



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

AGENDA
REGULAR MEETING
July 21, 2020, 9:00 AM

Public Participation for Meetings of Las Virgenes Municipal Water District Board of Directors in Response to COVID-19

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 17, 2020, Governor Newsom issued Executive Order N-29-20 (superseding the Brown Act-related provisions of Executive Order N-25-20 issued on March 12, 2020), which allows a local legislative body to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. Pursuant to Executive Order N-29-20, please be advised that members of the Las Virgenes Municipal Water District will participate in meetings telephonically.

PUBLIC PARTICIPATION: Pursuant to Executive N-29-20 and given the current health concerns, members of the public can access meetings live on-line, with audio and limited video, at www.LVMWD.com/LiveStream. In addition, members of the public can submit comments electronically for consideration by sending them to www.LVMWD.com/LiveStream. To ensure distribution to the members of the Las Virgenes Municipal Water District Board of Directors prior to consideration of the agenda, please submit comments 24 hours prior to the day of the meeting. Those comments, as well as any comments received during the meeting, will be distributed to the members of the Board of Directors and will be made part of the official public record of the meeting. Contact Josie Guzman, Executive Assistant/Clerk of the Board, at (818) 251-2123 or jguzman@lvmwd.com with any questions.

ACCESSIBILITY: If requested, the agenda and backup materials will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, in order to observe and/or offer public comment may request such reasonable modification, accommodation, aid, or service by contacting the Executive Assistant/Clerk of the Board by telephone at (818) 251-2123 or via email to jguzman@lvmwd.com no later than 9:00 AM on the day before the scheduled 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, complete a speakers' card, and hand it to the Clerk of the Board. Speakers will be recognized in the order the cards are received. A live webcast of the meeting will be available at LVMWD.com. Also, a web-based version of the speaker card is available for those who would like to submit written comments electronically or request to make public comment by telephone during the meeting.

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 District 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 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 request to the Clerk of the Board.

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

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 List of Demands: July 21, 2020 (Pg. 6)

Receive and File

B Minutes: Regular Meeting of July 7, 2020 (Pg. 23)

Approve

C **Directors' Per Diem: June 2020 (Pg. 33)**

Ratify

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

A **MWD Representative Report (Pg. 40)**

B **Legislative and Regulatory Updates**

C **Water Supply Conditions Update (Pg. 45)**

6 **TREASURER**

7 **BOARD OF DIRECTORS**

A **Response to Coronavirus (COVID-19) Pandemic: Continuation of Emergency (Pg. 47)**

Approve the continuation of an emergency declaration for response to the coronavirus (COVID-19) pandemic.

8 **FACILITIES AND OPERATIONS**

A **Fiscal Year 2020-21 Mobile Emergency Generators Purchase: Award (Pg. 49)**

Authorize the General Manager to issue a purchase order to United Rentals, in the amount of \$140,000 plus tax, for two 100 kW Cummins T4F mobile emergency generators.

9 **FINANCE AND ADMINISTRATION**

A **2020 Financial Analysis and Rate Study: Guiding Principles and Commercial Budgets (Pg. 54)**

Review and provide feedback on proposed guiding principles and changes to commercial water budgets for the 2020 Financial Analysis and Rate Study.

B **Claim by Jennifer Singer (Pg. 56)**

Deny the claim by Jennifer Singer.

10 **ENGINEERING AND EXTERNAL AFFAIRS**

A **AMI/AMR Customer Interface Portal: Award (Pg. 65)**

Accept the proposal from WaterSmart Software, Inc., and authorize the General Manager to execute an initial one-year agreement, in the amount of \$63,750, for the implementation and hosting of a Customer Interface Platform with four one-year renewal options for hosting, beginning at \$49,130 in Year 2 and escalating by three percent annually through Year 5, for a total cost of \$269,490 over five years.

B **Tree Maintenance and Removal Services: Award (Pg. 83)**

Authorize the General Manager to execute a Contractual Services Agreement with Newbury Park Tree Services, in an amount not to exceed \$98,000, utilizing hourly rates provided through the competitive process completed by the City of

Malibu for tree maintenance and removal services.

11 **INFORMATION ITEMS**

A **Claim by Maria Spirtos (Pg. 85)**

12 **NON-ACTION ITEMS**

A **Organization Reports**

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

C **General Manager Reports**

(1) General Business

(2) Follow-Up Items

D **Director's Comments**

13 **FUTURE AGENDA ITEMS**

14 **PUBLIC COMMENTS**

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15 **CLOSED SESSION**

A **Conference with Legal Counsel on Liability Claim (Government Code Section 54956.9(d)(2)):**

Claimant: Jennifer Singer

B **Public Employee Performance Evaluation (Government Code Section 54957):**

Title: General Manager

C **Conference with Labor Negotiators (Government Code Section 54957.6):**

Agency Designated Representatives: Las Virgenes Municipal Water District Board of Directors

Unrepresented employee: General Manager

16 **OPEN SESSION AND ADJOURNMENT**

Pursuant to Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and applicable federal

rules and regulations, requests for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting, should be made to the Executive Assistant/Clerk of the Board in advance of the meeting to ensure availability of the requested service or accommodation. Notices, agendas, and public documents related to the Board meetings can be made available in appropriate alternative format upon request.

LAS VIRGENES MUNICIPAL WATER DISTRICT

To: LYNDA LO-HILL, TREASURER

Payments for Board Meeting of : July 21, 2020

Deputy Treasurer has verified that all checks and wire transfers were issued in conformance with LVMWD Administrative Code Section 2-6.203.

Wells Fargo Bank A/C No. 4806-994448

Checks Nos. 85365 through 85451 were issued in the total amount of \$ 733,921.32

Payments through wire transfers as follows:

Sub-Total Wires	\$ -
Total Payments	\$ <u>733,921.32</u>

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

**CHECK LISTING FOR BOARD MEETING
07/21/20**

Company Name	Company No.	Check No. 85365 thru 85417 07/07/20	Check No. 85418 thru 85451 07/14/20	Total
		Amount	Amount	
Potable Water Operations	101	27,224.43	59,331.81	86,556.24
Recycled Water Operations	102			-
Sanitation Operations	130	2,065.37	30,166.00	32,231.37
Potable Water Construction	201			-
Water Conservation Construction	203			-
Sani- Construction	230			-
Potable Water Replacement	301	174,724.50		174,724.50
Reclaimed Water Replace	302			-
Sanitation Replacement	330	9,887.50		9,887.50
Internal Service	701	40,220.29	8,893.95	49,114.24
JPA Operations	751	125,522.72	55,625.60	181,148.32
JPA Construction	752			-
JPA Replacement	754	62,503.15	137,756.00	200,259.15
Total Printed		442,147.96	291,773.36	733,921.32
Net Total		442,147.96	291,773.36	733,921.32

Batch Number - 280723
Bank Account - 00146807 Cash-General

Payment		Address	Name	Payment Stub Message	Document	Key		Amount	Invoice
Number	Date	Number			Ty	Number	ltn Co		Number
85365	07/07/20	2869	AT&T	SRV 6/20-7/19	PV	170796	001 00101	48.68	2150/062020
				Payment Amount				48.68	
85366	07/07/20	9067	AUSTIN-MAC, INC.	CONVEYOR LINERS	PV	170770	001 00701	11,495.40	30494
				Payment Amount				11,495.40	
85367	07/07/20	18971	BDP INDUSTRIES INC.	HYDROLIC MAINFOLD	PV	170766	001 00701	7,806.68	12106
				HYDROLIC MAINFOLD	PV	170766	002 00701	207.76	12106
				Payment Amount				8,014.44	
85368	07/07/20	18071	BLUE DIAMOND MATERIALS	2.98 TN 3/8 FINE	PV	170760	001 00701	165.37	1859696
				Payment Amount				165.37	
85369	07/07/20	18107	CAROLLO ENGINEERING, INC	P/E 5/31 PWP DEMO	PV	170816	001 00701	5,504.15	0188072
				Payment Amount				5,504.15	
85370	07/07/20	2786	CEDAR VALLEY PLUMBING SUPPLY	BOILER FITTINGS	PV	170753	001 00751	237.76	128289
				Payment Amount				237.76	
85371	07/07/20	18860	CHEMTREAT, INC.	MAY'20 WTR TRTMNT	PV	170842	001 00701	693.62	2972788
				JUN'20 WTR TRMNT	PV	170843	001 00701	693.62	2986350
				Payment Amount				1,387.24	
85372	07/07/20	2541	CITY OF WESTLAKE VILLAGE	PERMIT-31608 VLG CNTR DR	PV	170823	001 00101	195.00	19/20-071
				Payment Amount				195.00	
85373	07/07/20	19270	COMMUNICATION S RELAY, LLC	JUL'20 SITE RENT-CASTRO	PV	170782	001 00101	983.74	58247
				Payment Amount				983.74	
85374	07/07/20	4586	CONSOLIDATED ELECTRICAL DISTRIBUTORS	PROGRAMABLE CONTROLLER	PV	170762	001 00701	791.51	9009-409674
				CONDUIT & FITTINGS	PV	170824	001 00701	459.92	9009-409134
				WIRE CONNECTORS	PV	170839	001 00701	236.43	9009-410240

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Payment Number	Date	Address Number	Name	Payment Stub Message	Document Ty	Key Nm Co	Amount	Invoice Number
				WIRE PULLING ROPE	PV	170840 001 00701	331.79	9009-410377
				Payment Amount			1,819.65	
85375	07/07/20	2605	DELTA PACIFIC INDUSTRIES	SHOP CLEANERS	PV	170800 001 00701	493.19	5462
				MEAN GREEN/RTV RED	PV	170801 001 00701	498.66	5463
				Payment Amount			991.85	
85376	07/07/20	19033	DENOVO VENTURES, LLC	6/20 JDE KRONOS INTRGTN	PV	170814 001 00701	2,837.50	67703
				AUG'20 DIST RCVRY	PV	170827 001 00701	4,938.00	67664
				Payment Amount			7,775.50	
85377	07/07/20	21577	DOCUSIGN, INC.	DOCUSIGN 6/12/20-6/11/ 21	PV	170774 001 00701	3,105.00	INV19248722
				Payment Amount			3,105.00	
85378	07/07/20	14591	EMISSION COMPLIANT CONTROLS CORP.	EMISSION TEST 6/16	PV	170776 001 00701	1,883.00	PSO4903
		Alt Payee	15750	EMISSION COMPLIANT CONTROLS CORP. P. O. BOX 16727 IRVINE CA 92623-6727				
				Payment Amount			1,883.00	
85379	07/07/20	4943	ENVICOM CORPORATION	P/E 5/28 TWN LKS P/S UPGD	PV	170813 001 00701	1,570.18	00015712
				Payment Amount			1,570.18	
85380	07/07/20	18815	FASTENAL COMPANY	TAPIA BINSTOCK	PV	170754 001 00751	972.81	CACHA35222
		Alt Payee	18835	FASTENAL COMPANY P. O. BOX 1286 WINONA MN 55987-1286				
				Payment Amount			972.81	
85381	07/07/20	2658	FEDERAL EXPRESS CORP	PKG DEL 6/16 & 6/23 PKG DLVRD 6/26	PV	170781 001 00701	223.11	7-049-21605
					PV	170838 001 00701	23.80	7-056-12568
				Payment Amount			246.91	

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Payment		Address	Name	Payment Stub Message	Document		Key		Amount	Invoice
Number	Date	Number			Ty	Number	Item	Co		Number
85382	07/07/20	21569	FS	RTN#1-WLK	PD	170817	001	00301	9,149.25-	10642-90-91/R
			CONTRACTORS, INC	FP/TNK LNDSCP						TN#1
				PMT#1WLK	PV	170818	001	00701	182,985.00	10642-90-91/#
				FP/TNK LNDSCP						1
				Payment Amount					173,835.75	
85383	07/07/20	6770	G.I.	7/20 DISP-HQ	PV	170803	001	00701	977.87	2946998-0283-
			INDUSTRIES	& SHOP						0
				7/20 DISP-RLV	PV	170804	001	00751	96.64	2946996-0283-
										4
				7/20 DISP-RLV	PV	170805	001	00751	96.64	2946997-0283-
				FARM						2
		Alt Payee	6771	G.I. INDUSTRIES						
				P. O. BOX 541065						
				LOS ANGELES CA 90054-1065						
				Payment Amount					1,171.15	
85384	07/07/20	2705	HACH COMPANY	WTR TEST	PV	170825	001	00701	628.97	12001571
				EQUIP-PWP						
				DEMO						
				WTR TEST	PV	170826	001	00701	3,354.82	12004527
				EQUIP-PWP						
				DEMO						
		Alt Payee	6442	HACH COMPANY						
				2207 COLLECTIONS CENTER DR						
				CHICAGO IL 60693						
				Payment Amount					3,983.79	
85385	07/07/20	7421	HAMNER,	P/E 6/15	PV	170777	001	00701	888.75	200256
			JEWELL AND	EMGCY GNRTRS						
			ASSOCIATES							
				Payment Amount					888.75	
85386	07/07/20	2727	IDEXX	COLILERT	PV	170798	001	00701	2,331.71	3065707837
			LABORATORIES	MEDIA						
		Alt Payee	6447	IDEXX LABORATORIES						
				P. O. BOX 101327						
				ATLANTA GA 30392-1327						
				Payment Amount					2,331.71	
85387	07/07/20	2745	JOEY M'S	REPAIR/REBLD	PV	170802	001	00701	312.54	061520
			UPHOLSTERERS	SEAT-#112						
				Payment Amount					312.54	
85388	07/07/20	21581	JOHNSON	SRV-FIRE	PV	170799	001	00701	961.00	86810764

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Payment Number	Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key ltm	Key Co	Amount	Invoice Number
			CONTROLS FIRE PROTECTION LP	ALARM PANEL						
				Payment Amount					961.00	
85389	07/07/20	19054	L. NEWMAN DESIGN GROUP, INC.	LNDSCP ARCH CO#1	PV	170811	001	00701	2,400.00	129674
				LNDSCP ARCH SRV-SOLAR	PV	170812	001	00701	7,160.00	129673
				Payment Amount					9,560.00	
85390	07/07/20	2611	LA DWP	RECTIFIER 5/28-6/24	PV	170794	001	00101	42.20	851260/062520
				Payment Amount					42.20	
85391	07/07/20	2814	MCMaster-CARR SUPPLY CO	CHECK VALVE	PV	170739	001	00751	31.28	41077865
				CHECK VALVE	PV	170740	001	00751	31.28	41079162
				PIPE CLAMPS	PV	170741	001	00751	88.07	40981553
				COMPRESSOR PARTS	PV	170742	001	00751	405.16	41332474
				ANCHRS/HINGES /BRCKTS	PV	170743	001	00751	431.51	40722113
		Alt Payee	3197 MC MASTER-CARR P. O. BOX 7690 CHICAGO IL 60680-7690							
				Payment Amount					987.30	
85392	07/07/20	21542	LINDA J. MEDVENE	RFND BAL-CLOSED A/C	PV	170778	001	00101	199.55	602395-054357
				Payment Amount					199.55	
85393	07/07/20	2839	MOTION INDUSTRIES, INC.	COMPRESSOR PARTS	PV	170808	001	00701	1,073.85	CA22-656319
		Alt Payee	10317 MOTION INDUSTRIES INC. FILE 749376 LOS ANGELES CA 90074							
				Payment Amount					1,073.85	
85394	07/07/20	21335	MV ENGINEERING, LLC	PWP GRANT ASST 5/4-5/29	PV	170773	001	00701	2,200.00	1910520
				Payment Amount					2,200.00	
85395	07/07/20	21134	NEW EARTH	DISP	PV	170809	001	00701	30,026.01	019

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Payment Number	Date	Address Number	Name	Payment Stub Message	Document Ty	Number	Key ltm	Co	Amount	Invoice Number
			USA, LLC	BIOSOLIDS-MAY '20						
				Payment Amount					30,026.01	
85395	07/07/20	16687	NEWBURY PARK TREE SERVICE, INC.	TREE REMVL-RW VAULT	PV	170758	001	00751	1,065.00	12988
				Payment Amount					1,065.00	
85397	07/07/20	16372	OLIN CORPORATION - CHLORALKALI	4,938 GAL HYPOCHLORITE	PV	170767	001	00701	4,159.40	2841684
				4,970 GAL HYPOCHLORITE	PV	170768	001	00701	4,186.36	2842630
				4,888 GAL HYPOCHLORITE	PV	170769	001	00701	4,117.28	2843975
				4,966 GAL HYPOCHLORITE	PV	170810	001	00701	4,182.99	2845600
		Alt Payee	16373	OLIN CORPORATION - CHLORALKALI P.O. BOX 402766 ATLANTA GA 30384-2766						
				Payment Amount					16,646.03	
85398	07/07/20	18874	PACIFIC HYDROTECH CORPORATION	PMT#9-PWP DEMO CONST	PV	170819	001	00701	47,620.00	10638/PMT#9
				RTN#9-PWP DEMO CONST	PD	170820	001	00754	2,381.00-	10638/RTN#9
				Payment Amount					45,239.00	
85399	07/07/20	19679	PARKER BOILER CO.	GAS VALVE	PV	170744	001	00751	1,084.06	217000
				PRESSURE REGULATOR	PV	170745	001	00751	856.23	217010
				LABOR TRAINING	PV	170746	001	00751	1,008.00	217087
				Payment Amount					2,948.29	
85400	07/07/20	8484	PRAXAIR DISTRIBUTION, INC	WELDING SUPPLIES	PV	170755	001	00751	505.41	97172615
				WELD/CUT TORCH PARTS	PV	170756	001	00751	668.40	97365996
				CYLNDR RENT 5/20-6/20	PV	170797	001	00101	203.67	97290638

