



**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

March 28, 2017

**PLEDGE OF ALLEGIANCE**

- 1 **CALL TO ORDER AND ROLL CALL**
- 2 **APPROVAL OF AGENDA**
- 3 **PUBLIC COMMENTS**

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

4 **CONSENT CALENDAR**

A **List of Demands: March 28, 2017 (Pg. 4)**

Approve

B **Minutes: Regular Meeting of March 14, 2017 (Pg. 31)**

Approve

C **Monthly Cash and Investment Report: February 2017 (Pg. 39)**

Receive and file the Monthly Cash and Investment Report for February 2017.

D **Request to Increase Annual Purchase Orders: Two Vendors (Pg. 50)**

Approve a \$25,000 increase, from \$35,000 to \$60,000, in the annual purchase order for Consolidated Electrical Distributors and a \$15,000 increase, from \$35,000 to \$50,000, in the annual purchase order for Hach Company.

E **Customer Information System: Upgrade to CIS Infinity Version 4 (Pg. 52)**

Authorize the General Manager to approve a purchase order to Advanced Utility Systems, in the amount of \$129,250, for the upgrade of CIS Infinity to Version 4.

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

A **Legislative and Regulatory Updates**

B **Water Supply Conditions and Drought Response (Pg. 54)**

6 **TREASURER**

7 **FACILITIES AND OPERATIONS**

A **Potable Water Air-Vacuum Release Valves Relocation: Call for Bids (Pg. 58)**

Find that the work is categorically exempt from the California Environmental Quality Act and approve the issuance of a Call for Bids for the Potable Water Air-Vacuum Release Valves Relocation Project.

B **2016 Bioassessment Monitoring Report: Approval of Purchase Order (Pg. 64)**

Authorize the General Manager to approve a purchase order to Aquatic Bioassay Consulting Laboratories, Inc., in the amount of \$43,351, for the 2016 bioassessment monitoring report.

C **Assessor Parcel No 4448-026-050: Annexation (Pg. 68)**

Approve in concept the annexation of APN No. 4448-026-050 into the District's service area.

8 **FINANCE AND ADMINISTRATION**

A **Travel Expense Policy: Proposed Update (Pg. 73)**

Adopt the proposed update to the Travel Expense Policy.

B **Request for Proposals for Employee Total Compensation Study (Pg. 83)**

Authorize the issuance of a Request for Proposals to conduct an employee total compensation study.

9 **INFORMATION ITEMS**

- A **Website Hosting and Maintenance Services: Correction to Contract Duration (Pg. 102)**

10 **NON-ACTION ITEMS**

- A **Organization Reports**

(1) MWD Representative Report

(2) Other

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

- C **General Manager Reports**

(1) General Business

(2) Follow-Up Items

- D **Director's Comments**

11 **FUTURE AGENDA ITEMS**

12 **PUBLIC COMMENTS**

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13 **CLOSED SESSION**

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

Las Virgenes Municipal Water District v. The Harp, LLC, dba NuLife Treatment Centers

14 **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 : March 28, 2017

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. 75416 through 75533 were issued in the total amount of \$ 873,764.55

Payments through wire transfers as follows:

None

Total payments \$ 873,764.55

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

**CHECK LISTING FOR BOARD MEETING  
03/28/17**

Company Name	Company No.	Check No.		Total
		75416 thru 75473 03/14/17	75474 thru 75533 03/21/17	
		Amount	Amount	
Potable Water Operations	101	42,188.06	6,315.82	48,503.88
Recycled Water Operations	102	351.84		351.84
Sanitation Operations	130	6,553.40	60,578.81	67,132.21
Potable Water Construction	201			0.00
Water Conservation Construction	203			0.00
Sani- Construction	230			0.00
Potable Water Replacement	301	57,053.38	114,294.27	171,347.65
Reclaimed Water Replace	302			0.00
Sanitation Replacement	330		54,361.25	54,361.25
Internal Service	701	41,767.02	72,549.58	114,316.60
JPA Operations	751	199,790.82	97,380.94	297,171.76
JPA Construction	752			0.00
JPA Replacement	754	50,666.77	69,912.59	120,579.36
<b>Total Printed</b>		<b>398,371.29</b>	<b>475,393.26</b>	<b>873,764.55</b>

**Voided Checks/payment stopped:**

				0.00
<b>Total Voids</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Total</b>		<b>398,371.29</b>	<b>475,393.26</b>	<b>873,764.55</b>

Batch Number - 252016

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Lim	Key Co	Amount	Invoice Number
75416	03/14/17	2317	ACORN NEWSPAPER	LEGAL AD 2/23/17	PV	150878	001	00701	111.00	M-0632
				Payment Amount					111.00	
75417	03/14/17	19993	ALEXANDER'S CONTRACT SERVICES, INC.	2/4-2/24/17 METER READS	PV	150794	001	00701	17,910.17	101101
				Payment Amount					17,910.17	
75418	03/14/17	5625	ASSOC. OF WATER AGENCIES OF VENTURACO	CCWJUC LNCH 2/22/17 (3)	PV	150864	001	00701	70.00	06-9710
				Payment Amount					70.00	
75419	03/14/17	2869	AT&T	CCWJUC LNCH 2/22/17 (3)	PV	150864	002	00701	35.00	06-9710
				Payment Amount					35.00	
75420	03/14/17	20686	RON BISKIN	SRV 2/25-3/24/17	PV	150888	001	00101	108.81	0192/022517
				Payment Amount					108.81	
75421	03/14/17	5405	CALOLYMPIC SAFETY	RFND CR BAL CLOSED A/C	PV	150947	001	00101	1,407.32	071528
				Payment Amount					1,407.32	
75422	03/14/17	2513	CAPCO ANALYTICAL SERVICES	HALFMASK RESPIRATORS	PV	150910	001	00701	261.03	358990
				Payment Amount					261.03	
75423	03/14/17	2541	CITY OF WESTLAKE VILLAGE	2/15/17 SAMPLING	PV	150810	001	00701	345.00	170373
				Payment Amount					345.00	
75424	03/14/17	19270	COMMUNICATION S RELAY, LLC	PERMIT-OAK CRST DR	PV	150898	001	00751	290.00	16/17-038
				Payment Amount					290.00	
75425	03/14/17	4586	CONSOLIDATED ELECTRICAL DISTRIBUTORS	PERMIT-VILLAG E CTR DR	PV	150955	001	00751	290.00	16/17-042
				Payment Amount					290.00	
				3/17 SITE RNT-COM RELAY	PV	150953	001	00701	936.36	56442
				Payment Amount					936.36	
				A BANNL TECH SUPT SUB	PV	150799	001	00751	1,980.00	9009-747210
				Payment Amount					1,980.00	
				2 VFD'S	PV	150908	001	00701	13,228.57	9009-74557
				Payment Amount					13,228.57	

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	TY	Document Number	Key Item Co	Amount	Invoice Number
75426	03/14/17	16364	D&H WATER SYSTEMS INC.	W&T MTR	PV	150877	001 00751	250.99	12017-0182
				ANALYZERS				15,208.57	
				Payment Amount					
75427	03/14/17	18441	EMPLOYEE RELATIONS NETWORK	BCKGRND CHK-K HERNANDEZ	PV	150985	001 00701	86.35	77912
				Payment Amount				250.99	
75428	03/14/17	19397	FIRST CHOICE SERVICES	HQ COFFEE SUPPLIES	PV	150989	001 00701	170.61	255692
				OPS COFFEE SUPPLIES	PV	150990	001 00701	88.73	255693
				RLV COFFEE SUPPLIES	PV	150991	001 00701	44.03	255694
				TAPIA COFFEE SUPPLIES	PV	150992	001 00701	77.91	255695
				Payment Amount				381.28	
75429	03/14/17	2660	FISHER SCIENTIFIC	ELECTD/SENSOR	PV	150986	001 00701	361.71	1222928
				S	PV	150987	001 00701	193.27	1052653
				6CS TUBE CULT DSP					
				Payment Amount				554.98	
75430	03/14/17	6770	G.I. INDUSTRIES	2/16--2/26/17 RLV 25YD DISP	PV	150994	001 00701	431.55	2800736-0283-9
				2/16--2/26/17 RLV 10YD DISP	PV	150995	001 00701	277.82	2800732-0283-8
				2/16--2/26/17 SHOP DISP	PV	150996	001 00701	75.00	2800731-0283-0
				3/17 WLK DISP	PV	150997	001 00701	262.50	2426463-0283-4
				3/17 DISP @ HQ & SHOP	PV	150998	001 00701	626.90	2800657-0283-7
				3/17 RLV FARM DISP	PV	150999	001 00701	85.08	2800656-0283-9
				3/17 RLV DISP	PV	151000	001 00701	85.08	2800655-0283-1

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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		
				3/17 TAPIA	PV	151001	001	00701	520.47	2527567-0283-0		
				GRIT DISP								
				3/17 TAPIA	PV	151002	001	00701	748.51	2527566-0283-2		
				DISP								
				Payment Amount							3,112.91	
75431	03/14/17	2701	GRAINGER, INC.	TOOLS P/S	PV	150800	001	00701	69.18	9354049455		
				REBUILDS								
				CARBIDE HOLE CUTTER	PV	150803	001	00701	48.51	9349872037		
				2 FLUKE VLTG DETECTORS	PV	150804	001	00701	86.13	9349251877		
				1/2 HP FAN MOTOR	PV	150805	001	00751	414.99	9353454565		
				FLUKE BATTERY PACK	PV	150806	001	00701	139.96	9354049448		
				1/2 HP GEAR MOTOR	PV	150807	001	00751	577.85	9353454573		
				Payment Amount							1,336.62	
75432	03/14/17	2705	HACH COMPANY	NITRATAX W/1YR WRNTY	PV	150809	001	00701	20,531.24	10335388		
				Payment Amount							20,531.24	
				Payment Amount							2,103.61	
75433	03/14/17	4525	HARRINGTON INDUSTRIAL PLASTICS INC.	FERRIC PMP FLTR-TAPIA	PV	150868	001	00751	2,103.61	005B2916		
				Payment Amount							2,103.61	
				Payment Amount							2,103.61	
75434	03/14/17	18646	HDR ENGINEERING,	5/29-9/30/16 WLKFLT PLT	PV	150882	001	00701	45,284.40	1200015587		
				Payment Amount							45,284.40	



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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
75435	03/14/17	20667	HV FUND, LLC	5/29-9/30/16 WLK P/S	PV	150883	001	00701	3,141.37	1200015587
				10/1/16-2/4/1 7 WLK FLT	PV	150884	001	00701	8,196.23	1200035761
				10/1/16-2/4/1 7 WLK P/S	PV	150885	001	00701	431.38	1200035761
				Payment Amount				57,053.38		
				RFND DEP ON	PV	150948	001	00101	1,138.17	9998767
				CLOSING BILL						
				Payment Amount				1,138.17		
75436	03/14/17	2727	IDEXX LABORATORIES	2 COLLERT	PV	150802	001	00701	2,028.12	3012885532
				MEDIA						
				6447 IDEXX LABORATORIES						
				P. O. BOX 101327						
				ATLANTA GA 30392-1327						
				Payment Amount				2,028.12		
75437	03/14/17	2997	J G TUCKER & SONS	PORT 4 GAS	PV	150900	001	00751	313.85	4732
				MONTR RPR						
				Payment Amount				313.85		
75438	03/14/17	3083	JCI JONES CHEMICALS, INC	4,280 GAL	PV	150808	001	00701	5,692.40	714206
				BISULFITE						
				13647 JCI JONES CHEMICALS, INC						
				P.O. BOX 636877						
				CINCINNATI OH 45263-6877						
				Payment Amount				5,692.40		
75439	03/14/17	19199	VERA KLEYBERG	RFND CR BAL	PV	150945	001	00101	51.07	0699399
				CLOSED A/C						
				Payment Amount				51.07		
75440	03/14/17	17447	KONECRANES INC.	RPL WRE RPE	PV	150867	001	00751	1,799.05	NLA01172542
				INFL CRANE						
				Payment Amount				1,799.05		
75441	03/14/17	3352	LAS VIRGENES MUNICIPAL WATER DISTRICT	RWPS	PV	150889	001	00701	65.32	2645/030117
				1/25-2/23/17						
				BLDG 8 RW	PV	150890	001	00701	123.42	2646/030117
				1/25-2/23/17						
				HQ BLDG 8 RW	PV	150891	001	00701	64.13	2652/030117

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
75442	03/14/17	19396	JAY LEWITT	1/25--2/23/17 BLDG 7/RW SRV	PV	150892	001	00701	123.86	2655/030117
				1/25--2/23/17 IND HILLS TNK	PV	150893	001	00751	13.04	0558/030117
				1/25--2/27/17 MORRSN P/S	PV	150894	001	00751	13.04	0331/030117
				1/26--2/27/17 WLF FLT	PV	150895	001	00101	312.64	0909/030117
				1/26--2/23/17 WLK FLT	PV	150896	001	00101	108.86	0907/030117
				1/26--2/23/17 SRV	PV	150988	001	00101	35.14	0254/030817
				2/3--3/3/17 JSMTH PS						
				Payment Amount				859.45		
75443	03/14/17	20410	MESSINA AND ASSOCIATES	MILG-CASA CONF	PV	150950	001	00701	140.79	2/28/17
				1/17--1/20/17						
				Payment Amount				140.79		
				SRV THROUGH	PV	150929	001	00701	1,711.25	FEB 17 LVMWD
				2/28/17						
				Payment Amount				1,711.25		
75444	03/14/17	20688	MYERS AND SONS CONSTRUCTION LP	OVERPYMT ON	PV	150949	001	00101	2,079.55	9998687
				CLOSED ACCT						
				Payment Amount				2,079.55		
75445	03/14/17	16687	NEWBURY PARK TREE SERVICE, INC.	RMV TREE BY	PV	150801	001	00751	780.00	11168
				RCYCL F/S						
				Payment Amount				2,079.55		
75446	03/14/17	16372	OLIN CORPORATION - CHLOR ALKALI	4,922 GAL	PV	150842	001	00701	2,789.08	2286171
				HYPOCHLORITE						
				Payment Amount				780.00		
				16373 OLIN CORPORATION - CHLOR ALKALI						
				P.O. BOX 402766						
				ATLANTA GA 30384-2766						
				Payment Amount				2,789.08		
75447	03/14/17	8484	PRAXAIR DISTRIBUTION, INC	BRTHG GRD AIR	PV	150860	001	00101	158.47	76280474
				BTL RENT						

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Itm	Key Co	Amount	Invoice Number
All Payee 8898 PRAXAIR DISTRIBUTION INC. DEPT. LA 21511 PASADENA CA 91185-1511										
75448	03/14/17	2902	QUINN POWER SYSTEM	Payment Amount RPLC VLV GSKT TAPIA#1	PV	150861	001	00751	158.47 557.06	WON10007359
				RPLC VLV GSKT TAPIA#2	PV	150862	001	00751	557.06	WON10007360
75449	03/14/17	5752	REGISTRAR-REC ORDER/COUNTY CLERK	Payment Amount 11/8/16 GEN ELCTN SRV	PV	150951	001	00701	1,114.12 292.04	17-2016
75450	03/14/17	6756	SAWYER PETROLEUM	Payment Amount 580 GAL DIESEL 920 GAL DIESEL	PV	150840	001	00701	292.04 1,369.35	V113280
75451	03/14/17	3480	SIGN FACTORY	Payment Amount RAINBARREL ART PRNT-AHS	PV	150984	001	00701	3,695.97 268.78	15173
75452	03/14/17	2945	SKAUG TRUCK BODY WORKS	Payment Amount TOP OPN BOX-CONST TRUCK	PV	150863	001	00701	268.78 1,469.41	37989
75453	03/14/17	2957	SOUTHERN CALIFORNIA EDISON	Payment Amount RW P/S 1/31-3/2/17	PV	150879	001	00751	1,469.41 4,944.21	4500-42/03031 7
75454	03/14/17	2957	SOUTHERN CALIFORNIA EDISON	Payment Amount RW P/S 1/31-3/2/17	PV	150879	002	00751	4,944.20 9,888.41	4500-42/03031 7
				Payment Amount ENERGY FEB'17	PV	150897	001	00101	1,559.77	2869/030417
				ENERGY FEB'17	PV	150897	002	00101	24.55	2869/030417
				ENERGY FEB'17	PV	150897	003	00101	397.67	2869/030417
				ENERGY FEB'17	PV	150897	004	00101	23.31	2869/030417
				ENERGY FEB'17	PV	150897	005	00101	64.87	2869/030417
				ENERGY FEB'17	PV	150897	006	00101	17.77	2869/030417
				ENERGY FEB'17	PV	150897	007	00101	15.03	2869/030417
				ENERGY FEB'17	PV	150897	008	00101	10.02	2869/030417

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
ENERGY FEB'17					PV	150897	009	00101	23.31	2869/030417
ENERGY FEB'17					PV	150897	010	00101	26.05	2869/030417
ENERGY FEB'17					PV	150897	011	00101	24.55	2869/030417
ENERGY FEB'17					PV	150897	012	00101	2,510.98	2869/030417
ENERGY FEB'17					PV	150897	013	00101	5,566.31	2869/030417
ENERGY FEB'17					PV	150897	014	00101	47.64	2869/030417
ENERGY FEB'17					PV	150897	016	00101	702.58	2869/030417
ENERGY FEB'17					PV	150897	017	00101	23.09	2869/030417
ENERGY FEB'17					PV	150897	018	00101	125.80	2869/030417
ENERGY FEB'17					PV	150897	019	00101	2,655.76	2869/030417
ENERGY FEB'17					PV	150897	020	00101	11,795.53	2869/030417
ENERGY FEB'17					PV	150897	021	00101	47,182.14	2869/030417
ENERGY FEB'17					PV	150897	022	00101	12,610.70	2869/030417
ENERGY FEB'17					PV	150897	023	00101	50,442.79	2869/030417
ENERGY FEB'17					PV	150897	024	00101	26.19	2869/030417
ENERGY FEB'17					PV	150897	025	00101	500.86	2869/030417
ENERGY FEB'17					PV	150897	026	00101	483.25	2869/030417
ENERGY FEB'17					PV	150897	027	00101	4,541.23	2869/030417
ENERGY FEB'17					PV	150897	028	00101	47.52	2869/030417
ENERGY FEB'17					PV	150897	029	00101	224.64	2869/030417
ENERGY FEB'17					PV	150897	030	00101	513.82	2869/030417
ENERGY FEB'17					PV	150897	031	00101	1,682.95	2869/030417
ENERGY FEB'17					PV	150897	032	00101	26.74	2869/030417
ENERGY FEB'17					PV	150897	033	00101	1,807.84	2869/030417
ENERGY FEB'17					PV	150897	034	00101	27.83	2869/030417
ENERGY FEB'17					PV	150897	035	00101	234.56	2869/030417
ENERGY FEB'17					PV	150897	036	00101	25.63	2869/030417
ENERGY FEB'17					PV	150897	037	00101	3,202.24	2869/030417
ENERGY FEB'17					PV	150897	038	00101	1,120.58	2869/030417
ENERGY FEB'17					PV	150897	039	00101	952.83	2869/030417
ENERGY FEB'17					PV	150897	040	00101	1,654.02	2869/030417
ENERGY FEB'17					PV	150897	041	00101	4,019.11	2869/030417
ENERGY FEB'17					PV	150897	042	00101	7,730.36	2869/030417
ENERGY FEB'17					PV	150897	043	00101	2,891.73	2869/030417
ENERGY FEB'17					PV	150897	044	00101	936.10	2869/030417
ENERGY FEB'17					PV	150897	045	00101	71.66	2869/030417
ENERGY FEB'17					PV	150897	046	00101	23.31	2869/030417
ENERGY FEB'17					PV	150897	047	00101	319.62	2869/030417
ENERGY FEB'17					PV	150897	049	00101	40.29	2869/030417
ENERGY FEB'17					PV	150897	050	00101	565.54	2869/030417
ENERGY FEB'17					PV	150897	051	00101	1,114.73	2869/030417

