



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

AGENDA
REGULAR MEETING
November 17, 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: November 17, 2020 (Pg. 7)

Receive and File

B Minutes: Regular Meeting of November 3, 2020 (Pg. 33)

Approve

- C **Directors' Per Diem: October 2020 (Pg. 44)**
Ratify
- D **Monthly Cash and Investment Report: September 2020 (Pg. 51)**
Receive and file the Monthly Cash and Investment Report for September 2020.
- E **Financial Review: First Quarter of Fiscal Year 2020-21 (Pg. 70)**
Receive and file the financial review for the first quarter of Fiscal Year 2020-21.
- F **Fiscal Year 2021-22 Proposed Sanitation Rate for Consolidated Sewer Maintenance District: Topanga Tax Zone (Pg. 86)**
Approve a monthly billing rate of \$54.50 per Equivalent Residential Unit for the Consolidated Sewer Maintenance District, Topanga Tax Zone, for Fiscal Year 2021-22.
- G **Tract No. 53138 (Deerlake Ranch): Approval of Scope Change (Pg. 91)**
Authorize the Director of Engineering and External Affairs to execute Scope Change No. 4 with Envicom Corporation, in the amount of \$5,595, to provide additional support for responses to the public comments received for the environmental document for Tract No. 53138, Deerlake Ranch.
- H **Conforming Update to Las Virgenes Municipal Water District Code: Miscellaneous Fees and Penalties (Pg. 98)**
Pass, approve and adopt proposed Resolution No. 2584, codifying new or updated miscellaneous fees and penalties.

RESOLUTION NO. 2584

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT AMENDING RESOLUTION NO. 2468 (ADMINISTRATIVE CODE) AS IT RELATES TO FEES AND PENALTIES

(Reference is hereby made to Resolution No. 2584 on file in the District's Resolution Book, and by this reference the same is incorporated herein.)

- I **Resolution of Intent for Continuation of Potable Water Standby Charge (Pg. 110)**
Pass, approve and adopt proposed Resolution No. 2585, a Resolution of Intent for continuing the Standby Charge pursuant to the Municipal Water District Law of 1911; order notification for those properties that changed ownership since the last Standby Charge assessment; order publication of a Notice of Public Hearing in a newspaper of general circulation once a week for a two-week period; and set a public hearing on the matter for 9:00 a.m. on January 5, 2021.

RESOLUTION NO. 2585

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT INITIATING PROCEEDINGS FOR THE CONTINUATION OF THE WATER AVAILABILITY OR STANDBY CHARGE FOR THE FISCAL YEAR COMMENCING JULY 1, 2021

(Reference is hereby made to Resolution No. 2585 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

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

- A **MWD Representative Report (Pg. 115)**
- B **Presentation by Michael Hart on a Proposal for a Memorial Park at the Rancho Las Virgenes Farm Sprayfields**
- C **Presentation by Magellan Advisors, LLC, on Broadband Planning for Ventura County's Future: Collaborative Development of a Regional Network**
- D **Legislative and Regulatory Updates**
- E **Water Supply Conditions Update (Pg. 120)**

6 **TREASURER**

7 **BOARD OF DIRECTORS**

- A **Response to Coronavirus (COVID-19) Pandemic: Continuation of Emergency (Pg. 122)**
Approve the continuation of an emergency declaration for response to the coronavirus (COVID-19) pandemic.

8 **FACILITIES AND OPERATIONS**

- A **Proposed Organizational Changes for Facilities and Operations Department (Pg. 124)**
Approve the elimination of one limited-term Water Reclamation Plant Operator I/II position (Salary Grade 42/62), effective December 31, 2020; retitling of a Laboratory Supervisor position (M88) to a Water Quality Supervisor position (M88); and addition of one limited-term Water Distribution Operator I/II position (Salary Grade 32/42).

9 **FINANCE AND ADMINISTRATION**

- A **Proposed Insurance Provider Plan Renewals: Approval (Pg. 127)**
Accept the proposal from MetLife and authorize the General Manager to execute a two-year contract, in the amount of \$161,556 for the first year with up to a 5% increase for the second year, for employee dental insurance; and, accept the proposal from Anthem Blue Cross and authorize the General Manager to execute a one-year contract, in the amount of \$74,337, for employee life and accidental death and dismemberment insurance, short- and long-term disability coverage and an Employee Assistance Program.
- B **Claim by Evelyn Hicks (Pg. 138)**
Deny the claim by Evelyn Hicks.

C **Claim by Joe Spano (Pg. 143)**

Deny the claim by Joe Spano.

10 **ENGINEERING AND EXTERNAL AFFAIRS**

A **Stationary Emergency Generators for Critical Potable Water Pump Stations Project: Approval of Scope Change (Pg. 149)**

Authorize the General Manager to execute Scope Change No. 1 with Hamner and Jewell, in the amount of \$16,780, to provide additional property acquisition services for the Stationary Emergency Generator for Critical Potable Water Pump Stations Project.

B **Twin Lakes Pump Station Pipeline Project: Approval of Scope Change (Pg. 159)**

Authorize the General Manager to execute Scope Change No. 2 with Kennedy/Jenks Consultants, Inc., in the amount of \$56,305, to provide for additional professional services for the Twin Lakes Pump Station Pipeline Project.

11 **INFORMATION ITEMS**

A **Claim by Ronda Onesto (Pg. 168)**

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**

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

15 **CLOSED SESSION**

A **Conference with Legal Counsel – Potential Litigation (Government Code Section 54956.9(b), Significant Exposure to Litigation): One case**

In the opinion of District Counsel, disclosure of the identity of the litigants would be prejudicial to the District.

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 : November 17, 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. 86231 through 86329 were issued less voids/stop payments in the total amount of **\$ 808,094.80**

Payments through wire transfers as follows:

10/30/2020 Metropolitan Water District	Payment for water deliveries in the month of August 2020	\$ 2,682,417.40
10/30/2020 Key Bank NA	Payment for AMI/AMR Project Debt-P&I	\$ 879,874.17
	Sub-Total Wires	<u>\$ 3,562,291.57</u>
	Total Payments	<u><u>\$ 4,370,386.37</u></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
11/17/20

Company Name	Company No.	Check No. 86231 thru 86277 11/03/20 Amount	Check No. 86278 thru 86329 11/10/20 Amount	Total
Potable Water Operations	101	17,763.35	263,900.03	281,663.38
Recycled Water Operations	102		1,631.48	1,631.48
Sanitation Operations	130	8,539.91	23,569.45	32,109.36
Potable Water Construction	201	1,487.00		1,487.00
Water Conservation Construction	203			-
Sani- Construction	230			-
Potable Water Replacement	301	15,912.00	2,835.00	18,747.00
Reclaimed Water Replace	302			-
Sanitation Replacement	330	10,412.50	1,400.00	11,812.50
Internal Service	701	95,482.66	55,439.16	150,921.82
JPA Operations	751	59,426.86	247,306.10	306,732.96
JPA Construction	752			-
JPA Replacement	754	4,099.50	15,045.61	19,145.11
Total Printed		213,123.78	611,126.83	824,250.61
 Voided Checks/payment stopped:				
Check #84348	101	(16,155.81)		(16,155.81)
Total Voids		(16,155.81)		(16,155.81)
Net Total		196,967.97	611,126.83	808,094.80



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

INVOICE

Billed To:
 Las Virgenes Municipal Water District



Service Address
 4232 Las Virgenes Road
 Calabasas, CA 91302

August 2020	Page No. 1 of 1
Mailed: 09/10/2020	Due Date: 10/30/2020
Invoice Number: 10178	Revision: 0

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

DELIVERIES	Volume (AF)
Total Water Treated Delivered	2,347.8
Total Water Untreated Delivered	

SALES	Type	Volume (AF)	Rate (\$ /AF)	Total (\$)
Full Service	Tier 1 Supply Rate	2,347.8	\$208.00	\$488,342.40
	System Access Rate	2,347.8	\$346.00	\$812,338.80
	Water Stewardship Rate	2,347.8	\$65.00	\$152,607.00
	System Power Rate	2,347.8	\$136.00	\$319,300.80
	Treatment Surcharge	2,347.8	\$323.00	\$758,339.40
SUBTOTAL				\$2,530,928.40

OTHER CHARGES AND CREDITS	Rate (\$ /AF)
Capacity Charge(Payment Schedule: M)	\$33,660.00
Readiness To Serve Charge(Payment Schedule: M)	\$117,829.00
SUBTOTAL	\$151,489.00

ADDITIONAL INFORMATION	Volume (AF)	Tier1 %	Peak Day	Flow (CFS)
Capacity Charge			8/9/2018	45.9
Purchase Order Firm Delivery To Date (Jan 2015 to Dec 2024)	110,244.0			
Tier 1 Annual Limit (For Current Calendar Year)	24,359.0			
Tier 1 YTD Deliveries (For Current Calendar Year)	13,654.2	56.1		
Tier 1 Current Month Deliveries	2,347.8			
Purchase Order Commitment (Jan 2015 to Dec 2024)	162,390.0			

INVOICE TOTAL

Volume AF	Amount Now Due
2,347.8	\$2,682,417.40

Note: Amount Due is based on highlighted fields

Approved for Payment:

Approved for Payment
David W. Pedersen
 David W. Pedersen, P.E.
 09/29/20

John Zhao 9/24/20
 John Zhao Date

PAID
 Wired on 10/30/20

**LAS VIRGENES MUNICIPAL WATER DISTRICT
WIRE TRANSFER REQUEST**

DATE NEEDED: October 30, 2020

REQUESTED BY: Jennifer Chen

FUNDS WIRING TO: LAS VIREGENES MWD 09 BOND PMT FUND A/C

BENEFICIARY BANK NAME: KEY BANK NA ABA No. 021300077

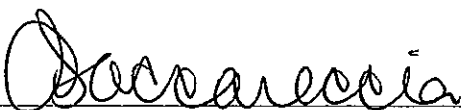
BENEFICIARY BANK A/C NO. 329951040644

FUNDS WIRING FROM: LVMWD's Checking A/C (No. 4806994448) @ Wells Fargo Bank

AMOUNT TO BE WIRED: \$879,874.17

REMARKS: Transfer Fund to pay installment payment due on 11/1/20 re LVMWD 2020 Installment Purchase Agreement established on 6/1/2020 for AMI/AMR Project.

Note: Payment includes -- Principal \$800,000; Interest \$79,874.17

REVIEWED BY: 

APPROVED BY: 

APPROVED BY: 

*****ACCOUNTING DEPARTMENT USE ONLY*****

WIRE ENTERED BY: Jennifer Chen DATE: 10-22-2020

WIRE VERIFIED/SENT BY: D. Caraccio DATE: 10-22-2020

WIRE EFFECTIVE DATE: 10-30-2020

PAID
Wired on 10/30/20

Batch Number - 283295
Bank Account - 00146807 Cash-General

Payment		Address	Name	Payment Stub Message	Document	Key		Amount	Invoice
Number	Date	Number			Ty	Number	lrm Co		Number
86231	11/03/20	19269	ACC BUSINESS	INTERNET 9/11~10/10	PV	172557	001 00701	898.50	202892103
				Payment Amount				898.50	
86232	11/03/20	21566	AECOM TECHNICAL SERVICES, INC.	P/E 9/25 MTR REPLCMNT	PV	172563	001 00701	3,796.50	2000415533
				Payment Amount				3,796.50	
86233	11/03/20	3077	AIRGAS USA, LLC	COOLER SPIGOTS	PV	172558	001 00701	62.69	9106029801
		Alt Payee	6658 AIRGAS USA, LLC P. O. BOX 102289 PASADENA CA 91189-2289						
				Payment Amount				62.69	
86234	11/03/20	2669	AT&T	SRV 10/20~11/19	PV	172544	001 00101	50.19	2150/102020
				SRV 10/14~11/13	PV	172545	001 00701	50.13	4639/101420
				Payment Amount				100.32	
86235	11/03/20	20424	AT&T	BLDG 1 INTERNET 10/18~11/17	PV	172543	001 00751	64.20	8677/101720
				Payment Amount				64.20	
86236	11/03/20	21392	BLUESPACE INTERIORS	PANEL STACKER	PV	172567	001 00701	598.51	I-01802631
				Payment Amount				598.51	
86237	11/03/20	20655	CANNON CORPORATION	P/E 9/30 DSGN SRV INTRCNT	PV	172564	001 00701	1,487.00	74055
				P/E 9/30 MULHND BRDG	PV	172594	001 00701	1,359.00	74054
				P/E 8/31 TANK REHAB	PV	172595	001 00701	303.00	73570
				P/E 8/31 TANK REHAB	PV	172595	002 00701	303.00	73570
				Payment Amount				3,452.00	
86238	11/03/20	2513	CAPCO ANALYTICAL SERVICES	SEP'20 SAMPLING	PV	172556	001 00701	365.00	201677
				Payment Amount				365.00	
86239	11/03/20	18107	CAROLLO	P/E 9/30 PWP	PV	172611	001 00701	2,017.50	0191291

Batch Number - 283295
Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Itm	Key Co	Amount	Invoice Number
			ENGINEERING, INC	FUND GRANT						
				Payment Amount					2,017.50	
86240	11/03/20	18992	CDW GOVERNMENT	HP PRINTER	PV	172549	001	00701	452.32	2715709
				WEB CAMERA	PV	172550	001	00701	204.69	2862062
		Alt Payee	19010	CDW GOVERNMENT 75 REMITTANCE DR., SUITE 1515 CHICAGO IL 60675-1515						
				Payment Amount					657.01	
86241	11/03/20	20797	CHRIS' MOBILE TIRE SERVICE	RPR FLAT #709	PV	172590	001	00701	242.00	173628
				RPR FLAT #962	PV	172591	001	00701	151.25	173616
				Payment Amount					393.25	
86242	11/03/20	4586	CONSOLIDATED ELECTRICAL DISTRIBUTORS	PROXIMITY SWITCHES	PV	172613	001	00701	384.46	9009-414871
				Payment Amount					384.46	
86243	11/03/20	2654	FAMCON PIPE	DOUBLE CHECK DETECTOR	PV	172552	001	00701	7,621.20	S100037406.00
				Payment Amount					7,621.20	1
86244	11/03/20	2655	FERGUSON ENTERPRISES, LLC	RTN#2-AMR/AMI P/E 10/15	PD	172602	001	00301	750.00-	10660/RTN#2
				PMT#2-AMR/AMI P/E 10/15	PV	172603	001	00701	15,000.00	10660/PMT#2
		Alt Payee	3207	FERGUSON ENTERPRISES, INC. #1083 P. O. BOX 740827 LOS ANGELES CA 90074-0827						
				Payment Amount					14,250.00	
86245	11/03/20	6770	G.I. INDUSTRIES	10/1~10/15 TAPIA RAGS DISP	PV	172596	001	00701	489.20	2533559-0283-9
		Alt Payee	6771	G.I. INDUSTRIES P. O. BOX 541065 LOS ANGELES CA 90054-1065						
				Payment Amount					489.20	
86246	11/03/20	10102	INFOSEND INC.	P/1~9/30 BILL PMT MLNG	PV	172610	001	00701	10,723.68	179327
				Payment Amount					10,723.68	

Batch Number - 283295
Bank Account - 00146807 Cash-General

Payment . . .		Address	Name	Payment Stub Message	Document . . .		Key		Amount	Invoice
Number	Date	Number			Ty	Number	Item	Co		Number
86247	11/03/20	20584	KAMBRIAN CORPORATION	(2) SURFACE PRO 7	PV	172605	001	00701	2,886.59	KINV5925
				(2) SURFACE PRO 7	PV	172605	003	00701	8.01	KINV5925
				Payment Amount					2,894.60	
86248	11/03/20	2611	LA DWP	TWIN LKS P/S	PV	172587	001	00101	12,272.24	875698/101920
				9/11~10/15						
				Payment Amount					12,272.24	
86249	11/03/20	3352	LAS VIRGENES MUNICIPAL WATER DISTRICT	TAPIA	PV	172530	001	00751	560.70	1760/102120
				9/9~10/15						
				RLV 9/9~10/15	PV	172531	001	00751	389.24	2090/102120
				HQ PWP/DEMO	PV	172532	001	00751	324.91	2620/102120
				9/9~10/15						
				FIRE PRTC# #8	PV	172533	001	00701	7.50	2650/102120
				9/9~10/15						
				HQ BLDG#8	PV	172534	001	00701	321.76	2647/102120
				9/9~10/15						
				FIRE PRTC# #7	PV	172535	001	00701	7.50	2654/102120
				9/9~10/15						
				BLDG #7	PV	172536	001	00701	831.46	2656/102120
				9/9~10/15						
				BLDG #2	PV	172537	001	00701	360.15	2658/102120
				9/9~10/15						
				L/S #1	PV	172538	001	00130	54.97	1775/102120
				9/10~10/15						
				L/S #2	PV	172539	001	00130	57.82	0570/102120
				9/10~10/15						
				RLV FARM	PV	172540	001	00751	171.80	2080/102120
				9/9~10/15						
				JED SMTH P/S	PV	172542	001	00101	54.97	0254/102120
				9/8~10/12						
				Payment Amount					3,142.78	
86250	11/03/20	21533	LIBERTY FUND LLC	RFND	PV	172546	001	00101	22.05	160072-075271
				BAL-COSED A/C						
				Payment Amount					22.05	
86251	11/03/20	2769	LIEBERT CASSIDY WHITMORE	SRV-FLSA RATE AUDIT	PV	172588	001	00701	411.00	1507242
				Payment Amount					411.00	

Batch Number - 283295
Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Document Ty	Number	Key itm Co	Amount	Invoice Number
86252	11/03/20	16754	NATURAL SURROUNDINGS	OCT'20 FLORAL MAINT	PV	172597	001 00701	235.00	7534
				Payment Amount				235.00	
86253	11/03/20	21166	O.S.T.S. INC.	EE RESPTRY FIT TEST	PV	172586	001 00701	2,650.00	53351
				Payment Amount				2,650.00	
86254	11/03/20	14632	RONDA ONESTO	CLAIM-BEE HIVE 10/1/20	PV	172589	001 00701	165.00	CLAIM/100120
				Payment Amount				165.00	
86255	11/03/20	13586	ORACLE AMERICA, INC.	JDE HR/PR SPRT 7/1-9/30	PV	172614	001 00701	18,750.00	44869244
				Payment Amount				18,750.00	
86256	11/03/20	18983	POWERFLO PRODUCTS, INC.	SPLIT SEAL	PV	172553	001 00701	8,427.12	56657
				Payment Amount				8,427.12	
86257	11/03/20	18505	RAFTELIS FINANCIAL CONSULTANTS, INC.	P/E 9/30 RATE STDY	PV	172608	001 00701	12,070.00	16912
				Payment Amount				12,070.00	
86258	11/03/20	21657	JAMES REID	RFND BAL-COSED A/C	PV	172547	001 00101	124.27	068635
				Payment Amount				124.27	
86259	11/03/20	20583	RT LAWRENCE CORPORATION	LOCKBOX FEES-SEP'20	PV	172607	001 00701	2,808.40	44182
				Payment Amount				2,808.40	
86260	11/03/20	20898	SDI PRESENCE LLC	P/E 9/30 ERP CONSLT STDY	PV	172606	001 00701	10,412.50	5379
		Alt Payee	20936 SDI PRESENCE LLC 29290 NETWORK PLACE CHICAGO IL 60673-1292	Payment Amount				10,412.50	
86261	11/03/20	2948	SMITH PIPE & SUPPLY	COUPLER KEY & SWIVEL	PV	172551	001 00701	118.07	3660737
				Payment Amount				118.07	
86262	11/03/20	2957	SOUTHERN CALIFORNIA EDISON	RLV CMPST 9/23-10/23/20	PV	172615	001 00751	27,989.05	5165-46/10282 0
				Payment Amount				27,989.05	

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Payment		Address	Name	Payment Stub Message	Document	Key		Amount	Invoice
Number	Date	Number			Ty	Number	Itm Co		Number
86263	11/03/20	21658	SPERBER LANDSCAPE CO. LLC	RFND BAL-COSED A/C	PV	172548	001 00101	25.65	076005
				Payment Amount				25.65	
86264	11/03/20	2737	TELEDYNE ISCO, INC. C/O MCR TECHNOLOGIES	ISCO TUBING	PV	172566	001 00751	429.24	S020426775
		Alt Payee	5737	TELEDYNE ISCO, INC. 12497 COLLECTIONS CENTER DRIVE CHICAGO IL 60693					
				Payment Amount				429.24	
86265	11/03/20	21137	TESLA, INC.	RW P/S-SEP'20 SOLAR	PV	172604	001 00701	10,199.88	17695730
				Payment Amount				10,199.88	
86266	11/03/20	19681	THE PUN GROUP, LLP	PRG #2-AUDIT LV 19/20	PV	172561	001 00701	12,500.00	112721
				Payment Amount				12,500.00	
86267	11/03/20	20971	THOUSAND OAKS PLUMBING INC.	CLEAR DRAIN-RLV	PV	172600	001 00751	242.00	24839930
				CLEAR DRAIN-TENANT BD8	PV	172601	001 00101	495.00	20711297
				Payment Amount				737.00	
86268	11/03/20	21593	TRIAD CONSULTING & SYSTEM DESIGN GROUP	P/E 9/28 SEC ASSESSMENT	PV	172609	001 00701	16,850.00	560
				Payment Amount				16,850.00	
86269	11/03/20	3011	UNITED SPECIALTIES	DEGREASER & CLEANER	PV	172572	001 00701	870.53	84629
				Payment Amount				870.53	
86270	11/03/20	21511	URBAN WATER GROUP, INC.	WEB PAGE SRV-SUSTN GRDN	PV	172598	001 00701	8,461.00	1407
				WEB PAGE SRV 9/13~10/20	PV	172599	001 00701	2,100.00	1417
				Payment Amount				10,561.00	
86271	11/03/20	20935	US METRO GROUP, INC.	DISINFCT SRV-SEP'20	PV	172612	001 00701	2,688.00	REV-102856

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Payment Number	Date	Address Number	Name	Payment Stub Message	Document Ty	Key Nm Co	Amount	Invoice Number
				DISINFCT	PV	172612 003 00701	2,688.00	REV-102856
				SRV-SEP'20				
				Payment Amount			5,376.00	
86272	11/03/20	2780	VALLEY NEWS GROUP	LGLAD-CNTRT	PV	172570 001 00701	320.00	10-8,15
				TRMNT				
				AD-CMPST	PV	172571 001 00751	180.00	10-8
				AVAILABLE				
				Payment Amount			500.00	
86273	11/03/20	3035	VWR SCIENTIFIC	PROPANOL	PV	172565 001 00701	178.90	8802469896
		Alt Payee	3216	VWR INTERNATIONAL, INC P. O. BOX 640169 PITTSBURGH PA 15264-0169				
				Payment Amount			178.90	
86274	11/03/20	19685	W. LITTEN INC.	PIPE	PV	172562 001 00701	2,024.43	20049
				RPRS-W/FIRE				
				Payment Amount			2,024.43	
86275	11/03/20	18914	WECK LABORATORIES, INC.	WLK-0I23047	PV	172592 001 00701	41.38	W0J0347-LV
				WLK	PV	172593 001 00701	163.20	W0J0482-LV
				RES-0I30040				
				Payment Amount			204.58	
86276	11/03/20	3048	WEST COAST AIR CONDITIONING	SRV TAPIA A/C	PV	172568 001 00751	346.25	S111631
				SRV LV 2	PV	172569 001 00101	1,619.80	S111535
				A/C-9/28				
				Payment Amount			1,966.05	
86277	11/03/20	6248	ZENNER PERFORMANCE METERS, INC.	METERS	PV	172560 001 00701	2,334.42	0055543-IN
		Alt Payee	19000	ZENNER PERFORMANCE METER INC. 15280 ADDISON RD. #100 ADDISON TX 75001				
				Payment Amount			2,334.42	
				Total Amount of Payments Written			213,123.78	
				Total Number of Payments Written		47		

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Payment		Address	Name	Payment Stub Message	Document	Key		Amount	Invoice
Number	Date	Number			Ty	Number	Item Co		Number
86278	11/10/20	17361	ACCURATE	1ST AID SITE	PV	172619	001 00701	312.57	B-3735
			FIRST AID	SRV-WLK					
			SERVICES						
				1ST AID SITE	PV	172620	001 00701	216.65	B-3738
				SRV-PWP					
				1ST AID SITE	PV	172621	001 00701	130.96	B-3739
				SRV-OPS					
				1ST AID SITE	PV	172622	001 00701	126.03	B-3740
				SRV-HQ					
				Payment Amount				786.21	
86279	11/10/20	2317	ACORN	AD-BULK	PV	172616	001 00751	670.60	159029
			NEWSPAPER	COMPOST-10/15					
				Payment Amount				670.60	
86280	11/10/20	8560	ADVANCED	MASS MTR CHG	PV	172656	001 00701	2,835.00	XT00166341
			UTILITY	INTRFC					
			SYSTEMS						
				Payment Amount				2,835.00	
86281	11/10/20	15897	AMERICAN	RPR 2 MITEL	PV	172652	001 00701	160.72	148576
			TELEBROKERS	PHONES					
				Payment Amount				160.72	
86282	11/10/20	2869	AT&T	SRV	PV	172624	001 00101	53.12	2430/102330
				10/23~11/22					
				SRV	PV	172625	001 00101	51.49	7426/102320
				10/23~11/22					
				Payment Amount				104.61	
86283	11/10/20	7770	AUTOMATIONDIR	WIRE DUCT	PV	172633	001 00101	55.85	11457558
			ECT.COM						
				TRNSMTRS/PANE	PV	172634	001 00751	1,569.14	11451075
				L MTRS					
				Payment Amount				1,624.99	
86284	11/10/20	20491	BEST BEST &	P/E 9/30 FED	PV	172654	001 00701	7,500.00	889112
			KRIEGER LLP	LBBY					
				P/E 9/30 ST	PV	172655	001 00701	5,000.00	889113
				LBBY					
				Payment Amount				12,500.00	
86285	11/10/20	20797	CHRIS' MOBILE	RPR FLAT TIRE	PV	172641	001 00701	159.50	173623
			TIRE SERVICE	#711					
				Payment Amount				159.50	
86286	11/10/20	16364	D&H WATER	SCREW	PV	172617	001 00751	80.41	I 2020-1175
			SYSTEMS INC.	COVERS-ANALYZ					
				ERS					

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Payment Number	Date	Address Number	Name	Payment Stub Message	Document Ty	Key Itm Co	Amount	Invoice Number
				Payment Amount			80.41	
86287	11/10/20	2605	DELTA PACIFIC INDUSTRIES	ANTI SEEZE/CLEANER	PV	172640 001 00701	497.57	5494
				Payment Amount			497.57	
86288	11/10/20	18758	DEPARTMENT OF INDUSTRIAL RELATIONS	OSHA PENALTY-MLHLN D MN BRK	PV	172628 001 00101	4,900.00	1366262
				Payment Amount			4,900.00	
86289	11/10/20	17281	DOCTOR DIESEL	10/23 DIESEL MAINT	PV	172575 001 00701	630.25	20-866
				10/23 DIESEL MAINT	PV	172575 002 00701	630.25	20-866
				10/23 DIESEL MAINT	PV	172575 003 00701	1,890.75	20-866
				10/23 DIESEL MAINT	PV	172575 006 00701	630.00	20-866
				Payment Amount			3,781.25	
86290	11/10/20	20685	DOCUMENT SYSTEMS INC	9/24~10/23 CANON MNT	PV	172574 001 00701	42.12	146043
				Payment Amount			42.12	
86291	11/10/20	18441	EMPLOYEE RELATIONS NETWORK	EE BACKGROUND CHECK	PV	172649 001 00701	105.72	89057
				Payment Amount			105.72	
86292	11/10/20	14723	EMPLOYMENT DEVELOPMENT DEPARTMENT	LBR DATA RPT-'20 CAFR	PV	172648 001 00701	165.00	LMI-07357
				Payment Amount			165.00	
86293	11/10/20	2655	FERGUSON ENTERPRISES, LLC	BASE MOUNT PUMPS	PV	172669 001 00701	5,358.96	0734419
				BACKFLOW RPR PARTS	PV	172670 001 00701	46.45	0734974
		Alt Payee	3207	FERGUSON ENTERPRISES, INC. #1083 P. O. BOX 740827 LOS ANGELES CA 90074-0827				
				Payment Amount			5,405.41	
86294	11/10/20	21055	FIRESTONE COMPLETE AUTO CARE	4 TIRES/ALIGN-# 895	PV	172668 001 00701	905.90	195275

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			BRIDGESTONE							
				(4) TIRES/ALIGN #877	PV	172681	001	00701	839.44	195140
		Alt Payee 21088	FIRESTONE COMPLETE AUTO CARE 1100 E. THOUSAND OAKS BLVD. THOUSAND OAKS CA 91362-2815							
				Payment Amount					1,745.34	
86295	11/10/20	3864	FTI GROUP	CHECK FORMS	PV	172647	001	00701	218.32	159939
				Payment Amount					218.32	
86296	11/10/20	6770	G.I. INDUSTRIES	11/20 DISP-HQ & SHOP	PV	172626	001	00701	977.87	2961253-0283-0
				11/20 DISP RLV	PV	172706	001	00751	96.64	2961251-0283-4
				11/20 DISP RLV FARM	PV	172707	001	00751	96.64	2961252-0283-2
				11/20 DISP WLK	PV	172710	001	00701	221.99	2493916-0283-9
				11/20 DISP TAPIA	PV	172711	001	00701	696.31	2533570-0283-6
				11/20 DISP TAPIA GRIT	PV	172712	001	00701	1,107.96	2533571-0283-4
		Alt Payee 6771	G.I. INDUSTRIES P. O. BOX 541065 LOS ANGELES CA 90054-1065							
				Payment Amount					3,197.41	
86297	11/10/20	2701	GRAINGER, INC.	EQUIPMENT	PV	172577	001	00701	177.48	9668589329
				CASE						
				FLUID STORAGE CONTAINER	PV	172578	001	00701	427.06	9669415862
				FLUID STORAGE CONTAINER	PV	172579	001	00701	281.96	9669468457
				MOTOR	PV	172580	001	00701	100.82	9670649806
				DRAIN END	PV	172581	001	00701	131.40	9673686300
				CAPS						
				FOAM INSERTS	PV	172582	001	00701	46.93	9675502935
				BENCH	PV	172583	001	00701	1,278.03	9675752639
				VICE/STAND						
				MOTOR	PV	172584	001	00701	108.76	9681566981
				LOCKOUT LOCKS	PV	172585	001	00701	141.19	9682081113

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Payment Number	Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key ltm	Key Co	Amount	Invoice Number
		Alt Payee	5453	GRAINGER, INC. DEPT 805178142 PALATINE IL 60038-0001						
				Payment Amount					2,693.63	
86298	11/10/20	18679	GSE	RTN-TAPIA	PV	172646	001	00754	14,747.49	10667/RTN-RLS
			CONSTRUCTION, INC.	HWRK FL REHAB						
				Payment Amount					14,747.49	
86299	11/10/20	2705	HACH COMPANY	SRV CONT	PV	172660	001	00701	15,682.00	12165338
				101620~101521						
		Alt Payee	6442	HACH COMPANY 2207 COLLECTIONS CENTER DR CHICAGO IL 60693						
				Payment Amount					15,682.00	
86300	11/10/20	20823	INVOICE CLOUD INC.	IC FEE-OCT'20	PV	172709	001	00701	4,903.50	964-2020_10
				Payment Amount					4,903.50	
86301	11/10/20	17447	KONECRANES INC.	QTRLY	PV	172671	001	00701	853.75	154346247
				CRANE/HOIST						
				INSP						
				QTRLY	PV	172671	002	00701	1,500.00	154346247
				CRANE/HOIST						
				INSP						
				QTRLY	PV	172671	004	00701	450.00	154346247
				CRANE/HOIST						
				INSP						
				QTRLY	PV	172671	005	00701	125.00	154346247
				CRANE/HOIST						
				INSP						
				Payment Amount					2,928.75	
86302	11/10/20	2611	LA DWP	RECTIFIER	PV	172627	001	00101	42.96	851260/102620
				9/23~10/26						
				Payment Amount					42.96	
86303	11/10/20	3352	LAS VIRGENES MUNICIPAL WATER DISTRICT	RLV SOLAR	PV	172677	001	00754	298.12	9999793/10072
				8/31~9/30						0
				Payment Amount					298.12	
86304	11/10/20	2814	MCMaster-CARR SUPPLY CO	DOCUMENT HOLDERS	PV	172631	001	00751	78.76	47040162

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Payment Number	Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Itm	Key Co	Amount	Invoice Number
				DOCUMENT	PV	172632	001	00751	347.01	47410924
				CLAMPS						
				THREADED RODS	PV	172678	001	00751	502.28	47414923
				DRESSING	PV	172679	001	00751	141.79	47571217
				TOOL/TUBING						
		Alt Payee	3197	MC MASTER-CARR P. O. BOX 7690 CHICAGO IL 60680-7690						
				Payment Amount					1,069.84	
86305	11/10/20	20890	MONTROSE AIR QUALITY SERVICES, LLC	'20 BIOFILTER TESTING	PV	172657	001	00701	4,770.00	INV1253355
				Payment Amount					4,770.00	
86306	11/10/20	21114	MUJERES DE LA TIERRA	11/5/20 EVENT SPNSRSH	PV	172673	001	00701	2,500.00	468
				Payment Amount					2,500.00	
86307	11/10/20	2842	NAPAAUTO PARTS	SOUEEGEE	PV	172638	001	00701	8.29	4206-948200
				BLUE DEFF	PV	172639	001	00701	26.81	4206-949372
				Payment Amount					35.10	
86308	11/10/20	3110	GLEN PETERSON	MWD REP FEE-OCT20	PV	172653	001	00701	2,200.00	23
				Payment Amount					2,200.00	
86309	11/10/20	20334	PRUDENTIAL OVERALL SUPPLY	10/20 UNFRMS/MATS/T WLS	PV	172682	001	00701	68.50	172020815
				10/20 UNFRMS/MATS/T WLS	PV	172682	002	00701	61.87	172020815
				10/20 UNFRMS/MATS/T WLS	PV	172683	001	00701	68.50	172022095
				10/20 UNFRMS/MATS/T WLS	PV	172683	002	00701	61.87	172022095
				10/20 UNFRMS/MATS/T WLS	PV	172684	001	00701	68.50	172023435
				10/20 UNFRMS/MATS/T WLS	PV	172684	002	00701	61.87	172023435

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Payment . . .		Address	Name	Payment Stub Message	. . . Document . . .		Key	Amount	Invoice
Number	Date	Number			Ty	Number	Itm Co		Number
				WLS					
	10/20				PV	172685	001 00701	68.50	172024981
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172685	002 00701	61.87	172024981
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172686	001 00701	68.50	172026308
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172686	002 00701	61.87	172026308
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172687	001 00701	9.60	172020950
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172687	002 00701	21.44	172020950
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172688	001 00701	9.60	172022260
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172688	002 00701	21.44	172022260
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172689	001 00701	9.60	172023565
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172689	002 00701	21.44	172023565
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172690	001 00701	9.60	172025109
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172690	002 00701	21.44	172025109
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172691	001 00701	9.60	172026450
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172691	002 00701	21.44	172026450

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Payment . . .		Address	Name	Payment Stub Message	. . . Document . . .		Key	Amount	Invoice
Number	Date	Number			Ty	Number	Itm Co		Number
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172692	001 00701	319.63	172020817
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172693	001 00701	315.43	172022097
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172694	001 00701	319.43	172023437
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172695	001 00701	319.43	172024983
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172696	001 00701	319.43	172026310
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172697	001 00701	28.40	172020816
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172697	002 00701	30.83	172020816
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172698	001 00701	28.40	172022096
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172698	002 00701	30.83	172022096
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172699	001 00701	28.40	172023436
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172699	002 00701	30.83	172023436
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172700	001 00701	59.58	172024982
				UNFRMS/MATS/T					
				WLS					
	10/20				PV	172700	002 00701	30.83	172024982
				UNFRMS/MATS/T					
				WLS					

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Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Itm Co	Amount	Invoice Number
				10/20 UNFRMS/MATS/T WLS	PV	172701	001 00701	28.40	172026309
				10/20 UNFRMS/MATS/T WLS	PV	172701	002 00701	30.83	172026309
				Payment Amount				2,727.73	
86310	11/10/20	2585	PURETEC	LAB DI WATER	PV	172661	001 00701	20.95	1837575
				Payment Amount				20.95	
86311	11/10/20	21594	RECYCLED WOOD PRODUCTS	130 YDS WOODCHIPS	PV	172658	001 00701	1,545.70	200463
				130 YDS WOODCHIPS	PV	172659	001 00701	1,545.70	200565
				Payment Amount				3,091.40	
86312	11/10/20	21057	SIMI VALLEY FORD	RODENT DMG RPR #926	PV	172680	001 00701	528.40	C47812
				Payment Amount				528.40	
86313	11/10/20	19169	SJM INDUSTRIAL RADIO	RADIO RPRS-DIST EQUIP	PV	172629	001 00701	1,655.00	251892
				RADIO RPRS-DIST EQUIP	PV	172630	001 00701	1,655.00	251893
				REMV RADIO-AUCTIO N VEHS	PV	172645	001 00701	677.50	251887
				Payment Amount				3,987.50	
86314	11/10/20	2949	SNAP ON TOQLS	HOOD PROP	PV	172642	001 00701	57.76	09092075320
				FOLDABLE PEN LIGHT	PV	172643	001 00701	68.93	10072076262
				Payment Amount				126.69	
86315	11/10/20	2957	SOUTHERN CALIFORNIA EDISQN	BLDG1 EV-PWP 9/23~10/23/20	PV	172674	001 00751	13.21	3805-EV/10292 0
				Payment Amount				13.21	
86316	11/10/20	2957	SOUTHERN CALIFORNIA EDISON	BLDG1 HM-PWP 9/23~10/23/20	PV	172675	001 00751	1,238.86	4332-HM/10292 0
				Payment Amount				1,238.86	
86317	11/10/20	2957	SOUTHERN CALIFORNIA	RW P/S 10/1~10/30/20	PV	172676	001 00751	57,029.96	4500-42/10312 0

