



Next Resolution No. 05-09-2392
Next Ordinance No. 05-09-257

LAS VIRGENES MUNICIPAL WATER DISTRICT
4232 Las Virgenes Road
Calabasas, California

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 p.m.

MAY 12, 2009

PLEDGE OF ALLEGIANCE

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at ___p.m. by ___in the District offices, and the Secretary called the roll.

<u>Board of Directors</u>	<u>Present</u>	<u>Left</u>	<u>Absent</u>
Charles Caspary, President	_____	_____	_____
Lee Renger, Vice President	_____	_____	_____
Glen Peterson, Secretary/MWD Rep.	_____	_____	_____
Jeff Smith, Treasurer	_____	_____	_____
Joseph M. Bowman, Director	_____	_____	_____

2. APPROVAL OF AGENDA

Moved by Director_____, seconded by Director_____, and_____, that the agenda for the Regular Meeting of May 12, 2009, be approved as presented/amended.

3. **PUBLIC COMMENTS**

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

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

A Water Awareness Poster Contest

B Legislative Update

5. **CONSENT CALENDAR**

A Minutes: Regular Meeting of March 24, 2009. APPROVE

B List of Demands: 05/12/09. APPROVE

C Directors' Per Diem: April 2009. RATIFY

Moved by Director_____, seconded by Director_____, and_____, that Consent Calendar Items 5A-5C be approved as presented.

6. **TREASURER**

7. **FACILITIES AND OPERATIONS**

Award of Bid – Annual Weed Abatement at Various Facilities

Moved by Director_____, seconded by Director_____, and_____, that the Board authorize the General Manager to issue purchase orders to the following vendors: Underwood Landscape in the amount of \$7,825 for weed abatement services at Tapia Water Reclamation Facility; \$15,250 for weed abatement services at Westlake Filtration Plant; and \$3,555 for weed abatement services at Morrison Tank. Mariposa Landscape in the amount of \$5,400 for weed abatement services at Rancho Las Virgenes Composting Facility. W.A. Litten in the amount of \$995 for weed abatement services at Headquarters Reservoir 2.

8. **GENERAL MANAGER**

A Statement of Work for Bill Redesign

Moved by Director_____, seconded by Director_____, and_____, that the Board authorize the General Manager to issue a purchase order to Advanced Utility Systems, pursuant to the terms of the Agreement dated January 8, 2002, in an amount not to exceed \$30,750 for the bill redesign in accordance with the revised statement of work dated April 29, 2009.

B New Job Classifications – Water Reclamation Manager, Facilities Manager, Water System Manager and Electrical/Instrumentation Supervisor

Moved by Director _____, seconded by Director _____, and _____, that the Board approve the Water Reclamation Manager and Water System Manager job classifications paid at an E109/E117; approve the Electrical/Instrumentation Supervisor job description paid at an M83; approve the modifications of the Facilities Manager and Facilities Maintenance Supervisor job classifications; eliminate the currently vacant Operations Manager position; and eliminate the currently vacant Assistant/Associate Engineer position.

C Resolution Appointing a Water Shortage Committee

Moved by Director _____, seconded by Director _____, and _____, that the Board adopt the proposed Resolution No. 05-09-2391 appointing a water shortage committee.

RESOLUTION NO. 05-09-2391

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT APPOINTING A WATER SHORTAGE COMMITTEE

(Reference is hereby made to Resolution 05-09-2391 on file in the District's Resolution Book and by this reference the same is incorporated herein and made a part hereof.)

9. **NON-ACTION ITEMS**

- A Organization Reports
 - (1) MWD
 - (2) Other
- B Directors' Reports on Outside Meetings
- C Information Items
- D General Manager Reports
- E Director's Comments

10. **FUTURE AGENDA ITEMS**

11. **CLOSED SESSION**

Conference with District Counsel - Litigation Budget:

Confidential Report for Fiscal Year 2009-10

12. **OPEN SESSION AND ADJOURNMENT**

UPCOMING EVENTS

ACWA Spring Conference	May 19-22, 2009
CASA 2009 Annual Conference	August 12-15, 2009
ACWA Fall Conference	December 1-4, 2009

MINUTES

REGULAR MEETING OF THE

BOARD OF DIRECTORS

LAS VIRGENES MUNICIPAL WATER DISTRICT

March 24, 2009

1 The Board of Directors of Las Virgenes Municipal Water District met in Regular Meeting at 4232 Las Virgenes Road, in Calabasas, California, at 5:00 PM on Tuesday, March 24, 2009

President Caspary called the meeting to order at 5:00 PM

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

Secretary Peterson called the roll. Those answering present were Directors Bowman, Caspary, Peterson, Renger and Smith.

The Chair declared a quorum present.

2 General Manager Mundy requested 12-Urgency Ordinance Adopting Further Water Conservation Measures be heard prior to 11-Administrative Code-Review Chapters 3 and 4. It was then moved by Director Renger, seconded by Director Peterson, and unanimously carried, that the agenda for the Regular Meeting of March 24, 2009 be approved as amended, reordering items 12 and 11.

3 Citizen of the Month - the Board of Directors presented a Proclamation in Recognition of the Contributions of Eleanor de Carteret as a Founder of Las Virgenes Municipal Water District. Eleanor de Carteret and her family were in attendance; and Ms. de Carteret discussed her involvement with the first local area newspaper that eventually became the Las Virgenes Enterprise.

4 Public Comments – No speaker cards were received from the public.

5 Illustrative and/or Verbal Presentation Agenda Items

A Water System Backbone Improvements Update – Principal Engineer Zhao; and AECOM project Managers Dan Ellison and Tom Barnes presented an overview of the 1235-ft Backbone Improvements Preliminary Designs and CEQA Study. The Board requested a tour of proposed tank sites prior to selection of the site and conducting public outreach for the CEQA process.

B Legislative Update – General Manager Mundy discussed the March 12, 2009 legislative meetings in Washington D.C., attended by him, Directors Bowman and Caspary and Director of Facilities and Operations Lippman during which Water Resources Development Act, Title XVI, Omnibus Public Lands Bill (HR 146) and the Federal Stimulus package were discussed. Senator Waxman does not want to support appropriation requests within his congressional district and Senator Feinstein's aide said State Revolving Funds appear to be the only funding program available to the District at this time. President Caspary requested staff review green/shovel ready projects and Director Peterson requested staff consider utilizing the services of Phil Isenberg in regards to obtaining funding.

6 It was moved by Director Renger, seconded by Director Smith, and unanimously carried, that Consent Calendar Items 6A-6D be approved as presented.

A Minutes: Regular Meetings of January 27, 2009 and February 10, 2009. APPROVE

B List of Demands: 03/24/09. APPROVE

C Investment Report for the Month of February 2009. APPROVE

D Claim by Terry and Laurie Boykoff. DENY

7 Miscellaneous Report from Treasurer –None

8 Modifications to Flow Diversion Structure on El Cañon Ave. Project - Award of Contract – It was moved by Director Peterson, seconded by Director Renger, and unanimously carried, that the Board award the contract for the Modifications to Flow Diversion Structure on El Cañon Ave. Project to Timothy J. Ferrie, Inc. in the amount of \$59,950.00, and that all remaining bids be rejected upon receipt of duly executed contract documents; accept the proposal from RMC Water and Environment for engineering support services during construction in an amount not to exceed \$7,920.00 and waive minor bid irregularities; appropriate an additional \$28,811.00 to fund the project up to completion.

9 A Proposed Compensation Policies – General Manager Mundy discussed the proposed compensation principles and policies. Director Bowman requested that the Board approve the agencies Las Virgenes compares to; general objectives to be set; provide the Board with a list of who the people are in the EMSPC Group; and provide what the percentage spreads are at other agencies. Human Resources Manager Valdez stated that as part of a compensation study Las Virgenes will be comparing 25-30 benchmark positions. Director Peterson requested Las Virgenes not use Metropolitan Water District or Rancho Cucamonga, but to add Vallecitos and Eastern Municipal Water Districts.

Hearing no objections from the Board, President Caspary requested item 12-Urgency Ordinance Adopting Further Water Conservation Measures be heard before 9B-Classification and Compensation Study - Request for Proposals as a member of the public had been waiting since 5:00 p.m. to speak in regards to the water conservation urgency ordinance.

12 An Urgency Ordinance of the Board of Directors of Las Virgenes Municipal Water District Amending Ordinance No. 11-86-161 (Las Virgenes Code) Adopting Further Water Conservation Measures – one Speaker Request Card was received from Bob Tobias representing Raleigh Enterprises. Mr. Tobias stated that a minimum number of notifications had been sent out regarding the Public Hearing of March 10, 2009; in 2008 there was a 30% cutback; the new plan points to 2008 usage, he has clients who utilize gray water; pressure regulators and other efficiencies have been installed at Rosenthal Vineyards. General Manager Mundy responded that Las Virgenes is using 2004, 2005 and 2006 base years established by Metropolitan Water District and that the District would be reviewing classifications (i.e. residential vs. commercial) as commercial are typically more efficient than residential. The Board requested information as to how low the water usage can go without damaging vines and what Mr. Tobias was requesting of the Board. Mr. Tobias stated that Raleigh Enterprises may not need District water until June, July, August or September and evapo-transpiration does not work on a day to day basis. President Caspary stated that Las Virgenes had advertised the March 10, 2009 Public Hearing in the newspaper; provisions had been added to the March 10th Ordinance; and outreach had also been conducted through correspondence and staff attendance at homeowner association meetings.

It was moved by Director Peterson, seconded by Director Renger, and unanimously carried, that full reading of the proposed urgency ordinance amending Ordinance 11-86-161 (Las Virgenes Code) as it relates to Water Conservation, be waived.

It was moved by Director Renger, seconded by President Caspary, and unanimously carried, by a roll call vote taken by Secretary Peterson of: Ayes: 5; Noes: 0; Absent: 0, that the proposed urgency ordinance amending Ordinance 11-86-161 (Las Virgenes Code) as it relates to Water Conservation be approved and read by title only. **ORDINANCE 03-09-256 - AN URGENCY ORDINANCE OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT AMENDING ORDINANCE NO. 11-86-161 (LAS VIRGENES CODE) ADOPTING FURTHER WATER CONSERVATION MEASURES - (Reference is hereby made to Ordinance No. 03-09-256 on file in the District's Ordinance Book and by this reference the same is incorporated herein and made a part of hereof.)**

11 Administrative Code – Review Chapters 3 and 4; hearing no objections by the Board and the hour being 7:20 p.m. President Caspary stated that due to the length of discussion required on this item, that review of the Administrative Code was to be tabled.

9 B Classification and Compensation Study-Request for Proposals – It was moved by Director Bowman, seconded by Director Renger, and carried, that the Board authorize the General Manager to request proposals from qualified firms to conduct a classification and compensation study.

10 A Amendment – MWD CII Conservation Program Agreement No. 66649. It was moved by Director Peterson, seconded by Director Smith, and unanimously carried, that the Board authorize the General Manager to approve Amendment No. 1 of Agreement No. 66649 with the Metropolitan Water District of Southern California.

B ACWA/National Geographic "Water for Tomorrow" Magazine – Director Peterson discussed that participation must be committed to all four issues and that the name of the publication had been updated to read "California Water for Tomorrow". After a discussion by the Board, it was moved by Director Bowman, seconded by Director Renger, and unanimously carried, that the Board approve staffs' recommendation to participate in the "Water for Tomorrow" magazine subscription, and the Board's consideration and direction regarding the specific subscription commitment (the Board unanimously selected Option C at a cost of \$52,600 with mailings to customers by National Geographic). President Caspary stated that when the customer listing is provided to National Geographic that they must ensure the privacy of customer names and addresses and that the mailing list is not to be sold or used for any other purpose other than the mailing of "California Water for Tomorrow".

13 A Organization Reports

(1) MWD Representative Peterson provided an update regarding general business of Metropolitan Water District including water allocations.

(2) Other – Director Renger discussed his attendance at the AWA breakfast of March 19, 2009. Director Peterson discussed his attendance at the March 18, 2009 ACWA Legislative Day in Sacramento including the centennial event.

B Directors' Reports on Outside meetings – None

C Information Items – Director Bowman provided the Board, General Manager Mundy and Legal Counsel Lemieux with documents pertaining to the topics of "what belongs in an Administrative Code" and "water situation in the world"; and discussed farmers holding onto water and what utilities should be doing in regards to climate change.

