



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

**AGENDA**  
**REGULAR MEETING**

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

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

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

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5:00 PM

December 8, 2015

**PLEDGE OF ALLEGIANCE**

1 **CALL TO ORDER AND ROLL CALL**

2 **APPROVAL OF AGENDA**

3 **PUBLIC COMMENTS**

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

4 **CONSENT CALENDAR**

A **List of Demands: December 8, 2015 (Pg. 5)**

Approve

**B Minutes: Regular Meeting of November 24, 2015 Pg. 35)**

Approve

**C Directors' Per Diem: November 2015 (Pg. 44)**

Ratify

**D Investment Report for the Month of October 2015 (Pg. 50)**

Receive and File

**E Saddletree Tank Rehabilitation Project: Call for Bids (Pg. 59)**

Authorize a Call for Bids for the Saddletree Tank Rehabilitation Project.

**F Backbone Improvements Program Westlake Filtration Plant Expansion and Pump Station Upgrade Project: Request for Proposals for Testing, Reporting and Permitting Services (Pg. 63)**

Approve the issuance of a Request for Proposals for testing, reporting, and permitting services for the Westlake Filtration Plant Expansion and Pump Station Upgrade Project.

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

**A Legislative and Regulatory Updates**

1. Legislative Update - MWD Executive Legislative Representative Kathy Cole

**B Water Supply Conditions and Drought Response (Pg. 71)**

**6 TREASURER**

**7 BOARD OF DIRECTORS**

**A 2016 Board Meeting Calendar: Reschedule October Meetings (Pg. 82)**

Consider cancelling the regular Board meetings on October 11 and 26, 2016, and rescheduling the meetings for alternate dates.

**8 GENERAL MANAGER**

**A Terms of Employment for Unrepresented Employees (Pg. 85)**

Pass, approve and adopt proposed Resolution No. 2480, establishing salaries for the District's unrepresented employees; approve base salary increases of 2.5% for department directors, effective, July 1, 2016, and 2.0% for the Human Resources Manager, effective July 1, 2016; and approve the revised Management Handbook of Benefits.

**RESOLUTION NO. 2480**

**AN AMENDMENT OF RESOLUTION NO. 2466 OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT ESTABLISHING SALARIES FOR EMPLOYEES**

(Reference is hereby made to Resolution No. 2480 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

**9 FACILITIES AND OPERATIONS**

**A Backbone Improvements Program Westlake Filtration Plant Expansion and Pump Station Upgrade Project: Construction Award (Pg. 118)**

Award a construction contract to Kiewit Infrastructure West Company, in the amount of \$3,621,000, for the Westlake Filtration Plant Expansion; award a construction contract to Pacific Hydrotech Corporation, in the amount of \$3,904,400, for the Westlake Pump Station Upgrade; accept the proposal from and authorize the General Manager to execute a Professional Services Agreement with Kennedy/Jenks Consultants, in the amount of \$287,305, for construction management services; authorize the General Manager to approve a Change in Scope with HDR, Inc., in the amount of \$44,009, for design-related services; and appropriate \$5,804,051 for the completion of construction.

**B Request to Award Annual Purchase Orders (Pg. 122)**

Authorize the General Manager to extend the calendar year 2015 annual purchase orders by six months, through June 30, 2016; to increase the purchase order amounts for specified vendors as indicated on Exhibit 1; and to approve new purchase orders to Advanced Utility Systems and Accurate Telecom, also as indicated on Exhibit 1.

**10 FINANCE AND ADMINISTRATION**

**A Investment Policy: Proposed Update (Pg. 129)**

Provide feedback on a proposed update to the District's Investment Policy.

**B Photocopier Lease Agreements: Authorization (Pg. 134)**

Authorize the General Manager to execute 60-month lease agreements with Xerox Corporation for five high-volume photocopier machines, with related accessories and maintenance agreements, for a total estimated annual pre-tax cost of \$33,767.

**11 INFORMATION ITEMS**

**A Reportable Reimbursable Expenses for Fiscal Year 2014-15 (Pg. 136)**

**12 NON-ACTION ITEMS**

**A Organization Reports**

(1) MWD Representative Report/Agenda(s) (Pg. 143)

(2) Other

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

**C General Manager Reports**

(1) General Business

(2) Follow-Up Items

**D Director's Comments**

**13 FUTURE AGENDA ITEMS**

14 **PUBLIC COMMENTS**

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15 **CLOSED SESSION**

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

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

16 **OPEN SESSION AND ADJOURNMENT**

Pursuant to Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and applicable federal rules and regulations, requests for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting, should be made to the Executive Assistant/Clerk of the Board in advance of the meeting to ensure availability of the requested service or accommodation. Notices, agendas, and public documents related to the Board meetings can be made available in appropriate alternative format upon request.

LAS VIRGENES MUNICIPAL WATER DISTRICT

To: JAY LEWITT, TREASURER

Payments for Board Meeting of: December 8, 2015

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

Wells Fargo Bank A/C No. 4806-994448

Checks Nos. 71373 through 71506 were issued in the total amount of \$ 565,482.70

**Payments through wire transfers as follows:**

11/30/2015 Metropolitan Water Dist. Payment for water deliveries in the month of September 2015 \$ 1,745,995.03

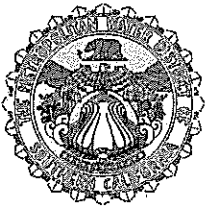
Total wires \$ 1,745,995.03

Total payments \$ 2,311,477.73

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

**CHECK LISTING FOR BOARD MEETING  
12/08/15**

Company Name	Company No.	Check No. 71373 thru 71405 11/24/15	Amount	Check No. 71406 thru 71435 12/01/15	Amount	Check No. 71436 thru 71506 12/08/15	Amount	Total
Potable Water Operations	101	17,850.15		13,521.79		131,687.29		163,059.23
Recycled Water Operations	102	1,400.00						1,400.00
Sanitation Operations	130	1,574.81		46.72		925.26		2,546.79
Potable Water Construction	201							0.00
Water Conservation Construction	203							0.00
Sani- Construction	230							0.00
Potable Water Replacement	301	216.84				11,409.58		11,626.42
Reclaimed Water Replace	302							0.00
Sanitation Replacement	330							0.00
Internal Service	701	39,695.86		41,107.13		55,922.06		136,725.05
JPA Operations	751	30,150.75		34,295.41		66,304.17		130,750.33
JPA Construction	752					87,155.60		87,155.60
JPA Replacement	754					32,219.28		32,219.28
<b>Total Printed</b>		<b>90,888.41</b>		<b>88,971.05</b>		<b>385,623.24</b>		<b>565,482.70</b>
<b>Voided Checks/ payment stopped:</b>								
								0.00
<b>Total Voids</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>
<b>Net Total</b>		<b>90,888.41</b>		<b>88,971.05</b>		<b>385,623.24</b>		<b>565,482.70</b>



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

**INVOICE**

Billed To:

Las Virgenes Municipal Water District



Service Address

4232 Las Virgenes Road  
 Calabasas, CA 91302

September 2015	Page No. 1 of 1
Mailed: 10/09/2015	Due Date: 11/30/2015
Invoice Number: 8483	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	1,576.1

SALES	Type	Volume (AF)	Rate (\$ /AF)	Total ( \$ )
Full Service	Tier 1 Supply Rate	1,703.8	\$158.00	\$269,200.40
	System Access Rate	1,703.8	\$257.00	\$437,876.60
	Water Stewardship Rate	1,703.8	\$41.00	\$69,855.80
	System Power Rate	1,703.8	\$126.00	\$214,678.80
	Treatment Surcharge	1,703.8	\$341.00	\$580,995.80
SUBTOTAL				\$1,572,607.40

OTHER CHARGES AND CREDITS	Rate (\$ /AF)	
Readiness To Serve Charge( Payment Schedule: M)	\$137,186.42	
Capacity Charge( Payment Schedule: M)	\$40,145.00	
Miscellaneous Debit/Credit (See Detail)	(\$3,943.79)	
SUBTOTAL		\$173,387.63

ADDITIONAL INFORMATION	Volume (AF)	Tier1 %	Peak Day	Flow (CFS)
Purchase Order Commitment (Jan 2015 to Dec 2024)	162,386.7			
Purchase Order Firm Delivery To Date (Jan 2015 to Dec 2024)	15,371.2			
Tier 1 Annual Limit (For Current Calendar Year)	24,358.0			
Tier 1 YTD Deliveries (For Current Calendar Year)	15,371.2	63.1		
Tier 1 Current Month Deliveries	1,703.8			
Capacity Charge			7/7/2011	43.4

**INVOICE TOTAL**

Volume AF	Amount Now Due
1,703.8	\$1,745,995.03

Note: Amount Due is based on highlighted fields

**P A I D**  
 wired @ 11/30/15  
 SC

Approved for Payment  
*David W. Pedersen* 10/12/15  
 David W. Pedersen, P.E.

Approved for Payment  
*David R. Lippman* 10/8/15  
 David R. Lippman





Batch Number - 241061  
 Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
	11/7-12/6/15								
	SRV				PV	142652	001 00101	202.30	2045/110715
	11/7-12/6/15								
	SRV				PV	142653	001 00101	408.66	2043/110715
	11/7-12/6/15								
	SRV				PV	142654	001 00130	101.15	2220/110715
	11/7-12/6/15								
	SRV				PV	142655	001 00101	33.28	0124/110715
	11/7-12/6/15								
	SRV				PV	142656	001 00701	473.40	9268/110515
	11/5-12/4/15								
	SRV				PV	142657	001 00701	470.56	9065/110515
	11/5-12/4/15								
	SRV				PV	142658	001 00101	95.86	9054/110515
	11/5-12/4/15								
	SRV				PV	142659	001 00101	20.11	0051/110515
	11/5-12/4/15								
	SRV				PV	142659	002 00101	235.65	0051/110515
	11/5-12/4/15								
	SRV				PV	142659	003 00101	90.68	0051/110515
	11/5-12/4/15								
	SRV				PV	142659	004 00101	103.94	0051/110515
	11/5-12/4/15								
	SRV				PV	142659	005 00101	956.88	0051/110515
	11/5-12/4/15								
	SRV				PV	142659	006 00101	6,568.22	0051/110515
	11/5-12/4/15								
	SRV				PV	142659	007 00101	1,264.46	0051/110515
	11/5-12/4/15								
	SRV				PV	142659	008 00101	88.68	0051/110515
	11/5-12/4/15								
	SRV				PV	142659	009 00101	88.98	0051/110515
	11/5-12/4/15								
	SRV				PV	142659	010 00101	1,093.32	0051/110515
	11/5-12/4/15								
	SRV				PV	142659	011 00101	490.78	0051/110515
	11/5-12/4/15								
	SRV				PV	142659	012 00101	1,279.04	0051/110515
	11/5-12/4/15								
	SRV				PV	142659	013 00101	44.54	0051/110515
	11/5-12/4/15								
	SRV				PV	142659	013 00101	44.54	0051/110515

Batch Number - 241061  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Slub Message	Ty	Document Number	Key itm Co	Amount	Invoice Number
				SRV	PV	142659	014 00101	88.68	0051/110515
	11/5-12/4/15			SRV	PV	142659	015 00101	88.68	0051/110515
	11/5-12/4/15			SRV	PV	142659	016 00101	88.68	0051/110515
	11/5-12/4/15			SRV	PV	142659	017 00101	88.68	0051/110515
	11/5-12/4/15			SRV	PV	142659	018 00101	89.04	0051/110515
	11/5-12/4/15			SRV	PV	142659	019 00101	88.68	0051/110515
	11/5-12/4/15			SRV	PV	142659	020 00101	88.68	0051/110515
	11/5-12/4/15			SRV	PV	142659	021 00101	88.68	0051/110515
	11/5-12/4/15			SRV	PV	142659	022 00101	88.68	0051/110515
	11/5-12/4/15			SRV	PV	142659	023 00101	88.68	0051/110515
	11/5-12/4/15			SRV	PV	142659	024 00101	88.68	0051/110515
	11/5-12/4/15			SRV	PV	142659	025 00101	88.68	0051/110515
	11/5-12/4/15			SRV	PV	142659	026 00101	88.68	0051/110515
	11/5-12/4/15			SRV	PV	142659	027 00101	88.68	0051/110515
	11/5-12/4/15			SRV	PV	142659	028 00101	90.68	0051/110515
	11/5-12/4/15			SRV	PV	142659	029 00101	88.68	0051/110515
	11/5-12/4/15			SRV	PV	142659	030 00101	88.68	0051/110515
	11/5-12/4/15			SRV	PV	142659	031 00101	88.68	0051/110515
	11/5-12/4/15			SRV	PV	142659	032 00101	44.34	0051/110515
	11/5-12/4/15			SRV	PV	142659	033 00101	44.34	0051/110515
	11/5-12/4/15			Payment Amount				16,186.43	

Batch Number - 241061  
 Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Amount	Invoice Number
						Number	Item Co		
71378	11/24/15	9631	AT&T LONG DISTANCE	LONG DIST	PV	142660	001 00701	376.34	806368136/110 415
				10/1~11/2/15					
				LONG DIST	PV	142660	002 00701	2.14	806368136/110 415
				10/1~11/2/15					
				LONG DIST	PV	142660	003 00701	19.14	806368136/110 415
				10/1~11/2/15					
				LONG DIST	PV	142660	004 00701	16.91	806368136/110 415
				10/1~11/2/15					
				LONG DIST	PV	142660	005 00701	16.98	806368136/110 415
				10/1~11/2/15					
				Payment Amount			431.51		
71379	11/24/15	7770	AUTOMATIONDIR ECT.COM	INDUC PROX	PV	142694	001 00701	372.00	6527124
				SNSR&BRCKT					
				Payment Amount			372.00		
71380	11/24/15	2443	BENNER & CARPENTER	P/E 10/3/15	PV	142667	001 00101	3,680.00	11860
				WLK SURVYNG SVC					
				Payment Amount			3,680.00		
71381	11/24/15	16789	BIG SHOTS	DISTRICT	PV	142661	001 00101	188.44	14036
				MAP&POSTER					
				DISTRICT	PV	142661	002 00101	284.05	14036
				MAP&POSTER					
				Payment Amount			472.49		
71382	11/24/15	15635	BRENTTAG PACIFIC, INC.	196 BAGS SDM	PV	142701	001 00701	2,723.91	BPI573716
				BICARBONATE					
				Payment Amount			2,723.91		
71383	11/24/15	18992	CDW GOVERNMENT	MICROSOFT	PV	142695	001 00701	15,169.42	BCB2203
				ASSURANCE					
				FIBR	PV	142703	001 00701	764.90	BBW3133
				CABLES&INTRFC					
				MODULES					
				(2) VIEWSONIC	PV	142711	001 00701	469.14	BBW1020
				27					
				RECYLING FEE	PV	142711	002 00701	8.00	BBW1020
				Payment Amount			16,411.46		
11			All Payee 19010 CDW GOVERNMENT 75 REMITTANCE DR., SUITE 1515 CHICAGO IL 60675-1515						
71384	11/24/15	2534	CITY OF CALABASAS	ADDL PLN RVW FEE-BLDG1	PV	142673	001 00301	216.84	PLNRVW-BLDG1

Las Virgenes Municipal Water  
 A/P Auto Payment Register

Batch Number - 241061  
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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Itm Co	Amount	Invoice Number
71385	11/24/15	11330	DIAL SECURITY	Payment Amount 10/31-11/5/15	PV	142700	001 00701	2,177.50	261931
				DRGHT ENFRGMT					
71386	11/24/15	7257	DIRECTV, INC.	Payment Amount HQ	PV	142683	001 00701	667.21	27127849646
				11/13/15-11/1					
				2/16 OFFC					
				INFO					
				Payment Amount				667.21	
71387	11/24/15	7647	DMV RENEWAL	REG FEE-JDEER	PV	142662	001 00701	25.00	SE632604/1231
				#721					15
				REG FEE-PORTA	PV	142663	001 00701	25.00	SE632605/1231
				#871					15
				REG FEE-INGSL	PV	142664	001 00701	25.00	SE632606/1231
				#879					15
				Payment Amount				75.00	
71388	11/24/15	19367	ECO-FRIENDLY PLUMBING, INC.	HYDRO JET	PV	142677	001 00751	1,140.00	2025
				DRAIN					
				LINES@RLV					
				HYDRO JET 6"	PV	142678	001 00101	570.00	2026
				DRAIN LN@WLK					
				Payment Amount				1,710.00	
71389	11/24/15	2638	ENVIRONMENTAL RESOURCE ASSOC	PERF EVAL	PV	142697	001 00701	257.24	772983
				STND					
				FREIGHT&HANDL	PV	142697	002 00701	45.79	772983
				ING					
				Payment Amount				303.03	
71390	11/24/15	19397	FIRST CHOICE SERVICES	HQ COFFEE	PV	142889	001 00701	62.18	201129
				SUPPLIES					
				RLV COFFEE	PV	142690	001 00701	33.74	201131
				SUPPLIES					
				OPS COFFEE	PV	142691	001 00701	52.00	201130
				SUPPLIES					
				TAPIA COFFEE	PV	142692	001 00701	133.03	201132
				SUPPLIES					
				RLV ADDTL	PV	142693	001 00701	4.50	942497
				COFFEE					
				SUPPLIES					
				Payment Amount				285.45	
71391	11/24/15	20148	FUSIONSTORM	10/18-10/24/1	PV	142685	001 00701	1,125.00	INV268371

Batch Number - 241061

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Item	Co	Amount	Invoice Number
5 JUNIPER SVC											
71392	11/24/15	19548	GRM INFORMATION MANAGEMENT SERVICES-CA	Payment Amount NOV*15 STORAGE	PV	142668	001	00701		1,125.00 42.32	0275964
71393	11/24/15	2727	IDEXX LABORATORIES	Payment Amount COMPARATOR FREIGHT	PV	142698	001	00701		398.60 24.53 2.60	294549558 294549558
All Payee 6447 IDEXX LABORATORIES P. O. BOX 101327 ATLANTA GA 30392-1327											
71394	11/24/15	2611	LA DWP	Payment Amount RECTIFIER 10/13--11/12/1 5 TWIN LKS P/S 10/13--11/12/1 5	PV	142707	001	00101		27.13 40.97 7,052.18	017698/111315 875698/111315
All Payee 2302 OFFICE DEPOT											
71395	11/24/15	2302	OFFICE DEPOT	Payment Amount MISC OFFICE SUPPLIES MISC OFFICE SUPPLIES	PV	142709	001	00701		7,093.15 260.02 355.43	801562926001 804193704001
All Payee 16372 OLIN											
71396	11/24/15	16372	OLIN CORPORATION - CHLORALKALI	Payment Amount 4,964 GAL HYPOCHLORITE	PV	142702	001	00701		615.45 2,706.45	2083722
All Payee 16373 OLIN CORPORATION - CHLORALKALI P.O. BOX 402766 ATLANTA GA 30384-2766											
71397	11/24/15	17660	SHERRI PANIAGUA	Payment Amount EXP-JPIA TRNG 10/28--29	PV	142676	001	00701		2,706.45 98.34	102915
All Payee 2585 PURETEC											
71398	11/24/15	2585	PURETEC	Payment Amount NOV*15 14" RNTL	PV	142704	001	00701		98.34 218.00	1446096

Las Virgenes Municipal Water  
 A/P Auto Payment Register

Batch Number - 241061  
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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Amount	Invoice Number
						Number	Item Co		
				14" DIRNTL	PV	142705	001 00701	225.00	1443187
				11/1/15-1/31/16					
				8" DIRNTL	PV	142706	001 00701	71.58	1443395
				11/1/15-1/31/16					
				Payment Amount			514.58		
71399	11/24/15	8635	ERIK RABAJA	SFTY	PV	142665	001 00701	70.00	110515
				GLASSES-APR MASK					
				Payment Amount			70.00		
71400	11/24/15	2907	RED WING SHOE STORE	PRTCTV	PV	142666	001 00701	225.00	1310000016048
				FTWR-M.CALDWE LL					
				Payment Amount			225.00		
71401	11/24/15	19093	SOLARCITY - AU SOLAR 1 (GS1)	RW P/S	PV	142714	001 00751	16,640.94	9133440-00-02 1
				10/1-10/31/15 SOLAR					
				Payment Amount			16,640.94		
71402	11/24/15	3003	U.S. POSTAL SERVICE (HASLER)	PRE-PD PSTG #239643	PV	142675	001 00701	5,000.00	239643/111715
				Payment Amount			5,000.00		
71403	11/24/15	3429	UNITED PARCEL SERVICE	SRV P/E	PV	142712	001 00701	56.79	000025W020465 /2015
				10/20/15 9/12/15 BILLING					
				ADJUSTMT					
				Payment Amount			31.23		
71404	11/24/15	18561	WHITE NELSON DIEHL EVANS LLP	GOV'T TAX SEMNR@12/10/15-MU	PV	142674	001 00701	325.00	TAXSEMR15-MU
				Payment Amount			325.00		
71405	11/24/15	8060	WIL-POWER BATTERY DISTRIBUTORS	4 GROUP AGM BATTERIES	PV	142670	001 00701	740.76	172332
				Payment Amount			325.00		
				4 BATTERIES					
				Payment Amount			95.48		
				Total Amount of Payments Written			836.24		
				Total Number of Payments Written			33		

Las Virgenes Municipal Water  
 A/P Auto Payment Register

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
71406	12/01/15	15483	ADVANCED VIBRATION ANALYSIS	JUL '15 TWIN LKS SURVEY	PV	142757	001 00701	356.00	2690
Payment Amount 356.00									
71407	12/01/15	18955	ARGO CHEMICAL INC.	31,260 LB AQUA-AMMONIUM	PV	142740	001 00701	5,093.97	1511140
Payment Amount 5,093.97									
71408	12/01/15	2869	AT&T	SRV 11/14-12/13/1	PV	142829	001 00751	88.68	4860/111415
5									
71409	12/01/15	7965	B&B PALLET CO.	SRV 11/14-12/13/1	PV	142830	001 00701	88.68	4639/111415
5									
Payment Amount 177.36									
71409	12/01/15	7965	B&B PALLET CO.	55 YDS WOOD CHIPS	PV	142764	001 00701	638.00	109426
71409	12/01/15	7965	B&B PALLET CO.	55 YDS WOOD CHIPS	PV	142765	001 00701	638.00	114132
71409	12/01/15	7965	B&B PALLET CO.	55 YDS WOOD CHIPS	PV	142766	001 00701	638.00	114133
71409	12/01/15	7965	B&B PALLET CO.	55 YDS WOOD CHIPS	PV	142767	001 00701	638.00	114134
71409	12/01/15	7965	B&B PALLET CO.	55 YDS WOOD CHIPS	PV	142768	001 00701	638.00	114135
71409	12/01/15	7965	B&B PALLET CO.	55 YDS WOOD CHIPS	PV	142769	001 00701	638.00	114300
71409	12/01/15	7965	B&B PALLET CO.	55 YDS WOOD CHIPS	PV	142770	001 00701	638.00	114301
71409	12/01/15	7965	B&B PALLET CO.	55 YDS WOOD CHIPS	PV	142771	001 00701	638.00	114302
71409	12/01/15	7965	B&B PALLET CO.	55 YDS WOOD CHIPS	PV	142772	001 00701	638.00	114303
71409	12/01/15	7965	B&B PALLET CO.	55 YDS WOOD CHIPS	PV	142773	001 00701	638.00	114304
71409	12/01/15	7965	B&B PALLET CO.	130 YDS WOOD CHIPS	PV	142774	001 00701	1,508.00	114305
71409	12/01/15	7965	B&B PALLET CO.	55 YDS WOOD CHIPS	PV	142775	001 00701	638.00	114306
71409	12/01/15	7965	B&B PALLET CO.	55 YDS WOOD CHIPS	PV	142776	001 00701	638.00	114307
71409	12/01/15	7965	B&B PALLET CO.	55 YDS WOOD CHIPS	PV	142777	001 00701	638.00	114308

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Lim	Co	Amount	Invoice Number
				CHIPS							
				55 YDS WOOD	PV	142778	001	00701		638.00	114309
				CHIPS							
				55 YDS WOOD	PV	142779	001	00701		638.00	114310
				CHIPS							
				55 YDS WOOD	PV	142780	001	00701		638.00	114311
				CHIPS							
				Payment Amount					11,716.00		
71410	12/01/15	2425	BANK OF AMERICA	VISA	PV	142815	001	00701		468.07	3071/110715
				CHG-F&A-OCT'15							
				VISA	PV	142815	002	00701		159.00	3071/110715
				CHG-F&A-OCT'15							
				VISA	PV	142815	003	00701		425.00	3071/110715
				CHG-F&A-OCT'15							
				VISA	PV	142815	004	00701		379.21	3071/110715
				CHG-F&A-OCT'15							
				VISA	PV	142815	005	00701		99.28	3071/110715
				CHG-F&A-OCT'15							
				VISA	PV	142816	001	00751		96.82	2248/110715
				CHG-OPS							
				ADMN-OCT'15							
				VISA	PV	142816	002	00751		98.05	2248/110715
				CHG-OPS							
				ADMN-OCT'15							
				VISA	PV	142816	003	00751		10.76	2248/110715
				CHG-OPS							
				ADMN-OCT'15							
				VISA	PV	142816	004	00751		56.00	2248/110715
				CHG-OPS							
				ADMN-OCT'15							
				VISA	PV	142816	005	00751		156.89	2248/110715
				CHG-OPS							
				ADMN-OCT'15							
				VISA	PV	142816	006	00751		25.78	2248/110715
				CHG-OPS							
				ADMN-OCT'15							
				VISA	PV	142817	001	00701		3,212.02	9885/110715
				CHG-F&A							
				N2-OCT'15							
				VISA	PV	142818	001	00751		130.82	1302/110715
				CHG-MAINT-OCT'15							
				VISA	PV	142818	002	00751		135.85	1302/110715



Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Lim Co	Amount	Invoice Number
				CHG-MAINT-OCT					
				'15					
				VISA	PV	142818	003 00751	131.53	1302/110715
				CHG-MAINT-OCT					
				'15					
				VISA	PV	142818	004 00751	118.24	1302/110715
				CHG-MAINT-OCT					
				'15					
				VISA	PV	142818	005 00751	129.17	1302/110715
				CHG-MAINT-OCT					
				'15					
				VISA	PV	142818	006 00751	455.92	1302/110715
				CHG-MAINT-OCT					
				'15					
				VISA	PV	142818	007 00751	148.53	1302/110715
				CHG-MAINT-OCT					
				'15					
				VISA	PV	142818	008 00751	124.15	1302/110715
				CHG-MAINT-OCT					
				'15					
				VISA	PV	142818	009 00751	426.77	1302/110715
				CHG-MAINT-OCT					
				'15					
				VISA	PV	142818	010 00751	200.00	1302/110715
				CHG-MAINT-OCT					
				'15					
				VISA	PV	142818	011 00751	47.72	1302/110715
				CHG-MAINT-OCT					
				'15					
				VISA	PV	142819	001 00701	143.62	7366/110715
				CHG-OPS-OCT1					
				5					
				VISA	PV	142819	002 00701	70.41	7366/110715
				CHG-OPS-OCT1					
				5					
				VISA	PV	142819	003 00701	549.81	7366/110715
				CHG-OPS-OCT1					
				5					
				VISA	PV	142819	004 00701	82.56	7366/110715
				CHG-OPS-OCT1					
				5					

Payment Number	Date	Address Number	Name	Payment Sub Message	Ty	Document . . . Number	Key Item Co	Key Co	Amount	Invoice Number
				VISA	PV	142819	005	00701	54.22	7366/110715
				CHG-OPS-OCT'1						
				5						
				VISA	PV	142820	001	00751	269.86	6218/110715
				CHG-ENG-OCT'1						
				5						
				VISA	PV	142821	001	00701	720.69	0271/110715
				CHG-PATTERSON						
				-OCT'15						
				VISA	PV	142822	001	00701	450.00	7491/110715
				CHG-GUZMAN-OC						
				T'15						
				VISA	PV	142823	001	00701	113.67	2808/110715
				CHG-PEDERSEN-						
				OCT'15						
				VISA CHG-WTR	PV	142870	001	00101	95.68	3713/110715
				DIST						
				N1-OCT'15						
				VISA CHG-WTR	PV	142870	002	00101	374.03	3713/110715
				DIST						
				N1-OCT'15						
				VISA CHG-WTR	PV	142870	003	00101	111.80	3713/110715
				DIST						
				N1-OCT'15						
				VISA CHG-WTR	PV	142871	001	00701	59.52	8102/110715
				DIST						
				N2-OCT'15						
				VISA CHG-WTR	PV	142871	002	00701	203.18	8102/110715
				DIST						
				N2-OCT'15						
				VISA	PV	142872	001	00751	1,260.42	8721/110715
				CHG-RLV-OCT'1						
				5						
				VISA CHG-R	PV	142873	001	00701	54.33	1722/110715
				CNSRV-OCT'15						
				VISA CHG-R	PV	142873	002	00701	81.00	1722/110715
				CNSRV-OCT'15						
				VISA CHG-R	PV	142873	003	00701	218.00	1722/110715
				CNSRV-OCT'15						
				VISA	PV	142874	001	00701	30.00	2504/110715
				CHG-ENG-OCT'1						

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Amount	Invoice Number
						Number	ltm Co		
5									
				VISA	PV	142883	001 00701	29.36	2698/110715
				CHG-TAPIA-OCT					
				'15					
				VISA	PV	142883	002 00701	118.49	2698/110715
				CHG-TAPIA-OCT					
				'15					
				VISA	PV	142883	003 00701	149.40	2698/110715
				CHG-TAPIA-OCT					
				'15					
				VISA	PV	142883	004 00701	61.48	2698/110715
				CHG-TAPIA-OCT					
				'15					
				VISA	PV	142883	005 00701	47.22	2698/110715
				CHG-TAPIA-OCT					
				'15					
				VISA	PV	142883	006 00701	285.95	2698/110715
				CHG-TAPIA-OCT					
				'15					
				VISA	PV	142883	007 00701	556.78	2698/110715
				CHG-TAPIA-OCT					
				'15					
				VISA	PV	142883	008 00701	360.16	2698/110715
				CHG-TAPIA-OCT					
				'15					
				VISA	PV	142883	009 00701	27.99	2698/110715
				CHG-TAPIA-OCT					
				'15					
				VISA	PV	142883	010 00701	515.70	2698/110715
				CHG-TAPIA-OCT					
				'15					
				VISA	PV	142889	001 00701	36.90	0663/110715
				CHG-PETERSON-					
				OCT'15					
				VISA	PV	142890	001 00701	149.00	3044/110715
				CHG-REYES-OCT					
				'15					
				VISA	PV	142891	001 00101	338.12	7431/110715
				CHG-WSTLK-OCT					
				'15					
				VISA	PV	142891	002 00101	647.20	7431/110715

