



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

March 10, 2015

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 List of Demands: March 10, 2015 (Pg.5)Approve

B Minutes: Special Meeting of February 2, 2015 (Pg.61)

C Approve Directors' Per Diem: February 2015 (Pg.64) Ratify

D Investment Report for the Month of January 2015 (Pg.70) Receive and File

Receive and file the Investment Report for the Month of January 2015.

E 2015 Las Virgenes Dam Settlement Report (Pg.80) Receive and File

Receive and file the 2015 Las Virgenes Dam Settlement Report No. 2677.00

F Supply and Delivery of Ammonium Hydroxide: Change Order (Pg.87) Approve

Authorize the General Manager to approve change orders in the amounts of \$7,000 and \$9,500 for the first and second one-year renewal options, respectively, with Argo Chemical, Inc., for the purchase and delivery of ammonium hydroxide.

G Replacement of Submersible Chopper Pumps: Award (Pg.89) Approve

Accept the bid from Xylem Water Solutions, and authorize the General Manager to execute a purchase order in the amount of \$78,623.88 for the purchase of four submersible chopper pumps and related controllers.

5. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A Legislative and Regulatory Updates

6. TREASURER

7. FACILITIES AND OPERATIONS

A Calleguas-Las Virgenes Municipal Water District Interconnection: Approve Cooperative Agreement, Preliminary Design and Environmental Review (Pg.95)

Authorize the General Manager to approve the proposed cooperative agreement with Calleguas Municipal Water District for a potable water interconnection; approve an appropriation of \$312,500 to fund the preliminary design and District's share of the environmental review for the interconnection; and authorize the General Manager to issue a Request for Proposals and award a Professional Services Agreement for preliminary design, and to reimburse Calleguas Municipal Water District for the District's share of the environmental review of the interconnection, in an aggregate amount not to exceed the appropriation.

B Reservoir No. 2 Improvements: Ratification of Change Order No. 1 and Emergency Purchase Order for Silt and Sediment Removal Activities (Pg.107)

Ratify the General Manager's approval of Change Order No. 1 with Zusser Company, Inc., in the deductive amount of \$82,346, to remove the silt and sediment removal bid item from the Reservoir No. 2 Improvements Project, and issuance of an emergency purchase order to Toro Enterprises, Inc., in the amount of \$70,452.00, to complete the silt and sediment removal work.

C Infrastructure Investment Plan: Fiscal Years 2015-2016 through 2019-2020 (Pg.111)

Receive and file the Infrastructure Investment Plan for Fiscal Years 2015-2016 through 2019-2020.

8. FINANCE AND ADMINISTRATION

A Claim from Calabasas/Sorrento Square, LLC (Pg.223)

Deny the claim from Calabasas/Sorrento Square, LLC.

9. LEGAL SERVICES

A Update of Las Virgenes Municipal Water District Code: Session No. 7 (Pg.229)

Review the proposed updates to Title 2, Chapters 4 through 6, of the Las Virgenes Municipal Water District Code and provide staff with feedback.

10. INFORMATION ITEMS

A Backbone Improvements Program 5-Million-Gallon Tank: Change Order No. 5(Pg.231)

B Calabasas Tank Rehabilitation Project: Change Order No. 1(Pg.233)

11. NON-ACTION ITEMS

A Organization Reports

(1) MWD Representative Report/Agenda(s) (Pg.234)

(2) Other

B Director's Reports on Outside Meetings

C General Manager Reports

(1) General Business

(2) Follow-Up Items

D Director's Comments

12. FUTURE AGENDA ITEMS

13. PUBLIC COMMENTS

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14. CLOSED SESSION

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

Las Virgenes - Triunfo Joint Powers Authority v. United States Environmental Protection Agency and Heal the Bay, Inc. v. Lisa P. Jackson

B Conference with Labor Negotiator (Government Code Section 54957.6):

Agency Designated Representative: David W. Pedersen, General Manager; Donald Patterson, Director of Finance and Administration; Sherri Paniagua, Human Resources Manager; and Peter Brown, Liebert Cassidy Whitmore.

Employee Organization(s): Las Virgenes Manager, Supervisor, Professional and Confidential Employees Association

15. OPEN SESSION AND ADJOURNMENT

LAS VIRGENES MUNICIPAL WATER DISTRICT

To: JAY LEWITT, TREASURER

Payments for Board Meeting of: March 10, 2015

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. 68345 through 68614 were issued in the total amount of \$ 2,617,433.17

Payments through wire transfers as follows:

2/27/2015 Metropolitan Water Dist. Payment for water deliveries in the month of December 2014 \$ 1,919,301.77

Total wires \$ 1,919,301.77

Total payments \$ 4,536,734.94

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

**CHECK LISTING FOR BOARD MEETING
03/10/15**

Company Name	Company No.	Check No. 68345 thru 68363 02/10/15	Check No. 68364 thru 68391 02/17/15	Check No. 68392 thru 68515 02/24/15	Check No. 68516 thru 68554 03/03/15	Check No. 68555 thru 68614 03/10/15	Amount	Amount	Amount	Amount	Amount	Total
Potable Water Operations	101	1,157.83	59,349.61	198,689.31	36,274.15	37,987.71						333,467.61
Recycled Water Operations	102		329.94	165.00								494.94
Simulation Operations	130		6,457.86	2,056.08		170.00						8,713.94
Potable Water Construction	201											0.00
Water Conservation Construction	203											0.00
Sani- Construction	230											0.00
Potable Water Replacement	301	1,500.00	9,800.14	517,810.69		637,894.29						1,167,005.12
Rec-owned Water Replace	302											0.00
Sanitation Replacement	330											0.00
Internal Service	701	15,411.81	27,834.36	166,095.86	25,383.50	31,447.47						266,168.45
JPA Operations	751		207,084.34	80,835.99	61,556.17	93,607.33						638,083.83
JPA Construct on	752	28,851.83										28,851.83
JPA Replacement	754		7,018.24	285,947.20		93,977.95						361,943.39
Total Printed		46,921.47	307,874.99	1,251,639.13	123,213.82	895,079.70						2,624,729.11
Voided Checks/ payment stopped:												
Chk #68016	701	(7,295.14)										(7,295.14)
Chk #68058	101	(94.45)										(94.45)
Chk #68334	701	(106.35)										(106.35)
Total Voids		(7,295.94)	0.00	0.00	0.00	0.00						(7,295.94)
Net Total		39,625.53	307,874.99	1,251,639.13	123,213.62	895,079.70						2,617,433.17



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

INVOICE

Billed To:

Las Virgenes Municipal Water District



Service Address:

4232 Las Virgenes Road
 Calabasas, CA 91302

December 2014	Page No. 1 of 1
Mailed: 01/09/2015	Due Date: 02/27/2015
Invoice Number: 8201	Revision: 0

NOTICE
 The MWD Administrative Code Section 4507 and 4503 require that payment must be made in "Good Funds" by the due date or the payment will be considered delinquent, and an additional charge shall be assessed.

DELIVERIES	Volume (AF)
Total Water Treated Delivered	1,362.8

SALES	Type	Volume (AF)	Rate (\$ /AF)	Total (\$)
Full Service	Tier 1 Supply Rate	1,652.8	\$145.00	\$239,554.40
	System Access Rate	1,652.8	\$245.00	\$404,952.00
	Water Stewardship Rate	1,652.8	\$41.00	\$68,194.80
	System Power Rate	1,092.8	\$161.00	\$176,040.80
	Treatment Surcharge	1,682.8	\$297.00	\$500,781.60
SUBTOTAL				\$1,506,532.00

OTHER CHARGES AND CREDITS	Volume (AF)	Rate (\$ /AF)	Total (\$)
Tier 2 Surcharge for 2014	1,652.8	\$142.00	\$234,707.60
Readiness To Serve Charge (Payment Schedule M)			\$140,870.50
Capacity Charge (Payment Schedule M)			\$31,461.67
SUBTOTAL			\$407,040.77

ADDITIONAL INFORMATION	Volume (AF)	Tier 1 %	Peak Day	Flow (CFS)
Purchase Order Commitment (Jan 2003 to Dec 2014)	164,524.0			
Purchase Order Firm Delivery To Date (Jan 2003 to Dec 2014)	273,570.4			
Tier 1 Annual Limit (For Current Calendar Year)	20,699.0			
Tier 1 YTD Deliveries (For Current Calendar Year)	20,688.0	100.0		
Tier 1 Current Month Deliveries	1,622.8			
Tier 2 YTD Deliveries	3,268.5			
Capacity Charge			02/27/2015	43.9

INVOICE TOTAL	Volume AF: 1,682.8	Amount Now Due: \$1,919,301.77
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For more information contact us at 805-460-7000

Approved for Payment

 David W. Pederson, P.E.

Approved for Payment

 David R. Lippman

PAID
 David R. Lippman
 SC

Batch Number 207841

Bank Account - 00146007 Credit Control

Payment Date	Address Number	Name	Payment Sub Message	Document Number	Key	Amount	Invoice Number
08/06/2015	1807	ACC BUSINESS	INTL RMT	137286	001 00701	982.56	150126061
			Payment Amount			980.56	
08/06/2015	2863	AT&T	SRV	137310	001 00101	83.08	0189017515
			125-222/15				
			SRV	137319	001 00101	61.89	14760012315
			123-222/15				
			SRV	137320	001 00101	61.86	53880012315
			123-222/15				
			SRV	137321	001 00101	64.08	24360012315
			123-222/15				
			SRV	137322	001 00101	129.09	32160012315
			123-222/15				
			SRV	137323	001 00701	67.04	19860012315
			123-222/15				
			Payment Amount			443.99	
08/07/2015	19200	DARY RETAILER	REIMB EXP	137251	001 00701	193.87	012315
			CCAC ANLMTS				
			12315				
			Payment Amount			153.97	
08/08/2015	16731	CALIFORNIA KOBARDOUS SF PDGCS S-C	DSL PUMPAUNLD N771 SVC	137262	001 00701	576.26	56604
			Payment Amount			979.26	
08/09/2015	18620	CHGMTSNT W-C	ROLLER STRT UP+OT WTR SWS	137263	001 00701	1758.89	1854678
			ROLLER STRT UP+OT WTR SWS	137264	001 00701	712.10	1854845
			Payment Amount			2,511.05	
08/09/2015	2441	CITY OF WESTLAKE VILLAGE	PERMIT14/15 081	137356	001 00101	165.00	14115-081
			Payment Amount			185.00	
08/09/2015	4586	CONSOLIDATED ELECTRICAL DISTRIBUTORS	ZAPA RLEC 38PL PARTS	137360	001 00101	489.08	9608-709714
			RAW PS RDR PARTS	137363	001 00701	244.29	9608-709439

Batch Number: 235941
Bank Account: 081416007 Cash-Credit

Payment Number	Date	Address Number	Name	Payment Status Message	Tr	Discount Number	Key	Amount	Invoice Number
60029	02/02/15	1840	JL 11 HEINRICH DT	Payment Amount REFUND-EXP CASA CONE	PV	137350	00 00701	410.36	012310
60030	02/02/15	1803	FIBC # ROHLFING	Payment Amount BLDRI REPAYMESH	PV	137324	001 00301	1,500.00	14-170-01
60031	02/02/15	1840	THE GATNER PFR	Payment Amount WMLK LK1 A RM DTCT R RPR	PV	137326	001 00701	641.99	03638
60032	02/02/15	19730	TRANSUNION RISK A ALTERNATIVE DATA SOLUT	Payment Amount ORLN SRCH BAC DBT 1/15	PV	137306	001 00701	123.00	974571/JAN13
60033	02/02/15	18810	UNIFIRST CORPORATION	Payment Amount L115 MATS/WLS,UNI FRMS/QTAPIA	PV	137276	003 00701	45.09	091015
								123.00	
								47.10	091015
								45.08	099100
								17.60	099100
								45.08	100070
								47.10	100070
								45.08	100223
								17.60	100223

Batch Number 205843
Bank Account 0014620 Credit General

Payment Number	Date	Address Number	Name	Payment Stub Message	Tr	Document Number	City	Co	Amount	Invoice Number
				FRASER TAPPA	PV	137280	001	00701	45.10	705731
			MATSTALSUNI							
			FRASER TAPPA		PV	137280	002	00701	47.10	705731
			MATSTALSUNI							
			FRASER TAPPA		PV	137280	001	00701	13.88	697517
			MATSTALSUNI							
			FRASER TAPPA		PV	137280	002	00701	17.90	697517
			MATSTALSUNI							
			FRASER TAPPA		PV	137282	001	00701	13.88	698164
			MATSTALSUNI							
			FRASER TAPPA		PV	137282	002	00701	0.40	698164
			MATSTALSUNI							
			FRASER TAPPA		PV	137285	001	00701	13.88	700679
			MATSTALSUNI							
			FRASER TAPPA		PV	137283	002	00701	17.90	700679
			MATSTALSUNI							
			FRASER TAPPA		PV	137284	001	00701	13.88	702222
			MATSTALSUNI							
			FRASER TAPPA		PV	137284	002	00701	0.40	702222
			MATSTALSUNI							
			FRASER TAPPA		PV	137285	001	00701	13.88	703730
			MATSTALSUNI							
			FRASER TAPPA		PV	137285	002	00701	17.90	703730
			MATSTALSUNI							
			FRASER TAPPA		PV	137286	001	00701	211.25	697670
			MATSTALSUNI							
			FRASER TAPPA		PV	137287	001	00701	100.25	697670
			MATSTALSUNI							

Payment Number	Date	Name	Address Number	Payment Type	Docu- ment Number	Key	Amount	Invoice Number
		MATSUTAM S.A.S.I						
		FIRMISHO						
		115		PV	137288	001 00701	200.55	700672
		MATSUTAM S. UNI						
		FIRMISHO						
		115		PV	137289	001 00701	189.55	702225
		MATSUTAM S. UNI						
		FIRMISHO						
		115		PV	137290	001 00701	200.55	703733
		MATSUTAM S. UNI						
		FIRMISHO						
		115		PV	137291	001 00701	20.34	807610
		MATSUTAM S. UNI						
		FIRMISHO						
		115		PV	137291	002 00701	30.30	807619
		MATSUTAM S. UNI						
		FIRMISHO						
		115		PV	137292	001 00701	20.34	809166
		MATSUTAM S. UNI						
		FIRMISHO						
		115		PV	137292	002 00701	20.80	809166
		MATSUTAM S. UNI						
		FIRMISHO						
		115		PV	137293	001 00701	20.34	700671
		MATSUTAM S. UNI						
		FIRMISHO						
		115		PV	137293	002 00701	20.30	700671
		MATSUTAM S. UNI						
		FIRMISHO						
		115		PV	137294	001 00701	20.34	702224
		MATSUTAM S. UNI						
		FIRMISHO						
		115		PV	137294	002 00701	20.80	702224
		MATSUTAM S. UNI						
		FIRMISHO						
		115		PV	137295	001 00701	20.34	703732
		MATSUTAM S. UNI						
		FIRMISHO						
		115		PV	137295	002 00701	30.70	703732
		MATSUTAM S. UNI						
		FIRMISHO						

Batch Number	210007	Batch Control	00146807	Cash Control	
Payment Number	02/17/15	Autopay Number	00146807	Cash Control	
Payment Date	02/17/15	Autopay Date	02/17/15	Cash Control	
Payment Amount	278.00	Autopay Amount	278.00	Cash Control	
6000	02/17/15	00146807	001 00/01	278.00	241738
DIAL SECURITY					
Payment: Amount					
6001	02/17/15	00146807	001 00/01	45.00	241739
SVC@SECURITY					
6002	02/17/15	00146807	001 00/01	50.00	241740
SVC@TAPIA					
6003	02/17/15	00146807	001 00/01	35.00	241741
SVC@SECURITY					
6004	02/17/15	00146807	001 00/01	40.00	241742
SVC@RIV					
6005	02/17/15	00146807	001 00/01	35.00	241743
SVC@RIV					
6006	02/17/15	00146807	001 00/01	4.05275	1318367500911
Payment: Amount					
6007	02/17/15	00146807	001 00/01	3.66300	9053371
Payment: Amount					
6008	02/17/15	00146807	001 00/01	295.74	1000000739
Payment: Amount					
6009	02/17/15	00146807	001 00/01	26.03	1000000739
Payment: Amount					
6010	02/17/15	00146807	001 00/01	178.23	50792
Payment: Amount					
6011	02/17/15	00146807	001 00/01	20.03	793095101
Payment: Amount					
6012	02/17/15	00146807	001 00/01	43.61	0600510
Payment: Amount					
6013	02/17/15	00146807	001 00/01	167.22	0404722
Payment: Amount					

ITEM 5A
 FILE 56809

Batch Number: 236007
Bank Account: 00-40607 Cash-General

Payment Number	Payment Date	Account Number	Account Name	Payment Slip Message	Document Number	Key		Amount	Invoice Number
						Item	Code		
6000	02/11/15	0001	GIERLICHMITSHELL INC HELL INC	PRELSEC TRK CHAK PARTS FRFRUIT	137332	001	00701	0,000.77	GC 14240
AD Payee	6000		GIERLICHMITSHELL INC 10533 PROGRESS WAY, SUITE A CYPRESS CA 90630					230.57	GC 14240
6981	02/11/15	1119	GOWR WFMNT STUDIO SERVICES INC.	Payment Amount 12K-20K15 AUMALI	137440	001	00701	2,700.00	125347
AD Payee	6981		GOWR WFMNT STUDIO SERVICES INC.	Payment Amount 12K-20K15 AUMALI				6,243.10	
6000	02/11/15	1919	DAVE HOLLAND	105819 01 ADVA UMALI	137441	001	00701	28.13	125347
AD Payee	6000		DAVE HOLLAND	105819 01 ADVA UMALI				2,773.13	
6000	02/11/15	3214	LOS ANGELES COUNTY REGISTRAR HCC DRDLN	Payment Amount 1112714 (7) REAL EST RECORDS	136647	001	00101	94.45	045702
AD Payee	6000		LOS ANGELES COUNTY REGISTRAR HCC DRDLN	Payment Amount 1112714 (7) REAL EST RECORDS				94.45	
6000	02/11/15	2229	MOTION INDUSTRIES INC.	Payment Amount MCK IR PIA PARTS	137485	001	00701	1,070.87	CA22-087030
AD Payee	6000		MOTION INDUSTRIES INC. P.O. Box 74 LOS ANGELES CA 90074	Payment Amount MCK IR PIA PARTS				39.00	
6000	02/11/15	2307	CALICE BLVD	Payment Amount 3 BX PRT FILES	137326	001	00701	134.09	751373274001
AD Payee	6000		CALICE BLVD	Payment Amount 3 BX PRT FILES				1,070.87	
6000	02/11/15	2307	CALICE BLVD	Payment Amount MFC OFFICE SUPPLIES	137326	001	00701	552.58	751373274001
AD Payee	6000		CALICE BLVD	Payment Amount MFC OFFICE SUPPLIES				9.04	
6000	02/11/15	2307	CALICE BLVD	Payment Amount MFC OFFICE SUPPLIES	137326	001	00701	83.57	751373274001
AD Payee	6000		CALICE BLVD	Payment Amount MFC OFFICE SUPPLIES				95.05	
6000	02/11/15	2307	CALICE BLVD	Payment Amount 2 BX PRT FILES	137330	001	00701	61.02	751373274001
AD Payee	6000		CALICE BLVD	Payment Amount 2 BX PRT FILES				61.02	

Batch Number - 236007
Bank Account - 00165807 Cash/General

Payment Number	Date	Address Number	Name	Payment Sub Message	Tr	Document Number	Key	Key	Amount	Invoice Number
							RM	CC		
				ENERGY-JAN15	PV	137059	030	00101	29.59	2059020315
				ENERGY-JAN15	PV	137059	034	00101	320.57	2069020315
				ENERGY-JAN15	PV	137059	035	00101	30.39	2089020315
				ENERGY-JAN15	PV	137059	036	00101	414.85	2099020315
				ENERGY-JAN15	PV	137059	037	00101	27.58	2109020315
				ENERGY-JAN15	PV	137059	038	00101	4887.52	2059020315
				ENERGY-JAN15	PV	137059	039	00101	5,231.15	2069020315
				ENERGY-JAN15	PV	137059	040	00101	832.07	2089020315
				ENERGY-JAN15	PV	137059	041	00101	1682.48	2059020315
				ENERGY-JAN15	PV	137059	042	00101	3,366.38	2059020315
				ENERGY-JAN15	PV	137059	043	00101	8,743.94	2059020315
				ENERGY-JAN15	PV	137059	044	00101	3,456.07	2059020315
				ENERGY-JAN15	PV	137059	045	00101	3,677.74	2059020315
				ENERGY-JAN15	PV	137059	046	00101	68.31	2069020315
				ENERGY-JAN15	PV	137059	047	00101	102.07	2089020315
				ENERGY-JAN15	PV	137059	048	00101	342.47	2069020315
				ENERGY-JAN15	PV	137059	049	00101	118.14	2069020315
				ENERGY-JAN15	PV	137059	050	00101	168.79	2069020315
				ENERGY-JAN15	PV	137059	051	00101	202.97	2069020315
				ENERGY-JAN15	PV	137059	052	00101	50.75	2069020315
				ENERGY-JAN15	PV	137059	053	00101	506.84	2069020315
				ENERGY-JAN15	PV	137059	054	00101	2,053.11	2069020315
				ENERGY-JAN15	PV	137059	055	00101	4,273.65	2069020315
				ENERGY-JAN15	PV	137059	056	00101	25.08	2069020315
				ENERGY-JAN15	PV	137059	057	00101	28.93	2069020315
				ENERGY-JAN15	PV	137059	058	00101	27.28	2069020315
				ENERGY-JAN15	PV	137059	059	00101	295.43	2069020315
				ENERGY-JAN15	PV	137059	060	00101	29.58	2069020315
				ENERGY-JAN15	PV	137059	061	00101	646.82	2069020315
				ENERGY-JAN15	PV	137059	062	00101	320.94	2069020315
				ENERGY-JAN15	PV	137059	063	00101	34.01	2069020315
				ENERGY-JAN15	PV	137059	064	00101	35.05	2069020315
				ENERGY-JAN15	PV	137059	065	00101	478.07	2069020315
				ENERGY-JAN15	PV	137059	066	00101	2,150.75	2069020315
				ENERGY-JAN15	PV	137059	067	00101	1,331.16	2069020315
				ENERGY-JAN15	PV	137059	068	00101	688.58	2069020315
				Payment Amount				222,860.34		
				RLM COMP POST	PV	137405	001	00751	30,045.47	51054607061
				1/31-1/30/15						
				Payment Amount					30,045.47	

ITEM 5A

08/15/16 09:21:05
SCOTT HILL
CALIFORNIA
EDISON

Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Document Number	Key	Amount	Invoice Number
						Item Co		
6070	02/17/15	2360	SOUTHERN CALIFORNIA GAS CO	PV	137200	001 00101	16.72	1206020615
6070	02/17/15	2364	STATE BOARD OF EQUALIZATION	PV	137407	001 00101	80.52	9406020515
6070	02/17/15	19200	SUPERIOR ANVINC, INC	PV	137454	001 00701	8,255.00	97817885JAN41
							67.24	5
							1,964.00	14120103-30
							114.74	14120103-30
							2,019.24	
							397,514.99	
								38

Bank Number: 730054

Bank Account: 00146607 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Document By Number	Key Item Code	Amount	Invoice Number
6802	02/24/15	4700 S VNS	4POWER NI TOWER, INC	BLDG BY SCADA SYS UPS	PV 137447 001 00701	001 00701	2,422.73	73000
6803	02/24/15	5017	ACORN NEWSPAPER	Payment Amount AD	PV 137387 001 00701	001 00701	30.00	M-05500RD215
6804	02/24/15	1707	AFCOM USA, INC	M D5200RD215 ADS-MALIBU GRK WTRSHLD TKN R	PV 137470 001 00101	001 00101	796.80	870105012115
6805	02/24/15	1742	AIR WEST MECHANICAL CONSTRUCTION, INC.	Payment Amount JAN'S RV PIPE REPLETN	PV 137447 001 00701	001 00701	876.68	37508339
6806	02/24/15	1742	AIR WEST MECHANICAL CONSTRUCTION, INC.	Payment Amount PMP2-BLDG63 HVAC INTERCT	PV 137351 001 00701	001 00701	60,235.00	10563347
6807	02/24/15	337	AIRGAS USA, LLC	5% RETENTION-PMT #	PD 137356 001 00501	001 00501	1,461.25	1054330492
6808	02/24/15	337	AIRGAS USA, LLC	Payment Amount 215 CYLINDER RENT	PV 137359 001 00701	001 00701	116.43	9274712709
6809	02/24/15	4502	ROBERTANGEL O'ANDIO	GLYS, SHTR, EYEMR WP	PV 137359 001 00701	001 00701	989.45	9034073764
6810	02/24/15	4502	ROBERTANGEL O'ANDIO	Payment Amount TUNE R/WVL RENT	PV 137355 001 00101	001 00101	1,332.00	341470
6811	02/24/15	1514	JERRY APPELBY	Payment Amount TUMR DMV, R/DIATL	PV 137355 001 00101	001 00101	2,132.00	140144
6812	02/24/15	2321	AQUATIC RICKS BAY & CONSULTING	Payment Amount T15-CHRONIC NPDT'S PKWASSY	PV 137354 001 00701	001 00701	6,810.00	LVS0115 0105
				Payment Amount			6,510.00	

Branch Number 236054
Bank Account 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Slab Message	Document Number	Key Inv Co	Amount	Invoice Number
56801	02/27/15	1835	ARCO CHEMICAL INC	AMMONIUM NYC	137405	001 00701	5,080.94	501158
				Payment Amount				
				SRV	137405	021 00101	19.51	0051020015
				20-04015				
				SRV	137405	002 00101	700.65	00510200515
				20-04015				
				SRV	137405	033 00101	74.98	00510200515
				20-04015				
				SRV	137405	004 00101	90.81	00510200515
				20-04015				
				SRV	137405	005 00101	868.98	00510200515
				20-04015				
				SRV	137405	006 00101	5,715.22	00510200515
				20-04015				
				SRV	137405	007 00101	1,236.40	00510200515
				20-04015				
				SRV	137405	008 00101	76.98	00510200515
				20-04015				
				SRV	137405	009 00101	96.51	00510200515
				20-04015				
				SRV	137405	010 00101	1,377.04	00510200515
				20-04015				
				SRV	137405	011 00101	476.00	00510200515
				20-04015				
				SRV	137405	012 00101	1,983.12	00510200515
				20-04015				
				SRV	137405	013 00101	56.00	00510200515
				20-04015				
				SRV	137405	014 00101	76.96	00510200515
				20-04015				
				SRV	137405	015 00101	76.96	00510200515
				20-04015				
				SRV	137405	016 00101	76.96	00510200515
				20-04015				
				SRV	137405	017 00101	76.96	00510200515

Batch Number: 238054
Bank Account: 60146807 Cash-Corral

Payment Number	Date	Name	Address Number	Payment Slip Message	Document Number	Key Em Co	Amount	Invoice Number
25-34415								
SRV				PV	137553	018 00101	76.96	00516020515
26-34415								
SRV				PV	137553	015 00101	76.96	00516020515
26-34415								
SRV				PV	137553	020 00101	76.96	00516020515
27-34415								
SRV				PV	137553	021 00101	76.96	00516020515
27-34415								
SRV				PV	137553	022 00101	76.96	00516020515
28-34415								
SRV				PV	137553	023 00101	76.96	00516020515
28-34415								
SRV				PV	137553	024 00101	76.96	00516020515
28-34415								
SRV				PV	137553	025 00101	76.96	00516020515
29-34415								
SRV				PV	137553	026 00101	78.04	00516020515
29-34415								
SRV				PV	137553	027 00101	76.96	00516020515
29-34415								
SRV				PV	137553	028 00101	76.96	00516020515
29-34415								
SRV				PV	137553	029 00101	76.96	00516020515
30-34415								
SRV				PV	137553	030 00101	77.41	00516020515
30-34415								
SRV				PV	137553	031 00101	76.96	00516020515
30-34415								
SRV				PV	137553	032 00101	38.48	00516020515
31-34415								
SRV				PV	137553	033 00101	38.48	00516020515
31-34415								
SRV				PV	137553	001 00701	409.59	92616020515
32-34415								
SRV				PV	137553	001 00701	407.94	80616020515
32-34415								
SRV				PV	137553	001 00701	33.21	80546020515
32-34415								
SRV				PV	137553	001 00701	66.53	01256020515

Payment Number	Address Number	Name	Payment Slip Message	Document By Number	Key Trm Co	Amount	Invoice Number
0000	000000	00160807 Cash-General	SRV 27-3615	PV 137560	001 00101	12.29	3174000715
0000	000000		SRV 27-3615	PV 137560	001 00101	100.82	7045020715
0000	000000		SRV 27-3615	PV 137562	001 00101	83.19	7721020715
0000	000000		SRV 27-3615	PV 137563	001 00101	114.11	7770020715
0000	000000		SRV 27-3615	PV 137564	001 00101	114.11	7710020715
0000	000000		SRV 27-3615	PV 137565	001 00101	206.38	2041020715
0000	000000		SRV 27-3615	PV 137565	001 00101	95.11	2220020715
0000	000000		Payment Amount	PV 137566	001 00101	4,894.04	1557020515
0000	000000	AT&T	25-3615	PV 137564	001 00101	689.26	806368106020
0000	000000	AT&T LONG DISTANCE	LONG DIST	PV 137564	002 00101	213.25	806368106020
0000	000000		LONG DIST	PV 137564	002 00101	1.58	806368106020
0000	000000		LONG DIST	PV 137564	003 00101	25	806368106020
0000	000000		LONG DIST	PV 137564	001 00101	88.02	806368106020
0000	000000		LONG DIST	PV 137564	005 00101	.15	806368106020
0000	000000		LONG DIST	PV 137564	006 00101	86.59	806368106020
0000	000000		LONG DIST	PV 137564	007 00101	36.84	806368106020
0000	000000		LONG DIST	PV 137519	001 00101	130.40	9327893320021
0000	000000	AT&T MOBILITY	14-2015	PV 137518	002 00101	1.67	5927893320021
0000	000000		14-2015	PV 137518	003 00101	1,100.22	0707893320021
0000	000000		14-2015	PV 137518	004 00101	357.54	0607893320021
0000	000000		14-2015	PV 137518	004 00101		12015

Bank Account 00146807 Cash General

Payment Number	Payment Date	Autopay Number	Name	Payment Sts Message	Document Ty	Document Number	Key Item	Key Code	Amount	Invoice Number
6840	02/05/15	10515	CARRIE MARTIN	Payment Amount	PV	131537	001	307C1	12,760.00	451226
				TOTAL AMOUNT					12,760.00	
				Payment Amount	PV	131520	001	00701	15,297.00	
6840	02/05/15	2675	BANK OF AMERICA	VISA	PV	131520	001	00701	1,647.04	1011020715
				CHG FRA-JAN 15						
				VISA	PV	131521	001	00701	1,133.51	1111020715
				CHG FRA-JAN 15						
				VISA	PV	131522	001	00701	7.94	1122020715
				CHG-BE TANGUR- JAN 15						
				VISA	PV	131522	002	00701	15.00	1122020715
				CHG-BE TANGUR- JAN 15						
				VISA	PV	131522	003	00701	254.53	1122020715
				CHG-BE TANGUR- JAN 15						
				VISA	PV	131522	004	00701	70.65	1122020715
				CHG-BE TANGUR- JAN 15						
				VISA	PV	131522	005	00701	1,070.00	1122020715
				CHG-BE TANGUR- JAN 15						
				VISA	PV	131522	006	00701	470.83	1122020715
				CHG-BE TANGUR- JAN 15						
				VISA	PV	131522	007	00701	505.00	1122020715
				CHG-BE TANGUR- JAN 15						
				VISA	PV	131522	008	00701	368.72	1122020715
				CHG-BE TANGUR- JAN 15						
				VISA	PV	131523	001	00701	457.77	1270020715
				VISA CHG-R						
				CHG-RU-JAN 15						
				VISA CHG-R						
				CHG-RU-JAN 15						
				VISA CHG-R						
				CHG-RU-JAN 15						
				VISA CHG-R						
				CHG-RU-JAN 15						

Luis V. Sanchez Municipal Water
 A/P Auto Payment Register

Biller Number - 230054
 Acct Account - 00146407 Cash - General

Payment Number	Date	Address Number	Name	Payment Sub Message	Tr	Document Number	Item	Key Ln	Amount	Invoice Number
				VISA CHG-R	PV	137523	004	00701	48.05	1270020715
				CASH SV JAN '15						
				VISA CHG-R	PV	137523	005	00701	124.36	1270020715
				CASH SV JAN '15						
				VISA CHG-R	PV	137523	006	00701	52.92	1270020715
				CASH SV JAN '15						
				VISA CHG-R	PV	137523	007	00701	3.26	1270020715
				CASH SV JAN '15						
				VISA CHG-R	PV	137523	008	00701	33.87	1270020715
				CASH SV JAN '15						
				VISA CHG-R	PV	137523	009	00701	19.30	1270020715
				CASH SV JAN '15						
				VISA CHG-R	PV	137523	010	00701	107.24	1270020715
				CASH SV JAN '15						
				VISA CHG-R	PV	137523	011	00701	24.43	1270020715
				CASH SV JAN '15						
				VISA	PV	137524	001	00701	197.80	1302020715
				CHG-MAINT-JAN						
				'15						
				VISA	PV	137524	002	00701	35.75	1302020715
				CHG-MAINT-JAN						
				'15						
				VISA	PV	137524	003	00701	106.11	1302020715
				CHG-MAINT-JAN						
				'15						
				VISA	PV	137524	004	00701	47.30	1302020715
				CHG-MAINT-JAN						
				'15						
				VISA	PV	137524	005	00701	178.25	1302020715
				CHG-MAINT-JAN						
				'15						
				VISA	PV	137524	006	00701	174.70	1302020715
				CHG-MAINT-JAN						
				'15						
				VISA	PV	137524	007	00701	47.17	1302020715
				CHG-MAINT-JAN						
				'15						
				VISA	PV	137524	008	00701	168.12	1302020715
				CHG-MAINT-JAN						
				'15						
				VISA	PV	137524	009	00701	70.90	1302020715
				CHG-MAINT-JAN						
				'15						
				VISA	PV	137524	010	00701		
				CHG-MAINT-JAN						
				'15						

Las Virgenes Municipal Water
AVP Auto Payment Register

004576
Econ Number - 238264
Bank Account - 0016807 Cash-General

Payment Number	Date	Address Number	Name	Payment Slip Message	Document Number	Key Item	Co	Amount	Invoice Number
				CHG-MAINT-JAN 15					
				VISA	PV	137524	00	241.54	1302020715
				CHG-MAINT-JAN 15					
				VISA	PV	137525	00	462.81	0262020715
				CHG-LENS JAN1 5					
				VISA	PV	137526	00	469.76	8053020715
				CHG-LIPPMAN-J ANN'S					
				VISA	PV	137527	00	62.20	8057020715
				CHG-RANCHO JA NTS					
				VISA	PV	137528	00	81.53	6228020715
				CHG-TAPIA-JAN 15					
				VISA	PV	137528	00	255.61	0228020715
				CHG-TAPIA-JAN 15					
				VISA	PV	137528	00	53.05	0228020715
				CHG-TAPIA-JAN 15					
				VISA CHG-WFR DISTN1-JAN15	PV	137529	00	164.91	3713020715
				VISA CHG-WFR DISTN1-JAN15	PV	137529	00	117.27	3713020715
				VISA CHG-WFR DISTN1-JAN15	PV	137529	00	52.49	3713020715
				VISA CHG-WFR DISTN1-JAN15	PV	137529	00	52.49	3713020715
				VISA CHG-WFR DISTN1-JAN15	PV	137529	00	117.27	3713020715
				VISA CHG-WFR DISTN1-JAN15	PV	137529	00	130.45	3713020715
				VISA CHG-WFR DISTN2-JAN15	PV	137530	00	117.27	8103020715
				VISA CHG-WFR DISTN2-JAN15	PV	137530	00	484.57	9102020715
				VISA CHG-WFR DISTN2-JAN15	PV	137530	00	80.11	9102020715

Bill Number: 236024
Bill Account: 001-5537 Gas/General

Payment Number	Date	Account Number	Name	Payment/Stub Message	Document Number	Key Num	Co	Amount	Invoice Number
				VISA	137551	001	00701	99.00	0212020715
			CHG-PAITRSON						
			JAN15						
			VISA		137552	001	00701	1,224.00	7561020715
			CHG POLUNN JAN						
			15						
			VISA		137553	001	00701	1,675.21	0663020715
			CHG-PETERSON						
			JAN15						
			VISA CHG-OPS		137556	001	00101	50.66	2448020715
			ADM 1/15						
			VISA CHG-OPS		137556	002	00101	129.97	0948020715
			ADM 1/15						
			VISA CHG-OPS		137556	003	00101	314.00	2248020715
			ADM 1/15						
			VISA CHG-OPS		137556	004	00101	15.93	2248020715
			ADM 1/15						
			VISA CHG-OPS		137556	005	00101	335.94	2248020715
			ADM 1/15						
			VISA CHG-OPS		137556	006	00101	39.98	2248020715
			ADM 1/15						
			VISA		137552	001	00701	719.69	2808020715
			CHG-PEDERSEN						
			JAN15						
			VISA		137553	001	00701	854.10	1511020715
			CHG-LEVITT-JA						
			N 15						
			VISA CHG-ENG		137575	001	00701	1,007.67	2504020715
			1-JAN15						
			VISA		137584	001	00701	1,039.61	8418020715
			CHG-OPS-JANTI						
			5						
			VISA CHG-R		137596	001	00701	1,055.83	2775020715
			CNSKV						
			NT JAN15						
			Payment amount				18,337.83		
			TURF RMVL		137623	001	00101	6,856.00	601378
			REUNITE						
			Payment amount				6,856.00		
			TURF RMVL		137618	001	00101	1,359.00	343318
			RT6ATF						

ITEM 5

Payment Number	Address Number	Name	Payment Ty	Document Number	Key	Amount	Invoice Number
					Item Code		
66019	002405	RETRUST	PV	137351	001 00701	5,307.91	116434
Payment Amount: 1050.00							
66019	002405	BLASTCO INC	PV	137359	001 00701	297,435.00	TR50WRP
Payment Amount: 5,307.91							
66019	002405	RI JE DANKIND MATERIALS	PV	137360	001 00701	354.43	478896 R
Payment Amount: 377,564.70							
66019	002405	UNION RIFENFELD	PV	137370	001 00701	564.00	81003804
Payment Amount: 738.43							
66019	002405	GERALD BROOKS	PV	137378	001 00701	254.00	660130
Payment Amount: 594.00							
66019	002405	CALABRAS CHAMBER OF COMMERCE-INT	PV	137380	001 00701	950.00	020915
Payment Amount: 738.00							
66019	002405	CAI FORNIA HAZARDOUS SERVICES, INC	PV	137442	001 00701	135.00	56639
Payment Amount: 950.00							
66019	002405	CITY OF WESTLAKE VILLAGES	PV	137506	001 00701	4,293.00	10320
Payment Amount: 106.00							
66019	002405	COMMERCIAL CLEANING SYSTEMS	PV	137215	001 00701	3,212.00	281763
Payment Amount: 195.00							
Payment Amount: 4,700.00							
66019	002405	JANITURAL SVC	PV	137215	002 00701	433.00	281763
Payment Amount: 195.00							

ITEM 5A

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Tr Type	Document Number	Key Trm Co	Amount	Invoice Number
08433	07/01/15	7645	FERGUSON EXP-CARRISES	990 COMPLETE CLAIM	PV	137338	001 0070	9,590.13	0687836
			EXP-CARRISES	CLAIM 3/98/15	PV	137395	001 0070	51,347.54	0497377
			FERGUSON ENTERPRISES, INC. #1083 FILE #6809 LOS ANGELES CA 90074-6809	Payment Amount (2) FORD F250 TRUCKS	PV	137551	001 0070	64,055.00	50344
08434	07/01/15	19295	FRIITAS FORD	Payment Amount 13756-172875	PV	137666	001 0070	7,503.78	04021401733
08435	07/01/15	4971	FUGRO CONSULTANTS, INC	CNDT PS GEOTECH	PV	137666	001 0070	64,055.00	
			FUGRO CONSULTANTS, INC P O BOX 201003 DALLAS TX 75201-1003	Payment Amount AUTO SWITCH VALVES	PV	137276	001 0070	431.18	20406
08437	07/01/15	7751	GPM	Payment Amount KIND LAL CLOSED A/C	PV	137466	001 0070	1,334.00	1985247
			CONRAU GRACI	Payment Amount TURB RMVL REBATE	PV	137374	001 0070	1,124.00	560575
08438	07/01/15	2721	GRAINGER, INC.	Payment Amount SMINI MAG LITES	PV	137273	001 0070	97.72	8845067788
				Payment Amount SCRYMOW CTTR BUSHNIR	PV	137274	001 0070	322.46	9145537044
				Payment Amount INF RAREC THE R/WOME TL 4	PV	137307	001 0070	90.04	9146764940
			CHAMBERLAIN, INC. DEPT 603178147 PALATKA IL 60368-0000	Payment Amount TURB RMVL REBATE	PV	137252	001 0070	755.00	2101062701872
08445	07/01/15	12511	GARY GREEN GARY GREEN PTH	Payment Amount TURB RMVL	PV	137473	001 0070	5,812.00	602815

ITEM 5A

Bank Number - 252054
Bank Account - 06145807 Cash General

Payment Number	DOC	Address Number	Name	Payment Sub Message	Doc Number	Key	Amount	Invoice Number
6647	0229415	4523	HARRINGTON INDUSTRIAL PLASTICS INC.	RC UATIC	0001001	001 00101	608.72	001561113
				Payment Amount			5,230.00	
				U-PVC				
				FLANGE PIPE				
6648	0229415	7132	HARRINGTON INDUSTRIAL PLASTICS INC.					
			P O BOX 5125					
			34500 TORIDA AVENUE					
				Payment Amount			608.72	
				112-1129114				
				G-TNK NAVIN				
				SPRT				
				1100-12015				
				G-TNK NAVIN				
				SPRT				
				3226-12015				
				10-RWPELN				
				Payment Amount			1,766.45	
				ENTEROLER				
				MEDIA				
				1-RLIG-01				
				2-095				
				Payment Amount			107.15	
				11-34830				
				ENTEROLER				
				MEDIA				
				1-RLIG-01				
				2-095				
				Payment Amount			2.095	
				184.21				
				SUBSBL P/SOH				
				PARSMITH				
				2-PIE-00				
				TRANSMTT (eq)TAP1				
				A				
				Payment Amount			777.61	
				4-918-GAL				
				HYPOCHLORITE				
				5-002-GAL				
				HYPOCHLORITE				
				Payment Amount			2,862.71	
				1,835.55				
				4-918-GAL				
				HYPOCHLORITE				
				5-002-GAL				
				HYPOCHLORITE				
				Payment Amount			2,911.01	
				13647				
				JEL JONES CHEMICALS, INC.				
				P O BOX 1026277				
				CINCINNATI OH 45253-6877				
				Payment Amount			5,775.73	

Batch Number : 230054
 Bank Account : 03144907 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Tr Number	Item	Qty	Amount	Invoice Number
6547	02/20/15	2147	JOBS AVAILABLE	AD-PLICATRS ASSOCIATE	PV	131502	001 00701	312.00	15040315
				RECRUIT Payment Amount				312.00	
6548	02/20/15	0777	CALL-COAST MACHINERY	TRACTOR	PV	131578	001 00751	550.50	224108
				OIL FILTER SVC				107.22	229411
				46-CR2, 12742-A PARTS				657.01	020815
			AL PAYEE	JOHN DEERE FINANCIAL					
				PO BOX 4430					
				CAROL STREAM # 60197-4450					
6549	02/20/15	7082	ONIRRAL JOHNSON	Payment Amount	PV	137534	001 00701	273.58	020815
				RFMB-BILL PAGE JAMMS TRNG 212-6					
6550	02/20/15	5030	KENNEDY/JENKS CONSULTANTS	Payment Amount	PV	137271	001 00701	11,329.86	89103
				DICHA JRD DGSTR CNST SVC					
6551	02/20/15	1750	KRONOS	Payment Amount	PV	137535	001 00701	11,409.00	10020415
				4M-5-31311 6 SUPPORT 5FRV					
6552	02/20/15	19512	ALMIR KURTZ	Payment Amount	PV	137474	001 00101	5,052.00	600294
				TURF 3M/M REBATE					
6553	02/20/15	3380	LAS VEGAS MUNICIPAL WATER DISTRICT	Payment Amount	PV	137956	001 00101	45.72	02541020415
				JTD 5247475 1104-12815					
				3RD DGSTH 1270-12815				35.04	70821020415
				5MG TKN 1270-12815				210.71	75921020415
				CLUS TKN 1200-12815				185.69	81721020415
				Payment amount				475.45	

ITEM 5A

Las Vigoras Municipal Water
 A/P Auto Payment Register

Bank Number: 238254
 Bank Account: 00146807 Cash/Centrol

Payment Number	Payment Date	Address Number	Name	Payment/Stub Message	Document Number	Key	Amount	Invoice Number
6856	03/24/15	4500	JUDY FISHER	TURF RENEW ACTIVAT	137375	001 00101	4,898.00	296270
				Payment Amount			4,898.00	
6855	02/24/15	7943	LOS ANGELES COUNTY - PUBLIC UTILITIES	ILLUMINATE DIV FY14-15	137385	011 00101	294.00	168835114-15
				Payment Amount			294.00	
6854	03/24/15	1507	DORNAS, UCKER	TURF RENEW REBATE	137378	001 00101	2,308.00	710362
				Payment Amount			2,308.00	
6853	03/24/15	1791	BEN WAGNER DAVID	CLAIM-MAINT BROOKLYN/RISE/PA	137371	001 00101	4,525.00	14428172
				Payment Amount			4,525.00	
6852	03/24/15	1144	MILITRONI FARNIE R. LLC	SINGLE SET METERS	137300	001 00101	1,635.15	20036
				Payment Amount			1,635.15	
6851	03/24/15	1924	DEBBIE MILES	TURF RENEW REBATE	137383	001 00101	676.00	341100
				Payment Amount			676.00	
6850	03/24/15	1920	LINDSEY MORRIS	TURF RENEW REBATE	137370	001 00101	1,682.00	251170
				Payment Amount			1,682.00	
6849	03/24/15	2013	MOTION INDUSTRIES, INC.	FLANGE MOUNT BEARING	137363	001 00701	1,682.30	04225547492
				Payment Amount			1,682.30	
				38" BRAIDED HDSL-50	137542	001 00701	550.35	04225557570
				Payment Amount			550.35	
				MOTION INDUSTRIES INC. FILE 140078 LOS ANGELES CA 90071				
				Payment Amount			2,227.75	
6848	03/24/15	1026	MUNIMERICAS INC	TRX-12/15 RAMAS-ACTN PLAN	137345	001 00701	20,119.17	1873578
				Payment Amount			20,119.17	
6847	03/24/15	2046	NATIONAL PANT SERVICES INC	LINE GI FANCSRLV 112775	137350	001 00701	3,633.00	11903
				Payment Amount			3,633.00	

Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Type	Account Number	Key	Amount	Invoice Number
68401	07/24/15	1340	LESLIE R. PEASE	TURF RMVL REBATE	PV	137755	001 00101	3,948.00	256180
68402	07/24/15	1546	RONALD PEREJAN	TURF RMVL REBATE	PV	137754	001 00101	1,744.00	300438
68403	07/24/15	1844	PAUL VZ CIVIL ENGINEERING, INC	TURF RMVL REBATE	PV	137362	001 00701	387.50	MUMM10150106
68404	07/24/15	1845	POWERFLO PRODUCTS, INC	TURF RMVL REBATE	PV	137385	001 00701	1,859.54	45102
68405	07/24/15	2146	PURETEC	TURF RMVL REBATE	PV	137514	001 00701	275.00	1384689
68406	07/24/15	2537	ACOMMS SHOPE STORE	TURF RMVL REBATE	PV	137544	001 00701	68.82	1384927
68407	07/24/15	1949	USA RECOLOR	TURF RMVL REBATE	PV	137356	001 00101	3,140.00	750438
68408	07/24/15	2202	CLADETHI SCUMERO	TURF RMVL REBATE	PV	137555	001 00101	6,464.00	700164
68409	07/24/15	1250	KANTIC ROOMS	TURF RMVL REBATE	PV	137339	001 00101	934.00	530734
68410	07/24/15	1640	KEITH SAMPLES	TURF RMVL REBATE	PV	137377	001 00101	10,500.00	350177
68411	07/24/15	1949	BRIAN SHANE	TURF RMVL REBATE	PV	137207	001 00101	2,472.00	2201540
68412	07/24/15	1916	CHARLES DOLLOIS	TURF RMVL REBATE	PV	137555	001 00101	4,888.00	870164

ITEM 5A

Batch Number 205234
Bank Account - 00400007 Cash General

Payment Number	Payment Date	Address Number	Name	Payment Status	Documt Number	City	Amount	Invoice Number
6460	05/24/15	7720	WILLIAM STARBUCK	Payment Amount	PV 137471	001 00701	2,640.00	860250
6461	05/24/15	8212	STARBUCK'S WATERING	Payment Amount	PV 137358	001 00701	720.00	2056
6462	05/24/15	1447	STEPHEN'S VIDEO PRODUCTIONS	Payment Amount	PV 137359	001 00701	545.00	2-12-15
6463	05/24/15	1734	SUPPORT PRODUCT SERVICES	Payment Amount	PV 137363	001 00701	1,121.00	4336
6464	05/24/15	19206	JIM JUNGYK	Payment Amount	PV 137364	001 00701	1,816.00	200351
6465	05/24/15	17846	TORO ENTERPRISES INC.	Payment Amount	PV 137355	001 00701	5,257.00	9027
6466	05/24/15			Payment Amount	PD 137357	001 00701	1,998.82	TOX. RTYCYNE2 IMP
6467	05/24/15			Payment Amount	PV 137432	001 00701	16,040.42	9052
6468	05/24/15	18661	TOYOTA BU I OF LOS ANGELES	Payment Amount	PV 137475	001 00701	305.00	W0-282757
6469	05/24/15			Payment Amount	PV 137476	001 00701	66.00	W0-282758
6470	05/24/15			Payment Amount	PV 137477	001 00701	113.01	W0-282760
6471	05/24/15			Payment Amount	PV 137478	001 00701	35.00	W0-282764

Payment Number	Date	Address Number	Name	Payment Ty	Document Number	Key	Amount	Invoice Number
65857	02/24/15	3406	U.S. BERGROUND SCIENTIFIC LLC	PV	137479	001 00701	113.01	190-282762
65858	02/24/15	3420	UNITED PARCEL SERVICE	PV	137480	001 00701	113.01	190-282761
65859	02/24/15	3421	UNITED PARCEL SERVICE	PV	137515	001 00701	379.00	120150307
65860	02/24/15	3411	UNITED SPECIALTIES	PV	137509	001 00701	511.53	3020647
65861	02/24/15	3706	VALLEY NEWS GROUP	PV	137518	001 00701	50.00	4562271
65862	02/24/15	1652	VELOCITY TECHNOLOGY SOLUTIONS, INC.	PV	137464	001 00701	3,114.00	305294
65863	02/24/15	1604	VENTURA PLST CONTROL	PV	137517	001 00701	110.00	4562280
65864	02/24/15	1336	VILLA ESPERANZA SERVICES	PV	137518	001 00701	50.00	4562271
					137518	000 00701	110.00	4562271
					137517	010 00701	195.00	4562280
					137518	001 00701	50.00	4562271
					137518	000 00701	110.00	4562271
					137517	001 00701	1,626.66	3020647
					137518	001 00701	1,026.68	4562280
					137518	001 00701	1,026.68	4562280
					137518	000 00701	835.00	4562271
					137518	001 00701	1,114.75	4562271

ITEM 5A

Branch Number : 230054
 Bank Account : 00148807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment St. Message	Document Ty	Document Number	Key Inv Co	Amount	Source Number
6500	02/04/15	7005	MANE BARRIS AUTOMOTIVE		PV	131570	001 00701	3,096.35	LOANFC2015-2
				LANDSCAPE SVC					
				LANDSCAPE SVC					
				Payment Amount				4,780.00	
				WHEBBS-OLEAT				2,716.64	020730
				RUSHISH SVC					
				WHEBBS-OLEAT				69.35	070740
				LTR CHRG					
				WHEBBS-INGAL				300.00	020765
				EGIT FOR					
				WHEBBS-HP-				705.35	020725
				FLAIR CORP					
				Payment Amount				1,370.50	
				WHEBBS-SVC				688.51	732250
				WHEBBS-HP-				852.98	202672
				Payment Amount				1,872.69	
				TRST JRF S				1,492.90	8040279296
				SCIENTIFIC					
				PROBIT				17.20	8040279296
				AP Payee					
				3716 WMR INTL INTERNATIONAL, INC					
				P O BOX 680150					
				MILWAUKEE WI 53264-0150					
				Payment Amount				1,585.13	
				WEEK LAB SERVICES				200.00	WPA1742 LV
				LABORATORIES, INC.					
				LAB				950.00	WPA1856 LV
				SERV@MC-DIAZIN ON					
				LAB				124.00	WPA1859 LV
				SERV@DIAZINO GROUP					
				LAB				100.00	WPA18100 LV
				SERV@MC-DIAZIN ON					
				Payment Amount				1,404.00	
				MIRNG				540.00	403347
				DUC-SHEAT					
				SHIRINK LABELS					

ITEM 5A

Bank Number - 230054
Bank Account - 00148007 Cash-General

Payment Number	Date	Address Number	Name	Payment Method	Document Type	Document Number	Pay Item	Pay Code	Amount	Invoice Number
				MISC-ELEC	PV	137546	001	00701	178.08	403031
				SUPPLIES	PV	137547	001	00701	250.70	403074
				SHLD WIRE	PV	137548	001	00701	333.71	402805
				3/4" & 1"	PV	137549	001	00701	44.00	403415
				ALUM CONDUIT	PV	137550	001	00701	268.00	403416
				SITO WIRING	PV	137551	001	00701	387.24	403348
				DUCT	PV	137552	001	00701	164.00	400040
				MISC-ELEC	PV	137553	001	00701	21.07	400045
				ITEMS	PV	137554	001	00701	50	403371
				SAFETY SWITCH	PV	137555	001	00701	29.49	401124
				CONDUIT	PV	137556	001	00701	66.80	400075
				LOGS	PV	137557	001	00701	486.05	401470
				1050 PLS	PV	137558	001	00701		
				INSULN	PV	137559	001	00701		
				MISC-ELEC	PV	137560	001	00701		
				SUPPLIES	PV	137561	001	00701		
				WIRING DUCT	PV	137562	001	00701		
				FLAT SCREWS	PV	137563	001	00701		
				WEST COAST AIR CONDITIONING	PV	137564	001	00701	8,740.00	862922
				WEST COAST AIR CONDITIONING	PV	137565	001	00701	1,340.00	410240
				ROOFER \$ W/WORK	PV	137566	001	00701	225.00	211402
				WORK ROOF WAREHOUSE	PV	137567	001	00701	275.00	211345
				REBATE	PV	137568	001	00701	175.50	211245
				REBATE	PV	137569	001	00701	225.00	211251

ITEM 5A

Account Number - 246254
 Bank Account - 00168507 Cash/Current

Payment Number	Address Number	Name	Payment Sub Message	Document Ty	Document Number	Key Item	Key Code	Amount	Invoice Number
			LAUREL SERVICES						
			ON						
66915 002491	2007	TRIXOX CORPORATION	Payment Amount LEASE-1115	PV	137346	001	00701	852.60 210.51	379902348
66915 002491	1530	LAURA YOUNG	Payment Amount LIBR RUM.	PV	137346	001	00101	213.5 1,807.00	200042
66915 002495	1530	ZASSER COMPANY, INC	Payment Amount PULTR-RESER	PV	137397	001	00701	1,862.00 256,000.00	1052241
			INSTALLMENTS						
			5%	PC	137397	001	00704	12,800.00	10522761161
			REFLECTION-PMT						
			#1						
			Payment Amount					243,200.00	
			Total Amount of Payments Voted					1,351,829.15	
			Total Number of Payments Voted					124	

Bank Number - 238378
 Bank Account - 00146807 Cash/Central

Payment Date	Address	Name	Payment/Stub Message	Doc Number	Am	Co	Amount	Invoice Number
08/15/2015	AIRGAS USA, LLC 110	AIRGAS USA, LLC	12 MONTH RENTALS	137716	00	00701	58.21	9036038061
08/15/2015	6658 AIRGAS USA, LLC P O BOX 7423 PASADENA CA 91109 7423	AIRGAS USA, LLC	Payment Amount CV SEATARM	137504	00	00701	58.21	00140790
08/15/2015	2404 INDUSTRIAL SILVICK INC	ASTRA	Payment Amount ASTM13-REBR	137570	00	00701	00.92	4860021415
08/15/2015	7560 A18	ASTRA	Payment Amount 2/14-2/13/15	137671	00	00701	80.92	46391021415
08/15/2015	8170 AW DIRECT INC.	AW DIRECT INC.	Payment Amount VEH00245005-L CHTBRAKIT	137710	00	00701	1,896.57	1020483105
08/15/2015	19709 DANYL BEANCUR	DANYL BEANCUR	Payment Amount REIMB-MIL PAGE CSOIA CNF	137650	00	00701	175.42	021316
08/15/2015	18371 BLUE DIAMOND MATERIALS	BLUE DIAMOND MATERIALS	Payment Amount 2/16-13 MILEAGE-DCARM AMTC02/10/15	137674	00	00701	69.26	021915
08/15/2015	2613 CARCO ANALYTICAL SERVICES	CARCO ANALYTICAL SERVICES	Payment Amount 3-01 TN PWG MTR	137717	00	00701	269.02	635480 HI
08/15/2015	19651 GINTAS FIRE PROTECTION	GINTAS FIRE PROTECTION	Payment Amount JAN15 EXGSTER TEST	137629	00	00701	346.25	150120
08/15/2015	6586 CONSOLIDATED ELECTRICAL DISTRIBUTORS	CONSOLIDATED ELECTRICAL DISTRIBUTORS	Payment Amount FIRE FLOW TEST&INSPECTN	137718	00	00701	436.00	0220010030
08/15/2015			Payment Amount PH-LUM TAPE & LABELS	137706	00	00701	840.17	9009108771
08/15/2015			MISC ELEC SUPPLIES	137707	00	00701	330.89	0000710314
08/15/2015			COVERS & RPT MT	137705	00	00701	218.73	0000710302

270328 Cash/General 03/16/00 03/16/00

Payment Number	Date	Address Number	Name	Payment Sub Message	Doc Number	Tr	Amount	Key	Invoice Number
68505	03/03/15	2747	COJUMTY SANITATION DISTRICTS OF LA COUNTY	Payment/Amount	137722	001	632.91	00701	488092012115
68506	03/03/15	3028	DELTA PACIFIC INDUSTRIES	Payment/Amount	137722	001	456.32	00701	3415
68507	03/03/15	18076	EMPIRE PIPE CLEANING & EQUIPMENT INC.	Payment/Amount	137722	001	4,800.00	00701	6840
68508	03/03/15	16441	EMPLOYEE RELATIONS NETWORK	Payment/Amount	137722	001	84.73	00701	70087
68509	03/03/15	2661	FAIRFIELD SERVICE COMPANY	Payment/Amount	137722	001	3,411.86	00701	2015001
68510	03/03/15	2825	FRUSLUSON ENTERPR SES	Payment/Amount	137722	001	98.17	00701	2015001
				Payment/Amount	137722	001	1,719.95	00701	0607760

ITEM 5A

Batch Number 230328
Bank Account 00146007 Cash General

Payment Number	Date	Address Number	Name	Payment Glub Message	Docu- ment Ty	Key Ev	Key Ca	Amount	Invoice Number
6633	03/01/15	6110	INDUSTRIALS	FERGUSON ENTERPRISES, INC. #1353 FILE #4809 LOS ANGELES CA 90074-6570	PV	137754	001 00701	338.44	2720586-0263-
				Payment Amount 127-21515					5
				RIV DISP				400.95	2673825-0283-
				127-21515					3
				TARPA DISP				373.00	2720005-0283-
				127-21515					3
				SHOP BLDG DISP					
6632	03/01/15	1700	GOVERNMENT STAFFING SERVICES, INC.	FERGUSON ENTERPRISES, INC. #1353 FILE #4809 LOS ANGELES CA 90074-6570	PV	137720	001 00701	2,653.11	25383
				Payment Amount 29-22015				45.69	125212
				AUMAU					
				Payment Amount 5-002 GAL				2,911.01	845604
				JELIOWITS CHEMICALS, INC					
				HYPOCHLORITE				2,008.60	645698
				4,599 GAL					
				HYPOCHLORITE				5,765.56	645564
				4,375 GAL					
				DISINFECTANT					
6634	03/01/15	5103	KAMAN INDUSTRIAL TECHNOLOGIES	FERGUSON ENTERPRISES, INC. #1353 FILE #4809 LOS ANGELES CA 90074-6570	PV	137714	001 00701	678.91	5144104
				Payment Amount RIS RPL PARTS					
6635	03/01/15	2011	LA DASH	FERGUSON ENTERPRISES, INC. #1353 FILE #4809 LOS ANGELES CA 90074-6570	PV	137831	001 00701	30.47	50356021815
				Payment Amount RECTIFIER				40.97	017694021715
				115-21715					
				RECTIFIER					

Batch Number	236326	Bank Account	00146807 Cash-General	Payment Number	Date	Address Number	Name	Payment Sub Message	Documnt	Key	Amount	Invoice Number
				By					Number	Co		
66326	03/03/15		LIEUHT CASSIDY WHITMORE	PV	137675	001	00101	TWIN LKS PIS	001	00101	29,237.08	8756688001115
								Payment Amount				
								PROF SNUBHC			105.00	1359108
								Payment Amount				
								SEW NGTWRN			1,072.53	1359105
								Payment Amount				
								176215			110.24	HL11111502300
								Payment Amount				
								LOS ANGELES COUNTY DEPT OF PUBLIC WORKS			866.00	0010018128
								Payment Amount				
								LOS ANGELES COUNTY DEPT OF PUBLIC WORKS			814.40	0010018128
								Payment Amount				
								LOS ANGELES COUNTY DEPT OF PUBLIC WORKS			2,353.00	0010018128
								Payment Amount				
								LOS ANGELES COUNTY DEPT OF PUBLIC WORKS			13.73	0010018128
								Payment Amount				
								LOS ANGELES COUNTY DEPT OF PUBLIC WORKS			450.00	0010018128
								Payment Amount				
								LOS ANGELES COUNTY DEPT OF PUBLIC WORKS			5,670.29	0010018128
								Payment Amount				
								LOS ANGELES COUNTY DEPT OF PUBLIC WORKS			105.23	4160000001183
								Payment Amount				
								LOS ANGELES COUNTY DEPT OF PUBLIC WORKS			2,124.34	0010018128
								Payment Amount				
								LOS ANGELES COUNTY DEPT OF PUBLIC WORKS			42.02	0010018128
								Payment Amount				

ITEM SA

Union Number - 256328
Bank Account - 00146807 Cash-General

Payment Number	Date	Name	Address	City	State	Zip	Document Number	Payment Sub Message	Key	Amount	Invoice Number
66215	05/03/15	SOLJHEIM COUNTRYS OIL	18110		CA	91301	137537	TRANSMIT IR Payment Amount SIRCREESE	001 00001	339.39	025299149
66215	05/03/15	SUR INDUSTRIAL RADIO	10180		CA	91301	137633	FLIGHT Payment Amount ANTHUSARACI O REFRATR	007 00001	45.01	025299149
66215	05/03/15	STANDARD AUTOMATION	6199		CA	91301	137600	AA TFA SASSRACI O REFRATR Payment Amount FINISHFO COMPOST PKG	005 00001	330.00	5010567
66215	05/03/15	TECHNICAL GRAPHICS	7980		CA	91301	137618	STANDARD AUTOMATION & CONTROL LP P O BOX 349717 DALLAS TX 75284-0717 Payment Amount 80,000 MAILING ENVELOPES	001 00701	5,387.68	4398
66215	05/03/15	HILMAN ASSURANCE	9405		CA	91301	137836	VEHICL (1) NEWTRK VEHICL (4) NEWTRK	001 00701	159.09	2640205
66215	05/03/15	WAS SCIENTIFIC	3015		CA	91301	137837	NEWTRK Payment Amount (3) F.PET SEROLING	001 00701	643.56	804032407
66215	05/03/15	WILSON	3108		CA	91301	137637	WEIGHT Payment Amount	002 00701	98.21	804032497
66215	05/03/15	WILSON	3108		CA	91301	137554	WARRANTY NATIONAL INC P O BOX 543109 PITTSBURGH PA 15264-0109 Payment Amount SUV	001 00701	2,072.15	800350

ITEM 5A

Batch Number: 256328
 Bank Account: 00-46507 Cash General

Payment Number	Date	Name	Address Number	Payment Status Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number		
		RANCHIO										
				090	PU	137853	001	00701	3,632.00	270351		
				20-20115000A								
				NC-00								
				Payment Amount							5,955.55	
0850	03/04/25	WALCK LABORATORIES, INC.	18314	LAB	PU	131628	001	00701	300.00	W5SR0268-LV		
				SRV@RANCHIO								
				LAB SRV@TAPIA	PU	131609	001	00701	200.00	W5SR0293-LV		
				EFF@NT								
				LAB SRV@TAPIA	PU	131630	001	00701	45.00	W5SR0294-LV		
				EFF@ PIS								
				LAB SRV@TAPIA	PU	131631	001	00701	1,125.00	W5SR0452-LV		
				EFF@NT								
				Payment Amount:							1,070.00	
				Total Amount of Payments Made:							102,367.22	
				Total Number of Payments Made:							35	

Batch Number - 236330
[9]-s Account - 00165607 Cash General

Luis Vignoles M...
AVP Auto Payment Register

Payment Number	Date	Address Number	Name	Payment Sub Message	Document	Key	Amount	Invoice Number
1199175		295	SOUTHERN CALIFORNIA ELECTRIC	PV	133765	301 30761	29,646.80	45004253061
				Payment Amount			29,646.80	
				Total Amount of Payments Whelan			29,646.80	
				Total Number of Payments Whelan				5

Batch Number - 236334
Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Bill Message		Document		Key		Amount	Invoice Number
				Ty	Number	Inv	Co	Co	Co		
00000	03/20/15	00000	OWNER NETWORK INC.	PV	137643	001	00701			1,519.27	23640
Payment Amount											
2856	03/20/15	7007	AECOM USA INC.	PV	137624	001	00701		1,519.27	31,852.77	375089851
MC - HK											
2857	03/20/15	7007	AIR WEST MECHANICAL CONSTRUCTION, INC	PV	137627	001	00701		6,376.30		375069927
MC - HK											
Payment Amount											
2858	03/20/15	7007	AIR WEST MECHANICAL CONSTRUCTION, INC	PV	137620	001	00701		38,376.27	34,875.00	105433813
PRMTR-01 DNR											
HVAC INTGRN											
5%											
RETENTION-PRC											
PS											
Payment Amount											
2859	03/20/15	7006	JAMES ALBPAHIT	PV	137603	001	00101		33,023.75	7,320.00	452620
T JRF RNVL											
REBATE											
Payment Amount											
2860	03/20/15	7007	AQUATIC BIOASSAY & CONSULTING	PV	137798	001	00701		7,020.00	510.00	10502150170
215 CHRONIC											
BIOASSAYS TEST											
Payment Amount											
0850	03/20/15	7004	ABHOLD LAROCHELLE MATHEWS WILSONAS &	PV	137762	001	00751		570.00	484.00	474251
MS15 JPA											
AGNCAMTC											
Payment Amount											
0851	03/20/15	5007	AUSTIN-MAG, INC	PV	137799	001	00701		484.00	65,038.00	29237
UPR P-14HXR											
SCRIP CNTRY											
LAR P14HXR											
SCRIP CNTRY											
Payment Amount											
0852	03/20/15	7005	B&B PALLET CO.	PV	137725	001	00701		51,754.00	638.00	112071
55 YDS WOOD											
CHIPS											
55 YDS WOOD											
CHIPS											
55 YDS WOOD											
CHIPS											
55 YDS WOOD											
CHIPS											
55 YDS WOOD											
CHIPS											

Batch Number - 235534
Bank Account - 3016807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Document Type	Document Number	Key	Amount	Invoice Number
					Tr		Tr Co		
6863	03/01/15			55 YUSS WOOD CHIPS	PV	137729	001 0070:	638.00	112475
6863	03/01/15	740	WENNERS & CARPENTERS	Payment Amount	PV	137730	001 0070:	638.00	112475
6863	03/01/15	1637	JOSEPH BERMAN	Payment Amount	PV	137740	001 0070:	1,622.00	11475
6863	03/01/15	1634	AKOPOLIS BHOHISHIWAR	Payment Amount	PV	137887	001 0070:	1,425.31	999572
6863	03/01/15	1640	CALABASAS ESTATES DEVELOPMENT, LLC	Payment Amount	PV	137817	001 0070:	347.94	093050
6867	03/01/15	1926	CHANG RUTENBERG & LONG PC	Payment Amount	PV	137652	001 0070:	2,500.00	47377
6868	03/01/15	2741	CITY OF WESTLAKE VILLAGE	Payment Amount	PV	137651	001 0070:	195.00	14115-003
6869	03/01/15	1920	COMMUNICATIONS RELAY, LLC	Payment Amount	PV	137759	001 0070:	300.00	55323
6870	03/01/15	4596	CONSOLIDATED ELECTRICAL DISTRIBUTIONS	Payment Amount	PV	137743	001 0070:	1,970.00	9009710000
6871	03/01/15	6836	CUSTOMER SERVICE CENTER	Payment Amount	PV	137744	001 0070:	2,208.59	90097100433
6872	03/01/15			Payment Amount	PV	137745	001 0070:	3,310.88	90097100377
6873	03/01/15			Payment Amount	PV	137638	001 0070:	3,287.87	21835

ITEM 5A

Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Document Number	Key	Amount	Invoice Number
65574	03/10/15	15319	MICHELLE DURANT	Payment Amount	137733	001 00101	31.07	046373
65574	03/10/15	15317	ECO - RIFE/DILY PLUMBING INC	Payment Amount	137732	001 00701	13,880.00	14951
65574	03/10/15	5378	EMERSON PROCESS MANAGEMENT	Payment Amount	137731	001 00701	12,304.59	9263716
65574	03/10/15	1913a	EMPOWER & WATER SOLUTIONS 22737 N. TWO OAK PLACE CHICAGO IL 60673-1227	Payment Amount	137734	001 00701	1,002.05	2060
65574	03/10/15	14415	FASANEL COMPANY	Payment Amount	137733	001 00701	1,040.13	CAGHA18451
65574	03/10/15	2720	FISHER SCIENTIFIC	Payment Amount	137742	001 00701	371.16	1953283
65574	03/10/15	2608	GEDLABS	Payment Amount	137606	001 00701	2,665.00	21530046
65574	03/10/15	2627	GOVERNMENT	Payment Amount	137660	001 00701	150.00	2102780

ITEM 5A

Batch Number: 236334
Bank Account: 00146807 California

Payment Number	Date	Address Number	Name	Payment Sub Message	Doc Number	Key	Amount	Invoice Number
6587	03/03/15	4160	JWC ENVIRONMENTAL	REBATE				
				Payment Amount			1,500.00	
				MUFFERS/ANSLER	PV 107763	001 00701	8,787.57	64142
				GRND FXCH				
6588	03/03/15	1530	BERNARD KAUFMAN	Payment Amount			8,787.57	000737
				RFND BAL -	PV 137016	001 00701	532.50	
				CLOSED A/C				
6589	03/03/15	1650	KEMIRA WATER SOLUTIONS INC	Payment Amount			532.80	
				RFND BAL -	PV 137644	001 00701	4,516.60	0017404789
				CLOSED A/C				
6590	03/03/15	1700	KEMIRA WATER SOLUTIONS MAIL CODE SERI, P O BOX 105045 ATLANTA GA 30344-5045	Payment Amount			4,516.60	
				RFND BAL -	PV 137670	003 00701	15,142.50	89630
				CLOSED A/C				
6591	03/03/15	1700	KENNEDY/JACKSON CONSULTANTS	Payment Amount			15,142.50	
				RFND BAL -	PV 137686	003 00701	1,343.02	9587857
				CLOSED A/C				
6592	03/03/15	1700	LOS ANGELES ENGINEERING INC	Payment Amount			1,343.02	
				RFND BAL -	PV 137747	001 00701	613.01	15177297
				CLOSED A/C				
6593	03/03/15	1700	MAIL FINANCE	Payment Amount			613.01	
				RFND BAL -	PV 137815	001 00701	205.28	031305
				CLOSED A/C				
6594	03/03/15	2004	PAUL MABIE MCCOMOUGH	Payment Amount			205.28	
				RFND BAL -	PV 137816	001 00701	80.04	031300
				CLOSED A/C				
6595	03/03/15	2004	MSC TECHNOLOGIES	Payment Amount			80.04	
				RFND BAL -	PV 137760	001 00701	4,000.00	4633
				CLOSED A/C				
6596	03/03/15	2004	OFFICE DEPOT	Payment Amount			4,000.00	
				RFND BAL -	PV 137760	001 00701	304.89	755383200001
				CLOSED A/C				
6597	03/03/15	2004	OFFICE DEPOT	Payment Amount			304.89	
				RFND BAL -	PV 137760	001 00701	13.06	7553842001001
				CLOSED A/C				
6598	03/03/15	2004	OFFICE DEPOT	Payment Amount			13.06	

ITEM 5A

Batch Number - 280334

Bank Account - 00140807 Cash General

Payment Number	Payment Date	Address Number	Name	Payment Slct Message	Document Number	Key	Amount	Invoice Number
6656	03/01/15	1506	ORACLT AMERICA, INC.	JOB 5107	137700	001 00701	16,519.41	62458778
				Payment Amount			407.95	
6657	03/01/15	1506	PAC ENG ADVANCED CIVIL ENGINEERING, INC	JAN15RCSB2 IMPRMENTS	137700	001 00701	6,707.86	06441
				Payment Amount			15,659.41	
6658	03/01/15	1604	PVC INC HYDROTECH CORPORATION	PMT#113 MG PANK	137700	001 00701	483,981.00	104704811
				Payment Amount			5,767.85	
				3% REFLECTION PMT #11	137700	001 00301	37,165.05	104781RTN#11
6659	03/01/15	1607	PARADISE CHEMICAL	'15 CYCLE SILARD-5180	137699	001 00701	22,919.31	715606
				Payment Amount			421,781.95	
				'15 CYCLE SILARD-3698	137698	001 00701	22,919.31	715614
				Payment Amount			22,919.31	
				'15 CYCLE SILARD 7417	137699	001 00701	22,919.31	715618
				Payment Amount			22,919.31	
				'15 CYCLE SILARD 3613	137700	001 00701	22,919.31	715619
				Payment Amount			91,677.24	
6660	03/01/15	8484	PASADENA DIS*REUTION INC	FLB 15 CYLINDER RNTL	137761	001 00701	120.81	51666079
				Payment Amount			120.81	
6661	03/01/15	1558	PASADENA DISTRIBUTION INC DEPT LAZ1913 PASADENA CA 91105 1014	RFID BAL - CLOSED A/C	137844	001 00101	1,500.00	9687922
				Payment Amount			120.81	
6662	03/01/15	1552	RADVAE L INTERNATIONAL INC	RPR ADU205 ANALOG INPT	137849	001 00701	343.04	INV2:20160
				Payment Amount			1,500.00	
				Payment Amount			343.04	

Payment Number	Payment Date	Address Number	Name	Payment/Stub Message	Doc Number	Key	Amount	Invoice Number
68603	05/10/15	10232	SILFCT PRINTING INC	PV 137752	00: 00701	13,300.00	1907022	
				Payment Amount		13,300.00		
68604	05/10/15	10172	SHAMROCK SUPPLY CO.	PV 137542	00: 00701	248.25	1907022	
				Payment Amount		248.25		
68605	05/10/15	2549	SNAP CARTRIDGES	PV 137019	00: 00701	341.03	0715156595	
				Payment Amount		341.03		
68606	05/10/15	70530	RALPH M L TAYLOR	PV 137159	00: 00701	87.44	0695555	
				Payment Amount		87.44		
68607	05/10/15	11646	FORMS CENTRAL INC.	PV 137734	00: 00701	3,372.00	9071	
				Payment Amount		3,372.00		
68608	05/10/15	3911	UNITED SPECIALTIES	PV 137764	00: 00701	26,373.00	9073	
				Payment Amount		26,373.00		
68609	05/10/15	2780	VALLEY NEWS GROUP	PV 137766	00: 00701	1,004.00	9073	
				Payment Amount		1,004.00		
68610	05/10/15	19286	VELOCITY AEROSPACE BURBANK, INC.	PV 137731	00: 00701	410.00	87727	
				Payment Amount		410.00		
68611	05/10/15	2428	VANCE BARNES AUTOMOTIVE	PV 137655	00: 00701	180.00	2-19	
				Payment Amount		180.00		
				Payment Amount		516.00		
				Payment Amount		190.00	1101348	
				Payment Amount		5,275.50	1101348	
				Payment Amount		16.06	1101348	
				Payment Amount		5,291.66	020739	
				Payment Amount		5,328.70	020739	
				Payment Amount		290.59	020739	
				Payment Amount		438.01	020739	
				Payment Amount		2,088.10	320352	
				Payment Amount		3,106.56	320352	

Payment Number	Date	Address Number	Name	Payment Sub Message	Docu- ment Number	Key Jr	Key Co	Amount	Invoice Number
				AN-CO					
				SMV	137749	00	00701	4,850.25	320334
				215-2211590					
				RAK-C-50					
				SMV 215-2104N	137750	00	00701	2,040.85	310353
				CNY&N FID#3					
				Payment Account					
				AC: PM@BUDG#7	137661	00	00701	265.00	563431
				AC: PM@BUDG#1	137662	00	00701	108.00	563467
				AC: PM@BUDG#2	137662	00	00701	62.00	563468
				AC: PM@BUDG#3	137664	00	00701	670.00	563395
				AC	137665	00	00701	50.00	563466
				PM@CORRELL					
				PS					
				AC: PM@BUDG#1	137665	00	00701	45.00	563490
				AC: PM@BUDG#2	137667	00	00701	30.00	563429
				AC: PM@BUDG#3	137667	00	00701	115.00	563473
				AC: PM@BUDG#4	137669	00	00701	135.00	563446
				AC: PM@BUDG#5	137660	00	00701	300.00	563326
				RPL	137691	00	00701	40.69	534010
				DELTD@AC#2-RA					
				MC#0					
				AC	137692	00	00701	395.00	563993
				PM@BUDG#7&A					
				RPL	137693	00	00701	372.85	563995
				ULTS@NTC#1HS#					
				BLD#0					
				RPL	137694	00	00701	85.03	563558
				ULTS@BLD#4#1					
				RPL	137695	00	00701	25.60	563559
				BLD#0#1#0#0					
				RPL	137696	00	00701	614.50	503732
				RPL					
				Payment Account					
				SMV@BUDG#5-3L	137750	00	00701	49.01	54622
				DC#5					
				WEST COAST POWER SOLUTIONS					
				Payment Account					
				Total Amount of Payments Whitten				89.29	
				Total Amount of Payments Whitten				895.079 70	

Bank Number - 256334

Bank Account - 00-46907 Cash/General

Las Vegas Municipal Water
Appl Auto Payment Regular

Payment Number	Date	Address Number	Name	Payment Sub Message	Document Ty Number	Key Nm Co	Amount	Invoice Number
Total Number of Payments Within								



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

**MINUTES
SPECIAL MEETING**

6:00 PM

February 2, 2015

PLEDGE OF ALLEGIANCE

1. CALL TO ORDER AND ROLL CALL

A Call to order and roll call

The meeting was called to order at **7:45 p.m.**, by Board President Peterson in the District offices. Daryl Betancur, Clerk of the Board conducted the roll call.

Present: Lewitt, Polan, Renger, Caspary and Board President Peterson.

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.

Director Caspary moved to approve the agenda as presented. Motion seconded by Director Lewitt. Motion carried unanimously.

3. PUBLIC COMMENTS

None

ITEM 5B

4. AGOURA ROAD RECYCLED WATER MAIN EXTENSION: AWARD

Approve an appropriation of \$1,209,988 for the Agoura Road Recycled Water Main Extension; request that the City of Agoura Hills award the work to C.A. Rasmussen, Inc., for construction in conjunction with its Agoura Road Widening Project; and authorize the General Manager to reimburse the City of Agoura Hills, in an amount not to exceed \$1,182,426, for the portion of its progress payments to the contractor for the recycled water main.

