



**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 22, 2014

PLEDGE OF ALLEGIANCE

1. **CALL TO ORDER AND ROLL CALL**
2. **APPROVAL OF AGENDA**
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 Monthly Investment Report as of June 30, 2014 (Pg. 4) Approve**

Receive and File the Monthly Investment Report for June 2014.

**B Minutes: Regular Meeting of June 24, 2014 and Regular Meeting of July 8, 2014 (Pg. 9) Approve**

**C List of Demands: July 22, 2014 (Pg. 26) Approve**

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

**A Legislative and Regulatory Updates (Pg. 53)**

**B Water Supply Conditions and Drought Response (Pg. 57)**

**6. TREASURER**

**7. BOARD OF DIRECTORS**

**A Appointment of Deputy Secretary and Deputy Treasurer (Pg. 59)**

Appoint Daryl A. Betancur, Clerk of the Board, as Deputy Secretary and Donald Patterson, Director of Finance and Administration, as Deputy Treasurer.

**8. FACILITIES AND OPERATIONS**

**A 1,235-ft Backbone Improvements Program Calabasas Pipeline: Final Acceptance (Pg. 62)**

Approve execution of a Notice of Completion by the Secretary of the Board and have the same recorded, and in the absence of claims from subcontractors and others, release the retention in the amount of \$247,393.92 thirty calendar days after filing the Notice of Completion for the 1,235-foot Backbone Improvements Program Calabasas Pipeline Project.

**B The Shoppes at Westlake Village, Parcel Map No. 71900: Approval of Dedication and Quitclaim Deed (Pg. 70)**

Approve the Acceptance of Dedication for Potable and Recycled Water Systems, Dedication of Property to Las Virgenes Municipal Water District for Public Use, and Quitclaim Deed to SDG Russell Ranch Associates, LLC for The Shoppes at Westlake Village, Parcel Map No. 71900.

**9. FINANCE AND ADMINISTRATION**

**A Information Systems Master Plan and Operational Review: Approval of RFP (Pg. 88)**

Approve a Request for Proposals to preparation of an Information Systems Master Plan and Organizational Review.

**10. NON-ACTION ITEMS**

**A Organization Reports**

(1) MWD - Representative Report/Agenda(s)

(2) Other

**B Director's Reports on Outside Meetings**

**C General Manager Reports**

- (1) General Business
- (2) Follow-Up Items

**D Director's Comments****11. FUTURE AGENDA ITEMS****12. 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

**13. CLOSED SESSION****A Conference with District Counsel – Existing Litigation (Government Code Section 54956.9(a)):**

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

**14. OPEN SESSION AND ADJOURNMENT**



July 22, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM:

**Subject: Monthly Investment Report as of June 30, 2014 (Pg. 4)**

**SUMMARY:**

The Monthly Investment Report transmits to the Board a summary of all investments held by the District as of the end of each month. It has been the District’s practice to transmit this report as a Summary of Investments that list all securities held in a spreadsheet format reviewed and signed by the Board Treasurer. This report represents a revised format that staff has developed and will continue to modify in an effort to provide additional information and context related to the Monthly Investment Report.

**RECOMMENDATION(S):**

Receive and File the Monthly Investment Report for June 2014.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**DISCUSSION:**

The Monthly Investment Report provides an update of the Districts pooled investments, including funds held in the Local Agency Investment Pool (LAIF), direct investments, and investments held for the Refunding Bond reserve, sweep accounts and money market accounts. As of June 30, 2014, the District held \$70,570,889 in its portfolio. The majority of the funds are held in the District’s investment accounts that had a June 30 value of \$44,055,650. LAIF held 32.19% of the total invested funds at a value of \$22,718,168. The significant portion of remaining funds were held as required reserves for the Bond Refunding.

Prepared By: Joseph Lillio, Finance Manager

**ATTACHMENTS:**

[Investment Report](#)

[Appendix A](#)

Date: July 8, 2014

To: David W. Pedersen, General Manager

From: Finance and Administration Department

Subject: Investment Report for the Month of June 2014

**Summary of Investments**

**Investments Maturing Within Six Months:**

Disc./Cpn Rate	Yield To Maturity	Investment Type	Date Invested	Date Matures	Book Value	Par Value	Market Value	Market Value Source
1.150%	1.150%	FHLB-Callable Coupon	11/24/10	07/24/14	1,000,000	1,000,000	1,000,680	Custodian
1.500%	1.500%	FNMA-Callable Coupon	09/08/10	09/08/14	1,000,000	1,000,000	1,002,580	Custodian
		Sub-Total			2,000,000	2,000,000	2,003,260	
<b>Investments Maturing After Six Months:</b>								
2.000%	2.000%	FHLB-Bullet	03/15/11	03/30/15	1,000,000	1,000,000	1,013,780	Custodian
1.250%	1.250%	FHLMC-Callable Coupon	02/17/12	02/17/17	1,000,000	1,000,000	1,004,250	Custodian
0.670%	0.670%	FNMA-Bullet	03/26/12	08/26/15	1,000,000	1,000,000	1,004,600	Custodian
1.050%	1.050%	FFCB-Bullet	03/28/12	03/28/16	1,000,000	1,000,000	1,011,600	Custodian
1.270%	1.270%	FHLB-Bullet	03/30/12	03/02/17	1,000,000	1,000,000	1,012,330	Custodian
0.980%	0.980%	FFCB-Callable Coupon	09/18/12	09/18/17	1,000,000	1,000,000	997,780	Custodian
0.900%	0.921%	FNMA-Callable Coupon	10/25/12	10/25/17	999,000	1,000,000	993,570	Custodian
0.625%	0.700%	FHLMC-Bullet	10/26/12	11/01/16	997,040	1,000,000	1,001,030	Custodian
0.820%	0.860%	FFCB-Callable Coupon	10/26/12	07/11/17	998,000	1,000,000	994,340	Custodian
0.75% & Up	1.045%	FNMA-Callable Coupon	11/21/12	11/21/17	1,000,000	1,000,000	997,690	Custodian
0.625%	0.625%	FNMA-Callable Coupon	11/28/12	11/28/16	2,000,000	2,000,000	1,989,540	Custodian
0.740%	0.550%	Montgomery-Muni Bond	11/29/12	04/01/15	1,004,400	1,000,000	1,000,280	Custodian
0.5% & Up	1.047%	FNMA-Callable Coupon	12/07/12	11/28/17	1,000,000	1,000,000	1,000,530	Custodian
0.600%	0.600%	FFCB-Callable Coupon	12/13/12	12/12/16	1,000,000	1,000,000	998,550	Custodian
0.600%	0.580%	Port Auth NY&NJ-MuniBor	12/19/12	12/01/15	1,000,580	1,000,000	997,200	Custodian
0.600%	0.600%	FFCB-Bullet	12/27/12	12/27/16	1,000,000	1,000,000	998,200	Custodian
0.500%	0.500%	FHLB-Callable Coupon	12/28/12	06/28/16	1,000,000	1,000,000	997,190	Custodian
0.850%	0.850%	AZSHGR-Muni Bond	01/17/13	06/01/15	2,205,000	2,205,000	2,212,210	Custodian
0.5% & Up	1.141%	FHLB-Callable Coupon	02/07/13	02/07/18	1,000,000	1,000,000	994,230	Custodian
1.585%	1.100%	LVNSCD-Muni Bond	02/20/13	11/01/17	1,022,130	1,000,000	1,005,990	Custodian
0.600%	0.600%	FNMA-Callable Coupon	02/25/13	08/25/16	1,000,000	1,000,000	998,760	Custodian
1.000%	1.000%	NJSMFH-Muni Bond	03/26/13	11/01/14	1,245,000	1,245,000	1,245,884	Custodian
0.690%	0.690%	PST-Muni Bond	03/26/13	11/01/16	1,000,000	1,000,000	993,230	Custodian
1.000%	1.000%	FHLMC-Callable Coupon	03/26/13	03/26/18	1,000,000	1,000,000	987,420	Custodian
0.8% & Up	1.145%	FNMA-Callable Coupon	03/27/13	03/27/18	1,000,000	1,000,000	997,010	Custodian
0.85% & Up	1.170%	FNMA-Callable Coupon	03/28/13	03/28/18	1,000,000	1,000,000	995,910	Custodian
1.020%	1.020%	FHLMC-Callable Coupon	04/30/13	04/30/18	999,500	1,000,000	984,460	Custodian

LVMWD Investment Report for the Month Ending June 30, 2014

Disc./Cpn Rate	Yield To Maturity	Investment Type	Date Invested	Date Matures	Book Value	Par Value	Market Value	Market Value Source
<b>Investments Maturing After Six Months (continued):</b>								
0.950%	0.950%	FHLMC-Callable Coupon	05/22/13	05/22/18	1,000,000	1,000,000	984,810	Custodian
0.750%	0.750%	FHLMC-Callable Coupon	05/28/13	11/28/17	1,000,000	1,000,000	984,140	Custodian
0.75% & Up	1.117%	FNMA-Callable Coupon	05/29/13	05/29/18	1,000,000	1,000,000	994,220	Custodian
0.832%	0.832%	ARLDEV-Muni Bond	06/03/13	12/15/16	1,585,000	1,585,000	1,578,898	Custodian
1.250%	1.250%	FHLB-Callable Coupon	06/26/13	06/26/18	1,000,000	1,000,000	1,001,030	Custodian
1.870%	1.870%	FHLB-Callable Coupon	12/26/13	12/26/18	1,000,000	1,000,000	1,006,290	Custodian
0.5% & Up	2.067%	FHLB-Callable Coupon	01/31/14	01/30/19	1,000,000	1,000,000	1,000,220	Custodian
0.625% & Up	1.648%	FHLMC-Callable Coupon	02/05/14	02/05/18	1,000,000	1,000,000	1,001,380	Custodian
1.300%	1.300%	FHLMC-Callable Coupon	02/27/14	02/27/18	1,000,000	1,000,000	999,300	Custodian
1.800%	1.800%	FHLMC-Callable Coupon	02/27/14	02/27/19	1,000,000	1,000,000	1,006,660	Custodian
1.800%	1.800%	FHLMC-Callable Coupon	03/12/14	03/12/19	1,000,000	1,000,000	1,006,430	Custodian
1% <sup>2</sup>	1.896%	FHLB-Callable Coupon	05/28/14	05/28/19	1,000,000	1,000,000	993,740	Custodian
<b>Sub-Total</b>					<b>42,055,650</b>	<b>42,035,000</b>	<b>41,984,682</b>	
<b>Total Investments</b>					<b>44,055,650</b>	<b>\$44,035,000</b>	<b>43,987,942</b>	

Note: Gov. Agency Coupon Notes will distribute interest every six month.

1-CPNRT=0.75% to 11/15; thereafter 1.5%.

3-CPNRT=0.5% to 2/14; 0.75% to 2/15; 1% to 2/16; 1.5% to 2/17; thereafter 2%.

5-CPNRT=0.85% to 9/15; 1% to 9/16; 1.5% to 9/17; thereafter 2.5%.

7-CPNRT=0.5% to 7/14; thereafter 2.25%.

9-CPNRT=1% to 11/14; thereafter 2%.

2-CPNRT=0.5% to 8/14; 1% to 8/15; thereafter 1.5%.

4-CPNRT=0.8% to 9/15; thereafter 1.5%.

6-CPNRT=0.75% to 5/16; 1% to 5/17; 2% to 11/17; thereafter 3%.

8-CPNRT=0.625% to 2/15; thereafter 2%.

**Interest earnings for the month were as followed:**

Investments	Amount Earned/Accrued	Current Yield
Refunding Revenue Bonds - Reserve Fund (Bank of New York Mellon)	\$507	0.220%
Local Agency Investment Fund (LAIF)	35,402	0.920%
Reich & Tang Daily Income - US Treasury Money Market Fund	4,165	0.220%
Sweep Accounts (Wells Fargo Bank/Bank of New York Mellon)	0	0.010%
<b>Total Earnings</b>	<b>12</b>	<b>0.010%</b>
	<b>\$40,086</b>	

**Schedule of Investment Balance Limitations (Per District investment policy)**

The source of the market valuation is as followed:

Investments (Note 1)	Total Amount Invested	% of Total	Max. Limit Allowed
Refunding Revenue Bonds - Reserve Fund (Bank of New York Mellon/LAIF)	\$44,055,650	62.43%	no limit
Reich & Tang Daily Income - US Treasury Money Market Fund (Union Bank)	2,764,862	3.92%	1 yr debt pmt.
Local Agency Investment Fund (LAIF)	1,032,209	1.46%	no limit
<b>Total</b>	<b>22,718,168</b>	<b>32.19%</b>	<b>50,000,000</b>
	<b>\$70,570,889</b>	<b>100.00%</b>	

(Note 2)

Note 1: The average weighted duration for investments, excluding LAIF, is 1,000 days, which is under the assumption that callable coupons will not be called and will be held until maturity.  
 Note 2: In June 2014, estimated Joint Powers Authority's participation in investment is \$6,700,372.08, of which \$5,310,350.88 (or 79.25%) belongs to LV.

LVMWD Investment Report for the Month Ending June 30, 2014

**Bank Account Balances as of June 30, 2014:**

Bank Name	Account Type	Amount
Wells Fargo Bank	Checking	\$181,338 (Note 3)
Wells Fargo Bank	Sweep	1,204,214
Bank of New York Mellon	Money Market	0
	<b>Total</b>	<b>\$1,385,552</b>

Note 3: This is bank balance without adjusting for outstanding checks. The total amount of outstanding checks is unavailable at the time of reporting.

"All District investments are included in this report and all investments, except those relating to debt issues and deferred compensation programs funds, conform to District investment policy. All investment transactions within the period covered by this report, except for the exceptions noted above, conform to District investment policy. Deferred compensation program funds are not included in this report; their investment is directed by individual employees participating in the deferred compensation program and not by the District. Debt issue funds are included in this report; their investment is controlled by specific provisions of the issuance documents and not by the District."

"The deposits and investments of the District safeguard the principal and maintain the liquidity needs of the District, providing the District with the ability to meet expenditure requirements for the next six months. The maturity dates are compatible with foreseeable cash flow requirements. The deposits and investments can be easily and rapidly converted into cash without substantial loss of value."

Approved for July 22, 2014 Agenda:



David W. Pedersen, General Manager

I HEREBY CERTIFY THAT THE FOREGOING IS TRUE AND CORRECT

TO THE BEST OF MY KNOWLEDGE

Leonard Polan, Treasurer

### Definitions

- Disc./Cpn Rate – The yield paid by a fixed income security.
- Yield to Maturity – The rate of return of a security held to maturity when interest payments, market value and par value are considered.
- Bullet – A fixed income security that cannot be redeemed by the issuer until the maturity date.
- Callable – A fixed income security that can be redeemed by the issuer before the maturity date.
- Book Value – The price paid for the security.
- Par Value – The face value of a security.
- Market Value – The current price of a security.
- Custodian – The financial institution that holds securities for an investor.

### Investment Abbreviations

- FHLB – Federal Home Loan Bank
- FHLMC – Federal Home Loan Mortgage Corporation (Freddie Mac)
- FNMA – Federal National Mortgage Association (Fannie Mae)
- FFCB – Federal Farm Credit Bank
- Bonds
  - NYCGEN – New York City Transitional Finance Authority Future Tax Secured Bond
  - KYSHSG – Kentucky State Housing
  - Montgomery – Montgomery, AL General Obligation Bond
  - PORTRN – Port Authority of New York & New Jersey Revenue Bond
  - AZSHGR – Arizona Board of Regents University of Arizona System Revenue Bond
  - LVNSCD – Las Virgenes Unified School District
  - NJSMFH – New Jersey State Mortgage Finance & Housing
  - PTS – Port of Seattle
  - ARLDEV – Arlington County Development Authority Revenue Bond





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

**MINUTES  
CORRECTED  
REGULAR MEETING**

5:00 PM

June 24, 2014

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag was led by Clerk of the Board Betancur.

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

**A** Call to order and roll call

The meeting was called to order at **5:00 p.m.** by Board President Caspary in the District offices. Daryl Betancur, Clerk of the Board conducted the roll call.

- Present: Directors, Polan, Renger, Steinhardt, Peterson and Board President Caspary.
- Absent: None
- Staff Present: David Pedersen, General Manager  
Daryl Betancur, Clerk of the Board  
David Lippman, Director of Facilities and Operations  
Carlos Reyes, Director of Resource Conservation and Public Outreach  
Don Patterson, Director of Finance and Administration  
Wayne Lemieux, District Counsel

**2. APPROVAL OF AGENDA**

**A** Approval of agenda

General Manager Pedersen indicated that there were no proposed changes to the agenda.

On a motion by Director Renger, seconded by Director Polan, the Board of Directors voted 5-0 to approve the agenda as presented.

### 3. PUBLIC COMMENTS

None

### 4. CONSENT CALENDAR

**A List of Demands: June 24, 2014. Approve**

**B Monthly Investment Report as of May 31, 2014. Receive and file**

Receive and file the Monthly Investment Report for May, 2014.

Director Peterson moved to approve items 4A and 4B. Motion seconded by Director Renger and carried unanimously.

**C Minutes: Regular Meeting of April 8, 2014 and Regular Meeting of June 10, 2014. Approve**

President Caspary stated he had requested item 4C be pulled from the consent calendar so he could ask for a change in both of the minutes presented. He commented that in those minutes there was a request to place something on a future agenda and such request was seconded and made under the public comment section as mandated by the Las Virgenes Code. Therefore, he asked that both of the minutes be changed to reflect these requests being made under public comment not under the heading of future agenda items.

Director Polan commented that he wants the minutes of April 8 to reflect the fact that he had supported Director Steinhardt's comments regarding the issue of the incidents of threats to District employees and that he wants the minutes to reflect his comments relative to the fact that he stated that these issues were serious and that he was very much against any harassment or any other form of intimidation to any public or any staff of the Water District.

Director Steinhardt made comments relative to the role of the Board Secretary and quoted from the Las Virgenes Code relative to the duties of the Secretary, one of which is to "being responsible for the accuracy" of the minutes. He further stated that in the future if he believes that the minutes are inaccurate he will not be able to approve the minutes as presented.

Director Peterson stated that the whole Board approves the minutes. District Counsel Lemieux interjected and stated that the minutes have to accurately reflect what the Board decides; and that if the minutes reflect what the Board did then those minutes are accurate.

Director Renger moved to approve the minutes with the given changes to the minutes of April 8 and the change to the minutes of June 10. Motion seconded by Director Peterson and carried unanimously.

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

**A Legislative and Regulatory Update**

General Manager Pedersen provided updates on the following subjects: 1) Sacramento update where there were a few important items including the approval of the State budget by the Governor who made a few line-item vetoes in the budget, and that the total budget is \$142.6 billion; 2) stated that with the passing of the State budget there has been a great deal of activity on the water bond issue in the legislature; that according to ACWA, the leading bill in the Senate is the Wolk Bill, which is SB 848 and which was shy of 5 votes from passing in the Senate; that the bill more than likely will come back for consideration; 3) provided updates on Assembly Bills AB 2686 (Perea), AB 1331 (Rendon); and AB 2043 (Conway & Bigelow).

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## 6. TREASURER

Treasurer Polan stated that he concurred with the report as presented and that the report with its graphs and charts makes it very clear to know what is going on.

## 7. BOARD OF DIRECTORS

### A Consideration of Policy for Planning and Management Documents.

**Consider the policy recommended by Director Len Polan related to the District's planning and management documents, and determine whether or not to approve the policy or some variation thereof.**

General Manager Pedersen stated that this item was prepared in response to Director Polan's request for a future agenda item regarding a potential policy that would pertain to the District's planning and management reports in so far as the content and the format is concerned. Mr. Pedersen explained what these documents will include such as: table of contents, page numbers, appendices, definitions for acronyms, footnotes, and executive summary.

Director Renger commented that it would be helpful to have the possibility of an electronic index that will enable the reader to conduct quick key word searches. General Manager Pedersen stated that this could be possible since new computer programs will more than likely allow for the creation of an index.

Director Steinhardt moved to approve as presented. Motion seconded by Director Polan.

Director Peterson indicated that he likes the second paragraph under discussion section of the staff report, which summarizes what the Board wants in these documents and is very clearly stated and that this is a much better way of dealing with what has been said.

Director Peterson asked for the motion on the floor to be amended to consist of the policy language contained in the second paragraph. Director Steinhardt concurred and thus restated his motion to include the entire second paragraph under discussion starting with "as with all technical reports"...amendment seconded by Director Renger. Motion carried unanimously.

## 8. FACILITIES AND OPERATIONS

### A Tapia Headworks Grit Conveyor: Final Acceptance

**Approve the execution of a Notice of Completion by the Secretary of the Board and have the same recorded; and in the absence of claims and from subcontractors and others, release the retention in the amount of \$5,736.25 within 30 calendar days after filing the Notice of Completion for the Tapia Headworks Grit Conveyor Project.**

General Manager Pedersen presented the staff report and stated that the project is complete and is hereby recommended for final acceptance.

There was a brief discussion on the item with Board members seeking clarification relative to technical information on the conveyor.

Director Steinhardt moved to approve. Motion seconded by Director Renger and carried unanimously.

### B Barrymore Drive Slope Repair and Pavement Restoration: Final Acceptance

**Approve the execution of a Notice of Completion by the Secretary of the Board and have the same recorded; and in the absence of claims from subcontractors or others, release the**

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**retention in the amount of \$2,358.45 within 30 calendar days after filing the Notice of Completion for the Barrymore Drive Slope Repair and Pavement Restoration Project.**

General Manager Pedersen stated that this item is also presented for final acceptance and that it was an emergency project that the Board approved and awarded to Toro Enterprises relative to a water-main break that occurred late January along Barrymore Drive.

Director Renger moved to approve. Motion seconded by Director Peterson and carried unanimously.

### **C Potable Water Master Plan Update 2014: Receive and File**

**Receive and file the Potable Water Master Plan Update 2014 (LVMWD Report No. 2562.00), and approve a budget and appropriation increase of \$24,518 to CIP Job No. 10510 for the Potable Water Master Plan Update 2014.**

General Manager Pedersen stated that Mr. Null from Kennedy/Jenks Consultants was present in the event that the Board had questions.

Mr. Pedersen provided a brief recap of how this item had been presented to the Board and indicated that the comments and feedback received from individual Board members has been included in the final draft document. He clarified the issue surrounding the discrepancy of the population numbers and described what constitutes the District's population for the service area as compared to the number of customers served.

There was a substantial discussion relative to population growth, how the information was obtained, and the accuracy of the population statistics presented.

Director Peterson moved to approve the recommendation. Motion seconded by Director Renger.

Following a brief question and answer period, Director Peterson stated that he would like to amend the motion to include the entire recommendation, which includes the budget increase in the amount of \$24,518 and the comments received during the meeting as well as to include Appendix O. The amendment was seconded by Director Renger. Motion carried by the following vote:

AYES:	Director(s):	Renger, Peterson and Board President Caspary
NOES:	Director(s):	Polan and Steinhardt
ABSTAIN:	Director(s):	None

## **9. FINANCE AND ADMINISTRATION**

### **A Independent Audit Services: Acceptance of Proposal**

**Accept the proposal from Pun & McGeady LLP to provide independent audit services to the District and Las Virgenes- Triunfo Joint Powers Authority and authorize the General Manager to execute a one-year professional services agreement with Pun and McGeady LLP in the amount of \$30,000 with up to four one-year renewal options using a 3% escalation factor per year.**

General Manager Pedersen asked Director of Finance and Administration Patterson to brief the Board on the process that led to the ultimate selection of the firm recommended.

Mr. Patterson stated that on March 11, 2014, the Board had approved a Request for Proposals (RFP) to provide professional audit services for the District and the Joint Powers Authority (JPA); that 15 proposals were received from small CPA firms to large national corporations; that these were reviewed by an internal staff committee against the scope of work and the criteria of the RFP and that they were scored accordingly. Ultimately, he stated that the committee had narrowed the field down to four firms which were invited for interviews; that one firm chose not to interview and the remaining three were

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interviewed and out of those three, the top two firms were referred to the Board Audit Committee comprised of the Treasurer, Director Polan and Board President Caspary.