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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
		Alt Payee	8898	PRAXAIR DISTRIBUTION INC. DEPT. LA 21511 PASADENA CA 91185-1511						
				Payment Amount					1,377.48	
85401	07/07/20	17334	QAIR CALIFORNIA	COMPRESSOR PARTS	PV	170757	001	00751	537.31	57923
				Payment Amount					537.31	
85402	07/07/20	21575	NATALIE ROBINETTE	RFND BAL-CLOSED A/C	PV	170779	001	00101	11.20	075779
				Payment Amount					11.20	
85403	07/07/20	16022	ROLLS SCAFFOLD & EQUIPMENT, INC	SCFFLD-WLK 5/25-6/21	PV	170764	001	00701	2,268.02	6085062S1C
				Payment Amount					2,268.02	
85404	07/07/20	20898	SDI PRESENCE LLC	P/E 5/31-ERP CONSLT STDY	PV	170822	001	00701	3,587.50	4818
		Alt Payee	20936	SDI PRESENCE LLC 29290 NETWORK PLACE CHICAGO IL 60673-1292						
				Payment Amount					3,587.50	
85405	07/07/20	2956	SOUTH COAST AIR QUALITY MGMT DIST	FAC ID#65733-JBR P/S ICE	PV	170786	001	00101	421.02	3653370
				FAC ID#65733-JBR P/S EMS	PV	170787	001	00101	136.40	3654939
				FAC ID#30439-OPS ICE	PV	170788	001	00701	2,354.02	3660407
				FAC ID#30439-OPS EMS	PV	170789	001	00701	136.40	3661565
				FAC ID#66254 L/S #2 ICE	PV	170790	001	00130	1,928.97	3660498
				FAC ID#66254 L/S #2 EMS	PV	170791	001	00130	136.40	3662047
				Payment Amount					5,113.21	
85406	07/07/20	2957	SOUTHERN	RLV CMPST	PV	170792	001	00751	28,608.12	5165-45/06242

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Payment Number	Date	Address Number	Name	Payment Stub Message	Document Ty	Key Nm Co	Amount	Invoice Number
			CALIFORNIA EDISON	5/22-6/23/20				0
				Payment Amount			28,608.12	
85407	07/07/20	2957	SOUTHERN CALIFORNIA EDISON	RLV CMPST-DL 5/22-6/23/20	PV	170793 001 00751	54.96	3293-30/06252 0
				Payment Amount			54.96	
85408	07/07/20	19681	THE PUN GROUP, LLP	PRG#1-AUDIT LV 19/20	PV	170771 001 00701	12,500.00	112554
				Payment Amount			12,500.00	
85409	07/07/20	21576	REZA TORCHIZY	RFND BAL-CLOSED A/C	PV	170780 001 00101	97.69	057183
				Payment Amount			97.69	
85410	07/07/20	18651	TOYOTA MATERIAL HANDLING SOLUTIONS	PM SRV-VEH#305	PV	170747 001 00701	323.75	PSI-0191259
				PM SRV-VEH#305	PV	170748 001 00701	124.10	PSI-0191583
				PM SRV-VEH#304	PV	170749 001 00701	95.91	PSI-0191584
				PM SRV-VEH#202	PV	170750 001 00701	121.10	PSI-0191634
				PM SRV-VEH#202	PV	170751 001 00701	182.99	PSI-0192065
				PM SRV-VEH#304	PV	170752 001 00701	433.82	PSI-0191970
				Payment Amount			1,281.67	
85411	07/07/20	21252	TYLER TECHNOLOGIES, INC.	ERP IMPLTN 6/3-6/4	PV	170772 001 00701	2,100.00	045-306565
				ERP IMPLTN 6/9-6/11	PV	170821 001 00701	4,200.00	045-307476
				Payment Amount			6,300.00	
85412	07/07/20	3394	UNITED STATES POSTAL SERVICE	BRM MAINT-YR 20-21	PV	170783 001 00701	725.00	BR279001-MAIN T/20-21
				BRM PERMIT YR 20-21	PV	170784 001 00701	240.00	BR279000-PERM IT/20-21
				Payment Amount			965.00	

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Payment . . .		Address	Name	Payment Stub Message	Document . . .		Key		Amount	Invoice
Number	Date	Number			Ty	Number	Itm	Co		Number
85413	07/07/20	2780	VALLEY NEWS GROUP	ADS-PIPE/WTR QLTY 6/18	PV	170785	001	00701	350.00	6-18-2020
				ADS-PIPE/WTR QLTY 6/18	PV	170785	002	00701	180.00	6-18-2020
				Payment Amount					530.00	
85414	07/07/20	2436	VINCE BARNES AUTOMOTIVE	RPR WINDOW/WENCH- #112	PV	170806	001	00701	845.55	024588
				PWR STEERING RACK-#893	PV	170807	001	00701	1,796.06	024603
				Payment Amount					2,641.61	
85415	07/07/20	19685	W. LITTEN INC.	SPRYFLD 6/8-6/12/20	PV	170775	001	00701	6,532.65	20029
				SPRYFLD 6/15-6/19	PV	170815	001	00701	6,288.05	20030
				Payment Amount					12,820.70	
85416	07/07/20	3025	WATER & SANITATION SRV./VENTURA COUNTY	PCH WTR 5/19-6/16	PV	170795	001	00101	20,388.89	2010849
				Payment Amount					20,388.89	
85417	07/07/20	3048	WEST COAST AIR CONDITIONING	BLOWER ASSMBLY/WHEEL	PV	170763	001	00701	3,196.00	S108753
				Payment Amount					3,196.00	
				Total Amount of Payments Written					442,147.96	
				Total Number of Payments Written					53	

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Bank Account - 00146807 Cash-General

Payment . . .		Address	Name	Payment Stub Message	Document . . .		Key		Amount	Invoice
Number	Date	Number			Ty	Number	Itm	Co		Number
85418	07/14/20	19269	ACC BUSINESS	INTERNET 5/11~6/10	PV	170837	001	00701	898.50	201671055
				Payment Amount					898.50	
85419	07/14/20	8680	ADS, LLC	JUN'20 FLOW	PV	170835	001	00701	745.00	22085.22-0620
				MNTG						
				JUN'20 FLOW	PV	170835	002	00701	2,235.00	22085.22-0620
				MNTG						
				Payment Amount					2,980.00	
85420	07/14/20	21135	AMERICAN BUSINESS BANK	RTN#9-PURE	PV	170917	001	00754	2,381.00	10638/RTN#9
				WTR DEMO						
				Payment Amount					2,381.00	
85421	07/14/20	5625	ASSOC. OF WATER AGENCIES OF VENTURA CO	3 REG-WTRWS	PV	170831	001	00701	60.00	06-12658
				MTG 6/25/20						
				Payment Amount					60.00	
85422	07/14/20	20491	BEST BEST & KRIEGER LLP	P/E 5/31 FED	PV	170832	001	00701	7,500.00	879726
				LBBY						
				P/E 5/31 ST	PV	170833	001	00701	5,000.00	879727
				LBBY						
				Payment Amount					12,500.00	
85423	07/14/20	18071	BLUE DIAMOND MATERIALS	2.49 TN AC	PV	170862	001	00701	199.31	1869280
				3/8						
				Payment Amount					199.31	
85424	07/14/20	8091	BROWN AND CALDWELL	P/E	PV	170854	001	00701	22,832.00	45376071
				6/11-CORSN						
				CTL STDY						
				Payment Amount					22,832.00	
85425	07/14/20	21536	BUILDING BLOCK ENTERTAINMENT INC.	EDU VIDEO #9	PV	170829	001	00101	2,000.00	3283-7
				& 10						
				Payment Amount					2,000.00	
85426	07/14/20	19779	CALABASAS STYLE, LLC	DISPLAY	PV	170911	001	00701	1,400.00	11087
				AD-JUL/AUG						
				Payment Amount					1,400.00	
85427	07/14/20	2536	CITY OF LOS ANGELES	ASSSC O&M	PV	170882	001	00130	13,903.00	74
				FY18/19-RECON						WP200000132
				ASSSC CAP	PV	170883	001	00130	15,518.00	74
				FY18/19-RECON						WP200000133
				Payment Amount					29,421.00	

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Bank Account - 00146807 Cash-General

Payment		Address	Name	Payment Stub Message	Document	Key		Amount	Invoice
Number	Date	Number			Ty	Number	ltn Co		Number
85428	07/14/20	14476	CUSTOM INDUSTRIAL SHEET METAL, INC.	VENTING- WLF	PV	170847	001 00701	9,466.18	32980
				Payment Amount				9,466.18	
85429	07/14/20	20685	DOCUMENT SYSTEMS INC	5/24~6/23 CANON MNT-CS	PV	170834	001 00701	65.15	135605
				Payment Amount				65.15	
85430	07/14/20	6770	G.I. INDUSTRIES	6/16~6/30 SHOP BLDG	PV	170885	001 00701	681.44	2947173-0283-9
		Alt Payee	6771 G.I. INDUSTRIES P. O. BOX 541065 LOS ANGELES CA 90054-1065					681.44	
85431	07/14/20	2701	GRAINGER, INC.	COTTON WORK SHIRT	PV	170844	001 00701	29.50	9553479412
				COTTON WORK SHIRT	PV	170845	001 00701	29.50	9557663615
				WAREHOUSE CABINET	PV	170846	001 00701	220.25	9558468923
		Alt Payee	5453 GRAINGER, INC. DEPT 805178142 PALATINE IL 60038-0001					279.25	
85432	07/14/20	18679	GSE CONSTRUCTION, INC.	RTN#3-TP HDWRK REHAB	PD	170849	001 00754	7,125.00-	10667/RTN#3
				PMT#3-TP HRDWRK REHAB	PV	170850	001 00701	142,500.00	10667/PMT#3
85433	07/14/20	4525	HARRINGTON INDUSTRIAL PLASTICS INC.	PIPE CLAMPS	PV	170857	001 00751	321.22	005C9326
		Alt Payee	7132 HARRINGTON INDUSTRIAL PLASTICS LLC P. O. BOX 5128 CHINO CA 91708-5128					321.22	
85434	07/14/20	2611	LA DWP	TWN LKS P/S	PV	170859	001 00101	13,681.18	875698/062920
				5/15~6/15				13,681.18	
				Payment Amount				13,681.18	

Batch Number - 280848

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Itm	Key Co	Amount	Invoice Number
85435	07/14/20	3352	LAS VIRGENES MUNICIPAL WATER DISTRICT	HQ PWP/DEMO 5/27~6/24	PV	170888	001	00751	3,298.67	0151/070120
				WLK FLT 5/29~6/25	PV	170889	001	00101	315.63	0909/070120
				WLK FLT 5/29~6/25	PV	170891	001	00101	1,881.94	0907/070120
				Payment Amount					5,496.24	
85436	07/14/20	7949	LOS ANGELES COUNTY - PUBLIC HEALTH	BIOSOLIDS POTW FY20-21	PV	170828	001	00751	2,686.00	AR0158645/20-21
				Payment Amount					2,686.00	
85437	07/14/20	21586	JOY L MOORE	RFND BAL-OPEN A/C	PV	170880	001	00101	1,730.97	054441
				Payment Amount					1,730.97	
85438	07/14/20	16372	OLIN CORPORATION - CHLORALKALI	4,760 GAL HYPOCHLORITE	PV	170892	001	00701	4,009.47	2847725
		Alt Payee 16373	OLIN CORPORATION - CHLORALKALI P.O. BOX 402766 ATLANTA GA 30384-2766	Payment Amount					4,009.47	
85439	07/14/20	20334	PRUDENTIAL OVERALL SUPPLY	6/20 UNFRMS/MATS/T WLS	PV	170895	001	00701	68.50	170997813
				6/20 UNFRMS/MATS/T WLS	PV	170895	002	00701	61.87	170997813
				6/20 UNFRMS/MATS/T WLS	PV	170896	001	00701	68.50	170999162
				6/20 UNFRMS/MATS/T WLS	PV	170896	002	00701	61.87	170999162
				6/20 UNFRMS/MATS/T WLS	PV	170897	001	00701	68.50	172000510
				6/20 UNFRMS/MATS/T	PV	170897	002	00701	61.87	172000510

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Bank Account - 00146807 Cash-General

Payment		Address	Name	Payment Stub Message	Document		Key		Amount	Invoice
Number	Date	Number			Ty	Number	Itm	Co		Number
				WLS						
	6/20			UNFRMS/MATS/T	PV	170898	001	00701	68.50	172001851
				WLS						
	6/20			UNFRMS/MATS/T	PV	170898	002	00701	61.87	172001851
				WLS						
	6/20			UNFRMS/MATS/T	PV	170899	001	00701	9.60	170997949
				WLS						
	6/20			UNFRMS/MATS/T	PV	170899	002	00701	21.44	170997949
				WLS						
	6/20			UNFRMS/MATS/T	PV	170900	001	00701	9.60	170999301
				WLS						
	6/20			UNFRMS/MATS/T	PV	170900	002	00701	21.44	170999301
				WLS						
	6/20			UNFRMS/MATS/T	PV	170901	001	00701	9.60	172000684
				WLS						
	6/20			UNFRMS/MATS/T	PV	170901	002	00701	21.44	172000684
				WLS						
	6/20			UNFRMS/MATS/T	PV	170902	001	00701	9.60	172001984
				WLS						
	6/20			UNFRMS/MATS/T	PV	170902	002	00701	21.44	172001984
				WLS						
	6/20			UNFRMS/MATS/T	PV	170903	001	00701	310.63	170997811
				WLS						
	6/20			UNFRMS/MATS/T	PV	170904	001	00701	309.93	170999160
				WLS						
	6/20			UNFRMS/MATS/T	PV	170905	001	00701	309.93	172000508
				WLS						
	6/20			UNFRMS/MATS/T	PV	170906	001	00701	309.13	172001849

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Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Document Ty	Number	Key Item	Co	Amount	Invoice Number
				UNFRMS/MATS/T WLS						
				6/20	PV	170907	001	00701	33.20	170997812
				UNFRMS/MATS/T WLS						
				6/20	PV	170907	002	00701	30.83	170997812
				UNFRMS/MATS/T WLS						
				6/20	PV	170908	001	00701	33.20	170999161
				UNFRMS/MATS/T WLS						
				6/20	PV	170908	002	00701	30.83	170999161
				UNFRMS/MATS/T WLS						
				6/20	PV	170909	001	00701	33.20	172000509
				UNFRMS/MATS/T WLS						
				6/20	PV	170909	002	00701	30.83	172000509
				UNFRMS/MATS/T WLS						
				6/20	PV	170910	001	00701	33.20	172001850
				UNFRMS/MATS/T WLS						
				6/20	PV	170910	002	00701	30.83	172001850
				UNFRMS/MATS/T WLS						
				Payment Amount					2,141.38	
85440	07/14/20	21588	KELLY RAY	RFND BAL-OPEN A/C	PV	170881	001	00101	1,471.26	050746
				Payment Amount					1,471.26	
85441	07/14/20	17174	ROTH STAFFING COMPANIES, LP	TEMP SRV-6/15-6/19 -D.P.	PV	170852	001	00701	1,064.00	13901502
				TEMP SRV-6/22-6/26 -D.P.	PV	170853	001	00701	1,064.00	13903652
				Payment Amount					2,128.00	
85442	07/14/20	20412	SHRED-IT USA LLC	JUN'20 DOC SHRDNG	PV	170836	001	00701	183.19	8129963907
				Payment Amount					183.19	
85443	07/14/20	2948	SMITH PIPE &	IRRGTN	PV	170858	001	00701	181.44	3605178

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Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Document Ty	Key ltm	Co	Amount	Invoice Number
			SUPPLY	SUPPLIES-HQ					
				Payment Amount				181.44	
85444	07/14/20	2958	SOUTHERN CALIFORNIA GAS CO	JBR P/S 6/1~6/30	PV	170890	001 00101	14.30	1200/070220
				HQ & OPS 6/3~7/2	PV	170912	001 00701	586.64	3600/070720
				CORNELL 6/3~7/2	PV	170913	001 00101	4,519.85	0400/070720
				TAPIA 6/3~7/2	PV	170914	001 00751	915.06	4000/070720
				RANCHO 6/3~7/2	PV	170915	001 00751	1,391.08	4200/070720
				WLK P/S 6/1~7/1	PV	170916	001 00101	15.93	9400/070120
				Payment Amount				7,442.86	
85445	07/14/20	21137	TESLA, INC.	RW P/S-MAY'20 SOLAR	PV	170851	001 00701	15,986.58	16286421
				Payment Amount				15,986.58	
85446	07/14/20	12149	THATCHER CO. OF CALIFORNIA	3,992.9 GAL BISULFITE	PV	170893	001 00701	5,869.57	276488
				3716.06 GAL BISULFITE	PV	170894	001 00701	5,462.61	276472
				Payment Amount				11,332.18	
85447	07/14/20	9505	TIRE MAN AGOURA	TIRE REPAIR-#916	PV	170879	001 00701	20.00	2089192
				Payment Amount				20.00	
85448	07/14/20	2780	VALLEY NEWS GROUP	ADS-FLUSH/WQR -6/25	PV	170860	001 00701	350.00	6-25-2020
				ADS-FLUSH/WQR -6/25	PV	170860	002 00701	180.00	6-25-2020
				Payment Amount				530.00	
85449	07/14/20	3035	VWR SCIENTIFIC	TIPS/PETRI DISHES	PV	170884	001 00701	375.52	8801413881
		Alt Payee	3216	VWR INTERNATIONAL, INC P. O. BOX 640169 PITTSBURGH PA 15264-0169					
				Payment Amount				375.52	
85450	07/14/20	18914	WECK LABORATORIES, INC.	RLV GRNDWTR-0F160 53	PV	170848	001 00701	579.54	W0F1676-LV

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Payment Number	Date	Address Number	Name	Payment Stub Message	Document Ty	Number	Key Itm Co	Amount	Invoice Number
				Payment Amount				579.54	
85451	07/14/20	20592	YORK RISK SERVICES GROUP, INC.	SRV FEE-MAY20	PV	170918	001 00101	937.50	8029/BNDLR-MA Y20
				Payment Amount				937.50	
				Total Amount of Payments Written				291,773.36	
				Total Number of Payments Written			34		



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

MINUTES
REGULAR MEETING

9:00 AM

July 7, 2020

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was led by Keith Lemieux.

