



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

October 27, 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: October 27, 2015 - Approve (Pg. 5)**
 - B **Minutes: Regular Meeting of October 13, 2015 - Approve (Pg. 37)**

C **Investment Report for the Month of September 2015 - Receive and File (Pg. 43)**

D **Financial Review: First Quarter of Fiscal Year 2015-16 - Receive and File (Pg. 53)**

E **Request for Proposals for Uniform Service (Pg. 69)**

Authorize issuance of a Request for Proposals for uniform service based on a three-year contract with two one-year renewal options.

F **Modifications to Customer Information System for Budget-Based Rates (Pg. 111)**

Authorize the General Manager to execute the Statement of Work by Advanced Utility Systems, in the amount \$45,500, for re-programming of the Customer Information System for implementation of budget-based rates.

G **Greater Los Angeles County IRWMP: Updated Memorandum of Understanding (Pg. 118)**

Authorize the General Manager to execute the Memorandum of Understanding between the District and other members of the Greater Los Angeles County Integrated Regional Water Management Plan (IRWMP) Leadership Committee for the purpose of developing, administering, updating, and implementing the Greater Los Angeles County IRWMP.

H **Potable Water System Rehabilitation - Triunfo and Waterside Pressure Reducing Stations: Final Acceptance (Pg. 164)**

Approve execution of a Notice of Completion by the Secretary of the Board and have the same recorded, and in the absence of claims from subcontractors and others, release the retention in the amount of \$4,601.55 30-calendar days after filing the Notice of Completion for the Potable Water System Rehabilitation - Triunfo and Waterside Pressure Reducing Stations Project.

I **Records Management and Library Services: Contract Amendment (Pg. 170)**

Authorize the General Manager to execute a contract amendment with Ictus Consulting, LLC, in the amount of \$33,400, for continuation of records management and library services through June 30, 2016.

5 ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A **Legislative and Regulatory Updates**

B **Water Supply Conditions and Drought Response**

C **Backbone Improvements Program: Progress Update and Need for Westlake Filtration Plant Expansion and Pump Station Modernization**

6 TREASURER

7 FACILITIES AND OPERATIONS

A **Fiscal Year 2015-16 Vehicle Replacement Program: Award (Pg. 171)**

Authorize the General Manager to approve purchase orders to Paradise Chevrolet of Ventura for two Chevrolet 1500 extended cab trucks, in the amount of \$52,017.60, and Fritts Ford of Riverside for three Ford F-250 utility body service trucks, one with a service rack, in the amount of \$96,769.20; and declare five vehicles and two utility carts as surplus equipment for auction.

B Backbone Improvements Program Westlake Filtration Plant Expansion and Pump Station Upgrade Project: Request for Proposals for Construction Management (Pg. 175)

Approve the issuance of a Request for Proposals for construction management services required for the Westlake Filtration Plant Expansion and Pump Station Upgrade Project.

8 FINANCE AND ADMINISTRATION

A Actuarial Study of Retiree Health Liabilities (Pg. 184)

Receive and file the Actuarial Study of Retiree Health Liabilities as of June 30, 2015, prepared by Total Compensation Systems, Inc.

B Annual Supply and Delivery Sodium Hypochlorite: Award (Pg. 211)

Accept the bid from Olin Corporation and authorize the General Manager to approve an annual purchase order, in the amount of \$272,607.00, with four one-year renewal options, for the supply and delivery of sodium hypochlorite.

9 LEGAL SERVICES

A Las Virgenes Municipal Water District Code: Repeal of Previous Version (Pg. 215)

Waive the full reading of proposed Ordinance No. 277, as it relates to repealing Ordinance No. 11-86-161 that adopted a previous version of the Las Virgenes Municipal Water District Code, and order publication within 30-days of adoption using a summary of the ordinance.

Approve, by a roll call vote, the first reading by title only of proposed Ordinance No. 277.

(Waive further reading and introduce the Ordinance)

ORDINANCE NO. 277

AN ORDINANCE OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT REPEALING ORDINANCE NO. 11-86-161

(Reference is hereby made to Ordinance No. 277 on file in the District's Ordinance Book and by this reference the same is incorporated herein.)

10 ACTION ITEMS

11 NON-ACTION ITEMS

A Organization Reports

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

B Director's Reports on Outside Meetings

C General Manager Reports

- (1) General Business

(2) Follow-Up Items

D Director's Comments

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

15 OPEN SESSION AND ADJOURNMENT

Pursuant to Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and applicable federal rules and regulations, 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 Executive Assistant/Clerk of the Board in advance of the meeting to ensure availability of the requested service or accommodation. Notices, agendas, and public documents related to the Board meetings can be made available in appropriate alternative format upon request.

LAS VIRGENES MUNICIPAL WATER DISTRICT

To: JAY LEWITT, TREASURER

Payments for Board Meeting of : October 27, 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. 78067 through 71026 were issued in the total amount of \$ 836,584.05

Payments through wire transfers as follows:

None

Total payments \$ 836,584.05

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

**CHECK LISTING FOR BOARD MEETING
10/27/15**

| Company Name | Company No. | Check No. 70867 thru 70886 10/13/15 | Check No. 70887 thru 70936 10/20/15 | Check No. 70937 thru 71026 10/27/15 | Total |
|--|-------------|---|---|---|-------------------|
| | | Amount | Amount | Amount | |
| Potable Water Operations | 101 | 94,657.12 | 20,272.78 | | 114,929.90 |
| Recycled Water Operations | 102 | 582.44 | 425.00 | 151,085.21 | 152,092.65 |
| Sanitation Operations | 130 | 9,814.93 | 1,436.89 | 170.00 | 11,421.82 |
| Potable Water Construction | 201 | | | | 0.00 |
| Water Conservation Construction | 203 | | | | 0.00 |
| Sani- Construction | 230 | | | | 0.00 |
| Potable Water Replacement | 301 | | | 110,983.31 | 110,983.31 |
| Reclaimed Water Replace | 302 | | | | 0.00 |
| Sanitation Replacement | 330 | | | | 0.00 |
| Internal Service | 701 | 44,589.11 | 53,231.92 | 82,250.91 | 180,071.94 |
| JPA Operations | 751 | 86,293.62 | 73,711.95 | 77,057.23 | 237,062.80 |
| JPA Construction | 752 | | | | 0.00 |
| JPA Replacement | 754 | | | 33,192.63 | 33,192.63 |
| Total Printed | | 235,937.22 | 149,078.54 | 454,739.29 | 839,755.05 |
| Voided Checks/ payment stopped: | | | | | |
| Ck#70296 | 701 | (39.00) | | | 0.00 |
| Ck#70444 | 701 | (3,132.00) | | | (39.00) |
| Total Voids | | (3,171.00) | 0.00 | 0.00 | (3,171.00) |
| Net Total | | 232,766.22 | 149,078.54 | 454,739.29 | 836,584.05 |

6

Batch Number - 240342

Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Document Ty | Document Number | Key Itrn | Key Co | Amount | Invoice Number |
|----------------|--------------|----------------|--|--|-------------|-----------------|----------|--------|----------|----------------|
| 70867 | 10/13/15 | 3077 | AIRGAS USA, LLC | CYL NITRGN IND TUBE TRAILR | PV | 141834 | 001 | 00751 | 761.25 | 9929813669 |
| | | | All Payee | | | | | | | |
| | | | 6658 AIRGAS USA, LLC P. O. BOX 7423 PASADENA CA 91109-7423 | | | | | | 761.25 | |
| 70868 | 10/13/15 | 18647 | AMTECH ELEVATOR SERVICES | HQ ELEVATR RPR | PV | 141836 | 001 | 00701 | 1,239.00 | DVA28595001 |
| | | | | Payment Amount | | | | | | |
| | | | | | | | | | 1,239.00 | |
| 70869 | 10/13/15 | 19264 | ARNOLD LAROCHELLE MATHEWS VANCONAS & | 3/2/15 JPA MTG | PV | 141837 | 001 | 00751 | 550.00 | 43971 |
| | | | | Payment Amount | | | | | | |
| | | | | | | | | | 550.00 | |
| | | | | 8/3/15 RVW AGENDA&ATTND MTG | PV | 141838 | 001 | 00751 | 594.00 | 45267 |
| | | | | Payment Amount | | | | | | |
| | | | | | | | | | 1,144.00 | |
| 70870 | 10/13/15 | 7965 | B&B PALLET CO. | 55 YDS WOOD CHIPS 55 YDS WOOD CHIPS 55 YDS WOOD CHIPS 55 YDS WOOD CHIPS | PV | 141815 | 001 | 00701 | 638.00 | 114046 |
| | | | | Payment Amount | | | | | | |
| | | | | | | | | | 638.00 | |
| | | | | | | | | | 638.00 | 114047 |
| | | | | | | | | | 638.00 | 114048 |
| | | | | | | | | | 638.00 | 114049 |
| | | | | | | | | | 638.00 | 114050 |
| | | | | | | | | | 638.00 | 114051 |
| | | | | | | | | | 638.00 | 114052 |
| | | | | | | | | | 638.00 | 114053 |
| | | | | Payment Amount | | | | | | |
| | | | | | | | | | 5,104.00 | |
| 70971 | 10/13/15 | 18739 | CALIFORNIA HAZARDOUS SERVICES, INC. | FUEL SYS ALARM SVC | PV | 141825 | 001 | 00701 | 985.00 | 57981 |

Batch Number - 240342
Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Sub Message | Ty | Document Number | Key | Amount | Invoice Number |
|----------------|--------------|----------------|------------------------------|---|----|-----------------|-----------|----------|---------------------|
| | | | | | | | Item Co | | |
| 70872 | 10/13/15 | 3455 | CALIFORNIA HIGHWAY PATROL | OCT15 DESGN OP SITE VISIT Payment Amount | PV | 141826 | 001 00701 | 105.00 | 57996 |
| | | | | COLL RPT NCIC 9580 | PV | 141841 | 001 00101 | 10.00 | NCIC9580/1004 15 |
| 70873 | 10/13/15 | 2513 | CAPCO ANALYTICAL SERVICES | AUG15 DIGESTR TEST | PV | 141824 | 001 00701 | 366.25 | 152082 |
| 70874 | 10/13/15 | 16150 | CARBON ACTIVATED CORPORATION | CARBN RPLCMT@LFT STNS TAX | PV | 141827 | 001 00701 | 1,930.80 | 36168 |
| 70875 | 10/13/15 | 18992 | CDW GOVERNMENT | 4 TRIPP KEYSPN USB TO SRL MS SURFACE PRO MS SURFACE PRO MS SURFC USB ADPTR&KB | PV | 141828 | 001 00701 | 38.70 | 36168 |
| | | | | | PV | 141829 | 001 00701 | 1,410.87 | ZG24150 |
| | | | | | PV | 141829 | 006 00701 | 3.00 | ZH74280 |
| | | | | | PV | 141830 | 001 00701 | 107.77 | ZH74280 |
| | | | | | PV | 141830 | 001 00701 | | ZF85188 |
| 70876 | 10/13/15 | 2658 | FEDERAL EXPRESS CORP | 1 PKG DEL 9/24/15 | PV | 141833 | 001 00701 | 25.65 | 5-178-72488 |
| 70877 | 10/13/15 | 2655 | FERGUSON ENTERPRISES | CLAVAL PARTS | PV | 141831 | 001 00701 | 7,667.21 | 0526036 |
| | | | | PIPES,ADPTRS, NPL&UNIONS | PV | 141832 | 001 00701 | 3,441.64 | 0526099 |
| | | | | SHIPPG REFND PD TO UPS | PD | 141835 | 001 00701 | 50.94- | CM043316 |

All Payee 19010 CDW GOVERNMENT
75 REMITTANCE DR., SUITE 1515
CHICAGO IL 60675-1515

All Payee 3207 FERGUSON ENTERPRISES, INC. #1083
FILE 56809

Batch Number - 240342
Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Document Ty | Document Number | Key Item | Key Co | Amount | Invoice Number |
|---------------------------|--------------|----------------|---|--|-------------|-----------------|----------|--------|-----------------------|----------------------|
| LOS ANGELES CA 90074-6809 | | | | | | | | | | |
| 70878 | 10/13/15 | 3164 | LEMIEUX & O'NEILL | Payment Amount RETAINER-SEP' 15 | PV | 141812 | 001 | 00701 | 11,057.91 7,000.00 | 140-999M/0915 |
| | | | | PROF | PV | 141813 | 001 | 00701 | 1,175.40 | 140M/0915 |
| | | | | SRV-SEP'15 | PV | 141813 | 002 | 00701 | 16,393.00 | 140M/0915 |
| | | | | PROF | | | | | | |
| | | | | SRV-SEP'15 | | | | | | |
| 70879 | 10/13/15 | 3514 | LOS ANGELES COUNTY, REGISTRAR-REC ORDER | Payment Amount RCRDG FEES-LSA@CHAP ARRAL RD | PV | 141840 | 001 | 00701 | 24,568.40 36.00 | 2006-031-043& 044 |
| 70880 | 10/13/15 | 19904 | CANDICE MILLER | Payment Amount TURF RMVL REBATE | PV | 141082 | 001 | 00101 | 36.00 3,132.00 | 150110 |
| 70881 | 10/13/15 | 19855 | RESOURCE TRENDS, INC. | Payment Amount AUG'15 STRATGIC PLAN SRV | PV | 141839 | 001 | 00701 | 5,075.00 | 504 |
| 70882 | 10/13/15 | 2956 | SOUTH COAST AIR QUALITY MGMT DIST | Payment Amount OP FEE#20457 TAPIA | PV | 141804 | 001 | 00751 | 5,075.00 6,502.21 | 2863999 |
| | | | | EMISSION #20457 TAPIA | PV | 141805 | 001 | 00751 | 121.44 | 2862788 |
| | | | | EMISSION #54771 | PV | 141806 | 001 | 00101 | 121.44 | 2862853 |
| | | | | CORNELL OP FEE #54771 | PV | 141807 | 001 | 00101 | 346.54 | 2864064 |
| | | | | CORNELL EMISSION #54772 | PV | 141808 | 001 | 00101 | 121.44 | 2862854 |
| | | | | CONDUIT OP FEE #54772 | PV | 141809 | 001 | 00101 | 346.54 | 2864065 |
| | | | | CONDUIT EMISSION #54773 WLK | PV | 141810 | 001 | 00101 | 121.44 | 2862855 |
| | | | | OP FEE #54773 WLK | PV | 141811 | 001 | 00101 | 3,118.86 | 2864066 |
| | | | | Payment Amount | | | | | 10,799.91 | |

Batch Number - 240342
Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key | Key | Co | Amount | Invoice Number |
|----------------|--------------|----------------|----------------------------|-----------------------------|----|-----------------|-----|-------|----|-----------|----------------|
| 70883 | 10/13/15 | 2957 | SOUTHERN CALIFORNIA EDISON | RLV COMPOST 8/31-9/30/15 | PV | 141814 | 001 | 00751 | | 39,060.60 | 5165-46/10011 |
| | | | | Payment Amount | | | | | | 39,060.60 | 5 |
| 70884 | 10/13/15 | 2957 | SOUTHERN CALIFORNIA EDISON | ENERGY-SEP15 | PV | 141823 | 001 | 00101 | | 4,774.73 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 002 | 00101 | | 26.66 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 003 | 00101 | | 526.07 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 004 | 00101 | | 25.92 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 005 | 00101 | | 25.08 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 006 | 00101 | | 93.71 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 007 | 00101 | | 25.66 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 008 | 00101 | | 16.13 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 009 | 00101 | | 10.75 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 010 | 00101 | | 25.92 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 011 | 00101 | | 25.08 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 012 | 00101 | | 29.40 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 013 | 00101 | | 26.66 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 014 | 00101 | | 3,614.76 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 015 | 00101 | | 6,146.01 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 016 | 00101 | | 48.59 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 017 | 00101 | | 5,492.48 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 018 | 00101 | | 4,620.28 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 019 | 00101 | | 25.80 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 020 | 00101 | | 295.02 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 021 | 00101 | | 3,812.59 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 022 | 00101 | | 29.69 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 023 | 00101 | | 307.42 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 024 | 00101 | | 868.48 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 025 | 00101 | | 7,900.50 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 026 | 00101 | | 928.56 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 027 | 00101 | | 1,709.71 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 028 | 00101 | | 635.94 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 029 | 00101 | | 3,141.88 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 030 | 00101 | | 29.37 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 031 | 00101 | | 1,203.11 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 032 | 00101 | | 31.12 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 033 | 00101 | | 818.96 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 034 | 00101 | | 28.01 | 2869/100215 |
| | | | | ENERGY-SEP15 | PV | 141823 | 035 | 00101 | | 7,641.61 | 2869/100215 |

Batch Number - 240342
Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key | Amount | Invoice Number |
|----------------|--------------|----------------|----------------------|-------------------------|----|-----------------|------------|-----------|----------------|
| | | | | | | Number | Lim Co | | |
| | | | | ENERGY-SEP'15 | PV | 141823 | 036 00101 | 15,786.44 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 037 00101 | 622.68 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 038 00101 | 3,025.32 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 039 00101 | 4,230.67 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 040 00101 | 14,503.87 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 041 00101 | 4,240.45 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 042 00101 | 5,494.73 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 043 00101 | 3,459.32 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 044 00101 | 1,465.23 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 045 00101 | 77.60 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 046 00101 | 1,169.68 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 047 00101 | 5,514.72 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 048 00101 | 5,188.26 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 049 00101 | 25.08 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 050 00101 | 30.62 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 051 00101 | 29.69 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 052 00101 | 28.99 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 053 00101 | 366.32 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 054 00101 | 30.01 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 055 00101 | 13.43 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 056 00101 | 13.43 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 057 00101 | 13.93 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 058 00101 | 13.93 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 059 00101 | 555.08 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 060 00101 | 410.07 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 061 00101 | 2,158.75 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 062 00101 | 2,126.18 | 2869/100215 |
| | | | | ENERGY-SEP'15 | PV | 141823 | 063 00101 | 1,063.09 | 2869/100215 |
| | | | | Payment Amount | | | 126,599.23 | | |
| 70885 | 10/13/15 | 15427 | THE GATEKEEPER | EXIT LOOP | PV | 141842 | 001 00701 | 727.94 | 93345 |
| | | | | RECUR | | | | | |
| | | | | EXIT LOOP | PV | 141843 | 001 00101 | 122.06 | 93345 |
| | | | | RECUR | | | | | |
| | | | | Payment Amount | | | 850.00 | | |
| 70886 | 10/13/15 | 18810 | UNIFIRST CORPORATION | 9/15 | PV | 141788 | 001 00701 | 45.40 | 752108 |
| | | | | UNIFRMS,MATS&TWLS@TAPIA | | | | | |
| | | | | 9/15 | PV | 141788 | 002 00701 | 17.60 | 752108 |
| | | | | UNIFRMS,MATS&TWLS@TAPIA | | | | | |
| | | | | 9/15 | PV | 141789 | 001 00701 | 45.40 | 753685 |
| | | | | UNIFRMS,MATS&TWLS@TAPIA | | | | | |

Batch Number - 240342
Bank Account - 00146807 Cash-General

| Payment Number | Date | Address Number | Name | Payment Stub Message | Document . . . | Key | Amount | Invoice Number | |
|-------------------|------|-------------------|------|-----------------------------|----------------|-----|--------|-------------------|--------|
| | | | | | Ty | ltn | Co | | |
| | | | | UNIFRMS,MATS& TWLS@TAPIA | | | | | |
| | 9/15 | | | PV | 141789 | 002 | 00701 | 47.10 | 753685 |
| | | | | UNIFRMS,MATS& TWLS@TAPIA | | | | | |
| | 9/15 | | | PV | 141790 | 001 | 00701 | 45.40 | 755238 |
| | | | | UNIFRMS,MATS& TWLS@TAPIA | | | | | |
| | 9/15 | | | PV | 141790 | 002 | 00701 | 17.60 | 755238 |
| | | | | UNIFRMS,MATS& TWLS@TAPIA | | | | | |
| | 9/15 | | | PV | 141791 | 001 | 00701 | 45.40 | 756790 |
| | | | | UNIFRMS,MATS& TWLS@TAPIA | | | | | |
| | 9/15 | | | PV | 141791 | 002 | 00701 | 47.10 | 756790 |
| | | | | UNIFRMS,MATS& TWLS@TAPIA | | | | | |
| | 9/15 | | | PV | 141792 | 001 | 00701 | 13.88 | 752107 |
| | | | | UNIFRMS,MATS& TWLS@WLK | | | | | |
| | 9/15 | | | PV | 141792 | 002 | 00701 | 6.40 | 752107 |
| | | | | UNIFRMS,MATS& TWLS@WLK | | | | | |
| | 9/15 | | | PV | 141793 | 001 | 00701 | 13.88 | 753684 |
| | | | | UNIFRMS,MATS& TWLS@WLK | | | | | |
| | 9/15 | | | PV | 141793 | 002 | 00701 | 17.90 | 753684 |
| | | | | UNIFRMS,MATS& TWLS@WLK | | | | | |
| | 9/15 | | | PV | 141794 | 001 | 00701 | 13.88 | 755237 |
| | | | | UNIFRMS,MATS& TWLS@WLK | | | | | |
| | 9/15 | | | PV | 141794 | 002 | 00701 | 6.40 | 755237 |
| | | | | UNIFRMS,MATS& TWLS@WLK | | | | | |
| | 9/15 | | | PV | 141795 | 001 | 00701 | 13.88 | 756789 |
| | | | | UNIFRMS,MATS& TWLS@WLK | | | | | |
| | 9/15 | | | PV | 141795 | 002 | 00701 | 17.90 | 756789 |
| | | | | UNIFRMS,MATS& TWLS@WLK | | | | | |

| Payment Number | Payment Date | Name | Address Number | Payment Stub Message | Ty | Document Number | Key | Key | Amount | Invoice Number |
|----------------------------------|--------------|---------------------------|----------------|----------------------|----|-----------------|-----|-------|-----------------|----------------|
| Number | Date | | | | | Number | Itm | Co | | Number |
| | 9/15 | UNIFRMS,MATS& TWLS@HQ | | | PV | 141796 | 001 | 00701 | 188.85 | 752110 |
| | 9/15 | UNIFRMS,MATS& TWLS@HQ | | | PV | 141797 | 001 | 00701 | 209.85 | 753687 |
| | 9/15 | UNIFRMS,MATS& TWLS@HQ | | | PV | 141798 | 001 | 00701 | 188.85 | 755240 |
| | 9/15 | UNIFRMS,MATS& TWLS@HQ | | | PV | 141799 | 001 | 00701 | 209.85 | 756792 |
| | 9/15 | UNIFRMS,MATS& TWLS@RLV | | | PV | 141800 | 001 | 00701 | 20.34 | 752109 |
| | 9/15 | UNIFRMS,MATS& TWLS@RLV | | | PV | 141801 | 002 | 00701 | 20.80 | 752109 |
| | 9/15 | UNIFRMS,MATS& TWLS@RLV | | | PV | 141801 | 001 | 00701 | 20.34 | 753686 |
| | 9/15 | UNIFRMS,MATS& TWLS@RLV | | | PV | 141801 | 002 | 00701 | 30.30 | 753686 |
| | 9/15 | UNIFRMS,MATS& TWLS@RLV | | | PV | 141802 | 001 | 00701 | 20.34 | 755239 |
| | 9/15 | UNIFRMS,MATS& TWLS@RLV | | | PV | 141802 | 002 | 00701 | 20.80 | 755239 |
| | 9/15 | UNIFRMS,MATS& TWLS@RLV | | | PV | 141803 | 001 | 00701 | 20.34 | 756791 |
| | 9/15 | UNIFRMS,MATS& TWLS@RLV | | | PV | 141803 | 002 | 00701 | 30.30 | 756791 |
| | | | | | | | | | <u>1,386.08</u> | |
| Payment Amount | | | | | | | | | 235,937.22 | |
| Total Amount of Payments Written | | | | | | | | | | |
| Total Number of Payments Written | | | | | | | | | 20 | |

Batch Number - 240404
Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Document Ty | Document Number | Key Item | Key Co | Amount | Invoice Number |
|----------------|--------------|----------------|--|-------------------------|-------------|-----------------|----------|----------|----------|----------------|
| 70887 | 10/20/15 | 19071 | A BEE MAN | BEE HIVE | PV | 141949 | 001 | 00701 | 145.00 | 18389 |
| | | | | RMVL@MTR BX | | | | | | |
| | | | | BEE HIVE | PV | 141950 | 001 | 00701 | 165.00 | 18377 |
| | | | | RMVL@MTR BX | | | | | | |
| | | | | Payment Amount | | | | 310.00 | | |
| 70888 | 10/20/15 | 18445 | AAA BACKFLOW DEVICE TESTING, INC. | APR*15 TESTING | PV | 141927 | 001 | 00701 | 450.00 | B15-0845 |
| | | | | APR*15 TESTING | PV | 141927 | 002 | 00701 | 100.00 | B15-0845 |
| | | | | MAY*15 TESTING | PV | 141928 | 001 | 00701 | 175.00 | B15-0344A |
| | | | | MAY*15 TESTING | PV | 141928 | 002 | 00701 | 325.00 | B15-0344A |
| | | | | Payment Amount | | | | 1,050.00 | | |
| 70889 | 10/20/15 | 18941 | AMERICAN COLLISION CENTER | RPR VEH#908 CHEVY | PV | 141964 | 001 | 00701 | 3,442.35 | VN-47417 |
| | | | | Payment Amount | | | | 3,442.35 | | |
| 70890 | 10/20/15 | 5625 | ASSOC. OF WATER AGENCIES OF VENTURA CO | CCWUC EDU LNCH 9/23 (2) | PV | 141851 | 001 | 00701 | 50.00 | 06-8362 |
| | | | | Payment Amount | | | | 50.00 | | |
| 70891 | 10/20/15 | 17276 | ASSOCIATION OF STATE DAM SAFETY OFFICIAL | MBRSHP OCT*15--SEP*16 | PV | 141952 | 001 | 00701 | 50.00 | 38469 |
| | | | | Payment Amount | | | | 50.00 | | |
| 70892 | 10/20/15 | 2659 | AT&T | SRV 10/5-11/4/15 | PV | 141969 | 001 | 00701 | 473.40 | 9268/100515 |
| | | | | SRV 10/5-11/4/15 | PV | 141970 | 001 | 00701 | 472.52 | 9065/100515 |
| | | | | SRV 10/5-11/4/15 | PV | 141972 | 001 | 00101 | 95.86 | 9054/100515 |
| | | | | SRV 10/5-11/4/15 | PV | 141974 | 001 | 00101 | 20.11 | 0051/100515 |
| | | | | SRV 10/5-11/4/15 | PV | 141974 | 002 | 00101 | 235.46 | 0051/100515 |
| | | | | SRV 10/5-11/4/15 | PV | 141974 | 003 | 00101 | 88.68 | 0051/100515 |

| Payment Number | Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key Item Co | Amount | Invoice Number |
|-------------------|--------------|-------------------|------|----------------------|----|--------------------|----------------|----------|-------------------|
| | | | | SRV | PV | 141974 | 004 00101 | 103.58 | 0051/100515 |
| | 10/5-11/4/15 | | | 10/5-11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 005 00101 | 957.95 | 0051/100515 |
| | 10/5-11/4/15 | | | 10/5-11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 006 00101 | 6,659.00 | 0051/100515 |
| | 10/5-11/4/15 | | | 10/5-11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 007 00101 | 1,264.46 | 0051/100515 |
| | 10/5-11/4/15 | | | 10/5-11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 008 00101 | 88.68 | 0051/100515 |
| | 10/5-11/4/15 | | | 10/5-11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 009 00101 | 88.98 | 0051/100515 |
| | 10/5-11/4/15 | | | 10/5-11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 010 00101 | 1,095.16 | 0051/100515 |
| | 10/5-11/4/15 | | | 10/5-11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 011 00101 | 490.78 | 0051/100515 |
| | 10/5-11/4/15 | | | 10/5-11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 012 00101 | 1,283.42 | 0051/100515 |
| | 10/5-11/4/15 | | | 10/5-11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 013 00101 | 44.54 | 0051/100515 |
| | 10/5-11/4/15 | | | 10/5-11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 014 00101 | 88.68 | 0051/100515 |
| | 10/5-11/4/15 | | | 10/5-11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 015 00101 | 88.68 | 0051/100515 |
| | 10/5-11/4/15 | | | 10/5-11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 016 00101 | 88.86 | 0051/100515 |
| | 10/5-11/4/15 | | | 10/5-11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 017 00101 | 88.68 | 0051/100515 |
| | 10/5-11/4/15 | | | 10/5-11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 018 00101 | 88.68 | 0051/100515 |
| | 10/5-11/4/15 | | | 10/5-11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 019 00101 | 88.68 | 0051/100515 |
| | 10/5-11/4/15 | | | 10/5-11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 020 00101 | 88.68 | 0051/100515 |
| | 10/5-11/4/15 | | | 10/5-11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 021 00101 | 88.68 | 0051/100515 |
| | 10/5-11/4/15 | | | 10/5-11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 022 00101 | 88.68 | 0051/100515 |
| | 10/5-11/4/15 | | | 10/5-11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 023 00101 | 88.86 | 0051/100515 |
| | 10/5-11/4/15 | | | 10/5-11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 024 00101 | 88.68 | 0051/100515 |

Batch Number - 240404
Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key Item Co | Amount | Invoice Number |
|----------------|--------------|----------------|--------------------|----------------------|----|-----------------|-------------|-----------|----------------|
| | | | | 10/5~11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 025 00101 | 88.68 | 0051/100515 |
| | | | | 10/5~11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 026 00101 | 88.86 | 0051/100515 |
| | | | | 10/5~11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 027 00101 | 88.68 | 0051/100515 |
| | | | | 10/5~11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 028 00101 | 88.68 | 0051/100515 |
| | | | | 10/5~11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 029 00101 | 88.68 | 0051/100515 |
| | | | | 10/5~11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 030 00101 | 88.68 | 0051/100515 |
| | | | | 10/5~11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 031 00101 | 88.68 | 0051/100515 |
| | | | | 10/5~11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 032 00101 | 44.34 | 0051/100515 |
| | | | | 10/5~11/4/15 | | | | | |
| | | | | SRV | PV | 141974 | 033 00101 | 44.34 | 0051/100515 |
| | | | | 10/5~11/4/15 | | | | | |
| | | | | Payment Amount | | | | 15,148.04 | |
| 70893 | 10/20/15 | 18966 | AT&T | SRV | PV | 141971 | 001 00701 | 689.26 | 1657/100515 |
| | | | | 10/5~11/4/15 | | | | | |
| | | | | Payment Amount | | | | 689.26 | |
| 70894 | 10/20/15 | 9631 | AT&T LONG DISTANCE | SRV | PV | 141905 | 001 00701 | .78 | 858625649/092 |
| | | | | 8/27~9/18/15 | | | | | 615 |
| | | | | LONG DIST | PV | 141975 | 001 00701 | 468.52 | 806368136/100 |
| | | | | 9/1~10/2/15 | | | | | 415 |
| | | | | LONG DIST | PV | 141975 | 002 00701 | 2.29 | 806368136/100 |
| | | | | 9/1~10/2/15 | | | | | 415 |
| | | | | LONG DIST | PV | 141975 | 003 00701 | 19.10 | 806368136/100 |
| | | | | 9/1~10/2/15 | | | | | 415 |
| | | | | LONG DIST | PV | 141975 | 004 00701 | 16.74 | 806368136/100 |
| | | | | 9/1~10/2/15 | | | | | 415 |
| | | | | LONG DIST | PV | 141975 | 005 00701 | 17.00 | 806368136/100 |
| | | | | 9/1~10/2/15 | | | | | 415 |
| | | | | LONG DIST | PV | 141975 | 006 00701 | .14 | 806368136/100 |
| | | | | 9/1~10/2/15 | | | | | 415 |
| | | | | Payment Amount | | | | 524.57 | |
| 70895 | 10/20/15 | 16253 | AT&T MOBILITY | SRV | PV | 142038 | 001 00701 | 139.53 | 992789332X101 |
| | | | | 9/4~10/3/15 | | | | | 12015 |
| | | | | SRV | PV | 142038 | 002 00701 | 61.49 | 992789332X101 |

Batch Number - 240404
Bank Account - 00146807 Cash-General

| Payment Number | Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key Item Co | Amount | Invoice Number |
|-------------------|------|-------------------|------|----------------------|----|--------------------|----------------|--------|-------------------|
| | | | | 9/4-10/3/15 | | | | | 12015 |
| | | | | SRV | PV | 142038 | 003 00701 | 18.32 | 992789332X101 |
| | | | | 9/4-10/3/15 | | | | | 12015 |
| | | | | SRV | PV | 142038 | 004 00701 | 454.87 | 992789332X101 |
| | | | | 9/4-10/3/15 | | | | | 12015 |
| | | | | SRV | PV | 142038 | 005 00701 | 30.83 | 992789332X101 |
| | | | | 9/4-10/3/15 | | | | | 12015 |
| | | | | SRV | PV | 142038 | 006 00701 | 49.15 | 992789332X101 |
| | | | | 9/4-10/3/15 | | | | | 12015 |
| | | | | SRV | PV | 142038 | 007 00701 | 60.07 | 992789332X101 |
| | | | | 9/4-10/3/15 | | | | | 12015 |
| | | | | SRV | PV | 142038 | 008 00701 | 18.32 | 992789332X101 |
| | | | | 9/4-10/3/15 | | | | | 12015 |
| | | | | SRV | PV | 142038 | 009 00701 | 12.82 | 992789332X101 |
| | | | | 9/4-10/3/15 | | | | | 12015 |
| | | | | SRV | PV | 142038 | 010 00701 | 5.50 | 992789332X101 |
| | | | | 9/4-10/3/15 | | | | | 12015 |
| | | | | SRV | PV | 142038 | 011 00701 | 238.10 | 992789332X101 |
| | | | | 9/4-10/3/15 | | | | | 12015 |
| | | | | SRV | PV | 142038 | 012 00701 | 141.64 | 992789332X101 |
| | | | | 9/4-10/3/15 | | | | | 12015 |
| | | | | SRV | PV | 142038 | 013 00701 | 30.83 | 992789332X101 |
| | | | | 9/4-10/3/15 | | | | | 12015 |
| | | | | SRV | PV | 142038 | 014 00701 | 235.36 | 992789332X101 |
| | | | | 9/4-10/3/15 | | | | | 12015 |
| | | | | SRV | PV | 142038 | 015 00701 | 19.12 | 992789332X101 |
| | | | | 9/4-10/3/15 | | | | | 12015 |
| | | | | SRV | PV | 142038 | 016 00701 | 65.49 | 992789332X101 |
| | | | | 9/4-10/3/15 | | | | | 12015 |
| | | | | SRV | PV | 142038 | 017 00701 | 49.15 | 992789332X101 |
| | | | | 9/4-10/3/15 | | | | | 12015 |
| | | | | SRV | PV | 142038 | 018 00701 | 61.66 | 992789332X101 |
| | | | | 9/4-10/3/15 | | | | | 12015 |
| | | | | SRV | PV | 142038 | 019 00701 | 110.02 | 992789332X101 |
| | | | | 9/4-10/3/15 | | | | | 12015 |
| | | | | SRV | PV | 142038 | 020 00701 | 18.32 | 992789332X101 |
| | | | | 9/4-10/3/15 | | | | | 12015 |
| | | | | SRV | PV | 142038 | 021 00701 | 65.49 | 992789332X101 |
| | | | | 9/4-10/3/15 | | | | | 12015 |
| | | | | SRV | PV | 142038 | 022 00701 | 91.22 | 992789332X101 |
| | | | | 9/4-10/3/15 | | | | | 12015 |

Batch Number - 240404
Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key | Amount | Invoice Number |
|----------------|--------------|----------------|--|--|----|-----------------|-----------|----------|------------------------|
| | | | | | | | Itm Co | | |
| | | | | SRV | PV | 142038 | 023 00701 | 159.96 | 992789332X101 12015 |
| | | | | 9/4-10/3/15 Payment Amount | | | 2,137.26 | | |
| 70896 | 10/20/15 | 18654 | AT&T TELECONFERENCE E SERVICES | CONF CALLS@9/2/15 | PV | 142016 | 001 00751 | 17.13 | 510-015891 |
| | | | | CONF CALLS@9/2/15 Payment Amount | | | 27.94 | | |
| 70897 | 10/20/15 | 7770 | AUTOMATIONDIR ECT.COM | POWER SUPPLY | PV | 141844 | 001 00701 | 397.00 | 6446028 |
| | | | | Payment Amount | | | 397.00 | | |
| 70898 | 10/20/15 | 18893 | BILLTRUST | 9/15 ONLN BILL&PMT | PV | 141896 | 001 00701 | 6,450.58 | 132698 |
| | | | | Payment Amount | | | 6,450.58 | | |
| 70899 | 10/20/15 | 18071 | BLUE DIAMOND MATERIALS | 3.99 TN PAVG MATL | PV | 141930 | 001 00701 | 355.55 | 577647 |
| | | | | Payment Amount | | | 355.55 | | |
| 70900 | 10/20/15 | 2541 | CITY OF WESTLAKE VILLAGE | PRMT-2233 MEMORY LN | PV | 142027 | 001 00101 | 195.00 | 15/16-001 |
| | | | | Payment Amount | | | 195.00 | | |
| 70901 | 10/20/15 | 19270 | COMMUNICATION S RELAY, LLC | 10/15 SITE RNTL | PV | 141907 | 001 00701 | 900.00 | 55686 |
| | | | | Payment Amount | | | 900.00 | | |
| 70902 | 10/20/15 | 4586 | CONSOLIDATED ELECTRICAL DISTRIBUTORS | 2 120V PHOTOCELLS | PV | 141942 | 001 00701 | 61.55 | 9009-722104 |
| | | | | Payment Amount | | | 61.55 | | |
| | | | | 6 CAPPED ELLS | PV | 141943 | 001 00701 | 99.31 | 9009-722541 |
| | | | | 7 EMER LED EXIT SGNS | PV | 141944 | 001 00701 | 194.37 | 9009-722568 |
| | | | | 2 NEMA1 SC BOX | PV | 141945 | 001 00701 | 31.61 | 9009-722628 |
| | | | | 2 15 MIN TIMERS | PV | 141946 | 001 00701 | 56.84 | 9009-722786 |
| | | | | 1 EMER LED EXIT SGN | PV | 141947 | 001 00701 | 27.76 | 9009-722609 |
| | | | | RTN 4 PHOTOCELL, NEED 120V | PD | 141948 | 001 00130 | 100.34 | 9009-169445 |
| | | | | Payment Amount | | | 371.10 | | |

Las Virgenes Municipal Water
A/P Auto Payment Register

Batch Number - 240404
Bank Account - 00146607 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key | Amount | Invoice Number |
|----------------|--------------|----------------|---------------|----------------------|----|-----------------|-----------|----------|----------------|
| 70903 | 10/20/15 | 2547 | COUNTY | 9/15 | PV | 141926 | 001 00701 | 468.72 | 48892/093015 |
| | | | SANITATION | RAGS&GRIT | | | | | |
| | | | DISTRICTS OF | HAULING | | | | | |
| | | | LA COUNTY | | | | | | |
| 70904 | 10/20/15 | 11330 | DIAL SECURITY | Payment Amount | | | | 468.72 | |
| | | | | 10/15 SECURITY | PV | 141956 | 001 00701 | 230.00 | 258779 |
| | | | | SVC@HQ | | | | | |
| | | | | 10/15 SECURITY | PV | 141957 | 001 00701 | 50.00 | 258779 |
| | | | | SVC@HQ LBBY | | | | | |
| | | | | GTS | | | | | |
| | | | | 10/15 SECURITY | PV | 141958 | 001 00701 | 45.00 | 258780 |
| | | | | SVC@TAPIA | | | | | |
| | | | | 10/15 SECURITY | PV | 141959 | 001 00701 | 80.00 | 258781 |
| | | | | SVC@RLV | | | | | |
| | | | | 10/15 SECURITY | PV | 141960 | 001 00701 | 35.00 | 258782 |
| | | | | SVC@RLV-FARM | | | | | |
| | | | | 10/15 SECURITY | PV | 141961 | 001 00701 | 70.00 | 258783 |
| | | | | SVC@WLK P/S | | | | | |
| | | | | 10/15 SECURITY | PV | 141962 | 001 00701 | 35.00 | 258784 |
| | | | | SVC@WLK | | | | | |
| | | | | 10/15 SECURITY | PV | 141963 | 001 00701 | 57.00 | 258785 |
| | | | | SVC@IT RM | | | | | |
| | | | | Payment Amount | | | | 602.00 | |
| 70905 | 10/20/15 | 17918 | EARTHLINK | OCT-15 MPLS | PV | 141906 | 001 00701 | 3,983.01 | 1318062510011 |
| | | | BUSINESS CO. | LINES | | | | | 50 |
| | | | | Payment Amount | | | | 3,983.01 | |
| 70906 | 10/20/15 | 18111 | ELECSYS | 11/15 RADIX | PV | 141931 | 001 00701 | 261.00 | 141195 |
| | | | INTERNATIONAL | EQP MAINT | | | | | |
| | | | CORPORATION | | | | | | |
| | | | | Payment Amount | | | | 261.00 | |
| 70907 | 10/20/15 | 18441 | EMPLOYEE | BCKGRND | PV | 141951 | 001 00701 | 164.35 | 72699 |
| | | | RELATIONS | CHK-M.HEWITT | | | | | |
| | | | NETWORK | | | | | | |

Batch Number - 240404
Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key Item Co | Amount | Invoice Number |
|----------------|--------------|----------------|--|----------------------|----|-----------------|-------------|----------|----------------|
| 70908 | 10/20/15 | 18815 | FASTENAL COMPANY | RESTOCK BINS | PV | 141845 | 001 00701 | 1,132.77 | CACHA19856 |
| | | | | 2 PUSH CARTS | PV | 141902 | 001 00701 | 332.65 | CACHA19857 |
| | | | FASTENAL COMPANY | | | | | 164.35 | |
| | | | ALT PAYEE 18835 FASTENAL COMPANY P. O. BOX 1286 WINONA MN 55987-1286 | | | | | 1,465.42 | |
| 70909 | 10/20/15 | 19397 | FIRST CHOICE SERVICES | HQ COFFEE | PV | 141921 | 001 00701 | 91.44 | 198669 |
| | | | | SUPPLIES | | | | | |
| | | | | OPS COFFEE | PV | 141922 | 001 00701 | 57.05 | 198670 |
| | | | | SUPPLIES | | | | | |
| | | | | RLV COFFEE | PV | 141923 | 001 00701 | 53.94 | 198671 |
| | | | | SUPPLIES | | | | | |
| | | | | TAPIA COFFEE | PV | 141924 | 001 00701 | 94.57 | 198672 |
| | | | | SUPPLIES | | | | | |
| | | | | RLV ADDTL | PV | 141925 | 001 00701 | 9.00 | 200655 |
| | | | | COFFEE | | | | | |
| | | | | SUPPLIES | | | | | |
| | | | | Payment Amount | | | | 306.00 | |
| 70910 | 10/20/15 | 6770 | G.I. INDUSTRIES | 10/15 HQ&SHOP | PV | 141932 | 001 00701 | 654.10 | 2746313-0283-4 |
| | | | | DISP | | | | | |
| | | | | 10/15 WLK | PV | 141933 | 001 00701 | 194.57 | 2403405-0283-2 |
| | | | | DISP | | | | | |
| | | | | 10/15 TAPIA | PV | 141934 | 001 00701 | 621.07 | 2525021-0283-0 |
| | | | | DISP | | | | | |
| | | | | 10/15 TAPIA | PV | 141935 | 001 00701 | 504.57 | 2525022-0283-8 |
| | | | | RAGS/GRIT | | | | | |
| | | | | DISP | | | | | |
| | | | | 10/15 RLV | PV | 141936 | 001 00701 | 81.67 | 2746311-0283-8 |
| | | | | DISP | | | | | |
| | | | | 10/15 | PV | 141937 | 001 00701 | 81.67 | 2746312-0283-6 |
| | | | | RLV-FARM DISP | | | | | |
| | | | | 9/16-9/27/15 | PV | 141938 | 001 00701 | 442.80 | 2524982-0283-4 |
| | | | | TAPIA DISP | | | | | |
| | | | | 9/16-9/27/15 | PV | 141939 | 001 00701 | 238.28 | 2746031-0283-2 |
| | | | | RLV DISP | | | | | |
| | | | | 9/16-9/27/15 | PV | 141940 | 001 00701 | 220.18 | 2746027-0283-0 |
| | | | | RLV DISP | | | | | |
| | | | | 9/16-9/27/15 | PV | 141941 | 001 00701 | 406.02 | 2746026-0283-0 |

