



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

MINUTES
REGULAR MEETING

9:00 AM

April 6, 2021

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was led by Josie Guzman.

1. CALL TO ORDER AND ROLL CALL

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

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

Absent: None

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

2. APPROVAL OF AGENDA

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

Motion carried unanimously by roll call vote.

3. PUBLIC COMMENTS

None.

4. CONSENT CALENDAR

Director Caspary pulled Item 4F from the Consent Calendar for discussion.

A List of Demands: April 6, 2021: Receive and file

B Minutes Regular Meeting of March 16, 2021 and Special Meeting of March 23, 2021: 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.

E Monthly Cash and Investment Report: January 2021

Receive and file the Monthly Cash and Investment Report for January 2021.

G Las Virgenes Reservoir Watershed Sanitary Survey and Raw Water Quality Evaluation: Receive and File

Receive and file the 2020 Las Virgenes Reservoir Watershed Sanitary Survey and Raw Water Quality Evaluation.

Director Lo-Hill moved to approve Consent Calendar Items 4A, 4B, 4C, 4D, 4E, and 4G. Motion seconded by Director Caspary. Motion carried unanimously by roll call vote.

4. CONSENT CALENDAR – SEPARATE ACTION ITEM

F Supply and Delivery of Bulk Woodchip Compost Amendment: Change Order

Authorize the General Manager to approve a change order with Recycled Wood Products, in the amount of \$26,300, for the supply and delivery of bulk woodchip compost amendment.

Director Caspary inquired regarding the unit cost of amendment under the previous contract and the current contract. General Manager David Pedersen confirmed that the unit cost was the same under both contracts for the larger-sized amendment.

Director Caspary moved to approve Item 4F. Motion seconded by Director Polan. 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 a letter of support was sent regarding AB 588 (Garcia), Planned Regulatory Compliance, related to new drinking water regulations. He also reported that a letter of support if amended was sent regarding AB 1500 (Garcia), the Safe Drinking Water, Wildfire Prevention, Drought Protection, Flood Protection, Extreme Heat Mitigation, and Workforce Development Bond Act of 2022, to support \$1.5 billion for recycled water projects. He noted that discussions were continuing with South Coast Air Quality Management District (AQMD) representatives regarding tentative changes to the regulations for emergency generator runtimes. He noted that AQMD staff was in contact with the California Air Resources Board (CARB) to discuss potential changes to regulations related to increasing emergency generator maintenance and testing runtime limits. He also noted that AQMD would hold a stakeholder workshop on April 8th. He responded to a question regarding the timeline to adopt new regulations by stating that new regulations would need to be adopted by autumn. He noted that the District could work with Senator Bill Dodd to introduce a spot bill through a “gut and amend” process should there be no progress in AQMD’s rulemaking process.

6. TREASURER

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

7. FINANCE AND ADMINISTRATION

A Claim by Shad Rezai

Deny the claim by Shad Rezai.

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

Director Polan moved to deny the claim by Shad Rezai. Motion seconded by Director Renger. Motion carried unanimously by roll call vote.

8. ENGINEERING AND EXTERNAL AFFAIRS

A Installation of Flow Restriction Devices and Discontinuation of Water Service on Specified Delinquent Accounts

Authorize the installation of flow restriction devices on delinquent accounts for customers with water usage at 150% or more of their water budgets during at least two of the past 12 months who refuse to pay the past due amount on their account,

agree to a flexible payment plan, or adhere to the terms of an existing payment plan; and authorize the discontinuation of water service for delinquent accounts for recycled water or irrigation customers who refuse to pay the past due balance on their account, agree to a flexible payment plan, or adhere to the terms of an existing payment plan.

Ursula Bosson, Customer Service Manager, presented the report.

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

Ms. Bosson responded to a question regarding whether the number of customers in the excessive residential use delinquent category were repeat high water users by stating that the customers listed in this category had exceeded their water budgets more than two times over a 12-month period.

Motion carried unanimously by roll call vote.

B Standard Plans and Specifications Update: Award

Accept the proposal from MKN & Associates, Inc., and authorize the General Manager to execute a professional services agreement, in the amount of \$107,958, to update the District's standard plans and specifications.

Oliver Slosser, Senior Engineer, presented the report.

Director Caspary moved to approve Item 8B. Motion seconded by Director Lo-Hill.

