

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

AGENDA
REGULAR MEETING
December 7, 2021, 9:00 AM

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

Pursuant to AB-361 (Government Code Section 54953(e)), the Las Virgenes Municipal Water District Board of Directors finds health concerns dictate offering the public and directors the opportunity to attend board meetings via teleconferencing.

PUBLIC PARTICIPATION: Pursuant to AB-361 and given the current health concerns, this meeting is being conducted via Zoom Webinar and all attendees are muted by default. To join via computer, please use the following Zoom Webinar ID:

Webinar ID: <https://us06web.zoom.us/j/89034912755>

To join by telephone, please dial (669) 900-6833 or (346) 248-7799 and enter Webinar ID: **890 3491 2755**

For members of the public wishing to address the Board during Public Comment or during a specific agenda item, please press "Raise Hand" if you are joining via computer, or press *9 if you are joining via phone.

Members of the public can also access and request to speak at meetings live on-line, with audio and limited video, at www.LVMWD.com/LiveStream. In addition, members of the public can submit written comments electronically for consideration at 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 other 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 AND ADOPTION OF RESOLUTION NO. 2603 (AB 361)

A Approval of Agenda and Reauthorization of Revised Use of Teleconferencing for Public Meetings (Pg. 6)

Approve the agenda and pass, approve and adopt proposed Resolution No. 2603, reauthorizing the revised use of teleconferencing for public meetings pursuant to the Brown Act provisions enacted by Assembly Bill 361.

RESOLUTION NO. 2603

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT REAUTHORIZING THE REVISED USE OF TELECONFERENCING FOR PUBLIC MEETINGS

(Reference is hereby made to Resolution No. 2603 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

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: December 07, 2021 (Pg. 12)**

Receive and File

B **Minutes: Regular Meeting of November 16, 2021 (Pg. 64)**

Approve

C **Drought and Water Supply Conditions Update (Pg. 74)**

Receive and File

D **Refuse Collection and Hauling Services: Award (Pg. 81)**

Accept the quote from Waste Management/G.I. Industries and authorize the General Manager to execute a one-year service agreement, in the amount of \$45,000, with four one-year renewal options not to exceed the original amount by more than 10%, for a maximum five-year aggregate amount of \$274,730, for refuse collection and hauling services at the Tapia Water Reclamation Facility and Westlake Filtration Plant.

E **Financial Review: First Quarter of Fiscal Year 2021-22 (Pg. 83)**

Receive and file the financial review for the first quarter of Fiscal Year 2021-22.

F **Consideration of Non-Qualifying Event for Directors' Per Diem Compensation (Pg. 95)**

Authorize Board Member attendance and per diem compensation for Heal the Bay's *ONE Water Day Event* held on December 3, 2021.

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

A **Legislative and Regulatory Updates**

6 **TREASURER**

7 **FACILITIES AND OPERATIONS**

A **Building No. 7 HVAC System Replacement: Award (Pg. 98)**

Accept the quotation from Gordian Group and authorize the General Manager to issue a purchase order, in the amount of \$262,593.61, for replacement of the HVAC system for Building No. 7.

B **Sewer Line and Lift Station Cleaning Services: Award (Pg. 113)**

Authorize the General Manager to execute contractual service agreements with Pipe Tec, Inc. and National Plant Services, in the amounts of \$150,000 and \$50,000, respectively, for sewer line cleaning and lift station work.

8 **FINANCE AND ADMINISTRATION**

A **Approval of Memorandum of Understanding with Management Unit: January 1, 2022 through December 31, 2024 (Pg. 116)**

Authorize the General Manager to execute the proposed Memorandum of Understanding with the Management Unit for a term of January 1, 2022 through December 31, 2024.

9 **ENGINEERING AND EXTERNAL AFFAIRS**

A **Improved Identification and Branding of District Vehicles (Pg. 163)**

Consider and provide feedback on options for improved identification and branding of District vehicles.

B **Digital Media Advertisement with Adtaxi: Approval of Change Order (Pg. 168)**

Authorize the General Manager to approve Change Order No. 1 with Adtaxi, in the amount of \$30,000, for additional digital media advertisement associated with response to the on-going statewide drought emergency.

C **Update on Automatic Meter Reading/Advanced Metering Infrastructure Project (Pg. 178)**

Receive and file an update on the Automatic Meter Reading/Advanced Metering Infrastructure Project.

D **Update on Comprehensive Water Conservation Plan Activities and Authorization of Change Order No. 1 for the Weather-Based Irrigation Controller Program (Pg. 185)**

Receive and file an update on the Comprehensive Water Conservation Plan activities and authorize the General Manager to approve a no-cost change order with Valley Soil, Inc., to perform on-site follow-up visits for participants of the Weather-Based Irrigation Controller Program.

10 **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**

11 **FUTURE AGENDA ITEMS**

12 **PUBLIC COMMENTS**

Members of the public may now address the Board of Directors **ON MATTERS NOT APPEARING ON THE AGENDA**, but within the jurisdiction of the Board. No action shall be taken on any matter not appearing on the agenda unless authorized by Subdivision (b) of Government Code Section 54954.2

13 **CLOSED SESSION**

A **Conference with Labor Negotiator (Government Code Section 54957.6):**

Agency Designated Representatives: David W. Pedersen, General Manager; Donald Patterson, Director of Finance and Administration; and Sophia Crocker, Human Resources Manager

Employee Organization: Las Virgenes Manager, Supervisor, Professional and Confidential Employees Association

14 **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.



December 7, 2021 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject : Approval of Agenda and Reauthorization of Revised Use of Teleconferencing for Public Meetings

SUMMARY:

On September 16, 2021, Governor Gavin Newsom signed Assembly Bill (AB) 361 to temporarily exempt certain requirements of the Brown Act and change the requirements for public meetings held by teleconference under certain circumstances. Staff recommends that the Board adopt proposed Resolution No. 2603 to reauthorize implementation of the provisions of AB 361 given the on-going health concerns associated with the COVID-19 pandemic. If approved, the Board is required to reconsider and renew the action every 30 days

RECOMMENDATION(S):

Approve the agenda and pass, approve and adopt proposed Resolution No. 2603, reauthorizing the revised use of teleconferencing for public meetings pursuant to the Brown Act provisions enacted by Assembly Bill 361.

RESOLUTION NO. 2603

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT REAUTHORIZING THE REVISED USE OF TELECONFERENCING FOR PUBLIC MEETINGS

(Reference is hereby made to Resolution No. 2603 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

FISCAL IMPACT:

No

ITEM BUDGETED:

No

DISCUSSION:

Background:

The Brown Act secures public access to the meetings of public commissions, boards, councils and agencies in the state. It also affirms that the people have the right of access to information concerning the conduct of the people's business, and, therefore, the meetings of public bodies and the writings of public officials and agencies shall be open to public scrutiny.

Under the Brown Act, all meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any such meeting. The Brown Act, as it presently exists, provides the following requirements for use of teleconferencing in connection with a meeting of a legislative body:

- Teleconferencing, as authorized, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by roll call.
- If the legislative body elects to use teleconferencing, it must post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of the local agency.
- Each teleconferencing location shall be identified in the posted agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public.
- During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercised jurisdiction.
- The agenda shall provide an opportunity for members of the public to address the legislative body directly, as the Brown Act requires for in-person meetings, at each teleconference location.
- For purposes of these requirements, "teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.

Executive Order N-29-20 and Assembly Bill 361:

In March 2020, Governor Gavin Newsom issued Executive Order N-29-20, which waived Brown Act requirements found in Government Code §54953(b)(3) for teleconference participation in public meetings. In particular, the Executive Order waived the following:

- The requirement that state and local bodies notice each teleconference location from which a member will be participating in a public meeting;
- The requirement that each teleconference location be accessible to the public;
- The requirement that members of the public may address the body at each teleconference location;
- The requirement that state and local bodies post agendas at all teleconference locations; and

- The requirement that, during teleconference meetings, at least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction.

Executive Order N-29-20 expired on October 1, 2021. In light of the expiration date, a recent bill, AB 361, was approved by the California Legislature and signed by the Governor to extend the provisions of Executive Order N-29-20, subject to certain conditions to be met by the local legislative body seeking to utilize the exemptions. AB 361 also imposes certain new requirements as detailed below.

Analysis of Assembly Bill 361:

AB 361 exempts local legislative bodies from certain Brown Act requirements currently governing teleconferencing. These exemptions may be used only in one of the following circumstances:

- The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
- The legislative body holds a meeting during a proclaimed state of emergency for purposes of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.
- The legislative body holds a meeting during a proclaimed state of emergency and has determined by majority vote pursuant to b) above that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

The District is currently subject to a Health Officer Order issued by Los Angeles County Department of Public Health on August 23, 2021. The Order eliminated physical distancing requirements except during major outbreaks. Accordingly, to avail itself of the teleconferencing exemptions provided by AB 361, the District must determine that the state of emergency continues to present imminent risk to the health or safety of attendees at public meetings.

Further, AB 361 requires that the Board reconsider the state of emergency and renew its determination every 30 days after commencing use of its exemptions. However, if during the 30-day period, the Board wishes to meet in person, it may choose to do so despite adoption of the proposed Resolution. The intent of the Resolution is merely to allow the Board to avail itself of the AB 361 teleconferencing provisions.

Finally, in addition to allowing for the above exemptions, AB 361 adds the following requirements:

- The legislative body must give notice of the meeting and post agendas as otherwise required by the Brown Act.
- The legislative body must allow members of the public to access the meeting, and the agenda must provide an opportunity for members of the public to address the legislative body directly pursuant to Brown Act requirements. In each instance where notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body must also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda must identify and include an opportunity for all persons to attend via call-in option or an internet-based service option. The legislative body need not provide a physical location

from which the public may attend or comment.

- The legislative body must conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body.
- In the event of a disruption that prevents the public agency from broadcasting the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption within the local agency's control that prevents members of the public from offering public comments using the call-in or internet-based service options, the legislative body must take no further action on items appearing on the meeting agenda until public access to the meeting is restored. Actions taken on agenda items during a disruption preventing the broadcast of the meeting may be challenged as provided in the Brown Act.
- The legislative body may not require public comments to be submitted in advance of the meeting, and it must provide an opportunity for the public to address the legislative body and offer comment in real time.
- The legislative body may use an online third-party system for individuals to provide public comment that requires an individual to register with the system prior to providing comment.
- If a legislative body provides a timed public comment period, it may not close the comment period or the time to register to provide comment until the timed period has elapsed. If the legislative body does not provide a time-limited comment period, it must allow a reasonable time for the public to comment on each agenda item.

GOALS:

Provide Safe and Quality Water with Reliable Services

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

ATTACHMENTS:

Proposed Resolution No. 2603

RESOLUTION NO. 2603

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT REAUTHORIZING THE REVISED USE OF TELECONFERENCING FOR PUBLIC MEETINGS

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

WHEREAS, the Governor of the State of California (“Governor”) proclaimed a State of Emergency to exist as a result of the threat of COVID-19. (Governor’s Proclamation of a State of Emergency (Mar. 4, 2020).)

WHEREAS, the Governor’s Exec. Order No. N-25-20 (Mar. 12, 2020); Governor’s Exec. Order No. N-29-20 (Mar. 17, 2020); and Governor’s Exec. Order No. N-08-21 (Jun. 11, 2021) provided that local legislative bodies may hold public meetings via teleconferencing and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body and waived the Brown Act provisions found in Govt. Code section 54953(b)(3) which require the physical presence of the members, the clerk, or other personnel of the body, or the public, as a condition of participation in, or quorum for, a public meeting, including:

- a) The requirement that state and local bodies notice each teleconference location from which a member will be participating in a public meeting.
- b) The requirement that each teleconference location be accessible to the public.
- c) The requirement that members of the public may address the body at each teleconference location.
- d) The requirement that state and local bodies post agendas at all teleconference locations.
- e) The requirement that, during teleconference meetings, at least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction.

WHEREAS, the provisions of Governor’s Exec. Order No. N-25-20 (Mar. 12, 2020); Governor’s Exec. Order No. N-29-20 (Mar. 17, 2020); and Governor’s Exec. Order No. N-08-21 (Jun. 11, 2021) are set to expire on September 30, 2021 and will no longer remain in effect thereafter;

WHEREAS, the Center for Disease Control is currently contending with the Delta Variant of the COVID-19 virus and anticipates the development of potential other strains which may further impede public agency operations and prolong the need for social distancing requirements;

AND WHEREAS, recent legislation (A.B. 361) authorizes a local legislative body to use teleconferencing for a public meeting without complying with the Brown Act’s teleconferencing quorum, meeting notice, and agenda requirements set forth in Government Code section 54953(b)(3), in any of the following circumstances:

- a) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

- b) The legislative body holds a meeting during a proclaimed state of emergency for purposes of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.
- c) The legislative body holds a meeting during a proclaimed state of emergency and has determined by majority vote pursuant to b) above that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Las Virgenes Municipal Water District as follows:

Section 1. Incorporation of Recitals. All of the foregoing Recitals are true and correct and the Board so finds and determines. The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

Section 2. Adoption of AB-361. The Board has determined by majority vote that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

Section 3. Continued Implementation of AB-361. If the state of emergency remains active, or state or local officials have imposed measures to promote social distancing, the Board of Directors of the Las Virgenes Municipal Water District shall, in order to continue meeting subject to this exemption to the Brown Act, no later than 30 days after it commences using the exemption, and every 30 days thereafter, make the following findings by majority vote:

- a) The legislative body has reconsidered the circumstances of the state of emergency; *and*
- b) Either (1) the state of emergency continues to directly impact the ability of the members to meet safely in person; or (2) state or local officials continue to impose or recommend measures to promote social distancing.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2021.

Jay Lewitt, President

ATTEST:

Lee Renger, Secretary

(SEAL)

APPROVED AS TO FORM:

W. Keith Lemieux, District Counsel

**CHECK LISTING FOR BOARD MEETING
12/07/21**

Company Name	Company No.	Check No. 102613 thru 102656 11/16/21 Amount	Check No. 102657 thru 102722 11/23/21 Amount	Check No. 102723 thru 102763 12/01/21 Amount	Total
Potable Water Operations	101	3,361.81	21,291.47	60,949.74	85,603.02
Recycled Water Operations	102	2,127.50			2,127.50
Sanitation Operations	130	1,399.40	236,023.98	7,387.50	244,810.88
Potable Water Construction	201	4,950.00		127,905.99	132,855.99
Water Conservation Construction	203				-
Sani- Construction	230				-
Potable Water Replacement	301	268,760.47	2,241.00	348,542.80	619,544.27
Reclaimed Water Replace	302				-
Sanitation Replacement	330	1,400.00			1,400.00
Internal Service	701	63,151.78	61,142.98	159,945.12	284,239.88
JPA Operations	751	24,871.91	97,951.37	43,771.32	166,594.60
JPA Construction	752				-
JPA Replacement	754	3,031.43		388,942.14	391,973.57
	Total Printed	373,054.30	418,650.80	1,137,444.61	1,929,149.71
	Net Total	373,054.30	418,650.80	1,137,444.61	1,929,149.71

LAS VIRGENES MUNICIPAL WATER DISTRICT

To: LYNDA LO-HILL, TREASURER

Payments for Board Meeting of : December 7, 2021

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. 102613 through 102763 were issued in the total amount of **\$ 1,929,149.71**

Payments through wire transfers as follows:

11/30/2021 Metropolitan Water District Payment for water deliveries in the month of September 2021	\$ 2,513,935.50
Sub-Total Wires	<u>\$ 2,513,935.50</u>

Total Payments	<u><u>\$ 4,443,085.21</u></u>
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(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.)

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
102613	11/16/2021	PRTD	8680 ADS, LLC	22085.22-1021	10/23/2021		111621	3,060.00
			Invoice: 22085.22-1021					
				765.00 130100 551500				
				2,295.00 751800 551500				
					OCT'21 FLOW MONITORING			
					Outside Services			
					Outside Services			
					CHECK		102613 TOTAL:	3,060.00
102614	11/16/2021	PRTD	20389 AIRGAS SPECIALTY PRODUCTS	9118489179	10/22/2021		111621	3,224.56
			Invoice: 9118489179					
				3,224.56 751810 541013				
					32,720 LBS AMMONIUM HYDROXIDE			
					Aqua Ammonia			
					CHECK		102614 TOTAL:	3,224.56
102615	11/16/2021	PRTD	30142 ALLIANCE RESOURCE CONSULTING LLC	LVMWD-01-04	10/20/2021		111621	6,625.00
			Invoice: LVMWD-01-04					
				6,625.00 701430 651600				
					FIN MGR RECRUITMENT			
					Other Professional Serv			
					CHECK		102615 TOTAL:	6,625.00
102616	11/16/2021	PRTD	9631 AT&T LONG DISTANCE	806368136/110421	11/04/2021		111621	22.90
			Invoice: 806368136/110421					
				4.17 701002 540520				
				14.39 751810 540520				
				4.19 130100 540520				
				.15 101600 540520				
					SRV 10/1/21-11/1/21			
					Telephone			
					Telephone			
					Telephone			
					Telephone			
					CHECK		102616 TOTAL:	22.90
102617	11/16/2021	PRTD	30119 ATS COMMUNICATIONS	2850	07/30/2021		111621	3,500.00
			Invoice: 2850					
				3,500.00 701310 622000				
					COMM. MGMT-POLICY & PROCEDURES			
					Outside Services			
					CHECK		102617 TOTAL:	3,500.00
102618	11/16/2021	PRTD	9067 AUSTIN-MAC, INC.	31538	10/19/2021		111621	714.05
			Invoice: 31538					
				714.05 751820 551000				
					TAIL SHAFT=RLV SLUDGE #2			
					Supplies/Material			
					CHECK		102618 TOTAL:	714.05
102619	11/16/2021	PRTD	5625 ASSOC. OF WATER AGENCIES OF VENTU	06-13689	10/21/2021		111621	110.00
			Invoice: 06-13689					
				110.00 701112 601000				
					ANNL WTR SYMP-10/21-J.L/L.P.			
					Directors' Conference Exp			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
							CHECK 102619 TOTAL:	110.00
102620	11/16/2021	PRTD	17423 BOB MURRAY & ASSOCIATES	9225	10/14/2021		111621	475.00
			Invoice: 9225				AD-HR MGMT RECRUITMENT	
				475.00 701430 652200			Mgmt Consultant Fees	
							CHECK 102620 TOTAL:	475.00
102621	11/16/2021	PRTD	2964 CA ST TREAS. BOE	97-817885/103121	10/31/2021		111621	3,845.00
			Invoice: 97-817885/103121				USE TAX OCT'21	
				3,845.37 751 206000			Use Tax Liability	
				-.37 701999 862500			Other Non-Operating Expense	
							CHECK 102621 TOTAL:	3,845.00
102622	11/16/2021	PRTD	5610 CALIFORNIA MUNICIPAL STATISTICS,	21102008	10/20/2021		111621	500.00
			Invoice: 21102008				DEBT STMT-6/30/20 CAFR	
				500.00 701410 651600			Other Professional Serv	
							CHECK 102622 TOTAL:	500.00
102623	11/16/2021	PRTD	5405 CALOLYMPIC SAFETY	395531	10/21/2021	22200060	111621	133.31
			Invoice: 395531				5 GAL COOLERS	
				39.45 101900 572500			Genl Supplies/Small Tools	
				93.86 701 132000			Storeroom & Truck Inventory	
							CHECK 102623 TOTAL:	133.31
102624	11/16/2021	PRTD	20655 CANNON CORPORATION	78042	10/12/2011		111621	4,380.00
			Invoice: 78042				P/E 9/30-KMBRLY REDUCE STATION	
				4,380.00 301440 900000			Capital Asset Expenses	
							CHECK 102624 TOTAL:	4,380.00
102625	11/16/2021	PRTD	18906 COAST TO COAST COMPUTER PRODUCTS	A2325921	10/12/2021	22200057	111621	589.11
			Invoice: A2325921				INK TONERS	
				589.11 101900 572500			Genl Supplies/Small Tools	
			COAST TO COAST COMPUTER PRODUCTS	A2325978	10/12/2021	22200057	111621	120.45
			Invoice: A2325978				INK TONER	
				120.45 101900 572500			Genl Supplies/Small Tools	
							CHECK 102625 TOTAL:	709.56

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
102626	11/16/2021	PRTD	19270 COMMUNICATIONS RELAY, LLC	59252	11/01/2021		111621	1,074.96
			Invoice: 59252					
				1,074.96	101300	570000		
							CASTRO PEAK RENT-NOV'21 SCADA Services	
							CHECK	102626 TOTAL: 1,074.96
102627	11/16/2021	PRTD	17281 DOCTOR DIESEL	21-241	08/26/2021		111621	3,781.25
			Invoice: 21-241					
				630.21	701325	551500	8/25 DIESEL FUEL DELIVERY	
				630.21	130100	551500	Outside Services	
				630.21	751810	551500	Outside Services	
				630.21	751820	551500	Outside Services	
				630.21	751830	551500	Outside Services	
				630.20	101600	551500	Outside Services	
							CHECK	102627 TOTAL: 3,781.25
102628	11/16/2021	PRTD	20685 DOCUMENT SYSTEMS INC	177918	10/25/2021		111621	86.43
			Invoice: 177918					
				86.43	701420	621500	C.S.-OVERAGE 9/24-10/23 Equip Maintenance	
							CHECK	102628 TOTAL: 86.43
102629	11/16/2021	PRTD	18111 ELECSYS INTERNATIONAL CORPORATION	SIP-E144740	10/28/2021		111621	310.00
			Invoice: SIP-E144740					
				310.00	701224	541500	OCT'21 MTR DVC MAINT Outside Services	
							CHECK	102629 TOTAL: 310.00
102630	11/16/2021	PRTD	18441 EMPLOYEE RELATIONS NETWORK	91463	10/31/2021		111621	213.91
			Invoice: 91463					
				213.91	701430	681000	EE BACKGROUND CHECKS Recruitment Expense	
			Invoice: 91334					
				914.24	701430	681000	EE BACKGROUND CHECKS Recruitment Expense	
							CHECK	102630 TOTAL: 1,128.15
102631	11/16/2021	PRTD	2654 FAMCON PIPE	S100064599.001	10/25/2021	22200045	111621	6,553.58
			Invoice: S100064599.001					
				6,553.58	701	132000	COPPER ROLL & PIPE Storeroom & Truck Inventory	
							CHECK	102631 TOTAL: 6,553.58

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
102632	11/16/2021	PRTD	2658 FEDERAL EXPRESS CORP	7-541-13055	10/22/2021		111621	17.64
			Invoice: 7-541-13055	17.64 701410 620000	10/13/21	PKG SENT		
						Forms, Supplies And Postage		
						CHECK	102632 TOTAL:	17.64
102633	11/16/2021	PRTD	2655 FERGUSON ENTERPRISES	0776951	10/27/2021	22200055	111621	3,038.37
			Invoice: 0776951	3,038.37 701 132000		REPAIR CLAMPS		
						Storeroom & Truck Inventory		
						CHECK	102633 TOTAL:	3,038.37
102634	11/16/2021	PRTD	2655 FERGUSON ENTERPRISES	10660/PMT#12	10/12/2021		111621	261,084.22
			Invoice: 10660/PMT#12	261,084.22 301440 900000		PMT#12 AMR/AMI PRJ P/E 9/24/21		
						Capital Asset Expenses		
						CHECK	102634 TOTAL:	261,084.22
102635	11/16/2021	PRTD	21055 FIRESTONE COMPLETE AUTO CARE BRID	201272	10/21/2021		111621	1,057.57
			Invoice: 201272	1,057.57 701325 551500		(4) TIRES/ALIGN-#946		
						Outside Services		
			Invoice: 201240	1,249.68 701325 551500		(4) TIRES/ALIGN-#929		
						Outside Services		
			Invoice: 201270	994.82 701325 551500		(4) TIRES/ALIGN-#916		
						Outside Services		
			Invoice: 201271	1,057.57 701325 551500		(4) TIRES/ALIGN-#940		
						Outside Services		
						CHECK	102635 TOTAL:	4,359.64
102636	11/16/2021	PRTD	6770 G.I. INDUSTRIES	3003237-0283-1	11/01/2021		111621	800.94
			Invoice: 3003237-0283-1	266.95 701001 551500		11/21 DISP HQ & SHOP		
				533.99 701002 551500		Outside Services		
			Invoice: 3003413-0283-8	934.45 701002 551500		10/16-10/31/21 SHOP BLDG		
						Outside Services		
			Invoice: 2534893-0283-1			10/16-10/31 TAPIA RAGS		

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
							CHECK 102641 TOTAL:	262.80
102642	11/16/2021	PRTD	20584 KAMBRIAN CORPORATION	KINV9117	10/15/2021	22200043	111621	10,987.12
			Invoice: KINV9117				6-DELL LATITUDE 7420 COMPUTERS Capital Outlay	
			10,987.12 701420	543000			CHECK 102642 TOTAL:	10,987.12
102643	11/16/2021	PRTD	2547 LOS ANGELES COUNTY SANITATION DIS	48892/103121	10/31/2021		111621	869.03
			Invoice: 48892/103121				TAPIA GRIT HAULING OCT'21 Outside Services	
			869.03 751810	541500			CHECK 102643 TOTAL:	869.03
102644	11/16/2021	PRTD	2789 LIEBERT CASSIDY WHITMORE	205674	09/30/2021		111621	234.00
			Invoice: 205674				P/E 9/30-LGL CONSLT-GENERAL Legal Services	
			234.00 701430	650000			CHECK 102644 TOTAL:	2,145.00
			Invoice: 205675				P/E 9/30-LGL CONSLT-VAC NEGTN Legal Services	1,911.00
			1,911.00 701430	650000			CHECK 102644 TOTAL:	2,145.00
102645	11/16/2021	PRTD	8484 LINDE GAS AND EQUIPMENT, INC	66548338	10/13/2021		111621	443.61
			Invoice: 66548338				AIR BREATHING BOTTLES Supplies/Material	
			443.61 101100	541000			CHECK 102645 TOTAL:	649.02
			Invoice: 66713760				CYLINDER RENT 9/20-10/20 Supplies/Material	205.41
			205.41 101100	541000			CHECK 102645 TOTAL:	649.02
102646	11/16/2021	PRTD	2800 LOS ANGELES TIMES	10004993857/21-22	10/21/2021		111621	387.40
			Invoice: 10004993857/21-22				WKLY/DGTL 11/25/21-11/24/22 Public Education Programs	
			387.40 701230	660400			CHECK 102646 TOTAL:	387.40
102647	11/16/2021	PRTD	14322 MILES CHEMICAL COMPANY, INC	640922	10/27/2021		111621	5,553.40
			Invoice: 640922				8.18 TONS FERRIC CHLORIDE Ferrous Chloride	
			5,553.40 751810	541050				

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
							CHECK 102647 TOTAL:	5,553.40
102648	11/16/2021	PRTD	2839 MOTION INDUSTRIES, INC.	CA22-713763	10/08/2021		111621	1,536.77
			Invoice: CA22-713763					
			1,536.77 751810 551000				BEARINGS Supplies/Material	
							CHECK 102648 TOTAL:	1,536.77
102649	11/16/2021	PRTD	8506 PADRE ASSOCIATES, INC.	2021-1858	10/07/2021		111621	2,780.00
			Invoice: 2021-1858					
			2,780.00 754440 900000				P/E 9/30-SOLAR BTTRY CEQA DOC Capital Asset Expenses	
							CHECK 102649 TOTAL:	2,780.00
102650	11/16/2021	PRTD	2948 SMITH PIPE & SUPPLY	3819973	10/22/2021		111621	4.26
			Invoice: 3819973					
			4.26 701001 551000				BALL VALVE Supplies/Material	
							CHECK 102650 TOTAL:	4.26
102651	11/16/2021	PRTD	2958 SOUTHERN CALIFORNIA GAS CO (M-bil 1200/110421	1200/110421	11/04/2021		111621	17.88
			Invoice: 1200/110421				JBR P/S Gas	
			17.88 101109 540530				10/1/21-11/2/21	
			Invoice: 9400/110521				11/05/2021	15.29
			SOUTHERN CALIFORNIA GAS CO (M-bil 9400/110521	9400/110521	11/05/2021		111621	
			15.29 101600 540530				WLK P/S Gas	
							10/1/21-11/1/21	
			Invoice: 4200/110821				11/08/2021	685.61
			SOUTHERN CALIFORNIA GAS CO (M-bil 4200/110821	4200/110821	11/08/2021		111621	
			685.61 751820 540530				RANCHO Gas	
							10/5/21-11/4/21 432 THERMS	
			Invoice: 0400/110821				11/08/2021	14.79
			SOUTHERN CALIFORNIA GAS CO (M-bil 0400/110821	0400/110821	11/08/2021		111621	
			14.79 101110 540530				CORNELL Gas	
							10/5/21-11/4/21	
			Invoice: 4000/110821				11/08/2021	1,254.68
			SOUTHERN CALIFORNIA GAS CO (M-bil 4000/110821	4000/110821	11/08/2021		111621	
			1,254.68 751810 540530				TAPIA Gas	
							10/5/21-11/4/21 924 THERMS	
			Invoice: 3600/110821				11/08/2021	1,993.37
			SOUTHERN CALIFORNIA GAS CO (M-bil 3600/110821	3600/110821	11/08/2021		111621	
			1,495.03 701001 540530				HQ & OPS Gas	
			498.34 701002 540530				10/5/21-11/4/21 1528 THERMS	
							CHECK 102651 TOTAL:	3,981.62

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
102652	11/16/2021	PRTD	20648 STANTEC CONSULTING SERVICES INC.	1845629	10/20/2021		111621	251.43
			Invoice: 1845629	251.43 754440 900000	P/E 10/1 TWRP COMP STUDY Capital Asset Expenses			
					CHECK		102652 TOTAL:	251.43
102653	11/16/2021	PRTD	2969 STATE WATER RESOURCES CONTROL BOA RW-1033068		10/18/2021		111621	2,127.50
			Invoice: RW-1033068	2,127.50 102100 542000	RW FEE #1995001 FY20-21 Permits and Fees			
			Invoice: EA-LA-1021-1533		11/01/2021		111621	5,000.00
			STATE WATER RESOURCES CONTROL BOA EA-LA-1021-1533	5,000.00 701341 551500	2022/ELAP ANNUAL FEE Outside Services			
					CHECK		102653 TOTAL:	7,127.50
102654	11/16/2021	PRTD	30207 TRACKER	21-000-391	10/21/2021		111621	7,805.00
			Invoice: 21-000-391	7,805.00 701420 621500	DEBT MGMT SRV 10/1/21-6/30/22 Equip Maintenance			
					CHECK		102654 TOTAL:	7,805.00
102655	11/16/2021	PRTD	21252 TYLER TECHNOLOGIES, INC.	045-357543	10/14/2021		111621	1,400.00
			Invoice: 045-357543	1,400.00 330440 900000	ERP IMPLEMENTATION-9/22 Capital Asset Expenses			
					CHECK		102655 TOTAL:	1,400.00
102656	11/16/2021	PRTD	3687 WATER ENVIRONMENT FEDERATION	17575348/21-22	10/05/2021		111621	332.00
			Invoice: 17575348/21-22	332.00 701121 710500	ANNL MBRSHIP 12/1/21-11/30-22 Dues, Subsc & Memberships			
					CHECK		102656 TOTAL:	332.00
				NUMBER OF CHECKS	44	*** CASH ACCOUNT TOTAL ***		373,054.30
				TOTAL PRINTED CHECKS	COUNT	AMOUNT		
					44	373,054.30		
						*** GRAND TOTAL ***		373,054.30

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296brichie

YEAR	PER	JNL	SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT LINE DESC	T OB	DEBIT	CREDIT
2022	5	107	APP	130-200000	11/16/2021	111621	111621			Accounts Payable		1,399.40	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	999-100100	11/16/2021	111621	111621			Cash-General			373,054.30
										AP CASH DISBURSEMENTS JOURNAL			
			APP	751-200000	11/16/2021	111621	111621			Accounts Payable		24,871.91	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	701-200000	11/16/2021	111621	111621			Accounts Payable		63,151.78	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	101-200000	11/16/2021	111621	111621			Accounts Payable		3,361.81	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	301-200000	11/16/2021	111621	111621			Accounts Payable		268,760.47	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	201-200000	11/16/2021	111621	111621			Accounts Payable		4,950.00	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	754-200000	11/16/2021	111621	111621			Accounts Payable		3,031.43	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	102-200000	11/16/2021	111621	111621			Accounts Payable		2,127.50	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	330-200000	11/16/2021	111621	111621			Accounts Payable		1,400.00	
										AP CASH DISBURSEMENTS JOURNAL			
										GENERAL LEDGER TOTAL		373,054.30	373,054.30
			APP	999-201300	11/16/2021	111621	111621			Due to/Due FrmSanitation Ops		1,399.40	
										Cash-General			1,399.40
			APP	130-100100	11/16/2021	111621	111621			Due to/Due FromJPA Operations		24,871.91	
										Cash-General			24,871.91
			APP	999-207510	11/16/2021	111621	111621			Due to/Due FromInternal Svs		63,151.78	
										Cash-General			63,151.78
			APP	751-100100	11/16/2021	111621	111621			Due to/Due Frm Potable wtr Ops		3,361.81	
										Cash-General			3,361.81
			APP	999-207010	11/16/2021	111621	111621			Due to/Due FrmPotable wtr Repl		268,760.47	
										Cash-General			268,760.47
			APP	701-100100	11/16/2021	111621	111621			Due to/Due FrmPotable wtr Cnst		4,950.00	
										Cash In Bank			4,950.00

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC	EFF	DATE	JNL	DESC	REF 1	REF 2	REF 3	LINE DESC				
	11/16/2021	111621	111621		111621							
APP 999-207540	11/16/2021	111621	111621		111621			Due to/Due FromJPA Replacement			3,031.43	
APP 754-100100	11/16/2021	111621	111621		111621			Cash-General				3,031.43
APP 999-201020	11/16/2021	111621	111621		111621			Due to/Due Frm Recl Wtr Ops			2,127.50	
APP 102-100100	11/16/2021	111621	111621		111621			Cash-General				2,127.50
APP 999-203300	11/16/2021	111621	111621		111621			Due to/Due FrmSanitat Replace			1,400.00	
APP 330-100100	11/16/2021	111621	111621		111621			Cash-General				1,400.00
	11/16/2021	111621	111621		111621							
SYSTEM GENERATED ENTRIES TOTAL											373,054.30	373,054.30
JOURNAL 2022/05/107 TOTAL											746,108.60	746,108.60

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101 Potable Water Operations 101-100100 101-200000	2022 5	107	11/16/2021	Cash-General Accounts Payable	3,361.81	3,361.81
				FUND TOTAL	3,361.81	3,361.81
102 Reclaimed Water Operations 102-100100 102-200000	2022 5	107	11/16/2021	Cash-General Accounts Payable	2,127.50	2,127.50
				FUND TOTAL	2,127.50	2,127.50
130 Sanitation Operations 130-100100 130-200000	2022 5	107	11/16/2021	Cash-General Accounts Payable	1,399.40	1,399.40
				FUND TOTAL	1,399.40	1,399.40
201 Potable Water Construction 201-150100 201-200000	2022 5	107	11/16/2021	Cash In Bank Accounts Payable	4,950.00	4,950.00
				FUND TOTAL	4,950.00	4,950.00
301 Potable Wtr Replacement Fund 301-100100 301-200000	2022 5	107	11/16/2021	Cash-General Accounts Payable	268,760.47	268,760.47
				FUND TOTAL	268,760.47	268,760.47
330 Sanitation Replacement 330-100100 330-200000	2022 5	107	11/16/2021	Cash-General Accounts Payable	1,400.00	1,400.00
				FUND TOTAL	1,400.00	1,400.00
701 Internal Service Fund 701-100100 701-200000	2022 5	107	11/16/2021	Cash-General Accounts Payable	63,151.78	63,151.78
				FUND TOTAL	63,151.78	63,151.78
751 JPA Operations 751-100100 751-200000	2022 5	107	11/16/2021	Cash-General Accounts Payable	24,871.91	24,871.91
				FUND TOTAL	24,871.91	24,871.91
754 JPA Replacement	2022 5	107	11/16/2021			

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
754-100100					Cash-General		3,031.43
754-200000					Accounts Payable	3,031.43	
					FUND TOTAL	3,031.43	3,031.43
999 Pooled Cash	2022	5	107	11/16/2021	Cash-General		373,054.30
999-100100					Due to/Due Frm Potable Wtr Ops	3,361.81	
999-201010					Due to/Due Frm Recl Wtr Ops	2,127.50	
999-201020					Due to/Due Frm Sanitation Ops	1,399.40	
999-201300					Due to/Due Frm Potable wtr Cnst	4,950.00	
999-202010					Due to/Due Frm Potable wtr Repl	268,760.47	
999-203010					Due to/Due Frm Sanitat Replace	1,400.00	
999-203300					Due to/Due From Internal Svs	63,151.78	
999-207010					Due to/Due From JPA Operations	24,871.91	
999-207510					Due to/Due From JPA Replacement	3,031.43	
999-207540					FUND TOTAL	373,054.30	373,054.30

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		3,361.81
102	Reclaimed Water Operations		2,127.50
130	Sanitation Operations		1,399.40
201	Potable Water Construction		4,950.00
301	Potable Wtr Replacement Fund		268,760.47
330	Sanitation Replacement		1,400.00
701	Internal Service Fund		63,151.78
751	JPA Operations		24,871.91
754	JPA Replacement		3,031.43
999	Pooled Cash		
		373,054.30	
TOTAL		373,054.30	373,054.30

** END OF REPORT - Generated by Brian Richie **

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
102662	11/23/2021	PRTD	5405 CALOLYMPIC SAFETY	395530	10/26/2021	22200060	112321	259.38
			Invoice: 395530					
				259.38 701 132000				
			Invoice: 395532	395532	10/22/2021	22200060	112321	119.29
				16.80 101900 572500				
				102.49 701 132000				
			Invoice: 395534	395534	10/29/2021	22200060	112321	1,475.00
				47.35 101900 572500				
				1,427.65 701 132000				
							CHECK 102662 TOTAL:	1,853.67
102663	11/23/2021	PRTD	2536 CITY OF LOS ANGELES	WP220000074	08/12/2021		112321	94,453.00
			Invoice: WP220000074					
				94,453.00 130100 574000				
			Invoice: WP220000075	WP220000075	08/12/2021		112321	141,455.00
				141,455.00 130100 574000				
							CHECK 102663 TOTAL:	235,908.00
102664	11/23/2021	PRTD	18906 COAST TO COAST COMPUTER PRODUCTS	A2325971	10/12/2021	22200057	112321	427.05
			Invoice: A2325971					
				427.05 101900 572500				
							CHECK 102664 TOTAL:	427.05
102665	11/23/2021	PRTD	15755 CORE & MAIN LP	P723903	10/29/2021	22200044	112321	1,589.23
			Invoice: P723903					
				87.60 101900 572500				
				1,501.63 701 132000				
							CHECK 102665 TOTAL:	1,589.23
102666	11/23/2021	PRTD	30213 DEER LAKE 53 LLC	082388	11/18/2021		112321	47.67
			Invoice: 082388					
				47.67 101 230500				
							CHECK 102666 TOTAL:	47.67

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
102667	11/23/2021	PRTD	30213 DEER LAKE 53 LLC	082388-1	11/18/2021		112321	59.01
			Invoice: 082388-1	59.01 101 230500	RFND BAL-CLOSED A/C Deposit Refd Clearing-Billing			
					CHECK		102667 TOTAL:	59.01
102668	11/23/2021	PRTD	30213 DEER LAKE 53 LLC	082388-2	11/18/2021		112321	70.88
			Invoice: 082388-2	70.88 101 230500	RFND BAL-CLOSED A/C Deposit Refd Clearing-Billing			
					CHECK		102668 TOTAL:	70.88
102669	11/23/2021	PRTD	11330 DIAL SECURITY	412775	11/01/2021		112321	355.00
			Invoice: 412775	355.00 701001 551500	11/21 SEC SRV-HQ Outside Services			
			Invoice: 412776	271.00 751810 551800	11/01/2021 11/21 SEC SRV-TAPIA Building Maintenance		112321	271.00
			Invoice: 412777	35.00 751820 551800	11/01/2021 11/21 SEC SRV-RLV Building Maintenance		112321	35.00
			Invoice: 412778	35.00 751830 551500	11/01/2021 11/21 SEC SRV-RLV FARM Outside Services		112321	35.00
			Invoice: 412779	125.00 101600 551800	11/01/2021 11/21 SEC SRV-WLK Building Maintenance		112321	125.00
			Invoice: 412780	35.00 101600 551800	11/01/2021 11/21 SEC SRV-WLK P/S Building Maintenance		112321	35.00
			Invoice: 412781	147.00 701001 551500	11/01/2021 11/21 SEC SRV-IT ROOM Outside Services		112321	147.00
			Invoice: 412782	15.00 751820 551800	11/01/2021 11/21 CELL PLAN-RLV Building Maintenance		112321	15.00
			Invoice: 412783	114.00 701002 551500	11/01/2021 11/21 SEC SRV-OPS Outside Services		112321	114.00
				412784	11/01/2021		112321	55.00

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
Invoice: 412784				55.00 751750	551500	11/21	FIRE MNRNG-BD 1 Outside Services	
							CHECK 102669 TOTAL:	1,187.00
102670	11/23/2021	PRTD	30219 GLORIA DIAMOND	047551	11/18/2021		112321	69.33
Invoice: 047551				69.33 101	230500		RFND BAL-CLOSED A/C Deposit Refd Clearing-Billing	
							CHECK 102670 TOTAL:	69.33
102671	11/23/2021	PRTD	18965 ePOWER NETWORK, INC.	29573	07/14/2021		112321	3,424.34
Invoice: 29573				3,424.34 701420	543000		BATTERY PACKS Capital Outlay	
							CHECK 102671 TOTAL:	3,424.34
102672	11/23/2021	PRTD	2654 FAMCON PIPE	S100064868.001	11/04/2021	22200049	112321	8,509.61
Invoice: S100064868.001				8,509.61 701	132000		VALVES Storeroom & Truck Inventory	
Invoice: S100065964.001								
			FAMCON PIPE	S100065964.001	11/04/2021	22200068	112321	4,861.80
				4,861.80 701	132000		HYDRANT ACCESSORIES Storeroom & Truck Inventory	
							CHECK 102672 TOTAL:	13,371.41
102673	11/23/2021	PRTD	2658 FEDERAL EXPRESS CORP	3-433-44698	11/08/2021		112321	79.00
Invoice: 3-433-44698				79.00 701410	620000		INTERNATL DELIVERY-10/29 Forms, Supplies And Postage	
							CHECK 102673 TOTAL:	79.00
102674	11/23/2021	PRTD	2655 FERGUSON ENTERPRISES	0776796	11/02/2021	22200051	112321	4,072.81
Invoice: 0776796				4,072.81 701	132000		HYMAX COUPLING Storeroom & Truck Inventory	
Invoice: 0774610								
			FERGUSON ENTERPRISES	0774610	10/19/2021	22200032	112321	186.15
				186.15 101900	572500		RUST PRREVENT LUBE Genl Supplies/Small Tools	
							CHECK 102674 TOTAL:	4,258.96
102675	11/23/2021	PRTD	30220 PAUL FORTIER	032621	11/18/2021		112321	103.97
Invoice: 032621				103.97 101	230500		RFND BAL-CLOSED A/C Deposit Refd Clearing-Billing	

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC				
			CHECK 102688 TOTAL:	1,670.03
102689 11/23/2021 PRTD 30224 MPM CONSTRUCTION SERVICES R2938350	11/15/2021		112321	13,645.00
Invoice: R2938350			R2938350 REFUND SEWER FEE	
			Developer Deposits	
			Developer Deposits	
			Prepaid Connection Fees	
			CHECK 102689 TOTAL:	13,645.00
102690 11/23/2021 PRTD 16754 NATURAL SURROUNDINGS 7817	11/01/2021		112321	235.00
Invoice: 7817			NOV'21 FLORAL MAINT	
			Outside Services	
			CHECK 102690 TOTAL:	235.00
102691 11/23/2021 PRTD 30214 GALIT OFENGART 065870	11/18/2021		112321	528.96
Invoice: 065870			RFND BAL-CLOSED A/C	
			Deposit Refd Clearing-Billing	
			CHECK 102691 TOTAL:	528.96
102692 11/23/2021 PRTD 2302 OFFICE DEPOT 207635444001	10/27/2021		112321	302.45
Invoice: 207635444001			DAILY DARIES	
			Forms, Supplies And Postage	
			CHECK 102692 TOTAL:	723.33
Invoice: 207285267001 OFFICE DEPOT 207285267001	10/28/2021		112321	68.95
			WALL SIGNS	
			Forms, Supplies And Postage	
Invoice: 206459834001 OFFICE DEPOT 206459834001	11/03/2021		112321	351.93
			SMALL OFFICE SUPPLIES	
			Forms, Supplies And Postage	
102693 11/23/2021 PRTD 16372 OLIN CORPORATION 3000038701	11/02/2021		112321	4,665.46
Invoice: 3000038701			4,856 GAL HYPOCHLORITE	
			Sodium Hypochlorite	
			CHECK 102693 TOTAL:	4,665.46
102694 11/23/2021 PRTD 20860 PAYLESS SMOG CENTER 150041	09/09/2021		112321	69.70
Invoice: 150041			SMOG TEST-#868	
			Outside Services	