Mr. Ken Pun from Pun and McGeady addressed the Board and answered questions. Directors Peterson and Polan inquired as to whether or not the JPA was consulted.

Following a brief discussion, Director Renger moved to approve the recommendation. Motion seconded by Director Polan and carried unanimously.

**B Adoption of a Resolution Establishing Salaries for Officers and Employees**

**Pass, approve and adopt Resolution No. 2458, establishing salaries for officers and employees of the Las Virgenes Municipal Water District.**

**RESOLUTION NO. 2458: A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT ESTABLISHING SALARIES FOR OFFICERS AND EMPLOYEES.**

General Manager Pedersen commented that this was presented in conjunction with the budget adoption of June 10 when the Board approved three staffing changes; and that this Resolution is the proper and recommended means for the Board to approve these changes and that it also serves to capture the salary resolution for all of the District's classifications, which the District did not have previously.

Director Peterson moved to approve with the correction that the word officers on the Resolution needs to be removed from the title. Motion seconded by Director Renger and carried by the following vote:

AYES: Director(s): Polan, Renger, Peterson and Board President Caspary  
NOES: Director(s): Steinhardt  
ABSTAIN: Director(s): None

**C Street Lighting Negotiated Tax Exchange Resolution from Annexation of Territory, Parcel Map No. 72018, to County Lighting Maintenance District 1687**

**Pass, approve and adopt Resolution No. 2459, approving an accepting the negotiated exchange of property tax revenues resulting in annexation of Parcel Map No. 72018 to County Lighting Maintenance District 1687.**

**RESOLUTION NO. 2459: A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES, THE BOARD OF TRUSTEES OF THE LOS ANGELES COUNTY WEST VECTOR CONTROL DISTRICT, THE BOARD OF DIRECTORS OF THE RESOURCE CONSERVATION DISTRICT OF THE SANTA MONICA MOUNTAINS, THE BOARD OF DIRECTORS OF THE LAS VIRGENES MUNICIPAL WATER DISTRICT, THE BOARD OF DIRECTORS OF THE LAS VIRGENES MUNICIPAL WATER IMPROVEMENT DISTRICT NO. 9 AND THE BOARD OF DIRECTORS OF THE LAS VIRGENES MUNICIPAL WATER IMPROVEMENT DISTRICT U-2 APPROVING AND ACCEPTING THE NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES RESULTING FROM ANNEXATION OF PARCEL MAP NO. 72018 TO COUNTY LIGHTING MAINTENANCE DISTRICT 1687.**

General Manager Pedersen stated that this item relates to a small annexation into the County Street Lighting Maintenance District; and provided a brief overview as to the necessity for the annexation.

Without any questions on the matter, Director Renger moved to approve as presented and Director Steinhardt seconded. Motion carried unanimously.

**10. RESOURCE CONSERVATION AND PUBLIC OUTREACH**

ITEM 5B

General Manager Pedersen related to the Board that this item is in response to Director Renger's request for staff to look into the potential impact of the drought on the District's winter time water usage for customers.

Carlos Reyes, Director of Resource Conservation and Public Outreach presented a brief report and highlighted the following: that based on the analysis, 15,241 (86%) of the District's single-family residential customers pay the maximum sanitation charge of \$108.56; that the remaining 2,167 (14%) pay less due to their winter usage of 15 hcf or less; that the analysis also shows that the number of customers paying less than the maximum will decline to 1,740 in FY 2014-15 after applying the updated winter water usage data. Mr. Reyes went on to state that the net result of this change coupled with the implementation of the Board-approved 2.0% sanitation service charge increase for these customers in FY 2014-15, will be a revenue increase of \$89,752, or 0.5% of the total sanitation service fees budget of \$17 million.

Mr. Reyes answered questions from the Board. Following a brief discussion, Director Renger moved to approve with direction given to staff to use the lower of the last two years. Director Steinhardt seconded and the motion carried unanimously.

## **11. LEGAL SERVICES**

### **A Update of Las Virgenes Municipal Water District Code: Review Session No. 2**

Mr. Pedersen, General Manager stated that this involves the review of a portion of Title 2 and that the binder is divided into three documents: 1) the current code; 2) the Red-line version and 3) the proposed/clean copy of the code. He further stated that staff had tried to better reflect the changes in response to the Board's previous request; and that the purpose of this item is to seek feedback from the Board; that staff is not seeking action at this time. Mr. Pedersen briefly described what the proposed changes were and that some of the changes are in terms of formatting and arranging sections in the proper order for consistency purposes.

Following a substantive discussion, the Board requested that the word "per-diem" should be included preceding the word "compensation" wherever it appears under Compensation; more clearly stated that the words "per diem compensation" be inserted in parenthesis under 2.206 (a) after the word "attendance"; and that the word "per-diem" be inserted under (f) after the word "to".

The Board suggested that they would still like to continue having the three versions as presented.

Broad President Caspary commented that on Section 2.212 rules of conduct the Board ought to add something that talks about the need for Directors to avoid using communications devices during public meetings; and that this is a proper time to discuss this.

There was a substantive discussion relative to the implications of using electronic communications during live meetings and the potential for violations of the Brown Act. District Counsel Lemieux briefed the Board on what specific incidents would potentially be considered Brown Act violations such as members of the public electronically communicating with members of the Board during the meeting. Mr. Lemieux suggested that this is the sort of issue that staff must research due to its complex nature and report back as a separate item for discussion.

Director Steinhardt suggested that the Board should look at the reporting of campaign contributions of \$50.00 or more and that this should be increased to \$100.00. The majority of the Board concurred that the \$50.00 dollar campaign reporting requirement should stand as it is and that there is no need to change.

Director Peterson asked a question relative to the issue of the duties of the Treasurer and asked for an

ITEM 5B

Director Steinhardt inquired about proposed changes to the language for the duties of the Secretary, District Counsel Lemieux responded. After a brief discussion, the Board directed staff to leave the language as originally written.

**B Amendment to Agreement with Lemieux & O'Neill for Professional Legal Services**

Director Steinhardt stated that he had to recuse himself from this item as he may have a potential conflict of interest. Accordingly he stepped off the dais at 7:35 p.m. and left the room.

General Manager Pedersen presented the staff report and indicated that the recommended increase had been included as part of the budget that was approved recently.

Board President Caspary inquired of District Counsel as to whether or not it would be appropriate for him to disclose to the Board the reason(s) Director Steinhardt recused himself. Mr. Lemieux stated that Director Steinhardt's company had provided some insurance services for his son who is not associated with the firm.

Director Peterson moved to approve the recommendation. Motion seconded by Board President Caspary and carried by the following vote:

AYES:	Director(s):	Renger, Peterson and Board President Caspary
NOES:	Director(s):	None
ABSTAIN:	Director(s):	Polan
ABSENT:	Director(s):	Steinhardt

Director Steinhardt rejoined the meeting at 7:37 p.m.

**12. INFORMATION ITEMS**

**A CalTRUST Pooled Investment Account**

**B Backbone Improvements Program 5-Million-Gallon Tank: Change Order No. 2**

**C Drought, Climate Change and Local Water Supply and Demand**

**D Enhancements to MWD's Water Conservation Programs**

Director Polan stated he wanted to discuss items C & D.

Director Polan made comments relative to Dr. Orton's staff report and the difficulty in defining the term "Drought" and asked Dr. Orton to briefly comment.

Dr. Orton asked that if the question is framed as to what does the report say about precipitation projections? He commented that there were two papers: one dealing with precipitation and the other with temperature; that the temperature projections are on sounder ground; that precipitation projections are uncertain at this point because they rely on global models. He further indicated that if the question is framed as to what does this mean for drought; that there is a solid answer for that meaning that the number of extremely hot days locally will increase significantly by mid-century. Dr. Orton went on to further explain the modeling of temperature and precipitation projections and answered questions from the Board.

As it relates to item D, Director Polan spoke about the increase to \$2.00 per foot to take out grass and that he was considering doing that.

### 13. NON-ACTION ITEMS

16

#### A Organization Reports

##### (1) MWD

##### (a) Representative Report/Agenda(s)

Director Peterson reported on the passing of long-tenured MWD Director Helen Hanson from Long Beach who passed away recently and whose funeral he had attended; he reported on one significant issue the Bay Delta Committee there was a presentation on the BDCP Plant; both short-term and long-term cost; and commented on a presentation about the tunnels and their viability in an earthquake.

##### (2) Other

#### B Director's Reports on Outside Meetings

Director Steinhardt reported on having been on a telephone conference regarding ACWA Region 8 combined with Regions 9 and 10 about coordination of upcoming events; he announced that he had been appointed and approved unanimously by the ACWA Board to serve as the Vice-Chair of the Business Development Committee.

Director Polan reported having attended the AWA breakfast meeting and that they had a good presentation by three groups including Calleguas, which showed how the piping worked; and that he had enjoyed the presentation made by Mike Solomon from United Water Conservation, which showed how the system worked.

Board President Caspary stated that he had attended the Santa Monica Bay Restoration Committee recently and that the Governing Board had approved the appointment of a new Executive Director and that his name was Tom Ford who has excellent credentials.

#### C General Manager Reports

##### (1) General Business

Mr. Pedersen reported on the completion of the aerial imaging; spoke on the 5-million-gallon water tank and stated that the blasting had been completed; that the work that is currently taking place involves the delivery of rock for the foundation for the floor of the tank; and that measures had been taken for this process in accordance with the provisions of the Memorandum of Understanding (MOU); spoke about having received recognition from Water Reuse for the District's participation in the Direct Potable Reuse Initiative.

##### (2) Follow-Up Items

#### D Director's Comments

Director Polan spoke about the book titled Colossus written by Michael Hiltzik and on the building of the Hoover Dam and asked if the District had a copy in the library that he could borrow.

### 14. FUTURE AGENDA ITEMS

None

ITEM 5B



**15 PUBLIC COMMENTS**

17

None

**16. CLOSED SESSION**

The Board adjourned to Closed Session at **8:17 p.m.**, and reconvened at **10:15 p.m.**

**A. Conference with District Counsel- Public Employee Performance Evaluation  
(Government Code Section 54957)  
Title of Position: General Manager**

**17. OPEN SESSION AND ADJOURNMENT**

District Counsel Lemieux explained that no reportable actions were taken during closed session. Seeing no further business to come before the Board, the meeting was duly adjourned at **10:20 p.m.**

ITEM 5B

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CHARLES CASPARY, President  
Board of Directors  
Las Virgenes Municipal Water District

ATTEST:

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BARRY STEINHARDT, Secretary  
Board of Directors  
Las Virgenes Municipal Water District

(SEAL)



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

**MINUTES  
REGULAR MEETING**

5:00 PM

July 8, 2014

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag was led by Board President, Charles Caspary.

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

**A** Call to order and roll call

The meeting was called to order at **5:03 p.m.** by Board President Caspary in the District offices. Daryl Betancur, Clerk of the Board conducted the roll call.

Present: Directors, Polan, Renger, Steinhardt, Peterson and Board President Caspary.

Absent: None

Staff Present: David Pedersen, General Manager  
Daryl Betancur, Clerk of the Board  
David Lippman, Director of Facilities and Operations  
Carlos Reyes, Director of Resource Conservation and Public Outreach  
Don Patterson, Director of Finance and Administration  
Keith Lemieux, District Counsel

**2. APPROVAL OF AGENDA**

**A** Approval of agenda

General Manager Pedersen indicated that there were no proposed changes to the agenda.

On a motion by Director Renger, seconded by Director Polan, the Board of Directors voted 5-0 to approve the agenda as presented. Motion carried unanimously.

ITEM 5B

### 3. PUBLIC COMMENTS

None

### 4. CONSENT CALENDAR

**A Director's Per Diem: June 2014. Ratify**

**B List of Demands: July 8, 2014. Approve**

Director Renger moved to approve the consent calendar. Motion seconded by Director Peterson and carried unanimously.

Director Polan noted that on the demands there was an increase in the number of people who are utilizing the turf removal program and stated that he wanted to compliment the District for spreading awareness on this given the drought conditions.

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

General Manager Pedersen stated that as it relates to regulatory items; that the State Water Resources Control Board Division of Water Rights given the drought conditions has been looking at curtailment of junior water rights on a whole variety of river systems and the District receives frequent notices of those curtailments, which will probably continue with the drought. He reported that the SWRCB has also taken an interest in water conservation and that the Governor through the recent drought declaration had directed the SWRCB to survey urban water purveyors on their conservation efforts and also to take a look at conservation amounts or percentages that had been achieved, which is about 5% reduction in urban water use for the period of January through May with the target being 20% reduction, which essentially may lead to future regulations and enforcement measures from the Board in order to reach that goal.

Mr. Pedersen also reported briefly on the water bond issue.

### 6. TREASURER

Treasurer Polan stated that he had nothing to report.

### 7. FACILITIES AND OPERATIONS

**A Twin Lakes Tank Site Drainage System Improvements: Acceptance of Proposal**

**Accept the proposal form 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.**

General Manager Pedersen presented the staff report commenting on the location and description of the tank and made comments related to the history of what lead to the needed improvements. He described the system, its capacity and how the tank operates; he commented that the purpose of these improvements is to reroute the drainage through a new proposed drain to the south and it will bring flows to an existing CalTrans storm drain that runs adjacent to SR 118.

There were a few questions regarding the timeframe in which the work is anticipated to be done and whether or not investigations have been done related to hydraulics meaning putting additional flow into the CalTrans drain. David Lippman, Director of Facilities and Operations stated that the timeframe is within a year from now because there is still a lot of work to be done relative to design, engineering work, easement acquisition, permit from CalTrans and other related activities.

ITEM 5B

Director Peterson moved to accept the proposal as presented. Motion seconded by Director Renger<sup>21</sup> and carried unanimously.

**B 1235-FT. Backbone Improvements Program: Acceptance of Proposals for Westlake Filtration Plan Expansion and Westlake Pump Station Upgrade**

General Manager Pedersen stated that this item is the result of an Request For Proposals (RFP) that was issued and approved by the Board early this year in February and which includes the final component of the Backbone Program; spoke relative to the scope of work, which involves an expansion of the Westlake Filter Plant from 15 to 18 mgd and states that this work will be accomplished by installing two additional filter units that were anticipated with the original construction. He further commented that the second part of the project involves upgrading the pump station that is currently driven primarily by natural gas engines, which are aging.

A brief discussion ensued with members of the Board seeking clarification and asking questions about the system capability, capacity, whether or not the plant will be able to run during construction, whether or not HDR has the experience to do this type of work using the existing drawings without asking for change orders; emergency power, and the possibility of looking into dual fuel systems.

Staff provided answers and elaborated on the issue of emergency procedures to operate the plant.

Director Peterson moved to accept the proposal as presented. Motion seconded by Director Steinhardt and carried unanimously.

**8. FINANCE AND ADMINISTRATION**

**A Janitorial Services: Request for Bids**

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

General Manager Pedersen stated that the District uses a janitorial service, which is more effective for the District than to use District staff; that the janitorial service agreement expired June 30 and that this is an appropriate time to issue a Request for Proposal (RFP).

Director Steinhardt moved to approve as presented. Motion seconded by Director Renger and carried unanimously.

**B Financial Analysis and Rate Study: Acceptance of Proposal.**

**Accept the proposal from Raftelis Financial Consultants, Inc., to complete 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.**

General Manager Pedersen stated that this is a component of the overall program for the District to transition to a budget-based water rate system and is part of the implementation plan that was previously approved by the Board. Mr. Pedersen asked Don Patterson, Director of Finance and Administration to present the report.

Don Patterson, Director of Finance and Administration stated that this is part of the action plan adopted by the Board to implement budget-based water rates; spoke relative to the process of the issuance of the Request for Proposals (RFP) in April and that three responses had been received; that the lowest priced company withdrew their bid and that staff had reviewed the proposals, which ultimately led to the proposed selection of Raftelis, which was the only firm that met all of the requirements of the RFP and demonstrated having successfully proposed and developed budget-based water rates for other agencies.

ITEM 5B

There were several comments and questions from the Board relative to the timeline for the study, whether or not this is information the District needs to determine how to do budget-based water rates or if this process is going to actually give us the procedure to accomplish this.

Staff responded to these questions and stated that this is about a 12 to 18-month process, which will require coordination with other consultants; and that the work product will include the actual rate recommendations for the different budget tiers.

Don Patterson, Director of Finance and Administration stated that the Board will be apprised regarding the status of the process at each step and that there is enough flexibility to accommodate the wishes of the Board related to getting information as to the progress of this process.

Director Polan asked a question regarding the issue of customer classes and staff clarified this point stating that the District does not have agricultural uses as a customer class.

Directors Polan and Renger discussed a letter in The Acorn from an Oak Park resident regarding perceived inequity in water rates for different customer classes.

Director Peterson moved to accept the proposal. Director Renger seconded and motion carried by the following vote:

AYES:	Director(s):	Polan, Renger, Peterson and Board President Caspary
NOES:	Director(s):	Steinhardt
ABSTAIN:	Director(s):	None

## 9. RESOURCE CONSERVATION AND PUBLIC OUTREACH

### A **Safe and Professional Work Environment for Employees: Approval of Alternate Five-Signature Statement.**

**Approve the alternate five-signature Statement of the Board of Directors supporting a safe and professional work environment for employees.**

Director Steinhardt commented on the document stating that he sees in this document that employees have the right to have a safe work environment, but at the same time, questioned where in this document it says specifically that the Directors should also have the right to a safe environment; spoke about having been subject to rude and potentially threatening comments on the part of certain employees and that such incidents have been reported.

Following Director Steinhardt's comments, a substantive discussion ensued with Board members coming to the consensus that it is the responsibility of the Directors to look after the employees.

Director Peterson moved to approve the five-signature statement. Director Renger seconded. Motion carried by the following vote:

AYES:	Director(s):	Renger, Peterson and Board President Caspary
NOES:	Director(s):	Steinhardt
ABSTAIN:	Director(s):	Polan

## 10. INFORMATION ITEMS

### A **Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting**

ITEM 5B

**B Claim for Nanette Klein**

There were no questions on these two items. Board member Polan offered congratulations to Mr. Lillio and the Finance staff on having received the GFOA award.

**11. NON-ACTION ITEMS**

**A Organization Reports**

(1) MWD

Director Peterson stated that Chairman Record had made the following appointments: appointed Linda Ackerman as a new Vice-Chair of the Board; Michael Touhey also as a new Vice-Chair of the Board; additionally, Peter A. Beard was inducted as the City of Fullerton's representative and a new Director, Phillip Hawkins from Central Basin who was not present. He also reported on MWD's system for performing executive performance reviews (for employees reporting directly to the Board) and noted that such information may be of value to the District.

(2) Other – None

**B Director's Reports on Outside Meetings**

Director Steinhardt reported on ACWA Regions 8, 9 and 10 stating that the Planning group had met for the upcoming conference, which will be held on October 26 and October 27 in northern San Diego; that an item for discussion then will be the issue of SDCWA v MWD; that there will be a drone fly-over of the Poseidon Desalination Plant; and that this will be a good program.

**C General Manager Reports**

(1) General Business

General Manager Pedersen reported on the status of construction out of the 5-million-tank site and indicated that we are beginning a new phase of the work; and that notifications have been made to those potentially impacted in accordance with the provisions of the Memorandum of Understanding (MOU). Stated that staff is getting ready to plan a site visit to update all District customers as to the progress and that there will be transportation available from the District headquarters and Three Springs Community to the site.

(2) Follow-Up Items

None.

**D Director's Comments**

Director Polan commented on an article in the Los Angeles Times quoting Felicia Marcus regarding water conservation because we do not know whether or not we are going to have an El Nino year; commented that the District needs to be more aggressive in communicating to its customers not using as much water. Director Polan brought up the subject of emptying pools because doing so could be in violation of the LVMWD Code.

**12. FUTURE AGENDA ITEMS**

Director Renger inquired as to whether or not the District's long-term emergency plan includes consideration of a multi-year outage of water from the Delta, and that if not, if we could develop one. He asked as to whether or not this could be discussed by the Board as a future agenda item. ITEM 5B

something that the Board could ask staff to look into.

Board President Caspary asked that staff forward the Board links to both MWD's and CADWR's Drought Response Plans.

Director Peterson commented that perhaps Director Renger could look at MWD's plan because they have a system of how they deal with surplus and drought; and that the plan has stages where it calls for different actions to take under different circumstances including emergencies. He also commented that Jeanine Jones of CADWR prepares and distributes a weekly drought update that should probably be provided to the Board.

General Manager Pedersen explained that MWD has an emergency water storage reserve that would be tapped in the event of such a catastrophic event; and agreed to share information on it with the Board.