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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
75455	03/14/17	2958	SOUTHERN CALIFORNIA GAS CO	ENERGY FEB17	PV	150897	052	00101	3,522.15	2869/030417
				ENERGY FEB17	PV	150897	053	00101	23.31	2869/030417
				ENERGY FEB17	PV	150897	054	00101	26.88	2869/030417
				ENERGY FEB17	PV	150897	055	00101	25.51	2869/030417
				ENERGY FEB17	PV	150897	056	00101	75.30	2869/030417
				ENERGY FEB17	PV	150897	057	00101	27.23	2869/030417
				ENERGY FEB17	PV	150897	058	00101	481.73	2869/030417
				ENERGY FEB17	PV	150897	059	00101	12.29	2869/030417
				ENERGY FEB17	PV	150897	060	00101	12.29	2869/030417
				ENERGY FEB17	PV	150897	061	00101	339.55	2869/030417
				ENERGY FEB17	PV	150897	063	00101	310.14	2869/030417
				ENERGY FEB17	PV	150897	064	00101	2,158.75	2869/030417
				ENERGY FEB17	PV	150897	065	00101	757.41	2869/030417
				ENERGY FEB17	PV	150897	066	00101	378.65	2869/030417
				Payment Amount				178,786.59		
75455	03/14/17	2958	SOUTHERN CALIFORNIA GAS CO	JBR P/S 1/31-3/2/17	PV	150957	001	00101	15.75	1200/030617
75456	03/14/17	11430	SPIESS CONSTRUCTION	Payment Amount	PV	150952	001	00754	15.75	
				RLS RTN-TWR CLRFR 2&3				37,438.20		10607/RTN RLS
75457	03/14/17	14479	STEPHEN'S VIDEO PRODUCTIONS	Payment Amount	PV	150795	001	00701	1,087.50	2-27-17
				VIDEO SRV JPA MTGS 2/17				543.75		2-26-17
75458	03/14/17	4595	THE COPY DEPARTMENT	Payment Amount	PV	150869	001	00701	152.10	1487378
				VIDEO SRV LV MTG FEB17				1,631.25		
75459	03/14/17	15427	THE GATEKEEPER	Payment Amount	PV	150899	001	00701	152.10	1457
				9 PRSSR REDCG STN DOCS				361.81		
75460	03/14/17	9505	TIRE MAN AGOURA	Payment Amount	PV	150880	001	00701	134.04	2059430
				1 TIRE VEH #873				402.11		2059481
				3 TIRES VEH #873				197.65		3202837
75461	03/14/17	7370	VALIN CORPORATION	Payment Amount	PV	150873	001	00751	536.15	
				FLNG ADPTR KIT@RNCHO						

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document		Key	Amount	Invoice Number
					Ty	Number			
				ASCO 2"	PV	150874	001 00751	502.05	3203862
				VALVE@RANCHO					
				ASCO 1"	PV	150875	001 00751	305.66	3205083
				VALVE@RANCHO					
				Payment Amount			1,005.36		
75462	03/14/17	2780	VALLEY NEWS GROUP	ADS DPLY	PV	150902	001 00101	280.00	2-9-17
				FEB/MAR					
				ADS DPLY	PV	150902	002 00101	80.00	2-9-17
				FEB/MAR					
				ADS DPLY	PV	150903	001 00101	280.00	2-16-17
				FEB/MAR					
				ADS DPLY	PV	150904	001 00701	220.00	3-2
				FEB/MAR					
				Payment Amount			860.00		
75463	03/14/17	3034	VORTEX INDUSTRIES	RPR DOOR #10	PV	150839	001 00701	490.00	01-1112196-1
				2/17/17					
				RPR REACTOR	PV	150845	001 00701	5,123.63	01-1106796-1
				DOOR #9					
				Payment Amount			5,613.63		
75464	03/14/17	3035	VWR SCIENTIFIC	7 CASES	PV	150838	001 00701	818.16	8047717568
				GLOVES					
				ELECTRD FLT	PV	150956	001 00701	504.03	8046907062
				BLB COMB					
				Alt Payee					
				3216 VWR INTERNATIONAL, INC					
				P. O. BOX 640169					
				PITTSBURGH PA 15264-0169					
				Payment Amount			1,322.19		
75465	03/14/17	19685	W. LITTEN INC.	SPRYFLD SRV	PV	150792	001 00701	3,882.51	11140
				2/12--2/18/17					
				SPRYFLD SRV	PV	150793	001 00701	1,764.26	11141
				2/19--2/25/17					
				Payment Amount			5,646.77		
75466	03/14/17	3037	WAITE BROS. PLUMBING	RPR TOILET @ TAPIA	PV	150993	001 00701	239.00	39444
				Payment Amount			239.00		
75467	03/14/17	10110	ABDUL WALI	RFND CR BAL	PV	150946	001 00101	29.20	052235
				CLOSED AVC					
				Payment Amount			29.20		
75468	03/14/17	18521	WALTON MOTORS & CONTROLS,	RPR MTR TAPIA SK DR #1	PV	150886	001 00751	1,526.78	38799

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
75469	03/14/17	18914	WECK LABORATORIES, INC.	Payment Amount LAB SRV @ TAPIA 1/18/17	PV	150909	001	00701	1,526.78 147.90	W7B0583-LV
75470	03/14/17	3047	WESCO DISTRIBUTION, INC.	Payment Amount SHIPPING INV 644238	PV	150870	001	00701	23.88	646204
Alt Payee 6443 WESCO DISTRIBUTION, INC PO BOX 31001-0465 PASADENA CA 91110-0465										
75471	03/14/17	3048	WEST COAST AIR CONDITIONING	Payment Amount PM SRV @ PW P/S 2/13/17	PV	150789	001	00701	23.88 115.00	S80968
75472	03/14/17	20683	PATRICIA WHITE CORPORATION	PRVNTV MAINT SRV RPRS@HQ BLDG 8 2/1/17 SRV @ TAPIA 2/1/17 PRVT MAINT PW P/S	PV	150790	001	00701	395.00 810.00 212.50 50.00	S81021 S80665 S80696 S80978
75473	03/14/17	3067	XEROX CORPORATION	Payment Amount RFND CR BAL-CLOSED A/C	PV	150798	001	00101	1,582.50 55.00	072660
75473	03/14/17	3067	XEROX CORPORATION	Payment Amount 1/17 LEASE - HQ & TAPIA 1/17 LEASE - HQ & TAPIA 1/17 LEASE - HQ & TAPIA 1/17 LEASE - HQ & TAPIA 1/17 LEASE - HQ & TAPIA 1/17 LEASE - HQ & TAPIA	PV	151040	001	00701	55.00 369.85 116.39 42.55 44.58 467.98 147.26	702058306 702058306 702058306 702058306 702058306 702058306 702058306

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Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document . . . Number	Key itm Co	Amount	Invoice Number
			HQ & TAPIA		PV	151040	007 00701	53.83	702058306
			1/17 LEASE -						
			HQ & TAPIA		PV	151040	008 00701	81.54	702058306
			1/17 LEASE -						
			HQ & TAPIA		PV	151040	009 00701	109.96	702058306
			1/17 LEASE -						
			HQ & TAPIA		PV	151040	010 00701	83.85	702058306
			1/17 LEASE -						
			HQ & TAPIA		PV	151040	011 00701	16.96	702058306
			1/17 LEASE -						
			HQ & TAPIA		PV	151040	012 00701	7.50	702058306
			1/17 LEASE -						
			HQ & TAPIA		PV	151040	013 00701	494.74	702058306
			1/17 LEASE -						
			HQ & TAPIA		PV	151040	014 00701	155.69	702058306
			1/17 LEASE -						
			HQ & TAPIA		PV	151040	015 00701	56.91	702058306
			1/17 LEASE -						
			HQ & TAPIA		PV	151040	016 00701	142.96	702058306
			1/17 LEASE -						
			HQ & TAPIA		PV	151040	017 00701	104.98	702058306
			1/17 LEASE -						
			HQ & TAPIA		PV	151040	018 00701	33.03	702058306
			1/17 LEASE -						
			HQ & TAPIA		PV	151040	019 00701	12.08	702058306
			1/17 LEASE -						
			HQ & TAPIA		PV	151041	001 00701	122.64	088298426
			LEASE-2/17						
			5945APT-OPS		PV	151041	002 00701	38.59	088298426
			LEASE-2/17						
			5945APT-OPS		PV	151041	003 00701	14.11	088298426
			LEASE-2/17						
			5945APT-OPS		PV	151041	004 00701	24.65	088298426
			LEASE-2/17						
			5945APT-OPS						
			Payment Amount					2,742.63	
			Total Amount of Payments Written					398,371.29	
			Total Number of Payments Written						58



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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Lim	Key Co	Amount	Invoice Number
75474	03/21/17	17361	ACCURATE FIRST AID SERVICES	FIRST AID SUPPLIES@HQ	PV	151069	001	00701	206.68	8900
				FIRST AID	PV	151070	001	00701	261.44	8901
				SUPPLIES@OPS	PV	151071	001	00701	354.25	8669
				FIRST AID	PV	151072	001	00701	405.32	8670
				SUPPLIES@RLV						
				1ST AID						
				SUPPLIES@TAPI						
				A						
				FIRST AID	PV	151073	001	00701	339.23	8899
				SUPPLIES@WLK						
				Payment Amount				1,566.92		
75475	03/21/17	2317	ACORN NEWSPAPER	FEB17 DISPLAY ADS	PV	150930	001	00751	1,679.86	870102022817
				FEB17	PV	150930	002	00751	1,546.68	870102022817
				DISPLAY ADS						
				Payment Amount				3,226.54		
75476	03/21/17	20389	AIRGAS SPECIALTY PRODUCTS	31,040 LB AQUAAMMONIA	PV	150943	001	00701	3,520.75	131478369
				Payment Amount				3,520.75		
				Alt Payee						
				20559 AIRGAS SPECIALTY PRODUCTS						
				P. O. BOX 934434						
				ATLANTA GA 31193-4434						
				Payment Amount				3,520.75		
75477	03/21/17	2869	AT&T	SRV	PV	151142	001	00101	19.91	0051/030517
				3/5-4/4/17						
				SRV	PV	151142	002	00101	292.37	0051/030517
				3/5-4/4/17						
				SRV	PV	151142	003	00101	110.67	0051/030517
				3/5-4/4/17						
				SRV	PV	151142	004	00101	125.14	0051/030517
				3/5-4/4/17						
				SRV	PV	151142	005	00101	1,213.91	0051/030517
				3/5-4/4/17						
				SRV	PV	151142	006	00101	6,715.80	0051/030517
				3/5-4/4/17						
				SRV	PV	151142	007	00101	1,251.65	0051/030517
				3/5-4/4/17						
				SRV	PV	151142	008	00101	110.67	0051/030517
				3/5-4/4/17						

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Payment Number	Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
3/5-4/4/17										
SRV					PV	151142	009	00101	80.86	0051/030517
3/5-4/4/17										
SRV					PV	151142	013	00101	56.33	0051/030517
3/5-4/4/17										
SRV					PV	151142	014	00101	110.67	0051/030517
3/5-4/4/17										
SRV					PV	151142	015	00101	110.67	0051/030517
3/5-4/4/17										
SRV					PV	151142	016	00101	110.93	0051/030517
3/5-4/4/17										
SRV					PV	151142	017	00101	110.67	0051/030517
3/5-4/4/17										
SRV					PV	151142	018	00101	110.67	0051/030517
3/5-4/4/17										
SRV					PV	151142	019	00101	110.67	0051/030517
3/5-4/4/17										
SRV					PV	151142	020	00101	110.67	0051/030517
3/5-4/4/17										
SRV					PV	151142	021	00101	110.67	0051/030517
3/5-4/4/17										
SRV					PV	151142	022	00101	110.67	0051/030517
3/5-4/4/17										
SRV					PV	151142	023	00101	110.67	0051/030517
3/5-4/4/17										
SRV					PV	151142	024	00101	110.67	0051/030517
3/5-4/4/17										
SRV					PV	151142	025	00101	111.46	0051/030517
3/5-4/4/17										
SRV					PV	151142	026	00101	110.67	0051/030517
3/5-4/4/17										
SRV					PV	151142	027	00101	110.93	0051/030517
3/5-4/4/17										
SRV					PV	151142	028	00101	110.67	0051/030517
3/5-4/4/17										
SRV					PV	151142	029	00101	110.67	0051/030517
3/5-4/4/17										
SRV					PV	151142	030	00101	110.67	0051/030517
3/5-4/4/17										
SRV					PV	151142	031	00101	110.67	0051/030517
3/5-4/4/17										
SRV										

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Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
				SRV	PV	151142	032	00101	55.34	0051/030517
				3/5--4/4/17						
				SRV	PV	151142	033	00101	55.33	0051/030517
				3/5--4/4/17						
				Payment Amount				12,081.35		
75478	03/21/17	20424	AT&T	RLV COGEN DSL	PV	151145	001	00751	65.88	5778/031017
				3/11--4/10/17						
				Payment Amount				65.88		
75479	03/21/17	9631	AT&T LONG DISTANCE	LONG DIST	PV	151138	001	00701	725.43	806368136/030417
				2/1-3/1/17						
				LONG DIST	PV	151138	002	00701	4.28	806368136/030417
				2/1-3/1/17						
				LONG DIST	PV	151138	003	00701	26.46	806368136/030417
				2/1-3/1/17						
				LONG DIST	PV	151138	004	00701	1.10	806368136/030417
				2/1-3/1/17						
				LONG DIST	PV	151138	005	00701	22.74	806368136/030417
				2/1-3/1/17						
				LONG DIST	PV	151138	006	00701	17.56	806368136/030417
				2/1-3/1/17						
				Payment Amount				797.57		
75480	03/21/17	16253	AT&T MOBILITY	SRV	PV	151139	001	00701	121.50	9332/030317
				2/4--3/3/17						
				SRV	PV	151139	002	00701	42.00	9332/030317
				2/4--3/3/17						
				SRV	PV	151139	003	00701	18.78	9332/030317
				2/4--3/3/17						
				SRV	PV	151139	004	00701	460.43	9332/030317
				2/4--3/3/17						
				SRV	PV	151139	005	00701	31.21	9332/030317
				2/4--3/3/17						
				SRV	PV	151139	006	00701	49.99	9332/030317
				2/4--3/3/17						
				SRV	PV	151139	007	00701	60.53	9332/030317
				2/4--3/3/17						
				SRV	PV	151139	008	00701	50.03	9332/030317
				2/4--3/3/17						
				SRV	PV	151139	009	00701	13.15	9332/030317
				2/4--3/3/17						
				SRV	PV	151139	010	00701	5.63	9332/030317
				2/4--3/3/17						

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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
				SRV	PV	151139	011	00701	244.33	9332/030317
				2/4--3/3/17						
				SRV	PV	151139	012	00701	337.62	9332/030317
				2/4--3/3/17						
				SRV	PV	151139	013	00701	31.21	9332/030317
				2/4--3/3/17						
				SRV	PV	151139	014	00701	380.48	9332/030317
				2/4--3/3/17						
				SRV	PV	151139	015	00701	35.78	9332/030317
				2/4--3/3/17						
				SRV	PV	151139	016	00701	49.99	9332/030317
				2/4--3/3/17						
				SRV	PV	151139	017	00701	31.21	9332/030317
				2/4--3/3/17						
				SRV	PV	151139	018	00701	100.71	9332/030317
				2/4--3/3/17						
				SRV	PV	151139	019	00701	60.78	9332/030317
				2/4--3/3/17						
				SRV	PV	151139	020	00701	62.86	9332/030317
				2/4--3/3/17						
				SRV	PV	151139	021	00701	92.18	9332/030317
				2/4--3/3/17						
				Payment Amount						
75481	03/21/17	2407	ATLAS TOWING	VEH#897 TOWED FOR RPRS	PV	151079	001	00701	289.00	56635
				Payment Amount						
				2,280.40						
				Payment Amount						
				289.00						
75482	03/21/17	7770	AUTOMATIONDIR ECT.COM	SPPLY- PMP UPRGRD RANCHO	PV	150975	001	00751	106.00	7657092
				Payment Amount						
				106.00						
75483	03/21/17	7965	B&B PALLET CO.	55 YDS WOOD CHIPS	PV	151020	001	00701	638.00	116244
				55 YDS WOOD CHIPS	PV	151021	001	00701	638.00	116225
				55 YDS WOOD CHIPS	PV	151022	001	00701	638.00	116433
				55 YDS WOOD CHIPS	PV	151023	001	00701	638.00	116243
				55 YDS WOOD CHIPS	PV	151024	001	00701	638.00	116242
				55 YDS WOOD CHIPS	PV	151025	001	00701	638.00	116431

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
75484	03/21/17	16789	BIG SHOTS	Payment Amount TAPIA PRSNTN BRD ARTWRK	PV	151074	001 00751	271.21	16185
								3,828.00	
75485	03/21/17	18739	CALIFORNIA HAZARDOUS SERVICES, INC.	Payment Amount 3/17 OP SITE VISIT	PV	150983	001 00701	105.00	60642
								271.21	
75486	03/21/17	8004	CANON SOLUTIONS AMERICA, INC.	Payment Amount 11/27/16-2/26 /17 CPR MAINT	PV	150980	001 00701	340.70	4021554875
								105.00	
			Alt Payee	CANON SOLUTIONS AMERICA, INC. 15004 COLLECTIONS CENTER DRIVE CHICAGO IL 60693					
75487	03/21/17	5434	CDM SMITH INC.	Payment Amount P/E 1/28/17 DEMO DSGN	PV	151065	001 00701	24,429.42	90010747
								340.70	
75488	03/21/17	18992	CDW GOVERNMENT	Payment Amount J CARE 2/25/17-2/24/ 18	PV	150933	001 00701	3,995.00	GZQ9427
								24,429.42	
			Alt Payee	CDW GOVERNMENT 75 REMITTANCE DR., SUITE 1515 CHICAGO IL 60675-1515					
75489	03/21/17	18860	CHEMTREAT, INC.	Payment Amount MAR'17 WATER TRMNT	PV	151064	001 00701	561.42	2378096
								3,995.00	
75490	03/21/17	2536	CITY OF LOS ANGELES	Payment Amount ASSC 16/17 O&M-PMT#5 ASSC 16/17 O&M-PMT#5 ASSC 16/17 CAP-PMT#5 ASSC 16/17 CAP-PMT#5	PV	151051	001 00130	15,457.50	74WP160000171 /5 74WP160000171 /5 74WP160000172 /5 74WP160000172 /5
								561.42	
								15,457.50	
								15,457.50	
								14,714.00	
								14,714.00	
								60,343.00	
75491	03/21/17	2547	COUNTY SANITATION	Payment Amount TAPIA RAGS/GRIT	PV	151080	001 00751	738.19	48892/022817

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Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Item Co	Amount	Invoice Number
HAULING									
DISTRICTS OF LA COUNTY									
75492	03/21/17	19033	DENOVO VENTURES, LLC	Payment Amount MAR'17 DIST RCVRY	PV	150835	001 00701	738.19 4,592.00	39806
75493	03/21/17	3498	DEPT. OF WATER & POWER - CITY OF LA	Payment Amount CHTSWORTH RSV 4/1/17-3/31/18	PV	151078	001 00101	525.00	GA78832
75494	03/21/17	11330	DIAL SECURITY	Payment Amount 2/17 TAPIA SEC SVC	PV	151009	001 00701	45.00	292943
				3/17 HQ-LBBY GTS SEC SVC	PV	151010	001 00701	50.00	294886
				ANNUAL ENTRE SUPPORT	PV	151011	001 00701	311.52	2956669
				3/17 MLK SEC SVC	PV	151012	001 00701	70.00	294883
				3/17 RLV FARM SEC SVC	PV	151013	001 00701	35.00	294882
				3/17 RLV SEC SVC	PV	151014	001 00701	80.00	294881
				3/17 TAPIA SEC SVC	PV	151015	001 00701	45.00	294880
				3/17 HQ SEC SVC	PV	151017	001 00701	230.00	294879
				3/17 MLK PS SEC SVC	PV	151018	001 00701	35.00	294884
				3/17 IT ROOM SEC SVC	PV	151019	001 00701	57.00	294885
75495	03/21/17	8923	ENVIRONMENTAL EXPRESS LTD	Payment Amount 4 OIL/GREASE STND 10MG	PV	150973	001 00701	958.52 512.97	1000455850
75496	03/21/17	8173	EXCEL PRINT RESOURCES	Payment Amount 3 BX BUS CRDS/AP STAMP	PV	150982	001 00701	94.61	2531
				3 BX BUS CRDS/AP STAMP	PV	150982	002 00701	70.58	2531
75497	03/21/17	16815	FASTENAL COMPANY	Payment Amount FEB'17 BIN STOCK	PV	150944	001 00751	165.19 463.53	CACHA24692

Batch Number - 252083

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
				FEB'17 BIN STOCK	PV	150944	002	00751	612.81	CACHA24692
75498	03/21/17	18835	FASTENAL COMPANY P. O. BOX 1286 WINONA MN 55987-1286	Payment Amount 1 PKG DELIVERED 3/2	PV	151075	001	00701	65.56	5-734-07353
75499	03/21/17	2651	FEDERAL EXPRESS CORP FLO-SYSTEMS INC	Payment Amount 2 PMP SKDS-VFD MTR GRBX	PV	151066	001	00701	24,044.63	F16306-17B025
75500	03/21/17	2701	GRAINGER, INC.	Payment Amount GSKT-SCRAPERS & HAMMERS 30 TRGGR SPRY BOTTLES GEAR MTR WIBRK ASSMBLY	PV	150824	001	00701	182.13	9363991606
75501	03/21/17	19548	GRAINGER, INC. DEPT 805178142 PALATINE IL 60038-0001	Payment Amount MAR'17 RECORDS STORAGE	PV	151067	001	00701	78.32	0326038
75503	03/21/17	10102	INFOSEND INC.	Payment Amount MAR'17 RECORDS STORAGE POSTAGE DEPOSIT 1/12-1/26/17 BILL PRT/MAILG	PV	151068	001	00701	336.84	0326039
				Payment Amount					17,500.00	117299
				Payment Amount					8,401.12	117236
				Payment Amount					25,901.12	

