

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

AGENDA
REGULAR MEETING
January 18, 2022, 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/89326088574>

To join by telephone, please dial (669) 900-6833 or (346) 248-7799 and enter Webinar ID: 893 2608 8574

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 APPROVAL OF FINDINGS OF RESOLUTION NO. 2603 (AB 361)

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: January 18, 2022 (Pg. 5)**
Receive and File

B **Minutes: Regular Meeting of January 4, 2022 (Pg. 31)**

Approve

C Directors' Per Diem: December 2021 (Pg. 40)

Ratify

D Claim by Brandon Hillas (Pg. 47)

Deny the claim by Brandon Hillas.

E Claim by David Berzinsky (Pg. 52)

Deny the claim by David Berzinsky.

F Uniform Contract Extension: Authorization (Pg. 66)

Authorize the General Manager to approve a six-month extension with Prudential Overall Supply, in the amount of \$15,000, for uniform services.

G Statement of Revenues, Expenses and Changes in Net Position: November 2021 (Pg. 68)

Receive and file the Statement of Revenues, Expenses and Changes in Net Position for the period ending November 30, 2021.

5 ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A MWD Representative Report (Pg. 72)

**B MWD Briefing on Long-Term Solutions for State Water Project (Pg. 78)
Dependent Areas**

C Legislative and Regulatory Updates

D Drought and Water Supply Conditions Update (Pg. 103)

6 TREASURER

7 GENERAL MANAGER

A Salary Resolution and Management Handbook Update: Approval and Adoption (Pg. 108)

Pass, approve and adopt proposed Resolution No. 2604, establishing salaries for employees; and approve the updated Management Handbook.

RESOLUTION NO. 2604

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT ESTABLISHING SALARIES FOR EMPLOYEES

(Reference is hereby made to Resolution No. 2604 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

8 INFORMATION ITEMS

A **Local, State and Federal Redistricting: Final Maps (Pg. 178)**

B **Reimbursable Expenses for Fiscal Year 2020-21 (Pg. 188)**

9 **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**

10 **FUTURE AGENDA ITEMS**

11 **PUBLIC COMMENTS**

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12 **ADJOURNMENT**

Pursuant to Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and applicable federal rules and regulations, requests for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting, should be made to the Executive Assistant/Clerk of the Board in advance of the meeting to ensure availability of the requested service or accommodation. Notices, agendas, and public documents related to the Board meetings can be made available in appropriate alternative format upon request.

LAS VIRGENES MUNICIPAL WATER DISTRICT

To: LYNDA LO-HILL, TREASURER

Payments for Board Meeting of : January 18, 2022

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. 103002 through 103058 were issued in the total amount of \$ 461,227.26

Payments through wire transfers as follows:

Sub-Total Wires	\$ -
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Total Payments	\$ 461,227.26
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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.)

**CHECK LISTING FOR BOARD MEETING
01/18/22**

Company Name	Company No.	Check No.	Check No.	Total
		103002 thru 103024 01/04/22	103025 thru 103058 01/11/22	
		Amount	Amount	
Potable Water Operations	101	79,150.61	9,986.41	89,137.02
Recycled Water Operations	102	586.56		586.56
Sanitation Operations	130	116.28		116.28
Potable Water Construction	201			-
Water Conservation Construction	203			-
Sani- Construction	230			-
Potable Water Replacement	301	7,249.04		7,249.04
Reclaimed Water Replace	302			-
Sanitation Replacement	330			-
Internal Service	701	42,273.76	47,966.79	90,240.55
JPA Operations	751	117,209.96	73,171.66	190,381.62
JPA Construction	752			-
JPA Replacement	754		83,516.19	83,516.19
Total Printed		246,586.21	214,641.05	461,227.26
Net Total		246,586.21	214,641.05	461,227.26

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 103007 TOTAL:	567.79
103008	01/04/2022	PRTD	2658 FEDERAL EXPRESS CORP	7-593-20991	12/10/2021		01042022	17.96
			Invoice: 7-593-20991		PACKAGE DELIVERED-12/7			
				17.96 701410 620000	Forms, Supplies And Postage			
							CHECK 103008 TOTAL:	17.96
103009	01/04/2022	PRTD	2655 FERGUSON ENTERPRISES	0769969-1	09/16/2021	22200012	01042022	705.18
			Invoice: 0769969-1		BACKFLOW REPAIR PARTS			
				705.18 101700 551000	Supplies/Material			
							CHECK 103009 TOTAL:	705.18
103010	01/04/2022	PRTD	20970 GARDA CL WEST, INC.	20507606	11/30/2021		01042022	89.75
			Invoice: 20507606		EXCESS TIME, ITEMS, LIAB-NOV			
				89.75 701410 622000	Outside Services			
							CHECK 103010 TOTAL:	89.75
103011	01/04/2022	PRTD	16858 GENERAL PUMP COMPANY	28962	11/23/2021	22100137	01042022	43,251.70
			Invoice: 28962		REPLC SUBMSBL PUMP-WLK			
				43,251.70 751200 541500	Outside Services			
							CHECK 103011 TOTAL:	43,251.70
103012	01/04/2022	PRTD	2701 GRAINGER	9128736932	11/22/2021		01042022	144.82
			Invoice: 9128736932		FLUORESCENT BULBS			
				144.82 701001 551000	Supplies/Material			
			Invoice: 9130227086					
			GRAINGER	9130227086	11/23/2021		01042022	134.44
				134.44 751810 551000	STORAGE LIDS			
					Supplies/Material			
			Invoice: 9130297022					
			GRAINGER	9130297022	11/23/2021		01042022	185.54
				185.54 751810 551000	STORAGE CONTAINERS			
					Supplies/Material			
			Invoice: 9137118015					
			GRAINGER	9137118015	12/01/2021		01042022	254.66
				254.66 101600 541000	SMALL TOOLS			
					Supplies/Material			
			Invoice: 9134201012					
			GRAINGER	9134201012	11/29/2021		01042022	1,011.29
				1,011.29 101900 572500	BATTERIES, CLEANER, TOWELS, BLADES			
					Genl Supplies/Small Tools			
			Invoice: 912834658					
			GRAINGER	912834658	11/17/2021		01042022	155.14

Las Virgenes Municipal Water District



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: 2090/121521								
				1,198.29 751820 540540	11/10/21-12/8/21			
					Water			
Invoice: 2620/121521			LAS VIRGENES MUNICIPAL WATER DIST	2620/121521	12/15/2021		01042022	345.23
				345.23 751750 540540	11/10/21-12/8/21			
					HQ PWP/DEMO			
					Water			
Invoice: 2647/121521			LAS VIRGENES MUNICIPAL WATER DIST	2647/121521	12/15/2021		01042022	334.25
				334.25 701001 540540	11/10/21-12/8/21			
					HQ BLDG #8			
					Water			
Invoice: 2650/121521			LAS VIRGENES MUNICIPAL WATER DIST	2650/121521	12/15/2021		01042022	7.50
				7.50 701001 540540	11/10/21-12/8/21			
					FIRE PRTC#8			
					Water			
Invoice: 2654/121521			LAS VIRGENES MUNICIPAL WATER DIST	2654/121521	12/15/2021		01042022	7.50
				7.50 701002 540540	11/10/21-12/8/21			
					FIRE PRTC#7			
					Water			
Invoice: 2656/121521			LAS VIRGENES MUNICIPAL WATER DIST	2656/121521	12/15/2021		01042022	861.37
				861.37 701002 540540	11/10/21-12/8/21			
					BLDG#7			
					Water			
Invoice: 2658/121521			LAS VIRGENES MUNICIPAL WATER DIST	2658/121521	12/15/2021		01042022	376.78
				376.78 701002 540540	11/10/21-12/8/21			
					BLDG#2			
					Water			
Invoice: 2120/121521			LAS VIRGENES MUNICIPAL WATER DIST	2120/121521	12/15/2021		01042022	143.76
				143.76 751820 540540	11/10/21-12/8/21			
					SOLAR LANDSCAPING			
					Water			
Invoice: 1775/121521			LAS VIRGENES MUNICIPAL WATER DIST	1775/121521	12/15/2021		01042022	58.14
				58.14 130100 540540	11/10/21-12/9/21			
					L/S # 1			
					Water			
Invoice: 0570/121521			LAS VIRGENES MUNICIPAL WATER DIST	0570/121521	12/15/2021		01042022	58.14
				58.14 130100 540540	11/10/21-12/8/21			
					L/S # 2			
					Water			
					CHECK	103016	TOTAL:	4,033.80
103017 01/04/2022 PRTD			30246 NATIONAL CINEMEDIA, LLC	INV-207423	12/13/2021		01042022	524.00
Invoice: INV-207423				524.00 701230 660400	11/10/21-12/8/21			
					HOLIDAY GREETING CARDS			
					Public Education Programs			
					CHECK	103017	TOTAL:	524.00
103018 01/04/2022 PRTD			20779 SAND MATERIALS & AGGREGATE SALES, 80166		12/03/2021		01042022	666.26
Invoice: 80166				666.26 101700 551000	11/10/21-12/8/21			
					24.78 TONS 3/4" CRUSHED			
					Supplies/Material			

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 103018 TOTAL:								666.26
103019	01/04/2022	PRTD	30020 SOUTHERN CA EDISON	1884-122221-1	12/22/2021		01042022	85.87
			Invoice: 1884-122221-1	85.87 101204 540510	LATIGO CYN 11/19/21-12/19/21			
					Energy			
			Invoice: 1884-122221-2	485.14 101112 540510	1884-122221-2	12/22/2021	01042022	485.14
					SADDLETREE 11/15/21-12/14/21			
					Energy			
			Invoice: 1884-122221-3	18.32 101700 540510	1884-122221-3	12/22/2021	01042022	18.32
					RECTIFIER 10/29/21-11/30/21			
					Energy			
			Invoice: 1884-122221-4	20.12 101100 540510	1884-122221-4	12/22/2021	01042022	20.12
					BOX CYN 10/29/21-11/30/21			
					Energy			
			Invoice: 1884-122221-5	7,716.57 101102 540510	1884-122221-5	12/22/2021	01042022	7,716.57
					WARNER 10/29/21-11/30/21			
					Energy			
			Invoice: 1884-122221-6	106.48 101202 540510	1884-122221-6	12/22/2021	01042022	106.48
					SEMINOLE 10/29/21-11/30/21			
					Energy			
			Invoice: 1884-122221-7	4,797.10 101110 540510	1884-122221-7	12/22/2021	01042022	4,797.10
					CORNELL 10/29/21-11/30/21			
					Energy			
			Invoice: 1884-122221-8	17.49 751800 540510	1884-122221-8	12/22/2021	01042022	17.49
					MALIBU SYPHON 11/16/21-12/15/21			
					Energy			
			Invoice: 1884-122221-9	210.36 101109 540510	1884-122221-9	12/22/2021	01042022	210.36
					JBR P/S 10/29/21-11/30/21			
					Energy			
			Invoice: 1884-122221-10	3,959.82 101104 540510	1884-122221-10	12/22/2021	01042022	3,959.82
					STUNT RD P/S 4/12/21-5/10/21			
					Energy			
			Invoice: 1884-122221-11	4,513.05 101104 540510	1884-122221-11	12/22/2021	01042022	4,513.05
					STUNT RD P/S 5/11/21-6/9/21			
					Energy			
			Invoice: 1884-122221-12	6,313.35 101104 540510	1884-122221-12	12/22/2021	01042022	6,313.35
					STUNT RD P/S 6/10/21-7/11/21			
					Energy			

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: 1884-122221-13			SOUTHERN CA EDISON	1884-122221-13	12/22/2021		01042022	6,333.64
				6,333.64 101104 540510	STUNT RD P/S 7/12/21-8/9/21			
					Energy			
Invoice: 1884-122221-14			SOUTHERN CA EDISON	1884-122221-14	12/22/2021		01042022	6,142.50
				6,142.50 101104 540510	STUNT RD P/S 8/10/21-9/8/21			
					Energy			
Invoice: 1884-122221-15			SOUTHERN CA EDISON	1884-122221-15	12/22/2021		01042022	6,176.89
				6,176.89 101104 540510	STUNT RD P/S 9/9/21-10/10/21			
					Energy			
Invoice: 1884-122221-16			SOUTHERN CA EDISON	1884-122221-16	12/22/2021		01042022	-17,458.51
				-17,458.51 751126 540510	ADJ TAPIA PLANT 9/29-10/28/21			
					Energy			
Invoice: 1884-122221-17			SOUTHERN CA EDISON	1884-122221-17	12/22/2021		01042022	-26,187.77
				-26,187.77 751810 540510	ADJ TAPIA PLANT 9/29-10/28/21			
					Energy			
Invoice: 1884-122221-18			SOUTHERN CA EDISON	1884-122221-18	12/22/2021		01042022	37,855.72
				37,855.72 751126 540510	TAPIA PLANT 9/29-10/28/21			
					Energy			
Invoice: 1884-122221-19			SOUTHERN CA EDISON	1884-122221-19	12/22/2021		01042022	56,783.59
				56,783.59 751810 540510	TAPIA PLANT 9/29-10/28/21			
					Energy			
Invoice: 1884-122221-20			SOUTHERN CA EDISON	1884-122221-20	12/22/2021		01042022	21.45
				21.45 101110 540510	ARGOS VALVE 10/29/21-11/30/21			
					Energy			
Invoice: 1884-122221-21			SOUTHERN CA EDISON	1884-122221-21	12/22/2021		01042022	701.63
				701.63 101116 540510	3-SPRINGS P/S 11/12/21-12/13/21			
					Energy			
Invoice: 1884-122221-22			SOUTHERN CA EDISON	1884-122221-22	12/22/2021		01042022	897.94
				897.94 751810 678800	CNTRLCYN P/S1 10/29/21-11/30/21			
					District Sprayfield			
Invoice: 1884-122221-23			SOUTHERN CA EDISON	1884-122221-23	12/22/2021		01042022	954.70
				954.70 101115 540510	DARDENNE P/S 10/21/21-11/19/21			
					Energy			
Invoice: 1884-122221-24			SOUTHERN CA EDISON	1884-122221-24	12/22/2021		01042022	44.36
				44.36 101209 540510	EQUESTRIAN 10/29/21-11/30/21			
					Energy			
Invoice: 1884-122221-25			SOUTHERN CA EDISON	1884-122221-25	12/22/2021		01042022	1,188.34
				1,188.34 101117 540510	MNTN GATE P/S 10/21/21-11/19/21			
					Energy			

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: 1884-122221-26			SOUTHERN CA EDISON	1884-122221-26	12/22/2021		01042022	24.87
				24.87 101212 540510	MORRISON TNK 10/29/21-11/30/21			
					Energy			
Invoice: 1884-122221-27			SOUTHERN CA EDISON	1884-122221-27	12/22/2021		01042022	659.63
				659.63 101105 540510	AGOURA P/S 10/29/21-11/30/21			
					Energy			
Invoice: 1884-122221-28			SOUTHERN CA EDISON	1884-122221-28	12/22/2021		01042022	21.91
				21.91 101100 540510	WSTLK P/R STN 10/29/21-11/30/21			
					Energy			
Invoice: 1884-122221-29			SOUTHERN CA EDISON	1884-122221-29	12/22/2021		01042022	2,371.70
				2,371.70 101600 540510	WSTLK P/S 10/29/21-11/30/21			
					Energy			
Invoice: 1884-122221-30			SOUTHERN CA EDISON	1884-122221-30	12/22/2021		01042022	12,120.25
				12,120.25 101103 540510	SEMINOLE P/S 11/16/21-12/15/21			
					Energy			
Invoice: 1884-122221-31			SOUTHERN CA EDISON	1884-122221-31	12/22/2021		01042022	4,563.43
				4,563.43 101120 540510	COLD CYN P/S 11/18/21-12/17/21			
					Energy			
Invoice: 1884-122221-32			SOUTHERN CA EDISON	1884-122221-32	12/22/2021		01042022	5,269.45
				5,269.45 101108 540510	JED SMITH P/S 11/19/21-12/19/21			
					Energy			
Invoice: 1884-122221-33			SOUTHERN CA EDISON	1884-122221-33	12/22/2021		01042022	278.56
				278.56 751224 540510	WELLS 11/15/21-12/14/21			
					Energy			
Invoice: 1884-122221-34			SOUTHERN CA EDISON	1884-122221-34	12/22/2021		01042022	479.75
				479.75 101119 540510	OAKRIDGE P/S 11/17/21-12/16/21			
					Energy			
Invoice: 1884-122221-35			SOUTHERN CA EDISON	1884-122221-35	12/22/2021		01042022	19.20
				19.20 751820 540510	RLV-CNTRL BLDG 10/22/21-11/21/21			
					Energy			
Invoice: 1884-122221-36			SOUTHERN CA EDISON	1884-122221-36	12/22/2021		01042022	41.68
				41.68 701326 622500	RADIO EQPMNT 10/29/21-11/30/21			
					Radio Maintenance Expense			
Invoice: 1884-122221-37			SOUTHERN CA EDISON	1884-122221-37	12/22/2021		01042022	967.67
				967.67 701001 540510	HVAC BLDG 10/29/21-11/30/21			
					Energy			
Invoice: 1884-122221-38			SOUTHERN CA EDISON	1884-122221-38	12/22/2021		01042022	3,889.18
				3,889.18 701001 540510	MAIN MTR BSMT 11/17/21-12/16/21			
					Energy			

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: 1884-122221-39			SOUTHERN CA EDISON	1884-122221-39	12/22/2021		01042022	18.32
				18.32 101700 540510	RECTIFIER 10/29/21-11/30/21			
					Energy			
Invoice: 1884-122221-40			SOUTHERN CA EDISON	1884-122221-40	12/22/2021		01042022	23.72
				23.72 751810 678900	005 DISCHG 10/29/21-11/30/21			
					005 Discharge			
Invoice: 1884-122221-41			SOUTHERN CA EDISON	1884-122221-41	12/22/2021		01042022	21.41
				21.41 101100 540510	MULWOOD P/R ST 10/29/21-11/30/21			
					Energy			
Invoice: 1884-122221-42			SOUTHERN CA EDISON	1884-122221-42	12/22/2021		01042022	115.12
				115.12 751125 540510	MORRISON P/S 10/29/21-11/30/21			
					Energy			
Invoice: 1884-122221-43			SOUTHERN CA EDISON	1884-122221-43	12/22/2021		01042022	30.13
				30.13 101220 540510	UPR TWIN LK TNK 10/29/21-11/30/21			
					Energy			
Invoice: 1884-122221-44			SOUTHERN CA EDISON	1884-122221-44	12/22/2021		01042022	11.12
				11.12 101221 540510	UPR OAK TANK 11/18/21-12/17/21			
					Energy			
Invoice: 1884-122221-45			SOUTHERN CA EDISON	1884-122221-45	12/22/2021		01042022	11.11
				11.11 102100 540510	PKWY CLBS RW 11/18/21-12/17/21			
					Energy			
Invoice: 1884-122221-46			SOUTHERN CA EDISON	1884-122221-46	12/22/2021		01042022	575.45
				575.45 102100 540510	PKWY CLBS TNK 11/18/21-12/17/21			
					Energy			
Invoice: 1884-122221-47			SOUTHERN CA EDISON	1884-122221-47	12/22/2021		01042022	37.00
				37.00 101222 540510	LWR OAKS TNK 10/29/21-11/30/21			
					Energy			
Invoice: 1884-122221-48			SOUTHERN CA EDISON	1884-122221-48	12/22/2021		01042022	543.96
				543.96 101121 540510	RANCHVIEW BST 10/29/21-11/30/21			
					Energy			
Invoice: 1884-122221-49			SOUTHERN CA EDISON	1884-122221-49	12/22/2021		01042022	1,830.62
				1,830.62 751810 540510	TAPIA FAC CHR 11/1/21-11/30/21			
					Energy			
Invoice: 1884-122221-50			SOUTHERN CA EDISON	1884-122221-50	12/22/2021		01042022	220.68
				220.68 701001 540510	LATE CHARGE			
					Energy			
							CHECK 103019 TOTAL:	135,844.07

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								
103023	01/04/2022	PRTD	19502 YORKE ENGINEERING, LLC	27379	11/15/2021		01042022	210.25
	Invoice: 27379			210.25 701121 651600	2021 EMGCY GEN RULEMAKING Other Professional Serv			
						CHECK	103023 TOTAL:	210.25
103024	01/04/2022	PRTD	6248 ZENNER PERFORMANCE METERS, INC.	0063333-IN	10/29/2021	22200059	01042022	13,069.00
	Invoice: 0063333-IN			13,069.00 701224 551000	FIRE HYDRANT-TEMP METERS Supplies/Material			
						CHECK	103024 TOTAL:	13,069.00
				NUMBER OF CHECKS	23	*** CASH ACCOUNT TOTAL ***		246,586.21
				TOTAL PRINTED CHECKS		COUNT	AMOUNT	
						23	246,586.21	
						*** GRAND TOTAL ***		246,586.21

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	7	2													
APP	701-200000		01/04/2022	01042022	010422	Accounts Payable					AP CASH DISBURSEMENTS JOURNAL			42,273.76	
APP	999-100100		01/04/2022	01042022	010422	Cash-General					AP CASH DISBURSEMENTS JOURNAL				246,586.21
APP	751-200000		01/04/2022	01042022	010422	Accounts Payable					AP CASH DISBURSEMENTS JOURNAL			117,209.96	
APP	101-200000		01/04/2022	01042022	010422	Accounts Payable					AP CASH DISBURSEMENTS JOURNAL			79,150.61	
APP	301-200000		01/04/2022	01042022	010422	Accounts Payable					AP CASH DISBURSEMENTS JOURNAL			7,249.04	
APP	130-200000		01/04/2022	01042022	010422	Accounts Payable					AP CASH DISBURSEMENTS JOURNAL			116.28	
APP	102-200000		01/04/2022	01042022	010422	Accounts Payable					AP CASH DISBURSEMENTS JOURNAL			586.56	
GENERAL LEDGER TOTAL													246,586.21	246,586.21	
APP	999-207010		01/04/2022	01042022	010422	Due to/Due FromInternal Svcs								42,273.76	
APP	701-100100		01/04/2022	01042022	010422	Cash-General									42,273.76
APP	999-207510		01/04/2022	01042022	010422	Due to/Due FromJPA Operations								117,209.96	
APP	751-100100		01/04/2022	01042022	010422	Cash-General									117,209.96
APP	999-201010		01/04/2022	01042022	010422	Due to/Due Frm Potable Wtr Ops								79,150.61	
APP	101-100100		01/04/2022	01042022	010422	Cash-General									79,150.61
APP	999-203010		01/04/2022	01042022	010422	Due to/Due FrmPotable Wtr Repl								7,249.04	
APP	301-100100		01/04/2022	01042022	010422	Cash-General									7,249.04
APP	999-201300		01/04/2022	01042022	010422	Due to/Due FrmSanitation Ops								116.28	
APP	130-100100		01/04/2022	01042022	010422	Cash-General									116.28
APP	999-201020		01/04/2022	01042022	010422	Due to/Due Frm Rec1 Wtr Ops								586.56	
APP	102-100100		01/04/2022	01042022	010422	Cash-General									586.56
SYSTEM GENERATED ENTRIES TOTAL													246,586.21	246,586.21	
JOURNAL 2022/07/2 TOTAL													493,172.42	493,172.42	

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 7	2	01/04/2022	Cash-General Accounts Payable		79,150.61
				FUND TOTAL	79,150.61	79,150.61
102 Reclaimed Water Operations 102-100100 102-200000	2022 7	2	01/04/2022	Cash-General Accounts Payable		586.56
				FUND TOTAL	586.56	586.56
130 Sanitation Operations 130-100100 130-200000	2022 7	2	01/04/2022	Cash-General Accounts Payable		116.28
				FUND TOTAL	116.28	116.28
301 Potable Wtr Replacement Fund 301-100100 301-200000	2022 7	2	01/04/2022	Cash-General Accounts Payable		7,249.04
				FUND TOTAL	7,249.04	7,249.04
701 Internal Service Fund 701-100100 701-200000	2022 7	2	01/04/2022	Cash-General Accounts Payable		42,273.76
				FUND TOTAL	42,273.76	42,273.76
751 JPA Operations 751-100100 751-200000	2022 7	2	01/04/2022	Cash-General Accounts Payable		117,209.96
				FUND TOTAL	117,209.96	117,209.96
999 Pooled Cash 999-100100 999-201010 999-201020 999-201300 999-203010 999-207010 999-207510	2022 7	2	01/04/2022	Cash-General Due to/Due Frm Potable Wtr Ops Due to/Due Frm Recl Wtr Ops Due to/Due Frm Sanitation Ops Due to/Due Frm Potable Wtr Repl Due to/Due From Internal Sys Due to/Due From JPA Operations		246,586.21
				FUND TOTAL	246,586.21	246,586.21

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		79,150.61
102	Reclaimed Water Operations		586.56
130	Sanitation Operations		116.28
301	Potable Wtr Replacement Fund		7,249.04
701	Internal Service Fund		42,273.76
751	JPA Operations		117,209.96
999	Pooled Cash		
		246,586.21	
TOTAL		246,586.21	246,586.21

** 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
103025	01/11/2022	PRTD	7770 AUTOMATIONDIRECT.COM	13013118	12/21/2021		011122	657.00
			Invoice: 13013118					
				657.00 751810 551000				
							CHECK	103025 TOTAL:
								657.00
103026	01/11/2022	PRTD	21610 AVISTA TECHNOLOGIES, INC.	99344	12/15/2021		011122	783.82
			Invoice: 99344					
				584.00 751750 541000				
				199.82 751750 541000				
							CHECK	103026 TOTAL:
								783.82
103027	01/11/2022	PRTD	4490 CALIFORNIA WATER EFFICIENCY PARTN MD-2022-147		01/01/2022		011122	1,960.55
			Invoice: MD-2022-147					
				1,960.55 701121 710500				
							CHECK	103027 TOTAL:
								1,960.55
103028	01/11/2022	PRTD	15755 CORE & MAIN LP	P934326	12/15/2021	22200044	011122	28.75
			Invoice: P934326					
				28.75 701 132000				
							CHECK	103028 TOTAL:
								28.75
103029	01/11/2022	PRTD	2605 DELTA PACIFIC INDUSTRIES	55566	12/07/2021		011122	492.75
			Invoice: 55566					
				492.75 701325 551000				
							CHECK	103029 TOTAL:
								492.75
103030	01/11/2022	PRTD	8923 ENVIRONMENTAL EXPRESS, INC.	1000646581	04/28/2021		011122	153.74
			Invoice: 1000646581					
				153.74 701341 551000				
							CHECK	103030 TOTAL:
								153.74
			ENVIRONMENTAL EXPRESS, INC.	1000669055	10/14/2021		011122	692.71
			Invoice: 1000669055					
				692.71 701341 551000				
							CHECK	103030 TOTAL:
								692.71
			ENVIRONMENTAL EXPRESS, INC.	1000660443	08/10/2021		011122	269.96
			Invoice: 1000660443					
				269.96 701341 551000				
							CHECK	103030 TOTAL:
								269.96
								1,116.41

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				
103031 01/11/2022 PRTD 2655 FERGUSON ENTERPRISES	0778808	11/08/2021	011122	270.75
Invoice: 0778808		METER-BRASS TAIL PIECE		
	270.75 701222 572500	Genl Supplies/Small Tools		
		CHECK	103031 TOTAL:	270.75
103032 01/11/2022 PRTD 6770 G.I. INDUSTRIES	3010040-0283-0	12/16/2021	011122	1,149.23
Invoice: 3010040-0283-0		12/1-12/15/21 SHOP BLDG		
	1,149.23 701002 551500	Outside Services		
		CHECK	103032 TOTAL:	1,149.23
103033 01/11/2022 PRTD 2701 GRAINGER	9137998754	12/02/2021	011122	77.52
Invoice: 9137998754		MISC SMALL TOOLS		
	77.52 701224 572500	Genl Supplies/Small Tools		
Invoice: 9139077565				
	47.65 101600 541000	TRAFFIC DANGER SIGNS	011122	47.65
		Supplies/Material		
Invoice: 9143520329				
	477.31 751820 551000	SOLENOID VALVE	011122	477.31
		Supplies/Material		
Invoice: 9143633262				
	114.10 101200 551000	CANVAS BAG,SAW BLADES,ROPE	011122	114.10
		Supplies/Material		
Invoice: 9144972479				
	47.97 751810 551000	HEX BUSHINGS	011122	47.97
		Supplies/Material		
Invoice: 9137998747				
	686.24 751820 551000	12VCD BATTERIES	011122	686.24
		Supplies/Material		
Invoice: 9140605115				
	125.36 751810 551000	12VCD ACID BATTERIES	011122	125.36
		Supplies/Material		
Invoice: 9142016097				
	159.55 701001 551000	FLUSHING SYSTEM	011122	159.55
		Supplies/Material		
Invoice: 9144519882				
	63.56 101900 572500	RUBBER BOOTS	011122	63.56
		Genl Supplies/Small Tools		
Invoice: 9149209786				
	14.59			