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Payment Number	Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Ilm	Key Co	Amount	Invoice Number
			EDISON	NEM						
				Payment Amount					57,029.96	
86318	11/10/20	2957	SOUTHERN CALIFORNIA EDISON	ENERGY CHGS SEP/OCT'20	PV	172702	001	00101	4,330.08	2869/110520
				ENERGY CHGS SEP/OCT'20	PV	172702	002	00101	4,951.12	2869/110520
				ENERGY CHGS SEP/OCT'20	PV	172702	003	00101	692.33	2869/110520
				ENERGY CHGS SEP/OCT'20	PV	172702	004	00101	699.38	2869/110520
				ENERGY CHGS SEP/OCT'20	PV	172702	005	00101	747.38	2869/110520
				ENERGY CHGS SEP/OCT'20	PV	172702	006	00101	11.32	2869/110520
				ENERGY CHGS SEP/OCT'20	PV	172702	007	00101	15.54	2869/110520
				ENERGY CHGS SEP/OCT'20	PV	172702	008	00101	15.05	2869/110520
				ENERGY CHGS SEP/OCT'20	PV	172702	009	00101	12.99	2869/110520
				ENERGY CHGS SEP/OCT'20	PV	172702	010	00101	13.07	2869/110520
				ENERGY CHGS SEP/OCT'20	PV	172702	011	00101	5,635.53	2869/110520
				ENERGY CHGS SEP/OCT'20	PV	172702	012	00101	5,026.17	2869/110520
				ENERGY CHGS SEP/OCT'20	PV	172702	013	00101	9,801.18	2869/110520
				ENERGY CHGS SEP/OCT'20	PV	172702	014	00101	7,461.47	2869/110520
				ENERGY CHGS SEP/OCT'20	PV	172702	015	00101	3,675.99	2869/110520
				ENERGY CHGS SEP/OCT'20	PV	172702	016	00101	4,818.99	2869/110520
				ENERGY CHGS SEP/OCT'20	PV	172702	017	00101	7,968.31	2869/110520
				ENERGY CHGS SEP/OCT'20	PV	172702	018	00101	6,979.13	2869/110520
				ENERGY CHGS SEP/OCT'20	PV	172702	019	00101	11.86	2869/110520

Batch Number - 283566

Bank Account - 00146807 Cash-General

Payment		Address	Name	Payment Stub Message	Document		Key	Amount	Invoice
Number	Date	Number			Ty	Number	Itm Co		Number
				ENERGY CHGS	PV	172702	020 00101	12.05	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	021 00101	245.67	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	022 00101	205.60	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	023 00101	6,371.13	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	024 00101	5,479.65	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	025 00101	52,136.24	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	026 00101	78,204.35	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	027 00101	14.39	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	028 00101	13.92	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	029 00101	845.35	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	030 00101	683.07	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	031 00101	1,457.71	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	032 00101	1,316.88	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	033 00101	7,345.22	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	034 00101	6,498.87	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	035 00101	60.94	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	036 00101	647.46	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	037 00101	144.29	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	038 00101	145.87	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	039 00101	1,609.21	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	040 00101	1,092.42	2869/110520

Batch Number - 283566

Bank Account - 00146807 Cash-General

Payment		Address	Name	Payment Stub Message	Document		Key		Amount	Invoice
Number	Date	Number			Ty	Number	Itm	Co		Number
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	041	00101	6,074.73	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	042	00101	5,420.45	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	043	00101	15.85	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	044	00101	15.48	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	045	00101	1,965.12	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	046	00101	1,695.17	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	047	00101	17.46	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	048	00101	16.33	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	049	00101	567.93	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	050	00101	476.41	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	051	00101	15.14	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	052	00101	14.17	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	053	00101	9,781.91	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	054	00101	9,432.39	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	055	00101	9,889.44	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	056	00101	4,597.83	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	057	00101	3,717.77	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	058	00101	13,506.16	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	059	00101	2,560.74	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	060	00101	1,876.61	2869/110520
				SEP/OCT'20						

Batch Number - 283566

Bank Account - 00146807 Cash-General

Payment		Address	Name	Payment Stub Message	Document		Key		Amount	Invoice
Number	Date	Number			Ty	Number	Item	Co		Number
				ENERGY CHGS	PV	172702	061	00101	6,432.70	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	062	00101	5,719.80	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	063	00101	16,413.58	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	064	00101	15,368.71	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	065	00101	9,103.33	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	066	00101	7,185.42	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	067	00101	3,674.83	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	068	00101	2,912.28	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	069	00101	700.58	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	070	00101	769.43	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	071	00101	12.92	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	072	00101	13.40	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	073	00101	27.31	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	074	00101	25.37	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	075	00101	1,113.83	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	076	00101	872.41	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	077	00101	5,150.57	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	078	00101	2,690.12	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	079	00101	4,561.64	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	080	00101	3,831.03	2869/110520
				SEP/OCT'20						
				ENERGY CHGS	PV	172702	081	00101	11.32	2869/110520

Batch Number - 283566

Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Document Ty	Number	Key Itm Co	Amount	Invoice Number
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	082 00101	11.51	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	083 00101	16.83	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	084 00101	15.61	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	085 00101	15.04	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	086 00101	14.02	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	087 00101	288.81	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	088 00101	90.46	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	089 00101	15.57	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	090 00101	15.30	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	091 00101	1,147.98	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	092 00101	927.25	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	093 00101	7.09	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	094 00101	7.09	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	095 00101	7.76	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	096 00101	7.76	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	097 00101	951.64	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	098 00101	664.99	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	099 00101	28.03	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	100 00101	25.51	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	101 00101	459.17	2869/110520
				SEP/OCT'20					

Batch Number - 283566
Bank Account - 00146807 Cash-General

Payment . . .		Address	Name	Payment Stub Message	Document . . .	Key		Amount	Invoice
Number	Date	Number			Ty	Number	Itm Co		Number
				ENERGY CHGS	PV	172702	102 00101	435.09	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	103 00101	1,899.70	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	104 00101	1,899.70	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	105 00101	2,360.81	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	106 00101	1,180.40	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	107 00101	2,078.00	2869/110520
				SEP/OCT'20					
				ENERGY CHGS	PV	172702	108 00101	1,039.00	2869/110520
				SEP/OCT'20					
				Payment Amount				401,254.97	
86319	11/10/20	2958	SOUTHERN CALIFORNIA GAS CO	JBR P/S 9/30~10/30	PV	172708	001 00101	15.92	1200/110320
				Payment Amount				15.92	
86320	11/10/20	9505	TIRE MAN AGOURA	RPR FLAT TIRE #902	PV	172644	001 00701	20.00	2091397
				Payment Amount				20.00	
86321	11/10/20	21252	TYLER TECHNOLOGIES, INC.	ERP IMPLTN 10/9	PV	172576	001 00701	1,400.00	045-318743
				Payment Amount				1,400.00	
86322	11/10/20	2780	VALLEY NEWS GROUP	AD-CMPST AVAILABLE	PV	172651	001 00751	180.00	10-15-20
				Payment Amount				180.00	
86323	11/10/20	3662	VENTURA COUNTY TAX COLLECTOR	PROP TAX 20/21-WOLSY TNK	PV	172618	001 00101	18.98	3401970
				Payment Amount				18.98	
86324	11/10/20	2436	VINCE BARNES AUTOMOTIVE	RPR ENG DMG-RODENTS #902	PV	172662	001 00701	427.38	024806
				OIL/FLTRS-#93 0	PV	172663	001 00701	72.87	024819
				OIL/FLTRS-#89 4	PV	172664	001 00701	92.96	024820
				RPR RODENT	PV	172665	001 00701	125.00	024844

Batch Number - 283566

Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Document Ty	Number	Key itm	Co	Amount	Invoice Number
				DMG-#831						
				OIL/FLTRS-#90	PV	172666	001	00701	137.28	024848
				7						
				OIL/FLTRS-#92	PV	172667	001	00701	101.87	024853
				7						
				Payment Amount					957.36	
86325	11/10/20	3035	VWR	LARGE GLOVES	PV	172635	001	00701	272.66	8802561162
			SCIENTIFIC							
				SMALL GLOVES	PV	172636	001	00701	272.66	8802565302
				MEDIUM GLOVES	PV	172637	001	00701	272.66	8802565304
		Alt Payee	3216	VWR INTERNATIONAL, INC P. O. BOX 640169 PITTSBURGH PA 15264-0169						
				Payment Amount					817.98	
86326	11/10/20	3025	WATER & SANITATION SRV./VENTURA COUNTY	PCH WTR 9/15~10/20	PV	172713	001	00101	27,175.88	2071861
				Payment Amount					27,175.88	
86327	11/10/20	3047	WESCO	CIRCUIT BRKR/ENCLOSUR E	PV	172672	001	00701	881.16	043928
		Alt Payee	6443	WESCO DISTRIBUTION, INC PO BOX 910465 PASADENA CA 91110-0465						
				Payment Amount					881.16	
86328	11/10/20	12145	WESTLAKE WELLBEING PROPERTIES, LLC	RFND BAL-OPEN A/C	PV	168588	001	00101	1,669.91	1004365
				RFND BAL-OPEN A/C	PV	168589	001	00101	14,485.90	1004370
				Payment Amount					16,155.81	
86329	11/10/20	3067	XEROX CORPORATION	9/20 LEASE-HQ & TAPIA	PV	172623	001	00701	472.85	702435924
				9/20 LEASE-HQ & TAPIA	PV	172623	002	00701	13.39	702435924
				9/20 LEASE-HQ & TAPIA	PV	172623	003	00701	46.19	702435924
				9/20 LEASE-HQ	PV	172623	004	00701	38.18	702435924

Batch Number - 283566

Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Document Ty	Number	Key Itm	Co	Amount	Invoice Number
				& TAPIA						
				9/20 LEASE-HQ	PV	172623	005	00701	598.30	702435924
				& TAPIA						
				9/20 LEASE-HQ	PV	172623	006	00701	16.94	702435924
				& TAPIA						
				9/20 LEASE-HQ	PV	172623	007	00701	58.44	702435924
				& TAPIA						
				9/20 LEASE-HQ	PV	172623	008	00701	1.04	702435924
				& TAPIA						
				9/20 LEASE-HQ	PV	172623	009	00701	183.15	702435924
				& TAPIA						
				9/20 LEASE-HQ	PV	172623	010	00701	10.85	702435924
				& TAPIA						
				9/20 LEASE-HQ	PV	172623	011	00701	18.41	702435924
				& TAPIA						
				9/20 LEASE-HQ	PV	172623	012	00701	3.71	702435924
				& TAPIA						
				9/20 LEASE-HQ	PV	172623	013	00701	632.52	702435924
				& TAPIA						
				9/20 LEASE-HQ	PV	172623	014	00701	17.91	702435924
				& TAPIA						
				9/20 LEASE-HQ	PV	172623	015	00701	61.79	702435924
				& TAPIA						
				9/20 LEASE-HQ	PV	172623	016	00701	125.29	702435924
				& TAPIA						
				9/20 LEASE-HQ	PV	172623	017	00701	134.21	702435924
				& TAPIA						
				9/20 LEASE-HQ	PV	172623	018	00701	3.80	702435924
				& TAPIA						
				9/20 LEASE-HQ	PV	172623	019	00701	13.12	702435924
				& TAPIA						
				LEASE 10/20	PV	172703	001	00701	182.41	011807558
				5945-OPS						
				Payment Amount					2,632.50	
				Total Amount of Payments Written					611,126.83	
				Total Number of Payments Written			52			



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

MINUTES
SPECIAL MEETING

11:30 AM

November 3, 2020

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was led by Charles Caspary.

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at **11:32 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 (connected to the teleconference at 11:35 a.m.), 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 Polan moved to approve the agenda. Motion seconded by Director Renger.

Motion carried unanimously by the following roll call vote:

AYES: Caspary, Lewitt, Polan, Renger

NOES: None

ABSTAIN: None

ABSENT: Lo-Hill

3. PUBLIC COMMENTS

Director Lo-Hill connected to the teleconference at 11:35 a.m.

Ned Davis, City Council Member from the City of Westlake Village, referred to the Calleguas-Las Virgenes Interconnection Project and noted that the City was working with the District to install broadband conduit as part of the project. He asked the Board to consider joining efforts to increase broadband connectivity in the region and to support extending the broadband conduit in the portion of the trench beyond the boundaries of the City. He noted that eight years ago the City was invited to support the mission of the Tri-County Broadband Consortium. He also noted that the County of Ventura partnered with Magellan Advisors, LLC, to create a plan for a countywide fiber optic network. He stated that the COVID-19 pandemic had forced the need for broadband in daily life, including remote learning and working from remote locations. He suggested the District would have an opportunity to adopt a collaborative approach for a “Dig Once” open trench policy as it works on installing water pipes throughout the communities it serves.

A discussion ensued regarding Council Member Davis’ request and support for receiving a presentation from Magellan Advisors, LLC.

Don Patterson, Director of Finance and Administration, introduced Thieu Chau, who was recently hired as a Senior Accounting Technician. Mr. Chau stated that he was looking forward to working for the District.

John Zhao, Director of Facilities and Operations, introduced Angelo Bullicer, who was recently hired as a Water Reclamation Plant Operator I. Mr. Bullicer stated that he was looking forward to working for the District.

Mr. Zhao also introduced Immer Cabrera, who was recently hired as a Collections Systems Mechanic II. Mr. Cabrera stated that he was looking forward to working for the District.

4. CONSENT CALENDAR

A List of Demands: November 3, 2020: Receive and file

B Minutes Regular Meeting of October 20, 2020: Approve

C Water Supply Conditions Update

Receive and file.

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

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

Director Polan moved to approve the Consent Calendar. Motion seconded by Director Caspary. Motion carried unanimously by roll call vote.

5. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A Recognition of Director Lee Renger for 15 Years of Service

General Manager David Pedersen recognized Director Lee Renger for 15 Years of Service on the Las Virgenes Municipal Water District Board of Directors. Board President Lewitt acknowledged Director Renger for his intellect and honesty.

B Legislative and Regulatory Updates

Joe McDermott, Director of Engineering and External Affairs, provided an update regarding negotiations with the South Coast Air Quality Management District (SCAQMD) on the proposal to change its rules dealing with exceeding emergency generator runtime limits during a Public Safety Power Shutoff (PSPS) event and testing and maintenance. He noted that the working group would meet in December, and if sufficient progress was not made in the negotiations, the District would work with the California Mutual Utilities Association (CMUA) and the District's lobbyist from Best Best & Krieger to introduce a spot bill for a renewed legislative effort next year. He also reported that no federal COVID-19 relief stimulus package was expected until after the election.

Director Caspary reported that he attended the Association of California Water Agencies (ACWA) State Legislative Committee meeting on October 30th, where they discussed the potential for validation actions on water agencies' rates prior to litigation by ratepayers, ability for water agencies to impose larger penalties for water theft, and possible legislation to support the continuation of virtual meetings after Governor Gavin Newsom's Executive Order related to the Ralph M. Brown Act public meeting requirements is lifted. He noted that the State Water Resources Control Board was conducting a survey regarding the prohibition of water shutoffs and financial impacts stemming from Governor Newsom's Executive Order, and ACWA had established a working group on the matter. He also reported that the ACWA State Legislative Committee discussed a climate resiliency bond proposed by The Nature Conservancy and other agencies, which would be introduced in the upcoming state legislative session to qualify for the 2022 ballot. He noted that the ACWA Fall Conference would include a program to analyze actions and issues before the Supreme Court. He also noted that the Committee would continue to hold teleconferences and virtual webinars for the foreseeable future.

Board President Lewitt asked staff to continue to work towards acquiring new and

replacement emergency backup generators for the District.

6. TREASURER

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

7. FINANCE AND ADMINISTRATION

A Wasteful Recycled Water Use Penalties: Adoption

Pass, approve, and adopt proposed Resolution No. 2583, finding that wasteful recycled water use is a violation of the District's rules and regulations and subject to escalating administrative penalties.

RESOLUTION NO. 2583

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT AMENDING RESOLUTION NO. 2468 (ADMINISTRATIVE CODE) AS IT RELATES TO PENALTIES AND ENFORCEMENT THEREOF FOR WASTEFUL RECYCLED WATER USE

(Reference is hereby made to Resolution No. 2583 on file in the District's Resolution, and this reference the same is incorporated herein.)

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

Director Caspary moved to approve Item 7A. Motion seconded by Director Polan.

Joe McDermott, Director of Engineering and External Affairs, responded to a question regarding outreach efforts to recycled water customers to ensure they adjust their irrigation systems for the upcoming cooler temperatures.

Mr. Patterson responded to a question regarding the proposed penalties, which would be consistent with penalties for wasteful potable water use.

Keith Lemieux, District Counsel, provided an overview of the proposed revised Administrative Code section related to penalties for wasteful water use.

General Manager David Pedersen addressed the proposal to discontinue recycled water service for wasteful water use by stating that California law requires the prevention of wasteful water use and water leaks. He noted that it would be unusual for the District to terminate recycled water service, and the service would only typically be turned off for a customer who was unreachable or otherwise absent.

Mr. Lemieux responded to questions regarding enforcement, imposition of fines, and installation of flow restrictors for wasteful recycled water use.

Dave Roberts, Resource Conservation Manager, responded to a question regarding the possible increased cost of disposing recycled water at the Rancho Las Virgenes Farm Sprayfields by stating that the sprayfield operations would be adaptive to the disposal of recycled water, and he did not believe there would be an increase in costs.

General Manager David Pedersen noted that staff had discussed the possibility of implementing seasonal penalties; however, staff believed this would be confusing to customers. He also stated that the goal would be changing the mindset of customers regarding wasteful recycled water use rather than imposing penalties. He noted that AB 1668 and SB 606 related to water conservation mandates included recycled water conservation standards, which would be established beginning in 2023.

Director Renger lost connection to the teleconference at 12:58 p.m.

Motion carried by the following roll call vote:

AYES: Caspary, Lewitt, Lo-Hill, Polan

NOES: None

ABSTAIN: None

ABSENT: Renger

8. ENGINEERING AND EXTERNAL AFFAIRS

A Policy for Repair or Replacement of Failed Backflow Prevention Devices: Approval

Approve a Policy for the Repair or Replacement of Failed Backflow Prevention Devices.

Ursula Bosson, Customer Service Manager, presented the report.

Director Renger reconnected to the teleconference at 1:00 p.m.

Director Lo-Hill moved to approve Item 8A. Motion seconded by Director Polan.

Bill Heitkamp, Backflow Inspector, responded to a question regarding inspection of the school district's backflow prevention devices by stating that the school district maintenance staff conduct testing and repairs of their own backflow devices. He noted that the District inspects the school district's fire protection systems.

Motion carried unanimously by roll call vote.

B Update to Opt-Out Policy for Advanced Meter Program (AMR/AMI): Approval

Approve an updated Advanced Meter Opt-Out Policy

Craig Jones, Management Analyst II, presented the report and PowerPoint presentation.

Director Caspary moved to approve Item 8B. Motion seconded by Director Renger.

Mr. Jones responded to a question regarding whether non-AMI meters could easily be converted to an advanced meter by stating that all customers would receive a new meter body. He noted that the meter interface unit (MIU) would not be attached to the advanced meter for customers who chose to opt-out. However, he explained that an MIU could easily be added at a later date.

A discussion ensued regarding the proposed charges to customers who choose to opt-out, customers' ability to set up notifications and monitor their water use by using the WaterSmart Customer Portal, and the frequency that evapotranspiration data is uploaded.

Director Lo-Hill referred to the opt-out requirements policy and suggested changing the limitation for customers with inefficient tier usage (150 percent over the customer's allotted budget) to those with wasteful water usage (200 percent over the customer's allocated budget). Director Caspary supported Director Lo-Hill's suggestion.

Director Caspary amended his motion to include changing the limitation for customers with inefficient tier usage (150 percent over the customer's allotted budget) to those with wasteful water usage (200 percent over the customer's allocated budget). Amended motion seconded by Director Renger.

Motion carried unanimously by roll call vote.

C Installation of Flow Restriction Devices on Specified Delinquent Accounts: Approval

Pass, approve, and adopt proposed Resolution No. 2582, authorizing the installation of flow restriction devices on specified delinquent accounts.

RESOLUTION NO. 2582

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT AMENDING RESOLUTION NO. 2468 (ADMINISTRATIVE CODE) AS IT RELATES TO THE INSTALLATION OF FLOW RESTRICTION DEVICES FOR NONPAYMENT OF A DELINQUENT ACCOUNT

(Reference is hereby made to Resolution No. 2582 on file in the District's Resolution, and this reference the same is incorporated herein.)

Ursula Bosson, Customer Service Manager, presented the report.

Director Polan moved to approve Item 8C. Motion seconded by Director Caspary.

Ms. Bosson responded to a question regarding whether the District had filed small claims court actions against customers with past due, defaulted accounts by stating that the

District had not filed any small claims court actions.

Joe McDermott, Director of Engineering and External Affairs, responded to a question regarding the District's liability for installing flow restriction devices by stating that staff engaged the District's legal counsel to provide a written opinion. He noted that customers would be given ample advance notice prior to the installation of a flow restriction device, and the customer would be informed that their fire suppression and irrigation systems would not function properly.

Keith Lemieux, District Counsel, stated that the District would have immunity for loss of water to fire flow equipment following the installation of a flow restriction device. He noted that liability would be dependent on the facts and circumstances on an individual case, and that it was his understanding that any action for property damage would be covered under the District's insurance policy.

General Manager David Pedersen stated that he could share a copy of District Counsel's written legal opinion with the Board for discussion in Closed Session at the next Board meeting. He noted that delinquent accounts would have had water service shut off for non-payment, and the fire suppression system would have been inoperable prior to the Governor's Executive Order prohibiting water service shutoff for non-payment due to the COVID-19 pandemic.

Director Caspary withdrew his second to the motion. He urged staff to consider filing small claims court actions against delinquent, high water use customers.

Board President Lewitt seconded the original motion by Director Polan. He expressed concern with the amount of time involved in filing small claims court actions and suggested that installation of a flow restriction device would be more effective in bringing customers' accounts current.

Director Lo-Hill noted that staff installed a flow restriction device at her meter to test the water flow, and she suggested that all of the Directors experience having a flow restriction device installed. She also suggested that the Board table the item and that the Board revisit it once they have tested the flow restriction device.

Ms. Bosson relayed a message from Andy Arenas, Construction Supervisor, stating that some fire suppression systems operate through a separate service line and, therefore, would not be affected by a flow restriction device.

Motion carried by the following roll call vote:

AYES: Lewitt, Lo-Hill, Polan, Renger

NOES: Caspary

ABSTAIN: None

ABSENT: None

D On-Call Construction Management and Inspection Services: Award

Accept the proposal from NV5, and authorize the General Manager to execute a one-year professional services agreement, in the amount of \$300,000, with four one-year renewal options for on-call construction management and inspection services.

Oliver Slosson, Senior Engineer, presented the report.

Director Lo-Hill moved to approve Item 8D. Motion seconded by Director Polan.

Eric Schlageter, Principal Engineer, responded to a question regarding the consultant's familiarity with applicable codes by stating that each project Request for Proposals would include the plans and specifications as reference and the consultant would provide additional assistance as opposed to leading a project. He also stated that the consultant would provide assistance in construction management and inspection services for upcoming projects for rehabilitation of various aging infrastructure.

Motion carried unanimously by roll call vote.

E Smart Irrigation Controller Program for 2021-22: Award

Find that sole-source contracting is warranted due to the unique product, expertise and experience of the recommended vendors, and authorize the General Manager to execute two-year agreements with Valley Soil, Inc., in an amount not-to-exceed \$495,000, for program administration and smart controller installations, and with Rachio, Inc., in an amount not-to-exceed \$5,000, for website maintenance, discounted controllers, and administration of customer cost-share payments for the Smart Irrigation Controller Program for 2021-22.

Dave Roberts, Resource Conservation Manager, presented the report and PowerPoint presentation.

Director Renger moved to approve Item 8E. Motion seconded by Director Polan. Motion carried unanimously by roll call vote.

9. INFORMATION ITEMS

A Stationary Emergency Generators for Critical Potable Water Pump Stations: Grant Award

10. NON-ACTION ITEMS

A Organization Reports

Director Caspary reported that he attended the Santa Monica Bay Restoration Commission (SMBRC) Governing Board meeting on October 22nd, where they approved

a resolution regarding the adoption of Municipal Separate Storm Sewer System (MS4) Permits. He also reported that the Governing Board discussed public access at the Ballona Wetlands Ecological Reserve. He noted that the Department of Fish and Wildlife provided a letter indicating that the existing programs were sufficient. He also noted that the Governing Board would discuss changes to the Memorandum of Understanding with the Bay Foundation regarding National Estuary Program funds. He also reported that the SMBRC Executive Committee would meet on November 17th.

B Director's Reports on Outside Meetings

None.

C General Manager Reports

(1) General Business

General Manager David Pedersen noted that the Tap-In 2020 sessions would be held on November 5th and 12th. He reminded the Board that a special Board meeting would be held on November 10th for an update on the Five-Year Rate Study. He noted that Michael Hart would provide a presentation at the November 17th Board meeting regarding his suggestion for a memorial park at the Rancho Las Virgenes Farm Sprayfields. He stated that he would also invite representatives from Magellan Advisors, LLC, to provide a presentation regarding regional efforts for a publicly-owned fiber optic network. He referred to the flow restrictor policy and suggested initially focusing on the properties that do not have fire suppression systems and bringing back a Closed Session discussion on the matter for a conference with District Counsel.

(2) Follow-Up Items

General Manager David Pedersen stated that crack repair work was scheduled for November 9th at the Las Virgenes Reservoir Spillway. He reported that the District now had the ability to send text messages to customers and employees using the Everbridge Nixle system. He noted that the text messaging service was used the previous week to notify customers when a contractor drilled into a pipeline in the Latigo area.

D Directors' Comments

Director Polan commended General Manager David Pedersen on his presentation earlier in the day during the ACWA Region 8 Program regarding the Pure Water Project Las Virgenes-Triunfo.

11. FUTURE AGENDA ITEMS

Director Caspary moved to have staff bring back a report regarding the District's financial impacts due to the COVID-19 pandemic, including copies of the responses to the mandatory questionnaire requested by the State Water Resources Control Board and a report on the efficiency and effectiveness of the District's current financial collections

policy and practices. Motion seconded by Director Renger.

12. PUBLIC COMMENTS

None.

13. ADJOURNMENT

Seeing no further business to come before the Board, the meeting was duly adjourned at **2:03 p.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)

November 3, 2020

To: Payroll

From: David W. Pedersen
General Manager

DocuSigned by:
David W. Pedersen
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RE: Per Diem Request – October 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	5	\$220.00	\$1,100.00
19447	Jay Lewitt	7	\$220.00	\$1,540.00
21169	Lynda Lo-Hill	8	\$220.00	\$1,760.00
18856	Leonard Polan	7	\$220.00	\$1,540.00
14702	Lee Renger	4	\$220.00	\$880.00

*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: September 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	
10/5/2020	1		1	N		X	LV - TWSB JPA REGULAR BOARD MEETING
10/6/2020	1		1	N		X	LVMWD REGULAR BOARD MEETING
10/20/2020	1		1	N		X	LVMWD REGULAR BOARD MEETING
10/22/2020	1		1	N		X	SANTA MONICA BAY RESTORATION COMMISSION - BOARD MTG.
10/30/2020	1		1	N		X	ACWA - STATE LEGISLATIVE COMMITTEE
TOTAL			5				

Date Submitted: November 2, 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: Charles Caspary (via email)

LAS VIRGENES MUNICIPAL WATER DISTRICT - PER DIEM REPORT



To: Josie Guzman

Director's Name: Jay Lewitt

Month of: October

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	
10.5.20	1		1			x	JPA Board Meeting
10.6.20	1		1			x	LVMWD board meeting
10.13.20	1		1			x	Met Board Meeting
10.15.20	1		1			x	AWA Meeting
10.20.20	1		1			x	LVMWD board meeting
10.22.20	1		1			x	AWA elected reception
10.27.20	1		1			x	Met Board Meeting
TOTAL			7				

Date Submitted: 11.1.20

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 BoardDirector's Name: Lynda Lo-HillMonth of: October, 2020Division: 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	
10/5/2020	1		1			X	JPA Triunfo LVMWD
10/6/2020	1		1			X	LVMWD Board Meeting
10/12/2020	1		1			X	MWD Cmtee F&I, E&O
10/13/2020	1		1			X	MWD Legal, OPT Personnel, Board Meeting
10/15/2020	1		1			X	AWAVC Waterwise Virtual Meeting
10/20/2020	1		1			X	LVMWD Board Meeting
10/22/2020	1		1			X	AWA Annual Awards Ceremony
10/27/2020	1		1			X	MWD Cmtee IRP, BayD, Exec, Aud&Eth, OPT Personnel
TOTAL			8				

Date Submitted: November 1, 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: Oct-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	
10/5/20	1	---	1	---	---	Y	JPA Mtg
10/6/20	1	---	1	---	---	Y	LVMWD Board Mtg
10/15/20	1	---	1	---	---	Y	AWA VC Mtg
10/19/20	1	---	1	---	---	Y	Water Reuse conf (recorded session)
10/20/20	1	---	1	---	---	Y	LVMWD Board Mtg
10/21/20	1	---	1	---	---	Y	Water Reuse conf (recorded session)
10/22/20	1	---	1	---	---	Y	Water Reuse conf (recorded session)
TOTAL			7				

Date Submitted: 11/2/20

Director Signature: Leonard E. Polan

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: LEE RENGER

Month of: October 2020

Division: 3

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 (Y/N)	Check One		Event Title
	Event	Travel	Total		MWD	LVMWD	
10/5/2020	1		1	N		X	JPA BOARD MEETING
10/6/2020	1		1	N		X	LVMWD BOARD MEETING
10/15/2020	1		1	N		X	AWA CONFERENCE
10/20/2020	1		1	N		X	LVMWD BOARD MEETING
TOTAL			4				

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: 10/29/20

Director Signature: Lee Renger

17238 OJ

INVOICE**Glen Peterson, Director***Metropolitan Water District of Southern California*

2936 Triunfo Canyon Rd

Agoura, CA. 91301

email: glensop@icloud.com

DATE: 11/01/20**INVOICE #** 23**FOR:** Director fees**Bill To:****Las Virgenes Municipal Water District**

4232 Las Virgenes Rd

Calabasas, CA. 91302

attn: Josie Guzman, Clerk of the Board

818-251-2100

DocuSigned by:

David W. Pedersen

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11/4/2020

Date	Description	fee
10/6/2020	Repoprt to LVMWD , MWD September meeting	\$220.00
10/9/2020	Northern Caucus	\$220.00
10/12/2020	Committee Meetings	\$220.00
10/13/2020	Board Meeting and committee meetings	\$220.00
10/14/2020	Colorado River Board of California, Board Meeting	\$220.00
10/20/2020	Report to LVMWD, October MWDSC meeting	\$220.00
10/22/2020	AWAVC water leaders meeting	\$220.00
10/23/2020	Meet with MWD staff to arrange for video of E and O tour	\$220.00
10/27/2020	MWD Committee meetings	\$220.00
10/29/2020	E and O tour of facilities	\$220.00
	TOTAL	\$2,200.00

Make Check payable to Glen Peterson

Thank you for the opportunity to serve



November 17, 2020 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Monthly Cash and Investment Report: September 2020

SUMMARY:

During the month of September, the value of the District's investment portfolio increased from \$104,501,511, held on August 31, 2020, to \$106,216,042, including \$10,010,000 in loan proceeds for the Automatic Meter Reading/Advanced Metering Infrastructure (AMR/AMI) Project. One investment was called in September, one investment matured and four investments were purchased, increasing the book value to \$55,282,940. The value of the District's Local Agency Investment Fund (LAIF) account decreased to \$39,706,798, while \$11,104,452 was held in the District's California Asset Management Program (CAMP) account. During the third quarter of calendar year 2020, the District's investment portfolio earned \$343,605.80 in interest.

RECOMMENDATION(S):

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

FISCAL IMPACT:

No

ITEM BUDGETED:

No

DISCUSSION:

As of September 30, 2020, the District held \$106,216,042, up 14.30% year-over-year. Of this amount, \$10,010,000 consists of loan proceeds for the AMR/AMI Project. Without the loan proceeds, the District held \$96,206,042, up 3.53% year-over-year. The portfolio was up 1.64% as compared to the previous month's total of \$104,501,511. The majority of the funds were held in the District's investment account, which had a September 30th book value of \$55,282,940. LAIF held the majority of the remaining funds, in the amount of

\$39,706,798. CAMP held \$11,104,452. A portion of the balance, \$121,852, was held in the District's money market account. The annualized yield for the District's investment portfolio was 1.68% in September, down ten basis points from August. The annualized yield on the District's LAIF funds was 0.68% in September, down as compared to August's 0.78%. The total yield on the District's accounts was 1.17%, down from 2.17% year-over-year.

One investment was called, and one investment matured during September 2020:

- FFCB callable agency, in the amount of \$1,000,000, with an original maturity of 09/03/24 was called on 09/03/20; YTM 2.00%.
- State of Connecticut Municipal Bond matured on 09/01/20; YTM 1.73%.

The following four investments were purchased during September 2020:

- FFCB agency callable, in the amount of \$1,000,000, maturing on 09/01/23; YTM 0.30%.
- FFCB agency callable, in the amount of \$1,000,000, maturing on 09/08/22; YTM 0.18%.
- California State University municipal bond, in the amount of \$500,000; YTM 0.35%.
- FHLMC agency callable, in the amount of \$1,000,000, maturing on 09/30/25; YTM 0.50%.

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

- 09/01/20 – Deposit in the amount of \$680,000.
- 09/09/20 – Deposit in the amount of \$1,000,000.
- 09/11/20 – Deposit in the amount of \$1,000,000.
- 09/29/20 – Withdraw in the amount of \$1,300,000.
- 09/29/20 – Withdraw in the amount of \$1,100,000.

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

Quarterly Investment Report:

During the third quarter of calendar year 2020, the District's portfolio earned \$108,592.90 in interest and accrued an additional \$235,012.90 in interest for a total amount of \$343,605.80. Attached is a detailed report of quarterly interest by investment.

Cash Analysis:

Another important aspect of the Monthly Cash and Investment Report is to monitor the District's performance as compared to its adopted Financial Policies. Attachment B shows the District's total cash and investments as of September 30, 2020 and compares the balances to the adopted Financial Policies. As shown for June, the Potable Water Enterprise had \$4.4 million available for capital projects, when excluding the \$10 million in loan proceeds. The Sanitation Enterprise had cash and investments available for capital projects in the amount of \$7.2 million, and the Recycled Water Enterprise had cash and investments available for capital projects in the amount of \$15.2 million. The Board has assigned \$5 million in funds from the Recycled Water Enterprise and \$10 million in funds from the Sanitation Enterprise for use on the Pure Water Project Las Virgenes-Triunfo. Cash in excess of required reserves is

available for capital projects.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Donald Patterson, Director of Finance and Administration

ATTACHMENTS:

Sept Charts

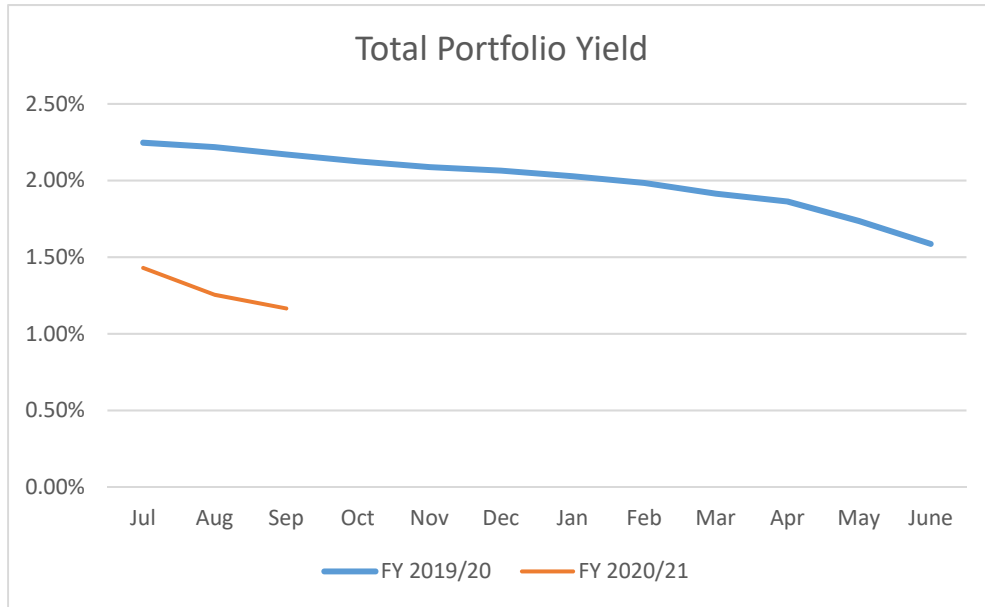
Monthly Investment Report - September 2020

Definitions

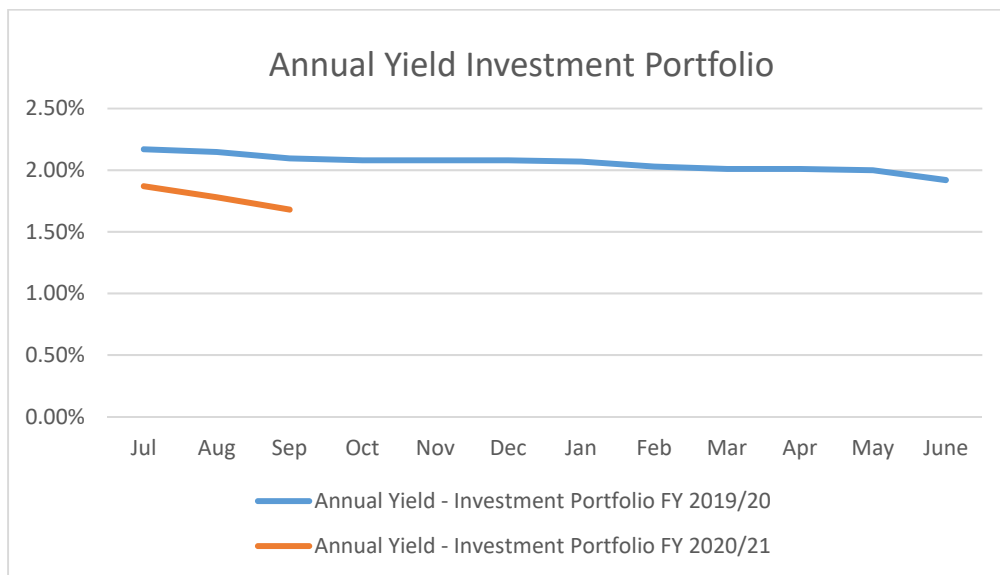
Quarterly Investment Report

Cash Report - Sept 2020

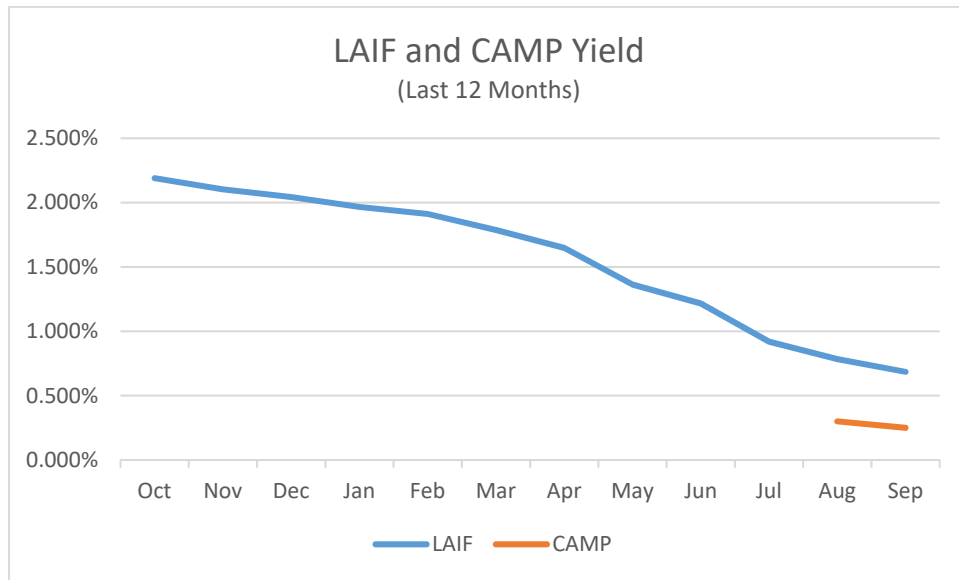
As of September 2020, at Book Value, LAIF held 37.39% of the District’s portfolio, CAMP held 10.45%, and the investment portfolio held 52.05%, with the majority of the remaining funds held in a money market account. As can be seen in the chart below, the total yield in September 2020 was 1.14%, down eleven basis point from August and down from 2.17% one year ago.