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| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key Ltr | Key Co | Amount | Invoice Number |
|----------------|--------------|----------------|---|--|----|-----------------|---------|--------|----------|----------------|
| SHOP DISP | | | | | | | | | | |
| 70911 | 10/20/15 | 4144 | G.I. INDUSTRIES P. O. BOX 541065 LOS ANGELES CA 90054-1065 | Payment Amount VEH#8658817 BATTERIES | PV | 141929 | 001 | 00701 | 225.96 | 51037582 |
| | | | | | | | | | 3,444.93 | |
| 70912 | 10/20/15 | 3083 | JCI JONES CHEMICALS, INC | Payment Amount 4,883 GAL HYPOCHLORITE | PV | 141850 | 001 | 00701 | 2,861.70 | 669091 |
| | | | | | | | | | 225.96 | |
| 70913 | 10/20/15 | 6777 | JCI JONES CHEMICALS, INC P.O. BOX 636877 CINCINNATI OH 45263-6877 | Payment Amount COOL GRD.GREASE&OI L | PV | 142048 | 001 | 00751 | 120.96 | 278146 |
| | | | | | | | | | 2,861.70 | |
| 70914 | 10/20/15 | 17355 | JOHN DEERE FINANCIAL PO BOX 4450 CAROL STREAM IL 60197-4450 | Payment Amount SVC KAESER COMPRESSORS | PV | 141847 | 001 | 00701 | 1,908.02 | 910891256 |
| | | | | | | | | | 120.96 | |
| 70915 | 10/20/15 | 2611 | LA DWP | TAX Payment Amount RECTIFIER 9/14~10/14/15 RECTIFIER 9/11~10/13/15 TWIN LKS P/S 9/11~10/13/15 | PV | 141847 | 002 | 00701 | 106.47 | 910891256 |
| | | | | | | | | | 2,014.49 | |
| | | | | | | | | | 36.42 | 503850/101515 |
| | | | | | | | | | 40.97 | 017698/101415 |
| | | | | | | | | | 8,094.33 | 875698/101415 |
| 70916 | 10/20/15 | 3352 | LAS VIRGENES MUNICIPAL WATER DISTRICT | Payment Amount RWPS 8/26~9/28/15 | PV | 142022 | 001 | 00701 | 38.57 | 2645/100715 |
| | | | | | | | | | 8,171.72 | |
| | | | | | | | | | 60.69 | 2646/100715 |

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| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key Lim | Key Co | Amount | Invoice Number |
|----------------|--------------|----------------|------------------------------|--|----|-----------------|---------|--------|-----------|----------------|
| 70917 | 10/20/15 | 2814 | MCMMASTER-CARR SUPPLY CO | 8/26--9/28/15 BLDG#8 RW 8/26--9/28/15 BLDG#7 RW 8/26--9/28/15 Payment Amount SCHD 80 PVC PIPE&FITGS | PV | 142024 | 001 | 00701 | 95.30 | 2652/100715 |
| | | | | | | | | | 253.92 | |
| | | | | | | | | | 749.38 | 41171464 |
| 70918 | 10/20/15 | 2839 | MOTION INDUSTRIES, INC. | Payment Amount 2 PILLWBLK SGL SET | PV | 141901 | 001 | 00701 | 857.33 | CA22-596391 |
| | | | | | | | | | 749.38 | |
| 70919 | 10/20/15 | 2365 | MSO TECHNOLOGIES | Payment Amount AUG'15 WLK PLC PRGRMG AUG'15 TAPIA ORP TSTG | PV | 141849 | 001 | 00701 | 840.00 | 5020 |
| | | | | | | | | | 1,400.00 | 5050 |
| 70920 | 10/20/15 | 2842 | NAPAAUTO PARTS | Payment Amount VEH#833 FILTERS | PV | 141904 | 001 | 00701 | 172.61 | 782673 |
| | | | | | | | | | 172.61 | |
| 70921 | 10/20/15 | 19679 | PARKER BOILER CO. | Payment Amount SERVICE BOILER | PV | 141903 | 001 | 00701 | 2,642.00 | 196100 |
| | | | | | | | | | 2,642.00 | |
| 70922 | 10/20/15 | 17174 | ROTH STAFFING COMPANIES, LP | Payment Amount 9/15--9/18/15 E.M.AGUILAR 9/21--9/25/15 E.M.AGUILAR 9/28--10/2/15 E.M.AGUILAR | PV | 142018 | 001 | 00701 | 639.36 | 13182716 |
| | | | | | | | | | 799.20 | 13185588 |
| | | | | | | | | | 799.20 | 13188482 |
| 70923 | 10/20/15 | 19093 | SOLARCITY - AU SOLAR 1 (GS1) | Payment Amount RW P/S 9/1--9/30/15 SOLAR | PV | 142039 | 001 | 00751 | 19,879.98 | 9133440-00-02 |
| | | | | | | | | | 2,237.76 | 0 |

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key | Item | Co | Amount | Invoice Number |
|----------------|--------------|----------------|------------------------------------|--------------------------------|----|-----------------|-----|-------|-----------|-----------|---------------------|
| 70924 | 10/20/15 | 2957 | SOUTHERN CALIFORNIA EDISON | Payment Amount RLV | PV | 141953 | 001 | 00751 | 19,879.98 | 66.86 | 3293-30/10021 5 |
| | | | | COMPOST-DL 8/31-9/30/15 | | | | | | | |
| | | | | Payment Amount RW P/S | PV | 141954 | 001 | 00751 | 66.86 | 36,836.81 | 4500-42/10081 5 |
| 70925 | 10/20/15 | 2957 | SOUTHERN CALIFORNIA EDISON | 8/31-9/30/15 | | | | | | | |
| | | | | NEM | | | | | | | |
| | | | | Payment Amount JBR P/S | PV | 141899 | 001 | 00101 | 36,836.81 | 15.75 | 1200/100615 |
| 70926 | 10/20/15 | 2958 | SOUTHERN CALIFORNIA GAS CO | 9/2-10/2/15 | | | | | | | |
| | | | | HQ&OPS | PV | 141965 | 001 | 00701 | | 455.92 | 3600/100815 |
| | | | | 9/4-10/6/15 | | | | | | | |
| | | | | TAPIA | PV | 141966 | 001 | 00751 | | 587.11 | 4000/100815 |
| | | | | 9/4-10/6/15 | | | | | | | |
| | | | | RLV | PV | 141967 | 001 | 00751 | | 67.64 | 4200/100815 |
| | | | | 9/4-10/6/15 | | | | | | | |
| | | | | WLK P/S | PV | 141968 | 001 | 00101 | | 455.90 | 9400/100615 |
| | | | | 9/1-10/1/15 | | | | | | | |
| | | | | Payment Amount 10 YR ANNIV | PV | 141897 | 001 | 00701 | 1,582.32 | 138.30 | 090345-15 |
| 70927 | 10/20/15 | 8645 | SOUTHERN CALIFORNIA TROPHY COMPANY | GIFT-JILLOZA | | | | | | | |
| | | | | Payment Amount PAGER SRV | PV | 142017 | 001 | 00701 | 138.30 | 395.87 | Y0143084J |
| 70928 | 10/20/15 | 16271 | SPOK, INC. | 10/10-11/10/15 | | | | | | | |
| | | | | 5 | | | | | | | |
| | | | | PAGER SRV | PV | 142017 | 002 | 00701 | | 69.92 | Y0143084J |
| | | | | 10/10-11/10/15 | | | | | | | |
| | | | | 5 | | | | | | | |
| | | | | PAGER SRV | PV | 142017 | 003 | 00701 | | 41.99 | Y0143084J |
| | | | | 10/10-11/10/15 | | | | | | | |
| | | | | 5 | | | | | | | |
| | | | | Payment Amount SALES/USE | PV | 141955 | 001 | 00701 | 507.78 | 903.00 | 97817885/0930 15 |
| 70929 | 10/20/15 | 2964 | STATE BOARD OF EQUALIZATION | TAX-3RD QT'15 | | | | | | | |
| | | | | Payment Amount 3 WTR CONSRV | PV | 141852 | 001 | 00101 | 903.00 | 730.00 | 10-1 |
| 70930 | 10/20/15 | 2780 | VALLEY NEWS | | | | | | | | |

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|----------------|--------------|----------------|----------------------------|---|----|--|--|-----|----|--|--|
| GROUP | | | | | | | | | | | |
| 70931 | 10/20/15 | 16132 | V3 | ADS 10/1 4 ADS 9/24 4 ADS 9/24 Payment Amount PSTG-MAILG BILLS&NOTICES Payment Amount | PV | 141853 141853 141920 | 001 00751 002 00751 001 00701 | | | 270.00 480.00 15,000.00 | 9-24 9-24 31100 |
| 70932 | 10/20/15 | 18914 | WECK LABORATORIES, INC. | LAB SRV@TTHM/HAA5 DIST SYSTM Payment Amount | PV | 141973 | 001 00701 | | | 760.00 | WS0451-LV |
| 70933 | 10/20/15 | 3047 | WESCO DISTRIBUTION, INC. | 480V 3 PHASE PANELBRD Payment Amount | PV | 141848 | 001 00701 | | | 1,382.53 | 480084 |
| 70934 | 10/20/15 | 19211 | WEST COAST ELECTRIC MOTORS | 75 HP MOTR SRV Payment Amount | PV | 142028 | 001 00701 | | | 2,335.10 | WC15720 |
| 70935 | 10/20/15 | 8510 | WORK BOOT WAREHOUSE | PRCTV FTWR-WHEITKA MP Payment Amount | PV | 141898 | 001 00701 | | | 225.00 | 2-17453 |
| 70936 | 10/20/15 | 3067 | XEROX CORPORATION | LEASE-8/15 D95 HQ-2ND FL LEASE-8/15 D95 HQ-1ST FL LEASE-8/15 5845A TAPIA LEASE-8/15 XC560 PRNTR LEASE-8/15 X560EFI SVR LEASE-9/15 5740PT-OPS Payment Amount | PV | 141865 141866 141867 141868 141869 141870 | 001 00701 001 00701 001 00701 001 00701 001 00701 001 00701 | | | 225.00 650.52 651.00 267.44 1,454.85 192.02 215.12 | 081150204 081150203 081150205 081150208 081150207 081656065 |

Batch Number - 240404
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| Payment Number | Date | Address Number | Name | Payment Stub Message | Docu- ment Ty | Number | Key Lim | Co | Amount | Invoice Number |
|----------------------------------|------|-------------------|------|----------------------|---------------------|--------|------------|----|--------|-------------------|
| Payment Amount | | | | | | | | | | 3,430.95 |
| Total Amount of Payments Written | | | | | | | | | | 149,078.54 |
| Total Number of Payments Written | | | | | | | | | | 50 |

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| Payment Number | Payment Date | Address Number | Name | Payment Slub Message | Ty | Document | | Key | Amount | Invoice Number |
|----------------|--------------|----------------|-----------------------------------|-------------------------------|----|----------|-----------|-----------|---------------|----------------|
| | | | | | | Number | Item Co | | | |
| 70937 | 10/27/15 | 19800 | A. BATES GC INC. | PMT#3-TRIUNFO /WTRSD PR ST | PV | 142011 | 001 00701 | 44,000.00 | 10590#3 | |
| | | | | 5% RETENTION-PMT #3 | PD | 142012 | 001 00301 | 2,200.00- | 10590/RTN#3 | |
| | | | | Payment Amount | | | 41,800.00 | | | |
| 70938 | 10/27/15 | 2317 | ACORN NEWSPAPER | SEP*15 DISPLAY ADS | PV | 141855 | 001 00751 | 2,288.60 | 870105/093015 | |
| | | | | SEP*15 DISPLAY ADS | PV | 141855 | 002 00751 | 3,104.00 | 870105/093015 | |
| | | | | SEP*15 DISPLAY ADS | PV | 141855 | 003 00751 | 280.00 | 870105/093015 | |
| | | | | Payment Amount | | | 5,672.60 | | | |
| 70939 | 10/27/15 | 17077 | AECOM USA, INC. | AUG*15 5 MG TNK SVC | PV | 141861 | 001 00701 | 12,469.61 | 37634148 | |
| | | | | Payment Amount | | | 12,469.61 | | | |
| 70940 | 10/27/15 | 2339 | AGOURA LOCK TECHNOLOGIES | 52 PADLOCKS KEYED | PV | 141863 | 001 00701 | 1,336.54 | 82951 | |
| | | | | Payment Amount | | | 1,336.54 | | | |
| 70941 | 10/27/15 | 20003 | DEREK AITKEN | TURF RMVL REBATE | PV | 141887 | 001 00101 | 1,088.00 | 650370 | |
| | | | | Payment Amount | | | 1,088.00 | | | |
| 70942 | 10/27/15 | 18686 | ANALYTICAL TECHNOLOGY, INC. | TURBIDITY METER | PV | 142015 | 001 00701 | 3,569.75 | 122547 | |
| | | | | FREIGHT | PV | 142015 | 002 00701 | 35.73 | 122547 | |
| | | | | Payment Amount | | | 3,605.48 | | | |
| 70943 | 10/27/15 | 7965 | B&B PALLET CO. | 55 YDS WOOD CHIPS | PV | 142001 | 001 00701 | 638.00 | 114054 | |
| | | | | 55 YDS WOOD CHIPS | PV | 142002 | 001 00701 | 638.00 | 114055 | |
| | | | | 55 YDS WOOD CHIPS | PV | 142003 | 001 00701 | 638.00 | 114056 | |
| | | | | 55 YDS WOOD CHIPS | PV | 142004 | 001 00701 | 638.00 | 114057 | |
| | | | | 130 YDS WOOD CHIPS | PV | 142005 | 001 00701 | 1,508.00 | 114059 | |
| | | | | Payment Amount | | | 4,060.00 | | | |
| 70944 | 10/27/15 | 20019 | EMILIA BALIKE | TURF RMVL REBATE | PV | 141982 | 001 00101 | 1,534.00 | 620142 | |
| | | | | Payment Amount | | | 1,534.00 | | | |

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| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Document Ty | Document Number | Key Itm | Key Co | Amount | Invoice Number |
|----------------|--------------|----------------|----------------------------|----------------------------|-------------|-----------------|---------|--------|----------|----------------|
| 70945 | 10/27/15 | 20004 | ROSALIE BELL | TURF RMVL REBATE | PV | 141888 | 001 | 00101 | 3,054.00 | 810351 |
| | | | | Payment Amount | | | | | 3,054.00 | |
| 70946 | 10/27/15 | 15042 | KATHILEEN BENNETT | TURF RMVL REBATE | PV | 141886 | 001 | 00101 | 6,000.00 | 681196 |
| | | | | Payment Amount | | | | | 6,000.00 | |
| 70947 | 10/27/15 | 20020 | KEITH BLAINE | TURF RMVL REBATE | PV | 141983 | 001 | 00101 | 1,762.00 | 1186374 |
| | | | | Payment Amount | | | | | 1,762.00 | |
| 70948 | 10/27/15 | 20021 | TERRY BULLOCK | TURF RMVL REBATE | PV | 141984 | 001 | 00101 | 3,398.00 | 560643 |
| | | | | Payment Amount | | | | | 3,398.00 | |
| 70949 | 10/27/15 | 20022 | JEFF CANTER | TURF RMVL REBATE | PV | 141985 | 001 | 00101 | 1,462.00 | 680472 |
| | | | | Payment Amount | | | | | 1,462.00 | |
| 70950 | 10/27/15 | 2534 | CITY OF CALABASAS | PLAN REVW FEE-BLDG#1 | PV | 141916 | 001 | 00301 | 7,997.04 | PLN REW-BLDG1 |
| | | | | Payment Amount | | | | | 7,997.04 | |
| 70951 | 10/27/15 | 20013 | SEAN COLLINS | TURF REMOVAL REBATE | PV | 141910 | 001 | 00101 | 1,206.00 | 530974 |
| | | | | Payment Amount | | | | | 1,206.00 | |
| 70952 | 10/27/15 | 19305 | COMMERCIAL CLEANING SYTEMS | 10/15 JANITORIAL SVC | PV | 142031 | 001 | 00701 | 3,212.46 | 303945 |
| | | | | Payment Amount | | | | | 3,212.46 | |
| | | | | 10/15 JANITORIAL SVC | PV | 142031 | 003 | 00701 | 423.06 | 303945 |
| | | | | Payment Amount | | | | | 423.06 | |
| | | | | 10/15 JANITORIAL SVC | PV | 142031 | 004 | 00701 | 1,495.19 | 303945 |
| | | | | Payment Amount | | | | | 1,495.19 | |
| 70953 | 10/27/15 | 20023 | ROBERT CONLEY | TURF RMVL REBATE | PV | 141986 | 001 | 00101 | 4,798.00 | 250380 |
| | | | | Payment Amount | | | | | 4,798.00 | |
| 70954 | 10/27/15 | 8287 | LYNN CORNFIELD | TURF RMVL REBATE | PV | 141892 | 001 | 00101 | 1,372.00 | 450955 |
| | | | | Payment Amount | | | | | 1,372.00 | |
| 70955 | 10/27/15 | 19633 | BILL CUNNINGHAM | TURF RMVL REBATE | PV | 141981 | 001 | 00101 | 1,740.00 | 531060/TURF2 |
| | | | | Payment Amount | | | | | 1,740.00 | |
| 70956 | 10/27/15 | 11330 | DIAL SECURITY | 9/13-9/17/15 REBATE | PV | 141862 | 001 | 00701 | 1,608.00 | 259581 |
| | | | | Payment Amount | | | | | 1,608.00 | |

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| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Document | | Key | Amount | Invoice Number |
|----------------|--------------|----------------|--|--|----------|--------|-----------|-----------|----------------|
| | | | | | Ty | Number | | | |
| DRGHT ENFRMCT | | | | | | | | | |
| 70957 | 10/27/15 | 17116 | DANA DORSEY | Payment Amount | PV | 141978 | 001 00101 | 1,608.00 | 2160656 |
| | | | | TURF RMVL | | | | 904.00 | |
| | | | | REBATE | | | | | |
| 70958 | 10/27/15 | 15826 | EMPIRE PIPE CLEANING & EQUIPMENT INC. | Payment Amount | PV | 142055 | 001 00701 | 23,000.00 | 10053 |
| | | | | 8/6-8/19/15 | | | | 904.00 | |
| | | | | TANK CLNG | | | | | |
| 70959 | 10/27/15 | 2654 | FAMCON PIPE | Payment Amount | PV | 142069 | 001 00701 | 7,500.00 | 10059 |
| | | | | 8/20-8/21/15 | | | | | |
| | | | | TANK CLNG | | | | | |
| | | | | Payment Amount | | | | 30,500.00 | |
| 70960 | 10/27/15 | 20033 | KEVIN FOY | 1 REPAIR | PV | 141864 | 001 00701 | 255.06 | 173219 |
| | | | | CLAMP | | | | | |
| | | | | 7 MANHOLE | | | | 2,365.30 | 173226 |
| | | | | STRUCTURES | | | | | |
| | | | | Payment Amount | | | | 2,620.36 | |
| 70961 | 10/27/15 | 4971 | FUGRO CONSULTANTS, INC. | PAVING-MILDAS | PV | 142006 | 001 00101 | 7,724.00 | MILDAS DR/#1 |
| | | | | DR/PMT#1 | | | | | |
| | | | | Payment Amount | | | | 7,724.00 | |
| 70962 | 10/27/15 | 7938 | GEORGE YARDLEY CO. | 8/21-9/24/15 | PV | 141858 | 001 00701 | 4,976.25 | 04.62150074-1 |
| | | | | LORENZO CT | | | | | |
| | | | | MNTRNG | | | | | |
| | | | | Payment Amount | | | | 4,976.25 | |
| 70963 | 10/27/15 | 2691 | GIERLICH-MITC HELL, INC. | ASCO REBLD | PV | 142067 | 001 00701 | 572.94 | 22371 |
| | | | | 8803 FUGRO CONSULTANTS, INC. P. O. BOX 301083 DALLAS TX 75303-1083 | | | | | |
| | | | | Payment Amount | | | | 4,976.25 | |
| | | | | KITS&VLVS | | | | | |
| | | | | Payment Amount | | | | 572.94 | |
| | | | | ST STEEL | | | | | |
| | | | | PROPELLR&GEAR | | | | | |
| | | | | ASSMBLY | | | | | |
| | | | | ST STEEL | | | | | |
| | | | | PROPELLR&GEAR | | | | | |
| | | | | ASSMBLY | | | | | |
| | | | | Payment Amount | | | | 11,047.15 | GC 14484 |
| | | | | Payment Amount | | | | 500.00 | GC 14484 |
| | | | | Payment Amount | | | | 11,547.15 | |

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| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key Itrn Co | Amount | Invoice Number |
|--|--------------|----------------|--|--|----|-----------------|-------------|-----------|----------------|
| 70954 | 10/27/15 | 2701 | GRAINGER, INC. | VEH#860 RPLCMT TOOLS | PV | 141857 | 001 00701 | 3,581.28 | 9854119980 |
| | | | | VEH#860 RPLCMT TOOLS | PV | 141857 | 003 00701 | 1,227.78 | 9854119980 |
| | | | | 2 PULLEYS&FILTE RS | PV | 142008 | 001 00751 | 113.38 | 9848620168 |
| <p>Alt Payee 5453 GRAINGER, INC. DEPT 805178142 PALATINE IL 60038-0001</p> | | | | | | | | | |
| 70955 | 10/27/15 | 19548 | GRM INFORMATION MANAGEMENT SERVICES-CA | Payment Amount OCT'15 STORAGE | PV | 142009 | 001 00701 | 109.72 | 0273021 |
| | | | | Payment Amount OCT'15 STORAGE | PV | 142010 | 001 00701 | 356.28 | 0273022 |
| 70956 | 10/27/15 | 20024 | JEFF GROGIN | Payment Amount TURF RMVL REBATE | PV | 141987 | 001 00101 | 13,068.00 | 180420 |
| | | | | Payment Amount TURF RMVL REBATE | PV | 141979 | 001 00101 | 5,546.00 | 410156/TURF |
| 70966 | 10/27/15 | 9213 | ROSS HASHEMI | Payment Amount TURF RMVL REBATE | PV | 141884 | 001 00101 | 3,480.00 | 640162 |
| | | | | Payment Amount TURF RMVL REBATE | PV | 141988 | 001 00101 | 5,470.00 | 700008 |
| 70970 | 10/27/15 | 18546 | HDR ENGINEERING, INC. | Payment Amount 6/28-9/26/15 C-TNK EASMT SVC | PV | 141859 | 001 00701 | 2,472.38 | 00237976-B |
| | | | | 7/26-9/26/15 WLFP EXP DESGN | PV | 141999 | 001 00701 | 9,734.57 | 237712-B |
| | | | | 7/26-9/26/15 WLK P/S UPGRD | PV | 142000 | 001 00701 | 6,489.71 | 237712-B |
| 70971 | 10/27/15 | 20014 | ROGER | Payment Amount TURF REMOVAL | PV | 141911 | 001 00101 | 2,316.00 | 710658 |

Batch Number - 240406

Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key | | Amount | Invoice Number |
|--|--------------|----------------|-------------|--------------------------------|----|-----------------|------|-------|-----------|----------------|
| | | | | | | | Item | Co | | |
| HENDERSON | | | | | | | | | | |
| | | | | REBATE | | | | | 2,316.00 | |
| 70972 | 10/27/15 | 20015 | SELDA | Payment Amount TURF REMOVAL | PV | 141912 | 001 | 00101 | 828.00 | 230088 |
| HOLLANDER | | | | | | | | | | |
| | | | | REBATE | | | | | 828.00 | |
| 70973 | 10/27/15 | 20010 | LAWRENCE | Payment Amount TURF RMVL | PV | 141893 | 001 | 00101 | 1,986.00 | 1110480 |
| JACOBSON | | | | | | | | | | |
| | | | | REBATE | | | | | 1,986.00 | |
| 70974 | 10/27/15 | 3083 | JCI JONES | Payment Amount 4,998 GAL | PV | 141994 | 001 | 00701 | 2,929.10 | 670313 |
| CHEMICALS, INC | | | | | | | | | | |
| | | | | HYPOCHLORITE | | | | | | |
| | | | | 4,851 GAL | PV | 141995 | 001 | 00701 | 2,842.94 | 670432 |
| HYPOCHLORITE | | | | | | | | | | |
| | | | | 4,269 GAL | PV | 141996 | 001 | 00701 | 5,677.77 | 670184 |
| BISULFITE | | | | | | | | | | |
| Alt Payee 13647 JCI JONES CHEMICALS, INC | | | | | | | | | | |
| P.O. BOX 636877 | | | | | | | | | | |
| CINCINNATI OH 45263-6877 | | | | | | | | | | |
| | | | | Payment Amount | | | | | 11,449.81 | |
| 70975 | 10/27/15 | 10021 | KAY ANN | TURF RMVL | PV | 141885 | 001 | 00101 | 8,408.00 | 331010 |
| JOHNSTONE | | | | | | | | | | |
| | | | | REBATE | | | | | | |
| | | | | Payment Amount | | | | | 8,408.00 | |
| 70976 | 10/27/15 | 20005 | JESSE KOZMA | TURF RMVL | PV | 141889 | 001 | 00101 | 5,148.00 | 510054 |
| REBATE | | | | | | | | | | |
| | | | | Payment Amount | | | | | 5,148.00 | |
| 70977 | 10/27/15 | 20026 | EVA LARSON | TURF RMVL | PV | 141989 | 001 | 00101 | 2,558.00 | 540356 |
| REBATE | | | | | | | | | | |
| | | | | Payment Amount | | | | | 2,558.00 | |
| 70978 | 10/27/15 | 20016 | DEAN LEVIN | TURF REMOVAL | PV | 141913 | 001 | 00101 | 11,646.00 | 2130620 |
| REBATE | | | | | | | | | | |
| | | | | Payment Amount | | | | | 11,646.00 | |
| 70979 | 10/27/15 | 20027 | SUZANNE | TURF RMVL | PV | 141990 | 001 | 00101 | 1,766.00 | 860188 |
| McCLUSKEY | | | | | | | | | | |
| | | | | Payment Amount | | | | | 1,766.00 | |
| 70980 | 10/27/15 | 20011 | LAURA | TURF RMVL | PV | 141894 | 001 | 00101 | 3,564.00 | 170905 |
| McCORKINDALE | | | | | | | | | | |
| | | | | REBATE | | | | | | |
| | | | | Payment Amount | | | | | 3,564.00 | |
| 70981 | 10/27/15 | 20017 | GARY MILLER | TURF REMOVAL | PV | 141914 | 001 | 00101 | 612.00 | 650302 |
| REBATE | | | | | | | | | | |
| | | | | Payment Amount | | | | | 612.00 | |

Batch Number - 240406
Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Document Ty | Document Number | Key Itm | Key Co | Amount | Invoice Number |
|----------------|--------------|----------------|--|----------------------|-------------|-----------------|---------|--------|-----------|----------------|
| 70982 | 10/27/15 | 20006 | IRVING MORGAN | TURF RMVL | PV | 141890 | 001 | 00101 | 294.00 | 1090220 |
| | | | | REBATE | | | | | | |
| | | | | Payment Amount | | | | | 294.00 | |
| 70983 | 10/27/15 | 18940 | MP PRINTING & MAILING | 100,000 | PV | 142043 | 001 | 00701 | 6,291.48 | 59130 |
| | | | | BILLING | | | | | | |
| | | | | ENVELOPES | | | | | | |
| | | | | Payment Amount | | | | | 6,291.48 | |
| 70984 | 10/27/15 | 10278 | ROBERT NUDELMAN | TURF RMVL | PV | 141976 | 001 | 00101 | 550.00 | 1140698 |
| | | | | REBATE | | | | | | |
| | | | | Payment Amount | | | | | 550.00 | |
| 70985 | 10/27/15 | 17411 | OAKS DRAIN SERVICE | BATHRM DRAIN | PV | 142063 | 001 | 00701 | 25.00 | 323525 |
| | | | | SRV@RLV | | | | | | |
| | | | | BATHRM DRAIN | | | | | 175.00 | 323525 |
| | | | | SRV@RLV | | | | | | |
| | | | | HYDRO-JETTED | | | | | 587.50 | 323526 |
| | | | | DRAINS | | | | | | |
| | | | | HYDRO-JETTED | | | | | 275.00 | 33067 |
| | | | | 6" RTN LN | | | | | | |
| | | | | Payment Amount | | | | | 1,062.50 | |
| 70986 | 10/27/15 | 2302 | OFFICE DEPOT | MISC OFFICE | PV | 142071 | 001 | 00701 | 902.15 | 796473307001 |
| | | | | SUPPLIES | | | | | | |
| | | | | MISC OFFICE | | | | | 68.32 | 796473841001 |
| | | | | SUPPLIES | | | | | | |
| | | | | TONER | | | | | 65.39 | 797464385001 |
| | | | | CARTRIDGE | | | | | | |
| | | | | Payment Amount | | | | | 1,035.86 | |
| 70987 | 10/27/15 | 18946 | PACIFIC ADVANCED CIVIL ENGINEERING, INC. | P/E 9/30/15 | PV | 141860 | 001 | 00701 | 10,192.63 | 97259 |
| | | | | CNTRT TNK DSN | | | | | | |
| | | | | Payment Amount | | | | | 10,192.63 | |
| 70988 | 10/27/15 | 2871 | PACIFIC COAST BOLT | NUTS & BOLTS | PV | 142036 | 001 | 00701 | 964.65 | 2008604 |
| | | | | FREIGHT | | | | | 60.01 | 2008604 |
| | | | | Payment Amount | | | | | 1,024.66 | |
| 70989 | 10/27/15 | 8506 | PADRE ASSOCIATES, INC. | P/E 10/2/15 | PV | 142068 | 001 | 00701 | 880.00 | 2015-1582 |
| | | | | OAK TREE | | | | | | |
| | | | | SRV@5 MG | | | | | | |
| | | | | Payment Amount | | | | | 880.00 | |
| 70990 | 10/27/15 | 9101 | NANCY/CLIFFOR | TURF REMOVAL | PV | 141908 | 001 | 00101 | 3,236.00 | 190695 |

Item 4A

Batch Number - 240406

Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document | | Key | Amount | Invoice Number |
|----------------|--------------|----------------|---|---|----|----------|------|-------|-----------|----------------|
| | | | | | | Number | Item | | | |
| | | | D PEARSON | REBATE | | | | | | |
| 70991 | 10/27/15 | 19133 | PINNACLE PETROLEUM, INC. | Payment Amount 8,662 GAL REG 87 OCTANE | PV | 141872 | 001 | 00701 | 21,807.56 | 119475 |
| 70992 | 10/27/15 | 19058 | PROTECTOR FENCE | Payment Amount FENCES@CALABA SAS TNK | PV | 142032 | 001 | 00701 | 1,500.00 | 1137 |
| 70993 | 10/27/15 | 18505 | RAFTELIS FINANCIAL CONSULTANTS, INC. | Payment Amount SEP'15 FNCL ANLYS&RATE STDY | PV | 142013 | 001 | 00701 | 15,247.50 | LVCA1407-13 |
| 70994 | 10/27/15 | 19579 | WILLIAM REITENBACH | Payment Amount TURF RMVL REBATE | PV | 141980 | 001 | 00101 | 1,302.00 | 780316/TURF2 |
| 70995 | 10/27/15 | 18632 | ERIC N. ROHLFING | Payment Amount 8/15~10/11/15 BLDG#8 CMPTR RM | PV | 142014 | 001 | 00701 | 5,340.00 | 15-178-CD-02 |
| 70996 | 10/27/15 | 20028 | LINDSAY RUSH | Payment Amount TURF RMVL REBATE | PV | 141991 | 001 | 00101 | 1,936.00 | 780508 |
| 70997 | 10/27/15 | 6766 | SAWYER PETROLEUM | Payment Amount 651 GAL RED DYE DIESEL | PV | 142047 | 001 | 00701 | 1,400.16 | V95351 |
| 70998 | 10/27/15 | 10401 | MASANOBU SHIBUYA | Payment Amount TURF RMVL REBATE | PV | 141977 | 001 | 00101 | 900.00 | 560218 |
| 70999 | 10/27/15 | 2941 | SIERRA TOWING | Payment Amount TOW VEH#811 | PV | 142056 | 001 | 00701 | 240.00 | 87873 |
| 71000 | 10/27/15 | 16120 | SOIL CONTROL LAB | Payment Amount FINISHED COMPOST PKG | PV | 141918 | 001 | 00751 | 349.00 | 5090537 |
| 71001 | 10/27/15 | 20018 | JAMES STEIMER | Payment Amount TURF REMOVAL REBATE | PV | 141915 | 001 | 00101 | 1,398.00 | 640182 |
| 71002 | 10/27/15 | 16985 | LONA SUTTON | Payment Amount TURF REMOVAL REBATE | PV | 141909 | 001 | 00101 | 5,642.00 | 700420 |
| | | | | Payment Amount | | | | | 5,642.00 | |

Batch Number - 240406

Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Key | | Amount | Invoice Number |
|----------------|--------------|----------------|---|--|----|-----------------|------|-------|-----------|----------------|
| | | | | | | | Item | Co | | |
| 71003 | 10/27/15 | 3789 | T & T TRUCK & CRANE SERVICE | 40 TN HYD CRANE@TAPIA Payment Amount | PV | 141917 | 001 | 00751 | 390.00 | 0122367-IN |
| 71004 | 10/27/15 | 20029 | GERALD TAYLOR | TURF RMVL REBATE Payment Amount | PV | 141992 | 001 | 00101 | 964.00 | 250208 |
| 71005 | 10/27/15 | 4595 | THE COPY DEPARTMENT | WTR PRMT AMNDMT COPIES Payment Amount | PV | 142007 | 001 | 00701 | 124.41 | 1485970 |
| 71006 | 10/27/15 | 19581 | THE PUN GROUP, LLP | AUDIT SRV-YE 6/30/15 AUDIT SRV-YE 6/30/15 Payment Amount | PV | 142030 | 001 | 00701 | 12,910.00 | 2015-0245 |
| 71007 | 10/27/15 | 6501 | DEBRA THOMAS | TURF RMVL REBATE Payment Amount | PV | 141883 | 001 | 00101 | 1,014.00 | 500258 |
| 71008 | 10/27/15 | 17645 | TORO ENTERPRISES INC. | 8" WTR MN RPR@CHESEBRO Payment Amount | PV | 142035 | 001 | 00701 | 2,797.50 | 9484 |
| 71009 | 10/27/15 | 20007 | ANTHONY TRAMONTO | EMRGY PVG@OLD MILL CRK Payment Amount | PV | 142070 | 001 | 00701 | 8,103.74 | 9486 |
| 71010 | 10/27/15 | 19135 | TRANSUNION RISK & ALTERNATIVE DATA SOLUT | TURF RMVL REBATE Payment Amount | PV | 141891 | 001 | 00101 | 4,522.00 | 1020122 |
| 71011 | 10/27/15 | 19028 | TURF CONSTRUCTION COMPANY INC. | ONLN SRCH BAD DBT 9/15 Payment Amount | PV | 141856 | 001 | 00701 | 123.00 | 974571/SEP15 |
| 71012 | 10/27/15 | 3006 | UNDERGROUND SERVICE ALERT | 6" HDPE HIGHLN@CANWOO D&DRVR Payment Amount | PV | 142029 | 001 | 00701 | 23,800.00 | 12450 |
| 71013 | 10/27/15 | 18033 | UNTANGLE, INC. | 296 NEW TCKT CHGS Payment Amount | PV | 142075 | 001 | 00101 | 444.00 | 920150408 |
| 71013 | 10/27/15 | 18033 | UNTANGLE, INC. | '15-'16 ANNL SUBSCRPTN Payment Amount | PV | 142034 | 001 | 00701 | 1,080.00 | INV00597039 |

Batch Number - 240406

Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Document Ty | Document Number | Key Item | Key Co | Amount | Invoice Number |
|----------------|--------------|----------------|-------------------------|----------------------|-------------|-----------------|----------|--------|----------|----------------|
| 71014 | 10/27/15 | 2780 | VALLEY NEWS GROUP | Payment Amount | PV | 142074 | 001 | 00751 | 400.00 | 10-9-15 |
| | | | | 2ADS DISPLAY@10/8/15 | | | | | 1,080.00 | |
| | | | | 2ADS DISPLAY@10/8/15 | PV | 142074 | 002 | 00751 | 280.00 | 10-9-15 |
| | | | | Payment Amount | | | | | 680.00 | |
| 71015 | 10/27/15 | 18923 | VAULT ACCESS SOLUTIONS | VAULT ACCESS | PV | 142037 | 001 | 00701 | 6,800.00 | 167 |
| | | | | LID | | | | | | |
| | | | | Payment Amount | | | | | 6,800.00 | |
| 71016 | 10/27/15 | 3023 | VENCO WESTERN INC. | JUTE | PV | 141873 | 001 | 00701 | 4,895.40 | 0029345-IN |
| | | | | NETTG@MORRISO | | | | | | |
| | | | | N P/S | | | | | | |
| | | | | Payment Amount | | | | | 4,895.40 | |
| 71017 | 10/27/15 | 18504 | VENTURA PEST CONTROL | OCT'15 PEST | PV | 142057 | 001 | 00701 | 110.00 | 487936 |
| | | | | CNTRL | | | | | | |
| | | | | OCT'15 PEST | PV | 142057 | 003 | 00701 | 380.00 | 487936 |
| | | | | CNTRL | | | | | | |
| | | | | OCT'15 PEST | PV | 142057 | 008 | 00701 | 195.00 | 487936 |
| | | | | CNTRL | | | | | | |
| | | | | Payment Amount | | | | | 685.00 | |
| 71018 | 10/27/15 | 2436 | VINGE BARNES AUTOMOTIVE | VEH#865 RPL | PV | 142058 | 001 | 00701 | 2,614.52 | 021166 |
| | | | | TRANS | | | | | | |
| | | | | VEH#867 BRK | PV | 142059 | 001 | 00701 | 564.70 | 021164 |
| | | | | SHOES&SPRK | | | | | | |
| | | | | PLGS | | | | | | |
| | | | | VEH#853 FUEL | PV | 142060 | 001 | 00701 | 396.30 | 021159 |
| | | | | PMP ASSY | | | | | | |
| | | | | VEH#902 BRK | PV | 142061 | 001 | 00701 | 337.58 | 021160 |
| | | | | PADS&FLTRS | | | | | | |
| | | | | VEH#817 A/C | PV | 142062 | 001 | 00701 | 86.80 | 021154 |
| | | | | SRV | | | | | | |
| | | | | Payment Amount | | | | | 3,999.90 | |
| 71019 | 10/27/15 | 3034 | VORTEX INDUSTRIES | ROLLG DOOR | PV | 142050 | 001 | 00701 | 3,446.25 | 01-967883-1 |
| | | | | SRV@BLDC#8 | | | | | | |
| | | | | Payment Amount | | | | | 3,446.25 | |
| 71020 | 10/27/15 | 3035 | VWR SCIENTIFIC | LAB SUPPLIES | PV | 142046 | 001 | 00701 | 1,333.04 | 8042791894 |
| | | | | FREIGHT | PV | 142046 | 005 | 00701 | 90.54 | 8042791894 |

Batch Number - 240406
Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Document Ty | Document Number | Key Item | Key Co | Amount | Invoice Number |
|---|--------------|----------------|-----------------------------|--|-------------|-----------------|----------|--------|----------------------|----------------|
| All Payee 3216 VWR INTERNATIONAL, INC | | | | | | | | | | |
| P. O. BOX 640169 | | | | | | | | | | |
| PITTSBURGH PA 15264-0169 | | | | | | | | | | |
| 71021 | 10/27/15 | 19685 | W. LITTEN INC. | Payment Amount 9/27~10/3/15 SRV@RLV | PV | 142044 | 001 | 00701 | 1,423.58 4,242.40 | 11027 |
| | | | | 10/3~10/10/15 SRV@RLV | PV | 142045 | 001 | 00701 | 3,693.85 | 11028 |
| All Payee 3047 WESCO DISTRIBUTION, INC. | | | | | | | | | | |
| 71022 | 10/27/15 | 3047 | WESCO DISTRIBUTION, INC. | Payment Amount MISC ELEC SUPPLIES | PV | 142051 | 001 | 00701 | 7,936.25 1,419.95 | 483357 |
| | | | | FLRSCNT BULBS | PV | 142052 | 001 | 00701 | 684.74 | 483358 |
| | | | | DULUX BULBS | PV | 142053 | 001 | 00701 | 195.55 | 484051 |
| | | | | FLRSCNT BULBS | PV | 142054 | 001 | 00701 | 93.00 | 484404 |
| All Payee 6443 WESCO DISTRIBUTION, INC | | | | | | | | | | |
| PO BOX 31001-0465 | | | | | | | | | | |
| PASADENA CA 91110-0465 | | | | | | | | | | |
| 71023 | 10/27/15 | 3048 | WEST COAST AIR CONDITIONING | Payment Amount A/C PM@CORNELL P/S | PV | 141874 | 001 | 00701 | 2,393.24 50.00 | S69251 |
| | | | | A/C PM@WSTLK | PV | 141875 | 001 | 00701 | 45.00 | S69250 |
| | | | | A/C PM@BLDG#8 | PV | 141876 | 001 | 00701 | 650.00 | S68521 |
| | | | | 2 BELTS ON | PV | 141877 | 001 | 00701 | 100.30 | S69525 |
| | | | | A/H#2@BLD#8 | PV | 141878 | 001 | 00701 | 30.00 | S69232 |
| | | | | A/C PM@BLDG#2 | PV | 141879 | 001 | 00701 | 62.00 | S69234 |
| | | | | A/C PM@L/S#2 | PV | 141880 | 001 | 00701 | 108.00 | S69233 |
| | | | | A/C PM@L/S#1 | PV | 141881 | 001 | 00701 | 385.00 | S69210 |
| | | | | CO2 | PV | 141882 | 001 | 00701 | 5.45 | S69609 |
| | | | | CARTRDG@RLV | PV | 142033 | 001 | 00701 | 1,625.50 | S68914 |
| | | | | A/C | PV | 142033 | 001 | 00701 | 1,625.50 | S68914 |
| | | | | SRV@BLD#7-RFR | PV | 142033 | 001 | 00701 | 1,625.50 | S68914 |
| DGRNT | | | | | | | | | | |
| Payment Amount | | | | | | | | | | |
| 71024 | 10/27/15 | 19211 | WEST COAST ELECTRIC MOTORS | RPR 1775 RPM SUMP PUMP | PV | 142076 | 001 | 00701 | 3,061.25 1,632.03 | WC15771 |
| | | | | RPR 5 HP | PV | 142077 | 001 | 00701 | 92.58 | WC15772 |

Batch Number - 240406
Bank Account - 00146807 Cash-General

| Payment Number | Payment Date | Address Number | Name | Payment Stub Message | Ty | Document Number | Item | Key Co | Amount | Invoice Number |
|----------------------------------|--------------|----------------|-------------------|----------------------|----|-----------------|------|----------|------------|----------------|
| FLOATNG MIXR | | | | | | | | | | |
| | | | | RPR 5 HP | PV | 142078 | 001 | 00751 | 1,166.22 | WC15772 |
| FLOATNG MIXR | | | | | | | | | | |
| | | | | Payment Amount | | | | 2,890.83 | | |
| 71025 | 10/27/15 | 20012 | SARKIS ZAKRIAN | TURF RMVL | PV | 141895 | 001 | 00101 | 2,674.00 | 680688 |
| | | | | REBATE | | | | | | |
| | | | | Payment Amount | | | | 2,674.00 | | |
| 71026 | 10/27/15 | 20030 | HEATHER ZEUG | TURF RMVL | PV | 141993 | 001 | 00101 | 992.00 | 640412 |
| | | | | REBATE | | | | | | |
| | | | | Payment Amount | | | | 992.00 | | |
| Total Amount of Payments Written | | | | | | | | | 454,739.29 | |
| Total Number of Payments Written | | | | | | | | | 90 | |



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

MINUTES
REGULAR MEETING

5:00 PM

October 13, 2015

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was led by David Pedersen, General Manager.