Director Caspary moved to approve the recommendation. Motion seconded by Director Renger. General Manager Pedersen explained he wanted to make a change to the recommendation stating that the appropriation should be \$1,272,665 to reflect the non-participation by Triunfo Sanitation Districts. Amendments to the motion were accepted by the mover and seconder.

Director Caspary commented that members of the public watching the broadcast may wish to view the video recording for the previous JPA Board meeting when this project was discussed at length and to get all the details.

Director Polan asked whether or not there was a significant impact to the District's budget process and what would be the effect on the rate payers.

Staff answered that there will be a budgetary impact for the project; however, the project was included in the budget and staff had anticipated that it would be a JPA-funded project with a 70/30 split; TSD chose not to participate, as a result, there will be a larger cost to the District. Administering Agent/General Manager Pedersen further commented that the District had adequate reserves in the recycled water fund for this purpose.

Director Lewitt asked whether or not the JPA would benefit from the project. Administering Agent/General Manager Pedersen stated that the JPA, and both of its partner agencies, would benefit from the additional sale of wholesale recycled water, irrespective of TSD's decision not to participate in the project. Board President Peterson commented that he was in agreement with JPA Director McReynolds in that this issue was not about what the District is doing today, but rather what we will be doing in the future when water is priced at \$2,000/AF; this will prove to be very inexpensive water for all.

Following the discussion, Board President Peterson called for the question. Motion carried unanimously.

5. ADJOURNMENT

Seeing no further business to come before the Board, the meeting was duly adjourned at **7:55 p.m.**

GLEN PETERSON, President
Board of Directors
Las Virgenes Municipal Water District

ATTEST:

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

(SEAL)

March 4, 2015

To: Payroll

From: David W. Pedersen
General Manager



RE: Per Diem Request – February 2015

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

On February 26, 2008, the Board unanimously voted to amend the daily per diem to \$200, effective February 27, 2008. On January 26, 2010, during the annual review of compensation, the Board opted for the per diem to remain at \$200 and requested that a per diem survey be conducted along with the next employee compensation study.

<u>Director</u>	<u>No. of Meetings</u>	<u>Rate</u>	<u>Total</u>
Charles Caspary	5	\$200.00	\$1,000.00
Glen Peterson LVMWD* – 3 MWD** – 8	11	\$200.00	\$2,200.00
Leonard Polan	10	\$200.00	\$2,000.00
Lee Renger	3	\$200.00	\$600.00
Jay Lewitt	8	\$200.00	\$1,600.00

*LVMWD Code Section 2-2.401(a): "not exceeding a total of ten (10) days in any calendar month"

**LVMWD Code Section 2-2.401(b): MWD director "not exceeding a total of (10) days in any calendar month."

LAS VIRGENES MUNICIPAL WATER DISTRICT - PER DIEM REPORT



To: Daryl A. Betancur, Clerk of the Board

Director's Name: Glen Peterson

Month of: Feb-15

Division: 2

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

Date(s)	# of Days Claimed			Reimbursible Expenses ² (Y/N)	Check One		Event Title
	Event	Travel ¹	Total		MWD	LV/MWD	
2/2/15	1		1 n/a		x		JPA meeting
2/3/15	1		1 n/a	x			E & O meeting prep with Deborah Mann and staff
2/5/15	1		1 n/a	x			Dr. Lucy Jones in Dratige County MWD
2/6/15	1		1 n/a	x			Northern Caucus
2/9/15	1		1 n/a	x			Committee Meetings
2/10/15	1		1 n/a	x			Board meetings
2/11/15	1		1 n/a	x			CRBCA Ontario
2/12/15	1		1 n/a	x			ACWA Storage Task Force
2/17/15	1		1 n/a	x			MWD Bay Delta prep meeting
2/27/15	1		1 na		x		ACWA State Leg Sacramento
*12/18/14	1		1 na		x		December ACWA Storage task force
TOTAL				11	6	3	

ITEM 5


Date Submitted: 3/2/15
 Director Signature: [Signature]

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

RECEIVED

FEB 17 2015

LAS VIRGENES MUNICIPAL WATER DISTRICT - PER DIEM REPORT

		To: Daryl A Belancour, Clerk of the Board		Director's Name: Lee Rogger
Month of: February 2015				Division: 3
The following Las Virgenes Municipal Water District Board of Directors Meetings, Committee Meetings/Conferences I have attended:				
Date(s)	# of Days Claimed	Reimbursible Expenses ²	Check One	Event Title
	Travel 1	Total	MWD	
2-2	1	1N	LVMWD	JPA BOARD MEETING
2-10	1	1N	X	LVMWD BOARD MEETING
2-11	1	1N	X	SEASONAL STORAGE WORKSHOP
TOTAL		3		

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

Date Submitted: 2-13-2015
 Director Signature: *Lee Rogger*



March 10, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject: Investment Report for the Month of January 2015 (Pg.)

SUMMARY:

Driven by a combination of positive and negative economic indicators, the economy continued its lackluster performance and slow recovery in January. At the end of January, markets were slightly lower than December and the January Federal Reserve meeting indicated little change in its current policies: interest rates stayed at historic lows and expectations of interest rate increases in 2015 continued. Interest rates for financial instruments in the 1 to 5 year range and the U.S. stock markets remained higher than a year ago. However, there has been a flattening in the treasury yield curve, resulting in slightly lower yield in the intermediate to long term bonds.

Despite financial market stability in January, the housing market continued to experience recovery challenges in that sector. Most financial experts are predicting continued slow improvements to the economy for calendar year 2015, followed with some short-term volatility. The annualized yield for the District's portfolio was up 5.4% year-over-year, reaching 0.99% in January 2015 compared to 0.94% in January 2014.

The portfolio was valued at \$66,158,278 on January 31, 2015.

RECOMMENDATION(S):

Receive and file the Investment Report for the Month of January 2015.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

DISCUSSION:

Economic Trends

The overall economic data for January has remained indicative of modest growth. The January employment report was as anticipated. Nonfarm payrolls rose by 257,000 in January, following strong gains of 329,000 and 423,000 in December and November, respectively. The national unemployment rate inched up to 5.7% from 5.6%, due to an increase in the labor participation rate from 62.7% to 62.9%. Also, wages increased 0.5% in January partly due to several states' minimum wage increase that took effect the beginning of the year. Meanwhile, manufacturing data has recently softened due to the strong U.S. dollar and sluggish economic growth abroad which may be having a dampening effect on U.S. manufacturing trends. Also, low gas prices should continue to provide a boost for consumer spending. Meanwhile, housing data remains volatile in spite of ongoing low mortgage rates.

ITEM 5D

The Federal Open Market Committee (FOMC) left policy rates unchanged at its January meeting. The Fed noted economic activity has been expanding at a moderate pace and job growth has improved, but “market-based measures of inflation compensation have declined substantially in recent months.” The Fed also acknowledged it is taking “international developments” into account as it assesses monetary policy. The FOMC reaffirmed it will take a “patient” approach toward normalizing monetary policy, and emphasized once again that policy changes will be data dependent. The first rate hike is likely to be in mid to late-2015 based on the Fed’s economic forecasts. Fed Chair Yellen indicated that policy rates would likely remain unchanged for at least the next couple of FOMC meetings. This suggests that a rate hike is unlikely to happen any sooner than April, unless there is an unexpected change in economic data. The Committee also expects the fed funds rate to approach a more normalized level by the end of 2017, which suggests that any rate increases are likely to be gradual over the next few years.

The yield on the two-year Treasury note decreased in December to 0.61%, down from 0.67% at the end of December. The 3-year Treasury was down as well, closing the month at 0.98% from 1.10% from the prior month. Domestic economic data remained fairly strong in January, but concerns about a slowdown in global economic growth (particularly in Europe, Russia and China) were elevated in the month. Geopolitical tensions and the drop in oil prices also caused volatility in the global financial markets during the month.

The Dow Jones Industrial Average finished January lower, down 658.12 points or -3.7% for the month, closing at 17,164.95 from 17,823.07 on December 30th.

In December, overall the Los Angeles-Riverside-Orange County Consumer Price Index (CPI) declined to 0.7% on a year-over-year basis from 1.3% in November. The year-over-year Core CPI (CPI less food and energy) also declined to 1.6% in December from 1.7% in November.

In January, retail sales rose 3.3% on a year-over-year basis versus a gain of 5.1% in December. On a month-over-month basis, retail sales declined 0.8% in January. Gasoline sales were a drag on retail sales due to lower prices. Overall, consumer spending is showing positive momentum.

Housing data remains volatile. Single-family housing starts rose 7.2% in December after declining 5.1% in November.

Preliminary unemployment rates for our micro-area (Agoura Hills data) improved to 3.2% in December from 3.4% in November. The Los Angeles County unemployment rate improved to 7.5% in December, from 7.9% in November. Ventura County’s unemployment decreased from 6.5% in November to 5.9% in December.

Performance of the District’s Portfolio

As of January 31, 2015, the District held \$66,158,278 in its portfolio, down 12.2% year-over-year, primary due to withdraws to fund for capital improvement projects. The majority of the funds are held in the District’s investment accounts, which had a January 31st value of \$40,829,991. LAIF held the majority of the remaining funds in the amount of \$20,579,955. A small portion of the funds, \$2,002,199, were held in the pooled investment fund of CalTrust. A significant portion of remaining funds were held in a trustee account as required reserves for the Bond Refunding: \$2,757,686. The annualized yield for the District’s portfolio has slowly increased, up 5.4% year-over-year, reaching 0.99% in January 2015 from 0.94% in January 2014.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared By: Joseph Lillio, Finance Manager

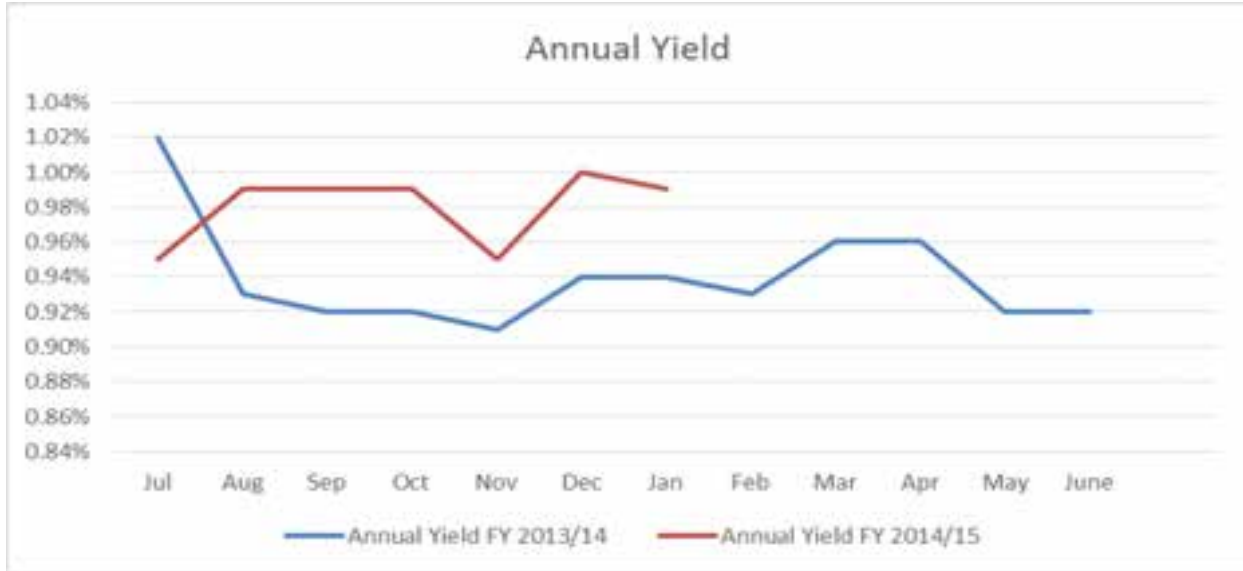
ATTACHMENTS:

[Charts](#)

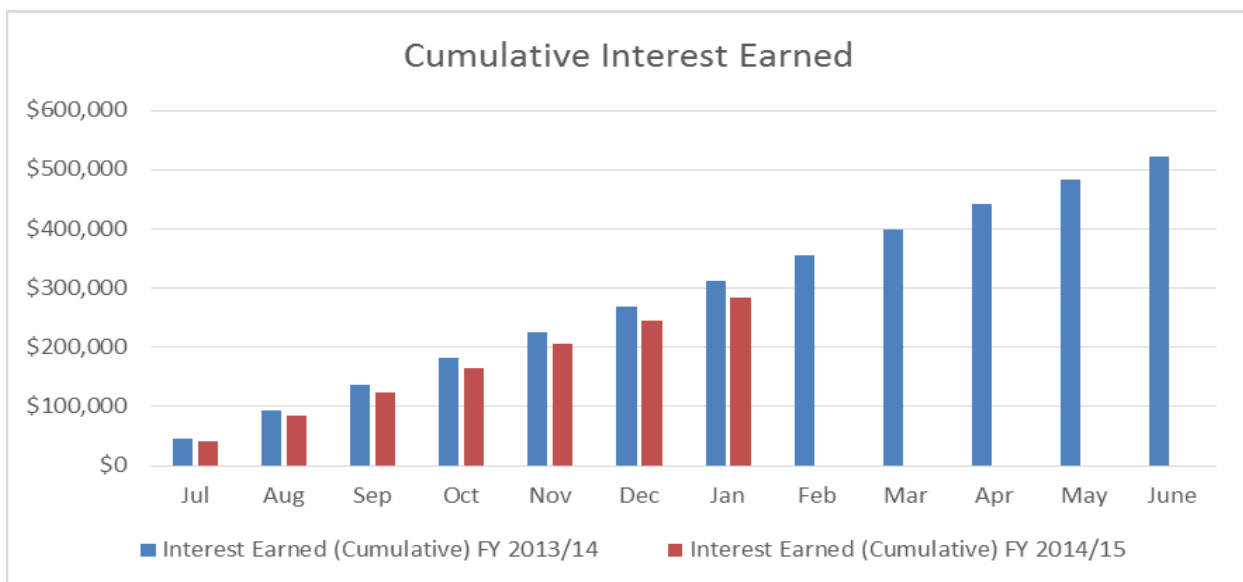
[January Investment Report](#)

[Appendix A](#)

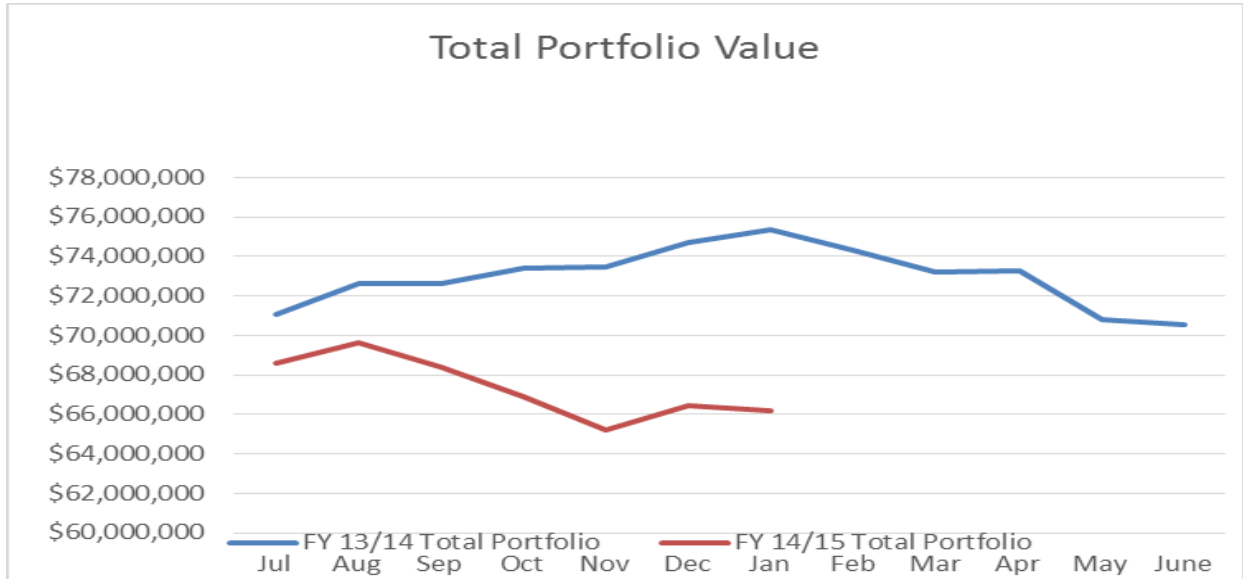
In January, the annualized yield for the District’s Investment portfolio decreased by 1 basis point (0.01%), to 0.99%; this is still the highest since July 2013. The overall increase in the portfolio’s yield is a result of reinvesting matured and called bonds at a slightly higher yield. The following chart shows annualized monthly yield over the current fiscal year (FY) and previous FY. As the chart shows, yields have largely remained flat since August 2013. Staff does not forecast yields to change significantly for the remainder of the FY.



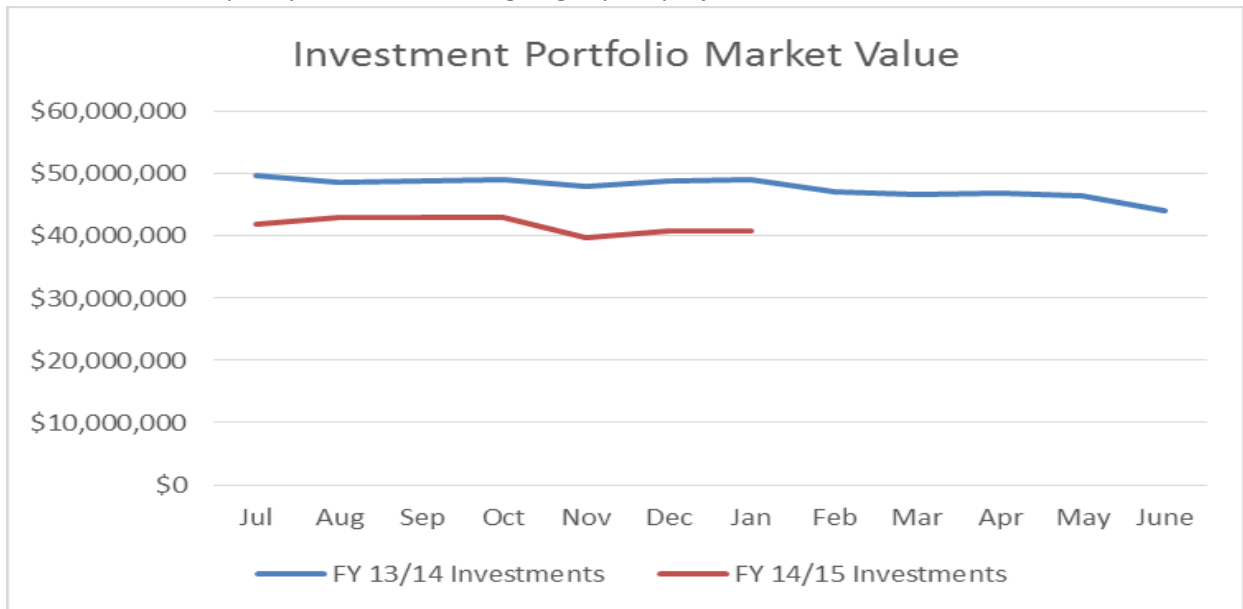
The interest earned from all investments in the portfolio FY to date has slightly trailed FY 13/14 as anticipated. The following chart shows cumulative interest earned over the current and previous FY. The current cumulative interest earned is slightly less than the cumulative interest earned during this same period last year (January 2014) due to a lower overall portfolio balance. Since there is no indication of a significant interest rate increase through the remainder of the current fiscal year, staff projects that the current trend will continue.

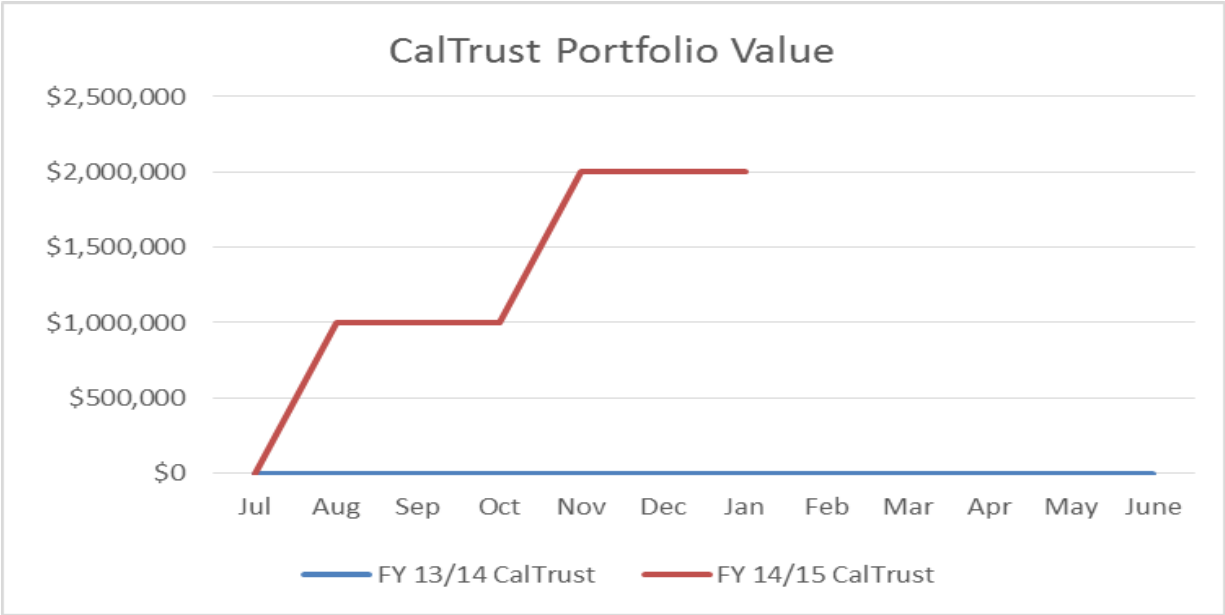
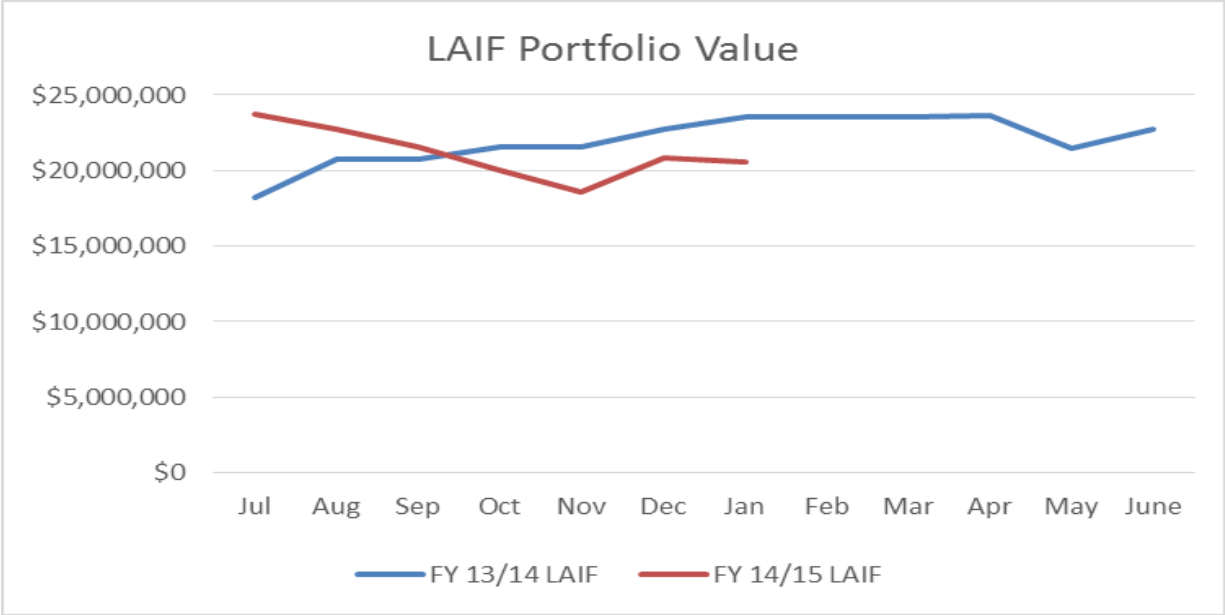


The total value of the portfolio as of January 31, 2015 is \$66.2M. This compares to a balance of \$75.4M from January 31, 2014. This year-over-year difference reflects a 12.2% decrease and is a reflection of the capital project outlays over the past year. The portfolio typically fluctuates as funding is needed for capital projects. The chart below shows the total portfolio value over time.

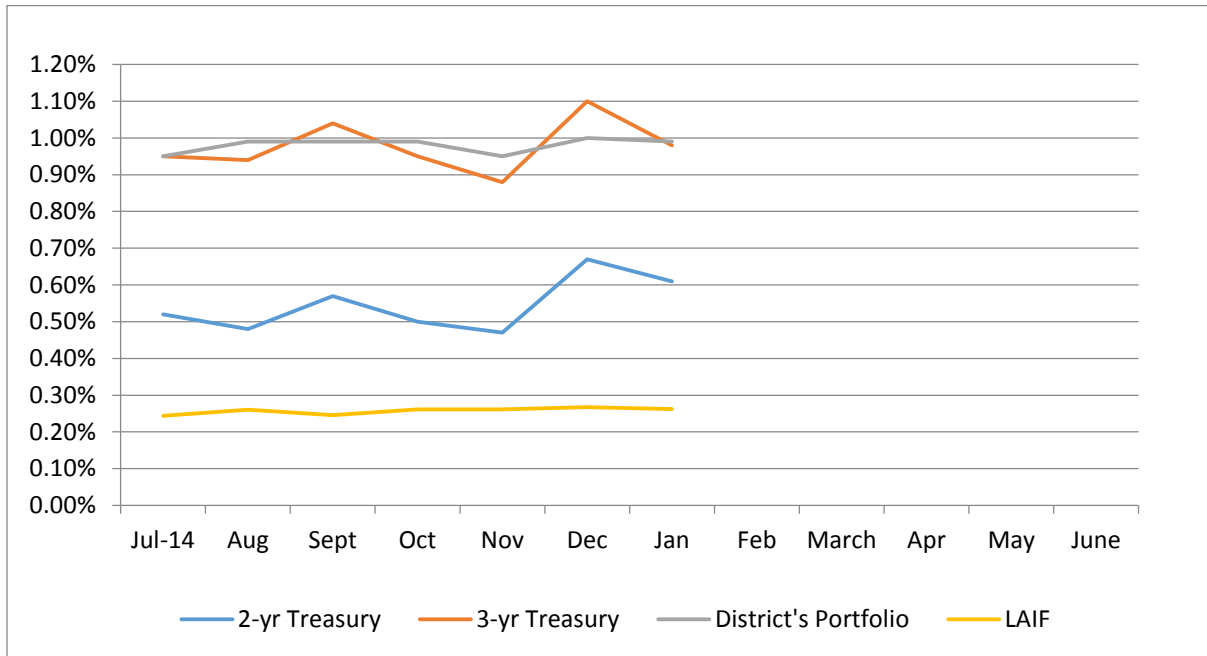


On average, the District maintains approximately 30-35% of the portfolio in LAIF and 65-70% in direct investments. The following charts show the value of the District’s Investment Portfolio, LAIF, and CalTrust. The investment portfolio had a balance of \$40.8M as of January 31, 2015, LAIF had a balance of \$20.6M, and there was a balance of \$2.0M in CalTrust. The CalTrust account was first funded in August 2014 as a means of diversifying the liquidity portion of the District’s portfolio. The charts visually show the District’s rebalancing of funds from the investment portfolio to LAIF during the last half of fiscal year 13/14 to ensure liquidity needs for the ongoing capital projects.





The following chart depicts annualized yields on the District's portfolio for FY 2014-15 in comparison to comparative benchmarks; the 2-year U.S. Treasury yield, the 3-year U.S. Treasury yield and LAIF. The average duration of the District's portfolio as of January 31, 2015 was 2.25 years.



Date: February 18, 2015
 To: David W. Pedersen, General Manager
 From: Finance and Administration Department
 Subject: Investment Report for the Month of January 2015

Summary of Investments

Investments Maturing Within Six Months:

Disc./Cpn Ratio	Yield To Maturity	Investment Type	Date Invested	Date Matures	Book Value	Pr Value	Market Value	Market Source
2.000%	2.000%	FHLB-Bullet	03/25/11	03/20/15	1,000,000	1,000,000	1,003,020	Custodian
0.740%	0.550%	Montgomery-Muni Bond	11/29/12	04/01/15	1,004,400	1,000,000	1,000,320	Custodian
0.850%	0.850%	AZS:IGR Muni Bond	01/17/13	06/10/15	2,205,000	2,205,000	2,207,073	Custodian
		Sub-Total			4,209,400	4,205,000	4,210,213	

Investments Maturing After Six Months:

1.250%	1.250%	FHLMC-Callable Coupon	02/17/12	02/17/17	1,000,000	1,000,000	1,000,330	Custodian
0.670%	0.670%	FNMA-Bullet	03/26/12	03/26/15	1,000,000	1,000,000	1,002,740	Custodian
1.050%	1.050%	FFCB-Bullet	03/28/12	03/28/16	1,000,000	1,000,000	1,008,090	Custodian
1.270%	1.270%	FHLB-Bullet	03/20/12	03/02/17	1,000,000	1,000,000	1,012,520	Custodian
0.980%	0.980%	FFCB-Callable Coupon	09/18/12	09/18/17	1,000,000	1,000,000	1,000,040	Custodian
0.900%	0.921%	FNMA-Callable Coupon	10/25/12	10/25/17	999,000	1,000,000	995,160	Custodian
0.625%	0.700%	FHLMC-Bullet	10/26/12	11/20/16	997,040	1,000,000	999,860	Custodian
0.820%	0.860%	FFCB-Callable Coupon	10/26/12	07/11/17	998,000	1,000,000	960,500	Custodian
0.75% & Up	1.045%	FNMA-Callable Coupon	11/21/12	11/21/17	1,000,000	1,000,000	1,000,230	Custodian
0.625%	0.625%	FNMA-Callable Coupon	11/28/12	11/28/16	2,000,000	2,000,000	1,998,400	Custodian
0.600%	0.600%	FFCB-Callable Coupon	12/13/12	12/12/16	1,000,000	1,000,000	994,830	Custodian
0.600%	0.580%	Port Auth NY&NJ Muni Bond	12/19/12	12/19/15	1,000,580	1,000,000	1,000,330	Custodian
0.600%	0.600%	FFCB-Bullet	12/27/12	12/27/16	1,000,000	1,000,000	1,001,710	Custodian
0.500%	0.500%	FHLB-Callable Coupon	12/28/12	09/28/16	1,000,000	1,000,000	999,860	Custodian
0.5% & Up	1.41%	FHLB-Callable Coupon	02/07/13	02/07/18	1,000,000	1,000,000	1,000,090	Custodian
1.585%	1.400%	LVNSCD-Muni Bond	02/20/13	11/01/17	1,022,130	1,000,000	1,008,190	Custodian
0.600%	0.600%	FNMA-Callable Coupon	02/25/13	08/25/16	1,000,000	1,000,000	998,060	Custodian
0.600%	0.600%	PST-Muni Bond	03/26/13	11/01/16	1,000,000	1,000,000	993,890	Custodian
1.000%	1.000%	FHLMC-Callable Coupon	03/26/13	03/26/18	1,000,000	1,000,000	1,002,960	Custodian
0.8% & Up	1.45%	FNMA-Callable Coupon	03/27/13	03/27/18	1,000,000	1,000,000	1,000,740	Custodian
0.85% & Up	1.70%	FNMA-Callable Coupon	03/28/13	03/28/18	1,000,000	1,000,000	1,001,070	Custodian
1.020%	1.020%	FHLMC Callable Coupon	04/23/13	04/23/18	999,500	1,000,000	995,830	Custodian
0.950%	0.950%	FHLMC-Callable Coupon	05/22/13	05/22/18	1,000,000	1,000,000	998,170	Custodian
0.750%	0.750%	FHLMC-Callable Coupon	05/28/13	11/28/17	1,000,000	1,000,000	995,270	Custodian
0.75% & Up	1.11%	FNMA-Callable Coupon	06/28/13	05/29/18	1,000,000	1,000,000	1,000,480	Custodian

LVMWD Investment Report for the Month Ending January 31, 2015

Disc./Cpn Rate	Yield To Maturity	Investment Type	Date Invested	Date Matures	Book Value	Par Value	Market Value	Market Value Source
Investments Maturing After Six Months (continued):								
0.832%	0.832%	ARLDEV-Muni Bond	06/03/13	12/31/16	1,685,000	1,686,000	1,684,128	Custodian
1.250%	1.250%	FHLB-Callable Coupon	08/28/13	08/26/16	1,000,000	1,000,000	1,006,800	Custodian
0.625% & Up	1.648%	FHLMC Callable Coupon	02/05/14	02/05/18	1,000,000	1,000,000	1,000,040	Custodian
1.300%	1.300%	FHLMC Callable Coupon	02/27/14	02/27/18	1,000,000	1,000,000	1,000,780	Custodian
1.800%	1.800%	FHLMC Callable Coupon	02/27/14	02/27/19	1,000,000	1,000,000	1,001,170	Custodian
1.800%	1.800%	FHLMC-Callable Coupon	03/12/14	03/12/19	1,000,000	1,000,000	1,001,880	Custodian
2.000%	2.000%	FHMA-Callable Coupon	08/20/14	08/20/19	1,000,000	1,000,000	1,000,840	Custodian
1.500%	1.500%	FHMA-Callable Coupon	09/19/14	09/19/18	1,000,000	1,000,000	1,011,270	Custodian
1% & Up	2.216%	FHLB-Callable Coupon	12/30/14	12/30/19	1,000,000	1,000,000	1,005,200	Custodian
1.500%	1.500%	FHLMC-Callable Coupon	01/30/15	01/30/19	1,000,000	1,000,000	1,001,900	Custodian
Sub Total					36,601,250	36,585,000	36,619,776	
Total Investments					40,810,650	\$40,790,000	40,829,931	

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

1 CPMAT-0.75% to 1/15/15, thereafter 1.5%
 2 CPMAT-0.75% to 1/15/15, thereafter 1.5%
 3 CPMAT-0.83% to 8/15, thereafter 1.5%
 4 CPMAT-0.83% to 8/15, thereafter 1.5%
 5 CPMAT-0.75% to 8/15, 1% to 2/7/16, 1.5% thereafter 3%
 6 CPMAT-1% to 12/15, 1.25% to 12/16, 2% to 12/23/16, thereafter 4%
 7 CPMAT-1% to 12/15, 1.25% to 12/16, 2% to 12/23/16, thereafter 4%

Interest earnings for the month were as follows:

Investment	Amount Earned/Accrued	Current Yield
Refunding Revenue Bonds - Reserve Fund (Bank of New York Mellon)	\$502	0.262%
Local Agency Investment Fund (LAIF)	30,519	0.990%
Call Trust Short-Term Fund	4,493	0.767%
Reich & Tang Daily Income - US Treasury Money Market Fund	675	0.340%
Swap Accounts (Wells Fargo Bank/Bank of New York Mellon)	1	0.010%
Total Earnings	13	0.010%
	\$35,300	

Schedule of Investment Balance Limitations (Per District investment policy)

The source of the market valuation is as follows	Total Amount Invested	% of Total	Max. Limit Allowed
Investments (Note 1)	\$40,810,650	67.68%	no limit
Refunding Revenue Bonds - Reserve Fund (Bank of New York Mellon/LAIF)	2,757,696	4.17%	1 yr debt pm
Reich & Tang Daily Income - US Treasury Money Market Fund (Union Bank)	7,788	0.01%	no limit
Local Agency Investment Fund (LAIF)	20,579,956	31.11%	\$0,000,000
Call Trust Short-Term Fund	2,002,195	3.03%	no limit
Total	\$68,178,278	100.00%	

Note 1: The average weighted duration for investments, excluding LAIF, is 877 days, which is under the assumption that callable coupons will not be called and will be held until maturity.

Note 2: In January 2015, Kent Powers Authority's participation in investment is \$6,052,920.21, of which \$4,065,341.70 (or 67.17%) belongs to LV

LVMWD Investment Report for the Month Ending January 31, 2015

Bank Account Balances as of January 31, 2015:

Bank Name	Account Type	Amount
Wells Fargo Bank	Checking	\$74,156 (Note 3)
Wells Fargo Bank	Sweep	1,758,687
Bank of New York Mellon	Money Market	-
	Total	<u>\$1,832,843</u>

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 March 10, 2015 Agenda:


David W. Pedersen, General Manager

I HEREBY CERTIFY THAT THE FOREGOING IS TRUE AND CORRECT
TO THE BEST OF MY KNOWLEDGE

Jay Lewitt, 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



March 10, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

Subject: 2015 Las Virgenes Dam Settlement Report (Pg.)

SUMMARY:

As part of the District's on-going surveillance monitoring program for Las Virgenes Dam, the annual monument survey for the dam was completed and a report summarizing the results of the survey is submitted for the Board to receive and file. The report identifies no significant variances in horizontal and/or vertical measurements as compared to previous year surveys. Additionally, the report includes project correspondence with the Department of Water Resources, Division of Safety of Dams (DSOD) associated with the 5-Million Gallon Tank Project, whereby the District submitted a summary of blasting activities and DSOD responded that the activities did not affect the safety of the dam.

RECOMMENDATION(S):

Receive and file the 2015 Las Virgenes Dam Settlement Report No. 2677.00

FISCAL IMPACT:

No

ITEM BUDGETED:

No

DISCUSSION:

The District has been conducting settlement surveys for Las Virgenes Dam since 1972. On January 7, 2015, Benner and Carpenter Land Surveyors completed the latest survey to assess potential settlement of the dam and spillway. The Las Virgenes Dam Settlement Report was prepared to summarize and document the results of the survey. Attached is the cover letter of the report and a copy of the DSOD letter related to the 5-Million Gallon Tank Project. Due to the size of the full report including all attachments, hardcopies will be provided with the agenda package.

Previous surveys were performed by Benner and Carpenter Land Surveyors, and Peak Surveys, Inc. with consistent results from both surveyors. This report addresses the movement of monuments located on the crest of the dam and along the spillway. Additionally, seepage flow, rainfall amounts, and reservoir level measurements were analyzed in the report using a format recommended by DSOD. The report took into consideration seepage measurements taken from the District's automated monitoring facilities. Additionally, the report includes correspondence with DSOD that concludes that the blasting activities in 2014 as part of the 5-Million-Gallon-Tank Project did not affect the safety of the dam.

DSOD has requested that seepage flow, reservoir level, and horizontal and vertical movement of monuments located on the crest of the Las Virgenes Dam be monitored and reported. The California Water Code authorizes DSOD to issue rules and regulations to safeguard life and property regarding dams. The last inspection performed by DSOD occurred on April 21, 2014, with no significant comments. In the case of an earthquake of magnitude 5.0 or greater in the vicinity of the dam, the District is required to perform

additional surveys. There have been no earthquakes of magnitude 5.0 or greater within the vicinity of the dam since the last survey was performed on January 16, 2014. Additionally, an automated seepage monitoring system was also installed and operational and connected to the SCADA system. In the event of larger than normal amounts of seepage, SCADA will send an alarm to District staff.

The results of the survey show no significant variances from the measurements of past years, indicating that further investigation of the dam is not necessary until the next settlement survey, tentatively scheduled for January 2016.

A copy of the report will be sent to DOSD and the City of Westlake Village.

GOALS:

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

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

ATTACHMENTS:

[2015 Dam Settlement Report w/o Attachments](#)

[DSOD Letter on 5-Million Gallon Tank Project](#)

**LAS VIRGENES MUNICIPAL WATER
DISTRICT**

**4232 LAS VIRGENES ROAD
CALABASAS, CALIFORNIA 91302-1994
TELEPHONE: (818) 251-2100
LOS ANGELES COUNTY, CALIFORNIA**

**2015 LAS VIRGENES DAM
SETTLEMENT REPORT**

MARCH 2015



2015 Las Virgenes Dam Settlement Report

On January 7, 2015, Las Virgenes Municipal Water District (District) had Benner and Carpenter Land Surveyors (Benner and Carpenter) perform a settlement survey of the earthen dams around the Las Virgenes Reservoir located in the City of Westlake Village, Los Angeles County, California. The previous annual settlement survey was performed on January 16, 2014 by Benner and Carpenter.

There were additional inspections and monitoring performed in the 2014 calendar year performed by Fugro Consultants, Incorporated (Fugro) as part of the construction of the 1235-Foot Backbone Improvement Project 5-Million-Gallon Tank adjacent to the Las Virgenes Reservoir. On January 15, 2015, Fugro submitted a summary report of blasting activities to the Department of Water Resources, Division of Safety of Dams (DSOD) as part of the project correspondence. In response to the blasting report, DSOD wrote in their letter dated January 27, 2015 that the blasting activities did not affect the safe operation of the reservoir, dams, or appurtenances. A copy of this summary report and the DSOD response is attached to this report.

DSOD requests that the horizontal and vertical movement of monuments located on the crest of the dam, seepage flows and reservoir levels be monitored. The California Water Code authorizes the DSOD to issue rules and regulations to safeguard life and property. In the case of an earthquake magnitude 5.0 or greater in the immediate vicinity of the dam, the District will perform additional surveys.

The District has been conducting settlement surveys since May of 1972. The annual survey is performed by measuring the vertical and horizontal movements of fourteen monuments on the crest of the dam. The results of these measurements are compared with results from previous surveys, particularly the previous year's results. Large deviations (1 inch or greater) in the horizontal or vertical position of the monuments since the last survey warrant further investigation. There were no movements of the monuments between the 2014 and 2015 surveys that were 1 inch or greater. A table summarizing the survey data and net movements of the monuments is presented in the attachments.

Historical survey monument measurements are presented in tabular and graphical format in the attachments. These tables show the initial readings from 1972, but do not show the readings from 1973 to 1989 for conciseness. Survey results from 1990 to 2015 are presented in the tables. The trending of the monument movements is shown graphically. The graphs do not show any significant vertical or horizontal movements that would require further investigation. In the case of an earthquake of magnitude 5.0 or greater in the vicinity of the dam, the District is required to perform additional surveys. There have been no earthquakes of magnitude 5.0 or greater within the vicinity of the dam since the last survey performed on January 16, 2014.

In addition to the surveying of monuments, seepage from the four drains at the dam (Saddle, Perch, Main, and Easterly) is measured weekly. Significant variations in the rate of seepage that do not correspond to rainfall would require further investigation. Seepage flows can be measured manually using a container and timer to calculate the flow rate. Facilities were also constructed in 2009 to automatically measure seepage from the dam continuously. Based on recommendations from DSOD, seepage flows were measured using both the manual method and automatic system. Automated seepage measurements are connected to the SCADA system and a high seepage flow alarm will be triggered if the flow exceeds the highest historical seepage flow rate on record for each of the four seepage drains.

Since the last survey there have been no unexpected increases in seepage flow and any elevated seepage rate is consistent with seepage rates observed in past years during similar rainfall events.

Additionally, as a part of this report, Benner and Carpenter measured distances from the inside face of the spillway to a previously established baseline. These measurements have been taken since 1991 and are presented in tabular format. The concrete in the spillway has been undergoing an alkali-silica reaction (ASR) causing minor deterioration. The ASR has resulted in “map” type cracking throughout the structure and caused minimal horizontal displacement. Tabular data analysis shows that there were no significant cumulative movements in the sections of the spillway between the 2014 and 2015 measurements.

Fifteen graphs are attached which compare reservoir levels and seepage with rainfall and monument displacement:

- The first fourteen graphs show the rise of the reservoir elevation during the winter “fill” period and then its decline during the summer “use” period. The multi-colored lines underneath the reservoir elevation represent the seepage rates at the Easterly, Perch, Main, and Saddle drains. The line graph in the middle of the page shows the cumulative displacement of the survey monuments over time. The monument displacement readings are taken annually. The bar graph on the bottom represents rainfall (cumulatively recorded weekly). This graphical presentation shows the general correlation between rainfall and seepage rates. These graphs are approximately aligned on the X-axis, so some minor offset in data may exist.
- The last graph shows the trends in seepage flow (in gallons per minute) of the Saddle, Perch, Main, and Easterly drains and precipitation for the same time period. Seepage patterns remain consistent throughout the years except in the case of a significant rain event. Effects of significant rain can be seen on the graph at various times where there are corresponding spikes of seepage. If there are spikes of seepage that do not correspond to rain events, further investigation would be necessary. The 2014/2015 rainfall and seepage is lower than past years, and spikes in seepage correspond to rain events so no further investigation is necessary. These graphs are approximately aligned on the X-axis, so some minor offset in data may exist.

The next settlement survey should be conducted in January of 2016 unless a seismic event above magnitude 5.0 occurs in the vicinity of the dam, which would require a survey as soon as possible.

This report will be forwarded to the City of Westlake Village and The Department of Water Resources, Division of Safety of Dams.

Attachments:

- A-1 Las Virgenes Dam Monument Plan
- A-2 Summary Table of Las Virgenes Dam Vertical and Horizontal Surveys
- A-3 Settlement and Horizontal Movement Data for Each Monument (14 pages of Tabular and Graphical Data)
- A-4 Summary Table of Las Virgenes Dam Spillway Measurements
- A-5 Graphs 1-14: Las Virgenes Reservoir: Reservoir Elevation, Seepage, Monument Displacement, and Rainfall
- A-6 Graph 15: Las Virgenes Reservoir: Easterly, Perch, Main, and Saddle Drains Seepage
- A-7 Benner and Carpenter, Civil Engineers and Land Surveyors: Survey data and notes.
- A-8 Shake Maps California Earthquake Archive for 2013-2014.
- A-9 Copy of Report Titled: Summary of Vibration and Sound Monitoring during Blasting Operations, 1235-Foot Backbone Improvement Project 5-Million-Gallon Tank
- A-10 DSOD Letter Dated January 27, 2015

DEPARTMENT OF WATER RESOURCES

1415 NINTH STREET, P.O. BOX 942836
SACRAMENTO, CA 94236-0001
(916) 653-5771

RECEIVED

FEB 02 2015

AECOM
VENTURA OFFICE

FEB 27 2015

Mr. David W. Pederson, General Manager
Las Virgenes Municipal Water District
4234 Las Virgenes Road
Calabasas, California 91302

Westlake Reservoir Dam, No. 1073
Los Angeles County

Dear Mr. Pederson:

This is in reply to Mr. John Coffman's letter dated October 30, 2014, enclosing the final blast report that summarizes the vibration and monitoring during blasting operations for the 5 MG Reservoir Project.

We have reviewed the report. Based upon the pre and post blast inspection findings and monitoring data provided, blasting operations were conducted in accordance with the approved project specifications and blasting plan. The work did not affect the safe operation of Westlake Reservoir's Main and Saddle Dams, or dam appurtenances. We appreciate the District's cooperation in working with us to ensure the continued safe operation of the facility during the blasting operations.

If you have any questions or need additional information, you may contact Mr. Vogler at (916) 227-4625 or Regional Engineer Andrew Mangney at (916) 227-4631.

Sincerely,

[Signature]
Original Signed by
Michael G. Waggoner for

David A. Gutierrez, Chief
Division Safety of Dams

cc: Mr. John Coffman, Resident Engineer
AECOM
1220 Avenida Acaso
Camarillo, California 93012

Mr. John Knipe, City Engineer
City of Westlake Village
31200 Oak Crest Drive
Westlake Village, California 91361



March 10, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject: Supply and Delivery of Ammonium Hydroxide: Change Order (Pg.)

Las Virgenes-Triunfo Joint Powers Authority (JPA) approved funding for this matter in the JPA Budget. This recommendation is before the LVMWD Board for action, as Administering Agent of the JPA, as authorized by the JPA Agreement.

SUMMARY:

The District uses ammonium hydroxide for disinfection at the Tapia Water Reclamation Facility (Tapia) and Westlake Filtration Plant. Due to a reduction in the concentration of ammonium hydroxide utilized at Tapia, a change order is needed with Argo Chemical, Inc., for purchase and delivery of a larger volume of the chemical.

RECOMMENDATION(S):

Authorize the General Manager to approve change orders in the amounts of \$7,000 and \$9,500 for the first and second one-year renewal options, respectively, with Argo Chemical, Inc., for the purchase and delivery of ammonium hydroxide.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

Sufficient funds are available in the adopted Fiscal Year 2014-15 JPA Budget and will be proposed in future budgets. The cost of ammonium hydroxide for Tapia is allocated to the JPA partners based the ratio of wastewater flows into the treatment plant.

DISCUSSION:

On May 29, 2013, the Board approved the award of an annual contract, in the amount of \$25,000, with two one-year renewal options to Argo Chemical, Inc., for the supply and delivery of ammonium hydroxide to Tapia and the Westlake Filtration Plant. Ammonium hydroxide is used during the disinfection process at both facilities to prevent the formation of disinfection byproducts in the treated water. The estimated share of the annual contract amount for Tapia is \$20,000. Bulk ammonium hydroxide was a new product for Tapia.

Annual usage of the chemical at Tapia has exceeded original estimates and, therefore, a change order is required. At the time of the original award, staff estimated the annual volume of chemical required based on the use of 250-gallon totes of 29% ammonia, as used during the facility testing period. However, upon changeover to bulk load deliveries of approximately 5,000 gallons during system startup, the facility was switched over to operation using 19% ammonia. Although the lower concentration ammonia is less

expensive, a higher than originally estimated volume is required. The more dilute solution results is a slight increase in cost because of higher transportation costs.

The first one-year renewal option with Argo Chemical, Inc. was exercised in May 2014. In January 2015, additional product was required, so the General Manger exercised his authority to approve a change order in the amount of 10% of the original award, increasing the annual amount to \$27,500. It is expected that two additional deliveries will be required for Tapia during this contract period, totaling approximately \$10,200.

After utilizing the remaining funds available for the current contract year, a change order will be required in the amount of \$7,000, increasing the contract amount from \$27,500 to \$34,500, for the deliveries. For the final contract year, if the renewal option is exercised, a change order will be required in the amount of \$9,500, increasing the contract amount from \$25,000 to \$34,500.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared By: Gretchen Bullock, Buyer



March 10, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject: Replacement of Submersible Chopper Pumps: Award (Pg.)

Las Virgenes-Triunfo Joint Powers Authority (JPA) approved funding for this matter in the JPA Budget. This recommendation is before the LVMWD Board for action, as Administering Agent, as authorized under the JPA Agreement.

SUMMARY:

On January 13, 2015, the Board approved a Request for Bids for the replacement of submersible chopper pumps at the Rancho Las Virgenes Composting Facility for the sumps in the dewatering, reactor, and cure buildings. Xylem Water Solutions submitted the lowest responsive bid.

RECOMMENDATION(S):

Accept the bid from Xylem Water Solutions, and authorize the General Manager to execute a purchase order in the amount of \$78,623.88 for the purchase of four submersible chopper pumps and related controllers.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

Sufficient funds are available in the adopted Fiscal Year 2014-15 JPA Budget for the submersible chopper pumps and related controllers. The cost of the work is charged 70.6% to LVMWD and 29.4% to Triunfo Sanitation District.

DISCUSSION:

Background:

The submersible chopper pumps at the Rancho Las Virgenes Composting Facility for the sumps in the dewatering, reactor, and cure buildings have reached the end of their useful life and require replacement. The pumps protect the buildings from overflows and flooding by delivering water collected in the sumps back to the wastewater system. The replacement pumps, complete with control panels, will be installed at three different locations and will be easily interchangeable to allow for quick relocation in the event of pump failure. Replacing the pumps concurrently with one style of pump and controller streamlines maintenance and training. The fourth pump will serve as a back-up for use during repairs or scheduled maintenance to reduce downtime and the possibility of back-ups, overflows, or spills. No control panel is needed for the back-up pump.

The preliminary estimate of \$35,000.00 for the pump replacements did not include replacing the control

ITEM 5G

panels. Due to age and compatibility issues, staff determined the existing control panels should be included as a portion of the pump replacement project, and control panel pricing was included in the Request for Bids. Sufficient funds are available in the adopted Fiscal Year 2014-15 JPA Budget for the work, including the replacement of the control panels.

Bid Process:

The Request for Bids was posted on the District's website, and nine vendors that previously expressed interest in the work were notified of the solicitation via e-mail. Three bids were received and publicly opened. Xylem Water Solutions (Xylem) was identified as the lowest responsible, responsive bidder with a bid total of \$78,525.00. However, upon further review of the bids, staff determined the Xylem bid was incorrectly tabulated. The extended total for the control panels on Xylem's bid was not in agreement with the stated unit price of \$16,217.00. As a result, the bid tabulation was corrected based on the Instructions to Bidders, which called for unit pricing to prevail in the case of a discrepancy with extended totals, increasing Xylem's total bid amount from \$78,525.00 to \$78,623.88, the recommended award amount.

Bid Summary:

Comprehensive bid totals are listed in the bid summary table below, and accompanied by an attached copy of the original bid submitted by Xylem and a copy of the bid with the price extension correction.

<u>BIDDER</u>	<u>BID TOTAL</u>
Xylem Water Solutions	\$ 78,623.88*
Rockwell Engineering & Equipment Company	\$ 81,259.50
Weir Specialty Pumps (Flo-Systems, Inc.)	\$108,483.34
*Corrected extended total using unit pricing	

GOALS:

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

Prepared By: Gretchen Bullock, Buyer

ATTACHMENTS:

[Xylem Water Solutions Bid](#)

**Las Virgenes Municipal Water District
Bid Form-Schedule
Submersible Chopper Pumps**

The undersigned states and declares as follows: that the bidder has carefully read and examined the Bid Documents; Bid Notice; Instruction to Bidders; Bid Specifications including exhibits; Bid Form-Schedule; and that the bidder will comply with the bid terms and conditions. The undersigned agrees to supply and deliver materials in strict conformity with the specifications and instructions enclosed with the Invitation for Bids for the prices set forth below in this bid schedule.

It is understood that this bid shall remain open and shall not be withdrawn for a period of ninety (90) days from the date prescribed for the opening of the bid.

It is further agreed that the materials/services to be furnished under this bid shall be delivered at such time and in such quantities as called for by the Las Virgenes Municipal Water District.

Materials/Services to be furnished under this bid shall be delivered FOB Destination Freight Pre-Paid and Allowed to Las Virgenes Municipal Water District, Building 7, 4232 Las Virgenes Road, Calabasas, CA 91302 within 90 days after receipt of order (ARO).

All bidders are required to submit with their bid:

- a. Completed Bid Form-Schedule (3 pages)
- b. Published Warranty for product bid
- c. Product information/technical data sheet
- d. Expected delivery time After Receipt of Order (ARO)

The bidder's authorized officer identified below hereby declares that the representations in this bid are true and correct and of my own personal knowledge, and that these representations are made under penalty of perjury under the laws of the State of California, and that I am duly authorized to bind this bidder to this bid.

>>>continued on next page<<<

Bid Item No.	Quantity	Unit of Measure UOM	Description Refer to Bid Scope & Specifications for detailed description	Unit Price	Extended Price
1.	4	ea	4" Submersible Chopper Pump	\$ 5,870.25	\$ 23,481.00
	3	EA	MONITORING CONTROL PANEL, NEMA 4X ENCL	16,217.00	48,561.00
			CA Sales Tax	9%	6,483.00
			Total Bid	\$ 78,525.00	

Written Total Bid Amount: SEVENTY EIGHT THOUSAND FIVE HUNDRED TWENTY FIVE \$ ⁰⁰/₁₀₀ DOLLARS

List make and model number of pump and controller here: FLYGT pumps and MULTI SMART CONTROLLERS

Notes or Exceptions:

IF THE DISTRICT DECIDES NOT TO HAVE THE (3) NEMA 4X ENCLOSURES, DEDUCT \$ 20,549.00 FROM THE \$ 48,561.00

Addendum Acknowledgement:

Addendum #1 Signed: _____
 Addendum #2 Signed: _____
 Addendum #3 Signed: _____

>>>continued on next page<<<

Bidder:

Xylem Water Relations

FEB 05, 2015

Corporate Name of Bidder

Date

By:

Authorized Signature

Title:

DIRECT SALES REPRESENTATIVE

RICARDO GUANID

ricardo.guanid@xyleminc.com

Print Name

E-mail

951-332-3662 x 105

562-382-3930 Cell

Phone

1161 HARREL ST.
MIRA LOMA, CA 91752

Address

Fax

951-332-3679

Xylem bid extension correction and clarifications

Bid Item No.	Quantity	Unit of Measure UOM	Description Refer to Bid Scope & Specifications for detailed description	Unit Price	Extended Price
1.	4	ea	4" Submersible Chopper Pump	\$ 5,870.25	\$ 23,481.00
	3	EA	MONITORING CONTROL PANEL, NEMA 4X ETC	16,217.00	48,651.00 extension price
			CA Sales Tax	9%	6,483.00
			Total Bid	\$ 78,525.00	78,623.88

Written Total Bid Amount: SEVENTY EIGHT THOUSAND FIVE HUNDRED TWENTY FIVE \$⁰⁰/100 DOLLARS

List make and model number of pump and controller here: FLYGT PUMPS AND MULTI SMART CONTROLLERS FS 3102 LT3~492

Notes or Exceptions:
IF THE DISTRICT DECIDES NOT TO HAVE THE (3)
NEMA 4X ENCLOSURES, DEDUCT \$ 20,549.00
FROM THE \$ 48,651.00

$$\begin{array}{r} 48,651 \\ - 20,549 \\ \hline 28,102 \end{array}$$

Addendum Acknowledgement: none
 Addendum #1 Signed: _____ \$ 56,225.42 (tax)
 Addendum #2 Signed: _____ -No Enclosure Price
 Addendum #3 Signed: _____

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March 10, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

Subject: Calleguas-Las Virgenes Municipal Water District Interconnection: Approve Cooperative Agreement, Preliminary Design and Environmental Review

SUMMARY:

An interconnection between the District and Calleguas Municipal Water District (CMWD) has been contemplated through the District's planning process since 1999. As originally envisioned, the interconnection would provide the District up to 20 cubic feet per second (cfs) of potable refill to Las Virgenes Reservoir during the winter. Recently, in recognition of operational limitations associated with the Las Posas Aquifer Storage and Recovery Program, CMWD has expressed an interest in the proposed interconnection as a source of emergency supply of up to 20 cfs when available.

On December 9, 2014, the Board approved a term sheet for the proposed interconnection and authorized the General Manager to develop a cooperative agreement. Attached is the proposed cooperative agreement, which has been approved as to form by the District's Legal Counsel. Among the terms of the agreement CMWD would serve as the lead agency for the environmental review and each agency would perform its own preliminary design to support the environmental review process. After approval of the appropriate environmental document, each agency would perform its own detailed design and construction.

The CMWD Board approved the agreement on March 4, 2015.

RECOMMENDATION(S):

Authorize the General Manager to approve the proposed cooperative agreement with Calleguas Municipal Water District for a potable water interconnection; approve an appropriation of \$312,500 to fund the preliminary design and District's share of the environmental review for the interconnection; and authorize the General Manager to issue a Request for Proposals and award a Professional Services Agreement for preliminary design, and to reimburse Calleguas Municipal Water District for the District's share of the environmental review of the interconnection, in an aggregate amount not to exceed the appropriation.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The adopted Fiscal Year 2014-15 Budget included an appropriation of \$45,000 for hydraulic analysis of the interconnection. Approximately \$12,700 remains from the original appropriation. The preliminary design and District's share of the environmental review for the interconnection is estimated to cost 12.5% of the estimated construction cost of \$2,500,000, or approximately \$312,500.

DISCUSSION:

ITEM 7A

The interconnection will provide each agency with an emergency supply of water when needed and help the District with winter refill of the Las Virgenes Reservoir. The proposed alignment is along Lindero Canyon Road from Thousand Oaks Boulevard to Kanan Road. A pump station will be needed to provide service to CMWD and a pressure reducing valve (PRV) facility will be needed to provide service to the District. The pump station and PRV will be co-located in a single building.

The cooperative agreement covers two phases of the project: Phase 1 involving the completion of preliminary design and environmental review, and Phase 2 consisting of detailed design, construction and operation of the interconnection. Following is a summary of the details for each phase:

Phase 1:

- Each agency will perform and fund its own preliminary design with the exception of the PRV facility. CMWD will include the PRV facility in its preliminary design because it will be located in the pump station.
- CMWD will be the lead agency for the environmental review, and the District will be a responsible agency.
- The cost the environmental review will be shared equally between the two agencies.
- The District will review and approve the scope of work, proposal and deliverables for the environmental review. This is to ensure that outreach and the opportunity to comment is provided for the City of Westlake Village, Las Virgenes Unified School District, adjacent homeowners and others.

Phase 2:

- Phase 2 will only proceed after certification of environmental document and Board approval.
- Each agency will design and construct facilities within its service area with the exception of the pump station and PRV facility that will be designed and constructed by CMWD.
- Each agency will own and operate facilities within its service area. CMWD will own and operate the pump station, and LVMWD will own and operate the PRV facility.
- Water will be only provided when available.
- Water provided will be metered and billed on each agency's MWD bill.
- The term is 25 years with provisions for renewal.

GOALS:

Provide Safe and Quality Water with Reliable Services

Prepared By: David Lippman, Director of Facilities and Operations

ATTACHMENTS:

[Cooperative Agreement](#)

AGREEMENT BETWEEN LAS VIRGENES MUNICIPAL WATER DISTRICT AND CALLEGUAS MUNICIPAL WATER DISTRICT FOR INTERCONNECTION BETWEEN THEIR POTABLE WATER SYSTEMS

THIS AGREEMENT is made and entered into this _____ day of _____, 20___, by and between Las Virgenes Municipal Water District, organized under the Municipal Water District Act of 1911, as amended, hereinafter referred to as "LVMWD," and Calleguas Municipal Water District, organized under the Municipal Water District Act of 1911, as amended, hereinafter referred to as "Calleguas." LVMWD and Calleguas shall hereinafter be referred to individually as "Party" and collectively as the "Parties."

RECITALS

WHEREAS, the Parties deliver potable water to their respective service areas; and

WHEREAS, the Parties' potable water systems are subject to scheduled and unscheduled interruptions of water deliveries that can negatively impact the Parties' ability to deliver potable water to their respective customers; and

WHEREAS, the Parties have determined that an interconnection (the "Interconnection") between their potable water systems would be of mutual benefit and improve system reliability and therefore wish to pursue the concept through preliminary design and environmental documentation; and

WHEREAS, if preliminary design and environmental documentation are successfully completed as provided in this Agreement, the Parties shall determine whether they wish to perform final design and construction of the Interconnection.

NOW THEREFORE, in consideration of the foregoing recitals, and the covenants and agreements set forth herein, the Parties agree as follows:

1. PURPOSE AND INTENT

- a. The Parties intend to construct the Interconnection between their respective potable water systems to allow a Party to continue to receive potable water for its customers from the other Party if the supply of water is interrupted, and for LVWMD to receive water from Calleguas to support winter refill of Las Virgenes Reservoir. The Parties acknowledge and agree that the Interconnection is not intended as a dedication or commitment of the water supply of either Party to service the other Party, but is intended to provide a mechanism for delivering potable water under certain circumstances as provided herein.
- b. The Interconnection would include pipelines, a pump station, a pressure regulating station ("PRS"), flow meters, and related appurtenances and facilities.
- c. This Agreement sets forth the terms by which the Parties will cooperate in the preparation of preliminary design documents and environmental review under the California Environmental Quality Act ("CEQA") for the Interconnection. The preparation of preliminary design documents and compliance with CEQA is referred to in this Agreement as "Phase I" of the Interconnection.
- d. As further described in Paragraph 3 below, upon completion of Phase I, the Parties may choose to pursue design and construction of the Interconnection, which is referred to as "Phase II" of the Interconnection.

2. PHASE I: ENVIRONMENTAL REVIEW AND PRELIMINARY DESIGN

2.1 Generally. Phase I of this Agreement consists of environmental review and preliminary design of the proposed Interconnection as set forth in Sections 2.2 and 2.3, below. If the Parties fail to successfully complete Phase I as provided herein within three (3) years of the Effective Date (as defined in Section 10 of this Agreement) then this Agreement shall automatically terminate, unless extended by written agreement signed by the Parties.

2.2 Environmental Review

- a. Calleguas will act as the lead agency in the preparation of CEQA environmental documents for the Interconnection. LVMWD will be a responsible agency with respect to the Interconnection.
- b. Calleguas will retain a consultant to prepare and circulate a CEQA Initial Study on the Interconnection. The selected consultant shall also prepare the necessary level of CEQA documents as determined by the Initial Study. LVMWD shall have the opportunity to review and comment on the consultant's scope of work and proposal.
- c. LVMWD shall provide Calleguas and the selected consultant with all information necessary regarding LVMWD and its facilities to prepare the CEQA documents.
- d. LVMWD shall retain the right to review and approve the deliverables before finalization of the CEQA documents.
- e. Each Party will consider the CEQA documents and reach its own conclusions on whether and how to approve the Interconnection. The Parties acknowledge and agree that without CEQA compliance they will not proceed with construction or implementation of the Interconnection.
- f. The Parties shall equally share the cost of the environmental review, including the selected consultant fees and all other costs and expenses of preparation and submission of the CEQA documents. Calleguas shall invoice LVMWD once both Parties have taken action on the CEQA documents, either to adopt them or to determine that they will not be adopted. LVMWD shall make payment within 60 days after the original invoice is delivered to LVMWD.

2.3 Preliminary Design

- a. Each Party shall pay for the preparation of a preliminary design of its own improvements. The preliminary design shall assume:
 - (1) LVMWD shall design, permit, construct, own, operate, maintain, and pay for the pipelines and appurtenances, except the PRS, located on its side of the pump station.
 - (2) Calleguas shall design, permit, construct, own, operate, maintain, and pay for the pipelines and appurtenances located on its side of the pump station and the pump station facility.
 - (3) Calleguas shall design, permit, and construct the PRS, which shall be owned, operated, maintained, and paid for by LVMWD.

- (4) Either Party or both Parties, as they may agree in writing, may design, permit and construct one or both of the two flow meters, but Calleguas shall own, operate, maintain, and pay for the meter that delivers water to LVMWD, and LVMWD shall own, operate, maintain and pay for the meter that delivers water to Calleguas.
 - (5) The PRS will be included in the preliminary design for Calleguas' pump station because those facilities will be located together, and LVMWD shall be responsible for the cost of design and construction of the PRS.
 - (6) The pump station will be located as close to the county line as possible. If the pump station is located in Ventura County, Calleguas will reimburse Las Virgenes for the cost to design and construct the pipe between the pump station and county line. If the pump station is located in Los Angeles County, Las Virgenes will reimburse Calleguas for the cost to design and construct the pipe between the pump station and county line.
- b. Each party shall ensure that its preliminary design work is completed in sufficient time and detail to enable the consultant performing environmental review to complete its work in accordance with a mutually agreeable schedule.
- 2.4 Election to Proceed or Terminate. Upon successful completion of the environmental review and preliminary design as provided in this Section 2, each Party shall decide whether to proceed with Phase II, or terminate this Agreement. If either Party elects not to proceed, that Party shall notify the other in writing of such decision and all rights and obligations of the Parties under this Agreement shall thereupon terminate in accordance with Section 11, below. If the Parties agree to proceed, they shall proceed with Phase II as provided in Section 3, below, and shall use and operate the Interconnection in accordance with Section 4 and all of the other terms and conditions of this Agreement. At any time after successful completion of the environmental review and preliminary design, either Party may request written confirmation from the other Party as to whether they intend to proceed with Phase II or terminate this Agreement and the Party receiving such notice shall provide such confirmation within ten (10) days of receipt of such notice.

3. PHASE II: DESIGN AND CONSTRUCTION

- a. Contingent upon successful completion of Phase I, including the Parties' election to proceed as provided in Section 2.4, the Parties shall proceed with the design and construction of the Interconnection in accordance with this Section 3.
- b. At LVMWD's expense, Calleguas shall construct the PRS. At Calleguas' expense, Calleguas shall construct the pump station. The Parties shall agree in writing as to which Party or Parties will be responsible for constructing the two meters, although each Party shall be responsible for paying to construct the meter which delivers water to the other Party.
- c. Each Party will own, operate, and maintain the pipelines and related improvements located on its side of the pump station. LVMWD will own, operate, and maintain the PRS. Calleguas will own, operate, and maintain the pump station.
- d. Each Party will amend its own permit with the State Water Resources Control Board Division of Drinking Water. Each Party will provide the other with all necessary information to comply with drinking water quality regulations.

4. TERMS OF USE

4.1 Availability of Water

- a. Each Party will provide water to the other Party through the Interconnection when its flow and pressure conditions allow and its own customers are able to receive all of the water they need. There will be no guarantee of any particular flows under any circumstances, but if delivery capacity is available, each Party will make its best efforts to provide water to the other as and when requested to do so.
- b. The Party requesting water will do so in writing (e-mail is acceptable) delivered to a designated employee at the providing Party. The written request shall include the requested flow rate, desired start time, and estimated duration of the delivery. The providing Party will confirm in writing (e-mail is acceptable) delivered to the requesting Party the estimated availability of the requested flow. In an emergency, the request and response may be communicated by phone and followed up by e-mail.

4.2 Costs and Metering

- a. The Interconnection will be treated as a “virtual” meter from the Metropolitan Water District of Southern California (“MWD”). Each month when water is delivered through the Interconnection, the General Manager from each Party will send a joint letter to MWD with the dates, amounts, and maximum daily flow rates of water delivered through the Interconnection, and MWD will handle the purchase as a bill adjustment by crediting the selling Party, charging the purchasing Party, and adjusting all non-commodity charges (e.g., Readiness-to-Serve and Capacity Charges) associated with the water deliveries.
- b. The receiving Party will pay the providing Party’s pumping costs to convey water to the Interconnection, as well as any variable pumping or treatment costs associated with producing water from the Las Posas Aquifer and Storage Wellfield, Lake Bard Water Filtration Plant, or Westlake Filtration Plant, if applicable. No other costs will be charged, including, without limitation, operations and maintenance, capital construction, or rehabilitation and replacement costs.
- c. Calleguas shall own and maintain a meter that measures water delivered to LVMWD. LVMWD shall own and maintain a meter that measures water delivered to Calleguas. Each Party shall calibrate and test all metering components a minimum of once annually, providing a copy of the associated test and calibration report to the other Party, to confirm accuracy of plus or minus two percent ($\pm 2.0\%$). If the calibration discloses an error exceeding plus or minus two percent ($\pm 2.0\%$), an adjustment shall be made in metered charges, covering the known or estimated extent and period of duration of such error up to a six-month period. Each Party shall be authorized to independently test the other Party’s meter for verification purposes upon request.
- d. Meter readings will be taken at intervals suitable to provide the information necessary to calculate the appropriate Metropolitan rates and charges.
- e. Signals for access to real-time meter data, if any, shall be made available to each Party.

4.3 No Liability

Neither Party shall be responsible or liable to the other Party, or to any other person or entity, for any loss, liability, damage, claim, or other consequences resulting from any failure to provide water pursuant to this Agreement or any interruption or suspension of water delivery to the other Party pursuant to this Agreement.

4.4 No Warranty

Subject to each Party's obligation to comply with applicable law as provided herein, neither Party represents nor warrants the quality, quantity, or flow rate of any water available at any time through the Interconnection. The requesting Party shall be responsible for verifying, to its satisfaction, the quality of water entering its system and ensuring that the integration of such water with its system does not cause any water quality issues. If either Party becomes aware that the water provided by such Party fails to comply with the State Water Resources Control Board Division of Drinking Water potable water regulations and requirements, it shall immediately notify the other Party.

4.5 Compliance with Laws

Each Party is responsible for obtaining and maintaining all required permits and complying with all applicable laws, rules, and regulations relating to the construction, maintenance, repair, ownership, operation, and maintenance of the Interconnection facilities for which that Party is responsible as set forth in this Agreement.

4.6 Protection of Facilities

If any occurrence or condition during operation, maintenance, or repair of the Interconnection threatens, in the reasonable judgment of a Party (the "Affected Party"), the integrity or operational capacity of the Affected Party's facilities, the Affected Party may suspend operation, maintenance, or repair of the Interconnection or take such other action as the Affected Party deems reasonably necessary to protect its facilities. The Affected Party shall give as much notice as reasonably possible to the other Party of the action taken or proposed to be taken.

4.7 Indemnity

- a. Each Party (the "Indemnifying Party") agrees to defend, indemnify, and hold harmless the other Party, its directors, officers, employees, and agents, from and against any and all liability, loss, damage, claims, demands, costs, and expenses (including reasonable attorneys' fees), arising out of or related to the negligent acts, errors, or omissions of the Indemnifying Party, its officers, directors, employees, agents, and/or contractors, with respect to the design, construction, maintenance, operation, and repair of that portion of the Interconnection for which the Indemnifying Party is responsible pursuant to this Agreement. Notwithstanding the foregoing, this obligation to indemnify shall not apply to any loss, liability, damage, claim, or other consequences resulting from any failure to provide water pursuant to this Agreement or any interruption or suspension of water delivery to the other Party pursuant to this Agreement as provided in Section 4.3, above.
- b. With respect to water delivered from Calleguas to LVMWD, the following shall apply. Neither Calleguas nor any of its officers, agents, or employees shall be liable for the control, carriage, handling, use, disposal, or distribution of water supplied or

delivered by Calleguas to LVMWD after such water has been delivered to LVMWD; nor for claim of damage of any nature whatsoever, including, but not limited to, consequential damages, property damage, personal injury, or death, arising out of or connected with the control, carriage, handling, use, disposal, or distribution of such water beyond the point of such delivery; and LVMWD shall indemnify and hold harmless Calleguas and its officers, agents, and employees from any such damages or claims of damages, and shall reimburse Calleguas for costs of repair of Calleguas' facilities and other damages resulting from the operations of LVMWD. Neither LVMWD nor any of its officers, agents, or employees shall be liable for the control, carriage, handling, use, disposal, or distribution of water prior to such water being delivered to LVMWD; nor for claim of damage of any nature whatsoever, including, but not limited to, property damage, personal injury, or death, arising out of or connected with the control, carriage, handling, use, disposal, or distribution of such water prior to its delivery to LVMWD, excepting, however, claims by Calleguas for costs of repair to Calleguas' facilities and other damages resulting from the operations of LVMWD; and Calleguas shall indemnify and hold harmless LVMWD and its officers, agents, and employees from any such damages or claims of damages, except claims by Calleguas for costs of repair of Calleguas' facilities and other damages resulting from the operations of LVMWD.

- c. With respect to water delivered from LVMWD to Calleguas, the following shall apply. Neither LVMWD nor any of its officers, agents, or employees shall be liable for the control, carriage, handling, use, disposal, or distribution of water supplied or delivered by LVMWD to Calleguas after such water has been delivered to Calleguas; nor for claim of damage of any nature whatsoever, including, but not limited to, consequential damages, property damage, personal injury, or death, arising out of or connected with the control, carriage, handling, use, disposal, or distribution of such water beyond the point of such delivery; and Calleguas shall indemnify and hold harmless LVMWD and its officers, agents, and employees from any such damages or claims of damages, and shall reimburse LVMWD for costs of repair of LVMWD' facilities and other damages resulting from the operations of Calleguas. Neither Calleguas nor any of its officers, agents, or employees shall be liable for the control, carriage, handling, use, disposal, or distribution of water prior to such water being delivered to Calleguas; nor for claim of damage of any nature whatsoever, including, but not limited to, property damage, personal injury, or death, arising out of or connected with the control, carriage, handling, use, disposal, or distribution of such water prior to its delivery to Calleguas, excepting, however, claims by LVMWD for costs of repair to LVMWD's facilities and other damages resulting from the operations of Calleguas; and LVMWD shall indemnify and hold harmless Calleguas and its officers, agents, and employees from any such damages or claims of damages, except claims by LVMWD for costs of repair of LVMWD's facilities and other damages resulting from the operations of Calleguas.

10. EFFECTIVE DATE

This Agreement shall become effective on the date the last Party signs the Agreement (the "Effective Date").

11. TERM AND TERMINATION

- a. This Agreement shall commence on the Effective Date and shall continue unless and until terminated as follows:
 - (1) Either party may terminate this Agreement upon written notice to the other Party if the Parties have failed for any reason to complete Phase I, including compliance with CEQA, within three (3) years from the Effective Date.
 - (2) Either Party may terminate this Agreement prior to commencing Phase II upon written notice to the other Party as provided in Section 2.4 of this Agreement.
 - (3) Mutual written agreement of the Parties to terminate the Agreement.
 - (4) Either Party may terminate this Agreement for cause if the other Party defaults on any material obligation under this Agreement and such default continues for a period of thirty (30) days after written notice of such default is delivered in accordance with Section 9 of this Agreement.
 - (5) On the twenty-five (25) year anniversary of the Effective Date unless the Parties agree in writing to extend the term of this Agreement.
- b. Upon termination of this Agreement, all amounts due and owing by either Party to the other shall be paid in full within thirty (30) days of the termination date, and all other rights and obligations of the Parties shall terminate, except that each Party shall retain ownership and responsibility for its own improvements as provided in this Agreement, and Section 4.3 (No Liability), Section 4.4 (No Warranty), and Section 4.7 (Indemnity) shall survive termination.

12. INCORPORATION OF RECITALS

The foregoing recitals are incorporated herein as though fully set forth.

13. REPRESENTATION BY COUNSEL

Each Party acknowledges that it has been represented by legal counsel of its own choice throughout the negotiations which preceded the execution of this Agreement and that it has executed this Agreement with the consent and on the advice of such legal counsel. Each Party further acknowledges that it and its counsel have had adequate opportunity to make whatever investigation or inquiry they may deem necessary or desirable in connection with the subject matter of this Agreement prior to the execution hereof and the delivery and acceptance of the consideration specified herein.

14. JOINT DRAFTING

This Agreement has been jointly negotiated and drafted. The language of this Agreement shall be construed as a whole according to its fair meaning and not strictly for or against either Party.

15. CALIFORNIA LAW

The provisions of this Agreement shall be governed by and construed in accordance with the laws of the State of California.

16. SIGNING AUTHORITY

Each person executing this Agreement on behalf of a Party warrants and represents to the other Party that he or she is duly authorized to execute this Agreement on behalf of such Party.

17. COUNTERPARTS

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.

18. NO THIRD PARTY RIGHTS

This Agreement is made solely for the benefit of the Parties and their respective permitted successors and assigns. No other person or entity may have or acquire any right by virtue of this Agreement.

19. AUTHORITY

Each party represents and warrants to the other it is entering into this Agreement freely and voluntarily, and that the execution and performance of this Agreement (i) are within its powers, (ii) has been duly authorized by all necessary actions on its behalf and all necessary consents or approvals have been obtained and are in full force and effect, and (iii) binds said party and its respective officers, directors, agents, employees, successors, assigns, and any others who may claim through it under this Agreement.

20. FURTHER ACTIONS

Each Party agrees to cooperate to carry out the spirit and intent of this Agreement, and shall execute and deliver such additional documents, instruments, and other materials as may be reasonably requested by the other Party.

21. HEADINGS

Paragraph headings in this Agreement are for reference purposes only and shall not be considered in interpreting this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement by their duly authorized representatives as of the Effective Date.

LAS VIRGENES MUNICIPAL WATER DISTRICT

By _____
David W. Pedersen
General Manager

Approved as to Form:

By _____
Wayne K. Lemieux
District Counsel

CALLEGUAS MUNICIPAL WATER DISTRICT

By _____
Susan B. Mulligan
General Manager

Approved as to Form:

By _____
Robert Cohen
District Counsel



March 10, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

Subject: Reservoir No. 2 Improvements: Ratification of Change Order No. 1 and Emergency Purchase Order for Silt and Sediment Removal Activities

Las Virgenes-Triunfo Joint Powers Authority (JPA) approved funding for this matter in the JPA Budget. This recommendation is before the LVMWD Board for action, as Administering Agent, as authorized under the JPA Agreement.

SUMMARY:

On October 14, 2014, the Board awarded a construction contract to Zusser Company, Inc., in the amount of \$815,934.00, for the Reservoir No. 2 Improvements Project. The scope of the project consists of cleaning and removing debris from the reservoir, installing an HDPE geomembrane liner over the reservoir's earthen sides, improving the piping and drainage facilities and performing miscellaneous grading work.

During construction, it became readily apparent that Zusser lacked the capability to perform silt and sediment removal from the bottom of the reservoir within a reasonable amount of time. The absence of sufficiently-sized equipment and adequate manpower resulted in little or no progress for the activity. As a critical path item of work, the delay presented a potential risk of significant fines from the Los Angeles Regional Water Quality Control Board for effluent discharge to Malibu Creek during the creek avoidance period beginning on April 15th.

As a result, staff discussed the concern with Zusser and negotiated a mutually agreeable deductive change order, in the amount of \$82,346, to remove the silt and sediment bid item from the contract. However, the task remained a critical path item of work because the HDPE liner could not be installed with the silt and sediment in the reservoir. The need to complete the task and allow for completion of the liner installation prior to April 15th created an emergency due to regulatory requirements.