D General Manager Mundy provided an update regarding general business of the District including the April 14, 2009 poster contest judging prior to the regular board meeting, April 16, 2009 AWA Symposium; water shortage committee nominations; and his request for vacation May 4-8, 2009.

E Director's Comments – None

14 Future Agenda Items – The Board requested a workshop be held on a Saturday in April or May to tour the proposed Backbone Improvement tank sites in the area surrounding Westlake Filtration Plant and to review the Administrative Code.

15 The meeting convened into Closed Session at 7:41 p.m.

Conference with District Counsel - Potential Litigation

A Metha Construction Company v. LVMWD

B LVMWD vs. Onsite Power Systems, Inc.

16 The Chair declared the meeting adjourned at 7:51 p.m.

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

ATTEST:

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

(SEAL)

LAS VIRGENES MUNICIPAL WATER DISTRICT

To: JEFF SMITH, TREASURER

Payments for Board Meeting of: May 12, 2009

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. 48499 through 48599 were issued in the total amount of \$ 311,849.97

Payments through wire transfers as follows:

4/30/2009 Metropolitan Water Dist. Payment for water deliveries in the month of February 2009. \$ 501,805.80

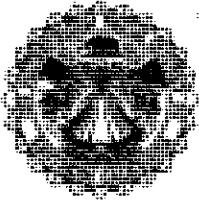
Total payments \$ 813,655.77

(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.)

SB

**CHECK LISTING FOR BOARD MEETING
05/12/09**

Company Name	Company No.	Check No.	Check No.	Check No.	Total
		48499 thru 48527 04/28/09	48528 thru 48539 05/05/09	48540 thru 48599 05/12/09	
		Amount	Amount	Amount	
Potable Water Operations	101	2,849.43	7,655.94	14,614.51	25,119.88
Sanitation Operations	130	361.86		667.01	1,028.87
Potable Water Construction	201			217.60	217.60
Water Conservation Construction	203			141.20	141.20
Sani- Construction	230			1,008.11	1,008.11
Potable Water Replacement	301	888.40		41,033.38	41,921.78
Reclaimed Water Replace	302			1.60	1.60
Sanitation Replacement	330	2,089.51		2,331.95	4,421.46
Internal Service	701	32,536.42	4,179.01	55,927.80	92,643.23
Joint Venture Operations	751	2,169.64	7,504.74	103,797.68	113,472.06
Joint Venture Construction	752				0.00
Joint Venture Replacement	754	140.25		31,733.93	31,874.18
Total Printed		41,035.51	19,339.69	251,474.77	311,849.97
Voided Checks/Payment Stopped:		None		0.00	
Total Voids		0.00	0.00	0.00	0.00
Net Total		41,035.51	19,339.69	251,474.77	311,849.97



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

INVOICE

Billed To:
 Las Virgenes Municipal Water District



Service Address
 4232 Las Virgenes Road
 Calabasas, CA 91302

February 2009	Page No. 1 of 1
Mailed: 03/10/2009	Due Date: 04/30/2009
Invoice Number: 6271	Revision: 0

NOTICE

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

DELIVERIES	Volume (AF)
Total Water Treated Delivered	731.4

SALES	Type	Volume (AF)	Rate (\$ /AF)	Total (\$)
Full Service	Tier 1 Supply Rate	731.4	\$109.00	\$79,722.60
	System Access Rate	731.4	\$143.00	\$104,590.20
	Water Stewardship Rate	731.4	\$25.00	\$18,285.00
	System Power Rate	731.4	\$110.00	\$80,454.00
	Water Supply Surcharge	731.4	\$25.00	\$18,285.00
	Treatment Surcharge	731.4	\$167.00	\$122,143.80
Adjust Full Service Prior Rates				
Certification(s) for 200801 to 200812 for Domestic	Treated	3.1	\$508.00	\$1,574.80
IAWP	Treated	-3.1		(\$1,221.40)
	SUBTOTAL			\$423,834.00

OTHER CHARGES AND CREDITS	Rate (\$ /AF)	Total (\$)
Conservation Credit		(\$4,825.00)
Tier 2 Surcharge for 2008	3.1	\$98.00
Readiness To Serve Charge(Payment Schedule: M)		\$56,823.00
Capacity Charge(Payment Schedule: M)		\$25,670.00
	SUBTOTAL	\$77,971.80

ADDITIONAL INFORMATION	Volume (AF)	Tier1 %	Peak Day	Flow (CFS)
Purchase Order Commitment (Jan 2003 to Dec 2012)	137,103.0			
Purchase Order Firm Delivery To Date (Jan 2003 to Dec 2012)	147,082.1			
Tier 1 Annual Limit (For Current Calendar Year)	20,565.5			
Tier 1 YTD Deliveries (For Current Calendar Year)	2,858.1	14.0		
Tier 1 Current Month Deliveries By Billing Period	731.4			
Capacity Charge			5/9/2007	45.3

INVOICE TOTAL

P A I D
Wired on 4/30/09

Volume AF
731.4

Amount Now Due
\$501,805.80

Note: Amount Due is based on highlighted fields

Approved for Payment

ME 3-9-09
 Marsha Eubanks

[Signature] 3/10/09

[Signature] 3/10/09
 Approved for payment by
 John R. Murdy, General Manager

Batch Number - 194744

Bank Account - 00146807, Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Co	Amount	Invoice Number
48540	05/12/09	8680 ADS, LLC		4/09 FLOW METERING SRV		96693 001 00701		667.01	12408.22-0409
				4/09 FLOW METERING SRV		96693 002 00701		2,001.04	12408.22-0409
				Payment Amount				2,668.05	
48541	05/12/09	17077 AECOM USA, INC.		2/7-4/3 BNR-CPS STRT-UP	PV	96661 001 00701		6,906.84	7052763
				ASSIST					
				1/15-4/3 8MG/L	PV	96662 001 00701		20,754.07	7052761
				NITROGEN-CPS					
				3/14-4/3 LV ALIGN	PV	96663 001 00701		40,555.98	7052894
				STDY/CEQA					
				3/11-4/3 LV-ELECL EVAL	PV	96664 001 00701		1,727.86	7052929
				LS #1					
				Payment Amount				69,944.75	
48542	05/12/09	9430 AQUAMETRICS SALES CO.		SENSUS FLOW METER	PV	96697 001 00701		1,707.73	0024571-IN
				Payment Amount				1,707.73	
48543	05/12/09	5625 ASSOC. OF WATER AGENCIES	VENTURA CO	WTR SYMP-JB,GP,LR	PV	96686 001 00701		375.00	05-3111
				Payment Amount				375.00	
48544	05/12/09	2407 ATLAS TOWING		TOW #866 TO VINCE	PV	96685 001 00701		135.00	31160
				BARNES					
				Payment Amount				135.00	
48545	05/12/09	7965 B&B PALLET CO.		125YDS WOOD CHIPS 1"	PV	96665 001 00701		1,302.50	102100
				125YDS WOOD CHIPS 1"	PV	96666 001 00701		1,302.50	102101
				125YDS WOOD CHIPS 1"	PV	96667 001 00701		1,302.50	102102
				Payment Amount				3,907.50	
48546	05/12/09	17126 CALABASAS TENNIS & SWIM CENTER		5/21 MTG ROOM RNTL-WTRV		96660 001 00101		100.00	041309
				SHRTG					
				Payment Amount				100.00	
48547	05/12/09	17138 CIVILTEC ENGINEERING INC.		3/31 EXPERT WITNESS	PV	96679 001 00701		3,080.00	27901
				MCCvsLVMWD					
				Payment Amount				3,080.00	
48548	05/12/09	2554 COASTLINE EQUIPMENT		REPR #153 WEED SPRAYER		96681 001 00701		85.00	4124294
				Payment Amount				85.00	
48549	05/12/09	17141 JEANNE CORDOVA		RFND OVERPMT-CLOSED R		96700 001 00101		127.45	760373
				Payment Amount				127.45	
48550	05/12/09	5298 DATA 2000		512MB KTD-DM133/512	PV	96668 001 00701		163.88	48339
				Payment Amount				163.88	
48551	05/12/09	12559 DATASTREAM BUSINESS SOLUTIONS, INC.		3/09 STANDBY AST	PV	96698 001 00701		450.00	13745
				CHRG/CONSULT					
				Payment Amount				450.00	
48552	05/12/09	15339 DEPARTMENT OF INDUSTRIAL RELATIONS		CONVEYANCE PRMT-BLDG		96690 001 00701		105.00	E809145GN
				Payment Amount				105.00	

Batch Number - 194744

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Co	Amount	Invoice Number
48553	05/12/09	16252	EATON ELECTRICAL, INC	CONVEYANCE PRMT-BLDG	PV	96691 001 00701		105.00	E809146GN
				Payment Amount				210.00	
				CONDUCT SHRT CRCT COORD	PV	96699 001 00701		23,530.00	28343312
				STDY					
			Alt Payee						
			16320	EATON ELECTRICAL, INC.					
				P. O. BOX 100193					
				PASADENA CA 91189-0193					
48554	05/12/09	2651	FAIRFIELD SERVICE COMPAN	RPF PIN RACK ASSEM	PV	96726 001 00701		23,530.00	280034
				K-ZZAR					
			Alt Payee						
			15793	FLEMING ENVIRONMENTAL INQ	DOP-JUST SITE VISIT	PV	96669 001 00701	19,108.04	5228
				Payment Amount				90.00	
				Payment Amount				90.00	
48556	05/12/09	2672	FRUIT GROWERS LABORATORY	ANALYSIS	PV	96722 001 00701		715.01	902152A
				INC.					
			Alt Payee						
			6770	G.I. INDUSTRIES	4/1-15 DISP 10YD	PV	96713 001 00701	2,018.87	2465796-0283-9
				ROLLOFF-SHOP				272.40	
			Alt Payee						
			6771	G.I. INDUSTRIES					
				P. O. BOX 541065					
				LOS ANGELES CA 90054-1065					
			Alt Payee						
			17142	AARON GREEN	RFND OVERPMT-CLOSED	PV	96701 001 00101	272.40	3020594
				Payment Amount				160.00	
				Payment Amount				160.00	
48559	05/12/09	17137	JANET EPSTEIN & ASSOCIATES	DEPOSITION-MCCV5LV	PV	96680 001 00701		476.00	45967
				INC.					
			Alt Payee						
			3083	JCI JONES CHEMICALS, INC	SODIUM BISULFITE	PV	96717 001 00701	476.00	427263
				BIN #920020				7,621.95	
				P. O. BOX 29426					
			Alt Payee						
			13647	JCI JONES CHEMICALS, INC					
				BIN #920020					
				P. O. BOX 29426					
			Alt Payee						
			2738	JENSEN INSTRUMENTS	ASHCROFT TOOL	PV	96714 001 00701	7,621.95	2351
				KITS-CALIBRATION				510.94	
				FREIGHT				9.72	2351
				Payment Amount				520.66	