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at **5:00 p.m.** by Board President Peterson in the Board Room at Las Virgenes Municipal Water District headquarters at 4232 Las Virgenes Road, Calabasas CA 91302. Josie Guzman, Clerk of the Board, conducted the roll call.

Present: Directors Caspary, Lewitt, Polan, Renger, and Peterson
 Absent: None
 Staff Present: David Pedersen, General Manager
 Josie Guzman, Clerk of the Board
 Carlos Reyes, Director of Resource Conservation and Public Outreach
 Donald Patterson, Director of Finance and Administration
 David Lippman, Director of Facilities and Operations
 Steven O'Neill, District Counsel

2. APPROVAL OF AGENDA

Director Renger moved to approve the Agenda as presented. Motion seconded by Director Polan. Motion carried unanimously.

3. PUBLIC COMMENTS

None.

4. CONSENT CALENDAR

- A List of Demands: October 13, 2015 Approve
- B Minutes: Special Meeting September 29, 2015 Approve
- C Director's Per Diem: September 2015 Ratify

Director Caspary moved to approve the Consent Calendar as presented. Motion seconded by Director Renger. Motion carried unanimously.

5. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A Legislative and Regulatory Updates

Jeff Reinhardt, Public Affairs and Communications Manager, provided an update on several Assembly and Senate Bills recently signed and/or vetoed by Governor Brown.

B Water Supply Conditions and Drought Responses

General Manager David Pedersen reported that the District achieved a 36.2 percent reduction in water usage for the month of September. He noted that since June 1, 2015, the District has achieved a cumulative total reduction of 34 percent. He also noted that Metropolitan Water District's (MWD) Water Supply Conditions Report indicated that the expected El Niño condition would be strong, which would signify more rain in Southern California but uncertainty for Northern California reservoirs. Board President Peterson added that MWD is not drafting Diamond Valley Lake and Lake Mathews is nearly full, and they would go to a seven pump flow on the Colorado River Aqueduct, which would leave an additional 150,000 acre-feet of water in Lake Mead.

6. TREASURER

Director Lewitt stated that the Treasurer's report was in order.

7. FACILITIES AND OPERATIONS

A Las Virgenes Scenic Corridor Completion Project: Grant of Easement to Southern California Edison

Authorize the General Manager to execute a grant of easement to Southern California Edison for relocation of power poles as part of the City of Calabasas Las Virgenes Scenic Corridor Completion Project.

General Manager David Pedersen presented the report.

Director Caspary moved to approve Item 7A as presented. Motion seconded by Director Lewitt.

Director Polan noted that the existing street lamps utilize “cobra-style” street lighting, which is monochromatic and dull. He suggested asking the City of Calabasas to consider installing the same type of street lamps that the City of Agoura Hills installed on the Agoura Road Widening Project.

Motion carried unanimously.

8. FINANCE AND ADMINISTRATION

A Approval of Management Unit and Supervisor, Professional and Confidential Unit Memorandums of Understanding: July 1, 2015 through June 30, 2018

Authorize the General Manager to execute Memorandums of Understanding with the Management Unit and Supervisor, Professional and Confidential Unit for a term of July 1, 2015 through June 30, 2018.

General Manager David Pedersen presented the report.

Director Polan moved to approve Item 8A as presented. Motion seconded by Director Renger. Motion carried unanimously.

B Change of CalPERS Employer Paid Member Contributions: SEIU Office and General Unit Employees

Pass, approve and adopt proposed Resolution No. 2474, reducing the California Public Employees Retirement System Employer Paid Member Contributions for employees of the Service Employees International Union, Local 721, from 7% to 0%.

RESOLUTION NO. 2474

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT AMENDING EMPLOYER PAID MEMBER CONTRIBUTIONS (EPMC) FOR EMPLOYEES OF THE SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU), LOCAL 721

(Reference is hereby made to Resolution No. 2474 on file in the District’s Resolution Book and by this reference the same is incorporated herein.)

General Manager David Pedersen presented the report.

Director Lewitt moved to approve Item 8B as presented. Motion seconded by Director Caspary. Motion carried unanimously.

C Below-Ground Vault Access Cover Retrofit Program: Purchase Order

Authorize the General Manager to issue a purchase order to Vault Access Solutions and Fabrication, in the amount of \$65,000, for completion of the purchase of custom vault covers to allow for completion of the Below-Ground Vault Access Cover Retrofit Program.

General Manager David Pedersen presented the report.

Director Caspary moved to approve Item 8C as presented. Motion seconded by Director Renger.

David Lippman, Director of Facilities and Operations, responded to questions regarding standardizing the sizes of any new vaults and obtaining lightweight corrosion-proof lids as replacements for below-ground vaults.

Motion carried unanimously.

9. NON-ACTION ITEMS

A Organization Reports

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

Board President Peterson reported that the MWD Board met earlier in the day. He noted that one of the items discussed was whether to pursue purchasing an office building rather than renting office space in Washington, D.C.

- (2) Other

Board President Peterson reported on the State Water Project Tour and noted that attendees included individuals from the Department of Public Works, Southern California Coastal Water Research Program, and the Past Chairman and the General Manager of Palo Verde Irrigation District. He stated that in his opinion this was one of the best tours they had ever had.

B Director's Reports on Outside Meetings

Director Caspary reported on his attendance at the State of the Bay Conference at Loyola Marymount University, where the guest speaker was John Laird, California Secretary of Natural Resources. He summarized some of the presentations given and noted that the State of the Bay Report was not yet available. He stated that the delay was due to the fact that the fresh water habitat has not been scored in terms of its health due to the large amount of data that does not agree, and staff disagrees with how to integrate the data into the report. He noted there was also a session regarding contaminants of emerging concern and management solutions for the Santa Monica Bay.

C General Manager Reports

(1) General Business

General Manager David Pedersen reported that representatives from the National Weather Service provided a presentation to staff regarding El Niño and preparation for potential flooding.

(2) Follow-Up Items

D Directors' Comments

None.

10. FUTURE AGENDA ITEMS

None.

11. PUBLIC COMMENTS

None.

12. CLOSED SESSION

The Board recessed to Closed Session at **5:33 p.m.** to discuss the following items:

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

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

14. OPEN SESSION AND ADJOURNMENT

The Board reconvened to Open Session at **6:08 p.m.**

District Counsel Steven O'Neill reported that the Board provided direction to District Counsel regarding Closed Session Item 12 A1, and there was no formal action taken regarding Closed Session Item 12 A2.

Seeing no further business to come before the Board, the meeting was duly adjourned in memory of Joan Buehring at **6:09 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)



October 27, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject: Investment Report for the Month of September 2015

SUMMARY:

During September, economic indicators became mixed, following earlier developments in Greece and China. After giving up 6% in August, the Dow Jones decreased another 2.2% in September, bringing the Dow down 8.4% for the year. After much anticipation of an interest rate increase, the September Federal Open Market Committee left rates unchanged and continued to indicate that changes would be based on data. Market watchers remain cautious about when interest rates may increase.

The District's total portfolio was valued at \$60,111,288 on of September 30th, roughly even with the valuation on August 31st.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

DISCUSSION:

Staff monitors economic news to help predict factors that may influence the District's operations and investment portfolio performance. As was discussed with the Board during the budget-based rates study session, the economy has historically been a good predictor of water usage with the impact of negative economic conditions nearly matching that of mandatory water use restrictions. Conversely, a more robust economy promotes infill development within the District, such as the Shoppes at Westlake and the new homes off Agoura Road in Agoura Hills, which increases demands for the District's services. Keeping abreast of national economic factors and their impact on the District's return on its investment portfolio helps to ensure the effective utilization of the public's assets and money.

Economic Trends:

The September employment report showed slower growth than the first half of the year. Non-farm payrolls rose by 142,000. The unemployment rate was flat at 5.1% in September. Wages increased 2.2% on a year-over-year basis. Notably, the housing sector and consumer spending trends still appeared to be areas of strength that contrasted weak manufacturing results that were impacted by the strong dollar. Overall, domestic economic data was mixed, resulting in delay to the much anticipated September interest rate increase. Most financial experts predict continued slow improvements to the economy for calendar year 2015 with periods of short-term volatility. The annualized yield for the District's portfolio was up 4.0% year-over-year, reaching 1.03% in September 2015, as compared to 0.99% in September 2014. The Federal Open Market Committee (FOMC) left policy rates unchanged at its September meeting.

The FOMC continued to emphasize that monetary policy changes will be data-dependent. After the

meeting, Federal Reserve Chief Janet Yellen indicated that the delay was caused by a belief that inflation will take longer to reach 2% than previously anticipated and that softening in other areas of the economy necessitated restraint. On-going uncertainty about the timing of the first fed funds rate hike will likely continue to fuel financial market volatility.

The yield on the two-year Treasury note decreased from 0.74% to 0.64% during September, and the three-year treasury yield ended where it started the month at 0.92%.

The Dow Jones Industrial Average finished September lower, down 391.17 points or 2.20% for the month, closing at 16,284.70 from 16,646.01 on August 31st.

The September Consumer Price Index (LA-Orange-Riverside Urban Wage Earners) increased 0.4% year-over-year, trailing August's 1.0% increase.

The national unemployment rate was flat at 5.1% in September. The State unemployment preliminary rate was 5.5%, and the Los Angeles statistical area preliminary rate was 6.2%.

Performance of the District's Portfolio:

As of September 30, 2015, the District held \$60,111,288 in its portfolio, down 12.1% year-over-year, primary due to withdraws to fund planned capital improvement projects. The portfolio was flat from the previous month. The majority of the funds are held in the District's investment accounts, which had a September 30th value of \$31,600,250. LAIF held the majority of the remaining funds in the amount of \$23,730,942. A small portion of the funds (\$2,006,341) were held in the pooled investment fund of CalTrust. A significant portion of remaining funds (\$ 2,763,175) were held in a trustee account as required reserves for the Bond Refunding. The annualized yield for the District's portfolio was up on a year-over-year basis, reaching 1.03% in September 2015 from 0.99% in September 2014.

September Cash Analysis:

As of September 30th, the District had \$60,940,486 in cash on hand. Of this amount, \$60,111,288 was in the District's Investment portfolio. The remainder was held in the District's checking and savings accounts. The September cash analysis shows that the Recycled Water and Sanitation Enterprises have cash on hand in excess of policy requirements. The cash balances are anticipated to be drawn on to meet the new Tapia Water Reclamation Facility NPDES permit requirements and implement the Plan of Action for Seasonal Storage of Recycled Water, while maximizing the Board's pay-as-you-go (PAYGO) philosophy. The Potable Water Enterprise is not currently meeting its reserve policy requirements. The proposed budget-based rate structure takes into account the status of the Enterprises and provides for re-building the Potable Water Enterprise reserves gradually over the five-year period.

Attachment B details the source and allowable uses of all cash and investments held by the District.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared By: Donald Patterson, Director of Finance and Administration

ATTACHMENTS:

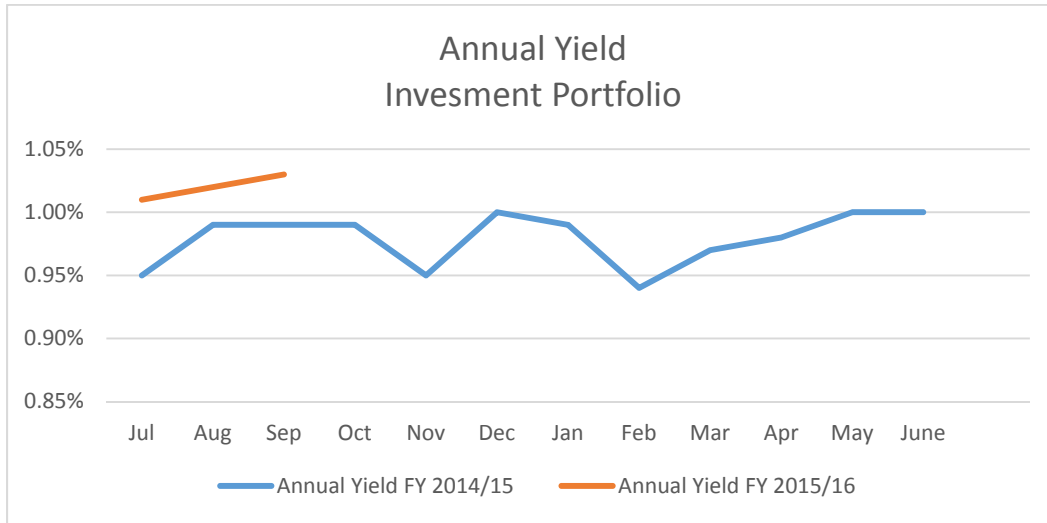
[Investment Performance Charts](#)

[September 2015 Investment Report](#)

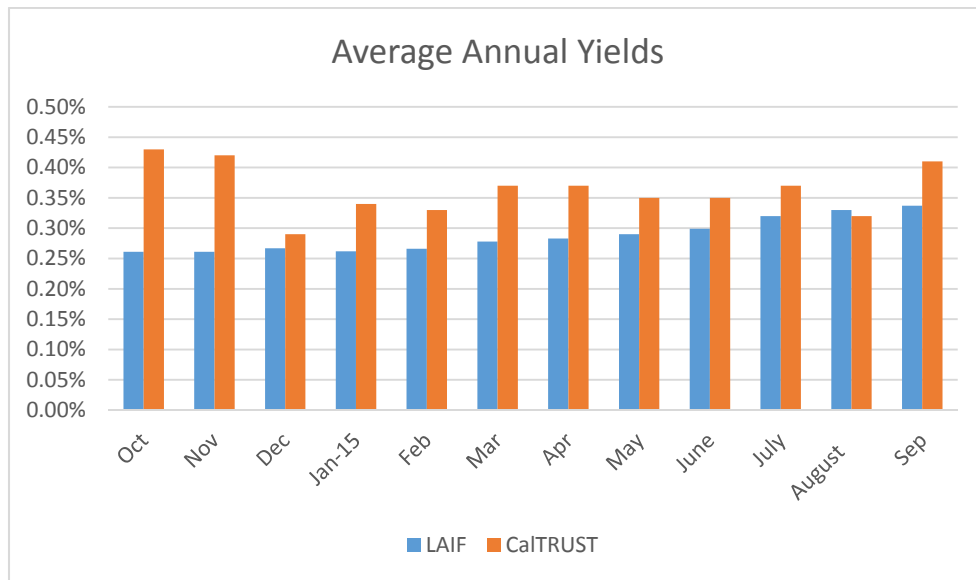
[Appendix A](#)

[Cash Analysis](#)

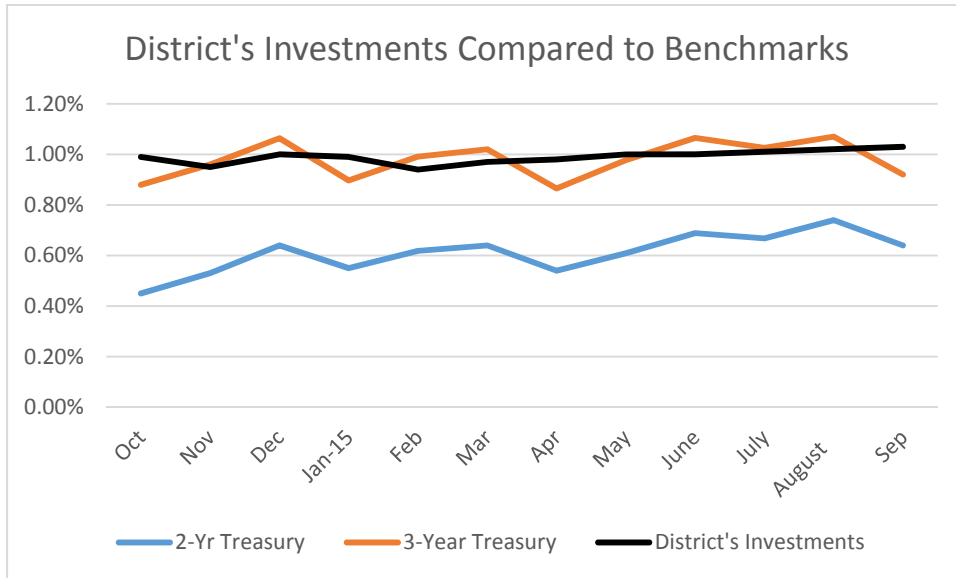
In September, the annualized yield for the District’s investment portfolio continued to improve to 1.03%, its highest yield over the past twelve month period and 4 basis points above a year ago. The chart below shows annualized monthly yield of the current fiscal year compared with the same monthly yield over the previous fiscal year.



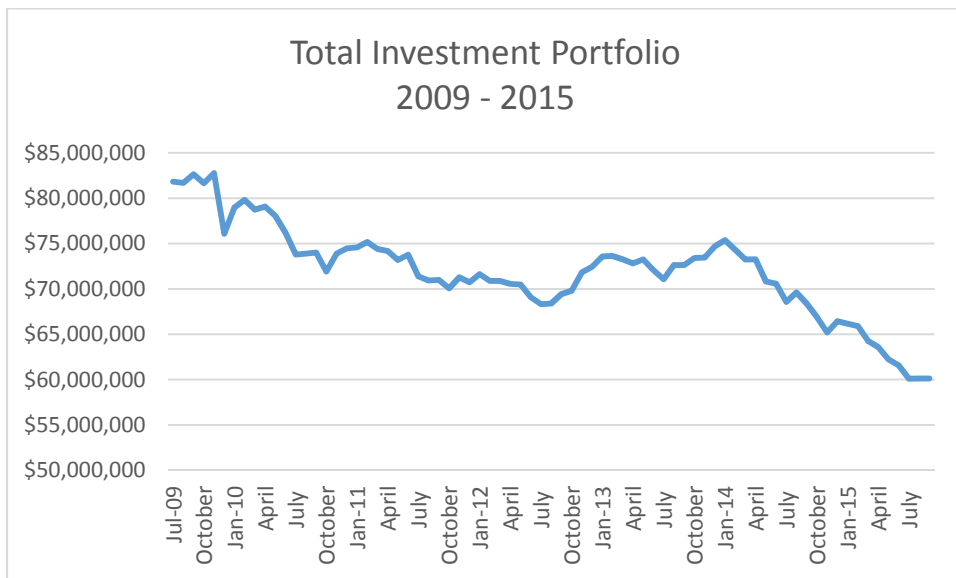
The following chart shows the average annualized LAIF and CalTRUST yields over the past twelve months. LAIF continues to be the District’s most conservative investment, experiencing the least volatility and the highest liquidity. CalTRUST typically offers higher returns with slightly more volatility.



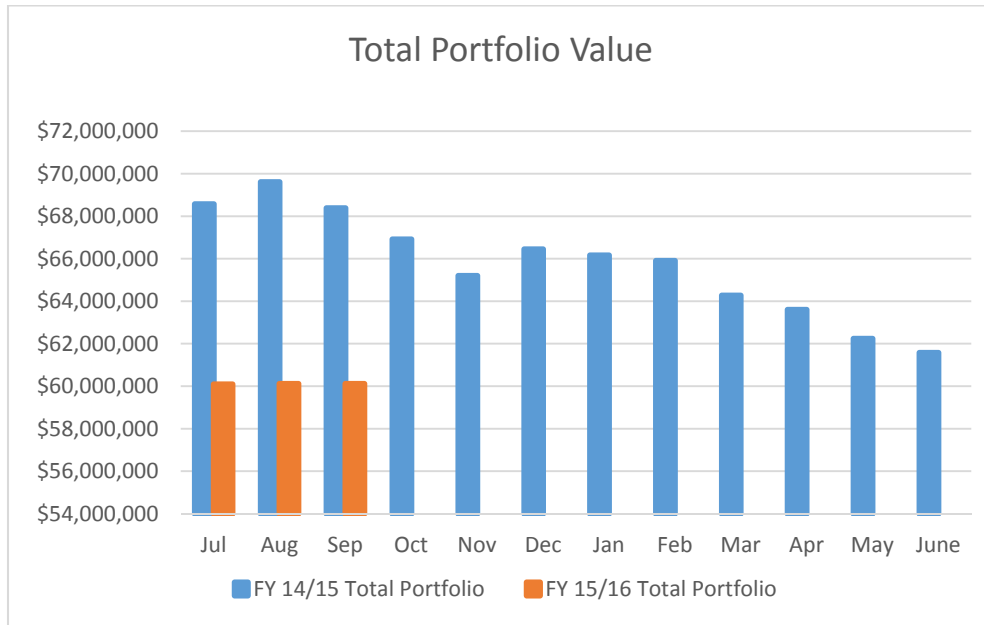
In order to benchmark how the District’s portfolio is performing, it is useful to compare its investment portfolio with a comparable index. The District has historically compared its investment portfolio returns to the 2-Year and 3-Year Treasury Bonds. As shown in the chart below, the District’s investment portfolio has generally mirrored the returns of the 3-Year Treasury.



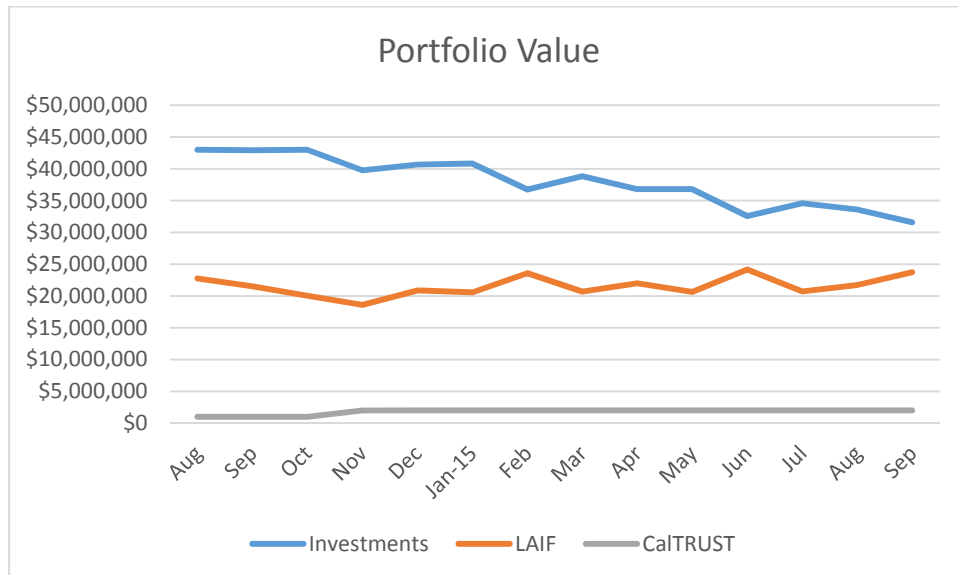
Equally important to monitoring performance is to monitor total portfolio value which includes the District’s Investment Portfolio, LAIF and CalTRUST accounts. The first chart below shows the Total Portfolio Value between 2009 and 2015. The chart demonstrates the effect of the Board’s policy to minimize rate increases over the past 5 years and to utilize PAYGO for large capital projects by drawing down reserves. The significant reduction in 2014 is primarily because of the Westlake Reservoir tank and the backbone improvement projects. With completion of those projects, the investment portfolio’s balance has stabilized.



The chart below compares Total Portfolio Value in the current Fiscal Year, compared to the same period in the previous fiscal year.



The chart below shows the value of the District’s Investment, LAIF and CalTRUST portfolios over the past twelve month period. Over this twelve month period, the total value of the District’s portfolio has been reduced by 12% from \$68,379,440 to \$61,111,288



Date: October 14, 2015
 To: David W. Pedersen, General Manager
 From: Finance and Administration Department
 Subject: Investment Report for the Month of September 2015

Summary of Investments

Investments Maturing Within Six Months:

| Disc./Cpn Rate | Yield To Maturity | Yield To Call | Investment Type | Date Invested | Next Call Date | Date Matures | Book Value | Par Value | Market Value | Market Value Source |
|----------------|-------------------|---------------|--------------------------|---------------|----------------|--------------|------------|-----------|--------------|---------------------|
| 0.600% | 0.580% | | Port Auth NY&NJ-MuniBond | 12/19/12 | | 12/01/15 | 1,000,580 | 1,000,000 | 1,000,290 | Custodian |
| 1.050% | 1.050% | | FFCB-Bullet | 03/28/12 | | 03/28/16 | 1,000,000 | 1,000,000 | 1,004,130 | Custodian |
| | | | Sub-Total | | | | 2,000,580 | 2,000,000 | 2,004,420 | |

Investments Maturing After Six Months:

| | | | | | | | | | | |
|-------------------------|--------|--------|-----------------------|----------|------------|----------|-----------|-----------|-----------|-----------|
| 1.270% | 1.270% | | FHLB-Bullet | 03/30/12 | | 03/02/17 | 1,000,000 | 1,000,000 | 1,010,170 | Custodian |
| 0.900% | 0.921% | 0.950% | FNMA-Callable Coupon | 10/25/12 | 10/25/15 | 10/25/17 | 999,000 | 1,000,000 | 998,990 | Custodian |
| 0.625% | 0.700% | | FHLMC-Bullet | 10/26/12 | | 11/01/16 | 997,040 | 1,000,000 | 1,001,240 | Custodian |
| 0.820% | 0.860% | 0.860% | FFCB-Callable Coupon | 10/26/12 | Continuous | 07/11/17 | 998,000 | 1,000,000 | 997,870 | Custodian |
| 0.625% | 0.625% | | FNMA-Bullet | 11/28/12 | | 11/28/16 | 2,000,000 | 2,000,000 | 2,003,020 | Custodian |
| 0.600% | 0.600% | 0.600% | FFCB-Callable Coupon | 12/13/12 | Continuous | 12/12/16 | 1,000,000 | 1,000,000 | 1,000,060 | Custodian |
| 0.600% | 0.600% | | FFCB-Bullet | 12/27/12 | | 12/27/16 | 1,000,000 | 1,000,000 | 1,000,870 | Custodian |
| 1.585% | 1.100% | | LVNSCD-Muni Bond | 02/20/13 | | 11/01/17 | 1,022,130 | 1,000,000 | 1,008,060 | Custodian |
| 0.690% | 0.690% | | PST-Muni Bond | 03/26/13 | | 11/01/16 | 1,000,000 | 1,000,000 | 999,790 | Custodian |
| 1.000% | 1.000% | | FHLMC-Bullet | 03/26/13 | | 03/26/18 | 1,000,000 | 1,000,000 | 1,001,190 | Custodian |
| 1.020% | 1.020% | 1.043% | FHLMC-Callable Coupon | 04/30/13 | 10/30/15 | 04/30/18 | 999,500 | 1,000,000 | 998,690 | Custodian |
| 0.950% | 0.950% | | FHLMC-Bullet | 05/22/13 | | 05/22/18 | 1,000,000 | 1,000,000 | 998,440 | Custodian |
| 0.750% | 0.750% | | FHLMC-Bullet | 05/28/13 | | 11/28/17 | 1,000,000 | 1,000,000 | 998,620 | Custodian |
| 0.75% & Up ² | 1.117% | 0.775% | FNMA-Callable Coupon | 05/29/13 | 11/29/15 | 05/29/18 | 1,000,000 | 1,000,000 | 1,000,200 | Custodian |
| 0.832% | 0.832% | | ARLDEV-Muni Bond | 06/03/13 | | 12/15/16 | 1,585,000 | 1,585,000 | 1,587,853 | Custodian |
| 1.250% | 1.250% | | FHLB-Bullet | 06/26/13 | | 06/26/18 | 1,000,000 | 1,000,000 | 1,002,270 | Custodian |
| 1.500% | 1.500% | 1.500% | FNMA-Callable Coupon | 09/19/14 | 09/19/16 | 09/19/18 | 1,000,000 | 1,000,000 | 1,007,270 | Custodian |
| 1% & Up ³ | 2.216% | 1.000% | FHLB-Callable Coupon | 12/30/14 | 12/30/15 | 12/30/19 | 1,000,000 | 1,000,000 | 1,002,370 | Custodian |
| 1.000% | 1.034% | 1.001% | FHLB-Callable Coupon | 02/26/15 | 02/26/16 | 02/26/18 | 999,000 | 1,000,000 | 1,001,740 | Custodian |
| 1.400% | 1.400% | 1.400% | FHLMC-Callable Coupon | 02/27/15 | 02/24/16 | 08/24/18 | 1,000,000 | 1,000,000 | 1,003,320 | Custodian |
| 1% & Up ⁴ | 2.172% | 1.000% | FHLB-Callable Coupon | 02/27/15 | 11/27/15 | 02/27/20 | 1,000,000 | 1,000,000 | 1,000,980 | Custodian |
| 1.500% | 1.500% | 1.500% | FHLB-Callable Coupon | 03/13/15 | 03/13/17 | 03/13/19 | 1,000,000 | 1,000,000 | 1,004,100 | Custodian |
| 1.330% | 1.330% | 1.330% | FHLB-Callable Coupon | 03/18/15 | 03/18/16 | 09/18/18 | 1,000,000 | 1,000,000 | 1,001,880 | Custodian |

LVMWD Investment Report for the Month Ending September 30, 2015

| Disc./Cpn Rate | Yield To Maturity | Investment Type | Date Invested | Date Matures | Book Value | Par Value | Market Value | Market Value Source |
|----------------|-------------------|-----------------------|---------------|--------------|------------|------------|--------------|---------------------|
| 1.300% | 1.300% | FHLB-Bullet | 03/30/15 | 10/30/18 | 1,000,000 | 1,000,000 | 1,006,340 | Custodian |
| 1.250% | 1.250% | FHLB-Callable Coupon | 04/22/15 | 04/22/16 | 1,000,000 | 1,000,000 | 997,890 | Custodian |
| 1.600% | 1.600% | FNMA-Callable Coupon | 05/19/20 | 05/19/20 | 1,000,000 | 1,000,000 | 1,000,110 | Custodian |
| 1% & Up | 2.007% | FHLMC-Callable Coupon | 07/15/15 | 01/15/16 | 1,000,000 | 1,000,000 | 1,002,260 | Custodian |
| 1.500% | 1.500% | FHLB-Callable Coupon | 07/22/15 | 07/22/16 | 1,000,000 | 1,000,000 | 1,001,070 | Custodian |
| | | Sub-Total | | | 29,599,670 | 29,585,000 | 29,634,663 | |
| | | Total Investments | | | 31,600,250 | 31,585,000 | 31,639,083 | |

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

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

3-CPNRT=1% to 2/16; 1.5% to 2/17; 2% to 2/18; 3% to 2/19; thereafter 3.5%.

2-CPNRT=1% to 12/15; 1.25% to 12/16; 2% to 12/17; 3% to 12/18; thereafter 4%.

4-CPNRT=1% to 1/16; thereafter 2.125%.

Interest earnings for the month were as followed:

| | | |
|--|-----------------------|---------------|
| Refunding Revenue Bonds - Reserve Fund (Bank of New York Mellon) Investments | Amount Earned/Accrued | Current Yield |
| Local Agency Investment Fund (LAIF) | \$706 | 0.337% |
| CalTrust Short-Term Fund | 28,409 | 1.030% |
| Blackrock Liquidity Fund - US Treasury Money Market Fund (Union Bank) | 6,251 | 0.337% |
| Sweep Accounts (Wells Fargo Bank/Bank of New York Mellon) | 883 | 0.410% |
| | 1 | 0.010% |
| | 14 | 0.010% |
| Total Earnings | \$36,264 | |

Schedule of Investment Balance Limitations (Per District investment policy)

The source of the market valuation is as followed:

| Investments (Note 1) | Total Amount Invested | % of Total | Max. Limit Allowed |
|---|-----------------------|----------------|--------------------|
| Refunding Revenue Bonds - Reserve Fund (Bank of New York Mellon/LAIF) | \$31,600,250 | 52.56% | no limit |
| Blackrock Liquidity Fund - US Treasury Money Market Fund (Union Bank) | 2,763,175 | 4.60% | 1 yr debt pmt. |
| Local Agency Investment Fund (LAIF) | 10,580 | 0.02% | no limit |
| CalTrust Short-Term Fund | 23,730,942 | 39.48% | 50,000,000 |
| | 2,006,341 | 3.34% | no limit |
| Total | \$60,111,288 | 100.00% | |

(Note 2)

Note 1: The average weighted duration for investments, excluding LAIF, is 863 days, which is under the assumption that callable coupons will not be called and will be held until maturity.

Note 2: In September 2015, Joint Powers Authority's participation in investment is \$3,580,103.87, of which \$2,633,840.54 (or 73.57%) belongs to LV.

LVMWD Investment Report for the Month Ending September 30, 2015

Bank Account Balances as of September 30, 2015:

| Bank Name | Account Type | Amount |
|-------------------------|--------------|--------------------|
| Wells Fargo Bank | Checking | \$272,919 (Note 3) |
| Wells Fargo Bank | Sweep | 1,640,852 |
| Bank of New York Mellon | Money Market | - |
| | Total | <u>\$1,913,771</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 October 27, 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

LVMWD CASH ANALYSIS - September 30, 2015

| | Restricted Cash | Cash Held by Policy | Policy Requirement | Over (Short) Policy |
|--|--------------------|------------------------|-----------------------|------------------------|
| 101 - Potable Water Operations | | 756,877 | 8,245,415 | (7,488,538) |
| 102 - Reclaimed Water Operations | | 8,804,271 | 1,066,799 | 7,737,473 |
| 130 - Sanitation Operations | | 13,126,777 | 2,859,496 | 10,267,282 |
| 201 - Potable Water Construction | 1,204 | | | |
| 203 - Reclaimed Water Construction | 993,002 | | | |
| 230 - Sanitation Construction | 11,709 | | | |
| 301 - Potable Water Replacement | | 4,077,805 | 4,360,000 | (282,195) |
| 302 - Reclaimed Water Replacement | | 4,348,174 | 200,000 | 4,148,174 |
| 330 - Sanitation Replacement | | 6,409,594 | 4,600,000 | 1,809,594 |
| 603 - Rate Stabilization Fund | | 5,300,000 | 8,000,000 | (2,700,000) |
| 606 & 607 - Refunding Revenue Bonds - Reserve Fund | 2,763,175 | | | |
| 701 - Vested Sick Leave Reserve | 1,308,156 | | | |
| 720 - Insurance Reserve | | 3,300,587 | 3,300,587 | 0 |
| JPA | 3,791,224 | | | |
| Prepaid Connection Fees | 5,947,932 | | | |
| <i>Subtotal Cash</i> | <u>14,816,401</u> | <u>46,124,085</u> | | |
| Total Cash | 60,940,486 | | | |

Financial Policy - Cash required to comply with District's adopted Financial Policy. Operating funds must have cash equal to three months of expense. Emergency/Insurance Reserve was approved in 2005 and is set at 2% of fixed assets net of land.

Rate Stabilization Reserve shields ratepayers from dramatic increases due to climatic events.

Legal Restrictions - AB 1600 requires that development impact fees can only be used for capital projects related to expansion, not replacement or enhancement. The law also restricts interest earned on these funds to the same purpose.

Accrued Liability - Contractual obligation with long-term employees.

Trust Funds - Money held by the District that we do not own and may have to return, such as deposits from developers and customers.

Bond Covenants - Money relating to bond financing that is restricted in use and required by promises made in bond documents.

Operating funds includes three-month operating expenses.



October 27, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject: Financial Review: First Quarter of Fiscal Year 2015-16

SUMMARY:

Overall, operating revenues during the first quarter of Fiscal Year (FY) 2015-16 were 11.9% lower than budgeted, which was offset by operating expenses of 13.3% below budget. The primary driver for the operating variances was a substantial reduction in recycled water sales, exceeding conservation projections formulated when the budget was prepared and adopted. Although potable water sales were 34.3% lower than the same period in 2013, the budget had anticipated the reduced sales given the State Water Resource Control Board's emergency regulations. Operating revenues and expenses for sanitation were also below budget but comparable to FY 2014-15 results.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

DISCUSSION:

Attachment A provides a table summarizing the FY 2015-16 year-to-date financial results. The amounts in the "FY 2014/15 YTD Actual" column represent the revenues and expenditures through the first quarter of the prior fiscal year. The "FY 2015/16 YTD Budget" column represents the anticipated budget through the first quarter of the current fiscal year. The "FY 2015/16 YTD Actual" column represents the first quarter actuals for the current fiscal year.

Comparing the three columns provides an indication of the District's revenue and expenditure trends as compared to budget and the same period of the previous fiscal year. It should be noted that one quarter's financial results are not typically sufficient to determine a long-term trend. Instead, the results provide an early indication of trends that may affect the fiscal year closing.

Following is a summary of the first quarter financial results:

Summary of First Quarter Financial Results:

| | FY 2015/16 Budget | FY 2015/16 Actual | Variance from Budget | Prior Year Actual | Variance from Prior Year |
|--------------------------|----------------------|----------------------|-------------------------|----------------------|-----------------------------|
| Potable Water Revenue | \$10,487,951 | \$9,296,646 | (\$1,191,305) | \$12,066,072 | (\$2,769,426) |
| Potable Water Expense | \$10,235,587 | \$9,295,546 | (\$940,041) | \$10,416,959 | (\$1,121,413) |
| Recycled Water Revenue | \$2,644,869 | \$1,988,712 | (\$656,157) | \$2,931,618 | (\$942,906) |
| Recycled Water Expense | \$2,072,883 | \$1,367,691 | (\$705,192) | \$1,120,206 | \$247,485 |
| Sanitation Revenue | \$4,470,434 | \$4,222,480 | (\$247,954) | \$4,216,431 | \$6,049 |
| Sanitation Expense | \$2,873,637 | \$2,518,231 | (\$355,406) | \$2,653,460 | (\$135,229) |
| Capital Project Expenses | | \$1,193,355 | | \$3,076,876 | (\$1,883,521) |

Potable Water Operations:

Revenues for potable water operations were 11.4% lower than budget and 23.0% lower than FY 2014-15 actuals. The budget-to-actual variance was largely due to the timing of revenues as sales were actually slightly higher than expected in the budget, which anticipated a 36% mandatory reduction in demands. Potable water expenses were 9.2% lower than budget and 10.8% lower than FY 2014-15.

Recycled Water Operations:

Recycled water sales were substantially lower than anticipated in the budget, driven by conservation measures. Revenues for recycled water were 24.8% less than budgeted and 32.2% lower than FY 2014-15. Recycled water operating expenditures during the first quarter of FY 2015-16 were 34.0% lower than budget.

Sanitation Operations:

Sanitation revenue for the first quarter of FY 2015-16 was 5.5% lower than budget. Expenses for sanitation were 12.4% lower than budget. These results were roughly in line with expectations.

Attachment B provides a graphical summary of the first quarter results.