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at **9:00 a.m.** by Board President Lewitt via teleconference in the Board Room at Las Virgenes Municipal Water District headquarters at 4232 Las Virgenes Road, Calabasas, CA 91302. The meeting was conducted via teleconference pursuant to the provisions of the Governor's Executive Order, N-29-20, which suspended certain requirements of the Ralph M. Brown Act to support social distancing guidelines associated with response to the coronavirus (COVID-19) outbreak. Josie Guzman, Clerk of the Board, conducted the roll call.

Present: Directors Charles Caspary, Jay Lewitt, Lynda Lo-Hill, Len Polan, and Lee Renger

Absent: None

Staff Present: David Pedersen, General Manager
Joe McDermott, Director of Engineering and External Affairs
Don Patterson, Director of Finance and Administration
John Zhao, Director of Facilities and Operations
Josie Guzman, Clerk of the Board
Keith Lemieux, District Counsel

2. APPROVAL OF AGENDA

Director Renger moved to approve the agenda. Motion seconded by Director Polan.

Motion carried unanimously by roll call vote.

3. PUBLIC COMMENTS

Board President Lewitt lost connection to the teleconference at 9:02 a.m. Vice President Polan presided.

There were no public comments.

Board President Lewitt reconnected to the teleconference at 9:03 a.m.

4. CONSENT CALENDAR

Director Polan pulled Item 4E from the Consent Calendar for discussion.

A List of Demands: July 7, 2020: Receive and file

B Minutes Regular Meeting of June 16, 2020: Approve

C Monthly Cash and Investment Report: May 2020

Receive and file the Monthly Cash and Investment Report for May 2020.

D 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 District Code.

F Response to Coronavirus (COVID-19) Pandemic: Janitorial Contract Increase

Authorize the General Manager to execute a change order for US Metro Group, Inc., increasing the annual amount by \$20,480, from \$159,858.25 to \$180,338.25, to include enhanced cleaning/sanitizing of office spaces in response to COVID-19 as part of the annual janitorial contract and include the additional amount in subsequent renewal options.

G Annual Purchase Orders to Hach Company and Aquatic Bioassay & Consulting Laboratories, Inc.

Authorize the General Manager to issue annual purchase orders to Hach Company, in the amount of \$130,000, and Aquatic Bioassay & Consulting Laboratories, Inc., in the amount of \$100,000, for the period of July 1, 2020 through June 30, 2021.

Director Caspary moved to approve Consent Calendar. Motion seconded by Director Renger.

Director Caspary amended the motion to approve Consent Calendar Items 4A, 4B, 4C, 4D, 4F, and 4G. Motion seconded by Director Renger. Motion carried unanimously by roll call vote.

4. CONSENT CALENDAR – SEPARATE ACTION ITEM

E Tract No. 53138 (Deerlake Ranch): Approval of Change in Scope No. 3

Authorize the Director of Engineering and External Affairs to execute Change in Scope No. 3 to Envicom Corporation, in the amount of \$14,368, increasing the contract amount from \$32,077 to \$46,445, to perform additional environmental review for Tract No. 53138 (Deerlake Ranch).

General Manager David Pedersen disconnected from the teleconference at 9:05 a.m. due to a conflict of interest regarding this item.

Director Polan inquired regarding the need to revise Administrative Draft IS/MND to address a longer truck hauling route. Eric Schlageter, Principal Engineer, responded that the current easement at the Twin Lakes Tank site provided access for District use only, and the IS/MND needed to be modified in accordance with the California Environmental Quality Act (CEQA) to allow access for construction activities by the developer and the contractor.

Director Caspary moved to approve Consent Calendar Item 4E. Motion seconded by Director Lo-Hill. Motion carried unanimously by roll call vote.

General Manager David Pedersen reconnected to the teleconference at 9:08 a.m.

5. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A Legislative and Regulatory Updates

Syrus Devers, the District's lobbyist representing Best Best & Krieger LLP, reported that SB 1056 (Portantino) related to the methodology for testing for perfluoroalkyl and polyfluoroalkyl substances (PFAS) and SB 996 (Portantino) related to creating a science-based panel to review constituents of emerging concern program did not move past the Senate Standing Committee on Environment Quality. He also reported that SB 1099 (Dodd) related to emergency generator testing passed unanimously on the Senate floor and would be considered by the Assembly Committee on Natural Resources on July 29th. He noted that negotiation efforts regarding the bill were continuing with the South Coast Air Quality Management District (SCAQMD).

Director Caspary referred to AB 196 (Gonzalez) regarding workers compensation COVID-19 essential occupations and industries and SB 1159 (Hill) regarding workers compensation COVID-19 critical workers, and stated that both of the bills defined that workers who contract COVID-19 would automatically be covered under workers compensation. He noted that the Association of California Water Agencies (ACWA) was

not in favor unless amended, and he inquired regarding the likelihood that these bills would pass and the cost to employers. Mr. Devers responded that he believed the bills would have a good chance of being passed by the Legislature; however, he was not certain whether Governor Gavin Newsom would support the bills.

Director Polan referred to SB 378 (Wiener), which would require electrical corporations to submit a report annually to the Wildfire Safety Division and to the Office of Energy Infrastructure Safety, and he inquired whether the District would need to report on the Rancho Solar Generation Project. Mr. Devers responded that the District was not defined as a utility regulated by the Public Utilities Commission (PUC); however, he stated that he would follow-up.

Board President Lewitt referred to SB 1099 and inquired regarding having to negotiate with SCAQMD. Mr. Devers responded that it was the best time to negotiate given the support received from the Senate.

B Water Supply Conditions Update

Joe McDermott, Director of Engineering and External Affairs, presented the report.

6. TREASURER

Director Lo-Hill stated that the Treasurer's report was in order.

7. BOARD OF DIRECTOR

A Response to Coronavirus (COVID-19) Pandemic: Continuation of Emergency

Approve the continuation of an emergency declaration for response to the coronavirus (COVID-19) pandemic.

General Manager David Pedersen presented the report.

Ursula Bosson, Customer Service Manager, provided an update on customer-related impacts of COVID-19, including customer calls, payment plan arrangements, a comparison of yearly balances due, payment numbers and totals comparing current and previous year/month data, and customers' use of on-line features. She addressed the total number of credits granted related to COVID-19 and stated that 73 accounts were adjusted for a total of \$51,652.87, which included zero usage and hotel credits. She also addressed the local schools' water usage and noted that three schools received an adjustment for zero usage, 33 schools did not qualify for an adjustment due to no decrease in usage, and 12 schools experienced lower water usage. She stated that staff would not recommend issuing a credit or an adjustment because most schools had not experienced a decline in revenues as a result of COVID-19.

A discussion ensued regarding the schools continued water usage for maintenance and irrigation activities despite classes not being held on campus, and that schools were made

whole through legislative actions whereas commercial business and hotels relied on commercial activity.

Director Lo-Hill moved to approve Item 7A. Motion seconded by Director Renger. Motion carried unanimously by roll call vote.

B CASA Annual Business Meeting: Board of Directors Election and Dues Resolution

Designate and authorize a Board Member to cast the District's vote in favor of the four-member slate of directors and approval of the dues resolution for Fiscal Year 2021 for the California Association of Sanitation Agencies.

General Manager David Pedersen presented the report.

Director Polan moved to designate and authorize Director Lynda Lo-Hill to cast the District's vote in favor of the four-member slate of directors and approval of the dues resolution for Fiscal Year 2021 for the California Association of Sanitation Agencies. Motion seconded by Director Lo-Hill. Motion carried unanimously by roll call vote.

8. FACILITIES AND OPERATIONS

A Risk and Resilience Assessment and Updated Emergency Response Plan: Award

Accept the proposal from Tetra Tech, Inc., and authorize the General Manager to execute a professional services agreement, in the amount of \$53,920, to complete a risk and resilience assessment and update the District's Emergency Response Plan.

John Zhao, Director of Facilities and Operations, provided a brief summary.

Darrell Johnson, Water Operations Manager, presented the report.

Director Renger moved to approve Item 8A. Motion seconded by Director Lo-Hill. Motion carried unanimously by roll call vote.

9. FINANCE AND ADMINISTRATION

A Authorization to participate in the California Asset Management Program

Pass, approve, and adopt proposed Resolution No. 2579, authorizing participation in the California Asset Management Program.

RESOLUTION NO. 2579

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT (“DISTRICT”) AUTHORIZING THE DISTRICT TO JOIN WITH OTHER PUBLIC AGENCIES AS A PARTICIPANT OF THE CALIFORNIA ASSET MANAGEMENT TRUST AND TO INVEST IN SHARES OF THE TRUST AND IN INDIVIDUAL PORTFOLIOS

(Reference is hereby made to Resolution No. 2579 on file in the District’s Resolution Book and by this reference the same is incorporated herein.)

Don Patterson, Director of Finance and Administration, presented the report.

Kyle Tanaka, representing PFM Asset Management LLC, provided a presentation of its portfolio investment management services for the California Asset Management Program (CAMP).

Mr. Patterson stated that CAMP was completely free from the State and managed by the Joint Powers Authority (JPA) members. He noted that there was no opportunity to borrow against CAMP, and the District’s participation in CAMP would be to use it in conjunction with the Local Agency Investment Fund (LAIF) to further diversify the District’s short-term investment portfolio to reduce exposure to any changes in State law related to the management of LAIF. He also noted that all investments in CAMP were compliant with the California Government Code.

Director Lo-Hill moved to approve Item 9A. Motion seconded by Director Polan.

Mr. Patterson responded to a question regarding the percentage of the District’s portfolio that would be invested in CAMP by stating that the amount would vary; however, in accordance with the District’s Investment Policy, the District could invest up to 25 percent of the District’s portfolio in CAMP.

Motion carried unanimously by roll call vote.

10. ENGINEERING AND EXTERNAL AFFAIRS

A Calleguas-Las Virgenes Municipal Water District Interconnection Project: CEQA Finding and Call for Bids

Consider the Final Environmental Impact Report prepared by Calleguas Municipal Water District as the lead agency under the California Environmental Quality Act; find that changes or alterations have been incorporated to substantially lessen all significant environmental effects as identified in the Final Environmental Impact Report; approve the project together with the Mitigation Monitoring and Reporting Program; authorize the General Manager to file a Notice of Determination with the Los Angeles County Registrar-Recorder/County Clerk; and authorize the issuance of call for bids for construction of the District’s portions of the Calleguas-Las Virgenes Municipal Water district Interconnection Project.

General Manager David Pedersen provided introductory remarks.

Eric Schlageter, Principal Engineer, presented the report.

Director Polan moved to approve Item 10A. Motion seconded by Director Renger. Motion carried unanimously by roll call vote.

11. NON-ACTION ITEMS

A Organization Reports

Director Caspary reported that he attended the Association of California Water Agencies (ACWA) State Legislative Committee teleconference meeting on June 26th. He noted that ACWA Executive Director David Eggerton announced the formation of California Water Forward, which would be made up of leaders from the water industry who would work to develop long-term policies to benefit the State. He also reported that Governor Gavin Newsom's proposed budget included \$50 million for Public Safety Power Shutoff grants to assist agencies. He noted that regulatory updates were expected regarding new fleet air quality regulations, and that he would provide a copy to staff. He also noted that no water bonds would be included this year. He also reported that he attended the Santa Monica Bay Restoration Commission Governing Board teleconference meeting on June 18th. He noted that the Governing Board adopted a new Memorandum of Understanding for the Santa Monica Bay National Estuary Program. He also noted that the Governing Board approved a support recommendation to the Los Angeles County Board of Supervisors for Measure W, the Safe Clean Water Program, for the Fiscal Year 2020-21 Stormwater Investment Plans that apply to the Santa Monica Bay watersheds. He stated that most of the Measure W grants for this fiscal year would be awarded in the Central Santa Monica Bay area for infiltration basins, cisterns for rainwater capture and storage, and diversion projects to sanitary sewers. General Manager David Pedersen added that there were no projects approved for funding in the North Santa Monica Bay watershed; however, funds would carry over and District staff would work with the local cities to encourage them to submit projects for grant funding.

B Director's Reports on Outside Meetings

Director Lo-Hill reported that she attended the WateReuse California Virtual Conference, where she participated in sessions regarding Leadership's Prospective on Advancing Potable Reuse; Decoding the National and California WateReuse Action Plans; and One Water Two Approaches and Three Sources - Integrating Stormwater into Portfolios. She also reported that she attended the Calleguas Municipal Water District's Board meeting via teleconference.

Director Polan reported that he attended the WateReuse California Virtual Conference.

Board President Lewitt reported that he attended the Metropolitan Water District of Southern California (MWD) Board of Directors meeting via teleconference. He stated that he was impressed with General Manager Jeff Kightlinger, who mentioned that he was

planning to speak with each MWD employee. He also reported that he attended the ACWA Federal Affairs Committee teleconference meeting, where they discussed recycled water, storage, canal restoration projects, and dam safety funding. He noted that Dee Zinke, MWD Assistant General Manager and Chief External Affairs Officer, provided a report regarding drinking water.

C General Manager Reports

(1) General Business

General Manager David Pedersen introduced Craig Jones, who was newly hired as a Management Analyst II. He noted that Mr. Jones previously worked for Ventura Water and was experienced in overseeing the water quality laboratory and automatic meter reading/automated metering infrastructure. Mr. Craig stated that he was looking forward to working for the District.

General Manager David Pedersen reported that an election would be held this year for Directors in Divisions 1 and 4, and the nomination period would begin on July 13th and end on August 7th. He also reported that the Resource Conservation District of the Santa Monica Mountains (RCD) was still interested in leasing office space upstairs at Building No. 1. He noted that the RCD was encouraged to wait until the equipment was installed for the Pure Water Demonstration Project to evaluate noise and activity levels to ensure that the RCD would be comfortable with leasing the office space. He stated that Dave Roberts, Resource Conservation Manager, would take the lead on this effort.

(2) Follow-Up Items

D Directors' Comments

None

12. FUTURE AGENDA ITEMS

None.

13. PUBLIC COMMENTS

None.

14. CLOSED SESSION

A Threat to Public Services of Facilities (Government Code Section 54957 (a)):

Consultation with Ivo Nkwenji, Security Operations Manager

The Board recessed to Closed Session at **10:29 a.m.** and reconvened to Open Session at **11:02 a.m.**

Keith Lemieux, District Counsel, announced that the Board received a report in Closed Session, and determined that it was appropriate to consider the proposal from Bulletproof Solutions, Inc. in Open Session.

Director Lo-Hill moved to accept the proposal from Bulletproof Solutions, Inc., and authorize the General Manager to execute a professional services agreement, in the amount of \$67,100, to perform a Comprehensive Cybersecurity Risk Assessment. Motion seconded by Director Caspary.

Motion carried unanimously by roll call vote.

15. OPEN SESSION AND ADJOURNMENT

Seeing no further business to come before the Board, the meeting was duly adjourned at **11:05 a.m.**

Jay Lewitt, President
Board of Directors
Las Virgenes Municipal Water District

ATTEST:

Charles Caspary, Secretary
Board of Directors
Las Virgenes Municipal Water District

(SEAL)

July 1, 2020

To: Payroll

From: David W. Pedersen
General Manager

D.W. Pedersen
07/01/20

RE: Per Diem Request – June 2020

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

On April 25, 2017, the Board adopted Resolution No. 2513, amending the per diem rate to \$220.

	<u>Director</u>	<u>No. of Meetings</u>	<u>Rate</u>	<u>Total</u>
8014	Charles Caspary	6	\$220.00	\$1,320.00
19447	Jay Lewitt	9	\$220.00	\$1,980.00
21169	Lynda Lo-Hill	9	\$220.00	\$1,980.00
18856	Leonard Polan	5	\$220.00	\$1,100.00
14702	Lee Renger	5	\$220.00	\$1,100.00

*LVMWD Code Section 2-2.106(a): "not exceeding a total of ten (10) days in any calendar month"

**LVMWD Code Section 2-2.106(b): MWD director "not exceeding a total of ten (10) additional days in any calendar month."

LAS VIRGENES MUNICIPAL WATER DISTRICT - PER DIEM REPORT



To: Clerk of the Board

Director's Name: Charles Caspary

Month of: June 2020

Division: Division 1

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

Date(s)	# of Days Claimed			Reimbursible Expenses ² (Y/N)	Check One		Event Title
	Event	Travel ¹	Total		MWD	LVMWD	
6/1/2020	1		1	N		X	LV-TWSD JPA BOARD MEETING
6/2/2020	1		1	N		X	LVMWD - REGULAR BOARD MEETING
6/5/2020	1		1	N		X	ACWA - STATE LEGISLATIVE COMMITTEE
6/16/2020	1		1	N		X	LVMWD-REGULAR BOARD MEETING
6/18/2020	1		1	N		X	SANTA MONICA BAY RESTORATION COMMISSION and CALLEGUAS - LAS VIRGENES JOINT FINANCING AUTHORITY
6/26/2020	1		1	N		X	ACWA - STATE LEGISLATIVE COMMITTEE
TOTAL			6				

NOTES: 1. Travel the day before and/or after an authorized meeting or seminar outside of LA, Ventura and Orange Counties may be paid in accordance with Board Policy. 2. Attach completed Statement of Account and Claim for Personally Incurred Expenses form.