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
							CHECK 102695 TOTAL:	126.17
102696	11/23/2021	PRTD	4940 PRES-TECH EQUIPMENT COMPANY	INV-000402	10/18/2021		112321	2,475.00
			Invoice: INV-000402		FULL SRV-#932			
			2,475.00 701325 551500		Outside Services			
							CHECK 102696 TOTAL:	2,475.00
102697	11/23/2021	PRTD	2585 PURETEC	1930180	10/31/2021		112321	265.77
			Invoice: 1930180		14" DI RENTAL 11/1/21-1/31/22			
			265.77 701341 551500		Outside Services			
			Invoice: 1930387		8" DI RENTAL 11/1/21-1/31/22		112321	90.44
			PURETEC	1930387	10/31/2021			
			90.44 101600 541000		Supplies/Material			
							CHECK 102697 TOTAL:	356.21
102698	11/23/2021	PRTD	21594 RECYCLED WOOD PRODUCTS	217266	11/01/2021		112321	1,820.00
			Invoice: 217266		130 YDS WOODCHIPS			
			1,820.00 751820 541080		Amendment			
			Invoice: 217373		11/03/2021		112321	1,820.00
					130 YDS WOODCHIPS			
			1,820.00 751820 541080		Amendment			
			Invoice: 217468		11/05/2021		112321	1,820.00
					130 YDS WOODCHIPS			
			1,820.00 751820 541080		Amendment			
			Invoice: 217591		11/08/2021		112321	1,820.00
					130 YDS WOODCHIPS			
			1,820.00 751820 541080		Amendment			
			Invoice: 217693		11/10/2021		112321	1,820.00
					130 YDS WOODCHIPS			
			1,820.00 751820 541080		Amendment			
			Invoice: 217790		11/12/2021		112321	1,820.00
					130 YDS WOODCHIPS			
			1,820.00 751820 541080		Amendment			
							CHECK 102698 TOTAL:	10,920.00
102699	11/23/2021	PRTD	9259 ROCK N ROLL-OFF, INC	452123	10/21/2021		112321	618.72
			Invoice: 452123		20 YD P/U -10/21			
			618.72 701224 551500		Outside Services			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
							CHECK 102699 TOTAL:	618.72
102700	11/23/2021	PRTD	17174 ROTH STAFFING COMPANIES, LP	14097255	11/05/2021		112321	1,064.00
			Invoice: 14097255				TEMP SRV-10/25-10/29-P.S. Outside Services	
				1,064.00 701221 622000			CHECK 102700 TOTAL:	1,064.00
102701	11/23/2021	PRTD	4586 ROYAL INDUSTRIAL SOLUTIONS	9009-1012369	10/28/2021		112321	632.93
			Invoice: 9009-1012369				SWITCHES Supplies/Material	
				632.93 751810 551000				
			Invoice: 9009-1012892				112321	256.38
							CONDUIT, BUSHINGS, NIPPLES Supplies/Material	
				256.38 701002 551000				
			Invoice: 9009-1012991				112321	278.57
							RELAYS Supplies/Material	
				278.57 751820 551000				
			Invoice: 9009-1012992				112321	254.04
							RATCHET CUTTER Genl Supplies/Small Tools	
				254.04 701326 572500				
			Invoice: 9009-1013037				112321	388.20
							SWITCHES Supplies/Material	
				388.20 701002 551000				
			Invoice: 9009-1012623				112321	513.73
							WIRE Supplies/Material	
				513.73 751810 551000				
			Invoice: 9009-1013120				112321	220.27
							WIRE & CONDUIT Supplies/Material	
				220.27 701002 551000				
			Invoice: 9009-1013062				112321	277.21
							CONDUIT Supplies/Material	
				277.21 751810 551000				
			Invoice: 9009-1012868				112321	438.87
							DRIVERS & SENSORS Supplies/Material	
				438.87 701001 551000				
			Invoice: 9009-1013357				112321	185.24
							OUTLETS Supplies/Material	
				185.24 751810 551000				
			Invoice: 9009-1013377				112321	1,626.49
							ELECTRICAL SUPPLIES	

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
102706	11/23/2021	PRTD	19169 SJM INDUSTRIAL RADIO	255566	10/20/2021		112321	1,937.50
			Invoice: 255566					
				1,937.50	701326	622500		
							MORTOROLA PORTABLE RADIOS Radio Maintenance Expense	
							CHECK 102706 TOTAL:	1,937.50
102707	11/23/2021	PRTD	30218 VALENCIA SMITH	044248	11/18/2021		112321	509.87
			Invoice: 044248					
				509.87	101	230500		
							RFND BAL-CLOSED A/C Deposit Refd Clearing-Billing	
							CHECK 102707 TOTAL:	509.87
102708	11/23/2021	PRTD	14479 STEPHEN'S VIDEO PRODUCTIONS	10-28-21	10/28/2021		112321	600.00
			Invoice: 10-28-21					
				600.00	751840	651600		
							VIDEO SRV-JPA MTG-OCT'21 Other Professional Serv	
			14479 STEPHEN'S VIDEO PRODUCTIONS	10-29-21	10/29/2021		112321	1,200.00
			Invoice: 10-29-21					
				1,200.00	701112	651600		
							VIDEO SRV-LV MTGS-OCT'21 Other Professional Serv	
							CHECK 102708 TOTAL:	1,800.00
102709	11/23/2021	PRTD	20950 TERRAVERDE ENERGY LLC	1080	10/29/2021		112321	12,881.25
			Invoice: 1080					
				12,881.25	751840	651600		
							BESS-VENDOR CONTRACT NEGOTN Other Professional Serv	
							CHECK 102709 TOTAL:	12,881.25
102710	11/23/2021	PRTD	20971 THOUSAND OAKS PLUMBING INC.	48874303	11/02/2021		112321	160.00
			Invoice: 48874303					
				160.00	701001	551500		
							CLAER DRAIN-BLDG 8 Outside Services	
							CHECK 102710 TOTAL:	160.00
102711	11/23/2021	PRTD	9505 TIRE MAN AGOURA	2099856	10/22/2021		112321	25.00
			Invoice: 2099856					
				25.00	701325	551500		
							REPAIR FLAT-#852 Outside Services	
							CHECK 102711 TOTAL:	25.00
102712	11/23/2021	PRTD	3006 UNDERGROUND SERVICE ALERT	DSB20205466	11/01/2021		112321	154.69
			Invoice: DSB20205466					
				154.69	101700	551500		
							DIG SAFE PERMIT FEE-OCT'21 Outside Services	
			3006 UNDERGROUND SERVICE ALERT	1020210411	11/01/2021		112321	323.50

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
Invoice: 1020210411				323.50 101700 551500	190	TICKETS-OCT'21 Outside Services	CHECK 102712 TOTAL:	478.19
102713	11/23/2021	PRTD	2780 VALLEY NEWS GROUP	10-21	10/21/2021		112321	180.00
Invoice: 10-21				180.00 701230 660400	AD-DROUGHT EMGCY-10/21 Public Education Programs			
Invoice: 10-28				180.00 701230 660400	10/28/2021		112321	180.00
Invoice: 10-28				180.00 701230 660400	AD-DROUGHT EMGCY-10/28 Public Education Programs		CHECK 102713 TOTAL:	360.00
102714	11/23/2021	PRTD	21643 VALLEY SOIL, INC.	26688	11/02/2021		112321	4,036.50
Invoice: 26688				4,036.50 101800 670900	10/11-10/19 METER INSTALLS Res. ET Irrigation Controller		CHECK 102714 TOTAL:	4,036.50
102715	11/23/2021	PRTD	21295 VERTICAL ELEVATOR SOLUTIONS, INC.	10009	11/01/2021		112321	290.00
Invoice: 10009				145.00 701001 551500 145.00 701002 551500	OCT'21 ELEVATOR SRV Outside Services Outside Services		CHECK 102715 TOTAL:	290.00
102716	11/23/2021	PRTD	2436 VINCE BARNES AUTOMOTIVE	025477	10/12/2021		112321	352.86
Invoice: 025477				352.86 701325 551500	WIRE REPAIRS/SRV-#899 Outside Services			
Invoice: 025490				198.95 701325 551500	10/19/2021 WINDSHIELD WASHER PUMP-#325 Outside Services		112321	198.95
Invoice: 025502				376.30 701325 551500	10/21/2021 FRONT BRAKE PADS/SRV-#905 Outside Services		112321	376.30
Invoice: 025502				376.30 701325 551500			CHECK 102716 TOTAL:	928.11
102717	11/23/2021	PRTD	3034 VORTEX INDUSTRIES	01-1541647	10/07/2021		112321	590.00
Invoice: 01-1541647				590.00 751820 551500	RPR DOOR #4-RLV REACTOR BLDG Outside Services			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
							CHECK 102717 TOTAL:	590.00
102718	11/23/2021	PRTD	19685 W. LITTEN INC.	21046	11/08/2021		112321	6,538.79
			Invoice: 21046	6,538.79	751810	678800	SPRAYFIELD 10/31-11/6 District Sprayfield	
			W. LITTEN INC.	21047	11/15/2021		112321	5,264.35
			Invoice: 21047	5,264.35	751810	678800	SPRAYFIELD 11/8-11/12 District Sprayfield	
							CHECK 102718 TOTAL:	11,803.14
102719	11/23/2021	PRTD	18521 WALTON MOTORS & CONTROLS, INC.	42942	10/14/2021	22200033	112321	16,381.57
			Invoice: 42942	16,381.57	751820	551500	60 HP DC MOTOR REPAIR Outside Services	
							CHECK 102719 TOTAL:	16,381.57
102720	11/23/2021	PRTD	18914 WECK LABORATORIES, INC.	W1J1781-LV	10/28/2021		112321	710.00
			Invoice: W1J1781-LV	710.00	751750	571520	PW SAMPLING-1I29039 Other Laboratory Serv	
			WECK LABORATORIES, INC.	W1J1701-LV	10/27/2021		112321	313.00
			Invoice: W1J1701-LV	313.00	751810	571520	MERCURY & METALS-1I22084 Other Laboratory Serv	
			WECK LABORATORIES, INC.	W1J1819-LV	10/29/2021		112321	535.00
			Invoice: W1J1819-LV	535.00	751750	571520	PW SAMPLING-1H04054 Other Laboratory Serv	
			WECK LABORATORIES, INC.	W1K0418-LV	11/05/2021		112321	151.00
			Invoice: W1K0418-LV	151.00	101600	571520	WESTLAKE-1J20050 Other Laboratory Serv	
			WECK LABORATORIES, INC.	W1K0109-LV	11/02/2021		112321	135.00
			Invoice: W1K0109-LV	135.00	701341	551500	DIONIZED WATER-1J13050 Outside Services	
			WECK LABORATORIES, INC.	W1K0465-LV	11/05/2021		112321	153.00
			Invoice: W1K0465-LV	153.00	751820	571520	RLV COMPOST-1H04053 Other Laboratory Serv	
			WECK LABORATORIES, INC.	W1K0466-LV	11/05/2021		112321	153.00
			Invoice: W1K0466-LV	153.00	751820	571520	RLV COMPOST-1I01056 Other Laboratory Serv	
			WECK LABORATORIES, INC.	W1K0467-LV	11/05/2021		112321	153.00
			Invoice: W1K0467-LV	153.00	751820	571520	RLV COMPOST-1J06063 Other Laboratory Serv	

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC									
							CHECK 102720 TOTAL:	2,303.00	
102721	11/23/2021	PRTD	3047 WESCO DISTRIBUTION, INC.	149507	10/25/2021		112321	1,133.33	
			Invoice: 149507				CONDUIT STORAGE RACK Supplies/Material		
			1,133.33	751820	551000		CHECK 102721 TOTAL:	1,133.33	
102722	11/23/2021	PRTD	19524 XYLEM WATER SOLUTIONS USA, INC	3556B97236	11/02/2021	22200001	112321	660.50	
			Invoice: 3556B97236				SUBMERSIBLE PUMP KIT REPAIR Supplies/Material		
			660.50	751810	551000		CHECK 102722 TOTAL:	660.50	
NUMBER OF CHECKS 66								*** CASH ACCOUNT TOTAL ***	418,650.80
						COUNT	AMOUNT		
TOTAL PRINTED CHECKS						66	418,650.80		
*** GRAND TOTAL ***								418,650.80	

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296brichie

YEAR	PER	JNL	SRC	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
			EFF	DATE						LINE	DESC				
2022	5	165													
APP	701-200000		11/23/2021	112321	112321					Accounts Payable				61,142.98	
										AP CASH DISBURSEMENTS JOURNAL					
APP	999-100100		11/23/2021	112321	112321					Cash-General					418,650.80
										AP CASH DISBURSEMENTS JOURNAL					
APP	101-200000		11/23/2021	112321	112321					Accounts Payable				21,291.47	
										AP CASH DISBURSEMENTS JOURNAL					
APP	130-200000		11/23/2021	112321	112321					Accounts Payable				236,023.98	
										AP CASH DISBURSEMENTS JOURNAL					
APP	751-200000		11/23/2021	112321	112321					Accounts Payable				97,951.37	
										AP CASH DISBURSEMENTS JOURNAL					
APP	301-200000		11/23/2021	112321	112321					Accounts Payable				2,241.00	
										AP CASH DISBURSEMENTS JOURNAL					
										GENERAL LEDGER TOTAL				418,650.80	418,650.80
APP	999-207010		11/23/2021	112321	112321					Due to/Due FromInternal Svs				61,142.98	
										Cash-General					61,142.98
APP	701-100100		11/23/2021	112321	112321					Due to/Due Frm Potable Wtr Ops				21,291.47	
										Cash-General					21,291.47
APP	999-201010		11/23/2021	112321	112321					Due to/Due FrmSanitation Ops				236,023.98	
										Cash-General					236,023.98
APP	101-100100		11/23/2021	112321	112321					Due to/Due FromJPA Operations				97,951.37	
										Cash-General					97,951.37
APP	999-201300		11/23/2021	112321	112321					Due to/Due FrmPotable Wtr Repl				2,241.00	
										Cash-General					2,241.00
APP	130-100100		11/23/2021	112321	112321					SYSTEM GENERATED ENTRIES TOTAL				418,650.80	418,650.80
										JOURNAL 2022/05/165 TOTAL				837,301.60	837,301.60

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101 Potable Water Operations 101-100100 101-200000	2022 5	165	11/23/2021	Cash-General		21,291.47
				Accounts Payable	21,291.47	
				FUND TOTAL	21,291.47	21,291.47
130 Sanitation Operations 130-100100 130-200000	2022 5	165	11/23/2021	Cash-General		236,023.98
				Accounts Payable	236,023.98	
				FUND TOTAL	236,023.98	236,023.98
301 Potable wtr Replacement Fund 301-100100 301-200000	2022 5	165	11/23/2021	Cash-General		2,241.00
				Accounts Payable	2,241.00	
				FUND TOTAL	2,241.00	2,241.00
701 Internal Service Fund 701-100100 701-200000	2022 5	165	11/23/2021	Cash-General		61,142.98
				Accounts Payable	61,142.98	
				FUND TOTAL	61,142.98	61,142.98
751 JPA Operations 751-100100 751-200000	2022 5	165	11/23/2021	Cash-General		97,951.37
				Accounts Payable	97,951.37	
				FUND TOTAL	97,951.37	97,951.37
999 Pooled Cash 999-100100 999-201010 999-201300 999-203010 999-207010 999-207510	2022 5	165	11/23/2021	Cash-General		418,650.80
				Due to/Due Frm Potable Wtr Ops	21,291.47	
				Due to/Due Frm Sanitation Ops	236,023.98	
				Due to/Due Frm Potable wtr Repl	2,241.00	
				Due to/Due From Internal Svs	61,142.98	
				Due to/Due From JPA Operations	97,951.37	
				FUND TOTAL	418,650.80	418,650.80

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
				184.71 701322	540520			Telephone
				824.57 701224	540520			Telephone
				38.31 701325	540520			Telephone
				119.36 701326	540520			Telephone
				43.23 701330	540520			Telephone
				823.26 701331	540520			Telephone
				32.97 701340	540520			Telephone
				69.99 701350	540520			Telephone
				43.23 701410	540520			Telephone
				1,190.39 701420	540520			Telephone
				43.23 751750	540520			Telephone
				121.18 751810	540520			Telephone
				114.54 751820	540520			Telephone
						CHECK	102726 TOTAL:	10,132.76
102727	12/01/2021	PRTD	30090 ATLAS COPCO COMPRESSORS, LLC	1121114028				
			Invoice: 1121114028					
			896.00 751750	551500	11/04/2021		120121	896.00
					COMPRESSOR SERVICE			
					Outside Services			
						CHECK	102727 TOTAL:	896.00
102728	12/01/2021	PRTD	20491 BEST BEST & KRIEGER LLP	920164				
			Invoice: 920164					
			7,500.00 751840	651600	11/13/2021		120121	7,500.00
					10/31 FEDERAL LOBBYING			
					Other Professional Serv			
			Invoice: 920165					
			5,000.00 751840	651600	11/13/2021		120121	5,000.00
					10/31 FEDERAL LOBBYING			
					Other Professional Serv			
						CHECK	102728 TOTAL:	12,500.00
102729	12/01/2021	PRTD	30226 CALABASAS SURGERY CENTER LLC	ESMNT-PARK				
			Invoice: ESMNT-PARK					
			1.00 101	160000	11/05/2021		120121	1.00
					4" DC ESMNT-PARK SERRENTO			
					F/A-Land & Land Rights			
						CHECK	102729 TOTAL:	1.00
102730	12/01/2021	PRTD	2964 CA ST TREAS. BOE	L0012519731				
			Invoice: L0012519731					
			400.98 101600	542000	11/12/2021		120121	400.98
					WTR RIGHT FY21-22			
					Permits and Fees			
						CHECK	102730 TOTAL:	400.98
102731	12/01/2021	PRTD	20655 CANNON CORPORATION	78171				
			Invoice: 78171					
			31,559.76 201440	900000	10/13/2021		120121	31,559.76
					P/E 9/30 CALLGC/LV INTRCNT			
					Capital Asset Expenses			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC				
		CHECK	102731 TOTAL:	31,559.76
102732 12/01/2021 PRD 2601 DELL COMPUTER CORP.	10531472766	11/05/2021	120121	929.56
Invoice: 10531472766	929.56 701420 543000	LAPTOP DOCKS Capital Outlay		
		CHECK	102732 TOTAL:	929.56
102733 12/01/2021 PRD 20848 E&M ELECTRIC AND MACHINERY, INC.	387457	11/11/2021	22200071 120121	33,615.00
Invoice: 387457	10,084.50 101300 570000 10,084.50 101600 570000 13,446.00 751810 570000	WONDERWARE ANNL APPRT THRU 12/31/22 SCADA Services SCADA Services SCADA Services		
		CHECK	102733 TOTAL:	33,615.00
102734 12/01/2021 PRD 2654 FAMCON PIPE	S100059080.001	10/15/2021	22200036 120121	6,995.96
Invoice: S100059080.001	6,995.96 101100 541000	VALVE-SEMINOLE P/S Supplies/Material		
Invoice: S100064821.003		10/25/2021	22200050 120121	44,527.42
FAMCON PIPE		CLA-VAL ORDER OCT.		
	486.41 701 132000	Storeroom & Truck Inventory		
	176.08 701 132000	Storeroom & Truck Inventory		
	33.01 701 132000	Storeroom & Truck Inventory		
	2,685.16 701 132000	Storeroom & Truck Inventory		
	389.57 701 132000	Storeroom & Truck Inventory		
	2,718.17 701 132000	Storeroom & Truck Inventory		
	2,649.94 701 132000	Storeroom & Truck Inventory		
	66.03 701 132000	Storeroom & Truck Inventory		
	559.04 701 132000	Storeroom & Truck Inventory		
	471.00 701 132000	Storeroom & Truck Inventory		
	2,619.13 701 132000	Storeroom & Truck Inventory		
	5,976.31 701 132000	Storeroom & Truck Inventory		
	8.07 701 132000	Storeroom & Truck Inventory		
	1,211.26 701 132000	Storeroom & Truck Inventory		
	1,694.73 701 132000	Storeroom & Truck Inventory		
	36.68 701 132000	Storeroom & Truck Inventory		
	6,924.19 701 132000	Storeroom & Truck Inventory		
	293.45 701 132000	Storeroom & Truck Inventory		
	1,870.81 701 132000	Storeroom & Truck Inventory		
	1,008.77 701 132000	Storeroom & Truck Inventory		
	2,641.14 701 132000	Storeroom & Truck Inventory		
	616.27 701 132000	Storeroom & Truck Inventory		
	1,716.74 701 132000	Storeroom & Truck Inventory		
	3,310.23 701 132000	Storeroom & Truck Inventory		
	93.91 701 132000	Storeroom & Truck Inventory		
	2,934.60 701 132000	Storeroom & Truck Inventory		

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
102739	12/01/2021	PRTD	20970 GARDA CL WEST, INC.	10664168	11/01/2021		120121	288.56
			Invoice: 10664168	288.56 701410 622000	ARMORED TRANSPORT-NOV'21 Outside Services			
							CHECK 102739 TOTAL:	288.56
102740	12/01/2021	PRTD	9646 GRAYBAR ELECTRIC CO.	9324081220	10/28/2021		120121	1,333.39
			Invoice: 9324081220	1,333.39 751810 551000	ANALOG OUTPUT CARD Supplies/Material			
							CHECK 102740 TOTAL:	1,333.39
102741	12/01/2021	PRTD	2705 HACH COMPANY	12726209	11/02/2021		120121	307.64
			Invoice: 12726209	307.64 701341 551000	DPR REFILL VIALS Supplies/Material			
			Invoice: 12731974	2,860.18 701341 551000	11/05/2021 COLOR STANDARD SET Supplies/Material		120121	2,860.18
			Invoice: 12737602	758.75 751810 551000	11/09/2021 PARTS FOR AIR BLASTER Supplies/Material		120121	758.75
			Invoice: 12625061	300.00 701341 683000	09/02/2021 CLAROUS SUMMIT-8/25-9/2-K.H. Training & Professional Devel		120121	300.00
							CHECK 102741 TOTAL:	4,226.57
102742	12/01/2021	PRTD	2997 J G TUCKER & SONS	16614	10/22/2021		120121	114.98
			Invoice: 16614	114.98 101600 551000	CALIBRATION CUP Supplies/Material			
			Invoice: 16675	1,023.33 751820 551000	11/03/2021 GASALERT MAX XT Supplies/Material		120121	1,023.33
							CHECK 102742 TOTAL:	1,138.31
102743	12/01/2021	PRTD	21197 JACOBS ENGINEERING GROUP INC.	W9Y31200-009	10/14/2021		120121	188,016.06
			Invoice: W9Y31200-009	188,016.06 754440 900000	P/E 8/27-PWP ADVISOR/MGR SRV Capital Asset Expenses			
			Invoice: W9Y31200-010	200,926.08 754440 900000	10/27/2021 P/E 10/1-PWP ADVISOR/MGR SRV Capital Asset Expenses		120121	200,926.08

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK 102743 TOTAL: 388,942.14								
102744	12/01/2021	PRTD	2814 MCMaster-CARR SUPPLY CO	67982470	11/08/2021		120121	309.58
				309.58 751810 541000	TUBE CONNECTORS/TOOLS Supplies/Material			
			Invoice: 67598325	MCMaster-CARR SUPPLY CO	67598325		120121	1,514.29
				1,514.29 101600 551000	CAMLOCK FITTINGS Supplies/Material			
CHECK 102744 TOTAL: 1,823.87								
102745	12/01/2021	PRTD	14322 MILES CHEMICAL COMPANY, INC	641623	11/08/2021		120121	217.94
				217.94 751750 541000	53 GAL HYPOCHLORITE Supplies			
			Invoice: 642099-CM	MILES CHEMICAL COMPANY, INC	642099-CM		120121	-80.00
				-80.00 751750 541000	CR-CONTAINER DEPOSITS Supplies			
CHECK 102745 TOTAL: 137.94								
102746	12/01/2021	PRTD	2846 NATIONAL PLANT SERVICES INC	17035	07/30/2021		120121	2,587.50
				2,587.50 130100 551500	CLEAN SEWER-23035 WRENCHCREST Outside Services			
			Invoice: 17163	NATIONAL PLANT SERVICES INC	17163		120121	2,550.00
				2,550.00 130100 551500	CLEAN SEWER-4182 OLD TOPANGA CYN Outside Services			
			Invoice: 17277	NATIONAL PLANT SERVICES INC	17277		120121	2,250.00
				2,250.00 130100 551500	CLEAN WET WELL-24303 CALABASAS RD Outside Services			
CHECK 102746 TOTAL: 7,387.50								
102747	12/01/2021	PRTD	21659 ONTARIO REFRIGERATION SERVICE, IN PRJ21085-01		08/19/2021	22100141	120121	30,833.00
				30,833.00 101100 551500	TRANE 17.5 TON HVAC UNIT AT LV2 Outside Services			
			Invoice: GW20880	ONTARIO REFRIGERATION SERVICE, IN GW20880		09/29/2021	120121	1,650.31
				1,650.31 751810 551500	TROUBLE SHOOT HEATER-TAPIA Outside Services			
CHECK 102747 TOTAL: 32,483.31								

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
102748	12/01/2021	PRTD	30153 DONALD PATTERSON	112221	11/22/2021		120121	1,526.27
			Invoice: 112221					
				1,526.27	701410	683000		
							CALPELRA CONF 11/16-11/19-D.P. Training & Professional Devel	
							CHECK 102748 TOTAL:	1,526.27
102749	12/01/2021	PRTD	20334 PRUDENTIAL OVERALL SUPPLY	172092145	10/01/2021		120121	115.39
			Invoice: 172092145					
				51.79	751810	551000	10/21 UNIFORMS/MATS/TOWELS Supplies/Material	
				63.60	701999	731600	Uniforms	
			PRUDENTIAL OVERALL SUPPLY	172093541	10/08/2021		120121	115.39
			Invoice: 172093541					
				51.79	751810	551000	10/21 UNIFORMS/MATS/TOWELS Supplies/Material	
				63.60	701999	731600	Uniforms	
			PRUDENTIAL OVERALL SUPPLY	172094916	10/15/2021		120121	115.39
			Invoice: 172094916					
				51.79	751810	551000	10/21 UNIFORMS/MATS/TOWELS Supplies/Material	
				63.60	701999	731600	Uniforms	
			PRUDENTIAL OVERALL SUPPLY	172096316	10/22/2021		120121	115.39
			Invoice: 172096316					
				51.79	751810	551000	10/21 UNIFORMS/MATS/TOWELS Supplies/Material	
				63.60	701999	731600	Uniforms	
			PRUDENTIAL OVERALL SUPPLY	172097743	10/29/2021		120121	120.59
			Invoice: 172097743					
				51.79	751810	551000	10/21 UNIFORMS/MATS/TOWELS Supplies/Material	
				68.80	701999	731600	Uniforms	
			PRUDENTIAL OVERALL SUPPLY	172090940	09/27/2021		120121	35.04
			Invoice: 172090940					
				21.44	101600	551000	10/21 UNIFORMS/MATS/TOWELS Supplies/Material	
				13.60	701999	731600	Uniforms	
			PRUDENTIAL OVERALL SUPPLY	172092323	10/04/2021		120121	35.04
			Invoice: 172092323					
				21.44	101600	551000	10/21 UNIFORMS/MATS/TOWELS Supplies/Material	
				13.60	701999	731600	Uniforms	
			PRUDENTIAL OVERALL SUPPLY	172093712	10/11/2021		120121	35.04
			Invoice: 172093712					
				21.44	101600	551000	10/21 UNIFORMS/MATS/TOWELS Supplies/Material	
				13.60	701999	731600	Uniforms	
			PRUDENTIAL OVERALL SUPPLY	172095097	10/18/2021		120121	35.04
			Invoice: 172095097					
				21.44	101600	551000	10/21 UNIFORMS/MATS/TOWELS Supplies/Material	
				13.60	701999	731600	Uniforms	

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
Invoice: 172097744								
				30.83 751820 551000	10/21			
				28.60 701999 731600				
					UNIFORMS/MATS/TOWELS Supplies/Material Uniforms			
							CHECK 102749 TOTAL:	2,738.15
102750	12/01/2021	PRTD	2585 PURETEC	1933165	11/09/2021		120121	276.47
			Invoice: 1933165					
				276.47 701341 551500	TANK EXCHANGE-11/3 Outside Services			
							CHECK 102750 TOTAL:	276.47
102751	12/01/2021	PRTD	17174 ROTH STAFFING COMPANIES, LP	14100435	11/12/2021		120121	1,064.00
			Invoice: 14100435					
				1,064.00 701221 622000	TEMP SRV-11/1-11/5-P.S. Outside Services			
							CHECK 102751 TOTAL:	1,064.00
102752	12/01/2021	PRTD	30120 SBS CORPORATION	10690/PMT#6	11/08/2021		120121	313,930.94
			Invoice: 10690/PMT#6					
				313,930.94 301440 900000	PMT#6-WLK PLNT BLDG RPR P/E Capital Asset Expenses		10/31/21	
							CHECK 102752 TOTAL:	313,930.94
102753	12/01/2021	PRTD	2952 SHI INTERNATIONAL CORP	B14240708-REV	10/21/2021	22200061	120121	43,290.02
			Invoice: B14240708-REV					
				43,290.02 701420 621500	TENABLE VUL MGMT Equip Maintenance		10/19/21-10/18/22	
							CHECK 102753 TOTAL:	43,290.02
102754	12/01/2021	PRTD	16271 SPOK, INC.	E0143084W	11/10/2021		120121	115.54
			Invoice: E0143084W					
				71.69 701331 540520	PAGER SRV 11/11/21-12/10/21 Telephone			
				43.85 751820 540520	Telephone			
							CHECK 102754 TOTAL:	115.54
102755	12/01/2021	PRTD	3826 SULLY MILLER CONTRACTING CO.	10556/PMT#8	09/24/2021		120121	96,346.23
			Invoice: 10556/PMT#8					
				96,346.23 201440 900000	PMT#8-INTERCONNECTION P/E Capital Asset Expenses		9/24	
							CHECK 102755 TOTAL:	96,346.23

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
102763	12/01/2021	PRTD	3068 YSI	894898	09/22/2021		120121	136.04
	Invoice: 894898				PH ELECTRODE KITS			
				136.04	701341	551000	Supplies/Material	
							CHECK 102763 TOTAL:	136.04
				NUMBER OF CHECKS	41		*** CASH ACCOUNT TOTAL ***	1,137,444.61
				TOTAL PRINTED CHECKS		COUNT	AMOUNT	
						41	1,137,444.61	
							*** GRAND TOTAL ***	1,137,444.61

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296brichie

YEAR	PER	JNL	SRC	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
			EFF	DATE						LINE	DESC				
2022	6	7													
APP	701-200000			12/01/2021	120121		120121				Accounts Payable			159,945.12	
											AP CASH DISBURSEMENTS JOURNAL				
APP	999-100100			12/01/2021	120121		120121				Cash-General				1,137,444.61
											AP CASH DISBURSEMENTS JOURNAL				
APP	101-200000			12/01/2021	120121		120121				Accounts Payable			60,949.74	
											AP CASH DISBURSEMENTS JOURNAL				
APP	751-200000			12/01/2021	120121		120121				Accounts Payable			43,771.32	
											AP CASH DISBURSEMENTS JOURNAL				
APP	201-200000			12/01/2021	120121		120121				Accounts Payable			127,905.99	
											AP CASH DISBURSEMENTS JOURNAL				
APP	301-200000			12/01/2021	120121		120121				Accounts Payable			348,542.80	
											AP CASH DISBURSEMENTS JOURNAL				
APP	754-200000			12/01/2021	120121		120121				Accounts Payable			388,942.14	
											AP CASH DISBURSEMENTS JOURNAL				
APP	130-200000			12/01/2021	120121		120121				Accounts Payable			7,387.50	
											AP CASH DISBURSEMENTS JOURNAL				
											GENERAL LEDGER TOTAL			1,137,444.61	1,137,444.61
APP	999-207010			12/01/2021	120121		120121				Due to/Due FromInternal Svs			159,945.12	
											Cash-General				159,945.12
APP	701-100100			12/01/2021	120121		120121				Due to/Due Frm Potable wtr Ops			60,949.74	
											Cash-General				60,949.74
APP	999-201010			12/01/2021	120121		120121				Due to/Due FromJPA Operations			43,771.32	
											Cash-General				43,771.32
APP	751-100100			12/01/2021	120121		120121				Due to/Due FrmPotable wtr Cnst			127,905.99	
											Cash In Bank				127,905.99
APP	999-202010			12/01/2021	120121		120121				Due to/Due FrmPotable wtr Repl			348,542.80	
											Cash-General				348,542.80
APP	201-150100			12/01/2021	120121		120121				Due to/Due FromJPA Replacement			388,942.14	
											Cash-General				388,942.14
APP	999-203010			12/01/2021	120121		120121				Due to/Due FrmSanitation Ops			7,387.50	
											Cash-General				7,387.50
APP	301-100100			12/01/2021	120121		120121				Cash-General				348,542.80
											Due to/Due FromJPA Replacement			388,942.14	
APP	999-207540			12/01/2021	120121		120121				Cash-General				388,942.14
											Due to/Due FromJPA Replacement			388,942.14	
APP	754-100100			12/01/2021	120121		120121				Cash-General				388,942.14
											Due to/Due FromSanitation Ops			7,387.50	
APP	999-201300			12/01/2021	120121		120121				Cash-General				7,387.50
											Due to/Due FrmSanitation Ops			7,387.50	
APP	130-100100			12/01/2021	120121		120121				Cash-General				7,387.50

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL				ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
	12/01/2021	120121	120121						
						SYSTEM GENERATED ENTRIES TOTAL		1,137,444.61	1,137,444.61
						JOURNAL 2022/06/7 TOTAL		2,274,889.22	2,274,889.22

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101	2022	6	7	12/01/2021	Potable Water Operations		
					101-100100		
					101-200000		
					Cash-General		60,949.74
					Accounts Payable	60,949.74	
					FUND TOTAL	60,949.74	60,949.74
130	2022	6	7	12/01/2021	Sanitation Operations		
					130-100100		
					130-200000		
					Cash-General		7,387.50
					Accounts Payable	7,387.50	
					FUND TOTAL	7,387.50	7,387.50
201	2022	6	7	12/01/2021	Potable Water Construction		
					201-150100		
					201-200000		
					Cash In Bank		127,905.99
					Accounts Payable	127,905.99	
					FUND TOTAL	127,905.99	127,905.99
301	2022	6	7	12/01/2021	Potable wtr Replacement Fund		
					301-100100		
					301-200000		
					Cash-General		348,542.80
					Accounts Payable	348,542.80	
					FUND TOTAL	348,542.80	348,542.80
701	2022	6	7	12/01/2021	Internal Service Fund		
					701-100100		
					701-200000		
					Cash-General		159,945.12
					Accounts Payable	159,945.12	
					FUND TOTAL	159,945.12	159,945.12
751	2022	6	7	12/01/2021	JPA Operations		
					751-100100		
					751-200000		
					Cash-General		43,771.32
					Accounts Payable	43,771.32	
					FUND TOTAL	43,771.32	43,771.32
754	2022	6	7	12/01/2021	JPA Replacement		
					754-100100		
					754-200000		
					Cash-General		388,942.14
					Accounts Payable	388,942.14	
					FUND TOTAL	388,942.14	388,942.14
999	2022	6	7	12/01/2021	Pooled Cash		
					999-100100		
					999-201010		
					999-201300		
					999-202010		
					999-203010		
					999-207010		
					Cash-General		1,137,444.61
					Due to/Due Frm Potable Wtr Ops	60,949.74	
					Due to/Due Frm Sanitation Ops	7,387.50	
					Due to/Due Frm Potable wtr Cnst	127,905.99	
					Due to/Due Frm Potable wtr Repl	348,542.80	
					Due to/Due From Internal Svs	159,945.12	

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
999-207510				Due to/Due FromJPA Operations	43,771.32	
999-207540				Due to/Due FromJPA Replacement	388,942.14	
				FUND TOTAL	1,137,444.61	1,137,444.61

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		60,949.74
130	Sanitation Operations		7,387.50
201	Potable Water Construction		127,905.99
301	Potable wtr Replacement Fund		348,542.80
701	Internal Service Fund		159,945.12
751	JPA Operations		43,771.32
754	JPA Replacement		388,942.14
999	Pooled Cash		
		1,137,444.61	
	TOTAL	1,137,444.61	1,137,444.61

** END OF REPORT - Generated by Brian Richie **



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

September 2021	Page No. 1 of 1
Mailed: 10/08/2021	Due Date: 11/30/2021
Invoice Number: 10562	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	2,135.0
Total Water Untreated Delivered	

SALES

	Type	Volume (AF)	Rate (\$ /AF)	Total (\$)
Full Service	Tier 1 Supply Rate	2,135.0	\$243.00	\$518,805.00
	System Access Rate	2,135.0	\$373.00	\$796,355.00
	System Power Rate	2,135.0	\$161.00	\$343,735.00
	Treatment Surcharge	2,135.0	\$327.00	\$698,145.00
SUBTOTAL				\$2,357,040.00

OTHER CHARGES AND CREDITS

	Rate (\$ /AF)	
Capacity Charge(Payment Schedule: M)	\$40,927.50	
Readiness To Serve Charge(Payment Schedule: M)	\$115,968.00	
SUBTOTAL		\$156,895.50

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)	133,561.8			
Tier 1 Annual Limit (For Current Calendar Year)	24,359.0			
Tier 1 YTD Deliveries (For Current Calendar Year)	16,459.7	67.6		
Tier 1 Current Month Deliveries	2,135.0			
Purchase Order Commitment (Jan 2015 to Dec 2024)	162,390.0			

INVOICE TOTAL

Volume AF	Amount Now Due
2,135.0	\$2,513,935.50

Total Amount Due is based on highlighted fields

Approved for Payment

 Doug Anders
 Date: 10/11/2021

Approved For Payment

 Darrell Johnson
 Date: 10/12/21

Approved for Payment:

 John Zhao
 Date: 10/12/21

 Daniel M. Calamita
 Date: 10/12/21
 63



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

MINUTES
REGULAR MEETING

9:00 AM

November 16, 2021

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was led by Joanne Bodenhamer.

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 Assembly Bill 361, which exempts certain requirements of the Ralph M. Brown Act to support social distancing guidelines associated with response to the coronavirus (COVID-19) outbreak. Susan Brown, Clerk of the Board, conducted the roll call.

Present: Directors Charles Caspary, Jay Lewitt, Lynda Lo-Hill (via teleconference), 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
Susan Brown, Administrative Assistant
Keith Lemieux, District Counsel

2. APPROVAL OF AGENDA

Director Polan moved to approve the agenda. Motion seconded by Director Renger. Motion carried unanimously by roll call vote.

3. PUBLIC COMMENTS

Carey Peck stated that he was a 30-year customer of the District, and his house was destroyed in the Woolsey Fire. He also stated that his architect requested a will serve letter from the District; however, staff discovered a discrepancy in that the water meter was not on his parcel. He also stated that the cost to upgrade to a one-inch water meter to support a fire suppression system would be over \$28,000. He noted that the Board issued a letter in 2019 regarding relief to current customers impacted by the Woolsey Fire. He asked the Board to consider the provision of a will serve letter and financial relief for upgrading the water meter. He noted that he could provide documentation to support his request.

General Manager David Pedersen noted that staff was aware of Mr. Peck's concern, and he asked Mr. Peck to submit copies of the documentation. He stated that staff would investigate and meet with Mr. Peck, and bring back an update to the Board.

4. CONSENT CALENDAR

A List of Demands: November 16, 2021: Receive and file

B Minutes Regular Meeting of October 5, 2021: Approve

C Directors' Per Diem – October 2021: Ratify

D Resolution of Intent for Continuation of Portable Water Standby Charge

Pass, approve, and adopt proposed Resolution No. 2602, initiating proceedings for continuation of the Standby Charge pursuant to the Municipal Water District Law of 1911; ordering notification for those properties that changed ownership since the last Standby Charge assessment; ordering publication of a Notice of Public Hearing in a newspaper of general circulation once a week for a two-week period; and setting a public hearing on the matter for 9:00 a.m. on January 4, 2022.

RESOLUTION NO. 2602

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 ON JULY 1, 2022

(Reference is hereby made to Resolution No. 2602 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

E Fiscal Year 2022-23 Proposed Sanitation Rate for Consolidated Sewer Maintenance District: Topanga Tax Zone

Approve a monthly billing rate of \$57.50 per Equivalent Residential Unit for the Consolidated Sewer Maintenance District, Topanga Tax Zone, for Fiscal Year 2022-23.

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

5. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A MWD Representative Report

Glen Peterson, MWD Representative, reported that the MWD Board approved continuing to hold remote teleconference meetings for the remainder of the year; awarded a contract for replacement of ozone power supply units and engineering support services for the ozone generation rehabilitation system at the Joseph Jensen Water Treatment Plant; awarded a contract for the lining of the Cholla Wash cut-and-cover conduit along the Colorado River Aqueduct; adopted a resolution declaring a Regional Drought Emergency; and authorized a Following Pilot Program Agreement with the Quechan Tribe and seasonal following agreements with farmers within the Quechan tribal land. He noted that three Southern Basin States in the Colorado River Basin developed a program to conserve another half million acre-feet of water. He also reported that the MWD Board inducted new Director Nancy Sutley from the City of Los Angeles, and conducted Department Head performance evaluations for the General Counsel, General Auditor, and Ethics Officer. He responded to a question regarding how the three Southern Basin States would conserve water by stating that they plan on following land. He noted that the federal government would provide some funding for this effort, and the Palo Verde Irrigation District's following program was nearly at full following.

B Legislative and Regulatory Updates

Joe McDermott, Director of Engineering and External Affairs, noted that the state Legislature was not currently in session. He stated that the Association of California Water Agencies, the California Mutual Utilities Association, and others were in the process of preparing legislative proposals. He reported that Congress approved H.R. 3684, the Infrastructure Investment and Jobs Act, and noted that the bill would include the following: \$550 billion for water infrastructure funding; \$8.3 billion for Bureau of Reclamation Title XVI funding; \$23.4 billion for the State Revolving Fund (SRF) programs; \$250 million for Water Infrastructure Finance and Innovation Act (WIFIA) loan funding; \$1 billion for water recycling and reuse projects; and \$400 million for WaterSMART grants. He noted that the District received a \$500,000 WaterSMART grant for the AMR/AMI Project, and the District would continue to pursue additional WaterSMART grant funding. He stated that the District would also pursue funding for the Pure Water Project Las Virgenes-Triunfo (Pure Water Project) following the completion of the environmental review process. He also reported that Congress was currently focusing on the Build Back Better Act. He responded to a question regarding the anticipated completion date for the Pure Water Project's environment review and scheduling meetings with legislative representatives,

the U.S. Environmental Protection Agency, and the U. S. Bureau of Reclamation regarding funding for the Pure Water Project.

C Drought Water Supply Conditions Update

Joe McDermott, Director of Engineering and External Affairs, reported that the amount of water purchased from MWD in October had decreased by 15.5 percent, and the average evapotranspiration rate was approximately 25 percent less as compared to October 2020. He noted that he would be participating on a panel for the Southern California Water Dialogue Program on November 17th to share the District's efforts in response to the pending zero percent State Water Project allocation, including the declaration of Stage 3 – Water Shortage Emergency and messaging efforts to customers. He also reported that MWD had declared a Regional Drought Emergency on November 9th, which would call for increased efforts to maximize water conservation. He noted that MWD would expand water conservation programs, including funding for turf replacement, \$1.5 million in funding for water efficiency devices, and a \$2.6 million grant program to assist agencies detect and repair leaks in their water systems. He also reported that Lake Oroville was at 28 percent of capacity, and San Luis Reservoir was at 15 percent of capacity.

General Manager David Pedersen responded to a question regarding the snowpack levels following the recent storm by stating that he would provide the latest snow report to the Board.

D Coronavirus (COVID-19) Pandemic: Customer-Related Impacts

Ursula Bosson, Customer Service Manager, presented the current COVID-19 customer-related impacts information.

Joe McDermott, Director of Engineering and External Affairs, reported that a notification letter would be sent to customers regarding the state's arrearages program for customers with past due balances during the eligibility period of March 4, 2020 through June 15, 2021. He stated that the District established a program for installation of flow restriction devices for delinquent accounts; however, the program was paused to coordinate with the arrearages program. He also noted that approximately 1,000 customers would receive the notification letter, and these customers would be asked to sign an acknowledgement regarding the availability of the credit for their past due accounts. He also noted that customers who receive a credit in excess of \$600 would be required to complete an IRS Form W-9 for tax purposes, and required to automatically enroll in a payment plan for any remaining unpaid balances. He stated that should a customer default on a payment plan, the customer would be subject to having a flow restrictor device installed or having their water shut off following ample notification after December 31, 2021, unless the current shutoff prohibition is extended by Governor Gavin Newsom.

Board President Lewitt asked staff to continue to promote enrollment in paperless billing and autopay, and include in the notification letter that the process for water shutoff for non-payment would be reinstated after December 31, 2021. He also asked staff to include a comparison of past due balances from 2019 in future updates.

6. TREASURER

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

7. BOARD OF DIRECTORS

A Review of Division Boundaries and Potential Redistricting Options

Review the current division boundaries and provide feedback on potential redistricting options.

Josie Guzman, Clerk of the Board, presented the report.

Gary Fields II, GIS Coordinator, provided a presentation and reviewed the current division boundaries and two potential redistricting options to better balance the populations for Divisions 2 and 4.

The Board reviewed the two potential redistricting options and agreed to move forward with Option 2.

General Manager David Pedersen stated that staff would bring back Redistricting Option 2 for approval at a future Board meeting.

B Discussion of 2020 Water Shortage Contingency Plan

Review and discuss the escalating stages of response outlined in the 2020 Water Shortage Contingency plan.

General Manager David Pedersen presented the report. He responded to a question regarding wasteful water use fines and additional charges for exceeding water budgets.

Director Lo-Hill suggested adding a Stage 3A to the Water Shortage Contingency Plan to ease customers into Stage 4 and not allow irrigation of non-functional turf, restrict refilling swimming pools, and allow or encourage hand watering.

Board President Lewitt suggested making Director Lo-Hill's suggestion as Stage 4 and rename the current Stage 4 to be Stage 5.

Director Caspary suggested emphasizing water conservation and water use restrictions on the District's homepage, and including the evapotranspiration rate projection for the next 30 days on the website so that customers may adjust their irrigation timers.

Joe McDermott, Director of Engineering and External Affairs, expressed concern with enforcing certain restrictions, such as not allowing pool refilling. He noted that the current Stage 3 provisions included a 0.75 drought factor, and the Board could consider a 0.50 drought factor under Stage 3.

Mike McNutt, Public Affairs and Communications Manager, noted that the drought messaging banner was currently included on the District's homepage.

