



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

MINUTES
REGULAR MEETING

9:00 AM

December 7, 2021

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was led by Stephen Bigilen.

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. Josie Guzman, Clerk of the Board, conducted the roll call.

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

Absent: None

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

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

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.)

Director Polan moved to approve Item 2A. Motion seconded by Director Renger. Motion carried unanimously.

3. PUBLIC COMMENTS

None.

4. CONSENT CALENDAR

Director Caspary pulled Item 4C for discussion.

A List of Demands: December 7, 2021: Receive and file

B Minutes Regular Meeting of November 16, 2021: Approve

D Refuse Collection and Hauling Services: Award

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

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

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

Director Polan moved to approve the Consent Calendar as amended, with the exception of Item 4C. Motion seconded by Director Lo-Hill. Motion carried unanimously, with the exception of Director Caspary abstaining from Item 4D.

4. CONSENT CALENDAR – SEPARATE ACTION ITEM

C Drought and Water Supply Conditions Update: Receive and file

Joe McDermott presented the report. He noted that the California Department of Water Resources announced a zero percent allocation from the State Water Project for the upcoming year; however, the allocation could change as water supply conditions improve through the winter months. He also noted that up to 10 inches of snow was expected within the next few days in the Northern Sierras, and rain was expected locally.

Director Caspary moved to receive and file Item 4C. Motion seconded by Director Renger. Motion carried unanimously.

5. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A Legislative and Regulatory Updates

Joe McDermott, Director of Engineering and External Affairs, reported that the State Water Resources Control Board (SWRCB) issued a Notice of Proposed Emergency Rulemaking for the prohibition of activities and mandatory actions during a declared drought emergency. He stated that the proposed rules consist of regulations to prevent wasteful and unreasonable water use during drought. He noted that written comments in support or in opposition would need to be sent by noon, December 23rd. He stated that staff was reviewing the draft rules related to the use of potable water for irrigation of turf on public street medians and parkways as there was a conflicting message with irrigating trees located in medians and parkways. He also noted that the draft rules included a prohibition for homeowners associations to assess fines should homeowners reduce their lawn irrigation or remove landscaping in response to the declared drought emergency. He stated that the SWRCB would meet on January 4, 2022, to consider adopting the proposed regulations.

A discussion ensued regarding alternatives to turf in parkways, such as installation of decomposed granite or mulch.

6. TREASURER

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

7. FACILITIES AND OPERATIONS

A Building No. 7 HVAC System Replacement: Award

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.

Jim Korkosz, Facilities Manager, presented the report.

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

Shawn Triplett, Facilities Maintenance Supervisor, responded to questions regarding updating software and ensuring cybersecurity for the HVAC system by stating that the HVAC system would be a stand-alone system within the District's network.

Andy Lufkin, representing ACCO Engineered Systems, stated that the HVAC system would not be proprietary and would allow the District to move forward with a path to not be locked into one system.

Motion carried unanimously.

B Sewer Line and Lift Station Cleaning Services: Award

Authorization 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.

Doug Anders, Administrative Services Coordinator, presented the report.

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

Shawn Triplett, Facilities Maintenance Supervisor, responded to a question regarding sewer line and lift station cleaning by stating that the District's approved Sewer System Management Plan (SSMP) required 20 percent of the existing sewer system to be cleaned annually, and required 10 percent of the cleaned sewers to be inspected. He noted that hydro-jetting would be performed to clean out debris, and the contractor would collect as much debris as possible using a vacuum truck.

Motion carried unanimously.

8. FINANCE AND ADMINISTRATION

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

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.

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

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

9. ENGINEERING AND EXTERNAL AFFAIRS

A Improved Identification and Branding of District Vehicles

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

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

Steven Baird, Public Affairs Associate II, presented renderings of proposed designs and evergreen messaging to better identify District vehicles. He noted that staff considered ways to identify District vehicles that would not cause damage to resale value, such as not using vehicle wrapping that could damage the paint and using magnetic signage as an alternative.

A discussion ensued regarding support for increasing the size of the District logo and lettering size; considering utilization of magnetic signage; placing high visibility chevron-shaped reflective red/yellow decals on the rear of the vehicle to increase visibility; using higher contrast in printed lettering; keeping the design and evergreen messaging simple but large enough to read; including the District's website on the tailgate of vehicles; including short messaging such as *Save Water, We live in a permanent drought, Turf Removal, Be Waterwise, Drink from the Sink*; and considering whether or not to wrap vehicles.

Shaw Triplett, Facilities Maintenance Supervisor, responded to questions regarding the decreased resale value of vehicles that were wrapped and experienced paint damage, and the ease of removing current logos from vehicles and not causing paint damage.

Mr. McDermott noted that magnetic signage was not currently being used because they had a tendency to fly off of vehicles or become lost in the car wash.

A discussion ensued regarding obtaining and distributing *Bewaterwise.com* bumper stickers to customers picking up compost, at the Pure Water Demonstration Facility, and at the front counter.

B Digital Media Advertisement with Adtaxi: Approval of Change Order

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.

Mike McNutt, Public Affairs and Communications Manager, presented the report.

Director Renger moved to approve Item 9B. Motion seconded by Director Lo-Hill.

A discussion ensued regarding provision of bumper stickers and lawn signs for drought messaging, and aligning drought messaging with Calleguas Municipal Water District, Triunfo Water & Sanitation District, and the Los Angeles Department of Water and Power.

Mr. McNutt responded to a question regarding the acronym KPI by stating that KPI meant key performance indicator.

