



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

**MINUTES**  
**REGULAR MEETING**

---

9:00 AM

January 5, 2021

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag was led by Ursula Bosson.

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

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

**Present:** Directors Charles Caspary, Jay Lewitt, Lynda Lo-Hill, Len Polan (connected to the teleconference at 9:03 a.m.), 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 Lo-Hill moved to approve the agenda. Motion seconded by Director Renger. Motion carried by the following roll call vote:

AYES: Caspary, Lewitt, Lo-Hill, Renger  
NOES: None  
ABSTAIN: None  
ABSENT: Polan

**3. PUBLIC COMMENTS**

None.

**4. CONSENT CALENDAR**

**A List of Demands: January 5, 2021: Receive and file**

**B Minutes Regular Meeting of December 15, 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 connected to the teleconference at 9:03 a.m.

Director Lo-Hill moved to approve the Consent Calendar. Motion seconded by Director Renger. Motion carried unanimously by roll call vote.

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

**A Legislative and Regulatory Updates**

Joe McDermott, Director of Engineering and External Affairs, reported that there was interest at the federal level to provide support for drinking water and wastewater assistance for low-income households. He also reported that there was much interest in the outcome of the Senate election in Georgia, which could affect the passage of bills at the federal level for water and wastewater services. He noted that the state legislature was scheduled to open the desk on January 11th; however, the opening date was uncertain due to an increase in positive COVID-19 cases at the State Capitol. He stated that it was also uncertain which bills would be introduced in the new legislative session. He also reported that the next virtual Working Group workshop by the South Coast Air Quality Management District regarding the rulemaking process for the Proposed Amended Rule (PAR) 1110.2 - Emissions from Gaseous- and Liquid-Fueled Engines, PAR 1470 - Requirements for Stationary Diesel-Fueled Internal Combustion and Other Compression Ignition Engines, and PAR 1472 - Requirements for Facilities with Multiple

Stationary Emergency Standby Diesel-Fueled Internal Combustion Engines would be held in February.

**B Fiscal Year 2019-20 Comprehensive Annual Financial Report**

**Receive and file the Fiscal Year 2019-20 Comprehensive Annual Financial Report.**

Ken Pun, representing The Pun Group, provided introductory remarks.

Coley Delaney, representing The Pun Group, provided a PowerPoint presentation and overview of the Fiscal Year 2019-20 Comprehensive Annual Financial Report, including the scope of work, required communications, and financial statements (net position at June 30, 2020, changes in net position, statements of cash flow, net pension liability, and net other post-employment benefits (OPEB) liability). He stated that the audit included an unmodified opinion of the audit results and no reported communication or internal control related matters identified in the audit.

Director Polan moved to approve Item 5B. Motion seconded by Director Caspary.

Mr. Pun responded to a question regarding a comparison of the statement of cash flows net change in cash and equivalents showing \$13.1 million in Fiscal Year 2019-20 compared to \$(3.1) million in Fiscal Year 2018-19 by stating that the District experienced \$30 million in matured investments in Fiscal Year 2019-20 and utilized \$25 million to repurchase investments. He noted that the matured investments in Fiscal Year 2018-19 totaled only \$12 million. He stated that the difference in cash and equivalents was due to investment activities between the two fiscal years. He also stated that the restricted cash and cash equivalents were related to the bond that was paid in full, and there were no requirements for additional reserves to be held in restricted cash and cash equivalents.

Angela Saccareccia, Finance Manager, stated that one of the largest increases in cash was due to the loan proceeds for the Automatic Meter Reading/Advanced Metering Infrastructure (AMR/AMI) Project, in the amount of \$10.1 million received in June 2020, which comprised the majority of the \$13.1 million net change in cash and equivalents.

General Manager David Pedersen confirmed that \$30.1 million in investments matured in 2020 as compared to \$12 million in 2019.

A discussion ensued regarding the District's net pension liability and the sensitivity when considering different CalPERS' discount rates, and the District's limitations in making investments in real estate per State law.

Motion carried unanimously by roll call vote.

**6. TREASURER**

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

**7. FACILITIES AND OPERATIONS**

**A Rancho Las Virgenes Composting Facility: Temporary Waiver of Bulk Loading Fee**

**Ratify the General Manager’s temporary waiver of the bulk-loading fee, beginning on December 1, 2020, and approve, in concept, a policy that allows the General Manager to temporarily waive the bulk-loading fee in the future when compost inventory is expected to exceed the available storage capacity at the Rancho Las Virgenes Composting Facility.**

General Manager David Pedersen presented the report.

Director Lo-Hill moved to approve Item 7A. Motion seconded by Board President Lewitt.

John Zhao, Director of Facilities and Operations, responded to a question regarding the consistency of the amendment material by stating that the new vendor was providing a coarser sawdust material. He stated that a request for proposals would be issued to seek a better quality amendment material.

General Manager David Pedersen responded to a question regarding whether there was excess compost due to more people staying at home during the COVID-19 pandemic by stating that the excess was due to the reduced demand for compost and the change in the nature of the amendment material, which created a larger volume due to it being coarser and less absorbent.

Board President Lewitt suggested that staff increase outreach efforts regarding the compost giveaway and consider adding a second community compost give-away day.

Director Caspary suggested that staff explore whether a small hammer mill could be used to reduce the amendment particle size to make it more absorbent. General Manager David Pedersen responded that staff would follow-up.

Motion carried unanimously by roll call vote.