Batch Number - 252083

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Itrm	Key Co	Amount	Invoice Number
75503	03/21/17	20662	INPLANT SALES, LLC	FLG X VIC GRV	PV	151008	001	00701	978.75	14022
75504	03/21/17	3352	LAS VIRGENES MUNICIPAL WATER DISTRICT	FLG X VIC GRV Payment Amount CNTRT TNK 1/31-2/28/17	PV	151008 151045	002 001	00701 00754	19.25 998.00 369.36	14022 8862/030817
75505	03/21/17	3164	LEMIEUX & O'NEILL	Payment Amount RETAINER-FEB'17	PV	151053	001	00701	7,000.00	140-999M/0217
				PROF	PV	151054	001	00701	421.09	140M/0217
				SRV-FEB'17	PV	151054	002	00701	453.52	140M/0217
				PROF	PV	151054	003	00701	456.00	140M/0217
				SRV-FEB'17	PV	151054	004	00701	1,099.00	140M/0217
75506	03/21/17	2839	MOTION INDUSTRIES, INC.	Payment Amount BALL BRG UNTS/BALL BRGS BELTS/SHEAVES /BSHNGS	PV	151062 151063	001 001	00701 00701	9,429.61 1,024.99 255.65	CA22-615134 CA22-615077
				Alt Payee 10317 MOTION INDUSTRIES INC. FILE 749376 LOS ANGELES CA 90074						
75507	03/21/17	19687	OAKRIDGE GEOSCIENCE, INC.	Payment Amount FEB'17 MTL TSTG	PV	150833	001	00701	1,280.64 1,124.00	002.002-9
75508	03/21/17	17329	ODYSSEY POWER	FEB'17 MTRL TSTG Payment Amount SWR LFT STN TNK/PMP RPLC	PV	150834 150937	001 001	00701 00701	380.00 1,504.00 54,361.25	002.003-6 74369
75509	03/21/17	2302	OFFICE DEPOT	Payment Amount MISC OFFICE SUPPLIES	PV	150827	001	00701	54,361.25 212.37	902063007001



Batch Number - 252083

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Item	Co	Key	Amount	Invoice Number
75510	03/21/17	16372	OLIN CORPORATION - CHLORALKALI	MISC OFFICE SUPPLIES	PV	150828	001	00701		420.26	899608251001
				STAMP - M HAMILTON	PV	150829	001	00701		6.84	899608252001
				SIGNS & STAMPS	PV	150830	001	00701		59.45	899607942001
				FASTENERS	PV	150831	001	00701		10.10	902063006001
				SIGNS & STAMPS	PV	150832	001	00701		65.43	902061676001
				Payment Amount						774.45	
				5,006 GAL HYPOCHLORITE	PV	150938	001	00701		2,836.67	22999995
				4,902 HYPOCHLORITE	PV	150940	001	00701		2,777.74	2297939
				Payment Amount						5,614.41	
				OLIN CORPORATION - CHLORALKALI	PV	151055	001	00701		19,089.18	99004
				P.O. BOX 402766 ATLANTA GA 30384-2766							
				Payment Amount						19,089.18	
				TWRF PRCS AIR P/E 2/28/17	PV	150941	001	00701		4,018.78	LVM-15-002
				Payment Amount						4,018.78	
				INVSPEC STDY JUL-SEP16	PV	151043	001	00701		854.64	1041
				Payment Amount						854.64	
				ERGONMCS VIN	PV	150912	001	00701		56.50	170734049
				Payment Amount						854.64	
				UNIFORMS/MATS /TOWELS	PV	150912	002	00701		54.31	170734049
				Payment Amount						56.50	
				UNIFORMS/MATS /TOWELS	PV	150913	001	00701		56.50	170735575
				Payment Amount						54.31	
				UNIFORMS/MATS /TOWELS	PV	150913	002	00701		54.31	170735575

Batch Number - 252083  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty Number	Key lim Co	Amount	Invoice Number
TOWELS								
UNIFORMSMATS					PV 150914	001 00701	56.50	170737110
TOWELS								
UNIFORMSMATS					PV 150914	002 00701	54.31	170737110
TOWELS								
UNIFORMSMATS					PV 150916	001 00701	57.20	170738625
TOWELS								
UNIFORMSMATS					PV 150916	002 00701	54.31	170738625
TOWELS								
UNIFORMSMATS					PV 150917	001 00701	9.80	170734046
TOWELS								
UNIFORMSMATS					PV 150917	002 00701	21.44	170734046
TOWELS								
UNIFORMSMATS					PV 150918	001 00701	9.80	170735572
TOWELS								
UNIFORMSMATS					PV 150918	002 00701	21.44	170735572
TOWELS								
UNIFORMSMATS					PV 150919	001 00701	9.80	170737107
TOWELS								
UNIFORMSMATS					PV 150919	002 00701	21.44	170737107
TOWELS								
UNIFORMSMATS					PV 150920	001 00701	9.80	170738622
TOWELS								
UNIFORMSMATS					PV 150920	002 00701	21.44	170738622
TOWELS								
UNIFORMSMATS					PV 150921	001 00701	238.28	170734047
TOWELS								
UNIFORMSMATS					PV 150922	001 00701	238.28	170735573
TOWELS								
UNIFORMSMATS					PV 150923	001 00701	241.39	170737108
TOWELS								
UNIFORMSMATS					PV 150924	001 00701	259.56	170738623
TOWELS								
UNIFORMSMATS					PV 150925	001 00701	28.00	170734048
TOWELS								
UNIFORMSMATS					PV 150925	002 00701	30.83	170734048
TOWELS								
UNIFORMSMATS					PV 150926	001 00701	28.00	170735574
TOWELS								
UNIFORMSMATS					PV 150926	002 00701	30.83	170735574
TOWELS								

Las Virgenes Municipal Water  
 A/P Auto Payment Register

Batch Number - 252083  
 Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
75515	03/21/17	2902	QUINN POWER SYSTEM	UNIFORMS/MATS TOWELS	PV	150927	001	00701	28.00	170737109
75516	03/21/17	20689	ERIC RODRIGUEZ	Payment Amount EXP-WWTPO RWW CLS 2/6-2/8	PV	151044	001	00751	19,744.84	E14433012
75517	03/21/17	18973	SOUTHERN COUNTIES OIL	Payment Amount 1089 GAL RED DYE DSL 808 GAL RED DYE DSL 775 GAL RED DYE DSL	PV	151076	001	00701	365.55	020917
75518	03/21/17	20412	SHRED-IT USA LLC	Payment Amount FEB'17 DOC SHRDLNG SRV	PV	151003	001	00701	2,896.59	0816302-IN
75519	03/21/17	19083	SOLARCITY - AU SOLAR 1 (GS1)	Payment Amount RW P/S-FEB'17 SOLAR	PV	151004	001	00701	2,175.55	0817322-IN
75520	03/21/17	2956	SOUTH COAST AIR QUALITY MGMT DIST	Payment Amount RW P/S-FEB'17 NON-ACH	PV	151005	001	00701	2,128.85	0818870-IN
75521	03/21/17	2957	SOUTHERN CALIFORNIA EDISON	Payment Amount ID#94009-ANL OP FEE RLV	PV	150936	001	00701	7,200.99	8121841839
75522	03/21/17	2957	SOUTHERN CALIFORNIA EDISON	Payment Amount RLV CMPST PLNT 1/31-3/2/17	PV	151143	001	00701	262.38	9133440-00-03 7
75523	03/21/17	2957	SOUTHERN CALIFORNIA EDISON	Payment Amount RLV CMPST-DL	PV	151144	001	00701	10,132.52	9133440-00-NA 1-037
75524	03/21/17	2957	SOUTHERN CALIFORNIA EDISON	Payment Amount RLV CMPST	PV	151077	001	00751	25.00	9133440-00-NA 1-037
75525	03/21/17	2957	SOUTHERN CALIFORNIA EDISON	Payment Amount RLV CMPST	PV	151046	001	00751	7,774.29	3049967
75526	03/21/17	2957	SOUTHERN CALIFORNIA EDISON	Payment Amount RLV CMPST-DL	PV	151047	001	00751	18,077.59	5165-46/03071 7
75527	03/21/17	2957	SOUTHERN CALIFORNIA EDISON	Payment Amount RLV CMPST-DL	PV	151047	001	00751	18,077.59	3293-30/03071

Batch Number - 252083

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
			CALIFORNIA EDISON	1/31-3/2/17						7
75523	03/21/17	2958	SOUTHERN CALIFORNIA GAS CO	Payment Amount SRV 2/2-3/6/17	PV	150976	001	00701	1,505.68	3600/030717
				SRV 2/2-3/6/17	PV	150976	002	00701	501.89	3600/030717
				CORNELL 11/2-12/2/16	PV	151048	001	00101	67.12	0400/030917
				TAPIA 2/2-3/6/17	PV	151049	001	00751	1,381.97	4000/030817
				RANCHO 2/2-3/6/17	PV	151050	001	00751	1,092.69	4200/030817
75524	03/21/17	8645	SOUTHERN CALIFORNIA TROPHY COMPANY	Payment Amount 5 YR ANNIV GIFT - D ANDERS	PV	150972	001	00701	50.69	030009-17
				Payment Amount				4,549.35		
75525	03/21/17	2964	STATE BOARD OF EQUALIZATION	Payment Amount SALES/USE TAX-PRPMT FEB	PV	151128	001	00701	3,524.00	97817885/FEB17
				Payment Amount				50.69		
75526	03/21/17	9505	TIRE MAN AGOURA	Payment Amount 4 TIRES/ALGN VEH#890	PV	151006	001	00701	1,001.73	2059589
				4 TIRES VEH#861	PV	151007	001	00701	863.66	2059578
75527	03/21/17	17645	TORO ENTERPRISES INC.	Payment Amount PMT#1-HQ PVMT REHAB	PV	151056	001	00701	12,081.00	10609-#1
				Payment Amount				1,865.39		
				5% RTN-PMT #1	PD	151058	001	00301	604.05	10609RTN#1
				PMT #2-HQ	PV	151060	001	00701	107,045.60	10609-#2
				PVMT REHAB						
				5% RTN-PMT #2	PD	151061	001	00301	5,352.28	10609RTN#2
				Payment Amount				113,170.27		
75528	03/21/17	18651	TOYOTA-LIFT OF LOS ANGELES	RPLC BATTERY/CRCT TST ON VEH#202	PV	150974	001	00701	360.07	W0-385713

Batch Number - 252083  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
75529	03/21/17	19135	TRANSUNION RISK & ALTERNATIVE DATA SOLUT	Payment Amount ONLINE SRCH BAD DEBT 2/17	PV	150822	001 00701	123.00	974571/FEB17
75530	03/21/17	3429	UNITED PARCEL SERVICE	Payment Amount PKG DELIVERIES 2/13--3/8	PV	151141	001 00701	80.28	000025W020107 /2017
75531	03/21/17	13326	VILLA ESPERANZA SERVICES	Payment Amount 2/17 LNDSCP SVC	PV	151042	001 00701	1,192.33	LVMWD 2017-2R
75532	03/21/17	3048	WEST COAST AIR CONDITIONING	Payment Amount PRVNT MAINT RANCHO	PV	150977	001 00701	385.00	S80986
				PRVNT MAINT FLT PLT	PV	150978	001 00701	45.00	S80982
				PRVNT MAINT BLDG 7	PV	150979	001 00701	265.00	S80959
				Payment Amount				695.00	
				Total Amount of Payments Written				473,147.41	
				Total Number of Payments Written				59	

Batch Number - 252084

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Sub Message	Ty	Document Number	Key	Amount	Invoice Number
75533	03/21/17	2869	AT&T	SRV	PV	151129	001 00101	404.52	2043/030717
	3/7--4/6/17			SRV	PV	151130	001 00101	200.25	2045/030717
	3/7--4/6/17			SRV	PV	151131	001 00701	116.46	7719/030717
	3/7--4/6/17			SRV	PV	151132	001 00701	116.46	7720/030717
	3/7--4/6/17			SRV	PV	151133	001 00101	66.89	0123/030717
	3/7--4/6/17			SRV	PV	151134	001 00101	32.94	0124/030717
	3/7--4/6/17			SRV	PV	151135	001 00101	119.65	9054/030517
	3/5--4/4/17			SRV	PV	151136	001 00701	594.52	9065/030517
	3/5--4/4/17			SRV	PV	151137	001 00701	594.16	9268/030517

Payment Amount 2,245.85  
 Total Amount of Payments Written 2,245.85  
 Total Number of Payments Written 1



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

**MINUTES**  
**REGULAR MEETING**

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5:00 PM

March 14, 2017

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was led by Mary Capps.

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

The meeting was called to order at **5:00 p.m.** by Vice President Caspary in the Board Room at Las Virgenes Municipal Water District headquarters at 4232 Las Virgenes Road, Calabasas CA 91302. Mary Capps, Secretary of Finance and Administration, conducted the roll call.

Present: Directors Charles Caspary, Jay Lewitt, Leonard Polan and Lee Renger  
 Absent: Director Glen Peterson  
 Staff Present: David Pedersen, General Manager  
 Doug Anders, Administrative Services Coordinator  
 Don Patterson, Director of Finance and Administration  
 Darrell Johnson, Customer Service Manager  
 Josie Guzman, Clerk of the Board  
 Mary Capps, Secretary of Finance and Administration  
 Keith Lemieux, District Counsel

**2. APPROVAL OF AGENDA**

Director Renger moved to approve the agenda. Motion seconded by Director Lewitt.  
 Motion carried by the following vote:

AYES: Caspary, Lewitt, Polan, Renger  
NOES: None  
ABSENT: Peterson

**3. PUBLIC COMMENTS**

None.

**4. CONSENT CALENDAR**

**A List of Demands: March 14, 2017: Ratify**

**B Minutes: Regular Meeting of February 14, 2017 and Special Meeting of February 17, 2017: Approve**

**C Directors' Per Diem: February 2017: Ratify**

**D Monthly Cash and Investment Report: January 2017**

**Receive and file the Monthly Cash and Investment Report for January 2017**

**E Annual Report: Records Review and Destruction**

**Authorize the destruction of records in accordance with the District's records retention schedule and the Las Virgenes Municipal Water District Code.**

**F Policy for Water Budget Adjustments: Proposed Updates**

**Approve the proposed update to the Policy for Water Budget Adjustments.**

Director Polan moved to approve Consent Calendar. Motion seconded by Director Renger. Motion carried by the following vote:

AYES: Caspary, Lewitt, Polan, Renger  
NOES: None  
ABSENT: Peterson

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

**A Legislative and Regulatory Updates**

General Manager David Pedersen reported that the District was tracking 75 bills going through policy committee hearings: 70 at the state level and five at the federal level. Of the 70 bills at the state level, the District was watching six and had taken a support position on AB 524, a bill related to potable reuse sponsored by the WaterReuse Association. Mr. Pedersen reported that the State Water Resources Control Board would need to develop regulations by December 31, 2021, for raw water augmentation.



He noted that AB 524 would also clarify terminology for potable reuse, moving away from the use of the terms direct and indirect potable reuse. Four potable reuse categories would be defined: Potable Reuse through Groundwater Augmentation, Potable Reuse through Reservoir Augmentation, Potable Reuse through Raw Water Augmentation, and Potable through Treated Water Augmentation, formerly called Flange-to-Flange Reuse. Another bill mentioned was SB 231 by Senator Bob Hertzberg, which is similar to a bill he introduced last year to address the issue of funding stormwater quality improvements for operators of Municipal Separate Storm Sewer Systems. This bill would seek to change the definition of "sewer" to include stormwater such that fees for this purpose would be treated in the same manner as those for water, wastewater and refuse under Proposition 218. Mr. Pedersen explained that the bill would be discussed further with the Board before the District would take a position on it. He also reported that the State Water Resources Control Board approved the Malibu Creek TMDL Implementation Plan.

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

General Manager David Pedersen reported that the state quickly moved from emergency due to water shortage to emergency due to flooding. All of the state's major reservoirs were reported to be full with active releases of water from many. Mr. Pedersen reported that LADWP was getting so much water from Owens Valley that there was a flooding risk; Metropolitan Water District of Southern California was asked to take some of the water. He also reported that the California Department of Water Resources was working to clear the debris from the Oroville spillway incident. Mr. Pedersen explained that the power plant at Lake Oroville was back in operation and that releases through the spillway would begin again in the coming days.

## **6. TREASURER**

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

## **7. BOARD OF DIRECTORS**

### **A Board Per Diem Rate: Annual Review**

**Consider the results of the per diem rate survey and an adjustment, if any, to the current per diem rate.**

Vice President Caspary recommended that the Board hold off on discussing the item until all Directors could be present. With consensus of the Board, Vice President Caspary directed the General Manager to bring back the item for consideration when all Board Members were expected to be present.

## **8. FACILITIES AND OPERATIONS**

**A Jed Smith Pipeline Replacement Project: Construction Award**

**Approve an appropriation, in the amount of \$515,047; award a construction contract to J & H Engineering General Contractors, Inc., in the amount of \$428,044; and reject all remaining bids upon receipt of duly executed contract documents for the Jed Smith Pipeline Replacement Project.**

General Manager David Pedersen presented the report.

Director Polan moved to approve Item 8A. Motion seconded by Director Renger. Motion carried by the following vote:

AYES: Caspary, Lewitt, Polan, Renger

NOES: None

ABSENT: Peterson

**B Rancho Las Virgen3es Composting Facility: Biofilter Maintenance**

**Authorize the General Manager to approve a purchase order to Viramontes Express, in the amount of \$35,058.67, for the supply of new biofilter media and removal of the spent media.**

General Manager David Pedersen presented the report.

Director Lewitt moved to approve Item 8B. Motion seconded by Director Polan. Motion carried by the following vote:

AYES: Caspary, Lewitt, Polan, Renger

NOES: None

ABSENT: Peterson

**C Headquarters Pavement Rehabilitation Project: Final Acceptance**

**Execute a Notice of Completion and have the same recorded; authorize the General Manager to approve a no-cost change order to extend the contract duration by 16 working days; and in the absence of claims from subcontractors and others, release the retention, in the amount of \$5,956.33, within 30 calendar days after filing the Notice of Completion for the Headquarters Pavement Rehabilitation Project.**

General Manager David Pedersen presented the report.

Director Renger moved to approve Item 8C. Motion seconded by Director Lewitt. Motion carried by the following vote:

AYES: Caspary, Lewitt, Polan, Renger

NOES: None

ABSENT: Peterson

**D Infrastructure Investment Plan: Fiscal Years 2017-18 through 2020-21**

**Receive and file the Infrastructure Investment Plan for Fiscal Years 2017-18 through 2020-21.**

General Manager David Pedersen presented the report, and staff responded to questions posed by the Board.

Director Polan moved to approve Item 8D. Motion seconded by Director Lewitt. Motion carried by the following vote:

AYES: Caspary, Lewitt, Polan, Renger

NOES: None

ABSENT: Peterson

**9. NON-ACTION ITEMS**

**A Organization Reports**

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

None

- (2) Other

Director Caspary reported on the Santa Monica Bay Restoration Commission meeting that was held on February 16, 2017, where they discussed climate change vulnerability, concern with future EPA funding, and the Technical Advisory Committee's collaboration with Loyola Marymount University. He noted that the 2016 State of the Bay report was available on-line. He also reported that he had been appointed to the Board of the Santa Monica Bay Joint Powers Authority.

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

Director Polan reported that he attended the CASA Washington D.C. Conference where they discussed federal policy issues including extending the term of NPDES permits from five to ten years, reforming the citizens' suit provisions of the Clean Water Act, and supporting appropriations for WIFIA and the State Revolving Funds. He also reported participating in meetings with legislators to seek support for the Pure Water Project and a debriefing conference call with CASA staff.

Director Renger reported attending the AWAVC WaterWise Breakfast meeting in Thousand Oaks where groundwater issues and salt water intrusion were discussed.

## **C General Manager Reports**

### (1) General Business

General Manager David Pedersen reported that Mark Pestrella was appointed as the Director of Public Works for the County of Los Angeles. He reminded the Board that Form 700s were due to the Clerk of the Board as soon as possible to meet the FPPC deadline of April 1, 2017. He reported that Public Affairs and Communications Manager Jeff Reinhardt had represented the District at the Westlake Village City Council meeting to respond to questions regarding the recent use of the spillway at Las Virgenes Reservoir. Mr. Pedersen also commented that there could potentially be more citizen lawsuits due to recent changes at the EPA. He reviewed the upcoming events reflected on the calendar and noted that he had been nominated to join the Board of Trustee for WateReuse California.

### (2) Follow-Up Items

## **D Directors' Comments**

### **10. FUTURE AGENDA ITEMS**

None.

### **11. PUBLIC COMMENTS**

None.