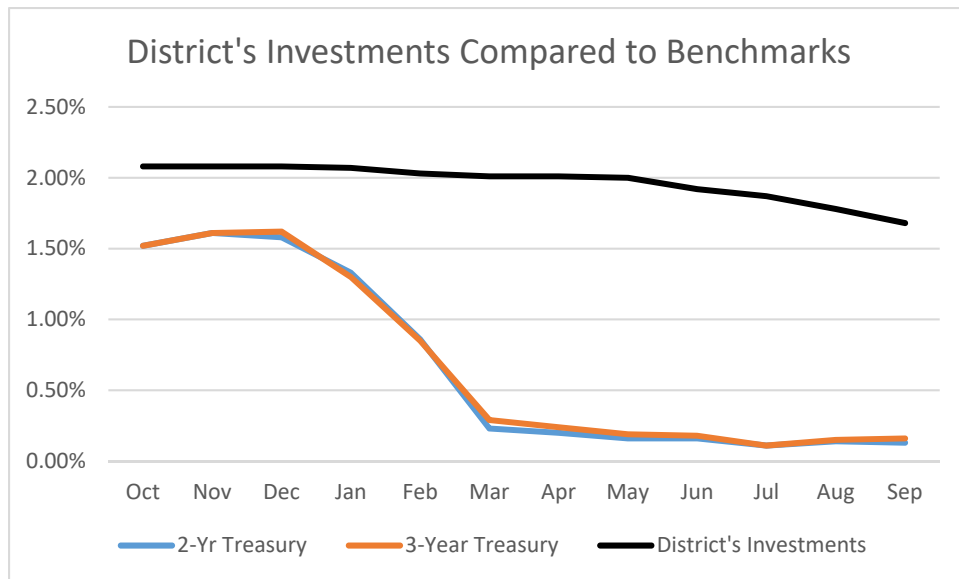
In September, the annualized yield for the District’s Investment Portfolio was down ten basis points from August at 1.68% and down from 2.10% a year ago. The chart below shows annualized monthly yield of the current fiscal year compared with the same monthly yield over the previous year.



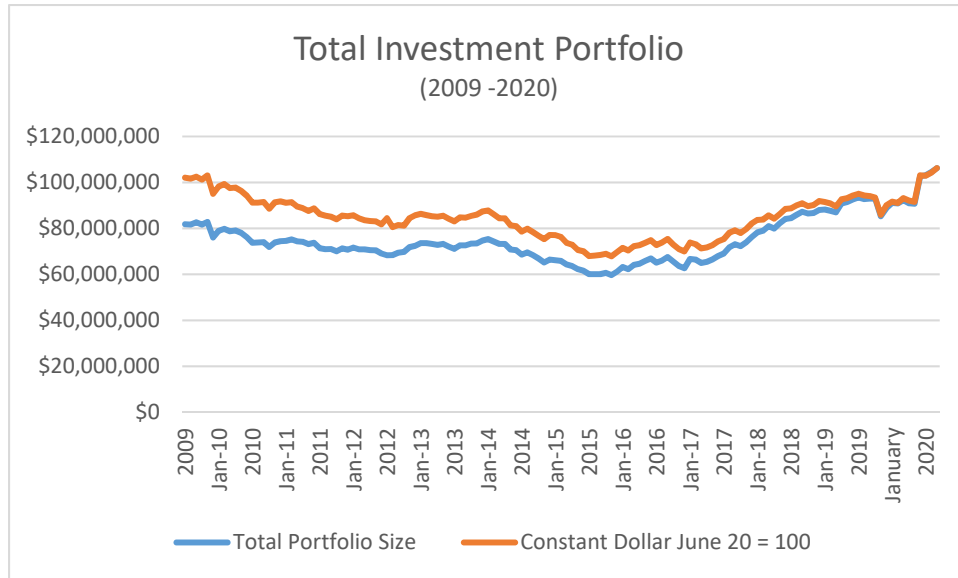
The following chart shows the average annualized LAIF yields over the past twelve months. In September, the LAIF yield was 0.685%, down from August's 0.784% and down from 2.28% a year ago. The CAMP yield was down five basis points from August at 0.25%.



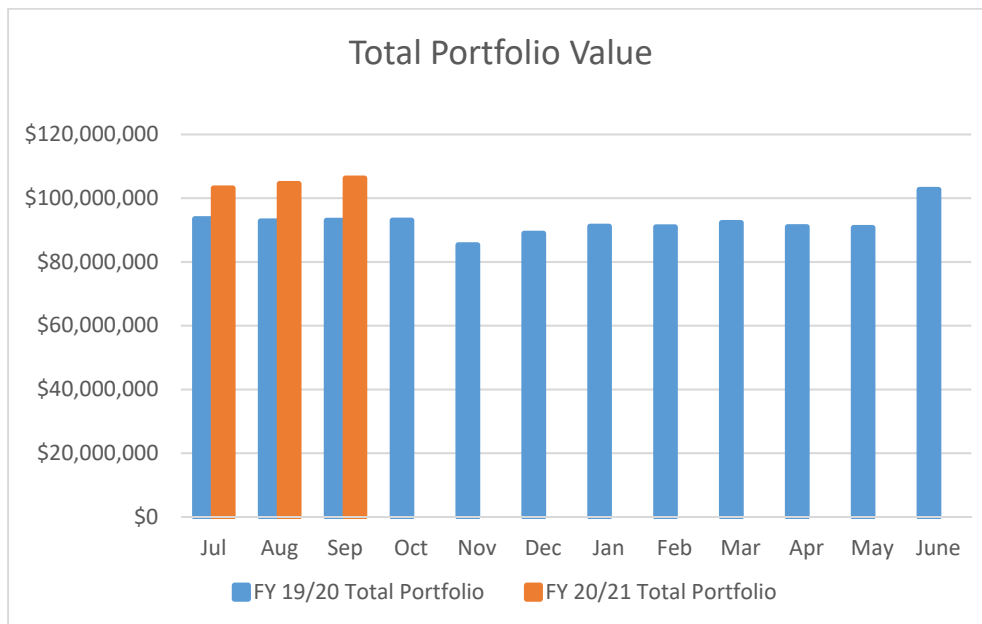
In order to benchmark how the District's portfolio is performing, it is useful to compare its investment portfolio with a comparable index. The District has historically compared its investment portfolio returns to the 2-Year and 3-Year Treasury notes. Because the District buys and holds its investments,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



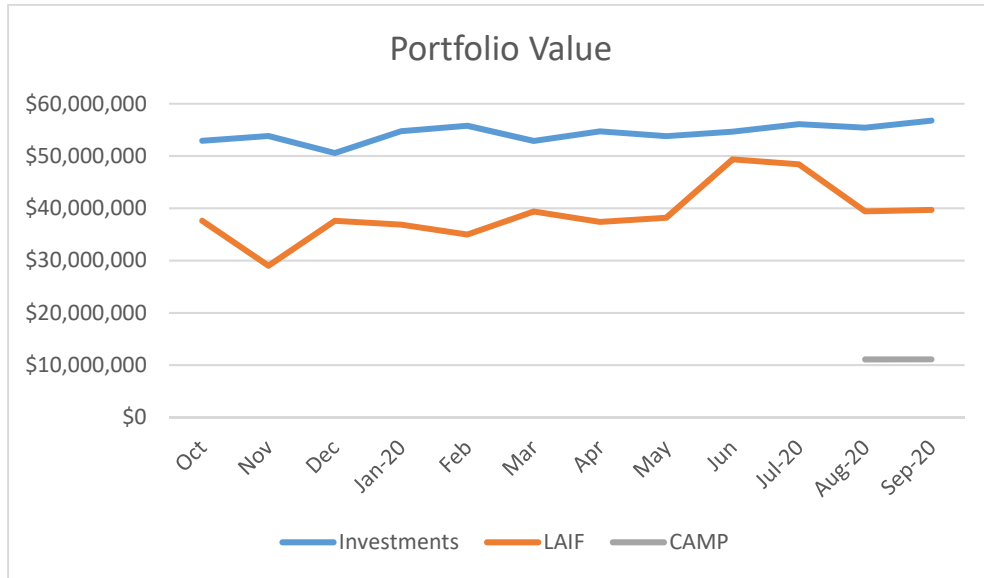
Equally important to monitoring performance is to monitor total portfolio value that includes the District’s Investment Portfolio and LAIF accounts. The chart below shows the total portfolio value between 2009 and 2020. In September 2020, the District’s portfolio increased 1.64% from August to \$106,216,042. \$10 million of this increase is due to receipt of loan proceeds for the AMR/AMI project.



The chart below compares total portfolio value in the current Fiscal Year, compared to the same period in the previous fiscal year.

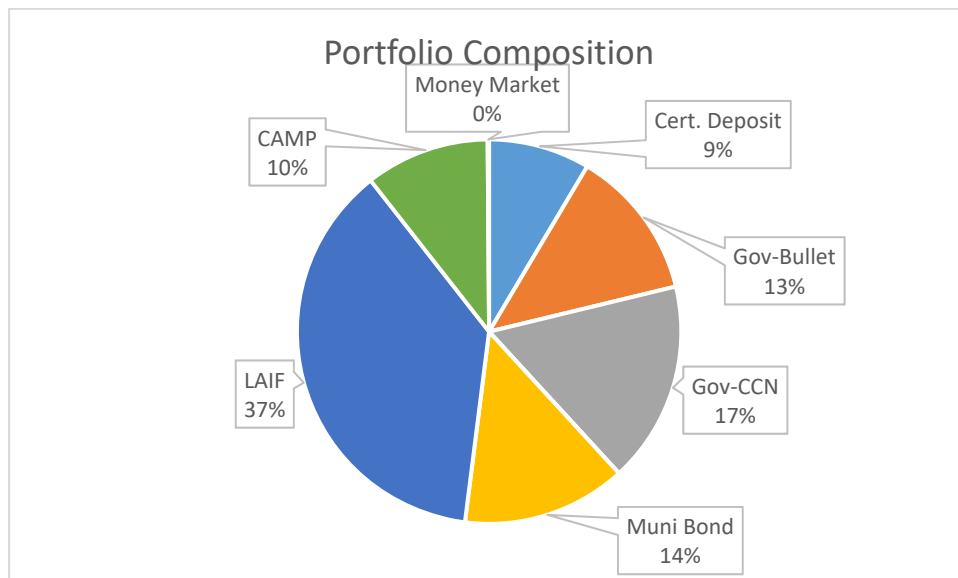


The chart below shows the value of the District’s Investment and LAIF portfolios over the past twelve-month period. The District’s Investment Policy requires an amount equal to 6 months of operating budget to be kept in liquid funds, such as LAIF or CAMP, which is \$28.6 million.

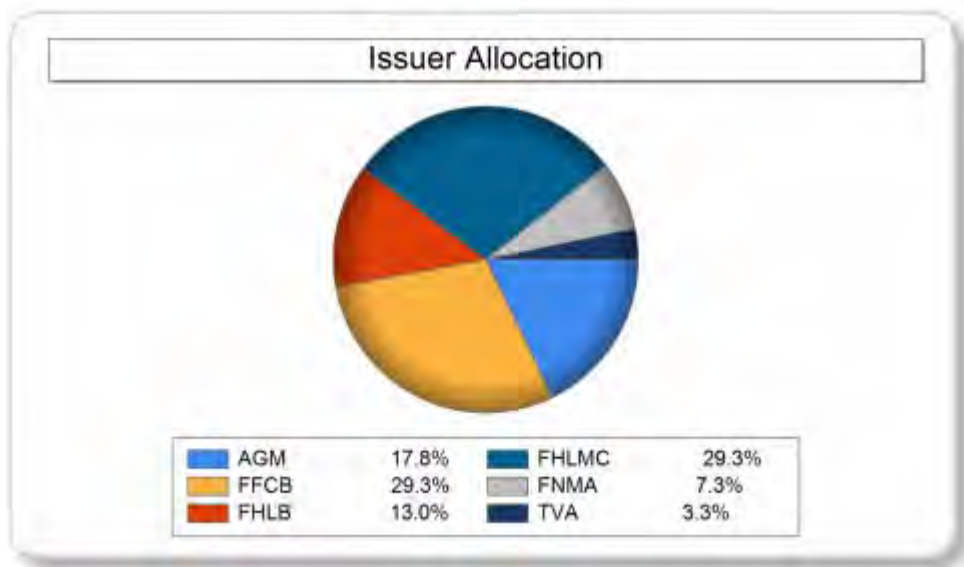


Diversification

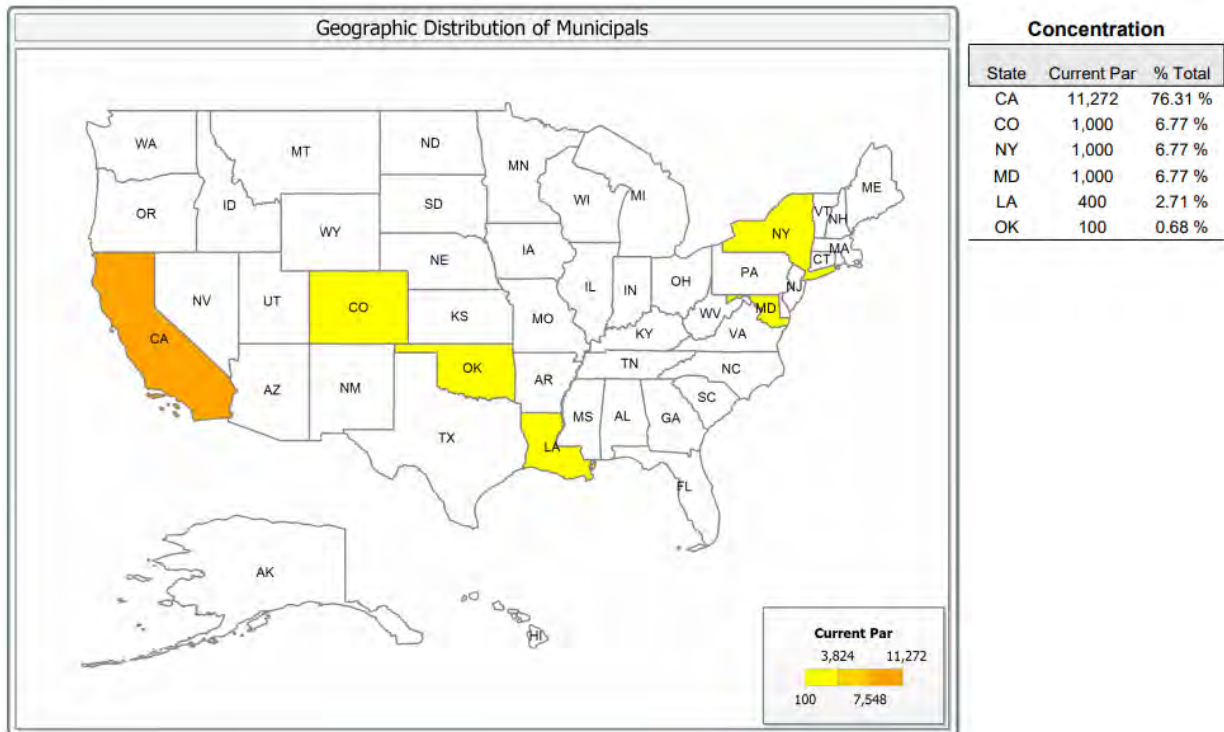
It is important to monitor the composition of the portfolio to ensure proper diversification of the District’s investments. The District seeks to diversify based on type of investment and time to maturity. The charts below shows the diversification of the District’s portfolio at par value.

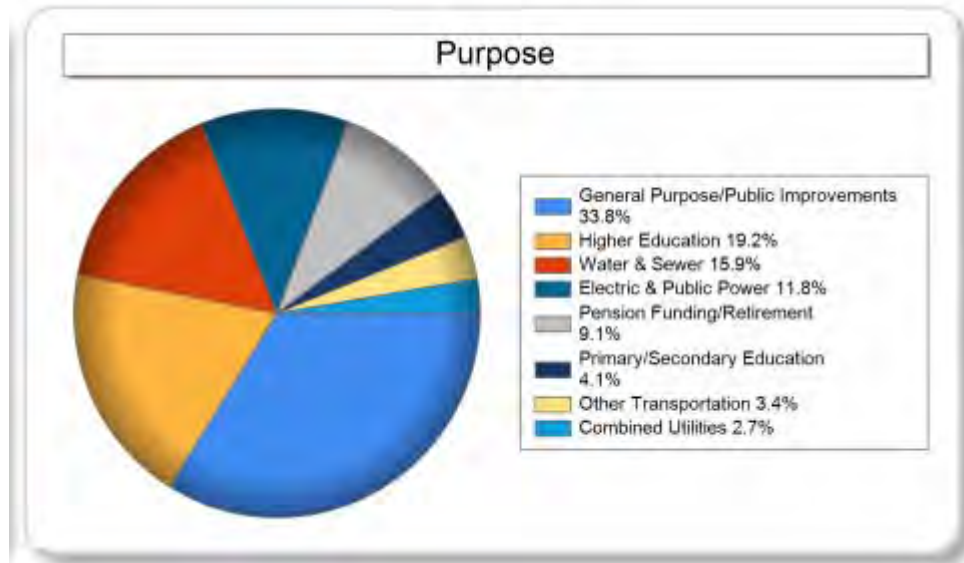


The following chart shows the distribution of Agency bonds.

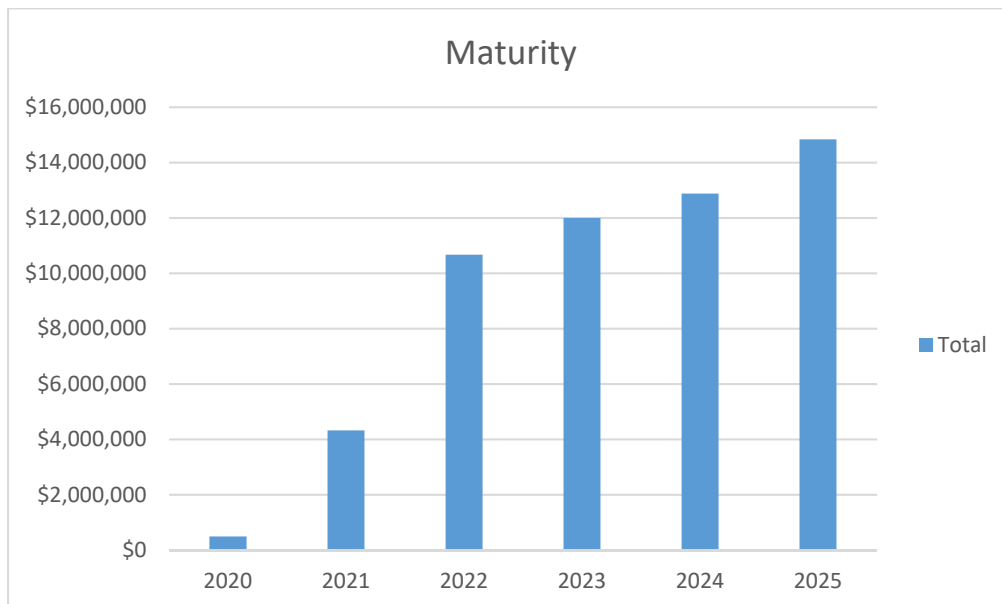


The following charts show an analysis of the distribution of the District's municipal bond holdings.





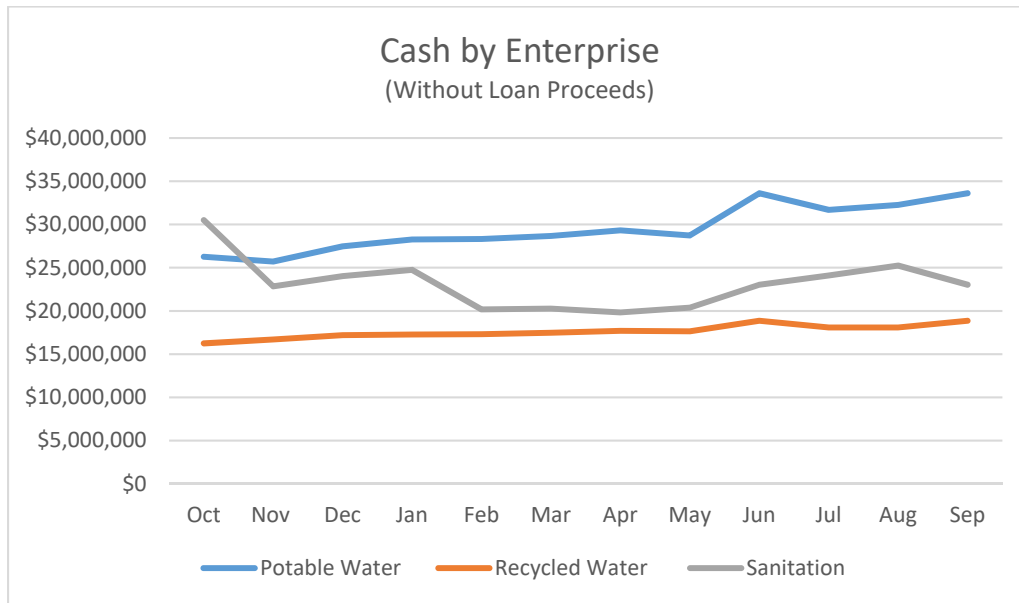
Another important factor to diversification is time to maturity. The District varies the time to maturity based on several factors including maintaining sufficient liquidity for anticipated capital expenditures, anticipated direction of future interest rates, and the quality of investments offered for a given maturity. In September, the average time to maturity was 3.00. The District targets a 3-year average maturity in the investment portfolio.



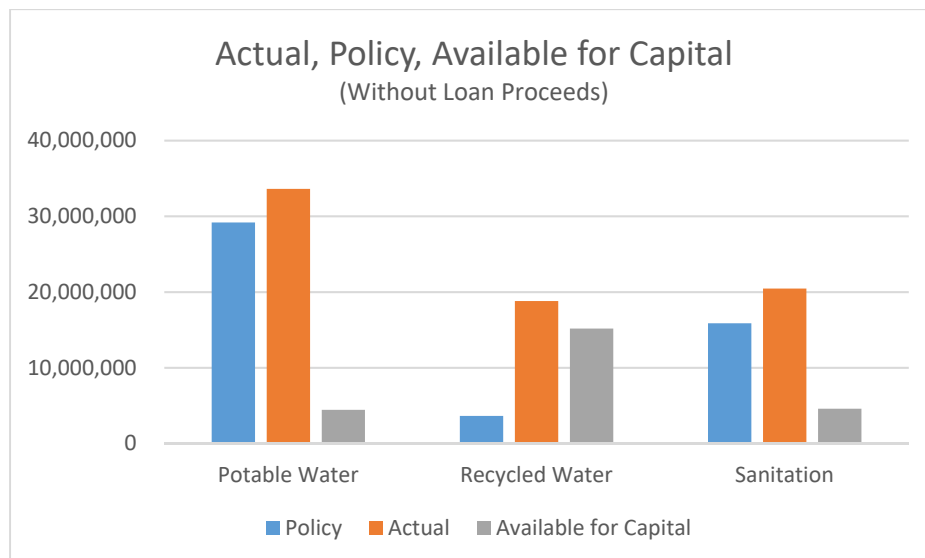
Quarterly Cash Analysis

The District’s Financial Policies set forth the amount of cash that the District maintain for various reserves including those for operating, capital, insurance, and other liabilities.

The following chart shows cash balances by enterprise over the past Fiscal Year. Over FY 2019-20, the cash balance in potable water increased by 35.52% to \$33,614,891, excluding \$10,010,000 in loan proceeds for the AMR/AMI project. The cash balance in recycled water increased by 17.75% to \$18,856,218; and the cash balance in sanitation decreased by 28.45% to \$23,020,201 following calling the 2009 Sanitation Bonds.



The following chart shows how the cash balances compare to the District’s Financial Policies.



Date: November 2, 2020
 To: David W. Pedersen, General Manager
 From: Finance and Administration Department
 Subject: Investment Report for the Month of September 2020

Summary of Investments

Investments Maturing Within Six Months:

Disc./Cpn Rate	Yield To Maturity	Yield To Call	Investment Type	Date Invested	Next Call Date	Date Matures	Book Value	Par Value	Market Value	Market Value Source
2.400%	2.400%		1st Choice Bank - CD	05/22/19		11/23/20	245,000	245,000	245,845	Custodian
2.050%	2.050%		BMW Bank - CD	11/29/17		11/30/20	245,000	245,000	245,828	Custodian
2.200%	2.200%		Merrick Bank-CD	01/09/18		01/11/21	245,000	245,000	246,472	Custodian
			Sub-Total				735,000	735,000	738,145	

Investments Maturing After Six Months:

2.000%	2.046%	2.018%	FHLMC-Bullet	01/30/17		01/26/22	997,850	1,000,000	1,022,720	Custodian
2.250%	2.104%		FHLMC-Bullet	08/16/17		06/29/22	1,000,300	1,000,000	1,035,460	Custodian
1.980%	2.810%		FAMCA-Bullet	02/01/19		06/30/22	452,510	465,000	479,475	Custodian
0.180%	0.205%		FFCB-Callable Coupon	09/08/20	03/08/21	09/08/22	999,500	1,000,000	999,820	Custodian
1.750%	1.766%		FFCB-Bullet	09/13/17		09/13/22	999,250	1,000,000	1,030,740	Custodian
2.130%	2.338%		FAMCA-Bullet	01/24/18		01/24/23	990,240	1,000,000	1,043,630	Custodian
2.700%	2.700%		FFCB-Bullet	04/11/18		04/11/23	1,000,000	1,000,000	1,062,760	Custodian
3.250%	2.536%		FHLB-Bullet	02/25/19		06/09/23	1,028,810	1,000,000	1,080,450	Custodian
2.900%	2.980%		FAMCA-Bullet	08/01/18		07/24/23	996,263	1,000,000	1,073,620	Custodian
0.300%	0.300%	0.300%	FHLMC-Callable Coupon	08/13/20	08/10/21	08/10/23	1,000,000	1,000,000	998,660	Custodian
0.300%	0.300%	0.300%	FFCB-Callable Coupon	09/04/20	09/01/21	09/01/23	1,000,000	1,000,000	999,370	Custodian
3.375%	2.227%		FHLB-Bullet	03/28/19		09/08/23	1,048,330	1,000,000	1,091,500	Custodian
1.850%	1.850%	1.850%	FHLMC-Callable Coupon	12/30/19	12/28/20	12/28/23	1,000,000	1,000,000	1,003,420	Custodian
2.370%	2.524%		FFCB-Bullet	03/12/19		02/05/24	992,950	1,000,000	1,070,420	Custodian
2.800%	2.800%	2.800%	FHLB-Callable Coupon	02/26/19	02/26/21	02/26/24	1,000,000	1,000,000	1,009,620	Custodian
2.160%	1.865%		FFCB-Bullet	06/28/19		06/03/24	1,013,820	1,000,000	1,069,000	Custodian
1.650%	1.650%	1.650%	FFCB-Callable Coupon	09/09/19	09/09/21	09/09/24	1,000,000	1,000,000	1,012,320	Custodian
1.740%	1.664%		FAMCA-Bullet	09/30/19		09/26/24	1,003,620	1,000,000	1,053,810	Custodian
2.000%	2.000%	2.000%	FHLB-Callable Coupon	10/02/19	10/02/20	10/02/24	1,000,000	1,000,000	1,000,050	Custodian
1.790%	1.804%		FAMCA-Bullet	11/15/19		11/01/24	999,340	1,000,000	1,056,750	Custodian
0.700%	0.700%	0.700%	FHLMC-Callable Coupon	05/18/20	02/18/21	11/18/24	1,000,000	1,000,000	1,000,400	Custodian
1.950%	1.950%		FHLMC-Callable Coupon	01/06/20	01/06/21	01/06/25	1,000,000	1,000,000	1,004,210	Custodian
1.800%	1.800%	1.800%	FHLMC-Callable Coupon	01/10/20	01/10/22	01/10/25	1,000,000	1,000,000	1,013,120	Custodian
1.125%	1.125%	1.125%	FFCB-Callable Coupon	03/17/20	03/17/21	03/17/25	1,000,000	1,000,000	1,001,980	Custodian
1.050%	1.050%	1.050%	FHLB-Callable Coupon	04/02/20	10/02/20	04/02/25	1,000,000	1,000,000	1,000,030	Custodian
0.750%	0.613%		TVA-Bullet	06/10/20		05/15/25	1,006,060	1,000,000	1,018,260	Custodian
0.700%	0.700%	0.700%	FHLB-Callable Coupon	05/28/20	05/28/21	05/28/25	1,000,000	1,000,000	991,950	Custodian
0.480%	0.531%		FAMCA-Bullet	06/19/20		06/19/25	997,510	1,000,000	1,001,670	Custodian
0.650%	0.650%	0.650%	FHLMC-Callable Coupon	06/30/20	06/30/22	06/30/25	1,000,000	1,000,000	1,000,870	Custodian
0.625%	0.625%	0.625%	FNMA-Callable Coupon	07/21/20	07/21/22	07/21/25	1,000,000	1,000,000	999,210	Custodian
0.650%	0.650%	0.650%	FNMA-Callable Coupon	08/14/20	02/14/22	08/14/25	1,000,000	1,000,000	997,680	Custodian
0.500%	0.500%	0.500%	FHLMC-Callable Coupon	09/30/20	09/30/22	09/30/25	1,000,000	1,000,000	999,170	Custodian
1.500%	1.500%		CAL ST-MuniBond	04/28/16		04/01/21	1,000,000	1,000,000	1,005,610	Custodian
1.713%	1.713%		CASPWR-Muni Bond	09/28/16		05/01/21	742,142	742,142	748,458	Custodian
2.387%	1.392%		SCVWTR-MuniBond	06/21/16		06/01/21	1,047,370	1,000,000	1,012,730	Custodian
1.960%	1.960%	1.960%	MOUSCD-MuniBond	07/14/16		08/01/21	600,000	600,000	603,534	Custodian
2.550%	2.550%		NYSDEV-Muni Bond	12/21/17		03/15/22	1,000,000	1,000,000	1,026,470	Custodian
2.000%	3.063%		CASPWR-Muni Bond	09/24/18		05/01/22	963,980	1,000,000	1,026,850	Custodian
1.590%	1.590%		Maryland St.-Muni Bond	08/28/19		08/01/22	1,000,000	1,000,000	1,023,740	Custodian
2.500%	2.604%		SFOFAC-Muni Bond	11/09/17		09/01/22	497,650	500,000	511,880	Custodian

LVMWD Investment Report for the Month Ending September 30, 2020

Disc./Cpn Rate	Yield To Maturity	Yield To Call	Investment Type	Date Invested	Next Call Date	Date Matures	Book Value	Par Value	Market Value	Market Value Source
Investments Maturing After Six Months (continued):										
0.349%	0.349%		CSU-Muni Bond	09/17/20	Cont. 9/17/20	11/01/22	500,000	500,000	500,170	Custodian
3.297%	3.297%	3.297%	UNVHGR-Muni Bond	06/05/18	Cont. 6/5/18	05/15/23	930,000	930,000	998,476	Custodian
2.216%	1.420%		ONTGEN-Muni Bond	05/21/20		06/01/23	1,115,615	1,090,000	1,122,515	Custodian
2.250%	3.092%		CAS-Muni Bond	10/31/18		10/01/23	961,850	1,000,000	1,051,430	Custodian
3.000%	2.500%		CAS-Muni Bond	05/01/19		04/01/24	1,022,980	1,000,000	1,081,860	Custodian
1.800%	1.800%		PASGEN - Muni Bond	02/26/20		05/01/24	260,000	260,000	269,968	Custodian
2.147%	2.147%		UNIGEN - Muni Bond	08/29/19		06/01/24	1,000,000	1,000,000	1,028,470	Custodian
2.224%	2.224%		SGTUTL - Muni Bond	12/18/19		10/01/24	500,000	500,000	526,415	Custodian
1.646%	1.646%		CASHGR - Muni Bond	02/27/20		11/01/24	400,000	400,000	415,668	Custodian
0.560%	0.560%		CASWTR - Muni Bond	08/06/20	Cont. 8/6/20	12/01/24	250,000	250,000	250,348	Custodian
1.498%	1.498%		ALEUTL - Muni Bond	07/16/20	Cont. 7/16/20	05/01/25	400,000	400,000	412,276	Custodian
0.719%	0.719%		BEWTR - Muni Bond	08/12/20		06/01/25	500,000	500,000	501,345	Custodian
1.550%	1.550%		CAPITAL ONE BANK - CD	08/10/16		08/10/21	245,000	245,000	247,911	Custodian
1.000%	1.000%		CENERSTATE BK -CD	03/20/20		09/20/21	245,000	245,000	247,183	Custodian
0.950%	0.950%		LAKELAND BK -CD	03/27/20		09/27/21	245,000	245,000	247,105	Custodian
1.650%	1.650%		Farmers & Merchants BK-CD	01/15/20		01/18/22	245,000	245,000	249,922	Custodian
1.800%	1.800%		WellsFargo BK West-CD	01/17/20		01/18/22	245,000	245,000	250,400	Custodian
2.350%	2.350%		Goldman Sachs Bank - CD	06/21/17		06/21/22	245,000	245,000	254,388	Custodian
2.350%	2.350%		Sallie Mae Bank/Salt LK-CD	06/21/17		06/21/22	245,000	245,000	254,388	Custodian
0.250%	0.250%		Texas Capital BK NA - CD	08/27/20		08/08/22	245,000	245,000	245,517	Custodian
0.250%	0.250%		BK Hapoalim BM NY - CD	08/26/20		08/26/22	245,000	245,000	245,517	Custodian
2.400%	2.400%		American Express - CD	08/29/17		08/29/22	245,000	245,000	254,981	Custodian
2.400%	2.400%		Capital One NA - CD	08/30/17		08/30/22	245,000	245,000	255,635	Custodian
2.500%	2.500%		Wells Fargo Bank - CD	12/08/17		12/08/22	245,000	245,000	257,559	Custodian
2.650%	2.650%		Morgan Stanley Bank-CD	01/11/18		01/11/23	245,000	245,000	258,923	Custodian
3.150%	3.150%		CitiBank NA - CD	05/11/18		05/11/23	245,000	245,000	264,024	Custodian
2.850%	2.850%		1st MO St Bank - CD	02/13/19		08/14/23	245,000	245,000	263,735	Custodian
1.700%	1.700%		Medallion Bank UT-CD	12/23/19		12/22/23	245,000	245,000	256,667	Custodian
3.350%	3.350%		Morgan Stanley PVT BK-CD	01/10/19		01/10/24	245,000	245,000	270,027	Custodian
3.000%	3.000%		TIAA FSB - CD	02/22/19		02/22/24	245,000	245,000	267,910	Custodian
2.750%	2.750%		Comenity CAP Bank-CD	04/30/19		04/30/24	245,000	245,000	266,751	Custodian
2.650%	2.650%		Bank of New Eng Salem-CD	05/23/19		05/23/24	245,000	245,000	266,180	Custodian
2.150%	2.150%		Enerbank USA - CD	08/07/19		08/07/24	245,000	245,000	262,466	Custodian
1.750%	1.750%		1st Farmers BK7Trust-CD	09/04/19		09/04/24	245,000	245,000	258,862	Custodian
1.800%	1.800%		Kemba Financial CU-CD	01/08/20		01/08/25	245,000	245,000	260,369	Custodian
1.950%	1.950%		Knoxville EE CU - CD	01/16/20		01/16/25	245,000	245,000	262,006	Custodian
1.000%	1.000%		Somerset Trust Co - CD	03/19/20		03/19/25	245,000	245,000	252,281	Custodian
1.000%	1.000%		IBERIABANK - CD	03/20/20		03/20/25	245,000	245,000	252,284	Custodian
1.350%	1.350%		Pacific Western Bank - CD	04/16/20		04/16/25	245,000	245,000	256,224	Custodian
1.500%	1.500%		Celtic BK Salt Lake UT - CD	04/17/20		04/17/25	245,000	245,000	257,894	Custodian
1.350%	1.350%		1st Natl BK McGregor - CD	04/28/20		04/28/25	245,000	245,000	256,297	Custodian
1.050%	1.050%		State BK of India-NY - CD	06/19/20		06/10/25	245,000	245,000	253,097	Custodian
0.500%	0.500%		Minnwest Bank - CD	07/15/20		07/15/25	245,000	245,000	246,811	Custodian
0.500%	0.500%		Preferred Bank - CD	07/17/20		07/17/25	245,000	245,000	246,811	Custodian
0.600%	0.600%		Bank Baroda NY Brh - CD	07/23/20		07/22/25	245,000	245,000	247,977	Custodian
0.600%	0.600%		Flagstar Bank FSB - CD	07/22/20		07/22/25	245,000	245,000	247,977	Custodian
			Sub-Total				54,547,940	54,467,142	56,026,437	
			Total Investments				\$55,282,940	\$55,202,142	\$56,764,582	

LVMWD Investment Report for the Month Ending September 30, 2020
 Interest earnings for the month were as followed:

	Amount Earned/Accrued	Current Yield
Refunding Revenue Bonds - Reserve Fund (Bank of New York Mellon)	\$0	0.000%
Investments	79,197	1.680%
Local Agency Investment Fund (LAIF)	22,666	0.685%
California Asset Management Program (CAMP)	2,494	0.270%
Blackrock Liquidity Fund - US Treasury Money Market Fund (Union Bank)	2	0.030%
Sweep Accounts (Wells Fargo Bank/Bank of New York Mellon)	13	0.010%
Total Earnings	\$104,372	

Schedule of Investment Balance Limitations (Per District investment policy)

The source of the market valuation is as followed:

Investments (Note 1)	Total Amount Invested	% of Total	Max. Limit Allowed
Refunding Revenue Bonds - Reserve Fund (Bank of New York Mellon/LAIF)	\$55,282,940	52.05%	no limit
Blackrock Liquidity Fund - US Treasury Money Market Fund (Union Bank)	0	0.00%	1 yr debt pmt.
Local Agency Investment Fund (LAIF)	121,852	0.11%	no limit
California Asset Management Program (CAMP)	39,706,798	37.39%	75,000,000
Total	\$106,216,042	100.00%	no limit

(Note 2)

Note 1: The average weighted duration for investments, excluding LAIF, is 1,138 days, which is under the assumption that callable coupons will not be called and will be held until maturity.
 Note 2: In September 2020, Joint Powers Authority's participation in investment is \$9,480,899.04, of which \$5,199,689.20 (or 54.80%) belongs to LV.