Mr. Slosser responded to a question regarding when the standard plans and specifications were last updated and whether uniform building and plumbing codes should be regularly adopted by the District by stating that uniform building and plumbing codes would be considered for each project. He noted that the update to the standard plans and specifications would be for consistency across all projects District-wide. He also noted that the long term maintenance of the standard plans and specifications would be considered to keep the standards as a living document. He also responded to a question regarding an example of plans and specifications by providing an example of a standard detail for a recycled water meter assembly. Joe McDermott, Director of Engineering and External Affairs, added that the standard plans and specifications would be for installations in the public right-of-way, which do not change as frequently as uniform building and plumbing codes.

Motion carried unanimously by roll call vote.

C Mulholland Highway Bridge over Triunfo Creek Water Main Replacement Project: Change Order No. 1

Authorize the General Manager to approve Change Order No. 1 with Unified Field Services Corporation, in the amount of \$30,092.65, for the Mulholland Highway Bridge over Triunfo Creek Water Main Replacement Project.

Veronica Hurtado, Assistant Engineer, presented the report.

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

Ms. Hurtado responded to a question regarding whether the project costs would be reimbursed by the Federal Emergency Management Agency (FEMA) or by the District's insurance carrier by stating that the costs could potentially be reimbursed by either FEMA or CalOES.

Motion carried unanimously by roll call vote.

D Woolsey Fire Facility Repair Project No. 2, Westlake Filtration Plant: Construction Award

Award a construction contract to SBS Corporation, in the amount of \$1,211,702.61, and reject all remaining bids upon receipt of the duly executed contract documents for the Woolsey Fire Facilities Repair Project No. 2, Westlake Filtration Plant.

Veronica Hurtado, Assistant Engineer, presented the report.

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

Ms. Hurtado responded to a question regarding whether the project costs would be reimbursed by stating that requests for reimbursement could be filed with FEMA and CalOES for costs that were not covered by the District's insurance carrier.

Motion carried unanimously by roll call vote.

9. INFORMATION ITEMS

A Reconciliation of Capacity and Developer Fee Deposits

General Manager David Pedersen recognized Engineering and External Affairs and Finance and Administration staff for their efforts in reconciling the capacity and developer fee deposits. He responded to a question regarding carrying the capacity and developer fee deposits on the District's financial statements as a liability by stating that the balance sheet showed the deposits as an asset with an offsetting entry as a liability; however, the deposits would now be removed as a liability and recognized as earned revenue.

B GFOA Distinguished Budget Presentation Award

Director Lo-Hill acknowledged Finance and Administration staff on receiving the GFOA award for the 16th consecutive year.

10. NON-ACTION ITEMS

A Organization Reports

Director Caspary noted that he would be attending the Association of California Water Agencies (ACWA) State Legislative Committee Meeting on April 9th and the Santa Monica Bay Restoration Commission Executive Committee Meeting on April 15th. He reported that he was deposed for a lawsuit regarding the Ballona Wetlands Land Trust versus the Santa Monica Bay Restoration Commission related to compliance with the California Public Records Act. He noted that settlement negotiations were ongoing.

B Director's Reports on Outside Meetings

Director Polan inquired whether the AQMD stakeholder workshop was open to the public. General Manager David Pedersen responded that he would send the meeting link to the Board.

C General Manager Reports

(1) General Business

General Manager David Pedersen noted that the Board scheduled a Special Board Meeting on April 13th for the Strategic Planning Workshop, and Board President Lewitt had asked about the possibility of holding the workshop in-person since Los Angeles County was entering the orange reopening tier. He suggested that the Board consider rescheduling the workshop to May 19th or May 25th for a hybrid/in-person meeting. The Board agreed to reschedule the Special Board Meeting for the Strategic Planning Workshop for May 25th at 9:00 a.m.

(2) Follow-Up Items

None.

D Directors' Comments

Director Lo-Hill inquired whether she could attend the ACWA State Legislative Committee Meeting. Director Caspary responded that he would send the meeting link and bill package to Josie Guzman, Clerk of the Board, to forward to the Board. He noted that ACWA Region 8 would meet on April 7th to review ACWA's bill recommendations.

11. FUTURE AGENDA ITEMS

None.

12. PUBLIC COMMENTS

None.

13. ADJOURNMENT

Seeing no further business to come before the Board, the meeting was duly adjourned at 9:51 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)