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: 9149209786			14.59 751820 551000					
			INVOICE DTL DESC					
Invoice: 9153666095			9153666095	12/16/2021		011122	453.95	
GRAINGER								
			453.95 701326 623000					
			WRENCH Supplies/Material					
			SAFETY HARNESS Safety Equip					
						CHECK 103033 TOTAL:	2,267.80	
103034	01/11/2022	PRTD 2727 IDEXX LABORATORIES	3097491540	12/14/2021		011122	1,258.32	
Invoice: 3097491540			1,258.32 101600 541000					
			COLILERT MEDIA Supplies/Material					
						CHECK 103034 TOTAL:	1,258.32	
103035	01/11/2022	PRTD 30034 JAMF SOFTWARE, LLC	INV224653	11/23/2021	22200078	011122	4,000.00	
Invoice: INV224653			4,000.00 701420 621500					
			JAMF MDM RENEWAL Equip Maintenance					
						CHECK 103035 TOTAL:	4,000.00	
103036	01/11/2022	PRTD 2611 LA DWP	851260/122821	12/28/2021		011122	43.68	
Invoice: 851260/122821			43.68 101700 540510	11/23/21-12/28/21				
			RECTIFIER Energy					
						CHECK 103036 TOTAL:	43.68	
103037	01/11/2022	PRTD 2789 LIEBERT CASSIDY WHITMORE	208762	11/30/2021		011122	195.00	
Invoice: 208762			195.00 701430 650000					
			P/E 11/30- LGL CONSLT-VACC NEGOTN Legal Services					
Invoice: 208763	LIEBERT CASSIDY WHITMORE		208763	11/30/2021		011122	1,989.00	
			1,989.00 701430 650000					
			P/E 11/30- LGL CONSLT-SPC NEGOTN Legal Services					
Invoice: 208765	LIEBERT CASSIDY WHITMORE		208765	11/30/2021		011122	78.00	
			78.00 701430 650000					
			P/E 11/30- LGL CONSLT-GENERAL Legal Services					
Invoice: 208764	LIEBERT CASSIDY WHITMORE		208764	11/30/2021		011122	2,652.00	
			2,652.00 701430 650000					
			P/E 11/30- LGL CONSLT-MGMT NEGOTN Legal Services					
						CHECK 103037 TOTAL:	4,914.00	

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
103038	01/11/2022	PRTD	20973 MERRIMAC ENERGY GROUP	2216447	12/16/2021		011122	22,140.08
			Invoice: 2216447					
				22,140.08 701325 551010				
					5,986 GAL REGULAR Fuel			
							CHECK 103038 TOTAL:	22,140.08
103039	01/11/2022	PRTD	14322 MILES CHEMICAL COMPANY, INC	645054	12/15/2021		011122	5,342.94
			Invoice: 645054					
				5,342.94 751810 541050				
					7.87 TONS FERRIC CHLORIDE Ferrous Chloride			
			Invoice: 645217					
				244.64 751750 541000				
					53 GAL HYPOCHLORIDE Supplies			
			Invoice: 645242-CM					
				-120.00 751750 541000				
					CR-CONTAINER DEPOSITS Supplies			
							CHECK 103039 TOTAL:	5,467.58
103040	01/11/2022	PRTD	2365 MSO TECHNOLOGIES	7170	12/20/2021		011122	790.00
			Invoice: 7170					
				316.00 101300 570000				
				474.00 101600 570000				
					SYSTEM ENGINEERING-SCADA SCADA Services SCADA Services			
							CHECK 103040 TOTAL:	790.00
103041	01/11/2022	PRTD	16372 OLIN CORPORATION	3000057217	12/23/2021		011122	4,751.93
			Invoice: 3000057217					
				4,751.93 751810 541014				
					4,946 GAL HYPOCHLORITE Sodium Hypochlorite			
			Invoice: 3000056154					
				4,676.99 751810 541014				
					4,868 GAL HYPOCHLORITE Sodium Hypochlorite			
							CHECK 103041 TOTAL:	9,428.92
103042	01/11/2022	PRTD	17295 QUADIENT	11466433	12/19/2021		011122	5,009.73
			Invoice: 11466433					
				5,009.73 701410 620000				
					PRE PAID POSTAGE Forms, Supplies And Postage			
							CHECK 103042 TOTAL:	5,009.73
103043	01/11/2022	PRTD	21594 RECYCLED WOOD PRODUCTS	218894	12/08/2021		011122	1,820.00
			Invoice: 218894					
				1,820.00 751820 541080				
					130 YDS WOODCHIPS Amendment			

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: 219102			RECYCLED WOOD PRODUCTS	219102	12/13/2021		011122	1,820.00
				1,820.00 751820 541080	130 YDS WOODCHIPS Amendment			
Invoice: 218977			RECYCLED WOOD PRODUCTS	218977	12/10/2021		011122	1,820.00
				1,820.00 751820 541080	130 YDS WOODCHIPS Amendment			
						CHECK	103043 TOTAL:	5,460.00
103044	01/11/2022	PRTD	4586 ROYAL INDUSTRIAL SOLUTIONS	9009-1014650	12/14/2021		011122	1,488.11
			Invoice: 9009-1014650		SOLAR MODULE			
				1,488.11 101200 551000	Supplies/Material			
						CHECK	103044 TOTAL:	1,488.11
103045	01/11/2022	PRTD	20583 RT LAWRENCE CORPORATION	46861	12/15/2021		011122	965.97
			Invoice: 46861		LOCKBOX FEES-NOV'21			
				965.97 701221 622000	Outside Services			
						CHECK	103045 TOTAL:	965.97
103046	01/11/2022	PRTD	2952 SHI INTERNATIONAL CORP	B14467917	12/10/2021		011122	1,824.50
			Invoice: B14467917		MERAKI AP W/5 YRS CONTRACT-BOARDROOM			
				1,824.50 701420 543000	Capital Outlay			
						CHECK	103046 TOTAL:	1,824.50
103047	01/11/2022	PRTD	2957 SOUTHERN CALIFORNIA EDISON (M-BIL 857161/122221	857161/122221	12/22/2021		011122	33,007.46
			Invoice: 857161/122221		RLV COMPOST PLNT 11/22/21-12/21/21	226926KH		
				33,007.46 751820 540510	Energy			
						CHECK	103047 TOTAL:	33,007.46
103048	01/11/2022	PRTD	2957 SOUTHERN CALIFORNIA EDISON (M-BIL 790504/122721	790504/122721	12/27/2021		011122	1,144.88
			Invoice: 790504/122721		N. CYN P/S 10/29/21-11/30/21	2464KH		
				1,144.88 751810 678800	District Sprayfield			
						CHECK	103048 TOTAL:	1,144.88
103049	01/11/2022	PRTD	2958 SOUTHERN CALIFORNIA GAS CO (M-bil 8400/122721	8400/122721	12/27/2021		011122	14.79
			Invoice: 8400/122721		CONDUIT 11/22/21-12/22/21	0 THERM		
				14.79 101101 540530	Gas			

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 103049 TOTAL:	14.79
103050	01/11/2022	PRTD	12149 THATCHER CO. OF CALIFORNIA	2021250101158	11/03/2021		011122	2,349.18
			Invoice: 2021250101158		274 GAL CITRIC ACID			
			2,349.18 751820 541000		Supplies/Material			
							CHECK 103050 TOTAL:	2,349.18
103051	01/11/2022	PRTD	21599 THE ROVISYS COMPANY	72503	12/07/2021		011122	83,516.19
			Invoice: 72503		P/E 11/30-SCADA UPDATE-TAPIA			
			83,516.19 754440 900000		Capital Asset Expenses			
							CHECK 103051 TOTAL:	83,516.19
103052	01/11/2022	PRTD	9505 TIRE MAN AGOURA	2100934	12/08/2021		011122	25.00
			Invoice: 2100934		REPAIR FLAT-#922			
			25.00 701325 551500		Outside Services			
							CHECK 103052 TOTAL:	25.00
103053	01/11/2022	PRTD	21252 TYLER TECHNOLOGIES, INC.	045-364032	12/16/2021		011122	1,400.00
			Invoice: 045-364032		IMPLEMENTATION-12/8			
			1,400.00 701420 621500		Equip Maintenance			
							CHECK 103053 TOTAL:	1,400.00
103054	01/11/2022	PRTD	2436 VINCE BARNES AUTOMOTIVE	025573	12/01/2021		011122	964.32
			Invoice: 025573		REPLC-RADTR,HOSES,THERMNTR,WTR PUMP-#836			
			964.32 701325 551500		Outside Services			
			Invoice: 025578		VINCE BARNES AUTOMOTIVE			
			962.73 701325 551500	025578	12/06/2021		011122	962.73
					BRAKES & SRV-#868			
					Outside Services			
							CHECK 103054 TOTAL:	1,927.05
103055	01/11/2022	PRTD	19685 W. LITTEN INC.	21052	12/17/2021		011122	5,137.75
			Invoice: 21052		SPRAYFIELD 12/13-12/17			
			5,137.75 751810 678800		District Sprayfield			
			Invoice: 21053		W. LITTEN INC.			
			6,550.60 751810 678800	21053	12/30/2021		011122	6,550.60
					SPRAYFIELD 12/21-12/23			
					District Sprayfield			

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 103055 TOTAL:	11,688.35
103056 01/11/2022 PRD 30248 WAGON ROAD RANCHOS C/O ROBERT HOL CLAIM/WAGON RD	12/17/2021		011122	4,858.00
Invoice: CLAIM/WAGON RD	4,858.00 101900 714500		CLAIM STTLMNT-WAGON RD RANCHOS Claims Paid	
			CHECK 103056 TOTAL:	4,858.00
103057 01/11/2022 PRD 18914 WECK LABORATORIES, INC.	12/16/2021		011122	775.20
Invoice: W1L1551-LV	775.20 101300 571520		QTRLY-TTHM/HAA5-1J18010 Other Laboratory Serv	
Invoice: W1L1562-LV	57.00 101600 571520		12/17/2021 WESTLAKE QTRLY-1K23054 Other Laboratory Serv	57.00
Invoice: W1L1725-LV	118.00 751810 571520		12/20/2021 TAPIA GROUNDWATER-1L07084 Other Laboratory Serv	118.00
Invoice: W1L1783-LV	476.00 101300 571520		12/21/2021 FAST WATER CT-1K16084 Other Laboratory Serv	476.00
Invoice: W1L0263-LV	535.00 751750 571520		12/02/2021 PWP SAMPLING-1K03068 Other Laboratory Serv	535.00
Invoice: W1L0889-LV	645.00 751750 571520		12/09/2021 PWP SAMPLING-1K17045 Other Laboratory Serv	645.00
Invoice: W1L0892-LV	535.00 751750 571520		12/09/2021 PWP SAMPLING-1K10082 Other Laboratory Serv	535.00
			CHECK 103057 TOTAL:	3,141.20
103058 01/11/2022 PRD 30186 ZHAO, JOHN	12/17/2021		011122	51.00
Invoice: 121721	51.00 701310 683000		ACWA CONF 11/30-12/2/21-J.Z. Training & Professional Devel	
			CHECK 103058 TOTAL:	51.00

A/P CASH DISBURSEMENTS JOURNAL

NUMBER OF CHECKS 34 *** CASH ACCOUNT TOTAL *** 214,641.05

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	34	214,641.05

*** GRAND TOTAL *** 214,641.05

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	7	43													
APP	751-200000		01/11/2022	011122	011122					Accounts Payable				73,171.66	
										AP CASH DISBURSEMENTS JOURNAL					
APP	999-100100		01/11/2022	011122	011122					Cash-General					214,641.05
										AP CASH DISBURSEMENTS JOURNAL					
APP	701-200000		01/11/2022	011122	011122					Accounts Payable				47,966.79	
										AP CASH DISBURSEMENTS JOURNAL					
APP	101-200000		01/11/2022	011122	011122					Accounts Payable				9,986.41	
										AP CASH DISBURSEMENTS JOURNAL					
APP	754-200000		01/11/2022	011122	011122					Accounts Payable				83,516.19	
										AP CASH DISBURSEMENTS JOURNAL					
										GENERAL LEDGER TOTAL				214,641.05	214,641.05
APP	999-207510		01/11/2022	011122	011122					Due to/Due FromJPA Operations				73,171.66	
APP	751-100100		01/11/2022	011122	011122					Cash-General					73,171.66
APP	999-207010		01/11/2022	011122	011122					Due to/Due FromInternal Svcs				47,966.79	
APP	701-100100		01/11/2022	011122	011122					Cash-General					47,966.79
APP	999-201010		01/11/2022	011122	011122					Due to/Due Frm Potable Wtr Ops				9,986.41	
APP	101-100100		01/11/2022	011122	011122					Cash-General					9,986.41
APP	999-207540		01/11/2022	011122	011122					Due to/Due FromJPA Replacement				83,516.19	
APP	754-100100		01/11/2022	011122	011122					Cash-General					83,516.19
										SYSTEM GENERATED ENTRIES TOTAL				214,641.05	214,641.05
										JOURNAL 2022/07/43				429,282.10	429,282.10
										TOTAL					

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 7	43	01/11/2022	Cash-General		9,986.41
				Accounts Payable	9,986.41	
				FUND TOTAL	9,986.41	9,986.41
701 Internal Service Fund 701-100100 701-200000	2022 7	43	01/11/2022	Cash-General		47,966.79
				Accounts Payable	47,966.79	
				FUND TOTAL	47,966.79	47,966.79
751 JPA Operations 751-100100 751-200000	2022 7	43	01/11/2022	Cash-General		73,171.66
				Accounts Payable	73,171.66	
				FUND TOTAL	73,171.66	73,171.66
754 JPA Replacement 754-100100 754-200000	2022 7	43	01/11/2022	Cash-General		83,516.19
				Accounts Payable	83,516.19	
				FUND TOTAL	83,516.19	83,516.19
999 Pooled Cash 999-100100 999-201010 999-207010 999-207510 999-207540	2022 7	43	01/11/2022	Cash-General		214,641.05
				Due to/Due Frm Potable Wtr Ops	9,986.41	
				Due to/Due FromInternal Sys	47,966.79	
				Due to/Due FromJPA Operations	73,171.66	
				Due to/Due FromJPA Replacement	83,516.19	
				FUND TOTAL	214,641.05	214,641.05

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FR
101 Potable Water Operations		9,986.41
701 Internal Service Fund		47,966.79
751 JPA Operations		73,171.66
754 JPA Replacement		83,516.19
999 Pooled Cash		
	214,641.05	
	TOTAL	214,641.05

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



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

MINUTES
REGULAR MEETING

9:00 AM

January 4, 2022

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was led by Darrell Johnson.

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 suspended certain requirements of the Ralph M. Brown Act to support social distancing guidelines associated with response to the coronavirus (COVID-19) outbreak. Susan Brown, Administrative Assistant, conducted the roll call.

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

Absent: None

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

2. APPROVAL OF AGENDA AND APPROVAL OF FINDINGS OF RESOLUTION NO. 2603 (AB 361) REGARDING USE OF TELECONFERENCING

Director Polan moved to approve the agenda and findings of Resolution No. 2603 (AB 361) regarding use of teleconferencing. Motion seconded by Director Caspary. Motion carried unanimously by roll call vote.

3. PUBLIC COMMENTS

There were no public comments.

Joe McDermott, Director of Engineering and External Affairs, introduced new employee Lilliam Leyton, Customer Service Representative. The Board welcomed Ms. Leyton to the District.

John Zhao, Director of Facilities and Operations, introduced Thomas Bodenhamer, Water Distribution Operator I. The Board welcomed Mr. Bodenhamer to the District.

4. CONSENT CALENDAR

Director Polan pulled Item 4C for discussion.

A List of Demands: January 4, 2022: Receive and file

B Minutes Regular Meeting of December 21, 2021: Approve

Director Caspary moved to approve the Consent Calendar Items 4A and 4B. Motion seconded by Director Polan. Motion carried unanimously by roll call vote.

4. CONSENT CALENDAR – SEPARATE ACTION ITEM

C Water Supply Conditions Update: Receive and file

Director Polan referred to the new format of MWD’s Water Supply Conditions Report, and inquired regarding the location of the Colorado River Resources showing 99 percent of normal and projected Colorado River Aqueduct diversions of 1,076,000 acre-feet. General Manager David Pedersen responded that MWD updated the format of the report to show the percent of normal snowfall and the percent of normal precipitation. He stated that the report reflected 82 percent of normal snowfall in the Upper Colorado River Basin and 99 percent of normal precipitation. He also stated that he could provide feedback to MWD to better reflect where the actual precipitation was occurring. Director Polan requested clarity on the presentation in the future.

Director Polan moved to receive and file Item 4C. Motion seconded by Director Caspary. Motion carried unanimously by roll call vote.

5. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A Legislative and Regulatory Updates

Ana Schwab, federal lobbyist with Best Best & Krieger LLP (BBK), provided an update regarding H.R. 5376, the Build Back Better Act, which was not yet passed by the Senate. She noted that the Build Back Better Act included a number of water and wastewater provisions. She also noted that the federal government funding deadline was moved to February 18th, and Congress would need to determine whether to do an omnibus bill or pass individual appropriations bills.

Lowry Crook, federal lobbyist with BBK, provided an update regarding the Army Corps of Engineers' nationwide permitting that authorizes expedited general permits for projects that have gone through the National Environmental Policy Act (NEPA) process and have minimal impacts to waters of the United States. He stated that the Army Corps of Engineers finalized 42 permits, which included a nationwide permit specifically for water reclamation and reuse projects.

General Manager David Pedersen responded to a question regarding whether the nationwide permitting would apply to the Pure Water Project Las Virgenes-Triunfo (Pure Water Project) by stating that he was unaware of a federal nexus requiring an Army Corps of Engineers' nationwide permit. Ms. Schwab added that federal agencies were realizing the need for flexibility so that these types of projects may move forward.

Ms. Schwab responded to a question regarding the timeline to apply for federal funding for the Pure Water Project by stating that she would include this information in her next written report. Mr. Crook added that the Infrastructure Bill would provide funding for water programs over the next five years, and the Build Back Better Act could provide water provision funding over the next ten years.

Syrus Devers, state lobbyist with Best Best & Krieger LLP (BBK), noted that there was funding available in the state budget for water recycling projects; however, a program for the funding was not yet developed. He also noted the District would benefit from funding at a later time once the Pure Water Project was further along. He reported that Assemblywoman Lorena Gonzalez resigned from the State Assembly to be a leader at the California Labor Federation, which resulted in shifts of several Assembly Committee Chair positions. He noted that Assemblywoman Rebecca Bauer-Kahan was appointed as Chair of the Water, Parks, and Wildlife Committee, and it was important for the water industry to communicate water issues in Southern California with Assemblywoman Bauer-Kahan. He also noted that new committee assignments would occur in February. He provided an update regarding AB 1434 (Friedman), which seeks to reduce indoor water use efficiency standards. He stated that it appeared that the requirements of the Conservation Bill Package Study from 2018 were met, and AB 1434 would be amended to adopt the recommendations from the study. He also stated that it did not appear that the study covered the critical issues of financing infrastructure or stranded costs of water facilities. He noted that the new bill introduction period began on January 3rd, and Senator Bill Dodd introduced a bill related to metering of water diversions. He also noted that the Association of California Water Agencies (ACWA) was on track to introduce an alternative to AB 1434.

General Manager David Pedersen responded to a question regarding the availability of grant funding for design costs for the Pure Water Project by stating that design grants, known as planning grants, generally had very small funding amounts. He stated that the most benefit in grant programs for the Pure Water Project would be in the form of construction grants.

Director Caspary noted that the ACWA State Legislative Committee would meet on January 7th to discuss AB 1434 and other proposed bills. He expressed concern should AB 1434 move forward as the District would see a 20 percent reduction in flows to the Pure Water Project's Advanced Water Purification Facility over the next nine years and would experience difficulties in maintaining a sewer system that was designed to flow at certain minimum levels.

6. TREASURER

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

7. FACILITIES AND OPERATIONS

A Distribution System and Pump Station Valve Replacements

Authorize the General Manager to issue a purchase order to Toro Enterprises Inc., in the amount of \$172,928, for the distribution system and pressure reducing station valve replacements.

Darrell Johnson, Water Systems Manager, presented the report.

Director Lo-Hill moved to approve Item 7A. Motion seconded by Director Caspary. Motion carried unanimously by roll call vote.

B Award of Fiscal Year 2021-22 Vehicle Replacement Program

Authorize the General Manager to issue a purchase order to Fritts Ford of Riverside, in the amount of \$44,882.95 plus tax, for one Ford F250 regular cab utility bed service truck.

Shawn Triplett, Facilities Maintenance Supervisor, presented the report.

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

Mr. Triplett responded to questions regarding the quote received for the vehicle compared to the manufacturer's suggested retail price.

Motion carried unanimously by roll call vote.

8. FINANCE AND ADMINISTRATION

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

Waive the full reading and call for proposed Ordinance No. 284 to be given first reading by title only for continuation of the potable water standby charge.

ORDINANCE NO. 284

AN ORDINANCE OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT AS IT RELATES TO STANDBY CHARGES FOR THE FISCAL YEAR COMMENCING JULY 1, 2022

(Reference is hereby made to Ordinance No. 284 on file in the District's Ordinance Book and by this reference the same is incorporated herein.)

Board President Lewitt provided introductory remarks.

Josie Guzman, Clerk of the Board, reported that the District published a notice of public hearing in *The Las Virgenes – Calabasas Enterprise* on December 23 and 30, 2021, and approximately 2,197 postcards were mailed to new residents within the service area.

General Manager David Pedersen explained the purpose of the Water Standby Charge. He noted that the second reading and adoption of proposed Ordinance No. 284 would take place at the February 1, 2022 Regular Board meeting.

Board President Lewitt opened the public hearing at 9:41 a.m.

There were no public comments.

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

Board President Lewitt closed the public hearing at 9:42 a.m.

General Manager David Pedersen responded to a question regarding the mailing of postcards by stating that postcards were mailed only to property owners that were new to the District.

Director Caspary moved to waive the full reading and call for proposed Ordinance No. 284 to be given first reading by title only, waive further reading, and introduce Ordinance No. 284. Motion seconded by Director Polan. Motion carried unanimously by roll call vote.

Keith Lemieux, District Counsel, read Ordinance No. 284 by title only.

B Independent Auditing Services: Award

Accept the proposal from RAMS and authorize the General Manager to execute a

three-year professional services agreement in the annual amount of \$45,260 for the first three years, with two one-year renewal options using a three percent annual escalator, to provide independent auditing services.

Brian Richie, Finance Manager presented the report.

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

Scott Manno, representing Rogers, Anderson, Malody, & Scott LLP (RAMS), introduced himself.

Director Lo-Hill stated that the Audit Committee met with representatives from RAMS, and recommended that the Board accept their proposal.

Motion carried unanimously by roll call vote.

9. INFORMATION ITEMS

A Claim by Frank and Jeri Churchill

B Claim by Wagon Road Ranchos

C Final Report on Excess Vacation Accruals

10. 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 acknowledged John Zhao, Director of Facilities and Operations, and the Department Directors for their efforts while he was on vacation. He reported that 7.52 inches of rain was measured at the Tapia Water Reclamation Facility (Tapia) during the recent storm event, and Tapia received a total 17 inches of rain in December. He also reported that the rain gauge at the Westlake Filtration Plant measured 13.8 inches of rain in December, the peak influent at Tapia during the rain storm measured 30.45 million gallons per day, and Malibu Creek flow measured 7,600 cubic feet per second. He also reported that roof and drainage leaks occurred in Building Nos. 7 and 8 during the rain storm, and water was pumped out from the parking garage. He noted that electrical power and SCADA communications were lost in the western portion

of the water system, which affected the Westlake Filtration Plant and the potable water system. He also reported that there were a series of water main breaks, leaks, and emergency calls that occurred during the holidays, and several District employees responded on Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. He stated that two of the water main breaks occurred in Latigo Canyon, which were corrosion related; one water main break occurred in Chatsworth on an asbestos cement pipe, which was caused by tree roots; and one water main break occurred on Cornell Road, which was corrosion related. He recognized the following employees for responding during the holidays: Frank Almaguer, Richard Alvarez, Perseus Ancheta, Andy Arenas, Duane Bockelman, Thomas Bodenhamer, Susan Brown, Robert De Vito, Tony Gagnon, Guillermo Garcia, Travis Garman, Steve Jackson, Darrell Johnson, Ron Jones, Lance Karafelas, Jim Korkosz, Spencer Lee, Mario Magaña, Jon Meredith, Joseph Montaña, Shawn Triplett, and Justin Walden. He noted that the MWD shutdown of the Foothill Feeder and the Joseph Jensen Water Treatment Plant began on January 3rd. John Zhao, Director of Facilities and Operations, added that the Westlake Filtration Plant began operating on December 27th in advance of the MWD shutdown.

General Manager David Pedersen also reported that Las Virgenes Reservoir received an abundance of runoff during the rain storms, which raised the reservoir level by four feet. He stated that this equated to \$400,000 worth of free water. Board President Lewitt asked that this information be shared via social media, including asking customers to be aware that water mains could break during rain events.

John Zhao, Director of Facilities and Operations, responded to questions regarding the acceleration of pipe corrosion during significant rain events and the restoration of SCADA communications following the power outage.

General Manager David Pedersen provided an update regarding the District's response to the COVID-19 Omicron variant surge and noted the District experienced an outbreak in late December, which triggered notification to the County of Los Angeles Department of Public Health. He stated that representatives from the Department of Public Health performed an inspection at the District, and they were very complementary of the actions taken by the District to protect employees from COVID-19. He also stated that the District re-implemented the emergency policy related to the COVID-19 surge, including six-foot social distancing and other safety protocols. He announced that Scott Harris, Resource Conservation Supervisor, and Laura Rockwell, Accounting Technician - Payroll, retired from the District, and he recognized them for their service. He noted that Governor Gavin Newsom's Executive Order prohibiting water service shutoff for nonpayment expired on December 31st, and he proposed that the District resume water service shutoff for nonpayment except for customers who are eligible for arrearages funding from the state. He noted that only the customers with past due accounts who were not eligible for arrearages funding would be notified of water service shutoff, and they would also be informed that they may enroll in a payment plan to return to good standing.

(2) Follow-Up Items

General Manager David Pedersen stated that he asked MWD Assistant General Manager/Chief Operating Officer Deven Upadhyay to address MWD's plans to improve

water supply reliability to MWD State Water Project dependent service areas at the next Board meeting. He also stated that an update on the Delta Conveyance Project would be presented at a future Board meeting.

Director Lo-Hill asked General Manager David Pedersen follow up with a brief summary regarding the recent sewage spill in Long Beach.

D Directors' Comments

Director Caspary noted that the Northern Sierra Precipitation 8-Station Index jumped ahead of the wettest year on record as of January 3rd. He expressed his hope that these conditions would continue.

11. FUTURE AGENDA ITEMS

None.

12. PUBLIC COMMENTS

None.

13. CLOSED SESSION

A Conference with District Counsel – Anticipated Litigation (Government Code Section 54956.9(d)(2): One item

Tort Claim by Kali Alana and Michael Maciejewski

The Board recessed to Closed Session at **10:11 a.m.** and reconvened to Open Session at **10:36 a.m.**

Keith Lemieux, District Counsel, announced that the Board received a report during the Closed Session, and directed staff to send a letter rejecting the claim.

14. OPEN SESSION AND ADJOURNMENT

Seeing no further business to come before the Board, the meeting was duly adjourned at **10:36 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)

January 4, 2022

To: Payroll
 From: David W. Pedersen
 General Manager

DocuSigned by:

 12C6BE2E4EC44E2...

RE: Per Diem Request – December 2021

Attached are the Director statements of attendance for meetings, conferences and miscellaneous functions, which are summarized in the table below. If you have any questions, please contact me. Thank you.

On April 25, 2017, the Board adopted Resolution No. 2513, amending the per diem rate to \$220.

	<u>Director</u>	<u>No. of Meetings</u>	<u>Rate</u>	<u>Total</u>
8014	Charles Caspary	5	\$220.00	\$1,100.00
19447	Jay Lewitt	9	\$220.00	\$1,980.00
21169	Lynda Lo-Hill	8	\$220.00	\$1,760.00
18856	Leonard Polan	7	\$220.00	\$1,540.00
14702	Lee Renger	4	\$220.00	\$880.00

*LVMWD Code Section 2-2.106(a): “not exceeding a total of ten (10) days in any calendar month”

**LVMWD Code Section 2-2.106(b): MWD director “not exceeding a total of ten (10) additional days in any calendar month.”

Glen Peterson, Director

Metropolitan Water District of Southern California

2936 Triunfo Canyon Rd

Agoura, CA. 91301

email: glenpsop@icloud.com

INVOICE

DATE: 01/05/22
INVOICE # 37
FOR: Director fees

Bill To:

Las Virgenes Municipal Water District

4232 Las Virgenes Canyon Rd

Calabasas, CA. 91302

attn: Josie Guzman, Clerk of the Board

818-251-2100

Date	Description	fee
12/1/2021	ACWA Pasadena	\$220.00
12/2/2021	ACWA Pasadena	\$220.00
12/9/2021	Northern Caucus	\$220.00
12/10/2021	Pure Water/ Los Angeles Delegation	\$220.00
12/13/2021	CRUA Las Vegas	\$220.00
12/14/2021	CRUA Las Vegas and Board Meeting	\$220.00
12/15/2021	CRUA Las Vegas	\$220.00
12/16/2021	CRUA Las Vegas	\$220.00
12/21/2021	Report to LVMWD Board	\$220.00
	TOTAL	\$1,980.00

Make Check payable to Glen Peterson

Thank you for the opportunity to serve



□ January 18, 2022 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Claim by Brandon Hillas

SUMMARY:

On December 10, 2021, the District received the attached claim from Brandon Hillas of West Hills. The claimant seeks damages, in the amount of \$200, for a broken toilet that was allegedly caused the water to his condominium being shut off. Based on staff's investigation, the District did not shut off water to the condominium or complex. As a result, staff recommends that the claim be denied.

RECOMMENDATION(S):

Deny the claim by Brandon Hillas.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

FINANCIAL IMPACT:

There is no financial impact associated with denying the claim.

DISCUSSION:

Mr. Hillas submitted a claim on December 10, 2021, alleging that the District shut off the water to his condominium and caused a particle to become stuck in his toilet. Staff investigated the claim and determined that the water was not shut off by the District. It appears that

maintenance personnel for the condominium complex may have temporarily shut off the water on-site. Staff recommends that the claim be denied.