### **12. CLOSED SESSION**

#### **A Conference with District Counsel – Public Employment (Government Code Section 54957)**

**Title: General Counsel**

The Board recessed to Closed Session at **5:58 p.m.** and reconvened to Open Session at **6:09 p.m.**

District Counsel Keith Lemieux reported the Board had discussed a name change for the District's General Counsel, from Lemieux & O'Neil to Oliveras, Madruga, Lemieux & O'Neil, LLP.

Director Renger moved to approve a change to the District's contract with its General Counsel, Lemieux & O'Neil, to reflect the new name of Oliveras, Madruga, Lemieux & O'Neil, LLP. Motion seconded by Director Polan. Motion carried by the following vote:

AYES: Caspary, Lewitt, Polan, Renger  
NOES: None  
ABSENT: Peterson

**13. OPEN SESSION AND ADJOURNMENT**

Seeing no further business to come before the Board, the meeting was duly adjourned at **6:10 p.m.** in memory of Anthony C. Beilenson, former Congressman for a portion of the District's service area.

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

ATTEST:

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JAY LEWITT, Secretary  
Board of Directors  
Las Virgenes Municipal Water District

(SEAL)



March 28, 2017 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

**Subject : Monthly Cash and Investment Report: February 2017**

**SUMMARY:**

During the month of February, the value of the District's investment portfolio decreased from \$66,749,089, held on January 31, 2017, to \$66,438,181. There were no investments that matured or were called, and no investments were purchased in February, leaving the book value of the investment portfolio unchanged at \$36,984,652.

**RECOMMENDATION(S):**

Receive and file the Monthly Cash and Investment Report for February 2017.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

No

**DISCUSSION:**

As of February 28th, the District held \$66,438,181, up 6.72% year-over-year. The portfolio was down 0.47% from the previous month's total of \$66,749,089. The majority of the funds were held in the District's investment account, which had a February 28th value of \$36,984,652. LAIF held the majority of the remaining funds, in the amount of \$26,651,932. A significant portion of remaining funds, \$2,760,702, were held in a trustee account as required reserves for the bond refunding. The annualized yield for the District's investment portfolio was 1.43% in February 2017, unchanged from January. The annualized yield for the District's LAIF funds was 0.78% in February, up as compared to January's 0.75%. The total yield on the District's accounts was 1.15%, up from 0.85% year-over-year.

No investments matured or were called during February 2017.

No investments were purchased during February 2017.

The following transaction occurred in the District's LAIF account:

- 2/28/17 – Withdrawal in the amount of \$350,000

The District's investments are in compliance with the adopted Investment Policy, and the District has sufficient funds to meet expenditures during the next six months from funds held in LAIF.

#### Cash Analysis:

Another important aspect of the Monthly Cash and Investment Report is to monitor the District's performance compared to its adopted Financial Policies. Attachment B shows the District's total cash and investments as of February 28, 2017, and compares the balances to the adopted Financial Policies.

As shown in the analysis, as of February 28, 2017, the Potable Water Enterprise was \$21.3 million below the levels set forth in the District's Financial Policies, down an additional \$790,252 since January 31, 2016. The use of \$21,838 from the Rate Stabilization Fund was necessary to cover capital expenses.

The Sanitation Enterprise has cash and investments that exceeded the District's Financial Policies by \$10.8 million, and the Recycled Water Enterprise had cash and investments that exceeded the District's Financial Policy levels by \$7.3 million. These Enterprises are expected to incur significant expenses during the next five-year period for the Pure Water Project Las Virgenes-Triunfo.

#### **GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Donald Patterson, Director of Finance and Administration

#### **ATTACHMENTS:**

Charts

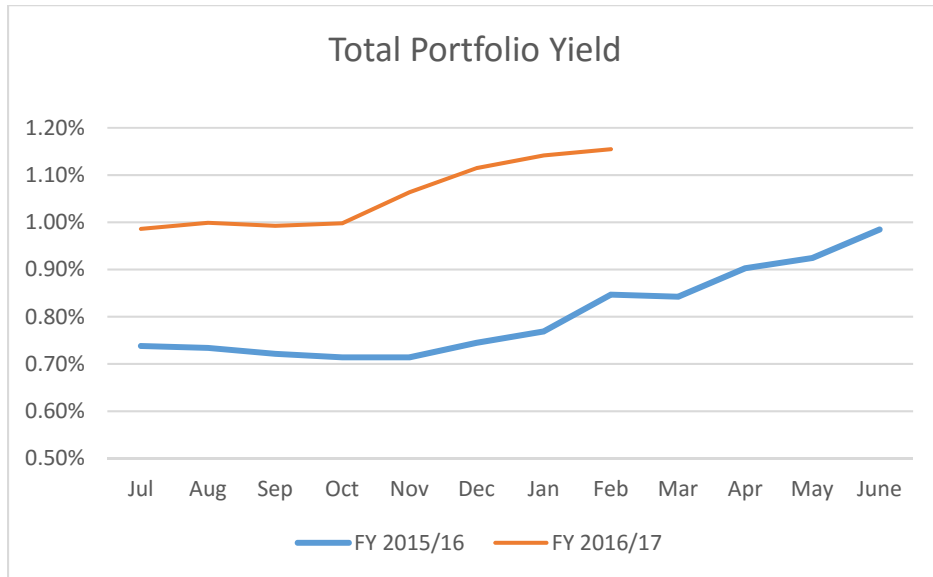
Investment Report

Appendix A

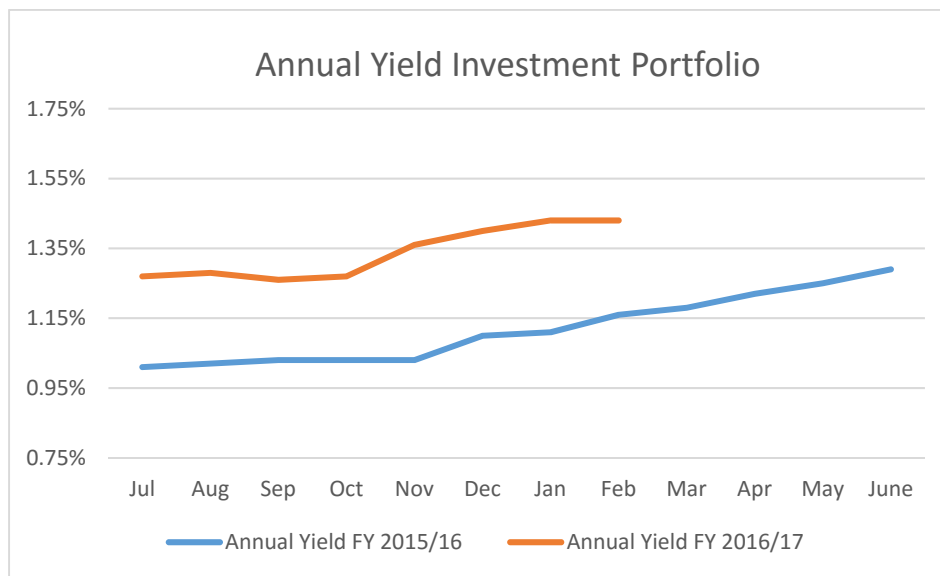
Cash Report



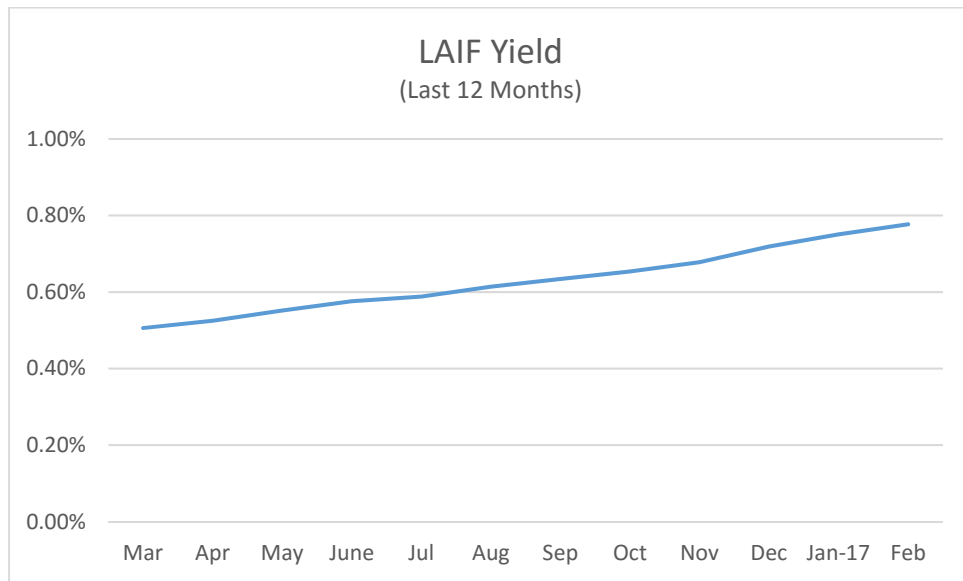
The District’s total yield varies depending on the percentage of the portfolio in LAIF versus the Investment Portfolio. If a higher percentage of the District’s funds are in LAIF, the lower the total yield since LAIF is more liquid, more conservative, and has significantly lower yields than bonds held in the Investment Portfolio. As of February 28, 2017, at Book Value, LAIF held 40.12% of the District’s portfolio, the investment portfolio held 55.66%, and the refunding revenue bonds held 4.16%. As can be seen in the chart below, the total yield in February 2017 was 1.15%, one basis point higher than January 2017 and up from 0.85% one year ago.



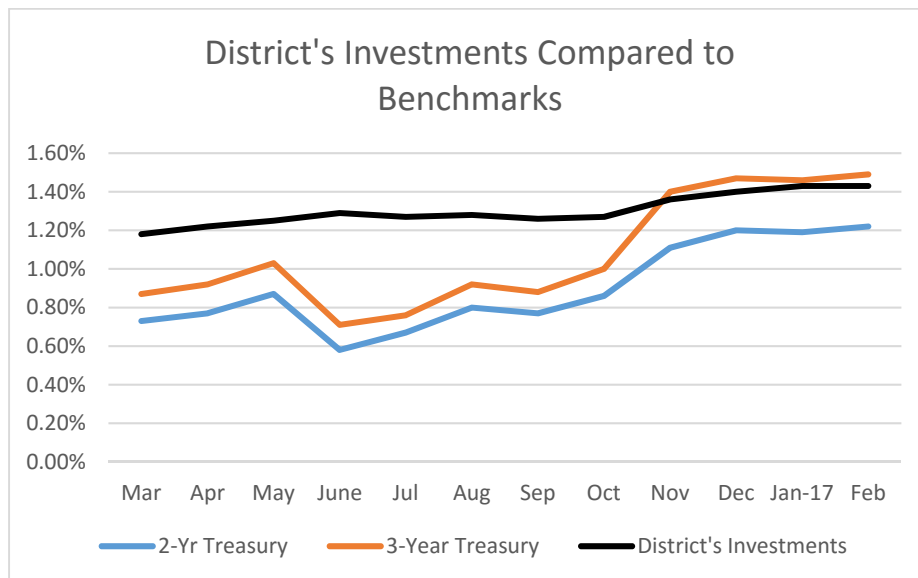
In February, the annualized yield for the District’s Investment Portfolio was unchanged from January at 1.43% and up 27 basis points from a year ago. The chart below shows annualized monthly yield of the current fiscal year compared with the same monthly yield over the previous year.



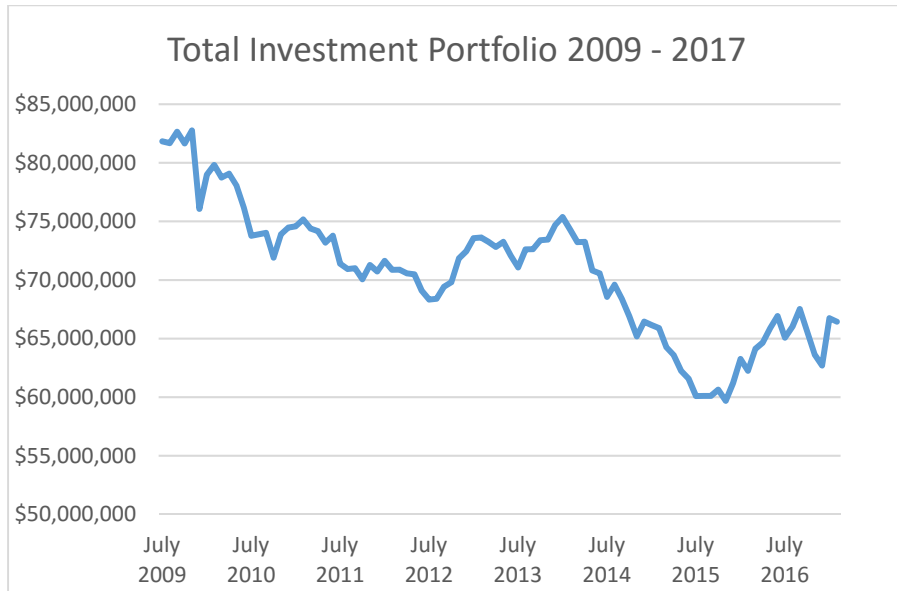
The following chart shows the average annualized LAIF yields over the past twelve months. In February, the LAIF yield was 0.78%, up from 0.75% in January and up from 0.47% a year ago.



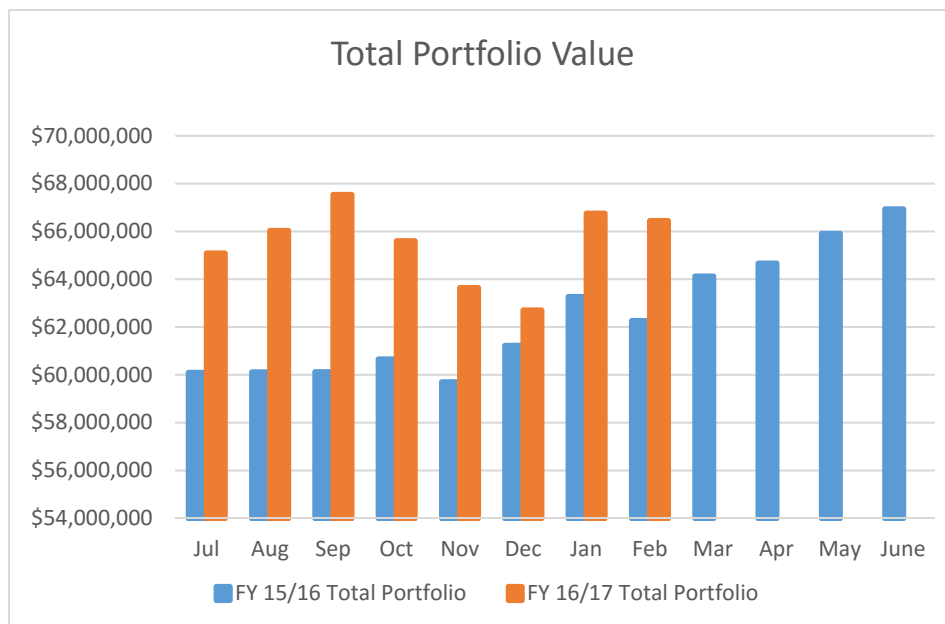
In order to benchmark how the District's portfolio is performing, it is useful to compare its investment portfolio with a comparable index. The District has historically compared its investment portfolio returns to the 2-Year and 3-Year Treasury notes. Because the District buys and holds its investments, the average portfolio yield should generally be flatter and trail the 2 and 3-year Treasuries.



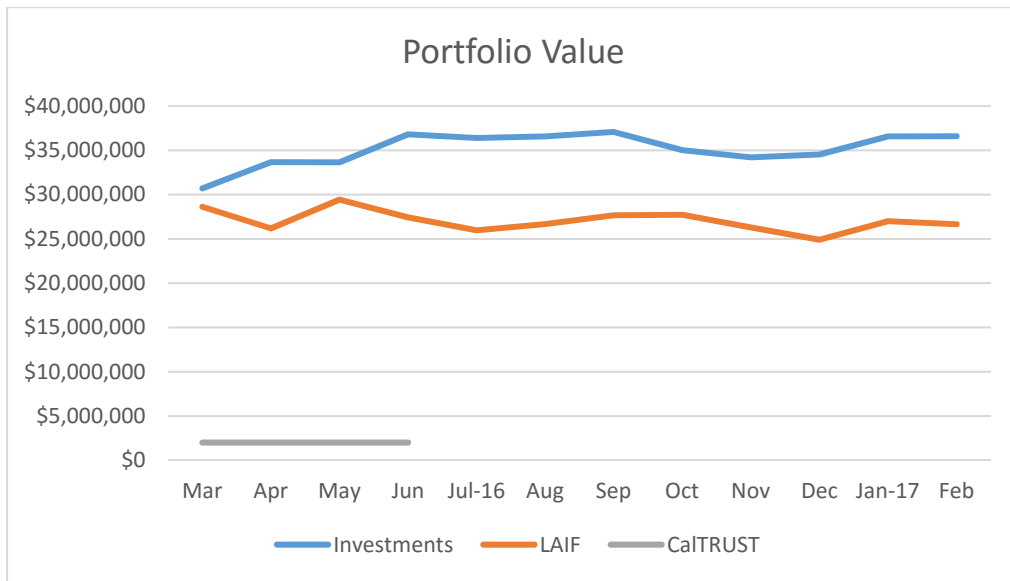
Equally important to monitoring performance is to monitor total portfolio value which includes the District's Investment Portfolio and LAIF accounts. The chart below shows the Total Portfolio Value between 2009 and 2017. The significant reduction in 2014 is primarily because of the Torchwood Tank and other backbone improvement program projects. The recent decrease over the portfolio's September peak is the result of capital expenditures for the Westlake filter plant and pump station projects. In February, the District's portfolio decreased 0.47% from January to \$66,483,181.



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. In June 2016, the District liquidated its CalTRUST portfolio. The District’s Investment Policy requires an amount equal to 6 months of operating budget to be kept in LAIF, which is \$23.3 million. The amount varies due to settlement dates of investments and the timing of significant payments, such as the prepayment of CalPERS in July of each year.



