RED WING SHOE STORE	RPR WEED INSTRMNT 6E07	PV	133463	001 00701	180.00	INV1950373
				RPR WEED INSTRMNT 6E07	PV	133464	001 00701	180.00	INV1950232
				RPR WEED INSTRMNT 6E07	PV	133469	001 00701	203.00	INV1945385
				FIBER OPTIC PWR SUPPLY				743.00	
				Payment Amount					
				PROCTV	PV	133414	001 00701	173.50	1310000014142
				FOOTWR-S,JACK SON					
				Payment Amount				173.50	
66336	07/08/14	17174	ROTH STAFFING COMPANIES, LP	TEMP SRV W/E 6/15/14 ST	PV	133433	001 00701	440.40	13003544
				Payment Amount				440.40	
66337	07/08/14	19234	JENNIFER RUBIN	TURF RMVL REBATE	PV	133435	001 00101	138.00	1100054
				Payment Amount				138.00	
66338	07/08/14	19239	MELINDA RUDYAN	TURF RMVL REBATE	PV	133397	001 00101	11,635.00	611600
				Payment Amount				11,635.00	
66339	07/08/14	18973	SOUTHERN COUNTIES OIL	RANDO HD-110 GAL	PV	133420	001 00701	1,632.07	0126609-IN
				Payment Amount				1,632.07	
				RANDO HD-110 GAL	PV	133421	001 00701	1,422.07	0126613-IN
				GAL&RTN DRUMS					
				Payment Amount				3,054.14	
66340	07/08/14	16932	SELECT PAINTING INC.	PAINT 125 DCA VALVES	PV	133478	001 00701	23,750.00	7398
				Payment Amount				23,750.00	
66341	07/08/14	2949	SNAP ON TOOLS	IMPACT WRENCH&SOCKET	PV	133336	001 00701	986.32	109793
				Payment Amount				986.32	
				3/8" AIR DRILL SET (29 PC)	PV	133398	001 00701	355.50	112276
				Payment Amount				1,351.82	
66342	07/08/14	16120	SOIL CONTROL LAB	FINISHED COMPOST PKG	PV	133415	001 00751	300.00	4050716
				Payment Amount				300.00	



Batch Number - 231904  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
66343	07/08/14	8645	SOUTHERN CALIFORNIA TROPHY COMPANY	15 YR ANNIV GIFT-M.DEVINE	PV	133358	001	00701	209.94	060168-14
66344	07/08/14	8212	STANSBERRY'S WELDING	Payment Amount WELDNG-TNK OVRFLW&KEYS WELDNG-TNK OVRFLW&KEYS	PV	133432	001	00701	139.39 349.33 1,345.00 450.00	060199-14 2010 2010
66345	07/08/14	14479	STEPHENS VIDEO PRODUCTIONS	Payment Amount 6/2/14 JPA MTG VIDEO RCRDNG 6/10&6/24 LV BD MTG VIDEO RCRD	PV	133378	001	00701	545.00 1,795.00	6-12-14 6-26-14
66346	07/08/14	15923	TOTAL-WESTERN .INC.	Payment Amount ANNUAL SVC-CLVR BRKS BOILER RESCHED ANNUAL SVC-CLVR BOILER	PV	133458	001	00701	4,675.00 1,635.00	774.010-1 774.010-2
66347	07/08/14	18923	VAULT ACCESS SOLUTIONS	Payment Amount VAULT LIDS VAULT LIDS	PV	133350	001	00701	20,985.00 5,175.00	35
66348	07/08/14	2436	VINCE BARNES AUTOMOTIVE	Payment Amount VEH#900-RPR BRK LGT, CTRL UNIT VEH#324-REAR DOOR LTCH	PV	133416	001	00701	410.00 59,495.00	020385
66349	07/08/14	3035	VWR SCIENTIFIC	Payment Amount EC MEDIUM WMUG 500G FREIGHT	PV	133419	001	00701	686.50 706.04	8058003534 8058003534
				VEH#324-REAR DOOR LTCH	PV	133417	001	00701	296.04	020392
				Payment Amount EC MEDIUM WMUG 500G FREIGHT	PV	133419	001	00701	686.50	8058003534
				Payment Amount EC MEDIUM WMUG 500G FREIGHT	PV	133419	002	00701	16.23	8058003534

ITEM 4B

Batch Number - 231904  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Slub Message	Document Number	Key	Item	Co	Amount	Invoice Number
All Payee										
		3216	VWR INTERNATIONAL, INC P. O. BOX 640169 PITTSBURGH PA 15264-0169							
66350	07/08/14	3109	W. LITTEN	Payment Amount SRV	133374	PV	001	00701	702.73 5,003.55	0320313
				6/1--6/7/14@RA NCHO						
66351	07/08/14	3043	WATER ENVIRONMENT RESEARCH FOUNDATION	Payment Amount WERF ANNUAL MEMBERSHP-2014	133466	PV	001	00701	3,024.00	U-200004238-14 -1
66352	07/08/14	18914	WECK LABORATORIES, INC.	Payment Amount LAB SRV@FAST WTR CT	133345	PV	001	00701	1,271.00	W4F0649-LV
				QTRLY TTHM/HAA5 DIST SYS						
				LAB SRV@RLV GRNDWTR	133347	PV	001	00701	545.00	W4F0974-LV
				LAB SRV@BACTI RM DI WTR	133348	PV	001	00701	25.00	W4F1081-LV
66353	07/08/14	3047	WESCO DISTRIBUTION, INC.	Payment Amount LT FLEX CONN	133455	PV	001	00701	205.49	326669
All Payee										
		6443	WESCO DISTRIBUTION, INC PO BOX 31001-0465 PASADENA CA 91110-0465	Payment Amount AC PM- BLDG#7&8					205.49	
66354	07/08/14	3048	WEST COAST AIR CONDITIONING	Payment Amount BLDG 8-LIEBERT SYS MAINT	133375	PV	001	00701	395.00	S58151
				BLDG 8-LIEBERT SYS MAINT	133379	PV	001	00701	464.73	S56019
				BLDG 8-CHILLER MAINT	133380	PV	001	00701	294.58	S57290



Batch Number - 231904  
Bank Account - 00146807 Cash-General

Payment . . . Number	Date	Address Number	Name	Payment Stub Message	Ty	Document . . . Number	Key Itr Co	Amount	Invoice Number
				BLDG#8-PM MAY'14	PV	133486	001 00701	650.00	S57409
				RPL BELT-E/F#1 @BLDG#8	PV	133487	001 00701	9.88	S58262
				BLDG#7-PM MAY'14	PV	133488	001 00701	265.00	S57415
				RPL BELT-EVAP COOLER@BLDG#7	PV	133489	001 00701	20.59	S58263
				BLDG#7 LEAK CHK/RPR	PV	133490	001 00701	4,016.45	S57186
				Payment Amount			6,116.23		
66355	07/08/14	18774	26705 MALIBU HILLS ROAD, LLC	RFND BAL - CLOSED A/C	PV	133400	001 00101	414.01	9986037
				Payment Amount			414.01		
				Total Amount of Payments Written			830,775.20		
				Total Number of Payments Written			63		



July 8, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

**Subject: Twin Lakes Tank Site Drainage System Improvements: Acceptance of Proposal (Pg. 39)**

**SUMMARY:**

The District owns and operates the Twin Lakes Tank Nos. 1 and 2 that supply the lower pressure zone of the Twin Lakes Subsystem in Chatsworth. Accidental overflows from the tanks have caused minor damages to several downstream properties on Iverson Road. As a result, a Request for Proposals for design services to improve and modify the existing site's drainage system was sent to three firms; all three firms submitted proposals. After reviewing the proposals, staff recommends accepting the proposal from Phoenix Civil Engineering, Inc., as it provided the most comprehensive and efficient work plan for completion of the project.

**RECOMMENDATION(S):**

Accept the proposal from and authorize the General Manager to execute a professional services agreement with Phoenix Civil Engineering, Inc., for engineering services in the amount of \$40,955 for the Twin Lakes Drainage System Modification Project.

**FINANCIAL IMPACT:**

Sufficient funds are included in the adopted Fiscal Year 2014-15 Budget for this project.

**DISCUSSION:**

Background:

Twin Lakes Tank No. 1 was constructed in 1966, and Tank No. 2 was constructed in 1991. The original drainage facilities for the site were designed to discharge any surface water or accidental tank overflows to the north of the site. The water was to follow the natural land contours across several vacant parcels and ultimately flow into the County's Drainage System. Attached for reference is a site map showing the existing flow path.

However, several of the vacant parcels have been developed since 1991. Recently a tank overflow due to a communication failure caused minor damages to one of the improved properties on Iverson Road. Modification of the drainage system at the Twin Lakes Tank site is necessary to prevent potential future damages to the downstream properties. The modification would consist of redirecting the drainage system to the south, connecting to an existing CalTrans storm drain on the north side of the 118 Freeway.

Consultant Proposals:

Proposals for the work were received from Phoenix Civil Engineering, Inc. (Phoenix); RBF Consultants (RBF); and MNS Engineers, Inc. (MNS). The proposal from MNS did not include providing the necessary geotechnical services and had the highest fee. Phoenix and RBF proposed to use the same geotechnical firm. Although Phoenix's proposal was \$1,791 higher than RBF's, Phoenix included providing easement coordination with the private owner(s) for the new proposed drainage route. Staff recommends that the

Board accept the proposal from Phoenix because it provides the most comprehensive and efficient work plan for completion of the project. Attached is a copy of the proposal from Phoenix.

Following is a summary of the proposals:

<u>Consultant</u>	<u>Total Fee</u>
Phoenix Civil Engineering, Inc.	\$40,955
RBF Consulting	\$39,164
MNS Engineers, Inc	\$41,415

Prepared By: Lindsay Cao, P.E., Associate Engineer

**ATTACHMENTS:**

[Twin Lakes Tank Site Map](#)

[Phoenix Proposal](#)



Las Virgenes Municipal Water District is not responsible for the accuracy of this presentation. This presentation is for illustrative purposes only. Verify the physical location of all property lines, water lines and ancillary information prior to use.



Sources: Esri, DeLorme, HERE, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), TomTom

# PROPOSED ROUTE

# ATTACHMENT 'A'



Ms. Lindsay Cao, PE  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road  
Calabasas, CA 91302-1994

January 13, 2014  
REVISED May 31, 2014

**Las Virgenes Municipal Water District – Twin Lakes Tanks Drainage Project – Proposal for Design Services and Design Services During Construction**

Dear Lindsay,

I am pleased to provide you with this proposal for design services and design services during construction for the Twin Lakes Tanks Drainage Project. The project includes preparation of a preliminary design report, project surveying, geotechnical investigation, a hydrology report for Caltrans review and comment as well as preparation of Contract Documents for the new pipeline. As requested, this proposal includes providing the District staff with support services during the construction phases of the project. These services include assistance with review of the shop drawings, responses to questions from the contractor during construction, and preparation of record drawings from the Contractor red line markups.

