

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

**AGENDA**  
**REGULAR MEETING**  
**June 21, 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/81203604147>

To join by telephone, please dial (669) 900-6833 or (346) 248-7799 and enter Webinar ID: 812 0360 4147

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](http://www.LVMWD.com/LiveStream). In addition, members of the public can submit written comments electronically for consideration at [www.LVMWD.com/LiveStream](http://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](mailto: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](mailto: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.

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## **PLEDGE OF ALLEGIANCE**

### **1 CALL TO ORDER AND ROLL CALL**

### **2 APPROVAL OF AGENDA AND APPROVAL OF FINDINGS OF RESOLUTION NO. 2609 (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: June 21, 2022 (Pg. 6)**  
Receive and File

B **Minutes: Regular Meeting of June 7, 2022 (Pg. 61)**

Approve

**C Directors' Per Diem: May 2022 (Pg. 68)**

Ratify

**D Continuation of Local State of Emergency Due to Water Shortage from Statewide Drought (Pg. 75)**

Approve the continuation of a local emergency declaration due to water shortage from the statewide drought.

**E 13th Biennial Colorado River Symposium: Board Member Attendance (Pg. 77)**

Authorize Board Member attendance and per diem compensation for the 13th Biennial Colorado River Symposium to be held September 21 through 23, 2022, in Santa Fe, New Mexico.

**F Annual Blanket Purchase Order with Grainger Industrial Supply: Increase (Pg. 81)**

Authorize the General Manager to approve an increase to the blanket purchase order with Grainger Industrial Supply, in the amount of \$19,500, from \$60,500 to \$80,000 for the current contract term and a corresponding not-to-exceed amount of \$80,000 for the two subsequent one-year renewal options.

**G Annual Supply and Delivery of Diatomaceous Earth: Award (Pg. 83)**

Accept the proposals from EP Minerals, LLC and Dicalite Minerals, Inc.; and authorize the General Manager to approve blanket purchase orders in the amounts of \$155,631.70 and \$163,426.50, respectfully, with four one-year renewal options for the annual supply and delivery of diatomaceous earth.

**H Uniform Services Contract: Award (Pg. 86)**

Accept the proposal from Cintas Corporation and authorize the General Manager to execute a five-year contract, in the amount of \$355,000, for uniform services.

**I Proposed Update to Strategic Plan: Approval (Pg. 89)**

Approve the updated Strategic Plan.

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

**A Proclamation Recognizing Mike Varbel for 37 Years of Service**

**B MWD Representative Report (Pg. 111)**

**C Legislative and Regulatory Updates (Pg. 117)**

**D Drought and Water Supply Conditions Update (Pg. 129)**

**6 TREASURER**

**7 FINANCE AND ADMINISTRATION**

**A Proposed Two-Year Budget Plan for Fiscal Years 2022-24 (Pg. 131)**

Approve the Two-Year Budget Plan for Fiscal Years 2022-24 and adopt the proposed Fiscal Year 2022-23 Budget.

8 **ENGINEERING AND EXTERNAL AFFAIRS**

A **Kimberly Pressure Reducing Station No. 45 Rehabilitation Project: Release of Construction Contract (Pg. 264)**

Authorize the General Manager to release California Civil Engineering Services from the construction contract, in the amount of \$142,370, and issue a new Call for Bids for the Kimberly Pressure Reducing Station No. 45 Rehabilitation Project.

B **Twin Lakes Pump Station Pipeline Project: Approval of Scope Change No. 3 (Pg. 270)**

Authorize the General Manager to execute Scope Change No. 3, in the amount of \$45,780, for Kennedy/Jenks Consultants, Inc., to provide additional engineering design work for the Twin Lakes Pump Station Pipeline Project.

C **Authorization of Additional Funding for WaterWise Consulting, Inc. (Pg. 281)**

Authorize the General Manager to approve Change Order No. 2, in the amount of \$150,000, for WaterWise Consulting, Inc., to perform additional work for water use surveys, validation of irrigated areas and assistance with data management for the Flow Restriction Device Program.

D **Rachio Weather-Based Irrigation Controller Program: Contract Renewal (Pg. 302)**

Authorize the General Manager to approve a two-year renew with Valley Soil, in the amount of \$500,000, for continuation of the Rachio Weather-Based Irrigation Controller Program.

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 **CLOSED SESSION**

A **Conference with Legal Counsel - Anticipated Litigation (Government Code Section 54956.9(d)(2):**

Tort Claim by Karl Heinz Pitsch

B **Public Employee Performance Evaluation (Government Code Section 54957):**

Title: General Manager

13 **OPEN SESSION AND ADJOURNMENT**

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

## LAS VIRGENES MUNICIPAL WATER DISTRICT

To: LYNDA LO-HILL, TREASURER

Payments for Board Meeting of : June 21, 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. 104105 through 104246 were issued in the total amount of **\$ 2,002,226.93**

**Payments through wire transfers as follows:**

5/31/2022 Metropolitan Water District Payment for water deliveries in the month of March 2022	1,763,553.90	
Sub-Total Wires	<u>\$ 1,763,553.90</u>	
Total Payments	<u><u>\$ 3,765,780.83</u></u>	

(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  
06/21/22**

		Check No. 104105 thru 104151 05/31/22	Check No. 104152 thru 104195 06/07/22	Check No. 104196 thru 104246 06/14/22	
Company Name	Company No.	Amount	Amount	Amount	Total
Potable Water Operations	101	193,733.61	178,412.71	29,187.03	401,333.35
Recycled Water Operations	102		616.47		616.47
Sanitation Operations	130	6,110.13	11,271.14	1,855.00	19,236.27
Potable Water Construction	201				-
Water Conservation Construction	203				-
Sani- Construction	230				-
Potable Water Replacement	301	9,137.50		864,706.47	873,843.97
Reclaimed Water Replace	302				-
Sanitation Replacement	330				-
Internal Service	701	46,720.73	87,260.59	57,656.77	191,638.09
JPA Operations	751	97,616.39	191,622.06	206,668.08	495,906.53
JPA Construction	752				-
JPA Replacement	754		2,105.00	17,547.25	19,652.25
	<b>Total Printed</b>	<b>353,318.36</b>	<b>471,287.97</b>	<b>1,177,620.60</b>	<b>2,002,226.93</b>
<b>Voided Checks/payment stopped:</b>					
		-	-	-	-
	<b>Total Voids</b>	-	-	-	-
	<b>Net Total</b>	<b>353,318.36</b>	<b>471,287.97</b>	<b>1,177,620.60</b>	<b>2,002,226.93</b>

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
3	05/31/2022	WIRE	3384 METROPOLITAN WATER DISTRICT OF S.	10738	04/08/2022			1,763,553.90
Invoice: 10738								
				1,583,397.90	101001	500200	ANALYSIS OF MWD BILLING - MARCH'22	
				46,665.00	101001	501200	Non-Interruptible	
				133,491.00	101001	501000	Capacity Reservation Charge	
							Readiness To Serve	
							CHECK 3 TOTAL:	1,763,553.90
104105	05/31/2022	PRTD	5367 ADT COMMERCIAL	145294236	04/28/2022		053122	2,500.00
Invoice: 145294236								
				1,500.00	701001	551500	ANNL FIRE ALARM INSPCTN-HQ & OPS	
				1,000.00	701002	551500	Outside Services	
							Outside Services	
			ADT COMMERCIAL	145294237	04/28/2022		053122	550.00
Invoice: 145294237								
				550.00	751820	551500	ANNL FIRE ALARM INSPCTN-RLV	
							Outside Services	
			ADT COMMERCIAL	145294238	04/28/2022		053122	680.00
Invoice: 145294238								
				680.00	751810	551500	ANNL FIRM ALARM INSPCTN-TAPIA	
							Outside Services	
							CHECK 104105 TOTAL:	3,730.00
104106	05/31/2022	PRTD	2397 AQUATIC BIOASSAY & CONSULTING	LVS0522.0339	05/06/2022		053122	8,400.00
Invoice: LVS0522.0339								
				8,400.00	751810	571520	NPDES BIOASSAYS 4/12~14	
							Other Laboratory Serv	
							CHECK 104106 TOTAL:	8,400.00
104107	05/31/2022	PRTD	6777 JOHN DEERE FINANCIAL	FC/74624&745734	05/08/2022		053122	33.05
Invoice: FC/74624&745734								
				33.05	751810	678800	FIN CHG-#746284 & 746734	
							District Sprayfield	
							CHECK 104107 TOTAL:	33.05
104108	05/31/2022	PRTD	30355 CALABASAS AUTO PARK	ESMNT/23823	05/18/2022		053122	1.00
Invoice: ESMNT/23823 VENTURA								
				1.00	101	160000	EASEMENT/23823 VENTURA BLVD.	
							F/A-Land & Land Rights	
							CHECK 104108 TOTAL:	1.00
104109	05/31/2022	PRTD	5405 CALOLYMPIC SAFETY	398322	05/09/2022	22200180	053122	861.97
Invoice: 398322								
				55.70	101900	572500	PERSONAL PROTECTIVE EQUIPMENT	
				95.40	701	132000	Genl Supplies/Small Tools	
				190.79	701	132000	Storeroom & Truck Inventory	
				190.79	701	132000	Storeroom & Truck Inventory	



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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
				<b>INVOICE DTL DESC</b>				
				223.38 701	132000			Storeroom & Truck Inventory
				105.91 701	132000			Storeroom & Truck Inventory
Invoice: 398326			CALOLYMPIC SAFETY	398326	05/10/2022	22200180	053122	293.40
				37.61 101900	572500			IGLOO COOLERS
				255.79 701	132000			Genl Supplies/Small Tools
								Storeroom & Truck Inventory
						CHECK	104109 TOTAL:	1,155.37
104110	05/31/2022	PRTD	18933 DAVIS WHOLESALE ELECTRIC, INC.	1021-1004776	05/02/2022	22200169	053122	323.21
			Invoice: 1021-1004776					
				323.21 751750	551000	400	AMP SWITCHBOARD	Supplies/Material
Invoice: 1021-1004785			DAVIS WHOLESALE ELECTRIC, INC.	1021-1004785	05/04/2022	22200169	053122	95.71
				95.71 751750	551000	400	AMP SWITCHBOARD	Supplies/Material
Invoice: 1021-1004796			DAVIS WHOLESALE ELECTRIC, INC.	1021-1004796	05/05/2022	22200169	053122	1,026.70
				1,026.70 751750	551000	400	AMP SWITCHBOARD	Supplies/Material
						CHECK	104110 TOTAL:	1,445.62
104111	05/31/2022	PRTD	20685 DOCUMENT SYSTEMS INC	IN2664118	05/09/2022		053122	342.99
			Invoice: IN2664118					
				342.99 701420	621500		CANON MAINT & OVERAGE 5/9~6/8	Equip Maintenance
						CHECK	104111 TOTAL:	342.99
104112	05/31/2022	PRTD	14591 EMISSION COMPLIANT CONTROLS CORP. PSO5388		05/09/2022		053122	3,342.00
			Invoice: PSO5388					
				3,342.00 101100	551500	SRV	CATALYST-5/5	Outside Services
Invoice: PSO5398			EMISSION COMPLIANT CONTROLS CORP. PSO5398		05/09/2022		053122	2,534.00
				2,534.00 101100	551500	SRV	CATALYST-3/9	Outside Services
						CHECK	104112 TOTAL:	5,876.00
104113	05/31/2022	PRTD	30356 FASTSIGNS 62901	548-3017	04/28/2022		053122	1,665.49
			Invoice: 548-3017					
				1,665.49 701220	622000		CONTRACTOR VEHICLE MAGNET SIGNS	Outside Services
						CHECK	104113 TOTAL:	1,665.49

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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
<b>INVOICE DTL DESC</b>								
104114	05/31/2022	PRTD	2655 FERGUSON ENTERPRISES	0794259/CM063275	03/28/2022	22200144	053122	312.08
			Invoice: 0794259/CM063275					
			312.08 701	132000				
			Invoice: 0796837	0796837	05/10/2022	22200158	053122	4,199.18
			4,199.18 701	132000				
							CHECK 104114 TOTAL:	4,511.26
104115	05/31/2022	PRTD	2660 FISHER SCIENTIFIC	2377783	05/02/2022		053122	15.73
			Invoice: 2377783					
			15.73 751810	551000				
							CHECK 104115 TOTAL:	15.73
104116	05/31/2022	PRTD	21569 FS CONTRACTORS, I NC	3071	05/09/2022		053122	7,675.00
			Invoice: 3071					
			7,675.00 301	188000				
							CHECK 104116 TOTAL:	7,675.00
104117	05/31/2022	PRTD	6770 G.I. INDUSTRIES	3036277-0283-8	05/16/2022		053122	1,377.05
			Invoice: 3036277-0283-8					
			1,377.05 701002	551500				
			Invoice: 2535868-0283-2	2535868-0283-2	05/16/2022		053122	425.21
			425.21 751810	541500				
							CHECK 104117 TOTAL:	1,802.26
104118	05/31/2022	PRTD	2701 GRAINGER	9296947196	04/29/2022		053122	774.49
			Invoice: 9296947196					
			774.49 701326	572500				
			Invoice: 9279019872	9279019872	04/14/2022		053122	210.90
			210.90 751810	551000				
			Invoice: 9280310229	9280310229	04/14/2022		053122	272.70
			272.70 130100	551000				
			Invoice: 9283358548	9283358548	04/19/2022		053122	324.71
			324.71 751750	541000				



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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
104124	05/31/2022	PRTD	20584 KAMBRIAN CORPORATION	KINV11503	05/12/2022	22200182	053122	973.86
			Invoice: KINV11503					
				973.86 701420 621500				
							ADOBE ACROBAT LICENSES Equip Maintenance	
							CHECK 104124 TOTAL:	973.86
104125	05/31/2022	PRTD	17447 KONECRANES INC.	154643298	03/31/2022		053122	6,575.53
			Invoice: 154643298					
				3,287.76 751820 551500				
				3,287.77 701325 551500				
							REPAIR CRANES-RLV/VEH #880 Outside Services	
							04/21/2022	
			Invoice: 154652468					
				154652468				
							053122	3,257.17
							QTRLY CRANE/HOIST INSPCTN Outside Services	
							Outside Services	
							Outside Services	
							Outside Services	
							Outside Services	
							Outside Services	
							Outside Services	
							CHECK 104125 TOTAL:	9,832.70
104126	05/31/2022	PRTD	2611 LA DWP	017 698 0000/051622	05/16/2022		053122	49.14
			Invoice: 017 698 0000/051622					
				49.14 101700 540510				
							RECTIFIER 04/15-05/16/22 Energy	
			Invoice: 503 850 1000/051622					
				503 850 1000/051622	05/16/2022		053122	43.68
				43.68 101700 540510				
							RECTIFIER 04/18-05/16/22 Energy	
			Invoice: 875 698 0000/051722					
				875 698 0000/051722	05/17/2022		053122	30,620.67
				30,620.67 101106 540510				
							TWIN LAKES 02/14-05/16/22 Energy	
							CHECK 104126 TOTAL:	30,713.49
104127	05/31/2022	PRTD	30251 LORENZ CONVEYING PRODUCTS, INC	11611	01/26/2022	22200105	053122	3,758.34
			Invoice: 11611					
				3,758.34 101600 551000				
							FLOW CONTROL VALVES Supplies/Material	
							CHECK 104127 TOTAL:	3,758.34
104128	05/31/2022	PRTD	2814 MCMaster-CARR SUPPLY CO	77563957	05/04/2022		053122	157.02
			Invoice: 77563957					
				157.02 751100 550000				
							BACKPLATE-ABB SOFT STARTER Labor	
			MCMaster-CARR SUPPLY CO	77563953	05/04/2022		053122	86.39

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: 77563953				86.39 751830 551000	INVOICE DTL DESC COMPRESSOR POP-OFF Supplies/Material		CHECK 104128 TOTAL:	243.41
104129	05/31/2022	PRTD	30352 MICHAEL BLODGETT	CLAIM/110621	05/20/2022		053122	19,382.99
Invoice: CLAIM/110621				19,382.99 101900 714500	DAMAGE CLAIM-BLODGETT 11/6/21 Claims Paid		CHECK 104129 TOTAL:	19,382.99
104130	05/31/2022	PRTD	14322 MILES CHEMICAL COMPANY, INC	656939	05/12/2022		053122	1,114.05
Invoice: 656939				1,114.05 751750 541000	PWP-SULFURIC ACID & HYPOCHLORITE Supplies		CHECK 104130 TOTAL:	1,114.05
104131	05/31/2022	PRTD	2365 MSO TECHNOLOGIES	7254	03/31/2022		053122	316.00
Invoice: 7254				316.00 101600 570000	P/E 2/28-SYS ENGINEERING-SCADA SCADA Services			
Invoice: 7296				336.00 101300 570000	P/E 3/31-SYS ENGINEERING-SCADA SCADA Services		CHECK 104131 TOTAL:	652.00
104132	05/31/2022	PRTD	21659 ONTARIO REFRIGERATION SERVICE, IN	GW22519M	03/01/2022		053122	635.00
Invoice: GW22519M				635.00 751810 551500	MAINT 3/1~5/31-TAPIA Outside Services			
Invoice: GW22506M				471.00 130100 551500	MAINT 3/1~5/31-L/S #1 Outside Services			471.00
Invoice: GW22518M				524.00 101100 551500	MAINT 3/1~5/31 LV 2 Outside Services			524.00
Invoice: GW22107				2,240.54 751820 551500	REPAIR REACTOR BLDG FANS Outside Services			2,240.54
Invoice: GW22515M				361.00 101100 551500	MAINT 3/1~5/31-CORNELL P/S Outside Services			361.00
Invoice: GW22503M					03/01/2022		053122	2,972.00

## 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
				<b>INVOICE DTL DESC</b>				
Invoice: GW22503M				2,972.00 701001 551500	MAINT 3/1~5/31-HQ Outside Services			
Invoice: GW22431			ONTARIO REFRIGERATION SERVICE, IN GW22431	1,015.43 701001 551500	03/31/2022 REPAIR HAV BOILER & VAC Outside Services		053122	1,015.43
Invoice: GW22502M			ONTARIO REFRIGERATION SERVICE, IN GW22502M	522.00 751820 551500	03/01/2022 MAINT 3/1~5/31-RANCHO Outside Services		053122	522.00
Invoice: GW22315			ONTARIO REFRIGERATION SERVICE, IN GW22315	2,556.30 751750 551500	03/30/2022 RECOVER FREON FROM OLD HVAC Outside Services		053122	2,556.30
Invoice: V13554M			ONTARIO REFRIGERATION SERVICE, IN V13554M	522.00 101600 551500	03/01/2022 MAINT 3/1~5/31-WLK Outside Services		053122	522.00
Invoice: GW22647			ONTARIO REFRIGERATION SERVICE, IN GW22647	2,844.81 751810 551500	04/30/2022 TROUBLE SHOOT/RPR HVAC SYSTEM Outside Services		053122	2,844.81
						CHECK	104132 TOTAL:	14,664.08
104133	05/31/2022	PRTD	3110 GLEN PETERSON	41	05/12/2022		053122	1,540.00
Invoice: 41				1,540.00 701112 651600	MWD REP FEE-APR'22 Other Professional Serv			
						CHECK	104133 TOTAL:	1,540.00
104134	05/31/2022	PRTD	30336 PIPE TEC, INC.	9772	04/26/2022		053122	4,780.00
Invoice: 9772				4,780.00 130100 551500	WET WELL & LINE CLEANING Outside Services			
Invoice: 6773			PIPE TEC, INC.	6773	04/27/2022		053122	3,067.50
				3,067.50 751800 551500	C LINE CLEANING Outside Services			
Invoice: 9774			PIPE TEC, INC.	9774	04/28/2022		053122	2,355.00
				2,355.00 751800 551500	F LINE CLEANING Outside Services			
Invoice: 9775			PIPE TEC, INC.	9775	04/29/2022		053122	2,568.00
				2,568.00 751800 551500	F LINE CLEANING Outside Services			
						CHECK	104134 TOTAL:	12,770.50

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
104135	05/31/2022	PRTD	21594 RECYCLED WOOD PRODUCTS	225305	05/07/2022		053122	1,924.00
			Invoice: 225305					
				1,924.00 751820 541080	130 YDS WOODCHIPS Amendment			
			Invoice: 225348					
				1,924.00 751820 541080	130 YDS WOODCHIPS Amendment		053122	1,924.00
			Invoice: 225432					
				1,924.00 751820 541080	130 YDS WOODCHIPS Amendment		053122	1,924.00
			Invoice: 225526					
				1,924.00 751820 541080	130 YDS WOODCHIPS Amendment		053122	1,924.00
							CHECK 104135 TOTAL:	7,696.00
104136	05/31/2022	PRTD	21637 ROGERS EQUIPMENT SALES, INC	45962	05/12/2022	22200167	053122	5,087.43
			Invoice: 45962					
				5,087.43 751100 551000	SOFT STARTER-RWPS PUMP 3 Supplies/Material			
							CHECK 104136 TOTAL:	5,087.43
104137	05/31/2022	PRTD	20124 RON'S PORTABLE WELDING	6854	04/26/2022		053122	240.00
			Invoice: 6854					
				240.00 701 161700	WELDING-26255 PIUMA RD F/A-Meter Install-Non T			
							CHECK 104137 TOTAL:	240.00
104138	05/31/2022	PRTD	4586 ROYAL INDUSTRIAL SOLUTIONS	9009-1020689	05/06/2022		053122	450.37
			Invoice: 9009-1020689					
				450.37 101100 551000	200 AMP CLASS T FUSES Supplies/Material			
							CHECK 104138 TOTAL:	450.37
104139	05/31/2022	PRTD	2949 SNAP ON TOOLS	0504221800	05/04/2022		053122	18.34
			Invoice: 0504221800					
				18.34 701325 551000	USB CHARGER Supplies/Material			
							CHECK 104139 TOTAL:	18.34
104140	05/31/2022	PRTD	2957 SOUTHERN CALIFORNIA EDISON ATT. E CLAIM/120321		05/10/2022		053122	83,591.96
			Invoice: CLAIM/120321					
				83,591.96 101900 714500	CLAIM-SCE 12/3/21 Claims Paid			

## 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
<b>INVOICE DTL DESC</b>								
							CHECK 104140 TOTAL:	83,591.96
104141	05/31/2022	PRTD	30166 ANDREW SPEAR	052422	05/23/2022		053122	1,994.99
			Invoice: 052422				TYLER CONNECT CONF 5/15~5/19	
				1,994.99	701420	683000	Training & Professional Devel	
							CHECK 104141 TOTAL:	1,994.99
104142	05/31/2022	PRTD	2969 STATE WATER RESOURCES CONTROL BOA SW-0236369		04/06/2022		053122	1,738.00
			Invoice: SW-0236369				NPDES FEE FY 22/23	
				1,738.00	751810	542000	Permits and Fees	
							CHECK 104142 TOTAL:	1,738.00
104143	05/31/2022	PRTD	21137 TESLA, INC.	24493897	05/02/2022		053122	20,297.29
			Invoice: 24493897				193307.52 KH RW P/S APR'22 SOLAR	
				10,148.65	751127	540510	Energy	
				10,148.64	751128	540510	Energy	
							CHECK 104143 TOTAL:	20,297.29
104144	05/31/2022	PRTD	17645 TORO ENTERPRISES INC.	15470	03/31/2022		053122	13,275.71
			Invoice: 15470				RAISE VALVE STACK/MANHOLE LV RD	
				6,637.86	101700	551500	Outside Services	
				6,637.85	751800	551500	Outside Services	
			Invoice: 15588				04/30/2022	
			TORO ENTERPRISES INC.	15588			NEW INSTALL-26255 PIUMA RD	
				16,859.74	101700	551500	Outside Services	
							CHECK 104144 TOTAL:	30,135.45
104145	05/31/2022	PRTD	20880 TPX COMMUNICATIONS	156937032-0	05/16/2022		053122	9,903.18
			Invoice: 156937032-0				SRV 5/16~6/15	
				1,585.99	101300	540520	Telephone	
				517.05	130100	540520	Telephone	
				7,580.35	701420	540520	Telephone	
				134.03	101300	540520	Telephone	
				85.76	751820	540520	Telephone	
							CHECK 104145 TOTAL:	9,903.18
104146	05/31/2022	PRTD	3035 VWR SCIENTIFIC	8808415954	05/06/2022		053122	92.35
			Invoice: 8808415954				FLOURIDE STANDARD	
				92.35	701341	551000	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 104146 TOTAL: 92.35								
104147	05/31/2022	PRTD	19685 W. LITTEN INC.	22020	05/16/2022		053122	7,327.00
			Invoice: 22020		SPRAYFIELD 5/9-5/13			
				7,327.00	751810	678800	District Sprayfield	
CHECK 104147 TOTAL: 7,327.00								
104148	05/31/2022	PRTD	30348 WADES WINES	CLAIM/120321	05/11/2022		053122	21,315.47
			Invoice: CLAIM/120321		DAMAGE CLAIM-WADES 12/3/21			
				21,315.47	101900	714500	Claims Paid	
CHECK 104148 TOTAL: 21,315.47								
104149	05/31/2022	PRTD	18914 WECK LABORATORIES, INC.	W2C0976-LV	03/14/2022		053122	752.60
			Invoice: W2C0976-LV		PWP SAMPLING-2B09053			
				752.60	751750	571520	Other Laboratory Serv	
			Invoice: W2D1161-LV		WECK LABORATORIES, INC.	W2D1161-LV	04/18/2022	053122
				683.70	751750	571520	PWP SAMPLING-2C23049	683.70
							Other Laboratory Serv	
			Invoice: W2C2411-LV		WECK LABORATORIES, INC.	W2C2411-LV	03/31/2022	053122
				752.60	751750	571520	PWP SAMPLING-2C02115	752.60
							Other Laboratory Serv	
			Invoice: W2C2419-LV		WECK LABORATORIES, INC.	W2C2419-LV	03/31/2022	053122
				683.70	751750	571520	PWP SAMPLING-2C09069	683.70
							Other Laboratory Serv	
			Invoice: W2E0395-LV		WECK LABORATORIES, INC.	W2E0395-LV	05/05/2022	053122
				4,165.80	751810	571520	MALIBU CREEK-2D05127	4,165.80
							Other Laboratory Serv	
			Invoice: W2E0412-LV		WECK LABORATORIES, INC.	W2E0412-LV	05/05/2022	053122
				479.12	751810	571520	TAPIA EFFLNT-2D14067	479.12
							Other Laboratory Serv	
			Invoice: W2E0418-LV		WECK LABORATORIES, INC.	W2E0418-LV	05/05/2022	053122
				212.86	751810	571520	TAPIA EFFLNT-2D05132	212.86
							Other Laboratory Serv	
CHECK 104149 TOTAL: 7,730.38								
104150	05/31/2022	PRTD	8510 WORK BOOT WAREHOUSE	2-1-1005310	05/11/2022		053122	225.00
			Invoice: 2-1-1005310		SAFETY FOOTWEAR-M.R.			
				225.00	701341	623000	Safety Equip	

A/P CASH DISBURSEMENTS JOURNAL

	CHECK	104150	TOTAL:	225.00
NUMBER OF CHECKS	47	*** CASH ACCOUNT TOTAL ***		2,115,696.58
	COUNT	AMOUNT		
TOTAL PRINTED CHECKS	46	352,142.68		
TOTAL WIRE TRANSFERS	1	1,763,553.90		
	*** GRAND TOTAL ***			2,115,696.58

**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296jcortez

YEAR PER	JNL	SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022 11	354									
APP 101-200000		05/31/2022	053122	053122			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		1,957,287.51	
APP 999-100100		05/31/2022	053122	053122			Cash-General			2,115,696.58
APP 701-200000		05/31/2022	053122	053122			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		46,720.73	
APP 751-200000		05/31/2022	053122	053122			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		96,440.71	
APP 301-200000		05/31/2022	053122	053122			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		9,137.50	
APP 130-200000		05/31/2022	053122	053122			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		6,110.13	
GENERAL LEDGER TOTAL									2,115,696.58	2,115,696.58
APP 999-201010		05/31/2022	053122	053122			Due to/Due Frm Potable wtr Ops		1,957,287.51	
APP 101-100100		05/31/2022	053122	053122			Cash-General			1,957,287.51
APP 999-207010		05/31/2022	053122	053122			Due to/Due FromInternal Svs		46,720.73	
APP 701-100100		05/31/2022	053122	053122			Cash-General			46,720.73
APP 999-207510		05/31/2022	053122	053122			Due to/Due FromJPA Operations		96,440.71	
APP 751-100100		05/31/2022	053122	053122			Cash-General			96,440.71
APP 999-203010		05/31/2022	053122	053122			Due to/Due FrmPotable wtr Repl		9,137.50	
APP 301-100100		05/31/2022	053122	053122			Cash-General			9,137.50
APP 999-201300		05/31/2022	053122	053122			Due to/Due FrmSanitation Ops		6,110.13	
APP 130-100100		05/31/2022	053122	053122			Cash-General			6,110.13
SYSTEM GENERATED ENTRIES TOTAL									2,115,696.58	2,115,696.58
JOURNAL 2022/11/354 TOTAL									4,231,393.16	4,231,393.16

**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 11	354	05/31/2022	Cash-General		1,957,287.51
				Accounts Payable	1,957,287.51	
				FUND TOTAL	1,957,287.51	1,957,287.51
130 Sanitation Operations 130-100100 130-200000	2022 11	354	05/31/2022	Cash-General		6,110.13
				Accounts Payable	6,110.13	
				FUND TOTAL	6,110.13	6,110.13
301 Potable wtr Replacement Fund 301-100100 301-200000	2022 11	354	05/31/2022	Cash-General		9,137.50
				Accounts Payable	9,137.50	
				FUND TOTAL	9,137.50	9,137.50
701 Internal Service Fund 701-100100 701-200000	2022 11	354	05/31/2022	Cash-General		46,720.73
				Accounts Payable	46,720.73	
				FUND TOTAL	46,720.73	46,720.73
751 JPA Operations 751-100100 751-200000	2022 11	354	05/31/2022	Cash-General		96,440.71
				Accounts Payable	96,440.71	
				FUND TOTAL	96,440.71	96,440.71
999 Pooled Cash 999-100100 999-201010 999-201300 999-203010 999-207010 999-207510	2022 11	354	05/31/2022	Cash-General		2,115,696.58
				Due to/Due Frm Potable Wtr Ops	1,957,287.51	
				Due to/Due Frm Sanitation Ops	6,110.13	
				Due to/Due Frm Potable wtr Repl	9,137.50	
				Due to/Due From Internal Svs	46,720.73	
				Due to/Due From JPA Operations	96,440.71	
				FUND TOTAL	2,115,696.58	2,115,696.58

**A/P CASH DISBURSEMENTS JOURNAL**  
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		1,957,287.51
130	Sanitation Operations		6,110.13
301	Potable Wtr Replacement Fund		9,137.50
701	Internal Service Fund		46,720.73
751	JPA Operations		96,440.71
999	Pooled Cash		
		2,115,696.58	
		<b>TOTAL</b>	<b>2,115,696.58</b>

\*\* END OF REPORT - Generated by Jessica Cortez \*\*

## 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
<b>INVOICE DTL DESC</b>								
104151	05/31/2022	PRTD	2957 SOUTHERN CALIFORNIA EDISON (M-BIL	790504/052022	05/20/2022		053122	1,175.68
	Invoice: 790504/052022				N.CYN P/S 3/31-5/1/22			
				1,175.68	751810	678800	District Sprayfield	
							CHECK 104151 TOTAL:	1,175.68
				NUMBER OF CHECKS	1		*** CASH ACCOUNT TOTAL ***	1,175.68
				TOTAL PRINTED CHECKS			COUNT	AMOUNT
							1	1,175.68
							*** GRAND TOTAL ***	1,175.68

**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296jcortez

YEAR PER	JNL						ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2022	11	355									
APP 751-200000		05/31/2022	053122	053122			Accounts Payable			1,175.68	
							AP CASH DISBURSEMENTS JOURNAL				
APP 999-100100		05/31/2022	053122	053122			Cash-General				1,175.68
							AP CASH DISBURSEMENTS JOURNAL				
							GENERAL LEDGER TOTAL			1,175.68	1,175.68
APP 999-207510		05/31/2022	053122	053122			Due to/Due FromJPA Operations			1,175.68	
APP 751-100100		05/31/2022	053122	053122			Cash-General				1,175.68
							SYSTEM GENERATED ENTRIES TOTAL			1,175.68	1,175.68
							JOURNAL 2022/11/355	TOTAL		2,351.36	2,351.36

## A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
751	JPA Operations	2022	11	355	05/31/2022			
	751-100100					Cash-General		1,175.68
	751-200000					Accounts Payable	1,175.68	
						FUND TOTAL	1,175.68	1,175.68
999	Pooled Cash	2022	11	355	05/31/2022			
	999-100100					Cash-General		1,175.68
	999-207510					Due to/Due From JPA Operations	1,175.68	
						FUND TOTAL	1,175.68	1,175.68



**A/P CASH DISBURSEMENTS JOURNAL**  
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
751	JPA Operations		1,175.68
999	Pooled Cash	1,175.68	
	TOTAL	1,175.68	1,175.68

\*\* END OF REPORT - Generated by Jessica Cortez \*\*







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
104168	06/07/2022	PRTD	2611 LA DWP	851 260 1000/052522	05/25/2022		060722	43.68
			Invoice: 851 260 1000/052522					
				43.68 101100 540510				
							CHECK 104168 TOTAL:	43.68
104169	06/07/2022	PRTD	30363 LANDMARK GRADING AND PAVING INC	089520	05/31/2022		060722	774.64
			Invoice: 089520					
				774.64 101 230500				
							CHECK 104169 TOTAL:	774.64
104170	06/07/2022	PRTD	3038 LARRY WALKER & ASSOC	00532.02-27	05/13/2022		060722	2,412.00
			Invoice: 00532.02-27					
				2,412.00 751810 542500				
							CHECK 104170 TOTAL:	8,999.00
			Invoice: 00532.03-2					
			LARRY WALKER & ASSOC	00532.03-2	05/13/2022		060722	6,587.00
				6,587.00 751810 542500				
							CHECK 104170 TOTAL:	8,999.00
104171	06/07/2022	PRTD	2789 LIEBERT CASSIDY WHITMORE	215664A	03/31/2022		060722	3,750.85
			Invoice: 215664A					
				3,750.85 701430 650000				
							CHECK 104171 TOTAL:	3,750.85
104172	06/07/2022	PRTD	30358 LIZA FRANCISCO	052322	05/23/2022		060722	1,936.16
			Invoice: 052322					
				1,936.16 701440 683000				
							CHECK 104172 TOTAL:	1,936.16
104173	06/07/2022	PRTD	2814 MCMASTER-CARR SUPPLY CO	77858058	05/10/2022		060722	20.70
			Invoice: 77858058					
				20.70 751820 551500				
							CHECK 104173 TOTAL:	192.41
			Invoice: 78274965					
			MCMASTER-CARR SUPPLY CO	78274965	05/17/2022		060722	171.71
				171.71 751820 551000				
							CHECK 104173 TOTAL:	192.41

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
<b>INVOICE DTL DESC</b>								
104174	06/07/2022	PRTD	16372 OLIN CORPORATION	3000106065	05/10/2022		060722	4,667.38
			Invoice: 3000106065	4,667.38	751810	541014		
			16372 OLIN CORPORATION	3000108783	05/17/2022		060722	4,700.04
			Invoice: 3000108783	4,700.04	751810	541014		
							CHECK	104174 TOTAL:
								9,367.42
104175	06/07/2022	PRTD	21594 RECYCLED WOOD PRODUCTS	225667	05/17/2022		060722	1,924.00
			Invoice: 225667	1,924.00	751820	541080		
			21594 RECYCLED WOOD PRODUCTS	225710	05/18/2022		060722	1,924.00
			Invoice: 225710	1,924.00	751820	541080		
							CHECK	104175 TOTAL:
								3,848.00
104176	06/07/2022	PRTD	30284 ROGERS, ANDERSON, MALODY & SCOTT	70427	04/30/2022		060722	11,250.00
			Invoice: 70427	10,500.00	701440	651700		
				750.00	751840	651700		
							CHECK	104176 TOTAL:
								11,250.00
104177	06/07/2022	PRTD	4586 ROYAL INDUSTRIAL SOLUTIONS	9009-1020887	05/12/2022		060722	325.21
			Invoice: 9009-1020887	325.21	101200	551000		
							CHECK	104177 TOTAL:
								325.21
104178	06/07/2022	PRTD	20583 RT LAWRENCE CORPORATION	47214	05/16/2022		060722	955.38
			Invoice: 47214	955.38	701221	622000		
							CHECK	104178 TOTAL:
								955.38
104179	06/07/2022	PRTD	20779 SAND MATERIALS & AGGREGATE SALES,	81878	05/16/2022		060722	1,125.80
			Invoice: 81878	1,125.80	101700	551000		
							CHECK	104179 TOTAL:
								1,125.80

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
104180	06/07/2022	PRTD	21057 SIMI VALLEY FORD	C64432	05/04/2022		060722	487.79
			Invoice: C64432	487.79 701325 551500	RPR-RODENT DAMAGE-#944 Outside Services			
					CHECK		104180 TOTAL:	487.79
104181	06/07/2022	PRTD	2956 SOUTH COAST AIR QUALITY MGMT DIST	3986173	04/19/2022		060722	143.88
			Invoice: 3986173	143.88 701002 552000	FAC ID#30439-OPS EMS Permits and Fees			
			Invoice: 3986039	143.88 751810 542000	FAC ID#20457-OPS EMS Permits and Fees			
			Invoice: 3986480	143.88 130100 542000	FAC ID#66254-OPS EMS Permits and Fees			
			Invoice: 3986440	143.88 130100 542000	FAC ID#63250-OPS EMS Permits and Fees			
			Invoice: 3986375	143.88 101600 542000	FAC ID#54773-OPS EMS Permits and Fees			
			Invoice: 3987166	143.88 751820 542000	FAC ID#94009-OPS EMS Permits and Fees			
			Invoice: 3987288	143.88 101600 542000	FAC ID#101493-OPS EMS Permits and Fees			
			Invoice: 3939630-LC	7.13 751820 542000	FAC ID#94009 LATE FEE Permits and Fees			7.13
					CHECK		104181 TOTAL:	1,014.29
104182	06/07/2022	PRTD	30020 SOUTHERN CA EDISON	1884-052322-1	05/23/2022		060722	1,024.61
			Invoice: 1884-052322-1	1,024.61 701001 540510	HVAC BLDG 03/31-05/01/22 Energy			
			Invoice: 1884-052322-2	2,261.71 101600 540510	WSTLK P/S 03/31-05/01/22 Energy			
								2,572.44

## 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: 1884-052322-3								
				2,572.44 701001 540510	8/23-9/21/21			
					HQ BLDG Energy			
Invoice: 1884-052322-4			SOUTHERN CA EDISON	1884-052322-4	05/23/2022		060722	2,084.44
				2,084.44 701001 540510	09/22/21-10/21/21			
					HQ BLDG Energy			
Invoice: 1884-052322-5			SOUTHERN CA EDISON	1884-052322-5	05/23/2022		060722	1,950.83
				1,950.83 701001 540510	10/22-11/21/21			
					HQ BLDG Energy			
Invoice: 1884-052322-6			SOUTHERN CA EDISON	1884-052322-6	05/23/2022		060722	1,944.98
				1,944.98 701001 540510	11/22-12/21/21			
					HQ BLDG Energy			
Invoice: 1884-052322-7			SOUTHERN CA EDISON	1884-052322-7	05/23/2022		060722	2,076.45
				2,076.45 701002 540510	12/22/21-01/23/22			
					OPS LDG Energy			
Invoice: 1884-052322-8			SOUTHERN CA EDISON	1884-052322-8	05/23/2022		060722	1,988.77
				1,988.77 701002 540510	01/24-02/22/22			
					OPS BLDG Energy			
Invoice: 1884-052322-9			SOUTHERN CA EDISON	1884-052322-9	05/23/2022		060722	2,075.84
				2,075.84 701002 540510	02/23-03/23/22			
					OPS BLDG Energy			
Invoice: 1884-052322-10			SOUTHERN CA EDISON	1884-052322-10	05/23/2022		060722	2,544.56
				2,544.56 701002 540510	03/24-04/24/22			
					OPS BLDG Energy			
Invoice: 1884-052322-11			SOUTHERN CA EDISON	1884-052322-11	05/23/2022		060722	-1,257.11
				-1,257.11 130100 540510	03/22-04/20/22			
					ADJ L/S #1 Energy			
Invoice: 1884-052322-12			SOUTHERN CA EDISON	1884-052322-12	05/23/2022		060722	7,526.25
				7,526.25 130100 540510	03/22-04/20/22			
					L/S #1 Energy			
Invoice: 1884-052322-13			SOUTHERN CA EDISON	1884-052322-13	05/23/2022		060722	-1,444.66
				-1,444.66 130100 540510	04/21-05/19/22			
					ADJ L/S #1 Energy			
Invoice: 1884-052322-14			SOUTHERN CA EDISON	1884-052322-14	05/23/2022		060722	6,158.90
				6,158.90 130100 540510	04/21-05/19/22			
					L/S #1 Energy			
Invoice: 1884-052322-15			SOUTHERN CA EDISON	1884-052322-15	05/23/2022		060722	-39.96
				-39.96 101700 540510	03/31-05/01/22			
					RECTIFIER Energy			
			SOUTHERN CA EDISON	1884-052322-16	05/23/2022		060722	64.65





## 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				
Invoice: 1884-052322-29				198.12 751224 540510	04/14-05/15/22			
					WELLS Energy			
Invoice: 1884-052322-30			SOUTHERN CA EDISON	1884-052322-30	05/23/2022		060722	586.70
				586.70 101119 540510	OAKRIDGE P/S Energy			
Invoice: 1884-052322-31			SOUTHERN CA EDISON	1884-052322-31	05/23/2022		060722	616.47
				616.47 102100 540510	PKWY CLBS TNK Energy			
Invoice: 1884-052322-32			SOUTHERN CA EDISON	1884-052322-32	05/23/2022		060722	-314.28
				-314.28 101123 540510	ADJ LWR OAKS BSTR Energy			
Invoice: 1884-052322-33			SOUTHERN CA EDISON	1884-052322-33	05/23/2022		060722	-314.28
				-314.28 101124 540510	ADJ UPR OAKS BSTR Energy			
Invoice: 1884-052322-34			SOUTHERN CA EDISON	1884-052322-34	05/23/2022		060722	-361.16
				-361.16 101123 540510	ADJ LWR OAKS BSTR Energy			
Invoice: 1884-052322-35			SOUTHERN CA EDISON	1884-052322-35	05/23/2022		060722	-361.17
				-361.17 101124 540510	ADJ UPR OAKS BSTR Energy			
Invoice: 1884-052322-36			SOUTHERN CA EDISON	1884-052322-36	05/23/2022		060722	1,623.84
				1,623.84 101123 540510	LWR OAKS BSTR Energy			
Invoice: 1884-052322-37			SOUTHERN CA EDISON	1884-052322-37	05/23/2022		060722	1,623.83
				1,623.83 101124 540510	UPR OAKS BSTR Energy			
Invoice: 1884-052322-38			SOUTHERN CA EDISON	1884-052322-38	05/23/2022		060722	1,656.53
				1,656.53 101123 540510	LWR OAKS BSTR Energy			
Invoice: 1884-052322-39			SOUTHERN CA EDISON	1884-052322-39	05/23/2022		060722	1,656.53
				1,656.53 101124 540510	UPR OAKS BSTR Energy			
Invoice: 1884-052322-40			SOUTHERN CA EDISON	1884-052322-40	05/23/2022		060722	524.29
				524.29 101121 540510	RANCHVIEW BST Energy			
Invoice: 1884-052322-41			SOUTHERN CA EDISON	1884-052322-41	05/23/2022		060722	5,677.59
				5,677.59 101108 540510	JED SMITH P/S Energy			
			SOUTHERN CA EDISON	1884-052322-42	05/23/2022		060722	5,566.05



## 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				
Invoice: 1884-052322-55				12,843.87 101107 540510	03/31-05/01/22			
					Energy			
Invoice: 1884-052322-56			SOUTHERN CA EDISON	1884-052322-56	05/23/2022		060722	-26.85
				-26.85 101220 540510	UPR TWIN LK TNK 03/31-05/01/22			
					Energy			
Invoice: 1884-052322-57			SOUTHERN CA EDISON	1884-052322-57	05/23/2022		060722	1,004.62
				1,004.62 101122 540510	UPR TWIN LK P/S 03/31-05/01/22			
					Energy			
Invoice: 1884-052322-58			SOUTHERN CA EDISON	1884-052322-58	05/23/2022		060722	545.93
				545.93 101112 540510	SADDLETREE 04/14-05/15/22			
					Energy			
Invoice: 1884-052322-59			SOUTHERN CA EDISON	1884-052322-59	05/23/2022		060722	-39.96
				-39.96 101700 540510	RECTIFIER 03/31-05/01/22			
					Energy			
Invoice: 1884-052322-60			SOUTHERN CA EDISON	1884-052322-60	05/23/2022		060722	19.13
				19.13 101204 540510	LATIGO CYN 03/22-04/20/22			
					Energy			
Invoice: 1884-052322-61			SOUTHERN CA EDISON	1884-052322-61	05/23/2022		060722	29.49
				29.49 101204 540510	LATIGO CYN 03/22-04/20/22			
					Energy			
Invoice: 1884-052322-62			SOUTHERN CA EDISON	1884-052322-62	05/23/2022		060722	-35.29
				-35.29 101211 540510	WOOLSEY TANK 03/31-05/01/22			
					Energy			
Invoice: 1884-052322-63			SOUTHERN CA EDISON	1884-052322-63	05/23/2022		060722	-37.92
				-37.92 101100 540510	BOX CYN 03/31-05/01/22			
					Energy			
Invoice: 1884-052322-64			SOUTHERN CA EDISON	1884-052322-64	05/23/2022		060722	-32.71
				-32.71 101212 540510	MORRISON TNK 03/31-05/01/22			
					Energy			
Invoice: 1884-052322-65			SOUTHERN CA EDISON	1884-052322-65	05/23/2022		060722	8,288.36
				8,288.36 101102 540510	WARNER 03/31-05/01/22			
					Energy			
Invoice: 1884-052322-66			SOUTHERN CA EDISON	1884-052322-66	05/23/2022		060722	11,853.41
				11,853.41 101110 540510	CORNELL 03/31-05/01/22			
					Energy			
Invoice: 1884-052322-67			SOUTHERN CA EDISON	1884-052322-67	05/23/2022		060722	-813.96
				-813.96 101600 540510	ADJ WSTLK PLANT 03/15-04/12/22			
					Energy			
			SOUTHERN CA EDISON	1884-052322-68	05/23/2022		060722	2,114.72

## 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				
Invoice: 1884-052322-68				2,114.72 101600 540510	03/15-04/12/22			
					WSTLK PLANT Energy			
Invoice: 1884-052322-69			SOUTHERN CA EDISON	1884-052322-69	05/23/2022		060722	2,953.13
				2,953.13 101600 540510	04/13-05/12/22			
					WSTLK PLANT Energy			
Invoice: 1884-052322-70			SOUTHERN CA EDISON	1884-052322-70	05/23/2022		060722	-1,348.02
				-1,348.02 101600 540510	04/13-05/12/22			
					ADJ WSTLK PLANT Energy			
Invoice: 1884-052322-71			SOUTHERN CA EDISON	1884-052322-71	05/23/2022		060722	18.20
				18.20 751800 540510	04/18-05/16/22			
					MALIBU SYPHON Energy			
Invoice: 1884-052322-72			SOUTHERN CA EDISON	1884-052322-72	05/23/2022		060722	174.73
				174.73 101109 540510	03/31-05/01/22			
					JBR P/S Energy			
Invoice: 1884-052322-73			SOUTHERN CA EDISON	1884-052322-73	05/23/2022		060722	4,675.62
				4,675.62 101104 540510	10/11/21-11/08/21			
					STUNT RD P/S Energy			
Invoice: 1884-052322-74			SOUTHERN CA EDISON	1884-052322-74	05/23/2022		060722	5,344.97
				5,344.97 101104 540510	11/09/21-12/09/21			
					STUNT RD P/S Energy			
Invoice: 1884-052322-75			SOUTHERN CA EDISON	1884-052322-75	05/23/2022		060722	5,142.46
				5,142.46 101104 540510	12/10/21-01/10/22			
					STUNT RD P/S Energy			
Invoice: 1884-052322-76			SOUTHERN CA EDISON	1884-052322-76	05/23/2022		060722	5,367.37
				5,367.37 101104 540510	01/11-02/08/22			
					STUNT RD P/S Energy			
Invoice: 1884-052322-77			SOUTHERN CA EDISON	1884-052322-77	05/23/2022		060722	4,926.27
				4,926.27 101104 540510	02/09-03/10/22			
					STUNT RD P/S Energy			
Invoice: 1884-052322-78			SOUTHERN CA EDISON	1884-052322-78	05/23/2022		060722	5,552.16
				5,552.16 101104 540510	03/11-04/10/22			
					STUNT RD P/S Energy			
Invoice: 1884-052322-79			SOUTHERN CA EDISON	1884-052322-79	05/23/2022		060722	4,861.51
				4,861.51 101104 540510	04/11-05/10/22			
					STUNT RD P/S Energy			
Invoice: 1884-052322-80			SOUTHERN CA EDISON	1884-052322-80	05/23/2022		060722	-46,451.89
				-46,451.89 751126 540510	03/02-03/31/22			
					ADJ TAPIA PLANT Energy			
			SOUTHERN CA EDISON	1884-052322-81	05/23/2022		060722	-51,306.16