Date: March 15, 2017  
 To: David W. Pedersen, General Manager  
 From: Finance and Administration Department  
 Subject: Investment Report for the Month of February 2017

**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
1.270%	1.270%		FHLB-Bullet	03/30/12		03/02/17	1,000,000	1,000,000	1,000,020	Custodian
			Sub-Total				1,000,000	1,000,000	1,000,020	

**Investments Maturing After Six Months:**

1.585%	1.100%		LVNSCD-Muni Bond	02/20/13		11/01/17	1,022,130	1,000,000	1,001,740	Custodian
0.750%	0.750%		FHLMC-Bullet	05/28/13		11/28/17	1,000,000	1,000,000	999,760	Custodian
1.000%	1.000%		FHLMC-Bullet	03/26/13		03/26/18	1,000,000	1,000,000	997,770	Custodian
0.950%	0.950%		FHLMC-Bullet	05/22/13		05/22/18	1,000,000	1,000,000	995,680	Custodian
1.250%	1.250%		FHLB-Bullet	06/26/13		06/26/18	1,000,000	1,000,000	1,001,350	Custodian
1.300%	1.300%	1.300%	FHLB-Bullet	03/30/15		10/30/18	1,000,000	1,000,000	1,000,030	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	1,000,120	Custodian
1.600%	1.600%	1.600%	FNMA-Callable Coupon	05/19/15	05/19/17	05/19/20	1,000,000	1,000,000	998,280	Custodian
1.150%	1.150%	1.150%	FFCB-Callable Coupon	02/23/16	Continuous	11/23/18	1,000,000	1,000,000	996,280	Custodian
1.500%	0.983%		FHLB-Bullet	02/09/16		03/08/19	1,015,650	1,000,000	1,003,230	Custodian
1.350%	1.350%	1.350%	FNMA-Callable Coupon	02/26/16	05/26/17	08/26/19	1,000,000	1,000,000	988,060	Custodian
1.300%	1.300%	1.300%	FNMA-Callable Coupon	02/24/16		02/24/20	1,000,000	1,000,000	987,950	Custodian
2.250%	1.732%		CONNECTICUT ST-MuniBoi	02/17/16		09/01/20	1,119,649	1,095,000	1,092,295	Custodian
2.427%	1.779%		NEWSCD-MuniBond	03/17/16		08/01/20	934,688	910,000	919,237	Custodian
1.25% & Up	2.120%	1.250%	FHLMC-Callable Coupon	04/04/16	03/30/17	03/30/21	1,000,000	1,000,000	989,370	Custodian
1.400%	1.400%	1.400%	FFCB-Callable Coupon	04/13/16	04/13/17	04/13/20	1,000,000	1,000,000	987,730	Custodian
1.500%	1.500%	1.500%	CAL ST-MuniBond	04/28/16		04/01/21	1,000,000	1,000,000	974,410	Custodian
1.5% & Up	1.866%	1.500%	FHLMC-Callable Coupon	06/16/16	03/16/17	06/16/21	1,000,000	1,000,000	989,770	Custodian
2.387%	1.392%		SCVWTR-MuniBond	06/21/16		06/01/21	1,047,370	1,000,000	1,014,400	Custodian
1.400%	1.400%	1.400%	FHLMC-Callable Coupon	06/27/16	06/27/17	12/27/19	1,000,000	1,000,000	994,620	Custodian
1.0% & Up	2.014%	1.000%	FHLB-Callable Coupon	06/30/16	03/30/17	06/30/21	1,000,000	1,000,000	981,560	Custodian
1.960%	1.960%	1.960%	MOUSCD-MuniBond	07/14/16		08/01/21	600,000	600,000	587,676	Custodian
1.180%	1.114%	1.039%	FFCB-Callable Coupon	07/22/16	06/13/17	06/13/19	1,001,250	1,000,000	987,500	Custodian
1.550%	1.550%		CAPITAL ONE BANK - CD	08/10/16		08/10/21	245,000	245,000	239,987	Custodian
1.580%	1.501%	0.700%	FNMA-Callable Coupon	08/15/16	03/15/17	06/15/20	1,002,920	1,000,000	988,590	Custodian
1.400%	1.400%	1.400%	FNMA-Callable Coupon	08/24/16	05/24/17	08/24/20	1,000,000	1,000,000	986,880	Custodian
1.350%	1.350%		ALLY BANK-CD	09/08/16		09/09/19	245,000	245,000	242,528	Custodian

LVMWD Investment Report for the Month Ending February 28, 2017

Disc./Cpn Rate	Yield To Maturity	Yield To Call	Investment Type	Date Invested	Date Matures	Book Value	Par Value	Market Value	Market Value Source
<b>Investments Maturing After Six Months (continued):</b>									
1.450%	1.450%		JP Morgan Chase BK-CD	09/16/16	09/16/17	245,000	245,000	241,428	Custodian
1.713%	1.713%		CASPWR-Muni Bond	09/28/16	05/01/21	1,000,000	1,000,000	982,360	Custodian
1.480%	1.480%	1.483%	FNMA-Callable Coupon	09/29/16	03/29/17	1,000,000	1,000,000	973,930	Custodian
2.000%	0.911%		AMAWTR-Muni Bond	11/17/16	06/01/18	508,305	500,000	506,385	Custodian
1.25%-Up	2.115%	1.250%	FHLB-Callable Coupon	11/17/16	05/17/17	1,000,000	1,000,000	983,900	Custodian
1.3%-Up	2.116%	1.300%	FHLMC-Callable Coupon	11/22/16	05/22/17	1,000,000	1,000,000	985,960	Custodian
1%-Up	1.911%	1.000%	FHLB-Callable Coupon	11/29/16	11/29/17	1,000,000	1,000,000	997,140	Custodian
0.875%	0.891%		FNMA-Bullet	12/08/16	12/20/17	999,840	1,000,000	1,000,140	Custodian
1.6%-Up	1.875%	1.600%	FHLB-Callable Coupon	12/09/16	06/09/17	1,000,000	1,000,000	982,940	Custodian
2.450%	2.450%	2.450%	FHLMC-Callable Coupon	12/30/16	03/20/21	1,000,000	1,000,000	1,000,070	Custodian
2.000%	2.000%	2.000%	FHLMC-Callable Coupon	01/30/17	07/28/17	1,000,000	1,000,000	997,410	Custodian
2.000%	2.046%	2.018%	FHLMC-Callable Coupon	01/30/17	01/26/18	997,850	1,000,000	997,070	Custodian
						35,984,652	35,840,000	35,595,536	
						<u>\$36,984,652</u>	<u>\$36,840,000</u>	<u>\$36,595,556</u>	

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

1-CPNRT=1.25% to 3/18; 1.75% to 9/19; 2.25% to 3/20; 3.5% to 9/20; thereafter 5.5%.

3-CPNRT=1% to 12/17; 1.25% to 12/18; 1.5% to 12/19; 2% to 6/20; 4% to 12/20; thereafter 6%.

5-CPNRT=1.3% to 5/19; 1.5% to 5/20; 2% to 11/20; 4% to 5/21; thereafter 6%.

7-CPNRT=1.6% to 12/19; 1.75% to 6/20; 2% to 12/20; 2.5% to 6/21; thereafter 3%.

2-CPNRT=1.5% to 6/17; 1.625% to 6/18; 1.75% to 6/19; 2.0% to 6/20; thereafter 2.5%.

4-CPNRT=1.25% to 11/18; 1.5% to 5/20; 2% to 11/20; 4% to 5/21; thereafter 6%.

6-CPNRT=1% to 11/17; thereafter 2.15%.

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

Refunding Revenue Bonds - Reserve Fund (Bank of New York Mellon)	Amount Earned/Accrued	Current Yield
Investments	\$1,788	0.777%
Local Agency Investment Fund (LAIF)	45,570	1.430%
Blackrock Liquidity Fund - US Treasury Money Market Fund (Union Bank)	17,257	0.777%
Sweep Accounts (Wells Fargo Bank/Bank of New York Mellon)	3	0.150%
	367	0.389%
<b>Total Earnings</b>	<u>\$64,985</u>	

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

The source of the market valuation is as followed:

Investments (Note 1)

Refunding Revenue Bonds - Reserve Fund (Bank of New York Mellon/LAIF)	Total Amount Invested	% of Total	Max. Limit Allowed
Blackrock Liquidity Fund - US Treasury Money Market Fund (Union Bank)	2,760,702	4.16%	1 yr debt pmt.
Local Agency Investment Fund (LAIF)	40,895	0.06%	no limit
	26,651,932	40.12%	50,000,000
	<u>\$66,438,181</u>	<u>100.00%</u>	

(Note 2)

Note 1: The average weighted duration for investments, excluding LAIF, is 1,106 days, which is under the assumption that callable coupons will not be called and will be held until maturity.  
 Note 2: In February 2017, Joint Powers Authority's participation in investment is \$6,461,658.88, of which \$4,061,969.90 (or 62.86%) belongs to LV.

LVMWD Investment Report for the Month Ending February 28, 2017

**Bank Account Balances as of February 28, 2017:**

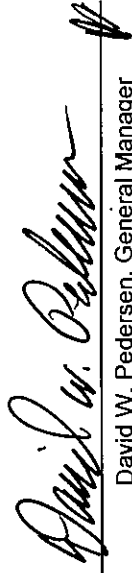
Bank Name	Account Type	Amount
Wells Fargo Bank	Checking	\$101,870 (Note 3)
Wells Fargo Bank	Sweep	791,666
Bank of New York Mellon	Money Market	4,533
	<b>Total</b>	<b>\$898,069</b>

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 March 28, 2017 Agenda:

  
 David W. Pedersen, General Manager

I HEREBY CERTIFY THAT THE FOREGOING IS TRUE AND CORRECT

TO THE BEST OF MY KNOWLEDGE

\_\_\_\_\_  
 Lee Renger, Treasurer

### Definitions

- Disc./Cpn Rate – The yield paid by a fixed income security.
- Yield to Call (YTC) – The rate of return of a security held to call when interest payments, market value and par value are considered.
- Yield to Maturity (YTM) – 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
  - AMAWTR – Amador Water Agency
  - ARLDEV – Arlington County Development Authority
  - CAL ST – State of California
  - CON ST – State of Connecticut
  - LVNSCD – Las Virgenes Unified School District
  - MOUSCD – Mountain View Unified School District
  - NEWSCD – Newark, CA Unified School District
  - PST – Port of Seattle
  - SCVWTR – Santa Clara Valley Water District
  - CASPWR – State of California Department of Water Resources



## LVMWD CASH &amp; INVESTMENT ANALYSIS - February 28, 2017

	Restricted Cash	Cash Held by Policy	Policy Requirement	Over (Short) Policy By Enterprise
101 - Potable Water Operations		1,735,542	8,044,565	
201 - Potable Water Construction	54,609	(1,757,380)	12,962,347	
301 - Potable Water Replacement		<u>7,750,000</u>	<u>8,000,000</u>	
603 - Rate Stabilization Fund	<b>54,609</b>	<b>7,728,162</b>	<b>29,006,912</b>	<b>(\$21,278,750)</b>
<b>Total Potable Water</b>				
102 - Recycled Water Operations		8,433,670	741,333	
203 - Recycled Water Construction	(815,628)			
302 - Recycled Water Replacement		<u>2,022,533</u>	<u>2,425,172</u>	
<b>Total Recycled Water</b>	<b>(815,628)</b>	<b>10,456,204</b>	<b>3,166,505</b>	<b>\$7,289,699</b>
130 - Sanitation Operations		24,489,615	2,880,419	
230 - Sanitation Construction	(500,469)			
330 - Sanitation Replacement		<u>752,715</u>	<u>11,589,583</u>	
<b>Total Sanitation</b>	<b>(500,469)</b>	<b>25,242,331</b>	<b>14,470,002</b>	<b>\$10,772,328</b>
606 & 607 - Refunding Revenue Bonds - Reserve Fund	2,765,234			
701 - Vested Sick Leave Reserve	1,430,034			
720 - Insurance Reserve		6,974,757	6,923,142	
JPA	7,622,524			
Prepaid Connection Fees & Undistributed Interest	5,932,164			
<i>Subtotal</i>	<u>16,488,468</u>	<u>50,401,453</u>		
<b>TOTAL</b>		<b>66,889,921</b>		

**Financial Policy** - Cash required to comply with District's adopted Financial Policy.

**Restricted Cash** - Revenue restricted to a particular purpose.

**Bond Covenants** - Money relating to bond financing that is restricted in use and required by promises made in bond document: Funds are reconciled at year-end.



March 28, 2017 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

**Subject : Request to Increase Annual Purchase Orders: Two Vendors**

**SUMMARY:**

On June 14, 2016, annual purchase orders were approved by the Board to provide staff with flexibility when responding to operational and maintenance-related matters throughout the year. At the same time, staff presented a list of purchase orders for lesser amounts that could be approved under the General Manager's authority. Work performed under two of those purchase orders has reached the maximum amount that can be approved under the General Manager's authority, and staff requests Board approval to increase the purchase order to continue services provided by the vendors for the remainder of Fiscal Year 2016-17.

**RECOMMENDATION(S):**

Approve a \$25,000 increase, from \$35,000 to \$60,000, in the annual purchase order for Consolidated Electrical Distributors and a \$15,000 increase, from \$35,000 to \$50,000, in the annual purchase order for Hach Company.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The purchase orders will be increased by an aggregate amount of \$40,000. Sufficient funds are available in the adopted Fiscal Year 2016-17 Budget for the services.

**DISCUSSION:**

The current annual purchase orders were divided into three categories based on total anticipated annual cost of the services. Category 1 purchase orders were those with an anticipated one-year cost of \$35,000 or more, and were approved by the Board on June 14, 2016. Category 2 purchases orders were those with an anticipated one-year cost of less than \$35,000, and were approved under the General Manager’s authority.

Services for two of the Category 2 purchase orders have reached the \$35,000. The first purchase order is with Consolidated Electrical Distributors for electrical equipment and products. The second purchase order is with the Hach Company for laboratory equipment, instruments and hardware. The table below compares the requested amounts for the purchase orders with prior year expenditures.

<u>Vendor</u>	<u>2014-15 Actual</u>	<u>2015-16 Actual</u>	<u>2016-17 Requested</u>
Hach	\$74,503	\$49,270	\$50,000
CED	\$92,299	\$45,544	\$60,000

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Douglas Anders, Administrative Services Coordinator



March 28, 2017 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Resource Conservation & Public Outreach

**Subject : Customer Information System: Upgrade to CIS Infinity Version 4**

**SUMMARY:**

Billing, payment processing, customer service orders, collections and reporting functions are performed using CIS Infinity, the District's customer information system platform by Advanced Utility Systems. Enhancements and updates to current version of the software are now available to streamline its compatibility with current technology and business practices. Staff recommends upgrading to the new version of the software, which features an improved user interface, enhanced connectivity with new software, more advanced reporting, and better integration with utility billing and processing.

**RECOMMENDATION(S):**

Authorize the General Manager to approve a purchase order to Advanced Utility Systems, in the amount of \$129,250, for the upgrade of CIS Infinity to Version 4.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

Sufficient funds for the upgrade are available in the adopted Fiscal Year 2016-17 Budget under CIP No. 10593.

**DISCUSSION:**

The District began using CIS Infinity in 2002 and upgraded to Version 3 of the software in

2009. Version 4 of the CIS Infinity is now available and provides additional to the following enhanced capabilities:

- Project management
- Installation and configuration of Infinity Link Version 4
- Conversion of data from CIS Infinity Version 3 to CIS Infinity Version 4
- Data integrity check
- Conversion of current bill print, notice and receipt formats from Crystal Reports XI to Crystal Reports 2013
- Conversion of standard reports from Crystal Reports XI to Crystal Reports 2013
- Remote web-based training
- Conversion of existing interfaces
- Conversion of required billing formulas
- Technical support

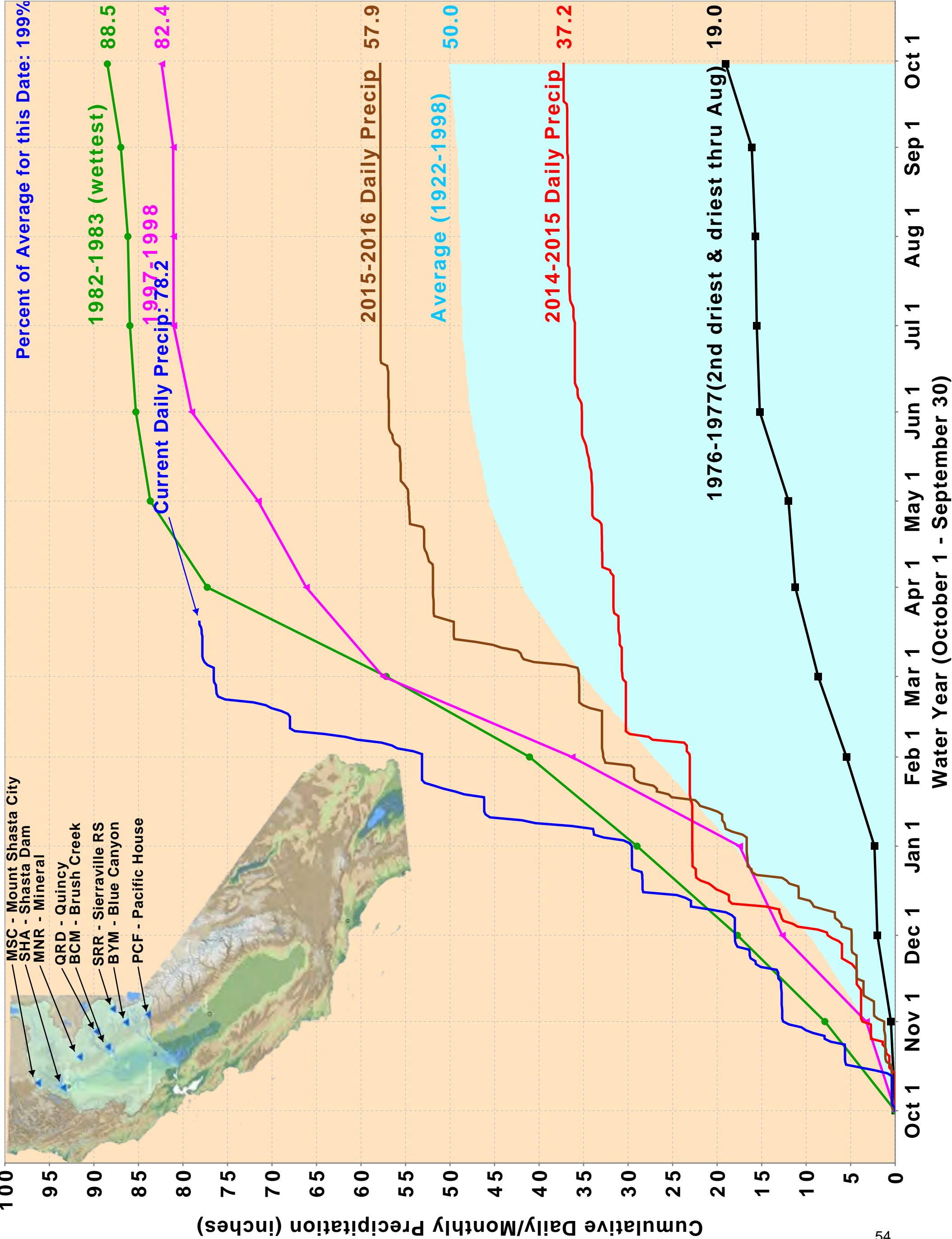
The estimated timeline for the implementation of Version 4 is eight months.

**GOALS:**

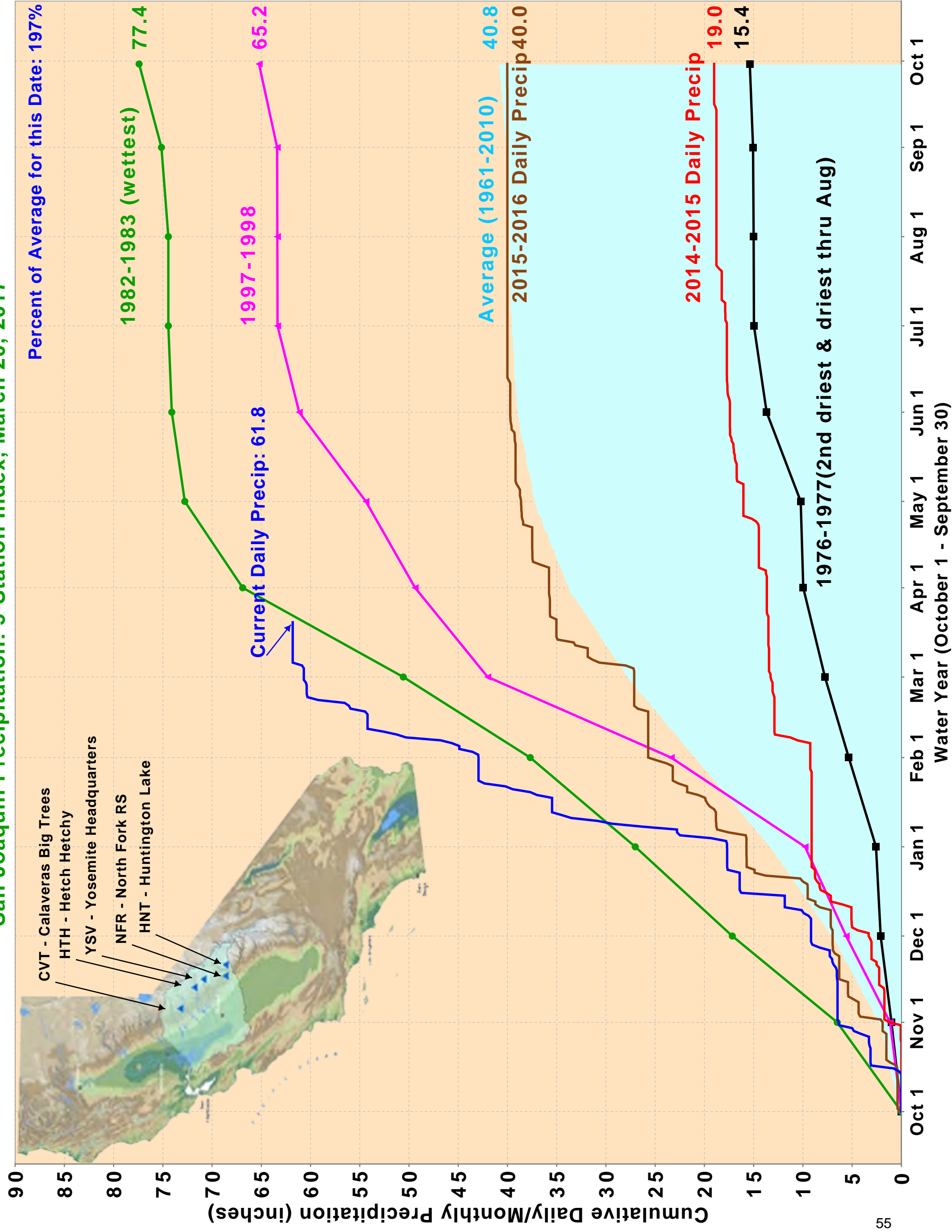
Provide Excellent Service That Exceeds Customer Expectations