Based on our discussions, I have the following list of tasks included in our proposal:

**Preliminary Design Services**

- Task 1: Site Documentation and Topographic Survey
- Task 2: Geotechnical Investigation
- Task 3: Hydrology/Hydraulic Study
- Task 4: Preliminary Design Report Preparation
- Task 5: Coordination with Caltrans, the Property Owner and the County of Los Angeles

**Design Services**

- Task 6: 50% Plans, Specifications and Opinion of Probable Construction Cost (OPCC) Submittal
- Task 7: 90% Plans, Specifications and OPCC Submittal
- Task 8: Final Plans, Specifications and OPCC Submittal
- Task 9: Project Meetings

**Design Services During Construction**

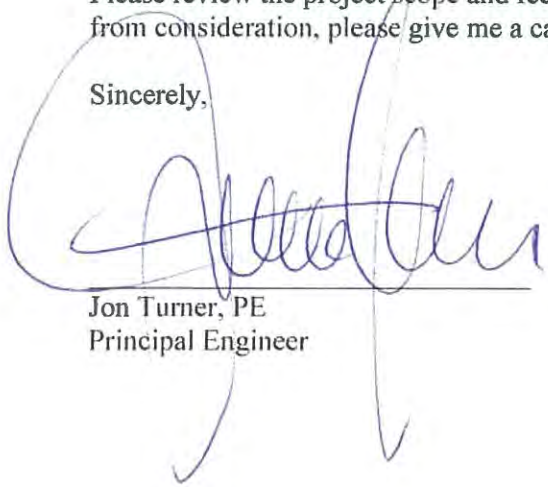
- Task 10: Design Services During Construction

I appreciate the opportunity to submit this proposal to assist you with this project. I have attached a scope of work and our professional services rate sheet. Our scope of work covers preliminary design, design and design services during construction. The project appears to be very simple on the initial review; however, the reviewing agencies of Caltrans and potentially the County of Los Angeles require that the reports and designs meet with their approval. Typically, the reviews are timely and extensive regardless

of the quality of the design effort. In addition, the addition of obtaining title reports and potentially legal descriptions for easements has added to the complexity of the project.

Please review the project scope and fee and if there is an area that you would like to discuss or remove from consideration, please give me a call.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jon Turner", is written over a horizontal line. The signature is stylized and cursive.

Jon Turner, PE  
Principal Engineer

# Scope of Services

## Background/Project Understanding

It is my understanding that the project consists of abandonment of the existing drainage system at the Twin Lakes Tank site and installation of a replacement system that will collect the site drainage and direct it to an existing drainage system located north of SR118. The existing collection system that will receive the site drainage is owned and maintained by Caltrans. Based on our discussions, I have the following list of tasks included in our proposal:

## Pre-Design Phase

### Task 1: Site Documentation and Topographic Survey

Benner and Carpenter, as a subconsultant to Phoenix will perform a topographic survey of the existing Twin Lakes Tank site and a 50 foot wide strip along the slope leading to the existing Caltrans property line. It is anticipated that the strip will be the alignment of the pipeline. The existing Twin Lakes Tank Record Drawing information (tank ring wall) will be used for establishing a bench mark for the topography. A site visit will also be performed as part of this task to obtain photographs of the existing conditions as well as an understanding of the site layout and proposed improvements.

To verify the property ownership of the slope between the tank site and the Caltrans property line a title report will be obtained. The information from the title report will be plotted on the topographic survey base map.

The following efforts are included in this task:

- One (1) site visit to verify configuration (catch basin location, slope placement, etc).
- Topographic ground survey of the pipeline alignment.
- Title report documentation for parcels 2821013023 and 2821026900.
- Preparation of up to legal descriptions for the proposed pipeline.

**Deliverable:** Site information gathered will be incorporated in the Task 3 and 4 work products. Legal descriptions will be provided to the District (one original paper copy and one .pdf) for their negotiation efforts.

### Task 2: Geotechnical Investigation

Earth Systems Southern California (ESSC), as a subconsultant to Phoenix will visit the site to collect information on the existing soil conditions. Recommendations for construction will be described in a design report for excavation and backfill requirements for the catch basin(s) as well as the slope anchors for the at grade pipeline to be installed on the existing slope to the catch basin below.

The following efforts are included in this task:

- Geotechnical investigation of the site
- Preparation of a geotechnical recommendation report.

**Deliverable:** One electronic copy (.pdf) of the draft recommendation report will be provided to the District for their review comments. Once the comments are received and incorporated, two paper copies of the final geotechnical recommendation report will be provided to the District for their files.

### Task 3: Hydrology/Hydraulic Study

In order to determine the sizing of the drainage facilities, a hydrology study will be prepared for the site. The tank site is located at the top portion of a hill so it is not anticipated that there will be a substantial contribution of rainfall drainage in the collection system. The site drainage system does need to be sized to handle any tank overflows that may occur. This analysis will be included in the hydrology/hydraulic study.

The following efforts are included in this task:

- Preparation of a hydrology/hydraulic study for the proposed drainage facilities at the site.
- Review with the District and incorporate the comments.

***Deliverable:*** One copy of the draft report will be provided to the District in electronic format (MS Word and .pdf). One paper copy of the draft report will also be provided. Once the review comments are incorporated into the report, one electronic and one paper copy of the final report will be provided to the District.

**Task 4: Preliminary Design Report Preparation**

Once the hydrology/hydraulic report is finalized, the recommendations will be incorporated into a preliminary design report. This task will take the information obtained from Tasks 1, 2 and 3 and a preliminary design report will be prepared for the proposed improvements. The report will cover the basis of the design and preliminary level (30% complete) design plans for the proposed pipeline and catch basins. It is anticipated that the report will include up to three options for the pipeline alignment on the slope.

The following efforts are included in this task:

- Preparation of the draft preliminary design report
- Review with the District and incorporate the comments.

***Deliverable:*** One copy of the draft report will be provided to the District in electronic format (MS Word and .pdf). One paper copy of the draft report will also be provided. Once the review comments are incorporated into the report, one electronic and one paper copy of the final report will be provided to the District.

**Task 5: Coordination with Caltrans, Property Owner of the Easement, and the County of Los Angeles if applicable**

The connection point of the proposed drainage pipeline is to an existing Caltrans drainage system. As part of this task, coordination with Caltrans will be required to obtain their approval of the proposed drainage facility. It is anticipated that Caltrans has the existing system hydraulic calculations and documentation for the existing facility. This is important because the preliminary design report will document the anticipated drainage flows that will contribute to the existing Caltrans piping system as well as the proposed alignment. Approval of the final design concept and plans will be required from Caltrans so it is beneficial to coordinate with their staff early on in the process. For purposes of this proposal, it is anticipated that there will be up to two meetings with Caltrans at their District 7 office to discuss the reports and proposed improvements.

In addition, there underlying property owner between the tank site and the Caltrans drainage connection will require coordination. As the project is located in the County of Los Angeles, coordination with that agency regarding the pipeline installation may be required. For purposes of this proposal, up to two meetings with both the property owner and the County of Los Angeles is included. Only actual time expended will be charged to the project.

The following efforts are included in this task:

- Up to two meetings with Caltrans District 7 staff to review and discuss the proposed improvements and any comments they might have on the work products prepared as part of the pre-design phase.
- Up to two meetings with the underlying property owner and two meetings with the County of Los Angeles to discuss the project, if applicable.

***Deliverable:*** Meeting summaries will be prepared to document discussions and decisions. An electronic copy of the meeting summary (.pdf) will be delivered to the District for their files.

## Design Phase

### **Task 6: 50% Plans, Specifications and Opinion of Probable Construction Cost (OPCC) Submittal**

This task involves preparation of project plans in accordance with District format/guidelines, project technical specifications, and an Opinion of Probable Construction Cost (OPCC). The District plan sheet border will be provided for incorporation into the plans. It is anticipated that the project plans will consist of the following sheets:

- Title Sheet
- Notes and Abbreviations
- Pipeline Plan Sheets
- Pipeline Connection Detail Sheet

In addition, project technical specifications will be prepared for this project. The technical specifications will be in CSI format. Project front end documents will be provided by the District. The technical specifications are anticipated to include the following sections:

- 01200 Measurement and Payment
- 01330 Submittal Procedures
- 01500 Temporary Facilities and Controls
- 02200 Earthwork
- 02631 Drainage Piping
- 03300 General Concrete Construction
- 05500 Miscellaneous Steel and Accessories
- 09900 Painting and Coatings
- 15144 Pressure Testing of Piping

The following efforts are included in this task:

- Incorporation of data gathered as part of pre-design onto project plans sheets.
- Preparation of plan set, specifications and OPCC to a 50% level.
- Review meeting effort is included in Task 9.

*Deliverable:* 50% level plans, technical specifications and OPCC will be prepared. One set of 11 x 17 plans, project technical specifications and OPCC will be provided electronically (.pdf) to the District for their internal review.

### **Task 7: 90% Plans, Specifications and OPCC Submittal**

As part of this task, continued design efforts as well as District review comments on the work products from Task 6 will be incorporated into a 90% level set of project documents. The opinion of probable construction cost (OPCC) will be developed utilizing product price quotes and labor information. Contact will be made with product manufacturers and discussions with construction contractors will be performed to create an accurate estimate.

The following efforts are included in this task:

- Incorporation of District staff review comments on work products from Task 6.

- Preparation of plan set, specifications and OPCC to a 90% level.
- Review meeting effort is included in Task 9.

**Deliverable:** 90% level plans, technical specifications and OPCC will be developed. One set of 11 x 17 plans, project technical specifications and OPCC will be provided electronically (.pdf) to the District for their internal review. The OPCC will consist of an MS Excel workbook containing linked spreadsheets as well as product quotes, phone discussion summaries and research documents.

**Task 8: Final Plans, Specifications and OPCC Submittal**

This task involves incorporation of review comments from the 90% level project documents. A final set of project plans, technical specifications and OPCC will be completed.

The following efforts are included in this task:

- Incorporation of District review comments from Task 7.
- Finalization of any outstanding project items/issues.
- Final work product submittal meeting is included in Task 9.

**Deliverable:** Final project documents (plans, technical specifications, and OPCC) will be delivered to the District. Final project plans will consist of one set of reproducible 22 x 34 bond plans, one set of 8.5 x 11 reproducible technical specifications and one copy of the OPCC with the supporting documentation outlining the basis of the OPCC. In addition, one electronic copy of all of the documents will be provided on a CD.