Date Submitted: June 30, 2020

Charles Caspary (via email)

Director Signature: _____

LAS VIRGENES MUNICIPAL WATER DISTRICT - PER DIEM REPORT



To: Josie Guzman

Director's Name: Jay Lewitt

Month of: June

Division: 5

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

Date(s)	# of Days Claimed			Reimbursible Expenses ² (Y/N)	Check One		Event Title
	Event	Travel ¹	Total		MWD	LVMWD	
6.1.20	1		1			x	JPA Board Meeting
6.2.20	1		1			x	LVMWD board meeting
6.16.20	1		1			x	LVMWD board meeting
6.18.20	1		1			x	LV Callegas Board Meeting
6.23.20	1		1			x	Met Board
6.24.20	1		1			x	ACWA Federal Affairs Committee
6.25.20	1		1			x	AWA Meeting
6.26.20	1		1			x	Water Re-Use
6.28.20	1		1			x	Water Re-Use
TOTAL			9				

Date Submitted: 6.30.20

JL

Director Signature: _____

NOTES: 1. Travel the day before and/or after an authorized meeting or seminar outside of LA, Ventura and Orange Counties may be paid in accordance with Board Policy. 2. Attach completed Statement of Account and Claim for Personally Incurred Expenses form.

LAS VIRGENES MUNICIPAL WATER DISTRICT - PER DIEM REPORT



To: Josie Guzman, Clerk of the Board

Director's Name: Lynda Lo-Hill

Month of: June, 2020

Division: 2

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

Date(s)	# of Days Claimed			Reimbursible Expenses ² (Y/N)	Check One		Event Title
	Event	Travel ¹	Total		MWD	LVMWD	
6/1/2020	1		1			X	JPA Board Meeting
6/2/2020	1		1			X	LVMWD Board Meeting
6/8/2020	1		1		X		MWD Committee Meetings
6/9/2020	1		1		X		MWD Board Meeting
6/16/2020	1		1			X	LVMWD Board Meeting
6/18/2020	1		1			X	Calleguas LVMWD PFA
6/23/2029	1		1		x		MWD Committee Meetings (Executive, Audit Ethics, Org Personnel and Technology, IRP)
6/24/2020	1		1	Y		X	Water Reuse Online conference
6/25/2020	1		1	Y		x	Water Reuse Online conference
TOTAL			9				

Date Submitted: June 29, 2020

NOTES: 1. Travel the day before and/or after an authorized meeting or seminar outside of LA, Ventura and Orange Counties may be paid in accordance with Board Policy. 2. Attach completed Statement of Account and Claim for Personally Incurred Expenses form.

Director Signature: Lynda Lo-Hill submitted by email

LAS VIRGENES MUNICIPAL WATER DISTRICT - PER DIEM REPORT



To: Josie Guzman, Clerk of the Board

Director's Name: Leonard Polan

Month of: Jun-20

Division: #4

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

Date(s)	# of Days Claimed			Reimbursible Expenses ² (Y/N)	Check One		Event Title
	Event	Travel ¹	Total		MWD	LVMWD	
6/1/20	1	----	1	----	----	Y	JPA Mtg
6/2/20	1	----	1	----	----	Y	LVMWD Board Mtg
6/16/20	1	----	1	----	----	Y	LVMWD Board Mtg
6/18/20	1	----	1	----	----	Y	Callegus PFA Mtg
6/25/20	1	----	1	----	----	Y	VCAWA Mtg
6/25/20	----	----	----	----	----	Y	Water ReUse Conf
		TOTAL	5				

NOTES: 1. Travel the day before and/or after an authorized meeting or seminar outside of LA, Ventura and Orange Counties may be paid in accordance with Board Policy. 2. Attach completed Statement of Account and Claim for Personally Incurred Expenses form.

Date Submitted: 6/29/20

Director Signature: *Leonard E. Polan*

17238 OJ

INVOICE

Glen Peterson, Director

Metropolitan Water District of Southern California
 2936 Triunfo Canyon Rd
 Agoura, CA. 91301
 email: glenpsop@icloud.com

DATE: 07/01/20
INVOICE # 19
FOR: Director fees

Bill To:
Las Virgenes Municipal Water District
 4232 Las Virgenes Canyon Rd
 Calabasas, CA. 91302
 attn: Josie Guzman, Clerk of the Board
 818-251-2100



Date	Description	fee
6/2/2020	Real Property planning meeting	\$220.00
6/5/2020	Northern Caucus	\$220.00
6/8/2020	MWD Committees	\$220.00
6/9/2020	MWD Board and committees	\$220.00
6/10/2020	Colorado River Board of California	\$220.00
6/11/2020	ACWA presentation by Tim Quinn	\$220.00
6/16/2020	Report to LVMWD Board	\$220.00
6/18/2020	Zoom Training for Chairs and Vice Chairs	\$220.00
6/23/2020	Committee Meetings	\$220.00
6/25/2020	AWAVC on United Water District	\$220.00
TOTAL		\$2,200.00

Make Check payable to Glen Peterson

Thank you for the opportunity to serve

DocuSigned by:

 12C6BE2E4EC44E2...
 7/6/2020



Regular Board Meeting

July 14, 2020

12:00 p.m.

Tuesday, July 14, 2020	
Meeting Schedule	
10:30 AM	E&O
12:00 PM	Board

Live streaming is available for all board and committee meetings on our mwdh2o.com website
([Click to Access Board Meetings Page](#))

Public Comment Via Teleconference Only: Members of the public may present their comments to the Board on matters within their jurisdiction as listed on the agenda via teleconference only. To participate call (404) 400-0335 and use Code: 9601962.

MWD Headquarters Building • 700 N. Alameda Street • Los Angeles, CA 90012

1. Call to Order

- (a) Invocation: Tania Asef, Associate Environmental Specialist,
Environmental Planning Section, Chief Administrative
Office
- (b) Pledge of Allegiance: Director Richard Atwater,
Foothill Municipal Water District

2. Roll Call

3. Determination of a Quorum

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

- a. Commendation Presentation: Roberto F. Salmón Castelo,
Commissioner of the International Boundary and Water
Commission, Mexico

5. OTHER MATTERS AND REPORTS

- A. Report on Directors' events attended at Metropolitan expense for month of June 2020

- B. Chairwoman's Monthly Activity Report
- C. General Manager's summary of activities for the month of June 2020
- D. General Counsel's summary of activities for the month of June 2020
- E. General Auditor's summary of activities for the month of June 2020
- F. Ethics Officer's summary of activities for the month of June 2020
- G. Presentation of Commendatory Resolution for Director Vartan Gharpetian representing the City of Glendale

CONSENT CALENDAR ITEMS — ACTION
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6. CONSENT CALENDAR OTHER ITEMS – ACTION

- A. Approval of the Minutes of the Meeting for June 9, 2020
(Copies have been submitted to each Director)
Any additions, corrections, or omissions
- B. Approve committee assignments
- C. Approve Commendatory Resolution for Director Brett R. Barbre representing Municipal Water District of Orange County
- D. Adopt motion to adjourn the August Board Meeting to August 18, 2020, to establish tax rate. (Committees to meet on August 17 and 18, 2020)

7. CONSENT CALENDAR ITEMS — ACTION

- 7-1 Authorize an agreement with AVI-SPL, Inc. in an amount not-to-exceed \$3.75 million for the procurement and deployment of upgraded audiovisual technology systems at Metropolitan's Headquarters Building for the Boardroom Technology Upgrade Project; the General Manager has determined the proposed action is exempt or otherwise not subject to CEQA. (OP&T)
- 7-2 Approve Process for General Manager Recruitment; the General Manager has determined the proposed action is exempt or otherwise not subject to CEQA. (OP&T)
- 7-3 Review and consider Addendum No. 1 to the 2015 Mitigated Negative Declaration, and award a \$3,270,000 contract to Kiewit Infrastructure West Co to reline pipe and replace pipefittings at the Lake Perris Control Facility and on the Lakeview Pipeline. (E&O)
- 7-4 Award a \$5,410,000 contract to J.F. Shea Construction, Inc. to reline a portion of the Lake Perris Bypass Pipeline; the proposed action is in furtherance of a project that was previously determined to be exempt or otherwise not subject to CEQA. (E&O)
- 7-5 Authorize an amendment to a professional services agreement with Systems Integrated, LLC, for up to six years in an amount not-to-exceed \$362,000 annually, to provide support and maintenance of Metropolitan's existing Supervisory Control and Data Acquisition system; the General Manager has determined the proposed action is exempt or otherwise not subject to CEQA. (E&O)
- 7-6 Review and consider the Lead Agency's adopted Negative Declaration and Addendum and take related CEQA actions, and adopt resolution for 111th Fringe Area Annexation to Eastern Municipal Water District and Metropolitan
- 7-7 Authorize payments, by a two-thirds vote, of up to \$3.97 million for participation in the State Water Contractors for fiscal year 2020/21; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. (WP&S) **[Two-Thirds vote required at Board]**

- 7-8** Review and consider the Padre Dam Municipal Water District's approved Mitigated Negative Declaration for the East County Advanced Water Purification Project and take related CEQA actions; and authorize the General Manager to enter into a Local Resources Program Agreement with San Diego County Water Authority and the East County Advanced Water Purification Program Joint Powers Authority. (WP&S)
- 7-9** Review and consider the City of Escondido's approved Mitigated Negative Declaration for the Escondido Membrane Filtration Reverse Osmosis Facility Project and take related CEQA actions; and authorize the General Manager to enter into a Local Resources Program Agreement with San Diego County Water Authority and the City of Escondido for the Project. (WP&S)

END OF CONSENT CALENDAR ITEMS

8. OTHER BOARD ITEMS – ACTION

- 8-1** Consider implications of board action to suspend collection of the Water Stewardship Rate and impacts of the COVID-19 pandemic on Metropolitan's budget and rates, and confirm Metropolitan's commitment to demand management programs and the Local Resources Program goal; the General Manager has determined that the proposed actions are exempt or otherwise not subject to CEQA. (WP&S)

9. BOARD INFORMATION ITEMS

- 9-1** Update on Conservation Program
- 9-2** Communications and Legislation Committee Report

10. OTHER BOARD ITEMS

- 10-1** Update on Upcoming Department Head Performance Evaluations Process

11. FOLLOW-UP ITEMS

12. FUTURE AGENDA ITEMS

13. ADJOURNMENT

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

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

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



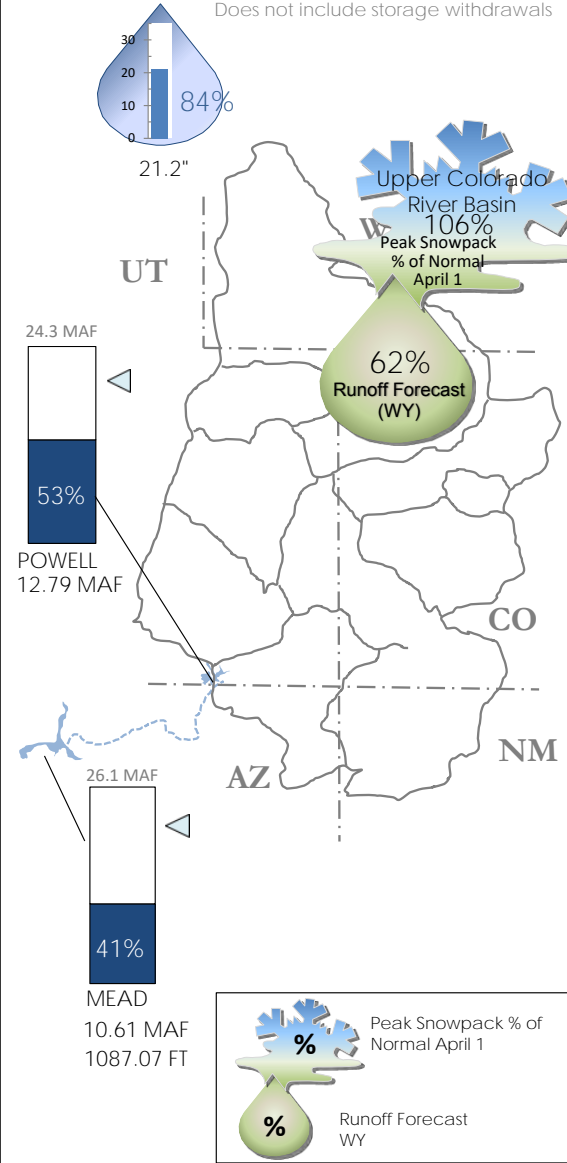
Water Supply Conditions Report

As of: 06/30/2020

2020 Colorado River

1,063,000 AF
85% of full CRA

Does not include storage withdrawals



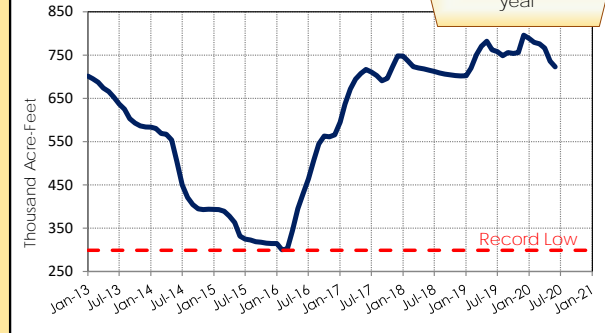
Turn page for more CRA Data

Flip Over for SWP Data

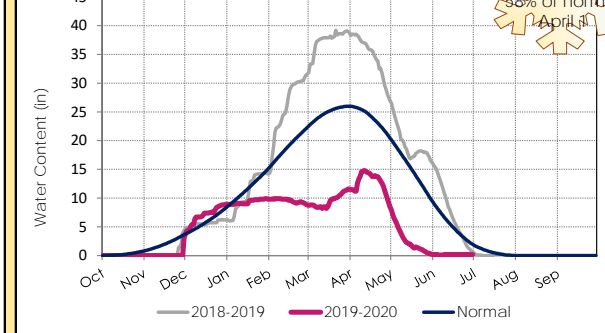
Highlights

- Sacramento River Runoff forecast is 52% of normal
- Statewide snowpack peaked at 64% of normal
- Lake Powell inflow forecast is 62% of normal
- Snowpack in the Upper Colorado River Basin peaked at 106% of normal

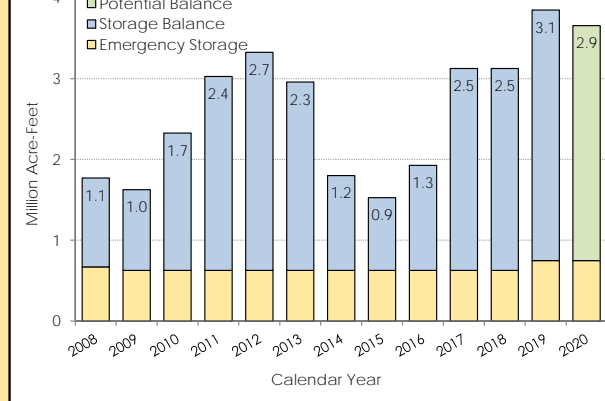
Diamond Valley Lake Storage



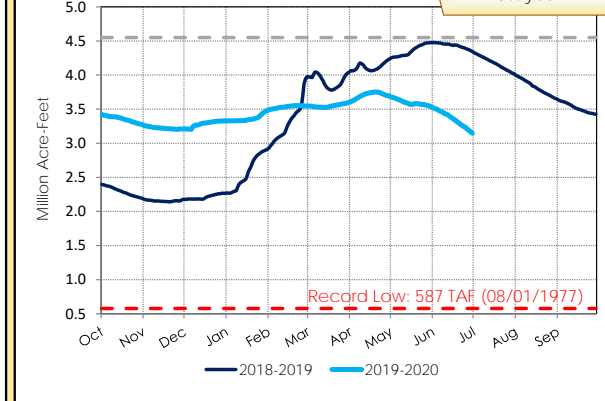
Southern Sierra Snowpack



MWD Storage Reserve Levels



Lake Shasta Reservoir Storage



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

<http://www.mwdh2o.com/WSCR>

This report is best printed double sided on legal size paper (8.5" x 14") and folded in quarters. Questions? Email mferreira@mwdh2o.com