Attachment C provides a summary of financial results for the District's Capital Improvement Projects.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared By: Donald Patterson, Director of Finance and Administration

ATTACHMENTS:

[Attachment A - Summary of YTD Financial Results](#)

[Attachment B - Graphical Summary of YTD Financial Results](#)

[Attachment C - Financial Results for Capital Improvement Projects](#)

Las Virgenes Municipal Water District
Quarterly Update - September 30, 2015
Fiscal Year 2015/16 Year to Date

| | FY 2014/15 YTD Actual | FY 2015/16 YTD Budget | FY 2015/16 YTD Actual |
|--|--------------------------|--------------------------|--------------------------|
| <u>All Enterprises</u> | | | |
| Total Operating Revenues | \$19,214,121 | \$17,603,254 | \$15,507,838 |
| Expenses: | | | |
| Source of Supply | \$8,209,999 | \$8,343,562 | \$6,947,258 |
| Purchased Services | \$2,296,824 | \$2,472,477 | \$2,151,051 |
| O&M Expenses | \$1,677,840 | \$1,245,792 | \$1,372,015 |
| Administrative | \$2,005,963 | \$2,275,890 | \$1,954,325 |
| Total Operating Expenses | <u>\$14,190,626</u> | <u>\$14,337,721</u> | <u>\$12,424,649</u> |
| Income available for Replacement & Debt Service | <u>\$5,023,495</u> | <u>\$3,265,533</u> | <u>\$3,083,189</u> |
| <u>Potable Water Operations</u> | | | |
| Total Operating Revenues | \$12,066,072 | \$10,487,951 | \$9,296,646 |
| Expenses: | | | |
| Source of Supply | \$7,224,169 | \$6,441,292 | \$5,697,274 |
| O&M Expenses | \$1,571,593 | \$1,945,125 | \$2,026,111 |
| Administrative | \$1,621,196 | \$1,849,170 | \$1,572,161 |
| Total Operating Expenses | <u>\$10,416,958</u> | <u>\$10,235,587</u> | <u>\$9,295,546</u> |
| Income available for Replacement & Debt Service | <u>\$1,649,114</u> | <u>\$252,364</u> | <u>\$1,100</u> |
| <u>Recycled Water Operations</u> | | | |
| Total Operating Revenues | \$2,931,618 | \$2,644,869 | \$1,988,712 |
| Expenses: | | | |
| Source of Supply | \$985,830 | \$1,902,270 | \$1,249,984 |
| O&M Expenses | \$32,645 | \$52,908 | \$30,020 |
| Administrative | \$101,731 | \$117,705 | \$87,687 |
| Total Operating Expenses | <u>\$1,120,206</u> | <u>\$2,072,883</u> | <u>\$1,367,691</u> |
| Income available for Replacement & Debt Service | <u>\$1,811,412</u> | <u>\$571,986</u> | <u>\$621,021</u> |
| <u>Sanitation Operations</u> | | | |
| Total Operating Revenues | \$4,216,431 | \$4,470,434 | \$4,222,480 |
| Expenses: | | | |
| Purchased Services | \$2,296,824 | \$2,472,477 | \$2,151,051 |
| O&M Expenses | \$73,601 | \$92,145 | \$72,703 |
| Administrative | \$283,035 | \$309,015 | \$294,477 |
| Total Operating Expenses | <u>\$2,653,460</u> | <u>\$2,873,637</u> | <u>\$2,518,231</u> |
| Income available for Replacement & Debt Service | \$1,562,971 | \$1,596,797 | \$1,704,249 |



Quarterly Financial Report

FY2015/16 Year to Date as of September 30, 2015

| | FY2014/15 Actual YTD | FY2015/16 Budget YTD | FY2015/16 Actual YTD |
|--------------------------------|-------------------------|-------------------------|-------------------------|
| Total Revenues | \$19,896,888 | \$18,169,743 | \$16,074,327 |
| Total Expenses | \$17,529,064 | \$15,182,107 | \$14,705,257 |
| Net Sources (Uses) of Funds | \$2,367,824 | \$2,987,636 | \$1,369,070 |

All Enterprises – Variances to Prior Year and to Budget

Third Quarter FY 2014-15

| | FY 2014/15 Actual | FY 2015/16 Budget | FY 2015/16 Actual | Variance from Budget | Variance from Prior Year |
|--------------------------|----------------------|----------------------|----------------------|-------------------------|-----------------------------|
| Potable Water Revenue | \$12,066,072 | \$10,487,951 | \$9,296,646 | (\$1,191,305) | (\$2,769,426) |
| Potable Water Expense | \$10,416,959 | \$10,235,587 | \$9,295,546 | (\$940,041) | (\$1,121,413) |
| Recycled Water Revenue | \$2,931,618 | \$2,644,869 | \$1,988,712 | (\$656,157) | (\$942,906) |
| Recycled Water Expense | \$1,120,206 | \$2,072,883 | \$1,367,691 | (\$705,192) | \$247,485 |
| Sanitation Revenue | \$4,216,431 | \$4,470,434 | \$4,222,480 | (\$247,954) | \$6,049 |
| Sanitation Expense | \$2,653,460 | \$2,873,637 | \$2,518,231 | (\$355,406) | (\$135,229) |
| Capital Project Expenses | | | \$0 | | \$0 |

Total Enterprise Operation

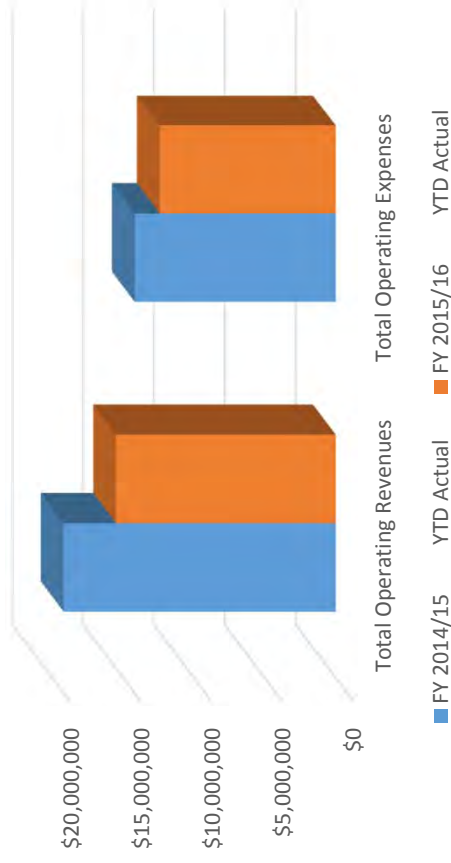
Year-to-Date



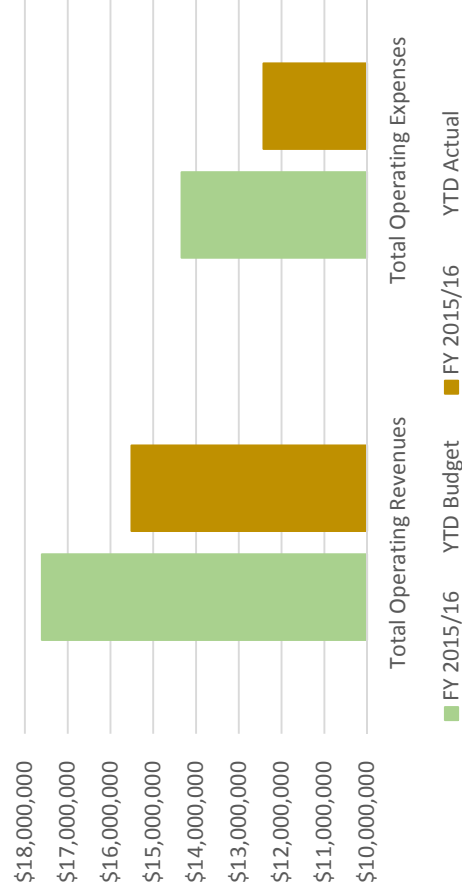
First Quarter FY 2015/16

| | FY 2014/15 YTD Actual | FY 2015/16 YTD Budget | FY 2015/16 YTD Actual |
|---|--------------------------|--------------------------|--------------------------|
| Total Operating Revenues | \$19,214,121 | \$17,603,254 | \$15,507,838 |
| Expenses: | | | |
| Source of Supply | \$8,209,999 | \$8,343,562 | \$6,947,258 |
| Purchased Services | \$2,296,824 | \$2,472,477 | \$2,151,051 |
| O&M Expenses | \$1,677,840 | \$1,245,792 | \$1,372,015 |
| Administrative | \$2,005,963 | \$2,275,890 | \$1,954,325 |
| Total Operating Expenses | <u>\$14,190,626</u> | <u>\$14,337,721</u> | <u>\$12,424,649</u> |
| Income available for Replacement & Debt Service | \$5,023,495 | \$3,265,533 | \$3,083,189 |

Operating Revenue & Expenses YTD Comparison



FY 2015/16 Budget vs. Actual



Potable Water

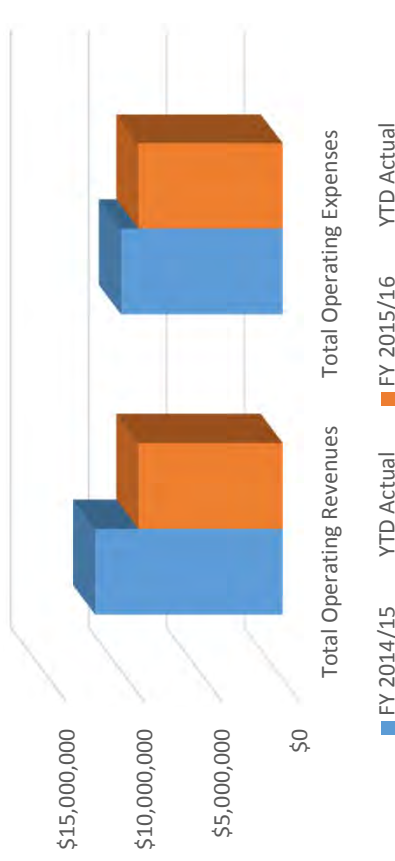
Year-to-Date



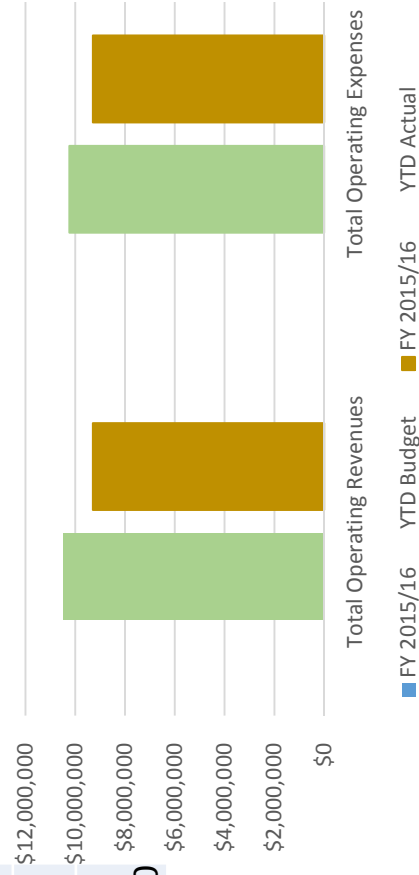
First Quarter Fiscal Year 2015/16

| | | | |
|---|--------------------|--------------------|--------------------|
| Total Operating Revenues | \$12,066,072 | \$10,487,951 | \$9,296,646 |
| Expenses: | | | |
| Source of Supply | \$7,224,169 | \$6,441,292 | \$5,697,274 |
| O&M Expenses | \$1,571,593 | \$1,945,125 | \$2,026,111 |
| Administrative | <u>\$1,621,196</u> | <u>\$1,849,170</u> | <u>\$1,572,161</u> |
| Total Operating Expenses | \$10,416,958 | \$10,235,587 | \$9,295,546 |
| Income available for Replacement & Debt Service | \$1,649,114 | \$252,364 | \$1,100 |

Potable Water
Operating Revenue & Expenses YTD Comparison



Potable Water
Year to Date Budget vs. Actual



Recycled Water

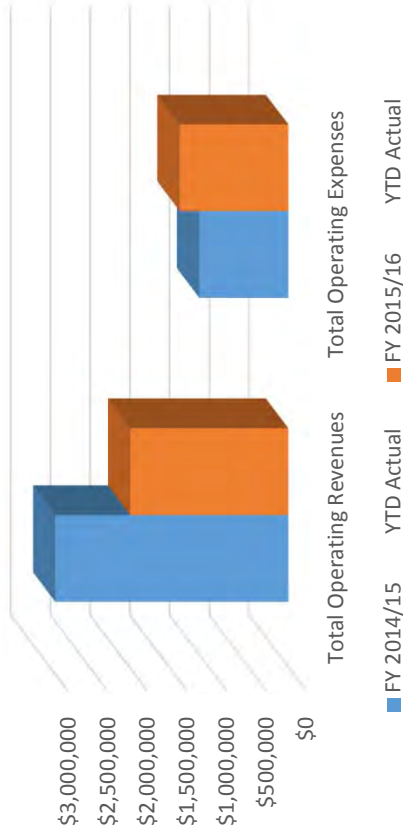
Year-to-Date



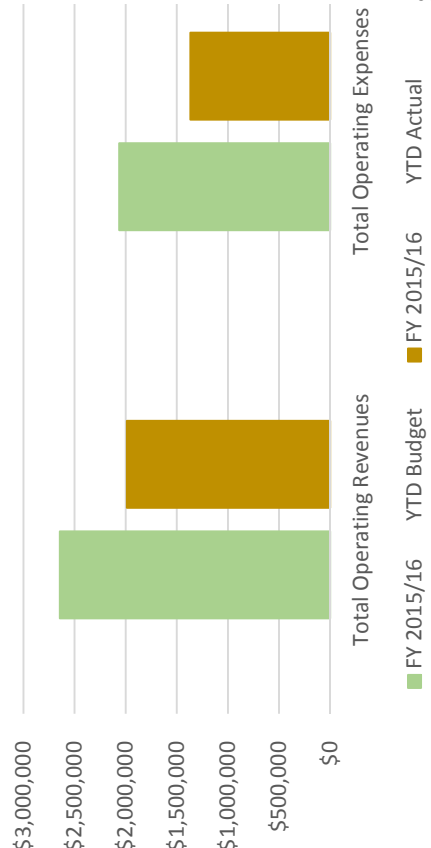
First Quarter FY 2015/16

| | | | |
|---|-------------|-------------|-------------|
| Total Operating Revenues | \$2,931,618 | \$2,644,869 | \$1,988,712 |
| Expenses: | | | |
| Source of Supply | \$985,830 | \$1,902,270 | \$1,249,984 |
| O&M Expenses | \$32,645 | \$52,908 | \$30,020 |
| Administrative | \$101,731 | \$117,705 | \$87,687 |
| Total Operating Expenses | \$1,120,206 | \$2,072,883 | \$1,367,691 |
| Income available for Replacement & Debt Service | \$1,811,412 | \$571,986 | \$621,021 |

Operating Revenue & Expenses YTD Comparison



Recycled Water Year to Date Budget vs. Actual



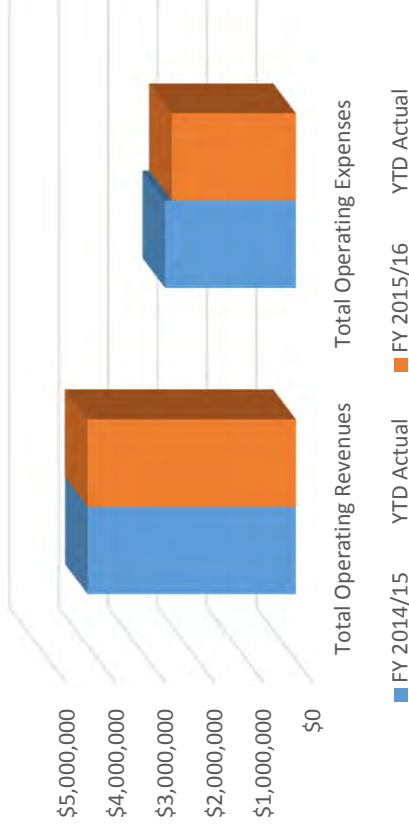
Sanitation Year-to-Date



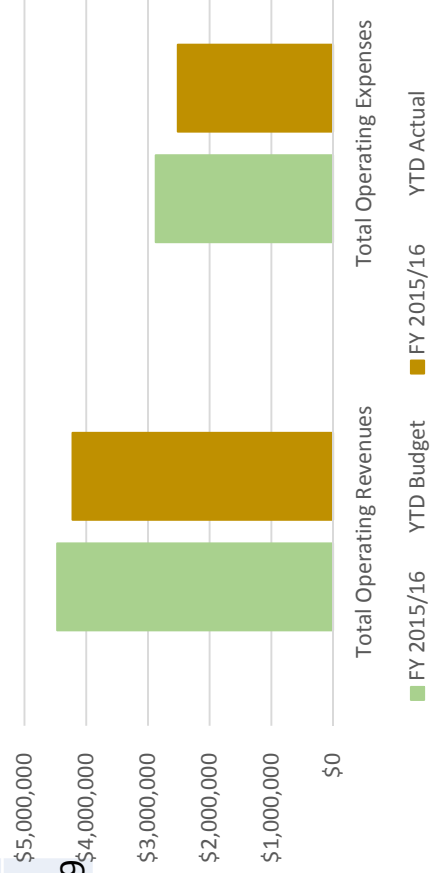
First Quarter FY 2015/16

| | | | |
|---|------------------|------------------|------------------|
| Total Operating Revenues | \$4,216,431 | \$4,470,434 | \$4,222,480 |
| Expenses: | | | |
| Purchased Services | \$2,296,824 | \$2,472,477 | \$2,151,051 |
| O&M Expenses | \$73,601 | \$92,145 | \$72,703 |
| Administrative | <u>\$283,035</u> | <u>\$309,015</u> | <u>\$294,477</u> |
| Total Operating Expenses | \$2,653,460 | \$2,873,637 | \$2,518,231 |
| Income available for Replacement & Debt Service | \$1,562,971 | \$1,596,797 | \$1,704,249 |

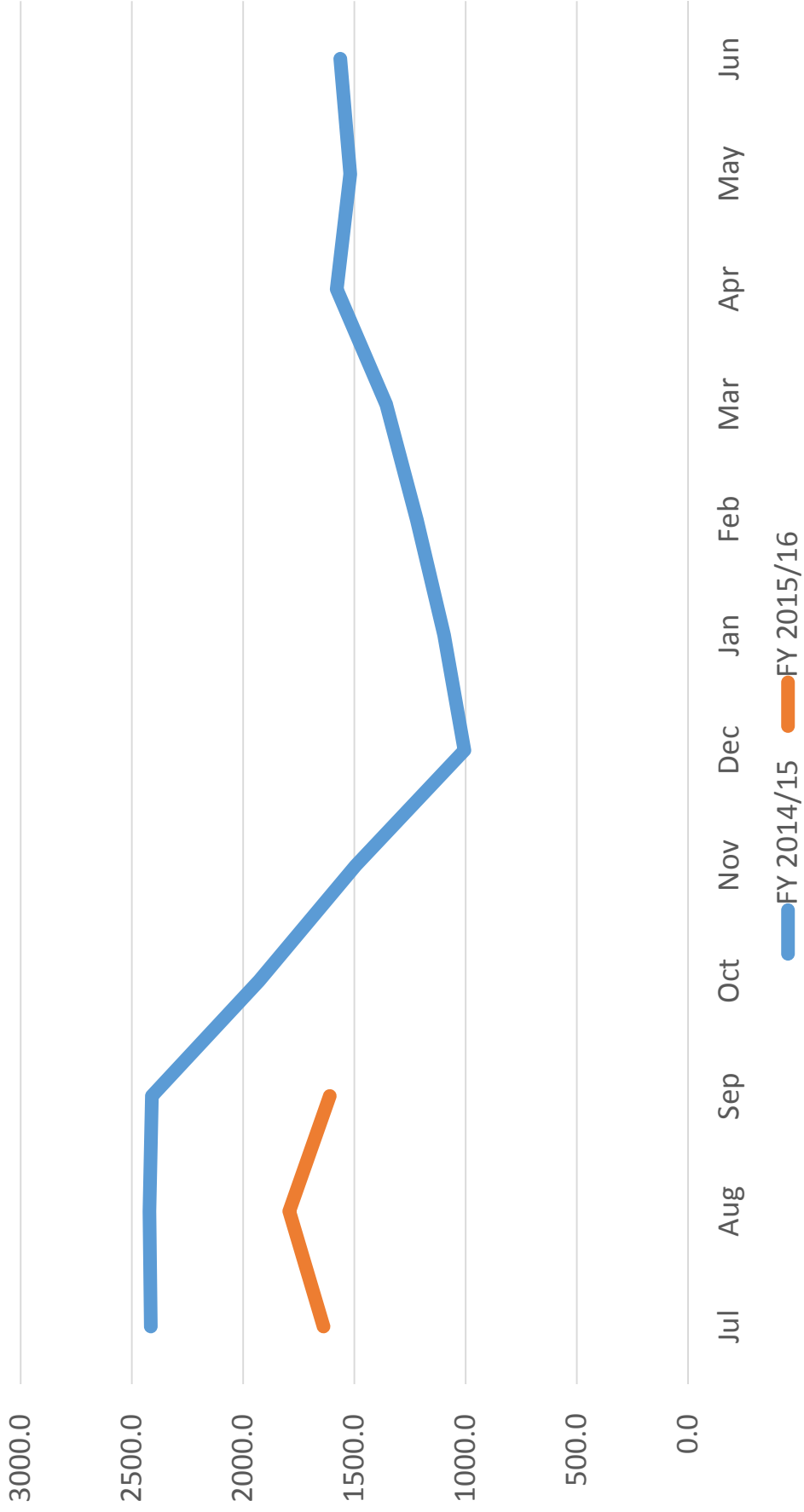
Sanitation
Operating Revenue & Expenses YTD Comparison



Sanitation
Year to Date Budget vs. Actual



Acre Feet of Potable Water Delivered



**Las Virgenes Municipal Water District
Capital Improvement Project Status
September 30, 2015**

Job # - Description

| Job # - Description | Total Project Appropriations | Prior Year Expenditures | Current Year Expenditures | Total Project Expenditures | Balance Available |
|--|-------------------------------------|--------------------------------|----------------------------------|-----------------------------------|--------------------------|
| Completed Projects | | | | | |
| 10476 5 MG Tank @ LV Reservoir New 5 million gallon concrete reservoir (tank) near the Las Virgenes reservoir. | \$13,606,169 | \$12,714,997 | \$232,796 | \$12,947,793 | \$658,376 |
| 10487 Construct 3rd Digester @Rancho Construct a third anaerobic digester at the Rancho Composting Facility. Construction complete, accepted by JPA Board of Directors on January 5, 2015. Item 5B. | \$7,423,548 | \$7,876,866 | \$8,914 | \$7,885,780 | (\$462,232) |
| 10508 Tank Renovation:Calabasas Tank Coating, repairs and mechanical improvements to the Calabasas water tank. Construction complete, accepted by Board of Directors on June 9, 2015. | \$2,756,038 | \$2,757,483 | \$2,472 | \$2,759,955 | (\$3,917) |
| 10522 Rsvr #2 Imprvmt (Lining Cover Cement lining of slopes of Reservoir No. 2. (recycled water). Final acceptance approved 7/14/2015. | \$1,607,010 | \$1,503,277 | \$187 | \$1,503,464 | \$103,546 |
| 10562 Tapia Structural Repairs Tapia Structural Repairs (combined with IIP No. 10582). | \$46,500 | \$2,345 | \$238 | \$2,583 | \$43,917 |
| 10582 Tapia Balancg Pond Sealant Rpl Replace sealant in balancing pond and fix sub grade of the return activated sludge (R.A.S.) pumps to address settling. | \$80,500 | \$22,060 | \$10,262 | \$32,322 | \$48,178 |
| Total Completed Projects | \$25,519,765 | \$24,877,028 | \$254,869 | \$25,131,897 | \$387,868 |
| Projects to complete by June 30, 2016 | | | | | |
| 10418 Rehab 18" RW Pipe (Tapia/MIhd) Replace failing recycled water pipelines between Tapia WRF and Mulholland Highway. | \$443,231 | \$324,336 | \$2,147 | \$326,483 | \$116,748 |
| 10570 RLV Compost Fac: New Loader Purchase of replacement loader for use at Rancho. In Progress / Construction | \$180,000 | \$0 | \$0 | \$0 | \$180,000 |
| 10573 Sewer Grit Handling Development of a sewer grit dewatering, removal and handling system at Tapia. | \$50,000 | \$13,680 | \$0 | \$13,680 | \$36,320 |

| <i>Job # - Description</i> | <i>Total Project Appropriations</i> | <i>Prior Year Expenditures</i> | <i>Current Year Expenditures</i> | <i>Total Project Expenditures</i> | <i>Balance Available</i> |
|--|-------------------------------------|--------------------------------|----------------------------------|-----------------------------------|--------------------------|
| Projects to complete by June 30, 2016 | | | | | |
| 10589 WIMS Software Implementation Purchase and installation of water information management solution (WIMS). In Progress / Construction | \$32,350 | \$25,740 | \$0 | \$25,740 | \$6,610 |
| 10593 CIS Infinity Software Upgrade Purchase and migrate to latest version of District's billing system. | \$95,000 | \$0 | \$0 | \$0 | \$95,000 |
| 10594 CIS Infinity Modif-Bdg BsRt Modify District's billing software to accommodate water budget based rate structure. | \$95,000 | \$0 | \$0 | \$0 | \$95,000 |
| 10596 Lift Stations PLC Upgrades This project replaces programmable logic controllers (PLCs) at the Lift Stations with newer PLCs and provides necessary equipment upgrades (fiber optics, network switches and programming) to complete the installation. | \$47,180 | \$0 | \$0 | \$0 | \$47,180 |
| 10597 Tapia E&I Upgrades 1. Replace obsolete and malfunctioning mechanical protective relays for generators with new solid state controls. 2. Install roots blower/motor vibration system to protect expensive motor and reduce repair cycle. 3. Roots interface upgrade. 4. Replace | \$137,250 | \$0 | \$0 | \$0 | \$137,250 |
| 10598 Vehicle Rpl Program - FY15-16 Systematic replacement of district fleet based on age and condition of vehicles. | \$175,000 | \$0 | \$28,268 | \$28,268 | \$146,732 |
| 10599 Construction Services Truck Purchase new Construction Services Truck to replace aging fleet vehicle. | \$150,000 | \$0 | \$0 | \$0 | \$150,000 |
| 10603 Bldg.1 Tenant Imprvmt-FY15-16 Provide necessary improvements and upgrades to building 1 to enhance rental marketability. | \$430,000 | \$0 | \$17,290 | \$17,290 | \$412,710 |
| 10604 EOC-Dedicated Equip Crash Cart This project is to fund and purchase technology equipment necessary to establish a dedicated EOC (emergency operations center) crash cart. | \$25,000 | \$0 | \$0 | \$0 | \$25,000 |
| 10605 Performance Evaluation S/Ware The District's employee performance evaluation software is at end-of-live and is no longer supported by the vendor. This project will identify a solution to support employee performance appraisals. | \$15,000 | \$0 | \$0 | \$0 | \$15,000 |
| 10606 Palo Comado Cyn Rd PW Main Ric Relocate potable water main to public right-of-way for Palo Comado Canyon Road to improve accessibility and facilitate future maintenance. Appropriation of \$150,000 approved by Board of Directors 8/25/2015, Item 8A | \$150,000 | \$0 | \$1,772 | \$1,772 | \$148,228 |
| Total Projects to complete by June 30, 2016 | \$2,025,011 | \$363,756 | \$49,477 | \$413,233 | \$1,611,778 |
| Multi-Year Projects | | | | | |
| 19-Oct-15 | | | | | |

| <i>Job # - Description</i> | <i>Total Project Appropriations</i> | <i>Prior Year Expenditures</i> | <i>Current Year Expenditures</i> | <i>Total Project Expenditures</i> | <i>Balance Available</i> |
|--|-------------------------------------|--------------------------------|----------------------------------|-----------------------------------|--------------------------|
| Multi-Year Projects | | | | | |
| 10236 Raise Air Vac Valves Install air-vacuum valves and piping modifications in West Hills and Hidden Hills. | \$381,621 | \$44,853 | \$2,868 | \$47,721 | \$333,900 |
| 10430 Twin Lakes P/S Pipeline Proj. New pipeline through Chatsworth Park to the Twin Lakes pump station. Design Complete | \$1,700,000 | \$20,490 | \$0 | \$20,490 | \$1,679,510 |
| 10520 SCADA System Communictn Upgrd Upgrade the JPA owned portion of the supervisory control and data acquisition system (SCADA) system to an Ethernet based radio network and provide additional data paths for system redundancy. | \$93,100 | \$32,447 | \$0 | \$32,447 | \$60,653 |
| 10521 SCADA System Comm Upgrd (LV) Upgrade the LVMWD owned portion of the supervisory control and data acquisition system (SCADA) system to an Ethernet based radio network and provide additional data paths for system redundancy. | \$1,387,232 | \$140,557 | \$0 | \$140,557 | \$1,246,675 |
| 10538 Tapia Channel Mixing Improvmt Replace air channel mixing components at the Tapia water reclamation facility (WRF). | \$1,109,242 | \$92,939 | \$538,233 | \$631,172 | \$478,070 |
| 10539 Saddletree Tank Improvements Perform recommended interior and exterior overhaul of the Saddletree water tank. | \$554,606 | \$16,256 | \$921 | \$17,177 | \$537,429 |
| 10540 Lost Hills Overpass RW Main Relocation of recycled water main due to demolition of Lost Hills overpass. | \$765,101 | \$93,914 | \$4,794 | \$98,708 | \$666,393 |
| 10541 Building 8 Computer Cntr Upgrd Upgrade District campus computer systems to provide additional protection of equipment and data. | \$199,070 | \$19,070 | \$1,450 | \$20,520 | \$178,550 |
| 10542 Vault Lid Replacement Replace potable water system vault lids to provide safer and easier access. In Progress / Construction | \$506,750 | \$332,026 | \$0 | \$332,026 | \$174,724 |
| 10543 Bldg. 7 & 8 HVAC Integration Upgrade and replace LVMWD campus air conditioner and chiller system. In Progress / Construction | \$293,300 | \$297,106 | \$431 | \$297,537 | (\$4,237) |
| 10551 Centrate System-Pump Impellers Upgrade Rancho centrate system pump impellers to handle solids in the system. In Progress / Construction | \$35,000 | \$0 | \$0 | \$0 | \$35,000 |
| 10556 Interconnection With CMWD Design and construct a potable water interconnection with the Calleguas Municipal Water District. | \$704,768 | \$42,869 | \$32,172 | \$75,041 | \$629,727 |

Job # - Description

| Multi-Year Projects | Total Project Appropriations | Prior Year Expenditures | Current Year Expenditures | Total Project Expenditures | Balance Available |
|--|-------------------------------------|--------------------------------|----------------------------------|-----------------------------------|--------------------------|
| 10557 Westlake Filtrtn Plant Expansn Replace pumps and motors to increase capacity and reduce regulatory requirements. Design | \$2,236,600 | \$274,864 | \$14,459 | \$289,323 | \$1,947,277 |
| 10558 Westlake P/S Upgrade Update aging pump engines to achieve higher flow rate and provide better utilization of reservoir when it is at lower levels. Design | \$2,235,600 | \$195,710 | \$13,221 | \$208,931 | \$2,026,669 |
| 10559 Manhole Rehab, F2/F3 Line Rehabilitate manholes identified and prioritized in the Sewer Rehabilitation Study. | \$291,500 | \$0 | \$377 | \$377 | \$291,123 |
| 10560 Rancho:Rehab Existg CentrateLn Provide mechanical and/or chemical cleaning of minerals from the existing centrate line. | \$175,390 | \$0 | \$0 | \$0 | \$175,390 |
| 10563 Tapia Suplimentl Carbon Study Study to identify supplemental carbon sources needed for the biological denitrification process at Tapia. | \$85,000 | \$0 | \$0 | \$0 | \$85,000 |
| 10564 Centrate Equalization Tank Construct a centrate equalization tank at the centrate treatment facility at Tapia. | \$1,250,519 | \$42,197 | \$64,749 | \$106,946 | \$1,143,573 |
| 10565 Rancho LV:Digester Cleang/Rpr Clean out and evaluate the condition of digesters that have been in service for more than 20 years. | \$287,500 | \$0 | \$0 | \$0 | \$287,500 |
| 10567 Progimble Logic Contrlr Upgrd Replace obsolete programmable logic controllers and upgrade other electrical equipment at Tapia. | \$216,500 | \$0 | \$0 | \$0 | \$216,500 |
| 10568 Twin Lakes Tnk Drainage Proj. Replace the existing drainage system at the Twin Lakes tank site. Design | \$346,000 | \$49,834 | \$5,935 | \$55,769 | \$290,231 |
| 10572 Agoura Rd Widening Project Valve cover, manhole lid and relocation of appurtenances following following street overlays. In Progress / Construction Reimbursed through Measure R funding | \$60,000 | \$16,258 | \$19,691 | \$35,949 | \$24,051 |
| 10574 Rancho Facility Improvement Replace and repair significant components of the JPA's Rancho Las Virgenes Composting Facility | \$384,000 | \$74,496 | \$61,604 | \$136,100 | \$247,900 |
| 10576 Building No. 7 Improvement Interior painting, warehouse lighting, locker room countertop, parking lot slurry seal, Building #7 (LVMWD Campus). In Progress / Construction | \$47,000 | \$0 | \$1,711 | \$1,711 | \$45,289 |

| <i>Job # - Description</i> | <i>Total Project Appropriations</i> | <i>Prior Year Expenditures</i> | <i>Current Year Expenditures</i> | <i>Total Project Expenditures</i> | <i>Balance Available</i> |
|---|-------------------------------------|--------------------------------|----------------------------------|-----------------------------------|--------------------------|
| Multi-Year Projects | | | | | |
| 10577 PW Pump Station Improvements Repair and replace potable water system pump station components. | \$28,500 | \$3,311 | \$0 | \$3,311 | \$25,189 |
| 10578 Security Upgrades-LVMWD Security improvements at LVMWD facilities. In Progress / Construction | \$31,000 | \$0 | \$4,198 | \$4,198 | \$26,802 |
| 10579 Security Upgrades- JPA Security improvements at JPA facilities. In Progress / Construction | \$32,000 | \$0 | \$18,244 | \$18,244 | \$13,756 |
| 10581 PW System Equipment Upgrades Replace emergency generator components and filter pump components for the potable water system. In Progress / Construction | \$38,500 | \$1,984 | \$0 | \$1,984 | \$36,516 |
| 10583 Fleet Maint-Oil Lub System Replace failing oil lubrication system for routine maintenance of District vehicles. In Progress / Construction | \$21,500 | \$0 | \$0 | \$0 | \$21,500 |
| 10585 IT Capital Purchases-FY 14-15 Purchase of Information Technology related software and equipment. | \$145,500 | \$52,935 | \$10,037 | \$62,972 | \$82,528 |
| 10587 RW Storage Study-FY 14-15 Study of potential recycled water storage areas. Appropriation of \$406,480 approved by JPA Board of Directors 9/1/2015, Item 6A | \$721,644 | \$174,716 | \$0 | \$174,716 | \$546,928 |
| 10588 Woodland Hills Golf Crs-RW Ext Installation of a recycled water pipeline to the City of Los Angeles. Expenses under this project will be reimbursed by the Los Angeles Department of Water and Power. Project is 100% funded by Los Angeles Department of Water and Power. | \$1,338,638 | \$12,366 | \$46,870 | \$59,236 | \$1,279,402 |
| 10590 PW System Rehab.- FY 14-15 Multiple year programs to maintain reliable service within the potable water system by replacing PRV stations. Design | \$469,709 | \$0 | \$47,044 | \$47,044 | \$422,665 |
| 10592 Agoura Rd. RW Main Extension Construct 5,000 feet of recycled water main extension along Agoura Road. Project managed by City of Agoura Hills | \$1,272,665 | \$1,192 | \$0 | \$1,192 | \$1,271,473 |
| 10595 Tapia Primary Flow Diversion Installation of permanent piping to convey primary effluent to RAS re-aeration basins. | \$44,000 | \$0 | \$0 | \$0 | \$44,000 |

| <i>Job # - Description</i> | <i>Total Project Appropriations</i> | <i>Prior Year Expenditures</i> | <i>Current Year Expenditures</i> | <i>Total Project Expenditures</i> | <i>Balance Available</i> |
|--|-------------------------------------|--------------------------------|----------------------------------|-----------------------------------|--------------------------|
| Multi-Year Projects | | | | | |
| 10600 Tapia WRF Reliability Imprvmt Replace or rehabilitate facilities and equipment at the Tapia Water Reclamation Facility (WRF) based on failure, exceedence of useful life, or obsolescence. | \$100,000 | \$0 | \$0 | \$0 | \$100,000 |
| 10601 Rancho Reliability Improvement Replace or rehabilitate facilities and equipment at the Rancho facility based on failure, exceedence of useful life, or obsolescence. | \$100,000 | \$0 | \$0 | \$0 | \$100,000 |
| 10602 Misc RW Extension Funding to develop miscellaneous recycled water system extensions. | \$106,000 | \$0 | \$0 | \$0 | \$106,000 |
| Total Multi-Year Projects | \$19,795,055 | \$2,032,390 | \$889,009 | \$2,921,399 | \$16,873,656 |
| Projects on Hold | | | | | |
| 10446 Buffer Land at Rancho This is a placeholder program for potential acquisition of additional buffer land around Rancho (no property is currently identified). Placeholder | \$250,000 | \$0 | \$0 | \$0 | \$250,000 |
| 10493 Tapia: Sludge Screening Install a screener for primary and secondary sludge at Tapia. Project On Hold | \$385,000 | \$0 | \$0 | \$0 | \$385,000 |
| 10513 Tapia Gate & Drive Rpl-FY12-13 Replaces existing gates in the tanks and channels at Tapia as well as drive mechanisms for flights and chains. | \$309,650 | \$7,768 | \$0 | \$7,768 | \$301,882 |
| 10537 Raw Sludge WetWell Mixing Impv Replace the existing raw sludge mixing pump at Tapia with a more suitable unit. Project On Hold | \$127,000 | \$0 | \$0 | \$0 | \$127,000 |
| 10586 AMR Implementation- FY 14-15 Installation of automated meter reading/advanced metering infrastructure (AMR/AMI) for the potable water system. In Progress / Construction | \$1,275,000 | \$0 | \$0 | \$0 | \$1,275,000 |
| Total Projects on Hold | \$2,346,650 | \$7,768 | \$0 | \$7,768 | \$2,338,882 |
| Totals | \$49,686,481 | \$27,280,942 | \$1,193,355 | \$28,474,297 | \$21,212,184 |
| Less: Triunfo Sanitation District's share of JPA Projects | <u>\$5,441,816</u> | <u>\$3,027,949</u> | <u>\$222,561</u> | <u>\$3,250,510</u> | <u>\$2,191,306</u> |
| Total Las Virgenes share: All Projects | \$44,244,665 | \$24,252,993 | \$970,794 | \$25,223,787 | \$19,020,878 |



October 27, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject: Request for Proposals for Uniform Service

SUMMARY:

The District's existing contract with Unifirst Corporation for employee uniform service expires on December 9, 2015. As a result, staff recommends issuance of Request for Proposals to solicit pricing for continuation of the services under a new contract.

RECOMMENDATION(S):

Authorize issuance of a Request for Proposals for uniform service based on a three-year contract with two one-year renewal options.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The total estimated cost to the District over three years is \$63,000. Sufficient funds are available in the adopted Fiscal Year 2015-16 Budget and will be proposed in future year budgets.

DISCUSSION:

The District has 63 positions that require employees to wear uniforms. To present a consistent, professional appearance and positive image of the District, a uniform service is used to provide and launder the various uniform items. Uniform deliveries are required at all four District facilities: (1) Headquarters, (2) Rancho Las Virgenes Composting Facility, (3) Tapia Water Reclamation Facility, and (4) Westlake Filtration Plant. In addition to standard uniform sets, employees are also issued jackets, lab coats, and coveralls as needed. Bath towels, shop rags, treated dust mops, and rubber-backed mats are also provided through the uniform contract.

Timeline:

Proposals will be requested from qualified vendors and evaluated by staff through mid-December. Staff expects to recommend that the Board award a new contract in January 2016, allowing service to begin in February. Given the expiration of the existing contract in early December, the General Manager proposes to administratively extend the existing contract with Unifirst Corporation by two months.

Evaluation Process:

Proposals will be ranked based on a combination of cost; quality of the product offered, including expected

lifespan; past experience and performance on comparable contracts; proposed timeline for contract inception, employee fittings, delivery and implementation, including but not limited to timeline to remedy vendor error; quality of the plan and approach to complete the services; quality of invoicing methods and methods for resolving discrepancy; length of the initial contract period offered; and ability to provide selected items for rent and sale, as well as launder District-owned items such as jackets. A recommendation for award will be submitted for the highest ranked vendor.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared By: Gretchen Bullock, Purchasing Supervisor

ATTACHMENTS:

[Uniform Service Request for Proposals](#)

LAS VIRGENES MUNICIPAL WATER DISTRICT

4232 Las Virgenes Road, Calabasas, California 91302



REQUEST FOR PROPOSALS

For

UNIFORM SERVICE

Proposal Issue Date

October 27, 2015

Proposal Submittal Due Date

5:00 p.m. on December 1, 2015

Documents available online at:

www.lvmwd.com

LAS VIRGENES MUNICIPAL WATER DISTRICT

REQUEST FOR PROPOSALS

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I. INTRODUCTION

A. General Information

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

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

The District is requesting proposals from qualified firms to establish a three-year contract with two-one year renewal options to supply and service uniforms and related items for approximately 63 employees.

To be considered, five copies of a proposal must be received by **5:00 p.m. on December 1, 2015** addressed to:

Gretchen Bullock
Purchasing Supervisor
Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302

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

B. Background

The District has approximately 63 uniformed employees in four different locations, three in Calabasas and one in Westlake Village. In a two week period these employees work 9 days, therefore 10 shirt/pant uniform sets are required for each employee. In addition to the standard uniform set employees are issued jackets, lab coats, and coveralls as needed. Bath towels, shop rags, treated dust mops, and rubber backed mats are also provided under the uniform contract.

C. Timeline

The following is a proposed timeline. Your proposal must include a detailed schedule of milestones that allow for the implementation of the new uniforms; including installation of proposer owned required equipment

| | |
|--------------------------------------|------------------------|
| Proposal Due Date | December 1, 2015 |
| RFP Evaluation | December 2-11, 2015 |
| Samples (if needed) | TBD |
| Presentation (if needed) | TBD |
| Notice of Intent to Award | December 21, 2015 |
| Formal Award by LVMWD Board | January 12, 2015 |
| Contract Completed | January 19, 2015 |
| Kick Off Meeting | January 19, 2015 |
| Milestones: | |
| Fitting/measuring of employees | January 20-26, 2015 |
| Delivery of new garments & equipment | First week of February |
| Weekly service implemented | First week of February |

The selected proposer will prepare an implementation plan which may be presented verbally and/or in writing.

II. SCOPE OF SERVICES

A. General

The District is seeking proposals from qualified firms to furnish, launder, repair, and deliver work uniforms and related supplies on a weekly basis for various departments at four locations for an initial term of three years with two possible one-year renewal terms.

B. Experience

Vendor must have a minimum of five (5) years experience providing similar services as requested in this RFP for at least 3 companies/agencies with a minimum of 100 employee participants

C. Samples

Proposers may be required to provide sample garments, color/fabric swatches and style choices. Samples must be representative of the quality, material, and workmanship for each item that the vendor is proposing to furnish if awarded a contract. If samples are requested, each sample must be identified with the Proposal name and with the Proposer's name securely and conspicuously affixed to each garment. Failure to submit Proposal samples within five (5) calendar days of the request may disqualify your proposal.

D. Uniform Requirements

"Standard Uniform Set" is described as consisting of one (1) shirt and one (1) pant or short which are made of a combination synthetic and cotton material, traditionally a 65/35 polyester cotton blend.

"All Cotton Uniform Set" is described as consisting of a shirt and pants that are made of a material that is 100% cotton fiber.

Shirts are required in both men's and women's styles in both blue and white. Shirts are to be button down front; and available in both short and long sleeve, with two (2) breast pockets and straight cut hems. Shirts must be available in sizes small, medium, large, X-large, 2X-large, 3X-large, 4X-large, 5X-large and 6X large. Long sleeve shirts must be available in the following sleeve lengths:

- Long 33"-34"
- X-Long 35"-36"
- XX-Long 37"

Pants are required in both men's and women's styles in navy blue. Women's and men's pants to be zipper fly, with two (2) front and two (2) back pockets, no cuff. The standard navy blue color must be available in the polyester/cotton blend as well as 100% cotton.

Shorts are required in both men's and women's styles in navy blue. Women's and men's shorts to be zipper fly, with two (2) front and two (2) back pockets, no cuff, Bermuda style length. The standard navy blue color must be available in the polyester/cotton blend.

Laboratory Coats are to be available in button and snap front closure. Long sleeve with 2 breast pockets and 2 lower pockets. Laboratory coats must be available in polyester/cotton blend.

Coveralls should be listed as both a rental item and a District owned item for laundering. Coveralls are to be one (1) piece construction, available in button, zipper and snap front, long sleeves, with pockets. Coveralls must be available in polyester/cotton blend. For the purposes of evaluation list both a rental price and/or a purchase price with weekly laundering fee. Clearly state the available and preferred option(s), rental, laundering, or both.

Jackets will be purchased from the proposer by the District and laundered by the proposer. Jackets are to have quilted lining, front zipper, 2 front pockets (no flaps), 1 sleeve pocket and be navy blue in color. Jackets require the same "Branding" as the uniform shirts.

In addition to the uniform items listed above various size mats, full size bath towels, and 18" x 18" bagged wipes will be provided by the proposer. Refer to section V. *Quantities* for a complete listing.

E. Branding-Logo and Name patches

It is the responsibility of the awarded vendor to supply all patches. Each shirt will have a 3 ¼" wide oval patch with the District logo. The patch must be of a cotton-polyester construction and will be sewn over the left breast pocket. In addition, a 3" wide embroidered patch of the same construction indicating the first name (or requested name) of the employee will be sewn over the right shirt pocket.



F. Fittings

Upon award of contract and prior to the commencement of the contract (February 6, 2015), the awarded vendor must provide new and unused uniforms for all employees required to wear a uniform regardless of size or special fitting requirements. It is anticipated that uniform fittings will begin January 7, 2015.

The vendor must measure employees to insure that correct uniform sizes are provided. The vendor must also make such additional adjustments to sleeve and leg lengths and/or waist measurements as may be necessary to maintain proper fit during the term of the contract. The vendor must provide replacement uniforms at no extra cost when an employee's size changes. The vendor will provide revised sized garments within two (2) weeks of notification to the vendor by the District.

The District will not accept men's-cut clothing for female employees unless requested by that employee. Women's-cut garments must be readily available.

All rental garments will remain the property of the vendor. The District will return uniforms to the vendor for employees that have terminated employment with the District.