Bank Account Balances as of September 30, 2020:

Bank Name	Account Type	Amount
Wells Fargo Bank	Checking	\$202,784 (Note 3)
Wells Fargo Bank	Sweep	1,063,630
Bank of New York Mellon	Money Market	0
	Total	\$1,266,414

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

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

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

Approved for November 17, 2020 Agenda:

 David W. Pedersen, General Manager

I HEREBY CERTIFY THAT THE FOREGOING IS TRUE AND CORRECT
 TO THE BEST OF MY KNOWLEDGE

 Lynda Lo-Hill, Treasurer

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

Monthly Investment Report Definitions

Definitions

- Disc./Cpn Rate – The yield paid by a fixed income security.
- Yield to Call (YTC) – The rate of return of a security held to call when interest payments, market value and par value are considered.
- Yield to Maturity (YTM) – The rate of return of a security held to maturity when interest payments, market value and par value are considered.
- Bullet – A fixed income security that cannot be redeemed by the issuer until the maturity date.
- Callable – A fixed income security that can be redeemed by the issuer before the maturity date.
- Book Value – The price paid for the security.
- Par Value – The face value of a security.
- Market Value – The current price of a security.
- Sinking Bond – In the case of the CASPWR Bond held by the District, a sinking bond pays a portion of principal on a defined schedule throughout the life of the bond.
- Custodian – The financial institution that holds securities for an investor.

Investment Abbreviations

- FHLB – Federal Home Loan Bank
- FHLMC – Federal Home Loan Mortgage Corporation (Freddie Mac)
- FNMA – Federal National Mortgage Association (Fannie Mae)
- FFCB – Federal Farm Credit Bank
- FAMCA/AGM – Federal Agricultural Mortgage Corporation (Farmer Mac)
- Bonds
 - BEVWTR – City of Beverly Hills water revenue
 - CAS/CAL ST – State of California
 - CASHGR – California State University
 - CASPWR – State of California Department of Water Resources
 - CTS – State of Connecticut
 - MDS – State of Maryland
 - MOUSCD – Mountain View Unified School District
 - NYSDEV – New York State Urban Development Revenue Bond
 - ONTGEN – City of Ontario, CA
 - SCVWTR – Santa Clara Valley Water District
 - SFOFAC – City and County of San Francisco Community Facilities District
 - SGTUTL – South Gate Utility District
 - SRVSCD – San Ramon, CA Unified School District
 - UNIGEN – University of Northern Colorado
 - UNVHGR – University of California

**LAS VIRGENES MUNICIPAL WATER DISTRICT
INVESTMENTS - 3RD QUARTER ENDED SEPTEMBER 30, 2020**

Investment Type	Interest Rate	No. of Days	Purchase Date	Maturity Date	Book Value	Par Value	Quarterly Interest Earned	Quarterly Interest Accrued	Quarterly Total Interest
FAMAC - Bullet	2.900%	1818	08/01/18	07/24/23	996,263.00	1,000,000.00		7,250.01	7,250.01
FAMAC - Bullet	1.980%	1245	02/01/19	06/30/22	452,510.10	465,000.00		2,301.75	2,301.75
FAMAC - Bullet	1.740%	1823	09/30/19	09/26/24	1,003,620.00	1,000,000.00		4,350.00	4,350.00
FAMAC - Bullet	1.790%	1813	11/15/19	11/01/24	999,340.00	1,000,000.00		4,475.01	4,475.01
FAMAC - Bullet	0.480%	1826	06/19/20	06/19/25	997,510.00	1,000,000.00		1,200.00	1,200.00
FAMAC - Callable	2.130%	1826	01/24/18	01/24/23	990,240.00	1,000,000.00		5,325.00	5,325.00
FFCB - Bullet	1.750%	1826	09/13/17	09/13/22	999,250.00	1,000,000.00		4,374.99	4,374.99
FFCB - Bullet	2.700%	1826	04/11/18	04/11/23	1,000,000.00	1,000,000.00		6,750.00	6,750.00
FFCB - Bullet	2.370%	1791	03/12/19	02/05/24	992,950.00	1,000,000.00		5,925.00	5,925.00
FFCB - Bullet	2.160%	1802	06/28/19	06/03/24	1,013,820.00	1,000,000.00		5,400.00	5,400.00
FFCB - Callable	2.000%	366	09/03/19	09/03/20	1,000,000.00	1,000,000.00	3,444.41		3,444.41
FFCB - Callable	1.650%	1827	09/09/19	09/09/24	1,000,000.00	1,000,000.00		4,125.00	4,125.00
FFCB - Callable	1.125%	1826	03/17/20	03/17/25	1,000,000.00	1,000,000.00		2,812.50	2,812.50
FFCB - Callable	0.300%	1092	09/04/20	09/01/23	1,000,000.00	1,000,000.00		225.00	225.00
FFCB - Callable	0.180%	730	09/08/20	09/08/22	999,500.00	1,000,000.00		115.00	115.00
FHLB - Bullet	3.250%	1565	02/25/19	06/09/23	1,028,810.00	1,000,000.00		8,124.99	8,124.99
FHLB - Bullet	3.375%	1625	03/28/19	09/08/23	1,048,330.00	1,000,000.00		8,437.50	8,437.50
FHLB - Callable	2.000%	1096	08/10/17	08/10/20	1,000,000.00	1,000,000.00	2,166.55		2,166.55
FHLB - Callable	2.800%	1826	02/26/19	02/26/24	1,000,000.00	1,000,000.00		7,000.00	7,000.00
FHLB - Callable	2.000%	1827	10/02/19	10/02/24	1,000,000.00	1,000,000.00		5,000.01	5,000.01
FHLB - Callable	1.050%	1826	04/02/20	04/02/25	1,000,000.00	1,000,000.00		2,625.00	2,625.00
FHLB - Callable	0.700%	1826	05/28/20	05/28/25	1,000,000.00	1,000,000.00		1,749.99	1,749.99
FHLMC - Callable	2.000%	1822	01/30/17	01/26/22	997,850.00	1,000,000.00		5,000.01	5,000.01
FHLMC - Callable	2.250%	1778	08/16/17	06/29/22	1,000,300.00	1,000,000.00		5,625.00	5,625.00
FHLMC - Callable	1.850%	1459	12/30/19	12/28/23	1,000,000.00	1,000,000.00		4,625.00	4,625.00
FHLMC - Callable	1.950%	1827	01/06/20	01/06/25	1,000,000.00	1,000,000.00		4,875.00	4,875.00
FHLMC - Callable	1.800%	1827	01/10/20	01/10/25	1,000,000.00	1,000,000.00		4,500.00	4,500.00
FHLMC - Callable	1.800%	182	01/30/20	07/30/20	1,000,000.00	1,000,000.00	1,450.00		1,450.00
FHLMC - Callable	1.75%-Up	182	02/25/20	08/25/20	1,000,000.00	1,000,000.00	2,625.01		2,625.01
FHLMC - Callable	0.700%	1645	05/18/20	11/18/24	1,000,000.00	1,000,000.00		1,749.99	1,749.99
FHLMC - Callable	0.650%	1826	06/30/20	06/30/25	1,000,000.00	1,000,000.00		1,625.01	1,625.01

**LAS VIRGENES MUNICIPAL WATER DISTRICT
INVESTMENTS - 3RD QUARTER ENDED SEPTEMBER 30, 2020**

Investment Type	Interest Rate	No. of Days	Purchase Date	Maturity Date	Book Value	Par Value	Quarterly Interest Earned	Quarterly Interest Accrued	Quarterly Total Interest
FHLMC - Callable	0.300%	1092	08/13/20	08/10/23	1,000,000.00	1,000,000.00		400.00	400.00
FHLMC - Callable	0.500%	1826	09/30/20	09/30/25	1,000,000.00	1,000,000.00		13.89	13.89
FNMA - Callable	1.850%	182	02/26/20	08/26/20	1,000,000.00	1,000,000.00	2,826.38		2,826.38
FNMA - Callable	0.625%	1826	07/21/20	07/21/25	1,000,000.00	1,000,000.00		1,770.83	1,770.83
FNMA - Callable	0.650%	1826	08/14/20	08/14/25	1,000,000.00	1,000,000.00		848.61	848.61
TVA - Bullet	0.750%	1800	06/10/20	05/15/25	1,006,060.00	1,000,000.00		1,875.00	1,875.00
CTS-Muni Bond	2.250%	1658	02/17/16	09/01/20	1,119,648.45	1,095,000.00	4,106.23		4,106.23
NEWSCD-Muni Bond	2.427%	1598	03/17/16	08/01/20	934,688.30	910,000.00	1,840.57		1,840.57
CAS-Muni Bond	1.500%	1799	04/28/16	04/01/21	1,000,000.00	1,000,000.00		3,750.00	3,750.00
SCVWTR-Muni Bond	2.387%	1806	06/21/16	06/01/21	1,047,370.00	1,000,000.00		5,967.45	5,967.45
MOUSCD-Muni Bond	1.960%	1844	07/14/16	08/01/21	600,000.00	600,000.00		2,940.00	2,940.00
CASPWR-Muni Bond	1.712%	1461	05/01/17	05/01/21	944,683.81	944,683.81		4,045.62	4,045.62
SFOFAC-Muni Bond	2.500%	1757	11/09/17	09/01/22	497,650.00	500,000.00		3,125.01	3,125.01
NYSDEV-Muni Bond	2.550%	1545	12/21/17	03/15/22	1,000,000.00	1,000,000.00		6,375.00	6,375.00
UNVHGR-Muni Bond	3.297%	1805	06/05/18	05/15/23	930,000.00	930,000.00		7,665.54	7,665.54
CASPWR-Muni Bond	2.000%	1315	09/24/18	05/01/22	963,980.00	1,000,000.00		5,000.01	5,000.01
CAS-Muni Bond	2.250%	1796	10/31/18	10/01/23	961,850.00	1,000,000.00		5,625.00	5,625.00
CAS-Muni Bond	3.000%	1797	05/01/19	04/01/24	1,025,230.00	1,000,000.00		7,500.00	7,500.00
MDS-Muni Bond	1.590%	1069	08/28/19	08/01/22	1,000,000.00	1,000,000.00		3,975.00	3,975.00
UNIGEN-Muni Bond	2.147%	1738	08/29/19	06/01/24	1,000,000.00	1,000,000.00		5,367.50	5,367.50
SGTUTL-Muni Bond	2.224%	1749	12/18/19	10/01/24	500,000.00	500,000.00		2,780.01	2,780.01
PASGEN-Muni Bond	1.800%	1526	02/26/20	05/01/24	260,000.00	260,000.00		1,170.00	1,170.00
CASHGR-Muni Bond	1.646%	1709	02/27/20	11/01/24	400,000.00	400,000.00		1,646.01	1,646.01
ONTGEN-Muni Bond	1.420%	1106	05/21/20	06/01/23	1,115,615.00	1,090,000.00		6,038.61	6,038.61
ALEUTL-Muni Bond	1.498%	1750	07/16/20	05/01/25	400,000.00	400,000.00		1,248.33	1,248.33
CASWTR-Muni Bond	0.560%	1578	08/06/20	12/01/24	250,000.00	250,000.00		213.89	213.89
BEVWTR-Muni Bond	0.719%	1754	08/12/20	06/01/25	500,000.00	500,000.00		489.32	489.32
CSU-Muni Bond	0.349%	775	09/17/20	11/01/22	500,000.00	500,000.00		67.86	67.86
CAP ONE BK-CD	1.550%	1826	08/10/16	08/10/21	245,000.00	245,000.00		949.38	949.38
Goldman Sachs BK-CD	2.350%	1826	06/21/17	06/21/22	245,000.00	245,000.00		1,439.37	1,439.37
Sallie Mae BK -CD	2.350%	1826	06/21/17	06/21/22	245,000.00	245,000.00		1,439.37	1,439.37

**LAS VIRGENES MUNICIPAL WATER DISTRICT
INVESTMENTS - 3RD QUARTER ENDED SEPTEMBER 30, 2020**

Investment Type	Interest Rate	No. of Days	Purchase Date	Maturity Date	Book Value	Par Value	Quarterly Interest Earned	Quarterly Interest Accrued	Quarterly Total Interest
AmericanExpress-CD	2.400%	1826	08/29/17	08/29/22	245,000.00	245,000.00		1,470.00	1,470.00
CAP ONE NA-CD	2.400%	1826	08/30/17	08/30/22	245,000.00	245,000.00		1,478.05	1,478.05
BMW BK- CD	2.050%	1097	11/29/17	11/30/20	245,000.00	245,000.00		1,255.62	1,255.62
Wells Fargo BK-CD	2.500%	1826	12/08/17	12/08/22	245,000.00	245,000.00		1,531.25	1,531.25
Merrick Bank-CD	2.200%	1098	01/09/18	01/11/21	245,000.00	245,000.00		1,347.50	1,347.50
Morgan Stanly BK-CD	2.650%	1826	01/11/18	01/11/23	245,000.00	245,000.00		1,623.13	1,623.13
CitiBank-CD	3.150%	1826	05/11/18	05/11/23	245,000.00	245,000.00		1,929.38	1,929.38
Morgan Stanly PVT-CD	3.350%	1826	01/10/19	01/10/24	245,000.00	245,000.00		2,051.88	2,051.88
1st MO Bank-CD	2.850%	1643	02/13/19	08/14/23	245,000.00	245,000.00		1,745.63	1,745.63
TIAA FSB - CD	3.000%	1826	02/22/19	02/22/24	245,000.00	245,000.00		1,837.50	1,837.50
Comenity Bank - CD	2.750%	1827	04/30/19	04/30/24	245,000.00	245,000.00		1,684.38	1,684.38
1st Choice Bank - CD	2.400%	551	05/22/19	11/23/20	245,000.00	245,000.00		1,470.00	1,470.00
Bk New Eng Salem-CD	2.650%	1827	05/23/19	05/23/24	245,000.00	245,000.00		1,623.13	1,623.13
Enerbank USA - CD	2.150%	1827	08/07/19	08/07/24	245,000.00	245,000.00		1,316.88	1,316.88
1st Farmers B&T - CD	1.750%	1827	09/04/19	09/04/24	245,000.00	245,000.00		1,071.88	1,071.88
Medallion Bank - CD	1.700%	1460	12/23/19	12/22/23	245,000.00	245,000.00		1,041.25	1,041.25
Kemba Fin CU -CD	1.800%	1827	01/08/20	01/08/25	245,000.00	245,000.00		1,102.50	1,102.50
Farmers&Mrchnt - CD	1.650%	734	01/15/20	01/18/22	245,000.00	245,000.00		1,010.64	1,010.64
Knoxville CU - CD	1.950%	1827	01/16/20	01/16/25	245,000.00	245,000.00		1,204.19	1,204.19
WellsFargo Natl BK-CD	1.800%	732	01/17/20	01/18/22	245,000.00	245,000.00		1,102.50	1,102.50
SomersetTrust - CD	1.000%	1826	03/19/20	03/19/25	245,000.00	245,000.00		612.50	612.50
Iberia Bank - CD	1.000%	1826	03/20/20	03/20/25	245,000.00	245,000.00		612.50	612.50
CenterState Bank - CD	1.000%	549	03/20/20	09/20/21	245,000.00	245,000.00		612.50	612.50
Lakeland Bank - CD	0.950%	549	03/27/20	09/27/21	245,000.00	245,000.00		581.88	581.88
Pacific Western BK-CD	1.350%	1826	04/16/20	04/16/25	245,000.00	245,000.00		826.88	826.88
Celtic BK, UT - CD	1.500%	1826	04/17/20	04/17/25	245,000.00	245,000.00		918.75	918.75
1st Ntl BK, TX - CD	1.350%	1826	04/28/20	04/28/25	245,000.00	245,000.00		826.88	826.88
St Bank of India - CD	1.050%	1817	06/19/20	06/10/25	245,000.00	245,000.00		643.13	643.13
Minnwest Bank -CD	0.500%	1826	07/15/20	07/15/25	245,000.00	245,000.00		258.60	258.60
Preferred Bank - CD	0.500%	1826	07/17/20	07/17/25	245,000.00	245,000.00		251.80	251.80
Flagstar BK FSB - CD	0.600%	1826	07/22/20	07/22/25	245,000.00	245,000.00		281.75	281.75

**LAS VIRGENES MUNICIPAL WATER DISTRICT
INVESTMENTS - 3RD QUARTER ENDED SEPTEMBER 30, 2020**

Investment Type	Interest Rate	No. of Days	Purchase Date	Maturity Date	Book Value	Par Value	Quarterly Interest Earned	Quarterly Interest Accrued	Quarterly Total Interest
Bank Baroda NY - CD	0.600%	1825	07/23/20	07/22/25	245,000.00	245,000.00		277.67	277.67
BK Hapoalim NY - CD	0.250%	730	08/26/20	08/26/22	245,000.00	245,000.00		59.55	59.55
Texas Cap Bank - CD	0.250%	711	08/27/20	08/08/22	245,000.00	245,000.00		57.85	57.85
Reserve Fund-LAIF & Other					0.00		0.00		0.00
LAIF - All Other (3-month Average Balances)					42,520,131.06		85,552.00		85,552.00
CAMP (2-month Average Balances)					11,103,204.78		4,452.02		4,452.02
Union Bank-lackrock Liquidity FD T Fund (3-month Average)					78,280.41		4.55		4.55
Bank of New York Mellon/Wells Fargo Sweep Accounts (3-month Average Bal.)					437,280.17		125.18		125.18
Total							<u>108,592.90</u>	<u>235,012.90</u>	<u>343,605.80</u>

LVMWD CASH ANALYSIS -September 30, 2020

	Restricted Cash	Cash Held by Policy	Policy Requirement	Available Funds
101 - Potable Water Operations		15,978,632	9,997,207	
201 - Potable Water Construction	(3,784,461)			
301 - Potable Water Replacement		23,430,720	11,177,935	
603 - Rate Stabilization Fund		<u>8,000,000</u>	<u>8,000,000</u>	
Total Potable Water	(3,784,461)	47,409,352	29,175,142	14,449,749
102 - Recycled Water Operations		11,208,973	1,100,143	
203 - Recycled Water Construction	54,286			
302 - Recycled Water Replacement		7,592,960	2,539,440	
Total Recycled Water	54,286	18,801,933	3,639,582	15,216,636
130 - Sanitation Operations		976,722	3,291,214	
230 - Sanitation Construction	2,566,477			
330 - Sanitation Replacement		19,477,002	12,573,074	
Total Sanitation	2,566,477	20,453,724	15,864,287	7,155,913
701 - Vested Sick Leave Reserve	1,372,831			
720 - Insurance Reserve		7,994,456	7,871,864	122,593
JPA	10,314,443			
701 - Internal Services Fund	1,942,869			
<i>Subtotal</i>	<u>12,466,445</u>	<u>94,659,465</u>		
TOTAL		107,125,910		

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

Restricted Cash - Revenue restricted to a particular purpose.

Bond Covenants - Money relating to bond financing that is restricted in use and required by promises made in bond documents.

Funds are reconciled at year-end.

Potable Water Available Funds includes \$10,010,000 in loan proceeds for AMR/AMI



November 17, 2020 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Financial Review: First Quarter of Fiscal Year 2020-21

SUMMARY:

This report provides a summary of the financial review for the first quarter of Fiscal Year 2020-21. The financial review provides data through September 30, 2020.

RECOMMENDATION(S):

Receive and file the financial review for the first quarter of Fiscal Year 2020-21.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

DISCUSSION:

The first quarter financial review presents data as of September 30, 2020. It is important to note that due to the timing of various projects and payments, the report should primarily be used to identify areas where attention should be focused in response to emerging trends that may affect the District's financial position at year-end.

Operating revenues for the first quarter of Fiscal Year 2020-21 were 1.29% lower than budget and 11.83% higher than Fiscal Year 2019-20. Operating expenses were 5.03% lower than budget and 6.04% higher than the prior year. Operating revenues were slightly lower than budget due to lower than expected potable water sales. Operating expenses decreased as compared to budget primarily due to decreased energy, chemical and maintenance labor hours expenditures associated with decreased water sales and as a result of salary savings from vacant positions.

Overall, the District has not experienced a significant financial impact due to the COVID-19 pandemic. There has been an increase in delinquent accounts when comparing the total of \$234,802 from September 2019 to \$422,600 in September 2020. However, this increase, in the amount of \$187,798, represents only 0.2% of the District's total annual revenues.

Attachment A provides a table summarizing Fiscal Year 2020-21 year-to-date financial results. All data provided in the table is through September 30, 2020.

Attachment B provides a summary of the volume of potable water delivered through the first quarter and a summary of the financial results for each enterprise.

Attachment C provides a status update on the District's capital improvement projects.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Angela Saccareccia, Finance Manager

ATTACHMENTS:

Attachment A

Attachment B

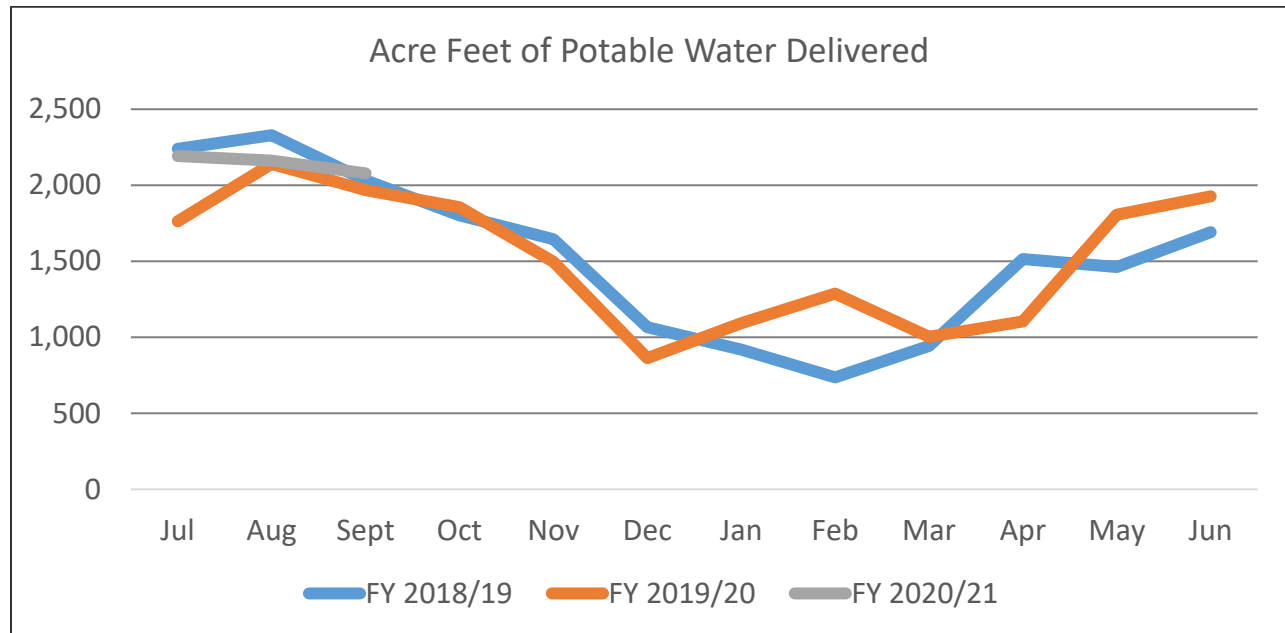
Attachment C

Las Virgenes Municipal Water District
Quarterly Update - September 30, 2020
Fiscal Year 2020/21 Year to Date

	FY 2019/20 YTD Actual	FY 2020/21 YTD Budget	FY 2020/21 YTD Actual
<u>All Enterprises</u>			
Total Operating Revenues	\$19,452,812	\$22,039,956	\$21,754,896
Expenses:			
Source of Supply	\$8,579,784	\$9,614,677	\$8,995,640
Purchased Services	\$2,457,519	\$2,656,641	\$2,964,372
O&M Expenses	\$1,252,766	\$1,418,499	\$1,269,315
Administrative	\$2,233,879	\$2,521,455	\$2,307,798
Other	\$285,808	\$325,169	\$167,062
Total Operating Expenses	\$14,809,756	\$16,536,442	\$15,704,187
Income available for Replacement & Debt Service	<u>\$4,643,056</u>	<u>\$5,503,514</u>	<u>\$6,050,709</u>
<u>Potable Water Operations</u>			
Total Operating Revenues	\$12,570,624	\$14,905,199	\$14,074,758
Expenses:			
Source of Supply	\$7,374,037	\$8,389,576	\$7,931,113
O&M Expenses	\$1,160,894	\$1,320,770	\$1,177,758
Administrative	\$1,639,598	\$1,865,400	\$1,704,725
Other	\$285,808	\$325,169	\$167,062
Total Operating Expenses	\$10,460,337	\$11,900,915	\$10,980,658
Income available for Replacement & Debt Service	<u>\$2,110,287</u>	<u>\$3,004,284</u>	<u>\$3,094,100</u>
<u>Recycled Water Operations</u>			
Total Operating Revenues	\$2,030,640	\$2,325,507	\$2,671,070
Expenses:			
Source of Supply	\$1,205,747	\$1,225,101	\$1,064,527
O&M Expenses	\$37,453	\$34,215	\$36,413
Administrative	\$148,065	\$135,265	\$170,054
Other	\$0	\$0	\$0
Total Operating Expenses	\$1,391,265	\$1,394,582	\$1,270,994
Income available for Replacement & Debt Service	<u>\$639,375</u>	<u>\$930,925</u>	<u>\$1,400,076</u>
<u>Sanitation Operations</u>			
Total Operating Revenues	\$4,851,548	\$4,809,250	\$5,009,069
Expenses:			
Purchased Services	\$2,457,519	\$2,656,641	\$2,964,372
O&M Expenses	\$54,419	\$63,514	\$55,144
Administrative	\$446,216	\$520,790	\$433,019
Other	\$0	\$0	\$0
Total Operating Expenses	\$2,958,154	\$3,240,945	\$3,452,535
Income available for Replacement & Debt Service	<u>\$1,893,394</u>	<u>\$1,568,305</u>	<u>\$1,556,534</u>

ATTACHMENT B

During the first quarter of FY 2020-21, acre-feet of potable water delivered increased 9.55% over the first quarter of FY 2019-20 and decreased 2.57% over the first quarter of FY 2018-19.



Potable Water Enterprise

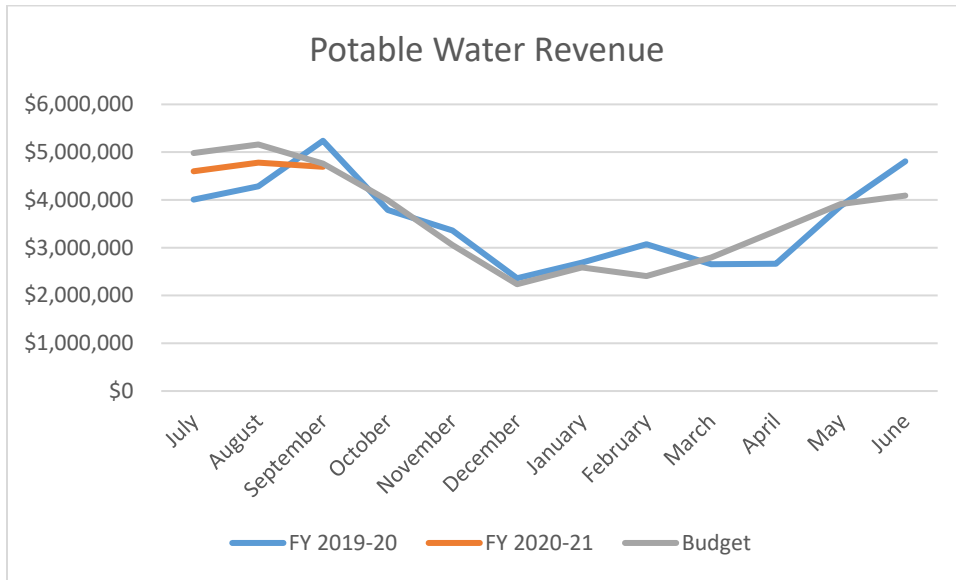
Revenues for potable water were 5.57% below budget and 11.97% above the prior fiscal year. The change in revenue is attributed to the change in usage shown on the chart above. Expenses for potable water operations are 7.73% lower than budget and 4.97% higher than FY 2019-20.

	FY 2019/20 YTD Actual	FY 2020/21 YTD Budget	FY 2020/21 YTD Actual
Total Operating Revenues	\$12,570,624	\$14,905,199	\$14,074,758
Expenses:			
Source of Supply	\$7,374,037	\$8,389,576	\$7,931,113
O&M Expenses	\$1,160,894	\$1,320,770	\$1,177,758
Administrative	\$1,639,598	\$1,865,400	\$1,704,725
Other	\$285,808	\$325,169	\$167,062
Total Operating Expenses	\$10,460,337	\$11,900,915	\$10,980,658
Income available for Replacement & Debt Service	<u>\$2,110,287</u>	<u>\$3,004,284</u>	<u>\$3,094,100</u>

Potable Water Revenue

FY 2020-21 Revenue: \$14,074,757

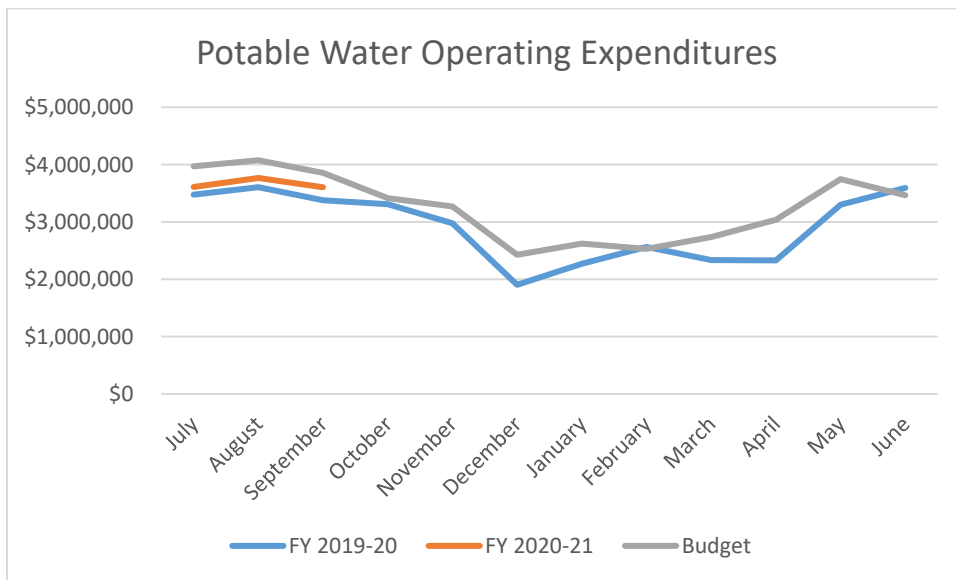
Budget: \$14,905,199



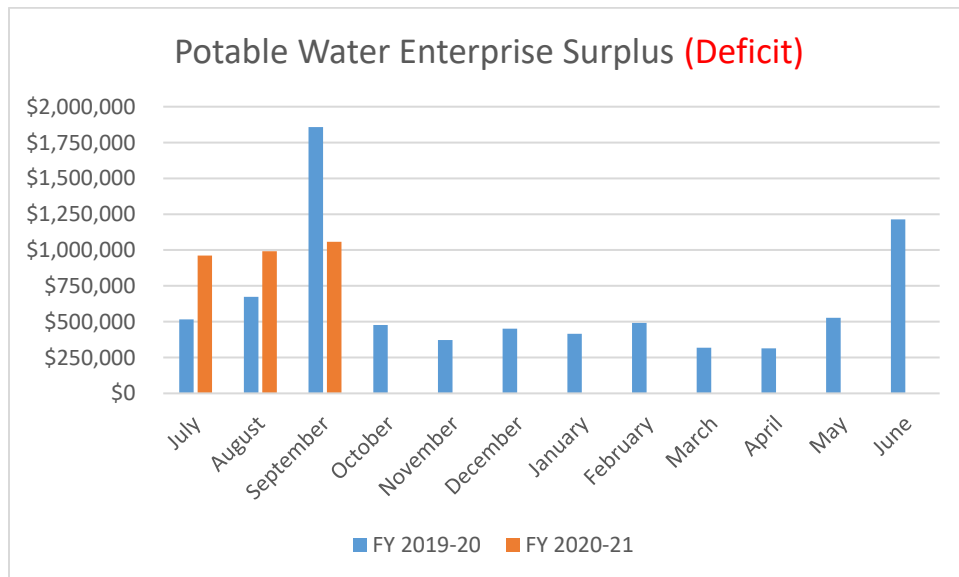
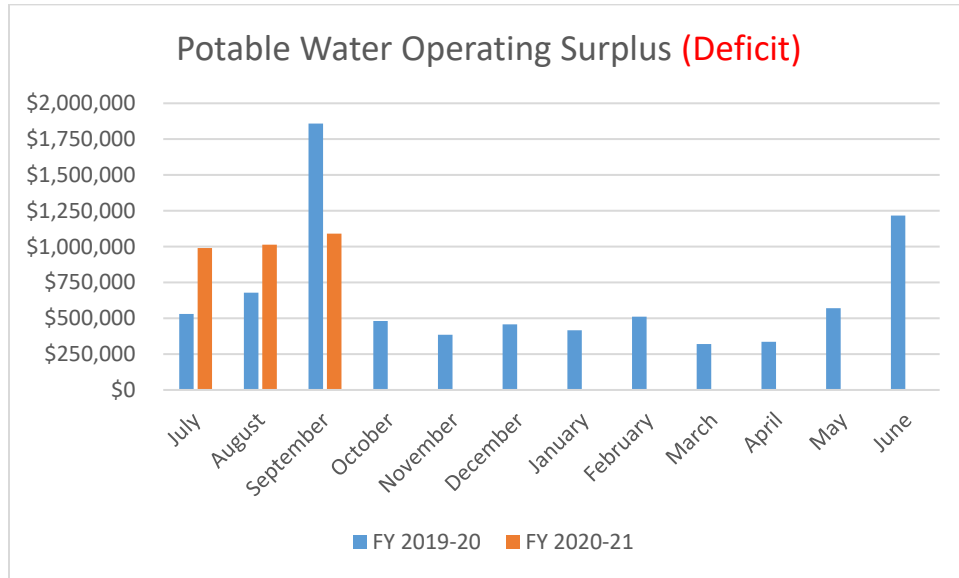
Potable Water Operating Expenses

FY 2020-21 Operating Expenses: \$10,980,658

Budget: \$11,900,915



It is also important to measure whether the enterprise as a whole has sufficient revenue to cover both operating cost and the portion of capital expenditures that are dependent on rate revenue. The charts below show the potable water operating and the enterprise's surplus or (deficit) for each month of FY 2020-21 and FY 2019-20. The potable water enterprise had a fiscal year-to-date operating surplus of \$3.09 million and an enterprise surplus of \$3.01 million during the first quarter of the fiscal year. The District depends on operating surplus to fund capital projects and to rebuild the shortfall in policy-required reserves.



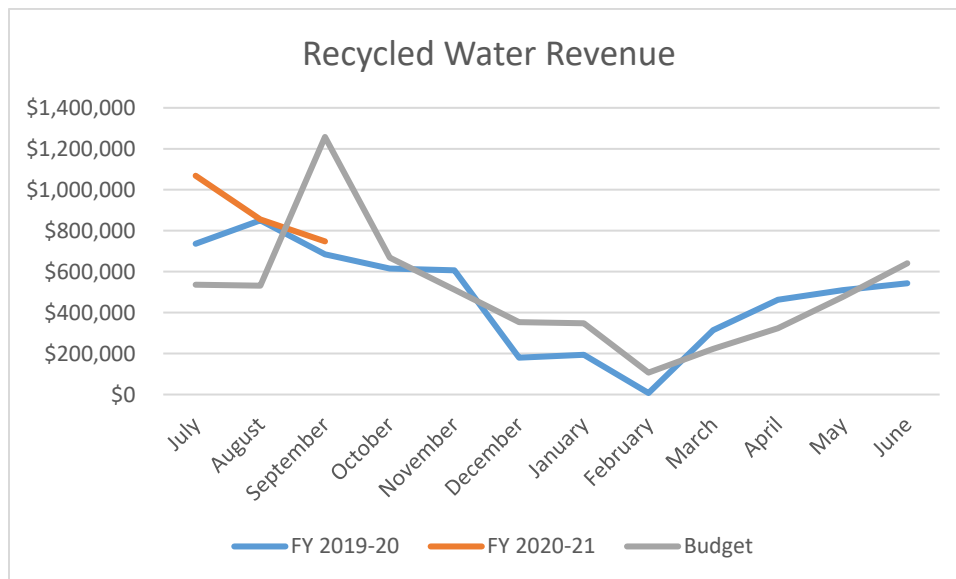
Recycled Water Enterprise

Revenues for recycled water were 14.86% above budget and 31.54% above the prior fiscal year. The increase in revenue is attributed to continued increases in recycled water usage. Expenses for recycled water were 8.86% below budget and 8.64% below prior year expenditures. The charts below compare the current fiscal year's revenue and expenses to the current year budget.