Toro Enterprises was hired to remove the silt and sediment at a cost of \$70,452.00. The work was completed on February 25, 2015, and the liner installation is proceeding without further delay.

RECOMMENDATION(S):

Ratify the General Manager's approval of Change Order No. 1 with Zusser Company, Inc., in the deductive amount of \$82,346, to remove the silt and sediment removal bid item from the Reservoir No. 2 Improvements Project, and issuance of an emergency purchase order to Toro Enterprises, Inc., in the amount of \$70,452.00, to complete the silt and sediment removal work.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

ITEM 7B

FINANCIAL IMPACT:

Sufficient funding is provided in the adopted Fiscal Year 2014-15 JPA Budget for this work. No additional appropriation is required at this time. The project costs are allocated 70.6% to LVMWD and 29.4% to Triunfo Sanitation District.

GOALS:

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

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

ATTACHMENTS:

[Change Order No. 1](#)



CONTRACT CHANGE ORDER
No. 1

4232 Las Virgenes Road
Calabasas, California 91302-1994

Project Reservoir No. 2 Improvement Project

Project No. Acct. No. 10522.5515

Contractor Zusser Company, Inc.

Date 2/18/2015

CONTRACTOR CHANGE ORDER NO. 1 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 The deductive amount is for removal of <u>Bid Item #1 Sediment Removal and Disposal</u> less the actual material hauled and disposed of by the contractor based on the contract. (85 CY of material)	582,346.00	0
TOTAL	582,346.00	0

INCREASES
TOTAL AT AGREED PRICES OR FORCE ACCOUNT \$ 582,346.00
DECREASES

Contract Change Order No. 1 Project No. 101700 Acct. No. 5515

Date 2/18/2015

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

INCREASES

Item	Description	Quantity	Unit Price	Total
TOTAL INCREASES				<u>\$N/A</u>

DECREASES

Item	Description	Quantity	Unit Price	Total
TOTAL DECREASES				<u>\$</u>

TOTAL NET _____ IN CONTRACT ITEMS AT CONTRACT UNIT PRICES \$

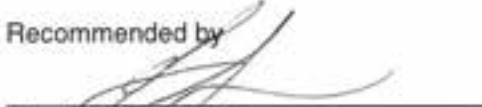
TOTAL COST OF THIS CHANGE ORDER \$ 82,346.00

INCREASE

DECREASE

It is agreed 0 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

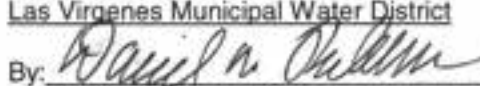
ACCEPTED:

By: _____

Date: _____

APPROVED:

Las Virgenes Municipal Water District

By: 
David W. Pedersen, General Manager

Date: 02/18/15

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



March 10, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

Subject: Infrastructure Investment Plan: Fiscal Years 2015-2016 through 2019-2020 (Pg.)

SUMMARY:

The Infrastructure Investment Plan (IIP) is a planning document used to identify, prioritize and establish preliminary budgets for facility improvement and replacement projects over a five-year planning period. The IIP incorporates proposed projects from a number of sources including the recently completed Master Plan Updates, implementation of recommendations in specific facility studies, regulatory requirements and facilities condition assessments.

On March 2, 2015, staff presented the JPA Board with the JPA IIP that included jointly-funded projects. The LVMWD IIP submitted at this time includes both the jointly-funded projects and those funded solely by the LVMWD.

RECOMMENDATION(S):

Receive and file the Infrastructure Investment Plan for Fiscal Years 2015-2016 through 2019-2020.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

FINANCIAL IMPACT:

The IIP is a planning document and does not appropriate funds to any projects. The proposed projects for Fiscal Year 2015-2016 will be included in the proposed Fiscal Year 2015-2016 Budget. Appropriations for individual projects will be approved with the budget on an individual basis through separate Board actions.

DISCUSSION:

The IIP covers a planning period of five-years and uses the recently completed Master Plan Updates, specific facility plans, known regulatory requirements and condition assessments to identify proposed capital projects and programs. Much of the focus for this IIP is on replacement and rehabilitation of aging facilities serving the potable water, sanitation and recycled water systems.

These projects will provide funding for equipment and facility rehabilitation or replacement based on failure, exceedance of useful life or obsolescence. Specific projects will be identified each fiscal year.

Following is a summary of major projects unique to the LVMWD IIP:

Administrative:

ITEM 7C

- Supervisory Control and Data Acquisition (SCADA) improvements
- Building No. 8 computer center upgrades
- Upgrades to billing system software
- Building No. 1 improvements

Potable Water:

- Saddletree Tank improvements
- Interconnection with CMWD
- Westlake Filtration Plant expansion
- Westlake Pump Station upgrade
- Automated meter reading/advanced metering infrastructure (AMR/AMI)

Staff will provide a presentation on the various proposed projects at the Board meeting.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared By: Douglas Anders, Administrative Services Coordinator

ATTACHMENTS:

[LVMWD IIP - FY 2015-16 through FY 2019-20](#)

LVMWD Report # _____

**4232 LAS VIRGENES ROAD
CALABASAS, CALIFORNIA 91302-1994
TELEPHONE: (818) 251-2100
LOS ANGELES COUNTY, CALIFORNIA**

LVMWD INFRASTRUCTURE INVESTMENT PLAN

FISCAL YEAR 2015/16 – FISCAL YEAR 2019/20

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Section 1

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Infrastructure Investment Plan
For the Period of
FY 2015/16 - FY 2019/20

Overview

The Capital Improvements Plan or Infrastructure Investment Plan (Plan) is a planning document used to identify, prioritize and establish baseline expenditures for facility improvements or replacement projects which ensure the district can consistently meet the needs of the public, both for now and into the future.

This Plan covers a five (5) year planning horizon and includes the results of the Potable Water, Sanitation and Recycled Water Master planning documents completed during fiscal year 2013 -2014.

The information provided in this Plan is intended to inform the reader of current and proposed capital improvement projects, their status and potential costs. Reports are included that sort projects and costs by priority and by location. Detailed project descriptions, sorted in numerical order, are found in Section 3.

The Infrastructure Investment Plan has been prepared and reviewed by staff to identify the candidate projects for future funding consideration and accomplishment. The Plan incorporates facility needs identified by a number of sources. These include: integration of new facility improvements identified in master planning documents; implementation of actions recommended in major studies; the facilities or programs necessary to meet regulatory compliance requirements; and, maintenance, repair, or replacement of component systems to continue normal operations.

The Plan places the prospective projects into various program years to organize them over the four-year planning period. Because of the complexity of facility planning, either deferral or speeding up of projects may occur. These changes are dealt with in the Annual Budget and are amended in the next year's Plan. Receipt of the Infrastructure Investment Plan by the Board of Directors is recognized as one of the key planning steps necessary to formulate an overall Financial Plan and Budget for the District.

Assumptions

Significant drivers influencing the development of the Infrastructure Investment Plan ("Plan") include: 1) regulatory and policy issues effecting LVMWD and JPA operations; 2) master plan recommended facility replacement and repair; and 3) internally developed programs to improve service delivery and efficiency. Some examples include:

- The Potable Water, Recycled Water, and Sanitation System Master Plans were completed in fiscal year 2013-2014. Projects included in this Plan and out-year projects will be evaluated relative to the findings in the new master plan documents.
- Projects related to proposed regulatory standards for Malibu Creek and their impact to the Tapia Water Reclamation Facility ("Tapia") are not forecast in this plan, but will be included in future updates based on the standards adopted and the associated implementation schedules.
- The 5 million gallon reservoir project (10476 - Potable Water) is scheduled for completion in fiscal year 2014-2015.
- The expansion of the Westlake Filtration Plant and modernization of the Westlake Pump Station are scheduled based on the Backbone Improvement Program.
- Development of a Recycled Water Storage Study (JPA project 10587) will further clarify options for recycled water storage identified in previous studies.

Summary

This year's Plan follows the previous trend on placing emphasis on "replacement-funded" projects for Potable Water and Sanitation facilities. The proposed expenditures reflect the replacement of maturing district infrastructure and the need to replace, upgrade or refurbish existing systems to continue to provide high quality, reliable service. Exceptions to this trend are the pro-rata portions of projects that are attributed to new development or new users that include associated connection fee funding.

Major projects and programs outlined in this Plan are summarized below.

Potable Water System

- Twin Lakes Pump Station Pipeline
- Saddletree Tank Improvements
- Interconnection with Calleguas Municipal Water District (CMWD)
- Automated Meter Reading Implementation
- Pump station (Mulwood and McCoy) expansion

- Ongoing rehabilitation of the potable water system.
- Installation of air vacuum valves and abandonment of old structures.
- Replace the Twin Lakes Tank drainage system.
- Raise air vacuum valves and abandon protective structures on the 30" main (West Hills and Hidden Hills).

Recycled Water (RW) System

- Study potential recycled water storage areas identified in earlier studies. Look at geological, environmental, CEQA, and water quality factors and regulatory constraints.
- Relocate the existing 10" recycled water pipeline in the Lost Hills overpass to the new overpass.
- Woodland Hills Golf Course recycled water pipeline extension.
- Agoura Road recycled water main extension (LV only).
- Implement recycled water Reservoir #2 cover improvements.
- Identify potential conversions from potable water irrigation to recycled water

Tapia Water Reclamation Facility

- Primary tank rehabilitation.
- Replace the channel mixing air system with new air piping and diffusers.
- Construct a centrate equalization tank at the centrate treatment facility.

Rancho Las Virgenes

- Clean and evaluate condition of digesters #1 and #2.
- Overhaul amendment bin at Rancho.
- Replace and rehabilitate facilities and equipment at Rancho.

Sewers and Lift Stations

- Rehabilitate high priority manholes needing repair.

Administrative Programs

- Supervisory Data Acquisition and Control (SCADA) upgrades.
- Annual vehicle replacement program
- Upgrades to Building computer center.
- Building 7 improvements.
- Building 1 tenant improvements.

Infrastructure Investment Plan
Fiscal Year 2015-16-- Fiscal Year 2019-20

Expenditures by Fund

	FY16	FY17	FY18	FY19	FY 20	5-Year Total
P/W Construction	\$3,029,855	\$2,102,070	\$639,050	\$402,930	\$262,680	\$6,436,585
P/W Replacement	\$10,792,505	\$5,971,845	\$2,268,965	\$3,120,070	\$1,333,320	\$23,486,705
Sanitation Construction	\$50,000	\$388,240	\$357,160	\$139,200	\$0	\$934,600
Sanitation Replacement	\$3,648,308	\$5,326,245	\$4,322,090	\$2,233,400	\$1,384,600	\$16,914,643
RW Conservation	\$660,782	\$181,000	\$106,000	\$256,000	\$1,756,000	\$2,959,782
RW Replacement	\$1,490,250	\$131,750	\$0	\$0	\$0	\$1,622,000
Total Costs	\$19,671,700	\$14,101,150	\$7,693,265	\$6,151,600	\$4,736,600	\$52,354,315

Infrastructure Investment Plan
Fiscal Year 2015/16 - Fiscal Year 2019/20

Las Virgenes - Triunfo Joint Powers Authority Cost Sharing

	FY16	FY17	FY18	FY19	FY20	5-Year Total
P/W Construction	\$3,029,855	\$2,102,070	\$639,050	\$402,930	\$262,680	\$6,436,585
P/W Replacement	\$10,792,505	\$5,971,845	\$2,268,965	\$3,120,070	\$1,333,320	\$23,486,705
Sanitation Construction	\$35,300	\$274,097	\$252,155	\$98,275	\$0	\$659,828
Sanitation Replacement	\$2,509,666	\$3,698,414	\$2,989,176	\$1,606,180	\$1,006,928	\$11,810,364
RW Conservation	\$607,568	\$127,786	\$74,836	\$180,736	\$1,239,736	\$2,230,662
RW Replacement	\$1,056,149	\$93,016	\$0	\$0	\$0	\$1,149,164
LVMWD Share	\$18,031,043	\$12,267,228	\$6,224,182	\$5,408,192	\$3,842,664	\$45,773,307
	FY16	FY17	FY18	FY19	FY20	5-Year Total
P/W Construction	\$0	\$0	\$0	\$0	\$0	\$0
P/W Replacement	\$0	\$0	\$0	\$0	\$0	\$0
Sanitation Construction	\$14,700	\$114,143	\$105,005	\$40,925	\$0	\$274,772
Sanitation Replacement	\$1,138,642	\$1,627,831	\$1,332,914	\$627,220	\$377,672	\$5,104,279
RW Conservation	\$53,214	\$53,214	\$31,164	\$75,264	\$516,264	\$729,120
RW Replacement	\$434,102	\$38,735	\$0	\$0	\$0	\$472,836
TSD Share	\$1,640,657	\$1,833,922	\$1,469,084	\$743,408	\$893,936	\$6,581,008
TOTAL COSTS	\$19,671,700	\$14,101,150	\$7,693,265	\$6,151,600	\$4,736,600	\$52,354,315

Infrastructure Investment Plan
Fiscal Year 2015/16 - Fiscal Year 2019/20

Expenditures by Location

	FY16	FY17	FY18	FY19	FY20	Five-year total
ADMINISTRATIVE	\$2,242,647	\$1,199,685	\$175,000	\$175,000	\$175,000	\$3,967,332
POTABLE WATER	\$11,434,850	\$6,882,515	\$2,733,015	\$3,348,000	\$1,421,000	\$25,819,380
PROGRAMS	\$229,500	\$47,500				\$277,000
RANCHO/FARM	\$687,500	\$1,162,300	\$635,000	\$1,396,000	\$600,000	\$4,480,800
RECYCLED WATER	\$1,888,782	\$356,000	\$106,000	\$256,000	\$1,756,000	\$4,362,782
SEWER/LIFT STATIONS	\$309,180	\$203,000	\$204,000	\$100,000	\$100,000	\$916,180
TAPIA	\$2,879,241	\$4,250,150	\$3,840,250	\$876,600	\$684,600	\$12,530,841
TOTAL ALL PROJECTS	\$19,671,700	\$14,101,150	\$7,693,265	\$6,151,600	\$4,736,600	\$52,354,315

Infrastructure Investment Plan
Fiscal Year 2015/16 - Fiscal Year 2019/20

Expenditures by Priority

	FY16	FY17	FY18	FY19	FY20	Five-year total
Priority 1	\$5,362,282	\$3,372,500	\$1,200,000	\$1,200,000		\$11,134,782
Priority 2	\$13,214,668	\$7,258,300	\$3,448,465	\$1,345,600	\$745,600	\$26,012,633
Priority 3	\$1,094,750	\$3,470,350	\$3,044,800	\$3,606,000	\$3,991,000	\$15,206,900
TOTAL ALL PROJECTS	\$19,671,700	\$14,101,150	\$7,693,265	\$6,151,600	\$4,736,600	\$52,354,315

- Priority 1: Essential project. Required by law or regulation; by disaster response; or by emergency or hazardous situation.
- Priority 2: Necessary project. Required to maintain service reliability; safety; cost related efficiency or matching funds; water quality; current demand.
- Priority 3: Desirable or Routine Project. Routine improvement; no direct cost benefit; cosmetic; or future demand.

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Section 2

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Infrastructure Investment Plan
Fiscal Year 2015/16 - Fiscal Year 2019/20

Projects by Priority

Priority	Project Number	Title	FY16	FY17	FY18	FY19	FY20	Five-year total
1	10557	Westlake Filtration Plant Expansion	3,413,500	1,500,000				4,913,500
1	10565	Rancho Las Virgenes Digester	287,500	262,500				550,000
1	10568	Twin Lakes Tank Drainage Project	262,500					262,500
1	10592	Agoura Road Recycled Water Main	479,782					479,782
1	90001	CIS Infinity Software Upgrade	95,000					95,000
1	90002	CIS Infinity Modifications - Budget	95,000					95,000
1	99928	Tapia Primary Flow Diversion	44,000	410,000				454,000
1	99940	AMR IMPLEMENTATION FY17-19		1,200,000	1,200,000	1,200,000		3,600,000
1	99968	Vehicle Replacement Program FY15	175,000					175,000
1	99970	RW Reservoir #2 Cover (Shade	435,000					435,000
1	99987	Corrosion Control Study	25,000					25,000
1	99988	Nitrification Study	50,000					50,000
		SUB-TOTAL PRIORITY 1	\$5,362,282	\$3,372,500	\$1,200,000	\$1,200,000		\$11,134,782
2	10236	Raise Air Vacuum Valves and	420,000					420,000
2	10430	Twin Lakes Pump Station Pipeline		854,015	841,015			1,695,030
2	10512	Tapia: Primary Tank Rehabilitation	63,000	263,000	263,000	263,000	263,000	1,115,000
2	10513	Tapia Sluice Gate and Drive	14,000	411,600	171,600	171,600	171,600	940,400
2	10520	SCADA System Communication	56,137	38,285				94,422
2	10521	SCADA System Communication	1,237,010	986,400				2,223,410
2	10537	Raw Sludge Wet Well Mixing	127,000					127,000
2	10538	Tapia Channel Mixing Improvements	1,068,472					1,068,472
2	10539	Saddletree Tank improvements	538,350					538,350
2	10540	Lost Hills Overpass Recycled Water	573,000					573,000
2	10541	Building 8 Computer Center	180,000					180,000
2	10542	Vault Lid Replacement	170,000					170,000
2	10553	Potable Water System Rehabilitation	230,000	105,000	105,000	105,000	105,000	650,000
2	10556	Interconnection With CMWD	1,653,000	1,293,000				2,946,000
2	10558	Westlake Pump Station Upgrade	3,347,000	1,750,000				5,097,000
2	10559	Manhole Rehabilitation, F2/F3 Line	262,000	203,000	204,000			669,000
2	10561	NPDES Permit Renewal	50,000					50,000
2	10563	Tapia Supplemental Carbon Study	85,000	282,500				367,500
2	10564	Centrate Equalization Tank	1,190,519					1,190,519
2	10567	Programmable Logic Controller		322,500	302,850			625,350
2	10586	AMR Implementation - FY 14-15	1,297,000					1,297,000

ITEM 7C

Infrastructure Investment Plan
Fiscal Year 2015/16 - Fiscal Year 2019/20

Projects by Priority

Priority	Project Number	Title	FY16	FY17	FY18	FY19	FY20	Five-year total
2	10587	Recycled Water Storage Study - PH-	250,000	250,000				500,000
2	10588	Woodland Hills Golf Course RW	1,405,000	5,775,000	5,195,000			12,375,000
2	99926	Rancho Las Virgenes Sludge				600,000		600,000
2	99933	Tapia BNR Improvements		200,000	1,242,000			1,442,000
2	99941	Lift Stations Programmable Logic	47,180					47,180
2	99969	Construction Services Truck	150,000					150,000
2	99977	Rancho Reliability Improvements	100,000	100,000	100,000	100,000	100,000	500,000
2	99979	Miscellaneous RW Extension	106,000	106,000	106,000	106,000	106,000	530,000
2	99989	Nitrification Measures		93,000	113,000			206,000
2	99996	OFFSET OF IIP #10588	-1,405,000	-5,775,000	-5,195,000			-12,375,000
		SUB-TOTAL PRIORITY 2	\$13,214,668	\$7,258,300	\$3,448,465	\$1,345,600	\$745,600	\$26,012,633
3	10418	Rehabilitation of 18" RW Pipe	45,000					45,000
3	10446	Buffer Land at Rancho		250,000				250,000
3	10493	Tapia Sludge Screening				126,000		126,000
3	10574	Rancho Facility Improvements	300,000					300,000
3	10576	Building No. 7 Improvements	24,500					24,500
3	10577	Potable Water Pump Station	28,500	87,500				116,000
3	10578	Security Upgrades - LVMWD	26,000	30,000				56,000
3	10579	Security Upgrades - JPA	28,500	17,500				46,000
3	80644	Tank Renovation: Equestrian Tank			358,000	300,000		658,000
3	80713	Vehicle Replacement Program		175,000	175,000	175,000	175,000	700,000
3	80748	Rancho: Replace Agitators		510,000	510,000			1,020,000
3	99910	Process Air Improvements		1,691,200	1,760,800			3,452,000
3	99911	Rancho Las Virgenes: FOG Receiving			25,000	696,000		721,000
3	99930	Rancho Las Virgenes Aerated Static		39,800				39,800
3	99950	Tapia Electrical and Instrumentation	137,250	131,750				269,000
3	99964	Potable Pipeline System Upgrade				522,000	405,000	927,000
3	99967	Tapia Automated Filter Wash down				116,000		116,000
3	99971	Tapia Water Reclamation Facility		437,600				437,600
3	99972	Primary Effluent Equalization Study					50,000	50,000
3	99973	Tapia Water Reclamation Facility	100,000	100,000	100,000	100,000	100,000	500,000
3	99974	Sanitation Master Plan Update					100,000	100,000
3	99975	A/B Bus Electrical Modification				100,000		100,000
3	99978	Ovation Upgrade					500,000	500,000

ITEM 7C

Infrastructure Investment Plan
Fiscal Year 2015/16 - Fiscal Year 2019/20

Projects by Priority

Priority	Project Number	Title	FY16	FY17	FY18	FY19	FY20	Five-year total
3	99980	Recycled Water Master Plan Update					100,000	100,000
3	99981	Agoura Road Extension Phase II				150,000	1,550,000	1,700,000
3	99982	Lift Station Reliability Improvements				50,000	50,000	100,000
3	99983	Trunk Sewer System Improvements				50,000	50,000	100,000
3	99984	Potable Water Master Plan Update					100,000	100,000
3	99985	McCoy Pump Station Expansion				1,095,000		1,095,000
3	99986	Mulwood Pump Station Expansion					646,000	646,000
3	99990	Water System PLC Upgrade Phase 1				126,000		126,000
3	99991	Westlake Filter Plant PLC Upgrade			116,000			116,000
3	99992	Seminole Subsystem Improvement					50,000	50,000
3	99994	Building #1 Tenant Improvements	405,000					405,000
3	99998	Water System PLC Upgrade Phase 2					115,000	115,000
SUB-TOTAL PRIORITY 3			\$1,094,750	\$3,470,350	\$3,044,800	\$3,606,000	\$3,991,000	\$15,206,900
TOTAL ALL PROJECTS			\$19,671,700	\$14,101,150	\$7,693,265	\$6,151,600	\$4,736,600	\$52,354,315

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Infrastructure Investment Plan
Fiscal Year 2015/16 - Fiscal Year 2019/20

Projects by Location

Project Number	Title	FY16	FY17	FY18	FY19	FY20	Five-year total
ADMINISTRATIVE							
10520	SCADA System Communication	56,137	38,285				94,422
10521	SCADA System Communication	1,237,010	986,400				2,223,410
10541	Building 8 Computer Center Upgrades	180,000	0				180,000
10576	Building No. 7 Improvements	24,500					24,500
80713	Vehicle Replacement Program		175,000	175,000	175,000	175,000	700,000
90001	CIS Infinity Software Upgrade	95,000					95,000
90002	CIS Infinity Modifications - Budget	95,000					95,000
99969	Construction Services Truck	150,000					150,000
99994	Building #1 Tenant Improvements	405,000					405,000
SUB-TOTAL ADMINISTRATIVE		\$2,242,647	\$1,199,685	\$175,000	\$175,000	\$175,000	\$3,967,332
POTABLE WATER							
10236	Raise Air Vacuum Valves and Abandon	420,000					420,000
10430	Twin Lakes Pump Station Pipeline		854,015	841,015			1,695,030
10539	Saddletree Tank improvements	538,350	0				538,350
10542	Vault Lid Replacement	170,000	0				170,000
10553	Potable Water System Rehabilitation	230,000	105,000	105,000	105,000	105,000	650,000
10556	Interconnection With CMWD	1,653,000	1,293,000		0		2,946,000
10557	Westlake Filtration Plant Expansion	3,413,500	1,500,000	0			4,913,500
10558	Westlake Pump Station Upgrade	3,347,000	1,750,000				5,097,000
10568	Twin Lakes Tank Drainage Project	262,500					262,500
10577	Potable Water Pump Station	28,500	87,500				116,000
10586	AMR Implementation - FY 14-15	1,297,000					1,297,000
80644	Tank Renovation: Equestrian Tank			358,000	300,000		658,000
99940	AMR IMPLEMENTATION FY17-19		1,200,000	1,200,000	1,200,000		3,600,000
99964	Potable Pipeline System Upgrade (2014				522,000	405,000	927,000
99984	Potable Water Master Plan Update					100,000	100,000
99985	McCoy Pump Station Expansion				1,095,000		1,095,000
99986	Mulwood Pump Station Expansion					646,000	646,000
99987	Corrosion Control Study	25,000					25,000
99988	Nitrification Study	50,000					50,000
99989	Nitrification Measures Implementation		93,000	113,000			206,000
99990	Water System PLC Upgrade Phase 1				126,000		126,000
99991	Westlake Filter Plant PLC Upgrade			116,000			116,000

ITEM 7C

Infrastructure Investment Plan
Fiscal Year 2015/16 - Fiscal Year 2019/20

Projects by Location

Project Number	Title	FY16	FY17	FY18	FY19	FY20	Five-year total
99992	Seminole Subsystem Improvement					50,000	50,000
99998	Water System PLC Upgrade Phase 2					115,000	115,000
	SUB-TOTAL POTABLE WATER	\$11,434,850	\$6,882,515	\$2,733,015	\$3,348,000	\$1,421,000	\$25,819,380
PROGRAMS							
10578	Security Upgrades - LVMWD	26,000	30,000				56,000
10579	Security Upgrades - JPA	28,500	17,500				46,000
99968	Vehicle Replacement Program FY15-16	175,000					175,000
	SUB-TOTAL PROGRAMS	\$229,500	\$47,500				\$277,000
RANCHO/FARM							
10446	Buffer Land at Rancho	0	250,000				250,000
10565	Rancho Las Virgenes Digester Cleaning	287,500	262,500				550,000
10574	Rancho Facility Improvements	300,000					300,000
80748	Rancho: Replace Agitators		510,000	510,000			1,020,000
99911	Rancho Las Virgenes: FOG Receiving			25,000	696,000		721,000
99926	Rancho Las Virgenes Sludge Thickening				600,000		600,000
99930	Rancho Las Virgenes Aerated Static Pile		39,800				39,800
99977	Rancho Reliability Improvements	100,000	100,000	100,000	100,000	100,000	500,000
99978	Ovation Upgrade					500,000	500,000
	SUB-TOTAL RANCHO/FARM	\$687,500	\$1,162,300	\$635,000	\$1,396,000	\$600,000	\$4,480,800
RECYCLED WATER							
10418	Rehabilitation of 18" RW Pipe	45,000					45,000
10540	Lost Hills Overpass Recycled Water	573,000	0				573,000
10587	Recycled Water Storage Study - PH-II	250,000	250,000				500,000
10588	Woodland Hills Golf Course RW Pipeline	1,405,000	5,775,000	5,195,000			12,375,000
10592	Agoura Road Recycled Water Main	479,782					479,782
99970	RW Reservoir #2 Cover (Shade Balls)	435,000					435,000
99979	Miscellaneous RW Extension	106,000	106,000	106,000	106,000	106,000	530,000
99980	Recycled Water Master Plan Update					100,000	100,000
99981	Agoura Road Extension Phase II				150,000	1,550,000	1,700,000
99996	OFFSET OF IIP #10588	-1,405,000	-5,775,000	-5,195,000			-12,375,000
	SUB-TOTAL RECYCLED WATER	\$1,888,782	\$356,000	\$106,000	\$256,000	\$1,756,000	\$4,362,782

ITEM 7C

Infrastructure Investment Plan
Fiscal Year 2015/16 - Fiscal Year 2019/20

Projects by Location

Project Number	Title	FY16	FY17	FY18	FY19	FY20	Five-year total
SEWER/LIFT STATIONS							
10559	Manhole Rehabilitation, F2/F3 Line	262,000	203,000	204,000			669,000
99941	Lift Stations Programmable Logic	47,180					47,180
99982	Lift Station Reliability Improvements				50,000	50,000	100,000
99983	Trunk Sewer System Improvements				50,000	50,000	100,000
	SUB-TOTAL SEWER/LIFT STATIONS	\$309,180	\$203,000	\$204,000	\$100,000	\$100,000	\$916,180
TAPIA							
10493	Tapia Sludge Screening				126,000		126,000
10512	Tapia: Primary Tank Rehabilitation	63,000	263,000	263,000	263,000	263,000	1,115,000
10513	Tapia Sluice Gate and Drive	14,000	411,600	171,600	171,600	171,600	940,400
10537	Raw Sludge Wet Well Mixing	127,000					127,000
10538	Tapia Channel Mixing Improvements	1,068,472					1,068,472
10561	NPDES Permit Renewal	50,000	0	0			50,000
10563	Tapia Supplemental Carbon Study	85,000	282,500				367,500
10564	Centrate Equalization Tank	1,190,519					1,190,519
10567	Programmable Logic Controller		322,500	302,850			625,350
99910	Process Air Improvements		1,691,200	1,760,800			3,452,000
99928	Tapia Primary Flow Diversion	44,000	410,000				454,000
99933	Tapia BNR Improvements		200,000	1,242,000			1,442,000
99950	Tapia Electrical and Instrumentation	137,250	131,750				269,000
99967	Tapia Automated Filter Wash down				116,000		116,000
99971	Tapia Water Reclamation Facility		437,600				437,600
99972	Primary Effluent Equalization Study					50,000	50,000
99973	Tapia Water Reclamation Facility	100,000	100,000	100,000	100,000	100,000	500,000
99974	Sanitation Master Plan Update					100,000	100,000
99975	A/B Bus Electrical Modification				100,000		100,000
	SUB-TOTAL TAPIA	\$2,879,241	\$4,250,150	\$3,840,250	\$876,600	\$684,600	\$12,530,841
	TOTAL ALL PROJECTS	\$19,671,700	\$14,101,150	\$7,693,265	\$6,151,600	\$4,736,600	\$52,354,315

ITEM 7C

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Section 3

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Raise Air Vacuum Valves and Abandon Protective Structures

Job Number: 10236 Project Manager: Maple FY Originated: FY04-05	Priority: 2 Category: Regulatory Compliance Program: No
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Scope of Work

Installation of air-vacuum valves above ground, including piping modifications on the 30" main in West Hills and Hidden Hills, dismantling the old air vacuum valves inside protective structures and abandonment of these facilities.

Project Justification

At the request of the Division of Drinking Water to improve safety, accessibility and potential water quality concerns, relocate valves from buried protective structures into above ground locations.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees					\$10,000	\$10,000		
Contracts/Equipment								
District Labor	\$5,098		\$898	\$475	\$5,000	\$11,471		
G & A Allocations	\$16,539		\$1,764	\$497		\$18,801		
TOTALS	\$21,637		\$2,663	\$972	\$15,000	\$40,272	\$266,300	\$226,028

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$0					\$0	
Land Acquisition	\$0					\$0	
Design	\$0					\$0	
Bidding	\$2,000					\$2,000	
Construction	\$408,000					\$408,000	
District Labor	\$10,000					\$10,000	
TOTALS	\$420,000					\$420,000	\$460,272

APPROPRIATION REQUEST: \$193,972

Cost Estimate Basis: Based on 30" potable main repair costs (Valley Circle Blvd.).

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction		RW Conservation	LVMWD
		0.0%	0.0%	100%
P/W Replacement	Sanitation Replacement		RW Replacement	TSD
100.0%	0.0%		0.0%	0%

ITEM 7C

Rehabilitation of 18" RW Pipe (Tapia/Mulholland Highway)

Job Number: 10418 Project Manager: Cao FY Originated: FY03-04	Priority: 3 Category: Facility Improvements Program: No
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Scope of Work

This project consists of the second phase (Phase II) of a two-phase effort to rehabilitate and control corrosion for the 18-inch recycled water main between the Tapia and Mulholland Highway. Phase II includes field testing/evaluation and installation of new jumper bonds for restoration of electrical continuity. The cost estimate is based on HDR's report "Rehabilitation of 18-inch REW Pipeline Phase II Project"

Project Justification

The 18-inch RW pipe between Tapia and Mulholland Highway has experienced several significant failures due to corrosion. The 18-inch pipe needs to be maintained, because it is needed, along with the 24-inch pipe, as a redundant system to handle the current flow rate of 9.3 MGD, with the capability to handle future increased flows.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees		\$1,548	\$20,450		\$66,000	\$87,998		
Contracts/Equipment			\$160,898	\$7,769		\$168,667		
District Labor			\$27,523	\$6,219	\$6,600	\$40,343		
G & A Allocations			\$43,081	\$11,199	\$6,600	\$60,880		
TOTALS		\$1,548	\$251,953	\$25,187	\$79,200	\$357,888	\$443,231	\$85,343

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$10,000					\$10,000	
Land Acquisition	\$0					\$0	
Design	\$10,000					\$10,000	
Bidding	\$0					\$0	
Construction	\$20,000					\$20,000	
District Labor	\$5,000					\$5,000	
TOTALS	\$45,000					\$45,000	\$402,888

APPROPRIATION REQUEST: \$0

Cost Estimate Basis: Based on HDR report "Rehabilitation of 18-inch REW Pipeline Phase II Project".

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
0.0%	0.0%			71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
0.0%	0.0%	100.0%		29%

ITEM 7C

Twin Lakes Pump Station Pipeline Project

Job Number: 10430 Project Manager: Schlageter FY Originated: FY09-10	Priority: 2 Category: Capacity/Supply Program: No
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Scope of Work

Construct a new 2,900 foot 14" steel pipeline from the 30" pipeline at Devonshire and Andora Street through Chatsworth Park to the Twin Lakes pump station.

Plans and specifications are complete. The project is on-hold until the Deer Lake development moves forward. The project is also waiting for the City of Los Angeles lead abatement project at Chatsworth Park South.

Project Justification

Planned growth (Deer Lake Development) within the Twin Lakes subsystem necessitates the improvements of pipelines to meet the demands. Installation of a 14-inch pipeline connected to the "30-inch Conduit" will increase system reliability and district self-sufficiency.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees	\$0					\$0		
Contracts/Equipment	\$3,100					\$3,100		
District Labor	\$6,790				\$190	\$6,980		
G & A Allocations	\$10,040				\$304	\$10,344		
TOTALS	\$19,931				\$493	\$20,424	\$1,700,000	\$1,679,576

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design		\$10,000				\$10,000	
Bidding		\$3,000				\$3,000	
Construction		\$816,015	\$816,015			\$1,632,030	
District Labor		\$25,000	\$25,000			\$50,000	
TOTALS		\$854,015	\$841,015			\$1,695,030	\$1,715,454

APPROPRIATION REQUEST: \$0

Cost Estimate Basis: Based on the engineer's estimate & project technical memo and includes contingencies from staff to account for construction inflation due to delay and unknown remediation of lead within the trench zone.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
67.0%	0.0%	0.0%		100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
33.0%	0.0%	0.0%		0%

ITEM 7C

Buffer Land at Rancho

Job Number: 10446 Project Manager: Zhao FY Originated: FY07-08	Priority: 3 Category: Facility Improvements Program: No
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Scope of Work

Potential land acquisition of additional buffer land around Rancho.

Project Justification

Prevents encroachment on Rancho operations that would constrain Rancho operations.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS							\$250,000	\$250,000

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$0	\$0				\$0	
Land Acquisition	\$0	\$250,000				\$250,000	
Design	\$0	\$0				\$0	
Bidding	\$0	\$0				\$0	
Construction	\$0	\$0				\$0	
District Labor	\$0	\$0				\$0	
TOTALS	\$0	\$250,000				\$250,000	\$250,000

APPROPRIATION REQUEST: \$0

Cost Estimate Basis: Placeholder estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
0.0%	0.0%	0.0%		71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
0.0%	100.0%	0.0%		29%

Tapia Sludge Screening

Job Number: 10493 Project Manager: Dingman FY Originated: 10-11	Priority: 3 Category: Business Improvements Program: No
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Scope of Work

Install a screener for primary and secondary sludge at Tapia. Includes design, piping modifications and odor control.

Project Justification

Inert particles and hair clog the recirculation pumps and piping at Tapia and Rancho. These solids also cause operational issues. A screener can be incorporated into the process to remove the solids before they become a problem. The solids removed from the process will be landfilled.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS							\$385,000	\$385,000

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning				\$5,000		\$5,000	
Land Acquisition							
Design				\$10,000		\$10,000	
Bidding				\$1,000		\$1,000	
Construction				\$100,000		\$100,000	
District Labor				\$10,000		\$10,000	
TOTALS				\$126,000		\$126,000	\$126,000

APPROPRIATION REQUEST: \$0

Cost Estimate Basis: 2014 Sanitation Master Plan

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	100.0%			29%

ITEM 7C

Tapia: Primary Tank Rehabilitation

80744

Job Number: 10512 Project Manager: Maple FY Originated: FY10-11	Priority: 2 Category: Facility Improvements Program: No
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Scope of Work

Concrete repair and the installation of a protective coating in the tanks. This project also includes the replacement of existing aluminum launders with stainless steel launders and new stainless steel inlet diffusers.

Project Justification

Tanks are 40 years old and the concrete is degrading. Launderers are delaminating and need replacement.

Design was completed in FY13-14. The same design basis will be used for all tanks over the multiyear project.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees				\$57,150	\$10,649	\$67,799		
Contracts/Equipment				\$39,550	\$143,264	\$182,814		
District Labor				\$6,708	\$11,643	\$18,351		
G & A Allocations				\$12,152	\$13,588	\$25,740		
TOTALS				\$115,560	\$179,144	\$294,704	\$685,000	\$390,296

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design	\$50,000	\$10,000	\$10,000	\$10,000	\$10,000	\$90,000	
Bidding	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$15,000	
Construction		\$240,000	\$240,000	\$240,000	\$240,000	\$960,000	
District Labor	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000	
TOTALS	\$63,000	\$263,000	\$263,000	\$263,000	\$263,000	\$1,115,000	\$1,409,704

APPROPRIATION REQUEST: \$0

Cost Estimate Basis: Primary tank #1 was completed in FY 14-15 at a cost of approximately \$240,000. This amount is the basis for future costs.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
0.0%	0.0%	0.0%		71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
0.0%	100.0%	0.0%		29%

ITEM 7C

Tapia Sluice Gate and Drive Replacement

80749

Job Number: 10513 Project Manager: Maple FY Originated: FY09-10	Priority: 2 Category: Facility Improvements Program: Yes
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Scope of Work

Replace existing gates in the tanks and channels at Tapia as well as drive mechanisms for flights and chains.

Project Justification

Many of the gates that separate channels and tanks are worn and do not work properly. The drives for the sludge collection system are over 30 years old. These items have reached their useful life and are in need of replacement.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment					\$10,000	\$10,000		
District Labor								
G & A Allocations								
TOTALS					\$10,000	\$10,000	\$342,000	\$332,000

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$0	\$0	\$0			\$0	
Land Acquisition	\$0	\$0	\$0			\$0	
Design	\$0	\$0	\$0			\$0	
Bidding	\$4,000	\$1,600	\$1,600	\$1,600	\$1,600	\$10,400	
Construction	\$0	\$400,000	\$160,000	\$160,000	\$160,000	\$880,000	
District Labor	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000	
TOTALS	\$14,000	\$411,600	\$171,600	\$171,600	\$171,600	\$940,400	\$950,400

APPROPRIATION REQUEST: \$0

Cost Estimate Basis: Assumes seventeen (17) gates being replaced at similar cost to previous work performed (adjusted for inflation).

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
0.0%	0.0%	0.0%		71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
0.0%	100.0%	0.0%		29%

ITEM 7C

SCADA System Communication Upgrades

99906

Job Number: 10520 Project Manager: Schlageter FY Originated: FY12-13	Priority: 2 Category: Business Improvements Program: No
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Scope of Work

Migration of the existing communication system from a serial radio network to an Ethernet based radio network. Provide redundant data paths for uninterrupted communication. Eliminate need to rely on telephone company equipment.

Project Justification

The existing system is now limited in speed, bandwidth and flexibility. The system is also past its peak communication bandwidth and expected life-span. Upgrading will dramatically increase the bandwidth of the system allowing the use of security cameras, voice over IP (VOIP) phone and certain types of smart sensors.

The upgrades will reduce dependency on telephone company equipment and will help reduce time spent coordinating repairs with outside vendors.

The project is anticipated to be re-bid once a revised bid package is developed.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees			\$6,239			\$6,239		
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS			\$6,239			\$6,239	\$93,100	\$86,861

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$0	\$0				\$0	
Land Acquisition	\$0	\$0				\$0	
Design	\$0	\$0				\$0	
Bidding	\$437	\$285				\$722	
Construction	\$50,700	\$33,000				\$83,700	
District Labor	\$5,000	\$5,000				\$10,000	
TOTALS	\$56,137	\$38,285				\$94,422	\$100,661

APPROPRIATION REQUEST: \$0

Cost Estimate Basis: Estimate is based on the initial bid results received and includes contingency for added sites.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	100.0%			29%

ITEM 7C

SCADA System Communication Upgrades (LV Only)

99907

<p>Job Number: 10521 Project Manager: Schlageter FY Originated: FY12-13</p>	<p>Priority: 2 Category: Business Improvements Program: No</p>
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Scope of Work

Migration of the existing communication system from a serial radio network to an Ethernet based radio network. Provide redundant data paths for uninterrupted communication. Eliminate need to rely on telephone company equipment.

Each fiscal year represents a individual phase of the overall project.

Project Justification

The existing system is now limited in speed, bandwidth and flexibility. The system is also past its peak communication bandwidth and expected life-span. Upgrading will dramatically increase the bandwidth of the system allowing the use of security cameras, voice over IP (VOIP) phone and certain types of smart sensors.

The upgrades will reduce dependancy on telephone company equipment and will help reduce time spent coordinating repairs with outside vendors.

The project is anticipated to be re-bid once a revised bid package is developed.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees			\$29,365	\$71,123	\$38,513	\$139,001		
Contracts/Equipment								
District Labor					\$5,187	\$5,187		
G & A Allocations					\$6,035	\$6,035		
TOTALS			\$29,365	\$71,123	\$49,734	\$150,222	\$448,450	\$298,228

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$0	\$0				\$0	
Land Acquisition	\$0	\$0				\$0	
Design	\$10,000	\$10,000				\$20,000	
Bidding	\$2,010	\$1,400				\$3,410	
Construction	\$1,200,000	\$950,000				\$2,150,000	
District Labor	\$25,000	\$25,000				\$50,000	
TOTALS	\$1,237,010	\$986,400				\$2,223,410	\$2,373,632

APPROPRIATION REQUEST: \$938,782

Cost Estimate Basis: Estimate is based on the initial bid results received and includes contingency for added sites.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
100.0%				

ITEM 7C

Raw Sludge Wet Well Mixing Improvements

99905

Job Number: 10537 Project Manager: Johnson FY Originated: FY12-13	Priority: 2 Category: Facility Improvements Program: No
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Scope of Work

Replace the existing centrifugal mixing pump with a pump that is more appropriate for sludge mixing.

Project Justification

The existing centrifugal mixing pump is not able to convey enough flow to properly mix the raw sludge in the wet wells which results in the settlement of heavier solids to the bottom of the tank. The collection of settled solids reduces tank capacity.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS							\$100,000	\$100,000

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design	\$25,000					\$25,000	
Bidding							
Construction	\$100,000					\$100,000	
District Labor	\$2,000					\$2,000	
TOTALS	\$127,000					\$127,000	\$127,000

APPROPRIATION REQUEST: \$27,000

Cost Estimate Basis: Staff Estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	100.0%			29%

ITEM 7C

Tapia Channel Mixing Improvements

99914

Job Number: 10538 Project Manager: Maple FY Originated: FY12-13	Priority: 2 Category: Facility Improvements Program: No
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Scope of Work

Replace the air piping and drop legs in the channels at Tapia. Construction cost estimates since development of 2015 IIP include an additional \$450K for construction (total \$850K) and \$100K for services during construction. Labor and G/A were also adjusted.

Project Justification

The channel mixing system at Tapia was identified by the Tapia Process Air Study as needing replacement. The existing system is worn and not mixing the channel efficiently.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees				\$31,932	\$7,583	\$39,515		
Contracts/Equipment					\$100,000	\$100,000		
District Labor				\$190	\$738	\$928		
G & A Allocations				\$327	\$0	\$327		
TOTALS				\$32,449	\$108,321	\$140,770	\$458,205	\$317,435

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design	\$12,256					\$12,256	
Bidding	\$0					\$0	
Construction	\$1,036,216					\$1,036,216	
District Labor	\$20,000					\$20,000	
TOTALS	\$1,068,472					\$1,068,472	\$1,209,242

APPROPRIATION REQUEST: \$751,037

Cost Estimate Basis: Estimate based on actual low bid received.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	100.0%			29%

ITEM 7C

Saddletree Tank improvements

99921

Job Number: 10539 Project Manager: Schlageter FY Originated: FY12-13	Priority: 2 Category: Facility Improvements Program: Yes
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Scope of Work

Twenty (20) year rehabilitation of Saddletree Tank. This project will commence after the Calabasas Tank rehabilitation (IIP Project No. 10508) is complete.

Project Justification

The Saddletree tank was identified in recent corrosion reports as having reached the point where it needs a major overhaul. The overhaul project includes interior and exterior coatings, possible roof support rework and interior coating and site improvements including fencing. [\$39,000 added to previous project estimate - DA 1/8/2015]

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor				\$7,074		\$7,074		
G & A Allocations				\$9,182		\$9,182		
TOTALS				\$16,256		\$16,256	\$274,165	\$257,909

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$0	\$0				\$0	
Land Acquisition	\$0	\$0				\$0	
Design	\$0	\$0				\$0	
Bidding	\$4,350	\$0				\$4,350	
Construction	\$514,000	\$0				\$514,000	
District Labor	\$20,000	\$0				\$20,000	
TOTALS	\$538,350	\$0				\$538,350	\$554,606

APPROPRIATION REQUEST: \$280,441

Cost Estimate Basis: The estimate is based on the staff engineer's estimate and includes a contingency.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
100.0%				

ITEM 7C

Lost Hills Overpass Recycled Water Main Relocation

99926

Job Number: 10540 Project Manager: Cao FY Originated: FY13-14	Priority: 2 Category: Facility Improvements Program: No
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Scope of Work

Relocate the existing 10" recycled water pipeline in the Lost Hills overpass to the new overpass that will be under construction beginning May, 2015.

Project Justification

The existing line must be relocated due to the demolition of the existing Lost Hills overpass. The existing 10" line runs through the overpass.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees				\$38,412	\$46,636	\$85,048		
Contracts/Equipment								
District Labor				\$4,273	\$2,290	\$6,563		
G & A Allocations				\$6,558	\$3,285	\$9,843		
TOTALS				\$49,243	\$52,212	\$101,455	\$765,101	\$663,646

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$0	\$0				\$0	
Land Acquisition	\$0	\$0				\$0	
Design	\$0	\$0				\$0	
Bidding	\$3,000	\$0				\$3,000	
Construction	\$550,000	\$0				\$550,000	
District Labor	\$20,000	\$0				\$20,000	
TOTALS	\$573,000	\$0				\$573,000	\$674,455

APPROPRIATION REQUEST: \$0

Cost Estimate Basis: Engineering estimate from AECOM and Wildan under professional services agreement with District.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction 0.0%	Sanitation Construction	RW Conservation		LVMWD 71%
P/W Replacement	Sanitation Replacement	RW Replacement 100.0%		TSD 29%

ITEM 7C

Building 8 Computer Center Upgrades

99928

Job Number: 10541 Project Manager: McIntyre FY Originated: FY13-14	Priority: 2 Category: Business Improvements Program: No
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Scope of Work

Reconfigure existing computer/telephone center in Building 8 to provide protection of equipment and data. Project includes: 1) cabling, electrical, air conditioning changes, moving and reconfiguring existing equipment; 2) fireproof server racks; 3) redundant UPS system.

Project Justification

Computer center upgrades are proposed to protect district equipment from damage in the event of fire sprinkler system discharge. The upgrades will also provide improved energy conservation by reducing the total area required for specialized climate control.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment				\$19,070		\$19,070		
District Labor								
G & A Allocations								
TOTALS				\$19,070		\$19,070	\$165,000	\$145,930

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$0	\$0				\$0	
Land Acquisition	\$0	\$0				\$0	
Design	\$0	\$0				\$0	
Bidding	\$0	\$0				\$0	
Construction	\$180,000	\$0				\$180,000	
District Labor	\$0	\$0				\$0	
TOTALS	\$180,000	\$0				\$180,000	\$199,070

APPROPRIATION REQUEST: \$34,070

Cost Estimate Basis: Staff Estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction 0.0%	Sanitation Construction	RW Conservation		LVMWD 100%
P/W Replacement 100.0%	Sanitation Replacement	RW Replacement		TSD

ITEM 7C

Vault Lid Replacement

Job Number: 10542 Project Manager: Palma FY Originated: FY13-14	Priority: 2 Category: Facility Improvements Program: No
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Scope of Work

Replacement of 85 vault lids for large meters and detector check vaults. The lid replacement will provide the ability to safely read these meter and provide easy access for maintenance.

Project Justification

Existing vault lids have deteriorated beyond repair.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment				\$167,241	\$169,509	\$336,750		
District Labor								
G & A Allocations								
TOTALS				\$167,241	\$169,509	\$336,750	\$336,750	\$0

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$0	\$0				\$0	
Land Acquisition	\$0	\$0				\$0	
Design	\$0	\$0				\$0	
Bidding	\$0	\$0				\$0	
Construction	\$166,750	\$0				\$166,750	
District Labor	\$3,250	\$0				\$3,250	
TOTALS	\$170,000	\$0				\$170,000	\$506,750

APPROPRIATION REQUEST: \$170,000

Cost Estimate Basis: Staff estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
100.0%				

ITEM 7C

Potable Water System Rehabilitation

99940

Job Number: 10553 Project Manager: Maple FY Originated: FY13-14	Priority: 2 Category: Facility Improvements Program: Yes
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Scope of Work

Based on an analysis of break history, facility age, pipe material, location, and other distribution system indicators, this project will fund specific repair and/or replacement projects.

To rehabilitate underground pressure reducing stations (PR) including the Waterside PR station, the Triunfo Canyon PR station, the Rondell Road PR station and the Las Virgenes Road PR station by FY14-15.

Rehabilitation of PR stations including Calle Robleda (#43), LV & Agoura Road (#97), Latigo PR inlet mainline valve, and to replace Mulwood PR valves by FY15-16.

Project Justification

Rehabilitation of existing infrastructure to maintain reliable service. PR stations have reached their end of useful life.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment				\$30,020	\$190,000	\$220,020		
District Labor				\$1,262	\$10,000	\$11,262		
G & A Allocations				\$6,126		\$6,126		
TOTALS				\$37,409	\$200,000	\$237,409	\$240,000	\$2,591

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$0	\$0				\$0	
Land Acquisition	\$0	\$0				\$0	
Design	\$10,000	\$0				\$10,000	
Bidding	\$0	\$0				\$0	
Construction	\$210,000	\$100,000	\$100,000	\$100,000	\$100,000	\$610,000	
District Labor	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000	
TOTALS	\$230,000	\$105,000	\$105,000	\$105,000	\$105,000	\$650,000	\$887,409

APPROPRIATION REQUEST: \$227,409

Cost Estimate Basis: Based on previous PRV cost at Rambla Pacifica. Anticipates two PRV's in FY 14/15 and two PRV's in FY 15/16.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
0.0%	0.0%	0.0%		100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
100.0%	0.0%	0.0%		0%

ITEM 7C

Interconnection With CMWD

Job Number: 10556 Project Manager: Lippman FY Originated: FY 13-14	Priority: 2 Category: Delivery Reliability Program: No
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Scope of Work

Design and construction of a potable water inter tie between CMWD and the District. The interconnection facilities for the District include 5,000 feet of 24-inch pipe in Lindero Canyon Blvd. from Thousand Oaks Blvd. to the county line and a pressure reducing station.

In FY 14-15 a detailed hydraulic study was completed sizing the facility and agreements for preliminary design, CEQA analysis are being developed with Calleguas MWD.

Based on the 2009 Backbone Improvement Alternative Study the construction cost of the pipeline is \$2,386,000 (see Appendix D pipe segments 3 and 4) and from the 2014 hydraulic analysis the pressure reducing station cost is \$100,000.

Project Justification

The concept of an interconnection was identified in the 1999, 2007 and 2014 Potable Water Master Plans as well as the 2009 Backbone Improvement Alternative Study. The interconnection will provide for emergency supply to either agency as well as additional supply to refill Las Virgenes Reservoir avoiding additional transmission mains in the eastern portion of the District.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees				\$32,268		\$32,268		
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS				\$32,268		\$32,268	\$45,000	\$12,733

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$100,000					\$100,000	
Land Acquisition							
Design	\$250,000					\$250,000	
Bidding	\$10,000					\$10,000	
Construction	\$1,243,000	\$1,243,000				\$2,486,000	
District Labor	\$50,000	\$50,000				\$100,000	
TOTALS	\$1,653,000	\$1,293,000		\$0		\$2,946,000	\$2,978,268

APPROPRIATION REQUEST: \$1,640,268

Cost Estimate Basis: 2009 Backbone Improvement Program Alternative Study

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
33.0%				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
67.0%				

ITEM 7C

Westlake Filtration Plant Expansion

80705

Job Number: 10557 Project Manager: Maple FY Originated: FY01-02	Priority: 1 Category: Delivery Reliability Program: No
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Scope of Work

Install 2 additional filters to increase filtration capacity from 8,400 gpm to 12,000 gpm (18 MGD). A disinfection system will also be installed in order to meet disinfection requirements.

Design amount adjusted to reflect HDR and MSO professional service agreements.

Project Justification

To meet expanded demand and emergency supply in the event of unplanned interruptions in the supply from MWD.

Project identified in 2007 Master Plan and Backbone Alternative Study.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees					\$200,000	\$200,000		
Contracts/Equipment								
District Labor					\$20,000	\$20,000		
G & A Allocations					\$10,000	\$10,000		
TOTALS					\$230,000	\$230,000	\$440,000	\$210,000

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$0	\$0	\$0			\$0	
Land Acquisition	\$0	\$0	\$0			\$0	
Design	\$42,000	\$0	\$0			\$42,000	
Bidding	\$10,000	\$0	\$0			\$10,000	
Construction	\$3,311,500	\$1,450,000	\$0			\$4,761,500	
District Labor	\$50,000	\$50,000	\$0			\$100,000	
TOTALS	\$3,413,500	\$1,500,000	\$0			\$4,913,500	\$5,143,500

APPROPRIATION REQUEST: \$3,203,500

Cost Estimate Basis: Construction estimate provided by consultant with addition of consultant support during construction (7% - included in construction estimate).

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
33.0%	0.0%	0.0%		100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
67.0%	0.0%	0.0%		0%

ITEM 7C

Westlake Pump Station Upgrade

80706

Job Number: 10558 Project Manager: Maple FY Originated: FY01-02	Priority: 2 Category: Capacity/Supply Program: No
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Scope of Work

To replace aging engines with high efficiency electrical engines that achieve the designed flow of 18 MGD and provide better utilization of the reservoir at low levels.

Design amount adjusted to reflect HDR and MSO professional service agreements.

Project Justification

To meet expanded demand and emergency supply in the event of unplanned interruptions in the supply from MWD. Avoids costly Air Quality Management District (AQMD) requirements associated with replacing existing engines at the end of their service life.

This project is part of the 1235' backbone project and is identified in the 2007 master plan update.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees					\$134,000	\$134,000		
Contracts/Equipment								
District Labor					\$20,000	\$20,000		
G & A Allocations					\$10,000	\$10,000		
TOTALS					\$164,000	\$164,000	\$205,000	\$41,000

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$0	\$0				\$0	
Land Acquisition	\$0	\$0				\$0	
Design	\$28,000	\$0				\$28,000	
Bidding	\$10,000	\$0				\$10,000	
Construction	\$3,259,000	\$1,700,000				\$4,959,000	
District Labor	\$50,000	\$50,000				\$100,000	
TOTALS	\$3,347,000	\$1,750,000				\$5,097,000	\$5,261,000

APPROPRIATION REQUEST: \$3,306,000

Cost Estimate Basis: Construction estimate provided by consultant with addition of consultant support during construction (7% - included in construction estimate).

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
33.0%	0.0%	0.0%		100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
67.0%	0.0%	0.0%		0%

ITEM 7C

Manhole Rehabilitation, F2/F3 Line

80720

<p>Job Number: 10559 Project Manager: Schlageter FY Originated: FY01-02</p>	<p>Priority: 2 Category: Facility Improvements Program: No</p>
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Scope of Work

The F2/F3 Sewer Rehabilitation Study identified priority 1 and 2 manholes needing repair. Work on priority 1 manholes was completed. Priority 2 manholes will be addressed in FY15-16.

Project Justification

Project will maintain integrity of trunk sewer system.

Fiscal Year 2014-2015 Planning funds are for the inspection of manholes.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment					\$29,500	\$29,500		
District Labor								
G & A Allocations								
TOTALS					\$29,500	\$29,500	\$15,000	-\$14,500

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning		\$0	\$0			\$0	
Land Acquisition	\$0	\$0	\$0			\$0	
Design	\$59,000	\$0	\$0			\$59,000	
Bidding	\$0	\$0	\$0			\$0	
Construction	\$193,000	\$193,000	\$194,000			\$580,000	
District Labor	\$10,000	\$10,000	\$10,000			\$30,000	
TOTALS	\$262,000	\$203,000	\$204,000			\$669,000	\$698,500

APPROPRIATION REQUEST: \$276,500

Cost Estimate Basis: The cost is an estimate only and will need to be revised pending results of the inspection to determine the current condition.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
0.0%	0.0%	0.0%		40%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
0.0%	100.0%	0.0%		60%

ITEM 7C

NPDES Permit Renewal

99901

<p>Job Number: 10561 Project Manager: Dingman FY Originated: FY12-13</p>	<p>Priority: 2 Category: Regulatory Compliance Program: No</p>
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Scope of Work

This project provides funding for assistance from outside sources related to the National Pollution Discharge Elimination System (NPDES) Permit renewal for Tapia.

Project Justification

Experts from outside the Las Virgenes - Triunfo Joint Powers Authority (JPA) will be needed to help with the legal and environmental issues involved in NPDES permit renewal. the permit expires in August, 2015.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees					\$50,000	\$50,000		
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS					\$50,000	\$50,000	\$25,000	-\$25,000

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$50,000	\$0	\$0			\$50,000	
Land Acquisition	\$0	\$0	\$0			\$0	
Design	\$0	\$0	\$0			\$0	
Bidding	\$0	\$0	\$0			\$0	
Construction	\$0	\$0	\$0			\$0	
District Labor	\$0	\$0	\$0			\$0	
TOTALS	\$50,000	\$0	\$0			\$50,000	\$100,000

APPROPRIATION REQUEST: \$75,000

Cost Estimate Basis: Staff estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	100.0%			29%

ITEM 7C

Tapia Supplemental Carbon Study

99929

Job Number: 10563 Project Manager: Dingman FY Originated: FY13-14	Priority: 2 Category: Regulatory Compliance Program: No
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Scope of Work

Study available supplemental carbon sources to improve biological performance at Tapia. Construction of necessary facilities for carbon supplement will be installed in FY 17-18.

Project Justification

Tapia has low carbon (or food) in the influent to promote biological activity. The biological denitrification process is driven by high levels of carbon, so additional carbon sources need to be explored.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS							\$85,000	\$85,000

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$80,000					\$80,000	
Land Acquisition							
Design		\$25,000				\$25,000	
Bidding		\$2,500				\$2,500	
Construction		\$250,000				\$250,000	
District Labor	\$5,000	\$5,000				\$10,000	
TOTALS	\$85,000	\$282,500				\$367,500	\$367,500

APPROPRIATION REQUEST: \$0

Cost Estimate Basis: Based on 2014 Sanitation Master Plan & Staff estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	100.0%			29%

ITEM 7C

Centrate Equalization Tank

99932

Job Number: 10564 Project Manager: Schlageter FY Originated: FY13-14	Priority: 2 Category: Regulatory Compliance Program: No
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Scope of Work

Construct a centrate equalization tank at the centrate treatment facility.

Provide mechanical and/or chemical cleaning of minerals from the existing centrate line.

No planning is needed due to the availability of existing documentation.

Rehabilitation of the centrate treatment line is possible because of the availability of the existing bypass treatment line.

Project Justification

Currently, there are two centrate treatment reactor tanks which are operated as batch reactors. When one tank needs to be taken out of service, the remaining tank cannot be used as a batch reactor because of centrate feed from Rancho. A new equalization tank would be used to store centrate generated at Rancho and feed it to the centrate reactors.

A large amount of mineral deposits have accumulated in the centrate line between the dewatering facility and the centrate treatment tanks.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees					\$55,000	\$55,000		
Contracts/Equipment								
District Labor								
G & A Allocations					\$5,000	\$5,000		
TOTALS					\$60,000	\$60,000	\$890,000	\$830,000

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$0					\$0	
Land Acquisition	\$0					\$0	
Design	\$62,519					\$62,519	
Bidding	\$3,000					\$3,000	
Construction	\$1,100,000					\$1,100,000	
District Labor	\$25,000					\$25,000	
TOTALS	\$1,190,519					\$1,190,519	\$1,250,519

APPROPRIATION REQUEST: \$360,519

Cost Estimate Basis: From 2014 Sanitation Master Plan.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	100.0%			29%

ITEM 7C

Rancho Las Virgenes Digester Cleaning and Repair

99934

Job Number: 10565 Project Manager: Schlageter FY Originated: FY13-14	Priority: 1 Category: Facility Improvements Program: No
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Scope of Work

To clean out and evaluate the condition of existing digesters # 1 and #2. The full scope of repairs is unknown at this time but could include coatings ,concrete patching, pipe and valve repairs, removal of the steam lances, and repairs to hatches and seals.

One digester will be rehabilitated in FY 15-16 and the other in FY 16-17.

Project Justification

The digesters have not been taken off line for cleaning in their 20 years of service. It is recommended that digesters are cleaned every 10 years. With the completion of the third digester project in 2014, there will be enough digester capacity for the existing digesters to be cleaned and repaired.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS							\$287,500	\$287,500

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$0	\$0				\$0	
Land Acquisition	\$0	\$0				\$0	
Design	\$25,000	\$0				\$25,000	
Bidding	\$2,500	\$2,500				\$5,000	
Construction	\$250,000	\$250,000				\$500,000	
District Labor	\$10,000	\$10,000				\$20,000	
TOTALS	\$287,500	\$262,500				\$550,000	\$550,000

APPROPRIATION REQUEST: \$0

Cost Estimate Basis: Staff estimate. Will be revised following a determination of the condition of the digesters after cleaning and recommended repairs, if necessary.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	100.0%			29%

ITEM 7C

Programmable Logic Controller Upgrades

99936

Job Number: 10567 Project Manager: Schlageter FY Originated: FY13-14	Priority: 2 Category: Facility Improvements Program: No
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Scope of Work

This project replaces programmable logic controllers (PLC's) with newer PLCs and provides necessary equipment upgrades (fiber optics, network switches and programming) to complete the installation. This is a program project which addresses Tapia in the first three years and centrate treatment in the fourth year. Design will occur in the first year for all facilities.

Project Justification

The PLC's at Tapia and centrate treatment have become obsolete and need to be replaced with new PLC's and ancillary equipment.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS							\$216,500	\$216,500

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning		\$0	\$0			\$0	
Land Acquisition		\$0	\$0			\$0	
Design		\$55,000	\$0			\$55,000	
Bidding		\$2,500	\$2,850			\$5,350	
Construction		\$250,000	\$285,000			\$535,000	
District Labor		\$15,000	\$15,000			\$30,000	
TOTALS		\$322,500	\$302,850			\$625,350	\$625,350

APPROPRIATION REQUEST: \$0

Cost Estimate Basis: Estimate based on MSO Proposal.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	100.0%			29%

ITEM 7C

Twin Lakes Tank Drainage Project

99937

Job Number: 10568 Project Manager: Cao FY Originated: FY13-14	Priority: 1 Category: Facility Improvements Program: No
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Scope of Work

Replacement of the existing drainage system at the Twin Lakes Tank site. The scope includes installation of catch basins and pipelines to reroute the flow to a nearby Cal-Trans facility.

Project Justification

Prevent tank site overflow that may damage downstream property from the existing site drainage system.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees					\$41,000	\$41,000		
Contracts/Equipment								
District Labor					\$2,500	\$2,500		
G & A Allocations					\$4,200	\$4,200		
TOTALS					\$47,700	\$47,700	\$346,000	\$298,300

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design							
Bidding							
Construction	\$255,000					\$255,000	
District Labor	\$7,500					\$7,500	
TOTALS	\$262,500					\$262,500	\$310,200

APPROPRIATION REQUEST: \$0

Cost Estimate Basis: Staff estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
100.0%				

ITEM 7C

Rancho Facility Improvements

99947

Job Number: 10574 Project Manager: Johnson FY Originated: FY14-15	Priority: 3 Category: Facility Improvements Program: No
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Scope of Work

Replace and repair significant components of the JPA's Rancho Las Virgenes Composting Facility.

- 1) Replacement Sump Pumps (4 @ \$8K/ea.) [FY 14/15]
- 2) Amendment Bin Overhaul (welding/coating) - \$300,000
- 3) Conveyor Screw Replacement (2) [FY 14/15]
- 4) Dewatering Compressor (1) [FY 14/15]
- 5) Agitator repairs: welding/coating (2) - \$40,000

Project Justification

Damaged and worn facilities require periodic maintenance and replacement to assure ongoing operations.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment					\$84,000	\$84,000		
District Labor								
G & A Allocations								
TOTALS					\$84,000	\$84,000	\$174,500	\$90,500

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design	\$50,000					\$50,000	
Bidding							
Construction	\$250,000					\$250,000	
District Labor							
TOTALS	\$300,000					\$300,000	\$384,000

APPROPRIATION REQUEST: \$209,500

Cost Estimate Basis: Staff Estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
		100.0%		29%

ITEM 7C

Building No. 7 Improvements

99949

<p>Job Number: 10576 Project Manager: Johnson FY Originated: FY14-15</p>	<p>Priority: 3 Category: Facility Improvements Program: No</p>
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Scope of Work

Repair and replace facilities and appurtenances at at LVMWD Campus Building No. 7 (Maintenance Building).
 - Interior Painting: [FY 14/15]
 - Warehouse Lighting (replace 4 damaged skylights): [FY 14/15]
 - Locker Room Countertop: [FY 14/15]
 - Slurry Seal Parking Lots: \$22,500

Project Justification

Maintain District facilities at consistent level and to avoid high cost deferred interval outlays.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment					\$22,500	\$22,500		
District Labor								
G & A Allocations								
TOTALS					\$22,500	\$22,500	\$24,500	\$2,000

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$1,000					\$1,000	
Land Acquisition							
Design							
Bidding							
Construction	\$22,500					\$22,500	
District Labor	\$1,000					\$1,000	
TOTALS	\$24,500					\$24,500	\$47,000

APPROPRIATION REQUEST: \$22,500

Cost Estimate Basis: Competitive quotes received from prospective vendors.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
100.0%				

ITEM 7C

Potable Water Pump Station Improvements

99951

<p>Job Number: 10577 Project Manager: Korkosz FY Originated: FY13-14</p>	<p>Priority: 3 Category: Facility Improvements Program: No</p>
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Scope of Work

Repair and replace components of potable water system pump stations.

Project Justification

To maintain critical components of the potable water distribution system.

JBR - VFD for 15 h.p. and control panel: \$10,000
 Cold Canyon - Three 100 h.p. soft starts: \$40,000
 Stunt Road - 2-200 h.p. soft starts to replace outdated equipment: \$40,000
 Saddle Peak tank power - Install electrical service to provide reliable power and communication for SCADA and Radio system: \$25,000

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS							\$5,000	\$5,000

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$4,000					\$4,000	
Land Acquisition	\$0					\$0	
Design	\$500					\$500	
Bidding	\$1,500					\$1,500	
Construction	\$20,000	\$85,000				\$105,000	
District Labor	\$2,500	\$2,500				\$5,000	
TOTALS	\$28,500	\$87,500				\$116,000	\$116,000

APPROPRIATION REQUEST: \$23,500

Cost Estimate Basis: Staff estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
100.0%				

ITEM 7C

Security Upgrades - LVMWD

99952

<p>Job Number: 10578 Project Manager: Miller FY Originated: FY13-14</p>	<p>Priority: 3 Category: Business Improvements Program: Yes</p>
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Scope of Work

Remote Access Control: \$20,000
 Lock and Key Control: \$25,000

Project Justification

Continually improve security and safety at LVMWD facilities through upgrades and improvements.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment					\$5,000	\$5,000		
District Labor								
G & A Allocations								
TOTALS					\$5,000	\$5,000	\$5,000	\$0

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$0	\$0				\$0	
Land Acquisition	\$0	\$0				\$0	
Design	\$1,000	\$0				\$1,000	
Bidding	\$0	\$0				\$0	
Construction	\$20,000	\$25,000				\$45,000	
District Labor	\$5,000	\$5,000				\$10,000	
TOTALS	\$26,000	\$30,000				\$56,000	\$61,000

APPROPRIATION REQUEST: \$26,000

Cost Estimate Basis: Staff estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
100.0%				

ITEM 7C

Security Upgrades - JPA

99953

<p>Job Number: 10579 Project Manager: Miller FY Originated: FY13-14</p>	<p>Priority: 3 Category: Business Improvements Program: Yes</p>
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Scope of Work

Remote Access Control: \$20,000
 Security Cameras: \$15,000
 Lock and Key Control: \$5,000

Project Justification

Continually improve security and safety at JPA facilities through upgrades and improvements.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment					\$4,500	\$4,500		
District Labor								
G & A Allocations								
TOTALS					\$4,500	\$4,500	\$5,000	\$500

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$0	\$0				\$0	
Land Acquisition	\$0	\$0				\$0	
Design	\$1,000	\$0				\$1,000	
Bidding	\$0	\$0				\$0	
Construction	\$25,000	\$15,000				\$40,000	
District Labor	\$2,500	\$2,500				\$5,000	
TOTALS	\$28,500	\$17,500				\$46,000	\$50,500

APPROPRIATION REQUEST: \$28,000

Cost Estimate Basis: Staff estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	100.0%			29%

ITEM 7C

AMR Implementation - FY 14-15

99960

<p>Job Number: 10586 Project Manager: Palma FY Originated: FY13-14</p>	<p>Priority: 2 Category: Business Improvements Program: Yes</p>
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Scope of Work

Install Automated Meter Reading/Advanced Metering Infrastructure (AMR/AMI). This project includes the hiring of a consultant to help with the selection process of a new automated meter reading/advanced metering infrastructure system.

This is part of a multiyear program. Out year cost projections for this program are included within IIP project No. 99940.

Carryover of FY 14/15 Scheduled Project.

Project Justification

Leak Detection and prevention, improve customer service efficiency and 20% by 2020 compliance. Preparation for option of monthly billing.

[Includes FireFly conversion funds (No. 10529) funds on hold from previous appropriation.]

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees Contracts/Equipment District Labor G & A Allocations								
TOTALS							\$1,275,000	\$1,275,000

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning Land Acquisition Design Bidding							
Construction	\$2,000					\$2,000	
District Labor	\$1,275,000					\$1,275,000	
	\$20,000					\$20,000	
TOTALS	\$1,297,000					\$1,297,000	\$1,297,000

APPROPRIATION REQUEST: \$22,000

Cost Estimate Basis: Staff Estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
100.0%				

ITEM 7C

Recycled Water Storage Study - PH-II

99961

Job Number: 10587 Project Manager: Zhao FY Originated: FY14-15	Priority: 2 Category: Facility Improvements Program: No
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Scope of Work

To perform a study for potential recycled water storage area identified in 2006 TEA and 2007 RW Master Plan update and the 2012 recycled water storage feasibility study by RMC. The study would include but not be limited to geological, environmental, CEQA, water quality and any regulatory constraints.

***THIS PROGRAM IS A CONTINUATION OF IIP - 10393 ***

Project Justification

In order to expand the utilization of recycled water within the JPA service area, additional storage capacity is needed and was identified in the 2006 TEA Study and 2007 Master Plan update.

A water recycling facilities planning grant of \$59,196 was received from the state.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees					\$75,000	\$75,000		
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS					\$75,000	\$75,000	\$309,836	\$234,836

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$250,000	\$250,000				\$500,000	
Land Acquisition							
Design							
Bidding							
Construction							
District Labor							
TOTALS	\$250,000	\$250,000				\$500,000	\$575,000

APPROPRIATION REQUEST: \$15,164

Cost Estimate Basis: Staff Estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction		RW Conservation	LVMWD
		20.0%	30.0%	71%
P/W Replacement	Sanitation Replacement		RW Replacement	TSD
		50.0%		29%

ITEM 7C

Woodland Hills Golf Course RW Pipeline Extension

99962

<p>Job Number: 10588 Project Manager: Schlageter FY Originated: FY14-15</p>	<p>Priority: 2 Category: Capacity/Supply Program: No</p>
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Scope of Work

Installation of a 20 inch pipeline from the intersection of Park Granada and Park Capri (Calabasas) to the Los Angeles city boundary and extending to the Woodland Hills Country Club. The JPA will manage the development of the preliminary design, environmental documentation (with CEQA) and final design and construction of the project. **The JPA will be reimbursed for all costs related to this project by the LADWP.**

FY 2014-2015 activity includes development of a Preliminary Design Report (PDR) for the project. Construction costs will be finalized once the PDR provides a construction cost estimate.

Project Justification

This project stems from the JPA's desire to provide surplus recycled water customers outside of the JPA service area.

The estimated maximum daily demand outside of the JPA service area 430 gpm.

Project identified in 2007 Master Plan and will be included in the 2013 Master Plan update. Currently in negotiation with the City of LA for an agreement for CEQA / PDR.

Continuation of IIP 10474

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS							\$376,362	\$376,362

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$850,000					\$850,000	
Land Acquisition							
Design	\$530,000	\$530,000				\$1,060,000	
Bidding		\$50,000				\$50,000	
Construction		\$5,145,000	\$5,145,000			\$10,290,000	
District Labor	\$25,000	\$50,000	\$50,000			\$125,000	
TOTALS	\$1,405,000	\$5,775,000	\$5,195,000			\$12,375,000	\$12,375,000

APPROPRIATION REQUEST: \$1,028,638

Cost Estimate Basis: Construction based on 20" alternative. Planning includes full EIR. Design, bidding, G&A follow planning guidelines.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation	100.0%	LVMWD 71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD 29%

ITEM 7C

Agoura Road Recycled Water Main Extension (LV Only: Continuation of 10536)

Job Number: 10592 Project Manager: Schlageter FY Originated: FY 14-15	Priority: 1 Category: Facility Improvements Program: No
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Scope of Work

To construct 5,000 feet of 8" PVC recycled water main extension along Agoura Road to Ladyface Drive to Cornell Road.

Project Justification

The City of Agoura Hills is widening Agoura Road from Cornell to Ladyface Road. The construction of the RW water main along with the Agoura road widening provide significant construction savings for the RW water main construction.

The extension will provide recycled water to business parks, the shopping center at Kanan and Agoura Road, and the shopping center at Cornell and Agoura Road and the planned Agoura Village Center.

The City of Agoura Hills will assist funding of the project and contribute \$328,575 through use of measure "R" funding.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees					\$9,714	\$9,714		
Contracts/Equipment					\$709,800	\$709,800		
District Labor					\$6,376	\$6,376		
G & A Allocations					\$4,316	\$4,316		
TOTALS					\$730,206	\$730,206	\$1,209,988	\$479,782

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design							
Bidding							
Construction	\$459,782					\$459,782	
District Labor	\$20,000					\$20,000	
TOTALS	\$479,782					\$479,782	\$1,209,988

APPROPRIATION REQUEST: \$0

Cost Estimate Basis: The estimate is based on the bids received by the City of Agoura Hills for the optional bid item less the City's contribution. Additional appropriation may be required due to unforeseen changes during construction. For total project cost, include totals from IIP #10536.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation	100.0%	LVMWD 100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD

Tank Renovation: Equestrian Tank

Job Number: 80644 Project Manager: Schlageter FY Originated: FY07-08	Priority: 3 Category: Facility Improvements Program: No
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Scope of Work

Repair tank where alkali-silica reactivity is indicated. Results from annual inspection will determine the timing of this project in the future.

This project will be initiated following the completion of the Calabasas Tank renovation (IIP Project No. 10508).

Project Justification

Continued degradation may necessitate the need for structural repairs to the columns.

Project identified in 2007 Master Plan.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning			\$15,000			\$15,000	
Land Acquisition							
Design			\$30,000			\$30,000	
Bidding			\$3,000			\$3,000	
Construction			\$300,000	\$295,000		\$595,000	
District Labor			\$10,000	\$5,000		\$15,000	
TOTALS			\$358,000	\$300,000		\$658,000	\$658,000

APPROPRIATION REQUEST:

Cost Estimate Basis: The cost is an estimate only and will need to be revised pending results of the inspection to determine the current condition.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
0.0%	0.0%	0.0%		100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
100.0%	0.0%	0.0%		0%

ITEM 7C

Vehicle Replacement Program

80713

Job Number: 80713 Project Manager: Johnson FY Originated: FY09-10	Priority: 3 Category: Business Improvements Program: Yes
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Scope of Work

Systematic replacement of district fleet based on age and condition of vehicles.

Project Justification

Age, wear and tear as well as changes in staffing require systematic replacement of district vehicles. The replacement criteria assures that high maintenance vehicles are replaced before maintenance costs outweigh benefits.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design							
Bidding							
Construction		\$175,000	\$175,000	\$175,000	\$175,000	\$700,000	
District Labor							
TOTALS		\$175,000	\$175,000	\$175,000	\$175,000	\$700,000	\$700,000

APPROPRIATION REQUEST:

Cost Estimate Basis: Staff Estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
100.0%				

ITEM 7C

Rancho: Replace Agitators

Job Number: 80748 Project Manager: Dingman FY Originated: FY10-11	Priority: 3 Category: Capacity/Supply Program: No
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Scope of Work

Purchase new compost agitators to replace the existing ones.

Project Justification

The existing agitators are approaching the end of their service life will need to be replaced. The original agitators had a seven year life as they were placed in service in 1994 and replaced in 2001-2002.

The existing agitators are approaching the end of their service life. An aggressive maintenance schedule has increased the service life of these agitators.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design							
Bidding							
Construction		\$500,000	\$500,000			\$1,000,000	
District Labor		\$10,000	\$10,000			\$20,000	
TOTALS		\$510,000	\$510,000			\$1,020,000	\$1,020,000

APPROPRIATION REQUEST:

Cost Estimate Basis: Staff estimate based on previous purchases.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
0.0%	0.0%	0.0%		71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
0.0%	100.0%	0.0%		29%

CIS Infinity Software Upgrade

Job Number: 90001 Project Manager: Mathews FY Originated: FY 15-16	Priority: 1 Category: Business Improvements Program: No
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Scope of Work

Purchase and migrate to latest version of District's billing system.

Project Justification

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design							
Bidding							
Construction	\$90,000					\$90,000	
District Labor	\$5,000					\$5,000	
TOTALS	\$95,000					\$95,000	\$95,000

APPROPRIATION REQUEST: \$95,000

Cost Estimate Basis:

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
100.0%				

ITEM 7C

CIS Infinity Modifications - Budget Based Rates

Job Number: 90002 Project Manager: Mathews FY Originated: FY 15-16	Priority: 1 Category: Business Improvements Program: No
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Scope of Work

Modify District's billing software to accommodate water budget based rate structure.

Project Justification

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design							
Bidding							
Construction	\$90,000					\$90,000	
District Labor	\$5,000					\$5,000	
TOTALS	\$95,000					\$95,000	\$95,000

APPROPRIATION REQUEST: \$95,000

Cost Estimate Basis:

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
100.0%				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD

Process Air Improvements

Job Number: 99910 Project Manager: Dingman FY Originated: FY12-13	Priority: 3 Category: Facility Improvements Program: No
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Scope of Work

This is a two phase project. The first phase is to replace the existing Roots blowers with new, high efficiency, single stage blowers.

Phase 2 is to replace the air diffusers in the aeration basins with new full floor mounted fine bubble diffusers.

Project Justification

The Tapia Process Air Study was completed in 2012 and showed that an annual energy savings \$184,000 could be achieved by implementing these improvements.