G. New Garments

New garments must be provided for all employees at the beginning of the contract and for new employees as hired. Thereafter, every two-year period the vendor is to replace garments with new and unused garments for all employees no matter the condition of the used garment no later than the following dates:

- February 6, 2018
- February 6, 2019

H. Lost and Damaged Garments

Lost Garments—all lost garments must be replaced by the vendor within one (1) week. Lost garments must be replaced with new and unused garments.

Return of Damaged Garments--all damaged garments that have been taken out of service and charged to the District (see losses and depreciation schedule below), must be returned to the District. All damaged garments must be replaced with new and unused garments within one (1) week.

The District will pay the depreciated cost for each garment that has been lost or damaged by the District. Such payments will be made based on the established depreciation schedule, to be filled out by vendor Proposal Submittal Section of this RFP document.

I. Uniform Allocation

Each employee will be furnished ten (10) Standard Uniform Sets (shirt and pant) and as applicable lab coats and coveralls.

J. Deliveries and Pick-ups

The same quantity of shirts, pants and coveralls that are picked up one week, must be returned the following week. There will be no exceptions to this requirement.

Each employee's set of uniforms must be individually hung on hangers, shirt over pants, or shirts and pants hung separately on hangers.

Soiled uniforms must be picked up at the same delivery locations. The identification tags on the uniforms **must** include the in-service date for the garment, as well as the appropriate employee information. A sample of the identification tag must be attached to the proposal submittal with an explanation of how to read it. All delivery receipts/invoices must indicate the name of the employee for whom uniforms are being furnished and be grouped by individual department/division.

The vendor is responsible for physically counting each item picked up weekly for laundry service or item exchange and said count must be checked against the count of items being returned to the District. This verification process for his weekly count must be worked out and agreed upon between the Route Representative and the Department/Division Liaison (or designee) after award of contract.

Each delivery/pickup stop must have an accompanied control report for that department/division listing each person's first and last name in alphabetical order. The report must indicate the number of soiled garments picked up and the number of cleaned garments delivered for each employee. A copy of the control report must be given to the Department/Division Liaison (or designee) for that stop. An exception report must also be given to the Department/Division Liaison for that stop listing items not returned in the normal weekly exchange. If the vendor fails to deliver the control report or exception report documentation, the District will not be held responsible for the lost/damaged garments.

Deliveries will be made on the same day each week between the hours of 7:00 a.m. through 11:00 a.m. It is left to the Vendor's discretion to select Tuesday, Wednesday, or Thursday, as a delivery day and specify the delivery day in their proposal. If a holiday falls on a scheduled delivery day vendor must make delivery on another day within the same week. Vendor must provide the District with at least three (3) weeks advance notice of new delivery date for that week. Notification must first be made to the District Purchasing Division. The District reserves the right to change the delivery day at any time during the contract. Such notice will be given to vendor no less than 60 days prior to said change.

Deficiencies for single items will be corrected within one (1) week after notification. Deficiencies may include but are not limited to: incorrect size, wrong deliveries, incomplete returns, unrepaired, wrinkled or dirty items. Deficiencies for multiple items for one employee or additional items such as towels must be corrected within two business days. The District Reserves the right to cancel the order and/or to refuse

delivery if the items ordered are not furnished within the time periods established in this RFP.

K. Garment Inspection

The vendor is responsible to check each garment for missing buttons, snaps, hooks, regular wear and tear, stains, or damage and take appropriate action to correct these items when found before returning the garment to the District within two (2) weeks.

L. Cleaning and Laundering

All garments must be cleaned in non-flammable solvents and delivered in a completely clean and sanitary condition, in strict accordance with local, County and State Public Health Agency requirements. All cleaning fluids used must be completely removed by using a thorough rinse and dry process. Delivered uniforms must be free of odor and not cause skin irritations. Delivered garments will be free of all removable stains and be unwrinkled, except for unavoidable fold marks. Garments will be relatively free from wrinkles and attractive in appearance.

Garments must be sorted and bundled by employee for easy distribution. Each garment must be hung on a separate hanger.

Uniforms must be mended as necessary, however repair patches over one inch in size will not be accepted. Tear patching must not be noticeable from a distance of two (2) feet. All repairs will be at no additional charge to the District. Garments deemed by the vendor to have excessive wear and tear must not be taken out of service and charged for without prior authorization from the Department/Division Liaison.

Cleaning and laundering services shall apply to all rented garments as well as agreed upon District owned items, i.e. jackets and coveralls.

M. Soiled Garment and Hanger Collection Receptacles

Vendor will supply a collection rack for empty hangers and a hamper, locker, or bag for soiled garments at each delivery point.

N. Deletions

The Department/Division Liaison will return all work garments from a terminated employee, and inform the route representative of the termination. If the District is unable to return the garments, the employee's supervisor will authorize payment at a depreciated loss charge.

O. Continuing Contractor's Responsibilities

The Vendor will retain ownership of all rental garments for the term of the agreement. Payments for losses will be based on a depreciation schedule, as provided in these specifications.

Vendor must furnish only garments that meet the District's accepted standard of appearance. Vendor will make all repairs due to normal wear and tear. The nature of a "work" uniform suggests hard use and accelerated wear of the garments. Therefore, it is the position of the District that "damage" will occur in the normal wearing of a work uniform and replacement with a new uniform is a normal consequence. Each Department/Division Liaison will determine acceptability of uniform appearance. It will be mutually agreed that normal wear and tear includes non-willful damages incidental to working conditions where acids, flames, and similar hazards are usually present. Vendor will deliver replacements for unsatisfactory garments on the next routine delivery.

P. Uniform Point of Contact

The District's Purchasing Division is the point of contact for the District's uniform program. All notifications for things such as holiday schedule changes, and general correspondence must be made first to the Purchasing Division by email gbullock@lvmwd.com or by telephone (818) 251-2115. After notification to the Purchasing Division, the Vendor may disseminate information to the Department/Division Liaison. The District's Department/Division Liaison's will be the point of contact at each individual delivery site for immediate contact during deliveries.

Q. Route Representative

The awarded vendor must assign a consistent Route Representative to the District's account. The Route Representative is considered a key on site coordinator who must perform his/her duties responsibly, professionally and courteously with attention to detail and have the ability to follow through and handle problems promptly. The Route Representative is responsible to make sure that all uniforms picked up are delivered the following week. There may be multiple District departments/divisions that wear the same color shirt and/or pant. Special attention is required of the Route Representative to ensure that uniforms are delivered to the appropriate District department/division location.

Vendor must provide the mobile phone number for the Route Representative. Route Representative must at all times while on District property wear a uniform, badge or other means of identification established by the vendor.

The Route Representative must be competent and skilled for the work under this contract. If, in the opinion of the District, this individual is found viewed as incompetent or disorderly, refuses to perform in accordance with the specifications, terms and conditions of the contract, threatens or uses abusive language while on District property, or is otherwise unsatisfactory, that employee must be removed from all work under this contract.

R. Additional Items

Additional Items and services may be added at any time during the term of the agreement by the issuance of a change order. Pricing for additional items not specifically listed in this RFP will be negotiated prior to the change being sent to the vendor.

S. Minimum Acceptable Level of Service

The minimum acceptable level of service for this contract will be a 98% performance of each delivery to each department/division. Satisfactory performance will include no shortages, repairs completed, loss/damage replacements, clean and presentable uniforms etc. The vendor may be assessed a \$50.00 penalty for each unacceptable delivery below the 98% performance level. The District will determine such non-acceptable level of service and will notify the Customer Service Manager of any short fall in service and the assessment amount will be deducted from the invoice.

T. Service Evaluation

Service will periodically be evaluated (annually or more often when necessary) on the basis of accurate item counts, complete deliveries, repairs made in a timely and professional manner, accuracy of billing, cleanliness of garments, resolution of problems, responsiveness of the vendor's Route Representative and Customer Service Manager. This evaluation may include a survey of the delivery stop personnel as well as the District's Accounts Payable Staff. The vendor will be contacted in writing by e-mail of any problems identified in this evaluation review or during quarterly meetings. If the vendor fails to correct a problem in the allotted time frame or if the vendor has been given notice of a problem more than 3 times in a 30 day period, this may be cause for termination.

U. Delivery Locations

The District has four (4) delivery locations, three (3) located in the City of Calabasas and one (1) in the City of Westlake Village. Three (3) of the locations have multiple drop sites. Drop sites consist of 1-2 locker rooms; vestibule/mudroom with built in hanging storage rack and a shelf for towels. Location addresses are listed below:

Las Virgenes Municipal Water District-Operations
4232 Las Virgenes Road
Calabasas, CA 91302

Tapia Water Reclamation Facility
731 Malibu Canyon Road
Calabasas, CA 91302

Rancho Las Virgenes Composting Facility
3700 Las Virgenes Road
Calabasas, CA 91302

Westlake Filtration Plant

32601 Torchwood Place
Westlake Village, CA 91361

V. Quantities

The number of District's garments and styles may change after award of proposals. In any case, the unit price will remain the same as the original proposal. The tables below list the current quantities by site location.

| 63 Uniformed Employees | Shirt | | | | Pant | | Short | Lab Coat |
|---|-----------|------------|-----------|------------|------------|------------|------------|-----------|
| | L/S | | S/S | | cotton | blend | blend | blend |
| | cotton | blend | cotton | blend | | | | |
| Tapia (14)--2 drop sites | | 45 | | 85 | | 122 | 8 | 11 |
| Westlake (3)-1 drop site | 10 | 13 | | 7 | 5 | 11 | 14 | 15 |
| Ops (40)--2 drop sites | 49 | 135 | 81 | 135 | 144 | 192 | 63 | 3 |
| Rancho (6)--2 drop sites | | 43 | | 22 | | 58 | 2 | |
| | | | | | | | | |
| blend = 65/35 | | | | | | | | |
| Grand Total | 59 | 236 | 81 | 249 | 149 | 383 | 87 | 29 |
| *48 employees in blue shirt/15 in white shirt uniform | | | | | | | | |
| Mats | Rancho | | Westlake | | Tapia | Ops | Totals | |
| (scraper) 3x5 | | | | | 1 | | | 1 |
| 3x5 | 1 | | 1 | | 4 | 2 | | 8 |
| 4x6 | 1 | | 2 | | 2 | 6 | | 11 |
| 3x10 | 2 | | 2 | | 6 | 2 | | 12 |
| | | | | | | | | |
| Towels | 65 | | 20 | | 55 | 85 | 225 | |
| Bagged Wipes 18 x18 | | | | | | 4 | 4 | |

III. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for proposals **must be received in writing by 5:00 p.m. on Friday, Nov. 13** to gbullock@lvmwd.com or

Gretchen Bullock
Purchasing Supervisor
Las Virgenes Municipal Water District
4232 Las Virgenes Road, Calabasas, CA 91302

Fax (818) 251-2116

Answers to questions received will be posted online no later than November 19, 2015 at <http://www.lvmwd.com/i-want-to-do-business-with-lvmwd/non-public-works-formal-bids>. It is the proposer's responsibility to ensure that they access and review any questions and answers posted. The District is not responsible to notify individual potential bidders of the availability of questions and answers beyond this notice.

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

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

B Submission of Proposals

The following material is required to be received by 5 p.m., December 1, 2015 for a proposing firm to be considered:

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

1. Title Page

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

2. Table of Contents

3. Transmittal Letter

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

4. Personnel

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

5. References

List a minimum of three (3) references for whom comparable services were provided. Provide names and **current** contact information as well as a summary of services provided.

6. Qualifications and Experience

Describe your firm's qualifications to complete this Scope of Work. Explain why your firm is the best to deliver this Scope of Work and provide examples of your firm's work.

7. Detailed proposal

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

8. Costs

Costs proposals must be submitted on the District provide Price Proposal Submittal form, Attachment A, Complete all sections of the price schedule, a unit price and an extended total for each item listed in Section II – Scope of Services is required. Any cost not explicitly proposed will be ineligible for payment. Fuel surcharges are not allowed.

V. EVALUATION PROCEDURES

A. Review of Proposals

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

B. Evaluation Criteria

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

1. Mandatory Elements

- a) The firm has no conflict of interest with regard to any other work performed by the firm for the District.

- b) The firm adheres to the instructions in this Request for Proposals on preparing and submitting the proposal.

2. Qualifications

- a) Quality of the product offered, including expected lifetime.
- b) The firm's past experience and performance on comparable contracts. Demonstrated results of projects with similar Scopes of Service.
- c) Proposed timeline from contract inception, employee fittings, to delivery and implementation, including but not limited to timeline to remedy vendor error
- d) Quality of the plan and approach to complete the Scope of Services.
- e) Quality of the firms invoicing methods and methods for resolving discrepancy.
- f) Length of the initial contract period offered by firm.
- g) Ability of the firm to provide selected items for rent and sale as well as launder District owned items such as jackets.

3. Costs:

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

C. Oral Presentation

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

D. Final Selection

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

VI. CONDITIONS GOVERNING THE REQUEST FOR PROPOSALS

A. Right to Reject Proposals

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

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

B. Receiving Time / Late Proposals

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

C. Acceptance of Conditions Governing this RFP

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

D. Incurring Cost

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

E. Proposer's Rights to Withdraw Proposal

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

F. Sub-contractors

Use of sub-contractors must be clearly explained in the proposal and identified by name. Prime contractors shall be wholly responsible for the entire performance whether or not sub-contractors

G. Best and Final Offer

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

H. Disclosure of Proposal Contents

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

I. Manner of Payment

The District shall make one monthly payment to selected proposer within thirty (30) days of receipt of the final invoice submittal or delivery of services for each month, whichever is later. It is left to the Proposer's discretion to invoice weekly or monthly.

J. Insurance

Proposer shall maintain such insurance as will protect it from claims under Workers' Compensation laws, and such liability insurance as will protect against claims for damages for bodily injury, including death, and damages to property in accordance with the terms of the Agreement. Coverage of which is to be no less than \$1,000,000/\$2,000,000 per occurrence/aggregate, properly endorsed naming "Las Virgenes Municipal Water District, its officers, employees, and agents as additional insured", boilerplate terminology such as "where required by written contract" or "certificate holder" will not be accepted. Proposer shall maintain evidence of coverage in an updated form during the term of the Agreement.

K. Contract Documents

Upon final selection the successful proposer will be required to sign the District's Service Agreement, Attachment B. The contract Documents will consist of this RFQ; the successful proposer's completed and signed RFP Response Form. The contract resulting from the RFP shall be subject to the terms and conditions as provided within the RFP in an updated form during the term of the Agreement. The District does not sign contracts generated by vendors.

For your proposal to be considered, you must include a copy of the manufacturer’s specification indicating a full description of the garment/item proposed. You must also indicate the color choices for each garment as well as the lead time (availability) of each garment. Please provide color swatches and or pictures to clearly identify life like colors.

Shirts must be available in the following sleeve lengths

- Long 33”-34”
- X-Long 35”-36”
- XX-Long 37”

Ten (10) uniform shirts and ten (10) pairs of uniform pants/shorts will be issued to each employee. Due to alternate 9/80 work schedule the weekly quantity will alternate between five (5) and four (4). On the day of uniform delivery, five (5) of each will be delivered clean, four (4) will be in the laundry waiting for pick up and one (1) will be in service worn by the employee, on alternate weeks four (4) of each will be delivered clean, five (5) will be in the laundry waiting for pick up and one (1) will be in service worn by the employee. For the purpose of submitting your price, please indicate:

- Unit price for each garment under the “Weekly Rental Price Per Each Garment” column.
- Extended price which is the unit price of the garment multiplied by 260 (10 each x 26 weeks) under the “Extended Price Per Employee” Column

In accordance with your Request for Proposals, the following price by garment is submitted to the Las Virgenes Municipal Water District...

| Item # | Garment Description | Uniform Manufacturer of Garment Proposed | Weekly Rental Price Per Each Garment | Extended Price Per Employee (Unit Price multiplied by 260) | |
|---|---|--|--|--|----------|
| 1 | Men’s Pant: Synthetic Blend 65/35 | Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers’ Full Garment Specification is attached to this proposal submittal including choice of color | \$ | \$ | |
| | Required Color: (Please check below) You must attach a color chart or fabric swatch for this item | | | | |
| | <input type="checkbox"/> Blue | | | | |
| | Availability by Size and Lead Time (Please indicate below) | | | | |
| | Up to 40” | | 42” – 50” | 52” – 60” | 60” plus |
| <input type="checkbox"/> size is available _____ Weeks | | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | |

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| Item # | Garment Description | Uniform Manufacturer of Garment Proposed | Weekly Rental Price Per Each Garment | Extended Price Per Employee (Unit Price multiplied by 260) | |
|--|--|--|--|--|----------|
| 2 | Men's Pant: 100% Cotton Fiber | Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers' Full Garment Specification is attached to this proposal submittal including choice of color | \$ | \$ | |
| | | Required Color: (Please check below) You must attach a color chart or fabric swatch for this item | | | |
| | | <input type="checkbox"/> Blue | | | |
| | | Availability by Size and Lead Time (Please indicate below) | | | |
| | | Up to 40" | 42" – 50" | 52" – 60" | 60" plus |
| <input type="checkbox"/> size is available ____ Weeks | <input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment) | | |

| Item # | Garment Description | Uniform Manufacturer of Garment Proposed | Weekly Rental Price Per Each Garment | Extended Price Per Employee (Unit Price multiplied by 260) | |
|--|--|--|--|--|----------|
| 3 | Men's Short: | Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers' Full Garment Specification is attached to this proposal submittal including choice of color | \$ | \$ | |
| | | Required Color: (Please check below) You must attach a color chart or fabric swatch for this item | | | |
| | | <input type="checkbox"/> Blue | | | |
| | | Availability by Size and Lead Time (Please indicate below) | | | |
| | | Up to 40" | 42" – 50" | 52" – 60" | 60" plus |
| <input type="checkbox"/> size is available ____ Weeks | <input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment) | | |

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| Item # | Garment Description | Uniform Manufacturer of Garment Proposed | Weekly Rental Price Per Each Garment | Extended Price Per Employee (Unit Price multiplied by 260) |
|--|--|--|--|--|
| 4 | Women's Pant: Synthetic Blend 35/65 | Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers' Full Garment Specification is attached to this proposal submittal including choice of color | \$ | \$ |
| | Required Color: (Please check below) You must attach a color chart or fabric swatch for this item | | | |
| | <input type="checkbox"/> Blue | | | |
| | Availability by Size and Lead Time (Please indicate below) | | | |
| | Up to 40" | 42" – 50" | 52" – 60" | 60" plus |
| <input type="checkbox"/> size is available ____ Weeks | <input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment) | |

| Item # | Garment Description | Uniform Manufacturer of Garment Proposed | Weekly Rental Price Per Each Garment | Extended Price Per Employee (Unit Price multiplied by 260) |
|--|--|--|--|--|
| 5 | Women's Pant: 100% Cotton Fiber | Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers' Full Garment Specification is attached to this proposal submittal including choice of color | \$ | \$ |
| | Required Color: (Please check below) You must attach a color chart or fabric swatch for this item | | | |
| | <input type="checkbox"/> Blue | | | |
| | Availability by Size and Lead Time (Please indicate below) | | | |
| | Up to 40" | 42" – 50" | 52" – 60" | 60" plus |
| <input type="checkbox"/> size is available ____ Weeks | <input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available ____ Weeks \$_____ Additional Cost (Weekly Rental Price Per Each Garment) | |

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| Item # | Garment Description | Uniform Manufacturer of Garment Proposed | Weekly Rental Price Per Each Garment | Extended Price Per Employee (Unit Price multiplied by 260) |
|--|---|--|---|--|
| 6 | Women's Short: | Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers' Full Garment Specification is attached to this proposal submittal including choice of color | \$ | \$ |
| | Required Color: (Please check below) You must attach a color chart or fabric swatch for this item | | | |
| | <input type="checkbox"/> Blue | | | |
| | Availability by Size and Lead Time (Please indicate below) | | | |
| | Up to 40" | 42" – 50" | 52" – 60" | 60" plus |
| <input type="checkbox"/> size is available ____ Weeks | <input type="checkbox"/> size is available ____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available ____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available ____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | |

| Item # | Garment Description | Uniform Manufacturer of Garment Proposed | Weekly Rental Price Per Each Garment | Extended Price Per Employee (Unit Price multiplied by 260) |
|--|---|--|---|---|
| 7 | Shirts – Men's style Long Sleeve Synthetic Blend 35/65 | Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers' Full Garment Specification is attached to this proposal submittal including choice of color | \$ | \$ |
| | Required Color: (Please check below) You must attach a color chart or fabric swatch for this item | | | |
| | <input type="checkbox"/> Blue <input type="checkbox"/> White | | | |
| | Availability by Size and Lead Time (Please indicate below) | | | |
| | S, M, L & XL | 2XL & 3 XL | 4XL | 5XL |
| <input type="checkbox"/> size is available ____ Weeks | <input type="checkbox"/> size is available ____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available ____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available ____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available ____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) |

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| Item # | Garment Description | Uniform Manufacturer of Garment Proposed | Weekly Rental Price Per Each Garment | Extended Price Per Employee (Unit Price multiplied by 260) |
|---|--|--|--|--|
| 8 | Shirts – Men’s style Short Sleeve Synthetic Blend 35/65 | Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers’ Full Garment Specification is attached to this proposal submittal including choice of color | \$ | \$ |
| | Required Color: (Please check below) You must attach a color chart or fabric swatch for this item | | | |
| | <input type="checkbox"/> Blue <input type="checkbox"/> White | | | |
| | Availability by Size and Lead Time (Please indicate below) | | | |
| | S, M, L & XL | 2XL & 3 XL | 4XL | 5XL |
| <input type="checkbox"/> size is available _____ Weeks | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) |

| Item # | Garment Description | Uniform Manufacturer of Garment Proposed | Weekly Rental Price Per Each Garment | Extended Price Per Employee (Unit Price multiplied by 260) |
|---|--|--|--|--|
| 9 | Shirts – Men’s style Long Sleeve 100% Cotton Fiber | Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers’ Full Garment Specification is attached to this proposal submittal including choice of color | \$ | \$ |
| | Required Color: (Please check below) You must attach a color chart or fabric swatch for this item | | | |
| | <input type="checkbox"/> Blue <input type="checkbox"/> White | | | |
| | Availability by Size and Lead Time (Please indicate below) | | | |
| | S, M, L & XL | 2XL & 3 XL | 4XL | 5XL |
| <input type="checkbox"/> size is available _____ Weeks | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) |

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| Item # | Garment Description | Uniform Manufacturer of Garment Proposed | Weekly Rental Price Per Each Garment | Extended Price Per Employee (Unit Price multiplied by 260) |
|---|--|--|--|---|
| 10 | Shirts – Men’s style Short Sleeve 100% Cotton Fiber | Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers’ Full Garment Specification is attached to this proposal submittal including choice of color | \$ | \$ |
| | Required Colors: (Please check below) You must attach a color chart or fabric swatch for this item | | | |
| | <input type="checkbox"/> Blue <input type="checkbox"/> White | | | |
| | Availability by Size and Lead Time (Please indicate below) | | | |
| | S, M, L & XL | 2XL & 3 XL | 4XL | 5XL |
| <input type="checkbox"/> size is available _____ Weeks | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) |

| Item # | Garment Description | Uniform Manufacturer of Garment Proposed | Weekly Rental Price Per Each Garment | Extended Price Per Employee (Unit Price multiplied by 260) |
|---|--|--|--|---|
| 11 | Shirts – Women’s style Long Sleeve Synthetic Blend 65/35 | Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers’ Full Garment Specification is attached to this proposal submittal including choice of color | \$ | \$ |
| | Required Colors: (Please check below) You must attach a color chart or fabric swatch for this item | | | |
| | <input type="checkbox"/> Blue <input type="checkbox"/> White | | | |
| | Availability by Size and Lead Time (Please indicate below) | | | |
| | S, M, L & XL | 2XL & 3 XL | 4XL | 5XL |
| <input type="checkbox"/> size is available _____ Weeks | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) |

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| Item # | Garment Description | Uniform Manufacturer of Garment Proposed | Weekly Rental Price Per Each Garment | Extended Price Per Employee (Unit Price multiplied by 260) |
|---|--|--|--|---|
| 12 | Shirts – Women’s style Short Sleeve Synthetic Blend 65/35 | Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers’ Full Garment Specification is attached to this proposal submittal including choice of color | \$ | \$ |
| | Required Colors: (Please check below) You must attach a color chart or fabric swatch for this item | | | |
| | <input type="checkbox"/> Blue <input type="checkbox"/> White | | | |
| | Availability by Size and Lead Time (Please indicate below) | | | |
| | S, M, L & XL | 2XL & 3 XL | 4XL | 5XL |
| <input type="checkbox"/> size is available _____ Weeks | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) |

| Item # | Garment Description | Uniform Manufacturer of Garment Proposed | Weekly Rental Price Per Each Garment | Extended Price Per Employee (Unit Price multiplied by 260) |
|---|--|--|--|---|
| 13 | Shirts – Women’s style Long Sleeve 100% Cotton Fiber | Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers’ Full Garment Specification is attached to this proposal submittal including choice of color | \$ | \$ |
| | Required Colors: (Please check below) You must attach a color chart or fabric swatch for this item | | | |
| | <input type="checkbox"/> Blue <input type="checkbox"/> White | | | |
| | Availability by Size and Lead Time (Please indicate below) | | | |
| | S, M, L & XL | 2XL & 3 XL | 4XL | 5XL |
| <input type="checkbox"/> size is available _____ Weeks | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) |

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| Item # | Garment Description | Uniform Manufacturer of Garment Proposed | Weekly Rental Price Per Each Garment | Extended Price Per Employee (Unit Price multiplied by 260) |
|---|--|--|--|---|
| 14 | Shirts – Women’s style Short Sleeve 100% Cotton Fiber | Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers’ Full Garment Specification is attached to this proposal submittal including choice of color | \$ | \$ |
| | Required Colors: (Please check below) You must attach a color chart or fabric swatch for this item | | | |
| | <input type="checkbox"/> Blue <input type="checkbox"/> White | | | |
| | Availability by Size and Lead Time (Please indicate below) | | | |
| | S, M, L & XL | 2XL & 3 XL | 4XL | 5XL |
| <input type="checkbox"/> size is available _____ Weeks | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) |

| Item # | Garment Description | Uniform Manufacturer of Garment Proposed | Weekly Rental Price Per Each Garment | Extended Price Per Employee (Unit Price multiplied by 260) |
|---|--|--|--|---|
| 15 | Coveralls Synthetic Blend 65/35 | Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers’ Full Garment Specification is attached to this proposal submittal including choice of color | \$ | \$ |
| | Required Colors: (Please check below) You must attach a color chart or fabric swatch for this item | | | |
| | <input type="checkbox"/> Blue <input type="checkbox"/> White | | | |
| | Availability by Size and Lead Time (Please indicate below) | | | |
| | S, M, L & XL | 2XL & 3 XL | 4XL | 5XL |
| <input type="checkbox"/> size is available _____ Weeks | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) |

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| Item # | Garment Description | Uniform Manufacturer of Garment Proposed | Weekly Rental Price Per Each Garment | Extended Price Per Employee (Unit Price multiplied by 260) |
|---|--|--|--|---|
| 16 | Laboratory/Shop Coat Synthetic Blend 65/35 | Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers' Full Garment Specification is attached to this proposal submittal including choice of color | \$ | \$ |
| | Required Colors: (Please check below) You must attach a color chart or fabric swatch for this item | | | |
| | <input type="checkbox"/> White <input type="checkbox"/> Blue | | | |
| | Availability by Size and Lead Time (Please indicate below) | | | |
| | S, M, L & XL | 2XL & 3 XL | 4XL | 5XL |
| <input type="checkbox"/> size is available _____ Weeks | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) | <input type="checkbox"/> size is available _____ Weeks \$ _____ Additional Cost (Weekly Rental Price Per Each Garment) |

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Miscellaneous Rental Items:

For the purpose of submitting your price, please indicate:

- Weekly Unit price for each item under the “Weekly Rental Price’ column.
- Extended price which is the unit price of the item multiplied by estimated weekly quantity (stated in column header) under the “Extended Weekly Price”
i.e. Item #17 enter unit price multiplied by 225, item# 18 enter unit price multiplied by 4, etc.

| Item # | Description | Manufacturer of Towel Proposed | Weekly Rental Price Per Each Towel | Extended Weekly Price (Unit Price multiplied by 225) | |
|--------|-----------------------|--|------------------------------------|--|--|
| 17 | Towel, Full Size Bath | Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers' Full Specification is attached to this proposal submittal including choice of color | \$ | \$ | |
| | | Available Colors: (Please list all below) You must attach a color chart or fabric swatch for this item | | | |
| | | <input type="checkbox"/> White | | | |
| | | | | | |

| Item # | Description | Uniform Manufacturer of Wipe Proposed | Weekly Rental Price Per Each Bag of Wipes | Extended Weekly Price (Unit Price multiplied by 4) | |
|--------|-----------------------------|--|---|--|--|
| 18 | Bagged wipes/rags 18" x 18" | Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers' Full Specification is attached to this proposal submittal including choice of color | \$ | \$ | |
| | | Available Colors: (Please list all below) You must attach a color chart or fabric swatch for this item | | | |
| | | <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Red | | | |
| | | | | | |

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| Item # | Description | Uniform Manufacturer of Mat Proposed | Weekly Rental Price Per Each Mat | Extended Weekly Price (Unit Price multiplied by 1) | |
|-----------|-------------------------------|--|----------------------------------|--|--|
| 19 | Mat, Scraper Style 3' x 5' | Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers' Full Specification is attached to this proposal submittal including choice of color | \$ | \$ | |
| | | Available Colors: (Please list all below) You must attach a color chart or fabric swatch for this item | | | |
| | | <input type="checkbox"/> Black <input type="checkbox"/> Blue | | | |
| | | | | | |

| Item # | Description | Uniform Manufacturer of Mat Proposed | Weekly Rental Price Per Each Mat | Extended Weekly Price (Unit Price multiplied by 8) | |
|-----------|--------------|--|----------------------------------|--|--|
| 20 | Mat, 3' x 5' | Mfr: _____ <input type="checkbox"/> Yes, the Manufacturers' Full Specification is attached to this proposal submittal including choice of color | \$ | \$ | |
| | | Available Colors: (Please list all below) You must attach a color chart or fabric swatch for this item | | | |
| | | <input type="checkbox"/> Black <input type="checkbox"/> Blue | | | |
| | | | | | |

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Items to be purchased by District from Vendor and laundered as needed by vendor:

Each uniformed employees may be issued two jackets and two sets of coveralls which will be purchased by the District from the Vendor and laundered as needed.
 For the purpose of submitting your price, please indicate:

- Unit price for each garment under the "Purchase Price" column.
- Extended price which is the unit price of the garment multiplied by 126 (2 each x 63 employees) under the "Extended Price"
- Unit price for one (1) laundering of garment under "Launder Price" column
- Item #25 Extended Monthly Price for Laundering which is the launder price of the garment multiplied by 63 (1 each x 63 employees) under the "Extended Monthly Laundering Price" column
- Item #26 Extended Monthly Price for Laundering which is the launder price of the garment multiplied by 189 (3 each x 63 employees) under the "Extended Monthly Laundering Price" column

| Item # | Garment Description | Uniform Manufacturer of Proposed Garment | Purchase Price Per Each Garment | Extended Price (Unit Price multiplied by 126) |
|--|---|--|---------------------------------|---|
| 25 | Jacket, quilted lining, front zipper, 2 front pockets, 1 sleeve pocket. | Mfr: _____ | \$ | \$ |
| | | <input type="checkbox"/> Yes, the Manufacturers' Full Specification is attached to this proposal submittal including choice of color | Launder Price Per Each Garment | Extended Monthly Laundering Price (Unit Price multiplied by 63) |
| | | | \$ | \$ |
| Available Colors: (Please list all below) You must attach a color chart or fabric swatch for this item | | | | |
| <input type="checkbox"/> Blue | | | | |
| | | | | |
| | | | | |

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| Item # | Garment Description | Uniform Manufacturer of Proposed Garment | Purchase Price Per Each Garment | Extended Price (Unit Price multiplied by 126) |
|--|---------------------------|--|---------------------------------|--|
| 26 | Coverall, Synthetic blend | Mfr: _____ | \$ | \$ |
| | | <input type="checkbox"/> Yes, the Manufacturers' Full Specification is attached to this proposal submittal including choice of color | Launder Price Per Each Garment | Extended Monthly Laundering Price (Unit Price multiplied by 189) |
| | | | \$ | \$ |
| Available Colors: (Please list all below) You must attach a color chart or fabric swatch for this item | | | | |
| <input type="checkbox"/> Blue | | | | |
| | | | | |

Additional Fees:

List any additional fees not specifically listed in price schedule above, i.e. environmental, applicable taxes, etc. related to this proposal in the space below. Fuel surcharge fees will not be allowed. Fees not listed will not be allowed.

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Depreciation Replacement Schedule (Replacement due to District responsible damage or lost garment):

| # | Description | Cost To Replace a Garment That Was In Service 0-6 Months | Cost To Replace a Garment That Was In Service 6 Months and 1 Day to 12 Months. | Cost To Replace a Garment That Was In Service 12 Months and 1 Day to 18 Months. | Cost To Replace a Garment That Was In Service 18 Months and 1 Day Or More |
|----|---|--|--|---|---|
| 1 | Men's Pant Synthetic Blend | \$ | \$ | \$ | \$ |
| 2 | Men's Pant 100% Cotton Fiber | \$ | \$ | \$ | \$ |
| 3 | Men's Short Synthetic Blend | \$ | \$ | \$ | \$ |
| 4 | Women's Pant Synthetic Blend | \$ | \$ | \$ | \$ |
| 5 | Women's Pant 100% Cotton Fiber | \$ | \$ | \$ | \$ |
| 6 | Women's Short, Synthetic Blend | \$ | \$ | \$ | \$ |
| 7 | Shirt, Men's Style Long Sleeve Synthetic Blend | \$ | \$ | \$ | \$ |
| 8 | Shirt, Men's Style Short Sleeve Synthetic Blend | \$ | \$ | \$ | \$ |
| 9 | Shirt, Men's Style Long Sleeve 100% Cotton Fiber | \$ | \$ | \$ | \$ |
| 10 | Shirt, Men's Style Short Sleeve 100% Cotton Fiber | \$ | \$ | \$ | \$ |
| 11 | Shirt, Women's Style Long Sleeve Synthetic Blend | \$ | \$ | \$ | \$ |
| 12 | Shirt, Women's Style Short Sleeve Synthetic Blend | \$ | \$ | \$ | \$ |
| 13 | Shirt, Women's Style Long Sleeve 100% Cotton Fiber | \$ | \$ | \$ | \$ |
| 14 | Shirt, Women's Style Short Sleeve 100% Cotton Fiber | \$ | \$ | \$ | \$ |
| 15 | Coverall, Synthetic Blend | \$ | \$ | \$ | \$ |
| 16 | Laboratory/Shop Coat, Synthetic Blend | \$ | \$ | \$ | \$ |
| 17 | | \$ | \$ | \$ | \$ |
| 18 | | \$ | \$ | \$ | \$ |
| 19 | | \$ | \$ | \$ | \$ |
| 20 | | \$ | \$ | \$ | \$ |
| 21 | | \$ | \$ | \$ | \$ |
| 22 | | \$ | \$ | \$ | \$ |
| | | | | | |

>>>Continued on next page<<<

We have submitted one (1) original and four (4) copies of this bid submittal to the Las Virgenes Water District

We have provided a sample of the following with our proposal submittal:

- Sample invoice including an explanation of how to read it
- Garment identification tag including an explanation of how to read it
- Delivery Ticket
- Control Report
- Exception Report
- Color Samples
- Color Samples

Are all shirts available in the following sleeve lengths?

- Long 33"-34" Yes No, please explain: _____
- X-Long 35"-36" Yes No, please explain: _____
- XX-Long 37" Yes No, please explain: _____

How do you handle inventorying of larger size garments?

Vendor's Additional Comments: _____

>>>Continued on next page<<<

The undersigned states and declares as follows: that the proposer has carefully read and examined all of the Proposal Documents including exhibits and attachments; and that the proposer will comply with the proposal terms and conditions. The undersigned agrees to supply and deliver services/materials in strict conformity with the specifications and instructions enclosed with the Request for Proposals for the prices set forth above in this proposal price schedule.

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

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.

Proposer is required to submit One (1) original and four (4) copies of this proposal which include the following items:

- a. Sample Invoice
- b. Sample Garment Identification Tag including an explanation of how to read it
- c. Sample Delivery Control Ticket
- d. Sample Exception Report
- e. Color samples or fabric swatches of proposed garments
- f. Manufacturer’s Full Garment Specification for each item

The proposer’s authorized officer identified below hereby declares that the representations in this proposal 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 firm to this proposal.

Proposer:

Corporate Name of Proposer _____ Date

By: _____ Title: _____
Authorized Signature

Print Name _____ E-mail

Phone

Address _____ Fax

Las Virgenes Municipal Water District VENDOR SERVICE AGREEMENT—Uniform Services

As of Month XX, 2015, **Las Virgenes Municipal Water District** hereinafter called "District," and **Insert Vendor Name, Inc.**, hereinafter called "Vendor," agree as follows:

1. Purpose.

Under this Agreement, Vendor shall provide uniform services to District, located at 4232 Las Virgenes Road, Calabasas, California, in the prescribed manner, at the prescribed locations and times listed in attached hereto as Exhibit "A", Uniform Services Request for Proposal.

2. Delivery.

The Vendor shall, in good workmanlike and professional manner, furnish the uniform services described in Exhibit "A" for the duration of the contract period per the frequency schedule listed in Exhibit "A".

3. Consideration.

(a) The District shall pay Vendor for the services in the amounts stated on the Bid Form-Schedule submitted by Vendor and attached hereto as Exhibit "B".

(b) The District shall make one monthly payment to Vendor within thirty (30) days of receipt of the final properly prepared invoice submittal or delivery of services for each month, whichever is later. It is left to the Vendor's discretion to invoice weekly or monthly.

(c) The District may retain out of any amounts due the Vendor sums sufficient to cover any unpaid claims; provided, however, that sworn statements of said claims shall have been filed with the District.

(d) The District shall deduct from invoices and shall not pay the following:

(d1) Any charges attributable to work that have, in the opinion of the District representative, not been performed or have been improperly performed by the Vendor. Billing adjustments for this unsatisfactory service shall be permanent retention of 100% of the estimated monthly cost for work that is incomplete or deficient as stated herein.

(d2) Any claims for extra work unless the work was approved in writing in advance by the District representative.

4. Term.

This Agreement shall commence on the date above written, and shall continue until February 1, 2019, with two (2) possible one (1) year renewal options at the District's choosing. The District will notify Vendor of intent to renew or not at least 30 but no longer than 60 days prior to end of original contract term.

5. Specifications

The services shall be performed in accordance with the Exhibit "A" and the agreed upon exceptions noted in proposal documents submitted by Vendor on Exhibit "B".

6. Subcontracts.

The Vendor shall not subcontract or assign responsibility for performance of any portion of this Agreement without the prior written consent of the District.

7. Independent Contractor.

The Vendor is an independent contractor, and not an employee of District.

8. Indemnification.

Vendor shall defend, indemnify, and hold harmless District, its officers, employees and agents, from and against loss, injury, liability, or damages arising from any act or omission to act, including any negligent act or omission to act by Vendor or Vendor's officers, employees, or agents. Vendor's duty to indemnify and defend does not extend to the damages or liability caused by the District's sole negligence, active negligence, or willful misconduct.

9. Insurance.

(a) Vendor shall procure and maintain, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property arising from or in connection with the performance of the work hereunder by the Vendor, officers, agents, employees, or volunteers.

(b) Vendor shall provide the following coverage:

(1) Commercial general liability insurance written on an occurrence basis in the amount of \$2,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. The insurance policy shall be amended to provide the general aggregate limit shall apply separately to the work under this Agreement or the general aggregate shall be twice the required per occurrence limit.

(2) Automobile liability insurance insuring all owned, non-owned and hired automobiles, in the amount of \$1,000,000 combined single limit per accident for bodily injury and property damage.

(3) Workers' Compensation insurance as required by the Labor Code of the State of California with the statutory limits required by the Labor Code.

(4) Employer's liability insurance of at least \$1,000,000 per occurrence.

(c) The insurance policies required above shall be endorsed to contain the following specific provisions:

(1) Commercial general liability and automobile liability:

(i) District and its officers, employees, agents and volunteers are specifically named as additional insureds.

(ii) Vendor's insurance shall be primary insurance as respects

the District, its board members, officers, employees, agents and volunteers and any insurance or self-insurance maintained by District shall be in excess of Vendor's insurance and shall not contribute to it.

(iii) Any failure to comply with the claim reporting provisions of the policies or any breach of a policy warranty shall not affect coverage under the policy provided to District, its board members, officers, employees, agents and volunteers.

(iv) The policies shall contain a waiver of transfer rights of recovery ("waiver of subrogation") against District, its board members, officers, employees, agents and volunteers, for any claims arising out of the work of Vendor.

(v) The policies may provide coverage which contains deductible or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to District under such policies. Vendor shall be solely responsible for deductible and/or self-insured retention and District, at its option, may require Vendor to secure the payment of such deductible or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit. The insurance policies that contain deductibles or self-insured retentions in excess of \$25,000 per occurrence shall not be acceptable without the prior approval of District.

(vi) Prior to start of work under this Agreement, Vendor shall file with District evidence of insurance as required above from an insurer or insurers certifying to the required coverage.

(2) Each policy required in this section shall contain a policy cancellation clause that provides the policy shall not be canceled or otherwise terminated by the insurer or the Vendor or reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the District, Attention: Office Manager.

(d) Insurance required by this Agreement shall be placed with insurers licensed by the State of California to transact insurance business of the types required herein. Each insurer shall have a current Best Insurance Guide rating of not less than A: VII unless prior approval is secured from the District as to the use of such insurer.

10. Damages.

All damages incurred to District facilities by the Vendor's operation shall be repaired or replaced at the Vendor's expense. Repairs will be performed by the District or contractor of its choice and the Vendor shall reimburse the District for the value of the repair.

11. Changes in Work.

The District representative and/or his designee may prescribe, in writing, a modification of requirements or of methods of work; or in the quantity of character or the work to be furnished. In the event conditions develop which, in the opinion of service provider, make strict compliance with these contract specifications impractical, service provider shall submit to the District representative for his/her consideration and approval or disapproval, a written request for modification of requirements of the work. This request shall set forth in detail, the reasons why the specified requirements are

considered impractical and service provider's proposal for any alternate that will relieve this alleged impracticality.

If such changes increase or diminish the quantity or amount of work to be done, they shall not constitute the basis for a claim for damages or anticipated profits on the work that may be dispensed with; provided that as such changes or alterations render useless any work already done or materials already furnished or used in the work, the District representative shall make reasonable allowance therefore, which action shall be binding upon both parties. Should any contract item be deleted in its entirety, payment will be made only for actual costs incurred prior to notification of such deletion.

Should the District need to increase or decrease the work, regardless of the change, all changes made to the contract documents, whether it be character of the work or quantity of the work, must be agreed upon, in writing, by both District representative and service provider and implemented with a change order. If no prices are named in the contract to cover such changes or alterations, the cost of such changes shall be determined by agreement between the District representative and the service provider. If an agreement cannot be reached, such changes shall be covered as hereinafter provided for as extra work

12. Extra Work.

Any extra work performed hereunder shall be subject to all of the provisions of the contract and service provider's sureties shall be bound with reference thereto as under the original contract.

Extra work and material will ordinarily be paid for at a lump sum or unit price agreed on in writing by the District representative and service provider before the extra work shall be ordered.

13. Temporary Suspension of Work.

The District shall have the authority to suspend the work wholly or in part, for such period as the District deems necessary, due to unsuitable weather or to such other conditions as are considered unfavorable for the suitable prosecution of the work. The service provider shall immediately comply with the written order of the District to suspend the work wholly or in part, and shall not resume the work until ordered to do so in writing by the District.