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				
Invoice: 1884-052322-94				4,734.79 101118 540510	MULWOOD P/S 03/21-04/19/22			
					Energy			
Invoice: 1884-052322-95			SOUTHERN CA EDISON	1884-052322-95	05/23/2022		060722	4,625.54
				4,625.54 101118 540510	MULWOOD P/S 04/20-05/18/22			
					Energy			
Invoice: 1884-052322-96			SOUTHERN CA EDISON	1884-052322-96	05/23/2022		060722	-35.46
				-35.46 101209 540510	EQUESTRIAN 03/31-05/01/22			
					Energy			
Invoice: 1884-052322-97			SOUTHERN CA EDISON	1884-052322-97	05/23/2022		060722	-14.07
				-14.07 701326 622500	RADIO EQPMNT 03/31-05/01/22			
					Radio Maintenance Expense			
Invoice: 1884-052322-98			SOUTHERN CA EDISON	1884-052322-98	05/23/2022		060722	79.90
				79.90 701001 540510	LATE CHARGE			
					Energy			
							CHECK 104182 TOTAL:	305,589.31
104183 06/07/2022 PRTD	2957		SOUTHERN CALIFORNIA EDISON (M-BIL 57161/052422		05/24/2022		060722	37,395.40
Invoice: 57161/052422				37,395.40 751820 540540	RLV COMPOST PLNT 4/25-5/23/22244052 KH			
					Water			
							CHECK 104183 TOTAL:	37,395.40
104184 06/07/2022 PRTD	2957		SOUTHERN CALIFORNIA EDISON ATT. E 5690/052622		05/26/2022		060722	1,657.82
Invoice: 5690/052622				1,657.82 751750 540510	BLDG 1 HM-PWP 4/25-5/23/22 8205KH			
					Energy			
							CHECK 104184 TOTAL:	1,657.82
104185 06/07/2022 PRTD	2958		SOUTHERN CALIFORNIA GAS CO (M-bil 712 8400 3/052522		05/25/2022		060722	15.29
Invoice: 712 8400 3/052522				15.29 101101 540530	CONDUIT 4/22-5/23/22 0 THERMS			
					Gas			
							CHECK 104185 TOTAL:	15.29
104186 06/07/2022 PRTD	9505		TIRE MAN AGOURA	2104969	05/12/2022		060722	644.67
Invoice: 2104969				644.67 701325 551500	MOUNT & BALANCE GOLF CART TIRES			
					Outside Services			
							CHECK 104186 TOTAL:	644.67

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
104187	06/07/2022	PRTD	15923 TOTAL-WESTERN, INC.	774.022-2	02/22/2022		060722	4,442.00
			Invoice: 774.022-2	4,442.00	751820	551500	BOILER CLEANING & EMSSN TST Outside Services	
							CHECK 104187 TOTAL:	4,442.00
104188	06/07/2022	PRTD	18651 TOYOTA-LIFT OF LOS ANGELES	PSI-0299135	05/12/2022		060722	413.91
			Invoice: PSI-0299135	413.91	701325	551500	SERVICE UNIT#202 Outside Services	
			Invoice: PSI-0298937	226.51	701325	551500	SERVICE UNIT#134 Outside Services	226.51
			Invoice: PSI-0299242	152.00	701325	551500	SERVICE UNIT#134 Outside Services	152.00
			Invoice: PSI-0298938	179.39	701325	551500	SERVICE UNIT#723 Outside Services	179.39
			Invoice: PSI-0299241	152.00	701325	551500	SERVICE UNIT#723 Outside Services	152.00
			Invoice: PSI-0298939	703.55	701325	551500	SERVICE UNIT#305 Outside Services	703.55
			Invoice: PSI-0299243	143.50	701325	551500	SERVICE UNIT#305 Outside Services	143.50
			Invoice: PSI-0298940	149.95	701325	551500	SERVICE UNIT#304 Outside Services	149.95
			Invoice: PSI-0299236	93.50	701325	551500	SERVICE UNIT#304 Outside Services	93.50
			Invoice: PSI-0299237	93.50	701325	551500	SERVICE UNIT#306 Outside Services	93.50
			Invoice: PSI-0299238	93.50	701325	551500	SERVICE UNIT#708 Outside Services	93.50



## A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
							CHECK    104188 TOTAL:	2,401.31
104189	06/07/2022	PRTD	8147 UNIVAR USA INC.	50245129	05/18/2022		060722	3,974.85
			Invoice: 50245129		2,200 LBS CITRIC ACID			
				3,974.85 751820 541000	Supplies/Material			
							CHECK    104189 TOTAL:	3,974.85
104190	06/07/2022	PRTD	2436 VINCE BARNES AUTOMOTIVE	025840	05/06/2022		060722	710.68
			Invoice: 025840		SRV TRAN, OIL, FILTERS & HOSES-#891			
				710.68 701325 551500	Outside Services			
			Invoice: 025851				060722	305.04
					05/11/2022			
				305.04 701325 551500	OIL, FILTERS, SRV TRANS-#897			
					Outside Services			
			Invoice: 025860				060722	570.48
					05/13/2022			
				570.48 701325 551500	REPLACE CAB DOOR LOCKS-#891			
					Outside Services			
			Invoice: 025862				060722	425.00
					05/17/2022			
				425.00 701325 551500	RUNNING BOARDS & LIGHT BAR-#951			
					Outside Services			
							CHECK    104190 TOTAL:	2,011.20
104191	06/07/2022	PRTD	3035 VWR SCIENTIFIC	8808434788	05/09/2022		060722	857.50
			Invoice: 8808434788		THERMOMETERS, TIMERS			
				857.50 701341 551000	Supplies/Material			
			Invoice: 8808461889				060722	2,111.30
					05/11/2022			
				2,111.30 701341 551000	OVEN			
					Supplies/Material			
							CHECK    104191 TOTAL:	2,968.80
104192	06/07/2022	PRTD	19685 W. LITTEN INC.	22016LC	05/19/2022		060722	161.99
			Invoice: 22016LC		LATE CHG #22016			
				161.99 751810 678800	District Sprayfield			
							CHECK    104192 TOTAL:	161.99
104193	06/07/2022	PRTD	3025 WATER & SANITATION SRV./VENTURA C	2389243	05/25/2022		060722	18,926.10
			Invoice: 2389243		PCH WATER 4/19-5/17/22			
				18,926.10 101001 510500	Purch Water-Ventura County			



**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296tchau

YEAR PER	JNL	SRC ACCOUNT	JNL DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	12		57								
APP	701-200000		06/07/2022	060722	060722			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		87,260.59	
APP	999-100100		06/07/2022	060722	060722			Cash-General AP CASH DISBURSEMENTS JOURNAL			471,287.97
APP	101-200000		06/07/2022	060722	060722			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		178,412.71	
APP	751-200000		06/07/2022	060722	060722			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		191,622.06	
APP	754-200000		06/07/2022	060722	060722			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		2,105.00	
APP	130-200000		06/07/2022	060722	060722			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		11,271.14	
APP	102-200000		06/07/2022	060722	060722			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		616.47	
GENERAL LEDGER TOTAL										471,287.97	471,287.97
APP	999-207010		06/07/2022	060722	060722			Due to/Due FromInternal Svcs		87,260.59	
APP	701-100100		06/07/2022	060722	060722			Cash-General			87,260.59
APP	999-201010		06/07/2022	060722	060722			Due to/Due Frm Potable Wtr Ops		178,412.71	
APP	101-100100		06/07/2022	060722	060722			Cash-General			178,412.71
APP	999-207510		06/07/2022	060722	060722			Due to/Due FromJPA Operations		191,622.06	
APP	751-100100		06/07/2022	060722	060722			Cash-General			191,622.06
APP	999-207540		06/07/2022	060722	060722			Due to/Due FromJPA Replacement		2,105.00	
APP	754-100100		06/07/2022	060722	060722			Cash-General			2,105.00
APP	999-201300		06/07/2022	060722	060722			Due to/Due FrmSanitation Ops		11,271.14	
APP	130-100100		06/07/2022	060722	060722			Cash-General			11,271.14
APP	999-201020		06/07/2022	060722	060722			Due to/Due Frm Recl Wtr Ops		616.47	
APP	102-100100		06/07/2022	060722	060722			Cash-General			616.47
SYSTEM GENERATED ENTRIES TOTAL										471,287.97	471,287.97
JOURNAL 2022/12/57 TOTAL										942,575.94	942,575.94

**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 12	57	06/07/2022	Cash-General Accounts Payable	178,412.71	178,412.71
				FUND TOTAL	178,412.71	178,412.71
102 Reclaimed Water Operations 102-100100 102-200000	2022 12	57	06/07/2022	Cash-General Accounts Payable	616.47	616.47
				FUND TOTAL	616.47	616.47
130 Sanitation Operations 130-100100 130-200000	2022 12	57	06/07/2022	Cash-General Accounts Payable	11,271.14	11,271.14
				FUND TOTAL	11,271.14	11,271.14
701 Internal Service Fund 701-100100 701-200000	2022 12	57	06/07/2022	Cash-General Accounts Payable	87,260.59	87,260.59
				FUND TOTAL	87,260.59	87,260.59
751 JPA Operations 751-100100 751-200000	2022 12	57	06/07/2022	Cash-General Accounts Payable	191,622.06	191,622.06
				FUND TOTAL	191,622.06	191,622.06
754 JPA Replacement 754-100100 754-200000	2022 12	57	06/07/2022	Cash-General Accounts Payable	2,105.00	2,105.00
				FUND TOTAL	2,105.00	2,105.00
999 Pooled Cash 999-100100 999-201010 999-201020 999-201300 999-207010 999-207510 999-207540	2022 12	57	06/07/2022	Cash-General Due to/Due Frm Potable Wtr Ops Due to/Due Frm Recl Wtr Ops Due to/Due FrmSanitation Ops Due to/Due FromInternal svcs Due to/Due FromJPA Operations Due to/Due FromJPA Replacement	178,412.71 616.47 11,271.14 87,260.59 191,622.06 2,105.00	471,287.97
				FUND TOTAL	471,287.97	471,287.97

**A/P CASH DISBURSEMENTS JOURNAL**  
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		178,412.71
102	Reclaimed Water Operations		616.47
130	Sanitation Operations		11,271.14
701	Internal Service Fund		87,260.59
751	JPA Operations		191,622.06
754	JPA Replacement		2,105.00
999	Pooled Cash		
		471,287.97	
TOTAL		471,287.97	471,287.97

\*\* END OF REPORT - Generated by Thieu Chau \*\*

## 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
104196	06/14/2022	PRTD	19269 ACC BUSINESS	221357655	05/27/2022		061422	1,856.48
			Invoice: 221357655		INTERNET 4/11~5/10			
				185.65 101600 540520	Telephone			
				185.65 751820 540520	Telephone			
				556.94 751810 540520	Telephone			
				464.12 701001 540520	Telephone			
				464.12 701002 540520	Telephone			
					CHECK		104196 TOTAL:	1,856.48
104197	06/14/2022	PRTD	8680 ADS, LLC	22085.22-0522	05/21/2022		061422	3,060.00
			Invoice: 22085.22-0522		MAY'22 FLOW MONITIORING			
				765.00 130100 551500	Outside Services			
				2,295.00 751800 551500	Outside Services			
					CHECK		104197 TOTAL:	3,060.00
104198	06/14/2022	PRTD	8560 ADVANCED UTILITY SYSTEMS	XT00171262	02/28/2022		061422	4,400.00
			Invoice: XT00171262		MODIFICATIONS TO BILL PRINT			
				4,400.00 701420 621500	System Support and Maintenance			
			Invoice: XT00171473		04/30/2022		061422	3,300.00
				3,300.00 701420 621500	MODIFICATIONS TO BILL PRINT			
					System Support and Maintenance			
			Invoice: XT00171561		05/31/2022		061422	3,300.00
				3,300.00 701420 621500	MODIFICATIONS TO BILL PRINT			
					System Support and Maintenance			
					CHECK		104198 TOTAL:	11,000.00
104199	06/14/2022	PRTD	30083 AQUATIC GARDENS LLC	11954	05/26/2022		061422	160.00
			Invoice: 11954		POND MAINT-MAY'22			
				160.00 701001 551500	Outside Services			
					CHECK		104199 TOTAL:	160.00
104200	06/14/2022	PRTD	18071 BLUE DIAMOND MATERIALS	2691856	05/23/2022		061422	275.61
			Invoice: 2691856		3.51 TONS A/C 3/8 FINE			
				275.61 101700 551000	Supplies/Material			
					CHECK		104200 TOTAL:	275.61
104201	06/14/2022	PRTD	21426 BRIGHTVIEW LANDSCAPE SERVICES, IN	20365373	04/30/2022		061422	14,195.42
			Invoice: 20365373		LANDSCAPE SRV-APR'22			
				3,149.67 701001 551500	Outside Services			
				3,692.00 751810 551800	Building Maintenance			











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
104222	06/14/2022	PRTD	21574 METERSYS	INV-000687	03/15/2022		061422	11,994.75
			Invoice: INV-000687					
				11,994.75	301440	900000		
							PROJECT MANAGEMENT AMR/AMI Capital Asset Expenses	
							CHECK 104222 TOTAL:	11,994.75
104223	06/14/2022	PRTD	14322 MILES CHEMICAL COMPANY, INC	657930	05/24/2022		061422	7,390.76
			Invoice: 657930					
				7,390.76	751810	541050		
							8.49 TONS FERRIC CHLORIDE Ferrous Chloride	
			Invoice: 657650					
			MILES CHEMICAL COMPANY, INC	657650	05/23/2022		061422	594.15
				594.15	751750	541000		
							52 GAL HYPOCHLORITE Supplies	
							CHECK 104223 TOTAL:	7,984.91
104224	06/14/2022	PRTD	20736 NATIONWIDE	BD 7900692571	05/09/2022		061422	250.00
			Invoice: BD 7900692571					
				250.00	701112	651600		
							SURETY BOND 5/27/22~5/26/23 Other Professional Serv	
							CHECK 104224 TOTAL:	250.00
104225	06/14/2022	PRTD	19299 NORTH AMERICAN SAFETY, INC.	INV65540	05/24/2022	22200174	061422	634.00
			Invoice: INV65540					
				634.00	701	132000		
							SAFETY VESTS Storeroom & Truck Inventory	
							CHECK 104225 TOTAL:	634.00
104226	06/14/2022	PRTD	2302 ODP BUSINESS SOLUTIONS LLC	24535931301	05/18/2022		061422	847.38
			Invoice: 24535931301					
				847.38	701410	620000		
							PAPER, TONER & MISC OFFICE SUPPLIES Forms, Supplies And Postage	
							CHECK 104226 TOTAL:	847.38
104227	06/14/2022	PRTD	16372 OLIN CORPORATION	3000085525	03/15/2022		061422	4,707.73
			Invoice: 3000085525					
				4,707.73	751810	541014		
							4,900 GAL HYPOCHLORITE Sodium Hypochlorite	
			Invoice: 3000111697					
			OLIN CORPORATION	3000111697	05/24/2022		061422	4,648.16
				4,648.16	751810	541014		
							4,838 GAL HYPOCHLORITE Sodium Hypochlorite	
							CHECK 104227 TOTAL:	9,355.89

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
<b>INVOICE DTL DESC</b>								
104228	06/14/2022	PRTD	30336 PIPE TEC, INC.	10093	05/11/2022		061422	3,030.00
			Invoice: 10093	3,030.00	751800	551500	CCTV C-LINE Outside Services	
			Invoice: 9777	2,474.00	751800	551500	05/04/2022 C-LINE CLEANING Outside Services	2,474.00
			Invoice: 9778	3,234.00	751800	551500	05/05/2022 C-LINE CLEANING Outside Services	3,234.00
			Invoice: 9779	2,355.00	751800	551500	05/06/2022 C-LINE CLEANING Outside Services	2,355.00
			Invoice: 9776	3,234.00	751800	551500	05/03/2022 F-LINE CLEANING Outside Services	3,234.00
							CHECK 104228 TOTAL:	14,327.00
104229	06/14/2022	PRTD	2902 QUINN POWER SYSTEM	WON10017789	05/26/2022		061422	2,553.36
			Invoice: WON10017789	2,553.36	751810	551500	FUEL PUMP-GEN #1 Outside Services	
			Invoice: PRN10000549	-815.25	701001	551500	02/15/2022 CREDIT-INV#WON10017028 Outside Services	-815.25
							CHECK 104229 TOTAL:	1,738.11
104230	06/14/2022	PRTD	21594 RECYCLED WOOD PRODUCTS	225809	05/20/2022		061422	1,924.00
			Invoice: 225809	1,924.00	751820	541080	130 YDS WOODCHIPS Amendment	
			Invoice: 225896	1,924.00	751820	541080	05/23/2022 130 YDS WOODCHIPS Amendment	1,924.00
			Invoice: 226064	1,924.00	751820	541080	05/27/2022 130 YDS WOODCHIPS Amendment	1,924.00
							CHECK 104230 TOTAL:	5,772.00

## 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
104231	06/14/2022	PRTD	17326 RINCON CONSULTANTS, INC.	39717	05/20/2022		061422	2,242.25
			Invoice: 39717					
				2,242.25	754440	900000		
							P/E 4/30-TAPIA OUTFALL REHAB Capital Asset Expenses	
							CHECK 104231 TOTAL:	2,242.25
104232	06/14/2022	PRTD	2914 ROADSIDE LUMBER/HARDWARE	2205-691173	05/23/2022	22200187	061422	1,258.24
			Invoice: 2205-691173					
				82.12	101900	572500		
				1,176.12	701	132000		
							ASPHALT PATCH Genl Supplies/Small Tools Storeroom & Truck Inventory	
							CHECK 104232 TOTAL:	1,258.24
104233	06/14/2022	PRTD	17174 ROTH STAFFING COMPANIES, LP	14169839	04/15/2022		061422	1,860.09
			Invoice: 14169839					
				1,860.09	701440	622000		
							TEMP SRV 4/4~4/8-B.M. Outside Services	
			Invoice: 14172972					
				1,860.09	701440	620000		
							TEMP SRV 4/11~4/15-B.M. Forms, Supplies And Postage	
			Invoice: 14176208					
				1,860.09	701440	622000		
							TEMP SRV 4/18~4/22-B.M. Outside Services	
			Invoice: 14179392					
				744.04	701440	622000		
							TEMP SRV 4/25~4/26-B.M. Outside Services	
			Invoice: 14172971					
				1,938.53	701221	622000		
							TEMP SRVS 4/12~4/15-M.D. & S.M. Outside Services	
			Invoice: 14176207					
				1,953.79	701221	622000		
							TEMP SRVS 4/18~4/22-M.D. & S.M. Outside Services	
			Invoice: 14179391					
				1,221.12	701221	622000		
							TEMP SRV 4/25~4/29-M.D. Outside Services	
			Invoice: 14182588					
				2,325.32	701221	622000		
							TEMP SRVS 5/2~5/6-M.D. & D.J. Outside Services	
			Invoice: 14185774					
				2,304.00	701221	622000		
							TEMP SRVS 5/9~5/13-M.D. & D.J. Outside Services	

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
Invoice: 14188936			ROTH STAFFING COMPANIES, LP	14188936	05/27/2022		061422	2,707.20
			2,707.20 701221 622000		TEMP SRVS 5/16-5/16-M.D., A.H. & D.J. Outside Services			
						CHECK	104233 TOTAL:	18,774.27
104234	06/14/2022	PRTD	4586 ROYAL INDUSTRIAL SOLUTIONS	9009-1020788	05/12/2022		061422	1,000.21
			Invoice: 9009-1020788	1,000.21 751820 551000	WIRE & CONDUIT Supplies/Material			
Invoice: 9009-1021544			ROYAL INDUSTRIAL SOLUTIONS	9009-1021544	06/01/2022		061422	235.01
			235.01 101600 551000		ELECTRICAL PARTS Supplies/Material			
Invoice: 9009-1021240			ROYAL INDUSTRIAL SOLUTIONS	9009-1021240	05/24/2022		061422	254.35
			254.35 751820 551000		TERMINAL & GF RCPT Supplies/Material			
						CHECK	104234 TOTAL:	1,489.57
104235	06/14/2022	PRTD	6766 SAWYER PETROLEUM	V179627	05/17/2022		061422	3,052.33
			Invoice: V179627	1,668.10 751820 541010	546 GAL DIESEL-RLV & FARM Fuel			
			1,384.23 751830 541010		Fuel			
						CHECK	104235 TOTAL:	3,052.33
104236	06/14/2022	PRTD	16120 SOIL CONTROL LAB	2050081	05/18/2022		061422	349.00
			Invoice: 2050081	349.00 751820 571520	FINISHED COMPOST Other Laboratory Serv			
						CHECK	104236 TOTAL:	349.00
104237	06/14/2022	PRTD	2957 SOUTHERN CALIFORNIA EDISON ATT. E	5743/060122	06/01/2022		061422	61,993.41
			Invoice: 5743/060122	30,996.71 751127 540510	RW P/S 5/2-5/31/22 NEM 344,052KH Energy			
			30,996.70 751128 540510		Energy			
						CHECK	104237 TOTAL:	61,993.41
104238	06/14/2022	PRTD	2958 SOUTHERN CALIFORNIA GAS CO (M-bil	9400 7/060722	06/07/2022		061422	17.21
			Invoice: 9400 7/060722	17.21 101600 540530	WLK P/S 5/1-6/1/22 1 THERMS Gas			
						CHECK	104238 TOTAL:	17.21

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
104239	06/14/2022	PRTD	20971 THOUSAND OAKS PLUMBING INC.	122591496	05/25/2022		061422	770.00
			Invoice: 122591496	770.00 701002 551500	HYDRO JET DRAIN-BLDG 7 Outside Services			
						CHECK	104239 TOTAL:	770.00
104240	06/14/2022	PRTD	17645 TORO ENTERPRISES INC.	15628	05/26/2022		061422	4,172.45
			Invoice: 15628	4,172.45 751700 551500	4" H2O REPLCMNT-PARK ENTRADA Outside Services			
						CHECK	104240 TOTAL:	4,172.45
104241	06/14/2022	PRTD	30159 TRILLIUM HOLDCO LLC	41052	05/19/2022		061422	42,095.12
			Invoice: 41052	42,095.12 751101 540510	ELECT CHARGES APRIL '22 Energy			
						CHECK	104241 TOTAL:	42,095.12
104242	06/14/2022	PRTD	21643 VALLEY SOIL, INC.	26863	05/10/2022		061422	12,576.50
			Invoice: 26863	12,576.50 101800 670900	APR'22 METER INSTALLS Res. ET Irrigation Controller			
						CHECK	104242 TOTAL:	12,576.50
104243	06/14/2022	PRTD	19685 W. LITTEN INC.	22018	04/30/2022		061422	11,341.21
			Invoice: 22018	11,341.21 751810 678800	SPRAYFIELDS 4/24~4/30 District Sprayfield			
			Invoice: 22017LC	196.22 751810 678800	W. LITTEN INC. 22017LC LATE CHARGE #22017 District Sprayfield			196.22
			Invoice: 22021	7,256.00 751810 678800	W. LITTEN INC. 22021 SPRAYFIELD 5/16~5/20 District Sprayfield			7,256.00
			Invoice: 22022	9,133.87 751810 678800	W. LITTEN INC. 22022 SPRAYFIELD 5/23~5/27 District Sprayfield			9,133.87
						CHECK	104243 TOTAL:	27,927.30
104244	06/14/2022	PRTD	30206 WATER SYSTEMS CONSULTING, INC	6651	04/30/2022		061422	6,547.50
			Invoice: 6651	6,547.50 701230 660400	P/E 4/30-PWP ENENT PLANNING Public Education Programs			

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	
<b>INVOICE DTL DESC</b>									
							CHECK	104244 TOTAL:	6,547.50
104245	06/14/2022	PRTD	18914 WECK LABORATORIES, INC.	W2E0867-LV	05/10/2022		061422	683.70	
Invoice: W2E0867-LV				683.70 751750 571520	PWP SAMPLING-2D06111				
					Other Laboratory Serv				
			WECK LABORATORIES, INC.	W2E1680-LV	05/23/2022		061422	752.60	
Invoice: W2E1680-LV				752.60 751750 571520	PWP SAMPLING-2D06112				
					Other Laboratory Serv				
			WECK LABORATORIES, INC.	W2E1681-LV	05/23/2022		061422	683.70	
Invoice: W2E1681-LV				683.70 751750 571520	PWP SAMPLING-2D13145				
					Other Laboratory Serv				
			WECK LABORATORIES, INC.	W2E1855-LV	05/24/2022		061422	212.00	
Invoice: W2E1855-LV				212.00 751750 571520	PWP SAMPLING-2D27069				
					Other Laboratory Serv				
			WECK LABORATORIES, INC.	W2E1716-LV	05/23/2022		061422	683.70	
Invoice: W2E1716-LV				683.70 751750 571520	PWP SAMPLING-2D20057				
					Other Laboratory Serv				
			WECK LABORATORIES, INC.	W2E1720-LV	05/23/2022		061422	752.60	
Invoice: W2E1720-LV				752.60 751750 571520	PWP SAMPLING-2D20061				
					Other Laboratory Serv				
			WECK LABORATORIES, INC.	W2E1813-LV	05/23/2022		061422	153.00	
Invoice: W2E1813-LV				153.00 751820 571520	RLC COMPOST-2D05129				
					Other Laboratory Serv				
			WECK LABORATORIES, INC.	W2E2152-LV	05/31/2022		061422	567.10	
Invoice: W2E2152-LV				567.10 751750 571520	PWP SAMPLING-2D27072				
					Other Laboratory Serv				
							CHECK	104245 TOTAL:	4,488.40
104246	06/14/2022	PRTD	19502 YORKE ENGINEERING, LLC	29419	05/16/2022		061422	1,924.00	
Invoice: 29419				1,924.00 701121 651600	P/E 4/30-EMGCY GEN RULE MAKING				
					Other Professional serv				
							CHECK	104246 TOTAL:	1,924.00



A/P CASH DISBURSEMENTS JOURNAL

NUMBER OF CHECKS 51 \*\*\* CASH ACCOUNT TOTAL \*\*\* 1,177,620.60

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	51	1,177,620.60

\*\*\* GRAND TOTAL \*\*\* 1,177,620.60

**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296tchau

YEAR PER	JNL	SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022 12	154									
APP 101-200000		06/14/2022	061422	061422			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		29,187.03	
APP 999-100100		06/14/2022	061422	061422			Cash-General			1,177,620.60
APP 751-200000		06/14/2022	061422	061422			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		206,668.08	
APP 701-200000		06/14/2022	061422	061422			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		57,656.77	
APP 130-200000		06/14/2022	061422	061422			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		1,855.00	
APP 301-200000		06/14/2022	061422	061422			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		864,706.47	
APP 754-200000		06/14/2022	061422	061422			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		17,547.25	
GENERAL LEDGER TOTAL									1,177,620.60	1,177,620.60
APP 999-201010		06/14/2022	061422	061422			Due to/Due Frm Potable Wtr Ops		29,187.03	
APP 101-100100		06/14/2022	061422	061422			Cash-General			29,187.03
APP 999-207510		06/14/2022	061422	061422			Due to/Due FromJPA Operations		206,668.08	
APP 751-100100		06/14/2022	061422	061422			Cash-General			206,668.08
APP 999-207010		06/14/2022	061422	061422			Due to/Due FromInternal Svs		57,656.77	
APP 701-100100		06/14/2022	061422	061422			Cash-General			57,656.77
APP 999-201300		06/14/2022	061422	061422			Due to/Due FrmSanitation Ops		1,855.00	
APP 130-100100		06/14/2022	061422	061422			Cash-General			1,855.00
APP 999-203010		06/14/2022	061422	061422			Due to/Due FrmPotable Wtr Repl		864,706.47	
APP 301-100100		06/14/2022	061422	061422			Cash-General			864,706.47
APP 999-207540		06/14/2022	061422	061422			Due to/Due FromJPA Replacement		17,547.25	
APP 754-100100		06/14/2022	061422	061422			Cash-General			17,547.25
SYSTEM GENERATED ENTRIES TOTAL									1,177,620.60	1,177,620.60
JOURNAL 2022/12/154 TOTAL									2,355,241.20	2,355,241.20

**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 12	154	06/14/2022	Cash-General Accounts Payable		29,187.03
				FUND TOTAL	29,187.03	29,187.03
130 Sanitation Operations 130-100100 130-200000	2022 12	154	06/14/2022	Cash-General Accounts Payable		1,855.00
				FUND TOTAL	1,855.00	1,855.00
301 Potable wtr Replacement Fund 301-100100 301-200000	2022 12	154	06/14/2022	Cash-General Accounts Payable		864,706.47
				FUND TOTAL	864,706.47	864,706.47
701 Internal Service Fund 701-100100 701-200000	2022 12	154	06/14/2022	Cash-General Accounts Payable		57,656.77
				FUND TOTAL	57,656.77	57,656.77
751 JPA Operations 751-100100 751-200000	2022 12	154	06/14/2022	Cash-General Accounts Payable		206,668.08
				FUND TOTAL	206,668.08	206,668.08
754 JPA Replacement 754-100100 754-200000	2022 12	154	06/14/2022	Cash-General Accounts Payable		17,547.25
				FUND TOTAL	17,547.25	17,547.25
999 Pooled Cash 999-100100 999-201010 999-201300 999-203010 999-207010 999-207510 999-207540	2022 12	154	06/14/2022	Cash-General Due to/Due Frm Potable Wtr Ops Due to/Due Frm Sanitation Ops Due to/Due Frm Potable wtr Repl Due to/Due From Internal Svs Due to/Due From JPA Operations Due to/Due From JPA Replacement		1,177,620.60
				FUND TOTAL	1,177,620.60	1,177,620.60

**A/P CASH DISBURSEMENTS JOURNAL**  
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		29,187.03
130	Sanitation Operations		1,855.00
301	Potable Wtr Replacement Fund		864,706.47
701	Internal Service Fund		57,656.77
751	JPA Operations		206,668.08
754	JPA Replacement		17,547.25
999	Pooled Cash		
		1,177,620.60	
	TOTAL	1,177,620.60	1,177,620.60

\*\* END OF REPORT - Generated by Thieu Chau \*\*



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

**MINUTES**  
**REGULAR MEETING**

9:00 AM

June 7, 2022

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag was led by Sophia Crocker.

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

The meeting was called to order at **9:00 a.m.** by Board President Lewitt 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, Len Polan, and Lee Renger  
 Absent: None  
 Staff Present: David Pedersen, General Manager  
 Joe McDermott, Director of Engineering and External Affairs  
 Don Patterson, Director of Finance and Administration (via teleconference)  
 John Zhao, Director of Facilities and Operations  
 Josie Guzman, Clerk of the Board  
 Susan Brown, Administrative Assistant  
 Keith Lemieux, District Counsel

**2. APPROVAL OF AGENDA AND APPROVAL OF FINDINGS OF RESOLUTION NO. 2609 (AB 361)**

Director Renger moved to approve the agenda and approve the findings of Resolution No. 2609 (AB 361). Motion seconded by Director Polan. Motion carried unanimously by roll call vote.

### **3. PUBLIC COMMENTS**

None.

### **4. CONSENT CALENDAR**

Director Polan asked to pull Item 4G for discussion.

**A List of Demands: June 7, 2022: Receive and file**

**B Minutes Regular Meeting of May 17, 2022 and Special Meeting of May 18, 2022: Approve**

**C Continuation of Local State of Emergency Due to Water Shortage from Statewide Drought**

**Approve the continuation of a local emergency declaration due to water shortage from the statewide drought.**

**D State of Revenues, Expenses, and Changes in Net Position: April 2022**

**Receive and file the Statement of Revenues, Expenses, and Changes in Net Position for the period ending on April 30, 2022.**

**E Monthly Cash and Investment Report: April 2022**

**Receive and file the monthly cash and investment report for April 2022.**

**F Re-adoption of 401(a) Deferred Compensation Plan Agreements**

**Pass, approve, and adopt proposed Resolution No. 2610 approving and adopting the provisions of Nationwide Financial Services, Inc. 401(a) Plan, and authorize the General Manager or his designee to execute the necessary documents for continuation of the existing 401(a) Deferred Compensation Program.**

**RESOLUTION NO. 2610**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT APPROVING AND ADOPTING THE PROVISIONS OF NATIONWIDE FINANCIAL SERVICES, INC., 401(a) PLAN**

(Reference is hereby made to Resolution No. 2610 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

Director Polan moved to approve the Consent Calendar Items 4A through 4F. Motion seconded by Director Lo-Hill. Motion carried unanimously by roll call vote.

#### **4. CONSENT CALENDAR – SEPARATE ACTION ITEM**

##### **G Meter Reading Services Contract: Change Order**

**Authorize the General Manager to approve a change order with Alexander’s Contract Services, Inc., in the amount of \$60,000, for continuation of meter reading services.**

General Manager David Pedersen responded to a question regarding extending the contract with Alexander’s Contract Services, Inc., pending completion of the Automated Meter Reading/Advanced Metering Infrastructure (AMR/AMI) Project.

Director Renger moved to approve the Consent Calendar Item 4G. Motion seconded by Director Polan. Motion carried unanimously by roll call vote.

Ursula Bosson, Customer Service Manager, responded to questions regarding how customers may determine whether an AMR/AMI meter has been installed at their property.

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

##### **A Legislative and Regulatory Updates**

Joe McDermott, Director of Engineering and External Affairs, provided an update regarding SB 1157 (Hertzberg), which proposes to lower the existing indoor gallons per capita daily (GPCD) water use efficiency standard. He noted that the bill would be considered by the Assembly Committee on Water, Parks, and Wildlife on June 14th, and the District had joined the Association of California Water Agencies’ (ACWA) position to oppose this bill unless amended.

General Manager David Pedersen responded to a question regarding Senator Bob Hertzberg’s current position regarding this bill by stating that Senator Hertzberg would be meeting with representatives from ACWA, California Municipal Utilities Association (CMUA), WaterReuse, and California Association of Sanitation Agencies (CASA) to discuss concerns with the proposed bill.

##### **B Drought and Water Supply Conditions Update: Receive and file**

Joe McDermott, Director of Engineering and External Affairs, presented the report and reviewed the Customer Service Drought Metrics for May 2022. He stated that staff would bring back an item on the next agenda for the Board to consider approving a contract with Water Wise to assist with conducting water surveys.

Don Patterson, Director of Finance and Administration, responded to questions regarding the allowable uses for penalty revenue collected for exceeding water budgets and for

wasteful water use.

A discussion ensued regarding a press event held at Director Lo-Hill's residence for a demonstration of installation of a flow restriction device, and an article in the *Los Angeles Times* featuring Field Customer Service Representative Cason Gilmer.

John Zhao, Director of Facilities and Operations, reported that normally at this time of year water demand would be 20 million gallons per day (MGD), and due to water conservation efforts water demand had decreased to 12 to 13 MGD resulting in a 30 to 40 percent water use reduction. He responded to questions regarding the inflow to the Tapia Water Reclamation Facility (Tapia) compared to the change in potable water demand. General Manager David Pedersen stated that staff could review the influent flow to Tapia and potable water demands to see how closely they align on non-irrigation days.

Mr. Zhao also provided an update regarding the request for water allocation for fire protection and noted that representatives from Metropolitan Water District of Southern California (MWD) would meet with representatives from the state on the District's behalf. He also noted that District staff was working on obtaining as many letters of support as possible from elected officials and Fire Chiefs.

## **6. TREASURER**

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

## **7. BOARD OF DIRECTORS**

### **A Board Member Use of Electronic Communication Devices Policy**

**Approve the proposed Board Member Use of Electronic Communication Devices Policy.**

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

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

Mr. Patterson responded to questions regarding the Cellular Device Reimbursement policy for employees and the ability for the Board to decline the stipend.

Motion carried unanimously by roll call vote.

## **8. FACILITIES AND OPERATIONS**

### **A 2022 Report on Water Quality Relative to Public Health Goals: Public Hearing**

**Conduct a public hearing, and receive and file the 2022 Report on Water Quality Relative to Public Health Goals**



Board President Lewitt provided introductory remarks.

Josie Guzman, Clerk of the Board, presented an affidavit certifying that a notice of the public hearing was published in the *Las Virgenes-Calabasas Enterprise* on May 26, 2022.

Board President Lewitt opened the public hearing at **9:29 a.m.**

John Zhao, Director of Facilities and Operations, presented the report.

There were no public comments.

Ms. Guzman confirmed the District received no written or verbal comments.

Board President Lewitt closed the public hearing at **9:30 a.m.**

Mr. Zhao responded to questions regarding sampling the water imported from MWD and from the District's distribution system.

Director Renger moved to approve Item 8A. Motion seconded by Director Lo-Hill. Motion carried unanimously by roll call vote.

## **9. NON-ACTION ITEMS**

### **A Organization Reports**

Director Caspary reported that he attended the ACWA Spring Conference May 2nd through 5th, and noted that he and staff met with Legislators to request additional water supplies for fire safety.

Board President Lewitt reported that he also attended the ACWA Spring Conference, and he had the opportunity to meet with elected officials and network with other State Water Project-dependent areas.

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

None.

### **C General Manager Reports**

#### **(1) General Business**

General Manager David Pedersen reported that water demand in the District's service area was decreasing, and he stated that media attention, the Town Hall meeting, outreach, and the change in irrigation schedule were helpful and making a difference. He also reported that the Westlake Filtration Plant (WLFP) was currently running, and staff would supplement water received from MWD while also preserving water for emergencies. He noted diatomaceous earth is used as a filter media at the WLFP; however, a supply chain issue was being experienced as diatomaceous earth is used as an additive to

ethanol for gasoline. He noted that the Las Virgenes – Triunfo Joint Powers Authority would meet on June 13th, and the Santa Monica Bay Restoration Commission (SMBRC) Governing Board would meet in the District’s Board Room on June 16th. He stated that he would provide an overview on the Pure Water Project Las Virgenes-Triunfo at the SMBRC Government Board Meeting, followed by a tour of the Pure Water Demonstration Facility. He also reported that he, Calleguas Municipal Water District General Manager Tony Goff, and Los Angeles Department of Water and Power Director of Water Resources David Pettijohn met with MWD General Manager Adel Hagekhalil and MWD Executive Officer and Assistant General Manager Deven Upadhyay to discuss water supply challenges, share customers’ feedback, and request a commitment to a solution. He noted that MWD staff would propose an action item at the MWD Board Meeting in August to formulate and approve a commitment regarding this matter.

A discussion ensued regarding impacts from fuel costs and surcharges due to supply chain issues related to diatomaceous earth and inflation, and diesel fuel supply for emergency generators.

(2) Follow-Up Items

None.

**D Directors’ Comments**

None.

**10. FUTURE AGENDA ITEMS**

None.

**11. PUBLIC COMMENTS**

None.

**12. CLOSED SESSION**

**A Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9(b), Significant Exposure to Litigation): Two cases**

The Board recessed to Closed Session at **9:44 a.m.** and reconvened to Open Session at **11:00 a.m.**

Keith Lemieux, District Counsel, announced that the Board received reports in Closed Session, and there were no reportable actions.

**13. OPEN SESSION AND ADJOURNMENT**

Seeing no further business to come before the Board, the meeting was duly adjourned at **11:01 a.m.**

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

ATTEST:

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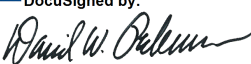
Lee Renger, Secretary  
Board of Directors  
Las Virgenes Municipal Water District

(SEAL)

June 2, 2022

To: Payroll

From: David W. Pedersen  
General Manager

DocuSigned by:  
  
12C6BE2E4EC44E2...

**RE: Per Diem Request – May 2022**

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	8	\$220.00	\$1,760.00
19447	Jay Lewitt	10	\$220.00	\$2,200.00
21169	Lynda Lo-Hill	10	\$220.00	\$2,200.00
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.”



**LAS VIRGENES MUNICIPAL WATER DISTRICT - PER DIEM REPORT**



To: Josie Guzman, Clerk of the Board

Director's Name: Jay Lewitt

Month of: May 2022

Division: 5

The following are Las Virgenes Municipal Water District Board of Directors Meetings, Committee Meetings/Conferences I have attended:

Date(s)	# of Days Claimed			Reimbursible Expenses <sup>2</sup> (Y/N)	Check One		Event Title
	Event	Travel <sup>1</sup>	Total		MWD	LVMWD	
5.3.22							ACWA SACRAMENTO
5.4.22							ACWA SACRAMENTO
5.5.22							ACWA SACRAMENTO
5.9.22							JPA BOARD MEETING
5.11.22							LV TOWN HALL ZOOM
5.14.22							LV PURE coffee Board Meeting
5.17.22							LV BOARD MEETING
5.18.22							JPA BOARD WORKSHOP
5.24.22							MET ONE WATER COMMITTEE MEETING
5.26.22							AWA OXNARD
TOTAL			10				

Date Submitted: 5.31.22

Director Signature: \_\_\_\_\_

**NOTES:** 1. Travel the day before and/or after an authorized meeting or seminar outside of LA, Ventura and Orange Counties may be paid in accordance with Board Policy. 2. Attach completed Statement of Account and Claim for Personally Incurred Expenses form.

## LAS VIRGENES MUNICIPAL WATER DISTRICT - PER DIEM REPORT

To: Josie Guzman, Clerk of the BoardDirector's Name: Lynda Lo-HillMonth of: MayDivision: 2

The following are Las Virgenes Municipal Water District Board of Directors Meetings, Committee Meetings/Conferences I have attended:

Date(s)	# of Days Claimed			Reimbursible Expenses <sup>2</sup> (Y/N)	Check One		Event Title
	Event	Travel <sup>1</sup>	Total		MWD	LVMWD	
5/2/2022	1		1	Y		X	Travel Day (ACWA Conference)
5/3/2022	1		1	Y		X	ACWA Sacramento Conference Day 1
5/4/2022	1		1	Y		X	ACWA Sacramento Conference Day 2
5/5/2022	1		1	Y		X	ACWA Sacramento Conference Day 3
5/9/2022	0		0	N		X	MWD (Finance&Insurance, Org&Personnel&Tech
5/9/2022	1		1	N		X	JPA Regular Meeting
5/10/2022	1		1	N		X	MWD (Legal&Claims, Eng&Ops, BOD)
5/17/2022	1		1	N		X	LVMWD Regular Board Meeting
5/18/2022	0		0	N		X	MWD Tour of Facilities
5/18/2022	1		1	N		X	JPA Special Meeting
5/24/2022	1		1	N		X	MWD (One Water, Exec, Audit&Ethics)
5/28/2022	1		1	N		X	AWAVC 30th Water Symposium
			TOTAL				10

Date Submitted: 5/31/2022

Director Signature: \_\_\_\_\_

**NOTES:** 1. Travel the day before and/or after an authorized meeting or seminar outside of LA, Ventura and Orange Counties may be paid in accordance with Board Policy. 2. Attach completed Statement of Account and Claim for Personally Incurred Expenses form.







**Glen Peterson, Director**

*M3tropolitan Water District of Southern California*

2936 Triunfo Canyon Rd

Agoura, CA. 91301

email: glenpsop@icloud.com

# INVOICE

**DATE:** 06/05/22  
**INVOICE #** 42  
**FOR:** Director fees

**Bill To:**

**Las Virgenes Municipal Water District**

4232 Las Virgenes Rd

Calabasas, CA. 91302

attn: Josie Guzman, Clerk of the Board

818-251-2100

Date	Description	fee
5/3/22-5/5/22	ACWA	\$660.00
5/6/2022	Noothern Caucus	\$220.00
5/9/2022	Committee and Board Meetings	\$220.00
5/10/2022	Committee and Board Meetings	\$220.00
5/11/2022	CRUA Mid year meeting and CRBCA in Ontario	\$220.00
5/17/2022	Report to Las Virgenes Board	\$220.00
5/18/2022	Tour of SWP Dependant agencies	\$220.00
5/24/2022	MWD Commities	\$220.00
5/31/2022	Real Property Committee meeting	\$0.00
	<b>TOTAL</b>	<b>\$2,200.00</b>

Make Check payable to Glen Peterson

**Thank you for the opportunity to serve**



June 21, 2022 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

**Subject : Continuation of Local State of Emergency Due to Water Shortage from Statewide Drought**

**SUMMARY:**

On November 2, 2021, the Board adopted Resolution No. 2599, declaring a local state of emergency due to water shortage from drought conditions in the State of California; activating the District's Water Shortage Contingency Plan at Stage 3 – Water Shortage Emergency; and authorizing the continued implementation of a Strategic Communication Plan for Drought Messaging. The action also expanded enforcement of water conservation measures and applied a drought factor of 0.75 to the outdoor component of residential water budgets, irrigation only accounts and recycled water accounts, beginning with the first billing period after November 30, 2021.

On November 16, 2021, the Board adopted Resolution No. 2601, revising the District's Code related to water conservation penalty and enforcement measures, encouraging customers to conserve and use water more efficiently during times of water shortage emergency. The action included authorization to use flow restriction devices on water service accounts with repeat and continued excessive usage.

On May 17, 2022, the Board adopted Resolution No. 2608, declaring a continued state of local emergency due to water shortage from drought conditions in the State of California, continuing the activation of the District's Water Shortage Contingency Plan at Stage 3 – Water Shortage Emergency and implementing new water use restrictions with associated enforcement measures.

Section 2-6.402 of the Las Virgenes Municipal Water District Code requires that once the Board has declared an emergency, it must determine by a four-fifths vote at each subsequent regular Board meeting whether to continue or terminate the authorization for emergency. Staff recommends that the emergency declaration be continued.

**RECOMMENDATION(S):**

Approve the continuation of a local emergency declaration due to water shortage from the statewide drought.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

No

**GOALS:**

Provide Safe and Quality Water with Reliable Services

Prepared by: David W. Pedersen, General Manager



June 21, 2022 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

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**Subject : 13th Biennial Colorado River Symposium: Board Member Attendance**

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**SUMMARY:**

Director Lynda Lo-Hill expressed an interest in attending the Water Education Foundation's 13th Biennial Colorado River Symposium, which will be held on September 21 through 23, 2022, in Santa Fe, New Mexico. The Las Virgenes Municipal Water District Code (Code), Section 2-2.106(d) - Compensation, designates specific organizational events that directors are authorized to attend. The Colorado River Symposium is not covered by the Code; therefore, the Board of Directors must authorize the expenses associated with attendance.

**RECOMMENDATION(S):**

Authorize Board Member attendance and per diem compensation for the 13th Biennial Colorado River Symposium to be held September 21 through 23, 2022, in Santa Fe, New Mexico.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

No

**FINANCIAL IMPACT:**

The cost for registration is \$749 per person, not including per diem compensation and travel expenses. Sufficient funds are available in the proposed Fiscal Year 2022-23 Budget.

**DISCUSSION:**

Director Lynda Lo-Hill received an invitation to attend the 13th Biennial Colorado River Symposium to be held September 21 through 23, 2022, in Santa Fe, New Mexico. The symposium is hosted by the Water Education Foundation, and registration is by invitation only. Director Lo-Hill recently received an invitation from Jennifer Bowles, Executive Director for the Water Education Foundation. Additionally, the District is a member of the Water Education Foundation.

The Las Virgenes Municipal Water District Code (Code), Section 2-2.106(d) - Compensation, designates specific organizational events that directors are authorized to attend. The Colorado River Symposium is not covered by the Code; therefore, the Board of Directors must authorize the expenses associated with attendance. Director Lo-Hill's attendance at the event will enhance her knowledge of the Colorado River and its role in supplying water to Southern California through the Metropolitan Water District of Southern California.

**GOALS:**

Provide Safe and Quality Water with Reliable Services

Prepared by: David W. Pedersen, General Manager

**ATTACHMENTS:**

13th Biennial Colorado River Symposium

**Subject:**INVITE: 13th Biennial Colorado River Symposium, Sept. 21-23, Santa Fe

**Date:** Wed, 1 Jun 2022 20:26:19 +0000

**From:** Jenn Bowles

**To:** Lynda Lo-Hill

The Water Education Foundation is pleased to invite you to the 13<sup>th</sup> biennial, **invitation-only** Colorado River Symposium to be held Wednesday, September 21<sup>st</sup>, starting at 1 p.m. through noon on Friday, September 23<sup>rd</sup> at the Eldorado Hotel & Spa in Santa Fe, New Mexico.

We are building an agenda around the theme for this year's Symposium, **On the Edge of the Next 100 Years**, referencing this year's 100<sup>th</sup> anniversary of the Colorado River Compact while acknowledging the growing stress across the entire basin from more than two decades of drought and the sobering challenges of finding equitable solutions to address a shrinking water supply.