General Manager David Pedersen stated that the Board could consider following the state's system of six standard water shortage levels. He also stated that the water shortage levels needed to be understandable to the public, and he expressed concern that there might be a loss of clarity. He suggested that the Board could consider the merit of adding additional stages during a future update.

A discussion ensued regarding concerns with prohibiting outdoor water use under Stage 4, which could cause damage to trees, landscaping, and swimming pools; allowing hand watering with a bucket and topping off swimming pools; and considering exceptions such as for the use of a drip irrigation system for drought tolerant landscaping.

General Manager David Pedersen stated that staff would include the Board's feedback when updating the Water Shortage Contingency Plan in the future.

8. FINANCE AND ADMINISTRATION

A Wasteful Water Use Penalties during Declared Water Shortage Emergencies: Adoption

Pass, approve, and adopt proposed Resolution No. 2601, modifying wasteful water use penalties during water shortage emergencies.

RESOLUTION NO. 2601

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT AMENDING RESOLUTION NO. 2468 (ADMINISTRATIVE CODE) AS IT RELATES TO THE PENALTIES FOR WASTEFUL WATER USE AND EXCEEDANCES DURING WATER SHORTAGE EMERGENCIES (corrected title)

(Reference is hereby made to Resolution No. 2601 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

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

Don Patterson, Director of Finance and Administration, presented the financial history of the District's wasteful water use penalties.

Mr. McDermott reviewed the implementation of the proposed penalty structure and customer outreach. He also noted a correction to the title of Resolution No. 2601.

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

Mr. McDermott responded to questions regarding impacts to commercial customers with no outdoor use and whether indoor water budgets were modified for restaurants now that

indoor dining was allowed by stating that commercial water budgets were changed to a two-year rolling average. He commented that commercial water use might have decreased during the COVID-19 pandemic. He noted that most restaurants do not have outdoor water budgets; however, restaurants would still be subject to penalties should they exceed 50 percent of their water budget.

General Manager David Pedersen responded to a question regarding the 0.75 drought factor for outdoor water budgets. He noted that there would be no impacts to commercial customers that have no outdoor water use, and customers could adjust their weather based irrigation controllers to reduce outdoor irrigation. Mr. McDermott added that staff would follow-up on alert messaging through the WaterSmart portal and through Rachio.

A discussion ensued regarding sending a customer letter via U.S. Mail and/or email.

Director Lo-Hill suggested that the second sentence of the customer letter be amended as follows, "LVMWD has declared a State of Emergency and escalated its Water Shortage Contingency Plan from Stage 2 to Stage 3..."

Motion carried unanimously by roll call vote.

B Wireless Backhaul Communications System Upgrade Project: Design and Installation Support Services

Accept the proposal from The Rovisys Company and authorize the General Manager to execute a five-year professional services agreement, in the amount of \$374,062, for design and installation support services associated with the Wireless Backhaul Communications System Upgrade Project.

Ivo Nkwenji, Information Systems Manager, presented the report and PowerPoint presentation.

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

Board President Lewitt stepped out of the Board Room at 10:59 a.m.

Mr. Nkwenji responded to questions regarding inclusion of the Pure Water Project Las Virgenes-Triunfo prior to site selection. He also responded to questions regarding adjusting the scope of work as needed and bandwidth for data transmission needs.

Board President Lewitt returned to the Board Room at 11:01 a.m.

Mr. Nkwenji responded to a question regarding transmitting higher quality, larger sized data by stating that this would mostly be transmitting video data for security purposes.

Motion carried unanimously by roll call vote.

9. NON-ACTION ITEMS

A Organization Reports

None.

B Director’s Reports on Outside Meetings

None.

C General Manager Reports

(1) General Business

General Manager David Pedersen noted that Councilmembers from the cities of Agoura Hills and Calabasas would be touring the Pure Water Demonstration Facility following the Board meeting. He reported that the creek avoidance period ended on November 15th, allowing discharge to Malibu Creek again. He also reported that recycled water demands had increased due to the recent warm weather. He noted that the Las Virgenes – Triunfo Joint Powers Authority was awarded a \$600,000 grant from the National Alliance for Water Innovation for machine learning and artificial intelligence applications at the Pure Water Demonstration Facility. He also noted that District offices would be closed on November 25th and 26th for the Thanksgiving holidays. He also reported that redistricting efforts were taking place at the local, state and federal levels, and he would bring back an item regarding redistricting. He noted that the District was in discussion with local cities and the Las Virgenes-Malibu Council of Governments regarding legislative redistricting and efforts to keep the cities in the same legislative districts to the fullest extent possible.

(2) Follow-Up Items

None.

D Directors’ Comments

Director Caspary noted that CalPERS had changed its investment strategy, and he expressed concern with future returns and cost impacts to District customers. He referred to an article in *The Wall Street Journal* regarding changes in climate and rainfall patterns, which caused flooding at a water treatment facility following a storm and required it to be shut down. He noted that employees risked their lives to try to regain control of the system. He asked staff to be mindful of substantial impacts to the Tapia Water Reclamation Facility during a 100-year rainfall event.

10. FUTURE AGENDA ITEMS

None.

11. PUBLIC COMMENTS

None.

12. CLOSED SESSION

A Conference with District Counsel – Existing Litigation (Government Code Section 54956.9(aa):

George Kreider v. Las Virgenes Municipal Water District, et al.

B Conference with Labor Negotiator (Government Code Section 54957.6):

Agency Designated Representatives: David W. Pedersen, General Manager; Donald Patterson, Director of Finance and Administration; Sophia Crocker, Human Resources Manager

Employee Organizations: General and Office Units represented by the Service Employees International Union Local 721

C Conference with Labor Negotiator (Government Code Section 54957.6):

Agency Designated Representatives: David W. Pedersen, General Manager; Donald Patterson, Director of Finance and Administration; Sophia Crocker, Human Resources Manager

Employee Organizations: Las Virgenes Manager, Supervisor, Professional and Confidential Employees Association

The Board recessed to Closed Session at **11:09 a.m.** and reconvened to Open Session at **11:46 a.m.**

Keith Lemieux, District Counsel, announced that the Board received reports during the Closed Session. He reported that the Board unanimously approved a settlement for Item 12A, in the amount of \$712,500, in exchange for dismissal of the case and other terms, and there was no reportable action for Closed Session Items 12B and 12C.

13. OPEN SESSION AND ADJOURNMENT

Seeing no further business to come before the Board, the meeting was duly adjourned at **11:46 a.m.**

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

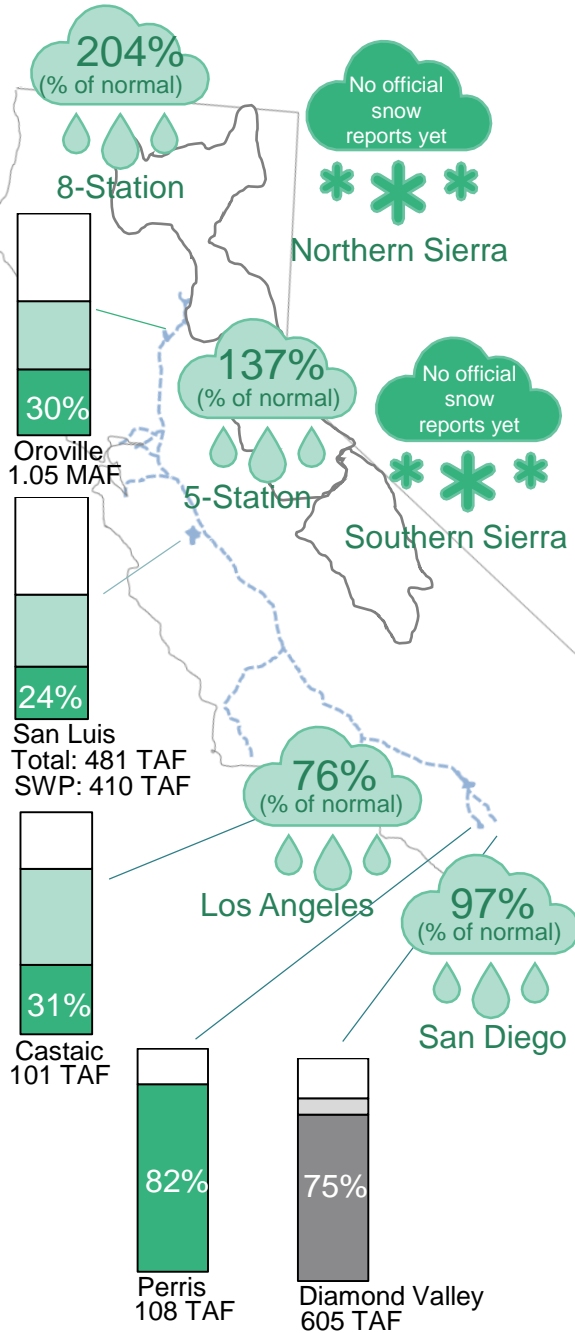
ATTEST:

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

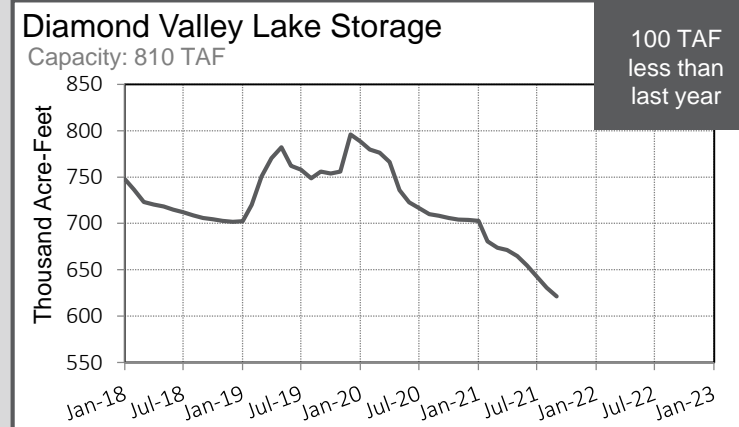
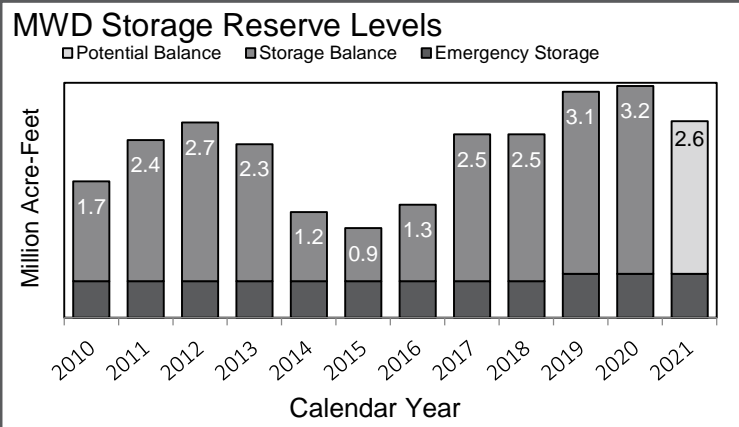
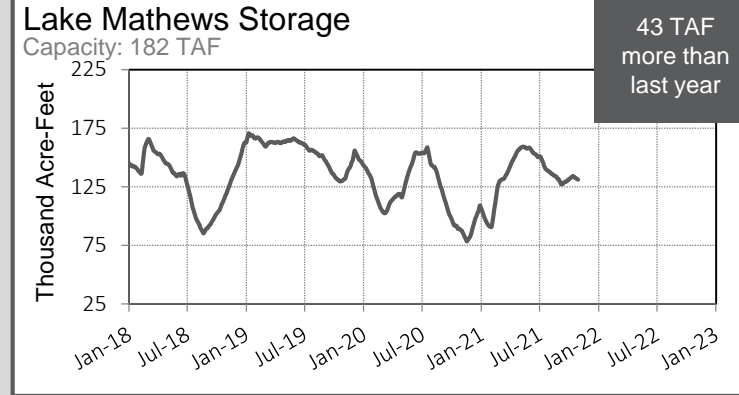
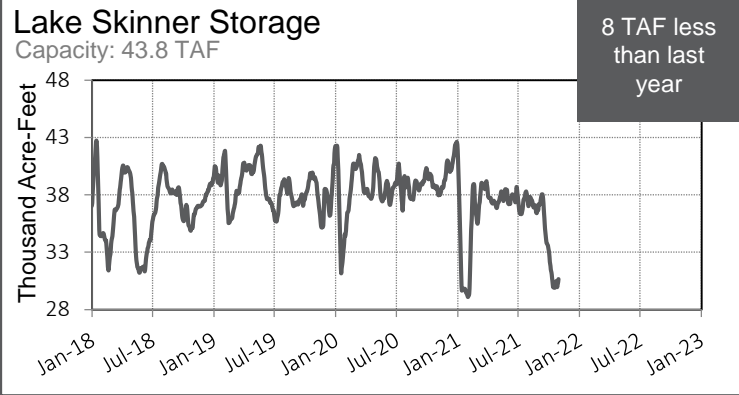
(SEAL)



SWP Table A – 5% - 95,575 AF



Metropolitan Resources



Projected CRA Diversions – 1,076,000 AF



Highlights

- The average precipitation for Los Angeles during the new “normal” period (1991-2020) is practically the same as the average for the previous period (1981-2010)
- The average precipitation for San Diego during the new “normal” (1991-2020) is 5.3% lower than the average for the previous period (1981-2010)
- California Department of Water Resources will publish the initial runoff forecasts on December 8



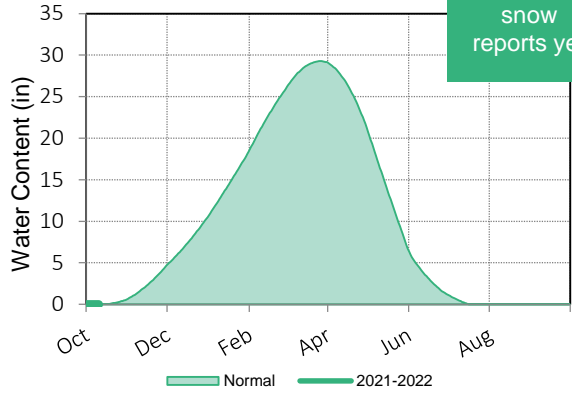
This report is produced by the Water Resource Management Group and contains information from various federal, state, and local agencies. The Metropolitan Water District of Southern California cannot guarantee the accuracy or completeness of this information. Readers should refer to the relevant state, federal, and local agencies for additional or for the most up to date water supply information. Reservoirs, lakes, aqueducts, maps, watersheds, and all other visual representations on this report are not drawn to scale. Questions? Email mferreira@mwdh2o.com

State Water Project Resources

As of: 11/28/2021

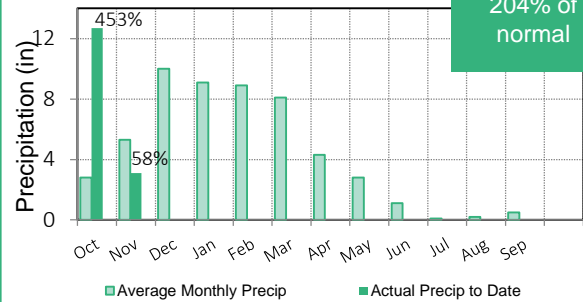
Northern Sierra Snowpack

No official snow reports yet



8 Station Index Precipitation

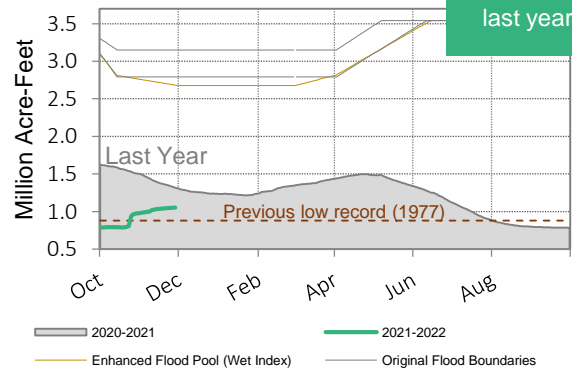
15.8 in
204% of normal



Oroville Reservoir Storage

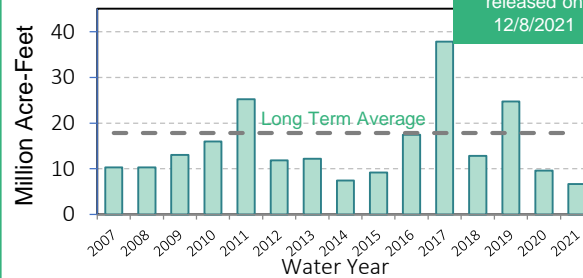
Capacity: 3.54 MAF

266 TAF less than last year



Sacramento River Runoff

Official forecast for WY 22 to be released on 12/8/2021



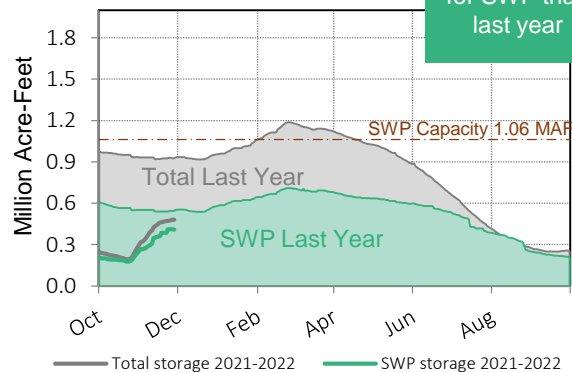
Other SWP Supplies Calendar Year 2021

Carryover 207,000 AF
Transfer 30,000 AF (Est.)

San Luis Reservoir Storage

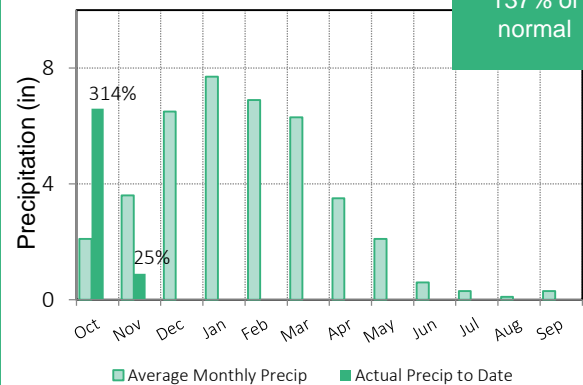
Capacity: 2.04 MAF

137 TAF less for SWP than last year



5 Station Index Precipitation

7.5 in
137% of normal

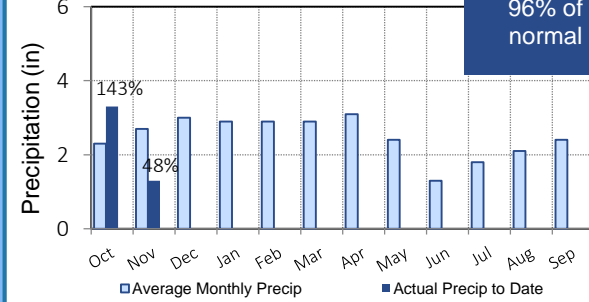


Colorado River Resources

As of: 11/28/2021

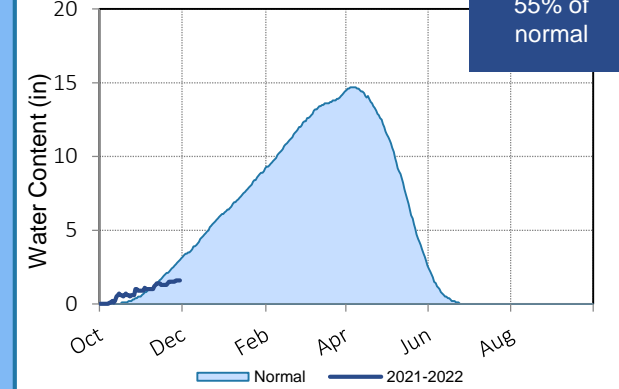
Upper Colorado Precipitation

4.6 in
96% of normal



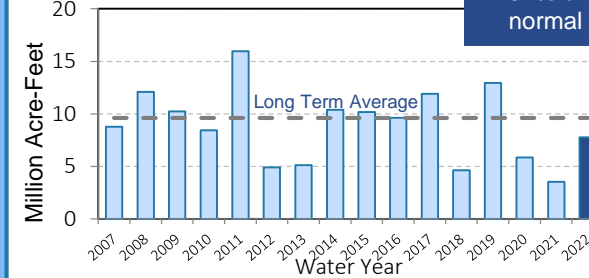
Upper Colorado Snowpack

1.6 in
55% of normal



Powell Unregulated Inflow

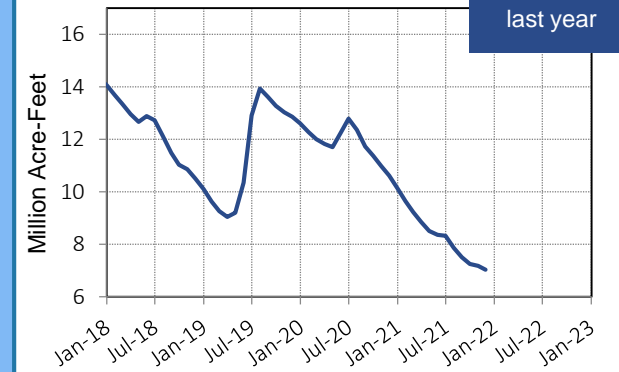
Forecast: 81% of normal



Lake Powell Storage

Capacity: 24.3 MAF

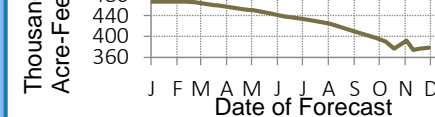
3.61 MAF less than last year



PVID/Yuma Agricultural Use

Annual Forecasted for 2021

Current Annual Forecast: 379 TAF



Projected Lake Mead ICS

Calendar Year 2021

Put (+) / Take (-)
+5,000 AF

Lake Mead Surplus/Shortage Outlook

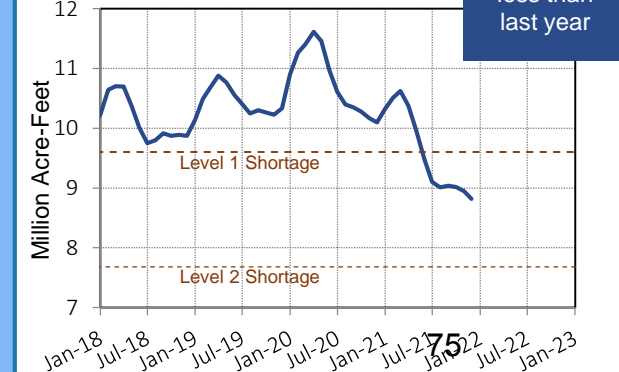
	2022	2023	2024	2025	2026
Surplus	0%	0%	0%	0%	0%
Shortage	100%	94%	97%	100%	91%
Metropolitan DCP*		3% 180 TAF	66% 259 TAF	72% 282 TAF	63% 308 TAF

Likelihood based on results from the corrected August 2021 CRMM5 in Ensemble Mode/CRSS model run. Includes DCP Contributions.
* Chance of required DCP contribution by Metropolitan with average contribution when needed

Lake Mead Storage

Capacity: 26.1 MAF

1.28 MAF less than last year





CALIFORNIA DEPARTMENT OF
WATER RESOURCES

[Skip](#)

[to](#)

[Main](#)

[Content](#)



DWR Announces Initial State Water Project Allocation, Additional Actions to Prepare for Third Dry Year

Published: Dec 01, 2021

SACRAMENTO, Calif. –Today, the Department of Water Resources (DWR) announced its initial State Water Project (SWP) allocation for 2022 along with several steps to manage the state’s water supply in anticipation of a third dry year with reservoirs at or near historic lows.

Given the unprecedented drought conditions, the SWP’s initial allocation for December 1 will focus on the health and safety needs for 2022 of the 29 water agencies that contract to receive SWP supplies. DWR has advised these water agencies to expect an initial allocation that prioritizes health and safety water needs and that the SWP will not be planning water deliveries through its typical allocation process until the state has a clearer picture of the hydrologic and reservoir conditions going into the spring.

DWR is focused on prioritizing water supply in four categories: water for health and safety needs and Delta salinity control; water for endangered species; water to reserve in storage; and water for additional supply allocations if the hydrology allows.

“Despite a wet start to the water year, conditions have dried out since that first storm and we are still planning for a below-average water year. That means we need to prepare now for a dry winter and severe drought conditions to continue through 2022,” said DWR Director Karla Nemeth. “We will be working with our federal partners and SWP contractors to take a conservative planning approach to balance limited water supplies with the needs of residents, businesses, and the environment.”

In addition to limiting the initial allocation to health and safety needs, DWR is making plans to adjust SWP operations this winter and spring. DWR is capturing and storing water when possible in Lake Oroville and south of the Delta in San Luis Reservoir to increase available supplies for 2022 and will continue to do so throughout the winter. Health and safety demands for the Bay Area and Central and Southern California will be met with water available from the Delta as well as water stored in San Luis Reservoir. Water in Lake Oroville will be reserved to maintain Delta water quality, protect endangered species, and meet senior water right needs. Beyond minimal exports to meet South Bay health and safety needs, water stored in Lake Oroville will be used for

south of Delta deliveries only if hydrology conditions improve. DWR plans to conserve as much storage as possible in Oroville in anticipation of a third dry year, and potentially a dry 2023.

Also, today, DWR along with the U.S. Bureau of Reclamation, submitted a new Temporary Urgency Change Petition (TUCP) to the State Water Resources Control Board. If approved, the petition would allow for the State Water Project and the Central Valley Project to operate under modifications to the water quality and water right permit requirements in the Delta from February through April 2022, should conditions warrant. These modifications may be needed to conserve water in Lake Oroville to ensure minimum health and safety water supplies are available later in the year if dry conditions persist. If significant precipitation materializes in the next few months, standards may be met through natural means and modifications to SWP and CVP operations may not be necessary.

DWR is also delaying the removal of the Emergency Drought Salinity Barrier in the Delta. The rock barrier across West False River was scheduled to be removed by November 30, however drought conditions have persisted and leaving the barrier in place will enable a more efficient drought response in spring 2022 if needed. DWR plans to create a notch in the barrier in January 2022 to allow for fish passage and boat traffic until April 2022.

“It is going to take a multi-pronged approach to successfully respond to these unprecedented drought conditions,” said Nemeth.

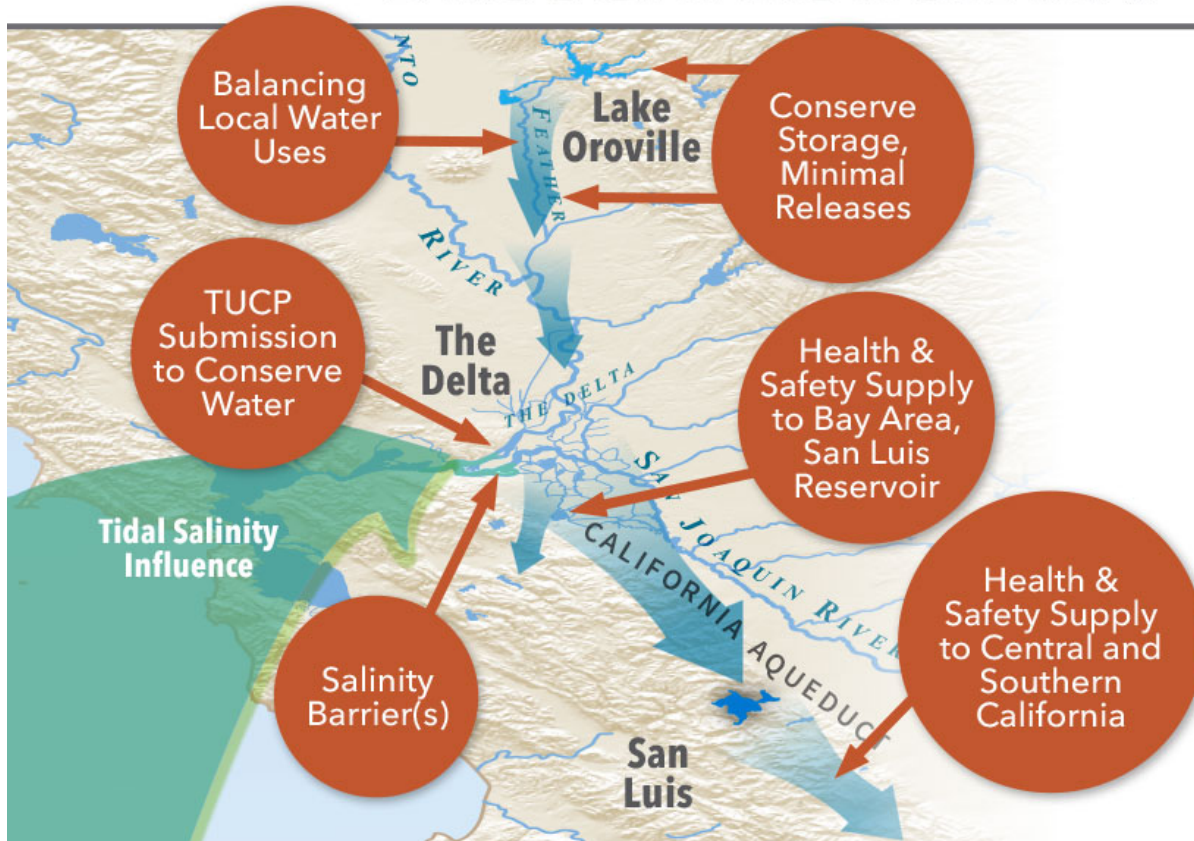
Each year, DWR provides the initial State Water Project allocation by December 1 based on available water storage and projected water supply demands. Allocations are updated monthly as snowpack and runoff information is assessed, with a final allocation typically determined in May or June.

The lowest initial allocations were 5 percent in 2010 and 2014. Last year, the initial SWP allocation was 10 percent, however due to increasing dry conditions, the final allocation was lowered to 5 percent.

Resources:

- [Latest on California’s Drought Response](#)
- [Current Statewide Reservoir Conditions](#)
- [Save Our Water: Tips to Conserve Water During a Drought](#)

DROUGHT ACTION MAP



WATER SUPPLY PRIORITIES when in a drought

- Health & Safety**
Salinity Control for Water Quality
- Endangered Species**
- Conserve Storage**
- Additional Water Supply**

- ## DELTA EXPORTS
- WINTER/SPRING**
Capture storm flows
 - SUMMER**
Health & Safety needs



Local Water Districts Call for Urgent Conservation Action in Response to 0% Allocation Announcement as Drought Impacts Worsen

Las Virgenes Municipal Water District (LVMWD), Triunfo Water & Sanitation District (TWSD), and Calleguas Municipal Water District (Calleguas) jointly request immediate water conservation action from all customers as the region faces worsening water supply challenges amid deepening drought conditions.

Contact: Mike McNutt, Public Affairs & Communications Manager
818-251-2124 (w) 614-390-7930 (c) mmcnutt@lvmwd.com
Riki Clark, Public Affairs Associate
818-251-2129 (w) 909-646-0199 (c) rclark@lvmwd.com

For Immediate Release

December 1, 2021

Calabasas, CA – A collaborative of local water districts including LVMWD, TWSD, & Calleguas are urging significant water use reductions by their customers after the California Department of Water Resources (CADWR) announced a 0% initial allocation from the State Water Project (SWP) for the upcoming year. The December 1 announcement comes amid worsening drought conditions throughout the state.

With limited to no local sources of water, LVMWD, along with TWSD and Calleguas, depend heavily on imported water from the SWP purchased through the Metropolitan Water District of Southern California (MWD). Given their location in MWD's service area, all three agencies substantially rely on SWP supplies; only a limited amount of Colorado River water can reach the westernmost portion of MWD's service area due to pumping and infrastructure constraints – increasing the urgency to step up conservation actions locally. Logistically, the 0% allocation will impact this region the most.

Prior to the December 1 announcement, the CADWR signaled to water agencies throughout California to prepare for a 0% initial allocation from the SWP later this year. A 0% allocation means available water supplies will be prioritized to satisfy the health and safety needs of residents and businesses, but not for typical outdoor irrigation usage. Looking ahead, significant restrictions on outdoor watering may be required if snowpack conditions in the Northern Sierras do not improve this winter.

“This certainly isn't what anyone wanted to hear,” commented LVMWD Board President Jay Lewitt. “We know that tightening water usage restrictions are difficult, and we appreciate all of

our customers for stepping up to help all of us by conserving. We trust you to do your best and we hope you trust us to continue providing reliable water service through these challenging times. Getting through this means working together, for each other.”

Another factor in this decision is the state’s long-term precipitation forecast. California has experienced two consecutive dry water years, and La Niña indicates that dry conditions may persist throughout winter and spring for the entire Southwest U.S.

LVMWD, TWSD, and Calleguas call on all customers to kick their water conservation actions into high gear. This can be accomplished most efficiently outdoors, where up to 70% of all residential water use occurs. Replacing thirsty turf with drought-tolerant landscaping, installing efficient drip irrigation systems, checking for leaks, and replacing old watering timers with smart irrigation controllers can provide significant water and money savings.

LVMWD customers can visit LVMWD.com/DroughtResponse for more information on the District’s Local Drought Emergency, restrictions under Stage 3 of its Water Shortage Contingency Plan, and penalties for excessive water use and wasteful practices.

“We urgently need to save water, period,” said TWSD Board Chair Ray Tjulander. “Our region is no stranger to drought, and uniting to meet conservation needs has never been more critical.”

TWSD customers can visit trunfowsd.com for more information on water usage guidelines, as well as conservation incentives offered by the District.

“The severity of this drought cannot be understated,” stated Calleguas Board President Steve Blois. “Our region’s water supply is already incredibly stressed – it is paramount that we get serious about conserving state water supplies wherever and however possible.”

Calleguas customers can click [here](#) for more information on the resources their agency has to offer, as well as current water use guidelines.

Conservation rebates can be found at www.socalwatersmart.com.

The Conejo – Las Virgenes Regional Drought Partnership includes Las Virgenes Municipal Water District, Calleguas Municipal Water District, and Triunfo Water & Sanitation District. All three agencies are connected to the Metropolitan Water District of Southern California and rely on supplies from the State Water Project to meet customer demands. Together, they serve approximately 735,000 residential and commercial customers in Los Angeles and Ventura counties.

###



December 7, 2021 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

Subject : Refuse Collection and Hauling Services: Award

SUMMARY:

Staff issued a request for quotes for refuse collection and hauling services at the Tapia Water Reclamation Facility and the Westlake Filtration Plant. There are six sites District-wide that require refuse collection services. Four sites are covered by exclusive franchise agreements, so bids were only solicited for the remaining two sites (Tapia and Westlake). A sole quote for both locations was submitted by the current service provider. As a result, staff recommends continuing to contract with Waste Management/G.I. Industries for refuse collection and hauling services at Tapia and Westlake.

RECOMMENDATION(S):

Accept the quote from Waste Management/G.I. Industries and authorize the General Manager to execute a one-year service agreement, in the amount of \$45,000, with four one-year renewal options not to exceed the original amount by more than 10%, for a maximum five-year aggregate amount of \$274,730, for refuse collection and hauling services at the Tapia Water Reclamation Facility and Westlake Filtration Plant.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

Sufficient funds are available in the adopted Fiscal Year 2021-22 Budget for these services

and will be proposed in future fiscal year budgets. Approximately \$35,000 is required annually for the services at the Tapia Water Reclamation Facility, and \$10,000 annually is required for the Westlake Filtration Plant. The updated rates for the services provided by Waste Management/G.I. Industries are estimated to result in a 3% increase in cost for the subject two sites.

DISCUSSION:

The District requires refuse collection and hauling services at six different locations. Service for four of the District's locations are covered by an existing City of Calabasas Exclusive Franchise Agreement with Waste Management/G.I. Industries and, therefore, not eligible for competitive bidding. Service for the other two locations, Tapia Water Reclamation Facility and Westlake Filtration Plant, are covered by franchise restrictions from the County of Los Angeles and City of Westlake Village, respectively. All six locations are currently serviced by Waste Management/G.I. Industries.

Staff initiated a competitive process to solicit quotes for the services provided at the Tapia Water Reclamation Facility and Westlake Filtration Plant from approved trash haulers for the County of Los Angeles and City of Westlake Village and consistent with the District's Purchasing Policy. A total of 25 haulers were notified of the competitive process for the Tapia Water Reclamation Facility, and six approved haulers were notified of the same for the Westlake Filtration Plant. Waste Management/G.I. Industries was the only hauler who responded.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Competitive bidding for annual services on a periodic basis ensures that the District receives the best value for needed services.

Prepared by: Doug Anders, Administrative Services Coordinator



December 7, 2021 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Financial Review: First Quarter of Fiscal Year 2021-22

SUMMARY:

This report provides a summary of the financial review for the first quarter of Fiscal Year 2021-22. The financial review provides data through September 30, 2021.

RECOMMENDATION(S):

Receive and file the financial review for the first quarter of Fiscal Year 2021-22.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

DISCUSSION:

The first quarter financial review summarizes the District's financial information for the period of July 1 through September 30, 2021, as compared to budgetary estimates and prior year actuals.

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.

Overall, revenues and expenses during the first quarter were consistent with projections in the adopted Fiscal Year 2021-22 Budget. There were no major fluctuations that require budget

adjustments at this time.

Total operating revenues for the first quarter of Fiscal Year 2021-22 were \$21.3 million, slightly above the budgeted amount of \$21.1 million and \$0.5 million (or 2.1%) below the prior year's revenues of \$21.8 million. The decrease in revenues as compared to the prior year was primarily the result of year-over-year fluctuations in the timing of customer billings. First quarter decreases of \$0.7 million in Recycled Water Enterprise revenues and \$0.2 million in Sanitation Enterprise revenues trended in line with budget expectations when compared through the date of this report (end of November 2021). Potable Water Enterprise revenues were up \$0.8 million for the first quarter, offsetting to an extent some of the timing related decreases seen in the other two enterprises.

Operating expenses for the first quarter of \$17.1 million were \$0.6 million (or 3.6%) lower than the budgeted amount of \$17.7 million and \$1.4 million (or 8.76%) higher than the prior year's operating expenses of \$15.7 million. Operating expenses increased as compared to the prior year primarily due to source of supply costs, which were up \$0.9 million for the first quarter versus the same period during the prior year. These costs will be monitored throughout the year to determine if any budget adjustments are required, but no changes are recommended at this early stage of the fiscal year. In the prior year, a similar increase in source of supply expenses was reported for the first quarter and leveled off by the end of the fiscal year, in line with budget expectations.

Overall, the District generated a \$4.2 million operating surplus during the first quarter, which was favorable as compared to the budgeted amount of \$3.4 million but below the prior year's surplus of \$6.1 million for the same period.

The District has experienced minimal financial impact from the COVID-19 pandemic. Revenues collected from potable water penalties were \$0.3 million for the first quarter, which aligns closely with historical trends. Revenues from penalties represent 0.015% of the District's total revenues.

Attachment A provides a table summarizing the Fiscal Year 2021-22 year-to-date financial results. All data provided is through September 30, 2021.

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.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Brian Richie, Finance Manager

ATTACHMENTS:

Attachment A

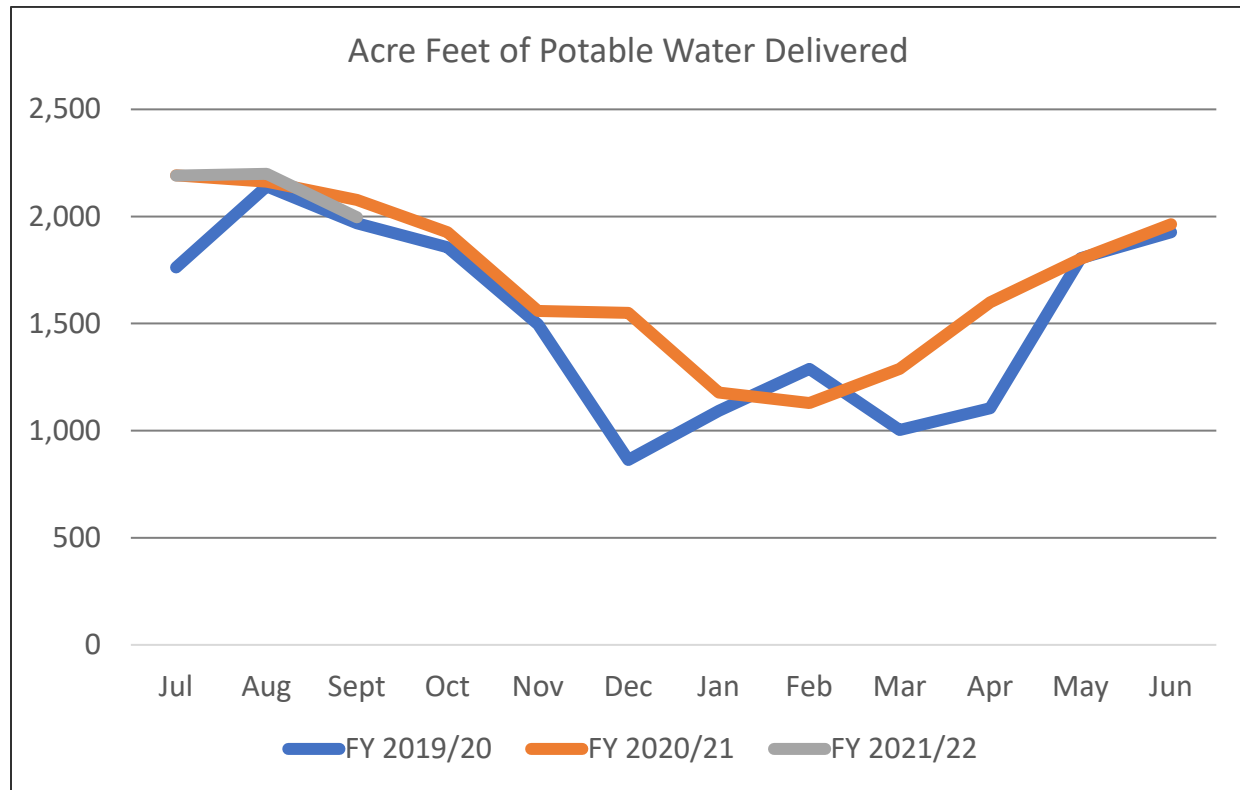
Attachment B

Las Virgenes Municipal Water District
Quarterly Update - September 30, 2021
Fiscal Year 2021/22 Year to Date

	FY 2020/21 YTD Actual	FY 2021/22 YTD Budget	FY 2021/22 YTD Actual
<u>All Enterprises</u>			
Total Operating Revenues	\$21,754,896	\$21,135,109	\$21,294,373
Expenses:			
Source of Supply	\$8,995,640	\$9,240,230	\$9,931,400
Purchased Services	\$2,964,372	\$2,737,209	\$3,099,395
O&M Expenses	\$1,269,315	\$1,554,573	\$1,082,875
Administrative	\$2,307,798	\$3,835,179	\$2,761,820
Other	\$167,062	\$344,690	\$204,650
Total Operating Expenses	\$15,704,187	\$17,711,881	\$17,080,140
Income available for Replacement & Debt Service	<u>\$6,050,709</u>	<u>\$3,423,228</u>	<u>\$4,214,233</u>
<u>Potable Water Operations</u>			
Total Operating Revenues	\$14,074,757	\$13,899,879	\$14,927,245
Expenses:			
Source of Supply	\$7,931,113	\$7,636,831	\$8,446,414
O&M Expenses	\$1,177,758	\$1,415,521	\$1,047,303
Administrative	\$1,704,725	\$2,981,855	\$2,074,564
Other	\$167,062	\$344,690	\$204,650
Total Operating Expenses	\$10,980,658	\$12,378,898	\$11,772,930
Income available for Replacement & Debt Service	<u>\$3,094,099</u>	<u>\$1,520,981</u>	<u>\$3,154,315</u>
<u>Recycled Water Operations</u>			
Total Operating Revenues	\$2,671,070	\$2,331,071	\$1,670,747
Expenses:			
Source of Supply	\$1,064,527	\$1,603,399	\$1,484,987
O&M Expenses	\$36,413	\$73,611	\$3,348
Administrative	\$170,054	\$371,070	\$189,818
Other	\$0	\$0	\$0
Total Operating Expenses	\$1,270,994	\$2,048,080	\$1,678,153
Income available for Replacement & Debt Service	<u>\$1,400,076</u>	<u>\$282,991</u>	<u>(\$7,406)</u>
<u>Sanitation Operations</u>			
Total Operating Revenues	\$5,009,069	\$4,904,160	\$4,696,381
Expenses:			
Purchased Services	\$2,964,372	\$2,737,209	\$3,099,395
O&M Expenses	\$55,144	\$65,441	\$32,223
Administrative	\$433,019	\$482,254	\$497,438
Other	\$0	\$0	\$0
Total Operating Expenses	\$3,452,535	\$3,284,904	\$3,629,057
Income available for Replacement & Debt Service	<u>\$1,556,534</u>	<u>\$1,619,256</u>	<u>\$1,067,324</u>

ATTACHMENT B

During the first quarter of FY 2021-22, acre-feet of potable water delivered decreased slightly by 0.71% compared to the first quarter of FY 2020-21 but increased 8.77% versus the first quarter of FY 2019-20.



Potable Water Enterprise

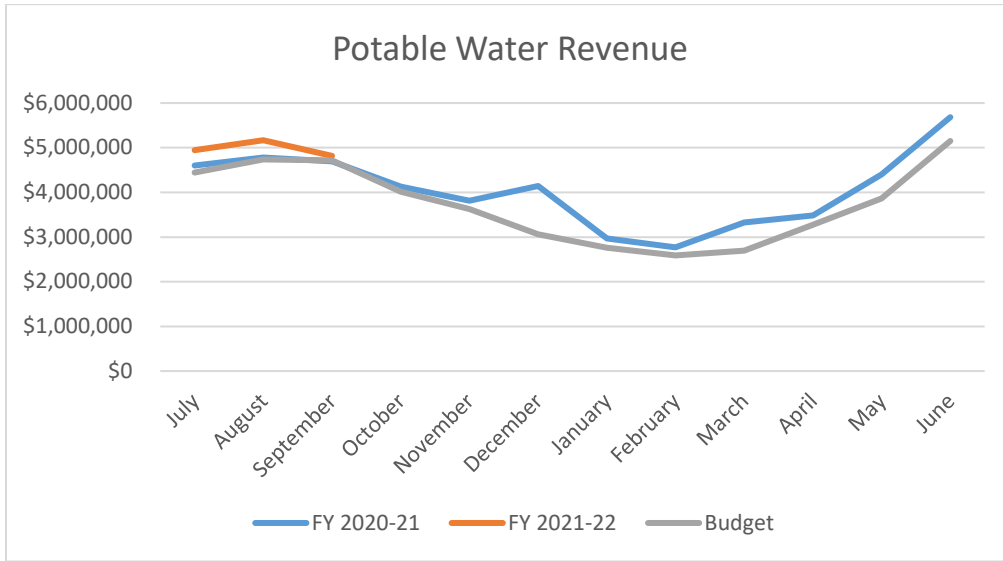
Revenues for potable water were 7.39% above budget and 6.06% above the prior fiscal year. Expenses for potable water operations are 4.90% lower than budget but 7.22% higher than FY 2020-21.