Prepared by: Darrell Johnson, Customer Service Manager

# North Sierra Precipitation: 8-Station Index, March 20, 2017



# San Joaquin Precipitation: 5-Station Index, March 20, 2017

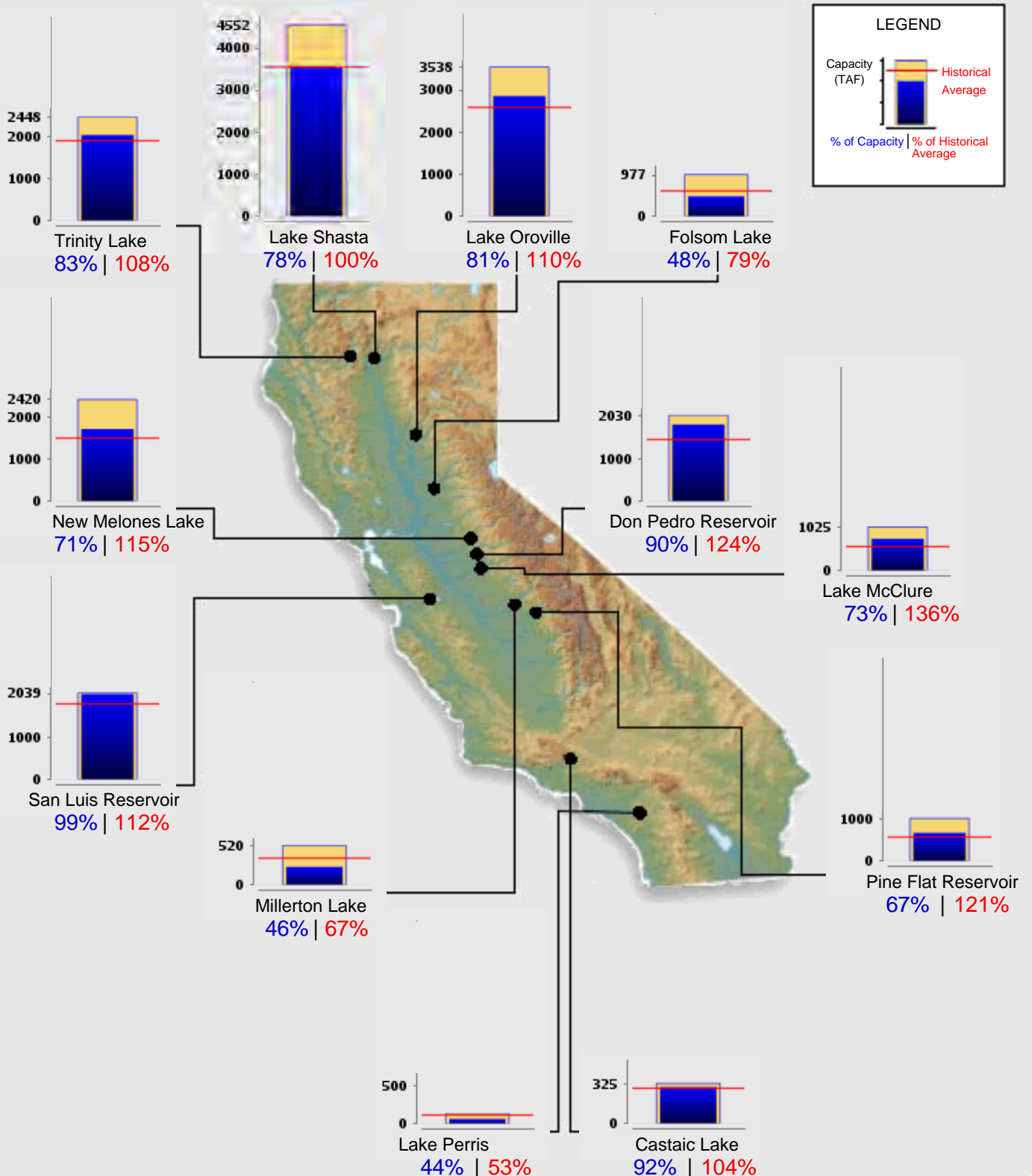




# Reservoir Conditions

Ending At Midnight - March 19, 2017

## CURRENT RESERVOIR CONDITIONS







# Statewide Summary of Snow Water Content

## Current Regional Snowpack from Automated Snow Sensors

% of April 1 Average / % of Normal for This Date



NORTH	
Data as of March 20, 2017	
Number of Stations Reporting	29
Average snow water equivalent (Inches)	38.8
Percent of April 1 Average (%)	140
Percent of normal for this date (%)	140

CENTRAL	
Data as of March 20, 2017	
Number of Stations Reporting	42
Average snow water equivalent (Inches)	48.5
Percent of April 1 Average (%)	166
Percent of normal for this date (%)	169

SOUTH	
Data as of March 20, 2017	
Number of Stations Reporting	26
Average snow water equivalent (Inches)	43.2
Percent of April 1 Average (%)	162
Percent of normal for this date (%)	165

STATE	
Data as of March 20, 2017	
Number of Stations Reporting	97
Average snow water equivalent (Inches)	44.2
Percent of April 1 Average (%)	157
Percent of normal for this date (%)	159

**Statewide Average: 157% / 159%**

Data as of March 20, 2017



March 28, 2017 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

**Subject : Potable Water Air-Vacuum Release Valves Relocation: Call for Bids**

**SUMMARY:**

The project consists of relocating nine air-vacuum release valves from underground vaults to above-ground locations along the 30-inch potable water main on the western edge of the San Fernando Valley, in the cities of Los Angeles and Hidden Hills. The plans and specifications for the project are now complete, and all the required permits for construction have been obtained. Staff recommends the issuance of a Call for Bids for construction of the project.

**RECOMMENDATION(S):**

Find that the work is categorically exempt from the California Environmental Quality Act and approve the issuance of a Call for Bids for the Potable Water Air-Vacuum Release Valves Relocation Project.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

There is no financial impact associated with a Call for Bids.

**DISCUSSION:**

The Potable Water Air-Vacuum Release Valves Relocation Project involves relocating nine air-vacuum release valves from underground vaults to above-ground locations. The valves are located along the District's 30-inch potable water main that runs north to south on the western

edge of the San Fernando Valley in the cities of Los Angeles and Hidden Hills (see attached map). Relocation of the devices above ground is required by the State Water Resources Control Board, Division of Drinking Water.

On January 29, 2016, the General Manager administratively approved a professional services agreement with M6 Consulting, Inc., in the amount of \$28,235. The engineering services included providing agency coordination, permitting, final design and design support during construction. Permits were required for four of the six locations within the City of Los Angeles, where the construction would occur within the City's rights-of-way. No permits were required for the remaining three locations within the City of Hidden Hills, as the locations were within District easements along the equestrian trails. M6 Consulting, Inc. completed the permit acquisition process and finalized the design in preparation for bidding.

The work is categorically exempt from the California Environmental Quality Act (CEQA), pursuant to Section 15301(b) and (d) of the CEQA Guidelines because it involves only minor alterations to existing facilities with no expansion of existing uses. Attached is a Notice of Exemption that staff proposes to complete and file, pending Board approval of the CEQA determination.

The proposed bid schedule is as follows:

Call for Bids	March 28, 2017
1st Advertisement	March 30, 2017
2nd Advertisement	April 6, 2017
Pre-Bid Meeting	April 13, 2017
Bids Due	May 3, 2017
Award of Contract	May 23, 2017

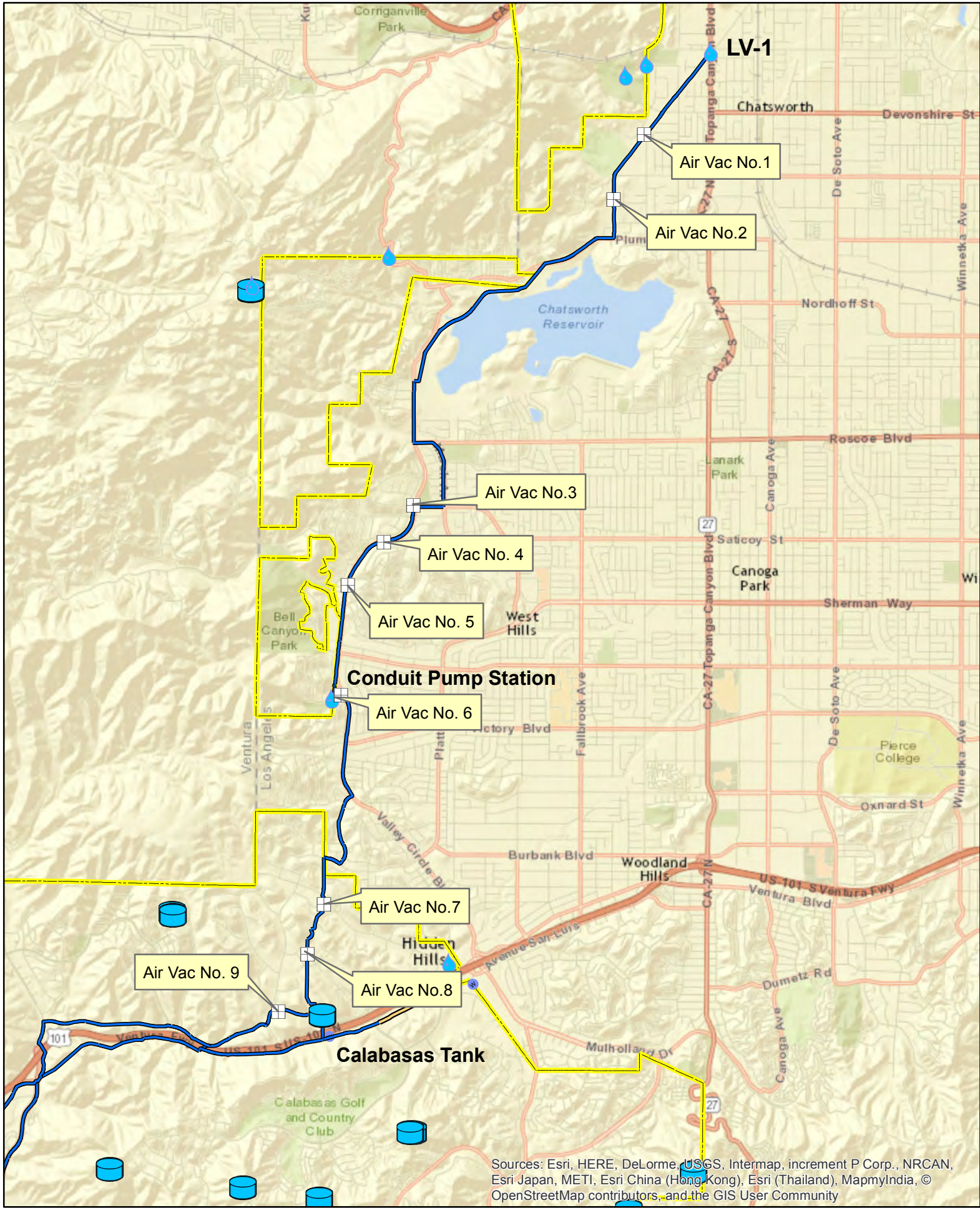
**GOALS:**

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

Prepared by: Coleman Olinger, P.E., Associate Engineer

**ATTACHMENTS:**

- Location Map
- Notice Inviting Bids
- CEQA - Notice of Exemption



Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), MapmyIndia, © OpenStreetMap contributors, and the GIS User Community



**NOTICE INVITING SEALED PROPOSALS (BIDS)**  
**Potable Water Air-Vacuum Release Valves Relocation 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 May 3, 2017, 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 April 13, 2017. 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, **Coleman Olinger at (818) 251-2163**.

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*

\_\_\_\_\_  
*Jay Lewitt  
Secretary of the Board*

Notice of Exemption

To: Office of Planning and Research
P.O. Box 3044, Room 212
Sacramento, CA 95812-3044

From: (Public Agency) Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302

County Clerk
County of Los Angeles
12400 Imperial Highway
Norwalk, CA 90650

(Address)

Project Title: Potable Water Air-Vacuum Release Valves Relocation Project

Project Location - Specific:

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

Project Location - City: Los Angeles and Hidden Hills Project Location - County: Los Angeles

Description of Nature, Purpose and Beneficiaries of Project:

Relocation of nine air-vacuum release valves from underground vaults to above ground enclosures.

Name of Public Agency Approving Project: Las Virgenes Municipal Water District

Name of Person or Agency Carrying Out Project: Las Virgenes Municipal Water District

Exempt Status: (check one)

- Ministerial (Sec. 21080(b)(1); 15268);
Declared Emergency (Sec. 21080(b)(3); 15269(a));
Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
[X] Categorical Exemption. State type and section number: Existing Facilities: Section 15301.b
Statutory Exemptions. State code number:

Reasons why project is exempt:

Minor alternation to existing facilities with no expansion beyond current use.

Lead Agency Contact Person: Coleman Olinger, P.E. Area Code/Telephone/Extension: 818-251-2163

If filed by applicant:

- 1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: Date: 3/28/17 Title: Associate Engineer

- Signed by Lead Agency Date received for filing at OPR:
Signed by Applicant



March 28, 2017 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

**Subject : 2016 Bioassessment Monitoring Report: Approval of Purchase Order**

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

**SUMMARY:**

Since 2006, the JPA has submitted an annual bioassessment monitoring report to the Los Angeles Regional Water Quality Control Board as required by Tapia's NPDES Permit. The report is intended to assess the "eco-health of the stream" by measuring the physical condition of the receiving waters and its biological communities. The work involves sampling and characterizing the habitat potential of the creek, as well as identifying and quantifying the species of benthic macroinvertebrates and algae at eight different receiving water stations.

In 2010, new requirements were established for the JPA to conduct sampling and taxonomic identification of algal biomass taken from the substrate. This task is labor intensive and requires the use of specialized consultants and laboratories. As a result, the overall cost of the bioassessment monitoring has increased. The cost of the 2016 bioassessment monitoring report is \$43,351, which exceeds the General Manager's approval authority. As a result, staff recommends Board approval to issue a purchase order for the bioassessment monitoring report.

**RECOMMENDATION(S):**

Authorize the General Manager to approve a purchase order to Aquatic Bioassay Consulting Laboratories, Inc., in the amount of \$43,351, for the 2016 bioassessment monitoring report.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**



Yes

**FINANCIAL IMPACT:**

Sufficient funds are available for this work in the adopted Fiscal Year 2016-17 JPA Budget.

**DISCUSSION:**

Bioassessment monitoring for sampling sites along Malibu Creek (see attached map) is required by Tapia's NPDES Permit. The monitoring consists of creek site sampling and observations, laboratory analysis and data analysis for each site under protocols established by the Surface Water Ambient Monitoring Program (SWAMP) and the U.S. EPA estuarine sampling guidance documents for RSW-MC011D (Malibu Lagoon).

Site observations include stream flow measurements and a physical habitat assessment, which evaluates stream bank conditions, potential sediment impairment, and canopy cover. It was noted that the stream flows were below average due to persistent drought conditions. Receiving water site RSW-MC009U was not evaluated due to dry conditions. Physical habitat assessments were relatively good for most sites with RSW-007U having the lowest (marginal) score due to sediment deposition and channel alteration.

The laboratory analyses of the site samples identified 3,510 benthic macroinvertebrates from 42 different taxa. The majority of the samples were seed shrimp from the Malibu Lagoon. The upstream sample sites included disturbance tolerant species including midges, amphipods, oligochaetes (segmented worms), a caddisfly, New Zealand mudsnails and seed shrimp.

Results from sampling and laboratory analyses were used to determine scores using the Southern California Index of Biological Integrity (SoCA IBI), the California Stream Condition Index (CSCI) and the Southern California Algae Index of Biological Integrity (SoCA Algae IBI). SoCA IBI and CSCI scores were determined by the composition of the benthic macroinvertebrate community, while SoCA Algae IBI scores were determined by the abundances and composition of diatom and soft-bodied algae communities. The SoCA IBI scores for the receiving water stations were all either "poor" or "very poor," CSCI scores were either "likely altered" or "very likely altered," and SoCA Algal IBI scores were classified as "non-reference."

One of the potential reasons given for the low scores in the bioassessment report was the water quality in Malibu Creek. Because of high sulfate and phosphate concentrations in the water, potentially from the Monterey Formation, there was a detrimental effect on benthic macroinvertebrates.

**GOALS:**

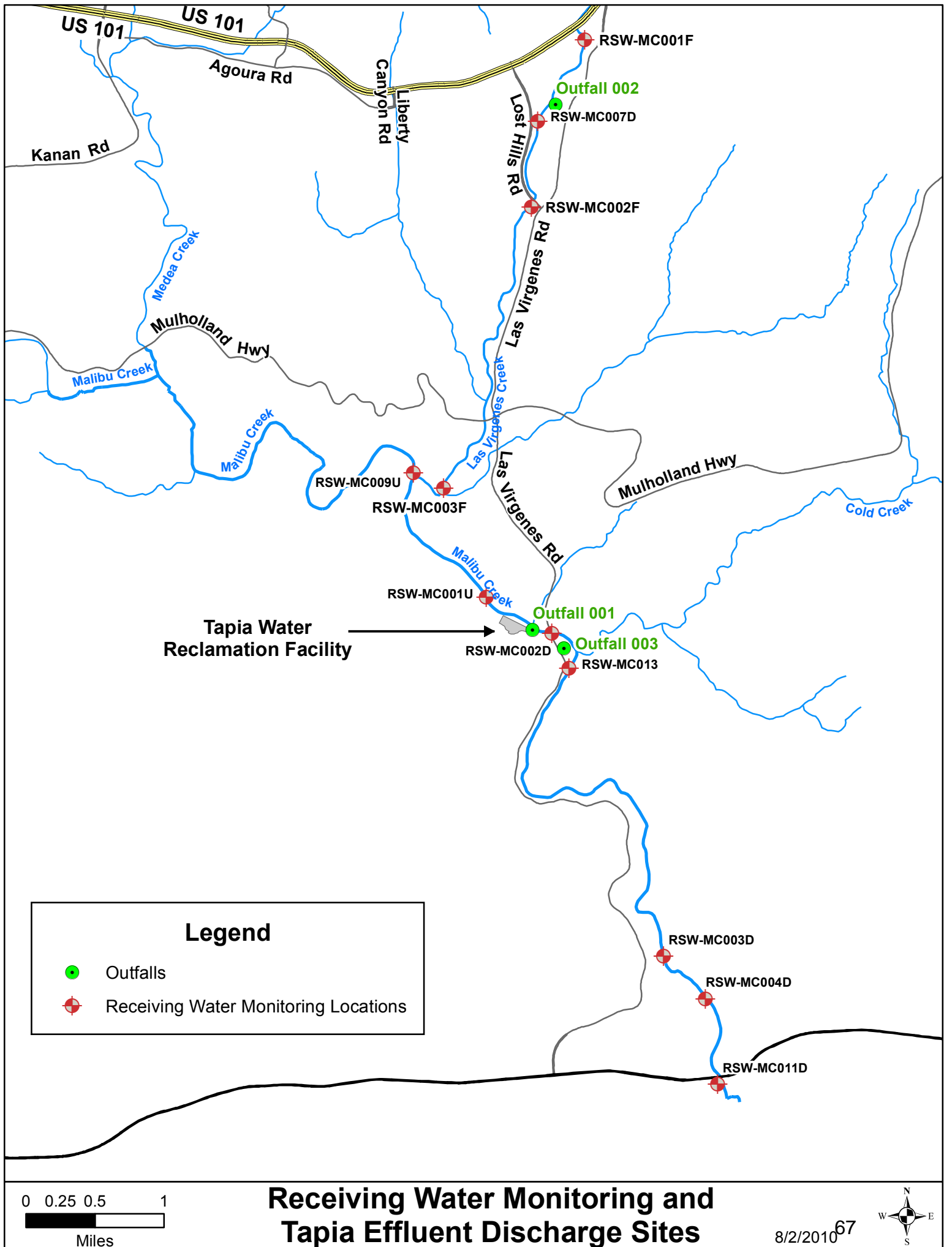
Construct, Manage and Maintain All Facilities and Provide Services to Assure System Reliability and Environmental Compatibility

Bioassessment monitoring is a requirement of Tapia's NPDES permit.

Prepared by: Brett Dingman, Water Reclamation Manager

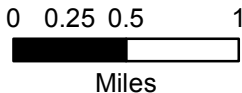
**ATTACHMENTS:**

Map of Monitoring Site Locations



**Legend**

- Outfalls
- ⊕ Receiving Water Monitoring Locations



**Receiving Water Monitoring and Tapia Effluent Discharge Sites**

8/2/2010 67





March 28, 2017 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

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**Subject : Assessor Parcel No 4448-026-050: Annexation**

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**SUMMARY:**

Assessor Parcel No. 4448-026-050 consists of approximately two acres of vacant land along the Las Flores Canyon Road within unincorporated Los Angeles County adjacent to the District's eastern boundary (see attached map). The owner of the property requested that the parcel be annexed into the District's service area and provided the attached letter from Los Angeles County Waterworks District No. 29, Malibu (WWD No. 29) agreeing in concept to the detachment.

The District's nearest water main is an 8-inch pipeline approximately 400 feet away from the property along Las Flores Canyon Road. The 8-inch water main could be extended to serve the property, or a Limited Service Agreement could be executed to serve the property from an existing 6-inch water main along Live Oak Meadows Road.

**RECOMMENDATION(S):**

Approve in concept the annexation of APN No. 4448-026-050 into the District's service area.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

No

**FINANCIAL IMPACT:**

The annexation would result in additional revenue of approximately \$20 per year in standby charges along with any applicable connection fees and rate revenue.

**DISCUSSION:**

Customers served by the District must be within its boundaries unless an out-of-agency service agreement is in place. Due to the lack of WWD No. 29 facilities in the area and proximity of two District water mains, the parcel is a good candidate for detachment from WWD No. 29 and annexation to the District's service area. The parcel would also be detached from the West Basin Municipal Water District.