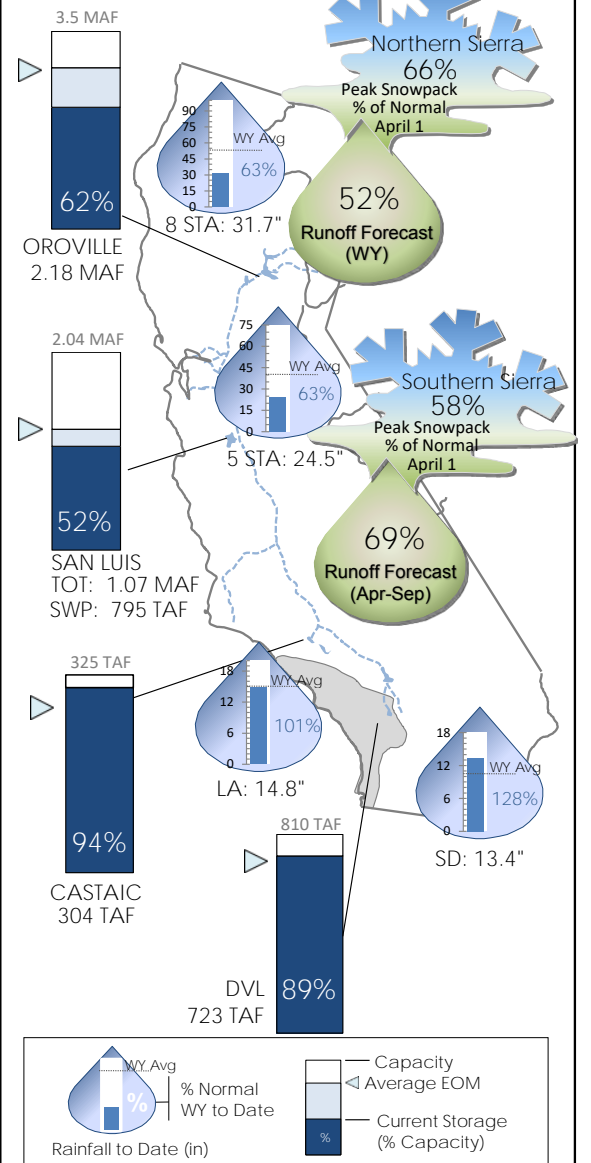
Water Supply Conditions Report

ITEM 5C

As of: 06/30/2020

2020 SWP Allocation

382,300 AF
20% of Table A



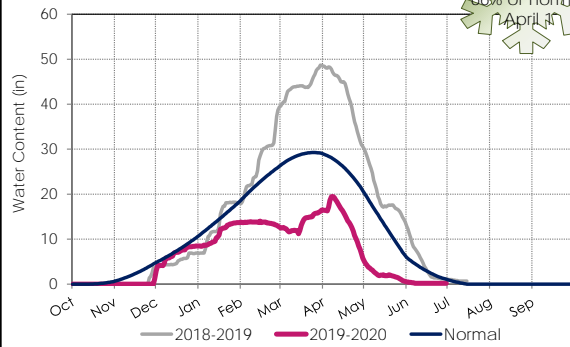
Flip Over for CRA Data

Turn page for more SWP Data

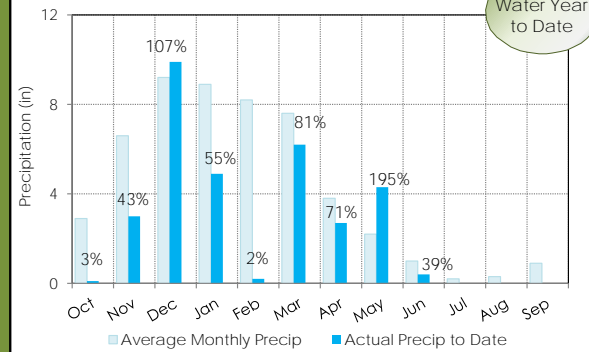
As of: 06/30/2020

State Water Project Resources

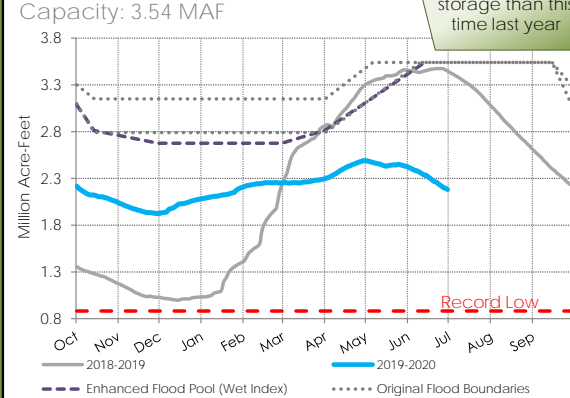
Northern Sierra Snowpack



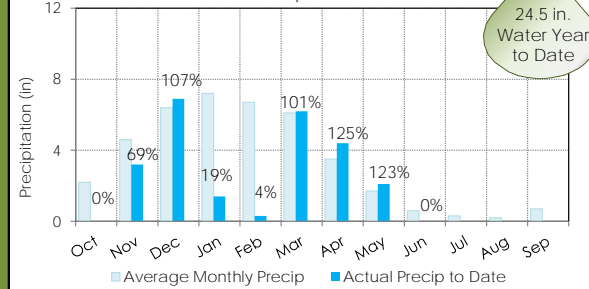
8 Station Index Precip



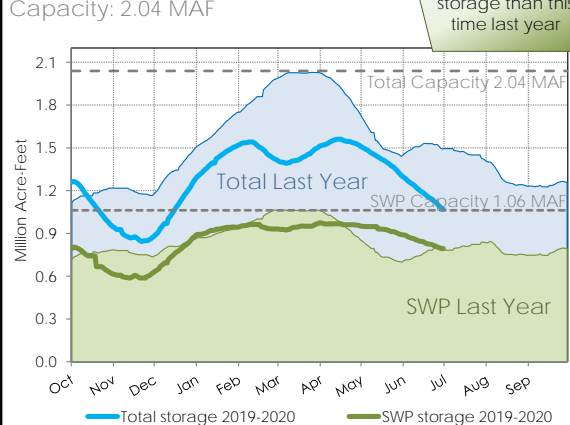
Oroville Reservoir Storage



5 Station Index Precip



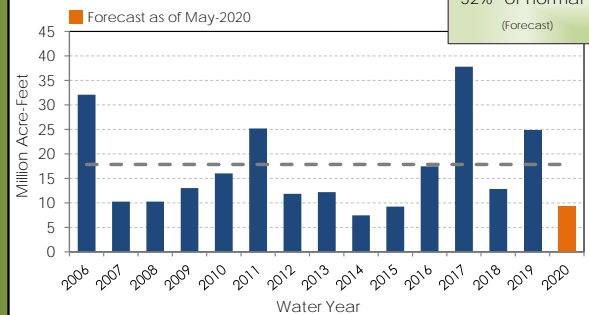
San Luis Reservoir Storage



Other SWP Contract Supplies for 2020 (AF)

Carryover	330,766
Transfer Supplies	6,000 (est.)

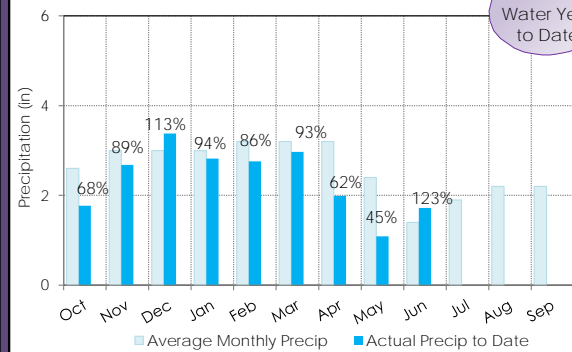
Sacramento River Runoff



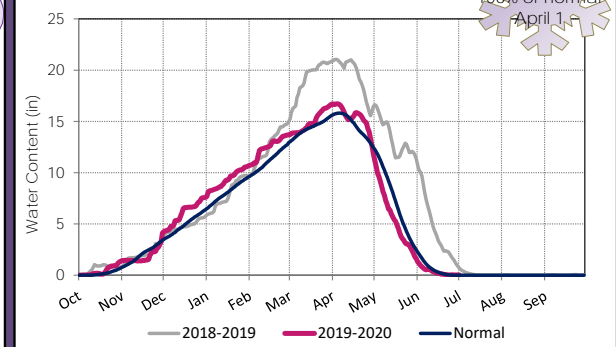
Colorado River Resources

As of: 06/30/2020

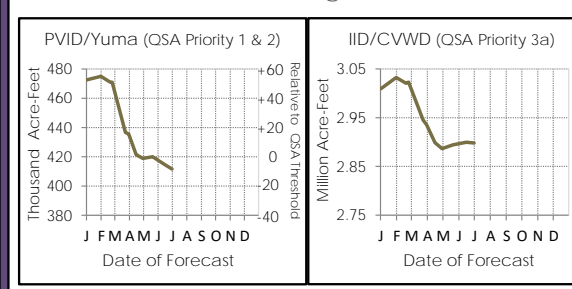
Upper Colorado Basin Precip



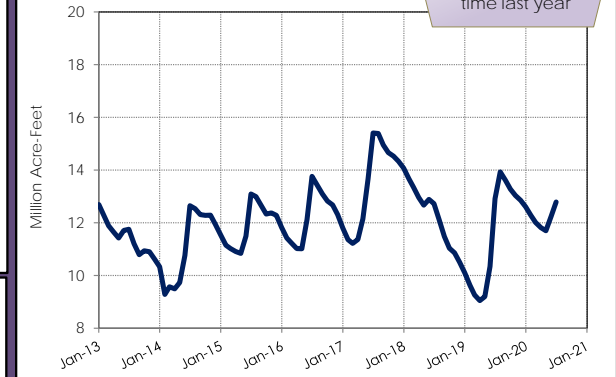
Upper Colorado Basin Snowpack



2019 Colorado River Ag Use



Lake Powell Storage

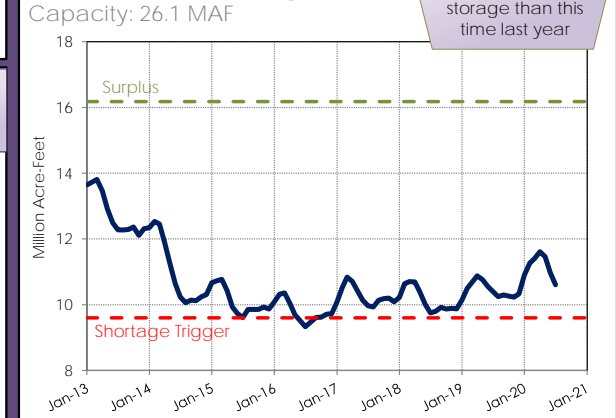


Lake Mead Shortage/Surplus Outlook

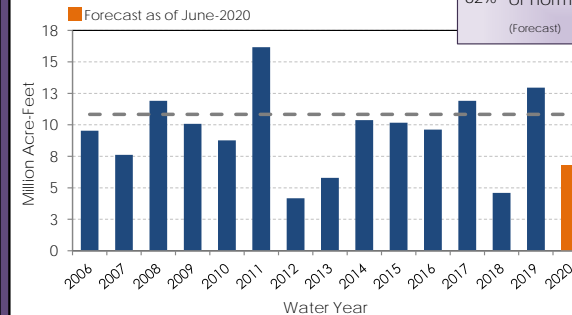
	2020	2021	2022	2023	2024
Shortage	0%	0%	9%	31%	37%
Surplus	0%	0%	<1%	6%	10%

Likelihood based on results from the April 2020 MTOM/CRSS model run. Includes DCP Contributions.

Lake Mead Storage



Powell Unregulated Inflow





July 21, 2020 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject : Response to Coronavirus (COVID-19) Pandemic: Continuation of Emergency

SUMMARY:

On March 24, 2020, the Board adopted Resolution No. 2572, declaring a state of emergency for the District's service area due to the coronavirus (COVID-19) pandemic and authorizing actions to support the response and recovery effort. On April 21, 2020, the Board adopted Resolution No. 2574, amending and reenacting the declaration of a local state of emergency and authorizing interest-free flexible payments plans for up to 24 months. On May 19, 2020, the Board adopted Resolution No. 2576, amending and reenacting the declaration of a local state of emergency and authorizing a waiver of service initiation fees for commercial customers who temporarily closed their accounts due to hardships associated with COVID-19. Subsequently, on June 16, 2020, the Board adopted Resolution No. 2578, amending and reenacting the declaration of a local state of emergency and authorizing a partial credit to commercial hotel customers for fixed sewer charges for the months of April and May 2020 with a maximum 50 percent reduction of the charges.

Section 2-6.402 of the Las Virgenes Municipal Water District Code requires that once the Board has declared an emergency, it must determine by a 4/5's vote at each subsequent regular Board meeting whether to continue or terminate the authorization for emergency. Staff recommends that the emergency declaration be continued.

RECOMMENDATION(S):

Approve the continuation of an emergency declaration for response to the coronavirus (COVID-19) pandemic.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

DISCUSSION:

Resolution Nos. 2572, 2574, 2576, and 2578 authorized and directed the General Manager to temporarily grant relief to District customers, as follows:

- Avoid shutting off water service for non-payment;
- Discontinue the issuance of door tags and associated fees for non-payment;
- Waive late charges for past due water and wastewater bills; and
- Authorize interest-free flexible payment plans for up to 24 months.
- Authorize waiving service initiation fees for commercial customers who temporarily closed their accounts due to hardship associated with COVID-19
- Authorize a partial credit to commercial hotel customers for fixed sewer charges for the months of April and May 2020 with a maximum 50 percent reduction of the charges.

At the Board meeting, staff will provide a comprehensive update on the District's response to the coronavirus (COVID-19) pandemic, including the following items:

- Response actions taken to-date;
- Effectiveness of the above-described actions;
- Feedback received from customers; and
- Billing and financial metrics.

GOALS:

Provide Safe and Quality Water with Reliable Services

Prepared by: David W. Pedersen, General Manager



July 21, 2020 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

Subject : Fiscal Year 2020-21 Mobile Emergency Generators Purchase: Award

SUMMARY:

The adopted Fiscal Year 2020-21 Budget includes a capital improvement project to purchase two mobile emergency generators. The generators are critical to provide reliable water service during power outages, particularly those that can result from natural disasters such as earthquakes or wildfires. Staff received two quotes for the generators. Based on the quotes, staff recommends issuing a purchase order to United Rentals, in the amount of \$140,000 plus tax, for two 100 kW Cummins T4F mobile emergency generators.

RECOMMENDATION(S):

Authorize the General Manager to issue a purchase order to United Rentals, in the amount of \$140,000 plus tax, for two 100 kW Cummins T4F mobile emergency generators.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The total cost of the generators is \$140,000 plus tax. Sufficient funds are available in the adopted Fiscal Year 2020-21 Budget. No additional appropriation is required.

DISCUSSION:

Background:

Most of the District's pump stations do not have dedicated on-site emergency generators to

allow for continued operation during power outages. Backup power provided by mobile emergency generators is critical for these facilities during a extended power outage to maintain water system storage and system pressure.

Planned and unplanned power outages can occur for a variety of reasons such as maintenance or downed power poles. The frequency of outages is expected to increase in the future given that SCE, in alignment with its operational safety practices, has implemented a new protocol for Public Safety Power Shutoffs. Under the protocol, SCE may proactively shut off power in high fire risk areas when extreme fire conditions present a clear and imminent danger to public safety.

De-energizing customers is not an action that SCE takes lightly. SCE recognizes that being without power can be disruptive, and it is their intention to use the protocol sparingly to manage only the most extreme conditions. Nevertheless, it is during these extreme fire conditions that it is most critical for the District to ensure that storage is maximized and maintain the ability to replenish storage through pumping. As a result, staff recommends investing in additional mobile emergency generators at this time to mitigate the potential impact of power outages.

The District's various pump stations require different size generators depending on the number and horsepower of the pumps. For maximum versatility, staff proposes to purchase two smaller generators that are maneuverable and can be used either in series to power larger pump stations or individually to power small ones. These 100 kW generators can be used effectively in conjunction with the two, larger 200 kW generators that were purchased last year.

Request for Quotes:

Requests for quotes for the purchase of the two 100 kW mobile generators were sent to two different generator dealers. The quotes were as follows:

Two 2020 100kw T4F Mobile Generators

United Rentals	\$140,000.00 plus tax
Cummins Power Generation	\$152,203.28 plus tax

GOALS:

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

Prepared by: Shawn Triplett, Facilities Maintenance Supervisor

ATTACHMENTS:

United Rentals Mobile Generator Quote
Cummins Sales & Service Mobile Generator Quote



QUOTATION

June 11th, 2020

Quote # lasvirgenesh2O100T4

John Gil
Las Virgenes Municipal Water District
818-683-3175

United Rentals is pleased to offer the following quotation for your consideration.

A. Two (2) New Model Cummins C100D2RE T4F diesel driven generator sets standby rated 100kW, 125kVA, 277/480, 120/208 60 Hz, 1800 RPM per the attached specification sheet.

- Tier 4F Cummins QSB5-G11 engine
- Multi voltage selector switch
- Cam Lok connection panel
- 3 x 50 amp, 240vac twist lock receptacles
- 2 x 20 amp duplex receptacles
- Unit mounted 120 degree F operating capability
- Cummins Power Command 1302 Control
- Block heater
- Battery charger
- Air cleaner with restriction indicator
- Low coolant level shutdown
- Initial fill of oil and coolant
- Main Line circuit breaker
- Battery rack and cables
- Sound attenuated enclosure rated 72.6 dba @ 23 feet
- Auto start
- 131 gallon fuel tank built to UL 142 standards
- (1) PARALLELING CABLE INCLUDED

Price for two new model C200D2RE T4F generator sets\$ 140, 000.00

Plus applicable sales tax.

Delivery to site is included. Offloading and placement by others.

Lead time: 8-12 weeks ARO for the generator. Subject to prior sale.

Fueling: All fuel, fuel supply, and/or FOS related materials, are the sole responsibility of others.

Emissions: T4F

Retention: United Rentals is a supplier of material, and related services, we are not a contractor. Retention is not acceptable. We will invoice only as delivered, and our invoices are payable in full, within stated terms.

Shipping: F.O.B jobsite one stop. Offloading by others.

Our energy working for you.™



Quotation

Cummins Sales and Service - Pacific Region
 1939 Deere Avenue
 Irvine CA 92606 United States
 Direct: 949-2756302
 June 29, 2020

LAS VIRGENES MUNICIPAL WATER DISTRICT
 Mr. John Gil

Project Name: LVMWD 100KW Portable Gens

Quotation: 1323000001159670

Thank you for your inquiry. We are pleased to quote as follows:

		USD
Item	Description	Qty
Rental Genset: 50/60Hz-100kW		
Install-US-Nonroad	U.S. EPA, Nonroad (Portable) Application	2
C100D2RE	Genset-Diesel,50/60 Hz,100 kW,Standby-Rental	2
A122-2	Duty Rating-Prime Power	2
L230-2	Emissions-Compliance EPA Tier 4 Final Certified	2
R175-2	Voltage 208-480 Variable	2
B975-2	Alt-60Hz, 208/416-240/480 Volt, 125/80C (S/P)	2
C281-2	UN31A (Canada) Certified Fuel Tank	2
KX21-2	Generator Set Control-PowerCommand 3.3, Paralleling with MLD	2
H613-2	Paralleling-IsolatedBus,Automatic	2
KX06-2	Distribution Panel-Rental Bus Bar Connection	2
E153-2	Coolant Heater, Cold Ambient	2
F239-2	Electric Brake Trailer	2
F244-2	HITCH, PINTLE	2
A452-2	Packaging - Cummins Power Generation	2
E152-2	Engine Coolant - 60% Antifreeze, 40% Water Mixture	2
F248-2	Cam Lock Distribution Panel-U.S. Rental	2
J061-2	Quick Fit Kit	2
J062-2	HARNESS, PARALLELING	2
L231-2	Auxiliary Fuel and DEF Connections	2
A456-2	Battery Charger-Rental	2
L174-2	Genset Warranty - Industrial Mobile Base, Prime 3 years / 3000 hours	2
SPEC-D	Product Revision - D	2

CP01-2	Common Parts Listing	2
A050Y686	HARNES,PARALLELING	2
Freight	Delivery	2

Sub Total \$146,703.28

Start & Test	Install Batteries, 1-Hour Load Bank Test and 1-Hour Building Load Test	2
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Sub Total \$5,500.00

Grand Total \$152,203.28

NOTES:
THIS QUOTATION IS SUBJECT TO CUMMINS, INC STANDARD TERMS & CONDITIONS - SEE ATTACHMENT

This quotation is based on your email instructions with the following clarifications and exceptions:
1. Installation, wiring, cabling, diesel fuel, emission & other permits and sale tax are not included.