**Task 9: Project Meetings**

During the course of the project, team meetings will be necessary to obtain review comments and deliver the final deliverables. For purposes of this proposal, it is estimated that three team meetings will be required. A meeting review summary/decision log will be prepared for each meeting summarizing discussions and decisions made during the meeting.

The following efforts are included in this task:

- One (1) review meeting at the 50% level.
- One (1) review meeting at the 90% level.
- One (1) final deliverable submittal meeting.

**Deliverable:** Meeting decision log/summaries will be distributed to meeting attendees within 5 working days from the meeting. Action items will be clearly delineated and responsibility noted for completion.

**Task 10: Design Services During Construction**

During construction of the improvements, it may be necessary for the District to seek clarification from the designer. This task includes providing bid phase services (attendance at the pre bid meeting, preparation for up to two bid addenda and review of the lowest, responsive, responsible bidder and the second lowest for conformance with the Contract Documents) as well as the design services during construction.

The following efforts are included in this task:

- Attendance at the prebid meeting and providing assistance to the District PM.
- Preparation of up to two addenda.
- Review of the two lowest bidder packages. A recommendation letter will be provided to the District.

- Attendance at the preconstruction meeting.
- Review of up to 5 material submittals. One additional review for each (resubmittal) is included.
- Preparation of up to two Requests for Information responses.
- Preparation of project record drawing based on Contractor's red line markups.

*Deliverable:* Reproduction of the Contract Document bid sets for distribution to prospective contractors is the responsibility of the District. The deliverables associated with this task will be delivered to the District electronically (.pdf). The record drawings will be on mylar and full size in accordance with District requirements.

**Schedule**

The work associated with Tasks 1 through 10 will be made a top priority.

**Fees**

Work associated with Tasks 1 through 10 are estimated to cost \$45,715 (\$26,475 for pre-design and \$14,480 for design phase and \$4,760 for design services during construction). A breakdown of the level of effort is below:

Task 1:	Field Documentation and Topographic Survey	\$6,165
	Title Reports	\$3,025
	Legal Descriptions	\$1,650
Task 2:	Geotechnical Investigation	\$6,585
Task 3:	Hydrology/Hydraulic Study	\$3,240
Task 4:	Preliminary Design Report Preparation	\$2,090
Task 5:	Coordination with Caltrans	\$3,720
Design Phase		
Task 6:	50% Plans, Specifications and OPCC Submittal	\$7,900
Task 7:	90% Plans, Specifications and OPCC Submittal	\$4,000
Task 8:	Final Plans, Specifications and OPCC Submittal	\$1,540
Task 9:	Design Review Meetings	\$1,040
Task 10:	Design Services During Construction	\$4,760

**Assumptions**

The following assumptions apply to this proposal:

- District plan set title block and cover sheet example will be provided in AutoCAD.
- Plan sheet size is 22 x 34.
- Easement negotiation for the pipeline will be by the District.





## Professional Services Rate Sheet

Principal Engineer	\$155/hour
Resident Engineer	\$145/hour
Professional Engineer	\$130/hour
Staff Engineer	\$120/hour
Senior Designer	\$116/hour
Construction Observer	\$100/hour
Junior Designer	\$85/hour
Technical Assistant	\$65/hour
Administrative Assistant	\$45/hour

Costs associated with printing and computer time are calculated in the rates. Large quantities of printing (multiple sets of specifications, reports, etc.) will be billed at an agreed upon rate. Subconsultant costs will be marked up 10%.



July 8, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

**Subject: 1235-ft. Backbone Improvements Program: Acceptance of Proposals for Westlake Filtration Plant Expansion and Westlake Pump Station Upgrade (Pg. 50)**

**SUMMARY:**

The Westlake Filtration Plant Expansion and Westlake Pump Station Upgrade Project is an integral part of the 1235-ft. Backbone Improvements Program. The program will improve the overall transmission, storage, pumping and filtration capacity of the District's backbone water system. The improvements are required to meet both current and future demands and emergency supply needs to provide reliable service to the District's customers.

The scope of work for the project includes the installation of two additional filters at the Westlake Filtration Plant to increase its capacity from 15 to 18 MGD. At the Westlake Pump Station, aging natural gas engines will be replaced with new premium-efficiency electrical motors that can support pumping of 18 MGD and allow greater utilization of the Las Virgenes Reservoir.

On February 25, 2014, the Board approved a Request for Proposals for the design of the project. At the meeting, the Board requested that the scope of work include specifics on cost estimating methods and evaluation of options or technologies that would reduce the amount of time required for plant start-up. These items were included in the RFP. The RFP was sent to six firms, and proposals were received from AECOM and HDR, Inc. HDR's proposal in the amount of \$399,500 demonstrated a comprehensive understanding of the scope of work for the most reasonable fee.

A second proposal was requested from MSO Technologies, Inc. to design, program and integrate changes to the District's SCADA system associated with the project. The MSO proposal was in the amount of \$87,360. MSO currently performs SCADA integration work for the District, which requires specialized knowledge and familiarity with the existing SCADA system.

**RECOMMENDATION(S):**

Accept the proposals from and authorize the General Manager to execute professional services agreements with HDR, Inc., in the amount of \$399,500 and MSO Technologies, Inc., in the amount of \$87,360 for design services associated with the Westlake Filtration Plant Expansion and Westlake Pump Station Upgrade Project.

**FINANCIAL IMPACT:**

Sufficient funds are included in the adopted Fiscal Year 2014-15 Budget for this work.

**DISCUSSION:**

The Project Alternatives Study for the 1235-ft. Backbone Improvements Program (LVMWD Report No. 2433.00) was completed in 2009, and the Board adopted a Mitigated Negative Declaration (LVMWD Report No. 2433.10) for the project on October 27, 2009. The study identified optimal alternatives for various major projects identified in the 2007 Potable Water Master Plan Update (LVMWD Report No. 2389.00) to enhance

the reliability of the District's water system.

Phase I of the program included the Agoura Hills Pipeline Project, which was completed in 2012, and the Calabasas Pipeline Project, which was completed this year. Phase II included the construction of the 5-million-gallon storage tank at the Las Virgenes Reservoir, which is currently under construction and expected to be completed in July 2015. The remaining component of the program is to expand the Westlake Filtration Plant, modernize the Westlake Pump Station, and potentially install an interconnection with Calleguas Municipal Water District.

#### Request for Proposals:

On February 25, 2014, the Board approved a Request for Proposals for the design of the project. The Board requested that the scope of work include specifics on cost estimating methods and evaluation of options or technologies that would reduce the amount of time required for plant start-up. These items were included in the RFP.

The RFP was sent to six firms and proposals were received from AECOM and HDR, Inc. The other firms declined to submit proposals for a variety of reasons including lack of available resources. Staff reviewed the proposals, interviewed both firms, and requested clarifications on several items of work. Upon completion of the review, staff recommends that the Board accept HDR's proposal, which is attached for reference.

HDR's proposal was for \$399,500 compared to AECOM's proposal for \$612,838. The primary difference between the two proposals is that HDR intends to reduce the number of new drawings required for the project by modifying existing record drawings. HDR is also using MSO Technologies, Inc. as its electrical designer and expects to complete the design in fewer overall hours. MSO Technologies is very familiar with the treatment plant and pump station, having performed several maintenance and rehabilitation projects for the District.

HDR will use HDR Constructors, an independent construction arm of HDR, Inc., for cost estimating. The estimate will be developed using professional engineering software and recent industry and HDR databases for construction work in California. HDR will prepare a technical memorandum describing options or technologies that may reduce the amount of time required for plant start-up for presentation to the Board.

Also, a proposal was requested from MSO Technologies, Inc. to design, program and integrate changes to the District's SCADA system associated with the project. The proposal was in the amount of \$87,360. MSO currently performs SCADA integration work for the District, which requires specialized knowledge and familiarity with the existing SCADA system.

The HDR and MSO proposals include services during bidding and construction support. These tasks will only be performed if the Board approves a call for bids and award of a construction contract for the project.

It is expected to take approximately eight to nine months to complete the plans and specifications, followed by four to six month period for bidding and award of a construction contract. As a result, the construction of the project will not commence until after completion of the 5-million-gallon tank in July 2015.

Prepared By: Lindsay Cao, P.E., Associate Engineer

#### **ATTACHMENTS:**

[HDR Proposal](#)

[MSO Proposal](#)

# 3. Scope of Work and Schedule

## Scope of Work

HDR will perform the specific tasks described below.

### Task Group 100 - Design-Phase Project Management

**101. Kickoff Workshop.** Coordinate, facilitate and attend full-day meeting. HDR attendance: Ellison, Stratton, Rearick. MSO attendance: Trick.

- a. Discuss project goals, objectives, schedule
- b. Discuss technical issues:
  - i. Filter to waste
  - ii. Use of filtered water reservoir
  - iii. Filter equipment procurement processes (pre-negotiated prices)
  - iv. Plant process improvements (flow control, body feed,
  - v. Pump performance
  - vi. Generator placement at site
  - vii. Salvaging of engines, propane tank, gen-set
  - viii. Other technical issues
- c. Discuss mitigation measures from the 2009 MND.
- d. Discuss public communications process
- e. After meeting, walk the sites and discuss layout, add-on work, and details

**102. Data collection, review.** Obtain and review previous reports and drawings for Filter Plant and Pump Station. Determine South Coast AQMD requirements for new generator. Confirm Department of Public Health requirements for new filters. Review District-supplied data for water quality and pump performance.

**103. Agency meetings.** Coordinate, facilitate and attend meetings with:

- a. Department of Public Health (DPH). One face-to-face meeting in Los Angeles. One conference call. (Ellison, Stratton)
- b. City of Westlake Village (City). One face-to-face meeting. (Ellison)
- c. Three Springs Homeowners Association (HOA). One face-to-face meeting. (Ellison)

**104. Monthly progress reports.** Provide brief progress report via email for each billing period.

**105. Design workshops, review meetings, and other meetings.**

- a. Preliminary Design. Attend and lead workshop to discuss technical issues/ alternatives following submission of draft design memorandum. Attendance: Ellison, Trick. Phone: Rearick and Stratton.
- b. Detailed Design Reviews. Attend review meetings following submission of 60% and 90% drawings. Attendance: Ellison, Trick. Phone: Rearick and Stratton.
- c. Miscellaneous meetings, emails, and other correspondence with District staff, as noted in fee estimate.
- d. Miscellaneous meetings, emails and other correspondence with HDR Team, primarily by phone and computer screen sharing.