The Symposium is part of the Water Education Foundation's [Colorado River Project](#), a series of public education activities focused on this important river. In Santa Fe, participants will have the opportunity to connect with a variety of water managers, policy wonks, farmers, environmentalists and scientists, along with representatives from nongovernmental organizations, academic institutions, tribal nations and Mexico to explore both the progress achieved with this iconic waterway and the challenges still facing it.

*Jennifer Bowles*

Executive Director

**Water Education Foundation**

2151 River Plaza Drive, Suite 205

Sacramento, CA 95811

916-444-6240, ext. 209

[www.watereducation.org](http://www.watereducation.org)



The 13th biennial Symposium in the centennial year of the Colorado River Compact will focus on the theme, **On the Edge of the Next 100 Years**.  
**About this event**

**IMPORTANT:** The Water Education Foundation's 13th biennial Colorado River Symposium is an **invitation-only event**, and will be held Wednesday, September 21 through Friday, September 23 in Santa Fe, New Mexico!

The Foundation is building an agenda around the theme for this year's Symposium, **On the Edge of the Next 100 Years**, referencing the 100th anniversary of the 1922 Colorado River Compact while acknowledging the growing stress across the entire basin from more than two decades of drought and the sobering challenges of finding equitable solutions to address a shrinking water supply.

The Symposium is part of the Water Education Foundation's Colorado River Project, a series of public education activities focused on this important river and its role as the lifblood of the Southwest.





June 21, 2022 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

**Subject : Annual Blanket Purchase Order with Grainger Industrial Supply: Increase**

**SUMMARY:**

In July 2019, an annual blanket purchase order was issued to Grainger Industrial Supply, in the amount of \$33,000, after staff completed a review of several cooperative purchasing agreements. The purchase order provides a quick and efficient means for staff to procure a wide variety of tools, equipment and supplies, while ensuring competitive pricing through the use of a cooperative purchasing agreement. On May 5, 2020, the Board authorized an increase to the annual amount to \$45,000 for the contract and subsequent renewals. On May 4, 2021, the Board authorized an additional increase to \$55,000. In May 2022, the General Manager authorized a 10% change order in the amount of \$5,500. At this time, the funds for the annual purchase order have been exhausted. Staff recommends authorization for an increase to the purchase order, in the amount of \$19,500, from \$60,500 to \$80,000 for the current contract term and a corresponding not-to-exceed amount of \$80,000 for the two subsequent one-year renewal options.

**RECOMMENDATION(S):**

Authorize the General Manager to approve an increase to the blanket purchase order with Grainger Industrial Supply, in the amount of \$19,500, from \$60,500 to \$80,000 for the current contract term and a corresponding not-to-exceed amount of \$80,000 for the two subsequent one-year renewal options.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

## **FINANCIAL IMPACT:**

The current-year cost of this action is \$19,500. Sufficient funds are available in the adopted Fiscal Year 2021-22 Budget and will be proposed in future fiscal year budgets.

## **DISCUSSION:**

In July 2019, after staff completed a review of several cooperative purchasing agreements, an annual blanket purchase order was issued to Grainger Industrial Supply in the amount of \$33,000. Pricing was based on the National Association of State Procurement Officials "NASPO" cooperative agreement. Contract discounts range from 5% to 40% off retail list pricing and included a customized market basket for frequently purchased items. The contract is used for single purchases under \$2,500 throughout the fiscal year.

On May 5, 2020, the Board authorized an increase in the annual amount to \$45,000 for the existing contract term and subsequent renewal options. On May 4, 2021, the Board authorized an additional increase to \$55,000. In May 2022, the General Manger authorized a 10% change order, in the amount \$5,500, increasing the annual amount to \$60,500.

At this time, funds for the current annual contract have been exhausted. Staff has found this contract to be a valuable tool to quickly procure supplies and equipment in an efficient manner. Grainger has proven to be a valuable supply partner and has been able to provide a wide variety of items in a timely fashion with no changes to the NASPO pricing structure. Current economic conditions such as inflation, transportation costs and supply chain issues have increased the use of the contract. The contract pricing structure has remained unchanged; however, the average monthly spend has increased and is currently approximately \$6,000. Increasing the annual contract amount to \$80,000 will allow for an average monthly spend of approximately \$6,600. Staff recommends authorization for an increase to the purchase order, in the amount of \$19,500, from \$60,500 to \$80,000 for the current contract term and a corresponding not-to-exceed amount of \$80,000 for the two subsequent one-year renewal options.

## **GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Allows staff to purchase a wide variety of supplies quickly and efficiently, while ensuring competitive pricing.

Prepared by: Gretchen Bullock, Purchasing Supervisor



June 21, 2022 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

**Subject : Annual Supply and Delivery of Diatomaceous Earth: Award**

**SUMMARY:**

Diatomaceous earth (DE) is the media used to filter raw water from Las Virgenes Reservoir at the Westlake Filtration Plant before it is supplied to the distribution system. When the Westlake Filtration Plant is in operation, each filter goes through a production cycle lasting five to seven days, which uses 2,000 to 3,000 pounds of DE. Typical operational patterns consist of 40 to 60 filter production cycles per year. The amount of DE used during plant operation is variable based on the source water quality from Las Virgenes Reservoir. The plan this year is to operate the Westlake Filtration Plant under emergency drought conditions and produce up to 3,000 acre-feet of water, which will require increased DE usage. Staff recommends authorization for the purchase of an estimated 140 tons for the next year to cover drought operations and any un-planned operations that may be required.

The District's existing blanket purchase order for DE with Dicalite expires on June 30, 2022. A final order release from the contract is scheduled to arrive in mid-June. District purchasing policy requires a competitive process once every five years. Finance and Operations staff collaborated in seeking new proposals for DE. Due to current economic conditions and recent increases in demand for DE from the biofuel industry, the supply chain has been interrupted, causing long lead times and price increases. To ensure that DE is available as needed by the District, staff recommends authorization for two blanket purchase orders with different vendors for the product: EP Minerals, in the amount of \$155,631.70, and Dicalite Minerals, in the amount of \$163,426.50.

The District's annual expense for DE is expected to be \$319,058.20. Accepting two proposals and issuing blanket purchase orders will ensure that the District can purchase sufficient quantities of DE at competitive pricing throughout the year.

**RECOMMENDATION(S):**

Accept the proposals from EP Minerals, LLC and Dicalite Minerals, Inc.; and authorize the

General Manager to approve blanket purchase orders in the amounts of \$155,631.70 and \$163,426.50, respectfully, with four one-year renewal options for the annual supply and delivery of diatomaceous earth.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The total estimated annual cost for diatomaceous earth is \$319,058.20. Sufficient funds for the product are available in the adopted Fiscal Year 2022-23 Budget and will be proposed in future year budgets.

**DISCUSSION:**

When the Westlake Filtration Plant is in operation, each filter goes through a production cycle lasting five to seven days, which uses 2,000 to 3,000 pounds of DE. Typical operational patterns consist of 40 to 60 filter production cycles per year. The amount of DE used during plant operation is variable based on the source water quality from Las Virgenes Reservoir. The plan this year is to operate the Westlake Filtration Plant under emergency drought conditions and produce up to 3,000 acre-feet of water, which will require increased DE usage. Staff recommends authorization for the purchase of an estimated 140 tons for the next year to cover drought operations and any un-planned operations that may be required.

In an effort to quickly procure DE for the increased use, staff contacted three known suppliers to request pricing and lead times: EP Minerals, Dicalite Minerals and Emerys. EP Minerals is able to provide a faster lead time at a higher cost, while Dicalite is able to provide a cost-savings with a longer lead time. Emerys declined to quote because they are not accepting any new customers due to the current supply and demand issues. To ensure continued operation of the Westlake Filtration Plant, one-time orders from both companies were approved by the General Manager with delivery expected in mid-June, EP Minerals (13.55 tons) and Dicalite Minerals (44 tons). EP Minerals required a commitment for two additional loads to secure the current product in the required 10-day timeframe.

**Cost Summary:**

EP Minerals (\$155,631.70):

- 44 tons (2 loads)
- 11-week lead time from Vale plant
- \$1,474.80 per ton price
- \$64,891.20 product
- \$6,164.65 tax
- \$1,760 Environmental Surcharge (\$40 per ton)
- \$5,000 Freight
- \$77,815.85 (estimated)

- Approve contingency for two additional loads with GM approval at the same cost if the need arises)

Dicalite Minerals (\$163,426.50):

- 154 tons (7 loads)
- 16-week lead time
- \$650 per ton price (includes \$15 pallet fee)
- \$100,100 product
- \$9,509.50 tax
- \$17,500 freight
- \$127,109.50 estimated annual
- Approve contingency for two additional loads with GM approval at same cost if the need arises (\$36,317)

**GOALS:**

Provide Safe and Quality Water with Reliable Services

Prepared by: Gretchen Bullock, Purchasing Supervisor and Steve Jackson, Water Treatment Supervisor



June 21, 2022 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

**Subject : Uniform Services Contract: Award**

**SUMMARY:**

The District's current uniform services contract with Prudential Overall Supply expires on August 31, 2022. A request for proposals for the services was released on April 20, 2022. While five different companies, including the current incumbent, were contacted and expressed interest, only Cintas Corporation submitted a proposal. Staff reviewed the proposal and recommends authorization for the General Manager to execute a new five-year contract in the amount of \$355,000. The not-to-exceed amount consists of an estimated annual cost of \$57,000 with an additional \$14,000 annually for contingency to allow for any increase in service level, if necessary. The proposed contract provides services for 65 uniformed employees.

**RECOMMENDATION(S):**

Accept the proposal from Cintas Corporation and authorize the General Manager to execute a five-year contract, in the amount of \$355,000, for uniform services.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The total annual cost of the services is estimated to be \$71,000. Sufficient funds are available for uniform services in the adopted Fiscal Year 2022-23 Budget and will be proposed in future

year budgets.

**DISCUSSION:**

The District currently has 65 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 issued 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.

On April 20, 2022, a request for proposals (RFP) was posted on the District’s website, and five different vendors were notified of the RFP. Cintas Corporation was the only company to submit a proposal. Staff recommends accepting the proposal from Cintas.

An evaluation team rated the proposal and concluded that Cintas would be able to meet the District’s current uniform services needs. The evaluation team was comprised of three District employees who rated the proposal based on the following criteria: cost, quality of product offered, experience and references for similar contracts, timeline, quality of approach offered, invoicing methods, length of contract offered and product availability. Although overall cost was weighted the highest, it was not the only consideration. Timeliness, accuracy of weekly deliveries, availability, appearance of the delivered goods and invoicing methods were all important factors that were considered.

During a 12-month period ending in March 2022, the District spent approximately \$34,000 on uniform-related expenses with the current vendor who opted not to submit a proposal. While the current vendor’s pricing appears to be more economical, the figures were based on a 2015 agreement that is now out of renewal options. Additionally, the District’s uniform services requirements have changed to allow for a more appropriate style of uniform based on job duties. The estimated annual cost for uniform services under the proposed contract is \$57,000, which will include providing a higher quality product with additional safety features and help reduce staff time spent resolving delivery, repair and invoicing discrepancies.

Following is a summary of the estimated annual and five-year costs based on Cintas Corporation’s proposal.

\$47,770.84	<u>Anticipated Annual Rental Cost</u>	
	Basic Uniform Sets	\$33,636.20
	Laboratory coats	\$ 982.80
	Rugs, towels, rags	\$13,151.84
\$ 9,259.70	<u>Anticipated Annual Purchase Cost</u>	
	Jackets	\$ 6,328.40
	Coveralls	\$ 2,931.30
\$71,000.00	<u>Annual Amount Rounded</u>	\$71,030.54
	Estimated Annual Spend	\$57,030.54
	Contingency	\$14,000.00
\$355,000.00	<u>Five-Year Cost, including contingency</u>	

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Gretchen Bullock, Purchasing Supervisor





June 21, 2022 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

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**Subject : Proposed Update to Strategic Plan: Approval**

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**SUMMARY:**

The current version of the District's Strategic Plan was approved by the Board on July 18, 2016. The Strategic Plan describes the District's strategy to address the opportunities, challenges and needed investments likely to arise over a 20-year planning horizon. Further, the plan provides a basis for making decisions on the allocation of resources to ensure consistent direction moving forward. During the last major update to the Strategic Plan, staff recommended a process to update the document once every five years. Attached is an updated version of the document that incorporates feedback received from the Board at the Strategic Planning Workshop held on April 12, 2022.

**RECOMMENDATION(S):**

Approve the updated Strategic Plan.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

No

**FINANCIAL IMPACT:**

There is no financial impact associated with this action.

**DISCUSSION:**

At the Board's Strategic Planning Workshop on April 12, 2022, staff recommended minor revisions to the Strategic Plan to reflect current conditions. The Board provided feedback and comments on the document that were incorporated in the attached version. Following are examples of the updates:

- Incorporating reliability in the District's mission statement.
- Clarifying the fourth bullet that describes the document's purpose: "Prepare LVMWD for the future."
- Including "city officials" where stakeholders are referenced, such as in Strategic Objective No. 7.
- Correcting Board Members' positions.
- Eliminating extra words such as "that".
- Updating the photos.

**GOALS:**

Provide Safe and Quality Water with Reliable Services

Prepared by: Donald Patterson, Director of Finance and Administration

**ATTACHMENTS:**

June 2022 Strategic Plan Update



# STRATEGIC PLAN

June 2022 Update



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## ABOUT LAS VIRGENES MUNICIPAL WATER DISTRICT (LVMWD)

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LVMWD was formed in 1958 to supply imported water to western Los Angeles County. It currently serves approximately 70,000 people residing within its 122-square mile service area. LVMWD is bounded on the west and the north by Ventura County, on the east by the City of Los Angeles and on the south by the City of Malibu. Its service area includes the cities of Agoura Hills, Calabasas, Hidden Hills, Westlake Village and surrounding unincorporated areas of Los Angeles County.

As a full-service water and wastewater utility, LVMWD provides drinking water, recycled water, wastewater services and biosolids composting. The area lacks local sources of drinking water; all potable water supplies are purchased from the Metropolitan Water District of Southern California, which imports water from the State Water Project and Colorado River. Approximately 20% of LVMWD's overall water demands are met with recycled water. Las Virgenes Reservoir provides emergency and off-season storage for potable water, which is treated at the Westlake Filtration Plant.

In 1964, LVMWD and Triunfo Water & Sanitation District established the Las Virgenes-Triunfo Joint Powers Authority (JPA) to cooperatively collect and treat the wastewater for

their bordering service areas, both within the Malibu Creek Watershed. Wastewater is collected through a network of trunk sewers and treated at the Tapia Water Reclamation Facility, which produces high-quality recycled water used primarily for irrigation purposes. Beginning in 1994, biosolids generated from the wastewater treatment process are conveyed to the Rancho Las Virgenes Composting Facility and transformed into "Class A – Exceptional Quality" garden compost that is distributed free for home use.

LVMWD offsets its energy usage and reduces its carbon footprint by utilizing "green" energy generated by the JPA. A five megawatt solar power generating facility in the canyon immediately south of LVMWD Headquarters offsets 100 percent of the energy usage for energy demands at the Tapia Water Reclamation Facility and pumping recycled water. Also, a 200 kilowatt biogas co-generation facility at the Rancho Las Virgenes Composting Facility offsets energy usage for composting.

## PURPOSE OF LVMWD'S STRATEGIC PLAN

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The Strategic Plan describes LVMWD's strategy to address the opportunities, challenges and needed investments likely to arise in the next 20 years. Further, the plan will provide the basis for making decisions on the allocation of resources to ensure consistent direction moving forward.

Specifically, the Strategic Plan is designed to meet the following objectives:

- Set a clear path forward for LVMWD, building on its mission and vision.
- Identify and address the opportunities, challenges and needed investments likely to arise during the next 20 years.
- Provide a high-level framework for making decisions on the allocation of resources.
- Prepare LVMWD for the future.
- Establish service commitments for LVMWD's customers.
- Implement a standards-based approach to meet service commitments.
- Establish values for conducting LVMWD's business and interacting with others.
- Identify strategic objectives for action.
- Describe a process for reviewing and updating the plan.

# ELEMENTS OF THE STRATEGIC PLAN

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**Strategic Foundation** - The strategic foundation consists of LVMWD’s mission, vision and behavioral values. The mission describes our purpose or what we do. The vision describes what we want to be, or be known for, in the future. The behavioral values describe how we conduct our business and interact with others. Together, the mission, vision and behavioral values provide the foundation for all of LVMWD’s activities, both now and well into the future.

**Business Values** - The business values describe the commitments LVMWD makes to its customers. Examples include transparency and community engagement, reliable water supplies and service, and sound financial management. Business values provide fundamental focus areas for the organization.

**Standards** - Standards are simply rules or service levels that put the business values in operational terms. To provide consistent service and value to customers, it is important to take a standards-based approach. LVMWD’s standards will drive its activities, decisions and proposed investments. Some standards are driven by legal or regulatory requirements (i.e. compliance with the Safe Drinking Water Act); however, others are developed internally to meet the needs of customers.

**Strategic Objectives** - The strategic objectives describe the major undertakings planned to address the significant opportunities, challenges or needed investments likely to arise in the next 20 years. Strategic objectives are not intended to address tasks that are part of normal utility operations.

## STRATEGIC FOUNDATION

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### MISSION

Dedicated to providing high-quality, reliable water service in a cost-effective and environmentally sensitive manner.

### VISION

Valuing every drop~Bringing water full circle.

### BEHAVIORAL VALUES:

We are guided in our daily decisions and activities by these values:

#### Integrity

We are open, honest, and ethical in all of our communications and actions.

#### Respect

We give thoughtful consideration to each other’s differences and opinions.

#### Commitment

We give our best to get the job done right.

#### Responsibility

We are accountable for our behaviors, actions and use of public resources.

#### Collaboration

We listen and openly share our ideas to achieve better decisions and outcomes.

#### Leadership

We are proactive in protecting the interests of our customers and community.

# BUSINESS VALUES

The following business values describe the commitments LVMWD makes to its customers:



# KEY STANDARDS

The table below, followed by narrative descriptions, puts the business values in context with key standards.

<p><b>High Level of Customer Satisfaction</b></p> <p>Accurate and Timely Water Use Data and Billing          Easy to Pay Bill, View Water Usage in Near Real-Time          Solve Problems          Employ Technology to Improve Services          Solicit Feedback and Meet Customer Expectations</p>	<p><b>Transparency and Community Engagement</b></p> <p>Understandable Operations, Decisions, Financials Cooperative Relationships with Customers, Community Promote Water Education Programs          Engage in Local, Governmental, Industry Affairs          Ensure Customers and Stakeholders are Well-Informed</p>
<p><b>Highly Effective Workforce</b></p> <p>Hire, Promote, and Retain Qualified Employees          Provide Competitive Compensation and Benefits          Develop Employee Skills, Competencies, Leadership          Focus on Knowledge Transfer and Succession Planning</p>	<p><b>Safe, High-Quality Water</b></p> <p>Meet or Exceed Drinking Water Standards          Anticipate Future Regulations, Standards          Meet Customer Needs for Quality, Consistency          Timely Communication of Water Quality Information</p>
<p><b>Protection of Public Health and Environment</b></p> <p>Meet or Exceed Environmental Regulations Safe and Reliable Wastewater Services          Effective Watershed Leader and Environmental Steward          Support Economical Greenhouse Gas Reductions</p>	<p><b>Maximum Reuse and Resource Recovery</b></p> <p>Maximize Beneficial Use of Recycled Water Maximize Compost Use and Cogeneration Capacity          Advocate for Science-Based Regulations</p>
<p><b>Sound Financial Management</b></p> <p>Fiscally Conservative, High-Liquidity Investments          High Credit Ratings          Prudent Capital and Operating Reserves          Timely and Accurate Financial Reporting</p>	<p><b>Reliable Water Supplies and Service</b></p> <p>Meet Current and Future Demands          Promote, Encourage, and Support Efficient Water Use Low Risk of a Sustained Water Shortage          Diverse Portfolio, Resilient to Climate Change          Comprehensive Maintenance and Replacement Programs</p>
<p><b>Sound Planning and Appropriate Investment</b></p> <p>Rates Cover Full Cost of Service          Long-Term View, Appropriate CIP Funding          Make Compelling Cases for Investment, Rates          Well-Prepared for Emergencies</p>	<p><b>Innovative and Efficient Operations</b></p> <p>Invest in Efficiency Improvements          Reduce Costs while Preserving Key Service Standards Use Proven Technologies to Increase Efficiency          Systematic Approach to Enhance Efficiency</p>

## KEY STANDARDS (cont.)

### High Level of Customer Satisfaction

LVMWD endeavors to maintain a high level of customer satisfaction through responsive and professional service. When calling during business hours, customers can count on their calls being answered by the appropriate person, without unreasonable wait-times and excessive “button pushing” associated with an automated phone system. Employees are empowered to solve customer problems or escalate them to the appropriate manager. After hours, employees are available 24/7 to respond to outages and other emergencies.

### Transparency and Community Engagement

LVMWD is committed to providing easy access to important information on its finances, operations and decision-making process. Openly sharing information builds public trust and ensures accountability. Further, LVMWD maintains an active role in the communities it serves, engages those affected by its activities and values customer feedback, and ensure customers, city officials, and other stakeholders, are well-informed of District programs and initiatives.

### Highly Effective Workforce

A highly effective workforce is LVMWD's most valuable resource. Fulfilling LVMWD's promises to its customers depends on hiring, promoting and retaining the most qualified employees. LVMWD meets its workforce objectives by offering competitive compensation, providing opportunities for professional growth and leadership, and fostering a collaborative work environment.

### Safe, High Quality Water

LVMWD takes its responsibility very seriously to provide customers with safe, high quality water. Maintaining the trust of customers depends on serving water that meets or exceeds drinking water standards. Information on the quality of LVMWD's water is provided to customers annually. Additionally, customers are notified in advance when a change in water source may affect the taste or odor of their drinking water. LVMWD responds quickly to water quality-related concerns.

### Protection of Public Health and the Environment

Protecting public health and the environment is central to all aspects of LVMWD's business, from supplying safe drinking water to preventing sanitary sewer overflows. LVMWD is diligent in meeting or exceeding the many environmental regulations applicable to its operations.

Further, LVMWD is a watershed leader and environmental steward, recognizing the need to protect the valuable natural resources that make its service area unique. LVMWD is committed to maintaining facilities that complement the natural beauty and ecology of the service area by maintaining attractive, water efficient landscaping at District facilities. Landscapes serve several purposes including

the enhancement of facility aesthetics, screening facilities from public view or blending facilities in with the natural environment. As part of this commitment the District will also minimize the amount of erosion and stormwater runoff from facilities. Facility landscaping is to be non-invasive, drought-tolerant and climate-appropriate with an emphasis on native plants in order to mimic the surrounding environment and minimize watering requirements. The utilization of harmful chemicals to manage weeds or fertilize vegetation and the use of rodenticides for pest control will be minimized.

### Maximum Reuse and Resource Recovery

Maximizing the beneficial reuse of recycled water is critical to improve LVMWD's water supply reliability and support efforts to stop discharging to Malibu Creek. Water is too valuable to use only once. Also, LVMWD is committed to recover additional resources from its treatment processes. For example, additional biogas could be recovered and used to generate energy by accepting fats, oils and grease for digestion at the Rancho Las Virgenes Composting Facility.

### Sound Financial Management

LVMWD manages its finances to provide customers with value through reliable, high-quality service at competitive rates. Sufficient reserves are maintained to support operations, maintain high credit ratings and avoid large, unexpected rate increases. LVMWD maintains a conservative and liquid investment portfolio. Additionally, LVMWD seeks available grant funding to leverage its use of local funds for infrastructure improvements. Finally, LVMWD is dedicated to accurate, understandable and timely financial reporting.

### Reliable Water Supplies and Service

Customers can expect LVMWD to provide reliable water supplies and service. LVMWD plans and invests appropriately to ensure a very low risk of a sustained water shortage. Water delivery and treatment facilities are well-maintained and rehabilitated/replaced, as necessary, to minimize the potential for failures that could temporarily interrupt service. Further, LVMWD promotes efficient water use, eliminating wasteful practices and stretching supplies further. Finally, LVMWD seeks to diversify its water supply portfolio, recognizing uncertainty associated with the future availability of water supplies and the potential impacts of climate change.

### Sound Planning and Appropriate Investment

The foundation for reliable water and wastewater services is sound planning. LVMWD focuses on the long-term, anticipating future needs and making the appropriate investments to address those needs. Planning efforts support LVMWD in making compelling business cases for investments. LVMWD sets rates to recover the full cost of



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service, including investments to replace or upgrade aging infrastructure. Also, LVMWD recognizes the importance of reliable water service to public safety, particularly for firefighting. LVMWD is well-prepared for emergencies, including fires, floods and earthquakes.

Efficiency improvements are sought through innovation and the use of proven technologies. Also, a systematic approach, utilizing suggestions from employees, supports efficiency enhancements.

### **Innovative and Efficient Operations**

LVMWD is committed to innovative and efficient operations. Investments are made in efficiency improvements with a focus on reducing costs while maintaining key service standards.

## **STRATEGIC OBJECTIVES**

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Strategic objectives constitute the major undertakings planned for the next five years, considering the significant opportunities, challenges or needed investments likely to arise in the next 20 years.

Below is summary of LVMWD's strategic objectives, followed by a detailed analysis of each:

- 1.** Develop a strategy to maintain a highly effective workforce.
- 2.** Improve LVMWD's water supply reliability.
- 3.** Support customers to meet water-use efficiency standards.
- 4.** Eliminate the discharge of pollutants to Malibu Creek and preserve the atural beauty of the Watershed.
- 5.** Achieve a high credit rating for LVMWD's three enterprises.
- 6.** Reduce LVMWD's carbon footprint.
- 7.** Keep customers, city officials and other stakeholders well-informed and provide new/improved customer tools to enhance service delivery.
- 8.** Develop a process to act on efficiency improvement suggestions.
- 9.** Enhance LVMWD's asset management programs.

## Strategic Objective No. 1 Develop a strategy to maintain a highly effective workforce.

<p><i>Applicable Business Values</i></p>	<ul style="list-style-type: none"> <li>▪ Highly Effective Workforce</li> <li>▪ Innovative and Efficient Operations</li> <li>▪ High Level of Customer Satisfaction</li> <li>▪ Safe, High-Quality Water</li> <li>▪ Transparency and Community Engagement</li> <li>▪ Sound Planning and Appropriate Investment</li> <li>▪ Reliable Water Supplies and Service</li> <li>▪ Sound Financial Management</li> <li>▪ Maximum Reuse and Resource Recovery</li> <li>▪ Protection of Public Health and Environment</li> </ul>
<p><i>Most Relevant Standards</i></p>	<ul style="list-style-type: none"> <li>▪ Hire, Promote and Retain Qualified Employees</li> <li>▪ Provide Competitive Compensation and Benefits</li> <li>▪ Develop Employee Skills, Competencies, Leadership</li> <li>▪ Focus on Knowledge Transfer and Succession Planning</li> <li>▪ Support on-going training and education</li> </ul>
<p><i>Background</i></p>	<p>LVMWD has a committed and dedicated workforce. Employees are very resourceful and effective in providing LVMWD's services to achieve a high level of customer satisfaction.</p>
<p><i>Challenge/Opportunity</i></p>	<p>The workforce has been changing, and will continue to change, as long-tenured employees retire and a new generation of employees join LVMWD. The challenge will be to capture and transfer knowledge from tenured employees. Succession planning will also be critical to prepare and develop employees to take on higher-level positions, particularly those that are "stand-alone" (i.e. without a subordinate position with similar duties) or require unique skills. Developing and communicating a philosophy for compensation and benefits will also be important for LVMWD to retain its most qualified employees and support recruitment efforts.</p>
<p><i>Solution</i></p>	<p>Develop a workforce strategy addressing the following items:</p> <ul style="list-style-type: none"> <li>▪ Institutional knowledge capture and transfer</li> <li>▪ Succession planning</li> <li>▪ Retention and development of employees</li> <li>▪ Philosophy for compensation and benefits (where to be in the market)</li> <li>▪ New employee orientation</li> <li>▪ Expansion of the internship program</li> <li>▪ Performance management and recognition</li> </ul>
<p><i>Timing</i></p>	<p>Ongoing</p>
<p><i>Ramifications of Not Acting</i></p>	<p>Potential impacts to the quality and efficiency of LVMWD's service.</p>

## Strategic Objective No. 1 (cont.)

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### *Accomplishments to Date*

- In October 2018, the District implemented its first-ever Succession Plan. This plan was the result of a collaborative process including representation from throughout the organization. The Plan has been the basis for several efforts to address retirements and other staffing needs, and all elements of the plan have been implemented.
- Increased employee attrition has resulted in increased recruitment activity. The District has made efforts to recruit early to minimize gaps and has made several interim appointments for key positions.
- District tours provided by the General Manager have been implemented for new hires as part of the onboarding process to support new hires' acclimation, knowledge, and sense of belonging to the District.
- In early 2018, the District formed a Diversity & Inclusion Committee. The focus of the committee is on education and engagement of employees. The committee has sponsored various employee events and training to educate and engage employees.
- In 2018, the District completed an extensive compensation study that was implemented with the 2019-2021 Memoranda of Understanding.
- The internship program has been expanded. As of April 2022, there are 5 interns currently working for various departments to assist managers with their needs.
- Employee and organizational development have been encouraged through leadership and professional development opportunities, including a communications program through California Lutheran University, a California Lutheran University Local Government Scholarship program, and performance management training.
- Employee health and wellness have been promoted through various employee benefits and via contract negotiations, including providing mental wellness services, telecommuting options, a gym facility at District Headquarters, and a physical fitness program that includes reimbursement for at-home fitness programs and equipment. Further, the District has been awarded a Wellness Grant from the ACWA JPIA to be used to promote employee wellness.

## Strategic Objective No. 2 Improve LVMWD’s water supply reliability.

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>▪ Reliable Water Supplies and Service</li> <li>▪ Sound Planning and Appropriate Investment</li> <li>▪ Safe, High-Quality Water</li> <li>▪ Maximum Reuse and Resource Recovery</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>▪ Meet Current and Future Demands</li> <li>▪ Promote, Encourage and Support Efficient Water Use</li> <li>▪ Low Risk of a Sustained Water Shortage</li> <li>▪ Diverse Portfolio, Resilient to Climate Change</li> <li>▪ Comprehensive Maintenance and Replacement Programs</li> <li>▪ Well-Prepared for Emergencies</li> <li>▪ Maximize Beneficial Use of Recycled Water</li> </ul>
<i>Background</i>	<p>LVMWD meets 80% of its overall water demands with potable water purchased from Metropolitan Water District of Southern California (MWD). The remaining 20% of demands is met with recycled water.</p>
<i>Challenge/Opportunity</i>	<p>LVMWD is entirely dependent on MWD for its potable water supplies. Although MWD provides an excellent level of reliability, LVMWD is vulnerable to future shortages due to drought and climate change. Absent construction of the California WaterFix, imported water deliveries from the State Water Project will be subject to continued pumping restrictions due to endangered fish species in the Delta, drought and even potential interruption following a failure in the Delta. Further, efforts to improve water supply reliability require substantial time and investment.</p>
<i>Solution</i>	<p>Develop plans to diversify and improve the reliability of LVMWD’s water supply portfolio, considering the following items:</p> <ul style="list-style-type: none"> <li>▪ Additional use of recycled water</li> <li>▪ Groundwater banking</li> <li>▪ Indirect potable reuse</li> <li>▪ Regional partnerships with neighboring agencies to develop local supplies</li> <li>▪ Brackish groundwater treatment</li> <li>▪ Water-use efficiency improvements</li> <li>▪ Conversion of areas served by septic systems to sewers, increasing recycled water supplies</li> <li>▪ Exchanges of recycled water for potable supplies</li> <li>▪ Advocating for amendment of the MWD Act to remove “supplemental” from the description of its role as a regional water supplier.</li> <li>▪ Advocating for construction of the California WaterFix.</li> <li>▪ Supporting improvements to the MWD system that would increase the reliability of imported supplies, including but not limited to better access to Colorado River water.</li> </ul>
<i>Timing</i>	<p>10 to 20 years</p>
<i>Ramifications of Not Acting</i>	<p>Remain vulnerable to future shortages.</p>
<i>Accomplishment to Date</i>	<p>The Pure Water Project Las Virgenes - Triunfo, which will initially provide at least 2,100 acre-feet of drinking water produced from the advanced treatment of reclaimed wastewater, is under design and on schedule to be operational by 2030 or earlier. Significant progress has been made in water-use efficiency improvements as highlighted in Strategic Objective No. 3.</p>

### Strategic Objective No. 3 Support customers to meet water-use efficiency standards.

<p><i>Applicable Business Values</i></p>	<ul style="list-style-type: none"> <li>▪ Reliable Water Supplies and Service</li> <li>▪ High Level of Customer Satisfaction</li> <li>▪ Innovative and Efficient Operations</li> </ul>
<p><i>Most Relevant Standards</i></p>	<ul style="list-style-type: none"> <li>▪ Promote, Encourage and Support Efficient Water Use</li> <li>▪ Accurate and Timely Water Use Data and Billing</li> <li>▪ Easy to Pay Bill, View Water Usage in Near Real-Time</li> <li>▪ Solve Problems</li> <li>▪ Employ Technology to Improve Services</li> <li>▪ Invest in Efficiency Improvements</li> </ul>
<p><i>Background</i></p>	<p>State law under SB 606 and AB 1668 requires water agencies and their customers to “Make Conservation a California Way of Life” and maximize the efficient use of water. On January 1, 2016, LVMWD implemented budget-based rates, establishing individualized water budgets for every customer.</p> <p>Budgets were based on state efficiency standards for indoor and outdoor water use, which continue to adjust to lower levels under statute. Also, the Board adopted escalating, volumetric penalties for wasteful water use.</p>
<p><i>Challenge/Opportunity</i></p>	<p>Approximately one-half of LVMWD’s customers currently keep their usage within budgeted amounts, meeting water-use efficiency standards. However, the remaining half exceed their water budgets regularly and are subject to the higher cost of providing water service for inefficient usage. Further, a smaller group of customers have wasteful water use, which is subject to penalties. The challenge is for LVMWD to provide its customers with the support and tools necessary to effectively manage their water use and meet increasingly stringent efficiency standards.</p>
<p><i>Solution</i></p>	<p>Provide customers with tools to meet water-use efficiency standards, including:</p> <ul style="list-style-type: none"> <li>▪ A user-friendly, customer “portal” for tracking water usage</li> <li>▪ Profiling water usage data collected by AMI system</li> <li>▪ Additional rebates for water-use efficiency improvements (i.e. weather-based irrigation controllers)</li> <li>▪ Development and implementation of a Regional Landscape Transformation Program</li> <li>▪ Targeted outreach and education (i.e. “Top 100” users)</li> <li>▪ Sharing customer “success stories”</li> </ul>
<p><i>Timing</i></p>	<p>2 + years</p>
<p><i>Ramifications of Not Acting</i></p>	<p>Inefficient and wasteful water usage would continue hindering LVMWD’s ability to meet water use standards established by State Law under SB 606 and AB 1668.</p>
<p><i>Accomplishments to Date</i></p>	<p>WaterSmart, the customer interface portal that provides several tools including leak alerts and near real-time tracking of water use, has been implemented and is available to customers. Over 13,000 advanced meters under the AMI Project have been installed as of April 2022 with completion by the end of 2022. Over 2,400 weather-based irrigation controllers have been given away or provided at a discounted price to customers. A regional landscape transformation program is under development, and outreach efforts continue to evolve to include digital advertising and other creative means to reach customers who routinely exceed their water budgets.</p>

**Strategic Objective No. 4 Eliminate the Discharge of Pollutants to Malibu Creek and Preserve the Natural Beauty of the Watershed.**

<p><i>Applicable Business Values</i></p>	<ul style="list-style-type: none"> <li>▪ Maximum Reuse and Resource Recovery</li> <li>▪ Sound Planning and Appropriate Investment</li> <li>▪ Protection of Public Health and Environment</li> <li>▪ High Level of Customer Satisfaction</li> <li>▪ Reliable Water Supplies and Service</li> </ul>
<p><i>Most Relevant Standards</i></p>	<ul style="list-style-type: none"> <li>▪ Maximize beneficial use of recycled water.</li> <li>▪ Long-Term View, Appropriate CIP Funding</li> <li>▪ Meet or Exceed Environmental Regulations</li> <li>▪ Effective Watershed Leader and Environmental Steward</li> <li>▪ Solicit Feedback and Meet Customer Expectations</li> <li>▪ Diverse Portfolio, Resilient to Climate Change</li> </ul>
<p><i>Background</i></p>	<p>LVMWD is a leader in water recycling, serving its first customers in the early 1970s. Also, LVMWD has a long-standing commitment to environmental stewardship. Because of the seasonal imbalance of supply and demand, LVMWD discharges excess recycled water to Malibu Creek during the wintertime, when demands are low, and supplements the recycled water system with potable water during the summertime, when demands are high. Although LVMWD is prohibited from discharging to Malibu Creek during the summertime, it is required to augment flows in the creek to support endangered fish species when the creek flow drops below 2.5 cubic feet per second. In 2013, the U.S. EPA adopted a benthic macroinvertebrate Total Maximum Daily Load (TMDL) for Malibu Creek, establishing some of the most stringent nutrient standards in California. With implementation of the 2013 TMDL, it will no longer be cost-effective to treat the recycled water to meet regulatory standards for discharge to Malibu Creek. Further, the recycled water could be put to beneficial use, improving water supply reliability for LVMWD.</p> <p>LVMWD has also been committed to providing watershed leadership with District landscaping and land management practices that minimize erosion and the use of harmful pesticides and rodenticides or other chemicals at District facilities. This has and continues to be accomplished by maintaining the Demonstration Sustainability Garden, converting landscapes at other District facilities, and maintenance activities that integrate business practices for maximizing eco-system benefits. The development of a plan is also underway to repurpose the Spray Fields once they are no longer needed to dispose excess recycled water after completion of the Pure Water Project Las Virgenes-Triunfo.</p>
<p><i>Challenge/Opportunity</i></p>	<p>The challenge is to effectively eliminate discharges to Malibu Creek and beneficially reuse the excess recycled water. Discharges to Malibu Creek cannot be 100% eliminated because of LVMWD's flow augmentation requirement. Also, discharges will continue to be required during operational emergencies and storm events.</p> <p>However, "effective" elimination is possible through a major water reuse project – the Pure Water Project Las Virgenes – Triunfo. The opportunity lies in turning a former liability (creek discharge) into a valuable asset (new water supply).</p> <p>The challenge is also to set an example for sound land use practices that both minimizes erosion and beautifies District facilities utilizing non-invasive, drought-tolerant and climate-appropriate plants, and efficient irrigation practices, which will also eliminate the need to use harmful chemicals and fertilizers that can get into the watershed and harm both humans and wildlife.</p>

## Strategic Objective No. 4 (cont.)

<i>Solution</i>	<p>Plan, design and construct a major water reuse project to effectively eliminate discharges to Malibu Creek utilizing Indirect Potable Reuse through the use of Las Virgenes Reservoir as described in the Recycled Water Seasonal Storage Plan of Action.</p> <p>Utilize only non-invasive, drought-tolerant and climate-appropriate plants when landscaping at District facilities and employ efficient irrigation practices. Repurpose the Spray Fields once they are no longer needed to dispose of excess reclaim water and integrate business practices that will maximize eco-system benefits.</p>
<i>Timing</i>	8 + years
<i>Ramifications of Not Acting</i>	<p>Non-compliance with regulatory requirements; \$200+ million in upgrades required to the Tapia Water Reclamation Facility.</p> <p>Contributing to the addition of sediment and pollutants to the watershed and not providing leadership and an example to customers of the benefits of utilizing non-invasive, drought-tolerant and climate appropriate landscaping</p>
<i>Accomplishments to Date</i>	<p>Planning and design efforts for the Pure Water Project Las Virgenes-Triunfo are underway and the environmental review process is scheduled to be completed by the end of the 2022 calendar year. Construction is slated to begin by late 2025, and the project is on target to be completed and operational by 2030 or sooner.</p> <p>The Demonstration Sustainability Garden is now a major attraction, showcasing the different types of non-invasive, drought-tolerant and climate appropriate landscaping that can be employed by customers throughout the service area that has both eco-system benefits, is aesthetically appealing and can drastically reduce outdoor water consumption.</p>

## Strategic Objective No. 5 Achieve a high credit rating for LVMWD’s three enterprises.

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>▪ Sound Financial Management</li> <li>▪ Sound Planning and Appropriate Investment</li> <li>▪ Innovative and Efficient Operations</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>▪ High Credit Ratings</li> <li>▪ Fiscally Conservative, High-Liquidity Investments</li> <li>▪ Prudent Capital and Operating Reserves</li> <li>▪ Timely and Accurate Financial Reporting</li> <li>▪ Rates Cover Full Cost of Service</li> <li>▪ Reduce Costs while Preserving Key Service Standards</li> </ul>
<i>Background</i>	<p>LVMWD has three enterprise funds: potable water, recycled water and sanitation. The Sanitation Fund has a Standard and Poor’s credit rating of “AA/Stable” for its outstanding 2009 Revenue Refunding Bonds. Credit reviews have not been performed for the Potable Water Fund and Recycled Water Fund, so these funds do not currently have credit ratings. On October 26, 2015, the Board adopted a five-year rate package for the potable water, recycled water and sanitation. The rates were designed to fully cover the cost of providing service and restore/maintain the required reserves for each enterprise fund.</p>
<i>Challenge/Opportunity</i>	<p>The major challenge will be to achieve a high credit rating for the Potable Water Fund because it has not generated sufficient net income to restore reserves to Board-adopted levels. In Fiscal Year 2014-15, the Potable Water Fund was expected to close with a net operating loss. However, the 2015 rate package remedied this and provided for the Potable Water Enterprise to meet its financial reserve targets and also build funding to contribute to the Pure Water Project Las Virgenes-Triunfo. Also, a larger portion of LVMWD’s fixed costs has been recovered with fixed charges, improving revenue stability going forward. An opportunity exists to improve the credit rating for the Sanitation Fund to “AAA,” pending resolution of concerns with the implementation of the 2013 TMDL that had generated uncertainty during the last credit review. Also, the Recycled Water Fund is well-positioned to receive a high credit rating. Finally, LVMWD will need to determine the optimal credit rating for each enterprise, recognizing that ratepayers could be impacted by building reserves to achieve the highest credit rating (i.e. “AAA”).</p>
<i>Solution</i>	<p>Develop a long-term financial plan aimed to achieve a high credit rating for LVMWD’s three enterprises.</p>
<i>Timing</i>	<p>5 years</p>
<i>Ramifications of Not Acting</i>	<p>Higher cost of debt service; lower confidence in LVMWD financial management.</p>
<i>Accomplishments to Date</i>	<ul style="list-style-type: none"> <li>▪ During the last six years, all enterprises were able to build reserves to meet all financial policies.</li> <li>▪ The District has maintained its fiscally conservative investment strategy.</li> <li>▪ With the full implementation of Tyler Munis in December 2021, the District increased its ability to timely report financial information. Additionally, the new system has provided real time financial information to staff throughout the organization in a more user friendly environment.</li> <li>▪ A 10-year financial plan has been prepared to ensure the ability to finance the Pure Water Project Las Virgenes-Triunfo.</li> </ul>



## Strategic Objective No. 6 Reduce LVMWD's carbon footprint.

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>▪ Innovative and Efficient Operations</li> <li>▪ Protection of Public Health and Environment</li> <li>▪ High Level of Customer Satisfaction</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>▪ Support Economical Greenhouse Gas Reductions</li> <li>▪ Effective Watershed Leader and Environmental Steward</li> <li>▪ Invest in Efficiency Improvements</li> <li>▪ Reduce Costs while Improving Key Service Standards</li> <li>▪ Systematic Approach to Enhance Efficiency</li> <li>▪ Meet or Exceed Environmental Regulations</li> <li>▪ Employ Technology to Meet Customer Expectations</li> </ul>
<i>Background</i>	<p>LVMWD has a long-standing commitment to environmental stewardship and serves a constituency that values protection of the environment. Treatment and pumping of water and wastewater are energy-intensive processes which generate greenhouse gases. Also, energy production requires large amounts of water. The inter-relationship between water and energy is commonly referred to as the "Water-Energy Nexus". Greenhouse gas emissions contribute to climate change by trapping heat that would otherwise escape the atmosphere when radiating away from Earth.</p>
<i>Challenge/Opportunity</i>	<p>The primary challenge is to identify projects to reduce LVMWD's carbon footprint, while providing a favorable return on investment. The opportunity lies in achieving cost-savings for LVMWD in addition to advancing an important environmental initiative.</p>
<i>Solution</i>	<p>Identify and implement projects to reduce LVMWD's carbon footprint, while achieving a favorable return on investment, considering the following:</p> <ul style="list-style-type: none"> <li>▪ Develop and begin implementation of a Climate Action Plan</li> <li>▪ Energy efficiency improvements</li> <li>▪ Additional solar generation and/or battery storage</li> <li>▪ Increased co-generation capacity by adding fats, oils and grease, or food waste to produce more digester gas</li> <li>▪ Fleet vehicle conversions including electrification of the vehicle fleet as feasible or required by law</li> <li>▪ Paperless office</li> <li>▪ Establish a balanced teleworking policy and encourage virtual meetings and workshops that will keep employees, customers, and consultants "off the road" and reduce greenhouse gas emissions associated with District business</li> </ul>
<i>Timing</i>	<p>2 + years</p>
<i>Ramifications of Not Acting</i>	<p>Higher operating costs; perception LVMWD is not honoring its commitment to be an environmental steward.</p>
<i>Accomplishments to Date</i>	<p>The development of a Climate Action Plan is underway and scheduled to be completed by 2023. Several energy efficiency improvements have been completed, including the conversion of office lighting at Headquarters and Tapia Water Reclamation Facility to LEDs and the installation of a new air-blower system for the aeration basins at Tapia, the one megawatt solar field has been increased to five megawatts, several administrative processes have been converted to paperless (i.e. processing invoices), and a telework policy has been adopted and is being implemented.</p>

**Strategic Objective No. 7 Keep customers, city officials and other stakeholders well-informed and provide new/improved customer tools to enhance service delivery.**

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>▪ High Level of Customer Satisfaction</li> <li>▪ Transparency and Community Engagement</li> <li>▪ Innovative and Efficient Operations</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>▪ Accurate and Timely Water Use Data and Billing</li> <li>▪ Easy to Pay Bill, View Water Usage, Solve Problems</li> <li>▪ Employ Technology to Improve Services</li> <li>▪ Solicit Feedback and Meet Customer Expectations</li> <li>▪ Use Proven Technologies to Increase Efficiency</li> </ul>
<i>Background</i>	<p>LVMWD currently provides a variety of customer tools, such as those for electronic billing, that support its delivery of services. Customers increasingly desire options to self-serve their needs and opportunities exist to meet this need by utilizing technology.</p>
<i>Challenge/Opportunity</i>	<p>The challenge is to reach customers and stakeholders, keeping them well-informed and to provide and maximize the use of simple and effective tools that customers want and need. The opportunity is an improvement in customer satisfaction and reduction in operational costs as customer opt to utilize “self-service” options as well as garnering support for various District programs and initiatives.</p>
<i>Solution</i>	<p>Identify, deploy and maximize the use of new or improved customer tools to enhance service delivery, considering the following:</p> <ul style="list-style-type: none"> <li>▪ A user-friendly, customer “portal” for tracking water usage</li> <li>▪ Profiling water usage data collected by AMI/AMR system</li> <li>▪ Integration of access to usage and billing data</li> <li>▪ Improve on-line billing and payment options</li> <li>▪ Goal for percentage of customers utilizing e-billing (80 percent by 2025)</li> <li>▪ Publications and pre-recorded videos that provide guidance to customers to reduce water use</li> <li>▪ E-delivery of LVMWD mailers</li> <li>▪ Utilize both traditional (i.e. newspaper op-eds and press releases) and modern/innovative means to reach customers and stakeholders including, social media posts, e-mail notifications, digital advertising, mass-communication software, podcasts, and virtual participation for facility tours/workshops/Board and other public meetings.</li> </ul>
<i>Timing</i>	<p>2 + years</p>
<i>Ramifications of Not Acting</i>	<p>Lower level of customer satisfaction; less efficient operations.</p>
<i>Accomplishments to Date</i>	<p>The AMI deployment is nearing completion with over 13,000 meters installed as of April 2022. Over 2,500 customers have registered to use the customer interface WaterSmart “portal.” There has been a steady increase in the number of customers signing up for e-billing and customers can now receive mailers via e-mail. Digital advertising and mass-communication software via Everbridge have been initiated. Additionally, 42 percent of customers have signed up for e-billing and 47 percent for autopay as of April 2022.</p>

## Strategic Objective No. 8 Develop a process to act on efficiency improvement suggestions.

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>▪ Innovative and Efficient Operations</li> <li>▪ Highly Effective Workforce</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>▪ Systematic Approach to Enhance Efficiency</li> <li>▪ Invest in Efficiency Improvements</li> <li>▪ Reduce Cost while Preserving Key Service Standards</li> <li>▪ Use Proven Technologies to Increase Efficiency</li> <li>▪ Develop Employee Skills, Competencies, Leadership</li> </ul>
<i>Background</i>	LVMWD's commitment to efficient operations have enabled it to provide value to customers with high-quality service and the lowest rates as compared to surrounding agencies. Employees are the best source of suggestions to improve efficiency.
<i>Challenge/Opportunity</i>	The challenge is to foster an efficiency "ethic" where suggestions originate from employees who are most familiar with LVMWD's day-to-day operations and can be acted upon by managers. The opportunity would be for LVMWD to adopt efficiency improvements that would not otherwise have been identified.
<i>Solution</i>	<p>Develop and implement a process for LVMWD to act on efficiency improvements submitted by employees, considering the following:</p> <ul style="list-style-type: none"> <li>▪ An organized, systematic process</li> <li>▪ Development of a suggestion submittal form</li> <li>▪ Evaluation process with Department Head and GM review</li> <li>▪ Response to suggestions</li> <li>▪ Implementation of new efficiency improvements</li> <li>▪ Recognition of employees who suggested the efficiency improvements</li> </ul>
<i>Timing</i>	1 year
<i>Ramifications of Not Acting</i>	Lower level of operational efficiency; lower morale; loss of creativity.
<i>Accomplishments to Date</i>	The District implemented an "Idea Committee" which includes a committee that reviews all submissions. These submissions have included everything from sanitizing stations (pre-COVID) to process improvements.