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Key	Amount	Invoice Number
						Number	Item	Code		
				CHG-WSTLK-OCT						
				'15						
				VISA	PV	142891	003	00101	317.41	7431/110715
				CHG-WSTLK-OCT						
				'15						
				VISA	PV	142891	004	00101	200.00	7431/110715
				CHG-WSTLK-OCT						
				'15						
				VISA CHG-R	PV	142892	001	00701	191.25	3954/110715
				CNSRV						
				N1-OCT'15						
				VISA CHG-R	PV	142892	002	00701	71.95	3954/110715
				CNSRV						
				N1-OCT'15						
				VISA CHG-R	PV	142892	003	00701	5.36	3954/110715
				CNSRV						
				N1-OCT'15						
				VISA CHG-R	PV	142892	004	00701	35.00	3954/110715
				CNSRV						
				N1-OCT'15						
				VISA CHG-R	PV	142892	005	00701	30.00	3954/110715
				CNSRV						
				N1-OCT'15						
				VISA CHG-R	PV	142892	006	00701	16.15	3954/110715
				CNSRV						
				N1-OCT'15						
				VISA CHG-R	PV	142892	007	00701	39.24	3954/110715
				CNSRV						
				N1-OCT'15						
				VISA CHG-R	PV	142892	008	00701	40.00	3954/110715
				CNSRV						
				N1-OCT'15						
				VISA CHG-R	PV	142892	009	00701	637.92	3954/110715
				CNSRV						
				N1-OCT'15						
				VISA CHG-R	PV	142892	010	00701	637.92	3954/110715
				CNSRV						
				N1-OCT'15						
				VISA CHG-R	PV	142892	011	00701	125.00	3954/110715
				CNSRV						
				N1-OCT'15						

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Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Document Ty	Document Number	Key Lim	Key Co	Amount	Invoice Number
				VISA CHG-R	PV	142892	012	00701	125.00	3954/110715
				CNSRV						
				N1-OCT'15						
				VISA CHG-R	PV	142892	013	00701	130.71	3954/110715
				CNSRV						
				N1-OCT'15						
				VISA CHG-R	PV	142892	014	00701	42.42	3954/110715
				CNSRV						
				N1-OCT'15						
				VISA CHG-R	PV	142892	015	00701	47.76	3954/110715
				CNSRV						
				N1-OCT'15						
				VISA CHG-R	PV	142892	016	00701	15.00	3954/110715
				CNSRV						
				N1-OCT'15						
				VISA CHG-R	PV	142892	017	00701	60.58	3954/110715
				CNSRV						
				N1-OCT'15						
				VISA CHG-R	PV	142892	018	00701	21.83	3954/110715
				CNSRV						
				N1-OCT'15						
				VISA CHG-R	PV	142892	019	00701	57.28	3954/110715
				CNSRV						
				N1-OCT'15						
				VISA CHG-R	PV	142892	020	00701	57.27	3954/110715
				CNSRV						
				N1-OCT'15						
				Payment Amount				18,407.18		
71411	12/01/15	19134	GRETCHEN BULLOCK	REIMB	PV	142825	001	00701	60.00	111815
				EXP-DONUTS@11/18/15						
				Payment Amount				60.00		
71412	12/01/15	18739	CALIFORNIA HAZARDOUS SERVICES, INC.	NOV'15 DESGN OP SITE VISIT	PV	142755	001	00701	105.00	58163
				Payment Amount				105.00		
71413	12/01/15	15145	MARY CAPPS	EXP-PRIMA TRNG 11/3-6	PV	142824	001	00701	109.16	7-NOV
				Payment Amount				109.16		
71414	12/01/15	18660	CHEMTREAT,	NOV'15 WTR	PV	142756	001	00701	562.71	2002825

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INC.										
71415	12/01/15	2539	CITY OF SIMI VALLEY	PURCH WTR	PV	142867	001	00101	8,515.18	00922261799
9/10-11/11/15										
Payment Amount 562.71										
71416	12/01/15	2541	CITY OF WESTLAKE VILLAGE	PERMIT-32038	PV	142737	001	00101	195.00	15/16-027
9/10-11/11/15										
Payment Amount 8,826.51										
WTRGATE										
Payment Amount 195.00										
71417	12/01/15	4586	CONSOLIDATED ELECTRICAL DISTRIBUTORS	ML1100 PLC	PV	142743	001	00701	644.84	9009-724393
DISCOUNT-ML11										
00 PLC										
UG BOX RECT										
GRN										
2011 NEC CODE										
BK										
50 18-5 PUR										
CABLE										
50 18-5 PUR										
CABLE										
Payment Amount 1,081.21										
71418	12/01/15	2547	COUNTY SANITATION DISTRICTS OF LA COUNTY	OCT15	PV	142754	001	00701	424.53	48892/103115
RAG/GRIT HAULING										
Payment Amount 424.53										
71419	12/01/15	2601	DELL COMPUTER CORP	2 DELL LAT	PV	142763	001	00701	2,448.56	XJTFFN6JM6
E5550										
Alt Payee 7819 DELL MARKETING LP										
P.O. BOX 910916										
PASADENA CA 91110-0916										
Payment Amount 2,448.56										
71420	12/01/15	11330	DIAL SECURITY	11/7-11/12/15	PV	142786	001	00701	2,144.00	262166
DRGHT ENFRMNT										
Payment Amount 2,144.00										
71421	12/01/15	2655	FERGUSON	10" NPTN	PV	142758	001	00701	17,303.75	0530501

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Item	Co	Amount	Invoice Number
			ENTERPRISES	PROTECTUS CF							
				10" NPTN	PV	142758	002	00701		450.95	0530501
				PROTECTUS CF							
										17,754.70	
71422	12/01/15	6770	G.I. INDUSTRIES	Payment Amount 10/28-11/15/1 5 SHOP DISP	PV	142854	001	00701		550.27	2752935-0283-5
				10/28-11/15/1 5 TAPIA DISP	PV	142855	001	00701		462.15	2525310-0283-7
				10/28-11/15/1 5 WLK DISP	PV	142856	001	00701		326.16	2406277-0283-2
										1,338.58	
71423	12/01/15	3810	G.I. INDUSTRIES P. O. BOX 541065 LOS ANGELES CA 90054-1065	Payment Amount 1/8 PG AD-CONEJO VIEW15 COMMERC	PV	142736	001	00101		335.75	241233
										335.75	
71424	12/01/15	18535	KEMIRA WATER SOLUTIONS, INC.	Payment Amount 9.10 TN FERRIC CHLORIDE	PV	142739	001	00701		4,215.58	9017476931
										4,215.58	
										4,215.58	
71425	12/01/15	17447	KONECRANES INC.	Payment Amount OCT*15 INSPCTN&PM SVC OCT*15 INSPCTN&PM SVC OVRHD CRANE RPR TAX	PV	142759	001	00701		1,063.50	NLA01065142
										1,063.50	NLA01065142
										2,996.48	NLA01065990
										57.96	NLA01065990
										5,181.44	
71426	12/01/15	2611	LA DWP	Payment Amount RECTIFIER	PV	142738	001	00101		36.42	503850/11615

Payment Number	Payment Date	Address Number	Name	Payment Slub Message	Ty	Document Number	Key	Item	Co	Amount	Invoice Number
				10/14-11/13/1							
				5							
				Payment Amount						36.42	
71427	12/01/15	20032	LABOR READY SOUTHWEST, INC	P/E 11/6/15 2 TEMPS	PV	142735	001	00701		1,630.40	20312963
				P/E 11/13/15 2 TEMPS	PV	142781	001	00701		1,304.32	20337604
				Payment Amount						2,934.72	
71428	12/01/15	3352	LAS VIRGENES MUNICIPAL WATER DISTRICT	RLV FARM 10/12-11/10/1	PV	142831	001	00751		64.83	2080/11815
				TAP/IA 10/12-11/10/1	PV	142832	001	00751		215.05	1760/11815
				5							
				RLV 10/12-11/10/1	PV	142833	001	00751		140.62	2090/11815
				5							
				BLDG#1 10/12-11/10/1	PV	142834	001	00101		213.38	2620/11815
				5							
				BLDG#8 10/12-11/10/1	PV	142835	001	00701		220.31	2647/11815
				5							
				BLDG#8 FIRE PRT 10/12-11/10/1	PV	142836	001	00701		7.50	2650/11815
				5							
				BLDG#7 FIRE PRT 10/12-11/10/1	PV	142837	001	00701		7.50	2654/11815
				5							
				BLDG#7 10/12-11/10/1	PV	142838	001	00701		436.21	2656/11815
				5							
				BLDG#2 10/12-11/10/1	PV	142839	001	00701		264.59	2658/11815
				5							
				L/S#2 10/8-11/9/15	PV	142840	001	00130		23.36	0570/11815



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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
71429	12/01/15	2839	MOTION INDUSTRIES, INC.	V-BELTS	PV	142790	001 00751	176.67	CA22-598116
				RLR BRG PLW	PV	142791	001 00751	849.87	CA22-598294
				BLK	PD	142792	001 00751	123.87	CA22-590792
				RTN BUSHING					
				Payment Amount				1,616.71	
				Payment Amount				902.67	6405
71430	12/01/15	16754	NATURAL SURROUNDINGS	NOV*15 FLORAL MAINT	PV	142869	001 00701	235.00	
				Payment Amount				235.00	804194011001
71431	12/01/15	2302	OFFICE DEPOT	CD LABELS	PV	142826	001 00701	67.24	
				Payment Amount				67.24	
71432	12/01/15	17229	OMEGA ENGINEERING, INC.	2 MINI LOAD CELLS 5K	PV	142788	001 00701	1,286.20	H17927
				FREIGHT	PV	142788	002 00701	10.00	H17927
				RTN MINI LOAD	PD	142789	001 00751	632.20	CMH56465
				CELL 5K					
				Payment Amount				664.00	
71433	12/01/15	17174	ROTH STAFFING COMPANIES, LP	11/2-11/6/15 E.M.AGUILAR	PV	142827	001 00701	799.20	13202825
				11/9-11/13/15 E.M.AGUILAR	PV	142828	001 00701	639.36	13205718
				Payment Amount				1,438.56	
71434	12/01/15	19169	SJM INDUSTRIAL RADIO	RPR HANDHELD RADIO	PV	142782	001 00701	117.58	227744
				RPR HANDHELD RADIO	PV	142783	001 00701	117.58	227747
				RPR HANDHELD RADIO	PV	142784	001 00701	117.58	227748
				RADIO	PV	142785	001 00701	20.00	227708
				WARRANTY RPR					
				Payment Amount				372.74	

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Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key itm	Co	Amount	Invoice Number
71435	12/01/15	3035	VWR SCIENTIFIC	POTASSIUM SULFATE FREIGHT	PV	142742	001	00701	156.69	8043074655
			All Payee	VWR INTERNATIONAL, INC P. O. BOX 640169 PITTSBURGH PA 15264-0169	PV	142742	002	00701	13.06	8043074655
									169.75	
									88,971.05	
									30	

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
71436	12/08/15	2321	ACWA	2016 DUES&DELTA	PV	142752	001	00701	21,189.33	856/2016
				SUSTN ASSMT						
				Payment Amount					21,189.33	
71437	12/08/15	17077	AECOM USA, INC.	8/29-10/30/15	PV	142885	001	00701	11,409.58	37660953
				5 MG TNK MGMT						
				Payment Amount					11,409.58	
71438	12/08/15	2339	AGOURA LOCK TECHNOLOGIES	RPR LOCK	PV	142814	001	00701	142.50	82896
				CYL&STRK						
				PLATE						
				Payment Amount					142.50	
71439	12/08/15	5625	ASSOC. OF WATER AGENCIES OF VENTURA CO	WTRWISE	PV	142750	001	00701	200.00	06-8515
				BRKFST MTG						
				11/19						
				Payment Amount					200.00	
71440	12/08/15	20149	CHE TAN BELAPURKAR	TURF RMVL	PV	142724	001	00101	540.00	620390
				REBATE						
				Payment Amount					540.00	
71441	12/08/15	19957	BEST TURF WEST	'14 FLEET	PV	142808	001	00701	13,542.28	1242
				CARTS						
				Payment Amount					13,542.28	
71442	12/08/15	20160	MAURICIO BRAUN	TURF RMVL	PV	142860	001	00101	2,946.00	753256
				REBATE						
				Payment Amount					2,946.00	
71443	12/08/15	20140	LYNN BRENNAN	TURF RMVL	PV	142716	001	00101	876.00	1140864
				REBATE						
				Payment Amount					876.00	
71444	12/08/15	2516	CALIFORNIA ASSOC. OF SANI AGENCIES	2016 CASA MEMBERSHIP	PV	142749	001	00701	18,720.00	16060
				Payment Amount					876.00	
				Payment Amount					18,720.00	
71445	12/08/15	18739	CALIFORNIA HAZARDOUS SERVICES, INC.	DIESEL PMP	PV	142812	001	00701	2,553.94	58229
				RPR						
				Payment Amount					2,553.94	
				PRJIT MGT PMP						
				RPR						
				Payment Amount					486.56	58232
				Payment Amount					3,040.50	
71446	12/08/15	20150	KENNETH CLARK	TURF RMVL	PV	142725	001	00101	526.00	700368
				REBATE						

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Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Ty	Document Number	Key	Item	Co	Amount	Invoice Number
71447	12/08/15	18906	COAST TO COAST COMPUTER PRODUCTS	TONER CARTRIDGES	PV	142807	001	00701		1,596.24	A1407342
				Payment Amount						526.00	
71448	12/08/15	3790	COUNTY OF LA -AUDITOR CONTROLLER	LA CNTY PIPLN RNTL'16	PV	142745	001	00101		255.20	00111/2016
				Payment Amount						1,596.24	
71449	12/08/15	20169	PAULETTE DELGADO	LA CNTY PIPLN RNTL'16	PV	142745	002	00101		88.00	00111/2016
71450	12/08/15	20141	WAYNE F. DULING	LA CNTY PIPLN RNTL'16	PV	142745	003	00101		472.05	00111/2016
				Payment Amount						815.25	
71449	12/08/15	20169	PAULETTE DELGADO	RFND BAL - CLOSED A/C	PV	142853	001	00101		48.66	070311
				Payment Amount						48.66	
71450	12/08/15	20141	WAYNE F. DULING	TURF RMVL REBATE	PV	142717	001	00101		1,932.00	790368
				Payment Amount						1,932.00	
71451	12/08/15	8923	ENVIRONMENTAL EXPRESS LTD	O&G DISCS, DRYG	PV	142810	001	00701		1,392.80	1000401184
				Payment Amount						1,392.80	
71452	12/08/15	2657	FARWEST CORROSION CONTROL	CARTG&FLTRS FREIGHT	PV	142810	004	00701		11.75	1000401184
				Payment Amount						1,404.55	
71452	12/08/15	2657	FARWEST CORROSION CONTROL	RFND BAL - CLOSED A/C	PV	142848	001	00101		1,411.89	9998592
				Payment Amount						1,411.89	
71453	12/08/15	20151	ERICK FEITSHANS	TURF RMVL REBATE	PV	142726	001	00101		4,136.00	170856
				Payment Amount						1,411.89	
71454	12/08/15	2664	FLW INC	2 ASCO 4 WAY SLND VLV	PV	142809	001	00701		902.78	1115445
				Payment Amount						4,136.00	
				2 ASCO 4 WAY SLND VLV	PV	142809	002	00701		22.48	1115445
				Payment Amount						925.26	
71455	12/08/15	20152	GARY FORD	TURF RMVL REBATE	PV	142727	001	00101		4,400.00	1150574
				Payment Amount						4,400.00	
71456	12/08/15	20142	DAVID FOX	TURF RMVL REBATE	PV	142718	001	00101		990.00	1020216
				Payment Amount						4,400.00	

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Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Ty	Document Number	Key	Amount	Invoice Number
							Item Co		
71457	12/08/15	20033	KEVIN FOY	REBATE	PV	142793	001 00101	990.00	
				Payment Amount					
				PAVING-MILDAS				23,417.50	MILDASDR#2
				DR/PMT#2					
71458	12/08/15	19667	VIRGINIA GOLDMAN	REBATE	PV	142715	001 00101	23,417.50	
				Payment Amount					
				TURF RMVL				3,736.00	750659TURF2
71459	12/08/15	20143	RICHARD GOOR	REBATE	PV	142719	001 00101	3,736.00	
				Payment Amount					
				TURF RMVL				420.00	2130580
71460	12/08/15	2701	GRAINGER, INC.	REBATE	PV	142806	001 00751	420.00	
				Payment Amount					
				GREASE HOSE				51.01	9885626425
				EXT&COUPLR					
				BATTERIES				333.48	9884760423
All Payee 5453 GRAINGER, INC. DEPT 805178142 PALATINE IL 60038-0001									
71461	12/08/15	20161	ELIZABETH GYERMEK	REBATE	PV	142861	001 00101	384.49	
				Payment Amount					
				TURF RMVL				6,000.00	160380
71462	12/08/15	20153	WHITNEY HARRINGTON	REBATE	PV	142728	001 00101	6,000.00	
				Payment Amount					
				TURF RMVL				6,000.00	752126
71463	12/08/15	17509	DOUGLAS HELMSTETLER	REBATE	PV	142859	001 00101	6,000.00	
				Payment Amount					
				TURF RMVL				3,084.00	560655
71464	12/08/15	20162	MARC R. INGBER	REBATE	PV	142862	001 00101	3,084.00	
				Payment Amount					
				TURF RMVL				2,660.00	700166
71465	12/08/15	16423	JANO GRAPHICS	REBATE	PV	142811	001 00701	2,660.00	
				Payment Amount					
				CRRNT FLW#6				2,597.33	53688
				2015					
71466	12/08/15	20130	THOMAS JOANIDES	REBATE	PV	142850	001 00101	2,597.33	
				Payment Amount					
				RFND BAL -				86.64	690900-051365
				CLOSED A/C					
				RFND BAL -				196.10	690950-051366
				CLOSED A/C					
71467	12/08/15	20154	RONI C. KAN	REBATE	PV	142729	001 00101	282.74	
				Payment Amount					
				TURF RMVL				2,826.00	180342
				REBATE					

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Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Ty	Document Number	Key ltm	Key Co	Amount	Invoice Number
71468	12/08/15	20170	ROOHOLLAH KHAZRA	RFND BAL - CLOSED A/C	PV	142843	001	00101	21.00	001471
				Payment Amount					2,826.00	
71469	12/08/15	20155	ANDREW LEFF	TURF RMVL REBATE	PV	142730	001	00101	6,000.00	560070
				Payment Amount					21.00	
71470	12/08/15	20163	KATHY B. MacGREGOR	TURF RMVL REBATE	PV	142863	001	00101	1,834.00	540420
				Payment Amount					6,000.00	
71471	12/08/15	12011	NATALIE MATTHEWS	RFND BAL - CLOSED A/C	PV	142849	001	00101	105.02	041474
				Payment Amount					1,834.00	
71472	12/08/15	20171	MARY MAURER	RFND O/P BAL-OPEN A/C	PV	142842	001	00101	397.39	031061
				Payment Amount					105.02	
71473	12/08/15	2814	MCMMASTER-CARR SUPPLY CO	1/8" POLY TUBING	PV	142747	001	00751	137.75	43769735
				Payment Amount					397.39	
			All Payee	MC MASTER-CARR P. O. BOX 7690 CHICAGO IL 60680-7690						
71474	12/08/15	20156	RICARDO MEJIA	TURF RMVL REBATE	PV	142731	001	00101	6,000.00	602765
				Payment Amount					137.75	
71475	12/08/15	18940	MP PRINTING & MAILING	1,000 MOW NO MOW ENV 400 WTR AWRNSS CALNDR 500 WTR BDGT ENVLP	PV	142800	001	00701	119.95	59564
				Payment Amount					6,000.00	
				Payment Amount					1,081.28	59357
				Payment Amount					104.29	59637
				Payment Amount					2,082.50	59597
				Payment Amount					1,381.12	59593
				Payment Amount					4,769.14	
71476	12/08/15	20164	LAURA NADAFI	TURF RMVL REBATE	PV	142864	001	00101	3,102.00	1060512
				Payment Amount					3,102.00	
71477	12/08/15	20133	NEAR-CAL	RFND BAL -	PV	142852	001	00101	437.21	0009998012
				Payment Amount					3,102.00	

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Itm Co	Amount	Invoice Number
			CORP.	CLOSED A/C					
71478	12/08/15	20172	MYRON NETTINGA	Payment Amount RFND BAL - CLOSED A/C	PV	142844	001 00101	437.21 390.00	059456
71479	12/08/15	16372	OLIN CORPORATION - CHLOR ALKALI	Payment Amount 4,954 GAL HYPOCHLORITE	PV	142880	001 00701	2,700.99	2089496
				4,950 GAL HYPOCHLORITE	PV	142888	001 00701	2,698.81	2086531
			All Payee	OLIN CORPORATION - CHLOR ALKALI P.O. BOX 402766 ATLANTA GA 30384-2766					
71480	12/08/15	18946	PACIFIC ADVANCED CIVIL ENGINEERING, INC.	Payment Amount PIE 10/31/15 CNTRT TNK DSN	PV	142753	001 00701	5,399.80 4,946.00	97346
71481	12/08/15	12954	POLYDYNE INC.	Payment Amount 45,240 LB CLARIFLOC	PV	142882	001 00701	40,682.07	1008113
71482	12/08/15	20157	KIMI PONTOPPIDAN	Payment Amount TURF RMVL REBATE	PV	142732	001 00101	5,434.00	600220
71483	12/08/15	8035	SHARON QUINN	Payment Amount TURF RMVL REBATE	PV	142858	001 00101	2,864.00	790130
71484	12/08/15	20173	ANN RICHMAN	Payment Amount RFND BAL - CLOSED A/C	PV	142845	001 00101	2,864.00 100.32	006387
71485	12/08/15	16859	RMC WATER AND ENVIRONMENT	Payment Amount 9/26-10/30/15 WDLND HLLS RW 9/26-10/30/15 ALICE STLLE SCHL	PV	142893	001 00701	80,234.60	20506
				9/26-10/30/15 SEASNL STRG	PV	142894	001 00701	6,921.00	20508
				Payment Amount	PV	142895	001 00701	13,731.00	20507
				Payment Amount				100,886.60	

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Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Ty	Document Number	Key	Item	Co	Amount	Invoice Number
71486	12/08/15	20144	GAVIN ROSENBERG	TURF RMVL REBATE	PV	142720	001	00101		2,916.00	270050
				Payment Amount						2,916.00	
71487	12/08/15	20145	MARGOT ROWLETT	TURF RMVL REBATE	PV	142721	001	00101		1,210.00	500140
				Payment Amount						1,210.00	
71488	12/08/15	20167	SBC DEVELOPMENT	RPR LEAK-BRDRM CEILING FIRE CAULKING@TENA NT SPACE	PV	142794	001	00701		1,272.22	2899A
				Payment Amount						1,272.22	
71489	12/08/15	4440	SOUTHWEST CHLORINATION, INC.	CHLOR@LATIGO & SADDLETREE TNKS	PV	142751	001	00101		451.40	7968
				Payment Amount						451.40	
71490	12/08/15	5467	YVETTE ST. ONGE	TURF RMVL REBATE	PV	142857	001	00101		1,476.00	650528
				Payment Amount						1,476.00	
71491	12/08/15	8212	STANSBERRY'S WELDING	WELDG@TRUCK DUMP HOPPR-RLV WELDG@2 INSTRMT COVERS	PV	142746	001	00751		600.00	2108
				Payment Amount						600.00	
71492	12/08/15	2969	STATE WATER RESOURCES CONTROL BOARD	WTR SYS#1910225 FY'14-15	PV	142563	001	00101		15,534.33	LW-1001816
				Payment Amount						15,534.33	
71493	12/08/15	14479	STEPHEN'S VIDEO PRODUCTIONS	11/10&11/24/1 5 LV BRD MTG VID 11/2&11/30/15 JPA BRD MTG VID	PV	142886	001	00701		1,090.00	11-29-15
				Payment Amount						1,090.00	
71494	12/08/15	20165	WEN TANG	TURF RMVL REBATE	PV	142865	001	00101		628.00	780374
				Payment Amount						628.00	



Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Ty	Document Number	Key	Item	Co	Amount	Invoice Number
71495	12/08/15	20146	SYLVIA TURK	TURF RMVL	PV	142722	001	00101		3,128.00	260070
				REBATE							
				Payment Amount						3,128.00	
71496	12/08/15	3022	VAUGHANS INDUSTRIAL REPAIR	REBLD WEMCO RECIRC PMP	PV	142881	001	00701		8,764.49	022843
				Payment Amount						8,764.49	
71497	12/08/15	18604	VENTURA PEST CONTROL	NOV15 PEST CNTRL	PV	142799	001	00701		110.00	492675
				NOV15 PEST CNTRL	PV	142799	003	00701		380.00	492675
				NOV15 PEST CNTRL	PV	142799	008	00701		195.00	492675
				Payment Amount						8,764.49	
71498	12/08/15	19685	W. LITTEN INC.	RPR IRRIG MAINLN	PV	142748	001	00751		718.25	11035
				BRK&FLTR	PV	142796	001	00701		2,002.75	11034
				11/1~11/7/15	PV	142797	001	00701		2,793.65	11038
				SRV@RLV	PV	142798	001	00701		2,274.35	11039
				11/8~11/14/15	PV	142797	001	00701		2,793.65	11038
				SRV@RLV	PV	142798	001	00701		2,274.35	11039
				11/15~11/21/1	PV	142798	001	00701		2,274.35	11039
				5 SRV@RLV						7,789.00	
				Payment Amount						7,789.00	
71499	12/08/15	20174	MARILYN WANKEL	RFND BAL - CLOSED A/C	PV	142846	001	00101		61.78	058751
				Payment Amount						61.78	
71500	12/08/15	20175	CORNELIUS WARD	RFND BAL - CLOSED A/C	PV	142847	001	00101		71.06	059534
				Payment Amount						71.06	
71501	12/08/15	20166	JOSEPH WEBER	TURF RMVL REBATE	PV	142866	001	00101		1,528.00	540126
				Payment Amount						1,528.00	
71502	12/08/15	3048	WEST COAST AIR CONDITIONING	A/C PIM@BLDG#7&8	PV	142875	001	00701		395.00	S70620
				A/C PM@RLV EX FAN	PV	142876	001	00701		450.00	S70065
				A/C	PV	142878	001	00701		263.00	S70347
				SRV@BLDG#7 BOILER							

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Ilm	Co	Amount	Invoice Number
71503	12/08/15	20158	EDWARD WILLIAMS	TURF RMVL	PV	142733	001	00101		2,466.00	540062
				REBATE							
				Payment Amount						1,108.00	
71504	12/08/15	20159	DAVE XIE	TURF RMVL	PV	142734	001	00101		2,198.00	660484
				REBATE							
				Payment Amount						2,466.00	
71505	12/08/15	19816	MARGARET YOUNG	TURF RMVL	PV	142723	001	00101		3,054.00	250225/TURF2
				REBATE							
				Payment Amount						2,198.00	
71506	12/08/15	3070	ZEP MFG	CLNR,LBRCNT,D	PV	142896	001	00701		1,550.65	9001981329
				EGRSR,PNT							
				RMVR							
				FREIGHT	PV	142896	005	00701		58.91	9001981329
				Alt Payee							
				6458 ZEP MFG							
				FILE 50188							
				LOS ANGELES CA 90074-0188							
				Payment Amount						1,609.56	
				Total Amount of Payments Written						385,623.24	
				Total Number of Payments Written						71	



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

**MINUTES**  
**REGULAR MEETING**

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5:00 PM

November 24, 2015

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag was led by John Zhao.

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

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

Present: Directors Charles Caspary, Jay Lewitt, Leonard Polan, Lee Renger, and Glen Peterson

Absent: None

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

**2. APPROVAL OF AGENDA**

General Manager David Pedersen stated there was no update for Closed Session Item 13A, and he recommended that it be removed from the agenda.

Director Caspary moved to approve the agenda as amended. Motion seconded by Director Renger. Motion carried unanimously.

**3. PUBLIC COMMENTS**

None.

**4. CONSENT CALENDAR**

**A List of Demands: November 24, 2015 - Approve**

**B Minutes: Regular Meeting of November 10, 2015 - Approve**

**C Potable Water Air-Vacuum Release Valves Relocation: Request for Proposals**

**Authorize a Request for Proposals for permitting, final design, and design support during construction for the Potable Water Air-Vacuum Release Valve Relocation Project.**

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

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

**A Legislative and Regulatory Updates**

General Manager David Pedersen provided an update regarding the County of Los Angeles proposed ordinance for pharmaceuticals and sharps collection and disposal stewardship, which would establish an Extended Producer Responsibility Program in the unincorporated areas of the County for residents to safely dispose of unwanted and unused sharps and pharmaceutical materials. He stated that he submitted a comment letter in support of the ordinance. He also reported on Senate Bill 163, which declares that discharge of treated wastewater from ocean outfall is a waste and an unreasonable use of water and prohibits the discharge of wastewater through ocean outfalls by 2036. He noted that the California Association of Sanitation Agencies (CASA) has expressed concern with Senate Bill 163 (Hertzberg) because there is no current regulatory structure in place that would allow the water to be reused. He stated that CASA members are working on sending a comment letter to Senator Hertzberg expressing their concerns. He also reported that the State Water Resources Control Board (State Board) is working on extending the emergency conservation regulations, which will expire on February 13, 2016. He noted that the State Board is receiving input from water agencies on assigning water conservation standards. He also noted that a public hearing would be held in Sacramento on December 7, and he would be attending the hearing on behalf of the District and other water agencies to advocate the use of science in order to develop regulations to include an adjustment for climate, the use of recycled water, and the use of potable water supplement and flow augmentation to the creek.

A discussion ensued regarding requesting an exemption for budget based rates and consideration of water supply conditions.

## **B Water Supply Conditions and Drought Response**

General Manager David Pedersen reported on the District's water conservation efforts to reach 36 percent reduction in water use. He also reported that staff is tracking El Niño weather conditions and the National Oceanic and Atmospheric Administration's (NOAA) forecasts. He also reported that he attended the MWD Managers meeting the previous week where they discussed managing an unusually wet year and water storage.

## **C Automatic Meter Reading/Advanced Metering Infrastructure (AMR/AMI): Update on Development of Implementation Plan**

Carlos Reyes, Director of Resource Conservation and Public Outreach, introduced Susie McMullan, President of TritonAMI.

Ms. McMullan provided a PowerPoint presentation of the Advanced Metering Infrastructure Development Program Progress Report.

A discussion ensued regarding the one-year deployment and one-time meter reading cost for advanced meter infrastructure, the implementation of budget based rates, and ceasing the contract for meter reading services.

Ms. McMullan responded to a question regarding star network-based configuration versus a mesh-based configuration by stating that the District could have challenges with a star network-based system due to infrastructure placement.

General Manager David Pedersen responded to a question regarding whether staff had contacted cities and school districts regarding the use of their infrastructure for star network-based automated meters by stating that staff met with city and school district staff to discuss communication devices. He noted that concerns included antennas, the availability of opt-out programs, and aesthetics.

A discussion ensued regarding the ability to access water use information online; transmitters' battery life, power, and wattage; warranties; quality control; and implementing the program as soon as possible.

## **6. TREASURER**

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

## **7. FACILITIES AND OPERATIONS**

### **A Proposed Technical Services Division Re-organization: Approval**

**Approve the proposed re-organization of the Technical Services Division, including reclassification of an Assistant/Associate Engineer position to a Senior Engineer Position and a Civil Engineering Assistant position to a Technical**

Support Services Supervisor position; and pass, approve and adopt proposed Resolution No. 2479, an amendment of Resolution No. 2466 establishing salaries for employees.