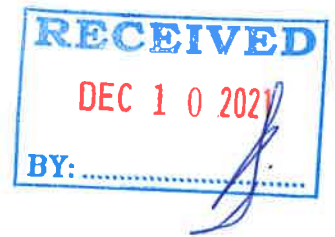
GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Donald Patterson, Director of Finance and Administration

ATTACHMENTS:

Claim by Brandon Hillas



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

Mail or Deliver To: Executive Assistant/ Clerk of the Board
Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302

Name of claimant/s: Brandon Hillas

Address/location of accident or occurrence:
6855 Valley Circle Blvd #33
West Hills CA 91307

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

Telephone numbers: Home: 818 577-8821 Work/Cell:

Please answer the following questions. If more space is required, please attach additional sheets. Please attach any receipts, invoices, estimates or photos that may help in consideration of your claim.

- 1. When did damage or injury occur? (Give exact date and hour)
2 months ago in the late morning
2. Where did the damage or injury occur?
Upstairs toilet
3. How did the damage or injury occur? (Give full details)
Once the water was turned back on a particle got stuck in the toilet. We replaced the Flapper but the issue with the toilet is still happened.
4. What damage or injuries do you claim?
A piece in the toilet needs to be replaced

5. If this claim is for damage to property, are you the legal owner of said property?
Yes No . If not, please list name and address of property owner.

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

Unknown

7. If District employees were involved in causing the damage or injury, do you believe there was a particular act or omission on the part of the employees that caused it?

No

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

Amount claimed as of this date: \$ _____

Estimated amount of future expenses: \$ 200.00

Total Amount Claimed: \$ 200.00

Basis for computation of amounts claimed: To replace a broken piece in the toilet

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

See attached

12/10/2021

Signature of Claimant or Person Acting on Claimant's Behalf

Date

Print Name of Signee (required):

This claim must be signed by claimant or by an authorized agent of the claimant. One copy must be filed with this office. Keep one copy for your records.

Notice: Section 72 of the Penal Code provides: "Every person who, with intent to defraud, presents for allowance or for payment to any state board or officer, or to any county, town, city, district, ward or village board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is guilty of a felony".

Date Received: 12/10/21 Time: 11:55AM Recorded by: Josie Guzman
via email to customer service

Note: This document is a Public Record and may be disclosed/released pursuant to the California Public Records Act.

5. If this claim is for damage to property, are you the legal owner of said property?
Yes No If not, please list name and address of property owner.

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

7. If District employees were involved in causing the damage or injury, do you believe there was a particular act or omission on the part of the employees that caused it?

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

Amount claimed as of this date: \$ _____

Estimated amount of future expenses: \$ _____

Total Amount Claimed: \$ _____

Basis for computation of amounts claimed: _____

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



Signature of Claimant or Person Acting on Claimant's Behalf

Date

(Print Name of Signee (required))

This claim must be signed by claimant or by an authorized agent of the claimant. One copy must be filed with this office. Keep one copy for your records.

Notice: Section 72 of the Penal Code provides: "Every person who, with intent to defraud, presents for allowance or for payment to any state board or officer, or to any county, town, city, district, ward or village board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is guilty of a felony".

Date Received: _____ Time: _____ Recorded by: _____

Note: This document is a Public Record and may be disclosed/released pursuant to the California Public Record Act.



□
January 18, 2022 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Claim by David Berzinsky

SUMMARY:

On December 6, 2021, the District received the attached claim from David Berzinsky of Agoura. The claimant seeks reimbursement for damages to his vehicle, in the amount of \$4,979.62, allegedly caused by rocks in the roadway that were associated with a broken water main. Based on staff's investigation, the damages to the vehicle do not appear to be caused by the water main break. As a result, staff recommends that the claim be denied.

RECOMMENDATION(S):

Deny the claim by David Berzinsky.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

FINANCIAL IMPACT:

There is no financial impact associated with denying the claim.

DISCUSSION:

Staff investigated the claim and confirmed that there was a water main break at the subject location. However, upon review of the information provided by the claimant and circumstances surrounding the break, it was determined that the water main break was not the cause of the

damages to the claimant's vehicle. As a result, staff recommends that the claim be denied.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Donald Patterson, Director of Finance and Administration

ATTACHMENTS:

Claim by David Berzinsky

Claim Photos



RECEIVED
DEC 06 2021
BY: _____

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

Mail or Deliver To: Executive Assistant/ Clerk of the Board
Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302

Name of claimant/s: DAVID BERZINSKY

Address/location of accident or occurrence:

Peyes Adobe & Agoura rd westbound

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

30473 ~~WILLOW~~ MULHOLLAND HWY # 69
AGOURA HILLS CA 91301

Telephone numbers: Home: 310-570-1943 Work/Cell: _____

Please answer the following questions. If more space is required, please attach additional sheets. Please attach any receipts, invoices, estimates or photos that may help in consideration of your claim.

1. When did damage or injury occur? (Give exact date and hour)
FRONT GRILL DAMAGE 12-3-21

2. Where did the damage or injury occur?
FRONT GRILL

3. How did the damage or injury occur? (Give full details)
WATER PIPE BROKE
CAUSING FLOODING
ROCKS ALL OVER THE STREET

4. What damage or injuries do you claim?
FRONT GRILL DAMAGE

LOMMD

DEC 21 2:09 PM

5. If this claim is for damage to property, are you the legal owner of said property?
 Yes No . If not, please list name and address of property owner.
6. What is the name/s of the District employee/s causing the injury, damage or loss, if known?
7. If District employees were involved in causing the damage or injury, do you believe there was a particular act or omission on the part of the employees that caused it?
8. What is the amount the damages claimed? (Attach copies of receipts, invoices, estimates, photos, etc.)
 Amount claimed as of this date: \$ _____
 Estimated amount of future expenses: \$ _____
 Total Amount Claimed: \$ _____
 Basis for computation of amounts claimed: _____
9. Other details? (Names, addresses of witnesses, doctors and hospitals)

David Penning
 Signature of Claimant or Person Acting on Claimant's Behalf

12-3-21
 Date

Print Name of Signee (required):

This claim must be signed by claimant or by an authorized agent of the claimant. One copy must be filed with this office. Keep one copy for your records.

Notice: Section 72 of the Penal Code provides: "Every person who, with intent to defraud, presents for allowance or for payment to any state board or officer, or to any county, town, city, district, ward or village board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is guilty of a felony".

Date Received: 12/6/21 Time: 9:35AM Recorded by: Josie Guzman

Note: This document is a Public Record and may be disclosed/released pursuant to the California Public Records Act.

Date: 12/ 3/2021 04:04 PM
 Estimate ID: 3926
 Estimate Version: 0
 Preliminary
 Profile ID: Prestige Auto Body I

Prestige Auto Body Inc.

3177 E Thousand Oaks Blvd, Thousand Oaks, CA 91362
 (805) 495-3967
 Fax: (805) 497-4995
 Email: prestigeautocollisionto@gmail.com

Damage Assessed By: David Horne
 Classification: Audit

Deductible: UNKNOWN

Insured: BERKZINSKY DAVID

Mitchell Service: 911507

Description: 2013 Toyota Prius Plug-in

Body Style: 4D Sed

VIN: JTDKN3DP8D3043413

OEM/ALT: O

Color: GREY

Options: PASSENGER AIRBAG, POWER LOCK, POWER WINDOW, POWER STEERING, REAR WINDOW DEFOGGER
 AIR CONDITION, REAR WINDOW WIPER, CRUISE CONTROL, TILT STEERING COLUMN
 AM/FM STEREO, DRIVER AIRBAG, HEATED EXTERIOR MIRROR
 FRONT SIDE AIRBAG WITH HEAD PROTECTION, ANTI-LOCK BRAKE SYS., TRACTION CONTROL
 ALUM/ALLOY WHEELS, TIRE INFLATION/PRESSURE MONITOR, NAVIGATION SYSTEM
 AUXILIARY INPUT, BLUETOOTH WIRELESS CONNECTIVITY, HD RADIO, SATELLITE RADIO
 CD PLAYER, POWER ADJUSTABLE EXTERIOR MIRROR, AUTO AIR CONDITION, TRIP COMPUTER
 CLOTH SEAT, SIDE AIRBAGS, AUTOMATIC HEADLIGHTS
 SECOND ROW SIDE AIRBAG WITH HEAD PROTECTION, MP3 PLAYER, DAYTIME RUNNING LIGHTS
 ELECTRONIC STABILITY CONTROL, FRONT HEATED SEATS, KEYLESS ENTRY SYSTEM
 REAR BENCH SEAT, REAR SPOILER, STEERING WHEEL AUDIO CONTROLS

Drive Train: 1.8L Inj 4 Cyl A FWD

Search Code: None

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
<u>Front Bumper</u>							
1	100003	BDY	OVERHAUL	Frnt Bumper Cover Assy			2.4 #
2	101297	BDY	REMOVE/REPLACE	Frnt Bumper Cover	52119-47934	265.92	INC #
3		REF	REFINISH	Frnt Bumper Cover			C 2.8
4	100248	BDY	REMOVE/REPLACE	R Frnt Bumper Support	52115-47041	48.84	0.1 #
5		BDY	REMOVE/INSTALL	Frnt Bumper Cover			INC #
6	100249	BDY	REMOVE/REPLACE	L Frnt Bumper Support	52116-47041	48.84	0.1 #
7	100253	BDY	REMOVE/REPLACE	Grille Emblem	53141-47011	431.96	INC
8	100255	BDY	REMOVE/REPLACE	Frnt Upr Bumper Seal	53395-47020	47.49	INC
9	100257	BDY	REMOVE/REPLACE	Frnt Bumper Grille	53102-47090-B1	213.68	INC #
10	100245	BDY	REMOVE/REPLACE	Frnt Lwr Bumper Grille	53113-47040	42.74	INC #
11	101291	BDY	REMOVE/REPLACE	Frnt Bumper Spoiler	76851-47030	181.39	INC
12	101293	BDY	REMOVE/REPLACE	Frnt Bumper Impact Absorber	52611-47090	56.43	INC
13	102164	BDY	REMOVE/REPLACE	Frnt Bumper Reinforcement Bar (Alum)	52021-47032	262.85	0.3 #
<u>Front Lamps</u>							
14	100293	BDY	REMOVE/REPLACE	R Frnt Combination Lamp Assembly	81145-47463	643.71	0.6 #
15		BDY	CHECK/ADJUST	Headlamps			0.4
16	100346	BDY	REMOVE/REPLACE	R Frnt Signal Lamp Assembly	81511-47060	257.41	INC #
17	100347	BDY	REMOVE/REPLACE	L Frnt Signal Lamp Assembly	81521-47060	257.41	INC #
18	101283	BDY	REMOVE/REPLACE	R Frnt Signal Lamp Bracket	81519-47060	39.08	
19	101284	BDY	REMOVE/REPLACE	L Frnt Signal Lamp Bracket	81529-47060	39.08	

ESTIMATE RECALL NUMBER: 12/03/2021 15:53:25 3926

Mitchell Data Version: OEM: SEP_21_V

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Page 1 of 3

Software Version: 7.1.241

Date: 12/ 3/2021 04:04 PM
Estimate ID: 3926
Estimate Version: 0
Preliminary
Profile ID: Prestige Auto Body I

This is a preliminary estimate.
Additional changes to the estimate may be required for the actual repair.

ESTIMATE RECALL NUMBER: 12/03/2021 15:53:25 3926
Mitchell Data Version: OEM: SEP_21_V

Software Version: 7.1.241

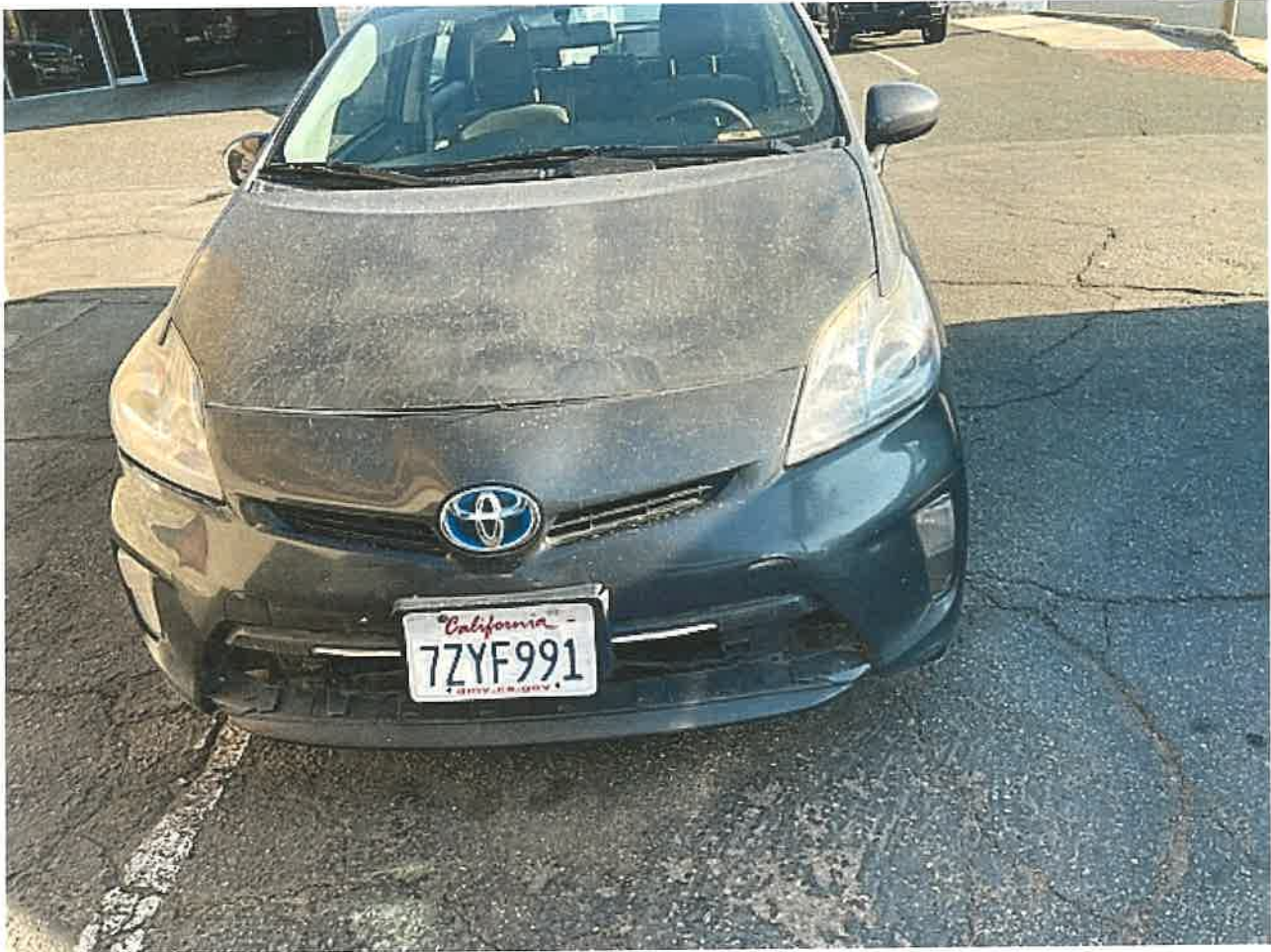
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Page 3 of 3















January 18, 2022 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Uniform Contract Extension: Authorization

SUMMARY:

The District's current contract for uniforms with Prudential Overall Supply expires on March 1, 2022. Staff is currently working with SEIU to determine which particular uniforms work best for each division. Additional time is needed to compile an updated list with the appropriate uniform styles and quantities. Extending the current contract for six months, in the amount of \$15,000, will allow sufficient time for a comprehensive review to ensure that the pending request for proposals meets the current needs of all uniformed District employees.

RECOMMENDATION(S):

Authorize the General Manager to approve a six-month extension with Prudential Overall Supply, in the amount of \$15,000, for uniform services.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The estimated total cost to extend the contract for six months is \$15,000. Sufficient funds for the service are available in the adopted Fiscal Year 2021-22 Budget.

DISCUSSION:

On March 1, 2022, the District's current contract with Prudential Overall Supply for uniform service will expire. The contract was initiated in March 2016, and after a formal review process in March 2021, the Board approved a one-year extension of the contract. Additional time is needed to compile an updated list of uniforms and incorporate the information in a pending request for proposals. Extending the current contract for six months, in the amount of \$15,000, will allow sufficient time for a comprehensive review to ensure the pending formal request for proposals meets the current uniform needs of the District's employees.

The District currently has 66 positions that require employees to wear uniforms. To present a consistent, professional appearance and positive image of the District, a uniform service is used to provide and launder the various uniform items. Uniform deliveries are required weekly at all four District facilities: (1) Headquarters, (2) Rancho Las Virgenes Composting Facility, (3) Tapia Water Reclamation Facility, and (4) Westlake Filtration Plant. Employees are currently issued 10 or 12 shirt/pant sets, jackets, lab coats and coveralls, as needed. Bath towels, shop rags and rubber-backed mats are also provided through the uniform contract. There are 12 different groups of uniformed employees with varying uniform requirements. Supervisors and SEIU representatives are working together to clearly define the current uniform needs of each group. A request for proposals will then be issued based on current needs and a new contract will be recommended for Board approval within the next six months.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Gretchen Bullock, Purchasing Supervisor



January 18, 2022 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

**Subject : Statement of Revenues, Expenses and Changes in Net Position:
November 2021**

SUMMARY:

To ensure effective utilization of the public's assets and money, a monthly Statement of Revenues, Expenses and Changes in Net Position (Statement) is provided to the Board for review. This report is a high-level overview that summarizes the District's financial status through the end of the referenced month and can be used as a supplement to the additional detailed analysis provided in the quarterly financial reports. The report is formatted to mirror the presentation in the Annual Comprehensive Financial Report, which consists of an operating financial section, a non-operating financial section and the year-to-date changes in net position. The report is unaudited and preliminary due to the timing of its preparation versus month-end closing for the reporting month.

RECOMMENDATION(S):

Receive and file the Statement of Revenues, Expenses and Changes in Net Position for the period ending November 30, 2021.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

FINANCIAL IMPACT:

There is no financial impact associated with this report.

DISCUSSION:

Within the report, the “Current Budget” column pertains to the current fiscal year budget that was adopted and/or amended by the Board. The “Actual Year-to-Date” columns presents the cumulative year-to-date revenues and expenses for both the current fiscal year and prior fiscal year. Lastly, the “Variance with Prior Year” column calculates the net difference between the current fiscal year-to-date balance and the prior fiscal year-to-date balance.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Brian Richie, Finance Manager

ATTACHMENTS:

Statement of Revenues, Expenses and Changes in Net Position



Las Virgenes Municipal Water District
Statement of Revenues, Expenses, and
Changes in Net Position
(Unaudited)
November 2021

Prepared By:
The Department of Finance
& Administration

LAS VIRGENES MUNICIPAL WATER DISTRICT
Statement of Revenues, Expenses, and Changes in Net Position
For the Month ended November 30, 2021 (Preliminary) and 2020
(dollars in thousands)



	Current Budget	Actual Year-to-Date		Variance with Prior Year Positive (Negative)
	<u>2021/22</u>	<u>2021/22</u>	<u>2020/21</u>	<u>2021/22 to 2020/21</u>
OPERATING REVENUES:				
Potable water sales and service fees	\$ 44,559	\$ 21,877	\$ 20,918	\$ 959
Recycled water sales and service fees	5,307	2,497	3,097	(600)
Sanitation service fees	19,765	7,989	7,833	156
Rental income	-	28	34	(6)
Other income	1,023	1,494	1,463	31
Total operating revenues	70,654	33,885	33,345	540
OPERATING EXPENSES:				
Water expenses:				
Source of supply	28,499	12,466	13,659	(1,193)
Pumping	2,622	1,047	1,207	(160)
Transmission and distribution	3,625	1,248	1,243	5
Water conservation	76	3	3	-
Rental	268	99	103	(4)
General and administrative	9,949	3,395	2,777	618
Total water expenses	45,039	18,258	18,992	(734)
Sanitation expenses:				
Other sewage treatment	531	236	-	236
Lifting	243	52	87	(35)
General and administrative	1,942	885	725	160
Total sanitation expenses	2,716	1,173	812	361
Depreciation	-	-	1,672	(1,672)
Total operating expenses	47,755	19,431	21,476	(2,045)
NET OPERATING INCOME (LOSS)	22,899	14,454	11,869	2,585
NONOPERATING REVENUES (EXPENSES):				
Taxes and penalties	-	8	415	(407)
Interest income (expense)	-	(1,673)	(1,242)	(431)
Facilities charge	-	255	259	(4)
Share of Joint Powers Authority (expense)	(10,655)	(4,854)	(6,627)	1,773
Gain (Loss) on disposal of capital assets	-	4	5	(1)
Other revenues/(expenses)	-	143	910	(767)
Nonoperating revenues (expenses)	(10,655)	(6,117)	(6,280)	163
Capital contributions	-	846	5,323	(4,477)
Change in Net Position	12,244	9,183	10,912	(1,729)
NET POSITION:				
Beginning of fiscal year	269,224	269,224	252,211	17,013
Ending Net Position	\$ 281,468	\$ 278,407	\$ 263,123	\$ 15,284



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

MWD MEETING AGENDA

Regular Board of Directors Meeting - Final - Revised 1

January 11, 2022

12:00 PM

Tuesday, January 11, 2022 Meeting Schedule
08:30 a.m. - L&C
10:30 a.m. - OP&T
11:30 a.m. - Break
12:00 p.m. - BOD

Teleconference meetings will continue through the end of the year. Live streaming is available for all board and committee meetings on mwdh2o.com ([Click Here](#))

A listen only phone line is also available at 1-800-603-9516; enter code: 2176868#. Members of the public may present their comments to the Board on matters within their jurisdiction as listed on the agenda via teleconference only. To participate call (404) 400-0335 and enter Code: 9601962.

MWD Headquarters Building - 700 N. Alameda Street - Los Angeles, CA 90012

1. Call to Order

1.1 Invocation: Cheryl Auger, Team Mgr-Info Security, Information Technology Group

1.2 Pledge of Allegiance: Director Richard Atwater, Foothill Municipal Water District

2. Roll Call

3. Determination of a Quorum

4. Opportunity for members of the public to address the Board on matters within the Board's jurisdiction. (As required by Gov. Code § 54954.3(a))

5. OTHER MATTERS AND REPORTS

A. Report on Directors' Events Attended at Metropolitan's Expense

[21-753](#)

Attachments: [01112022 BOD 5A Report.pdf](#)

B. Chairwoman's Monthly Activity Report

[21-754](#)

Attachments: [01112022 BOD 5B Report.pdf](#)

- C. General Manager's summary of activities [21-755](#)
Attachments: [01112022 BOD 5C Report.pdf](#)
- D. General Counsel's summary of activities [21-756](#)
Attachments: [01112022 BOD 5D Report.pdf](#)
- E. General Auditor's summary of activities [21-757](#)
Attachments: [01112022 BOD 5E Report.pdf](#)
- F. Ethics Officer's summary of activities [21-758](#)
Attachments: [01112022 BOD 5F Report.pdf](#)
- G. Presentation of Commendatory Resolutions for Director Michael T. Hogan representing San Diego County Water Authority [21-760](#)
- H. Presentation of Commendatory Resolution for Director John Murray, Jr. representing the city of Los Angeles [21-790](#)
- I. Presentation of Commendatory Resolution for Director Jerry Butkiewicz representing the San Diego County Water Authority [21-791](#)

**** CONSENT CALENDAR ITEMS -- ACTION ****

6. CONSENT CALENDAR OTHER ITEMS - ACTION

- A. Approval of the Minutes of the Special Meeting for November 23, 2021 and the Regular Meeting for December 14, 2021 (Copies have been submitted to each Director) Any additions, corrections, or omissions [21-752](#)
Attachments: [01112021 BOD 6A1 Minutes.pdf](#)
[01112021 BOD 6A2 Minutes.pdf](#)
- B. Adopt resolution to continue remote teleconference meetings pursuant to the Brown Act Section 54953(e) for meetings of Metropolitan's legislative bodies for a period of 30 days; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [21-744](#)
Attachments: [01112022 BOD 6B Resolution.pdf](#)

C. Approve Committee Assignments

7. CONSENT CALENDAR ITEMS - ACTION

- 7-1** Authorize on-call agreements with Aspen Environmental Group and Environmental Science Associates in amounts not-to-exceed \$750,000 per year each, for a maximum of four years for environmental planning services to support O&M and board-authorized Capital Investment Plan projects; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (EO) [21-741](#)
- Attachments:** [01112022 EO 7-1 B-L.pdf](#)
[01102022 EO 7-1 Presentation.pdf](#)
- 7-2** Award a \$1,936,977 contract to All American Asphalt for pavement rehabilitation at the Robert A. Skinner Water Treatment Plant; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (EO) [21-742](#)
- Attachments:** [01112022 EO 7-2 B-L.pdf](#)
[01102022 EO 7-2 Presentation.pdf](#)
- 7-3** Approve The Metropolitan Water District of Southern California's salary schedules pursuant to CalPERS regulations; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (OPT) [21-745](#)
- Attachments:** [01112022 OPT 7-3 B-L.pdf](#)
[01112022 OPT 7-3 Presentation.pdf](#)
- 7-4** Review and consider County of Riverside's adopted Mitigated Negative Declaration and take related CEQA actions, and authorize the General Manager to grant a permanent easement for drainage purposes to County of Riverside Flood Control and Water Conservation District on Metropolitan property in Riverside County (RPAM) [21-746](#)
- Attachments:** [01112022 RPAM 7-4 B-L.pdf](#)
[01112022 RPAM 7-4 Att 2](#)
[01112022 RPAM 7-4 Presentation.pdf](#)

- 7-5** Authorize the execution of an amendment to a license agreement with Fountains La Verne MHP Associates, L.P. for recreational vehicle parking on Metropolitan fee-owned property in the City of La Verne; the General Manager has determined that this action is exempt or otherwise not subject to CEQA (RPAM) [21-747](#)
- Attachments:** [01112022 RPAM 7-5 B-L.pdf](#)
[01112022 RPAM 7-5 Presentation.pdf](#)
- 7-6** Authorize modifications to the On-Site Retrofit Program; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (WPS) [21-664](#)
- Attachments:** [01112022 WPS 7-6 B-L.pdf](#)
[01102022 WPS 7-6 Presentation.pdf](#)
- 7-7** Authorize a three-year agreement for Inspection and Verification Services for Conservation Programs with WaterWise Consulting, Inc.; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (WPS) [21-750](#)
- Attachments:** [01112022 WPS 7-7- B-L.pdf](#)
[01102022 WPS 7-7 Presentation.pdf](#)
- 7-8** Authorize: (1) renewal of the Municipal Water Quality Investigations Agreement between the Department of Water Resources, the State Water Contractors and participating urban State Water Project Contractors; and (2) renewal of the Municipal Water Quality Investigations Program Specific Project Agreement between the State Water Contractors and participating urban State Water Project Contractors; the General Manager has determined that the proposed actions are exempt or otherwise not subject to CEQA (WPS) [21-749](#)
- Attachments:** [01112022 WPS 7-8- B-L.pdf](#)
[01102022 WPS 7-8 Presentation.pdf](#)

- 7-9** Approve Agreement for Temporary Emergency Delivery of a Portion of the Mexican Treaty Waters of the Colorado River to the International Boundary in the Vicinity of Tijuana, Baja California, Mexico, and for Operation of Facilities in the United States; the General Manager determined that the proposed action is exempt or otherwise not subject to CEQA (WPS) [21-748](#)

Attachments: [01112022 WPS 7-9 B-L.pdf](#)
[01102022 WPS 7-9 Presentation.pdf](#)

- 7-10** Approve amendments to the Administrative Code to establish changes in the committee structure of the Board; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [ADDED ITEM 1/6/2022] (LC) [21-794](#)

Attachments: [01112022 LC 7-10 B-L.pdf](#)

**** END OF CONSENT CALENDAR ITEMS ****

8. OTHER BOARD ITEMS - ACTION

None

9. BOARD INFORMATION ITEMS

- 9-1** Board Report on Conservation [21-751](#)

Attachments: [01112022 WPS 9-1 Report.pdf](#)

- 9-2** Update on Public Agency Partnership to Increase Opportunities for Underserved and Underrepresented Businesses (OPT) [21-743](#)

Attachments: [01112022 OPT 9-2 B-L.pdf](#)
[01112022 OPT 9-2 Presentation.pdf](#)

10. OTHER MATTERS

- 10-1** Ethics Training for Directors: Preventing Conflicts of Interest in Contracts and other Government Decisions [21-789](#)

11. FOLLOW-UP ITEMS

None

12. FUTURE AGENDA ITEMS

13. ADJOURNMENT

NOTE:

At the discretion of the Board, all items appearing on this agenda and all committee agendas, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board.

Each agenda item with a committee designation will be considered and a recommendation may be made by one or more committees prior to consideration and final action by the full Board of Directors. The committee designation appears in parenthesis at the end of the description of the agenda item e.g. (E&O, BF&I). Committee agendas may be obtained from the Executive Secretary.

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 Secretary in advance of the meeting to ensure availability of the requested service or accommodation.



State Water Project Dependent Area Solutions Update

Engineering and Operations Committee

Item 6b

January 10, 2022

SWP Dependent Area Solutions: Overview

Issue

Some areas are particularly vulnerable to severe drought on the SWP system: SWP Dependent Areas

Committed to Resolve this Issue

Identifying and implementing measures to ensure all portions of the service area attain a high level of reliability against multi-year, severe droughts

Current Drought Emergency

Actively manage through current
severe conditions

Future Severe Drought

Urgently prepare for the next
severe drought

SWP Dependent Area Solutions: Overview

Issue

Some areas are particularly vulnerable to severe drought on the SWP system: SWP Dependent Areas

Committed to Resolve this Issue

Identifying and implementing measures to ensure all portions of the service area attain a high level of reliability against multi-year, severe droughts

What we have done

Took incremental and continuous action in preparation to respond to drought

Got through the two driest years on record

What we are doing

Continuing to take urgent action to address this potentially ongoing unprecedented drought emergency

What we will do

Continue to address this drought and prepare for the next with expedited drought action planning and development

Resolve this issue in collaboration with our member and partner agencies

What We Have Done

Took Incremental and Continuous Action to Address the Issue

- Made some big gains since the last severe drought in 2014-15
- Provided increased reliability for this current severe drought



Added new interconnections and strengthened existing infrastructure to enable DVL water to be delivered to Mills




Developed a new storage program with AVEK and began construction on facilities for increased supply availability



Rehabilitated Greg Ave. Pump Station for improved reliability of Colorado River water to the SWP Dependent Area



Implemented WSDM actions, shored up CRA delivery capabilities, continued investments in water-use efficiency and local supplies

An aerial photograph of a large reservoir that has almost completely dried up. The remaining water is confined to a narrow, winding stream that flows through a deep, eroded channel. A long, multi-span bridge with a truss structure spans across the reservoir. The surrounding landscape is hilly and covered in dense evergreen forests. The sky is clear and blue.