In the event that a suspension of work is ordered because of failure on the part of the service provider to carry out orders given or to perform any provisions of the work, such suspension of work shall not relieve the service provider of its responsibility to complete the work within the time limits set forth in the contract documents, and shall not be considered cause for extension of the time for completion, and further, such suspension of Work shall not entitle the service provider to any additional compensation.

14. Disputes.

Should any dispute arise respecting the true value of any work done, of any work omitted, or of any extra work which service provider may be required to do, or respecting the size of any payment to service provider during the performance of this contract, said dispute shall be decided by the District representative which shall be final.

15. Termination for Breach.

If the service provider willfully violates any of the conditions or covenants of the contract documents, including refusal or failure to prosecute the work or any separable part thereof with diligence and in accordance with the schedule specified by the contract documents, or if the service provider should be adjudged as bankrupt, or if service provider should make a general assignment for the benefit of service provider's creditors, or if a receiver should be appointed on account of service provider's insolvency, or the service provider should violate any of the provisions of this contract, the District may serve written notice upon the service provider and service provider's surety of the District's intention to terminate this contract. This notice of intent to terminate shall contain the reasons for such intention to terminate this contract, and a statement to the effect that the service provider's right to perform this contract shall cease and terminate upon the expiration of ten (10) days unless such violations have ceased and arrangements satisfactory to the District have been made for correction of said violations

16. Termination for Convenience.

The District may terminate performance of the work called for by the contract documents in whole or, from time to time, in part, if the District determines that a termination is in the District's best interest.

The service provider shall terminate all or any part of the work upon delivery to the service provider of a notice of termination specifying that the termination is for the convenience of the District, the extent of termination, and the effective date of such termination.

After receipt of notice of termination, and except as directed by the District representative, the service provider shall, regardless of any delay in determining or adjusting any amounts due under this Termination for Convenience clause, immediately stop work as specified in the notice.

17. Miscellaneous.

(a) The waiver by either party of any breach of this agreement shall not bar the other party from enforcing any subsequent breach thereof.

(b) Notices shall be deemed received when deposited in the U. S. Mail with postage prepaid and registered or certified addressed as follows unless advising in writing to the contrary:

Las Virgenes Municipal
Water District
ATTN: *District Contact*
4232 Las Virgenes Road
Calabasas, CA 91302

[Vendor name]

ATTN:
[address]
[city, state, zip]

(f) If an action at law or in equity is brought to enforce this agreement, the prevailing party shall be entitled to reasonable attorney fees and costs.

(g) This Agreement represents the entire understanding of District and Vendor as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing, signed by both parties.

(h) This Agreement shall be interpreted and construed under, and the rights of the parties will be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereby have caused this Agreement to be executed the date first above written.

APPROVED:
[District]

APPROVED:
[Vendor]

By: _____

By: _____

David Pedersen, General Manager

[Print Name & Title]

Approved as to Form:

By: _____

District Counsel



October 27, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Resource Conservation & Public Outreach

Subject: Modifications to Customer Information System for Budget-Based Rates

SUMMARY:

The transition to budget-based rates involves significant re-programming of the District's Customer Information System (CIS) by the software vendor, Advanced Utility Systems (AUS). The key modifications include the addition of water budget formulas for different customer classes, calculation of water budgets for each customer, retrieval of evapotranspiration data from an external source and new billing statement calculations.

Staff obtained the attached proposed Statement of Work from AUS to complete the programming changes in the estimated amount \$45,500. The work includes testing and monitoring of the system after the changes have been completed.

Separately, staff is working with AUS staff on billing format changes as a result of budget-based rates and expects to obtain a Statement of Work to accommodate those changes shortly. Board approval for the billing format changes will be recommended if the cost of the work exceeds the General Manager's approval authority.

RECOMMENDATION(S):

Authorize the General Manager to execute the Statement of Work by Advanced Utility Systems, in the amount \$45,500, for re-programming of the Customer Information System for implementation of budget-based rates.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

Sufficient funds are available in the adopted Fiscal Year 2015-16 Budget for this work. The programming changes qualify for reimbursement under the Proposition 84 grant awarded to the District for implementation of budget-based rates.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared By: Carlos G. Reyes, Director of Resource Conservation and Public Outreach

ATTACHMENTS:

[AUS Statement of Work](#)

**ADVANCED
UTILITY SYSTEMS**

a Division of N. Harris Computer Corporation

2235 Sheppard Ave East, Suite 1400

Toronto ON M2J 5B5

Phone (416) 496-0149

Fax (416) 496-3910

Statement of Work

Las Virgenes Municipal Water District

SOW ID: **Budget Billing**

Date of distribution: September 22, 2015

Distribution: **Advanced Utility Systems**
Geoff Northcote
Tanika Naccarato

Las Virgenes Municipal Water District
Andrew Spear



Statement of Work

Las Virgenes Municipal Water District

Advanced Utility Systems (Advanced) is pleased to provide the following quotation for providing Professional Services to the Las Virgenes Municipal Water District (Las Virgenes).

This Statement of Work (SOW) is valid for 30 calendar days from the date of issue and supersedes any previous offers related to services outlined below.

Introduction / purpose

The primary purpose of this SOW is to transition to Budget based billing.

Objectives / deliverables

The services to be provided, under this SOW are as follows:

- Conduct discovery and analysis session to define requirements
- Configure and Populate system with climate zone values
- Create Billing factors for each zone in Billing factor control tables
- Create import process using Advanced Interface Manager to import daily ETo's to billing factor tables
- Modify existing formulaproc functions to calculate indoor and outdoor budgets and store in budget table
- Modify billing formulas to reflect new billing calculation
- Testing and Consultation
- Migration to Production
- Post-Live monitoring



Costs & time requirements*

The costs related to successfully completing the SOW is estimated to be \$45,500.00 USD.

The time required to successfully complete the SOW is estimated at 260 hours, charged at a rate of \$175.00 per hour.

| | |
|---|----------------|
| Discovery and Analysis | 20 hrs |
| Data Update | 10 hrs |
| Creation of Billing factors and Multipliers | 5 hrs |
| Modifications to budget formulaproc functions | 40 hrs |
| Creation of billing formulas | 40 hrs |
| Rate modifications | 35 hrs |
| Testing and QA | 60 hrs |
| Creation of AIM interface for import of ETo factors | 50 hrs |
| TOTAL | 260 hrs |



Terms & conditions

Payment terms

A deposit of 50% of the overall SOW is required at the time of signing.

The balance of the SOW will be invoiced monthly on the basis of actual hours of work, rounded-up to the nearest one (1) hour, to the completion of the objectives/deliverables.

Conditions

The following assumptions have been made to complete the necessary details within this SOW

- Advanced, under this SOW, will lead and perform the required activities to implement this SOW;
- The requested changes and the hours quoted only include the stated development work. In the event the scope changes and additional development work is required additional hours will be required.
- This SOW will be invoiced monthly on the basis of actual hours of work, rounded-up to the nearest one (1) hour, to the completion of the objectives/deliverables;
- If advised by Advanced, Client will complete a refresh of their TEST environment prior to the commencement of work under this SOW;
- Client is responsible to test the outcome of the changes and ensure that Advanced is promptly advised of any changes that may be required;
- If expenses are incurred by Advanced to provide services outlined in this statement of work, Advanced staff will be using a meal per diem of \$55 per weekday, and \$110 per weekend day or holiday which will be billed to Client, and will not be required to submit receipts. All other expenses will continue to be billed on actual-basis (i.e., airfare, hotel, car rental, fuel, mileage, travel time etc.), and will be required to submit receipts;
- The hours provided within this SOW are estimates only; Client will be advised if the hours are to exceed the estimate above. Additional work will be charged at the above noted hourly rate and in minimum increments of one (1) hour for all SOWs;
- Specified hourly rate pertains only to work performed during Advanced's regular business hours. If desired by Client, Advanced may execute a portion of this SOW during extended, weekend or holiday hours at a premium hourly rate of \$350.
- Notice of cancellation of work under this SOW must be received in writing. In addition to the non-refundable 50% deposit, Client is responsible for the payment of any/all hours utilized above the 50% threshold, which will be invoiced.
- Except as amended by this SOW, the Master Agreement shall continue unamended in full force and effect. Each party hereto agrees, acknowledges and confirms that, except to give meaning and effect to the amendments set forth in this SOW, the Master Agreement remains in full force and effect, are hereby

[4]

Las Virgenes Municipal Water District
Reference ID: AT5789



ratified and confirmed in all respects and are binding upon the parties thereto and their successors and permitted assigns. Each party hereto confirms and agrees that this SOW does not constitute a waiver of any breach of any term, representation, warranty or condition of the Master Agreement on the part of the other party.

Escalation Process

Several processes may trigger the escalation process, including issue tracking, contract management, and risk management. This process assumes that prior attempts have been made to resolve the item and the appropriate parties cannot reach a resolution.

When an item is escalated, the appropriate participants are notified via formal communication (email, fax, or registered mail), which includes a summary of the concern/issue and the analysis of each party's position. The participants must be provided with sufficient time, to review the analysis and concerns prior to scheduling any resolution meetings.

The levels of escalation and the participants in each level include:

1. Engagement Resource (Technical Specialist, Implementation Specialist, Application Consultant)
2. Engagement Manager (Project Manager)
3. Engagement Sponsor (Manager of Client Services)

Standard of care/warranty disclaimer

The standard of care applicable to the Professional Consulting / Information Technology (PC/IT) services arising under this SOW will be the degree of skill and diligence normally employed by PC/IT consultants performing the same or similar services. No further warranty of guaranty, expressed or implied, is made with respect to the services furnished hereunder and all implied warranties are hereby disclaimed including the warranty of merchantability and fitness for a particular purpose.



Authorization

Estimated cost of SOW: \$45,500.00 USD _____

Accepted by (signature): _____

Name (please print): _____

Date: _____



October 27, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject: Greater Los Angeles County IRWMP: Updated Memorandum of Understanding

SUMMARY:

Since 2006, the District has participated on the Leadership Committee for the Greater Los Angeles County Region Integrated Regional Water Management Plan (IRWMP) effort. At its last meeting, the Leadership Committee approved the attached updated Memorandum of Understanding (MOU) describing the purpose and goals of the IRWMP and the functions and terms of participation on the Leadership Committee. Staff recommends that the Board authorize the General Manager to execute the updated MOU to allow the District to continue its formal participation in the IRWMP effort.

RECOMMENDATION(S):

Authorize the General Manager to execute the Memorandum of Understanding between the District and other members of the Greater Los Angeles County Integrated Regional Water Management Plan (IRWMP) Leadership Committee for the purpose of developing, administering, updating, and implementing the Greater Los Angeles County IRWMP.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

FINANCIAL IMPACT:

There is no financial impact associated with this action.

DISCUSSION:

The Greater Los Angeles County IRWMP effort is part of a statewide program to take a collaborative, regional approach to manage all aspects of water resources. The IRWMP process includes consideration to develop and conserve water supplies, improve water quality, and enhance aquatic habitat. The first version of the Greater Los Angeles County IRWMP was completed in mid-2006 and adopted on December 13, 2006. Several updates have been adopted since that time.

In the greater Los Angeles County area, the IRWMP effort is administered by a Leadership Committee consisting of key stakeholders representing five watershed areas (Lower San Gabriel, North Santa Monica Bay, South Bay, Upper Los Angeles, and Upper San Gabriel) and five water management areas (groundwater, open space, sanitation, stormwater, and surface water). Since 2006, the District has participated as a member of the Leadership Committee, representing the North Santa Monica Bay Watershed.

Participation on the Leadership Committee is guided by an MOU that describes the purpose and goals of the

IRWMP and the functions and terms of participation on the Leadership Committee. Any public agency may participate on the Leadership Committee informally as an ex officio member, but voting privileges are limited to signatories of the MOU. The District is a signatory to an existing MOU for participation on the Leadership Committee, and the General Manager serves as the Chair of the North Santa Monica Bay Sub-Region.

Although the existing MOU does not expire until December 31, 2017, the Leadership Committee identified a number of updates that were required prior to its expiration. Most notably, the Los Angeles Gateway Integrated Regional Water Management Joint Powers Authority expressed an interest in joining the Greater Los Angeles Region's IRWMP effort and becoming a signatory to the MOU. Additionally, several clarifications were required for the *Guidelines for the Operation of the Regional Water Management Group and Steering Committees*, which is included as Exhibit B to the updated MOU.

GOALS:

Provide Safe and Quality Water with Reliable Services

Prepared By: David W. Pedersen, General Manager

ATTACHMENTS:

[Updated Memorandum of Understanding](#)

**Memorandum of Understanding for
Integrated Regional Water Management Planning and
Implementation for the
Greater Los Angeles County Region**

This Memorandum of Understanding for Integrated Regional Water Management Planning and Implementation ("**MOU**") is dated _____ ("**Effective Date**") and is between the signatories to this MOU, each of which is referred to individually as a "**Party**" and collectively as the "**Parties**."

The Parties are each local agencies or non-profit organizations involved with regional water management issues in the Greater Los Angeles County ("**GLAC**") area shown on Exhibit A (the "**GLAC Region**").

It is in the best interests of the Parties and the GLAC Region that the Parties' shared water resources are responsibly managed, protected, and conserved to the extent feasible.

Pursuant to the Integrated Regional Water Management Planning Act of 2002, Division 6, Part 2.2 of the California Water Code (the "**Act**"), several of the Parties entered into a Memorandum of Understanding in 2008 ("**2008 MOU**"), which was renewed in 2012 ("**2012 MOU**"). The purpose of those memoranda of understanding was to formally establish a governance structure called the "Leadership Committee" to coordinate and share information concerning water resources management planning programs and projects and other information for grant funding and Integrated Regional Water Management Plan ("**IRWMP**") implementation.

The 2012 MOU established that the Leadership Committee would become the Regional Water Management Group ("**RWMG**") for the GLAC Region, in accordance with the Act. The 2012 MOU will expire on December 31, 2017.

The Parties intend by this MOU to continue the RWMG, provide procedures for adding and replacing members of the RWMG, and to develop, administer, update, and implement an IRWMP for the GLAC Region.

The Parties therefore agree as follows:

SECTION 1. PURPOSES AND GOALS

The Parties desire to coordinate and share information concerning water resources management planning programs and projects and other information for grant funding and IRWMP implementation, and to improve and maintain overall communication among the Parties. It is anticipated that coordination and information sharing among the Parties will assist the Parties in achieving their respective missions and contribute to the overall well-being of the GLAC Region.

SECTION 2. JOINT PLANNING FOR PROJECTS AND PROGRAMS

2.1 Projects and Programs:

The Parties intend to coordinate and collaborate to develop and implement projects and programs. The Parties recognize that coordinated projects can achieve greater benefits than single purpose projects. Applicable projects and programs include, but are not limited to, the following:

2.1.1 An IRWMP for the GLAC Region; and

2.1.2 Solicitation of external funding for implementation of the IRWMP for the GLAC Region.

2.2 Formation of the RWMG. The Parties hereby re-establish and continue the RWMG pursuant to California Water Code section 10539.

2.3 Governance and Operations of the RWMG. The RWMG is also known as the "Leadership Committee" and is composed of the Parties. The RWMG's procedures are set forth in the *Guidelines for the Operation of the Regional Water Management Group and Steering Committees for the Greater Los Angeles County Region Integrated Regional Water Management Plan ("Operating Guidelines")* attached as Exhibit B. The Operating Guidelines serve as the basis for the RWMG's decision-making process, and will be reviewed by the RWMG as necessary and may be amended by vote of the RWMG according to the voting procedure set forth in the Operating Guidelines. The Operating Guidelines must be consistent with this MOU, and are void to the extent they are in conflict with this MOU.

2.4 New Parties: Any non-Party may become a member of the RWMG and a Party to this MOU upon the following conditions:

2.4.1 The prospective member is a public agency or non-profit organization that has a role in water supply or water management and is approved as a member according to the procedures set forth in the Operating Guidelines (as that term is defined above); and

2.4.2 The prospective member formally approves and duly executes and agrees to be bound by this MOU; and

2.4.3 The prospective member is approved by a majority vote of the Leadership Committee.

2.5 Membership Requirement and Notification: When a non-Party entity is voted to be a member of the RWMG, that member-elect must approve and sign this MOU within 90 days after election in order to be formally seated on the RWMG. Upon the member-elect's approval of this MOU, the member-elect will automatically become a Party under this MOU, and may replace an outgoing Party in accordance with the Operating Guidelines. Exhibit C to this MOU will be changed to add the new Party and to delete

the outgoing Party, if any. Exhibit C will be made public on the RWMG's website, and the Chair of the Leadership Committee shall cause a written notice of the Party change to be mailed to all Parties within 10 business days after the change. The addition of (or replacement of a Party by) a new member-elect will be made through this procedure and does not require an amendment to this MOU.

2.6 Preparation and Adoption of the IRWMP

2.6.1 The RWMG will facilitate the development and implementation of the IRWMP for the GLAC IRWM Region.

2.6.2 The Parties each hereby adopt and approve the IRWMP. The Parties also hereby adopt and approve any updated IRWMP that is approved by the RWMG according to the procedures set forth in the Operating Guidelines.

2.7 Endorsement by Other Entities. The Parties should encourage other entities to adopt resolutions endorsing the GLAC IRWM Region's IRWMP. Endorsements do not obligate entities beyond the demonstration of support for regional water management cooperation. Entities endorsing the GLAC IRWM Region's IRWMP will not be members of the RWMG or Parties unless they are added to the MOU in accordance with Section 2.

SECTION 3. GENERAL PROVISIONS

3.1 Term: This MOU will become effective on approval of a majority of the Parties and will expire on December 31, 2020.

3.2 Construction of Terms: This MOU is for the sole benefit of the Parties and does not grant rights to any non-Party or impose obligations on a Party in favor of any non-Party.

3.3 Good Faith: Each Party shall use reasonable efforts and work in good faith for the expeditious completion of the purposes and goals of this MOU and the satisfactory performance of its terms.

3.4 Governing Law: This MOU is made under and will be governed by the laws of the State of California.

3.5 Execution: This MOU may be executed in counterparts and the signed counterparts will constitute a single instrument. The signatories to this MOU represent that they have the authority to bind their respective Party to this MOU.

3.6 Termination: This MOU may be terminated by mutual written agreement of a majority of the Parties. Any Party may terminate its participation in this MOU upon 60 days' written notice to the remaining Parties. When a Party is no longer a member of the RWMG, that Party's participation in this MOU automatically terminates. Termination of a Party pursuant to this provision does not prevent that terminated party from endorsing the IRWMP.

3.7 Administration: The Chair of the Leadership Committee will be responsible for the ongoing administration of this MOU.

3.8 Financial Commitment: Neither the signing of this MOU nor the adoption by the governing boards of the Parties commits any Party to any financial obligation.

3.9 Severability: The provisions of this MOU are severable, and the invalidity, illegality or unenforceability of any provision of this MOU will not affect the validity or enforceability of any other provisions. If any provision of this MOU is found to be invalid, illegal, or unenforceable, the Parties shall endeavor to modify that clause in a manner which gives effect to the intent of the Parties in entering into this MOU.

3.10 Amendments: This MOU may be amended or modified only by written mutual consent of all Parties that are members of the RWMG at the time of the amendment or modification. No waiver of any term or condition of this MOU or any Party will be a continuing waiver.

3.11 Supersession: This MOU supersedes and replaces the 2008 MOU and the 2012 MOU, both of which are of no further force or effect.

3.12 Notice:

3.12.1 Any correspondence, communication or contact concerning this MOU must be directed to the Parties at the name and address listed in Exhibit C. The Parties agree to timely inform the Chair of the Leadership Committee of any changes needed in the name or address of their respective representatives. After such a change is made pursuant to the Operating Guidelines, the Chair will provide all Parties with an updated copy of Exhibit C. The Chair shall ensure that a current version of Exhibit C is posted to the RWMG's website.

3.12.2 Notice will be deemed as given upon personal delivery, receipt of e-mail, receipt of fax confirmation, or five days after deposit in U.S. Mail, first-class postage, prepaid, and addressed as set forth above.

The Parties are signing this Memorandum of Understanding as of the dates opposite their respective signatures.

[Signatures appear on following pages.]

IN WITNESS WHEREOF, the PARTIES have executed this Memorandum of Understanding as of the dates opposite their respective signatures.

Leadership Committee:

LOS ANGELES COUNTY FLOOD CONTROL DISTRICT,
a body corporate and politic

Date: _____

By: _____

GAIL FARBER
Chief Engineer
Chair

ATTEST:

APPROVED AS TO FORM:

MARY C. WICKHAM
Interim County Counsel

By: _____

Deputy

Lower San Gabriel and Lower Los Angeles
Rivers Sub-Regional Steering Committee:

**LOS ANGELES GATEWAY INTEGRATED
REGIONAL WATER MANAGEMENT
JOINT POWERS AUTHORITY**

Date: _____

By: _____

CHRISTOPHER CASH
Chair

ATTEST:

APPROVED AS TO FORM:

By: _____

Lower San Gabriel and Lower Los Angeles
River Sub-Regional Steering Committee:

**RIVERS AND MOUNTAINS
CONSERVANCY**

Date: _____

By: _____
MARK STANLEY
Executive Officer

ATTEST:

APPROVED AS TO FORM:

By: _____

Lower San Gabriel and Lower Los Angeles
River Sub-Regional Steering Committee:

**WATER REPLENISHMENT DISTRICT OF
SOUTHERN CALIFORNIA**

Date: _____

By: _____

ROBB WHITAKER
General Manager

APPROVED AS TO FORM:

By: _____

H. FRANCISCO LEAL
Attorney

North Santa Monica Bay Sub-Regional
Steering Committee:

**LAS VIRGENES MUNICIPAL WATER
DISTRICT**

Date: _____

By: _____

DAVID W. PEDERSEN
General Manager

ATTEST:

APPROVED AS TO FORM:

By: _____

WAYNE K. LEMIEUX
Attorney

North Santa Monica Bay Sub-Regional
Steering Committee:

CITY OF MALIBU

Date: _____

By: _____

JIM THORSEN
City Manager

ATTEST:

LISA POPE
City Clerk

APPROVED AS TO FORM:

By: _____
CHRISTI HOGIN
City Attorney

North Santa Monica Bay Sub-Regional
Steering Committee:

CITY OF WESTLAKE VILLAGE

Date: _____

By: _____

RAYMOND B. TAYLOR
City Manager

ATTEST:

APPROVED AS TO FORM:

By: _____

North Santa Monica Bay Sub-Regional
Steering Committee:

CITY OF CALABASAS

Date: _____

By: _____

ANTHONY COROLLES
City Manager

ATTEST:

APPROVED AS TO FORM:

By: _____

South Bay Sub-Regional Steering
Committee:

**WEST BASIN MUNICIPAL WATER
DISTRICT**

Date: _____

By: _____

RICHARD NAGEL
General Manager

ATTEST:

APPROVED AS TO FORM:

By: _____

STEVEN O'NEILL
Counsel

South Bay Sub-Regional Steering
Committee:

CITY OF TORRANCE

Date: _____

By: _____

ROBERT J. BESTE
Director of Public Works

ATTEST:

APPROVED AS TO FORM:

By: _____

JOHN L. FELLOWS III
City Attorney

South Bay Sub-Regional Steering
Committee:

CITY OF SANTA MONICA

Date: _____ By: _____

ATTEST:

APPROVED AS TO FORM:

By: _____

Upper Los Angeles River Sub-Regional
Steering Committee:

**CITY OF LOS ANGELES DEPARTMENT
OF WATER AND POWER**

Date: _____

By: _____

MARCIE EDWARDS
General Manager

ATTEST:

BARBARA E. MOSCHOS
Secretary

APPROVED AS TO FORM:

By: _____
EDUARDO A. ANGELES
Senior Assistant City Attorney

Upper Los Angeles River Sub-Regional
Steering Committee:

COUNCIL FOR WATERSHED HEALTH

Date: _____

By: _____

BELINDA FAUSTINOS
Executive Director

Upper San Gabriel River and Rio Hondo
River Regional Steering Committee:

**MAIN SAN GABRIEL BASIN
WATERMASTER**

Date: _____

By: _____

ANTHONY C. ZAMPIELLO
Executive Officer

Upper San Gabriel River and Rio Hondo
River Sub-Regional Steering Committee:

**SAN GABRIEL BASIN WATER QUALITY
AUTHORITY**

Date: _____

By: _____
KENNETH R. MANNING
Executive Officer

ATTEST:

APPROVED AS TO FORM:

By: _____

Water Management Area
Groundwater Representative:

**RAYMOND BASIN MANAGEMENT
BOARD**

Dated: _____

By: _____

ANTHONY C. ZAMPIELLO
Executive Officer

Water Management Area
Open Space Representative:

**SANTA MONICA BAY RESTORATION
COMMISSION**

Dated: _____

By: _____

TOM FORD
Executive Officer

ATTEST:

APPROVED AS TO FORM:

By: _____

Water Management Area Sanitation
Representative:

**COUNTY SANITATION DISTRICT NO. 2
OF LOS ANGELES COUNTY**

Dated: _____ By: _____

ATTEST:

APPROVED AS TO FORM:

By: _____

Water Management Area Sanitation
Representative:

**CITY OF LOS ANGELES
BUREAU OF SANITATION**

Dated: _____

By: _____

ENRIQUE ZALDIVAR
Director

ATTEST:

JUNE LAGMAY
City Clerk

APPROVED AS TO FORM:

By: _____
JOHN A. CARVALHO
Assistant City Attorney

Water Management Area
Surface Water Representative:

**THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA**

Dated: _____

By: _____

JEFFREY KIGHTLINGER
General Manager

APPROVED AS TO FORM:

Dated: _____

By: _____

MARCIA L. SCULLY
General Counsel

Exhibit A

Greater Los Angeles County IRWMP Region and its Five Sub-Regions



Exhibit B

**Guidelines for the Operation of the
Regional Water Management Group and Steering Committees of the
Greater Los Angeles County Region
Integrated Regional Water Management Plan
October 2015**

**Guidelines for the Operation of the
Regional Water Management Group and Steering Committees of the
Greater Los Angeles County Region
Integrated Regional Water Management Plan
October 2015**

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I. Introduction

a. The intent of the Greater Los Angeles County (**GLAC**) Region (**Region**) Integrated Regional Water Management (**IRWM**) program is to encourage integrated regional strategies for the management of water resources, and to provide funding, through competitive grants, for projects that protect communities from drought, improve water reliability, protect and improve water quality, and improve local water security by reducing dependence on imported water.

b. The IRWM's Regional Water Management Group (**RWVG**) is composed of the parties (**Parties**) to the Memorandum of Understanding for Integrated Regional Water Management Planning and Implementation for the Greater Los Angeles County Region (**MOU**). Among the goals of the RWVG is the development of an IRWM Plan (**IRWMP**) and solicitation of funding for implementation of that IRWMP.

c. The decision-making structure for the RWVG consists of a region-wide decision-making body known as the **Leadership Committee**, and five geographically-based sub-regional **Steering Committees**.

d. Each Steering Committee consists of representatives from each sub-region's local agencies and organizations involved in water management and related topics. The five sub-regions are: North Santa Monica Bay, South Bay, Upper Los Angeles River, Upper San Gabriel River and Rio Hondo River, and Lower San Gabriel and Lower Los Angeles Rivers, as shown on Attachment A.

e. The Leadership Committee consists of 16 regular members and their alternates, as follows:

1. The Los Angeles County Flood Control District, which will sit as the Chair of the Leadership Committee,
2. The Chair and Vice-Chair of each Steering Committee and their alternates; and
3. Five **Water Management Area** representatives, one for each Water Management Area, and their alternates.

f. The five Water Management Areas are:

1. Surface Water,
2. Groundwater,
3. Sanitation,
4. Stormwater, and
5. Open Space.

II. Sub-Regional Steering Committees

Each of the five sub-regions of the Region's IRWM planning area will be guided by a Steering Committee consisting of representatives of local agencies or organizations involved in local water management and related topics. To the extent feasible, the formation and composition of each Steering Committee will be consistent with the following:

a. Formation

1. Each member entity should have experience with at least one of the following Water Management Areas: groundwater, surface water, storm water, sanitation, and open space.
2. Each Steering Committee should strive to include at least one city and at least one member entity with experience in each Water Management Area.
3. Entities wishing to join a Steering Committee must submit a written request to the Steering Committee Chair. The written request will be presented to the Steering Committee for deliberation and a vote. A majority vote of the Steering Committee is required to add an entity to the Steering Committee.
4. Each member entity will designate a primary and secondary representative to represent it on the Steering Committee. Each representative will serve at the pleasure of the appointing member entity.
5. It is desirable, but not required, that the primary and secondary representative designated by each member entity should be representative of that entity's executive level.
6. Each Steering Committee member shall have one vote. The presence of a simple majority of the Steering Committee members at any meeting of the Steering Committee constitutes a quorum for the purposes of conducting business. The affirmative vote of a majority of those Steering Committee members present and voting is required for all decisions and recommendations of the Steering Committee.
7. The members of each Steering Committee will elect from among themselves a Chair of the Steering Committee. The Chair will serve at the pleasure of the Steering Committee and will serve on the Leadership Committee. The term of each Steering Committee Chair will be reviewed every 3 years on a staggered basis, as illustrated in the table below.
8. The members of each Steering Committee will elect from among themselves a Vice-Chair to preside over meetings of the Steering Committee in the absence of the Chair. The Vice-Chair will serve at the pleasure of the Steering Committee and will serve on the Leadership Committee. The term of each Steering

Committee Vice-Chair will be reviewed every 3 years on a staggered basis, as illustrated in the table below.

9. Each Steering Committee may select up to two member entities to serve as alternates to the Chair or Vice-Chair on the Leadership Committee with voting rights only in the absence of the Chair or Vice-Chair. Each alternate may vote in place of only one absent regular member (i.e. if the Chair and Vice-Chair are both absent from a Leadership Committee meeting, each alternate may vote on behalf of only one of those regular members). If two alternates are selected, the Steering Committee shall designate one as the first alternate and one as the second alternate for purposes of determining voting priority. The selection process for the alternates will be established by each Steering Committee.

10. Any member entity holding the position of the Chair, Vice-Chair, or alternates must become a signatory to the MOU within 90 days after being elected to the position of Chair, Vice-Chair, or alternate, if they have not already done so. If a member entity fails to become a signatory within 90 days, then the Steering Committee may elect a new member to assume the position of Chair, Vice-Chair, or if applicable, alternate.

11. Each Steering Committee will nominate one representative for each Water Management Area, without geographic consideration, for consideration to serve on the Leadership Committee. The term of each Water Management Area representative will be reviewed every 3 years on a staggered basis, as illustrated in the table below.

12. Each Steering Committee may establish a membership size limitation.

13. A Steering Committee may request a member entity replace its representative for failure to participate.

14. Steering Committees may adopt additional rules for their formation and participation, but those rules must not conflict with these Guidelines for the Operation of the Regional Water Management Group and Steering Committees for the Greater Los Angeles County Region Integrated Regional Water Management Plan (**Operating Guidelines**).

b. **Roles and Responsibilities.** The Steering Committees will have the following roles and responsibilities:

1. Represent the interests of the sub-region.
2. Meet monthly or as required to accomplish their purpose in developing the IRWMP, evaluating proposed projects and conducting necessary business. The Steering Committee Chair may call meetings as needed.

3. Establish, as necessary, subcommittees charged with studying, investigating and soliciting information that will advance the development, implementation and administration of the IRWMP and/or other areas of business. Subcommittees will be subject to the oversight of the Steering Committee and no recommendation or finding of a subcommittee will be binding upon the Steering Committee. Subcommittee size and composition will be determined by the Steering Committee, and subcommittee members may be selected from any representative of any Steering Committee member entity or organization, or any appropriate stakeholder.

4. Identify reliable and long-term funding for the implementation of the IRWMP and the projects described in the IRWMP from sources, including local, state and federal funding, and consider pursuing funds from these sources. Steering Committee members will also lend individual support to efforts to apply for and procure such funds, to the extent that each entity is able. Steering Committee members may also choose to contribute funds to support any and all phases of the work to be performed for development and implementation of the IRWMP.

5. Prepare periodic reports to its member agencies, organizations and stakeholders describing the progress toward targets and objectives of the IRWMP.

6. Share to the extent not otherwise prohibited by law, privilege, or previous lawful agreement, all information required to develop, prepare, implement and administer and submit documents for the IRWMP, including monitoring data, Computer Assisted Drawing and Design and Geographic Information Systems or other electronic data. Such sharing shall be subject to any applicable license agreements or other restrictions. All data shared among the entities shall be provided "as is" and without warranties as to accuracy or as to any other characteristics, whether expressed or implied. The intent of this data-sharing provision is to facilitate the development, implementation and administration of the IRWMP, and not to authorize use of this data for tasks unrelated to the IRWMP, unless deemed appropriate by the Steering Committee.

7. Adopt fiscal procedures as necessary to administer funds that may be received for purposes of development, administration and/or implementation of the IRWMP.

8. To the extent feasible, make all meetings of each Steering Committee open to the public and post meeting notices on a designated website.

9. Provide outreach to local entities and communities to ensure adequate input from all stakeholders.

10. Maintain a sub-regional project list and ensure that the Leadership Committee's master list of projects is current.

11. Maintain a list of sub-regional goals and priorities as appropriate.

12. Identify and sponsor sub-regional planning studies as needed.

13. Work with the Leadership Committee to update and implement the IRWMP as required.

14. Participate in the Leadership Committee.

III. Leadership Committee

a. Formation

1. The Leadership Committee will consist of the Los Angeles County Flood Control District, the Chairs and Vice-Chairs of each of the five Steering Committees, and five additional members representing each of five Water Management Areas. Each of these sixteen members will have one vote on the Leadership Committee. Alternate members may vote in place of their regular member only in the event that their regular member is absent during a vote.

2. According to the schedule below, each Steering Committee will nominate a member entity to fill each of the five Water Management Area positions on the Leadership Committee. These nominations will be reviewed by and subject to a majority vote of Steering Committee Chairs and Vice-Chairs and the Chair of the Leadership Committee.

3. The Steering Committee Chairs and Vice-Chairs and the Chair of the Leadership Committee may also select another member entity to serve as an alternate to each Water Management Area member with voting rights only in the absence of the regular Water Management Area member. Alternates must be selected from among the nominations submitted by each Steering Committee.

4. Any member entity holding a Water Management Area position must become a signatory to the MOU within 90 days after being elected to that position, if they have not already done so. If a member entity fails to become a signatory within 90 days, then that entity's position may be filled using the procedures described in Section III.a.2-3 above.

5. Each member entity holding a Water Management Area position will designate a primary and secondary representative to represent it on the Leadership Committee. In the event that a representative is unable to continue serve during its term, then the designating Party will select a replacement to fulfill the remainder of the term. All representatives must be approved by the Leadership Committee and must meet the minimum qualifications for Water Management Area Representatives set forth in Attachment B.

6. The Los Angeles County Flood Control District will serve as Chair of the Leadership Committee, at the pleasure of the Leadership Committee, and

will be represented by the Chief Engineer of the Los Angeles County Flood Control District or his/her designee.

7. In addition to any additional reviews deemed necessary by the Leadership and/or Steering Committees, all Leadership Committee member terms will be reviewed every 3 years on a staggered basis as follows: Each sub-region will review the Chair and Vice-Chair Steering Committee positions for its sub-region every 3 years as illustrated in the table below. The Chair of the Leadership Committee and Chairs and Vice-Chairs of the Steering Committees will review the Water Management Area positions every 3 years as illustrated in the table below. If possible, the entity selected to represent each Water Management Area should be selected from a different sub-region every 3 years. Each Steering Committee will nominate a representative to fill the Water Management Area position. These nominations will be reviewed by and subject to a majority vote of Steering Committee Chairs and Vice-Chairs, and the Leadership Committee Chair for consideration and appointment. Leadership Committee members may serve consecutive terms.

| Position | Year | | | | | | | | | |
|----------------------|------|----|----|----|----|----|----|----|----|------------|
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| Chair | | x | | | x | | | x | | etc |
| Vice-Chair | x | | | x | | | x | | | etc |
| <u>WMA</u> | | | | | | | | | | |
| Surface Water | | | x | | | x | | | x | etc |
| Sanitation | | | x | | | x | | | x | etc |
| Groundwater | | | x | | | x | | | x | etc |
| Stormwater | | | x | | | x | | | x | etc |
| Open Space | | | x | | | x | | | x | etc |

8. Each entity serving as a member of the Leadership Committee must become a signatory to the MOU. Any Leadership Committee member that withdraws from the Leadership Committee in writing or consistently fails to participate (as deemed by majority vote of the Leadership Committee) effectively withdraws its agency from the Leadership Committee and the MOU. The withdrawn member will be replaced on the Leadership Committee through the processes described in these Operating Guidelines.

9. The presence of a simple majority of the Leadership Committee members at any meeting of the Leadership Committee will constitute a quorum for the purposes of conducting business. The affirmative vote of a majority of those Leadership Committee members present and voting is required for all decisions and recommendations of the Leadership Committee.

10. No member entity may serve on the Leadership Committee in more than one position.

b. **Roles and Responsibilities.** The Leadership Committee will have the following roles and responsibilities:

1. Meet monthly or as required to accomplish its purpose in developing the IRWMP and conduct necessary business. The Leadership Committee Chair may call meetings as needed.
2. Establish, as necessary, subcommittees charged with studying, investigating and soliciting information that will advance the development, administration, and implementation of the IRWMP. The subcommittees will be subject to the oversight of the Leadership Committee, and no recommendation or finding of a subcommittee will be binding upon the Leadership Committee. Subcommittee size and composition will be determined by the Leadership Committee, and subcommittee members may be selected from any representative of the various Steering Committee entities or any appropriate stakeholder.
3. Identify and pursue funding as needed for the development and administration of the IRWMP. The Leadership Committee will be responsible for determining the amount of contributions necessary for administration of the IRWMP. Leadership Committee representatives will communicate to their respective Steering Committees the amount of funding needed and will pursue commitments for contributions from Steering Committee members and other stakeholders.
4. Identify and pursue reliable and long-term funding for the implementation of the IRWMP and the projects described in the IRWMP from sources including local, state and federal.
5. Prepare periodic reports for the Steering Committees and stakeholders describing the progress of the development, administration and implementation of the IRWMP.
6. Share (to the extent not otherwise prohibited by law, privilege, or previous lawful agreement) all information required to develop, prepare, implement and administer and submit documents for the IRWMP, including monitoring data, Computer Assisted Drawing and Design and Geographic Information Systems or other electronic data. Such sharing shall be subject to any applicable license agreements or other restrictions. All data shared among the Parties shall be provided "as is" and without warranties as to accuracy or as to any other characteristics, whether expressed or implied. The intent of this data-sharing provision is to facilitate the development, implementation and administration of the IRWMP, and not to authorize use of this data for tasks unrelated to the IRWMP, unless deemed appropriate by the Leadership Committee.
7. Adopt, as necessary, fiscal procedures to administer funds that may be received for purposes of development, administration and/or implementation of the IRWMP.

8. Establish a project evaluation framework that is consistent across the Region for the purpose of quantifying project benefits to allow for the categorization and prioritization of proposed projects based on the Water Management Areas and consistency with the IRWMP.

9. Facilitate the adoption of the IRWMP by those entities within the Region with responsibility for one or more Water Management Areas.

10. To the extent feasible, make all meetings of the Leadership Committee open to the public and post meeting notices on a designated website.

11. Provide regional oversight to the Greater Los Angeles County Region IRWMP.

12. Track regional progress towards the Greater Los Angeles County Region IRWMP targets achieved through IRWM funded projects.

13. Act as liaison between the State of California (**State**) and the Steering Committees.

14. Represent the Region's needs to the State.

15. Provide a balance for sub-regional interests.

16. Provide regional outreach related to the Greater Los Angeles County Region IRWMP.

17. Periodically update the Greater Los Angeles County Region IRWMP.

IV. Guidelines for Transparency. The following guidelines have been established to enable participation in the planning effort by all stakeholders and to ensure transparency in decision-making by the Leadership Committee:

a. The Leadership Committee will prepare and circulate agendas in advance of its meetings. The Steering Committees will have an opportunity to discuss those agendas prior to the Leadership Committee meetings when possible.

b. Minutes from Leadership Committee meetings will be posted on the website and distributed to stakeholders with key action items such that subsequent interested parties can review and understand the recommendations and actions.

V. Guidelines for Funding Contributions

a. The Leadership Committee will determine the budget for ongoing IRWMP operations (funding target). Such operations include but are not limited to consultant support, administrative expenses, special studies, direct costs, etc.

b. The budget shall be determined for multiple years so as to provide participating entities planning information for their own budgetary purposes.

c. All Steering Committees are expected to contribute equitably to the funding target. The Chair and Vice-Chair of each Steering Committee will be responsible for outreach to Steering Committee members and stakeholders in order to obtain the necessary contributions.

d. All Leadership Committee and Steering Committee members will be expected to contribute towards the funding target established by the Leadership Committee based on their ability to pay. Leadership Committee and Steering Committee members are also expected to assist in outreaching to local entities for funding contributions.

e. If extenuating circumstances prevent a Steering Committee from raising its portion of the funding target, the Chair and Vice Chair of the Steering Committee may appeal in writing to the Leadership Committee for an exception to the funding target, explaining their extenuating circumstances.

f. The Leadership Committee and Steering Committees will seek planning grants and other sources of funding as available to offset the amount of Steering Committee member contributions or contributions from other entities.