#### RESOLUTION NO. 2479

#### AN AMENDMENT OF RESOLUTION NO. 2466 OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT ESTABLISHING SALARIES FOR EMPLOYEES

(Reference is hereby made to Resolution No. 2479 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

General Manager David Pedersen presented the report.

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

General Manager David Pedersen responded to questions regarding increased development activity, long-term infrastructure planning, and increased efficiencies.

Motion carried unanimously.

#### **B Headquarters Building No. 8 Air Conditioning Unit Replacement: Final Acceptance**

**Approve the execution of a Notice of Completion by the Secretary of the Board and have the same recorded; in the absence of claims from subcontractors and others, release the retention in the amount of \$13,150 30-calendar days after filing the Notice of Completion; and approve an additional appropriation in the amount of \$4,689.65 for the Headquarters Building No. 8 Air Conditioning Unit Replacement Project.**

General Manager David Pedersen presented the report.

Director Polan moved to approve Item 7B as presented. Motion seconded by Director Caspary. Motion carried unanimously.

### **8. FINANCE AND ADMINISTRATION**

#### **A Proposed Change of Vision Insurance Provider: Approval**

**Authorize the General Manager to execute a four-year agreement with EyeMed Vision Care, at an annual cost of \$12,529, to provide vision insurance coverage for employees.**

General Manager David Pedersen presented the report.

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

**B Claim from Richard Breene**

**Deny the claim from Richard Breene.**

General Manager David Pedersen presented the report.

Director Caspary moved to deny the claim from Richard Breene. Motion seconded by Director Renger.

District Counsel Keith Lemieux responded to a question regarding the possibility of the claimant refiling the claim in order to provide new information. He noted that there is no provision in the Government Code for refiling a claim; however, the Board could voluntarily reconsider the claim.

Motion carried unanimously.

**9. RESOURCE CONSERVATION AND PUBLIC OUTREACH**

**A Policy for Water Budget Adjustments: Adoption**

**Adopt the proposed Policy for Water Budget Adjustments.**

Carlos Reyes, Director of Resource Conservation and Public Outreach, presented the report and responded to questions posed by the Board.

Director Renger moved to approve Item 9A as presented. Motion seconded by Director Caspary. Motion carried unanimously.

**B Drought Response: Further Restriction on Outdoor Potable Water Irrigation**

**Pass, approve and adopt the proposed Resolution Further Restricting Outdoor Irrigation and Repealing Resolution No. 2463.**

**RESOLUTION NO. 2478**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT FURTHER RESTRICTING OUTDOOR IRRIGATION AND REPEALING RESOLUTION NO. 2463**

(Reference is hereby made to Resolution No. 2478 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

General Manager David Pedersen presented the report.

Director Caspary moved to approve Item 9B as presented. Motion seconded by Director Lewitt.

A discussion ensued regarding concerns with customers ignoring the irrigation restrictions; the effectiveness of outdoor irrigation only once per week; the need for the District to meet the 36 percent water reduction mandate; and keeping the current irrigation schedule based on even and odd numbered addresses and only on Monday or Tuesday.

Motion carried by the following vote:

AYES: Director(s): Caspary, Lewitt, Peterson  
NOES: Director(s): Polan, Renger  
ABSTAIN: Director(s): None

## **10. NON-ACTION ITEMS**

### **A Organization Reports**

- (1) MWD Representative Report

Board President Peterson reported that the MWD Board did not meet. He also reported that he attended a meeting at the Bard Water District to discuss a pilot program for fallowing only in the summer.

- (2) Other

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

Director Caspary reported he attended the Association of Water Agencies of Ventura County WaterWise Breakfast Meeting where the General Managers of Calleguas Municipal Water District, Casitas Municipal Water District, and United Water Conservation District discussed water supply conditions.

Director Lewitt reported he also attended the Association of Water Agencies of Ventura County WaterWise Breakfast Meeting. He noted that Susan Mulligan, General Manager of Calleguas, mentioned that desalination would not be a viable option for water agencies due to the extreme cost.

Board President Peterson reported he also attended the Association of Water Agencies of Ventura County WaterWise Breakfast Meeting and stated he was very impressed with the new General Manager from United Water Conservation District. He also commented on Ms. Mulligan's discussion regarding using Calleguas' pipes for moving water from system to system. He suggested the District should consider investing in Calleguas' service area for a de-salter near the brine line and setting aside that water for the District's use at a later date.



## **C General Manager Reports**

### (1) General Business

General Manager David Pedersen noted the District offices would be closed on November 26 and 27 for the Thanksgiving Day holidays. He also noted that the Las Virgenes – Triunfo JPA would hold a Special Board meeting on November 30 at 5:00 p.m. He noted that Senator Fran Pavley selected the District's project to relocate oak trees to the 5-million gallon tank site as the Sustainability Project for the month of November. He acknowledged David Lippman, Director of Facilities and Operations, and staff for their efforts.

### (2) Follow-Up Items

General Manager David Pedersen noted that staff would be bringing back an item related to the Russell Valley Basin.

## **D Directors' Comments**

Director Polan inquired regarding the status of the rebranding concept. General Manager David Pedersen responded that the Board had expressed an interest in looking at the Strategic Plan and incorporating branding concepts. He noted that the District entered into a contract with John Ruetten from Resource Trends, Inc., who has been working with staff on the Strategic Plan Update and who would assist in a Board workshop in early 2016.

Director Lewitt stated that he attended the 5-Million Gallon Tank Open House on November 14, and he was very impressed with the site and staff's efforts.

Director Caspary noted that the District, through its participation in MWD, is investing in agricultural lands that have senior water rights to Colorado River water. He also stated that the California State Senate Natural Resources Committee is discussing unmet needs for water supply improvements throughout California and a public goods charge. He stated it would be important for customers to convey their thoughts to their elected officials regarding this proposal.

Board President Peterson acknowledged staff on their efforts for the 5-Million Gallon Tank Open House.

## **11. FUTURE AGENDA ITEMS**

None.

## **12. PUBLIC COMMENTS**

None.

13. **CLOSED SESSION** (This item was removed from the agenda.)

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

Las Virgenes – Triunfo Joint Powers Authority v. United States Environmental Protection Agency and Heal the Bay, Inc. v. Lisa P. Jackson (This item was removed from the agenda.)

14. **OPEN SESSION AND ADJOURNMENT**

Seeing no further business to come before the Board, the meeting was duly adjourned at **7:01 p.m.**

---

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

ATTEST:

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

(SEAL)

November 30, 2015

To: Payroll

From: David W. Pedersen  
General Manager**RE: Per Diem Request – November 2015**

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

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

<u>Director</u>	<u>No. of Meetings</u>	<u>Rate</u>	<u>Total</u>
Charles Caspary	5	\$200.00	\$1,000.00
Glen Peterson LVMWD* – 5 MWD** – 6	11	\$200.00	\$2,200.00
Leonard Polan	3	\$200.00	\$600.00
Lee Renger	4	\$200.00	800.00
Jay Lewitt	5	\$200.00	\$1,000.00

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

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















December 08, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

**Subject : Investment Report for the Month of October 2015**

**SUMMARY:**

During October, there were only slight changes to the District's portfolio with one investment called; the proceeds were transferred to LAIF. Yields and account balances were largely flat. Staff continued to be cautious as anticipation of a long-awaited Fed rate increase was once again postponed. The District's total portfolio was valued at \$60,646,532 on October 31, 2015, up \$353,244 (0.01%) as compared to September 30, 2015.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

No

**DISCUSSION:**

As of October 31, 2015, the District held \$60,646,532 in its portfolio, down 9.4% year-over-year, primary due to withdraws to fund capital improvement projects. The portfolio was up slightly from the previous month's total of \$60,111,288. The majority of the funds were held in the District's investment accounts, which had an October 31st value of \$30,610,870. LAIF held the majority of the remaining funds in the amount of \$25,248,775. A small portion of the funds, \$2,007,224, were held in the CalTrust Pooled Investment Fund and \$2,758,475 were held in a trustee account as required bond reserves.

The annualized yield for the District's investment portfolio was up on a year-over-year basis, reaching 1.03% in October 2015, from flat for the prior month.

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Donald Patterson, Director of Finance and Administration

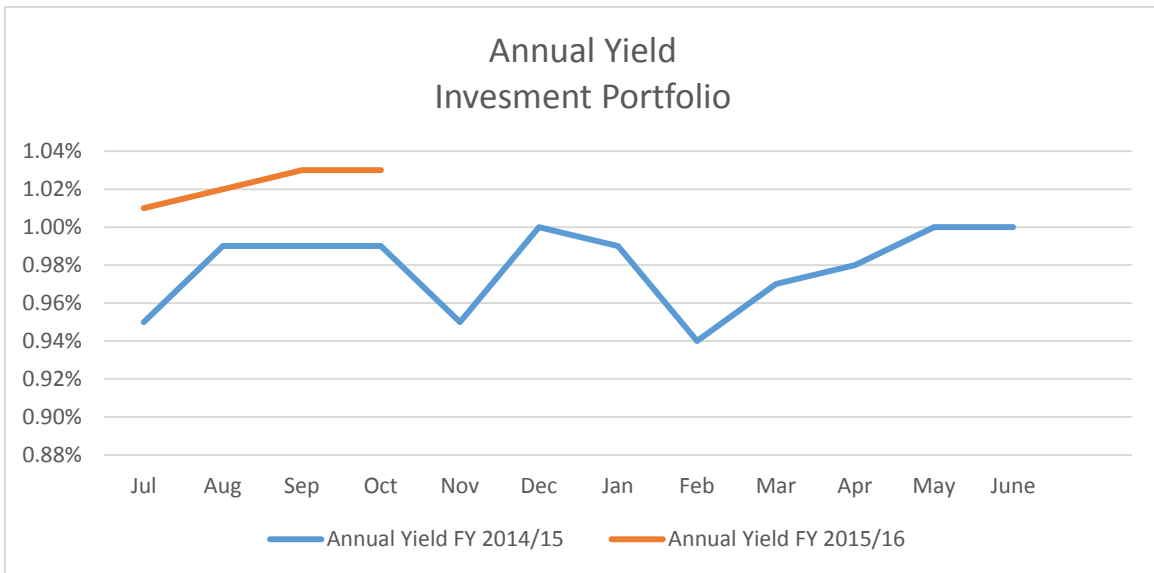
**ATTACHMENTS:**

[Investment Performance Charts](#)

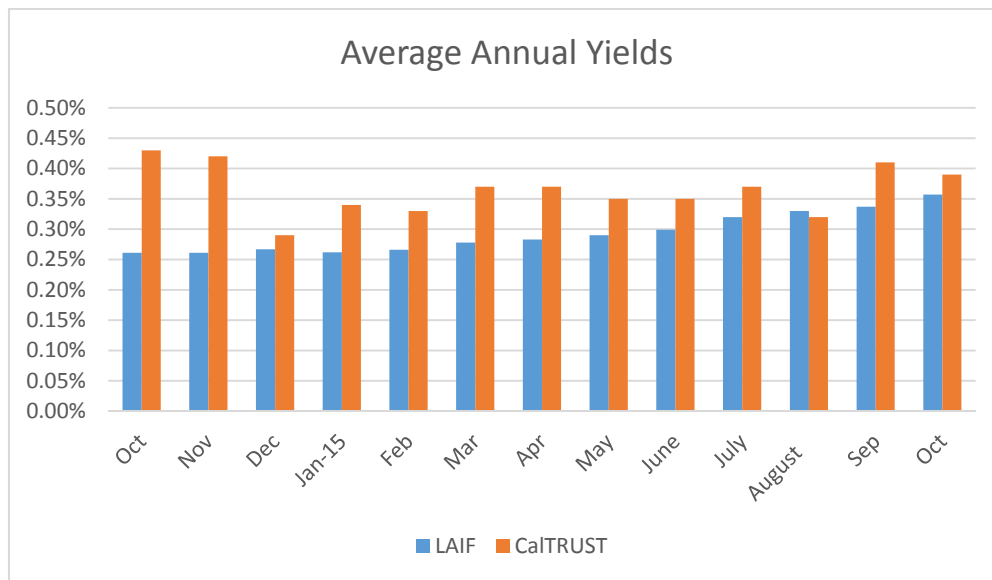
[October Investment Report](#)

[Appendix A - Definitions](#)

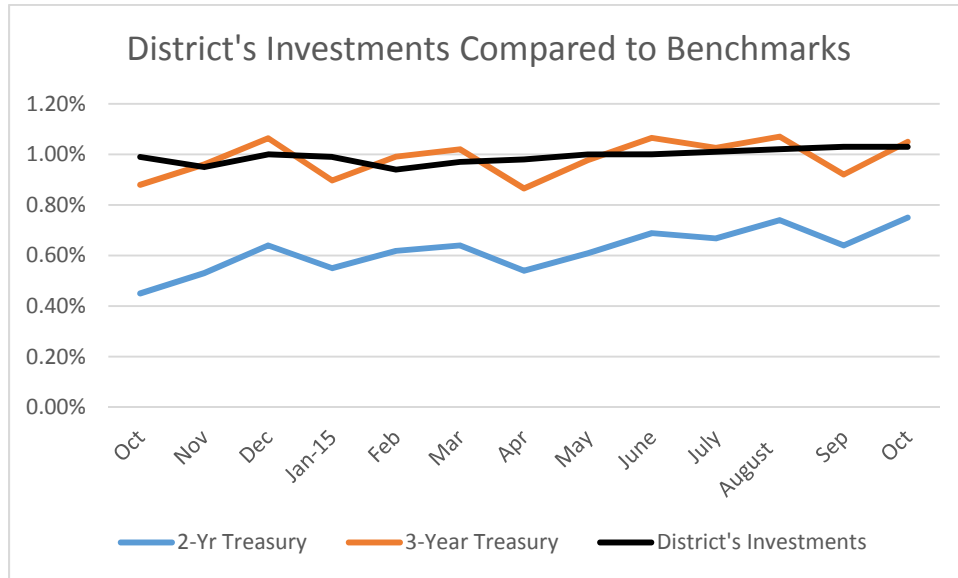
In October, the annualized yield for the District’s investment portfolio was flat compared to September at 1.03% and 4 basis points above a year ago. The chart below shows annualized monthly yield of the current fiscal year compared with the same monthly yield over the previous fiscal year.



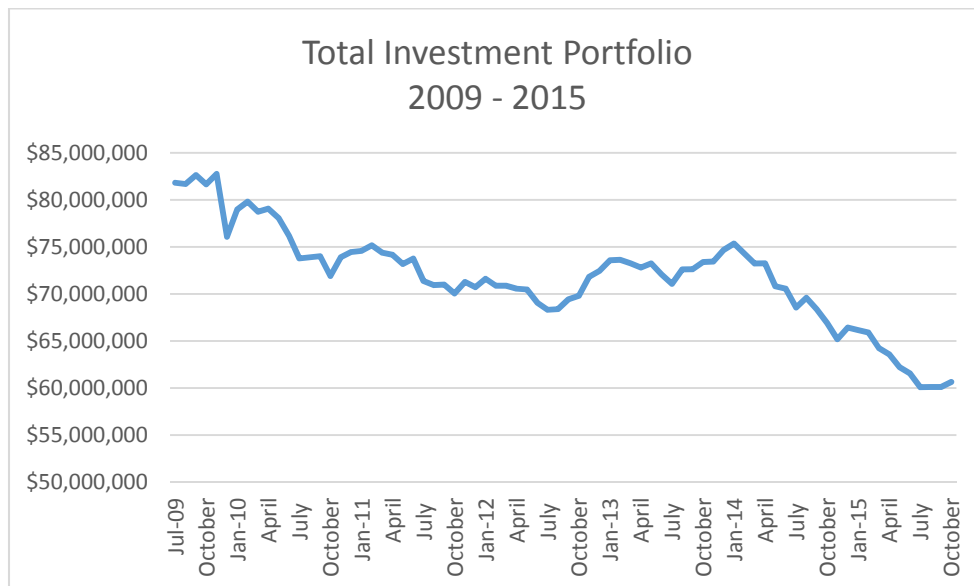
The following chart shows the average annualized LAIF and CalTRUST yields over the past twelve months. LAIF continues to be the District’s most conservative investment, experiencing the least volatility and the highest liquidity. CalTRUST typically offers higher returns with slightly more volatility.



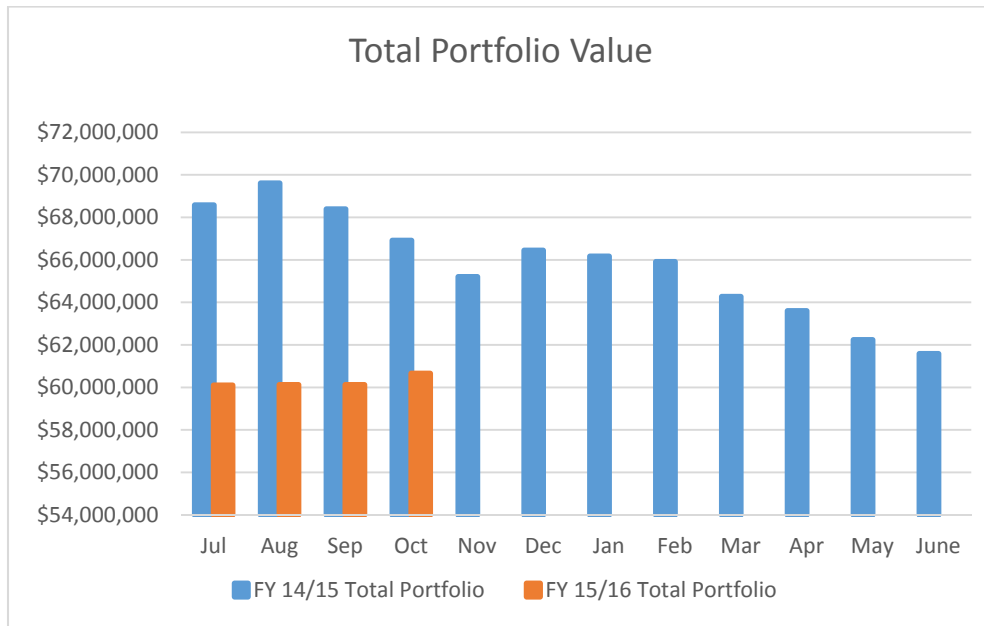
In order to benchmark how the District's portfolio is performing, it is useful to compare its investment portfolio with a comparable index. The District has historically compared its investment portfolio returns to the 2-Year and 3-Year Treasury Bonds. As shown in the chart below, the District's investment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



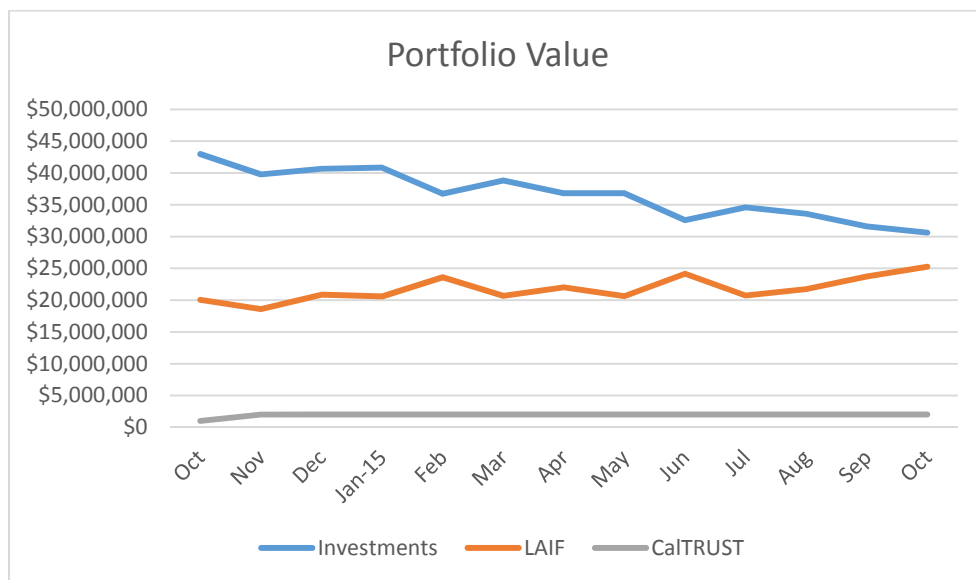
Equally important to monitoring performance is to monitor total portfolio value which includes the District's Investment Portfolio, LAIF and CalTRUST accounts. The first chart below shows the Total Portfolio Value between 2009 and 2015. The chart demonstrates the effect of the Board's policy to minimize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



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



The chart below shows the value of the District’s Investment, LAIF and CalTRUST portfolios over the past twelve month period. Over this twelve month period, the total value of the District’s portfolio has been reduced by 5.3% from \$64,022,161 to \$60,646,532



Date: November 16, 2015  
 To: David W. Pedersen, General Manager  
 From: Finance and Administration Department  
 Subject: Investment Report for the Month of October 2015

**Summary of Investments**

**Investments Maturing Within Six Months:**

Disc./Cpn Rate	Yield To Maturity	Yield To Call	Investment Type	Date Invested	Next Call Date	Date Matures	Book Value	Par Value	Market Value	Market Value Source
0.600%	0.580%		Port Auth NY&NJ-MuniBond	12/19/12		12/01/15	1,000,580	1,000,000	1,000,150	Custodian
1.050%	1.050%		FFCB-Bullet	03/28/12		03/28/16	1,000,000	1,000,000	1,003,160	Custodian
			Sub-Total				2,000,580	2,000,000	2,003,310	

**Investments Maturing After Six Months:**

1.270%	1.270%		FHLB-Bullet	03/30/12		03/02/17	1,000,000	1,000,000	1,008,380	Custodian
0.625%	0.700%		FHLMC-Bullet	10/26/12		11/01/16	997,040	1,000,000	1,001,290	Custodian
0.820%	0.860%	0.860%	FFCB-Callable Coupon	10/26/12	Continuous	07/11/17	998,000	1,000,000	996,450	Custodian
0.625%	0.625%		FNMA-Bullet	11/28/12		11/28/16	2,000,000	2,000,000	2,001,760	Custodian
0.600%	0.600%	0.600%	FFCB-Callable Coupon	12/13/12	Continuous	12/12/16	1,000,000	1,000,000	1,000,020	Custodian
0.600%	0.600%		FFCB-Bullet	12/27/12		12/27/16	1,000,000	1,000,000	1,000,020	Custodian
1.585%	1.100%		LVNSCD-Muni Bond	02/20/13		11/01/17	1,022,130	1,000,000	1,005,390	Custodian
0.690%	0.690%		PST-Muni Bond	03/26/13		11/01/16	1,000,000	1,000,000	999,900	Custodian
1.000%	1.000%		FHLMC-Bullet	03/26/13		03/26/18	1,000,000	1,000,000	999,340	Custodian
1.020%	1.020%	1.043%	FHLMC-Callable Coupon	04/30/13	01/30/16	04/30/18	999,500	1,000,000	1,001,540	Custodian
0.950%	0.950%		FHLMC-Bullet	05/22/13		05/22/18	1,000,000	1,000,000	995,910	Custodian
0.750%	0.750%		FHLMC-Bullet	05/28/13		11/28/17	1,000,000	1,000,000	995,200	Custodian
0.75% & Up <sup>2</sup>	1.117%	0.775%	FNMA-Callable Coupon	05/29/13	11/29/15	05/29/18	1,000,000	1,000,000	1,000,340	Custodian
0.832%	0.832%		ARLDEV-Muni Bond	06/03/13		12/15/16	1,585,000	1,585,000	1,587,140	Custodian
1.250%	1.250%		FHLB-Bullet	06/26/13		06/26/18	1,000,000	1,000,000	999,610	Custodian
1.500%	1.500%	1.500%	FNMA-Callable Coupon	09/19/14	09/19/16	09/19/18	1,000,000	1,000,000	1,006,140	Custodian
1% & Up <sup>3</sup>	2.216%	1.000%	FHLB-Callable Coupon	12/30/14	12/30/15	12/30/19	1,000,000	1,000,000	1,001,150	Custodian
1.000%	1.034%	1.001%	FHLB-Callable Coupon	02/26/15	02/26/16	02/26/18	999,000	1,000,000	1,001,510	Custodian
1.400%	1.400%	1.400%	FHLMC-Callable Coupon	02/27/15	02/24/16	08/24/18	1,000,000	1,000,000	1,002,210	Custodian
1% & Up <sup>4</sup>	2.172%	1.000%	FHLB-Callable Coupon	02/27/15	11/27/15	02/27/20	1,000,000	1,000,000	1,000,290	Custodian
1.500%	1.500%	1.500%	FHLB-Callable Coupon	03/13/15	03/13/17	03/13/19	1,000,000	1,000,000	1,003,790	Custodian
1.330%	1.330%	1.330%	FHLB-Callable Coupon	03/18/15	03/18/16	09/18/18	1,000,000	1,000,000	1,001,930	Custodian

LVMWD Investment Report for the Month Ending October 31, 2015

Disc./Cpn Rate	Yield To Maturity	Investment Type	Date Invested	Date Matures	Book Value	Par Value	Market Value	Market Value Source
<b>Investments Maturing After Six Months (continued):</b>								
1.300%	1.300%	FHLB-Bullet	03/30/15	10/30/18	1,000,000	1,000,000	1,002,850	Custodian
1.250%	1.250%	FHLB-Callable Coupon	04/22/15	04/22/16	1,000,000	1,000,000	995,600	Custodian
1.600%	1.600%	FNMA-Callable Coupon	05/19/20	05/19/20	1,000,000	1,000,000	997,630	Custodian
1% & Up	2.007%	FHLMC-Callable Coupon	07/15/15	01/15/16	1,000,000	1,000,000	1,000,190	Custodian
1.500%	1.500%	FHLB-Callable Coupon	07/22/15	07/22/16	1,000,000	1,000,000	1,001,980	Custodian
Sub-Total					28,600,670	28,585,000	28,607,560	
Total Investments					30,601,250	\$30,585,000	30,610,870	

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

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

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

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

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

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

Investment	Amount Earned/Accrued	Current Yield
Refunding Revenue Bonds - Reserve Fund (Bank of New York Mellon)	\$775	0.357%
Local Agency Investment Fund (LAIF)	27,838	1.030%
CalTrust Short-Term Fund	7,073	0.357%
Blackrock Liquidity Fund - US Treasury Money Market Fund (Union Bank)	843	0.390%
Sweep Accounts (Wells Fargo Bank/Bank of New York Mellon)	0	0.010%
	17	0.010%
<b>Total Earnings</b>	<b>\$36,546</b>	

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

The source of the market valuation is as followed:

Investments (Note 1)	Total Amount Invested	% of Total	Max. Limit Allowed
Refunding Revenue Bonds - Reserve Fund (Bank of New York Mellon/LAIF)	\$30,601,250	50.46%	no limit
Blackrock Liquidity Fund - US Treasury Money Market Fund (Union Bank)	2,758,475	4.55%	1 yr debt pmt.
Local Agency Investment Fund (LAIF)	30,808	0.05%	no limit
CalTrust Short-Term Fund	25,248,775	41.63%	50,000,000
	2,007,224	3.31%	no limit
<b>Total</b>	<b>\$60,646,532</b>	<b>100.00%</b>	

(Note 2)

Note 1: The average weighted duration for investments, excluding LAIF, is 836 days, which is under the assumption that callable coupons will not be called and will be held until maturity.

Note 2: In October 2015, Joint Powers Authority's participation in investment is \$4,828,355.45, of which \$3,822,904.55 (or 79.17%) belongs to LV.



LVMWD Investment Report for the Month Ending October 31, 2015

**Bank Account Balances as of October 31, 2015:**

Bank Name	Account Type	Amount
Wells Fargo Bank	Checking	\$65,472 (Note 3)
Wells Fargo Bank	Sweep	579,354
Bank of New York Mellon	Money Market	2,364,063 (Fund is available for Debt Service Payment due on November 1, 2015)
	<b>Total</b>	<b><u>\$3,008,889</u></b>

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

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

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

Approved for December 8, 2015 Agenda:



David W. Pedersen, General Manager

I HEREBY CERTIFY THAT THE FOREGOING IS TRUE AND CORRECT

TO THE BEST OF MY KNOWLEDGE

Jay Lewitt, Treasurer

Definitions

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

Investment Abbreviations

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



December 08, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

**Subject : Saddletree Tank Rehabilitation Project: Call for Bids**

**SUMMARY:**

The Saddletree Tank Rehabilitation Project consists of removal and replacement of lead-based exterior and coal tar-based interior coatings, installation of mechanical and piping improvements, asphalt maintenance, security fencing, cathodic protection, modification of the tank vents and other site improvements. Staff recommends issuance of a call for bids for the project.

**RECOMMENDATION(S):**

Authorize a Call for Bids for the Saddletree Tank Rehabilitation Project.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

There is no financial impact associated with a call for bids.

**DISCUSSION:**

Saddletree Tank is a 280,000-gallon potable water storage tank that provides water supply and fire protection to approximately 80 customers. The tank is filled via the Saddletree Pump Station, which pumps water from Equestrian Tank. The steel tank was constructed in 1977. In 2002, M.J. Schiff & Associates, Inc., completed an evaluation and rehabilitation master plan for all of the District's tanks. The majority of the improvements identified in the master plan have been completed for the District's tanks with the exception of those for Saddletree Tank. The project was pending completion of the Calabasas Tank Rehabilitation Project.

The proposed bid schedule is as follows:

Call for Bids	December 8, 2015
First Advertisement	December 14, 2015
Second Advertisement	December 21, 2015
Pre-Bid Meeting	January 6, 2016
Bid Opening	January 22, 2016
Award of Contract	February 9, 2016
Project Completion	May 20, 2016 (estimated)

The proposed schedule is intended to allow for construction to take place during the low-demand months given the operational challenges associated with temporarily removing the tank from service. Temporary storage tanks will be provided during construction to maintain continuous service to customers while the tank is off-line.

**GOALS:**

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

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

**ATTACHMENTS:**

[Notice Inviting Sealed Proposals](#)

**NOTICE INVITING SEALED PROPOSALS (BIDS)**  
**Saddletree Tank Rehabilitation Project**

NOTICE IS HEREBY GIVEN that the Board of Directors of Las Virgenes Municipal Water District invites and will receive sealed proposals (bids) up to the hour of 3:00PM on January 22, 2016, for furnishing the work described in the contract documents. Bids received after the time stated in the Call for Bids will not be accepted and will be returned, unopened, to the bidder. The time shall be determined by the time on the receptionist telephone console in our Headquarters lobby. Proposals will be publicly opened and read aloud at the office of the District, 4232 Las Virgenes Road, Calabasas, California 91302. Said bids shall conform to and be responsive to the Specifications and Contract Documents for said work as heretofore approved by the District.

A **mandatory** pre-bid tour will be conducted at 9:00AM on January 06, 2016. The meeting will begin at the District headquarters at 4232 Las Virgenes Road, Calabasas, CA 91302. Attendance at the pre-bid conference is a condition precedent to submittal of the bid and the District will not consider a bid from any bidder not represented at the pre-bid conference. Questions regarding the project may be directed to Project Manager **Eric Schlageter** at (818) 251-2142.

