

Pursuant to Government Code Section 54953(b), Director Len Polan will be participating via teleconference from 31755 Bedfordhurst Court, Westlake Village, CA 91361.

**LAS VIRGENES - TRIUNFO
JOINT POWERS AUTHORITY
AMENDED AGENDA**

4232 Las Virgenes Road, Calabasas, CA 91302

Members of the public wishing to address the Las Virgenes-Triunfo Joint Powers Authority (JPA) 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, complete a speakers' card, and hand it to the Clerk of the Board. Speakers will be recognized in the order the 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 also present comments on matters on the agenda; speakers for agendized items will be recognized at the time the item is called up for discussion.

Materials prepared by the JPA in connection with the subject matter on the agenda are available for public inspection at 4232 Las Virgenes Road, Calabasas, CA 91302. Materials prepared by the JPA 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 request to the Clerk of the Board.

5:00 PM

January 6, 2020

PLEDGE OF ALLEGIANCE

1 CALL TO ORDER AND ROLL CALL

2 CHAIR/VICE CHAIR

A Annual Transition of JPA Chair and Vice Chair (Pg. 4)

Recognize Las Virgenes Municipal Water District Board President Jay Lewitt as Chair and Triunfo Water & Sanitation District Chair James Wall as Vice Chair of the Las Virgenes-Triunfo Joint Powers Authority for calendar year 2020.

3 APPROVAL OF AGENDA

4 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

5 CONSENT CALENDAR

Matters listed under the Consent Calendar are considered to be routine, non-controversial and normally approved with one motion. If discussion is requested by a member of the Board on any Consent Calendar item, or if a member of the public wishes to comment on an item, that item will be removed from the Consent Calendar for separate action.

A Minutes: Special Meeting of December 9, 2019 (Pg. 5)

Approve.

6 ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A Pure Water Project Las Virgenes-Triunfo: Update

7 ACTION ITEMS

A Budget Planning Calendar for Fiscal Years 2020-21 and 2021-22 (Pg. 12)

Receive and file the Budget Planning Calendar for Fiscal Years 2020-21 and 2021-22.

B Rancho Las Virgenes Composting Facility: Biofilter Repair (Pg. 14)

Waive the formal bidding process due to the proprietary nature of the materials to be purchased and authorize the Administering Agent/General Manager to issue a purchase order to BacTee Systems, Inc., in an amount not to exceed \$150,000, for new trench covers and baseplates to re-establish the odor control process at the Rancho Las Virgenes Composting Facility.

8 BOARD COMMENTS

9 ADMINISTERING AGENT/GENERAL MANAGER REPORT

10 FUTURE AGENDA ITEMS

11 NON-ACTION ITEMS

A State and Federal Legislative Update

12 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

13 CLOSED SESSION

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

Zusser Company, Inc. v. Las Virgenes Municipal Water District

14 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.

January 6, 2020 JPA Board Meeting

TO: JPA Board of Directors

FROM: General Manager

Subject : Annual Transition of JPA Chair and Vice Chair

SUMMARY:

The Joint Powers Authority (JPA), Joint Exercise of Powers Agreement, Section 4, states "The Chairs of the two (2) parties' governing boards will alternate annually as Chair and Vice Chair, respectively, of the meetings." Based on this provision, the Chair of the JPA for calendar year 2020 shall be the Board President of Las Virgenes Municipal Water District, and the Vice Chair of the JPA shall be the Chair of Triunfo Water & Sanitation District. No action by the JPA Board is necessary other than the respective Chairs of the parties shall assume their roles on the JPA Board at this meeting.

RECOMMENDATION(S):

Recognize Las Virgenes Municipal Water District Board President Jay Lewitt as Chair and Triunfo Water & Sanitation District Chair James Wall as Vice Chair of the Las Virgenes-Triunfo Joint Powers Authority for calendar year 2020.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

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

**LAS VIRGENES – TRIUNFO
JOINT POWERS AUTHORITY
MINUTES
SPECIAL MEETING**

5:00 PM

December 9, 2019

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was led by Lynda Lo-Hill.