	FY 2019/20 YTD Actual	FY 2020/21 YTD Budget	FY 2020/21 YTD Actual
Total Operating Revenues	\$2,030,640	\$2,325,507	\$2,671,070
Expenses:			
Source of Supply	\$1,205,747	\$1,225,101	\$1,064,527
O&M Expenses	\$37,453	\$34,215	\$36,413
Administrative	\$148,065	\$135,265	\$170,054
Other	\$0	\$0	\$0
Total Operating Expenses	\$1,391,265	\$1,394,582	\$1,270,994
Income available for Replacement & Debt Service	<u>\$639,375</u>	<u>\$930,925</u>	<u>\$1,400,076</u>

Recycled Water Revenue

FY 2020-21 Revenue:	\$2,671,070
Budget:	\$2,325,507



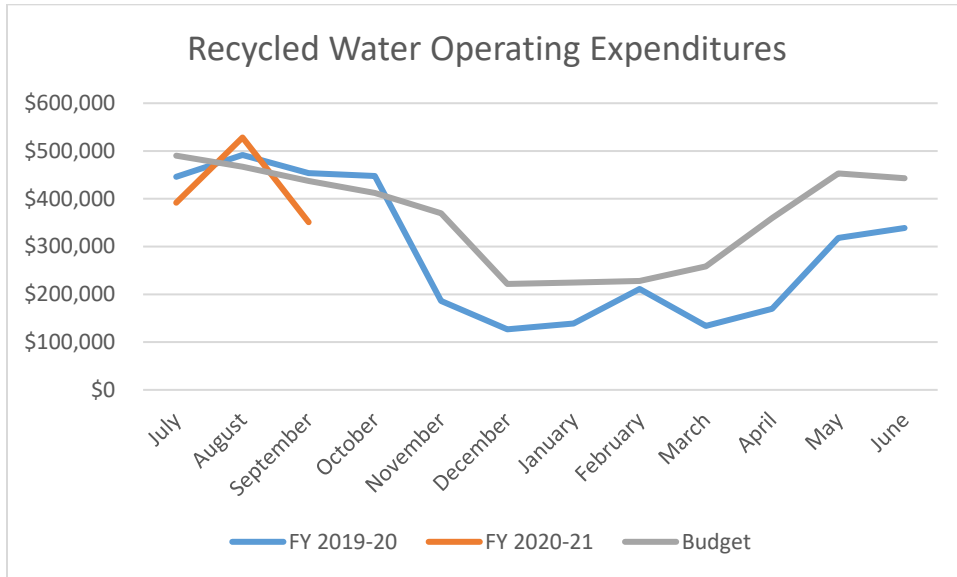
Recycled Water Operating Expenses

FY 2020-21 Operating Expenses:

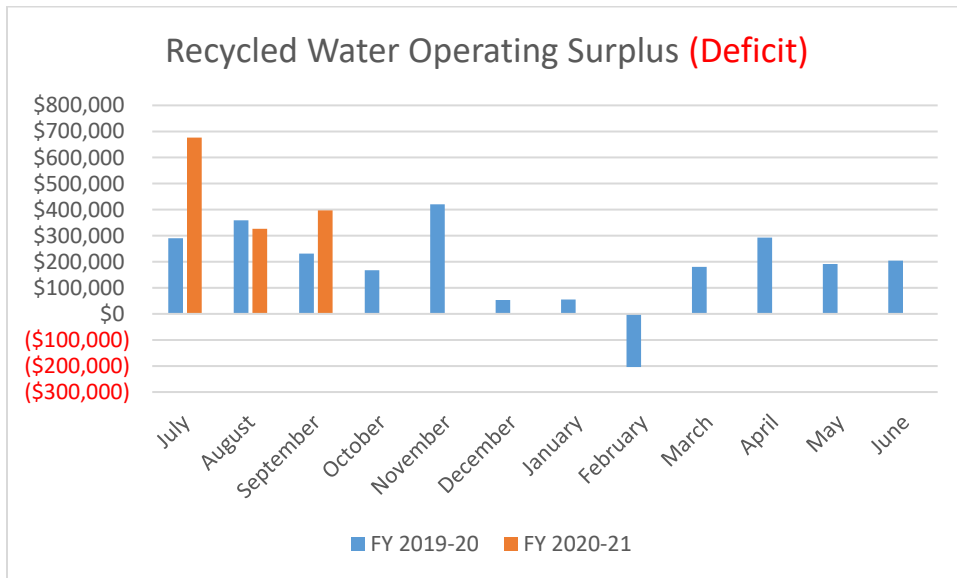
\$1,270,995

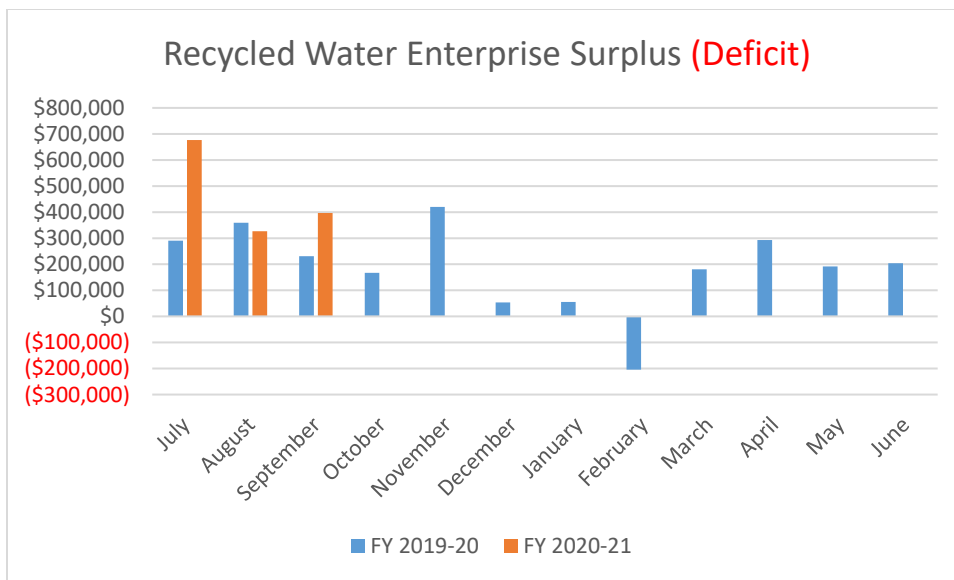
Budget:

\$1,394,582



The charts below show the recycled water operating and the enterprise’s surplus or (deficit) for each month of FY 2020-21 and FY 2019-20. Recycled water has a fiscal year-to-date operating surplus of \$1.4 million and an enterprise surplus of \$1.4 million.





Sanitation Enterprise

Revenues for sanitation were 4.15% above budget and 3.25% above the prior fiscal year. The increase in revenues is attributed to the rate adjustment that was implemented in January 2016. Expenses for sanitation were 6.53% below budget and 16.71% below prior year expenditures.

	FY 2019/20 YTD Actual	FY 2020/21 YTD Budget	FY 2020/21 YTD Actual
Total Operating Revenues	\$4,851,548	\$4,809,250	\$5,009,069
Expenses:			
Purchased Services	\$2,457,519	\$2,656,641	\$2,964,372
O&M Expenses	\$54,419	\$63,514	\$55,144
Administrative	\$446,216	\$520,790	\$433,019
Other	\$0	\$0	\$0
Total Operating Expenses	\$2,958,154	\$3,240,945	\$3,452,535
Income available for Replacement & Debt Service	<u>\$1,893,394</u>	<u>\$1,568,305</u>	<u>\$1,556,534</u>

The charts below compare the current fiscal year’s revenue and expenses to the current year budget and estimates projected during the rate study that was completed in 2015. The zig zag pattern in revenue is a reflection of the District’s 30 day billing cycle contrasted to actual months.

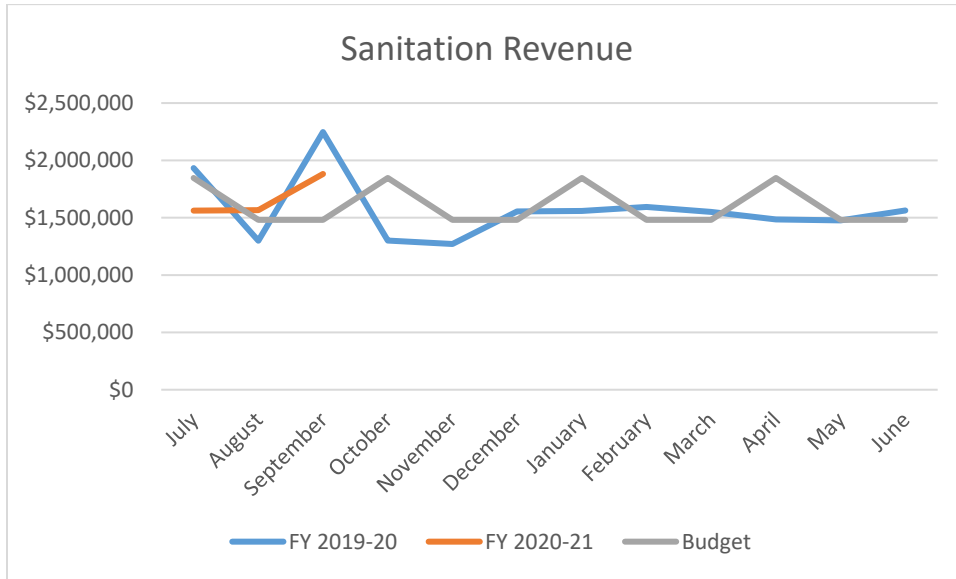
Sanitation Revenue

FY 2020-21 Revenue:

\$5,009,069

Budget:

\$4,809,250



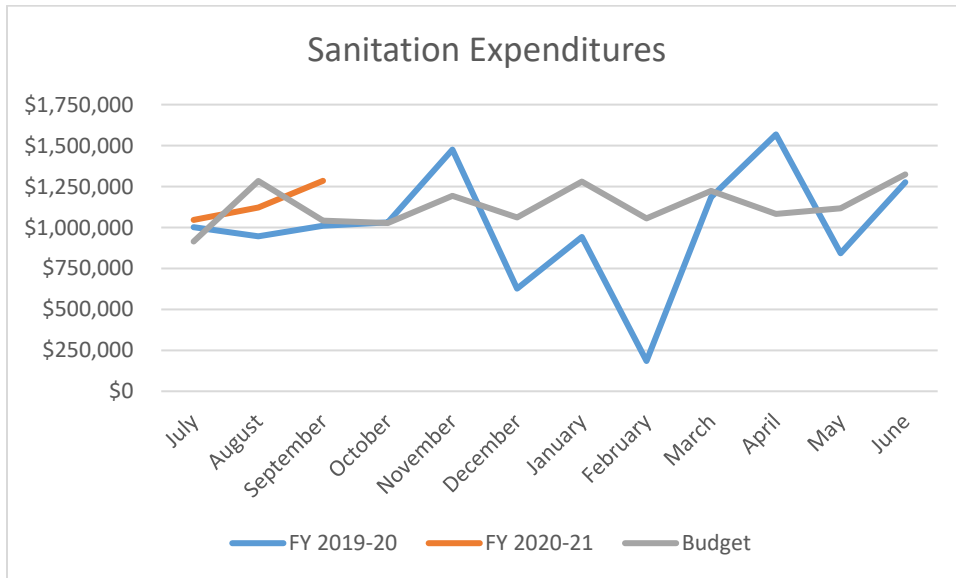
Sanitation Operating Expenses

FY 2020-21 Operating Expenses:

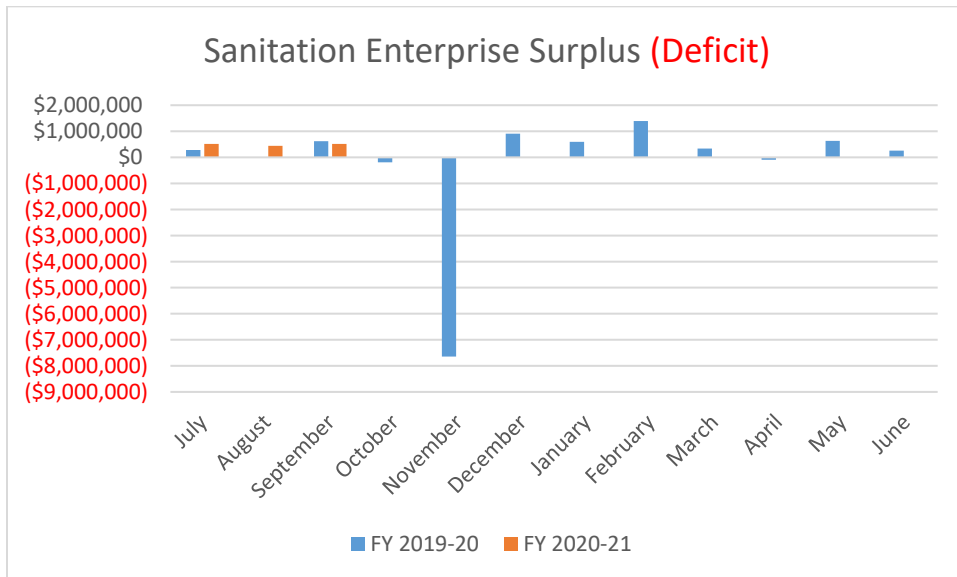
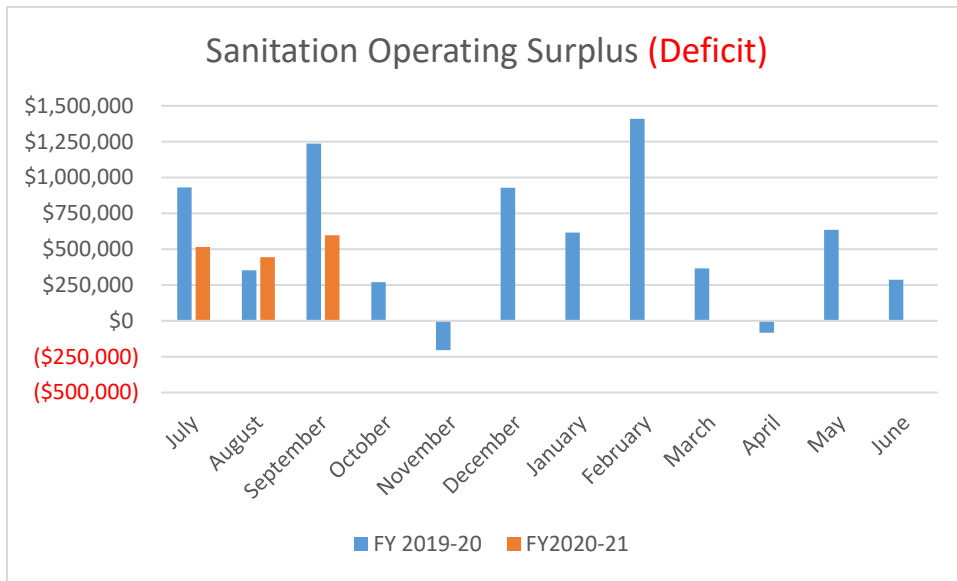
\$3,452,535

Budget:

\$3,240,945

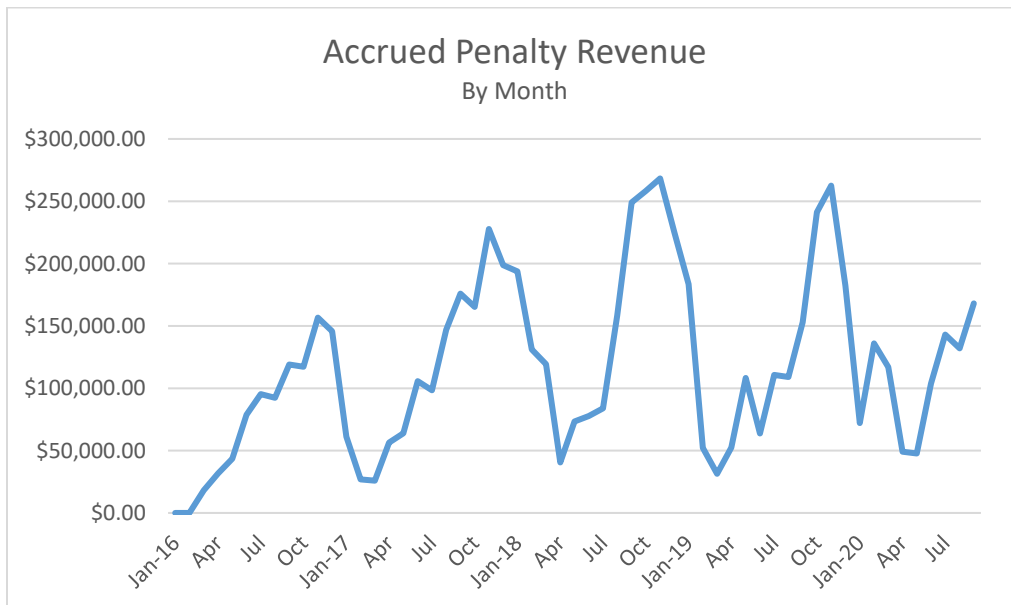
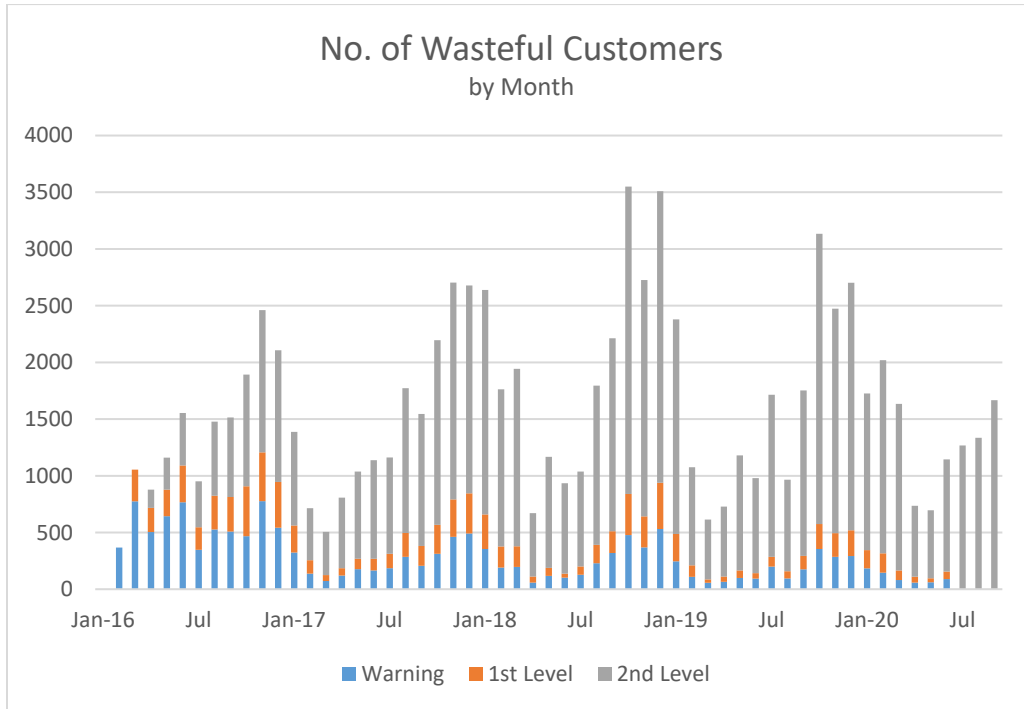


The chart below shows the Sanitation Enterprise operating surplus or (deficit) for each month of FY 2020-21 and FY 2019-20. Sanitation has a fiscal year-to-date operating surplus of \$1.56 million and an enterprise surplus of \$1.47 million.



Penalties

Effective January 1, 2016, the District implemented a penalty structure to fine customers for wasteful use of water. Wasteful use was defined as using more than 200% of the assigned water budget. In the current Fiscal Year, the District has accrued \$443 thousand in penalties.



***Las Virgenes Municipal Water District
Capital Improvement Project Status
September 30, 2020***

<i>Job # - Description</i>	<i>Total Project Appropriations</i>	<i>Prior Year Expenditures</i>	<i>Current Year Expenditures</i>	<i>Total Project Expenditures</i>	<i>Balance Available</i>
<i>Multi-Year Projects</i>					
10430 - Twin Lakes P/S Pipeline Proj. New pipeline through Chatsworth Park to the Twin Lakes pump station.	\$1,903,972	\$351,547	\$10,719	\$362,266	\$1,541,706
10520 - SCADA System Communictn Upgrd Upgrade the JPA owned portion of the supervisory control and data acquisition system (SCADA) system to an Ethernet based radio network and provide additional data paths for system redundancy.	\$93,100	\$32,447	\$0	\$32,447	\$60,653
10521 - SCADA System Comm Upgrd (LV) Upgrade the LVMWD owned portion of the supervisory control and data acquisition system (SCADA) system to an Ethernet based radio network and provide additional data paths for system redundancy.	\$983,496	\$141,496	\$0	\$141,496	\$842,000
10556 - INTERCONNECTION WITH CMWD Design and construct a potable water interconnection with the Calleguas Municipal Water District. Funding from Prop 84 IRWM 2015	\$5,801,066	\$628,627	\$95,551	\$724,178	\$5,076,888
10629 - Cny Oaks Prk RW Main Extension This extension will serve the City of Westlake Village's Oak Canyon Park and eliminate a long private service line to Yerba Buena School. Funding from Prop 84 IRWM 2015					
10567 - Progmble Logic Contrlr Upgrd Replace obsolete programmable logic controllers and upgrade other electrical equipment at Tapia.	\$2,500,000	\$261,552	\$115,732	\$377,284	\$2,122,716
10619 - Summer Season 2013 TMDL Compln Construction of a 1MGD "side stream" treatment facility at Tapia to treat stream flow augmentation discharges to the 2013 TMDL limits of 1 mg/L total nitrogen and 0.1 mg/L total phosphorous. The cost estimate is based on membrane technology.	\$2,937,375	\$438,056	\$0	\$438,056	\$2,499,319
10635 - PURE WATER PROJECT This project funds preliminary studies, outreach, CEQA analysis, preliminary design and final design. Project 10637 Facility Siting Study was completed in prior year for \$180,777. Project 10650 Land Acquisition was completed in prior year for \$2,109,359 Project 10636 Mixing and Dilution Study was completed in prior year for \$337,500	\$7,648,654	\$212,098	\$0	\$212,098	\$7,436,556
10651 - Tank Renvtn-Equestrian Tank Repairs of converse columns in Equestrian Tank	\$170,475	\$16,224	\$0	\$16,224	\$154,251

<i>Job # - Description</i>	<i>Total Project Appropriations</i>	<i>Prior Year Expenditures</i>	<i>Current Year Expenditures</i>	<i>Total Project Expenditures</i>	<i>Balance Available</i>
Multi-Year Projects					
10655 - Cornell P/S Upgrades evaluation and upgrading the Cornell Pump Station to modernize the electrical and mechanical equipment including VFD's and motors and evaluate if the natural gas system should be upgraded or converted to electricity. In addition opportunities for increas	\$348,726	\$348,726	\$13,944	\$362,670	(\$13,944)
10660 - AMR Implementation- FY 18-19 Install Automated Meter Reading/Advanced Metering Infrastructure (AMR/AMI).	\$3,105,659	\$314,720	\$158,153	\$472,873	\$2,632,786
10663 - ERP System Replacement of the Enterprise Resources Planning Program. This project will select and implement a new ERP program.	\$1,500,000	\$688,518	\$42,566	\$731,084	\$768,916
10665 - Cordillera Tank Rehab Rehabilitation including interior and exterior coating, valve and appurtenance upgrades and replacements, restoration of deteriorated asphalt, and work to ensure up-to-date compliance for safety and water quality equipment.	\$1,201,267	\$0	\$39,879	\$39,879	\$1,161,388
10668 - RLV Storm Wtr Divsn Strctr Rpl Replacement of the two storm water diversion structures at the Rancho Las Virgenes Composting Facility. Increase the size and length of the farm field discharge pipeline.	\$146,802	\$3,746	\$0	\$3,746	\$143,056
10669 - Dev Tour Seating Area @ Tapia Develop tour seating area at Tapia adjacent to the control building	\$25,000	\$14,035	\$0	\$14,035	\$10,965
10671 - Saddle Peak Tank Rehab Rehabilitation including interior and exterior coating, valve and appurtenance upgrades and replacements, restoration of deteriorated asphalt, and work to ensure up-to-date compliance for safety and water quality equipment	\$1,365,976	\$101,509	\$14,876	\$116,385	\$1,249,591
10672 - Statory Emrgncy Gnrtr-PW P/S This project is to study and design the installation of stationary emergency generators at several critical potable water pump stations including Jed Smith, Cold Canyon and Twin Lakes	\$3,695,995	\$383,241	\$19,758	\$402,999	\$3,292,996
10674 - PR Station #45(Kimberly) Rehab Install new supply piping, pressure reducing valves (Cla-Val) and isolation valves with corrosion control coatings applied.	\$287,494	\$18,974	\$3,619	\$22,593	\$264,901
10675 - PR Station #32(Chimney) Rehab Install new supply piping, pressure reducing valves (Cla-Val) and isolation valves with corrosion control coatings applied	\$345,337	\$21,286	\$3,647	\$24,933	\$320,404
10685 - Deerlake Tnk Construction sub-project of 10678 Deerlake Tnk/TwinLk P/S Imprv	\$171,000	\$24,977	\$0	\$24,977	\$146,023
10686 - TwinLakes P/S Improvement sub-project of 10678 Deerlake Tnk/TwinLk P/S Imprv	\$350,000	\$0	\$0	\$0	\$350,000
10679 - New Fire Panel @ Building#8 Replace existing fire panel and all attached devices	\$89,000	\$0	\$0	\$0	\$89,000

<i>Job # - Description</i>	<i>Total Project Appropriations</i>	<i>Prior Year Expenditures</i>	<i>Current Year Expenditures</i>	<i>Total Project Expenditures</i>	<i>Balance Available</i>
Multi-Year Projects					
10680 - RLV Digester Cleaning & Repair	\$2,856,488	\$1,311,525	\$294,069	\$1,605,594	\$1,250,894
Clean out and make all necessary repairs to digesters #2. the scope of repairs is based on the recently completed rehabilitation of digester # 1. Additional appropriation \$714,379 approved by JPA Board 12/9/19, Item 6C					
10683 - Boardroom Audio/Video Upgrd	\$60,000	\$11,938	\$0	\$11,938	\$48,062
Upgrade the board room audio visual system.					
10684 - Upper Oaks P/S Electric Upgrd	\$10,000	\$0	\$0	\$0	\$10,000
The Upper Oaks Pump Station capacity was increased to meet high demands in the sub-system. However the increase capacity limits the number of pumps that can be operated due to the increased electrical draw. This project will analyze and increase the ele					
10688 - Rancho Solar Gen.-Ph II	\$2,167,055	\$460,586	\$16,204	\$476,790	\$1,690,265
Rancho Solar Generation Project Phase II: Service Agreement for Wholesale Distribution Service and Rule 21 Generator Interconnection Agreement Reimbursable expense of an interconnection facility.					
10689 - WoolseyFire Rpr - Rancho	\$1,989,455	\$284,451	\$22,012	\$306,463	\$1,682,992
Woolsey Fire Facility Repair. Appropriation of \$46,955 for engineering design and support services during construction approved by JPA Board 3/28/2019, Item 6E.					
10690 - WoolseyFire Rpr- WFP	\$3,927,524	\$270,815	\$27,525	\$298,340	\$3,629,184
Woolsey Fire Facility Repair. Appropriation of \$74,425 for engineering design and support services during construction approved by LV Board 3/26/2019, Item 8B.					
10691 - WoolseyFire Rpr-LV Facilities	\$465,305	\$79,300	\$3,669	\$82,969	\$382,336
Woolsey Fire Facility Repair. Appropriation of \$75,993 for engineering design and support services during construction approved by LV Board 3/26/2019, Item 8B.					
10692 - WoolseyFire Rpr-JPA Facilities	\$878,612	\$3,897	\$0	\$3,897	\$874,715
Woolsey Fire Facility Repair. Appropriation of \$46,112 for engineering design and support services during construction approved by JPA Board 3/28/2019, Item 6E.					
10694 - Building 8 Office Space Rehab.	\$558,000	\$35,417	\$0	\$35,417	\$522,583
Replace carpet, paint, and other interior features are showing wear and have reached their useful life.					
10700 - Troutdale Pipeline-WoolseyFire	\$654,000	\$94,757	\$11,079	\$105,836	\$548,164
Water main break/failure due to LA County bridge collapse.					
10702 - Tapia Efflnt P/S Feeder Reloc	\$100,000	\$0	\$0	\$0	\$100,000
Remove or abandon in place existing 4160 volt feeders currently suspended from the top slab of the Effluent Pump Station wet well, underneath the existing MCCs.Perform electrical design and replace the overhead 4160 volt feeders.					
10705 - PR Station #55(Hindu) Rehab	\$260,000	\$0	\$0	\$0	\$260,000
Install new piping and isolation valves with corrosion control coatings applied.					
10706 - Mobility Review	\$50,000	\$0	\$0	\$0	\$50,000
Identify mobility requirements to support secure remote access to District's applications.					

<i>Job # - Description</i>	<i>Total Project Appropriations</i>	<i>Prior Year Expenditures</i>	<i>Current Year Expenditures</i>	<i>Total Project Expenditures</i>	<i>Balance Available</i>
Multi-Year Projects					
10709 - Roadside Drive Bridge Widening					
Relocation of 10-inch water main along Roadside Drive in the City of Agoura Hills. Appropriation of \$136,448 approved 11/19/19, Item 10B					
Total Multi-Year Projects	\$48,646,833	\$6,554,465	\$893,002	\$7,447,467	\$41,199,366
Projects on Hold					
10661 - A/B Bus Electrical Modificatn	\$100,000	\$0	\$0	\$0	\$100,000
Study the feasibility of reconfiguring the Tapia electrical switch gear and then hire electrical team to make the modifications.					
10670 - Centrate 20" Valve Repair					
Repair buried 20-inch Miliken valve at the centrate facility.					
10701 - Electronic Doc. Mgmt System	\$100,000	\$0	\$0	\$0	\$100,000
Implement an Electronic Document Management System.					
Total Projects on Hold	\$200,000	\$0	\$0	\$0	\$200,000
Totals	<u>\$48,846,833</u>	<u>\$6,554,465</u>	<u>\$893,002</u>	<u>\$7,447,467</u>	<u>\$41,399,366</u>
Less: Triunfo Sanitation District's share of JPA Projects	<u>\$6,657,280</u>	<u>\$888,584</u>	<u>\$143,441</u>	<u>\$1,032,025</u>	<u>\$5,625,255</u>
Total Las Virgenes share: All Projects	<u>\$42,189,553</u>	<u>\$5,665,881</u>	<u>\$749,561</u>	<u>\$6,415,442</u>	<u>\$35,774,111</u>



November 17, 2020 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Fiscal Year 2021-22 Proposed Sanitation Rate for Consolidated Sewer Maintenance District: Topanga Tax Zone

SUMMARY:

The District provides sanitation service to 355 residential customers of the Consolidated Sewer Maintenance District, Topanga Tax Zone, pursuant to an October 3, 1978 Agreement. The District bills the County of Los Angeles quarterly for the service provided to the Topanga Tax Zone and may amend the rate annually with written notice provided for new rates to be effective the following fiscal year. The calculation for Fiscal Year 2021-22 shows that the monthly billing rate for the Topanga Tax Zone should be increased from \$53.50 to \$54.50 per Equivalent Residential Unit (ERU).

RECOMMENDATION(S):

Approve a monthly billing rate of \$54.50 per Equivalent Residential Unit for the Consolidated Sewer Maintenance District, Topanga Tax Zone, for Fiscal Year 2021-22.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The new rate will more closely align the charges for the Topanga Tax Zone with the cost of service.

DISCUSSION:

Background:

The District provides sanitation service to 355 residential customers of the Consolidated Sewer Maintenance District, Topanga Tax Zone, pursuant to an October 3, 1978 Agreement. The customers reside outside the District's service area in unincorporated Los Angeles County (see Exhibit A). The wastewater flows are conveyed to the Tapia Water Reclamation Facility via a Consolidated Maintenance District force main and the District's Lift Stations Nos. 1 and 2.

October 3, 1978 Agreement:

The Agreement provides for the District to directly bill the County of Los Angeles for the Topanga Tax Zone on a quarterly basis for the prorated operation and maintenance expenses of the District's facilities utilized to provide service to the area. The proration is based upon the District's cost to provide sewer service to the Sanitation Improvement District No. U-2. The County of Los Angeles, Topanga Tax Zone, receives its funding through an assessment on the County tax roll. Additionally, the Agreement establishes that the District may amend the charge for service to the Topanga Tax Zone annually with written notification to be effective the following fiscal year, commencing on July 1st.

Accounting of Charges to the Topanga Tax Zone:

To ensure accurate billing to the Topanga Tax Zone, staff maintains an annual accounting of the actual charges to the Topanga Tax Zone versus the same for District customers within Sanitation Improvement District No. U-2 (see Exhibit B). Because of the advance notice required to set and/or update the rate for the Topanga Tax Zone, there is occasionally a period of time when the rate differs from that charged to the District's customers. Staff accrues these differences on an annual basis and maintains a cumulative overage or underage for accounting purposes. When rate changes for the Topanga Tax Zone are proposed, staff takes into account any cumulative overage or underage.

Proposed Fiscal Year 2021-22 Rate:

Staff recommends the monthly billing rate be increased from \$53.50 to \$54.50 for the Topanga Tax Zone. The proposed increase will align with the current monthly service fees. Calculations show proposed billing rate will more closely align the charges for the Topanga Tax Zone with the cost of service.

Five-Year History of Billing Rate:

Following is a five-year history of the monthly rate billing rate for the Topanga Tax Zone.

Fiscal Year Monthly Rate Per ERU:

FY 2020-21 \$53.50

FY 2019-20 \$50.00

FY 2018-19 \$50.00

FY 2017-18 \$50.00

FY 2016-17 \$55.40

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

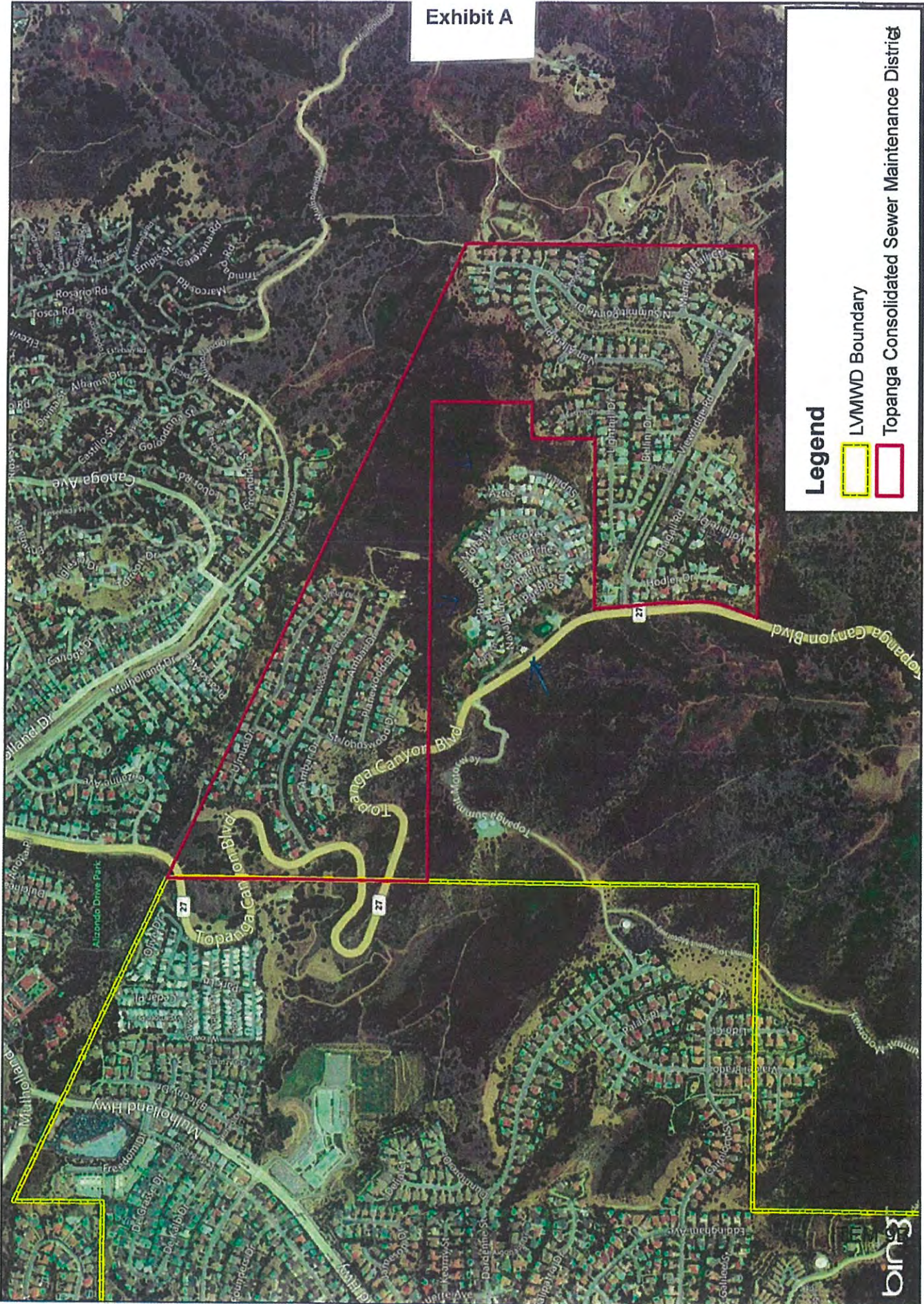
Prepared by: Angela Saccareccia, Finance Manager

ATTACHMENTS:

Exhibit A

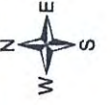
Exhibit B

Exhibit A



Topanga Consolidated Sewer Maintenance District

0 250 500 1,000
Feet



LAS VIRGENES MUNICIPAL WATER DISTRICT
 COMPARISON OF CUSTOMER CHARGES BETWEEN LVMWD U-2 SANI DISTRICT
 AND CONSOLIDATED SEWER MAINT DISTRICT, TOPANGA TAX ZONE
September 30, 2020

LAS VIRGENES MWD U-2 SANITATION DISTRICT			CONSOLIDATED SEWER MAINT DISTRICT, TOPANGA ZONE					DIFFERENCE BETWEEN AMOUNT COLLECTED FROM TOPANGA ZONE AND EQUIVALENT U-2 AMOUNT	
EFFECTIVE DATES OF U-2 MONTHLY SEWER CHARGES			MONTHLY RATE PER ERU COLLECTED FROM TOPANGA	COLLECTION PER ERU ON ANNUAL BASIS	ERU'S REPORTED BY TOPANGA	TOTAL COLLECTION FROM TOPANGA ON ANNUAL BASIS	TOTAL AMOUNT AT U-2 EQUIV. RATE (TOPANGA ERU X U-2 ANNUAL RATE)	TOPANGA ZONE ANNUAL OVER OR (UNDER)	TOPANGA ZONE CUMULATIVE OVER OR (UNDER)
PERIOD	MONTHLY SERVICE FEE	ANNUAL RATE BASIS							
2009-10	51.00	612.00	55.00	660.00	354	233,640.00	216,648.00	16,992.00	16,988.57
2010-11	54.00	648.00	51.00	612.00	354	216,651.00	229,392.00	(12,741.00)	4,247.57
2011-12	54.00	648.00	54.00	648.00	355	230,040.00	230,040.00	0.00	4,247.57
2012-13	54.14	649.68	54.00	648.00	355	230,040.00	230,636.40	(596.40)	3,651.17
2013-14	54.28	651.36	54.00	648.00	355	230,040.00	231,232.80	(1,192.80)	2,458.37
2014-15	54.83	657.96	54.50	654.00	355	232,170.00	233,575.80	(1,405.80)	1,052.57
2015-16	52.75	648.72	55.40	664.80	355	236,004.00	230,295.60	5,708.40	6,760.97
2016-17	50.67	607.98	55.40	664.80	355	236,004.00	215,832.90	20,171.10	26,932.07
2017-18	50.67	607.98	50.00	600.00	355	213,000.00	215,832.90	(2,832.90)	24,099.17
2018-19	51.74	620.82	50.00	600.00	355	213,000.00	220,391.10	(7,391.10)	16,708.07
2019-20	52.81	633.72	50.00	600.00	355	213,000.00	224,970.60	(11,970.60)	4,737.47
2020-21	53.89	646.68	53.50	642.00	355	227,910.00	229,571.40	(1,661.40)	3,076.07
2021-22	54.56	654.72	54.50	654.00	355	232,170.00	232,425.60	(255.60)	2,820.47



November 17, 2020 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Engineering and External Affairs

Subject : Tract No. 53138 (Deerlake Ranch): Approval of Scope Change

SUMMARY:

On October 1, 2019, the District accepted a proposal from Envicom Corporation (Envicom), in the amount of \$28,562, for environmental services, including drafting and circulating the environmental documents required pursuant to the California Environmental Quality Act (CEQA), for a proposed one-million-gallon tank for the Tract No. 53138, Deerlake Ranch. A Mitigated Negative Declaration (MND) for the project was completed in September 2020, and the 30-day comment period has concluded. Staff recommends authorization for the Director of Engineering and External Affairs to execute Scope Change No. 4 to allow Envicom to respond to public comments received on the MND. Authorization is recommended for the Director of Engineering and External Affairs because the General Manager previously disclosed an actual or potential conflict of interest on the project.