What We Are Doing Taking Urgent Action to Address this Current Drought Emergency

Ongoing Extraordinary Drought Actions to Preserve SWP Supplies

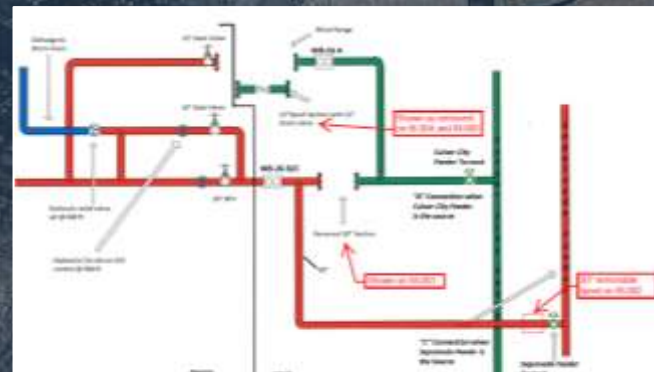


Maximizing reliability with extraordinary operational drought actions

What We Are Doing Taking Extraordinary Operational Drought Actions

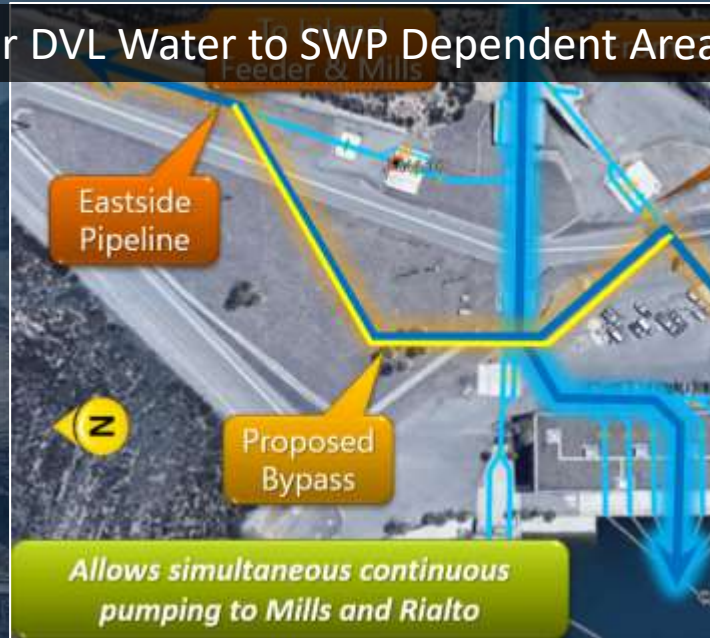


New Program to Shift from SPW to CRW Connections



CRA 8-Pump Flow

Designing New Interconnections to Deliver DVL Water to SWP Dependent Area



What We Are Doing

Taking Action on New Infrastructure Investments to Deliver Other Sources of Water

News for Immediate Release__

Metropolitan Board Takes Actions to Alleviate Drought

New investments, partnerships increase reliability during challenging times

Dec. 14, 2021

What We Are Doing Taking Action on Water Exchanges



Water Purchase and Use of Capacity at Semitropic

News for Immediate Release

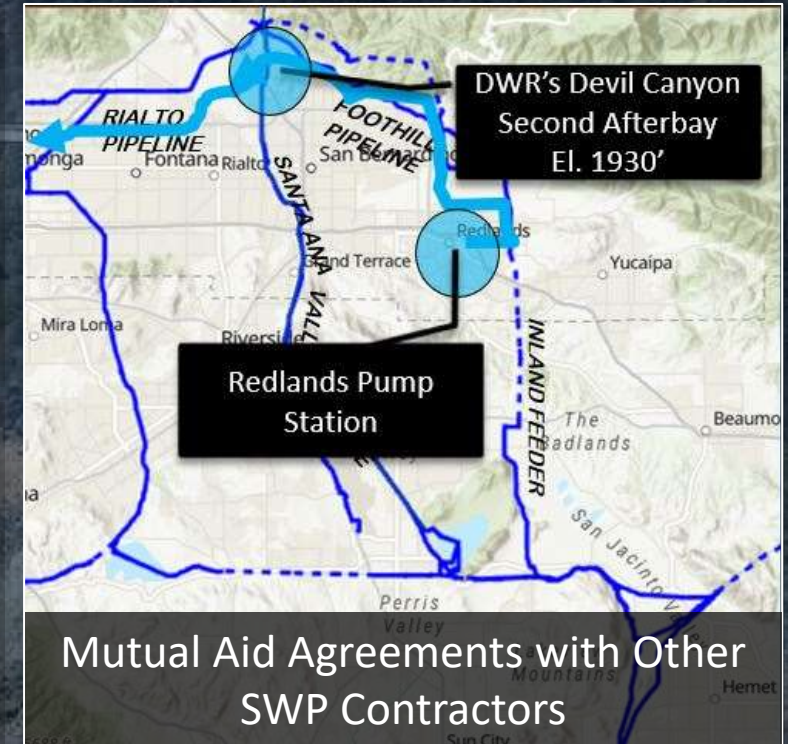
Agencies Partner to Boost Water Supplies for Southern California

Metropolitan-Water Authority agreement responds to governor's call for drought actions

Dec. 1, 2021



Friant Exchange



Mutual Aid Agreements with Other SWP Contractors

News for Immediate Release__

Metropolitan Declares Drought Emergency

Metropolitan Board of Directors calls for increased conservation and expands water efficiency programs

Nov. 9, 2021

What We Are Doing Taking Strategic WSDM and Water Management Actions

Water saving has health benefits too.
Drought requires bold action. Save more water now.
For water-saving tips and rebates: be.waterwise.com

Rev up water savings.
Drought requires bold action. Save more water now.
For water-saving tips and rebates: be.waterwise.com

Take the plunge with a water-efficient toilet.
Drought requires bold action. Save more water now.
For water-saving tips and rebates: be.waterwise.com

Bail on drought, save water.
Drought requires bold action. Save more water now.
For water-saving tips and rebates: be.waterwise.com

Take water saving by the horns.
Drought requires bold action. Save more water now.
For water-saving tips and rebates: be.waterwise.com

Water Saving (Drought remix)
Drought requires bold action. Save more water now.
For water-saving tips and rebates: be.waterwise.com



What We Will Do

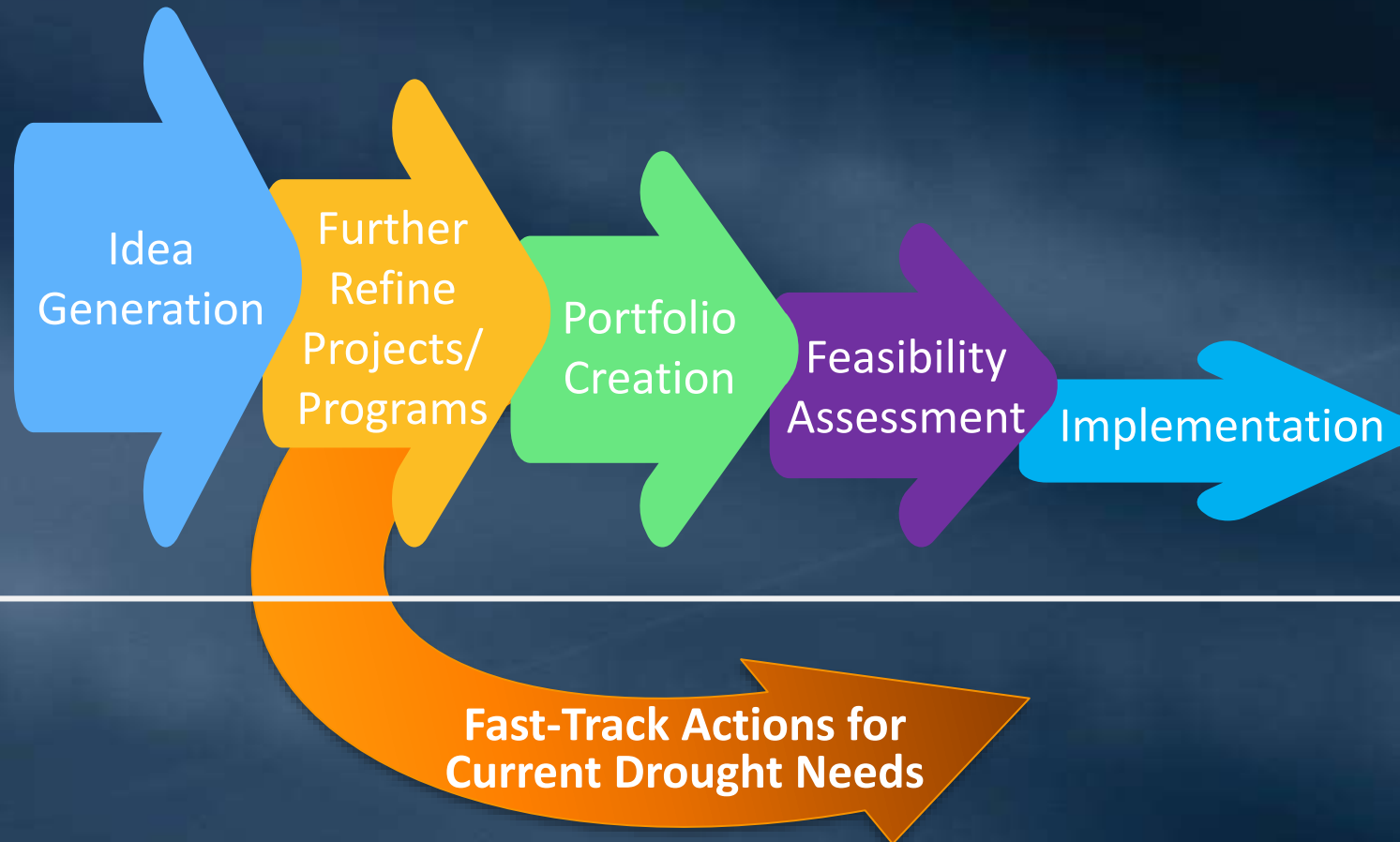
Continue to Address this Drought and Prepare for the Next

“ *Identify and implement measures to ensure all portions of the service area attain a high level of reliability against multi-year, severe droughts. Measures include, but are not limited to, system improvements, local water supply development, new water storage opportunities, and water efficiency gains*
— *November 2021 Resolution of the Board of Directors of MWD* ”



Drought Action Planning and Development

Accelerated Actions for the Near- and Long-Term



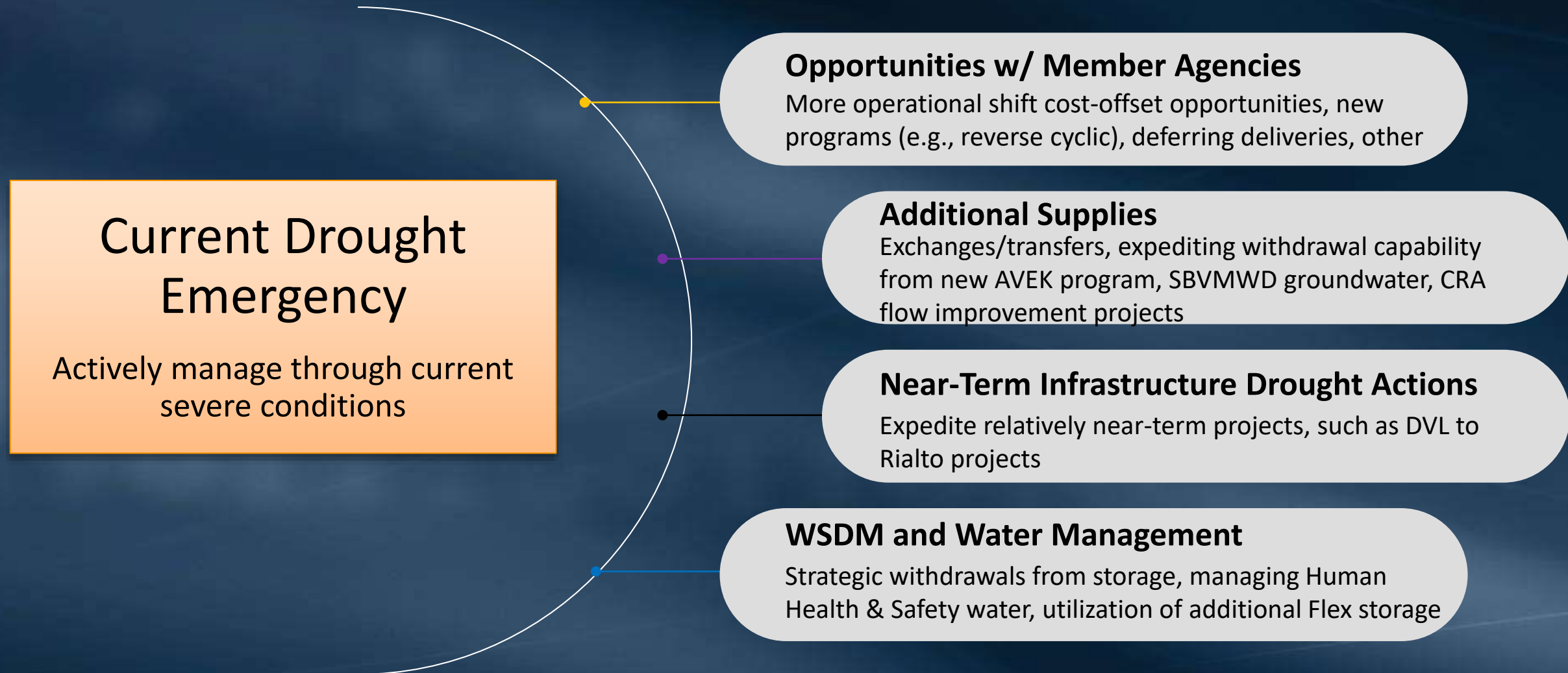
**Future
Severe
Drought**

**Current
Drought
Emergency**

Collaborative Process with Member and Partner Agencies

Drought Action Planning and Development

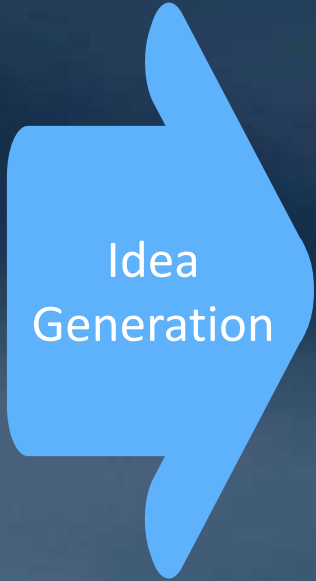
Addressing Potential Severe Drought Extending into 2022+



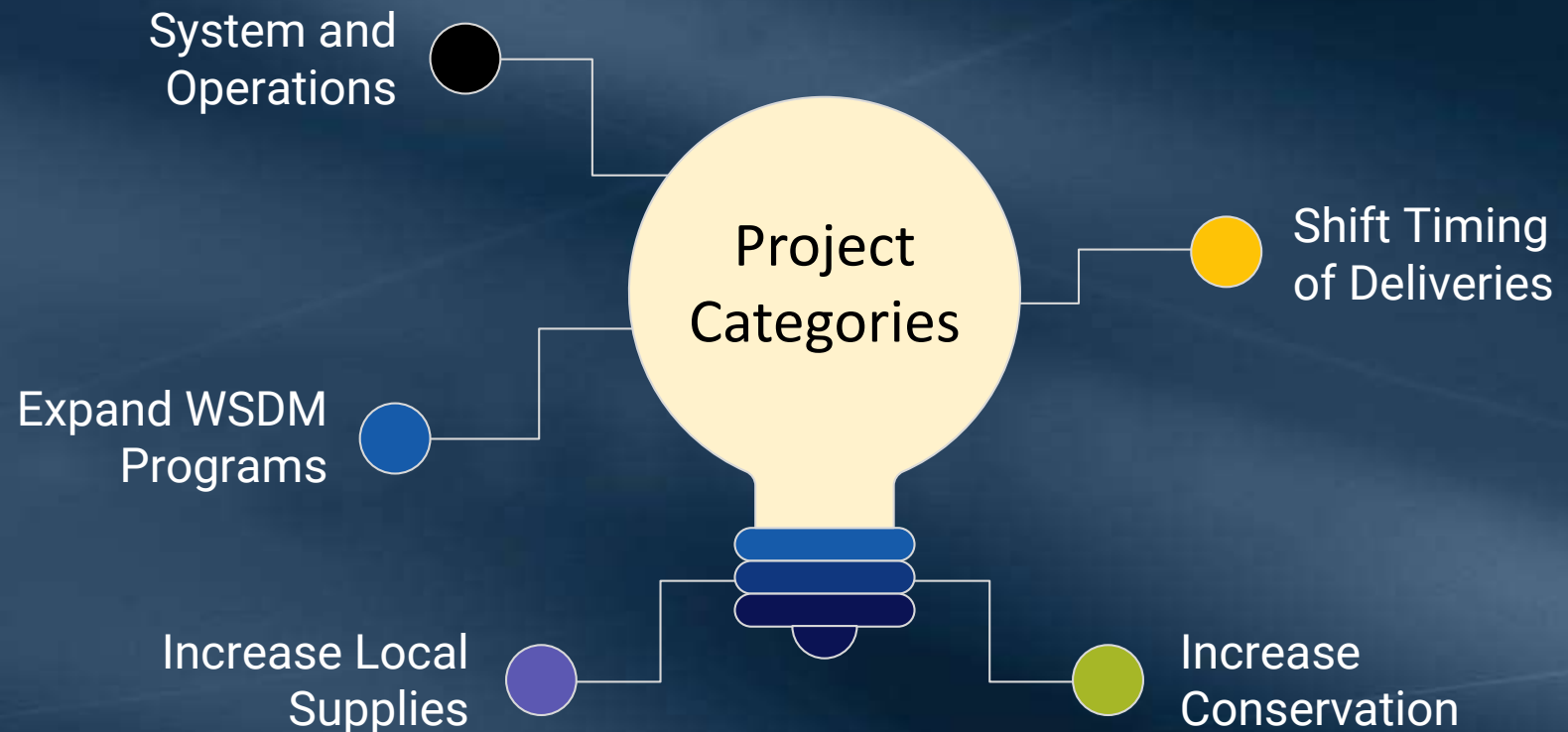
Future Severe Drought

Drought Action Planning and Development

Proactively Ramped Up Drought Action Planning



- Generated 130+ creative ideas
- About 50 ideas selected for further study and potential development
- Various project/program types and timing



Drought Action Planning and Development

Continue to Expedite Planning for Mid- and Long-Term Actions



Example Elements	Fatal flaws?
	Yield/size, cost, online date
	Operational needs
	System impacts, member agency impacts, water quality requirements

Potential Long-Term Project: Greg Avenue Pump Station Expansion

- Greg Avenue Pump Station currently providing up to 55 cfs of CRW to the West Valley area
- Reconnaissance-level studies completed to expand the pump station:
 - Hydraulics/surge protection
 - Pipeline capacity
 - Preliminary facility sizing
 - System operations constraints
- Feasibility study funds required to investigate in greater detail



Greg Avenue Pump Station Expansion Could Require Significant Infrastructure Modifications


- Doubling the pumping capacity requires more detailed investigations, including:
 - Possible parallel piping: upstream and downstream portions of the 48" diameter East Valley Feeder through Burbank, Sun Valley, and San Fernando
 - Increased surge protection capability
 - Various options: additional parallel piping vs. additional booster pump; power service, additional equipment, space availability
 - Coordination with Jensen Plant minimum flow operations, especially during low demand months



Potential Long-Term Project: New Pump Stations at Sepulveda PCS and Venice



- Deliver CRW to the West Valley area from the Central Pool
- Supplement Greg Ave Pump Station deliveries
- Reconnaissance-level studies completed to expand the pump station:
 - Hydraulics/surge protection
 - Pipeline capacity
 - Preliminary facility sizing
 - System operations constraints
- Feasibility study funds required to investigate in greater detail

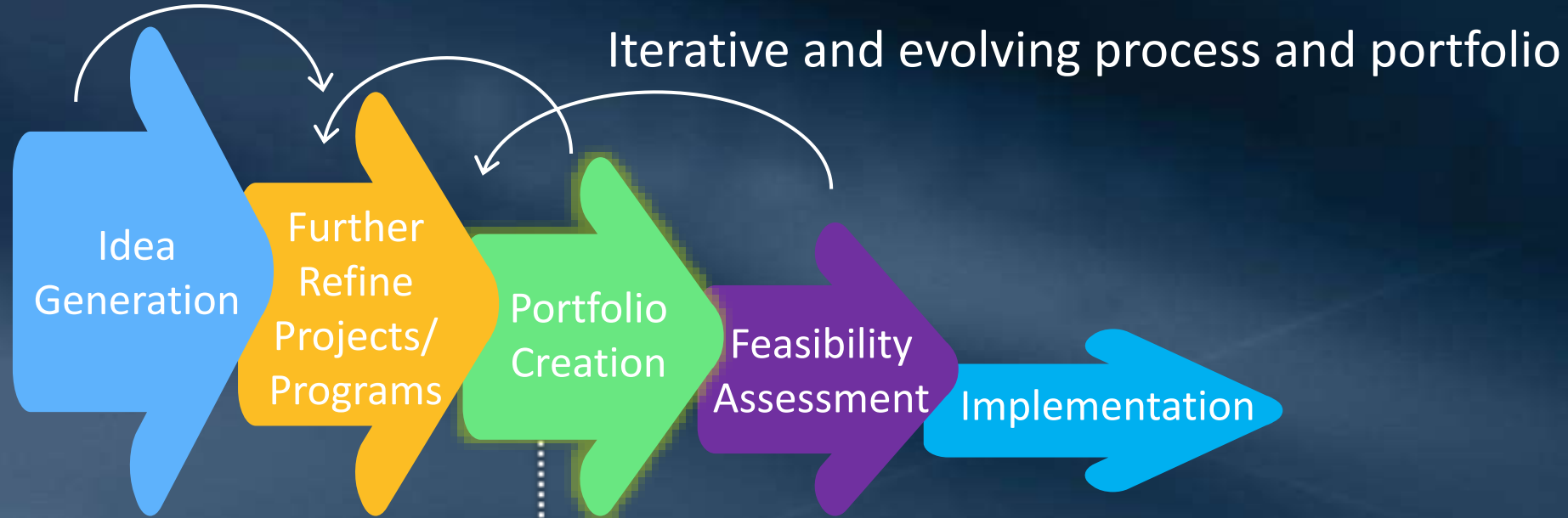
An aerial photograph of the Sepulveda Canyon Pump Control Station (PCS) facility. The facility includes several large, circular concrete tanks and a central building. A red square marker is placed on the terrain to the right of the main building, indicating the proposed location for a new pump station. The facility is situated on a hillside, with a multi-lane highway curving through the foreground and middle ground. The surrounding area is a mix of green vegetation and brownish soil.

New Pump Stations at Sepulveda PCS and Venice PCS Could Require Significant Infrastructure Modifications

- Pumping 50 to 100 cfs requires more detailed investigations, including:
 - Sepulveda Feeder relining north of Venice PCS
 - Surge protection options at the pump stations
 - Onsite power availability to supply the new pump stations
 - Refinement of pump station layouts
 - Constructability of new pump station at Sepulveda Canyon Facility
 - Coordination with Jensen Plant minimum flow operations, especially during low demand months

Drought Action Planning and Development

Continue to Expedite Planning for Mid- and Long-Term Actions



**Iterative
Planning Effort**

High-level evaluation of facilities/programs to manage through the next series of consecutive low SWP allocation years

Understanding of individual projects/programs and of the collection of actions as a whole

Drought Action Planning and Development

Severe Drought Assessment and Portfolio Creation

Potential needs during a multi-year, severe drought sequence (low SWP allocations)

Scenario



Initial Assessment

What more may be needed and potential options to get there

Options



Portfolio





Ability to meet demands with existing actions/resources

High-level evaluation of drought action alternatives and portfolio creation

Drought Action Planning and Development

Evaluating a Variety of Options in Creating a Portfolio

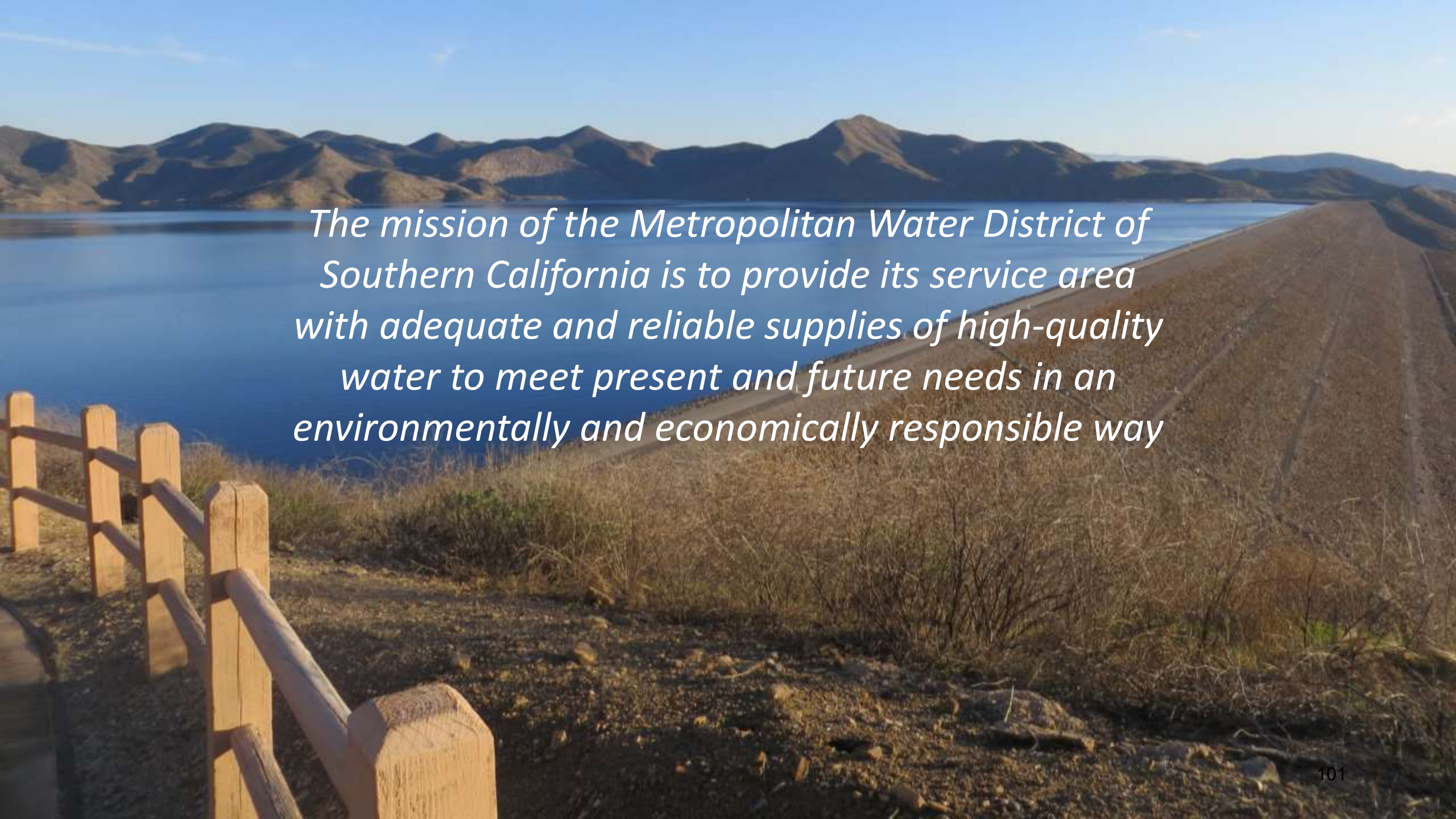
Examples:

	Storage	Groundwater, surface reservoirs	AVEK High Desert Water Bank New surface water reservoir(s) Expansion of existing storage Additional Castaic Flex storage
	Exchanges	Partnerships and agreements for additional water supply	Semitropic Banking increased takes Friant/Arvin-Edison water exchange SBVMWD water exchanges
	Pumping	Reverse flow to deliver other sources of supply	DVL to Rialto (new interconnections) Venice/Sepulveda new pump stations Greg Avenue Pump Station expansion
	Programs	In-region programs with Member Agencies	More Operational Shift Cost-Offset opportunities Reverse Cyclic/ deferred deliveries/ groundwater utilization



6-Month Outlook

Continue to take urgent actions for this and future droughts, including collaboratively creating a high-level drought action portfolio

A scenic landscape featuring a large, calm reservoir in the middle ground. In the background, a range of brown, hilly mountains stretches across the horizon under a clear blue sky. The foreground is dominated by a wooden post-and-rail fence on the left side, leading the eye towards the water. The ground is covered with dry, brownish vegetation and rocks. The overall lighting suggests a bright, sunny day.