Depending on the requirements from the Los Angeles County Fire Department, water service to the property could be obtained either by extending the existing 8-inch water main in Las Flores Canyon Road to the property or through a Limited Service Agreement (LSA) for domestic water service from the existing 6-inch water main along Live Oak Meadows Road. For LSA service, the property owner would need to secure an easement for installation of a service lateral across the adjacent property.

**GOALS:**

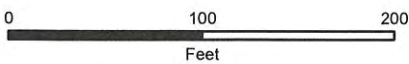
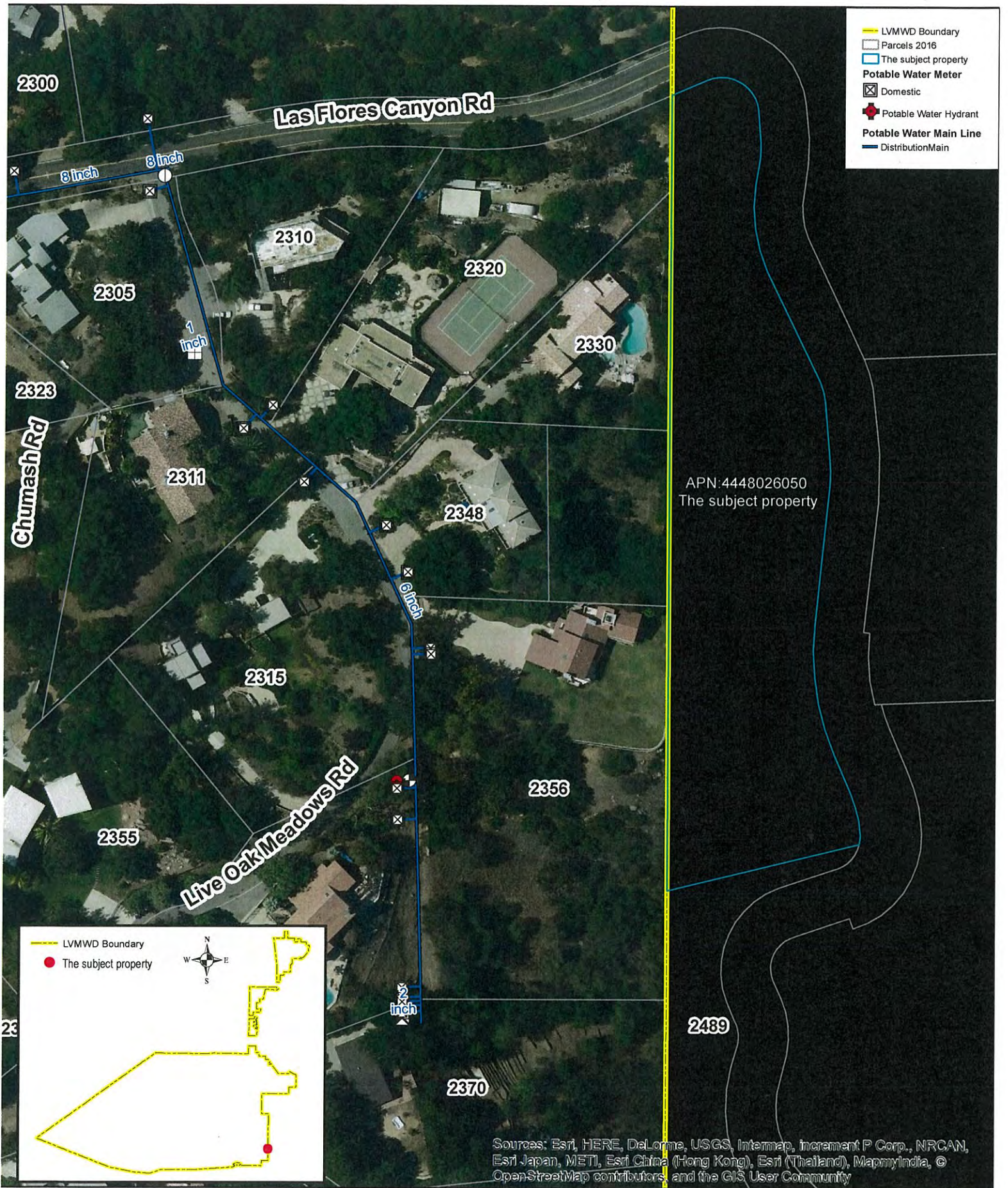
Provide Excellent Service That Exceeds Customer Expectations

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

**ATTACHMENTS:**

Location Map

WWD No. 29 Detachment Letter



1 inch = 100 feet



**ATTACHMENT 1**

Las Virgenes Municipal Water District is not responsible for the accuracy of this presentation. This presentation is for illustrative purposes only. Verify the physical location of all property lines, water lines and ancillary information prior to use.



# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

MARK PESTRELLA, Acting Director

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: **WW-3**

February 7, 2017

Mr. Ricardo Caravetta  
18 Westbury Court  
Thousand Oaks, CA 91360

Dear Mr. Caravetta:

**LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 29, MALIBU  
REORGANIZATION PROCEEDINGS FOR ASSESSOR PARCEL NO. 4448-026-050**

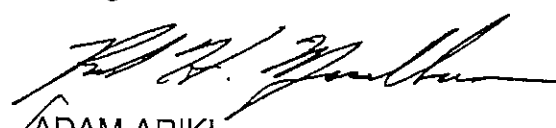
After review of the proposed reorganization, we will recommend to the County of Los Angeles Board of Supervisors, acting as the governing body of the Los Angeles County Waterworks District No. 29, Malibu to approve the detachment from the District and approve and accept the negotiated exchange of property tax revenues resulting from the detachment.

The applicant is responsible for adhering to all rules and laws, including, but not limited to compliance with the California Environmental Quality Act and the California Coastal Commission.

If you have any questions, please contact Mr. Ramy Gindi at (626) 300-3349 or [rgindi@dpw.lacounty.gov](mailto:rgindi@dpw.lacounty.gov).

Very truly yours,

MARK PESTRELLA  
Acting Director of Public Works

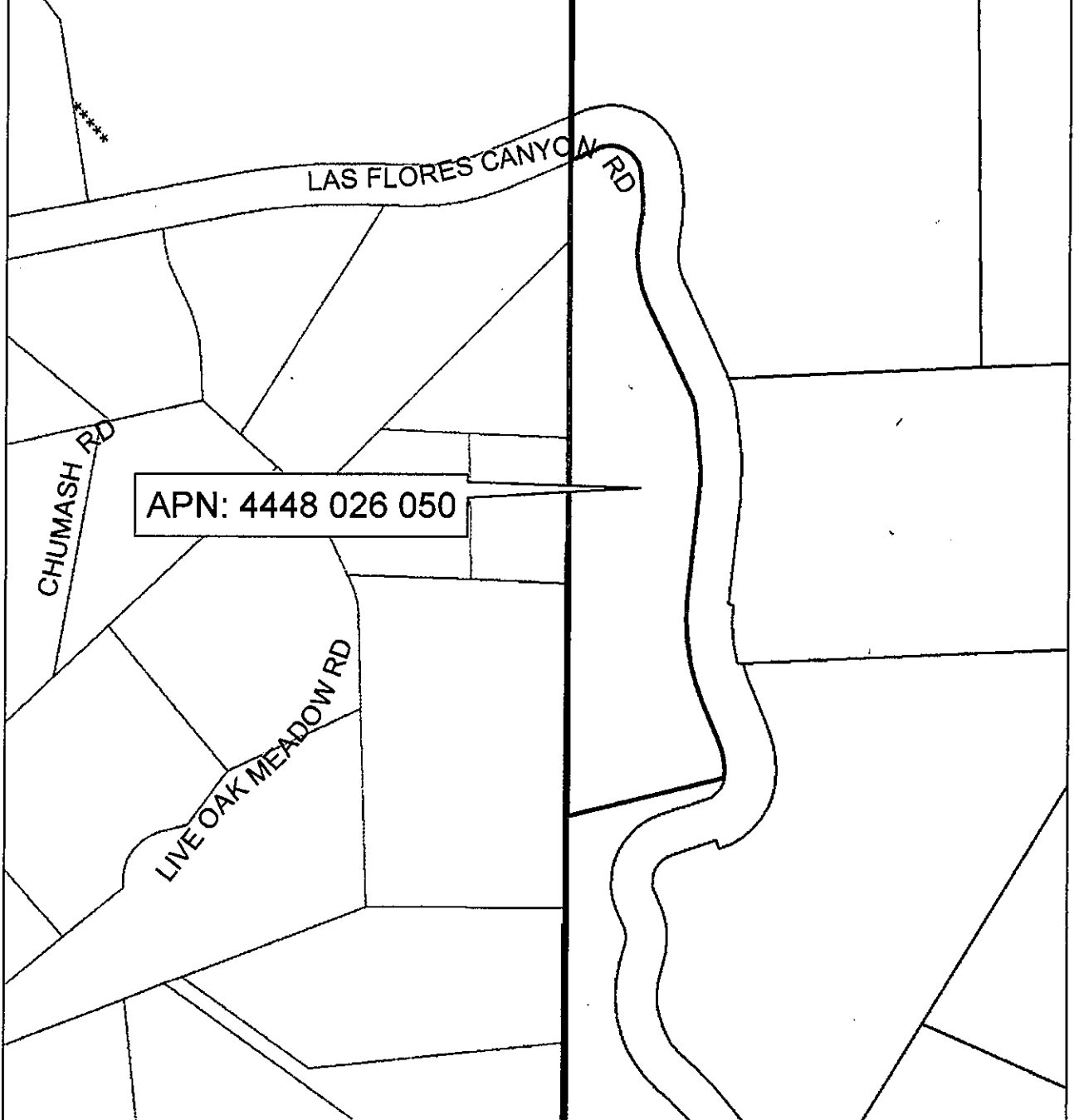
  
ADAM ARIKI  
Assistant Deputy Director  
Waterworks Division

RG:ea

[h:\www\hometadmin\letters\2017\1r27 - reorganization proceedings apn 4448-026-050.doc](http://www.hometadmin\letters\2017\1r27 - reorganization proceedings apn 4448-026-050.doc)

**CWWD District 29  
Malbu**

**Las Virgenes MWD**







March 28, 2017 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

**Subject : Travel Expense Policy: Proposed Update**

**SUMMARY:**

The District's Administrative Policies and Procedures are implemented to provide clear guidance to employees by documenting District-specific methods for implementation of Board policy, State and Federal Law, and common business practices. On March 1, 2015, the Board approved the current Travel Expense Policy, which included significant changes to provide additional flexibility for travel, while maintaining accountability and prudent use of ratepayer monies. When adopting the policy for employees, the Board also opted to adopt the policy to govern Board Member travel expenses. Since adoption of the policy, staff has monitored its application for two years and recommends the Board adopt several minor updates.

**RECOMMENDATION(S):**

Adopt the proposed update to the Travel Expense Policy.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

No

**FINANCIAL IMPACT:**

The proposed update is expected to have a minimal financial impact.

**DISCUSSION:**

The proposed update is intended to clarify and make minor modifications to the Travel Expense Policy. Following are highlights summarizing the proposed updates:

- Stating that the policy is designed to be an accountable plan under Internal Revenue and Treasury Codes, so reimbursements will not be considered taxable income.
- Adding a reminder about utilizing prudent judgement and including a disclosure that travel records are public records.
- Providing additional clarity to determine “lowest cost travel.”
- Increasing allowable tips from 15% to 20% of the pre-tax amounts.
- Clarifying several travel-related expenses the District will or will not reimburse.

Attached for reference is a red-lined version of the current Travel Expense Policy. If approved, the updated Travel Expense Policy would be effective for travel on or after March 29, 2017.


**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Donald Patterson, Director of Finance and Administration

**ATTACHMENTS:**

Proposed Update to Travel Expense Policy

	<b>TRAVEL EXPENSE POLICY</b>	
	Effective: 1/1/2005 Revised: 3/1/2015 <u>(Proposed March 2017)</u>	Page 1 of 8

**POLICY**

It is the policy of the District to reimburse employees for pre-approved actual expenses that are necessary and reasonable when traveling to conduct District business.

This policy is designed to be an accountable plan under Internal Revenue Code and Treasury regulations.

**PRUDENT JUDGMENT**

It is important to remember that business expenses are paid from ratepayers and are a public record. Employees are expected to exercise prudent judgment in incurring travel expenses on approved business.

**CONFERENCE/ MEETING ATTENDANCE**

The District maintains memberships in a wide variety of professional associations, and encourages staff to actively participate in those associations concerned with the work in which they are engaged. It is generally accepted that attendance at professional conferences, seminars, and meetings is beneficial to both the employee and the District. Therefore, when it is determined by the supervisor and/or manager and approved by the General Manager, that an employee's participation in an event will be in the best interest of the District, attendance is encouraged.

The General Manager may authorize attendance at conferences/seminars/meetings held by organizations in which the District is not a member when it is justified by the employee's active participation as an officer or board member of the association, or when attendance at a specific event is in the best interest of the District.

**SEMINARS, WORKSHOPS, TRAINING SESSIONS ATTENDANCE**

An employee may request and/or a supervisor may direct an employee to attend a seminar, workshop and/or training session. Approval of such attendance is based on the supervisor/manager's determination and the department director's approval that attendance will be in the best interest of the District.

**TRAVEL AUTHORIZATION**

When attendance at any type of event requires an employee to travel away from home for one or more nights or to use alternative travel means other than a District vehicle, travel must be approved by an employee's supervisor and department director.

## **SUPERVISORY RESPONSIBILITY**

It is the responsibility of supervisory personnel in each department to ensure that attendance at conferences and training events is scheduled to meet budgetary constraints, to provide employees with opportunities to attend events when in the best interest of the District and to assure employees have turned in completed travel expense forms no later than 30 days following the conference or training event.

## **TRANSPORTATION**

Employees shall use the most efficient and cost effective mode of transportation for an authorized business trip. In determining the type of travel consideration shall be given to the following factors:

Estimated transit time	Cost
Desired arrival time	Estimated departure time
Personal convenience	

If the mode of transportation is commercial air, the class of travel shall be coach and will be consistent with the lowest reasonable rate for a direct flight or the flight with the fewest number of transfers available for the desired departure and arrival times based on the above factors. A Division Manager or Department Director must approve any changes to flights wherein the District incurs a cost prior to making the change.

If ground transportation of choice is a rental car, the car rental insurance option, which should be refused by the employee at rental time, will not be reimbursed by the District. Rental cars will only be authorized when reasonable shuttle transportation is not available.

If the mode of transportation is vehicle, the use of a District vehicle is encouraged but cannot be used to transport anyone other than District employees. If the department director states that a District vehicle is not available, the employee may use a personal vehicle and mileage will be paid in accordance with the current IRS-approved rate. Before a personal vehicle is used for District business, the employee is required to show proof of insurance coverage up to the state mandated levels of liability insurance.

In selecting modes of transportation, the employee will only be reimbursed for the lowest cost travel. For example, if the cost of air fare is lower than mileage reimbursement and the employee chooses to drive a personal vehicle the employee will only be reimbursed for the lowest reasonable air fare. In calculating the lowest mode, all cost are to be considered including mileage to/from airport and any shuttle, taxi, and/or parking costs associated with each mode. When more than one travel option is feasible,

a statement showing the costs of each option must be provided. For example, when traveling to Monterey, CA from District headquarters, a comparison of flying and driving would be provided and the lowest cost option considering all factors above will be reimbursed. Likewise, when choosing to fly to a hub and rent a car instead of a more remote airport with direct access to the business location, a comparison of the cost and benefits must be documented.

## **COMPENSATION DURING TRAVEL AWAY FROM THE DISTRICT ON BUSINESS**

When the trip originates from the employee's home, time, in excess of the employee's normal commute time, spent traveling to and from an authorized business event is considered time worked and will be compensated.

When the trip originates from the employee's work location, all time spent commuting to and from an authorized business event is considered time worked and will be compensated.

Time spent in attendance at an authorized business event is considered time worked and will be compensated. In all instances, bona fide meal, sleep, or rest time, is not considered time worked and will not be compensated.

If an employee is offered public transportation but requests and is given permission to drive a vehicle instead, the time worked is the lesser of the time spent driving the car or the time that would have qualified as work time if the employee had used the public conveyance.

Time spent outside regular work hours in preparation for attendance at an authorized business event may be compensated with appropriate management approval in advance.

## **LODGING**

When away from the District on business, an employee may engage rooms for overnight lodging when there is a reasonable expectation that the work day will exceed twelve (12) hours. For this purpose, the work day includes all time spent in transit, work, meetings, breaks, and lunch.

Lodging in connection with a conference or training activity shall not exceed the group rate published by the conference or training activity. If a group rate is not available the lodging cost shall be reasonable and consistent with the cost of lodging used by other employees for similar events. The accommodations shall be at a commercial hotel or motel convenient to the location of the business event.

If the employee is accompanied on the trip by another person who is not an employee of the District, the District will only be charged for the amount equal to a single room rate.

A Travel Day may be approved by a Department Director or General Manager before and/or after the scheduled event if reasonably necessary to ensure full participation. Approval of a Travel Day will consider the location of the event and the timing of reasonable travel options.

Except as provided for above, if the employee chooses to arrive early, stay additional days, or use extra days to drive rather than fly to an event, additional lodging expenses incurred as a result of these choices will not be reimbursed by the District.

## **MEAL EXPENSES**

It is the policy of the District to reasonably reimburse employees for meals and incidental expenses related to travel when conducting District business. The following criteria shall be used in determining meal reimbursements for employees.

Daily and partial day travel shall be reimbursed in accordance with the U.S. General Services Administration (GSA) Meals & Incidental Expenses Breakdown based on the per diem rate for the destination of travel. This breakdown can be found online at <http://www.gsa.gov/portal/content/101518>. Per diem rates are determined by the GSA rate on the date of departure and can be found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

If the conference or training registration includes meal(s) or for daily or partial day travel, then the daily per diem amount must be reduced as described above regardless of whether the meal is consumed.

### **Daily Travel (No Overnight Stay)**

Employees will be reimbursed for actual expenses up to the pro-rated per diem rate if the daily travel meets the following criteria:

Breakfast – No reimbursement.

Lunch – Reimbursement only when the conference, meeting or training extends up to and beyond the lunch period for that day, and lunch is not provided.

Dinner (evening) – Employee is not able to return to their duty station or home before 7:00 P.M. as a result of travel. Meal times are not inclusive of this time.

### **Per Diem Reimbursement**

An employee, who is authorized to travel, will be reimbursed for reasonable meal and incidental expenses up to the amount designated for the destination by the GSA per diem rate. Current rates can be found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). Unused per diem allowances may not be accrued to the following day.

## Meals

Employees are expected to manage the per diem allowance in a manner that best meets their needs. In no instance shall the reimbursement for any one meal exceed 50% of the per diem rate, inclusive of taxes and tips. Meal tips in excess of ~~15~~20% of the pre-tax cost of eligible meal expenditure will not be reimbursed.

Each employee is responsible for completing his or her own request for reimbursement. Detailed receipts must accompany any reimbursement request. Alcoholic beverages are not to be purchased on District credit cards and are not to be included in expense reports. Reimbursement of meals will not be provided when meals are included in the costs of registration fees, conference costs, hotel registration, etc.

If the circumstances do not require, but the employee chooses to arrive early, stay additional days, or use extra days to drive rather than fly to an event, additional meal and incidental expenses incurred as a result of these choices will not be reimbursed by the District.

## Incidental Expenses

The District shall pay for all reasonable business expenses incurred by an employee in the conduct of District business. Incidental expenses shall not exceed 10% of the per diem rate. Examples of such expenses are:

- Hotel and airport porter tips (individual tips may not exceed \$5)
- Snacks and non-alcoholic beverages
- Personal phone calls

Incidental expenses, combined with meal expenses, may not exceed the GSA per diem rate for the destination of travel. It is each employee's responsibility to fully understand the per diem rate for their destination at the time of travel.

## **OTHER EXPENSES**

The District will pay for the following business expenses incurred while traveling when incurred for the purpose of conducting District business:

- Airport Parking will be paid at the ~~airport's~~ lowest airport-owned long-term lot rate.
- Reasonable transportation cost to and from the destination airport and business location will be reimbursed. Any customary tips to drivers shall not exceed 20% of the fare.
- Mileage to and from an airport or destination will be paid for the distance from the assigned work location or employee's home, whichever is less. Verification of

mileage calculation must accompany the reimbursement request (e.g. calculation from Google Maps, Yahoo Maps, Mapquest or similar)

- Baggage fees
- In-room Internet service
- Photograph, fax, and photocopy service

These expenses shall not be considered part of the per diem allowance above.

The District shall not pay for any personal expenses incurred by an employee while traveling on District business. Examples of such expenses are:

- Movie rentals in hotel rooms
- Garment cleaning or pressing services
- Alcoholic beverages
- Personal toiletries articles
- Entertainment
- Mileage within locations at the destination (e.g. from hotel to restaurant)
- Travel or rental car insurance.
- Seat upgrades or other travel add-on, such as priority boarding, mileage booster, etc.