### **13. PUBLIC COMMENTS**

None

### **14. CLOSED SESSION**

The Board adjourned to Closed Session at **6:30 p.m.**, and reconvened at **6:35 p.m.**

#### **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.**

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

1. Marzan v. Las Virgenes Municipal 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**

District Counsel Lemieux explained that no reportable actions were taken during closed session. Seeing no further business to come before the Board, the meeting was duly adjourned at **7:12 p.m.**



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CHARLES CASPARY, President  
Board of Directors  
Las Virgenes Municipal Water District

ATTEST:

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BARRY STEINHARDT, Secretary  
Board of Directors  
Las Virgenes Municipal Water District

(SEAL)

LAS VIRGENES MUNICIPAL WATER DISTRICT

To: LEONARD POLAN, TREASURER

Payments for Board Meeting of: July 22, 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. 66356 through 66477 were issued in the total amount of \$ 1,761,858.70

Payments through wire transfers as follows:

None

Total payments \$ 1,761,858.70

(Reference is hereby made 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  
07/22/14**

Company Name	Company No.	Check No. 66356 thru 66365 07/08/14	Amount	Check No. 66366 thru 66403 07/15/14	Amount	Check No. 66404 thru 66477 07/22/14	Amount	Total
Potable Water Operations	101	24,024.51		115,997.29		49,050.27		189,072.07
Recycled Water Operations	102			576.23				576.23
Sanitation Operations	130			12,017.56		1,809.96		13,827.52
Potable Water Construction	201							0.00
Water Conservation Construction	203							0.00
Sani- Construction	230							0.00
Potable Water Replacement	301					837,404.46		837,404.46
Reclaimed Water Replace	302							0.00
Sanitation Replacement	330							0.00
Internal Service	701	36,852.89		52,220.66		31,759.31		120,832.86
JPA Operations	751	12,725.25		234,641.97		126,419.23		373,786.45
JPA Construction	752							0.00
JPA Replacement	754	3,718.75				222,640.36		226,359.11
<b>Total Printed</b>		<b>77,321.40</b>		<b>415,453.71</b>		<b>1,269,083.59</b>		<b>1,761,858.70</b>

**Voided Checks/payment stopped:**

<b>Total Voids</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Total</b>	<b>77,321.40</b>	<b>415,453.71</b>	<b>1,269,083.59</b>
			<b>1,761,858.70</b>

Batch Number - 232093  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document . . .		Key Co	Amount	Invoice Number
					Ty	Number			
66356	07/08/14	2869	AT&T	SRV	PV	133526	001 00701	278.73	0119/062214
				6/22-7/21/14					
				SVC	PV	133527	001 00101	55.58	2150/062014
				6/20-7/19/14					
				SRV	PV	133600	001 00701	60.18	1984/062314
				6/23-7/22/14					
				SRV	PV	133601	001 00101	55.58	7426/062314
				6/23-7/22/14					
				SRV	PV	133602	001 00101	55.58	5388/062314
				6/23-7/22/14					
				SRV	PV	133603	001 00101	57.58	2430/062314
				6/23-7/22/14					
				SRV	PV	133604	001 00101	122.58	0210/062314
				6/23-7/22/14					
				SRV	PV	133605	001 00101	44.48	0192/062514
				6/25-7/24/14					
				Payment Amount				730.29	
66357	07/08/14	2854	FAMCON PIPE	VALVES,	PV	133516	001 00701	11,361.40	159590
				CPLGS.&STOPS					
				CORPORATION					
				STOPS				1,201.27	159708
				Payment Amount				12,562.67	
66358	07/08/14	6439	HIDDEN HILLS COMMUNITY ASSOCIATION	PERMIT-5727	PV	133558	001 00101	205.00	PERMIT#907
				JED SMITH RD					
				Payment Amount				205.00	
66359	07/08/14	3164	LEMIEUX & O'NEILL	RETAINER-JUN' 14	PV	133528	001 00701	6,000.00	140-999M/0614
				PROF				179.00	140M/0614
				SRV-JUN'14				220.00	140M/0614
				PROF				2,596.25	140M/0614
				SRV-JUN'14				9,711.74	140M/0614
				PROF				1,320.00	140M/0614
				SRV-JUN'14				4,757.65	140M/0614
				PROF				7,967.60	140M/0614
				SRV-JUN'14					
				PROF					

Batch Number - 232093  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
66360	07/08/14	19026	MNS ENGINEERS, INC.	SRV-JUN'14 Payment Amount MAY'14 PRIMRY CLARFR REHAB SVC	PV	133524	001	00701	32,752.24 3,718.75	64426
66351	07/08/14	9505	TIRE MAN AGOURA	Payment Amount VEH#807-(4) TIRES&ALIGNMN T	PV	133609	001	00701	733.41	2034419
66362	07/08/14	18651	TOYOTA-LIFT OF LOS ANGELES	Payment Amount VEH#202-PM SVC	PV	133606	001	00701	733.41 112.01	WO-253016
66363	07/08/14	3035	VWR SCIENTIFIC	Payment Amount 10 ML BEAKER CUPS FREIGHT	PV	133557	001	00701	55.14 23.76	8057994840
66364	07/08/14	3025	Water & Sanitation SRV/VENTURA COUNTY	Payment Amount PURCH WTR 5/20-6/17/14	PV	133607	001	00101	78.90 23,428.13	900127
66365	07/08/14	19242	WEST VALLEY CUSTOM CABINetry, INC.	Payment Amount DEPOSIT-BK CABNTS@CONF RM D	PV	133608	001	00701	23,428.13 3,000.00	070114
									3,000.00	
									77,321.40	
Total Number of Payments Written 10										

Batch Number - 232153  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Amount	Invoice Number
66366	07/15/14	19070	ADDISON FOREST PRODUCTS, LLC	160 YDS@ \$11 WOOD SHVNGS	PV	133687	001 00701	1,760.00	1148
66367	07/15/14	8680	ADS, LLC	80 YDS@ \$9 WOOD SHVNGS Payment Amount	PV	133688	001 00701	720.00	1159
				6/14 ADS FLW	PV	133612	001 00701	673.15	12878.22-0614
				MINT	PV	133612	002 00701	2,019.45	12878.22-0614
				6/14 ADS FLW	PV	133692	001 00701	284.06	12339
				MINT	PV	133693	001 00701	90.00	12223
				Payment Amount	PV	133750	001 00701	374.06	
				VEH#854-RPL	PV	133750	002 00701	84.63	992789332X071
				WINDW REGULTR	PV	133750	003 00701	16.73	12014
				VEH#824-DIAGN	PV	133750	004 00701	1,170.43	992789332X071
				S ECM PRBLM	PV	133750	005 00701	120.27	12014
				Payment Amount	PV	133750	006 00701	45.51	992789332X071
				SRV	PV	133750	007 00701	58.48	12014
				6/4-7/3/14	PV	133750	008 00701	16.73	992789332X071
				SRV	PV	133750	009 00701	11.71	12014
				6/4-7/3/14	PV	133750	010 00701	5.02	992789332X071
				SRV	PV	133750	011 00701	182.04	12014
				6/4-7/3/14	PV	133750	012 00701	132.05	992789332X071
				SRV	PV	133750	013 00701	28.78	12014
				6/4-7/3/14	PV	133750	013 00701	222.03	992789332X071

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
				6/4-7/3/14	PV	133750	014	00701	17.33	992789332X071
				SRV						12014
				6/4-7/3/14	PV	133750	015	00701	16.73	992789332X071
				SRV						12014
				6/4-7/3/14	PV	133750	016	00701	45.51	992789332X071
				SRV						12014
				6/4-7/3/14	PV	133750	017	00701	57.56	992789332X071
				SRV						12014
				6/4-7/3/14	PV	133750	018	00701	66.27	992789332X071
				SRV						12014
				6/4-7/3/14	PV	133750	019	00701	16.73	992789332X071
				SRV						12014
				6/4-7/3/14	PV	133750	020	00701	28.78	992789332X071
				SRV						12014
				6/4-7/3/14	PV	133750	021	00701	57.38	992789332X071
				SRV						12014
				6/4-7/3/14	PV	133750	022	00701	148.58	992789332X071
				SRV						12014
				6/4-7/3/14						12014
				Payment Amount				2,559.28		
66370	07/15/14	7965	B&B PALLET CO.	55 YDS WOOD	PV	133534	001	00701	638.00	111813
				CHIPS						
				55 YDS WOOD	PV	133535	001	00701	638.00	111815
				CHIPS						
				55 YDS WOOD	PV	133536	001	00701	638.00	111816
				CHIPS						
				55 YDS WOOD	PV	133537	001	00701	638.00	111817
				CHIPS						
				55 YDS WOOD	PV	133538	001	00701	638.00	111814
				CHIPS						
				Payment Amount				3,190.00		
66371	07/15/14	19209	DARYL BETANCUR	MILEAGE-ICRM	PV	133738	001	00701	58.01	062414
				WRKSHIP						
				6/26/14						
				Payment Amount				58.01		
66372	07/15/14	18739	CALIFORNIA HAZARDOUS SERVICES, INC.	CARD RDR&UNLD	PV	133540	001	00701	3,220.33	55556
				TNK						
				SVC-5/13&6/4						
				Payment Amount				3,220.33		
66373	07/15/14	18992	CDW-GOVERNMENT	CS TNR CTG	PV	133691	001	00701	113.79	MS03247

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Co	Amount	Invoice Number
T FAX MCHN										
66374	07/15/14	19010	CDW GOVERNMENT 75 REMITTANCE DR., SUITE 1515 CHICAGO IL 60675-1515		PV	133620	001	00101	11,289.89	0092035553
				Payment Amount					113.79	
		2539	CITY OF SIMI VALLEY	PURCH WTR 4/24-6/25/14	PV	133621	001	00101	316.28	0092035547
				Payment Amount					11,606.17	
66375	07/15/14	4586	CONSOLIDATED ELECTRICAL DISTRIBUTORS	ROOTS BLWR CNTL UPGRD	PV	133689	001	00701	3,368.61	9009-697953
				FREIGHT	PV	133689	007	00701	27.51	9009-697953
				DISCOUNT-ROOT	PD	133690	001	00751	46.35-	9009-697953
				S BLWR CNTL UPGRD					3,349.77	
66376	07/15/14	2547	COUNTY SANITATION DISTRICTS OF LA COUNTY	6/14 GRIT&RAG HAULING	PV	133743	001	00701	504.14	48892/063014
				Payment Amount					504.14	
66377	07/15/14	3382	CSMFO	CSMFO LNCHN 7/17- D.P.	PV	133748	001	00701	25.00	071514
				Payment Amount					25.00	
66378	07/15/14	11330	DIAL SECURITY	7/14 SECURITY SVC@HQ& HQLOBBY 7/14 SECURITY SVC@WLK P/S 7/14 SECURITY SVC@WLK 7/14 SECURITY SVC@RLV 7/14 SECURITY SVC@TAPIA 7/14 SECURITY SVC@RLV FARM	PV	133660	001	00701	278.00	226784
				Payment Amount					278.00	
				7/14 SECURITY	PV	133661	001	00701	35.00	226789
				7/14 SECURITY	PV	133662	001	00701	70.00	226788
				7/14 SECURITY	PV	133663	001	00701	80.00	226786
				7/14 SECURITY	PV	133664	001	00701	45.00	226785
				7/14 SECURITY	PV	133665	001	00701	35.00	226787
				Payment Amount					543.00	



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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
66379	07/15/14	17918	EARTHLINK BUSINESS CO.	MPLS LINES 7/1-7/31/14	PV	133741	001	00701	3,848.69	1318062506301 40
66380	07/15/14	2655	FERGUSON ENTERPRISES	Payment Amount 3 HYD HEAD/PEDSTL ASSY	PV	133611	001	00701	5,611.32	0475857-1
			Alt Payee 3207 FERGUSON ENTERPRISES, INC. #1083 FILE 56809 LOS ANGELES CA 90074-6809	Payment Amount 6/14 RECORDS MGMT SVC	PV	133666	001	00701	5,265.00	LVMWD-140601
66381	07/15/14	16809	ICTUS CONSULTING, LLC	MAY'14 RECORDS MGMT SVC	PV	133745	001	00701	2,470.00	LVMWD-140501
66382	07/15/14	16423	JANO GRAPHICS	Payment Amount CURRENT FLOW 2014 #3 30,000 2014 WTR QLTY RPT	PV	133530	001	00701	2,597.33	50045
66383	07/15/14	3083	JCI JONES CHEMICALS, INC	Payment Amount 4,842 GAL HYPOCHLORITE	PV	133531	001	00701	2,817.90	622817
			Alt Payee 13647 JCI JONES CHEMICALS, INC P.O. BOX 636877 CINCINNATI OH 45263-6877	Payment Amount 4,713 GAL HYPOCHLORITE 4,115 GAL SODIUM BISULFITE	PV	133532	001	00701	2,742.82	623117
66384	07/15/14	18535	KEMIRA WATER SOLUTIONS, INC.	Payment Amount 9.77 TN FERRIC CHLORIDE	PV	133667	001	00701	5,842.85	9017397265
			Alt Payee 18536 KEMIRA WATER SOLUTIONS MAIL CODE 5681, P. O. BOX 105046 ATLANTA GA 30348-5046						11,157.12	

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key ltr Co	Amount	Invoice Number
66385	07/15/14	3352	LAS VIRGENES MUNICIPAL WATER DISTRICT	EQUESTRN TNK 4/15-6/17/14	PV	133521	001 00101	525.90	0896/062514
				Payment Amount			5,842.85		
				WLK FLT 4/21-6/19/14	PV	133522	001 00101	496.83	0907/062514
				WLK FLT 4/21-6/19/14	PV	133523	001 00101	423.50	0909/062514
				Payment Amount			1,446.23		
66386	07/15/14	17295	MAILFINANCE	POSTAGE MCHN RNTL 7/23-8/22/14	PV	133518	001 00701	411.41	H4756545
				Payment Amount			411.41		
66387	07/15/14	2302	OFFICE DEPOT	RTN LTR TRAYS	PD	133559	001 00701	74.10	714317781001
				MISC OFFICE SUPPLIES	PV	133615	001 00701	478.22	708929283001
				MISC OFFICE SUPPLIES	PV	133616	001 00701	132.82	717785025001
				HQ BREAKRM SUPPLIES	PV	133617	001 00701	216.72	717785698001
				TEA BAGS-HQ BREAKRM	PV	133618	001 00701	11.46	717785637001
				Payment Amount			765.12		
66388	07/15/14	7745	PETTY CASH - CAROL PALMA	PETTY CASH 6/3-7/1/14	PV	133732	001 00701	40.99	070114
				PETTY CASH 6/3-7/1/14	PV	133732	002 00701	19.33	070114
				PETTY CASH 6/3-7/1/14	PV	133732	003 00701	24.10	070114
				PETTY CASH 6/3-7/1/14	PV	133732	004 00701	37.00	070114
				PETTY CASH 6/3-7/1/14	PV	133732	005 00701	15.57	070114
				PETTY CASH 6/3-7/1/14	PV	133732	006 00701	2.16	070114
				PETTY CASH 6/3-7/1/14	PV	133732	007 00701	46.33	070114
				PETTY CASH 6/3-7/1/14	PV	133732	008 00701	13.90	070114
				PETTY CASH 6/3-7/1/14	PV	133732	009 00701	40.01	070114

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Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key		Amount	Invoice Number
							itm	Co		
				6/3-7/1/14						
				PETTY CASH	PV	133732	010	00701	27.28	070114
				6/3-7/1/14						
				PETTY CASH	PV	133732	011	00701	44.15	070114
				6/3-7/1/14						
				PETTY CASH	PV	133732	012	00701	25.00	070114
				6/3-7/1/14						
				PETTY CASH	PV	133732	013	00701	25.80	070114
				6/3-7/1/14						
				PETTY CASH	PV	133732	014	00701	49.95	070114
				6/3-7/1/14						
				PETTY CASH	PV	133732	015	00701	35.00	070114
				6/3-7/1/14						
				PETTY CASH	PV	133732	016	00701	15.00	070114
				6/3-7/1/14						
				Payment Amount				461.57		
66389	07/15/14	3428	PETTY CASH - JOANNE BODENHAMER	PETTY CASH	PV	133657	001	00101	20.00	042914
				10/16/13-4/29 /14						
				PETTY CASH	PV	133657	002	00101	3.05	042914
				10/16/13-4/29 /14						
				PETTY CASH	PV	133657	003	00101	25.00	042914
				10/16/13-4/29 /14						
				PETTY CASH	PV	133657	004	00101	30.00	042914
				10/16/13-4/29 /14						
				PETTY CASH	PV	133657	005	00101	36.24	042914
				10/16/13-4/29 /14						
				PETTY CASH	PV	133657	006	00101	8.00	042914
				10/16/13-4/29 /14						
				PETTY CASH	PV	133657	007	00101	48.13	042914
				10/16/13-4/29 /14						
				PETTY CASH	PV	133657	008	00101	11.53	042914
				10/16/13-4/29 /14						
				PETTY CASH	PV	133657	009	00101	18.00	042914

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Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Ty	Document Number	Key lim	Co	Amount	Invoice Number
				10/16/13-4/29						
				/14						
				PETTY CASH	PV	133657	010	00101	13.60	042914
				10/16/13-4/29						
				/14						
				PETTY CASH	PV	133657	011	00101	40.00	042914
				10/16/13-4/29						
				/14						
				Payment Amount					253.55	
66390	07/15/14	8484	PRAXAIR DISTRIBUTION, INC	6/14 CYLINDER RNTL	PV	133520	001	00701	115.23	45684809
				Alt Payee						
			8898 PRAXAIR DISTRIBUTION INC.							
			DEPT. LA 21511							
			PASADENA CA 91185-1511							
				Payment Amount					115.23	
66391	07/15/14	6940	SECTRAN SECURITY, INC.	JUL'14 COURIER SVC	PV	133744	001	00701	303.71	14070602
				Payment Amount					303.71	
66392	07/15/14	2957	SOUTHERN CALIFORNIA EDISON	ENERGY-JUN'14	PV	133610	001	00101	180.89	2869/070314
				ENERGY-JUN'14	PV	133610	002	00101	25.97	2869/070314
				ENERGY-JUN'14	PV	133610	003	00101	592.48	2869/070314
				ENERGY-JUN'14	PV	133610	004	00101	26.75	2869/070314
				ENERGY-JUN'14	PV	133610	005	00101	24.24	2869/070314
				ENERGY-JUN'14	PV	133610	006	00101	89.33	2869/070314
				ENERGY-JUN'14	PV	133610	007	00101	24.46	2869/070314
				ENERGY-JUN'14	PV	133610	008	00101	15.57	2869/070314
				ENERGY-JUN'14	PV	133610	009	00101	10.38	2869/070314
				ENERGY-JUN'14	PV	133610	010	00101	24.24	2869/070314
				ENERGY-JUN'14	PV	133610	011	00101	28.07	2869/070314
				ENERGY-JUN'14	PV	133610	012	00101	27.48	2869/070314
				ENERGY-JUN'14	PV	133610	013	00101	5,017.20	2869/070314
				ENERGY-JUN'14	PV	133610	014	00101	6,232.08	2869/070314
				ENERGY-JUN'14	PV	133610	015	00101	79.83	2869/070314
				ENERGY-JUN'14	PV	133610	016	00101	5,705.08	2869/070314
				ENERGY-JUN'14	PV	133610	017	00101	4,609.19	2869/070314
				ENERGY-JUN'14	PV	133610	018	00101	27.40	2869/070314

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Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Item	Co	Amount	Invoice Number
				ENERGY-JUN'14	PV	133610	019	00101		293.25	2869/070314
				ENERGY-JUN'14	PV	133610	020	00101		4,756.32	2869/070314
				ENERGY-JUN'14	PV	133610	021	00101		87,474.21	2869/070314
				ENERGY-JUN'14	PV	133610	022	00101		58,316.14	2869/070314
				ENERGY-JUN'14	PV	133610	023	00101		27.87	2869/070314
				ENERGY-JUN'14	PV	133610	024	00101		1,092.91	2869/070314
				ENERGY-JUN'14	PV	133610	025	00101		1,153.41	2869/070314
				ENERGY-JUN'14	PV	133610	026	00101		7,259.46	2869/070314
				ENERGY-JUN'14	PV	133610	027	00101		297.34	2869/070314
				ENERGY-JUN'14	PV	133610	028	00101		1,713.42	2869/070314
				ENERGY-JUN'14	PV	133610	029	00101		972.20	2869/070314
				ENERGY-JUN'14	PV	133610	030	00101		5,837.94	2869/070314
				ENERGY-JUN'14	PV	133610	031	00101		29.40	2869/070314
				ENERGY-JUN'14	PV	133610	032	00101		1,308.65	2869/070314
				ENERGY-JUN'14	PV	133610	033	00101		32.45	2869/070314
				ENERGY-JUN'14	PV	133610	034	00101		650.73	2869/070314
				ENERGY-JUN'14	PV	133610	035	00101		27.29	2869/070314
				ENERGY-JUN'14	PV	133610	036	00101		9,095.71	2869/070314
				ENERGY-JUN'14	PV	133610	037	00101		16,734.67	2869/070314
				ENERGY-JUN'14	PV	133610	038	00101		1,147.84	2869/070314
				ENERGY-JUN'14	PV	133610	039	00101		2,507.05	2869/070314
				ENERGY-JUN'14	PV	133610	040	00101		6,043.72	2869/070314
				ENERGY-JUN'14	PV	133610	041	00101		15,767.53	2869/070314
				ENERGY-JUN'14	PV	133610	042	00101		4,899.42	2869/070314
				ENERGY-JUN'14	PV	133610	043	00101		6,568.58	2869/070314
				ENERGY-JUN'14	PV	133610	044	00101		30.23	2869/070314
				ENERGY-JUN'14	PV	133610	045	00101		26.86	2869/070314
				ENERGY-JUN'14	PV	133610	046	00101		1,388.35	2869/070314
				ENERGY-JUN'14	PV	133610	047	00101		2,913.85	2869/070314
				ENERGY-JUN'14	PV	133610	048	00101		131.43	2869/070314
				ENERGY-JUN'14	PV	133610	049	00101		152.06	2869/070314
				ENERGY-JUN'14	PV	133610	050	00101		480.57	2869/070314
				ENERGY-JUN'14	PV	133610	051	00101		116.32	2869/070314
				ENERGY-JUN'14	PV	133610	052	00101		66.27	2869/070314
				ENERGY-JUN'14	PV	133610	053	00101		1,897.95	2869/070314
				ENERGY-JUN'14	PV	133610	054	00101		5,448.25	2869/070314
				ENERGY-JUN'14	PV	133610	055	00101		5,461.64	2869/070314
				ENERGY-JUN'14	PV	133610	056	00101		24.24	2869/070314
				ENERGY-JUN'14	PV	133610	057	00101		30.29	2869/070314
				ENERGY-JUN'14	PV	133610	058	00101		27.48	2869/070314
				ENERGY-JUN'14	PV	133610	059	00101		1,054.87	2869/070314

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Amount	Invoice Number
66393	07/15/14	2957	SOUTHERN CALIFORNIA EDISON	ENERGY-JUN'14	PV	133610	060 00101	27.08	2869/070314
				ENERGY-JUN'14	PV	133610	061 00101	905.15	2869/070314
				ENERGY-JUN'14	PV	133610	062 00101	14.68	2869/070314
				ENERGY-JUN'14	PV	133610	063 00101	14.67	2869/070314
				ENERGY-JUN'14	PV	133610	064 00101	561.56	2869/070314
				ENERGY-JUN'14	PV	133610	065 00101	40.43	2869/070314
				ENERGY-JUN'14	PV	133610	066 00101	659.80	2869/070314
				ENERGY-JUN'14	PV	133610	067 00101	2,158.75	2869/070314
				ENERGY-JUN'14	PV	133610	068 00101	4,338.31	2869/070314
				ENERGY-JUN'14	PV	133610	069 00101	2,169.16	2869/070314
				Payment Amount			286,688.40		
66394	07/15/14	2958	SOUTHERN CALIFORNIA GAS CO	RLV CMPST	PV	133658	001 00751	42,399.53	5165-46/07021
				PLNT					4
				6/2-7/1/14					
				Payment Amount			42,399.53		
66395	07/15/14	8645	SOUTHERN CALIFORNIA TROPHY COMPANY	JBR P/S	PV	133739	001 00101	15.41	1200/070814
				6/4-7/3/14					
				WLK P/S	PV	133740	001 00101	129.45	9400/070714
				6/1-7/1/14					
				Payment Amount			144.86		
66396	07/15/14	4440	SOUTHWEST CHLORINATION, INC.	20 YR ANNIV	PV	133624	001 00701	49.70	060306-14
				GIFT-S.JACKSON					
				Payment Amount			49.70		
66397	07/15/14	19135	TRANSUNION RISK AND ALTERNATIVE	CHLORINATE	PV	133539	001 00101	1,138.05	7421
				TNKS					
				5/30-6/19/14					
				Payment Amount			1,138.05		
66398	07/15/14	18810	UNIFIRST CORPORATION	ONLINE SRCH	PV	133659	001 00701	123.00	974571/JUN14
				BAD					
				DEBT-JUN'14					
				Payment Amount			123.00		
				6/14					
				MATS/TWLS,UNI					
				FORMS@TAPIA					
				6/14					
				MATS/TWLS,UNI					
				FORMS@TAPIA					
				6/14					
				Payment Amount			45.40		
				6/14					
				Payment Amount			47.10		
				6/14					
				Payment Amount			45.40		
				6/14					

Payment Number	Date	Address Number	Name	Payment Stub Message	Document . . . Ty Number	Key Item Co	Amount	Invoice Number
				MATS/TWLS,UNI FORMS@TAPIA	PV 133561	002 00701	17.60	653944
				6/14				
				MATS/TWLS,UNI FORMS@TAPIA	PV 133562	001 00701	45.40	655376
				6/14				
				MATS/TWLS,UNI FORMS@TAPIA	PV 133562	002 00701	47.10	655376
				6/14				
				MATS/TWLS,UNI FORMS@TAPIA	PV 133563	001 00701	45.40	656819
				6/14				
				MATS/TWLS,UNI FORMS@TAPIA	PV 133563	002 00701	17.60	656819
				6/14				
				MATS/TWLS,UNI FORMS@WLK	PV 133564	001 00701	13.88	652503
				6/14				
				MATS/TWLS,UNI FORMS@WLK	PV 133564	002 00701	17.90	652503
				6/14				
				MATS/TWLS,UNI FORMS@WLK	PV 133565	001 00701	13.88	653943
				6/14				
				MATS/TWLS,UNI FORMS@WLK	PV 133565	002 00701	6.40	653943
				6/14				
				MATS/TWLS,UNI FORMS@WLK	PV 133566	001 00701	13.88	655375
				6/14				
				MATS/TWLS,UNI FORMS@WLK	PV 133566	002 00701	17.90	655375
				6/14				
				MATS/TWLS,UNI FORMS@WLK	PV 133567	001 00701	13.88	656818
				6/14				
				MATS/TWLS,UNI FORMS@WLK	PV 133567	002 00701	6.40	656818
				6/14				