	FY 2020/21 YTD Actual	FY 2021/22 YTD Budget	FY 2021/22 YTD Actual
Total Operating Revenues	\$14,074,757	\$13,899,879	\$14,927,245
Expenses:			
Source of Supply	\$7,931,113	\$7,636,831	\$8,446,414
O&M Expenses	\$1,177,758	\$1,415,521	\$1,047,303
Administrative	\$1,704,725	\$2,981,855	\$2,074,564
Other	\$167,062	\$344,690	\$204,650
Total Operating Expenses	\$10,980,658	\$12,378,898	\$11,772,930
Income available for Replacement & Debt Service	<u>\$3,094,099</u>	<u>\$1,520,981</u>	<u>\$3,154,315</u>

Potable Water Operating Revenue

FY 2021-22 Operating Expenses: \$14,927,245

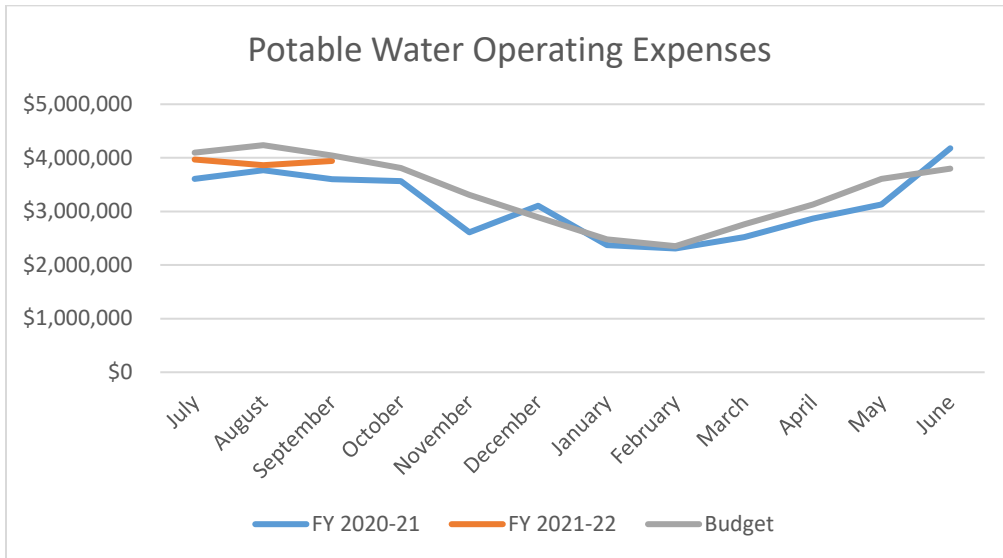
Budget: \$13,899,879



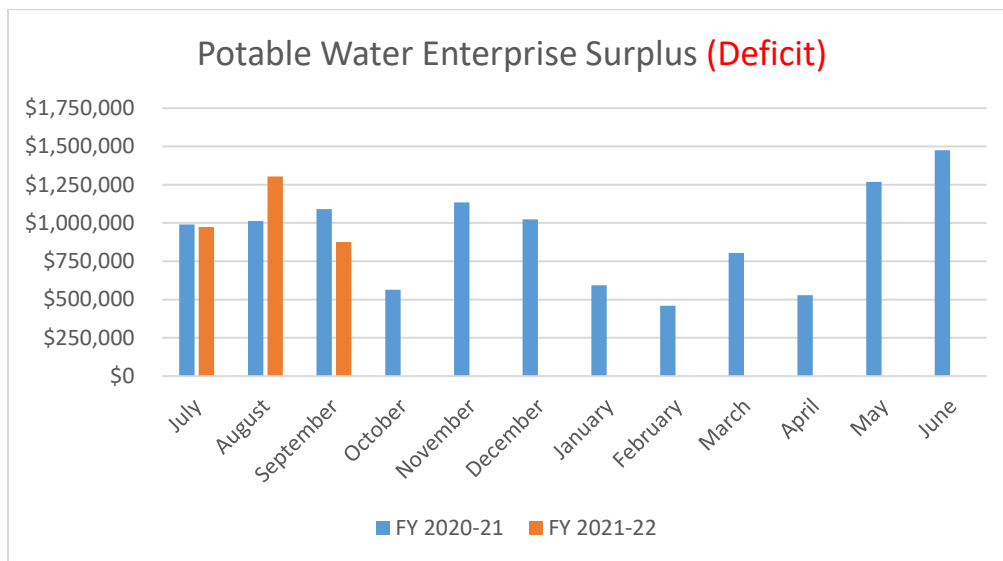
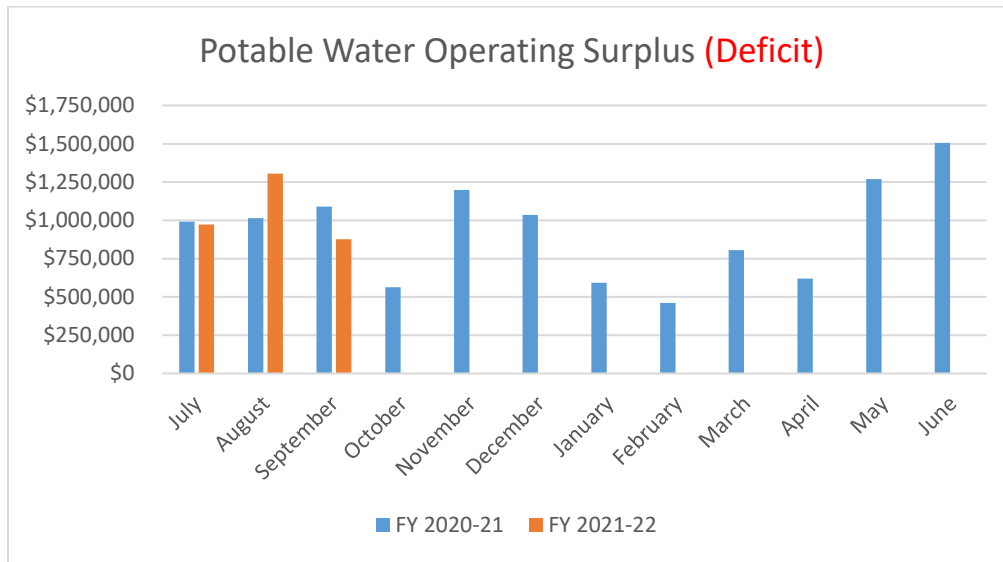
Potable Water Operating Expenses

FY 2021-22 Operating Expenses: \$11,772,930

Budget: \$12,378,898



It is also important to measure whether the enterprise 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 2021-22. The potable water enterprise had a fiscal year-to-date operating and enterprise surplus of \$3.15 million during the first quarter of the fiscal year. The District depends on operating surplus to fund capital projects and meet policy-required reserves.



Recycled Water Enterprise

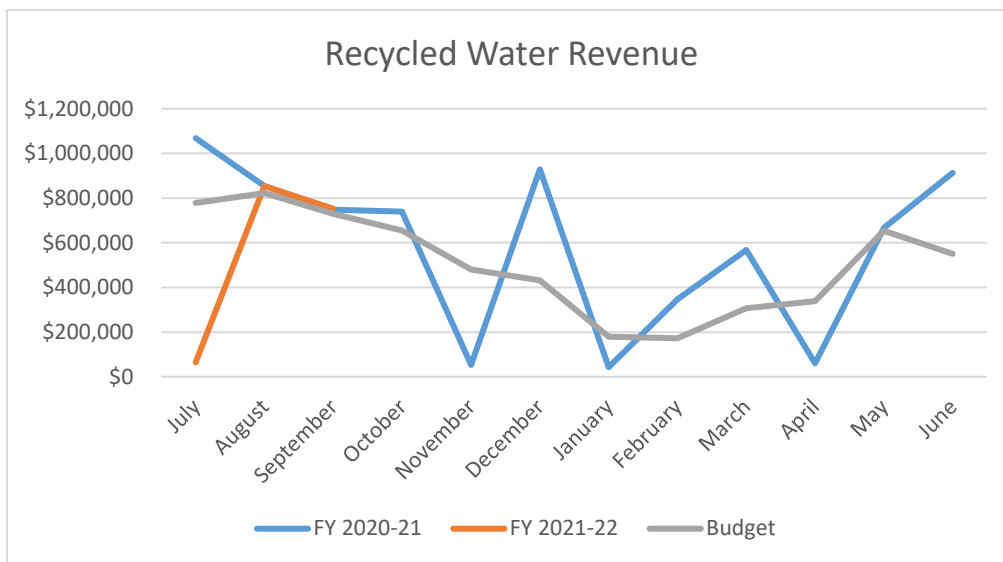
Revenues for recycled water were 28.33% below budget and 37.45% below the prior fiscal year. Expenses for recycled water were 18.06% below budget and 32.03% above prior year expenditures.

The charts below compare the current fiscal year’s revenue and expenses to the current year budget.

	FY 2020/21 YTD Actual	FY 2021/22 YTD Budget	FY 2021/22 YTD Actual
Total Operating Revenues	\$2,671,070	\$2,331,071	\$1,670,747
Expenses:			
Source of Supply	\$1,064,527	\$1,603,399	\$1,484,987
O&M Expenses	\$36,413	\$73,611	\$3,348
Administrative	\$170,054	\$371,070	\$189,818
Other	\$0	\$0	\$0
Total Operating Expenses	\$1,270,994	\$2,048,080	\$1,678,153
Income available for Replacement & Debt Service	<u>\$1,400,076</u>	<u>\$282,991</u>	<u>(\$7,406)</u>

Recycled Water Revenue

FY 2021-22 Revenue:	\$1,670,747
Budget:	\$2,331,071



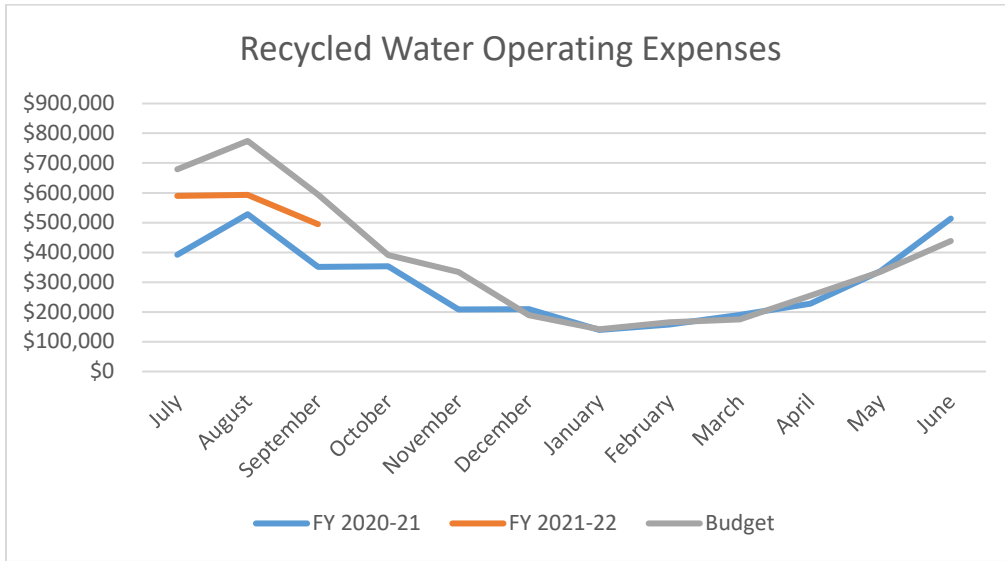
Recycled Water Operating Expenses

FY 2021-22 Operating Expenses:

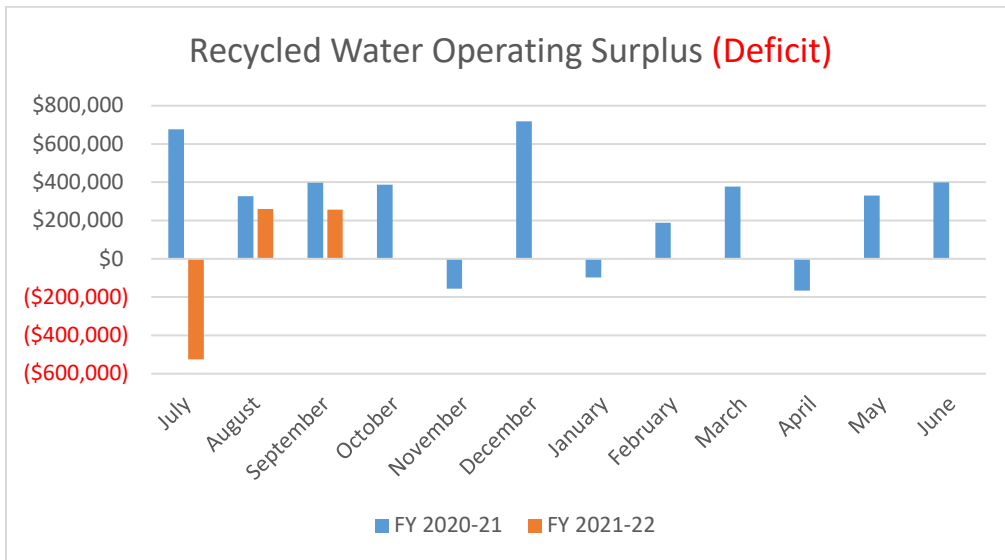
\$1,678,153

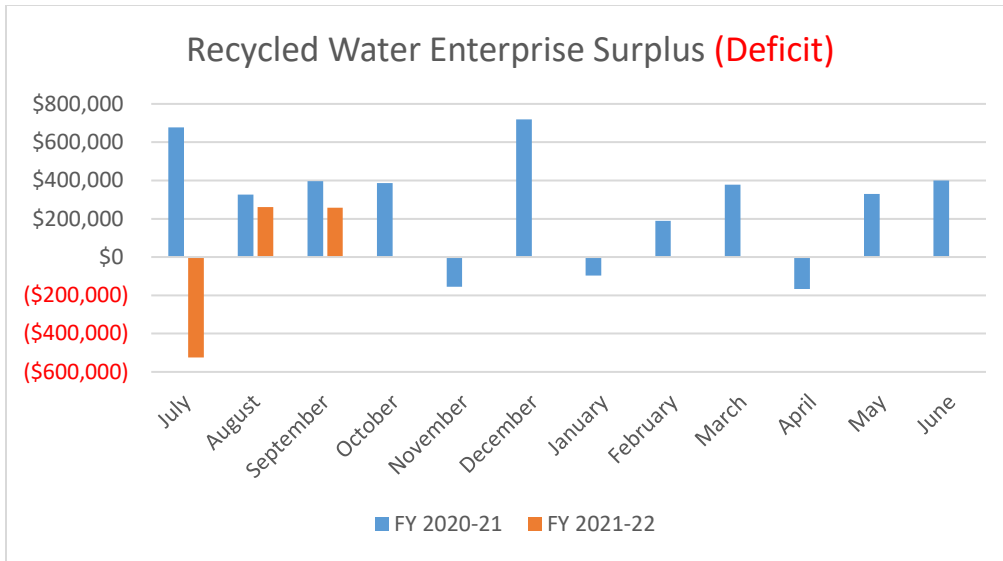
Budget:

\$2,048,080



The charts below show the recycled water operating and the enterprise’s surplus or (deficit) for each month of FY 2021-22 and FY 2020-21. Operations for Recycled water have essentially broken even for the first three months recording a fiscal year-to-date operating and enterprise deficit of \$7,406.





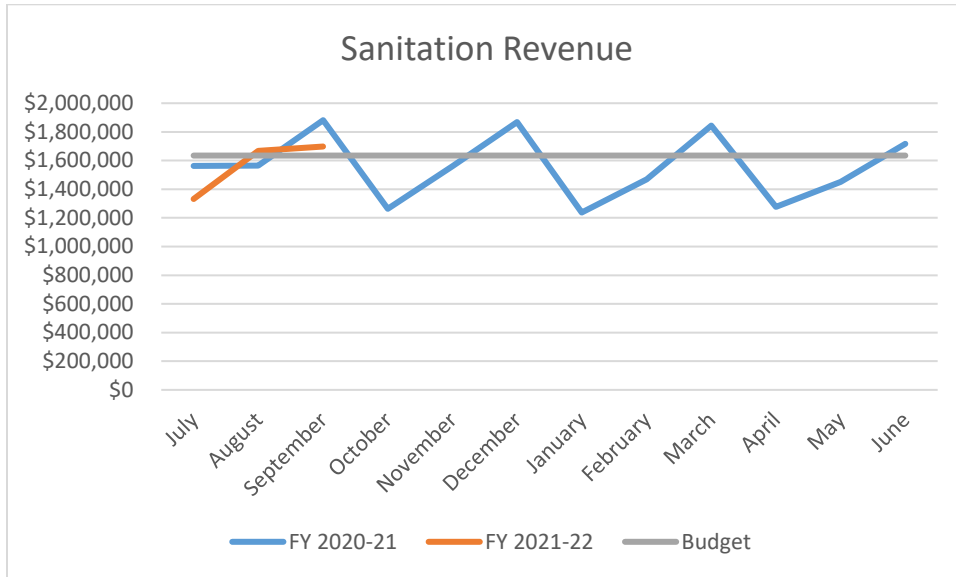
Sanitation Enterprise

Revenues for sanitation were 4.24% below budget and 6.24% below the prior fiscal year. Expenses for sanitation were 10.48% above budget and 5.11% above prior year expenditures.

	FY 2020/21 YTD Actual	FY 2021/22 YTD Budget	FY 2021/22 YTD Actual
Total Operating Revenues	\$5,009,069	\$4,904,160	\$4,696,381
Expenses:			
Purchased Services	\$2,964,372	\$2,737,209	\$3,099,395
O&M Expenses	\$55,144	\$65,441	\$32,223
Administrative	\$433,019	\$482,254	\$497,438
Other	\$0	\$0	\$0
Total Operating Expenses	\$3,452,535	\$3,284,904	\$3,629,057
Income available for Replacement & Debt Service	<u>\$1,556,534</u>	<u>\$1,619,256</u>	<u>\$1,067,324</u>

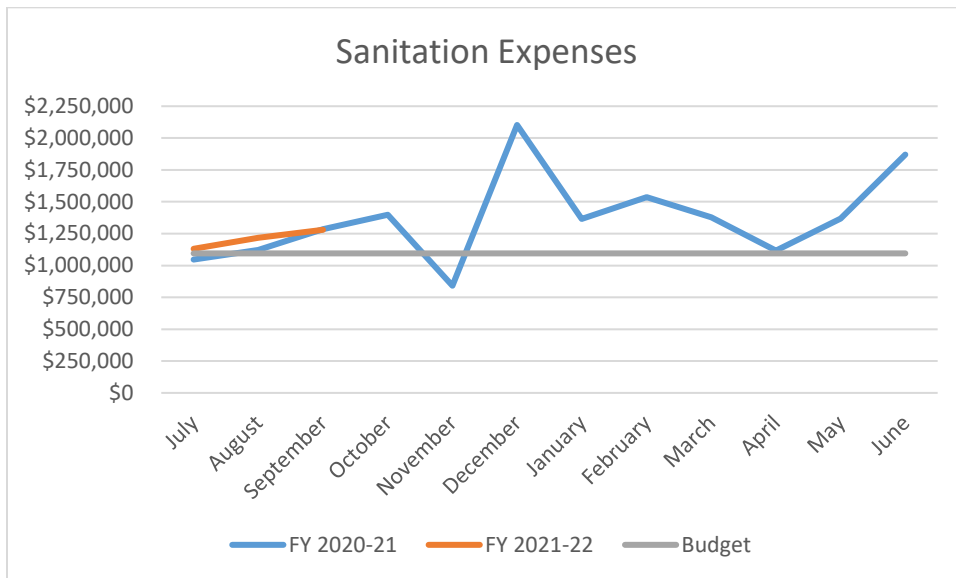
Sanitation Revenue

FY 2021-22 Revenue: \$4,696,381
 Budget: \$4,904,160

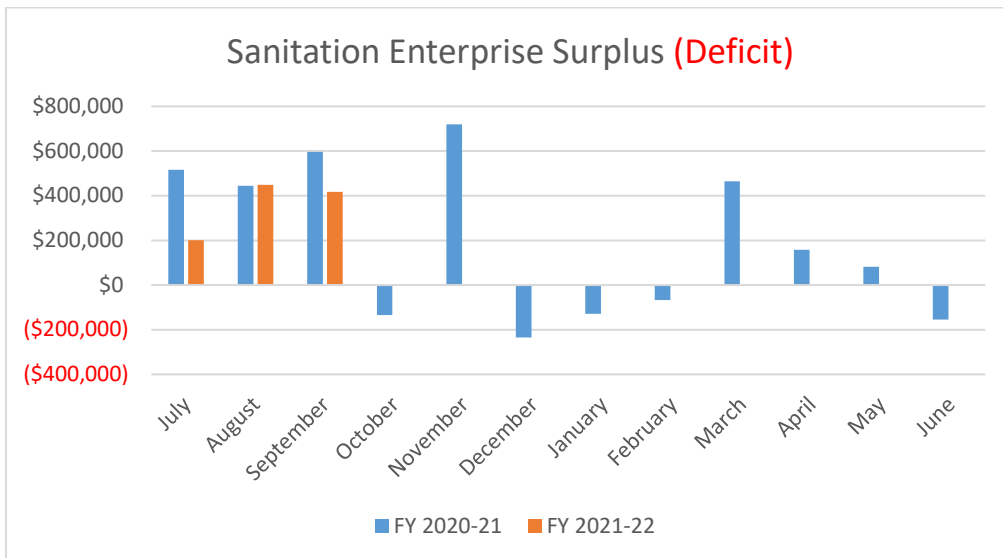
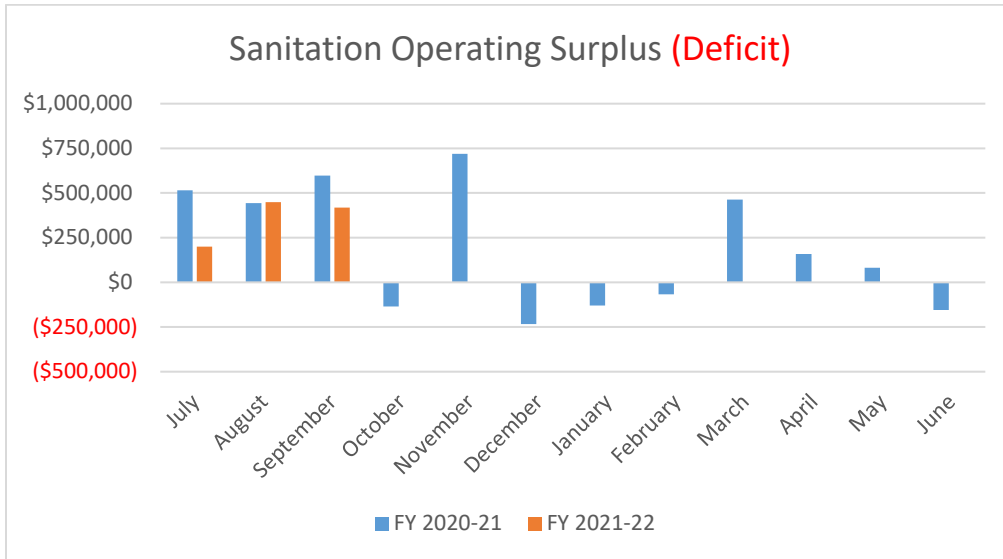


Sanitation Operating Expenses

FY 2021-22 Operating Expenses: \$3,629,057
 Budget: \$3,284,904

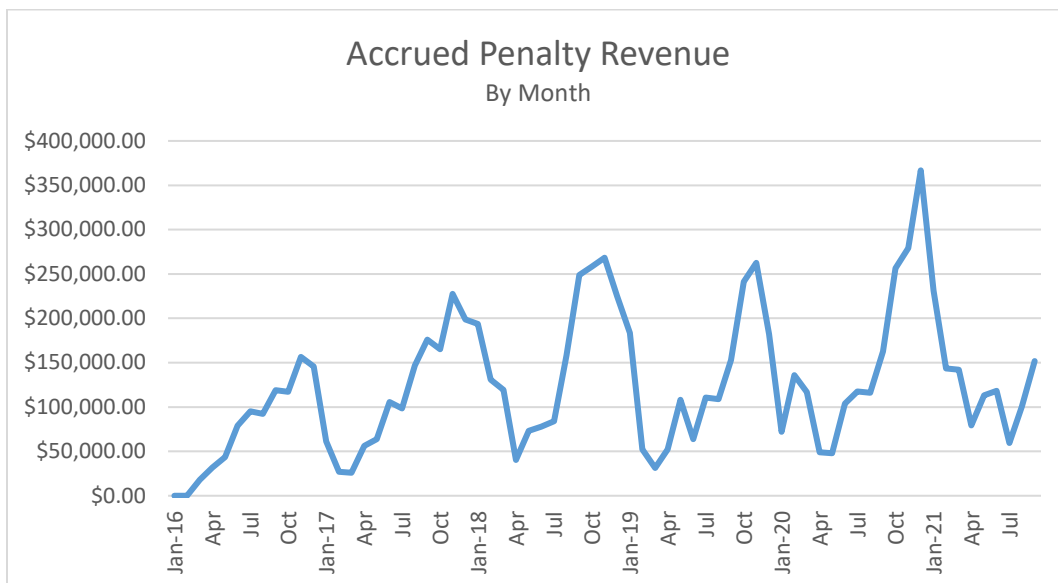
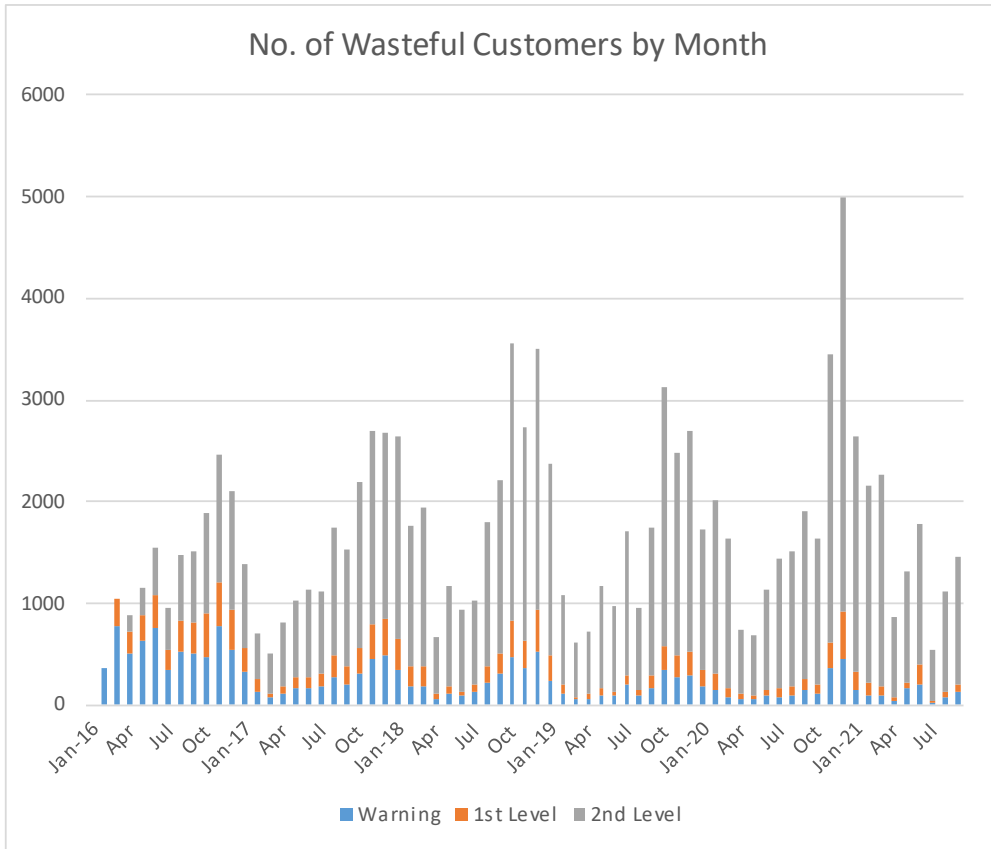


The chart below shows the Sanitation Enterprise operating surplus or (deficit) for each month of FY 2021-22 and FY 2020-21. Sanitation has a fiscal year-to-date operating and enterprise surplus of \$1.07 million.



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 \$312 thousand in penalties.





December 7, 2021 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject : Consideration of Non-Qualifying Event for Directors' Per Diem Compensation

SUMMARY:

Heal the Bay held its *ONE Water Day Event* on December 3, 2021. The event brought together people who share a passion for a sustainable water future and have a commitment for protecting and conserving water. The District was a sponsor of the event, which was held in place of the annual *Bring Back the Beach Gala*. The Las Virgenes Municipal Water District Code (Code), Section 2-2.106(d) - Compensation, designates specific organizational events that directors are authorized to attend. Heal the Bay's *ONE Water Day Event* is not covered by the Code; therefore, the Board of Directors must authorize expenses and per diem compensation associated with attendance.

RECOMMENDATION(S):

Authorize Board Member attendance and per diem compensation for Heal the Bay's *ONE Water Day Event* held on December 3, 2021.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

No

FINANCIAL IMPACT:

Sufficient funds are available in the adopted Fiscal Year 2021-22 Budget for per diem compensation.

DISCUSSION:

Heal the Bay held its *ONE Water Day Event* on December 3, 2021. The event brought together people who share a passion for a sustainable water future and have a commitment for protecting and conserving water. The District was a sponsor of the event, which was held in place of the annual *Bring Back the Beach Gala*.

The Las Virgenes Municipal Water District Code (Code), Section 2-2.106(d) - Compensation, designates specific organizational events that directors are authorized to attend. Heal the Bay's *ONE Water Day Event* is not covered by the Code; therefore, the Board of Directors must authorize the expenses and per diem compensation associated with attendance.

The *ONE Water Day Event* was attended by several water leaders who support a common goal and purpose, including Adel Hagekhalil, General Manager, Metropolitan Water District of Southern California; Barbara Romero, Director and General Manager, Los Angeles Sanitation and Environment; Robert Ferrante, Chief Engineer and General Manager, Sanitation Districts of Los Angeles County; David Pedersen, General Manager, Las Virgenes Municipal Water District; Martin Adams, General Manager and Chief Engineer, Los Angeles District of Water and Power; and Mark Pestrella, Director of Los Angeles County Public Works.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: David W. Pedersen, General Manager

ATTACHMENTS:

Heal the Bay ONE Water Day Event

Save the Date

ONE WATER DAY

One Water, One Action, One Future

Heal the Bay invites you to an exclusive Beach Clean-up Event at Will Rogers State Beach

DECEMBER 3RD | 10AM - 1PM

Will Rogers State Beach 1700 Pacific Coast Hwy.
Pacific Palisades, CA - Parking Lot 3

Special Guests who will be Speaking include:

Adel Hagekhalil, General Manager
Metropolitan Water District of Southern California

Barbara Romero, Director and General Manager
LA Sanitation and Environment

Dave Pedersen, General Manager
Las Virgenes Municipal Water District

Mark Pestrella, Director of LA County Public Works

Marty Adams, General Manager & Chief Engineer
LA Dept. of Water and Power

Robert Ferrante, Chief Engineer and General Manager
Sanitation Districts of Los Angeles County



Sponsorship & Ticket Info:
donate.healthebay.org/ONE



December 7, 2021 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

Subject : Building No. 7 HVAC System Replacement: Award

SUMMARY:

The heating and air conditioning (HVAC) system for Building No. 7 was installed in the late 1960s and early 1970s. Routine preventative maintenance of the HVAC equipment has greatly extended the useful life of the system and served the facility well. At this time, the HVAC system and its components have reached the end of their useful life and require replacement. Staff recommends award of a purchase order to replace the equipment with a modern HVAC system that will be substantially more reliable and efficient.

RECOMMENDATION(S):

Accept the quotation from Gordian Group and authorize the General Manager to issue a purchase order, in the amount of \$262,593.61, for replacement of the HVAC system for Building No. 7.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The total cost of the work is estimated to be \$262,593.61, which includes a 10% contingency. Sufficient funds are available in the adopted the Fiscal Year 2021-22 Budget for this work.

DISCUSSION:

Staff solicited the attached quotation from Gordian Group for replacement of the HVAC system for Building No. 7. Gordian Group is the competitively-selected vendor for HVAC services through the Sourcewell Government Cooperative Purchasing Program. Sourcewell competitively bids construction tasks with preset unit prices and specifications for general construction services including materials, equipment and labor costs. The California Government Code authorizes public agencies to procure materials and services through cooperative purchasing agreements like those established by Sourcewell. Utilizing the Sourcewell Government Cooperative Purchasing Program helps to maximize cost-savings for the District and minimize staff resources for the procurement process. The procurement method is specifically authorized by the District's Purchasing Policy as it ensures competitive pricing, provides access highly-qualified specialty contractors and lowers overall costs by taking advantage of volume discounts.

Gordian Group proposes to partner with ACCO Mechanical and Baker Electric to complete the work. These are well-respected HVAC and electrical contracting firms capable of handling the engineering design, plans and construction work. Gordian Group has previously partnered with other local public agencies and successfully completed the work. Staff recommends award of a purchase order to Gordian Group through the Sourcewell Government Cooperative Purchasing Program due to the nature of the work; the firm's design, engineering and construction expertise; and the current market sourcing issues.

GOALS:

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

Prepared by: Jim Korkosz, Facilities Manager

ATTACHMENTS:

Quotation for HVAC System Replacement at Tapia

Work Order Signature Document

EZIQC Contract No.: CA-08-SL-CM-A-030618-AES			
<input checked="" type="checkbox"/>	New Work Order	<input type="checkbox"/>	Modify an Existing Work Order
Work Order Number.:	095468.00	Work Order Date:	<u>10/01/2021</u>
Work Order Title:	LVMWD - HVAC replacement at offsite facility		
Owner Name:	<u>Las Virgenes Municipal Water District</u>	Contractor Name:	<u>ACCO Engineered Systems</u>
Contact:	<u>Shawn Triplett</u>	Contact:	<u>Andy Lufkin</u>
Phone:	<u>(818) 251-2250</u>	Phone:	<u>(424) 201-0153</u>

Work to be Performed	
Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of Sourcewell EZIQC Contract No CA-08-SL-CM-A-030618-AES.	
<u>Brief Work Order Description:</u>	
Replace 1 HVAC System.	

Time of Performance	Estimated Start Date:
	Estimated Completion Date:
Liquidated Damages	Will apply: <input type="checkbox"/> Will not apply: <input checked="" type="checkbox"/>

Work Order Firm Fixed Price: \$393,506.01
Owner Purchase Order Number:

Approvals

Las Virgenes Municipal Water District Date

Contractor Date

Detailed Scope of Work

To: Andy Lufkin
ACCO Engineered Systems
888 East Walnut Street
Pasadena, CA 91101
(424) 201-0153

From: Shawn Triplett
Las Virgenes Municipal Water District
4232 Las Virgenes Rd.
Calabasas, CA 91302
(818) 251-2250

Date Printed: October 01, 2021

Work Order Number: 095468.00

Work Order Title: LVMWD - HVAC replacement at offsite facility

Brief Scope: Replace 1 HVAC System.

Preliminary

Revised

Final

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

See attached

Subject to the terms and conditions of eziQC Contract **CA-08-SL-CM-A-030618-AES**.

Contractor

Date

Las Virgenes Municipal Water District

Date



ACCO ENGINEERED SYSTEMS | 2201 Park Place, Suite #400 | El Segundo, CA 90245

Las Virgenes Municipal Water District

4232 Las Virgenes Rd.

Calabasas, CA, 91302

September 28, 2021

RE: LVMWD
4232 Las Virgenes Road
Calabasas, CA 91302



**engineered
systems**
Mechanical Services
818 / 730-5845 Cell
2201 Park Place
Suite # 400
El Segundo, CA 90245

September 28, 2021

Erika Cline

Cell: (323) 537-3083

Email: e.cline@gordian.com

Subject: LV Municipal Water District – Offsite Facility HVAC Upgrades

Based on the multiple site walks at Las Virgenes Main Office, ACCO recommends upgrading the existing HVAC system per the scope of work below.

Equipment:

1. Furnish (2) New Variable Refrigerant Flow Heat Recovery Outdoor Units
2. Furnish (8) New Indoor Air Handling Units

MECHANICAL SCOPE OF WORK

1. Furnish and install (8) new indoor air handling unit sized to serve each zone on the 1st floor and 2nd floor
 - a. New units to be internally isolated. Stamped seismic attachment details to be provided with shop drawings
2. Furnish and install (2) New Outdoor Variable Refrigerant Flow Heat Recovery Units
3. Fabricate and install ductwork connections as needed to accommodate the new indoor air handling units. Ductwork to be fabricated by ACCO at our local sheet metal manufacturing facility
 - a. Above mentioned ductwork to be insulated per title 24 building energy efficiency standard requirements
4. Fabricate and install new Refrigerant Piping for each air handling unit and the outdoor units. Piping to be fabricated by ACCO at our local piping manufacturing facility
 - a. Above mentioned piping to be insulated per title 24 building energy efficiency standard requirements
5. Fabricate and install new condensate drain piping to approved receptacle
6. Use ACCO in-house certified personnel to perform pre and post airflow readings at the existing equipment and for the new air handling units. Upon completion, a certified stamped report will be furnished
7. Perform start-up of new equipment. ACCO will include internal commissioning using in-house certified personnel. Upon completion, a certified stamped report will be furnished
8. ACCO will provide stamped shop drawings for review and approval
9. ACCO will provide all maintenance and operational manuals at the completion of the project.

MECHANICAL CONTROLS SCOPE OF WORK

1. Install New Tridium JACE-8000 w/ Control Enclosure (Ethernet/IP Address by others)
2. Integration to New Tridium Energy Management System at the Main Office

Low Voltage Install and Integration of the following:

3. VRV Global Controllers



4. Heat Recovery Condensing Unit – Downstairs
 - a) Branch Selector
 - b) (3) Indoor Air Handling Units
 - c) Thermostats
5. Heat Recovery Condensing Unit – Upstairs
 - a) Branch Selector
 - d) (5) Indoor Air Handling Units
 - b) (5) Thermostats

ELECTRICAL SCOPE OF WORK

First Floor

1. Demo existing connections to AHU and CU. Save conduit and wire for connection to new CU. All other conduit and wire will be removed back to source.
2. Install new gutter box next to existing MCC. Install new EMT conduit from existing AHU breaker in MCC to supply (3) new FC's.
3. Make tap in gutter box and install (3) new 30A fused disconnects. Install new EMT conduit and wire out to new FCU's.
4. Install 2 pole toggle switches at new FCU's.
5. Using existing 20/1 breaker, install new EMT conduit and wire to new Branch Selector.
6. Install new EMT conduit and wire from Branch Selector out to (3) new FCU's.
7. Install new 60A disconnect at new exterior Condensing Unit. Reconnect existing underground conduit and wire. Existing breaker will be reused.
8. Install new load side conduit and wire in flex conduit, connect to new CU.
9. Using existing underground conduit, install new control/interlock wire to new Branch Selector.
10. Install EMT conduit and wire from new FC's for T-Stat, located within 25' on new FC.
11. Verify voltage and rotation at completion of scope.

Second Floor

1. Demo existing connections to AHU and CU. Save conduit and wire for connection to new CU. All other conduit and wire will be removed back to source.
2. Install new gutter box next to existing MCC. Install new EMT conduit from existing AHU breaker in MCC to supply (5) new FC's.
3. Make tap in gutter box and install (5) new 30A fused disconnects. Install new EMT conduit and wire out to new FCU's.
4. Install 2 pole toggle switches at new FCU's.
5. Using existing 20/1 breaker, install new EMT conduit and wire to new Branch Selector.
6. Install new EMT conduit and wire from Branch Selector out to (5) new FCU's.
7. Install new 60A disconnect at new exterior Condensing Unit. Reconnect existing underground conduit and wire. Existing breaker will be reused.
8. Install new load side conduit and wire in flex conduit, connect to new CU.
9. Using existing underground conduit, install new control/interlock wire to new Branch Selector.
10. Install EMT conduit and wire from new FC's for T-Stat, located within 25' on new FC.
11. Verify voltage and rotation at completion of scope.



Clarifications:

1. Majority of construction will be performed after normal working hours
2. Project is inclusive of certified payroll and prevailing wages.
3. **ACCO assumes the systems we are connecting to are mechanically sound**
4. **Existing concrete pad may be modified to accommodate new equipment**
5. **Parking is assumed to be provided onsite**
6. This job covers only those items listed in the above scope of work no work outside the scope of work will be performed without prior approval from customer's representation.
7. ACCO's bid/budget price does not include any premiums or allowances as a result of continued, ongoing, or additional effects from the COVID-19 pandemic. Potential cost and schedule impacts stem primarily from existing or future government actions or orders enacted to combat the spread of the virus. Additional costs may include delays in providing labor, materials, or equipment, including any, or any additional costs arising from disruption of ACCO's supply chain for materials and equipment. In addition, our price also excludes further costs arising from current governmental orders being expanded or extended beyond their original expiration dates.
8. The COVID-19 pandemic continues to be fluid, and, as such, the bid price does not include delays or additional costs incurred in providing labor, materials, or equipment as a result of continued, ongoing, or additional effects from the COVID-19 pandemic, including any existing or future government actions or orders enacted to combat the spread of the virus, or any additional costs arising from disruption of ACCO's supply chain for materials and equipment. The bid price excludes additional costs arising from current governmental orders being expanded or extended beyond the original expiration dates.

Exclusions:

1. Abatement or any work around hazardous materials. ACCO assumes area to be fully abated & cleared of asbestos.
2. Concealed system issues / existing unforeseen conditions or repairs for code upgrades to existing systems.

PRICING: _____ **\$Per eziQC Task Catalog**

Proposal Terms:

This proposal is valid for 30 days unless otherwise indicated. Thank you for this opportunity to quote this project and we look forward to working with you. Should you have any questions or require additional information, please call.

Respectfully,
ACCO Engineered Systems

Andy Lufkin
Senior Project Manager
(818) 730-5845

Oscar Villalobos
Service Sales Engineer
(424) 394-8559

Contractor's Price Proposal - Summary

Date: October 01, 2021

Re: IQC Master Contract #: CA-08-SL-CM-A-030618-AES
Work Order #: 095468.00
Owner PO #:
Title: LVMWD - HVAC replacement at offsite facility
Contractor: ACCO Engineered Systems
Proposal Value: \$393,506.01

Section - 01	\$21,335.61
Section - 05	\$29,396.02
Section - 23	\$329,411.03
Section - 26	\$13,363.35
Proposal Total	\$393,506.01

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

Contractor's Price Proposal - Detail

Date: October 01, 2021

Re: IQC Master Contract #: CA-08-SL-CM-A-030618-AES
 Work Order #: 095468.00
 Owner PO #:
 Title: LVMWD - HVAC replacement at offsite facility
 Contractor: ACCO Engineered Systems
 Proposal Value: \$393,506.01

Sect.	Item	Mod.	UOM	Description	Line Total																
Labor	Equip.	Material	(Excludes)																		
Section - 01																					
1	01 22 16 00 0002		EA	Reimbursable Fees Reimbursable Fees will be paid to the contractor for eligible costs. The base cost of the Reimbursable Fee is \$1.00. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee (e.g. quantity of 125 = \$125.00 Reimbursable Fee). If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warrantee, expedited shipping costs, etc.). A copy of each receipt shall be submitted with the Price Proposal.	\$9,047.09																
				<table> <tr> <td>Installation</td> <td>Quantity</td> <td></td> <td>Unit Price</td> <td></td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td></td> <td>7,689.18</td> <td>x</td> <td>1.00</td> <td>x</td> <td>1.1766</td> <td>=</td> <td>9,047.09</td> </tr> </table>	Installation	Quantity		Unit Price		Factor	=	Total		7,689.18	x	1.00	x	1.1766	=	9,047.09	
Installation	Quantity		Unit Price		Factor	=	Total														
	7,689.18	x	1.00	x	1.1766	=	9,047.09														
				PAYMENT AND PERFORMANCE BONDS PER SOURCEWELL AGREEMENT 2% OF \$388,378.38 X 2% = \$5730.99																	
2	01 22 20 00 0079		HR	Manufacturer Technical Advisor For oversight of installation of special manufactured equipment. Advisor to be requested by and cost to be approved by Owner only.	\$4,902.40																
				<table> <tr> <td>Installation</td> <td>Quantity</td> <td></td> <td>Unit Price</td> <td></td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td></td> <td>40.00</td> <td>x</td> <td>100.00</td> <td>x</td> <td>1.2256</td> <td>=</td> <td>4,902.40</td> </tr> </table>	Installation	Quantity		Unit Price		Factor	=	Total		40.00	x	100.00	x	1.2256	=	4,902.40	
Installation	Quantity		Unit Price		Factor	=	Total														
	40.00	x	100.00	x	1.2256	=	4,902.40														
				Rigging of new equipment (1) foreman + (2) Journeyman will be guiding equipment operator when the equipment is being removed. (1) foreman + (1) Journeyman will be on attaching rigging equipment to equipment & securely fastening it per equipment submittal (5) Techs x (8) Hours = 40 Hours																	
3	01 22 23 00 0009		WK	60' Engine Powered, Telescoping Boom Manlift	\$3,471.24																
				<table> <tr> <td>Installation</td> <td>Quantity</td> <td></td> <td>Unit Price</td> <td></td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td></td> <td>2.00</td> <td>x</td> <td>1,416.14</td> <td>x</td> <td>1.2256</td> <td>=</td> <td>3,471.24</td> </tr> </table>	Installation	Quantity		Unit Price		Factor	=	Total		2.00	x	1,416.14	x	1.2256	=	3,471.24	
Installation	Quantity		Unit Price		Factor	=	Total														
	2.00	x	1,416.14	x	1.2256	=	3,471.24														
4	01 22 23 00 0983		DAY	10,000 LB Telescopic Boom, Hi-Reach, Rough Terrain Construction Forklift With Full-Time Operator	\$3,093.76																
				<table> <tr> <td>Installation</td> <td>Quantity</td> <td></td> <td>Unit Price</td> <td></td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td></td> <td>2.00</td> <td>x</td> <td>1,262.14</td> <td>x</td> <td>1.2256</td> <td>=</td> <td>3,093.76</td> </tr> </table>	Installation	Quantity		Unit Price		Factor	=	Total		2.00	x	1,262.14	x	1.2256	=	3,093.76	
Installation	Quantity		Unit Price		Factor	=	Total														
	2.00	x	1,262.14	x	1.2256	=	3,093.76														
5	01 74 19 00 0016		EA	40 CY Dumpster (5 Ton) "Construction Debris" Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.	\$821.12																
				<table> <tr> <td>Installation</td> <td>Quantity</td> <td></td> <td>Unit Price</td> <td></td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td></td> <td>1.00</td> <td>x</td> <td>669.97</td> <td>x</td> <td>1.2256</td> <td>=</td> <td>821.12</td> </tr> </table>	Installation	Quantity		Unit Price		Factor	=	Total		1.00	x	669.97	x	1.2256	=	821.12	
Installation	Quantity		Unit Price		Factor	=	Total														
	1.00	x	669.97	x	1.2256	=	821.12														
				Dumpster for construction materials																	
Subtotal for Section - 01					\$21,335.61																

Section - 05

6	05 12 23 00 0143		LF	7/8" Vertical Fillet Weld	\$29,396.02																
				<table> <tr> <td>Installation</td> <td>Quantity</td> <td></td> <td>Unit Price</td> <td></td> <td>Factor</td> <td>=</td> <td>Total</td> </tr> <tr> <td></td> <td>300.00</td> <td>x</td> <td>79.95</td> <td>x</td> <td>1.2256</td> <td>=</td> <td>29,396.02</td> </tr> </table>	Installation	Quantity		Unit Price		Factor	=	Total		300.00	x	79.95	x	1.2256	=	29,396.02	
Installation	Quantity		Unit Price		Factor	=	Total														
	300.00	x	79.95	x	1.2256	=	29,396.02														
				brazing of refrigerant piping																	

Subtotal for Section - 05

\$29,396.02

Section - 23

Contractor's Price Proposal - Detail Continues..