Batch Number - 194744

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Co	Amount	Invoice Number
48562	05/12/09	17143 KAMAKA, LLC		RFND DEP-CLOSING BILL	PV	96707 001 00101		1,182.54	9996342
				INTEREST	PV	96710 001 00101		19.41	9996342/INT
				Payment Amount				1,201.95	
48563	05/12/09	4783 LAWSON PRODUCTS, INC		BIN PARTS FOR TAPIA	PV	96735 001 00701		1,422.02	7942913
				FREIGHT	PV	96735 028 00701		27.01	7942913
				Payment Amount				1,449.03	
48564	05/12/09	3164 LEMIEUX & O'NEILL		4/09 RETAINER	PV	96745 001 00701		6,000.00	140-999M/043009
				4/09 PROFESSIONAL SRV	PV	96746 001 00701		4,636.84	140M/043009
				4/09 PROFESSIONAL SRV	PV	96746 002 00701		15,745.75	140M/043009
				Payment Amount				26,382.59	
48565	05/12/09	17144 LOBO TLG LLC		RFND OVERPMT-OPEN ACPV	PV	96706 001 00101		153.19	752805
				Payment Amount				153.19	
48566	05/12/09	2798 LOS ANGELES COUNTY ASSESSOR		MAPS	PV	96736 001 00701		60.00	09ASRE249
				Payment Amount				60.00	
48567	05/12/09	16033 MIURA BOILER, INC		COLORIMETRY REAGENT	PV	96684 001 00701		266.57	382879
				Payment Amount				266.57	
48568	05/12/09	2839 MOTION INDUSTRIES, INC.		GASKET 3.5"STANDARD	PV	96654 001 00701		151.69	CA22-508793
				STYLE 77 CPLG & GASKETPV	PV	96655 001 00701		927.18	CA22-508863
				Payment Amount				1,078.87	
48569	05/12/09	2365 MSO TECHNOLOGIES		3/1--3/31/09 CONSULT SRVPV	PV	96744 001 00701		3,910.00	3057
				Payment Amount				3,910.00	
48570	05/12/09	2842 NAPA AUTO PARTS		LAMPS FOR UNIT#866&	PV	96642 001 00701		42.69	317277
				STOCK					
				Payment Amount				42.69	
48571	05/12/09	2854 NIAGARA CONSERVATION		LEAK DETECTION TABLETBV	PV	96688 001 00701		1,092.50	121420
				FREIGHT	PV	96688 002 00701		57.82	121420
				Payment Amount				1,150.32	
48572	05/12/09	16372 OLIN CORPORATION - CHLOR ALKALI		16372 OLIN CORPORATION - CHLOR 4/14 SODIUM	PV	96637 001 00701		3,832.70	1141033
				HYPOCHLORITE					
				4/16 SODIUM	PV	96638 001 00701		3,783.48	1143605
				HYPOCHLORITE					
				4/21 SODIUM	PV	96639 001 00701		3,740.42	1143606
				HYPOCHLORITE					
				Payment Amount				11,410.33	
				Payment Amount				3,783.48	
				Payment Amount				3,740.42	

All Payee 16373 OLIN CORPORATION - CHLOR ALKALI
BANK OF AMERICA
P.O. BOX 402766

Batch Number - 194744

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Co	Amount	Invoice Number
48573	05/12/09	13586	ORACLE USA, INC.	2/1/09-4/30/09 JDE MAINT	PV	96629	001 00701	11,356.60 13,717.99	40852872
48574	05/12/09	2871	PACIFIC COAST BOLT	MISC CONCRETE ANCHOR FREIGHT BOLT; NUT 3/4" HEX FREIGHT	PV	96636	001 00701	13,717.99 3,154.06 42.88 777.86 46.90	320613-00 320613-00 321357-00 321357-00
48575	05/12/09	8506	PADRE ASSOCIATES, INC.	3/7-4/3/09 CONSULT SRV	PV	96696	001 00101	4,021.70 1,290.00	2009-482
48576	05/12/09	6342	POWER MACHINERY CENTER	FORKLIFT PMS#134@HQ FORKLIFT PMS#305@TAP FORKLIFT PMS#202@WILK FORKLIFT#D303@TAPIA FORKLIFT#D700@RLV FORKLIFT#D702@RLV FORKLIFT#Y723@RLV FORKLIFT#D302@TAPIA	PV	96610	001 00701	64.56 93.21 95.21 61.38 61.38 61.38 95.33 61.38	W94754 W94755 W94756 W94758 W94759 W94760 W94761 W94757
48577	05/12/09	8484	PRAXAIR DISTRIBUTION, INC	4/09 CYLINDER RNTL	PV	96656	001 00701	593.83 44.16	32883156
All Payee 8898 PRAXAIR DISTRIBUTION INC. DEPT. LA 21S11 PASADENA CA 91185-1S11									
48578	05/12/09	16788	RADIO ACTIVITY	SVC CALL TO REPLACE MIEV SVC CALL TO REPLACE MIEV	PV	96652	001 00701	44.16 125.00 1,140.00	0040609 0040609
48579	05/12/09	7162	RECON REFRACTORY & CONSTRUCTION, INC.	REFRACTORY REPR & ADI WK	PV	96653	001 00701	1,265.00 16,242.05	10889
48580	05/12/09	2907	RED WING SHOE STORE	SAFETY SHOES/MIXON, CARMEN	PV	96630	001 00701	16,242.05 212.57	1310000007566
48581	05/12/09	16859	RMC WATER AND ENVIRONMENTAL	SAFETY SHOES/LOPEZ, V SAFETY SHOES/FLINN, LESLIE	PV	96631	001 00701	184.87 212.04	1310000007540 1310000007584
Payment Amount 609.48 16859 RMC WATER AND ENVIRONMENTAL SRV Payment Amount 163.02 163.02									

Las Virgenes Municipal Water
 A/P Auto Payment Register

Batch Number - 194744
 Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Key Number	Co	Amount	Invoice Number
48582	05/12/09	2928 SCEC		2/15-4/11/09 EMISSIONS TEST	PV	96634	001 00701	1,870.35	904155453
				Payment Amount				1,870.35	
48583	05/12/09	17145 TOMMY STIENSEN		RFND OVERPMT-CLOSED	RF	96704	001 00101	57.13	410106
				Payment Amount				57.13	
48584	05/12/09	13676 TEK-COLLECT INCORPORATED		ANNUAL COMPUTER MAINT FEE	PV	96695	001 00701	75.00	89500
				Payment Amount				75.00	
48585	05/12/09	9092 THE BANK OF NEW YORK		ADMIN FEE-RFND REV TRST AC	BN	96692	001 00201	217.60	1405373
				Payment Amount				217.60	
				ADMIN FEE-RFND REV TRST AC	BN	96692	002 00201	141.20	1405373
				Payment Amount				141.20	
				ADMIN FEE-RFND REV TRST AC	BN	96692	003 00201	1,008.11	1405373
				Payment Amount				1,008.11	
				ADMIN FEE-RFND REV TRST AC	BN	96692	004 00201	27.40	1405373
				Payment Amount				27.40	
				ADMIN FEE-RFND REV TRST AC	BN	96692	005 00201	1.60	1405373
				Payment Amount				1.60	
				ADMIN FEE-RFND REV TRST AC	BN	96692	006 00201	604.09	1405373
				Payment Amount				604.09	
48586	05/12/09	9505 TIRE MAN AGOURA		4 NEW TIRES FOR UNIT#868	PV	96641	001 00701	2,000.00	33589
				Payment Amount				2,000.00	
				916.71				916.71	
48587	05/12/09	10065 ULINE SHIPPING SUPPLY		DUST MASK, STANDARD N95	PV	96640	001 00701	271.87	27423391
				Payment Amount				271.87	
				271.87				271.87	
48588	05/12/09	3011 UNITED SPECIALTIES		DISINFECTANT & ATP SHINE	PV	96649	001 00701	536.53	80417
				Payment Amount				536.53	
				35.00				35.00	
48589	05/12/09	3782 VENTURA HYDRAULIC & MACHINERY WORKS		AGITATOR#12 FILTERS FOR AGITATOR#12	PV	96635	001 00701	3,319.46	166302
				Payment Amount				3,319.46	
				44.35				44.35	
48590	05/12/09	2436 VINCE BARNES AUTOMOTIVE		VEHICLE MAINT#715 VEHICLE MAINT#112 VEHICLE MAINT#808 VEHICLE MAINT#856 VEHICLE MAINT#866	PV	96643	001 00701	3,363.81	166302
				Payment Amount				3,363.81	
				313.88				313.88	016973
				321.36				321.36	016990
				943.39				943.39	016991
				84.32				84.32	016997
				86.63				86.63	017000

Batch Number - 194744

Bank Account - 00146807 Cash-General

Payment Number Date	Address Number	Name	Payment Sub Message Ty	Document . . . Key Number Co	Amount	Invoice Number
			VEHICLE MAINT#868	PV 96648 001 00701	148.55	017002
			Payment Amount		1,898.13	
48591	05/12/09	16542 VISION INTERNET PROVIDERS/09 WEB HOSTING INC.	PV 96682 001 00701		200.00	15382
			Payment Amount		200.00	
48592	05/12/09	3034 VORTEX INDUSTRIES	REPR ENTRANCE DOOR	PV 96687 001 00701	1,582.46	01-465554-1
			Payment Amount		1,582.46	
48593	05/12/09	2729 VULCAN MATERIALS CO.	4/22 HOT MIX ALPHALT	PV 96683 001 00701	154.14	470285
		Alt Payee 6457 VULCAN MATERIALS COMPANY FILE 55572 LOS ANGELES CA 90074-5572				
			Payment Amount		154.14	
48594	05/12/09	3109 W. LITTEN	4/12-4/18 SRV RANCHO	PV 96627 001 00701	4,516.00	03201284
			SRV 4/18-4/25/09 RANCHOPV	96689 001 00701	4,327.00	03201285
			Payment Amount		8,843.00	
48595	05/12/09	3048 WEST COAST AIR CONDITIONING	WTR TRMT @BLDG8;7PV	96651 001 00701	349.65	S18654
			Payment Amount		349.65	
48596	05/12/09	8510 WORK BOOT WAREHOUSE	SAFETY SHOES/AGNEW,DRN	96633 001 00701	126.84	91983
			Payment Amount		126.84	
48597	05/12/09	17042 WURZEL LANDSCAPE	REPR & MAINT MIDAS DR/SADDLE	PV 96703 001 00701	2,885.00	28250
			Payment Amount		2,885.00	
48598	05/12/09	3067 XEROX CORPORATION	D250COLOR/PMT#35-MAR'09	96657 001 00701	3,753.35	039713751
			D250EFI/PMT#35-MAR'09	PV 96658 001 00701	238.58	039585960
			3/09 440AS MAINT& MTR USG	PV 96659 001 00701	153.99	039713753
			W564SP/PMT#1-MAR'09	PV 96671 001 00701	374.50	039908779
			Payment Amount		4,520.42	
48599	05/12/09	17146 DONALD YOO	RFND OVERPMT-CLOSED RQ	96705 001 00101	37.41	3071205
			Payment Amount		37.41	
			Total Amount of Payments Written		251,474.77	
			Total Number of Payments Written		60	

Batch Number - 194526

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address	Name	Payment Stub Message	Ty	Document Number	Key Co	Amount	Invoice Number
48528	05/05/09	2869 AT&T		SRV 4/14-5/13/09	PV	96622 001 00701		25.53	4639/041409
				SRV 4/14-5/13/09	PV	96623 001 00751		25.53	4860/041409
				SRV 4/20- 5/19/09	PV	96672 001 00101		25.55	2150/042009
				SRV 4/23- 5/22/09	PV	96673 001 00101		25.69	7426/042309
				SRV 4/23- 5/22/09	PV	96675 001 00101		25.63	5388/042309
				SRV 4/23- 5/22/09	PV	96676 001 00101		26.49	2430/042309
				SRV 4/23- 5/22/09	PV	96677 001 00101		26.42	0210/042309
				G.PETERSON'S 4/23-5/22	PV	96678 001 00701		27.71	1984/042309
				Payment Amount				208.55	
48529	05/05/09	2454 BLACK GOLD INDUSTRIES		DISP NON-HAZ WTR WAS TEV		96586 001 00701		959.75	13357
				Payment Amount				959.75	
48530	05/05/09	16498 EVERSOF, INC		SOFTNER EXCHANGE TANKV		96596 001 00701		155.00	R818334
				FREIGHT-SFTNR EXCHNGPV		96597 001 00701		75.00	W1267147
				TNK					
				Payment Amount				230.00	
48531	05/05/09	2654 FAMCON PIPE		HYDRANT SPOOL, B/O, 6"	PV	96587 001 00701		277.50	116774
				X 36"					
				HYDRANT BURRY, 6" X 48"	PV	96588 001 00701		429.90	116779
				S/R					
				Payment Amount				707.40	
48532	05/05/09	2655 FERGUSON ENTERPRISES		HYDRANT HEAD ASSY	PV	96589 001 00701		1,276.05	0309970
				6"X42-12"					
				GATE VALVE, 3", CL125,	PV	96590 001 00701		218.77	0310014
				BRASS F					
				COUPLING-WELD, 2" 3,000"	PV	96591 001 00701		44.35	0310017
				LB,					
				GATE VALVE, 3", CL125,	PV	96593 001 00701		218.77	0310016
				BRASS F					
				Alt Payee					
				FERGUSON ENTERPRISES, INC					
				FERGUSON #602					
				FILE 56809					
				LOS ANGELES CA 90074-6809					
				Payment Amount				1,757.94	
48533	05/05/09	15755 HD SUPPLY WATERWORKS, LTD		1/4" NUT	PV	96594 001 00701		787.70	8765307
				5/8"					
				Alt Payee					
				HD SUPPLY WATERWORKS, LTD					
				FILE #56214					
				LOS ANGELES CA 90074-6214					
				Payment Amount				787.70	
48534	05/05/09	12142 SANDY HERNANDEZ		REIMB-REFRSH HEALTH	PV	96674 001 00701		111.88	042809
				Payment Amount				111.88	