## Strategic Objective No. 9 Enhance LVMWD’s asset management programs.

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>Reliable Water Supplies and Service</li> <li>Sound Planning and Appropriate Investment</li> <li>Sound Financial Management</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>Comprehensive Maintenance and Replacement Programs</li> <li>Long-Term View, Appropriate CIP Funding</li> </ul>
<i>Background</i>	LVMWD has an existing asset management program to identify maintenance, rehabilitation and replacement needs for its various asset types. Condition assessments are routinely conducted for some types of assets; whereas, other such as underground pipelines are evaluated based upon factors such as age, soil conditions, breaks and pipe material. Future maintenance and replacement programs can best be planned using data from an effective asset management program.
<i>Challenge/Opportunity</i>	Asset management practices have advanced significantly in recent years with many agencies facing the daunting task of renewing their aging infrastructure. With limited resources available, agencies must make the difficult choices regarding expensive infrastructure rehabilitation and replacement projects. The challenge for LVMWD is to minimize the life-cycle cost of its infrastructure and make informed decisions on future maintenance, rehabilitation and replacement investments.
<i>Solution</i>	Enhance LVMWD’s existing asset management system by collecting and leveraging data to guide future investment decisions.
<i>Timing</i>	5 to 10 years
<i>Ramifications of Not Acting</i>	Increased occurrences of asset failure; reduced service reliability; increased costs.
<i>Accomplishments to Date</i>	The Potable Water Pipeline and Sanitary Sewer Pipeline Assessment and Replacement Programs were developed and included in the Infrastructure Investment Plan (IIP), with adopted rates to support significant levels of funding over the course of the next 10 years.

## REVIEW AND UPDATE OF STRATEGIC PLAN

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An effective strategic plan must be reviewed and updated periodically to address changing circumstances and priorities. LVMWD reviews its strategic plan annually in conjunction with the budget preparation process. At that time, progress toward accomplishment of the strategic objectives is evaluated. This Plan incorporates significant updates since the time of the original version in 2016 and will be reviewed and updated as needed in future years.

## ACKNOWLEDGEMENTS

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All LVMWD employees deserve recognition for supporting the development of the strategic plan. Many employees participated in one-on-one interviews to provide their insights on the challenges and opportunities facing LVMWD and offered creative solutions to deal with them. The following Board Members, consultant and employees were particularly instrumental in the process to develop the strategic plan.

- Former Director Glen D. Peterson, former President and current MWD Representative
- Director Lee Renger, Secretary
- Director Charles P. Caspary
- Director Jay Lewitt, President
- Director Lynda Lo-Hill, Treasurer
- Director Leonard E. Polan, Vice President
- John Ruetten, President, Resource Trends, Inc.
- Gretchen Bullock, Purchasing Supervisor
- Brett Dingman, Water Reclamation Manager
- Jan Dougall, former Environmental Analyst II
- Jacqy Gamble, former Management Analyst II
- John Gil, Electrical/Instrumentation Supervisor
- Brad Glassman, former Laboratory Supervisor
- Josie Guzman, Executive Assistant/Clerk of the Board
- Mike Hamilton, former Financial Analyst
- Mike Hand, Technical Services Support Supervisor
- Steve Jackson, Water Treatment Plant Supervisor
- Jim Korkosz, Facilities Manager
- David Lippman, former Director of Facilities and Operations
- Harold Matthews, former Information Systems Manager
- Michael McIntyre, former SCADA Systems Analyst
- Larry Miller, former Water System/Facilities Manager
- Karen Norman, Administrative Assistant, Water Reclamation
- Carol Palma, former Customer Service Manager
- Sherri Paniagua, former Human Resources Manager
- Don Patterson, Director of Finance and Administration (original 2016 and 2022 update)
- David Pedersen, General Manager
- Deborah Peters, former Public Affairs Associate
- Ken Reed, former Water Treatment and Production Supervisor
- Jeff Reinhardt, former Public Affairs and Communications Manager
- Carlos Reyes, former Director of Resource Conservation and Public Outreach
- David Ruiz, Water Reclamation Plant Operator I
- Eric Schlageter, Principal Engineer
- Mike Varbel, Senior Water Reclamation Plant Operator
- John Zhao, Director of Facilities and Operations (original 2016 and 2022 update)
- Joe McDermott, Director of Engineering and External Affairs (2022 update only)







THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## MWD MEETING AGENDA

### Regular Board of Directors Meeting - Final - Revised 1

June 14, 2022

12:00 PM

<p>Tuesday, June 14, 2022 Meeting Schedule</p>
<p>09:30 am - OP&amp;T 10:30 am - L&amp;C 11:30 am - Break 12:00 pm - BOD</p>

Teleconference meetings will continue until further notice. Live streaming is available for all board and committee meetings on [mwdh2o.com](http://mwdh2o.com) ([Click Here](#))

A listen only phone line is also available at 1-877-853-5257; enter meeting ID: 831 5177 2466. 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 (833) 548-0276 and enter meeting ID: 815 2066 4276.

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

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#### 1. Call to Order

- a. Invocation: Tyler Grossheim, Associate Engineer, Engineering Services Group
- b. Pledge of Allegiance: Director Dennis Erdman, Municipal Water District of Orange County

#### 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 [21-1184](#)  
**Attachments:** [06142022 BOD 5A Report](#)
- B. Chairwoman's Monthly Activity Report [21-1185](#)
- C. General Manager's summary of activities [21-1186](#)

- D. General Counsel's summary of activities [21-1187](#)  
**Attachments:** [06142022 BOD 5D Report](#)
- E. Interim General Auditor's summary of activities [21-1188](#)  
**Attachments:** [06142022 BOD 5E Report](#)
- F. Ethics Officer's summary of activities [21-1189](#)  
**Attachments:** [06142022 BOD 5F Report](#)

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

**6. CONSENT CALENDAR OTHER ITEMS - ACTION**

- A. Approval of the Minutes of the Regular Meeting for May 10, 2022 and the Special Board Meeting for May 24, 2022 (Copies have been submitted to each Director) (Any additions, corrections, or omissions) [21-1190](#)  
**Attachments:** [06142022 BOD 6A-2 Minutes](#)
- 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 [21-1191](#)
- C. Authorize preparation of Commendatory Resolution for Gerald C. Riss for his service and leadership during his term as General Auditor of The Metropolitan Water District of Southern California [21-1256](#)
- D. Approve Committee Assignments

**7. CONSENT CALENDAR ITEMS - ACTION**

- 7-1 Authorize five-year agreement with Electric & Gas Industries Association to administer Metropolitan's Consumer Incentive Programs; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. [REVISED SUBJECT] (OWC) [21-1210](#)  
**Attachments:** [05242022 OWC 7-1 B-L](#)  
[05242022 OWC 7-1 Presentation](#)



- 7-2** Approve the job description for the General Auditor and approve the hiring process for the General Auditor; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (AE) [21-1177](#)
- Attachments:** [05242022 AE 7-2 B-L](#)  
[05242022 AE 7-2 Presentation](#)
- 7-3** Approve up to \$1.954 million to purchase insurance coverage for Metropolitan's Property and Casualty Insurance Program for fiscal year 2022/23; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (FI) [21-1193](#)
- Attachments:** [06142022 FI 7-3 B-L](#)
- 7-4** Approve Metropolitan's Statement of Investment Policy for fiscal year 2022/23, delegate authority to the Treasurer to invest Metropolitan's funds for fiscal year 2022/23; the General Manager has determined that the proposed actions are exempt or otherwise not subject to CEQA (FI) [21-1194](#)
- Attachments:** [06142022 FI 7-4 B-L](#)
- 7-5** Authorize three-year agreements with Power-Tech Engineers, Inc., HDR, Inc., Mangan, Inc., and Burns & McDonnell Engineering Company, Inc., each in a not-to-exceed amount of \$2,250,000, for specialized technical services to enhance arc flash protection at Metropolitan facilities; the General Manager has determined that this proposed action is exempt or otherwise not subject to CEQA (EO) [21-1195](#)
- Attachments:** [06142022 EO 7-5 B-L](#)
- 7-6** Adopt the CEQA determination that the proposed action was previously addressed in the certified 2022 Final Program EIR and related CEQA documents; and award a \$6,176,521 contract to Siemens Industry, Inc. for the construction of battery energy storage systems at the F. E. Weymouth Water Treatment Plant; and authorize an increase of \$300,000 to an agreement with Stantec Inc. for construction support for a new not-to-exceed total of \$1,750,000 (EO) [21-1196](#)
- Attachments:** [06142022 EO 7-6 B-L](#)

- 7-7** Award a \$2,257,897 contract to Leed Electric, Inc. for replacement of ozone power supply units at the Joseph Jensen Water Treatment Plant; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (EO) [21-1197](#)
- Attachments:** [06142022 EO 7-7 B-L](#)
- 7-8** Legislative Placeholder on SB 480 (Stern): Metropolitan Water District of Southern California: rules: inappropriate conduct; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. [ITEM WITHDRAWN] (CL) [21-1198](#)
- 7-9** Authorize an increase in the maximum amount payable under contract with Johnson Services Group by \$22,000 to an amount not to exceed \$271,000 for on-call temporary skilled labor; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (OPT) [21-1199](#)
- Attachments:** [06142022 OPT 7-9 B-L](#)
- 7-10** Amend Section 1106 and Section 6226 of the Metropolitan Water District Administrative Code regarding Holidays and Annual Leave to ensure benefits parity by adding Juneteenth and an across-the-board standard for payments of excess accumulated annual leave; the General Manager has determined that the proposed action is exempt of otherwise not subject to CEQA (OPT) [21-1200](#)
- Attachments:** [06142022 OPT 7-10 B-L](#)
- 7-11** Review and consider the U.S. Bureau of Land Management's Final Environmental Impact Statement certified to satisfy CEQA and take related CEQA actions, and authorize the General Manager to grant a permanent easement for transmission line purposes to Delaney Colorado River Transmission, LLC on Metropolitan-owned property near Blythe, California in the county of Riverside (RPAM) [21-1201](#)
- Attachments:** [06142022 RPAM 7-11 B-L](#)
- 7-12** Review and consider the Lead Agency's adopted Mitigated Negative Declaration and take related CEQA actions, and adopt a resolution for Calleguas Municipal Water District Annexation No. 104 to Calleguas and Metropolitan (RPAM) [21-1202](#)
- Attachments:** [06142022 RPAM 7-12 B-L](#)

- 7-13 Adopt resolution for Calleguas Annexation No. 106 to Calleguas Municipal Water District and Metropolitan; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (RPAM) [21-1203](#)

**Attachments:** [06142022 RPAM 7-13 B-L](#)

- 7-14 By a two-thirds vote, authorize the General Manager to make payment of up to \$871,680 for support of the Colorado River Board and Six Agency Committee for FY 2022/23; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (WPS) [21-1204](#)

**Attachments:** [06142022 WPS 7-14 B-L](#)

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

**8. OTHER BOARD ITEMS - ACTION**

NONE

**9. BOARD INFORMATION ITEMS**

- 9-1 Report on Conservation [21-1205](#)

**Attachments:** [06142022 BOD 9-1 Report](#)

**10. OTHER MATTERS**

- 10-1 Update on Upcoming Department Head Performance Evaluations Process [21-1211](#)

**11. FOLLOW-UP ITEMS**

NONE

**12. FUTURE AGENDA ITEMS**

**13. ADJOURNMENT**

**NOTE:**

**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.**

Date of Hearing: June 14, 2022

ASSEMBLY COMMITTEE ON WATER, PARKS, AND WILDLIFE

Rebecca Bauer-Kahan, Chair

SB 1157 (Hertzberg) – As Introduced February 17, 2022

**SENATE VOTE:** 28-9

**SUBJECT:** Urban water use objectives: indoor residential water use

**SUMMARY:** Lowers the statewide indoor residential water use standard from 55 gallons per capita daily (gpcd) to 48 gpcd beginning January 1, 2025 and from 50 gpcd to 42 gpcd beginning January 1, 2030.

**EXISTING LAW:**

- 1) Establishes a standard for indoor residential water use as follows: (a) 55 gpcd until January 1, 2025; (b) the greater of 52.5 gpcd or a standard recommended by the Department of Water Resources (DWR) and State Water Resources Control Board (State Water Board) beginning January 1, 2025; and (c) the greater of 50 gpcd or a standard recommended by DWR and the State Water Board beginning January 1, 2030 (Water Code § 10609.4).
- 2) Requires DWR, in coordination with the State Water Board, to conduct studies and investigations on indoor residential water use and permits DWR and the State Water Board to jointly recommend to the Legislature a different standard for indoor water use that more appropriately reflects best practices for indoor residential water use. A report with results of the studies and investigations must be submitted to the Legislature by January 1, 2021 and must contain information to support a recommendation for an indoor residential water use standard, if such a recommendation is made. The report must also analyze the benefits and impacts of how a changing standard for indoor residential water use will impact water and wastewater management (Water Code § 10609.4).
- 3) Requires the State Water Board, in coordination with DWR, to adopt long-term standards for outdoor residential use, outdoor irrigation with dedicated irrigation meters in conjunction with commercial, industrial, and institutional (CII) water use, and a volume for water loss by June 30, 2022 (Water Code § 10609.2).
- 4) Requires each “urban retail water supplier” to calculate its urban water use objective no later than January 1, 2024 and by January 1 every year thereafter. The urban water use objective shall be the sum of the following: (a) aggregate estimated efficient indoor residential water use; (b) aggregate estimated efficient outdoor residential water use; (c) aggregate estimated efficient outdoor CII water use; (d) aggregate estimated efficient water losses; (e) aggregate estimated water use with variances, as appropriate; and (f) bonus incentives for potable reuse (Water Code §10609.20).
- 5) Authorizes the State Water Board to issue informational orders beginning January 1, 2024, written warnings beginning January 1, 2025, or conservation orders beginning January 1, 2026 to urban retail water suppliers that do not meet their urban water use objective to help said urban retail water supplier meet its urban water use objective (Water Code § 10609.26).

- 6) Defines “urban retail water supplier” as either a public or private water supplier that provides potable municipal water to more than 3,000 end users or that supplies more than 3,000 acre-feet annually at retail for municipal purposes (Water Code § 10608.12).

**FISCAL EFFECT:** Unknown. This bill is keyed fiscal.

**COMMENTS:**

- 1) **Purpose of this bill.** According to the author, “California is suffering from a cycle of repeated drought and dry conditions. Only six years after the state’s last historic drought ended, California is now in the midst of what experts refer to as a ‘megadrought,’ with nearly 99 percent of the state currently experiencing drought conditions. Advances in water efficiency made during the 2012-16 better prepared us for the current drought conditions, but we must continue on the path of efficiency in face of a near-certain water scarce future.”

The author notes that this bill implements the recommendation for an indoor residential water use standard made jointly by DWR and the State Water Board that updates the “statutory indoor residential water use standards....” The author points out that DWR and State Water Board recommendation was made “using analysis of current water usage and best practices” and asserts that this bill “ensures the state continues making strides in water efficiency, which reduces wasteful water usage and improves future water supply reliability, and ultimately makes the state more adaptable and resilient to drought and the impacts of climate change.”

- 2) **Background.** The current indoor residential water use standard of 55 gpcd was first set in statute in 2009 as part of the Delta Reform legislative package (this package also mandated a 20% reduction in urban per capita water use by 2020 that has been met). Following the 2012-16 drought, California’s worst on record, then-Governor Brown issued the “Making Conservation California Way of Life” Executive Order [(EO) B-37-16] on May 9, 2016. This EO directed DWR to work with the State Water Board “to develop new water use targets as part of a permanent framework for urban water agencies” and to issue a framework for doing so. DWR and the State Water Board released the called-for framework in 2017 (2017 Framework) that outlined a suite of actions that could be implemented under existing authorities and recommended additional actions that could be implemented with new or expanded authorities given by the Legislature.

Various bills to implement aspects of the 2017 Framework were introduced in the Legislature in 2017. This led to a roughly year-long process that involved the Brown Administration, the Legislature, and numerous stakeholders to negotiate a two-bill package, SB 606 (Hertzberg) and AB 1668 (Friedman), that established a new foundation for long-term improvements in water conservation and drought planning to adapt to climate change. These two bills provided expanded and new authorities and requirements to enable permanent changes and actions to drive more efficient use of water and better prepare the state for future droughts. AB 1668 specifically added more aggressive targets of 52.5 gpcd and 50 gpcd for indoor residential use to be achieved by 2025 and 2030, respectively. AB 1668 also required a report by DWR, to be developed in coordination with the State Water Board, to evaluate the indoor residential use targets and possibly recommend an alternative target to the Legislature based on their findings. This report was mandated to be complete by January 1, 2021.

*Urban water use objective.* As described in #4 under Existing Law, above, the indoor residential use standard is one component of the overall urban water use objective that urban retail water agencies must calculate and report to DWR annually beginning January 2024. The urban water use objective is the sum of: (1) indoor residential water use; (2) outdoor residential water use; (3) outdoor CII use; (4) water losses; (5) variances, if applicable; and (6) bonus incentives for recycled water, if applicable. The objective and the standards that go into setting it apply on an annual aggregate basis and will not apply to individual customers or even on a monthly basis. A given agency may exceed one or more of the standards (e.g., outdoor residential use) so long as in the aggregate, that agency is meeting its overall objective. Enforcement of the urban water use objective falls to the State Water Board which may issue informational orders beginning January 2024, written notices beginning January 2025, and conservation orders beginning January 2026 to any urban water agency that is not meeting its urban water use objective.

*Indoor Residential Water Use Study required by AB 1668 (AB 1668 report).* DWR released a draft of the AB 1668 report in May 2021 and released the final report in November 2021. The AB 1668 report uses customer-level data from 2011-20 for the service areas of 18 urban water suppliers that are geographically dispersed across the state to develop a baseline analysis. The baseline analysis was then applied to 2017-19 aggregate water use data from 157 water suppliers across the state to determine indoor residential water use. A major challenge in determining indoor residential use is that water meters do not distinguish between indoor and outdoor use so that “indoor use must therefore be inferred from the total residential water use through calculations or models in a process referred to as ‘disaggregation.’” The report finds that average indoor residential water use was approximately 51 gpcd and median use was approximately 48 gpcd over the period analyzed (2017-19). The AB 1668 report acknowledges an increase of 3 gpcd to 12.2 gpcd in indoor residential use due to the shelter in place orders during the COVID pandemic but states that “the lingering impacts of COVID-19 are not known.” The AB 1668 report notes that it does not include analysis of the potential economic impacts of a more rigorous indoor residential water use standard; it also acknowledges potential impacts to wastewater systems and water recycling facilities from decreased indoor residential water use but notes that “quantitative benefit and impact analyses were not conducted for this study.” The AB 1668 report recommends a more aggressive indoor residential water use standard as follows (i.e., the same standards proposed by this bill):

**Table 1. Comparison of indoor residential use standards (in gpcd).**

<b>Starting Year</b>	<b>Current Statute</b>	<b>Joint DWR and State Water Board Recommendation</b>
<b>2020</b>	55	55
<b>2025</b>	52.5	47
<b>2030</b>	50	42

The AB 1668 report finds that average indoor residential use will decline by about four gpcd by 2030 due to “passive conservation;” that is, natural declines in water use resulting from plumbing code effects, appliance and fixture turnover, and new housing and not from an active program to reduce water use. As a result, the AB 1668 report estimates that 54 percent

of water suppliers would be below the recommended 2025 standard of 47 gpcd and that 39 percent of water suppliers would be below the recommended 2030 standard of 42 gpcd due to passive conservation alone.

*Wastewater system and water recycling impacts.* It is well-established that reductions in urban water use in turn reduce the amount of influent flowing through wastewater collection systems (e.g., pipes and laterals that make up a sewer system) to wastewater treatment facilities (WWTF). The reduction in influent can have impacts on the wastewater collection system, the wastewater treatment facility, and can reduce the volume of influent available for water recycling facilities, where they exist. The magnitude and cost of these impacts is one of the key policy issues raised by this bill. While the AB 1668 report discussed above acknowledges these impacts, it does not analyze them. The State Water Board, however, has conducted a deeper analysis of these impacts and presented its findings at a workshop on May 11, 2022.

Tables 2 and 3, below, are adapted from the State Water Board’s draft “Summary of Environmental Effects: Evaluating effects of urban water use efficiency standards (AB 1668-SB 606) on urban retail water suppliers, wastewater management agencies, and urban landscapes” (draft analysis) presented at the May 11, 2022 workshop and summarize the types impacts to wastewater collection systems (Table 2) and WWTFs (Table 3) associated with lower influent. It is important to caveat that the draft analysis finds that urban water use has been declining for decades without the more rigorous standard proposed by this bill and that impacts to wastewater systems are already occurring due to this broader trend, “the rate of change in water use reductions interacts with population growth, climate factors [e.g., drought], and system characteristics [e.g., age and design capacity] to yield a cumulative effect on flows, which may range from negligible to significant.”

**Table 2. Summary of effects of lower flows on wastewater collection systems and mitigation responses (draft).**

Low flow effects	Responses
Deposition of solids in wastewater collection systems	Increased labor to flush solids, equipment purchases
Increased sulfide generation causing corrosion of pipes	Replace or upgrade collection pipes
Increased sulfide generation causing odor complaints	Increased chemical usage, equipment needs
Root intrusion and blockages in small diameter laterals	Increased labor and chemical usage, equipment purchases
Generation of methane gas	No response
Increased cycling of lift station pumps, reduced pumping efficiency	Lift station upgrades to address reduced pipe life
Blockages of lift station pumps	Increased labor
Lift station corrosion from increasing	Lift station upgrades to address reduced



sulfide causing	lifespan of equipment
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Source: State Water Board.

Information presented by the State Water Board at the May 11<sup>th</sup> workshop estimates that 62% of wastewater collection systems will be impacted by lower or more concentrated flows and that the cost of mitigating these types of impacts to wastewater collection systems will increase annual operations and maintenance costs by \$5 million (an increase of approximately .5 percent) and annual capital costs by \$40 million (an increase of approximately 2 percent).

**Table 3. Effects of lower flows and associated WWTF management responses (draft).**

Low flow effects	Response
Management of solids scouring events at headworks	Increased labor
Increased sulfide at headworks	Increased chemical cost, upgrade structures
Grit removal less effective	Process upgrades
WWTFs with conventional trickling filter and activated sludge technology process performance deterioration	Increased energy and chemical usage, upgrade process, increased labor/consulting needs
WWTFs with nitrogen removal at or near discharge limits due to increasing ammonia concentrations	Increased energy and chemical usage, upgrade process, increased labor/consulting needs
Increased cost for disinfection	Increased energy (UV) and chemical (chlorine) use
Capacity limitations for increased loading and codigestion	Process upgrades, increased chemical and energy use, increased labor/consulting needs
Increasing dissolved solids (salts) and volumetric limitations impacting recycled water	Revenue losses, increased treatment costs
Wastewater fermentation and transformation	Process & operational modifications, energy

Source: State Water Board.

Information presented by the State Water Board at the May 11<sup>th</sup> workshop estimates that 61% of WWTFs will experience lower or more concentrated flows and that the cost of mitigating these types of impacts will increase annual operations and maintenance costs by \$69 million (an increase of approximately 3 percent) and annual capital costs by \$320 million (an increase of approximately 7 percent).

The draft analysis also indicates that water use efficiency and conservation may impact recycled water production, “reduced influent flows may affect current or future expected recycled water production and planned deliveries to end-users.” Likewise, higher concentration of contaminants and total dissolved solids in influent can limit the potential for some types of water reuse (e.g., for potable use). Nonetheless, the draft analysis finds that “such impacts may generally increase costs to produce recycled water, but the quality of recycled water is unlikely to change significantly if reuse managers undertake mitigation and adaptation actions to address process changes.”

- 3) **Arguments in support.** A coalition of environmental justice organizations including Clean Water Action and Community Water Center support this bill arguing that the current drought obviates the need to improve water use efficiency and that the standards in this bill will make water more affordable for ratepayers and help to realize the Human Right to Water. Clean Water Action et al maintain that water efficiency helps reduce the cost of water services to customers and mitigates rate increases; “low-income customers can least afford to waste water;” “low-income customers need water efficiency improvements to ensure they are not paying for wasted water;” “‘affordability’ concerns [with this bill] appear to be based on a misunderstanding of how the new water objectives will be applied;” and “equity issues can be better met with improved water efficiency.” Clean Water Action et al further assert that “water agencies should offer direct installation of water efficiency retrofits and other targeted financial incentives for low-income households as these are the lowest-cost sources of new water supply” and will address equity and affordability issues.
- 4) **Oppose unless amended.** The Association of California Water Agencies (ACWA), California Municipal Utilities Association, California Association of Sanitation Agencies, WateReuse California and a number of their respective members have taken an “oppose unless amended” position on this bill. ACWA et al argue that the DWR and State Water Board on which this bill is based does not take into account adverse impacts or significant costs associated with achieving the indoor residential water use standard proposed by this bill. ACWA et al maintain that the studies and investigations promised when AB 1668 was negotiated have not been completed and that the recommendations in the AB 1668 report do not take into account shifts in water use stemming from the COVID-19 pandemic, “the pandemic has fundamentally changed work, shifting some jobs remote, which will lead to increased residential [gpcd].” In addition, ACWA et al point to estimates by the California Water Efficiency Partnership that the cost of achieving the 2030 standard of 42 gpcd proposed by this bill is likely between \$2.8 billion and \$4.6 billion and “will only save 354,000 acre feet of water per year over the current 2030 standard” (50 gpcd). ACWA et al are seeking amendments to this bill that “would delay the implementation of a 2030 standard and require additional quantitative analysis of a cost-effective and feasible standard for 2030 and beyond.”
- 5) **Arguments in opposition.** A number of water agencies including Desert Water Agency and El Dorado Irrigation District oppose this bill arguing that the necessary studies and investigations required by AB 1668 to justify a more rigorous indoor residential water use standard have not been conducted. These agencies maintain that this “runs afoul of the spirit of the compromise reached just four years ago under AB 1668 (Friedman)—that statutory standards would be enacted, but the standards would not take effect unless they were supported by studies and investigations regarding potential negative impacts on ‘water and wastewater management, including potable water usage, wastewater, recycling and reuse

systems, infrastructure, operations, and supplies.” In addition, these agencies assert that this bill will increase cost and affect water affordability, adversely impact wastewater collection systems, WWTFs, and recycled water facilities.

- 6) **Possible committee amendments.** Opponents have raised concerns about the impacts of this bill to water and wastewater systems and recycled water facilities. The AB 1668 report discussed above did not include an analysis of these potential impacts and costs. Given this, the committee may wish to consider requesting the following amendments to require a more complete analysis of these potential impacts and give DWR and the State Water Board the authority to recommend more time to meet the standard or offer variances for unique circumstances. The amendments would also require a progress report and assessment of cost of meeting the standard.

Amendment 1 – Amend section one of this bill as follows:

(b) (1) The department, in coordination with the board, shall conduct necessary studies and investigations **to assess and quantify the economic benefits and impacts of meeting the 2030 indoor residential use standard on water, wastewater, and recycled water systems and shall include saturation end-use studies. The studies and investigations shall build on studies undertaken pursuant to 106902 (c). To facilitate these studies and investigations, the board may request necessary information from wastewater agencies including, monthly influent flow, actions taken to reassess treatment processes, and the impact of the implementation of this chapter on wastewater operations, maintenance, and capital investment. The department shall summarize the findings of these studies and investigations in a report to the Legislature by January 1, 2027.**

**(2) If the department, in coordination with the board, determines that achieving the 2030 indoor residential use standard unduly impacts affordability of water and wastewater services, the department and board may jointly recommend to the Legislature a more appropriate timeframe to achieve the 2030 indoor residential use standard.**

**(3) Based upon the studies and investigations conducted pursuant to subdivision (b)(1), the board shall consider whether to adopt additional variances to accommodate unique challenges related to residential indoor water use pursuant to section 10609.2. Variance options may include, but are not limited to, stranded assets, impacts on disadvantaged communities, impacts to environmental flows, or adverse impacts to wastewater systems.**

~~(2)~~ **(4) The studies, investigations, and report described in paragraph (1) shall include collaboration with, and input from, a broad group of stakeholders, including, but not limited to, environmental groups, experts in indoor plumbing, and water, wastewater, and recycled water agencies.**

**(5) The report described in (1) shall be submitted to the Legislature consistent with Government Code, Section 9795.**

Amendment 2 – Add Water Code, Section 10609.33 to read:

**10699.33 (a) By January 1, 2028, the department, in coordination with the board, shall submit a report to the Legislature on the progress of urban retail water suppliers towards achieving their urban water use objective.**

**(b) The report described in (a) shall be submitted to the Legislature consistent with Government Code, Section 9795.**

- 7) **Related legislation.** AB 2157 (Blanca Rubio) makes technical changes to indoor residential use standard statute. AB 2157 is in the Assembly Rules Committee.

AB 1434 (Friedman) was the same as this bill and set an indoor residential water use standard of 47 gpcd beginning January 1, 2025 and 42 gpcd beginning January 1, 2030. AB 1434 died in the Assembly Appropriations Committee.

AB 1668 (Friedman), Chapter 15, Statutes of 2018, establishes an indoor residential water use standard of 55 gpcd until January 1, 2025, of 52.5 gpcd until January 2, 2030, and of 50 gpcd thereafter and requires DWR to submit a report to the Legislature that may recommend a different indoor residential use standard by January 1, 2021, among other provisions.

SB 606 (Hertzberg), Chapter 14, Statutes of 2018, establishes urban water use objectives and water use reporting requirements so urban water supplier and the State Water Board can track whether or not an urban water supplier is meeting its urban water use objective, among other provisions.

SBx7 7 (Steinberg), Chapter 4, Statutes of 2009-10 Seventh Extraordinary Session, requires a 20% reduction in urban per capita water use by December 30, 2020, among other provisions. SBx7 7 also sets a provisional indoor residential water use standard of 55 gpcd.

## **REGISTERED SUPPORT / OPPOSITION:**

### **Support**

California Coastkeeper Alliance  
 California Environmental Voters  
 Clean Water Action  
 Climate Resolve  
 Community Water Center  
 Environmental Council of Sacramento  
 Environmental Working Group  
 League of Women Voters of California  
 Los Angeles Alliance for a New Economy  
 Los Angeles Waterkeeper  
 Mono Lake Committee  
 Natural Resources Defense Council  
 Pacific Institute  
 Planning and Conservation League  
 SacACT  
 Sierra Club California

South Yuba River Citizens League  
SPUR

**Oppose unless amended**

Amador Water Agency  
Association of California Water Agencies  
Big Bear City Community Services District  
California Association of Sanitation Agencies  
California Municipal Utilities Association  
California Special Districts Association  
California Water Association  
Calleguas Municipal Water District  
Camrosa Water District  
Carmichael Water District  
City of Camarillo  
City of Roseville  
Coachella Valley Water District  
Coastside County Water District  
Cucamonga Valley Water District  
East Orange County Water District  
East Valley Water District  
Eastern Municipal Water District  
El Toro Water District  
Elk Grove Water District  
Fresno Metropolitan Flood Control District  
Hidden Valley Lake Community Services District  
Indian Wells Valley Water District  
Inland Empire Utilities Agency  
Irvine Ranch Water District  
Las Virgenes Municipal Water District  
Los Angeles County Sanitation Districts  
Mesa Water District  
Mojave Water Agency  
Monte Vista Water District  
Monterey 1 Water  
Municipal Water District of Orange County  
Northern California Water Association  
Olivenhain Municipal Water District  
Orange County Business Council  
Orange County Sanitation District  
Orange County Water District  
Otay Water District  
Padre Dam Municipal Water District  
Placer County Water Agency  
Rancho California Water District  
Regional Water Authority  
Sacramento Suburban Water District  
San Juan Water District

Santa Fe Irrigation District  
Santa Margarita Water District  
Serrano Water District  
South Coast Water District  
Tahoe City Public Utility District  
Tri-county Water Authority  
Tuolumne Utilities District  
Upper San Gabriel Valley Municipal Water District  
Utica Water and Power Authority  
Valley Center Municipal Water District  
Vista Irrigation District  
Walnut Valley Water District  
WaterReuse California  
West Kern Water District  
Western Municipal Water District  
Yorba Linda Water District  
Zone 7 Water Agency

**Opposition**

City of Bakersfield  
City of Carlsbad  
City of Santa Rosa  
Desert Water Agency  
El Dorado Irrigation District  
Elsinore Valley Municipal Water District  
Palmdale Water District  
Rowland Water District  
Valley County Water District  
Walnut Valley Water District

**Analysis Prepared by:** Pablo Garza / W., P., & W. / (916) 319-2096

**Amended Mock-up for 2021-2022 SB-1157 (Hertzberg (S))**

**Mock-up based on Version Number 99 - Introduced 2/17/22  
Submitted by: Pablo Garza, WPW**

**THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:**

**SECTION 1.** Section 10609.4 of the Water Code is amended to read:

**10609.4.** (a) (1) Until January 1, 2025, the standard for indoor residential water use shall be 55 gallons per capita daily.

(2) Beginning January 1, 2025, and until January 1, 2030, the standard for indoor residential water use shall be 47 gallons per capita daily.

(3) Beginning January 1, 2030, the standard for indoor residential water use shall be 42 gallons per capita daily.

(b) (1) The department, in coordination with the board, shall conduct necessary studies and investigations **to assess and quantify the economic benefits and impacts of meeting the 2030 indoor residential use standard on water, wastewater, and recycled water systems and shall include saturation end-use studies. The studies and investigations shall build on studies undertaken pursuant to 106902 (c). To facilitate these studies and investigations, the board may request necessary information from wastewater agencies including, monthly influent flow, actions taken to reassess treatment processes, and the impact of the implementation of this chapter on wastewater operations, maintenance, and capital investment. The department shall summarize the findings of these studies and investigations in a report to the Legislature by January 1, 2027.**

**(2) If the department, in coordination with the board, determines that achieving the 2030 indoor residential use standard unduly impacts affordability of water and wastewater services, the department and board may jointly recommend to the Legislature a more appropriate timeframe to achieve the 2030 indoor residential use standard.**

**(3) Based upon the studies and investigations conducted pursuant to subdivision (b)(1), the board shall consider whether to adopt additional variances to accommodate unique challenges related to residential indoor water use pursuant to section 10609.2. Variance options may include, but are not limited to, stranded assets, impacts on disadvantaged communities, impacts to environmental flows, or adverse impacts to wastewater systems.**

~~and may jointly recommend to the Legislature a standard for indoor residential water use that more appropriately reflects best practices for indoor residential water use than the standard described in subdivision (a). A report on the results of the studies and investigations shall be made to the chairpersons of the relevant policy committees of each house of the Legislature by January 1, 2021, and shall include information necessary to support the recommended standard, if there is one. The studies and investigations shall also include an analysis of the benefits and impacts of how the changing standard for indoor residential water use will impact water and wastewater management, including potable water usage, wastewater, recycling and reuse systems, infrastructure, operations, and supplies.~~

~~(2)~~ (3) The studies, investigations, and report described in paragraph (1) shall include collaboration with, and input from, a broad group of stakeholders, including, but not limited to, environmental groups, experts in indoor plumbing, and water, wastewater, and recycled water agencies.

~~(4)~~ The report described in (1) shall be submitted to the Legislature consistent with Government Code, Section 9795.

**Section 2. Add Water Code, Section 10609.33 to read:**

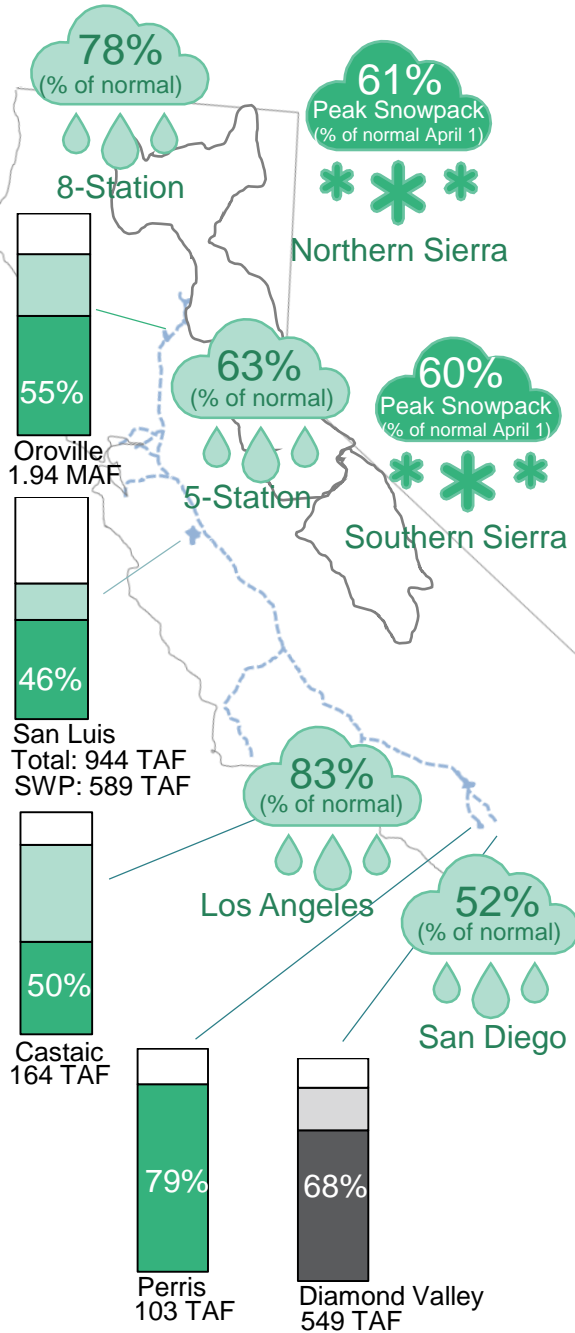
**10699.33 (a) By January 1, 2028, the department, in coordination with the board, shall submit a report to the Legislature on the progress of urban retail water suppliers towards achieving their urban water use objective.**

**(b) The report described in (a) shall be submitted to the Legislature consistent with Government Code, Section 9795.**

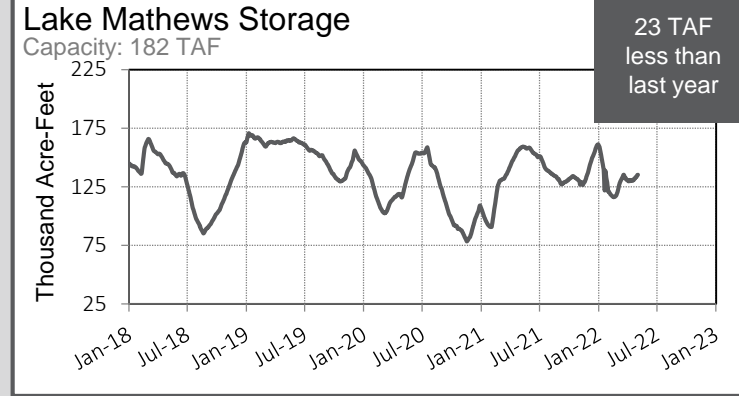
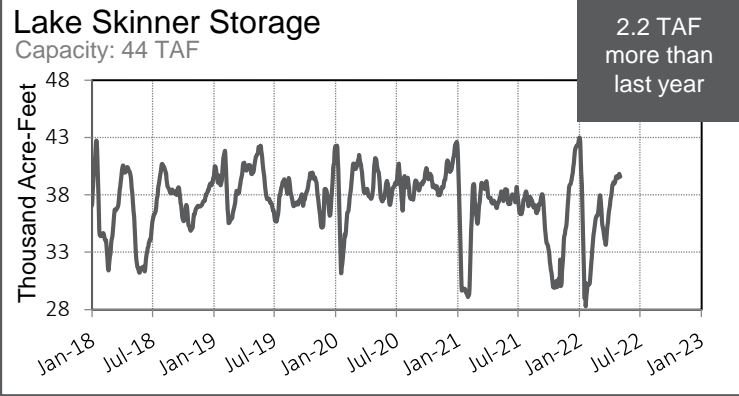




SWP Table A – 5% - 95,575 AF



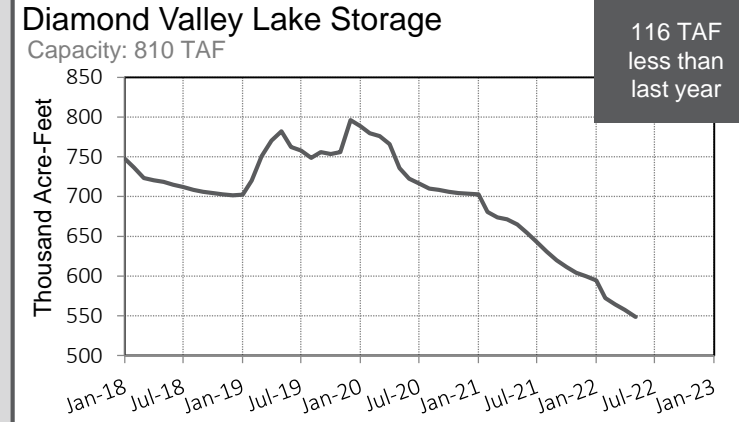
## Metropolitan Resources



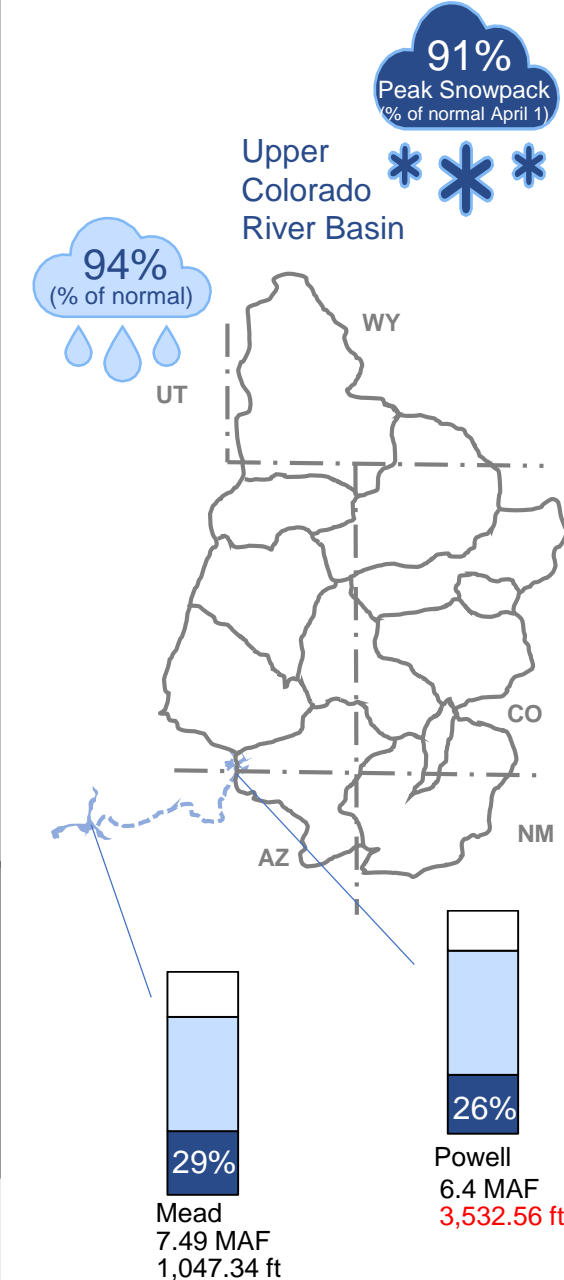
### MWD WSDM Storage

Calendar Year 2022

	Take Capacity
Colorado River Aqueduct Delivery System	351 TAF
State Water Project System	185 TAF
In-Region Supplies and WSDM Actions	426 TAF
Other Programs	10 TAF
<b>Total WSDM Storage Take Capacity</b>	<b>972 TAF</b>



Projected CRA Diversions – 1,135,000 AF



## Highlights

- For more information on the current drought:
  - <https://www.mwdh2o.com/planning-for-tomorrow/how-we-plan/drought/>



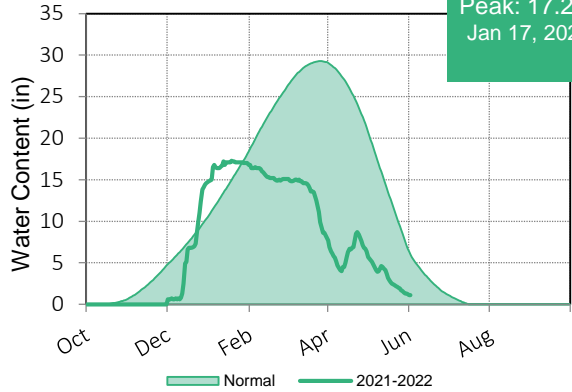
This report is produced by the Water Resource Management Group and contains information from various federal, state, and local agencies. The Metropolitan Water District of Southern California cannot guarantee the accuracy or completeness of this information. Readers should refer to the relevant state, 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](mailto:mferreira@mwdh2o.com)

# State Water Project Resources

As of: 06/02/2022

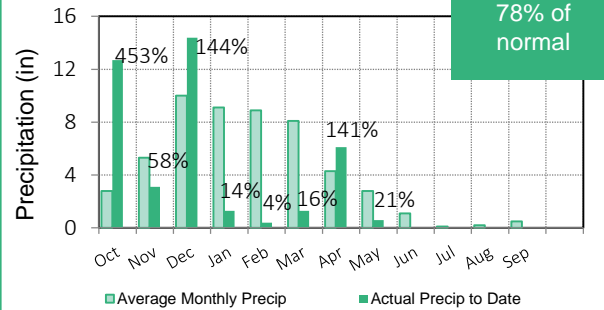
## Northern Sierra Snowpack

Peak: 17.2 in  
Jan 17, 2022



## 8 Station Index Precipitation

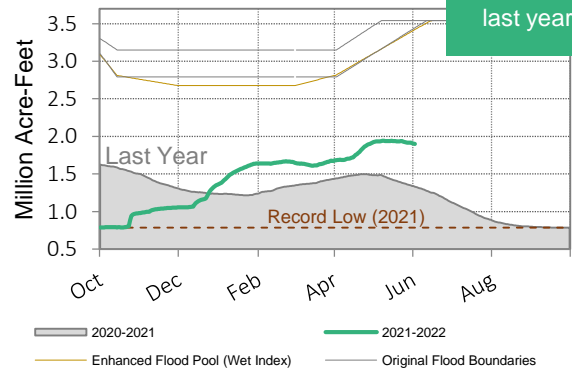
39.6 in  
78% of normal



## Oroville Reservoir Storage

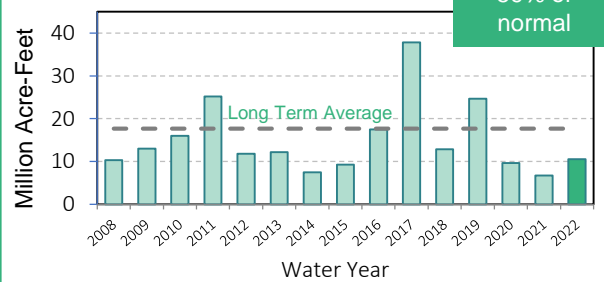
Capacity: 3.54 MAF

570 TAF  
more than last year



## Sacramento River Runoff

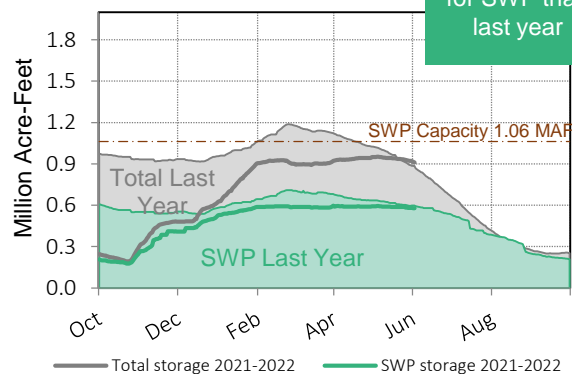
Forecast:  
59% of normal



## San Luis Reservoir Storage

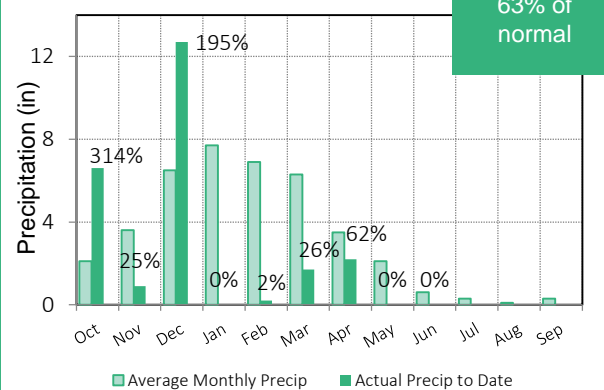
Capacity: 2.04 MAF

19 TAF less  
for SWP than last year



## 5 Station Index Precipitation

24.3 in  
63% of normal



## Other SWP Supplies

Calendar Year 2022

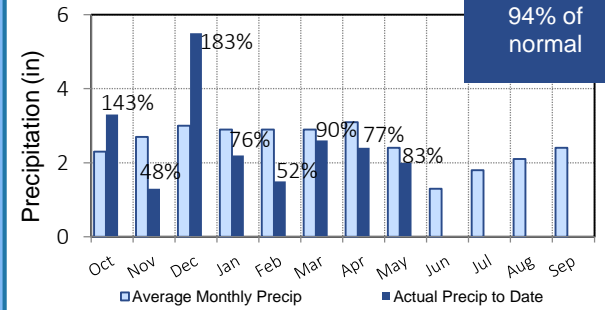
Carryover 38,000 AF (Est.)