Sets of contract documents may be downloaded for free by going to <http://www.LVMWD.com/Ebidboard> and following the links to this project.

In order to be placed on the plan holder's list, contractors shall register for free as a document holder for this project on Ebidboard by going to [www.LVMWD.com/Ebidboard](http://www.LVMWD.com/Ebidboard) and following the links to this project. Addendum notifications will be issued through Ebidboard.com, but may also be provided by calling the District's Project Manager. Although Ebidboard will fax and/or email all notifications to registered plan holders after the District uploads the information, Bidders are responsible for obtaining all addenda and updated contract documents.

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

No Contractor or Subcontractor may be listed on a bid proposal for a public works project submitted on or after March 1, 2015 unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. No Contractor or Subcontractor may be awarded a contract for public work on a public works project awarded on or after April 1, 2015 unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. Effective January 1, 2016, no Contractor or Subcontractor may perform on a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. This project is subject to compliance monitoring and enforcement by the DIR.

All terms and conditions contained in the Specifications and Contract Documents shall become part of the contract. The Board of Directors of Las Virgenes Municipal Water

*District reserves the right to reject any and all bids and to waive any and all irregularities in any bid. No bidder may withdraw his bid after the said time for bid openings until 60-days thereafter or until the District has made a final award to the successful bidder or has rejected all bids, whichever event first occurs.*

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

*BY ORDER OF THE GOVERNING BODY OF  
LAS VIRGENES MUNICIPAL WATER DISTRICT*

\_\_\_\_\_  
*Dated*

\_\_\_\_\_  
*Charles Caspary  
Secretary of the Board*



December 08, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

**Subject : Backbone Improvements Program Westlake Filtration Plant Expansion and Pump Station Upgrade Project: Request for Proposals for Testing, Reporting and Permitting Services**

**SUMMARY:**

An amendment to the District's Domestic Water Supply Permit will be required from the State Water Resources Control Board, Division of Drinking Water for physical and operational changes that are proposed with the Westlake Filtration Plant Expansion and Pump Station Upgrade Project. Prior to issuance of the permit amendment, the District must complete a tracer study, disinfection profiling and benchmark study. Staff recommends issuance of a request for proposals for testing, reporting and permitting services associated with the permit amendment process.

**RECOMMENDATION(S):**

Approve the issuance of a Request for Proposals for testing, reporting, and permitting services for the Westlake Filtration Plant Expansion and Pump Station Upgrade Project.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

There is no financial impact associated with the issuance of a request for proposals.

**DISCUSSION:**

Staff coordinated with representatives of the State Water Resources Control Board, Division of Drinking Water (DDW) throughout the design of the Westlake Filtration Plant Expansion and Pump Station Upgrade Project to become familiar with the requirements for the District to obtain an amended Domestic Water Supply Permit, incorporating the future operational changes that will be associated with the Project.

The project involves removing the existing clearwell at the Westlake Filtration Plant and utilizing the Torchwood Tank in its place. To obtain approval for use of the Torchwood Tank as a clearwell, the District needs to demonstrate adequate contact time for disinfection through a tracer study, disinfection profiling and a benchmarking study.

The request for proposals will be circulated to obtain consulting services for the testing, reporting and permitting associated with the permit amendment process. Once the selected firm performs all the required testing and analyses, an permit amendment application, including the studies and other technical documentation, will be submitted to DDW for review and approval. Once approved, DDW will issue an amendment to the Domestic Water Supply Permit, incorporating the operational and physical changes associated with the project.

The following is the proposed schedule for the Request for Proposals:

Proposal Due Date	January 12, 2016
Review Proposals	January 18, 2016
Board Awards Contract	January 26, 2016

**GOALS:**

Provide Safe and Quality Water with Reliable Services

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

**ATTACHMENTS:**

[Request for Proposals](#)





REQUEST FOR PROPOSALS  
FOR

WESTLAKE FILTRATION PLANT EXPANSION

Testing, Reporting, and Permitting Services  
for Potable Water System Permit Amendment

**PROPOSALS DUE January 12, 2016 at 3:00 p.m.**

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

December 2015

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**REQUEST FOR PROPOSALS**  
**Las Virgenes Municipal Water District**

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**TABLE OF CONTENTS**

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

**ATTACHMENTS (COMPACT DISK)**

- Agreement for Professional Services
- Correspondence with Division of Drinking Water
- Plans and Specifications for the Westlake Filtration Plant Expansion and Westlake Pump Station Upgrade Project
- Operations Plan for the Westlake Filtration Plant – updated in November 2015
- Water Permit Amendment No. 1910225-001 dated September 2015 for the inclusion of the Torchwood Tank

## **I. INTRODUCTION**

The Las Virgenes Municipal Water District invites your firm to submit a proposal to provide engineering services to provide work necessary to obtain an Amendment to the Domestic Water Supply Permit (Amendment) from the State Water Resources Control Board – Division of Drinking Water (DDW) so the District can operate its modified drinking water facilities. Engineering services will include:

- Perform a tracer study and associated reporting, disinfection profiling and benchmark analysis, reporting, submission and coordination required by DDW to obtain an Amendment for newly modified drinking water treatment, pumping, and storage facilities.

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

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

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

## **II. BACKGROUND INFORMATION**

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

The District anticipates awarding a project to a general contractor(s) on December 8, 2015 to modify two of its adjacent potable water facilities: the Westlake Filtration Plant (Filter Plant) located at 32601 Torchwood Place, and the Westlake Pump Station (Pump Station) located behind Three Springs Park at 3000 Three Springs Drive. See attached Plans and Specifications for project details.

At the Filter Plant, work includes the installation of two additional diatomaceous earth filters to increase the plant nominal capacity from 15 to 18 MGD, as well as piping, electrical, pump, and other associated work. Included in this work is the elimination of the existing clearwell, and modifying piping so that the newly constructed Torchwood Tank near the Filter Plant can be utilized as a clearwell. There will be additional disinfection injection points and controls as part of the project as well.

At the Pump Station, aging natural gas engines will be replaced with new premium-efficiency electrical motors that can support pumping of 18 MGD from the Filter Plant. The Pump Station pulls raw water from Las Virgenes Reservoir and delivers it to the Filter Plant for treatment. Once treated, the potable water is pushed to the Torchwood Tank for storage, and the Pump Station then pulls the potable water from the Torchwood Tank and pushes it into the distribution system.

The newly constructed Torchwood Tank is a 5 million gallon potable water tank on the other side of the Las Virgenes Reservoir adjacent to the Filter Plant. DDW has issued the attached Potable Water System Amendment dated September 2015 so that the District can operate the tank as a reservoir and not a clearwell (though the tank is baffled) because a tracer study and further reporting is required. The District is seeking consultant services to perform the tracer study and other tests and reporting to incorporate this already constructed tank into the future operations of the Filter Plant and Pump Station so that CT credit can be given for water in the Torchwood Tank. The District held off on the tracer study testing and reporting to get CT credit for the Torchwood Tank in anticipation of Filter Plant and Pump Station work.

The District has been engaging DDW early in the design process in order to get comments about what might be required as part of the permitting process to gain approval to operate. The attached Outlook email files provide some information received from DDW as part of their review of the plans. The Scope of Work below includes what the District anticipates is required in terms of work to get the Amendment; however, it is possible there are additional requirements. It is anticipated that the selected firm have previous experience with DDW, and take the lead in being proactive with engaging DDW and the District in ensuring timely completion of required work in order to achieve an Amendment such that the District can operate on July 1, 2017.

It is recommended that you make contact with the DDW representative Dmitriy Ginzburg, P.E., Associate Sanitary Engineer, [Dmitriy.Ginzburg@waterboards.ca.gov](mailto:Dmitriy.Ginzburg@waterboards.ca.gov), 818-551-2022, to confirm the requirements. You may contact Dmitriy directly, but please inform Eric Maple first so he is aware.

Below is a brief timeline of work on the project to date, and future milestones:

- February 25, 2014 – The Board approved the Request for Proposals for the design
- July 8, 2014 – The Board accepted the proposals from HDR and MSO to do the design
- September 29, 2015 – The Board approved the bidding phase of the project
- November 23, 2015 – Construction bids due
- December 8, 2015 – Award to Construction contractor (start of 300 working day contract period for contractor to complete all work)
- September 30, 2016 – Contractor allowed to demo raw water reservoir and existing clearwell at Filter Plant (after 2016 summer plant run).
- February 3, 2017 – Contract completion deadline for contractor based on the 300 working days.
- July 1, 2017 – By this date the DDW permitting should be completed and resolved so that we can operate. The date the District plans beginning summer operation of the Pump Station, Filter Plant, and Torchwood Tank with full CT credit and its newly modified configuration.

### **III. SCOPE OF WORK**

The selected firm will have the lead in coordinating with DDW, performing studies, tests and writing or modifying previously written work, and submitting to DDW to obtain an updated Amendment to operate the modified Filter Plant and Pump Station facilities, and the Torchwood Tank as a clearwell by July 1, 2017. It is anticipated that the general contractor(s) performing work at both facilities will be complete with work, and the selected consultant will be able to begin any physical testing as soon as February 3, 2017. It is anticipated that the selected firm

will work in parallel with the construction work to proactively engage DDW and submit required information so that there is no delay on the District's part in obtaining the permit.

- Administration
  - Hosting any meetings required with DDW or District staff.
  - Producing copies or materials required for submission to DDW.
- Technical
  - Provide engineering services to perform Disinfection and Profiling Benchmark Study as required by DDW.
  - Providing engineering, testing, and reporting services to perform a Tracer Study for all portions or plant processes required by DDW.
  - Modify the existing Operations Plan for the Westlake Filtration Plant (see attached) as required by DDW to accurately represent how the Pump Station, Filter Plant, and Torchwood Tank operate and meet water quality and treatment requirements.
  - Provide the application, and any other supporting technical or non-technical material necessary for submission to DDW.
  - Coordinate with District's construction management team to obtain NSF 61 documentation, and coordinate to resolve any NSF 61 concerns from DDW.
  - Any other work or documentation required to obtain Amendment allowing the operation of the newly modified Pump Station and Filter Plant, and the Torchwood Tank as a clearwell.
- Coordination
  - Act as the District's liaison with DDW for the purposes of obtaining the Amendment.

#### **IV. SERVICES OR DATA PROVIDED BY DISTRICT**

The District will provide the following data, access, and resources:

- Access to the facilities.
- Ability to perform testing or work on facilities after February 3, 2017.
- Filter Plant and Pump Station operations and water quality data submitted to DDW.
- District reports, plans, permits, and any other materials required.
- District staff to answer questions.

#### **V. MINIMUM CONSULTANT QUALIFICATIONS**

The selected firm shall have staff on their team that has a State of California Professional Engineer License, have experience with performing Tracer Study testing and Disinfection and Profile Benchmarking analysis, and experience with associated technical reports.

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

#### **VI. PROPOSAL REQUIREMENTS**

- 1) Legal name of firm with address, telephone number and the name of at least one principal.
- 2) Project understanding and approach.

- 3) A recommended scope of work which clearly displays an understanding of the project, and your understanding of what is required in obtaining the Amendment.
- 4) Names and résumés of individual(s) proposed to perform the services, including proof of professional registrations, as appropriate.
- 5) Description of the firm's internal quality control process.
- 6) Names, qualifications and principals of any sub-consultants to be utilized in providing the service(s).
- 7) References for 3 recently completed projects of similar size and scope, including contact person and telephone number.
- 8) Certificate of professional liability insurance.
- 9) Cost to perform the delineated services and schedule of rates. The proposal shall have both the qualifications and cost in one package.
- 10) List any assumptions.

## **VII. EVALUATION CRITERIA**

Proposals will be evaluated based upon the following:

- 1) Expertise in performing the tasks noted in the Scope of Work.
- 2) Experience in working directly with DDW.
- 3) The quality of performance on past projects, including those on which the proposed team has worked together.
- 4) The ability to meet time schedules and complete the work within established budgets.
- 5) The ability to provide a comprehensive and understandable scope of work.
- 6) The firm's history and resource capacity to perform the requested service.
- 7) The experience and qualifications of assigned personnel.
- 8) Proposals will be reviewed for qualifications and price at the same time.

## **VIII. REQUEST FOR PROPOSAL SCHEDULE**

Approval of Request for Proposals	December 8, 2015
Pre-proposal Meeting (not required)	If requested by consultant
Proposal Due Date (3:00 p.m.)	January 12, 2016
Review Proposals (week of)	January 18, 2016
Acceptance of Proposal (Board meeting)	January 26, 2016

**Please submit five (5) physical copies and one (1) digital of your proposal no later than 3:00 p.m. on January 12, 2016 by mailing them to:**

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

**Executive Department**  
**State of California**

**EXECUTIVE ORDER B-36-15**

**WHEREAS** on January 17, 2014, I proclaimed a State of Emergency throughout the State of California due to severe drought conditions, which persist after four years; and

**WHEREAS** California is experiencing a range of extreme weather events such that the state must simultaneously prepare for a fifth year of drought and the possibility of major winter storms driven by the warming trend in the Pacific Ocean known as El Niño; and

**WHEREAS** the ongoing drought continues to affect water supplies, agriculture, businesses, and communities, and is further stressing California's fish and wildlife; and

**WHEREAS** wildfires have damaged critical infrastructure, including power plants, and hundreds of thousands of acres are and continue to be vulnerable to debris and mudslides due to scarring from significant wildfires in recent years; and

**WHEREAS** the magnitude of the severe drought conditions and wildfires continues to present threats beyond the control of the services, personnel, equipment, and facilities of any single local government and require the combined forces of a mutual aid region or regions to combat; and

**WHEREAS** under the provisions of section 8558(b) of the Government Code, I find that conditions of extreme peril to the safety of persons and property continue to exist in California due to water shortage, drought conditions, and wildfires; and

**WHEREAS** under the provisions of section 8571 of the Government Code, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay the mitigation of the effects of the drought and wildfires.

**NOW, THEREFORE, I, EDMUND G. BROWN JR.,** Governor of the State of California, in accordance with the authority vested in me by the Constitution and statutes of the State of California, in particular sections 8567 and 8571 of the Government Code, do hereby issue this Executive Order, effective immediately.

**IT IS HEREBY ORDERED THAT:**

1. The orders and provisions contained in my January 17, 2014 Proclamation, my April 25, 2014 Proclamation, and Executive Orders B-26-14, B-28-14, and B-29-15 remain in full force and effect except as modified herein.

2. To demonstrate the feasibility of projects that can use available high water flows to recharge local groundwater while minimizing flooding risks, the State Water Resources Control Board and California Regional Water Quality Control Boards shall prioritize temporary water right permits, water quality certifications, waste discharge requirements, and conditional waivers of waste discharge requirements to accelerate approvals for projects that enhance the ability of a local or state agency to capture high precipitation events this winter and spring for local storage or recharge, consistent with water rights priorities and protections for fish and wildlife.
3. If drought conditions persist through January 2016, the Water Board shall extend until October 31, 2016, restrictions to achieve a statewide reduction in urban potable water usage. The Water Board shall consider modifying its existing restrictions to address uses of potable and non-potable water, as well as to incorporate insights gained from existing restrictions. The California Public Utilities Commission is requested to take similar action with respect to investor-owned utilities providing water services.
4. Of the \$15 million appropriated in Item 3940-101-0679 of the Budget Act of 2015, the State Water Resources Control Board shall use up to \$5 million for permanent solutions that provide safer, cleaner, and more reliable drinking water to households served by water systems serving less than 15 drinking water connections or households served by domestic wells or other individual water supplies. The Water Board shall prioritize funds to public agencies and other entities eligible for funding under Water Code section 13442, but the Water Board may provide direct assistance to well owners without water for alternative safe drinking water supplies, if an entity eligible under Water Code section 13442 is unable or unwilling to provide assistance.
5. The Energy Commission shall expedite the processing of all applications or petitions for amendments to power plant certifications issued by the Energy Commission for the purpose of remediating any wildfire damage and to restore power plant operation by authorizing emergency construction activities including demolition, alteration, replacement, repair or reconstruction necessary for power plant operation. Title 20, section 1769 of the California Code of Regulations is hereby waived for any such petition, and the Executive Director of the Energy Commission shall approve such petitions as he deems necessary. The Energy Commission shall give timely notice to all relevant local, regional, and state agencies of any petition subject to this directive, and shall post on its website any such petition.

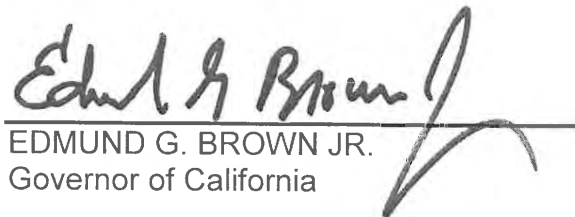


6. For purposes of carrying out directives in this Executive Order, Division 13 (commencing with section 21000) of the Public Resources Code and regulations adopted pursuant to that Division are hereby suspended. This suspension applies to any actions taken by state agencies, and for actions taken by local agencies where the state agency with primary responsibility for implementing the directive concurs that local action is required, as well as for any necessary permits or approvals required to complete these actions. This suspension, and those specified in paragraph 26 of Executive Order B-29-15 and any similar suspension specified in any of the orders listed in Paragraph 1 shall remain in effect until the drought state of emergency, or wildfire state of emergency with respect to directive 16, is terminated.
7. For purposes of carrying out directive 5, Chapter 3.5 (commencing with section 11340) of Part 1 of Division 3 of the Government Code is suspended for the development and adoption of regulations or guidelines needed to carry out the provisions in this Order.

This Executive Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**I FURTHER DIRECT** that as soon as hereafter possible, this order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this order.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 13th day of November 2015.

  
EDMUND G. BROWN JR.  
Governor of California

**ATTEST:**

\_\_\_\_\_  
ALEX PADILLA  
Secretary of State

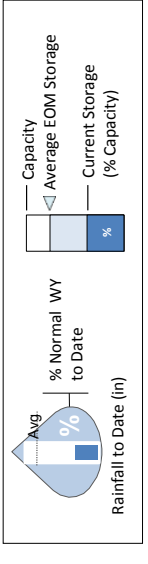
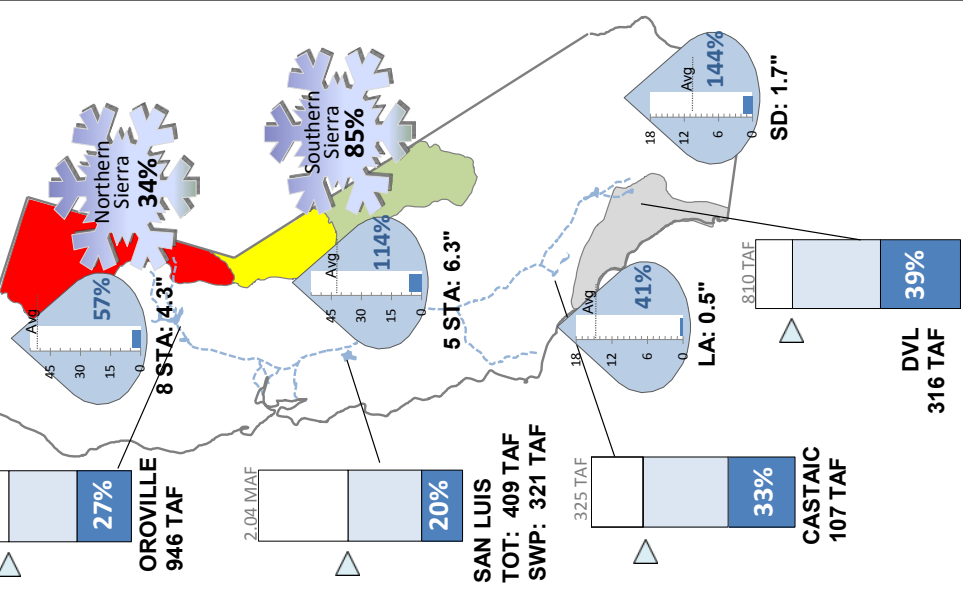
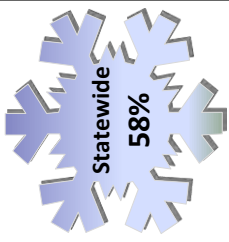
# WATER SUPPLY CONDITIONS SWP

As of: 11/22/2015

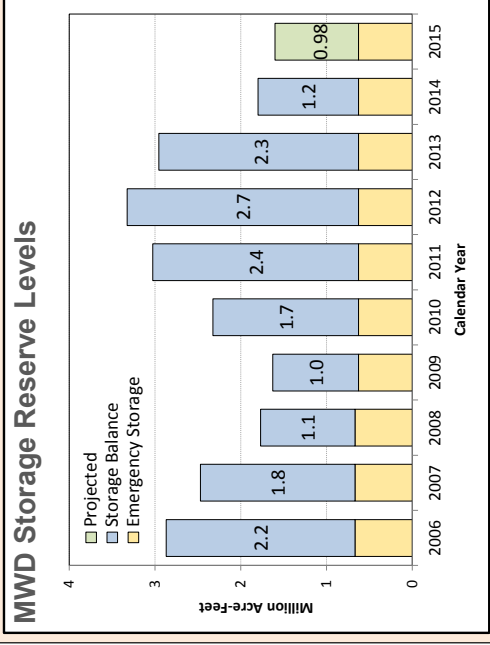
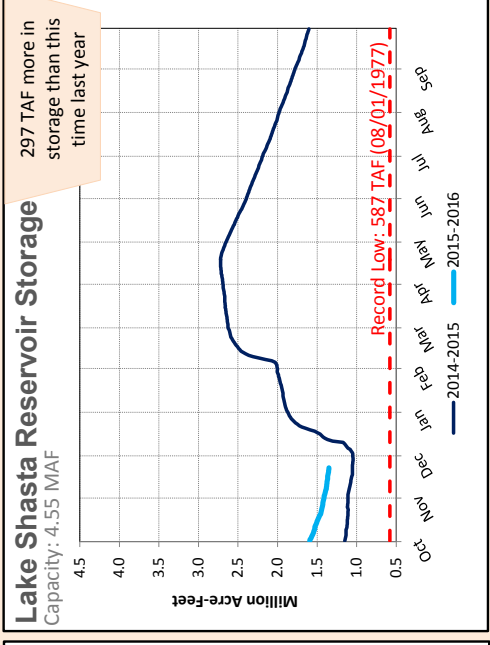
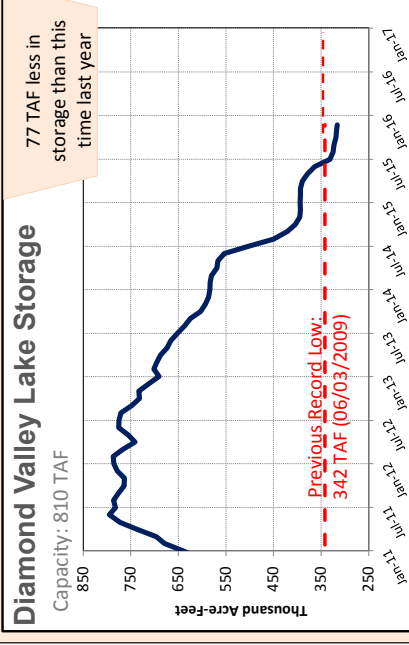
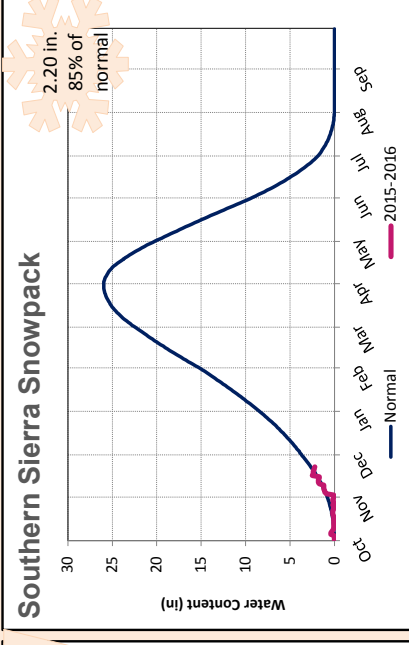
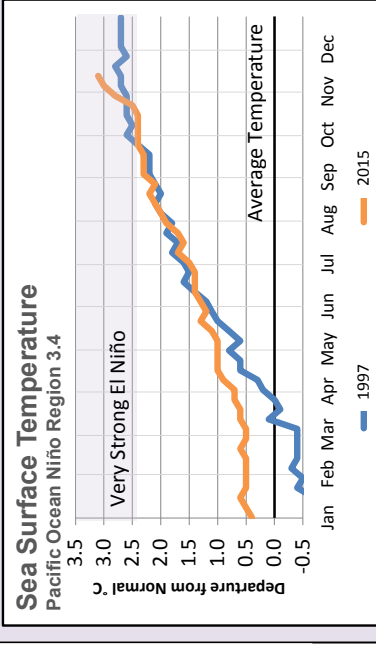
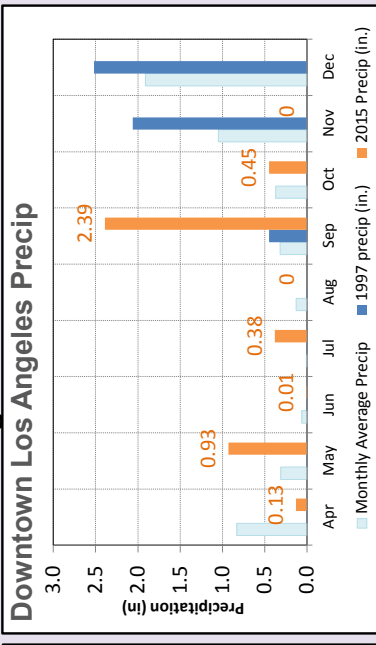


## 2015 SWP Allocation

382,300 AF  
20% of Table A



## 1997-98 vs. 2015-16 El Niño Signal



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

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

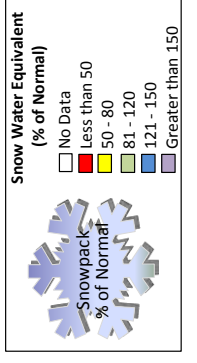
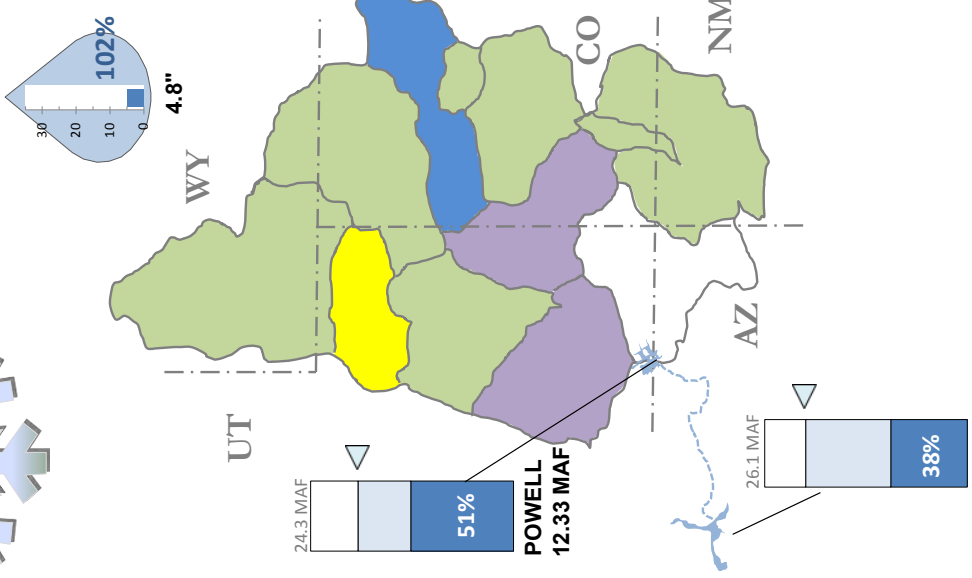
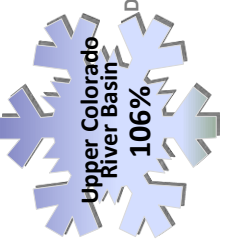
# WATER SUPPLY CONDITIONS CRA