Batch Number - 194526

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Doc. Ty	Document Number	Key Co	Amount	Invoice Number
FORUM #79									
48535	05/05/09	3083	JCI JONES CHEMICALS, INC	SODIUM BISULFITE	PV	96595	001 00701	111.88	426679
			Alt Payee 13647 JCI JONES CHEMICALS, INC						
			BIN #920020					7,479.21	
			P. O. BOX 29426						
Payment Amount									
48536	05/05/09	2611	LA DWP	TEMP SRV	PV	96625	001 00101	7,479.21	24503/020708
				1/17/08-2/07/08				45.48	
Payment Amount									
48537	05/05/09	6733	LOS ANGELES COUNTY SHERIFF'S DEPARTMENT	TRAFFIC REPORT	PV	96670	001 00101	6,441.45	22930/041409
								6,486.93	
								12.00	109-02299-2248-455
Payment Amount									
48538	05/05/09	2958	SOUTHERN CALIFORNIA GAS	CONDUIT 3/19-4/17	PV	96624	001 00101	12.00	8400/041709
								9.53	
Payment Amount									
48539	05/05/09	16064	WELLS FARGO FINANCIAL LEASING, INC.	SCNR&PRINTER/PMT#22-MAY	PV	96620	001 00701	583.42	6765218837
				'09					
				SCNR&PRINTER/SALES TARV	PV	96621	001 00701	5.38	6765218837
				1%					
Payment Amount									
								588.80	
Total Amount of Payments Written								19,339.69	
Total Number of Payments Written								12	

Batch Number - 194473
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Key Number	Co	Amount	Invoice Number
48499	04/28/09	2317	ACORN NEWSPAPER	4/2 LEGAL AD ORD	PV	96554	001 00701	200.00	M-0262/03-09-256
				03-09-256					
				Payment Amount				200.00	
48500	04/28/09	2398	ARBOR OILFIELD SPECIALTIES	BRE&THREAD	PV	96572	001 00701	455.00	31781
				ID-WELDOLETS					
				Payment Amount				455.00	
48501	04/28/09	2869	AT&T	SRV 4/7-5/6/09	PV	96558	001 00101	386.50	2043/040709
				SRV 4/7-5/6/09	PV	96559	001 00101	196.66	2045/040709
				SRV 4/7-5/6/09	PV	96560	001 00101	65.69	0123/040709
				SRV 4/7-5/6/09	PV	96561	001 00101	32.36	0124/040709
				SRV 4/7-5/6/09	PV	96562	001 00130	196.66	2220/040709
				SRV 4/7-5/6/09	PV	96563	001 00130	165.20	2439/040709
				SRV 4/7-5/6/09	PV	96564	001 00701	114.38	7719/040709
				SRV 4/7-5/6/09	PV	96565	001 00701	114.38	7720/040709
				SRV 4/7-5/6/09	PV	96566	001 00701	83.38	7721/040709
				Payment Amount				1,355.21	
48502	04/28/09	9631	AT&T LONG DISTANCE	SRV 3/05-4/04/09	PV	96570	001 00701	200.27	806368136/040409
				SRV 3/05-4/04/09	PV	96570	002 00701	3.09	806368136/040409
				SRV 3/05-4/04/09	PV	96570	003 00701	.07	806368136/040409
				SRV 3/05-4/04/09	PV	96570	004 00701	3.19	806368136/040409
				SRV 3/05-4/04/09	PV	96570	005 00701	1.70	806368136/040409
				SRV 3/05-4/04/09	PV	96570	006 00701	13.74	806368136/040409
				SRV 3/05-4/04/09	PV	96570	007 00701	.05	806368136/040409
				Payment Amount				222.11	
48503	04/28/09	17131	CARMEL BREWER	REIMB-MCRC PROGRAM	PV	96599	001 00101	500.00	013323/0409
				Payment Amount				500.00	
48504	04/28/09	17132	AYKANUSH CHOKEKCHYAN	RFND-PMT ERROR HOME DEPOT	PV	96600	001 00701	30.00	031309
				Payment Amount				30.00	
48505	04/28/09	8106	CINTAS FIRST AID & SAFETY	REPL FIRST AID CABNT-H	PV	96601	001 00701	30.00	0168361760
				Payment Amount				247.36	
48506	04/28/09	2590	DAILY NEWS	3/09 LEGAL ADS (4)	PV	96550	001 00701	2,904.65	0289956000/0309
				3/09 ADS-COMMUNITY COMPOST	PV	96584	001 00751	300.00	DNR2512125/0309
				Payment Amount				3,204.65	
48507	04/28/09	5298	DATA 2000	SQL SERVER 2005	PV	96573	001 00701	713.40	48295
				Payment Amount				713.40	
48508	04/28/09	8213	DATAMATIC, LTD.	LID LOCK FF&MOSAIC BVL	PV	96602	001 00701	175.00	IN-0000011307
				KIT					
				LID LOCK FF&MOSAIC BVL	PV	96602	002 00701	175.00	IN-0000011307
				KIT					

Batch Number - 194473

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Alt Payee	Name	Payment Stub Message	TY	Document Number	Key Co	Amount	Invoice Number
				SHIPPING	PV	96602 003 00701		16.93	IN-0000011307
		Alt Payee 16479	ALLIED CAPITAL PARTNERS, LP C/O DATAMATIC, LTD. P. O. BOX 676649 DALLAS TX 75267-6649						
48509	04/28/09	16931	ENVIRONMENTAL SCIENCE ASSOCIATES	2/09 APRIL RD RESVR	PV	96557 001 00701		2,089.51	84420
				Payment Amount				366.93	
48510	04/28/09	2658	FEDERAL EXPRESS CORP	IS 4/17 FEDEX DELIVERY	PV	96571 001 00701		37.50	
				Payment Amount				2,089.51	
48511	04/28/09	15793	FLEMING ENVIRONMENTAL INC	09 DOP-UST SITE VISIT	PV	96574 001 00701		90.00	9-162-60511
				Payment Amount				37.50	
48512	04/28/09	2769	GEORGE KREIDER IV	WELDG SRV-WSO LEAK DEPV		96575 001 00701		450.00	5227
				WELD SRV-WSO LEAK DEPV		96576 001 00701		300.00	432811
				2" MN				90.00	432813
				WELD SRV-WOOSLEY CYNPRD		96579 001 00701		300.00	432816
				Payment Amount				1,050.00	
48513	04/28/09	8101	GROENIGER & COMPANY	HYDRANT HEAD/PEDESTAEP		96568 001 00701		3,834.68	11007755-00
				ASSY					
				HYDRANT HEAD/PEDESTAEP		96568 002 00701		35.10	11007755-00
				ASSY					
		Alt Payee 8141	GROENIGER & COMPANY P.O. BOX 3629 HAYWARD CA 94540-3629						
				Payment Amount				3,799.58	
48514	04/28/09	17130	KARIE HIMSL	REIMB-MCRC PROGRAM	PV	96598 001 00101		500.00	014862/0409
				Payment Amount				500.00	
48515	04/28/09	2759	KEMP FORD	OIL FLTR ASY-08 ESCAPEPV		96555 001 00701		50.73	210187P
				Payment Amount				50.73	
48516	04/28/09	2611	LA DWP	RECTIFIER 3/17-4/15	PV	96577 001 00101		16.88	09501/041509
				RECTIFIER 3/16-4/14	PV	96578 001 00101		18.99	10298/041409
				Payment Amount				35.87	
48517	04/28/09	3352	LAS VIRGENES MUNICIPAL WATER DISTRICT	TAPIA CENTRATE	PV	96547 001 00754		140.25	6237/033109
				2/27-3/31					
				MALIBU SYPHN 2/9-4/7	PV	96548 001 00751		35.03	0006/040709
				Payment Amount				175.28	
48518	04/28/09	7292	MICHAEL MCINTYRE	REIMB EXP SCADA	PV	96585 001 00101		24.75	041409
				CALLOUT;CLOCK					
				REIMB EXP SCADA	PV	96585 002 00101		24.75	041409

Las Virgenes Municipal Water
A/P Auto Payment Register

Batch Number - 194473
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address	Name	Payment Stub Message	Document Ty	Key Number	Co	Amount	Invoice Number
				CALLOUT;CLOCK					
				REIMB EXP SCADA	PV	96585	003 00101	29.71	041409
				CALLOUT;CLOCK					
				Payment Amount				79.21	
48519	04/28/09	11933 MALIBU CANYON DEVELOPMENT		REDF MAIN EXT AGREEMENT	96569	001	00701	10,835.93	4455-028-053
				Payment Amount				10,835.93	
48520	04/28/09	4421 OFFICE PAVILION		ERGONOMIC CHAIRS/3 STAFFS	PV	96603	001 00701	2,241.33	14126-0
				Payment Amount				2,241.33	
48521	04/28/09	8367 PITNEY BOWES		PREPAY POSTAGE 04/28/09V	96619	001	00701	5,000.00	
				Payment Amount				5,000.00	
48522	04/28/09	9930 SAVANNA LANDSCAPE		4/09 LANDSCAPE MAINT@EQUESTRIA	PV	96553	001 00701	325.00	4579
				Payment Amount				325.00	
48523	04/28/09	2932 SEALS WEST PACKING CO.		REPAIR MECHANICAL SEAB	96552	001	00701	325.00	3208
				Payment Amount				814.06	
48524	04/28/09	16120 SOIL CONTROL LAB		FINISED COMPOST PACKARE	96556	001	00751	300.00	9030337
				Payment Amount				300.00	
48525	04/28/09	2958 SOUTHERN CALIFORNIA GAS		CONNELL 3/16-4/13	PV	96580	001 00101	13.81	0400/041309
				HQ/OPNS 3/16-4/13	PV	96581	001 00701	2,813.46	3600/041309
				TAPIA PLNT 3/16-4/13	PV	96582	001 00751	608.71	4000/041309
				RLV PLANT 3/16-4/13	PV	96583	001 00751	82.20	4200/041309
				Payment Amount				3,518.18	
48526	04/28/09	3035 VWR SCIENTIFIC		BEAKER CUPS;PLSTIC CUPS	96605	001	00701	80.69	37729846
				FREIGHT	PV	96605	003 00701	7.40	37729846
				HYDROCHLORIC ACID	PV	96606	001 00701	48.04	37822079
				FREIGHT	PV	96606	002 00701	15.63	37822079
				PHOSPHATE BUFFER	PV	96607	001 00701	155.22	37834391
				DILUTION					
				FREIGHT	PV	96607	002 00701	25.67	37834391
				PETRI DISHES, STERILE	PV	96608	001 00701	242.35	37729850
				FREIGHT	PV	96608	002 00701	138.00	37729850
				Payment Amount				713.00	
48527	04/28/09	3047 WESCO DISTRIBUTION, INC.		ELECTRICAL SAFETY GLOVES	PV	96545	001 00701	1,636.91	642565
				Payment Amount				1,636.91	
				17000 VOLT BLACK GLOVES	96546	001	00701	304.61	653554
				ELECTRICAL SAFETY	PV	96567	001 00701	129.15	631079

Alt Payee 3216 VWR INTERNATIONAL, INC
P. O. BOX 31001-1257
PASADENA CA 91110-1257

Batch Number - 194473

Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Docu- ment Ty	Key Number	Co	Amount	Invoice Number
-------------------	------	-------------------	------	----------------------	---------------------	---------------	----	--------	-------------------

GLOVES

FREIGHT 15.00 631079

Alt Payee 6443 WESCO DISTRIBUTION, INC
 PO BOX 31001-0465
 PASADENA CA 91110-0465

Payment Amount

2,085.67

Total Amount of Payments Written

41,035.51

Total Number of Payments Written

29

Joseph M. Bowman
 Las Virgenes Municipal Water District
 4232 Las Virgenes Road
 Calabasas, CA 91302
 Fax: 818-251-2149