Payment Number	Date	Address Number	Name	Payment Stub Message	Document		Key Co	Amount	Invoice Number
					Ty	Number			
	6/14			MATS/TWLS,UNI FORMS@HQ	PV	133568	001 00701	209.41	652506
	6/14			MATS/TWLS,UNI FORMS@HQ	PV	133569	001 00701	188.41	653946
	6/14			MATS/TWLS,UNI FORMS@HQ	PV	133570	001 00701	209.41	655378
	6/14			MATS/TWLS,UNI FORMS@HQ	PV	133571	001 00701	188.41	656821
	6/14			MATS/TWLS,UNI FORMS@RLV	PV	133572	001 00701	20.34	652505
	6/14			MATS/TWLS,UNI FORMS@RLV	PV	133572	002 00701	30.30	652505
	6/14			MATS/TWLS,UNI FORMS@RLV	PV	133573	001 00701	20.34	653945
	6/14			MATS/TWLS,UNI FORMS@RLV	PV	133573	002 00701	20.80	653945
	6/14			MATS/TWLS,UNI FORMS@RLV	PV	133574	001 00701	20.34	655377
	6/14			MATS/TWLS,UNI FORMS@RLV	PV	133574	002 00701	30.30	655377
	6/14			MATS/TWLS,UNI FORMS@RLV	PV	133575	001 00701	20.34	656820
	6/14			MATS/TWLS,UNI FORMS@RLV	PV	133575	002 00701	20.80	656820
				Payment Amount				1,394.32	
66399	07/15/14	2436	VINCE BARNES AUTOMOTIVE	VEH#830-RPL A/C CMPRSR, SHOCKS VEH#899-INSTL	PV	133613	001 00701	1,359.36	020393
					PV	133614	001 00701	410.00	020426

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Amount	Invoice Number
Number	Date	Number				Number	itm Co		Number
STROBE CTL									
UNIT									
66400	07/15/14	16625	VISTA FORD	Payment Amount	PV	133622	001 00701	1,769.36	185925
				VEH#876-				647.80	
				PARTS&REPAIRS					
				VEH#824-RPLC	PV	133623	001 00701	133.96	187276
				BTRY					
				Payment Amount				781.56	
66401	07/15/14	3034	VORTEX INDUSTRIES	RPR SHOP	PV	133519	001 00701	356.00	01-839463-1
				DOOR@RLV-6/11					
				/14					
				Payment Amount				356.00	
66402	07/15/14	3035	VWR SCIENTIFIC	TEST	PV	133619	001 00701	1,481.97	8058096326
				TUBES&GLOVES					
				FREIGHT	PV	133619	004 00701	109.76	8058096326
				Alt Payee					
			3216	VWR INTERNATIONAL, INC					
				P. O. BOX 640169					
				PITTSBURGH PA 15264-0169					
				Payment Amount				1,591.73	
66403	07/15/14	3067	XEROX CORPORATION	LEASE-5/14	PV	133550	001 00701	622.29	074315324
				D95 HQ-2ND FL					
				LEASE-5/14	PV	133552	001 00701	666.97	074315323
				D95 HQ-1ST FL					
				LEASE-5/14	PV	133553	001 00701	272.27	074315325
				5845A TAPIA					
				LEASE-5/14	PV	133554	001 00701	1,082.79	074315328
				XC560 PRNTR					
				LEASE-5/14	PV	133555	001 00701	192.02	074315327
				X560EFI SVR					
				LEASE-6/14	PV	133556	001 00701	213.35	074756604
				5740PT-OPS					
				Payment Amount				3,048.69	
				Total Amount of Payments Written				415,453.71	
				Total Number of Payments Written				38	

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document		Key	Amount	Invoice Number
					Ty	Number			
66404	07/22/14	2317	ACORN NEWSPAPER	WTR CONSRV	PV	133734	001 00101	4,700.00	870105/JUN14
				ADS-JUN'14				4,700.00	
				Payment Amount					
66405	07/22/14	1707	AECOM USA, INC.	4/26-5/23/14	PV	133590	001 00701	4,617.76	37452254
				DEMO DESIGN					
				4/5-5/30/14 5	PV	133676	001 00701	73,348.86	37453846
				MG TNK SVC					
				Payment Amount				77,966.62	
66406	07/22/14	2387	AMERRAY HYDRAULICS CORP	BUSHINGS, NIPPLES&CONNCT RS	PV	133727	001 00701	593.73	49429
				Payment Amount				593.73	
66407	07/22/14	18966	AT&T	SRV	PV	133746	001 00701	689.26	9688463200
				7/5-8/4/14					
				Payment Amount				689.26	
66408	07/22/14	8443	MELISSA AUSTIN	TURF RMVL	PV	133580	001 00101	3,008.00	352961
				REBATE					
				Payment Amount				3,008.00	
66409	07/22/14	7965	B&B PALLET CO.	55 YDS WOOD	PV	133639	001 00701	638.00	111818
				CHIPS					
				55 YDS WOOD	PV	133640	001 00701	638.00	111819
				CHIPS					
				55 YDS WOOD	PV	133641	001 00701	638.00	112000
				CHIPS					
				55 YDS WOOD	PV	133642	001 00701	638.00	112001
				CHIPS					
				55 YDS WOOD	PV	133643	001 00701	638.00	112002
				CHIPS					
				Payment Amount				3,190.00	
66410	07/22/14	19250	LYNN BEALER	TURF RMVL	PV	133579	001 00101	2,620.00	700082
				REBATE					
				Payment Amount				2,620.00	
66411	07/22/14	17247	BURNS PACIFIC CONSTRUCTION INC.	RFND BAL - CLOSED A/C	PV	133543	001 00101	200.38	9998047-07010 8
				Payment Amount				200.38	
66412	07/22/14	2583	CHARLES P CROWLEY CO. INC.	ECLIPSE PUMP&MOTOR	PV	133671	001 00701	5,442.37	20291
				Payment Amount				5,442.37	
				FREIGHT	PV	133671	003 00701	140.37	20291
				Payment Amount				140.37	
								5,582.74	

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Ilim	Key Co	Amount	Invoice Number
66413	07/22/14	18860	CHEMTREAT, INC.	7/14 WTR TREATMENT	PV	133714	001	00701	562.71	1773935
				Payment Amount					562.71	
66414	07/22/14	4586	CONSOLIDATED ELECTRICAL DISTRIBUTORS	AC ADPTR&16 GB CRD	PV	133723	001	00701	515.95	9009-697995
				Payment Amount					515.95	
66415	07/22/14	18895	COUNTY PIPELINE, INC.	INSTALL 16" WTR MN	PV	133591	001	00701	23,200.00	688-346
				Payment Amount					23,200.00	
66416	07/22/14	19251	LAURIE CROSS	VLV-NEWELL TURF RMVL	PV	133585	001	00101	4,440.00	3070975
				Payment Amount					4,440.00	
66417	07/22/14	19033	DENOVO VENTURES, LLC	REBATE	PV	133749	001	00701	87.50	25592
				Payment Amount					87.50	
66418	07/22/14	19256	JULIE DONATONI	6/22/14 JDE SUPPORT SVC	PV	133648	001	00101	90.53	068802
				Payment Amount					90.53	
66419	07/22/14	18111	ELECSYS INTERNATIONAL CORPORATION	RFND BAL - CLOSED A/C	PV	133722	001	00701	261.00	126063
				Payment Amount					261.00	
66420	07/22/14	18815	FASTENAL COMPANY	AUG'14 MAINT CHG	PV	133717	001	00701	1,097.05	CACHA16865
				Payment Amount					1,097.05	
66421	07/22/14	2655	FERGUSON ENTERPRISES	6/14 BIN RESTOCK	PV	133728	001	00701	765.18	0473898-2
				Payment Amount					765.18	
66422	07/22/14	2661	FLO-SYSTEMS INC	72 BALL VALVES 1/4"	PV	133670	001	00701	2,803.48	F14893-14D211
				Payment Amount					2,803.48	
66423	07/22/14	6770	G.I.	6/16-6/25/14	PV	133668	001	00701	388.55	2522489-0283-
				Payment Amount					388.55	

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Ilm Co	Amount	Invoice Number
INDUSTRIES									
				DISP					4
			SVC@TAPIA						
			6/16--6/25/14		PV	133669	001 00701	479.10	26869254-0283-
			DISP SVC@SHOP						9
			7/14		PV	133681	001 00701	645.28	26869364-0283-
			DISP@HQ&SHOP						6
			7/14 DISP@WLK		PV	133682	001 00701	193.93	2378646-0283-
			7/14		PV	133683	001 00701	491.29	2522486-0283-
			DISP@TAPIA						8
			7/14		PV	133684	001 00701	670.56	2522487-0283-
			DISP@TAPIA						6
			RAGS/GRIT						
			7/14 DISP@RLV		PV	133685	001 00701	80.57	26869363-0283-
			FARM						8
			7/14 DISP@RLV		PV	133686	001 00701	80.57	26869362-0283-
									0
			All Payee 6771 G.I. INDUSTRIES P. O. BOX 541065 LOS ANGELES CA 90054-1065						
				Payment Amount				3,029.85	
66424	07/22/14	19247	ANNETTE GINSBERG	RFND BAL -	PV	133546	001 00101	184.84	069878
				CLOSED A/C					
				Payment Amount				184.84	
66425	07/22/14	19252	JAMES GLANDER	TURF RMVL	PV	133586	001 00101	800.00	751560
				REBATE					
				Payment Amount				800.00	
66426	07/22/14	10988	LES GOULD	TURF RMVL	PV	133733	001 00101	874.00	2180472
				REBATE					
				Payment Amount				874.00	
66427	07/22/14	7251	GPM	RFND BAL -	PV	133649	001 00101	1,314.68	9998077
				CLOSED A/C					
				Payment Amount				1,314.68	
66428	07/22/14	2701	GRAINGER, INC.	DANGER SIGNS	PV	133680	001 00101	51.54	9471403825
			All Payee 5453 GRAINGER, INC. DEPT 805178142 PALATINE IL 60038-0001						
				Payment Amount				51.54	
66429	07/22/14	18646	HDR	6/1--6/28/14	PV	133718	001 00701	1,502.20	00163023-B

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Itm	Key Co	Amount	Invoice Number
			ENGINEERING, INC.	C-TNK REHB						
				6/1-6/28/14	PV	133719	001	00701	1,139.05	00163015-B
				CEN TNK CP						
				SYS						
				Payment Amount				2,641.25		
66430	07/22/14	3083	JCI JONES CHEMICALS, INC	5,014 GAL HYPOCHLORITE	PV	133673	001	00701	2,918.00	623830
				4,863 GAL HYPOCHLORITE	PV	133674	001	00701	2,830.12	624178
			Ali Payee	JCI JONES CHEMICALS, INC P.O. BOX 636877 CINCINNATI OH 45263-6877						
				Payment Amount				5,748.12		
66431	07/22/14	5230	KENNEDY/JENKS CONSULTANTS	P/E 6/30/14	PV	133721	001	00701	16,640.72	83930
				3RD DGSTR						
				CNST						
				Payment Amount				16,640.72		
66432	07/22/14	19253	KRISTINE KINAMAN	TURF RMVL	PV	133584	001	00101	1,364.00	650520
				REBATE						
				Payment Amount				1,364.00		
66433	07/22/14	3352	LAS VIRGENES MUNICIPAL WATER DISTRICT	RWPS	PV	133627	001	00701	74.67	2645/070214
				4/28-6/26/14						
				HQ RW	PV	133628	001	00701	128.21	2646/070214
				4/28-6/26/14						
				BLDG#7 RW	PV	133629	001	00701	124.28	2655/070214
				4/28-6/26/14						
				BLDG#8 RW	PV	133630	001	00701	409.83	2652/070214
				4/28-6/27/14						
				Payment Amount				736.99		
66434	07/22/14	14643	JON JOSHUA LEVIN	TURF RMVL	PV	133578	001	00101	4,645.00	601945
				REBATE						
				Payment Amount				4,645.00		
66435	07/22/14	19248	TERRY LEWIS	RFND BAL - CLOSED/VC	PV	133547	001	00101	8.66	068167
				Payment Amount				8.66		
66436	07/22/14	12184	LIFESAVERS	8 AED	PV	133756	001	00701	1,192.00	71136

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
BATTERIES										
8 AED					PV	133756	002	00701	10.00	71136
BATTERIES										
Payment Amount										
									1,202.00	
66437	07/22/14	16365	ELEANOR LIM	TURF RMVL	PV	133581	001	00101	1,274.00	700502
REBATE										
Payment Amount										
									1,274.00	
66438	07/22/14	19254	DANIEL MARTIN	TURF RMVL	PV	133582	001	00101	2,776.00	370510
REBATE										
Payment Amount										
									2,776.00	
66439	07/22/14	19245	MARIO METZGER	TURF RMVL	PV	133577	001	00101	420.00	1080806
REBATE										
Payment Amount										
									420.00	
66440	07/22/14	18940	MP PRINTING & MAILING	MAIL SVC-WTR	PV	133650	001	00101	1,587.88	55007
QUALITY RPT										
Payment Amount										
									1,587.88	
66441	07/22/14	2365	MSO TECHNOLOGIES	MAY'14 SCADA PHASE 1 DESIGN	PV	133651	001	00701	7,280.00	4685
Payment Amount										
									7,280.00	
66442	07/22/14	3139	MUNICIPAL WATER DISTRICT-ORAN GE COUNTY	CONSULTG SRV 14-15	PV	133632	001	00701	7,500.00	14866
Payment Amount										
									7,500.00	
66443	07/22/14	2851	NEW HORIZONS COMPUTER LEARNING	SEC TRNG 7/14-7/24/14 D.CALVIN	PV	133731	001	00701	2,475.00	INV-191754-GP MVHM
Payment Amount										
									2,475.00	
66444	07/22/14	19195	OFFSHORE CONSTRUCTION INC.	PMT#2-CLRFR#1 REHAB	PV	133588	001	00701	2,925.00	10512#2
10% RETENTION-PMT #2										
									292.50	10512/RTN#2
Payment Amount										
									2,632.50	
66445	07/22/14	15469	OLYMPIC PAINTING CO.	47 HYDR& 12 POSTS-HIDDEN HILLS	PV	133635	001	00701	2,100.00	10101
33 HYDR& 1 AIRVAC-HIDDEN										
									1,360.00	10102

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	TY	Document Number	Key Item Co	Amount	Invoice Number
HILLS									
66446	07/22/14	18946	PACIFIC ADVANCED CIVIL ENGINEERING, INC.	Payment Amount RELEASE RETENTN-GRIT CONVEYOR	PV	133542	001 00754	3,460.00 5,736.25	10499/RLS RTN
66447	07/22/14	18874	PACIFIC HYDROTECH CORPORATION	Payment Amount PMT#14-3RD DIGESTER	PV	133644	001 00701	191,874.08	10487/#14
5% RETENTION-PMT #14									
66448	07/22/14	19058	PROTECTOR FENCE	Payment Amount MORRISON P/S GATE REPAIR MOUNTAIN GATE P/S GATE REPAIR KIMBERLY P/S GATE REPAIR	PV	133595	001 00701	275.00	1007
66449	07/22/14	2585	PURETEC	Payment Amount 7/14- 8" D.I. RNTL	PV	133737	001 00701	825.00 22.94	1331788
66450	07/22/14	19246	RICHARD ROBINSON	Payment Amount TURF RMVL REBATE	PV	133576	001 00101	720.00	2140260
66451	07/22/14	19255	EDOUARD ROSA	Payment Amount TURF RMVL REBATE	PV	133583	001 00101	720.00 881.00	754050
66452	07/22/14	17174	ROTH STAFFING COMPANIES, L.P.	Payment Amount TEMP SRV W/E 6/22/14 S.T. TEMP SRV W/E 6/29/14 S.T.	PV	133712	001 00701	881.00 440.40	13006240
66453	07/22/14	2949	SNAP ON TOOLS	Payment Amount 29 PC DRILL BIT SET	PV	133713	001 00701	440.40	13009131
66454	07/22/14	2956	SOUTH COAST	Payment Amount ANL OP	PV	133631	001 00701	243.33 331.81	112526 2732568

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key itm	Co	Amount	Invoice Number
			AIR QUALITY	FEE-JBR						
			MGMT DIST	#65733	PV	133707	001	00101	119.76	2731591
				EMISSION-JBR						
				#65733	PV	133708	001	00701	1,855.25	2733976
				ANL OP						
				FEE-OPS						
				#30439	PV	133709	001	00130	1,520.20	2734108
				ANL OP						
				FEE-LJS#2						
				#66254	PV	133710	001	00130	119.76	2735109
				EMSN-LJS#2						
				#66254	PV	133711	001	00701	119.76	2735019
				EMSN-OPS						
				#30439						
				Payment Amount					4,066.54	
66455	07/22/14	2857	SOUTHERN CALIFORNIA EDISON	RW P/S	PV	133747	001	00751	83,635.35	4500-42/07091
				6/2-7/1/14						4
				SOLAR						
				Payment Amount					83,635.35	
66456	07/22/14	2858	SOUTHERN CALIFORNIA GAS CO	HQ&OPS	PV	133752	001	00701	1,437.84	3600/071014
				6/6-7/8/14						
				RLV						
				6/6-7/8/14	PV	133753	001	00751	153.67	4200/071014
				CORNELL						
				6/6-7/8/14	PV	133754	001	00101	5,517.60	0400/071014
				TAPIA						
				6/6-7/8/14	PV	133755	001	00751	839.05	4000/071014
				Payment Amount					7,948.16	
66457	07/22/14	4440	SOUTHWEST CHLORINATION, INC.	CHLRNATE TNKS	PV	133735	001	00101	757.00	7449
				6/24-7/1/14						
				Payment Amount					757.00	
66458	07/22/14	19241	STARNET DATA DESIGN, INC.	PALO ALTO	PV	133592	001	00701	2,850.00	36552
				FIREWALL TRNG						
				Payment Amount					2,850.00	
66459	07/22/14	17645	TORO ENTERPRISES INC.	RELEASE	PV	133541	001	00301	2,358.45	10553/RLS RTN
				RETENTN-BARRY						
				MORE DR						
				Payment Amount					2,358.45	
66460	07/22/14	3006	UNDERGROUND	205 NEW	PV	133634	001	00701	307.50	620140399

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Las Virgenes Municipal Water  
 A/P Auto Payment Register

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
SERVICE ALERT									
66461	07/22/14	2780	VALLEY NEWS GROUP	TICKET CHGS	PV	133633	001 00101	307.50	6-26
Payment Amount 2 ADS-HIGH WTR BILL/CNSRV 6/26 3 ADS @ 7/3/14									
66462	07/22/14	8455	VARNA ELECTRONICS	Payment Amount	PV	133599	001 00701	1,168.00	LVMWD-1
INSTL TVS IN CONF RMS Payment Amount 8/14 DISASTER RECOVERY									
66463	07/22/14	16623	VELOCITY TECHNOLOGY SOLUTIONS, INC.	Payment Amount	PV	133593	001 00701	3,114.00	302398
Payment Amount JUL'14 PEST CONTROL JUL'14 PEST CONTROL JUL'14 PEST CONTROL									
66464	07/22/14	18604	VENTURA PEST CONTROL	Payment Amount	PV	133724	001 00701	110.00	422602
Payment Amount JUL'14 PEST CONTROL JUL'14 PEST CONTROL JUL'14 PEST CONTROL									
66465	07/22/14	13326	VILLA ESPERANZA SERVICES	Payment Amount	PV	133726	001 00701	1,114.75	LVMWD 2014-07
LANDSCAPE SRV-JUN'14 LANDSCAPE SRV-JUN'14 LANDSCAPE SRV-JUN'14 LANDSCAPE SRV-JUN'14									
66466	07/22/14	3109	W. LITTEN	Payment Amount	PV	133655	001 00701	5,508.45	0320314
SRV 6/8-6/14/14@R ANCHO SRV 6/15-6/21/14@R RANCHO SRV 6/29-7/5/14@R ANCHO									

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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
66467	07/22/14	18914	WECK LABORATORIES, INC.	LAB SRV@WTR DIST 2ND QTR UCMR LAB SRV@RLV FARM LAB SRV@TAPIA EFFLUENT	PV	133652	001	00701	2,205.00	W4F1472-LV
									12,938.85	
66468	07/22/14	19203	JEANETTE WEEKLEY	RFND BAL - CLOSED A/C	PV	133545	001	00101	1,299.62	9998087
									2,539.00	
66469	07/22/14	3047	WESCO DISTRIBUTION, INC.	SUPPL TO RPL SENSRS@MLK HOPPRS CAPACITOR&CIR CUIT BRD	PV	133637	001	00701	591.47	332387
									1,299.62	
									786.16	332386
Alt Payee 6443 WESCO DISTRIBUTION, INC PO BOX 31001-0465 PASADENA CA 91110-0465										
66470	07/22/14	3048	WEST COAST AIR CONDITIONING	A/C PM@WLK A/C PM@L/S#2 A/C PM@L/S#1 A/C PM@L/S#1 A/C PM@BLDG#2 RPL BELT-A/C#1@TA PIA 6/5/14 A/C PM@TAPIA A/C PM@CORNELL P/S 6/5/14 A/C PM@LV-2	PV	133694	001	00701	45.00	S57931
									1,377.63	
									62.00	S57852
									108.00	S57848
									30.00	S57844
									65.06	S58598
									135.00	S57918
									50.00	S57932
									115.00	S57845

Batch Number - 232158  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document		Key	Amount	Invoice Number
						Number	Item			
66471	07/22/14	18640	WEST COAST POWER SOLUTIONS	SF#6 BLOWER ASSEMBLY AVC PM@RLV 6/3/14	PV	133703	001 00701	2,335.00	S57795	
				RPL BELT-A/C#2@RL V 6/3/14	PV	133704	001 00701	385.00	S57868	
				Payment Amount ADJUST BLDG#8 BRD RM HVAC TIME	PV	133598	001 00701	87.00	S3962	
				Payment Amount 7/14 WTR TRMT- BOILER	PV	133736	001 00701	322.00	23165	
				Payment Amount RFND BAL - CLOSED A/C	PV	133548	001 00101	7.96	045951	
				Payment Amount METER MAINT 3/14-6/14	PV	133679	001 00701	2,234.88	3079-IN	
				Payment Amount RTN#14/RLV 3RD DIGESTER	PV	133646	001 00754	9,593.70	10487RTN#14	
				Payment Amount RFND BAL - CLOSED A/C	PV	133544	001 00101	659.71	9998037-07005 4	
				Payment Amount Total Amount of Payments Written				659.71		
				Total Number of Payments Written				539,368.64		
									73	

Batch Number - 232159  
Bank Account - 00146607 Cash-General

Las Virgenes Municipal Water  
APF Auto Payment Register

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Lim	Key Co	Amount	Invoice Number
66477	07/22/14	18874	PACIFIC HYDROTECH CORPORATION	PMT#4-5 MG TNK P/E 6/30/14 5% RETENTION-PMT #4	PV	133729	001	00701	768,121.00	10476/#4
				Payment Amount	PD	133730	001	00301	38,406.05-	10476/RTN#4
				Total Amount of Payments Written					<u>729,714.95</u>	
				Total Number of Payments Written					<u>729,714.95</u>	
										1



## Weekly Drought Brief Monday, July 14, 2014

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### **CURRENT CONDITIONS**

**Fire Activity:** CAL FIRE has responded to 3,155 wildfires across the state since January 1, burning 26,006 acres. This year's fire activity is well above the year-to-date average of 2,261 wildfires on 22,600 acres. CAL FIRE responded to nearly 250 new wildfires last week, including the Monticello Fire in Yolo County, which has burned a total of 6,500 acres.

**Reservoir Levels (% capacity):** [Reservoir Levels](#) as of July 10 remain low, including: Don Pedro 48%; Exchequer 25%; Folsom Lake 46%; Lake Oroville 40%; Millerton Lake 59%; New Melones 28%; Pine Flat 27%; San Luis 29%; Lake Shasta 39%; and Trinity Lake 41%. An update of water levels at [other smaller reservoirs](#) is also available.

**Vulnerable Water Systems:** The California Department of Public Health is providing technical and funding assistance to several communities facing drinking water shortages, and is monitoring water systems across the state to determine if new support is needed. This week, over \$8.3 million has been identified for specific emergency drinking water projects out of \$15 million appropriated in March for this purpose. Updated information can be found at the [CDPH Drinking Water Program](#) website.