Additionally, aging infrastructure will be replaced and plant reliability will improve with the implementation of this program.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning		\$66,000	\$69,000			\$135,000	
Land Acquisition		\$0	\$0			\$0	
Design		\$142,000	\$148,000			\$290,000	
Bidding		\$13,200	\$13,800			\$27,000	
Construction		\$1,420,000	\$1,480,000			\$2,900,000	
District Labor		\$50,000	\$50,000			\$100,000	
TOTALS		\$1,691,200	\$1,760,800			\$3,452,000	\$3,452,000

APPROPRIATION REQUEST:

Cost Estimate Basis: 2011 Tapia Air Study (adjusted for inflation)

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
	20.0%			71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	80.0%			29%

ITEM 7C

Rancho Las Virgenes: FOG Receiving Facilities

Job Number: 99911 Project Manager: Dingman FY Originated: FY12-13	Priority: 3 Category: Facility Improvements Program: No
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Scope of Work

FOG: To conduct a study to determine the market for local high strength wastes (food waste, fats, oils, and grease (FOG)) that can be fed into the third digester. After completion of the study, the installation of facilities for receiving and conveying fats, oils, and grease (FOG) and food waste into the newly constructed third digester.

Project Justification

FOG: The FOG introduced into the new digester is expected to increase the amount of gas generated and to reduce the amount of sludge produced while reducing odor potential. The gas can be used to create energy through co-generation facilities.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning			\$25,000	\$10,000		\$35,000	
Land Acquisition				\$0		\$0	
Design				\$60,000		\$60,000	
Bidding				\$6,000		\$6,000	
Construction				\$600,000		\$600,000	
District Labor				\$20,000		\$20,000	
TOTALS			\$25,000	\$696,000		\$721,000	\$721,000

APPROPRIATION REQUEST:

Cost Estimate Basis: 2014 Sanitation Master plan with additional staff estimates

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction		RW Conservation	LVMWD
	20.0%			71%
P/W Replacement	Sanitation Replacement		RW Replacement	TSD
	80.0%			29%

ITEM 7C

Rancho Las Virgenes Sludge Thickening

Job Number: 99926 Project Manager: Dingman FY Originated: FY13-14	Priority: 2 Category: Facility Improvements Program: No
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Scope of Work

Installation of a thickening centrifuge or rotary drum at Rancho to increase the solids percentage of raw sludge before it is fed to the digesters.

Project Justification

This project will thicken the sludge before it is fed to the digesters which would provide an increase in capacity.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning				\$25,000		\$25,000	
Land Acquisition				\$0		\$0	
Design				\$50,000		\$50,000	
Bidding				\$5,000		\$5,000	
Construction				\$500,000		\$500,000	
District Labor				\$20,000		\$20,000	
TOTALS				\$600,000		\$600,000	\$600,000

APPROPRIATION REQUEST:

Cost Estimate Basis: 2014 Sanitation Master Plan

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	100.0%			29%

ITEM 7C

Tapia Primary Flow Diversion

Job Number: 99928 Project Manager: Dingman FY Originated: FY13-14	Priority: 1 Category: Regulatory Compliance Program: No
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Scope of Work

Installation of permanent piping to convey primary effluent to RAS re-aeration basins.

Project Justification

This project would divert up to 1 MGD of primary effluent to the RAS re-aeration basins to promote nitrogen reduction for permit compliance.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design	\$40,000					\$40,000	
Bidding	\$4,000					\$4,000	
Construction		\$400,000				\$400,000	
District Labor		\$10,000				\$10,000	
TOTALS	\$44,000	\$410,000				\$454,000	\$454,000

APPROPRIATION REQUEST: \$44,000

Cost Estimate Basis: 2014 Sanitation Master Plan

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	100.0%			29%

ITEM 7C

Rancho Las Virgenes Aerated Static Pile Pilot Study

Job Number: 99930 Project Manager: Dingman FY Originated: FY13-14	Priority: 3 Category: Business Improvements Program: No
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Scope of Work

Perform a pilot study using Gore cover over the compost pile so that it is aerated static composting rather than the daily agitated composting.

Project Justification

The use of the Gore cover would allow static pile composting and prevent the production of ammonia that is currently generated with the IPS composting system. The pilot study allows an evaluation of air demand and gas generation under static pile conditions and does not require an agitator.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning		\$1,500				\$1,500	
Land Acquisition							
Design		\$3,000				\$3,000	
Bidding		\$300				\$300	
Construction		\$30,000				\$30,000	
District Labor		\$5,000				\$5,000	
TOTALS		\$39,800				\$39,800	\$39,800

APPROPRIATION REQUEST:

Cost Estimate Basis: 2014 Sanitation Master Plan

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	100.0%			29%

ITEM 7C

Tapia BNR Improvements

Job Number: 99933 Project Manager: Dingman FY Originated: FY13-14	Priority: 2 Category: Regulatory Compliance Program: No
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Scope of Work

Modify aeration basins at Tapia to increase aerobic zones and install baffles to prevent oxygen migration into anoxic zones. Install drop structures and provisions for supplemental carbon addition.

Project Justification

Process modeling has shown that more aerobic zone volume is necessary to nitrify the wastewater. The aerobic zone can be increased by adding aeration to the anoxic zone. The smaller anoxic zone can be compensated by adding supplemental carbon to increase denitrification efficiency.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning		\$60,000	\$0			\$60,000	
Land Acquisition							
Design		\$120,000	\$0			\$120,000	
Bidding		\$0	\$6,000			\$6,000	
Construction		\$0	\$1,206,000			\$1,206,000	
District Labor		\$20,000	\$30,000			\$50,000	
TOTALS		\$200,000	\$1,242,000			\$1,442,000	\$1,442,000

APPROPRIATION REQUEST:

Cost Estimate Basis: 2014 Sanitation Master Plan

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	100.0%			29%

ITEM 7C

AMR IMPLEMENTATION FY17-19

<p>Job Number: 99940 Project Manager: Palma FY Originated: FY14-15</p>	<p>Priority: 1 Category: Business Improvements Program: Yes</p>
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Scope of Work

Install Automated Meter Reading/Advanced Metering Infrastructure (AMR/AMI).

[See IIP #10586 for FY 15-16 Activity]

Project Justification

Leak Detection and prevention, improve customer service efficiency and 20% by 2020 compliance. Preparation for option of monthly billing.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design							
Bidding							
Construction	\$1,200,000	\$1,200,000	\$1,200,000			\$3,600,000	
District Labor							
TOTALS	\$1,200,000	\$1,200,000	\$1,200,000			\$3,600,000	\$3,600,000

APPROPRIATION REQUEST:

Cost Estimate Basis: Staff estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
100.0%				

Lift Stations Programmable Logic Controller Upgrades

Job Number: 99941 Project Manager: Schlageter FY Originated: FY14-15	Priority: 2 Category: Facility Improvements Program: No
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Scope of Work

This project replaces programmable logic controllers (PLC's) at the Lift Stations with newer PLCs and provides necessary equipment upgrades (fiber optics, network switches and programming) to complete the installation.

Project Justification

The PLC's at the Lift Stations have become obsolete and need to be replaced with new PLC's and ancillary equipment.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design	\$3,800					\$3,800	
Bidding	\$380					\$380	
Construction	\$38,000					\$38,000	
District Labor	\$5,000					\$5,000	
TOTALS	\$47,180					\$47,180	\$47,180

APPROPRIATION REQUEST: \$47,180

Cost Estimate Basis: 2013 MSO Proposal.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
	0.0%			100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	100.0%			

ITEM 7C

Tapia Electrical and Instrumentation Upgrades

Job Number: 99950 Project Manager: Korkosz FY Originated: FY13-14	Priority: 3 Category: Facility Improvements Program: No
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Scope of Work

- 1 - Replace obsolete and malfunctioning mechanical protective relays for generators with new solid state controls. The controls will provide better generator protection and troubleshooting capabilities (generators 1 & 2): \$180,000
- 2 - Install roots blower/motor vibration system to protect expensive motor and reduce repair cycle: \$6,000
- 3 - Roots interface upgrade: \$20,000
- 4 - Replace failing sludge force main flow meter: \$7,500
- 5 - Replace failing and inefficient facility lighting: \$40,000

Project Justification

The JPA's Tapia Water Reclamation facility represents a significant investment that is necessary for ongoing sewage treatment.

Treatment plant equipment and appurtenances are inspected and evaluated on an ongoing basis to determine the most cost effective repair/replace maintenance schedules.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$1,000					\$1,000	
Land Acquisition							
Design	\$2,500					\$2,500	
Bidding	\$2,000					\$2,000	
Construction	\$126,750	\$126,750				\$253,500	
District Labor	\$5,000	\$5,000				\$10,000	
TOTALS	\$137,250	\$131,750				\$269,000	\$269,000

APPROPRIATION REQUEST: \$137,250

Cost Estimate Basis: Staff estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
		100.0%		29%

ITEM 7C

Potable Pipeline System Upgrade (2014 MP)

Job Number: 99964 Project Manager: Zhao FY Originated: FY14-15	Priority: 3 Category: Facility Improvements Program: No
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Scope of Work

To upgrade 1,236 feet of pipeline (EX-3) in the Stunt pressure zone and 1,585 feet of pipeline (EX-19) in the Twin Lakes pressure zone based on the 2014 Potable Water System Master Plan.

Project Justification

To address pipeline capacity issues in order to meet the maximum day demand and fire flow requirements.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning				\$15,000		\$15,000	
Land Acquisition							
Design				\$200,000		\$200,000	
Bidding				\$20,000		\$20,000	
Construction				\$282,000	\$395,000	\$677,000	
District Labor				\$5,000	\$10,000	\$15,000	
TOTALS				\$522,000	\$405,000	\$927,000	\$927,000

APPROPRIATION REQUEST:

Cost Estimate Basis: 2014 Potable Water System Master Plan

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
100.0%				

ITEM 7C

Tapia Automated Filter Wash down

Job Number: 99967 Project Manager: Dingman FY Originated: FY15-16	Priority: 3 Category: Facility Improvements Program: No
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Scope of Work

This project provides piping, solenoids, wash down sprayers and SCADA control integration to allow for automatic backwashing of the 12 tertiary filters at Tapia.

Project Justification

Automating the backwashing of filters will allow for this activity to occur at night when flows are low. Currently, the filters are backwashed during the day and cause a higher peak flow due to the waste wash water being pumped into the influent sewer.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design				\$10,000		\$10,000	
Bidding				\$1,000		\$1,000	
Construction				\$100,000		\$100,000	
District Labor				\$5,000		\$5,000	
TOTALS				\$116,000		\$116,000	\$116,000

APPROPRIATION REQUEST:

Cost Estimate Basis: Staff estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	100.0%			29%

ITEM 7C

Vehicle Replacement Program FY15-16

Job Number: 99968 Project Manager: Johnson FY Originated: FY15-16	Priority: 1 Category: Business Improvements Program: Yes
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Scope of Work

Systematic replacement of district fleet based on age and condition of vehicles.

Project Justification

Age, wear and tear as well as changes in staffing require systematic replacement of district vehicles. The replacement criteria assures that high maintenance vehicles are replaced before maintenance costs outweigh benefits.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design							
Bidding							
Construction	\$175,000					\$175,000	
District Labor							
TOTALS	\$175,000					\$175,000	\$175,000

APPROPRIATION REQUEST: \$175,000

Cost Estimate Basis: Staff Estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
100.0%				

ITEM 7C

Construction Services Truck

Job Number: 99969 Project Manager: Johnson FY Originated: 15-16	Priority: 2 Category: Business Improvement Program: No
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Scope of Work

Purchase new Construction Services Truck to replace aging fleet vehicle.

Project Justification

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design							
Bidding							
Construction	\$150,000					\$150,000	
District Labor							
TOTALS	\$150,000					\$150,000	\$150,000

APPROPRIATION REQUEST: \$150,000

Cost Estimate Basis: Staff Estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
100.0%				

ITEM 7C

RW Reservoir #2 Cover (Shade Balls)

Job Number: 99970 Project Manager: Schlageter FY Originated: FY 15-16	Priority: 1 Category: Regulatory Compliance Program: No
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Scope of Work

Addition of high density polyethylene (HDPE) shade balls to reservoir #2 providing a cover to the exposed reservoir surface.

Project Justification

The addition of shade balls to the reservoir was identified and recommended as part of the 2013 Reservoir No. 2 Improvement Study. The shade balls block sunlight to the water reducing algae growth and turbidity levels at the 005 monitoring station.

the shade balls were originally included in the reservoir No. 2 improvement project but the option was delayed in hopes of cost saving by purchasing them directly from the manufacturer.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design							
Bidding							
Construction	\$425,000					\$425,000	
District Labor	\$10,000					\$10,000	
TOTALS	\$435,000					\$435,000	\$435,000

APPROPRIATION REQUEST: \$435,000

Cost Estimate Basis: The estimate is based on the bid option amount provided in the bids for the Reservoir No. 2 Improvement Study as well as staff research on the estimated cost from shade ball manufacturers.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
		100.0%		29%

ITEM 7C

Tapia Water Reclamation Facility Secondary Clarifier Polymer Feed

Job Number: 99971 Project Manager: Dingman FY Originated: FY 15-16	Priority: 3 Category: Business Improvements Program: No
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Scope of Work

This project installs a polymer feed system that mixes and distributes polymer to the ten secondary clarifiers. The system would consist of chemical feed pumps, distribution piping, and small containment area to hold polymer storage totes.

Project Justification

This project was identified in the 2007 Final Tapia WRF Nutrient Reduction Master Plan Update as a way to enhance settling in the secondary clarifiers. Improved settling of secondary solids allows for a higher concentration of solids to be used for treatment in the aeration basins which improves the quality of the effluent.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning		\$18,000				\$18,000	
Land Acquisition							
Design		\$36,000				\$36,000	
Bidding		\$3,600				\$3,600	
Construction		\$360,000				\$360,000	
District Labor		\$20,000				\$20,000	
TOTALS		\$437,600				\$437,600	\$437,600

APPROPRIATION REQUEST:

Cost Estimate Basis: The source of the cost estimate is the 2007 Final Tapia WRF Nutrient Reduction Master Plan Update (adjusted for inflation).

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction		RW Conservation	LVMWD
				71%
P/W Replacement	Sanitation Replacement		RW Replacement	TSD
	100.0%			29%

ITEM 7C

Primary Effluent Equalization Study

Job Number: 99972 Project Manager: Lippman FY Originated: FY 15-16	Priority: 3 Category: Facility Improvements Program: No
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Scope of Work

Prepare a preliminary study to size and locate primary effluent equalization. The 2014 Sanitation Master Plan Update assumed 4 million gallons of storage.

Project Justification

Primary effluent equalization would dampen peak flows into Tapia allowing greater control over hydraulic loading of the plant processes improving performance and reliability.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning					\$50,000	\$50,000	
Land Acquisition							
Design							
Bidding							
Construction							
District Labor							
TOTALS					\$50,000	\$50,000	\$50,000

APPROPRIATION REQUEST:

Cost Estimate Basis: Staff Estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	100.0%			29%

ITEM 7C

Tapia Water Reclamation Facility Reliability Improvements

Job Number: 99973 Project Manager: Lippman FY Originated: FY 15-16	Priority: 3 Category: Facility Improvements Program: Yes
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Scope of Work

Replace or rehabilitate facilities and equipment at the Tapia Water Reclamation Facility (WRF) based on failure, exceedence of useful life, or obsolescence. Specific projects are identified for each fiscal year.

Project Justification

Providing reliability and regulatory compliance requires systematic replacement or rehabilitation of facilities and equipment.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design							
Bidding							
Construction	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	
District Labor							
TOTALS	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	\$500,000

APPROPRIATION REQUEST: \$100,000

Cost Estimate Basis: Staff estimate. Estimates will be refined each fiscal year.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	100.0%			29%

Sanitation Master Plan Update

Job Number: 99974 Project Manager: Zhao FY Originated: FY 15-16	Priority: 3 Category: Business Improvements Program: No
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Scope of Work

Update the 2014 Master Plan for Sanitation.

Project Justification

Master plans are updated every 5-10 years based on infrastructure needs and changes to service areas and customer usage patterns.

The master plan updates are used to develop and update the District's Infrastructure Investment Program (IIP) which in turn is used to identify and develop specific capital improvement projects (CIP's).

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning					\$100,000	\$100,000	
Land Acquisition							
Design							
Bidding							
Construction							
District Labor							
TOTALS					\$100,000	\$100,000	\$100,000

APPROPRIATION REQUEST:

Cost Estimate Basis: Based on 2014 Sanitation Master Plan cost.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	100.0%			29%

ITEM 7C

A/B Bus Electrical Modification

Job Number: 99975 Project Manager: Korkosz FY Originated: FY 15-16	Priority: 3 Category: Business Improvements Program: No
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Scope of Work

Study the feasibility of reconfiguring the Tapia electrical switch gear and then hire electrical team to make the modifications.

Construction cost estimates will be developed following the completion of the feasibility study.

Project Justification

The main electrical switch gear at Tapia operates on two power phases (Wye / Delta). The two phases aren't compatible and inhibit staff's ability to shut off power at the plant for repairs.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design				\$100,000		\$100,000	
Bidding							
Construction							
District Labor							
TOTALS				\$100,000		\$100,000	\$100,000

APPROPRIATION REQUEST:

Cost Estimate Basis: Staff estimate for study only. Construction cost estimate will be developed following the completion of the feasibility study.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction		RW Conservation	LVMWD
				71%
P/W Replacement	Sanitation Replacement		RW Replacement	TSD
	100.0%			29%

ITEM 7C

Rancho Reliability Improvements

Job Number: 99977 Project Manager: Lippman FY Originated: FY 15-16	Priority: 2 Category: Business Improvements Program: Yes
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Scope of Work

Replace or rehabilitate facilities and equipment at the Rancho facility based on failure, exceedence of useful life, or obsolescence. Specific projects are identified for each fiscal year.

Project Justification

Providing reliability and regulatory compliance requires systematic replacement or rehabilitation of facilities and equipment.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design							
Bidding							
Construction	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	
District Labor							
TOTALS	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	\$500,000

APPROPRIATION REQUEST: \$100,000

Cost Estimate Basis: Staff estimate. Estimates will be refined each fiscal year.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	100.0%			29%

ITEM 7C

Ovation Upgrade

Job Number: 99978 Project Manager: Miller FY Originated: FY 15-16	Priority: 3 Category: Business Improvements Program: No
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Scope of Work

Future upgrade of Rancho control system.

Project Justification

The current control system is nearing the end of its useful life.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design					\$5,000	\$5,000	
Bidding							
Construction					\$475,000	\$475,000	
District Labor					\$20,000	\$20,000	
TOTALS					\$500,000	\$500,000	\$500,000

APPROPRIATION REQUEST:

Cost Estimate Basis: Staff estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction		RW Conservation	LVMWD
				71%
P/W Replacement	Sanitation Replacement		RW Replacement	TSD
	100.0%			29%

ITEM 7C

Miscellaneous RW Extension

Job Number: 99979 Project Manager: Lippman FY Originated: FY 15-16	Priority: 2 Category: Capacity/Supply Program: Yes
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Scope of Work

Funding to develop miscellaneous recycled water system extensions.

Project Justification

Converting existing potable water irrigation to irrigation with recycled water reduces imported water demand, reduces creek discharge and increases beneficial reuse.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000	
Bidding	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000	
Construction	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000	\$475,000	
District Labor	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000	
TOTALS	\$106,000	\$106,000	\$106,000	\$106,000	\$106,000	\$530,000	\$530,000

APPROPRIATION REQUEST: \$106,000

Cost Estimate Basis: Staff estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation	100.0%	LVMWD
				71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
				29%

Recycled Water Master Plan Update

Job Number: 99980 Project Manager: Zhao FY Originated: FY 15-16	Priority: 3 Category: Business Improvements Program: No
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Scope of Work

Update the 2014 Master Plan for the Recycled Water segment.

Cost Estimate: Based on 2014 master plan cost

Project Justification

Master plans are updated every 5-10 years based on infrastructure needs and changes to service areas and customer usage patterns.

The master plan updates are used to develop and update the District's Infrastructure Investment Program (IIP) which in turn is used to identify and develop specific capital improvement projects (CIP's).

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning					\$100,000	\$100,000	
Land Acquisition							
Design							
Bidding							
Construction							
District Labor							
TOTALS					\$100,000	\$100,000	\$100,000

APPROPRIATION REQUEST:

Cost Estimate Basis: Based on 2014 Recycled Water Master Plan cost.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation	100.0%	LVMWD
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
				71%
				29%

ITEM 7C

Agoura Road Extension Phase II

Job Number: 99981 Project Manager: Schlageter FY Originated: FY 15-16	Priority: 3 Category: Delivery Reliability Program: No
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Scope of Work

The project consists of continuation of the 8" recycled water main gap closure identified in the 2007 Recycled Water Master Plan. The project will complete the closure from where the first phase of the project ended as part of the City's Agoura Road widening project.

Project Justification

The project will close a system gap and provide system redundancy, improve reliability, and serve future development.

The project should be considered & coordinated with the City of Agoura Hills to time the project with future paving and street improvement projects.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design				\$150,000		\$150,000	
Bidding							
Construction					\$1,500,000	\$1,500,000	
District Labor					\$50,000	\$50,000	
TOTALS				\$150,000	\$1,550,000	\$1,700,000	\$1,700,000

APPROPRIATION REQUEST:

Cost Estimate Basis: Estimate is based on 1st phase bid results.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation	100.0%	LVMWD
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
				71%
				29%

ITEM 7C

Lift Station Reliability Improvements

Job Number: 99982 Project Manager: Lippman FY Originated: FY 15-16	Priority: 3 Category: Facility Improvements Program: No
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Scope of Work

Replace or rehabilitate lift station facilities based on failure, exceedence of useful life, or obsolescence. Specific projects are identified for each fiscal year.

Project Justification

Providing reliability and regulatory compliance requires systematic replacement or rehabilitation of facilities and equipment.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design							
Bidding							
Construction				\$50,000	\$50,000	\$100,000	
District Labor							
TOTALS				\$50,000	\$50,000	\$100,000	\$100,000

APPROPRIATION REQUEST:

Cost Estimate Basis: Staff estimate. Estimates will be refined each fiscal year.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	100.0%			

ITEM 7C

Trunk Sewer System Improvements

Job Number: 99983 Project Manager: Lippman FY Originated: FY 15-16	Priority: 3 Category: Facility Improvements Program: No
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Scope of Work

Replace or rehabilitate trunk sewer system components based on failure, exceedence of useful life, or obsolescence. Specific projects are identified for each fiscal year.

Project Justification

Providing reliability and regulatory compliance requires systematic replacement or rehabilitation of facilities and equipment.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design							
Bidding							
Construction				\$50,000	\$50,000	\$100,000	
District Labor							
TOTALS				\$50,000	\$50,000	\$100,000	\$100,000

APPROPRIATION REQUEST:

Cost Estimate Basis: Place holder estimates.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
	100.0%			

ITEM 7C

Potable Water Master Plan Update

Job Number: 99984 Project Manager: Zhao FY Originated: FY 15-16	Priority: 3 Category: Business Improvements Program: No
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Scope of Work

Update the 2014 Potable Water System master plan in the year 2020.

Project Justification

Master plans are updated every 5-10 years based on infrastructure needs and changes to service areas and customer usage patterns.

The master plan updates are used to develop and update the District's Infrastructure Investment Program (IIP) which in turn is used to identify and develop specific capital improvement projects (CIP's).

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning					\$100,000	\$100,000	
Land Acquisition							
Design							
Bidding							
Construction							
District Labor							
TOTALS					\$100,000	\$100,000	\$100,000

APPROPRIATION REQUEST:

Cost Estimate Basis: Based on 2014 Potable Water Master Plan cost.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
33.0%				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
67.0%				

ITEM 7C

McCoy Pump Station Expansion

Job Number: 99985 Project Manager: Cao FY Originated: FY 15-16	Priority: 3 Category: Business Improvements Program: No
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Scope of Work

To add additional 69 horsepower (HP) pumping capacity increasing flow to 4,381 gpm (18 hour pumping) from the current capacity of 3,400 gpm. The new flow rate will be capable of 8.762 gpm for 9-hour (off peak) pumping.

Project Justification

Based on the 2014 potable water system master plan update, the McCoy subsystem has a pumping deficit of 981 gpm for 18 hour pumping schedules or 5,362 gpm deficit for off peak pumping. Additional pumping capacity is required to meet existing demands.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning				\$10,000		\$10,000	
Land Acquisition				\$0		\$0	
Design				\$96,000		\$96,000	
Bidding				\$10,000		\$10,000	
Construction				\$959,000		\$959,000	
District Labor				\$20,000		\$20,000	
TOTALS				\$1,095,000		\$1,095,000	\$1,095,000

APPROPRIATION REQUEST:

Cost Estimate Basis: Based on 2014 Master Plan update.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction 33.0%	Sanitation Construction	RW Conservation		LVMWD 100%
P/W Replacement 67.0%	Sanitation Replacement	RW Replacement		TSD

ITEM 7C

Mulwood Pump Station Expansion

Job Number: 99986 Project Manager: Cao FY Originated: FY 15-16	Priority: 3 Category: Facility Improvements Program: No
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Scope of Work

Construction of an additional 39 horsepower (H.P.) to increase the pumping capacity from 1750 gpm to 3,156 gpm based on a 9-hour off-peak pump with existing demand.

Project Justification

The Mulwood pump station has an existing deficit of 1.406 gpm based on an off-peak 9-hour pumping schedule. Additional pumping capacity is needed to meet existing demand.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning					\$27,000	\$27,000	
Land Acquisition					\$0	\$0	
Design					\$54,000	\$54,000	
Bidding					\$5,000	\$5,000	
Construction					\$540,000	\$540,000	
District Labor					\$20,000	\$20,000	
TOTALS					\$646,000	\$646,000	\$646,000

APPROPRIATION REQUEST:

Cost Estimate Basis: Based on 2014 master plan update.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction 33.0%	Sanitation Construction	RW Conservation		LVMWD 100%
P/W Replacement 67.0%	Sanitation Replacement	RW Replacement		TSD

ITEM 7C

Corrosion Control Study

Job Number: 99987 Project Manager: Reed FY Originated: FY 15-16	Priority: 1 Category: Regulatory requirement. Program: No
--	--

Scope of Work

Hire a consultant to perform a desktop corrosion control study per the Lead and Copper Rule.

Project Justification

Study is required by the State Water Resources Control Board - Division of Drinking Water.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$25,000					\$25,000	
Land Acquisition							
Design							
Bidding							
Construction							
District Labor							
TOTALS	\$25,000					\$25,000	\$25,000

APPROPRIATION REQUEST: \$25,000

Cost Estimate Basis: Staff estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
33.0%				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
67.0%				

Nitrification Study

Job Number: 99988 Project Manager: Maple FY Originated: FY 15-16	Priority: 1 Category: Business Improvements Program: No
---	--

Scope of Work

Develop a request for proposal (RFP) and hire a qualified consultant to make recommendations related to potable water system nitrification issues as part of a nitrification monitoring plan required by the Division of Drinking Water (DDW).

Project Justification

LVMWD operations and laboratory staff performed initial nitrification testing/evaluation of the potable water system. It is recommended that a consultant be hired to interpret results of the study and make recommendations for facility upgrades/modifications.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$50,000					\$50,000	
Land Acquisition							
Design							
Bidding							
Construction							
District Labor							
TOTALS	\$50,000					\$50,000	\$50,000

APPROPRIATION REQUEST: \$50,000

Cost Estimate Basis: Staff estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
33.0%				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
67.0%				

ITEM 7C

Nitrification Measures Implementation

Job Number: 99989 Project Manager: Maple FY Originated: FY 15-16	Priority: 2 Category: Business Improvements Program: No
---	--

Scope of Work

Implement findings of nitrification study (99988).

Project Justification

Implementation of recommendations from the nitrification study to implement the nitrification monitoring plan required by the Division of Drinking Water.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design		\$30,000				\$30,000	
Bidding		\$3,000	\$3,000			\$6,000	
Construction		\$50,000	\$100,000			\$150,000	
District Labor		\$10,000	\$10,000			\$20,000	
TOTALS		\$93,000	\$113,000			\$206,000	\$206,000

APPROPRIATION REQUEST:

Cost Estimate Basis: Staff estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
33.0%				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
67.0%				

ITEM 7C

Water System PLC Upgrade Phase 1

Job Number: 99990 Project Manager: Zhao FY Originated: FY 15-16	Priority: 3 Category: Business Improvements Program: No
--	--

Scope of Work

Upgrade half of the potable water system programmable logic controllers (PLC's) to replace old PLC's that are no longer supported.

Project Justification

Following the completion of the SCADA backbone improvement plan, each of the water reservoir & pump stations also need to be upgraded in order to fully utilize the new backbone SCADA system. Older portions of the system have components that are either failing, or are no longer supported (not upgradable).

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design				\$20,000		\$20,000	
Bidding				\$1,000		\$1,000	
Construction				\$100,000		\$100,000	
District Labor				\$5,000		\$5,000	
TOTALS				\$126,000		\$126,000	\$126,000

APPROPRIATION REQUEST:

Cost Estimate Basis: Place holder estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction 33.0%	Sanitation Construction	RW Conservation		LVMWD 100%
P/W Replacement 67.0%	Sanitation Replacement	RW Replacement		TSD

ITEM 7C

Westlake Filter Plant PLC Upgrade

Job Number: 99991 Project Manager: Schlageter FY Originated: FY 15-16	Priority: 3 Category: Business Improvements Program: No
--	--

Scope of Work

Upgrade the aging programmable logic controller (PLC) system at the Westlake Filter Plant with updated technology that matches the newly upgraded backbone SCADA system.

Project Justification

Following the completion of the SCADA backbone improvement project the proposed upgrade will bring the aging PLC to the backbone standards and replace parts the manufacturer no longer supports.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design			\$10,000			\$10,000	
Bidding			\$1,000			\$1,000	
Construction			\$100,000			\$100,000	
District Labor			\$5,000			\$5,000	
TOTALS			\$116,000			\$116,000	\$116,000

APPROPRIATION REQUEST:

Cost Estimate Basis: Staff estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction 33.0%	Sanitation Construction	RW Conservation		LVMWD 100%
P/W Replacement 67.0%	Sanitation Replacement	RW Replacement		TSD

ITEM 7C

Seminole Subsystem Improvement Study

Job Number: 99992 Project Manager: Cao FY Originated: FY 15-16	Priority: 3 Category: Business Improvements Program: No
---	--

Scope of Work

Perform a study of the latest demand in the Seminole subsystem and provide a roadmap to meet anticipated storage and pumping capacity demands.

Project Justification

The 2014 potable water system master plan update identified a future storage deficit of 1,170,000 gallons and a pumping deficit in the Seminole subsystem of 2.934 gallons per minute (gpm).

The proposed study will provide alternatives for meeting the future demands of the subsystem.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning					\$50,000	\$50,000	
Land Acquisition							
Design							
Bidding							
Construction							
District Labor							
TOTALS					\$50,000	\$50,000	\$50,000

APPROPRIATION REQUEST:

Cost Estimate Basis: The cost estimate is based on the 2014 Potable Water Master Plan Update.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
33.0%				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
67.0%				

ITEM 7C

Building #1 Tenant Improvements

Job Number: 99994 Project Manager: Zhao FY Originated: FY 15-16	Priority: 3 Category: Facility Improvements Program: No
--	--

Scope of Work

Provide necessary improvements and upgrades building 1 to enhance rental marketability. Improvements may include interior and exterior modifications as well as architectural rendering.

Project Justification

Local real estate professionals assisting the District with the marketing and rental efforts related to building 1 have recommended improvements and upgrades to the building to expedite the process.

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees					\$25,000	\$25,000		
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS					\$25,000	\$25,000		-\$25,000

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	\$0					\$0	
Land Acquisition	\$0					\$0	
Design	\$0					\$0	
Bidding	\$4,000					\$4,000	
Construction	\$391,000					\$391,000	
District Labor	\$10,000					\$10,000	
TOTALS	\$405,000					\$405,000	\$430,000

APPROPRIATION REQUEST: \$430,000

Cost Estimate Basis: ENRdesign preliminary construction cost estimate

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
33.0%				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
67.0%				

ITEM 7C

OFFSET OF IIP #10588

<p>Job Number: 99996 Project Manager: Anders FY Originated: FY 15-16</p>	<p>Priority: 2 Category: Business Improvements Program: No</p>
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Scope of Work

This project identifies the anticipated reimbursement from the City of Los Angeles for work related to the Woodland Hills Golf Course recycled waterline extension.

Project Justification

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning	-\$850,000					-\$850,000	
Land Acquisition							
Design	-\$530,000	-\$530,000				-\$1,060,000	
Bidding		-\$50,000				-\$50,000	
Construction		-\$5,145,000	-\$5,145,000			-\$10,290,000	
District Labor	-\$25,000	-\$50,000	-\$50,000			-\$125,000	
TOTALS	-\$1,405,000	-\$5,775,000	-\$5,195,000			-\$12,375,000	-\$12,375,000

APPROPRIATION REQUEST: \$0

Cost Estimate Basis: Reimbursement placeholder - based on anticipated cost of Project #10588.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation	100.0%	LVMWD 71%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD 29%

Water System PLC Upgrade Phase 2

Job Number: 99998 Project Manager: Schlageter FY Originated: FY 15-16	Priority: 3 Category: Facility Improvements Program: No
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Scope of Work

Upgrade half of the potable water system programmable logic controllers (PLC's) to replace old PLC's that are no longer supported.

Project Justification

Following the completion of the SCADA backbone improvement plan, each of the water reservoir & pump stations also need to be upgraded in order to fully utilize the new backbone SCADA system. Older portions of the system have components that are either failing, or are no longer supported (not upgradable).

Expenditures & Appropriations - Inception to Date & Anticipated (unaudited)

	Prior Yrs.	FY11-12	FY 12-13	FY 13-14	FY 14-15	Inception to Date	Approved Approp.	Carryover (deficit)
Design Effort/Fees								
Contracts/Equipment								
District Labor								
G & A Allocations								
TOTALS								

Proposed Project Expenditures

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	5-Year Total	Total Project (projected)
Planning							
Land Acquisition							
Design					\$10,000	\$10,000	
Bidding							
Construction					\$100,000	\$100,000	
District Labor					\$5,000	\$5,000	
TOTALS					\$115,000	\$115,000	\$115,000

APPROPRIATION REQUEST:

Cost Estimate Basis: Staff estimate.

Fund:	% of Project Allocated by			JPA Partner:
P/W Construction	Sanitation Construction	RW Conservation		LVMWD
				100%
P/W Replacement	Sanitation Replacement	RW Replacement		TSD
100.0%				

ITEM 7C

Section 4

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Planning Guidelines for Project Costs

All estimated costs for a project will be based on the estimated construction cost of the work.

To estimate Construction Costs use:

- Previous project work of similar scope and complexity
- Previous estimates for work updated and inflated by 3% compounded for each year since the estimate was prepared
- Project costs shown in the current Master Plan
- Means Estimating Guides (available in Engineering)
- Project costs shown in recent Water System Design Reports for pipelines, tanks, pump stations and the like
- Use 15% for contingency costs

To estimate Planning Costs use:

- Preliminary Design Report - 5% of Construction Cost
- Environmental Reports
 - \$10-20,000 for Neg Dec's/MND's
 - \$150,000 - 350,000 for full EIR's (depending on complexity)

Land Acquisition Costs

- Rural land use \$5,000/acre
- Urbanized land use \$50,000/acre
- For fees use 10% of acquisition cost

Design Costs

- Use 10% of Construction Cost (Assume consultants bill at \$125/hr)
- For very complex projects with numerous staff reviews use 15%

Bidding Costs

- Use 1% of Construction Cost

Other Costs related to construction

- Surveillance/inspection and administration use 6%
- Testing and other laboratory work use 2%
- District furnished equipment use vendor catalogs/pricing
- Construction Management Costs use 10% (private consultant)
- Operation and Maintenance Manual Preparation use 2%

District Labor Guidelines (includes G&A)

- Project cost \$25K to \$150Kuse \$5,000
- Project cost \$150K to \$500Kuse \$10,000
- Project cost \$500K to \$1 Miluse \$20,000
- Project cost > \$1 Mil.....use \$50,000

Priority and Justification Criteria

Priority:

This identifies projects with a vocabulary of timeliness and need sensitivity. The higher priorities reflect projects that are typically driven by external needs or regulations rather than district needs. The overall CIP Program is achieved by a blend of projects in all Priorities consistent with fund availability.

1. Essential Projects
 - Required by law, regulation, or court mandate to be accomplished immediately.
 - Disaster recovery work needed to restore service
 - Emergency repairs to maintain/restore service reliability, or to resolve or correct a hazardous situation.
2. Necessary Projects
 - High need for scheduled repair, replacement, or upgrade to maintain or improve service reliability
 - Safety improvement to protect life or property
 - Improvement to protect facilities, equipment and structures
 - Cost related efficiency improvements
 - Conservation of resources
 - Water quality improvements - no regulatory requirement
 - Matching funding available (like grants)
 - Current demand related improvements
3. Desirable or Deferrable Projects
 - Routine improvements or repairs to systems
 - No direct cost benefit
 - Cosmetic improvements
 - Future demand related improvements

Justification Categories

The intent here was to group projects with similar reasons for being done or outcomes for ease of analysis of how Capital funds are being invested over time. It provides another index to analyze how the district is investing in facilities for the short and long-range future. The key question answered by this index is "Why is this project being done?"

1. Safety
2. Water Quality
3. Delivery reliability
4. Regulatory Requirements
5. System Supply or Demand
6. Business Improvements (i.e., how we enhance our business practices)
7. Facility Improvements (i.e., upgrades and enhancements in general)

Roles and Responsibilities for Project Managers

- A. Project Planning**
 - 1. Review current CIP for continuation of existing projects
 - 2. Review current CIP for projects programmed for next fiscal year
 - 3. Update status and data for existing projects on Project Sheets
 - 4. Review Master Plan or other studies and reports for new projects
 - 5. Review operational problems which need correction with CIP project work
 - 6. Brainstorm with users to identify CIP requirements
 - 7. Review various permits issued to operate facilities for new or added CIP project requirements
 - 8. Review regulatory requirements for new CIP project needs to meet compliance needs
 - 9. Consider 'wish list' needs for CIP projects

- B. Project Development**
 - 1. Prepare CIP Project Sheet
 - 2. Write/verify Project Scope
 - 3. Write Justification for Project
 - 4. Compute Project Costs
 - 5. Determine Program Year(s) for Project

- C. 5-Year CIP Program Preparation**
 - 1. Verify project scope, justification, costs, program year
 - 2. Provide answers and feedback as necessary
 - 3. Participate in planning meetings

- D. CIP Program Execution**
 - 1. Serve as single point of contact for project - assume ownership
 - 2. Establish schedule for work
 - 3. Establish significant milestones for work
 - 4. Establish budget for work
 - 5. Track/approve monthly invoices and costs of work on project
 - 6. Monitor progress of work, resolve issues, and keep project moving
 - 7. Provide quarterly status reports (consider costs, schedule, problems, slippages, etc.)
 - 8. Prepare necessary Board packages for review/approval of budget changes or other authorizations
 - 9. Provide quarterly cash flow projections
 - 10. Prepare project completion documents

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March 10, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject: Claim from Calabasas/Sorrento Square, LLC

SUMMARY:

On February 2, 2015, the District received a claim from Calabasas/Sorrento Square, LLC for expenses incurred due to an emergency water main shut down on September 23, 2014. Calabasas/Sorrento Square claims damages in the amount of \$1,200 to have its HVAC units shut down during the outage and brought back on-line after water service was restored.

RECOMMENDATION(S):

Deny the claim from Calabasas/Sorrento Square, LLC.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

FINANCIAL IMPACT:

There is no financial impact associated with denying the claim. Staff proposes to file a separate claim against the developer that caused damages to the District's facilities to recover the expense of water loss and employee time associated the incident.

DISCUSSION:

An investigation of the incident on September 23, 2014 revealed that the water main shut down was required due to damages to the District's facilities caused by Mesa Engineering, a subcontractor installing water system improvements for a development at 23500 Park Sorrento in Calabasas.

District employees responded to the incident and determined that the subcontractor had excavated an 8-inch gate valve to expose it for replacement during a scheduled night time shut down. However, the subcontractor had failed to restrain the valve to prevent movement, and it pulled off the tee at the water main, causing the a leak.

Staff proposes to file a claim against the developer to recover the expenses associated with water loss and employee wages that resulted from the damage to the District's property. Also, staff will notify Calabasas/Sorrento Square of the responsible party for the incident.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared By: Mary Capps, Secretary

ATTACHMENTS:

[Claim from Calabasas/Sorrento Square, LLC](#)

ITEM 8A



Claim Against Las Virgenes Municipal Water District
 Government Code Sections 910 and 910.4

From: Frank [unclear]
 To: 818 251-2601

Mail or Deliver To: Executive Assistant/Clerk of the Board
 Las Virgenes Municipal Water District
 4232 Las Virgenes Road
 Calabasas, CA 91302

Name of claimant/s: Calabasas/Sorrento Square, L.L.C. a Delaware limited liability company

Address/location of accident or occurrence:

23522, 23632 and 23642 Calabasas Road and

23621 and 23603 Park Sorrento, Calabasas, CA

Address to where replies/notices should be sent (if different from the above):

Keren Schwieger, Regional Property Manager

23603 Park Sorrento Road, Suite 102

Calabasas, CA 91302

Telephone numbers: Home: (818) 631-3330 work **Work/Cell:** 818) 631-8921 cell

Please answer the following questions. If more space is required, please attach additional sheets. Please attach any receipts, invoices, estimates or photos that may help in consideration of your claim.

1. When did damage or injury occur? (Give exact date and hour)
 September 23, 2014, mid morning
2. Where did the damage or injury occur?
 23622, 23632 and 23642 Calabasas Road, Calabasas, CA 91302
 23603 and 23621 Park Sorrento, Calabasas, CA 91302
3. How did the damage or injury occur? (Give full details)
 On September 23, 2014, our commercial buildings at the addresses noted above, suffered damages due to a break in the main water line by the construction crew performing work at the new townhome project, Avant!, on Park Sorrento. See attachment.
4. What damage or injuries do you claim?
 Our losses were monies paid out to our HVAC vendor to shut down and then restore the water cooling tower and the individual units in the amount of \$1,200.00. (See attachments).

- 5. If this claim is for damage to property, are you the legal owner of said property?
Yes No . If not, please list name and address of property owner.

- 6. What is the name/s of the District employee/s causing the injury, damage or loss, if known?

- 7. If District employees were involved in causing the damage or injury, do you believe there was a particular act or omission on the part of the employees that caused it?

- 8. What is the amount the damages claimed? (Attach copies of receipts, invoices, estimates, photos, etc.)
 Amount claimed as of this date: \$ 1,200.00
 Estimated amount of future expenses: \$ 0.00
 Total Amount Claimed: \$ 1,200.00
 Basis for computation of amounts claimed: Actual expenses incurred.

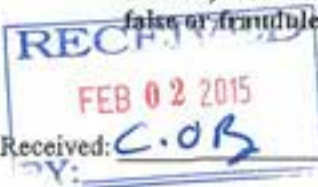
- 9. Other details? (Names, addresses of witnesses, doctors and hospitals)

Karen L Schuriga, Authorized Agent
 Signature of Claimant or Person Acting on Claimant's Behalf

02/02/2015
 Date

This claim must be signed by claimant or by an authorized agent of the claimant. One copy must be filed with this office. Keep one copy for your records

Notice: Section 72 of the Penal Code provides: "Every person who, with intent to defraud, presents for allowance or for payment to any state board or officer, or to any county, town, city, district, ward or village board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is guilty of a felony".



Date Received: C.O.B Time: 4:16 p.m Recorded by D. O. P. Belen

Note: This document is a Public Record and may be disclosed/released pursuant to the California Public Records Act.



23603 PARK SORRENTO, SUITE 302
 CALABASAS, CA 91302
 TELEPHONE: 818-222-7411
 FACSIMILE: 818-222-7417
 WWW.MIDVALLEYMANAGEMENT.COM

January 28, 2015

Travis Garman
 Sr. Field Customer Service Rep
 Las Virgenes Water District
 4232 Las Virgenes Road
 Calabasas, CA 91302-1594

Dear Mr. Garman,

On September 23, 2014 our commercial buildings at 23621 and 26303 Park Sorrento and 23622, 23632 and 23642 Calabasas Road, suffered damages due to a break in the main water line by the construction crew doing work at the new condominium project on Park Sorrento.

Not only were our tenants without water for a significant part of the day, our air conditioning system needed to be brought down as it operates by using a cooling tower. The water levels were becoming dangerously low and would have damaged the system beyond repair. As the temperature was in the high 90's -100 degrees that day, it was an uncomfortable situation for all involved.

I'm reaching out to you as I was informed by the contractor that all claims should be made to Las Virgenes Water and that LV Water would deem who is responsible for reimbursement.

Once we lost water to the tower and had to shut down the system, we experienced problems with bringing the tower and units back online. I have enclosed copies of the purchase order and bill we paid to our HVAC vendor to emergency work on the tower and resetting the units in the amount of \$1,200.00.

Please contact me if you have any questions.

Sincerely,
 MID VALLEY MANAGEMENT
 Calabasas/Sorrento Square

A handwritten signature in black ink, appearing to read 'Karen L. Schwieger'.

Karen L. Schwieger
 Regional Property Manager
 (818) 222-7411 direct line

Calabasas Square
 23603 Park Sorrento Ste 102
 Calabasas, CA 91302
 Phone (818) 222-7411

Approval 12277
 Purchase Order No. 10/21/14
 Date Ordered 10/21/14
 Date Required 03/25/14
 Date Latest Del

✓ 1st
 10.22
 ✓ Read

To
 STEVE SPENCER HEATING & A/C, INC.
 3525 OLD CONEJO RD. #102
 NEWBURY PARK, CA 91320
 Phone (805) 499-3353 Fax (805) 499-4248

PO Closed? N

✓ PAID

Bill to
 Calabasas Square
 23622 Calabasas Road #199
 Calabasas, CA 91302

Ship to
 Calabasas Square
 23603 Park Sorrento Ste 102
 Calabasas, CA 91302

Property	Unit	Service Address	Qty	Count	Description	Unit Price	Total Cost
cs8000	CAM	Calabasas Square	1.00	1.00	Work on the cooling tower due to damaged main water line	550.00	550.00
cs8000	5200	23522 Calabasas Road, #200	1.00	1.00	Reset all HVAC units	210.00	210.00
cs8000	5331	23522 Calabasas Road, #331	1.00	1.00	Reset HVAC units	35.00	35.00
cs8000	5350	23622 Calabasas Road, #350	1.00	1.00	Reset HVAC units	35.00	35.00
cs8000	5220	23622 Calabasas Road, #220	1.00	1.00	Reset HVAC units	35.00	35.00
cs8000	5300	23622 Calabasas Road, #310	1.00	1.00	Reset HVAC units	35.00	35.00
cs8000	5337	23622 Calabasas Road, #337	1.00	1.00	Reset HVAC units	35.00	35.00
cs8000	5354	23622 Calabasas Road, #353	1.00	1.00	Reset HVAC units	35.00	35.00
cs8000	5115	23622 Calabasas Road, #115	1.00	1.00	Reset HVAC units	35.00	35.00
cs8000	5111	23622 Calabasas Road, #111	1.00	1.00	Reset HVAC units	35.00	35.00
cs8000	CAM	Calabasas Square	1.00	1.00	Reset HVAC units for restrooms and hallway on 2nd floor	70.00	70.00
cs8000	5123	23622 Calabasas Road, #123	1.00	1.00	Reset HVAC units	50.00	50.00
cs8000	5350	23622 Calabasas Road, #350	1.00	1.00	Reset HVAC units	50.00	50.00
TOTAL							1,210.00

Description

September 23, 2014, damaged main water line caused the shut-down of the cooling tower, as well as multiple HVAC units. Needed to reset individual HVAC units and work on the main water tower.

NOTE: Due to the damage to the main water line caused by the construction at the Hill Home project (across from Calabasas Square on Park Sorrento), we are submitting this bill to Las Virgenes Water District for reimbursement.



STEVE SPENCER HVAC, INC.
 3525 Old Conejo Road #102
 Newbury Park, CA 91320
 Phone (805) 489-3353

Invoice

Date	Invoice #
10/21/2014	10785

Bill To
Calabasas Square Attn: David Navarro 23622 Calabasas Rd. #199 Calabasas, CA 91302

Job Address
Calabasas Square 23622 Calabasas Rd. Calabasas, CA

Terms	Due Date	Rep	Service Date
Due on receipt	10/21/2014	Steve	9/23/2014

Item	Description	Amount
Service	PO# 12277 9/23/2014 Worked on main tower issue with subcontractor (8 hours normal time; 2 hours overtime)	550.00
Service	9/24/2014 Reset all HVAC units for corporate office, suite 200 (See attached work order for complete description)	210.00
Service	9/25/2014 Reset HVAC unit(s) for suite #331 due to water tower issue - \$35.00 Reset HVAC unit(s) for suite #350 due to water tower issue - \$35.00 Reset HVAC unit(s) for suite #220 due to water tower issue - \$35.00 Reset HVAC unit(s) for suite #300 due to water tower issue - \$35.00 Reset HVAC unit(s) for suite #337 due to water tower issue - \$35.00 Reset HVAC unit(s) for suite #353 due to water tower issue - \$35.00 Reset HVAC unit(s) for suite #115 due to water tower issue - \$35.00 Reset HVAC unit(s) for suite #111 due to water tower issue - \$35.00 Reset HVAC unit(s) for 2nd floor hallway/bathroom unit due to water tower issue - \$70.00	350.00
Service	9/26/2014 Reset HVAC unit(s) for suite #123 due to water tower issue - \$50.00 Reset HVAC unit(s) for suite #350 due to water tower issue - \$60.00	110.00

Unpaid invoices will be charged a 1.5% inc fee after 30 days. All collection costs, including attorney fees are to be paid by purchaser.

Payments/Credits	50.00
Balance Due	51,210.00



March 10, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject: Update of Las Virgenes Municipal Water District Code: Session No. 7 (Pg.)

SUMMARY:

This item involves the review of proposed Title 2, Chapters 4 through 6, of the Las Virgenes Municipal Water District Code (Code). Attached are three versions of the Code sections: (1) the current code; (2) a red-lined version; and (3) a clean version. At the Board meeting, staff will review the proposed changes that seek to modernize the Code, eliminate potential inconsistencies, and consolidate related provisions adopted over time.

This represents the final review session for the modernization of the Code. In April and May, staff will provide the Board with recommendations on those items that the Board previously expressed a desire to consider further. Then, staff and Legal Counsel will proofread and format the entire Code for presentation to and adoption by the Board in June.

RECOMMENDATION(S):

Review the proposed updates to Title 2, Chapters 4 through 6, of the Las Virgenes Municipal Water District Code and provide staff with feedback.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

DISCUSSION:

On November 12, 2013, the Board approved the District's Fiscal Year 2013-14 Tactical Actions and Activities proposed with the broader framework of the Strategic Goal and Objectives. Among those goals was to update the Las Virgenes Municipal Water District Code (Code) to modernize its language, eliminate potential inconsistencies, and consolidate related provisions.

On April 22, 2014, the Board reviewed the first section of code, Title 1, General Provisions; on June 24, 2014, the Board reviewed Title 2, Chapters 1 through 3; on September 9, 2014, the Board reviewed Title 3; on October 14, 2014, the Board reviewed Title 4; on November 11, 2014, the Board reviewed Title 5; and on January 13, 2015, the Board reviewed Titles 8 and 9. This report transmits to the Board proposed revisions to Title 2, Chapters 4 through 8.

Prepared By: Donald Patterson, Director of Finance and Administration

ATTACHMENTS:

[Current Code](#)

[Red-lined Version](#)

[Clean Version](#)

ITEM 9A

TITLE 2 - ADMINISTRATION

CHAPTER 4. EMPLOYEES

ARTICLE 1 - WAGES, HOURS, CONDITIONS OF EMPLOYMENT & SPECIFIC POLICIES

2-4.101 POSITION AUTHORIZED

The Board shall, as part of the annual budget approval/adoption process, and from time to time, approve positions necessary to provide for the performance of the district's work. Such budget document shall identify positions by job title.

2-4.102 WAGES

The Board shall, as part of the annual budgeting process, approve wages for each authorized position and as otherwise needed from time to time.

2-4.103 WAGES, HOURS, BENEFITS AND OTHER CONDITIONS OF EMPLOYMENT

(a) With regard to employees represented by either the Office or General Unit of the California League of Cities Employee Associations, the current Memorandum of Understanding shall provide guidance in all matters pertinent to this section.

(b) With regard to employees whose position titles are included in the Managerial, Supervisorial, Professional and Confidential Group, the current Management Handbook shall provide guidance in all matters pertinent to this section.

2-4.104 HARASSMENT POLICY

(a) Harassment of an applicant or employee by a supervisor, management employee or co-worker on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age is against the law and will not be tolerated.

(b) Disciplinary action, including termination will be instituted for behavior described in the following definition of harassment.

(c) For purposes of this section, harassment includes, but is not limited to:

(1) Verbal Harassment - For example, epithets, derogatory comments or slurs on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age.

(2) Physical Harassment - For example, assault, impending or blocking movement, or any physical interference with normal work or movement when directed at an individual on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age.

(3) Visual Forms of Harassment - For example, derogatory posters, notices, bulletins, cartoons, or drawings on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age.

(4) Sexual Favors - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, which is conditioned upon an employment benefit, reasonably interfered with an individual's work performance or creates an offensive work environment.

(d) To accommodate the unique nature of harassment complaints, a pre-grievance process is provided for the primary purpose of resolution of a complaint at the earliest possible date. Elements of this process are set forth below:

(1) An employee who believes he/she has been harassed, should inform his/her supervisor and at a minimum, the Personnel Office, or the grievance, preferably in writing.

(2) The district's Personnel Office will, at a minimum, perform the following:

(a) Counsel employees and outline available options; and

(b) Obtain factual written statements of the alleged harassment for review by appropriate Department Head; and

(c) Assist in follow-up, including investigation, interviewing accused party(ies), witnesses, and supervisors as appropriate, and recommending disposition of the complaint.

(e) Formal grievance procedures follow and are available for resolution of complaints alleging harassment if the complaint is not concluded to the satisfaction of the employee in the pre-grievance process described at (d). This formal process requires written notification be given the Personnel Office regarding the initial complaint and the reason(s) final resolution reached during the pre-grievance process is not satisfactory.

(1) A formal grievance complaint must be filed within 30 working days of the resolution which resulted from the pre-grievance procedure. The time limits for filing a formal grievance will begin as of the date of notification of the pre-grievance result.

(2) Every effort will be made to protect the privacy of parties involved in the complaint. Files pertaining to complaints will not be made available to the general public.

(3) The Director of Finance and Administration shall expedite and direct investigation of complaints filed with the Personnel Office including review of factual information collected to determine whether the alleged conduct constitutes harassment, giving consideration to the record as a whole and the totality of circumstances, including the nature of the verbal, physical, visual or sexual favor aspect of any complaint and the context in which the alleged incidents occurred and recommend, in writing, appropriate action as soon as administratively possible but no longer than 30 calendar days from receipt of a complaint in the Personnel Office.

(4) If the employee does not initiate formal grievance procedures within the time limits specified, the Director of Finance & Administration may recommend extension of the filing deadline for a formal complaint. It should be reemphasized that the district wishes to know of any complaint alleging harassment as soon as possible after it occurs.

(f) Preliminary informal steps to resolve a grievance may, depending on circumstances of the complaint, be waived and formal grievance initiated at an appropriate higher step in the process.

(g) All employees, supervisors and managers shall be given copies of this policy and this policy shall be posted in appropriate places in the district.

2-4.105

WHISTLE BLOWER POLICY

(a) No employee will be intimidated, restricted, coerced, or discriminated against for filing a written complaint with the district alleging gross mismanagement, significant waste of funds, abuse of authority or substantial and specific danger to public health or safety. No disciplinary action shall be imposed against an employee for filing such a complaint.

(b) Notwithstanding the foregoing, disciplinary action may be taken against an employee if the General Manager determines that the action is justified on the basis of separate evidence which shows any of the following:

(1) The complainant disclosed information that he or she knew to be false or has disclosed information without regard for the truth or falsity thereof.

(2) The complainant disclosed information from records which are closed to public inspection pursuant to law.

(3) The complainant disclosed information which is confidential under any other provision of law.

(4) The complainant was the subject of an ongoing or existing disciplinary action proper to the disclosure of the information.

(5) The complainant has violated any other provision of the district's rules and regulations, has failed to perform assigned duties or has committed any other act unrelated to the disclosure that would otherwise be subject to disciplinary action.

This section is not violated if the officer, manager or supervisor had no prior notice that a complaint had been filed by the employee.

(c) An employee who wishes to file a complaint, shall file the complaint with his/her immediate supervisor, and the personnel office, and thereafter process the complaint in accordance with the applicable grievance procedure.

(d) The General Manager shall respond in writing to all written complaints alleging gross mismanagement or significant waste of funds, abuse of authority or substantial and specific danger to public health or safety within 15-days of receipt, provided, if the allegations require longer than 15-days to investigate, the initial reply shall so inform the complainant and establish a date for full reply. A copy of the General Manager's reply(ies) shall be mailed to the complainant.

2-4.106

SUBSTANCE ABUSE POLICY

(a) The district's function is to build, operate and maintain water distribution, water treatment, waste water collection, and waste water treatment systems safely, dependably and efficiently.

(b) In fulfillment of that function, and in full compliance with the law, it is the district's policy to:

(1) assure employees are fit for duty, and conduct business in a safe, productive and healthy manner;

(2) create an environment free from effects of employees impaired by the use of prohibited material;

(3) forbid the unauthorized, job-related, possession, use or distribution of prohibited material;

(4) address extended physical impairment of employees who might use substances of abuse during off-duty periods where the time of behavioral influence would carry over into duty time;

(5) address the impact of substance abuse by employees during off-duty hours on the image of the district's Board of Directors, Management, co-workers and staff, as perceived by the public; and

(6) make an assistance program available to employees whose personal problems affect their ability to perform their duties.

(c) Purpose

(1) The purpose of this policy is to protect the public, district property and employees from risks which result from employee drug or alcohol-induced behavior.

(2) A district employee who thinks he/she may have an alcohol or drug usage problem is urged to voluntarily seek confidential assistance through the district's Employee Assistance Program. The district will be supportive of those who seek help voluntarily.

(d) Applicability

(1) This policy applies to all district employees conducting district business on or off-site.

(e) Definitions

(1) **Alcohol** - Any beverage that has alcoholic content of more than 0.5 percent by volume.

(2) **Controlled Substance** - A drug substance or immediate precursor which is listed in any schedule in the California Health and Safety Code.

(3) **Employee** - Any person employed by the district.

(4) **Legal Drugs** - Includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.

(5) **Drug/Substance** - Any drug or substance which can negatively affect work performance.

(6) **Intoxicated/Under the Influence** - Intoxicated means a person is affected by a prohibited material so as to impair physical coordination, balance and control and/or to impair mental functions of judgment, decision making, memory, concentration and cognitive problem solving.

(7) **Chain of Custody** - The protocol to be followed when submitting specimens for chemical testing.

(8) **Chemical Testing** - The examination of blood, breath, urine or any other generally accepted method used to determine if a person has used prohibited materials.

(9) **For-Cause of Reasonable Cause** - Facts, circumstances, physical evidence, physical signs and symptoms or a pattern of performance and/or behavior that would cause a prudent person to reasonably conclude that an employee may be under the influence or intoxicated by a prohibited material.

(10) **Fitness for Duty** - As regards this policy, an individual's ability to perform his/her assigned job free from impairments due to use of prohibited material.

(11) **Proof of Well** - Statement by a district approved treatment specialist that the employee/applicant is free from conditions that would adversely affect work performance.

(12) **Prohibited Material** - Any alcohol, drug, or substance included in definitions 1, 2, 4 or 5 above.

(13) **Positive Results** - The laboratory identification of a prohibited material in any test conducted per definition 8 above.

(14) **Evaluation** - May include a range of any or all of the following:

(a) An investigation of the circumstances concerning a possible violation of this policy;

(b) Discussion/counseling with the employee's supervisor or other management staff;

(c) Opportunity to participate in an Employee Assistance Program;

(d) Proof of Wellness program planning; or

(e) Disciplinary actions up to and including termination.

(15) **Uniforms** - For the purposes of this policy, a district uniform is defined as clothing or other apparel which is supplied to an employee by the district at no charge and might normally be worn during work periods.

(16) **Vehicles** - For purposes of this policy, vehicles are defined as vehicles owned by the district, rental vehicles charged to the district or for which the employee has received approval for reimbursement, or any other vehicle while operated during a period for which the employee has received approval for mileage reimbursement.

(f) **General Requirements**

(1) All employees shall be notified of this policy and shall receive information on prohibited material abuse and its impact on the work place. Supervisors shall receive training so as to fairly and effectively administer this policy.

(2) If an employee believes he/she has been unjustly accused or implicated in prohibited material abuse, the employee may request an appropriate test at district expense.

(3) Chemical testing shall be conducted in such a manner to assure a high degree of accuracy and reliability. The district also affirms the necessity to uphold dignity in the sampling process. The procedure used shall include an unbroken chain of custody with a right to parallel controlled testing by the employee at the employee's expense.

(4) Off duty arrests where prohibited material is implicated may trigger an evaluation by the district.

(5) Simple possession of prohibited material without authorization on property, equipment or vehicle owned or leased by the district, or while on duty for the district, shall result in an evaluation, which includes the possibility of disciplinary action up to and including termination.

(6) Sale of, negotiation for sale of, delivery of, and/or possession with the intent to deliver prohibited material on property, equipment or vehicle, owned or leased by the district, or while on duty for the district, shall result in an evaluation, which includes the possibility of disciplinary action up to and including termination.

(7) The district shall report evidence of suspected criminal activity, including manufacture, delivery, distribution and possession of prohibited material on district property or while on duty for the district, to appropriate law enforcement authorities.

(8) Employees administering this policy who knowingly disregard the requirements of this policy shall be subject to disciplinary action up to and including termination.

(9) Drug/alcohol use during lunch hours.

(a) The period of time scheduled for lunch for district employees is generally less than the time required for the body to significantly remove drugs and alcohol once consumed. Such drug or alcohol use is prohibited.

(b) Observing an employee using drugs or alcohol during lunch periods shall result in an evaluation which includes the possibility of discipline up to and including termination.

(10) Drug/alcohol use while using, occupying or operating a district vehicle.

(a) District vehicles are normally provided to employees for completion of district business and also for their use during voluntary efforts which support the general aims and goals of the district.

(b) Whether district vehicles are used for completion of district business during normal hours or outside of those hours, employees using vehicles are considered to be working and are, therefore, subject to provisions of the Substance Abuse Policy.

(c) Use of drugs or alcohol at any time while using, occupying, or operating a district vehicle is prohibited.

(d) Where district vehicles are provided for employee use during voluntary activity, compliance with the Substance Abuse Policy is a condition of vehicle use.

(e) Observing an employee using drugs or alcohol at any time while using, occupying, or operating a district vehicle shall result in an evaluation which includes the possibility of discipline up to and including termination.

(11) Drug/alcohol use prior to overtime (call back of non-stand-by employees).

Employees contacted for possible call back to work after normal hours but not specifically assigned to standby, are required to inform their supervisor or the supervisor authorizing the call back of their current status regarding recent use of drugs or alcohol which could, if the employee were directed to report back to work, provide reasonable cause for testing and/or may result in impairment while on the job.

(12) Drug/alcohol use while wearing a district uniform.

(a) Use of drugs or alcohol is prohibited while wearing a district uniform.

(b) Where employees are supplied other items bearing the name or logo of the district to allow them to make themselves known to the public as being associated with the district, employees are to display these items in a way consistent with the aims of the district.

(13) Drug/alcohol use at functions away from district.

(a) District-supported functions - Unless covered by one of the above listed conditions, employees at district-supported functions are considered to be on their own time, and are not subject to provisions of the Substance Abuse Policy.

(b) Conference/Meetings - Employees representing the district at conferences and meetings are required to conform with all rules and regulations of the district. The prohibition of use of alcohol shall not apply to employees after scheduled meeting hours if the employee will not be driving a vehicle.

(14) Employees should consider their representation of the district, and the appropriateness of their conduct in any situation before using drugs or alcohol.

(g) **Pre-Employment Evaluation**

(1) Applicants for employment shall be scheduled for chemical testing as part of the pre-employment medical evaluation.

(2) All applicants for employment with the district will be given prior notification regarding chemical testing requirements.

(3) Prior to the medical evaluation, applicants shall complete the current District Prohibited Material Use and Consent Form.

(4) All applicants with positive results shall be notified of those results.

(5) Positive results without sufficient explanation on the current Prohibited Material Use and Consent Form shall be considered grounds for disqualification from employment of a minimum of 90-days. Proof of wellness shall be required before reconsideration for employment.

(6) Sample tampering during the pre-employment medical evaluation, falsification of the Prohibited Material Use Form or refusal to submit a sample shall be grounds for disqualification from employment with the District.

(7) The district has the right to unilaterally modify Section (e)(2).

(h) **Reasonable Cause Determination**

(1) An employee may be subject to an investigation and reasonable cause determination, which may result in chemical testing as appropriate, if there is reason to believe that use of prohibited material is adversely affecting job performance.

Examples of reasonable cause may include **but are not limited to**:

(a) Acceptable documentation of unsatisfactory performance related to use of prohibited material.

(b) Physical symptoms consistent with use of prohibited material.

(c) Evidence of illegal prohibited material use or possession.

(2) Employees believed to be under the influence or intoxicated while performing or conducting district business will be immediately removed from their work assignment.

(3) Employees, confirmed through chemical testing, to be under the influence or intoxicated while performing district business, shall be subject to evaluation.

(4) Employees believed to be intoxicated/under the influence will be provided transportation. If an employee insists on driving, law enforcement agencies will be notified.

(5) Employees who refuse to submit a sample for cause or who sample tamper during chemical testing shall be subject to immediate termination.

(6) Employees re-entering the workforce as a result of having been removed from the workforce based on an evaluation in accordance with this Policy, will agree to a re-entry contract. The contract may include:

(a) A Release to Work Statement from an approved, certified, treatment specialist.

(b) An evaluation and release for duty by management.

(c) A negative test for prohibited material.

(d) An agreement to periodic testing.

(e) A statement of expected work-related behaviors.

(7) Failure to successfully complete a treatment program, or to comply with a re-entry contract or a second violation of this policy shall be grounds for termination.

(8) The authority to order a chemical test shall be at the department head level or above.

(9) The employee shall be notified of any disciplinary actions taken as a result of this policy and the basis for such actions. An opportunity for the employee to appeal any such action shall be as provided by bargaining unit Agreement or other such appeal procedure.

(i) **Employee Assistance Program**

(1) A district employee who voluntarily seeks assistance in dealing with substance abuse problems shall be referred immediately to the district's Employee Assistance Program. All such interactions shall be confidential, except that participation in such program shall require a written waiver from the employee to cause the EAP to provide written proof of attendance.

(2) In no case will participation in the Employee Assistance Program shield an employee from disciplinary action.

2-4.107

NEPOTISM

(a) It is the policy of the district to restrict the hiring and/or employment of relatives of district employees based upon the following criteria:

(1) For the purpose of this policy the following definitions shall apply:

(a) A "relative" is defined as a spouse, child, step-child, parent, step-parent, parent-in-law, legal guardian, brother, sister, brother-in-law, sister-in-law, step-brother, step-sister, aunt, uncle, niece, nephew, grandchild, grandparent, regardless of their place of residence, "significant other", or any other individual related by blood or marriage living within the same household as the district employee.

(b) An "employee" is defined as any person who receives a district payroll check for services, full or part-time, rendered from the district.

(c) "Employment" in the context of this policy includes, but is not limited to, appointment, promotion, reassignment and transfer.

(2) The employment of relatives of district employees within the district is limited in the following situations:

(a) Any relative of a Board member or the General Manager shall not be considered for employment within the district in any capacity, either full time or part-time.

(b) Any relative of a Department Head may not be considered for employment with the department or area of responsibility of such Department Head.

(c) The employment of relatives of all other district employees is prohibited within the department of the existing employee when such related employee may: perform joint duties; share responsibility or authority; work together on district projects or tasks; report to same immediate supervisor; or, be supervised by or would supervise a relative.

(d) The employment of relatives of all other district employees is prohibited anywhere within the district when such related employees may: perform joint duties; share responsibility or authority; work together on district projects or tasks; report to the same immediate supervisor; or, be supervised by or would supervise a relative.

(e) Relatives of district employees, except for relatives of the General Manager or Department Heads within the respective department, may be hired for seasonal assignment; however, such employment shall not exceed twenty percent

(20%) of the compliment of seasonal employees in that classification and shall be selected only by an open recruitment process.

(3) District employees as of the effective date of this policy shall not be affected in their current job status except when the Department Head and General Manager determines that circumstances of such employment raises an undue hardship upon other employees within the particular work unit and that such employment is detrimental to the supervision, safety, security or morale of the particular work unit.

(4) If two existing district employees marry and their employment conflicts with the limitations stated in subparagraph (2) above, they may continue employment provided that the Department Head and General Manager find that such employment does not directly or indirectly place an undue hardship upon other employees with the particular work unit of the married couple and such employment is not detrimental to supervision, safety, security or morale of the particular work unit. If a conflict is determined to exist, it shall be resolved in accordance with paragraph (7).

(5) In no case may an employee participate directly or indirectly or influence the recruitment or selection process for a position for which an employee's relative may have filed an official employment application nor shall they do so for any other employment related decision involving an employee's relative.

(6) The General Manager is authorized to issue written guidelines to implement and enforce this policy.

(7) All determinations made by the General Manager shall be final and conclusive. In all situations where the General Manager determines a conflict to exist between existing or future related employees, the General Manager shall attempt to resolve such conflict in the following manner:

(a) Attempt to redefine the job responsibilities of related employees within the department to minimize the conflict.

(b) If such redefinition of job status is not feasible, attempt to transfer one of the employees to another position that would not be in violation of this policy.

(c) If transfer is not feasible or acceptable, request the voluntary resignation of one of the employees.

(d) If one of the employees does not voluntarily resign, the employee with the lower level of performance and seniority of service in the district may be discharged by the General Manager.

ARTICLE 2 EMPLOYER-EMPLOYEE RELATIONS

2-4.201 It is the purpose of this Article to establish policies and procedures for the administration of employer-employee relations in district government in an orderly fashion so that efficiency of government is thereby promoted. Such policies and procedures shall include provisions for: determination of representational units, recognition of majority representatives, procedures for meeting and conferring and impasse resolution, and procedures for the resolution of grievances and other disputes regarding wages, hours and other terms and conditions of employment.

2-4-202 DEFINITIONS

As used in this Article, the following terms shall have the meanings indicated:

(a) "Confidential Employee" means an employee who is privy to the decisions of district management affecting employee relations.

(b) "Consult or consultation" means to communicate verbally or in writing for the purpose of presenting and obtaining views or advising of intended action.

(c) "Employee" means any person employed by the district on full-time, permanent basis.

(d) "Employee Organization" means any lawful organization which includes employees of the district and which has as one of its primary purposes representing such employees in their employment relations with the district.

(e) "Fact-finding" means identification of the major issues in a particular dispute, review of the positions of the parties, resolution of factual differences by one or more impartial fact-finders and the making of recommendations for settlement of the board.

(f) "Grievance" means a claim by one or more persons of a violation, misinterpretation or inequitable application of the rules and regulations or memorandum of understanding applicable to the employees. A dispute over the terms of an initial or renewed memorandum of understanding does not constitute a grievance.

(g) "Impasse" means a deadlock in negotiations between a recognized employee organization and the district over any matter required to be negotiated, or over the scope of the subject matter of the negotiations.

(h) "Management Representative" means the General Manager of the district or his authorized representative.

(i) "Mediation" means efforts by an impartial third party, functioning as intermediary, to assist the parties in reaching a voluntary resolution of an impasse through suggestion and advice.

(j) "Memorandum of Understanding" means a written document prepared by the parties incorporating matters of which agreement is reached following negotiations. The memorandum shall be presented to the board for determination.

(k) "Negotiation" means the performance by management representatives and duly authorized representatives of recognized employee organization of their mutual obligations to meet at reasonable times and to confer in good faith with respect to wages,

hours and other terms and conditions of employment, and includes the mutual obligations to execute a memorandum of understanding incorporating any agreement reached which shall be presented to the board for their determination. This obligation does not compel either party to agree to a proposal or to make a concession.

(l) "Professional Employee" means any employee engaged in work requiring (i) predominantly intellectual and varied in character as opposed to routine mental, manual mechanical or physical work; (ii) involving the consistent exercise of discretion and judgment in its performance; (iii) of such character that the output cannot be standardized in relation to a given period of time and (iv) requiring knowledge of any advanced type in a field of science or learning requiring a prolonged course of specialized instruction and study in an institution of higher learning.

(m) "Recognized Employee Organization" means an employee organization which is certified as representing a majority of the employees in a particular representational unit.

(n) "Representational unit or unit" means a grouping of employees classifications pursuant to Section 7 hereof for the purpose of establishing the employee classifications which will be the subject of a particular negotiation.

2-4.203 EMPLOYEE RIGHTS

Employees of the district shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employee relations. Employees of the district also shall have the right to refuse to join or participate in the activities of employee organizations, and shall have the right to represent themselves individually in their employment relations with the district. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against because of his/her exercise of these rights.

2-4.204 DISTRICT RIGHTS

It is the exclusive right of the district to determine the mission of each of its constituent departments, set standards of services to be offered to the public, and exercise control and discretion over this organization and operations. It is also the exclusive right of the district to direct its employees, take disciplinary action for cause, relieve its employees from duty because of lack of work or for cause, and determine the methods, means and personnel by which the district's operations are to be conducted; provided, however, that the exercise of such rights does not preclude employees or their representatives from conferring or raising grievances about the practical consequences that decisions on these matters may have on wages, hours, and other terms and conditions of employment.

2-4.205 REPRESENTATIONAL UNITS

(a) A petition for certification as recognized employee organization of employees in a proposed unit may be filed by an employee organization with the General Manager.

(b) The General Manager shall determine whether the proposed unit is appropriate by considering the following factors, among others:

(i) the community of interest of the employees.

- (ii) the history of employment relations in the unit.
- (iii) the effect of the unit on the efficient operation of the public service and sound employee relations.
- (iv) the effect upon existing classification structure.

(c) In establishing units, Managerial, Supervisorial, Professional and Confidential employees shall not be included in a unit with non-professional employees unless a majority of such Managerial, Supervisorial, Professional and Confidential employees vote for inclusion.

(d) The General Manager shall conduct a hearing on each unit after giving interested employee organizations notice thereof.

(e) The General Manager shall determine any dispute concerning the relationship between existing units involving the addition or the deletion of the classification.

2-4.206

RECOGNITION

(a) Following establishment of an appropriate representational unit, the Board shall conduct a secret ballot election to determine whether the employees within the unit wish to be represented by an employee organization and if they wish to be represented what their choice of representation is.

(b) If a majority of the employees within a unit vote in favor of a particular employee organization representing them, then such organization shall be designated as the recognized employee organization.

(c) A petition alleging that a recognized employee organization is no longer the majority representatives of the employees in the unit, may be filed with the Board by any employee, group of employees or their representatives. Said petition may be filed any time after completion of the recognized employee organization's first year of recognition. If the Board determines that the allegations in the petition are true, then it may order another election.

2-4.207

CONSULTATION AND NEGOTIATIONS

(a) All matters affecting employee relations, including those that are not subject to negotiations, are subject to consultation between management representatives and the duly authorized representatives of affected employee organizations. Every reasonable effort shall be made to have such consultation prior to affecting basic changes in any rule or procedure affecting employee relations.

(b) The scope of negotiations between management representatives and the representatives of recognized employee organizations includes wages, hours, and other terms and conditions of employment within the employee representation unit.

(c) Negotiation shall not be required on any subject preempted by Federal or State law, nor shall negotiation be required on Employee or Employer Rights as defined above. Proposed amendments to this Chapter are excluded from the scope of negotiation.

(d) Management representatives and representatives of recognized employee organizations may, by mutual agreement, negotiate on matters of employment concerning which negotiation is neither required nor prohibited by this Chapter.

2-4.208 IMPASSE RESOLUTION

(a) If management representatives and the representatives of a recognized employee organization reach an impasse, the matter may be submitted by either party to the Board for impasse resolution.

(b) If the Board determines that there has been insufficient effort to resolve the impasse, it may deny the request for impasse resolution and remand the matter to the parties for further consideration.

(c) If the Board determines that further consideration will not result in settlement, it may, in its discretion, refer the matter for mediation or fact-finding, or it may determine the matter itself.

2-4.209 MEDIATION

Mediation is authorized, prior to fact-finding, on all disputed matters. All mediation proceedings shall be private. The mediator shall be appointed in a manner mutually agreeable to the parties, and cost thereof shared equally by both parties.

2-4.210 FACT-FINDING

Fact-finding is authorized on all disputed matters. The recommendations of the fact-finder shall be limited to the issues originally referred for dispute settlement. The fact-finder report shall be filed with the Board, which shall transmit copies thereof to the management representative and the representative of the recognized employee organization. The fact-finder shall be appointed in a manner mutually agreeable to the parties, and the cost thereof shared equally by both parties.

2-4.211 UNFAIR PRACTICES

(a) It shall be an unfair employee relations practice for the district:

(i) To interfere with, restrain, or coerce employees in the exercises of the rights recognized or granted in this Chapter;

(ii) To dominate or interfere with the formation of any employee organization or contribute financial support to it, provided that the Board may permit the use of district facilities, make dues deductions, and permit employees who are officers or representatives of employee organization to confer with Management Representatives during working hours without loss of time or pay, subject to applicable regulations;

(iii) To refuse to negotiate with representatives of recognized employee organization on negotiable matters.

(b) It shall be an unfair employee relations practice for employee organizations or their representatives or members:

(i) To interfere with, restrain or coerce employees in the exercise of the rights recognized or granted in this Chapter;

(ii) To refuse to negotiate with Management Representatives on negotiable matters, which the employee organization involved has been recognized as the majority representative.

(c) With respect to the impasse procedures set forth in this Chapter, it shall be an unfair employee relations practice for either the district or a recognized employee organization to fail or refuse to cooperate with the Board or with any mediators or fact-finders designed by it.

(d) Charges of violations of this Section or of this Code, or of applicable rules or regulations, may be initiated by a management representative, by a representative of any employee organization, or by an individual employee or group of employees. Such charges shall be filed in writing with the Board. Each charge so filed shall be processed in accordance with the rules and regulations of the Board.

(e) If the Board's decision is that the district has engaged in an unfair employee relations practice or has otherwise violated this Chapter of any rule or regulation issued thereunder, the Board shall direct the management representative to take appropriate corrective action.

(f) If the decision is that an employee organization or its representatives or members have engaged in an unfair employee relations practice, or have otherwise violated this chapter or any rule or regulation issued thereunder, the Board shall direct the offending party to take appropriate corrective action. If compliance with the Board's decision is not obtained within the time specified by the Board, it shall so notify the General Manager, who may then take appropriate action, subject, however, to appeal to the Board by the affected party.

2-4.212 GRIEVANCES

The inclusion of a grievance procedure within a memorandum of understanding is a matter for negotiation between management representatives and representatives of recognized employee organizations. Such procedure may include a provision for the binding arbitration of unresolved grievances subject to the limitations imposed by law.

2-4.213 PROCEDURAL RIGHTS

(a) Management representatives shall adopt rules and regulations regarding the activity of recognized employee organizations on district property, including procedures for conferring with management, the use of bulletin boards and solicitation of membership.

(b) Payroll deductions may be made for membership dues in accordance with applicable law and district rules.

(c) To facilitate negotiations, the district shall provide to recognized employee organizations concerned, the published data it regularly has available concerning subjects under negotiation, including data gathered concerning salaries and other terms and conditions of employment provided by comparable public and private employers, provided that when such data is gathered on a promise to keep its source confidential, the data may be provided in statistical summaries but the sources shall not be revealed.

(d) If an election for certification as the majority representative of the employees in an appropriate employee representation unit has been ordered, the Management representative shall provide, upon request by an employee organization which has qualified to be included on the ballot, a list of the names and departments of employees in the unit. Said list shall be provided not later than 15-days prior to the date of said election.

(e) Reasonable time off without loss of pay shall be granted to employees serving as authorized representatives of recognized employee organizations when formally negotiating during regular working hours. Only those employees whose active participation in the conduct of such negotiations is necessary, shall be authorized paid time off. Paid time off shall be limited to time actually spent in said formal negotiations.

2-4.214

CONSTRUCTION

(a) Nothing in this Article shall be construed to deny any person the rights granted by Federal and State laws.

(b) The enactment of this Article shall not be construed as making the provisions of Labor Code Section 923 applicable to district employees.

(c) The provisions of this Article are not intended to conflict with the provisions of Chapter 10, Division 4, Title 1 of the Government Code (commencing with Section 3500) as amended.

(d) If any provision of this Article or the application of such provision to any person or circumstance is held invalid, the remainder of this Article, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected hereby.

(e) The rights, powers, and authority of the Board of Directors in all matters, including the right to maintain any legal action, shall not be modified or restricted by this Article.