As of: 11/22/2015



## 2015 Colorado River

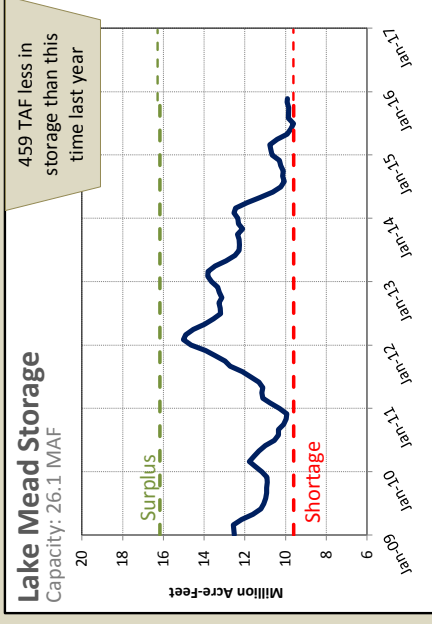
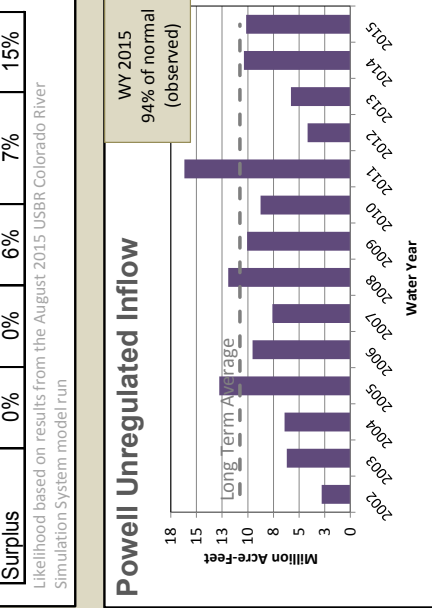
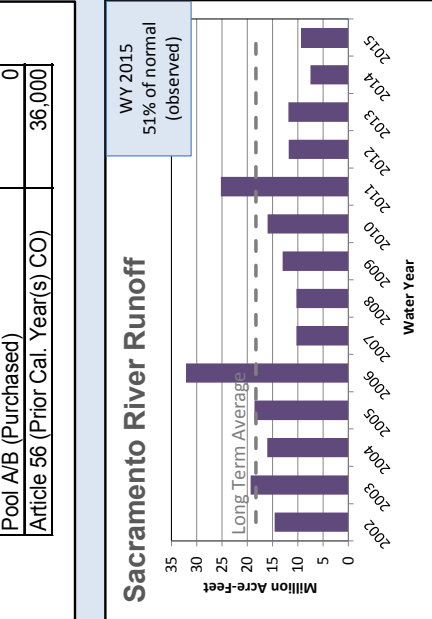
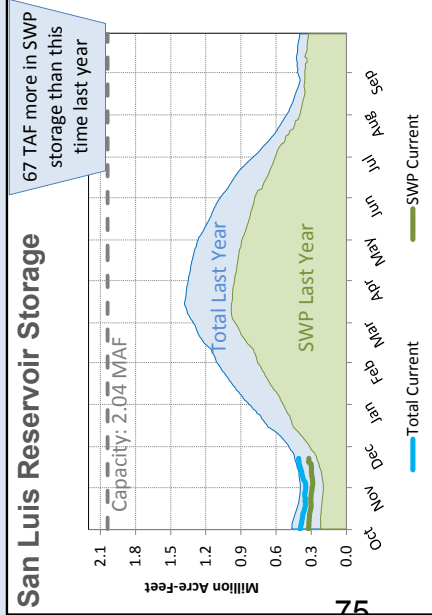
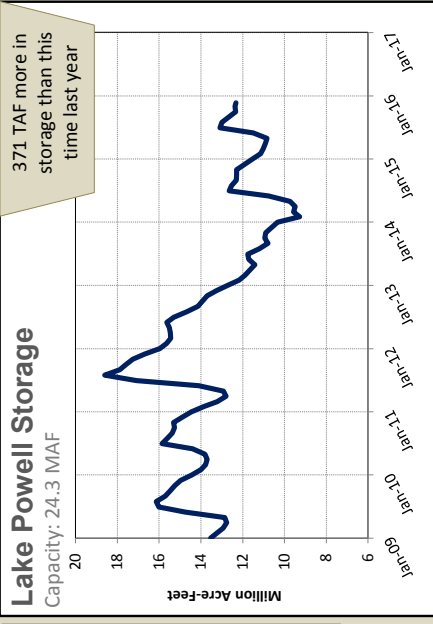
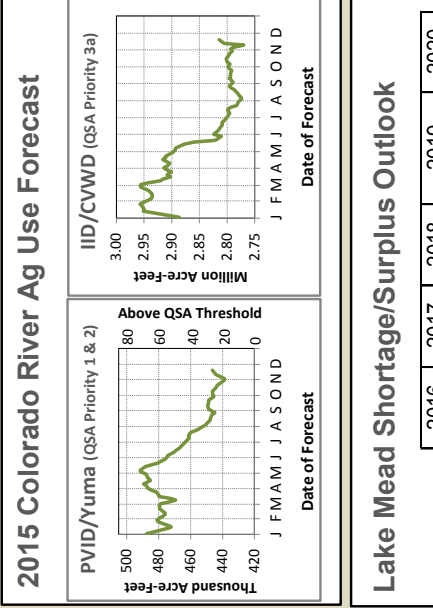
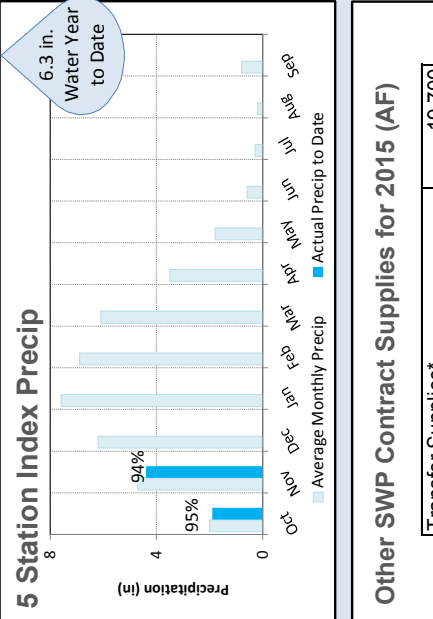
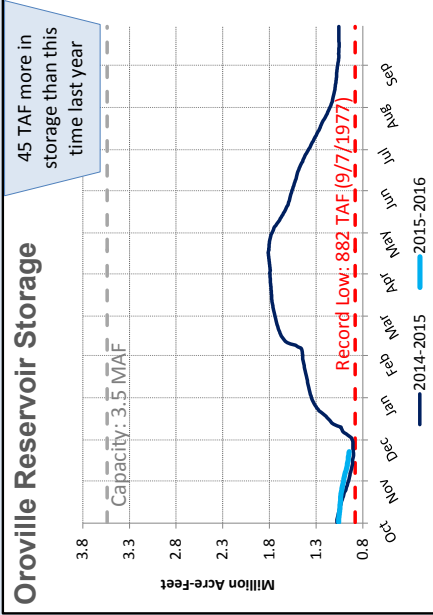
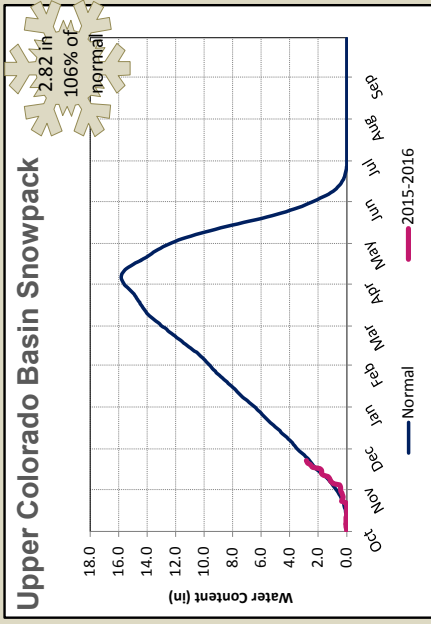
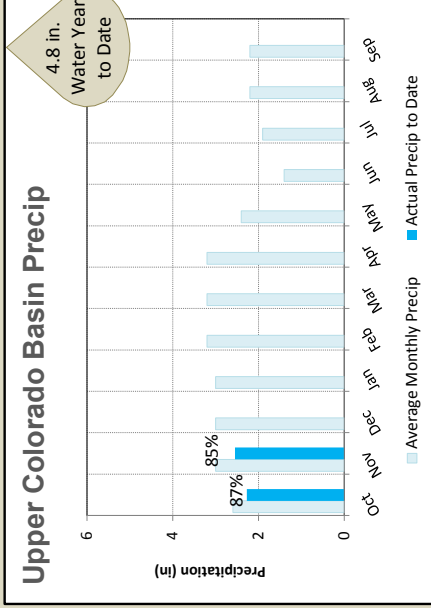
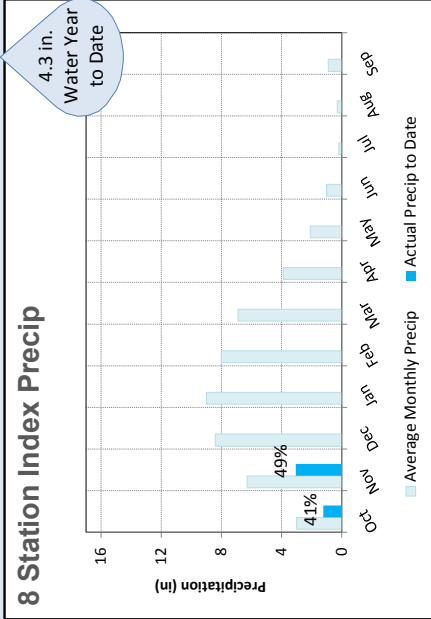
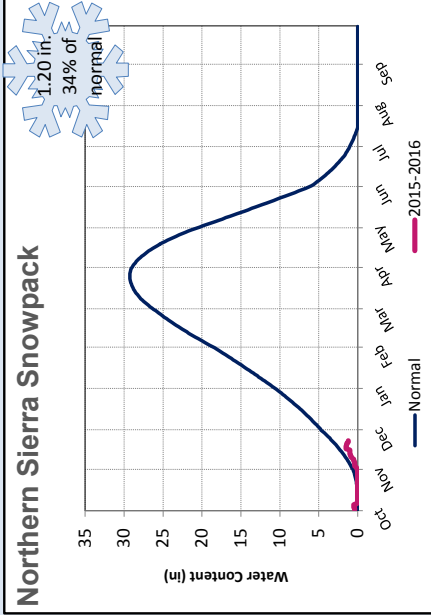
925,000 AF  
74% of full CRA



# State Water Project Resources

# Colorado River Resources

As of: 11/22/2015





## Drought Update

### Wednesday, November 25, 2015

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

- **Brown Issues Executive Order Intensifying State's Drought Response:** On November 13, Governor Brown [issued](#) an [Executive Order](#) that calls for additional actions to build on the state's ongoing response to record dry conditions and assist recovery efforts from this year's devastating wildfires. The Executive Order also intensifies the state's drought response by extending emergency conservation regulations through October 2016, if drought persists through January, and streamlines project permitting that seek to capture stormwater from high precipitation events. The proclamation also directs \$5 million from the 2015 state budget to the State Water Board to help secure safe drinking water for small water systems. To learn more about the state's drought response, visit: [Drought.CA.Gov](http://Drought.CA.Gov).
- **DWR Implements New Groundwater Basin Boundary Regulations:** On November 16, DWR [implemented](#) new groundwater basin boundary regulations, a key provision of the state's Sustainable Groundwater Management Act ([SGMA](#)). This implementation will give local agencies an additional six weeks to prepare requests for any basin boundary changes. DWR will accept requests from local agencies for basin boundary modifications from January 1, 2015 through March 31, 2016.

Along with the implementation of the new rules, DWR also unveiled a new web-based [reporting system](#) that allows local agencies to submit basin boundary modification requests and provides public access to view basin boundary modification information. Also new, the [Groundwater Basin Boundary Assessment Tool](#) is an interactive map application that allows users to overlay Geographic Information Systems (GIS) layers onto a map of California.

- **Emergency Drought Barrier Removed from Delta:** On November 16, the Department of Water Resources (DWR) [announced](#) that the 750-foot emergency drought barrier that spanned West False River has been completely dismantled. The barrier was placed in May and June earlier this year to prevent saltwater intrusion into the central Sacramento-San Joaquin Delta from the San Francisco Bay. The barrier was an essential part of DWR's strategy to maintain good water quality in the Delta, which provides water to 25 million Californians, and saved about 90,000 acre-feet in upstream reservoirs for the last quarter of 2015. More information on emergency drought barriers is available [here](#).
- **ACWA Releases Infographic that Identifies Key Drought Recovery Factors:** On November 18, the Association of California Water Agencies (ACWA) [released](#) an [infographic](#) that provides a high-level summary of key drought recovery factors which the National Oceanic and Atmospheric Administration (NOAA) and DWR are monitoring for signs of improvement. With the anticipation of a strong El Niño, experts caution that heavy rain and flooding in some parts of the state will not necessarily end California's four-year drought. State and local water managers are urging the public to prepare for possible floods and extreme weather events, while still conserving as much water as possible.

- **California’s Water Conservation Education Program Campaign:** On November 11, Save Our Water released a new [PSA](#) reminding Californians to continue conserving water while preparing for flooding throughout the winter season. The PSA featured Golden State Warrior stars Steph Curry & Klay Thompson (“Splash Brothers”), and is working with Comcast SportsNet and the Warriors on a release plan. In addition, Save Our Water continues to promote the “[Claim your Turf Replacement](#)”, and “[Claim Your Toilet](#)” rebate programs. For more tips and tools to help conserve water and keep trees healthy during the drought, please visit Save Our Water’s website, which is available in both [English](#) and [Spanish](#), or connect with the program on [Facebook](#), [Twitter](#) or [Instagram](#).
- **Governor’s Drought Task Force:** The Task Force continues to take actions that conserve water and coordinate state response to the drought. During the November 19 meeting, the Task Force provided details and discussions of the current State actions regarding winter storm preparedness.

In addition, the Labor Workforce Development Agency announced that the federally funded Drought Temporary Jobs program has enrolled 556 participants at 110 worksite projects in 24 counties. The program is funded through the U.S. Department of Labor’s National Dislocated Worker Grant program which offers 6 months of employment on drought-related public works projects for up to 1,000 workers affected by the drought.

## **ONGOING DROUGHT SUPPORT**

- **Emergency Food Aid, Utility and Employment Assistance:** The Department of Social Services (CDSS) Drought Food Assistance Program (DFAP) provides food assistance to affected communities that suffer high levels of unemployment from the drought. To date, over 1,013,968 boxes have been provided to community food banks in drought-impacted counties, with an average of approximately 13,250 food boxes per week since June 2014. Approximately 915,013 boxes of food have been picked up by 478,110 households.

Food boxes distributions vary by county and occur 1-4 times per month. Nearly 60% of the food distributions have occurred in the Tulare Basin (Fresno, Kern, Kings and Tulare). There are 8,400 boxes scheduled for delivery for the week ending November 27 to Fresno, Kern, Kings, Riverside, and Tulare counties.

The Department of Community Services and Development (CSD) allocated an additional \$600,000, under the federally-funded Community Services Block Grant (CSBG), to continue the [Drought Water Assistance Program \(DWAP\)](#) which provides financial assistance to help low-income families pay their water bills. As of November 13, CSD has reported that a total of \$583,231 has been issued to 2,899 households.

CSD is in the process of allocating \$400,000, under CSBG, to continue the Migrant and Seasonal Farmworker (MSFW) drought assistance program, which provides assistance in employment training and placement services to individuals impacted by the drought. This program provides employment training and placement services to migrant and seasonal farmworkers suffering job loss or reduced employment due to the drought. To date, CSD has reported that a total of \$103,112 has been issued to the Center for Employment Training, California Human Development, Central Valley Opportunity Center, Center for Employment Training and Proteus with 80 participants enrolled.

In response to California's historic drought, CSD has received \$7.5 million in General Fund to implement the Drought Emergency Assistance Program (DEAP) to provide emergency relief and support services to drought-impacted individuals and their families and households. As of November 13, CSD has reported that a total of \$3,151,972 has been issued to 2,271 households for rental, utility and food assistance.

- **Drought Response Funding:** The \$687 million in state drought funding that was appropriated last March through emergency legislation, as well as \$142 million provided in the 2014 Budget Act, continues to advance toward meeting critical needs. To date, \$468 million has been committed, and nearly \$625 million of the emergency funds appropriated in March came from sources dedicated to capital improvements to water systems. Since March, the Department of Water Resources has expedited grant approvals, getting \$21 million immediately allocated to grantees that were pre-approved for certain projects.

As planned in March, the next \$200 million of expedited capital funding was awarded in October, and the remaining \$250 million will be granted by fall 2015. The 2014 Budget Act appropriated an additional \$53.8 million to CAL FIRE over its typical budget to enhance firefighter surge capacity and retain seasonal firefighters beyond the typical fire season.

As a result of continuing drought conditions, emergency legislation was enacted in March 2015 that appropriated over \$1 billion of additional funds for drought-related projects and activities. The Administration's May Revision proposal includes an additional \$2.2 billion for programs that protect and expand local water supplies, improve water conservation, and provide immediate relief to impacted communities.

## **CURRENT DROUGHT CONDITIONS**

- **Recent Precipitation:** In the past week, there has been wide-spread precipitation throughout the state with the Northern and Southern Sierra experiencing light amounts of rainfall ranging from 0.5 to 1.5 inches. The central coast regions observed 0.2 to 0.4 inches of rain, and the largest amounts occurred in the north coast ranging from 1 to 4 inches. A light amount of precipitation is expected to begin in the north coast Monday and throughout early Wednesday reaching 0.4 inches.

Below are precipitation totals (in inches) from November 10 through November 20, and year-to-date rainfall based on the water year cycle (October 1, 2015 to September 30, 2016).

- **Bakersfield:** 0.28" (0.70")
  - **Paso Robles:** 0.35" (1.19")
  - **Fresno:** 0.38" (1.89")
  - **Yosemite:** 1.35" (7.51")
  - **Los Angeles:** 0.00" (0.45")
  - **Stockton:** 0.18" (1.87")
  - **San Francisco:** 0.39" (1.19")
  - **Monterey:** 0.94" (3.78")
  - **Redding:** 0.76" (1.48")
  - **Riverside:** 0.00" (0.38")
  - **Sacramento:** 0.36" (1.66")
  - **San Diego:** 0.13" (1.71")
  - **Mount Shasta:** 0.60" (1.56")
  - **South Lake Tahoe:** 0.26" (3.37")
- **Fire Activity:** Since the beginning of the year, firefighters from CAL FIRE and the U.S. Forest Service have responded to over 8,184 wildfires across the state, burning 825,720 acres. Fire activity across California remains high with nearly 155 combined wildfires in just the past two weeks.

- **CAL FIRE Burn Suspension Status:** Due to cooler temperatures and recent rains, CAL FIRE has lifted the burn suspension in the State Responsibility Area in Northern California and portions of Central California, allowing residential outdoor burning of landscape debris with a permit.

CAL FIRE continues to monitor weather conditions closely and has the ability to increase staffing should the weather conditions change or if there is a need to support wildfire activity and any other emergencies in the State. For additional information on preparing for and preventing wildfires, please visit <http://www.readyforwildfire.org/>.

- **Dry Well Reports:** With California at the end of its fourth year of a severe, hot drought, the Governor's Drought Task Force continues to monitor and identify communities and local water systems in danger of running out of water. Over the summer, a cross-agency team, led by DWR, developed a new system that improves and streamlines data collection and reporting for [household water shortages](#) for California water systems with fewer than 15 household connections.

As of November 18, approximately 2,455 wells statewide have been identified as critical or dry, which affects an estimated 12,275 residents. Cal OES has reported that 2,308 of the 2,455 dry wells are concentrated in the inland regions within the Central Valley. If you are experiencing a water supply shortage, please [submit a report](#) on DWR's website.

- **Vulnerable Water Systems:** The State Water Board continues to provide technical and funding assistance to several communities facing drinking water shortages, and is monitoring water systems across the state. Since January 2014, 102 out of the 142 projects approved to receive emergency funding for interim replacement drinking water have been executed.

On May 19, the State Water Board adopted Guidelines for administering the latest emergency drought appropriations of \$19 million announced this past March. To date, the State Water Board has received requests for \$6.5 million of those funds.

**Projected Reservoir Management:** Since the last report on November 13, Central Valley reservoirs from Shasta and Trinity in the North to Isabella in the South had a net gain in storage of 140,186 acre-feet (AF), with a total gain of 190,729 AF and a total loss of 50,543 AF. Shasta Reservoir decreased by 18,013 AF, while San Luis Reservoir, an off-stream reservoir for the Central Valley Project and State Water Project, increased its storage by 21,914 AF.

[Reservoir Levels](#) as of November 23 remain low, including: Castaic Lake 32% of capacity (43% of year to date average); Don Pedro 32% of capacity (49% of average); Exchequer 7% of capacity (15% of average); Folsom Lake 14% of capacity (29% of average); Lake Oroville 27% of capacity (44% of average); Lake Perris 35% (45% of average); Millerton Lake 32% of capacity (77% of average); New Melones 11% of capacity (20% of average); Pine Flat 13% of capacity (35% of average); San Luis 18% of capacity (33% of average); Lake Shasta 30% of capacity (50% of average); and Trinity Lake 20% of capacity (34% of average). An update of water levels at other [smaller reservoirs](#) is also available.

- **Weather Outlook:** A cold Pacific storm will bring widespread light to moderate precipitation in the northern and central coastal areas. Heavy snow in the mountains with snow extending down into the upper foothills is expected through Wednesday. Dry weather conditions return on Thanksgiving Day, but cool conditions will persist through the upcoming weekend. A low pressure system from the north will bring cooler weather in Southwestern California with occasional periods of mostly light showers into the weekend.

## Local Government

- **Local Emergency Proclamations:** A total of 63 local Emergency Proclamations have been received to date from city, county, and tribal governments, as well as special districts:
  - **29 Counties:** Butte, Colusa, Calaveras, El Dorado, Fresno, Glenn, Inyo, Humboldt, Kern, Kings, Lake, Madera, Mariposa, Merced, Modoc, Plumas, San Bernardino, San Joaquin, San Luis Obispo, Santa Barbara, Shasta, Siskiyou, Sonoma, Stanislaus, Sutter, Trinity, Tulare, Tuolumne, and Yuba.
  - **13 Cities:** City of Live Oak (Sutter County), City of Lodi (San Joaquin County), City of Manteca (San Joaquin County), City of Montague (Siskiyou County), City of Porterville (Tulare County), City of Portola (Plumas County), City of Ripon (San Joaquin County), City of San Juan Bautista (San Benito County), City of Santa Barbara (Santa Barbara County), City of Rancho Cucamonga (San Bernardino County), City of West Sacramento (Yolo County), City of Willits (Mendocino County) and the City of Fort Bragg (Mendocino County).
  - **9 Tribes:** Cortina Indian Rancheria (Colusa County), Hoopa Valley Tribe (Humboldt County), Karuk Tribe (Siskiyou/Humboldt Counties), Kashia Band of Pomo Indians of the Stewarts Point Rancheria (Sonoma County), Picayune Rancheria of Chukchansi Indians (Madera County) Sherwood Valley Pomo Indian Tribe (Mendocino County), Tule River Indian Tribe (Tulare County), Yocha Dehe Wintun Nation (Yolo County), and Yurok Tribe (Humboldt County).
  - **12 Special Districts:** Carpinteria Valley Water District (Santa Barbara County), Goleta Water District (Santa Barbara County), Groveland Community Services District (Tuolumne County), Lake Don Pedro Community Services District (Mariposa Stanislaus County), Mariposa Public Utility District (Mariposa County), Meiners Oaks Water District (Ventura County), Montecito Water District (Santa Barbara County), Mountain House Community Service District (San Joaquin County), Nevada Irrigation District (Nevada County), Placer County Water Agency (Placer County), Tuolumne Utilities District (Tuolumne County), and Twain Harte Community Services District (Tuolumne County).
- **Water Agency Conservation Efforts:** The Association of California Water Agencies (AWCA) [has identified](#) several hundred local water agencies that have implemented water conservation actions. These water agencies [are responding to the drought](#) by implementing conservation programs, which include voluntary calls for reduced water usage and mandatory restrictions where water shortages are worst.



ACWA released a Drought Response Toolkit to assist water agencies as they take action to meet state-mandated water conservation target and communicate information about water use restrictions, enforcement and other issues with their customers, media and other audiences.

- **County Drought Taskforces:** A total of 33 counties have established drought task forces to coordinate local drought response. These counties include: Butte, Colusa, Glenn, Humboldt, Kern, Kings, Lake, Madera, Mendocino, Merced, Modoc, Monterey, Napa, Nevada, Orange, Placer, Plumas, Sacramento, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Siskiyou, Stanislaus, Solano, Sutter, Tehama, Trinity, Tulare, Tuolumne, and Yolo.
- **Tribal Taskforce:** A total of 7 tribes have established drought task forces to coordinate tribal drought response. These tribes include: Hoopa Valley Tribe (Humboldt County), Hopland Tribe (Mendocino County), Karuk Tribe (Siskiyou County), La Jolla Band of Luiseno Indians (San Diego County), Sherwood Valley Tribe (Mendocino County), Trinidad Tribe (Humboldt County), and Yurok Tribe (Humboldt and Del Norte County).

#### DROUGHT RELATED WEBSITES FOR MORE INFORMATION

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

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

California Department of Food and Agriculture, [Drought Information](#)  
California Department of Water Resources, [Current Water Conditions](#)  
California Data Exchange Center, [Snow Pack/Water Levels](#)

California State Water Resources Control Board, Water Rights, [Drought Info and Actions](#)  
California Natural Resources Agency, [Drought Info and Actions](#)  
State Water Resources Control Board, Drinking Water, [SWRCB Drinking Water Program](#)  
California State Water Project, [Information](#)

[U.S. Drought Monitor](#) for Current Conditions throughout the Region  
[U.S. Drought Portal](#), National Integrated Drought Information System (NIDIS)  
National Weather Service [Climate Predictor Center](#)  
USDA Drought Designations by County [CA County Designations](#)  
USDA Disaster and Drought Assistance Information [USDA Programs](#)  
U.S. Small Business Administration Disaster Assistance Office



December 08, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

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**Subject : 2016 Board Meeting Calendar: Reschedule October Meetings**

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**SUMMARY:**

The Board regularly meets on the second and fourth Tuesday of each month. The regular Board meetings on October 11 and 25, 2016, fall on Yom Kippur and Simchat Torah, respectively. As a result, the Board may wish to consider rescheduling the meetings to avoid the conflict.

Attached for reference is the 2016 Board Meeting Calendar.

**RECOMMENDATION(S):**

Consider cancelling the regular Board meetings on October 11 and 26, 2016, and rescheduling the meetings for alternate dates.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

No

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

**ATTACHMENTS:**

[2016 Board Meeting Calendar](#)

# 2016 MEETING CALENDAR

JANUARY						
S	M	T	W	T	F	S
					1	2
3	4 JPA	5	6	7	8	9
10	11	12 LV	13	14	15	16
17	18	19	20	21	22	23
24	25	26 LV	27	28	29	30
31						

FEBRUARY						
S	M	T	W	T	F	S
	1 JPA	2	3	4	5	6
7	8	9 LV	10	11	12	13
14	15	16	17	18	19	20
21	22	23 LV	24	25	26	27
28	29					

MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7 JPA <small>Oak Park</small>	8 LV	9	10	11	12
13	14	15	16	17	18	19
20	21	22 LV	23	24	25	26
27	28	29	30	31		

APRIL						
S	M	T	W	T	F	S
					1	2
3	4 JPA	5	6	7	8	9
10	11	12 LV	13	14	15	16
17	18	19	20	21	22	23
24	25	26 LV	27	28	29	30

MAY						
S	M	T	W	T	F	S
1	2 JPA	3	4	5	6	7
8	9	10 LV	11	12	13	14
15	16	17	18	19	20	21
22	23	24 LV	25	26	27	28
29	30	31				

JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	6 JPA	7	8	9	10	11
12	13	14 LV	15	16	17	18
19	20	21	22	23	24	25
26	27	28 LV	29	30		

= Holiday – District Offices Closed

# 2016 MEETING CALENDAR

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5 JPA	6	7	8	9
10	11	12 LV	13	14	15	16
17	18	19	20	21	22	23
24	25	26 LV	27	28	29	30
31						

AUGUST						
S	M	T	W	T	F	S
	1 JPA	2	3	4	5	6
7	8	9 LV	10	11	12	13
14	15	16	17	18	19	20
21	22	23 LV	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6 JPA <small>Oak Park</small>	7	8	9	10
11	12	13 LV	14	15	16	17
18	19	20	21	22	23	24
25	26	27 LV	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
						1
2*	3 JPA	4	5	6	7	8
9	10	11* LV	12*	13	14	15
16	17	18	19	20	21	22
23	24	25** LV	26	28	28	29
30	31					

\*Yom Kippur Oct. 11 - 12

\*\* Simchat Torah Oct. 25

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7 JPA	8 LV	9	10	11	12
13	14	15	16	17	18	19
20	21	22 LV	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5 JPA	6	7	8	9	10
11	12	13 LV	14	15	16	17
18	19	20	21	22	23	24
25	26	27 LV	28	29	30	31

= Holiday – District Offices Closed



December 08, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

**Subject : Terms of Employment for Unrepresented Employees**

**SUMMARY:**

With the recent completion of labor negotiations for the District's represented employees, it is prudent to consider the terms of employment for the District's unrepresented employees. The District has a total of four unrepresented employees: three department directors and a Human Resources Manager. Although the terms of employment are not negotiated with these employees, the General Manager met with them to discuss salaries and benefits to solicit feedback and understand their perspectives.

Based on the discussions, the General Manager recommends approval of base salary increases of 2.55% for all unrepresented employees, effective July 6, 2015; 2.5% for department directors, effective July 1, 2016; and 2.0% for the Human Resources Manager, effective July 1, 2016. Additionally, the General Manager recommends approval of various changes to the Management Handbook of Benefits, including the transition to a more sustainable medical benefit, from 98% of the PPO Family Plan to 98% of the Kaiser Permanente HMO Family Plan.

**RECOMMENDATION(S):**

Pass, approve and adopt proposed Resolution No. 2480, establishing salaries for the District's unrepresented employees; approve base salary increases of 2.5% for department directors, effective, July 1, 2016, and 2.0% for the Human Resources Manager, effective July 1, 2016; and approve the revised Management Handbook of Benefits.

**RESOLUTION NO. 2480**

**AN AMENDMENT OF RESOLUTION NO. 2466 OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT ESTABLISHING SALARIES FOR EMPLOYEES**

(Reference is hereby made to Resolution No. 2480 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

No

**FINANCIAL IMPACT:**

The cost of these actions is estimated to be \$24,700 in Fiscal Year 2015-16.

**DISCUSSION:**

Attached is a red-lined version of the Management Handbook of Benefits, which outlines the terms of employment for the District's unrepresented employees. Following is a summary of the proposed changes:

- Bereavement Leave - change from 27 hours of paid leave to three days, recognizing that unrepresented employees do not account for leave on an hour-for-four basis.
- Deferred Compensation - update for the District's 3% match to be provided over 24 pay periods to prevent capture of the entire 3% match at the beginning of the calendar year with a large deferred compensation contribution; mention of the recently-approved 401(a) Plan.
- Holidays - addition of Veterans Day as a District-observed holiday.
- Medical Benefits - transition to a more sustainable medical benefit, from 98% of the PPO Family Plan to 98% of the Kaiser Permanente HMO Family Plan; clarification of the three existing tiers of retiree medical benefits (no changes proposed to the benefits).
- Management Leave - Elimination of the option to carry over up to 60 hours.
- Cell Phone Expense Reimbursement - allowance for reimbursement of up to \$100 per month for cell phone expense by department directors when a personal phone is used for District business, consistent with current District practice.
- Vacation - addition of option to cash out up to 40 hours per year, provided certain conditions are met, to reduce the District long-term accrued liability.

**GOALS:**

Assure a Quality, Continually Improving Workforce

Prepared by: David W. Pedersen, General Manager

**ATTACHMENTS:**

[Proposed Resolution No. 2480](#)

[Management Handbook - Redlined Version](#)

**RESOLUTION NO. 2480**

**AN AMENDMENT OF RESOLUTION NO. 2466 OF THE BOARD OF DIRECTORS OF LAS VIRGENES  
MUNICIPAL WATER DISTRICT ESTABLISHING SALARIES FOR EMPLOYEES**

**BE IS RESOLVED BY THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT  
AS FOLLOWS:**

**Section 1. Purpose and Scope**

This resolution establishes salary levels for employees.

**Section 5. Unrepresented Classifications**

(a) Effective July 6, 2015, unrepresented classifications shall be paid between the following starting and ending hourly salaries.

<b>Classification</b>	<b>Starting Salary</b>	<b>Ending Salary</b>
Director of Facilities & Operations	\$64.154	\$97.899
Director of Finance & Administration	\$64.154	\$97.899
Director of Resource Conservation & Public Outreach	\$64.154	\$97.899
Human Resources Manager	\$51.469	\$72.778

(b) Starting and ending figures establish pay limits with no fixed intermediate steps. Movement of an employee between the figures shall be based on performance and with the approval of the General Manager.