**106. Board and Other Meetings.** HDR's Project Manager will attend and provide a presentation at one Board meeting.

### Task Group 200 - Preliminary Design

**201. Department of Public Health White Paper.**

Prepare a 3 to 5 page white paper discussing the filter-to-waste alternatives and issues specific to the Las Virgenes Reservoir Filtration Plant.

**202. Generator layout and construction phasing alternatives.**

Develop and analyze up to 3 alternatives for locating the new pump station generator and fuel storage, including schemes for construction phasing that minimize times when the facility will be inoperable.

**203. Filtration plant upgrade alternatives.** Develop and analyze alternatives which address the issues

- a. Filter to waste
- b. Wash water storage/disposal or recycle
- c. Body coat piping
- d. Flow control and plant hydraulics
- e. Filter inlet flow distribution improvements

**204. Transient pressure analysis.** Engage Northwest Hydraulics Consultants (NHC) to perform transient pressure analysis for the discharge side of the pump station, for a scenario involving sudden loss of utility power at maximum flow rates.

**205. Design memorandum.** Summarize the above analyses. Provide a description of the proposed project, including criteria and other bases of design.

- a. Draft Technical Memorandum
- b. Provide preliminary opinion of probable cost
- c. Final Technical Memorandum, following meeting to review District comments

### Task Group 300 - Detailed Design

Previously scanned or AutoCAD files of Las Virgenes MWD record drawings will be used as the basis and background for drawings prepared by HDR. Specifications will utilize District front-end documents (with HDR edits) and HDR technical specifications.

**301. Filter Plant Upgrade.** Prepare civil and process drawings and specifications for modifications to the Filter Plant (approximately 16 drawings). HDR drawings consist of the following:

- Cover sheet, general notes, vicinity map, sheet index, key plan
- Plans and sections showing new filter equipment, piping modifications, and related equipment Filter pump controller removal and filter pump replacement
- Modifications to existing filter equipment piping (if needed)

- VFD layout
- Clear well bypass piping and valves plan
- Clear well bypass piping and valves details

**302. Filter Plant Electrical Design.** Engage MSO technologies to prepare electrical drawings and specifications related to the filter plant upgrade. [Note: this work excludes the instrumentation, controls and programming work for which MSO will be under contract directly with the District.] Drawings and specifications will cover the following items:

- Control valve for diversion of plant filtered water flow (filter-to-waste)
- Sump pump for new wash water facility, if needed
- VFDs for the filter pumps (plans and details)
- Conduit and wire schedules for power and control for new equipment
- Specifications for VFDs, wiring, conduit, motor controllers
- Develop engineering cost estimates to support HDR project cost estimates

MSO will attend project meetings, site visits, and bid meetings as appropriate.

**303. Pump Station Electrification.** Prepare drawings and specifications for modifications to Westlake Pump Station, excluding instrumentation and controls design for which MSO will be engaged separately by the District. HDR drawings consist of the following (approximately 24 drawings):

#### Electrical drawings

- Electrical Symbols and Legend
- Site Plan
- Single Line Diagram
- Demo Plan Site/Sequence of Operation
- Demo Plan Building/Sequence of Operation
- Electrical Room Plan
- Pump Room Plan

- Generator Area Plan
- Electrical Schedules
- Control Diagrams
- Electrical Schedules
- Electrical Details

**Civil/Structural/Process/Landscape/  
 HVAC Drawings**

- Equipment demolition and salvage
- Generator foundation and screen wall, plan and sections
- Generator foundation and screen wall, elevation and details
- Fuel storage
- Pump 2 and engine replacement, plans
- Pump 2 and engine replacement, details
- Surge tank replacement, plan
- Surge tank replacement, foundation details
- Landscaping improvements plan and notes
- Miscellaneous details
- HVAC improvements for MCC/VFD room, plan
- HVAC improvements for MCC/VFD room, sections and details

**304. Progress reviews.** Provide submittals and attend review meetings at the following completion stages:

- a. 60% design completion
- b. 90% design completion

**305. Opinion of probable construction cost.** Prepare final opinion of probable construction cost.

**306. Agency Coordination**

- a. Provide regulatory coordination with DPH and AQMD.

- b. DPH Review. Submit drawing and specifications to DPH for review. Respond to written comments. This task provides up to 8 hours to prepare correspondence including emails and phone calls.
- c. Potable Water System Permit. HDR will support and assist District in updating the Potable Water System Permit.
- d. Coordinate with the City of Westlake Village and the community regarding traffic mitigation plans.

**307. Final drawings and specs.** Revise to reflect comments from District and regulatory agencies. Provide one bound and one unbound hard copy of drawings (half-size) and specifications. Provide electronic version in pdf format.

**Task Group 400 - Bid and Construction Phase Engineering Support**

**401. Prebid meeting.** Attend prebid meeting at District Headquarters and participate in job walk.

**402. Bid addenda.** Prepare up to 2 addenda.

**403. Preconstruction meeting.** Attend preconstruction meeting at Filter Plant. Provide notes.

**404. Technical submittals.** Review approximately 40 technical submittals: RFIs, shop drawings, technical data sheets, equipment lists, construction schedule, and other communications. This includes resubmittals.

- a. MSO electrical submittals. MSO will review up to 10 submittals and participate in 2 meetings.

**405. Construction coordination meetings/ Site Observations.** HDR will participate in up to 3 site meetings

**406. Public Event Participation and Meetings.** HDR will participate in one meeting at NO CHARGE.

**407. O&M Manuals.** HDR will review approximately three O&M manuals related to process and control equipment.

**408. Final Job Walk.** HDR will participate in the final job walk and assist with punchlist preparation by the Construction Manager.

**409. Record Drawings.** HDR will prepare record drawings, using the red-lined mark-up prints provided by the Construction Manager.

### **Terms and Conditions, Assumptions and Exclusions**

HDR will perform the services described herein on a time-and-materials basis, in accordance with the terms and conditions of a mutually acceptable agreement. The form of the current agreements under which HDR is doing work for the District is acceptable to HDR.

The scope description indicates assumptions and details that form the basis of HDR's fee estimate. Tasks that are significantly different from these descriptions are excluded from the fee estimate. Other assumptions are listed below:

1. The Ultraviolet Disinfection Facility is not part of this project.
2. Backwash water will go to the same place it does now.
3. The HDR design does not include modifications to the building structures or HVAC systems, except as noted above (HVAC for PS Electrical Room).
4. Construction management, construction contract administration, inspection, and daily observations will be by the District or under a separate contract with HDR or another consultant. The level of effort required for construction-phase support will be re-evaluated after completion of design.
5. Instrumentation and controls design and SCADA programming will be performed under a separate contract between MSO and the District.
6. The design will be completed in general conformance with the enclosed schedule. Bidding and award will take approximately 3 months, and construction will take approximately 12 months.



**Schedule**

	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15
<b>100 - Design Project Mgmt</b>										
101. Kickoff Workshop	M									
102. Data collection, review.										
103. Meetings: DHP, Westlake Village, HOA		M						M		
104. Monthly progress reports (9).		D	D	D	D	D	D	D		
105. Design workshops and meetings				M	M					
106. Board presentation										
<b>200 - Preliminary Design</b>										
201. DPH white paper										
202. Generator layout / PS constr phasing		D								
203. Filtration plant alternatives										
204. Transient pressure analysis		D								
206. Design memorandum (draft and final)			D							
<b>300 - Detailed Design</b>										
301. Filter plant mech upgrade (20 sheets)										
302. Filter plant elect upgrade (10 sheets)										
303. Pump station upgrade (24 sheets)										
304. Progress review submittals (2)					D					
305. Opinion of cost										
306. DPH review										
307. Final deliverable								D		
<b>500 - Bid and Award</b>										
401 - Prebid meeting									M	
402 - Bid Addenda										
Bid Opening										
Bid Award										O
										A