Work Order Number: 095468.00
Work Order Title: LVMWD - HVAC replacement at offsite facility

Section - 23

7	23 01 20 91 0024	EA	Shut Down Existing Interior Piping System	Includes lock out/tag out and average line tracing. Use when valves are greater than 25' from work. When the shut-off valves for multiple lines are located with a 10' radius, the quantity used shall be one.					\$438.20	
			Installation	Quantity	Unit Price	Factor	=	Total		
				2.00	178.77	1.2256		438.20		
			Shut Down refrigerant piping systems							
8	23 01 60 71 0003	LB	Recovery And Recharging Of Refrigerant	Includes cleaning refrigerant gas prior to recharging.					\$1,919.29	
			Installation	Quantity	Unit Price	Factor	=	Total		
				120.00	13.05	1.2256		1,919.29		
			Recovery of refrigerant in the existing systems and charge of refrigerant in the new system							
9	23 05 93 00 0003	EA	Balancing Heating And Ventilating Units						\$1,071.98	
			Installation	Quantity	Unit Price	Factor	=	Total		
				2.00	437.33	1.2256		1,071.98		
			startup of new equipment							
10	23 05 93 00 0013	EA	Balancing Variable Volume Air Handling Unit						\$11,221.99	
			Installation	Quantity	Unit Price	Factor	=	Total		
				8.00	1,144.54	1.2256		11,221.99		
			Start-up and balance of new equipment							
11	23 07 13 00 0034	SF	1" Thick, Aluminum Foil/Mylar Film, Multi-Layer Sheet Elastomeric Insulation						\$34,598.69	
			Installation	Quantity	Unit Price	Factor	=	Total		
				1,500.00	16.42	1.2256		30,186.53		
			Demolition	Quantity	Unit Price	Factor	=	Total		
				1,500.00	2.40	1.2256		4,412.16		
			new insulation for ductwork to be installed							
12	23 07 19 00 0033	LF	1" Diameter Pipe, 2" Thick Calcium Silicate Insulation						\$3,242.94	
			Installation	Quantity	Unit Price	Factor	=	Total		
				200.00	12.65	1.2256		3,100.77		
			Demolition	Quantity	Unit Price	Factor	=	Total		
				40.00	2.90	1.2256		142.17		
			New insulation for piping to be installed							
13	23 09 23 00 0003	HR	EMCS Site Inspection Of Existing Facilities						\$2,108.03	
			Installation	Quantity	Unit Price	Factor	=	Total		
				8.00	215.00	1.2256		2,108.03		
			Site inspection and investigation							
14	23 09 23 00 0005	HR	EMCS System Engineering, Schematic Design And Layout						\$11,178.94	
			Installation	Quantity	Unit Price	Factor	=	Total		
				40.00	228.03	1.2256		11,178.94		
			Controls schematic and layout							
15	23 09 23 00 0006	HR	EMCS System Software Programming And Graphics Programming						\$22,357.89	
			Installation	Quantity	Unit Price	Factor	=	Total		
				80.00	228.03	1.2256		22,357.89		
			Programming the controls and graphics for the new units							
16	23 09 23 00 0012	PNT	EMCS Pre-Functional Tests	Priced per controller . Task used after warranty period only.					\$1,003.52	
			Installation	Quantity	Unit Price	Factor	=	Total		
				40.00	20.47	1.2256		1,003.52		
			building automation controls							

Contractor's Price Proposal - Detail Continues..

Work Order Number: 095468.00
Work Order Title: LVMWD - HVAC replacement at offsite facility

Section - 23

17	23 09 23 00 0013	PNT	EMCS Functional Performance Tests (Field Based Tests / Trend Analysis)Priced per controller. Task used after warranty period only.						\$1,324.63	
		Installation	Quantity	Unit Price	Factor	=	Total			
			40.00	27.02	1.2256		1,324.63			
			x	x						
			building automation controls							
18	23 09 23 00 0014	PNT	EMCS Programming / GraphicsPriced per controller. Task used after warranty period only.						\$1,324.63	
		Installation	Quantity	Unit Price	Factor	=	Total			
			40.00	27.02	1.2256		1,324.63			
			x	x						
			building automation controls							
19	23 09 23 00 0015	PNT	EMCS As-Built / Operation And Maintenance Manuals / TrainingPriced per controller. Task used after warranty period only.						\$1,003.52	
		Installation	Quantity	Unit Price	Factor	=	Total			
			40.00	20.47	1.2256		1,003.52			
			x	x						
			building automation controls							
20	23 09 23 00 0017	PNT	EMCS Field TestPriced per point. Task used after warranty period only.						\$5,591.19	
		Installation	Quantity	Unit Price	Factor	=	Total			
			40.00	114.05	1.2256		5,591.19			
			x	x						
			building automation controls							
21	23 09 23 00 0018	PNT	EMCS Field Checkout And StartupPriced per point. Task used after warranty period only.						\$5,591.19	
		Installation	Quantity	Unit Price	Factor	=	Total			
			40.00	114.05	1.2256		5,591.19			
			x	x						
			building automation controls							
22	23 09 23 00 0019	PNT	EMCS Field CommissioningPriced per point. Used when the owner requires an independent commissioning firm.						\$5,591.19	
		Installation	Quantity	Unit Price	Factor	=	Total			
			40.00	114.05	1.2256		5,591.19			
			x	x						
			building automation controls							
23	23 09 23 00 0020	EA	EMCS Field Balance SupportPriced per controller. Task used after warranty period only.						\$4,790.63	
		Installation	Quantity	Unit Price	Factor	=	Total			
			40.00	97.72	1.2256		4,790.63			
			x	x						
			Start-up and balance controls support							
24	23 09 23 00 0024	EA	Mount An AHU Control Enclosure On Block, Masonry Or Gypsum Wall						\$2,012.36	
		Installation	Quantity	Unit Price	Factor	=	Total			
			8.00	197.10	1.2256		1,932.53			
			x	x						
		Demolition	Quantity	Unit Price	Factor	=	Total			
			2.00	32.57	1.2256		79.84			
			x	x						
			Controls installation							
25	23 09 23 00 0025	EA	Install AHU Power Supply In A Control Enclosure						\$1,565.02	
		Installation	Quantity	Unit Price	Factor	=	Total			
			8.00	143.33	1.2256		1,405.32			
			x	x						
		Demolition	Quantity	Unit Price	Factor	=	Total			
			2.00	65.15	1.2256		159.70			
			x	x						
			Controls installation							
26	23 09 23 00 0027	EA	Install And Wire Room Sensor						\$607.04	
		Installation	Quantity	Unit Price	Factor	=	Total			
			8.00	53.77	1.2256		527.20			
			x	x						
		Demolition	Quantity	Unit Price	Factor	=	Total			
			2.00	32.57	1.2256		79.84			
			x	x						
			Controls installation							

Contractor's Price Proposal - Detail Continues..

Work Order Number: 095468.00
Work Order Title: LVMWD - HVAC replacement at offsite facility

Section - 23

27	23 09 23 00 0028	EA	Install And Wire Duct Sensor						\$782.55
			Installation	Quantity	Unit Price	Factor	=	Total	
				8.00	71.67	1.2256		702.71	
			Demolition	2.00	32.57	1.2256		79.84	
			Controls installation						
28	23 09 23 00 0042	EA	Install And Wire AHU Damper Actuator						\$2,267.73
			Installation	Quantity	Unit Price	Factor	=	Total	
				8.00	215.00	1.2256		2,108.03	
			Demolition	2.00	65.15	1.2256		159.70	
			Controls installation						
29	23 09 23 00 0043	EA	Install And Wire AHU Smoke Detector Or Fire Alarm Relay						\$1,349.78
			Installation	Quantity	Unit Price	Factor	=	Total	
				8.00	125.44	1.2256		1,229.91	
			Demolition	2.00	48.90	1.2256		119.86	
			Controls installation						
30	23 09 23 00 0047	EA	Install And Wire AHU Magnahelic						\$1,836.95
			Installation	Quantity	Unit Price	Factor	=	Total	
				8.00	179.21	1.2256		1,757.12	
			Demolition	2.00	32.57	1.2256		79.84	
			Controls installation						
31	23 09 23 00 0473	EA	Programmable BACnet MS/TP Thermostat With 8 Button Keypad And LCD Display For DX Unit, Fan Coils And RTU (Delta Controls DAC-T305-G2B)						\$4,121.62
			Installation	Quantity	Unit Price	Factor	=	Total	
				8.00	417.11	1.2256		4,089.68	
			Demolition	2.00	13.03	1.2256		31.94	
			New thermostat						
32	23 23 13 00 0005	EA	5/8" Refrigeration Ball Valve, Sweated						\$409.62
			Installation	Quantity	Unit Price	Factor	=	Total	
				8.00	39.56	1.2256		387.88	
			Demolition	2.00	8.87	1.2256		21.74	
			refrigerant piping materials						
33	23 23 13 00 0006	EA	7/8" Refrigeration Ball Valve, Sweated						\$544.46
			Installation	Quantity	Unit Price	Factor	=	Total	
				8.00	53.09	1.2256		520.54	
			Demolition	2.00	9.76	1.2256		23.92	
			refrigerant piping materials						
34	23 23 13 00 0034	EA	5/8" Solenoid Valve, Refrigeration						\$897.34
			Installation	Quantity	Unit Price	Factor	=	Total	
				8.00	89.30	1.2256		875.57	
			Demolition	2.00	8.88	1.2256		21.77	
			refrigerant piping materials						
35	23 23 13 00 0036	EA	7/8" Solenoid Valve, Refrigeration						\$1,124.22
			Installation	Quantity	Unit Price	Factor	=	Total	
				8.00	112.22	1.2256		1,100.29	
			Demolition	2.00	9.76	1.2256		23.92	
			refrigerant piping materials						
36	23 23 16 00 0017	LF	5/8" Outside Diameter Type L Drawn, ACR Copper Tubing						\$612.80
			Installation	Quantity	Unit Price	Factor	=	Total	
				100.00	5.00	1.2256		612.80	
			refrigerant piping materials						

Contractor's Price Proposal - Detail Continues..

Work Order Number: 095468.00
Work Order Title: LVMWD - HVAC replacement at offsite facility

Section - 23

37	23 23 16 00 0019	LF	7/8" Outside Diameter Type L Drawn, ACR Copper Tubing						\$968.22	
			Installation	Quantity	Unit Price	Factor	=	Total		
				100.00	7.90	1.2256		968.22		
			refrigerant piping materials							
38	23 23 16 00 0203	EA	7/8" In x 1-3/8" Out, 15 To 20 Ton, Thermostatic Expansion Valve						\$1,068.18	
			Installation	Quantity	Unit Price	Factor	=	Total		
				2.00	435.78	1.2256		1,068.18		
			refrigerant piping materials							
39	23 23 23 00 0009	LB	Refrigerant R-410A						\$953.03	
			Installation	Quantity	Unit Price	Factor	=	Total		
				120.00	6.48	1.2256		953.03		
			New refrigerant charge for the system							
40	23 31 13 13 0004	LB	Sheet Metal Ductwork, Medium Pressure, Field Fabricated, Galvanized, Field Assemble And Install						\$78,560.96	
			Installation	Quantity	Unit Price	Factor	=	Total		
				5,000.00	10.07	1.2256		61,708.96		
			Demolition	Quantity	Unit Price	Factor	=	Total		
				5,000.00	2.75	1.2256		16,852.00		
			new sheet metal for the newly installed equipment and coil							
41	23 31 13 13 0004 0088		For >2,000 To 5,000, Add						\$2,389.92	
			Installation	Quantity	Unit Price	Factor	=	Total		
				5,000.00	0.39	1.2256		2,389.92		
42	23 73 13 00 0010	EA	2,000 CFM Single Zone Air Handling Unit, Built-Up, Constant Volume, Horizontal / Vertical, Draw-Through Fan						\$78,914.72	
			Installation	Quantity	Unit Price	Factor	=	Total		
				8.00	7,160.71	1.2256		70,209.33		
			Demolition	Quantity	Unit Price	Factor	=	Total		
				8.00	887.87	1.2256		8,705.39		
			New indoor Air handling units per zone serving level 1 and level 2							
43	23 73 13 00 0010 0558		For Flat Filter Box And Throwaway Filters, Add						\$6,399.10	
			Installation	Quantity	Unit Price	Factor	=	Total		
				8.00	652.65	1.2256		6,399.10		
44	23 81 49 00 0010	EA	10 Ton, 11.1 EER, Outdoor Heat Pump UnitPrecharged with refrigerant capable of charging the system with a 20' length of piping.						\$11,981.33	
			Installation	Quantity	Unit Price	Factor	=	Total		
				1.00	9,099.18	1.2256		11,151.96		
			Demolition	Quantity	Unit Price	Factor	=	Total		
				1.00	676.71	1.2256		829.38		
			New outdoor VRF Unit.							
45	23 81 49 00 0011	EA	15 Ton, 10.9 EER, Outdoor Heat Pump UnitPrecharged with refrigerant capable of charging the system with a 20' length of piping.						\$15,685.63	
			Installation	Quantity	Unit Price	Factor	=	Total		
				1.00	12,008.83	1.2256		14,718.02		
			Demolition	Quantity	Unit Price	Factor	=	Total		
				1.00	789.50	1.2256		967.61		
			New outdoor VRF Unit.							

Subtotal for Section - 23

\$329,411.03

Section - 26

46	26 01 20 91 0002	EA	Lock Out/Tag Out Local Disconnect						\$266.20	
			Installation	Quantity	Unit Price	Factor	=	Total		
				10.00	21.72	1.2256		266.20		
			Lock out tag out disconnect							

Contractor's Price Proposal - Detail Continues..

Work Order Number: 095468.00
Work Order Title: LVMWD - HVAC replacement at offsite facility

Section - 26

47	26 05 23 00 0023	MLF	#18/7 Conductor, Low Volt Thermostat Cable						\$1,904.95
			Installation	Quantity	Unit Price	Factor	=	Total	
				2.00	649.14	x		1,591.17	
			Demolition	2.00	128.01	x		313.78	
			New wiring for tstat						
48	26 28 16 00 0183	EA	200 Amp, 600 Volt Class, 3 Phase, 3 Wire, 3 Blades And Fuseholders, Heavy Duty Fusible, NEMA 3R Enclosure, Neutral Kit, Bolt-On Hubs, Safety Switch						\$5,877.39
			Installation	Quantity	Unit Price	Factor	=	Total	
				2.00	1,996.20	x		4,893.09	
			Demolition	2.00	401.56	x		984.30	
			New disconnects						
49	26 28 16 00 0638	EA	Removal And Reinstallation Of Up To 100 Amp Safety Disconnect Switch						\$5,314.81
			Installation	Quantity	Unit Price	Factor	=	Total	
				10.00	433.65	x		5,314.81	
			Remove and replace disconnect						

Subtotal for Section - 26 **\$13,363.35**

Proposal Total **\$393,506.01**

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.



December 7, 2021 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

Subject : Sewer Line and Lift Station Cleaning Services: Award

SUMMARY:

In November 2020, staff completed a competitive process to solicit quotations for sewer line and lift station cleaning services. Three vendors submitted proposals in response to the solicitation. The District previously contracted with National Plant Services via a General Manager approved agreement, in the amount of \$35,000. On June 15, 2021, the Board approved an contract amendment to increase the amount for National Plant Services by \$35,000.

Staff has identified significant additional sewer line cleaning and lift station work. As a result, a new competitive process was initiated, which concluded on November 9, 2021. Two vendors submitted proposals for the work. Based on the responses, staff proposes that the Board authorize a primary agreement with Pipe Tec, Inc., in the amount of \$150,000, for sewer line cleaning and lift station work, and a secondary agreement with National Plant Services, in the amount of \$50,000, for backup and emergency work.

RECOMMENDATION(S):

Authorize the General Manager to execute contractual service agreements with Pipe Tec, Inc. and National Plant Services, in the amounts of \$150,000 and \$50,000, respectively, for sewer line cleaning and lift station work.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

Sufficient funds for the services are included in the adopted Fiscal Year 2021-22 Budget.

DISCUSSION:

The District regularly contracts with outside service providers to clean and remove debris from sewer lines and lift station wet wells. The contractors utilize specialized industrial equipment to perform these tasks.

Staff completed a competitive process in November 2020 to obtain quotations for the sewer line and lift station cleaning services. Three vendors submitted proposals in response to the solicitation. Following a review and analysis of the proposals, the District proposed agreements with the two lowest-cost vendors given the anticipated level of service required. The selected vendors were National Plant Services and Ventura Regional Sanitation District (VRSD).

The General Manager executed a contractual services agreement, in the amount of \$35,000, with National Plant Services. However, the second agreement with VRSD was never completed. The agreement amount with National Plant Services was subsequently increased from \$35,000 to \$70,000.

Since the District has added a Collection Systems Mechanic position, staff has continued to make significant progress on sewer line cleaning. The enhanced inspection and maintenance schedules have allowed the District to avoid major issues associated with sewer backups and spills.

Staff plans to clean approximately 30,000 feet of sewer line and inspect an additional 3,000 feet this year to stay on-schedule. The total amount for the outside services related to sewer line and lift station cleaning is \$200,000.

GOALS:

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

Maintenance of sewer lines and lift stations is necessary to prevent spills and improve overall performance the facilities.

Prepared by: Doug Anders, Administrative Services Coordinator

ATTACHMENTS:

Summary of Quotations

LAS VIRGENES MUNICIPAL WATER DISTRICT RFP - Lift Station and Sewer Line Cleaning

	Bidder No. 1	Bidder No. 2
	Pipe Tec, Inc. 5103 Elton Street Baldwin Park, CA 91706 (626) 338-1434 info@pipetec-inc.com	National Plant Services 1461 Harbor Avenue Long Beach, CA 90813 (562) 436-7600 (562) 495-1528 fax
WE WELL CLEANING		
Standard Time Price (\$/Hr.)	345.00	400.00
Overtime Price (\$/Hr.)	399.00	490.00
Travel Time (\$/Hr. portal-to-portal)	249.00	320.00
Mobilization Costs (if any)	0.00	0.00
Demobilization Cost (if any)	0.00	0.00
Vendor Location (portal starting location)	Baldwin Park, CA	Long Beach, CA
SEWER LINE CLEANING		
Standard Time Price (\$/Hr.)	238.00	375.00
Overtime Price (\$/Hr.)	268.00	465.00
Travel Time (\$/Hr. portal-to-portal)	190.00	320.00
Mobilization Costs (if any)	0.00	0.00
Demobilization Cost (if any)	0.00	0.00
Vendor Location (portal starting location)	Baldwin Park, CA	Long Beach, CA
Equipment (description)	Jetter Truck	Combination Jet/Vac
Personnel Included	1	2



December 7, 2021 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

**Subject : Approval of Memorandum of Understanding with Management Unit:
January 1, 2022 through December 31, 2024**

SUMMARY:

Contract negotiations between the District and its Management Unit have concluded with a tentative agreement that was accepted by the Unit's members on December 1, 2021. Attached is a copy of the proposed Memorandum of Understanding (MOU), which contains terms that are consistent with those authorized by the Board.

RECOMMENDATION(S):

Authorize the General Manager to execute the proposed Memorandum of Understanding with the Management Unit for a term of January 1, 2022 through December 31, 2024.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

No

FINANCIAL IMPACT:

This action would result in an initial calendar year cost of up to \$115,845, which consists of a 4.0% salary increase plus all additional costs affected by the increase including District-paid taxes, CalPERS and management leave buy-back. Approval of the Memorandum of Understanding would represent a 0.2% increase to the District's operating budget. Future year increases would range from \$45,179 to \$125,298, depending on the actual Consumer Price Index change between a minimum adjustment of 1.5% and a maximum adjustment of

4.0%. The actual impact for each year is also dependent on other factors such as vacancies, appointments within established salary ranges and whether incumbents are classic or new CalPERS members.

DISCUSSION:

The District's employees are represented by four bargaining units: the Management Unit; the Supervisors, Professional and Confidential Unit; the Service Employees International Union (SEIU) Office Unit; and the SEIU General Unit. The MOUs for all four bargaining groups expire on December 31, 2021. To-date, negotiations have been completed for the Management Unit.

Following is a summary of the substantive changes proposed for the Management Unit successor MOU:

- Term – January 1, 2022 through December 31, 2024.
- Salary – Effective January 1, 2022, a 4.0% increase. On January 1, 2023 and January 1, 2024, an increase based on the October to October Consumer Price Index for All Urban Consumers with a minimum of 1.5% and a maximum of 4.0%.
- Performance Evaluations – Aligns performance evaluations to hiring anniversary date from fiscal year. This item does not have an associated cost.
- Seniority Recognition – Increases seniority awards by \$100 per year beginning after 10 years of service.
- Medical Insurance Cost Sharing – Provides for cost sharing of increases in medical insurance annual premiums above 5.0%.
- Physical Fitness Program – Expands eligible uses of current program to in-home fitness programs and equipment. This item is currently fully budgeted for all eligible employees.
- Bereavement Leave – Increases allowable time off to 40 hours if traveling over 500 miles one-way.
- Telecommuting – Makes the current Emergency Telecommuting Program permanent.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Donald Patterson, Director of Finance and Administration

ATTACHMENTS:

Management Redlined Tentative Agreement

Management Clean Tentative Agreement

Tentative Agreement
[Changes reflected in red]



MEMORANDUM OF UNDERSTANDING

MANAGEMENT UNIT

January 1, ~~2022~~19 – December 31, ~~2024~~21

CHAPTER 1, GENERAL PROVISIONS1

ARTICLE 1, TERM1

ARTICLE 2, RECOGNITION.....1

ARTICLE 3, CLASSIFIED POSITIONS1

ARTICLE 4, PROVISIONS OF LAW1

ARTICLE 5, RENEGOTIATIONS2

CHAPTER 2, COMPENSATION.....2

ARTICLE 6, COMPENSATION2

ARTICLE 7, MOVEMENT ON THE SALARY SCHEDULE.....2

ARTICLE 8, DEFERRED COMPENSATION PLAN2

ARTICLE 9, SALARY ADMINISTRATION3

ARTICLE 10, SENIORITY RECOGNITION.....5

CHAPTER 3, BENEFITS.....5

ARTICLE 11, RETIREMENT – PUBLIC EMPLOYEES RETIREMENT SYSTEM AND SOCIAL SECURITY/MEDICARE.....5

ARTICLE 12, HEALTH AND WELFARE INSURANCE6

ARTICLE 13, EDUCATIONAL ASSISTANCE PROGRAM9

ARTICLE 14, PHYSICAL FITNESS PROGRAM.....9

ARTICLE 15, PROFESSIONAL ORGANIZATIONS REIMBURSEMENT.....9

CHAPTER 4, LEAVES OF ABSENCE.....9

ARTICLE 16, SICK LEAVE9

ARTICLE 17, VACATION.....11

ARTICLE 18, LEAVES OF ABSENCE.....12

ARTICLE 19, HOLIDAYS12

ARTICLE 20, MANAGEMENT LEAVE13

ARTICLE 21, BEREAVEMENT LEAVE.....13

ARTICLE 22, JURY DUTY14

CHAPTER 5, EMPLOYER/EMPLOYEE RELATIONS14

ARTICLE 23, DISCIPLINARY PROCEDURE14

ARTICLE 24, GRIEVANCE PROCEDURE.....15

ARTICLE 25, LAYOFFS16

ARTICLE 26, PEACEFUL PERFORMANCE.....16

ARTICLE 27, PERFORMANCE17

ARTICLE 28, SEPARATION FROM THE DISTRICT17

ARTICLE 29, AT WILL EMPLOYEES.....18

ARTICLE 30, FULL UNDERSTANDING, MODIFICATION AND WAIVER.....18

ARTICLE 31, DISTRICT RIGHTS19

ARTICLE 32, EMPLOYEE RIGHTS.....19

Appendix A.....21

MANAGEMENT UNIT MOU

CHAPTER 1, GENERAL PROVISIONS

ARTICLE 1, TERM

The provisions of this Agreement shall commence on January 1, ~~2019~~2022, unless another implementation date is specified within the Agreement, and shall expire and fully terminate on December 31, ~~2021~~2024.

ARTICLE 2, RECOGNITION

- A. Pursuant to the provisions of the Employee Relations Ordinance of the Las Virgenes Municipal Water District, and applicable State Law, on July 28, 2009, the Las Virgenes Municipal Water District Board of Directors accepted employee petitions to designate the Las Virgenes Manager, Supervisor, Professional and Confidential Employees Association (M/SPC) as the representative of the Management Unit.
- B. Management hereby recognizes the M/SPC Association (hereinafter “Association”) as the exclusive representative of the employees in said Unit.
- C. The term “employee(s)” as used herein shall refer only to employees employed by the District in said Unit in the employee classifications comprising said Unit as listed in Appendix A.

ARTICLE 3, CLASSIFIED POSITIONS

- A. All employees of the District covered by terms of this Agreement will hold classified positions with salary ranges to be established by the Board of Directors, and, within the limits so established, the General Manager is authorized, from time to time, to employ, classify, re-classify, and to fix and determine the salaries of individual employees of the District as the General Manager may, in his discretion, determine such employees merit.
- B. Positions held by employees covered by the terms of this Agreement shall be classifications listed in Appendix A. Any additional classifications developed during the term of this Agreement and designated by the District as part of this Unit shall be added to those classifications (Appendix A). The Association shall be notified at least five (5) days before final adoption by the District Board when a classification in this Unit is developed or eliminated.

ARTICLE 4, PROVISIONS OF LAW

It is agreed and understood that this Agreement is subject to all current and future applicable federal, state, and county laws, rules and regulations. If any part of this Agreement is in conflict or inconsistent with such above applicable laws, rules and regulations, or is otherwise held to be invalid or unenforceable by any tribunal with jurisdiction, such part or provision shall be suspended and superseded by such applicable law, rule or regulation, and the remainder of this Agreement shall not be affected.

ARTICLE 5, RENEGOTIATIONS

Successor Agreement: Negotiations for a successor agreement shall commence between September 1 and October 1 of the last year of the term of this Agreement or other time as agreed to by the parties.

CHAPTER 2, COMPENSATION

ARTICLE 6, COMPENSATION

Effective ~~the pay period that begins~~ January 1, 2022, all salary ranges and related incumbents' rates of pay will be increased by 4%.

~~19 classifications with a maximum salary below the median (as identified in the compensation study prepared by CPS-HR) will have the salary range adjusted so that the so that the total compensation is set at the median as identified in the compensation survey with additional adjustments to maintain salary relationships based on internal equity. Following classification placement, the District will apply the 3.5% salary adjustment provided in July 2018 to those rates. The District will then adjust those rates of pay by 4%. This will establish the salary schedule as of January 12, 2019. The salary schedule reflecting the rates of pay is attached as Appendix A.~~

Effective ~~the beginning of the first pay period following~~ January 1, 2023~~0~~, all salary ranges and related incumbents' rates of pay will be increased by the October 2021~~2018~~ to October 2022~~2019~~ All Urban Consumer Price Index for Los Angeles-Long Beach-Anaheim ~~Riverside-Orange County~~ California with a minimum of a ~~2~~ 1.5% increase and a maximum of a ~~3.5~~ 4% increase.

Effective ~~the beginning of the first pay period following~~ January 1, 2024~~4~~, all salary ranges and related incumbents' rates of pay will be increased by the October 2022~~219~~ to October 2023~~20~~ All Urban Consumer Price Index for Los Angeles-Long Beach-Anaheim ~~Riverside-Orange County~~ California with a minimum of a ~~2~~ 1.5% increase and a maximum of a ~~3.5~~ 4% increase.

ARTICLE 7, MOVEMENT ON THE SALARY SCHEDULE

- A. Individual movement of employees within established pay range shall be based on performance and upon recommendation of each employee's supervisory line, and shall not be automatic.
- B. Employees shall generally be evaluated ~~in July of each year regardless of hire date or previous promotion date~~ annually on their anniversary date except for newly promoted or hired employees as per Article 9, Salary Administration of this Agreement. Employees may be evaluated at any time by their supervisor.

ARTICLE 8, DEFERRED COMPENSATION PLAN

- A. Employees may elect to participate in the District's Deferred Compensation Plan.
- B. Participation in deferred compensation commences the month following sign-up for new employees.

C. Employees are eligible to have ~~\$125.00 or~~ 3% of their base salary matched per pay period on a \$1 to \$1 basis, ~~whichever is greater.~~

D. The District ~~shall has~~ established and maintains a pension a pension plan pursuant to the provisions of Section 401(a) of the Internal Revenue Code of 1986, as amended. Each employee covered has agreed to contribute three percent (3%) of his or her monthly salary into the employee’s 457 (b) plan account and the District will contribute three percent (3%) into the employee’s 401 (a) plan account. This contribution will not reduce the employee’s compensation for the purpose of calculating merit increases or any other payments which are based on the employee’s base rate of pay.

~~For those employees who did not wish~~ Employees are provided a one-time option to contribute to the plan. ~~Employees employed on or before January 1, 2016 they~~ were given a one-time option to opt out effective January 1, 2016. ~~New or promoted employees, upon initial eligibility for enrollment into the plan, will have the one-time option to opt out for the lifetime of the plan.~~ Employees who exercised their right to opt out do not have the option to opt back in during the lifetime of the plan. The enrollment status of the participant (active contributor or opt-out non-participant) ~~as of January 1, 2016,~~ will remain in effect for the lifetime of the plan. ~~New hires, upon initial eligibility for enrollment into the plan, will have the one-time option to opt out for the lifetime of the plan.~~

E. For employees newly promoted or hired to positions at a date other than January 1, the District payment per calendar year shall be pro-rated for partial year employment.

ARTICLE 9, SALARY ADMINISTRATION

A. Classifications shall be assigned to a salary range consisting of a minimum and a maximum amount of compensation for that range.

B. Newly Hired Employee

1. A newly hired employee shall be compensated commensurate with his/her experience, skills, ability, and education. An exceptional candidate hired above the midrange of the salary range must have the approval of the General Manager.
2. A new employee shall be eligible for a merit performance review upon six months of employment and at one year of employment. The merit increase shall follow the guidelines below taking into account the quartile the employee is hired at and the overall performance rating:

	SALARY QUARTILES			
	0-25%	26-50%	51-75%	75% - Control Point
	1	2	3	4
Performance Rating				
Proficient	7%	6%	5%	4%
Highly Effective	8%	7%	6%	5%
Superior	Increase may be above guideline at manager discretion			

After the first full year, the employee shall be reviewed for merit each anniversary date. For 2022 only, employees with an anniversary date from January 1 to July 1, will have their merit increase prorated on a 1/12 basis so that the employee shall not be provided with a larger increase than they would be entitled to on the July 1 review cycle. Example: An employee with an anniversary date on April 1, 2022 received an annual merit review on July 1, 2021 and will receive their next merit review effective April 1, 2022. The employee will be eligible for a merit increase adjustment equal to 9/12 of the last increase. If the last increase was 5%, then the increase will be 3.74%. The employee's next merit review will be effective April 1, 2023. This will result in an equivalent annual salary.

For 2022 only, employees with an anniversary date from July 1 to December 31 will receive an annual merit review on July 1, 2022 and again on their anniversary date. The merit increase associated with their 2022 anniversary date shall be prorated on a 1/12 basis so that the employee shall not exceed 12 months without a merit review. Example: An employee with an anniversary date on October 1 received an annual merit review on July 1, 2021 and will receive their next merit review on July 1, 2022. On their anniversary date on October 1, 2022, the employee will be eligible for a merit increase adjustment equal to 3/12 of the last increase. If the last increase was 5%, then the increase will be 1.25%. Thereafter, the employee will be on an anniversary date review cycle. This will result in an equivalent annual salary.

~~July 1. Increases shall be prorated on a 1/12 basis so that employee shall not exceed 12 months without a merit review. Example: an employee hired in April will have an annual merit review at six months then April again for the first year. In July the employee will be eligible for a merit increase adjustment equal to 2/12 of the last increase. If the last increase was 5%, then the increase will be 0.83%. Thereafter, the employee will be on a July 1 review cycle.~~

- ~~3. A prorated increase of 6 months or longer shall require a new performance evaluation.~~
- 4.3 In no event shall any merit increase exceed the control point for the classification.

C. Newly Promoted Employee

1. A newly promoted employee shall generally receive a 5% increase or the minimum of the classification, but cannot exceed the control point of the higher classification.
2. A newly promoted employee shall be eligible for a merit performance review after six months and after one year in the new position. The guidelines for merit performance increases in B-2 shall apply to newly promoted employees.

D. Salary Merit Increase Not Granted

When a salary merit increase is not granted due to the employee not meeting performance expectations, the supervisor shall set a date for a special review outlining performance improvements that must be achieved. If the special review is at a minimum considered to be overall proficient, the supervisor may grant a salary merit increase but it shall not be retroactive.

E. Salary for Out of Class Assignment

1. When, in the determination of the Department **Director** and with the approval of the General Manager, it is necessary to specifically assign to an employee in writing all of the significant duties of a higher classification for at least four (4) workweeks in a three month period, the employee so assigned shall be compensated at the minimum rate established for the higher classification or 5% above the employee's regular base rate of pay, whichever is greater, with **such out-of-class assignment** pay effective upon the date of the change of assignment. For purposes of this Article, the out-of-class workweek shall begin on the day the employee begins the duties of the higher classification, as specified in the written assignment. At the time an employee returns to his/her regular position, his/her salary should reflect the same salary rate he/she had previously, with any merit or salary adjustments added as appropriate. At any time during the out-of-class appointment, an employee may be reassigned from that appointment without the right of appeal or hearing.
2. An employee performing in an approved out of class assignment will be entitled to pro-rated benefits, when applicable.

F. Priority of Increases

When more than one personnel action involving changes in an employee’s salary status becomes effective on the same day, all changes shall be in accordance with the provisions of the preceding sections of this article, and shall take place in the following order of precedence: 1) merit increase 2) promotion, demotion, or reclassification 3) adjustment to salary range.

ARTICLE 10, SENIORITY RECOGNITION

The District recognizes seniority and provides for the following cash sums payable annually as of January 1st of each year:

After 10 years of District Service	\$300 400
After 15 years of District Service	\$500 600
After 20 years of District Service	\$700 800

CHAPTER 3, BENEFITS

ARTICLE 11, RETIREMENT – PUBLIC EMPLOYEES RETIREMENT SYSTEM AND SOCIAL SECURITY/MEDICARE

- A. The District contracts with **the California Public Employee Retirement System (CalPERS)** to provide retirement benefits to employees in the unit. Employees who are described as “classic employees” under the Public Employees’ Retirement Law, receive the 2% at 55 benefit formula. The District provides Full Formula Cal PERS coverage for past and future service of its employees. Employees are eligible to retire at age 50. Classic employees shall pay their seven percent (7%) member contribution.

Unit members hired on or after January 1, 2013 who are “new members” as defined in the Public Employees’ Pension Reform Act of 2013 (PEPRA), are provided the following retirement benefits: 2% @ 62 benefit formula with a three year (36 month) final

compensation period. Employees may designate the highest 36 month period. Employees will pay one-half of the total normal cost rate as determined by CalPERS.

- B. The District pays the required employer contribution for employees' retirement benefit as required by CalPERS.
- C. The District also participates in the Social Security program of the Federal government. FICA/Medicare tax will be deducted from an employee's pay as required by Federal law.

ARTICLE 12, HEALTH AND WELFARE INSURANCE

A. Life Insurance

Life insurance equivalent to the sum of \$50,000 plus one year's salary is provided by the District for each regular full-time employee upon completion of one month of continuous employment with the District and upon submission of application for enrollment. Employees not applying within thirty (30) days will be required to provide medical evidence of insurability.

(NOTE: There is a tax liability for life insurance in excess of \$50,000 per year.)

B. Dental Insurance

- 1. The District provides dental insurance for regular, full-time employees, his or her spouse, and unmarried dependent children ~~who are under 26 years or children who have a and physically or mentally disability handicapped dependent child~~ regardless of age, are eligible for dental coverage on the first of the month following the date of hire. Subscribing members may add new dependents within thirty-one (31) days of marriage, in the case of a new spouse or domestic partner, or the date of birth or adoption, in the case of a child.
- 2. The District's dental insurance provides orthodontia coverage for a lifetime maximum of \$2,000.00 for the employee and each dependent.

C. Disability Insurance

- 1. The District shall provide short and long term disability insurance for each employee. The District retains the right to select a plan(s) different from the current plan. Coverage commences after the employee has completed one month of continuous employment with the District and upon submission of an application for membership.
- 2. An employee eligible for disability benefits shall use available sick leave to cover time off during the 30 calendar day elimination period. After the elimination period, the employee has the option of using the balance of his/her sick leave or vacation leave to coordinate with gross income. The monthly benefit for the long term disability plan will be two-thirds of the employee's monthly base up to a maximum of \$7,300.00.

D. Medical Coverage

The District shall make every reasonable effort to provide health insurance coverage to employees in this Group subject to the District retaining the right to select a plan(s) different from the current plan.

E. Health Insurance

1. Coverage

The parties agree that the District may select an insurance plan different from the current plan. Specific medical insurance plan information is available on the District's intranet.

2. District Contribution

~~The District's maximum contribution to insurance premiums shall be as set forth below. Any premium cost above the District's contribution shall be borne by the employee or retired employee.~~

~~The District's maximum contribution for medical insurance in 2022 shall be 98% of the Kaiser Permanente HMO Family rate. This will be applicable for the remainder of this MOU.~~

Effective January 1, 2022, the District shall pay up to \$1,860.48 per month for the employee's selected medical insurance plan (which represents 98% of the Kaiser HMO family plan). Any premium cost above the District's contribution shall be borne by the employee or retired employee. An employee who elects to enroll in a medical plan that exceeds the District's contribution shall pay the difference through automatic pre-tax payroll deductions as permitted by IRS Code Section 125.

Effective January 1, 2023, and each January 1, thereafter, the District's contribution towards the employee's selected medical insurance plan shall be adjusted based on the average change among the District's offered plans (Anthem Blue Cross Classic PPO, Anthem Blue Cross Advantage PPO, Anthem Blue Cross California Care HMO, or Kaiser Permanente HMO Plans) from the prior year's monthly premium. The adjustment will not be less than 0% and will not exceed 5.0%. In the event that the average change in monthly premium exceeds 5.0%, the excess shall be paid by the employee through automatic pre-tax payroll deductions as permitted by IRS Code Section 125.

3. Maintenance of Effort

In the event of a statutory mandate reducing the District's financial obligation to fund medical insurance, the parties agree that the difference in money between the newly mandated level and the previous level shall continue to be available to the Unit either in the form of a cash bonus or to purchase other benefits, at the discretion of the Association.

4. Eligibility

The employee, his or her spouse, and unmarried dependent children ~~who are~~ under 26 years ~~or children who have a~~ ~~and~~ physically or mentally ~~disabled~~ ~~handicapped~~ ~~dependent child~~ regardless of age, are eligible for hospital and medical coverage on the first of the month following the date of hire. Subscribing members may add new dependents without a health statement within thirty-one (31) days of marriage, in the case of a new spouse or domestic partner, or the date of birth or adoption, in the case of a child.

5. Extension of Coverage

The District will continue to contribute to an employee's medical, dental, vision, short term disability/long term disability and basic life insurance premium up to six (6) months during sickness or injury on the same terms and conditions as prior to the period of absence. Insurance will not be continued for leave-of-absence without pay for causes other than sickness or injury.

6. Retirees

If the parties change plans or providers there shall be no change to the level of health insurance benefits provided for District retirees.

- a. Notwithstanding the above, the parties agree that for employees hired prior to March 31, 2006 who have at least five years of LVMWD service they shall have a retiree medical contribution equal to 100% of either the employee only (if the employee does not have a dependent) or the employee plus one (if the employee has a dependent) of any District plan (then being provided). If the employee has a dependent, the employee must designate the dependent at the time of retirement. .
- b. The parties also agree that retirees and covered dependents who reach the age of 65 must enroll in Medicare Part A and B no later than one month prior to their 65th birthday. Enrollment in Part D will be required if the provider of the health plan offers premium subsidies or incentives or requires enrollment in Medicare Part D. The District will be obligated to contribute the cost of the medical premiums only for those covered as provided herein.
- c. The parties agree that employees hired after March 31, 2006 and prior to July 1, 2013, shall receive a retiree medical contribution in the amount of 75% of either the employee only the PPO rate (if the employee does not have a dependent) or the employee plus one PPO rate (if the employee has a dependent) if the employee retires with at least 10 years of District service and is age 55 or older at retirement.
- d. The parties agree that for employees hired after July 1, 2013, with at least 10 years of District service who are age 55 or older at retirement, their retiree medical benefit shall be in the amount of 75% of the least expensive plan offered by the District at the time of retirement at the employee only level.

F. Vision Care

The District will provide a vision program through a third party vendor at no cost to the employee. The employee may elect to cover his or her spouse, and unmarried dependent children ~~who are under 26 years or children who have a~~ ~~and~~ physically or mentally disabled ~~handicapped dependent child~~ regardless of age, are eligible for vision coverage on the first of the month following the date of hire, by paying for such coverage. Subscribing members may add new dependents thirty-one (31) days of marriage, in the case of a new spouse or domestic partner, or the date of birth or adoption, in the case of a child.

ARTICLE 13, EDUCATIONAL ASSISTANCE PROGRAM

The Department Director may authorize attendance of employees at classes at District expense where the direct benefit to the District warrants. Employees must request pre-authorization to obtain reimbursement. A refund of expenditures, to a maximum of \$685.00 per class, for registration and course supplies will be made to the employee upon presentation of proof of completion with a passing grade.

ARTICLE 14, PHYSICAL FITNESS PROGRAM

An amount of \$500 shall be made available to employees covered by this Agreement every July 1st for payment of costs with primary emphasis on preventive health maintenance, relative to obtaining/receiving a comprehensive physical examination, ~~membership to private gym facilities, purchase of home gym equipment, or membership for at-home fitness programs. Gym and at-home fitness memberships and purchase of home gym equipment will be reimbursed following proof of payment. or for gym memberships. In general,~~ Expenses ~~may~~ will be reimbursed to the employee ~~when~~ after they are incurred relative to receipt of a medical examination and required exam-related follow up procedures/activities to the extent such expenses are not covered by the employee's District-provided medical insurance coverage ~~or a receipt for payment of gym membership fees.~~ Costs not covered by the dental or vision care programs are not reimbursable under this benefit.

~~Documentation must be provided to the General Manager of medical examination by a licensed physician before reimbursement will be authorized.~~

ARTICLE 15, PROFESSIONAL ORGANIZATIONS REIMBURSEMENT

The District supports memberships in professional organizations which benefit both the employee's field of expertise and the District by the employee's direct involvement in the organization. All requests for membership in professional organization require Department Director approval and may be subject to an annual maximum.

CHAPTER 4, LEAVES OF ABSENCE

ARTICLE 16, SICK LEAVE

Full-time, regular employees are provided sick leave with pay under the conditions outlined below.

- A. If an employee has accumulated sick leave, it shall be used for the following:
 - 1. When an employee is ill.
 - 2. When a member of an employee's immediate family is ill and the employee must care for such ill family member subject to Family Medical Leave Act policy limits.
 - 3. For visits to doctors, dentists and optometrists for physicals, treatment or preventative care.
 - 4. Any reason permitted by law.