**PASSED, APPROVED, AND ADOPTED** this \_\_\_\_ day of December 2015.

\_\_\_\_\_  
Glen Peterson, President

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Charles Caspary, Secretary

\_\_\_\_\_  
Wayne K. Lemieux, Legal Counsel

(Seal)



**MANAGEMENT HANDBOOK OF BENEFITS**

As required by Section 2-4.10~~35~~ of the LVMWD Administrative Code

For

**Department Heads  
& Human Resources Manager**

~~March 11, 2014~~ December 8, 2015



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## LVMWD LEADERSHIP MODEL

Leadership Principle	Supporting Behavior
Being Fair	<p><i>I will</i></p> <ol style="list-style-type: none"> <li>1. Assign duties fairly</li> <li>2. Promote fairness in the application of District policies and procedures</li> <li>3. Willingly explain to others the basis for my decisions</li> <li>4. Show consistency in my actions</li> <li>5. Treat others as I would like to be treated</li> </ol>
Demonstrating Commitment	<p><i>I will</i></p> <ol style="list-style-type: none"> <li>1. Support decisions made by my Department, the District or the Board</li> <li>2. Support the efforts of other Departments</li> <li>3. Support and follow through on my commitments and decisions to my Employees</li> <li>4. Make timely decisions</li> </ol>
Being Responsible and Accountable	<p><i>I will</i></p> <ol style="list-style-type: none"> <li>1. Lead by example</li> <li>2. Accept total responsibility for my own actions</li> <li>3. Acknowledge my own mistakes and not blame others</li> <li>4. Provide input on topics of concern <i>before</i> decisions are made</li> <li>5. Inform others as soon as I know when I cannot keep a commitment or promise</li> <li>6. Regularly give my employees complete and accurate information on their performance along with clear and concise expectation of future performance.</li> <li>7. Continue my personal growth in management, my professional field, as well as water/wastewater management through education, certification and participation in professional associations</li> </ol>
Having Integrity	<p><i>I will</i></p> <ol style="list-style-type: none"> <li>1. Keep my word and commitments</li> <li>2. Say what I mean and mean what I say; have the courage to be forthright and straightforward</li> <li>3. Set and enforce high standards for services and products we receive from others or distribute from my work group</li> <li>4. Set/develop high standards for hiring/promoting people</li> <li>5. Support and follow the intent of District policies and procedures</li> <li>6. Conduct myself at the highest level of ethical standards</li> </ol>
Being an Effective Communicator	<p><i>I will</i></p> <ol style="list-style-type: none"> <li>1. Speak clearly and concisely; make my message and intent easy to understand</li> <li>2. Regularly and frequently inform those who should know of my work progress and intentions</li> <li>3. Regularly and frequently give each member of my staff pertinent feedback on how they are performing with suggestions for</li> </ol>

Leadership Principle	Supporting Behavior
	<p>improvement when appropriate</p> <p>4. Be an active listener, demonstrating understanding without judging or criticizing the other person</p> <p>5. Be an active participant in meetings; when I have nothing to add I will invite quiet members to contribute</p>
Being Innovative and Encouraging Innovation	<p><i>I will</i></p> <p>1. Ask myself and employees “What is the right thing to be doing” before starting any new assignment</p> <p>2. Not whine about what is wrong; I will look for ways to be part of the solution</p> <p>3. Encourage new ideas and methods from others</p> <p>4. Not criticize new ideas; I will help others think through their ideas by asking for the “pros’ and “cons” of new ideas</p> <p>5. Spend at least 5% of my work time staying up-to-date on industry trends by reading, attending conferences, visiting other agencies, ... talking with others in the industry, etc.</p>
Being a Mentor	<p><i>I will</i></p> <p>1. Review the developmental needs of each employee at least annually and work with each employee to create a development plan that is appropriate for him or her</p> <p>2. Make sure employees get the training opportunities they need and I will meet with each of them before and after training to make sure they use the training</p> <p>3. Work with other groups and Departments to make sure employees receive needed cross-training</p> <p>4. When an employee makes a mistake ask what he or she learned and how can it be prevented from happening again</p> <p>5. Be available to other employees outside my own work area to be a good active listener or to share my experiences, strategies and successes</p>
Developing and Supporting Effective Teams	<p><i>I will</i></p> <p>1. Hold a team meeting at least once every two weeks; stay within time limits (e.g. 30 minutes)</p> <p>2. Share what I know from other District sources</p> <p>3. Invite each person in the team to participate by sharing what they are doing or by asking questions</p> <p>4. Recognize those who make contributions, especially those who have new or different ideas</p> <p>5. Not tolerate disparaging comments by team members toward each other or other staff</p> <p>6. Ask the team at each meeting if there is anything we can be doing</p>

Leadership Principle	Supporting Behavior
	better

## WHAT POSITIONS ARE COVERED BY THE MANAGEMENT HANDBOOK?

Positions covered by benefits contained in this Management Handbook are:

	<b>Supervisory Responsibility</b>	<b>Exempt under FLSA</b>
<b>Department Head</b>		
Director of Facilities & Operations	<b>Yes</b>	<b>Yes</b>
Director of Finance & Administration	<b>Yes</b>	<b>Yes</b>
Director of Resource Conservation and Public Outreach	<b>Yes</b>	<b>Yes</b>
<b>Other</b>		
Human Resources Manager	<b>Yes</b>	<b>Yes</b>

## BEREAVEMENT LEAVE

A Department Head or unrepresented management employee may be provided up to ~~27 hours~~3 days paid leave to attend the funeral of a member of the employee's immediate family. "Immediate family" is designated as the spouse/domestic partner, child, parent, sibling or grandparent of the employee or the employee's spouse/domestic partner. If additional time off is required, the employee may request sick leave as provided in the Sick Leave benefit provisions.

## DEFERRED COMPENSATION PLAN

Unrepresented management employees may elect to participate in the District's Deferred Compensation Plan. The purpose of the Plan is to defer a portion of the employee's compensation for his/her use at retirement. Social Security taxes are paid at the time wages are earned while Federal and State income taxes are deferred until the employee withdraws the funds.

Participation in deferred compensation commences the month following sign-up for new employees.

~~Employees are eligible to have salary deferred on their behalf by the District, with a match of \$1 from the District for every \$1 the employee defers up to the following maximum match:~~

<b>Department Head</b>	<b>HR Manager</b>
<b>\$3,500</b>	<b>\$3,000</b>

~~Effective January 1, 2007, Department Directors are eligible to have \$145.83 or 3% of their base salary matched per 24 pay periods on a \$1 to \$1 basis, whichever is greater. The Human Resources Manager is eligible to have \$125.00 or 3% of their salary matched per pay period on a \$1 to \$1 basis, whichever is greater. Employees are eligible to have 3% of their base salary or the amount listed above matched on a 1 to 1 basis, whichever is greater.~~

For employees newly promoted or hired to positions at a date other than January 1, the district payment per calendar year shall be pro-rated for partial year employment.

All participation is optional to employees and is in accordance with plan rules and IRS regulations applicable to IRC Section 457 deferred compensation plans. All employees considering participation in any deferred compensation plan are encouraged to consult with a tax accountant and/or attorney as the district neither promotes nor recommends employee participation.

Effective January 1, 2016, or as soon as practical thereafter, the District will provide an IRS Section 401(a) plan. The District match specified above will be deposited into the 401(a) plan.

Additional details are available in the brochures in the Human Resources Office.

## **EDUCATIONAL ASSISTANCE PROGRAM**

The General Manager may authorize attendance of employees at classes at District expense where the direct benefit to the District warrants. A refund of expenditures, to a maximum of \$685.00 per class, for registration and course supplies will be made to the employee upon presentation of proof of completion with a passing grade.



## **FAMILY AND MEDICAL LEAVE**

Employees are granted rights for Family Medical Leave as provided under state and federal laws and pursuant to the Family Medical Leave Policy of the District.

## HOLIDAYS

The district shall observe the holidays listed below and upon which the district is normally closed:

January 1  
Martin Luther King Jr. Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day and the following Friday  
December 24  
December 25  
December 31

If any of the holidays set forth above falls on the first day of an employee's weekend, the holiday will be observed on the previous work day.

If any of the holidays set forth above falls on the last day of an employee's weekend, the holiday will be observed on the following work day.

A weekend is any two or three regularly scheduled consecutive days off. An employee working a 9/80 workweek will alternate between two and three-day weekends.

The December 24/25 and December 31/January 1 holidays often provide four consecutive days off for employees. If the holiday schedule provides four-day weekend for employees with Monday through Friday schedules then the district will try to schedule four consecutive days off for employees working an irregular workweek.

## INSURANCE

### LIFE INSURANCE

Life insurance equivalent to the sum of \$50,000 plus one year's salary is provided by the District for each regular full-time employee upon completion of one month of continuous employment with the District and upon submission of application for membership. Employees not applying within thirty (30) days will be required to provide medical evidence of insurability. (NOTE: There is a tax liability for life insurance in excess of \$50,000 per year.)

### DENTAL INSURANCE

The District provides dental insurance for regular, full-time employees, their spouses, domestic partner and unmarried dependent children less than 25 years. Coverage commences on the first of the month following the month of employment with the District and upon submission of application for membership. Coverage for the employee's dependents becomes effective at the same time as the employee's personal coverage.

### DISABILITY INSURANCE

The District shall provide disability insurance for each employee. The District retains the right to select a plan(s) different from the current plan. Coverage commences after the employee has completed one month of continuous employment with the District and upon submission of an application for membership.

An employee eligible for disability benefits shall use available sick leave to cover time off during the 30 calendar day elimination period. After the elimination period, the employee has the option of using the balance of his/her sick leave or vacation leave to coordinate with gross income. The monthly benefit for a disability in the plan will be two-thirds of the employee's monthly base up to a maximum of:

Department Heads	\$8,000
HR Manager	\$6,389

### MEDICAL COVERAGE

The District shall make every reasonable effort to provide health insurance coverage to employees in this Group subject to the District retaining the right to select a plan(s) different from the current plan.

~~The District's maximum contribution for medical insurance shall be 98% of the Kaiser Permanente HMO Family rate. The District's maximum contribution to medical insurance premiums shall be benchmarked to 98% of Blue Cross Classic (PPO) Plus Two (or more) Plan. Any premium cost above the District's contribution shall be borne by the active or retired employee. Employees hired after January 1, 2014 will receive a District maximum contribution equal to 98% of the lowest premium family plan rate.~~

The employee, his/her spouse, domestic partner and unmarried dependent children age 26 years and under are eligible for medical insurance coverage on the first of the month following the date of hire. Subscribing members may add new dependents without a health statement within thirty-one (31) days of marriage, in the case of a new spouse, or the date of birth, in the

case of a child. Employees can generally only change plans during "open" enrollment which is determined by the medical plan.

## **EXTENSION OF COVERAGE**

The District will continue to contribute to an employee's medical, dental, vision, disability and basic life insurance premiums up to six (6) months duration during sickness or injury on the same terms and conditions as prior to the period of absence. Insurance will not be continued for leave-of-absence without pay for causes other than sickness or injury.

## **RETIREE MEDICAL**

If the District changes plans or providers, there shall be no change to the level of health insurance benefits provided for District retirees.

- a. Employees hired prior to March 31, 2006, who have at least five years of District service, shall have a retiree medical contribution equal to 100% of either the employee only (if the employee does not have a dependent) or the employee plus one (if the employee has a dependent) of any District plan (then being provided). If the employee has a dependent, the employee must designate the dependent at the time of retirement.
- b. Retirees and covered dependents who reach the age of 65 must enroll in Medicare Part A and B no later than one month prior to their 65th birthday. Enrollment in Part D will be required if the provider of the health plan offers premium subsidies or incentives or requires enrollment in Medicare Part D. The District will be obligated to contribute the cost of the medical premiums only for those covered as provided herein.
- c. Employees hired after March 31, 2006, and prior to January 1, 2014, shall receive a retiree medical contribution in the amount of 75% of the PPO rate if the employee retires with at least 10 years of District service and is age 55 or older at retirement.
- d. Employees hired after January 1, 2014, with at least 10 years of District service who are age 55 or older at retirement, shall receive a retiree medical benefit in the amount of 75% of the least expensive plan offered by the District at the time of retirement at the employee only level.

~~An employee must have at least five years of LVMWD service to be eligible for retiree medical insurance and that retiree medical insurance shall cover only the retiree and one dependent who is a designated dependent at the time of retirement.~~

~~The retiree and covered dependent who reach the age of 65 must enroll in Medicare Part A, B and D, if D is available. The District will be obligated to contribute the cost of the medical premiums only for those covered as provided herein.~~

~~Employees hired after March 31, 2006, shall receive a retiree medical contribution in the amount of 75% of the PPO rate if the employee retires with at least 10 years of District service and are age 55 or older at retirement.~~

~~Employees hired after January 1, 2014, with at least 10 years of District service who are age 55 or older at retirement, are eligible for a retiree medical benefit in the amount of 75% of the least expensive plan premium offered by the District at the time of retirement at the employee-only level.~~

## **VISION CARE**

The district will provide a vision program through a third party vendor at no cost to the employee. The employee may elect to cover dependents by paying for such coverage.

## **JURY DUTY**

Full-time, regular employees will be paid his/her regular salary while he/she is on jury duty for up to 40 hours per fiscal year, less the amount received from the Court for such service as a juror. An attendance record from the Court for the time spent on jury duty and a copy of the check for such service must be submitted to the District's payroll section. The amount received from the Court for service as a juror will be deducted from the employee's paycheck following completion of such service.

## **LEAVE OF ABSENCE**

A leave of absence without pay may be granted by department heads for up to 40 hours within a fiscal year. Such leaves do not require General Manager approval.

Such leave without pay must be pre-approved before the time can actually be used. Also, such leaves may be taken even if the employee has existing comp time or vacation on the books. In no case, may a leave of absence without pay exceed 40 hours in a fiscal year without the General Manager's approval.

In addition, leave without pay may be granted by the General Manager and shall not exceed a continuous period of 30 calendar days, except for extended unpaid sick leave, military leave, pregnancy leave, parental leave, and family and medical leave.

Vacation and sick leave benefits are not earned nor holidays paid during leave without pay. Leave of absence without pay includes unpaid sick leave, military leave, pregnancy leave, parental leave, and family and medical leave or any other leave where the District is not paying wages to the employee.

## MANAGEMENT LEAVE

Department Heads receive 88 hours and the Human Resources Manager receives 72 hours management leave, which is granted each fiscal year beginning July 1 and is for use within the fiscal year it is granted ending June 30.

At the end of each fiscal year the following shall occur:

All management leave must be used; or

~~Management leave to a maximum 60 hours may be carried over at June 30; Unused management leave in excess of 60 hours must be used by June 30<sup>th</sup> or be forfeited; or~~

Department Heads may sell back up to 60 hours and the Human Resources Manager may sell back up to 50 hours of unused management leave, respectively, provided they have used 80 hours of vacation and/or management leave within the fiscal year ending June 30; and

In lieu of forfeiture, the employee may donate any unused management leave to the Catastrophic Leave Bank.

~~The roll-over of 60 hours or buyback of either 60 (DH) or 50 (HR Mgr.) hours cannot be combined. The option is to either roll-over the time or to buy it back. However, donations can also be made in either case.~~



## **PARENTAL LEAVE**

An employee may be granted an unpaid leave of absence for not more than 1,040 hours to care for or to bond with their newly-born or adopted child. Such leave is to be completed within one year after the date of birth or adoption.

An employee who is granted such leave must use it concurrently with FMLA/CFRA. However, once the employee has exhausted the 12 weeks of leave as provided by FMLA/CFRA, the employee will be responsible for the cost of group insurance (medical, dental, vision, disability and life).

## **PHYSICAL FITNESS PROGRAM**

An amount of \$500 shall be made available to Department Heads and unrepresented managers every July 1<sup>st</sup> for payment of costs with primary emphasis on preventive health maintenance, relative to obtaining/receiving a comprehensive physical examination. In general, expenses may be reimbursed to the employee when incurred relative to receipt of a medical examination and required exam-related follow up procedures/activities to the extent such expenses are not covered by the employee's district-provided medical insurance coverage. Costs not covered by the dental or vision care programs are not reimbursable under this benefit.

Documentation must be provided to the General Manager of medical examination by a licensed physician before reimbursement will be authorized.

## **PREGNANCY LEAVE**

The district will provide pregnancy leave for an employee as required by State and Federal law.

Employees who are temporarily unable to perform their usual and customary work due to a pregnancy-related disability, will be granted a pregnancy leave of absence.

Pregnancy Leaves will be granted on the basis of a physician's written statement that an employee is no longer able to work due to a pregnancy-related disability.

An employee who is granted a pregnancy leave is required to utilize accrued sick leave, if available, until the commencement of disability payments. The employee may then coordinate salary and disability payments as provided in STD Insurance. The District will continue to pay group insurance premiums while the employee is on paid leave. Once the employee is in an unpaid status, insurance premiums will be the responsibility of the employee.

An employee who plans to take a pregnancy leave must provide the District reasonable notice of the date the leave will commence, the estimated duration of the leave, and the date on which it is expected the employee will be able to return to work. When an unplanned medical situation or emergency occurs that does not allow the employee to provide advance notification of the need for a pregnancy leave, the employee must cause the District to be notified of the situation within three working days. Without notification to the District, the employee will be considered to have voluntarily resigned.

Pregnancy disability leave may be granted up to a maximum of four months in duration. Employees returning to work after any pregnancy leave must have a written release from a physician verifying that they are able to return to work and safely perform their duties.

Employees who return to work from a Pregnancy Leave will be accorded the same reinstatement rights as an employee returning from any other form of disability leave.

## PROFESSIONAL ORGANIZATIONS REIMBURSEMENT

Employees may be reimbursed for personal memberships in professional organizations which benefit both the employee's field of expertise and the ~~e~~District by the employee's direct involvement in the organization as approved by the General Manager.

~~Maximum annual reimbursements shall be:~~

~~Department Heads \$400~~

~~HR Manager \$200~~

### Cellular Telephone

In lieu of a District-provided cellular telephone, Department Directors may receive a stipend of up to \$100 per month, reimbursed based on actual cost. Cellular telephones must be capable of voice, text, and data communications, including the sending and receiving of District electronic mail.

### **RETIREMENT – Public Employees Retirement System**

The District contracts with CalPERS to provide retirement benefits to employees. Employees who are described as “classic employees” under the Public Employees’ Retirement Law, receive the 2% at 55 benefit formula. The District provides Full Formula CalPERS coverage for past and future service of its employees. Employees are eligible to retire at age 50.

Employees hired on or after January 1, 2013 who are “new members” as defined in the Public Employees’ Pension Reform Act of 2013 (PEPRA), are provided the following retirement benefits: 2% @ 62 benefit formula with a three year (36 month) final compensation period. Employees may designate the highest 36 month period.

Employees will pay one-half of the total normal cost rate as determined by CalPERS.

The District pays the required employer contribution for employees’ retirement benefit as required by CalPERS.

Effective March 15, 2014, employees shall pay their seven percent (7%) member contribution. On this date, since the classic employees will be paying the entire employee/member contribution, the District will no longer report member contribution as compensation earnable to CalPERS.

If any employee terminates employment with the District before retirement, his/her contributions plus accrued interest may be refunded upon application to the Public Employees Retirement System. Contributions may be left on deposit until normal retirement age is reached if the employee has a vested interest; i.e., 5 years’ service. Employees who expect to commence employment with another PERS-covered agency are not permitted by PERS to withdraw their contributions.

Additional details are available in the PERS brochures in the Human Resources Office.

## **RETIREMENT – Social Security/Medicare**

The District also participates in the Social Security program of the Federal government. FICA/Medicare tax will be deducted from an employee's pay as required by Federal law.

## **SALARY ADMINISTRATION**

The District maintains a Salary Program for all Department Heads, unrepresented management employees which:

Establishes externally competitive and internally equitable pay levels.

Enables the District to control compensation costs in proper relation to total costs.

Complies with applicable federal and state laws.

The major elements of the base salary program are:

- A. Organization Structure
- B. Position Definition
- C. Position Evaluation
- D. Salary Structure
- E. Performance Appraisal
- F. Salary Review
- G. Promotional Increase
- H. Performance Incentive

Through utilizing the following procedures, management can be assured that employees:

- Are being treated equitably with regard to salary matters;
- Are being paid externally and internally competitive salaries; and
- Have the opportunity to be rewarded for performance in a systematic non-discriminatory manner.

### **POSITION EVALUATION**

Based upon the approved position definition, each position is periodically evaluated to ensure external and internal compensation equity for District.

#### **1. Externally Competitive**

External competitiveness is determined by periodically surveying the marketplace for average salaries paid. The approved position definition is used to compare the scope and responsibility of the position being surveyed. Private and published surveys of labor market competitors are used to determine the average salary paid in the market place based on markets in which the district competes for talent and the level at which we will compete.

#### **2. Internal Equity**

Internal equity is evaluated by grouping positions of similar scope and responsibility within the organization. This is accomplished through successively higher levels of management aligning positions of relatively comparable value based upon such factors as knowledge and skill required for the position, complexity and supervisory responsibility exercised.



Based upon the above factors, positions are evaluated and assigned a base salary range that provides employees an opportunity to earn a salary that is externally competitive and internally equitable.

## **SALARY STRUCTURE**

The salary structure consists of a series of salary ranges. Each position has a dollar rate range with an established maximum pay control point. Human Resources will maintain current salary schedules.

## **EMPLOYEE COMMUNICATION**

To achieve the objectives of the Salary Program and its potential benefits, each employee should know what the program is intended to accomplish and how it affects him/her. At a minimum, each employee should know:

- The salary range of his/her position;
- His/her place in that range;
- The rationale and evidence for any salary adjustment decision;
- The manager's view of how well the employee is accomplishing the objectives of the position and the long range outlook for position and salary advancement.

The communications supporting salary administration should be a two-way process. Each employee should be encouraged to discuss his/her work assignment or work relationship and opportunities for advancement. Depending on individual circumstances, the manager may wish to schedule a separate meeting for such a discussion.

## **INITIAL HIRING AND SALARY RANGE PLACEMENT**

Before an applicant may be hired for any position, the position definition must be prepared and approved. In addition, the position itself must have been approved by the Board of Directors. Management will review the position and evaluate the current need to fill the position.

As a general rule the hiring salary for new employees shall be at that point in the salary range which reflects his/her experience, knowledge, skills, and abilities he/she brings to the job under consideration.

## SENIORITY BONUS

The District recognizes seniority and provides for the following cash sums payable annually as of January 1st of each year:

After 10 years of District Service	\$300
After 15 years of District Service	\$500
After 20 years of District Service	\$700

## **SICK LEAVE**

Full-time, regular employees are provided sick leave with pay under the conditions outlined below.

- A. If an employee has accumulated sick leave, it shall be used for the following:
  - 1. When an employee is ill.
  - 2. When a member of an employee's immediate family is ill, and the employee must care for such ill family member subject to Family Medical Leave Act policy limits.
  - 3. For visits to doctors, dentists and optometrists for physicals, treatment or preventative care.
  - 4. For funerals in the immediate family. "Immediate family" is designated as the spouse/domestic partner, child, parent, sibling or grandparent of the employee or employee's spouse/domestic partner.
- B. Sick leave accrual will be cumulative, without limit as to time, and if not taken in any given year, will be usable in subsequent year's employment, the purpose being to make accrued sick leave available to an employee in times of urgent need.
- C. The amount of sick leave an employee is entitled to is computed to include weekends, holidays, paid vacation time and paid sick leave as continuous service.
- D. Accrual of sick leave will be at the rate of eight hours per calendar month beginning with the date of hire and computed to the date of termination, prorated to the nearest hour.
- E. The smallest unit for which sick leave will be granted will be one half-hour.
- F. An employee who is absent on sick leave may be contacted by his/her Supervisor. For absences due to illness if justified in the opinion of a Division or Department Head, the employee must obtain a statement from his/her doctor stating: (a) that the employee could not work during the period of absence; and (b) that the employee is now able to return to work.
- G. Frequent use of short periods of sick leave is indicative of inability to perform as expected by the District and may result in dismissal for lack of reliability.

### **SICK LEAVE PAYOFF UPON VOLUNTARY TERMINATION OF EMPLOYMENT**

A program is provided for payment, upon voluntary resignation with notice, retirement or death, for accrued but unused sick leave earned after July 1, 1974. Vesting in the sick leave program and payment therefore will be on the following basis.

- A. After five years of full-time, regular employment with the District (the sixth year), an employee will be paid, upon voluntary termination, retirement or death, for 25% of all hours of accrued but unused sick leave at the rate of his/her then current base rate. An additional 5% of all hours of accrued but unused sick leave of his/her salary will be paid for each additional completed year of service.
- B. Upon completion of 20 years of service with the District, the employee would be paid for 100% of unused sick leave.

## VACATION SCHEDULE

Vacations are subject to approval. Employees will be granted vacation leave with pay, if they have enough accrued vacation time to cover the amount of leave requested.

### ENTITLEMENT

The number of hours an employee is entitled to for vacation leave with pay is computed as follows:

- A. Full-time regular employees shall accrue vacation on the following basis. Part-time regular employees shall accrue vacation on a pro-rated basis.

During Service Years	Annual Entitlement Hours	Hours Accrued at end of Each Pay Period <u>(based on 26 pay periods)</u>
1,2&3	104	4.00
4,5 & 6	112	4.31
7, 8 & 9	120	4.62
10, 11 & 12	128	4.92
13,14 & 15	136	5.23
16, 17 & 18	144	5.54
19, 20 & 21	152	5.85
22, 23 & 24	160	6.15
25 & above	168	6.46

The maximum number of vacation hours that may be earned in any year is 168.

Accrual of vacation time will be by month beginning with the date of hire and computed to the date of termination, pro-rated to the nearest one-half day.

- B. The vacation leave time earned each year will be available to the employee for vacation or may be accrued, wholly or partially, in the employee's Leave Account.
- C. Normally, no more than 311 hours will be permitted to accrue in an employee's Leave Account.
- D. The maximum vacation an employee can take is 21 consecutive working days, unless special circumstances warrant approval by the General Manager for a longer period.

- E. Pay during vacation leave will be at the monthly rate currently paid the employee at the time the vacation is taken.
- F. When an employee is discharged or terminated, he/she will be paid for his/her accumulated vacation leave at his/her then current rate of pay.
- G. In computing the amount of vacation leave entitlement, holidays, weekends, paid vacation time and paid sick leave will be included as continuous service.
- ~~H. The smallest unit of vacation leave granted will be one hour. The supervisor will either approve or disapprove the request prior to the employee actually taking the time off.~~
- H. Vacation generally cannot be taken in lieu of sick leave except in certain family leave qualifying events.
- ~~I.~~ I. Employees shall have the option to cash out up to 40 hours of accrued vacation leave in November of each year, provided 80 hours of vacation and management leave time has been used as time off during the preceding 12 months.



December 08, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

**Subject : Backbone Improvements Program Westlake Filtration Plant Expansion and Pump Station Upgrade Project: Construction Award**

**SUMMARY:**

On September 29, 2015, the Board authorized a call for Bids for the Westlake Filtration Plant Expansion and Pump Station Upgrade Project. Five bids were received and publicly opened on November 23, 2015. The combination of lowest responsive bids was from Kiewit Infrastructure West Company, in the amount of \$3,621,000, for the Westlake Filtration Plant Expansion and Pacific Hydrotech Corporation, in the amount of \$3,904,400, for the Westlake Pump Station Upgrade. The combined bid totals \$7,525,400, which is 18% below the Engineer's Estimate of \$9,150,000.

Staff recommends the Board award construction contracts to Kiewit and Pacific Hydrotech, and authorize the General Manager to engage consultants for construction management services and additional design-related work.

**RECOMMENDATION(S):**

Award a construction contract to Kiewit Infrastructure West Company, in the amount of \$3,621,000, for the Westlake Filtration Plant Expansion; award a construction contract to Pacific Hydrotech Corporation, in the amount of \$3,904,400, for the Westlake Pump Station Upgrade; accept the proposal from and authorize the General Manager to execute a Professional Services Agreement with Kennedy/Jenks Consultants, in the amount of \$287,305, for construction management services; authorize the General Manager to approve a Change in Scope with HDR, Inc., in the amount of \$44,009, for design-related services; and appropriate \$5,804,051 for the completion of construction.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

An additional appropriation, in the amount of \$5,804,051, is needed to cover the total construction costs as summarized below. Asterisks indicate estimated costs.

Westlake Filtration Plant Construction Contract	\$ 3,621,000
Westlake Filtration Plant Change Order	\$ 362,100
Contingency	
Westlake Pump Station Construction Contract	\$ 3,904,400
Westlake Pump Station Change Order	\$ 390,440
Contingency	
HDR Design Support	\$ 73,262
MSO Integration Services	\$ 58,156
Kennedy/Jenks Construction Management Services	\$ 287,305
Arborist Services	\$ 5,000 *
Materials Testing Services	\$ 10,000 *
Tracer Study and Permitting Services	\$ 75,000 *
District Labor	\$ 190,000 *
G & A Allocations	\$ 380,000 *
Total	\$ 9,356,663
Remaining Budget	\$ 3,552,612
Appropriations Requested	\$ 5,804,051

**DISCUSSION:**

Background:

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

Scope of Work:

The scope of work for the Westlake Filtration Plant includes the installation of two additional filters to increase the plant's capacity from 15 to 18 MGD, filter-to-waste piping modifications, expansion of the raw water reservoir, elimination of the existing clearwell, replacement of the filter pumps, installation of variable frequency drives to replace the rate-of-flow valves on the discharge of the filters, and addition of two diatomaceous earth body feed bins.

At the Westlake Pump Station to support the pumping of 18 MGD and increase utilization of the Las Virgenes Reservoir, work includes the replacement of aging natural gas engines with new premium-efficiency electrical motors, replacement of Filtered Water Pump No. 2, so it matches the performance characteristics of the other two pumps, a new piping connection in the basement to allow the filling of Las Virgenes Reservoir by first passing potable water through the Torchwood Tank, an additional surge tank and a 1,500 KW output diesel-fueled emergency generator capable of supplying power for 72 hours at full load.

SCE Rebates/Incentives:

Also, at both the Westlake Filtration Plant and Westlake Pump Station, the existing lights will be retrofitted with light-emitting-diode units (LEDs) to save energy, capture about \$5,000 in incentives from SCE and take advantage of favorable pricing from the contractor, achieving a good return on the investment. In total, the District will receive about \$42,000 in incentives from SCE for the pump replacements, variable frequency drives and LED retrofits.

Construction Bids:

On September 29, 2015, the Board called for bids for the Westlake Filtration Plant Expansion and Pump Station Upgrade Project. The project was bid such that contractors could bid on work at the filtration plant, pump station or both. On November 23, 2015, five bids were received with the combination of lowest responsive bids from Kiewit Infrastructure West Company, in the amount of \$3,621,000, for the Westlake Filtration Plant Expansion and Pacific Hydrotech Corporation, in the amount of \$3,904,400, for the Westlake Pump Station Upgrade. See the below table for results.

	<b>Sched A</b>	<b>Sched B</b>	<b>Comb Award</b>	
	<b>Filter Plant</b>	<b>Pump Station</b>	<b>Discount</b>	<b>Total</b>
Keiwit	<b>\$ 3,621,000</b>	\$ 4,710,000	\$ 165,000	\$ 8,166,000
Myers	\$ 3,785,000	\$ 5,690,471	\$ 65,000	\$ 9,410,471
Pacific Hydro	\$ 3,875,200	<b>\$ 3,904,400</b>	\$ 50,000	\$ 7,729,600
Enviro Const	\$ 4,726,089	\$ 4,716,036	----	\$ 9,442,126
Spieß	\$ 4,388,000	\$ 4,953,500	\$ 100,000	\$ 9,241,500
Lowest Combo	<b>\$ 3,621,000</b>	<b>\$ 3,904,400</b>	----	<b>\$ 7,525,400</b>

In the 2009 Project Alternatives for the 1235-foot Backbone Improvements Project Study, it was estimated the Westlake Filtration Plant Expansion work would cost \$4,150,00 (not adjusted to 2015 dollars). The 2015 Engineer's Estimate from HDR was \$4,450,000. Staff recommends the Board award a construction contract to Kiewit, in the amount of \$3,621,000, which is 18.6% below the Engineer's Estimate.