## **DISTRICT CREDIT CARDS**

A District credit card may be issued to any employee who is expected to incur approved business travel expenses and submits to Finance an approved [Credit Card Authorization](#) form.

All charges on a District credit card must be reported on a timely basis on a properly completed, documented, and approved "Statement of Travel Expenses" form.

Expenses which will be reimbursed through a flat rate reimbursement (e.g., mileage allowance for personal vehicle use) should not be charged on a District credit card.

## **EXPENSE REPORTING**

A "Statement of Travel Expenses" form must be completed no later than 30 days following each travel event where any costs are to be paid by the District. Travel includes all work away from the District, such as attendance at meetings (both formal and informal), conferences, and seminars; "travel expenses" include transportation, meals, lodging, registration, and any related incidental or additional expenses (such as telephone, tips, or car rental). The destination can be a location close by (e.g. lunch after a meeting at a restaurant), or at a great distance (e.g. training out of state).

Proper completion of this form requires the employee to gather together and report on all expenditures relative to the travel experience. All expenses, whether personally incurred, charged to a District credit card, or paid through a District check request, must be reported on this form after completion of the trip. Personally incurred expenses will be reimbursed from this form, but if no business expenses are personally incurred, the report is still required in order to provide a complete accounting of travel expenses as analysis of District travel and conference expenditures are frequently required.

Documentary evidence of expense for which reimbursement is requested, such as receipts, paid bills, or similar evidence sufficient to support each expense, shall be attached to the form. Each receipt or bill shall include detailed information to assure the employee is only reimbursed for those expenses consistent with this policy.

## **COST EXCEEDING ALLOWABLE AMOUNTS**

Employees may, at their own discretion, exceed the allowable amounts herein. In all cases where expenses exceed the allowable amount, the employee must pay for the excess amount or reimburse the District for all excess costs within 30 days of the last day of travel. The District will pay expenses up to the allowable amount.

## RECEIPTS REQUIRED

Detailed receipts are required for all travel expenses paid by the District. For example, if you are dining at a restaurant, the receipt must contain detailed listing of items purchased, if the tip is not included on this receipt, a second receipt is required indicating tip and total amount. Receipts may be electronic, printed, or handwritten on a merchant form. Any charges to a District credit card must be substantiated by a receipt. Employees are responsible for all costs that are not supported by a receipt except as follows:

- Hotel and porter tips that do not exceed limits set forth above. \$2 per day.
- Any allowable expense for which a receipt is not available or is lost and is accompanied by a signed, written statement by the employee describing the expense and is approved by a Division Manager or higher. This exemption is limited to 2 times per fiscal year and \$20 per occurrence. Any employee who has 3 or more expenses without a receipt will be required to pay or reimburse the District for the expense incurred without a receipt unless an extenuating circumstance is approved by the General Manager. Any amount reimbursed without a receipt may be reportable as taxable income.





March 28, 2017 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

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**Subject : Request for Proposals for Employee Total Compensation Study**

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**SUMMARY:**

The District last conducted an employee total compensation study in 2010. It is prudent to periodically review employee compensation and benefit levels to ensure market competitiveness, attract the most qualified applicants for District job opportunities and retain a highly effective workforce. As a result, staff recommends authorization to issue a Request for Proposals for a total compensation study, which would be prepared in collaboration with the Board and employee organizations.

**RECOMMENDATION(S):**

Authorize the issuance of a Request for Proposals to conduct an employee total compensation study.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

No

**FINANCIAL IMPACT:**

There is no financial impact associated with issuing a Request for Proposals. An appropriation request will accompany the Board recommendation to award a contract to the selected firm for the study.

**DISCUSSION:**

## Background:

The District seeks to solicit proposals from qualified firms to prepare an employee compensation study. The study would involve reviewing compensation and benefits to ensure market competitiveness, attract the most qualified applicants for District job opportunities and retain a highly effective workforce. As proposed, the work would be performed in collaboration with the Board and employee organizations.

## Scope of Work:

The scope of work includes providing recommendations on the selection of appropriate comparator agencies; evaluating and identifying benchmark positions and internal relationships; surveying salaries and benefits, summarizing the data in both tabular and graphical formats; and preparing draft and final reports. Also, the work includes conducting a limited number of job evaluations for positions with job classifications that require updates. Data for salaries and benefits would be compared both individually and collectively (i.e. total compensation).

## Collaboration with Board and Employee Organizations:

Board presentations or workshops would be conducted by the selected consultant during preparation of the study to provide opportunities for input and feedback. Periodic meetings with representatives of the District's employee organizations would be held to share progress on the work and solicit feedback. Also, two representatives of the District's employee organizations would be included on the consultant selection panel: one representing the Management and Supervisor, Professional and Confidential Units, and one representing the General and Office Units.

## Consultant Selection Process:

The proposals would be ranked based on a combination of cost; past experience and track record on comparable engagements; qualifications of the consultant's personnel assigned to the team; quality and thoroughness of the work plan; approach to complete the scope; and demonstrated results on similar projects. Interviews may be conducted with the firms submitting the highest ranked proposals. The consultant selection panel would include five representatives: the General Manager, Director of Finance and Administration, Human Resources Manager and two representatives of the District's employee organizations.

## Timeline:

Staff anticipates that a recommendation would be made to the Board for selection of a consultant in mid-June 2017, allowing work to begin shortly thereafter. The work is anticipated to be completed within six months, and the selected consultant would be required to submit a detailed schedule to identify the timeline for key milestones.

## **GOALS:**

Assure a Quality, Continually Improving Workforce

Hire, promote and retain the best qualified employees.

Prepared by: Sherri Paniagua, Human Resources Manager

**ATTACHMENTS:**

Draft Request for Proposals for Total Compensation Study

**LAS VIRGENES MUNICIPAL WATER DISTRICT**

4232 Las Virgenes Road, Calabasas, California 91302



***REQUEST FOR PROPOSALS***

***For***

***Total Compensation Study***

**Proposal Issue Date**

**March 30, 2017**

**Proposal Submittal Due Date**

**5:00 p.m. on April 30, 2017**

**Documents available online at:**

**[www.lvmwd.com](http://www.lvmwd.com)**

**LAS VIRGENES MUNICIPAL WATER DISTRICT**

**REQUEST FOR PROPOSALS**

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## **I. INTRODUCTION**

### **A. General Information**

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

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

The District is requesting proposals from qualified firms experienced in the development of classification and compensation studies.

To be considered, five copies of a proposal must be received by **5:00 p.m. on April 30, 2017** addressed to:

Sherri Paniagua  
Human Resources Manager  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road  
Calabasas, CA 91302

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

### **B. Background**

The last total compensation study was conducted in 2010. The District seeks to complete a new study at this time to ensure market competitiveness and the ability to continue to attract and retain a highly skilled work force. The District desires to complete a total compensation study that compares (1) base salaries; (2) benefits; and (3) total compensation both together and separately to understand its place in the market in regards to both pay and benefits.

There are a total of 87 classifications. There are two bargaining units represented by the Service Employees International Union (SEIU) (and two bargaining units not represented by a national union) representing Management/Supervisors, Professional, and Confidential employees.

There are five distinct groups of employees with corresponding benefit levels which will need to be analyzed separately.



- SEIU General Unit (58 employees)
- SEIU Office Unit (17 employees)
- Supervisors, Professionals, and Confidential (23 employees)
- Managers (9 employees)
- Unrepresented (5 employees)

### **Existing Salary Structure**

For SEIU positions, the District uses a system of salary ranges with each range having a 7-step increase of approximately 5% between steps. The spread from minimum to maximum is 37.9%. Benchmark jobs are placed in ranges in accordance with market. Non-benchmark jobs are placed by comparing them to benchmark jobs.

All other positions have salary ranges without steps. The salary spread from minimum to maximum varies based on groups.

### **Study Comparator Agencies**

Previously, the District used eighteen agencies, representing both cities and special districts, in surveying benchmark jobs and benefits. All agencies have either water, sanitation or both levels of operations. They represent a cross section of local, regional and statewide organizations. The selected consultant will engage with the District to recommend comparator agencies.

### **Job Descriptions**

Job descriptions were last fully updated in 2010. However, job descriptions may be updated when a vacancy for that classification takes place and management feels the scope has changed. Any changes to job descriptions are approved by the District and the represented employee groups.

The District may include classifications for an in-depth job evaluation. The purpose of this job evaluation is to determine whether the current classification is appropriate, including determining its exempt or non-exempt status.

### **C. Term of Engagement**

It is anticipated that the engagement will be completed within 6 months.

<b>Task</b>	<b>Date</b>
RFP Issued	March 30, 2017
Deadline for Proposal Submission	April 30, 2017
Finalists Identified	May 5, 2017
Consultant Interviews	Week of May 15, 2017
Consultant Selection and Contract Preparation	May 22, 2017
Contract Awarded	June 13, 2017
Work Commences	June 19, 2017

The selected consultant will prepare an overall project schedule including monthly updates that may be presented verbally or in writing.

## **II. SCOPE OF SERVICES**

### **A. General**

The consultant will conduct a thorough review and analysis of the District's compensation and benefits program. Among the major tasks are the following:

- Meet with the Director of Finance & Administration and the HR Manager for the initial agreement on the scope of work to be performed, define major requirements of the engagement, protocols, timelines, communications, and decisions. Confer periodically in person or by telephone conference to discuss progress and clarify issues as necessary.
- Prepare overall project schedule with monthly updates.
- Determine recommended comparator agencies and benchmark positions.
- Conduct a total compensation survey using the benchmark positions and comparator agencies. For each classification surveyed, conduct a statistical analysis to calculate median, percentiles, and percent median difference. The data will be presented in both tabular and graphical format.
- The selected consultant may be requested to conduct a classification study for identified positions and make appropriate recommendation. Proposals should provide a per-study cost.
- Utilizing data from benchmark positions, present recommendations related to non-benchmark positions and internal relationships.
- Submit a draft report of findings, conclusions, and recommendations.
- Submit a final report incorporating District comments.

## **B. Meeting Attendance**

The selected consultant should anticipate attending and presenting at least two (2) Board meetings. This is in addition to meetings with staff to review and present work in progress. Proposed budget for attendance at required meetings may either be included in the “Not to Exceed” amount for each step above or proposed separately.

## **III. PROPOSAL REQUIREMENTS**

### **A. General Requirements**

#### **1. Inquiries**

Inquiries concerning the request for proposals **must be received in writing by 5:00 p.m. on Friday, April 18** to [spaniagua@lvmwd.com](mailto:spaniagua@lvmwd.com) or

Sherri Paniagua  
Human Resources Manager  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road, Calabasas, CA 91302  
Fax (818) 251-2179

Answers to questions received will be posted online no later than April, 24 2017 at <http://www.lvmwd.com/i-want-to-do-business-with-lvmwd/non-public-works-formal-bids>. It is the proposer’s responsibility to ensure that they access and review any questions and answers posted. The District is not responsible to notify individual potential bidders of the availability of questions and answers beyond this notice.

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

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

### **B Submission of Proposals**

***The following material is required to be received by 5 p.m., April 30, 2017 for a proposing firm to be considered:***

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

1. Title Page

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

## **2. Table of Contents**

## **3. Transmittal Letter**

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

## **4. Key Personnel**

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

## **5. References**

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

## **6. Qualifications and Experience**

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

## **7. Detailed proposal**

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

## **8. Costs**

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

## **IV. EVALUATION PROCEDURES**

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

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

### **B. Evaluation Criteria**

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

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

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

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

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

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

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

**C. Oral Presentation**

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

**D. Final Selection**

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

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

**A. Right to Reject Proposals**

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

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

**B. Receiving Time / Late Proposals**

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

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

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

**D. Incurring Cost**

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

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

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

#### **F. Sub-consultants**

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

#### **G. Best and Final Offer**

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

#### **H. Disclosure of Proposal Contents**

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

#### **I. Manner of Payment**

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

#### **J. Insurance**

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

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

## CONSULTANT AGREEMENT

As of [DATE], Las Virgenes Municipal Water District, **hereinafter called "Agency,"** and [CONSULTANT NAME], **hereinafter called "Consultant,"** agree as follows:

1. Purpose.

Under this Agreement, Consultant shall provide [DESCRIPTION OF WORK AND FOR WHAT PROJECT].

2. Services.

The Consultant shall, in good workmanlike and professional manner, furnish the **services as set forth in Exhibit "A" of this Agreement.**

3. Consideration.

(a) The Agency shall compensate Consultant on a time-and-material basis, contingent on satisfactory performance of the work. The aggregate payments under this Agreement shall not exceed \$\_\_\_\_\_, as more fully described on Exhibit **"A."**

(b) The Consultant shall complete and submit invoices showing the dates of work, description of work performed, and amount of the invoice together with any supporting documentation. The Agency shall pay the Consultant within thirty (30) days of the receipt of an invoice.

4. Term.

(a) This Agreement shall commence on the date above written, and shall continue until completion of the services described above. The Agency may terminate or cancel this Agreement without liability to the Agency, if Consultant fails to perform or commits a substantial breach of the terms hereof.

(b) Either party may terminate this agreement on thirty (30) days written notice for any reason. If this contract is terminated by Agency without cause, Agency shall pay Consultant for work performed prior to the date the notice of termination is received by contractor. If the contract is terminated by Consultant without cause, Consultant shall reimburse Agency for additional costs to be incurred by Agency in obtaining the work from another consultant.

5. Ownership of Data, Reports, and Documents.

The Consultant shall deliver to Agency on demand or completion of the project, notes of surveys made, reports of tests made, studies, reports, plans, and other materials and documents which shall be the property of the Agency. If the Agency uses any of the data, reports, and documents furnished or prepared by the Consultant for **projects other than the project shown on Exhibit "A,"** the Consultant shall be released from responsibility to third parties concerning the use of the data, reports, and documents. The Consultant may retain copies of the materials. The Agency may use or reuse the materials prepared by Consultant without additional compensation to Consultant.



6. Subcontracts and Assignments.

The Consultant shall not subcontract or assign responsibility for performance of any portion of this Agreement without the prior written consent of the Agency. Except as otherwise specifically approved by Agency, Consultant shall include appropriate provisions of this Agreement in subcontracts so rights conferred to Agency by this Agreement shall not be affected or diminished by subcontract. There shall be no contractual relationship intended, implied, or created between Agency and any subcontractor with respect to services under this Agreement.

Neither party hereto shall assign, sublet, or transfer interests hereunder without first obtaining written consent from the other party.

7. Independent Contractor.

The Consultant is an independent contractor and not an employee of Agency. Except as Agency may specify in writing, Consultant shall have no authority, expressed or implied, to act on behalf of Agency in any capacity whatsoever as an agent. Consultant shall have no authority, expressed or implied, pursuant to this Agreement to bind Agency to any obligation whatsoever.

8. Licensing. Consultant represents and declares to Agency that it has all licenses, permits, qualifications, and approvals of whatever nature that is legally required to practice its profession. Consultant represents and warrants to Agency that Consultant shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement, any license, permit, or approval, which is legally required for Consultant to practice its profession.

9. Indemnification.

Consultant shall defend, indemnify, and hold harmless Agency, its officers, employees and agents, from and against loss, injury, liability, or damages arising from any act or omission to act, including any negligent act or omission to act by Consultant **or Consultant's officers, employees, or agents** in rendering services under this Agreement. **Consultant's duty to indemnify and defend does not extend to the damages or liability caused by the agency's sole negligence, active negligence, or willful misconduct.**

10. Compliance with Applicable Law.

(a) Consultant agrees to comply with all federal, state, county, and local laws, ordinances, and regulations applicable to the work under this Agreement.

(b) Consultant shall pay prevailing wages to the extent required by law, including Labor Code Section 1720.

(1) A determination of the general prevailing rates of per diem wages and holiday and overtime work where the work is to be performed is on file at the **Agency's** offices. Should the prevailing wage rules apply to any of the work described in Exhibit A, Consultant shall post one copy of the prevailing rates of wages at the job site, and Consultant shall forfeit, as penalty to the Agency, a sum of not more than \$200.00 for each calendar day, or portion thereof, for each worker paid less than

the prevailing rates. This penalty shall be in addition to any shortfall in wages paid.

11. Insurance.

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

(b) Consultant shall provide the following coverages:

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

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

(3) **Workers' Compensation insurance as required by the Labor Code of the State of California with the statutory limits required by the Labor Code and Employers Liability for \$1,000,000 per accident for bodily injury or disease.** Consultant and subcontractors shall cover or insure their employees working on or about the site, regardless of whether such coverage or insurance is mandatory or merely elective under the law.

(4) Professional liability insurance covering loss resulting from errors or omissions of Consultant with a liability limit of at least \$1,000,000 per occurrence.

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

(1) Commercial general liability and automobile liability:

(i) Agency and its Board members, officers, employees, agents and volunteers shall be added as additional insureds.

(ii) **Consultant's insurance shall be primary insurance as respects the Agency, its Board members, officers, employees, agents, and volunteers and any insurance or self-insurance maintained by Agency shall be in excess of Consultant's insurance and shall not contribute to it.**

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

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

(v) The policies may provide coverage that contains deductible or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to Agency under such policies. Consultant shall be solely responsible for deductible and/or self-insured

retention and Agency, at its option, may require Consultant to secure the payment of such deductible or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit. The insurance policies that contain deductibles or self-insured retentions in excess of \$25,000 per occurrence shall not be acceptable without the prior approval of Agency.

(vi) Prior to start of work under this Agreement, Consultant shall file with Agency evidence of insurance as required above from an insurer or insurers certifying to the required coverage. The coverage shall be evidenced on a certificate of insurance signed by an authorized representative of the insurer(s). Should the required coverage be furnished under more than one policy of insurance, Consultant may submit as many certificates of insurance as needed to provide the required amounts.

(2) Each policy required by this section shall contain a policy cancellation clause that provides the policy shall not be cancelled or otherwise terminated by the insurer or the Consultant, or reduced in coverage or in limits, except after thirty (30) days written notice by certified mail, return receipt requested, has been given to the Agency, Attention: Director of Finance & Administration.

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

(e) Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein. Consultant shall maintain evidence of compliance with the insurance requirements by the subcontractors at the job site and make them available for review by Agency.

## 12. Notices.

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

Las Virgenes Municipal Water District  
ATTN: General Manager  
4232 Las Virgenes Road  
Calabasas, CA 91302

[CONSULTANT]  
ATTN: THEIR PM  
MAILING ADDRESS  
CITY, STATE ZIP

## 13. Invalidity of Part Shall Not Invalidate the Whole.

The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both Parties subsequent to the expungement or judicial modification of the invalid provision.

14. **Attorneys' Fees.**

If an action at law or in equity is brought to enforce any provision of this Agreement, the prevailing party shall be entitled, in addition to such other relief as may be granted to an award in the same or a subsequent proceeding, to reasonable attorneys' fees and costs.

15. Integration.

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

16. Arbitration and Waiver of Jury Trial.

Consultant and Agency further agree as follows: In the event any dispute shall arise between the Parties to this Agreement, the same shall be resolved by arbitration conducted by the American Arbitration Association in accordance with the Commercial Arbitration Rules of the American Arbitration Association, as then in effect. Such arbitration shall be conducted at a location within Los Angeles County, California agreeable to both Parties before three (3) arbitrators who shall be selected by mutual agreement of the Parties; if agreement is not reached on the selection of arbitrators within fifteen (15) days, then each of the Parties shall select an arbitrator and the two (2) arbitrators so selected shall select a third. The provisions of the Commercial Arbitration Rules of the American Arbitration Association shall apply and govern such arbitration except that the prevailing party shall be entitled to recover from the other **party its attorney's fees and costs actually incurred in such amount as may be** determined by the arbitrators.

17. Governing Law.

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

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

APPROVED:  
Las Virgenes Municipal Water District

APPROVED:  
[Consultant]

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

# EXHIBIT "A"



March 28, 2017 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Resource Conservation & Public Outreach

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**Subject : Website Hosting and Maintenance Services: Correction to Contract Duration**

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**SUMMARY:**

On February 14, 2017, the Board authorized the General Manager to execute a five-year agreement with Vision Internet Providers, in the amount of \$69,278, for website hosting and maintenance services. Upon review of the final contract documents, staff discovered an apparent discrepancy in the term of the contract as specified in the proposal and the agreement. The proposal appeared to indicate a five-year term; whereas, the contract documents specified a four-year term.

Staff contacted Vision Internet Providers to clarify the discrepancy and determined that the quotation for \$69,278 was intended for a four-year term. The source of confusion was an initial outlay of \$19,500 at the start of work ("Year 0") for website redesign. The proposal was unclear in this regard; therefore, staff believed the initial outlay included the first year of website hosting and maintenance services.

Based on the clarification from Vision Internet Providers, staff believes that the term of the contract was intended to be four years and proposes to execute the contract documents accordingly.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

Yes

**GOALS:**

Provide Excellent Service That Exceeds Customer Expectations

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