- B. Sick leave accrual will be cumulative, without limit as to time, and if not taken in any given year, will be usable in subsequent year's employment, the purpose being to make sick leave available to an employee in times of urgent need.

- C. The amount of sick leave an employee accrues is computed to include weekends, holidays, paid vacation time and paid sick leave as continuous service.
- D. Accrual of sick leave will be at the rate of eight hours per calendar month beginning with the date of hire and computed to the date of termination, prorated to the nearest hour.
- E. An employee who is absent on sick leave may be contacted by his/her supervisor. For absences due to illness **in excess of 5 days, or less**, if justified in the opinion of the **employee's supervisor, manager, or Department Director**, the employee must obtain a statement from his/her doctor stating: (a) that the employee could not work during the period of absence; and (b) that the employee is now able to return to work.
- F. Sick Leave Buy-Back
Annually, in December employees may submit an irrevocable election form to receive payment of accrued sick leave under the following conditions:
1. The employee must have earned and have current credit for one hundred and sixty (160) hours of unused sick leave, and the employee must have used 48 or fewer sick leave hours during the twelve months prior to the leave cash out. If each of these conditions is met, the employee may elect to receive pay at his or her base rate for 32 hours of unused sick leave with the second paycheck in December following the submission of an irrevocable election form in the December prior to the cash out. For example, irrevocable election forms submitted in December **2021 2019** will be for the December **20222020** cash out. The 32 hours of sick leave which are converted to pay shall be deducted from the employee's sick leave accrual bank. The remaining unused and unpaid sick leave shall remain in the sick leave bank.
 2. The employee must have earned and have current credit for two hundred (200) hours of unused sick leave, and the employee must have used no sick leave during the twelve months prior to the leave cash out. If each of the conditions is met, the employee shall receive pay at his/her base rate for 48 hours of unused sick leave with the second paycheck in December following the submission of an irrevocable election form in the December prior to the cash out. For example, irrevocable election forms submitted in December **2021 2019** will be for the December **20222020** cash out. The 48 hours of sick leave which are converted to pay shall be deducted from the employee's sick leave accrual bank. The remaining unused and unpaid sick leave shall remain in the sick leave bank.

Irrevocable election forms will be provided by Human Resources.

Sick leave converted to cash may be deferred into the employees 457 deferred compensation plan subject to annual plan limits.

- G. Sick Leave Payoff Upon Voluntary Termination of Employment
A program is provided for payment, upon voluntary resignation with notice, retirement or death, for accrued but unused sick leave. Vesting in the sick leave program and payment therefore will be on the following basis.

1. After five years of full-time, regular employment with the District (the sixth year), an employee will be paid, upon voluntary termination, retirement or death, for 25% of all hours of accrued but unused sick leave at the rate of his/her then current base rate. An additional 5% of all hours of accrued but unused sick leave of his/her salary will be paid for each additional completed year of service.
2. Upon completion of 20 years of service with the District, the employee would be paid for 100% of unused sick leave.
3. An employee who leaves the District through retirement shall have the option of (1) being paid for accrued but unused sick leave in accord with above and with the balance, if any, being applied as PERS retirement credit, or (2) receiving no payment and instead having all accrued but unused sick leave applied as PERS retirement credit.

ARTICLE 17, VACATION

Vacations are subject to approval of the Supervisor, employees will be granted vacation leave with pay, if they have enough accrued vacation time to cover the amount of leave requested.

A. Accrual

The number of hours an employee accrues for vacation leave with pay is computed as follows:

1. Full-time regular employees shall accrue vacation on the following basis. Part-time regular employees shall accrue vacation on a pro-rated basis.

During Service Years	Annual Accrued Hours	Hours Accrued at end of Each Pay Period <i>(based on 26 pay periods)</i>
1,2&3	104	4.00
4,5 & 6	112	4.31
7, 8 & 9	120	4.62
10, 11 & 12	128	4.92
13,14 & 15	136	5.23
16, 17 & 18	144	5.54
19, 20 & 21	152	5.85
22, 23 & 24	160	6.15
25 & above	168	6.46

2. The maximum number of vacation hours that may be earned in any year is 168.
3. Accrual of vacation time will be by month beginning with the date of hire and computed to the date of termination, pro-rated to the nearest one-half day.

- B. The vacation leave time earned each year will be available to the employee for vacation or may be accrued, wholly or partially, in the employee's Leave Account.
- C. Normally, no more than 311 hours will be permitted to accrue in an employee's Leave Account.
- D. The maximum vacation an employee can take is 21 consecutive working days, unless special circumstances warrant approval by the General Manager for a longer period.
- E. Pay during vacation leave will be at the monthly rate currently paid the employee at the time the vacation is taken.
- F. When an employee is discharged or terminated, he/she will be paid for his/her accumulated vacation leave at his/her then current base rate of pay.
- G. In computing the amount of vacation leave accrual, holidays, weekends, paid vacation time and paid sick leave will be included as continuous service.
- H. Vacation generally cannot be taken in lieu of sick leave except in certain family leave qualifying events.

ARTICLE 18, LEAVES OF ABSENCE

- A. A leave of absence without pay may be granted by Department ~~heads~~ Directors for up to 40 hours within a fiscal year. Such leaves do not require the General Manager's approval.
- B. Such leave without pay must be pre-approved before the time can actually be used. Also, such leaves may be taken even if the employee has existing comp time or vacation on the books. In no case, may a leave of absence without pay exceed 40 hours in a fiscal year without the General Manager's approval.
- C. In addition, leave without pay may be granted by the General Manager and shall not exceed a continuous period of 30 calendar days, except for extended unpaid sick leave, military leave, pregnancy leave, parental leave, and family and medical leave, or for leave as permitted by law..
- D. Vacation and sick leave benefits are not earned nor holidays paid during leave without pay. Leave of absence without pay includes any other leave where the District is not paying wages to the employee.

ARTICLE 19, HOLIDAYS

- A. The District shall observe the holidays listed below and upon which the District is normally closed:

January 1
 Martin Luther King Jr. Day
 President's Day
 Memorial Day

Independence Day
Labor Day
Veterans Day
Thanksgiving Day and the following Friday
December 24
December 25
December 31

- B. If any of the holidays set forth above falls on the first day of an employee's weekend, the holiday will be observed on the previous work day.
- C. If any of the holidays set forth above falls on the last day of an employee's weekend, the holiday will be observed on the following work day.
- D. A weekend is any two or three regularly scheduled consecutive days off. An employee working a 9/80 workweek will alternate between two and three-day weekends.
- E. The December 24/25 and December 31/January 1 holidays often provide four consecutive days off for employees. If the holiday schedule provides four-day weekend for employees with Monday through Friday schedules then the District will try to schedule four consecutive days off for employees working an irregular workweek.

ARTICLE 20, MANAGEMENT LEAVE

- A. Employees receive 72 hours management leave, which is granted each fiscal year beginning July 1 and is for use within the fiscal year it is granted ending June 30.
- B. At the end of each fiscal year the following shall occur:
 - 1. All management leave must be used; or
 - 2. Unused management leave in excess of 60 hours must be used by June 30th or be forfeited; or
 - 3. Employees shall be paid for up to 50 hours of unused management leave provided they have used 80 hours of vacation and/or management leave within the fiscal year ending June 30; and
 - 4. In lieu of forfeiture, the employee may donate any unused management leave to the Catastrophic Leave Bank.
 - 5. Upon voluntary resignation with notice, retirement or death, the employee shall be paid for all unused management leave hours.

ARTICLE 21, BEREAVEMENT LEAVE

An employee may be provided up to 27 hours paid leave ~~to attend the funeral due to the death~~ of a member of the employee's immediate family. ~~An employee that must travel more than 500 miles one way to attend services of the employee's immediate family member may be provided up to 40 hours paid leave.~~ "Immediate family" is designated as the spouse/registered domestic partner, child, parent, sibling, grandparent or grandchild of the employee or the employee's spouse/registered domestic partner. If additional time off is required, the employee may request sick leave.

ARTICLE 22, JURY DUTY

Full-time, regular employees will be paid his/her regular salary while he/she is on jury duty for up to 80 hours per fiscal year, less the amount received from the Court for such service as a juror. An attendance record from the Court for the time spent on jury duty and a copy of the check for such service must be submitted to the District's payroll section. The amount received from the Court for service as a juror will be deducted from the employee's paycheck following completion of such service.

CHAPTER 5, EMPLOYER/EMPLOYEE RELATIONS

ARTICLE 23, DISCIPLINARY PROCEDURE

Disciplinary action should be initiated when the employee's performance or conduct falls short or below expected standards of performance or conduct. The seriousness of the offense and prior discipline or corrective actions will be considered in determining the level of disciplinary action required.

Generally, the following sequence will be followed in the process of correcting performance or conduct. It is highly recommended that the Human Resources Manager be consulted prior to initiating any disciplinary actions.

A. Supervisor Conference

1. The supervisor will confer with the employee about the areas needing improvement and reach a clear understanding of expectations, which will be reduced to writing, to bring the performance or conduct to acceptable standards. Depending on the seriousness of the employee's substandard performance or conduct, the supervisor may document the discussion in writing.
2. In some cases, especially if counseling fails to result in marked improvement, the supervisor may initiate a Performance Improvement Plan (PIP). The PIP will include 1) a description of the areas in which the employee is not meeting expectations, 2) a description of what the employee must do to meet performance expectations, 3) the time period (generally no more than 90 days) to attain the expected performance expectations, and 4) a statement of the consequences of failing to bring the performance expectations to acceptable level. Both the supervisor and the employee must sign the PIP.

B. Reprimands

1. In the event the supervisor's counseling, warning, or PIP does not result in improvement of performance to acceptable levels, the supervisor may prepare a written reprimand. The written reprimand will put the employee on notice that failure to correct performance or conduct may result in more serious disciplinary actions, up to and including termination.
2. Notwithstanding the above, a reprimand may be issued to an employee without prior counseling or warning depending on the seriousness of the offense, performance, or conduct.

3. An employee has the right to respond in writing and have the response attached to the reprimand as part of the personnel file.

C. Severe Disciplinary Actions

1. Severe disciplinary actions are defined as demotion/transfer, suspension without pay, or termination.
2. The District may impose disciplinary actions on a case by case basis when warnings, reprimands, or other corrective actions have failed to improve expected standards of performance or conduct, or when the offense, conduct or violation is deemed to be severe and warrants discipline up to and including termination. The severity of the disciplinary action will consider the employee's previous history of performance, conduct and disciplinary actions.
3. The employee may appeal the proposed disciplinary action to the General Manager within seven calendar days. The General Manager will schedule a meeting with the employee within seven calendar days of receiving notice of the appeal. The General Manager will render a written decision within seven calendar days of the meeting.
4. The employee may appeal the General Manager's final decision to the Board of Directors by giving written notice to the General Manager within seven calendar days of receipt of the General Manager's written decision. The Board will consider the appeal at a regularly scheduled meeting within a reasonable period of time. The decision of the Board is final.

D. At Will

The forgoing does not apply to the at will status for new employees to this bargaining Unit or to those employees who have a change in classification as of July 1, 2010 as defined in Article 29, At Will Employees.

ARTICLE 24, GRIEVANCE PROCEDURE

A grievance is a claim by one or more persons of a violation, misinterpretation or inequitable application of the rules and regulations or memorandum of understanding applicable to the employees. A dispute over the terms of the Agreement or a dispute concerning a performance evaluation shall not constitute a grievance.

A. Processing the Grievance -- Step No. 1

Informal Discussion with Supervisor:

1. The grievance shall first be discussed on an informal basis by the aggrieved with his/her immediate Supervisor within 7 calendar days from the date of the action causing the grievance. Every effort shall be made to resolve the grievance between the employee and his/her immediate Supervisor.

B. Processing the Grievance -- Step No. 2

Formal by Supervisor:

1. In the event the employee believes the grievance has not been satisfactorily resolved, the employee shall submit the grievance in writing to the Supervisor within 7 calendar days after the informal discussion in Step 1.
2. The Supervisor shall give his/her written decision within 7 calendar days after receiving the written grievance.

C. Processing the Grievance -- Step No. 3
Review by General Manager:

1. If the grievance has not been satisfactorily resolved by the Supervisor the grievance may be submitted to the General Manager within 7 calendar days. Within 7 calendar days after receiving the written grievance, the General Manager shall schedule a meeting with all parties concerned, and they shall thoroughly discuss the grievance.
2. The General Manager shall give his written decision within 7 calendar days. If the aggrieved feels that the decision of the General Manager is unjust, a final appeal may be made to the Board of Directors within 7 calendar days. The decision of the board is final.

D. The employee at any step of the grievance procedure may represent himself/herself, may be represented by a fellow employee, attorney, or any other person he/she may choose. Employee representatives must take pre-approved time off.

E. The time limitations are designed to quickly settle a grievance. Time limitations may be extended by agreement of both parties in writing. If at any stage of the grievance procedure the employee is dissatisfied with the decision rendered, it shall be the grievant's responsibility to submit the grievance to the next designated level of review within the time limits specified. Failure to submit the grievance within the time limits imposed shall terminate the grievance process and the grievance shall be considered resolved. The grievant shall promptly proceed to the next step if the immediate Supervisor or General Manager fails to respond within the time limits specified, unless prior mutually agreeable arrangements are made.

ARTICLE 25, LAYOFFS

In the event the work load of the District decreases to the point where lay-off of otherwise satisfactory employees is required, lay-offs within each classification will be determined by the General Manager on the basis of merit, as determined by his/her performance reports for his/her current classification, and will be subject to two weeks' notice or severance pay, at the discretion of the employee. For 24 months employees so laid off will be called to resume work prior to District recruiting to fill jobs created by an increase in the District's workload for the classification in question.

ARTICLE 26, PEACEFUL PERFORMANCE

A. The parties recognize and acknowledge that many of the services performed by the employees covered by this Agreement are essential to the public health, safety and general welfare of the residents within the District service area.

- B. Consequently, the Association agrees that under no circumstances will it recommend, encourage, cause or permit its members to initiate, participate in, nor will any member of the bargaining Unit take part in, any strike, sit-down, stay-in, slow-down or picketing (hereinafter collectively referred to as work-stoppage), in any office, or facility of the District, not to curtail any work or restrict any production, or interfere with any operation of the District during any period in which an Agreement is in effect, or during any period in which an expired Agreement has remained in effect while the parties negotiate a successor Agreement.
- C. In the event of any such work-stoppage by any member of the Unit the District shall not be required to negotiate on the merits of any dispute which may have given rise to such work-stoppage until said work-stoppage has ceased.
- D. In the event of any such work-stoppage during the term of this Agreement, whether by, the Association or by any member of the Unit, the Association, by its officers, shall immediately declare in writing and publicize that such work-stoppage is contrary to the Agreement and unauthorized and further direct its members in writing to cease the said conduct and to resume work. Copies of such written notice shall be served upon the District.
- E. If in the event of a work-stoppage, the Association promptly and in good faith performs the obligations of this Section, and, providing, the Association has not otherwise authorized, permitted or encouraged such work-stoppage, the Association shall not be liable for any damages caused by the violation of this Section.
- F. However, the District shall have the right to discipline, subject to due process*, including discharge, any employee who instigates, participates in, or gives leadership to, work-stoppage activity herein prohibited.
- G. The District and the Association shall have the right to seek full legal redress.

*Employees not deemed At Will

ARTICLE 27, PERFORMANCE

Each district employee is expected to:

- A. Work in harmony with his/her supervisor and fellow employees.
- B. Not use District facilities or time during which he/she is being paid by the District, on personal projects.
- C. Refrain from activities or personal conduct on the job that would cast discredit on the District, its management, or employees.

ARTICLE 28 TELECOMMUTING

Telework has been found to benefit society by reducing energy consumption, decreasing environmental pollution, and reducing traffic congestion. Additionally, telework has been found to benefit employers and employees by reducing office costs, saving commuting costs, allowing flexibility in work schedules, and promoting a positive work/life balance. The Department Director may approve occasional or regular partial or full day telecommuting

schedules that meet the operational needs and policies of the District, up to two (2) partial or full days per week. Telecommuting is subject to the terms and conditions of the District Telecommuting Policy.

ARTICLE ~~29~~ 28, SEPARATION FROM THE DISTRICT

- A. An employee resigning or leaving work without two weeks' notice will be considered discharged insofar as the application of these rules and regulations is concerned.
- B. Resignations will be effective upon the last day worked, and payment will be made on the next pay day for any accrued vacation leave.
- C. An employee separating from the District in good standing is expected to refrain from using paid time off during the final two weeks of his or her tenure with the District.

ARTICLE ~~30~~ 29, AT WILL EMPLOYEES

Unit Employees hired after July 1, 2010 or who transfer to a new classification within this Unit will be designated as AT WILL EMPLOYEES.

ARTICLE ~~31~~ 30, FULL UNDERSTANDING, MODIFICATION AND WAIVER

- A. It is intended that this Agreement sets forth the full and entire understanding of the parties regarding the matters in this Agreement, and any prior or existing understanding or agreements, whether formal or informal, regarding such matters are superseded and terminated.

Management will continue to administer the formal and informal terms and conditions of employment in a reasonable manner.

- B. The Association and the District agree that during the negotiations which resulted in this Agreement, each had unlimited right and opportunity to make demands and proposals with respect to any subject or matter within the scope of employee-employer relations. Therefore, this Agreement represents the only Agreement of the parties which may provide for changes in terms and conditions of employment as a result of negotiations and/or actual adoption and implementation of the provisions of this Agreement.
- C. During the term of this Agreement, neither the District nor the Association shall be obligated to Meet and Confer on any matter:
 - 1. Whether or not specifically referred to in this Agreement;
 - 2. Whether or not the matter was within the knowledge or contemplation of either party at the time of negotiations;
 - 3. Whether or not the matters were proposed and later withdrawn during negotiations.
- D. No change to this Agreement will be binding upon either party unless made in writing and signed by the parties

E. The waiver of appeal of any breach of any term or condition of this Agreement by either party shall not constitute a precedent or in any way bar the future enforcement of all contractual terms and provisions.

ARTICLE ~~32~~ 31, DISTRICT RIGHTS

It is the exclusive right of the District to determine the mission of each of its constituent departments, board, and commissions, set standards of services to be offered to the public, and exercise control and discretion over its organization and operations. It is also the exclusive right of the District to direct its employees and evaluate their work performance, take disciplinary action for cause, relieve its employees from duty because of lack of work or for cause, and determine the methods, means and personnel by which the District's operations are to be conducted; provided, however, that the exercise of such rights does not preclude employees or their representatives from conferring or raising grievances about the practical consequences that decisions on these matters may have on wages, hours, and other terms and conditions of employment.

ARTICLE ~~33~~ 32, EMPLOYEE RIGHTS

Employees of the District shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employee relations. Employees of the District also shall have the right to refuse to join or participate in the activities of employee organizations, and shall have the right to represent themselves individually in their employment relations with the District. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against because of his/her exercise of these rights.

**For Las Virgenes Manager, Supervisor,
Professional and Confidential
Employees Association:**

For Las Virgenes MWD:

Vicky Barker, Negotiator

Adrianna E. Guzman, Negotiator

**Brett Dingman
Bargaining Team Member**

**Don Patterson, Director of Finance
and Administration**

**Angela Saccareccia
Bargaining Team Member**

**Sophia Crocker, Human Resources
Manager**

Authorized to accept this Memorandum of Understanding on behalf of the Las Virgenes Municipal Water District Board of Directors, at their meeting of ~~March 12,~~ **2019 December __, 2021.**

David W. Pedersen
General Manager

Date

Approval as to form:

W. Keith Lemieux
Legal Counsel

Date

Appendix A

LVMWD
Management Classifications- covered by this Agreement
Hourly Salary Table – ~~January 12, 2019~~

To be updated

MANAGEMENT UNIT SALARY SCHEDULE				
Effective 1/12/2019				
			January 2019	
Classification	Range	Time Base	Entry	Top
Customer Services Manager	E114	Hourly	\$57.64	\$80.70
		Monthly	\$9,991.18	\$13,987.65
Executive Assistant/Clerk of the Board	E96	Hourly	\$48.19	\$67.46
		Monthly	\$8,352.80	\$11,693.92
Facilities Manager	E114	Hourly	\$57.64	\$80.70
		Monthly	\$9,991.18	\$13,987.65
Facilities Manager/Engineer	E122	Hourly	\$62.42	\$87.38
		Monthly	\$10,819.02	\$15,146.62
Finance Manager	E114	Hourly	\$57.64	\$80.70
		Monthly	\$9,991.18	\$13,987.65
Finance Manager/CPA	E122	Hourly	\$62.42	\$87.38
		Monthly	\$10,819.02	\$15,146.62
Information Systems Manager	E122	Hourly	\$62.42	\$87.38
		Monthly	\$10,819.02	\$15,146.62
Principal Engineer	E122	Hourly	\$62.42	\$87.38
		Monthly	\$10,819.02	\$15,146.62
Public Affairs & Communications Manager	E114	Hourly	\$57.64	\$80.70
		Monthly	\$9,991.18	\$13,987.65
Resource Conservation Manager*	E114	Hourly	\$57.64	\$80.70
		Monthly	\$9,991.18	\$13,987.65
Water Reclamation Mgr/Engineer	E122	Hourly	\$62.42	\$87.38
		Monthly	\$10,819.02	\$15,146.62
Water Systems Manager	E114	Hourly	\$57.64	\$80.70
		Monthly	\$9,991.18	\$13,987.65
Water Systems Manager/Engineer	E122	Hourly	\$62.42	\$87.38
		Monthly	\$10,819.02	\$15,146.62

*Indicates 5% range adjustment available-DOQ



MEMORANDUM OF UNDERSTANDING

MANAGEMENT UNIT

January 1, 2022 – December 31, 2024

Table of Contents

<u>CHAPTER 1, GENERAL PROVISIONS</u>	1
ARTICLE 1, TERM	1
ARTICLE 2, RECOGNITION	1
ARTICLE 3, CLASSIFIED POSITIONS	1
ARTICLE 4, PROVISIONS OF LAW	1
ARTICLE 5, RENEGOTIATIONS	2
<u>CHAPTER 2, COMPENSATION</u>	2
ARTICLE 6, COMPENSATION	2
ARTICLE 7, MOVEMENT ON THE SALARY SCHEDULE.....	2
ARTICLE 8, DEFERRED COMPENSATION PLAN	2
ARTICLE 9, SALARY ADMINISTRATION	3
ARTICLE 10, SENIORITY RECOGNITION.....	5
<u>CHAPTER 3, BENEFITS</u>	5
ARTICLE 11, RETIREMENT – PUBLIC EMPLOYEES RETIREMENT SYSTEM AND SOCIAL SECURITY/MEDICARE.....	5
ARTICLE 12, HEALTH AND WELFARE INSURANCE	5
ARTICLE 13, EDUCATIONAL ASSISTANCE PROGRAM	8
ARTICLE 14, PHYSICAL FITNESS PROGRAM.....	8
ARTICLE 15, PROFESSIONAL ORGANIZATIONS REIMBURSEMENT.....	8
<u>CHAPTER 4, LEAVES OF ABSENCE</u>	8
ARTICLE 16, SICK LEAVE	8
ARTICLE 17, VACATION.....	10
ARTICLE 18, LEAVES OF ABSENCE.....	11
ARTICLE 19, HOLIDAYS	12
ARTICLE 20, MANAGEMENT LEAVE	12
ARTICLE 21, BEREAVEMENT LEAVE.....	13
ARTICLE 22, JURY DUTY	13
<u>CHAPTER 5, EMPLOYER/EMPLOYEE RELATIONS</u>	13
ARTICLE 23, DISCIPLINARY PROCEDURE	13
ARTICLE 24, GRIEVANCE PROCEDURE.....	14
ARTICLE 25, LAYOFFS	15
ARTICLE 26, PEACEFUL PERFORMANCE.....	16
ARTICLE 27, PERFORMANCE	16
ARTICLE 28, TELECOMMUTING	17
ARTICLE 29, SEPARATION FROM THE DISTRICT	17
ARTICLE 30, AT-WILL EMPLOYEES.....	17
ARTICLE 31, FULL UNDERSTANDING, MODIFICATION AND WAIVER.....	17
ARTICLE 32, DISTRICT RIGHTS.....	18
ARTICLE 33, EMPLOYEE RIGHTS.....	18
<u>Appendix A</u>	20

MANAGEMENT UNIT MOU

CHAPTER 1, GENERAL PROVISIONS

ARTICLE 1, TERM

The provisions of this Agreement shall commence on January 1, 2022, unless another implementation date is specified within the Agreement, and shall expire and fully terminate on December 31, 2024.

ARTICLE 2, RECOGNITION

- A. Pursuant to the provisions of the Employee Relations Ordinance of the Las Virgenes Municipal Water District, and applicable State Law, on July 28, 2009, the Las Virgenes Municipal Water District Board of Directors accepted employee petitions to designate the Las Virgenes Manager, Supervisor, Professional and Confidential Employees Association (M/SPC) as the representative of the Management Unit.
- B. Management hereby recognizes the M/SPC Association (hereinafter “Association”) as the exclusive representative of the employees in said Unit.
- C. The term “employee(s)” as used herein shall refer only to employees employed by the District in said Unit in the employee classifications comprising said Unit as listed in Appendix A.

ARTICLE 3, CLASSIFIED POSITIONS

- A. All employees of the District covered by terms of this Agreement will hold classified positions with salary ranges to be established by the Board of Directors, and, within the limits so established, the General Manager is authorized, from time to time, to employ, classify, re-classify, and to fix and determine the salaries of individual employees of the District as the General Manager may, in his discretion, determine such employees merit.
- B. Positions held by employees covered by the terms of this Agreement shall be classifications listed in Appendix A. Any additional classifications developed during the term of this Agreement and designated by the District as part of this Unit shall be added to those classifications (Appendix A). The Association shall be notified at least five (5) days before final adoption by the District Board when a classification in this Unit is developed or eliminated.

ARTICLE 4, PROVISIONS OF LAW

It is agreed and understood that this Agreement is subject to all current and future applicable federal, state, and county laws, rules and regulations. If any part of this Agreement is in conflict or inconsistent with such above applicable laws, rules and regulations, or is otherwise held to be invalid or unenforceable by any tribunal with jurisdiction, such part or provision shall be suspended and superseded by such applicable law, rule or regulation, and the remainder of this Agreement shall not be affected.

ARTICLE 5, RENEGOTIATIONS

Successor Agreement: Negotiations for a successor agreement shall commence between September 1 and October 1 of the last year of the term of this Agreement or other time as agreed to by the parties.

CHAPTER 2, COMPENSATION

ARTICLE 6, COMPENSATION

Effective January 1, 2022, all salary ranges and related incumbents' rates of pay will be increased by 4%.

Effective January 1, 2023, all salary ranges and related incumbents' rates of pay will be increased by the October 2021 to October 2022 All Urban Consumer Price Index for Los Angeles-Long Beach-Anaheim California with a minimum of a 1.5% increase and a maximum of a 4% increase.

Effective January 1, 2024, all salary ranges and related incumbents' rates of pay will be increased by the October 2022 to October 2023 All Urban Consumer Price Index for Los Angeles-Long Beach-Anaheim California with a minimum of a 1.5% increase and a maximum of a 4% increase.

ARTICLE 7, MOVEMENT ON THE SALARY SCHEDULE

- A. Individual movement of employees within established pay range shall be based on performance and upon recommendation of each employee's supervisory line, and shall not be automatic.
- B. Employees shall generally be evaluated annually on their anniversary date except for newly promoted or hired employees as per Article 9, Salary Administration of this Agreement. Employees may be evaluated at any time by their supervisor.

ARTICLE 8, DEFERRED COMPENSATION PLAN

- A. Employees may elect to participate in the District's Deferred Compensation Plan.
- B. Participation in deferred compensation commences the month following sign-up for new employees.
- C. Employees are eligible to have 3% of their base salary matched per pay period on a \$1 to \$1 basis.
- D. The District established and maintains a pension a pension plan pursuant to the provisions of Section 401(a) of the Internal Revenue Code of 1986, as amended. Each employee covered has agreed to contribute three percent (3%) of his or her monthly salary into the employee's 457 (b) plan account and the District will contribute three percent (3%) into the employee's 401 (a) plan account. This contribution will not reduce the employee's compensation for the purpose of calculating merit increases or any other payments which are based on the employee's base rate of pay.

Employees are provided a one-time option to contribute to the plan. Employees employed on or before January 1, 2016 were given a one-time option to opt out effective January 1, 2016. New or promoted employees, upon initial eligibility for enrollment into the plan, will have the one-time option to opt out for the lifetime of the plan. Employees who exercised their right to opt out do not have the option to opt back in during the lifetime of the plan. The enrollment status of the participant (active contributor or opt-out non-participant) will remain in effect for the lifetime of the plan.

- E. For employees newly promoted or hired to positions at a date other than January 1, the District payment per calendar year shall be pro-rated for partial year employment.

ARTICLE 9, SALARY ADMINISTRATION

- A. Classifications shall be assigned to a salary range consisting of a minimum and a maximum amount of compensation for that range.

- B. Newly Hired Employee

1. A newly hired employee shall be compensated commensurate with his/her experience, skills, ability, and education. An exceptional candidate hired above the midrange of the salary range must have the approval of the General Manager.
2. A new employee shall be eligible for a merit performance review upon six months of employment and at one year of employment. The merit increase shall follow the guidelines below taking into account the quartile the employee is hired at and the overall performance rating:

	SALARY QUARTILES			
	0-25%	26-50%	51-75%	75% - Control Point
	1	2	3	4
Performance Rating				
Proficient	7%	6%	5%	4%
Highly Effective	8%	7%	6%	5%
Superior	Increase may be above guideline at manager discretion			

After the first full year, the employee shall be reviewed for merit each anniversary date. For 2022 only, employees with an anniversary date from January 1 to July 1, will have their merit increase prorated on a 1/12 basis so that the employee shall not be provided with a larger increase than they would be entitled to on the July 1 review cycle. Example: An employee with an anniversary date on April 1, 2022 received an annual merit review on July 1, 2021 and will receive their next merit review effective April 1, 2022. The employee will be eligible for a merit increase adjustment equal to 9/12 of the last increase. If the last increase was 5%, then the increase will be 3.74%. The employee’s next merit review will be effective April 1, 2023. This will result in an equivalent annual salary.

For 2022 only, employees with an anniversary date from July 1 to December 31 will receive an annual merit review on July 1, 2022 and again on their anniversary date. The merit increase associated with their 2022 anniversary date shall be prorated on a 1/12 basis so that the employee shall not exceed 12 months without a merit review. Example: An employee with an anniversary date on October 1

received an annual merit review on July 1, 2021 and will receive their next merit review on July 1, 2022. On their anniversary date on October 1, 2022, the employee will be eligible for a merit increase adjustment equal to 3/12 of the last increase. If the last increase was 5%, then the increase will be 1.25%. Thereafter, the employee will be on an anniversary date review cycle. This will result in an equivalent annual salary.

3. In no event shall any merit increase exceed the control point for the classification.

C. Newly Promoted Employee

1. A newly promoted employee shall generally receive a 5% increase or the minimum of the classification, but cannot exceed the control point of the higher classification.
2. A newly promoted employee shall be eligible for a merit performance review after six months and after one year in the new position. The guidelines for merit performance increases in B-2 shall apply to newly promoted employees.

D. Merit Increase Not Granted

When a merit increase is not granted due to the employee not meeting performance expectations, the supervisor shall set a date for a special review outlining performance improvements that must be achieved. If the special review is at a minimum considered to be overall proficient, the supervisor may grant a merit increase but it shall not be retroactive.

E. Salary for Out of Class Assignment

1. When, in the determination of the Department Director and with the approval of the General Manager, it is necessary to specifically assign to an employee in writing all of the significant duties of a higher classification for at least four (4) workweeks in a three month period, the employee so assigned shall be compensated at the minimum rate established for the higher classification or 5% above the employee's regular base rate of pay, whichever is greater, with such out-of-class assignment pay effective upon the date of the change of assignment. For purposes of this Article, the out-of-class workweek shall begin on the day the employee begins the duties of the higher classification, as specified in the written assignment. At the time an employee returns to his/her regular position, his/her salary should reflect the same salary rate he/she had previously, with any merit or salary adjustments added as appropriate. At any time during the out-of-class appointment, an employee may be reassigned from that appointment without the right of appeal or hearing.
2. An employee performing in an approved out of class assignment will be entitled to pro-rated benefits, when applicable.

F. Priority of Increases

When more than one personnel action involving changes in an employee's salary status becomes effective on the same day, all changes shall be in accordance with the provisions of the preceding sections of this article, and shall take place in the following order of precedence: 1) merit increase 2) promotion, demotion, or reclassification 3) adjustment to salary range.

ARTICLE 10, SENIORITY RECOGNITION

The District recognizes seniority and provides for the following cash sums payable annually as of January 1st of each year:

After 10 years of District Service	\$400
After 15 years of District Service	\$600
After 20 years of District Service	\$800

CHAPTER 3, BENEFITS

ARTICLE 11, RETIREMENT – PUBLIC EMPLOYEES RETIREMENT SYSTEM AND SOCIAL SECURITY/MEDICARE

A. The District contracts with the California Public Employee Retirement System (CalPERS) to provide retirement benefits to employees in the unit. Employees who are described as “classic employees” under the Public Employees’ Retirement Law, receive the 2% at 55 benefit formula. The District provides Full Formula Cal PERS coverage for past and future service of its employees. Employees are eligible to retire at age 50. Classic employees shall pay their seven percent (7%) member contribution.

Unit members hired on or after January 1, 2013 who are “new members” as defined in the Public Employees’ Pension Reform Act of 2013 (PEPRA), are provided the following retirement benefits: 2% @ 62 benefit formula with a three year (36 month) final compensation period. Employees may designate the highest 36 month period. Employees will pay one-half of the total normal cost rate as determined by CalPERS.

- B. The District pays the required employer contribution for employees’ retirement benefit as required by CalPERS.
- C. The District also participates in the Social Security program of the Federal government. FICA/Medicare tax will be deducted from an employee’s pay as required by Federal law.

ARTICLE 12, HEALTH AND WELFARE INSURANCE

A. Life Insurance

Life insurance equivalent to the sum of \$50,000 plus one year's salary is provided by the District for each regular full-time employee upon completion of one month of continuous employment with the District and upon submission of application for enrollment. Employees not applying within thirty (30) days will be required to provide medical evidence of insurability.

(NOTE: There is a tax liability for life insurance in excess of \$50,000 per year.)

B. Dental Insurance

- 1. The District provides dental insurance for regular, full-time employees, his or her spouse, and unmarried dependent children who are under 26 years or children who have a physical or mental disability regardless of age, are eligible for dental coverage on the first of the month following the date of hire. Subscribing members may add new dependents within thirty-one (31) days of marriage, in the case of a new spouse or domestic partner, or the date of birth or adoption, in the case of a child.

2. The District's dental insurance provides orthodontia coverage for a lifetime maximum of \$2,000.00 for the employee and each dependent.

C. Disability Insurance

1. The District shall provide short and long-term disability insurance for each employee. The District retains the right to select a plan(s) different from the current plan. Coverage commences after the employee has completed one month of continuous employment with the District and upon submission of an application for membership.
2. An employee eligible for disability benefits shall use available sick leave to cover time off during the 30 calendar day elimination period. After the elimination period, the employee has the option of using the balance of his/her sick leave or vacation leave to coordinate with gross income. The monthly benefit for the long-term disability plan will be two-thirds of the employee's monthly base up to a maximum of \$7,300.00.

D. Medical Coverage

The District shall make every reasonable effort to provide health insurance coverage to employees in this Group subject to the District retaining the right to select a plan(s) different from the current plan.

E. Health Insurance

1. Coverage

The parties agree that the District may select an insurance plan different from the current plan. Specific medical insurance plan information is available on the District's intranet.

2. District Contribution

Effective January 1, 2022, the District shall pay up to \$1,860.48 per month for the employee's selected medical insurance plan (which represents 98% of the Kaiser HMO family plan). Any premium cost above the District's contribution shall be borne by the employee or retired employee. An employee who elects to enroll in a medical plan that exceeds the District's contribution shall pay the difference through automatic pre-tax payroll deductions as permitted by IRS Code Section 125.

Effective January 1, 2023, and each January 1, thereafter, the District's contribution towards the employee's selected medical insurance plan shall be adjusted based on the average change among the District's offered plans (Anthem Blue Cross Classic PPO, Anthem Blue Cross Advantage PPO, Anthem Blue Cross California Care HMO, or Kaiser Permanente HMO Plans) from the prior year's monthly premium. The adjustment will not be less than 0% and will not exceed 5.0%. In the event that the average change in monthly premium exceeds 5.0%, the excess shall be paid by the employee through automatic pre-tax payroll deductions as permitted by IRS Code Section 125.

3. Maintenance of Effort

In the event of a statutory mandate reducing the District's financial obligation to

fund medical insurance, the parties agree that the difference in money between the newly mandated level and the previous level shall continue to be available to the Unit either in the form of a cash bonus or to purchase other benefits, at the discretion of the Association.

4. Eligibility

The employee, his or her spouse, and unmarried dependent children who are under 26 years or children who have a physical or mental disability regardless of age, are eligible for hospital and medical coverage on the first of the month following the date of hire. Subscribing members may add new dependents without a health statement within thirty-one (31) days of marriage, in the case of a new spouse or domestic partner, or the date of birth or adoption, in the case of a child.

5. Extension of Coverage

The District will continue to contribute to an employee's medical, dental, vision, short term disability/long term disability and basic life insurance premium up to six (6) months during sickness or injury on the same terms and conditions as prior to the period of absence. Insurance will not be continued for leave-of-absence without pay for causes other than sickness or injury.

6. Retirees

If the parties change plans or providers there shall be no change to the level of health insurance benefits provided for District retirees.

- a. Notwithstanding the above, the parties agree that for employees hired prior to March 31, 2006 who have at least five years of LVMWD service they shall have a retiree medical contribution equal to 100% of either the employee only (if the employee does not have a dependent) or the employee plus one (if the employee has a dependent) of any District plan (then being provided). If the employee has a dependent, the employee must designate the dependent at the time of retirement. .
- b. The parties also agree that retirees and covered dependents who reach the age of 65 must enroll in Medicare Part A and B no later than one month prior to their 65th birthday. Enrollment in Part D will be required if the provider of the health plan offers premium subsidies or incentives or requires enrollment in Medicare Part D. The District will be obligated to contribute the cost of the medical premiums only for those covered as provided herein.
- c. The parties agree that employees hired after March 31, 2006 and prior to July 1, 2013, shall receive a retiree medical contribution in the amount of 75% of either the employee only the PPO rate (if the employee does not have a dependent) or the employee plus one PPO rate (if the employee has a dependent) if the employee retires with at least 10 years of District service and is age 55 or older at retirement.
- d. The parties agree that for employees hired after July 1, 2013, with at least 10 years of District service who are age 55 or older at retirement, their retiree

medical benefit shall be in the amount of 75% of the least expensive plan offered by the District at the time of retirement at the employee only level.

F. Vision Care

The District will provide a vision program through a third party vendor at no cost to the employee. The employee may elect to cover his or her spouse, and unmarried dependent children who are under 26 years or children who have a physical or mental disability regardless of age, are eligible for vision coverage on the first of the month following the date of hire, by paying for such coverage. Subscribing members may add new dependents thirty-one (31) days of marriage, in the case of a new spouse or domestic partner, or the date of birth or adoption, in the case of a child.

ARTICLE 13, EDUCATIONAL ASSISTANCE PROGRAM

The Department Director may authorize attendance of employees at classes at District expense where the direct benefit to the District warrants. Employees must request pre-authorization to obtain reimbursement. A refund of expenditures, to a maximum of \$685.00 per class, for registration and course supplies will be made to the employee upon presentation of proof of completion with a passing grade.

ARTICLE 14, PHYSICAL FITNESS PROGRAM

An amount of \$500 shall be made available to employees covered by this Agreement every July 1st for payment of costs with primary emphasis on preventive health maintenance, relative to obtaining/receiving a comprehensive physical examination, membership to private gym facilities, purchase of home gym equipment, or membership for at-home fitness programs. Gym and at-home fitness memberships and purchase of home gym equipment will be reimbursed following proof of payment. Expenses will be reimbursed to the employee ~~when~~ after they are incurred relative to receipt of a medical examination and required exam-related follow up procedures/activities to the extent such expenses are not covered by the employee's District-provided medical insurance coverage. Costs not covered by the dental or vision care programs are not reimbursable under this benefit.

Documentation must be provided to the General Manager of medical examination by a licensed physician before reimbursement will be authorized.

ARTICLE 15, PROFESSIONAL ORGANIZATIONS REIMBURSEMENT

The District supports memberships in professional organizations which benefit both the employee's field of expertise and the District by the employee's direct involvement in the organization. All requests for membership in professional organization require Department Director approval and may be subject to an annual maximum.

CHAPTER 4, LEAVES OF ABSENCE

ARTICLE 16, SICK LEAVE

Full-time, regular employees are provided sick leave with pay under the conditions outlined below.

A. If an employee has accumulated sick leave, it shall be used for the following:

1. When an employee is ill.
 2. When a member of an employee's immediate family is ill and the employee must care for such ill family member subject to Family Medical Leave Act policy limits.
 3. For visits to doctors, dentists and optometrists for physicals, treatment or preventative care.
 4. Any reason permitted by law.
- B. Sick leave accrual will be cumulative, without limit as to time, and if not taken in any given year, will be usable in subsequent year's employment, the purpose being to make sick leave available to an employee in times of urgent need.
- C. The amount of sick leave an employee accrues is computed to include weekends, holidays, paid vacation time and paid sick leave as continuous service.
- D. Accrual of sick leave will be at the rate of eight hours per calendar month beginning with the date of hire and computed to the date of termination, prorated to the nearest hour.
- E. An employee who is absent on sick leave may be contacted by his/her supervisor. For absences due to illness in excess of 5 days, or less, if justified in the opinion of the employee's supervisor, manager, or Department Director, the employee must obtain a statement from his/her doctor stating: (a) that the employee could not work during the period of absence; and (b) that the employee is now able to return to work.
- F. Sick Leave Buy-Back
- Annually, in December employees may submit an irrevocable election form to receive payment of accrued sick leave under the following conditions:
1. The employee must have earned and have current credit for one hundred and sixty (160) hours of unused sick leave, and the employee must have used 48 or fewer sick leave hours during the twelve months prior to the leave cash out. If each of these conditions is met, the employee may elect to receive pay at his or her base rate for 32 hours of unused sick leave with the second paycheck in December following the submission of an irrevocable election form in the December prior to the cash out. For example, irrevocable election forms submitted in December 2021 will be for the December 2022 cash out. The 32 hours of sick leave which are converted to pay shall be deducted from the employee's sick leave accrual bank. The remaining unused and unpaid sick leave shall remain in the sick leave bank.
 2. The employee must have earned and have current credit for two hundred (200) hours of unused sick leave, and the employee must have used no sick leave during the twelve months prior to the leave cash out. If each of the conditions is met, the employee shall receive pay at his/her base rate for 48 hours of unused sick leave with the second paycheck in December following the submission of an irrevocable election form in the December prior to the cash out. For example, irrevocable election forms submitted in December 2021 will be for the December 2022 cash out. The 48 hours of sick leave which are converted to pay shall be deducted from the employee's sick leave accrual bank. The remaining unused and unpaid sick leave shall remain in the sick leave bank.

Irrevocable election forms will be provided by Human Resources.

Sick leave converted to cash may be deferred into the employees 457 deferred compensation plan subject to annual plan limits.

G. Sick Leave Payoff Upon Voluntary Termination of Employment

A program is provided for payment, upon voluntary resignation with notice, retirement or death, for accrued but unused sick leave. Vesting in the sick leave program and payment therefore will be on the following basis.

1. After five years of full-time, regular employment with the District (the sixth year), an employee will be paid, upon voluntary termination, retirement or death, for 25% of all hours of accrued but unused sick leave at the rate of his/her then current base rate. An additional 5% of all hours of accrued but unused sick leave of his/her salary will be paid for each additional completed year of service.
2. Upon completion of 20 years of service with the District, the employee would be paid for 100% of unused sick leave.
3. An employee who leaves the District through retirement shall have the option of (1) being paid for accrued but unused sick leave in accord with above and with the balance, if any, being applied as PERS retirement credit, or (2) receiving no payment and instead having all accrued but unused sick leave applied as PERS retirement credit.

ARTICLE 17, VACATION

Vacations are subject to approval of the Supervisor, employees will be granted vacation leave with pay, if they have enough accrued vacation time to cover the amount of leave requested.

A. Accrual

The number of hours an employee accrues for vacation leave with pay is computed as follows:

1. Full-time regular employees shall accrue vacation on the following basis. Part-time regular employees shall accrue vacation on a pro-rated basis.

During Service Years	Annual Accrued Hours	Hours Accrued at end of Each Pay Period <i>(based on 26 pay periods)</i>
1,2&3	104	4.00
4,5 & 6	112	4.31
7, 8 & 9	120	4.62
10, 11 & 12	128	4.92
13,14 & 15	136	5.23
16, 17 & 18	144	5.54

19, 20 & 21	152	5.85
22, 23 & 24	160	6.15
25 & above	168	6.46

2. The maximum number of vacation hours that may be earned in any year is 168.
 3. Accrual of vacation time will be by month beginning with the date of hire and computed to the date of termination, pro-rated to the nearest one-half day.
- B. The vacation leave time earned each year will be available to the employee for vacation or may be accrued, wholly or partially, in the employee's Leave Account.
 - C. Normally, no more than 311 hours will be permitted to accrue in an employee's Leave Account.
 - D. The maximum vacation an employee can take is 21 consecutive working days, unless special circumstances warrant approval by the General Manager for a longer period.
 - E. Pay during vacation leave will be at the monthly rate currently paid the employee at the time the vacation is taken.
 - F. When an employee is discharged or terminated, he/she will be paid for his/her accumulated vacation leave at his/her then current base rate of pay.
 - G. In computing the amount of vacation leave accrual, holidays, weekends, paid vacation time and paid sick leave will be included as continuous service.
 - H. Vacation generally cannot be taken in lieu of sick leave except in certain family leave qualifying events.