**Cost Proposal**

Task Description	Personnel Hours						Total Hours	Budget				Total	
	Project Manager (\$245/Hr)	Project Engineer (\$220/Hr)	Project / Senior Engineer (\$168/Hr)	Assistant Engineer (\$118/Hr)	CAD Designer (\$115/Hr)	Clerical-ADM02 (\$95/Hr)		Labor	Tech Charge	Subconsultants	Other Non-Labor at 3% of Direct Labor		
<b>100 - Design Project Mgmt</b>													
101. Kickoff Workshop	6	8	8	8		8	30	\$ 5,334	\$ 111	\$ -	\$ -	\$ 160	\$ 5,605
102. Data collection, review.	2	8	16	16		4	46	\$ 7,230	\$ 171	\$ -	\$ -	\$ 217	\$ 7,618
103. Agency meetings. 3 meetings; one conf.call	8	8				4	20	\$ 4,100	\$ 74	\$ -	\$ -	\$ 123	\$ 4,297
104. Monthly progress reports (9).	9					4	13	\$ 2,585	\$ 48	\$ -	\$ -	\$ 78	\$ 2,711
105. Workshops and progress meetings (3)	12	16	20	16		7	71	\$ 12,326	\$ 261	\$ -	\$ -	\$ 370	\$ 12,956
106. Board presentation	3					4	7	\$ 1,115	\$ 26	\$ -	\$ -	\$ 33	\$ 1,174
<b>Subtotal</b>	<b>40</b>	<b>40</b>	<b>44</b>	<b>32</b>	<b>-</b>	<b>31</b>	<b>187</b>	<b>\$ 32,689</b>	<b>\$ 691</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 981</b>	<b>\$ 34,361</b>
<b>200 - Preliminary Design</b>													
201. DPH white paper	2	12	8	8		3	25	\$ 4,359	\$ 93	\$ -	\$ -	\$ 131	\$ 4,582
202. Generator layout and PS constr phasing	4	4	16	16		-	48	\$ 6,936	\$ 178	\$ -	\$ -	\$ 208	\$ 7,322
203. Filtration plant alternatives	4	20	20	12		-	56	\$ 10,120	\$ 207	\$ -	\$ -	\$ 304	\$ 10,631
204. Transient pressure analysis	2		4			3	9	\$ 1,447	\$ 33	\$ 21,935	\$ -	\$ 43	\$ 23,459
206. Design memorandum (draft and final)	12	16	8	8		5	49	\$ 9,199	\$ 181	\$ -	\$ -	\$ 276	\$ 9,656
<b>Subtotal</b>	<b>24</b>	<b>48</b>	<b>48</b>	<b>24</b>	<b>32</b>	<b>11</b>	<b>187</b>	<b>\$ 32,061</b>	<b>\$ 692</b>	<b>\$ 21,935</b>	<b>\$ -</b>	<b>\$ 962</b>	<b>\$ 55,650</b>
<b>300 - Detailed Design</b>													
301. Filter plant mech upgrade (16 sheets) + specs	16	40	20	220		32	648	\$ 81,880	\$ 2,398	\$ -	\$ -	\$ 2,456	\$ 86,734
302. Filter plant elect upgrade (10 sheets) + specs	4	8				4	16	\$ 3,120	\$ 59	\$ 9,900	\$ -	\$ 94	\$ 13,173
303. Pump station upgrade (24 sheets) + specs	12	8	84	380		24	840	\$ 104,112	\$ 3,108	\$ -	\$ -	\$ 3,123	\$ 110,343
304. Progress review submittals (2)	4	4	4	16		32	68	\$ 8,860	\$ 252	\$ -	\$ -	\$ 266	\$ 9,377
305. Opinion of cost	2	4	24	24		3	53	\$ 7,639	\$ 196	\$ -	\$ -	\$ 229	\$ 8,064
306. DPH review	2	4	4	4		1	11	\$ 1,937	\$ 41	\$ -	\$ -	\$ 58	\$ 2,036
307. Final deliverable	8	8	4	4		16	56	\$ 8,224	\$ 207	\$ -	\$ -	\$ 247	\$ 8,678
<b>Subtotal</b>	<b>48</b>	<b>72</b>	<b>136</b>	<b>648</b>	<b>700</b>	<b>88</b>	<b>1,692</b>	<b>\$ 215,772</b>	<b>\$ 6,260</b>	<b>\$ 9,900</b>	<b>\$ -</b>	<b>\$ 6,473</b>	<b>\$ 238,406</b>
<b>400 - Bid and Construction Support</b>													
401. Prebid meeting	3					0	3	\$ 759	\$ 12	\$ -	\$ -	\$ 23	\$ 794
402. Bid addenda (2)	3	2	10			2	17	\$ 2,998	\$ 61	\$ 2,354	\$ -	\$ 90	\$ 5,502
403. Precon meeting	3					0	3	\$ 759	\$ 12	\$ -	\$ -	\$ 23	\$ 794
404. Tech submittals (40)	12	12	20	80		40	164	\$ 22,180	\$ 607	\$ -	\$ -	\$ 665	\$ 23,452
405. Construction meetings and observations (3)	12	12	12			-	40	\$ 7,929	\$ 146	\$ -	\$ -	\$ 238	\$ 8,313
406. Public event participation (1 event - NO CHARGE)						-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
407. O&M Manuals (3 reviews)	4	6	12	18		8	44	\$ 6,220	\$ 163	\$ -	\$ -	\$ 187	\$ 6,569
408. Final job walk.	2	6	4	32		8	9	\$ 1,723	\$ 32	\$ -	\$ -	\$ 52	\$ 1,807
49. Record drawings.	2	6				8	188	\$ 22,446	\$ 696	\$ -	\$ -	\$ 673	\$ 23,815
<b>Subtotal</b>	<b>39</b>	<b>38</b>	<b>58</b>	<b>130</b>	<b>140</b>	<b>62</b>	<b>467</b>	<b>\$ 65,013</b>	<b>\$ 1,729</b>	<b>\$ 2,354</b>	<b>\$ -</b>	<b>\$ 1,950</b>	<b>\$ 71,046</b>
<b>Total</b>	<b>161</b>	<b>198</b>	<b>286</b>	<b>834</b>	<b>872</b>	<b>192</b>	<b>2,533</b>	<b>\$ 345,535</b>	<b>\$ 9,372</b>	<b>\$ 34,189</b>	<b>\$ -</b>	<b>\$ 10,366</b>	<b>\$ 399,462</b>
<b>Grand Total for Above Tasks</b>													<b>\$ 399,500</b>

Task No. 400, ESDC scope and fee is preliminary and will need to be reviewed again after completion of final design.

April 28, 2014

Lindsay Cao  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road  
Calabasas, CA 91302

**REF: Westlake Filtration Plant Expansion and Pump Station Upgrade**

Dear Lindsay:

MSO is pleased to offer our services for design, construction support, and programming of the modifications to the Westlake Filtration Plant (WLFP) and pump station. MSO has done several projects at the WLFP over the years on different aspects of the plants operation. We will work with the selected engineering firm to investigate, research, and find functional and cost effective designs for the various aspects of the modifications to the filtration plant and pump station.

**Scope of Work**

Design Phase

A) Filtration Plant

- a. Work with selected engineering firm to develop a functional and cost effective design for the modifications to the existing filters and new filters.
- b. Develop detailed construction instrumentation and control drawings for modifications to existing filters.
- c. Develop detailed construction instrumentation and control drawings for new filters.
- d. Develop detailed construction control drawings for the new variable speed drives/flow control/recirculation valves
- e. Develop specifications for instrumentation and control equipment to be part of project specifications.

B) Pump Station

- a. Work with selected engineering firm to develop a functional and cost effective design for the pump modifications and power modifications.
- b. Develop detailed construction instrumentation and control drawings for modifications of control equipment at the pump station.
- c. Work with the selected engineering firm to develop detailed design drawings for the variable speed drive control, generator control, and power monitoring.
- d. Develop specifications for instrumentation and control equipment to be part of project specifications

C) Bidding Process

- a. Attend project job walk and answer relevant requests for information (RFIs) from bidding contractors.

ITEM 7B

- b. Provide estimated costs for work involved with instrumentation and controls aspect of the project.

#### Construction Phase

##### A) Project Management

- a. Attend project meetings
- b. Review submittals regarding the instrumentation and controls aspect of the project.
- c. Answer questions regarding the instrumentation and controls aspect of the project.
- d. Inspect contractor work regarding the instrumentation and controls aspect of the project.
- e. Provide record drawings for the modifications to the instrument and controls aspect of the project.

##### B) Program Modifications

- a. Modify the filter programs for the new variable speed drive, flow control, and recirculation valve
- b. Prepare the program for the new filters to match the operation of the current filter programs.
- c. Modify the existing PLC program for operation of the new variable speed drives at the pump station
- d. Assist in screen development by providing tag database modifications for the districts own SCADA software development.
- e. Provide onsite start up testing and commissioning for the filter modifications, the pump station modifications, variable speed drive start up and testing.

Our cost estimate assumes reuse of existing Filter PLC programs, existing Pump Station PLC programs, and migration of existing filter functionality to new filter PLCs for filters 11 and 12. New filters (11 and 12) will operate in similar fashion to existing filters. Additionally, our estimate assumes the District will perform all HMI related tasks with their own personnel.

**Design Phase Cost Estimate**

<b>Item</b>	<b>Description</b>	<b>Hours</b>	<b>Rate</b>	<b>Extended</b>
1	Design meeting/workshops/site visits	24	\$140	\$3,360
2	Prepare detailed drawings for filter modifications	40	\$140	\$5,600
3	Prepare detailed drawings for new filters	80	\$140	\$11,200
4	Prepare detailed drawings for pump station modifications	80	\$140	\$11,200
5	Prepare specifications for new equipment	24	\$140	\$3,360
6	Review meetings	10	\$140	\$1,400
<b>Design Phase Total</b>				<b>\$36,120</b>

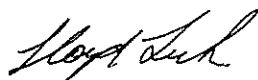
**Construction Phase Cost Estimate**

<b>Item</b>	<b>Description</b>	<b>Hours</b>	<b>Rate</b>	<b>Extended</b>
1	Attend meetings, submittal review, RFIs,	60	\$140	\$8,400
2	Filter program modifications for existing filters	40	\$140	\$5,600
3	New filter program development	100	\$140	\$14,000
4	Pump station program modifications	60	\$140	\$8,400
5	Screen development assistance	16	\$140	\$2,240
6	Onsite start up and commissioning	90	\$140	\$12,600
<b>Construction Phase Total</b>				<b>\$51,240</b>

**Total for both phases of the outlined scope of work is \$87,360.** Cost estimate is not to exceed, i.e. only hours logged to the project will be billed. Please contact David Patrick or me if you have any questions at (805) 379-8668 extension 1001 or 1002 respectively.

Sincerely,

**MSO** Technologies



Lloyd Trick, PE.



July 8, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

**Subject: Janitorial Services: Request for Bids (Pg. 61)**

**SUMMARY:**

The District currently uses a janitorial service provider to clean its various facilities. The contract with the District's current vendor expired on June 30, 2014; however, continued service is being provided on a month-to-month basis. As a result, a new annual contract is needed. To ensure competitive pricing and comply with District's purchasing policy, staff recommends a Request for Bids for the services.

**RECOMMENDATION(S):**

Authorize a Request for Bids for janitorial services in accordance with the proposed bid schedule.

**FINANCIAL IMPACT:**

Sufficient funds are available in the adopted Fiscal Year 2014-15 Budget for the janitorial services. Last year, the total cost of janitorial services was \$65,500.

**DISCUSSION:**

Bids will be requested in accordance with the following bid schedule:

Board Authorization	Tuesday, July 8, 2014
First Newspaper Advertisement	Monday, July 14, 2014
Second Newspaper Advertisement	Monday, July 21, 2014
Bid Opening	Thursday, August 7, 2014
Award of Contract	Tuesday, August 20, 2014

The successful bidder will be recommended to the Board for award of a contract based on a combination of pricing, reliability, and customer service. A one-year contract with four one-year renewal options is proposed for the successful bidder.

Prepared By: Gretchen Bullock, Buyer

**ATTACHMENTS:**

[Janitorial 2014 Request for Bids](#)

NOTICE INVITING SEALED PROPOSALS (BIDS)

FOR SUPPLY AND DELIVERY OF

Janitorial Service

FOR LAS VIRGENES MUNICIPAL WATER DISTRICT

NOTICE IS HEREBY GIVEN that the Board of Directors of Las Virgenes Municipal Water District invites and will receive sealed proposals (bids) up to the hour of **2:00 P.M. on Thursday, August 7, 2014** for Janitorial Service at District facilities. Bids received after the time stated in the Request for Bids will not be accepted and will be returned, unopened, to the bidder. The time shall be determined by the time on the receptionist telephone console in our Headquarters lobby. Proposals will be publicly opened and read aloud at the office of the District, 4232 Las Virgenes Road, Calabasas, California.

Said bids shall conform to and be responsive to the Instructions to Bidders, Specifications, and Bid Documents for said work as heretofore approved by the District.

**Each bid must be on the original District bid form and shall be sealed and filed with the secretary of the District at or before the time stated in this Notice.**

All terms and conditions contained in the Instruction to Bidders, Specifications, and Bid Documents shall become part of the contract. The Board of Directors of Las Virgenes Municipal Water District reserves the right to reject any and all bids and to waive any and all irregularities in any bid. No bidder may withdraw their bid after the said time for bid openings until 90 days thereafter or until the District has made a final award to the successful bidder or has rejected all bids, whichever event first occurs.