In the same 2009 Project Alternatives Study, it was estimated that the Westlake Pump Station work would cost \$4,170,000 (not adjusted to 2015 dollars). The 2015 Engineer's Estimate from HDR was \$4,700,000. Staff recommends the Board award a construction contract to Pacific Hydrotech, in the amount of \$3,904,400, which is 16.9% below the Engineer's Estimate.

Consulting Services:

On October 27, 2015, the Board authorized the release of a Request for Proposals for construction management services. Proposals were received on November 18, 2015 by the following four engineering firms: AECOM, Kennedy/Jenks Consultants, Phoenix Civil Engineering, and PACE Advanced Water Engineering. Of the proposals received, the Kennedy/Jenks proposal, in the amount of \$287,305, represented the combination of the lowest price, most experienced team, and highest number of labor hours.

HDR performed design services for the project, including initial planning, technical memorandums, and detailed design. HDR has remaining services of design support during construction. As part of HDR's design work, they performed \$44,009 of work that was required but not included in their original scope of work. The work including structural modifications and design to the raw water reservoir, analysis and reports regarding disinfection strategies, redesign of and specifications for the replacement diatomaceous earth filter pumps and lighting design to modify existing lights to accommodate LEDs.



**GOALS:**

Provide Safe and Quality Water with Reliable Services

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



December 08, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

**Subject : Request to Award Annual Purchase Orders**

**SUMMARY:**

Annual purchase orders provide staff with flexibility when responding to operational and maintenance related matters, particularly during emergency situations. The purchase orders support staff to select and direct qualified vendors to perform work that is required both on a routine and on-going basis.

Typically, the purchase orders are renewed in December and valid for the following calendar year. However, staff recommends the annual purchase order process be transitioned to coincide with the District's fiscal year, July 1st through June 30th. The transition can be accomplished by extending the current calendar year 2015 annual purchase orders by six months, through June 30, 2016, instead of the normal full year.

**RECOMMENDATION(S):**

Authorize the General Manager to extend the calendar year 2015 annual purchase orders by six months, through June 30, 2016; to increase the purchase order amounts for specified vendors as indicated on Exhibit 1; and to approve new purchase orders to Advanced Utility Systems and Accurate Telecom, also as indicated on Exhibit 1.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The total cost of this action is \$333,002, consisting of \$243,548 to supplement current purchase orders for an additional six months and \$89,454 for two new purchase orders. Sufficient funding for the work is budgeted within the various operating and maintenance accounts in both the LVMWD and JPA budgets.

**DISCUSSION:**

Maintenance, laboratory, construction and fleet functions require staff to be able to immediately select vendors who can respond to a variety of situations, including unexpected and emergency work, throughout the year.

Staff regularly seeks and screens for the most qualified and cost-effective vendors to provide the necessary services using the following criteria to evaluate potential vendors:

- Pricing
- Response time
- Capabilities and staffing
- Quality of services provided

Staff recommends that the annual purchase orders issued to vendors shown on Exhibit 1 be extended for a six-month period, through June 30, 2016. In addition to the time extension, staff requesting additional funding for specified vendors and the addition of Advanced Utility Systems and Accurate Telecom to the list. The six-month extension will bring the annual purchase order process in line with the budget development process. Also, it will allow time for staff to incorporate proposed new purchasing policy guidelines into the next annual purchase order process. At that time, staff proposes to begin advertising the services for competitive bids based on a pre-determined schedule.

Consistent with current procedures, all appropriate approvals will be obtained before authorizing the vendors to proceed with any work. Also, any single repair or order in excess of \$35,000 will be brought to the Board for approval or, in the event of an emergency, ratification.

Exhibit 1 shows a list of the proposed vendors and additional amounts requested through June 30, 2016. Exhibit 2 provides a summary of the services or products provided by each vendor. The annual purchase order requests reflects historical and anticipated spending by the District for the proposed types of services.

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Doug Anders, Administrative Services Coordinator

**ATTACHMENTS:**

[Exhibit 1](#)

[Exhibit 2](#)

## Exhibit 1

### Annual Purchase Order Extension Request

Vendor	2015 Purchase Order Amount	Year-End Balance Forecast (CY)	Additional Request	Vendor Total (Through 6/30/2016)
Weck Laboratories	\$ 95,000	\$ 8,000	\$ 39,500	\$ 134,500
Agoura Lock	\$ 500	\$ 500	\$ -	\$ 500
Agoura Lube & Smog	\$ 12,000	\$ 9,800	\$ -	\$ 12,000
Airgas	\$ 6,000	\$ -	\$ 4,500	\$ 10,500
Amtech Elevator	\$ 3,200	\$ -	\$ 2,000	\$ 5,200
Blue Diamond	\$ 6,000	\$ 500	\$ 3,000	\$ 9,000
CA Hazardous	\$ 20,000	\$ 8,500	\$ 1,500	\$ 21,500
CAPCO Analytical	\$ 4,500	\$ 200	\$ 3,250	\$ 7,750
CEMEX	\$ 6,000	\$ 5,500	\$ -	\$ 6,000
Collins Equipment Rental	\$ 3,000	\$ 1,900	\$ -	\$ 3,000
CED	\$ 35,000	\$ 15,000	\$ 2,500	\$ 37,500
Cordell Electric	\$ 3,500	\$ -	\$ -	\$ 3,500
Delta Pacific	\$ 4,000	\$ -	\$ 2,500	\$ 6,500
Dial Security	\$ 10,000	\$ -	\$ 6,000	\$ 16,000
Emissions Compliant	\$ 19,000	\$ 9,000	\$ 1,000	\$ 20,000
Empire Pipe Cleaning	\$ 12,000	\$ 4,800	\$ 1,200	\$ 13,200
ePower Network	\$ 10,000	\$ 2,400	\$ 2,600	\$ 12,600
GI Industries	\$ 52,000	\$ 5,000	\$ 26,000	\$ 78,000
GTA Auto Body	\$ 3,200	\$ 3,200	\$ -	\$ 3,200
IFM Effector	\$ 10,000	\$ -	\$ 7,000	\$ 17,000
Interstate Battery	\$ 5,000	\$ -	\$ 3,000	\$ 8,000
Joey M Upholstery	\$ 4,000	\$ 3,000	\$ -	\$ 4,000
Kaman Industries	\$ 5,500	\$ 1,500	\$ 1,500	\$ 7,000
Modern Tool	\$ 10,000	\$ 3,000	\$ 2,000	\$ 12,000
Motion Industries	\$ 19,000	\$ -	\$ 8,500	\$ 27,500
Napa Auto Parts	\$ 6,000	\$ 3,000	\$ 1,500	\$ 7,500
National Plant Service	\$ 14,000	\$ 8,000	\$ -	\$ 14,000
Natural Surroundings	\$ 3,000	\$ 400	\$ 1,200	\$ 4,200
Oaks Drain Service	\$ 1,600	\$ -	\$ 1,600	\$ 3,200
Odyssey Power	\$ 23,000	\$ 1,000	\$ 20,000	\$ 43,000
Pinky's Tire Service	\$ 4,000	\$ 3,000	\$ -	\$ 4,000
SC Fuels	\$ 20,000	\$ 9,000	\$ 1,000	\$ 21,000
Silver Star Motors	\$ 5,000	\$ 4,000	\$ -	\$ 5,000
Stansberry Welding	\$ 5,000	\$ 2,500	\$ -	\$ 5,000
Support Product Service	\$ 2,000	\$ -	\$ 1,500	\$ 3,500
T&T truck & Crane	\$ 9,000	\$ -	\$ 5,000	\$ 14,000
Tire Man Agoura	\$ 20,000	\$ 6,000	\$ 4,000	\$ 24,000
Total Barricade	\$ 15,000	\$ 8,000	\$ -	\$ 15,000
Underground Service	\$ 3,000	\$ -	\$ 2,000	\$ 5,000
Vaughans Industrial	\$ 7,500	\$ 7,500	\$ -	\$ 7,500
Vince Barnes Automotive	\$ 32,000	\$ -	\$ 20,000	\$ 52,000
Vista Ford	\$ 3,000	\$ -	\$ 2,000	\$ 5,000
Vortex	\$ 15,000	\$ 9,000	\$ -	\$ 15,000
Vulcan	\$ 4,000	\$ -	\$ 3,000	\$ 7,000
WASTECC	\$ 8,000	\$ -	\$ -	\$ 8,000
Waite Bros. Plumbing	\$ 3,000	\$ 1,500	\$ -	\$ 3,000
Walton Motors	\$ 25,000	\$ 21,000	\$ -	\$ 25,000
Waukesha-Pearce Indu	\$ 6,500	\$ 6,500	\$ -	\$ 6,500
WESCO	\$ 20,000	\$ 11,500	\$ -	\$ 20,000
West Coast Air Condition	\$ 40,000	\$ 12,065	\$ 8,000	\$ 48,000
West Coast Electric	\$ 10,000	\$ -	\$ 5,000	\$ 15,000
Worldwide water Util	\$ 3,000	\$ 3,000	\$ -	\$ 3,000
The Gatekeeper	\$ 2,500	\$ -	\$ 2,000	\$ 4,500
Hach Company	\$ 10,000	\$ 10,000	\$ -	\$ 10,000
Chemtreat	\$ 10,000	\$ 4,000	\$ 5,000	\$ 15,000
Aquatic Bioassay ?	\$ 30,000	\$ 2,500	\$ 15,000	\$ 45,000
Advance Vibration Analysis	\$ 5,000	\$ 1,700	\$ 1,000	\$ 6,000
Villa Esperanza Services	\$ 57,396	\$ 1,500	\$ 27,198	\$ 84,594
Advanced Utility Systems	\$ -		\$ 70,708	\$ 70,708
Accurate Telecom	\$ -		\$ 18,746	\$ 18,746
	<b>\$ 780,896</b>	<b>\$ 218,465</b>	<b>\$ 333,002</b>	<b>\$ 1,113,898</b>

**EXHIBIT 2**  
**Annual Purchase Order Vendor List**

<b>Vendor Name / Location</b>	<b>Service / Description</b>
ACCURATE TELECOM, INC Van Nuys, CA	Support and equipment maintenance for District telephone system.
ADVANCED UTILITY SYSTEMS Chicago, IL	Support and annual maintenance for CIS Infinity Billing system.
ADVANCED VIBRATION ANALYSIS (NEW)	Vibration analysis of operating equipment.
AGOURA LOCK TECHNOLOGIES Agoura Hills	Provides locksmith services for district facilities.
AGOURA LUBE AND SMOG Agoura Hills	Required smog testing for district on-road vehicles. Formerly Agoura Auto Service.
AIRGAS USA, LLC Northridge	Air bottles for pump station surge tanks.
AMTECH Los Angeles	Elevator service, repair, maintenance.
AQUATIC BIOASSAY & CONSULTING Ventura	Toxicity testing and aquatic biological monitoring.
BLUE DIAMOND MATERIALS Sun Valley	Hot mix asphalt materials. Recycled asphalt pavement (RAP).
CALIFORNIA HAZARDOUS SERVICES Santa Ana	Fuel tank services.
CAPCO ANALYTICAL SERVICES Ventura	State of California certified environmental and analytical testing laboratory. Air, soil and water analysis.
CEMEX INC. Regional	Concrete products for construction, repair and replacement projects.
CHEMTREAT (NEW) Regional	Industrial water treatment (Campus).
COLLINS EQUIPMENT REPAIR Thousand Oaks	Automotive, truck repair.
CONSOLIDATED ELECTRICAL DISTRIBUTORS Canoga Park	Suppliers of electrical equipment and products.

**Vendor Name / Location****Service / Description**

CORDELL ELECTRIC  
Agoura Hills

Electrician services.

DELTA PACIFIC INDUSTRIES  
Westlake Village

Shop and industrial supplies.

DIAL SECURITY  
Camarillo

Security services.

E-POWER  
Los Angeles

Uninterruptible power supplies (UPS), preventative maintenance for critical power needs .

EMISSION COMPLIANT CONTROLS CO  
Murrieta

Pollution control equipment.

EMPIRE PIPE CLEANING & EQUIPMENT  
Anaheim

Sewer cleaning and video inspection services.

G.I. INDUSTRIES  
Simi Valley

Refuse hauling services.

GTA AUTO BODY  
Chatsworth

Automobile body repair.

HACH COMPANY (NEW)  
Loveland, Colorado

Laboratory instruments.

IFM EFECTOR INC.  
Exton, PA

Manufacturer/supplier of industrial sensor and control products.

INTERSTATE BATTERY SYSTEMS  
Regional/National

Automobile batteries.

JOEY M'S UPHOLSTERERS  
Ventura

Vehicle upholstery repair/replacement.

KAMAN INDUSTRIAL TECHNOLOGIES  
Oxnard

Distributor of gearing, linear motion, electrical and automation and material handling equipment and supplies.

MODERN TOOL  
Ventura

CNC and conventional machining (machine shop services).

MOTION INDUSTRIES, INC.  
San Fernando

Distributor of automotive replacement parts, industrial replacement parts and electronic materials.

NAPA AUTO PARTS  
Nationwide

Automobile replacement parts distributor.

NATIONAL PLANT SERVICES INC.  
Long Beach

Treatment plant maintenance.

<b>Vendor Name / Location</b>	<b>Service / Description</b>
NATURAL SURROUNDINGS Westlake Village	Interior plant maintenance services.
OAKS DRAIN SERVICE Thousand Oaks	Plumbing and pipe replacement services.
ODYSSEY POWER Anaheim	Power supply and emergency standby generators and equipment.
PINKY'S TIRE SERVICE Ventura	Tire replacement and other automobile repair services.
SC FUELS Orange	Gasoline and diesel fuel supplier.
SILVERSTAR AUTO GROUP (NEW) Thousand Oaks	Repair / maintenance of GM and Chevrolet vehicles.
STANSBERRY'S WELDING Oxnard	Welding services.
SUPPORT PRODUCT SERVICES Murrieta	Emissions control, exhaust silencing and heat transfer products.
T & T TRUCK & CRANE SERVICE Ventura	Specialized trucking and crane services.
THE GATEKEEPER Chatsworth	Installation and maintenance of automatic gates, fences and doors.
TIRE MAN AGOURA Agoura Hills	Automotive repair, tire and wheel services.
TOTAL BARRICADE Oxnard	Traffic control.
UNDERGROUND SERVICE ALERT Southern California	Identification of underground pipelines and utilities.
VAUGHANS INDUSTRIAL REPAIR Paramount	Maintenance and repair of fans, blowers, compressors, gearboxes, pumps and turbines.
VINCE BARNES AUTOMOTIVE Calabasas	Automobile repair and maintenance.
VISTA FORD Woodland Hills	Repair and maintenance of Ford fleet vehicles.
VORTEX INDUSTRIES Regional	Roll up and commercial door repairs.

**Vendor Name / Location****Service / Description**

VULCAN MATERIALS CO.  
Nationwide

Construction aggregates.

W.A.S.T.E.C., INC.  
Los Angeles (Regional)

Wet well pumping and cleaning.

WAITE BROS. PLUMBING  
Thousand Oaks

Plumbing.

WALTON MOTOR & CONTROL, INC.  
El Monte

Electrical apparatus service and motor controls.

WAUKESHA-PEARCE INDUSTRIES  
Nationwide

Equipment including power generation, pumps, blowers, control panels, and switch gears.

WECK LABORATORIES, INC.  
City of Industry

Certified analytical laboratory.

WESCO DISTRIBUTION, INC.  
Nationwide

Commercial and industrial equipment supplier/distributor.

WEST COAST AIR CONDITIONING  
Oxnard

Heating, ventilation and air conditioning (HVAC) provider.

WEST COAST MOTORS (NEW)  
Oxnard

Electric motor repair.

WORLDWIDE WATER UTILITY SERVICE  
Grants Pass, Oregon

Leak detection services for water utilities.





December 08, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

**Subject : Investment Policy: Proposed Update**

**SUMMARY:**

The District currently has an investment portfolio of approximately \$60 million. Management of the portfolio is delegated to the Deputy Treasurer/Director of Finance and Administration who ensures the portfolio is managed in accordance with the District's Investment Policy and state law. A recent review of the Investment Policy and best practices established by the California Debt and Investment Advisory Commission and Government Finance Officers Association identified several modifications to the existing policy that the Board may wish to consider.

Prior to proposing an updated Investment Policy to the Board, staff requests feedback on two important elements of the policy: (1) changes to the monthly investment report, and (2) potential inclusion of several investment instruments that are allowed by state law but either not allowed, or not specifically addressed, within the current Investment policy.

**RECOMMENDATION(S):**

Provide feedback on a proposed update to the District's Investment Policy.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

No

**DISCUSSION:**

The California Debt and Investment Advisory Commission (CDIAC) and Government Finance Officers Association recommend that the governing body of public agencies annually review and adopt an investment policy. Staff recently completed a comprehensive review of the District's Investment Policy, considering relevant state law and best practices as disseminated by CDIAC and GFOA. Based on the review, staff recommends the Board consider several changes to the current Investment Policy.

First, staff proposes to differentiate between the monthly and quarterly investment reports. Quarterly reports would provide a detailed analysis of the District's cash and investment positions, a comparison to historical performance, and an analysis of factors affecting the District's portfolio. Monthly reports would provide a listing of all investments currently held in the District's investment portfolio.

Second, staff proposes that the Board consider the investment instrument options available to the District. State law provides for investment in some instruments that the current District Investment Policy either does not provide for, or in some cases, does not specifically address. Staff recommends the Board maintain its very conservative investment strategy but consider the following proposed changes that would provide additional diversification, while maintaining the primary goals of security, liquidity and return.

(1) Banker's Acceptance - The current Investment Policy does not specifically address Banker's Acceptance or Collateralized Bank Deposits. However, since staff does not foresee the need to utilize these investment instruments in the near future, it is recommended that the Investment Policy clarify that Banker's Acceptance and Collateralized Bank Deposits are not allowed.

(2) Certificates of Deposit (CDs) - The District's current policy related to Certificates of Deposit (CDs) is significantly more restrictive than state law. The FDIC fully insures CDs up to \$250,000, and it is common for CDs higher than that amount to be appropriately collateralized. To provide options for additional diversification, staff recommends that the maximum maturity of CDs be increased to five years, negotiable CDs be allowed, and a combined limit of 25% of the District's portfolio be allowed to be invested in all types of CDs.

(3) Corporate Debt - The District's Investment Policy currently specifically excludes investment in any corporate debt. However, corporate debt is allowed by state law, and high quality corporate debt can provide increased return and diversification for the District's portfolio. Staff proposes that commercial paper and medium-term corporate notes be allowed with a combined maximum of 10% of the District's portfolio.

Attached is a table summarizing both the current and proposed investment instruments options for the District along with limits based on state law. Also attached is a brief description of the various investment instruments. Based on feedback received, staff will present the Board with an updated Investment Policy and propose any required updates to the Las Virgenes Municipal Water District Code, which contains the policy.

#### **GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Donald Patterson, Director of Finance and Administration

#### **ATTACHMENTS:**

[Chart of Allowable Investment Instruments](#)

[Glossary of Investment Options](#)

**Comparison of Investment Options. Proposed changes are highlighted.**

Investment	State Law		Current District Policy			Proposed District Policy			
	Maximum Maturity	Maximum % of Portfolio	Minimum Quality Rating	Maximum Maturity	Maximum % of Portfolio	Minimum Quality Rating	Maximum Maturity	Maximum % of Portfolio	Minimum Quality Rating
Local Agency Bonds	5 years	None	None	5 years	None	AA-	5 years	None	AA-
U.S. Treasury Obligations	5 years	None	None	5 years	None	None	5 years	None	None
State Obligations	5 years	None	None	5 years	None	AA-	5 years	None	AA-
CA Local Agency Obligations	5 years	None	None	5 years	None	AA-	5 years	None	AA-
U.S. Agency Obligations	5 years	None	None	5 years	None	None	5 years	None	None
Bankers Acceptance	180 days	40%	None	Not Specified	Not Specified	Not Specified	Not Allowed	Not Allowed	Not Allowed
Negotiable CDs	5 years	30% <sup>1</sup>	None	Not Allowed	Not Allowed	Not Allowed	5 years	25% <sup>2</sup>	None
Non-negotiable CDs	5 years	None	None	1 year	25%	None	5 years	25% <sup>2</sup>	None
Placement Service CDs	5 years	30% <sup>1</sup>	None	1 year	25%	None	5 years	25% <sup>2</sup>	None
Placement Service Deposits	5 years	30% <sup>1</sup>	None	Not Specified	Not Specified	Not Specified	5 years	10%	None
Repurchase Agreements	1 year	None	None	30 days	None	None	30 days	None	None
Reverse Repurchase Agreements	92 days	20%	None	30 days	10%	None	30 days	10%	None
Commercial Paper	270 days	25%	A-1	Not Allowed	Not Allowed	Not Allowed	270 days	10% <sup>3</sup>	A-1
Medium-Term Notes (corporate)	5 years	30%	A	Not Allowed	Not Allowed	Not Allowed	5 years	10% <sup>3</sup>	A
Mutual Funds & Money Market	N/A	20%	Various	N/A	20%	None	N/A	20%	None
Collateralized Bank Deposits	5 years	None	None	Not Specified	Not Specified	Not Specified	Not Allowed	Not Allowed	Not Allowed

Mortgage Pass-Through Securities	5 years	20%	AA	Not Allowed	Not Allowed	Not Allowed	Not Allowed
County Pooled Investment Funds	N/A	None	None	N/A	None	N/A	None
Joint Power Investment Pool (e.g CalTRUST)	N/A	None	Various	N/A	None	N/A	None
LAIF	N/A	None	None	N/A	None	N/A	None
Vountary Investment Fund	N/A	None	None	N/A	None	N/A	None
Supernational Obligations	5 years	30%	AA	Not Allowed	Not Allowed	Not Allowed	Not Allowed

- 1) State law specifies 30% max in negotiable CDs, Placement Service Deposits and Placement CDs combined.
- 2) Staff Proposes a combined maximum of 25% in any type of CD or Placement Service Deposit.
- 3) Staff proposes a 10% combined maximum for any type fo corporate debt.

## Glossary of Investment Options

**Local Agency Bonds** – Broad category to describe City, County, District, or any other local agency debt instrument, whether located within California or any other State.

**U.S. Treasury Obligations** - Bills, notes and bonds issued by the U.S. Treasury and backed by the U.S. government.

**State Obligations** – Registered State warrants, notes and bonds issued by any of the 50 States.

**CA Local Agency Obligations** – Warrants, notes and bonds of any City, County, Special District, or any local government agency of the State of California.

**U.S. Agency Obligations** – Debt issued by U.S. government agencies or government-sponsored organizations: Federal Farm Credit Bank, Federal National Mortgage Association (Fannie Mae), Federal Home Loan Mortgage Corporation (Freddie Mac), Government National Mortgage Association (Ginnie Mae), Federal Home Loan Bank, Student Loan Marketing Association (Sallie Mae), Small Business Administration, Agency for International Development, Bank for Co-Ops, Federal Land Bank, World Bank, Private Export Funding Corporation,

**Bankers Acceptance** – A short term (up to 180 days) credit instrument issued by a firm and backed by a bank.

**Commercial Paper** – Unsecured short term (up to 270 days) corporate debt.

**Negotiable CDs** – A certificate of deposit issued by a bank with a minimum face value of \$100,000 that must be held to maturity. They can be sold on a secondary market. Insured up to \$250,000.

**Non-negotiable CDs** – Illiquid certificate of deposit that must be held to maturity. Insured up to \$250,000.

**Placement Service Deposits** - Service that allows a local agency to purchase in excess of \$250,000 in deposits, placing monies with other institutions while maintaining FDIC insurance.

**Placement Service CDs** - Service that allows a local agency to purchase in excess of \$250,000 in certificates of Deposit, placing monies with other institutions while maintaining FDIC insurance.

**Repurchase Agreement** – The sale of an investment instrument with a simultaneous agreement from the seller to repurchase the security at a future date.

**Reverse Repurchase Agreement** – The borrowing of cash from an investor in exchange for a security that is bought back at a future date.

**Medium Term Notes** – Any corporate debt with a maturity of five years or less.

**Mutual Funds & Money Markets** – Investments that consist of money pooled from many investors and structured to meet its stated goal. It is important that the District invest in Mutual Funds that only contain allowable securities at allowable maturities.

**Collateralized Bank Deposits** – Non-negotiable, un-registered certificate of deposit purchased directly from the depository with a collateral condition attached.

**Mortgage Pass-Through Securities** - Mortgage backed securities that are pooled together and sold to investors either grouped by agency (e.g. Fannie Mae) or non-agency.

**County Pools, JPA Pools, voluntary pools and LAIF** – County Pools, Joint Power Investment Pools (e.g. CalTRUST) and the Local Agency Investment Fund pool funds from multiple public agencies for investment purposes.

**Supernational Obligations** – Debt issued by supernational organizations such as the European Union or World Trade Organization.



December 08, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

**Subject : Photocopier Lease Agreements: Authorization**

**SUMMARY:**

The District currently leases five large-volume photocopiers from Xerox with various terms and expiration dates. Two of the lease agreements are expiring, and the copy machines require replacement. At this time, staff recommends updating the lease agreements with Xerox for all five copiers using favorable pricing available to the District through the TCPN Cooperative Purchasing Network. The new lease agreements would run concurrently and enable the District to issue a request for proposals for all five units at the conclusion of the proposed 60-month period.

**RECOMMENDATION(S):**

Authorize the General Manager to execute 60-month lease agreements with Xerox Corporation for five high-volume photocopy machines, with related accessories and maintenance agreements, for a total estimated annual pre-tax cost of \$33,767.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The total estimated annual pre-tax cost is \$33,767, which results in an annual cost-savings of \$4,316.52, or approximately 11%, based on current average monthly usage of the machines. The actual total cost will vary based on machine usage; however, the cost per copy and monthly lease rates will remain firm. Sufficient funds for the lease agreements are available in adopted Fiscal Year 2015-16 Budget and will be proposed in future year budgets.

**DISCUSSION:**

Since 2010, the District has leased five large-volume copiers through Xerox. The machines are located at

the District Headquarters Building No. 8 (3 units), District Headquarters Operations Building No. 7 (1 unit) and the Tapia Water Reclamation Facility (1 unit). The industry standard for copier leases is 60 months. The current 60-month leases for the copiers were approved at various times during the last five years. Two of the five copiers have now reached the end of their lease terms, and the units are in need of replacement. The remaining three copiers are still under lease with 16 months remaining on two units and 41 months on the other.

Staff proposes to replace four machines with newer units, two with expiring leases and two with 16 months remaining. Additionally, staff proposes to extend the lease for the fifth machine at a reduced cost. Aligning the leases with Xerox to run concurrently will reduce current monthly cost, provide updated equipment, and avoid the potential \$28,292.18 expense of a lease buy-out fee if the District opted to issue a request for proposals for all five units and Xerox was not the selected vendor. With alignment of the lease terms, staff will be able to issue a request for proposals for all five units in the future, while ensuring the District receives equipment that meets its needs with the best price and terms.

TCPN provides a cooperative government purchasing consortium for common goods and services that often provides cost-savings to participating agencies. TCPN agreements are used by over 37,000 public entities nationwide, many within California. All TCPN contracts are awarded by a lead public agency using a competitive solicitation process. Based on a comparison of the pricing offered through other cooperative agreements and the current per copy cost paid by other public agencies, staff determined that utilizing TCPN provides the best overall cost and value to the District at this time.

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Gretchen Bullock, Purchasing Supervisor



December 08, 2015 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

**Subject : Reportable Reimbursable Expenses for Fiscal Year 2014-15**

**SUMMARY:**

The Las Virgenes Municipal Water District Code requires the District to publish a list of reimbursable expenditures over \$100 incurred during the prior fiscal year. Attached is the Fiscal Year 2014-15 Reimbursable Expense Report. On November 25, 2015, a notice was published in *The Acorn* to indicate the availability of the report.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

No

**DISCUSSION:**

Pursuant to Section 2-2.107 of the Las Virgenes Municipal Water District Code and Government Code Section 53065.5, the District is required to report reimbursed expenditures in excess of \$100 in a publically-available document at the District's headquarters in December and January.

In the interest of transparency, the District has historically reported more than minimally required by law. While the law requires the reporting of reimbursed expenditures over \$100, the District's report contains all employee/director-related expenditures over \$100 that were reimbursed to the employee/director or directly paid for with a District credit card. This approach is most transparent and appears to be consistent with the intent of the law to publically report employee/director-related expenditures over \$100 that are incurred in the course of one's position or to expand knowledge and resources for the District through attendance at training events and conferences.