The mission of the Metropolitan Water District of Southern California is to provide its service area with adequate and reliable supplies of high-quality water to meet present and future needs in an environmentally and economically responsible way

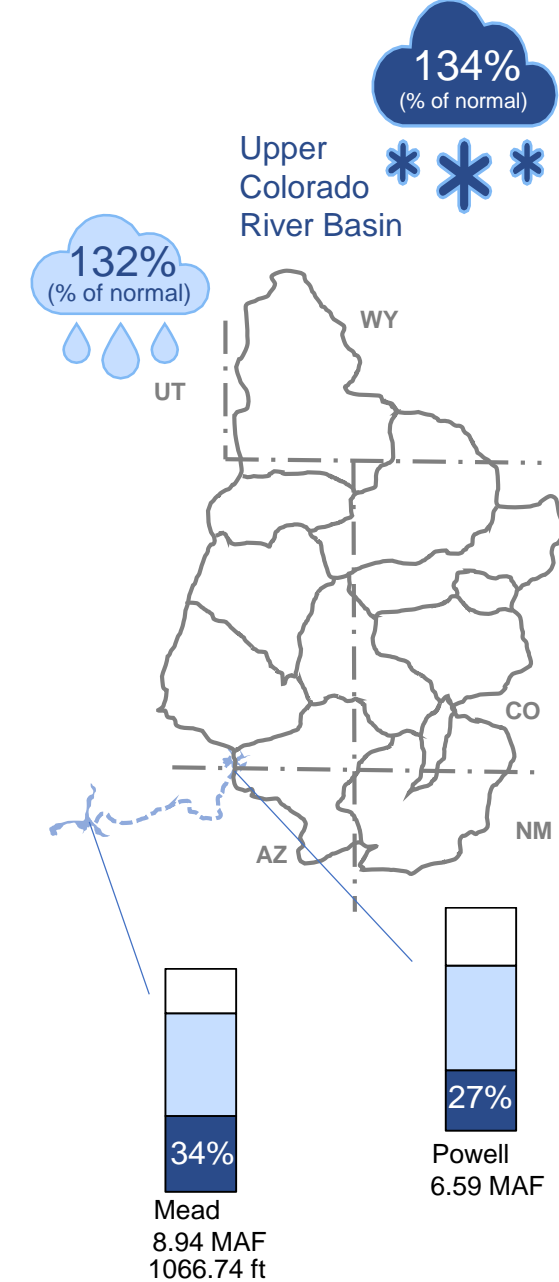
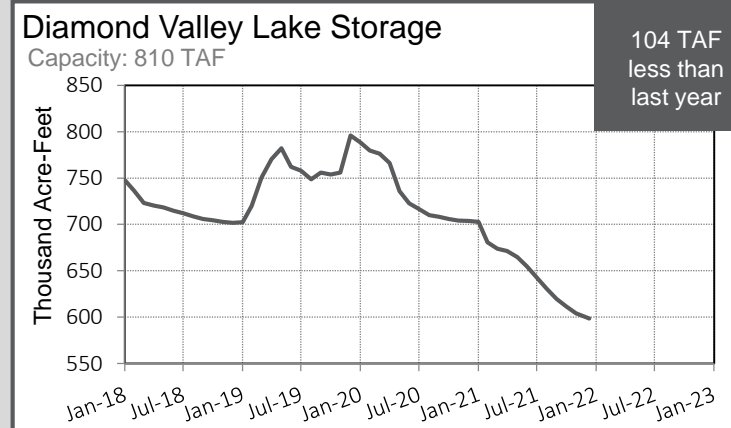
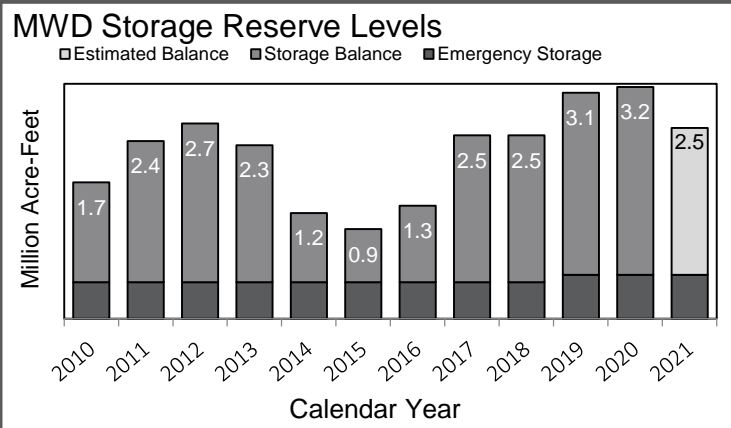
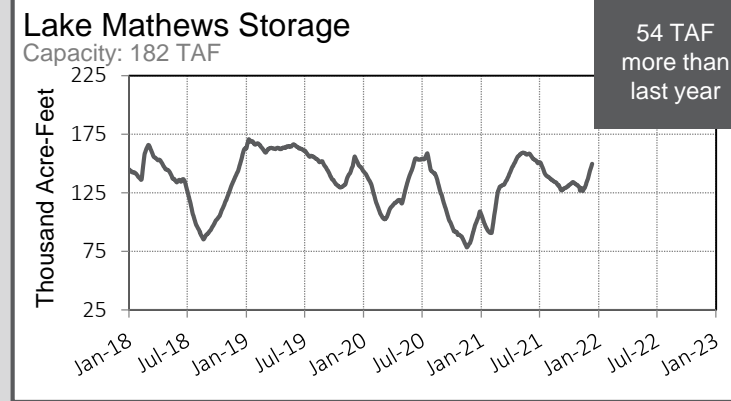
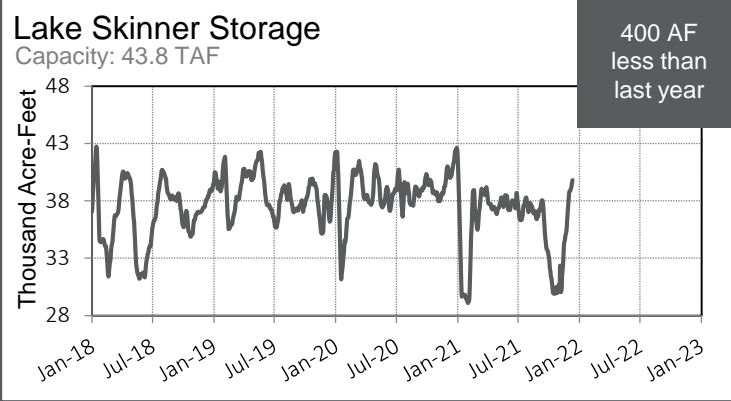
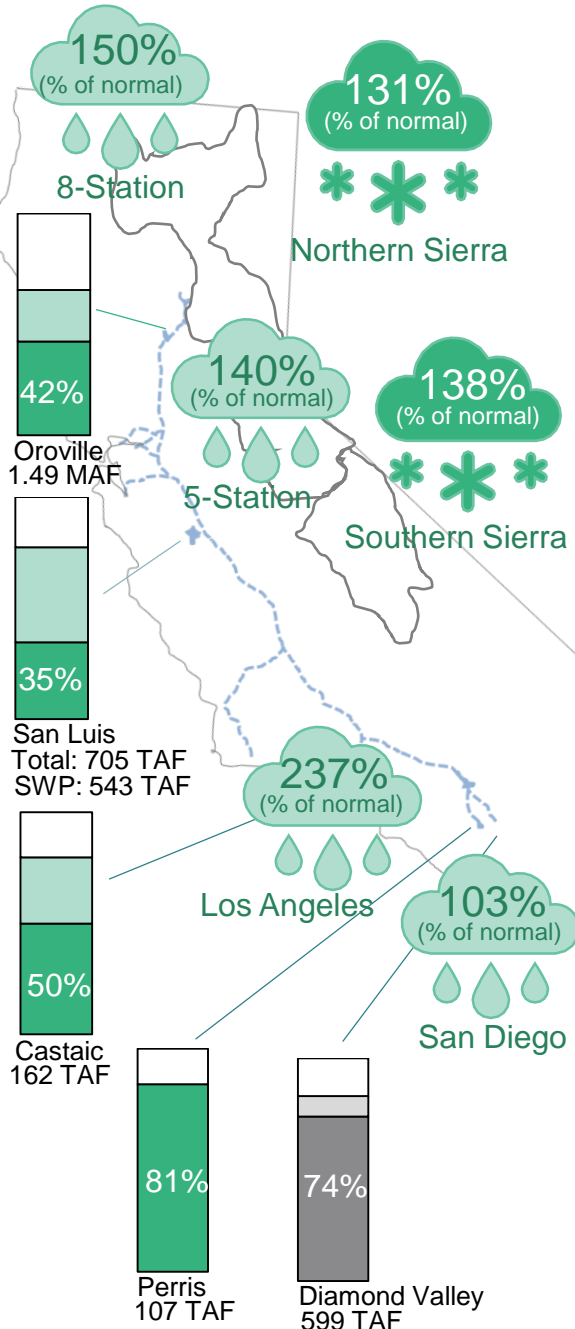




SWP Table A – 0% (Human Health and Safety)

Metropolitan Resources

Projected CRA Diversions – 1,159,000 AF



Highlights

- Sacramento River runoff forecast updated to 113% of normal or 19.9 MAF
- Hyatt powerplant returned to service on January 4, 2022 after being offline since August 5, 2021 due to the extreme low lake levels in Lake Oroville.
- Powell unregulated inflow forecast updated to 91% of normal



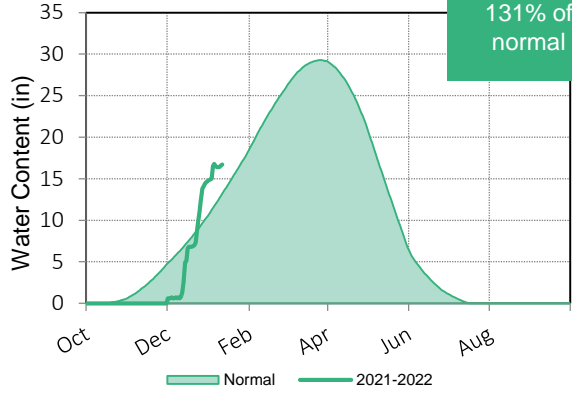
This report is produced by the Water Resource Management Group and contains information from various federal, state, and local agencies. The Metropolitan Water District of Southern California cannot guarantee the accuracy or completeness of this information. Readers should refer to the relevant state, 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: 01/10/2022

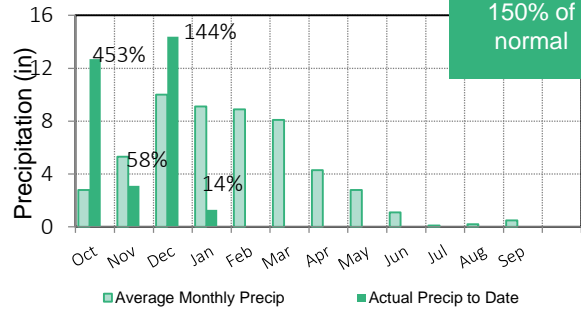
Northern Sierra Snowpack

16.6 in
131% of normal



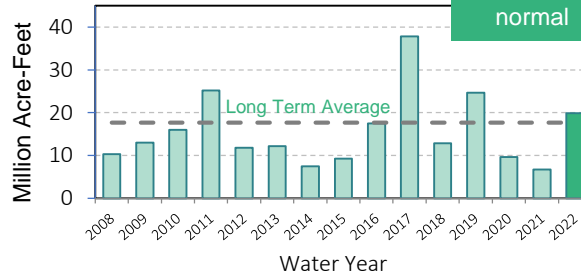
8 Station Index Precipitation

31.5 in
150% of normal



Sacramento River Runoff

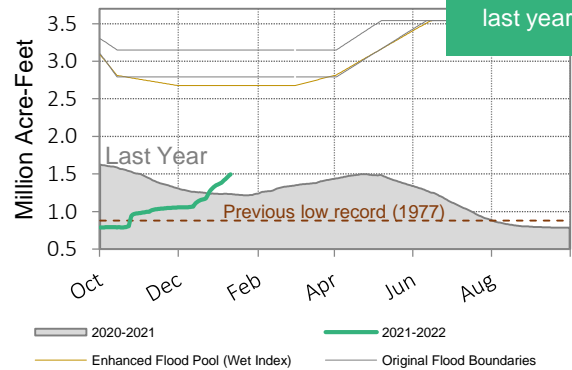
Forecast:
113% of normal



Oroville Reservoir Storage

Capacity: 3.54 MAF

261 TAF
more than last year



Other SWP Supplies

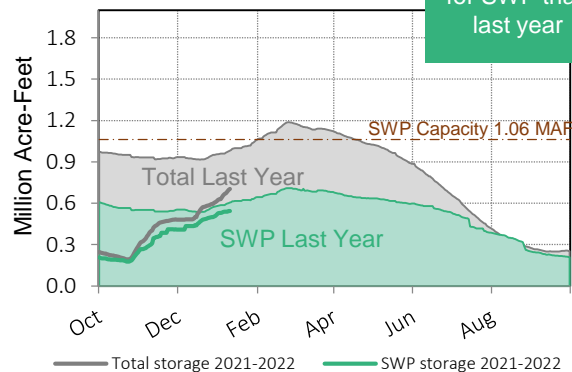
Calendar Year 2022

Carryover 36,000 AF (Est.)
Transfer TBD

San Luis Reservoir Storage

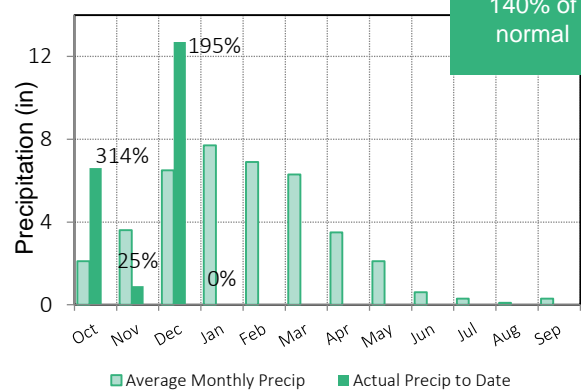
Capacity: 2.04 MAF

61 TAF less
for SWP than last year



5 Station Index Precipitation

20.2 in
140% of normal

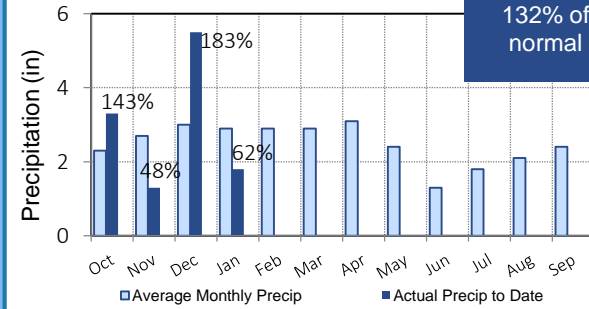


Colorado River Resources

As of: 01/10/2022

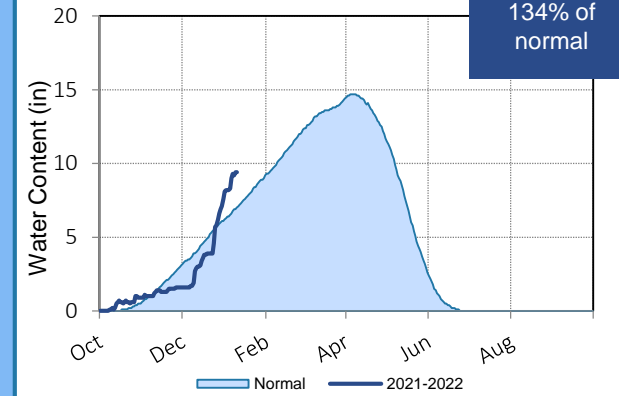
Upper Colorado Precipitation

11.9 in
132% of normal



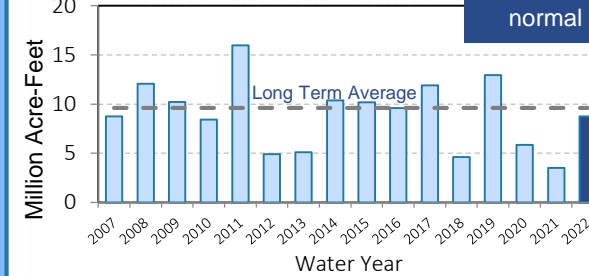
Upper Colorado Snowpack

9.4 in
134% of normal



Powell Unregulated Inflow

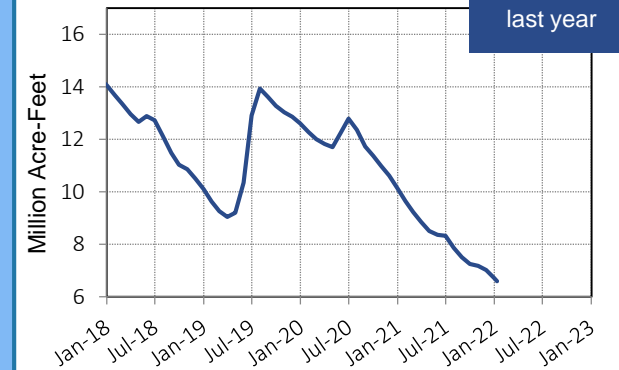
Forecast:
91% of normal



Lake Powell Storage

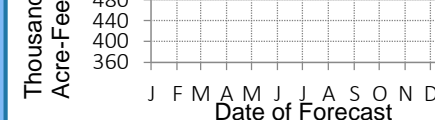
Capacity: 24.3 MAF

3.39 MAF
less than last year



PVID/Yuma Agricultural Use

Annual Forecasted for 2022



Current Annual Forecast: TBD

Projected Lake Mead ICS

Calendar Year 2022

Put (+) / Take (-)
-261,000 AF

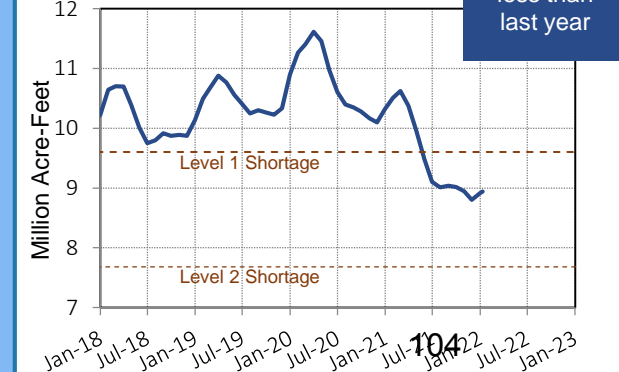
Lake Mead Surplus/Shortage Outlook

Updated table is expected in February 2022

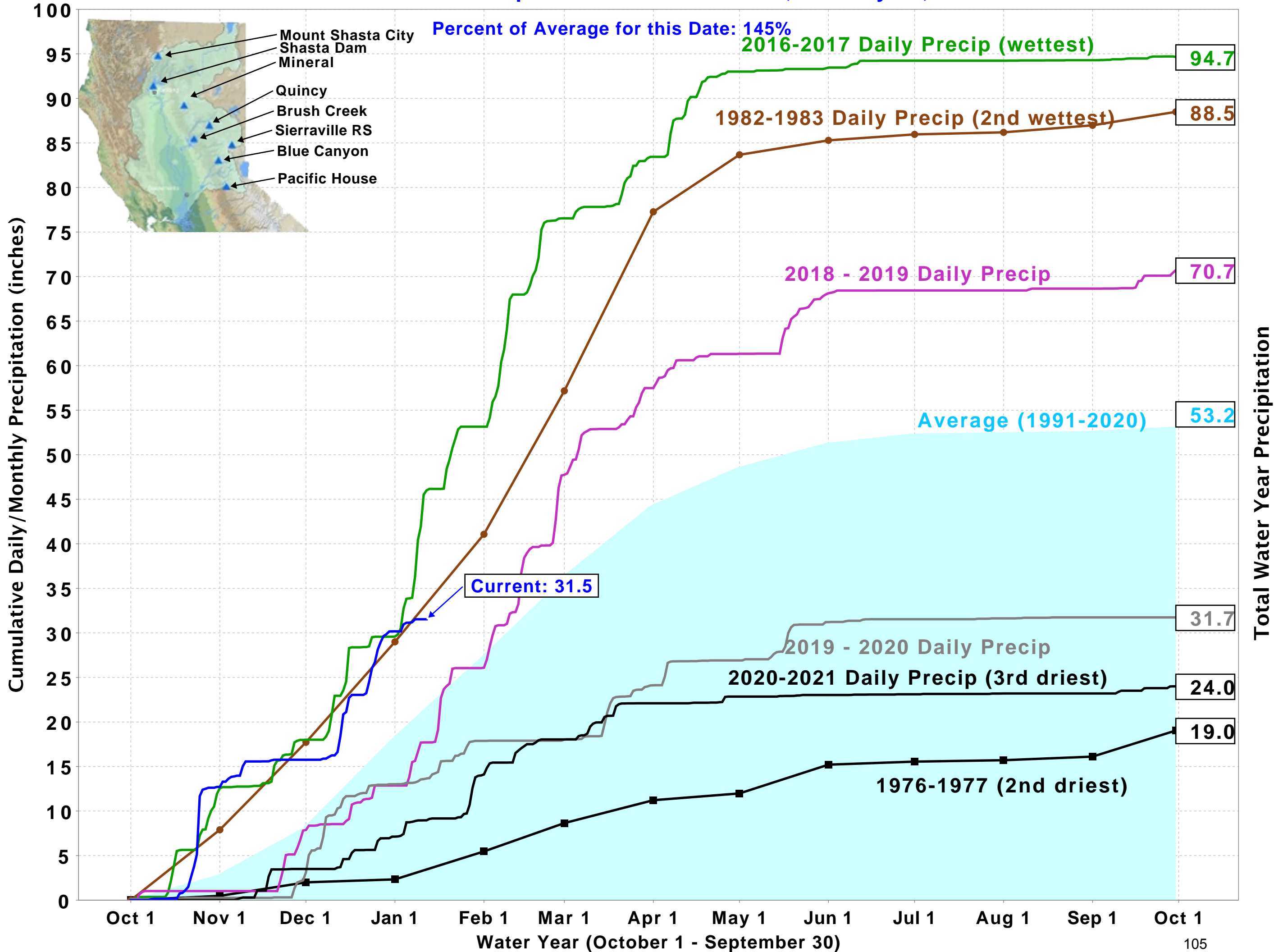
Lake Mead Storage

Capacity: 26.1 MAF

1.45 MAF
less than last year



Northern Sierra Precipitation: 8-Station Index, January 12, 2022

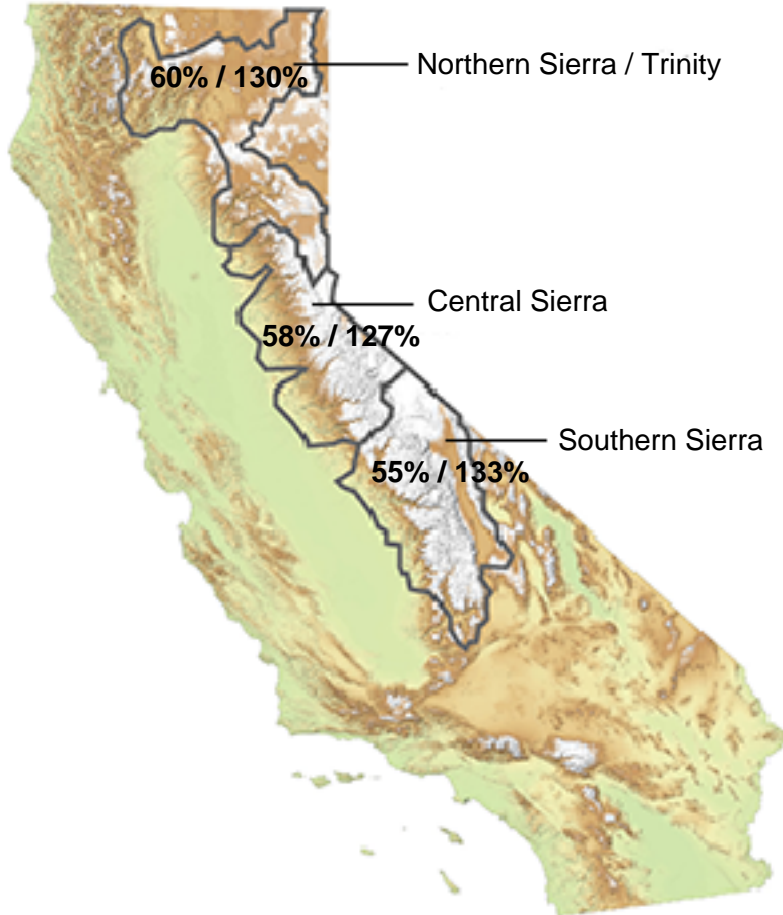




STATEWIDE SNOW WATER CONTENT

CURRENT REGIONAL SNOWPACK FROM AUTOMATED SNOW SENSORS

% of April 1 Average / % of Normal for This Date



NORTH	
Data as of January 12, 2022	
Number of Stations Reporting	28
Average snow water equivalent (Inches)	17.2
Percent of April 1 Average (%)	60
Percent of normal for this date (%)	130

CENTRAL	
Data as of January 12, 2022	
Number of Stations Reporting	42
Average snow water equivalent (Inches)	17.0
Percent of April 1 Average (%)	58
Percent of normal for this date (%)	127

SOUTH	
Data as of January 12, 2022	
Number of Stations Reporting	30
Average snow water equivalent (Inches)	14.2
Percent of April 1 Average (%)	55
Percent of normal for this date (%)	133

STATE	
Data as of January 12, 2022	
Number of Stations Reporting	100
Average snow water equivalent (Inches)	16.2
Percent of April 1 Average (%)	58
Percent of normal for this date (%)	130

Statewide Average: 58% / 130%

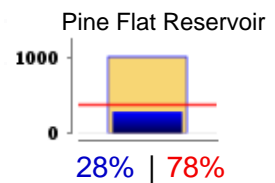
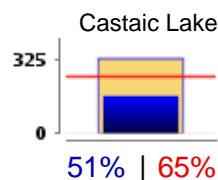
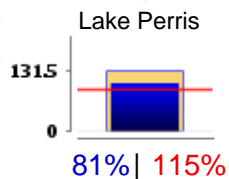
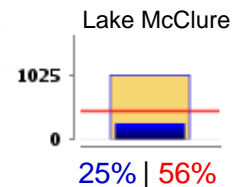
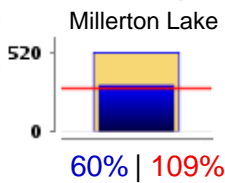
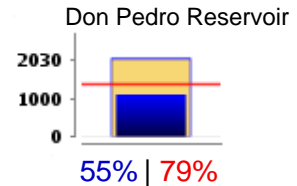
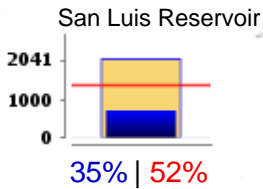
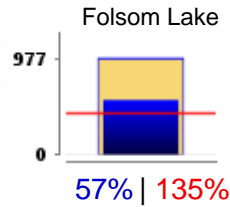
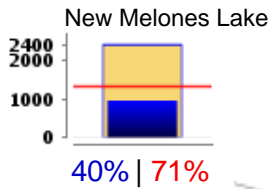
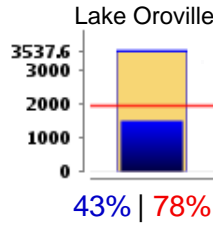
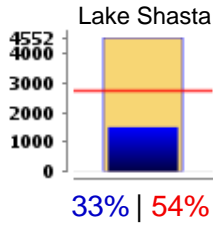
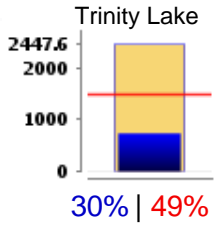
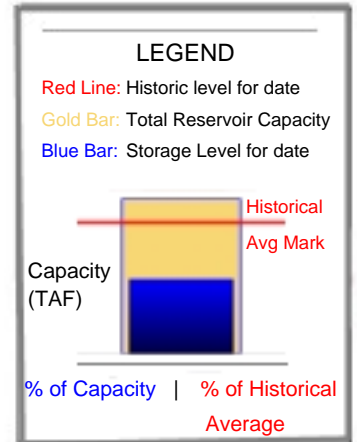
Data as of January 12, 2022



CURRENT RESERVOIR CONDITIONS

SELECTED WATER SUPPLY RESERVOIRS

Midnight: January 11, 2022





January 18, 2022 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject : Salary Resolution and Management Handbook Update: Approval and Adoption

SUMMARY:

Annually, the Board adopts a resolution establishing salary ranges for all District positions based on approved Memorandums of Understanding (MOUs). On December 7, 2021, the Board approved a three-year MOU with the Management Unit. Subsequently, on December 21, 2021, the Board approved a three-year MOU with the Supervisor, Professional and Confidential Unit. The terms of the MOUs included salary increases of 4.0%, effective on January 1, 2022. The District continues to negotiate a successor MOU with the Service Employees International Union (SEIU), representing the General and Office Units.

In addition, the General Manager recommends that the Board approve the same salary adjustment (4% increase) for the District's unrepresented employees, effective January 1, 2022. No change is proposed for the General Manager. Also, the General Manager recommends minor updates to the Management Handbook, which outlines the benefits provided to unrepresented employees. Attached is proposed Resolution No. 2606, reflecting the salaries of District employees as of January 1, 2022. An updated salary resolution will be proposed upon completion of negotiations with SEIU.

RECOMMENDATION(S):

Pass, approve and adopt proposed Resolution No. 2604, establishing salaries for employees; and approve the updated Management Handbook.

RESOLUTION NO. 2604

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT ESTABLISHING SALARIES FOR EMPLOYEES

(Reference is hereby made to Resolution No. 2604 on file in the District's Resolution Book

and by this reference the same is incorporated herein.)

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

Sufficient funds are available in the adopted Fiscal Year 2021-22 Budget and will be recommended in future year budgets.