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at **5:02 p.m.** by Chair Orkney in the Board Room at Las Virgenes Municipal Water District headquarters at 4232 Las Virgenes Road in Calabasas, California. Director Pan participated from the teleconference location at Santa Clara City Hall, 1500 Warburton Avenue, Santa Clara, California. Josie Guzman, Clerk of the Board, conducted the roll call.

Present: Directors Caspary, Lewitt, Lo-Hill, Orkney, Pan, Renger, Shapiro, Tjulander, and Wall.

Absent: Director Polan

Director Pan confirmed that she posted a copy of the agenda at the teleconference location 72 hours in advance.

Chair Orkney noted that all votes taken during the meeting would require a roll call vote due to Director Pan's participation by teleconference.

2. APPROVAL OF AGENDA

Administering Agent/General Manager David Pedersen asked that the Board add an item to the agenda to recognize Director Pan for her service. He also noted that a corrected copy of the staff report for Item 6C was provided to the Board.

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

AYES: Caspary, Lewitt, Lo-Hill, Orkney, Pan, Renger, Shapiro, Tjulander, Wall

NOE: None

ABSTAIN: None

ABSENT: Polan

3. PUBLIC COMMENTS

None.

4. CONSENT CALENDAR

A Minutes: Regular Meeting of November 4, 2019

Approve

B 20-Inch Recycled Water Valve Repair: End of Emergency

Declare an end to the emergency for repair of a broken 20-inch recycled water valve at the intersection of Kanan Road and Thousand Oaks Boulevard.

C Tapia Process Air Improvements Project: Final Acceptance

Approve Change Order No. 8 in the amount of \$12,800; approve the execution of a Notice of Completion and have the same recorded; and in the absence of claims from subcontractors and others, release the retention, in the amount of \$90,048.87, within 30 calendar days after filing the Notice of Completion for the Tapia Process Air Improvements Project.

D Tapia WRF Summer Season Compliance Project: Approval of Scope Change

Authorize the Administering Agent/General Manager to approve a change in scope to Stantec Consulting Services, in the amount of \$15,609, for additional design elements and professional services for the Tapia WRF Summer Season Compliance Project.

Director Lewitt moved to approve the Consent Calendar. Motion seconded by Director Caspary. Motion carried by the following vote:

AYES: Caspary, Lewitt, Lo-Hill, Orkney, Pan, Renger, Shapiro, Tjulander, Wall

NOE: None

ABSTAIN: None

ABSENT: Polan

5. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

Added Item: Proclamation Recognizing Director Susan Pan

Chair Orkney read a proclamation recognizing Director Susan Pan for her service to Triunfo Water & Sanitation District and to Las Virgenes – Triunfo Joint Powers

Authority. She expressed her appreciation for Director Pan's service and wished her well on her future endeavors.

The Board also expressed their appreciation and thanked Director Pan for her knowledge and expertise.

A Pure Water Project Las Virgenes-Triunfo: Update

Joe McDermott, Director of Engineering and External Affairs, provided an update regarding construction activities on the Pure Water Demonstration Facility and the Demonstration Garden Project. He noted that both projects should be completed by the end of January and were on schedule for a ribbon cutting ceremony and tours in March. He reported that several of the JPA Directors and staff toured the Pure Water San Diego, Padre Dam Municipal Water District Advanced Water Purification Demonstration Facility, and Ray Stoyer Water Recycling Facility on December 2nd. He noted that staff from both facilities shared their experiences with operating their demonstration facilities and conducting public outreach.

A discussion ensued regarding incorporating consent forms for parents' authorization to allow their children to sample the treated water after a school tour, and keeping treated water in a refrigerator for the public to sample whenever the demonstration equipment is off-line.