Attachment A

Map of the GLAC Region's IRWM Planning Area and its Five Sub-Regions



Attachment B

Water Management Area Representative Minimum Qualifications

| Greater Los Angeles County Integrated Regional Water Management Region | | |
|---|------------------------------------|---|
| Water Management Area (WMA) Representation Minimum Requirements | | |
| WMA | Minimum Years Of Experience | Description |
| Groundwater | Five + | <ul style="list-style-type: none"> • Experience in one of the following groundwater areas: remediation, supply, management and/or storage. • Educational background or equivalent work experience in engineering, natural sciences, land use management, conservation, or other water resource-related field. • Must not have competing or conflicting groundwater interests within or outside of the Greater L.A. Region. |
| Open Space | Five + | <ul style="list-style-type: none"> • Experience with habitat, open space and/or recreational issues at a regional level (i.e. across municipal jurisdictions and watershed boundaries). • Educational background or equivalent work experience in natural sciences, land use management, conservation, or other water resource-related field. • Familiar with the agencies and organizations involved in habitat/open space issues in the LA Region who are likely to be project proponents, land owners or permittees of projects. |
| Sanitation | Five + | <ul style="list-style-type: none"> • Experience in local or regional agency that provides wastewater collection, treatment, recycling and/or disposal services. • Education background and work experience in science, engineering, waste management or related fields. |
| Stormwater | Five + | <ul style="list-style-type: none"> • Experience in overseeing/managing stormwater pollution abatement projects and knowledge in stormwater programs in multi-watersheds as defined in the Greater Los Angeles Region IRWMP. • Educational background or work experience in engineering, environmental science, biology, chemistry, toxicology, microbiology, urban planning or closely related field. • Sound knowledge of NPDES Stormwater Permit and TMDL issues as related to the region. • Experience in taking a major role in regional NPDES stormwater permit and TMDL compliance efforts involving multiple jurisdictions. • Ability to provide a regional perspective on stormwater and water quality issues. |

| Greater Los Angeles County Integrated Regional Water Management Region Water Management Area (WMA) Representation Minimum Requirements | | |
|---|--------|--|
| Surface Water | Five + | <ul style="list-style-type: none"> • Expertise in the planning, design and construction, financing, and operations of water works facilities which includes storage reservoirs, transmission and distribution systems, pumping plants, water treatment, water conservation, and system optimization particularly as it effects power usage. • Educational background or work experience in engineering, urban planning, environmental studies or related fields. • Sound knowledge of existing and emerging regulations, as well as environmental matters and familiarity with California water law and regulations. • Knowledgeable of the roles of federal, state and local governmental agencies involved in either the regulation of or the operation of water supply facilities, as well as familiarity with key nongovernmental agencies that influence the operations of water systems. • Experience in the acquisition of water rights. |
| General Minimum Qualifications for all WMA Representatives <ul style="list-style-type: none"> • Familiar with the Region’s IRWMP, its decision making structure, the committee members, goals and targets, and specific issues, challenges and potential solutions related to the specific WMA on a regional scale. • Must be able to represent regional interests in the Greater Los Angeles County Region. • Must be able to attend and participate in Leadership Committee meetings. | | |

Exhibit C
Parties to the MOU and Current Party Representatives
(Effective XX/XX/2015)

CHAIR OF LEADERSHIP COMMITTEE

Los Angeles County Flood Control District
 Ms. Gail Farber
 900 South Fremont
 Alhambra, CA 91803

SUB-REGIONAL STEERING COMMITTEES

Lower San Gabriel and Lower Los Angeles Rivers

| | |
|------------|--|
| Chair | Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority Mr. Christopher Cash 16401 Paramount Blvd. Paramount, CA 90723 |
| Vice Chair | Rivers and Mountains Conservancy Mr. Mark Stanley 100 North Old San Gabriel Canyon Road Azusa, CA 91702 |

North Santa Monica Bay

| | |
|------------|---|
| Chair | Las Virgenes Municipal Water District Mr. David W. Pedersen 4232 Las Virgenes Road Calabasas, CA 91302 |
| Vice Chair | City of Malibu Ms. Barbara Cameron 23825 Stuart Ranch Road Malibu, CA 90265 |

South Bay

| | |
|------------|--|
| Chair | West Basin Municipal Water District Mr. Richard Nagel 17140 South Avalon Boulevard, Suite 210 Carson CA 90746 |
| Vice Chair | City of Torrance Mr. Rob Beste 20500 Madrona Avenue Torrance, CA 90503 |

Upper Los Angeles River

| | |
|------------|--|
| Chair | City of Los Angeles Department of Water and Power Mr. Dave Pettijohn 111 North Hope Street, Room 1460 Los Angeles, CA 90012 |
| Vice Chair | Council for Watershed Health Ms. Belinda Faustinos 700 North Alameda Street Los Angeles, CA 90012 |

Upper San Gabriel River and Rio Hondo River

| | |
|------------|---|
| Chair | Main San Gabriel Basin Watermaster Ms. Kelly Gardner 725 North Azusa Avenue Azusa, CA 91702 |
| Vice Chair | San Gabriel Basin Water Quality Authority Mr. Randy Schoellerman 1720 West Cameron Avenue, Suite 100 West Covina, CA 91790 |

WATER MANAGEMENT AREA REPRESENTATIVES

| | |
|----------------------|--|
| Groundwater | Raymond Basin Management Board Mr. Tony Zampielo 725 North Azusa Avenue Azusa, CA 91702 |
| Open Space | Santa Monica Bay Restoration Commission Mr. Tom Ford 320 West 4th Street, Suite 200 Los Angeles, CA 90013 |
| Sanitation | County Sanitation District No. 2 of Los Angeles County Ms. Grace Robinson Hyde 1955 Workman Mill Road Whittier, CA 90601 |
| Stormwater | City of Los Angeles, Bureau of Sanitation Mr. Shahram Kharaghani 2714 Media Center Drive Los Angeles, CA 90065 |
| Surface Water | The Metropolitan Water District of Southern California Mr. Jeffrey Kightlinger 700 North Alameda Street Los Angeles, CA 90012 |

ALTERNATES

Leadership Committee

| | |
|--------------------|--|
| Alternate to Chair | Los Angeles County Flood Control District Gary Hildebrand |
|--------------------|--|

Lower San Gabriel and Lower Los Angeles Rivers

| | |
|---|--|
| First Alternate to Lower San Gabriel and Los Angeles Rivers Chair | Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority Ms. Grace Kast 16401 Paramount Blvd. Paramount, CA 90723 |
|---|--|

| | |
|--|---|
| Second Alternate to Lower San Gabriel And Los Angeles Rivers Chair | Water Replenishment District of Southern California Ms. Esther Rojas 4040 Paramount Blvd. Lakewood, CA 90712 |
|--|---|

| | |
|---|--|
| Alternate to Rivers and Mountains Conservancy Lower San Gabriel and Los Angeles Rivers Vice-Chair | Rivers and Mountains Conservancy Ms. Marybeth Vergara 100 North Old San Gabriel Canyon Road Azusa, CA 91702 |
|---|--|

North Santa Monica Bay

| | |
|--|--|
| First Alternate to North Santa Monica Bay Steering Committee | City of Westlake Village Mr. Joe Bellomo 31200 Oak Crest Drive Westlake Village, CA 91361 |
|--|--|

| | |
|---|--|
| Second Alternate to North Santa Monica Bay Steering Committee | City of Calabasas Mr. Alex Farassati 100 Civic Center Way Calabasas, CA 91302 |
|---|--|

South Bay

| | |
|--|---|
| Alternate to West Basin Municipal Water District South Bay Chair | West Basin Municipal Water District Ms. Leighanne Kirk 17140 South Avalon Boulevard, Suite 210 Carson CA 90746 |
|--|---|

| | |
|--|--|
| Alternate to City of Torrance South Bay Vice-Chair | City of Santa Monica Mr. Neal Shapiro 1685 Main Street Santa Monica, CA 90401 |
|--|--|

Upper Los Angeles River

Alternate to City of Los Angeles
Department of Water and Power
Upper Los Angeles River Chair

City of Los Angeles Department of Water and Power
Mr. Andy Niknafs
111 North Hope Street, Room 1460
Los Angeles, CA 90012

Alternate to Council for
Watershed Health
Upper Los Angeles River Vice-
Chair

Council for Watershed Health
Mr. Chris Solek
700 North Alameda Street
Los Angeles, CA 90012

Open Space

Alternate to Santa Monica Bay
Restoration Commission
Open Space Chair

Santa Monica Bay Restoration Commission
Mr. Guangyu Wong
320 West 4th Street, Suite 200
Los Angeles, CA 90013

Sanitation

Alternate to Sanitation Districts of
Los Angeles County
Sanitation Chair

Sanitation Districts of Los Angeles County of Los Angeles
Ms. Sharon Green
1955 Workman Mill Road
Whittier, CA 90601

Stormwater

Alternate to City of Los Angeles
Bureau of Sanitation Chair

City of Los Angeles Bureau of Sanitation
Mr. Wing Tam
2714 Media Center Drive
Los Angeles, CA 90065

Surface Water

Alternate to Metropolitan Water
District
of Southern California
Surface Water Chair

Metropolitan Water District Of Southern California
Ms. Grace Chan
700 North Alameda Street
Los Angeles, CA 90001



October 27, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

Subject: Potable Water System Rehabilitation - Triunfo and Waterside Pressure Reducing Stations: Final Acceptance

SUMMARY:

On July 14, 2015, the Board awarded a contract to A. Bates G.C., Inc., in the amount of \$88,900, for the rehabilitation of the Triunfo and Waterside Pressure Reducing Stations. The work has now been completed, and there are no outstanding issues to prevent acceptance of the project. One change order was administratively approved for \$3,131.

RECOMMENDATION(S):

Approve execution of a Notice of Completion by the Secretary of the Board and have the same recorded, and in the absence of claims from subcontractors and others, release the retention in the amount of \$4,601.55 30-calendar days after filing the Notice of Completion for the Potable Water System Rehabilitation - Triunfo and Waterside Pressure Reducing Stations Project.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

Sufficient funds are available in the adopted Fiscal Year 2015-16 Budget for the project.

The final construction costs are summarized below:

Original Construction Contract: \$88,900.00

Change Orders: \$3,131.00

Final Contract Amount: \$92,031.00

DISCUSSION:

Change Order No.1 (copy attached), in the amount of \$3,131, was administratively approved by the General Manager for additional welding time and parts to remove, fabricate and replace existing piping and flanges, as well as additional parts required due to field conditions that differed from those specified in the original plans.

GOALS:

Provide Safe and Quality Water with Reliable Services

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

ATTACHMENTS:

[Notice of Completion](#)

[Change Order No. 1](#)

AND WHEN RECORDED MAIL TO

Name
Street
Address
City &
State
Zip

SPACE ABOVE THIS LINE FOR RECORDER'S USE

T 420 LEGAL (9-94)

Notice of Completion

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the undersigned is _____ (NAME).
3. The full address of the undersigned is _____

 (NUMBER AND STREET, CITY, STATE, ZIP).
4. The nature of the title of the undersigned is _____
 (E.G., owner in fee OR vendee under contract of purchase OR lessee OR OTHER APPROPRIATE DESIGNATION).
5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| Names | Addresses |
|-------|-----------|
| _____ | _____ |
| _____ | _____ |
6. The names of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work of improvement herein referred to are (OR IF NO TRANSFER WAS MADE, INSERT THE WORD "none"):

| Names | Addresses |
|-------|-----------|
| _____ | _____ |
| _____ | _____ |
7. A work of improvement on the property hereinafter described was completed on _____ (DATE).
8. The name of the original contractor, if any, for the work of improvement was _____
 (NAME OF CONTRACTOR, OR IF NO CONTRACTOR FOR THE WORK OF IMPROVEMENT AS A WHOLE, INSERT THE WORD "none"). [IF NOTICE COVERS COMPLETION OF CONTRACT FOR ONLY PART OF THE WORK OF IMPROVEMENT, ADD: The kind of work done or material furnished was _____
 (GIVE GENERAL STATEMENT, E.G., furnishing of concrete for sidewalks].
9. The property on which the work of improvement was completed is in the City of _____, County of _____, State of California, and is described as follows: _____

 (set forth description of jobsite sufficient for identification, using legal description if possible).
10. The street address of the said property is _____
 (NUMBER AND STREET, OR, IF THERE IS NO OFFICIAL STREET ADDRESS, INSERT THE WORD "none".)

Dated: _____, _____ Las Virgenes Municipal Water District

(SIGNATURE)

(TYPED NAME)

VERIFICATION

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

Executed at _____, California, this _____ day of _____,
 _____ (SIGNATURE)

DO NOT RECORD

Recommended Procedure in the Preparation of a Notice of Completion

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

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

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

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

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

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

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

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

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

**NOTICE
OF COMPLETION**

CHICAGO TITLE COMPANY



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

CHICAGO TITLE COMPANY





4232 Las Virgenes Road
Calabasas, California 91302-1994

CONTRACT CHANGE ORDER

No. 1

Project: Potable Water System Rehabilitation – Triunfo and Waterside Pressure Reducing Stations

Contractor A. Bates G.C.

Date: 10/9/15

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 | Calendar Days |
|---|---|-------------------|---------------|
| 1 | Provide and Install (2) two new pipe stands one each at Triunfo and Waterside locations, field epoxy as required. | \$1,242.75 | 3 |
| 2 | Waterside Location: Provide and install (1) one new welded 90 and (2) two new field welded flanges and schedule 40 steel pipe. | \$782.75 | 0 |
| 4 | Triunfo Location: Provide and install (2) two new field welded 90's and 4" pipe, (4) four field welded flanges, and also provide new 4" flange field welded on existing angle valve discharge line. | \$842.75 | 0 |
| 5 | Triunfo Location: Due to existing class 300 flange provide and install (1) one 4" class 150 field welded flange and (1) one 8" field welded flange. | \$262.75 | 0 |
| | TOTAL | \$3,131.00 | 3 |

INCREASES
TOTAL AT AGREED PRICES OR FORCE ACCOUNT **\$ 3,131.00**
DECREASES

Contract Change Order No. 1 Project No. 10590.1880.505

Date 10/9/2015

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

INCREASES

| Item | Description | Quantity | Unit Price | Total |
|-----------------|-------------|----------|------------|------------|
| TOTAL INCREASES | | | | \$/A _____ |

DECREASES

| Item | Description | Quantity | Unit Price | Total |
|-----------------|-------------|----------|------------|----------|
| TOTAL DECREASES | | | | \$ _____ |

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

INCREASE

TOTAL COST OF THIS CHANGE ORDER \$ 3,131.00

DECREASE

It is agreed 3 consecutive calendar days extension of time will be allowed by reason of this change.

Recommended by

Departmental Approval

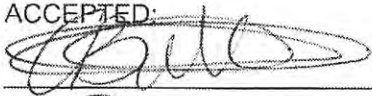


Eric Maple, P.E.
Associate Engineer

David R. Lippman
Director of Facilities and Operations

ACCEPTED:

APPROVED:



Las Virgenes Municipal Water District

By: President A. Bates

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

Date: 10/12/2015

Date: 10/14/15

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



October 27, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject: Records Management and Library Services: Contract Amendment

SUMMARY:

Since 2008, the District has contracted with Ictus Consulting, LLC, for records management and library services. The existing contract with Ictus for these services expired on September 30, 2015. Staff recommends execution of a contract amendment, in the amount of \$33,400, to continue the services through June 30, 2016.

RECOMMENDATION(S):

Authorize the General Manager to execute a contract amendment with Ictus Consulting, LLC, in the amount of \$33,400, for continuation of records management and library services through June 30, 2016.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

Sufficient funds are available in the adopted Fiscal Year 2015-16 Budget for the contract amendment.

DISCUSSION:

Ictus Consulting, LLC, has provided the District with records management and library services since September 2008. The firm's representative provides excellent service to the District and has extensive experience with public agency records management and library services. Over the years, Ictus has provided similar services to Metropolitan Water District of Southern California and Los Angeles Department of Water and Power.

On June 23, 2009, the Board approved a one-year professional services agreement with Ictus, in the amount of \$42,000, with five one-year renewal options. As of September 30, 2015, the term of the agreement expired. Staff proposes to amend the agreement with Ictus, in the amount of \$33,400, to extend the term through June 30, 2016. In the meantime, staff plans to prepare and circulate a request for proposals for the services to ensure that the District continues to receive the best value.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared By: Josie Guzman, Executive Assistant/Clerk of the Board



October 27, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

Subject: Fiscal Year 2015-16 Vehicle Replacement Program: Award

SUMMARY:

Staff annually evaluates vehicles for replacement based on high mileage, vehicle service history, reliability, and overall appearance. For the 2015-16 Vehicle Replacement Program, staff recommends the purchase of two new extended cab 1/2-ton trucks and three 3/4-ton utility service trucks, one with a service rack. Additionally, staff recommends declaring five vehicles and two utility carts as surplus equipment for auction.

RECOMMENDATION(S):

Authorize the General Manager to approve purchase orders to Paradise Chevrolet of Ventura for two Chevrolet 1500 extended cab trucks, in the amount of \$52,017.60, and Fritts Ford of Riverside for three Ford F-250 utility body service trucks, one with a service rack, in the amount of \$96,769.20; and declare five vehicles and two utility carts as surplus equipment for auction.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

Sufficient funds are available in the approved Fiscal Year 2015-16 Budget for the vehicle purchases. The total purchase amount the five vehicles is \$148,786.80.

DISCUSSION:

On May 11, 2010, the Board authorized staff to obtain quotes from local dealerships for vehicle purchases in lieu of following a formal bid process. The quotation process has reduced vehicle delivery time and bid advertising costs, while providing competitive bids and vehicles meeting all District required specifications.

Staff contacted eight different fleet dealerships and received five quotes for vehicles included in the Fiscal Year 2015-16 Vehicle Replacement Program. All dealerships had four weeks to supply the District with quotes. Paradise Chevrolet of Ventura provided the lowest bid for the two 1/2-ton extended cab trucks and Fritts Ford of Riverside provided the lowest bids for the three 3/4-ton utility service trucks, one of which requires a service rack.

The lowest bids were as follows:

2015 3/4-ton cab and chassis truck with utility body:

| | |
|--------------------------|-------------|
| Fritts Ford of Riverside | \$31,929.40 |
|--------------------------|-------------|

2015 3/4-ton cab and chassis truck with utility body and service rack:

Fritts Ford of Riverside \$32,910.40

2015 1/2-ton extended cab pick-up truck with 6-foot bed:

Paradise Chevrolet of Ventura \$26,008.80

Attached for reference is a Bid Summary and List of Proposed Surplus Vehicles.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared By: Darrell Johnson, Facilities Maintenance Supervisor

ATTACHMENTS:

[Bid Summary](#)

[List of Proposed Surplus Vehicles](#)

Fiscal Year 2015-16 Vehicle Replacement Program

Bid Summary

Vehicle purchases for 2015-16 includes 3-³/₄ Ton utility service trucks and 2-¹/₂ Ton extended cab trucks. The Quotes received for the new vehicle purchases are as follows:

Dealership Bids

Paradise Chevrolet

¾ Ton Utility Service Trucks: \$33,504.00

¾ Ton Utility Service Truck with Lumber Rack: \$33,804.00

½ Ton Trucks: \$26,008.80

Fritts Ford

¾ Ton Utility Service Trucks: \$31,929.40

¾ Ton Utility Service Truck with Lumber Rack: \$32,910.40

½ Ton Trucks: \$31,847.65

Thorson GMC

¾ Ton Utility Service Trucks: \$37,763.08

¾ Ton Utility Service Truck with Lumber Rack: \$38,733.18

½ Ton Trucks: \$27,329.60

Vista Ford Woodland Hills:

¾ Ton Utility Service Trucks: \$34,350.95

¾ Ton Utility Service Trucks with Lumber Rack: \$34,350.95

½ Ton Trucks: \$28,390.00

William Morris Chevrolet: No Bids Provided

¾ Ton Utility Service Trucks: \$36,779.90

¾ Ton Utility Service Trucks with Lumber Rack: \$37,784.88

½ Ton Trucks: \$29,080.14

Galpin Ford: No Bid Provided

Simi Valley GMC: No Bid Provided

Thousand Oaks Chevrolet: No Bid Provided

Fiscal Year 2015-16 Vehicle Replacement Program**List of Proposed Surplus Vehicles**

Vehicle 129, 1989 Chevrolet 3500 Dully Service body Vin# 1GBHC34N6KE176420 Lic# 263426 Mileage 40390.0

Vehicle 823, 1999 Ford Explorer Vin# 1FMYU22X2XUCO3399 Lic# 1031363 Mileage 86161.0

Vehicle 850, Ford Explorer Vin# 1FMYU60E01UC70681 Lic# 1086221 Mileage 87075.0

Vehicle 860, 2003 Ford F250 Service body Vin# 1FTNF20LX3EB18056 Lic# 1152406 Mileage N/A

Vehicle 865, 2005 Chevrolet 1500 Pickup Vin# 1GCEC14V05E174668 Lic# 1143374 Mileage 159777.0

Vehicle 302, 2002 Taylor Dunn Elec. Cart Ser# 154101

Vehicle 700, 2002 Taylor Dunn Elec. Cart Ser# 154102



October 27, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

Subject: Backbone Improvements Program Westlake Filtration Plant Expansion and Pump Station Upgrade Project: Request for Proposals for Construction Management

SUMMARY:

Staff recommends contracting for construction management services required for the Westlake Filtration Plant Expansion and Pump Station Upgrade Project due to the complexity of the work. The services would augment inspection and contract administration services to be provided by District staff. This approach would allow staff to effectively oversee the construction work, while maintaining flexibility to manage other on-going projects.

RECOMMENDATION(S):

Approve the issuance of a Request for Proposals for construction management services required for the Westlake Filtration Plant Expansion and Pump Station Upgrade Project.

FISCAL IMPACT:

No

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

There is no financial impact associated with the issuance of a Request for Proposals.

DISCUSSION:

The District proposes to solicit proposals for professional construction management services to provide routine administrative work, technical assistance, site observation, and construction coordination for the Westlake Filtration Plant Expansion and Pump Station Upgrade Project. The services would compliment inspection and contract administration work to be handled by District staff. As proposed, District staff would be responsible for coordinating services rendered by the contractor with consultants, filter plant staff, the City of Westlake Village staff, local homeowners, and representatives of the State Water Resources Control Board, Division of Drinking Water.

Following is the proposed schedule for the Request for Proposals:

| | |
|--|----------------------------|
| Approval of Request for Proposals | October 27, 2015 |
| Pre-proposal Meeting (not required) | If requested by consultant |
| Proposal Due Date (3:00 p.m.) | November 18, 2015 |
| Review Proposals (week of) | November 23, 2015 |
| Acceptance of Proposal (Board meeting) | December 8, 2015 |

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:

[Request for Proposals](#)



REQUEST FOR PROPOSALS
FOR

WESTLAKE FILTRATION PLANT EXPANSION
AND
WESTLAKE PUMP STATION UPGRADE

Construction Management Services

PROPOSALS DUE November 18, 2015 at 3:00 p.m.

LAS VIRGENES MUNICIPAL WATER DISTRICT
4232 LAS VIRGENES ROAD
CALABASAS CA 91302
818.251.2100

October 2015

REQUEST FOR PROPOSALS
Las Virgenes Municipal Water District

TABLE OF CONTENTS

- I. Introduction
- II. Background Information
- III. Scope of Work
- IV. Outside Services Provided by District
- V. Minimum Consultant Qualifications
- VI. Proposal Requirements
- VII. Evaluation Criteria
- VIII. RFP Schedule

ATTACHMENTS (COMPACT DISK)

- Agreement for Professional Services
- Plans and Specifications for the Westlake Filtration Plant Expansion and Westlake Pump Station Upgrade
- MSO Technologies, Inc. Proposal for design and construction phase services

I. INTRODUCTION

The Las Virgenes Municipal Water District invites your firm to submit a proposal to provide engineering services during construction of the Westlake Filtration Plant and Westlake Pump Station Upgrade Project. Engineering services during construction will include:

- Construction Management, Administration and on-site observations

A scope of work is included to assist you in the preparation of your proposal. Failure to submit information in accordance with the requirements in this Request for Proposal (RFP) may be cause for disqualification.

Firms may request (not required) a meeting before the proposal deadline by contacting the Project Manager, Eric Maple, P.E. at 818-251-2147 or via email at EMaple@LVMWD.com.

You may direct any questions regarding this Request for Proposal to Eric Maple at the contact info noted above.

II. BACKGROUND INFORMATION

The Las Virgenes Municipal Water District (LVMWD) is a special district established in 1958. The service area encompasses 122-square miles in western Los Angeles County and includes the incorporated cities of Hidden Hills, Calabasas, Agoura Hills and Westlake Village, as well as unincorporated areas. The District provides potable water, recycled water and wastewater service to a population of approximately 65,000. Triunfo Sanitation District (TSD) within Ventura County is a joint venture partner with LVMWD in wastewater and recycled water service.

The Westlake Filtration Plant Expansion and Westlake Pump Station Upgrade Project is an integral part of the 1235-ft. Backbone Improvements Program. The program will improve the overall transmission, storage, pumping and filtration capacity of the District's backbone water system. The improvements are required to meet both current and future demands and emergency supply needs to provide reliable service to the District's customers as outlined in the 2007 Potable Water Master Plan and the 2009 Backbone Improvements Alternatives Study.

The scope of work for the Westlake Filtration Plant Expansion and Westlake Pump Station Upgrade Project consists of work at each separate facility. At the Westlake Filtration Plant, work includes the installation of two additional filters to increase its capacity from 15 to 18 MGD, as well as piping, electrical, pump, and other associated work. Reference the attached plans and specifications.

At the Westlake Pump Station, aging natural gas engines will be replaced with new premium-efficiency electrical motors that can support pumping of 18 MGD and allow greater utilization of the Las Virgenes Reservoir and the recently constructed Torchwood Tank. Work also includes the removal and replacement of Filtered Water Pump No.2, and the removal and replacement of the outside fuel tank with a diesel powered emergency generator.

Below is a brief timeline of work on the project to date:

- February 25, 2014 – The Board approved the Request for Proposals for the design
- July 8, 2014 – The Board accepted the proposals from HDR and MSO to do the design
- September 29, 2015 – The Board approved the bidding phase of the project

The Westlake Filtration Plant Expansion and Westlake Pump Station Upgrade project is being bid as one project; however, construction bidders have the option to bid on work on just the filter plant or pump station, or both sites. The District will award the construction contract to the lowest combined price, which includes the possibility of two different contractors. Firms submitting proposals should include the scope and services for either situation (one or two general contractors).

Project bidding information can be found by going to www.LVMWD.com/ebidboard and following the link to the project on Ebidboard's website which contains plan holders, and the same plans and specifications files that are included with this Request for Proposal.

III. SCOPE OF WORK

The consultant will provide project management through the construction phase. The scope includes providing day-to-day administrative, technical, budget management, site observation, and coordination for the project to meet scope, schedule, and budget objectives.

- Administration
 - Hosting progress meetings, generating meeting minutes, tracking action items
 - Submittal routing and tracking
 - RFI's routing and tracking
 - Project Punchlist - the consultant shall prepare a comprehensive preliminary final punch list. After the contractor has completed substantial lists of those deficiencies, consultant shall prepare a final punch list.
 - Review contractor-supplied/on-hand redlines monthly to ensure they are up to date.
 - Provide Monthly Reports of construction activities and status of project budget, progress, photos, etc.
 - Closeout of project – the consultant shall closeout all project activities with the contractor. Consultant shall deliver all project files to the District.
- Technical
 - Provide constructability input to assist owner and engineer in review of submittals and RFI's
 - Inspection on an as needed basis (see below Site Observation section)
- Budget and Time Management
 - Progress Payment Request Review
 - Potential and Approved Change Order tracking and routing
 - Review of contractor schedule, and tracking of delays
- Site Observation
 - The District will provide day-to-day Construction Inspection services.
 - The selected firm will provide site observation and coverage of inspection as needed outside of what the District provides.
 - Site observation includes coordination, general inspection, progress tracking, and notifications to staff regarding additional inspections required.
 - It is anticipated that District Inspection Staff will be available 4 hours per working day, and any additional inspections or questions that arise when the District's Inspector is not on-site would be handed by the selected firm.
- Coordination

- Coordinate with contractor, District plant and pump station staff, District Project Manager and Inspector, arborist (owner to hire under a separate contract), materials testing firm (owner to hire under a separate contract), and tracer study engineering firm (owner to hire under a separate contract).
- Coordinate with the District inspector on monitoring contractor's workmanship and materials for the general conformance to the Contract Documents.
- Coordinate closely with District plant staff to ensure contractor phasing and construction meets the District requirements.
- Coordinate with any City of Westlake Village staff to ensure construction operations adhere to any requirements or traffic control restrictions.

The consultant shall provide overall construction management for the purpose of determining compliance with the technical provisions of the project's Contract Documents, which includes communicating with the Contractor, attending construction meetings, and coordinating with the District throughout the 300 working day construction period.

Please note, the Contract Period time of 300 working days is from the Award of Contract at the Board Meeting (anticipated on 12/8/15) through contractor completion of all work. It is anticipated that construction site work will not commence until long lead time items have been acquired, which may affect your proposed scope as consultant services won't be necessary on-site during this period when the contractor has yet to mobilize.

Once the construction contractor has mobilized, the District anticipates less than a full day presence required by consultant construction management staff due to inspection services provided the District

IV. OUTSIDE SERVICES PROVIDED BY DISTRICT

As part of the overall project, the District will do the below services:

- HDR Engineering, Inc. will be under contract to provide design support services during construction
- MSO Technologies, Inc. provided the control system design, and will also perform programming modifications once the contractor has installed new equipment (see attached proposal)
- Arborist services to help with assessment and guidance on any issues relating to oak tree conflicts at the Westlake Pump Station
- Materials testing services and special inspection as required in the plans and specifications.
- District will perform day-to-day construction inspection services, and consultant will perform inspection as necessary if the District is short on coverage.
- District will obtain professional engineering services to perform a tracer study throughout the plant once construction is finished, and obtain the updated operating permit from the Division of Drinking Water to operate the plant in its new configuration.

V. MINIMUM CONSULTANT QUALIFICATIONS

The firm who is awarded construction management services will assign staff to the site(s) that has a State of California Civil Professional Engineer License. This person shall have overall responsibility and shall serve as the District's point of contact, and shall be proficient in water facility construction management and constructability.

The District's standard Agreement for Professional Services is included as an attachment. The consultant shall have the ability to execute the agreement in this form. Professional liability insurance in the amount of \$2 million is required.

VI. PROPOSAL REQUIREMENTS

- 1) Legal name of firm with address, telephone number and the name of at least one principal.
- 2) Project understanding and approach, including resource capacity to perform work on several projects simultaneously.
- 3) A recommended scope of work which clearly displays an understanding of the project, using as a basis the preliminary scope of work outlined above.
- 4) Names and résumés of individual(s) proposed to perform the services, including proof of professional registrations, as appropriate.
- 5) Description of the firm's internal quality control process .
- 6) Names, qualifications and principals of any sub-consultants to be utilized in providing the service(s).
- 7) References for 3 recently completed projects of similar size and scope, including contact person and telephone number.
- 8) Certificate of professional liability insurance.
- 9) Cost to perform the delineated services and schedule of rates. The proposal shall have both the qualifications and cost in one package.
- 10) List any assumptions.

VII. EVALUATION CRITERIA

Proposals will be evaluated based upon the following:

- 1) The quality of performance on past projects, including those on which the proposed team has worked together.
- 2) Expertise in the field of water facilities construction management
- 3) The ability to meet time schedules and complete the work within established budgets.
- 4) The ability to provide a comprehensive and understandable scope of work.
- 5) The ability and experience in working with projects requiring high levels of mechanical and electrical work.
- 6) The overall quality and constructability of construction plans.
- 7) The firm's history and resource capacity to perform the requested service.
- 8) The experience and qualifications of assigned personnel.
- 9) Proposals will be reviewed for qualifications and price at the same time.

VIII. REQUEST FOR PROPOSAL SCHEDULE

| | |
|--|----------------------------|
| Approval of Request for Proposals | October 27, 2015 |
| Pre-proposal Meeting (not required) | If requested by consultant |
| Proposal Due Date (3:00 p.m.) | November 18, 2015 |
| Review Proposals (week of) | November 23, 2015 |
| Acceptance of Proposal (Board meeting) | December 8, 2015 |

Please submit five (5) physical copies and one (1) digital of your proposal no later than 3:00 p.m. on November 18, 2015 by mailing them to:

Attn: Eric Maple
4232 Las Virgenes Road
Calabasas, CA 91302



October 27, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject: Actuarial Study of Retiree Health Liabilities

SUMMARY:

Total Compensation Systems, Inc. (TCS), completed the District's biennial actuarial study of optional post employment benefits (OPEB) as required by the Government Accounting Standards Board (GASB) Statement Nos. 43 and 45. The valuation date of the study is June 30, 2015.

TCS previously prepared actuarial studies in 2005, 2008, 2011, and 2013. The new study (copy attached) considers the age and service life of current employees and retirees, current Memoranda of Understanding OPEB parameters, projections of future medical insurance costs, the most recent CalPERS discount rate and other updated information.

RECOMMENDATION(S):

Receive and file the Actuarial Study of Retiree Health Liabilities as of June 30, 2015, prepared by Total Compensation Systems, Inc.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The District's Fiscal Year (FY) 2015-16 annual required contribution (ARC) for OPEB is \$1,459,405, compared to \$1,348,937 in FY 2013-14. The ARC consists of two parts: (1) \$952,638 for current retiree pay-as-you-go premiums; and (2) \$506,767 for net ARC less the pay-as-you-go amount. Sufficient funds are available in the adopted FY 2015-16 Budget for OPEB.

DISCUSSION:

GASB requires agencies with annual revenues between \$10 million and \$100 million to establish a plan for funding OPEB by June 30, 2008. The plan was not required to begin funding until June 30, 2009. Legislation allowed CalPERS to establish OPEB trust funds for California governmental agencies not contracting with CalPERS for medical insurance.

The District obtains its health insurance through ACWA/JPIA. The health insurance premiums through ACWA/JPIA are lower than those for comparable insurance from CalPERS. Also, with the CALPERS medical insurance program, employers must provide the same benefits to retired employees as provided to active employees, and any employee vested in the CalPERS retirement system who worked for the District would be eligible for the benefits, regardless of length of service.

The District's Unfunded Actuarial Accrued Liability is calculated based on current employee and retiree data and the District's OPEB provisions as summarized below. For current employees, the value of accrued benefits for FY 2015-16 is \$147,228. As of June 30, 2015, the actuarial accrued liability was \$11,844,332. The District's balance in its OPEB Trust Account was \$3,432,069 on June 30, 2015, leaving an Unfunded Actuarial Accrued Liability (UAAL) of \$8,412,263, as compared to \$5,709,780 calculated in 2013. The primary driver for the UAAL increase is the requirement of the Actuarial Standards Board, Actuarial Standard Practice 6 adopted in 2014, that requires the UAAL calculation to include the implicit rate subsidy to retirees that participate in health plans at the same premiums as active employees. An additional factor was the utilization of CalPERS' updated actuarial tables that project longer life expectancies.

Summary of District's OPEB Provisions:

The District currently provides OPEB benefits that vary by bargaining unit and date of hire. Full details of the benefits are provided in each respective Memorandum of Understanding and the Management Handbook.

- General and Office Units (SEIU)

Employees hired prior to March 31, 2006 who retire from the District with at least 5 years of service receive 100% of employee plus one of any plan the District offers current employees.

Employees hired between April 1, 2006 and December 31, 2014 who retire from the District with at least 10 years of service receive 75% of the PPO rate for employee plus one.

Employees hired on or after January 1, 2015 who retire from the District with at least 10 years of service receive 75% of the least expensive plan the District offers current employees at the employee-only level.

- Management/Supervisory and Professional Units & Unrepresented Employees

Employees hired prior to March 31, 2006 who retire from the District with at least 5 years of service receive 100% of employee plus one of any plan the District offers current employees.

Employees hired between April 1, 2006 and June 30, 2013 who retire from the District with at least 10 years of service receive 75% of the PPO rate for employee plus one (except for the General Manager, who falls under the category below).

Employees hired on or after July 1, 2013 who retire from the District with at least 10 years of service receive 75% of the least expensive plan the District offers current employees at the employee-only level.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared By: Donald Patterson, Director of Finance and Administration

ATTACHMENTS:

[Actuarial Study of Retiree Health Liabilities](#)

Las Virgenes Municipal Water District
Actuarial Study of
Retiree Health Liabilities
As of July 1, 2015

Prepared by:
Total Compensation Systems, Inc.

Date: September 24, 2015

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Las Virgenes Municipal Water District Actuarial Study of Retiree Health Liabilities

PART I: EXECUTIVE SUMMARY

A. Introduction

Las Virgenes Municipal Water District engaged Total Compensation Systems, Inc. (TCS) to analyze liabilities associated with its current retiree health program as of July 1, 2015 (the valuation date). The numbers in this report are based on the assumption that they will first be used to determine accounting entries for the fiscal year ending June 30, 2015. If the report will first be used for a different fiscal year, the numbers will need to be adjusted accordingly.

This report does not reflect any cash benefits paid unless the retiree is required to provide proof that the cash benefits are used to reimburse the retiree's cost of health benefits. Costs and liabilities attributable to cash benefits paid to retirees are reportable under Governmental Accounting Standards Board (GASB) Standards 25/27.

This actuarial study is intended to serve the following purposes:

- To provide information to enable Las Virgenes Municipal Water District to manage the costs and liabilities associated with its retiree health benefits.
- To provide information to enable Las Virgenes Municipal Water District to communicate the financial implications of retiree health benefits to internal financial staff, the Board, employee groups and other affected parties.
- To provide information needed to comply with Governmental Accounting Standards Board Accounting Standards 43 and 45 related to "other postemployment benefits" (OPEB's).

Because this report was prepared in compliance with GASB 43 and 45, as appropriate, Las Virgenes Municipal Water District should not use this report for any other purpose without discussion with TCS. This means that any discussions with employee groups, governing Boards, etc. should be restricted to the implications of GASB 43 and 45 compliance.

This actuarial report includes several estimates for Las Virgenes Municipal Water District's retiree health program. In addition to the tables included in this report, we also performed cash flow adequacy tests as required under Actuarial Standard of Practice 6 (ASOP 6). Our cash flow adequacy testing covers a twenty-year period. We would be happy to make this cash flow adequacy test available to Las Virgenes Municipal Water District in spreadsheet format upon request.

We calculated the following estimates separately for active employees and retirees. As requested, we also separated results by the following employee classifications: Board Members, Executives, General Employees, Management and Supervisors. We estimated the following:

- the total liability created. (The actuarial present value of total projected benefits or APVTPB)
- the ten year "pay-as-you-go" cost to provide these benefits.

Total Compensation Systems, Inc.

- the "actuarial accrued liability (AAL)." (The AAL is the portion of the APVTPB attributable to employees' service prior to the valuation date.)
- the amount necessary to amortize the UAAL over a period of 23 years.
- the annual contribution required to fund retiree benefits over the working lifetime of eligible employees (the "normal cost").
- The Annual Required Contribution (ARC) which is the basis of calculating the annual OPEB cost and net OPEB obligation under GASB 43 and 45.

We summarized the data used to perform this study in Appendix A. No effort was made to verify this information beyond brief tests for reasonableness and consistency.

All cost and liability figures contained in this study are estimates of future results. Future results can vary dramatically and the accuracy of estimates contained in this report depends on the actuarial assumptions used. Normal costs and liabilities could easily vary by 10 - 20% or more from estimates contained in this report.

B. General Findings

We estimate the "pay-as-you-go" cost of providing retiree health benefits in the year beginning July 1, 2015 to be \$952,638 (see Section IV.A.). The "pay-as-you-go" cost is the cost of benefits for current retirees.

For current employees, the value of benefits "accrued" in the year beginning July 1, 2015 (the normal cost) is \$147,228. This normal cost would increase each year based on covered payroll. Had Las Virgenes Municipal Water District begun accruing retiree health benefits when each current employee and retiree was hired, a substantial liability would have accumulated. We estimate the amount that would have accumulated to be \$22,376,865. This amount is called the "actuarial accrued liability" (AAL). The remaining unamortized balance of the initial unfunded AAL (UAAL) is \$10,532,533. This leaves a "residual" AAL of \$11,844,332.

Las Virgenes Municipal Water District has established a GASB 43 trust for future OPEB benefits. The actuarial value of plan assets at June 30, 2015 was \$3,432,069. This leaves a residual unfunded actuarial accrued liability (UAAL) of \$8,412,263. We calculated the annual cost to amortize the residual unfunded actuarial accrued liability using a 7% discount rate. We used an open 23 year amortization period. The current year cost to amortize the residual unfunded actuarial accrued liability is \$573,886.

Combining the normal cost with both the initial and residual UAAL amortization costs produces an annual required contribution (ARC) of \$1,459,405. The ARC is used as the basis for determining expenses and liabilities under GASB 43/45. The ARC is used in lieu of (rather than in addition to) the "pay-as-you-go" cost.

We based all of the above estimates on employees as of June, 2015. Over time, liabilities and cash flow will vary based on the number and demographic characteristics of employees and retirees.

C. Description of Retiree Benefits

Following is a description of the current retiree benefit plan:

Total Compensation Systems, Inc.

| | <u>Other Management</u> | <u>General Employees</u> | <u>General Managers and Department Heads</u> | <u>Supervisors and Confidential</u> |
|-------------------------|---|---|---|---|
| Benefit types provided | Medical only | Medical only | Medical only | Medical only |
| Duration of Benefits | Lifetime | Lifetime | Lifetime | Lifetime |
| Required Service | 10 years* | 10 years* | 10 years* | 10 years* |
| Minimum Age | 55 | 55 | 55 | 55 |
| Dependent Coverage | No | No | No | No |
| District Contribution % | 100% | 100% | 100% | 100% |
| District Cap | 75% of least expensive plan (Medicare Supp Rate after age 65)* | 75% of least expensive plan (Medicare Supp Rate after age 65)* | 75% of least expensive plan (Medicare Supp Rate after age 65)* | 75% of least expensive plan (Medicare Supp Rate after age 65)* |

*Those hired prior to April 1, 2006 are entitled to 100% payment after being vested under the pension plan. Those hired 7/1/06 to a date that varies by employee group entitled to 75% of PPO Employee plus One rate

D. Recommendations

It is outside the scope of this report to make specific recommendations of actions Las Virgenes Municipal Water District should take to manage the substantial liability created by the current retiree health program. Total Compensation Systems, Inc. can assist in identifying and evaluating options once this report has been studied. The following recommendations are intended only to allow the District to get more information from this and future studies. Because we have not conducted a comprehensive administrative audit of Las Virgenes Municipal Water District's practices, it is possible that Las Virgenes Municipal Water District is already complying with some or all of our recommendations.

- We recommend that Las Virgenes Municipal Water District inventory all benefits and services provided to retirees – whether contractually or not and whether retiree-paid or not. For each, Las Virgenes Municipal Water District should determine whether the benefit is material and subject to GASB 43 and/or 45.
- We recommend that Las Virgenes Municipal Water District conduct a study whenever events or contemplated actions significantly affect present or future liabilities, but no less frequently than every two years, as required under GASB 43/45.
- We recommend that the District communicate the magnitude of these costs to employees and include employees in discussions of options to control the costs.
- Under GASB 45, it is important to isolate the cost of retiree health benefits. Las Virgenes Municipal Water District should have all premiums, claims and expenses for retirees separated from active employee premiums, claims, expenses, etc. To the extent any retiree benefits are made available to retirees over the age of 65 – *even on a retiree-pay-all basis* – all premiums, claims and expenses for post-65 retiree coverage should be segregated from those for pre-65 coverage. Furthermore, Las Virgenes Municipal Water District should arrange for the rates or prices of all retiree benefits to be set on what is expected to be a self-sustaining basis.

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- Las Virgenes Municipal Water District should establish a way of designating employees as eligible or ineligible for future OPEB benefits. Ineligible employees can include those in ineligible job classes; those hired after a designated date restricting eligibility; those who, due to their age at hire cannot qualify for District-paid OPEB benefits; employees who exceed the termination age for OPEB benefits, etc.
- Several assumptions were made in estimating costs and liabilities under Las Virgenes Municipal Water District's retiree health program. Further studies may be desired to validate any assumptions where there is any doubt that the assumption is appropriate. (See Appendices B and C for a list of assumptions and concerns.) For example, Las Virgenes Municipal Water District should maintain a retiree database that includes – in addition to date of birth, gender and employee classification – retirement date and (if applicable) dependent date of birth, relationship and gender. It will also be helpful for Las Virgenes Municipal Water District to maintain employment termination information – namely, the number of OPEB-eligible employees in each employee class that terminate employment each year for reasons other than death, disability or retirement.

Respectfully submitted,



Geoffrey L. Kischuk, FSA, MAAA, FCA
Consultant
Total Compensation Systems, Inc.
(805) 496-1700

PART II: BACKGROUND

A. Summary

Accounting principles provide that the cost of retiree benefits should be “accrued” over employees’ working lifetime. For this reason, the Governmental Accounting Standards Board (GASB) issued in 2004 Accounting Standards 43 and 45 for retiree health benefits. These standards apply to all public employers that pay any part of the cost of retiree health benefits for current or future retirees (including early retirees).

B. Actuarial Accrual

To actuarially accrue retiree health benefits requires determining the amount to expense each year so that the liability accumulated at retirement is, on average, sufficient (with interest) to cover all retiree health expenditures without the need for additional expenses. There are many different ways to determine the annual accrual amount. The calculation method used is called an “actuarial cost method.”