RECOMMENDATION(S):

Authorize the Director of Engineering and External Affairs to execute Scope Change No. 4 with Envicom Corporation, in the amount of \$5,595, to provide additional support for responses to the public comments received for the environmental document for Tract No. 53138, Deerlake Ranch.

FISCAL IMPACT:

No

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

There is no financial impact associated with this action because the work is funded entirely by

a deposit from the developer. The District has received a developer's deposit, in the amount of \$6,434.25, which covers the cost of the scope change plus 15% for the District administrative costs. Authorization of Scope Change No. 4 would increase the amount of the professional services agreement with Envicom Corporation by \$5,595, from \$46,445 to \$52,040.

DISCUSSION:

Project Background:

On September 11, 2017, the Board approved Revision No. 5 to the Water System Design Report (WSDR) for Tract No. 53138, Deerlake Ranch, located northeast of the Topanga Canyon Boulevard interchange with the 118 Freeway. The WSDR identified the need for 832 gallons per minute (gpm) of additional pumping capacity at the Twin Lakes Pump Station and approximately 600,000 gallons of additional storage in the Twin Lake sub-system. As a result, a one-million-gallon (MG) tank is proposed to replace the existing 400,000-gallon tank at the Twin Lakes Tank site. The new 1-MG tank would provide the additional storage needed in the sub-system as recommended in the WSDR.

The developer is responsible for the design of the project and shares responsibility for the environmental documentation required for the proposed pumping improvements and storage, while the District is the lead agency for California Environmental Quality Act (CEQA). As the lead agency, the District is responsible for drafting and circulating the environmental documents, while the developer will be financially responsible for the work. On October 1, 2019, the District accepted a proposal from Envicom, in the amount of \$28,562, to draft and circulate the CEQA documents for the proposed 1 MG Twin Lakes Tank.

Proposed Scope Change No. 4 (Envicom):

The CEQA document was completed on September 1, 2020. A 30-day comment period commenced on September 10, 2020 and concluded on October 12, 2020. Comments provided by the California Department of Transportation and the California Department of Fish and Wildlife require time to respond by Envicom in excess of the amount allocated in their scope of work. As a result, staff recommends authorization for the Director of Engineering and External Affairs to approve Scope Change No. 4 to fund Envicom's additional time to respond to comments received as part of the 30-day comment period.

Scope Change No. 1, for additional support for the tribal consultation required by Assembly Bill No. 52, was administratively approved in the amount of \$1,100, or 3.8% of the contract amount. Scope Change No. 2, in the amount of \$2,415, was approved by the Board on May 5, 2020 and was for the addition of a botanical spring survey. Scope Change No. 3, in the amount \$14,368, was approved by the Board on July 7, 2020. This change included analyses of air quality, noise, vibration and traffic impacts due to a new truck hauling route, which was then included in the draft environmental documents. Scope Change No. 4 is recommended to fund Envicom's efforts to respond to comments provided during the 30-day comment period, which were more extensive than originally anticipated. The developer has authorized Scope Change No. 4 and provided a deposit, in the amount of \$6,434.25, for the work. This amount includes a 15% administrative fee to cover the District's costs.

All work performed by the District on Tract No. 53138, Deerlake Ranch, including the

preparation of this recommendation, is being overseen by the Director of Engineering and External Affairs because the General Manager has disclosed an actual or potential conflict of interest on the project. As a result, the authorization recommended to the Board is for the Director of Engineering and External Affairs, rather than the General Manager, to approve the scope change. Additionally, the General Manager has confirmed that he has not participated in drafting, planning, negotiating or recommending the action to be considered by the Board.

GOALS:

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

Prepared by: Mercedes Acevedo, Assistant Engineer

ATTACHMENTS:

Envicom Porposal of Change in scope No. 4



October 9, 2020

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

Attn: Ms. Mercedes Acevedo

Subj: Change Order Request for the Twin Lakes Water Tank Replacement Project Final MND
(*Envicom Project #49-058-101*)

Dear Ms. Acevedo:

We have prepared the following change order request for additional effort in completing the production of the public review Draft Initial Study and Mitigated Negative Declaration (“IS/MND”) for the Twin Lakes Water Storage Tank and Pump Station Upgrades (“Project”), and associated State Clearinghouse forms, and agency notifications. The scope of this effort includes final revisions of the Administrative Draft IS/MND, coordination with the District to finalize the public review draft, as well as establish authorization with the State Clearinghouse (SCH) for submittal of documents on the District’s behalf.

BACKGROUND

The Draft MND evaluates the proposed removal of an existing 400,000-gallon water storage tank and construction of a 1,000,000-gallon water tank on the same site, as well as installation of new water pumps and associated equipment at a separate site. The water tank site is located in unincorporated Los Angeles County, and the pump station site is located in the City of Los Angeles, in the northwestern portion of the San Fernando Valley. Envicom prepared an Administrative Draft MND, which was reviewed by the District, the applicant’s team, and a tribal group (pursuant to AB 52 consultation requirements). A Public Draft MND was completed and approved by the District for public review pursuant to CEQA requirements. Although the efforts to address all comments on the Administrative Draft exceeded the anticipated scope to do so, in order to avoid the need for additional change orders, we had hoped that the budgeted scope for the next steps in CEQA review process, including noticing and response to comments, would be sufficient to cover any overages incurred.

Recent changes in the standard practice for submitting CEQA documents and forms to the SCH necessitated additional communication and coordination with the District and SCH to obtain authorizations for the District to register as a lead agency, and confirm Envicom as a consultant submitting documents on behalf of a lead agency. Additionally, the District has received a comment letter on the Project from California Department of Fish and Wildlife (CDFW), which outlines an unanticipated number of topics that will need to be addressed for the Final MND. The additional effort related to the production and delivery of the MND and notification documents, as well as project management activities are as follows:



SCOPE OF WORK

Task 3 – Draft IS/MND and MMP for Public Circulation ***Cost: \$1,970.00***

Envicom Corporation (Envicom) made revisions to the Screencheck Draft IS/MND and MMP for the project to address comments from the District staff to finalize the Draft IS/MND and MMP for Public Circulation. To address comments from a third party reviewer, and incorporate multiple revisions of cultural resource mitigations in response to review by a representative of the Fernandeano Tataviam Band of Mission Indians, this task exceeded our anticipated level of effort. Upon final review by the District, Envicom produced hard copy editions of the document, and coordinated with the District to obtain authorized signatures on relevant pages of the MND to comply with CEQA requirements.

Task 4 – Response to Comments ***Cost: \$1,290.00***

Based on previous MND evaluations that we have prepared for the District, our previously scoped effort to respond to public comments anticipated that the District would receive few if any comments, and none requiring substantive research and discussion. The District recently received a CDFW comment letter outlining several topics and recommended mitigation measures, which will need to be addressed in the Response to Comments of the Final MND. Envicom will assign a senior biologist to review CDFW comments on the public Draft MND in light of our current knowledge of the site, and research additional information as necessary regarding the content of the CDFW letter. Our biologist will determine an appropriate response(s) to the comments and CDFW recommended mitigation measures, based on the site conditions data that we have compiled, and the potential for impacts. Our responses will be supported by sound reasoning and evidence, and will be incorporated in a Final MND for the Project.

Task 5 – Project Coordination and Management ***Cost: \$1,440.00***

Envicom coordinated with the District and the SCH to confirm new electronic submittal requirements, obtain required forms and guidance on new submittal procedures, and become authorized as a consultant submitting documents on the District's behalf for upload to the SCH CEQAnet database.

Task 6 – CEQA Noticing (Notice of Intent) ***Cost: \$480.00***

In addition to preparing a Notice of Intent (NOI) to adopt a MND, Envicom also prepared a Notice of Completion, and a SCH Summary Form, for uploading to the state's CEQAnet database as now required. Envicom coordinated with the District to obtain relevant agency mailing information for distributing the NOI, however, no delivery address for the City of Los Angeles (within which a portion of the project is located) was provided. Envicom researched, called, and emailed multiple offices and planners of the City's Planning Department to eventually obtain two mailing addresses that the City confirmed would be the correct locations for delivery of the NOI. All necessary forms and notices of the public review Draft IS/MND to reviewing agencies were delivered as required by CEQA.

Direct Costs

Cost \$415.00

Direct costs to be incurred in our scope of work include but would not be limited to materials and supplies, equipment usage, mileage, copying, delivery, mailing, and communications charges.

ASSUMPTIONS

The scope of work and estimated costs are based upon the following set of assumptions:

- One (1) round of revisions to the response to comments will be made based on a consolidated set of comments from the District and/or the applicant.

COST

The scope of work included in this proposal will be prepared for an amount not to exceed \$5,595.00. This cost includes labor and direct expenses billed on a time and materials basis, per our 2020 Envicom Corporation Professional Fee Schedule. To indicate your authorization to proceed, please sign in the area provided below and return to Envicom. Should you have any questions, please do not hesitate to give me a call.

Sincerely,



Travis Cullen
President

Authorization to Proceed

Date

Attachment: 2020 Envicom Corporation Professional Fee Schedule



PROFESSIONAL FEE SCHEDULE
January 1, 2020

Envicom Professional Fee Schedule applies to the following services:

- **Environmental Analysis (CEQA/NEPA)**
- **Biological Resource Studies**
- **Cultural Resource Studies**
- **Permitting and Entitlement**
- **Cartographic Services/Graphic Design**
- **Land Planning**
- **Compliance Monitoring and Reporting**
- **Habitat Restoration Plans**
- **Tree Reports**
- **GIS/GPS Mapping**

PERSONNEL

Principal	\$215.00
Director	\$140.00-200.00
Senior Project Manager/Associate	\$130.00-\$170.00
Senior Biologist	\$125.00-150.00
Project Manager	\$110.00-\$125.00
Associate Project Manager	\$100.00-\$110.00
Environmental Analyst/Planner	\$85.00-\$110.00
Staff Biologist	\$85.00-\$115.00
Restoration Ecologist/Arborist	\$105.00
GIS/Mapping	\$100.00-\$125.00
Cultural Resource Field Technician/Monitor	\$65.00-\$85.00
Project Assistant/Production Specialist	\$65.00-\$70.00
Intern	\$55.00

Expert Witness testimony: One and one half times above listed rates (including depositions).

PROJECT-RELATED EXPENSES

A **communication fee** of three percent (3%) of total labor billings will be charged for in-house costs for phone, fax, e-mail, postage, personal computer use, interim working copy reproductions and records maintenance/retention. **Travel expenses** (hotels, meals, rental vehicles, etc.) are charged at cost plus ten percent (10%). Per Diem charge for subsistence may be negotiated in lieu of actual direct expenses for hotels/meals. **Printing/Reproduction** rates for black and white copies will be charged at \$0.15 per page and in-house color copies at \$1.00 per 8.5x11 and \$1.50 per 11x17 copy. Oversized copies and plots will be as quoted. **Personal vehicle** use will be at the current IRS rate per mile. **Out of pocket direct expenses** identifiable to an assignment will be charged at cost plus ten percent (10%). **Subcontractors and sub-consultants** services billed at cost plus 10 percent (10%).

EQUIPMENT RATES

Envicom Corporation charges for consumable field materials and specialized equipment.

General Field Consumables (Stakes, Flagging, Plant and Tree Tags)	Cost + 10%
GPS	\$75.00/day
4 x 4 Trucks	\$25.00/hour





November 17, 2020 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Conforming Update to Las Virgenes Municipal Water District Code: Miscellaneous Fees and Penalties

SUMMARY:

On November 3, 2020, the Board approved new or updated policies for opt-out of the Automated Meter Reading/Advanced Metering Infrastructure (AMR/AMI) Program, utilization of flow restrictors for non-payment by wasteful water-use customers and District repair of backflow prevention devices. These policies included new or updated fees and penalties that need to be reflected in Title 7 of the Las Virgenes Municipal Water District Code. Staff recommends adoption of proposed Resolution No. 2584 to codify the updated fees and penalties.

RECOMMENDATION(S):

Pass, approve and adopt proposed Resolution No. 2584, codifying new or updated miscellaneous fees and penalties.

RESOLUTION NO. 2584

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT AMENDING RESOLUTION NO. 2468 (ADMINISTRATIVE CODE) AS IT RELATES TO FEES AND PENALTIES

(Reference is hereby made to Resolution No. 2584 on file in the District's Resolution Book, and by this reference the same is incorporated herein.)

FISCAL IMPACT:

Yes

ITEM BUDGETED:

No

FINANCIAL IMPACT:

Adoption of the updated miscellaneous fees and penalties will ensure that the cost of those services is recovered from those receiving the associated services.

DISCUSSION:

On November 13, 2018, the Board adopted updates to the District's miscellaneous fees and penalties. At that time, the Board also added Title 7 to the Las Virgenes Municipal Water District Code, which provides a consolidated list of all the District's fees, charges and penalties. Several actions by the Board on November 3, 2020 resulted in proposed changes to the District's fees and penalties, specifically those associated with opt-out of the Automated Meter Reading/Advanced Metering Infrastructure (AMR/AMI) Program, utilization of flow restrictors for non-payment by wasteful water-use customers and District repair of backflow prevention devices.

Resolution No. 2584 serves to codify the updated fees and penalties to reflect the action taken by the Board on November 3, 2020. Following is a summary of the proposed changes:

- Backflow prevention device repair or replacement – establishes cost recovery for the District to repair or replace backflow prevention devices when the owner fails to do so.
- Opt-out for AMR/AMI Program – establishes fees to recover the cost to manually read meters for customers who opt out of the AMR/AMI Program.
- Flow Restrictors – establishes fees related to the installation and removal of flow restrictors for non-payment by wasteful water-use customers.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Donald Patterson, Director of Finance and Administration

ATTACHMENTS:

Proposed LVMWD Code Changes - Redline Version

Proposed LVMWD Code Changes - Clean Version

RESOLUTION NO. 2584
A RESOLUTION OF THE BOARD OF DIRECTORS
OF LAS VIRGENES MUNICIPAL WATER
DISTRICT
AMENDING RESOLUTION NO. 2468 (ADMINISTRATIVE
CODE) AS IT RELATES TO FEES AND PENALTIES

Section 1. Purpose.

This resolution amends Resolution No. 2468 (Administrative Code) regarding Fees and Penalties to incorporate changes to the fees and penalties as set forth in Title 7, Chapter 1, of the Administrative Code.

Section 2. Effective Date.

All new fees and penalties adopted by this resolution are effective January 1, 2021.

Section 3. Amendment.

Section 7-1.105 of Resolution No. 2468 (Administrative Code) is amended and reenacted to read as follows:

7-1.105 MISCELLANEOUS FEES

(a) If the District takes steps to discontinue service for failure to comply with this Code, the customer shall pay the following additional charges before service is reinstated:

(1) \$100.00 for each trip to the property to deliver notice of disconnection of service.

(2) \$100.00 for each trip to the property during regular business hours at the request of the customer to reactivate water service previously disconnected for nonpayment.

(3) \$150.00 for each trip made to the property after regular business hours at the request of the customer.

(b) Meters will not be set by the District if, upon removal of the temporary spacer, the customer valve moves appreciably out of alignment, or if any part of the service connection, including the meter box, has been moved or altered. In either of these cases, the District will leave the facilities where found, and will not again return to set the meter until the applicant has made corrections and paid a fee in the amount of \$100.00

per extra trip.

(c) Any person who receives water without prior authorization shall pay two hundred dollars (\$200.00) for the first offense within one year, three hundred (\$300.00) dollars for the second offense within one year, and five hundred dollars (\$500.00) for each subsequent offense within one year.

(d) The District will shop-test a water meter in the presence of the customer at the request of the customer if the prescribed fee of \$100 to cover the cost of testing is tendered.

(e) If a backflow prevention device is required to protect against contamination by other than recycled water served by the District, the customer shall pay an annual inspection fee of \$135.00. Any device that is found to be inoperable or defective may be repaired or replaced by the District following notification to the account owner. Actual cost to the District shall be reimbursed by the account holder plus a \$25 administrative fee.

If the review of a landscape plan under the Water Conservation in Landscaping Act is not reimbursed by the jurisdiction which adopted the regulations, the applicant shall pay a landscape plan check fee in the amount of \$45.00.

(f) The following fees shall apply when a customer opts out of the automatic meter reading program:

<u>Fee Description</u>	<u>Fees</u>
<u>Monthly manual meter reading</u>	<u>\$25</u>
<u>Initial set up and installation of manual read meter.</u>	<u>\$150</u>
<u>Return trip fee</u>	<u>\$65</u>

(g) The following user fees shall also apply:

<u>Fee Description</u>	<u>Fees</u>
<u>AMR / AMI Opt Out fee</u>	<u>\$25</u>
Backflow Testing	\$130
Board Room Rental (office hours)	\$50
Board Room Rental (after hours)	\$135

Compost Loading Fees	\$8 / cu. yd
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Complex Plan Check/ Inspection Installation/New Service	Actual Cost
Fire Flow Certification	\$120
Fire Flow Testing	\$100
Service Initiation Fee	\$50
Temporary Meter Relocation Fee	\$100
Water Audits	\$0-\$180

Section 4. Amendment.

Section 7-1.114 of Resolution No. 2468 (Administrative Code) is amended and reenacted to read as follows:

7-1.114 MISCELLANEOUS PENALTIES

The following penalties shall apply:

Fee Description	Fees
Broken Meter Seal or Lock	\$200
Credit Card Chargeback Fee	\$30-\$40
DC Unauthorized Use	\$2,500-\$10,000
Disconnect Deposit Requirement	\$100 minimum
Disconnect Notice (door tag)	\$100
Disconnect/Reconnect Water Service	\$100 / \$150
Illegal Water Consumption	\$2,500-\$10,000
Late Fees	5% of Bill Balance
Rejected ACH Transaction	\$30-\$40
Rejected CC Transaction	\$30-\$40
Returned Checks	\$25-\$35
Un-Notified Fire Service Testing	\$75
<u>Failure to Pay Door Tag</u>	<u>\$100</u>
<u>Installation/Removal of Flow Restrictor</u>	<u>\$100/\$150</u>

Section 5. Other.

Except as provided herein, Resolution No. 2468 (Administrative Code) is hereby reaffirmed and readopted.

PASSED, APPROVED AND ADOPTED on _____, 2020.

Jay Lewitt President

ATTEST

Charles Caspary, Secretary

APPROVED AS TO FORM:

Keith Lemieux, District Counsel

(SEAL)

RESOLUTION NO. 2584

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
LAS VIRGENES MUNICIPAL WATER DISTRICT
AMENDING RESOLUTION NO. 2468 (ADMINISTRATIVE
CODE) AS IT RELATES TO FEES AND PENALTIES**

Section 1. Purpose.

This resolution amends Resolution No. 2468 (Administrative Code) regarding Fees and Penalties to incorporate changes to the fees and penalties as set forth in Title 7, Chapter 1, of the Administrative Code.

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(c) Any person who receives water without prior authorization shall pay two hundred dollars (\$200.00) for the first offense within one year, three hundred (\$300.00) dollars for the second offense within one year, and five hundred dollars (\$500.00) for each subsequent offense within one year.

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(f) If the review of a landscape plan under the Water Conservation in Landscaping Act is not reimbursed by the jurisdiction which adopted the regulations, the applicant shall pay a landscape plan check fee in the amount of \$45.00.

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Initial set up and installation of manual read meter.	\$150
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(g) The following user fees shall also apply:

Fee Description	Fees
Backflow Testing	\$130
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Disconnect Deposit Requirement	\$100 minimum
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Illegal Water Consumption	\$2,500-\$10,000
Late Fees	5% of Bill Balance
Rejected ACH Transaction	\$30-\$40
Rejected CC Transaction	\$30-\$40
Returned Checks	\$25-\$35
Un-Notified Fire Service Testing	\$75
Failure to Pay Door Tag	\$100
Installation/Removal of Flow Restrictor	\$100/\$150

Section 5. Other.

Except as provided herein, Resolution No. 2468 (Administrative Code) is hereby reaffirmed and readopted.

PASSED, APPROVED AND ADOPTED on _____, 2020.

Jay Lewitt, President

ATTEST

Charles Caspary, Secretary

APPROVED AS TO FORM:

Keith Lemieux, District Counsel

(SEAL)



November 17, 2020 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Resolution of Intent for Continuation of Potable Water Standby Charge

SUMMARY:

The District proposes to continue its Potable Water Standby Charge to support its Potable Water Replacement Program (Program). Prior to Fiscal Year (FY) 1995-96, the Program was funded entirely through the District's potable water rate structure. However, in June 1995, the District implemented a "Standby Charge," pursuant to the Municipal Water District Law of 1911, to augment the Potable Water Replacement Fund with a steady source of alternate income. The Potable Water Standby Charge is assessed on both improved and vacant properties, recognizing that the funded improvements benefit both current and future customers.

The Standby Charge has been renewed each year since FY 1995-96, and staff recommends its continuation for FY 2021-22. No change is proposed for the FY 2021-22 Standby Charge; it would continue to be ten dollars (\$10.00) per parcel per year for parcels of one acre and less, and ten dollars (\$10.00) per acre and each portion thereof per year for parcels greater than one acre.

RECOMMENDATION(S):

Pass, approve and adopt proposed Resolution No. 2585, a Resolution of Intent for continuing the Standby Charge pursuant to the Municipal Water District Law of 1911; order notification for those properties that changed ownership since the last Standby Charge assessment; order publication of a Notice of Public Hearing in a newspaper of general circulation once a week for a two-week period; and set a public hearing on the matter for 9:00 a.m. on January 5, 2021.

RESOLUTION NO. 2585

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT INITIATING PROCEEDINGS FOR THE CONTINUATION OF THE WATER AVAILABILITY OR STANDBY CHARGE FOR THE FISCAL YEAR COMMENCING JULY 1, 2021

(Reference is hereby made to Resolution No. 2585 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

Continuation of the standby charge would generate approximately \$512,000 for Fiscal Year 2021-22.

DISCUSSION:

For the first three years of assessing the Standby Charge, the District notified all landowners within the District by postcard of the public hearing to initiate or continue the Standby Charge. In conjunction with the mass mailing, a notice of the time, place and purpose of the public hearing was published in a newspaper of general circulation once a week for a two-week period. As this procedure was followed for three consecutive years, state law allows for an alternative procedure to provide notification to only those properties that have changed ownership since the last Standby Charge assessment. The alternative procedure has been used since 1998 and is recommended for the FY 2021-22 notification. In addition, a publication of the Notice of Public Hearing will be placed in a newspaper of general circulation once a week for a two-week period.

A Standby Charge Deferral Program is available for property owners who receive little or no benefit from the District's water system. The deferral, once executed, remains in effect until:

- The property owner receives a benefit from the District's water system;
- The Standby Charge is discontinued; or
- The property owner terminates the deferral in writing and pays the deferred charges due to the District for up to a 10-year maximum.

Staff recommends continuance of the Standby Charge to provide a fixed source of income that will supplement the Potable Water Replacement Fund and provide an equitable means of assessing existing and future customers for a portion of costs of replacing the potable water system.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Angela Saccareccia, Finance Manager

ATTACHMENTS:

RESOLUTION NO. 2585

RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT INITIATING PROCEEDINGS FOR THE CONTINUATION OF THE WATER AVAILABILITY OR STANDBY CHARGE FOR THE FISCAL YEAR COMMENCING JULY 1, 2021

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

Section 1. Purpose and Scope

This Resolution initiates proceedings to continue to levy a water standby charge for the fiscal year commencing July 1, 2021, to finance water replacement programs of the District. The standby charge is based upon an engineering report that is on file with the District.

Section 2. Affected Lands

Lands within the Las Virgenes Municipal Water District service boundaries are affected by this Resolution.

Section 3. Proposed Charge

- (a) The proposed standby charge shall not exceed \$10.00 per acre per year or \$10.00 per parcel of less than one acre per year for each parcel of affected land.
- (b) It is also proposed that variances to the above charges be granted for unusual circumstances.

Section 4. Public Hearing

- (a) The Board shall conduct a public hearing at Las Virgenes Municipal Water District, 4232 Las Virgenes Road, Calabasas, California, on January 5, 2021, at the hour of 9:00 a.m., or as soon thereafter as the matter can be heard, to consider the continuation of the standby charges described herein. The Board will hear and consider all objections or protests, if any, to the proposed charges.
- (b) The Notice of Public Hearing shall be in the form required by law. The notice shall be mailed at least twenty-one days prior to the date set for the hearing to each owner of land for which ownership has changed since the last standby assessment or availability charge was fixed as shown on the last equalized assessment roll, or known to the Secretary of the District. The notice shall also be published at least once a week for two weeks prior to the date set for the hearing in a newspaper of general circulation printed and published within the District, if there is one, and if not, then in a newspaper of general circulation printed and published in Los Angeles County.

PASSED, APPROVED AND ADOPTED this 17th day of November 2020.

Jay Lewitt, President

ATTEST:

Charles Caspary, Secretary

APPROVED AS TO FORM:

W. Keith Lemieux, District Counsel

(SEAL)



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

MWD MEETING AGENDA

REVISION NO. 4

Regular Board Meeting

November 10, 2020

12:00 p.m.

Tuesday, November 10, 2020

Meeting Schedule

9:30 AM	L&C
10:30 AM	RP&AM
12:00 PM	Board
12:30 PM	Bay-Delta

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: Mary Sue Jackinsky, Eastern Capital Technologies
- (b) Pledge of Allegiance: Director Camacho, Inland Empire Utilities Agency

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))

5. OTHER MATTERS AND REPORTS

- A. Report on Directors' events attended at Metropolitan expense for month of October 2020
- B. Chairwoman's Monthly Activity Report
- C. Report from Executive Committee on nominations for Board Secretary
- D. Nomination and Election for Board Secretary for two-year term effective January 1, 2021

- E. General Manager's summary of activities for the month of October 2020
- F. General Counsel's summary of activities for the month of October 2020
- G. General Auditor's summary of activities for the month of October 2020
- H. Ethics Officer's summary of activities for the month of October 2020

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

- A. Approval of the Minutes of the Meeting for October 13, 2020
(Copies have been submitted to each Director)
Any additions, corrections, or omissions
- B. Approve committee assignments

7. CONSENT CALENDAR ITEMS — ACTION

- 7-1** Authorize an increase of \$150,000 in change order authority to a procurement contract to furnish valves for the F. E. Weymouth Water Treatment Plant; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. (E&O)

- 7-2** Award \$2,435,000 contract to J.F. Shea Construction, Inc. for relining of Prestressed Concrete Cylinder Pipe (PCCP) within a portion of the Allen-McColloch Pipeline (AMP); the General Manager has determined that the AMP PCCP rehabilitation project is exempt or otherwise not subject to CEQA; authorize an increase of \$2.1 million to an agreement with HDR Engineering, Inc. for a not-to-exceed amount of \$6.5 million for engineering design services for the Sepulveda Feeder PCCP rehabilitation; authorize an increase of \$150,000 to an agreement with Helix Environmental Planning, Inc. for a not-to-exceed amount of \$2.25 million to prepare environmental documentation for the Sepulveda Feeder PCCP rehabilitation; and adopt CEQA determination that the Sepulveda Feeder rehabilitation project was previously addressed in the certified 2017 Prestressed Concrete Cylinder Pipe Rehabilitation Program Final Programmatic Environmental Impact Report. (E&O)
- 7-3** Authorize preparation of environmental documentation and technical studies, and public outreach activities for the Regional Recycled Water Program; and amend agreement with National Water Research Institute to facilitate additional technical workshops related to the Program's Demonstration Plant; the General Manager has determined that the proposed actions are exempt or otherwise not subject to CEQA. (E&O)
- 7-4** Authorize an amendment to an existing agreement with County Sanitation District No. 2 of Los Angeles County and a new agreement with Southern Nevada Water Authority to support continued evaluation and development of the Regional Recycled Water Program; the General Manager has determined that the proposed actions are exempt or otherwise not subject to CEQA. (E&O)
- 7-5** Authorize an increase of \$600,000 in change order authority for the contract to rehabilitate the Greg Avenue Pump Station; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. (E&O)
- 7-6** Authorize an agreement with Securitas to provide security guard services for a maximum period of five years at a total cost not to exceed \$55 million; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. (E&O)

- 7-7** Review and consider the city of Hemet's adopted Mitigated Negative Declaration and take related CEQA actions, and authorize the General Manager to grant a permanent easement for public road widening and utility purposes to the city of Hemet on Metropolitan-owned property in the county of Riverside. (RP&AM)
- 7-8** Authorize the General Manager to grant a permanent easement for public road purposes to the city of Fontana on Metropolitan-owned property in the county of San Bernardino; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. (RP&AM)
- 7-9** Authorize an increase of \$500,000 to an agreement with Roesling Nakamura Terada Architects for a not-to-exceed amount of \$2,000,000 for master planning activities in support of the District Housing and Property Improvement Program and the consolidation of certain projects into the District Housing and Property Improvement Program; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. (RP&AM)
- 7-10** Approve The Metropolitan Water District of Southern California's salary schedules pursuant to CalPERS regulations; the General Manager has determined that the proposed action is exempt or otherwise no subject to CEQA. (OP&T)

END OF CONSENT CALENDAR ITEMS

8. OTHER BOARD ITEMS — ACTION

- 8-1** Approve Resolution to hire retired Annuitant and waive 180-day waiting period; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. (L&C)

**Subject
Updated**

- 8-2** Authorize and direct the Ethics Officer to enter into a contract with an ~~external consultant outside legal counsel~~ in an amount not-to-exceed ~~\$150,000~~\$200,000 to conduct an independent review of allegations of systemic Equal Employment Opportunity related discrimination, workplace harassment, and retaliation, and related concerns ~~Metropolitan's Equal Employment Opportunity programs and practices, and related issues and concerns~~; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. (OP&T)

9. BOARD INFORMATION ITEMS

- 9-1** Update on Conservation Program
- 9-2** Review of the proposed COVID-19 Member Agency Payment Deferment Program and proposed amendment to the Administrative Code to add Section 4519 delegating authority to the General Manager to administer the Program. (F&I)

10. FOLLOW-UP ITEMS

11. FUTURE AGENDA ITEMS

12. ADJOURNMENT

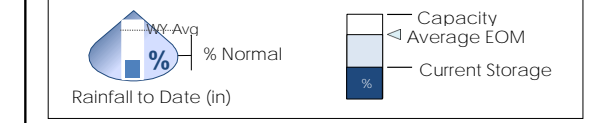
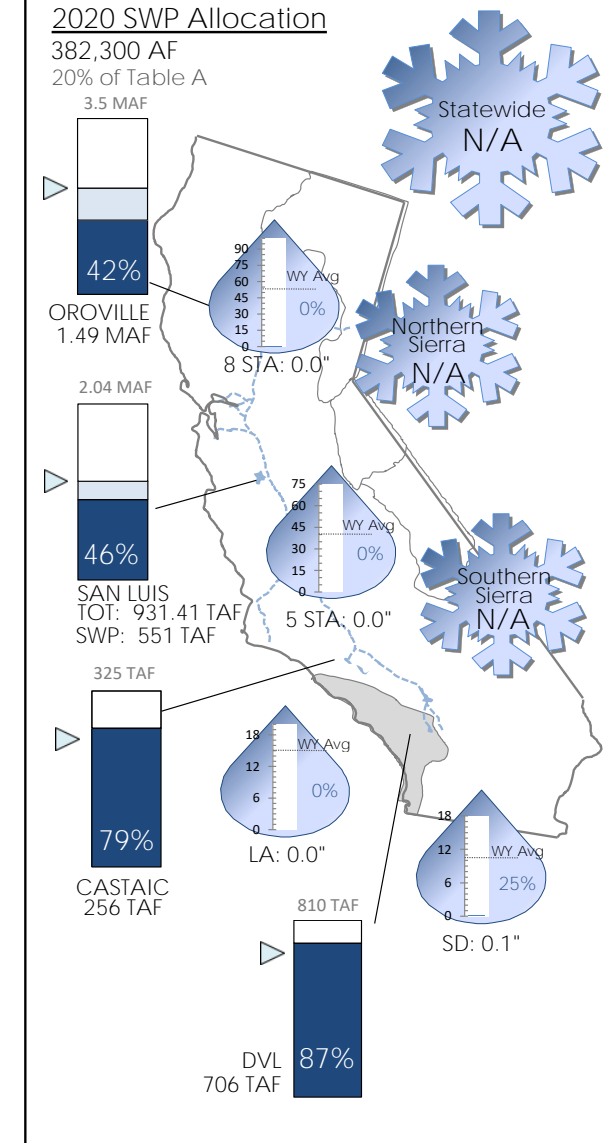
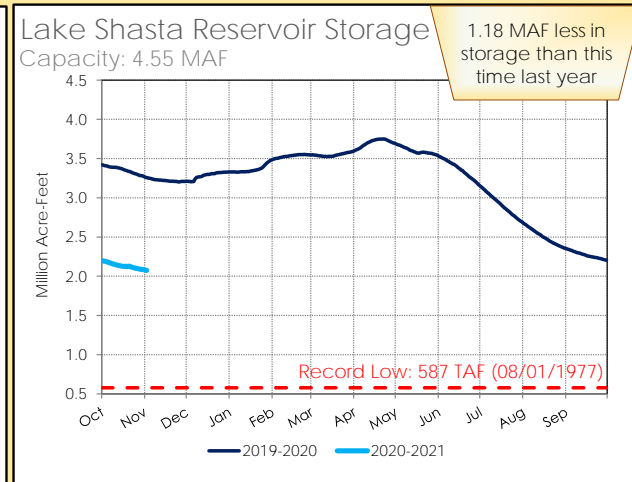
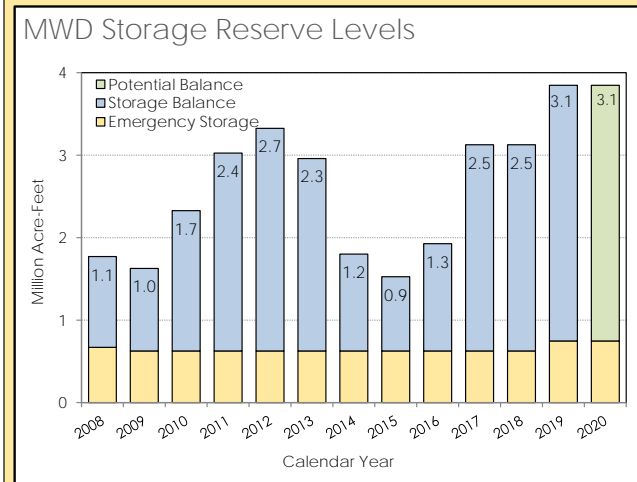
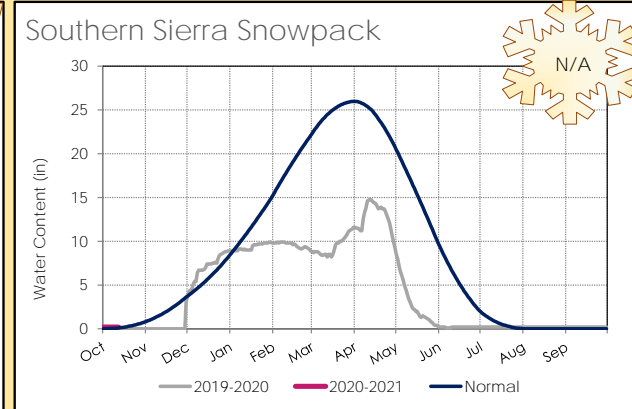
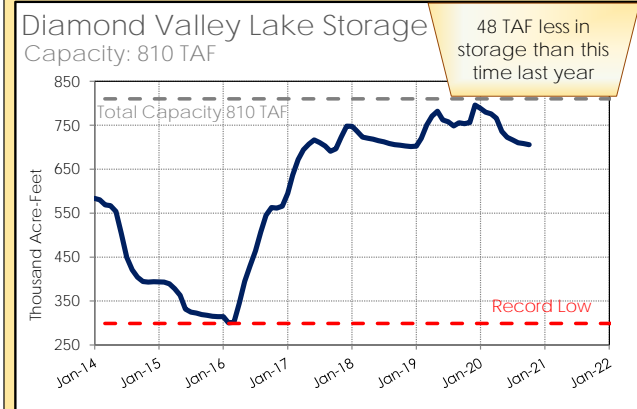
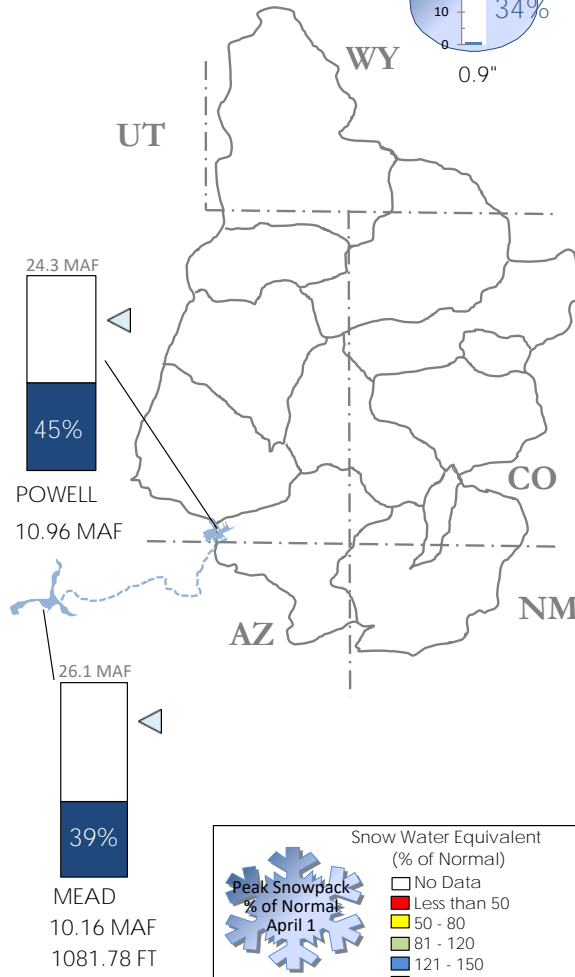
NOTE: Each agenda item with a committee designation will be considered and a recommendation may be made by one or more committees prior to consideration and final action by the full Board of Directors. The committee designation appears in parentheses at the end of the description of the agenda item e.g., (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.