# Colorado River Resources

As of: 06/02/2022

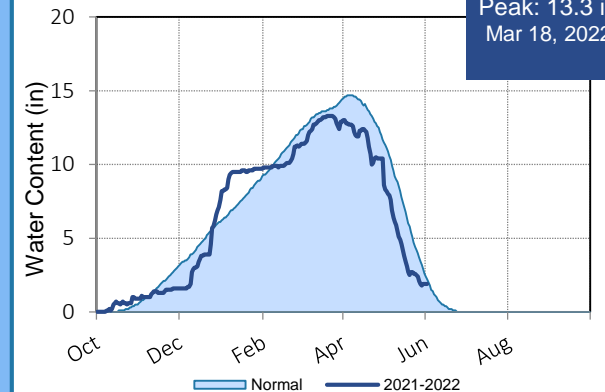
## Upper Colorado Precipitation

20.8 in  
94% of normal



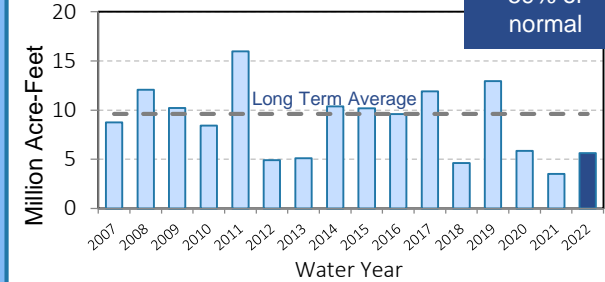
## Upper Colorado Snowpack

Peak: 13.3 in  
Mar 18, 2022



## Powell Unregulated Inflow

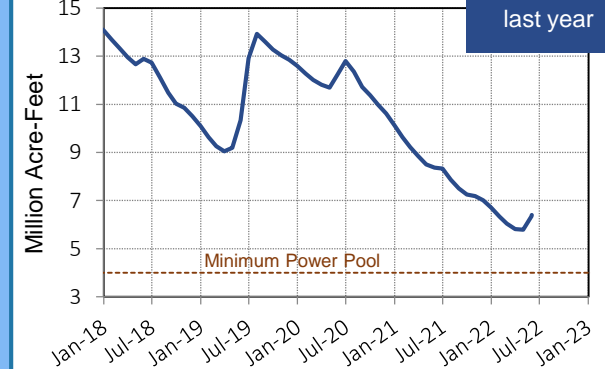
Forecast:  
59% of normal



## Lake Powell Storage

Capacity: 24.3 MAF

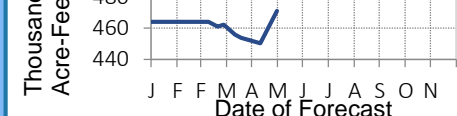
1.99 MAF  
less than last year



## PVID/Yuma Agricultural Use

Annual Forecasted for 2022

Current  
Annual  
Forecast:  
471 TAF



## Projected Lake Mead ICS

Calendar Year 2022

Put (+) / Take (-)  
-280,000 AF

## Lake Mead Surplus/Shortage Outlook

	2022	2023	2024	2025	2026
Surplus	0%	0%	0%	0%	0%
Shortage	100%	100%	93%	100%	87%
Metropolitan DCP*		3% 180 TAF	70% 272 TAF	66% 290 TAF	56% 299 TAF

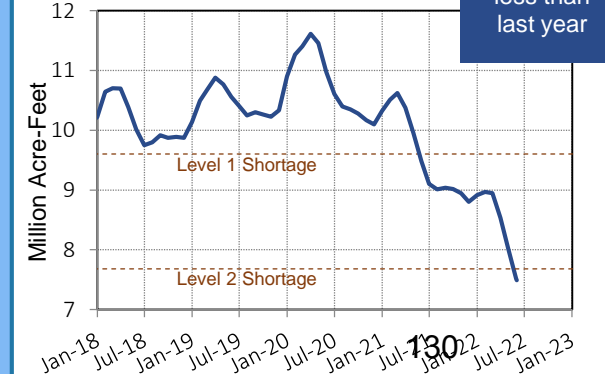
Likelihood based on results from the May 2022 CRMMs in Ensemble Mode/CRSS model run. Includes DCP Contributions. Only includes 500+ Plan items implemented to date.

\* Chance of required DCP contribution by Metropolitan. Volume is average contribution when needed.

## Lake Mead Storage

Capacity: 26.1 MAF

1.94 MAF  
less than last year





June 21, 2022 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

**Subject : Proposed Two-Year Budget Plan for Fiscal Years 2022-24**

**SUMMARY:**

The proposed two-year budget plan includes total appropriations of \$81.2 million for Fiscal Year 2022-23, an increase of \$1.6 million or 2.0% over Fiscal Year 2021-22; and \$95.9 million in total appropriations for Fiscal Year 2023-24, an increase of \$14.7 million or 18.2% over the Fiscal Year 2022-23 proposed budget. The total operating budget for Fiscal Year 2022-23 is \$58.9 million, an increase of \$115,000 or 0.2% over the Fiscal Year 2021-22 Budget. The total operating budget for Fiscal Year 2023-24 is \$64.8 million, an increase of \$5.9 million or 10.0% over the Fiscal Year 2022-23 proposed budget.

Fiscal Year 2022-23 proposed capital appropriations total \$21.0 million, and Fiscal Year 2023-24 capital appropriations total \$29.8 million. Additionally, debt service and non-operating appropriations of \$1.3 million are also included in the proposed budgets for Fiscal Years 2022-23 and 2023-24. Staff recommends that the Board approve the two-year budget plan for Fiscal Years 2022-24 and adopt the proposed Fiscal Year 2022-23 Budget.

**RECOMMENDATION(S):**

Approve the Two-Year Budget Plan for Fiscal Years 2022-24 and adopt the proposed Fiscal Year 2022-23 Budget.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

## **FINANCIAL IMPACT:**

The proposed Fiscal Year 2022-23 Budget is \$81.2 million.

## **DISCUSSION:**

### The Budget Process:

The budget process for Fiscal Years 2022-24 began in January 2022 with a review of the prior budget process and introduction of new Government Finance Officers Association (GFOA) budget reporting standards. Departments were tasked with reviewing the agency's Strategic Plan to ensure continued relevance and begin the process of developing departmental goals, objectives and performance measures in support of the proposed budget.

In February 2022, staff reviewed major budget assumptions and began the process of developing budget estimates. The General Manager met with representatives from each department in April 2022 to discuss and review the budget in detail. On April 12, 2022, the Board reviewed the preliminary budget assumptions for operating revenue and expenses at the Strategic Planning Workshop.

In May 2022, the Board received a 10-year Infrastructure Investment Plan, and it was incorporated into the proposed Two-Year Budget Plan for Fiscal Years 2022-24. The draft budget was presented to the Board for approval.

### Background:

The District has prepared a biennial budget since 2016. Following review of the draft budget, staff incorporates any recommended changes in a final version that is presented to the Board for approval. The Board adopts the budget for the first year and approves the budget plan for the second year. Prior to commencement of the second year, the Board is presented an updated budget for adoption. The Fiscal Years 2022-24 Two-Year Draft Budget represents the proposed budget for the next two fiscal years.

The development of the Fiscal Years 2022-24 Two-Year Budget coincides with historic drought conditions faced by the State of California. On November 2, 2021, the Board adopted Resolution No. 2599, declaring a state of emergency due to water shortage, and activating Stage 3 of the District's Water Shortage Contingency Plan. The drought affects all agencies currently under mandatory restrictions put into place by state and local governments. Staff recognizes the dynamic nature of the emergency and the possibility of an on-going economic impact to the District in the coming years.

Given the dynamic nature of the drought emergency, staff proposes a conservative two-year budget based on the current experience of the District, while recognizing that conditions could improve or further deteriorate over time.

### Budget Assumptions:

One of the first steps in preparation of the Fiscal Years 2022-24 Two-Year Budget Plan was to review the significant budget factors and assumptions. At the Board workshop held on April 12, 2022, staff reviewed the major factors and assumptions for the draft budget and requested

feedback from the Board on the following:

- Pass-through of the Metropolitan Water District of Southern California (MWD) approved increases to its full-service treated volumetric rates for purchased water effective on January 1st of 2023 and 2024, and the use of Rate Stabilization Funds to minimize the impact to customers as a result of decreased water sales associated with the drought.
- Water use reductions of thirty-five percent (35%) for potable water in Fiscal Year 2022-23 and twenty percent (20%) in Fiscal Year 2023-24.
- Increases to labor costs based on currently-approved Memorandums of Understanding.
- Authorization of a total of three additional staffing positions: one in the Human Resources Division and two in the Water Treatment Division (one in Fiscal Year 2022-23 and one in Fiscal Year 2023-24), as well as reclassifications within the Water Reclamation Division.
- Continuation of optional, additional payments, in the amount of \$1.3 million annually, to continue reduction of the District's unfunded liability for Other Post-Employment Benefits (OPEB).
- Assignment of an additional \$5 million from Recycled Water Enterprise and \$15 million from the Potable Water Enterprise for the Pure Water Project Las Virgenes-Triunfo.

#### Summary of Changes to Draft Budget:

The following changes were made to the draft budget presented to the board on May 17, 2022:

##### Potable Water Revenues:

- Increased use of penalties for wasteful water use from \$1.1 million to \$1.5 million in the Potable Water Enterprise.

##### Potable Water Expenses:

- Increased Potable Water Conservation outside services expense from \$1.1 million to \$1.5 million.

##### Recycled Water Expenses:

- Increased outside services expense of \$275,000 in the Recycled Water Enterprise for projected costs related to the Emergency Recycled Distribution Program.

#### On-going Review of Budget and Ability to Adjust to Economic Conditions:

As part of the budget process, staff provides the Board with quarterly reports that reflect budget-to-actual results during the fiscal year. During the Fiscal Year 2022-23, these quarterly reports will be critical to assess whether or not the District's revenues and expenditures are in line with budgeted projections and to monitor on-going drought conditions and state-mandated restrictions. Recognizing the uncertainty that currently exists, staff has identified the following potential cost-saving measures that can be implemented quickly to adapt to changing conditions:

- Forego one or more of the optional, additional OPEB contributions (four equal quarterly payments of approximately \$320,000 for a total of \$1.3 million).
- Defer and/or re-prioritize capital improvement projects.

- Implement a temporary hiring freeze for vacant positions, and/or
- Reduce investments in customer incentive programs for water-use efficiency.

As staff continues to monitor the District's financial position, any proposed adjustments or budget reduction proposals will be presented to the Board with an analysis of the anticipated impacts to the organization and its customers, both in the near and long-terms. This approach will support the Board to adapt the District's response to the most current financial conditions, while minimizing the impact on the essential services provided to customers.

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Debbie Rosales, Financial Analyst II

**ATTACHMENTS:**

Proposed Two-Year Budget Plan for Fiscal Years 2022-24

# LAS VIRGENES MUNICIPAL WATER DISTRICT



Proposed 2 Year Budget  
Fiscal Years 2022-2024





## OUR MISSION

Dedicated to Providing High-Quality Water Service in a Cost-Effective and Environmentally Sensitive Manner.



### OUR COMMITMENTS ...

 HIGH LEVEL OF CUSTOMER SATISFACTION	 TRANSPARENCY AND COMMUNITY ENGAGEMENT	 HIGHLY EFFECTIVE WORKFORCE
 MAXIMUM REUSE AND RESOURCE RECOVERY	 SOUND FINANCIAL MANAGEMENT	 RELIABLE WATER SUPPLY AND SERVICE
 SOUND PLANNING AND APPROPRIATE INVESTMENT	 INNOVATIVE AND EFFICIENT OPERATIONS	 PROTECTION OF PUBLIC HEALTH AND THE ENVIRONMENT
  	 SAFE, HIGH QUALITY WATER	WWW.LVMWD.COM

## OUR VISION

Valuing Every Drop -  
Bringing Water Full Circle

WE ARE GUIDED BY THESE VALUES IN OUR INTERACTIONS WITH OTHERS ...

INTEGRITY

RESPECT

COMMITMENT

RESPONSIBILITY

COLLABORATION

LEADERSHIP





# Las Virgenes Municipal Water District

## Fiscal Years 2022-23 / 2023-24

### Adopted Budget

#### **Board of Directors**



*Jay Hewitt  
President  
Director, Division 5*



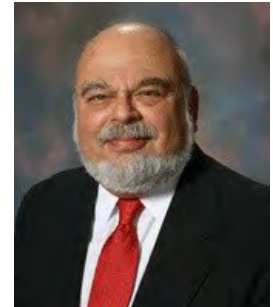
*Leonard E. Polan  
Vice President  
Director, Division 4*



*Lynda Lo-Hill  
Treasurer  
Director, Division 2*



*Charles Caspary  
Secretary  
Director, Division 1*



*Lee Renger  
Director  
Division 3*

#### **Executive Team**

*David Pedersen, P.E. - General Manager  
W. Keith Lemieux - Counsel  
Joe McDermott, P.E. - Director, Engineering and External Affairs  
John Zhao, P.E. - Director, Facilities and Operations  
Donald Patterson, CPFO CCMT - Director, Finance and Administration*

#### **Management Team**

##### **Engineering and External Affairs**

*Ursula Bosson, Customer Service Manager  
Mike McNutt, Public Affairs & Communications Manager  
Dave Roberts, Resource Conservation Manager  
Eric Schlageter, Planning & Technical Services Manager*

##### **Facilities and Operations**

*Brett Dingman, Water Reclamation Manager  
Darrell Johnson, Water Systems Manager  
Jim Korkosz, Facilities Operations Manager*

##### **Finance and Administration**

*Sophia Crocker, Human Resource Manager  
Ivo Nkwenji, Information Systems Manager  
Brian Richie, Finance Manager*

## READER'S GUIDE

The budget is intended to address many different audiences, both internally and externally. It serves as a policy document, financial plan, operational guide, and a communication document. It has been formatted to enhance readability and provide users with extractable sections that can stand on their own. The document is intended to reflect the emphasis that Las Virgenes Municipal Water District places on excellent services delivered in an efficient, respectful, and courteous manner.

**The District** section provides background and historical information about Las Virgenes Municipal Water District. It provides statistical community information, such as areas served, population and demographics. Included is the agency organization chart, staffing, a staffing chart, financial policies, and budget awards are also included.

**Budget Discussion** section provides information on the overall financial stability of the organization. This includes the budget overview, process and calendar. The District's strategic plan and planning process are included in this section.

**Operations** section provides the reader with information about the agency's three enterprise funds - Potable Water, Recycled Water, and Sanitation; with business unit detail. The section includes discussion of business unit functions and line item details. Also included is summary financial data for each business unit and enterprise for two prior fiscal years including prior year actuals, current year budget and estimated actuals, and Fiscal Years 2022-23 and 2023-24 budget.

**Internal Services** section provides information on all costs associated with the General Administration of the District. Includes all personnel related costs as well as general operations and maintenance expenses. All net accumulated costs are allocated to the enterprise, capital projects, and the Joint Powers Authority (JPA)

**Capital Improvement Plan** is provided to capture all current capital projects contained in the budget. The Capital Improvement Projects Budget includes anticipated spending in the next two years by fund. The Capital Improvement Detail includes a detail of each project including project descriptions, costs, established priorities, status, and project funding.



## Office of the General Manager

**DATE:** June 21, 2022  
**TO:** LVMWD Customers  
Board of Directors



It is my privilege to present the proposed operating and capital improvement projects budget plan for Fiscal Years 2022-23 and 2023-24. The District prepares a biennial budget in order to improve long-range and strategic planning. The Board approves the two-year budget plan and adopts the Fiscal Year 2022-23 budget. In the spring of 2023, the Board will be presented with budget-to-actuals for the current year and will be asked to consider any modifications to the proposed budget for Fiscal Year 2023-24.

This two-year budget represents the concerted efforts of staff over the past several months to estimate the financial needs of the District for the next two fiscal years to continue to provide high quality water and sanitation services to the District's customers. This budget is also aligned with the District's adopted Strategic Plan Goals and Objectives and its Financial Policies.

The development of the Fiscal Years 2022-24 budget coincides with historic drought conditions faced by the State of California which if weather patterns do not change will experience its fourth straight year of drought. An executive order was issued on March 28, 2022 by Governor Newsom to "further conserve water and improve drought resiliency", and a resolution was issued by Metropolitan Water District (the District's principal water supplier) on April 26, 2022 declaring a water shortage emergency and implementing an emergency water conservation program to participating agencies. In turn, The District Board approved a resolution on May 17, 2022 declaring a continuing state of emergency due to water shortage from drought conditions in the State of California. The resolution is intended to be proactive in driving further water use reduction from potable and recycled water customers.

The District has taken several actions over the past several years to ensure financial resiliency for various economic and hydrological conditions. Steps taken include increasing the percentage of fixed cost recovered from fixed fees, implementation of water budgets to encourage making water efficiency a way of life, and creating an \$8 million rate stabilization fund to temporarily address any short-term revenue shortfalls. This two-year budget utilizes \$946,021 in Fiscal Year 2022-23 and \$583,801 in Fiscal Year 2023-24 from the Rate Stabilization Fund to minimize the effects of the drought on the District's operations and capital program.

### **Responding to Statewide Drought Emergency**

The Fiscal Years 2022-24 budget reflects the realities of the State's current drought emergency and the unprecedented one-day-per-week outdoor watering restrictions that went into effect June 1, 2022. The District is mandated to achieve significant reductions in water usage or face potential penalties from the Metropolitan Water District and the possibility of a complete ban on outdoor water usage later in 2022. An additional \$1.5 million from one-time wasteful water use penalty revenue has been budgeted in Fiscal Year 2022-23 for one-time expenses related to the drought emergency including funds to increase enforcement of watering restrictions, additional rebates for water saving devices, the installation of flow restrictors, and other efforts to ensure conservation

mandates are met. An additional \$800,000 has been budgeted in Fiscal Year 2023-24 for one-time drought response expenditures.

With potential uncertainties regarding the future impacts of drought conditions, staff will proactively monitor the situation and its impact on the District. Additionally, the following cost-saving measures have been identified for implementation as necessary due to worsening drought conditions:

- Forego one or more of the optional, additional contributions to other post-employment benefits (four quarterly payments of approximately \$320,000, for a total of \$1.3 million);
- Defer and/or re-prioritize capital improvement projects;
- Implement a temporary hiring freeze for vacant positions;
- Reduce investments in customer incentive programs for water-use efficiency.

Within the context discussed above, the proposed budget continues to address key District priorities that ensure the continued delivery of high-quality service that the District's customers have come to expect.

### **Long-Term Water Reliability Improvements**

In 2020, the District, through its joint powers authority with the Triunfo Water and Sanitation District, completed the Pure Water Demonstration Project that provides for an educational setting, complete with a water tasting station and demonstration garden, to highlight the process of treating recycled water to drinking water standards. The project serves to support the development of the future full-scale Pure Water Project Las Virgenes-Triunfo that will ultimately bring the District's water full circle by treating its effluent from the Tapia Water Reclamation Facility to better than drinking water standards before mixing it with imported water stored in Las Virgenes Reservoir. During this two-year budget cycle, the Pure Water Demonstration Project will continue to be open for tours and educational experiences, while the planning and design for the full-scale project continues. Included in the Fiscal Years 2022-24 budget is an assignment of \$15 million in funds from the Potable Water Enterprise and \$5 million from the Recycled Water Enterprise dedicated to the Pure Water Project. The project is anticipated to deliver approximately 3,100 acre feet of locally produced potable water by 2035.

### **Focus on Developing and Supporting the District's Workforce**

In October 2018, the District prepared and implemented a comprehensive Succession Plan to ensure the continuity of leadership for the organization. The Fiscal Years 2022-23 and 2023-24 Budget Plan provides resources to attract the most qualified new employees, retain its high-quality employees and transfer institutional knowledge through training resources and educational reimbursement opportunities. In 2021, the District completed negotiating the terms of successor Memorandums of Understanding (MOUs) with each of its four represented groups. The new agreements are now in place effective 1/1/2022 – 12/31/2024. The MOUs are a key tool to implement the District's strategic objectives. The District will also continue to focus on employee recognition strategies, as well as diversity and inclusion initiatives.

### **Focus on Efficiency and Financial Resiliency**

The District continues to focus on ensuring responsible management of its ratepayers' funds

completing a new five-year rate study implemented March 2021. All Enterprises continue to exceed reserve policy levels for the current fiscal year 2021-22 as well as projected reserve requirements for the upcoming Fiscal Year 2022-23, increasing the available funding for capital projects. The District completed the implementation of its new Enterprise Resource Planning (ERP) system in 2021, as well as introduced new investment and debt management tracking software in 2022 to allow for more efficient and timely reporting of financial information to stakeholders.

The District plans to continue contributing additional quarterly payments towards its unfunded liability for other post-employment benefits (OPEB), totaling about \$1.3 million annually. These payments will pay down the unfunded liability, which will reduce the long-term cost to ratepayers.

### **Investments in the Future**

The proposed budget also includes investment in a number of important projects to ensure the reliability of the District's service to its customers in the future. The following are examples of those projects:

- Construction of an interconnection with Calleguas Municipal Water District to improve water supply reliability;
- Construction of the Twin Lakes Pump Station Pipeline Project to increase the supply reliability for the Twin Lakes subsystem and enhance capacity to serve the Deerlake Ranch Development;
- Planning and design of the Pure Water Project Las Virgenes-Triunfo.
- Cornell Pump Station Improvement Project – pump station improvements to provide added reliability and redundancy to the District's potable water system backbone during planned and unplanned system outages

In summary, this budget represents the continued efforts to provide safe, reliable water and sanitation services to customers by focusing on developing and supporting the District's workforce, improving water reliability by bringing water full circle, supporting customers to meet water-use efficiency standards, focusing on efficiency and financial resiliency and investing in the future. The District is well-positioned to improve its financial resiliency and continue to deliver reliable service to its customers.

### **ACKNOWLEDGEMENTS**

This budget document represents the hard work and dedication of many employees throughout the District who thoughtfully and carefully considered the resources needed to achieve the quality of service expected, while remaining stewards of the District's funds.

Very Truly Yours,



David W. Pedersen, P.E.  
General Manager

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**VIDEO: How the Budget is Connected to Our Customers**

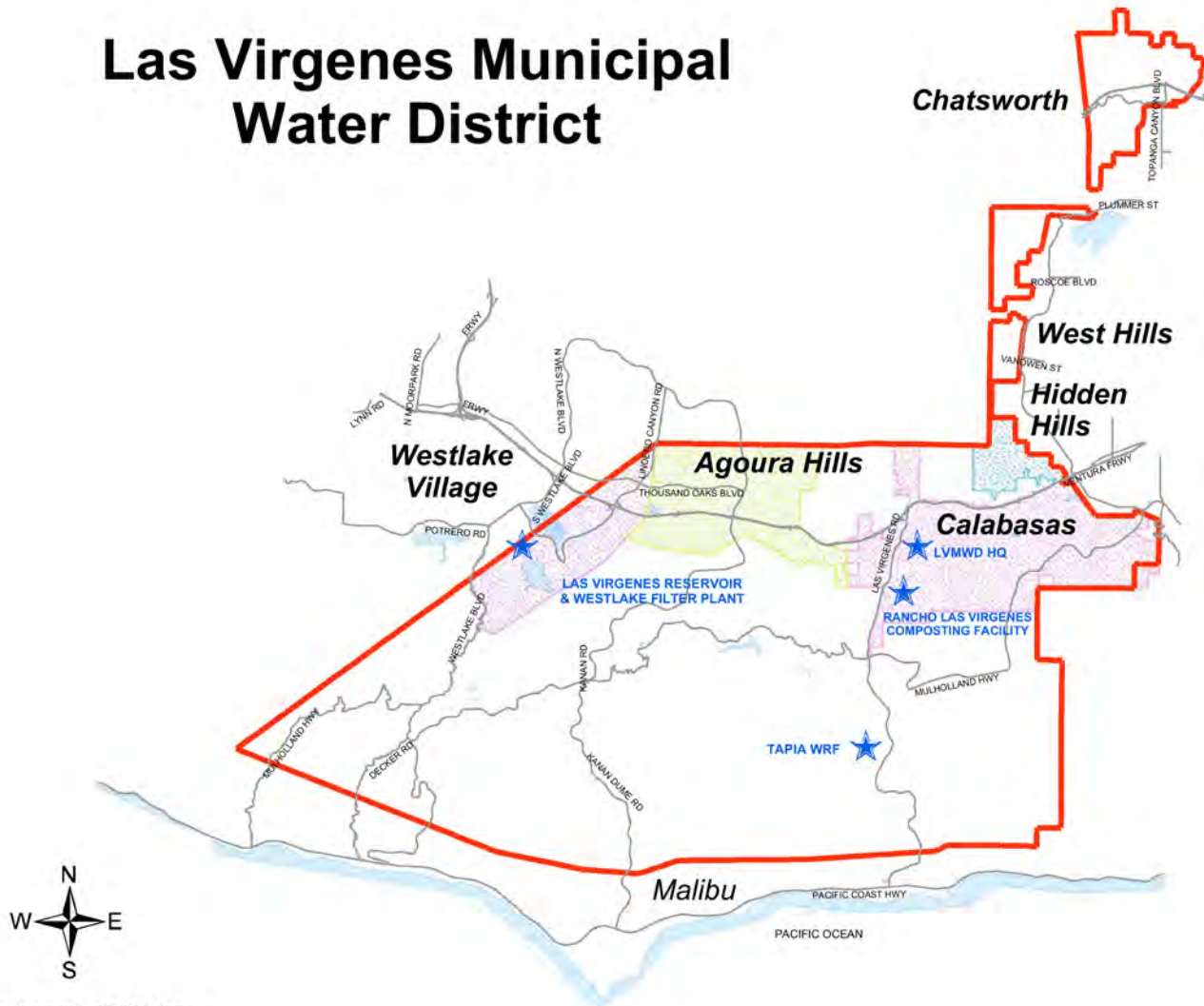


# DISTRICT PROFILE

## Background

Las Virgenes Municipal Water District (LVMWD) is a California Special District formed by local residents in 1958 to secure a reliable source of high-quality water for the portion of Los Angeles County located between the City of Los Angeles boundary at the west end of the San Fernando Valley, to the Ventura County line to the west and north, and south to the Malibu city limit. The District was created during a drought that saw local wells run dry. LVMWD rose from a grassroots effort to find a water supply without annexing to the City of Los Angeles. Upon its creation by voters, the District sought, and ultimately achieved annexation to the Metropolitan Water District of Southern California, which is currently the only source of potable water to LVMWD's 122 square-mile service area.

# Las Virgenes Municipal Water District



1 inch equals 15,000 feet

The District provided its first water deliveries to local customers in 1963; the initial connection was to the Agoura Fire Station on Cornell Road. That same year, the District formed a sanitation district to address emerging wastewater issues. In 1964, the Las Virgenes – Triunfo Joint Powers Authority (JPA) was established with Triunfo Sanitation District, which processes a portion of Ventura County. The JPA cooperatively treats wastewater for the region, which lies primarily in the Malibu Creek watershed. With the JPA agreement in place, construction commenced on the wastewater treatment plant that is now the Tapia Water Reclamation Facility.

Serving a relatively small area, Tapia began processing some half-million gallons of wastewater per day in 1965. The treated effluent was sprayed on a nearby hillside and the extracted biosolids were used to fertilize feed crops by local farmers. With these disposal activities, Las Virgenes Municipal Water District began its development of the beneficial reuse of materials

formerly considered “waste.” Three years later, Tapia was expanded to a capacity of two million gallons per day to support the needs of the region’s growing local population.

Because there are no local potable water sources, in 1972, LVMWD completed the Las Virgenes Reservoir in Westlake Village to provide a backup supply of potable water for customers and to provide a means to meet peak-season demands. That same year, the District began the practice of supplying recycled water from Tapia to local landscapes, becoming a pioneer in water reuse. By 1976, due to growth in the region, it was necessary to again expand Tapia, this time to a capacity of six million gallons per day.

Water recycling continued to expand, with the addition of golf courses and school facilities to the list of recycled water irrigation customers. In 1982, Tapia grew to a capacity of eight million gallons per day. That same year, a farm was created on District lands at Rancho Las Virgenes, providing 91 acres for the injection of biosolids extracted from wastewater processed at Tapia, diverting those materials from landfills.

In 1984, the JPA commenced tertiary (three-step) wastewater treatment at Tapia, bringing the plant’s effluent to Department of Public Health Title 22 standards, which certifies the water as safe for full body contact. This step led to the approval of year-round discharges to Malibu Creek, adjacent to Tapia. Four years later, the Tapia Water Reclamation Facility was awarded the United States Environmental Protection Agency's top national award for operations and maintenance.

When more stringent drinking water regulations were adopted, the need arose to further process already-treated water stored in the open Las Virgenes Reservoir. In 1989, the Westlake Filtration Plant was added at the site to “polish” stored potable water supplies before delivery to customers.

In light of a rapidly-growing local population in the late 1980s and early 1990s, Tapia's capacity was again expanded in 1993, this time to a capacity of 16 million gallons per day. One year later, the JPA began operations at its Rancho Las Virgenes Composting Facility, which transforms biosolids extracted from wastewater into USEPA “Class A – Exceptional Quality” soil amendment. Rancho's opening advanced the Districts’ goal of maximizing beneficial reuse.

### **Services Today**

Las Virgenes Municipal Water District has grown considerably from its modest beginnings, today providing water, wastewater, recycled water and biosolids composting services to more than 70,000 residents in its service area. The Las Virgenes – Triunfo Joint Powers Authority serves approximately 100,000 people throughout the District’s service area and extreme western Ventura County.

In addition to the major facilities that include Las Virgenes Reservoir, Westlake Filtration Plant, Tapia Water Reclamation Facility and Rancho Las Virgenes Composting Facility, Las Virgenes Municipal Water District’s potable water system includes 25 storage tanks, 24 pumping stations, and some 396 miles of main water lines; a recycled water system comprised of three storage tanks, four pumping stations, two reservoirs and 66 miles of purple-pipe; and a sanitation system with 2 lift stations and 56 miles of trunk sewer lines.

LVMWD serves approximately 20,000 acre-feet of potable water annually and nearly 5,000 acre-feet of recycled water (one acre-foot = 325,900 gallons). The Tapia WRF receives and treats an average of 6 million gallons per day (mgd) of sewage, including 3 million gallons per day from Triunfo Water & Sanitation District. The Rancho Las Virgenes Composting Facility produces over 15,000 cubic yards of compost annually, diverting some 80,000 gallons per day of biosolids from our landfills.

### **Governance**

Las Virgenes Municipal Water District is organized under the Municipal Water District Act of 1911 (California Water Code 7100). A five-member board of directors, each elected by geographic divisions, provides governance. Directors serve overlapping four-year terms, and every two years - concurrent with installation of the newly elected board – they select board officers. The board also selects a local representative from LVMWD to serve on the Board of Directors of the Metropolitan Water District of Southern California.





### **Local Economic Conditions and Outlook**

The LVMWD service area includes the cities of Agoura Hills, Calabasas, Hidden Hills and Westlake Village, and adjacent unincorporated portions of western Los Angeles County.

The region is highly desirable for both residences and businesses, with exceptional natural attributes, known to be among the most picturesque areas in southern California. Much of the service area lies within or adjacent to the Santa Monica Mountains, with their associated rugged terrain; wildlife habitat, mountain and ocean views; and moderate Mediterranean climate.

Open space and recreational opportunities abound, with considerable local acreage. Nearly forty percent of the LVMWD service area is permanently dedicated as national and state parkland or privately held open space. Numerous beaches lie within minutes of any location in the area. Varied academic institutions are proximate and easily accessible, including Pepperdine University's Malibu campus; California Lutheran University in Thousand Oaks; California State University, Northridge; California State University, Channel Islands; along with junior colleges; Moorpark College and Pierce College.

The LVMWD service area contains some of the highest assessed values for property in Los Angeles County. Most are relatively new communities with recently-installed infrastructure and an award-winning K-12 school system. A number of private elementary and secondary schools may also be found within the District's boundaries.

Low crime rates and well-managed amenities make the area attractive to residences and businesses. The region has an excellent reputation for safety and security, comparable with the neighboring City of Thousand Oaks, which is consistently rated as one of the safest cities in the nation with a population greater than 100,000. Recreation and parklands abound in the community and there is a strong desire by residents and land use authorities to preserve and maintain open space and environmentally sensitive areas.

Primarily residential, the region is also home to notable corporations and commercial activities. Located within the service area are concentrations of finance, high tech and defense contractors, including the national headquarters of Dole Food Company, Guitar Center, and The Cheesecake Factory, among others. The region is also served by a wide variety of quality hotels and motels, most built recently to serve the expanding business base. The area is statistically shown to be a source of quality jobs, having endured the recent economic downturn with fewer impacts than many other regions.

The prospects for future economic growth in the area are strong. Development is carefully managed by all local cities, and county leadership plays an active role in working to sustain the unique amenities and quality of life that residents have come to expect.

Well-defined zoning, building height restrictions, traffic considerations and architectural standards are some of the criteria employed to assure building and maintaining quality communities. Specialized service niches of local commercial activities are expected to flourish, while offering the strength of diversity, with no single industry dominating the area.

Some of the regional businesses include hospitality, biomedical R & D, financial services, entertainment industry production, medical services, corporate administration, legal services and more. Similarly, regional strengths that have attracted people and companies to the area stand to increase in their lure, as other regions become more fully developed.

Moving forward to locally-source water is both a priority and a commitment for the LVMWD and the JPA. The JPA is implementing a visionary project to enhance local water supply reliability and drought resilience while eliminating wastewater discharges to Malibu Creek.

### Pure Water Project Las Virgenes - Triunfo

*The Pure Water Project* relies on indirect potable reuse, a water supply strategy now adopted by many cities and water agencies in California and across the United States to provide local, reliable water supplies.

The project begins with the installation of the infrastructure needed to deliver the recycled water to the proposed advanced water treatment facility where proven, state-of-the-art technology will be used to further purify the water.

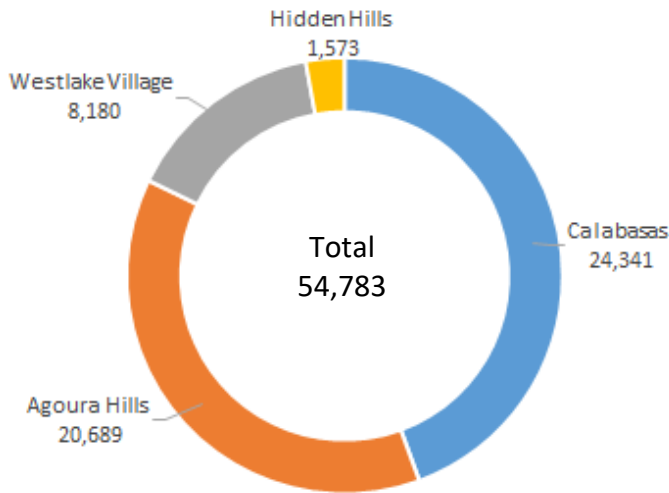
The project eliminates the discharging of usable wastewater into Malibu Creek and instead becomes a viable source for potable, locally-produced water. The Pure Water Project creates an affordable and reliable local water supply that will be cost-competitive with imported water, stabilize water rates, safeguard the local economy and significantly reduce the uncertainty of supply associated with importing water due to climate change and long-term drought conditions.

This critical reliability improvement project will require public participation and acceptance, regional leadership, and the funding to move from concept to reality.

The District continues to closely watch drought conditions to identify any changing emerging trends that could effect the District's finances.



**TOTAL POPULATION**



Median Age  
47.3

**EDUCATION**



HIGH SCHOOL GRADUATES  
97.2%  
COLLEGE DEGREES  
64.6%

**EMPLOYMENT & ECONOMY**

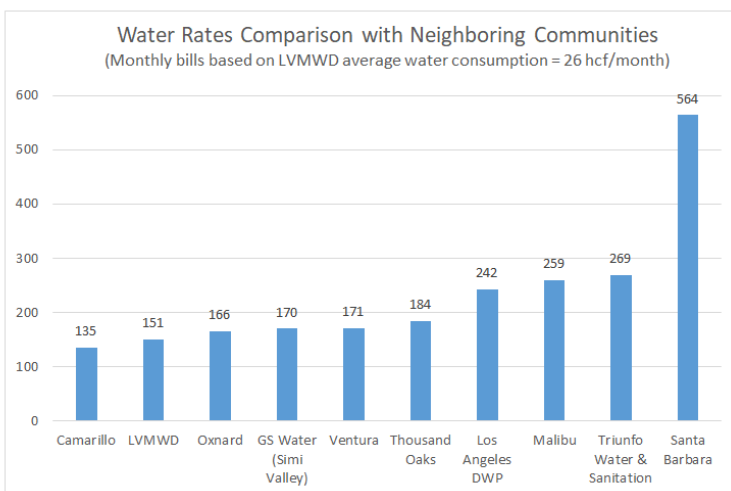


Total Personal  
Income \$4,295,500  
Per Capita Income  
\$88,116



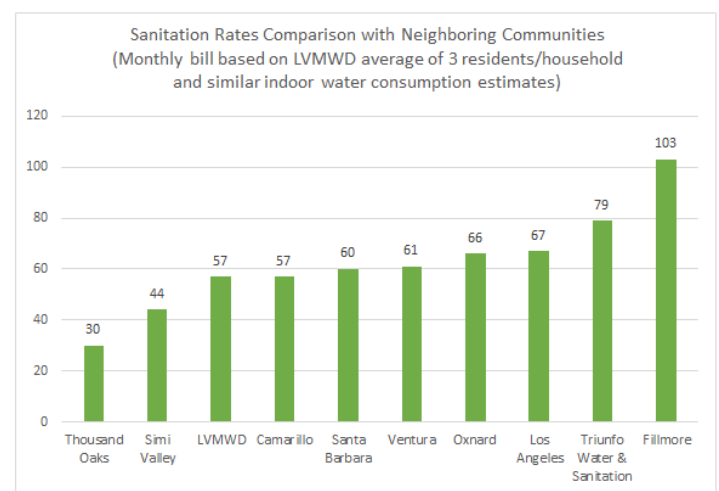
6.2%  
unemployed

**HOW DO LVMWD'S RATES COMPARE TO THOSE OF NEARBY AGENCIES?**



Monthly amounts reflect rates with other agencies assuming similar water consumption as LVMWD

Survey Date: February, 2022



Monthly amounts reflect rates with other agencies assuming similar water consumption as LVMWD

Survey Date: February, 2022



## Las Virgenes Municipal Water District Internal Reporting Structure

For internal management purposes, the District maintains separate accounting for certain activities, as summarized below. For outside financial reporting purposes, the accounts are consolidated into one legal reporting entity, which is an enterprise fund.

	Operations		
	Potable	Recycled	Sanitation
Business Units:	101xxx	102xxx	130xxx

	Internal Services	JPA
	Business Units:	701xxx

Capital Projects		Other
Replacement	Construction	
Potable Recycled Sanitation JPA	Potable Recycled Sanitation JPA	Debt Service Reserves

**Operations Funds** are used to account for the day to day operations of the District. Rates charged customers are the primary revenue source for these funds.

**Internal Services Fund** is used to account for all costs related to the General Administration of the District. In addition, all personnel related costs, including salaries, benefits, training, etc. are administered through the Internal Services fund.

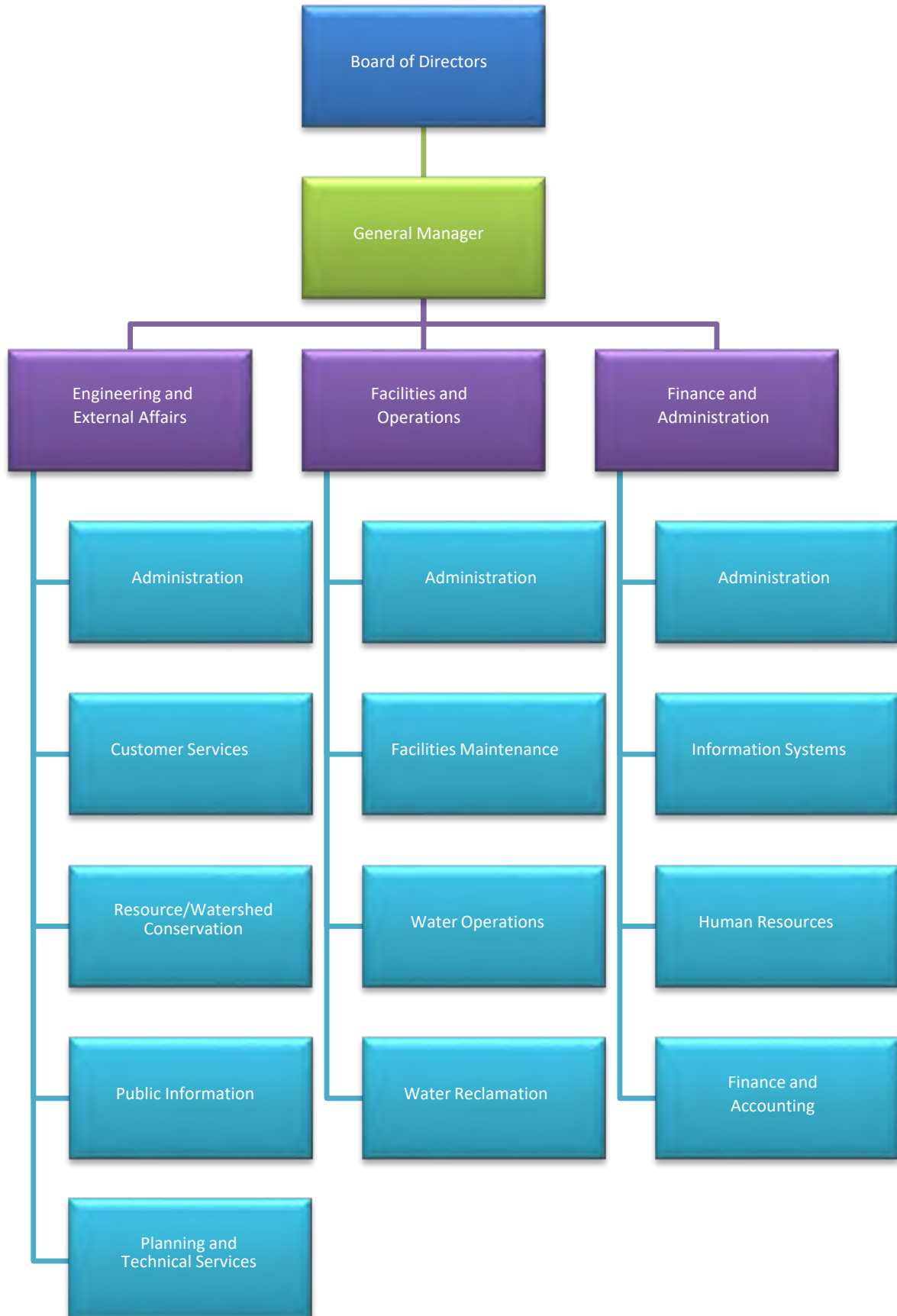
**Joint Powers Authority (JPA) Funds** are used to account for all activities which benefit both participants. Revenue and expenses are shared based on participants' flows and capacity rights, as provided in the joint powers agreement.

**Capital Project Replacement Funds** are used to account for replacement of existing assets and infrastructure that benefit existing customers. Rates charged customers (via a transfer of funds from the operations funds) and grant revenues are the primary revenue sources for these funds.

**Capital Project Construction Funds** are used to account for construction of assets that benefit new or future customers. Connection Fees charged to new customers are the primary revenue source for these funds.

**Debt Service** accounts are used for Debt Service payments.

**Reserve** accounts are used for the District's reserves based on the District's financial policies.



## DISTRICT STAFFING PLAN

FY 2022-23 / FY 2023-24

Business Unit	DIVISION Dept/Section	2020-21 Auth Positions	2021-22 Auth Positions	2022-23 Proposed Positions	2023-24 Proposed Positions
	<b>BOARD &amp; GENERAL MANAGER</b>				
701121	Administration	2.0	2.0	2.0	2.0
<b>TOTAL GENERAL MANAGER</b>		2.0	2.0	2.0	2.0

Business Unit	DIVISION Dept/Section	2020-21 Auth Positions	2021-22 Auth Positions	2022-23 Proposed Positions	2023-24 Proposed Positions
	<b>ENGINEERING &amp; EXTERNAL AFFAIRS</b>				
701210	Administration	2.0	2.0	2.0	2.0
701220	Customer Service-Administration	2.0	2.0	2.0	2.0
701221	Customer Service Operations	5.0	5.0	5.0	5.0
701222	Customer Service Office	11.0	11.0	11.0	11.0
701223	Resource/Watershed Conservation	3.0	3.0	3.0	3.0
701230	Public Information	3.0	3.0	3.0	3.0
701350	Technical Services Division	9.0	9.0	10.0	10.0
<b>TOTAL ENGINEERING &amp; EXTERNAL AFFAIRS</b>		35.0	35.0	36.0	36.0

Business Unit	DIVISION Dept/Section	2020-21 Auth Positions	2021-22 Auth Positions	2022-23 Proposed Positions	2023-24 Proposed Positions
	<b>FACILITIES &amp; OPERATIONS</b>				
701310	Administration	3.0	3.0	3.0	3.0
701320	Facilities Maintenance-Admin	1.0	1.0	1.0	1.0
701326	Electrical/Instrumentation-Maint	6.0	6.0	6.0	6.0
701321	Facilities Maintenance-Maint	10.0	10.0	9.0	9.0
701325	Facilities Maintenance-Fleet	1.0	1.0	1.0	1.0
701330	Water Division-Admin	1.0	1.0	1.0	1.0
701331	Water Systems Operations	12.0	12.0	8.0	8.0
701332	Water Treatment Operations	-	-	4.0	5.0
701322	Construction	6.0	6.0	6.0	6.0
701340	Reclamation Division-Admin	3.0	3.0	3.0	3.0
701341	Reclamation Division-Lab	6.0	6.0	6.0	6.0
701342	Reclamation Division-Treatment	9.0	9.0	9.0	9.0
701343	Reclamation Division-Composting	7.0	7.0	7.0	7.0
<b>TOTAL FACILITIES &amp; OPERATIONS</b>		65.0	65.0	64.0	65.0

Business Unit	DIVISION Dept/Section	2020-21 Auth Positions	2021-22 Auth Positions	2022-23 Proposed Positions	2023-24 Proposed Positions
	<b>FINANCE &amp; ADMINISTRATION</b>				
701410	Administration	2.0	2.0	2.0	2.0
701420	Information Systems	8.0	8.0	8.0	8.0
701430	Human Resources/Risk Mgmt	2.0	2.0	3.0	3.0
701440	Accounting	9.0	9.0	9.0	9.0
<b>TOTAL FINANCE &amp; ADMINISTRATION</b>		21.0	21.0	22.0	22.0

<b>TOTAL AGENCY STAFF POSITIONS</b>		123.0	123.0	124.0	125.0
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## FINANCIAL POLICIES

The District's budget is closely aligned with the financial policies established. These policies serve to strengthen the current and long-term financial health of the District and are visited, at a minimum, on an annual basis to ensure they represent the most current and realistic framework for decision making.