Under most actuarial cost methods, there are two components of actuarial cost - a “normal cost” and amortization of something called the “unfunded actuarial accrued liability.” Both accounting standards and actuarial standards usually address these two components separately (though alternative terminology is sometimes used).

The normal cost can be thought of as the value of the benefit earned each year if benefits are accrued during the working lifetime of employees. This report will not discuss differences between actuarial cost methods or their application. Instead, following is a description of a commonly used, generally accepted actuarial cost method permitted under GASB 43 and 45. This actuarial cost method is called the “entry age normal” method.

Under the entry age normal cost method, the actuary determines the annual amount needing to be expensed from hire until retirement to fully accrue the cost of retiree health benefits. This amount is the normal cost. Under GASB 43 and 45, normal cost can be expressed either as a level dollar amount or a level percentage of payroll.

The normal cost is determined using several key assumptions:

- The current *cost of retiree health benefits* (often varying by age, Medicare status and/or dependent coverage). The higher the current cost of retiree benefits, the higher the normal cost.
- The “*trend*” rate at which retiree health benefits are expected to increase over time. A higher trend rate increases the normal cost. A “cap” on District contributions can reduce trend to zero once the cap is reached thereby dramatically reducing normal costs.
- *Mortality rates* varying by age and sex. (Unisex mortality rates are not often used as individual OPEB benefits do not depend on the mortality table used.) If employees die prior to retirement, past contributions are available to fund benefits for employees who live to retirement. After retirement, death results in benefit termination or reduction. Although higher mortality rates reduce normal costs, the mortality assumption is not likely to vary from employer to employer.
- *Employment termination rates* have the same effect as mortality inasmuch as higher termination rates reduce normal costs. Employment termination can vary considerably between public agencies.
- The *service requirement* reflects years of service required to earn full or partial retiree benefits.

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While a longer service requirement reduces costs, cost reductions are not usually substantial unless the service period exceeds 20 years of service.

- **Retirement rates** determine what proportion of employees retire at each age (assuming employees reach the requisite length of service). Retirement rates often vary by employee classification and implicitly reflect the minimum retirement age required for eligibility. Retirement rates also depend on the amount of pension benefits available. Higher retirement rates increase normal costs but, except for differences in minimum retirement age, retirement rates tend to be consistent between public agencies for each employee type.
- **Participation rates** indicate what proportion of retirees are expected to elect retiree health benefits if a significant retiree contribution is required. Higher participation rates increase costs.
- The **discount rate** estimates investment earnings for assets earmarked to cover retiree health benefit liabilities. The discount rate depends on the nature of underlying assets. For example, employer funds earning money market rates in the county treasury are likely to earn far less than an irrevocable trust containing a diversified asset portfolio including stocks, bonds, etc. A higher discount rate can dramatically lower normal costs. GASB 43 and 45 require the interest assumption to reflect likely *long term* investment return.

The assumptions listed above are not exhaustive, but are the most common assumptions used in actuarial cost calculations. The actuary selects the assumptions which - taken together - will yield reasonable results. It's not necessary (or even possible) to predict individual assumptions with complete accuracy.

If all actuarial assumptions are exactly met and an employer expensed the normal cost every year for all past and current employees and retirees, a sizeable liability would have accumulated (after adding interest and subtracting retiree benefit costs). The liability that would have accumulated is called the actuarial accrued liability or AAL. The excess of AAL over the **actuarial value of plan assets** is called the *unfunded* actuarial accrued liability (or UAAL). Under GASB 43 and 45, in order for assets to count toward offsetting the AAL, the assets have to be held in an irrevocable trust that is safe from creditors and can only be used to provide OPEB benefits to eligible participants.

The actuarial accrued liability (AAL) can arise in several ways. At inception of GASB 43 and 45, there is usually a substantial UAAL. Some portion of this amount can be established as the "transition obligation" subject to certain constraints. UAAL can also increase as the result of operation of a retiree health plan - e.g., as a result of plan changes or changes in actuarial assumptions. Finally, AAL can arise from actuarial gains and losses. Actuarial gains and losses result from differences between actuarial assumptions and actual plan experience.

Under GASB 43 and 45, employers have several options on how the UAAL can be amortized as follows:

- The employer can select an amortization period of 1 to 30 years. (For certain situations that result in a reduction of the AAL, the amortization period must be at least 10 years.)
- The employer may apply the same amortization period to the total combined UAAL or can apply different periods to different components of the UAAL.
- The employer may elect a "closed" or "open" amortization period.
- The employer may choose to amortize on a level dollar or level percentage of payroll method.

PART III: LIABILITIES AND COSTS FOR RETIREE BENEFITS**A. Introduction.**

We calculated the actuarial present value of projected benefits (APVPB) separately for each employee. We determined eligibility for retiree benefits based on information supplied by Las Virgenes Municipal Water District. We then selected assumptions for the factors discussed in the above Section that, based on plan experience and our training and experience, represent our best prediction of future plan experience. For each employee, we applied the appropriate factors based on the employee's age, sex and length of service.

We summarized actuarial assumptions used for this study in Appendix C.

B. Medicare

The extent of Medicare coverage can affect projections of retiree health costs. The method of coordinating Medicare benefits with the retiree health plan's benefits can have a substantial impact on retiree health costs. We will be happy to provide more information about Medicare integration methods if requested.

C. Liability for Retiree Benefits.

For each employee, we projected future premium costs using an assumed trend rate (see Appendix C). To the extent Las Virgenes Municipal Water District uses contribution caps, the influence of the trend factor is further reduced.

We multiplied each year's projected cost by the probability that premium will be paid; i.e. based on the probability that the employee is living, has not terminated employment and has retired. The probability that premium will be paid is zero if the employee is not eligible. The employee is not eligible if s/he has not met minimum service, minimum age or, if applicable, maximum age requirements.

The product of each year's premium cost and the probability that premium will be paid equals the expected cost for that year. We discounted the expected cost for each year to the valuation date July 1, 2015 at 7% interest.

Finally, we multiplied the above discounted expected cost figures by the probability that the retiree would elect coverage. A retiree may not elect to be covered if retiree health coverage is available less expensively from another source (e.g. Medicare risk contract) or the retiree is covered under a spouse's plan.

For any current retirees, the approach used was similar. The major difference is that the probability of payment for current retirees depends only on mortality and age restrictions (i.e. for retired employees the probability of being retired and of not being terminated are always both 1.0000).

We added the APVPB for all employees to get the actuarial present value of total projected benefits (APVTPB). The APVTPB is the estimated present value of all future retiree health benefits for all **current** employees and retirees. The APVTPB is the amount on July 1, 2015 that, if all actuarial assumptions are exactly right, would be sufficient to expense all promised benefits until the last current employee or retiree dies or reaches the maximum eligibility age.

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Actuarial Present Value of Total Projected Benefits at July 1, 2015

| | <i>Total</i> | <i>Board Members</i> | <i>Executives</i> | <i>General Employees</i> | <i>Management</i> | <i>Supervisors</i> |
|------------------|--------------|--------------------------|-------------------|------------------------------|-------------------|--------------------|
| Active: Pre-65 | \$3,541,282 | \$0 | \$167,068 | \$2,490,854 | \$121,863 | \$761,497 |
| Post-65 | \$7,753,696 | \$0 | \$696,910 | \$4,978,394 | \$285,397 | \$1,792,995 |
| Subtotal | \$11,294,978 | \$0 | \$863,978 | \$7,469,248 | \$407,260 | \$2,554,492 |
| Retiree: Pre-65 | \$1,649,946 | \$0 | \$78,679 | \$852,267 | \$214,155 | \$504,845 |
| Post-65 | \$10,357,528 | \$6,296 | \$1,207,682 | \$5,623,817 | \$1,360,856 | \$2,158,877 |
| Subtotal | \$12,007,474 | \$6,296 | \$1,286,361 | \$6,476,084 | \$1,575,011 | \$2,663,722 |
| Grand Total | \$23,302,452 | \$6,296 | \$2,150,339 | \$13,945,332 | \$1,982,271 | \$5,218,214 |
| Subtotal Pre-65 | \$5,191,228 | \$0 | \$245,747 | \$3,343,121 | \$336,018 | \$1,266,342 |
| Subtotal Post-65 | \$18,111,224 | \$6,296 | \$1,904,592 | \$10,602,211 | \$1,646,253 | \$3,951,872 |

The APVTPB should be accrued over the working lifetime of employees. At any time much of it has not been "earned" by employees. The APVTPB is used to develop expense and liability figures. To do so, the APVTFB is divided into two parts: the portions attributable to service rendered prior to the valuation date (the past service liability or actuarial accrued liability under GASB 43 and 45) and to service after the valuation date but prior to retirement (the future service liability).

The past service and future service liabilities are each funded in a different way. We will start with the future service liability which is funded by the normal cost.

D. Cost to Prefund Retiree Benefits

1. Normal Cost

The average hire age for eligible employees is 36. To accrue the liability by retirement, the District would accrue the retiree liability over a period of about 26 years (assuming an average retirement age of 62). We applied an "entry age normal" actuarial cost method to determine funding rates for active employees. The table below summarizes the calculated normal cost.

Normal Cost Year Beginning July 1, 2015

| | <i>Total</i> | <i>Board Members</i> | <i>Executives</i> | <i>General Employees</i> | <i>Management</i> | <i>Supervisors</i> |
|-------------------------------|--------------|--------------------------|-------------------|------------------------------|-------------------|--------------------|
| # of Employees | 108 | 0 | 8 | 74 | 4 | 22 |
| Per Capita Normal Cost | | | | | | |
| Pre-65 Benefit | N/A | \$0 | \$1,686 | \$601 | \$567 | \$569 |
| Post-65 Benefit | N/A | \$0 | \$3,221 | \$496 | \$450 | \$464 |
| First Year Normal Cost | | | | | | |
| Pre-65 Benefit | \$72,748 | \$0 | \$13,488 | \$44,474 | \$2,268 | \$12,518 |
| Post-65 Benefit | \$74,480 | \$0 | \$25,768 | \$36,704 | \$1,800 | \$10,208 |
| Total | \$147,228 | \$0 | \$39,256 | \$81,178 | \$4,068 | \$22,726 |

Accruing retiree health benefit costs using normal costs levels out the cost of retiree health benefits over time and more fairly reflects the value of benefits "earned" each year by employees. This normal cost would increase each year based on covered payroll.

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2. Amortization of Unfunded Actuarial Accrued Liability (UAAL)

If actuarial assumptions are borne out by experience, the District will fully accrue retiree benefits by expensing an amount each year that equals the normal cost. If no accruals had taken place in the past, there would be a shortfall of many years' accruals, accumulated interest and forfeitures for terminated or deceased employees. This shortfall is called the actuarial accrued liability (AAL). We calculated the AAL as the APVTPB minus the present value of future normal costs.

The initial UAAL was amortized using level percent, closed 30 year amortization. The District can amortize the remaining or residual UAAL over many years. The table below shows the annual amount necessary to amortize the UAAL over a period of 23 years at 7% interest. (Thirty years is the longest amortization period allowable under GASB 43 and 45.) GASB 43 and 45 allow amortizing the UAAL using either payments that stay the same as a dollar amount, or payments that are a flat percentage of covered payroll over time. The figures below reflect level percent, open 23 year amortization.

Actuarial Accrued Liability as of July 1, 2015

| | <i>Total</i> | <i>Board Members</i> | <i>Executives</i> | <i>General Employees</i> | <i>Management</i> | <i>Supervisors</i> |
|---|--------------|--------------------------|-------------------|------------------------------|-------------------|--------------------|
| Active: Pre-65 | \$3,070,414 | \$0 | \$105,099 | \$2,168,568 | \$108,967 | \$687,780 |
| Post-65 | \$7,298,978 | \$0 | \$578,521 | \$4,712,414 | \$275,162 | \$1,732,881 |
| Subtotal | \$10,369,392 | \$0 | \$683,620 | \$6,880,982 | \$384,129 | \$2,420,661 |
| Retiree: Pre-65 | \$1,649,946 | \$0 | \$78,679 | \$852,267 | \$214,155 | \$504,845 |
| Post-65 | \$10,357,528 | \$6,296 | \$1,207,682 | \$5,623,817 | \$1,360,856 | \$2,158,877 |
| Subtotal | \$12,007,474 | \$6,296 | \$1,286,361 | \$6,476,084 | \$1,575,011 | \$2,663,722 |
| Subtot Pre-65 | \$4,720,360 | \$0 | \$183,778 | \$3,020,835 | \$323,122 | \$1,192,625 |
| Subtot Post-65 | \$17,656,506 | \$6,296 | \$1,786,203 | \$10,336,231 | \$1,636,018 | \$3,891,758 |
| Grand Total | \$22,376,865 | \$6,296 | \$1,969,981 | \$13,357,066 | \$1,959,139 | \$5,084,383 |
| Unamortized Initial UAAL | \$10,532,533 | | | | | |
| Plan assets at 6/30/15 | \$3,432,069 | | | | | |
| Residual UAAL | \$8,412,263 | | | | | |
| Residual UAAL Amortization at 7% over 23 Years | \$573,886 | | | | | |

3. Annual Required Contributions (ARC)

If the District determines retiree health plan expenses in accordance with GASB 43 and 45, costs include both normal cost and one or more components of UAAL amortization costs. The sum of normal cost and UAAL amortization costs is called the Annual Required Contribution (ARC) and is shown below.

Annual Required Contribution (ARC) Year Beginning July 1, 2015

| | <i>Total</i> |
|----------------------------|--------------|
| Normal Cost | \$147,228 |
| Initial UAAL Amortization | \$738,291 |
| Residual UAAL Amortization | \$573,886 |
| ARC | \$1,459,405 |

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The normal cost remains as long as there are active employees who may some day qualify for District-paid retiree health benefits. This normal cost would increase each year based on covered payroll.

4. Other Components of Annual OPEB Cost (AOC)

Expense and liability amounts may include more components of cost than the normal cost plus amortization of the UAAL. This applies to employers that don't fully fund the Annual Required Contribution (ARC) through an irrevocable trust.

- The annual OPEB cost (AOC) includes assumed interest on the net OPEB obligation (NOO). The annual OPEB cost also includes an amortization adjustment for the net OPEB obligation. (It should be noted that there is no NOO if the ARC is fully funded through a qualifying "plan".)
- The net OPEB obligation equals the accumulated differences between the (AOC) and qualifying "plan" contributions.

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PART IV: "PAY AS YOU GO" FUNDING OF RETIREE BENEFITS

We used the actuarial assumptions shown in Appendix C to project ten year cash flow under the retiree health program. Because these cash flow estimates reflect average assumptions applied to a relatively small number of employees, estimates for individual years are **certain** to be *in*accurate. However, these estimates show the size of cash outflow.

The following table shows a projection of annual amounts needed to pay the District share of retiree health premiums.

| <i>Year Beginning</i> | | <i>Board</i> | | <i>General</i> | | |
|-----------------------|--------------|----------------|-------------------|------------------|-------------------|--------------------|
| <i>July 1</i> | <i>Total</i> | <i>Members</i> | <i>Executives</i> | <i>Employees</i> | <i>Management</i> | <i>Supervisors</i> |
| 2015 | \$952,638 | \$1,981 | \$103,522 | \$513,479 | \$121,505 | \$212,151 |
| 2016 | \$985,283 | \$1,536 | \$106,363 | \$531,263 | \$122,560 | \$223,561 |
| 2017 | \$1,073,468 | \$1,158 | \$118,169 | \$578,882 | \$126,257 | \$249,002 |
| 2018 | \$1,148,185 | \$847 | \$127,425 | \$621,790 | \$134,992 | \$263,131 |
| 2019 | \$1,236,763 | \$605 | \$128,470 | \$674,706 | \$142,867 | \$290,115 |
| 2020 | \$1,307,801 | \$417 | \$129,170 | \$720,188 | \$149,933 | \$308,093 |
| 2021 | \$1,422,368 | \$281 | \$135,873 | \$791,702 | \$150,228 | \$344,284 |
| 2022 | \$1,516,657 | \$180 | \$143,538 | \$851,573 | \$154,446 | \$366,920 |
| 2023 | \$1,606,378 | \$108 | \$153,529 | \$918,145 | \$157,555 | \$377,041 |
| 2024 | \$1,664,269 | \$59 | \$160,178 | \$957,776 | \$153,298 | \$392,958 |

PART V: RECOMMENDATIONS FOR FUTURE VALUATIONS

To effectively manage benefit costs, an employer must periodically examine the existing liability for retiree benefits as well as future annual expected premium costs. GASB 43/45 require biennial valuations. In addition, a valuation should be conducted whenever plan changes, changes in actuarial assumptions or other employer actions are likely to cause a material change in accrual costs and/or liabilities.

Following are examples of actions that could trigger a new valuation.

- An employer should perform a valuation whenever the employer considers or puts in place an early retirement incentive program.
- An employer should perform a valuation whenever the employer adopts a retiree benefit plan for some or all employees.
- An employer should perform a valuation whenever the employer considers or implements changes to retiree benefit provisions or eligibility requirements.
- An employer should perform a valuation whenever the employer introduces or changes retiree contributions.

We recommend Las Virgenes Municipal Water District take the following actions to ease future valuations.

- We have used our training, experience and information available to us to establish the actuarial assumptions used in this valuation. We have no information to indicate that any of the assumptions do not reasonably reflect future plan experience. However, the District should review the actuarial assumptions in Appendix C carefully. If the District has any reason to believe that any of these assumptions do not reasonably represent the expected future experience of the retiree health plan, the District should engage in discussions or perform analyses to determine the best estimate of the assumption in question.

PART VI: APPENDICES**APPENDIX A: MATERIALS USED FOR THIS STUDY**

We relied on the following materials to complete this study.

- We used paper reports and digital files containing employee demographic data from the District personnel records.
- We used relevant sections of collective bargaining agreements provided by the District.

APPENDIX B: EFFECT OF ASSUMPTIONS USED IN CALCULATIONS

While we believe the estimates in this study are reasonable overall, it was necessary for us to use assumptions which inevitably introduce errors. We believe that the errors caused by our assumptions will not materially affect study results. If the District wants more refined estimates for decision-making, we recommend additional investigation. Following is a brief summary of the impact of some of the more critical assumptions.

1. Where actuarial assumptions differ from expected experience, our estimates could be overstated or understated. One of the most critical assumptions is the medical trend rate. The District may want to commission further study to assess the sensitivity of liability estimates to our medical trend assumptions. For example, it may be helpful to know how liabilities would be affected by using a trend factor 1% higher than what was used in this study. There is an additional fee required to calculate the impact of alternative trend assumptions.
2. We used an "entry age normal" actuarial cost method to estimate the actuarial accrued liability and normal cost. GASB allows this as one of several permissible methods under GASB45. Using a different cost method could result in a somewhat different recognition pattern of costs and liabilities.

APPENDIX C: ACTUARIAL ASSUMPTIONS AND METHODS

Following is a summary of actuarial assumptions and methods used in this study. The District should carefully review these assumptions and methods to make sure they reflect the District's assessment of its underlying experience. It is important for Las Virgenes Municipal Water District to understand that the appropriateness of all selected actuarial assumptions and methods are Las Virgenes Municipal Water District's responsibility. Unless otherwise disclosed in this report, TCS believes that all methods and assumptions are within a reasonable range based on the provisions of GASB 43 and 45, applicable actuarial standards of practice, Las Virgenes Municipal Water District's actual historical experience, and TCS's judgment based on experience and training.

ACTUARIAL METHODS AND ASSUMPTIONS:

ACTUARIAL COST METHOD: Entry age normal. The allocation of OPEB cost is based on years of service. We used the level percentage of payroll method to allocate OPEB cost over years of service.

Entry age is based on the age at hire for eligible employees. The attribution period is determined as the difference between the expected retirement age and the age at hire. The present value of future benefits and present value of future normal costs are determined on an employee by employee basis and then aggregated.

To the extent that different benefit formulas apply to different employees of the same class, the normal cost is based on the benefit plan applicable to the most recently hired employees (including future hires if a new benefit formula has been agreed to and communicated to employees).

AMORTIZATION METHODS: We used a level percent, closed 30 year amortization period for the initial UAAL. We used a level percent, open 23 year amortization period for any residual UAAL.

SUBSTANTIVE PLAN: As required under GASB 43 and 45, we based the valuation on the substantive plan. The formulation of the substantive plan was based on a review of written plan documents as well as historical information provided by Las Virgenes Municipal Water District regarding practices with respect to employer and employee contributions and other relevant factors.

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ECONOMIC ASSUMPTIONS:

Economic assumptions are set under the guidance of Actuarial Standard of Practice 27 (ASOP 27). Among other things, ASOP 27 provides that economic assumptions should reflect a consistent underlying rate of general inflation. For that reason, we show our assumed long-term inflation rate below.

INFLATION: We assumed 2.75% per year.

INVESTMENT RETURN / DISCOUNT RATE: We assumed 7% per year. This is based on assumed long-term return on plan assets assuming 100% funding through CERBT. We used the “Building Block Method” as described in ASOP 27 Paragraph 3.6.2.

TREND: We assumed 4% per year. Our long-term trend assumption is based on the conclusion that, while medical trend will continue to be cyclical, the average increase over time cannot continue to outstrip general inflation by a wide margin. Trend increases in excess of general inflation result in dramatic increases in unemployment, the number of uninsured and the number of underinsured. These effects are nearing a tipping point which will inevitably result in fundamental changes in health care finance and/or delivery which will bring increases in health care costs more closely in line with general inflation. We do not believe it is reasonable to project historical trend vs. inflation differences several decades into the future.

PAYROLL INCREASE: We assumed 2.75% per year. This assumption applies only to the extent that either or both of the normal cost and/or UAAL amortization use the level percentage of payroll method. For purposes of applying the level percentage of payroll method, payroll increase must not assume any increases in staff or merit increases.

ACTUARIAL VALUE OF PLAN ASSETS (AVA): We used asset values provided by Las Virgenes Municipal Water District. We used a 5 year smoothing formula with a 20% corridor around market value.

The following are the calculations for the adjusted value of plan assets:

| <i>CERBT - Strategy 1</i> | <i>Amount</i> |
|--|---------------|
| (1) Market value at 6/30/15 | \$3,568,465 |
| (2) Accumulated contributions (disbursements) at 7.25% | \$3,397,970 |
| (3) Value in (2) + 1/5 of (1) minus (2) | \$3,432,069 |
| (4) Value in (3) adjusted to minimum or maximum* | \$3,432,069 |
| (5) AVA at 6/30/15 adjusted to valuation date at 7.25% | \$3,432,069 |

* Minimum is 80% of market value; maximum is 120% of market value

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NON-ECONOMIC ASSUMPTIONS:

Economic assumptions are set under the guidance of Actuarial Standard of Practice 35 (ASOP 35).

MORTALITY

| <i>Employee Type</i> | <i>Mortality Tables</i> |
|----------------------|---|
| Miscellaneous | 2014 CalPERS Active Mortality for Miscellaneous Employees |

RETIREMENT RATES

| <i>Employee Type</i> | <i>Retirement Rate Tables</i> |
|----------------------|---|
| Executives | Hired before 2013: 2009 CalPERS 2.0%@55 Rates for Miscellaneous Employees Hired after 2012: 2009 CalPERS Retirement Rates for Miscellaneous Employees 2%@60 adjusted to minimum retirement age of 52 |
| General Employees | Hired before 2013: 2009 CalPERS 2.0%@55 Rates for Miscellaneous Employees Hired after 2012: 2009 CalPERS Retirement Rates for Miscellaneous Employees 2%@60 adjusted to minimum retirement age of 52 |
| Management | Hired before 2013: 2009 CalPERS 2.0%@55 Rates for Miscellaneous Employees Hired after 2012: 2009 CalPERS Retirement Rates for Miscellaneous Employees 2%@60 adjusted to minimum retirement age of 52 |
| Supervisors | Hired before 2013: 2009 CalPERS 2.0%@55 Rates for Miscellaneous Employees Hired after 2012: 2009 CalPERS Retirement Rates for Miscellaneous Employees 2%@60 adjusted to minimum retirement age of 52 |

VESTING RATES

| <i>Employee Type</i> | <i>Vesting Rate Tables</i> |
|----------------------|---|
| Executives | Hired prior to 4/1/06: 100% at 5 Years of Service Hired > 3/31/06: 100% at 10 Years of Service |
| General Employees | Hired prior to 4/1/06: 100% at 5 Years of Service Hired > 3/31/06: 100% at 10 Years of Service |
| Management | Hired prior to 4/1/06: 100% at 5 Years of Service Hired > 3/31/06: 100% at 10 Years of Service |
| Supervisors | Hired prior to 4/1/06: 100% at 5 Years of Service Hired > 3/31/06: 100% at 10 Years of Service |

COSTS FOR RETIREE COVERAGE

Retiree liabilities are based on actual retiree costs plus an “implicit rate subsidy” that averages \$2,563 per year for current retirees. Liabilities for active participants are based on the first year costs shown below, which also reflect the implicit rate subsidy. Subsequent years’ costs are based on first year costs adjusted for trend and limited by any District contribution caps.

| <i>Employee Type</i> | <i>Future Retirees Pre-65</i> | <i>Future Retirees Post-65</i> |
|----------------------|------------------------------------|-----------------------------------|
| Executives | Hired after 12/31:13: \$7,352 | Hired after 12/31:13: \$2,086 |
| | Hired 7/1/06 to 12/31/13: \$12,734 | Hired 7/1/06 to 12/31/13: \$7,754 |
| | Hired prior to 7/1/06: \$16,124 | Hired prior to 7/1/06: \$10,338 |
| General Employees | Hired after 12/31:13: \$7,352 | Hired after 12/31:13: \$2,086 |
| | Hired 7/1/06 to 12/31/13: \$12,734 | Hired 7/1/06 to 12/31/13: \$7,754 |
| | Hired prior to 7/1/06: \$16,124 | Hired prior to 7/1/06: \$10,338 |
| Management | Hired after 12/31:13: \$7,352 | Hired after 12/31:13: \$2,086 |
| | Hired 7/1/06 to 12/31/13: \$12,734 | Hired 7/1/06 to 12/31/13: \$7,754 |
| | Hired prior to 7/1/06: \$16,124 | Hired prior to 7/1/06: \$10,338 |
| Supervisors | Hired after 12/31:13: \$7,352 | Hired after 12/31:13: \$2,086 |
| | Hired 7/1/06 to 12/31/13: \$12,734 | Hired 7/1/06 to 12/31/13: \$7,754 |
| | Hired prior to 7/1/06: \$16,124 | Hired prior to 7/1/06: \$10,338 |

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PARTICIPATION RATES

| <i>Employee Type</i> | <i><65 Non-Medicare Participation %</i> | <i>65+ Medicare Participation %</i> |
|-----------------------------|---|--|
| Executives | 75% Benefits: 90% Full Benefits: 100% | 75% Benefits: 90% Full Benefits: 100% |
| General Employees | 75% Benefits: 90% Full Benefits: 100% | 75% Benefits: 90% Full Benefits: 100% |
| Management | 75% Benefits: 90% Full Benefits: 100% | 75% Benefits: 90% Full Benefits: 100% |
| Supervisors | 75% Benefits: 90% Full Benefits: 100% | 75% Benefits: 90% Full Benefits: 100% |

TURNOVER

| <i>Employee Type</i> | <i>Turnover Rate Tables</i> |
|-----------------------------|---|
| Miscellaneous | 2009 CalPERS Turnover for Miscellaneous Employees |

SPOUSE PREVALENCE

To the extent not provided and when needed to calculate benefit liabilities, 80% of retirees assumed to be married at retirement. After retirement, the percentage married is adjusted to reflect mortality.

SPOUSE AGES

To the extent spouse dates of birth are not provided and when needed to calculate benefit liabilities, female spouse assumed to be three years younger than male.

AGING FACTORS

| <i>Attained Age</i> | <i>Medical Annual Increases</i> |
|----------------------------|--|
| 50-64 | 3.5% |
| 65-69 | 3.0% |
| 70-74 | 2.5% |
| 75-79 | 1.5% |
| 80-84 | 0.5% |
| 85+ | 0.0% |

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APPENDIX D: DISTRIBUTION OF ELIGIBLE PARTICIPANTS BY AGE

ELIGIBLE ACTIVE EMPLOYEES

| <i>Age</i> | <i>Total</i> | <i>Board Members</i> | <i>Executives</i> | <i>General Employees</i> | <i>Management</i> | <i>Supervisors</i> |
|--------------|--------------|--------------------------|-------------------|------------------------------|-------------------|--------------------|
| Under 25 | 1 | 0 | 0 | 1 | 0 | 0 |
| 25-29 | 3 | 0 | 0 | 3 | 0 | 0 |
| 30-34 | 9 | 0 | 0 | 6 | 0 | 3 |
| 35-39 | 7 | 0 | 0 | 6 | 0 | 1 |
| 40-44 | 14 | 0 | 1 | 9 | 2 | 2 |
| 45-49 | 24 | 0 | 3 | 17 | 0 | 4 |
| 50-54 | 17 | 0 | 0 | 13 | 0 | 4 |
| 55-59 | 18 | 0 | 0 | 12 | 2 | 4 |
| 60-64 | 12 | 0 | 3 | 5 | 0 | 4 |
| 65 and older | 3 | 0 | 1 | 2 | 0 | 0 |
| Total | 108 | 0 | 8 | 74 | 4 | 22 |

ELIGIBLE RETIREES

| <i>Age</i> | <i>Total</i> | <i>Board Members</i> | <i>Executives</i> | <i>General Employees</i> | <i>Management</i> | <i>Supervisors</i> |
|--------------|--------------|--------------------------|-------------------|------------------------------|-------------------|--------------------|
| Under 50 | 0 | 0 | 0 | 0 | 0 | 0 |
| 50-54 | 5 | 0 | 0 | 3 | 1 | 1 |
| 55-59 | 5 | 0 | 0 | 2 | 0 | 3 |
| 60-64 | 14 | 0 | 2 | 7 | 2 | 3 |
| 65-69 | 22 | 0 | 2 | 13 | 2 | 5 |
| 70-74 | 16 | 0 | 3 | 7 | 1 | 5 |
| 75-79 | 8 | 0 | 1 | 5 | 1 | 1 |
| 80-84 | 5 | 0 | 0 | 3 | 1 | 1 |
| 85-89 | 0 | 0 | 0 | 0 | 0 | 0 |
| 90 and older | 3 | 1 | 0 | 2 | 0 | 0 |
| Total | 78 | 1 | 8 | 42 | 8 | 19 |

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APPENDIX E: CALCULATION OF GASB 43/45 ACCOUNTING ENTRIES

This report is to be used to calculate accounting entries rather than to provide the dollar amount of accounting entries. How the report is to be used to calculate accounting entries depends on several factors. Among them are:

- 1) The amount of prior accounting entries;
- 2) Whether individual components of the ARC are calculated as a level dollar amount or as a level percentage of payroll;
- 3) Whether the employer using a level percentage of payroll method elects to use for this purpose projected payroll, budgeted payroll or actual payroll;
- 4) Whether the employer chooses to adjust the numbers in the report to reflect the difference between the valuation date and the first fiscal year for which the numbers will be used.

To the extent the level percentage of payroll method is used, the employer should adjust the numbers in this report as appropriate to reflect the change in OPEB covered payroll. It should be noted that OPEB covered payroll should only reflect types of pay generating pension credits for plan participants. Please note that plan participants do not necessarily include all active employees eligible for health benefits for several reasons. Following are examples.

- 1) The number of hours worked or other eligibility criteria may differ for OPEB compared to active health benefits;
- 2) There may be active employees over the maximum age OPEB are paid through. For example, if an OPEB plan pays benefits only to Medicare age, any active employees currently over Medicare age are not plan participants;
- 3) Employees hired at an age where they will exceed the maximum age for benefits when the service requirement is met are also not plan participants.

Finally, GASB 43 and 45 require reporting covered payroll in RSI schedules regardless of whether any ARC component is based on the level percentage of payroll method. This report does not provide, nor should the actuary be relied on to report covered payroll.

GASB 45 Paragraph 26 specifies that the items presented as RSI "should be calculated in accordance with the parameters." The RSI items refer to Paragraph 25.c which includes annual covered payroll. Footnote 3 provides that when the ARC is based on covered payroll, the payroll measure may be the projected payroll, budgeted payroll or actual payroll. Footnote 3 further provides that comparisons between the ARC and contributions should be based on the same measure of covered payroll.

At the time the valuation is being done, the actuary may not know which payroll method will be used for reporting purposes. The actuary may not even know for which period the valuation will be used to determine the ARC. Furthermore, the actuary doesn't know if the client will make adjustments to the ARC in order to use it for the first year of the biennial or triennial period. (GASB 45 is silent on this.) Even if the actuary were to know all of these things, it would be a rare situation that would result in knowing the appropriate covered payroll number

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to report. For example, if the employer uses actual payroll, that number would not be known at the time the valuation is done.

As a result, we believe the proper approach is to report the ARC components as a dollar amount. It is the client's responsibility to turn this number into a percentage of payroll factor by using the dollar amount of the ARC (adjusted, if desired) as a numerator and then calculating the appropriate amount of the denominator based on the payroll determination method elected by the client for the appropriate fiscal year.

If we have been provided with payroll information, we are happy to use that information to help the employer develop an estimate of covered payroll for reporting purposes. However, the validity of the covered payroll remains the employer's responsibility even if TCS assists the employer in calculating it.

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APPENDIX F: GLOSSARY OF RETIREE HEALTH VALUATION TERMS

Note: The following definitions are intended to help a *non-actuary* understand concepts related to retiree health valuations. Therefore, the definitions may not be actuarially accurate.

| | |
|---|--|
| <u>Actuarial Accrued Liability:</u> | The amount of the actuarial present value of total projected benefits attributable to employees' past service based on the actuarial cost method used. |
| <u>Actuarial Cost Method:</u> | A mathematical model for allocating OPEB costs by year of service. |
| <u>Actuarial Present Value of Total Projected Benefits:</u> | The projected amount of all OPEB benefits to be paid to current and future retirees discounted back to the valuation date. |
| <u>Actuarial Value of Assets:</u> | Market-related value of assets which may include an unbiased formula for smoothing cyclical fluctuations in asset values. |
| <u>Annual OPEB Cost:</u> | This is the amount employers must recognize as an expense each year. The annual OPEB expense is equal to the Annual Required Contribution plus interest on the Net OPEB obligation minus an adjustment to reflect the amortization of the net OPEB obligation. |
| <u>Annual Required Contribution:</u> | The sum of the normal cost and an amount to amortize the unfunded actuarial accrued liability. This is the basis of the annual OPEB cost and net OPEB obligation. |
| <u>Closed Amortization Period:</u> | An amortization approach where the original ending date for the amortization period remains the same. This would be similar to a conventional, 30-year mortgage, for example. |
| <u>Discount Rate:</u> | Assumed investment return net of all investment expenses. Generally, a higher assumed interest rate leads to lower normal costs and actuarial accrued liability. |
| <u>Implicit Rate Subsidy:</u> | The estimated amount by which retiree rates are understated in situations where, for rating purposes, retirees are combined with active employees. |
| <u>Mortality Rate:</u> | Assumed proportion of people who die each year. Mortality rates always vary by age and often by sex. A mortality table should always be selected that is based on a similar "population" to the one being studied. |
| <u>Net OPEB Obligation:</u> | The accumulated difference between the annual OPEB cost and amounts contributed to an irrevocable trust exclusively providing retiree OPEB benefits and protected from creditors. |
| <u>Normal Cost:</u> | The dollar value of the "earned" portion of retiree health benefits if retiree health benefits are to be fully accrued at retirement. |

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| | |
|--|--|
| <u>OPEB Benefits:</u> | Other PostEmployment Benefits. Generally medical, dental, prescription drug, life, long-term care or other postemployment benefits that are not pension benefits. |
| <u>Open Amortization Period:</u> | Under an open amortization period, the remaining unamortized balance is subject to a new amortization schedule each valuation. This would be similar, for example, to a homeowner refinancing a mortgage with a new 30-year conventional mortgage every two or three years. |
| <u>Participation Rate:</u> | The proportion of retirees who elect to receive retiree benefits. A lower participation rate results in lower normal cost and actuarial accrued liability. The participation rate often is related to retiree contributions. |
| <u>Retirement Rate:</u> | The proportion of active employees who retire each year. Retirement rates are usually based on age and/or length of service. (Retirement rates can be used in conjunction with vesting rates to reflect both age and length of service). The more likely employees are to retire early, the higher normal costs and actuarial accrued liability will be. |
| <u>Transition Obligation:</u> | The amount of the unfunded actuarial accrued liability at the time actuarial accrual begins in accordance with an applicable accounting standard. |
| <u>Trend Rate:</u> | The rate at which the cost of retiree benefits is expected to increase over time. The trend rate usually varies by type of benefit (e.g. medical, dental, vision, etc.) and may vary over time. A higher trend rate results in higher normal costs and actuarial accrued liability. |
| <u>Turnover Rate:</u> | The rate at which employees cease employment due to reasons other than death, disability or retirement. Turnover rates usually vary based on length of service and may vary by other factors. Higher turnover rates reduce normal costs and actuarial accrued liability. |
| <u>Unfunded Actuarial Accrued Liability:</u> | This is the excess of the actuarial accrued liability over assets irrevocably committed to provide retiree health benefits. |
| <u>Valuation Date:</u> | The date as of which the OPEB obligation is determined. Under GASB 43 and 45, the valuation date does not have to coincide with the statement date. |
| <u>Vesting Rate:</u> | The proportion of retiree benefits earned, based on length of service and, sometimes, age. (Vesting rates are often set in conjunction with retirement rates.) More rapid vesting increases normal costs and actuarial accrued liability. |



October 27, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject: Annual Supply and Delivery Sodium Hypochlorite: Award

SUMMARY:

On August 25, 2015, the Board approved staff's recommendation to reject all bids received for the annual supply and delivery of sodium hypochlorite due to a bid protest. A new Request for Bids with clarified specifications was authorized and issued the following day. Upon bid opening, Olin Corporation was identified as the lowest responsible bidder.

RECOMMENDATION(S):

Accept the bid from Olin Corporation and authorize the General Manager to approve an annual purchase order, in the amount of \$272,607.00, with four one-year renewal options, for the supply and delivery of sodium hypochlorite.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The District will achieve an estimated annual cost-savings of \$18,000, or approximately 6%, due to the decrease in pricing for sodium hypochlorite from \$0.57 to \$0.534 per gallon. The total estimated annual cost to the District for sodium hypochlorite is \$272,607.00. Sufficient funds are available for the purchase of sodium hypochlorite in the Fiscal Year 2015-16 budget and will be proposed in future year budgets.

DISCUSSION:

Sodium hypochlorite is used for the disinfection of final effluent at the Tapia Water Reclamation Facility and for treatment of potable water at the Westlake Filtration Plant. Compliance with regulatory standards requires that the District adhere to strict technical specifications for its sodium hypochlorite.

The specifications for the original Request for Bids contained conflicting requirements for the sodium hypochlorite, rendering it impossible to meet both provisions simultaneously. As a result, staff corrected the specifications, which were included in a revised Request for Bids.

The revised Request for Bids was posted on the District's website, advertised in the *Daily News*, and sent to seven different vendors that previously expressed an interest in chemical bids. Three bids were received and opened publicly. Olin Corporation submitted the lowest bid with a unit price of \$.534 per gallon, which was \$.005 lower than its prior bid (also the lowest) that was rejected due to the protest. For comparison purposes, the District's current pricing from JCI Jones Chemicals, Inc. for sodium hypochlorite is \$0.57 per gallon.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared By: Gretchen Bullock, Purchasing Supervisor

ATTACHMENTS:

[Sodium Hypochlorite Olin Bid](#)

**Las Virgenes Municipal Water District
Bid Form-Schedule
Sodium Hypochlorite—Annual Supply 2**

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. The District may extend the term of this contract by written notice to the supplier at the end of the contract period.

CONTRACT TERM as follows: initial contract term shall be good for one (1) year from date of contract execution. Four (4) additional one (1) year renewals may be negotiated at the District's option.

Materials to be furnished under this bid shall be delivered FOB Destination Freight Pre-Paid and Allowed to Las Virgenes Municipal Water District's Tapia Water Reclamation Facility, 731 Malibu Canyon Road, Calabasas, CA 91302 or Westlake Filtration Plant, 32601 Torchwood Place, Westlake Village, CA 91361 (whichever is applicable), in the manner set forth in the Bid Scope and Specifications.

All bidders are required to submit the following information with their bid

- Completed Bid Form-Schedule
- Contact information for three customers bidder is currently supplying with Sodium Hypochlorite
- Product information/technical data sheet
- Global Harmonized System-Safety Data Sheet (GHS-SDS)

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 <small>Refer to Bid Scope & Specifications for detailed description</small> | Unit Price | Extended Price |
|--------------|----------|---------------------|--|------------|--------------------------|
| 1. | 500,000 | gallon | Sodium Hypochlorite | \$0.534 | \$267,000. ⁰⁰ |
| | 500,000 | gallon | CA Mill Assessment (2.1 % per gal as of 8/25/15) | | 5607. ⁰⁰ |
| | | | | | |
| | | | Total Bid | \$ | 272,607. ⁰⁰ |

Written Total Bid Amount:

Two hundred Seventy-two Thousand, Six hundred seven dollars

Notes or Exceptions:

Addendum Acknowledgement:

Addendum #1 Signed: _____

Addendum #2 Signed: _____

Bidder:

Olin Corporation, dba Olin Chlor Alkali Products 9/24/15
Corporate Name of Bidder Date

By: *John M. Schabacker* Title: Business Director
Authorized Signature

John M. Schabacker JMSchabacker@olin.com
Print Name E-mail

209-835-7204
Phone

26700 South Banta Road, Tracy, CA 95304 209-835-9760 fax
Address Mobile



October 27, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject: Las Virgenes Municipal Water District Code: Repeal of Previous Version

SUMMARY:

On August 11, 2015, the Board adopted Resolution No. 2468, adopting a comprehensive update of the Las Virgenes Municipal Water District Code (Code) and repealing Resolution No. 7-90-2046, which had adopted the previous version of the Code. However, recent research indicated that the previous version of the Code was adopted in part by Ordinance No. 11-86-161. As a result, District Legal Counsel recommends that the Board repeal Ordinance No. 11-86-161, including amendments thereto, to prevent any ambiguity as to the current version of the Code.

RECOMMENDATION(S):

Waive the full reading of proposed Ordinance No. 277, as it relates to repealing Ordinance No. 11-86-161 that adopted a previous version of the Las Virgenes Municipal Water District Code, and order publication within 30-days of adoption using a summary of the ordinance.

Approve, by a roll call vote, the first reading by title only of proposed Ordinance No. 277.

(Waive further reading and introduce the Ordinance)

ORDINANCE NO. 277

AN ORDINANCE OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT REPEALING ORDINANCE NO. 11-86-161

(Reference is hereby made to Ordinance No. 277 on file in the District's Ordinance Book and by this reference the same is incorporated herein.)

FISCAL IMPACT:

No

ITEM BUDGETED:

No

Prepared By: David W. Pedersen, General Manager

ATTACHMENTS:

[Proposed Ordinance No. 277](#)

ORDINANCE NO. 277

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF
LAS VIRGENES MUNICIPAL WATER DISTRICT
REPEALING ORDINANCE NO. 11-86-161**

**BE IT ORDAINED BY THE BOARD OF DIRECTORS OF LAS VIRGENES
MUNICIPAL WATER DISTRICT** that Ordinance No. 11-86-161, including amendments thereto,
is hereby repealed.

PASSED, APPROVED AND ADOPTED on _____, 2015.

Glen Peterson, President

ATTEST:

Charles Caspary, Secretary

[Seal]

APPROVED AS TO FORM:

District Counsel