DATE: 4-28-09

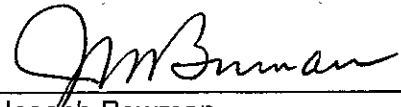
TO: Kimmey Conklin, Las Virgenes Municipal Water District
 Linda Casey-Hadlow, Las Virgenes Municipal Water District

FROM: Joseph M. Bowman
 LVMWD Director, Division 4

SUBJECT: **Meeting Attendance Per Diem Request**

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

Date	Description
<u>4/1</u>	<u>NWRA - Wash DC</u>
<u>4/6</u>	<u>JPA</u>
<u>4/14</u>	<u>LVMWD</u>
<u>4/16</u>	<u>AWA</u>
<u>4/28</u>	<u>LVMWD</u>
<u>4/18</u>	<u>ADMIN CODE/SITE TOUR WORKSHOP</u>
	<u>RC</u>

(Signed) 
 Joseph Bowman

Charles Caspary
Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302
Fax: 818-251-2149

DATE: 4/30/2009
TO: Kimmey Conklin, Las Virgenes Municipal Water District
Linda Casey-Hadlow, Las Virgenes Municipal Water District
FROM: Charles Caspary
LVMWD Director, Division 1
SUBJECT: Meeting Attendance Per Diem Request

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

Date	Description
4/2/09 ✓	RWQ CB-LA - ^{Basin Plan} Triennial Review - Los Angeles
4/13/09 ✓	Las Virgenes HOF - Annual Installation
4/16/09 ✓ (1)	Las Virgenes COG - LARWQB
4/14/09 ✓	LV TSD JPA Bd Mtg.
4/14/09 ✓	LV MWD - Reg Bd Mtg.
4/16/09 ✓	Santa Monica Bay Restoration Comm ^{Maria Del Ray}
4/18/09 ✓	LVMWD - Admin Code Workshop.
4/22/09 ✓ (8)	Agoura Hills City Council Mtg - LV Book Present
4/28/09 ✓	LVMWD - Regular Bd Mtg.

(Signed)

Charles Caspary
Charles Caspary



Glen Peterson
 Las Virgenes Municipal Water District
 4232 Las Virgenes Road
 Calabasas, CA 91302
 Fax: 818-251-2149

* REVERSED
 PROCESS
 ON 05/12/09

ok
 [Signature]
 4/29/09

DATE: 1-28-08

TO: Kimmey Conklin, Las Virgenes Municipal Water District
 Linda Casey-Hadlow, Las Virgenes Municipal Water District

FROM: Glen Peterson
 LVMWD Director, Division 2

SUBJECT: Meeting Attendance Per Diem Request

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

Date	Description
<u>6</u>	MMO Budget Discuss
<u>7</u>	MMO/LV ACWA Leadership
<u>9</u>	MMO North Coast
<u>12</u>	MMO Committee's
<u>13</u>	MMO/W Bonus
<u>15</u>	MMO/W Summit w/ Dinky Brown ACWA
<u>20</u>	MMO/W travel to Westland WU ACWA
<u>27</u>	LV Board
<u>28</u>	MMO/W ACWA Prep for Public Mtg
<u>29</u>	MMO/W ACWA Workshop & Public Mtg
<u>30</u>	MMO/W ACWA Bond
<u>16</u>	MMO/W ACWA Leadership
<u>22</u>	MMO/W ACWA Leadership

10 - LVMWD
 5 - MWD

(Signed)

[Signature]
 Glen Peterson

4/16/09 [Signature]

→ * 1-24-09
 → * 1-8-09

MMO/W ACWA Centennial Meeting in Sacramento
 MMO/W ACWA Conservation Area

Glen Peterson
 Las Virgenes Municipal Water District
 4232 Las Virgenes Road
 Calabasas, CA 91302
 Fax: 818-251-2149

★ REVISED
 PROCESS ON
 05/12/09
 O.K. [Signature]
 4/29/09

DATE: MARCH 2009

TO: Kimmey Conklin, Las Virgenes Municipal Water District
 Linda Casey-Hadlow, Las Virgenes Municipal Water District

FROM: Glen Peterson
 LVMWD Director, Division 2

SUBJECT: **Meeting Attendance Per Diem Request**

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

Date	Description
<u>2</u>	LV JPA Mtg
<u>7</u>	W ACTION PLAN - GM REVIEW
<u>6</u>	MWD Northern Council
<u>9</u>	MWD Committee
<u>10</u>	MWD/AV BOARDS
<u>11</u>	MWD/AV ACWA EX COMMITTEE
<u>16-17</u>	MWD/AV Conference Committee ACWA - MWD Leg Day in SoCal
<u>18</u>	MWD/AV ACWA Leg Symposium
<u>26-27</u>	MWD/AV ACWA BOARD & HBA mtg.
<u>24</u>	LV LV BOARD Mtg.

(13)

LVMWD 10
 MWD 3
 13 (Signed)

Glen Peterson
 Glen Peterson

→ ★ 3-13-09

MWD/AV ACWA Region 647 meeting in Visalia
 ... N.O.

Glen Peterson
 Las Virgenes Municipal Water District
 4232 Las Virgenes Road
 Calabasas, CA 91302
 Fax: 818-251-2149

DATE: 5/3/08
 TO: Kimmey Conklin, Las Virgenes Municipal Water District
 Linda Casey-Hadlow, Las Virgenes Municipal Water District
 FROM: Glen Peterson
 LVMWD Director, Division 2
 SUBJECT: Meeting Attendance Per Diem Request

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

Date	Description
3-5	AND CRA TRVL
9	MO/CL MET JIMM FERRAT AT Solley's AWAA
10	MO Northern Calif
13	MO Committee
14	MO/LV BODS
16	LV AWAA SYMPOSIUM
20	MO/W BOARD OFFICER AWAA
23	MO/W ORANGE COUNTY ACFT EVENT
24	MO/LV STATE LEG COMMITTEE SUMMER AWAA
28	MO/W SWC WORKSHOP BOARD MTG
30/29	MO/W AWAA LEADERSHIP MTG
30	MO/W ALL AMERICAN CONFD DISTRICT AWAA/MWD
4/18	LV WORKSHOP ON ADMIN CATE

(15)

LVMWD = 10
 MWD = 5 (Signed)

 15


 Glen Peterson

Lee Renger
Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302
Fax: 818-251-2149

DATE: 4-28-09
TO: Kimmey Conklin, Las Virgenes Municipal Water District
Linda Casey-Hadlow, Las Virgenes Municipal Water District
FROM: Lee Renger
LVMWD Director, Division 3
SUBJECT: Meeting Attendance Per Diem Request

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

Date	Description
<u>4-6-09</u>	<u>JPA Board Mtg.</u>
<u>4-14-09</u>	<u>Regular Board Mtg</u>
<u>4-16-09</u>	<u>AWA Morning conference</u>
<u>4-18-09</u>	<u>Workshop + site tour</u>
<u>4-28-09</u>	<u>Regular Board Mtg.</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

(Signed)

Lee Renger
Lee Renger



Jeff Smith
 Las Virgenes Municipal Water District
 4232 Las Virgenes Road
 Calabasas, CA 91302
 Fax: 818-251-2149

DATE: 4/29/09

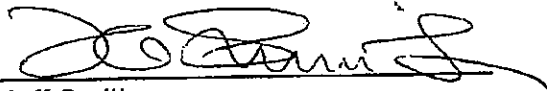
TO: Kimmey Conklin, Las Virgenes Municipal Water District
 Linda Casey-Hadlow, Las Virgenes Municipal Water District

FROM: Jeff Smith
 LVMWD Director, Division 5

SUBJECT: **Meeting Attendance Per Diem Request**

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

Date	Description
<u>4/6/09</u>	<u>JPA Regular Board Meeting</u>
<u>4/14/09</u>	<u>LVMWD Regular Board Meeting</u>
<u>4/18/09</u>	<u>LVMWD Code Workshop</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

(Signed) 
 Jeff Smith

✓



May 12, 2009 Board Meeting

TO: Board of Directors
FROM: Facilities and Operations

Subject: Award of Bid
Annual Weed Abatement at Various Facilities

Las Virgenes Municipal Water District (LVMWD) and Triunfo Sanitation District Joint Powers Authority have approved funding for this matter in the Joint Powers Authority Budget. This recommendation is before the LVMWD Board of Directors for action, as administering agent, as authorized under the Joint Powers Authority Agreement.

SUMMARY

Annually, the District must comply with the County of Los Angeles Weed Abatement Division notice to destroy weeds, remove brush, rubbish and refuse prior to fire season by June 30th. The work is performed under contract for the District's largest sites, including Tapia Water Reclamation Facility, Rancho Las Virgenes Composting Facility, Westlake Filtration Plant, Morrison Tank and Headquarters/Reservoir 2. On April 8th, the Board authorized a Call for Bids. Bid packages were sent to 7 companies who all attended the mandatory bid tour. Bids were received as follows:

Table with 6 columns: Company, Tapia, Rancho, Westlake, Morrison, Hq/Res 2. Rows include Executive Suite, Mariposa, Savannah, Venco Western, Underwood, and W. A. Litten with corresponding bid amounts.

Winning bids are shown in bold.

RECOMMENDATION

- Authorize the General Manager to issue purchase orders to the following vendors:
- Underwood Landscape in the amount of: \$7,825 for weed abatement services at Tapia Water Reclamation Facility; \$15,250 for weed abatement services at Westlake Filtration Plant; and \$3,555 for weed abatement services at Morrison Tank.
- Mariposa Landscape in the amount of \$5,400 for weed abatement services at Rancho Las Virgenes Composting Facility.
- W.A. Litten in the amount of \$995 for weed abatement services at Headquarters Reservoir 2.

FINANCIAL IMPACT

The Fiscal Year 08-09 budget provides funding in the operating budget for weed abatement at all facilities.

Ken Reed, Water Treatment and Production Supervisor, prepared this report.

Signature of David R. Lippman, Date 5/7/09, Director of Facilities and Operations

Signature of John R. Mundy, Date 5-7-09, General Manager



May 12, 2009 Board Meeting

TO: Board of Directors

FROM: General Manager

Subject: Statement of Work for Bill Redesign

SUMMARY

As part of LVMWD's water shortage response, the District is redesigning the customer bill format to incorporate the following new water budget information.

- Water budget units for bill period.
- Amount of water over budget, including conservation message.
- Over budget surcharge calculation and charges.
- Graphical representation of current bill period "budget" versus "usage" comparison.
- Graphical representation of "prior" budget and usage information for three preceding bill periods, and "projected" budget information for the subsequent three future bill periods.

All other current customer information will remain in the redesigned bill format.

On March 26, 2009 Advanced Utility Systems, LVMWD's provider of customer information and billing systems, submitted a statement of work for this project with a cost requirement of \$30,750. Copies of the statement of work and redesigned bill format are attached for reference.

RECOMMENDATION

- Authorize the General Manager to issue a purchase order to Advanced Utility Systems, pursuant to the terms of the Agreement dated January 8, 2002, in an amount not to exceed \$30,750 for the bill redesign in accordance with the revised statement of work dated April 29, 2009.

FINANCIAL IMPACT

CIP funds were not budgeted for this bill redesign. If approved, expenditures will be split between fiscal years 2008-09 and 2009-10 in CIP account 10400 and in account 701420.6516 for this project.

Sandra Schmidt 5-4-09

Sandra Schmidt Date
Director of Finance and Administration

Kimberly Conklin for 05/04/09

John R. Mundy Date
General Manager

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

**** Revised ****

SOW ID: Bill Format Modifications
SW ID: AT3612

Date of distribution: April 29, 2009

Distribution: **Advanced Utility Systems**
Vic Cizmarik

Las Virgenes Municipal Water District
Diane Holliday

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 modify the current bill print format.

Objectives / deliverables

The following stages outline items to be addressed, as part of this SOW

- *Identify* precise bill print modification requirements;
- *Validate* identified bill print modification requirements;
- *Execute* modifications according to validated bill print modification requirements;
- *Implement* executed modifications within Client's refreshed TEST environment;
- *Test* implemented modification vis-à-vis validated bill print modification requirements;
- *Transition* tested modification into Client's PRODUCTION environment;
- *Monitor* transitioned modification within Client's PRODUCTION environment.

Costs & time requirements *

The costs related to successfully completing this SOW are estimated to be \$30,750 USD.