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money



Prepared by: Donald Patterson, Director of Finance and Administration

**ATTACHMENTS:**

[FY 2014-15 Reimbursable Expense Report](#)

**LAS VIRGENES MUNICIPAL WATER DISTRICT  
REPORTABLE EXPENSE REIMBURSEMENTS  
FOR FISCAL YEAR ENDED JUNE 30, 2015**

NAME		DATE	EVENT	CONFERENCES & OTHER MEETINGS ATTENDED				OTHER EXPENSES EXPLANATION	TOTAL
LAST	FIRST			LOCATION	REGISTRATION	TRAVEL	LODGING		
CASPARY	CHARLES	12/2-12/5/14	ACWA FALL CONFERENCE	695.00	170.24	425.68	60.00	1,350.92	
CASPARY	CHARLES	5/5-5/8/15	ACWA SPRING CONFERENCE	695.00	352.05	413.71		1,460.76	
CASPARY	CHARLES	5/14/15	HEAL THE BAY AWARDS GALA	500.00				500.00	
<b>Sub-Total 3,311.68</b>									
LEWITT	JAY	12/2-12/5/14	ACWA FALL CONFERENCE	695.00	179.20	739.11	135.00	1,782.81	
LEWITT	JAY	2/24-2/27/15	ACWA DC CONFERENCE	625.00	520.72	1,147.29	123.31	2,639.11	
LEWITT	JAY	3/4/15	ACWA LEGISLATIVE SYMPOSIUM	245.00	130.12	41.60	10.00	426.72	
LEWITT	JAY	4/16/15	AWA ANNUAL WATER SYMPOSIUM	205.00	30.940			235.94	
LEWITT	JAY	5/6-5/7/15	ACWA SPRING CONFERENCE	725.00	285.330	223.25	20.00	1,276.27	
LEWITT	JAY	6/8-6/9/15	AWWA ANNUAL CONF&EXPO	145.00	145.520	34.64	23.25	348.41	
<b>Sub-Total 6,709.26</b>									
PETERSON	GLEN	8/8/14	ACWA STATE LEGISLATIVE MTG		264.37	15.11	10.00	289.48	
PETERSON	GLEN	10/24/14	ACWA STATE LEGISLATIVE MTG		267.37	11.48	10.00	288.85	
PETERSON	GLEN	1/16/15	ACWA STATE LEGISLATIVE MTG		490.31	18.40	10.00	518.71	
PETERSON	GLEN	1/21/15	CASA MID-YR CONFERENCE	500.00	166.98	445.36		1,175.18	
PETERSON	GLEN	2/27/15	ACWA STATE LEGISLATIVE MTG		328.31	7.36	10.00	345.67	
PETERSON	GLEN	3/4/15	ACWA LEGISLATIVE SYMPOSIUM	245.00				245.00	
PETERSON	GLEN	4/10/15	ACWA STATE LEGISLATIVE MTG		517.88	7.37	11.00	536.25	
PETERSON	GLEN	5/1/15	ACWA STATE LEGISLATIVE MTG		412.45	7.37	10.00	429.82	
PETERSON	GLEN	6/5/15	ACWA STATE LEGISLATIVE MTG		304.00	7.86	10.00	321.86	
PETERSON	GLEN	6/26/15	ACWA STATE LEGISLATIVE MTG		274.11	7.14	10.00	291.25	
<b>Sub-Total 4,442.07</b>									
POLAN	LEONARD	8/13-8/14/14	ACWA 2014 REGULATORY SUMMIT	235.00	218.00	147.57	-	661.37	
POLAN	LEONARD	8/20-22/14	CASA ANNUAL CONFERENCE	500.00		439.64	40.00	1,067.49	
POLAN	LEONARD	10/7-9/14	WATERSMART INNOVFN CONF	475.00	334.27	265.44	52.00	1,245.96	
POLAN	LEONARD	10/23/14	S.CA WATER COMMITTEE MTG	200.00	47.54			247.54	
POLAN	LEONARD	10/26-27/14	ACWA REGION 8 TOUR	100.00	154.00	145.21	18.00	434.46	
POLAN	LEONARD	12/2-5/14	ACWA FALL CONFERENCE	695.00	180.32	739.11	90.00	1,704.43	
POLAN	LEONARD	1/21-23/15	CASA MID-YR CONFERENCE	500.00	200.10	426.27		1,186.32	
POLAN	LEONARD	2/23-27/15	CASA LEGISLATIVE CONFERENCE	600.00	608.88	992.70	78.00	2,432.10	
POLAN	LEONARD	3/4/15	ACWA LEGISLATIVE SYMPOSIUM	225.00	284.80	20.51	13.00	543.31	
POLAN	LEONARD	3/19-20/15	WATER POLICY CONFERENCE	399.00	77.86	288.96		801.43	
POLAN	LEONARD	4/16/15	AWA ANNUAL WATER SYMPOSIUM	205.00	28.18			233.18	
POLAN	LEONARD	5/6-7/15	ACWA SPRING CONFERENCE	825.00	299.09	672.02	42.00	1,850.31	
<b>Sub-Total 12,407.90</b>									
RENGER	LEE	12/2-5/14	ACWA FALL CONFERENCE	695.00	178.08	739.11	102.70	1,764.16	
RENGER	LEE	4/16/15	AWA ANNUAL WATER SYMPOSIUM	205.00				205.00	
<b>Sub-Total 1,969.16</b>									
STEINHARDT	BARRY	7/24-25/14	ACWA BOARD MEETING		343.16	125.50	44.00	531.91	
STEINHARDT	BARRY	8/13-14/14	ACWA 2014 REGULATORY SUMMIT	235.00	399.26	147.57	47.43	891.44	
STEINHARDT	BARRY	8/20-22/14	CASA ANNUAL CONFERENCE	500.00	332.64	395.68	36.00	1,395.01	
STEINHARDT	BARRY	10/23/14	S.CA WATER COMMITTEE MTG	200.00				200.00	
STEINHARDT	BARRY	10/26-27/14	ACWA REGIONS TOUR	100.00	154.00	156.47	18.00	488.77	
<b>Sub-Total 3,507.13</b>									

**LAS VIRGENES MUNICIPAL WATER DISTRICT  
REPORTABLE EXPENSE REIMBURSEMENTS  
FOR FISCAL YEAR ENDED JUNE 30, 2015**

NAME		DATE	EVENT	CONFERENCES & OTHER MEETINGS ATTENDED				OTHER EXPENSES EXPLANATION	TOTAL
LAST	FIRST			LOCATION	REGISTRATION	TRAVEL	LODGING		
AGNEW	DION	7/14-7/18/14	BACKFLOW TESTER COURSE	LOS ANGELES, CA	1,000.00		52.00		1,052.00
ALFAFARA	JONATHAN	11/19/14	AUTOMATION TRAINING	ORANGE, CA	275.00				275.00
ALMAGUER	FRANK	8/13/14	AWWA WATER EDU SEMINAR	ORANGE, CA	130.00				130.00
BARROW	DOUG	6/9/15	AWWA FIELD OPERATORS DAY	ANAHEIM, CA	145.00				145.00
BERENS	KURT	10/1-10/2/14	NEW HORIZONS COMPTR TRNG	BURBANK, CA	590.00				590.00
BETANCUR	DARYL	8/20-8/22/14	PROFESSIONAL DEVL P SERIES	POMONA, CA	959.00	65.07			1,024.07
BETANCUR	DARYL	9/2-9/5/14	LEAGUE OF CA CITIES CONF	LOS ANGELES, CA	625.00	33.61	672.22	45.87	1,418.70
BETANCUR	DARYL	9/19/14	SOUTHERN DIV CITY CLERKS MTG	LAKE FOREST, CA		91.91	167.20	19.20	278.31
BETANCUR	DARYL	1/23/15	CCAC QTLY MTG	PALM SPRINGS, CA	40.00	159.53	198.23	55.74	453.50
BETANCUR	DARYL	2/11-2/13/15	CSDA BOARD CLERK CONF	SAN DIEGO, CA	775.00	195.41	489.75	82.82	1,602.98
BETANCUR	DARYL	3/25-3/27/15	BOARD CLERK TRAINING	SAN JOSE, CA	1,200.00	455.87	225.00	3.59	1,948.14
BETANCUR	DARYL	4/21-4/24/15	CITY CLERK CONF			279.20			279.20
BETANCUR	DARYL	5/17-5/22/15	IIMC CONF-STUDY ABRD PROGM		2,040.00				2,040.00
								<b>Sub-Total</b>	<b>9,044.90</b>
BODENHAMER	JOANNE	10/16-10/17/14	CCAC NUTS&BOLTS WORKSHOP	BREA, CA	200.00	73.75	358.62	51.69	689.06
BODENHAMER	JOANNE	2/11-2/13/15	CSDA BOARD CLERK CONF	SAN DIEGO, CA	775.00	175.95	365.50	34.50	1,350.95
								<b>Sub-Total</b>	<b>689.06</b>
BUCHANAN	STAN	9/29-10/1/14	AWWA CS WORKSHOP	SAN DIEGO, CA	395.00		186.24	125.81	707.05
BULLOCK	GRETCHEN	1/12-1/17/14	2014 CAPPO CONFERENCE	SAN DIEGO, CA	199.00	346.15	872.64	50.06	1,573.55
CALDWELL	MICHAEL	11/20/14	AUTOMATION TRAINING	ORANGE, CA	275.00				275.00
CALVIN	DAWN	7/7-7/9/14	PALO ALTO FIREWALL TRAINING	ONLINE	2,850.00				2,850.00
CALVIN	DAWN	7/14-7/24/14	COMP TIA SECURITY/CERTIFICATION	ONLINE	2,475.00				2,475.00
CALVIN	DAWN	10/7/14	MISAC 2014 CONF	GARDEN GROVE, CA	175.00				175.00
								<b>Sub-Total</b>	<b>5,500.00</b>
CAPPS	MARY	9/11/14	NOTARY RENEWAL TRAINING		449.48				449.48
CAPPS	MARY	9/19/14	HR RESPONSIBILITIES SEMINAR	LOS ANGELES, CA	149.00	12.54		10.00	171.54
								<b>Sub-Total</b>	<b>621.02</b>
CHEN	JENNIFER	11/6/14	GAAP UPDATE WEBINAR	CALABASAS, CA	125.00				125.00
COBRALL	DAVE	6/9/15	AWWA FIELD OPERATORS DAY	ANAHEIM, CA	125.00				125.00
DEVITO	ROBERT	8/14/13	AWWA WATER EDU SEMINAR	ORANGE, CA	130.00				130.00

**LAS VIRGENES MUNICIPAL WATER DISTRICT  
REPORTABLE EXPENSE REIMBURSEMENTS  
FOR FISCAL YEAR ENDED JUNE 30, 2015**

NAME		DATE	EVENT	LOCATION	CONFERENCES & OTHER MEETINGS ATTENDED				OTHER EXPENSES	TOTAL
LAST	FIRST				REGISTRATION	TRAVEL	LODGING	EXPLANATION		
DINGMAN	BRETT	5/13/15	CWEA BIOSOLIDS WRKSHOP	LOS ANGELES, CA	165.00				165.00	
DOUGALL	JAN	7/14-7/18/14	ESRI USER CONFERENCE	SAN DIEGO, CA	-	145.60	981.15	156.00 PARKING	1,359.00	
DOUGALL	JAN	11/17-11/19/14	CA AQUATIC BIOASSMT ANNL MTG	DAVIS, CA	-	458.85	290.82		784.99	
								<b>Sub-Total</b>	<b>2,143.99</b>	
FIELDS	GARY	7/14-7/18/14	ESRI USER CONFERENCE	SAN DIEGO, CA	-	150.72	782.45	78.00 PARKING	1,153.00	
FIGUEROA	LOURDES	9/8-9/9/14	CLASSIFICATION & COMP TRAINING	SANTA BARBARA, CA	210.00	79.02	209.20	8.00 PARKING	562.67	
FIGUEROA	LOURDES	9/23/14	HR RESPONSIBILITIES SEMINAR	LOS ANGELES, CA	149.00		22.32	14.00 PARKING	185.32	
FIGUEROA	LOURDES	10/13-10/14/14	CLASSIFICATION & COMP TRAINING	SANTA BARBARA, CA	210.00	79.01	203.28	19.00 PARKING	578.20	
FIGUEROA	LOURDES	10/21/14	JOB ANALYSIS TRAINING	PASADENA, CA	159.00	16.90	9.24	10.00 PARKING	195.14	
FIGUEROA	LOURDES	11/5/14	CPS RECRUITMT&SELECTN TRNG	SANTA BARBARA, CA	150.00	79.02	12.15		241.17	
FIGUEROA	LOURDES	12/16/14	CPS EMPLOYEE RELATIONS TRNG	PASADENA, CA	159.00	16.91	20.00	10.00 PARKING	205.91	
FIGUEROA	LOURDES	3/12/15	SCPMA HR CONFERENCE	ALHAMBRA, CA	79.00	24.75			103.75	
								<b>Sub-Total</b>	<b>1,968.41</b>	
GARMAN	TRAVIS	9/29-10/1/14	AWWA CS WORKSHOP	SAN DIEGO, CA	395.00		186.24		696.70	
GARMAN	TRAVIS	2/10/15	PROJECT MANAGEMENT WRKSHOP	OXNARD, CA	159.00				159.00	
								<b>Sub-Total</b>	<b>855.70</b>	
GIL	JOHN	11/20/14	AUTOMATION TRAINING	ORANGE, CA	275.00				275.00	
GONZALEZ	SALVADOR	7/14-7/18/14	BACKFLOW TESTER COURSE	LOS ANGELES, CA	1,000.00	76.72	52.00		1,128.72	
GONZALEZ	SALVADOR	12/3-12/4/14	AWWA WTR USE EFF GRD1 WKSHP	RANCHO CUCAMONG	375.00	122.61	16.61		514.22	
								<b>Sub-Total</b>	<b>1,642.94</b>	
HAMILTON	MICHAEL	11/6/14	GAAP UPDATE WEBINAR	CALABASAS, CA	125.00				125.00	
HAND	MIKE	6/9/15	AWWA FIELD OPERATORS DAY	ANAHEIM, CA	145.00				145.00	
HELGAGER	JEFF	8/13/14	AWWA WATER EDU SEMINAR	ORANGE, CA	130.00				130.00	
JACKSON	STEVE	8/13/14	AWWA WATER EDU SEMINAR	ORANGE, CA	130.00				130.00	
JOHNSON	DARRELL	2/2-2/6/15	AMMS TRAINING	SAN DIEGO, CA	1,690.00	223.99	566.72	56.00 PARKING	2,754.70	
JOHNSON	DARRELL	4/28-5/1/15	CWEA CONFERENCE	SAN DIEGO, CA	475.00	174.80	510.39	57.00 PARKING	1,286.55	
								<b>Sub-Total</b>	<b>4,041.25</b>	
KORKOSZ	JAMES	11/19-11/20/14	AUTOMATION TRAINING	ORANGE, CA	525.00		566.72		525.00	
KORKOSZ	JAMES	2/2-2/6/15	AMMS TRAINING	SAN DIEGO	1,690.00		308.53	26.00 PARKING	2,473.91	
KORKOSZ	JAMES	4/14-4/16/15	ISC EXPO	LAS VEGAS, NV	80.00	184.78	83.01		682.32	
KORKOSZ	JAMES	6/2-6/3/15	CWEA E&I TEST RVWV PANEL	SAN DIEGO, CA		170.20	140.63		357.63	
KORKOSZ	JAMES	6/14-6/19/15	WONDERWEAR SCADA TRNG	SAN DIEGO, CA	2,785.00	85.65	638.00		3,585.48	
								<b>Sub-Total</b>	<b>7,624.34</b>	

**LAS VIRGENES MUNICIPAL WATER DISTRICT  
REPORTABLE EXPENSE REIMBURSEMENTS  
FOR FISCAL YEAR ENDED JUNE 30, 2015**

NAME		DATE	EVENT	CONFERENCES & OTHER MEETINGS ATTENDED				OTHER EXPENSES EXPLANATION	TOTAL
LAST	FIRST			LOCATION	REGISTRATION	TRAVEL	LODGING		
KUHLMAN	KEN	6/9/15	AWWA FIELD OPERATORS DAY	ANAHEIM, CA	125.00				<b>125.00</b>
LILLIO	JOSEPH	9/4/14	INVESTMENT ACCTG & GASB 68	CARSON, CA	75.00	49.22			124.22
LILLIO	JOSEPH	9/21-9/24/14	CSMFO PLANNING SESSION	MONTEREY, CA		337.12		10.00 PARKING	347.12
LILLIO	JOSEPH	10/7-10/10/14	ANNL CA PUBLIC FINANCE CONF	SAN DIEGO, CA	170.00	171.92	841.02	139.90 PARKING/INTERNET	1,375.21
LILLIO	JOSEPH	11/6/14	GAAP UPDATE WEBINAR	CALABASAS, CA	125.00				125.00
LILLIO	JOSEPH	11/17-11/18/14	LAIF CONFERENCE	SACRAMENTO, CA	100.00	195.81	178.40	9.95 INTERNET	534.61
LILLIO	JOSEPH	12/11/14	WNDE ANNL TAX SEMINAR	ONTARIO, CA	295.00	77.17			372.17
LILLIO	JOSEPH	2/18-2/21/14	CSMFO ANNUAL CONFERENCE	MONTEREY, CA	350.00	335.23	619.35	45.00 PARKING	1,389.83
LILLIO	JOSEPH	4/14-4/17/15	CMTA ANNUAL CONFERENCE	IRVINE, CA	405.00	82.34	471.72	99.00 PARKING	1,108.68
LIPPMAN	DAVID	9/6-9/10/14	WATERUSE SYMPOSIUM	DALLAS, TX	589.00	454.96	871.36	60.40 INTERNET	<b>5,376.84</b>
LIPPMAN	DAVID	11/5-11/7/14	ASDSO SEMINAR	AUSTIN, TX	850.00	404.20	652.05	105.19 PARKING/INTERNET	2,068.16
LIPPMAN	DAVID	2/23-2/27/15	LEGISLATIVE MEETING	WASHINGTON DC		757.63	1,758.72	116.39 PARKING	2,072.29
LIPPMAN	DAVID	6/6-6/9/15	AWWA ANNUAL CONF&EXPO	ANAHEIM, CA	790.00		579.15	45.00 PARKING	2,756.08
									<b>Sub-Total 1,475.99</b>
MAGANA	MARIO	6/9/15	AWWA FIELD OPERATORS DAY	ANAHEIM, CA	125.00				<b>125.00</b>
MATTHEWS	HAROLD	10/7/14	MISAC 2014 CONF	GARDEN GROVE, CA	175.00				<b>175.00</b>
MCINTYRE	MICHAEL	11/19-11/20/14	AUTOMATION TRAINING	ORANGE, CA	525.00				<b>525.00</b>
MURRAY	RAY	11/19/14	AUTOMATION TRAINING	ORANGE, CA	275.00				<b>275.00</b>
PALMA	CAROL	11/18-11/21/14	CIS CONFERENCE	SAN DIEGO, CA	850.00		628.35	60.00 PARKING	<b>1,554.31</b>
PANIAGUA	SHERRI	10/26-10/29/14	CALPERS EDUCATIONAL FORUM	RIVERSIDE, CA	350.00	95.03	322.23	36.95 PARKING/INTERNET	874.05
PANIAGUA	SHERRI	11/17-11/21/14	CALPERA CONF	MONTEREY, CA	645.00	462.19	967.52	82.78 PARKING/TELCOMM	2,211.09
PANIAGUA	SHERRI	12/2-12/5/14	ACWA FALL CONFERENCE	SAN DIEGO, CA	655.00	169.38	638.52	90.00 PARKING	1,629.84
PANIAGUA	SHERRI	2/6/15	CALPERA CNF PRGRM CMTEE MTG	OAKLAND, CA		155.20		23.00 PARKING	178.20
PANIAGUA	SHERRI	3/4-3/6/15	LCW EMPLOYMENT LAW CONF	ANAHEIM, CA	500.00	68.13	299.52	24.00 PARKING	921.93
PANIAGUA	SHERRI	3/12/15	SCPMA-HR CONFERENCE	ALHAMBRA, CA	79.00	45.57			124.57
PANIAGUA	SHERRI	5/4-5/9/14	ACWA SPRING CONFERENCE	MONTEREY, CA	635.00	275.68	670.86	70.85 PARKING/INTERNET	1,749.09
									<b>Sub-Total 7,688.77</b>
PATTERSON	DONALD	11/3-11/7/14	PRIMA CONFERENCE	LOUISVILLE, KY	875.00	578.41	806.70	96.24 PARKING	2,461.93
PATTERSON	DONALD	2/16-2/20/15	CSMFO ANNUAL CONFERENCE	MONTEREY, CA	350.00	359.97	361.32	42.00 PARKING	1,195.98
PATTERSON	DONALD	3/19-3/20/15	CPFO EXAM-GFOA	SAN DIEGO, CA		164.01	60.77		224.78
PATTERSON	DONALD	5/29-6/2/15	GFOA ANNUAL CONF	PHILADELPHIA, PA	380.00	531.33	900.92	60.00 PARKING	2,060.57
									<b>Sub-Total 5,943.26</b>

**LAS VIRGENES MUNICIPAL WATER DISTRICT  
REPORTABLE EXPENSE REIMBURSEMENTS  
FOR FISCAL YEAR ENDED JUNE 30, 2015**

NAME		DATE		EVENT		CONFERENCES & OTHER MEETINGS ATTENDED				OTHER EXPENSES		TOTAL
LAST	FIRST					LOCATION	REGISTRATION	TRAVEL	LODGING	MEALS	EXPLANATION	
PEDERSEN	DAVID	10/23/14		SOCAL WTR COMTEE ANNL MTG		UNIVERSAL CITY, CA	200.00				11.00 PARKING	211.00
PEDERSEN	DAVID	12/2-12/5/14		ACWA FALL CONFERENCE		SAN DIEGO, CA	695.00	400.50	739.11	57.50	95.76 PRKG/FEDEX/COPY	1,587.37
PEDERSEN	DAVID	1/15/15		WATER RATE WORKSHOP		SAN FRANCISCO, CA		452.90	1,529.72	10.74	30.00 PARKING	441.24
PEDERSEN	DAVID	2/24-2/27/15		LEGISLATIVE MEETING		WASHINGTON DC		63.31		138.25	9.50 INTERNET	2,130.37
PEDERSEN	DAVID	3/15-3/17/15		WATEREUSE CONF		LOS ANGELES, CA	395.00				10.00 PARKING	468.31
PEDERSEN	DAVID	3/23-3/26/15		AEHS CONFERENCE		SAN DIEGO, CA	125.00					125.00
PEDERSEN	DAVID	5/6-5/8/15		ACWA SPRING CONFERENCE		SACRAMENTO, CA	825.00	286.60	447.24	34.60	44.00 PARKING/WIFI	1,637.44
PEDERSEN	DAVID	5/14/15		HEAL THE BAY AWARDS GALA		SANTA MONICA, CA	500.00					500.00
PETERS	DEBORAH	12/2-12/3/14		ACWA FALL CONFERENCE		SAN DIEGO, CA	370.00	173.60	212.84	63.14		<b>Sub-Total</b>
PETERS	DEBORAH	5/14-5/17/15		SOLAR CUP EVENT		TEMECULA, CA		188.31	343.84		30.00 PARKING	849.58
											30.82 GROCERIES	562.97
												<b>Sub-Total</b>
REINHARDT	JEFF	7/15/14		CASA MEETING		SACRAMENTO, CA		388.77			10.00 PARKING	398.77
REINHARDT	JEFF	8/19-8/22/14		CASA ANNUAL CONFERENCE		MONTEREY, CA	500.00	344.62	518.00	50.74	48.00 PARKING	1,461.36
REINHARDT	JEFF	9/10/14		ACWA COMMITTEE MEETING		SACRAMENTO, CA		451.75			10.00 PARKING	461.75
REINHARDT	JEFF	12/2-12/5/14		ACWA FALL CONFERENCE		SAN DIEGO, CA	695.00	173.60	638.52	52.18	90.00 PARKING	1,597.12
REINHARDT	JEFF	1/21-1/23/15		CASA WINTER CONFERENCE		PALM SPRINGS, CA	500.00	158.82	398.72	40.36	20.00 PARKING	697.66
REINHARDT	JEFF	3/4-3/5/14		ACWA LEGISLATIVE SYMPOSIUM		SACRAMENTO, CA	225.00	229.30	183.00	14.83	10.00 PARKING	328.37
REINHARDT	JEFF	3/18/15		ACWA COMMUNICATN COMMITTEE		SACRAMENTO, CA	695.00	393.34	669.75	60.38	55.00 PARKING/INTERNET	1,873.47
REINHARDT	JEFF	5/5-5/8/15		ACWA SPRING CONFERENCE		SACRAMENTO, CA		188.66	133.28	20.78		342.72
REINHARDT	JEFF	5/16-5/17/15		SOLAR CUP EVENT		TEMECULA, CA						
REINHARDT	JEFF	6/25-6/26/15		CASA MEETING		SACRAMENTO, CA		318.10		7.02	10.00 PARKING	335.12
												<b>Sub-Total</b>
REED	KEN	8/13/14		AWWA WATER EDU SEMINAR		ORANGE, CA	130.00					130.00
REED	KEN	6/9/15		AWWA FIELD OPERATORS DAY		ANAHEIM, CA	125.00					125.00
												<b>Sub-Total</b>
ROBERTS	JUDY	5/7/15		CSMFO INTRMDT GOVT ACCTNG		BEVERLY HILLS, CA	150.00	30.48				180.48
SMITH	AMANDA	11/18-11/21/14		CIS USER CONFERENCE		SAN DIEGO, CA	850.00		662.54	15.96		<b>1,528.50</b>
SPEAR	ANDREW	11/18-11/21/14		CIS USER CONFERENCE		SAN DIEGO, CA	850.00		628.35	40.29		1,518.64
SPEAR	ANDREW	12/2-12/4/14		QUEST JDE CONFERENCE		DENVER, CO	628.00	564.00	364.90	45.81	69.00 PARKING	1,671.71
												<b>Sub-Total</b>
												<b>Grand Total</b>
												<b>125,600.81</b>



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

# MWD MEETING AGENDA

## Regular Board Meeting

December 8, 2015

12:00 p.m. – Board Room

Tuesday, December 8, 2015 Meeting Schedule		
7:00-8:00 a.m.	Rm. 1-101	Dir's. Computer Training
9:00 a.m.	Rm. 2-145	L&C
10:30 a.m.	Rm. 2-456	OP&T
12:00 p.m.	Board Room	Board Meeting

MWD Headquarters Building

• 700 N. Alameda Street

• Los Angeles, CA 90012

### 1. Call to Order

- (a) Invocation: Paula Hubbard, Accounting Technician II, Chief Financial Officer Group
- (b) Pledge of Allegiance: Director Brett Barbre

### 2. Roll Call

### 3. Determination of a Quorum

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

### 5. OTHER MATTERS

- A. Approval of the Minutes of the Meeting for November 10, 2015. (A copy has been mailed to each Director)  
Any additions, corrections, or omissions
- B. Report on Directors' events attended at Metropolitan expense for month of November

- C. Approve committee assignments
- D. Chairman's Monthly Activity Report

## 6. DEPARTMENT HEADS' REPORTS

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

## 7. CONSENT CALENDAR ITEMS — ACTION

- 7-1** Appropriate \$1.87 million; and authorize replacement of hydraulic control valves at Garvey Reservoir (Approp. 15480). E&O)

**Recommendation:**

**Option #1:**

**Adopt the CEQA determination that the proposed action is categorically exempt from CEQA, and**

- a. Appropriate \$1.87 million; and**
- b. Authorize replacement of two hydraulic control valves at Garvey Reservoir.**

- 7-2** Appropriate \$1.83 million; and authorize design and procurement to complete the La Verne Shops Upgrades (Approp. 15395). (E&O)



**Recommendation:**

**Option #1:**

**Adopt the CEQA determination that the proposed action has been previously addressed in the certified EIR, SOC, MMRP, Addendum No. 1, and Addendum No. 7, and that no further environmental analysis or documentation is required, and**

- a. Appropriate \$1.83 million; and**
- b. Authorize design and procurement to complete the La Verne Shops Upgrades.**

- 7-3** Approve Administrative Code amendments to increase the competitive procurement threshold amount and the membership approval authority. (L&C)

**Recommendation:**

**Option #1:**

**Adopt the CEQA determination that the proposed actions are not defined as projects and are not subject to CEQA, and approve the amendments to the Administrative Code set forth in Attachment 2 of the board letter to reflect the change recommended in the letter.**

- 7-4 Authorize amendments to the Administrative Code to eliminate the Replenishment Service and Interim Agricultural Water Programs, and modify provision relating to Estimates of Water Requirements. (L&C)  
**(To be mailed separately)**

- 7-5** Appropriate \$500,000; and authorize condition assessment and design to replace employee housing along the Colorado River Aqueduct (Approp. 15495). (E&O)

**Recommendation:**

**Option #1:**

**Adopt the CEQA determination that the proposed action is categorically exempt, and**

- a. Appropriate \$500,000; and**
- b. Authorize a condition assessment of employee housing along the Colorado River Aqueduct and design of eight new houses.**

**(END OF CONSENT CALENDAR)**

## 8. OTHER BOARD ITEMS — ACTION

- 8-1** Appropriate \$23.9 million; award \$15.8 million contract to Morrow-Meadows Corporation for the Stage 1 electrical upgrades at the Joseph Jensen Water Treatment Plant; and approve the Jensen Solar Power Plant project for purposes of the California Environmental Quality Act (Approps. 15442 & 15391). (E&O)

**Recommendation:**

**Option #1:**

**Adopt the CEQA determinations that the proposed actions are categorically exempt from CEQA, approve the Jensen Solar Power Plant project, and**

- a. Appropriate \$23.9 million; and**
- b. Award \$15.8 million contract to Morrow-Meadows Corporation for the Stage 1 electrical upgrades at the Jensen plant.**

- 8-2** Appropriate \$4.9 million; and authorize design of Stage 2 repairs to the Lakeview Pipeline (Approp. 15480). (E&O)

**Recommendation:**

**Option #1:**

**Adopt the Mitigated Negative Declaration for the proposed project, adopt the Mitigation Monitoring and Reporting Program, approve the project, and**

- a. Appropriate \$4.9 million; and**
- b. Authorize design of Stage 2 repairs to the Lakeview Pipeline.**

- 8-3** Appropriate \$4.1 million; and authorize agreement with Southern California Edison International, LLC to coordinate relocation of the Middle Feeder within the city of Monterey Park (Approp. 15480). (E&O)

**Recommendation:**

**Option #1:**

**Adopt the CEQA determination that the proposed action is not defined as a project and is categorically exempt, and**

- a. Appropriate \$4.1 million; and**
- b. Authorize the General Manager to execute an agreement with SCE for relocation of the Middle Feeder, in accordance with the provisions contained in the board letter and in a form approved by the General Counsel.**

**8-4** Adopt Legislative Priorities for 2016. (C&L)

**Recommendation:**

**Option #1:**

**Adopt the CEQA determination that the proposed action is not defined as a project under CEQA and is not subject to CEQA, and adopt the Legislative Priorities for 2016.**

**8-5** Express opposition to the “No Blank Checks” initiative. (C&L)

**Recommendation:**

**Option #1:**

**Adopt the CEQA determination that the proposed action is not defined as a project and is not subject to CEQA, and authorize the General Manager to oppose the No Blank Checks initiative.**

**8-6** Report on *San Diego County Water Authority v. Metropolitan Water District of Southern California, et al.*, San Francisco County Superior Court Case Nos. CPF-10-510830, CPF-12-512466 and CPF-14-514004; and in connection with these matters authorize an increase in maximum amount payable under contracts for legal services with Quinn Emanuel Urquhart & Sullivan, LLP in the amount of \$450,000 for a total amount not to exceed \$5,950,000, and authorize increase in maximum amount payable under contract for legal services with Horvitz & Levy, LLP by \$200,000 to an amount not to exceed \$300,000. (L&C)

**[Conference with legal counsel—existing litigation; to be heard in closed session pursuant to Gov. Code Section 54956.9(d)(1)]**

**(To be mailed separately)**

**8-7** Report on Metropolitan’s involvement in the Omega Chemical Corporation Superfund Site, request authority to enter into a consent decree for a partial settlement with the U.S. Environmental Protection Agency as part of a group of potentially responsible parties, and delegate authority to the General Manager with the approval of the General Counsel to enter into future partial settlements. (L&C)

**[Conference with legal counsel—anticipated litigation; to be heard in closed session pursuant to Gov. Code Section 54956.9(d)(2)]**

**(To be mailed separately)**

## 9. BOARD INFORMATION ITEMS

None

## 10. FUTURE AGENDA ITEMS

## 11. ADJOURNMENT

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

Each agenda item with a committee designation will be considered and a recommendation may be made by one or more committees prior to consideration and final action by the full Board of Directors. The committee designation appears in parentheses at the end of the description of the agenda item e.g., (E&O, F&I). Committee agendas may be obtained from the Board Executive Secretary.

Writings relating to open session agenda items distributed to Directors less than 72 hours prior to a regular meeting are available for public inspection at Metropolitan's Headquarters Building and on Metropolitan's Web site <http://www.mwdh2o.com>.

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