LEAD TIME

Submittals: Typical submittal lead time is 2 weeks after receipt of purchase order.

Equipment: Available, ex-stock Fridley MN, subject to prior sales; otherwise, 22 weeks from receipt of PO, approved submittals and order release for production.

Customer Signature indicating acceptance of this quote

Quotation Acceptance/Date

Release to Production as Quoted above/Date



July 21, 2020 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : 2020 Financial Analysis and Rate Study: Guiding Principles and Commercial Budgets

SUMMARY:

On August 6, 2019, the Board awarded a contract to Raftelis Financial Consultants, Inc. (Raftelis) to prepare a financial analysis and rate study for the five-year period beginning on January 1, 2021. Since that time, Raftelis has been working with staff to complete a comprehensive financial analysis of the District's three enterprises, including a review of commercial water budgets and the 10-year Infrastructure Improvement Plan. A summary of the financial analysis is scheduled to be presented to the Board on August 18, 2020. This report presents guiding principles for the rate study and a preliminary discussion of commercial water budgets.

RECOMMENDATION(S):

Review and provide feedback on proposed guiding principles and changes to commercial water budgets for the 2020 Financial Analysis and Rate Study.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

FINANCIAL IMPACT:

DISCUSSION:

The District completes a comprehensive financial analysis and rate study every five years to develop potable water, recycled water and sanitation rates necessary to provide reliable service during the study period. For the 2020 Financial Analysis and Rate Study, staff proposes the following guiding principles, which are consistent with those approved for the last rate study in 2015.

1. Maintain a rate structure that is fair and equitable across customer classes.
 - a. Re-examine commercial water budgets to promote efficient use in a manner that supports business and economic development.
2. Maximize revenue stability to navigate variable economic and hydrologic conditions.
3. Provide a strong price signal to drive an efficiency ethic and minimize rate impacts to efficient customers.
4. Ensure that rates are compliant with California Law.

These guiding principles will ensure that the District is able to provide reliable water and sanitation service to its customers, while supporting water efficiency as a California way of life.

Commercial Budgets:

In 2015, the District developed a new budget-based water rate system. For residential customers, the water budgets are based on a combination of the number of people per household and the amount of irrigated landscape area. For commercial customers, the water budgets are based on 90% of a three-year rolling average usage. The formula has presented challenges for businesses and the District. Some of the challenges are rapidly changing business conditions, business growth or changes in water use patterns. Additionally, the formula results in continual decreases in commercial water budgets, which was not the intent. To address these challenges, staff explored the following options for commercial water budgets:

- Maintaining the current approach of applying 90% of a three-year rolling average.
- Developing customized budgets for each business type.
- Utilizing flat rates.
- Adopting a two-year rolling average and eliminating the 90% rolling average from the computation.

Following an exploration of each option, staff recommends using a two-year rolling average for commercial water budgets. This option is able to be efficiently developed and managed, allows the budgets to be more responsive to current business needs, and encourages conservation. With the elimination of the 90% factor, staff proposes to increase conservation efforts for commercial customers to include water use audits and targeted outreach.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Donald Patterson, Director of Finance and Administration



July 21, 2020 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Claim by Jennifer Singer

SUMMARY:

On June 19, 2020, the District received the attached claim from Jennifer Singer of Agoura Hills. The claimant is seeking damages, in the amount of \$200,000, for an alleged decrease in the value of her property. Ms. Singer claims that the District failed to clear brush across from her home, which is currently for sale, causing a fire hazard and resulting in a decrease in its value.

RECOMMENDATION(S):

Deny the claim by Jennifer Singer.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

DISCUSSION:

The claimant, Jennifer Singer, alleges that the District failed to clear brush on its property, causing a dangerous condition and decrease in her property value. Ms. Singer claims that the alleged dangerous condition necessitated a reduction in the asking price for her home and seeks damages in the amount of \$200,000. She further claims future damages in the amount of \$897,000. After review and discussion of the claim with District Counsel, staff recommends that it be denied.

Each year in May and June, the District clears brush from its properties throughout the service area, following the end of the rainy season. The Morrison Tank site is adjacent to the

claimant's property. Brush clearance at the Morrison Tank site was performed from June 18 through 25, 2020. As such, the District has complied with all annual brush clearing requirements. Staff recommends denial of the claim.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Donald Patterson, Director of Finance and Administration

ATTACHMENTS:

Claim by Jennifer Singer

Claim Photos



Claim Against Las Virgenes Municipal Water District
Government Code Sections 910 and 910.4

Mail or Deliver To: Executive Assistant/ Clerk of the Board
Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302

Name of claimant/s: Jennifer Singer

Address/location of accident or occurrence:

[REDACTED] Agoura Hills CA 91301

Address to where replies/notices should be sent (if different from the above):

Telephone numbers: Home: _____ **Work/Cell:** [REDACTED]

Please answer the following questions. If more space is required, please attach additional sheets. **Please attach any receipts, invoices, estimates or photos that may help in consideration of your claim.**

1. When did damage or injury occur? (Give exact date and hour)
March 2020

2. Where did the damage or injury occur?
Ridgebros Drive Agoura Hills CA 91301

3. How did the damage or injury occur? (Give full details)

LVMWD is disregarding a serious fire hazard by not clearing overgrown brush from their p

4. What damage or injuries do you claim?

I've been unable to sell my home and have been forced to reduce it's selling price by \$100

5. If this claim is for damage to property, are you the legal owner of said property?
Yes No . If not, please list name and address of property owner.

6. What is the name/s of the District employee/s causing the injury, damage or loss, if known?
Land Conservation

7. If District employees were involved in causing the damage or injury, do you believe there was a particular act or omission on the part of the employees that caused it?

Failure to follow through with brush clearance that posing serious fire risk

8. What is the amount the damages claimed? (Attach copies of receipts, invoices, estimates, photos, etc.)

Amount claimed as of this date: \$ 150,000

Estimated amount of future expenses: \$ 897,000

Total Amount Claimed: \$ 200,000

Basis for computation of amounts claimed: Price reduction a, decreased Value of property and

9. Other details? (Names, addresses of witnesses, doctors and hospitals)

The following have been made aware. Los Angeles County Fire Department. The city of A
Keller Williams

Jennifer Singer
Signature of Claimant or Person Acting on Claimant's Behalf

6/18/2020
Date

Print Name of Signee (required): Jennifer Singer

This claim must be signed by claimant or by an authorized agent of the claimant. One copy must be filed with this office. Keep one copy for your records.

Notice: Section 72 of the Penal Code provides: "Every person who, with intent to defraud, presents for allowance or for payment to any state board or officer, or to any county, town, city, district, ward or village board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is guilty of a felony".

Date Received: _____ Time: _____ Recorded by: _____

Note: This document is a Public Record and may be disclosed/released pursuant to the California Public Records Act.













July 21, 2020 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Engineering and External Affairs

Subject : AMI/AMR Customer Interface Portal: Award

SUMMARY:

The District's planned implementation of the Advanced Metering Infrastructure/Automatic Meter Reading (AMI/AMR) Project requires the selection of a complimentary customer interface portal to enable customers to access the data. WaterSmart is one of original and most experienced customer interface portal software providers available. The firm is currently working with over 150 water utilities in 33 states and Canada with a count of over four million meters. They are focused exclusively on the unique needs of water utilities and work with every major AMI/AMI vendor, including Neptune/Ferguson who are providing the District's solution. WaterSmart is the only customer engagement provider included in the Neptune Connected Utility Partner Program, and they have completed more integrations with the District's current billing system, provided by Advanced Utility Systems, than all other competitors combined. WaterSmart also has a proven partnership with InvoiceCloud to offer the District's customers with ease of use, requiring a single sign-on feature for the two systems.

RECOMMENDATION(S):

Accept the proposal from WaterSmart Software, Inc., and authorize the General Manager to execute an initial one-year agreement, in the amount of \$63,750, for the implementation and hosting of a Customer Interface Platform with four one-year renewal options for hosting, beginning at \$49,130 in Year 2 and escalating by three percent annually through Year 5, for a total cost of \$269,490 over five years.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The total cost of implementation and hosting over a five-year period is \$269,490. Sufficient funds are available in the adopted Fiscal Year 2019-20 Budget. No additional appropriation is required.

DISCUSSION:

The District's AMI/AMR Project is moving into the Alpha, Beta, and Full Deployment phases. A customer interface portal is needed to help customers better understand their usage and make informed decisions regarding their individualized water needs. Combined with the new AMI/AMR System or "Smart Meters", the utilization of a customer interface portal is anticipated to yield between a 5 and 10% reduction in water use, or 1,000 to 2,000 acre-feet per year Districtwide. This will be achieved primarily through early leak detection and alerts that customers and the District will receive through the portal and with customers being more familiar with their hourly and daily water use compared to their water budgets. Conservation efforts through the use of Smart Meters and other incentive programs will be essential to meet strict new state mandates that must be achieved by the year 2027.

WaterSmart was selected for recommendation through a qualifications-based process. A Request for Proposal (RFP) was issued in August 2019 with an addendum issued in April 2020. Selection of a customer interface portal was temporarily postponed so that staff could focus on selecting and hiring an AMI/AMR vendor, which was selected by the Board on June 2, 2020. Interested firms were given at least two weeks, until May 8, 2020, to submit an updated proposal, continue with their original submitted proposal or withdraw their proposal. A total of eight proposals were received.

A selection committee was formed to identify the most qualified and experienced firm and the best proposal for performing the requested services. The selection committee was made up of four District employees. Each member of the committee was provided at least two weeks to review the submissions and rank each firm's proposal based on their independent professional opinion. The selection committee narrowed the proposals down to three. The top three proposals were from WaterSmart, Dropcountr and Harris Advanced powered by MyMeter. The committee met to compare results and notes and had a detailed discussion about the pros and cons of each proposal. When comparing the three firms, WaterSmart was selected unanimously by the committee.

WaterSmart offers outstanding services and tools for both the customer and the District. WaterSmart will be able to show customer water budgets such that customers can monitor their usage throughout the month and ensure they are staying within their individualized water budgets. WaterSmart also offers a "WaterScore" to provide social comparisons to average and efficient water users based on occupancy, property attributes and consumption.

WaterSmart has the ability to interface with the District's current payment provider, InvoiceCloud, which will enable District customers to easily make payments through the WaterSmart portal. WaterSmart also provides a personalized "Bill Explainer" each billing cycle for every account to walk customers through specific factors associated with their bill. Customers can also set financial or consumption based thresholds and be notified if their bill is on-pace to exceed a set amount. All of these features are available through a mobile-optimized interface as well. WaterSmart will make the portal available to customers before their meter is connected to the AMI/AMR network. The District will be able to use

the WaterSmart platform to provide targeted print, email, text and voice communications and portal access to customers in advance of a meter upgrade and once AMI/AMR data is available. This information will automatically show up in the customer's portal. The approach will provide a clear avenue to get the maximum number of customers engaged.

Beyond integration and project management expertise, WaterSmart's experience with customer communication is truly unmatched. WaterSmart is based out of San Francisco, California and was founded in November 2009. WaterSmart works with 44 California utilities including Oceanside, Long Beach, Hillsboro, So Cal Creek Water District and Rincon Del Diablo Water District. Utilities have used WaterSmart to send 13+ million personalized water reports to homes and businesses; 3+ million email, text, or phone messages to targeted groups of customers; 1+ million water use threshold alerts and 400,000 automated leak alerts to individual account-holders based on AMR/AMI data by email, text, voice and print. WaterSmart has also won numerous awards such as the 2016 WEF Technology Pioneer, 2015 Silicon Valley Water Conservation Award, 2015 Best Corp for the Environment and the Artemis 2012 Top 50 Water Tech Award Winner.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Ursula Bosson, Customer Service Manager

ATTACHMENTS:

WaterSmart Proposal

LETTER OF INTEREST/EXECUTIVE SUMMARY

May 4, 2020

Ursula Bosson
Customer Service Manager
Las Virgenes Municipal Water District

Re: Proposal for Customer Interface Portal

Dear Ms. Bosson:

Thank you for the opportunity to submit this supplemental proposal in response to the Las Virgenes Municipal Water District's (LVMWD) request for proposals for a Customer Interface Portal. WaterSmart recognizes LVMWD's history of excellent customer service, water resource stewardship, and commitment to continually improving customer satisfaction. The planned improvement to Las Virgenes' metering systems will undoubtedly be a significant investment. This procurement represents a key opportunity for the Water District to introduce a modern, robust customer engagement platform that will ensure customers are able to get the value out of the AMI investment while also providing that same service to existing non-AMI customers throughout your transition. WaterSmart's intuitive, proven, and robust platform is a perfect capstone and public face to this initiative.

WaterSmart is the most experienced third-party AMI software provider in the marketplace, currently working with over 150 water utilities in 33 states and Canada. This represents over 4 million meters. Over half of our utility partners utilize both AMI and non-AMI meter reads. We focus exclusively on the unique needs of water utilities and have active deployments at water utilities utilizing every major AMI vendor, including Neptune. WaterSmart is the only customer engagement provider in the Neptune Connected Utility Partner Program¹, and WaterSmart has completed more integrations with AUS than all other competitors combined. WaterSmart also has a proven partnership with InvoiceCloud to offer your customers an intuitive embedded payment experience effective at improving time to pay and auto-pay adoption.

Beyond integration and project management expertise, WaterSmart's experience with customer communication is truly unmatched. Since beginning work with our first utility in 2011, utilities have used WaterSmart to send 13+ million personalized Water Reports to homes and businesses; 3+ million email, text, or phone messages to targeted groups of customers; and 1+ million water use threshold alerts and 400,000 automated leak alerts to individual account-holders based on AMI/AMR data by email, text, voice, and print. Through listening to utility staff, conducting focus groups, and analyzing customer interaction data, we have developed workflows for common questions to encourage smooth customer service and self-service wherever possible. These statistics are important because WaterSmart has learned that the simple provision of just a customer portal is insufficient to achieve the increases in customer satisfaction and customer return on investment that LVMWD seeks through this AMI deployment. What is necessary, is a multi-channel platform to get the right information to the right customers at the right time.

¹ <https://www.neptunetg.com/partners/>

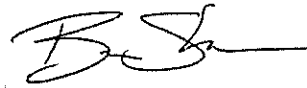
The customer portal offers configurable information chosen by LVMWD. WaterSmart provides actionable insights to help customers better understand usage and make informed decisions. Water budgets can be enabled to show if customers are in compliance. We also offer a WaterScore to provide social comparisons to average and efficient water users based on occupancy, property attributes, and consumption. Embedded payments through InvoiceCloud will enable LVMWD customers to easily make payments within WaterSmart. Only WaterSmart provides a personalized Bill Explainer each billing cycle for every account to walk customers through specific factors associated with their bill. Customers can also set financial- or consumption-based thresholds and be notified if their bill is on pace to exceed a set amount. All of these features are available through a mobile-optimized interface.

WaterSmart's utility-facing analytics dashboard offers an unmatched view of your meter, customer, property, and billing information, and, unlike others, there are no limits to the number of logins available to utility staff. Our Group Messenger system allows the District to send unlimited and personalized text, voice, and email messages to any size group of recipients with analytics on engagement. Weather data is layered in to both the customer and utility view from World Weather Online based on zip code. WaterSmart also purchases property data from the county assessor's office on LVMWD's behalf to provide personalized efficiency information.

It is worth noting that, WaterSmart can make the portal available to customers before their meter will be connected to the AMI network. This approach aligns very well with LVMWD's desired roll out. LVMWD will be able to use the WaterSmart platform to provide targeted print, email, text, and voice communications and portal access to customers in advance of a meter upgrade. Once AMI data is available, this can automatically show in the customer's portal and LVMWD can provide notification. This approach will reduce the public relations costs, help LVMWD inform customers of the project's benefits, and provide a clear avenue to get the maximum number of customers engaged.

As the Regional Sales Director, I am authorized to make representations for our organization. I can be reached at brandon@watersmart.com or (925) 708-3224.