**B Implementation of Operations Data Management, Analytics, and Decision Support System: IOSight iGreen**

**Authorize the General Manager to execute a Change of Scope for the professional services agreement with IOSight, in the amount of \$55,000, for engineering programming and the first-year software-as-a-service (SaaS) fee to implement iGreen for the recycled water system and Pure Water Demonstration Facility; and authorize the General Manager to approve annual purchase orders to IOSight, in the amount of \$43,000, for two additional years of SaaS fees associated with the potable water system, recycled water system, and Pure Water Demonstration Facility.**

John Zhao, Director of Facilities and Operations, presented the report and shared the iGreen Data Management dashboard showing the District water system's operational data. He responded to a question regarding lag time and data dropout by stating that a lag occurs when transferring data through several servers. He also stated that staff would follow up with the vendor regarding the lag time. He also responded to a question regarding incorporating data from the interconnection with the City of Los Angeles at Kittridge and for the supply that comes to the Woolsey Canyon area from the City of Simi Valley by stating the data could be incorporated. He noted that hardware would need to be included to generate the data instead of relying on data received from the Cities of Los Angeles and Simi Valley.

Director Caspary moved to approve Item 7B. Motion seconded by Director Renger.

Mr. Zhao responded to a question regarding the loss of institutional knowledge should the iGreen software service become unavailable due to an outage by stating that the iGreen software service would sit on top of the District's database server, which would contain the underlying data generated by the SCADA system. He noted that the software service would be an application that could be used in a smartphone setting, and the data could easily be transferred to a different service provider.

Board President Lewitt suggested that staff share their experience using the software service with neighboring water districts.

Motion carried unanimously by roll call vote.

## **8. FINANCE AND ADMINISTRATION**

### **A Continuation of Potable Water Standby Charge: Public Hearing, Introduction, and First Reading**

**Waive the full reading and call for proposed Ordinance No. 283 to be given first reading by title only for continuation of the potable water standby charge.**

#### **ORDINANCE NO. 283**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT AS IT RELATES TO STANDBY CHARGES FOR THE FISCAL YEAR COMMENCING JULY 1, 2021.**

(Reference is hereby made to Ordinance No. 283 on file in the District's Ordinance Book and by this reference the same is incorporated herein.)

Board President Lewitt provided introductory remarks.

Josie Guzman, Clerk of the Board, reported that the District published a notice of public hearing in *The Las Virgenes – Calabasas Enterprise* on December 24 and 31, 2020, and approximately 1,862 postcards were mailed to new residents within the service area.

General Manager David Pedersen explained the purpose of the Water Standby Charge. He noted that the second reading and adoption of proposed Ordinance No. 283 would take place at the February 2, 2021 Regular Board meeting.

Board President Lewitt opened the public hearing at 10:00 a.m.

There were no public comments.

Ms. Guzman confirmed that the District did not receive any written or verbal comments.

Board President Lewitt closed the public hearing at 10:01 a.m.

Director Lo-Hill moved to waive the full reading and call for proposed Ordinance No. 283 to be given first reading by title only, waive further reading, and introduce Ordinance No. 283. Motion seconded by Director Polan. Motion carried unanimously by roll call vote.

Keith Lemieux, District Counsel, read Ordinance No. 283 by title only.

## 9. ENGINEERING AND EXTERNAL AFFAIRS

### **A Tract No. 53138 (Deerlake Ranch): Adoption of Mitigated Negative Declaration for Twin Lakes Water Storage Tank and Pump Station Upgrades**

**Adopt the Mitigated Negative Declaration for Twin Lakes Water Storage Tank and Pump Station Upgrades and authorize the Director of Engineering and External Affairs to execute the file a Notice of Determination with the County Clerk of Los Angeles County.**

General Manager David Pedersen disconnected from the teleconference at 10:02 a.m. due to a conflict of interest regarding this item.

Joe McDermott, Director of Engineering and External Affairs, provided introductory remarks.

Oliver Slosser, Senior Engineer, presented the report.

Director Polan moved to approve Item 9A. Motion seconded by Director Caspary.

Director Lo-Hill requested copies of the comment letters received from the California Department of Transportation and the California Department of Fish and Wildlife, as well as a copy of the Mitigated Negative Declaration. Mr. Slosser responded that staff would follow-up.

Motion carried unanimously by roll call vote.

General Manager David Pedersen reconnected to the teleconference at 10:07 a.m.

**10. NON-ACTION ITEMS**

**A Organization Reports**

Director Caspary noted that the Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) issued a call for election for individuals to serve on the Executive Committee. He stated that Directors interested in the election should contact the Clerk of the Board.

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

None.

**C General Manager Reports**

(1) General Business

General Manager David Pedersen reported that the Board previously rejected a claim filed by Jane Mania. He noted that Ms. Mania filed a small claims suit, and the claim was discharged by the court with no obligation to the District. He noted that two years ago the Board held a Special Board Meeting where District Counsel conducted Ethics Training and Sexual Harassment Prevention Training for the Board. He also noted that District Counsel was available to conduct the biennial training this year. The Board agreed to schedule a Special Board Meeting for the biennial training.

(2) Follow-Up Items

General Manager David Pedersen stated that he would send an update to the Board regarding three follow-up items.

**D Directors' Comments**

Board President Lewitt noted that he visited Colorful Garden Center where he spoke with a representative who had spoken with staff regarding their water use. He asked staff to follow up with the representative regarding the garden center's water budget.

**11. FUTURE AGENDA ITEMS**

None.

**12. PUBLIC COMMENTS**

None.

**13. OPEN SESSION AND ADJOURNMENT**

Seeing no further business to come before the Board, the meeting was duly adjourned at **10:15 a.m.**



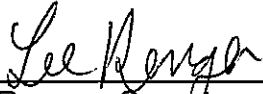




---

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

ATTEST:



---

Lee Renger, Secretary  
Board of Directors  
Las Virgenes Municipal Water District

(SEAL)