DISCUSSION:

The District's employees are represented by four bargaining units: (1) the General Unit; (2) the Office Unit; (3) the Management Unit; (4) the Supervisor, Professional and Confidential Unit. Department Directors and the Human Resources Manager are unrepresented. The terms and conditions of employment for unrepresented employees are governed by the Management Handbook.

Annually, the Board adopts a resolution to document the approved salaries for District employees. Attached is proposed Resolution No. 2604 that reflects salaries approved by the Board through December 31, 2021 for the District's represented employees pursuant to the terms of the existing MOUs and incorporates the same adjustment for the District's four unrepresented employees.

Unrepresented employees currently receive benefits outlined in the Management Handbook that are generally similar to those provided to represented employees. Revisions to the Management Handbook are proposed as it relates to bereavement leave, medical insurance coverage and longevity pay to mirror changes previously approved for the Management and Supervisor, Professional, and Confidential Units. Additionally, in 2021, the Board approved the implementation of an employee-funded Post-Employment Health Plan for unrepresented employees. The proposed changes in the Management Handbook reflect terms agreed to with the implementation of this new program. Attached for reference are redlined and cleans version of the updated Management Handbook.

GOALS:

Assure a Quality, Continually Improving Workforce

Prepared by: David W. Pedersen, General Manager

ATTACHMENTS:

Proposed Resolution No. 2604

Proposed Management Handbook - Redline

RESOLUTION NO: 2604

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT ESTABLISHING SALARIES FOR EMPLOYEES

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

Section 1. Purpose and Scope

This resolution establishes salary levels for employees.

Section 2. General and Office Unit Classifications: Effective January 9, 2021

(a) Effective January 9, 2021, classifications in the General Unit and Office Unit shall be paid between the following starting and ending hourly salaries.

Classification	Starting Salary	Ending Salary
Accounting Technician	\$27.80	\$38.32
Accounting Technician (Payroll)	\$34.25	\$47.24
Administrative Assistant	\$28.36	\$39.10
Backflow Inspector	\$33.58	\$46.30
Chief Water Treatment Plant Operator	\$39.38	\$54.30
Collections Systems Mechanic I	\$28.64	\$39.48
Collections Systems Mechanic II	\$33.25	\$45.85
Compliance Inspector	\$33.58	\$46.30
Compost Operator	\$26.71	\$36.83
Compost Worker	\$23.24	\$32.04
Computer Support Specialist	\$30.71	\$42.34
Cross Connection Inspector	\$35.29	\$48.66
Customer Service Representative	\$25.93	\$35.75
Electrical/Instrumentation Technician I	\$31.01	\$42.76
Electrical/Instrumentation Technician II	\$36.01	\$49.64
Electrician	\$32.57	\$44.91
Facilities Inspector	\$36.73	\$50.64
Facilities Maintenance Worker	\$27.80	\$38.32
Field Customer Service Representative I	\$23.24	\$32.04
Field Customer Service Representative II	\$25.67	\$35.39
Fleet Technician	\$30.70	\$42.34
GIS Coordinator	\$41.38	\$57.06
Laboratory Assistant	\$28.64	\$39.48
Laboratory Technician I	\$31.63	\$43.62
Laboratory Technician II	\$36.73	\$50.64
Maintenance Mechanic I	\$28.64	\$39.48
Maintenance Mechanic II	\$33.25	\$45.85

Network and Security Technician	\$31.32	\$43.19
Planning & New Development Technician	\$33.58	\$46.30
Resource Conservation Specialist I	\$25.67	\$35.39
Resource Conservation Specialist II	\$29.51	\$40.69
Senior Accounting Technician	\$34.25	\$47.24
Senior Electrical/Instrumentation Technician	\$38.98	\$53.76
Senior Field Customer Service Representative	\$31.32	\$43.19
Senior Maintenance Mechanic	\$36.01	\$49.64
Senior Water Construction Specialist	\$34.95	\$48.18
Senior Water Distribution Operator	\$37.46	\$51.65
Senior Water Reclamation Plant Operator	\$37.46	\$51.65
Senior Water Treatment Plant Operator	\$38.98	\$53.76
Storekeeper	\$29.51	\$40.69
Systems Coordinator	\$41.38	\$57.06
Technical Services Support Specialist	\$31.63	\$43.62
Technology Support Specialist	\$31.32	\$43.19
Water Distribution Operator I	\$25.67	\$35.39
Water Distribution Operator II	\$28.36	\$39.10
Water Distribution Operator III	\$35.29	\$48.66
Water Reclamation Plant Operator I	\$28.36	\$39.10
Water Reclamation Plant Operator II	\$34.60	\$47.71
Water Reclamation Plant Operator in Training	\$26.71	\$36.83
Water Treatment Plant Operator I	\$25.67	\$35.39
Water Treatment Plant Operator II	\$28.36	\$39.10
Water Treatment Plant Operator III	\$35.29	\$48.66

(b) Whenever possible, personnel will be hired at the above listed starting salary. With the approval of the General Manager, advanced step placement is possible to recruit an exceptionally well qualified candidate or to complete a difficult recruitment. Employees will be subject to annual merit review for possible increases.

Section 3. Supervisor, Professional & Confidential Unit Classifications: Effective January 1, 2022

(a) Effective January 1, 2022, classifications in the Supervisor, Professional & Confidential Unit shall be paid between the following starting and ending hourly salaries.

Classification	Starting Salary	Ending Salary
Accountant	\$41.54	\$54.01
Accounting Supervisor	\$56.89	\$73.96
Administrative Services Coordinator	\$51.22	\$66.58
Assistant Engineer	\$47.29	\$61.47
Associate Engineer	\$53.81	\$69.97
Chief Water Reclamation Plant Operator	\$51.72	\$67.25

Compost Operations Supervisor	\$51.22	\$66.58
Construction Supervisor	\$51.22	\$66.58
Customer Service Office Supervisor	\$50.20	\$65.26
Customer Service Operations Supervisor	\$51.22	\$66.58
Customer Service Program Supervisor	\$51.22	\$66.58
Electrical/Instrumentation Supervisor	\$51.22	\$66.58
Engineering Program Manager	\$66.89	\$86.96
Facilities Maintenance Supervisor	\$51.22	\$66.58
Financial Analyst I	\$40.33	\$52.43
Financial Analyst II	\$46.34	\$60.27
Human Resources Analyst I	\$40.33	\$52.43
Human Resources Analyst II	\$46.34	\$60.27
Management Analyst I	\$40.33	\$52.43
Management Analyst II	\$46.34	\$60.27
Network & SCADA Analyst	\$50.20	\$65.26
Principal Technology Analyst	\$56.89	\$73.96
Public Affairs Associate I	\$40.33	\$52.43
Public Affairs Associate II	\$46.34	\$60.27
Purchasing Supervisor	\$50.20	\$65.26
Resource Conservation Supervisor	\$51.22	\$66.58
SCADA Analyst	\$50.20	\$65.26
Senior Engineer	\$63.10	\$82.05
Technical Services Support Supervisor	\$51.22	\$66.58
Water Quality Supervisor	\$51.72	\$67.25
Water Systems Supervisor	\$51.22	\$66.58
Water Treatment Supervisor	\$51.22	\$66.58

(b) Starting and ending figures establish pay limits with no fixed intermediate steps. Movement of an employee between the figures shall be based on performance and in accordance with the Unit's collective bargaining agreement.

Section 4. Management Unit Classifications: Effective January 1, 2022

(a) Effective January 1, 2022, classifications in the Management Unit shall be paid between the following starting and ending hourly salaries.

Classification	Starting Salary	Ending Salary
Customer Service Manager	\$63.10	\$88.34
Executive Assistant/Clerk of the Board	\$52.75	\$73.85
Facilities Manager	\$63.10	\$88.34
Facilities Manager/Engineer	\$68.34	\$95.66
Finance Manager	\$63.10	\$88.34
Finance Manager/CPA	\$68.34	\$95.66
Information Systems Manager	\$68.34	\$95.66
Principal Engineer	\$68.34	\$95.66

Public Affairs & Communications Manager	\$63.10	\$88.34
Resource Conservation Manager	\$63.10	\$88.34
Water Reclamation Manager/Engineer	\$68.34	\$95.66
Water Systems Manager	\$63.10	\$88.34
Water Systems Manager/Engineer	\$68.34	\$95.66

(b) Starting and ending figures establish pay limits with no fixed intermediate steps. Movement of an employee between the figures shall be based on performance and in accordance with the Unit's collective bargaining agreement.

Section 5. Unrepresented Classifications: Effective January 1, 2022

(a) Effective January 1, 2022, classifications that are unrepresented shall be paid between the following starting and ending hourly salaries.

Classification	Starting Salary	Ending Salary
Director of Facilities & Operations	\$84.75	\$129.31
Director of Finance & Administration	\$84.75	\$129.31
Director of Engineering & External Affairs	\$84.75	\$129.31
Human Resources Manager	\$68.34	\$95.66

(b) Starting and ending figures establish pay limits with no fixed intermediate steps. Movement of an employee between the figures shall be based on performance and with the approval of the General Manager.

Section 6. Employment Contract Positions

(a) The General Manager position will be paid in accordance with a signed and approved employment contract to be amended by the Board as deemed necessary.

Classification	Hourly Rate	Annual Salary
General Manager	\$154.37	\$321,086.45

Section 7. Temporary Positions

(a) Temporary positions are not eligible for benefits other than salary; and temporary part-time positions shall be paid in accordance with the type of work performed.

(b) Student Workers shall be paid in accordance with the current California Minimum Wage.

(c) Interns:

- (1) Candidates for Bachelor degree programs shall be paid \$16.50 per hour.
- (2) Candidates for Master degree programs shall be paid \$18.50 per hour.
- (3) Candidates for Doctoral degree programs shall be paid \$20.50 per hour.

PASSED, APPROVED AND ADOPTED this 18th day of January 2022.

Jay Lewitt, President

ATTEST:

APPROVED AS TO FORM:

Lee Renger, Secretary

Olivarez Madruga Lemieux and O'Neill,
District Counsel

(SEAL)



MANAGEMENT HANDBOOK OF BENEFITS
As required by Section 2-4.103 of the LVMWD Administrative Code

For

**Department Directors
& Human Resources Manager**

Effective
January ~~5,~~
2021, 2022

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LVMWD LEADERSHIP MODEL

Leadership Principle	Supporting Behavior
Being Fair	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Assign duties fairly 2. Promote fairness in the application of District policies and procedures 3. Willingly explain to others the basis for my decisions 4. Show consistency in my actions 5. Treat others as I would like to be treated
Demonstrating Commitment	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Support decisions made by my Department, the District or the Board 2. Support the efforts of other Departments 3. Support and follow through on my commitments and decisions to my Employees 4. Make timely decisions
Being Responsible and Accountable	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Lead by example 2. Accept total responsibility for my own actions 3. Acknowledge my own mistakes and not blame others 4. Provide input on topics of concern <i>before</i> decisions are made 5. Inform others as soon as I know when I cannot keep a commitment or promise. 6. Regularly give my employees complete and accurate information on their performance along with clear and concise expectation of future performance. 7. Continue my personal growth in management, my professional field, as well as water/wastewater management through education, certification and participation in professional associations
Having Integrity	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Keep my word and commitments 2. Say what I mean and mean what I say; have the courage to be forthright and straightforward 3. Set and enforce high standards for services and products we receive from others or distribute from my work group 4. Set/develop high standards for hiring/promoting people 5. Support and follow the intent of District policies and procedures 6. Conduct myself at the highest level of ethical standards
Being an Effective Communicator	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Speak clearly and concisely; make my message and intent easy to understand 2. Regularly and frequently inform those who should know of my work progress and intentions 3. Regularly and frequently give each member of my staff pertinent feedback on how they are performing with suggestions for improvement when appropriate 4. Be an active listener, demonstrating understanding without judging or criticizing the other person 5. Be an active participant in meetings; when I have nothing to add I will invite quiet members to contribute

Leadership Principle	Supporting Behavior
Being Innovative and Encouraging Innovation	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Ask myself and employees “What is the right thing to be doing” before starting any new assignment 2. Not whine about what is wrong; I will look for ways to be part of the solution 3. Encourage new ideas and methods from others 4. Not criticize new ideas; I will help others think through their ideas by asking for the “pros’ and “cons” of new ideas 5. Spend at least 5% of my work time staying up-to-date on industry trends by reading, attending conferences, visiting other agencies, talking with others in the industry, etc.
Being a Mentor	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Review the developmental needs of each employee at least annually and work with each employee to create a development plan that is appropriate for him or her 2. Make sure employees get the training opportunities they need and I will meet with each of them before and after training to make sure they use the training 3. Work with other groups and Departments to make sure employees receive needed cross-training 4. When an employee makes a mistake ask what he or she learned and how can it be prevented from happening again 5. Be available to other employees outside my own work area to be a good active listener or to share my experiences, strategies and successes
Developing and Supporting Effective Teams	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Hold a team meeting at least once every two weeks; stay within time limits (e.g. 30 minutes) 2. Share what I know from other District sources 3. Invite each person in the team to participate by sharing what they are doing or by asking questions 4. Recognize those who make contributions, especially those who have new or different ideas 5. Not tolerate disparaging comments by team members toward each other or other staff 6. Ask the team at each meeting if there is anything we can be doing better

WHAT POSITIONS ARE COVERED BY THE MANAGEMENT HANDBOOK?

Positions covered by benefits contained in this Management Handbook are:

	Supervisory Responsibility	Exempt Under FLSA
Department Director		
Director of Engineering & External Affairs	Yes	Yes
Director of Facilities & Operations	Yes	Yes
Director of Finance & Administration	Yes	Yes
Other		
Human Resources Manager	Yes	Yes

BEREAVEMENT LEAVE

A Department Director or unrepresented management employee may be provided up to 3 days paid leave to attend the funeral 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/domestic partner, child, parent, sibling or grandparent of the employee or the employee's spouse/domestic partner. If additional time off is required, the employee may request sick leave as provided in the Sick Leave benefit provisions.

CELLULAR TELEPHONE

In lieu of a District-provided cellular telephone, Department Directors will receive a stipend of \$60 per month, payable monthly through the District's payroll system. Cellular telephones must be capable of voice, text, and data communications, including the sending and receiving of District electronic mail.

DEFERRED COMPENSATION PLAN

Unrepresented management employees may elect to participate in the District's Deferred Compensation Plan. The purpose of the Plan is to defer a portion of the employee's compensation for his/her use at retirement. Social Security taxes are paid at the time wages are earned while Federal and State income taxes are deferred until the employee withdraws the funds.

Participation in deferred compensation commences the month following sign-up for new employees.

Department Directors are eligible to have \$145.83 or 3% of their base salary matched per 24 pay periods on a \$1 to \$1 basis, whichever is greater. The Human Resources Manager is eligible to have \$125.00 or 3% of their salary matched per pay period on a \$1 to \$1 basis, whichever is greater.

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.

All participation is optional to employees and is in accordance with plan rules and IRS regulations applicable to IRC Section 457 deferred compensation plans. All employees considering participation in any deferred compensation plan are encouraged to consult with a tax accountant and/or attorney as the district neither promotes nor recommends employee participation.

Effective January 1, 2016, or as soon as practical thereafter, the District will provide an IRS Section 401(a) plan. The District match specified above will be deposited into the 401(a) plan.

Additional details are available in the brochures in the Human Resources Office.

EDUCATIONAL ASSISTANCE PROGRAM

The General Manager may authorize attendance of employees at classes at District expense where the direct benefit to the District warrants. 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.

FAMILY AND MEDICAL LEAVE

Employees are granted rights for Family Medical Leave as provided under state and federal laws and pursuant to the Family Medical Leave Policy of the District.

HOLIDAYS

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

If any of the holidays set forth above falls on the first day of a weekend, the holiday will be observed on the previous work day.

If any of the holidays set forth above falls on the last day of a weekend, the holiday will be observed on the following work day.

If any of the holidays set forth above falls on an employee's alternate Friday off, the employee will receive a floating holiday. Any floating holiday must be used by the end of the fiscal year.

INSURANCE

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 membership. 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.)

DENTAL INSURANCE

The District provides dental insurance for regular, full-time employees, their spouses, domestic partner and unmarried dependent children less than 25 years. Coverage commences on the first of the month following the month of employment with the District and upon submission of application for membership. Coverage for the employee's dependents becomes effective at the same time as the employee's personal coverage.

DISABILITY INSURANCE

The District shall provide 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.

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 a disability in the plan will be two-thirds of the employee's monthly base up to a maximum of:

Department Directors	\$8,000
HR Manager	\$6,389

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.

~~The District's maximum contribution to medical insurance premiums 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). shall be benchmarked to 98% of Blue Cross Classic (PPO) Plus Two (or more) Plan. Any premium cost above the District's contribution shall be borne by the active or retired employee. Employees hired after January 1, 2014 will receive a District maximum contribution equal to 98% of the lowest premium family plan rate. Effective January 1, 2017, the District's maximum contribution for medical insurance shall be 98% of the Kaiser Permanente HMO Family rate.~~

The employee, his/her spouse, domestic partner and unmarried dependent children age 26 years and under are eligible for medical insurance 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 the date of birth, in the

case of a child. Employees can generally only change plans during "open" enrollment which is determined by the medical plan.

EXTENSION OF COVERAGE

The District will continue to contribute to an employee's medical, dental, vision, disability and basic life insurance premiums up to six (6) months duration 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.

RETIREE MEDICAL

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

- a. Employees hired prior to March 31, 2006, who have at least five years of District service, 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. 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. Employees hired after March 31, 2006, and prior to January 1, 2014, shall receive a retiree medical contribution in the amount of 75% of the PPO rate if the employee retires with at least 10 years of District service and is age 55 or older at retirement.
- d. Employees hired after January 1, 2014, with at least 10 years of District service who are age 55 or older at retirement, shall receive a retiree medical benefit in the amount of 75% of the least expensive plan offered by the District at the time of retirement at the employee only level.

~~d.~~ Employees have agreed to contribute \$230 per pay period plus 100% of cashable sick leave upon separation towards a Post-Employment Health Plan (PEHP).

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 dependents by paying for such coverage.

JURY DUTY

Full-time, regular employees will be paid his/her regular salary while he/she is on jury duty for up to 240 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.

LEAVE OF ABSENCE

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 General Manager approval.

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.

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.

Vacation and sick leave benefits are not earned nor holidays paid during leave without pay. Leave of absence without pay includes unpaid sick leave, military leave, pregnancy leave, parental leave, and family and medical leave or any other leave where the District is not paying wages to the employee.

MANAGEMENT LEAVE

Department Directors receive 88 hours and the Human Resources Manager receives 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.

At the end of each fiscal year the following shall occur:

All management leave must be used; or

Department Directors may sell back up to 60 hours and the Human Resources Manager may sell back up to 50 hours of unused management leave, respectively, provided they have used 80 hours of vacation and/or management leave within the fiscal year ending June 30; and

In lieu of forfeiture, the employee may donate any unused management leave to the Catastrophic Leave Bank.

PARENTAL LEAVE

An employee may be granted an unpaid leave of absence for not more than 1,040 hours to care for or to bond with their newly-born or adopted child. Such leave is to be completed within one year after the date of birth or adoption.

An employee who is granted such leave must use it concurrently with FMLA/CFRA. However, once the employee has exhausted the 12 weeks of leave as provided by FMLA/CFRA, the employee will be responsible for the cost of group insurance (medical, dental, vision, disability and life).

PHYSICAL FITNESS PROGRAM

An amount of \$500 shall be made available to Department Directors and unrepresented managers every July 1st for payment of costs with primary emphasis on preventive health maintenance, relative to obtaining/receiving a comprehensive physical examination, memberships to private gym facilities, purchase of home gym equipment, or membership fees for at-home fitness programs. Expenses will be reimbursed to the employee 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. Gym memberships will be reimbursed following proof of payment. 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.

PREGNANCY LEAVE

The district will provide pregnancy leave for an employee as required by State and Federal law.

Employees who are temporarily unable to perform their usual and customary work due to a pregnancy-related disability, will be granted a pregnancy leave of absence.

Pregnancy Leaves will be granted on the basis of a physician's written statement that an employee is no longer able to work due to a pregnancy-related disability.

An employee who is granted a pregnancy leave is required to utilize accrued sick leave, if available, until the commencement of disability payments. The employee may then coordinate salary and disability payments as provided in STD Insurance. The District will continue to pay group insurance premiums while the employee is on paid leave. Once the employee is in an unpaid status, insurance premiums will be the responsibility of the employee.

An employee who plans to take a pregnancy leave must provide the District reasonable notice of the date the leave will commence, the estimated duration of the leave, and the date on which it is expected the employee will be able to return to work. When an unplanned medical situation or emergency occurs that does not allow the employee to provide advance notification of the need for a pregnancy leave, the employee must cause the District to be notified of the situation within three working days. Without notification to the District, the employee will be considered to have voluntarily resigned.

Pregnancy disability leave may be granted up to a maximum of four months in duration. Employees returning to work after any pregnancy leave must have a written release from a physician verifying that they are able to return to work and safely perform their duties.

Employees who return to work from a Pregnancy Leave will be accorded the same reinstatement rights as an employee returning from any other form of disability leave.

PROFESSIONAL ORGANIZATIONS REIMBURSEMENT

Employees may be reimbursed for personal 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 as approved by the General Manager.

RETIREMENT – Public Employees Retirement System

The District contracts with CalPERS to provide retirement benefits to employees. 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 CalPERS coverage for past and future service of its employees. Employees are eligible to retire at age 50.

Employees 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.

The District pays the required employer contribution for employees’ retirement benefit as required by CalPERS.

Effective March 15, 2014, employees shall pay their seven percent (7%) member contribution. On this date, since the classic employees will be paying the entire employee/member contribution, the District will no longer report member contribution as compensation earnable to CalPERS.

If any employee terminates employment with the District before retirement, his/her contributions plus accrued interest may be refunded upon application to the Public Employees Retirement System. Contributions may be left on deposit until normal retirement age is reached if the employee has a vested interest; i.e., 5 years’ service. Employees who expect to commence employment with another PERS-covered agency are not permitted by PERS to withdraw their contributions.

Additional details are available in the PERS brochures in the Human Resources Office.

RETIREMENT – Social Security/Medicare

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.

SALARY ADMINISTRATION

The District maintains a Salary Program for all Department Directors, unrepresented management employees which:

Establishes externally competitive and internally equitable pay levels.

Enables the District to control compensation costs in proper relation to total costs.

Complies with applicable federal and state laws.

The major elements of the base salary program are:

- A. Organization Structure
- B. Position Definition
- C. Position Evaluation
- D. Salary Structure
- E. Performance Appraisal
- F. Salary Review
- G. Promotional Increase
- H. Performance Incentive

Through utilizing the following procedures, management can be assured that employees:

- Are being treated equitably with regard to salary matters;
- Are being paid externally and internally competitive salaries; and
- Have the opportunity to be rewarded for performance in a systematic non-discriminatory manner.

POSITION EVALUATION

Based upon the approved position definition, each position is periodically evaluated to ensure external and internal compensation equity for District.

1. Externally Competitive

External competitiveness is determined by periodically surveying the marketplace for average salaries paid. The approved position definition is used to compare the scope and responsibility of the position being surveyed. Private and published surveys of labor market competitors are used to determine the average salary paid in the market place based on markets in which the district competes for talent and the level at which we will compete.

2. Internal Equity

Internal equity is evaluated by grouping positions of similar scope and responsibility within the organization. This is accomplished through successively higher levels of management aligning positions of relatively comparable value based upon such factors as knowledge and skill required for the position, complexity and supervisory responsibility exercised.

Based upon the above factors, positions are evaluated and assigned a base salary range that provides employees an opportunity to earn a salary that is externally competitive and internally equitable.

SALARY STRUCTURE

The salary structure consists of a series of salary ranges. Each position has a dollar rate range with an established maximum pay control point. Human Resources will maintain current salary schedules.

EMPLOYEE COMMUNICATION

To achieve the objectives of the Salary Program and its potential benefits, each employee should know what the program is intended to accomplish and how it affects him/her. At a minimum, each employee should know:

- The salary range of his/her position;
- His/her place in that range;
- The rationale and evidence for any salary adjustment decision;
- The manager's view of how well the employee is accomplishing the objectives of the position and the long range outlook for position and salary advancement.

The communications supporting salary administration should be a two-way process. Each employee should be encouraged to discuss his/her work assignment or work relationship and opportunities for advancement. Depending on individual circumstances, the manager may wish to schedule a separate meeting for such a discussion.

INITIAL HIRING AND SALARY RANGE PLACEMENT

Before an applicant may be hired for any position, the position definition must be prepared and approved. In addition, the position itself must have been approved by the Board of Directors. Management will review the position and evaluate the current need to fill the position.

As a general rule the hiring salary for new employees shall be at that point in the salary range which reflects his/her experience, knowledge, skills, and abilities he/she brings to the job under consideration.

SENIORITY BONUS

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 — <u>400</u>
After 15 years of District Service	\$ 500 — <u>600</u>
After 20 years of District Service	\$ 700 <u>800</u>

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. For funerals in the immediate family. "Immediate family" is designated as the spouse/domestic partner, child, parent, sibling or grandparent of the employee or employee's spouse/domestic partner.
- 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 accrued sick leave available to an employee in times of urgent need.
- C. The amount of sick leave an employee is entitled to 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. The smallest unit for which sick leave will be granted will be one half-hour.
- F. An employee who is absent on sick leave may be contacted by his/her Supervisor. For absences due to illness if justified in the opinion of a Division 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.
- G. Frequent use of short periods of sick leave is indicative of inability to perform as expected by the District and may result in dismissal for lack of reliability.

SICK LEAVE PAYOFF

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 receive pay at his or her base rate for ~~32 hours (64 hours if deposited into a post-employment health savings account)~~ up to 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 ~~32-up to 48~~ hours of sick leave ~~(64 if deposited to a post-employment health savings account)~~ 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 (up to 96 hours if deposited into a post-employment health savings account)~~ 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 2019 will be for the December 2020 cash out. The ~~48 hours (96 hours if deposited into a post-employment health savings account)~~ up to 96 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.

The District shall seek to establish a post-employment health savings account on behalf of the unrepresented employees. Once implemented, unrepresented employees agree to contribute cashed out sick leave to the post-employment health savings account.

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 earned after July 1, 1974. Vesting in the sick leave program and payment therefore will be on the following basis. The District and unrepresented employees agree to identify and participate in a post-employment health savings account option for any amounts cashed out upon termination.

- A. 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.
- B. Upon completion of 20 years of service with the District, the employee would be paid for 100% of unused sick leave.

TELEWORKING

The District encourages, in appropriate circumstances, the creation of telework opportunities for employees. 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 General Manager may approve occasional or regular partial or full day telecommuting schedules that meet the operational needs and policies of the District.

VACATION SCHEDULE

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

ENTITLEMENT

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

- A. 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 Entitlement Hours	Hours Accrued at end of Each Pay Period <u>(based on 26 pay periods)</u>
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

The maximum number of vacation hours that may be earned in any year is 168.

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 rate of pay.
- G. In computing the amount of vacation leave entitlement, 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.
- I. Employees shall have the option to cash out up to 40 hours of accrued vacation leave in November of each year, provided 80 hours of vacation or management leave time has been used as time off during the preceding 12 months. Pursuant to IRS regulations, a non-revocable election must be made prior to December 31 of the preceding year for cash out at the conclusion of the calendar year.

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MANAGEMENT HANDBOOK OF BENEFITS
As required by Section 2-4.103 of the LVMWD Administrative Code

For

**Department Directors
& Human Resources Manager**

**Effective
January 1, 2022**

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LVMWD LEADERSHIP MODEL

Leadership Principle	Supporting Behavior
Being Fair	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Assign duties fairly 2. Promote fairness in the application of District policies and procedures 3. Willingly explain to others the basis for my decisions 4. Show consistency in my actions 5. Treat others as I would like to be treated
Demonstrating Commitment	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Support decisions made by my Department, the District or the Board 2. Support the efforts of other Departments 3. Support and follow through on my commitments and decisions to my Employees 4. Make timely decisions
Being Responsible and Accountable	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Lead by example 2. Accept total responsibility for my own actions 3. Acknowledge my own mistakes and not blame others 4. Provide input on topics of concern <i>before</i> decisions are made 5. Inform others as soon as I know when I cannot keep a commitment or promise. 6. Regularly give my employees complete and accurate information on their performance along with clear and concise expectation of future performance. 7. Continue my personal growth in management, my professional field, as well as water/wastewater management through education, certification and participation in professional associations
Having Integrity	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Keep my word and commitments 2. Say what I mean and mean what I say; have the courage to be forthright and straightforward 3. Set and enforce high standards for services and products we receive from others or distribute from my work group 4. Set/develop high standards for hiring/promoting people 5. Support and follow the intent of District policies and procedures 6. Conduct myself at the highest level of ethical standards
Being an Effective Communicator	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Speak clearly and concisely; make my message and intent easy to understand 2. Regularly and frequently inform those who should know of my work progress and intentions 3. Regularly and frequently give each member of my staff pertinent feedback on how they are performing with suggestions for improvement when appropriate 4. Be an active listener, demonstrating understanding without judging or criticizing the other person 5. Be an active participant in meetings; when I have nothing to add I will invite quiet members to contribute

Leadership Principle	Supporting Behavior
Being Innovative and Encouraging Innovation	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Ask myself and employees “What is the right thing to be doing” before starting any new assignment 2. Not whine about what is wrong; I will look for ways to be part of the solution 3. Encourage new ideas and methods from others 4. Not criticize new ideas; I will help others think through their ideas by asking for the “pros’ and “cons” of new ideas 5. Spend at least 5% of my work time staying up-to-date on industry trends by reading, attending conferences, visiting other agencies, talking with others in the industry, etc.
Being a Mentor	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Review the developmental needs of each employee at least annually and work with each employee to create a development plan that is appropriate for him or her 2. Make sure employees get the training opportunities they need and I will meet with each of them before and after training to make sure they use the training 3. Work with other groups and Departments to make sure employees receive needed cross-training 4. When an employee makes a mistake ask what he or she learned and how can it be prevented from happening again 5. Be available to other employees outside my own work area to be a good active listener or to share my experiences, strategies and successes
Developing and Supporting Effective Teams	<p><i>I will</i></p> <ol style="list-style-type: none"> 1. Hold a team meeting at least once every two weeks; stay within time limits (e.g. 30 minutes) 2. Share what I know from other District sources 3. Invite each person in the team to participate by sharing what they are doing or by asking questions 4. Recognize those who make contributions, especially those who have new or different ideas 5. Not tolerate disparaging comments by team members toward each other or other staff 6. Ask the team at each meeting if there is anything we can be doing better

WHAT POSITIONS ARE COVERED BY THE MANAGEMENT HANDBOOK?