**Recent precipitation:** No significant rain fell over the last week and no rain is expected soon.

### **KEY ACTION ITEMS FROM THIS WEEK**

- **State Water Board Releases Draft Urban Water Conservation Regulations:** Stepping up its call to the public to increase water conservation during the state's worsening drought, the Water Board released proposed [statewide emergency water conservation regulations](#) on Wednesday, July 9, that would restrict certain forms of outdoor water use and impose fines of up to \$500 for violations. These proposed emergency regulations will be considered by the Water Board on Tuesday, July 15.

Last month, water agencies serving California's cities and towns [provided updates](#) to the Water Board on current water consumption. These updates, combined with a statewide survey of water agencies' conservation actions, have informed the Water Board's proposed emergency water conservation regulations. Also, the Governor's April [Proclamation of Continued Emergency Drought](#) called on residents to limit outdoor irrigation and prevent wasteful water practices, and directed water agencies to prevent water waste.

- **Emergency Curtailment Regulations and Enforcement:** The proposed [emergency curtailment regulations](#) adopted on Wednesday, July 2, were submitted to the Office of Administrative Law for approval on Wednesday, July 9. If approved, the emergency regulations adopt to protect senior water right holders across the state are scheduled to go into effect on Friday, August 1. These regulations enable the Water Board to [issue curtailments](#) to additional junior water right holders on a real-time basis. The Water Board staff will continue to inspect surface water diversions in all watersheds where curtailment notices have been issued.

- **New Report Calls for Tighter Groundwater Management:** A newly released report from the California Water Foundation highlights the need for [tighter groundwater management](#) throughout California, especially as the state grapples with increased groundwater pumping due to drought.
- **UC Davis Releases Updated Study of the Drought's Impact to California's Agricultural Economy:** On Tuesday, July 15, the UC Davis Center for Watershed Sciences will release its updated estimates of the drought's economic effects in a previously released report on the Central Valley farm belt, presents new data on the state's coastal and southern farm regions and projects acres fallowed, wells drying up, jobs lost and agricultural dollars lost through 2016. [Watch the briefing](#) at the National Press Club website at 11am EDT.
- **Public Works Funding Fairs Scheduled Throughout California:** Representatives from public works agencies, local governments and California Native American tribes are invited to attend a series of [funding fairs hosted by the California Financing Coordinating Committee](#) that will highlight monies available for various projects and ways to apply for the funds.

Funding is available for a variety of projects including: water quality, wastewater treatment, water supply, restoration, flood management, streets, highways and community facilities. Fairs will be held in Fresno, San Luis Obispo, Bakersfield, Perris, and Sacramento.

- **Open Burn Ban in Affect Across the State:** Open burning continues to be prohibited on 31 million acres of land across the state due to the [burn ban that CAL FIRE](#) has directed through the coordination of its unit chiefs. This ban on open burning in state responsibility areas (outside of cities and towns) reduces wildfire danger amidst extremely dry conditions.
- **Emergency Food Aid and Rental Assistance:** The California Department of Social Services has provided to date over 116,500 boxes of food to community food banks in drought-impacted counties. Approximately 78,400 boxes of food have been picked up by households. By this Friday, July 18, an additional 15,600 will be delivered to food banks. Local food banks are targeting this food aid to residents most impacted by the drought.

The non-profit group La Cooperativa continues to distribute the \$10 million state-funded emergency rental assistance to impacted families and individuals across counties most impacted by the drought. As of Wednesday, July 3, the Department of Housing and Community Development has reported that a total of \$288,195 is committed; and \$172,450 in funds has been issued to 191 applicants in 16 counties.

- **Deadline Nearing to Apply for \$200 million in Drought Grants:** Water agencies have until Monday, July 21, to submit applications to the State Department of Water Resources for \$200 million in [Integrated Regional Water Management](#) grants that has been expedited by emergency drought legislation passed in March.
- **Water Saving Tips Promoted Across the State:** The state's newly improved water conservation website, [SaveOurWater.com](#), is promoting the "Don't Waste Summer" campaign. This campaign provides a new conservation tip each day for the 100 days of summer. Supporters can follow and share Save Our Water's [Twitter](#) and [Facebook](#) feeds for this public awareness campaign.
- **Sonora is Site of Drought Task Force Meeting:** Leaders of the Governor's Drought Task force travelled to Sonora (Tuolumne County) on Friday, June 11, to meet with local leaders

and agencies to coordinate drought response. The following Counties were present at this meeting: Tuolumne, San Joaquin, Calaveras, El Dorado, Amador, Inyo and Mono. This was the seventh regional meeting of the taskforce, following meetings in Sacramento, Ukiah, Merced, Santa Cruz, Tulare and Montague (Siskiyou County).

- **Drought Response Funding Moves Forward:** \$687 million in state drought funding that was appropriated in March through emergency legislation continues to advance toward meeting critical needs. Over \$61 million of this funding addresses emergency water needs, food aid and housing assistance to drought-impacted communities. Nearly \$21 million of those funds are already in communities providing assistance and additional funds are being readied as drought impacts worsen. Nearly \$625 million of the emergency funds appropriated in March came from sources dedicated to capital improvements to water systems. Since March, state agencies have expedited grant approvals, getting over \$21 million immediately allocated to grantees that were pre-approved for certain projects. As planned in March, the next \$200 million of expedited capital funding will be awarded this fall, with the remaining \$250 million granted by mid next-year. State government has also appropriated tens of millions in funding to CAL FIRE over its typical budget to enable staffing-up fire crews much earlier this fire season.
- **Governor's Drought Task Force:** The Taskforce continues to meet daily to take actions that conserve water and coordinate state response to the drought.

### Local Government

- **Local Emergency Proclamations:** A total of 49 local Emergency Proclamations have been received to date from city, county, and tribal governments, as well as special districts:
  - **Counties:** Glenn, Inyo, Kern, Kings, Lake, Madera, Mariposa, Mendocino, Merced, Modoc, Santa Barbara, San Joaquin, San Luis Obispo, Shasta, Siskiyou, Sonoma, Sutter, Tulare, Tuolumne, and Yuba.
  - **Cities:** Brooktrails Township-Mendocino County, City of Willits-Mendocino County, City of St. Helena-Napa County, City of Calistoga-Napa County, City of American Canyon-Napa County, City of Santa Barbara-Santa Barbara County, City of Montague-Siskiyou County, City of Live Oak-Sutter County, San Juan Bautista, Lodi City and Ripon City.
  - **Tribes:** Hoopa Valley Tribe in Humboldt County, Yurok Tribe in Del Norte County, Tule River Indian Tribe in Tulare County, Karuk Tribe in Siskiyou/Humboldt Counties, Sherwood Valley Pomo Indian Tribe, Yocha Dehe Wintun Nation, and Cortina Indian Rancheria.
  - **Special Districts:** Lake Don Pedro Community Services District, Placer County Water Agency (PCWA), Twain Harte Community Services District, Carpinteria Valley Water District, Meiners Oaks Water District, Mariposa Public Utility District, Montecito Water District, Goleta Water District, Tuolumne Utilities District, Nevada Irrigation District and Mountain House CSD.
- **Water Agency Conservation Efforts:** The Association of California Water Agencies [has identified](#) several hundred local water agencies that have implemented water conservation actions. These water agencies [are responding to the drought](#) by implementing conservation programs, which include voluntary calls for reduced water usage and mandatory restrictions where water shortages are worst.

- **County Drought Taskforces:** A total of 26 counties have established drought task forces to coordinate local drought response. These counties include: Butte, Kern, Kings, Lake, Madera, Mendocino, Merced, Modoc, Monterey, Nevada, Orange, Placer, Plumas, Sacramento, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Siskiyou, Stanislaus, Sutter, Tehama, Tulare, Tuolumne, Yolo, and Napa. The Hoopa Tribe has also established a drought task force.

#### DROUGHT RELATED WEBSITES FOR MORE INFORMATION

##### [Drought.CA.Gov](#): California's Drought Information Clearinghouse

State's Water Conservation Campaign, [Save our Water](#)  
Local Government [Drought Clearinghouse and Toolkit](#)

California Department of Food and Agriculture, [Drought information](#)  
California Department of Water Resources [Current Water Conditions](#)

California Data Exchange Center, [Snow Pack/Water Levels](#)

California State Water Resources Control Board, Water Rights, [Drought Info and Actions](#)

California Natural Resources Agency, [Drought Info and Actions](#)

California Department of Public Health, Drinking Water [CDPH Drinking Water Program](#)

California State Water Project, [Information](#)

[U.S. Drought Monitor](#) for current conditions throughout the region

[U.S. Drought Portal](#), National Integrated Drought Information System (NIDIS)

National Weather Service [Climate Predictor Center](#)

USDA Drought Designations by County [CA County Designations](#)

USDA Disaster and Drought Assistance Information [USDA Programs](#)

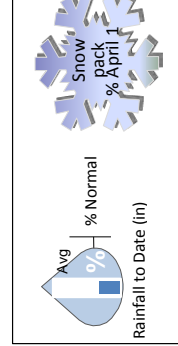
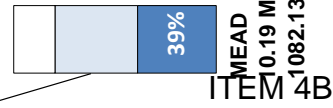
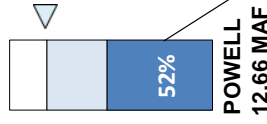
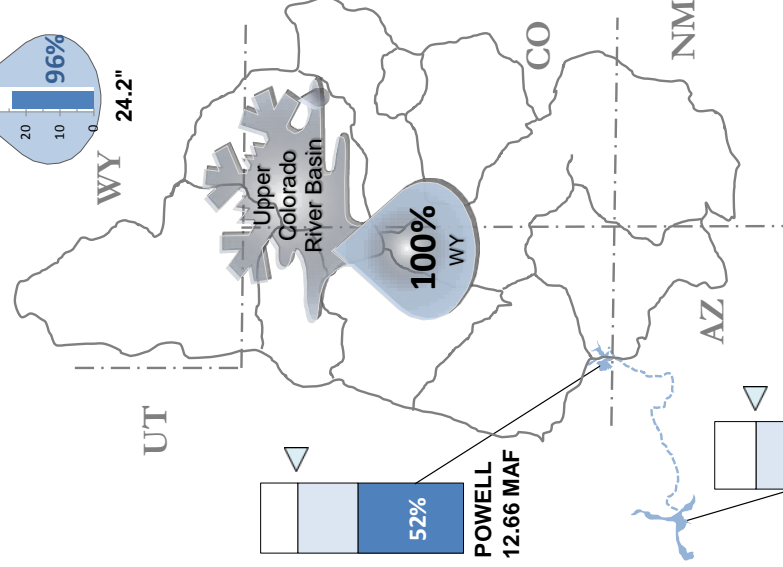
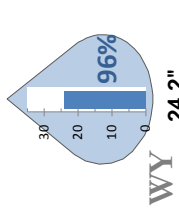
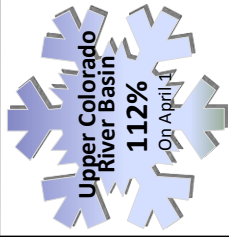
U.S. Small Business Administration Disaster Support: [www.sba.gov/disaster](http://www.sba.gov/disaster)



# WATER SUPPLY CONDITIONS CRA

As of: 07/05/2014

**2014 Colorado River**  
1,189,594 AF  
95% of full CRA



## HIGHLIGHTS

### Colorado River Basin

§ Water Year to date runoff projected to be 100% of normal.

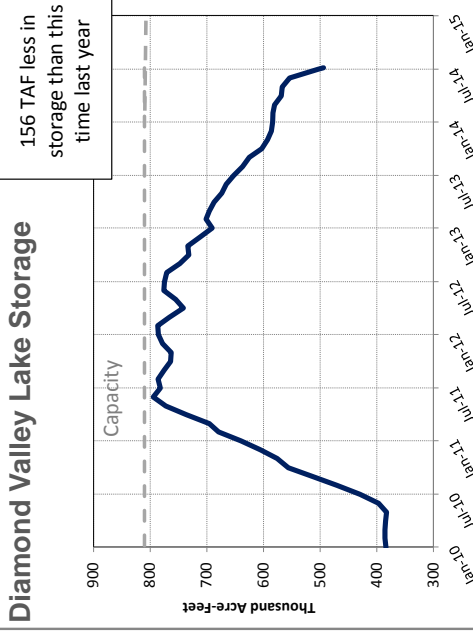
§ Reduced Lake Powell releases exacerbating Lake Mead drawdown levels this year.

### Northern California

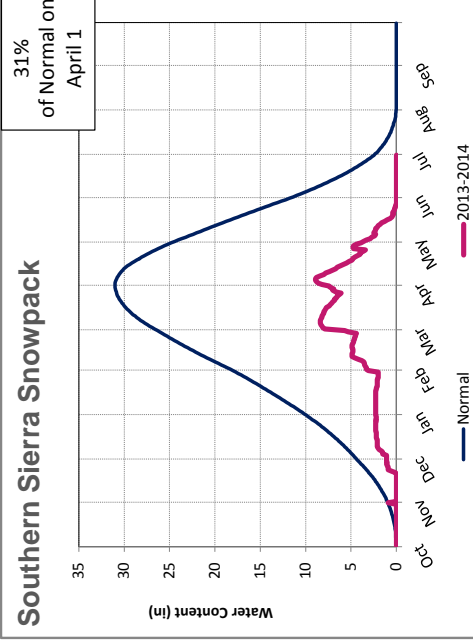
§ Water Year to date runoff projected to be 39% of normal.

§ 2nd lowest end of month June storage at Oroville since filling.

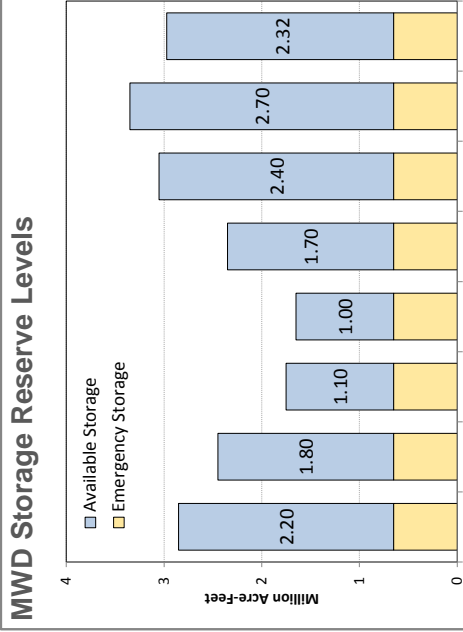
### Diamond Valley Lake Storage



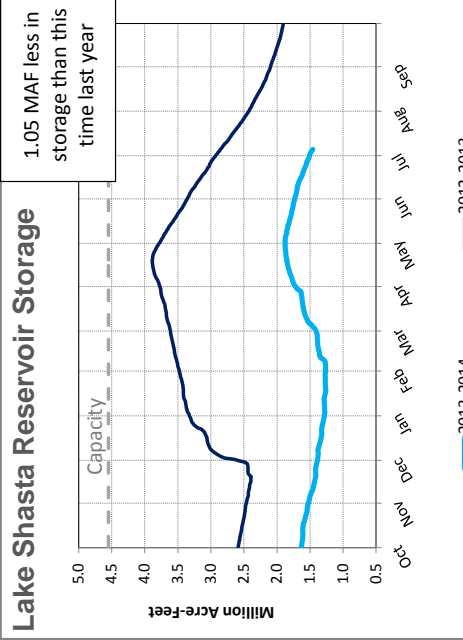
### Southern Sierra Snowpack



### MWD Storage Reserve Levels



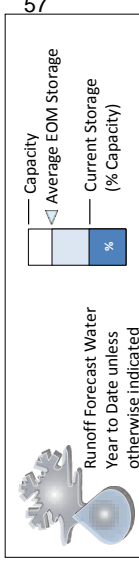
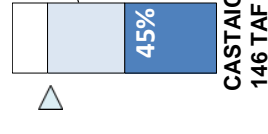
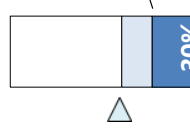
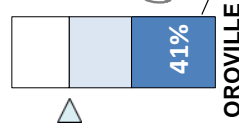
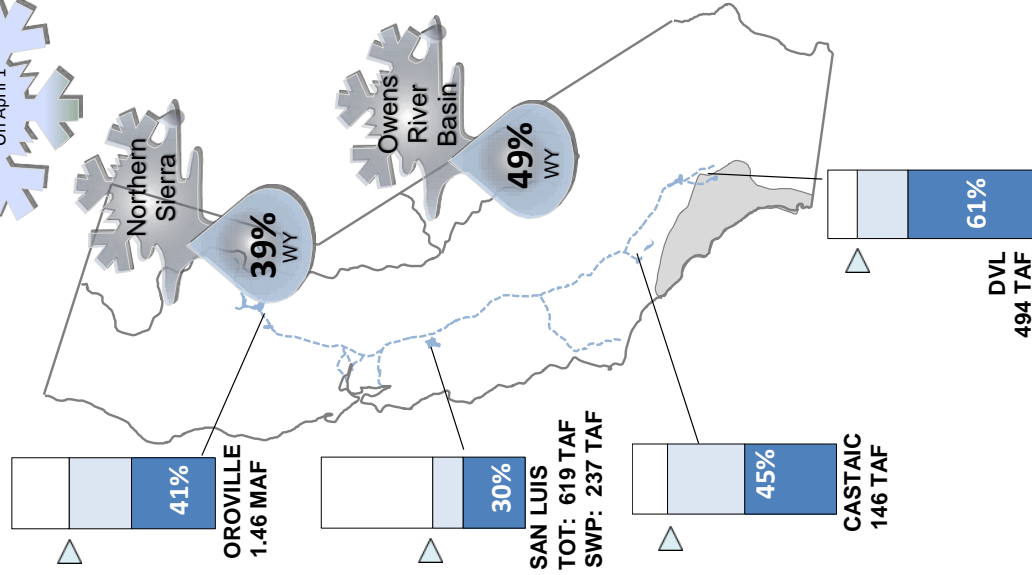
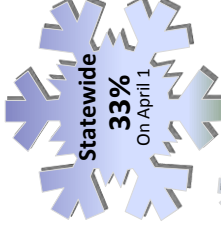
### Lake Shasta Reservoir Storage



# WATER SUPPLY CONDITIONS SWP

As of: 07/05/2014

**2014 SWP Allocation**  
95,575 AF  
5% of Table A

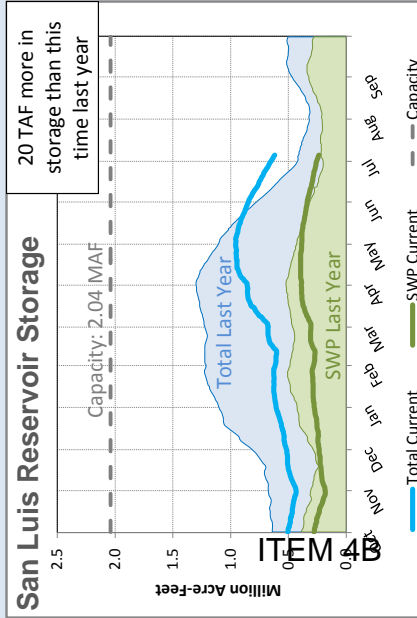
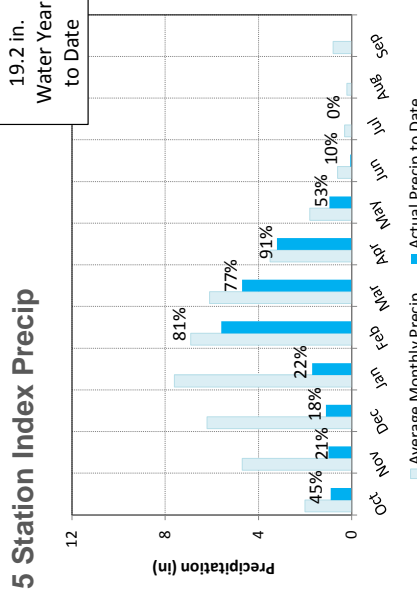
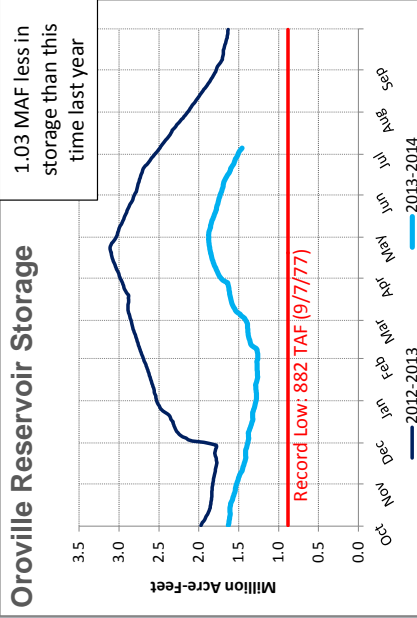
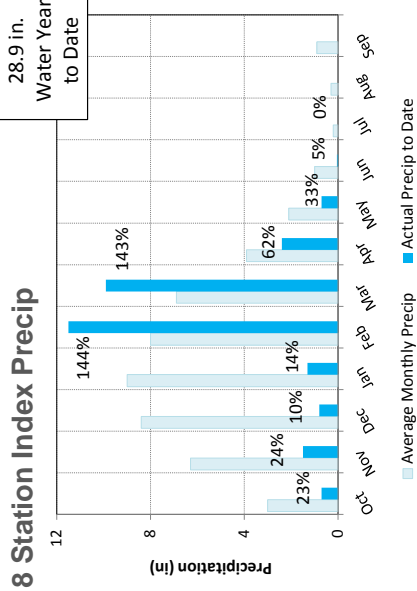
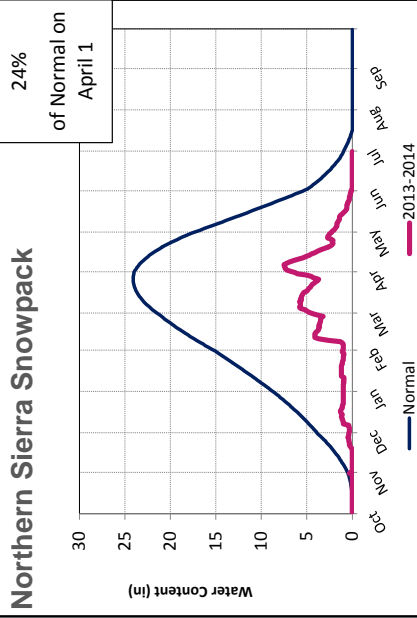


This report contains information from various federal, state, and local agencies. Metropolitan cannot guarantee the accuracy or completeness of this information. Readers should refer to the relevant state, federal, and local agencies for additional or for the most up to date water supply information. Reservoirs, lakes, aqueducts, maps, watersheds, and all other visual representations on this report are not drawn to scale.