Sincerely,



Brandon Sherman

Las Virgenes Municipal Water District (LVMWD)
Requirements and Capabilities - Customer Engagement Platform

Category	Req ID	Capability	Requirement	Vendor Response	Vendor Comment	
		The Customer Engagement Platform:				
System Design	1	Integrate water usage and billing information.	Preferred Mandatory	but not	Current Base	WaterSmart (WSS) imports both meter and CIS data for customer and utility viewng.
System Design	2	Feature a user-centric design, including mobile, smartphone (iOS and Android), and tablet functionality.	Preferred Mandatory	but not	Current Base	WSS supports mobile, smartphone, and tablet functionality.
System Design	3	Feature a design that ensures that no user is more than three clicks away from the portal home page.	Preferred Mandatory	but not	Current Base	The home page is always less than three clicks away.
System Design	4	Support log-in with email and password.	Preferred Mandatory	but not	Current Base	Passwords must be between 8-32 Characters. Password must contain one lowercase letter, one uppercase letter, one special character, and one numeric character. Password may be retrieved using the 'forgot password' feature, and changed by the user via click-through from the forgot password email.
System Design	5	Present usage information with billing amounts in hourly, daily, weekly, and monthly increments for each account.	Preferred Mandatory	but not	Current Base	WSS can present all four options. The user has a preference when they track their usage.
System Design	6	Support comparison to past months and years, with simple transitions between timelines.	Preferred Mandatory	but not	Current Base	Customers have the ability to select between dates or extend timelines to view usage.
System Design	7	Support comparison of customers' usage information for up to 3 years.	Preferred Mandatory	but not	Current Base	WSS can support 10+ years of consumption data.
System Design	8	Support comparison of customers' current usage to monthly water budget.	Preferred Mandatory	but not	Current Base	Water budgets can be incorporated and displayed to customers.
System Design	9	Present usage data in hourly intervals for residential customers and commercial customers.	Preferred Mandatory	but not	Current Base	Hourly data is made available to all customers receiving hourly meter reads.
System Design	10	Support multiple log-ins within a single customer account for commercial accounts.	Preferred Mandatory	but not	Current Base	Customers have the ability to add as many users as they would like to their account with their own logins.
System Design	11	Support monitoring of multiple accounts with a single account sign-on.	Preferred Mandatory	but not	Current Base	WSS supports linking of multiple accounts.
System Design	12	Provide weather-related data.	Preferred Mandatory	but not	Current Base	WSS incorporates local weather on LVMWD's behalf and presents it in customer views.
System Design	13	Display current evapotranspiration data from LVMWD's CIS.	Preferred Mandatory	but not	Customization	WSS could display this, but our testing has found that evapotranspiration data is difficult for end customers to interpret and act upon.
System Design	14	Enable residential customers to input and update personal information.	Preferred Mandatory	but not	Current Base	Customers can update contact information, communication preferences, and property information.
System Design	15	Enable commercial customers to update information and provide emergency contact information.	Preferred Mandatory	but not	Customization	WSS would need to create a new field for emergency contact information.
System Design	16	Provide the customer the ability to complete and submit online applications and forms.	Preferred Mandatory	but not	Current Base	WSS comes with a set up commonly used forms that can be published inside or outside the portal. LVMWD also has the ability to create any additional forms they want and make a workflow for the needed utility staff.
System Design	17	Enable customer to request start, stop, or transfer of service.	Preferred Mandatory	but not	Current Base	Forms can be created during implementation to accommodate these services
System Design	18	Support branding with LVMWD styling.	Preferred Mandatory	but not	Current Base	The portal and all print options will be branded for LVMWD.

**Las Virgenes Municipal Water District (LVMWD)
Requirements and Capabilities - Customer Engagement Platform**

Category	Req ID	Capability	Requirement	Vendor Response	Vendor Comment
System Design	19	Support a CSR portal that mirrors the customer portal.	Preferred but not Mandatory	Current Base	CSR reps will have the ability to see exactly what the customer sees.
System Design	20	Support Green Button download capability.	Preferred but not Mandatory	Not Provided	This is an electric initiative.
System Design	21	Support CSV, XLS and PDF file download capability.	Preferred but not Mandatory	Current Base	All reports and data and be exported to CSV.
Events/Notifications	22	Enable customer to opt-in or opt-out from all events and notifications.	Preferred but not Mandatory	Current Base	Customers have the option to opt in or out of any communication and also have the option to update communication preferences in their portal.
Events/Notifications	23	Support alerts and notifications for bill due dates for residential and commercial customers.	Preferred but not Mandatory	Current Base	WSS provides bill alerts at an additional cost. Please see the attached pricing table.
Events/Notifications	24	Support budget monitoring, high bill alerts, and usage spike/high usage notifications for residential and commercial customers.	Preferred but not Mandatory	Current Base	WSS supports all listed features and allows customers to set thresholds and communication preferences.
Events/Notifications	25	Support past due payment notifications for residential and commercial customers.	Preferred but not Mandatory	Current Base	Utility has the option to alert customers with past due bills through WSS Group Messenger system.
Events/Notifications	26	Support water consumption budget notifications.	Preferred but not Mandatory	Current Base	Utility has the option to alert customers through WSS Group Messenger feature
Events/Notifications	27	Support notifications to alert customer when they are approaching the next billing tier.	Preferred but not Mandatory	Current Base	Customers can set high bill alerts that incorporates tiers. This can be done inside their portal configurations.
Events/Notifications	28	Support customer configuration preferences for notifications via SMS text, phone, e-mail, smart assistant or any combination thereof.	Preferred but not Mandatory	Current Base	Customers have full control over communication preferences in their portal. Smart Assistants are not currently supported.
Events/Notifications	29	Support utility messaging around incentives and rebates.	Preferred but not Mandatory	Current Base	Utility has the option to alert customers through WSS Group Messenger system. WSS also provides a Take Action page and a splash screen upon login.
Events/Notifications	30	Support water conservation messaging at relevant times.	Preferred but not Mandatory	Current Base	Utility has the option to alert customers through WSS Group Messenger system. WSS also provides a Take Action page and a splash screen upon login.
Events/Notifications	31	Support customer messaging regarding utility determined water-saving actions.	Preferred but not Mandatory	Current Base	Utility can configure and make available through the Take Action page. LVMWD also has the option to alert customers through WSS Group Messenger system.
Events/Notifications	32	Support customer opt-in for newsletters and other utility programs.	Preferred but not Mandatory	Current Base	Customers can configure in communication preferences.
Events/Notifications	33	Support notification via text, e-mail, and phone alerts for service disruptions.	Preferred but not Mandatory	Current Base	LVMWD has the ability to choose whatever delivery method they want. Once the action is completed a report will be generated to show who was unable to be contacted so other actions can be taken.
Events/Notifications	34	Allow customer to set do not disturb times.	Preferred but not Mandatory	Future Base Release	On the roadmap.
Events/Notifications	35	Enable customer to contact CSR through various channels including e-mail, phone call, web-chat, etc.	Preferred but not Mandatory	Current Base	All options are available with the exception of web chat.

**Las Virgenes Municipal Water District (LVMWD)
Requirements and Capabilities - Customer Engagement Platform**

Category	Req ID	Capability	Requirement	Vendor Response	Vendor Comment
Events/Notifications	36	Support cross-promotion of utility programs.	Preferred but not Mandatory	Current Base	Our Group Messenger system can be used for any purpose. There are no per message, per text, or per email charges.
Billing	37	Support establishment of savings goals for customers based on prior usage.	Preferred but not Mandatory	Current Base	Customers can set and track savings goals within their portal.
Billing	38	Support residential bill comparison to similarly-sized homes.	Preferred but not Mandatory	Current Base	WSS MyWaterScore feature enables comparisons to similar sized homes with same number of occupants, number of bathrooms, square footage, and irrigatable area. WSS makes an estimate based on property information purchased on LVMWD's behalf. Customers then have an opportunity to update their information to increase the accuracy of their score.
Billing	39	Support double entry of key information, such as email address and account numbers to ensure entry accuracy.	Preferred but not Mandatory	Third Party System	Can be supported through an integration with InvoiceCloud
Billing	40	Provide the ability to display bills directly from third party bill print processors.	Preferred but not Mandatory	Current Base	WSS can import PDFs to be displayed within the portal. Options to integrate may also be available depending on the bill print processors capabilities.
Integration Requirements	41	Support future integration with further applications, such as rewards programs.	Preferred but not Mandatory	Current Base	WSS can currently support importing reward/rebate programs. We also offer Integration as a Service for other platforms with an API. Additional fees apply.
Integration Requirements	42	Support integration with MDMS.	Preferred but not Mandatory	Current Base	WSS has experience with every leading MDMS in the US market.
Integration Requirements	43	Support integration with the LVMWD CIS.	Preferred but not Mandatory	Customization	WSS can support a bi-directional CIS integration. CIS integrations need to be custom scoped to assess availability and options. WSS also offers out of the box secure file transfer to provide nightly updates between your CIS and WSS.
Integration Requirements	44	Ensure data from the customer portal and/or phone applications will not override the CIS data.	Preferred but not Mandatory	Current Base	Secure file transfer can be configured from WSS to CIS to ensure an override does not take place.
Integration Requirements	45	Support integration with LVMWD's payment processor (InvoiceCloud).	Preferred but not Mandatory	Customization	WSS partners with InvoiceCloud to provide an embedded payment solution and bi-directional SSO between platforms. Pricing and a letter of support from InvoiceCloud are included in this response packet.
Integration Requirements	46	Ensure all payment activities are handled via InvoiceCloud and are not processed through the customer engagement platform. The redirect will be a seamless experience for the customer.	Preferred but not Mandatory	Customization	Please see above. WSS does not handle any payment processing.
Integration Requirements	47	Support integration with the LVMWD GIS.	Preferred but not Mandatory	Current Base	WSS supports GIS file uploads. Accepted file types are .zip, .json, .geojson, .kml.
Integration Requirements	48	Support outbound IVR notifications from LVMWD.	Preferred but not Mandatory	Current Base	Unlimited outbound IVR notifications are included with WSS's Group Messenger system.
Integration Requirements	49	Support integration with major pre-pay systems.	Preferred but not Mandatory	Current Base	WSS can support whatever options are currently available through InvoiceCloud.

Las Virgenes Municipal Water District (LVMWD)
Requirements and Capabilities - Customer Engagement Platform

Category	Req ID	Capability	Requirement	Vendor Response	Vendor Comment
Security	50	Log invalid log-in attempts.	Preferred but not Mandatory	Not Provided	
Security	51	Support lockout after a utility-specified number (e.g. 5) of failed log-in attempts.	Preferred but not Mandatory	Not Provided	
Security	52	Support a lockout for a configurable amount of time after a failed login/access attempt.	Preferred but not Mandatory	Not Provided	
Security	53	Support two factor authentication.	Preferred but not Mandatory	Not Provided	
Security	54	Provide mechanisms which audit and store all security related events including all access and modification events within the system.	Preferred but not Mandatory	Current Base	All access to servers, as well as to customer-facing products, is logged.
Security	55	Provide a security audit store which includes the date and time of the event, type of event, subject identity, and the outcome (success or failure) of the event.	Preferred but not Mandatory	Current Base	All security events are logged.
Security	56	Provide access control mechanisms (i.e., Identification & Authentication mechanisms) which prevent unauthorized access of information and resource.	Preferred but not Mandatory	Current Base	Access to servers and data by WaterSmart employees is granted only on as-needed basis, and only by individual, revocable SSH public/private key pairs. Authorization is never granted via password or by shared key. Role-based access control (RBAC) is implemented to regulate access to computer and network resources based on the roles of individual users within the WaterSmart organization.
Security	57	Reject messages/requests that are received from unauthorized systems or devices.	Preferred but not Mandatory	Current Base	All inbound requests are authenticated
Security	58	Support single sign-on for utility customers.	Preferred but not Mandatory	Current Base	Single Sign-On using SAML 2 or OAUTH 2 is supported.
Security	59	Allow user/CSRs to reset their passwords.	Preferred but not Mandatory	Current Base	Both end-users and CSRs have the ability to reset their passwords.
Security	60	Encrypt all personal identifiable information stored outside of the CIS or MDM system.	Preferred but not Mandatory	Current Base	All information is encrypted in transit and at rest.
Security	61	Log all messages sent to and received from the customer portal.	Preferred but not Mandatory	Current Base	All information is logged.
Security	62	Support DMZ placement of the web portal server.	Preferred but not Mandatory	Not Provided	
Support	63	Vendor shall support LVMWD throughout customer usability testing.	Preferred but not Mandatory	Current Base	WSS works with utility staff throughout duration of implementation to ensure fluidity of user experience.

Las Virgenes Municipal Water District (LVMWD)
Requirements and Capabilities - Customer Engagement Platform

Category	Req ID	Capability	Requirement	Vendor Response	Vendor Comment
Support	64	The vendor shall respond to LVMWD critical support requests within two (2) hours or sooner (including weekends and holidays).	Preferred but not Mandatory	Not Provided	WSS offers standard support hours. 6am - 6pm PT. Customers can expect a response within 20 minutes if they use the support intercom in the utility facing dashboard. WSS Data Engineering team is continuously monitoring for alerts related to data issues over weekends and holidays and are also able to enable splash notifications or create messaging in the platform. If a utility client spots something mission-critical over the weekend or a holiday, clients should email this address to receive support: operations@watersmartssoftware.com
Support	65	The vendor shall respond to LVMWD non-critical support requests within one (1) business day or sooner.	Preferred but not Mandatory	Current Base	WSS offers standard support hours. 6am - 6pm PT. Customers can expect a response within 20 minutes if they use the support intercom in the utility facing dashboard.

Mandatory
Preferred but not
Mandatory
Optional

APPROACH AND METHODOLOGY

The program is comprised of the following elements. Content and design of all materials are subject to change over time, as WaterSmart incorporates new features:

- Utility Analytics Dashboard: Analytics, customer support tools and Program performance data for Utility staff
- Customer Portal: Engagement, alerts and (if selected) billing and payments for account owners
- Customer Letters and Leak Alerts: Customized communications mailed or emailed to each participant (if selected)
- Payment Integration: Redirect link

WaterSmart and the Utility shall each designate a project manager for the program. All Utility decisions shall be channeled through the Utility's project manager. In addition, Utility shall designate a Data contact who is responsible for providing the data indicated in the Data Specification File. Program initialization and subscription begin with Contract Signing. The Utility should move to set up data transfers with the quickest speed to make the most use of their subscription. *Significant delay on the part of the Utility during launch may result in less than 12 months of access to the Customer Portal and Utility Analytics Dashboard and/or fewer than the planned number of communications to be sent during the 12-month period.*

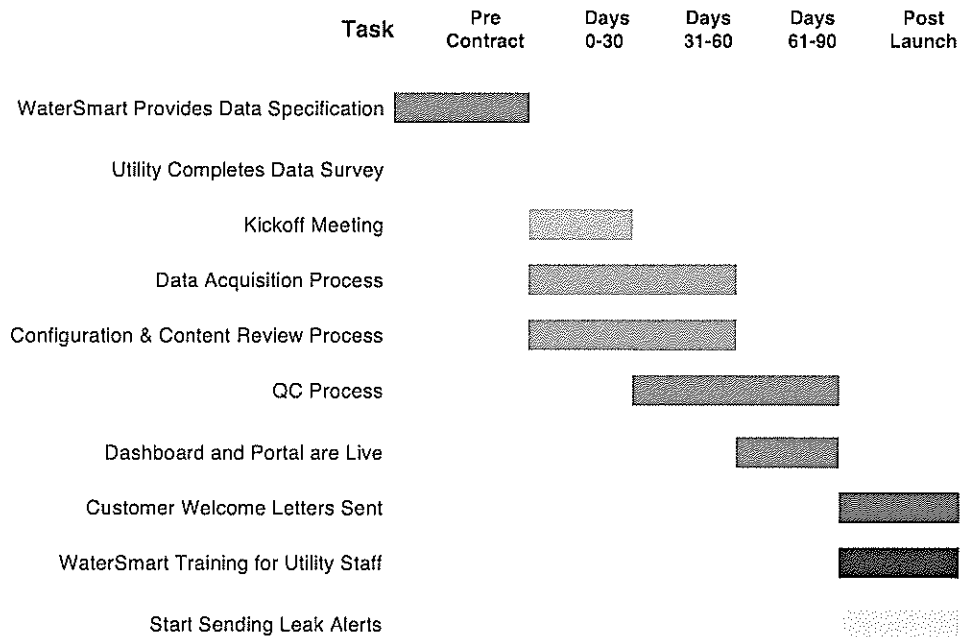
30-60-90 Initialization

WaterSmart works with Utility to launch the WaterSmart platform within 90 days from contract start. The following steps are requirements for successful launch:

Pre Contract Signing	<ul style="list-style-type: none"> • WaterSmart provides Data Specification File and 30/60/90 Day Schedule, utility reviews and agrees to provide requirements as specified and within given timeframes • Utility IT contact completes Data Survey
0-30 Days Orientation and Data Transfer	<ul style="list-style-type: none"> • WaterSmart conducts a 60- to 90-minute online Kickoff meeting to orient Utility staff involved in the Program. Utility should include a representative from each functional group that will be involved with the setup and use of the program • WaterSmart technical team conducts Data Call with Utility IT lead to go over Data Survey and next steps • Utility IT sends initial Sample Files per Data Specification File • 30 Day Check in
31-60 Days Data and Portal Configuration	<ul style="list-style-type: none"> • WaterSmart provides feedback on Sample Files • Utility and WaterSmart work to setup Ongoing File Transfers per Data Specification File • Utility PM approves content and configures general settings • 60 Day Check In
61-90 Days Quality Assurance and Launch	<ul style="list-style-type: none"> • WaterSmart conducts Quality Assurance • Utility Dashboard is live and fully functional • Customer Portal is live and functional (though may not be open for registration depending on Utility needs)
Post Launch	<ul style="list-style-type: none"> • If applicable, embedded Payment site, SSO, PDF Bill Display, AMI data, and other premium integrations are configured and go live (if not included in initial 90 day launch) • On-site or Online Training completed • Customer Letters (if applicable) are sent and Customer Portal open for registration • Leak Alerts and other Notifications begin • Ongoing Support

WaterSmart proposes the following schedule to initialize and launch the program:

Table 1: Estimated Initialization Schedule



Data Transfer and Utility Obligations: Initiative and technical know-how on the part of Utility IT staff, consultants or existing vendors is necessary. WaterSmart works with the Utility to securely transfer a dataset on accounts, including but not limited to Account Information, Consumption History, ongoing feeds of Current Consumption, AMI Interval Information (if applicable), and Billing and Payments (if applicable). Should Utility provide data files in a new format which requires WaterSmart to re-onboard new file structures or map historical identifiers (e.g., customers, accounts, premises), WaterSmart assesses an additional one-time fee not to exceed \$10,000 upon receipt of first test files from the new system.