ARTICLE 18, LEAVES OF ABSENCE

- A. A leave of absence without pay may be granted by Department Directors for up to 40 hours within a fiscal year. Such leaves do not require the General Manager's approval.
- B. Such leave without pay must be pre-approved before the time can actually be used. Also, such leaves may be taken even if the employee has existing comp time or vacation on the books. In no case, may a leave of absence without pay exceed 40 hours in a fiscal year without the General Manager's approval.
- C. In addition, leave without pay may be granted by the General Manager and shall not exceed a continuous period of 30 calendar days, except for extended unpaid sick leave, military leave, pregnancy leave, parental leave, and family and medical leave, or for leave as permitted by law..

- D. Vacation and sick leave benefits are not earned nor holidays paid during leave without pay. Leave of absence without pay includes any other leave where the District is not paying wages to the employee.

ARTICLE 19, HOLIDAYS

- A. The District shall observe the holidays listed below and upon which the District is normally closed:

- January 1
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day and the following Friday
- December 24
- December 25
- December 31

- B. If any of the holidays set forth above falls on the first day of an employee's weekend, the holiday will be observed on the previous work day.
- C. If any of the holidays set forth above falls on the last day of an employee's weekend, the holiday will be observed on the following work day.
- D. A weekend is any two or three regularly scheduled consecutive days off. An employee working a 9/80 workweek will alternate between two and three-day weekends.
- E. The December 24/25 and December 31/January 1 holidays often provide four consecutive days off for employees. If the holiday schedule provides four-day weekend for employees with Monday through Friday schedules then the District will try to schedule four consecutive days off for employees working an irregular workweek.

ARTICLE 20, MANAGEMENT LEAVE

- A. Employees receive 72 hours management leave, which is granted each fiscal year beginning July 1 and is for use within the fiscal year it is granted ending June 30.
- B. At the end of each fiscal year the following shall occur:
 - 1. All management leave must be used; or
 - 2. Unused management leave in excess of 60 hours must be used by June 30th or be forfeited; or
 - 3. Employees shall be paid for up to 50 hours of unused management leave provided they have used 80 hours of vacation and/or management leave within the fiscal year ending June 30; and
 - 4. In lieu of forfeiture, the employee may donate any unused management leave to the Catastrophic Leave Bank.

5. Upon voluntary resignation with notice, retirement or death, the employee shall be paid for all unused management leave hours.

ARTICLE 21, BEREAVEMENT LEAVE

An employee may be provided up to 27 hours paid leave due to the death of a member of the employee's immediate family. An employee that must travel more than 500 miles one way to attend services of the employee's immediate family member may be provided up to 40 hours paid leave. "Immediate family" is designated as the spouse/registered domestic partner, child, parent, sibling, grandparent or grandchild of the employee or the employee's spouse/registered domestic partner. If additional time off is required, the employee may request sick leave.

ARTICLE 22, JURY DUTY

Full-time, regular employees will be paid his/her regular salary while he/she is on jury duty for up to 80 hours per fiscal year, less the amount received from the Court for such service as a juror. An attendance record from the Court for the time spent on jury duty and a copy of the check for such service must be submitted to the District's payroll section. The amount received from the Court for service as a juror will be deducted from the employee's paycheck following completion of such service.

CHAPTER 5, EMPLOYER/EMPLOYEE RELATIONS

ARTICLE 23, DISCIPLINARY PROCEDURE

Disciplinary action should be initiated when the employee's performance or conduct falls short or below expected standards of performance or conduct. The seriousness of the offense and prior discipline or corrective actions will be considered in determining the level of disciplinary action required.

Generally, the following sequence will be followed in the process of correcting performance or conduct. It is highly recommended that the Human Resources Manager be consulted prior to initiating any disciplinary actions.

A. Supervisor Conference

1. The supervisor will confer with the employee about the areas needing improvement and reach a clear understanding of expectations, which will be reduced to writing, to bring the performance or conduct to acceptable standards. Depending on the seriousness of the employee's substandard performance or conduct, the supervisor may document the discussion in writing.
2. In some cases, especially if counseling fails to result in marked improvement, the supervisor may initiate a Performance Improvement Plan (PIP). The PIP will include 1) a description of the areas in which the employee is not meeting expectations, 2) a description of what the employee must do to meet performance expectations, 3) the time period (generally no more than 90 days) to attain the expected performance expectations, and 4) a statement of the consequences of failing to bring the performance expectations to acceptable level. Both the supervisor and the employee must sign the PIP.

B. Reprimands

1. In the event the supervisor's counseling, warning, or PIP does not result in improvement of performance to acceptable levels, the supervisor may prepare a written reprimand. The written reprimand will put the employee on notice that failure to correct performance or conduct may result in more serious disciplinary actions, up to and including termination.
2. Notwithstanding the above, a reprimand may be issued to an employee without prior counseling or warning depending on the seriousness of the offense, performance, or conduct.
3. An employee has the right to respond in writing and have the response attached to the reprimand as part of the personnel file.

C. Severe Disciplinary Actions

1. Severe disciplinary actions are defined as demotion/transfer, suspension without pay, or termination.
2. The District may impose disciplinary actions on a case by case basis when warnings, reprimands, or other corrective actions have failed to improve expected standards of performance or conduct, or when the offense, conduct or violation is deemed to be severe and warrants discipline up to and including termination. The severity of the disciplinary action will consider the employee's previous history of performance, conduct and disciplinary actions.
3. The employee may appeal the proposed disciplinary action to the General Manager within seven calendar days. The General Manager will schedule a meeting with the employee within seven calendar days of receiving notice of the appeal. The General Manager will render a written decision within seven calendar days of the meeting.
4. The employee may appeal the General Manager's final decision to the Board of Directors by giving written notice to the General Manager within seven calendar days of receipt of the General Manager's written decision. The Board will consider the appeal at a regularly scheduled meeting within a reasonable period of time. The decision of the Board is final.

D. At Will

The forgoing does not apply to the at will status for new employees to this bargaining Unit or to those employees who have a change in classification as of July 1, 2010 as defined in Article 29, At Will Employees.

ARTICLE 24, GRIEVANCE PROCEDURE

A grievance is a claim by one or more persons of a violation, misinterpretation or inequitable application of the rules and regulations or memorandum of understanding applicable to the employees. A dispute over the terms of the Agreement or a dispute concerning a performance evaluation shall not constitute a grievance.

A. Processing the Grievance -- Step No. 1
Informal Discussion with Supervisor:

1. The grievance shall first be discussed on an informal basis by the aggrieved with his/her immediate Supervisor within 7 calendar days from the date of the action causing the grievance. Every effort shall be made to resolve the grievance between the employee and his/her immediate Supervisor.

B. Processing the Grievance -- Step No. 2
Formal by Supervisor:

1. In the event the employee believes the grievance has not been satisfactorily resolved, the employee shall submit the grievance in writing to the Supervisor within 7 calendar days after the informal discussion in Step 1.
2. The Supervisor shall give his/her written decision within 7 calendar days after receiving the written grievance.

C. Processing the Grievance -- Step No. 3
Review by General Manager:

1. If the grievance has not been satisfactorily resolved by the Supervisor the grievance may be submitted to the General Manager within 7 calendar days. Within 7 calendar days after receiving the written grievance, the General Manager shall schedule a meeting with all parties concerned, and they shall thoroughly discuss the grievance.
2. The General Manager shall give his written decision within 7 calendar days. If the aggrieved feels that the decision of the General Manager is unjust, a final appeal may be made to the Board of Directors within 7 calendar days. The decision of the board is final.

D. The employee at any step of the grievance procedure may represent himself/herself, may be represented by a fellow employee, attorney, or any other person he/she may choose. Employee representatives must take pre-approved time off.

E. The time limitations are designed to quickly settle a grievance. Time limitations may be extended by agreement of both parties in writing. If at any stage of the grievance procedure the employee is dissatisfied with the decision rendered, it shall be the grievant's responsibility to submit the grievance to the next designated level of review within the time limits specified. Failure to submit the grievance within the time limits imposed shall terminate the grievance process and the grievance shall be considered resolved. The grievant shall promptly proceed to the next step if the immediate Supervisor or General Manager fails to respond within the time limits specified, unless prior mutually agreeable arrangements are made.

ARTICLE 25, LAYOFFS

In the event the work load of the District decreases to the point where lay-off of otherwise satisfactory employees is required, lay-offs within each classification will be determined by the General Manager on the basis of merit, as determined by his/her performance reports for

his/her current classification, and will be subject to two weeks' notice or severance pay, at the discretion of the employee. For 24 months employees so laid off will be called to resume work prior to District recruiting to fill jobs created by an increase in the District's workload for the classification in question.

ARTICLE 26, PEACEFUL PERFORMANCE

- A. The parties recognize and acknowledge that many of the services performed by the employees covered by this Agreement are essential to the public health, safety and general welfare of the residents within the District service area.
- B. Consequently, the Association agrees that under no circumstances will it recommend, encourage, cause or permit its members to initiate, participate in, nor will any member of the bargaining Unit take part in, any strike, sit-down, stay-in, slow-down or picketing (hereinafter collectively referred to as work-stoppage), in any office, or facility of the District, not to curtail any work or restrict any production, or interfere with any operation of the District during any period in which an Agreement is in effect, or during any period in which an expired Agreement has remained in effect while the parties negotiate a successor Agreement.
- C. In the event of any such work-stoppage by any member of the Unit the District shall not be required to negotiate on the merits of any dispute which may have given rise to such work-stoppage until said work-stoppage has ceased.
- D. In the event of any such work-stoppage during the term of this Agreement, whether by, the Association or by any member of the Unit, the Association, by its officers, shall immediately declare in writing and publicize that such work-stoppage is contrary to the Agreement and unauthorized and further direct its members in writing to cease the said conduct and to resume work. Copies of such written notice shall be served upon the District.
- E. If in the event of a work-stoppage, the Association promptly and in good faith performs the obligations of this Section, and, providing, the Association has not otherwise authorized, permitted or encouraged such work-stoppage, the Association shall not be liable for any damages caused by the violation of this Section.
- F. However, the District shall have the right to discipline, subject to due process*, including discharge, any employee who instigates, participates in, or gives leadership to, work-stoppage activity herein prohibited.
- G. The District and the Association shall have the right to seek full legal redress.

*Employees not deemed At Will

ARTICLE 27, PERFORMANCE

Each district employee is expected to:

- A. Work in harmony with his/her supervisor and fellow employees.
- B. Not use District facilities or time during which he/she is being paid by the District, on personal projects.

- C. Refrain from activities or personal conduct on the job that would cast discredit on the District, its management, or employees.

ARTICLE 28, TELECOMMUTING

Telework has been found to benefit society by reducing energy consumption, decreasing environmental pollution, and reducing traffic congestion. Additionally, telework has been found to benefit employers and employees by reducing office costs, saving commuting costs, allowing flexibility in work schedules, and promoting a positive work/life balance. The Department Director may approve occasional or regular partial or full day telecommuting schedules that meet the operational needs and policies of the District, up to two (2) partial or full days per week. Telecommuting is subject to the terms and conditions of the District Telecommuting Policy.

ARTICLE 29, SEPARATION FROM THE DISTRICT

- A. An employee resigning or leaving work without two weeks' notice will be considered discharged insofar as the application of these rules and regulations is concerned.
- B. Resignations will be effective upon the last day worked, and payment will be made on the next pay day for any accrued vacation leave.
- C. An employee separating from the District in good standing is expected to refrain from using paid time off during the final two weeks of his or her tenure with the District.

ARTICLE 30, AT-WILL EMPLOYEES

Unit Employees hired after July 1, 2010 or who transfer to a new classification within this Unit will be designated as AT WILL EMPLOYEES.

ARTICLE 31, FULL UNDERSTANDING, MODIFICATION AND WAIVER

- A. It is intended that this Agreement sets forth the full and entire understanding of the parties regarding the matters in this Agreement, and any prior or existing understanding or agreements, whether formal or informal, regarding such matters are superseded and terminated.

Management will continue to administer the formal and informal terms and conditions of employment in a reasonable manner.

- B. The Association and the District agree that during the negotiations which resulted in this Agreement, each had unlimited right and opportunity to make demands and proposals with respect to any subject or matter within the scope of employee-employer relations. Therefore, this Agreement represents the only Agreement of the parties which may provide for changes in terms and conditions of employment as a result of negotiations and/or actual adoption and implementation of the provisions of this Agreement.
- C. During the term of this Agreement, neither the District nor the Association shall be obligated to Meet and Confer on any matter:
 - 1. Whether or not specifically referred to in this Agreement;

2. Whether or not the matter was within the knowledge or contemplation of either party at the time of negotiations;
3. Whether or not the matters were proposed and later withdrawn during negotiations.

D. No change to this Agreement will be binding upon either party unless made in writing and signed by the parties

E. The waiver of appeal of any breach of any term or condition of this Agreement by either party shall not constitute a precedent or in any way bar the future enforcement of all contractual terms and provisions.

ARTICLE 32, DISTRICT RIGHTS

It is the exclusive right of the District to determine the mission of each of its constituent departments, board, and commissions, set standards of services to be offered to the public, and exercise control and discretion over its organization and operations. It is also the exclusive right of the District to direct its employees and evaluate their work performance, take disciplinary action for cause, relieve its employees from duty because of lack of work or for cause, and determine the methods, means and personnel by which the District's operations are to be conducted; provided, however, that the exercise of such rights does not preclude employees or their representatives from conferring or raising grievances about the practical consequences that decisions on these matters may have on wages, hours, and other terms and conditions of employment.

ARTICLE 33, EMPLOYEE RIGHTS

Employees of the District shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employee relations. Employees of the District also shall have the right to refuse to join or participate in the activities of employee organizations, and shall have the right to represent themselves individually in their employment relations with the District. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against because of his/her exercise of these rights.

**For Las Virgenes Manager, Supervisor,
Professional and Confidential
Employees Association:**

For Las Virgenes MWD:

Vicky Barker, Negotiator

Adrianna E. Guzman, Negotiator

**Brett Dingman
Bargaining Team Member**

**Don Patterson, Director of Finance
and Administration**

Angela Saccareccia
Bargaining Team Member

Sophia Crocker, Human Resources
Manager

Authorized to accept this Memorandum of Understanding on behalf of the Las Virgenes Municipal Water District Board of Directors, at their meeting of December 7, 2021.

David W. Pedersen
General Manager

Date

Approval as to form:

W. Keith Lemieux
Legal Counsel

Date

Appendix A

LVMWD
 Management Classifications- covered by this Agreement
 Hourly Salary Table – ~~January 12, 2019~~

To be updated

MANAGEMENT UNIT SALARY SCHEDULE				
Effective 1/12/2019				
			January 2019	
Classification	Range	Time Base	Entry	Top
Customer Services Manager	E114	Hourly	\$57.64	\$80.70
		Monthly	\$9,991.18	\$13,987.65
Executive Assistant/Clerk of the Board	E96	Hourly	\$48.19	\$67.46
		Monthly	\$8,352.80	\$11,693.92
Facilities Manager	E114	Hourly	\$57.64	\$80.70
		Monthly	\$9,991.18	\$13,987.65
Facilities Manager/Engineer	E122	Hourly	\$62.42	\$87.38
		Monthly	\$10,819.02	\$15,146.62
Finance Manager	E114	Hourly	\$57.64	\$80.70
		Monthly	\$9,991.18	\$13,987.65
Finance Manager/CPA	E122	Hourly	\$62.42	\$87.38
		Monthly	\$10,819.02	\$15,146.62
Information Systems Manager	E122	Hourly	\$62.42	\$87.38
		Monthly	\$10,819.02	\$15,146.62
Principal Engineer	E122	Hourly	\$62.42	\$87.38
		Monthly	\$10,819.02	\$15,146.62
Public Affairs & Communications Manager	E114	Hourly	\$57.64	\$80.70
		Monthly	\$9,991.18	\$13,987.65
Resource Conservation Manager*	E114	Hourly	\$57.64	\$80.70
		Monthly	\$9,991.18	\$13,987.65
Water Reclamation Mgr/Engineer	E122	Hourly	\$62.42	\$87.38
		Monthly	\$10,819.02	\$15,146.62
Water Systems Manager	E114	Hourly	\$57.64	\$80.70
		Monthly	\$9,991.18	\$13,987.65
Water Systems Manager/Engineer	E122	Hourly	\$62.42	\$87.38
		Monthly	\$10,819.02	\$15,146.62

*Indicates 5% range adjustment available-DOQ



December 7, 2021 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Engineering and External Affairs

Subject : Improved Identification and Branding of District Vehicles

SUMMARY:

On August 17, 2021, Director Len Polan requested a future agenda item to discuss options for improved identification and branding of District vehicles. Vehicle branding is one of several ways that the District can provide important messaging to customers, as well as create an identity that better informs the public of who we are and what we do. Currently, most District vehicles only bare the logo on the door panels. With additional branding on at least a portion of the vehicles, the District can provide important information to customers at very little cost and help the public better identify the vehicles and correlate them with the work performed in their community.

RECOMMENDATION(S):

Consider and provide feedback on options for improved identification and branding of District vehicles.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

Additional branding for 12 vehicles is estimated to cost no more than \$5,000. Sufficient funding is available in the adopted Fiscal Year 2021-22 Budget for this purpose.

DISCUSSION:

On August 17, 2021, Director Len Polan requested a future agenda item to discuss options for improved identification and branding of District vehicles. After a brief discussion among Board Members, staff noted that branding of District vehicles was not intended to entail changes to the District's logo. Subsequent to the meeting, staff from Facilities & Operations and Public Affairs met on several occasions to share ideas and develop the attached concepts. The wording and graphics are intended to keep the messaging simple, direct customers to the District's website and avoid overwhelming other motorists. Staff was also mindful to avoid "wraps" on vehicles that could damage the paint and affect the resale value.

At this time, staff proposes to install additional graphics on no more than 12 vehicles. The affected vehicles would be pick-up trucks that would bare graphics on both rear quarter panels along with a removable magnet on the tailgate. The approach could be expanded to other vehicles in the future if it is determined that the branding has provided a worthwhile investment, conveying various types of information related to District activities and/or helping to bolster the District's identity. The attachment provides several different illustrations for consideration. Staff will explain how the concepts were developed as part of the oral presentation and seeks input from the Board before finalizing the approach and installing the graphics.

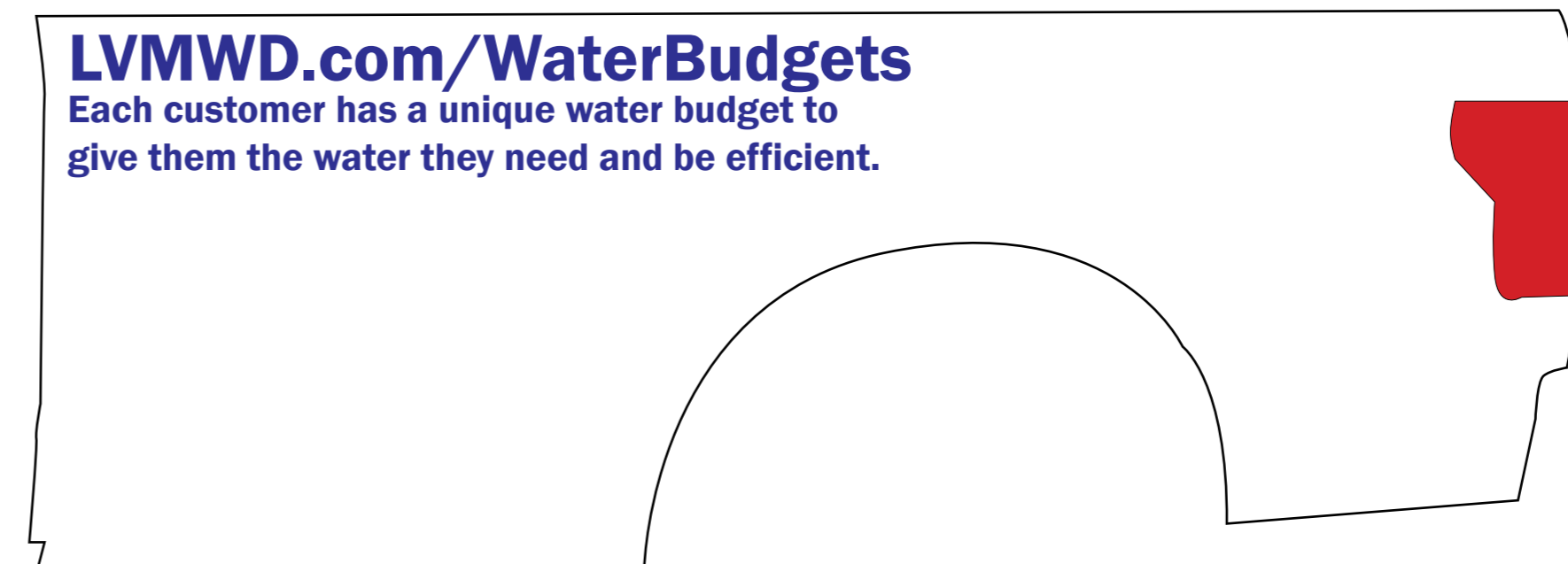
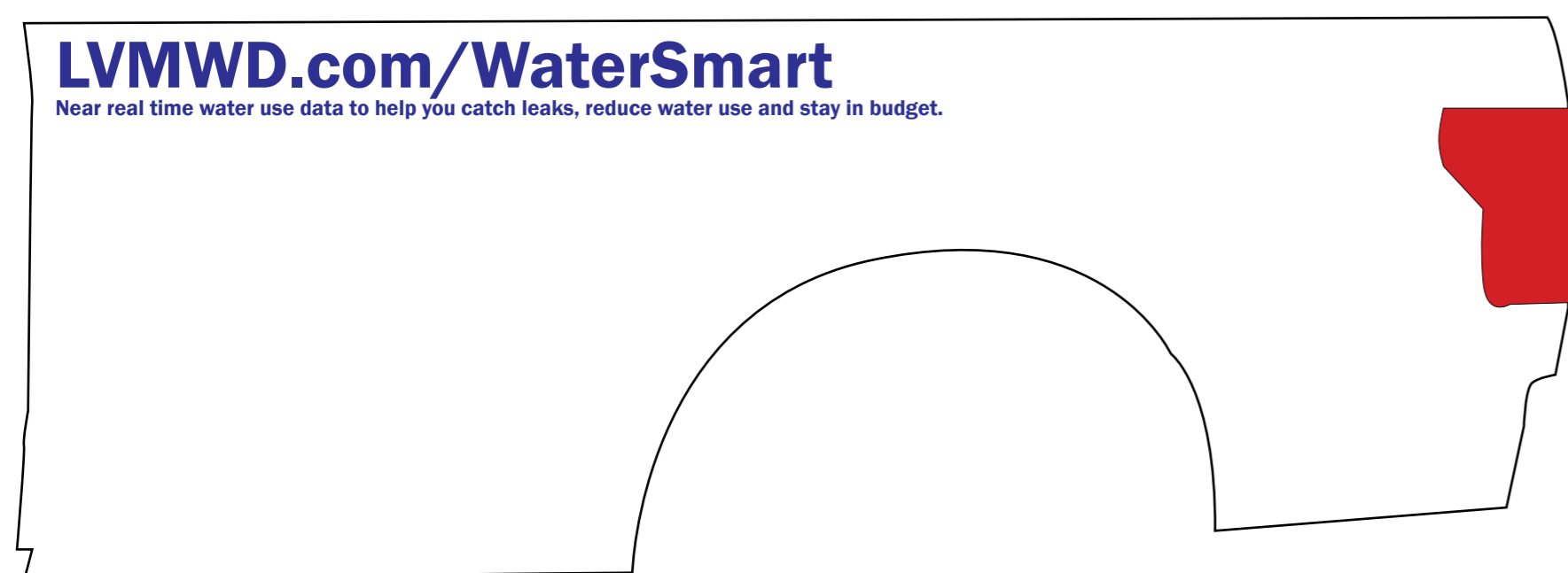
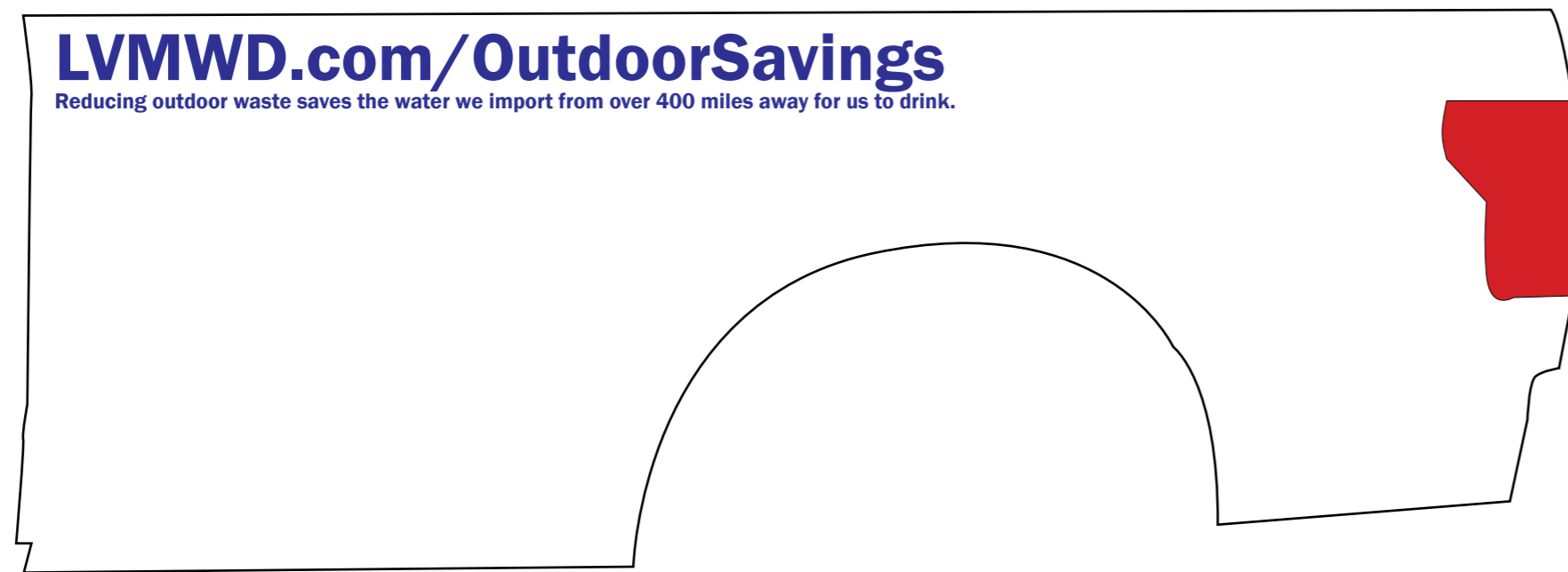
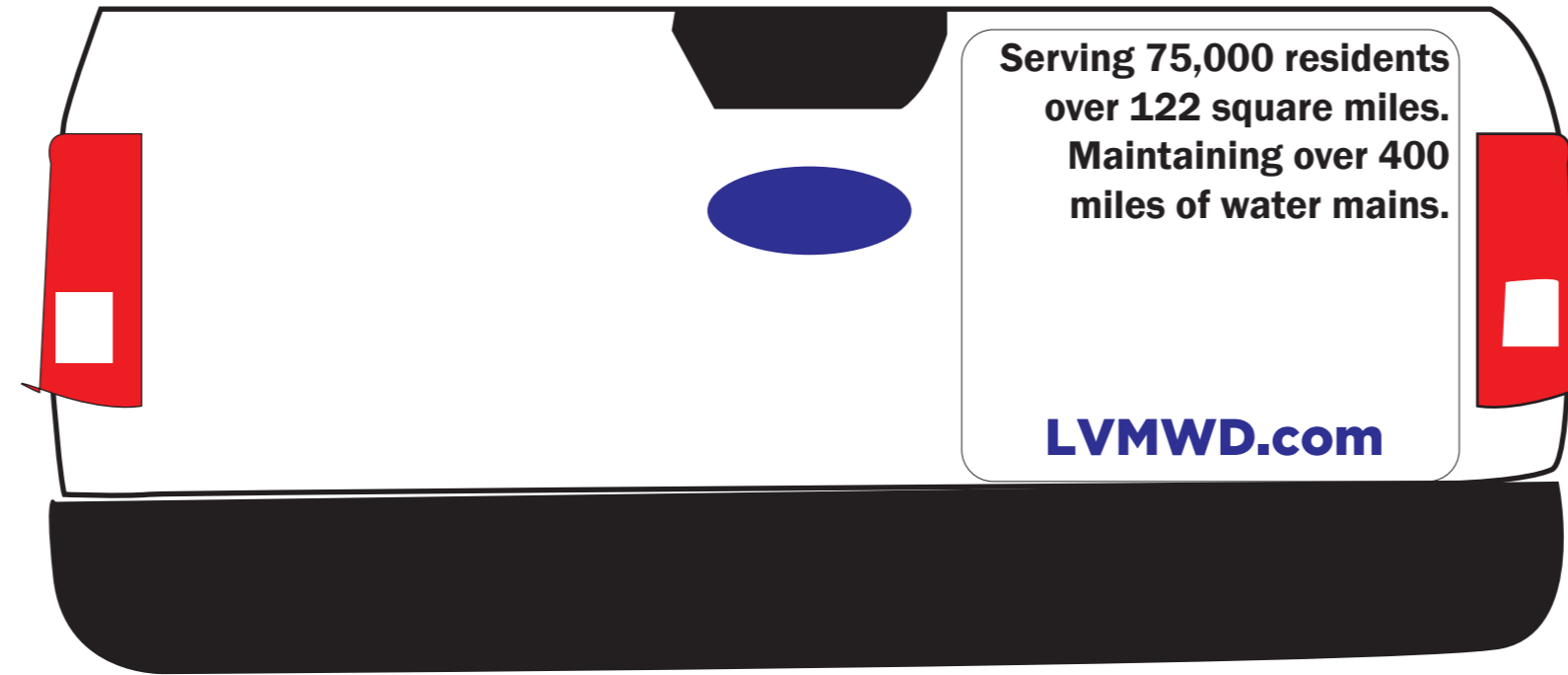
GOALS:

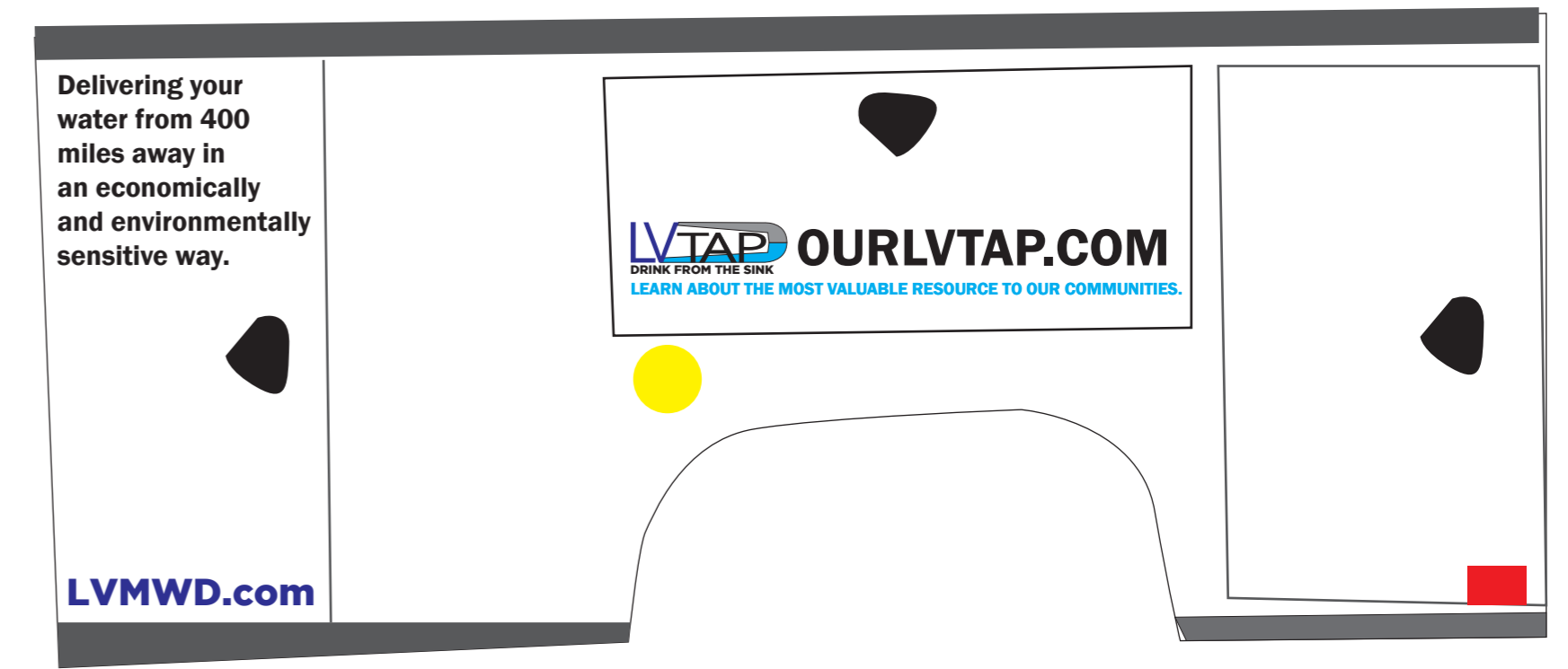
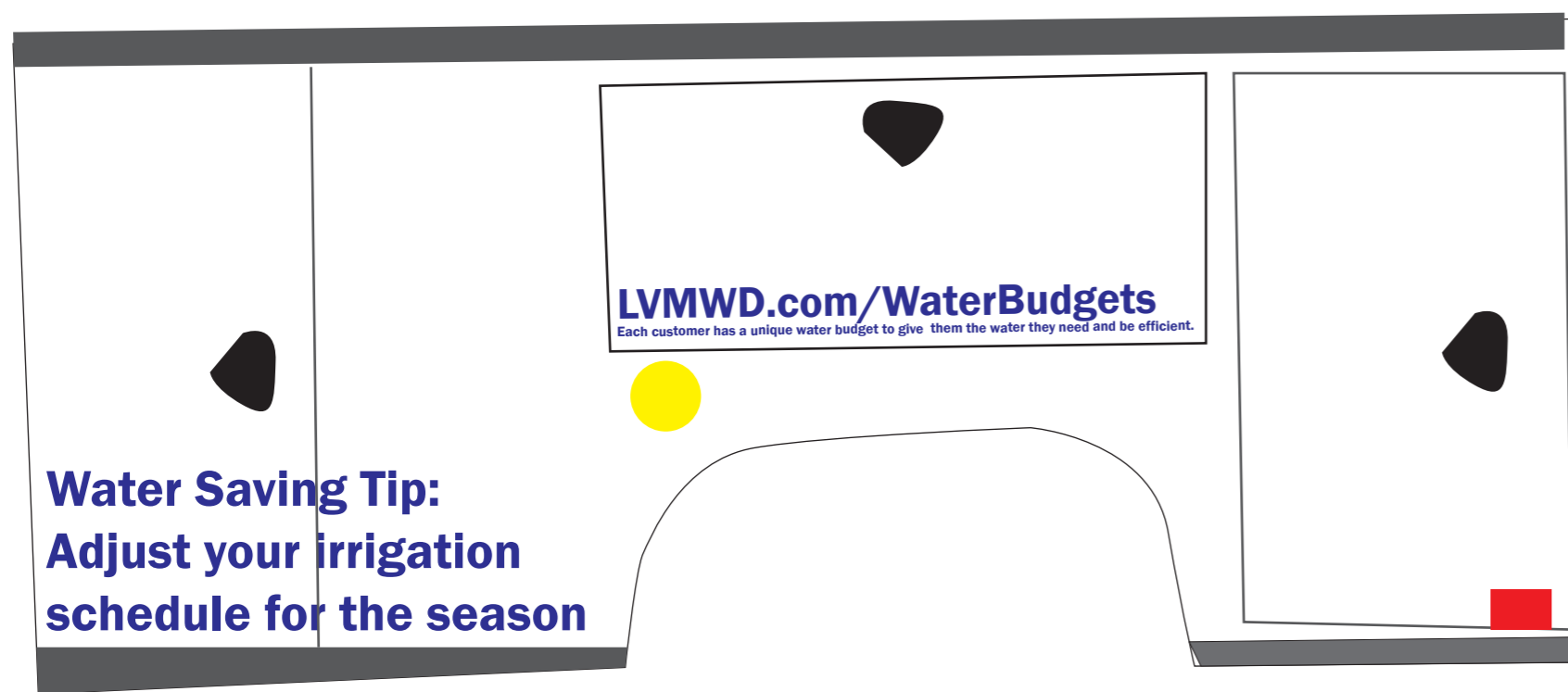
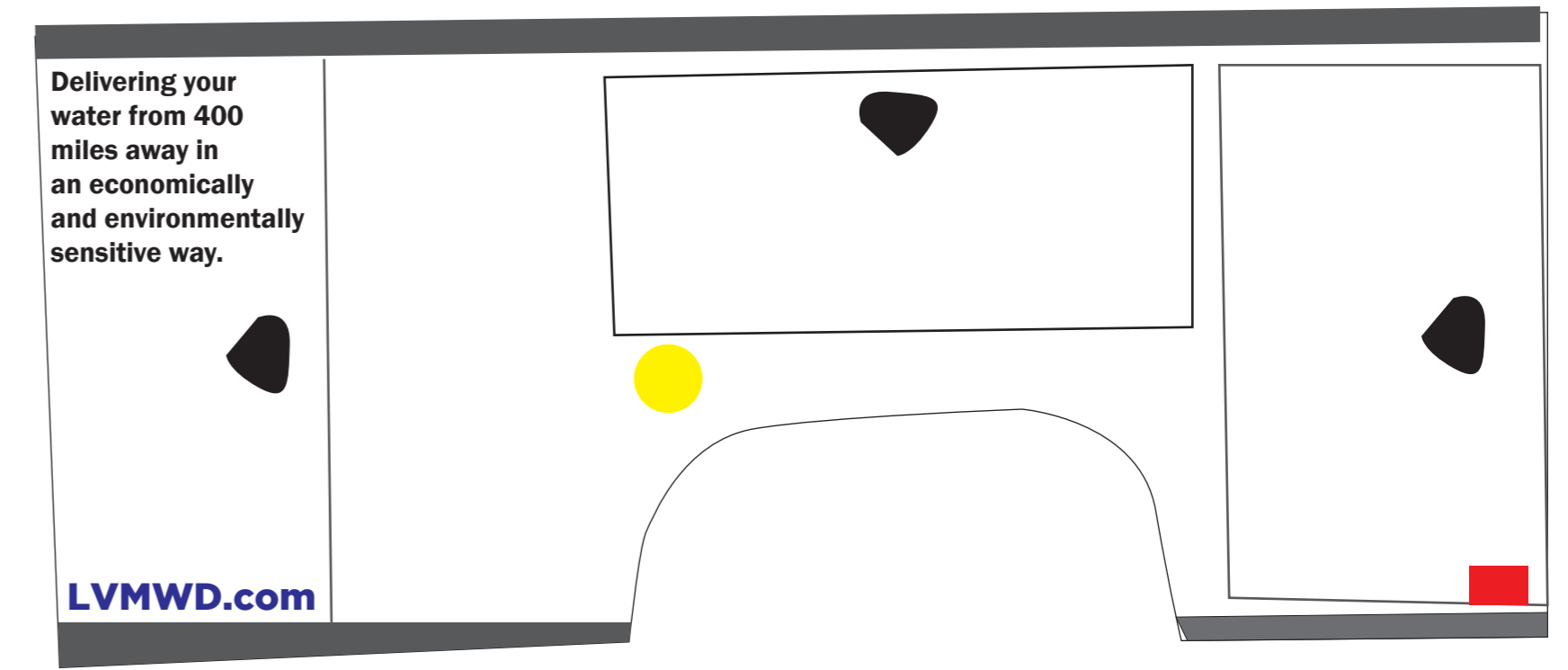
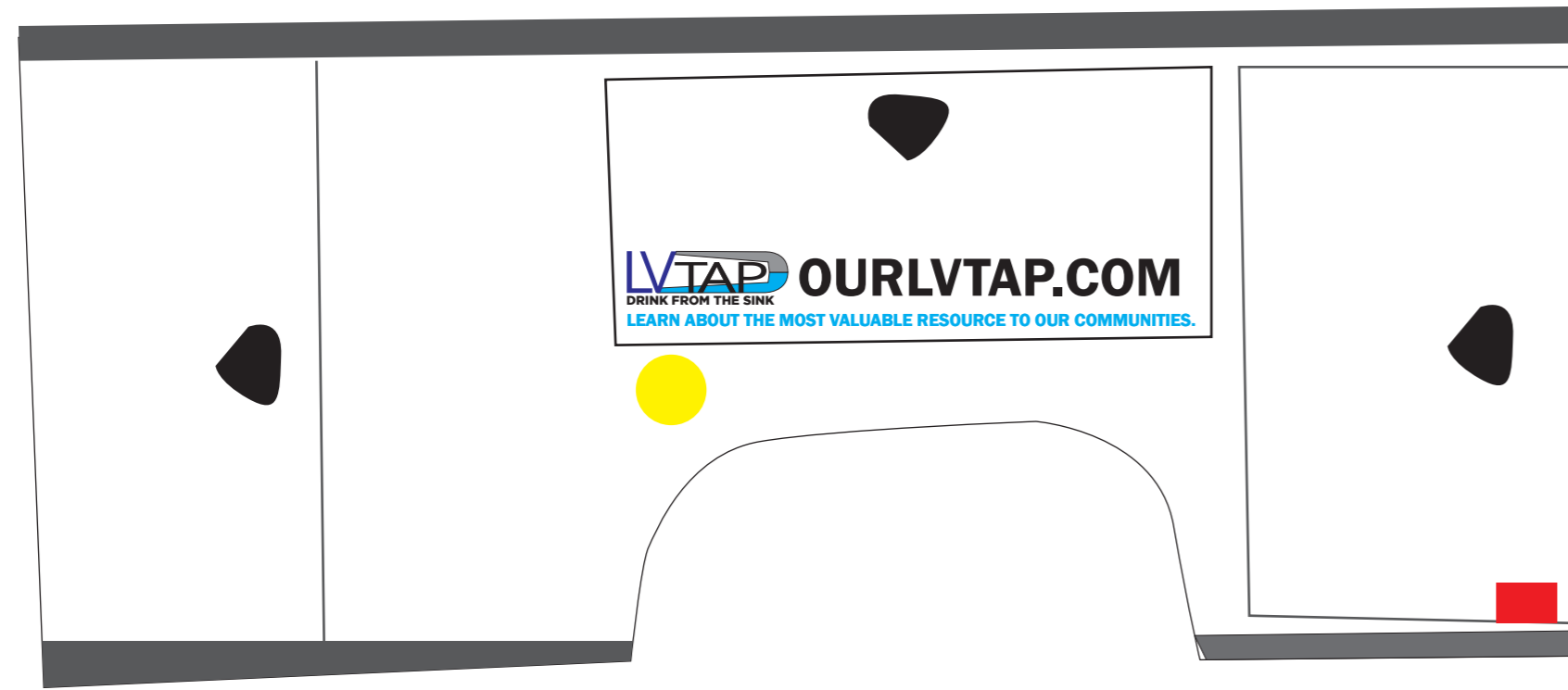
Sustain Community Awareness and Support

Prepared by: Joe McDermott, Director of Engineering and External Affairs

ATTACHMENTS:

Vehicle Branding Concepts









December 7, 2021 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Engineering and External Affairs

Subject : Digital Media Advertisement with Adtaxi: Approval of Change Order

SUMMARY:

On May 4, 2021, the Board accepted a proposal from Adtaxi, a digital media advertising firm, and authorized the General Manager to execute an agreement, in the amount of \$30,000, for a three-month trial of digital media advertising for the LV Tap Campaign. The trial was highly successful and provided a direct line of communication to educate and inform the District's customers where many of them get information – digital media. Meeting customers where they get their information is more important now and will continue to be critical in the future. Because of the urgent need to inform customers about conservation, water budgets, rebates and water supply conditions with the on-going statewide drought emergency, digital advertising will be a staple in the District's outreach portfolio. As a result, staff recommends approval of a change order with Adtaxi, in the amount of \$30,000, for an additional 10-months of digital media advertisement.

RECOMMENDATION(S):

Authorize the General Manager to approve Change Order No. 1 with Adtaxi, in the amount of \$30,000, for additional digital media advertisement associated with response to the on-going statewide drought emergency.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

Sufficient funds are available for this work in the adopted Fiscal Year 2021-22 Budget.

DISCUSSION:

After the initial trial campaign of digital advertising that ended in September 2021, District staff took stock of the success of the investment. The three-month LV Tap and drought messaging campaign ran from June 15, 2021 through September 15, 2021, using both display and Facebook ads. Both approaches yielded increased viewership results, but the banner advertising was most successful. Combined, 7,496,969 impressions were earned, and 97,630 reaches were recorded. These figures translate to nearly 7.5 million eyes landing on the advertisements and nearly 98,000 different or unique individuals seeing the District's ads. Breaking this down a bit more, display advertising was vastly more successful with 6,938,228 impressions and 61,441 unique individuals reached. Unlike Facebook ads, display advertising consists of using text, static images and an ORAL that directs interested individuals back to a website to learn more information about a product, or in this case, polices, water supply conditions and conservation regulations. The attached Adtaxi Trial Campaign Metrics provides additional information.

As the drought emergency continues to unfold, District conservation messaging is more important than ever. Leveraging all possible places where people get information, and meeting them there, is a direct mechanism to better achieve success through education. Digital advertising has proven to be a platform that garners enormous numbers and provides the District with a direct path to customers using platforms that can be viewed via phone, news articles, internet searches and applications. The scope change and additional funding would provide for 10-months' worth of display advertising through the existing agreement with Adtaxi. The total amount of the contract will increase to \$60,000. A waiver of competitive bidding is not required given that a formal selection process for digital advertising was conducted earlier this year with Adtaxi's proposal prevailing. Also, given the current state of drought emergency as declared by the Board on November 2, 2021, it is important to continue providing advertisement in alignment with the District's Strategic Communications Plan for Drought Messaging. Attached is a copy of the quotation for Change Order No. 1 with Adtaxi.