2-4.215

EMPLOYEE HANDBOOKS AND MEMORANDUM OF UNDERSTANDING

If a Management Handbook Employee Manual or Memorandum of Understanding (MOU) is approved by the Board, and if the Management Handbook, Employee Manual or MOU conflicts with provisions of this article, the Management Handbook, Employee Manual or MOU shall prevail.

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ARTICLE 4 - MISCELLANEOUS

2-4.401 **EMPLOYEES: IDENTIFICATION CARDS**

An official card shall be carried or worn by inspectors, foremen, and all employees who, in the line of duty, may be required to enter upon private premises.

2-4.402 **IDENTIFICATION CARDS TO BE TURNED IN**

Every officer or employee, upon resignation or dismissal from the district shall forthwith surrender and deliver to the proper authority all identification cards, badges, and credentials of the district.

CHAPTER 5 - FINANCE

ARTICLE 1 - BUDGET

2-5.101 **ESTABLISHMENT OF BUDGET**

(a) The General Manager shall present a proposed budget to the Board for consideration prior to the commencement of each fiscal year.

(b) The Board shall annually establish a budget for capital expenditures and operation and maintenance for each department, for the district and for Las Virgenes Municipal Water District/Triunfo County Sanitation District Joint Venture.

2-5.102 **FILING OF BUDGET**

The Secretary shall file a copy of the budget with the Los Angeles County Auditor and with the State Controller's office within the deadlines from time to time established by law.

2-5.103 **MODIFICATION OF BUDGET**

If the General Manager determines that the approved budget is inadequate to address district requirements due to changes occurring subsequent to the approval of the budget, he shall submit recommended modifications to the Board for action.

2-5.104 **IMPLEMENTATION OF BUDGET**

The General Manager shall implement the approved or revised budget, provided, all expenditures for capital improvements shall be approved by the Board before they are undertaken.

ARTICLE 2 - OFFICIAL BOOKS AND RECORDS

2-5.201 **GENERAL AND SPECIAL BOOKS OF ACCOUNT**

The Director of Finance and Administration shall maintain books of account in accordance with accepted accounting principles showing the status of all monies received and disbursed. Such general and special fund accounts shall be maintained as are necessary to accomplish this purpose.

ARTICLE 3 - DEPOSITORIES AND BONDS

2-5.301 **BONDS**

The Treasurer shall be required to furnish a bond. The amount is fixed at \$50,000. Premiums shall be paid by the district.

2-5.302 **DEPOSITORIES**

The Board shall, from time to time, designate depositories to have custody of the funds of the district contained in the following accounts:

General Fund
Interest and Redemption
Bond Construction
LVMWD/TSD Joint Venture Operating Fund
LVMWD/TSD Joint Venture Construction Fund
Payroll Account
Deferred Compensation
Other

ARTICLE 4 - CLAIMS AND CHECK

2-5.401 CLAIMS: GENERAL

The provisions of this Article apply to all claims filed against this district for money or damages which are accepted by Government Code Section 905 from Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.t of the Government Code of the State of California, and which are not governed by any other statutes or regulations expressly relating thereto, including but not limited to claims filed by local governmental agencies.

2-5.402 FILING OF CLAIM REQUIRED

A claim shall be presented in accordance with the provisions of this Article in all cases described herein.

2-5.403 PRESENTATION OF CLAIM

A claim, or any amendment thereto, shall be presented to the district by delivering it to the Secretary of the district or by mailing it to the Secretary at the district's offices.

2-5.404 CONTENTS OF CLAIM

A claim presented pursuant to this Article shall be presented by the claimant or by a person acting on his behalf and shall show:

- (a) The name and post office address of the claimant;
- (b) Post office address to which the person presenting the claim desires notice to be sent;
- (c) The date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted;
- (d) The general description of the indebtedness, obligation, injury, damage or loss incurred so far as may be known at the time of presentation of the claim.
- (e) The name or names of the public employee or employees causing the injury, damage or loss if known;
- (f) The amount claimed as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss insofar as it may be known at the time of presentation of the claim, together with the basis of computation of the amount claimed; and
- (g) The signature of the claimant or some person on his behalf.

2-5.405 TIME FOR PRESENTATION OF CLAIMS

A claim filed pursuant to this Article relating to a cause of action for death or for injury to person or to personal property or growing crop shall be presented as provided herein not later than six months after accrual of cause of action. A claim relating to any other cause of action shall be presented as provided herein not later than one year after the accrual of said cause of action.

2-5.406 LEAVE TO PRESENT LATE CLAIM

When a claim which is required by this Article to be presented within a period of less than six months after the accrual of the cause of action, is not presented within the required time, an application may be made to the District for leave to present such claim. Section 911.4(b), and Section 911.6 through 912.2 inclusive, and Sections 946.4 and 946.6 of Government Code are applicable to all such claims, and the time specified in this Article shall be the time specified in Section 911.2 of the Government Code within the meaning of Sections 911.6 and 946.6 of the Government Code.

2-5.407 TIME FOR ACTION BY BOARD

The Board shall act on the claim within 45 days after the claim has been presented to the district.

2-5.408 NOTICE OF REJECTION OF CLAIM

Written notice of any action taken pursuant to this Article rejecting a claim in whole or in part shall be given to the person who presented the claim.

2-5.409 CLAIM AS PREREQUISITE TO SUIT

(a) No suit for money or damages may be brought against the district on a cause of action for which a claim is required to be presented in accordance with this Article until the written claim therefore has been presented to the district and has been acted upon by the Board.

(b) No suit may be brought against the district on any cause of action for which a claim is required to be presented in accordance with this Article unless such suit is commenced within six months after the date the claim is acted upon by the Board, or is deemed to have been rejected by the Board.

2-5.410 CLAIMS UNDER \$2500

The General Manager may allow compromise or settle a claim against the district if the amount to be paid pursuant to such allowance, compromise or settlement does not exceed \$2500. The General Manager shall advise the Board when there has been allowance, settlement or compromise on such claim.

2-5.411 JUDICIAL REVIEW OF CERTAIN DECISIONS

The provisions of Code of Civil Procedure Section 1094.6 shall be applicable to the judicial review of the decisions of the Board of Directors.

(1) Excerpt from CCP Section 1094.6:

“(a) Judicial review of any decision of a local agency...may be had pursuant to Sec. 1094.5 of this Code only if the Petition for Writ of Mandate pursuant to said section is filed within the time limit specified in this section.

“(b) Any such petition shall be filed not later than the 90th day following the date on which the decision becomes final....

“(c) This section is applicable in a local agency only if the governing board thereof adopts an ordinance or resolution making this section applicable. If such ordinance or resolution is adopted, the provisions of this section shall prevail over any conflicting provision in any otherwise applicable law relating to the subject matter.”

2-5.412 APPROVAL OF WARRANTS AND SIGNATURE OF CHECKS

The Board shall approve all warrants and authorized issuance of checks in payment thereof.

2-5.413 CHECK REGISTER

(a) A check register showing the check number, payee, amount, the fund upon which it is drawn and the purpose of each check, a prepared by the Treasurer, will be sent to the Board members no later than Thursday before each Regular Board Meeting. Invoices and other supporting documents will be available with the checks at the Board Meetings for inspection by any Director if desired. Checks will be disbursed following approval by the Board.

(b) Checks in payment of utility bills, postage, payroll, payroll taxes, credit union collections, petty cash, emergency repairs and invoices subject to discount and interfund transfers may be disbursed prior to Board approval. Such items shall be set forth on a supplemental check register or included on the next regular check register and presented to the Board dependent on timing of actual check delivery.

2-5.414 CONSTRUCTION CONTRACT PROGRESS PAYMENTS

Once each month, the district will make a progress payment to the Contractor on the basis of an estimate prepared by the Contractor and approved by the Engineer for work completed through the 25th day of the preceding month. The estimate will cover the work performed by the Contractor during the preceding month, plus the invoice cost of material suitably stored at the site of the project, if the Contractor desires payment for material stored. The Contractor shall submit his estimate in time for review and approval by the Engineer and subsequent submittal by the Engineer to the district not less than 14 days prior to the first regularly scheduled monthly meeting of the district's Board of Directors. The district shall then approve a progress payment at said first regularly scheduled monthly meeting of the Board of Directors and, subject only to the availability of funds, make partial payment to the Contractor within three days

following said Board meeting. Progress payments not filed within the above time schedule will be processed at the first regularly scheduled meeting of the following month.

ARTICLE 5 - PURCHASING¹

2-5.501 PURPOSE AND SCOPE

(a) This Article provides direction regarding the procurement of supplies, equipment, works of improvement, professional services, and other goods and services to ensure the District will receive high quality goods and services at a fair price.

(b) The following terms are defined for the purposes of this Article:

(1) "Formal bidding" means the solicitation of bids after approval of written specifications by the Board and pursuant to publication of a Notice Inviting Bids at least once a week for two successive weeks in a newspaper of general circulation, the last publication to be made not less than two weeks nor more than six weeks prior to the opening of bids.

(2) "Informal bidding" means the solicitation of written quotations without specific Board authorization, after approval of written specifications by the General Manager and pursuant to written notice to potential bidders as determined by the General Manager.

(3) "Request for proposal" means the solicitation of a written scope, schedule and cost of the work to be accomplished by a professional.

(4) "Goods" means a tangible product, not including a work of improvement.

(5) "Service" means an intangible product.

(6) "Work of improvement" means the construction of works, structures, and equipment, the furnishing of labor, and the acquisition of real or personal property for works.

(7) "Designated qualified vendor" means a vendor selected for the purchase of certain items or classes of items as a result of an informal bid process which results in the receipt of at least three written quotations.

2-5.502 EMERGENCIES

(a) Works of improvement, professional services or goods and services, necessary for emergency repair or replacement of public facilities of the District, damaged by unanticipated calamity may be procured without formal bids, informal bids, or requests for proposal, if provisions of this Section are followed.

(b) When a meeting of the Board can be commenced in a timely manner to authorize emergency action, by 4/5's vote, the Board may authorize procurement of works of improvement, professional services, or goods and services without formal bids, informal bids, or requests for proposal. Such authorization shall be based on substantial evidence set forth in the minutes of the meeting that the emergency will not permit delay and action is necessary to respond to the emergency. Until the emergency subsides or the work is complete, at each subsequent regular meeting the board shall determine by 4/5's vote whether to continue to terminate the authorization for emergency.

¹ Amended by Resolution 10-13-2446 on October 22, 2013.

(c) When a meeting of the Board cannot be commenced in a timely manner to authorize emergency action, the General Manager may authorize procurement of works of improvement, professional services, or goods or services without formal bids, informal bids, or requests for proposal. The General Manager shall report to the board within 7 days of the emergency or at the next regular meeting scheduled within 14 days after the procurement. The report shall describe the emergency and present evidence that the emergency did not permit delay and action was necessary to respond to the emergency. Until the emergency subsides or the work is complete, at each subsequent regular meeting following the General Manager's action, the board shall determine by 4/5's vote whether the need for emergency action continues.

2-5.503

WORKS OF IMPROVEMENT

(a) The District shall procure works of improvement in accordance with Public Contract Code, Section § 20640, et seq.

(b) Works of improvement estimated to cost less than \$25,000 may be procured through the informal bid process. If the work is included in the current year budget, the General Manager may solicit informal bids without prior Board approval. If the work is not included in the current year budget, Board approval shall be obtained before informal bids are solicited.

(c) Works of improvement estimated to cost \$25,000 or more shall be procured through the formal bid process. The General Manager may solicit formal bids only with prior Board approval.

2-5.504

PREQUALIFICATION OF BIDDERS

(a) The General Manager may designate works of improvement that require specialized skills which cost in excess of five million (\$5,000,000) to be subject to prequalification of bidders.

(b) To become a prequalified bidder, a contractor must submit to the District a prequalification application consisting of a standardized questionnaire, financial statement, and statement of experience as part of the pre-qualification bidding packet.

(c) The questionnaires and financial statements submitted by prospective contractors are not public records and are not subject to public inspection. Records of the names of contractors applying for prequalification status are public records and subject to disclosure. Documents submitted by a prospective contractor will be submitted under penalty of perjury.

(d) The District will rate prospective contractors in accordance with a rating system based on (1) Public Contract Code § 20101 and (2) the model guidelines and standardized questionnaire created by the Department of Industrial Regulations, as modified by the District to address the needs of the particular project, or projects, to which they are to be applied.

(e) The District will devise the questions, process and scoring for the rating system, to best evaluate a contractor's ability to successfully complete a particular project. This information will be provided as part of the pre-qualification bidding packet. The rating system will be applied uniformly and objectively to prospective contractors, which have submitted properly completed documents in accordance with this policy. The District may determine only a certain number of the top scoring pass-rated contractors shall be considered prequalified for a specific project. This determination shall be made prior to issuing the Notice Inviting Prequalification for the specific project.

ITEM 9A

(f) When the District uses this prequalification process, the only contractors eligible to submit a bid are prequalified contractors. Further, such contractors shall submit bids only naming a prequalified subcontractor when subcontractors are prequalified. A bid received listing an unqualified subcontractor will be disqualified as nonresponsive. No bid shall be accepted for the project from unqualified contractors.

(g) A contractor's prequalification status will immediately terminate if: (1) The contractor fails to give the District written notice of change in the information previously provided within 10 days before a bid opening; (2) the contractor's license is suspended or terminated by the California State Licensing Board; (3) the contractor is convicted of a crime of moral turpitude; (4) the contractor's application contains materially false information; or (5) the contractor's control over a public works contract, whether within the District's jurisdiction or otherwise is terminated for cause.

(h) The District shall give written notice to each contractor of the prequalification determination for that contractor. A contractor may appeal a rating of "not qualified", including a decision to revoke a previous qualified rating. There is no appeal from a finding that a contractor is not prequalified because of a failure to submit required information or failure to submit required information in a timely manner.

(1) Contractor may appeal the decision as follows:

(i) By giving written notice of appeal to the General Manager no later than ten days after receipt of the not qualified rating.

(ii) The notice of appeal shall contain at least the following:

(a) The name, address and telephone number of the person making the appeal.

(b) A description of the determination which is the subject of the appeal, and the date of the Notice of Determination; or

(c) A brief description of the grounds for the appeal.

(2) The District will provide the contractor with a written statement of the basis for the not qualified determination and supporting evidence received from others or adduced as a result of investigation.

(3) Within 14 days of sending the response to the contractor, the General Manager shall hear the appeal. The hearing shall be an informal one. The contractor may rebut evidence which is the basis for the determination and present evidence why the contractor is qualified.

(4) The General Manager or designee may affirm the earlier determination or reverse the determination and assign an alternate rating. This decision will be in writing containing a summary of the facts that led to the decision. The decision of the General Manager is final. A contractor shall have no right to appeal the decision to the Board.

(i) The General Manager may cancel the prequalification process at any time during the prequalification process, even after receiving and scoring applications. If the prequalification process is cancelled, the normal competitive bidding rules will apply. The District assumes no liability for the cost a prospective contractor may have incurred by submitting an application for prequalification, and the submittal of a

prequalification application is a waiver to claim any such cost or losses due to cancellation of the process.

2-5.505 PROFESSIONAL SERVICES

(a) The District shall procure professional services, such as legal, medical, engineering, architectural, financial, human resources, labor relations, and educational, in accordance with the procedures recommended by the ethics of the discipline involved.

(b) If the professional service is estimated to cost less than \$25,000, and it is included in the current year budget, the General Manager may enter into contracts with qualified professionals without prior Board approval.

(c) If the professional service is estimated to cost \$25,000 or more, or it is not included in the current year budget, the General Manager may request proposals from qualified professionals only with prior Board approval.

2-5.506 GOODS AND SERVICES

(a) The District shall procure goods and services, other than works of improvement and professional services, as mentioned above, pursuant to this section.

(b) Goods and services included in the current year budget and estimated to cost less than \$25,000, shall be purchased without further board action following informal bidding procedures.

(c) Goods and services included in the current year budget and estimated to cost \$25,000 or more shall be purchased by the formal bidding process. The General Manager may solicit formal bids for these items only with prior board approval.

2-5.507 EXCEPTIONS

(a) The General Manager may approve changes to contracts ("change orders") for the procurement of supplies, equipment, contracts for professional services, and other goods and services provided;

(1) The change order is within the scope of the approved contract by the board, the cost of the changed work does not exceed the adopted budget; and,

(2) The cumulative change orders are within 10% of the original contract amount; and

(3) Other parameters set by the Board are followed.

(b) The General Manager may approve change orders for works of improvement provided the changed work is within the scope of the project approved by the board, the cost of the changed work does not exceed the budget for the work approved by the board, and:

(1) For contracts less than or equal to \$1,000,000:

(i) a single change order does not exceed \$50,000;

(ii) the total of all change orders does not exceed \$100,000;

- (2) For contracts greater than \$1,000,000:
 - (i) a single change order does not exceed 5% of the original amount awarded by the board;
 - (ii) the total of all change orders do not exceed 10% of the original amount awarded by the board; and
- (3) For contracts regardless of amount:
 - (i) a time extension up to 25% of the time stated in the contract; and
 - (ii) a deduction change order within the foregoing parameters, but a deduction change order shall not offset the above amounts.
- (c) The General Manager shall file a written notice with the clerk when a change order is approved by the General Manager pursuant to this sub-section. The clerk shall distribute to the board as an information item at the next board meeting.
- (d) Bidding shall not be required for goods or services in the following circumstances:
 - (1) Goods and services included in the current year budget and that have an estimated value less than \$2,500.
 - (2) A vendor is the sole source for the goods or services as determined by the General Manager.
 - (3) If the vendor has been selected during the past twelve consecutive months as the designated qualified vendor for the items, or classes of items, to be purchased.
- (e) The procurement procedures set forth in this Article do not apply if the cost of goods or services is established by Federal, State or local regulation, such as is the case with utility services and the supplies and appurtenant equipment.

2-5.508

MISCELLANEOUS

- a) Goods and services shall be procured from the responsive vendor who provides the greatest value as determined by the criteria specified in the Notice Inviting Bids, the written specifications, or the request for proposal.
- b) The procedures, personnel, and system of forms to be used by District employees in the procurement of goods and services shall be determined by the General Manager and set forth in clean and concise written form consistent with the provisions of this Article. The directive shall be made available to employees and shall become the process for the procurement of goods and services.

ARTICLE 6 - INVESTMENT POLICY

2-5.601 INVESTMENT

The district shall invest surplus money in a manner providing maximum security while meeting the cash flow demands and conforming to statutes governing the investment of public funds. This investment policy governs investments except funds related to debt issues controlled by specific provisions of the issuance documents, and deferred compensation program money is directed by individual employees participating in the deferred compensation program.

2-5.602 BASIC POLICY AND STATEMENT OF OBJECTIVES

(a) Investments shall be made with judgment and care under circumstances the prevailing that persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived.

(b) The standard of prudence to be used by the investment officials shall be the prudent person standard and shall be applied in the context of managing an overall portfolio. Investment officers who act in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of the personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

(c) Everyone involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or impair their ability to make impartial investment decisions. Each employee involved in the investment process will receive a copy of this investment policy and certify that they have read the policy.

(d) The primary objectives in priority order of investment activities are:

Safety: Safety of principal is the foremost objective of the investment program. Investments of the district shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

Liquidity: The district's investment portfolio will remain sufficiently liquid to enable the district to meet all operating requirements that might be reasonably anticipated.

Return on Investment: The district's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the district's investment risk constraints and the cash flow characteristics of the portfolio.

2-5.603² PRUDENT PERSON

As in investment standard, any investment shall be made as if it is one that would be purchased by a prudent person using the same discretion and intelligence that a person would use in managing his own affairs and certainly not for speculation.

² Section 2-5.603 was amended by Resolution No. 06-13-2441 on June 11, 2013.

2-5.604³

CRITERIA FOR INVESTMENT

The following criteria will be used in evaluating financial institutions which are eligible for deposits:

(a) Must be federally insured and have total assets of at least \$10 billion and a net worth ratio of a least three percent.

(b) Collateral shall be deposited in accordance with the Government Code, consisting of one of the following:

(1) Collateral comprised of mortgages/trust deeds must be provided which at all times is in an amount in value at least fifty percent in excess of the amount deposited.

(2) Collateral comprised of eligible securities other than mortgages/trust deeds must be provided which at all times is in an amount in value at least ten percent in excess of the amount deposited.

(c) The Treasurer may waive the first \$250,000 of collateral security if the institution is insured pursuant to Federal law.

2-5.605

TERM OF INVESTMENT

The district will match investments with anticipated cash flow requirements with a maximum allowed maturity of five years.

2-5.606

DELEGATION OF AUTHORITY

(a) The Treasurer is responsible for the investments. Daily management responsibility for the investment program is delegated to the Director of Finance and Administration who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include reference to safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions.

(b) No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director of Finance and Administration. The Director of Finance and Administration shall establish a system of controls to regulate the activities of subordinate officials.

2-5.607^{4,5}

AUTHORIZED INVESTMENTS

(a) The following investments are authorized:

(1) United States Treasury Bills, Bonds and Notes, or those mutual funds for which the full faith and credit of the United States is pledged for payment of principal and

³ Section 2-5.604 was amended by Resolution No. 06-13-2441 on June 11, 2013.

⁴ Section 2-5.607 was amended by Res. No. 02-09-2386 on February 10, 2009.

⁵ Section 2-5.607 was amended by Resolution No. 06-13-2441 on June 11, 2013.

interest. There is no limit to the amount of the investment portfolio that may be invested in U. S. Treasury Notes.

(2) Obligations issued by the United States Government Agencies, such as the Government National Mortgage Association (GNMA), the Federal Farm Credit Bank System (FFCB), the Federal Home Loan Bank Board (FHLB), the Federal National Mortgage Association (FNMA), and the Student Loan Marketing Association (SLMA), and mutual funds that consist of these obligations. There is no limit to the amount of the investment portfolio that may be invested in Federal Agencies.

(3) Time deposits, non-negotiable and collateralized in accordance with the Government Code in those U.S. banks and savings and loan associations that meet the requirements as evaluated by a nationally recognized statistical rating organization (NSRO) as designated by the Securities and Exchange Commission, for the qualitative and quantitative analysis of financial institutions. The issuer firm should have been in existence for at least five years. The District may waive the first \$100,000 of collateral security for such deposits if the institution is insured pursuant to federal law. To secure such deposits, an institution shall maintain in the collateral pool securities having a market value of at least 10% in excess of the total amount deposited. Real estate mortgages may not be accepted as collateral. The maximum term for deposits shall be one year. In general, the issuer must have a minimum tier one risk-based capital ratio of 6% as determined by the FDIC and their operation must have been profitable during their last reporting period. No more than 25% of the market value of the portfolio may be vested in time deposits.

(4) Repurchase agreements with banks and dealers with which the District has entered into a master repurchase contract that specifies terms and conditions of repurchase agreements. The transactions shall be limited to primary dealers and the top twenty-five U.S. banking institutions according to asset size. The maturity of repurchase agreements shall not exceed thirty days. The market value of the securities used as collateral for repurchase agreements shall be monitored daily by the investment staff and will not be allowed to fall below 100% of the value of the repurchase agreement. In order to conform with provisions of the Federal Bankruptcy Code, which provides for the liquidation of securities held as collateral for repurchase agreements, the only securities acceptable as collateral shall be certificates of deposit, eligible banker's acceptances, or securities that are either direct obligations of, or that are fully guaranteed as to principal and interest by the United States or any agency of the United States. A perfected security interest shall always be maintained in the securities, subject to a repurchase agreement. No more than 10% of the market value of the portfolio may be invested in reverse repurchase agreements.

(5) Local Agency Investment Fund (LAIF) established by the State Treasurer for the benefit of local agencies up to the maximum amount permitted by law.

(6) Local government investment pools or mutual funds in private sector that adhere to the Government Code parameters for eligible investments. These are similar to LAIF in function and practice but are not administered through the state.

(7) Bonds, notes issued by local agencies, state of California, and any of the other 49 United States, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency, such as Las Virgenes Municipal Water District. The maturity of such bonds or notes should not exceed five years from the date of purchase. The long-term ratings of such bonds should have at least AA- by Standard and Poor's (S&P) or Aa3 by Moody's, or the short-term ratings

should have at least A-1 by S&P, and P-1 by Moody's. There is no limit to the amount of the investment portfolio that may be invested in municipal bonds.

(b) Ineligible investments include, but are not limited to, common stocks and corporate bonds, inverse floaters, range notes, interest-only strips that are derived from a pool of mortgages and mutual funds. The use of derivatives, options, futures or buying on margin is also specifically prohibited. Securities that could result in zero interest accrual if held to maturity are ineligible. Security transactions shall be conducted on delivery-versus-payment basis. Securities purchased or acquired by the District shall be held in safekeeping by a third party only pursuant to a custodial agreement as required by Government Code §53601.

2-5.608

REPORTING REQUIREMENTS

(a) The district shall maintain a complete and timely record of investment transactions.

(b) The Director of Finance and Administration shall prepare and the Treasurer shall submit a monthly investment report of funds directly controlled and managed by the district including a detailed listing of all investment transactions opened and closed during a report period or, if none, a statement to that effect. The report shall be submitted monthly to each director. The report shall include the rating for each banker's acceptance and commercial paper.

(c) Each calendar quarter, the Director of Finance and Administration shall submit an investment report approved by the Treasurer showing a description of the portfolio, the type of investments, the issuers, maturity dates, par values and current market values of each component of the portfolio. The report will include the source of the portfolio valuation. This report shall be submitted to each director.

(d) Each investment report shall be submitted within thirty days following the end of the period covered by the report and must also include certification by the General Manager that investment actions executed since the last report are in compliance with the investment policy or state areas of noncompliance; and the district will meet its expenditure obligations for the next six months or state why sufficient money shall, or may, not be available as required by law.

2-5.609⁶

AUTHORIZED FINANCIAL DEALS AND INSTITUTIONS

(a) The Director of Finance and Administration will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in California. These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state laws.

(b) Financial institutions, brokers and dealers who desire to become qualified bidders for investment transactions must supply the District with the following:

- Audited financial statements
- Proof of National Association of Security Dealers (NASD) certification

⁶ Section 2-5.609 amended by Res No. 02-09-2386 on February 10, 2009.

- Proof of California registration

(c) Each financial institution must certify to the District in writing that it has received and read a copy of the District's Investment Policy and that it will comply with that policy in its investment recommendations to the District.

(d) A current audited financial statement is required to be on file for each financial institution, brokers and dealers through which the District invests.

2-5.610⁷

REVIEW AND REVISION

From time-to-time, the board shall review the investment policy, including the delegation of authority to invest funds, to sell or exchange securities, or to add new investment instruments in the future.

⁷ Section 2-5.610 was amended by Resolution No. 06-13-2441 on June 11, 2013.

CHAPTER 6. DISTRICT POLICIES

ARTICLE 1 - SERVICES

2-6.101 **GENERAL**

The district shall, to the extent practicable, provide potable water service, sanitation service and recycled water service to district inhabitants and property owners consistent with the requirements of the Municipal Water District Law of 1911 and other State and Federal laws, rules and regulations.

2-6.102 **DISTRIBUTION AND SALE OF WATER**

The Board has fixed the rates at which water shall be sold, and the regulations governing classes of service and the conditions of service. All water rates and regulations are set forth in this Code.

2-6.103 **COLLECTION AND TREATMENT OF SEWAGE**

The Board has determined the necessity of constructing and operating facilities for the collection, treatment and disposal of sewage. Sewer rates and regulations covering sewage treatment are set forth in this Code.

2-6.104 **DISTRIBUTION AND SALE OF RECYCLED WATER**

The Board has determined the necessity of constructing and operating facilities for the distribution and sale of recycled water. Recycled water service rules and regulations are set forth in this Code.

ARTICLE 2 - RATES AND CHARGES

2-6.201 GENERAL

At least annually, the Board shall review and amend or confirm the rates, fees and charges for potable water service, sewerage service and recycled water service. Adoption of the annual budget with rate assumptions included therein, may constitute such review.

2-6.202 OPERATING COSTS

As near as practicable, the Board shall establish service charges at a level sufficient to recover the cost of operating and maintaining the service.

2-6.203 CAPITAL IMPROVEMENT COSTS

As near as practicable, the Board shall establish connection and facilities charges sufficient to recover the cost of constructing capital improvements required to provide service.

Capital improvements which are of general district benefit shall be financed by the district using improvement district funds or construction funds.

ARTICLE 3 - ENVIRONMENTAL

2-6.301 GENERAL

All district projects shall be undertaken with due regard for the environmental consequences thereof.

2-6.302 WATER CONSERVATION

The district shall encourage water conservation to the maximum extent feasible including the promotion of expanded use of recycled water.

CHAPTER 7 - CEQA

ARTICLE 1 - ENVIRONMENTAL REVIEW OF DISTRICT PROJECTS

PART 1 - GENERAL

2-7.101

GENERAL

(a) The regulations contained in this article implement the regulations prescribed by the Secretary of Resources (hereinafter "State Guidelines") to be followed by all local agencies in the implementation of the California Environmental Quality Act (CEQA).

(b) This article applies to:

- (1) Activities directly undertaken by the district,
- (2) Activities financed in whole or in part by the district, or
- (3) Private activities which require approval from the district.

(c) This article applies in situations where the district can use its judgment in deciding whether and how to approve a project.

(d) When the district is a "lead agency", it is responsible for preparing environmental documents, the district will normally take up to three separate steps in deciding which document to prepare under this article.

(1) In the first step, the district examines the project to determine whether the project is subject to CEQA.

(2) If the project is subject to CEQA process, the district takes the second step and conducts an initial study to determine whether the project may have a significant effect on the environment.

(3) If the initial study shows that the project will not have a significant effect, the district will undertake the third step and prepare a negative declaration. If the initial study shows that the project may have a significant effect, the district will undertake the third step and prepare an environmental impact report (EIR).

(e) When another agency is the lead agency and required to prepare the environmental documents, the district is a "responsible agency". As a responsible agency, the district will normally use the environmental documents prepared by the lead agency during the district's decision-making process.

2-7.102

TIME OF PREPARATION

(a) Before approving a project subject to CEQA, the district shall consider a final EIR or negative declaration or another document authorized by these guidelines to be used in the place of an EIR or negative declaration.

(b) The environmental document preparation and review should be coordinated in a timely fashion with the existing planning, review, and project approval processes being used by each public agency.

DELEGATION OF RESPONSIBILITIES

- (a) The General Manager shall:
 - (1) Determine whether a project is exempt.
 - (2) Conduct an initial study.
 - (3) Prepare a negative declaration or EIR.
 - (4) Determine that a negative declaration has been completed within a period of 105 days.
 - (5) Prepare responses to public comments.
 - (6) Certify that a final EIR complies with CEQA.
 - (7) Certify that the decision-making body has reviewed and considered an EIR or negative declaration.
 - (8) File notices.
 - (9) Respond to requests for consultation by lead agencies.

- (b) The Board shall:
 - (1) Approve, certify, review and consider a draft or final EIR or negative declaration prior to approving a project.
 - (2) Make findings as required by this article.

ARTICLE 2 - LEAD AGENCY

2-7.201 GENERAL

This part describes the ways in which the lead agency for a particular project will be identified.

2-7.202 LEAD AGENCY CONCEPT

(a) Where a project is to be carried out or approved by more than one public agency, one public agency shall be responsible for preparing an EIR or negative declaration for the project. This agency shall be called the lead agency.

(b) Except provided below, the decision-making body of each responsible agency shall consider the lead agency's EIR or negative declaration prior to acting upon or approving the project.

(c) The determination of the lead agency of whether to prepare an EIR or a negative declaration shall be final and conclusive on all persons, including responsible agencies, because only one EIR or negative declaration will be prepared for the project unless:

(1) The decision is challenged as provided in S21167 of the Public Resources Code.

(2) Circumstances or conditions change as provided below, or

(3) A responsible agency becomes a lead agency as provided below.

2-7.203 CRITERIA FOR IDENTIFYING THE LEAD AGENCY

(a) Where two or more public agencies will be involved with a project, the determination of which agency will be the lead agency shall be governed by the criteria set forth in the State Guidelines.

(b) Where a responsible agency is called on to grant an approval for a project subject to CEQA for which another public agency was the appropriate lead agency, the responsible agency shall assume the role of the lead agency only when conditions set forth in the State Guidelines are found to exist.

(c) If there is a dispute over which of several agencies should be the lead agency for a project, the disputing agencies shall resolve the dispute in accordance with the State Guidelines.

ARTICLE 3 - INTITAL REVIEW OF PROJECTS

2-7.301 GENERAL

This part describes the process used by the district when acting as a lead agency in analyzing a project before the district has decided whether to prepare an EIR or negative declaration.

2-7.302 STEP ONE: REVIEW FOR EXEMPTION

(a) As part of the preliminary review, the district shall determine whether a particular activity is exempt from CEQA.

(b) Possible exemptions from CEQA include:

(1) The activity is not a project as defined herein.

(2) The project has been granted an exemption by statue or by categorical exemption.

(3) The activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

(c) The district shall prepare a list of the projects often handled by the district that the district has determined to be exempt. This listing shall be used in preliminary review.

(d) After determining that a project is exempt, the district may prepare a notice of exemption as provided herein.

2-7.303 PRELIMINARY REVIEW

(a) After accepting an application as complete and determining that the project is subject to CEQA, the district shall begin the formal environmental evaluation of the project. Accepting an application as complete does not limit the authority of the district to require the applicant to submit additional information needed for environmental evaluation of the project.

(b) If the district can determine that an EIR will be required for a project, the district may skip further initial review of the project and begin work directly on the EIR process described below. In the absence of an initial study, the district shall still focus the EIR on the significant effects of the project and indicate briefly its reasons for determining that other effects would not be significant or potentially significant.

2-7.304 STEP TWO: INITIAL STUDY

(a) Unless an exemption applies (or unless the district can determine that the project sill clearly have a significant effect), as determined on the first step in the CEQA process, the district shall conduct an initial study to determine if the project may have a significant effect on the environment. All phases of project planning, implementation, and depreciation must be considered in the initial study of the project. To meet the

requirements of this section, the district may use an initial study or a similar analysis prepared pursuant to the National Environmental Policy Act. If any aspect of the project, either individually or cumulatively, may cause a significant effect on the environment, regardless of whether the overall effect of the project is adverse or beneficial, the district shall either:

- (1) Prepare an EIR or
 - (2) Use a previously prepared EIR which the district determines would adequately analyze the project at hand.
- (b) The purposes of an initial study are to:
- (1) Identify whether a project may have any potential environmental impacts thereby enabling the lead agency to decide whether to prepare an EIR or negative declaration;
 - (2) Enable an applicant or district to modify a project, mitigating adverse impacts before an EIR is written; and
 - (3) Assist in the preparation of an EIR.
- (c) An initial study shall contain in brief form:
- (1) A description of the project including the location of the project;
 - (2) An identification of the environmental setting;
 - (3) An identification of environmental effects by use of a checklist, matrix, or other method;
 - (4) A discussion of ways to mitigate the significant effects identified, if any;
 - (5) An examination of whether the project would be consistent with existing zoning, plans, and other applicable land use controls;
 - (6) The name of the person or persons who prepared or participated in the initial study.
- (d) If the project is to be carried out by a private person or private organization, the person or organization carrying out the project shall submit data and information which will enable the district to prepare the initial study.
- (e) As soon as the district has determined that an initial study will be required for the project, the district shall consult informally with all responsible agencies and all trustee agencies responsible for resources affected by the project to obtain the recommendations of those agencies as to whether an EIR or a negative declaration should be prepared.

2-7.305

DETERMINING SIGNIFICANT EFFECT

- (a) In evaluating the significance of the environmental effects of a project, the district shall consider both primary or direct and secondary or indirect consequences. Social and economic changes resulting from a project by themselves shall not be treated as significant effects on the environment. If physical changes cause or result from adverse

economic or social changes, the economic or social changes may be used as the basis for determining that the physical changes are significant.

2-7.306

MANDATORY FINDINGS OF SIGNIFICANCE

The district shall find that a project may have a significant effect on the environment and thereby require an EIR to be prepared for the project where any of the following conditions occur:

(a) The project has the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number of restrict the range of a rare or endangered plant or animal, or eliminate important examples of the major periods of California history or prehistory.

(b) The project has the potential to achieve short-term environmental goals to the disadvantage of long-term environmental goals.

(c) The project has possible environmental effects which are individually limited but cumulatively considerable. As used in the subsection, "cumulatively considerable" means that the incremental effects of an individual project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.

(d) The environmental effects of a project will cause substantial adverse effects on human beings, either directly or indirectly.

ARTICLE 4 - NEGATIVE DECLARATION PROCESS

2-7.401 GENERAL CONTENTS

This part describes the process for preparing and processing a negative declaration when the district is acting as the lead agency.

2-7.402 STEP THREE (ALTERNATIVE): DECISION TO PREPARE A NEGATIVE DECLARATION

A proposed negative declaration shall be prepared for a project subject to CEQA when either:

(a) The initial study shows that there is no substantial evidence that the project may have a significant effect on the environment, or

(b) The initial study identifies potentially significant effects but the project applicant has revised the project proposal to avoid the effects or to mitigate the effects to a point where clearly no significant effects would occur. Changes in a project which will allow use of a proposed negative declaration shall be limited to:

(1) Revisions in the project plans made by the applicant, or

(2) An enforceable commitment from the applicant to include the mitigation measures in the project.

(c) Where a negative declaration is prepared under subsection (b), the district shall make a finding that the project as approved will not have a significant effect on the environment.

2-7.403 CONSULTATION

Before approving a negative declaration, the district shall consult with all responsible agencies and trustee agencies concerned with the project. This consultation may take place during the public review period for the proposed negative declaration.

(a) A brief description of the project, including a commonly used name for the project if any;

(b) The location of the project preferably shown on a map and the name of the project proponent;

(c) A proposed finding that the project will not have a significant effect on the environment;

(d) An attached copy of the initial study documenting reasons to support the finding; and

(e) Mitigation measures, if any, included in the project to avoid potentially significant effects.

PROJECTS WITH NO SIGNIFICANT ENVIRONMENTAL IMPACTS
(NEGATIVE DECLARATION)

(a) General: A Negative Declaration shall be prepared for a project which could potentially have a significant effect on the environment, but which the Agency finds on the basis of an Initial Study will not have a significant effect on the environment.

(b) Consultation: Before completing a Negative Declaration, Agency shall consult with all responsible agencies. This consultation may take place during the public review period provided herein.

(c) Contents: A Negative Declaration shall include:

(1) A brief description of the project; including a commonly used name for the project if any;

(2) The location of the project and the name of the project proponent;

(3) A finding that the project will not have a significant effect on the environment;

(4) An attached copy of the Initial Study documenting reasons to support the finding;

(5) Mitigation measures, if any, included in the project to avoid potentially significant effects.

(d) Notice:

(1) Notice of the preparation of a Negative Declaration shall be provided to the public twenty-one (21) days prior to review by the Board of Directors. Notice shall be given to all organizations and individuals who have previously requested such notice and shall be given by at least one of the following procedures as selected by the General Manager:

(i) Publication, no fewer times than required by Section 6061 of the Government Code, by the Agency in a newspaper of general circulation in the area affected by the proposed project.

(ii) Posting of notice by the Agency on and off site in the area where the project is to be located.

(iii) Direct mail notice shall be given to owners of property contiguous to the project as such owners are shown on the latest equalized assessment roll.

(2) The alternatives for providing notice specified in subsection (1) shall not preclude the Agency from providing additional notice by other means if the Agency so desires, nor shall the requirements of this section preclude the Agency from providing the public notice at the same time and in the same manner as public notice required by any other laws for the project.

(e) Public Review: The noticed review period shall be long enough to provide members of the public with sufficient time to respond to the proposed finding before the Negative Declaration is approved.

2-7.405

CONSIDERATION OF COMMENTS

Prior to approving the project, the Board shall consider the Negative Declaration together with any comments received during the public review process. The Board shall approve the Negative Declaration if it finds on the basis of the initial study and any comments received that there is no substantial evidence that the project will have a significant effect on the environment.

2-7.406

NOTICE OF DETERMINATION

(a) After deciding to carry out or approve a project for which a Negative Declaration has been approved, the district shall file a Notice of Determination.

(b) The Notice of Determination shall include:

(1) An identification of the project including its common name where possible and its location.

(2) A brief description of the project.

(3) The date on which the district approved the project.

(4) The determination of the district that the project will not have a significant effect on the environment.

(5) A statement that a Negative Declaration has been prepared pursuant to the provisions of CEQA.

(6) The address where a copy of the Negative Declaration may be examined.

(c) The Notice of Determination shall be filed with the County Clerk of the County or Counties in which the project will be located. If the project requires a discretionary approval from any state agency, the Notice of Determination also shall be filed with the Secretary for Resources.

ARTICLE 5 - EIR PROCESS

2-7.501 GENERAL

This part describes the procedures to be followed by the district as a lead agency in preparing an EIR for a project. To the extent possible, the EIR process should be combined with the existing planning, review, and project approval process used by each public agency.

2-7.502 STEP THREE (ALTERNATIVE): DECISION TO PREPARE AN EIR

If the district determines that there is substantial evidence that the project may have a significant effect on the environment, the district shall prepare or cause to be prepared an Environmental Impact Report.

2-7.503 DETERMINATION OF SCOPE OF EIR

(a) Immediately after deciding that an Environmental Impact Report is required for a project, the district shall send to each responsible agency a Notice of Preparation stating that an Environmental Impact Report will be prepared. This notice shall also be sent to every federal agency involved in approving or funding the project and to each trustee agency responsible for natural resources affected by the project.

(1) The Notice of Preparation shall provide the responsible agencies with sufficient information describing the project and the environmental effect to enable the responsible agencies to make a meaningful response. At a minimum, the information shall include:

(i) Description of the project.

(ii) Location of the project indicated either on an attached map (preferably a copy of a U.S.G.S. 15' or 7-1/2' topographical map identified by quadrangle name, or by a street address in an urbanized area), and

(iii) Probable environmental effects of the project.

(2) The Notice of Preparation shall be sent by the district either by certified mail or any other method of transmittal which provides it with a record that the notice was received.

(3) The district may begin work on the draft EIR immediately without awaiting responses to the Notice of Preparation. The draft EIR in preparation may be revised or expanded to conform to responses to the Notice of Preparation. A district shall not circulate a draft EIR for public review before the time period for responses to the Notice of Preparation has expired.

(b) Within 45-days after receiving the Notice of Preparation under subparagraph (c), each responsible agency shall provide the district with specific detail about the scope and content of the environmental information related to the responsible agency's area of statutory responsibility which must be included in the draft EIR. The response at a minimum shall identify the significant environmental issues and possible alternatives and mitigation which the responsible agency will need to have explored in the draft EIR. If a responsible agency fails by the end of the 45-day period to provide the district with either

a response to the notice or a well-justified request for additional time, the district may presume that the responsible agency has no response to make.

(c) In order to expedite the consultation, the district, a responsible agency, a trustee agency, or a project applicant may request one or more meetings before representatives of the agencies involved to assist the district in determining the scope and content of the environmental information which the responsible agency may require. Such meetings shall be convened by the district as soon as possible, but no later than 30-days, after the meetings were requested. On request, the Office of Planning and Research will assist in convening meetings which involve state agencies.

(d) When one or more state agencies will be a responsible agency or a trustee agency, the district shall send a Notice of Preparation to each state responsible agency and each trustee agency with a copy to the State Clearinghouse in the Office of Planning and Research. The State Clearinghouse will ensure that the state responsible agencies and trustees reply to the lead agency within the required time.

(e) When the Notice of Preparation is submitted to the State Clearinghouse, the state identification number issued by the Clearinghouse shall be the identification number for all subsequent environmental documents on the project. The identification number should be referenced on all subsequent correspondence regarding the project, specifically on the title page of the draft and final EIR and on the Notice of Determination.

2-7.504 EARLY PUBLIC CONSULTATION

Prior to completing the draft EIR, the district may also consult directly with any person or organization it believes will be concerned with the environmental effects of the project. This early consultation may be called scoping. Scoping will be necessary when preparing an EIR/EIS jointly with a federal agency.

2-7.505 PREPARING THE DRAFT EIR

(a) The draft EIR shall be prepared directly by or under contract to the district. The required contents of a draft EIR are discussed below.

(b) The district may require the project applicant to supply data and information both to determine whether the project may have a significant effect on the environment and to assist the district in preparing the draft EIR. The requested information should include an identification of other public agencies which will have jurisdiction by law over the project.

(c) Any person, including the applicant, may submit information or comments to the district to assist in the preparation of the draft EIR. The submittal may be presented in any format, including the form of a draft EIR. The district must consider all information and comments received. The information or comments may be included in the draft EIR in whole or in part.

(d) The district may choose one of the following arrangements or a combination of them for preparing a draft EIR.

(1) Preparing the draft EIR directly with its own staff.

(2) Contracting with another entity, public or private, or prepare the draft EIR.

(3) Accepting a draft prepared by another entity, either the applicant, a consultant retained by the applicant, or any other person. In this third situation, the district may not use the draft as its own without independent review and analysis.

(4) Using a previously prepared EIR.

(e) The draft EIR which is sent out for public review must reflect the independent judgment of the district. The district is responsible for the adequacy and objectivity of the draft EIR.

2-7.506

NOTICE OF COMPLETION

(a) As soon as the draft EIR is complete, a Notice of Completion must be filed with the Secretary of Resources.

(b) The Notice of Completion shall include:

(1) A brief description of the project.

(2) The proposed location of the project.

(3) An address where copies of the draft EIR are available, and

(4) The period during which comments will be received on the draft EIR.

(c) A form for the Notice of Completion is included in the appendices.

(d) The Notice of Completion will provide the basis for information published by the Secretary for Resources in an EIR Monitor. Where the EIR will be reviewed through the state review process handled by the State Clearinghouse, the cover form required by the State Clearinghouse will serve as the Notice of Completion and no Notice of Completion need be sent to the Resources Agency.

2-7.507

CONSULTATION CONCERNING DRAFT EIR

(a) The district shall consult with and request comments on the draft EIR from:

(1) Responsible agencies.

(2) Trustee agencies with resources affected by the project, and

(3) Other state, federal, and local agencies which exercise authority over resources which may be affected by the project.

(b) The district may consult directly with any person who has special expertise with respect to any environmental impact involved.

2-7.508

PUBLIC REVIEW OF DRAFT EIR

(a) The district shall provide public notice of the availability of a draft EIR at the same time as it sends a notice of completion to the Resources Agency. Notice shall be given to all organizations and individuals who have previously requested such notice and shall also be given by at least one of the following procedures:

(1) Publication at least one time by the district in a newspaper of general circulation in the area affected by the proposed project.

(2) Posting of notice by the district on and off the site in the area where the project is to be located.

(3) District mailing to owners of property contiguous to the project as those owners are shown on the latest equalized assessment roll.

(b) The alternatives for providing notice specified in subsection (a) shall not preclude district from providing additional notice by other means if the district so desires, nor shall the requirement of this section preclude the district from providing the public notice required by this section at the same time and in the same manner as public notice otherwise required by law for the project.

(c) In order to provide sufficient time for public review, review period for draft EIRs should not be less than 30 days nor longer than 90 days except in unusual situations. The review period for draft EIRs for which a state agency is responsible agency shall be at least 45 days unless the State Clearinghouse approves a shorter period.

(d) The district shall use the State Clearinghouse to distribute draft EIRs and Negative Declarations to state agencies for review and should use area-wide clearinghouses to distribute the documents to regional and local agencies.

(e) To make copies of EIRs available to the public, the district should furnish copies of draft EIRs to appropriate public library systems. Copies should also be available in offices of the district.

(f) The district should compile listings of other agencies, particularly local agencies, which have jurisdiction by law and/or special expertise with respect to various projects and project locations. Such listings should be a guide in determining which agencies should be consulted with regard to a particular project.

(g) Public hearings may be conducted on the environmental documents, either in separate proceedings or in conjunction with other proceedings of the public agency. Public hearings are encouraged, but not required as an element of the CEQA process.

2-7.509

EVALUATION OF AND RESPONSE TO COMMENTS

(a) The district shall evaluate comments received from persons who reviewed the draft EIR and shall prepare a written response.

(b) The written response shall describe the disposition of significant environmental issues raised. In particular, the major issues raised when the district's position is at variance with recommendations and objections raised in the comments must be addressed in detail giving reasons why specific comments and suggestions were not accepted. There must be good faith, reasoned analysis in response. Conclusionary statements unsupported by factual information will not suffice.

(c) The response to comments may take the form of a revision to the draft EIR or may be a separate section in the final EIR.

2-7.510

FINAL EIR

- (a) The district shall prepare a final EIR before approving the project. The contents of a final EIR are specified herein.
- (b) The district may provide an opportunity for review of the final EIR by the public or by commenting agencies.
- (c) The final EIR shall be presented to the Board of Directors to certify that the final EIR has been completed in compliance with CEQA and that the Board of Directors has reviewed and considered the information contained in the EIR prior to approving the project.

2-7.511

FINDINGS

- (a) The district shall not approve or carry out a project for which an EIR has been completed which identifies one or more significant effects of the project unless the district makes one or more written findings for each of those significant effects, accompanied by a statement of the facts supporting each finding. The possible findings are:
 - (1) Changes or alterations have been required in, or incorporated into, the project which mitigate or avoid the significant environmental effects as identified in the final EIR.
 - (2) Such changes or alterations are within the responsibility and jurisdiction of another public agency and now the district. Such changes have been adopted by such other agency or can and should be adopted by such other agency.
 - (3) Specific economic, social, or other considerations make infeasible the mitigation measures or project alternatives identified in the final EIR.
- (b) The findings required by subsection (a) shall be supported by substantial evidence in the record.
- (c) The finding in subsection (a)(2) shall not be made if the district has concurrent jurisdiction with another agency to deal with identified feasible mitigation measures or alternatives.
- (d) The district shall not approve or carry out a project as proposed unless the significant environmental effects have been reduced to an acceptable level. Mitigation measures and a program to monitor the mitigation measures shall be described in the findings.
- (e) As used in this Section, the term "acceptable level" means that:
 - (1) All significant environmental effects that can feasibly be avoided have been eliminated or substantially lessened as determined through findings as described in subsection (a), and
 - (2) Any remaining, unavoidable significant effects have been found acceptable under the following section.

2-7.512

STATEMENT OF OVERRIDING CONSIDERATIONS

Where the decision of the district allows the occurrence of significant effects which are identified in the final EIR but are not mitigated, the district must state in writing the reasons to support its action based on the final EIR and/or other information in the record. This statement may be necessary if the agency also makes a finding under Section 7-5.111(a)(2) or (a)(3). If the district makes a statement of overriding considerations, the statement should be included in the record of the project approval and should be mentioned in the notice of determination.

2-7.513

NOTICE OF DETERMINATION

(a) The district shall file a Notice of Determination following each project approval for which an EIR was considered. The notice shall include:

(1) As identification of the project including its common name where possible and its location.

(2) A brief description of the project.

(3) The date when the district approved the project.

(4) The determination of the district whether the project in its approved form will have a significant effect on the environment.

(5) A statement that an EIR was prepared and certified pursuant to the provisions of CEQA.

(6) Whether mitigation measures were made a condition of the approval of the project. If so, a description of the mitigation measures and method of monitoring the mitigation measures.

(7) Whether a statement of overriding considerations was adopted for the project.

(8) The address where a copy of the EIR and the record of project approval may be examined.

2-7.514

DISPOSITION OF A FINAL EIR

(a) The district shall include the final EIR as part of the regular project report which is used in the existing project review and budgetary process if such a report is used.

(b) The district shall retain one or more copies of the final EIR as public records for a reasonable period of time.

(c) The district shall require the applicant to file a copy of the certified, final EIR with each responsible agency.

(d) When the district has approved a project after requiring measures to mitigate or avoid significant environmental impacts, the district monitor compliance with such measures by periodic review of the final EIR.

2-7.515

LATER EIR

(a) When an EIR has been prepared for a program, plan, policy or ordinance, the lead agency for a later project for which a subsequent EIR is otherwise required may examine the significant effect of the later project by using a tiered EIR if the later project is consistent with the prior project and land use plans and zoning.

(b) The tiered EIR need not examine effects which the lead agency determines were mitigated or avoided or which were examined in sufficient detail in the prior EIR to enable mitigation or avoidance by the site-specific revisions or conditions in connection with the approval of the later project.

(c) An initial study shall be prepared to determine whether the later project may cause significant effects not examined in the prior EIR.

ARTICLE 6 - RESPONSIBLE AGENCY

2-7.601 GENERAL

This part describes the activities of the district when acting as a responsible agency.

2-7.602 CONSULTATION

(a) The district shall respond to consultation by the lead agency in order to assist the lead agency in preparing adequate environmental documents for the project.

(1) In response to consultation, the district shall explain its reasons for recommending whether the lead agency should prepare an EIR or Negative Declaration for a project. Where the district disagrees with the lead agency's proposal to prepare a negative declaration for a project, the district should identify the significant environmental effects which it believes could result from the project and recommend either that an EIR be prepared or that the project be modified to eliminate the significant effects.

(2) As soon as possible, but not longer than 45 days after receiving a notice of preparation from the lead agency, the district shall send a written reply by certified mail. The reply shall specify the scope and content of the environmental information which would be germane to the district's statutory responsibilities in connection with the proposed project. The lead agency shall include this information in the EIR.

(b) The district shall designate employees or representative to attend meetings requested by the lead agency to discuss the scope and content of the EIR.

(c) The District shall review and comment on draft EIRs and Negative Declarations for projects which the district would later be asked to approve. Comments should focus on any shortcoming in the EIR, the appropriateness of using a Negative Declaration, or on additional alternatives or mitigation measures which the EIR should include. The comments may deal with any aspect of the project or its environmental effects. Comments should be as specific as possible.

(d) If the district believes that the final EIR or Negative Declaration prepared by the lead agency is not adequate for use by the district, the district must either:

(1) Take the issue to court within 30 days after the lead agency files a Notice of Determination,

(2) Be deemed to have waived any objection to the adequacy of the EIR or Negative Declaration, or

(3) Prepare a subsequent EIR if permissible under the State Guidelines.

(e) Prior to reaching a decision on the project, the district must consider the environmental effects of the project as shown in the EIR or Negative Declaration. A new or supplemental EIR can be prepared only as provided in the State Guidelines.

(f) When an EIR has been prepared for a project, the district shall not approve the project as proposed if the district finds any feasible alternative or feasible mitigation measures within its powers that would substantially lessen any significant effect the project would have on the environment. When considering alternatives and mitigation measures, the district is more limited than a lead agency. The district has responsibility

for mitigating or avoiding only the environmental effects of those activities which it decided to carry out, finance, or approve.

(g) The district shall make the findings required by the State Guidelines for each significant effect of the project and shall make the required findings if necessary.

(h) The district should file a notice of determination in the same manner as a lead agency except that the district does not need to state that the EIR or Negative Declaration complies with CEQA. The district should state that it considered the EIR or negative declaration as prepared by the lead agency.

ARTICLE 7 - TIME LIMITES

2-7.701 GENERAL

This part describes time limits in the CEQA process.

2-7.702 REVIEW OF APPLICATION FOR COMPLETENESS

The district shall determine whether an application for a permit or other entitlement for use is complete within 30 days from the receipt of the application. If no written determination of the completeness of the application is made within that period, the application will be deemed complete on the 30th day.

2-7.703 INITIAL STUDY

When the district acts as the lead agency, the district shall determine within 45 days after accepting an application as complete, whether it intends to prepare an EIR or a negative declaration.

2-7.704 RESPONSE TO NOTICE OF PREPARATION

When the district acts as a responsible agency, the district shall provide a response to a notice of preparation to the lead agency within 45 days after receipt of the notice.

2-7.705 CONVENING OF MEETING

When the district acts as the lead agency, the district shall convene a meeting with agency representatives to discuss the scope and content of the environmental information a responsible agency will need in the EIR within 30 days after receiving a request for the meeting. The meeting may be requested by the lead agency, a responsible agency, a trustee agency, or by the project applicant.

2-7.706 PUBLIC REVIEW

(a) The public review period for a draft EIR should not be less than 30 days nor longer than 90 days except in unusual circumstances.

(b) The public review period for a Negative Declaration shall be a reasonable period of time sufficient to allow members of the public to respond to the proposed finding before the Negative Declaration is approved.

(c) When a draft EIR or Negative Declaration is submitted to the State Clearinghouse for review, the normal review period of 45 days for draft EIRs and 30 days for Negative Declarations. The State Clearinghouse may set shorter review periods when requested by the lead agency due to exceptional circumstances.

2-7.707 COMPLETION OF NEGATIVE DECLARATION

With a private project, the Negative Declaration must be completed and ready for approval within 105 days from the date when the lead agency accepted the application as complete.

2-7.708 COMPLETION OF CERTIFICATION OF EIR

With a private project, the lead agency shall complete and certify the final EIR within one year after the date when the lead agency accepted the application as complete.

2-7.709 SUSPENSION OF TIME PERIODS

An unreasonable delay by an applicant in providing information requested by the lead agency for the preparation of a Negative Declaration or an EIR shall suspend the running of the time periods described herein for the period of the unreasonable delay.

2-7.710 PROJECTS WITH FEDERAL INVOLVEMENT

(a) At the request of an applicant, the lead agency may waive the one year time limit for completing and certifying a final EIR or the 105 day period for completing a Negative Declaration if:

(1) The project will be subject to CEQA and to the National Environmental Policy Act.

(2) Additional time will be required to prepare a combined EIR-EIS or combined Negative Declaration-finding of no significant impact as provided herein, and

(3) The time required to prepare the combined document will be shorter than the time required to prepare the documents separately.

(b) The time limits for taking final action on a permit for a development project may also be waived where a combined EIR-EIS will be prepared.

(c) The time limits for processing permits for development projects under Government Code Section 65950-65960 shall not apply if federal statutes or regulations require time schedules which exceed the state time limits.

2-7.711 PROJECTS WITH SHORT TIME PERIODS FOR APPROVAL

(a) An application for a project not received for filing under a permit statute or ordinance until such time as the environmental documentation required by CEQA has been completed. This section will apply where all of the following conditions are met:

(1) The enabling legislation for a program, other than Chapter 4.5 (commencing with Section 65920) or Division 1 of Title 7 of the Government Code, requires the district to take action on an application within a specified period of time that is six months or less, and

(2) The enabling legislation provides that the project will become approved by operation of law if the district fails to take any action within such specified period, and

(3) The project involves the issuance of a lease, permit, license, certificate, or other entitlement for use.

(b) In any case described in this section, the environmental document shall be completed or certified and the decision on the application shall be made within one year from the date on which an application requesting approval of such project has been received and accepted as complete for CEQA processing by such agency. This one-year time limit may be extended once for a period not to exceed 90 days upon consent of the district and the applicant.

ARTICLE 8 - CONTENTS OF ENVIRONMENTAL IMPACT REPORTS

2-7.801 GENERAL

This part describes the subjects which must be addressed in EIRs.

(a) Environmental Impact Reports shall contain the information outlined in this part, but that format of the document may be varied. Each element must be covered, and when these elements are not separated into distinct sections, the document shall state where in the document each element is discussed.

(b) The EIR may be prepared as a separate document, or as part of a project report. If prepared as a part of the project report, it must still contain one separate and distinguishable section providing either analysis of all the subjects required in an EIR or as a minimum, a table showing where each of the subjects is discussed.

2-7.802 DRAFT EIR: CONTENTS

Each draft EIR shall contain the following:

(a) Table of contents or index;

(b) Summary;

(c) Project description;

(d) Description of environmental setting;

(e) Environmental impact, including: Any significant environmental effect of the proposed project; any significant environmental effects which cannot be avoided if the proposal is implemented mitigation measures proposed to minimize the significant effects; alternatives to the proposed action; the relationship between local short-term uses of man's environment and the maintenance and enhancement of long-term productivity; any significant irreversible environmental changes which would be involved in the proposed action should it be implemented and the growth inducing impact of the proposed action;

(f) Effects not found to be significant;

(g) Organizations and persons consulted;

(h) Air and water quality aspects; and

(i) Significant cumulative impacts.

2-7.803 DRAFT EIR: LIMITATIONS

The relationship between local short-term uses of man's environment and the maintenance and enhancement of long-term productivity and any significant irreversible environmental changes which would be involved in the proposed action should it be implemented need be included only in EIRs prepared in connection with any of the following activities:

- (a) The adoption, amendment, or enactment of a plan, policy, or ordinance of a public agency.
- (b) The adoption by a local agency formation commission of a resolution making determinations.
- (c) A project which will be subject to the requirement for preparing an environmental impact statement pursuant to the requirements of the National Environmental Policy Act of 1969.

2-7.804

FINAL EIR: CONTENTS

The final EIR shall include:

- (a) The Draft EIR or a revision of the draft.
- (b) Comments and recommendations received on the Draft EIR either verbatim or in summary.
- (c) A list of persons, organizations, and public agencies commenting on the Draft EIR.
- (d) The responses of the Lead Agency to significant environmental points raised in the review and consultation process.

ARTICLE 9 - CONSIDERATIONS IN PREPARING EIRs

2-7.901 GENERAL

The State Guidelines set forth general principles and factors to guide in the preparation of EIRs. Such principles and factors shall be utilized by the district.

2-7.902 INCORPORATION OF OTHER DOCUMENTS

To the extent feasible, the district shall permit EIR to incorporate all or portions of other public records including previous EIRs discussing all or a portion of the project.

ARTICLE 10 - SPECIAL SITUATIONS

2-7.1001 **GENERAL**

The district shall utilize special provisions of the State Guidelines in dealing with the following types of projects:

- (a) Redevelopment projects,
- (b) Housing and neighborhood commercial facilities in urbanized areas,
- (c) Residential projects pursuant to a specific plan,
- (d) Residential projects consistent with a community plan or zoning, and
- (e) State mandated local projects.

ARTICLE 11 - REVIEW & EVALUATION OF EIRs & NEGATIVE DECLARATIONS

2-7.1101 GENERAL

This part describes basic considerations and procedures involved in the review of draft EIRs and Negative Declarations.

2-7.1102 PURPOSE OF REVIEW

The purposes of review of EIRs and Negative Declarations include:

- (a) Sharing expertise,
- (b) Disclosing agency analyses,
- (c) Checking for accuracy,
- (d) Detecting omissions,
- (e) Discovering public concerns,
- (f) Soliciting counter proposals, and
- (g) Encouraging public participation.

2-7.1103 PUBLIC HEARINGS

(a) The district shall approve, certify and review a Negative Declaration at a duly convened public meeting. A public hearing need not be conducted with respect to the adoption of a Negative Declaration.

(b) The district shall approve, certify, review and consider a draft of final EIR at a duly convened public meeting. A public hearing shall be conducted to receive comments concerning a draft EIR. A public hearing need not be conducted concerning the adoption of a final EIR.

(c) When a public hearing is required, the hearing shall be preceded by at least 15 days prior notice. Such notice shall be given by posting in at least three public places within the district and by publication at least once in a newspaper of broad circulation within the district.

2-7.1104 REVIEW AND COMMENT

(a) The district shall allow other public agencies and members of the public at least 14 days within which to comment upon any Negative Declaration which the district proposes to adopt.

(b) The district shall allow other public agencies and members of the public at least 30 days within which to comment upon any draft EIR which the district proposes to adopt.

(c) The General Manager may establish a longer period or receipt of comments when in his judgment, a longer period will facilitate the purposes of this article, provided,

in no event shall the period for comment cause the entire review process to exceed the maximum time limits set forth herein.

(d) When an EIR or Negative Declaration is submitted to the State Clearinghouse for review, the review period set by the district shall be at least as long as the period provided in the state review system operated by the State Clearinghouse. In the state review system, the normal review period is 45 days for EIRs and 30 days for Negative Declarations. In exceptional circumstances, the State Clearinghouse may set shorter review periods when requested by the lead agency. The number of copies of an EIR or Negative Declaration submitted to the State Clearinghouse shall not be less than 10 unless the State Clearinghouse approves a lower number in advance. While the lead agency is encouraged to contact the regional and district offices of state responsible agencies, the lead agency must, in all cases, submit documents to the State Clearinghouse for distribution in order to comply with the review requirements of this section.

2-7.1105 REVIEW AS RESPONSIBLE AGENCY

(a) The General Manager shall review environmental documents prepared by other agencies acting as a lead agency and shall submit comments to the lead agency within the time limits established by the lead agency.

(b) Such review by the General Manager shall center upon the possible impacts of the project insofar as the district's operations are concerned. The General Manager shall also comment upon the appropriateness of using a Negative Declaration rather than an EIR.

2-7.1106 PROJECTS OF STATEWIDE, REGIONAL, OR AREAWIDE SIGNIFICANCE

(a) Projects meeting the criteria in this section shall be deemed to be of statewide, regional, or area wide significance. A draft EIR or Negative Declaration prepared by the district on a project described in this section shall be submitted to the State Clearinghouse and should be submitted also to the appropriate metropolitan area council of governments for review and comment.

(b) The district shall determine that a proposed project is of statewide, regional, or area wide significance if the project meets any of the following criteria:

(1) A proposed local general plan, element, or amendment thereof for which an EIR was prepared. If a Negative Declaration was prepared for the plan, element, or amendment, the document need not be submitted for review.

(2) The project has the potential for causing significant effects on the environment extending beyond the city or county in which the project would be located. Examples of the effects include generating significant amounts of traffic or interfering with the attainment or maintenance of state or national air quality standards. Projects subject to this subsection include:

(i) A proposed residential development of more than 500 dwelling units.

(ii) A proposed shopping center or business establishment employment more than 1,000 persons or encompassing more than 500,000 square feet of floor space.

(iii) A proposed commercial office building employing more than 1,000 persons or encompassing more than 250,000 square feet of floor space.

(iv) A proposed hotel/motel development of more than 500 rooms.

(v) A proposed industrial, manufacturing, or processing plant, or industrial park planned to house more than 1000 persons, occupying more than 40 acres of land, or encompassing more than 650,000 square feet of floor area.

(3) A project which would result in the cancellation of an open space contract made pursuant to the California Land Conservation Act of 1965 (Williamson Act) for any parcel of 100 acres or more.

(4) A project located in and substantially impacting on an area of critical environmental sensitivity for which an EIR and not a Negative Declaration was prepared.

(5) A project which would substantially affect sensitive wildlife habitats including but not limited to riparian lands, wetlands, bays, estuaries, marshes, and habitats for rare and endangered species as defined by Fish and Game Code Section 903.

(6) A project which would interfere with attainment of regional water quality standards as stated in the approved area wide wastewater management plan.

(7) A project which would provide housing, jobs, or occupancy for 500 or more people within 10 miles of a nuclear power plant.

2-7.1107 FAILURE TO COMMENT

If any public agency or person who is consulted with regard to an EIR fails to comment within a reasonable time as specified by the lead agency, it shall be assumed, absent a request for a specific extension of time, that such agency or person has no comment to make.

2-7.1108 RETENTION AND AVAILABILITY OF COMMENTS

Comments received through the consultation process shall be retained for a reasonable period and available for public inspection at an address given in the final EIR. Comments which may be received independently of the review of the draft EIR shall also be considered and kept on file.

2-7.1109 COMMENTS ON INITIATIVE OF PUBLIC AGENCIES

Every public agency may comment on environmental documents dealing with projects which affect resources with which the agency has special expertise regardless of whether its comments were solicited or whether the effects fall within the legal jurisdiction of the agency.

2-7.1110

DISPOSITION OF FINAL EIR

- (a) The Agency shall include the final EIR as part of the regular project report which is used in the existing project review and budgetary process if such a report is used.
- (b) The Agency shall retain one or more copies of the final EIR as public records for a reasonable period of time.
- (c) The Agency shall require the applicant to file a copy of the certified, final EIR with each responsible agency.
- (d) When the Agency has approved a project after requiring measures to mitigate or avoid significant environmental impacts, the Agency monitors compliance with such measures by periodic review of the final EIR.

**ARTICLE 12 - PROJECTS ALSO SUBJECT TO THE
NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)**

2-7.1201 **GENERAL**

This part describes exemptions from CEQA granted by the legislature and/or State Guidelines.

2-7.1202 **NOTICE OF EXEMPTION**

(a) When the district decides that a project is exempt from CEQA and the district approves or determines to carry out the project, the district or the applicant may file a Notice of Exemption with the County Clerk. The notice shall be filed, if at all, after approval of the project. Such a notice shall include:

(1) A brief description of the project,

(2) A finding that the project is exempt, including a citation to the State Guidelines section under which it is found to be exempt; and

(3) A brief statement of reasons to support the finding.

2-7.1203 **ONGOING PROJECT**

The district shall use the special provisions of the State Guidelines dealing with projects approved prior to November 23, 1970, December 5, 1972 or April 5, 1973.

2-7.1204 **FEASIBILITY AND PLANNING STUDIES**

A project involving only feasibility or planning studies for possible future actions which the district has not approved, adopted, or funded does not require the preparation of an EIR or Negative Declaration but does require consideration of environmental factors.

2-7.1205 **MINISTERIAL PROJECTS**

(a) Ministerial projects are exempt from the requirements of CEQA.

(b) In the absence of any discretionary provision contained in the relevant local ordinance, it shall be presumed that the following actions are ministerial:

(1) Issuance of building permits.

(2) Issuance of business licenses.

(3) Approval of final subdivision maps.

(4) Approval of individual utility service connections and disconnections.

(5) Leasing of district owned, existing property where the use of the premises is not significantly changed.

(6) Any project of less than one mile in length within a public street or highway or any other public right-of-way for the installation of a new pipeline or the maintenance, repairs, restoration, reconditioning, relocation, replacement, removal or demolition of an existing pipeline. For the purposes of this subsection, "pipeline" includes subsurface facilities but does not include any surface facility related to the operation of the underground facility.

(c) Where a project involves an approval that contains elements of both a ministerial action and a discretionary action, the project will be deemed to be discretionary and will be subject to the requirements of CEQA.

2-7.1206 EMERGENCY PROJECT

The following emergency projects are exempt from the requirements of CEQA.

(a) Projects to maintain, repair, restore, demolish, or replace property or facilities damaged or destroyed as a result of a disaster in a disaster stricken area in which a state of emergency has been proclaimed by the governor pursuant to the California Emergency Services Act commencing with Government Code Section 8550.

(b) Emergency repairs to public service facilities necessary to maintain service.

(c) Specific actions necessary to prevent or mitigate an emergency.

2-7.1207 PROJECTS WHICH ARE DISAPPROVED

CEQA does not apply to projects which a public agency rejects or disapproves.

2-7.1208 RATES, TOLLS, FARES, AND CHARGES

(a) CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, or other charges by the district which the district finds are for the purpose of:

(1) Meeting operating expenses, including employee wage rates and fringe benefits,

(2) Purchasing or leasing supplies, equipment, or materials,

(3) Meeting financial reserve needs and requirements, or

(4) Obtaining funds for capital projects, necessary to maintain service within existing service areas.

(b) Rate increases to fund capital projects for the expansion of a system are subject to CEQA.

(c) The district shall incorporate written findings in the record of any proceeding in which an exemption under this section is claimed setting forth with specificity the basis for the claim of exemption.

RESPONSES TO REVENUE SHORTFALLS

(a) CEQA does not apply to actions taken prior to January 1, 1978 by the district.

(1) To implement the transition from the property taxation system in effect prior to June 1, 1978, to the system provided for by Article XIIA of the California Constitution (Proposition 13), or

(2) To respond to a reduction in federal funds.

(b) This exemption is limited to projects directly undertaken by any public agency and to projects which are supported in whole or in part through contracts, grants, subsidies, loans, or other forms of assistance from one or more public agencies where the projects:

(1) Initiate or increase fees, rates, or charges charged for any existing public service, program, or activity, or

(2) Reduce or eliminate the availability of an existing public service program, or activity, or

(3) Close publicly owned or operated facilities, or

(4) Reduce or eliminate the availability of an existing publicly owned transit service, program, or activity.

ARTICLE 13 - CATEGORICAL EXEMPTIONS

2-7.1301 GENERAL

This part lists certain types of projects which are exemptions from further environmental review by the State Guidelines.

2-7.1301 LIMITATIONS

(a) Classes 3, 4, 5, 6 and 11 set forth below are qualified by consideration of where the project is to be located. A project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply in all instances, exempt where the project may impact on an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.

(b) All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant, for example, annual additions to an existing building under Class 1.

(c) A categorical exemption shall not be used for any activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.

2-7.1303 CATEGORICAL EXEMPTION

The following categorical exemption class is established as set forth in the State Guidelines:

(a) Class 1: Consists of operation, repair, maintenance or minor alteration of existing facilities involving negligible or no expansion of use.

(b) Class 2: Consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced.

(c) Class 3: Consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure.

(d) Class 4: Consists of minor public or private alterations in the condition of land, water, and/or vegetation which do not involve removal of mature, scenic trees except for forestry and agricultural purposes.

(e) Class 5: Consists of minor alterations in land use limitations in areas with an average slope of less than 20%, which do not result in any changes in land use or density.

(f) Class 6: Consists of basic data collection, research experimental management, and resource evaluation activities, which do not result in a serious or major disturbance to an environmental resource.

(g) Class 9: Consists of activities limited entirely to inspection, to check for performance of an operation, or quality, health, or safety of a project.

(h) Class 11: Consists of construction, or replacement of minor structures accessory to (appurtenant to) existing commercial, industrial or institutional facilities, including but not limited to:

(1) On-premise signs;

(2) Small parking lots;

(3) Placement of seasonal or temporary use items such as lifeguard towers, mobile food units, portable restrooms, or similar items in generally the same locations from time to time in publicly owned parks, stadiums, or other facilities designed for public use.

(i) Class 12: Consists of sales of surplus government property except for parcels of land located in an area of statewide, regional, or area wide concern. However, even if the surplus property to be sold is located in any of those areas, its sale is exempt if:

(1) The property does not have significant values for wildlife habitat or other environmental purposes, and

(2) Any of the following conditions exists:

(i) The property is of such size or shape that it is incapable of independent development or use; or

(ii) The property to be sold would qualify for an exemption under any other class of categorical exemption in these guidelines; or

(iii) The use of the property and adjacent property has not changed since the time of purchase by the public agency.

(j) Class 13: Consists of the acquisition of lands for fish and wildlife conservation purposes including preservation of fish and wildlife habitat, establishing ecological reserves under Fish and Game Code Section 1580, and preserving access to public lands and waters where the purpose of the acquisition is to preserve the land in its natural condition.

(k) Class 15: Consists of the division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous 2 years, and the parcel does not have an average slope greater than 20 percent.

(l) Class 19: Consists of only the following annexations:

(1) Annexations to the district of areas containing existing public or private structures developed to the density allowed by the current zoning or pre-zoning of either the gaining or losing government agency whichever is more restrictive, provided, however, that the extension of utility services to the existing facilities would have a capacity to serve only the existing facilities.

(2) Annexations of individual small parcels of the size for facilities exempted by State Guidelines Section 15103, New Construction of Small Structures.

(m) Class 20: Consists of changes in the organization or reorganization of local governmental agencies where the changes do not change the geographical area in which previously existing powers are exercised.

(n) Class 23: Consists of the normal operations of existing facilities for public gatherings for which the facilities were designed, where there is a past history of the facility being used for the same or similar kind of purpose. For the purposes of this section, "past history" shall mean that the same or similar kind of activity has been occurring for at least three years that there is a reasonable expectation that the future occurrence of the activity would not represent a change in the operation of the facility. Facilities included within this exemption include, but are not limited to, racetracks, stadiums, convention centers, auditoriums, amphitheaters, planetariums, swimming pools, and amusement parks.

(o) Class 25: Consists of transfers to ownership of interests in land in order to preserve open space. Examples include but are not limited to:

- (1) Acquisition of areas to preserve the existing natural conditions.
- (2) Acquisition of areas to allow continued agricultural use of the areas.
- (3) Acquisition to allow restoration of natural conditions.
- (4) Acquisition to prevent encroachment of development into flood plains.

(p) Class 27: Consists of the leasing of a newly constructed or previously unoccupied privately owned facility by a local or state agency where the local governing authority determined that the building was exempt from CEQA. To be exempt under this section, the proposed use of the facility:

(1) Shall be in conformance with existing state plans and policies and with general, community, and specific plans for which an EIR or Negative Declaration has been prepared.

(2) Shall be substantially the same as that originally proposed at the time the building permit was issued.

(3) Shall not result in a traffic increase or greater than 10% front access road capacity.

(4) Shall include the provision of adequate employee and visitor parking facilities.

Examples of Class 27 include, but are not limited to:

(1) Leasing of administrative offices in newly constructed office space.

(2) Leasing of client service offices in newly constructed retail space.

(3) Leasing of administrative and/or client service offices in newly constructed industrial parks.

ARTICLE 14

AS OF THIS DATE - MAY 28, 2002 - THERE IS NO ARTICLE 14

ARTICLE 15 - DEFINITIONS

2-7.1501 **GENERAL**

The definitions contained in the State Guidelines apply to terms used throughout these guidelines unless a term is otherwise defined in a particular section.

CHAPTER 8. MISCELLANEOUS

ARTICLE 1 - CONFLICTS OF INTEREST

2-8.101 **CONFLICTS OF INTEREST DISCLOSURE CODE**

The Political Reform Act, Government Code Section 8100 et seq. requires state and local Board of Supervisors, as the code reviewing body for the district, has adopted a standard conflict of interest code for use by the district. Therefore, the provisions of the standard conflict of interest code and any amendments to it duly adopted by the Los Angeles County Board of Supervisors are hereby incorporated by reference and, along with the following disclosure categories and the following list in which members, employees, and consultants are designated, constitute the conflict of interest code of the district.

Individuals holding designated positions shall file statements of economic interests with the district's filing office. Within five days of receipt of the statements for the members of the Board of Directors, the district shall make and retain copies and forward the originals of these statements to the Los Angeles County Board of Supervisors. Statements for all other designated individuals will be retained by the district.

2-8.102 **CONFLICTS OF INTEREST: DISCLOSURE CATEGORIES**

The following categories are established for the purpose of conflicts of interest disclosure:

Category 1. Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be with the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency. Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

Category 2. Persons in this category shall disclose all business positions, investments in business entities that manufacture, provide or sell services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

Category 3. Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that provide, manufacture or sell services, supplies, provisions, or other property of a type utilized by the agency in an aggregate amount of \$10,000 or more per annum.

Category 4. Persons in this category shall disclose income (including gifts and loans) received from business entities that manufacture, provide or sell services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

CONFLICTS OF INTEREST: DESIGNATED EMPLOYEES

(a) The following employees are designated to file conflicts of interest disclosure statements for the disclosure categories specified.

<u>DESIGNATED EMPLOYEES</u>	<u>CATEGORY</u>
Directors	1, 2, 3, 4
General Manager	1, 2, 3, 4
Treasurer	4
Director of Facilities and Chief of Operations	4
District Counsel	1, 2, 3
Director of Finance and Administration	2, 3
Director of Resource Conservation and Public Outreach	4

(b) Individuals who perform the duties of any designated position under contract shall file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position. The level of disclosure shall be determined by the General Manager.

(c) Individuals who participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency under contract which could affect financial interests shall be required to file Statements of Economic Interests.

ARTICLE 2 - RECORDS INSPECTION

2-8.201 PURPOSE AND SCOPE

This Article provides criteria and procedures for the public inspection of district records. This article may be cited as the district's "Regulations for the Public Inspection of District Records."

2-8.202 DEFINITIONS

As used in this Article:

(a) "Public Records" includes any writing containing information relating to the conduct of district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics.

(b) "Writing" means any handwriting, typewriting, printing, Photostatting, photographing, and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds or symbols, or combinations thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, or other documents.

2-8.203 GENERAL

District records are open to inspection at all time during the office hours of the district and every citizen has a right to inspect any district records, except as hereinafter provided.

2-8.204 EXCEPTIONS

Nothing in this Article shall be construed to require disclosure of records that are:

(a) Preliminary drafts, notes, or intra or inter agency memoranda which are not retained by the district in the ordinary course of business, provided, that the public interest in withholding such records clearly outweighs the public interest in disclosure;

(b) Records pertaining to pending litigation to which the district is a party or to claims made pursuant to Division 3.6 (commencing with Section 810) of Title 1 of the Government Code, until such litigation or claim has been finally adjudicated or otherwise settled;

(c) Personnel, medical or similar files, the disclosure of which would constitute and unwarranted invasion of personal privacy;

(d) Geological and geophysical data, plant production data and similar information relating to utility systems development which are obtained in confidence from any person;

(e) Test questions, scoring keys, and other examination data used to administer examinations for employment;

(f) The contents of real estate appraisals, engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective supply and construction contracts, until such time as all property has been

acquired or all of the contract agreement obtained, provided, however, the law of eminent domain shall not be affected by this provision;

(g) Records the disclosure of which is exempted or prohibited pursuant to provisions of Federal or State Law, including, but not limited to, provisions of the Evidence Code relating to privilege;

(h) Other records the disclosure of which is not required by law.

2-8.205 ADDITIONAL PUBLIC RECORDS

Notwithstanding the foregoing:

(a) Every employment contract between the district and any public official or public employee is a public record.