### **POLICY 1: Restricted Cash**

***The District will maintain cash, to be used solely for its intended purpose, in an amount equal to funds restricted by legal requirements, contractual agreements and trustee requirements.***

The District is limited in the means in which it may use certain cash ("restricted cash") due to legal and contractual requirements.

Other reserves/funds are unrestricted; they are established by Board direction to address potential needs as defined in the policies that follow. Unrestricted reserves may be adjusted in amount and directed for needs other than those initially contemplated, but funds described in Policy 7 for replacement/major maintenance must be used only for needs of the enterprise from which the funds were generated.

AB 1600 requires that development impact fees ("capacity fees") and interest generated from such can only be used for capital projects related to expansion, not replacement or enhancement. These funds are maintained separately in the appropriate enterprise **Construction Fund**.

**Vested sick leave** results from contractual obligations with employees. Cash is maintained in an amount equal to the vested sick leave obligation. Upon voluntary termination, retirement or death of an employee, the vested sick leave accrual is paid to the employee or their beneficiary.

**Trust funds** hold cash that has been deposited with the District for future obligations that may or may not occur. These obligations include developer/customer deposits and pre-funding by Triunfo Water and Sanitation District for their portion of JPA capital projects and 3 months operating expense.

A **Bond covenant** is cash held as a surety that the annual bond payment and interest will be made. The official documents of the bond transactions require that funds be deposited and maintained with the trustee until the final bond payment is made or the bond issue is defeased. If the District had to draw on this reserve to pay any portion of the debt service payment before the issue had fully matured, the District would be in technical default and the trustee could require the District to pay off the bondholders at once. The District's refunding bond reserve has been deposited through the bond trustee, Bank of New York, in the state of California's Local Agency Investment Fund ("LAIF"). The current bond coverage required for the district is that net operating income must be at least 110% of the maximum annual debt service.

### **POLICY 2: Balanced Budget/Annual Board Review**

***The District will maintain a balanced operating budget for each enterprise fund with annual revenues equal to or greater than annual expenditures. However, the Board may determine that reserves be used to augment operating revenues under certain circumstances. The Board will review annually the working capital, cash, projected income and bond coverage levels to determine the adequacy of each.***

If in any given fiscal year operating expenditures will exceed the operating revenue projected in the same year, causing a budget imbalance, cost cutting measures or revenue enhancements may be addressed before spending *reserves* to support ongoing operations. Cost cutting measures may include reductions in capital improvement projects, reductions in staff or reductions in expenditures for materials, services, or supplies. Such expenditure or staff reductions may result in reduced service levels. Alternatively, the Board may determine that circumstances warrant taking money from reserves to offset expenses larger than operating income.

At year-end, net revenue after expenses ("income") will be transferred to funds as directed by the Board, subject to any legal limitations on the Board's discretion. Funds balances are addressed annually as part of the budgeting process.

Available cash in the various funds reflects the District's ability to pay current bills and commitments, as well as underwriting the risk level the District is willing to accept.

**POLICY 3: Rate Stabilization Fund**

***The District will maintain a Rate Stabilization Fund in an amount of \$8 million to maintain rate stability for customers in times when short or mid-term cash needs are volatile.***

The District's potable water operating revenue *can vary greatly* based on climatic conditions. During periods of heavy rain, potable water revenue drops significantly from the three year average at which revenues are budgeted. During significantly hot, dry periods, a reverse trend is seen wherein significant revenue is generated by higher sales than the three year average. During periods of extended water shortage, when customers are asked to reduce consumption, the impact on potable water revenue is similar to the effect of heavy rain. Rather than raising water rates on a temporary basis to cover expenses during these times, the Rate Stabilization Fund (RSF) allows the Board to balance operating revenue to operating expenses by a transfer.

**POLICY 4: Financing Alternatives**

***As part of the annual Infrastructure Investment Plan (IIP) budgeting process, the District will examine options available to pay for the proposed projects, including the option of financing.***

Each year the Board reviews needs for capital improvements and major maintenance over the next five years (the capital improvement plan "CIP"). Expenditures are projected on an annual basis, but the available fund balance for replacement or major maintenance is not always adequate to cover the need when it arises. The Board favors a pay-as-you-go program for the IIP program, but the District may not have funds available to pay for projects in any given year, or projects anticipated in future years may be of a type that would be difficult to finance. Such considerations may dictate financing as the preferred alternative. If a project requires substantial expenditures over several years and interest rates are low, the District may consider issuing financing now and reserving the available funds for need at times when interest rates are higher.

The Board has determined that debt service should not exceed 15% percent of reliable revenue sources.

**POLICY 5: Fiscal Impact Analysis**

***Staff shall prepare a fiscal impact analysis for each budget appropriation request not included as part of the Annual Budget. Available fund balances are intended to be appropriated only for "one-time" nonrecurring expenditures not covered by the current annual budget.***

When non-budgeted items are brought before the Board for consideration, the resulting fiscal impact will be analyzed. The Board requires all requests for new or supplemental budget appropriations to be accompanied by a fiscal impact statement including:

- Amount of funds requested
- Source of funds requested
  - New revenue
  - Reallocation of existing appropriations
  - Grants
- Impact of Request
  - New rates or fees
  - Decrease in one activity to support another activity
  - Effect on fund balance

**POLICY 6: Operating Funds Cash Requirement**

**The District will maintain cash (net of restricted cash) in the Operations Fund of each enterprise equivalent to 25% of the operating budget (and eliminate the requirement for one-year's debt service obligation. This change in policy will increase the potable water reserve balance but should be tempered with a requirement to maintain a working capital reserve for operations and one year's debt service in the sanitation operating fund each year, which would be approximately \$5.2 million.)**

An available cash reserve to cover operating shortfalls is a prudent management practice to be used for both short term cash flow and contingency planning for unforeseen situations. Examples Include:



- Unexpected increases in costs or declines in revenues
- Legislative or judicial mandate to provide a new or expanded service or program
- Natural disaster emergencies which exceed the Emergency/Insurance Fund
- One-time Board approved non-capital expenditures or capital need if the IIP fund is inadequate
- Interruptions in billing process to customers

If such unforeseen circumstances occur, staff will present the Board with options for curing the deficiency, including use of this fund.

**POLICY 7: Replacement and Major Maintenance Fund by Enterprise (potable water, sanitation, recycled water)**

*Each of the District's three enterprises will maintain a Replacement Fund for major maintenance, replacement and improvement of facilities and infrastructure not related to growth. The source of funds will be current user fees. Each Replacement Fund will maintain cash levels equal to the most current three- years of actual depreciation expense. If a replacement fund's cash target is exceeded, the Board will consider using the excess for prepayment of outstanding debt, if appropriate.*

Prudent stewardship of assets requires that maintenance be performed to postpone or decelerate the aging process. As a general rule, maintenance costs for an item become more expensive as the asset ages. Also, changes in technology could result in replacing an asset with one which provides lower operating expenses or greater revenues or replacement of assets may be required due to changes in regulatory standards.

Major maintenance and replacement are on-going operating costs that should be paid for by user fees. Appropriate cash levels within a Replacement Fund enables the District to pay for planned or unplanned projects in any given year.

The water stand-by charge is levied against developed and undeveloped land and is dedicated to maintenance and replacement of potable water infrastructure and facilities. Recognizing that undeveloped land has added value because of the availability of potable water service, these owners have a vested interest in seeing the system maintained.

**POLICY 8: New Construction Fund by Enterprise**

*The District will pay for expansion or new facilities necessitated by growth from capacity fees collected from new development and maintained in the appropriate enterprise's Construction Fund.*

Current ratepayers should not be burdened with costs associated with growth due to new development. The fair share of cost of expansion will be borne by the developers through capacity fees.

The District has a master plan that identifies projected infrastructure and facility needs through build-out and is used as the basis for determining capacity fees. Capacity fees may be pledged for debt service payments, if the need for the expansion occurs before adequate capacity fees can be collected.

Prepaid capacity fees not used are subject to refund with interest, provided the developer has not started his project and the District has not begun construction on the system.

**POLICY 9: Internal Service Replacement Fund for Buildings, Vehicles and Equipment**

*The Internal Service Fund will have revenues (i.e. user charges, interest income and all other income) sufficient to meet operating expenses, maintenance costs, depreciation expense, an inflation factor for other needs not exclusive to one of the three enterprises.*

The District uses the internal service fund as an internal accounting and budget mechanism to equitably distribute general operating costs such as for buildings, vehicle and equipment replacement and maintenance costs among District user programs and to assure that adequate funding is on hand to replace or maintain these assets.

**POLICY 10: Emergency/Insurance Fund**

*The District will maintain an Emergency/Insurance Fund to cover claims not covered by insurance, fines and penalties imposed by regulatory agencies and disaster repairs and expenses. The target for this Fund is two percent (2%) of the total value of capital assets, including LVMWD's share of the Joint Power's Authority capital assets. The Board must approve any expenditure from this Fund. Self-insurance retentions will be paid out of operating budgets.*

To protect the investment in assets and to ensure continuation of District operations, the District purchases insurance for general liability, property and worker's compensation. The District has the responsibility to pay for deductibles or self-insurance retentions. Also, the District has some risks that may not be economically or actually insured, such as certain types of pollution (odor), flood, and mold. Also, the insurance on District's sewer lines or water lines is limited to the cost of emergency clean-up and does not include the cost of repairing the failure. Because of this potential exposure, the District has established the Emergency/Insurance Fund at two- percent of the value of capital assets less the value of land, which amount will be determined annually after the audit. The Fund can only be used when approved by the Board.

This policy is in line with our experience in having to pay damages that are not covered by insurance and cover expenses that are not reimbursed on a timely basis by FEMA. Like the Rate Stabilization Fund, not having the Emergency/Insurance Fund available in the event of a disaster could significantly impact our cash flow and possibly impact future utility rates during troublesome times.

**POLICY 11: Assignment or Commitment of Reserves in Excess of Target Balances**

*When the operating reserves for an enterprise fund exceed the amounts required by these Financial Policies, the Board may assign or commit the funds in excess of the established reserve balance targets for use by the Pure Water Project.*

The Board has a policy favoring pay-as-you-go for capital projects. The District considers cash on hand in excess of the reserve levels established by Policy 6 as available for capital or any one-time project. Additionally, GASB 54 establishes specific designations related to the use of fund balance as follows:

- *Assigned Fund Balance* – The assigned fund balance is a designation by the Board or its authorized designated official specifying an intended use of certain funds. These funds are committed for a specific purpose but not necessarily to a specific project or program and its use is not restricted.
- *Committed Fund Balance* – The committed fund balance has stronger restrictions than assigned fund balance in that its use is constrained by the Board and any use of the funds must have explicit approval of the Board, usually in the form of an ordinance or resolution. Committed funds cannot be used for any other purpose without action by the Board.

Funds that are available after the Enterprise has met its requirements for having a cash balance equivalent to 25% of the operating budget and for having funds available for replacement and major maintenance as specified in the annual Infrastructure Investment Plan (reserves equivalent to three years of capital improvement projects) can, at the Board's discretion and upon approval, be assigned or designated for use by the Pure Water Project.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Las Virgenes Municipal Water District  
California**

For the Biennium Beginning

**July 1, 2020**

*Christopher P. Morill*

Executive Director

## Fiscal Year 2022-24 Budget Overview

Las Virgenes Municipal Water District remains fiscally strong and the proposed budget positions the District well to respond appropriately to fluctuations in the economy as well as continuing drought conditions. The proposed operationally balanced budget continues to maintain the high level of service expected by the District customers it serves. The Fiscal Year (FY) 2022- 24 Budget and Operational Plan presents a responsible financial strategy. The priority for each fiscal year's budget is to maintain quality service while observing prudent spending practices. The following pages present an overview of the District's two-year budget for Fiscal Years 2022-24.

The proposed two-year budget plan includes \$81.2 million for Fiscal Year (FY) 2022-23, an increase of \$1.6 million or 2.0% over the FY 2021-22 budget of \$79.6 million; and \$95.9 million in FY 2023-24, an increase of \$14.7 million or 18.2% over FY 2022-23.

The total operating budget for FY 2022-23 is \$58.9 million, an increase of \$115 thousand or 0.2% over FY 2021-22. FY2023-24 operating budget is \$64.8 million, an increase of \$5.9 million or 10%.

FY22-23 Budgeted Capital Improvements total \$21.0 million. FY23-24 Budgeted Capital Improvements total \$29.8 million.



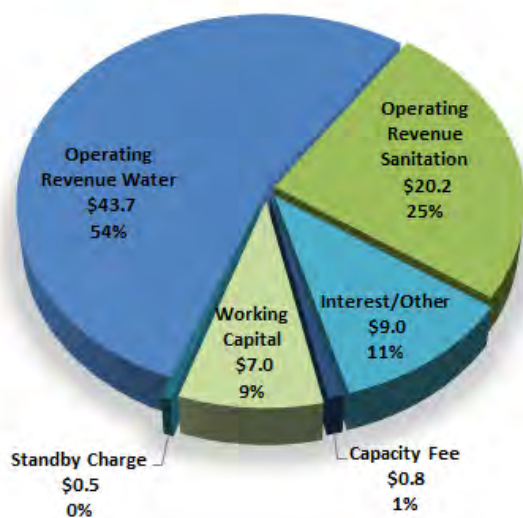
### Sources of Funds

In 2020, the District completed a comprehensive cost of services analysis and rate study that served as the basis for establishing proposed rates. On February 2, 2021, the Board successfully went through the Proposition 218 process and approved the proposed rates for the Potable Water Enterprise, Recycled Water Enterprise and Sanitation Enterprise. The new rates became effective March 1, 2021 and annually thereafter on January 1, 2022 through 2025. The impact of the rate changes is accounted for in the revenue budget estimates. Capacity fees for Potable Water, Recycled Water and Sanitation Enterprises are expected to remain constant from the prior year budget.

Districtwide, the total sources of funds in the budget for FY2022-23 are projected at \$81.2 million. FY 2023-24 is projected to be \$95.9 million as shown on the following tables and charts.

The Fiscal Years 2022-24 budget reflects the realities of the State’s current drought emergency. The District is mandated to achieve significant reductions in water usage or face potential penalties from the Metropolitan Water District. As a result, revenues derived from water usage were calculated based on a 35% reduction in Potable Water and a 25% reduction in Recycled Water. An additional \$1.5 million from one-time wasteful water use penalty revenue has been budgeted in Fiscal Year 2022-23 for one-time expenses related to the drought emergency including funds to increase enforcement of watering restrictions, additional rebates for water saving devices, the installation of flow restrictors, and other efforts to ensure conservation mandates are met. An additional \$800,000 has been budgeted in Fiscal Year 2023-24 for one-time drought response expenditures.

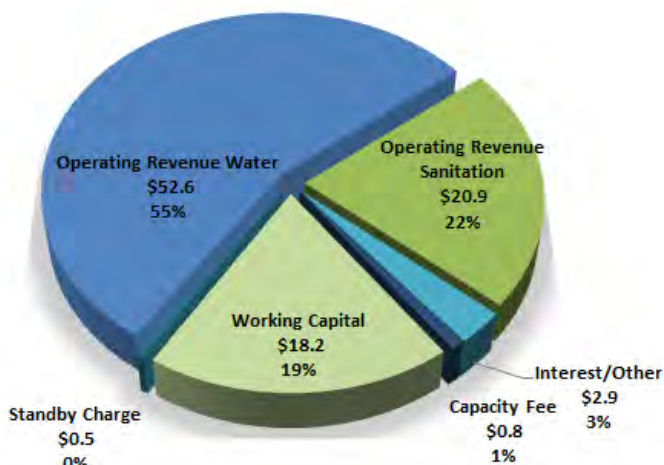
Fiscal Year 2022-23  
Sources of Funds  
\$81.2 million



<b>Operating Revenue</b>	
Potable Water Revenue	36,336,640
Recycled Water Revenue	5,358,968
JPA Recycled Water Revenue-LV Sani Share	2,037,475
Sub-Total Recycled Water	7,396,443
Total Water Revenue	43,733,083
Sanitation Revenue	20,133,423
<b>Total Operating Revenue</b>	<b>63,866,506</b>
<b>Capacity Fee</b>	
Potable/Recycled Water	580,932
Sanitation	227,400
Total Capacity Fee	808,332
<b>Standby Charge Revenue</b>	
Replacement Fund	512,000
<b>Interest Revenue</b>	<b>1,000,000</b>
<b>Other</b>	
Rental Income	100,000
General 1% Tax Revenue	465,965
Rental Charge - Facilities & Vehicles	840,882
Insurance/Grant	6,490,371
Miscellaneous	75,000
Total Other	7,972,218
<b>Working Capital Drawn</b>	
Operating/Capital Replacement Reserves	6,060,791
Rate Stabilization Reserve	946,021
Total Working Capital Drawn	7,006,812
<b>Total Sources of Funds</b>	<b>81,165,868</b>

Fiscal Year 2023-24  
Sources of Funds  
\$95.9 million

<b>Operating Revenue</b>	
Potable Water Revenue	43,222,330
Recycled Water Revenue	7,386,916
JPA Recycled Water Revenue-LV Sani Share	2,051,967
Sub-Total Recycled Water	9,438,883
Total Water Revenue	52,661,213
Sanitation Revenue	20,881,828
<b>Total Operating Revenue</b>	<b>73,543,041</b>
<b>Capacity Fee</b>	
Potable/Recycled Water	598,359
Sanitation	234,222
Total Capacity Fee	832,581
<b>Standby Charge Revenue</b>	
Replacement Fund	512,000
<b>Interest Revenue</b>	<b>1,000,000</b>
<b>Other</b>	
Rental Income	105,000
General 1% Tax Revenue	465,965
Rental Charge - Facilities & Vehicles	829,534
Insurance/Grant	336,600
Miscellaneous	75,000
Total Other	1,812,099
<b>Working Capital Drawn</b>	
Operating/Capital Replacement Reserves	17,621,531
Rate Stabilization Reserve	583,801
Total Working Capital Drawn	18,205,332
<b>Total Sources of Funds</b>	<b>95,905,053</b>



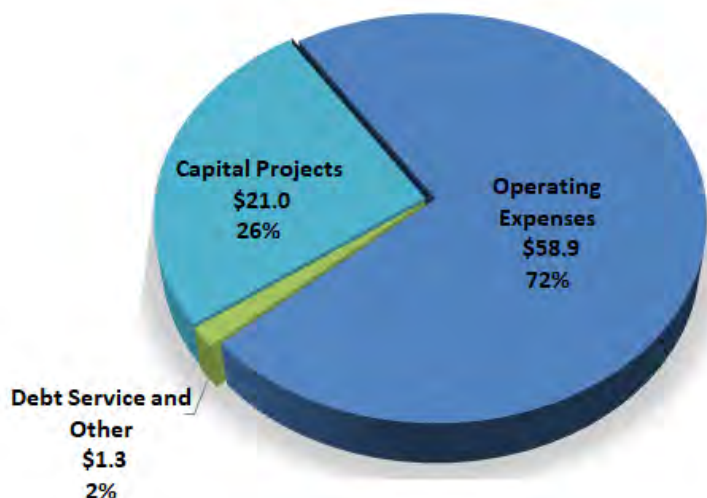
Use of Rate Stabilization reserves in the amount of \$0.9 million in Fiscal Year 2022-23 and \$0.6 million in Fiscal Year 2023-24 are budgeted as a source of funds in an effort to minimize the potential impact of the drought on customers.

**Uses of Funds**

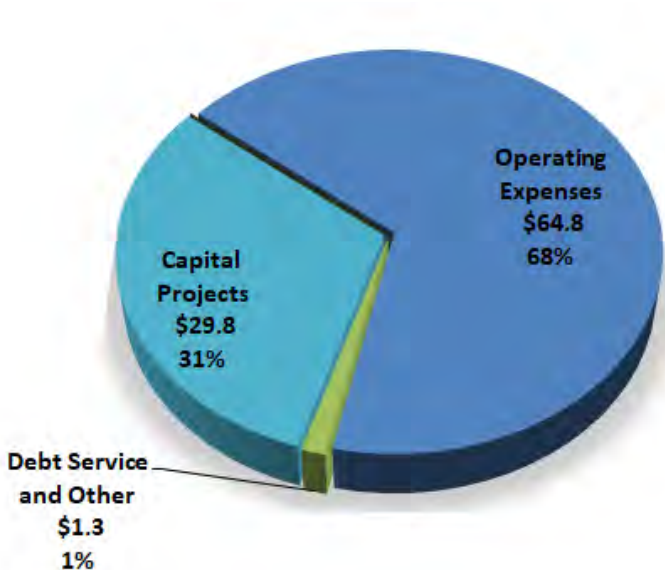
Districtwide, the total uses of funds in the budget for FY2022-23 are \$81.2 million. FY 2023-24 is projected to be \$95.9 million as shown on the following tables and charts.

Fiscal Year 2022-23  
Uses of Funds  
\$81.2 million

<b>Operating Expenses</b>	
Potable Water	35,636,483
Recycled Water	4,301,890
Sanitation	16,930,030
Las Virgenes Operating Expenses	56,868,403
Add: JPA Revenue LV Sani Share	2,037,475
Total LV Operating Expenses	<u>58,905,878</u>
<b>Non-Operating Expenses</b>	<u>150,000</u>
<b>Capital Projects</b>	
Potable Water Construction Fund	857,145
Potable Water Replacement Fund	9,664,856
Recycled Water Construction Fund	149,637
Recycled Water Replacement Fund	326,878
Sanitation Construction	-
Sanitation Replacement	9,983,253
Total Las Virgenes	<u>20,981,769</u>
<b>Debt Service - Installment Purchase Agmt</b>	<u>1,128,221</u>
<b>Total Uses of Funds</b>	<u>81,165,868</u>



Fiscal Year 2023-24  
Uses of Funds  
\$95.9 Million



<b>Operating Expenses</b>	
Potable Water	40,618,715
Recycled Water	4,124,252
Sanitation	18,003,477
Las Virgenes Operating Expenses	62,746,444
Add: JPA Revenue LV Sani Share	2,051,967
Total LV Operating Expenses	<u>64,798,411</u>
<b>Non-Operating Expenses</b>	<u>150,000</u>
<b>Capital Projects</b>	
Potable Water Construction Fund	246,420
Potable Water Replacement Fund	8,307,107
Recycled Water Construction Fund	-
Recycled Water Replacement Fund	407,503
Sanitation Construction	-
Sanitation Replacement	20,866,598
Total Las Virgenes	<u>29,827,628</u>
<b>Debt Service - Installment Purchase Agmt</b>	<u>1,129,014</u>
<b>Total Uses of Funds</b>	<u>95,905,053</u>

FY 2022-23 projected operating expenses (excluding JPA revenue share of costs) are \$56.9 million, a decrease of \$1.5 million or 2.6% from the FY 2021-22 budget of \$58.4 million. This decrease is primarily due to a projected reduction in Source of Supply water purchases from Metropolitan Water District (MWD). As mentioned above, this decrease is a result of water conservation efforts and a projected Potable Water usage reduction of 35% versus prior year. This decrease is offset by an increase in outside services for one-time expenses related to the drought emergency including funds to increase enforcement of watering restrictions, additional rebates for water saving devices, the installation of flow restrictors, and other efforts to ensure conservation mandates are met. An additional \$800,000 has been budgeted in Fiscal Year 2023-24 for one-time drought response expenditures.

Recycled Water operating expenditures for outside services increased by \$275,000 for the Emergency Recycled Water Distribution Program which is intended to support the cities and customers served by the District to utilize recycled water, to the extent that it is available, to offset their potable water usage and reduce the impacts of watering restrictions.

### **Capital Projects**

The following major projects are included in the proposed FY 2022-23 budget:

#### Potable Water Enterprise:

- Twin Lakes Pump Station Pipeline Project
- Interconnection with Calleguas Municipal Water District
- Pump Station Upgrades
- Reliability and Site Security Projects

#### Sanitation Enterprise:

- Pure Water Project Las Virgenes-Triunfo
- Tapia Flow Equalization Project
- 003 Discharge Point Rehabilitation
- Tapia Secondary Clarifier Rehabilitation
- Site Security Improvements

#### Recycled Water Enterprise:

- Calabasas Park Recycled Water Main Extension
- Recycled Water Pump Station Battery Energy Storage System

Detailed information on each capital project can be found in the Capital Improvement Plan section of this document.

### **Change in Working Capital**

Change in working capital is a good way to view the financial health of the District. Working capital is the difference between current assets and current liabilities. If a fund has a positive working capital balance, then the fund has more than enough resources to meet its obligations. However, if the working capital balance is negative, then the fund has more obligations than resources. Staff monitors working capital on a monthly basis and has determined that sufficient balances are available to meet operating, capital, and reserve requirements for the upcoming fiscal years in the budget plan.

### **Summary of Changes in Budget**

The following are changes to the budget document from the draft budget that was presented to the Board of Directors on May 17, 2022:

- Increased use of penalties for unsustainable water use from \$1.1 million to \$1.5 million in Potable Water.
- Increased Potable Water Conservation outside services from \$1.1 million to \$1.5 million.
- Increased outside services \$275,000 in Recycled Water for projected costs related to the Emergency Recycled Distribution Program.

## Major Priorities and Issues

### **Drought & Climate Change**

The adoption of the Fiscal Years 2022-23 and 2023-24 Two-Year Budget comes at a time of severe drought conditions in the State of California and within the District. With no local water supplies, the District meets 79% of its needs with water imported by the Metropolitan Water District of Southern California (MWD) through the State Water Project. Another 21% is met through recycled water through the Las Virgenes – Triunfo Joint Powers Authority Tapia Water Reclamation Facility. With the unprecedented drought conditions, the State has curtailed water deliveries from the State Water Project to just 5% of contractual obligations. This has necessitated the District to implement one-day-per-week outdoor watering restrictions effective June 1, 2022.

The District has been preparing for and is well positioned to continue to be financially resilient through the current drought. In 2016, the District implemented water budget based rates and wasteful water use penalties to support the necessity of making conservation a way of life. Over the past 8 years, the District has also increased its fixed cost collected through fixed fees, now at approximately 55%. The District has also adopted an \$8 million Rate Stabilization Fund to support any revenue shortfall. These efforts have allowed the District to sustain a strong financial position through the current and previous droughts.

Based upon staff estimates, projected water use will need to be reduced by as much as 3,000 acre-feet per year in order to align with the state mandated budget by the year 2027. These projections also indicate that we are on track to meet new and emerging mandates but will need to continue implementing conservation measures in order to ensure compliance. The FY2022-24 budget includes adequate funding for efforts to continue with the implementation of budget based water rates, as well as education and outreach efforts. The budget also includes funding for continuation of the Weather Based Irrigation Controller (WBIC) program, rain barrel giveaway program and additional conservation efforts to help insure compliance with the mandates of Making Conservation a California Way of Life.

As the District looks forward to address the effects of climate change, it continues to look at ways to diversify its water portfolio. The most significant efforts to date in this area are the development of the Las Virgenes – Triunfo Pure Water project that will provide an estimated 3,100 acre feet of water at build out through indirect potable reuse. More information on this project can be found on the District's website at [lvmwd.com](http://lvmwd.com). The District is also working with other State water dependent agencies to encourage and support the MWD to build infrastructure projects that allow the area to receive Colorado River Water. However, that watershed is also impacted by drought. The District continues to look at innovative ways to further diversify its water portfolio.

### **Economic Conditions**

The District reviewed current economic conditions including the risk of high inflation. The Fiscal Years 2022-24 budget plan includes conservative expense projections that are meant to capture the impact of rising costs in an effort to mitigate the potential effect of ongoing inflation.



## The Budget Process

### PREPARATION: JANUARY 2022

- Review prior budget process
- Review Strategic Plan, department goals, objectives, and performance measures
- Budget kick-off meeting

### PREPARATION: FEBRUARY 2022

- Review major drivers and assumptions
- Present budget calendar to the board
- Develop budget estimates

### PREPARATION: MARCH 2022

- Incorporate department provided line-item expense projections into the budget
- Prepare Preliminary Sources and Uses for the two-year budget.

### PREPARATION: APRIL 2022

- Present draft updated five-year Strategic Plan, along with an overview of department performance measures and budget assumptions to board.

### PREPARATION: MAY 2022

- Preliminary Draft budget presented to the Board for review
- Ten-Year Infrastructure Investment Plan presented to the board

### PREPARATION: JUNE 2022

- Board Adoption of Budget FY 2022-23 and approval of FY 2023-24 Budget plan.

### YEAR TWO: JANUARY- JUNE 2023

- Review Budget for significant changes since adoption
- Budget Workshop to present significant changes
- Board Adoption of Second Year

The budget process began in January 2022 with the review of the prior budget process and the introduction of the new GFOA budget reporting standards to staff. Departments were tasked with reviewing the agency's Strategic Plan to ensure continued relevance and begin the process of developing department goals, objectives, and performance measures in support of the plan.

In February staff reviewed major budget assumptions and began the process of developing budget estimates.

In early April 2022, the General Manager met with representatives from each department to discuss and review the budget in detail. The changes made by the General Manager are incorporated in the budget. On April 12th, the Board reviewed the preliminary budget assumptions for operating revenue and expenses.

In May, the Board received a five-year Infrastructure Investment Plan and it was incorporated into the FY 2020-22 two-year budget. The draft budget was presented to the board for approval.

In June 2022 the Board adopted the FY 2022-23 budget and approved the FY2023-24 Budget Plan.

The budget process for FY 2023-24 will begin in January 2023. Staff will be directed to identify any significant changes between the approved FY 2022-24 Budget Plan and proposed FY 2023-24 Budget. These significant changes will be then incorporated to the FY 2023-24 proposed Budget.

Developing and monitoring the budget is an ongoing process and the estimates that are developed from this process are modified throughout the budget period to respond to unfolding events. Monthly reports of expenses and revenues are compared to the budget and developed to provide a method for ongoing review at the department level. The Board reviews quarterly financial status reports.

By responding quickly to events that impact the budget, the District is able to maintain consistent levels of service provided to our customers as well as safeguard the financial base against erosion from unforeseen events outside the control of the District.

### **Basis of Revenue Estimates**

The major source of revenue for operations is utility user fees. For potable and recycled water, the District charges a fixed meter service charge. Potable commodity rates have four tiers and may also include a pumping charge for those areas at higher elevations that require additional pumping. Recycled water has a three-tiered rate structure and where applicable, elevation pumping charges. Sanitation has a six-tiered rate structure for single family residential units that is based on the number of occupants, and a four-tiered rate for commercial users based upon effluent strength and flow.

The income from water sales is much more dependent on weather and the economy than on the number of customers or price of water. Because it is nearly impossible to predict weather conditions for the budget year, the District traditionally uses a three-year average of usage and current water rates to estimate budget year revenues. Over time this method has proven effective. However, due to the Metropolitan Water District order to reduce water usage as a result of the persistent drought, and the State Water Resources Control Board emergency regulations; the District this budget incorporates a 35% reduction in water sales in FY and a 25% reduction in water sales in FY 2023-24. However, if the drought conditions continue further reductions may need to be made as early as September 2022.

The estimated revenue for recycled water is normally based upon a three-year average then increased slightly to recognize new recycled water customers added in the previous year. However, the view of the District is to promote conservation, even with recycled water. The revenue estimates for FY's 2020-22 were based on similar assumptions as the potable water estimates as the District considers additional short-term uses for recycled water to supplement potable water uses.

The estimated revenue for sanitation is based upon the current number of residential customers factored at the per-person monthly tiered-rate, plus an estimated amount based upon averages of our commercial customers. Because the District's sanitation rates utilize budget factors such as number of people in households and not volumetric calculations, the District does not expect the drought to impact sanitation revenue.



Other operating revenues, such as late fees, are minor and are based upon historical averages. Interest income, which is non-operating revenue, is based upon projected cash balances per fund factored by projected interest rate.

The District receives a small amount of property tax that is dedicated to the replacement funds. Property tax is estimated by applying a projected growth factor each year.

Capital improvement projects are financed by those benefiting from the improvement. If the improvement is to provide for future customers, the project is financed from capacity fees. If the improvement benefits current customers, the project is financed with operating funds. In some cases, the District receives grant funds from the state or federal government for a project. Some projects that benefit both future and current customers may be paid by a combination of construction, replacement and grant revenue.

Capacity fees for each enterprise are projected based upon deposits from developers and staff appraisal of when the development will be completed so that the deposit can be taken to revenue. Although the District may have deposits on hand, it is very difficult to project when the revenue will become available as the developer may pull the deposit with interest should the development not proceed.

**Debt Obligations**

The District has favored a “pay-as-you-go” strategy for most capital projects resulting in minimal outstanding debt. The District entered into an installment purchase agreement in June 2020 with Key Government Finance, Inc. totaling \$10,100.00. The purpose of the installment agreement was to finance the acquisition and installation of smart meters and other water system improvements.

The installment purchase agreement has an interest rate of 1.95% and is scheduled to be paid in full on November 1, 2029. Interest is payable semiannually on May 1 and November 1. The installment purchase agreement is subject to prepayment provisions set forth in the agreement.

Year Ending June 30,	Principal	Interest	Total
2022	\$ 995,000	\$ 172,039	\$ 1,167,039
2023	975,000	885,222	1,160,222
2024	995,000	133,984	1,128,984
2025	1,010,100	113,465	1,123,465
2026	1,030,000	94,575	1,124,159
2027-2030	4,295,000	171,159	4,466,159
Total	\$ 9,300,000	\$ 1,570,444	\$ 10,870,444

**Cost Allocation**

The general and administrative costs of the District are distributed to the three enterprises and capital projects through a cost allocation plan developed in accordance with federal regulations from the Office of Management and Budgets (2 CFR 200). By meeting federal requirements, the plan allows the District to allocate overhead to future federal and state grants. The preliminary budget reflects the allocation of general and administrative costs as shown in the cost allocation plan, which was updated in FY 06-07. Since then, staff has acquired the proprietary software, enabling the allocations to be updated for FY 2022-24. Building rental is allocated based upon square footage. Laboratory expense is allocated based upon the number of samples collected and analyzed.



### **Budget Basis and Level of Budgetary Control**

The District operates on the accrual basis of accounting and budgeting, following “generally accepted accounting principles” (GAAP), which means that revenues and expenses are recorded in the periods in which the transactions occur, regardless of the timing of cash flows. Exceptions to this are:

- Principal payments on long-term debt are applied to the outstanding balance of the debt (GAAP). The working capital schedules in the budget document show the use of working capital when the principal payments are due.
- Capital projects/outlays are recorded as assets when acquired or as projects are completed (GAAP). The working capital schedules in the budget document show the use of working capital as capital improvement projects are projected.
- Depreciation expense is not budgeted, but is recorded annually for GAAP only.

Budgets are monitored at varying levels of classification detail. However, expenditures cannot exceed total appropriations at the department level.

- Department heads may transfer resources within a department and within the same enterprise as they see fit, but transfers between departments or enterprises need approval from the Board.
- If a department experiences an extraordinary unbudgeted expense that may cause it to go over budget by year-end, the General Manager will ask for approval from the Board. This is a frequent occurrence in capital improvement projects and such requests come to the Board in the form of change orders.

Each department and program manager receives a monthly financial status report to monitor and review expenses. The Board reviews a quarterly financial status report.

### **Proposition 4 (Gann) Appropriation Limit**

The District is not subject to the appropriation limit since it did not levy a tax rate greater than \$0.125 per \$100 of assessed valuation and was in existence prior to January 1, 1978.

## LAS VIRGENES MUNICIPAL WATER DISTRICT STRATEGIC PLAN

Developed in 2016, the Strategic Plan describes LVMWD’s strategy to address the opportunities, challenges and needed investments likely to arise in the next 20 years. The plan provides the basis for making decisions and allocating resources to ensure consistent direction moving forward. The Strategic Plan is intended to be a high level document containing broad goals.

Specifically, the Strategic Plan is designed to meet the following objectives:

- Set a clear path forward for LVMWD, building on its mission and vision.
- Identify and address the opportunities, challenges and needed investments likely to arise during the next 20 years.
- Provide a high-level framework for making decisions on the allocation of resources.
- Prepare LVMWD for the future.
- Establish service commitments for LVMWD’s customers.
- Implement a standards-based approach to meet service commitments.
- Establish values for conducting LVMWD’s business and interacting with others.
- Identify strategic objectives for action.
- Describe a process for reviewing and updating the plan.

### DEVELOPMENT OF THE PLAN

The District hired a consultant to assist with the development of the Strategic Plan. The consultant held one-on-one interviews with 27 employees, from Department Head to Water Reclamation Plant Operator I. Employees were encouraged to provide their perspectives on the most important challenges facing the District over the next 20 years and opportunities for improvement. The interviews resulted in valuable feedback and insights that became the basis for key elements of the draft Strategic Plan.

A Strategic Planning Workshop was held with the Board to review a summary of the interview results, terminology for the strategic plan, the District’s mission and vision, proposed behavioral and business values, and draft strategic objectives. At the meeting, nine strategic objectives were discussed and vetted using breakout groups lead by a Board Member working with key staff. Each breakout group presented its feedback on their assigned strategic objectives, which was incorporated into the draft Strategic Plan.

### ELEMENTS OF THE STRATEGIC PLAN

**Strategic Foundation** – The strategic foundation consists of LVMWD’s mission, vision and behavioral values. The mission describes our purpose or what we do. The vision describes what we want to be, or be known for, in the future. The behavioral values describe how we conduct our business and interact with others. Together, the mission, vision and behavioral values provide the foundation for all of LVMWD’s activities, both now and well into the future.

**Business Values** – The business values describe the commitments LVMWD makes to its customers. Examples include transparency and community engagement, reliable water supplies and service, and sound financial management. Business values provide fundamental focus areas for the organization.

**Strategic Objectives** – The strategic objectives describe the major undertakings planned to address the significant opportunities, challenges or needed investments likely to arise in the next 20 years. Strategic objectives are not intended to address tasks that are part of normal utility operations.

**Standards** – Standards are simply rules or service levels that put the business values in operational terms. To provide consistent service and value to customers, it is important to take a standards-based approach. LVMWD’s standards will drive its activities, decisions and proposed investments. Some standards are driven by legal or regulatory requirements (i.e. compliance with the Safe Drinking Water Act); however, others are developed internally to meet the needs of customers.



## STRATEGIC FOUNDATION

Together, the mission, vision and behavioral values provide the foundation for all of LVMWD’s activities, both now and well into the future.

## BUSINESS VALUES

The following business values describe the commitments LVMWD makes to its customers:

High Level of Customer Satisfaction	Transparency and Community Engagement	Highly Effective Workforce	Safe, High Quality Water	Protection of Public Health and the Environment
Maximum Reuse and Resource Recovery	Sound Financial Management	Reliable Water Supplies and Service	Sound Planning and Appropriate Investment	Innovative and Efficient Operations

## STRATEGIC OBJECTIVES

Strategic objectives constitute the major undertakings planned for the next five years, considering the significant opportunities, challenges or needed investments likely to arise in the next 20 years.

## KEY STANDARDS

LVMWD’s standards will drive its activities, decisions and proposed investments. Some standards are driven by legal or regulatory requirements (i.e. compliance with the Safe Drinking Water Act); however, others are developed internally to meet the needs of customers.

## REVIEW AND UPDATE OF STRATEGIC PLAN

An effective strategic plan must be reviewed and updated periodically to address changing circumstances and priorities. LVMWD reviews its strategic plan annually in conjunction with the budget preparation process. At that time, progress toward accomplishment of the strategic objectives is evaluated. This Plan incorporates significant updates since the time of the original version in 2016 and will be reviewed and updated as needed in future years.

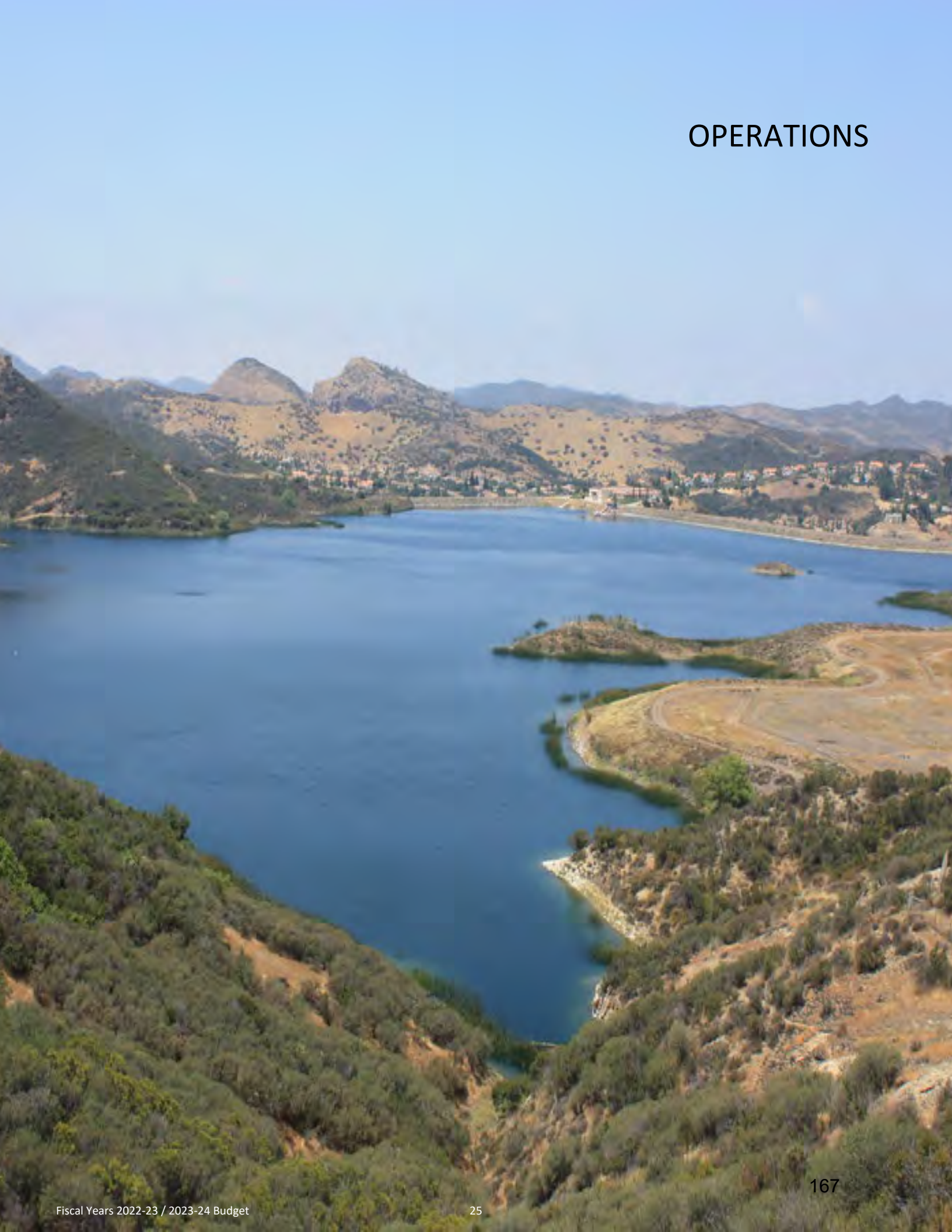
LVMWD's Strategic plan can be found in its entirety by clicking the plan here:



## PERFORMANCE MEASURES

Performance measurements have been integrated into various sections of this document. These performance measurements have been created to coincide with the Strategic Plan and to highlight certain annual priorities and goals for each program and the agency as a whole.