GOALS:

Sustain Community Awareness and Support

Prepared by: Mike McNutt, Public Affairs and Communication Manager

ATTACHMENTS:

Adtaxi Trial Campaign Metrics
Quotation for Change Order No. 1

LVMWD

Campaign To Date June - Sept '21



Las Virgenes Municipal Water District

Combined Campaign Performance & Notes (Facebook & Display)

Spend	Reach	Impressions	Clicks	CTR	CPR (Cost Per Reach)
\$30,873.00	97,630	7,496,969	7,489	0.10%	\$0.32

Year of the TAP	Taste the Water	Site Visitors	CPV (Cost Per Visitor)
2643	70	5228	\$5.91

- During the campaign we were able to reach over 97k unique users in the LVMWD area at a CPR (Cost Per Reach) of \$0.32.
- Even with the increase in unique users reached we were still able to serve approx. 2.56 ads a day per unique user and just over 3 ads per day to each unique household.
- Out of the 96k users we reached 5.2k users made it to the website (5.35% visit rate) for an average CPV (Cost Per Visitor) of \$5.91.



Las Virgenes Municipal Water District Campaign – Breakdown

Display									
Spend	Reach	Impressions	Clicks	CTR	Year of the TAP	Taste the Water	Site Visitors	Drought	CPV (Cost Per Visitor)
\$17,742.00	61,441	6,938,228	3,249	0.05%	1453	40	3,743	149	\$4.74

Facebook									
Spend	Reach	Impressions	Clicks	CTR	Year of the TAP	Taste the Water	Site Visitors	Water Supply Conditions	CPV (Cost Per Visitor)
\$13,131.00	36,189	558,741	4,240	0.76%	1,190	30	1,485	311	\$8.84

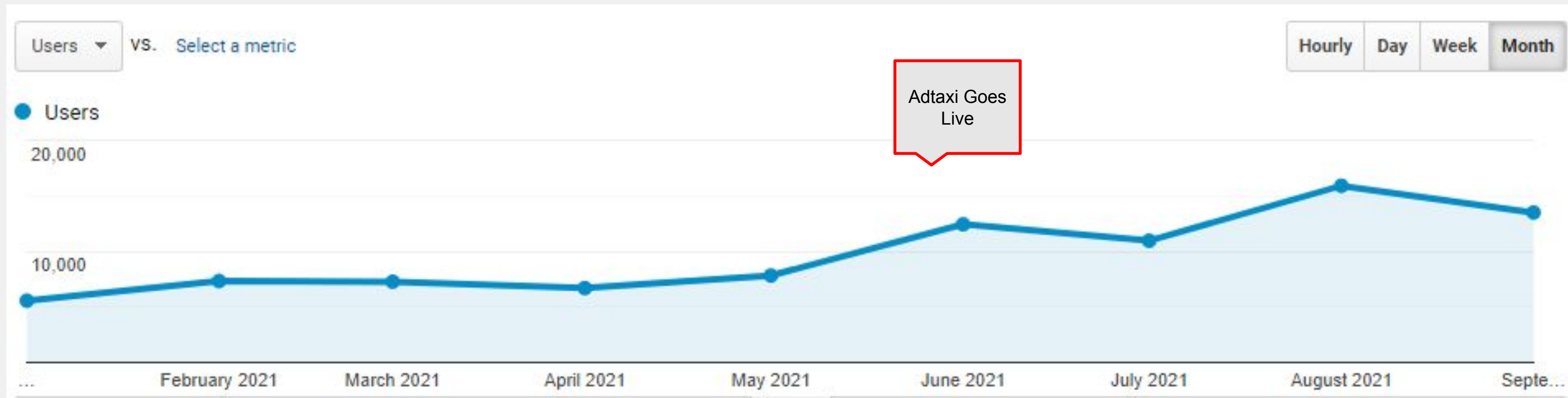
Facebook Engagement Metrics				
Reactions	Comments	Shares	Total Post Engagements	CPE (Cost Per Engagement)
280	40	30	7,365	\$1.78

- Although FB served less overall impressions (this is typical as FB has higher CPMs) our engagement metrics and primary KPIs are all inline and near our Display totals.
- Display was able to drive a much more efficient site per visitor than social, so we may want to continue to stay heavy on Display for future campaigns.



Las Virgenes Municipal Water District Google Analytics – Breakdown

Site Visitors by Month



Site Visitors by Month

1-14th								
Jan	Feb	Mar	Apr	May	Jun	July	August	September
5,563	7,330	7,269	6,692	7,824	12,430	10,995	15,899	13,493

Acquisition			
Source / Medium ?	Users ? ↓	New Users ?	Sessions ?
	120.23% ↑ 49,915 vs 22,665	130.87% ↑ 48,601 vs 21,051	83.33% ↑ 61,708 vs 33,660
1. (direct) / (none)			
Jun 1, 2021 - Sep 14, 2021	30,381 (60.12%)	30,019 (61.77%)	33,981 (55.07%)
Feb 15, 2021 - May 31, 2021	10,356 (44.63%)	9,923 (47.14%)	14,013 (41.63%)
% Change	193.37%	202.52%	142.50%
2. google / organic			
Jun 1, 2021 - Sep 14, 2021	8,763 (17.34%)	7,796 (16.04%)	13,318 (21.58%)
Feb 15, 2021 - May 31, 2021	8,981 (38.71%)	7,789 (37.00%)	13,162 (39.10%)
% Change	-2.43%	0.09%	1.19%
3. adtaxi / banners			
Jun 1, 2021 - Sep 14, 2021	6,682 (13.22%)	6,643 (13.67%)	6,798 (11.02%)
Feb 15, 2021 - May 31, 2021	0 (0.00%)	0 (0.00%)	0 (0.00%)
% Change	∞%	∞%	∞%
4. adtaxi / social			
Jun 1, 2021 - Sep 14, 2021	1,966 (3.89%)	1,949 (4.01%)	2,397 (3.88%)
Feb 15, 2021 - May 31, 2021	0 (0.00%)	0 (0.00%)	0 (0.00%)
% Change	∞%	∞%	∞%

- Since launching, we've seen the online traffic increase significantly. In the chart to the right, you can see the increase in total site visitors and how the longer we are running the stronger the performance. September is almost equal to August totals and this was only looking at the first half of the month since we paused yesterday.



Las Virgenes Municipal Water District Facebook & Display Creatives Screenshots

Las Virgenes Municipal Water District
Sponsored · 🌐

LV Tap is our product that represents our dedication to providing high-quality water service in a cost-effective and environmentally sensitive manner.

Before you drink from the sink, we test it. 11,000 times a year on 1,200 samples.

LVMWD.COM
Year Of The Tap
Drink From The Sink

Learn More

Like Comment Share

Las Virgenes Municipal Water District
Sponsored · 🌐

LV Tap is the water that LVMWD delivers to your sink, every day. The District's whole mission is to serve customers clean, safe, and reliable water.

Dedicated, highly trained and state certified staff combine with new technology to get water to your tap every day.

#YearoftheTap

LVMWD.COM
Year Of The Tap
Drink From The Sink

Learn More

Like Comment Share

Las Virgenes Municipal Water District
Sponsored · 🌐

"Providing the highest quality drinking water and sanitation services to our customers is the basis of our mission."
- LVMWD Board President Jay Lewitt.

Year of the Tap is here. Let's celebrate the most important resource to our region and Drink from the Sink!

OURLVTAP.com
LAS VIRGENES RESERVOIR AND THE WESTLAKE FILTRATION PLANT

LVMWD.COM
Year Of The Tap
Drink From The Sink

Learn More

Like Comment Share

Dedicated, highly trained and state certified staff combine with new technology to get water to your tap every day.

#YearoftheTap

LAS VIRGENES MUNICIPAL WATER DISTRICT

Before you drink from the sink, we test it. 11,000 times a year on 1,200 samples.

LVTAP DRINK FROM THE SINK

Year of the Tap is here. Let's celebrate the most important resource to our region and Drink from the Sink!

OURLVTAP.com
LAS VIRGENES RESERVOIR AND THE WESTLAKE FILTRATION PLANT



Advertiser Legal Name: Las Virgenes Municipal Water District

URL: <https://www.lvmwd.com/>

Advertiser Contact Name: Mike McNutt

Advertiser's Agency (where applicable): _____

Agency Contact Name (where applicable): _____

Additional Authorized Signatories: _____

Adtaxi Representative: Kevin Mai

Billing Address: 4232 Las Virgenes Road,
Calabasas, CA 91302-1994
Commerce, CA 90040
United States

Title: _____

Title: _____

Title: _____

Title: _____



AdTaxi
2190 S Towne Center Place
Anaheim, CA. 92806
Adtaxi.com

Schedule of Fees

Product	Platform	Start Date	Duration (M)	Average Monthly Spend	Campaign Total	Target Conversion 1:	Target Conversion 2:	Target Conversion 3	Target Conversion 4	Target Conversion 5
Quantum Display & Retargeting	Quantum RTB	12/15/21	10	\$3,000	\$30,000					
					\$0					
					\$0					
					\$0					
					\$0					
					\$0					
					\$0					
					\$0					

Totals

	\$3,000	\$30,000
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Additional Items

Item	Description	Start Date	Duration (M)	Average Monthly Spend	Campaign Total
Creative Services (Basic)					Waived
Adtaxi Dashboard					Waived
Feed Optimization					Waived
					\$0

Totals

	\$0	\$0
--	-----	-----

Terms & Conditions

Payment Terms

All campaigns are to be prepaid monthly unless Advertiser is approved for credit terms. Upon approval and establishment of credit terms, Advertiser agrees to remit full payment to Adtaxi within 30 days from date of invoice. In no event shall termination of this Agreement for any reason relieve the Advertiser of the obligation to pay Adtaxi the full amount due through the end of the current contract term.

Limitation of Liability/Indemnifications

Adtaxi assumes no liability or responsibility for any unauthorized access to Adtaxi's secure servers, any bugs, viruses, Trojan horse or other malicious activity. Without limiting the foregoing, the maximum aggregate liability of Adtaxi arising out of or in connection with these terms or the services provided hereunder shall not exceed the fees actually paid by the Advertiser to Adtaxi for the Affected Campaign Days, which shall be paid in the form of a credit redeemable for services provided by Adtaxi. "Affected Campaign Days" is defined as days of a specific marketing campaign during which the Information or services provided hereunder materially failed to conform to the terms of this Agreement. Advertiser agrees to indemnify and hold Adtaxi harmless with respect to any claims or actions by third parties against Adtaxi based upon materials furnished by or created for client by Adtaxi and approved by Advertiser or where material created by Adtaxi is substantially changed by Advertiser.

Contract Length	See Schedule of Fees
Cancellation /Renewal	This agreement is non-cancellable for the first 90 days of the campaign (or duration of the campaign if less than 90 days) and will auto renew for the same term and at the most recent monthly spend at the end of the agreement unless 30 days written notice of non-renewal is received by Adtaxi. Cancellations must be given in writing at least 30 days prior to cancellation date. Cancellation will go into effect on the 1st of the month following the 30 day cancellation grace period.
Co-op	Adtaxi does not guarantee eligibility or reimbursement for any manufacturer co-op program(s). Advertiser assumes sole responsibility for the management of co-op reimbursement programs in which they participate. Under no circumstances are monies due to Adtaxi dependent on Advertiser's co-op reimbursement. Adtaxi may, when requested by client, attempt to the best of its ability to provide documents to Advertiser to aid in co-op reimbursement but is under no contractual obligation to do so and shall not be held liable for the co-op eligibility or ineligibility of any documents provided to Advertiser.
Confidentiality	Confidentiality and Safeguard of Property: Advertiser and Adtaxi respectively agree to keep in confidence, and not to disclose or use for its own respective benefit or for the benefit of any third party (except as may be required for the performance of services under this Agreement, with advanced written approval by Advertiser, or as may be required by law), any information, documents, or materials that are reasonably considered confidential regarding each other's products, business, customers, suppliers, or methods of operation.
Advertiser Requirements	Advertiser is required to inform Adtaxi in writing (via email) of any changes to their website. Advertiser agrees that changes to their website may impact campaign performance, monitoring and conversions, and agrees not to hold Adtaxi liable for any issues or drops in performance and /or reporting caused by changes made on by the Advertiser to their website. These changes may include, but are not limited to, (a) launching a new website, (b) changes to URL structure, (c) removal of Adtaxi tags/pixels from pages, or (d) addition of new web pages to a site. Creative Assets must be received to ad spec (or approved by Advertiser in the event Adtaxi is creating assets on behalf of Advertiser) no later than 3 business days prior to the scheduled start date. Any delay in providing or approving may delay the on-time launch of the campaign.
Budget Changes/Adjustments	This contract constitutes Advertiser's minimum contracted spend with Adtaxi. Any increases in spend to existing platforms or addition of new platforms must be verified by Advertiser in writing (via email and/or new signed contract) before being added to Advertiser's campaign. Approved incremental spend will be added to the minimum spend going forward unless Adtaxi is informed otherwise in writing. Only individuals named as Advertiser Contact, Agency Contact or Additional Advertiser Authorized Signatory in this agreement shall be allowed to approve changes or additions to this agreement. Adtaxi reserves the right to revise and amend its rates at its discretion. Adtaxi may revise its rates for advertising purchased upon 30 calendar day's advance written notice to Advertiser.
Data Privacy	Adtaxi will undertake all reasonable efforts to comply with any regional or national data privacy laws. The Advertiser is ultimately responsible for the compliance of its website, the data it collects, and any customer/data subject data supplied to Adtaxi for use in the Advertiser's campaigns. Furthermore, the Advertiser agrees to defend, indemnify, and hold Adtaxi harmless from and against any and all claims, judgments, or proceedings (collectively, "Claims") brought by a third party and damages, liabilities, costs, and expenses (including reasonable attorneys' fees) (collectively, "Losses") resulting therefrom that may arise from the use of the Advertiser's website or data supplied by Advertiser in advertising campaigns.
Delivery	Delivery metrics are based on data provided through Adtaxi's ad serving platforms and viewable in the Adtaxi dashboard. In the case of any disputes, only the data from Adtaxi's ad serving platforms will be considered valid. Adtaxi does not guarantee conversions or performance. Adtaxi paces campaigns for the contracted duration unless otherwise specifically requested. Any under spend from the contracted monthly amount will be applied to subsequent months. In the event of an under spend at the end of the campaign, Adtaxi will extend the campaign until the contracted amount has been fulfilled.
Representations and Warranties	Each party represents and warrants to the other party that: (a) it is duly organized, validly existing and in good standing as a corporation or other entity as represented herein under the laws and regulations of its jurisdiction of incorporation, organization, or chartering; (b) it has the full right, power, and authority to enter into this Agreement, to grant the rights and licenses granted hereunder, and to perform its obligations hereunder; (c) the execution of this Agreement by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary corporate action of the party; and (d) when executed and delivered by such party, this Agreement will constitute the legal, valid, and binding obligation of such party, enforceable against such party in accordance with its terms. The services are provided "as is" without warranty of any kind, express or implied, and any uses of the services are at Advertiser's sole risk. Adtaxi does not warrant that the services will be uninterrupted or error free, nor does Adtaxi make any warranty as to the performance or any results that may be obtained by use of the services. EXCEPT FOR THE EXPRESS WARRANTIES IN THIS AGREEMENT, (A) EACH PARTY HEREBY DISCLAIMS ALL WARRANTIES, EITHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE UNDER THIS AGREEMENT, AND (B) ADTAXI SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, AND FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT.
Force Majeure	No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make payments to the other party hereunder), when and to the extent such failure or delay is caused by or results from acts beyond the impacted party's ("Impacted Party") reasonable control, including without limitation the following force majeure events ("Force Majeure Events"): (a) acts of God; (b) flood, fire, earthquake, disease or epidemic, or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; (d) government order, law, or actions; (e) embargoes or blockades in effect on or after the date of this Agreement; (f) national or regional emergency; (g) strikes, labor stoppages or slowdowns, or other industrial disturbances; and (h) other similar events beyond the reasonable control of the Impacted Party. The Impacted Party shall give notice within five days of the Force Majeure Event to the other party, stating the period of time the occurrence is expected to continue.
Relationship of Parties	The relationship between the parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture, or other form of joint enterprise, employment, or fiduciary relationship between the parties and neither party shall have authority to contract for or bind the other party in any manner whatsoever.
Entire Agreement	This Agreement, together with all Schedules, Exhibits, and Statements of Work and any other documents incorporated herein by reference, constitutes the sole and entire agreement of the parties to this Agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings and agreements, both written and oral, with respect to such subject matter. In the event of any conflict between the terms and provisions of this Agreement and those of any Schedule, Exhibit or Statement of Work, the following order of precedence shall govern: (a) first, this Agreement, exclusive of its Exhibits and Schedules; (b) second, the applicable Statement of Work; and (c) third, any Exhibits and Schedules to this Agreement.
Assignment	Neither party may assign, transfer, or delegate any or all of its rights or obligations under this Agreement, without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed; provided, that, upon prior written notice to the other party, either party may assign the Agreement to an affiliate of such party or to a successor of all or substantially all of the assets of such party through merger, reorganization, consolidation, or acquisition. No assignment shall relieve the assigning party of any of its obligations hereunder. Any attempted assignment, transfer, or other conveyance in violation of the foregoing shall be null and void. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and permitted assigns.
Amendments	This Agreement may be amended, modified, or supplemented only by an agreement in writing signed by each party hereto. No waiver by any party of any of the provisions hereof shall be effective unless explicitly set forth in writing and signed by the party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any rights, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof; nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

Severability If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon such determination that any term or other provision is invalid, illegal, or unenforceable, the parties hereto shall negotiate in good faith to modify this Agreement so as to effect the original intent of the parties as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be

Counterparts This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

Addendum Ownership of Materials. All documents prepared by Adtaxi in its performance of this Agreement, including, but not limited to, any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded in computer diskettes ("Documents & Data"), shall be delivered to the District on demand or upon completion of the Project and shall be and remain the property of the District.

Advertiser Signature

Date

Adtaxi Signature

Date



December 7, 2021 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Engineering and External Affairs

Subject : Update on Automatic Meter Reading/Advanced Metering Infrastructure Project

SUMMARY:

On June 2, 2020, the Board awarded a contract to Ferguson Enterprises, LLC, in the amount of \$9,740,470, for the procurement and installation of over 21,000 advanced water meters for the Automatic Meter Reading/Advanced Metering Infrastructure (AMR/AMI) Project. To-date, a total of approximately 9,000 meters have been installed, representing 43% of the District's meter inventory and tracking closely with the budget. Network antennas have been installed and are successfully transmitting meter data. The project is on-schedule to be completed by June 2022. Staff has been diligently optimizing the performance of the AMR/AMI system, increasing customer registration for utilization of the WaterSmart Customer Interface Portal, processing requests for customer opt-outs and providing public outreach efforts.

Attached is comprehensive update on the AMR/AMI Project.

RECOMMENDATION(S):

Receive and file an update on the Automatic Meter Reading/Advanced Metering Infrastructure Project.

FISCAL IMPACT:

No

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

There is no financial impact associated with this action. Project expenditures are tracking with budget. Total approved expenditures to-date are \$5,016,710.53, as compared to a total appropriation of \$11,199,051.09. Change order expenditures to-date are \$112,762.85, or 1.2%, of the original contract amount. Grant funding awarded to the District for the AMR/AMI Project totals approximately \$1.2 million, which includes Proposition 1 Integrated Regional Water Management Program (IRWMP) funding in the amount of \$715,114.11. The balance of \$500,000 in grant funds was awarded by the U.S. Bureau of Reclamation through the WaterSmart Program. These grant funds will be utilized to offset District funding that was appropriated for the project.

GOALS:

Provide Safe and Quality Water with Reliable Services

Prepared by: Craig A. Jones, AMI/AMR Project Manager/ Management Analyst II

ATTACHMENTS:

Update on Automatic Meter Reading/Advanced Metering Infrastructure Project

Update on Automatic Meter Reading/Advanced Metering Infrastructure Project

December 7, 2021

On June 2, 2020 the Board awarded a contract to Ferguson Enterprises, LLC, in the amount of \$9,740,470 for the procurement and installation of over 21,000 advanced water meters for the Automatic Meter Reading/Advanced Metering Infrastructure Project. The alpha phase, completed in November 2020, consisted of the successful installation of 114 advanced meters and two data collectors. The beta phase commenced in January of 2021 with approximately 2,000 additional meters installed and 19 additional data collectors throughout the District's service area, reaching completion by March 8, 2021. In preparation of full deployment, the project management team fully evaluated the work performed in the Proof of Concept (POC) Phases (alpha and beta) to identify a punch list of items to be completed in advance of full deployment. In July of 2021, full implementation began and in August, the District formally accepted the completion of the Proof of Concept Phase.

To date, a total of approximately 9,000 meters have been installed - representing 43% of the District's service area. Twenty-one network site installations are complete and twenty are successfully reporting to the network. The project is on schedule to be completed by June, 2022. If the project experiences future delays due to product shortages as a result of global market conditions, the project team may request a contract time extension, but only if necessary.

Project Summary – Proof of Concept (POC)

The alpha and beta phases or Proof of Concept (POC) was designed to validate and measure system performance, data reliability, communication failure reporting, and data integration from the meter and into the Meter Data Management System (MDMS) and the District's Customer Interface Software (CIS) billing system in advance of full system deployment. This practice serves to minimize compounding errors and helps to address data flaws in a manageable environment.

In preparation of full deployment in June of 2021, the project management team fully evaluated the work performed in the POC Phases to identify a punch list of items to be completed in advance of full deployment. The team identified intermittent gateway failures at the network antenna locations, data discrepancies and provided field audits on data collector sites and meter installations in an effort to validate the work completed for the project to date.

Based on the extensive data review and quality control measures put in place, the decision was made to extend the POC Phase through the month of June to test and verify the enhanced documentation requirements and tighter methods of oversight before officially moving into full implementation phase. This included the installation of an additional 1,000 meters during the month of June as part of the POC. This expansion of the POC allowed the project team to develop confidence in the new processes put in place and to effectively mitigate compounding issues in advance of full implementation without delaying the project.

In July of 2021, full implementation began and in August of 2021, the District formally accepted the completion of the POC Phase. During July, the project began to experience the impacts of the Covid-19 Pandemic in the form of equipment shortages (meters and lids) and shipping delays. Despite these challenges, the project team maintained a high productivity level to preserve the project schedule and workload.

Additionally, the POC extension period was utilized to provide extensive cross-training sessions for staff to better manage the new databases including Neptune 360 and the WaterSmart customer interface portal. District staff were trained on key procedures, process entries and standard operating procedures. Additionally, quality control measures were put into place to validate work order data, compare databases to ensure synchronicity and to minimize billing errors.

Full Implementation

Due to the global microchip shortage that directly affected meter availability through November of 2021 - primarily $\frac{3}{4}$ -inch meters – the project management team adjusted the overall installation schedule to focus on the replacement of intermediate sized meters (one-inch through two-inch) that were originally scheduled to be replaced towards the end of the project. Because intermediate sized meters require formal scheduling and are more labor intensive to install, the quantity of meter installations per month has decreased. From July through September of 2021, the average monthly meter installation count was 1,457 as compared to intermediate size meter installations in October and November at 603 per month. To date, 1,506 intermediate size meters have been installed and the remaining inventory will be completed in December of 2021. Installation of the remaining $\frac{3}{4}$ -inch meters will re-commence in December with an anticipated completion date of June, 2022.

Staff has been working diligently over the last several months to perform route completion reviews in preparation for using the newly installed AMI meter reads for billing. As routes are 100% completed and testing the process is vetted and verified to be successful, the plan is to bill cycles and routes with AMI methodically alleviating the need for manually reading meters.

Several key trainings sessions took place in November of 2021. Ferguson and Neptune subject matter experts were on site to walk staff through the read process in preparation for a strategic transition from manual meter reading to automated readings from the AMI system. Additionally, follow up WaterSmart training sessions for Customer Service and Field Service staff were conducted to promote customer engagement and user familiarity.

Twenty of twenty-one gateways have been installed and are reporting on the network. Alternate location(s) are being finalized to relocate 2 gateways to a more strategic location with improved connectivity and coverage. 541 advanced meter installations have undergone field audits to inspect meter installation performance and all site inspections have been completed for data collector installations.

Tektelic vs. Senet as a Network Provider

After extensive evaluation of the current data collector network design and installation as part of the existing AMR/AMI project, the project team has identified an enhancement that would provide more detailed insight into the operating status of the gateways and the connecting devices serving the District. Currently, the project utilizes Tektelic Gateways and software systems. Tektelic is primarily a hardware company. Although they do have end-to-end solutions that use their network server, they are only designed for single applications. The advantages of upgrading to the Senet network application for AMI and Internet of Things (IoT), is it provides device (meter and meter interface unit) level network performance data, provides the capacity to add other smart city IoT devices from leading sensor vendors on the LoRaWAN network, and offers a dedicated network operations center, engineering support, and software tools to allow the District and its service providers to be able to proactively monitor and gain insights into the performance of devices,

gateways, and networks that are not currently available with the current. Senet is a venture capital backed operator of LoRaWAN networks across the United States and have considerable experience in hosting AMI applications for utilities and municipalities.

The project team has initiated the evaluation of a business case for moving forward from a Tektelic network server platform to Senet as a network service provider. Neptune is supportive of Senet as the network application provider. Senet would contract with Ferguson to provide ongoing AMI network management enabling both Ferguson and the District to use its portal tools to access data for supporting the network. These portal tools will allow District staff to better manage and troubleshoot AMI infrastructure through device trend reporting, and monitoring gateway performance via the Senet dashboard.

The District requested a formal quotation from Ferguson Waterworks for shifting from Tektelic to Senet including annual fees associated with the change request. This will be an additional ongoing annual cost which could be offset in future years through revenue streams generated by devices connected to the District's Radio Access Network (RAN) via the Senet Low Powered Wide Area Virtual Network (LVN). The current annual expense of the AMI Headend Software hosting fee, which was part of the original proposal from Ferguson, is \$31,662 with a three percent annual escalation for twenty years of hosting coverage. The upgrade to Senet would be an additional \$44,696.14 for a total annual cost of \$77,308. Staff will be closely analyzing the costs and benefits of this change and is tentatively planning to return to the Board with a business case for formal direction and approval in early 2022, if it deems the benefits of the upgrade to be worth the added cost.

Opt Out Program

Each customer receives a postcard in the mail three to four weeks ahead of their meter installation. The mailer provides installation details and how to find more information for those interested in opting out of the Advanced Meter Program. The Opt out application and key details for qualification is found by navigating to lvmwd.com/for-customers. Throughout project implementation, District staff continues to field more customer calls requesting their advanced meter installation be expedited than those requesting to opt out.

To date, 5 customers have officially opted out with an additional 10 accounts that qualify but have not formally submitted an application. Staff is using WaterSmart to email messages to customers who do not qualify, or who qualify but must formally complete an application. The vast majority of opt-out application requests do not meet the policy criteria due to water use in the excessive tier for three or more months in the previous 12-month period. Additionally, many customers who expressed sincere interest to opt-out changed their minds after realizing the meter benefits and how WaterSmart equips customers to better manage their water usage.

WaterSmart Customer Connect Portal

The WaterSmart Customer Connect portal is a web-based interface allowing customers access to detailed information about their household or business water use. The portal allows the Districts' customers to track their water use compared to their budget, set alerts for possible leaks or unusual usage, provides personal tips on saving water, comparisons to previous years, and allows customers to set communication preferences.

Following the meter installation process, a door hanger is left at each residence detailing the work performed and information on how to access the WaterSmart Customer portal and create an

account to start viewing key water use information. Customers only need their customer number, account number and their zip code to gain access. Once registered, customers can create a username and password based on their email of choice.

WaterSmart not only equips customers to be water efficient, it also improves the District's ability to provide an improved customer service experience by allowing personalized, targeted data driven messaging, viewing aggregate customer data trends and permits staff to identify and quantify continuous consumption more commonly identified as active leaks.

The District soft launched the portal in January of 2021, which included 100 Alpha phase accounts and the first 100 Beta phase accounts. The portal was officially made public to all customers on February 15, 2021. To date more than 1,500 accounts have registered since the program launched. 300 of these registered in the last 90 days. 200 single family residential accounts have updated their profile. Part of the profile update consists of customers verifying top actions they have taken and completed to save water. 40 percent of portal users have begun to change water-thirsty grass to natives, 20 percent are choosing low water use plants, and 13 percent are upgrading their irrigation controller.

To study the affect that participation in a particular program has on customer usage trends, the project team has requested the addition of the Program Participation Module within WaterSmart. Activation of this module will support the creation of customized reports that will inform the effectiveness these programs have on conservation and identify the cost savings attributable to each particular program. This module was not included in the original contract agreement. Adding this module will allow the District to have access to customizable reports that calculate water and cost savings by comparing historical consumption to consumption data after the particular programmatic changes were made. The module follows a standardized approach, enabling the District to track different programs, all of which will have their own customized report. Currently under development are reports to track the results of registration for the WaterSmart portal installing a weather-based irrigation controller.

Staff has spent recent months finalizing leak alert threshold values by monitoring and filtering data to verify the values are set appropriately. Before turning on the leak alerts (continuous consumption defined as 10 gallons per hour for a minimum of 36 consecutive hours) system wide, staff conducted strategic outreach to approximately 200 single family residential customers that have an AMI meter and have triggered these thresholds. This allowed staff to be better prepared to anticipate call volumes and be better equipped to properly respond to customer questions in advance of automating system wide leak alert notifications. Customer service staff has been managing conversations and documenting questions received within the portal. Automated leak alert notifications were scheduled to be activated on December 2, 2021 as of the time of this report. Customers will only receive one notification per leak. Customers are capable of adjusting their use notifications to their desired setting.

The portal has a feature that captures customer conversations that include customer feedback in response to emails sent from the customer portal to alert them of a leak. To highlight an example recently submitted by a customer in response to leak alert notifications - they responded by saying, "we found the leak in an overflow tank in the koi pond. The pipe was eroded and spraying excessive water, so we had a plumber come out and repair right away. Leak is fixed." This interactive ability to alert customers in real-time via email and then receive customer feedback that confirms the cause of the leak and that the repair has been made without physically visiting the residence is truly an example of how the District is leveraging state of the art technology via advanced meters to model what it means to make conservation a California way of life.

District staff is trained and ready to engage customers and properly disclose key information in a timely manner – to assist customer in identifying leaks, receiving high usage alerts, and better manage their allotted water budgets throughout the billing period using the WaterSmart software.

Project Outreach Efforts

The Advanced Meter Project has been successful in large part to the outreach efforts. In September of 2021, staff presented to the Hidden Hills Homeowner’s Association. It has been challenging to schedule presentations with other HOAs in part due to COVID. Planning is underway to host an online webinar to provide customers with information on how to get the most out of the WaterSmart portal and will also provide an opportunity for a question and answer session. This will be recorded and placed on the project webpage for public consumption. The project webpage provides key details on what to expect during the meter installation process, frequently asked questions, project benefits, and a meter installation map showcasing areas that have completed installations versus pending installations. Staff recently finalized three video animations that will highlight the benefits of the Advanced Meter project and the WaterSmart portal to be shared on LVMWD’s various social media platforms.

District staff recently sent out approximately 8,200 emails to all unregistered WaterSmart accounts that have an AMI meter installed. The email encourages them to stay smart about their water use and to register to receive alerts for high water usage through the WaterSmart portal. This key message is also published on the front of all LVMWD bills mailed to customers. All project collateral developed for the project lists the Ferguson Call Center phone number – a 24-hour/7 day-per-week hotline that monitors and logs phone calls for quality control purposes. To access the WaterSmart portal, visit www.lvmwd.com/WaterSmart.com. For up to date project information visit www.lvmwd.com/AdvancedMeter. For opt out policy information and application visit www.lvmwd.com/for-customers.



December 7, 2021 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Engineering and External Affairs

Subject : Update on Comprehensive Water Conservation Plan Activities and Authorization of Change Order No. 1 for the Weather-Based Irrigation Controller Program

SUMMARY:

On June 12, 2018, staff presented to the Board on the District's first Comprehensive Water Conservation Plan (CWCP), which outlined a suite of conservation programs to be implemented over the following two years. The CWCP was developed to remain adaptable and be updated every two years, reflecting current conservation needs and regulatory requirements. An updated version of the CWCP was presented to the Board on February 12, 2020 and included the following elements:

- Weather Based Irrigation Controller Program
- One-on-One Consultations
- Landscape Transformation Initiative
- Improved Tracking of Water Use and Conservation Effectiveness
- Water Loss Prevention Program
- Rain Barrel Incentive Program
- Education and Outreach Efforts

Attached is a report that provides a brief summary of the activities for each of these conservation program areas. At the Board meeting, staff will provide a presentation on these activities for further discussion. Additionally, staff recommends authorization to approve a no-cost change order with Valley Soil, Inc., to perform on-site follow-up visits for participants of the Weather-Based Irrigation Controller Program.

RECOMMENDATION(S):

Receive and file an update on the Comprehensive Water Conservation Plan activities and authorize the General Manager to approve a no-cost change order with Valley Soil, Inc., to perform on-site follow-up visits for participants of the Weather-Based Irrigation Controller

Program.

FISCAL IMPACT:

No

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

There is no financial impact associated with this action.

DISCUSSION:

Attached is a report that provides an update on the Comprehensive Water Conservation Plan activities.

Change Order No. 1 with Valley Soil, Inc.:

Participants in the Weather-Based Irrigation Controller Program generally saw improved irrigation efficiency after installation of the Rachio controller with 58% of participants reducing their water use. However, 42% of the participants saw either no change in water use or an increase in water use (18%). To assist these customers and maximize the effectiveness of the program, staff recommend a no-cost change to the agreement with Valley Soil for controller installations to perform follow-up visits with customers who have not achieved a water savings.

To assist these customers, staff coordinated a pilot program with Valley Soil to gauge customer interest in follow-up visits. Ninety of the highest water use participants were sent a letter inviting them to take advantage of on on-site follow-up visits to review their controller settings and irrigation system performance. Approximately 10 percent of these customers responded to the invite and scheduled a follow-up visit. This is an encouraging response rate that indicates there is strong interest in the service. However, there is currently not a task included for this service in the existing agreement.

The follow-up visits would provide an opportunity for program participants who have not achieved a water use reduction to receive continued assistance. Based on review of program participants' water use, approximately 42% have increased their water use or saw no change in water use. This would mean that 877 of the program participants would be eligible for follow-up site visits, and about 10% of these customers are likely to take advantage of the follow-up visits. Based on this trend, approximately 88 follow-up visits would be charged to the program. Each follow-up visit would charge \$120 to the program or approximately \$10,560 in total program expenses. This would mean that approximately 42 fewer controllers would be distributed if all of the program budget was expended (1,958 controllers instead of 2,000).

Registrations for Version 2 of the program have been significantly lower than Version 1, which means there will likely be money left at the end of the fiscal year even when the follow-up visits are added to the program. Staff is planning to request the Board to reallocate unexpended funds in the Fiscal Year 2022-24 Budget to continue the program. Another change order to

Rachio and/or Valley Soil, Inc. may be necessary in the future to extend the program an additional two years.

GOALS:

Sustain Community Awareness and Support

Prepared by: Dave Roberts, Resource Conservation Manager

ATTACHMENTS:

Update on Comprehensive Water Conservation Plan Activities

Update on Comprehensive Water Conservation Plan Activities

December 7, 2021

The following discussion summarizes activities in each of the conservation program elements contained in the CWCP. Staff will also provide a presentation to the Board to highlight activities and receive input from the Board on program activities. It is anticipated that suggested updates and changes to programs in the CWCP will be further discussed with the Board as part of the budget approval process for fiscal years 2022-2024.

Weather-Based Irrigation Controller Program

Version 1 of the Weather-Based Irrigation Controller Program was initiated in February 2019 with a free controller and installation package. This Program was available to all customers however, outreach efforts focused principally on wasteful and inefficient customers. As a result, distribution of the 1,765 controllers came close to achieving the desired distribution of 80% to customers that regularly exceeded their water budgets and 20% to efficient customers. It is estimated that this program has conserved 278 acre-feet of water since it was implemented. Annualized, it is estimated that this initial program will save an average of 135 acre-feet of water per year based on usage data collected to date. Additional savings can be realized with further education for participants and fine-tuning of controller devices.

Version 2 of the program was initiated in February of 2021 with a \$99-dollar cost share for the same controller and professional installation package. To date, 323 controllers have been redeemed through this program. Customer participation for this version of the program has been significantly less than the previous program despite a broader and more significant outreach effort. An assessment of program effectiveness for the second version of the program is difficult to analyze since it has only been implemented for the past nine months and not enough data is readily available at this time. However, preliminary estimates indicate that this program has conserved 10 acre-feet of water to date.

Follow-up Visits

Program participants in the first version of the program are generally performing better based on budget performance with 58% of participants doing better, 24% with no change and 18% using even more water than before installation. On average, the program generates a significant amount of water conservation; however, additional work needs to be done to bring high-water use customers into budget. Staff initiated a pilot outreach effort to these customers offering to perform an additional on-site evaluation. Based on results of this initial effort, about ten percent of customers contacted have responded to the outreach effort.

These visits are currently scheduled around installation appointments and performed by the contracted installation company, Valley Soil. The follow-up site visits have been well received by customers requesting the visit and subsequent water usage is generally much lower than before the visit. It appears that most of the necessary corrections are the result of customers changing settings on the controller after installation. However, the site visit allows for another opportunity to review settings with customers and to perform an irrigation assessment to see if there are leaks, misaligned spray heads or other irrigation issues while on-site.

The existing agreement with Valley Soil allows for warranty visits which were originally intended to address issues with the function of the controller rather than performing adjustments to controller settings. As a result, the cost assigned to this task is inadequate to cover the cost of the site-visits which has limited a larger outreach effort to customers not realizing water savings from participation in the program. To address this issue, staff is recommending the addition of another task to the current agreement with Valley Soil that allows for follow-up visits for assessments and adjustments to settings. This modification to the scope will be with a no-cost change order to the current agreement.

Version 2 Modifications

There has been a significant difference in customer participation between the two versions of the Program. Version 1 had over 1,000 customers registered for the program nine months from beginning of implementation. Version 2 of the Program currently has 323 registered participants in the same time period. The second version of the program required a \$99 cost share from customers for participation. Version 2 has had a steady but relatively slow registration which indicates that there is still customer interest in the program. However, the cost share for Version 2 seems to have reduced interest in program participation. As a result, full deployment of controllers under Version 2 will take longer, with the installation of the originally targeted 2,000 controllers in 3-4 years as opposed to 2 years.

Follow-up visits have been well received and appreciated by program participants. Based upon the interest of the service and the resulting water savings that could ultimately be realized and based on the results of Version 1, staff recommends continuation of the Program. However, it will take longer to install 2,000 controllers and fewer controllers will be installed than originally anticipated since more of the available funds will be dedicated to following up with participants and making adjustments to settings.

Change Order No. 1 with Valley Soil, Inc.

Participants in the Program generally saw improved irrigation efficiency after installation of the Rachio controller with 58% of participants reducing water use. However, 42% of participants saw either no change in water use or an increase in water use (18%). In order to assist these customers and maximize the effectiveness of the controller, staff recommend a no cost change to the agreement with Valley Soil for controller installations to perform follow-up visits with customers that have not achieved a water savings.

In order to assist these customers, staff coordinated a pilot program with Valley Soil to gauge customer interest in follow-up visits. Ninety of the highest water use participants were sent a letter inviting them to take advantage of an on-site follow-up visit to review their controller settings and irrigation system performance. Approximately ten percent of these customers responded to the invite and scheduled a follow-up visit. This is an encouraging response rate that indicates there is strong interest in the service. However, there is currently not a task included for this service in the existing agreement.

The follow-up visits will provide an opportunity for program participants who have not achieved a water use reduction to receive continued assistance. Based on review of program participants' water use, approximately 42% have increased their water use or saw no change in water use. This would mean that 877 of the program participants would be eligible for follow-up site visits and about 10% of these customers are likely to take advantage of the follow-up visits. Based on this trend, approximately 88 follow-up visits would be charged to the Program. Each follow-up visit

would charge \$120 to the Program or approximately \$10,560 in total Program expense. This would mean that approximately 42 fewer controllers would be distributed if all of the Program budget was expended (1,958 controllers instead of 2,000).

Registration for Version 2 has been significantly slower than Version 1 which means there will likely be money left at the end of the fiscal year even when the follow-up visits are added to the program. Staff is planning to request the Board to reallocate unexpended funds in the 2022-2024 Budget to provide continued funding for the Program. Another Change Order to Rachio and/or Valley Soil, Inc. may be necessary at a later date in order to extend the Program an additional 2 years.

Program Portal

The irrigation controller, Rachio, provides a program portal that shows aggregate data for customers within the District. However, this interface does not provide sufficient information to diagnose customer issues and water use on an individual basis. In order to help address this issue, Rachio agreed to develop a portal that provides a suite of information about individual customers to help diagnose various issues. Preliminary review of new data indicates that program participants with high water use have changed the installed settings of the controller in a manner that would not allow for them to take advantage of features that provide water savings. This new diagnostic tool will help District staff to better evaluate controller performance and recommend specific changes to customer's controllers based on existing settings.

One-on-One Consultations

Similar to the follow-up visits being performed for the controller program, staff has been reaching out to high water use customers to perform a similar site visit for customers that have not participated in the controller program. This program has recently been implemented with a similar degree of customer interest as the controller follow-up visits. These visits focus on outdoor water use and controller settings, but indoor water use is also analyzed during the visits.

In addition to the above visits, staff has been proactively looking for violations of existing code restrictions and attempting to make contact with customers when violations are observed. When customers are not available, a door hanger is left at the property and a warning letter is sent to the customer identifying the issue and requesting corrective action. Staff have also been responding to customer complaints regarding wasteful water use and attempting to make contact with customers as well. Since July of 2021 when efforts were stepped up to enforce wasteful water practices, about 47 warnings have been issued with no fines issued to date.

Landscape Transformation Initiative

Approximately seventy percent of potable water use in the District is used for outdoor irrigation. As such, efficient irrigation and climate appropriate landscaping represent the most significant opportunity for residential water conservation. As such, staff have been developing ways to elevate the recognition and utilization of native and climate appropriate plants. Over the last year, efforts have been focused on the development of regional partnerships to expand native planting efforts including:

- Hosting native plant sales,
- Exploring partnerships with local nurseries and growers,
- Developing a framework for a regional native plant garden kit program

Additional efforts included hosting in-person workshops in the new Sustainability Garden at the Pure Water Demonstration Facility and evaluation of existing programs offered by other agencies to support customer efforts to re-design their landscapes to be more water efficient. These efforts are going to be expanded in the coming months and future program details will be presented for the Board's consideration, but depends on the status of drought conditions as part of the budget process. The District may need to focus more on education for long-term conversions as opposed to accommodating actual conversions if for example, the District declares a Stage 4 – Critical Water Shortage Emergency, which would not allow for any outdoor watering. A generous amount of water is necessary in order to establish new landscapes, even if they are climate appropriate and drought tolerant.

Improved Tracking of Water Use and Conservation Effectiveness

The District recently implemented the use of WaterSmart software as a compliment to the Advanced Metering Infrastructure (AMI) Project. This software provides customers the opportunity to track their water use in near real time. Additionally, this software provides the District staff with increased analytical abilities that greatly enhance our ability to evaluate customer water use and provide targeted recommendations for addressing excessive water use. This software has been extremely useful for staff working with customers as part of one-on-one consultations.

Staff has also been working on the implementation of WaterView software. This software is more focused on monitoring compliance with future water allocations for the District, it allows staff the ability to closely watch customer water use and efficiency compared to allocations established by the State. This will be extremely useful for focused outreach efforts and required regulatory reporting.

Water Loss Prevention

The District is required to submit a validated annual water loss audit to the Department of Water Resources on an annual basis. The audit has two forms of data entry: calculations of specific water use parameters and an associated data validity score that evaluates the accuracy of entries. District water audits consistently show low system water loss of around five percent. However, there are a few data validity scores that could be improved which would elevate the water audit score further while also reducing future regulatory reporting requirements. The three areas to focus on in order to improve the District's score include customer metering inaccuracies, proactive leak detection, and monitoring of system pressure. Fortunately, implementation of the Advanced Meter Project will provide a tool for addressing these areas. For example, by replacing residential meters, the District will automatically receive the highest data validity score for this parameter for the following three years. Reinstating a testing program to verify meter accuracy will also improve the score. A Water Loss Prevention Team composed of staff from various Divisions will be formed to identify and implement methodologies to improve and maintain water audit scores.

Rain Barrel Incentive Program

Due to constraints associated with the COVID-19 pandemic, the Rain Barrel Incentive Program was postponed. However, staff is currently working on a redemption program through a local retailer similar to the way the program was implemented in 2019. Staff is considering limiting barrel giveaways to participants of gardening workshops as added incentive to attend these classes and to better control the number of rain barrels that are distributed within a given timeframe.

Education and Outreach Efforts

There has been extensive outreach over the last couple of years regarding water budgets, efficient irrigation practices and other programs that are offered by the District. In recent months, outreach efforts have become more focused on worsening drought conditions, water use awareness, and water use restrictions. This effort has complemented an increase in proactive enforcement on the part of the District in response to drought concerns. Also contributing to this effort are multiple social media postings each month and stand-alone mailers such as the water use alert/report cards sent to all residential customers in September of 2021.

Restrictions associated with COVID-19 limited opportunities for in-person workshops and educational events. However, the Taste the Water and Tour the Garden events held in the Spring allowed for limited in-person tours of the Pure Water Demonstration Facility and Sustainability Garden. With the easing of restrictions this fall, two in-person workshops were held in the garden and a virtual workshop was held to educate customers in properly setting their Rachio Irrigation Controllers. This effort will continue into the Spring with two additional workshops scheduled for the Sustainability Garden, as well as another Rachio training event.

Regulatory Update

While California has a long history of droughts and water regulations, *Making Conservation a California Way of Life* represents a regulatory mandate for water planning for decades to come. As a result, new and emerging regulatory requirements will force the District to remain focused on conservation efforts and water use efficiency. Staff has been tracking the progress of these regulations and will provide a brief update as part of the presentation.