The time required to successfully complete this SOW is currently estimated to be 150 hours, charged at a blended rate of approximately \$205 per hour.

For a complete itemization of stages, as well as associated hours, fees and descriptions, observe the below table.

ADVANCED
UTILITY SYSTEMS

Stage	Est. Hrs	Rate/ Hour	Description	Investment
<i>Identify</i>	15.0	\$ 250	Cooperative requirements discovery	\$ 3,750
<i>Validate</i>	7.5	\$ 250	Cooperative accuracy analysis	\$ 1,875
<i>Execute</i>	75.0	\$ 175	Advanced execution	\$ 13,125
<i>Implement</i>	7.5	\$ 175	Advanced setup and configuration	\$ 1,313
<i>Test</i>	30.0	\$ 250	Cooperative quality assurance	\$ 7,500
<i>Transition</i>	7.5	\$ 250	Cooperative deliverables management & acceptance	\$ 1,875
<i>Monitor</i>	7.5	\$ 175	Advanced engagement & post-delivery support	\$ 1,313
	150.0			\$ 30,750

* Net of applicable taxes and expenses

Terms & conditions

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;
- This SOW can be invoiced monthly on the basis of actual hours of work 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;
- Only the top company banner will be pre-printed. Everything else is to be programmed into Crystal Reports
- If there's a meter change, only the new meter size and new meter number will be displayed, however, readings from both meters will need to be populated
- Las Virgenes has no accounts with multiple meters, therefore, the bill print does not need to take this into account
- If an account has a compound meter, all reads will need to be displayed on the bill print
- A development change will need to be made to include a flag in the bill print control file to have the client determine the number of months ahead that need to be populated in the projected usage chart.
- 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 \$50 per weekday, and \$100 per weekend day or holiday which will be billed to Client, and will not be

ADVANCED UTILITY SYSTEMS

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 the SOW are estimates only; Client will be advised if the hours are to exceed the estimate above. Additional hours will be charged at a blended rate of \$205.00 per hour. An amended SOW will be issued.
- Specified blended 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 \$525.
- Notice of cancellation of work under this SOW must be received in writing.
- 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 remain in full force and effect, are hereby 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 (Director 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.

ADVANCED
UTILITY SYSTEMS

Authorization

Estimated Cost of SOW: \$30,750 USD

Accepted by (Signature): _____

Name (Please Print): _____

Date: _____



May 12, 2009 Board Meeting

TO: Board of Directors

FROM: General Manager

Subject: New Job Classifications – Water Reclamation Manager, Facilities Manager, Water System Manager and Electrical/Instrumentation Supervisor

SUMMARY

The Operations Manager position in the Facilities and Operations department is currently vacant. The responsibilities of the Operations Manager included oversight of the Water Reclamation division, Water Treatment and Production division and the Laboratory division. Rather than fill this position in kind the responsibilities will be separated under two new manager positions, a Water Reclamation Manager who will oversee the Water Reclamation division and the Laboratory division and a Water System Manager who will oversee the Water Treatment & Production division. In addition the Construction division that now reports to the Facilities Manager will report to the Water System Manager. This requires the creation of two new manager job classifications, a Water Reclamation Manager and Water System Manager and modification of the Facilities Manager job classification. All positions will report to the Director of Facilities and Operations. It is recommended that the two new manager positions be paid at an E109 level or E117 if the manager is a Registered Professional Engineer. In addition, it is recommended that an Electrical/Instrumentation Supervisor job classification be created reporting to the Facilities Manager paid at a M83 pay level. Once the incumbent vacates the Facilities Maintenance Supervisor position it will be reclassified to a M83 pay level. The Operations Manager position was paid at E132. It is also recommended that the vacant Assistant/Associate Engineer position paid at a M92 be eliminated, helping to reduce cost impacts from the addition of a manager and supervisor position.

RECOMMENDATIONS

- Approve the Water Reclamation Manager and Water System Manager job classifications paid at an E109/E117;
- Approve the Electrical/Instrumentation Supervisor job description paid at an M83;
- Approve the modifications of the Facilities Manager and Facilities Maintenance Supervisor job classifications;
- Eliminate the currently vacant Operations Manager position.
- Eliminate the currently vacant Assistant/Associate Engineer position.

JB

FINANCIAL IMPACT

There will be a net increase in salary cost due to the addition of one manager and one supervisor position, partially offset by elimination of the vacant Assistant/Associate Engineer position.

DISCUSSION

Prior to May 2004 the Facilities and Operations Department had three operational managers, a Water Reclamation Manager, Water System Manager and a Facilities Manager. The Water System Manager retired in May 2004 and the position and responsibilities were consolidated with the Water Reclamation division overseen by the new management position of Operations Manager. Carlos Reyes, the then current Water Reclamation Manager was appointed as interim Operations Manager in May 2004 and permanent Operations Manager in November 2004. Carlos Reyes was appointed Director of Resource Conservation and Public Outreach in April 2009, vacating the Operations Manager position.

Rather than fill this position in kind, the responsibilities will be separated under two new manager positions, a Water Reclamation Manager who will oversee the Water Reclamation division and the Laboratory division and a Water System Manager who will oversee the Water Treatment & Production division. In addition, the Construction division that now reports to the Facilities Manager will report to the Water System Manager. This requires the creation of two new manager job classifications, a Water Reclamation Manager and Water System Manager and modification of the Facilities Manager job classification. All positions will report to the Director of Facilities and Operations. It is recommended that the two new manager positions be paid at an E109 level or E117 if the manager is a Registered Professional Engineer. In addition, it is recommended that an Electrical/Instrumentation Supervisor job classification be created reporting to the Facilities Maintenance Manager paid at a M83 pay grade. The Facilities Maintenance Supervisor job classification will be modified. Once the incumbent vacates the Facilities Supervisor position it will be reclassified to a M83 pay grade.

The proposed re-organization creates a better balance of responsibility under each of the three operational managers. There are competitive candidates within the District for the Water Reclamation Manager, Facilities Manager and Electrical/Instrumentation Supervisor creating internal promotional opportunities. The attached organizational charts show the current and proposed organizations.

David R. Lippman, Director of Facilities & Operations, prepared this report.

DL 5/4/09

John R. Mundy 5-5-09
John R. Mundy Date
General Manager

ELECTRICAL/INSTRUMENTATION SUPERVISOR

DEFINITION

Under direction of the Facilities Manager, the Electrical/Instrumentation Supervisor plans, coordinates, and supervises the maintenance and repair work of District buildings, structures and grounds, electrical, and control systems. The Electrical/Instrumentation Supervisor develops and implements the preventative maintenance program, and ensures compliance with all applicable codes and standards. Exercises supervision over electricians, instrument technicians, and the facility maintenance worker, and performs other related duties as required.

ESSENTIAL DUTIES (*Duties may include, but are not limited to the following*):

Plans, organizes and supervises the work of maintenance personnel and major projects.

Establishes and maintains a work order system; prioritizes and assigns work; reviews and interprets plans and specifications; discusses needs with work request originator; evaluates, plans and lays out larger jobs and prepares estimates of materials, equipment, and staff needs.

Trains and evaluates employees in proper repair and maintenance techniques, including proper work procedures, standards and safety practices; reviews work in progress or upon completion for compliance with applicable standards and regulations.

Plans, supervises and performs the most complex work in the repair of pumps, engines, electric motors, electric switchgear systems, generators, and process control equipment and instrumentation.

Interviews and recommends selection of candidates, prepares and conducts employee evaluations, conducts informal counseling on work issues, prepares documentation and improvement plans to address work performance problems/deficiencies, and recommends and carries out approved disciplinary actions.

Develops the preventative maintenance program for all District systems and equipment; evaluates new and existing equipment, manufacturer specifications and operating history; evaluates, and recommends purchases; monitors and approves expenditures.

Develops maintenance and repair schedules, procedures and standards to ensure reliability, safety, and compliance with safety, building and administrative codes and regulations.

Evaluates the need for outside repair and maintenance services; recommends, establishes and supervises contracts for vendor services.

Assists in the preparation of a prudent, reasonable annual maintenance budget and monitors it to ensure expenditures are within budget.

Prepares and maintains a variety of records and reports related to District building, equipment and fleet maintenance.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- ◀ Principles and practices of supervision including work planning, direction, and personnel management practices;
- ◀ Principles, methods, materials and equipment used in the operation and maintenance of water and wastewater treatment plants, waste water collection systems, water transmission and distribution systems or related industrial facility systems (e.g. HVAC systems, process control systems, electrical and plumbing systems, etc.);
- ◀ Electrical and mechanical theory and practice;
- ◀ Plant processes and operations to determine work priorities;
- ◀ Instrumentation microprocessors and computers used to monitor process operations;
- ◀ Principles and methods of an effective preventative maintenance program;
- ◀ Principles and methods of computerized maintenance management systems;
- ◀ Safety and safe working practices for maintenance;
- ◀ Building, safety, fire protection, electrical and other applicable laws, codes, regulations, and standards for water maintenance operations.

ABILITY TO:

- ◀ Assure employees are utilized in an effective and efficient manner;
- ◀ Plan, direct, and personally perform skilled maintenance and repair work on equipment;
- ◀ Assess labor and time requirements to perform the work;
- ◀ Work collaboratively and cooperatively in a team environment;
- ◀ Diagnose and repair a variety of electronic, electrical, and mechanical equipment;
- ◀ Provide clear verbal communications and prepare technical reports and memoranda in a well constructed and concise manner;
- ◀ Train and coach assigned personnel in a continuous improvement environment;
- ◀ Assure employees provide maintenance services in a cooperative, professional, and timely manner;
- ◀ Establish and maintain positive, cooperative working relationships with employees, contractors, vendors and contractors.

PHYSICAL AND SENSORY REQUIREMENTS

- ◀ Operate safety devices and equipment and apply proper safety procedures in hazardous environments;
- ◀ Ascend and descend ladders and stairs;
- ◀ Tolerate physical presence at height of up to 100 feet on catwalks and walkways of large structures; withstand periods of physical exposure to fumes, odors, dust, and pollen without incapacitating adverse effects;
- ◀ Safely enter and leave confined spaces;
- ◀ Ability to travel to different sites and locations.

TRAINING AND EXPERIENCE GUIDELINES

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: High school diploma or equivalent, and course work in engineering, construction, facilities administration or a related field from an accredited college or university.

EXPERIENCE: Six (6) years of mechanical/electrical equipment maintenance experience, at least two (2) years of which were at a lead or supervisory level in a water/waste water facility or other heavy industrial facility.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

A valid California class C driver's license must be maintained at all times. A class A license may be required.

One or more of the following certifications are desirable:

- State of California Grade IV Water Distribution Certification
- State of California Grade IV Water Treatment Certification
- CWEA Grade IV Mechanical Technician Certification
- CWEA Grade IV Electrical/Instrumentation Certification

FACILITIES MAINTENANCE SUPERVISOR

DEFINITION

Under direction of the Facilities Manager, the Facilities Maintenance Supervisor plans, coordinates, and supervises the maintenance and repair work of District mechanical equipment and the vehicle/mobile equipment fleet. The Facilities Maintenance Supervisor develops and implements the preventative maintenance program, and ensures compliance with all applicable codes and standards. Exercises supervision over mechanics and the fleet technician and performs other related duties as required.

ESSENTIAL DUTIES (*Duties may include, but are not limited to the following*):

Plans, organizes and supervises the work of maintenance personnel and major projects.

Establishes and maintains a work order system; prioritizes and assigns work; reviews and interprets plans and specifications; discusses needs with work request originator; evaluates, plans and lays out larger jobs and prepares estimates of materials, equipment, and staff needs.

Trains and evaluates employees in proper repair and maintenance techniques, including proper work procedures, standards and safety practices; reviews work in progress or upon completion for compliance with applicable standards and regulations.

Plans, supervises and performs the most complex work in the repair of pumps, engines, electric motors, electric switchgear systems, generators, and process control equipment and instrumentation.

Supervises the performance of fleet maintenance activities related to all District cars, trucks, and mobile equipment, including fuel system supply and management.

Interviews and recommends selection of candidates, prepares and conducts employee evaluations, conducts informal counseling on work issues, prepares documentation and improvement plans to address work performance problems/deficiencies, and recommends and carries out approved disciplinary actions.