Positions covered by benefits contained in this Management Handbook are:

	Supervisory Responsibility	Exempt Under FLSA
Department Director		
Director of Engineering & External Affairs	Yes	Yes
Director of Facilities & Operations	Yes	Yes
Director of Finance & Administration	Yes	Yes
Other		
Human Resources Manager	Yes	Yes

BEREAVEMENT LEAVE

A Department Director or unrepresented management employee may be provided up to 3 days paid leave to attend the funeral 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/domestic partner, child, parent, sibling or grandparent of the employee or the employee's spouse/domestic partner. If additional time off is required, the employee may request sick leave as provided in the Sick Leave benefit provisions.

CELLULAR TELEPHONE

In lieu of a District-provided cellular telephone, Department Directors will receive a stipend of \$60 per month, payable monthly through the District's payroll system. Cellular telephones must be capable of voice, text, and data communications, including the sending and receiving of District electronic mail.

DEFERRED COMPENSATION PLAN

Unrepresented management employees may elect to participate in the District's Deferred Compensation Plan. The purpose of the Plan is to defer a portion of the employee's compensation for his/her use at retirement. Social Security taxes are paid at the time wages are earned while Federal and State income taxes are deferred until the employee withdraws the funds.

Participation in deferred compensation commences the month following sign-up for new employees.

Department Directors are eligible to have \$145.83 or 3% of their base salary matched per 24 pay periods on a \$1 to \$1 basis, whichever is greater. The Human Resources Manager is eligible to have \$125.00 or 3% of their salary matched per pay period on a \$1 to \$1 basis, whichever is greater.

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.

All participation is optional to employees and is in accordance with plan rules and IRS regulations applicable to IRC Section 457 deferred compensation plans. All employees considering participation in any deferred compensation plan are encouraged to consult with a tax accountant and/or attorney as the district neither promotes nor recommends employee participation.

Effective January 1, 2016, or as soon as practical thereafter, the District will provide an IRS Section 401(a) plan. The District match specified above will be deposited into the 401(a) plan.

Additional details are available in the brochures in the Human Resources Office.

EDUCATIONAL ASSISTANCE PROGRAM

The General Manager may authorize attendance of employees at classes at District expense where the direct benefit to the District warrants. 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.

FAMILY AND MEDICAL LEAVE

Employees are granted rights for Family Medical Leave as provided under state and federal laws and pursuant to the Family Medical Leave Policy of the District.

HOLIDAYS

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

If any of the holidays set forth above falls on the first day of a weekend, the holiday will be observed on the previous work day.

If any of the holidays set forth above falls on the last day of a weekend, the holiday will be observed on the following work day.

If any of the holidays set forth above falls on an employee's alternate Friday off, the employee will receive a floating holiday. Any floating holiday must be used by the end of the fiscal year.

INSURANCE

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 membership. 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.)

DENTAL INSURANCE

The District provides dental insurance for regular, full-time employees, their spouses, domestic partner and unmarried dependent children less than 25 years. Coverage commences on the first of the month following the month of employment with the District and upon submission of application for membership. Coverage for the employee's dependents becomes effective at the same time as the employee's personal coverage.

DISABILITY INSURANCE

The District shall provide 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.

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 a disability in the plan will be two-thirds of the employee's monthly base up to a maximum of:

Department Directors	\$8,000
HR Manager	\$6,389

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.

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).

The employee, his/her spouse, domestic partner and unmarried dependent children age 26 years and under are eligible for medical insurance 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 the date of birth, in the

case of a child. Employees can generally only change plans during "open" enrollment which is determined by the medical plan.

EXTENSION OF COVERAGE

The District will continue to contribute to an employee's medical, dental, vision, disability and basic life insurance premiums up to six (6) months duration 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.

RETIREE MEDICAL

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

- a. Employees hired prior to March 31, 2006, who have at least five years of District service, 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. 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. Employees hired after March 31, 2006, and prior to January 1, 2014, shall receive a retiree medical contribution in the amount of 75% of the PPO rate if the employee retires with at least 10 years of District service and is age 55 or older at retirement.
- d. Employees hired after January 1, 2014, with at least 10 years of District service who are age 55 or older at retirement, shall receive a retiree medical benefit in the amount of 75% of the least expensive plan offered by the District at the time of retirement at the employee only level.

Employees have agreed to contribute \$230 per pay period plus 100% of cashable sick leave upon separation towards a Post-Employment Health Plan (PEHP).

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 dependents by paying for such coverage.

JURY DUTY

Full-time, regular employees will be paid his/her regular salary while he/she is on jury duty for up to 240 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.

LEAVE OF ABSENCE

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 General Manager approval.

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.

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.

Vacation and sick leave benefits are not earned nor holidays paid during leave without pay. Leave of absence without pay includes unpaid sick leave, military leave, pregnancy leave, parental leave, and family and medical leave or any other leave where the District is not paying wages to the employee.

MANAGEMENT LEAVE

Department Directors receive 88 hours and the Human Resources Manager receives 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.

At the end of each fiscal year the following shall occur:

All management leave must be used; or

Department Directors may sell back up to 60 hours and the Human Resources Manager may sell back up to 50 hours of unused management leave, respectively, provided they have used 80 hours of vacation and/or management leave within the fiscal year ending June 30; and

In lieu of forfeiture, the employee may donate any unused management leave to the Catastrophic Leave Bank.

PARENTAL LEAVE

An employee may be granted an unpaid leave of absence for not more than 1,040 hours to care for or to bond with their newly-born or adopted child. Such leave is to be completed within one year after the date of birth or adoption.

An employee who is granted such leave must use it concurrently with FMLA/CFRA. However, once the employee has exhausted the 12 weeks of leave as provided by FMLA/CFRA, the employee will be responsible for the cost of group insurance (medical, dental, vision, disability and life).

PHYSICAL FITNESS PROGRAM

An amount of \$500 shall be made available to Department Directors and unrepresented managers every July 1st for payment of costs with primary emphasis on preventive health maintenance, relative to obtaining/receiving a comprehensive physical examination, memberships to private gym facilities, purchase of home gym equipment, or membership fees for at-home fitness programs. Expenses will be reimbursed to the employee 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. Gym memberships will be reimbursed following proof of payment. 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.

PREGNANCY LEAVE

The district will provide pregnancy leave for an employee as required by State and Federal law.

Employees who are temporarily unable to perform their usual and customary work due to a pregnancy-related disability, will be granted a pregnancy leave of absence.

Pregnancy Leaves will be granted on the basis of a physician's written statement that an employee is no longer able to work due to a pregnancy-related disability.

An employee who is granted a pregnancy leave is required to utilize accrued sick leave, if available, until the commencement of disability payments. The employee may then coordinate salary and disability payments as provided in STD Insurance. The District will continue to pay group insurance premiums while the employee is on paid leave. Once the employee is in an unpaid status, insurance premiums will be the responsibility of the employee.

An employee who plans to take a pregnancy leave must provide the District reasonable notice of the date the leave will commence, the estimated duration of the leave, and the date on which it is expected the employee will be able to return to work. When an unplanned medical situation or emergency occurs that does not allow the employee to provide advance notification of the need for a pregnancy leave, the employee must cause the District to be notified of the situation within three working days. Without notification to the District, the employee will be considered to have voluntarily resigned.

Pregnancy disability leave may be granted up to a maximum of four months in duration. Employees returning to work after any pregnancy leave must have a written release from a physician verifying that they are able to return to work and safely perform their duties.

Employees who return to work from a Pregnancy Leave will be accorded the same reinstatement rights as an employee returning from any other form of disability leave.

PROFESSIONAL ORGANIZATIONS REIMBURSEMENT

Employees may be reimbursed for personal 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 as approved by the General Manager.

RETIREMENT – Public Employees Retirement System

The District contracts with CalPERS to provide retirement benefits to employees. 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 CalPERS coverage for past and future service of its employees. Employees are eligible to retire at age 50.

Employees 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.

The District pays the required employer contribution for employees’ retirement benefit as required by CalPERS.

Effective March 15, 2014, employees shall pay their seven percent (7%) member contribution. On this date, since the classic employees will be paying the entire employee/member contribution, the District will no longer report member contribution as compensation earnable to CalPERS.

If any employee terminates employment with the District before retirement, his/her contributions plus accrued interest may be refunded upon application to the Public Employees Retirement System. Contributions may be left on deposit until normal retirement age is reached if the employee has a vested interest; i.e., 5 years’ service. Employees who expect to commence employment with another PERS-covered agency are not permitted by PERS to withdraw their contributions.

Additional details are available in the PERS brochures in the Human Resources Office.

RETIREMENT – Social Security/Medicare

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.

SALARY ADMINISTRATION

The District maintains a Salary Program for all Department Directors, unrepresented management employees which:

Establishes externally competitive and internally equitable pay levels.

Enables the District to control compensation costs in proper relation to total costs.

Complies with applicable federal and state laws.

The major elements of the base salary program are:

- A. Organization Structure
- B. Position Definition
- C. Position Evaluation
- D. Salary Structure
- E. Performance Appraisal
- F. Salary Review
- G. Promotional Increase
- H. Performance Incentive

Through utilizing the following procedures, management can be assured that employees:

- Are being treated equitably with regard to salary matters;
- Are being paid externally and internally competitive salaries; and
- Have the opportunity to be rewarded for performance in a systematic non-discriminatory manner.

POSITION EVALUATION

Based upon the approved position definition, each position is periodically evaluated to ensure external and internal compensation equity for District.

1. Externally Competitive

External competitiveness is determined by periodically surveying the marketplace for average salaries paid. The approved position definition is used to compare the scope and responsibility of the position being surveyed. Private and published surveys of labor market competitors are used to determine the average salary paid in the market place based on markets in which the district competes for talent and the level at which we will compete.

2. Internal Equity

Internal equity is evaluated by grouping positions of similar scope and responsibility within the organization. This is accomplished through successively higher levels of management aligning positions of relatively comparable value based upon such factors as knowledge and skill required for the position, complexity and supervisory responsibility exercised.

Based upon the above factors, positions are evaluated and assigned a base salary range that provides employees an opportunity to earn a salary that is externally competitive and internally equitable.

SALARY STRUCTURE

The salary structure consists of a series of salary ranges. Each position has a dollar rate range with an established maximum pay control point. Human Resources will maintain current salary schedules.

EMPLOYEE COMMUNICATION

To achieve the objectives of the Salary Program and its potential benefits, each employee should know what the program is intended to accomplish and how it affects him/her. At a minimum, each employee should know:

- The salary range of his/her position;
- His/her place in that range;
- The rationale and evidence for any salary adjustment decision;
- The manager's view of how well the employee is accomplishing the objectives of the position and the long range outlook for position and salary advancement.

The communications supporting salary administration should be a two-way process. Each employee should be encouraged to discuss his/her work assignment or work relationship and opportunities for advancement. Depending on individual circumstances, the manager may wish to schedule a separate meeting for such a discussion.

INITIAL HIRING AND SALARY RANGE PLACEMENT

Before an applicant may be hired for any position, the position definition must be prepared and approved. In addition, the position itself must have been approved by the Board of Directors. Management will review the position and evaluate the current need to fill the position.

As a general rule the hiring salary for new employees shall be at that point in the salary range which reflects his/her experience, knowledge, skills, and abilities he/she brings to the job under consideration.

SENIORITY BONUS

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

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. For funerals in the immediate family. "Immediate family" is designated as the spouse/domestic partner, child, parent, sibling or grandparent of the employee or employee's spouse/domestic partner.
- 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 accrued sick leave available to an employee in times of urgent need.
- C. The amount of sick leave an employee is entitled to 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. The smallest unit for which sick leave will be granted will be one half-hour.
- F. An employee who is absent on sick leave may be contacted by his/her Supervisor. For absences due to illness if justified in the opinion of a Division 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.
- G. Frequent use of short periods of sick leave is indicative of inability to perform as expected by the District and may result in dismissal for lack of reliability.

SICK LEAVE PAYOFF

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 receive pay at his or her base rate up to 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 up to 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.
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 up to 96 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 2019 will be for the December 2020 cash out. The up to 96 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.

The District shall seek to establish a post-employment health savings account on behalf of the unrepresented employees. Once implemented, unrepresented employees agree to contribute cashed out sick leave to the post-employment health savings account.

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 earned after July 1, 1974. Vesting in the sick leave program and payment therefore will be on the following basis. The District and unrepresented employees agree to identify and participate in a post-employment health savings account option for any amounts cashed out upon termination.

- A. 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.
- B. Upon completion of 20 years of service with the District, the employee would be paid for 100% of unused sick leave.

TELEWORKING

The District encourages, in appropriate circumstances, the creation of telework opportunities for employees. 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 General Manager may approve occasional or regular partial or full day telecommuting schedules that meet the operational needs and policies of the District.

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

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

- A. 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 Entitlement Hours	Hours Accrued at end of Each Pay Period <u>(based on 26 pay periods)</u>
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25 & above	168	6.46

The maximum number of vacation hours that may be earned in any year is 168.

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 rate of pay.
- G. In computing the amount of vacation leave entitlement, 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.
- I. Employees shall have the option to cash out up to 40 hours of accrued vacation leave in November of each year, provided 80 hours of vacation or management leave time has been used as time off during the preceding 12 months. Pursuant to IRS regulations, a non-revocable election must be made prior to December 31 of the preceding year for cash out at the conclusion of the calendar year.



□ January 18, 2022 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

Subject : Local, State and Federal Redistricting: Final Maps

SUMMARY:

The U.S. Constitution requires a federal census every 10 years to maintain an updated count of the country's population. Following the completion of the census, California uses the data to redraw the boundaries of Congressional, State Senate, State Assembly and State Board of Equalization districts to account for population shifts. Historically, legislators have drawn maps that allowed them to choose their constituents rather than enabling constituents to choose their representatives. However, the Citizens Redistricting Commission was created in 2008 with the passage of Proposition 11, the Voters FIRST Act, to redraw the boundaries for state and federal districts. The County of Los Angeles has a separate Citizens Redistricting Commission that is responsible for redrawing the boundaries for the County's five supervisorial districts.

On December 15, 2021, the County of Los Angeles Citizens Redistricting Commission passed resolutions to adopt its final redistricting plan and report. Similarly, on December 26, 2021, the 2020 California Redistricting Commission published its final report and certified updated maps for state and federal districts. Attached for reference are copies of both the new and existing maps for the District's service area. The new boundaries become effective with the next general election cycle.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

DISCUSSION:

With the completion of the 2020 Census, the District is also required to perform redistricting, which involves adjusting the boundaries of its five divisions so that they are approximately equal in population. On November 16, 2021, the Board reviewed two options for redistricting and directed staff to bring back Option No. 2 for approval. Staff proposes to schedule a public hearing required as part of the approval process for the February 15, 2022 regular Board meeting.

GOALS:

Sustain Community Awareness and Support

Prepared by: David W. Pedersen, General Manager

ATTACHMENTS:



County Supervisorial District Boundaries - New and Existing
State Assembly District Boundaries - New and Existing
State Senate District Boundaries - New and Existing
U.S. Congressional District Boundaries - New and Existing

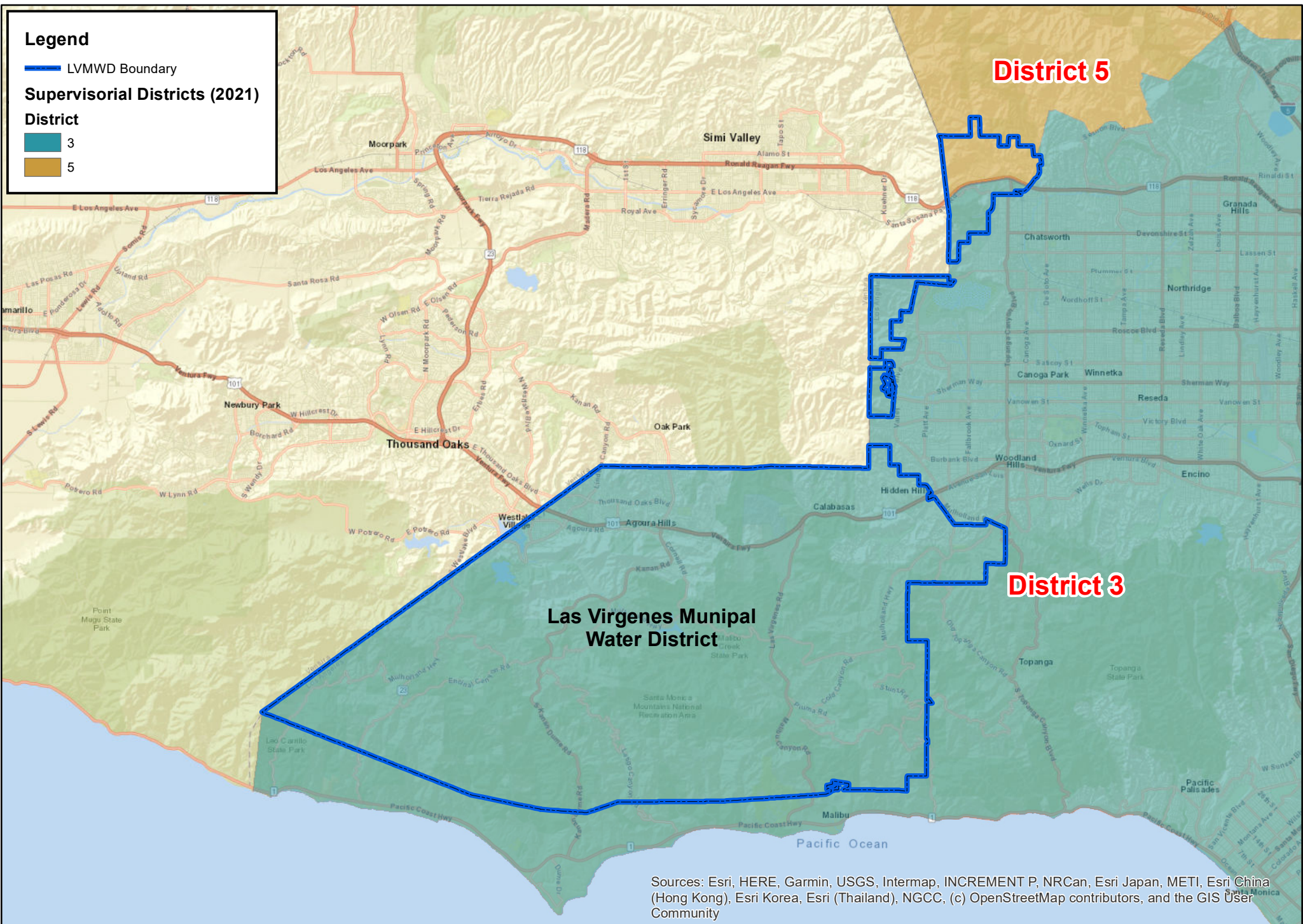
Legend

 LVMWD Boundary

Supervisorial Districts (2021)

District

-  3
-  5

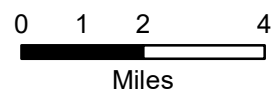


District 5

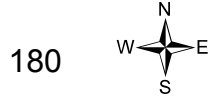
District 3

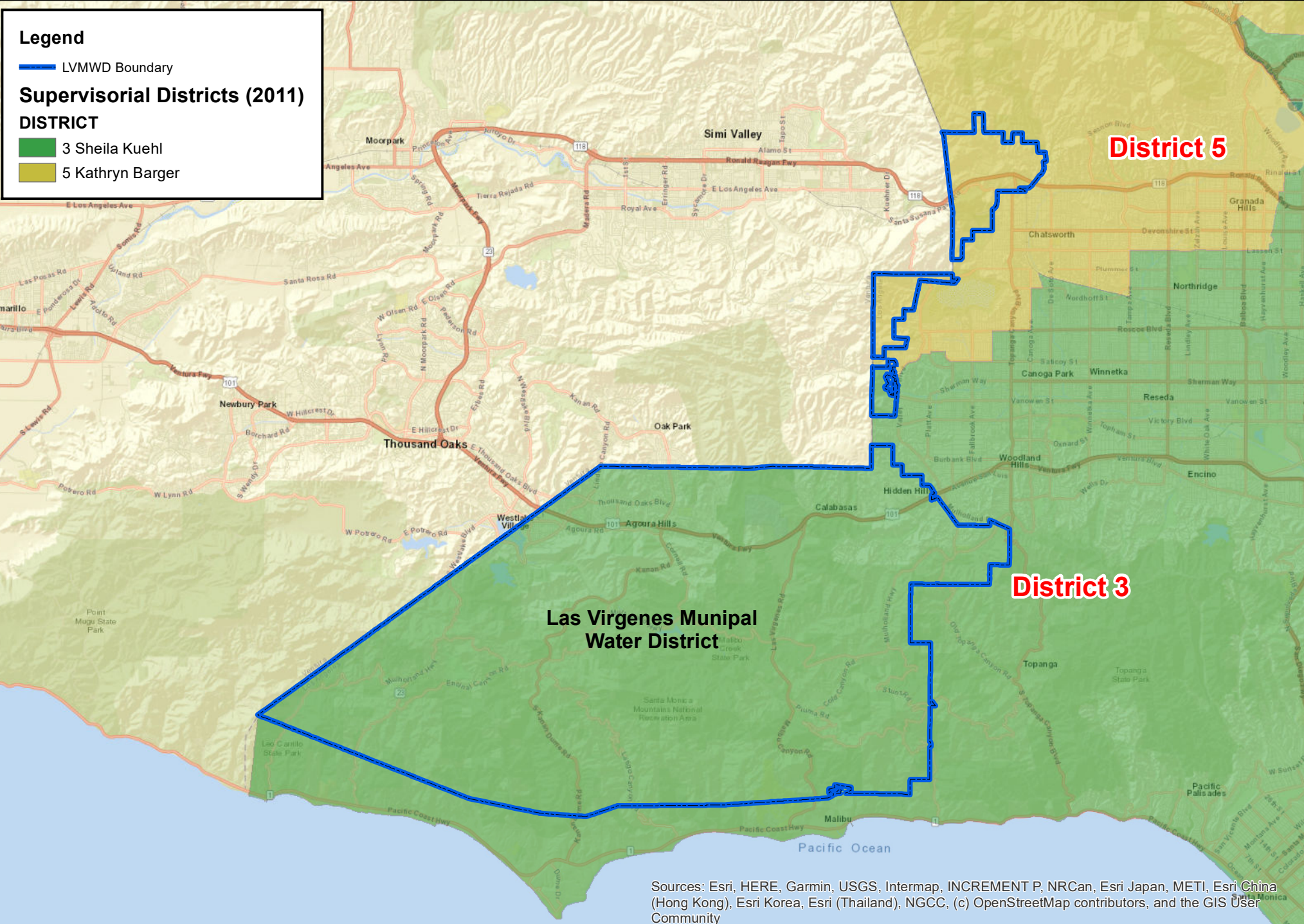
Las Virgenes Mupal Water District

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



LA County Supervisorial Districts New





Legend

- LVMWD Boundary

Supervisorial Districts (2011)

DISTRICT

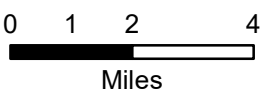
- 3 Sheila Kuehl
- 5 Kathryn Barger

District 5

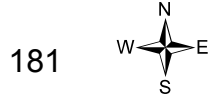
District 3

Las Virgenes Mupal Water District

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



LA County Supervisorial Districts Existing



Legend

— LVMWD Boundary

▭ Triunfo Sanitation District

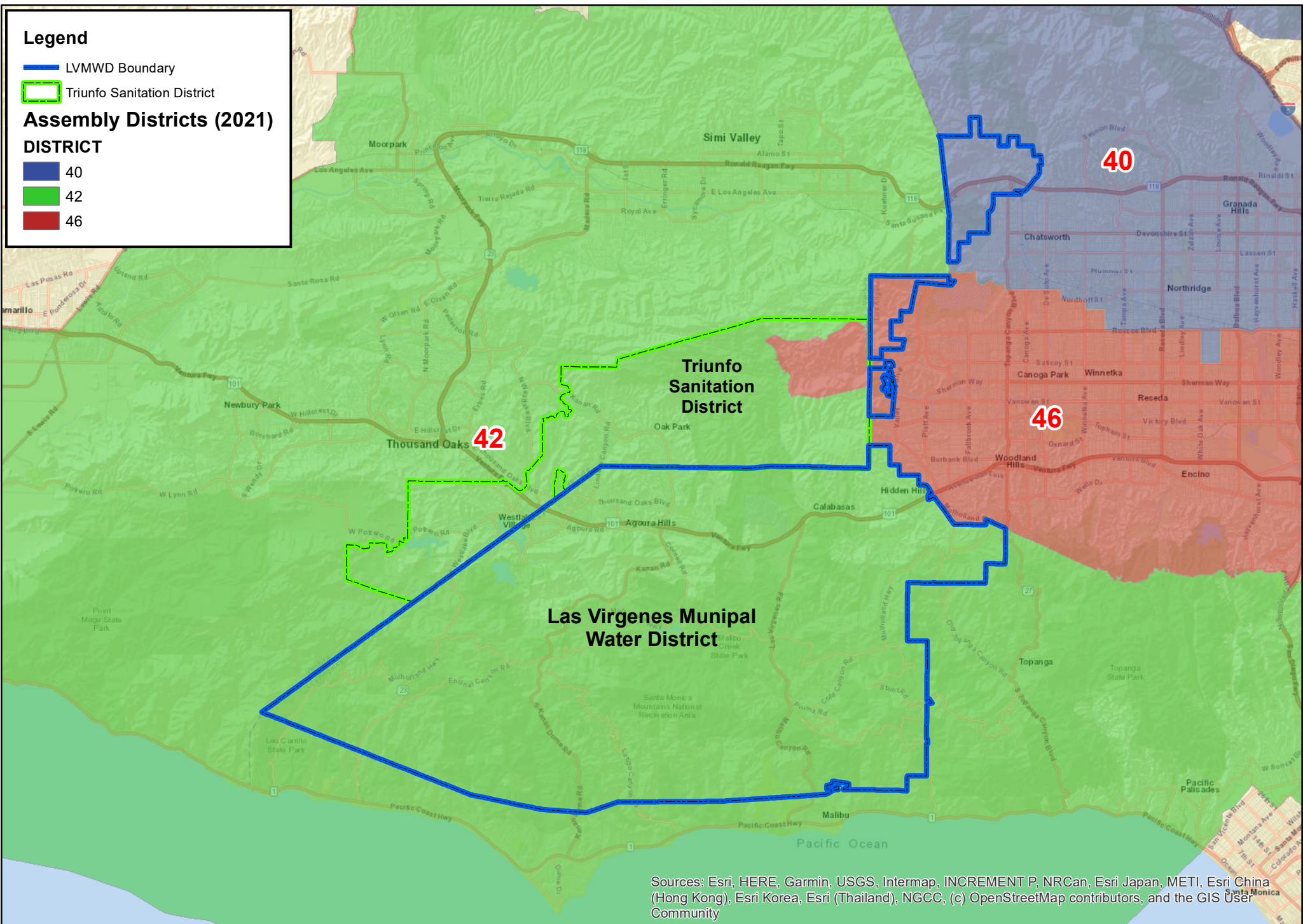
Assembly Districts (2021)

DISTRICT

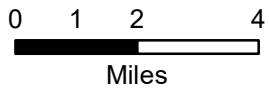
40

42

46




Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



Assembly Districts New







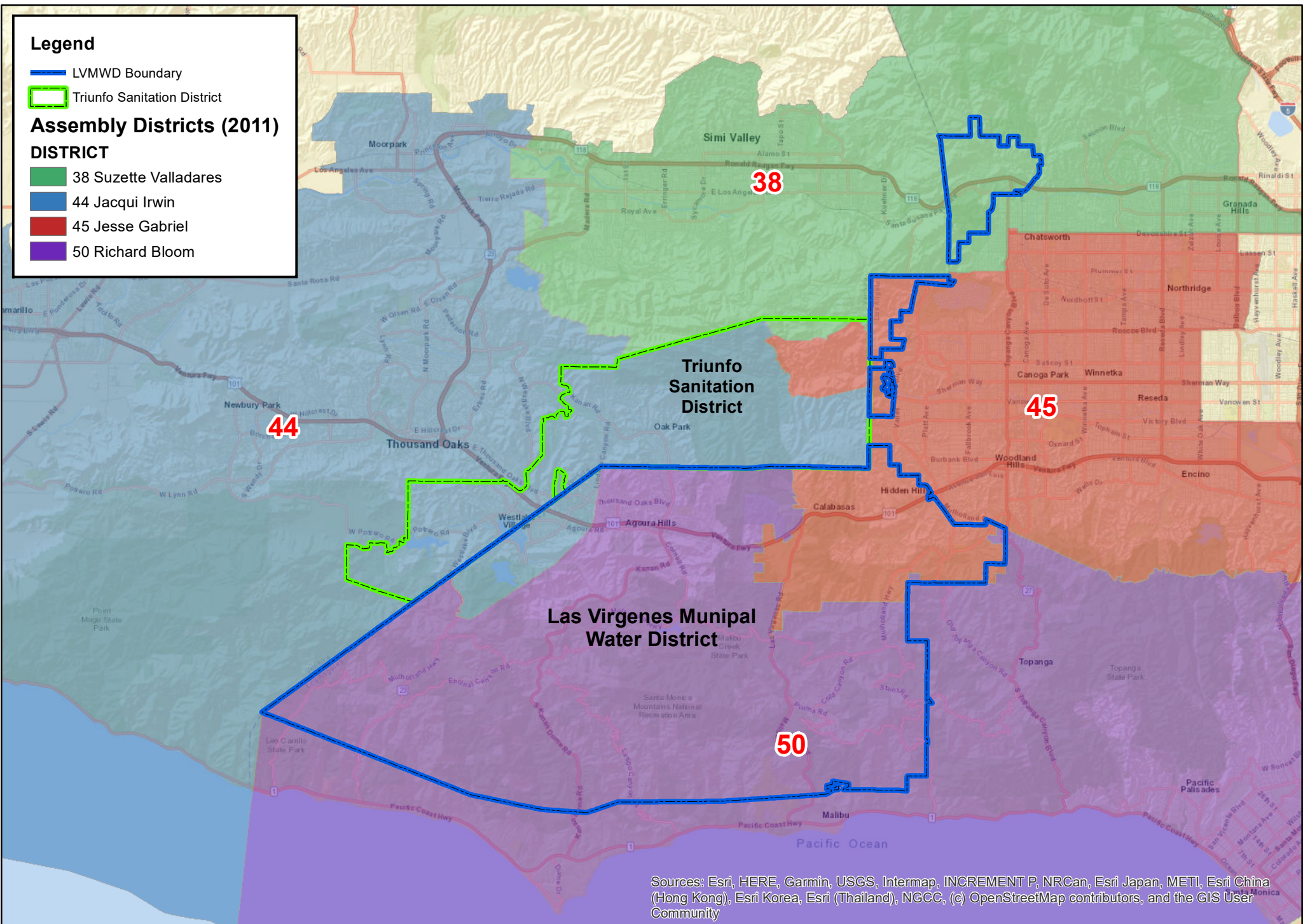
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 LVMWD Boundary