Steven Baird, Public Affairs Associate II, responded to a question regarding the acronym CPM by stating that CPM in digital advertising meant cost per thousand, cost per impression, or cost per click. He also responded to a question regarding proof of concept by stating that the District would be able to view how many people saw a digital advertisement and then clicked to the drought response website. He stated that this would provide the metrics demonstrating the effectiveness of the use of digital advertising.

Motion carried unanimously.

C Update on Automatic Meter Reading/Advanced Metering Infrastructure Project

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

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

Director Caspary moved to approve Item 9C. Motion seconded by Director Renger.

Mr. Jones responded to a question regarding the reason customers might opt-out of AMR/AMI meter installation by stating that some opt-out due to legacy with opting-out from electrical and gas advanced metering. He noted that after he had spoken with customers considering opting-out, the majority realized the benefits provided by the new meter.

Board President Lewitt noted that customers who receive an electronic bill would not receive the "snipe" message that would be imprinted on the outside of billing envelopes. Mr. Jones responded that he would follow-up with Ursula Bosson, Customer Service Manager, on working with InfoSend, the District's utility billing contractor, on messaging to customers.

Mr. Jones responded to a question regarding the benefit of switching from Tektelic to Senet as the network provider by stating that Tektelic was primarily a hardware company, while Senet was focused on managed network services and would provide device level network performance data.

Andy Honeycutt, representing MeterSys, responded to a question regarding the advantage of upgrading to the Senet network application for AMI and Internet of Things (IoT) by stating that it would provide opportunities for pressure sensing to augment SCADA.

Motion carried unanimously.

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

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.

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

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

Mr. Roberts responded to questions regarding the District's collaboration with the California Native Plant Society's on its recent native plant sale and future spring garden kit sale, and expansion of the smart irrigation controller program follow-up visits to target high water use customers and to assist with adjusting irrigation settings.

Motion carried unanimously.

10. NON-ACTION ITEMS

A Organization Reports

Director Caspary noted that the Santa Monica Bay Restoration Commission Governing Board would meet on December 14th, where they would hold an election for seven Governing Board Representatives. He reported that he attended the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA) meeting the previous week. He noted that the ACWA/JPIA made changes to its investment policy, which he would share with staff. He also reported that the ACWA/JPIA's excess/reinsurance market for the Liability and Property Programs continued to be very challenging with both programs experiencing significant price increases in the 2021-22 policy year. The cyber insurance market is also anticipated to experience increases. Also, a report was provided regarding safety program success stories.

B Director's Reports on Outside Meetings

Director Polan reported that he attended the ACWA Fall Conference. He noted that a presentation was provided regarding NASA's Western Water Applications Office and the use of LIDAR systems to measure snowpack. He stated that NASA was also working on predicting the amount of rainfall.

Director Renger reported that he also attended the ACWA Fall Conference. He noted that he attended the ACWA Energy Committee meeting, where they discussed issues with

energy storage due to unreliable green energy sources. He also reported that NASA was seeking partners who could use the orbital data downloaded from satellites, and the Army Corps of Engineers might be able to use NASA's satellite data to support water management activities for reservoirs.

Board President Lewitt reported that he attended the ACWA Federal Affairs Committee meeting. He noted that Congress had passed the largest infrastructure package in history, and there was a discussion regarding whether to visit legislative representatives in person in Washington D.C. for lobbying purposes. He suggested that it could be beneficial to visit legislative representatives in person to seek funding for projects. He also noted that ACWA was working on placing responsibility for per- and poly-fluoroalkyl substances (PFAS) on chemical manufacturers and not placing the burden on wastewater treatment facilities. He stated that he had a conversation with David Pettijohn, Director of Water Resources for the Los Angeles Department of Water and Power, regarding working together on drought messaging and increasing efforts to obtain Colorado River water. He also stated that his would be his priority for 2022. He also noted that he had a conversation with MWD Chairwoman Gloria Gray regarding the future of the California WaterFix tunnel project.

C General Manager Reports

(1) General Business

General Manager David Pedersen reported that Heather Repenning, Tracy Quinn, and Nancy Sutley, MWD directors representing the City of Los Angeles, would tour the Pure Water Demonstration Facility on December 10th. He stated that staff would share information on water challenges and priorities, including the challenge of access to Colorado River water supplies. He also reported that a water main break occurred on December 3rd on Agoura Road near Red Coat Lane. He noted that the 24-inch water main experienced a two-foot long corrosion leak. He acknowledged staff and Toro Enterprises on their efforts to repair the leak, and noted that repairs to the damaged roadway were pending. He reminded the Board that holiday baskets would be ready for them to distribute to District staff on December 8th. He noted the audit results and Las Virgenes Supervisor, Professional, and Confidential Unit's draft Memorandum of Understanding would be presented at the December 21st Board meeting for consideration. He also noted that he would be on vacation December 20th through 30th.

(2) Follow-Up Items

General Manager David Pedersen noted that the final employees' vacation accrual update would be presented in January.

D Directors' Comments

Director Polan stated that he spoke with a vendor at the ACWA Fall Conference that specialized in equipment to track and locate leaks. He noted that the recent leak on Agoura Road was 15-feet-deep, and he suggested that it might be cost effective to search for other leaks.

11. FUTURE AGENDA ITEMS

None.

12. PUBLIC COMMENTS

None.

13. CLOSED SESSION (This item was not discussed.)

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; Sophia Crocker, Human Resources Manager

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

14. OPEN SESSION AND ADJOURNMENT

Seeing no further business to come before the Board, the meeting was duly adjourned at **11:51 a.m.**



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

ATTEST:



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

(SEAL)