Chair Orkney requested that staff invite legislative representatives to the ribbon cutting ceremony.

Director Caspary noted that the Orange County Water District provided bottled water treated through its advanced purification system at the recent Association of California Water Agencies (ACWA) Conference.

B Rancho Las Virgenes Composting Facility: Timeline to Restore Operation

John Zhao, Director of Facilities and Operations, reported that experts were hired to determine the cost of the damages caused by the Woolsey Fire at the Rancho Las Virgenes Composting Facility. He noted that representatives from the JPA's insurance carrier and the Federal Emergency Management Agency (FEMA) indicated that the JPA could risk its insurance coverage for damages should the JPA move forward with repair work prematurely. He reported that claim checks were received in the amount of \$1.75 million out of the \$6.5 million claimed. He reported that a proposal was received from Pacific Hydrotech to repair the facilities to the conditions prior to the fire damage, and staff was waiting on receiving a second proposal from GSE Construction. He stated that once both proposals were reviewed staff would either bring an item to recommend a project to complete all repairs or a recommendation to repair the biofilter only and complete the remaining repairs at a later time. He noted that composting operations could commence once

the biofilter was repaired. He stated that staff expects to bring back a recommendation for the fire repair work in the early part of next year, and staff was targeting to begin composting operations mid-year 2020.

Don Patterson, Director of Finance and Administration, responded to a question regarding the \$1.75 million claim check received by stating that this check was for the undisputed amount of claim damages for both Las Virgenes Municipal Water District facilities and JPA facilities combined. He noted that the insurance carrier re-inspected the hopper, biofilter, and other areas at the Rancho Las Virgenes Composting Facility and would review the facility's original plans in order to calculate another undisputed claim amount.

6. ACTION ITEMS

A Annual Financial Statements and Independent Auditor's Report

Receive and file the Fiscal Year 2018-19 JPA financial Statements and Independent Auditor's Report.

Coley Delaney, representing The Pun Group, provided a PowerPoint presentation summarizing the JPA Financial Statements and Independent Auditors' Reports for the Fiscal Year Ending June 30, 2019.

Director Caspary moved to approve Item 6A. Motion seconded by Director Lo-Hill. Motion carried by the following vote:

AYES: Caspary, Lewitt, Lo-Hill, Orkney, Pan, Renger, Shapiro, Tjulander, Wall

NOE: None

ABSTAIN: None

ABSENT: Polan

B Tapia Headworks Floor Rehabilitation Project: Construction Award

Award a construction contract to GSE Construction Company, in the amount of \$278,900; reject all remaining bids upon receipt of duly executed contract documents; and appropriate an additional \$9,498 for the Tapia Headworks floor Rehabilitation Project.

Administering Agent/General Manager David Pedersen presented the report.

Director Caspary moved to approve Item 6B. Motion seconded by Director Tjulander.

Eric Schlageter, Principal Engineer, responded to a question regarding the percentage of overhead and profit used in preparing the Engineer's Estimate.

Motion carried by the following vote:

AYES: Caspary, Lewitt, Lo-Hill, Orkney, Pan, Renger, Shapiro, Tjulander, Wall

NOE: None

ABSTAIN: None

ABSENT: Polan

C Digester No. 2 Rehabilitation Project: Construction Award

Award a construction contract to GSE Construction Company, in the amount of \$1,882,000; reject all remaining bids upon receipt of duly executed contract documents; and appropriate an additional \$714,379 for the Digester No. 2 Rehabilitation Project.

Administering Agent/General Manager David Pedersen presented the report.

Director Lo-Hill moved to approve Item 6C. Motion seconded by Director Wall.

Eric Schlageter, Principal Engineer, responded to a question regarding the need for explosion proof seal fittings.

Motion carried by the following vote:

AYES: Caspary, Lewitt, Lo-Hill, Orkney, Pan, Renger, Shapiro, Tjulander, Wall

NOE: None

ABSTAIN: None

ABSENT: Polan

Mr. Schlageter responded to a question regarding whether the digester was available for viewing by the Board Members by stating that the digester was currently boarded up; however, the digester could be opened for viewing should there be interest.