The Board of Directors of the District reserves the right to select the schedule(s) under which the bids are compared and contract(s) are awarded.

**BY ORDER OF THE BOARD OF DIRECTORS OF  
LAS VIRGENES MUNICIPAL WATER DISTRICT**

Dated: July 8, 2014

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Barry S. Steinhardt  
Secretary of the Board  
LAS VIRGENES MUNICIPAL WATER DISTRICT





July 8, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

**Subject: Financial Analysis and Rate Study: Acceptance of Proposal (Pg. 63)**

**SUMMARY:**

The District received proposals from the following three firms for a financial analysis and rate study in response to the Request for Proposals approved by the Board on April 8, 2014: (1) Bartle Wells Associates; (2) Raftelis Financial Consultants, Inc.; and (3) Robert D. Niehaus, Inc. Raftelis is recommended to complete the study due to its extensive experience completing financial analyses and rate studies of similar complexity for comparable water districts.

**RECOMMENDATION(S):**

Accept the proposal from Raftelis Financial Consultants, Inc., to complete a financial analysis and rate study and authorize the General Manager to execute a professional services agreement in the amount of \$110,959 for the work.

**FINANCIAL IMPACT:**

Sufficient funds are included in the adopted FY 2014-15 Budget for the work.

**DISCUSSION:**

On April 8, 2014, the Board approval a Request for Proposals (RFP) for a financial analysis and rate study for the District. The scope of work included completion of a cost of services analysis, a financial analysis, and the development of new budget-based water rates. Additionally, the selected consultant will prepare a rate analysis utilizing the District's current inclining block tier structure, so the Board and public can compare the proposed budget-based rates with those that would be recommended under the current structure. The Board will be provided multiple opportunities to review and provide feedback on the cost of services and financial analyses as they are being completed as well as during the development of the rates.

**Consultant Selection**

The RFP was sent to known firms providing financial and rate analysis services and was advertised on the California Society of Municipal Finance Officers website. The District received three responses to the RFP that were reviewed and ranked by a committee consisting of the Director of Finance and Administration, Director of Resource Conservation and Public Outreach, and Finance Manager. The proposals were evaluated based on past experience and performance on comparable engagements; qualifications of the firm's project team; quality of the plan and approach to complete the scope of work; demonstrated results for projects of similar scope; and cost. Proposals were received from the following three firms in the specified amounts:

- |   |             |
|---|-------------|
| • Bartle Wells Associates                         | \$59,465    |
| • Raftelis Financial Consultants, Inc. (Raftelis) | \$110,959   |
| • Robert D. Niehaus, Inc. (RDN)                   | \$99,966.22 |

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Bartle Wells Associates withdrew from the selection process after further review of the scope of work included in the RFP.

Raftelis was the only firm that met all requirements of the RFP and has successfully developed budget-based water rates. Raftelis has extensive experience in all aspects of the requested scope, including cost of service analysis, financial analysis and development of both traditional tiered and budget-based rates. Staff contacted references provided by Raftelis, including Western Municipal Water District and El Toro Water District, for engagements of similar scope. Respondents for both water agencies reported that Raftelis successfully completed the work in a professional manner.

Based on the review of the proposals, staff recommends that the Board accept the proposal from Raftelis and authorize the General Manager to execute a professional services agreement for the work.

Prepared By: Donald Patterson, Director of Finance and Administration

**ATTACHMENTS:**

[Proposal by Raftelis Financial Consultants, Inc.](#)



The following sections outline the tasks we believe will be involved to complete a comprehensive rate study that accomplishes all of the District's goals. While tasks are listed consecutively, elements of tasks may be done concurrently with other tasks.

## TASK A: PROJECT KICK-OFF, ADMINISTRATION, AND DATA COLLECTION

The objective of this task is to provide a solid foundation for the project and to ensure that project participants are in mutual agreement as to the project's approach, work plan, schedule, and the District's priorities.

### TASK A.1: PROJECT KICK-OFF, ADMINISTRATION, AND DATA COLLECTION

A detailed data request list will be submitted to the District prior to the meeting so that all appropriate data in the required format can be forwarded to RFC. Upon receiving the items requested in the data request, the Project Team will conduct a thorough review of the information provided by the District. It is important for the Project Team to get an understanding of the nature of both the revenue streams and the revenue requirements over the study period, especially for non-recurring expenditures or volatile revenue requirements.

This task also includes ongoing project management. Management responsibilities include general administrative duties such as client correspondence, billing, project documentation, and administration of the study control plan. *As part of this task, and in line with RFC's project approach, RFC will provide monthly progress updates verbally or in writing.*

### TASK A.2: POLICY AND RATE-SETTING FRAMEWORK DISCUSSION

An important discussion with District staff and the District Board during the initial meeting will be the framework around which the District's rate structures will be developed. The District has stated its preference for a four-tiered, budget-based structure for its potable water enterprise, including tiers for indoor and outdoor budgets and conservation. This discussion will focus on what the best parameters for such a structure would be. For example, the District potentially has access to detailed data through Eagle Aerial; how specific will the rate structure's outdoor allocation be? Also, the District is approximately halfway toward meeting the conservation goals stated by SB x7-7; how stringently are the widths for the upper tiers going to be defined in bridging the next, and arguably more difficult, half of that conservation target?

Based on the workshop with District staff, RFC will present the rate-setting framework to the District Board to receive comments and input.

Taking the time to cover these foundational topics builds the framework for informed collaboration as the Study progresses.

**Meetings:** One (1) Kick-off Workshop with District staff, one (1) workshop with District Board to present the water budget framework

**Deliverables:** Data Request List, Kick-off Workshop Discussion Package, workshop minutes, monthly updates (verbally or in writing)

## TASK B: COST OF SERVICE ANALYSIS

The District has expressed interest in developing a budget-based water rate structure which continues to be in compliance with cost of service principles and promotes water conservation per the directive of the Water Conservation Act of 2009 (SB x7-7). The rate structures for the recycled water and sanitation enterprises should also

be based on continuing to provide reliable service, with production costs fully recovered by the appropriate customers. Calculations used in the cost of service analysis will include administrative overhead, operations, maintenance, and enhancements or new projects to comply with new or revised regulations and to ensure system reliability in the District's Infrastructure Improvement Plan (IIP). To this end, RFC will conduct a cost of service analysis that reevaluates the cost distribution between different customer classes. Based on the cost of service analysis, RFC will review and provide appropriate rate structures for the potable water, recycled water, and sanitation enterprises. RFC will also allocate cost of service to current customer classifications.

### **TASK B.1: COST OF SERVICE ANALYSES**

The cost of service analyses portion of the Study is often viewed as a compliance measure for regulations such as Proposition 218; another perspective is the defensibility the analysis provides the District in terms of the selected rate structure and rate levels. This level of confidence provides additional support for the District's pursuing the rates and rate structure that are best for the District and its customers. RFC will pay very close attention to the recent court's opinion regarding rate proportionality and cost allocations for recycled water.

RFC specializes in the financial and rate development of potable water, recycled water, and sanitation enterprises. Thus, there is no separation within the firm between a financial knowledge base and an engineering one. Instead, analyses for the District will be subject to technical review from personnel who have decades of experience on both the financial and engineering sides, and continue to be recognized as industry leaders. Based on this, RFC is confident of its determination of the cost allocation factors that steer the cost of service process.

RFC will develop cost-based rates based on the District's imported water consumption, peaking, and usage characteristics. The cost of service analysis will be conducted according to the following process:

#### ***Step 1 – Review Customer Class Usage Patterns and Determine Customer Classifications***

RFC will review and analyze historical water consumption, revenue records, and billing summaries to determine water usage and peaking characteristics by customer class or subclass. We will then estimate the relative responsibility of each customer class for each of the functional cost elements. This allocation will be based on billing summary data, other locally available data which may be applicable, and RFC's experience with other utilities exhibiting similar usage characteristics and patterns. It will provide the basis for equitable cost allocations to each customer class or subclass.

#### ***Step 2 – Allocate Costs to Functional Cost Categories***

RFC will functionalize the costs into main functions such as supply, transmission & distribution, storage, etc. The costs will then be allocated to cost centers such as commodity, maximum hour, maximum day, customer accounts, meter capacity, etc. to determine the unit cost for each cost center. RFC will pay particular attention to the allocation of costs between fixed and variable costs.

#### ***Step 3 – Allocate Functional Costs to Customer Classes***

Next, the costs associated with the functional components will be allocated to the various customer classifications on the basis of the relative responsibility of each classification for service provided. Costs will be allocated based on the determination of units of service for each customer classification and the application of unit costs of service to the respective units.

For the sanitation enterprise cost of service segment, RFC will incorporate a mass balance analysis, which takes into account the flow and strength (e.g. bio-oxygen demand and total suspended solids) of wastewater from different customer classes, as well as infiltration and inflow to the treatment facility.

Throughout the cost allocation process, RFC will comply with the District's policy considerations, procedures, and guidelines applicable to charges for potable water, recycled water, and sanitation services and ensure that proposed rates are in compliance with Proposition 218. The cost components resulting from the cost of service

analysis will provide a breadth of information that could be incorporated into the online bill calculator should the District opt for that task (Task E).

### **}TASK B.2: COST OF SERVICE ANALYSIS WORKSHOPS**

Upon the completion of the cost of service analysis, RFC will hold a workshop with District staff to review the analyses for the potable water, recycled water, and sanitation enterprises. Input from staff will be incorporated into the Model before presentation of results to the District Board.

**Meetings:** One (1) workshop with District staff to review cost allocation inputs and cost of service analyses, one (1) workshop with District Board to review results

**Deliverables:** Cost of service analyses

## **TASK C: FINANCIAL ANALYSIS**

The objective of this task is to project the District's revenue needs for the study period. This major task requires an assessment of revenues based on the existing rate and fee schedules, an estimation of future revenue requirements, the District's ability to meet projected revenue requirements, and the determination of the level of revenue adjustments and additional financing requirements. In addition, RFC will review the District's current structure of financial funds and reserves and develop recommendations for appropriate reserve levels that are consistent with industry standards as well as the District's practices related to maintaining system reliability for each of its enterprises.