[http://www.mwdh2o.com/mwdh2o/pages/yourwater/supply/res\\_storage/res\\_storage.pdf](http://www.mwdh2o.com/mwdh2o/pages/yourwater/supply/res_storage/res_storage.pdf)

# State Water Project Resources

As of: 07/05/2014

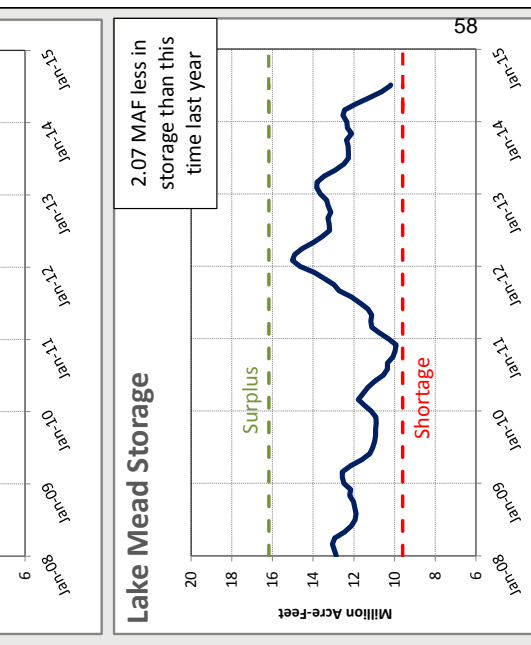
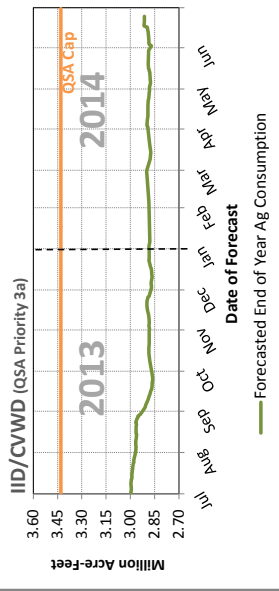
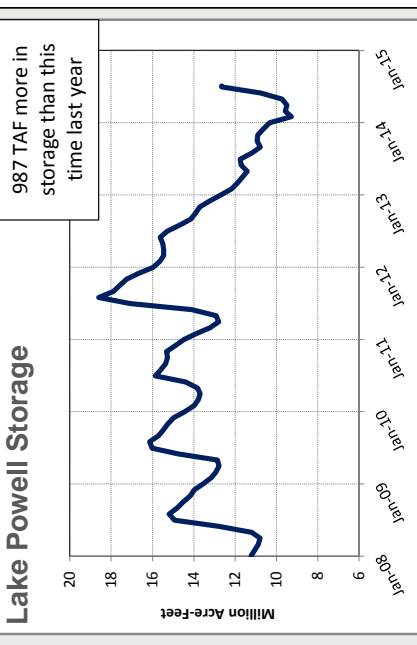
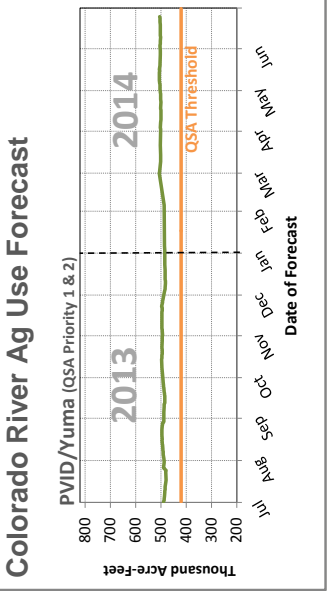
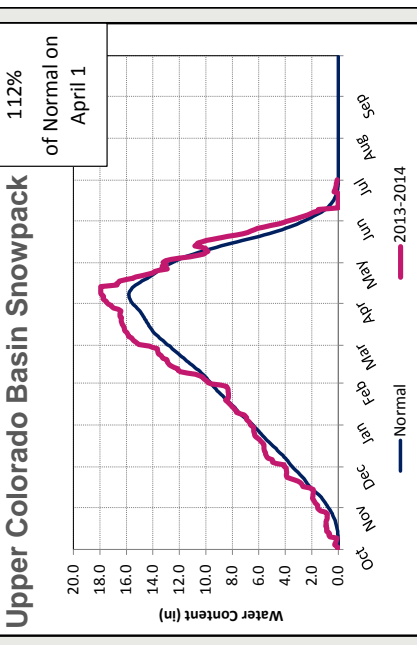
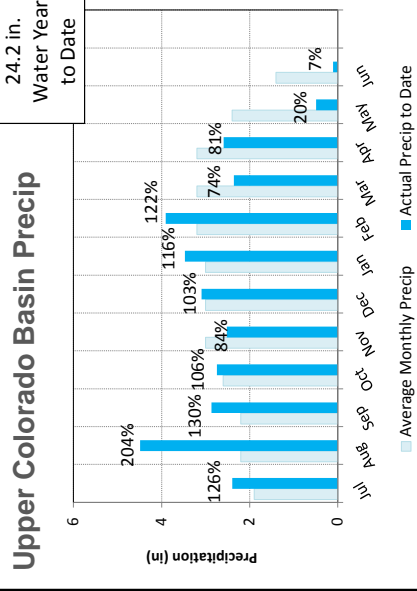


### Other SWP Contract Supplies for 2014 (AF)

Article 14(b) (Rescheduled)	0
Transfer Supplies	0
Article 56 (Prior Cal. Years(s) CO)	223,000
Pool A/B (Purchased)	0
Multi Year Market Pool	0

# Colorado River Resources

As of: 07/05/2014



### Lake Mead Outlook Likelihood of Shortage/Surplus

	2015	2016	2017	2018	2019
Shortage	0%	23%	51%	62%	58%
Surplus	0%	0%	6%	9%	17%

Based on results from the April 2014 Colorado River Simulation System model run

# ITEM 4



July 22, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

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**Subject: Appointment of Deputy Secretary and Deputy Treasurer (Pg. 59)**

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**SUMMARY:**

Pursuant to Water Code Section 71340, the Board may appoint a Deputy Secretary and a Deputy Treasurer to serve at the pleasure of the Board. Traditionally, the Board has appointed the Clerk of the Board as Deputy Secretary and the Director of Finance and Administration as Deputy Treasurer. By appointing District employees as deputies for these officers, the Board authorizes the employees to perform routine, day-to-day functions of the officers subject to any limitations specified by the Secretary, Treasurer, and/or Board.

**RECOMMENDATION(S):**

Appoint Daryl A. Betancur, Clerk of the Board, as Deputy Secretary and Donald Patterson, Director of Finance and Administration, as Deputy Treasurer.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

No

Prepared By: David W. Pedersen, General Manager

**ATTACHMENTS:**

[Appointments](#)

I, Barry Steinhardt, Secretary of Las Virgenes Municipal Water District hereby appoints Daryl Betancur, Clerk of the Board as Deputy Secretary during the term of my office.

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

I, Leonard Polan, Treasurer of Las Virgenes Municipal Water District hereby appoints Donald Patterson, Director of Finance and Administration as Deputy Treasurer during the term of my office.

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date



July 22, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

**Subject: 1,235-ft Backbone Improvements Program Calabasas Pipeline: Final Acceptance (Pg. 62)**

**SUMMARY:**

On April 23, 2013, the Board awarded a contract to Preston Pipelines, Inc., to construct the 1,235-foot Backbone Improvements Program Calabasas Pipeline Project for \$5,053,984.00 with a completion date of April 30, 2014. The scope of the project included installation of 9,712 feet of 30-inch diameter cement mortar-lined and coated steel pipe along Mureau Road and Las Virgenes Road in unincorporated Los Angeles County and the City of Calabasas.

The work has been completed, and there are no outstanding issues to prevent acceptance of the project. As a result, it is appropriate to file the Notice of Completion and release retention as stipulated in the contract documents.

**RECOMMENDATION(S):**

Approve execution of a Notice of Completion by the Secretary of the Board and have the same recorded, and in the absence of claims from subcontractors and others, release the retention in the amount of \$247,393.92 thirty calendar days after filing the Notice of Completion for the 1,235-foot Backbone Improvements Program Calabasas Pipeline Project.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The final construction costs for the project are as follows:

Construction Contract	\$5,053,984.00
Change Order No. 1	-\$20,863.30
Change Order No. 2	-\$19,500.00
Change Order No. 3	\$3,118.14
<b>Total Construction Cost</b>	<b>\$5,016,738.84</b>

The adopted Fiscal Year 2012-13 and 2013-14 Budgets provided funding for the 1,235-foot Backbone Improvements Program Calabasas Pipeline Project under CIP No. 10344. The total budget for the project was \$7,287,975.00. No additional appropriation is required.

ITEM 8A

**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.

There were three change orders issued during the course of construction. Change Order No. 1 was administratively approved by the General Manager on September 5, 2013 and was a deductive change order in the amount of \$20,863.30. The purpose of the change order was to offset the cost of additional design services at the request of the Contractor during construction for proposed changes in alignment, both vertically and horizontally.

Change Order No. 2 was administratively approved by the General Manager on December 10, 2013 and was a deductive change order in the amount of \$19,500.00. The purpose of the change order was to credit the District for a cost-savings resulting from a reduced number of appurtenances due to the Contractor-proposed and District-approved pipeline alignment changes.

Change Order No. 3 (Attachment A) was administratively approved by the General Manager on July 15, 2014 in the amount of \$3,118.14. The purpose of the change order was to reconcile the Contractor's extra work items, such as resolving conflicts with unmarked underground sewer laterals and communication cables and to reconcile bid items. Change Order No. 3 also included a 70-day time extension to reconcile the project completion date with the acceptance date. The District took beneficial use of the project facilities on May 9, 2014, and all project close-out items such as removal of spoils stockpiled at the Rancho Las Virgenes Composting Facility have been completed.

**GOALS:**

Construct, Manage and Maintain All Facilities and Provide Services to Assure System Reliability and Environmental Compatibility

**GOAL DESCRIPTION:**

This action supports Strategic Plan Goal No. 6 by accepting the newly-constructed 30-inch water transmission main to assure system reliability for the District's current and future customers.

Prepared By: Eric Schlageter, P.E., Associate Engineer

**ATTACHMENTS:**

[Notice of Completion](#)

[Contract Change Order](#)

Las Virgenes Municipal Water District

AND WHEN RECORDED MAIL TO

Name Joanne Bodenhamer
Street Address 4232 Las Virgenes Road
City & State Calabasas CA 91302
Zip

SPACE ABOVE THIS LINE FOR RECORDER'S USE

T 420 LEGAL (9-94)

Notice of Completion

NOTICE IS HEREBY GIVEN THAT:

- 1. The undersigned is the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the undersigned is Las Virgenes Municipal Water District (NAME).
3. The full address of the undersigned is 4232 Las Virgenes Road, Calabasas CA 91302
4. The nature of the title of the undersigned is (E.G., owner in fee OR vendee under contract of purchase OR lessee OR OTHER APPROPRIATE DESIGNATION).
5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:
6. The names of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work of improvement herein referred to are (OR IF NO TRANSFER WAS MADE, INSERT THE WORD "none"):
7. A work of improvement on the property hereinafter described was completed on Jul 22, 2014 (DATE).
8. The name of the original contractor, if any, for the work of improvement was Preston Pipelines, Inc.
9. The property on which the work of improvement was completed is in the City of Calabasas, County of Los Angeles, State of California, and is described as follows:
10. The street address of the said property is None

Dated: July 22, 2014

Las Virgenes Municipal Water District

(SIGNATURE)
Barry S. Steinhardt, Secretary of the Board (TYPED NAME)

VERIFICATION

I, the undersigned, say:
I am the person who signed the foregoing notice. I have read the above notice and know its contents, and the facts stated therein are true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at Calabasas, California, this 22nd day of July, 2014

(SIGNATURE) Barry S. Steinhardt, Secretary of the Board

ITEM 8A



**DO NOT RECORD****Recommended Procedure in the Preparation of a Notice of Completion**

A notice of completion must be filed for record *within 10 days* after completion of the work of improvement (to be computed exclusive of the day of completion), as provided in section 3093, Civil Code.

The "owner" who must file for record a notice of completion of a building or other work of improvement means the owner (or his successor in interest at the date of notice is filed) on whose behalf the work was done, though his ownership is less than the fee title. For example, if A is the owner in fee, and B, lessee under a lease, causes a building to be constructed, then B, or whoever has succeeded to his interest at the date the notice is filed, must file the notice.

If the ownership is in *two or more persons as joint tenants or tenants in common*, the notice may be signed by any one of the co-owners (in fact, the foregoing form is designed for giving of the notice by only one co-tenant), but the names and addresses of the other co-owners must be stated in paragraph 5 of the form.

In paragraphs 3 and 5, the full address called for should include street number, city, county and state.

As to paragraph 6, insert the date of completion of the work of improvement as a *whole* if applicable. However, if the notice is to be given only of completion of a particular contract, where work of improvement is made pursuant to two or more original contracts, strike the words "a work of improvement" and insert a general statement of the kind of work done or materials furnished pursuant to such contract (e.g. "The foundations for the improvements").

If the notice is to be given as a notice of completion of the work of improvement as a *whole*, insert the name of the prime contractor, if any, in paragraph 7. No contractor's name need be given if there is no general contractor, e.g., on so-called "owner-builder jobs". However, if the notice is to be given only of completion of a particular contract, where work of improvement is made pursuant to two or more original contracts, insert the name of the contractor who performed that particular contract.

Paragraph 8 should be completed only where the notice is signed by a successor in interest of the owner who caused the improvement to be constructed.

In paragraph 9, insert the *full legal* description, not merely a street address or tax description. Refer to deed or policy of title insurance. If the space provided for description is not sufficient, a rider may be attached.

In paragraph 10, show the street address, if any, assigned to the property by any competent public or governmental authority.

**NOTICE  
OF COMPLETION**

CHICAGO TITLE COMPANY



WESTERN DIVISION HEADQUARTERS  
245 S. LOS ROBLES AVENUE, SUITE 105  
PASADENA, CALIFORNIA 91101-2820  
(818) 432-7600

CHICAGO TITLE COMPANY



ITEM 8A



**CONTRACT CHANGE ORDER**  
No. 3

4232 Las Virgenes Road  
Calabasas, California 91302-1994

Project 1235 Ft. Backbone Improvement Project, Calabasas Pipeline

Project No. Acct. No. 10344.1880.605

Contractor Preston Pipelines

Date 06/23/2014

CONTRACTOR CHANGE ORDER NO. 3 The Contractor is hereby authorized and directed to make the herein described changes from the Plans and Specifications or do the following work not included in the Plans and Specifications for the construction of this project.

This change requested by: LVMWD

**DESCRIPTION OF CHANGE:**

	Description	Amount	Days
1	To remove an unmarked abandoned gas line utility at the bore pit (Ref PCO#3)	\$1,298.61	0
2	Additional service highlines required for two properties along Mureau Rd to maintain service to residents. (Ref PCO#6)	\$12,492.46	0
3	Costs associated with field modification of the tie-in assembly at 107+18 connection due to a conflicting oil utility. (Ref PCO#7)	\$7,932.14	0
4	Unmarked telecommunication duct conflict during jack and bore operations including removal (Ref PCO#9)	\$12,446.00	0
5	Unmarked 8" steel pipe at STA 10+11 tie-in Includes cutting and removal (Ref PCO#10)	\$3,174.79	0
6	Unmarked 8" steel utility at STA 98+18 standby time including cut / abandonment (Ref PCO#12)	\$616.72	0
7	Modifications to tie-in assembly at STA 10+00 due to avoid conflict with existing valve vault. (REF PCO#14)	\$3,695.17	0
8	Conflict with existing fiber optic cable within the trenchline of the pipe @ STA 103+20 (REF PCO#15)	\$2,344.58	0
9	Conflict with unmarked sewer laterals on Mureau Rd. requiring grade revisions of 30-inch main and repair and regrade of the sewer lateral. (REF PCO#16)	\$18,000.00	0
10	Abandonment of existing valve vault @ STA 106+96 that was in conflict with pipe trench. (REF PCO#17)	\$3,500.00	0
11	Additional Striping @ Mountainview HOA entrance (REF PCO#19)	\$1,260.00	0

12	Additional concrete removal of conflicting valve vault on the lower structure @ STA 106+96 (RED PCO#20)	\$2,100.17	0
13	Removal of BID Item #12 (Fire Station Highline). The bid item was unused and removed from the contract	(\$25,000.00)	0
14	Credit for unused Bid Item #24(Hard Rock Excavation)	(\$40,742.50)	0
	Total	\$3,118.14	0

INCREASES  
 TOTAL                      AT AGREED PRICES OR FORCE ACCOUNT \$3,118.14  
 DECREASES

Contract Change Order No. 3 Project No. 10344 Acct. No. 1880.605

Date 06/23/2014

(2) Estimate of increases and/or decreases in contract items at contract unit prices:

**INCREASES**

Item	Description	Quantity	Unit Price	Total
1	(see page 1)			\$1,298.61
2	(see page 1)			\$12,492.46
3	(see page 1)			\$7,932.14
4	(see page 1)			\$12,446.00
5	(see page 1)			\$3,174.79
6	(see page 1)			\$616.72
7	(see page 1)			\$3,695.17
8	(see page 1)			\$2,344.58
9	(see page 1)			\$18,000.00
10	(see page 1)			\$3,500.00
11	(see page 1)			\$1,260.00
12	(see page 2)			\$2,100.17
<b>TOTAL INCREASES</b>				<b>\$68,860.64</b>

**DECREASES**

Item	Description	Quantity	Unit Price	Total
13	(see page 2)			(\$25,000.00)
14	(see page 2)			(\$40,742.50)
<b>TOTAL DECREASES</b>				<b>\$65,742.50</b>

TOTAL NET INCREASE IN CONTRACT ITEMS AT CONTRACT UNIT PRICES **\$3,118.14**

**INCREASE**

**TOTAL COST OF THIS CHANGE ORDER \$3,118.14**


**DECREASE**

It is agreed 70 consecutive calendar days extension of time will be allowed by reason of this change.

Recommended by

  
Eric Schlageter, P.E.  
Project Engineer

Departmental Approval

  
David R. Lippman  
Director of Facilities and Operations

ACCEPTED:

By: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED:

Las Virgenes Municipal Water District

By:   
David W. Pedersen, General Manager

Date: 07/15/14

Note: Attention is called to the sections of the Special Provisions and Standard Provisions on EXTRA, ADDITIONAL OR OMITTED WORK.

THIS CHANGE ORDER IS NOT EFFECTIVE UNTIL APPROVED BY OWNER

IF ACCEPTABLE TO THE CONTRACTOR, THIS CHANGE ORDER IS EFFECTIVE IMMEDIATELY

ITEM 8A

Contract Change Order No. 3 Project No. 10344 Acct. No. 1880.605

Date 06/23/2014

(2) Estimate of increases and/or decreases in contract items at contract unit prices:

**INCREASES**

Item	Description	Quantity	Unit Price	Total
1	(see page 1)			\$1,298.61
2	(see page 1)			\$12,492.46
3	(see page 1)			\$7,932.14
4	(see page 1)			\$12,446.00
5	(see page 1)			\$3,174.79
6	(see page 1)			\$616.72
7	(see page 1)			\$3,695.17
8	(see page 1)			\$2,344.58
9	(see page 1)			\$18,000.00
10	(see page 1)			\$3,500.00
11	(see page 1)			\$1,260.00
12	(see page 2)			\$2,100.17
<b>TOTAL INCREASES</b>				<b>\$68,860.64</b>

**DECREASES**

Item	Description	Quantity	Unit Price	Total
13	(see page 2)			(\$25,000.00)
14	(see page 2)			(\$40,742.50)
<b>TOTAL DECREASES</b>				<b>\$65,742.50</b>

TOTAL NET INCREASE IN CONTRACT ITEMS AT CONTRACT UNIT PRICES **\$3,118.14**

TOTAL COST OF THIS CHANGE ORDER **\$3,118.14**

**INCREASE**

**DECREASE**

It is agreed 70 consecutive calendar days extension of time will be allowed by reason of this change.

Recommended by

Departmental Approval

  
Eric Schlageter, P.E.  
Project Engineer

\_\_\_\_\_  
David R. Lippman  
Director of Facilities and Operations

ACCEPTED:

APPROVED:

By: Josh Young

By: \_\_\_\_\_  
David W. Pedersen, General Manager

Date: 7/10/14

Date: \_\_\_\_\_

Note: Attention is called to the sections of the Special Provisions and Standard Provisions on EXTRA, ADDITIONAL OR OMITTED WORK.

THIS CHANGE ORDER IS NOT EFFECTIVE UNTIL APPROVED BY OWNER

IF ACCEPTABLE TO THE CONTRACTOR, THIS CHANGE ORDER IS EFFECTIVE IMMEDIATELY

**ITEM 8A**



July 22, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

**Subject: The Shoppes at Westlake Village, Parcel Map No. 71900: Approval of Dedication and Quitclaim Deed (Pg. 70)**

**SUMMARY:**

SDG Russell Ranch Associates, LLC is completing a 243,500-square-foot retail center known as The Shoppes at Westlake Village, including a 136,886-square-foot Target store and In-N-Out Burger. The water system improvements to serve the development have been constructed to District standards and are ready for the District to accept for on-going operation and maintenance.

**RECOMMENDATION(S):**

Approve the Acceptance of Dedication for Potable and Recycled Water Systems, Dedication of Property to Las Virgenes Municipal Water District for Public Use, and Quitclaim Deed to SDG Russell Ranch Associates, LLC for The Shoppes at Westlake Village, Parcel Map No. 71900.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

This action will result in the on-going operation and maintenance cost associated with 1,172 feet of newly-constructed potable water mains, which will be funded from the bi-monthly water rates paid by customers of The Shoppes at Westlake Village. Sufficient funds are available in the Fiscal Year 2014-15 Budget for this purpose.

**DISCUSSION:**

The Shoppes at Westlake Village is located on Lot 9 of Tract No. 46799-02, which is north of the 101 Freeway, east of Lindero Canyon Road and south of Russell Ranch Road. A blanket easement was dedicated to the District by the original property owner and recorded in 2001 to provide for future potable and recycled facilities to serve the property. Lot 9 was subsequently subdivided into nine parcels through Parcel Map No. 71900, and In-N-Out Burgers currently leases Parcel 1.

On October 22, 2013, the Board approved an Easement Agreement with SDG Russell Ranch Associates, LLC and Target Corporation to install water system facilities in various easements to be located through the nine parcels. The Agreement also provided indemnification and liability protection to the District for potential damages that could be caused by water main breaks. The water system facilities have been completed to District standards and are ready for the District to accept for on-going operation and maintenance.

ITEM 8B

Through SDG Russell Ranch Associates, LLC, In-N-Out Burger has requested that the District quitclaim the portion of the original blanket easement over Parcel 1. Since the October 22, 2013 Easement Agreement provided specific water service easement over Parcel 1, which were subsequently recorded as Instrument No. 20140037131 on January 13, 2014, the District can accommodate the request from In-N-Out Burger. There are no District facilities within the blanket easement that are not covered by the newly-recorded, specific easement.

Attachment A includes the Acceptance of Dedication for Potable and Recycled Water Systems; Dedication of Property to Las Virgenes Municipal Water District for Public Use; and a summary of the water main extension, its value, and water and sewer connection fees received from SDG Russell Ranch Associates, LLC. Attachment B consists of the proposed Quitclaim Deed to SDG Russell Ranch Associates, LLC. Attachment C provides a map of the new easements and blanket easement proposed for quitclaim.

**GOALS:**

Provide Safe and Quality Water with Reliable Services

**GOAL DESCRIPTION:**

This action supports Strategic Plan Goal No. 1 by ensuring that the District provides safe and quality water with reliable services to the new customers of The Shoppes at Westlake Village.

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

**ATTACHMENTS:**

[Attachment A: Water System Acceptance](#)

[Attachment B: Quitclaim Deed](#)

[Attachment C - Water System Acceptance](#)

Free recording is requested  
(Section 6103 Government Code)  
Return to:  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road  
Calabasas, California 91302

**ACCEPTANCE OF DEDICATION  
FOR  
Potable and Recycled Water Systems  
For Parcel Map No. 71900**

July 22, 2014

Pursuant to authority granted by the Board of Directors of Las Virgenes Municipal Water District, and based on the warranties contained in the foregoing offer of dedication, it is hereby accepted for and on behalf of the said Las Virgenes Municipal Water District.

LAS VIRGENES MUNICIPAL WATER DISTRICT

By: \_\_\_\_\_  
Charles Caspary, President

ATTEST:

\_\_\_\_\_  
Barry S. Steinhardt, Secretary

(SEAL)

STATE OF CALIFORNIA            )  
  ) SS.  
COUNTY OF LOS ANGELES    )

On \_\_\_\_\_ before me, Daryl Betancur, A Notary Public,

Personally Appeared \_\_\_\_\_ Who proved to me to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under the PENALTY OF PREJURY under the laws of the State California that the foregoing paragraph is true and correct.  
WITNESS my hand and official seal.