(b) An itemized statement of the total expenditures and disbursements of the district provided for in Article VI of the California Constitution shall be open for inspection.

2-8.206 JUSTIFICATION FOR WITHHOLDING OF RECORDS

The district shall justify withholding any records by demonstrating that the record in question is exempt under the express provisions of this Article or that on the facts of the particular case the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record.

2-8.207 COPIES OF RECORDS

(a) A person may receive a copy of any identifiable district record. Upon request, an exact copy shall be provided in a form determined by the district. Officers, agents and employees of the district are not required to comply with this section when acting within the course and scope of district employment or office holding.

(b) A request for a copy of an identifiable public record or information produced there from shall be accompanied by payment of a fee in the amount of \$.20 per page, or in the case of blue line records, the amount of \$3.00 for the first sheet and \$1.50 for each additional sheet of the same project. A certified copy of such record shall require an additional fee of \$2.00.

(c) The General Manager may require any person who desires to obtain a copy of a district record to deposit an amount equal to the estimated fees for copying. That portion of the deposit which is not required to cover the costs of such fees and charges will be refunded to the person desiring to obtain the information if such deposit is insufficient to cover the costs of such fees and charges, an additional deposit will be required.

2-8.208 PUBLIC COUNTER FILES

(a) The General Manager shall maintain a duplicate copy of all approved minutes, the agenda for the next scheduled board meeting and any written material distributed to members of the board for discussion or consideration at the next scheduled board meeting, at the public counter located in the district's offices, provided, any writing exempt from public exposure pursuant to the Public Record Act shall not be maintained

at the public counter, provided, further, writings which are public records and which are discussed during a public meeting but which were not previously available shall be made available prior to the commencement of, and during, their discussion at such meeting and shall be made available for public inspection immediately or as soon thereafter as practicable.

(b) No charge will be imposed upon any person for the use of the records described in this section, unless a copy thereof is requested in which case the charges set forth herein shall be imposed.

(c) The General Manager shall also maintain a record of all requests for inspection from the public that are declined for reasons set forth in this Article.

2-8.209 INSPECTION BY DIRECTORS

Notwithstanding any other provision in this Article to the contrary, all records of the district, including records excluded from public inspection by virtue of the provisions hereof, shall be made available for inspection by any member of the Board of Directors at all reasonable times. No fee or charge shall be imposed upon any member of the Board of Directors for obtaining a copy of such record or for any search relating to the location of such record.

2-8.210 OTHER LAW

This Article is adopted for the purpose of implementing the provisions contained in Chapter 3.5 (commencing with Section 62050) of Title 1 of the Government Code. Nothing herein contained shall be deemed to abridge or otherwise modify said provisions.

ARTICLE 3 - RETENTION OF RECORDS

2.8-301 PURPOSE AND SCOPE

This article provides criteria and procedures for the retention or destruction of district records. This Article may be cited as the district's "Regulations for the Retention of District Records."

2-8.302 RETENTION OF ORIGINAL RECORDS

The following original records shall be maintained in perpetuity of the district's files:

- (a) The Certificate of Incorporation of the district;
- (b) Any certification of annexation proceedings;
- (c) Any certificate of the Secretary of State reciting the filing of annexation papers by the district in his office;
- (d) Any certification by the Secretary of State that detachment papers have been received and that he has excluded area from the district;
- (e) Resolutions and Ordinances;
- (f) Minutes of Meetings of the Board of Directors;
- (g) Certificate of Assessed Valuation prepared by the Auditor of each County in which property taxable by the district lies;
- (h) Documents received from Tax Assessors detailing district taxes collected;
- (i) Ballot arguments pro or contra on bond issues;
- (j) Results of bond propositions received from the canvassing bodies;
- (k) Results of elections for the office of member of Board of Directors received from the canvassing body;
- (l) Records of securities acquired with surplus district moneys;
- (m) Receipts for securities from banks;
- (n) Documents received relating to claims brought against the district;
- (o) Documents received pursuant to eminent domain proceedings brought by the district;
- (p) Records that are determined by the Board of Directors to be of significant and lasting historical, administrative, legal, fiscal or research value; and
- (q) Records required by law to be filed and preserved.

2-8.303

RETENTION OF DUPLICATE ORIGINAL RECORDS

The following original records, or a microfilmed copy of such original record; shall be maintained in perpetuity in the district's files:

- (a) Financial records summarizing the financial status of the district other than reports prepared pursuant to Article 9 (commencing with Section 53891) of Part 1 of Division 2 of the Government Code;
- (b) Records affecting title to land or liens thereon;
- (c) Oaths of Office and related materials depicting the authenticity of the appointment of any director or officer of the district;
- (d) Paid vouchers with attached documents, summary of collections, registers of demands issued and journals of warrants paid, provided the original thereof has been maintained in the district's files for a period of five years;
- (e) Reports of the district in correspondence not covered in any other section of this article; and
- (f) Records received pursuant to State statute which are not expressly required by law to be filed and preserved.

2-8.304

RETENTION OF RECORDS FOR TIME CERTAIN

The following original records may be destroyed after the passage of time, as indicated, without the maintenance of a microfilm copy thereof;

- (a) Unaccepted bids or proposals for construction may be destroyed without microfilming after two years;
- (b) Work orders or in-house records of time spent on various district work assignments may be destroyed without microfilming after two years;
- (c) Records created for a specific event or action may be destroyed without microfilming after five years following the end of the fiscal year in which the event or action was completed, unless there is pending litigation involving the records;
- (d) Canceled checks for the payment of bond interest and redemption may be destroyed by an executive officer without microfilming after ten years;
- (e) Tapes and recordings of minutes of the Board of Directors may be erased after six months; and
- (f) Any record, paper or document which is more than two years old and which was prepared or received in any manner other than pursuant to State statute.

2-8.305

RETENTION OF OTHER RECORDS

The following records may be destroyed at any time, without the maintenance of a microfilm copy thereof:

- (a) All duplicates, the original or a permanent photographic record of which is on file;
- (b) Rough drafts, notes and working papers accumulated in the preparation of a communication, study or other document, unless of a formal nature contributing significantly to the preparation of the document representing the work of any department of the district, including but not limited to meter books after the contents thereof have been transferred to other records;
- (c) Cards, listings, non-permanent indices, other papers used for controlling work and transitory files including letters of transmittal, suspense letters, and tracer letters;
- (d) Canceled coupon sheets from registered bonds; and
- (e) Shorthand note books, telephone messages and inter-departmental notes.

2-8.306

OTHER LAWS

Provisions of this Article are intended to implement the provisions of Chapter 7 (commencing with Section 60200) of Division 2, Title 6 of the Government Code. Nothing herein contained shall be deemed to abridge or amend said provisions.

2-8.307

RECORD REVIEW

- (a) A records retention manual describing various district records and stating when the original or duplicate of such records may be destroyed is attached hereto and hereby incorporated by reference. The General Manager shall retain or destroy district records at the times set forth in the manual and in accordance with the procedures set forth in this section.
- (b) At least annually, the General Manager shall designate records proposed to be destroyed, pursuant to this section, to the Secretary and District Counsel at least ten (10) days prior to the proposed destruction date. The Secretary and District Counsel shall examine the list to determine whether the records proposed for destruction in accordance with the records retention manual. The General Manager may destroy the records described on the list unless the Secretary or District Counsel objects.
- (c) At least annually, the Secretary shall report in writing to the board at a public meeting whether district records are being retained in accordance with the policies established by the board. The secretary shall also recommend necessary and appropriate changes in the retention schedule for categories of records. The report and recommendations of the Secretary and the action of the board with respect to the report and recommendations shall become part of the permanent record of the meeting at which the report and recommendations are presented to the board.

ARTICLE 4 - ANNEXATION TO IMPROVEMENT DISTRICTS

Article 4 - Annexation to Improvement Districts was replaced by Resolution 9-03-2288 adopted by the Board of Directors on September 23, 2003.

ARTICLE 5. CODE OF ETHICS

2-8-501 DECLARATION OF POLICY

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a code of ethics for all officers and employees, whether elected or appointed, paid or unpaid.

This article establishes ethical standards of conduct for District officers and employees by setting forth those acts or actions that are incompatible with the best interests of the District and by directing the officers' disclosure of private financial or other interests in matters affecting the District.

2-8-502 RESPONSIBILITIES OF PUBLIC OFFICE

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the United States and State Constitution and to carry out impartially the laws of the nation, State, the Municipal Water District Act of 1911 and the District, thus to foster respect for all governments. They are bound to observe, in their official acts, the highest standards of performance and to discharge faithfully the duties of their office, regardless of personal considerations. Recognizing that the public interests must be their primary concern, their conduct in both their official and private affairs should be above reproach.

2-8-503 DEDICATED SERVICE

Officers and employees owe a duty of loyalty to the political objectives expressed by the electorate and the programs developed by the Board to attain those objectives. Appointive officers and employees should adhere to the rules of work and performance established as the standards for their positions by the appropriate authority.

Officers and employees should not exceed their authority or breach the law, or ask others to do so, and owe a duty to cooperate fully with other public officers and employees unless prohibited from so doing by law or by the officially recognized confidentiality of their work.

2-8-504 FAIR AND EQUAL TREATMENT

(a) The canvassing of members of the Board, directly or indirectly, to obtain preferential consideration in connection with any appointment to the municipal service, shall disqualify the candidate for appointment except with reference to positions filled by appointment by the Board.

(b) Officers and employees shall not request or permit the use of District-owned vehicles, equipment, materials, or property for personal convenience or profit, except when such services are available to the public generally or are provided for the use of such officer or employee in the conduct of official business.

(c) Officers and employees shall not grant special consideration, treatment or advantage to a customer beyond what is available to every other customer.

2-8-505 CONFLICTS OF INTEREST

Officers and employees shall avoid conflicts of interest and disclose potential conflicts of interest as set forth in this chapter.

2-8-506 POLITICAL ACTIVITIES

Officers and employees shall not solicit or participate in soliciting an assessment, subscription of contribution to a political party during working hours on property owned by the District and shall conform to Government Code Sections 3202 and 3203.

Officers and employees shall not promise appointment to a position with the District.

2-8-507 APPLICABILITY

An officer or employee having doubt as to the applicability of this article to a particular situation may apply to the Board for an advisory opinion by Legal Counsel. This chapter shall be operative when the application of a statutory provision is discretionary.

2-8-508 EX PARTE COMMUNICATIONS

A written communication received by an officer or employee shall be made part of the record of decision. A communication concerning only the status of a pending matter shall not be regarded as an *ex parte* communication.

2-8-509 AVOIDANCE OF IMPRESSIONS OF CORRUPTIBILITY

Officers and employees shall conduct their official and private affairs so as not to give a reasonable basis for the impression that they can be improperly influenced in performance of public duties. Officers and employees should maintain public confidence in their performance of the public trust in the District. They should not be a source of embarrassment to the District and should avoid even the appearance of conflict between their public duties and private interests.

2-8-510 DISCRIMINATION IN APPOINTMENTS

No person shall be appointed to, removed from, or in any way favored or discriminated against with respect to any appointive administrative office because of such person's race, color, age, religion, sex, national origin, political opinions, affiliations, or functional limitation as defined by applicable State or federal laws, if otherwise qualified for the position or office. This provision shall not be construed to impair administrative discretion in determining the requirements of a position or in a job assignment of a person holding such a position, subject to review by the Board.

2-8-511 DISTRICT ALLEGIANCE AND PROPER CONDUCT

(a) Officers and employees shall not engage in or accept any private employment, or render services for private interest, when such employment or service is incompatible with proper discharge of official duties or would tend to impair independence or judgment or action in the performance of those duties.

(b) Officers and employees shall not disclose confidential information concerning the property, government, or affairs of the District, and shall not use confidential information for personal financial gain.

(c) Officers and employees shall not accept a gift in excess of limits established by state law. Officers and employees shall not accept any gift contingent upon a specific action by the Board.

(d) Officers and employees shall not appear on behalf of business or private interests of another before the Board where such appearance would create a potential of having to abstain from officers participating on that matter or be incompatible with official duties. Officers and employees shall not represent a private interest of another person or entity in any action or proceeding against the interest of the District in any litigation to which the District is a party. A Director may appear before the District on behalf of constituents in the course of duties as a representative of the electorate or in the performance of public or civic obligations.

2-8-512 FUTURE EMPLOYMENT

For one year following termination of office holding, former Directors and the General Manager shall not attempt to influence administrators or legislative action by the District as an agent or attorney of another for compensation. This provision does not apply if the former Director or General Manager is acting as the agent or attorney of another public agency for compensation. As used herein, administrative action includes, but is not limited to, quasi-legislation, quasi-judicial decisions, and decisions to purchase or sell property, but does not include solely ministerial actions.

2-8-513 PENALTIES

In addition to any other penalties or remedies provided by law, any violation of the provisions of this Chapter shall constitute a cause for suspension, removal from office or employment or other disciplinary action after notice and hearing conducted by the appropriate appointed authority or, in the case of the Board, a majority of such Board.

TITLE 2 - ADMINISTRATION

CHAPTER 4. EMPLOYEES

ARTICLE 1 - WAGES, HOURS, CONDITIONS OF EMPLOYMENT & SPECIFIC POLICIES

2-4.101 POSITION AUTHORIZED

The Board shall, as part of the annual budget approval/adoption process, and from time to time, approve positions necessary to provide for the performance of the district's work. Such budget document shall identify positions by job title.

2-4.102 WAGES

The Board shall, as part of the annual budgeting process, approve wages for each authorized position and as otherwise needed from time to time.

2-4.103 ~~WAGES, HOURS, BENEFITS AND OTHER~~ CONDITIONS OF EMPLOYMENT

~~(a) Terms of employments are set forth in Memoranda of Understanding approved by the board.~~

~~((a) With regard to employees represented by either the Office or General Unit of the California League of Cities Employee Associations, the current Memorandum of Understanding shall provide guidance in all matters pertinent to this section.~~

~~(b) With regard to employees whose position titles are included in the Managerial, Supervisorial, Professional and Confidential Group, the current Management Handbook shall provide guidance in all matters pertinent to this section.~~

~~b) Terms of employment for positions or offices not covered by a memorandum of understand shall be set forth in contracts approved by the board.~~

2-4.104 HARASSMENT POLICY

(a) Harassment of an applicant or employee by a supervisor, management employee or co-worker on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age is against the law and will not be tolerated.

~~(b) Disciplinary action, including termination will be instituted for behavior described in the following definition of harassment.~~

~~(c) For purposes of this section, harassment includes, but is not limited to:~~

~~(1) Verbal Harassment - For example, epithets, derogatory comments or slurs on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age.~~

~~(2) Physical Harassment - For example, assault, impending or blocking movement, or any physical interference with normal work or movement when directed at an individual on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age.~~

~~———— (3) — Visual Forms of Harassment — For example, derogatory posters, notices, bulletins, cartoons, or drawings on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age.~~

~~———— (4) — Sexual Favors — Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, which is conditioned upon an employment benefit, reasonably interfered with an individual's work performance or creates an offensive work environment.~~

~~(d) — To accommodate the unique nature of harassment complaints, a pre-grievance process is provided for the primary purpose of resolution of a complaint at the earliest possible date. Elements of this process are set forth below:~~

~~———— (1) — An employee who believes he/she has been harassed, should inform his/her supervisor and at a minimum, the Personnel Office, or the grievement, preferably in writing.~~

~~———— (2) — The district's Personnel Office will, at a minimum, perform the following:~~

~~———— (a) — Counsel employees and outline available options; and~~

~~———— (b) — Obtain factual written statements of the alleged harassment for review by appropriate Department Head; and~~

~~———— (c) — Assist in follow-up, including investigation, interviewing accused party(ies), witnesses, and supervisors as appropriate, and recommending disposition of the complaint.~~

~~(e) — Formal grievance procedures follow and are available for resolution of complaints alleging harassment if the complaint is not concluded to the satisfaction of the employee in the pre-grievance process described at (d). This formal process requires written notification be given the Personnel Office regarding the initial complaint and the reason(s) final resolution reached during the pre-grievance process is not satisfactory.~~

~~———— (1) — A formal grievance complaint must be filed within 30 working days of the resolution which resulted from the pre-grievance procedure. The time limits for filing a formal grievance will begin as of the date of notification of the pre-grievance result.~~

~~———— (2) — Every effort will be made to protect the privacy of parties involved in the complaint. Files pertaining to complaints will not be made available to the general public.manager~~

~~———— (3) — The Director of Finance and Administration shall expedite and direct investigation of complaints filed with the Personnel Office including review of factual information collected to determine whether the alleged conduct constitutes harassment, giving consideration to the record as a whole and the totality of circumstances, including the nature of the verbal, physical, visual or sexual favor aspect of any complaint and the context in which the alleged incidents occurred and recommend, in writing, appropriate action as soon as administratively possible but no longer than 30 calendar days from receipt of a complaint in the Personnel Office.~~

~~———— (4) — If the employee promulgate work place regulations, consistent with State and Federal law, to insure harassment does not initiate formal grievance procedures within the time limits specified, the Director of Finance & Administration may recommend extension of the filing deadline for a formal complaint. It should be reemphasized that the~~

~~district wishes to know of any complaint alleging harassment as soon as possible after it occurs.~~

~~(f) Preliminary informal steps to resolve a grievance may, depending on circumstances of the complaint, be waived and formal grievance initiated at an appropriate higher step in the process.~~

~~(g) All employees, supervisors and managers occur. The general manager shall be given copies of this meet and confer with recognized employee organizations concerning changes in the harassment policy and this policy shall be posted in appropriate places in the district. lodge copies of changes with the board within 30 days of adoption.~~

2-4.105

WHISTLE BLOWER POLICY

(a) No employee will be intimidated, restricted, coerced, or discriminated against for filing a written complaint with the district alleging gross mismanagement, significant waste of funds, abuse of authority or substantial and specific danger to public health or safety. No disciplinary action shall be imposed against an employee for filing such a complaint.

~~(b) Notwithstanding the foregoing, disciplinary action may be taken against an employee if the General Manager determines that the action is justified on the basis of separate evidence which shows any of the following:~~

~~———— (1) ——— The complainant disclosed information that he or she knew to be false or has disclosed information without regard for the truth or falsity thereof.~~

~~———— (2) ——— The complainant disclosed information from records which are closed to public inspection pursuant to law.~~

~~———— (3) ——— The complainant disclosed information which is confidential under any other provision of law.~~

~~———— (4) ——— The complainant was the subject of an ongoing or existing disciplinary action proper to the disclosure of the information.~~

~~———— (5) ——— The complainant has violated any other provision of the district's rules and regulations, has failed to perform assigned duties or has committed any other act unrelated to the disclosure that would otherwise be subject to disciplinary action.~~

~~———— This section is not violated if the officer, general manager or supervisor had no prior notice that a complaint had been filed by the employee.~~

~~(c) An employee who wishes to file a complaint, shall file the complaint promulgate work place regulations, consistent with his/her immediate supervisor, and the personnel office, and thereafter process the complaint in accordance with the applicable grievance procedure.~~

~~(d) The General Manager State and Federal law, to protect the rights of whistleblowers. The general manager shall respond in writing to all written complaints alleging gross mismanagement or significant waste of funds, abuse of authority or substantial and specific danger to public health or safety meet and confer with recognized employee organizations concerning changes in the whistleblower policy and shall lodge copies of changes with the board within 15-30 days of receipt, provided, if the allegations require longer than 15 days to investigate, the initial reply shall so inform the complainant and establish a date for full reply. A copy of the General Manager's reply(ies) shall be mailed to the complainant. adoption.~~

2-4.106

SUBSTANCE ABUSE POLICY

(a) The district's function is to build, operate and maintain water distribution, water treatment, waste water collection, and waste water treatment systems safely, dependably and efficiently.

~~(b) In fulfillment of that function, and in full compliance with the law, it is the district's policy to:~~

~~_____ (1) _____ assure employees are fit for duty, and conduct business in a safe, productive and healthy manner;~~

~~_____ (2) _____ create an environment free from effects of employees impaired by the use of prohibited material;~~

~~_____ (3) _____ forbid the unauthorized, job-related, possession, use or distribution of prohibited material;~~

~~_____ (4) _____ address extended physical impairment of employees who might use substances of abuse during off-duty periods where the time of behavioral influence would carry over into duty time;~~

~~_____ (5) _____ address the impact of substance abuse by employees during off-duty hours on the image of the district's Board of Directors, Management, co-workers and staff, as perceived by the public; and~~

~~_____ (6) _____ make an assistance program available to employees whose personal problems affect their ability to perform their duties.~~

~~(c) _____ Purpose~~

~~_____ (1) _____ The purpose of this policy is to protect the public, district property and employees from risks which result from employee drug or alcohol-induced behavior.~~

~~_____ (2) _____ A district employee who thinks he/she may have an alcohol or drug usage problem is urged to voluntarily seek confidential assistance through the district's Employee Assistance Program. The district will be supportive of those who seek help voluntarily.~~

~~(d) _____ Applicability~~

~~_____ (1) _____ This policy applies to all district employees conducting district business on or off-site.~~

~~(e) _____ Definitions~~

~~_____ (1) _____ **Alcohol** _____ Any beverage that has alcoholic content of more than 0.5 percent by volume.~~

~~_____ (2) _____ **Controlled Substance** _____ A drug substance or immediate precursor which is listed in any schedule in the California Health and Safety Code.~~

~~_____ (3) _____ **Employee** _____ Any person employed by the district.~~

~~_____ (4) _____ **Legal Drugs** _____ Includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.~~

~~_____ (5) _____ **Drug/Substance** _____ Any drug or substance which can negatively affect work performance.~~

~~_____ (6) _____ **Intoxicated/Under the Influence** _____ Intoxicated means a person is affected by a prohibited material so as to impair physical coordination, balance and control and/or to impair mental functions of judgment, decision making, memory, concentration and cognitive problem solving.~~

~~(7) **Chain of Custody** - The protocol to be followed when submitting specimens for chemical testing.~~

~~(8) **Chemical Testing** - The examination of blood, breath, urine or any other generally accepted method used to determine if a person has used prohibited materials.~~

~~(9) **For-Cause of Reasonable Cause** - Facts, circumstances, physical evidence, physical signs and symptoms or a pattern of performance and/or behavior that would cause a prudent person to reasonably conclude that an employee may be under the influence or intoxicated by a prohibited material.~~

~~(10) **Fitness for Duty** - As regards this policy, an individual's ability to perform his/her assigned job free from impairments due to use of prohibited material.~~

~~(11) **Proof of Well** - Statement by a district approved treatment specialist that the employee/applicant is free from conditions that would adversely affect work performance.~~

~~(12) **Prohibited Material** - Any alcohol, drug, or substance included in definitions 1, 2, 4 or 5 above.~~

~~(13) **Positive Results** - The laboratory identification of a prohibited material in any test conducted per definition 8 above.~~

~~(14) **Evaluation** - May include a range of any or all of the following:~~

~~(a) An investigation of the circumstances concerning a possible violation of this policy;~~

~~(b) Discussion/counseling with the employee's supervisor or other management staff;~~

~~(c) Opportunity to participate in an Employee Assistance Program;~~

~~(d) Proof of Wellness program planning; or~~

~~(e) Disciplinary actions up to and including termination.~~

~~(15) **Uniforms** - For the purposes of this policy, a district uniform is defined as clothing or other apparel which is supplied to an employee by the district at no charge and might normally be worn during work periods.~~

~~(16) **Vehicles** - For purposes of this policy, vehicles are defined as vehicles owned by the district, rental vehicles charged to the district or for which the employee has received approval for reimbursement, or any other vehicle while operated during a period for which the employee has received approval for mileage reimbursement.~~

~~(f) **General Requirements**~~

~~(1) All employees shall be notified of this policy and shall receive information on prohibited material abuse and its impact on the work place. Supervisors shall receive training so as to fairly and effectively administer this policy.~~

~~(2) If an employee believes he/she has been unjustly accused or implicated in prohibited material abuse, the employee may request an appropriate test at district expense.~~

~~(3) Chemical testing shall be conducted in such a manner to assure a high degree of accuracy and reliability. The district also affirms the necessity to uphold dignity in the sampling process. The procedure used shall include an unbroken chain of custody with a right to parallel controlled testing by the employee at the employee's expense.~~

~~(4) Off duty arrests where prohibited material is implicated may trigger an evaluation by the district.~~

~~(5) Simple possession of prohibited material without authorization on property, equipment or vehicle owned or leased by the district, or while on duty for the district, shall result in an evaluation, which includes the possibility of disciplinary action up to and including termination.~~

~~(6) Sale of, negotiation for sale of, delivery of, and/or possession with the intent to deliver prohibited material on property, equipment or vehicle, owned or leased by the district, or while on duty for the district, shall result in an evaluation, which includes the possibility of disciplinary action up to and including termination.~~

~~(7) The district shall report evidence of suspected criminal activity, including manufacture, delivery, distribution and possession of prohibited material on district property or while on duty for the district, to appropriate law enforcement authorities.~~

~~(8) Employees administering this policy who knowingly disregard the requirements of this policy shall be subject to disciplinary action up to and including termination.~~

~~(9) Drug/alcohol use during lunch hours.~~

~~(a) The period of time scheduled for lunch for district employees is generally less than the time required for the body to significantly remove drugs and alcohol once consumed. Such drug or alcohol use is prohibited.~~

~~(b) Observing an employee using drugs or alcohol during lunch periods shall result in an evaluation which includes the possibility of discipline up to and including termination.~~

~~(10) Drug/alcohol use while using, occupying or operating a district vehicle.~~

~~(a) District vehicles are normally provided to employees for completion of district business and also for their use during voluntary efforts which support the general aims and goals of the district.~~

~~(b) Whether district vehicles are used for completion of district business during normal hours or outside of these hours, employees using vehicles are considered to be working and are, therefore, subject to provisions of the Substance Abuse Policy.~~

~~(c) Use of drugs or alcohol at any time while using, occupying, or operating a district vehicle is prohibited.~~

~~(d) Where district vehicles are provided for employee use during voluntary activity, compliance with the Substance Abuse Policy is a condition of vehicle use.~~

~~_____ (e) Observing an employee using drugs or alcohol at any time while using, occupying, or operating a district vehicle shall result in an evaluation which includes the possibility of discipline up to and including termination.~~

~~_____ (11) Drug/alcohol use prior to overtime (call back of non-stand-by employees).~~

~~_____ Employees contacted for possible call back to work after normal hours but not specifically assigned to standby, are required to inform their supervisor or the supervisor authorizing the call back of their current status regarding recent use of drugs or alcohol which could, if the employee were directed to report back to work, provide reasonable cause for testing and/or may result in impairment while on the job.~~

~~_____ (12) Drug/alcohol use while wearing a district uniform.~~

~~_____ (a) Use of drugs or alcohol is prohibited while wearing a district uniform.~~

~~_____ (b) Where employees are supplied other items bearing the name or logo of the district to allow them to make themselves known to the public as being associated with the district, employees are to display these items in a way consistent with the aims of the district.~~

~~_____ (13) Drug/alcohol use at functions away from district.~~

~~_____ (a) District-supported functions - Unless covered by one of the above listed conditions, employees at district-supported functions are considered to be on their own time, and are not subject to provisions of the Substance Abuse Policy.~~

~~_____ (b) Conference/Meetings - Employees representing the district at conferences and meetings are required to conform with all rules and regulations of the district. The prohibition of use of alcohol shall not apply to employees after scheduled meeting hours if the employee will not be driving a vehicle.~~

~~_____ (14) Employees should consider their representation of the district, and the appropriateness of their conduct in any situation before using drugs or alcohol.~~

~~(g) **Pre-Employment Evaluation**~~

~~_____ (1) Applicants for employment shall be scheduled for chemical testing as part of the pre-employment medical evaluation.~~

~~_____ (2) All applicants for employment with the district will be given prior notification regarding chemical testing requirements.~~

~~_____ (3) Prior to the medical evaluation, applicants shall complete the current District Prohibited Material Use and Consent Form.~~

~~_____ (4) All applicants with positive results shall be notified of those results.~~

~~_____ (5) Positive results without sufficient explanation on the current Prohibited Material Use and Consent Form shall be considered grounds for disqualification from employment of a minimum of 90-days. Proof of wellness shall be required before reconsideration for employment.~~

~~_____ (6) _____ Sample tampering during the pre-employment medical evaluation, falsification of the Prohibited Material Use Form or refusal to submit a sample shall be grounds for disqualification from employment with the District.~~

~~_____ (7) _____ The district has the right to unilaterally modify Section (e)(2).~~

~~(h) _____ **Reasonable Cause Determination**~~

~~_____ (1) _____ An employee may be subject to an investigation and reasonable cause determination, which may result in chemical testing as appropriate, if there is reason to believe that use of prohibited material is adversely affecting job performance.~~

~~_____ Examples of reasonable cause may include **but are not limited to:**~~

~~_____ (a) _____ Acceptable documentation of unsatisfactory performance related to use of prohibited material.~~

~~_____ (b) _____ Physical symptoms consistent with use of prohibited material.~~

~~_____ (c) _____ Evidence of illegal prohibited material use or possession.~~

~~_____ (2) _____ Employees believed to be under the influence or intoxicated while performing or conducting district business will be immediately removed from their work assignment.~~

~~_____ (3) _____ Employees, confirmed through chemical testing, to be under the influence or intoxicated while performing district business, shall be subject to evaluation.~~

~~_____ (4) _____ Employees believed to be intoxicated/under the influence will be provided transportation. If an employee insists on driving, law enforcement agencies will be notified.~~

~~_____ (5) _____ Employees who refuse to submit a sample for cause or who sample tamper during chemical testing shall be subject to immediate termination.~~

~~_____ (6) _____ Employees re-entering the workforce as a result of having been removed from the workforce based on an evaluation in accordance with this Policy, will agree to a re-entry contract. The contract may include:~~

~~_____ (a) _____ A Release to Work Statement from an approved, certified, treatment specialist.~~

~~_____ (b) _____ An evaluation and release for duty by management.~~

~~_____ (c) _____ A negative test for prohibited material.~~

~~_____ (d) _____ An agreement to periodic testing.~~

~~_____ (e) _____ A statement of expected work-related behaviors.~~

~~_____ (7) _____ Failure to successfully complete a treatment program, or to comply with a re-entry contract or a second violation of this policy shall be grounds for termination.~~

~~_____ (8) _____ The authority to order a chemical test shall be at the department head level or above.~~

~~_____ (9) _____ The employee shall be notified of any disciplinary actions taken as a result of this policy and the basis for such actions. An opportunity for the employee to appeal any such action shall be as provided by bargaining unit Agreement or other such appeal procedure.~~

~~(i) _____ **Employee Assistance Program**~~

~~_____ (1) _____ A district employee who voluntarily seeks assistance in dealing with substance abuse problems shall be referred immediately to the district's Employee Assistance Program. All such interactions shall be confidential, except that participation in such program shall require a written waiver from the employee to cause the EAP to provide written proof of attendance.~~

~~_____ (2) _____ In no case will participation in the Employee Assistance Program shield an employee from disciplinary action.~~

~~(b) _____ The general manager shall promulgate work place regulations, consistent with State and Federal law, to avoid substance abuse. The general manager shall meet and confer with recognized employee organizations concerning changes in the substance abuse policy and shall lodge copies of changes with the board within 30 days of adoption.~~

2-4.107

NEPOTISM

~~(a) _____ (a) _____ It is the policy of the The district to ~~restrict~~restricts the hiring and/or employment of relatives of district officers or employees ~~based upon the following criteria:~~~~

~~_____ (1) _____ For the purpose of this policy the following definitions shall apply:~~

~~_____ (a) _____ A "relative" is defined as a spouse, child, step-child, parent, step-parent, parent-in-law, legal guardian, brother, sister, brother-in-law, sister-in-law, step-brother, step-sister, aunt, uncle, niece, nephew, grandchild, grandparent, regardless of their place of residence, "significant other", or any other individual related by blood or marriage living within the same household as the district employee.~~

~~_____ (b) _____ An "employee" is defined as any person who receives a district payroll check for services, full or part-time, rendered from the district.~~

~~_____ (c) _____ "Employment" in the context of this policy includes, but is not limited to, appointment, promotion, reassignment and transfer.~~

~~_____ (2) _____ The employment of relatives of district employees within the district is limited in the following situations:~~

~~_____ (a) _____ Any relative of a Board member or the General Manager shall not be considered for employment within the district in any capacity, either full-time or part-time.~~

~~_____ (b) _____ Any relative of a Department Head may not be considered for employment with the department or area of responsibility of such Department Head.~~

~~_____ (c) _____ The employment of relatives of all other district employees is prohibited within the department of the existing employee when such related employee may: perform joint duties; share responsibility or authority; work together on district projects or tasks; report to same immediate supervisor; or, be supervised by or would supervise a relative.~~

~~_____ (d) _____ The employment of relatives of all other district employees is prohibited anywhere within the district when such related employees may: perform joint duties; share responsibility or authority; work together on district projects or tasks; report to the same immediate supervisor; or, be supervised by or would supervise a relative.~~

~~_____ (e) _____ Relatives of district employees, except for relatives of the General Manager or Department Heads within the respective department, may be hired for seasonal assignment; however, such employment shall not exceed twenty percent (20%) of the compliment of seasonal employees in that classification and shall be selected only by an open recruitment process.~~

~~_____ (3) _____ District employees as of the effective date of this policy shall not be affected in their current job status except when the Department Head and General Manager determines that circumstances of such employment raises an undue hardship upon other employees within the particular work unit and that such employment is detrimental to the supervision, safety, security or morale of the particular work unit.~~

~~_____ (4) _____ If two existing district employees marry and their employment conflicts with the limitations stated in subparagraph (2) above, they may continue employment provided that the Department Head and General Manager find that such employment does not directly or indirectly place an undue hardship upon other employees with the particular work unit of the married couple and such employment is not detrimental to supervision, safety, security or morale of the particular work unit. If a conflict is determined to exist, it shall be resolved in accordance with paragraph (7).~~

~~_____ (5) _____ In no case may an employee participate directly or indirectly or influence the recruitment or selection process for a position for which an employee's relative may have filed an official employment application nor shall they do so for any other employment related decision involving an employee's relative.~~

~~_____ (6) _____ The General Manager is authorized to issue written guidelines to implement and enforce this policy.~~

~~_____ (7) _____ All determinations made by the General Manager shall be final and conclusive. In all situations where the General Manager determines a conflict to exist between existing or future related employees, the General Manager shall attempt to resolve such conflict in the following manner:~~

~~_____ (a) _____ Attempt to redefine the job responsibilities of related employees within the department to minimize the conflict.~~

~~_____ (b) _____ If such redefinition of job status is not feasible, attempt to transfer one of the employees to another position that would not be in violation of this policy.~~

~~_____ (c) _____ If transfer is not feasible or acceptable, request the voluntary resignation of one of the employees.~~

~~_____ (d) If one of the employees does not voluntarily resign, the employee with the lower level of performance and seniority of service in the district may be discharged by the General Manager.~~

(b) The general manager shall promulgate work place regulations, consistent with State and Federal law, to avoid nepotism. The general manager shall meet and confer with recognized employee organizations concerning changes in the nepotism policy and shall lodge copies of changes with the board within 30 days of adoption.

ARTICLE 2 EMPLOYER-EMPLOYEE RELATIONS

2-4.201 ~~It is the purpose of this~~ This Article ~~to establish~~establishes policies and procedures for the administration of employer-employee relations in ~~district government in an orderly fashion so that efficiency of government is thereby promoted.~~ Such policies and procedures shall include ~~accordance with state and federal law. The provisions for:~~ determination of representational units, recognition of majority representatives, procedures for meeting and conferring and impasse resolution, and procedures for the resolution of grievances and other disputes regarding wages, hours and other terms and conditions of employment of the Meyers-Milias-Brown Act are hereby incorporated by this reference.

2-4.202 ~~DEFINITIONS~~

As used in this Article, the following terms shall have the meanings indicated:

(a) ~~“Confidential Employee” means an employee who is privy to the decisions of district management affecting employee relations.~~

(b) ~~“Consult or consultation” means to communicate verbally or in writing for the purpose of presenting and obtaining views or advising of intended action.~~

(c) ~~“Employee” means any person employed by the district on full-time, permanent basis.~~

(d) ~~“Employee Organization” means any lawful organization which includes employees of the district and which has as one of its primary purposes representing such employees in their employment relations with the district.~~

(e) ~~“Fact-finding” means identification of the major issues in a particular dispute, review of the positions of the parties, resolution of factual differences by one or more impartial fact-finders and the making of recommendations for settlement of the board.~~

(f) ~~“Grievance” means a claim by one or more persons of a violation, misinterpretation or inequitable application of the rules and regulations or memorandum of understanding applicable to the employees. A dispute over the terms of an initial or renewed memorandum of understanding does not constitute a grievance.~~

(g) ~~“Impasse” means a deadlock in negotiations between a recognized employee organization and the district over any matter required to be negotiated, or over the scope of the subject matter of the negotiations.~~

(h) ~~“Management Representative” means the General Manager of the district or his authorized representative.~~

(i) ~~“Mediation” means efforts by an impartial third party, functioning as intermediary, to assist the parties in reaching a voluntary resolution of an impasse through suggestion and advice.~~

(j) ~~“Memorandum of Understanding” means a written document prepared by the parties incorporating matters of which agreement is reached following negotiations. The memorandum shall be presented to the board for determination.~~

~~(k) —“Negotiation” means the performance by management representatives and duly authorized representatives of recognized employee organization of their mutual obligations to meet at reasonable times and to confer in good faith with respect to wages, hours and other terms and conditions of employment, and includes the mutual obligations to execute a memorandum of understanding incorporating any agreement reached which shall be presented to the board for their determination. This obligation does not compel either party to agree to a proposal or to make a concession.~~

~~(l) —“Professional Employee” means any employee engaged in work requiring (i) predominantly intellectual and varied in character as opposed to routine mental, manual mechanical or physical work; (ii) involving the consistent exercise of discretion and judgment in its performance; (iii) of such character that the output cannot be standardized in relation to a given period of time and (iv) requiring knowledge of any advanced type in a field of science or learning requiring a prolonged course of specialized instruction and study in an institution of higher learning.~~

~~(m) —“Recognized Employee Organization” means an employee organization which is certified as representing a majority of the employees in a particular representational unit.~~

~~(n) —“Representational unit or unit” means a grouping of employees classifications pursuant to Section 7 hereof for the purpose of establishing the employee classifications which will be the subject of a particular negotiation.~~

~~2-4.203~~ — EMPLOYEE RIGHTS

~~Employees of the district shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employee relations. Employees of the district also shall have the right to refuse to join or participate in the activities of employee organizations, and shall have the right to represent themselves individually in their employment relations with the district. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against because of his/her exercise of these rights.~~

~~2-4.204~~ — DISTRICT RIGHTS

~~It is the exclusive right of the district to determine the mission of each of its constituent departments, set standards of services to be offered to the public, and exercise control and discretion over this organization and operations. It is also the exclusive right of the district to direct its employees, take disciplinary action for cause, relieve its employees from duty because of lack of work or for cause, and determine the methods, means and personnel by which the district's operations are to be conducted; provided, however, that the exercise of such rights does not preclude employees or their representatives from conferring or raising grievances about the practical consequences that decisions on these matters may have on wages, hours, and other terms and conditions of employment.~~

~~2-4.205~~ — REPRESENTATIONAL UNITS

(a) A petition for certification as recognized employee organization of employees in a proposed unit may be filed by an employee organization with the General Manager.

(b) The General Manager shall determine whether the proposed unit is appropriate by considering the following factors, among others:

- (i) ~~the~~The community of interest of the employees.
- (ii) ~~the~~The history of employment relations in the unit.
- (iii) ~~the~~The effect of the unit on the efficient operation of the public service and sound employee relations.
- (iv) ~~the~~The effect upon existing classification structure.

(c) In establishing units, Managerial, Supervisorial, Professional and Confidential employees shall not be included in a unit with non-professional employees unless a majority of such Managerial, Supervisorial, Professional and Confidential employees vote for inclusion.

(d) The General Manager shall conduct a hearing on each unit after giving interested employee organizations notice thereof.

(e) The General Manager shall determine any dispute concerning the relationship between existing units involving the addition or the deletion of the classification.

2-4.~~206~~203 RECOGNITION

(a) Following establishment of an appropriate representational unit, the Board shall conduct a secret ballot election to determine whether the employees within the unit wish to be represented by an employee organization and if they wish to be represented what their choice of representation is.

(b) If a majority of the employees within a unit vote in favor of a particular employee organization representing them, then such organization shall be designated as the recognized employee organization.

(c) A petition alleging that a recognized employee organization is no longer the majority representatives of the employees in the unit, may be filed with the Board by any employee, group of employees or their representatives. Said petition may be filed any time after completion of the recognized employee organization's first year of recognition. If the Board determines that the allegations in the petition are true, then it may order another election.

~~2-4.207~~ CONSULTATION AND NEGOTIATIONS

~~(a) All matters affecting employee relations, including those that are not subject to negotiations, are subject to consultation between management representatives and the duly authorized representatives of affected employee organizations. Every reasonable effort shall be made to have such consultation prior to affecting basic changes in any rule or procedure affecting employee relations.~~

~~(b) The scope of negotiations between management representatives and the representatives of recognized employee organizations includes wages, hours, and other terms and conditions of employment within the employee representation unit.~~

~~(c) Negotiation shall not be required on any subject preempted by Federal or State law, nor shall negotiation be required on Employee or Employer Rights as defined above. Proposed amendments to this Chapter are excluded from the scope of negotiation.~~

~~(d) Management representatives and representatives of recognized employee organizations may, by mutual agreement, negotiate on matters of employment concerning which negotiation is neither required nor prohibited by this Chapter.~~

2-4.204

~~2-4.208~~

IMPASSE RESOLUTION

- (a) If management representatives and the representatives of a recognized employee organization reach an impasse, the matter may be submitted by either party to the Board for impasse resolution.
- (b) If the Board determines that there has been insufficient effort to resolve the impasse, it may deny the request for impasse resolution and remand the matter to the parties for further consideration.
- (c) If the Board determines that further consideration will not result in settlement, it may, in its discretion, refer the matter for mediation or fact-finding, or it may determine the matter itself.

~~2-4.209~~ MEDIATION ~~205~~ IMPLEMENTATION

~~Mediation is authorized, prior to fact-finding, on all disputed matters. All mediation proceedings shall be private. The mediator shall promulgate regulations, consistent with State and Federal law, to implement this article. The general manager shall be appointed in a manner mutually agreeable to the parties, and cost thereof shared equally by both parties.~~

~~2-4.210~~ FACT-FINDING

~~Fact-finding is authorized on all disputed matters. The recommendations of the fact-finder shall be limited to the issues originally referred for dispute settlement. The fact-finder report shall be filed with the Board, which shall transmit copies thereof to the management representative and the representative of the recognized employee organization. The fact-finder shall be appointed in a manner mutually agreeable to the parties, and the cost thereof shared equally by both parties.~~

~~2-4.211~~ UNFAIR PRACTICES

- ~~(a) It shall be an unfair employee relations practice for the district:
 - ~~(i) To interfere with, restrain, or coerce employees in the exercises of the rights recognized or granted in this Chapter;~~
 - ~~(ii) To dominate or interfere with organizations concerning changes in this article and shall lodge copies of changes with the formation of any employee organization or contribute financial support to it, provided that the Board may permit the use of district facilities, make dues deductions, and permit employees who are officers or representatives of employee organization to confer with Management Representatives during working hours without loss of time or pay, subject to applicable regulations;~~
 - ~~(iii) To refuse to negotiate with representatives of recognized employee organization on negotiable matters.~~~~
- ~~(b) It shall be an unfair employee relations practice for employee organizations or their representatives or members:~~

~~(i) — To interfere with, restrain or coerce employees in the exercise of the rights recognized or granted in this Chapter;~~

~~(ii) — To refuse to negotiate with Management Representatives on negotiable matters, which the employee organization involved has been recognized as the majority representative.~~

~~(c) — With respect to the impasse procedures set forth in this Chapter, it shall be an unfair employee relations practice for either the district or a recognized employee organization to fail or refuse to cooperate with the Board or with any mediators or fact-finders designed by it.~~

~~(d) — Charges of violations of this Section or of this Code, or of applicable rules or regulations, may be initiated by a management representative, by a representative of any employee organization, or by an individual employee or group of employees. Such charges shall be filed in writing with the Board. Each charge so filed shall be processed in accordance with the rules and regulations of the Board.~~

~~(e) — If the Board's decision is that the district has engaged in an unfair employee relations practice or has otherwise violated this Chapter or any rule or regulation issued thereunder, the Board shall direct the management representative to take appropriate corrective action.~~

~~(f) — If the decision is that an employee organization or its representatives or members have engaged in an unfair employee relations practice, or have otherwise violated this chapter or any rule or regulation issued thereunder, the Board shall direct the offending party to take appropriate corrective action. If compliance with the Board's decision is not obtained board within the time specified by the Board, it shall so notify the General Manager, who may then take appropriate action, subject, however, to appeal to the Board by the affected party. 30 days of adoption.~~

~~2-4.212 — GRIEVANCES~~

~~The inclusion of a grievance procedure within a memorandum of understanding is a matter for negotiation between management representatives and representatives of recognized employee organizations. Such procedure may include a provision for the binding arbitration of unresolved grievances subject to the limitations imposed by law.~~

~~2-4.213 — PROCEDURAL RIGHTS~~

~~(a) — Management representatives shall adopt rules and regulations regarding the activity of recognized employee organizations on district property, including procedures for conferring with management, the use of bulletin boards and solicitation of membership.~~

~~(b) — Payroll deductions may be made for membership dues in accordance with applicable law and district rules.~~

~~(c) — To facilitate negotiations, the district shall provide to recognized employee organizations concerned, the published data it regularly has available concerning subjects under negotiation, including data gathered concerning salaries and other terms and conditions of employment provided by comparable public and private employers, provided that when such data is gathered on a promise to keep its source confidential, the data may be provided in statistical summaries but the sources shall not be revealed.~~

~~(d) — If an election for certification as the majority representative of the employees in an appropriate employee representation unit has been ordered, the Management representative shall provide, upon request by an employee organization which has qualified to be included on the ballot, a list of the names and departments of employees in the unit. Said list shall be provided not later than 15 days prior to the date of said election.~~

~~(e) — Reasonable time off without loss of pay shall be granted to employees serving as authorized representatives of recognized employee organizations when formally negotiating during regular working hours. Only those employees whose active participation in the conduct of such negotiations is necessary, shall be authorized paid time off. Paid time off shall be limited to time actually spent in said formal negotiations.~~

~~2-4.214 — CONSTRUCTION~~

~~(a) — Nothing in this Article shall be construed to deny any person the rights granted by Federal and State laws.~~

~~(b) — The enactment of this Article shall not be construed as making the provisions of Labor Code Section 923 applicable to district employees.~~

~~(c) — The provisions of this Article are not intended to conflict with the provisions of Chapter 10, Division 4, Title 1 of the Government Code (commencing with Section 3500) as amended.~~

~~(d) — If any provision of this Article or the application of such provision to any person or circumstance is held invalid, the remainder of this Article, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected hereby.~~

~~(e) — The rights, powers, and authority of the Board of Directors in all matters, including the right to maintain any legal action, shall not be modified or restricted by this Article.~~

~~2-4.215 — EMPLOYEE HANDBOOKS AND MEMORANDUM OF UNDERSTANDING~~

~~If a Management Handbook Employee Manual or Memorandum of Understanding (MOU) is approved by the Board, and if the Management Handbook, Employee Manual or MOU conflicts with provisions of this article, the Management Handbook, Employee Manual or MOU shall prevail.~~

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CHAPTER 5 – GOVERNING BOARD, OFFICERS AND EMPLOYEES

ARTICLE 4 – MISCELLANEOUS 1. CODE OF ETHICS

2-5.101 DECLARATION OF POLICY

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a code of ethics for all officers and employees, whether elected or appointed, paid or unpaid.

This article establishes ethical standards of conduct for District officers and employees by setting forth those acts or actions that are incompatible with the best interests of the District and by directing the officers' disclosure of private financial or other interests in matters affecting the District.

2-5.102 RESPONSIBILITIES OF PUBLIC OFFICE

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the United States and State Constitution and to carry out impartially the laws of the nation, State, the Municipal Water District Act of 1911 and the District, thus to foster respect for all governments. They are bound to observe, in their official acts, the highest standards of performance and to discharge faithfully the duties of their office, regardless of personal considerations. Recognizing that the public interests must be their primary concern, their conduct in both their official and private affairs should be above reproach.

2-5.103 DEDICATED SERVICE

Officers and employees owe a duty of loyalty to the political objectives expressed by the electorate and the programs developed by the Board to attain those objectives. Appointive officers and employees should adhere to the rules of work and performance established as the standards for their positions by the appropriate authority.

Officers and employees should not exceed their authority or breach the law, or ask others to do so, and owe a duty to cooperate fully with other public officers and employees unless prohibited from so doing by law or by the officially recognized confidentiality of their work.

2-5.104 FAIR AND EQUAL TREATMENT

(a) The canvassing of members of the Board, directly or indirectly, to obtain preferential consideration in connection with any appointment to the municipal service, shall disqualify the candidate for appointment except with reference to positions filled by appointment by the Board.

(b) Officers and employees shall not request or permit the use of District-owned vehicles, equipment, materials, or property for personal convenience or profit, except

when such services are available to the public generally or are provided for the use of such officer or employee in the conduct of official business.

(c) Officers and employees shall not grant special consideration, treatment or advantage to a customer beyond what is available to every other customer.

2-5.105 POLITICAL ACTIVITIES

Officers and employees shall not solicit or participate in soliciting an assessment, subscription or contribution to a political party during working hours on property owned by the District and shall conform to Government Code Sections 3202 and 3203.

Officers and employees shall not promise appointment to a position with the District.

2-5.106 APPLICABILITY

An officer or employee having doubt as to the applicability of this article to a particular situation may apply to the Board for an advisory opinion by Legal Counsel. This chapter shall be operative when the application of a statutory provision is discretionary.

2-5.107 EX PARTE COMMUNICATIONS

A written communication received by an officer or employee shall be made part of the record of decision. A communication concerning only the status of a pending matter shall not be regarded as an *ex parte* communication.

2-5.108 AVOIDANCE OF IMPRESSIONS OF CORRUPTIBILITY

Officers and employees shall conduct their official and private affairs so as not to give a reasonable basis for the impression that they can be improperly influenced in performance of public duties. Officers and employees should maintain public confidence in their performance of the public trust in the District. They should not be a source of embarrassment to the District and should avoid even the appearance of conflict between their public duties and private interests.

2-5.109 DISCRIMINATION IN APPOINTMENTS

No person shall be appointed to, removed from, or in any way favored or discriminated against with respect to any appointive administrative office because of such person's race, color, age, religion, sex, national origin, political opinions, affiliations, or functional limitation as defined by applicable State or federal laws, if otherwise qualified for the position or office. This provision shall not be construed to impair administrative discretion in determining the requirements of a position or in a job assignment of a person holding such a position, subject to review by the Board.

2-5.110 ALLEGIANCE AND PROPER CONDUCT

(a) Officers and employees shall not engage in or accept any private employment, or render services for private interest, when such employment or service is incompatible

with proper discharge of official duties or would tend to impair independence or judgment or action in the performance of those duties.

(b) Officers and employees shall not disclose confidential information concerning the property, government, or affairs of the District, and shall not use confidential information for personal financial gain.

(c) Officers and employees shall not accept a gift in excess of limits established by state law. Officers and employees shall not accept any gift contingent upon a specific action by the Board.

(d) Officers and employees shall not appear on behalf of business or private interests of another before the Board where such appearance would create a potential of having to abstain from officers participating on that matter or be incompatible with official duties. Officers and employees shall not represent a private interest of another person or entity in any action or proceeding against the interest of the District in any litigation to which the District is a party. A Director may appear before the District on behalf of constituents in the course of duties as a representative of the electorate or in the performance of public or civic obligations.

2-5.111 FUTURE EMPLOYMENT

For one year following termination of office holding, former Directors and the General Manager shall not attempt to influence administrators or legislative action by the District as an agent or attorney of another for compensation. This provision does not apply if the former Director or General Manager is acting as the agent or attorney of another public agency for compensation. As used herein, administrative action includes, but is not limited to, quasi-legislation, quasi-judicial decisions, and decisions to purchase or sell property, but does not include solely ministerial actions.

2-5.112 PENALTIES

In addition to any other penalties or remedies provided by law, any violation of the provisions of this Chapter shall constitute a cause for suspension, removal from office or employment or other disciplinary action after notice and hearing conducted by the appropriate appointed authority or, in the case of the Board, a majority of such Board.

ARTICLE 2--DISCLOSURE CODE^[mm1]

2-5.201 CONFLICTS OF INTEREST DISCLOSURE CODE

The Political Reform Act, Government Code Section 8100 et seq. requires state and local Board of Supervisors, as the code reviewing body for the district, has adopted a standard conflict of interest code for use by the district. Therefore, the provisions of the standard conflict of interest code and any amendments to it duly adopted by the Los Angeles County Board of Supervisors are hereby incorporated by reference and, along with the following disclosure categories and the following list in which members, employees, and consultants are designated, constitute the conflict of interest code of the district.

Individuals holding designated positions shall file statements of economic interests with the district's filing office. Within five days of receipt of the statements for the members of the Board of Directors, the district shall make and retain copies and forward the originals

of these statements to the Los Angeles County Board of Supervisors. Statements for all other designated individuals will be retained by the district.

2-5.202 CONFLICTS OF INTEREST: DISCLOSURE CATEGORIES

The following categories are established for the purpose of conflicts of interest disclosure:

Category 1. Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be with the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency. Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

Category 2. Persons in this category shall disclose all business positions, investments in business entities that manufacture, provide or sell services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

Category 3. Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that provide, manufacture or sell services, supplies, provisions, or other property of a type utilized by the agency in an aggregate amount of \$10,000 or more per annum.

Category 4. Persons in this category shall disclose income (including gifts and loans) received from business entities that manufacture, provide or sell services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

2-5.203 CONFLICTS OF INTEREST: DESIGNATED EMPLOYEES

(a) The following employees are designated to file conflicts of interest disclosure statements for the disclosure categories specified.

<u>DESIGNATED EMPLOYEES</u>	<u>CATEGORY</u>
<u>Directors</u>	<u>1, 2, 3, 4</u>
<u>General Manager</u>	<u>1, 2, 3, 4</u>
<u>Treasure</u>	<u>4</u>
<u>Director of Facilities and Chief of Operations</u>	<u>4</u>
<u>District Counsel</u>	<u>1, 2, 3</u>
<u>Director of Finance and Administration</u>	<u>2, 3</u>
<u>Director of Resource Conservation and Public Outreach</u>	<u>4</u>

(b) Individuals who perform the duties of any designated position under contract shall file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position. The level of disclosure shall be determined by the General Manager.

(c) Individuals who participate in decisions which affect financial interests by providing information, advice, recommendation on counsel to the agency under contract which could affect financial interests shall be required to file Statements of Economic Interests.

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~~2-4.401~~ ~~EMPLOYEES: IDENTIFICATION CARDS~~

~~An official card shall be carried or worn by inspectors, foremen, and all employees who, in the line of duty, may be required to enter upon private premises.~~

~~2-4.402~~ ~~IDENTIFICATION CARDS TO BE TURNED IN~~

~~Every officer or employee, upon resignation or dismissal from the district shall forthwith surrender and deliver to the proper authority all identification cards, badges, and credentials of the district.~~

CHAPTER 5-6- FINANCE

ARTICLE 1 - BUDGET

2-56.101 ESTABLISHMENT OF BUDGET

(a) The General Manager shall present a proposed budget to the Board for consideration prior to the commencement of each fiscal year.

(b) ~~The Board~~On or by September 1 of each year, the board shall ~~annually~~ establish a budget for capital expenditures and operation and maintenance for each department, for the district ~~and for Las Virgenes Municipal Water District/Triunfo County Sanitation District Joint Venture.~~

2-56.102 FILING OF ~~BUDGET~~BUDGETS

The Secretary shall file a copy of the budget with the Los Angeles County Auditor, Los Angeles County Board of Supervisors and with the State Controller's office ~~within the deadlines from time to time established~~on or by law, September 1 of each year

2-56.103 ~~MODIFICATION OF BUDGET~~

~~If the General Manager determines that the approved budget is inadequate to address district requirements due to changes occurring subsequent to the approval of the budget, he shall submit recommended modifications to the Board for action.~~

2-5.104 IMPLEMENTATION OF BUDGET

The General Manager shall implement the approved or revised budget, provided, all expenditures for capital improvements shall be approved by the Board before they are undertaken.

ARTICLE 2 - OFFICIAL BOOKS AND RECORDS

6.104 ANNUAL AUDIT REPORTS

Annual audit reports shall be prepared by a certified public accountant, public accountant or the Los Angeles County Auditor and filed no later than six months after the end of each fiscal year with the State Controller.

2-5.201 GENERAL AND SPECIAL BOOKS OF ACCOUNT

The Director of Finance and Administration shall maintain books of account in accordance with accepted accounting principles showing the status of all monies received and disbursed. Such general and special fund accounts shall be maintained as are necessary to accomplish this purpose.

[mm2]

ARTICLE 3-2 – BONDS, DEPOSITORIES AND BONDCHECKS

2-5.3046.201 **BONDS**

The ~~Treasurer~~^{Treasurer}~~[mm3]~~ shall ~~be required to~~ furnish a bond. ~~The amount is fixed at in the penal sum of \$50,000. Premiums shall be paid by the~~ The district shall pay premiums.

2-5.3026.202 **DEPOSITORIES**

The Board shall, from time to time, designate depositories to have custody of the funds of the district contained in the following accounts:

General Fund
Interest and Redemption
Bond Construction
LVMWD/TSD Joint Venture Operating Fund
LVMWD/TSD Joint Venture Construction Fund
Payroll Account
Deferred Compensation
Other

2-6.203 **APPROVAL OF WARRANTS AND SIGNATURE OF CHECKS**

The Board shall approve all warrants and authorized issuance of checks in payment thereof.

2-6.204 **CHECK**^[mm4] **REGISTER**

(a) A check register showing the check number, payee, amount, the fund upon which it is drawn and the purpose of each check, a prepared by the Treasurer, will be sent to the Board members no later than Thursday before each Regular Board Meeting. Invoices and other supporting documents will be available with the checks at the Board Meetings for inspection by any Director if desired. Checks will be disbursed following approval by the Board.

(b) Checks in payment of utility bills, postage, payroll, payroll taxes, credit union collections, petty cash, emergency repairs and invoices subject to discount and interfund transfers may be disbursed prior to Board approval. Such items shall be set forth on a supplemental check register or included on the next regular check register and presented to the Board dependent on timing of actual check delivery.

ARTICLE 43 - CLAIMS AND CHECK

~~2-5.401~~ ~~CLAIMS: 6.301~~ GENERAL

~~The provisions of this~~ This Article apply to ~~all~~ claims filed against this district for money or damages which are ~~accepted~~ excepted by Government Code Section 905 ~~from Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.t of the Government Code of the State of California,~~ and which are not governed by ~~any other statutes or regulations expressly relating thereto, including but not limited to claims filed by local governmental agencies.~~

~~2-5.402~~ ~~6.302~~ FILING OF CLAIM REQUIRED

A claim ~~not covered by Government Claims Act as set forth in the Government Code~~ shall be presented in accordance with ~~the provisions of this Article in all cases described herein..~~

~~2-5.403~~ ~~6.303~~ PRESENTATION OF CLAIM

A claim, or ~~any~~ amendment thereto, shall be presented to the district by delivering it to the Secretary ~~of the district~~ or by mailing it to the Secretary at the district's offices.

~~2-5.404~~ ~~6.304~~ CONTENTS OF CLAIM

A claim presented pursuant to this Article shall be presented by the claimant or by a person acting on his behalf and shall show:

- (a) The name and post office address of the claimant;
- (b) Post office address to which the person presenting the claim desires notice to be sent;
- (c) The date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted;
- (d) The general description of the indebtedness, obligation, injury, damage or loss incurred so far as may be known at the time of presentation of the claim.
- (e) The name or names of the public employee or employees causing the injury, damage or loss if known;
- (f) The amount claimed as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss insofar as it may be known at the time of presentation of the claim, together with the basis of computation of the amount claimed; and
- (g) The signature of the claimant or some person on his behalf.

~~2-5.405~~ TIME FOR PRESENTATION OF CLAIMS

~~2-6.305~~ DEADLINE

A claim filed pursuant to this Article relating to a cause of action for death or for injury to person or to personal property or growing crop shall be presented ~~as provided herein~~ not later than six months after accrual of cause of action. A claim relating to any other cause of action shall be presented ~~as provided herein~~ not later than one year after the accrual of ~~said~~the cause of action.

~~2-5.406~~ LEAVE TO PRESENT ~~6.306~~ LATE CLAIM

~~When~~An application may be made to the District for leave to present a late claim ~~which is when a claim~~ required ~~by this Article~~ to be presented within a period of less than six months after the accrual of the cause of action, is not presented within the required time, ~~an application may be made to the District for leave to present such claim.~~ Government Code Section 911.4(b), and Section 911.6 through 912.2 inclusive, and Sections 946.4 and 946.6 ~~of Government Code are applicable to all such claims, and the shall govern the application.~~ The time specified in this Article shall be the time specified in ~~Section 911.2 of the~~ Government Code Section 911.2 within the meaning of Sections 911.6 and 946.6 ~~of the Government Code.~~

~~2-5.407~~6.307 TIME FOR ACTION BY BOARD

The Board shall act on the claim or application to file late claim within 45 days after the claim or application has been presented to the district.

~~2-5.408~~6.308 NOTICE OF REJECTION OF CLAIM

Written notice of ~~any~~ action taken pursuant to this Article rejecting an application or a claim in whole or in part shall be given to the person who presented the claim.

~~2-5.409~~6.309 CLAIM AS PREREQUISITE TO SUIT

(a) No suit for money or damages may be brought against the district on a cause of action for which a claim is required ~~to be presented in accordance with this Article~~ until the written claim therefore has been presented to the district and has been acted upon by the Board.

(b) No suit may be brought against the district on any cause of action for which a claim is required ~~to be presented in accordance with this Article~~ unless such suit is commenced within six months after the date the claim is acted upon by the Board, or is deemed to have been rejected by the Board.

~~2-5.410~~6.310 CLAIMS UNDER \$2500~~[mm5]~~

The General Manager may allow compromise or settle a claim against the district if the amount to be paid pursuant to such allowance, compromise or settlement does not exceed \$2500. The General Manager shall advise the Board when there has been allowance, settlement or compromise on such claim.

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~~2-5.4146.311~~ JUDICIAL REVIEW OF CERTAIN DECISIONS

The provisions of Code of Civil Procedure Section 1094.6 shall be applicable to the judicial review of the decisions of the Board of Directors.

~~(1) Excerpt from CCP Section 1094.6:~~

~~“(a) Judicial review of any decision of a local agency...may be had pursuant to Sec. 1094.5 of this Code only if the Petition for Writ of Mandate pursuant to said section is filed within the time limit specified in this section.~~

~~“(b) Any such petition shall be filed not later than the 90th day following the date on which the decision becomes final....”~~

~~“(c) This section is applicable in a local agency only if the governing board thereof adopts an ordinance or resolution making this section applicable. If such ordinance or resolution is adopted, the provisions of this section shall prevail over any conflicting provision in any otherwise applicable law relating to the subject matter.”~~

~~2-5.412~~ APPROVAL OF WARRANTS AND SIGNATURE OF CHECKS

~~The Board shall approve all warrants and authorized issuance of checks in payment thereof.~~

~~2-5.413~~ CHECK REGISTER

~~(a) A check register showing the check number, payee, amount, the fund upon which it is drawn and the purpose of each check, a prepared by the Treasurer, will be sent to the Board members no later than Thursday before each Regular Board Meeting. Invoices and other supporting documents will be available with the checks at the Board Meetings for inspection by any Director if desired. Checks will be disbursed following approval by the Board.~~

~~(b) Checks in payment of utility bills, postage, payroll, payroll taxes, credit union collections, petty cash, emergency repairs and invoices subject to discount and interfund transfers may be disbursed prior to Board approval. Such items shall be set forth on a supplemental check register or included on the next regular check register and presented to the Board dependent on timing of actual check delivery.~~

~~2-5.414~~ CONSTRUCTION CONTRACT PROGRESS PAYMENTS

~~Once each month, the district will make a progress payment to the Contractor on the basis of an estimate prepared by the Contractor and approved by the Engineer for work completed through the 25th day of the preceding month. The estimate will cover the work performed by the Contractor during the preceding month, plus the invoice cost of material suitably stored at the site of the project, if the Contractor desires payment for material stored. The Contractor shall submit his estimate in time for review and approval by the Engineer and subsequent submittal by the Engineer to the district not less than 14 days prior to the first regularly scheduled monthly meeting of the district's Board of Directors. The district shall then approve a progress payment at said first regularly scheduled monthly meeting of the Board of Directors and, subject only to the availability of funds, make partial payment to the Contractor within three days~~

~~following said Board meeting. Progress payments not filed within the above time schedule will be processed at the first regularly scheduled meeting of the following month.~~

2-6.312 SMALL CLAIMS COURT ACTIONS

- (a) The general manager may commence actions within the jurisdiction of the small claims court to recover damages to district property.
- (b) The general manager may defend small claims court actions on behalf of the district..

ARTICLE 54 - PURCHASING¹

[mm6]

2-5.504401

PURPOSE AND SCOPE

(a) This Article provides direction regarding the procurement of supplies, equipment, works of improvement, professional services, and other goods and services to ensure the District will receive high quality goods and services at a fair price.

(b) The following terms are defined for the purposes of this Article:

(1) "Formal bidding" means the solicitation of bids after approval of written specifications by the Board and pursuant to publication of a Notice Inviting Bids at least once a week for two successive weeks in a newspaper of general circulation, the last publication to be made not less than two weeks nor more than six weeks prior to the opening of bids.

(2) "Informal bidding" means the solicitation of written quotations without specific Board authorization, after approval of written specifications by the General Manager and pursuant to written notice to potential bidders as determined by the General Manager.

(3) "Request for proposal" means the solicitation of a written scope, schedule and cost of the work to be accomplished by a professional.

(4) "Goods" means a tangible product, not including a work of improvement.

(5) "Service" means an intangible product.

(6) "Work of improvement" means the construction of works, structures, and equipment, the furnishing of labor, and the acquisition of real or personal property for works.

(7) "Designated qualified vendor" means a vendor selected for the purchase of certain items or classes of items as a result of an informal bid process which results in the receipt of at least three written quotations.

2-5.502402

EMERGENCIES

(a) Works of improvement, professional services or goods and services, necessary for emergency repair or replacement of public facilities of the District, damaged by unanticipated calamity may be procured without formal bids, informal bids, or requests for proposal, if ~~provisions of~~ this Section ~~are~~is followed.

(b) When a meeting of the Board can be commenced in a timely manner to authorize emergency action, by 4/5's vote, the Board ~~may~~shall be requested to authorize procurement of works of improvement, professional services, or goods and services without formal bids, informal bids, or requests for proposal. Such authorization shall be based on substantial evidence set forth in the minutes of the meeting that the emergency

¹ Amended by Resolution 10-13-2446 on October 22, 2013.

will not permit delay and action is necessary to respond to the emergency. Until the emergency subsides or the work is complete, at each subsequent regular meeting the board shall determine by 4/5's vote whether to continue to terminate the authorization for emergency.

(c) When a meeting of the Board cannot be commenced in a timely manner to authorize emergency action, the General Manager may authorize procurement of works of improvement, professional services, or goods or services without formal bids, informal bids, or requests for proposal. The General Manager shall report to the board within 7 days of the emergency or at the next regular meeting scheduled within 14 days after the procurement. The report shall describe the emergency and present evidence that the emergency did not permit delay and action was necessary to respond to the emergency. Until the emergency subsides or the work is complete, at each subsequent regular meeting following the General Manager's action, the board shall determine by 4/5's vote whether the need for emergency action continues.

2-5.503403 WORKS OF IMPROVEMENT

(a) The District shall procure works of improvement in accordance with Public Contract Code, Section § 20640, et seq.

(b) Works of improvement estimated to cost less than \$2535,000 may be procured through the informal bid process. If the work is included in the current year budget, the General Manager may solicit informal bids without prior Board approval. If the work is not included in the current year budget, Board approval shall be obtained before informal bids are solicited.

(c) Works of improvement estimated to cost \$25,000 or more shall be procured through the formal bid process. The General Manager may solicit formal bids only with prior Board approval.

2-5.504404 PREQUALIFICATION OF BIDDERS

(a) The General Manager may designate works of improvement that require specialized skills which cost in excess of five million (\$5,000,000) to be subject to prequalification of bidders.

(b) To become a prequalified bidder, a contractor must submit to the District a prequalification application consisting of a standardized questionnaire, financial statement, and statement of experience as part of the pre-qualification bidding packet.

(c) The questionnaires and financial statements submitted by prospective contractors are not public records and are not subject to public inspection. Records of the names of contractors applying for prequalification status are public records and subject to disclosure. Documents submitted by a prospective contractor will be submitted under penalty of perjury.

(d) The District will rate prospective contractors in accordance with a rating system based on (1) Public Contract Code § 20101 and (2) the model guidelines and standardized questionnaire created by the Department of Industrial Regulations, as modified by the District to address the needs of the particular project, or projects, to which they are to be applied.

(e) The District will devise the questions, process and scoring for the rating system,

to best evaluate a contractor's ability to successfully complete a particular project. This information will be provided as part of the pre-qualification bidding packet. The rating system will be applied uniformly and objectively to prospective contractors, which have submitted properly completed documents in accordance with this policy. The District may determine only a certain number of the top scoring pass-rated contractors shall be considered prequalified for a specific project. This determination shall be made prior to issuing the Notice Inviting Prequalification for the specific project.

(f) When the District uses this prequalification process, the only contractors eligible to submit a bid are prequalified contractors. Further, such contractors shall submit bids only naming a prequalified subcontractor when subcontractors are prequalified. A bid received listing an unqualified subcontractor will be disqualified as nonresponsive. No bid shall be accepted for the project from unqualified contractors.

(g) A contractor's prequalification status will immediately terminate if: (1) The contractor fails to give the District written notice of change in the information previously provided within 10 days before a bid opening; (2) the contractor's license is suspended or terminated by the California State Licensing Board; (3) the contractor is convicted of a crime of moral turpitude; (4) the contractor's application contains materially false information; or (5) the contractor's control over a public works contract, whether within the District's jurisdiction or otherwise is terminated for cause.

(h) The District shall give written notice to each contractor of the prequalification determination for that contractor. A contractor may appeal a rating of "not qualified", including a decision to revoke a previous qualified rating. There is no appeal from a finding that a contractor is not prequalified because of a failure to submit required information or failure to submit required information in a timely manner.

(1) Contractor may appeal the decision as follows:

(i) By giving written notice of appeal to the General Manager no later than ten days after receipt of the not qualified rating.

(ii) The notice of appeal shall contain at least the following:

(a) The name, address and telephone number of the person making the appeal.

(b) A description of the determination which is the subject of the appeal, and the date of the Notice of Determination; or

(c) A brief description of the grounds for the appeal.

(2) The District will provide the contractor with a written statement of the basis for the not qualified determination and supporting evidence received from others or adduced as a result of investigation.

(3) Within 14 days of sending the response to the contractor, the General Manager shall hear the appeal. The hearing shall be an informal one. The contractor may rebut evidence which is the basis for the determination and present evidence why the contractor is qualified.

(4) The General Manager or designee may affirm the earlier determination or reverse the determination and assign an alternate rating. This decision will be in writing containing a summary of the facts that led to the decision. The decision of the General Manager is final. A contractor shall have no right to appeal the decision to the

Board.

(i) The General Manager may cancel the prequalification process at any time during the prequalification process, even after receiving and scoring applications. If the prequalification process is cancelled, the normal competitive bidding rules will apply. The District assumes no liability for the cost a prospective contractor may have incurred by submitting an application for prequalification, and the submittal of a prequalification application is a waiver to claim any such cost or losses due to cancellation of the process.

2-5.505405 PROFESSIONAL SERVICES

(a) The District shall procure professional services, such as legal, medical, engineering, architectural, financial, human resources, labor relations, and educational, in accordance with the procedures recommended by the ethics of the discipline involved.

(b) If the professional service is estimated to cost less than \$25,000, and it is included in the current year budget, the General Manager may enter into contracts with qualified professionals without prior Board approval.

(c) If the professional service is estimated to cost \$25,000 or more, or it is not included in the current year budget, the General Manager may request proposals from qualified professionals only with prior Board approval.

2-5.506406 GOODS AND SERVICES

(a) The District shall procure goods and services, other than works of improvement and professional services, as mentioned above, pursuant to this section.

(b) Goods and services included in the current year budget and estimated to cost less than \$25,000, shall be purchased without further board action following informal bidding procedures.

(c) Goods and services included in the current year budget and estimated to cost \$25,000 or more shall be purchased by the formal bidding process. The General Manager may solicit formal bids for these items only with prior board approval.

2-5.507407 EXCEPTIONS

(a) The General Manager may approve changes to contracts ("change orders") for the procurement of supplies, equipment, contracts for professional services, and other goods and services provided;

(1) The change order is within the scope of the approved contract by the board, the cost of the changed work does not exceed the adopted budget; and,

(2) The cumulative change orders are within 10% of the original contract amount; and

(3) Other parameters set by the Board are followed.

(b) The General Manager may approve change orders for works of improvement provided the changed work is within the scope of the project approved by the board, the cost of the changed work does not exceed the budget for the work approved by the board, and:

(1) For contracts less than or equal to \$1,000,000:

(i) a single change order does not exceed \$50,000;

(ii) the total of all change orders does not exceed \$100,000;

(2) For contracts greater than \$1,000,000:

(i) a single change order does not exceed 5% of the original amount awarded by the board;

(ii) the total of all change orders do not exceed 10% of the original amount awarded by the board; and

(3) For contracts regardless of amount:

(i) a time extension up to 25% of the time stated in the contract; and

(ii) a deduction change order within the foregoing parameters, but a deduction change order shall not offset the above amounts.

(c) The General Manager shall file a written notice with the clerk when a change order is approved by the General Manager pursuant to this sub-section. The clerk shall distribute to the board as an information item at the next board meeting.

(d) Bidding shall not be required for goods or services in the following circumstances:

(1) Goods and services included in the current year budget and that have an estimated value less than \$2,500.

(2) A vendor is the sole source for the goods or services as determined by the General Manager.

(3) If the vendor has been selected during the past twelve consecutive months as the designated qualified vendor for the items, or classes of items, to be purchased.

(e) The procurement procedures set forth in this Article do not apply if the cost of goods or services is established by Federal, State or local regulation, such as is the case with utility services and the supplies and appurtenant equipment.

2-5.508408

MISCELLANEOUS

a) Goods and services shall be procured from the responsive vendor who provides the greatest value as determined by the criteria specified in the Notice Inviting Bids, the written specifications, or the request for proposal.

b) The procedures, personnel, and system of forms to be used by District employees in the procurement of goods and services shall be determined by the General

ITEM 9A

Manager and set forth in clean and concise written form consistent with the provisions of this Article. The directive shall be made available to employees and shall become the process for the procurement of goods and services.

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ARTICLE 65 - INVESTMENT POLICY^[mm7]

2-5.~~604~~501 INVESTMENT

The district shall invest surplus money in a manner providing maximum security while meeting the cash flow demands and conforming to statutes governing the investment of public funds. This investment policy governs investments except funds related to debt issues controlled by specific provisions of the issuance documents, and deferred compensation program money is directed by individual employees participating in the deferred compensation program.

2-5.~~602~~502 BASIC POLICY AND STATEMENT OF OBJECTIVES

(a) Investments shall be made with judgment and care under circumstances the prevailing that persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived.

(b) The standard of prudence to be used by the investment officials shall be the prudent person standard and shall be applied in the context of managing an overall portfolio. Investment officers who act in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of the personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

(c) Everyone involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or impair their ability to make impartial investment decisions. Each employee involved in the investment process will receive a copy of this investment policy and certify that they have read the policy.

(d) The primary objectives in priority order of investment activities are:

Safety: Safety of principal is the foremost objective of the investment program. Investments of the district shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

Liquidity: The district's investment portfolio will remain sufficiently liquid to enable the district to meet all operating requirements that might be reasonably anticipated.

Return on Investment: The district's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the district's investment risk constraints and the cash flow characteristics of the portfolio.

2-5.~~603~~503² PRUDENT PERSON

² Section 2-5.603 was amended by Resolution No. 06-13-2441 on June 11, 2013.

As in investment standard, any investment shall be made as if it is one that would be purchased by a prudent person using the same discretion and intelligence that a person would use in managing his own affairs and certainly not for speculation.

2-5.~~604~~504³ CRITERIA FOR INVESTMENT

The following criteria will be used in evaluating financial institutions which are eligible for deposits:

(a) Must be federally insured and have total assets of at least \$10 billion and a net worth ratio of a least three percent.

(b) Collateral shall be deposited in accordance with the Government Code, consisting of one of the following:

(1) Collateral comprised of mortgages/trust deeds must be provided which at all times is in an amount in value at least fifty percent in excess of the amount deposited.

(2) Collateral comprised of eligible securities other than mortgages/trust deeds must be provided which at all times is in an amount in value at least ten percent in excess of the amount deposited.

(c) The Treasurer may waive the first \$250,000 of collateral security if the institution is insured pursuant to Federal law.

2-5.~~605~~505 TERM OF INVESTMENT

The district will match investments with anticipated cash flow requirements with a maximum allowed maturity of five years.

2-5.~~606~~506 DELEGATION OF AUTHORITY

(a) The Treasurer is responsible for the investments. Daily management responsibility for the investment program is delegated to the Director of Finance and Administration who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include reference to safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions.

(b) No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director of Finance and Administration. The Director of Finance and Administration shall establish a system of controls to regulate the activities of subordinate officials.

2-5.~~607~~507^{4,5} AUTHORIZED INVESTMENTS

(a) The following investments are authorized:

³ Section 2-5.604 was amended by Resolution No. 06-13-2441 on June 11, 2013.

⁴ Section 2-5.607 was amended by Res. No. 02-09-2386 on February 10, 2009.

⁵ Section 2-5.607 was amended by Resolution No. 06-13-2441 on June 11, 2013.

(1) United States Treasury Bills, Bonds and Notes, or those mutual funds for which the full faith and credit of the United States is pledged for payment of principal and interest. There is no limit to the amount of the investment portfolio that may be invested in U. S. Treasury Notes.

(2) Obligations issued by the United States Government Agencies, such as the Government National Mortgage Association (GNMA), the Federal Farm Credit Bank System (FFCB), the Federal Home Loan Bank Board (FHLB), the Federal National Mortgage Association (FNMA), and the Student Loan Marketing Association (SLMA), and mutual funds that consist of these obligations. There is no limit to the amount of the investment portfolio that may be invested in Federal Agencies.

(3) Time deposits, non-negotiable and collateralized in accordance with the Government Code in those U.S. banks and savings and loan associations that meet the requirements as evaluated by a nationally recognized statistical rating organization (NSRO) as designated by the Securities and Exchange Commission, for the qualitative and quantitative analysis of financial institutions. The issuer firm should have been in existence for at least five years. The District may waive the first \$100,000 of collateral security for such deposits if the institution is insured pursuant to federal law. To secure such deposits, an institution shall maintain in the collateral pool securities having a market value of at least 10% in excess of the total amount deposited. Real estate mortgages may not be accepted as collateral. The maximum term for deposits shall be one year. In general, the issuer must have a minimum tier one risk-based capital ratio of 6% as determined by the FDIC and their operation must have been profitable during their last reporting period. No more than 25% of the market value of the portfolio may be vested in time deposits.

(4) Repurchase agreements with banks and dealers with which the District has entered into a master repurchase contract that specifies terms and conditions of repurchase agreements. The transactions shall be limited to primary dealers and the top twenty-five U.S. banking institutions according to asset size. The maturity of repurchase agreements shall not exceed thirty days. The market value of the securities used as collateral for repurchase agreements shall be monitored daily by the investment staff and will not be allowed to fall below 100% of the value of the repurchase agreement. In order to conform with provisions of the Federal Bankruptcy Code, which provides for the liquidation of securities held as collateral for repurchase agreements, the only securities acceptable as collateral shall be certificates of deposit, eligible banker's acceptances, or securities that are either direct obligations of, or that are fully guaranteed as to principal and interest by the United States or any agency of the United States. A perfected security interest shall always be maintained in the securities, subject to a repurchase agreement. No more than 10% of the market value of the portfolio may be invested in reverse repurchase agreements.

(5) Local Agency Investment Fund (LAIF) established by the State Treasurer for the benefit of local agencies up to the maximum amount permitted by law.

(6) Local government investment pools or mutual funds in private sector that adhere to the Government Code parameters for eligible investments. These are similar to LAIF in function and practice but are not administered through the state.