### **TASK C.1: FINANCIAL PLAN DEVELOPMENT**

RFC will develop forecasts of revenue requirements for the potable water, recycled water, and sanitation enterprises over the planning horizon. This will include an estimate of revenues based on current rates, usage characteristics, and other non-operating revenues. Revenue requirements will be projected based on historical results, the current budget, capital improvement plans (CIP), existing debt service and other bond compliance requirements, pass-throughs from imported water sources – e.g. Metropolitan Water District of Southern California – and other obligations and current economic trends. The financial plan will be able to account not only for the study period, but through the District's current capital improvement plan. This will ensure that future capital needs are accounted for through a slow, measured buildup of cash reserves as opposed to requiring a drastic spike in rates in one particular year. Projecting revenue adjustments over a longer planning horizon can illustrate future rate impacts and potential challenges to the District's financial situation and allow the District to make adjustments to expenses, reserve balances, or capital projects scheduling to smooth rate impacts and to maintain financial stability.

RFC will develop a multi-year cash flow analysis to determine revenue adjustments needed to meet projected revenue requirements for the planning period, while minimizing sharp rate fluctuations and debt coverage requirements. Revenue requirements will be calculated for each year in the forecast period and adjusted to provide for a smooth forecast of revenue adjustments. For example, changes in the timing of capital expenditures and the use of reserve funds to mitigate short-term rate impacts are two ways that revenue smoothing could be addressed. The objective is to minimize the magnitude of customer impacts while still achieving long-term revenue objectives. RFC will also provide a reserve analysis as a basis for the District to cope with fiscal emergencies such as revenue shortfalls, asset failure, natural disaster, etc. It also provides guidelines for sound financial management with an overall long-range perspective to maintain financial solvency and mitigate financial risks associated with revenue instability due to higher-than-expected conservation, volatile capital costs, and emergencies. Additionally, adopting and adhering to a sustainable reserve policy enhances financial management transparency, one the District's primary policy objectives.

RFC understands the importance of developing a user-friendly, flexible model that the District can use for future financial planning development. Following, are some of the features of our financial plan model:

Provides flexibility to change various assumptions by year.

Flags errors and problematic results such as: failure to meet debt coverage, reserves below target levels, etc.

Performs sensitivity analyses and runs various “what-if” scenarios so that impacts can be viewed instantaneously with built-in screen graphics.

Accounts for and saves multiple scenarios for various levels of funding through our Scenario Manager. The Scenario Manager will provide the ability to run a comparative analysis between different scenarios to assist the District staff, District Board, and other stakeholders, such as the public, with clearly understanding the advantages and disadvantages of each scenario. Each scenario can accommodate slight adjustments to financial policies, reserve funding levels, debt coverage, rate impact, and extent of capital funding. This feature provides ease of input, report printing, updates, understanding, and administration.

The financial plans will be presented in an easy-to-understand format on an interactive ‘Dashboard’ which shows the impacts of various assumptions so that decisions regarding revenue adjustments, capital financing through pay-go or debt and reserve balances can all be made quickly and efficiently. A snapshot of an RFC Dashboard from a previous project is shown on the following page.

RFC builds each client’s model from the ground up, carefully tailoring it to individual needs and preferences. As part of this task, RFC will work with District staff to determine the features that will be included in the model.

## **TASK C.2: FINANCIAL PLAN WORKSHOPS**

Upon the completion of the financial plan model, RFC will hold a workshop with District staff to review the model and the assumptions for appropriateness, and finalize the financial plans for the potable water, recycled water, and sanitation enterprises to be used for the rate design model. Input from staff will be incorporated into the model before presentation of results to the District Board.

**Meetings:** One (1) workshop with District staff to review assumptions, inputs, and financial plans, one (1) workshop with District Board

**Deliverables:** Financial plan component of the model in Microsoft Excel 2007

## **TASK D: PROPOSED RATES**

RFC has been instrumental in the evolution of water budget rate structures in California and is very familiar with the requirements of the Water Conservation Act of 2009 (SB x7-7) as they pertain to water sales reduction targets and the guidelines for developing rate structures such as for landscape area or water budget allotments. RFC is also familiar with distinguishing between the recovery of fixed and variable costs through rates. For example, Mr. Sanjay Gaur, Project Manager, is on a panel to discuss potential modifications with California Urban Water Conservation Council Best Management Practices 1.4, which provides guidance on the balance between recovery of fixed and variable costs.

The potable water and recycled water rates will be based on a water budget model for all customers, with residential potable water customer budgets structured in tiers as illustrated in the El Toro Water District example, shown on the following page, and recycled water rates designed to ensure the financial capacity to increase the reliability of the water system. Calculation of sanitation rates will include consideration for whether a dry winter exists to ensure customers are not inappropriately overcharged for water use that does not contribute to wastewater flow.

### **TASK D.1: RATES MODEL**

Rates will be calculated in the Model and will be developed to reflect the potential financial impacts on customers. RFC will utilize the appropriate water consumption data and allocation factors that the District has for developing water budget allocations. The Model will include a series of tables and figures that show projected rate impacts on different types of customers at different levels of usage or generation. Because the Dashboard functionality of the Model inherently serves as a sensitivity-analysis tool (see Step 1, below, for more detail), the Model can serve on an on-going basis to evaluate how adjustments to the rate structure will impact targeted customer groups and/or levels of usage to ensure that conservation and other pricing objectives are being addressed effectively. The rate model will be developed according to the following process:

### *Step 1 – Calculate Water Rates*

The model will be developed with the flexibility to change tier widths based on water budget allocation factors. To help communicate with customers about the drivers behind rate increases and the rationale behind why rates between tiers are different, the water rates will have several cost components for each tier including water supply costs, the District's system costs (delivery costs), conservation costs, and other revenues to offset water system costs. An example of this type of structuring is the FY 2010 water rates for El Toro Water District, shown below. Water supply rates in tiers 1 (indoor allocation) and 2 (outdoor allocation) are associated with low water supply costs, and tiers 3 (50 percent of total allocation) and 4 are based on the cost expanding the supplemental water supply and conservation programs. El Toro Water District has only a limited supply of water available, which is dedicated to efficient indoor and outdoor water use. If a customer wants to utilize water above an efficient level, the District will need to secure water from other sources, which includes expanding their source of supplemental water supply. The conservation program is funded through the consumption in the higher tiers as these are the customers that directly benefit from such programs. **This build-up cost approach for deriving the rate for each tier develops the rationale for the tiered rates and meets the requirements of Proposition 218.**

The Model will determine the rates required for each tier to collect the required revenues. The Model will also have the built-in capability to conduct various scenario analyses to address different conservation issues such as drought, loss of water supply, etc., and to calculate water rates under each scenario. The Dashboard, which displays key variables and results in real-time on-screen, will facilitate discussion to reach a consensus quickly. This has proven to be particularly useful when making presentations to district boards and various stakeholder groups, allowing them instantly to appreciate the impacts of their decisions fully.

### *Step 2 – Perform Impact Analysis for Customers*

RFC will also determine the potential financial impact on customers that may result from the proposed rate structure. The model will include a series of tables and figures that show projected rate impacts on different types of customers at various levels of usage. The sample customer impact illustration displayed on the following page shows that 64% (46 + 18) of the customers will see no more than a \$2 increase in their bill.

## **TASK D.2: PREPARATION OF RATE STUDY REPORT**

The process for developing the financial plan and proposed rate structures along with preliminary rate recommendations will be described in a draft report of findings and recommendations. This draft report will be submitted after the District Board Workshop to incorporate their input into the final result. As a means to ensure that the study includes a thorough administrative record, the Final Report will include an exhibit listing all rate design assumptions and methodologies used to develop the financial plan and rates. Comments from the District staff will be incorporated into the Final Report and the Model will be refined to reflect appropriate issues or concerns raised. The report will be submitted to the District and will include appropriate supporting data from the Model to address the requirements of Proposition 218.

## **TASK D.3: RATES SURVEY**

RFC will provide a rate and fee survey of up to five water agencies, comparable by size and/or **ITEM 3B** RFC has extensive experience in conducting local rate surveys as part of our other rate studies, benchmarking studies, and

our *Water and Wastewater Rate Survey*, a national biennial water and sanitation rate survey conducted by RFC in association with AWWA. RFC also conducts the biennial water rate survey in California in association with CA-NV AWWA, the most recent of which was delivered this month in Journal AWWA. This, along with RFC's breadth of experience within the region local to the District provides RFC with extensive survey experience, a local and national database, and numerous contacts throughout the industry that will be extremely useful in collecting financial and rate information for the rates and fees comparison.

#### **TASK D.4: RATE WORKSHOPS**

Following the completion of the study elements, RFC will conduct a workshop with District staff to examine different viable rate scenarios to consider for adoption. The goal of this workshop is to identify the potable water, recycled water, and sanitation rates that will be presented at the rate workshop with the District Board. RFC will present the interim proposed rates and discuss the benefits and challenges associated with each proposed rate alternative as demonstrated through the Rates Model. Upon incorporating comments from the workshop with District staff into the Study, Mr. Gaur will present the results of the Study with the District Board. As mentioned previously, Mr. Gaur has extensive experience presenting to utilities' governing bodies. The proposed rates and miscellaneous fees will be presented along with other recommendations resulting from the Study.

**Meetings:** One (1) workshop with District staff to review rate model and one (1) workshop with District Board to present results

**Deliverables:** Rate model in Microsoft Excel 2007™ and Draft and Final Study Reports in Microsoft Word 2007™ and in pdf

## PROJECT FEES

RFC proposes to complete the scope of work outlined in the Detailed Proposal section on a time and materials basis with a not-to-exceed cost of \$110,959. The following work plan provides a breakdown of the estimated level of effort required for completing each task described and the hourly billing rates for the personnel scheduled to complete the project. The second table shows the cost for additional meetings with the Board / Staff.