# OPERATIONS



Las Virgenes Municipal Water District



**OPERATIONS**

**Sanitation**





**SUMMARY ALL UNITS**

	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
<b>OPERATING REVENUES</b>	<b>Actual</b>	<b>Budget</b>	<b>Est Actual</b>	<b>Budget</b>	<b>Budget</b>
4000 Water Sales	\$45,532,869	\$43,014,275	\$43,946,532	\$32,400,691	\$40,332,569
4152 Penalty for Unsustainable Wtr Use	2,126,015	0	2,256,991	1,500,000	800,000
4155 Temporary Meter Fees	4,825	3,100	4,000	3,145	3,160
4160 Late Payment Fees	(132)	188,000	95,415	188,690	189,383
4170 Water Usage - Accidents	27,071	29,600	44,853	30,100	30,100
4175 PW Supplement to RW	773,726	1,546,820	1,228,336	921,193	947,017
4215 RW Sales - Calabasas	812,618	626,107	539,214	556,722	801,680
4220 RW Sales - LV Valley	446,003	283,050	262,653	282,228	406,409
4225 RW Sales - Calabasas MWD	1,696,029	1,462,802	1,295,005	1,204,998	1,735,197
4230 RW Sales - Western	3,538,597	2,933,530	2,953,312	2,565,020	3,693,630
4260 Sanitation Service Fees	18,467,170	19,361,640	19,151,998	19,870,198	20,615,330
4270 Consol Sewer District Fees	227,910	215,000	211,403	218,225	221,498
4505 Other Income from Operations	550,831	990,002	953,408	1,141,800	1,131,300
Use of Rate Stabilization	0	0	0	946,021	583,801
<b>Sub-total Operating Revenues</b>	<b>74,203,531</b>	<b>70,653,926</b>	<b>72,943,119</b>	<b>61,829,031</b>	<b>71,491,074</b>
JPA Recycled Water Revenue-LV Sani Share*				2,037,475	2,051,967
<b>TOTAL OPERATING REVENUES</b>	<b>\$74,203,531</b>	<b>\$70,653,926</b>	<b>\$72,943,119</b>	<b>\$63,866,506</b>	<b>\$73,543,041</b>

<b>SOURCE OF SUPPLY</b>					
5000 Purchased Water - MWD	24,905,805	23,505,136	20,916,701	17,187,048	21,894,258
5054 Draw from Reservoir	(605,723)	926,640	330,185	352,653	417,122
5100 Purchased Water - JPA RWTR	1,991,716	1,954,050	1,788,664	2,037,475	2,051,967
5105 Purchased Water - Ventura Co.	268,305	326,726	239,855	234,295	291,386
5110 Purchased Water - Simi Dist. #8	57,006	64,912	54,092	46,549	57,891
5115 Purchased Water - Potable Suppl	773,726	1,546,820	1,228,336	921,193	947,017
5125 Water Supply - LVR Adjustment	645,429	174,397	1,114,772	177,796	187,971
<b>Sub-total Source of Supply</b>	<b>\$28,036,264</b>	<b>\$28,498,681</b>	<b>\$25,672,606</b>	<b>\$20,957,009</b>	<b>\$25,847,612</b>

<b>PURCHASED SERVICES</b>					
5735 Share of JPA Net Expenses	13,722,750	10,654,046	12,245,960	13,865,017	14,782,100
5740 City of Los Angeles	513,514	531,300	531,300	552,552	552,552
<b>Sub-total Purchased Services</b>	<b>\$14,236,265</b>	<b>\$11,185,346</b>	<b>\$12,777,260</b>	<b>\$14,417,569</b>	<b>\$15,334,652</b>

<b>OPERATING EXPENSES</b>					
5400 Labor	1,317,019	1,347,000	1,090,588	1,246,393	1,296,249
5405.1 Energy	1,342,335	972,000	1,130,260	1,216,350	1,215,900
5405.2 Telephone	54,466	66,600	61,689	88,200	88,700
5405.3 Gas	23,135	20,500	16,600	38,700	39,700
5405.4 Water	18,582	25,800	13,538	26,300	26,500
5410 Supplies/Material	232,423	217,000	203,194	245,500	245,500
5410.10 Fuel	12,853	15,000	14,852	35,000	36,800
5410.14 Sodium Hypochlorite	0	0	14,074	14,700	15,400
5415 Outside Services	199,704	204,000	223,544	558,236	283,236
5417 Odor Control	14,601	0	0	0	0
5420 Permits and Fees	124,840	47,020	195,030	99,250	99,400
5425 Consulting Services	0	5,000	0	5,000	5,000
<b>Sub-total Operating Expenses</b>	<b>\$3,339,959</b>	<b>\$2,919,920</b>	<b>\$2,963,370</b>	<b>\$3,573,629</b>	<b>\$3,352,385</b>



**SUMMARY ALL UNITS**

	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
<b>MAINTENANCE EXPENSES</b>	<b>Actual</b>	<b>Budget</b>	<b>Est Actual</b>	<b>Budget</b>	<b>Budget</b>
5500 Labor	573,114	851,099	428,276	703,558	731,640
5510 Supplies/Material	231,498	198,686	141,680	189,200	190,600
5515 Outside Services	491,358	465,352	779,892	710,072	710,372
5518 Building Maintenance	55,517	69,725	47,169	69,725	69,725
5520 Permits and Fees	17,254	25,000	18,996	30,000	32,000
5530 Capital Outlay	0	147,236	67,236	82,000	84,000
<b>Sub-total Maintenance Expenses</b>	<b>\$1,368,741</b>	<b>\$1,757,098</b>	<b>\$1,483,249</b>	<b>\$1,784,555</b>	<b>\$1,818,337</b>
<b>SPECIALTY EXPENSES</b>					
5700 SCADA Services	87,875	145,960	88,586	141,401	142,057
5710.2 Technical Services	18,493	68,603	11,401	21,000	21,000
5715.2 Other Lab Services	24,448	41,800	29,072	41,800	41,800
5715.3 Tapia Lab Sampling	33,683	106,584	0	0	0
5725 Gen Supplies/Small Tools	31,945	3,000	24,352	0	0
7202 Allocated Lab Expense	289,697	312,048	322,522	357,636	387,022
<b>Sub-total Specialty Expenses</b>	<b>\$486,141</b>	<b>\$677,995</b>	<b>\$475,933</b>	<b>\$561,837</b>	<b>\$591,879</b>
<b>FIELD CONSERVATION</b>					
6620 Outside Services	70,548	262,206	44,576	1,500,000	800,000
<b>Sub-total Field Conservation</b>	<b>\$70,548</b>	<b>\$262,206</b>	<b>\$44,576</b>	<b>\$1,500,000</b>	<b>\$800,000</b>
<b>COMMUNITY CONSERVATION EDUCATION</b>					
6749 Residential Customer Training	0	18,000	0	8,000	8,000
<b>Sub-total Community Conservation Education</b>	<b>\$0</b>	<b>\$18,000</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$8,000</b>
<b>RESOURCE CONSERVATION</b>					
6785 Watershed Programs	15,488	46,931	3,750	0	0
6790 Back Flow Protection	139,263	120,535	124,866	153,000	153,000
<b>Sub-total Resource Conservation</b>	<b>\$154,750</b>	<b>\$167,466</b>	<b>\$128,616</b>	<b>\$153,000</b>	<b>\$153,000</b>
<b>ADMINISTRATIVE EXPENSES</b>					
6260 Rental Charge - Facility Repl	253,206	290,357	231,494	268,222	256,874
7135.1 Property Insurance	69,886	0	66,145	103,605	113,965
7135.4 Earthquake Insurance	67,284	0	58,820	77,040	77,510
7145 Claims Paid	9,816	0	71,451	0	0
7155 Other Expense	26,296	0	1,420	0	12,500
Allocated Insurance	0	272,236	0	152,294	155,024
7203 Allocated Building Maint	137,766	96,643	81,411	102,294	105,024
7205 Allocated Legal	32,738	20,000	74,994	50,000	50,000
7206 Allocated G & A	0	0	0	0	0
7209 Allocated Rental Property Exp	0	0	0	0	0
Allocated Services (G&A)	9,384,418	11,997,751	11,129,834	13,009,349	13,946,182
<b>Sub-total Administrative Expenses</b>	<b>\$9,981,409</b>	<b>\$12,676,987</b>	<b>\$11,715,569</b>	<b>\$13,762,804</b>	<b>\$14,690,579</b>
<b>SUB TOTAL OPERATING EXPENSES</b>	<b><u>\$57,687,190</u></b>	<b><u>\$58,409,682</u></b>	<b><u>\$55,261,961</u></b>	<b><u>\$56,868,403</u></b>	<b><u>\$62,746,444</u></b>
<b>JPA Recycled-LV Sanitation Share*</b>				<b>\$ 2,037,475</b>	<b>\$ 2,051,967</b>
<b>TOTAL OPERATING EXPENSES</b>	<b><u>\$57,687,190</u></b>	<b><u>\$58,409,682</u></b>	<b><u>\$55,261,961</u></b>	<b><u>\$58,905,878</u></b>	<b><u>\$64,798,411</u></b>
<b>NET OPERATING INCOME (LOSS)</b>	<b><u>\$16,516,341</u></b>	<b><u>\$12,244,244</u></b>	<b><u>\$17,681,158</u></b>	<b><u>\$4,960,628</u></b>	<b><u>\$8,744,630</u></b>

\*JPA Recycled-LV Sanitation Share reflected in line item budget detail beginning in FY22-23



**POTABLE WATER SUMMARY**

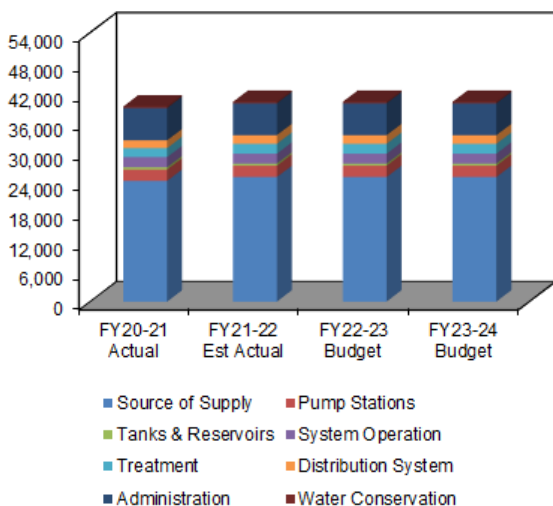
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
	<b>Actual</b>	<b>Budget</b>	<b>Est Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>OPERATING REVENUES</b>					
4000 Water Sales	45,532,869	43,012,475	43,946,532	32,399,691	40,331,569
4152 Penalty for Unsustainable Wtr Use	2,126,015	0	1,668,994	1,500,000	800,000
4155 Temporary Meter Fees	4,825	3,000	4,000	3,045	3,060
4160 Late Payment Fees	(45)	138,000	54,226	138,690	139,383
4170 Water Usage - Accidents	27,071	29,500	44,853	30,000	30,000
4175 PW Supplement to RW	773,726	1,546,820	1,228,336	921,193	947,017
4505 Other Income from Operations	326,654	210,000	343,287	398,000	400,000
Use of Rate Stabilization	0	0	0	946,021	583,801
<b>TOTAL OPERATING REVENUES</b>	<b>\$48,791,114</b>	<b>\$44,939,795</b>	<b>\$47,290,228</b>	<b>\$36,336,640</b>	<b>\$43,234,830</b>
<b>SOURCE OF SUPPLY</b>					
5000 Purchased Water - MWD	24,905,805	23,505,136	20,916,701	17,187,048	21,894,258
5054 Draw from Reservoir	(605,723)	926,640	330,185	352,653	417,122
5105 Purchased Water - Ventura Co.	268,305	326,726	239,855	234,295	291,386
5110 Purchased Water - Simi Dist. #8	57,006	64,912	54,092	46,549	57,891
5125 Water Supply - LVR Adjustment	645,429	174,397	1,114,772	177,796	187,971
<b>Sub-total Source of Supply</b>	<b>\$25,270,823</b>	<b>\$24,997,811</b>	<b>\$22,655,606</b>	<b>\$17,998,341</b>	<b>\$22,848,628</b>
<b>OPERATING EXPENSES</b>					
5400 Labor	1,231,107	1,200,000	1,088,866	1,245,158	1,294,964
5405.1 Energy	1,220,615	880,500	1,083,055	1,123,350	1,122,400
5405.2 Telephone	48,219	53,600	54,804	75,200	75,700
5405.3 Gas	23,135	20,500	16,600	38,700	39,700
5405.4 Water	17,212	25,000	12,087	25,500	25,700
5410 Supplies/Material	232,423	217,000	203,194	245,500	245,500
5410.10 Fuel	12,853	15,000	14,852	35,000	36,800
5410.14 Sodium Hypoclorite	0	0	14,074	14,700	15,400
5415 Outside Services	199,704	204,000	223,544	283,236	283,236
5420 Permits and Fees	116,190	41,020	181,589	93,250	93,400
5425 Consulting Services	0	5,000	0	5,000	5,000
<b>Sub-total Operating Expenses</b>	<b>\$3,101,458</b>	<b>\$2,661,620</b>	<b>\$2,892,665</b>	<b>\$3,184,594</b>	<b>\$3,237,800</b>
<b>MAINTENANCE EXPENSES</b>					
5500 Labor	553,341	794,223	420,245	693,058	720,720
5510 Supplies/Material	182,120	185,186	133,729	175,700	177,100
5515 Outside Services	437,463	416,880	736,348	661,600	661,900
5518 Building Maintenance	55,517	69,725	47,169	69,725	69,725
5520 Permits and Fees	17,254	25,000	18,996	30,000	32,000
5530 Capital Outlay	0	107,236	67,236	42,000	44,000
<b>Sub-total Maintenance Expenses</b>	<b>\$1,245,695</b>	<b>\$1,598,250</b>	<b>\$1,423,723</b>	<b>\$1,672,083</b>	<b>\$1,705,445</b>
<b>SPECIALTY EXPENSES</b>					
5700 SCADA Services	87,875	145,960	88,586	141,401	142,057
5710.2 Technical Services	18,493	68,603	11,401	21,000	21,000
5715.2 Other Lab Services	24,448	41,800	29,072	41,800	41,800
5715.3 Tapia Lab Sampling	33,683	106,584	0	0	0
5725 Gen Supplies/Small Tools	31,945	3,000	24,352	0	0
7202 Allocated Lab Expense	289,697	312,048	322,522	357,636	387,022
<b>Sub-total Specialty Expenses</b>	<b>\$486,141</b>	<b>\$677,995</b>	<b>\$475,933</b>	<b>\$561,837</b>	<b>\$591,879</b>



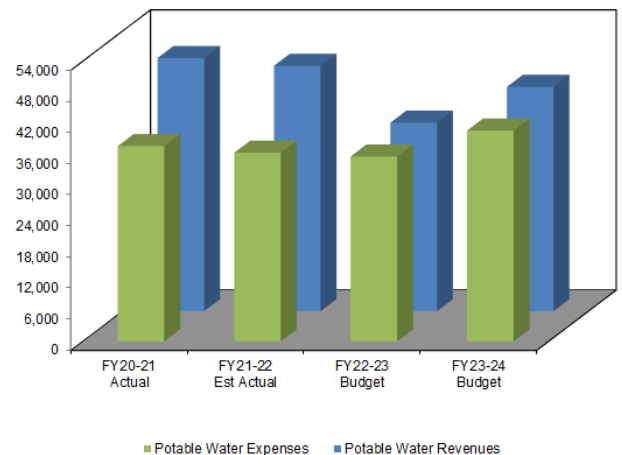
**POTABLE WATER SUMMARY**

	FY 20-21	FY 21-22	FY 21-22	FY 22-23	FY 23-24
	Actual	Budget	Est Actual	Budget	Budget
<b>PUBLIC INFORMATION</b>					
6602 School Education Program	964	145,000	0	75,000	75,000
6604 Public Education Program	12,150	100,983	782	75,000	75,000
<b>Sub-total Public Information</b>	<b>\$13,113</b>	<b>\$245,983</b>	<b>\$782</b>	<b>\$150,000</b>	<b>\$150,000</b>
<b>FIELD CONSERVATION</b>					
6620 Outside Services	70,548	262,206	44,576	1,500,000	800,000
<b>Sub-total Field Conservation</b>	<b>\$70,548</b>	<b>\$262,206</b>	<b>\$44,576</b>	<b>\$1,500,000</b>	<b>\$800,000</b>
<b>COMMUNITY CONSERVATION EDUCATION</b>					
6749 Residential Customer Training	0	18,000	0	8,000	8,000
<b>Sub-total Community Conservation Education</b>	<b>\$0</b>	<b>\$18,000</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$8,000</b>
<b>RESOURCE CONSERVATION</b>					
6785 Watershed Programs	15,488	46,931	3,750	0	0
6790 Back Flow Protection	139,078	117,535	123,027	150,000	150,000
<b>Sub-total Resource Conservation</b>	<b>\$154,565</b>	<b>\$164,466</b>	<b>\$126,777</b>	<b>\$150,000</b>	<b>\$150,000</b>
<b>ADMINISTRATIVE EXPENSES</b>					
6260 Rental Charge - Facility Repl	221,616	255,375	197,032	226,957	215,609
6516 Other Professional Services	0	0	0	0	0
7135.1 Property Insurance	69,886	0	66,145	103,605	113,965
7135.4 Earthquake Insurance	67,284	0	58,820	77,040	77,510
7145 Claims Paid	9,816	0	71,451	0	0
7155 Other Expense	26,296	0	1,420	0	0
Allocated Insurance	0	272,236	0	152,294	155,024
7203 Allocated Building Maint	137,766	96,643	81,411	102,294	105,024
7205 Allocated Legal	32,738	20,000	74,994	50,000	50,000
Allocated Services (G&A)	6,738,655	9,392,093	8,193,654	9,697,938	10,423,830
<b>Sub-total Administrative Expenses</b>	<b>\$7,304,057</b>	<b>\$10,036,347</b>	<b>\$8,744,928</b>	<b>\$10,410,128</b>	<b>\$11,140,962</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$37,646,399</b>	<b>\$40,662,678</b>	<b>\$36,364,989</b>	<b>\$35,634,983</b>	<b>\$40,632,715</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>\$11,144,715</b>	<b>\$4,277,117</b>	<b>\$10,925,239</b>	<b>\$701,657</b>	<b>\$2,602,115</b>

**Operating Expense Summary**  
(Dollars in Thousands)



	FY20-21 Actual	FY21-22 Est Actual	FY21-23 Budget	FY21-24 Budget
<b>Potable Water Revenues</b>	48,791	47,290	36,337	43,235
<b>Potable Water Expenses</b>	37,646	36,365	35,635	40,633
<b>Net Operating Income</b>	11,145	10,925	702	2,602





**Potable Water Revenues - 101001**

Potable Water Sales are revenues derived from potable water sales to customers. PW sales provide resources to fund the operation and maintenance of the water system and the replacement of infrastructure and other capital assets.

Potable water sales are projected using the past three years' average demand. Fiscal Year 2022-23 projections include a 35% reduction in water usage from prior three year average due to statewide emergency drought conditions. Fiscal Year 2023-24 projections are a 20% reduction over the prior three year average. District staff continue to monitor state and local water use restrictions for future potential adjustments.

The 2020 rate study projected annual increases of 5% for each of the next two years.

OPERATING REVENUES	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
4000 Water Sales	43,012,475	43,946,532	32,399,691	40,331,569
4152 Penalty for Unsustainable Wtr Use	0	1,668,994	1,500,000	800,000
4155 Temporary Meter Fees	3,000	4,000	3,045	3,060
4160 Late Payment Fees	138,000	54,226	138,690	139,383
4170 Water Usage - Accidents	29,500	44,853	30,000	30,000
4175 PW Supplement to RW	1,546,820	1,228,336	921,193	947,017
4505 Other Income from Operations	210,000	343,287	398,000	400,000
<b>TOTAL OPERATING REVENUES</b>	<b>\$44,939,795</b>	<b>\$47,290,228</b>	<b>\$35,390,619</b>	<b>\$42,651,029</b>

**Source of Supply - 101001**

Purchased Water MWD cover all costs to purchase water from Metropolitan Water District (MWD). Fiscal Year 2022-23 and 2023-24 budgeted costs are based on rates adopted by MWD at their April 17, 2022 board meeting.

Volume of purchased water is estimated to decrease from 18,280 AF in FY20-21 to 11,637 AF in FY22-23 and increasing to 14,322 AF in FY23-24 due to reduced water usage as a result of drought emergency.

Purchased Water - Ventura - funds used to purchase water from Ventura County to serve district customers in the Woolsey Canyon area of Chatsworth.

Purchased Water City of Simi - funds to purchase water from Ventura County to serve a portion of district customers in the Box Canyon area of Chatsworth.

Storage adjustment - the difference between the cost of evaporative loss at Las Virgenes Reservoir and the gain from rainfall or runoff from the watershed. As all the water in the Reservoir is considered inventory and cost is based on average cost per acre-foot, it is necessary to provide a value for inventory lost through evaporation or gained through rainfall.

SOURCE OF SUPPLY	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
5000 Purchased Water - MWD	23,505,136	20,916,701	17,187,048	21,894,258
5054 Draw from Reservoir	926,640	330,185	352,653	417,122
5105 Purchased Water - Ventura Co.	326,726	239,855	234,295	291,386
5110 Purchased Water - Simi Dist. #8	64,912	54,092	46,549	57,891
5125 Water Supply - LVR Adjustment	174,397	1,114,772	177,796	187,971
<b>TOTAL OPERATING EXPENSES</b>	<b>\$24,997,811</b>	<b>\$22,655,606</b>	<b>\$17,998,341</b>	<b>\$22,848,628</b>



### Pump Stations - 101100

#### FUNCTION

To Supply adequate water pressure throughout the potable water distribution system. Provide adequate training, operating, preventive maintenance, and maintenance and repair programs to ensure pump stations and pressure reducing stations are operated and maintained safely and efficiently.

#### SIGNIFICANT CHANGES

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
<b>OPERATING EXPENSES</b>					
5400 Labor	204,538	200,000	172,678	197,047	204,929
5405.1 Energy	1,133,401	775,000	992,085	1,017,850	1,016,900
5405.2 Telephone	27,546	40,000	22,918	54,200	54,700
5405.3 Gas	22,731	20,000	16,347	38,200	39,200
5405.4 Water	680	10,000	706	12,000	12,200
5410 Supplies/Material	103,474	70,000	111,813	74,000	74,000
5410.10 Fuel	0	0	0	20,000	21,000
5415 Outside Services	63,592	40,000	105,551	54,000	54,000
5420 Permits and Fees	2,333	3,000	3,735	3,150	3,300
<b>Sub-total Operating Expenses</b>	<b>\$1,558,295</b>	<b>\$1,158,000</b>	<b>\$1,425,832</b>	<b>\$1,470,447</b>	<b>\$1,480,229</b>
<b>MAINTENANCE EXPENSES</b>					
5500 Labor	231,277	255,363	86,230	250,788	260,820
5510 Supplies/Material	89,972	30,000	19,704	32,000	33,000
5515 Outside Services	99,848	50,000	99,413	100,000	100,000
5530 Capital Outlay	0	40,000	0	42,000	44,000
<b>Sub-total Maintenance Expenses</b>	<b>\$421,097</b>	<b>\$375,363</b>	<b>\$205,348</b>	<b>\$424,788</b>	<b>\$437,820</b>
<b>ADMINISTRATIVE EXPENSES</b>					
7225 Allocated Support Services	313,189	409,177	397,229	534,487	578,368
7226 Allocated Operations Services	288,975	377,351	511,085	702,927	763,962
<b>Sub-total Administrative Expenses</b>	<b>\$602,164</b>	<b>\$786,528</b>	<b>\$908,313</b>	<b>\$1,237,414</b>	<b>\$1,342,330</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$2,581,556</b>	<b>\$2,319,891</b>	<b>\$2,539,493</b>	<b>\$3,132,649</b>	<b>\$3,260,378</b>

#### LINE ITEM EXPLANATIONS

5405.3 Gas - Natural gas powered pump station at Cornell pump station.

5410 Supplies/Maintenance - funds to purchase materials and supplies for preventive maintenance of pump control valves, pressure reducing and pressure relief valves and appurtenances for more than 60 pump and pressure reducing stations.

5410.10 Fuel - Gas purchases for generators used during maintenance activities and to provide electricity to pump stations during peak demand periods and outages.

5415 Outside Services - Miscellaneous work including graffiti removal, welding, coring, and similar tasks as needed.

5420 Permits/Fees - SCAQMD permits for the potable water system.

5515 Outside Services - Outside maintenance providers required to assist in maintaining the pump stations, including HVAC, landscapint and outside mechanical services. Annual aire emissions test fees for natural gas engines at Conduit, Cornell, and JBR pump stations and the annual emissions report required by AQMD at Cornell pump station. FY22-23 and FY23-24 budget increased to contracted amounts.



**Tanks & Reservoirs - 101200**

**FUNCTION**

To provide operating, preventive maintenance, and maintenance and repair programs on a timely basis to ensure the tanks and reservoirs are operated safely, efficiently, and cost effectively to protect water quality, provide adequate storage for daily and emergency use and ensure fire protection throughout the potable water distribution system.

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
<b>OPERATING EXPENSES</b>	<b>Actual</b>	<b>Budget</b>	<b>Est Actual</b>	<b>Budget</b>	<b>Budget</b>
5400 Labor	64,856	75,000	72,526	75,590	78,614
5405.1 Energy	1,585	3,000	3,118	3,000	3,000
5405.2 Telephone	399	400	401	400	400
5405.4 Water	3,656	5,000	2,889	3,500	3,500
5410 Supplies/Material	64,112	10,000	4,308	10,000	10,000
5415 Outside Services	35,095	40,000	3,975	40,000	40,000
5420 Permits and Fees	19	20	29	100	100
<b>Sub-total Operating Expenses</b>	<b>\$169,721</b>	<b>\$133,420</b>	<b>\$87,246</b>	<b>\$132,590</b>	<b>\$135,614</b>
<b>MAINTENANCE EXPENSES</b>					
5500 Labor	1,990	0	23,673	22,114	22,999
5510 Supplies/Material	3,847	18,686	7,849	8,200	8,600
5515 Outside Services	19,646	20,380	4,947	6,100	6,400
<b>Sub-total Maintenance Expenses</b>	<b>\$25,483</b>	<b>\$39,066</b>	<b>\$36,470</b>	<b>\$36,414</b>	<b>\$37,999</b>
<b>ADMINISTRATIVE EXPENSES</b>					
7225 Allocated Support Services	95,039	124,997	119,762	168,662	181,922
7226 Allocated Operations Services	108,060	133,989	190,094	261,580	284,503
<b>Sub-total Administrative Expenses</b>	<b>\$203,099</b>	<b>\$258,986</b>	<b>\$309,855</b>	<b>\$430,242</b>	<b>\$466,425</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$398,302</b>	<b>\$431,472</b>	<b>\$433,571</b>	<b>\$599,246</b>	<b>\$640,037</b>

**LINE ITEM EXPLANATIONS**

**Operating Expenses**

5415 Outside Services - Outside services to inspect and clean potable water storage tanks to preserve water quality. Dirt road maintenance, asphalt repairs, weed abatement, tree trimming and landscape maintenance are also budgeted in this account.

**Maintenance Expenses**

5515 Outside Services - Pest control and landscape services at tanks.

**Specialty Expenses**

5710.2 Technical Services - The cost for any labor hours by Technical Services personnel for assistance in operating or maintaining tanks/reservoirs are accumulated in this account.



**Operations - 101300**

**FUNCTION**

To provide operating, preventive maintenance and maintenance and repair programs to ensure preservation of district assets and proper operation of the potable water distribution system; including water quality review, operation of Supervisory Control and Data Acquisition (SCADA) systems and other necessary programs.

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

OPERATING EXPENSES	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
5400 Labor	251,497	250,000	207,369	260,020	270,421
5405.2 Telephone	1,210	800	8,159	8,200	8,200
5410 Supplies/Material	1,077	2,000	0	1,500	1,500
5415 Outside Services	52,523	22,000	14,074	20,000	20,000
5420 Permits and Fees	54,449	35,000	97,975	35,000	35,000
<b>Sub-total Operating Expenses</b>	<b>\$360,756</b>	<b>\$309,800</b>	<b>\$327,577</b>	<b>\$324,720</b>	<b>\$335,121</b>
<b>MAINTENANCE EXPENSES</b>					
5500 Labor	2,063	84,927	984	47,031	48,912
5510 Supplies/Material	147	1,500	0	500	500
5515 Outside Services	0	1,500	0	500	500
<b>Sub-total Maintenance Expenses</b>	<b>\$2,210</b>	<b>\$87,927</b>	<b>\$984</b>	<b>\$48,031</b>	<b>\$49,912</b>
<b>SPECIALTY EXPENSES</b>					
5700 SCADA Services	59,473	112,519	70,456	125,000	125,000
5715.2 Other Lab Services	21,358	40,000	20,573	40,000	40,000
5715.3 Tapia Lab Sampling	31,357	91,282	0	0	0
7202 Allocated Lab Expense	228,246	245,856	254,108	281,774	304,926
<b>Sub-total Specialty Expenses</b>	<b>\$340,434</b>	<b>\$490,552</b>	<b>\$345,137</b>	<b>\$446,774</b>	<b>\$469,926</b>
<b>ADMINISTRATIVE EXPENSES</b>					
7225 Allocated Support Services	196,248	256,029	242,616	340,395	366,633
7226 Allocated Operations Services	488,817	890,445	665,121	700,000	750,000
<b>Sub-total Administrative Expenses</b>	<b>\$685,065</b>	<b>\$1,146,474</b>	<b>\$907,737</b>	<b>\$1,040,395</b>	<b>\$1,116,633</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$1,388,464</b>	<b>\$2,034,753</b>	<b>\$1,581,435</b>	<b>\$1,859,920</b>	<b>\$1,971,592</b>

**LINE ITEM EXPLANATIONS**

Operating Expenses

5405 Telephone - Provide funds for miscellaneous leased telephone circuits required for operation of the SCADA system.

5415 Outside Services - Costs associated with production of the Consumer Confidence Report.

5420 Permits/Fees - Funds CA Department of Public Health inspection and permit fees for the potable water system. Includes funding for statewide potable water discharge NPDES permit.

Maintenance Expenses

5510 Supplies/Materials - Items necessary to maintain the SCADA and PLC Systems.

Specialty Expenses

5700 SCADA Services - Labor and materials costs for services provided by Information Systems to maintain the SCADA system.

5715.2 Other Laboratory Services - Outside laboratory costs for potable water quality testing that cannot be performed by Tapia laboratory.

5715.3 Tapia Laboratory Sampling - Tapia laboratory staff costs for obtaining water quality samples from the potable distribution system. Beginning in FY20-21 staff charged directly to labor.





**Treatment - 101600**

**FUNCTION**

To provide operating, preventive maintenance and repair programs to preserve district assets and ensure Westlake Filtration Plant and Pump Station and Las Virgenes Reservoir operate at optimal performance levels to provide the highest quality drinking water to the potable water distribution system while meeting peak summer demands.

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
	<b>Actual</b>	<b>Budget</b>	<b>Est Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>OPERATING EXPENSES</b>					
5400 Labor	266,548	300,000	288,940	316,360	329,014
5405.1 Energy	83,718	100,000	86,004	100,000	100,000
5405.2 Telephone	19,064	12,400	23,326	12,400	12,400
5405.3 Gas	404	500	253	500	500
5405.4 Water	12,876	10,000	8,492	10,000	10,000
5410 Supplies/Material	37,531	85,000	47,060	85,000	85,000
5410.10 Fuel	12,853	15,000	14,852	15,000	15,800
5410.14 Sodium Hypochlorite	0	0	14,074	14,700	15,400
5415 Outside Services	45,893	92,000	34,911	159,236	159,236
5420 Permits and Fees	59,389	3,000	79,851	55,000	55,000
<b>Sub-total Operating Expenses</b>	<b>\$538,276</b>	<b>\$617,900</b>	<b>\$597,762</b>	<b>\$768,196</b>	<b>\$782,350</b>
<b>MAINTENANCE EXPENSES</b>					
5500 Labor	63,869	152,448	8,985	60,372	62,787
5510 Supplies/Material	28,693	55,000	7,175	55,000	55,000
5515 Outside Services	43,359	160,000	10,011	160,000	160,000
5518 Building Maintenance	55,517	69,725	47,169	69,725	69,725
5530 Capital Outlay	0	67,236	67,236	0	0
<b>Sub-total Maintenance Expenses</b>	<b>\$191,439</b>	<b>\$504,409</b>	<b>\$140,577</b>	<b>\$345,097</b>	<b>\$347,512</b>
<b>SPECIALTY EXPENSES</b>					
5700 SCADA Services	28,403	33,441	18,130	16,401	17,057
5715.2 Other Lab Services	3,090	1,800	8,499	1,800	1,800
5715.3 Tapia Lab Sampling	2,326	15,302	0	0	0
7202 Allocated Lab Expense	61,451	66,192	68,414	75,862	82,096
<b>Sub-total Specialty Expenses</b>	<b>\$95,269</b>	<b>\$116,735</b>	<b>\$95,043</b>	<b>\$94,063</b>	<b>\$100,953</b>
<b>ADMINISTRATIVE EXPENSES</b>					
7225 Allocated Support Services	250,007	329,496	327,164	438,676	474,464
7226 Allocated Operations Services	352,329	523,824	534,453	744,280	812,282
<b>Sub-total Administrative Expenses</b>	<b>\$602,336</b>	<b>\$853,320</b>	<b>\$861,617</b>	<b>\$1,182,956</b>	<b>\$1,286,746</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$1,427,320</b>	<b>\$2,092,364</b>	<b>\$1,694,998</b>	<b>\$2,390,312</b>	<b>\$2,517,561</b>

**LINE ITEM EXPLANATIONS**

5410 Supplies/Materials - Chemical purchases (aqueous ammonia, copper sulfate and citric acid), diatomaceous earth (DE) and supplies for plant operations.

5415 Outside Services - Tank inspections, dam settlement survey, DE disposal, instrument calibration and weed abatement.

5420 Permits/Fees - SCAQMD permits, Dept of Water Resources (DWR) fees for Las Virgenes Reservoir dams and LA County Fire Department California Accidental Release Program (CAL-ARP) fees.

5715.3 Tapia Laboratory Sampling - Tapia laboratory staff costs for obtaining water quality samples from the potable distribution system. Beginning in FY20-21 staff charged directly to labor.



**Distribution - 101700**

**FUNCTION**

To provide appropriate training, operating, preventive maintenance, and maintenance and repair programs to preserve district assets and to ensure the safe and reliable delivery of potable water to district customers.

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
<b>OPERATING EXPENSES</b>	<b>Actual</b>	<b>Budget</b>	<b>Est Actual</b>	<b>Budget</b>	<b>Budget</b>
5400 Labor	443,669	375,000	347,353	396,141	411,987
5405.1 Energy	1,911	2,500	1,849	2,500	2,500
5410 Supplies/Material	26,229	50,000	40,013	75,000	75,000
5415 Outside Services	2,601	10,000	65,034	10,000	10,000
<b>Sub-total Operating Expenses</b>	<b>\$474,410</b>	<b>\$437,500</b>	<b>\$454,248</b>	<b>\$483,641</b>	<b>\$499,487</b>
<b>MAINTENANCE EXPENSES</b>					
5500 Labor	250,389	300,000	299,929	311,253	323,703
5510 Supplies/Material	59,461	80,000	99,000	80,000	80,000
5515 Outside Services	246,672	185,000	621,977	375,000	375,000
5520 Permits and Fees	17,254	25,000	18,996	30,000	32,000
<b>Sub-total Maintenance Expenses</b>	<b>\$573,776</b>	<b>\$590,000</b>	<b>\$1,039,902</b>	<b>\$796,253</b>	<b>\$810,703</b>
<b>SPECIALTY EXPENSES</b>					
5710.2 Technical Services	18,493	67,708	11,401	21,000	21,000
<b>Sub-total Specialty Expenses</b>	<b>\$18,493</b>	<b>\$67,708</b>	<b>\$11,401</b>	<b>\$21,000</b>	<b>\$21,000</b>
<b>RESOURCE CONSERVATION</b>					
6790 Back Flow Protection	139,078	117,535	123,027	150,000	150,000
<b>Sub-total Resource Conservation</b>	<b>\$139,078</b>	<b>\$117,535</b>	<b>\$123,027</b>	<b>\$150,000</b>	<b>\$150,000</b>
<b>ADMINISTRATIVE EXPENSES</b>					
7225 Allocated Support Services	197,481	255,642	240,899	325,103	351,682
7226 Allocated Operations Services	249,951	306,490	386,226	513,522	560,803
<b>Sub-total Administrative Expenses</b>	<b>\$447,432</b>	<b>\$562,132</b>	<b>\$627,125</b>	<b>\$838,625</b>	<b>\$912,485</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$1,653,188</b>	<b>\$1,774,875</b>	<b>\$2,255,703</b>	<b>\$2,289,519</b>	<b>\$2,393,675</b>

**LINE ITEM EXPLANATIONS**

5410 Supplies/Materials - Funds to purchase items used during preventive maintenance and repair or replacement of valves, fire hydrants and other appurtenances including supplies for flushing main lines.

5415 Outside Services - Contracted services for traffic control, painting for hydrants, raising valve stacks, valve boxes, manhole covers, and maintainint appurtenances.

5510 Supplies/Materials - Purchase of valves, pipe, air/vacuum assemblies required to maintain the system. Expenditures vary according to number of PW pipeline breaks in any year.

5515 Outside Services - Maintenance providers for pipeline repairs or paving contractors to repair roads following large system repairs. This account should be considered a contingency account as one major emergency job could result in thousands of dollars in repair costs.

5710.2 Technical Services - Labor hours by Technical Services personnel for distribution assistance.

6790 Back Flow Protection - Testing, repair and certification of back flow prevention devices at sites where the potential risk to the potable water system is other than recycled water. The budget increases continue to reflect the increasing number of testable devices, primarily fire system DCDAs for both Commercial and Residential Services. The increase also reflects an intensified effort to identify customers with wells and/or water storage tanks on site, and to ensure the installation of backflow protection assemblies ont he water services to these sites for protection of the municipal water supply, including non-reclaimed backflow inspections.

**Conservation - 101800**

**FUNCTION**

These programs, provide quantifiable, cost effective water savings through hardware retrofits and changes in water use practices.

**SIGNIFICANT CHANGES**

The budget for Fiscal Years 2022-23 and 2023-24 have significant increases that are directly attributed to the drought emergency facing the State of California. Outside Service costs for FY22-23 are increased by \$1.2 million over FY21-22 budget; FY23-24 budget is increased by \$537 thousand over FY21-22. These programs will be funded with the use of Unsustainable Usage Fees.

	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
<b>FIELD CONSERVATION</b>					
5415 Outside Services	70,548	262,206	44,576	1,500,000	800,000
<b>Sub-total Field Conservation</b>	<b>\$70,548</b>	<b>\$262,206</b>	<b>\$44,576</b>	<b>\$1,500,000</b>	<b>\$800,000</b>
<b>ADMINISTRATIVE EXPENSES</b>					
7225 Allocated Support Services	4,049	5,208	4,917	6,069	6,678
7226 Allocated Operations Services	37,911	40,592	36,986	53,450	56,179
<b>Sub-total Administrative Services</b>	<b>\$41,960</b>	<b>\$45,800</b>	<b>\$41,903</b>	<b>\$59,519</b>	<b>\$62,857</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$112,508</b>	<b>\$308,006</b>	<b>\$86,479</b>	<b>\$1,559,519</b>	<b>\$862,857</b>

**LINE ITEM EXPLANATIONS**

5415 Outside Services - Includes water conservation enforcement efforts, installation of flow restriction devices, and conservation education.





**Administration - 101900**

**FUNCTION**

To fund general and administrative expenses that are specific to Potable Water Operations.

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
<b>OPERATING EXPENSES</b>					
5425 Consulting Services	0	5,000	0	5,000	5,000
<b>Sub-total Operating Expenses</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>MAINTENANCE EXPENSES</b>					
5500 Labor	3,752	1,485	442	1,500	1,500
5515 Outside Services	27,938	0	0	20,000	20,000
<b>Sub-total Maintenance Expenses</b>	<b>\$31,690</b>	<b>\$1,485</b>	<b>\$442</b>	<b>\$21,500</b>	<b>\$21,500</b>
<b>SPECIALTY EXPENSES</b>					
5725 Gen Supplies/Small	31,945	3,000	24,352	0	0
Tools					
<b>Sub-total Specialty Expenses</b>	<b>\$31,945</b>	<b>\$3,000</b>	<b>\$24,352</b>	<b>\$0</b>	<b>\$0</b>
<b>PUBLIC INFORMATION</b>					
6602 School Education Program	964	145,000	0	75,000	75,000
6604 Public Education Program	12,150	100,983	782	75,000	75,000
<b>Sub-total Public Information</b>	<b>\$13,113</b>	<b>\$245,983</b>	<b>\$782</b>	<b>\$150,000</b>	<b>\$150,000</b>
<b>COMMUNITY CONSERVATION EDUCATION</b>					
6749 Residential Customer Training	0	18,000	0	8,000	8,000
<b>Sub-total Community Conservation Education</b>	<b>\$0</b>	<b>\$18,000</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$8,000</b>
<b>RESOURCE CONSERVATION</b>					
6785 Watershed Programs	15,488	46,931	3,750	0	0
<b>Sub-total Resource Conservation</b>	<b>\$15,488</b>	<b>\$46,931</b>	<b>\$3,750</b>	<b>\$0</b>	<b>\$0</b>
<b>ADMINISTRATIVE EXPENSES</b>					
6260 Rental Charge - Facility Repl	221,616	255,375	197,032	226,957	215,609
7135.1 Property Insurance	69,886	0	66,145	103,605	113,965
7135.4 Earthquake Insurance	67,284	0	58,820	77,040	77,510
7145 Claims Paid	9,816	0	71,451	0	0
7155 Other Expense	26,296	0	1,420	0	0
Allocated Insurance	0	272,236	0	152,294	155,024
7203 Allocated Building Maint	137,766	96,643	81,411	102,294	105,024
7205 Allocated Legal	32,738	20,000	74,994	50,000	50,000
7225 Allocated Support Services	867,279	1,227,767	861,608	800,369	864,971
7226 Allocated Operations Services	3,289,320	4,511,086	3,675,498	4,308,418	4,571,383
<b>Sub-total Administrative Expenses</b>	<b>\$4,722,001</b>	<b>\$6,383,107</b>	<b>\$5,088,379</b>	<b>\$5,820,977</b>	<b>\$6,153,486</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$4,814,237</b>	<b>\$6,703,506</b>	<b>\$5,117,706</b>	<b>\$6,005,477</b>	<b>\$6,337,986</b>

**LINE ITEM EXPLANATIONS**

5425 Consulting Services - Water Loss Audit

6602 School Education Program - LVUSD water science education school initiative; annual primary school poster contest, elementary school theatrical presentations and related take-home support materials; secondary school outreach program, and annual library book program.

6604 Public Education Program - Waer conservation-related display advertising, shut down notifications and other incident-specific notices to customers; conservation education to hotels, restaurants and businesses; chamber directions and "water supply only". District quarterly tours for potable water, production of annual water quality report, construction project notifications and outreach.



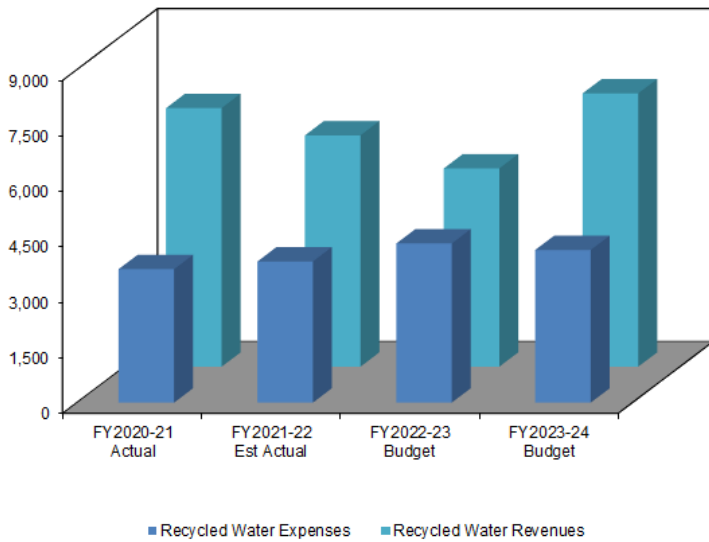
**Recycled Water - 102000/102100**

**FUNCTION**

To ensure the integrity of the recycled water distribution system, appropriate and legal use of recycled water, and protection against backflow and cross connections. This includes system surveillance, test and repair of backflow devices, landscape irrigation system plan checks for new services, water quality and system pressure tests to ensure quality of service, training local landscape maintenance and grounds supervisors in cross-connection prevention.

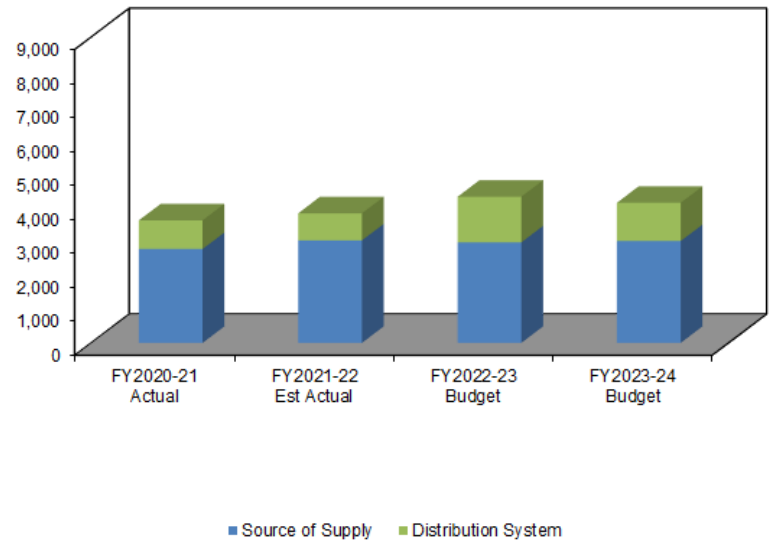
**Las Virgenes Municipal Water District  
Recycled Water Operations Summary**  
(Dollars in Thousands)

	FY20-21 Actual	FY21-22 Est. Actual	FY22-23 Budget	FY23-24 Budget
<b>Recycled Water Revenues</b>	6,990	6,252	5,359	7,387
<b>Recycled Water Expenses</b>	3,607	3,815	4,302	4,124
<b>Net Operating Income</b>	3,383	2,437	1,057	3,263



**Operating Expense Summary**  
(Dollars in Thousands)

	FY20-21 Actual	FY21-22 Est Actual	FY22-23 Est Actual	FY23-24 Est Actual
<b>Source of Supply</b>	2,765	3,017	2,959	2,999
<b>Distribution System</b>	842	798	1,343	1,125
<b>Total Recycled Water</b>	3,607	3,815	4,302	4,124



**Revenues**

RW Sales are revenues derived from retail recycled water sales to customers. They are shown by area as a result of requirements for reporting under MWD's Local Projects Programs. The 2020 rate study projected annual increases of 8% for each of the next two years. Fiscal Year 2022-23 projections include a 25 percent reduction in Acre Foot usage due to current statewide drought conditions.

Acre Feet Billed	FY20-21 Actual	FY21-22 Projected	FY22-23 Budget	FY23-24 Budget
4215 Calabasas	490	492	481	481
4220 LV Valley	271	258	255	255
4225 Clb-MWD	1,282	1,186	1,249	1,249
4230 Western	2,356	2,287	2,278	2,278
<b>Total</b>	<b>4,399</b>	<b>4,223</b>	<b>4,263</b>	<b>4,263</b>

**Source of Supply**

Purchased Water JV RWTR - wholesale cost to purchase LVMWD's allocation of recycled water for sale to district customers. Wholesale rates are set by the JPA to recover costs of operating and administering the Recycled Water backbone distribution system. An additional amount, equal to the value of annual depreciation expense on the recycled water distribution system is also included in the wholesale recycled water rate.

	FY 20-21 Actual	FY 21-22 Est Actual	FY 22-23 Budget	FY23-24 Budget
LV Valley	179	239	216	216
LVMWD East	1,144	1,525	1,519	1,519
LVMWD West	1,348	1,797	1,889	1,889
<b>Total LVMWD</b>	<b>2,671</b>	<b>3,561</b>	<b>3,624</b>	<b>3,624</b>

**Recycled Water - 102000/102100**

	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
	<b>Actual</b>	<b>Budget</b>	<b>Est Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>OPERATING REVENUES</b>					
4050 Temporary Meter Charge	\$0	\$1,800	\$0	\$1,000	\$1,000
4155 Temporary Meter Installation Fees	0	100	0	100	100
4152 Penalty for Unsustainable Wtr Use	272,920	0	587,997	0	0
4160 Late Payment Fees	(34)	10,000	3,689	5,000	5,000
4170 Water Usage - Accidents	0	100	0	100	100
4215 RW Sales - Calabasas	812,618	626,107	539,214	556,722	801,680
4220 RW Sales - LV Valley	446,003	283,050	262,653	282,228	406,409
4225 RW Sales - Calabasas MWD	1,696,029	1,462,802	1,295,005	1,204,998	1,735,197
4230 RW Sales - Western	3,538,597	2,933,530	2,953,312	2,565,020	3,693,630
4505 Other Income from Operations	224,177	780,002	610,121	743,800	743,800
<b>TOTAL OPERATING REVENUES</b>	<b>\$6,990,310</b>	<b>\$6,097,491</b>	<b>\$6,251,990</b>	<b>\$5,358,968</b>	<b>\$7,386,916</b>
<b>SOURCE OF SUPPLY</b>					
5100 Purchased Water - JPA RWTR	1,991,716	1,954,050	1,788,664	2,037,475	2,051,967
5115 Purchased Water - Potable Suppl	773,726	1,546,820	1,228,336	921,193	947,017
<b>Sub-total Source of Supply</b>	<b>\$2,765,442</b>	<b>\$3,500,870</b>	<b>\$3,017,000</b>	<b>\$2,958,668</b>	<b>\$2,998,984</b>
<b>OPERATING EXPENSES</b>					
5400 Labor	79,276	147,000	1,515	1,235	1,284
5405.1 Energy	8,661	6,500	7,554	8,000	8,500
5415 Outside Services	0	0	0	275,000	0
5420 Permits and Fees	2,738	3,000	3,191	3,000	3,000
<b>Sub-total Operating Expenses</b>	<b>\$90,675</b>	<b>\$156,500</b>	<b>\$12,260</b>	<b>\$287,235</b>	<b>\$12,784</b>
<b>MAINTENANCE EXPENSES</b>					
5500 Labor	698	2,723	698	2,500	2,600
5510 Supplies/Material	0	1,500	0	1,500	1,500
<b>Sub-total Maintenance Expenses</b>	<b>\$698</b>	<b>\$4,223</b>	<b>\$698</b>	<b>\$4,000</b>	<b>\$4,100</b>
<b>RESOURCE CONSERVATION</b>					
	185	3,000	1,839	3,000	3,000
<b>Sub-total Resource Conservation</b>	<b>\$185</b>	<b>\$3,000</b>	<b>\$1,839</b>	<b>\$3,000</b>	<b>\$3,000</b>
<b>ADMINISTRATIVE EXPENSES</b>					
6260 Rental Charge - Facility Repl	13,265	12,368	11,462	13,265	13,265
Allocated Services (G&A)	736,828	935,768	772,178	1,035,722	1,092,119
<b>Sub-total Administrative Expenses</b>	<b>\$750,093</b>	<b>\$948,136</b>	<b>\$783,639</b>	<b>\$1,048,987</b>	<b>\$1,105,384</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$3,607,094</b>	<b>\$4,612,729</b>	<b>\$3,815,437</b>	<b>\$4,301,890</b>	<b>\$4,124,252</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>\$3,383,216</b>	<b>\$1,484,762</b>	<b>\$2,436,553</b>	<b>\$1,057,078</b>	<b>\$3,262,664</b>

LINE ITEM EXPLANATIONS

4152 Penalty for Unsustainable Water Use - Penalties assessed for excessive recycled water usage. Assessment of penalties commenced in January 2021 and are not a budgeted item.

5415 Outside Services - Delivery costs for the Emergency Recycled Water Distribution Program. Intended to support the cities and customers served by the District to utilize recycled water, to the extent that it is available, to offset their potable water usage and reduce the impacts of watering restrictions.

5420 Permits and Fees - Expenses for California DPH plan review fees for recycled water expansion plans.

6790 Backflow Protection - Testing and certification of backflow prevention devices at sites where both recycled and potable water are in use.