Configuration of Customer Portal: WaterSmart works with the Utility to configure the Customer Portal with Utility logo and contact information. Utility has the opportunity to approve or exclude any recommendations shown in the Customer Portal and provide WaterSmart with information on available rebates and incentives. Utility should provide consolidated feedback and final approvals to WaterSmart no more than ten (10) business days from when initial materials are provided to Utility.

Finalization of Customer Letter: If selected, WaterSmart sends a Customer Letter on behalf of the Utility, to accounts that receive access to the Customer Portal. The Customer Letter is branded for the Utility (has utility logo and contact information) and Utility has the ability to personalize the signature. No other customization is available. WaterSmart sends Customer Letters by email where a valid email address is available and by print otherwise.

Training: After all initial customer data has been received and program content is finalized, WaterSmart provides Utility staff with training and resources to understand the features and functionality of the Customer Portal and Utility Analytics Dashboard. If selected in Program at a Glance, WaterSmart Software provides training on-site; if not selected, training is provided via webinar. On-site training may be conducted as multiple sessions on a single day.

PROJECT MANAGEMENT PHILOSOPHY AND SCHEDULE

Ongoing Support

WaterSmart does not communicate directly with the Utility's customers; end-user support is the responsibility of the Utility. WaterSmart provides a number of tools to assist Utility staff looking to understand and maximize their WaterSmart experience:

- 1) The **WaterSmart Support Site**, which is accessible by all Utility staff, includes responses to Frequently Asked Questions as well as common troubleshooting topics, how-to videos and other customer support-oriented content.
- 2) The **Customer Detail Page** helps customer service representatives respond to Customer inquiries by providing all relevant customer information.
- 3) **Live Chat** allows Utility staff to ask questions and receive a response within the hour. Available 7 a.m. to 6 p.m. Pacific Monday thru Friday, excluding federal holidays.
- 4) **Quarterly Product Webinars** provide the latest WaterSmart news including product releases, case studies, and a forum to interact with other customers.

The above support tools will be additionally complemented by the following services:

- **Dedicated Customer Success Manager (CS Manager):** The CS Manager will support the Utility program, answer questions, provide updates, support complex tasks, provide new feature updates and additional training as needed. The CS Manager is available by telephone and email to answer specific programmatic and technical questions. CS Manager support will be capped at 1 hour per week for the Utility.
- **Quarterly check-in meetings –** Meetings will track performance relative to Utility objectives and adjust as necessary, provide implementation support, review best practices, support outreach efforts, gather feedback and answer any questions.
- **Portal content customization-** The CS Manager can help the Utility create personalized messaging for the Customer Portal and outbound Engagement vehicles, including Group Messenger, if requested.

Maintenance of Web Applications

WaterSmart maintains commercially reasonable systems and controls designed to maximize monthly uptime and minimize unscheduled outages of the Customer Portal and Utility Analytics Dashboard. Excluding any down time for maintenance and/or upgrades, WaterSmart makes strong efforts to provide Customers and Utility with access to their respective Web applications on a continuous basis. WaterSmart provides advance notification of any planned outages and notifies Utility without unreasonable delay if it detects or receives notice of any material problems relating to the Customer Portal and/or the Utility Analytics Dashboard.

WaterSmart's Web Applications include dynamic and interactive charts and tables that may not be compatible with older Internet browsers.

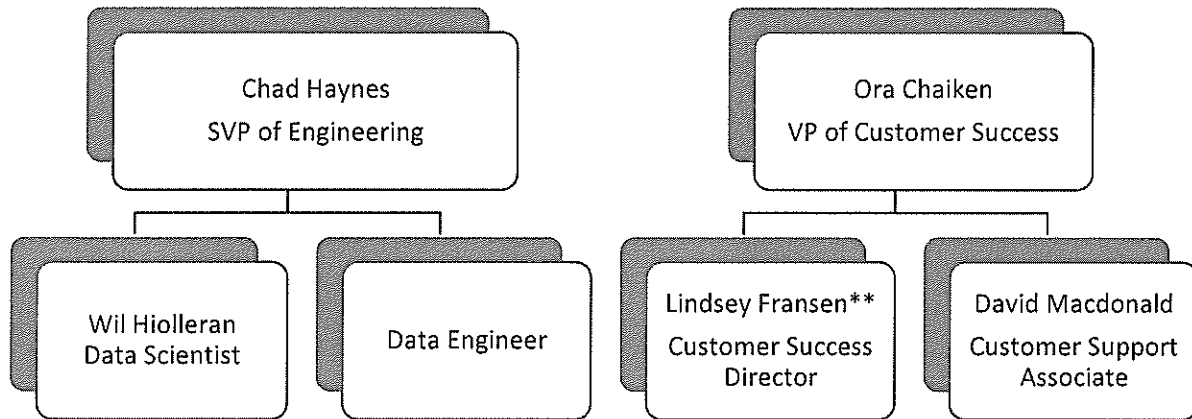
The Internet browser and operating system requirements are:

- Windows XP: Chrome 38+, Firefox 32+

- Windows 7, 8, 8.1, 10: IE 11+, Chrome 38+, Firefox 32+
- Mac: Chrome 38+, Firefox 32+, Safari 10+

WaterSmart's system requirements are subject to change in the future.

Proposed Project Team



**Lindsey Fransen, the dedicated Project Manager, will be the City of Renton's main point of contact.



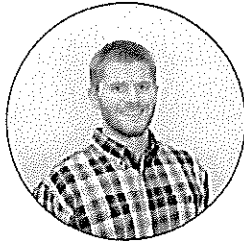
Ora Chaiken
VP, Customer Success

Since 2011, Ora has been overseeing the successful on-boarding and continuous operation of WaterSmart's partnerships. As Vice President of Customer Success, she oversees the fast and efficient launch of the WaterSmart program, confirms the successful completion of all activities, monitors communications with partners, and ensures adherence to the Scope of Work and schedule. Ora has successfully overseen the on-boarding and operation of over 50 utility programs. Ora holds both a BA and an MBA from Cornell University. Ora works from our San Francisco headquarters.



Lindsey Fransen
Associate Director, Customer Scaling

Lindsey is responsible for working with individual utility partners to ensure that the implementation process and ongoing program are seamless and successful. Since 2015, Lindsey has successfully launched and provided ongoing support to dozens of WaterSmart's customers, including utilities in California, Arizona and Florida. Lindsey's experience in the water sector began in graduate school at UC Berkeley, where she studied international water policy and interned with the California Public Utilities Commission (CPUC). Lindsey also has a BA from Wesleyan University. Lindsey will serve as Renton's designated CS Manager (i.e., Project Manager).



David MacDonald
Customer Support Associate

David has been with WaterSmart Software since 2018. David is WaterSmart's dedicated full-time Customer Support Associate. He is responsible for supporting customers in real time using live chat. Along with customer support, he investigates utility data to solve data inconsistencies plus assists both WaterSmart's Engineering and Customer Success teams. David holds a B.A. from the University of North Carolina at Chapel Hill.



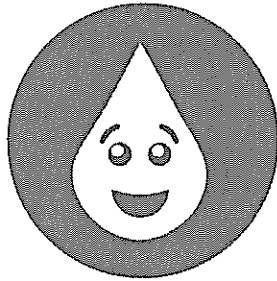
Chad Haynes
**SVP, Platform &
Infrastructure Engineering**

Chad Haynes has been leading WaterSmart's engineering team since 2011. He is responsible for WaterSmart's server architecture, web applications, and data transformation, which allow WaterSmart to work with any water utility worldwide. He is also an expert in creatively using JavaScript to visualize water data. Chad has successfully managed the data onboarding of over 75 utilities in his time with WaterSmart. Prior to WaterSmart, Chad was responsible for building an analytics cluster for a world-class investment management platform. Chad has a Bachelor of Science from the University of North Carolina, Chapel Hill. Chad works from our San Francisco headquarters.



Will Holleran
Data Scientist

Will has been the head Data Scientist at WaterSmart since 2014. He spends his time designing experiments to improve the effectiveness of the WaterSmart program, applying machine learning techniques to inform WaterSmart's comparison algorithm, and providing insight to better inform individuals on how they use water. The efficiency studies for each client are run through the Data Science department, providing insight on how the program is performing. Will has run approximately 250 efficiency studies for over 50 utility partners over his 5 years with WaterSmart. Will graduated from Bucknell University with a BS in Mathematics and went on to get a Masters of Science in Applied Economics at the University of California, Santa Cruz. Will works from our San Francisco headquarters.



Data Engineer

In addition, each utility is designated a data engineer to help during the implementation process. The Data Engineering team is responsible for onboarding WaterSmart's newest customers and creating custom solutions to enable utilities to get the most out of their data. They spend most of their time at WaterSmart wrangling data, building out backend processes, and working closely with new utility customers and third-party data providers to get their platform up and running smoothly. The Utility will be assigned one of our four data engineers upon signing contract.

September 12, 2019

Mr. Joe McDermott
Director of Resource Conservation and Public Outreach
Las Virgenes MWD

Dear Joe,

Invoice Cloud currently provides Las Virgenes MWD with the industry's leading electronic bill presentment and payment system. To extend and enhance this platform, we recommend that Las Virgenes MWD select Watersmart software's customer analytics and engagement platform in order to deliver an easy-to-use and comprehensive service to the Utility's customers.

This letter confirms that Watersmart and Invoice Cloud have a strong, collaborative partnership, and we can deliver an integrated Customer Portal and Payment Processing System for Las Virgenes MWD using single sign-on and embedded payment pages.

The Watersmart-Invoice Cloud integrated platform provides a secure, reliable, and seamless customer experience for Las Virgenes MWD account holders. Las Virgenes MWD utility customers can take care of all of their self-service needs in one place and with one login, including viewing and paying their bills electronically, receiving leak alerts to protect their property, understanding their hourly water use in a rich personalized context, and much more. The Utility can enjoy even higher adoption of electronic payments and a lower total cost of ownership.

We hope that Las Virgenes MWD will feel confident that a Watersmart + Invoice Cloud solution will deliver the best outcomes for the Utility and the communities you serve. Please let me know if you have any questions.

Sincerely,



Matthew Farrow
Sr. Director Partnerships
Invoice Cloud
401-280-0800
mfarrow@invoicecloud.com



May 8, 2020

Ursula Bosson
Customer Service Manager
Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302

Dear Ursula,

I understand Las Virgenes Municipal Water District is currently evaluating customer portal offerings to complement your future investment in Ferguson's Advanced Metering Infrastructure (AMI) Solution. Ferguson recognizes Las Virgenes' commitment to delivering actionable water use insights to your customers using Ferguson's industry-leading technology.

We have many more than three WaterSmart-Ferguson AMI accounts that are currently deployed at North Marin, Buena Park and Coachella Valley with Ferguson AMI. WaterSmart has over 30 deployments with Neptune, and WaterSmart is the provider of preference listed on Neptune's partner page: <https://www.neptunetg.com/partners/> and an active member of Neptune's Connected Utility Partnership Program™.

For all these implementations, WaterSmart has successfully integrated with Neptune Analytics/360 and transformed hourly interval water data into highly personalized self-service experiences for utility customers.

Ferguson knows that delivering successful outcomes for water utilities requires collaboration among vendors. WaterSmart has a strong partnership track record of collaborating with Ferguson, and we look forward to the opportunity to work with WaterSmart again in Las Virgenes.

Feel free to contact me directly if you have any further questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Bortoletto'.

Mike Bortoletto
Sales Manager
Ferguson-Meter & Automation
Mike.Bortoletto@Ferguson.com
916-865-7150



July 21, 2020 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Engineering and External Affairs

Subject : Tree Maintenance and Removal Services: Award

SUMMARY:

On June 16, 2020, the Board approved the Fiscal Years 2020-22 Budget Plan, including the proposed consolidation of external services for landscape maintenance and tree maintenance services. However, the current need for tree maintenance and removal services is greater than expected due to the impacts of the Woolsey Fire. The additional need combined with the consolidation of routine services has increased costs such that a competitive process is required pursuant to the District's Purchasing Policy.

Staff determined that the City of Malibu recently completed a competitive procurement process for tree maintenance services. The City of Malibu's selection process and contract documents meet the District's formal bidding requirements. As a result, staff recommends taking advantage of the City's competitive process and utilizing the same vendor as allowed by the District's Purchasing Policy.

RECOMMENDATION(S):

Authorize the General Manager to execute a Contractual Services Agreement with Newbury Park Tree Services, in an amount not to exceed \$98,000, utilizing hourly rates provided through the competitive process completed by the City of Malibu for tree maintenance and removal services.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The cost of the work is not expected to exceed \$98,000. Sufficient funds are available in the adopted Fiscal Year 2020-21 Budget. No additional appropriation is required.

DISCUSSION:

Historically, these services have been charged to individual facilities; however, the Woolsey Fire in combination with years of drought has significantly increased the need for tree maintenance and removal services at District facilities. These two considerations have also elevated the need for increased fuel abatement and fire protection. To provide these services in a timely and cost-effective manner, staff consolidated these services to be managed by the Resource Conservation Division. The consolidation of the services and increased need for tree maintenance has necessitated that the contract be awarded through a competitive process.

Since the City of Malibu's selection process and contract documents meet the District's formal bidding requirements, "piggybacking" on an existing solicitation by the City of Malibu will expedite the process as compared to conducting an independent formal bidding process. This approach also allows the work to be completed as soon as possible, minimizing fire risk and addressing immediate tree maintenance needs.

The successful proposal submitted to the City of Malibu was from Newbury Park Tree Services, which has consistently been the lowest priced bidder for tree services with the District when it bid the work individually. Staff has also been very satisfied with the quality and timeliness of work performed by Newbury Park Tree Services.

GOALS:

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

Prepared by: Dave Roberts, Resource Conservation Manager

INFORMATION ONLY



July 21, 2020 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Claim by Maria Spirtos

SUMMARY:

On May 19, 2020, the District received the attached claim from Maria Spirtos of Hidden Hills. The claimant was seeking reimbursement, in the amount of \$185, for the cost to replace a residential sign and mailbox. The claimant alleged that a District-owned water main ruptured in front of her residence and damaged a decomposed granite path and mailbox/residence sign. Based on an investigation of the claim and circumstances, the General Manager opted to settle the claim, in the amount of \$185.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

FINANCIAL IMPACT:

The cost to settle the claim was \$185. Sufficient funds are available in the adopted Fiscal Year 2019-20 Budget for this purpose.

DISCUSSION:

Staff investigated the claim and determined that a District-owned water main break occurred in front of the claimant's residence and caused the alleged damages. Based on the investigation, the General Manager opted to settle the claim in the amount of \$185. Staff is also working with the Hidden Hills Homeowners Association on the repair of the decomposed granite.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Donald Patterson, Director of Finance and Administration

ATTACHMENTS:

Claim by Maria Spirtos



Claim Against Las Virgenes Municipal Water District
Government Code Sections 910 and 910.4

Mail or Deliver To: Executive Assistant/ Clerk of the Board
Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302

Name of claimant/s: Maria M. Spirtos

Address/location of accident or occurrence: [Redacted]
Hidden Hills, CA 91302

Address to where replies/notices should be sent (if different from the above):
same

Telephone numbers: Home: [Redacted] Work/Cell: [Redacted]

Please answer the following questions. If more space is required, please attach additional sheets. **Please attach any receipts, invoices, estimates or photos that may help in consideration of your claim.**

1. When did damage or injury occur? (Give exact date and hour)
May 7, 2020 4:30 - 4:45 PM

2. Where did the damage or injury occur?
In front of my home

3. How did the damage or injury occur? (Give full details)
Main water line exploded - created a sink hole approximately 6 x 4 ft.

4. What damage or injuries do you claim?
Destroyed Residence sign (address sign), mailbox DG washed off + dugged up from parkway

5. If this claim is for damage to property, are you the legal owner of said property?
Yes No . If not, please list name and address of property owner.

6. What is the name/s of the District employee/s causing the injury, damage or loss, if known?

N/A

7. If District employees were involved in causing the damage or injury, do you believe there was a particular act or omission on the part of the employees that caused it?

8. What is the amount the damages claimed? (Attach copies of receipts, invoices, estimates, photos, etc.)

Amount claimed as of this date: \$ 185.00 - Invoice attached

Estimated amount of future expenses: \$ I was told by H.N.C.A. that the DG will

Total Amount Claimed: \$ be repaired by HVWD upon replacing main line
on Long Valley Rd. - I have no estimate
at this time

Basis for computation of amounts claimed: _____

9. Other details? (Names, addresses of witnesses, doctors and hospitals)

Maria M. Spitzer
Signature of Claimant or Person Acting on Claimant's Behalf

5/19/20
Date

This claim must be signed by claimant or by an authorized agent of the claimant. One copy must be filed with this office. Keep one copy for your records.

Notice: Section 72 of the Penal Code provides: "Every person who, with intent to defraud, presents for allowance or for payment to any state board or officer, or to any county, town, city, district, ward or village board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is guilty of a felony".

Date Received: _____ Time: _____ Recorded by: _____

Note: This document is a Public Record and may be disclosed/released pursuant to the California Public Records Act.



24549 Long Valley Rd.
Hidden Hills, CA 91302 US
(818) 227-6657

INVOICE

BILL TO

Maria M. Spirtos
Spirtos Family Trust
[REDACTED]
Hidden Hills, CA 91302

INVOICE # 3198

DATE 05/13/2020

TERMS Net 30

PROPERTY ADDRESS

24173 Long Valley

PRODUCT/ SERVICE	DATE	AMOUNT
Namesign Name Sign	05/13/2020	150.00
Mailbox & Post Mailbox & Post	05/13/2020	35.00

BALANCE DUE

\$185.00



SPIRTOS