Task	Task Descriptions	No of Meetings	Hours Requirements						Total Fees & Expenses					
			SG	SP	HI	FC	Admin	Total						
			HOURLY RATES											
			\$235	\$290	\$215	\$190	\$70							
<b>A</b>	<b>Project Kick-off, Administration and Data Collection</b>													
A.1	Project Kick-off, Administration and Data Collection		6			8	4	18	\$3,390					
A.2	Policy and Rate-Setting Framework Discussion	2	18		5	20		43	\$10,119					
<b>B</b>	<b>Cost of Service Analysis</b>													
B.1	Cost of Service Analyses		4	4	20	30		58	\$12,680					
B.2	Cost of Service Analysis Workshops	2	20		8	24		52	\$12,084					
<b>C</b>	<b>Financial Analysis</b>													
C.1	Financial Plan Development		8	3	12	40		63	\$13,560					
C.2	Financial Plan Workshops	2	16		8	24		48	\$11,104					
<b>D</b>	<b>Proposed Rates</b>													
D.1	Rates Model		8	3	8	80		99	\$20,660					
D.2	Preparation of Rate Study Report		2		16	35		53	\$11,090					
D.3	Rates Survey		2			8		10	\$2,090					
D.4	Rate Workshops	2	20		12	30		62	\$14,184					
			TOTAL ESTIMATED MEETINGS / HOURS						8					
			PROFESSIONAL FEES						\$24,440	\$2,900	\$19,135	\$56,810	\$280	\$103,565
								<b>Total Fees</b>	<b>\$103,565</b>					
								<b>Total Expenses</b>	<b>\$7,394</b>					
								<b>TOTAL FEES &amp; EXPENSES</b>	<b>\$110,959</b>					

Task	Task Descriptions	No of Meetings	Hours Requirements						Total Fees & Expenses					
			SG	SP	HI	FC	Admin	Total						
			HOURLY RATES											
			\$235	\$290	\$215	\$190	\$70							
	Additional Meetings with Board / Staff	1	8			8		16	\$3,852					
			TOTAL ESTIMATED MEETINGS / HOURS						1					
			PROFESSIONAL FEES						\$1,880	\$0	\$0	\$1,520	\$0	\$3,400
								<b>Total Fees</b>	<b>\$3,400</b>					
								<b>Total Expenses</b>	<b>\$452</b>					
								<b>TOTAL FEES &amp; EXPENSES</b>	<b>\$3,852</b>					



July 8, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Resource Conservation & Public Outreach

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**Subject: Safe and Professional Work Environment for Employees: Approval of Alternate Five-Signature Statement (Pg. 72)**

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**SUMMARY:**

On April 22, 2014, the Board considered a five-signature statement supporting a safe and professional work environment for the District's employees in response to concerns expressed by SEIU Representative Pamm Fair during the public comment period of the April 8, 2014 Board meeting. The statement was approved by the Board on a 3-2 vote. As a result, President Charles Caspary requested that staff provide the Board with a more generalized alternate statement for consideration in an effort to achieve a unanimous vote.

Attached is the proposed alternate Statement of the Board of Directors Supporting a Safe and Professional Work Environment for Employees.

**RECOMMENDATION(S):**

Approve the alternate five-signature Statement of the Board of Directors Supporting a Safe and Professional Work Environment for Employees.

Prepared By: Jeff Reinhardt, Public Affairs and Communications Manager

**ATTACHMENTS:**

[Alternate Five-Signature Statement](#)





Dedicated to Providing Quality  
Water & Wastewater Service

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President

**Charles P. Caspary**  
Director, Division 1

Vice President

**Glen D. Peterson**  
Director, Division 2  
MWD Representative

Secretary

**Barry S. Steinhardt**  
Director, Division 5

Treasurer

**Leonard E. Polan**  
Director, Division 4

**Lee Renger**

Director, Division 3

**David W. Pedersen, P.E.**

General Manager

**Wayne K. Lemieux**

Counsel

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FILTRATION PLANT  
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TAPIA WATER  
RECLAMATION FACILITY  
(818) 251-2300  
Fax (818) 251-2309

RANCHO LAS VIRGENES  
COMPOSTING FACILITY  
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Fax (818) 251-2349

www.LVMWD.com

MEMBER AGENCY OF THE  
METROPOLITAN WATER  
DISTRICT  
OF SOUTHERN CALIFORNIA

## Statement of the Board of Directors Supporting a Safe and Professional Work Environment for Employees

The Las Virgenes Municipal Water District Board of Directors is the elected governing body responsible for major financial, policy and project decisions of the District. The Board recognizes that some members of the public may not agree with its decisions or may have a different opinion on matters facing the District. However, disagreement with Board decisions should not be directed at District employees in a threatening or harassing manner. It is important to remember that District personnel are simply carrying out their assigned duties to serve the community.

Every District Board meeting provides an appropriate place for the public to comment on the District's policies and decisions. Over the years, many members of the community have used this venue to address the Board on a variety of topics. It is perfectly acceptable to disagree with a decision or policy of the Board. However, the District's workers are entitled to a safe, professional and harassment-free environment as they go about their jobs serving the community.

\_\_\_\_\_  
Charles Caspary

\_\_\_\_\_  
Glen Peterson

\_\_\_\_\_  
Lee Renger

\_\_\_\_\_  
Leonard Polan

\_\_\_\_\_  
Barry Steinhardt

ITEM 9A



July 8, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

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**Subject: Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting ( Pg. 74)**

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**SUMMARY:**

The Government Finance Officers Association of the United States and Canada (GFOA), has awarded the District the GFOA's Certificate of Achievement for Excellence in Financial Reporting for the District's Fiscal Year 2012-13 Comprehensive Annual Financial Report (CAFR). The award represents a significant and continuing achievement by the District. It demonstrates the commitment of the Board and staff to meet the highest principles of government financial reporting and reflects the District's philosophy of transparency to its ratepayers and other stakeholders.

The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (CAFR Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare CAFRs that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal.

Prepared By: Joseph Lillio, Finance Manager

**ATTACHMENTS:**

[Press Release](#)

[GFOA Certificate of Achievement](#)



Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

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06/06/2014

NEWS RELEASE

For Information contact:  
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Las Virgenes Municipal Water District** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

**Joseph P. Lillio, Interim Director of Finance and Administration**

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.

ITEM 10A



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**Las Virgenes Municipal Water District  
California**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2013**

Executive Director/CEO



July 8, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

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**Subject: Claim from Nanette Klein (Pg. 77)**

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**SUMMARY:**

On May 28, 2014, the District received a claim from Nanette Klein of Hidden Hills for damages to her private plumbing system that occurred on February 14, 2014 and were allegedly caused by air that entered her plumbing. The claim consisted of the replacement cost of a hot water recirculating pump and shower faucet diverter and trim that were damaged.

District staff confirmed that air was trapped in a portion of the District's water system on February 14, 2014, when placing a 30-inch water main back in service after a shutdown for the tie-in of the new 30-inch transmission main on Mureau Road. An inoperable air and vacuum release valve prevented the air from escaping from the water system when the main was recharged. The cost to replace the hot water recirculating pump through the home warranty company was \$60.00, and the cost to replace the shower faucet diverter and trim was \$1,250.00, for a total cost of \$1,310.00.

Staff determined that it is very likely the entrapped air due to the faulty air and vacuum release valve, which has since been repaired, led to the customer's plumbing damages. As a result, the claim was approved by the General Manager pursuant to Section 2-5.410 of the Las Virgenes Municipal Water District Code, which authorizes the General Manager to settle claims under \$2,500.

Prepared By: Donald Patterson, Director of Finance & Administration



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## MWD MEETING AGENDA

**Regular Board Meeting**  
Meeting with Board of Directors

**July 8, 2014**

**12:00 p.m. -- Board Room**

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MWD Headquarters Building	700 N. Alameda Street	Los Angeles, CA 90012
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**1. Call to Order**

(a) Invocation: Grigor Nshanyan, Information Technology System Administrator, Business Technology Group

(b) Pledge of Allegiance: Director Paul Koretz

**2. Roll Call**

**3. Determination of a Quorum**

**4. Opportunity for members of the public to address the Board on matters within the Board's jurisdiction. (As required by Gov. Code § 54954.3(a))**

**5. OTHER MATTERS**

A. Approval of the Minutes of the Meeting for June 10, 2014. (A copy has been mailed to each Director) Any additions, corrections, or omissions

B. Report on Directors' events attended at Metropolitan expense for month of June

C. Induction of new Director, Peter Beard, from city of Fullerton

(a) Receive credentials

(b) Report on credentials by General Counsel

(c) File credentials

(d) Administer Oath of Office

(e) File Oath

D. Induction of new Director, Phillip D. Hawkins, from Central Basin Municipal Water District

(a) Receive credentials

(b) Report on credentials by General Counsel

(c) File credentials

(d) Administer Oath of Office

ITEM 11A

## (e) File Oath

- E. Presentation of five-year service pin to Director Thomas P. Evans, representing Western Municipal Water District of Riverside County
- F. Approve Memorial Resolution for late Chairman John V. Foley
- G. Approve Commendatory Resolutions for past Directors Aaron Grunfeld and James Edwards
- I. Approve committee assignments
- J. Chairman's Monthly Activity Report

**6. DEPARTMENT HEADS' REPORTS**

- A. General Manager's summary of Metropolitan's activities for the month of June
- B. General Counsel's summary of Legal Department activities for the month of June
- C. General Auditor's summary of activities for the month of June
- D. Ethics Officer's summary of activities for the month of June

**7. CONSENT CALENDAR ITEMS — ACTION**

- 7-1 Adopt resolution approving Greater Los Angeles County 2014 Integrated Regional Water Management Plan. (WP&S)  
7-1 Board Letter and Attachments

**8. OTHER BOARD ITEMS — ACTION**

- 8-1 Appropriate \$3.6 million; and authorize rehabilitation of the Etiwanda Hydroelectric Plant (Approp. 15458). (E&O)  
8-1 Board Letter and Attachments
- 8-2 Appropriate \$10.47 million; and authorize: (1) design and pilot of control upgrades for the Hiram W. Wadsworth Pumping Plant; (2) increase of \$5.9 million to agreement with Glenmount Global Services; and (3) increase of \$840,000 to agreement with Power-Tech Engineers, Inc. (Approp. 15467). (E&O)  
8-2 Board Letter and Attachments
- 8-3 Appropriate \$3.5 million; and award \$1,977,700 contract to Minako America Corp., dba Minco Construction to construct a solids transfer system for the Joseph Jensen Water Treatment Plant (Approp. 15371). (E&O)  
8-3 Board Letter and Attachments
- 8-4 Approve Metropolitan Water District of Southern California's Salary Schedule pursuant to CalPERS regulations. (OP&T)  
8-4 Board Letter and Attachment

**9. BOARD INFORMATION ITEMS**

- 9-1 General Manager's modification of the Business Outreach Program's organizational goal for small business participation from 18 percent to 25 percent. (OP&T)  
9-1 Board Letter

**10. FUTURE AGENDA ITEMS****11. ADJOURNMENT**

NOTE: At the discretion of the committee, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the committee.

This committee reviews items and makes a recommendation for final action to the full Board of Directors. Final action will be taken by the Board of Directors. Agendas for the meeting of the Board of Directors may be obtained from the Board Executive Secretary. This committee will not take any final action that is binding on the Board, even when a quorum of the Board is present.

Writings relating to open session agenda items distributed to Directors less than 72 hours prior to a regular meeting are available for public

inspection at Metropolitan's Headquarters Building and on Metropolitan's Web site <http://www.mwdh2o.com>.

Requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting should be made to the Board Executive Secretary in advance of the meeting to ensure availability of the requested service or accommodation.