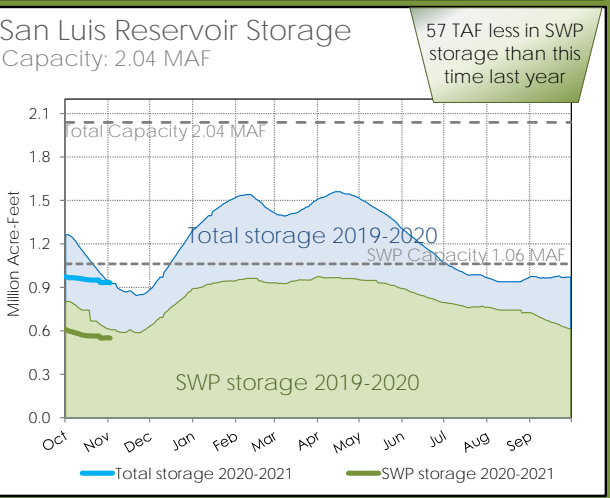
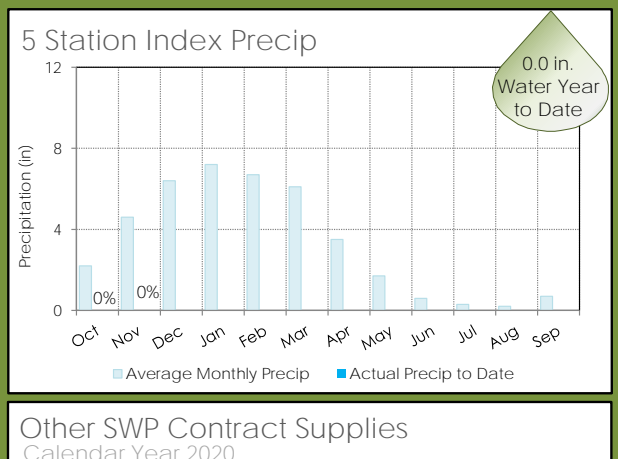
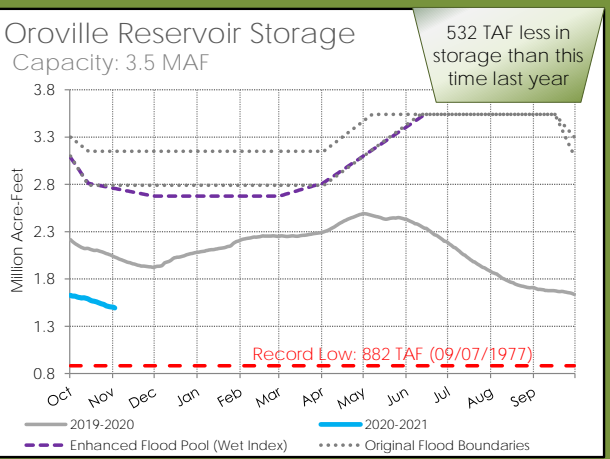
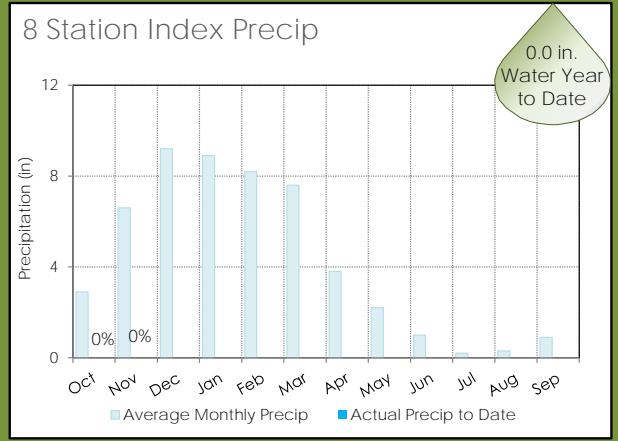
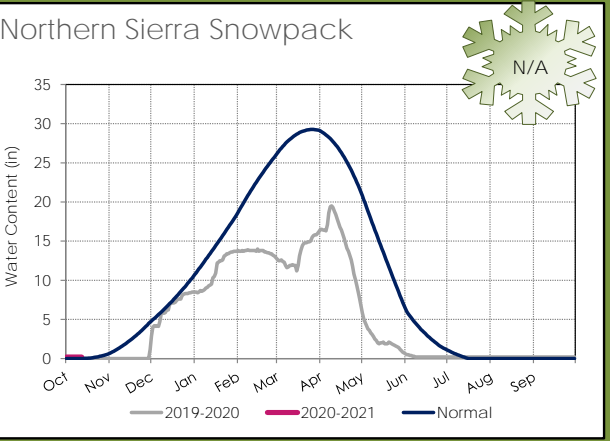
2020 Colorado River
829,000 AF
Projected CRA Diversions

Upper Colorado River Basin
N/A



State Water Project Resources

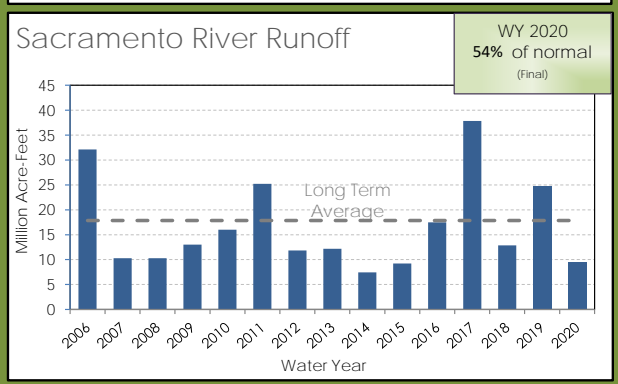
As of: 11/02/2020



Other SWP Contract Supplies

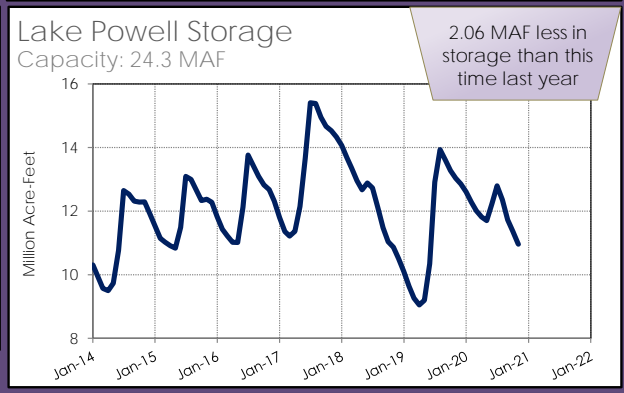
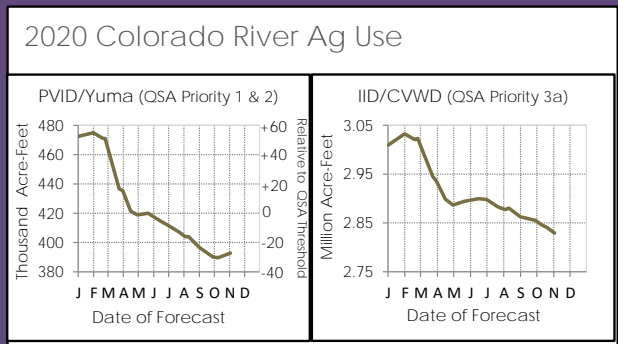
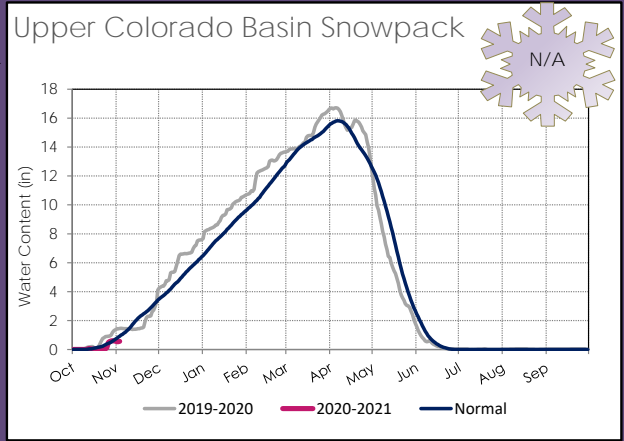
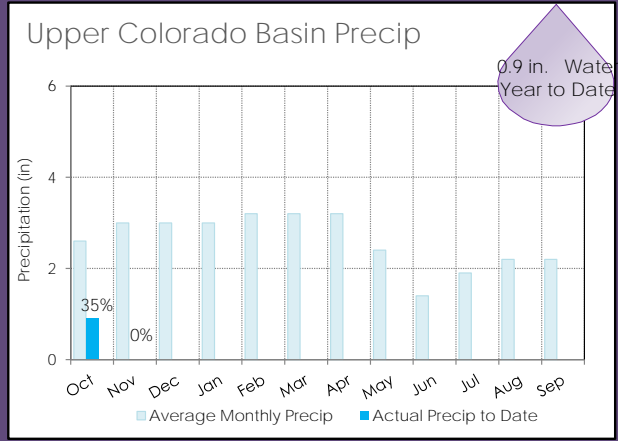
Calendar Year 2020

Carryover	330,766 AF	Transfer Supplies	5,000 (est.) AF
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Colorado River Resources

As of: 11/02/2020



Lake Mead Shortage/Surplus Outlook

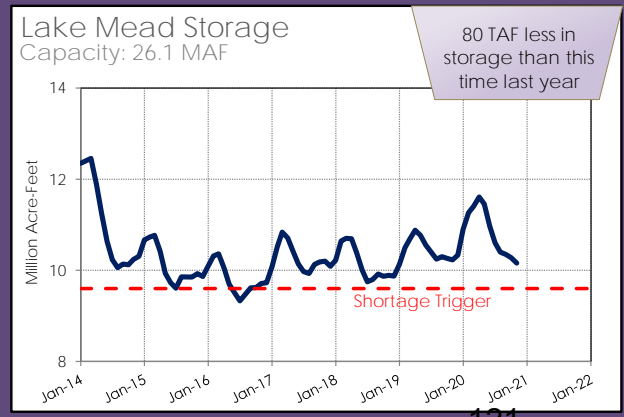
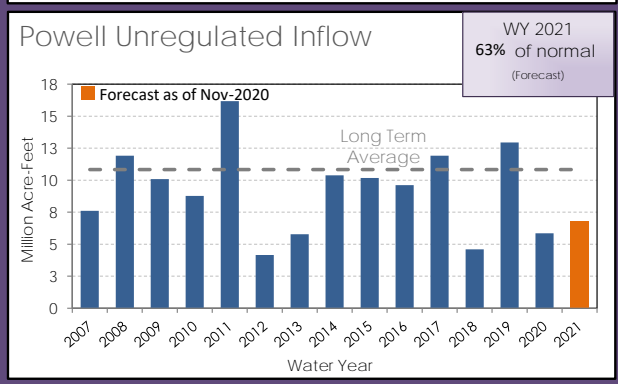
	2021	2022	2023	2024	2025
Shortage	0%	23%	44%	49%	53%
Surplus	0%	0%	4%	7%	11%

Likelihood based on results from the August 2020 CRSS model run. Includes DCP Contributions.

Projected Lake Mead ICS

Calendar Year 2020

Put (+)/Take(-)	+ 360,000 AF
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November 17, 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



November 17, 2020 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

Subject : Proposed Organizational Changes for Facilities and Operations Department

SUMMARY:

Over the past several years, the District has focused on preparing for the future workforce and District operational needs, first through preparation of the 2016 Strategic Plan and more recently with the 2018 Succession Plan. This year, the Facilities and Operational Department proposes the following changes to maintain a highly effective workforce and address the future operational needs of the District.

- Eliminate one limited-term Water Reclamation Plant Operator I/II position (Salary Grade 42/62) at the Tapia Water Reclamation Facility. The limited-term position is no longer needed as newly recruited staff will fill vacancies expected due to the upcoming retirement of several long-tenured operators.
- Retitle the Laboratory Supervisor (M88) position to a Water Quality Supervisor (M88) position to better align with the future water quality needs of the District.
- Add one limited-term Water Distribution Operator I/II position (Salary Grade 32/42) for the Facilities Maintenance Construction Crew to fill a vacancy from an employee on approved leave and support succession planning needs.

RECOMMENDATION(S):

Approve the elimination of one limited-term Water Reclamation Plant Operator I/II position (Salary Grade 42/62), effective December 31, 2020; retitling of a Laboratory Supervisor position (M88) to a Water Quality Supervisor position (M88); and addition of one limited-term Water Distribution Operator I/II position (Salary Grade 32/42).

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

This action is expected to have a minimal net financial impact to the District because of the offsetting nature of the items. The elimination of the limited-term Water Reclamation Plant Operator I/II position (Salary Grade 42/62) would save an annual fully-burdened cost of approximately \$156,109 to \$181,907. There is no financial impact associated with retitling the Laboratory Supervisor position (M88) to a Water Quality Supervisor position (M88) because the salary grade will stay the same. The addition of one limited-term Water Distribution Operator I/II position (Salary Grade 32/42) would result in an annual fully-burdened cost of approximately \$156,109.

DISCUSSION:

Since 2018, staff has routinely reviewed District operations in the context of meeting updated requirements and ensuring that the District builds a workforce capable of addressing future needs. Vacancies in positions provide an opportunity to take a greater in-depth look at operations and propose changes to best position the District to meet current and future challenges. The following organizational changes are proposed for the Facilities and Operations Department.

Elimination of one limited-term Water Reclamation Plant Operator I/II position (Salary Grade 42/62) at the Tapia Water Reclamation Facility:

On December 17, 2019, the Board approved the addition of one limited-term Water Reclamation Plant Operator I/II position (Salary Grade 42/62) at the Tapia Water Reclamation Facility to fulfill a critical need for additional staff to receive necessary training and knowledge transfer at the Tapia Water Reclamation Facility prior to the retirement of several long-tenured operators. Staff successfully recruited the additional staff and are providing the training and knowledge transfer. Once the expected retirements occur by the end of the year, the new recruit will be able to fill a vacated position, which will result in no additional increase to staffing.

Retitling of the Laboratory Supervisor position (M88) to a Water Quality Supervisor position (M88):

The Laboratory Supervisor position is expected to become vacant at the end of the year due to the expected retirement of the incumbent. It is recommended that the position be retitled to a Water Quality Supervisor. The Water Quality Supervisor position will retain the same duties and salary grade as the Laboratory Supervisor but will emphasize involvement in developing and on-going water quality issues in reclamation and potable water, as effluent discharge will be drastically reduced and water quality compliance issues associated with the Pure Water Project Las Virgenes-Triunfo will significantly increase.

Addition of one limited-term Water Distribution Operator I/II position (Salary Grade 32/42) for the Facilities Maintenance Construction Crew:

One of the employees on the Facilities Maintenance Construction Crew is currently on

approved leave. This has impacted the Construction Crew's ability to respond to emergency water main breaks and complete the installation of water services for new customers in a timely manner. In addition, staff is anticipating the potential retirement of long-tenured staff in the near future. As a result, staff proposes to add one limited-term Water Distribution Operator I/II position (Salary Grade 32/42) to provide the required staff resources for the Construction Crew and support the necessary training and knowledge transfer for succession planning purposes. Once a vacancy becomes available, the limited-term position will be eliminated, resulting in no overall increase in staffing.

GOALS:

Assure a Quality, Continually Improving Workforce

The proposed organizational changes will maintain a highly effective workforce and address the future operational needs of the District.

Prepared by: John Zhao, P.E., Director of Facilities and Operations



November 17, 2020 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Proposed Insurance Provider Plan Renewals: Approval

SUMMARY:

The District contracts with plan carriers to provide employees with insurance coverage for dental, life and accidental death and dismemberment (AD&D), short- and long-term disability coverage and an Employee Assistance Program (EAP). The contracts with the District's current plan carriers will expire on December 31, 2020.

Poms & Associates Insurance Brokers, LLC (Poms), serves as the District's broker for the various employee insurance benefits, excluding medical. In anticipation of the renewal process, Poms contacted the District's existing providers to determine their interest in renewal with the District. MetLife Insurance Company, the District's current dental insurance carrier, provided a final quote that included a two-year agreement with a 4.96% increase over the current rates for the first year and a 5% rate cap for the second year.

Anthem Blue Cross is the District's current provider for life and accidental death and dismemberment (AD&D), short- and long-term disability coverage and an Employee Assistance Program (EAP) at no additional cost. Anthem's final overall quote for all three services consisted of a 2.65% increase over current rates for 2021.

RECOMMENDATION(S):

Accept the proposal from MetLife and authorize the General Manager to execute a two-year contract, in the amount of \$161,556 for the first year with up to a 5% increase for the second year, for employee dental insurance; and, accept the proposal from Anthem Blue Cross and authorize the General Manager to execute a one-year contract, in the amount of \$74,337, for employee life and accidental death and dismemberment insurance, short- and long-term disability coverage and an Employee Assistance Program.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The total cost of dental insurance coverage for 2021 would be \$161,556, resulting in an overall increase of 4.96%, or approximately \$7,641. The total cost of life and AD&D, and short- and long-term disability coverage would be \$74,337, resulting in an overall increase of 2.65%, or approximately \$1,917. Sufficient funds are available in the adopted Fiscal Year 2020-21 for these services.

DISCUSSION:

Renewal periods offer an opportunity for the District to continue with the same plan carriers with the same or similar level of benefits at the best possible rate.

Dental Insurance:

The District renewed its coverage with MetLife in 2019 for a two-year period that included a rate guarantee. The District also contracted with MetLife in previous years: 2012 and 2015. Both prior contracts included multi-year rate guarantees or rate caps. MetLife processes and pays claims quickly and provides excellent service to their members. While the District has put its dental plan out to market during most renewals, staff has found that staying with a reliable provider can be equally important to negotiating the best rates.

With 10+ years of rate negotiations and including this recommended change, the proposed 2021 rates will still be lower than rates going back to 2010, as depicted below.

Dental Premium History:	2010	2021
Employee Only	\$56.14	\$ 46.49
Employee + One Dependent	\$100.83	\$ 92.12
Employee + Family	\$168.05	\$ 166.24

Life, AD&D, Short- and Long-Term Disability Insurance:

The District has contracted with Anthem Blue Cross for these services since 2017. Staff negotiated two-year agreements from the onset, and the last renewal with Anthem Blue Cross was in 2019. Through the negotiation process, Anthem offered a one-year renewal with a modest overall increase. While this coverage includes life and AD&D for all employees and Board members, it also provides short- and long-term disability insurance coverage for the District's employees. Anthem has responded quickly to claims submitted and has been a good insurance carrier for the District.

Attached is a summary of the detailed proposals submitted by Metlife and Anthem Blue Cross.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Sherri Paniagua, Human Resources Manager

ATTACHMENTS:

Summary of Proposals



Proposal for Employee Benefits

Effective Date: January 1, 2021

Respectfully Submitted by

Tony Orsini
Vice President

Kelly Nelson
Account Executive

Poms & Associates
5700 Canoga Ave., Suite 400
Woodland Hills, CA 91367
CA License # 0814733



LAS VIRGENES MUNICIPAL WATER DISTRICT

Poms & Associates Insurance Brokers, Inc. Privacy Statement

Poms & Associates is committed to protecting your privacy and safeguarding your personal information in all forms obtained.

Information Collected

We may collect personal information such as that provided to us on applications or questionnaires (i.e. name, addresses, contact information, phone numbers, email addresses, etc.); or other personal information about you from insurance companies that underwrite your insurance; information from the Department of Motor Vehicles or other consumer reporting agencies; and trade secret information which is proprietary information related to your business. We may also collect private health information (PHI) that is related to the placing of health insurance contracts or health claims.

Information Disclosed to Third Parties

We generally do not disclose your personal information to third parties, except in the course of our general business practices to other Poms & Associates employees with a need to know who are performing a business, professional or insurance function on your behalf; to enable a third party to perform a business, professional or insurance function for us on your behalf; or to the extent required by law. Poms & Associates does not otherwise sell, exchange, publish or transfer your personal information without your consent.

Information Security

We restrict access to nonpublic personal information about you to those employees who need to know that information in order to provide products or services to you. We maintain physical, electronic and procedural safeguards appropriate to the sensitivity of the personal information we collect, use, and maintain. However, no security system is impenetrable and we cannot guarantee the security of our database. We cannot guarantee that information you supply will not be intercepted while being transmitted to us over the internet. We ask that you do your part by having policies and practices that are consistent with good security measures and best practices.

Correcting or Removing Your Personal Information

If you would like to correct the Confidential Information you have provided to us, or to request that we remove your information from our records, e-mail us at Privacy@pomsassoc.com or contact our corporate office with the correction or removal request at Poms & Associates Insurance Brokers, Inc., 5700 Canoga Ave., Ste 400, Woodland Hills, CA 91367.

Changes to our Privacy Policy

We reserve the right to make changes to our Privacy Policy at any time. We encourage you to review the Web site and the Privacy Policy in particular periodically for any updates or changes. Your continued access or use of this Web site shall be deemed your acceptance of all terms and conditions contained in this Privacy Policy.



LAS VIRGENES MUNICIPAL WATER DISTRICT

Important Facts About This Proposal

This proposal is based on the census data and information provided by your company. Final rates may be adjusted to reflect the overall health risk as determined through the carriers medical underwriting, based on the final enrollment data and forms required and submitted to the carrier prior to coverage going into effect. Final rates also may vary from those contained in this proposal as a result of differences in census information, or data entry or typographical errors.

This plan comparison is neither a contract, nor a solicitation of an application. Please consult insurance company certificates and/or policies for a complete description of benefits, limitations, exclusions and participation requirements.

This proposal assumes there are no medical conditions such as pregnancies, langes claims or disabilities other than those listed on the Risk Assessment form completed and signed by an authorized representative of your company. If unfavorable underwriting conditions are discovered, the quoted rates may be adjusted.

Rates and underwriting requirements are subject to change without notice. Coverage, rates, and acceptance remain the exclusive authority of the insurance carrier.

A change of more than 10% in the final enrollment may necessitate re-rating from all carriers.

This proposal is not an offer of coverage and does not guarantee the acceptance of any application for insurance by any carrier represented herein. Existing coverage should not be canceled until the carrier has approved the new coverage in writing.



LAS VIRGENES MUNICIPAL WATER DISTRICT

Commissions Disclosure

Except in cases where Poms & Associates has a specific fee agreement to receive compensation from it's client, Poms & Associates customarily receive compensation from insurers and TPA's for it's professional services in the form of commissions. These commissions consist of a percentage of the premium collected by the insurers. Poms & Associates may also receive additional compensation under agreements with one or more insurers in the form of commission overrides or based on some combination of volume, profitability or other factors. Such agreements may be in effect with one or more of the insurers with whom your insurance is placed. At your request, Poms & Associates will be pleased to supply further details of any such fee, override or other compensation that relates to your account.



DENTAL COST ANALYSIS [CURRENT / RENEWAL DENTAL]

Metlife
PPO

	In Network	Non-Network		
Non-Network Reimbursement	90th of R&C			
DEDUCTIBLE				
Individual/Family	\$25/\$75			
Waived for preventive	Yes			
ANNUAL MAXIMUM				
Benefit Limit	\$1,500			
PLAN PAYS				
Preventive				
Cleanings, X-Rays, Periodontics	100%	100%		
Basic				
Fillings	80%	80%		
Major				
Oral Surgery, extractions, endodontics	50%	50%		
ORTHODONTIA (Adult & Children)				
Coinsurance	50%	50%		
Lifetime Maximum	\$2,000			
COMMENTS				
	Current	Renewal	Negotiated Renewal*	
Employee	24	\$44.29	\$47.57	\$46.49
Two-Party	42	\$87.76	\$94.24	\$92.12
Family	51	\$158.38	\$170.08	\$166.24
Monthly Total	117	\$12,826	\$13,774	\$13,463
Annual Total		\$153,915	\$165,286	\$161,556
(\$) Change			\$11,371	\$7,641
(%) Change			7.4%	4.96%

Renewal Date

January 1, 2022

*Renewal includes a 5% rate cap for 1/1/2022 renewal.

Please note this is a summary of benefits and rates only. Final rates will be determined by the carrier based on actual enrollment.



LIFE & AD&D COST ANALYSIS

[PROPOSED LIFE & AD&D]

Anthem Blue Cross

Basic Life & AD&D

PLAN DESIGN HIGHLIGHTS	Class 1: Supervisors & Above	Class 2: All others	Class 3: Board Members
Employee Life/AD&D Amount	1 x BAE plus \$50,000	\$100,000 Flat	\$25,000 Flat
Minimum Benefit	N/A	N/A	N/A
Maximum Benefit	\$300,000	\$100,000	\$25,000
Guarantee Issue	\$300,000	\$100,000	\$25,000
BENEFITS			
Accelerated Benefit	Included	Included	Included
Conversion	Conversion - 31 days	Conversion - 31 days	Conversion - 31 days
Seat Belt Benefit	< \$25,000 or 25%	< \$25,000 or 25%	< \$25,000 or 25%
Age reduction schedule	35% at age 70; 50% at age 75	35% at age 70; 50% at age 75	35% at age 70; 50% at age 75
COMMENTS			
PREMIUMS	VOLUME	[CURRENT/RENEWAL LIFE & AD&D]	
Life Rate per \$1,000	\$12,530,250	\$0.141	\$0.154
AD&D Rate per \$1,000		\$0.030	\$0.030
Total rate per \$1,000		\$0.171	\$0.184
Monthly Premium		\$2,143	\$2,306
Annual Premium		\$25,712	\$27,667
(\$) Change			\$1,955
(%) Change			7.60%
Renewal Date			January 1, 2022

Please note this is a summary of benefits and rates only. Final rates will be determined by the carrier based on actual enrollment.

SHORT TERM DISABILITY COST ANALYSIS



[CURRENT/RENEWAL STD]

Anthem Blue Cross

Short Term Disability

PLAN DESIGN HIGHLIGHTS	Class 1: General Mgr & Dept Heads	Class 2: Executive Professionals & Managers	Class 3: Supervisors, Professionals, Confidential	Class 4: General & Office
Benefit Percentage	66.67%	66.67%	66.67%	66.67%
Maximum Weekly Benefit	\$2,446	\$1,685	\$1,270	\$831
Elimination Period	30 days	30 days	30 days	30 days
Own Occupation Period	Included	Included	Included	Included
Benefit Duration	22 weeks	22 weeks	22 weeks	22 weeks
Contributions	Employer paid	Employer paid	Employer paid	Employer paid

COMMENTS

PREMIUMS	VOLUME	[CURRENT/RENEWAL STD]	
Rate per \$10	\$103,550.00	\$0.222	\$0.214
Monthly Premium		\$2,299	\$2,216
Annual Premium		\$27,586	\$26,592
(\$) Change			-\$994
(%) Change			-3.60%
Renewal Date			January 1, 2022

Please note this is a summary of benefits and rates only. Final rates will be determined by the carrier based on actual enrollment.



LONG TERM DISABILITY COST ANALYSIS

[CURRENT/RENEWAL LTD]

Anthem Blue Cross

Long Term Disability

PLAN DESIGN HIGHLIGHTS	Class 1: General Mgr & Dept Heads	Class 2: Executive Professionals & Managers	Class 3: Supervisors, Professionals, Confidential	Class 4: General & Office
Benefit Percentage	66.67%	66.67%	66.67%	66.67%
Maximum Monthly Benefit	\$10,600	\$7,300	\$5,500	\$3,600
Elimination Period	180 days	180 days	180 days	180 days
Own Occupation Period	24 months	24 months	24 months	24 months
Benefit Duration	SSNRA	SSNRA	SSNRA	SSNRA
Pre-Existing Condition Limitation	3/12	3/12	3/12	3/12
Contributions	Employer paid	Employer paid	Employer paid	Employer paid

COMMENTS

PREMIUMS	VOLUME	[CURRENT/RENEWAL LTD]	
Rate per \$100	\$663,948.00	\$0.240	\$0.252
Monthly Premium		\$1,593	\$1,673
Annual Premium		\$19,122	\$20,078
(\$) Change			\$956
(%) Change			5.00%
Renewal Date			January 1, 2022

Please note this is a summary of benefits and rates only. Final rates will be determined by the carrier based on actual enrollment.



November 17, 2020 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Claim by Evelyn Hicks

SUMMARY:

On October 12, 2020, the District received the attached claim from Evelyn Hicks of Calabasas for an undisclosed amount. The claimant alleges that she sustained injuries from the failure of a meter box cover in front of her residence. The claim failed to comply with the requirements of Government Code Sections 910 or 910.2 and, therefore, staff recommends that it be denied.

RECOMMENDATION(S):

Deny the claim by Evelyn Hicks.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

DISCUSSION:

The claimant alleges that she stepped onto a meter box cover going to her mailbox, and the cover collapsed on August 28, 2020. She further alleges physical injuries, including cuts, scrapes and swelling, as well as internal injuries.

Staff reviewed the claim with District Counsel and, on October 16, 2020, sent the attached notice of insufficiency of submitted claim. As of November 12, 2020, the District has not received any additional information related to the claim and, therefore, staff recommends that it be denied for failing to substantially comply with Government Code Sections 910 or 910.2 as it fails to identify specific damages and whether or not it would be a limited civil case.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Donald Patterson, Director of Finance and Administration

ATTACHMENTS:

Claim by Evelyn Hicks

Notice of Insufficiency



OCT12 20 1:49PM

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: Evelyn Hicks

Address/location of accident or occurrence:
In front of house at 3521 Poppy Drive, Calabasas Ca

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

Telephone numbers: Home: _____ Work/Cell: 949-254-2428

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.**

- When did damage or injury occur? (Give exact date and hour)
August 28, 2020. Approx 4pm
- Where did the damage or injury occur?
Water Meter Box in the street at 3521 Poppy Dr Calabasas
- How did the damage or injury occur? (Give full details)
Evelyn stepped onto the meter cover going to the mailbox and the cover collapsed and Evelyn fell to the ground.
- What damage or injuries do you claim?
Physical injuries include significant scrapes and cuts on arms, legs, feet, hands. Also extensive bruising and swelling to chest and other body part. Internal injuries TBD (To Be Determined) to both knees, hands, wrists, elbows, shoulder, neck. First MRI shows torn Rotator Cuff and Torn Bicep

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.

NA

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

NA

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?

NA

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

Amount claimed as of this date: \$ _____

Medical Bills

Estimated amount of future expenses: \$ _____

Physical Injuries

Total Amount Claimed: \$ _____

Pain and Suffering

Basis for computation of amounts claimed: _____

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

2 Sheriffs Deputies were present and saw the fall. West Hills Hospital. Dr. Carlos Guanche, Southern California Orthopedic Institute

Evelyn Hicks

10-6-2020

Signature of Claimant or Person Acting on Claimant's Behalf

Date

Print Name of Signee (required):

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.



Dedicated to Providing High-Quality Water Service in a Cost-Effective and Environmentally Sensitive Manner

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Director, Division 5

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General Manager

W. Keith Lemieux
Counsel

HEADQUARTERS
4232 Las Virgenes Road
Calabasas, CA 91302
(818) 251-2100
Fax (818) 251-2109

WESTLAKE
FILTRATION PLANT
(818) 251-2370
Fax (818) 251-2379

TAPIA WATER
RECLAMATION FACILITY
(818) 251-2300
Fax (818) 251-2309

RANCHO LAS VIRGENES
COMPOSTING FACILITY
(818) 251-2340
Fax (818) 251-2349

www.LVMWD.com

MEMBER AGENCY OF THE
METROPOLITAN WATER
DISTRICT
OF SOUTHERN CALIFORNIA

Glen D. Peterson
MWD Representative

October 16, 2020

Evelyn Hicks
3521 Poppy Drive,
Calabasas, CA 91302

RE: NOTICE OF INSUFFICIENCY OF REPORTED CLAIM

Dear Claimant:

The purported claim you presented to the Board of Directors of Las Virgenes Municipal Water District dated October 6, 2020, fails to substantially comply with the requirements of Government Code Section 910 or 910.2, in that it fails to identify the damage alleged. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case (See Government Code Section 910(f)). The claim also fails to identify any acts taken by Las Virgenes Municipal Water District that you allege contributed to the damage.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Sincerely,

Donald Patterson
Director of Finance and Administration



November 17, 2020 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Claim by Joe Spano

SUMMARY:

On October 12, 2020, the District received the attached claim from Joe Spano of Calabasas. The claimant seeks reimbursement, in the amount of \$1,809, for alleged damages to his hot water heater due to low water system pressure. Pursuant to the Las Virgenes Municipal Water District Code, the District is not liable for damages caused by low water system pressure and, therefore, staff recommends that the claim be denied.

RECOMMENDATION(S):

Deny the claim by Joe Spano.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

DISCUSSION:

The claimant, Joe Spano, alleges that low water system pressure caused damages to his hot water heater, in the amount of \$1,809. Staff investigated the claim and confirmed that a water main break that occurred on October 5, 2020 along Mulholland Drive likely caused low water pressure to the claimant's home. The customer explained that his home has a hot water recirculating pump, and it appears that the hot water heater failed after the pump pushed water from the heater backwards into the District's water system.

Section 3-3.101 of the Las Virgenes Municipal Water District Code specifies that the District is not responsible for maintenance of pressure and reserves the right to discontinue service while making repairs. It further states that customers must install adequate plumbing and protective devices. In

addition, hot water recirculating pumps should be equipped with a low pressure shutoff systems to prevent this type of damage. Following is an excerpt of the applicable section of the Las Virgenes Municipal Water District Code.

3-3.101 GENERAL

The District will exercise reasonable diligence and care to deliver a continuous and adequate supply of water to the customer at a reasonable constant pressure and to avoid shortage or interruption in delivery. The District offers water at its system pressure, and the applicant must install adequate plumbing and protective devices in accordance with the current Uniform Plumbing Code in order to utilize the available water at whatever reasonable constant pressure is available in the system. The District is not responsible for the maintenance of pressure and reserves the right to discontinue service while making repairs required in the operation of the water system. Customers depending upon a continuous supply should provide for their own emergency storage.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Donald Patterson, Director of Finance and Administration

ATTACHMENTS:

Claim by Joe Spano



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

OCT12'20 1:49PM

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: JOE SPANO

Address/location of accident or occurrence:

2010 STUNT ROAD
CALABASAS, CA 91302

OCT12'20 1:49PM

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

Telephone numbers: Home: _____ Work/Cell: 818-448-2476

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)

OCT. 5 / 3:30 AM

2. Where did the damage or injury occur?

WATER HEATER CABINET IN HOUSE -

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

WATER DRAINED OUT OF WATER HEATER AS A RESULT OF WATER MAIN BREAK -

4. What damage or injuries do you claim?

REPLACEMENT OF WATER HEATER THAT WAS BURNED OUT DUE TO DRAINING CAUSED BY MAIN BREAK -

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?
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: \$ 1809
 Estimated amount of future expenses: \$ NONE
 Total Amount Claimed: \$ 1809
 Basis for computation of amounts claimed: BILL FOR REPLACEMENT
9. Other details? (Names, addresses of witnesses, doctors and hospitals)



 Signature of Claimant or Person Acting on Claimant's Behalf

10/8/220

 Date

Print Name of Signee (required):

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.

Thursday, October 8, 2020

I thought I had better write you a narrative of events, as well.

At 3:30 AM Monday morning, my daughter woke me up and told me that she heard water running in the house. That it sort of sounded like it does when the washing machine drains. I got up and checked for leaks in every room. Including the garage and the space under the house. Nothing. I checked the irrigation system. Same. We walked down to the meter, which is about 50 yards away horizontally and about 20 yards downhill on Stunt Road. Nothing amiss.

I figured at that point that even if I could not find the leak, water was running somewhere and I had better turn it off at the supply line outside, which is at the lowest level of the house itself. As I turned the valve, I felt that it was hot and that all of the pipes surrounding it were hot as well and realized that water was moving out of the house and into the supply line and down the hill. And that it was hot because it was originating from the hot water heater.

I turned off the supply (now the drain-) line. The water sound stopped and I checked the LVMWD web site, which had an alert regarding a main break on Mulholland. Having stopped the moving water and figured out at least part of what was happening, I went back to bed. On awakening later that morning, I opened the supply valve, water flowed back in and I thought all was well. I had a quick shower early the next morning, Tuesday, which seemed fine.

On Wednesday I showered again and realized that the water was significantly cooler, even though it was turned up to the highest setting at the tank and by the end of the afternoon its heat was non-existent.

I checked all settings and the temperature of the tank itself and realized it was not working, at least not well enough to do proper covid hand washing, let alone a shower and certainly not a bath.

I immediately called LVMWD and the thoughtful and sympathetic young lady who answered my emailed me this claim form. Then called my plumber and he, thankfully, arranged to come out this morning and replace the tank, which he did. One cannot have hot water at this time.

Joe Spano

A handwritten signature in black ink, appearing to read "Joe Spano". The signature is highly stylized with large, sweeping loops and flourishes.

Water Heaters Only, Inc.

Corporate Headquarters
970 E. Main Street #200
Grass Valley, CA 95945

1-800-833-4570
CA License# 374573

CONSTRUCTION CONTRACT (HOME IMPROVEMENT)

INVOICE # <u>142167</u>	Date <u>10.8.20</u>
Customer name <u>JOE SPANO</u>	Phone <u>818 748 2476</u>

This Construction Contract ("Contract") is entered into by and between Water Heaters Only, Inc. (Contractor) and SPANO ("Owner"), whose residence address is 2010 STUART RD. CALAVERAS 91003 and whose project address is 2010 STUART RD.
"You are entitled to a completely filled in copy of this agreement, signed by both you and the contractor, before any work may be started."*

Work described: Installation Service Call Water Heater type: Nat. Gas Electric LP Tank location: 011
SD unit

The Contract Price: ~~1,809.00~~ 1,809.00 Start Date: 10.8.20 Completion Date: 10.8.20

LIST OF DOCUMENTS: Notice Concerning Commercial General Liability Insurance; Notice Concerning Worker's Compensation; Notice of Cancellation; Three day right to cancel; Mechanic's Lien Warning; Information about Contractor's State License Board; Arbitration of Disputes. [Signature] Owner's/Agent Signature

RIGHT TO CANCEL: The law requires that the contractor gives you a notice explaining your right to cancel. Initial on the line if the contractor has given you a "Notice of the Three-Day Right to Cancel." [Signature] Owner's /Agent Signature

TERMS AND CONDITIONS: A list of the terms and conditions has been listed on the back of this contract.

AUTHORIZATION TO PROCEED: With the described work: I, the undersigned, am Owner/Authorized Representative/Tenant of the premises at which the work mentioned will be done for the contract price. I hereby authorize you to perform the work described, and use such labor and materials as you would deem advisable. I have been notified and read the TERMS and CONDITIONS that have been listed on the back of this contract. I understand I will be charged a periodic finance charge of 18% annually on all past due accounts. I also understand that a service charge of \$35.00 must be paid on all returned checks.

*Agent of Owner/Owner: [Signature] Date: 10.8.20 WHO Rep: [Signature]

WARRANTY INFORMATION: Tank 6 yr Parts 1 yr Labor 1 yr This receipt is required for warranty verification.