Develops the preventative maintenance program for all District systems and equipment; evaluates new and existing equipment, manufacturer specifications and operating history; evaluates, and recommends purchases; monitors and approves expenditures.

Develops maintenance and repair schedules, procedures and standards to ensure reliability, safety, and compliance with safety, building and administrative codes and regulations.

Evaluates the need for outside repair and maintenance services; recommends, establishes and supervises contracts for vendor services.

Assists in the preparation of a prudent, reasonable annual maintenance budget and monitors it to ensure expenditures are within budget.

Prepares and maintains a variety of records and reports related to District building, equipment and fleet maintenance.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- ◀ Principles and practices of supervision including work planning, direction, and personnel management practices;
- ◀ Principles, methods, materials and equipment used in the operation and maintenance of water and wastewater treatment plants, waste water collection systems, water transmission and distribution systems or related industrial facility systems (e.g. HVAC systems, process control systems, electrical and plumbing systems, etc.);
- ◀ Electrical and mechanical theory and practice;
- ◀ Plant processes and operations to determine work priorities;
- ◀ Instrumentation microprocessors and computers used to monitor process operations;
- ◀ Principles and methods of an effective preventative maintenance program;
- ◀ Principles and methods of computerized maintenance management systems;
- ◀ Safety and safe working practices for maintenance;
- ◀ Building, safety, fire protection, electrical and other applicable laws, codes, regulations, and standards for water maintenance operations.

ABILITY TO:

- ◀ Assure employees are utilized in an effective and efficient manner;
- ◀ Plan, direct, and personally perform skilled maintenance and repair work on equipment;
- ◀ Assess labor and time requirements to perform the work;
- ◀ Work collaboratively and cooperatively in a team environment;
- ◀ Diagnose and repair a variety of electronic, electrical, and mechanical equipment;
- ◀ Provide clear verbal communications and prepare technical reports and memoranda in a well constructed and concise manner;
- ◀ Train and coach assigned personnel in a continuous improvement environment;
- ◀ Assure employees provide maintenance services in a cooperative, professional, and timely manner;
- ◀ Establish and maintain positive, cooperative working relationships with employees, contractors, vendors and contractors.

PHYSICAL AND SENSORY REQUIREMENTS

- ◀ Operate safety devices and equipment and apply proper safety procedures in hazardous environments;
- ◀ Ascend and descend ladders and stairs;
- ◀ Tolerate physical presence at height of up to 100 feet on catwalks and walkways of large structures; withstand periods of physical exposure to fumes, odors, dust, and pollen without incapacitating adverse effects;
- ◀ Safely enter and leave confined spaces;
- ◀ Ability to travel to different sites and locations.

TRAINING AND EXPERIENCE GUIDELINES

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: High school diploma or equivalent, and course work in engineering, construction, facilities administration or a related field from an accredited college or university.

EXPERIENCE: Six (6) years of mechanical/electrical equipment maintenance experience, at least two (2) years of which were at a lead or supervisory level in a water/waste water facility or other heavy industrial facility.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

A valid California class C driver's license must be maintained at all times. A class A license may be required.

One or more of the following certifications are desirable:

- State of California Grade IV Water Distribution Certification
- State of California Grade IV Water Treatment Certification
- CWEA Grade IV Mechanical Technician Certification
- CWEA Grade IV Electrical/Instrumentation Certification

FACILITIES MANAGER

DEFINITION

Under general direction of the Director of Facilities and Operations, the Facilities Manager plans and directs the maintenance of all District facilities including the fleet, infrastructure, buildings, grounds, and process plants. Within this responsibility the manager plans, organizes, directs and leads all maintenance functions, supervision of assigned employees, coordination of maintenance for assigned facilities and is part of an district wide management team leading the organization in meeting current and future objectives. Oversight responsibilities include assuring compliance with regulatory requirements, development and implementation of continuous improvement programs, and assistance to department director in budgeting and capital improvement planning and implementation. Performs related duties as required.

ESSENTIAL DUTIES (*Duties may include, but are not limited to, the following*):

Directs and coordinates the development and implementation of long/short term maintenance programs for electrical and mechanical maintenance of all District facilities including production, transmission and distribution facilities, sewer collection and treatment, and compost facilities.

Directs and coordinates the development and implementation of maintenance programs for District-wide building maintenance that includes HVAC, janitorial, plumbing, lighting, pest control, landscaping, pavement, security, and fire prevention programs.

Directs and coordinates the development and implementation of maintenance programs for the District's fleet and fuel systems.

Develops and implements goals, objectives, policies and procedures for the division; participates in the development of department and District policies, review of organization issues and execution of management initiatives.

Coordinates and reviews agenda item preparation and submittal; prepares and makes presentations to Board of Directors and community groups; acts as liaison with outside agencies.

Interviews and recommends selection of candidates; establishes performance expectations and performance standards for the division; prepares and conducts employee evaluations; conducts informal counseling on work issues; prepares documentation and improvement plans to address work performance problems/deficiencies, and recommends and implements approved disciplinary actions.

Represents the District in conferences with governmental agencies, trade and professional associations, or technical groups.

Participates in budget planning process; administers division budget.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- ◀ Civil and mechanical engineering principles, practices, and methods;
- ◀ Fiscal management;
- ◀ Contract administration practices and principles;

- ◀ Theory and practice of maintenance management;
- ◀ Principles, practices, and techniques of supervision including personnel management practices;
- ◀ Safety standards and practices.

ABILITY TO:

- ◀ Apply leadership and supervisory skills to create a team-oriented environment;
- ◀ Coach and develop employees;
- ◀ Prepare clear and concise technical reports, correspondence, and other administrative documents;
- ◀ Provide clear verbal communications and make formal group/public presentations;
- ◀ Analyze maintenance and construction issues, evaluate alternatives and provide options and recommendations that demonstrates technical, administrative and political considerations;
- ◀ Establish and maintain cooperative working relationships with employees, other managers, the public, other government agencies, consultants and contractors.

PHYSICAL AND SENSORY REQUIREMENTS

- ◀ Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone;
- ◀ Manual dexterity to write legibly and to use calculators, computer terminal, and other general office machines;
- ◀ Ability to lift and carry up to approximately twenty-five pounds; and to reach, bend, or crouch to use files and records.

TRAINING AND EXPERIENCE GUIDELINES

Any combination of training and experience which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: Equivalent to a Bachelor's degree in public/business administration/risk management, technical sciences, engineering or related field or equivalent combination of special expertise, advanced degrees, management and training certificated programs.

EXPERIENCE: Equivalent to five (5) years of facility maintenance experience with at least two (2) years in a supervisory capacity.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

A valid California Class C driver's license must be maintained at all times.

One or more of the following certifications or registrations are desirable:

- Registration as a Professional Engineer in the State of California
- State of California Grade V Wastewater Treatment Certificate
- State of California Grade V Water Distribution Certificate
- State of California Grade V Water Treatment Certificate
- CWEA Grade V Mechanical Technician Certificate

WATER RECLAMATION MANAGER

DEFINITION

Under general direction of the Director of Facilities and Operations, the Water Reclamation Manager is responsible for wastewater collection and treatment, laboratory services, recycled water production and composting operations of the district. Within this responsibility the manager plans, organizes, directs and leads all wastewater functions, supervision of assigned employees, coordination of maintenance for assigned facilities and is part of an district wide management team leading the organization in meeting current and future objectives. Oversight responsibilities include assuring compliance with regulatory requirements, development and implementation of continuous improvement programs, and assistance to department director in budgeting and capital improvement planning and implementation.

ESSENTIAL DUTIES (Duties may include, but are not limited to the following):

Manages and directs the operation and maintenance of all wastewater facilities. These facilities include Tapia Water Reclamation Facility and laboratory, Rancho Composting Facility and Farm, sewage collection facilities and lift stations.

Oversees the collection of data and reporting for compliance with regulatory agencies and for effective operational control.

Develops and implements goals, objectives, policies and procedures for the division; develops and implements standard operating procedures; participates in the development of department and District policies, review of organization issues and execution of management initiatives.

Interviews and recommends selection of candidates; establishes performance expectations and performance standard for the division; prepares and conducts employee evaluations; conducts informal counseling on work issues; prepares documentation and improvement plans to address work performance problems/deficiencies, and recommends and implements approved disciplinary actions.

Recommends and implements modifications and improvements in facility operations for effective and efficient control, reliability in operations and regulatory compliance.

Prepares Operating budget and capital facility program estimates and recommendations for division activities.

Oversees and/or prepares reports, Board memos and external communications including the Regional Water Quality Control Board, State Department of Health Services, South Coast Air Quality Control Board, EPA and others as required.

Coordinates staff and other departments' interactions with regulatory agencies pertaining to management of assigned facilities and reporting requirements.

Manages, directs and where appropriate responds to emergencies.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- ◀ Water and wastewater theory, practices and procedures;
- ◀ Operation of water and wastewater treatment plants;
- ◀ Chemical and solids handling processes;
- ◀ State and regional water quality and water pollution control programs;
- ◀ Applicable State and Federal regulations and law;
- ◀ Managerial, leadership and interpersonal skills essential to a highly demanding visible set of activities within the District and the Community;
- ◀ Group dynamic skills essential to team building, consensus building, interactive synergy, and positive, creative, participatory decision making;
- ◀ Cal OSHA mandated safety requirements and working practices in plant and equipment operations, confined space entry, and working with dangerous and hazardous chemicals;
- ◀ Mentoring and coaching skills essential to creating a work environment that supports initiative, independent work while also meeting requirements necessary to accomplish assignments of the division;
- ◀ Fiscal management and decision-making.

ABILITY TO:

- ◀ Set goals and obtain high quality, timely results;
- ◀ Work with diverse employees, tasks, assignments and responsibilities;
- ◀ Use sound judgment with respect to setting of priorities, evaluating and assigning personnel and in accomplishing the District's mission statement and strategic plan;

PHYSICAL AND SENSORY REQUIREMENTS

- ◀ Safely enter and leave confined spaces;
- ◀ Sufficient eyesight to read standard text;
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone;
- ◀ Manual dexterity to write legibly and to use calculators, computer terminal, and other general office machines;
- ◀ Ability to lift and carry up to approximately twenty-five pounds;
- ◀ Walk on uneven and slippery surfaces.

TRAINING AND EXPERIENCE GUIDELINES

Any combination of training and experience which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: Equivalent to a Bachelor's degree in public administration, business administration, technical sciences or engineering from an accredited college or university or equivalent combination of special expertise, advanced degrees, management and training certificated programs.

EXPERIENCE: Equivalent to six (6) years of experience in water or wastewater recycling operations and/or administration with at least two (2) years of senior-level management experience.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

A valid California Class C Driver's License must be maintained at all times.

One or more of the following certifications are desirable:

Registration as a Professional Engineer in the State of California

State of California Grade V Wastewater Treatment Certification

State of California Grade V Water Treatment Certification

State of California Grade V Water Distribution Certification

State of California Grade V Mechanical Technician Certification

WATER RECLAMATION MANAGER

Revised 4-28-2009

WATER SYSTEM MANAGER

DEFINITION

Under general direction of the Director of Facilities and Operations, the Water System Manager is responsible for water treatment and production, potable and recycled water distribution facilities, and wastewater collection of the district. Within this responsibility the manager plans, organizes, directs and leads all water and wastewater collection functions, supervision of assigned employees, coordination of maintenance for assigned facilities and is part of an district wide management team leading the organization in meeting current and future objectives. Oversight responsibilities include assuring compliance with regulatory requirements, development and implementation of continuous improvement programs, and assistance to department director in budgeting and capital improvement planning and implementation.

ESSENTIAL DUTIES (*Duties may include, but are not limited to the following*):

Manages and directs the operation and maintenance of all water facilities. These facilities include sewage collection facilities and lift stations, Westlake Filtration Plant and Las Virgenes Reservoir, potable and recycled water pipelines and appurtenances, tanks and pump stations.

Oversees the collection of data and reporting for compliance with regulatory agencies and for effective operational control.

Manages District's distribution construction operations including main/service line repairs, valve/hydrant installation and maintenance, cathodic protection hardware installation, leak investigation and repair, and new service installation; coordinates procurement of materials equipment, and contractor assistance as needed.

Develops and implements goals, objectives, policies and procedures for the division; develops and implements standard operating procedures; participates in the development of department and District policies, review of organization issues and execution of management initiatives.