7. BOARD COMMENTS

Director Shapiro reported that he attended the Association of California Water Agencies (ACWA) Fall Conference.

Chair Orkney reported that she also attended the ACWA Fall Conference and noted that the book *The Dreamt Land* was recommended, which deals with the history of water in the Central Valley. She also reported that she had emailed a link to the Board Members regarding an article from the Los Angeles Times entitled "A Kingdom from Dust" written by Mark Arax regarding a Central Valley farmer named Steward Resnick

8. ADMINISTERING AGENT/GENERAL MANAGER REPORT

None.

9. FUTURE AGENDA ITEMS

None.

10. INFORMATION ITEMS

A State and Federal Legislative Update

B Saddle Peak and Cordillera Tank Rehabilitation: CEQA Determination and Call for Bids

C Carbon Tower Carbon Replacement: Authorization of Purchase Order

D Claim by CSI Electric

11. PUBLIC COMMENTS

None.

12. CLOSED SESSION

A Conference with Legal Counsel – Potential Litigation (Government Code Section 54956.9): One Case

In the opinion of Legal Counsel, disclosure of the identity of the litigant would be prejudicial to the JPA.

The Board recessed to Closed Session at **5:59 p.m.**, and reconvened to Open Session at **6:11 p.m.**

Authority Counsel Wayne Lemieux announced that the Board received a report during Closed Session, and authorized staff to file a claim with Southern California Edison related to damages as a result of the Woolsey Fire.

13. ADJOURNMENT

Seeing no further business to come before the Board, the meeting was duly adjourned at **6:11 p.m.**

Janna Orkney, Chair

ATTEST:

Jay Lewitt, Vice Chair

January 6, 2020 JPA Board Meeting

TO: JPA Board of Directors

FROM: Finance & Administration

Subject : Budget Planning Calendar for Fiscal Years 2020-21 and 2021-22

SUMMARY:

This item provides the schedule for key activities associated with the development and adoption of the Fiscal Years 2020-21 and 2021-22 Budget.

RECOMMENDATION(S):

Receive and file the Budget Planning Calendar for Fiscal Years 2020-21 and 2021-22.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

FINANCIAL IMPACT:

There is no financial impact associated with this action.

DISCUSSION:

This will be the third two-year budget for the JPA. The attached schedule outlines the timeframe and process to review and adopt the budget for Fiscal Years 2020-21 and 2021-22.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Angela Saccareccia, Finance Manager

ATTACHMENTS:

Budget Planning Calendar for Fiscal Years 2020-21 and 2021-22

Las Virgenes Municipal Water District
FY 2020-21 & FY 2021-22 Budget Planning Calendar

Date	Board Activity	Description
1/6/2020	JPA Board Meeting	JPA Budget Process review - distribute Budget Planning Calendar
2/3/2020	JPA Board Meeting	Financial Status Report JPA - Second Quarter
2/3/2020	JPA Board Meeting	IIP Review - JPA
2/10/2020		JPA Budget submissions from TSD due to Administering Agent
3/2/2020	JPA Board Workshop	Budget Overview - JPA
5/11/2020	JPA Board Meeting	Financial Status Report JPA - Third Quarter
		JPA Preliminary Budget to Board
6/1/2020	JPA Board Meeting	JPA Budget Adoption

January 6, 2020 JPA Board Meeting

TO: JPA Board of Directors

FROM: Engineering and External Affairs

Subject : Rancho Las Virgenes Composting Facility: Biofilter Repair

SUMMARY:

The biofiltration process at the Rancho Las Virgenes Composting Facility sustained significant damages during the Woolsey Fire. To restart composting operations, the biofilters require replacement trench covers and wood chip baseplates to re-establish the odor control process. The items to be replaced are proprietary elements of the original biofiltration design; therefore, staff solicited a quote to replace the damaged materials from the original manufacturer. In an effort to expedite restoration of the composting operation, staff recommends the approval of a purchase order to procure the necessary materials due to the long lead time required for fabrication.