(7) Bonds, notes issued by local agencies, state of California, and any of the other 49 United States, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency, such as Las Virgenes Municipal Water District. The maturity of such bonds or notes should not exceed five

years from the date of purchase. The long-term ratings of such bonds should have at least AA- by Standard and Poor's (S&P) or Aa3 by Moody's, or the short-term ratings should have at least A-1 by S&P, and P-1 by Moody's. There is no limit to the amount of the investment portfolio that may be invested in municipal bonds.

(b) Ineligible investments include, but are not limited to, common stocks and corporate bonds, inverse floaters, range notes, interest-only strips that are derived from a pool of mortgages and mutual funds. The use of derivatives, options, futures or buying on margin is also specifically prohibited. Securities that could result in zero interest accrual if held to maturity are ineligible. Security transactions shall be conducted on delivery-versus-payment basis. Securities purchased or acquired by the District shall be held in safekeeping by a third party only pursuant to a custodial agreement as required by Government Code §53601.

| 2-5.609~~508~~⁵⁰⁸ REPORTING REQUIREMENTS

(a) The district shall maintain a complete and timely record of investment transactions.

(b) The Director of Finance and Administration shall prepare and the Treasurer shall submit a monthly investment report of funds directly controlled and managed by the district including a detailed listing of all investment transactions opened and closed during a report period or, if none, a statement to that effect. The report shall be submitted monthly to each director. The report shall include the rating for each banker's acceptance and commercial paper.

(c) Each calendar quarter, the Director of Finance and Administration shall submit an investment report approved by the Treasurer showing a description of the portfolio, the type of investments, the issuers, maturity dates, par values and current market values of each component of the portfolio. The report will include the source of the portfolio valuation. This report shall be submitted to each director.

(d) Each investment report shall be submitted within thirty days following the end of the period covered by the report and must also include certification by the General Manager that investment actions executed since the last report are in compliance with the investment policy or state areas of noncompliance; and the district will meet its expenditure obligations for the next six months or state why sufficient money shall, or may, not be available as required by law.

| 2-5.609~~509~~⁵⁰⁹⁶ AUTHORIZED FINANCIAL DEALS AND INSTITUTIONS

(a) The Director of Finance and Administration will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in California. These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state laws.

(b) Financial institutions, brokers and dealers who desire to become qualified bidders for investment transactions must supply the District with the following:

⁶ Section 2-5.609 amended by Res No. 02-09-2386 on February 10, 2009.

- Audited financial statements
- Proof of National Association of Security Dealers (NASD) certification
- Proof of California registration

(c) Each financial institution must certify to the District in writing that it has received and read a copy of the District's Investment Policy and that it will comply with that policy in its investment recommendations to the District.

(d) A current audited financial statement is required to be on file for each financial institution, brokers and dealers through which the District invests.

| 2-5.640510⁷ REVIEW AND REVISION

From time-to-time, the board shall review the investment policy, including the delegation of authority to invest funds, to sell or exchange securities, or to add new investment instruments in the future.

| ⁷-Section 2-5.610 was amended by Resolution No. 06-13-2441 on June 11, 2013.

CHAPTER 6. DISTRICT POLICIES

CHAPTER 6. DISTRICT POLICIES[mm8]

ARTICLE 1 - SERVICES

2-6.101 **GENERAL**

The district shall, to the extent practicable, provide potable water service, sanitation service and recycled water service to district inhabitants and property owners consistent with the requirements of the Municipal Water District Law of 1911 and other State and Federal laws, rules and regulations.

2-6.102 **DISTRIBUTION AND SALE OF WATER**

The Board has fixed the rates at which water shall be sold, and the regulations governing classes of service and the conditions of service. All water rates and regulations are set forth in this Code.

The district shall encourage water conservation to the maximum extent feasible including the promotion of expanded use of recycled water.

2-6.103 **COLLECTION AND TREATMENT OF SEWAGE**

The Board has determined the necessity of constructing and operating facilities for the collection, treatment and disposal of sewage. Sewer rates and regulations covering sewage treatment are set forth in this Code.

2-6.104 **DISTRIBUTION AND SALE OF RECYCLED WATER**

The Board has determined the necessity of constructing and operating facilities for the distribution and sale of recycled water. Recycled water service rules and regulations are set forth in this Code.

ARTICLE 2 - RATES AND CHARGES

2-6.201 GENERAL

At least annually, the Board shall review and amend or confirm the rates, fees and charges for potable water service, sewerage service and recycled water service. Adoption of the annual budget with rate assumptions included therein, may constitute such review.

2-6.202 OPERATING COSTS

As near as practicable, the Board shall establish service charges at a level sufficient to recover the cost of operating and maintaining the service.

2-6.203 CAPITAL IMPROVEMENT COSTS

As near as practicable, the Board shall establish connection and facilities charges sufficient to recover the cost of constructing capital improvements required to provide service.

~~Capital improvements which are of general district benefit shall be financed by the district using improvement district funds or construction funds.~~

|

ARTICLE 3 - ENVIRONMENTAL

[mm9]

2-6.301 **GENERAL**

~~All-district(a~~ District projects shall be undertaken with due regard for the environmental consequences ~~thereof.~~

~~2-6.302~~ **WATER CONSERVATION**

~~The district shall encourage water conservation to the maximum extent feasible including the promotion of expanded use of recycled water.~~

CHAPTER 7 - CEQA

ARTICLE 1 - ENVIRONMENTAL REVIEW OF DISTRICT PROJECTS

PART 1 - GENERAL

2-7.101 GENERAL

~~(a) The~~ This article implements the regulations ~~contained in this article implement the regulations prescribed adopted~~ by the Secretary of Resources (hereinafter "State Guidelines") to be followed by ~~all~~ local agencies ~~in the implementation of to implement~~ the California Environmental Quality Act (CEQA). The State Guidelines are incorporated by this reference.

(b) This article applies to:

~~(1) Activities discretionary activities~~ directly undertaken by the district,

~~(2) Activities discretionary activities~~ financed in whole or in part by the district, ~~or~~

~~(3) Private and private~~ activities, which require discretionary approval from the district.

~~(c) This article applies in situations where the district can use its judgment in deciding whether and how to approve a project.~~

2-6.302 PROCESS: GENERAL

~~(a) The district shall consider~~ environmental documents, prepared for a project before taking action on the project.

~~(b) As a "lead agency", the district will normally take up shall decide whether to three separate steps in deciding prepare environmental documents and which environmental document to prepare under this article, as follows:~~

~~(1) In the~~ The general manager will first ~~step, the district examines the project to determine whether the activity is a project. The activity is not a project is subject to CEQA. the district lacks discretion to disapprove or modify the proposed activity. Nothing further is required if the activity is not a project.~~

~~(2) If the activity is a project, the general manager will next determine if the project is exempt. A notice of categorical exemption will be filed if the activity is exempt.~~

~~(3) If the project is subject to CEQA process not exempt, the district takes the second step and conducts and general manager will prepare an~~ initial study to determine whether the project may have a significant effect on the environment.

~~(34) If the initial study shows that discloses the project will is not expected to have a significant effect, on the district will undertake environment, the third step and general manager will~~ prepare a negative declaration.

~~(5) If the initial study shows that the discloses project may is expected to have a significant effect on the environment, the district general manager will undertake the third step and prepare an environmental impact report (EIR).~~

~~(e) When another agency is the lead agency and required to prepare the environmental documents, the district is may be a "responsible agency". As a responsible agency, the district will normally general manager will comment on the environmental documents prepared by the lead agency and use the environmental documents prepared by the lead agency during the district's decision-making process.~~

~~2-7.102~~ TIME OF PREPARATION

~~(a) Before approving a project subject to CEQA, the district shall consider a final EIR or negative declaration or another document authorized by these guidelines to be used in the place of an EIR or negative declaration.~~

~~(b) The environmental document preparation and review should be coordinated in a timely fashion with the existing planning, review, and project approval processes being used by each public agency.~~

~~2-7.103~~ DELEGATION OF RESPONSIBILITIES

~~(a) The General Manager shall:~~

~~(1) Determine whether a project is exempt.~~

~~(2) Conduct an initial study.~~

~~(3) Prepare a negative declaration or EIR.~~

~~(4) Determine that a negative declaration has been completed within a period of 105 days.~~

~~(5) Prepare responses to public comments.~~

~~(6) Certify that a final EIR complies with CEQA.~~

~~(7) Certify that the decision-making body has reviewed and considered an EIR or negative declaration.~~

~~(8) File notices.~~

~~(9) Respond to requests for consultation by lead agencies.~~

~~(b)(d) The Board shall:~~

~~(1) Approve, certify, review and consider a draft or final EIR or approve the negative declaration prior to approving a project.~~

~~(2) Make; review and consider the final environmental documents, including making findings as required by this article of significant environmental impact and findings of overriding considerations, prior to approving a project;.~~

ARTICLE

~~2-6.303~~ LEAD AGENCY PROCESS

~~2-7.201~~ GENERAL

~~This part describes the ways in which the lead agency for a particular project will be identified.~~

~~2-7.202~~ LEAD AGENCY CONCEPT

(a) Where a project is to be carried out or approved by more than one public agency, one public agency shall be responsible for preparing an EIR or negative declaration for the project. This agency ~~shall be called~~is the lead agency. The determination of which agency will be the lead agency shall be governed by the criteria set forth in the State Guidelines.

~~(b) The determination of the lead agency of whether to prepare an EIR or a negative declaration shall be final and conclusive on all persons, including responsible agencies; the decision is challenged under CEQA; circumstances or conditions change as, or a responsible agency becomes a lead agency.~~

~~(c) An (b) Except provided below, the agency which will carry out a project but which is not the lead agency is a responsible agency. The decision-making body of each responsible agency shall consider the lead agency's EIR or negative declaration prior to acting upon or approving the project.~~

~~(c) The determination of the lead agency of whether to prepare an EIR or a negative declaration shall be final and conclusive on all persons, including responsible agencies, because only one EIR or negative declaration will be prepared for the project unless:~~

~~_____ (1) The decision is challenged as provided in S21167 of the Public Resources Code.~~

~~_____ (2) Circumstances or conditions change as provided below, or~~

~~_____ (3) A responsible agency becomes a lead agency as provided below.~~

~~2-7.203~~ CRITERIA FOR IDENTIFYING THE LEAD AGENCY

~~(a) Where two or more public agencies will be involved with a project, the determination of which agency will be the lead agency shall be governed by the criteria set forth in the State Guidelines.~~

~~(b) Where a responsible agency is called on to grant an approval for a project subject to CEQA for which another public agency was the appropriate lead agency, the The responsible agency shall assume the role of the lead agency only when conditions set forth in the State Guidelines ~~are found to~~ exist.~~

~~(ed) If there is a dispute over which of several agencies should be the lead agency for a project, the disputing agencies shall resolve the dispute in accordance with the State Guidelines.~~

ARTICLE 3 - INTITAL

2-6.304 ACTIVITIES NOT SUBJECT TO CEQA REVIEW OF PROJECTS

2-7.301 GENERAL

~~This part describes~~(a) The following activities are not "projects" within the meaning of CEQA and this article:

~~(1) process used by the district when acting as a lead agency in analyzing a project before involving only feasibility or planning studies for possible future actions which the district has decided whether to prepare an EIR not approved, adopted, or funded does not require the preparation of an EIR or negative declaration~~Negative Declaration but does require consideration of environmental factors.

2-7.302 STEP ONE: REVIEW FOR EXEMPTION

~~(a) As part of the preliminary review, the district shall determine whether a particular activity is~~(b) The following activities are exempt from the requirements of CEQA.:

~~(b) Possible exemptions from CEQA include:~~

~~(1) The activity~~Approval of individual utility service connections and disconnections.

~~(2) Leasing of district owned, existing property where the use of the premises is not significantly changed.~~

~~(3) Construction of a pipeline of less than one mile in length within a public street or highway or any other public right-of-way or the maintenance, repairs, restoration, reconditioning, relocation, replacement, removal or demolition of an existing pipeline. For the purposes of this subsection, "pipeline" includes subsurface facilities but does not include any surface facility related to the operation of the underground facility.~~

~~(Where a project as defined herein.~~

~~(2) The involves an approval that contains elements of both a ministerial action and a discretionary action, the project will be deemed to be discretionary and will be subject to the requirements of CEQA.)~~

1. Projects to maintain, repair, restore, demolish, or replace property or facilities damaged or destroyed as a result of a disaster in a disaster stricken area in which a state of emergency has been proclaimed by the governor pursuant to the California Emergency Services Act commencing with Government Code Section 8550.
2. Emergency repairs to public service facilities necessary to maintain service.
3. Specific actions necessary to prevent or mitigate an emergency.
4. CEQA does not apply to projects which are rejected or disapproved.

5. The establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, or other charges for the purpose of: Meeting operating expenses, including employee wage rates and fringe benefits,; Purchasing or leasing supplies, equipment, or material; Meeting financial reserve needs and requirements, or

Obtaining funds for capital projects, necessary to maintain service within existing service areas.

~~(has been granted~~Rate increases to fund capital projects for the expansion of a system are subject to CEQA. The district shall incorporate written findings in the record of any proceeding in which an exemption by statute or by~~under this section is claimed setting forth with specificity the basis for the claim of exemption.)~~

(c) The following categorical ~~exemption~~ exemptions are set forth in the State Guidelines:

Class 1: Consists of operation, repair, maintenance or minor alteration of existing facilities involving negligible or no expansion of use.

Class 2: Consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced.

Class 3: Consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure.

~~Class 4: Consists of minor public or private alterations in the condition of land, water, and/or vegetation, which do not involve removal of mature, scenic trees except for forestry and agricultural purposes.~~

Class 5: Consists of minor alterations in lane use limitations in areas with an average slope of less than 20%, which do not result in any changes in land use or density.

Class 6: Consists of basic data collection, research experimental management, and resource evaluation activities, which do not result in a serious or major disturbance to an environmental resource.

Class 9: Consists of activities limited entirely to inspection, to check for performance of an operation, or quality, health, or safety of a project.

~~Class 11: Consists of construction, or replacement of minor structures accessory to (appurtenant to) existing commercial, industrial or institutional facilities, including but not limited to: On-premise signs; Small parking lots; Placement of seasonal or temporary use items such as lifeguard towers, mobile food units, portable restrooms, or similar items in generally the same locations from time to time in publicly owned parks, stadiums, or other facilities designed for public use.~~

Class 12: Consists of sales of surplus government property except for parcels If land located in an area of statewide, regional, or area wide concern. ~~(3) The activity~~ However, even if the surplus property to be sold is covered by the general rule that CEQA applies only to projects which have the potential for causing a located in any of those areas, its sale is exempt if: The property does not have significant values for wildlife habitat or other environmental purposes, and Any of the following conditions exists:

(i) The property is of such size or shape that it is incapable of independent development or use; or

(ii) The property to be sold would qualify for an exemption under any other class of categorical exemption in these guidelines; or

(iii) The use of the property and adjacent property has not changed since the time of purchase by the public agency.

Class 13: Consists of the acquisition of lands for fish and wildlife conservation purposes including preservation of fish and wildlife habitat, establishing ecological reserves under Fish and Game Code Section 1580, and preserving access to public lands and waters where the purpose of the acquisition is to preserve the land in its natural condition.

Class 15: Consists of the division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous 2 years, and the parcel does not have an average slope greater than 20 percent.

Class 19: Consists of only the following annexations:

(1) Annexations to the district of areas containing existing public or private structures developed to the density allowed by the current zoning or pre-zoning of either the gaining or losing government agency whichever is more restrictive, provided, however, that the extension of utility services to the existing facilities would have a capacity to serve only the existing facilities.

(2) Annexations of individual small parcels of the size for facilities exempted by State Guidelines Section 15103, New Construction of Small Structures.

Class 20: Consists of changes in the organization or reorganization of local governmental agencies where the changes do not change the geographical area in which previously existing powers are exercised.

Class 23: Consists of the normal operations of existing facilities for public gatherings for which the facilities were designed, where there is a past history of the facility being used for the same or similar kind of purpose. For the purposes of this section, "past history" shall mean that the same or similar kind of activity has been occurring for at least three years that there is a reasonable expectation that the future occurrence of the activity would not represent a change in the operation of the facility. Facilities included within this exemption include, but are not limited to, racetracks, stadiums, convention centers, auditoriums, amphitheaters, planetariums, swimming pools, and amusement parks.

Class 25: Consists of transfers to ownership of interests in land in order to preserve open space.

Class 27: Consists of the leasing of a newly constructed or previously unoccupied privately owned facility by a local or state agency where the local governing authority determined that the building was exempt from CEQA. To be exempt under this section, the proposed use of the facility:

(1) Shall be in conformance with existing state plans and policies and with general, community, and specific plans for which an EIR or Negative Declaration has been prepared.

(2) Shall be substantially the same as that originally proposed at the time the building permit was issued.

(3) Shall not result in a traffic increase or greater than 10% front access road capacity.

(4) ~~effect on~~ Shall include the environment. ~~Where it can~~ provision of adequate employee and visitor parking facilities.

(A categorical exemption shall not be seen with certainty that used for any activity where there is ~~no~~ a reasonable possibility that the activity in question will have a significant effect on the environment due to unusual circumstances.)

2-6.305 INITIAL STUDY

(a) Unless an activity is not subject to review or an exemption applies (or unless the district can determine the project will clearly have a significant effect, and an EIR is ordered) during the first step in the CEQA process, the general manager shall prepare an initial study to determine if the project may have a significant effect on the environment; ~~the activity is not subject to CEQA.~~

(c) The district shall ~~prepare a list of the projects often handled by the district that the district has determined to be exempt. This listing shall be used in preliminary review.~~

(d) After determining that a project is exempt, the district may ~~prepare a notice of exemption as provided herein.~~

2-7.303 PRELIMINARY REVIEW

(a) After accepting an application as complete and determining that the project is subject to CEQA, the district shall ~~begin the formal environmental evaluation of the project. Accepting an application as complete does not limit the authority of the district to require the applicant to submit additional information needed for environmental evaluation of the project.~~

(b) If the district can determine that an EIR will be required for a project, the district may ~~skip further initial review of the project and begin work directly on the EIR process described below. In the absence of an initial study, the district shall still focus the EIR on the significant effects of the project and indicate briefly its reasons for determining that other effects would not be significant or potentially significant.~~

2-7.304 STEP TWO: INITIAL STUDY

(a) Unless an exemption applies (or unless the district can determine that the project will clearly have a significant effect), as determined on the first step in the CEQA process, the district shall ~~conduct an initial study to determine if the project may have a significant effect on the environment. All phases of project planning, implementation, and depreciation must be considered in the initial study of the project. To meet the requirements of this section, the district may use an initial study or a similar analysis prepared pursuant to the National Environmental Policy Act. If any aspect of the project, either individually or cumulatively, may cause a significant effect on the environment, regardless of whether the overall effect of the project is adverse or beneficial, the district shall either:~~

~~_____ (1) _____ Prepare an EIR or~~

~~_____ (2) _____ Use a previously prepared EIR which the district determines would adequately analyze the project at hand.~~

~~(b) _____ The purposes of an initial study are to:~~

~~_____ (1) _____ Identify whether a project may have any potential environmental impacts thereby enabling the lead agency to decide whether to prepare an EIR or negative declaration;~~

~~_____ (2) _____ Enable an applicant or district to modify a project, mitigating adverse impacts before an EIR is written; and~~

~~_____ (3) _____ Assist in the preparation of an EIR.~~

~~(c) _____ An initial study shall contain in brief form:~~

~~_____ (1) _____ A description of the project including the location of the project;~~

~~_____ (2) _____ An identification of the environmental setting;~~

~~_____ (3) _____ An identification of environmental effects by use of a checklist, matrix, or other method;~~

~~_____ (4) _____ A discussion of ways to mitigate the significant effects identified, if any;~~

~~_____ (5) _____ An examination of whether the project would be consistent with existing zoning, plans, and other applicable land use controls;~~

~~_____ (6) _____ The name of the person or persons who prepared or participated in the initial study.~~

~~(d) (b)~~ If the project is to be carried out by a private person or private organization, the person or organization carrying out the project shall submit data and information, which will enable the district to prepare the initial study.

~~(e) (c)~~ As soon as the district has determined that an initial study will be required for the project, the district shall consult informally with all responsible agencies and ~~all~~ trustee agencies responsible for resources affected by the project to obtain the recommendations of those agencies as to whether an EIR or a negative declaration should be prepared.

~~2-7.3056.306~~ DETERMINING SIGNIFICANT EFFECT

(a) In evaluating the significance of the environmental effects of a project, the ~~district~~general manager shall consider both primary or direct and secondary or indirect consequences. Social and economic changes resulting from a project by themselves shall not be treated as significant effects on the environment. If physical changes cause or result from adverse economic or social changes, the economic or social changes may be used as the basis for determining that the physical changes are significant.

~~2-7.306~~ MANDATORY FINDINGS OF SIGNIFICANCE

(b) The ~~district~~general manager shall find that a project may have a significant effect on the environment and ~~thereby~~ require an EIR ~~to be prepared for the project~~ where any of the following conditions occur:

(a1) The project has the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number of restrict the range of a rare or endangered plant or animal, or eliminate important examples of the major periods of California history or prehistory.

(b2) The project has the potential to achieve short-term environmental goals to the disadvantage of long-term environmental goals.

(e3) The project has possible environmental effects, which are individually limited but cumulatively considerable. As used in the subsection, "cumulatively considerable" means that the incremental effects of an individual project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.

(d4) The environmental effects of a project will cause substantial adverse effects on human beings, either directly or indirectly.

ARTICLE 4-

~~2-6.307~~ ~~NEGATIVE DECLARATION PROCESS~~

~~2-7.401~~ ~~GENERAL CONTENTS~~

~~This part describes the process for preparing and processing a negative declaration when the district is acting as the lead agency.~~

~~2-7.402~~ ~~STEP THREE (ALTERNATIVE): DECISION TO PREPARE A NEGATIVE DECLARATION~~

~~A proposed negative declaration shall be prepared for a project subject to CEQA when either:~~

~~(a) The initial study shows that there is no substantial evidence that the project may have a significant effect on the environment, or~~

~~(b) The initial study identifies potentially significant effects but the project applicant has revised the project proposal to avoid the effects or to mitigate the effects to a point where clearly no significant effects would occur. Changes in a project which will allow use of a proposed negative declaration shall be limited to:~~

~~(1) Revisions in the project plans made by the applicant, or~~

~~(2) An enforceable commitment from the applicant to include the mitigation measures in the project.~~

~~(c) Where a negative declaration is prepared under subsection (b), the district shall make a finding that the project as approved will not have a significant effect on the environment.~~

~~2-7.403~~ ~~CONSULTATION~~

~~Before approving a negative declaration, the district shall consult with all responsible agencies and trustee agencies concerned with the project. This consultation may take place during the public review period for the proposed negative declaration.~~

~~(a) A brief description of the project, including a commonly used name for the project if any;~~

~~(b) The location of the project preferably shown on a map and the name of the project proponent;~~

~~(c) A proposed finding that the project will not have a significant effect on the environment;~~

~~(d) An attached copy of the initial study documenting reasons to support the finding; and~~

~~(e) Mitigation measures, if any, included in the project to avoid potentially significant effects.~~

~~2-7.404 PROJECTS WITH NO SIGNIFICANT ENVIRONMENTAL IMPACTS
(NEGATIVE DECLARATION)~~

~~(a) General: (a)~~ A Negative Declaration shall be prepared for a project which could potentially have a significant effect on the environment, but which the ~~Agency~~ general manager finds on the basis of an Initial Study will not have a significant effect on the environment.

~~(b) Consultation:~~ Before completing a Negative Declaration, ~~Agency~~ general manager shall consult with ~~all~~ responsible agencies. This consultation may take place during the public review period provided herein.

~~(c) Contents:~~ A Negative Declaration shall include:

(1) A brief description of the project; including a commonly used name for the project if any;

(2) The location of the project and the name of the project proponent;

(3) A finding that the project will not have a significant effect on the environment;

(4) An attached copy of the Initial Study documenting reasons to support the finding;

(5) Mitigation measures, if any, included in the project to avoid potentially significant effects.

~~(d) Notice:~~

~~(4)~~ Notice of the preparation of a Negative Declaration shall be provided to the public twenty-one (21) days prior to ~~review~~ consideration by the Board ~~of Directors~~. Notice shall be given to all organizations and individuals who have previously requested such notice and shall be given by at least one of the following procedures as selected by the General Manager:

~~(i)(1)~~ Publication, no fewer times than required by Section 6061 of the Government Code, by the Agency in a newspaper of general circulation in the area affected by the proposed project.

~~(ii)(2)~~ Posting of notice by the Agency on and off site in the area where the project is to be located.

~~(iii)(3)~~ Direct mail notice shall be given to owners of property contiguous to the project as such owners are shown on the latest equalized assessment roll.

~~(2) The alternatives for providing notice specified in subsection (1) shall not preclude the Agency from providing additional notice by other means if the Agency so desires, nor shall the requirements of this section preclude the Agency from providing the public notice at the same time and in the same manner as public notice required by any other laws for the project.~~

~~(e) — Public Review:~~ The noticed review period shall be long enough to provide members of the public with sufficient time to respond to the proposed finding before the Negative Declaration is approved.

~~2-7.405 — CONSIDERATION OF COMMENTS~~

~~Prior to approving the project, the Board shall consider the Negative Declaration together with any comments received during the public review process. —(e) — The Board shall board may approve the Negative Declaration if it finds on the basis of the initial study and any comments received that there is no substantial evidence that the project will have a significant effect on the environment. The Board shall then consider the Negative Declaration together with comments received during the public review process prior to approving the project.~~

~~2-7.406 — NOTICE OF DETERMINATION~~

~~(a)(g) After deciding to carry out or approve a project for which a Negative Declaration has been the negative declaration is approved, the district secretary shall file a Notice of Determination.~~

~~(b) — The Notice of Determination shall include:~~

~~— (1) — An identification of the project including its common name where possible and its location.~~

~~— (2) — A brief description of the project.~~

~~— (3) — The date on which the district approved the project.~~

~~— (4) — The determination of the district that the project will not have a significant effect on the environment.~~

~~— (5) — A statement that a Negative Declaration has been prepared pursuant to the provisions of CEQA.~~

~~— (6) — The address where a copy of the Negative Declaration may be examined.~~

~~(c) — The Notice of Determination shall be filed with the County Clerk of the County or Counties in which the project will be located. If the project requires a discretionary approval from any state agency, the Notice of Determination also shall be filed with the Secretary for Resources.~~

ARTICLE 5 - EIR PROCESS

~~2-7.501~~ GENERAL

~~This part describes the procedures to be followed by the district as~~

~~2-6.308~~ ENVIRONMENTAL IMPACT REPORT

~~(a lead agency in preparing an EIR for a project. To the extent possible, the EIR process should be combined with the existing planning, review, and project approval process used by each public agency.~~

~~2-7.502~~ STEP THREE (ALTERNATIVE): DECISION TO PREPARE AN EIR

~~) an Environmental Impact Report shall be prepared. If the district general manager determines that there is substantial evidence that the project may have a significant effect on the environment, the district shall prepare or cause to be prepared an Environmental Impact Report.~~

~~2-7.503~~ DETERMINATION OF SCOPE OF EIR

~~(a) Immediately after deciding that an Environmental Impact Report is required for a project, the district shall send to each responsible agency a Notice of Preparation stating that an Environmental Impact Report will be prepared. This notice shall also be sent to every federal agency involved in approving or funding the project and to each trustee agency responsible for natural resources affected by the project.~~

~~(1) The Notice of Preparation shall provide the responsible agencies with sufficient information describing the project and the environmental effect to enable the responsible agencies to make a meaningful response. At a minimum, the information shall include:~~

~~(i) Description of the project.~~

~~(ii) Location of the project indicated either on an attached map (preferably a copy of a U.S.G.S. 15' or 7-1/2' topographical map identified by quadrangle name, or by a street address in an urbanized area), and~~

~~(iii) Probable environmental effects of the project.~~

~~(2) The Notice of Preparation shall be sent by the district either by certified mail or any other method of transmittal which provides it with a record that the notice was received.~~

~~(3) The district may begin work on the draft EIR immediately without awaiting responses to the Notice of Preparation. The draft EIR in preparation may be revised or expanded to conform to responses to the Notice of Preparation. A district shall not circulate a draft EIR for public review before the time period for responses to the Notice of Preparation has expired.~~

~~(b) Within 45 days after receiving the Notice of Preparation under subparagraph (c), each responsible agency shall provide the district with specific detail about the scope and content of the environmental information related to the responsible agency's area of~~

~~statutory responsibility which must be included in the draft EIR. The response at a minimum shall identify the significant environmental issues and possible alternatives and mitigation which the responsible agency will need to have explored in the draft EIR. If a responsible agency fails by the end of the 45 day period to provide the district with either a response to the notice or a well-justified request for additional time, the district may presume that the responsible agency has no response to make.~~

~~(c) In order to expedite the consultation, the district, a responsible agency, a trustee agency, or a project applicant may request one or more meetings before representatives of the agencies involved to assist the district in determining the scope and content of the environmental information which the responsible agency may require. Such meetings shall be convened by the district as soon as possible, but no later than 30 days, after the meetings were requested. On request, the Office of Planning and Research will assist in convening meetings which involve state agencies.~~

~~(d) When one or more state agencies will be a responsible agency or a trustee agency, the district shall send a Notice of Preparation to each state responsible agency and each trustee agency with a copy to the State Clearinghouse in the Office of Planning and Research. The State Clearinghouse will ensure that the state responsible agencies and trustees reply to the lead agency within the required time.~~

~~(e) When the Notice of Preparation is submitted to the State Clearinghouse, the state identification number issued by the Clearinghouse shall be the identification number for all subsequent environmental documents on the project. The identification number should be referenced on all subsequent correspondence regarding the project, specifically on the title page of the draft and final EIR and on the Notice of Determination.~~

~~2-7.504 EARLY PUBLIC CONSULTATION~~

~~Prior to completing the draft EIR, the district may also consult directly with any person or organization it believes will be concerned with the environmental effects of the project. This early consultation may be called scoping. Scoping will be necessary when preparing an EIR/EIS jointly with a federal agency.~~

~~2-7.505 PREPARING THE DRAFT EIR~~

~~(a) The draft EIR shall be prepared directly by or under contract to the district. The required contents of a draft EIR are discussed below.~~

~~(b) The district may require the project applicant to supply data and information both to determine whether the project may have a significant effect on the environment and to assist the district in preparing the draft EIR. The requested information should include an identification of other public agencies which will have jurisdiction by law over the project.~~

~~(c) Any person, including the applicant, may submit information or comments to the district to assist in the preparation of the draft EIR. The submittal may be presented in any format, including the form of a draft EIR. The district must consider all information and comments received. The information or comments may be included in the draft EIR in whole or in part.~~

~~(d) The district may choose one of the following arrangements or a combination of them for preparing a draft EIR.~~

~~(1) Preparing the draft EIR directly with its own staff.~~

~~_____ (2) _____ Contracting with another entity, public or private, or prepare the draft EIR.~~

~~_____ (3) _____ Accepting a draft prepared by another entity, either the applicant, a consultant retained by the applicant, or any other person. In this third situation, the district may not use the draft as its own without independent review and analysis.~~

~~_____ (4) _____ Using a previously prepared EIR.~~

~~(e) _____ The draft EIR which is sent out for public review must reflect the independent judgment of the district. The district is responsible for the adequacy and objectivity of the draft EIR.~~

~~2-7.506 _____ NOTICE OF COMPLETION~~

~~(a) _____ As soon as the draft EIR is complete, a Notice of Completion must be filed with the Secretary of Resources.~~

~~(b) _____ The Notice of Completion shall include:~~

~~_____ (1) _____ A brief description of the project.~~

~~_____ (2) _____ The proposed location of the project.~~

~~_____ (3) _____ An address where copies of the draft EIR are available, and~~

~~_____ (4) _____ The period during which comments will be received on the draft EIR.~~

~~(c) _____ A form for the Notice of Completion is included in the appendices.~~

~~(d) _____ The Notice of Completion will provide the basis for information published by the Secretary for Resources in an EIR Monitor. Where the EIR will be reviewed through the state review process handled by the State Clearinghouse, the cover form required by the State Clearinghouse will serve as the Notice of Completion and no Notice of Completion need be sent to the Resources Agency.~~

~~2-7.507 _____ CONSULTATION CONCERNING DRAFT EIR~~

~~(a) _____ The district shall consult with and request comments on the draft EIR from:~~

~~_____ (1) _____ Responsible agencies.~~

~~_____ (2) _____ Trustee agencies with resources affected by the project, and~~

~~_____ (3) _____ Other state, federal, and local agencies which exercise authority over resources which may be affected by the project.~~

~~(b) _____ The district may consult directly with any person who has special expertise with respect to any environmental impact involved.~~

~~2-7.508 _____ PUBLIC REVIEW OF DRAFT EIR~~

~~(a) — The district shall provide public notice of the availability of a draft EIR at the same time as it sends a notice of completion to the Resources Agency. Notice shall be given to all organizations and individuals who have previously requested such notice and shall also be given by at least one of the following procedures:~~

~~— (1) — Publication at least one time by the district in a newspaper of general circulation in the area affected by the proposed project.~~

~~— (2) — Posting of notice by the district on and off the site in the area where the project is to be located.~~

~~— (3) — District mailing to owners of property contiguous to the project as those owners are shown on the latest equalized assessment roll.~~

~~(b) — The alternatives for providing notice specified in subsection (a) shall not preclude district from providing additional notice by other means if the district so desires, nor shall the requirement of this section preclude the district from providing the public notice required by this section at the same time and in the same manner as public notice otherwise required by law for the project.~~

~~(c) — In order to provide sufficient time for public review, review period for draft EIRs should not be less than 30 days nor longer than 90 days except in unusual situations. The review period for draft EIRs for which a state agency is responsible agency shall be at least 45 days unless the State Clearinghouse approves a shorter period.~~

~~(d) — The district shall use the State Clearinghouse to distribute draft EIRs and Negative Declarations to state agencies for review and should use area-wide clearinghouses to distribute the documents to regional and local agencies.~~

~~(e) — To make copies of EIRs available to the public, the district should furnish copies of draft EIRs to appropriate public library systems. Copies should also be available in offices of the district.~~

~~(f) — The district should compile listings of other agencies, particularly local agencies, which have jurisdiction by law and/or special expertise with respect to various projects and project locations. Such listings should be a guide in determining which agencies should be consulted with regard to a particular project.~~

~~(g) — Public hearings may be conducted on the environmental documents, either in separate proceedings or in conjunction with other proceedings of the public agency. Public hearings are encouraged, but not required as an element of the CEQA process.~~

~~2-7.509 — EVALUATION OF AND RESPONSE TO COMMENTS~~

~~(a) — The district shall evaluate comments received from persons who reviewed the draft EIR and shall prepare a written response.~~

~~(b) — The written response shall describe the disposition of significant environmental issues raised. In particular, the major issues raised when the district's position is at variance with recommendations and objections raised in the comments must be addressed in detail giving reasons why specific comments and suggestions were not accepted. There must be good faith, reasoned analysis in response. Conclusionary statements unsupported by factual information will not suffice.~~

~~(c) The response to comments may take the form of a revision to the draft EIR or may be a separate section in the final EIR.~~

~~2-7.510 FINAL EIR~~

~~(a) The district shall prepare a final EIR before approving the project. The contents of a final EIR are specified herein.~~

~~(b) The district may provide an opportunity for review of the final EIR by the public or by commenting agencies.~~

~~(c) The final EIR shall be presented to the (b) The draft and final EIR shall be prepared in accordance with CEQA and the State Guidelines.~~

~~(c) The Board of Directors to shall certify that the final EIR has been completed in compliance with CEQA and that the Board of Directors has reviewed and considered the information contained in the EIR prior to approving the project.~~

~~2-7.511 FINDINGS~~

~~(a)(d)~~ The districtboard shall not approve or carry out a project for which an EIR has been completed which identifies one or more significant effects of the project unless the districtboard makes one or more written findings for each of those significant effects, accompanied by a statement of the facts supporting each finding. The possible findings are:

(1) Changes or alterations have been required in, or incorporated into, the project which mitigate or avoid the significant environmental effects as identified in the final EIR.

(2) Such changes or alterations are within the responsibility and jurisdiction of another public agency and now the district. Such changes have been adopted by such other agency or can and should be adopted by such other agency.

(3) Specific economic, social, or other considerations make infeasible the mitigation measures or project alternatives identified in the final EIR.

~~(b) The findings required by subsection (a) shall be supported by substantial evidence in the record.~~

~~(c) The finding in subsection (a)(2) The findings~~ shall not be made if the district has concurrent jurisdiction with another agency to deal with identified feasible mitigation measures or alternatives.

~~(de)~~ The district shall not approve or carry out a project as proposed unless the significant environmental effects have been reduced to an acceptable level. Mitigation measures and a program to monitor the mitigation measures shall be described in the findings.

~~(e)~~ As used in this Section, the term "acceptable level" means that:

(1) All significant environmental effects that can feasibly be avoided have been eliminated or substantially lessened as determined through findings as described in subsection (a), and

(2) Any remaining, unavoidable significant effects have been found acceptable under the following section.

~~2-7.512~~ STATEMENT OF OVERRIDING CONSIDERATIONS

~~(f)~~ Where the decision of the districtboard allows the occurrence of significant effects which are identified in the final EIR but are not mitigated, the districtboard must state in writing the reasons to support its action based on the final EIR ~~and/or~~ other information in the record. This statement may be necessary if the agencyboard also makes ~~a finding under Section 7-5.111(a)(2) or (a)(3) findings.~~ If the districtboard makes a statement of overriding considerations, the statement should be included in the record of the project approval and should be mentioned in the notice of determination.

~~2-7.513~~ NOTICE OF DETERMINATION

~~(a)(g)~~ The district shall file a Notice of Determination following each project approval for which an EIR was considered. ~~The notice shall include:~~

~~(1) As identification of the project including its common name where possible and its location.~~

~~(2) A brief description of the project.~~

~~(3) The date when the district approved the project.~~

~~(4) The determination of the district whether the project in its approved form will have a significant effect on the environment.~~

~~(5) A statement that an EIR was prepared and certified pursuant to the provisions of CEQA.~~

~~(6) Whether mitigation measures were made a condition of the approval of the project. If so, a description of the mitigation measures and method of monitoring the mitigation measures.~~

~~(7) Whether a statement of overriding considerations was adopted for the project.~~

~~(8) The address where a copy of the EIR and the record of project approval may be examined.~~

~~2-7.514~~ DISPOSITION OF A FINAL EIR

~~(a)(h)~~ The district shall include the final EIR as part of the regular project report, which is used in the existing project review and budgetary process if such a report is used.

~~(b)~~ — The district shall retain one or more copies of the final EIR as public records for a reasonable period of time.

~~(c)~~ — The district shall require the applicant to file a copy of the certified, final EIR with each responsible agency.

~~(d)~~ — When the ~~district board~~ has approved a project after requiring measures to mitigate or avoid significant environmental impacts, the ~~district general manager~~ monitor compliance with such measures by periodic review of the final EIR.

~~2-7.515~~ — LATER EIR

~~(a)~~ — When an EIR has been prepared for a program, plan, policy or ordinance, the lead agency for a later project for which a subsequent EIR is otherwise required may examine the significant effect of the later project by using a tiered EIR if the later project is consistent with the prior project and land use plans and zoning.

~~(b)~~ — The tiered EIR need not examine effects which the lead agency determines were mitigated or avoided or which were examined in sufficient detail in the prior EIR to enable mitigation or avoidance by the site-specific revisions or conditions in connection with the approval of the later project.

~~(c)~~ — An initial study shall be prepared to determine whether the later project may cause significant effects not examined in the prior EIR.

ARTICLE 6 - RESPONSIBLE AGENCY

2-7.601 GENERAL

~~This part describes the activities of the district when acting as a responsible agency.~~

2-7.602.309 CONSULTATION

(a) The ~~district~~general manager shall respond to consultation by ~~the lead agency in order agencies~~ to assist ~~the lead agency agencies~~ in preparing ~~adequate~~ environmental documents ~~for the project~~.

~~(1) In response to consultation, the district shall explain its reasons for recommending whether the lead agency should prepare an EIR or Negative Declaration for a project.~~ (1) Where the ~~district~~general manger disagrees with the lead agency's proposal to prepare a negative declaration for a project, the ~~district~~general manager should identify the significant environmental effects ~~which it believes~~ could result from the project and recommend ~~either that~~ an EIR be prepared or ~~that~~ the project be modified to eliminate the significant effects.

(2) As soon as possible, but not longer than 45 days after receiving a notice of preparation from the lead agency, the ~~district~~general manager shall send a written reply ~~by~~ certified mail. ~~The reply shall specify the scope and content of which specifies~~ the environmental information ~~which would be~~ germane to the district's statutory responsibilities ~~in connection with over~~ the proposed project. ~~The lead agency shall include this information in the EIR.~~

~~(b) The district shall designate employees or representative to attend meetings requested by the lead agency to discuss the scope and content of the EIR.~~

~~(c) The District shall review and (b) The general manger shall~~ comment on draft EIRs and Negative Declarations for projects which the district would later be asked to approve. ~~Comments should focus on any shortcoming in the EIR, the appropriateness of using a Negative Declaration, or on additional alternatives or mitigation measures which the EIR should include.~~ The comments may deal with any aspect of the project or its environmental effects. ~~Comments should be as specific as possible.~~

~~(d)~~ If the ~~district~~general manager believes ~~that~~ the final EIR or Negative Declaration prepared by the lead agency is not adequate for use by the district, the district must ~~either take the issue to court within 30 days after the lead agency files a Notice of Determination, or Prepare a subsequent EIR if permissible under the State Guidelines.~~

~~(1) Take the issue to court within 30 days after the lead agency files a Notice of Determination,~~

~~(2) Be deemed to have waived any objection to the adequacy of the EIR or Negative Declaration, or~~

~~(3) Prepare a subsequent EIR if permissible under the State Guidelines.~~

~~(e)~~(d) Prior to reaching a decision on the project, the ~~district~~board must consider the environmental effects of the project as shown in the EIR or Negative Declaration. ~~A new or supplemental EIR can be prepared only as provided in the State Guidelines.~~

(fe) When an EIR has been prepared for a project, the ~~districtboard~~ shall not approve the project as proposed if the ~~districtboard~~ finds ~~any~~ feasible ~~alternative~~alternatives or feasible mitigation measures within its powers that would substantially lessen ~~anya~~ significant effect the project would have on the environment. When considering alternatives and mitigation measures as a responsible agency, the ~~districtboard~~ is more limited than when acting as a lead agency. The district has responsibility for mitigating or avoiding only the environmental effects of those activities which ~~the board~~ decided to carry out, finance, or approve.

(gf) The ~~districtboard~~ shall make the findings required by the State Guidelines for each significant effect of the project and shall make the required findings if necessary.

(hg) The ~~district~~secretary should file a notice of determination in the same manner as a lead agency except ~~that~~the ~~district~~notice does not need to state ~~that~~the EIR or Negative Declaration complies with CEQA. The ~~district~~notice should state ~~that~~~~the~~ board considered the EIR or negative declaration as prepared by the lead agency.

ARTICLE 7-

2-6.310 TIME LIMITESLIMITS

2-7.701 GENERAL

~~_____ This part describes time limits in the CEQA process.~~

2-7.702 REVIEW OF APPLICATION FOR COMPLETENESS

(a) The district shall determine whether an application for a permit or other entitlement for use is complete within 30 days from the receipt of the application. If no written determination of the completeness of the application is made within that period, the application will be deemed complete on the 30th day.

2-7.703 INITIAL STUDY

(b) When the district acts as the lead agency, the district shall determine within 45 days after accepting an application as complete, whether it intends to prepare an EIR or a negative declaration.

2-7.704 RESPONSE TO NOTICE OF PREPARATION

(c) When the district acts as a responsible agency, the district shall provide a response to a notice of preparation to the lead agency within 45 days after receipt of the notice.

2-7.705 CONVENING OF MEETING

(d) When the district acts as the lead agency, the district shall convene a meeting with agency representatives to discuss the scope and content of the environmental information a responsible agency will need in the EIR within 30 days after receiving a request for the meeting. The meeting may be requested by the lead agency, a responsible agency, a trustee agency, or by the project applicant.

2-7.706 PUBLIC REVIEW

(a)~~(e)~~ The public review period for a draft EIR should not be less than 30 days nor longer than 90 days, except in unusual circumstances.

(b)~~(f)~~ The public review period for a Negative Declaration shall be a reasonable period of time sufficient to allow members of the public to respond to the proposed finding before the Negative Declaration is approved. The general manager shall allow other public agencies and members of the public at least 14 days within which to comment upon any Negative Declaration which the district proposes to adopt

(g)~~(g)~~ When a draft EIR or Negative Declaration is submitted to the State Clearinghouse for review, the normal review period of 45 days for draft EIRs and 30 days for Negative Declarations. The State Clearinghouse may set shorter review periods when requested by the lead agency due to exceptional circumstances.

~~2-7.707~~ ~~COMPLETION OF NEGATIVE DECLARATION~~

~~(h)~~ With a private project, the Negative Declaration must be completed and ready for approval within 105 days from the date when the lead agency accepted the application as complete.

~~2-7.708~~ ~~COMPLETION OF CERTIFICATION OF EIR~~

~~(i)~~ With a private project, the lead agency shall complete and certify the final EIR within one year after the date when the lead agency accepted the application as complete.

~~2-7.709~~ ~~SUSPENSION OF TIME PERIODS~~

~~(j)~~ An unreasonable delay by an applicant in providing information requested by the lead agency for the preparation of a Negative Declaration or an EIR shall suspend the running of the time periods described herein for the period of the unreasonable delay.

~~2-7.710~~ ~~PROJECTS WITH FEDERAL INVOLVEMENT~~

~~(a)(k)~~ At the request of an applicant, the lead agency may waive the one year time limit for completing and certifying a final EIR or the 105 day period for completing a Negative Declaration if:

(1) The project will be subject to CEQA and to the National Environmental Policy Act.

(2) Additional time will be required to prepare a combined EIR-EIS or combined Negative Declaration-finding of no significant impact as provided herein, and

(3) The time required to prepare the combined document will be shorter than the time required to prepare the documents separately.

~~(b)~~ The time limits for taking final action on a permit for a development project may also be waived where a combined EIR-EIS will be prepared.

~~(c)~~ The time limits for processing permits for development projects under Government Code Section 65950-65960 shall not apply if federal statutes or regulations require time schedules, which exceed the state time limits.

~~2-7.7146.311~~ PROJECTS WITH SHORT TIME PERIODS FOR APPROVAL

(a) An application for a project is not received for filing under a permit statute or ordinance until such time as the environmental documentation required by CEQA has been completed. ~~This section will apply where all of and~~ the following conditions are met:

(1) The enabling legislation for a program, other than Chapter 4.5 (commencing with Section 65920) or Division 1 of Title 7 of the Government Code,

requires the district to take action on an application within a specified period of time that is six months or less, and

(2) The enabling legislation provides that the project will become approved by operation of law if the district fails to take any action within such specified period, and

(3) The project involves the issuance of a lease, permit, license, certificate, or other entitlement for use.

(b) In any case described in this section, the environmental document shall be completed or certified and the decision on the application shall be made within one year from the date on which an application requesting approval of such project has been received and accepted as complete for CEQA processing by such agency. This one-year time limit may be extended once for a period not to exceed 90 days upon consent of the district and the applicant.

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ARTICLE 8 - CONTENTS OF ENVIRONMENTAL IMPACT REPORTS

2-7.801 - GENERAL

This part describes the subjects which must be addressed in EIRs.

(a) Environmental Impact Reports shall contain the information outlined in this part, but that format of the document may be varied. Each element must be covered, and when these elements are not separated into distinct sections, the document shall state where in the document each element is discussed.

(b) The EIR may be prepared as a separate document, or as part of a project report. If prepared as a part of the project report, it must still contain one separate and distinguishable section providing either analysis of all the subjects required in an EIR or as a minimum, a table showing where each of the subjects is discussed.

2-7.802 - DRAFT EIR: CONTENTS

Each draft EIR shall contain the following:

(a) Table of contents or index;

(b) Summary;

(c) Project description;

(d) Description of environmental setting;

(e) Environmental impact, including: Any significant environmental effect of the proposed project; any significant environmental effects which cannot be avoided if the proposal is implemented mitigation measures proposed to minimize the significant effects; alternatives to the proposed action; the relationship between local short-term uses of man's environment and the maintenance and enhancement of long-term productivity; any significant irreversible environmental changes which would be involved in the proposed action should it be implemented and the growth inducing impact of the proposed action;

(f) Effects not found to be significant;

(g) Organizations and persons consulted;

(h) Air and water quality aspects; and

(i) Significant cumulative impacts.

2-7.803 - DRAFT EIR: LIMITATIONS

The relationship between local short-term uses of man's environment and the maintenance and enhancement of long-term productivity and any significant irreversible environmental changes which would be involved in the proposed action should it be implemented need be included only in EIRs prepared in connection with any of the following activities:

~~(a) — The adoption, amendment, or enactment of a plan, policy, or ordinance of a public agency.~~

~~(b) — The adoption by a local agency formation commission of a resolution making determinations.~~

~~(c) — A project which will be subject to the requirement for preparing an environmental impact statement pursuant to the requirements of the National Environmental Policy Act of 1969.~~

~~2-7.804 — FINAL EIR: CONTENTS~~

~~The final EIR shall include:~~

~~(a) — The Draft EIR or a revision of the draft.~~

~~(b) — Comments and recommendations received on the Draft EIR either verbatim or in summary.~~

~~(c) — A list of persons, organizations, and public agencies commenting on the Draft EIR.~~

~~(d) — The responses of the Lead Agency to significant environmental points raised in the review and consultation process.~~

ARTICLE 9 - CONSIDERATIONS IN PREPARING EIRs

~~2-7.901~~ GENERAL

~~The State Guidelines set forth general principles and factors to guide in the preparation of EIRs. Such principles and factors shall be utilized by the district.~~

~~2-7.902~~ INCORPORATION OF OTHER DOCUMENTS

~~To the extent feasible, the district shall permit EIR to incorporate all or portions of other public records including previous EIRs discussing all or a portion of the project.~~

ARTICLE 10 - SPECIAL SITUATIONS

~~2-7.1001~~ GENERAL

~~The district shall utilize special provisions of the State Guidelines in dealing with the following types of projects:~~

- ~~(a) Redevelopment projects,~~
- ~~(b) Housing and neighborhood commercial facilities in urbanized areas,~~
- ~~(c) Residential projects pursuant to a specific plan,~~
- ~~(d) Residential projects consistent with a community plan or zoning, and~~
- ~~(e) State mandated local projects.~~

ARTICLE 11 - REVIEW & EVALUATION OF EIRs & NEGATIVE DECLARATIONS

~~2-7.1101~~ GENERAL

~~This part describes basic considerations and procedures involved in the review of draft EIRs and Negative Declarations.~~

~~2-7.1102~~ PURPOSE OF REVIEW

~~The purposes of review of EIRs and Negative Declarations include:~~

- ~~(a) Sharing expertise,~~
- ~~(b) Disclosing agency analyses,~~
- ~~(c) Checking for accuracy,~~
- ~~(d) Detecting omissions,~~
- ~~(e) Discovering public concerns,~~
- ~~(f) Soliciting counter proposals, and~~
- ~~(g) Encouraging public participation.~~

~~2-7.1103~~ PUBLIC HEARINGS

~~(a) The district shall approve, certify and review a Negative Declaration at a duly convened public meeting. A public hearing need not be conducted with respect to the adoption of a Negative Declaration.~~

~~(b) The district shall approve, certify, review and consider a draft of final EIR at a duly convened public meeting. A public hearing shall be conducted to receive comments concerning a draft EIR. A public hearing need not be conducted concerning the adoption of a final EIR.~~

~~(c) When a public hearing is required, the hearing shall be preceded by at least 15 days prior notice. Such notice shall be given by posting in at least three public places within the district and by publication at least once in a newspaper of broad circulation within the district.~~

~~2-7.1104~~ REVIEW AND COMMENT

~~(a) The district shall allow other public agencies and members of the public at least 14 days within which to comment upon any Negative Declaration which the district proposes to adopt.~~

~~(b) The district shall allow other public agencies and members of the public at least 30 days within which to comment upon any draft EIR which the district proposes to adopt.~~

~~(c) The General Manager may establish a longer period or receipt of comments when in his judgment, a longer period will facilitate the purposes of this article, provided,~~

~~in no event shall the period for comment cause the entire review process to exceed the maximum time limits set forth herein.~~

~~(d) — When an EIR or Negative Declaration is submitted to the State Clearinghouse for review, the review period set by the district shall be at least as long as the period provided in the state review system operated by the State Clearinghouse. In the state review system, the normal review period is 45 days for EIRs and 30 days for Negative Declarations. In exceptional circumstances, the State Clearinghouse may set shorter review periods when requested by the lead agency. The number of copies of an EIR or Negative Declaration submitted to the State Clearinghouse shall not be less than 10 unless the State Clearinghouse approves a lower number in advance. While the lead agency is encouraged to contact the regional and district offices of state responsible agencies, the lead agency must, in all cases, submit documents to the State Clearinghouse for distribution in order to comply with the review requirements of this section.~~

~~2-7.1105 — REVIEW AS RESPONSIBLE AGENCY~~

~~(a) — The General Manager shall review environmental documents prepared by other agencies acting as a lead agency and shall submit comments to the lead agency within the time limits established by the lead agency.~~

~~(b) — Such review by the General Manager shall center upon the possible impacts of the project insofar as the district's operations are concerned. The General Manager shall also comment upon the appropriateness of using a Negative Declaration rather than an EIR.~~

~~2-7.1106 — PROJECTS OF STATEWIDE, REGIONAL, OR AREAWIDE SIGNIFICANCE~~

~~(a) — Projects meeting the criteria in this section shall be deemed to be of statewide, regional, or area wide significance. A draft EIR or Negative Declaration prepared by the district on a project described in this section shall be submitted to the State Clearinghouse and should be submitted also to the appropriate metropolitan area council of governments for review and comment.~~

~~(b) — The district shall determine that a proposed project is of statewide, regional, or area wide significance if the project meets any of the following criteria:~~

~~———— (1) — A proposed local general plan, element, or amendment thereof for which an EIR was prepared. If a Negative Declaration was prepared for the plan, element, or amendment, the document need not be submitted for review.~~

~~———— (2) — The project has the potential for causing significant effects on the environment extending beyond the city or county in which the project would be located. Examples of the effects include generating significant amounts of traffic or interfering with the attainment or maintenance of state or national air quality standards. Projects subject to this subsection include:~~

~~———— (i) — A proposed residential development of more than 500 dwelling units.~~

~~———— (ii) — A proposed shopping center or business establishment employment more than 1,000 persons or encompassing more than 500,000 square feet of floor space.~~

~~_____ (iii) A proposed commercial office building employing more than 1,000 persons or encompassing more than 250,000 square feet of floor space.~~

~~_____ (iv) A proposed hotel/motel development of more than 500 rooms.~~

~~_____ (v) A proposed industrial, manufacturing, or processing plant, or industrial park planned to house more than 1000 persons, occupying more than 40 acres of land, or encompassing more than 650,000 square feet of floor area.~~

~~_____ (3) A project which would result in the cancellation of an open space contract made pursuant to the California Land Conservation Act of 1965 (Williamson Act) for any parcel of 100 acres or more.~~

~~_____ (4) A project located in and substantially impacting on an area of critical environmental sensitivity for which an EIR and not a Negative Declaration was prepared.~~

~~_____ (Imm10) **5** A project which would substantially affect sensitive wildlife habitats including but not limited to riparian lands, wetlands, bays, estuaries, marshes, and habitats for rare and endangered species as defined by Fish and Game Code Section 903.~~

~~_____ (6) A project which would interfere with attainment of regional water quality standards as stated in the approved area wide wastewater management plan.~~

~~_____ (7) A project which would provide housing, jobs, or occupancy for 500 or more people within 10 miles of a nuclear power plant.~~

~~2-7.1107 FAILURE TO COMMENT~~

~~If any public agency or person who is consulted with regard to an EIR fails to comment within a reasonable time as specified by the lead agency, it shall be assumed, absent a request for a specific extension of time, that such agency or person has no comment to make.~~

~~2-7.1108 RETENTION AND AVAILABILITY OF COMMENTS~~

~~Comments received through the consultation process shall be retained for a reasonable period and available for public inspection at an address given in the final EIR. Comments which may be received independently of the review of the draft EIR shall also be considered and kept on file.~~

~~2-7.1109 COMMENTS ON INITIATIVE OF PUBLIC AGENCIES~~

~~Every public agency my comment on environmental documents dealing with projects which affect resources with which the agency has special expertise regardless of whether its comments were solicited or whether the effects fall within the legal jurisdiction of the agency.~~

~~2-7.1110 — DISPOSITION OF FINAL EIR~~

~~(a) — The Agency shall include the final EIR as part of the regular project report which is used in the existing project review and budgetary process if such a report is used.~~

~~(b) — The Agency shall retain one or more copies of the final EIR as public records for a reasonable period of time.~~

~~(c) — The Agency shall require the applicant to file a copy of the certified, final EIR with each responsible agency.~~

~~(d) — When the Agency has approved a project after requiring measures to mitigate or avoid significant environmental impacts, the Agency monitors compliance with such measures by periodic review of the final EIR.~~

~~ARTICLE 12 - PROJECTS ALSO SUBJECT TO THE
NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)~~

~~2-7.1201~~ ~~GENERAL~~

~~This part describes exemptions from CEQA granted by the legislature and/or State Guidelines.~~

~~2-7.1202~~ ~~NOTICE OF EXEMPTION~~

~~(a) When the district decides that a project is exempt from CEQA and the district approves or determines to carry out the project, the district or the applicant may file a Notice of Exemption with the County Clerk. The notice shall be filed, if at all, after approval of the project. Such a notice shall include:~~

- ~~_____ (1) A brief description of the project,~~
- ~~_____ (2) A finding that the project is exempt, including a citation to the State Guidelines section under which it is found to be exempt; and~~
- ~~_____ (3) A brief statement of reasons to support the finding.~~

~~2-7.1203~~ ~~ONGOING PROJECT~~

~~The district shall use the special provisions of the State Guidelines dealing with projects approved prior to November 23, 1970, December 5, 1972 or April 5, 1973.~~

~~2-7.1204~~ ~~FEASIBILITY AND PLANNING STUDIES~~

~~A project involving only feasibility or planning studies for possible future actions which the district has not approved, adopted, or funded does not require the preparation of an EIR or Negative Declaration but does require consideration of environmental factors.~~

~~2-7.1205~~ ~~MINISTERIAL PROJECTS~~

- ~~(a) Ministerial projects are exempt from the requirements of CEQA.~~
- ~~(b) In the absence of any discretionary provision contained in the relevant local ordinance, it shall be presumed that the following actions are ministerial:~~
 - ~~_____ (1) Issuance of building permits.~~
 - ~~_____ (2) Issuance of business licenses.~~
 - ~~_____ (3) Approval of final subdivision maps.~~
 - ~~_____ (4) Approval of individual utility service connections and disconnections.~~
 - ~~_____ (5) Leasing of district owned, existing property where the use of the premises is not significantly changed.~~

~~(6) Any project of less than one mile in length within a public street or highway or any other public right-of-way for the installation of a new pipeline or the maintenance, repairs, restoration, reconditioning, relocation, replacement, removal or demolition of an existing pipeline. For the purposes of this subsection, "pipeline" includes subsurface facilities but does not include any surface facility related to the operation of the underground facility.~~

~~(c) Where a project involves an approval that contains elements of both a ministerial action and a discretionary action, the project will be deemed to be discretionary and will be subject to the requirements of CEQA.~~

~~2-7.1206 EMERGENCY PROJECT~~

~~The following emergency projects are exempt from the requirements of CEQA.~~

~~5. (a) Projects to maintain, repair, restore, demolish, or replace property or facilities damaged or destroyed as a result of a disaster in a disaster stricken area in which a state of emergency has been proclaimed by the governor pursuant to the California Emergency Services Act commencing with Government Code Section 8550.~~

~~6. (b) Emergency repairs to public service facilities necessary to maintain service.~~

~~7. (c) Specific actions necessary to prevent or mitigate an emergency.~~

~~2-7.1207 PROJECTS WHICH ARE DISAPPROVED~~

~~CEQA does not apply to projects which a public agency rejects or disapproves.~~

~~2-7.1208 RATES, TOLLS, FARES, AND CHARGES~~

~~(a) CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, or other charges by the district which the district finds are for the purpose of:~~

~~(1) Meeting operating expenses, including employee wage rates and fringe benefits,~~

~~(2) Purchasing or leasing supplies, equipment, or materials,~~

~~(3) Meeting financial reserve needs and requirements, or~~

~~(4) Obtaining funds for capital projects, necessary to maintain service within existing service areas.~~

~~(b) Rate increases to fund capital projects for the expansion of a system are subject to CEQA.~~

~~(c) The district shall incorporate written findings in the record of any proceeding in which an exemption under this section is claimed setting forth with specificity the basis for the claim of exemption.~~

~~2-7.1209~~ RESPONSES TO REVENUE SHORTFALLS

~~(a) CEQA does not apply to actions taken prior to January 1, 1978 by the district.~~

~~(1) To implement the transition from the property taxation system in effect prior to June 1, 1978, to the system provided for by Article XIII A of the California Constitution (Proposition 13), or~~

~~(2) To respond to a reduction in federal funds.~~

~~(b) This exemption is limited to projects directly undertaken by any public agency and to projects which are supported in whole or in part through contracts, grants, subsidies, loans, or other forms of assistance from one or more public agencies where the projects:~~

~~(1) Initiate or increase fees, rates, or charges charged for any existing public service, program, or activity, or~~

~~(2) Reduce or eliminate the availability of an existing public service program, or activity, or~~

~~(3) Close publicly owned or operated facilities, or~~

~~(4) Reduce or eliminate the availability of an existing publicly owned transit service, program, or activity.~~

ARTICLE 13 – CATEGORICAL EXEMPTIONS

~~2-7.1301 – GENERAL~~

~~This part lists certain types of projects which are exemptions from further environmental review by the State Guidelines.~~

~~2-7.1301 – LIMITATIONS~~

~~(a) – Classes 3, 4, 5, 6 and 11 set forth below are qualified by consideration of where the project is to be located. A project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply in all instances, exempt where the project may impact on an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.~~

~~(b) – All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant, for example, annual additions to an existing building under Class 1.~~

~~(c) – A categorical exemption shall not be used for any activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.~~

~~2-7.1303 – CATEGORICAL EXEMPTION~~

~~The following categorical exemption class is established as set forth in the State Guidelines:~~

~~(a) – Class 1: Consists of operation, repair, maintenance or minor alteration of existing facilities involving negligible or no expansion of use.~~

~~(b) – Class 2: Consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced.~~

~~(c) – Class 3: Consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure.~~

~~(d) – Class 4: Consists of minor public or private alterations in the condition of land, water, and/or vegetation which do not involve removal of mature, scenic trees except for forestry and agricultural purposes.~~

~~(e) – Class 5: Consists of minor alterations in land use limitations in areas with an average slope of less than 20%, which do not result in any changes in land use or density.~~

~~(f) – Class 6: Consists of basic data collection, research experimental management, and resource evaluation activities, which do not result in a serious or major disturbance to an environmental resource.~~

~~(g) Class 9: Consists of activities limited entirely to inspection, to check for performance of an operation, or quality, health, or safety of a project.~~

~~(h) Class 11: Consists of construction, or replacement of minor structures accessory to (appurtenant to) existing commercial, industrial or institutional facilities, including but not limited to:~~

~~(1) On-premise signs;~~

~~(2) Small parking lots;~~

~~(3) Placement of seasonal or temporary use items such as lifeguard towers, mobile food units, portable restrooms, or similar items in generally the same locations from time to time in publicly owned parks, stadiums, or other facilities designed for public use.~~

~~(i) Class 12: Consists of sales of surplus government property except for parcels of land located in an area of statewide, regional, or area wide concern. However, even if the surplus property to be sold is located in any of those areas, its sale is exempt if:~~

~~(1) The property does not have significant values for wildlife habitat or other environmental purposes, and~~

~~(2) Any of the following conditions exists:~~

~~(i) The property is of such size or shape that it is incapable of independent development or use; or~~

~~(ii) The property to be sold would qualify for an exemption under any other class of categorical exemption in these guidelines; or~~

~~(iii) The use of the property and adjacent property has not changed since the time of purchase by the public agency.~~

~~(j) Class 13: Consists of the acquisition of lands for fish and wildlife conservation purposes including preservation of fish and wildlife habitat, establishing ecological reserves under Fish and Game Code Section 1580, and preserving access to public lands and waters where the purpose of the acquisition is to preserve the land in its natural condition.~~

~~(k) Class 15: Consists of the division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous 2 years, and the parcel does not have an average slope greater than 20 percent.~~

~~(l) Class 19: Consists of only the following annexations:~~

~~(1) Annexations to the district of areas containing existing public or private structures developed to the density allowed by the current zoning or pre-zoning of either the gaining or losing government agency whichever is more restrictive, provided, however, that the extension of utility services to the existing facilities would have a capacity to serve only the existing facilities.~~

~~(2) Annexations of individual small parcels of the size for facilities exempted by State Guidelines Section 15103, New Construction of Small Structures.~~

~~(m) Class 20: Consists of changes in the organization or reorganization of local governmental agencies where the changes do not change the geographical area in which previously existing powers are exercised.~~

~~(n) Class 23: Consists of the normal operations of existing facilities for public gatherings for which the facilities were designed, where there is a past history of the facility being used for the same or similar kind of purpose. For the purposes of this section, "past history" shall mean that the same or similar kind of activity has been occurring for at least three years that there is a reasonable expectation that the future occurrence of the activity would not represent a change in the operation of the facility. Facilities included within this exemption include, but are not limited to, racetracks, stadiums, convention centers, auditoriums, amphitheaters, planetariums, swimming pools, and amusement parks.~~

~~(o) Class 25: Consists of transfers to ownership of interests in land in order to preserve open space. Examples include but are not limited to:~~

~~(1) Acquisition of areas to preserve the existing natural conditions.~~

~~(2) Acquisition of areas to allow continued agricultural use of the areas.~~

~~(3) Acquisition to allow restoration of natural conditions.~~

~~(4) Acquisition to prevent encroachment of development into flood plains.~~

~~(p) Class 27: Consists of the leasing of a newly constructed or previously unoccupied privately owned facility by a local or state agency where the local governing authority determined that the building was exempt from CEQA. To be exempt under this section, the proposed use of the facility:~~

~~(5) (1) Shall be in conformance with existing state plans and policies and with general, community, and specific plans for which an EIR or Negative Declaration has been prepared.~~

~~(6) (2) Shall be substantially the same as that originally proposed at the time the building permit was issued.~~

~~(7) (3) Shall not result in a traffic increase or greater than 10% front access road capacity.~~

~~(4) Shall include the provision of adequate employee and visitor parking facilities.~~

~~Examples of Class 27 include, but are not limited to:~~

~~(1) Leasing of administrative offices in newly constructed office space.~~

~~(2) Leasing of client service offices in newly constructed retail space.~~

~~(3) Leasing of administrative and/or client service offices in newly constructed industrial parks.~~

ARTICLE 14

~~AS OF THIS DATE - MAY 28, 2002 - THERE IS NO ARTICLE 14~~

ARTICLE 15 - DEFINITIONS

~~2-7.1501~~ GENERAL

~~The definitions contained in the State Guidelines apply to terms used throughout these guidelines unless a term is otherwise defined in a particular section.~~

CHAPTER 8. MISCELLANEOUS

ARTICLE 1 - CONFLICTS OF INTEREST

~~2-8.101~~ CONFLICTS OF INTEREST DISCLOSURE CODE

~~The Political Reform Act, Government Code Section 8100 et seq, requires state and local Board of Supervisors, as the code reviewing body for the district, has adopted a standard conflict of interest code for use by the district. Therefore, the provisions of the standard conflict of interest code and any amendments to it duly adopted by the Los Angeles County Board of Supervisors are hereby incorporated by reference and, along with the following disclosure categories and the following list in which members, employees, and consultants are designated, constitute the conflict of interest code of the district.~~

~~Individuals holding designated positions shall file statements of economic interests with the district's filing office. Within five days of receipt of the statements for the members of the Board of Directors, the district shall make and retain copies and forward the originals of those statements to the Los Angeles County Board of Supervisors. Statements for all other designated individuals will be retained by the district.~~

~~2-8.102~~ CONFLICTS OF INTEREST: DISCLOSURE CATEGORIES

~~The following categories are established for the purpose of conflicts of interest disclosure:~~

~~Category 1. Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency. Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.~~

~~Category 2. Persons in this category shall disclose all business positions, investments in business entities that manufacture, provide or sell services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.~~

~~Category 3. Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that provide, manufacture or sell services, supplies, provisions, or other property of a type utilized by the agency in an aggregate amount of \$10,000 or more per annum.~~

~~Category 4. Persons in this category shall disclose income (including gifts and loans) received from business entities that manufacture, provide or sell services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.~~

~~2-8.103 CONFLICTS OF INTEREST: DESIGNATED EMPLOYEES~~

~~(a) The following employees are designated to file conflicts of interest disclosure statements for the disclosure categories specified.~~

DESIGNATED EMPLOYEES	CATEGORY
Directors	1, 2, 3, 4
General Manager	1, 2, 3, 4
Treasuro	4
Director of Facilities and Chief of Operations	4
District Council	1, 2, 3
Director of Finance and Administration	2, 3
Director of Resource Conservation and Public Outreach	4

~~(b) Individuals who perform the duties of any designated position under contract shall file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position. The level of disclosure shall be determined by the General Manager.~~

~~(c) Individuals who participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency under contract which could affect financial interests shall be required to file Statements of Economic Interests.~~

ARTICLE 2 - RECORDS INSPECTION

2-8.2046.501 PURPOSE AND SCOPE

This Article provides criteria and procedures for the public inspection of district records. This article may be cited as the district's "Regulations for the Public Inspection of District Records."

2-8.2026.502 DEFINITIONS

As used in this Article:

(a) "Public Records" includes any writing containing information relating to the conduct of district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics.

(b) "Writing" means any handwriting, typewriting, printing, Photostatting, photographing, and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds or symbols, or combinations thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, or other documents.

2-8.2036.503 GENERAL

District records are open to inspection at all time during the office hours of the district and every citizen has a right to inspect any district records, except as hereinafter provided.

2-8.2046.504 EXCEPTIONS

Nothing in this Article shall be construed to require disclosure of records that are:

(a) Preliminary drafts, notes, or intra or inter agency memoranda which are not retained by the district in the ordinary course of business, provided, that the public interest in withholding such records clearly outweighs the public interest in disclosure;

(b) Records pertaining to pending litigation to which the district is a party or to claims made pursuant to Division 3.6 (commencing with Section 810) of Title 1 of the Government Code, until such litigation or claim has been finally adjudicated or otherwise settled;

(c) Personnel, medical or similar files, the disclosure of which would constitute and unwarranted invasion of personal privacy;

(d) Geological and geophysical data, plant production data and similar information relating to utility systems development which are obtained in confidence from any person;

(e) Test questions, scoring keys, and other examination data used to administer examinations for employment;

(f) The contents of real estate appraisals, engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective supply and construction contracts, until such time as all property has been

acquired or all of the contract agreement obtained, provided, however, the law of eminent domain shall not be affected by this provision;

(g) Records the disclosure of which is exempted or prohibited pursuant to provisions of Federal or State Law, including, but not limited to, provisions of the Evidence Code relating to privilege;

(h) Other records the disclosure of which is not required by law.

| ~~2-8-2056.505~~ ADDITIONAL PUBLIC RECORDS

Notwithstanding the foregoing:

(a) Every employment contract between the district and any public official or public employee is a public record.

(b) An itemized statement of the total expenditures and disbursements of the district provided for in Article VI of the California Constitution shall be open for inspection.

| ~~2-8-2066.506~~ JUSTIFICATION FOR WITHHOLDING OF RECORDS

The district shall justify withholding any records by demonstrating that the record in question is exempt under the express provisions of this Article or that on the facts of the particular case the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record.

| ~~2-8-2076.507~~ COPIES OF RECORDS

(a) A person may receive a copy of any identifiable district record. Upon request, an exact copy shall be provided in a form determined by the district. Officers, agents and employees of the district are not required to comply with this section when acting within the course and scope of district employment or office holding.

(b) A request for a copy of an identifiable public record or information produced there from shall be accompanied by payment of a fee in the amount of \$.20 per page, or in the case of blue line records, the amount of \$3.00 for the first sheet and \$1.50 for each additional sheet of the same project. A certified copy of such record shall require an additional fee of \$2.00.

(c) The General Manager may require any person who desires to obtain a copy of a district record to deposit an amount equal to the estimated fees for copying. That portion of the deposit which is not required to cover the costs of such fees and charges will be refunded to the person desiring to obtain the information if such deposit is insufficient to cover the costs of such fees and charges, an additional deposit will be required.

| ~~2-8-2086.508~~ PUBLIC COUNTER FILES

(a) The General Manager shall maintain a duplicate copy of all approved minutes, the agenda for the next scheduled board meeting and any written material distributed to members of the board for discussion or consideration at the next scheduled board meeting, at the public counter located in the district's offices, provided, any writing exempt from public exposure pursuant to the Public Record Act shall not be maintained

at the public counter, provided, further, writings which are public records and which are discussed during a public meeting but which were not previously available shall be made available prior to the commencement of, and during, their discussion at such meeting and shall be made available for public inspection immediately or as soon thereafter as practicable.

(b) No charge will be imposed upon any person for the use of the records described in this section, unless a copy thereof is requested in which case the charges set forth herein shall be imposed.

(c) The General Manager shall also maintain a record of all requests for inspection from the public that are declined for reasons set forth in this Article.

| ~~2-8-2096.509~~ INSPECTION BY DIRECTORS

Notwithstanding any other provision in this Article to the contrary, all records of the district, including records excluded from public inspection by virtue of the provisions hereof, shall be made available for inspection by any member of the Board of Directors at all reasonable times. No fee or charge shall be imposed upon any member of the Board of Directors for obtaining a copy of such record or for any search relating to the location of such record.

| ~~2-8-2406.510~~ OTHER LAW

This Article is adopted for the purpose of implementing the provisions contained in Chapter 3.5 (commencing with Section 62050) of Title 1 of the Government Code. Nothing herein contained shall be deemed to abridge or otherwise modify said provisions.

ARTICLE 36 - RETENTION OF RECORDS[imm11]

2.8-3046.601 PURPOSE AND SCOPE

This article provides criteria and procedures for the retention or destruction of district records. This Article may be cited as the district's "Regulations for the Retention of District Records."

2.8-3026.602 RETENTION OF ORIGINAL RECORDS

The following original records shall be maintained in perpetuity of the district's files:

- (a) The Certificate of Incorporation of the district;
- (b) Any certification of annexation proceedings;
- (c) Any certificate of the Secretary of State reciting the filing of annexation papers by the district in his office;
- (d) Any certification by the Secretary of State that detachment papers have been received and that he has excluded area from the district;
- (e) Resolutions and Ordinances;
- (f) Minutes of Meetings of the Board of Directors;
- (g) Certificate of Assessed Valuation prepared by the Auditor of each County in which property taxable by the district lies;
- (h) Documents received from Tax Assessors detailing district taxes collected;
- (i) Ballot arguments pro or contra on bond issues;
- (j) Results of bond propositions received from the canvassing bodies;
- (k) Results of elections for the office of member of Board of Directors received from the canvassing body;
- (l) Records of securities acquired with surplus district moneys;
- (m) Receipts for securities from banks;
- (n) Documents received relating to claims brought against the district;
- (o) Documents received pursuant to eminent domain proceedings brought by the district;
- (p) Records that are determined by the Board of Directors to be of significant and lasting historical, administrative, legal, fiscal or research value; and
- (q) Records required by law to be filed and preserved.

| 2-8-3036.603 RETENTION OF DUPLICATE ORIGINAL RECORDS

The following original records, or a microfilmed copy of such original record; shall be maintained in perpetuity in the district's files:

- (a) Financial records summarizing the financial status of the district other than reports prepared pursuant to Article 9 (commencing with Section 53891) of Part 1 of Division 2 of the Government Code;
- (b) Records affecting title to land or liens thereon;
- (c) Oaths of Office and related materials depicting the authenticity of the appointment of any director or officer of the district;
- (d) Paid vouchers with attached documents, summary of collections, registers of demands issued and journals of warrants paid, provided the original thereof has been maintained in the district's files for a period of five years;
- (e) Reports of the district in correspondence not covered in any other section of this article; and
- (f) Records received pursuant to State statute which are not expressly required by law to be filed and preserved.

| 2-8-3046.604 RETENTION OF RECORDS FOR TIME CERTAIN

The following original records may be destroyed after the passage of time, as indicated, without the maintenance of a microfilm copy thereof;

- (a) Unaccepted bids or proposals for construction may be destroyed without microfilming after two years;
- (b) Work orders or in-house records of time spent on various district work assignments may be destroyed without microfilming after two years;
- (c) Records created for a specific event or action may be destroyed without microfilming after five years following the end of the fiscal year in which the event or action was completed, unless there is pending litigation involving the records;
- (d) Canceled checks for the payment of bond interest and redemption may be destroyed by an executive officer without microfilming after ten years;
- (e) Tapes and recordings of minutes of the Board of Directors may be erased after six months; and
- (f) Any record, paper or document which is more than two years old and which was prepared or received in any manner other than pursuant to State statute.

| 2-8-3056.605 RETENTION OF OTHER RECORDS

The following records may be destroyed at any time, without the maintenance of a microfilm copy thereof:

- (a) All duplicates, the original or a permanent photographic record of which is on file;
- (b) Rough drafts, notes and working papers accumulated in the preparation of a communication, study or other document, unless of a formal nature contributing significantly to the preparation of the document representing the work of any department of the district, including but not limited to meter books after the contents thereof have been transferred to other records;
- (c) Cards, listings, non-permanent indices, other papers used for controlling work and transitory files including letters of transmittal, suspense letters, and tracer letters;
- (d) Canceled coupon sheets from registered bonds; and
- (e) Shorthand note books, telephone messages and inter-departmental notes.

| 2-8-3066.606 OTHER LAWS

Provisions of this Article are intended to implement the provisions of Chapter 7 (commencing with Section 60200) of Division 2, Title 6 of the Government Code. Nothing herein contained shall be deemed to abridge or amend said provisions.

| 2-8-3076.607 RECORD REVIEW

- (a) A records retention manual describing various district records and stating when the original or duplicate of such records may be destroyed is attached hereto and hereby incorporated by reference. The General Manager shall retain or destroy district records at the times set forth in the manual and in accordance with the procedures set forth in this section.
- (b) At least annually, the General Manager shall designate records proposed to be destroyed, pursuant to this section, to the Secretary and District Counsel at least ten (10) days prior to the proposed destruction date. The Secretary and District Counsel shall examine the list to determine whether the records proposed for destruction in accordance with the records retention manual. The General Manager may destroy the records described on the list unless the Secretary or District Counsel objects.
- (c) At least annually, the Secretary shall report in writing to the board at a public meeting whether district records are being retained in accordance with the policies established by the board. The secretary shall also recommend necessary and appropriate changes in the retention schedule for categories of records. The report and recommendations of the Secretary and the action of the board with respect to the report and recommendations shall become part of the permanent record of the meeting at which the report and recommendations are presented to the board.