Signature \_\_\_\_\_

(This area for official notarial seal)



## WATER SYSTEM ACCEPTANCE

DATE: 7/222014

PROJECT: Shoppes at Westlake Village

LOCATION: Russell Ranch Road Westlake Village

ZONE NO: 1235' H.G.L. SANITATION DISTRICT: U2

DEVELOPER: William Reynolds Shepphird and Sari Renee Shepphird, husband and Wife

The above subject water system and related information is hereby recommended for Board acceptance and approval:

Water System Design Report Number:	<u>None</u>
One Year Guarantee Submitted:	<u>Yes</u>
Right-of-Way needed <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes      Recorded	<u>Yes</u>
Dedication of Water System Submitted:	<u>Yes</u>
Equivalent Residential Units (ERU):	<u>10</u>
Miles of Potable Water Mains:	<u>0.22 mile (1,172 feet)</u>
Number of 1.6 GPF Toilets:	<u>N/A</u>
Connection Fees Summary:	
Water Connection Fees:	<u>\$329,035</u>
Sewer Connection Fees:	<u>\$70,000</u>
Dedication Value:	
Value of Dedicated System:	<u>\$329,630.00</u>
District Reimbursement:	<u>\$0</u>
Total Dedicated Value:	<u>\$329,630.00</u>

ERU: For commercial development, sewer connection ERU Fees are paid by tenants based on the final Tenant Improvement Plan and the number of fixture unit counts installed. For this development, Target has paid 10 ERUs and more sewer ERU fees are expected from other tenants.

ITEM 8B

Free recording is requested  
(Sec. 6103 Gov. Code)  
Return to:  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road  
Calabasas CA 91302

DEDICATION OF PROPERTY TO  
LAS VIRGENES MUNICIPAL WATER DISTRICT  
FOR PUBLIC USE

Date: \_\_\_\_\_

By reason of its agreement to operate and maintain the same, there is hereby offered for dedication to Las Virgenes Municipal Water District ("District") for public use all water transmission and distribution pipelines, fire hydrants and appurtenances, and the necessary easements for maintenance, repair and replacement of the same together with the right to enter upon, remove without obligation to replacement improvements, trees, shrubs and other vegetation within the District easement areas described in the Easement Agreement (water), recorded on January 13, 2014 as Instrument Number 20140037131, in the County of Los Angeles, State of California. Ownership to these facilities is vested in the undersigned, and the undersigned warrants that they are free and clear of any liens or encumbrances. The undersigned will file a Notice of Completion, for the facility and will defend, indemnify and hold the District harmless from and mechanics liens, lawsuits or other disputes.

By: \_\_\_\_\_  
Print Name

(SEAL)

TO BE NOTARIZED

Free recording is requested  
(Section 6103 Government  
Code) Return to:  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road  
Calabasas, California 91302

**QUITCLAIM DEED**

For valuable consideration, receipt of which is hereby acknowledge, LAS VIRGENES MUNICIPAL WATER DISTRICT ("District"), a municipal water district, does hereby remise, release and forever quitclaim to SDG RUSSEL RANCH ASSOCIATES, LLC, a California limits liability company ("SDG"), a California corporation, the following interest in real property:

Right of ways and easement within the SDG Parcel Legal Description (Exhibit A) as granted to the Las Virgenes Municipal Water District by Grant of Easement Dedication, recorded on December 19, 2001 as Instrument Number 01-1954455 inclusive in the office of the County Recorder of Los Angeles County, California, hereinafter described:

Refer to Exhibit "A"- SDG Parcel Legal Description, Exhibit "B"- Map of Quitclaimed Property, and Exhibit "C"- Legal Description of Property Excluded From Quitclaim that are attached hereto as though fully incorporated herein.

IN WITNESS WHEREOF, the District has caused the Quitclaim Deed to be executed on this

\_\_\_\_\_ day of \_\_\_\_\_.

Las Virgenes Municipal Water District

By: \_\_\_\_\_  
Charles Caspary, President

Attest:

By: \_\_\_\_\_  
Barry S. Steinhart, Secretary

SDG PARCEL LEGAL DESCRIPTION

A PORTION OF PARCEL 1 OF PARCEL MAP NO. 71900 IN THE CITY OF WESTLAKE VILLAGE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA AS PER MAP FILED DECEMBER 19, 2012 AS INSTRUMENT NUMBER 20121969466 IN BOOK 314, PAGES 61 THROUGH 66 INCLUSIVE OF PARCEL MAPS IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID PARCEL 1, SAID CORNER BEGINNING ON THE SOUTHERLY RIGHT OF WAY LINE OF RUSSELL RANCH ROAD 82.00 FEET WIDE AS SHOWN ON SAID PARCEL MAP, SAID CORNER BEING ON A CURVE CONCAVE TO THE NORTH HAVING A RADIUS OF 541.00 FEET, A RADIAL LINE THROUGH SAID CORNER BEARS SOUTH 26°48'03" WEST;

THENCE EASTERLY ALONG THE NORTHERLY LINE OF SAID PARCEL 1 AND SAID SOUTHERLY RIGHT OF WAY LINE 168.85 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 17°52'59" TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 35.00 FEET AND TO WHICH BEGINNING A RADIAL LINE BEARS NORTH 48°23'56" EAST;

THENCE SOUTHEASTERLY 28.98 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 47°26'39";

THENCE SOUTH 05°50'35" WEST 40.85 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE WEST HAVING A RADIUS OF 75.00 FEET;

THENCE SOUTHERLY 12.38 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 09°27'35";

THENCE SOUTH 15°18'10" WEST 85.47 FEET;

THENCE SOUTH 00°14'30" EAST 34.02 FEET;

THENCE SOUTH 17°32'48" WEST 27.00 FEET TO A POINT ON THE SOUTHERLY LINE OF SAID PARCEL 1 AND THE NORTHERLY LINE OF THE VENTURA FREEWAY (U.S. 101) AS SHOWN ON SAID PARCEL MAP;

THENCE NORTH 72°27'12" WEST ALONG THE SOUTHERLY LINE OF SAID PARCEL 1 AND THE NORTHERLY LINE OF THE FREEWAY 244.02 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL 1;

THENCE NORTH 26°48'03" EAST ALONG THE WEST LINE OF SAID PARCEL 1 A DISTANCE OF 223.85 FEET TO THE POINT OF BEGINNING.

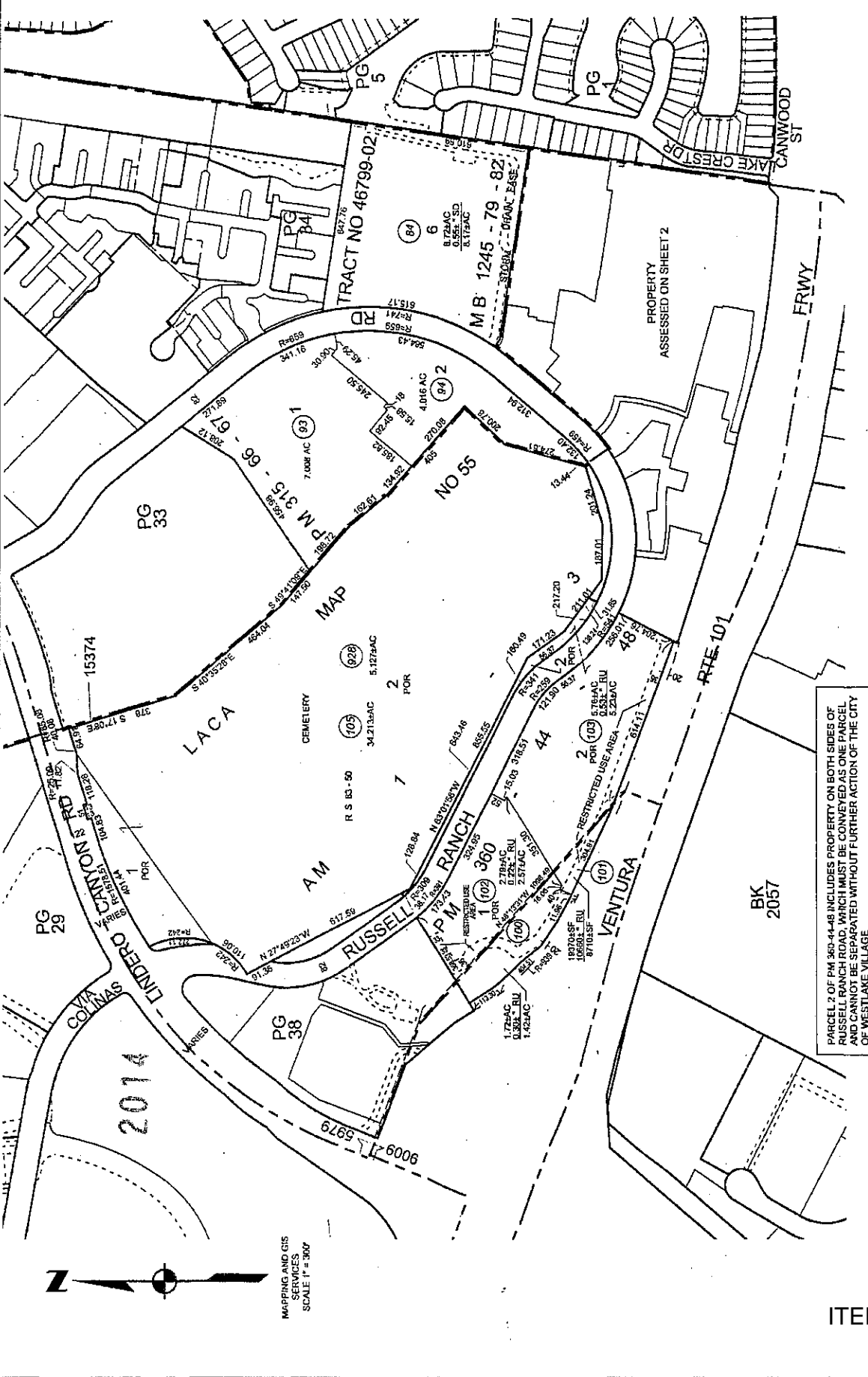
THE AREA OF THE ABOVE LEGAL DESCRIPTION CONSISTS OF APPROXIMATELY 46,263 SQUARE FEET OR 1.062 ACRES.

(PORTION OF APN 2054-030-106)

EXCEPTING THEREFROM ALL OF THE OIL, GAS, AND OTHER HYDROCARBON SUBSTANCES LYING BELOW A DEPTH OF 500 FEET MEASURED VERTICALLY FROM THE SURFACE OF SAID LAND, WITHOUT, HOWEVER, ANY RIGHT TO ENTER UPON THE SURFACE OF SAID LAND NOR INTO THAT PORTION OF THE SUBSURFACE THEREOF LYING ABOVE A DEPTH OF 500 FEET MEASURED VERTICALLY FROM SAID SURFACE AS GRANTED TO AMERICAN-HAWAIIAN STEAMSHIP COMPANY BY DEED RECORDED APRIL 28,

1966 AS INSTRUMENT NO. 3963 IN BOOK D-3928, PAGE 542, OFFICIAL RECORDS OF LOS ANGELES COUNTY.

2054	30	P. A. 2053-11	TRA 15374	REVISED:	2003081107005001-23	200511603001002-02	200804011003001-28	20111108	SEARCH NO.	OFFICE OF THE ASSESSOR COUNTY OF LOS ANGELES COPYRIGHT © 2002
	SHEET 1	5979	9009	2002040106001002-28	2003030503002002-28	20060305030001-28	20060305030001-28	201301040202001-23		
				2003030503002002-28	20080502805007001-28	2007032805012001-28	2010032905011001-28	20130702019-29		



MAPPING AND GIS SERVICES  
SCALE 1" = 300'

PARCEL 2 OF PM 360-44-48 INCLUDES PROPERTY ON BOTH SIDES OF RUSSELL RANCH ROAD, WHICH MUST BE CONVEYED AS ONE PARCEL AND CANNOT BE SEPARATED WITHOUT FURTHER ACTION OF THE CITY OF WESTLAKE VILLAGE

ITEM 10B

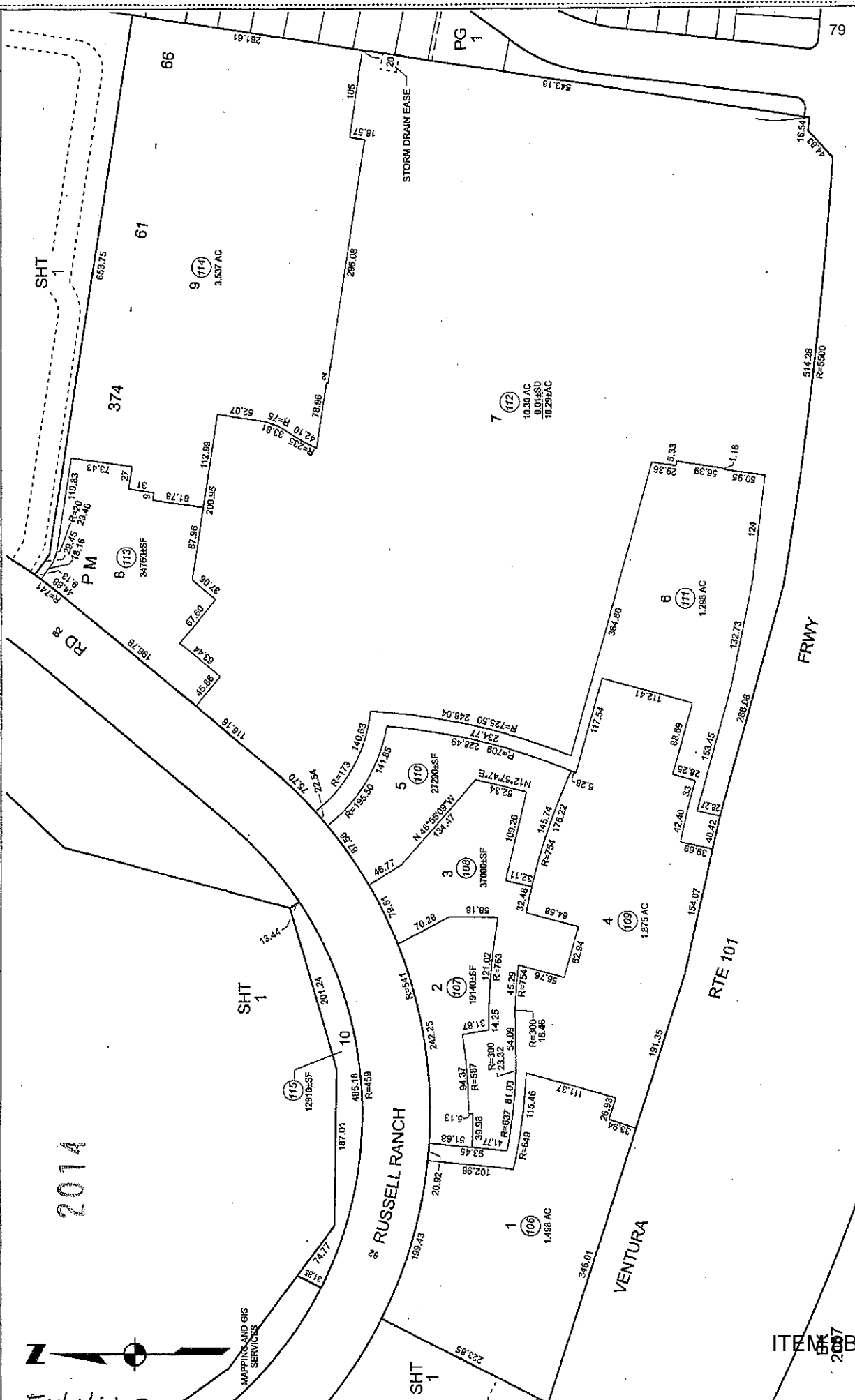
Date Saved: 6/25/2013  
Date Printed: 6/25/2013

Exhibit B



Exhibit B

2014



ITEM 5K  
200B

EXHIBIT "C"LEGAL DESCRIPTION OF THE EASEMENT AREA 1

THAT PORTION OF PARCELS 5 THROUGH 7 OF PARCEL MAP NO. 71900 FILED IN BOOK 374 PAGES 61 THROUGH 66 OF PARCEL MAPS IN THE CITY OF WESTLAKE VILLAGE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, IN THE OFFICE OF COUNTY RECORDER OF SAID COUNTY.

PARCEL 1

A 20 FOOT WIDE STRIP OF LAND, THE CENTERLINE IS DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON A CURVE OF THE SOUTHEASTERLY RIGHT OF WAY LINE OF RUSSEL RANCH ROAD AS SHOWN ON SAID PARCEL MAP SAID CURVE HAVING A RADIUS OF 541.00 FEET AND CONCAVE TO THE NORTHWEST, SAID POINT DISTANT SOUTHWESTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 01° 52' 40" AN ARC DISTANT OF 17.73 FEET FROM THE INTERSECTION OF THE NORTH LINE OF PARCEL 6 AND SAID RIGHT OF WAY LINE AS SHOWN ON SAID PARCEL MAP, THENCE

- 1<sup>ST</sup> SOUTH 40° 23' 45" EAST, RADIAL TO SAID RIGHT OF WAY LINE OF RUSSEL RANCH ROAD, 22.00 FEET, THENCE
- 2<sup>ND</sup> SOUTH 62° 53' 45" EAST 92.50 FEET THENCE
- 3<sup>RD</sup> SOUTH 29° 08' 45" EAST 67.00 FEET THENCE
- 4<sup>TH</sup> SOUTH 74° 08' 45" EAST 5.00 FEET TO POINT "A", THENCE
- 5<sup>TH</sup> CONTINUING SOUTH 74° 08' 45" EAST 138.50 FEET, THENCE
- 6<sup>TH</sup> CONTINUING SOUTH 15° 51' 15" WEST 2.00 FEET TO POINT "B", THENCE
- 7<sup>TH</sup> CONTINUING SOUTH 15° 51' 15" WEST 160.96 FEET TO POINT "C", THENCE
- 8<sup>TH</sup> CONTINUING SOUTH 15° 51' 15" WEST 20.64 FEET TO THE NORTHEASTERLY PARCEL LINE OF PARCEL 6.

THE SIDELINES SHALL BE PROLONGED OR SHORTENED TO INTERSECT THE SOUTH EASTERLY RIGHT OF WAY LINE OF RUSSEL RANCH ROAD AND THE NORTHEASTERLY BOUNDARY LINE OF SAID PARCEL 6.

PARCEL 2

A 10 FOOT WIDE STRIP OF LAND THE CENTER LINE IS DESCRIBED AS FOLLOWS:

BEGINNING AT POINT "A" NORTH 15° 51' 15" EAST 35.00 FEET.  
THE NORTH END OF THE SIDE LINES SHALL TERMINATE AT RIGHT ANGLES TO EACH OTHER

EXCEPT PARCEL 1 DESCRIBED HEREIN.



EXHIBIT "C"  
(Continued)

LEGAL DESCRIPTION OF THE EASEMENT AREA 1 (Continued)

PARCEL 3

A 41.00 FOOT WIDE STRIP OF LAND THE CENTER LINE DESCRIBED AS FOLLOWS:

BEGINNING AT POINT "C" NORTH 74° 41' 40" WEST 20.00 FEET.  
THE WESTERLY END OF THE SIDE LINES SHALL TERMINATE AT RIGHT ANGLES

EXCEPT PARCEL 1 AS DESCRIBED HEREIN.

PARCEL 4

A 41.00 FOOT WIDE STRIP OF LAND THE CENTER LINE DESCRIBED AS FOLLOWS:

BEGINNING AT POINT "C" SOUTH 74° 41' 40" EAST 25.00 FEET.  
THE EASTERLY END OF THE SIDE LINES SHALL TERMINATE AT RIGHT ANGLE

EXCEPT PARCEL 1 AS DESCRIBED HEREIN.

PARCEL 5

THAT PORTION OF PARCEL 5 AS SHOWN ON SAID PARCEL MAP DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF THE MOST WESTERLY LINE OF PARCEL 6 AS SHOWN ON SAID PARCEL MAP AND THE SOUTHWESTERLY RIGHT OF WAY LINE ON SAID RUSSEL RANCH ROAD, SAID INTERSECTION BEING ON A POINT ON A CURVE CONCAVE TO THE NORTHWEST, HAVING A RADIUS OF 541.10 FEET THENCE

SOUTHWESTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 3° 36' 40", AN ARC DISTANCE OF 34.10 FEET TO THE TRUE POINT OF BEGINNING THENCE

1<sup>ST</sup> RADIAL TO SAID CURVE SOUTH 36° 16' 55" EAST 10.00 FEET TO A POINT ON A CURVE CONCAVE TO NORTHWEST, HAVING A RADIUS OF 551.00 FEET, THENCE

EXHIBIT "C"  
(Continued)

LEGAL DESCRIPTION OF THE EASEMENT AREA 1 (Continued)


- 2<sup>ND</sup> SOUTHEASTERLY AND CONCENTRIC TO SAID RUSSEL RANCH ROAD RIGHT OF WAY LINE, SOUTHWESTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 2° 07' 05" AN ARC DISTANCE OF 20.37 FEET, THENCE
- 3<sup>RD</sup> RADIAL TO SAID CURVE NORTH 34° 09' 27" WEST 10.00 FEET TO A POINT ON A CURVE AND SOUTHWESTERLY LINE OF RUSSEL RANCH ROAD SAID CURVE CONCAVE TO THE NORTHWEST, HAVING A RADIUS OF 541.00 FEET, THENCE
- 4<sup>TH</sup> NORTHEASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 2° 07' 05" AN ARC DISTANCE OF 20.00 FEET TO THE TRUE POINT OF BEGINNING.

PARCEL 6

A 10 FOOT WIDE STRIP OF LAND THE CENTER LINE IS DESCRIBED AS FOLLOWS:

BEGINNING AT POINT "B" SOUTH 51° 38' 45" EAST 33.00 FEET.  
THE SOUTHEASTERLY END OF THE SIDE LINES SHALL TERMINATE AT RIGHT ANGLES TO EACH OTHER EXCEPT PARCEL 1 DESCRIBED HEREIN.

Westland Civil, Inc.

  
\_\_\_\_\_  
Donald G. Waite, RCE 27364  
Expires: March 31, 2015

\_\_\_\_\_  
DATE



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EXHIBIT "C"LEGAL DESCRIPTION OF THE EASEMENT AREA 2

THAT PORTION OF PARCELS 7 AND 8 OF PARCEL MAP NO. 71900 FILED IN BOOK 374 PAGES 61 THROUGH 66 OF PARCEL MAPS IN THE CITY OF WESTLAKE VILLAGE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, FILED IN THE OFFICE OF COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

PARCEL 1

A 20 FOOT STRIP OF LAND THE CENTER LINE DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE SOUTHEASTERLY RIGHT OF WAY LINE OF RUSSEL RANCH ROAD AS SHOWN ON SAID PARCEL MAP, DISTANT NORTH 39° 42' 33" EAST 4.51 FEET ALONG SAID RIGHT OF WAY LINE FROM THE NORTHWEST CORNER OF PARCEL 7 AS SHOWN ON SAID MAP.

THENCE, SOUTH 49° 12' 44" EAST 10.00 FEET TO POINT "A"  
 THENCE, CONTINUING SOUTH 49° 12' 44" EAST 116.82 FEET  
 THENCE, SOUTH 81° 21' 40" EAST 138.19 FEET TO POINT "B"  
 THENCE, CONTINUING SOUTH 81° 21' 40" EAST 15.00 FEET TO POINT "C"  
 THENCE, CONTINUING SOUTH 81° 21' 40" EAST 50.07 FEET TO POINT "D"  
 THENCE, CONTINUING SOUTH 81° 21' 40" EAST 12.00 FEET TO POINT "E"  
 THENCE, CONTINUING SOUTH 81° 21' 40" EAST 5.00 FEET

THE EASTERLY END OF THE SIDE LINES SHALL TERMINATE A RIGHT ANGLE TO EACH OTHER, THE NORTHWESTERLY SIDE LINES SHALL BE PROLONGED OR SHORTENED TO TERMINATE AT THE SOUTHEAST RIGHT OF WAY LINE OF SAID RUSSEL RANCH ROAD.