RECOMMENDATION(S):

Waive the formal bidding process due to the proprietary nature of the materials to be purchased and authorize the Administering Agent/General Manager to issue a purchase order to BacTee Systems, Inc., in an amount not to exceed \$150,000, for new trench covers and baseplates to re-establish the odor control process at the Rancho Las Virgenes Composting Facility.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The total cost of the materials is expected to be \$129,000, plus applicable taxes. Sufficient funds are available in the adopted Fiscal Year 2019-20 JPA Budget for costs associated with the Woolsey Fire Damage Repair at the Rancho Las Virgenes Composting Facility. Reimbursement from the JPA's insurance carrier is expected for these materials.

DISCUSSION:

Biofiltration at the Rancho Las Virgenes Composting Facility is an odor control system that is required to meet air quality permit requirements. The biofilters use wood chip media as a substrate for organisms, which remove ammonia and volatile organic compounds from the foul air generated by the composting process. The media regularly breaks down and is replaced on a routine basis.

During the Woolsey Fire, the wood chip media in Biofilters Nos. 5 and 6 caught fire (see attached photos), causing damage to the baseplates and trench covers associated with the biofiltration process. The biofiltration process was uniquely designed to meet site specific requirements and, therefore, required customized trench covers and baseplates. Staff discussed various options to restore the composting operation and concluded that the pre-purchase of the baseplates and trench covers would expedite the overall project schedule by up to five months. Procurement of these proprietary materials, separate from a construction contract for installation, would eliminate the contractor mark-up and reduce the duration of the overall construction schedule. Due to the proprietary nature of the materials, staff obtained a quotation from the original manufacturer of the biofilter baseplates and trench covers for the replacement parts.

BacTee Systems, Inc., quoted \$129,000 to furnish 2,240 baseplates and 150 trench covers, not including applicable taxes. Staff recommends issuing a purchase order to BacTee Systems, Inc., in a not to exceed amount of \$150,000, for the purchase including applicable taxes and provide flexibility on the final number of baseplates and trench covers required.

GOALS:

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

Prepared by: Veronica Hurtado, Assistant Engineer

ATTACHMENTS:

Photos of Fire Damage at Rancho Biofilter
Quotation from BacTee Systems, Inc.

Photos of Fire Damage at Rancho Biofilter







Scope of Work Biofilter Aeration Floor – Las Virgenes project
December 11, 2019

Items furnished by BacTee Systems, Inc. (BacTee):

1. BacTee will furnish two thousand two hundred and forty baseplates (2,240) baseplates made of co-polymer polypropylene for the plenum floor of the biofilter. (\$45/each)
2. BacTee will furnish one hundred and fifty trench covers (150) made of a fiber reinforced polypropylene for the plenum floor of the biofilter. (\$148/each)
3. BacTee will supply the baseplates wrapped in shrink wrap on pallets.

Shipment/payment schedule and terms:

1. Terms: Net 30 after receiving shipment
2. Current production schedule would put order available to ship April 15, 2020

Total for the above – Valid for 60 days from date of quotation **\$123,000**

FOB - Destination

Freight to Calabasas, CA - Valid for 30 days from date quotation **\$6000**

The Above Quotation Values DO NOT include any applicable taxes.

Acceptance of BACTEE Product

BACTEE's Quotation will be valid for a period of 60 days from the date of quotation.

This Quotation, customer's Purchase Order, and acceptance by BACTEE of said Purchase Order shall be the bases for the relationship between BACTEE and BACTEE's customer.

A handwritten signature in blue ink that reads "Rodney Kleven".

December 11, 2019

Rodney Kleven
Project Engineer

Date