Old Tank Serial # <u>WA 1101228114</u>	Old Tank Model# <u>81V80DA</u>	Old Tank Brand <u>RITON</u>
New Tank Serial# <u>WA 46494930</u>	New Tank Model# <u>81250TK</u>	New Tank Brand <u>BRADFORD</u>

Ball Valve	Rep Circ Line	<input checked="" type="checkbox"/>	Circ Pump
Bonding	Rep H & C	<input type="checkbox"/>	x-tank
Bracing	Rep gas line	<input type="checkbox"/>	Watts 210
Drip leg	Rep Venting	<input type="checkbox"/>	Regulator size
EQ	Rep T&P	<input type="checkbox"/>	T-Couple
Cold flex	Access	<input type="checkbox"/>	Pilot Assembly
Hot flex	Assist	<input type="checkbox"/>	Gas Control
Gas flex	<u>2-1/2" MINOR EXISTING</u>	<input checked="" type="checkbox"/>	Burner Assembly
Gas Valve	<u>EXISTING</u>	<input checked="" type="checkbox"/>	
Insulation	<u>EXISTING</u>	<input checked="" type="checkbox"/>	
Venting			PSI
Pan			<u>70</u>
Disp		<input checked="" type="checkbox"/>	

In Stock Tank Store Pick up
CUSTOMER RESPONSIBLE FOR PERMIT
Additional Notes:
* CUSTOMER SIGN OFF ON DOWN SIZE FROM 80 GAL. TO 50 GAL. *
[Signature]
Permit \$ _____ Processing Fee \$ _____
Total Price \$ 1,809.00 Check/Auth# _____
Paid by: Check Charge Cash Amount Paid \$ 1,809.00 AC
1,809.00

I hereby acknowledge the satisfactory completion of the above described work.
Owner's/Agent Signature: [Signature] Date 10/8/20 WHO Rep: [Signature] Date 10.8.20



November 17, 2020 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Engineering and External Affairs

Subject : Stationary Emergency Generators for Critical Potable Water Pump Stations Project: Approval of Scope Change

SUMMARY:

On November 18, 2019, the General Manager administratively approved a professional services agreement with Hamner and Jewell, in the amount of \$25,850, for assistance with property acquisition for the Stationary Emergency Generator for Critical Potable Water Pump Stations Project. The scope of work includes assisting the District in obtaining a small portion of property from the Los Angeles County Department of Parks and Recreations (LACDPR) for an emergency generator proposed at the Seminole Pump Station. Scope Change No. 1 is needed to allow Hamner and Jewell to also assist the District with the acquisition of property from the City of Hidden Hills for a proposed stationary emergency generator at the Jed Smith Pump Station. The scope of work consists of preparing a lot line adjustment document for submittal to the City of Hidden Hills and County of Los Angeles for recordation. Staff recommends authorization to execute Scope Change No. 1 with Hamner and Jewell, in the amount of \$16,780.

RECOMMENDATION(S):

Authorize the General Manager to execute Scope Change No. 1 with Hamner and Jewell, in the amount of \$16,780, to provide additional property acquisition services for the Stationary Emergency Generator for Critical Potable Water Pump Stations Project.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The cost of this action is estimated to be \$16,780. Sufficient funding is available in the adopted Fiscal Year 2020-21 Budget. Authorization of Scope Change No. 1 would increase the amount of the professional services agreement with Hamner and Jewell by \$16,780, from \$25,850 to \$42,630. The District was awarded grant funding, in the amount of \$1,728,492.75, to offset the overall cost of this project.

DISCUSSION:

The Woosley Fire, which burned through the western portion of Los Angeles County and the eastern portion of Ventura County in November of 2018, impacted 66% of the District's service area. During the fire, multiple water system facilities experienced power outages that affected the District's ability to deliver water to customers. To increase water system reliability in the event of future power outages, staff recommends installing stationary generators at four critical potable water pump stations: Seminole, Cold Canyon, Jed Smith and Twin Lakes. In addition, the District has procured two 200 kW portable emergency generators to increase system reliability during power outages. However, it is important to note that the portable generators do not have sufficient capacity to operate some of the District's larger pump stations and cannot be mobilized to certain sites due to challenging terrain.

During the preliminary design process for the project, it was discovered that the existing properties for the Seminole and Jed Smith Pump Stations do not provide sufficient clearance to accommodate the proposed stationary emergency generators. As a result, property acquisition is needed to provide adequate space and clearances required for the stationary generators. LACDPR owns the property adjacent to the Seminole Pump Station that is needed for the proposed stationary generator. The Mountains Restoration Trust (MRT) also owns a conservation easement on the property surrounding the Seminole Pump Station, but MRT staff indicated that no future conservation efforts are planned for the subject property. The grant deed, legal description and appraisal report for the required property are currently under review by LACDPR. Hamner and Jewell would assist the District with acquisition of the property adjacent to the Seminole Pump Station.

The City of Hidden Hills owns the property adjacent to Jed Smith Pump Station. Staff contacted representatives of the City of Hidden Hills and Hidden Hills Community Association (HOA) to discuss the possibility to acquire the property. After several meetings with the City and HOA, the City proposed that the property acquisition be processed as a lot line adjustment. Staff solicited proposals for the associated work from Hamner and Jewell and Michael Baker, and found Hamner and Jewell to be most qualified for the scope of work. Rather than executing a new and separate agreement with Hamner and Jewell, staff recommends authorization of Scope Change No. 1, in the amount of \$16,780.

If this action is approved, staff proposes to continue outreach efforts with the City of Hidden Hills, HOA and surrounding residents. An initial presentation was provided to the residents adjacent to the pump station, and the proposal was well-received. A presentation to the HOA Board of Directors is currently scheduled for November 17, 2020.

GOALS:

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

Prepared by: Mercedes Acevedo, Assistant Engineer

ATTACHMENTS:

Hamner and Jewell Proposal for Scope Change No. 1



HAMNER, JEWELL & ASSOCIATES

Government Real Estate Services

Right of Way Acquisition ~ Relocation Assistance ~ Real Property Consulting

Offices in Ventura, San Luis Obispo and Fresno Counties

Writer's Telephone Number: (805) 658-8844

Writer's email address: hjohnson@hamner-jewell.com

October 6, 2020

via email to: MAcevedo@lvmwd.com

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

Subject: Las Virgenes Municipal Water District – Jed Smith Road Lot Line Adjustment
Acquisition Services

Dear Ms. Acevedo,

Thank you for contacting Hamner, Jewell & Associates to request our assistance with helping Las Virgenes Municipal Water District process a Lot Line Adjustment (“LLA”) in connection with the Jed Smith Road Pump Station property, which is identified as APN 2049-027-901. You have indicated that the District needs to expand the current footprint of this property to account for fire code clearance for generators located on site. The City of Hidden Hills (“City”) is the owner of the neighboring property that is identified as APN 2049-027-900. The City is requiring a LLA to between the two agencies to complete the desired land transfer.

In order to assist with the LLA, we will work with Priority Title Company to acquire preliminary title reports (“PTR”) for the District and City properties. We will then authorize Encompass Consultant Group (“ECG”) to prepare the Legal Description (2) and Plat Exhibits (2) needed for the LLA. ECG’s services and scope of work are outlined in their attached Proposal, dated September 30, 2020, which is hereby incorporated into this proposal.

Once we have the PTRs, Legal Descriptions and Plats completed, we will assist the District with completing the draft LLA Application and Grant Deed for District approval and signature in preparation of submission to the City. You have confirmed that the City will be responsible for completing the Certificate of Compliance documents. After the application and Grant Deed are submitted for City processing and approval, we will help with any needed coordination between the District and the City to facilitate the completion of this transaction. It is our understanding that the City has indicated that they are willing to waive any application or property fee cost.

To assist you with these services, we propose to bill monthly in accordance with the terms and provisions of our current Time and Materials Fee Schedule, a copy of which is attached. We would work closely with you and your project team to ensure that we are investing our efforts in accordance with your needs and preferences. In any case where one is working with people rather than completing an independently controllable task, it is always difficult to speculate in advance the specific amount of time that may be required to complete our goals. Our efforts are largely impacted by the level of accessibility and

responsiveness of the City. However, for your budgetary and contractual purposes, we present the following proposed budget for the acquisition services for this project:

Task	Cost ¹
Preliminary Title Reports	\$1,430
Survey Plats and Legal Descriptions	\$4,950
Acquisition Support Services ²	\$9,900
Misc. Reimbursable Expenses	\$ 500
Total	\$16,780

¹ *This cost proposal is valid for work completed in 2020. Any extended time required beyond that may necessitate additional time and budget allocation.*

² *This budget will cover up to 60 hours of HJA staff time. We will bill only for time actually expended.*

In the event the City requires any additional fees for processing the LLA including any application, review, transactional processing and/or recording fees, the District will be directly responsible paying those fees. We will look to you to provide us with your project construction plans, which we will use in preparation of the Plat and Legal Descriptions. Please note that this proposal does not include budget for a Record of Survey or property appraisal report. Any legal review and consultation shall be handled directly by the District, as it sees prudent or required by your internal policies and procedures.

If you have any questions about this proposal, call me at (805) 658-8844 or email hjohnson@hamner-jewell.com. I look forward to working with you and LVMWD on this project.

Sincerely,

Heather Johnson

Heather Johnson
Project Manager

Enc: Proposal from Encompass Consultant Group for Jed Smith Pump Station Lot Line Adjustment, dated 09/30/2020
HJA Time and Materials Fee Schedule



333 North Lantana St.
Suite 287
Camarillo, CA 93010
(805) 322-4443

25115 Ave. Stanford
Suite A320
Santa Clarita, CA 91355
(661) 600-9367

Civil Engineering
Land Surveying
Land Planning

September 30, 2020

W.O. 0569

Heather Johnson
Hamner-Jewell & Associates

Via email: hjohnson@hamner-jewell.com

Subject: Jed Smith Pump Station - Lot Line Adjustment

Dear Heather:

In response to your request, Encompass Consultant Group, Inc. (ECG) is pleased to submit this proposal to provide land surveying services in support of the Jed Smith Pump Station project in Hidden Hills, CA.

PROJECT UNDERSTANDING

It is our understanding that Hamner-Jewell & Associates (HJA) is assisting the City of Hidden Hills and Las Virgenes Municipal Water District (LVMWD) in the exchange of property required for the construction of a new pump station. The LVMWD site is located at the intersection of Jed Smith Road and Round Meadow Road, and the proposed improvements extend beyond the current LVMWD property into the City property. The City has required a lot line adjustment between the two agencies to effectuate the desired land transfer, as depicted in the improvement plan sheet you provided on 28 September.

Based on our understanding of the project requirements, we propose the following scope of services:

SCOPE OF WORK

Lot Line Adjustment

1. Review agency requirements and coordinate with HJA and/or City of Hidden Hills to confirm Lot Line Adjustment (LLA) requirements for the project.
2. Prepare Legal Descriptions and Exhibits as required to describe the newly configured lots, as well as the portion of land to be transferred.
3. Prepare Plat to Accompany Legal Description per City guidelines.
4. Coordinate with City staff to respond and address comments to LLA Application submittal.

Note: it is our understanding client and/or client's title representatives will coordinate project application forms, lender acknowledgements, deeds and the execution and recordation of all

An Employee Owned Company



documents, including documents required to exchange interest in property and/or modify any deeds of trust.

Record of Survey (optional)

1. Perform field surveys to recover sufficient monumentation of record to establish the site boundary.
2. Analyze records and recovered boundary evidence to compile and establish the site boundaries.
3. Prepare and submit a Record of Survey per Los Angeles County requirements. The Record of Survey will show the existing lots, with the proposed Lot Line Adjustment, but no new boundary monuments are included in this scope and fee estimate.

SERVICES NOT INCLUDED

The following services and all other services not specifically listed herein are excluded:

1. Reimbursable expenses, such as photocopies, postage, shipping/delivery, prints, maps/documents.
2. Governmental and public agency fees, cost of bonds, and taxes.
3. Title company reports, services, and fees.
4. Services by consultants other than ECG.
5. Environmental permitting, reports, general plan or zoning changes, or processing.
6. ALTA, topographic, boundary establishment/resolution surveys, construction staking or filing records with the County Surveyor (unless the optional Record of Survey is authorized).
7. Planning and processing services.
8. Construction or bidding phase support services.
9. Services beyond those specifically listed in the Scope of Work above.

CLIENT TO PROVIDE

Client or co-consultant at Client's direction shall provide the following items to ECG:

1. Current Title Reports for each of the affected properties.

PROPOSED FEE AND METHOD OF PAYMENT

Our proposed services will be performed on a fixed fee basis and shall be billed monthly as a percentage complete of our services. Materials (reimbursable expenses) are not included in the fixed fee. "Materials" include all reimbursable expenses, such as photocopies, postage, shipping/delivery, plots, prints, maps/documents, and outside consultant fees.

Payment is due upon receipt of statements (net 30 days). Unpaid account balances are subject to a finance charge which will be the lesser of one and one-half percent (1 ½ %) per month or a monthly charge not to exceed the maximum legal rate. This fee shall be applied to any unpaid

An Employee Owned Company



balance commencing thirty days after the original billing. If an account is unpaid we may consider this as constructive notice to suspend work.

Based on our understanding of your requirements and our experience with similar projects, we estimate that the fee required for our services, not including reimbursable expenses, will cost as follows:

<u>Task</u>	<u>Service</u>	<u>Fee</u>	
1.	Lot Line Adjustment	\$4,500	Fixed Fee
2.	Record of Survey (Optional) *	\$6,000	<u>Time & Materials</u>

** Note, the estimate for the Record of Survey includes 2 submittals to the County, and assumes sufficient boundary monuments of record remain in place in the immediate site vicinity to allow for adequate boundary compilation and orientation. If insufficient monuments exist in the immediate area, additional time and charges may be required. County checking and filing fees are not included in this estimate.*

ADDITIONAL SERVICES

Services performed outside the scope of this agreement require written approval prior to performance of the work. Significant design changes after the start of work shall be considered additional services. Any work request that is outside the scope of this agreement will be identified by ECG as such, and a fixed fee or not-to-exceed amount will be agreed upon prior to the start of the additional work. Compensation for additional services shall be in accordance with the rates then in effect.

TIME OF PERFORMANCE

Based on our current workload, we estimate that we can begin the research and preparation work upon receipt of your written authorization to proceed, and expect the first submittal documents will be available in approximately three (3) weeks. We will make every effort to keep you informed of our progress in accordance with a mutually acceptable schedule which will be arranged with you.

AUTHORIZATION

Should you require any additional information, or wish to discuss this proposal further, please contact me at (805) 416-8706, or via email at James.Fallon@ECGcivil.com. If this proposal is



satisfactory, please contact us regarding the necessary agreement forms to begin work. Please note that this proposal is valid for a period of 30 calendar days.

Thank you for your consideration of ECG for this project.

Sincerely,

ENCOMPASS CONSULTANT GROUP, INC.

A handwritten signature in blue ink, appearing to read 'James P. Fallon', is written over a horizontal line.

James P. Fallon, P.L.S. No. 7807, CA
Principal Surveyor
Phone: (805) 416-8706
James.Fallon@ECGcivil.com

Enclosures: ECG's Current Billing Rate Schedule

n:\projects\0569\admin\02-proposals\0569pro_survey_lla.docx



FISCAL YEAR 2020-2021 RATE SCHEDULE

HAMNER, JEWELL & ASSOCIATES

(a Division of Beacon Integrated Professional Resources, Inc.)

Hamner, Jewell & Associates is committed to providing the most cost effective, quality real estate services available. At all times, by pre-directive, our clients may structure and direct our efforts and general time expenditures so as to maintain control of the course of our scope of work and the cost of our services. We will bill only for time and costs actually expended in accomplishing the project goals in the most efficient and professional manner.

Our Fiscal Year 2020-2021 Rate Schedule, effective July 1, 2020, is as follows:

Managing Senior Associate	\$265 an hour
Senior Associates II	\$150-185 an hour
Senior Associates I	\$140-165 an hour
Associates II (Acquisition/Relocation)	\$120-140 an hour
Associates I (Acquisition/Relocation)	\$ 95-120 an hour
Contract Administrator	\$120-150 and hour
Project Coordinator	\$ 95-135 an hour
Transaction/Escrow Coordinator	\$ 85-110 an hour
Transaction Assistant	\$ 60-75 an hour
Assistant/Clerical Support Appraisers	\$ 40-50 an hour
Lump Sum Fee per Appraisal Assignment	

These rates are inclusive of general office expenses, overhead, and profit. Reimbursable costs that may be passed through to the client as additional expenses include travel expenses (based upon the standard IRS mileage reimbursement rate for automobile travel, or actual expenses for rail or air travel), special handling fees such as certified, express mail, and courier delivery charges, postage, photography, copy and printing, certain project/client-specific telephone expenses, and other charges made by third parties in connection with performing the scope of services. Such third party expenses may include, but are not limited to, such costs as moving bid fees, title and escrow company charges, notary fees, and appraisal fees. Fees charged by insurance companies for issuing insurance certificates for client per contract requirements will also be billed through to client for reimbursement. Per diem charges may apply in cases where the project area is more than two hours auto commuting time away from a Hamner, Jewell & Associates ("HJA") office location.

All reimbursable and third party expenses will be billed to the client at cost plus 10%, with appropriate invoices or other appropriate documentation provided for reference, unless mark-up is contractually restricted. Mileage and travel costs will be passed through without mark-up.

Statements for work shall be rendered monthly. Payments are due within 30 days. Payments not received within said period will accrue interest at a rate of 10% per annum.

If HJA is called upon or compelled to provide support for litigation or other proceedings, or respond to subpoenas in any way whatsoever related to the work HJA has completed on client's behalf, client shall pay HJA for required time in accordance with the hourly rates and fees specified in this Fee Schedule, except, however, any time for court testimony and depositions shall be paid at a rate of \$400/hour for HJA Senior Associates, \$250/hour for HJA Associates, and \$150/hour for HJA support staff. HJA shall additionally be reimbursed for all out-of-pocket and overhead expenses in connection with such proceedings. This provision shall survive the term of the contract and shall be binding without restriction or otherwise stated contract budget limitations.

Rates may be adjusted annually with thirty days advance written notice. Publication and distribution of this rate schedule shall be deemed such annual notice with regard to annual rate adjustment contractual provisions.



November 17, 2020 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Engineering and External Affairs

Subject : Twin Lakes Pump Station Pipeline Project: Approval of Scope Change

SUMMARY:

On April 25, 2017, the Board accepted a proposal from Kennedy/Jenks Consultants, Inc., and authorized the General Manager to execute a professional services agreement, in the amount of \$295,925, for engineering design, environmental documentation and support during construction for the Twin Lakes Pump Station Pipeline Project. Scope Change No. 1, in the amount of \$62,040, was approved by the Board on September 5, 2019, to allow for the preparation of a Protected Tree Report and Native Plant Survey Report. Scope Change No. 2, in the amount of \$56,305, is recommended to allow Kennedy/Jenks to provide additional services related to a new actuated valve system and relocation of an existing surge tank for the Twin Lakes Pump Station Pipeline Project.

RECOMMENDATION(S):

Authorize the General Manager to execute Scope Change No. 2 with Kennedy/Jenks Consultants, Inc., in the amount of \$56,305, to provide for additional professional services for the Twin Lakes Pump Station Pipeline Project.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The cost of this action is estimated to be \$56,305. Sufficient funds are available in the adopted Fiscal Year 2020-21 Budget. Authorization of Scope Change No. 2 would increase the amount of the professional services agreement with Kennedy/Jenks by \$56,305, from

\$357,965 to \$414,270.

DISCUSSION:

The Twin Lakes Pump Station is directly supplied via the District's LV-3 interconnection with the Metropolitan Water District (MWD) West Valley Feeder No. 2. During MWD shutdowns, the Twin Lakes service area is supplied through a temporary connection to a Los Angeles Department of Water and Power fire hydrant. The project will improve the reliability of water supply to the Twin Lakes service area by connecting the Twin Lakes Pump Station to the District's existing 30-inch conduit, which is supplied by either the Calabasas Tank or MWD's West Valley Feeder No. 1, via the LV-1 interconnection with MWD.

In 2010, AECOM Technical Services completed a 95% detailed design of a pipeline to the Twin Lakes Pump Station. Subsequently, lead-contaminated soil was discovered in the area of the proposed pipeline alignment within Chatsworth Park, and the project was put on hold pending resolution of the contamination issue. The City of Los Angeles Department of Recreation and Parks implemented a Remedial Action Plan (RAP), which involved regarding and placing a cap over the lead-impacted soils.

The changes in conditions along the original route led to the selection of an alternate pipeline alignment, forgoing the completed design by AECOM. This decision prompted the issuance of a new Request for Proposals for the design, environmental documentation and services during construction for the Twin Lakes Pump Station Pipeline Project.

Staff ultimately selected Kennedy/Jenks Consultants, Inc., as the most qualified firm for the Twin Lakes Pump Station Pipeline Project. The Board authorized a professional service agreement with Kennedy/Jenks Consultants on April 25, 2017. On September 17, 2019, the Board approved Scope Change No.1, in the amount of \$62,040. Scope Change No. 1 funded a geotechnical report, Protected Tree Report and Native Plant Survey Report, all of which were submitted to the City of Los Angeles, Bureau of Street Services. Scope Change No. 2 is recommended in the amount of \$56,305 for additional design efforts associated with utilizing modulating valves in the design of the pump station. The modulating valves are needed to provide operational flexibility for us of LV-1 and LV-3 as two different sources of supply that are at different pressures. In addition as part of the proposed scope change, the existing surge tank at the site is to be relocated to allow for future access to maintain the pumps and future stationary emergency generator.

GOALS:

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

Prepared by: Mercedes Acevedo, Assistant Engineer

ATTACHMENTS:

Kennedy Jenks Proposal for Scope Change No. 2

7 October 2020

Ms. Mercedes Acevedo
Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302

Subject: Proposal to Provide Supplemental Engineering Design and Construction Administration Services for the Twin Lakes Pump Station Pipeline Project
1744213*00(2.01)

Dear Ms. Acevedo:

We are pleased to provide this proposal for Supplemental Engineering Design and Construction Administration Services related to the Twin Lakes Pump Station Pipeline Project. The Engineering Design Services relate to the pipeline, valves and actuators, instrumentation (PIT's) and surge tank modifications requested at the pump station site, including the addition of electrical and instrumentation design.

Scope of Services

The following tasks are based on our original scope of services and identify the supplemental services required to complete the tasks. If no supplemental services are required for an individual task, an indication of that has been provided.

Task 1A – Data Acquisition, Utility Research and Field Reconnaissance

Task 1.1A – Data Acquisition

Kennedy Jenks will collect and review available documents regarding the Twin Lakes Pump Station including civil, mechanical, electrical and instrumentation drawings for both the original pump station, the pump station expansion and the recent design work at the pump station (by others).

Task 1.2A – Utility Research & Review (NO CHANGE)

Task 1.3A – Field Reconnaissance (NO CHANGE)

Task 2 – Geotechnical Investigation (NO CHANGE)

Task 3 – Topographic Mapping (NO CHANGE)

Task 4 – Design Coordination (NO CHANGE)

Task 5 – CEQA Documentation/Compliance (NO CHANGE)

Task 6 – Permit Support and Assistance (NO CHANGE)

Task 7 – Stormwater Pollution Prevention Plan (SWPPP) (NO CHANGE)

Task 8 – Easement Assistance (NO CHANGE)

Task 9A – Preparation of Contract Documents – Final Plans, Specifications, And Estimate

Kennedy Jenks will perform final design, including preparation of design drawings, specifications and bid documents, and the opinion of probable construction costs (estimate) for the pipeline, valve and surge tank modifications requested at the pump station site.

Task 9.1A – Design Drawings and Specifications

Design Drawings – Kennedy Jenks will prepare design drawings for the pipeline, valves and surge tank modifications. The design drawings will be prepared in accordance with District standards. These design drawings will be prepared utilizing the District’s standard title block. All design drawings will be produced in AutoCAD (see assumptions), with final design drawings signed and stamped by an engineer registered in the State of California. An anticipated list of drawings is provided at the end of this section.

Specifications – Kennedy Jenks will prepare technical specifications (Divisions 1 through 17) formatted in accordance with District Standards and the Standard Specifications for Public Works Construction, “Greenbook”, latest edition.

Design Submittals – Kennedy Jenks will provide design submittals incorporated into the plans, specifications and estimates of the overall project at the following milestones:

- 100% Design

District Comments to the 100% Design, provided as a single compiled document, will be incorporated into the final design documents which will be ready for bidding. Copies of the plans and specifications will be provided as indicated in our original scope.

Kennedy Jenks’ team will meet with the District to discuss and review the District’s comments on the submittals as shown in Task 11.2A.

List of Drawings for the Modifications

- C-06 Pipeline, Valve and Surge Tank Modifications Site Plan
- CD-04 Miscellaneous Details 3
- E-01 Electrical Abbreviations, Notes, and Legend
- E-02 Electrical Site Plan
- E-03 Electrical Pump Station Building Plan and Details
- E-04 Electrical Panelboard Schedule and Schematics
- I-01 Instrumentation Legend
- I-02 Process Legend
- I-03 P&ID – Pump Station
- I-04 P&ID – Surge Tanks and Ancillary Systems

Task 9.2A – Traffic Control Drawings and Specifications (NO CHANGES)

Task 9.3A – Opinion of Probable Construction Cost (Estimate)

Kennedy Jenks will include an opinion of probable construction cost (OPCC) for the modifications within the OPCC for the original project.

Task 10A – Bidding and Engineering Support Services During Construction

Kennedy Jenks will provide support during the bidding and construction phases of the project. The support will consist of the following tasks.

Task 10.1A – Bid Support (NO CHANGE)

Task 10.2A – Preparation of Conformed Plans and Specifications (Optional) (NO CHANGE)

Task 10.3A – Construction Support Services

Kennedy Jenks will provide additional construction services including submittal review, responding to requests for information (RFIs) and preparing record drawings.

Task 10.3.1A – Construction Meetings (NO CHANGE)

Task 10.3.2A – Periodic Construction Observation (NO CHANGE)

Task 10.3.3A – Submittal Review

Kennedy Jenks will review up to 10 additional submittals, including resubmittals, as a result of the modifications for the pipeline, valves and surge tank. These submittals will be reviewed as indicated in our original scope of work and will be included in the submittal review log as stated.

Our scope assumes that these submittals will be provided electronically (no hard copies). We will prepare a written review letter and respond electronically back to the District, or District's Representative for distribution to the Contractor, as necessary. Hard copies of our review letter along with the reviewed submittal will not be provided.

Task 10.3.4A – Requests for Information (RFI'S)

Kennedy Jenks shall review and respond to 2 additional RFIs from the Contractor. Similar to our original scope, responses shall include elementary sketches, if required, to clarify the design intent and details or to make minor revisions. Each additional RFI will be included in the RFI log.

Task 10.3.5A – Preparation of Record Drawings

Following completion of construction, Kennedy Jenks will prepare record drawings of the drawings associated with the proposed pipeline, valve and surge tank modifications based on information provided by the Contractor, District Representative in the field and the District regarding the final construction elements, change orders, work change directives, field orders, RFI responses and the contractor's mark-up drawing set. We have assumed that 10 additional record drawings will be prepared.

Task 11A - Project Management

Project management responsibilities include coordination with the District and the Kennedy Jenks project team, project meetings and quality control review.

Task 11.1A - Project Management

Kennedy Jenks will provide overall project management for the additional scope of services, which includes supervision of in-house staff, planning and monitoring of contract budget and schedule, creating and maintaining project files and coordination with the District and Kennedy Jenks' project team.

Task 11.2A – Project Kick-Off and Progress Meetings/Workshops

Kennedy Jenks' project manager, design engineer and electrical/instrumentation engineer will participate in a 100% Design Review Meeting with District staff to obtain final comments to be incorporated into the design. (Total of 1 meeting)

Task 11.3A – Technical Review and QA/QC

Kennedy Jenks will provide quality assurance and quality control (QA/QC) reviews for the supplemental design services in accordance with our original scope of services. Review of design concepts and calculations prior to each design submittal.

Assumptions

Our proposal is based on the following assumptions:

- The District will provide the latest CAD files for the pump station including site plans, sections & details, P&ID's etc.
- The District will furnish electronic copies, preferably in CAD, of the new PLC panel drawings for use with identifying the connections to the spare I/O points.
- The District will prepare the control strategy for operation of the actuators and inclusion in the specifications.
- Loop Drawings will be prepared by the Contractor.
- Redesign of the surge tank foundation will not be required.
- A single valve vault for both pipelines will be designed just inside the pump station entrance gates.
- Electrical conduit & wires will be shown on plan only – no separate conduit schedule
- 120V actuators are acceptable. We assume that Beck actuators are still preferred.
- Adequate I/O exists in the PLC; no revisions necessary to PLC besides landing new field wiring at terminal blocks and no additional programming associated with control strategy for new valve operation.

Schedule

Kennedy Jenks is prepared to commence the Tasks identified within approximately two weeks of receiving authorization/notice to proceed NTP. We anticipate that completion of the 100% design services can be made within approximately 10 weeks of receipt of the NTP and the CAD files from the District. Anticipating a 3-week review period by the District, submission of the final signed design, ready for bidding, should be approximately 3 weeks after receipt of the comments to the 100% design.

Budget

The proposed budget for the Supplemental Engineering Design Services is \$56,305 as indicated on our attached fee spreadsheet. We, therefore, respectfully request that you consider this proposal and budget adjustment to our contract which would increase the total project budget from \$357,965 to \$414,270. This budget will not be exceeded without prior authorization from the District.

Ms. Mercedes Acevedo
Las Virgenes Municipal Water District
7 October 2020
Page 6

We appreciate the opportunity to provide these services to the District and look forward to our continued involvement with this project.

Very truly yours,

KENNEDY JENKS CONSULTANTS



Jeff Savard, P.E.
Vice President

cc: Bill Yates, P.E.

CLIENT Name: Las Virgenes Municipal Water District
 PROJECT Description: Twin Lakes PS Pipeline Supplemental Services
 Proposal/Job Number: _____ 10/7/20

Classification:	Eng-Sci-8	Eng-Sci-7	Eng-Sci-6	Eng-Sci-5	Eng-Sci-4	CAD-Design	Sr. CAD-Tech	CAD-Tech	Project Administrator	Total	KJ Labor	KJ ODCs	KJ ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
Hourly Rate:	\$280	\$265	\$240	\$215	\$195	\$150	\$130	\$115	\$125	Hours	Fees	Fees	10%				Fees
Task 1 Data Acquisition, Utility Research & Field Reconnaissance																	
Task 1.1A Data Acquisition	1	3								4	\$1,075		\$0	\$1,075	\$0	\$0	\$1,075
Task 1.2A Utility Research & Review										0	\$0		\$0	\$0	\$0	\$0	\$0
Task 1.3A Field Reconnaissance										0	\$0	\$200	\$20	\$0	\$0	\$220	\$220
Task 1 - Subtotal	1	3	0	0	0	0	0	0	0	4	\$1,075	\$200	\$20	\$1,075	\$0	\$220	\$1,295
Task 2 Geotechnical Investigation																	
Task 2 - Subtotal	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 3 Topographic Mapping (NO CHANGE)																	
Task 3 - Subtotal	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 4 Design Coordination (NO CHANGE)																	
Task 4 - Subtotal	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 5 CEQA Documentation/Compliance (NO CHANGE)																	
Task 5 - Subtotal	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 6 Permit Support and Assistance (NO CHANGE)																	
Task 6 - Subtotal	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 7 Stormwater Pollution Prevention Plan (SWPPP) (NO CHANGE)																	
Task 7 - Subtotal	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 8 Easement Assistant (NO CHANGE)																	
Task 8 - Subtotal	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 9 Preparation of Contract Documents																	
Task 9.1A Design Drawings & Specifications						36				64	\$12,440	\$100	\$10	\$12,440	\$0	\$110	\$12,550
Task 9.1A.1 Civil Design Drawings & Specifications	8		20							8	\$9,680	\$150	\$15	\$9,680	\$0	\$165	\$9,845
Task 9.1A.2 Electrical Design Drawings & Specifications					24			24		8	\$8,900	\$150	\$15	\$8,900	\$0	\$165	\$9,065
Task 9.1A.3 Instrumentation Design Drawings & Specifications						2				1	\$1,895		\$0	\$1,895	\$0	\$0	\$1,895
Task 9.2A Traffic Control Drawings & Specifications (NOT USED)										0	\$0		\$0	\$0	\$0	\$0	\$0
Task 9.3A Opinion of Probable Construction Cost (Estimate) w/ Pump Station Modifications	1	1	4							8	\$1,895		\$0	\$1,895	\$0	\$0	\$1,895
Task 9 - Subtotal	25	1	24	0	46	36	0	48	0	180	\$32,915	\$400	\$40	\$32,915	\$0	\$440	\$33,355
Task 10 Bidding & Engineering Support Services During Construction																	
Task 10.1A Bid Support (No Change)										0	\$0		\$0	\$0	\$0	\$0	\$0
Task 10.2A Preparation of Conformed Plans & Specs (Optional - Not Included)										0	\$0		\$0	\$0	\$0	\$0	\$0
Task 10.3A Construction Support Services										0	\$0		\$0	\$0	\$0	\$0	\$0
Task 10.3.1A Construction Meetings										0	\$0		\$0	\$0	\$0	\$0	\$0
Task 10.3.2A Periodic Construction Observation										0	\$0		\$0	\$0	\$0	\$0	\$0
Task 10.3.3A Submittal Review (10 submittals/resubmittals)	4	8			18					30	\$6,750		\$0	\$6,750	\$0	\$0	\$6,750
Task 10.3.4A Request for Information (2 additional RFI's)	1	1			4					6	\$1,325		\$0	\$1,325	\$0	\$0	\$1,325
Task 10.3.5A Preparation of Record Drawings (10 additional Drawings)	2				10			20		32	\$4,810	\$200	\$20	\$4,810	\$0	\$220	\$5,030
Task 10 - Subtotal	7	9	0	0	32	0	0	20	0	68	\$12,885	\$200	\$20	\$12,885	\$0	\$220	\$13,105
Task 11 Project Management																	
Task 11.1A Project Management	8									8	\$2,240		\$0	\$2,240	\$0	\$0	\$2,240
Task 11.2A Project Kick-Off & Progress Meeting/Workshops (1 meeting)	6				6					12	\$2,850	\$600	\$60	\$2,850	\$0	\$660	\$3,510
Task 11.3A Technical Review & QA/QC	10									10	\$2,800		\$0	\$2,800	\$0	\$0	\$2,800
Task 11 - Subtotal	24	0	0	0	6	0	0	0	0	30	\$7,890	\$600	\$60	\$7,890	\$0	\$660	\$8,550
All Phases Total	57	13	24	0	84	36	0	68	0	282	\$54,765	\$1,400	\$140	\$54,765	\$0	\$1,540	\$56,305



November 17, 2020 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Claim by Ronda Onesto

SUMMARY:

On October 22, 2020, the District received the attached claim from Ronda Onesto of Agoura Hills. The claimant was seeking reimbursement, in the amount of \$165, for the cost to remove a bee hive from the water meter box for her property. The claimant felt compelled to remove the bees quickly because her daughter is allergic. Based on an investigation of the claim and circumstances, the General Manager opted to settle it.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The cost to settle the claim was \$165. Sufficient funds are available in the adopted Fiscal Year 2020-21 Budget for this purpose.

DISCUSSION:

Staff investigated the claim and determined that the bees were in the District's water meter box. If the claimant had contacted the District, staff would have arranged for removal of the bees. However, the claimant felt compelled to contract for the bee removal on her own given that her daughter is allergic. The claimant's request for reimbursement is consistent with the amount the District would have paid for the same service. As a result, the claim was determined to be reasonable, and the General Manager opted to settle it, in the amount of \$165.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Donald Patterson, Director of Finance and Administration

ATTACHMENTS:

Claim by Ronda Onesto



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: Ronda Onesto

Address/location of accident or occurrence:
5506 Pointed Oak Pl. Agoura Hills, CA 91301

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

Telephone numbers: Home: 818-851-9222 Work/Cell: 818-307-9069

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)
10-1-20 9:30AM
2. Where did the damage or injury occur?
LVMWD shut off out front of my mailbox
5506 pointed oak Pl. Agoura Hills on my neighbor's yard.
(5502)
3. How did the damage or injury occur? (Give full details)
Bee Hive - I hired The 'Bee Man' and he said
the Hive had about 5,000 Bees.
4. What damage or injuries do you claim?
I paid \$165 to the Bee Man and want to
be reimbursed. LVMWD said, on the phone, the Bee Man
is the company they use. so I paid and want a reimbursement.
My daughter is allergic so it was an emergency that
we had someone come out to treat the bee problem. →

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?

Bee Hive

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?

NO

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

Amount claimed as of this date: \$ 165

Estimated amount of future expenses: \$ 165 if Hive returns

Total Amount Claimed: \$ 165

Basis for computation of amounts claimed: I paid this amount to remove beehive

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

photos and receipt attached.

Randa Orsato

Signature of Claimant or Person Acting on Claimant's Behalf

10-15-20

Date

Print Name of Signee (required):

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.



.10840

6264 Yerba Seca Ave., Agoura Hills, CA 91301

Tel: (818) 889-2728 (310) 207-1090 Fax: (818) 991-3811

E-mail: davidabeeman@yahoo.com Website: www.davidabeeman.com

Customer Name: Ronda Onesto Date: 10-1-20

Address: 5506 POINTED OAK PL

City: AGOURA State: _____ Zip: _____

Tel (Hm): 3079068 Tel (Wk): _____ Zone: _____

Employee: David

Type of Work (circle one): HIVE SWARM SCOUT HONEY REMOVAL

Phone Quote: _____ Height in feet: _____ Age: _____

#7390

Total Bill: 165

Payment By (circle one): CASH CHECK BILL CREDIT

Guarantee 1 2 3 4 5 6 Months (in exact same spot)

Special Instructions: BEEHIVE LIVES
REMOVED FROM THE
WATER AFTER BOX

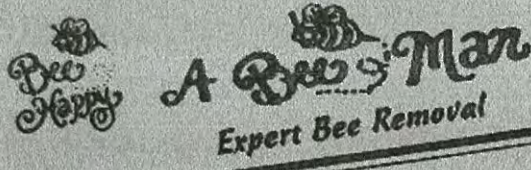
X Ronda Onesto

There is a \$ 25 fee for checks that bounce

TERMS: NOT RESPONSIBLE FOR HONEY LEAKS OR ANTS. IF THE HONEY IS NOT REMOVED. NO GURANTEE WITHOUT RECEIPT. SIGNEE AGREES TO PAY FOR ALL WORK THAT WAS SIGNED FOR. WE RESERVE THE RIGHT TO ASK FOR CHECKS AT ANY TIME.

* Hope we can bee of further service *

David Saraf



From LA Call:
(310) 207-1090

2nd Generation
Beekeepers

From The Valley
(818) 889-2728

davidabeeman@yahoo.com
www.davidabeeman.com

Company →

JOSEPH ONESTO
RONDA ONESTO
5506 POINTED OAK PL
AGOURA HILLS, CA 91301

Check paid
↓

7390

18-24/1223 4442

10-1-20 DATE

PAY TO THE ORDER OF

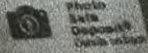
David Saraf

\$ 165.00

One Hundred Sixty Five and

**1/100

DOLLARS



Wells Fargo Bank, N.A.
California
wellsfargo.com

Ronda Onesto

FOR Bee Removal water lid

⑆ 22000 24 71 ⑆ 0901689513 ⑆ 07390