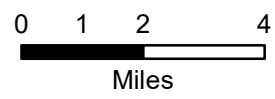
 Triunfo Sanitation District

**Assembly Districts (2011)
DISTRICT**

-  38 Suzette Valladares
-  44 Jacqui Irwin
-  45 Jesse Gabriel
-  50 Richard Bloom



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



Assembly Districts Existing



Legend

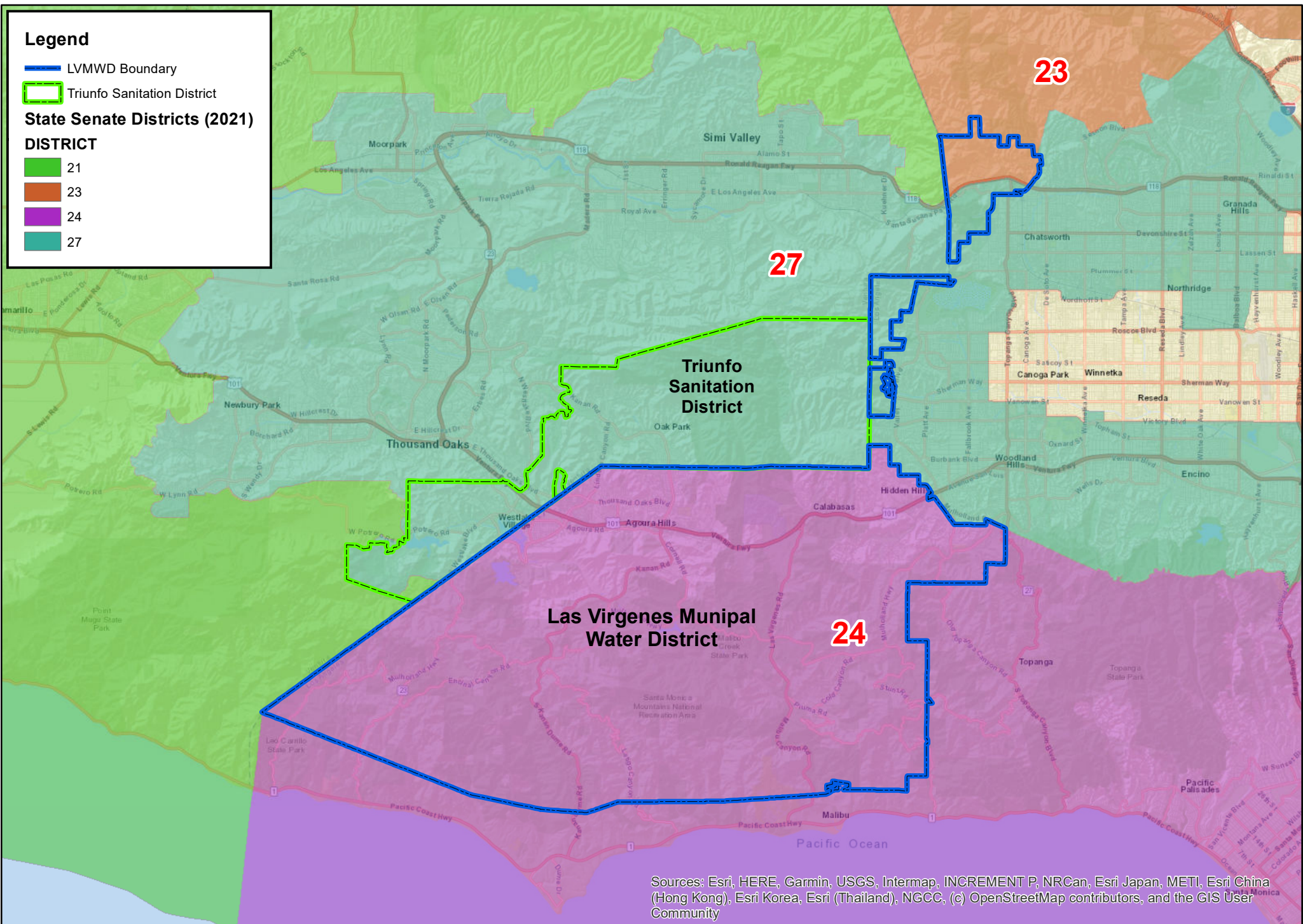
— LVMWD Boundary

▭ Triunfo Sanitation District

State Senate Districts (2021)

DISTRICT

- 21
- 23
- 24
- 27



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

State Senate Districts New



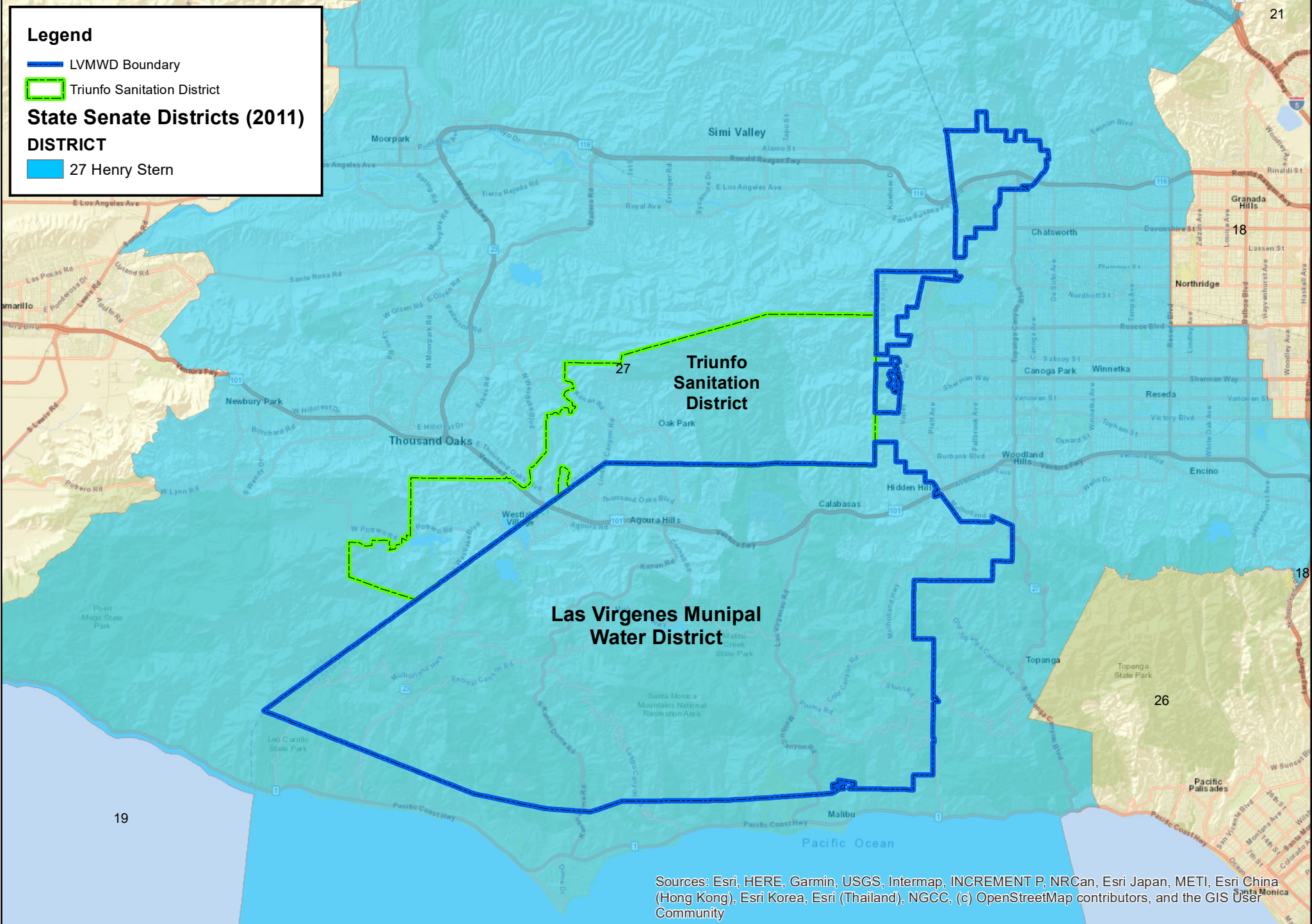
Legend

-  LVMWD Boundary
-  Triunfo Sanitation District

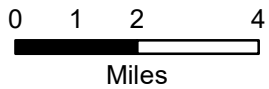
State Senate Districts (2011)

DISTRICT

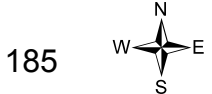
-  27 Henry Stern




Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



State Senate District Existing





Legend

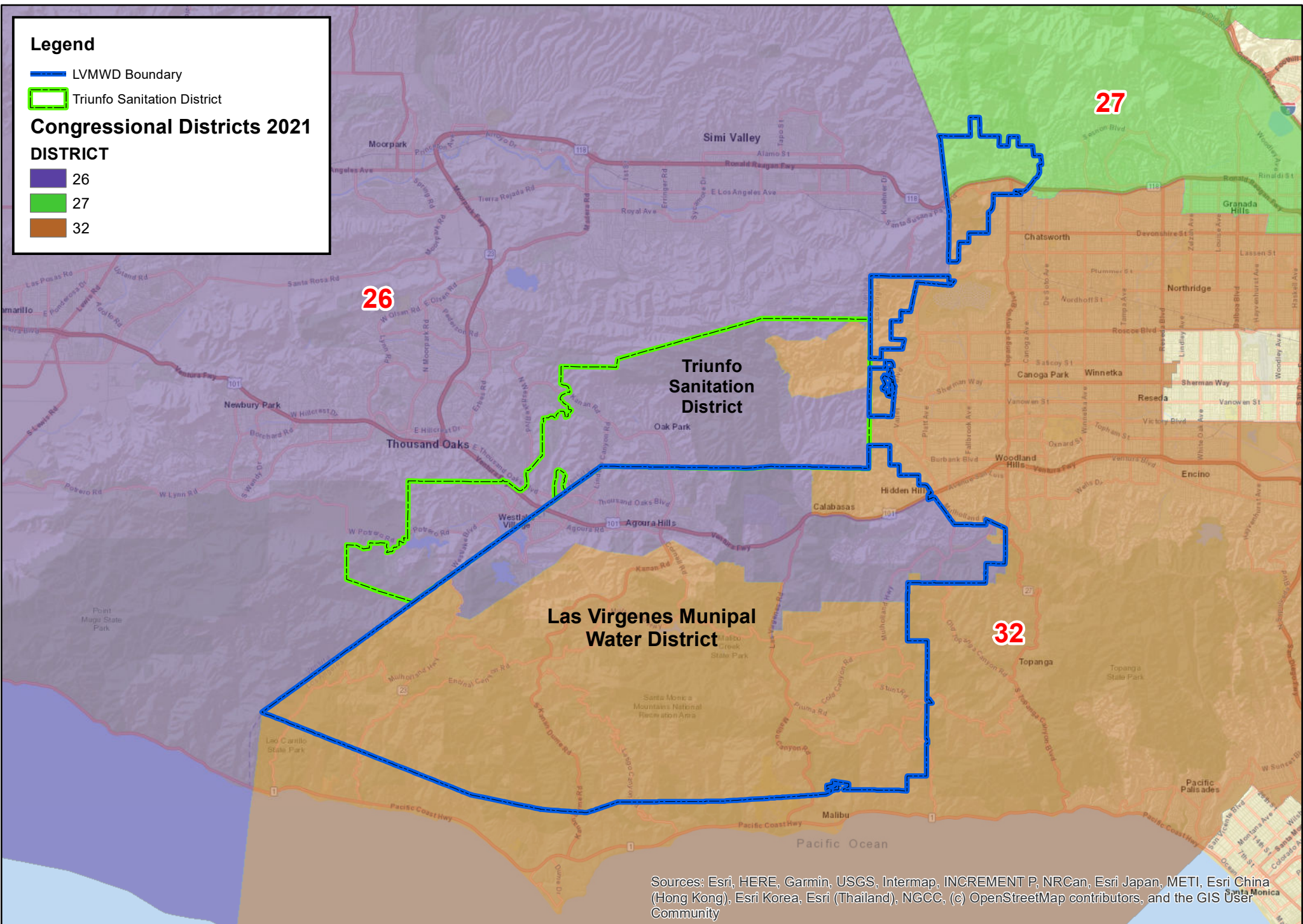
 LVMWD Boundary

 Triunfo Sanitation District

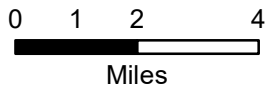
Congressional Districts 2021

DISTRICT

-  26
-  27
-  32



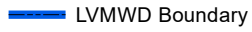
Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

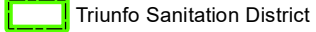


Congressional Districts New



Legend

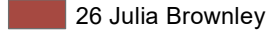
 LVMWD Boundary

 Triunfo Sanitation District

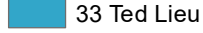
Congressional Districts (2011)

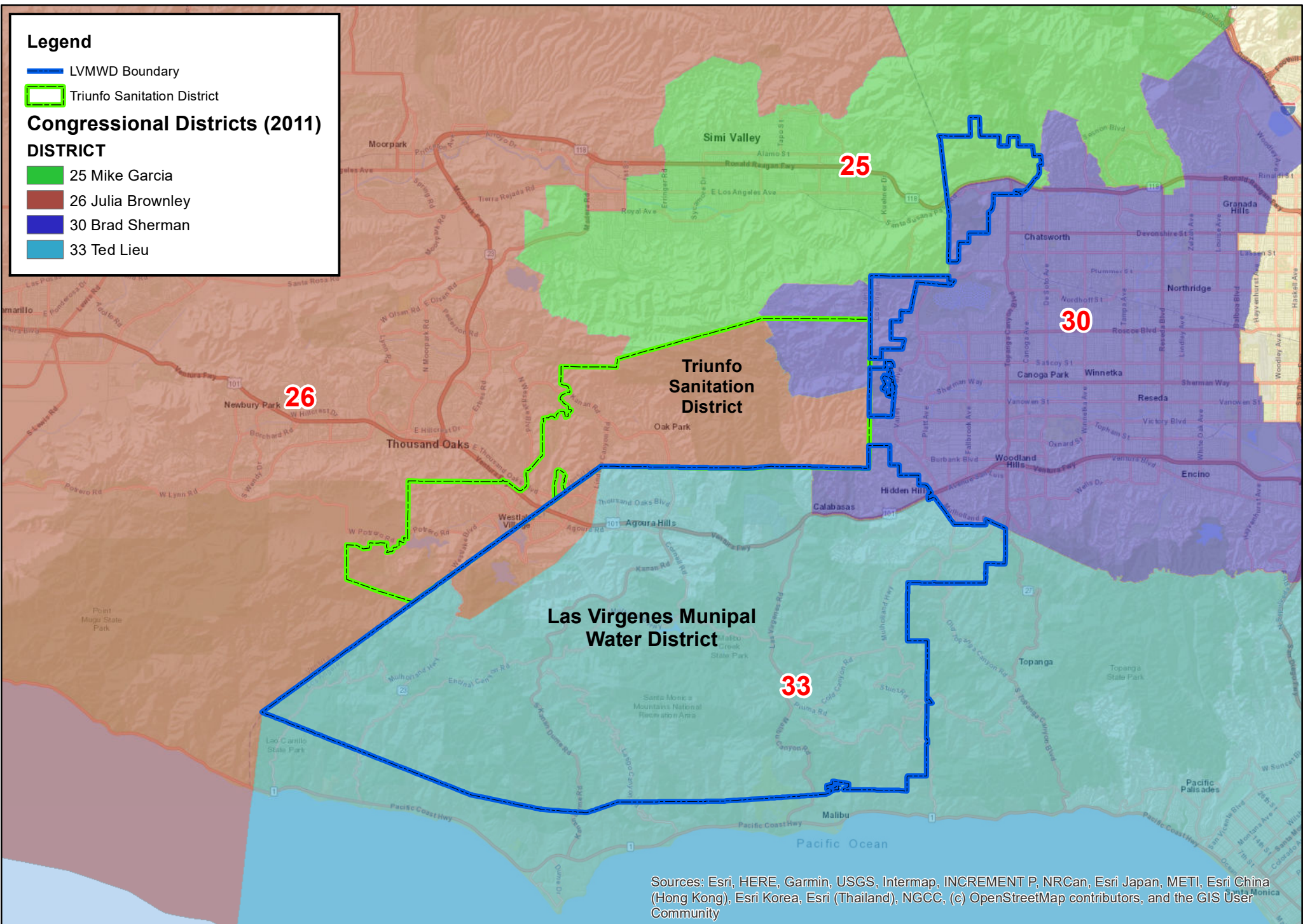
DISTRICT

 25 Mike Garcia

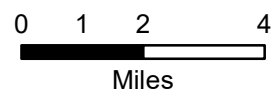
 26 Julia Brownley

 30 Brad Sherman

 33 Ted Lieu



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



Congressional Districts Existing





□ January 18, 2022 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

Subject : Reimbursable Expenses for Fiscal Year 2020-21

SUMMARY:

The Las Virgenes Municipal Water District Code requires that the District publish a list of reimbursable expenditures over \$100 incurred during the prior fiscal year. Attached is the Fiscal Year 2020-21 Reimbursable Expenses Report. On January 13, 2022, a notice was published in the *Las Virgenes and Calabasas Enterprise* to indicate the availability of the report.

FISCAL IMPACT:

No

ITEM BUDGETED:

No

DISCUSSION:

Pursuant to Section 2-2.107 of the Las Virgenes Municipal Water District Code and Government Code Section 53065.5, the District is required to report reimbursed expenditures in excess of \$100 in a publicly available document at the District's headquarters in December and January.

In the interest of transparency, the District has historically reported more than minimally required by law. While the law requires the reporting of reimbursed expenditures over \$100, the District's report contains all employee/director-related expenditures over \$100 that were reimbursed to the employee/director or directly paid with a District credit card. This approach is most transparent and appears to be consistent with the intent of the law to publicly report employee/director-related expenditures over \$100 that are incurred in the course of one's

position or to expand knowledge and resources for the District through attendance at training events and conferences.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Brian Richie, Finance Manager

ATTACHMENTS:

Reimbursable Expenses for Fiscal Year 2020-21

**LAS VIRGENES MUNICIPAL WATER DISTRICT
REPORTABLE EXPENSE REIMBURSEMENTS
FOR FISCAL YEAR ENDED JUNE 30, 2021**

NAME		DATE	EVENT	TOTAL EXPENSES
LAST	FIRST			
Almaguer	Frank	2/4/2021	AWWA Conference	150.00
Almaguer Total				150.00
Arenas	Andy	3/12/2021	Waterwisepro Training	350.00
Arenas Total				350.00
Baird	Steven	12/3/2020	Dribble Font and Logo Webinar Training	318.84
Baird	Steven	1/27/2021	Developing Effective Standard Operating Procedures Training	150.00
Baird	Steven	2/5/2021	WateReuse Symposium	195.00
Baird	Steven	3/30/2021	Design Optimization Workshop	318.84
Baird	Steven	6/13/2021	CAPIO Conference	209.66
Baird	Steven	6/15/2021	CAPIO Conference	635.00
Baird Total				1,827.34
Bosson	Ursula	10/31/2020	Leadership Training - Ursula Bosson	499.00
Bosson	Ursula	11/4/2020	Leadership Training - Jessica Losa	499.00
Bosson	Ursula	12/29/2020	Training - Ursula Bosson, Amanda Smith, Justina Russo	1,497.00
Bosson	Ursula	3/19/2021	Greenbook Training - Ursula Bosson	100.00
Bosson	Ursula	6/18/2021	Conference Training - Cason Gilmer	150.00
Bosson	Ursula	6/18/2021	Conference Training - Craig Jones	150.00
Bosson	Ursula	6/18/2021	Neptune 2021 Training Conference	150.00
Bosson Total				3,045.00
Buchanan	Dawn	7/15/2020	AWWA Conference	125.00
Buchanan	Dawn	8/28/2020	Excel Training	149.00
Buchanan	Dawn	9/2/2020	Excel Training	199.00
Buchanan	Dawn	9/4/2020	Supervisor Training	499.00
Buchanan	Dawn	2/12/2021	APWA Webinar	275.00
Buchanan Total				1,247.00
Caspary	Charles	10/18/2020	ACWA Conference	375.00
Caspary	Charles	5/28/2021	CASA Conference	904.98
Caspary Total				1,279.98
Clark	Riki	2/2/2021	WateReuse Symposium	145.00
Clark Total				145.00
Gil	John	12/30/2020	CWEA Conference	298.00
Gil	John	3/12/2021	CWEA Conference	288.00
Gil	John	6/4/2021	CWEA Conference	525.00
Gil Total				1,111.00
Guzman	Josephine	3/24/2021	California City Clerks Association Virtual Annual Conference	250.00
Guzman Total				250.00
Jackson	Steve	4/4/2021	SW Membrane Oper Association Training	260.00
Jackson Total				260.00
Johnson	Darrell	9/16/2020	AWWA Conference	300.00
Johnson Total				300.00
Lewitt	Jay	8/23/2020	WateReuse Symposium	548.00
Lewitt	Jay	10/18/2020	ACWA Conference	375.00
Lewitt	Jay	1/6/2021	California Association of Sanitation Agencies Conference	165.00
Lewitt	Jay	1/28/2021	ACWA Conference	225.00
Lewitt	Jay	3/12/2021	ACWA Conference	145.00
Lewitt	Jay	3/23/2021	WateReuse Symposium	195.00

**LAS VIRGENES MUNICIPAL WATER DISTRICT
REPORTABLE EXPENSE REIMBURSEMENTS
FOR FISCAL YEAR ENDED JUNE 30, 2021**

NAME		DATE	EVENT	TOTAL EXPENSES
LAST	FIRST			
Lewitt	Jay	4/30/2021	ACWA Conference	375.00
Lewitt Total				2,028.00
Lo-Hill	Lynda	8/21/2020	WateReuse Symposium	548.00
Lo-Hill	Lynda	1/7/2021	California Association of Sanitation Agencies Conference	165.00
Lo-Hill	Lynda	1/29/2021	WateReuse Symposium	145.00
Lo-Hill	Lynda	4/21/2021	California Municipal Treasurers Association Virtual Annual Conference	290.00
Lo-Hill	Lynda	4/23/2021	CMTA Conference	290.00
Lo-Hill	Lynda	6/10/2021	CASA Conference	595.00
Lo-Hill	Lynda	6/11/2021	CASA Conference	309.98
Lo-Hill	Lynda	6/20/2021	ACWA Conference	100.00
Lo-Hill Total				2,442.98
McDermott	William	3/16/2021	Greenbook Training	300.00
McDermott	William	3/17/2021	Greenbook Training	300.00
McDermott Total				600.00
McNutt	Michael	1/27/2021	CASA Conference	165.00
McNutt	Michael	2/3/2021	WaterReuse Symposium	245.00
McNutt Total				410.00
Meredith	Jon	8/7/2020	CWEA Conference	100.00
Meredith	Jon	4/15/2021	OSHA Training	217.91
Meredith Total				317.91
Nkwenji	Ivo	1/14/2021	New Horizons Staff Development Training - Perseus Ancheta	2,975.00
Nkwenji	Ivo	3/21/2021	Tyler Technology Annual Conference	595.00
Nkwenji Total				3,570.00
Paniagua	Sherri	7/30/2020	CALPELRA Virtual Conference	890.00
Paniagua	Sherri	2/18/2021	LCW Conference	625.00
Paniagua Total				1,515.00
Patterson	Donald	12/30/2020	CSMFO Annual Conference	110.00
Patterson	Donald	1/31/2021	CSMFO Annual Conference	200.00
Patterson	Donald	3/14/2021	CMTA Conference	175.00
Patterson	Donald	5/2/2021	GFOA Annual Virtual Conference	420.00
Patterson Total				905.00
Pedersen	David	7/29/2020	CASA Conference	125.00
Pedersen	David	8/18/2020	WateReuse Symposium	623.00
Pedersen	David	9/23/2020	ACWA Conference	375.00
Pedersen	David	1/6/2021	California Association of Sanitation Agencies Conference	165.00
Pedersen	David	1/15/2021	Urban Water institute Conference	195.00
Pedersen	David	1/20/2021	WateReuse Symposium	145.00
Pedersen	David	3/3/2021	ACWA Conference	145.00
Pedersen	David	6/18/2021	WateReuse Symposium	525.00
Pedersen Total				2,298.00
Polan	Leonard	7/29/2020	CASA Conference	125.00
Polan	Leonard	9/25/2020	WateReuse Symposium	548.00
Polan	Leonard	9/30/2020	ACWA Conference	375.00
Polan	Leonard	10/13/2020	ACWA Conference	100.00
Polan	Leonard	1/15/2021	California Association of Sanitation Agencies Conference	165.00
Polan	Leonard	2/12/2021	ACWA Conference	370.00

**LAS VIRGENES MUNICIPAL WATER DISTRICT
REPORTABLE EXPENSE REIMBURSEMENTS
FOR FISCAL YEAR ENDED JUNE 30, 2021**

NAME		DATE	EVENT	TOTAL EXPENSES
LAST	FIRST			
Polan	Leonard	2/12/2021	WateReuse Symposium	195.00
Polan	Leonard	4/28/2021	ACWA Conference	375.00
Polan	Leonard	5/30/2021	CASA Conference	904.98
Polan Total				3,157.98
Renger	Lee	9/23/2020	ACWA Conference	375.00
Renger	Lee	1/28/2021	WateReuse Symposium	145.00
Renger	Lee	4/27/2021	ACWA Conference	375.00
Renger Total				895.00
Saccareccia	Angela	1/12/2021	CSMFO Annual Conference	330.00
Saccareccia	Angela	1/15/2021	CSMFO Annual Conference	330.00
Saccareccia	Angela	3/17/2021	Tyler Technology Annual Conference	595.00
Saccareccia	Angela	3/21/2021	Tyler Technology Annual Conference	595.00
Saccareccia	Angela	4/4/2021	CMTA Conference	175.00
Saccareccia	Angela	4/15/2021	CMTA Conference	290.00
Saccareccia	Angela	4/29/2021	GFOA Conference	420.00
Saccareccia Total				2,735.00
Triplett	Shawn	5/30/2021	Management Course	499.00
Triplett	Shawn	6/23/2021	NASSCO Training - Immer Cabrera	575.00
Triplett Total				1,074.00
Vollmar	Brett	1/22/2021	Development Training Justin Walden	249.99
Vollmar Total				249.99
Nikolajevs	Viktor	3/16/2021	Certified Ethical Hacker Security Course	1,999.00
Nikolajevs Total				1,999.00
Grand Total				34,163.18

ACWA = ASSOCIATION OF CALIFORNIA WATER AGENCIES	CMTA = CALIFORNIA MUNICIPAL TREASURERS ASSOCIATION
APWA = AMERICAN PUBLIC WORKS ASSOCIATION	CSMFO = CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS
AWA = ASSOCIATION OF WATER ANGENCIES	CWEA = CALIFORNIA WATER ENVIRONMENT ASSOCIATION
AWWA = AMERICAN WATER WORKS ASSOCIATION	GFOA = GOVERNMENT FINANCE OFFICERS ASSOCIATION
CALPELRA = CALIFORNIA PUBLIC EMPLOYERS LABOR RELATIONS ASSOCIATION	IPMA-HR = INTERNATIONAL PUBLIC MANAGEMENT ASSOCIATION FOR HUMAN RESOURCES
CAPIO = CALIFORNIA PUBLIC INFORMATION OFFICIALS	LCW = LIEBERT CASSIDY WHITMORE
CAPPO = CALIFORNIA ASSOCIATION OF PUBLIC PROCUREMENT OFFICIALS	NASSCO = NATIONAL ASSOCIATION OF SEWER SERVICE COMPANIES
CASA = CALIFORNIA ASSOCIATION OF SANITATION AGENCIES	OSHA = OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION
CCWUC =CHANNEL COUNTIES WATER UTILITIES COMMITTEE	SCPMA = SOUTHERN CALIFORNIA PUBLIC MANAGEMENT ASSOCIATION