PARCEL 2

A 20 FOOT STRIP OF LAND THE CENTERLINE DESCRIBED AS FOLLOWS:

BEGINNING AT POINT "A" NORTH 39° 42' 33" EAST 36.00 FEET.  
 THE NORTHEASTERLY END OF THE SIDE LINES SHALL TERMINATE A RIGHT ANGLE TO EACH OTHER

EXCEPT PARCEL 1 AS DESCRIBED HEREIN.

EXHIBIT "C"  
(Continued)

LEGAL DESCRIPTION OF THE EASEMENT AREA 2 (Continued)

PARCEL 3

A 20 FOOT STRIP OF LAND THE CENTERLINE DESCRIBED AS FOLLOWS:  
BEGINNING AT POINT "A" SOUTH 39° 42' 33" WEST 16.00 FEET  
THE SOUTHWESTERLY END OF THE SIDE LINES SHALL TERMINATE A RIGHT ANGLE TO EACH OTHER  
EXCEPT PARCEL 1 AS DESCRIBED HEREIN.

PARCEL 4

A 10 FOOT STRIP OF LAND THE CENTERLINE DESCRIBED AS FOLLOWS:  
BEGINNING AT POINT "B" NORTH 08° 38' 20" EAST 20.00 FEET  
THE NORTHERLY END OF THE SIDE LINES SHALL TERMINATE A RIGHT ANGLE TO EACH OTHER  
EXCEPT PARCEL 1 AS DESCRIBED HEREIN.

PARCEL 5

A 20 FOOT STRIP OF LAND THE CENTERLINE DESCRIBED AS FOLLOWS:  
BEGINNING AT POINT "C" NORTH 08° 38' 20" EAST 50.50 FEET  
THE NORTHERLY END OF THE SIDE LINES SHALL TERMINATE A RIGHT ANGLE TO EACH OTHER  
EXCEPT PARCEL 1 AS DESCRIBED HEREIN.

PARCEL 6

A 20 FOOT STRIP OF LAND THE CENTERLINE DESCRIBED AS FOLLOWS:  
BEGINNING AT POINT "D" SOUTH 08° 38' 20" WEST 27.00 FEET  
THE SOUTHERLY END OF THE SIDE LINES SHALL TERMINATE A RIGHT ANGLE TO EACH OTHER  
EXCEPT PARCEL 1 AS DESCRIBED HEREIN.

25

EXHIBIT "C"  
(Continued)

LEGAL DESCRIPTION OF THE EASEMENT AREA 2 (Continued)

PARCEL 7

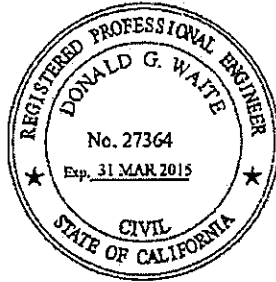
A 10 FOOT STRIP OF LAND THE CENTERLINE DESCRIBED AS FOLLOWS:  
BEGINNING AT POINT "E" NORTH 08° 38' 20" EAST 18.50 FEET  
THE NORTHERLY END OF THE SIDE LINES SHALL TERMINATE A RIGHT ANGLE TO EACH OTHER  
EXCEPT PARCEL 1 AS DESCRIBED HEREIN.

Westland Civil, Inc.



Donald G. Waite, RCE 27364  
Expires: March 31, 2015

DATE



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EXHIBIT "C"

LEGAL DESCRIPTION OF THE EASEMENT AREA 3

THAT PORTION OF PARCELS 1, 2 AND 4 OF PARCEL MAP NO. 71900 FILED IN BOOK 374 PAGES 61 THROUGH 66 OF PARCEL MAPS IN THE CITY OF WESTLAKE VILLAGE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, FILED IN THE OFFICE OF COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

PARCEL 1

A 20 FOOT WIDE STRIP OF LAND, THE CENTERLINE IS DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON A CURVE OF THE SOUTHERLY RIGHT OF WAY LINE OF RUSSEL RANCH ROAD AS SHOWN ON SAID PARCEL MAP, SAID CURVE HAVING A RADIUS OF 541.00 FEET AND CONCAVE TO THE NORTH AND DISTANT EASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 19° 46' 52" AND ARC DISTANT OF 186.78 FEET FROM THE NORTHWEST CORNER OF PARCEL 1 AS SHOWN ON SAID MAP, THENCE

- 1] SOUTH 07° 01' 11" WEST 26.50 FEET TO POINT "A" THENCE
- 2] CONTINUING SOUTHERLY 07° 01' 11" WEST 47.00 FEET.  
THE SOUTH END OF THE SIDE LINES SHALL TERMINATE AT RIGHT ANGLES TO EACH OTHER AND THE NORTH SIDE LINES SHALL BE PROLONGED OR SHORTENED TO TERMINATE AT THE SOUTHERLY RIGHT OF WAY LINE OF RUSSEL RANCH ROAD.


PARCEL 2

A 20 FOOT WIDE STRIP OF LAND, THE CENTERLINE IS DESCRIBED AS FOLLOWS:

BEGINNING AT POINT "A" SOUTH 82° 58' 49" EAST 64.50 FEET  
THE EASTERLY END OF THE SIDE LINES SHALL TERMINATE AT RIGHT ANGLES TO EACH OTHER

EXCEPT PARCEL 1 AS DESCRIBED HEREIN.

Westland Civil, Inc.

  
 \_\_\_\_\_  
 Donald G. Waite, RCE 27364  
 Expires: March 31, 2015

DATE

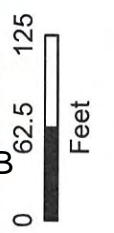




**Legend**  
New Easements  
Potable Water Main Line

In-N-Out Burger blanket easement to be quitclaimed

# Attachment C: Shoppes at Westlake Village Water System Acceptance





July 22, 2014 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

**Subject: Information Systems Master Plan and Operational Review: Approval of RFP (Pg. 88)**

**SUMMARY:**

Technology is critical in supporting the District to deliver high-quality services to its ratepayers. The District must periodically update existing systems and implement new technologies to ensure that it is delivering services in the most efficient manner. The effective use of technology is also critical to improve the customer experience and provide timely access to information such as water usage data.

Staff recommends the completion of a comprehensive review of the District's technology and Information Systems (IS) staffing levels to ensure that the District is best leveraging its use of technology. Also, it would be prudent to develop a comprehensive Information Systems Master Plan to prioritize the District's investments in technology over the next five years. Staff proposes to release a Request for Proposals (RFP) to complete the comprehensive review and develop a Master Plan that can serve as the basis for technology investments that may be warranted beginning in Fiscal Year 2015-16.

**RECOMMENDATION(S):**

Approve a Request for Proposals to preparation of an Information Systems Master Plan and Organizational Review.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

No

**FINANCIAL IMPACT:**

This action involving the issuance of an RFP does not have a significant financial impact. The cost of preparing the Information Systems Master Plan and Organizational Review will be discussed in conjunction with a recommendation to the Board for award of a professional service agreement for the work.

**DISCUSSION:**

The Finance and Administration Department's IS Division is responsible for the management of the District's information technology, including Voice over Internet Protocol (VoIP) phones, computer hardware and software, and Supervisory Control and Data Acquisition (SCADA) system. The IS Division has a Fiscal Year 2014-15 operating budget of \$1,364,849 and six full-time positions to maintain systems for the District's \$76.2 million operation.

Over the past year, the IS Division has been impacted by a long-term absence and a vacant position, leaving the Division to function with three technical positions and one manager. A vacant Systems Analyst position was recently filled, leaving one current long-term absence for the same position. These

ITEM 9A



staffing shortage have limited the Division's ability to deliver services to the District and resulted in a focus on maintaining existing systems and making only incremental improvements to the network and its security systems.

The use of technology is increasingly important to the District and in its ability to deliver high-quality services in an effective way. Technological improvements and the associated systems are critical to effectively meet many of the District's Goals, Objectives, and Tactical Actions and Activities that will result in improved customer service, transparency, and system reliability.

To ensure the District is best positioned to effectively utilize technology, staff recommends that the Board authorize a comprehensive review of IS and the preparation of a Master Plan to prioritize the District's investments in technology over the next five years. The attached RFP includes three significant work efforts to accomplish this goal.

- **GAP Analysis** – This analysis will include a detailed assessment of the District's current technology environment, use of systems, security and control of each system environment, and identification of any business risks associated with the systems. The scope will also identify any training needs. The result will be identification of any system gaps that should be addressed.
- **Organizational Review** – The IS organizational structure has been unchanged for many years. As technology has changed and become a greater necessity for the District, the demands of staff have changed. It may not be practical for current staff to be fully knowledgeable and maintain the capacity to program and maintain the number of different systems currently used by the District. This portion of the work will identify an organizational structure to best meet the demands of the District's technology architecture to operate 24/7 every day of the year to ensure the ability to deliver the District's services. The scope will also identify the District resources that are recommended along with external resources provided via contractual services.
- **Information Systems Master Plan** – The culminating document of this engagement will be the preparation of a Master Plan that will serve as the basis for the prioritization of projects and activities of the Division over the next five years. The document will identify the means to address any gaps identified in the GAP analysis and to minimize any identified business risk. The Master Plan will also prioritize the implementation of new technology that will enable the District to more effectively and efficiently deliver services to its customers.

Staff anticipates the project will be completed in February 2015. The resulting recommendations will be presented to the Board and considered for incorporation in the Proposed Fiscal Year 2015-16 Budget.

#### **GOALS:**

Provide Excellent Service That Exceeds Customer Expectations

#### **GOAL DESCRIPTION:**

This actions supports Strategic Plan Goal No. 4, Objective 4.2, Utilize technology to improve services delivery.

Prepared By: Donald Patterson, Director of Finance & Administration

#### **ATTACHMENTS:**

[IS Master Plan & Operational Review RFP](#)

**LAS VIRGENES MUNICIPAL WATER DISTRICT**

4232 Las Virgenes Road, Calabasas, California 91302



***REQUEST FOR PROPOSALS***

***For***

***Information Systems Master Plan  
& Operational Review***

**Proposal Issue Date**

**July 24, 2014**

**Proposal Submittal Due Date**

**5:00 p.m. on August 22, 2014**

**Documents available online at:**  
**[www.lvmwd.com](http://www.lvmwd.com)**

**LAS VIRGENES MUNICIPAL WATER DISTRICT  
REQUEST FOR PROPOSALS**

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## I. INTRODUCTION

### A. General Information

The Las Virgenes Municipal Water District (District) serves the western edge of Los Angeles County including the cities of Agoura Hills, Calabasas, Hidden Hills and Westlake Village. The district occupies 122 square miles and services a population of approximately 70,000. The District provides potable water, recycled water, and sanitation (wastewater) services to its customers through three separate enterprise funds. The sanitation and recycled water services are provided through a Joint Powers Authority with the Triunfo Sanitation District.

Las Virgenes Municipal Water District is organized under the Municipal Water District Act of 1911 (California Water Code 7100). A five-member board of directors, each elected by geographic divisions, provides governance. Directors serve overlapping four-year terms, and every two years - concurrent with installation of the newly elected board – they select board officers. The board also selects a local representative from LVMWD to serve on the Board of Directors of the Metropolitan Water District of Southern California.

The District is requesting proposals from qualified firms to develop an Information Systems (IS) Master Plan. The goal of the engagement is to conduct a comprehensive review of the Information Systems Division to include a GAP analysis of current systems and the development of a five-year Information Systems Master Plan to guide IS investments and work plans. The selected consultant will also be expected to conduct an organizational review and produce staffing and/or contracting recommendations. The final work product will be an Information Systems Master Plan that documents all current systems, processes, procedures, and policies and sets forth a recommended framework for the Division's operations during the next five years, including prioritization of projects and cost estimates.

To be considered, five copies of a proposal must be received by **5:00 p.m. on August 22, 2014** addressed to:

Donald Patterson  
Director of Finance & Administration  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road  
Calabasas, CA 91302

**Proposals received after the above date and time will not be considered.**

## **B. Background**

The Las Virgenes Municipal Water District (District) is comprised of three departments with executive oversight from the General Manager. The Facilities and Operations Department has operational responsibility for the District's three enterprises: potable water, recycled water, and sanitation. The Resource Conservation and Public Outreach Department has responsibility for conservation programs, public affairs and communications, and customer service that includes billing and meter reading. The Finance & Administration Department has responsibility over Finance, Human Resources and Information Systems. Additionally, the District serves as the Administrative Agent for the Las Virgenes/Triunfo Joint Powers Authority which provides sanitation services (wastewater treatment and composting) for the District.

The Finance and Administration Department is responsible for supporting the operations of the District by providing information technology, Human Resources support, as well as traditional Finance functions (accounts payable, budget, payroll, purchasing, budgeting, and warehouse operations).

## **C. Existing Technology Environment**

The Information Systems Division (IS) is responsible for the management of all information technologies. IS is responsible for all upgrades of hardware and software to ensure functionality with existing infrastructure. IS manages the budgeting, purchasing, and deployment of all hardware, software, and maintenance.

The following is a brief description of the current IS environment:

- 3 SCADA servers running Wonderware Intouch 9.5, Windows 2000-2003 SCADA SQL servers running Wonderware InSQL 10.5, Windows 2008 R2
- Oracle's JD Edwards EnterpriseOne version 9.0 running on an AS/400
- Advanced Utilities System Customer Information System (CIS)
- CIS data continuously replicated to disaster recovery site using DoubleTake software
- 18 non-SCADA servers running Windows Server 2003, 2008 R2, and 2012
- 2 Virtual hosts
- 3 Remote sites connected by MPLS lines for voice and data
- Over 100 desktop computers, 16 non-SCADA laptops, and 10 SCADA laptops
- Over 33 printers
- Mirrored SANS for data storage
- Cisco switches and routers
- Automated Meter Reading/Advanced Metering Infrastructure (AMR/AMI).

The critical software applications have maintenance agreements with the vendors for support. In addition, the district has consulting agreements for JDEdwards and SCADA support.

The IS Division has 6 full-time positions. Over the past year, one position has recently been filled after 9 months of being vacant and a second position has been impacted by a long-term absence. The IS Division has been functioning with 3 staff and the Manager. The staffing levels in IS have

significantly impacted the Division’s ability to deliver service to the District which has resulted in the Division focusing on maintaining current systems. IS has been functioning in a less than ideal situation with only being able to run in maintenance mode and we realize this cannot continue without repercussions to the District and the IS team. IS staff desires to improve the situation in order to assist users in a proactive manner.

Regardless of these challenges, staff has been able to successfully implement some new projects:

- Setup and tested new benefit groups for management.
- Payroll yearend processes.
- Attended the 5 day Department of Homeland Security’s cyber security training for SCADA systems.
- Implemented a new Remote Desktop Helpdesk Solution.
- Implemented a districtwide campaign to educate users about email malware, social engineering
- Installs and upgrades
  - Installed and configured 3 SCADA firewalls to isolated SCADA systems from the business network.
  - Replaced 3 SCADA SQL servers.
  - Upgraded XP computers with windows 7.
  - Installed 25 new computers and laptops.
  - Installed New Tapia Server, updated to Server 2008 R2.
  - Installed New Backup Exec server, updated to Server 2008 R2, upgraded from Backup Exec 2010 to 2013.
  - Implemented a rotation of external hard disk space for data backup at Tapia.
  - Upgraded Untangle Firewall to Ver. 10 from Ver. 9.5.
  - Upgraded the internet connection.
  - Upgraded the phone system to support VoIP at 4 main facilities.
  - Replaced voice mail system with newer Mitel system

**D. Term of Engagement**

It is anticipated that the engagement will be completed within 3 months. The following are proposed milestones. Your proposal must include a detailed schedule of milestones that allows the assessment to be completed by December 30, 2014.

RFP Released	July 24, 2014
Questions Due	July 31, 2014
Proposal Due Date	August 22, 2014
Presentation (if needed)	September 3, 2014
Award of Contract	September 23, 2014
Kick Off Meeting	October 6, 2014
Review Completed	December 2014
Presentation of Report to District Management	January 2015
Board Report	February 2015

The selected consultant will prepare biweekly updates that may be presented verbally or in writing.

## **II. SCOPE OF SERVICES**

### **A. General**

The District is seeking proposals from qualified firms to develop an Information Systems Master Plan including an organizational review of the Information Systems Division that will result in the production of a five-year plan to guide its operations for the next five years. The district anticipates the project will include the work products in following areas. Consultants should propose the plan and approach they feel will best meet the district's objectives.

### **B. GAP Analysis**

It is anticipated that the engagement will begin with a GAP analysis of the current information technology environment used by the District. Assessment of the current network infrastructure, telecommunications infrastructure, servers and server based applications, network and data security, and desktop environment. This portion of the engagement will include interviews with key stakeholders throughout the organization including end users and management. The analysis must be comprehensive and study every aspect of the District's use of technology including, but not limited to, documentation of every system, its uses, controls, and processes; identification of risk to the District and its data; end user experience; ability to maintain and support the systems; whether the systems are meeting the District's needs; and identification of unmet technology needs. This analysis needs to explore and identify discrepancies between perceptions of the end user and actual system capabilities to identify training/cross-training needs.

### **C. Organizational Review**

As technology needs continue to expand and increase in importance to effectively manage the District and ensure its ability to reliably deliver high-quality service, it is critical that the Information Systems Division have the resources necessary to support the District. The current organization structure depends on a small staff with contracted maintenance support, as identified above. This portion of the engagement will examine the current organizational structure and identify a recommended service delivery model to best meet the organizational needs and priorities.

### **D. Information Systems Master Plan**

This is the culminating document of the engagement. After completing the analysis and having an understanding of the current organizational structure, the selected consultant will develop a comprehensive Information Systems Master Plan that will set the framework and priorities for the Division's efforts for the next five-years. This document will necessarily reflect the input and priorities of the District and its operational departments. The Master Plan will prioritize recommended projects, provide for a framework to re-evaluate priorities and identify anticipated future technology needs. The Master Plan will need to provide a return on investment (ROI) **ITEM 9A**

and cost estimates for each recommended priority and a five-year budget forecast for both operational and capital investment needs. The Master Plan will also need to articulate a recommended organizational structure to best deliver high-quality, reliable Information Technology services to the District.

### III. PROPOSAL REQUIREMENTS

#### A. General Requirements

##### 1. Inquiries

Inquiries concerning the request for proposals **must be received in writing by 5:00 p.m. on Thursday, July 31, 2014** to [dpatterson@lvmwd.com](mailto:dpatterson@lvmwd.com) or

Donald Patterson  
Director of Finance and Administration  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road, Calabasas, CA 91302

Answers to questions received will be posted online no later than August 8, 2014 at <http://www.lvmwd.com/i-want-to-do-business-with-lvmwd/non-public-works-formal-bids>. It is the proposer's responsibility to ensure that they access and review any questions and answers posted. The District is not responsible to notify individual potential bidders of the availability of questions and answers beyond this notice.

**CONTACT WITH PERSONNEL OF THE DISTRICT OTHER THAN ABOVE REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.**

2. Addendums – The District may post Addendums to the RFP online at the District's website ([www.lvmwd.com](http://www.lvmwd.com)). It is the potential proposer's responsibility to access any addendums and ensure that stated requirements are met.

#### B. Submission of Proposals

***The following material is required to be received by 5 p.m., August 22, 2014 for a proposing firm to be considered:***

Five (5) copies of the Proposal to include the following:

##### 1. Title Page

Title page showing the request for proposals' subject; the firm's name; the name, address and telephone number of a contact person; and the date of the proposal.

##### 2. Table of Contents



### 3. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 90 days.

### 4. Key Personnel

Describe the staffing model your firm will use to fulfill the Scope of Work. Provide resumes of all key personnel who will be assigned to the District. Any changes to the key personnel must be approved by the District prior to award.

### 5. References

List a minimum of three (3) references for whom comparable services were provided for agencies of similar size within the last three (3) years. Provide names and contact information as well as a summary of key results achieved. Additionally, sample(s) of a report and/or Master Plan of a similar scope should be provided.

### 6. Qualifications and Experience

Describe your firm's qualifications to complete this Scope of Work. Explain why your firm is the best to deliver this Scope of Work and provide examples of your firm's work. This section must include documentation of the following:

- a) The firm is licensed to practice in California.
- b) An affirmative statement that the firm has no conflict of interest with regard to any other work performed by the firm for the District.

### 7. Detailed proposal

The detailed proposal should follow the order in Section II – Scope of Services and should provide sufficient detail to understand how the scope will be accomplished.

### 8. Costs

Costs proposals must include a "Not to Exceed" amount for each item in Section II – Scope of Services as well as a breakdown of hourly rates by position that will be assigned to the District. Any cost not explicitly proposed will be ineligible for payment.

## **V. EVALUATION PROCEDURES**

### **A. Review of Proposals**

Proposals submitted will be evaluated by key District personnel. The District reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

### **B. Evaluation Criteria**

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposal evaluated for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

#### **1. Mandatory Elements**

- a) The firm is licensed to practice in California.
- b) The firm has no conflict of interest with regard to any other work performed by the firm for the District.
- c) The firm adheres to the instructions in this Request for Proposals on preparing and submitting the proposal.

#### **2. Technical Qualifications**

- a) The firm's past experience and performance on comparable engagements.
- b) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
- c) Quality of the plan and approach to complete the Scope of Services.
- d) Demonstrated results of projects with similar Scopes of Service.

#### **3. Costs:**

Cost of completing the required Scope of Services. The District will select the firm with the highest overall ranking after considering both technical qualifications and price. For this RFP, Technical Qualifications will have a higher weight than Price.

**C. Oral Presentation**

During the evaluation process, the District may, at its sole discretion, request any one, all, or no firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the District may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

**D. Final Selection**

The District will recommend a contract to the Board based upon the recommendation of District staff reviewing the proposals.

**VI. CONDITIONS GOVERNING THE REQUEST FOR PROPOSALS**

**A. Right to Reject Proposals**

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

The District reserves the right without prejudice to reject any or all proposals.

**B. Receiving Time / Late Proposals**

It is the responsibility of proposer to see that their proposal is submitted with sufficient time to be received by the District prior to the proposal closing time. Late proposals will be returned unopened to the sender. Postmarks are not accepted, all responses must be received by the District by the deadline.

**C. Acceptance of Conditions Governing this RFP**

Submission of a proposal constitutes acceptance of the Evaluation Factors contained in this RFP.

**D. Incurring Cost**

Any cost incurred by the proposer in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the proposer. Any cost incurred by the proposer for set up and demonstration or for interviews shall be borne solely by the proposer.

**E. Proposer's Rights to Withdraw Proposal**

Proposers will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. Any request must be submitted in writing.

**F. Sub-consultants**

Use of sub-consultants must be clearly explained in the proposal and identified by name. Prime consultants shall be wholly responsible for the entire performance whether or not sub-consultants are used. Substitution of sub-consultants must be approved in writing by the District.

**G. Best and Final Offer**

The District reserves the right to request Best and Final Offers from any or all proposers. This will be the only opportunity to amend or modify proposals based on feedback from the District. Information from competing proposals will not be disclosed to other proposers prior to submission of a Best and Final Offer.

**H. Disclosure of Proposal Contents**

All proposals are subject to the provisions of the California Public Records Act, California Government Code section 6250 et seq., and any information submitted with a response is a public record subject to disclosure, unless a specific exemption applies.

**I. Manner of Payment**

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's cost proposal. Interim billings shall cover a period of not less than a calendar month.

**J. Insurance**

Proposer shall maintain such insurance as will protect it from claims under Workers' Compensation laws, and such liability insurance as will protect against claims for damages for bodily injury, including death, and damages to property in accordance with the terms of the Agreement. Coverage of which is to be no less than \$1,000,000/\$2,000,000 per occurrence/aggregate, with the District named as an additional insured.

The proposing firm must be willing and able to obtain an errors and omissions insurance policy for coverage of no less than \$1,000,000 per occurrence for the willful or negligent acts of the firm and its officers, employees and agents. Proposer shall maintain evidence of coverage in an updated form during the term of the Agreement.

### Attachment A Organization Chart