Interviews and recommends selection of candidates; establishes performance expectations and performance standard for the division; prepares and conducts employee evaluations; conducts informal counseling on work issues; prepares documentation and improvement plans to address work performance problems/deficiencies, and recommends and implements approved disciplinary actions.

Recommends and implements modifications and improvements in facility operations for effective and efficient control, reliability in operations and regulatory compliance.

Prepares Operating budget and capital facility program estimates and recommendations for division activities.

Oversees and/or prepares reports, Board memos and external communications including the Regional Water Quality Control Board, State Department of Health Services, South Coast Air Quality Control Board, EPA and others as required.

Coordinates staff and other departments' interactions with regulatory agencies pertaining to management of assigned facilities and reporting requirements.

Manages, directs and where appropriate responds to emergencies.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- ◀ Water and wastewater theory, practices and procedures;
- ◀ Operation of water and wastewater treatment plants;
- ◀ Chemical and solids handling processes;
- ◀ State and regional water quality and water pollution control programs;
- ◀ Applicable State and Federal regulations and law;
- ◀ Managerial, leadership and interpersonal skills essential to a highly demanding visible set of activities within the District and the Community;
- ◀ Group dynamic skills essential to team building, consensus building, interactive synergy, and positive, creative, participatory decision making;
- ◀ Cal OSHA mandated safety requirements and working practices in plant and equipment operations, confined space entry, and working with dangerous and hazardous chemicals;
- ◀ Mentoring and coaching skills essential to creating a work environment that supports initiative, independent work while also meeting requirements necessary to accomplish assignments of the division;
- ◀ Fiscal management and decision-making.

ABILITY TO:

- ◀ Set goals and obtain high quality, timely results;
- ◀ Work with diverse employees, tasks, assignments and responsibilities;
- ◀ Use sound judgment with respect to setting of priorities, evaluating and assigning personnel and in accomplishing the District's mission statement and strategic plan;

PHYSICAL AND SENSORY REQUIREMENTS

- ◀ Safely enter and leave confined spaces;
- ◀ Sufficient eyesight to read standard text;
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone;
- ◀ Manual dexterity to write legibly and to use calculators, computer terminal, and other general office machines;
- ◀ Ability to lift and carry up to approximately twenty-five pounds;
- ◀ Walk on uneven and slippery surfaces.

TRAINING AND EXPERIENCE GUIDELINES

Any combination of training and experience which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: Equivalent to a Bachelor's degree in public administration, business administration, technical sciences or engineering from an accredited college or university or equivalent combination of special expertise, advanced degrees, management and training certificated programs.

EXPERIENCE: Equivalent to six (6) years of experience in water or wastewater recycling operations and/or administration with at least two (2) years of senior-level management experience.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

A valid California Class C Driver's License must be maintained at all times.

One or more of the following certifications are desirable:

Registration as a Professional Engineer in the State of California

State of California Grade V Wastewater Treatment Certification

State of California Grade V Water Treatment Certification

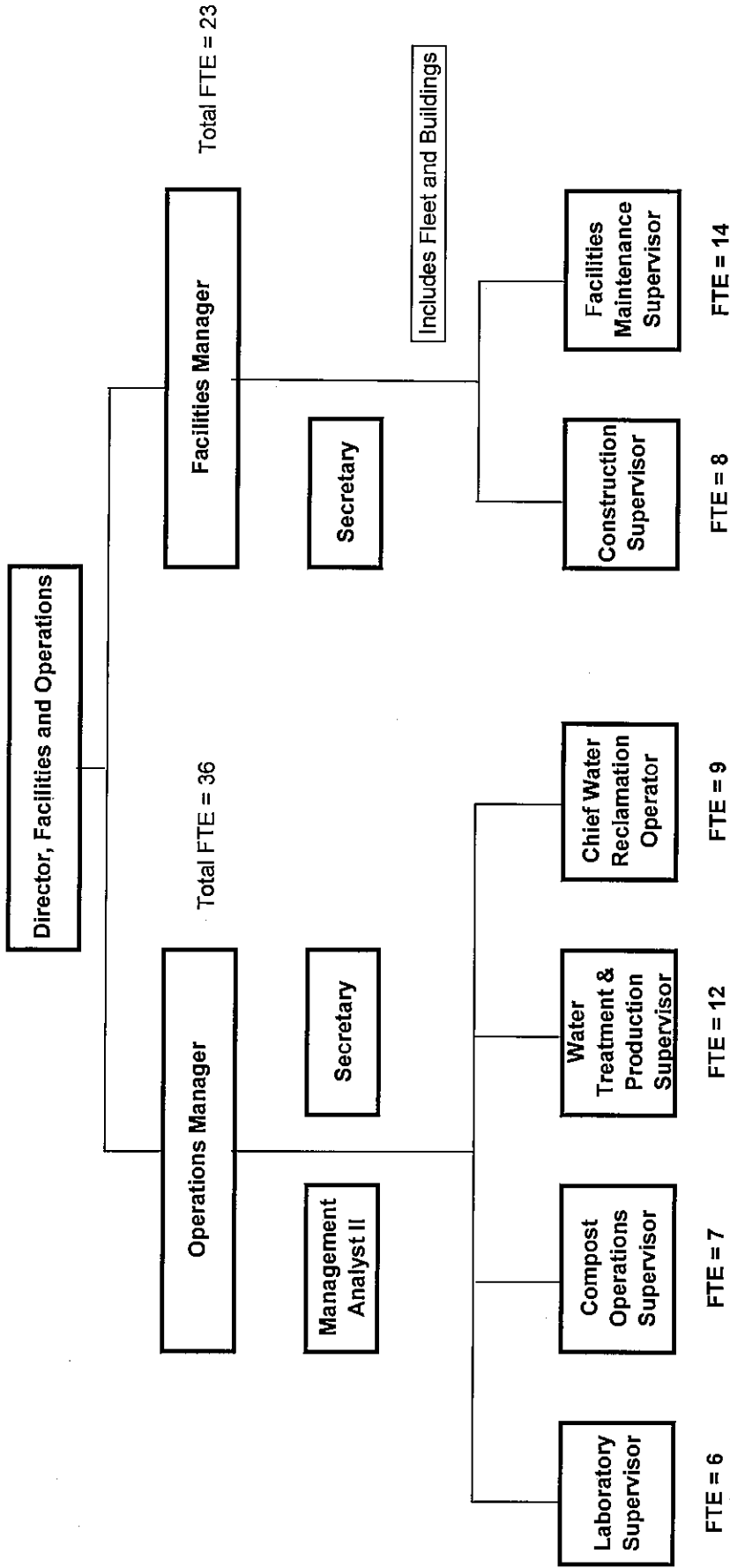
State of California Grade V Water Distribution Certification

State of California Grade V Mechanical Technician Certification

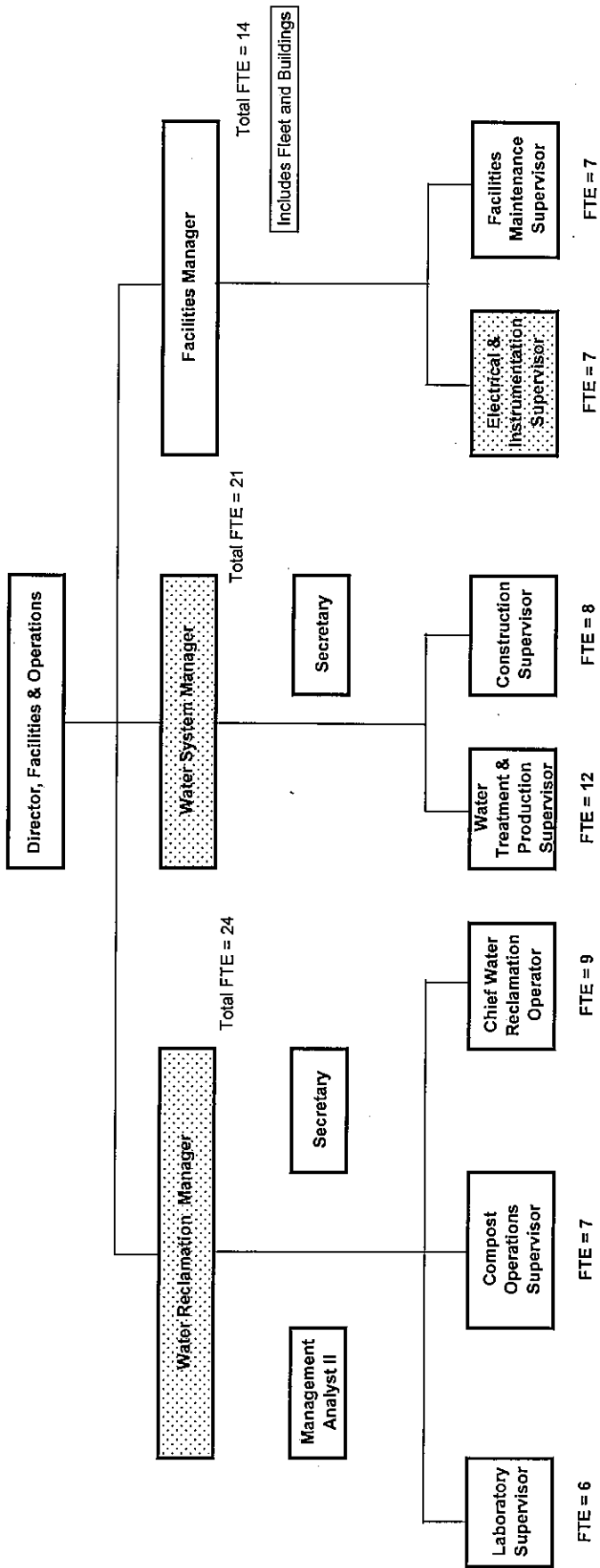
WATER SYSTEM MANAGER

Revised 4-28-2009

Facilities and Operations Existing Organization
 (Technical Services and Administration divisions are not shown)



Facilities and Operations Proposed Organization
 (Technical Services and Administration divisions are not shown)





May 12, 2009 Board Meeting

TO: Board of Directors

FROM: General Manager

Subject: Resolution Appointing a Water Shortage Committee

SUMMARY

On February 24, 2009, the Board approved a Water Budget Allocation Appeals Process. The process was developed in anticipation of a water supply shortage declaration by Metropolitan Water District of Southern California (MWD). The appeals process describes what constitutes an appeal of an individual water budget and how additional water will be determined.

On March 24, 2009 the Board adopted Urgency Water Conservation Ordinance No. 03-09-256. The ordinance amends Section 3-4.4-9 of LVMWD's water code by establishing provisions for the establishment of water budgets, an over-budget surcharge, and a water shortage committee. The amended code states that the Board shall establish a water shortage committee by resolution.

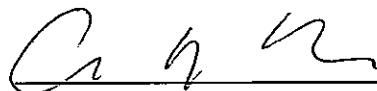
RECOMMENDATION

- Adopt Resolution No. 05-09-2391 appointing a water shortage committee.

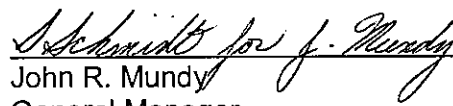
FINANCIAL IMPACT

- There is no financial impact associated with this voluntary committee.

Carol Palma, Customer Service Manager, prepared this report.

 4/30/09

Carlos G. Reyes Date
Director of Resource Conservation & Public Outreach

 5-5-09

John R. Mundy Date
General Manager

RESOLUTION NO. 05-09-2391

A RESOLUTION OF THE BOARD OF DIRECTORS OF
LAS VIRGENES MUNICIPAL WATER DISTRICT
APPOINTING A WATER SHORTAGE COMMITTEE

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL
WATER DISTRICT as follows:

1. **Purpose.**

The purpose of this resolution is to appoint a water shortage committee.

2. **Water Shortage Committee.**

(a) The initial members of the Water Shortage Committee are: Jane Trotman, Division 1; Pat Mac Greger, Division 2; Nancy Helsley, Division 3; Suzanne Baird, Division 4; and Cindy McGrane, Division 5.

PASSED, APPROVED, AND ADOPTED on _____, 2009.

Charles Caspary
President

ATTEST:

Glen Peterson
Secretary

(SEAL)

APPROVED AS TO FORM:

Wayne Lemieux
District Counsel