ARTICLE 4 - ANNEXATION TO IMPROVEMENT DISTRICTS

~~Article 4 - Annexation to Improvement Districts was replaced by Resolution 9-03-2288 adopted by the Board of Directors on September 23, 2003.~~

ARTICLE 5. CODE OF ETHICS

2-8-501 DECLARATION OF POLICY

~~The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a code of ethics for all officers and employees, whether elected or appointed, paid or unpaid.~~

~~This article establishes ethical standards of conduct for District officers and employees by setting forth those acts or actions that are incompatible with the best interests of the District and by directing the officers' disclosure of private financial or other interests in matters affecting the District.~~

2-8-502 RESPONSIBILITIES OF PUBLIC OFFICE

~~Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the United States and State Constitution and to carry out impartially the laws of the nation, State, the Municipal Water District Act of 1911 and the District, thus to foster respect for all governments. They are bound to observe, in their official acts, the highest standards of performance and to discharge faithfully the duties of their office, regardless of personal considerations. Recognizing that the public interests must be their primary concern, their conduct in both their official and private affairs should be above reproach.~~

2-8-503 DEDICATED SERVICE

~~Officers and employees owe a duty of loyalty to the political objectives expressed by the electorate and the programs developed by the Board to attain these objectives. Appointive officers and employees should adhere to the rules of work and performance established as the standards for their positions by the appropriate authority.~~

~~Officers and employees should not exceed their authority or breach the law, or ask others to do so, and owe a duty to cooperate fully with other public officers and employees unless prohibited from so doing by law or by the officially recognized confidentiality of their work.~~

2-8-504 FAIR AND EQUAL TREATMENT

~~(a) The canvassing of members of the Board, directly or indirectly, to obtain preferential consideration in connection with any appointment to the municipal service, shall disqualify the candidate for appointment except with reference to positions filled by appointment by the Board.~~

~~(b) Officers and employees shall not request or permit the use of District owned vehicles, equipment, materials, or property for personal convenience or profit, except when such services are available to the public generally or are provided for the use of such officer or employee in the conduct of official business.~~

~~(c) Officers and employees shall not grant special consideration, treatment or advantage to a customer beyond what is available to every other customer.~~

~~2-8-505~~ ~~CONFLICTS OF INTEREST~~

~~Officers and employees shall avoid conflicts of interest and disclose potential conflicts of interest as set forth in this chapter.~~

~~2-8-506~~ ~~POLITICAL ACTIVITIES~~

~~Officers and employees shall not solicit or participate in soliciting an assessment, subscription or contribution to a political party during working hours on property owned by the District and shall conform to Government Code Sections 3202 and 3203.~~

~~Officers and employees shall not promise appointment to a position with the District.~~

~~2-8-507~~ ~~APPLICABILITY~~

~~An officer or employee having doubt as to the applicability of this article to a particular situation may apply to the Board for an advisory opinion by Legal Counsel. This chapter shall be operative when the application of a statutory provision is discretionary.~~

~~2-8-508~~ ~~EX PARTE COMMUNICATIONS~~

~~A written communication received by an officer or employee shall be made part of the record of decision. A communication concerning only the status of a pending matter shall not be regarded as an ex parte communication.~~

~~2-8-509~~ ~~AVOIDANCE OF IMPRESSIONS OF CORRUPTIBILITY~~

~~Officers and employees shall conduct their official and private affairs so as not to give a reasonable basis for the impression that they can be improperly influenced in performance of public duties. Officers and employees should maintain public confidence in their performance of the public trust in the District. They should not be a source of embarrassment to the District and should avoid even the appearance of conflict between their public duties and private interests.~~

~~2-8-510~~ ~~DISCRIMINATION IN APPOINTMENTS~~

~~No person shall be appointed to, removed from, or in any way favored or discriminated against with respect to any appointive administrative office because of such person's race, color, age, religion, sex, national origin, political opinions, affiliations, or functional limitation as defined by applicable State or federal laws, if otherwise qualified for the position or office. This provision shall not be construed to impair administrative discretion in determining the requirements of a position or in a job assignment of a person holding such a position, subject to review by the Board.~~

~~2-8-511~~ ~~DISTRICT ALLEGIANCE AND PROPER CONDUCT~~

~~(a) Officers and employees shall not engage in or accept any private employment, or render services for private interest, when such employment or service is incompatible with proper discharge of official duties or would tend to impair independence or judgment or action in the performance of those duties.~~

~~(b) Officers and employees shall not disclose confidential information concerning the property, government, or affairs of the District, and shall not use confidential information for personal financial gain.~~

~~(c) Officers and employees shall not accept a gift in excess of limits established by state law. Officers and employees shall not accept any gift contingent upon a specific action by the Board.~~

~~(d) Officers and employees shall not appear on behalf of business or private interests of another before the Board where such appearance would create a potential of having to abstain from officers participating on that matter or be incompatible with official duties. Officers and employees shall not represent a private interest of another person or entity in any action or proceeding against the interest of the District in any litigation to which the District is a party. A Director may appear before the District on behalf of constituents in the course of duties as a representative of the electorate or in the performance of public or civic obligations.~~

~~2-8-512~~ FUTURE EMPLOYMENT

~~For one year following termination of office holding, former Directors and the General Manager shall not attempt to influence administrators or legislative action by the District as an agent or attorney of another for compensation. This provision does not apply if the former Director or General Manager is acting as the agent or attorney of another public agency for compensation. As used herein, administrative action includes, but is not limited to, quasi-legislation, quasi-judicial decisions, and decisions to purchase or sell property, but does not include solely ministerial actions.~~

~~2-8-513~~ PENALTIES

~~In addition to any other penalties or remedies provided by law, any violation of the provisions of this Chapter shall constitute a cause for suspension, removal from office or employment or other disciplinary action after notice and hearing conducted by the appropriate appointed authority or, in the case of the Board, a majority of such Board.~~

TITLE 2 - ADMINISTRATION

CHAPTER 4. EMPLOYEES

ARTICLE 1 - WAGES, HOURS, CONDITIONS OF EMPLOYMENT & SPECIFIC POLICIES

2-4.101 **POSITION AUTHORIZED**

The Board shall, as part of the annual budget approval/adoption process, and from time to time, approve positions necessary to provide for the performance of the district's work. Such budget document shall identify positions by job title.

2-4.102 **WAGES**

The Board shall, as part of the annual budgeting process, approve wages for each authorized position and as otherwise needed from time to time.

2-4.103 **CONDITIONS OF EMPLOYMENT**

(a) Terms of employments are set forth in Memoranda of Understanding approved by the board.

(b) Terms of employment for positions or offices not covered by a memorandum of understand shall be set forth in contracts approved by the board.

2-4.104 **HARASSMENT POLICY**

(a) Harassment of an applicant or employee by a supervisor, management employee or co-worker on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age is against the law and will not be tolerated.

(b) The general manager shall promulgate work place regulations, consistent with State and Federal law, to insure harassment does not occur. The general manager shall meet and confer with recognized employee organizations concerning changes in the harassment policy and shall lodge copies of changes with the board within 30 days of adoption.

2-4.105 **WHISTLE BLOWER POLICY**

(a) No employee will be intimidated, restricted, coerced, or discriminated against for filing a written complaint with the district alleging gross mismanagement, significant waste of funds, abuse of authority or substantial and specific danger to public health or safety. No disciplinary action shall be imposed against an employee for filing such a complaint.

(b) The general manager shall promulgate work place regulations, consistent with State and Federal law, to protect the rights of whistleblowers. The general manager shall meet and confer with recognized employee organizations concerning changes in the whistleblower policy and shall lodge copies of changes with the board within 30 days of adoption.

2-4.106

SUBSTANCE ABUSE POLICY

(a) The district's function is to build, operate and maintain water distribution, water treatment, waste water collection, and waste water treatment systems safely, dependably and efficiently.

(b) The general manager shall promulgate work place regulations, consistent with State and Federal law, to avoid substance abuse. The general manager shall meet and confer with recognized employee organizations concerning changes in the substance abuse policy and shall lodge copies of changes with the board within 30 days of adoption.

2-4.107

NEPOTISM

(a) The district restricts the hiring or employment of relatives of officers or employees.

(b) The general manager shall promulgate work place regulations, consistent with State and Federal law, to avoid nepotism. The general manager shall meet and confer with recognized employee organizations concerning changes in the nepotism policy and shall lodge copies of changes with the board within 30 days of adoption.

ARTICLE 2 EMPLOYER-EMPLOYEE RELATIONS

2-4.201 This Article establishes policies and procedures for the administration of employer-employee relations in accordance with state and federal law. The provisions of the Meyers-Milias-Brown Act are hereby incorporated by this reference.

2-4.202 REPRESENTATIONAL UNITS

(a) A petition for certification as recognized employee organization of employees in a proposed unit may be filed by an employee organization with the General Manager.

(b) The General Manager shall determine whether the proposed unit is appropriate by considering the following factors, among others:

(i) The community of interest of the employees.

(ii) The history of employment relations in the unit.

(iii) The effect of the unit on the efficient operation of the public service and sound employee relations.

(iv) The effect upon existing classification structure.

(c) In establishing units, Managerial, Supervisorial, Professional and Confidential employees shall not be included in a unit with non-professional employees unless a majority of such Managerial, Supervisorial, Professional and Confidential employees vote for inclusion.

(d) The General Manager shall conduct a hearing on each unit after giving interested employee organizations notice thereof.

(e) The General Manager shall determine any dispute concerning the relationship between existing units involving the addition or the deletion of the classification.

2-4.203 RECOGNITION

(a) Following establishment of an appropriate representational unit, the Board shall conduct a secret ballot election to determine whether the employees within the unit wish to be represented by an employee organization and if they wish to be represented what their choice of representation is.

(b) If a majority of the employees within a unit vote in favor of a particular employee organization representing them, then such organization shall be designated as the recognized employee organization.

(c) A petition alleging that a recognized employee organization is no longer the majority representatives of the employees in the unit, may be filed with the Board by any employee, group of employees or their representatives. Said petition may be filed any time after completion of the recognized employee organization's first year of recognition. If the Board determines that the allegations in the petition are true, then it may order another election.

2-4.204

IMPASSE RESOLUTION

(a) If management representatives and the representatives of a recognized employee organization reach an impasse, the matter may be submitted by either party to the Board for impasse resolution.

(b) If the Board determines that there has been insufficient effort to resolve the impasse, it may deny the request for impasse resolution and remand the matter to the parties for further consideration.

(c) If the Board determines that further consideration will not result in settlement, it may, in its discretion, refer the matter for mediation or fact-finding, or it may determine the matter itself.

2-4.205

IMPLEMENTATION

The general manager shall promulgate regulations, consistent with State and Federal law, to implement this article. The general manager shall meet and confer with recognized employee organizations concerning changes in this article and shall lodge copies of changes with the board within 30 days of adoption.

CHAPTER 5 – GOVERNING BOARD, OFFICERS AND EMPLOYEES

ARTICLE 1. CODE OF ETHICS

2-5.101 DECLARATION OF POLICY

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a code of ethics for all officers and employees, whether elected or appointed, paid or unpaid.

This article establishes ethical standards of conduct for District officers and employees by setting forth those acts or actions that are incompatible with the best interests of the District and by directing the officers' disclosure of private financial or other interests in matters affecting the District.

2-5.102 RESPONSIBILITIES OF PUBLIC OFFICE

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the United States and State Constitution and to carry out impartially the laws of the nation, State, the Municipal Water District Act of 1911 and the District, thus to foster respect for all governments. They are bound to observe, in their official acts, the highest standards of performance and to discharge faithfully the duties of their office, regardless of personal considerations. Recognizing that the public interests must be their primary concern, their conduct in both their official and private affairs should be above reproach.

2-5.103 DEDICATED SERVICE

Officers and employees owe a duty of loyalty to the political objectives expressed by the electorate and the programs developed by the Board to attain those objectives. Appointive officers and employees should adhere to the rules of work and performance established as the standards for their positions by the appropriate authority.

Officers and employees should not exceed their authority or breach the law, or ask others to do so, and owe a duty to cooperate fully with other public officers and employees unless prohibited from so doing by law or by the officially recognized confidentiality of their work.

2-5.104 FAIR AND EQUAL TREATMENT

(a) The canvassing of members of the Board, directly or indirectly, to obtain preferential consideration in connection with any appointment to the municipal service, shall disqualify the candidate for appointment except with reference to positions filled by appointment by the Board.

(b) Officers and employees shall not request or permit the use of District-owned vehicles, equipment, materials, or property for personal convenience or profit, except

when such services are available to the public generally or are provided for the use of such officer or employee in the conduct of official business.

(c) Officers and employees shall not grant special consideration, treatment or advantage to a customer beyond what is available to every other customer.

2-5.105 POLITICAL ACTIVITIES

Officers and employees shall not solicit or participate in soliciting an assessment, subscription or contribution to a political party during working hours on property owned by the District and shall conform to Government Code Sections 3202 and 3203.

Officers and employees shall not promise appointment to a position with the District.

2-5.106 APPLICABILITY

An officer or employee having doubt as to the applicability of this article to a particular situation may apply to the Board for an advisory opinion by Legal Counsel. This chapter shall be operative when the application of a statutory provision is discretionary.

2-5.107 EX PARTE COMMUNICATIONS

A written communication received by an officer or employee shall be made part of the record of decision. A communication concerning only the status of a pending matter shall not be regarded as an *ex parte* communication.

2-5.108 AVOIDANCE OF IMPRESSIONS OF CORRUPTIBILITY

Officers and employees shall conduct their official and private affairs so as not to give a reasonable basis for the impression that they can be improperly influenced in performance of public duties. Officers and employees should maintain public confidence in their performance of the public trust in the District. They should not be a source of embarrassment to the District and should avoid even the appearance of conflict between their public duties and private interests.

2-5.109 DISCRIMINATION IN APPOINTMENTS

No person shall be appointed to, removed from, or in any way favored or discriminated against with respect to any appointive administrative office because of such person's race, color, age, religion, sex, national origin, political opinions, affiliations, or functional limitation as defined by applicable State or federal laws, if otherwise qualified for the position or office. This provision shall not be construed to impair administrative discretion in determining the requirements of a position or in a job assignment of a person holding such a position, subject to review by the Board.

2-5.110 ALLEGIANCE AND PROPER CONDUCT

(a) Officers and employees shall not engage in or accept any private employment, or render services for private interest, when such employment or service is incompatible

with proper discharge of official duties or would tend to impair independence or judgment or action in the performance of those duties.

(b) Officers and employees shall not disclose confidential information concerning the property, government, or affairs of the District, and shall not use confidential information for personal financial gain.

(c) Officers and employees shall not accept a gift in excess of limits established by state law. Officers and employees shall not accept any gift contingent upon a specific action by the Board.

(d) Officers and employees shall not appear on behalf of business or private interests of another before the Board where such appearance would create a potential of having to abstain from officers participating on that matter or be incompatible with official duties. Officers and employees shall not represent a private interest of another person or entity in any action or proceeding against the interest of the District in any litigation to which the District is a party. A Director may appear before the District on behalf of constituents in the course of duties as a representative of the electorate or in the performance of public or civic obligations.

2-5.111 FUTURE EMPLOYMENT

For one year following termination of office holding, former Directors and the General Manager shall not attempt to influence administrators or legislative action by the District as an agent or attorney of another for compensation. This provision does not apply if the former Director or General Manager is acting as the agent or attorney of another public agency for compensation. As used herein, administrative action includes, but is not limited to, quasi-legislation, quasi-judicial decisions, and decisions to purchase or sell property, but does not include solely ministerial actions.

2-5.112 PENALTIES

In addition to any other penalties or remedies provided by law, any violation of the provisions of this Chapter shall constitute a cause for suspension, removal from office or employment or other disciplinary action after notice and hearing conducted by the appropriate appointed authority or, in the case of the Board, a majority of such Board.

ARTICLE 2--DISCLOSURE CODE^[mm1]

2-5.201 CONFLICTS OF INTEREST DISCLOSURE CODE

The Political Reform Act, Government Code Section 8100 et seq. requires state and local Board of Supervisors, as the code reviewing body for the district, has adopted a standard conflict of interest code for use by the district. Therefore, the provisions of the standard conflict of interest code and any amendments to it duly adopted by the Los Angeles County Board of Supervisors are hereby incorporated by reference and, along with the following disclosure categories and the following list in which members, employees, and consultants are designated, constitute the conflict of interest code of the district.

Individuals holding designated positions shall file statements of economic interests with the district's filing office. Within five days of receipt of the statements for the members of the Board of Directors, the district shall make and retain copies and forward the originals

of these statements to the Los Angeles County Board of Supervisors. Statements for all other designated individuals will be retained by the district.

2-5.202 CONFLICTS OF INTEREST: DISCLOSURE CATEGORIES

The following categories are established for the purpose of conflicts of interest disclosure:

Category 1. Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be with the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency. Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

Category 2. Persons in this category shall disclose all business positions, investments in business entities that manufacture, provide or sell services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

Category 3. Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that provide, manufacture or sell services, supplies, provisions, or other property of a type utilized by the agency in an aggregate amount of \$10,000 or more per annum.

Category 4. Persons in this category shall disclose income (including gifts and loans) received from business entities that manufacture, provide or sell services and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

2-5.203 CONFLICTS OF INTEREST: DESIGNATED EMPLOYEES

(a) The following employees are designated to file conflicts of interest disclosure statements for the disclosure categories specified.

<u>DESIGNATED EMPLOYEES</u>	<u>CATEGORY</u>
Directors	1, 2, 3, 4
General Manager	1, 2, 3, 4
Treasurer	4
Director of Facilities and Chief of Operations	4
District Counsel	1, 2, 3
Director of Finance and Administration	2, 3
Director of Resource Conservation and Public Outreach	4

(b) Individuals who perform the duties of any designated position under contract shall file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position. The level of disclosure shall be determined by the General Manager.

(c) Individuals who participate in decisions which affect financial interests by providing information, advice, recommendation on counsel to the agency under contract which could affect financial interests shall be required to file Statements of Economic Interests.

CHAPTER 6- FINANCE

ARTICLE 1 - BUDGET

2-6.101 **ESTABLISHMENT OF BUDGET**

(a) The General Manager shall present a proposed budget to the Board for consideration prior to the commencement of each fiscal year.

(b) On or by September 1 of each year, the board shall establish a budget for capital expenditures and operation and maintenance for each department, for the district.

2-6.102 **FILING OF BUDGETS**

The Secretary shall file a copy of the budget with the Los Angeles County Auditor, Los Angeles County Board of Supervisors and with the State Controller's office on or by September 1 of each year

2-6.103 **IMPLEMENTATION OF BUDGET**

The General Manager shall implement the approved or revised budget, provided, all expenditures for capital improvements shall be approved by the Board before they are undertaken.

2-6.104 **ANNUAL AUDIT REPORTS**

Annual audit reports shall be prepared by a certified public accountant, public accountant or the Los Angeles County Auditor and filed no later than six months after the end of each fiscal year with the State Controller.

The Director of Finance and Administration shall maintain books of account in accordance with accepted accounting principles showing the status of all monies received and disbursed. Such general and special fund accounts shall be maintained as are necessary to accomplish this purpose.

[mm2]

ARTICLE 2 – BONDS, DEPOSITORIES AND CHECKS

2-6.201 **BONDS**

The Treasurer shall furnish a bond in the penal sum of **\$50,000**. The district shall pay premiums.

2-6.202 DEPOSITORIES

The Board shall, from time to time, designate depositories to have custody of the funds of the district contained in the following accounts:

- General Fund
- Interest and Redemption
- Bond Construction
- LVMWD/TSD Joint Venture Operating Fund
- LVMWD/TSD Joint Venture Construction Fund
- Payroll Account
- Deferred Compensation
- Other

2-6.203 APPROVAL OF WARRANTS AND SIGNATURE OF CHECKS

The Board shall approve all warrants and authorized issuance of checks in payment thereof.

2-6.204 CHECK **REGISTER**

(a) A check register showing the check number, payee, amount, the fund upon which it is drawn and the purpose of each check, a prepared by the Treasurer, will be sent to the Board members no later than Thursday before each Regular Board Meeting. Invoices and other supporting documents will be available with the checks at the Board Meetings for inspection by any Director if desired. Checks will be disbursed following approval by the Board.

(b) Checks in payment of utility bills, postage, payroll, payroll taxes, credit union collections, petty cash, emergency repairs and invoices subject to discount and interfund transfers may be disbursed prior to Board approval. Such items shall be set forth on a supplemental check register or included on the next regular check register and presented to the Board dependent on timing of actual check delivery.

ARTICLE 3 - CLAIMS

2-6.301 GENERAL

This Article apply to claims filed against this district for money or damages which are excepted by Government Code Section 905 and which are not governed by other statues or regulations.

2-6.302 FILING REQUIRED

A claim not covered by Government Claims Act as set forth in the Government Code shall be presented in accordance with this Article..

2-6.303 PRESENTATION

A claim, or amendment thereto, shall be presented to the district by delivering it to the Secretary or by mailing it to the Secretary at the district's offices.

2-6.304 CONTENTS

A claim presented pursuant to this Article shall be presented by the claimant or by a person acting on his behalf and shall show:

- (a) The name and post office address of the claimant;
- (b) Post office address to which the person presenting the claim desires notice to be sent;
- (c) The date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted;
- (d) The general description of the indebtedness, obligation, injury, damage or loss incurred so far as may be known at the time of presentation of the claim.
- (e) The name or names of the public employee or employees causing the injury, damage or loss if known;
- (f) The amount claimed as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss insofar as it may be known at the time of presentation of the claim, together with the basis of computation of the amount claimed; and
- (g) The signature of the claimant or some person on his behalf.

2-6.305 DEADLINE

A claim filed pursuant to this Article relating to a cause of action for death or for injury to person or to personal property or growing crop shall be presented not later than six months after accrual of cause of action. A claim relating to any other cause of action shall be presented not later than one year after the accrual of the cause of action.

2-6.306 LATE CLAIM

An application may be made to the District for leave to present a late claim when a claim required to be presented within a period of less than six months after the accrual of the cause of action, is not presented within the required time. Government Code Section 911.4(b), and Section 911.6 through 912.2 inclusive, and Sections 946.4 and 946.6 shall govern the application. The time specified in this Article shall be the time specified in Government Code Section 911.2 within the meaning of Sections 911.6 and 946.6.

2-6.307 TIME FOR ACTION BY BOARD

The Board shall act on the claim or application to file late claim within 45 days after the claim or application has been presented to the district.

2-6.308 NOTICE OF REJECTION OF CLAIM

Written notice of action taken pursuant to this Article rejecting an application or a claim in whole or in part shall be given to the person who presented the claim.

2-6.309 CLAIM AS PREREQUISITE TO SUIT

(a) No suit for money or damages may be brought against the district on a cause of action for which a claim is required until the written claim therefore has been presented to the district and has been acted upon by the Board.

(b) No suit may be brought against the district on any cause of action for which a claim is required unless such suit is commenced within six months after the date the claim is acted upon by the Board, or is deemed to have been rejected by the Board.

2-6.310 CLAIMS UNDER \$2500

The General Manager may allow compromise or settle a claim against the district if the amount to be paid pursuant to such allowance, compromise or settlement does not exceed \$2500. The General Manager shall advise the Board when there has been allowance, settlement or compromise on such claim.

2-6.311 JUDICIAL REVIEW OF CERTAIN DECISIONS

The provisions of Code of Civil Procedure Section 1094.6 shall be applicable to the judicial review of the decisions of the Board of Directors.

2-6.312 SMALL CLAIMS COURT ACTIONS

- (a) The general manager may commence actions within the jurisdiction of the small claims court to recover damages to district property.
- (b) The general manager may defend small claims court actions on behalf of the district..

ARTICLE 4 - PURCHASING¹ |

[mm6]

2-5.401 PURPOSE AND SCOPE

(a) This Article provides direction regarding the procurement of supplies, equipment, works of improvement, professional services, and other goods and services to ensure the District will receive high quality goods and services at a fair price.

(b) The following terms are defined for the purposes of this Article:

(1) "Formal bidding" means the solicitation of bids after approval of written specifications by the Board and pursuant to publication of a Notice Inviting Bids at least once a week for two successive weeks in a newspaper of general circulation, the last publication to be made not less than two weeks nor more than six weeks prior to the opening of bids.

(2) "Informal bidding" means the solicitation of written quotations without specific Board authorization, after approval of written specifications by the General Manager and pursuant to written notice to potential bidders as determined by the General Manager.

(3) "Request for proposal" means the solicitation of a written scope, schedule and cost of the work to be accomplished by a professional.

(4) "Goods" means a tangible product, not including a work of improvement.

(5) "Service" means an intangible product.

(6) "Work of improvement" means the construction of works, structures, and equipment, the furnishing of labor, and the acquisition of real or personal property for works.

(7) "Designated qualified vendor" means a vendor selected for the purchase of certain items or classes of items as a result of an informal bid process which results in the receipt of at least three written quotations.

2-5.402 EMERGENCIES

(a) Works of improvement, professional services or goods and services, necessary for emergency repair or replacement of public facilities of the District, damaged by unanticipated calamity may be procured without formal bids, informal bids, or requests for proposal, if this Section is followed.

(b) When a meeting of the Board can be commenced in a timely manner to authorize emergency action, by 4/5's vote, the Board shall be requested to authorize procurement of works of improvement, professional services, or goods and services without formal bids, informal bids, or requests for proposal. Such authorization shall be based on substantial evidence set forth in the minutes of the meeting that the emergency will not permit delay and action is necessary to respond to the emergency. Until the emergency subsides or the work is complete, at each subsequent regular meeting the board shall determine by 4/5's vote whether to continue to terminate the authorization for emergency.

¹ Amended by Resolution 10-13-2446 on October 22, 2013.

(c) When a meeting of the Board cannot be commenced in a timely manner to authorize emergency action, the General Manager may authorize procurement of works of improvement, professional services, or goods or services without formal bids, informal bids, or requests for proposal. The General Manager shall report to the board within 7 days of the emergency or at the next regular meeting scheduled within 14 days after the procurement. The report shall describe the emergency and present evidence that the emergency did not permit delay and action was necessary to respond to the emergency. Until the emergency subsides or the work is complete, at each subsequent regular meeting following the General Manager's action, the board shall determine by 4/5's vote whether the need for emergency action continues.

2-5.403 WORKS OF IMPROVEMENT

(a) The District shall procure works of improvement in accordance with Public Contract Code, Section § 20640, et seq.

(b) Works of improvement estimated to cost less than \$35,000 may be procured through the informal bid process. If the work is included in the current year budget, the General Manager may solicit informal bids without prior Board approval. If the work is not included in the current year budget, Board approval shall be obtained before informal bids are solicited.

(c) Works of improvement estimated to cost \$25,000 or more shall be procured through the formal bid process. The General Manager may solicit formal bids only with prior Board approval.

2-5.404 PREQUALIFICATION OF BIDDERS

(a) The General Manager may designate works of improvement that require specialized skills which cost in excess of five million (\$5,000,000) to be subject to prequalification of bidders.

(b) To become a prequalified bidder, a contractor must submit to the District a prequalification application consisting of a standardized questionnaire, financial statement, and statement of experience as part of the pre-qualification bidding packet.

(c) The questionnaires and financial statements submitted by prospective contractors are not public records and are not subject to public inspection. Records of the names of contractors applying for prequalification status are public records and subject to disclosure. Documents submitted by a prospective contractor will be submitted under penalty of perjury.

(d) The District will rate prospective contractors in accordance with a rating system based on (1) Public Contract Code § 20101 and (2) the model guidelines and standardized questionnaire created by the Department of Industrial Regulations, as modified by the District to address the needs of the particular project, or projects, to which they are to be applied.

(e) The District will devise the questions, process and scoring for the rating system, to best evaluate a contractor's ability to successfully complete a particular project. This information will be provided as part of the pre-qualification bidding packet. The rating system will be applied uniformly and objectively to prospective contractors, which have submitted properly completed documents in accordance with this policy. The District may

determine only a certain number of the top scoring pass-rated contractors shall be considered prequalified for a specific project. This determination shall be made prior to issuing the Notice Inviting Prequalification for the specific project.

(f) When the District uses this prequalification process, the only contractors eligible to submit a bid are prequalified contractors. Further, such contractors shall submit bids only naming a prequalified subcontractor when subcontractors are prequalified. A bid received listing an unqualified subcontractor will be disqualified as nonresponsive. No bid shall be accepted for the project from unqualified contractors.

(g) A contractor's prequalification status will immediately terminate if: (1) The contractor fails to give the District written notice of change in the information previously provided within 10 days before a bid opening; (2) the contractor's license is suspended or terminated by the California State Licensing Board; (3) the contractor is convicted of a crime of moral turpitude; (4) the contractor's application contains materially false information; or (5) the contractor's control over a public works contract, whether within the District's jurisdiction or otherwise is terminated for cause.

(h) The District shall give written notice to each contractor of the prequalification determination for that contractor. A contractor may appeal a rating of "not qualified", including a decision to revoke a previous qualified rating. There is no appeal from a finding that a contractor is not prequalified because of a failure to submit required information or failure to submit required information in a timely manner.

(1) Contractor may appeal the decision as follows:

(i) By giving written notice of appeal to the General Manager no later than ten days after receipt of the not qualified rating.

(ii) The notice of appeal shall contain at least the following:

(a) The name, address and telephone number of the person making the appeal.

(b) A description of the determination which is the subject of the appeal, and the date of the Notice of Determination; or

(c) A brief description of the grounds for the appeal.

(2) The District will provide the contractor with a written statement of the basis for the not qualified determination and supporting evidence received from others or adduced as a result of investigation.

(3) Within 14 days of sending the response to the contractor, the General Manager shall hear the appeal. The hearing shall be an informal one. The contractor may rebut evidence which is the basis for the determination and present evidence why the contractor is qualified.

(4) The General Manager or designee may affirm the earlier determination or reverse the determination and assign an alternate rating. This decision will be in writing containing a summary of the facts that led to the decision. The decision of the General Manager is final. A contractor shall have no right to appeal the decision to the Board.

(i) The General Manager may cancel the prequalification process at any time during the prequalification process, even after receiving and scoring

applications. If the prequalification process is cancelled, the normal competitive bidding rules will apply. The District assumes no liability for the cost a prospective contractor may have incurred by submitting an application for prequalification, and the submittal of a prequalification application is a waiver to claim any such cost or losses due to cancellation of the process.

2-5.405 PROFESSIONAL SERVICES

(a) The District shall procure professional services, such as legal, medical, engineering, architectural, financial, human resources, labor relations, and educational, in accordance with the procedures recommended by the ethics of the discipline involved.

(b) If the professional service is estimated to cost less than \$25,000, and it is included in the current year budget, the General Manager may enter into contracts with qualified professionals without prior Board approval.

(c) If the professional service is estimated to cost \$25,000 or more, or it is not included in the current year budget, the General Manager may request proposals from qualified professionals only with prior Board approval.

2-5.406 GOODS AND SERVICES

(a) The District shall procure goods and services, other than works of improvement and professional services, as mentioned above, pursuant to this section.

(b) Goods and services included in the current year budget and estimated to cost less than \$25,000, shall be purchased without further board action following informal bidding procedures.

(c) Goods and services included in the current year budget and estimated to cost \$25,000 or more shall be purchased by the formal bidding process. The General Manager may solicit formal bids for these items only with prior board approval.

2-5.407 EXCEPTIONS

(a) The General Manager may approve changes to contracts ("change orders") for the procurement of supplies, equipment, contracts for professional services, and other goods and services provided;

(1) The change order is within the scope of the approved contract by the board, the cost of the changed work does not exceed the adopted budget; and,

(2) The cumulative change orders are within 10% of the original contract amount; and

(3) Other parameters set by the Board are followed.

(b) The General Manager may approve change orders for works of improvement provided the changed work is within the scope of the project approved by the board, the cost of the changed work does not exceed the budget for the work approved by the board, and:

- (1) For contracts less than or equal to \$1,000,000:
 - (i) a single change order does not exceed \$50,000;
 - (ii) the total of all change orders does not exceed \$100,000;
- (2) For contracts greater than \$1,000,000:
 - (i) a single change order does not exceed 5% of the original amount awarded by the board;
 - (ii) the total of all change orders do not exceed 10% of the original amount awarded by the board; and
- (3) For contracts regardless of amount:
 - (i) a time extension up to 25% of the time stated in the contract; and
 - (ii) a deduction change order within the foregoing parameters, but a deduction change order shall not offset the above amounts.
- (c) The General Manager shall file a written notice with the clerk when a change order is approved by the General Manager pursuant to this sub-section. The clerk shall distribute to the board as an information item at the next board meeting.
- (d) Bidding shall not be required for goods or services in the following circumstances:
 - (1) Goods and services included in the current year budget and that have an estimated value less than \$2,500.
 - (2) A vendor is the sole source for the goods or services as determined by the General Manager.
 - (3) If the vendor has been selected during the past twelve consecutive months as the designated qualified vendor for the items, or classes of items, to be purchased.
- (e) The procurement procedures set forth in this Article do not apply if the cost of goods or services is established by Federal, State or local regulation, such as is the case with utility services and the supplies and appurtenant equipment.

2-5.408

MISCELLANEOUS

- a) Goods and services shall be procured from the responsive vendor who provides the greatest value as determined by the criteria specified in the Notice Inviting Bids, the written specifications, or the request for proposal.
- b) The procedures, personnel, and system of forms to be used by District employees in the procurement of goods and services shall be determined by the General Manager and set forth in clean and concise written form consistent with the provisions of this Article. The directive shall be made available to employees and shall become the process for the procurement of goods and services.

ARTICLE 5 - INVESTMENT POLICY^[mm7]

2-5.501 INVESTMENT

The district shall invest surplus money in a manner providing maximum security while meeting the cash flow demands and conforming to statutes governing the investment of public funds. This investment policy governs investments except funds related to debt issues controlled by specific provisions of the issuance documents, and deferred compensation program money is directed by individual employees participating in the deferred compensation program.

2-5.502 BASIC POLICY AND STATEMENT OF OBJECTIVES

(a) Investments shall be made with judgment and care under circumstances the prevailing that persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived.

(b) The standard of prudence to be used by the investment officials shall be the prudent person standard and shall be applied in the context of managing an overall portfolio. Investment officers who act in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of the personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

(c) Everyone involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or impair their ability to make impartial investment decisions. Each employee involved in the investment process will receive a copy of this investment policy and certify that they have read the policy.

(d) The primary objectives in priority order of investment activities are:

Safety: Safety of principal is the foremost objective of the investment program. Investments of the district shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

Liquidity: The district's investment portfolio will remain sufficiently liquid to enable the district to meet all operating requirements that might be reasonably anticipated.

Return on Investment: The district's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the district's investment risk constraints and the cash flow characteristics of the portfolio.

2-5.503² PRUDENT PERSON

As in investment standard, any investment shall be made as if it is one that would be purchased by a prudent person using the same discretion and intelligence that a person would use in managing his own affairs and certainly not for speculation.

² Section 2-5.603 was amended by Resolution No. 06-13-2441 on June 11, 2013.

2-5.504³

CRITERIA FOR INVESTMENT

The following criteria will be used in evaluating financial institutions which are eligible for deposits:

- (a) Must be federally insured and have total assets of at least \$10 billion and a net worth ratio of a least three percent.
- (b) Collateral shall be deposited in accordance with the Government Code, consisting of one of the following:
 - (1) Collateral comprised of mortgages/trust deeds must be provided which at all times is in an amount in value at least fifty percent in excess of the amount deposited.
 - (2) Collateral comprised of eligible securities other than mortgages/trust deeds must be provided which at all times is in an amount in value at least ten percent in excess of the amount deposited.
- (c) The Treasurer may waive the first \$250,000 of collateral security if the institution is insured pursuant to Federal law.

2-5.505

TERM OF INVESTMENT

The district will match investments with anticipated cash flow requirements with a maximum allowed maturity of five years.

2-5.506

DELEGATION OF AUTHORITY

- (a) The Treasurer is responsible for the investments. Daily management responsibility for the investment program is delegated to the Director of Finance and Administration who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include reference to safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions.
- (b) No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director of Finance and Administration. The Director of Finance and Administration shall establish a system of controls to regulate the activities of subordinate officials.

2-5.507^{4,5}

AUTHORIZED INVESTMENTS

- (a) The following investments are authorized:
 - (1) United States Treasury Bills, Bonds and Notes, or those mutual funds for which the full faith and credit of the United States is pledged for payment of principal and interest. There is no limit to the amount of the investment portfolio that may be invested in U. S. Treasury Notes.

³ Section 2-5.604 was amended by Resolution No. 06-13-2441 on June 11, 2013.

⁴ Section 2-5.607 was amended by Res. No. 02-09-2386 on February 10, 2009.

⁵ Section 2-5.607 was amended by Resolution No. 06-13-2441 on June 11, 2013.

(2) Obligations issued by the United States Government Agencies, such as the Government National Mortgage Association (GNMA), the Federal Farm Credit Bank System (FFCB), the Federal Home Loan Bank Board (FHLB), the Federal National Mortgage Association (FNMA), and the Student Loan Marketing Association (SLMA), and mutual funds that consist of these obligations. There is no limit to the amount of the investment portfolio that may be invested in Federal Agencies.

(3) Time deposits, non-negotiable and collateralized in accordance with the Government Code in those U.S. banks and savings and loan associations that meet the requirements as evaluated by a nationally recognized statistical rating organization (NSRO) as designated by the Securities and Exchange Commission, for the qualitative and quantitative analysis of financial institutions. The issuer firm should have been in existence for at least five years. The District may waive the first \$100,000 of collateral security for such deposits if the institution is insured pursuant to federal law. To secure such deposits, an institution shall maintain in the collateral pool securities having a market value of at least 10% in excess of the total amount deposited. Real estate mortgages may not be accepted as collateral. The maximum term for deposits shall be one year. In general, the issuer must have a minimum tier one risk-based capital ratio of 6% as determined by the FDIC and their operation must have been profitable during their last reporting period. No more than 25% of the market value of the portfolio may be vested in time deposits.

(4) Repurchase agreements with banks and dealers with which the District has entered into a master repurchase contract that specifies terms and conditions of repurchase agreements. The transactions shall be limited to primary dealers and the top twenty-five U.S. banking institutions according to asset size. The maturity of repurchase agreements shall not exceed thirty days. The market value of the securities used as collateral for repurchase agreements shall be monitored daily by the investment staff and will not be allowed to fall below 100% of the value of the repurchase agreement. In order to conform with provisions of the Federal Bankruptcy Code, which provides for the liquidation of securities held as collateral for repurchase agreements, the only securities acceptable as collateral shall be certificates of deposit, eligible banker's acceptances, or securities that are either direct obligations of, or that are fully guaranteed as to principal and interest by the United States or any agency of the United States. A perfected security interest shall always be maintained in the securities, subject to a repurchase agreement. No more than 10% of the market value of the portfolio may be invested in reverse repurchase agreements.

(5) Local Agency Investment Fund (LAIF) established by the State Treasurer for the benefit of local agencies up to the maximum amount permitted by law.

(6) Local government investment pools or mutual funds in private sector that adhere to the Government Code parameters for eligible investments. These are similar to LAIF in function and practice but are not administered through the state.

(7) Bonds, notes issued by local agencies, state of California, and any of the other 49 United States, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency, such as Las Virgenes Municipal Water District. The maturity of such bonds or notes should not exceed five years from the date of purchase. The long-term ratings of such bonds should have at least AA- by Standard and Poor's (S&P) or Aa3 by Moody's, or the short-term ratings should have at least A-1 by S&P, and P-1 by Moody's. There is no limit to the amount of the investment portfolio that may be invested in municipal bonds.

(b) Ineligible investments include, but are not limited to, common stocks and corporate bonds, inverse floaters, range notes, interest-only strips that are derived from a pool of mortgages and mutual funds. The use of derivatives, options, futures or buying on margin is also specifically prohibited. Securities that could result in zero interest accrual if held to maturity are ineligible. Security transactions shall be conducted on delivery-versus-payment basis. Securities purchased or acquired by the District shall be held in safekeeping by a third party only pursuant to a custodial agreement as required by Government Code §53601.

2-5.508

REPORTING REQUIREMENTS

(a) The district shall maintain a complete and timely record of investment transactions.

(b) The Director of Finance and Administration shall prepare and the Treasurer shall submit a monthly investment report of funds directly controlled and managed by the district including a detailed listing of all investment transactions opened and closed during a report period or, if none, a statement to that effect. The report shall be submitted monthly to each director. The report shall include the rating for each banker's acceptance and commercial paper.

(c) Each calendar quarter, the Director of Finance and Administration shall submit an investment report approved by the Treasurer showing a description of the portfolio, the type of investments, the issuers, maturity dates, par values and current market values of each component of the portfolio. The report will include the source of the portfolio valuation. This report shall be submitted to each director.

(d) Each investment report shall be submitted within thirty days following the end of the period covered by the report and must also include certification by the General Manager that investment actions executed since the last report are in compliance with the investment policy or state areas of noncompliance; and the district will meet its expenditure obligations for the next six months or state why sufficient money shall, or may, not be available as required by law.

2-5.509⁶

AUTHORIZED FINANCIAL DEALS AND INSTITUTIONS

(a) The Director of Finance and Administration will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in California. These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state laws.

(b) Financial institutions, brokers and dealers who desire to become qualified bidders for investment transactions must supply the District with the following:

- Audited financial statements
- Proof of National Association of Security Dealers (NASD) certification
- Proof of California registration

⁶ Section 2-5.609 amended by Res No. 02-09-2386 on February 10, 2009.

(c) Each financial institution must certify to the District in writing that it has received and read a copy of the District's Investment Policy and that it will comply with that policy in its investment recommendations to the District.

(d) A current audited financial statement is required to be on file for each financial institution, brokers and dealers through which the District invests.

2-5.5107

REVIEW AND REVISION

From time-to-time, the board shall review the investment policy, including the delegation of authority to invest funds, to sell or exchange securities, or to add new investment instruments in the future.

CHAPTER 6. DISTRICT POLICIES[mm8]

ARTICLE 1 - SERVICES

2-6.101 **GENERAL**

The district shall, to the extent practicable, provide potable water service, sanitation service and recycled water service to district inhabitants and property owners consistent with the requirements of the Municipal Water District Law of 1911 and other State and Federal laws, rules and regulations.

2-6.102 **DISTRIBUTION AND SALE OF WATER**

The Board has fixed the rates at which water shall be sold, and the regulations governing classes of service and the conditions of service. All water rates and regulations are set forth in this Code.

The district shall encourage water conservation to the maximum extent feasible including the promotion of expanded use of recycled water.

2-6.103 **COLLECTION AND TREATMENT OF SEWAGE**

The Board has determined the necessity of constructing and operating facilities for the collection, treatment and disposal of sewage. Sewer rates and regulations covering sewage treatment are set forth in this Code.

2-6.104 **DISTRIBUTION AND SALE OF RECYCLED WATER**

The Board has determined the necessity of constructing and operating facilities for the distribution and sale of recycled water. Recycled water service rules and regulations are set forth in this Code.

ARTICLE 2 - RATES AND CHARGES

2-6.201 GENERAL

At least annually, the Board shall review and amend or confirm the rates, fees and charges for potable water service, sewerage service and recycled water service. Adoption of the annual budget with rate assumptions included therein, may constitute such review.

2-6.202 OPERATING COSTS

As near as practicable, the Board shall establish service charges at a level sufficient to recover the cost of operating and maintaining the service.

2-6.203 CAPITAL IMPROVEMENT COSTS

As near as practicable, the Board shall establish connection and facilities charges sufficient to recover the cost of constructing capital improvements required to provide service.

ARTICLE 3 - ENVIRONMENTAL

[mm9]

2-6.301 GENERAL

(a) District projects shall be undertaken with due regard for the environmental consequences. This article implements the regulations adopted by the Secretary of Resources (hereinafter "State Guidelines") to be followed by local agencies to implement the California Environmental Quality Act (CEQA). The State Guidelines are incorporated by this reference.

(b) This article applies to discretionary activities directly undertaken by the district, discretionary activities financed in whole or in part by the district, and private activities, which require discretionary approval from the district.

2-6.302 PROCESS: GENERAL

(a) The district shall consider environmental documents prepared for a project before taking action on the project.

(b) As a "lead agency", the district shall decide whether to prepare environmental documents and which environmental document to prepare, as follows:

(1) The general manager will first determine whether the activity is a project. The activity is not a project if the district lacks discretion to disapprove or modify the proposed activity. Nothing further is required if the activity is not a project.

(2) If the activity is a project, the general manager will next determine if the project is exempt. A notice of categorical exemption will be filed if the activity is exempt.

(3) If the project is not exempt, the general manager will prepare an initial study to determine whether the project may have a significant effect on the environment.

(4) If the initial study discloses the project is not expected to have a significant effect on the environment, the general manager will prepare a negative declaration.

(5) If the initial study discloses project is expected to have a significant effect on the environment, the general manager will prepare an environmental impact report (EIR).

(c) When another agency is the lead agency, the district may be a "responsible agency". As a responsible agency, the general manager will comment on the environmental documents prepared by the lead agency and use the environmental documents prepared by the lead agency during the district's decision-making process.

(d) The Board shall: consider approve the negative declaration prior to approving a project; review and consider the final environmental documents, including making findings of significant environmental impact and findings of overriding considerations, prior to approving a project;.

2-6.303 LEAD AGENCY PROCESS

(a) Where a project is to be carried out or approved by more than one public agency, one public agency shall be responsible for preparing an EIR or negative declaration for

the project. This agency is the lead agency. The determination of which agency will be the lead agency shall be governed by the criteria set forth in the State Guidelines.

(b) The determination of the lead agency of whether to prepare an EIR or a negative declaration shall be final and conclusive on all persons, including responsible agencies: the decision is challenged under CEQA; circumstances or conditions change as, or a responsible agency becomes a lead agency.

(c) An agency which will carry out a project but which is not the lead agency is a responsible agency. The decision-making body of each responsible agency shall consider the lead agency's EIR or negative declaration prior to acting upon or approving the project. The responsible agency shall assume the role of the lead agency only when conditions set forth in the State Guidelines exist.

(d) If there is a dispute over which of several agencies should be the lead agency for a project, the disputing agencies shall resolve the dispute in accordance with the State Guidelines.

2-6.304

ACTIVITIES NOT SUBJECT TO CEQA REVIEW

(a) The following activities are not "projects" within the meaning of CEQA and this article:

(1) A project involving only feasibility or planning studies for possible future actions which the district has not approved, adopted, or funded does not require the preparation of an EIR or Negative Declaration but does require consideration of environmental factors.

(b) The following activities are exempt from the requirements of CEQA:

(1) Approval of individual utility service connections and disconnections.

(2) Leasing of district owned, existing property where the use of the premises is not significantly changed.

(3) Construction of a pipeline of less than one mile in length within a public street or highway or any other public right-of-way or the maintenance, repairs, restoration, reconditioning, relocation, replacement, removal or demolition of an existing pipeline. For the purposes of this subsection, "pipeline" includes subsurface facilities but does not include any surface facility related to the operation of the underground facility.

(Where a project involves an approval that contains elements of both a ministerial action and a discretionary action, the project will be deemed to be discretionary and will be subject to the requirements of CEQA.)

1. Projects to maintain, repair, restore, demolish, or replace property or facilities damaged or destroyed as a result of a disaster in a disaster stricken area in which a state of emergency has been proclaimed by the governor pursuant to the California Emergency Services Act commencing with Government Code Section 8550.
2. Emergency repairs to public service facilities necessary to maintain service.
3. Specific actions necessary to prevent or mitigate an emergency.
4. CEQA does not apply to projects which are rejected or disapproved.

ITEM 9A

5 The establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, or other charges for the purpose of: Meeting operating expenses, including employee wage rates and fringe benefits,; Purchasing or leasing supplies, equipment, or material; Meeting financial reserve needs and requirements, or Obtaining funds for capital projects, necessary to maintain service within existing service areas.

(Rate increases to fund capital projects for the expansion of a system are subject to CEQA. The district shall incorporate written findings in the record of any proceeding in which an exemption under this section is claimed setting forth with specificity the basis for the claim of exemption.)

(c) The following categorical exemptions are set forth in the State Guidelines:

Class 1: Consists of operation, repair, maintenance or minor alteration of existing facilities involving negligible or no expansion of use.

Class 2: Consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced.

Class 3: Consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure.

Class 4: Consists of minor public or private alterations in the condition of land, water, and/or vegetation, which do not involve removal of mature, scenic trees except for forestry and agricultural purposes.

Class 5: Consists of minor alterations in lane use limitations in areas with an average slope of less than 20%, which do not result in any changes in land use or density.

Class 6: Consists of basic data collection, research experimental management, and resource evaluation activities, which do not result in a serious or major disturbance to an environmental resource.

Class 9: Consists of activities limited entirely to inspection, to check for performance of an operation, or quality, health, or safety of a project.

Class 11: Consists of construction, or replacement of minor structures accessory to (appurtenant to) existing commercial, industrial or institutional facilities, including but not limited to: On-premise signs; Small parking lots; Placement of seasonal or temporary use items such as lifeguard towers, mobile food units, portable restrooms, or similar items in generally the same locations from time to time in publicly owned parks, stadiums, or other facilities designed for public use.

Class 12: Consists of sales of surplus government property except for parcels of land located in an area of statewide, regional, or area wide concern. However, even if the surplus property to be sold is located in any of those areas, its sale is exempt if: The property does not have significant values for wildlife habitat or other environmental purposes, and Any of the following conditions exists:

(i) The property is of such size or shape that it is incapable of independent development or use; or

(ii) The property to be sold would qualify for an exemption under any other class of categorical exemption in these guidelines; or

(iii) The use of the property and adjacent property has not changed since the time of purchase by the public agency.

Class 13: Consists of the acquisition of lands for fish and wildlife conservation purposes including preservation of fish and wildlife habitat, establishing ecological reserves under Fish and Game Code Section 1580, and preserving access to public lands and waters where the purpose of the acquisition is to preserve the land in its natural condition.

Class 15: Consists of the division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous 2 years, and the parcel does not have an average slope greater than 20 percent.

Class 19: Consists of only the following annexations:

(1) Annexations to the district of areas containing existing public or private structures developed to the density allowed by the current zoning or pre-zoning of either the gaining or losing government agency whichever is more restrictive, provided, however, that the extension of utility services to the existing facilities would have a capacity to serve only the existing facilities.

(2) Annexations of individual small parcels of the size for facilities exempted by State Guidelines Section 15103, New Construction of Small Structures.

Class 20: Consists of changes in the organization or reorganization of local governmental agencies where the changes do not change the geographical area in which previously existing powers are exercised.

Class 23: Consists of the normal operations of existing facilities for public gatherings for which the facilities were designed, where there is a past history of the facility being used for the same or similar kind of purpose. For the purposes of this section, "past history" shall mean that the same or similar kind of activity has been occurring for at least three years that there is a reasonable expectation that the future occurrence of the activity would not represent a change in the operation of the facility. Facilities included within this exemption include, but are not limited to, racetracks, stadiums, convention centers, auditoriums, amphitheaters, planetariums, swimming pools, and amusement parks.

Class 25: Consists of transfers to ownership of interests in land in order to preserve open space.

Class 27: Consists of the leasing of a newly constructed or previously unoccupied privately owned facility by a local or state agency where the local governing authority determined that the building was exempt from CEQA. To be exempt under this section, the proposed use of the facility:

- (1) Shall be in conformance with existing state plans and policies and with general, community, and specific plans for which an EIR or Negative Declaration has been prepared.
- (2) Shall be substantially the same as that originally proposed at the time the building permit was issued.
- (3) Shall not result in a traffic increase or greater than 10% front access road capacity.
- (4) Shall include the provision of adequate employee and visitor parking facilities.

(A categorical exemption shall not be used for any activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.)

2-6.305

INITIAL STUDY

(a) Unless an activity is not subject to review or an exemption applies (or unless the district can determine the project will clearly have a significant effect, and an EIR is ordered) during the first step in the CEQA process, the general manager shall prepare an initial study to determine if the project may have a significant effect on the environment.

(b) If the project is to be carried out by a private person or private organization, the person or organization carrying out the project shall submit data and information, which will enable the district to prepare the initial study.

(c) As soon as the district has determined that an initial study will be required for the project, the district shall consult informally with all responsible agencies and trustee agencies responsible for resources affected by the project to obtain the recommendations of those agencies as to whether an EIR or a negative declaration should be prepared.

2-6.306

DETERMINING SIGNIFICANT EFFECT

(a) In evaluating the significance of the environmental effects of a project, the general manager shall consider both primary or direct and secondary or indirect consequences. Social and economic changes resulting from a project by themselves shall not be treated as significant effects on the environment. If physical changes cause or result from adverse economic or social changes, the economic or social changes may be used as the basis for determining that the physical changes are significant.

(b) The general manager shall find that a project may have a significant effect on the environment and require an EIR where any of the following conditions occur:

(1) The project has the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number of restrict the range of a rare or endangered plant or animal, or eliminate important examples of the major periods of California history or prehistory.

(2) The project has the potential to achieve short-term environmental goals to the disadvantage of long-term environmental goals.

(3) The project has possible environmental effects, which are individually limited but cumulatively considerable. As used in the subsection, "cumulatively considerable" means that the incremental effects of an individual project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.

(4) The environmental effects of a project will cause substantial adverse effects on human beings, either directly or indirectly.

2-6.307

NEGATIVE DECLARATION

(a) A Negative Declaration shall be prepared for a project which could potentially have a significant effect on the environment, but which the general manager finds on the basis of an Initial Study will not have a significant effect on the environment.

(b) Before completing a Negative Declaration, general manager shall consult with responsible agencies. This consultation may take place during the public review period provided herein.

(c) A Negative Declaration shall include:

(1) A brief description of the project; including a commonly used name for the project if any;

(2) The location of the project and the name of the project proponent;

(3) A finding that the project will not have a significant effect on the environment;

(4) An attached copy of the Initial Study documenting reasons to support the finding;

(5) Mitigation measures, if any, included in the project to avoid potentially significant effects.

(d) Notice of the preparation of a Negative Declaration shall be provided to the public twenty-one (21) days prior to consideration by the Board. Notice shall be given to all organizations and individuals who have previously requested such notice and shall be given by at least one of the following procedures as selected by the General Manager:

(1) Publication, no fewer times than required by Section 6061 of the Government Code, by the Agency in a newspaper of general circulation in the area affected by the proposed project.

(2) Posting of notice by the Agency on and off site in the area where the project is to be located.

(3) Direct mail notice shall be given to owners of property contiguous to the project as such owners are shown on the latest equalized assessment roll.

The noticed review period shall be long enough to provide members of the public with sufficient time to respond to the proposed finding before the Negative Declaration is approved.

(e) The board may approve the Negative Declaration if it finds on the basis of the initial study and comments received there is no substantial evidence the project will have a significant effect on the environment. The Board shall then consider the Negative Declaration together with comments received during the public review process prior to approving the project,

(g) After the negative declaration is approved, the secretary shall file a Notice of Determination with the County Clerk of the County or Counties in which the project will be located. If the project requires a discretionary approval from a state agency, the Notice of Determination also shall be filed with the Secretary for Resources.

2-6.308

ENVIRONMENTAL IMPACT REPORT

(a) an Environmental Impact Report shall be prepared If the general manager determines there is substantial evidence the project may have a significant effect on the environment.

(b) The draft and final EIR shall be prepared in accordance with CEQA and the State Guidelines.

(c) The Board shall certify the final EIR has been completed in compliance with CEQA and the Board has reviewed and considered the information contained in the EIR prior to approving the project.

(d) The board shall not approve or carry out a project for which an EIR has been completed which identifies one or more significant effects of the project unless the board makes one or more written findings for each of those significant effects, accompanied by a statement of the facts supporting each finding. The possible findings are:

(1) Changes or alterations have been required in, or incorporated into, the project which mitigate or avoid the significant environmental effects as identified in the final EIR.

(2) Such changes or alterations are within the responsibility and jurisdiction of another public agency and now the district. Such changes have been adopted by such other agency or can and should be adopted by such other agency.

(3) Specific economic, social, or other considerations make infeasible the mitigation measures or project alternatives identified in the final EIR.

The findings shall not be made if the district has concurrent jurisdiction with another agency to deal with identified feasible mitigation measures or alternatives.

(e) The district shall not approve or carry out a project as proposed unless the significant environmental effects have been reduced to an acceptable level. Mitigation measures and a program to monitor the mitigation measures shall be described in the findings. As used in this Section, the term "acceptable level" means that:

(1) All significant environmental effects that can feasibly be avoided have been eliminated or substantially lessened as determined through findings as described in subsection (a), and

(2) Any remaining, unavoidable significant effects have been found acceptable under the following section.

ITEM 9A

(f) Where the decision of the board allows the occurrence of significant effects which are identified in the final EIR but are not mitigated, the board must state in writing the reasons to support its action based on the final EIR or other information in the record. This statement may be necessary if the board also makes findings. If the board makes a statement of overriding considerations, the statement should be included in the record of the project approval and should be mentioned in the notice of determination.

(g) The district shall file a Notice of Determination following each project approval for which an EIR was considered.

(h) The district shall include the final EIR as part of the regular project report, which is used in the existing project review and budgetary process if such a report is used. The district shall retain one or more copies of the final EIR as public records for a reasonable period of time. The district shall require the applicant to file a copy of the certified, final EIR with each responsible agency. When the board has approved a project after requiring measures to mitigate or avoid significant environmental impacts, the general manager monitor compliance with such measures by periodic review of the final EIR.

2-6.309

CONSULTATION

(a) The general manager shall respond to consultation by lead agencies to assist lead agencies in preparing environmental documents.

(1) Where the general manger disagrees with the lead agency's proposal to prepare a negative declaration for a project, the general manager should identify the significant environmental effects could result from the project and recommend an EIR be prepared or the project be modified to eliminate the significant effects.

(2) As soon as possible, but not longer than 45 days after receiving a notice of preparation from the lead agency, the general manager shall send a written reply by certified mail which specifies the environmental information germane to the district's statutory responsibilities over the proposed project.

(b) The general manger shall comment on draft EIRs and Negative Declarations for projects which the district would later be asked to approve. The comments may deal with any aspect of the project or its environmental effects.

(c) If the general manager believes the final EIR or Negative Declaration prepared by the lead agency is not adequate for use by the district, the district must take the issue to court within 30 days after the lead agency files a Notice of Determination, or Prepare a subsequent EIR if permissible under the State Guidelines.

(d) Prior to reaching a decision on the project, the board must consider the environmental effects of the project as shown in the EIR or Negative Declaration.

(e) When an EIR has been prepared for a project, the board shall not approve the project as proposed if the board finds feasible alternatives or feasible mitigation measures within its powers that would substantially lessen a significant effect the project would have on the environment. When considering alternatives and mitigation measures as a responsible agency, the board is more limited than when acting as a lead agency. The district has responsibility for mitigating or avoiding only the environmental effects of those activities which the board decided to carry out, finance, or approve.

(f) The board shall make the findings required by the State Guidelines for each significant effect of the project and shall make the required findings if necessary.

ITEM 9A

(g) The secretary should file a notice of determination in the same manner as a lead agency except the notice does not need to state the EIR or Negative Declaration complies with CEQA. The notice should state the board considered the EIR or negative declaration as prepared by the lead agency.

2-6.310

TIME LIMITS

(a) The district shall determine whether an application for a permit or other entitlement for use is complete within 30 days from the receipt of the application. If no written determination of the completeness of the application is made within that period, the application will be deemed complete on the 30th day.

(b) When the district acts as the lead agency, the district shall determine within 45 days after accepting an application as complete, whether it intends to prepare an EIR or a negative declaration.

(c) When the district acts as a responsible agency, the district shall provide a response to a notice of preparation to the lead agency within 45 days after receipt of the notice.

(d) When the district acts as the lead agency, the district shall convene a meeting with agency representatives to discuss the scope and content of the environmental information a responsible agency will need in the EIR within 30 days after receiving a request for the meeting. The meeting may be requested by the lead agency, a responsible agency, a trustee agency, or by the project applicant.

(e) The public review period for a draft EIR should not be less than 30 days nor longer than 90 days, except in unusual circumstances.

(f) The public review period for a Negative Declaration shall be a reasonable period of time sufficient to allow members of the public to respond to the proposed finding before the Negative Declaration is approved. The general manager shall allow other public agencies and members of the public at least 14 days within which to comment upon any Negative Declaration which the district proposes to adopt

(g) When a draft EIR or Negative Declaration is submitted to the State Clearinghouse for review, the normal review period of 45 days for draft EIRs and 30 days for Negative Declarations. The State Clearinghouse may set shorter review periods when requested by the lead agency due to exceptional circumstances.

(h) With a private project, the Negative Declaration must be completed and ready for approval within 105 days from the date when the lead agency accepted the application as complete.

(i) With a private project, the lead agency shall complete and certify the final EIR within one year after the date when the lead agency accepted the application as complete.

(j) An unreasonable delay by an applicant in providing information requested by the lead agency for the preparation of a Negative Declaration or an EIR shall suspend the running of the time periods described herein for the period of the unreasonable delay.

(k) At the request of an applicant, the lead agency may waive the one year time limit for completing and certifying a final EIR or the 105 day period for completing a Negative Declaration if:

ITEM 9A

(1) The project will be subject to CEQA and to the National Environmental Policy Act.

(2) Additional time will be required to prepare a combined EIR-EIS or combined Negative Declaration-finding of no significant impact as provided herein, and

(3) The time required to prepare the combined document will be shorter than the time required to prepare the documents separately.

The time limits for taking final action on a permit for a development project may also be waived where a combined EIR-EIS will be prepared.

The time limits for processing permits for development projects under Government Code Section 65950-65960 shall not apply if federal statutes or regulations require time schedules, which exceed the state time limits.

2-6.311

PROJECTS WITH SHORT TIME PERIODS FOR APPROVAL

(a) An application for a project is not received for filing under a permit statute or ordinance until such time as the environmental documentation required by CEQA has been completed and the following conditions are met:

(1) The enabling legislation for a program, other than Chapter 4.5 (commencing with Section 65920) or Division 1 of Title 7 of the Government Code, requires the district to take action on an application within a specified period of time that is six months or less, and

(2) The enabling legislation provides that the project will become approved by operation of law if the district fails to take any action within such specified period, and

(3) The project involves the issuance of a lease, permit, license, certificate, or other entitlement for use.

(b) In any case described in this section, the environmental document shall be completed or certified and the decision on the application shall be made within one year from the date on which an application requesting approval of such project has been received and accepted as complete for CEQA processing by such agency. This one-year time limit may be extended once for a period not to exceed 90 days upon consent of the district and the applicant.

ARTICLE^[mm10] 5 - RECORDS INSPECTION

2-6.501 PURPOSE AND SCOPE

This Article provides criteria and procedures for the public inspection of district records. This article may be cited as the district's "Regulations for the Public Inspection of District Records."

2-6.502 DEFINITIONS

As used in this Article:

(a) "Public Records" includes any writing containing information relating to the conduct of district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics.

(b) "Writing" means any handwriting, typewriting, printing, Photostatting, photographing, and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds or symbols, or combinations thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, or other documents.

2-6.503 GENERAL

District records are open to inspection at all time during the office hours of the district and every citizen has a right to inspect any district records, except as hereinafter provided.

2-6.504 EXCEPTIONS

Nothing in this Article shall be construed to require disclosure of records that are:

(a) Preliminary drafts, notes, or intra or inter agency memoranda which are not retained by the district in the ordinary course of business, provided, that the public interest in withholding such records clearly outweighs the public interest in disclosure;

(b) Records pertaining to pending litigation to which the district is a party or to claims made pursuant to Division 3.6 (commencing with Section 810) of Title 1 of the Government Code, until such litigation or claim has been finally adjudicated or otherwise settled;

(c) Personnel, medical or similar files, the disclosure of which would constitute and unwarranted invasion of personal privacy;

(d) Geological and geophysical data, plant production data and similar information relating to utility systems development which are obtained in confidence from any person;

(e) Test questions, scoring keys, and other examination data used to administer examinations for employment;

(f) The contents of real estate appraisals, engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective supply and construction contracts, until such time as all property has been

acquired or all of the contract agreement obtained, provided, however, the law of eminent domain shall not be affected by this provision;

(g) Records the disclosure of which is exempted or prohibited pursuant to provisions of Federal or State Law, including, but not limited to, provisions of the Evidence Code relating to privilege;

(h) Other records the disclosure of which is not required by law.

2-6.505 ADDITIONAL PUBLIC RECORDS

Notwithstanding the foregoing:

(a) Every employment contract between the district and any public official or public employee is a public record.

(b) An itemized statement of the total expenditures and disbursements of the district provided for in Article VI of the California Constitution shall be open for inspection.

2-6.506 JUSTIFICATION FOR WITHHOLDING OF RECORDS

The district shall justify withholding any records by demonstrating that the record in question is exempt under the express provisions of this Article or that on the facts of the particular case the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record.

2-6.507 COPIES OF RECORDS

(a) A person may receive a copy of any identifiable district record. Upon request, an exact copy shall be provided in a form determined by the district. Officers, agents and employees of the district are not required to comply with this section when acting within the course and scope of district employment or office holding.

(b) A request for a copy of an identifiable public record or information produced there from shall be accompanied by payment of a fee in the amount of \$.20 per page, or in the case of blue line records, the amount of \$3.00 for the first sheet and \$1.50 for each additional sheet of the same project. A certified copy of such record shall require an additional fee of \$2.00.

(c) The General Manager may require any person who desires to obtain a copy of a district record to deposit an amount equal to the estimated fees for copying. That portion of the deposit which is not required to cover the costs of such fees and charges will be refunded to the person desiring to obtain the information if such deposit is insufficient to cover the costs of such fees and charges, an additional deposit will be required.

2-6.508 PUBLIC COUNTER FILES

(a) The General Manager shall maintain a duplicate copy of all approved minutes, the agenda for the next scheduled board meeting and any written material distributed to members of the board for discussion or consideration at the next scheduled board meeting, at the public counter located in the district's offices, provided, any writing exempt from public exposure pursuant to the Public Record Act shall not be maintained

at the public counter, provided, further, writings which are public records and which are discussed during a public meeting but which were not previously available shall be made available prior to the commencement of, and during, their discussion at such meeting and shall be made available for public inspection immediately or as soon thereafter as practicable.

(b) No charge will be imposed upon any person for the use of the records described in this section, unless a copy thereof is requested in which case the charges set forth herein shall be imposed.

(c) The General Manager shall also maintain a record of all requests for inspection from the public that are declined for reasons set forth in this Article.

2-6.509 INSPECTION BY DIRECTORS

Notwithstanding any other provision in this Article to the contrary, all records of the district, including records excluded from public inspection by virtue of the provisions hereof, shall be made available for inspection by any member of the Board of Directors at all reasonable times. No fee or charge shall be imposed upon any member of the Board of Directors for obtaining a copy of such record or for any search relating to the location of such record.

2-6.510 OTHER LAW

This Article is adopted for the purpose of implementing the provisions contained in Chapter 3.5 (commencing with Section 62050) of Title 1 of the Government Code. Nothing herein contained shall be deemed to abridge or otherwise modify said provisions.

ARTICLE 6 - RETENTION OF RECORDS[mm11]

2.6-601 PURPOSE AND SCOPE

This article provides criteria and procedures for the retention or destruction of district records. This Article may be cited as the district's "Regulations for the Retention of District Records."

2-6.602 RETENTION OF ORIGINAL RECORDS

The following original records shall be maintained in perpetuity of the district's files:

- (a) The Certificate of Incorporation of the district;
- (b) Any certification of annexation proceedings;
- (c) Any certificate of the Secretary of State reciting the filing of annexation papers by the district in his office;
- (d) Any certification by the Secretary of State that detachment papers have been received and that he has excluded area from the district;
- (e) Resolutions and Ordinances;
- (f) Minutes of Meetings of the Board of Directors;
- (g) Certificate of Assessed Valuation prepared by the Auditor of each County in which property taxable by the district lies;
- (h) Documents received from Tax Assessors detailing district taxes collected;
- (i) Ballot arguments pro or contra on bond issues;
- (j) Results of bond propositions received from the canvassing bodies;
- (k) Results of elections for the office of member of Board of Directors received from the canvassing body;
- (l) Records of securities acquired with surplus district moneys;
- (m) Receipts for securities from banks;
- (n) Documents received relating to claims brought against the district;
- (o) Documents received pursuant to eminent domain proceedings brought by the district;
- (p) Records that are determined by the Board of Directors to be of significant and lasting historical, administrative, legal, fiscal or research value; and
- (q) Records required by law to be filed and preserved.

2-6.603

RETENTION OF DUPLICATE ORIGINAL RECORDS

The following original records, or a microfilmed copy of such original record; shall be maintained in perpetuity in the district's files:

- (a) Financial records summarizing the financial status of the district other than reports prepared pursuant to Article 9 (commencing with Section 53891) of Part 1 of Division 2 of the Government Code;
- (b) Records affecting title to land or liens thereon;
- (c) Oaths of Office and related materials depicting the authenticity of the appointment of any director or officer of the district;
- (d) Paid vouchers with attached documents, summary of collections, registers of demands issued and journals of warrants paid, provided the original thereof has been maintained in the district's files for a period of five years;
- (e) Reports of the district in correspondence not covered in any other section of this article; and
- (f) Records received pursuant to State statute which are not expressly required by law to be filed and preserved.

2-6.604

RETENTION OF RECORDS FOR TIME CERTAIN

The following original records may be destroyed after the passage of time, as indicated, without the maintenance of a microfilm copy thereof;

- (a) Unaccepted bids or proposals for construction may be destroyed without microfilming after two years;
- (b) Work orders or in-house records of time spent on various district work assignments may be destroyed without microfilming after two years;
- (c) Records created for a specific event or action may be destroyed without microfilming after five years following the end of the fiscal year in which the event or action was completed, unless there is pending litigation involving the records;
- (d) Canceled checks for the payment of bond interest and redemption may be destroyed by an executive officer without microfilming after ten years;
- (e) Tapes and recordings of minutes of the Board of Directors may be erased after six months; and
- (f) Any record, paper or document which is more than two years old and which was prepared or received in any manner other than pursuant to State statute.

2-6.605

RETENTION OF OTHER RECORDS

The following records may be destroyed at any time, without the maintenance of a microfilm copy thereof:

- (a) All duplicates, the original or a permanent photographic record of which is on file;
- (b) Rough drafts, notes and working papers accumulated in the preparation of a communication, study or other document, unless of a formal nature contributing significantly to the preparation of the document representing the work of any department of the district, including but not limited to meter books after the contents thereof have been transferred to other records;
- (c) Cards, listings, non-permanent indices, other papers used for controlling work and transitory files including letters of transmittal, suspense letters, and tracer letters;
- (d) Canceled coupon sheets from registered bonds; and
- (e) Shorthand note books, telephone messages and inter-departmental notes.

2-6.606

OTHER LAWS

Provisions of this Article are intended to implement the provisions of Chapter 7 (commencing with Section 60200) of Division 2, Title 6 of the Government Code. Nothing herein contained shall be deemed to abridge or amend said provisions.

2-6.607

RECORD REVIEW

- (a) A records retention manual describing various district records and stating when the original or duplicate of such records may be destroyed is attached hereto and hereby incorporated by reference. The General Manager shall retain or destroy district records at the times set forth in the manual and in accordance with the procedures set forth in this section.
- (b) At least annually, the General Manager shall designate records proposed to be destroyed, pursuant to this section, to the Secretary and District Counsel at least ten (10) days prior to the proposed destruction date. The Secretary and District Counsel shall examine the list to determine whether the records proposed for destruction in accordance with the records retention manual. The General Manager may destroy the records described on the list unless the Secretary or District Counsel objects.
- (c) At least annually, the Secretary shall report in writing to the board at a public meeting whether district records are being retained in accordance with the policies established by the board. The secretary shall also recommend necessary and appropriate changes in the retention schedule for categories of records. The report and recommendations of the Secretary and the action of the board with respect to the report and recommendations shall become part of the permanent record of the meeting at which the report and recommendations are presented to the board.



March 10, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

Subject: Backbone Improvements Program 5-Million-Gallon Tank: Change Order No. 5

SUMMARY:

On January 14, 2014, the Board awarded a contract to Pacific Hydrotech Corporation for the construction of the 5-million-gallon tank, a component of the Backbone Improvements Program. Change Order No. 5, in the amount of \$49,740.30, was administratively approved by the General Manager on February 17, 2015, to address several additional items of work that were not included in the original construction contract. The revised contract amount is \$10,739,059.52.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

Sufficient funds are available in the adopted Fiscal Year 2014-15 Budget for this work. No additional appropriation is required.

DISCUSSION:

Change Order No. 5 consisted of the following additional items of work:

- (1) A six-day time extension for the project due to weather conditions.
- (2) Revision of the alignment for the ammonia injection and sampling conduits. There was no cost for this change.
- (3) Additional concrete structural fill for the tank foundation due to soil removal down to bedrock, resulting in an increase of \$29,549.44.
- (4) Installation of a 4-inch air and vacuum release valve for the tank fill pipeline, resulting in an increase of \$10,190.86.
- (5) Additional rock fall netting due to field conditions, resulting in an increase of \$10,000.00.

Following is a summary of the total contract amount:

Original Award	\$10,754,620.00
Change Orders Nos. 1 - 4	(\$ 65,300.78)

Change Order No. 5 \$ 49,740.30

Revised Contract Amount \$ 10,739,059.52

GOALS:

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

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



March 10, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

Subject: Calabasas Tank Rehabilitation Project: Change Order No. 1

SUMMARY:

On May 27, 2014 the Board awarded a contract to Blastco, Inc. for the Calabasas Tank Rehabilitation Project for \$2,197,538.00. Change Order No. 1, in the amount of \$5,292.10, was administratively approved by the General Manager on February 10, 2015 to address several changes made during construction. The revised contract amount is \$2,202,830.10.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

Sufficient funds are available in the adopted Fiscal Year 2014-15 Budget for this work. No additional appropriation is needed.

DISCUSSION:

During construction, the following changes were made based on field conditions:

- (1) Additional excavation to locate the existing water line to install the connection to the temporary storage tanks, resulting in an increase of \$2,767.37.
- (2) Removal of 8-inch drain lines inside the tank that were not shown on record drawings, resulting in an increase of \$3,800.00.
- (3) Additional effort to remove the existing coal tar enamel on the floor and lower walls of the tank because of the thickness, resulting in an increase of \$28,329.73.
- (4) Revisions to the new steel door sheets to match the shell plate thickness, resulting in an increase of \$2,683.00.
- (5) Deletion of the temporary altitude valves for the temporary storage system, resulting in a decrease of \$1,788.00.
- (6) Removal of the replacement of inlet and outlet butterfly valves, resulting in a decrease of \$30,500.00.

GOALS:

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

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



Regular Board Meeting

March 10, 2015

12:00 p.m. – Board Room

Tuesday, March 10, 2015 Meeting Schedule		
7:00-8:00 a.m.	Rm. 2-413	Dirs. Computer Training
9:00 a.m.	Rm. 2-145	L&C
10:30 a.m.	Rm. 2-456	RP&AM
12:00 p.m.	Board Room	Board Meeting

MWD Headquarters Building • 700 N. Alameda Street • Los Angeles, CA 90012

1. Call to Order

- (a) Invocation: Ricardo Duarte, Senior Designer, Engineering Services
- (b) Pledge of Allegiance: Director Marsha Ramos

2. Roll Call

3. Determination of a Quorum

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

5. OTHER MATTERS

- A. Approval of the Minutes of the Meeting for February 10, 2015. (A copy has been mailed to each Director)
Any additions, corrections, or omissions
- B. Report on Directors' events attended at Metropolitan expense for month of February

- C. Induction of new Director Michele Martinez, from City of Santa Ana
 - (a) Receive credentials
 - (b) Report on credentials by General Counsel
 - (c) File credentials
 - (d) Administer Oath of Office
 - (e) File Oath
- D. Presentation of twenty-five-year service pin to Board Secretary John Morris, representing City of San Marino
- E. Approve committee assignments
- F. Chairman's Monthly Activity Report

6. DEPARTMENT HEADS' REPORTS

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

7. CONSENT CALENDAR ITEMS — ACTION

- 7-1** Appropriate \$1.07 million; and authorize replacement of flow meters on the Casa Loma and San Diego Canals (Approp. 15480). (E&O)

Recommendation:

Option #1:

Adopt the CEQA determination that the proposed action is categorically exempt, and

- a. **Appropriate \$1.07 million; and**
- b. **Authorize replacement of flow meters on the Casa Loma and San Diego Canals.**

(END OF CONSENT CALENDAR)

ITEM 11A

8. OTHER BOARD ITEMS — ACTION

- 8-1** Approve and authorize execution and distribution of Remarketing Statements in connection with the remarketing of the Water Revenue Refunding Bonds (Index Mode), 2011 Series A2 and A4 and 2012 Series B-1 and B-2. (F&I)

Recommendation:

Option #1:

Adopt the CEQA determination that the proposed action is not defined as a project and is not subject to CEQA, and

- a. Approve the draft Remarketing Statements in the form attached to the board letter;**
- b. Authorize the General Manager to finalize, with changes approved by the General Manager and General Counsel, and execute the Remarketing Statements; and**
- c. Authorize distribution of the Remarketing Statements in connection with remarketing of the related Bonds.**

- 8-2** Authorize entering into an agreement with Arvin Edison Water Storage District to pay up to \$3 million from the Water Management Fund for improvement of the return capacity of the Arvin Edison/Metropolitan Water Management Program. (WP&S)

Recommendation:

Option #1:

Adopt the CEQA determination that the proposed action is categorically exempt and is not subject to CEQA, and authorize the General Manager to enter into an agreement with Arvin-Edison Water Storage District consistent with the terms outlined in the board letter and in a form approved by the General Counsel.

- 8-3** Authorize entering into an agreement with Kern-Delta Water District to pay up to \$2.5 million from the Water Management Fund for improvement of the return reliability of the Kern-Delta Water District Water Management Program. (WP&S)

Recommendation:

Option #1:

Review and consider information provided in the adopted 2007 MND and MMRP and adopt the Lead Agency's findings, and authorize entering into an agreement with Kern-Delta Water District consistent with the terms outlined in the board letter and in a form approved by the General Counsel.

ITEM 11A

- 8-4** Appropriate \$3.96 million; award \$996,600 contract to Environmental Construction, Inc. for revegetation at the Robert B. Diemer Water Treatment Plant; and authorize: (1) completion activities for the Diemer Oxidation Retrofit Project; and (2) increase of \$76,000 to an agreement with Helix Environmental Planning, Inc. for a new not-to-exceed total of \$386,000 (Approp. 15389). (E&O)

Recommendation:

Option #1:

Adopt the CEQA determination that the proposed projects are exempt from CEQA, and

- a. Appropriate \$3.96 million;**
- b. Award \$996,600 contract to Environmental Construction, Inc. for revegetation at the Diemer plant;**
- c. Authorize Metropolitan force completion activities for the Diemer Oxidation Retrofit Project; and**
- d. Authorize increase of \$76,000 to an agreement with Helix Environmental Planning, Inc. for a new not-to-exceed total of \$386,000.**

- 8-5** Appropriate \$3.56 million; award \$2.09 million contract to Lasater Construction Company, Inc. to replace wastewater systems at the Julian Hinds and Eagle Mountain Pumping Plants; and authorize increase of \$110,000 to an agreement with MWH Americas for a new not-to-exceed total of \$1.01 million (Approp. 15385). (E&O)

Recommendation:

Option #1:

Adopt the CEQA determination that the proposed action is categorically exempt, and

- a. Appropriate \$3.56 million;**
- b. Award \$2.09 million contract to Lasater Construction Company, Inc. to replace the wastewater systems at Julian Hinds and Eagle Mountain Pumping Plants; and**
- c. Authorize increase of \$110,000 to an agreement with MWH Americas for a new not-to-exceed total of \$1.01 million.**

- 8-6** Authorize execution of a purchase contract with Pacific Air Center in the amount of \$2,179,128 for the purchase of a 2015 Model 208 Cessna Caravan aircraft complete with all specified equipment and avionics. (E&O)

Recommendation:

Option #1:

Adopt the CEQA determination that the proposed action is not defined as a project and is not subject to CEQA, and authorize execution of a purchase contract with Pacific air Center in the mount of \$2,179,128 for the purchase of a 2015 Model 208 Cessna Caravan aircraft complete with all specified equipment and avionics.

- 8-7** Authorize increase in maximum amount payable under contract with Van Ness Feldman LLP for legal services related to preparation of the Bay Delta Conservation Plan by \$150,000 to an amount not to exceed \$250,000. (L&C)

Recommendation:

Option #1:

Adopt the CEQA determination that the proposed action is not defined as a project and is not subject to CEQA, and authorize the General Counsel to amend the existing agreement with Van Ness Feldman LLP to increase the maximum amount payable by \$150,000 to \$250,000.

- 8-8 Report on water diversions in the Bay-Delta; and authorize an increase in the amount payable under contract with Duane Morris LLP by \$500,000 to an amount not to exceed \$600,000 in connection with the filing of an administrative claim with the State Water Resources Control Board or other legal action related to water diversions in the Bay-Delta. (L&C) [Conference with legal counsel—initiation of litigation (potential case); to be heard in closed session pursuant to Gov. Code Section 54956.9(d)(4)]
(To be mailed separately)

- 8-9 Authorize entering into a contract with Quigley-Simpson & Heppelwhite, Inc. for advertising and community outreach services related to water conservation and other key water issues not to exceed \$5.5 million. (C&L) **(To be mailed separately)**

- 8-10 Authorize the General Manager to: (1) secure one-year water transfers with various Sacramento Valley water districts for up to 100,000 acre-feet of additional supplies; (2) secure storage and conveyance agreements with Department of Water Resource and various Sacramento Valley water districts to facilitate these transfers; and (3) pay up to \$71 million from the Water Management Fund for such transfers; grant final decision-making authority to the General Manager subject to the terms set forth in this letter (WP&S)
(To be mailed separately)

ITEM 11A

9. BOARD INFORMATION ITEMS

None

10. FUTURE AGENDA ITEMS

11. ADJOURNMENT

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

Each agenda item with a committee designation will be considered and a recommendation may be made by one or more committees prior to consideration and final action by the full Board of Directors. The committee designation appears in parentheses at the end of the description of the agenda item e.g. (E&O, F&I). Committee agendas may be obtained from the Board Executive Secretary.

Writings relating to open session agenda items distributed to Directors less than 72 hours prior to a regular meeting are available for public inspection at Metropolitan's Headquarters Building and on Metropolitan's Web site <http://www.mwdh2o.com>.

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

ITEM 11A