**Sanitation – 130001 / 130100**

**FUNCTION**

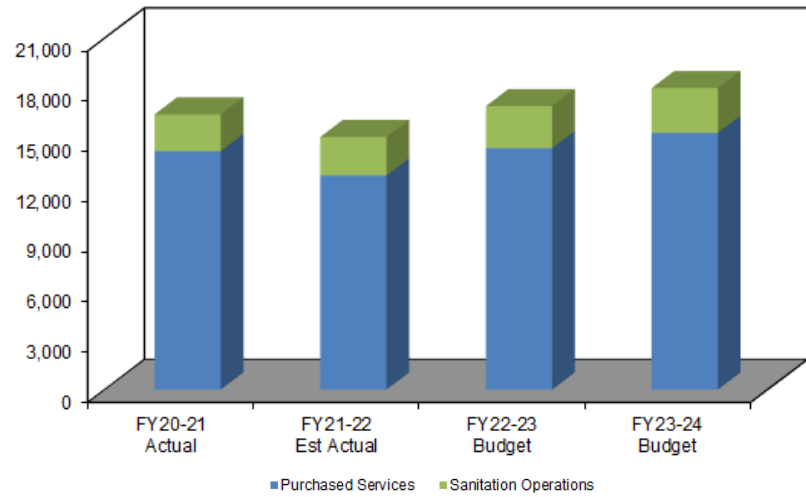
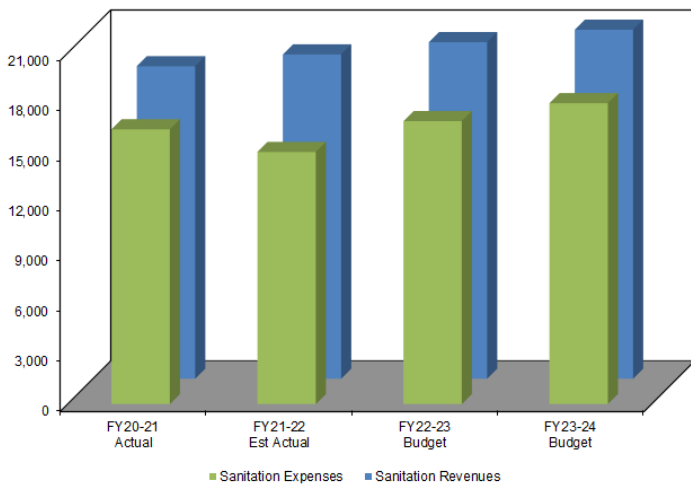
To provide wastewater services including sewer maintenance and lift station operations and maintenance to District customers within the U-1, U-2, U-3, B, and D Sanitation Districts

**Sanitation Operations Summary**  
(Dollars in Thousands)

	FY20-21 Actual	FY21-22 Est. Actual	FY22-23 Budget	FY23-24 Budget
Sanitation Revenues	18,695	19,401	20,133	20,882
Sanitation Expenses	16,434	15,082	16,930	18,003
<b>Net Operating Income</b>	<b>2,261</b>	<b>4,319</b>	<b>3,203</b>	<b>2,879</b>

**Operating Expense Summary**  
(Dollars in Thousands)

	FY20-21 Actual	FY21-22 Est Actual	FY22-23 Budget	FY23-24 Budget
<b>Purchased Services</b>	<b>14,236</b>	<b>12,777</b>	<b>14,418</b>	<b>15,335</b>
<b>Sanitation Operations</b>	<b>2,198</b>	<b>2,305</b>	<b>2,512</b>	<b>2,668</b>
<b>Total Sanitation</b>	<b>16,434</b>	<b>15,082</b>	<b>16,930</b>	<b>18,003</b>



**PURCHASED SERVICES**

Share of JPA Net Expenses - The District's share of the net operating expenses of the Joint Powers Authority.

City of Los Angeles - This is the annual operations and maintenance costs paid to the City of Los Angeles for U-3, B and a portion of U-2 Districts. It also includes rental payments for sewage discharge at the El Canon Intertie. Los Angeles provides a cost estimate for the year which is based on flow from previous years.

	<u>FY20-21</u>	<u>FY21-22</u>	<u>FY22-23</u>	<u>FY23-24</u>
U-3/B/El Canon Sewage Disposal	605,900	531,300	552,552	552,552





**Sanitation – 130001 / 130100**

	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
<b>OPERATING REVENUES</b>					
4160 Late Payment Fees	(\$53)	\$40,000	\$37,500	\$45,000	\$45,000
4260 Sanitation Service Fees	18,467,170	19,361,640	19,151,998	19,870,198	20,615,330
4270 Consol Sewer District Fees	227,910	215,000	211,403	218,225	221,498
<b>TOTAL OPERATING REVENUES</b>	<b>\$18,695,027</b>	<b>\$19,616,640</b>	<b>\$19,400,901</b>	<b>\$20,133,423</b>	<b>\$20,881,828</b>
<b>PURCHASED SERVICES</b>					
5735 Share of JPA Net Expenses	13,722,750	10,654,046	12,245,960	13,865,017	14,782,100
5740 City of Los Angeles	513,514	531,300	531,300	552,552	552,552
<b>Sub-total Purchased Services</b>	<b>\$14,236,265</b>	<b>\$11,185,346</b>	<b>\$12,777,260</b>	<b>\$14,417,569</b>	<b>\$15,334,652</b>
<b>OPERATING EXPENSES</b>					
5400 Labor	6,637	0	208	0	0
5405.1 Energy	113,059	85,000	39,651	85,000	85,000
5405.2 Telephone	6,247	13,000	6,885	13,000	13,000
5405.4 Water	1,371	800	1,451	800	800
5417 Odor Control	14,601	0	0	0	0
5420 Permits and Fees	5,912	3,000	10,250	3,000	3,000
<b>Sub-total Operating Expenses</b>	<b>\$147,826</b>	<b>\$101,800</b>	<b>\$58,445</b>	<b>\$101,800</b>	<b>\$101,800</b>
<b>MAINTENANCE EXPENSES</b>					
5500 Labor	19,075	54,153	7,333	8,000	8,320
5510 Supplies/Material	49,378	12,000	7,951	12,000	12,000
5515 Outside Services	53,895	48,472	43,544	48,472	48,472
5530 Capital Outlay	0	40,000	0	40,000	40,000
<b>Sub-total Maintenance Expenses</b>	<b>\$122,348</b>	<b>\$154,625</b>	<b>\$58,828</b>	<b>\$108,472</b>	<b>\$108,792</b>
<b>ADMINISTRATIVE EXPENSES</b>					
6260 Rental Charge - Facility Repl	18,324	22,614	23,000	28,000	28,000
Allocated Services (G&A)	1,908,935	1,669,890	2,164,002	2,274,189	2,430,233
<b>Sub-total Administrative Expenses</b>	<b>\$1,927,259</b>	<b>\$1,692,504</b>	<b>\$2,187,002</b>	<b>\$2,302,189</b>	<b>\$2,458,233</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$16,433,697</b>	<b>\$13,134,275</b>	<b>\$15,081,535</b>	<b>\$16,930,030</b>	<b>\$18,003,477</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>\$2,261,330</b>	<b>\$6,482,365</b>	<b>\$4,319,366</b>	<b>\$3,203,393</b>	<b>\$2,878,351</b>

LINE ITEM EXPLANATIONS

4260 - Sanitation Service Fees - Revenues received from residential and commercial customers within the U1, U2, U3, B, and D sanitation districts. Service fees provide resources for the operation of the wastewater treatment facilities and for replacement of sanitation capital assets and infrastructure.

Revenue from residential customers is projected using the approved rate schedule for each active schedule and change in Equivalent Residential Units (ERU) is used.

5735 - Share of JPA Net Expenses - The District's share of the net operating expenses of the Joint Powers Authority. See details of the JPA revenue and expense allocations in the JPA Operations section.

5740 - City of Los Angeles - Annual O&M costs paid to the City of Los Angeles for U3, B and a portion of U2 districts. Includes rental payments for sewage discharge at the El Canon Intertie. Lost Angeles provides a cost estimate for the year based on flow from previous years.



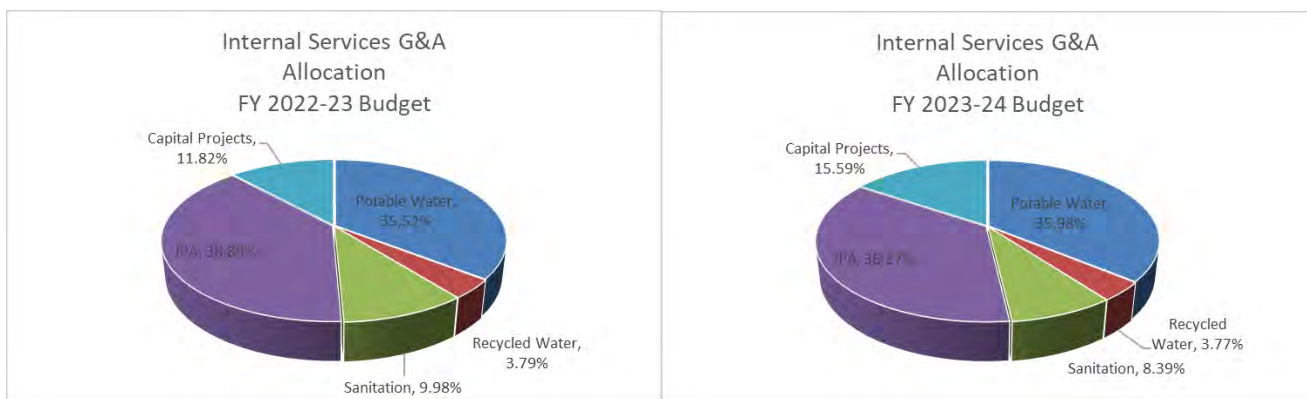
# INTERNAL SERVICES



## INTERNAL SERVICES

The Internal Service fund is used to account for all costs related to the General Administration of the District. In addition, all personnel related costs, including salaries, benefits, training, etcetera, are administered through the Internal Service fund. Personnel working in the various enterprises account for their workload distribution through the timekeeping system. Labor costs are charged to each enterprise as determined and credits are posted to the Internal Service fund. All net accumulated costs are allocated to the various enterprise and capital project funds as described below.

The Joint Powers Authority (JPA) agreement between Las Virgenes Municipal Water District (LV) and Triunfo Water Sanitation District (TW&SD) calls for allocation of General and Administrative costs based on the actual cost of labor. General and administrative costs are defined as accounting, personnel and general management expenses. As such, Internal Service costs which are not related to the function of the JPA are excluded from the allocation process. These excluded costs include all costs for the LV Board of Directors, some of the General Manager's office costs, administration and operation of Customer Service activities, including a portion of Information Services costs, water meter maintenance, water conservation activities and new customer planning and coordination.



All remaining costs are allocated between LV enterprises (potable water, recycled water, and non-JPA sanitation), Capital Improvement Projects, and the JPA operations. The allocation is based on the labor charged through the timekeeping system to each of these operations or projects. The allocation of costs is performed monthly with a final reconciliation at year-end. Each agency's share of the allocated costs for JPA operations is billed monthly as provided in the JPA agreement.

The allocated costs are shown in the budget reports as Allocated Support Services and Allocated Operations Services. Allocated Support Services are costs which originate from cost centers that provide general central service. These cost centers include general management, departmental administration, accounting, payroll, human resources, information systems, and public information administration. Allocated Operations Services are costs which originate in operations related cost centers. These cost centers include water administration, water treatment, facilities maintenance, electrical maintenance, construction services, laboratory services, wastewater treatment, composting, and technical services.

**INTERNAL SERVICES SUMMARY**

	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
	<b>Actual</b>	<b>Budget</b>	<b>Est Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	10,801,650	14,192,454	14,951,401	15,902,833	17,060,209
6102 Staff Overtime	396,563	306,286	139,654	332,443	358,477
6105 Staff Benefits	987,716	6,305,975	3,634,044	6,844,505	7,380,513
6105.1 OPEB	1,474,904	1,600,804	1,537,837	1,252,217	1,438,147
6110 Staff Taxes	1,020,414	1,318,976	842,105	1,431,617	1,543,730
Sub-total Payroll Expenses	\$14,681,248	\$23,724,497	\$21,105,041	\$25,763,617	\$27,781,078
6115 Staff Costs Recovered	(4,355,947)	(8,326,038)	(6,242,336)	(7,945,790)	(8,263,622)
<b>Net Payroll Expenses</b>	<b>\$10,325,300</b>	<b>\$15,398,459</b>	<b>\$14,862,705</b>	<b>\$17,817,827</b>	<b>\$19,517,456</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6200 Forms, Supplies & Postage	51,868	99,070	48,250	86,500	86,500
6205 Equipment Rental	13,460	6,400	12,410	19,500	19,500
6210 Equipment Repairs	0	8,000	0	8,000	8,000
6215 Systems Support and Maintenance	530,120	707,100	734,669	751,500	751,500
6220 Outside Services	514,059	582,862	498,410	610,400	475,600
6225 Radio Maintenance Expense	12,266	15,000	6,523	17,000	17,100
6230 Safety Equipment	30,017	28,450	11,080	61,875	35,075
6235 Records Management	8,602	10,000	8,135	10,000	10,000
6250 Equipment Interest Expense	0	0	0	0	0
<b>Sub-total Ofc Equipment &amp; Postage</b>	<b>\$1,160,392</b>	<b>\$1,456,882</b>	<b>\$1,319,477</b>	<b>\$1,564,775</b>	<b>\$1,403,275</b>
<b>PROFESSIONAL SERVICES</b>					
6500 Legal Services	178,170	122,650	127,276	146,550	149,450
6505 Legal Advertising	2,855	4,000	3,448	4,000	4,000
6516 Other Professional Services	440,090	360,000	73,311	522,500	397,500
6517 Audit Fees	37,200	48,900	36,571	35,450	35,450
6522 Management Consultant Fees	115,830	85,000	86,643	62,000	62,000
<b>Sub-total Professional Services</b>	<b>\$774,145</b>	<b>\$620,550</b>	<b>\$327,249</b>	<b>\$770,500</b>	<b>\$648,400</b>
<b>RESOURCE CONSERVATION/PUBLIC OUTREACH</b>					
6602 School Education Program	11,086	17,618	8,551	18,000	18,000
6604 Public Education Program	302,334	225,000	329,072	150,000	150,000
6606 Community Group Outreach	3,045	64,477	871	10,000	10,000
6608 Intergovernmental Coordination	0	0	0	0	0
<b>Sub-total Resource Conservation/Outreach</b>	<b>\$316,465</b>	<b>\$307,095</b>	<b>\$338,494</b>	<b>\$178,000</b>	<b>\$178,000</b>
<b>HUMAN RESOURCES</b>					
6800 Safety	24,278	38,000	5,304	25,200	25,200
6805 Haz-Mat	0	0	0	0	0
6810 Recruitment Expenses	23,915	10,000	17,037	20,000	20,000
6812 Retired Employee Benefits	1,112,964	1,240,511	1,176,850	1,290,932	1,396,542
6815 Employee Recognition Function	7,385	15,000	7,335	15,000	15,000
6820 Employee Assistance Program	0	1,000	0	1,000	1,000
6825 Employee Wellness Program	5,413	10,000	3,511	7,500	7,500
6830 Training & Prof. Development	40,258	296,120	73,605	212,800	212,500
6840 DOT Testing	1,100	1,000	1,271	1,000	1,000
6850 Unemployment Ins. Benefit	0	0	0	0	0
6872 Litigation - Outside Services	32,738	155,000	74,994	185,000	185,000
<b>Sub-total Human Resources</b>	<b>\$1,248,051</b>	<b>\$1,766,631</b>	<b>\$1,359,909</b>	<b>\$1,758,432</b>	<b>\$1,863,742</b>

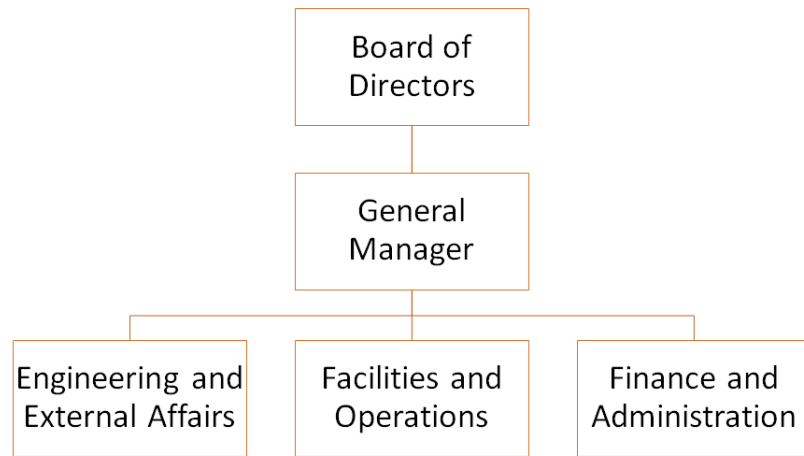


INTERNAL SERVICES SUMMARY

	FY 20-21	FY 21-22	FY 21-22	FY 22-23	FY 23-24
	Actual	Budget	Est Actual	Budget	Budget
<b>OTHER G&amp;A EXPENSES</b>					
7100 Provision for Uncollectible Accts	212,112	50,000	126,000	100,000	100,000
7105 Dues/Subscriptions/Memberships	79,923	123,355	164,621	156,600	156,700
7110 Travel/Misc. Expenses	2,101	25,035	13,525	41,200	42,200
7135.1 Property Insurance	75,824	269,636	82,017	112,408	123,648
7135.2 Liability Insurance	234,908	251,800	251,306	263,361	289,697
7135.3 Automobile Insurance	115,039	115,062	121,607	112,702	123,972
7135.4 Earthquake Insurance	73,001	302,257	72,934	83,586	84,095
7135.5 Excess Liability Insurance	749,105	891,971	866,326	934,832	1,028,315
7152 LAFCO Charges	25,601	23,000	30,752	24,000	24,000
<b>Sub-total Other G&amp;A Expenses</b>	<b>\$1,567,613</b>	<b>\$2,052,116</b>	<b>\$1,729,089</b>	<b>\$1,828,691</b>	<b>\$1,972,630</b>
<b>OPERATING EXPENSES</b>					
5400 Labor	277,945	257,865	281,663	336,697	350,125
5405.1 Utilities - Energy	114,479	112,500	79,890	105,100	109,600
5405.2 Utilities - Telephone	121,010	156,325	189,516	201,870	202,570
5405.3 Utilities - Gas	20,199	20,000	30,461	31,300	32,700
5405.4 Utilities - Water	29,828	23,500	28,374	29,300	30,700
5415 Outside Services	235,232	225,000	215,410	100,000	0
5430 Capital Outlay	99,263	128,500	104,884	122,500	122,500
<b>Sub-total Operating Expenses</b>	<b>\$897,958</b>	<b>\$923,690</b>	<b>\$930,197</b>	<b>\$926,767</b>	<b>\$848,195</b>
<b>MAINTENANCE EXPENSES</b>					
5500 Labor	532,115	530,592	413,196	787,379	818,875
5510 Supplies/Materials	298,445	343,500	324,124	431,700	444,200
5510.1 Fuel	89,905	110,000	109,989	114,900	120,300
5515 Outside Services	561,856	933,930	467,928	482,100	498,400
5520 Permits/Fee	18,347	16,800	13,218	25,500	26,300
5525 Consulting Services	0	0	8,578	0	0
5530 Capital Outlay	12,535	0	0	0	0
6255 Rental Charge - Vehicles	243,113	255,475	107,019	225,000	225,000
<b>Sub-total Maintenance Expenses</b>	<b>\$1,756,315</b>	<b>\$2,190,297</b>	<b>\$1,444,052</b>	<b>\$2,066,579</b>	<b>\$2,133,075</b>
<b>INVENTORY EXPENSES</b>					
5536 Inventory Adjustment	17,981	10,145	10,145	10,000	10,000
<b>Sub-total Inventory Expenses</b>	<b>\$17,981</b>	<b>\$10,145</b>	<b>\$10,145</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>SPECIALTY EXPENSES</b>					
5725 Supplies and Small Tools	36,931	47,810	40,674	59,500	54,500
<b>Sub-total Specialty Expenses</b>	<b>\$36,931</b>	<b>\$47,810</b>	<b>\$40,674</b>	<b>\$59,500</b>	<b>\$54,500</b>
<b>TOTAL EXPENSES</b>	<b>\$18,271,425</b>	<b>\$25,022,846</b>	<b>\$22,534,678</b>	<b>\$27,303,612</b>	<b>\$28,968,996</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED LABORATORY EXPENSES	(\$877,871)	(\$931,564)	(\$977,340)	(\$1,083,745)	(\$1,172,794)
ALLOCATED LEGAL EXPENSES	(\$126,558)	(\$155,000)	(\$66,662)	(\$185,000)	(\$185,000)
ALLOCATED OPS BLDG EXPENSES	(\$275,531)	(\$193,285)	(\$183,566)	(\$204,588)	(\$210,048)
ALLOCATED SUPPORT SERVICES	(\$7,753,715)	(\$10,506,628)	(\$10,480,486)	(\$12,863,110)	(\$13,615,040)
ALLOCATED OPERATIONS SERVICES	(\$9,327,750)	(\$13,236,369)	(\$10,826,624)	(\$12,967,169)	(\$13,786,114)
<b>TOTAL ALLOCATED EXPENSES</b>	<b><u>(\$18,271,425)</u></b>	<b><u>(\$25,022,846)</u></b>	<b><u>(\$22,534,678)</u></b>	<b><u>(\$27,303,612)</u></b>	<b><u>(\$28,968,996)</u></b>

**BOARD OF DIRECTORS AND GENERAL MANAGER**

As the District's chief executive officer, the General Manager implements policies adopted by the elected Board of Directors and oversees the business of the District. The General Manager provides leadership in the administration of District programs; ensures that District Services meet the needs of customers; coordinates the effective use of facilities, finances and personnel to achieve District goals and objectives in the Strategic Plan; and keeps the Board fully informed. Three departments report directly to the General Manager.

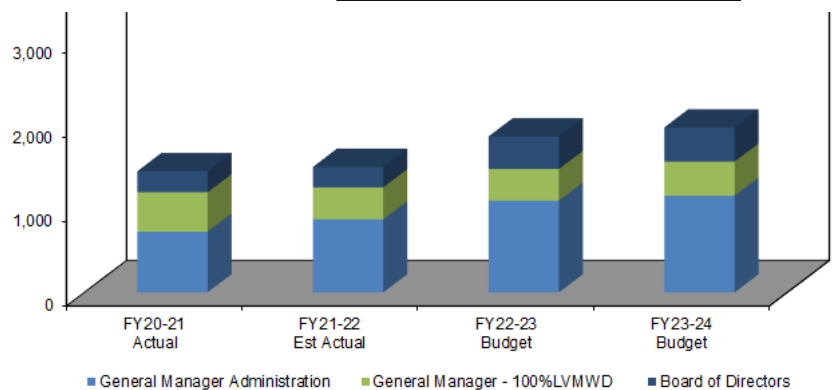


**Key Accomplishments from FY 2020-2022**

- Worked with Members of the State Legislature to address water-related issues affecting LVMWD.
- Advocated for additional flexibility to operate, test and maintain emergency generators with LVMWD co-sponsoring SB 1099 (Dodd) with the California Municipal Utilities Association.
- Provided LVMWD with leadership in responding to emergencies including the coronavirus (COVID-19).
- Participated in California Department of Water Resources (CADWR) initiatives on implementation of long-term water-use efficiency standards.
- Continued the implementation of an Employee Idea Program.
- Supported an employee-led process to develop a Succession Plan for LVMWD to ensure the continuity of leadership for the organization.

PERSONNEL	2020-21	2021-22	2022-23	2023-24
Position Title	Auth Positions	Auth Positions	Proposed Positions	Proposed Positions
<b>BOARD &amp; GENERAL MANAGER</b>				
Administration	2.0	2.0	2.0	2.0
	2.0	2.0	2.0	2.0

	FY20-21 Actual	FY21-22 Est Actual	FY22-23 Budget	FY23-24 Budget
<b>General Manager Administration</b>	718	863	1,086	1,143
<b>General Manager - 100%LVMWD</b>	467	379	375	404
<b>Board of Directors</b>	249	243	385	405
	1,434	1,485	1,846	1,952





	FY 20-21	FY 21-22	FY 21-22	FY 22-23	FY 23-24
	Actual	Budget	Est Actual	Budget	Budget
<b>BOARD EXPENSES</b>					
6000 Directors' Fees	\$88,220	\$90,000	\$67,467	\$90,000	\$90,000
6005 Directors' Benefits	58,564	90,730	70,779	81,675	93,926
6005.1 OPEB	12,045	13,441	15,000	32,866	37,796
6010 Directors' Conference Expenses	10,154	50,000	18,413	53,000	53,000
6015 Directors' Miscellaneous	957	5,000	1,029	5,000	5,000
6020 Election Expense	332	0	0	60,000	60,000
<b>Sub-total Board Expenses</b>	<b>\$170,272</b>	<b>\$249,171</b>	<b>\$172,687</b>	<b>\$322,541</b>	<b>\$339,722</b>
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	483,012	504,538	475,107	488,709	508,257
6105 Staff Benefits	13,323	197,172	162,993	206,349	237,301
6105.1 OPEB	65,949	28,586	31,096	20,035	23,040
6110 Staff Taxes	35,317	34,478	28,754	37,634	39,139
<b>Sub-total Payroll Expenses</b>	<b>\$597,600</b>	<b>\$764,774</b>	<b>\$697,950</b>	<b>\$752,727</b>	<b>\$807,738</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6235 Records Management	8,602	10,000	8,135	10,000	10,000
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$8,602</b>	<b>\$10,000</b>	<b>\$8,135</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>PROFESSIONAL SERVICES</b>					
6500 Legal Services	92,940	97,650	83,935	96,550	99,450
6505 Legal Advertising	2,855	4,000	3,448	4,000	4,000
6516 Other Professional Services	208,823	65,000	41,694	70,000	70,000
<b>Sub-total Professional Services</b>	<b>\$304,618</b>	<b>\$166,650</b>	<b>\$129,077</b>	<b>\$170,550</b>	<b>\$173,450</b>
<b>HUMAN RESOURCES</b>					
6812 Retired Employee Benefits	180,810	212,127	165,705	190,561	219,145
6815 Employee Recognition Function	1,557	5,000	0	5,000	5,000
6830 Training & Prof. Development	2,298	18,500	7,782	18,000	18,000
6872 Litigation - Outside Services	32,738	155,000	74,994	185,000	185,000
<b>Sub-total Human Resources</b>	<b>\$217,403</b>	<b>\$390,627</b>	<b>\$248,481</b>	<b>\$398,561</b>	<b>\$427,145</b>
<b>OTHER G&amp;A EXPENSES</b>					
7105 Dues/Subscriptions/Memberships	76,345	116,000	159,335	128,000	128,000
7110 Travel/Misc. Expenses	342	5,000	2,246	5,000	5,000
7135.2 Liability Insurance	31,384	29,528	32,690	30,303	33,333
7152 LAFCO Charges	25,601	23,000	30,752	24,000	24,000
<b>Sub-total Other G&amp;A Expenses</b>	<b>\$133,672</b>	<b>\$173,528</b>	<b>\$225,023</b>	<b>\$187,303</b>	<b>\$190,333</b>
<b>OPERATING EXPENSES</b>					
5405.2 Utilities - Telephone	1,894	2,500	3,272	3,500	3,500
<b>Sub-total Operating Expenses</b>	<b>\$1,894</b>	<b>\$2,500</b>	<b>\$3,272</b>	<b>\$3,500</b>	<b>\$3,500</b>
<b>TOTAL EXPENSES</b>	<b>\$1,434,061</b>	<b>\$1,757,250</b>	<b>\$1,484,626</b>	<b>\$1,845,182</b>	<b>\$1,951,889</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED VEHICLE EXPENSES	\$6,091	\$7,095	\$5,239	\$7,888	\$8,145
ALLOCATED LEGAL EXPENSES	(\$126,558)	(\$155,000)	(\$66,662)	(\$185,000)	(\$185,000)
ALLOCATED SUPPORT SERVICES(G&A)	(\$1,313,594)	(\$1,609,345)	(\$1,423,203)	(\$1,668,070)	(\$1,775,034)
<b>TOTAL ALLOCATED EXPENSES</b>	<b>(\$1,434,061)</b>	<b>(\$1,757,250)</b>	<b>(\$1,484,626)</b>	<b>(\$1,845,182)</b>	<b>(\$1,951,889)</b>



**Board of Directors - 100%LV - 701112**

**FUNCTION**

Provide policy direction to the administration of the District in order to promote the most cost effective, environmentally sensitive management of potable and recycled water and wastewater processes which will serve the best interests of the community and governmental agencies. The board of Directors also has oversight responsibility for the financial audits of the District. These costs are accounted for in the Finance and Administration Department

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
	<b>Actual</b>	<b>Budget</b>	<b>Est Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>BOARD EXPENSES</b>					
6000 Directors' Fees	\$88,220	\$90,000	\$67,467	\$90,000	\$90,000
6005 Directors' Benefits	58,564	90,730	70,779	81,675	93,926
6005.1 OPEB	12,045	13,441	15,000	32,866	37,796
6010 Directors' Conference Expenses	10,154	50,000	18,413	53,000	53,000
6015 Directors' Miscellaneous	957	5,000	1,029	5,000	5,000
6020 Election Expense	332	0	0	60,000	60,000
<b>Sub-total Board Expenses</b>	<b>\$170,272</b>	<b>\$249,171</b>	<b>\$172,687</b>	<b>\$322,541</b>	<b>\$339,722</b>
<b>PAYROLL EXPENSES</b>					
6110 Staff Taxes	7,174	5,781	5,013	6,690	6,958
<b>Sub-total Payroll Expenses</b>	<b>\$7,174</b>	<b>\$5,781</b>	<b>\$5,013</b>	<b>\$6,690</b>	<b>\$6,958</b>
<b>PROFESSIONAL SERVICES</b>					
6516 Other Professional Services	40,210	20,000	32,280	25,000	25,000
<b>Sub-total Professional Services</b>	<b>\$40,210</b>	<b>\$20,000</b>	<b>\$32,280</b>	<b>\$25,000</b>	<b>\$25,000</b>
<b>OTHER G&amp;A EXPENSES</b>					
7135.2 Liability Insurance	31,384	29,528	32,690	30,303	33,333
<b>Sub-total Other G&amp;A Expenses</b>	<b>\$31,384</b>	<b>\$29,528</b>	<b>\$32,690</b>	<b>\$30,303</b>	<b>\$33,333</b>
<b>TOTAL EXPENSES</b>	<b>\$249,040</b>	<b>\$304,480</b>	<b>\$242,670</b>	<b>\$384,534</b>	<b>\$405,013</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED SUPPORT SERVICES	(\$249,040)	(\$304,480)	(\$242,670)	(\$384,534)	(\$405,013)
<b>NET ALLOCATED SUPPORT SERVICES</b>	<b>(249,040)</b>	<b>(304,480)</b>	<b>(242,670)</b>	<b>(384,534)</b>	<b>(405,013)</b>

**LINE ITEM EXPLANATIONS**

6000 Directors' Fees - Per Diem for days worked on behalf of LVMWD

6020 Election Expense - Actual cost is determined by Bounty, based on number of elections held. Fiscal Year 22-23 budget includes anticipated costs for November 2022 elections in Divisions 2, 3, and 5. Fiscal Year 23-24 includes anticipated costs for November 2023 elections in Divisions 1 and 4.

6516 Other Professional Services - Professional services which do not benefit the Joint Powers Authority. Includes video recording of Board meetings by a third-party professional.

7135.2 Liability Insurance - Public Officials Liability insurance coverage.



**General Manager Administration - 701121**

**FUNCTION**

Provide overall direction in the administration of District Programs, develop policy in accordance with the Board's direction and maintain an open, positive relationship with the community.

**OBJECTIVES**

1. Manage the business of the Distric and provide service to its elected public Board of Directors.
2. Update the District's Action Plan.
3. Support District-wide library and records management programs

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21	FY 21-22	FY 21-22	FY 22-23	FY 23-24
	Actual	Budget	Est Actual	Budget	Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$483,012	\$504,538	\$475,107	\$488,709	\$508,257
6105 Staff Benefits	13,323	197,172	162,993	206,349	237,301
6105.1 OPEB	65,949	28,586	31,096	20,035	23,040
6110 Staff Taxes	28,143	28,697	23,741	30,944	32,182
<b>Sub-total Payroll Expenses</b>	<b>\$590,426</b>	<b>\$758,993</b>	<b>\$692,937</b>	<b>\$746,037</b>	<b>\$800,781</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6235 Records Management	8,602	10,000	8,135	10,000	10,000
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$8,602</b>	<b>\$10,000</b>	<b>\$8,135</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>PROFESSIONAL SERVICES</b>					
6500 Legal Services	92,940	97,650	83,935	96,550	99,450
6505 Legal Advertising	880	2,000	2,388	2,000	2,000
6516 Other Professional Services	3,573	20,000	5,210	20,000	20,000
<b>Sub-total Professional Services</b>	<b>\$97,393</b>	<b>\$119,650</b>	<b>\$91,532</b>	<b>\$118,550</b>	<b>\$121,450</b>
<b>HUMAN RESOURCES</b>					
6815 Employee Recognition Function	1,557	5,000	0	5,000	5,000
6830 Training & Prof. Development	2,298	18,500	7,782	18,000	18,000
6872 Litigation Costs	0	135,000	0	135,000	135,000
<b>Sub-total Human Resources</b>	<b>\$3,855</b>	<b>\$158,500</b>	<b>\$7,782</b>	<b>\$158,000</b>	<b>\$158,000</b>
<b>OTHER G&amp;A EXPENSES</b>					
7105 Dues/Subscriptions/Memberships	17,193	46,000	60,004	48,000	48,000
7110 Travel/Misc. Expenses	342	5,000	2,246	5,000	5,000
<b>Sub-total Other G&amp;A Expenses</b>	<b>\$17,535</b>	<b>\$51,000</b>	<b>\$62,250</b>	<b>\$53,000</b>	<b>\$53,000</b>
<b>OPERATING EXPENSE</b>					
<b>TOTAL EXPENSES</b>	<b>\$717,811</b>	<b>\$1,098,143</b>	<b>\$862,636</b>	<b>\$1,085,587</b>	<b>\$1,143,231</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED VEHICLE EXPENSES	\$6,091	\$7,095	\$5,239	\$7,888	\$8,145
ALLOCATED LEGAL EXPENSES	(\$93,820)	(\$135,000)	\$0	(\$135,000)	(\$135,000)
ALLOCATED SUPPORT SERVICES	(\$630,082)	(\$970,238)	(\$867,875)	(\$958,475)	(\$1,016,376)
<b>NET ALLOCATED SUPPORT SERVICES</b>	<b>(717,811)</b>	<b>(1,098,143)</b>	<b>(862,636)</b>	<b>(1,085,587)</b>	<b>(1,143,231)</b>

**LINE ITEM EXPLANATIONS**

6235 Records Management - District-wide program including 5 facilities, library, and offsite storage.

6505 Legal Advertising - Miscellaneous notices, calls for bids, etc. that are required to be published in the newspaper.

6815 Employee Recognition Function - Districe-wide recognition functions.





**General Manager Administration - 701121**

**FUNCTION**

To accumulate those costs chargeable to the General Manager's Office that are 100% allocable to Las Virgenes Municipal Water District programs.

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
<b>PROFESSIONAL SERVICES</b>					
6505 Legal Advertising	\$1,975	\$2,000	\$1,060	\$2,000	\$2,000
6516 Other Professional Services	165,040	25,000	4,205	25,000	25,000
<b>Sub-total Professional Services</b>	<b>\$167,015</b>	<b>\$27,000</b>	<b>\$5,265</b>	<b>\$27,000</b>	<b>\$27,000</b>
<b>HUMAN RESOURCES</b>					
6812 Retired Employee	180,810	212,127	165,705	190,561	219,145
6872 Litigation/Benefits/Outside Services	32,738	20,000	74,994	50,000	50,000
<b>Sub-total Human Resources</b>	<b>\$213,548</b>	<b>\$232,127</b>	<b>\$240,699</b>	<b>\$240,561</b>	<b>\$269,145</b>
<b>OTHER G&amp;A EXPENSES</b>					
7105 Dues/Subscriptions/Memberships	59,151	70,000	99,332	80,000	80,000
7152 LAFCO Charges	25,601	23,000	30,752	24,000	24,000
<b>Sub-total Other G&amp;A Expenses</b>	<b>\$84,753</b>	<b>\$93,000</b>	<b>\$130,084</b>	<b>\$104,000</b>	<b>\$104,000</b>
<b>OPERATING EXPENSE</b>					
5405.2 Utilities - Telephone	1,894	2,500	3,272	3,500	3,500
<b>Sub-total Operating Expenses</b>	<b>\$1,894</b>	<b>\$2,500</b>	<b>\$3,272</b>	<b>\$3,500</b>	<b>\$3,500</b>
<b>TOTAL EXPENSES</b>	<b>\$467,210</b>	<b>\$354,627</b>	<b>\$379,320</b>	<b>\$375,061</b>	<b>\$403,645</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED LEGAL EXPENSES	(\$32,738)	(\$20,000)	(\$66,662)	(\$50,000)	(\$50,000)
ALLOCATED SUPPORT SERVICES	(\$434,472)	(\$334,627)	(\$312,659)	(\$325,061)	(\$353,645)
<b>NET ALLOCATED SUPPORT SERVICES</b>	<b>(467,210)</b>	<b>(354,627)</b>	<b>(379,320)</b>	<b>(375,061)</b>	<b>(403,645)</b>

**LINE ITEM EXPLANATIONS**

6505 Legal Advertising - Miscellaneous notices, calls for bids, etc. that are required to be published in the newspaper.

6812 Retired Employee Benefits - Separated from staff benefits to provide transparent costs of retired LVMWD staff.

6872 Litigation - Outside Services - All litigation, settlements, attorney fees, court costs and legal costs which are allocable 100 to Las Virgenes Municipal Water District.

7105 Dues/Subscriptions/Memberships - Dues and membership in ACWA, CASA and POWER.

7152 LAFCO Charges - District's share of LAFCO operating expense. Costs vary each year based on LAFCO calculation.



**ENGINEERING AND EXTERNAL AFFAIRS**

The Engineering and External Affairs Department is responsible for providing engineering and technical services, customer service, customer outreach, legislative and regulatory monitoring and public information functions. The department implements the District's website, education, conservation and watershed stewardship programs.

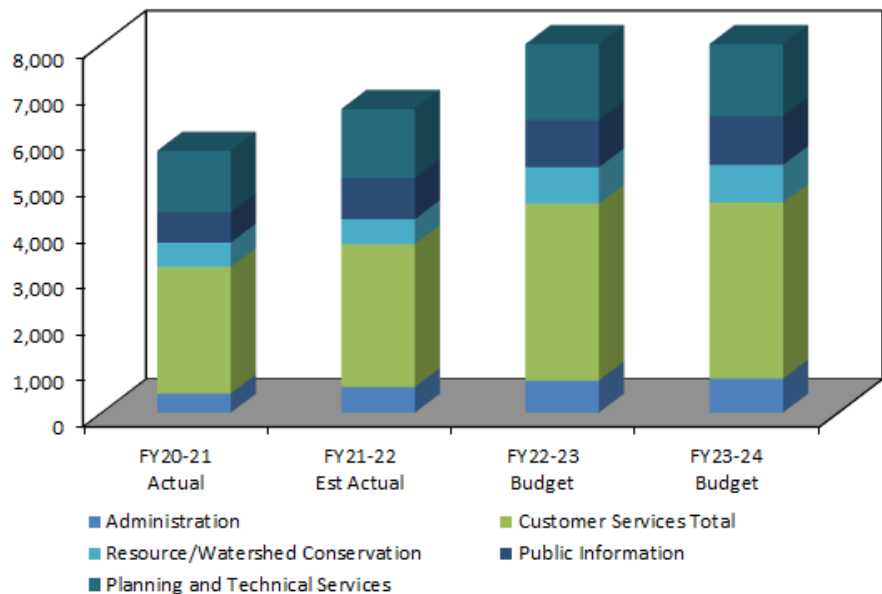


**Key Accomplishments from FY 2020 - 2022**

- \*Construction of the LVMWD portion of the Interconnection Project has been completed.
- \*Participated in a hearing at a regularly scheduled Water Resources Control Board meeting in September 2021 to share conservation efforts being undertaken by the District.
- \*Formed the Drought and Water Efficiency Committee in May of 2021, and developed the Strategic Communication Plan for Drought Messaging - implemented messaging to customers in response to the drought.
- \*The Alpha and Beta Phases of the AMI/AMR Project have been completed.
- \*The AMI Project is underway with over 13,000 (out of 21,000) meters installed to date. Completion is estimated to be November 2022.
- \*The Customer Interface Portal, WaterSmart, is now available to all customers.
- \*Completed Construction of Pure Water and Garden Demonstration Facility.
- \*Utilized digital advertising for the LV Tap and drought messaging campaigns.
- \*A new website development is under development to increase social media followers by introducing short, informative and fun-to-watch video clips.

Future goals and objectives and performance measures can be found on individual business unit pages.

Engineering and External Affairs Expense Summary





**INTERNAL SERVICES - ENGINEERING AND EXTERNAL AFFAIRS**

<b>Engineering and External Affairs</b>					
	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
	<b>Actual</b>	<b>Budget</b>	<b>Est Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$3,131,480	\$4,095,181	\$2,657,227	\$4,269,437	\$4,440,214
6102 Staff Overtime	53,909	59,669	30,430	64,243	66,065
6105 Staff Benefits	363,813	1,754,728	1,142,660	2,217,881	2,550,563
6105.1 OPEB	427,561	471,666	465,239	360,639	412,531
6110 Staff Taxes	262,825	306,843	233,470	481,018	500,259
Sub-total	\$4,239,590	\$6,688,089	\$4,529,026	\$7,393,218	\$7,969,632
6115 Staff Costs Recovered	(828,343)	(1,543,854)	0	(1,735,125)	(1,804,530)
<b>Net Payroll Expenses</b>	<b>\$3,411,247</b>	<b>\$5,144,235</b>	<b>\$4,529,026</b>	<b>\$5,658,093</b>	<b>\$6,165,102</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6200 Forms, Supplies & Postage	8,931	16,570	1,747	20,000	20,000
6210 Equipment Repairs	0	500	0	500	500
6215 Equipment Maintenance	1,086	1,500	1,500	1,500	1,500
6220 Outside Services	484,669	574,662	454,737	587,500	452,500
6230 Safety Equipment	2,273	2,000	1,804	3,450	3,450
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$496,960</b>	<b>\$595,232</b>	<b>\$459,788</b>	<b>\$612,950</b>	<b>\$477,950</b>
<b>PROFESSIONAL SERVICES</b>					
6516 Other Professional Services	11,715	0	31,616	125,000	75,000
<b>Sub-total Professional Services</b>	<b>\$11,715</b>	<b>\$0</b>	<b>\$31,616</b>	<b>\$125,000</b>	<b>\$75,000</b>
<b>RESOURCE CONSERVATION/PUBLIC OUTREACH</b>					
6602 School Education Program	11,086	17,618	8,551	18,000	18,000
6604 Public Education Program	302,334	225,000	329,072	150,000	150,000
6606 Community Group Outreach	3,045	64,477	871	10,000	10,000
<b>Sub-total Resource Conservation/Outreach</b>	<b>\$316,465</b>	<b>\$307,095</b>	<b>\$338,494</b>	<b>\$178,000</b>	<b>\$178,000</b>
<b>HUMAN RESOURCES</b>					
6830 Training & Prof. Development	10,539	72,200	15,278	40,500	40,500
<b>Sub-total Human Resources</b>	<b>\$10,539</b>	<b>\$72,200</b>	<b>\$15,278</b>	<b>\$40,500</b>	<b>\$40,500</b>
<b>OTHER G&amp;A EXPENSES</b>					
7100 Provision for Uncollectible Accts	212,112	50,000	126,000	100,000	100,000
7105 Dues/Subscriptions/Memberships	500	1,700	570	18,100	18,100
7110 Travel/Misc. Expenses	307	7,635	7,275	30,500	31,500
<b>Sub-total Other G&amp;A Expenses</b>	<b>\$212,919</b>	<b>\$59,335</b>	<b>\$133,845</b>	<b>\$148,600</b>	<b>\$149,600</b>
<b>OPERATING EXPENSES</b>					
5400 Labor	274,264	226,807	281,163	335,697	349,125
5405.2 Utilities - Telephone	18,006	10,210	25,544	13,320	13,320
5415 Outside Services	235,232	225,000	215,410	100,000	0
<b>Sub-total Operating Expenses</b>	<b>\$527,502</b>	<b>\$462,017</b>	<b>\$522,117</b>	<b>\$449,017</b>	<b>\$362,445</b>
<b>MAINTENANCE EXPENSE</b>					
5500 Labor	431,930	384,731	346,383	670,364	697,179
5510 Supplies/Materials	124,082	200,000	122,611	125,000	125,000
5515 Outside Services	134,293	522,000	77,473	75,000	75,000
<b>Sub-total Maintenance Expenses</b>	<b>\$690,305</b>	<b>\$1,106,731</b>	<b>\$546,467</b>	<b>\$870,364</b>	<b>\$897,179</b>
<b>SPECIALTY EXPENSE</b>					
5725 Supplies and Small Tools	3,830	4,155	15,043	14,200	14,200
<b>Sub-total Specialty Expenses</b>	<b>\$3,830</b>	<b>\$4,155</b>	<b>\$15,043</b>	<b>\$14,200</b>	<b>\$14,200</b>
<b>TOTAL EXPENSES</b>	<b>\$5,683,106</b>	<b>\$7,751,000</b>	<b>\$6,591,675</b>	<b>\$8,096,724</b>	<b>\$8,359,976</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED CUSTOMER INFO SYSTEMS	\$438,743	\$482,592	\$505,803	\$609,980	\$636,054
ALLOCATED VEHICLE EXPENSES	\$114,838	\$133,720	\$86,681	\$147,988	\$153,618
ALLOCATED SUPPORT SERVICES(G&A)	(\$1,070,720)	(\$1,577,947)	(\$1,448,401)	(\$1,717,110)	(\$1,792,910)
ALLOCATED OPERATIONS SERVICES(G&A)	(\$5,165,967)	(\$6,789,365)	(\$5,735,759)	(\$7,137,582)	(\$7,356,738)
<b>TOTAL ALLOCATED EXPENSES</b>	<b>(\$5,683,106)</b>	<b>(\$7,751,000)</b>	<b>(\$6,591,675)</b>	<b>(\$8,096,724)</b>	<b>(\$8,359,976)</b>

**Administration - 701210**

**FUNCTION**

Provide leadership and direction to ensure effective engineering and technical services, customer service, community outreach, public information, media relations, school and public education programs, legislative and regulatory monitoring, planning, conservation, cross-connection control, and watershed activities on behalf of the District.

**GOALS AND OBJECTIVES**

**Goal #1 - Improve LVMWD's Water Supply Reliability**

Diversify the District's water supply portfolio via completion of the Pure Water Project; repair, replace or improve the water, wastewater and recycle water infrastructure to maintain reliable, high quality, and efficient service 24 hours a day and 365 days a year.

**Goal #2 - Support Customers to Meet Water Use Efficiency Standards**

Achieve State mandated water use standards at the District level by the year 2027 (AB 1668/SB606) and minimize the amount of non-efficient use of water by customers.

**Goal #3 - Eliminate the Discharge of Pollutants to Malibu Creek and Preserve the Beauty of the Watershed**

Maintain water efficient and aesthetic landscaping that maximizes ecosystem benefits at all District facilities.

**Goal #4 - Reduce LVMWD's Carbon Footprint**

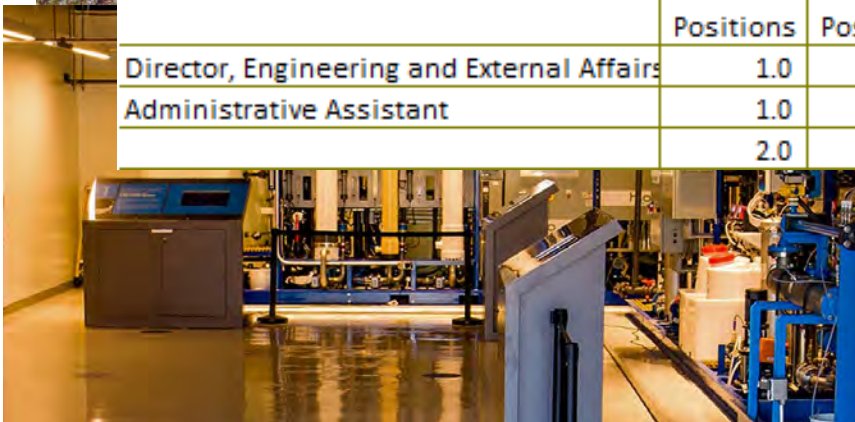
Complete the development and participate in the implementation of a Climate Action Plan and other energy conservation initiatives in collaboration with the Facilities and Operations Department

**Goal #5 - Keep customers, city official and other stakeholders well-informed and provide new/improved customer tools to enhance service delivery.**

Provide excellent service by keeping customers and stakeholders well informed, providing new and improved tools, providing timely and accurate billings, and being responsive to their needs.



PERSONNEL	2020-21	2021-22	2022-23	2023-24
Position Title	Auth Positions	Auth Positions	Proposed Positions	Proposed Positions
Director, Engineering and External Affairs	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0
	2.0	2.0	2.0	2.0





**Administration - 701210**

SIGNIFICANT CHANGES

Increased budget in Outside Services for planning efforts associated with repurposing Sprayfields

	FY 20-21	FY 21-22	FY 21-22	FY 22-23	FY 23-24
	Actual	Budget	Est Actual	Budget	Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$324,848	\$606,245	\$341,435	\$369,154	\$383,920
6102 Staff Overtime	1,092	0	0	1,513	1,574
6105 Staff Benefits	14,449	265,775	138,323	164,775	189,491
6105.1 OPEB	44,354	28,586	27,617	20,035	20,837
6110 Staff Taxes	18,724	27,611	16,181	24,069	25,032
Sub-total	\$403,468	\$928,217	\$523,556	\$579,546	\$620,853
6115 Staff Costs Recovered	(520)	(12,574)			
<b>Net Payroll Expenses</b>	<b>\$402,948</b>	<b>\$915,643</b>	<b>\$523,556</b>	<b>\$579,546</b>	<b>\$620,853</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6200 Forms, Supplies & Postage	6	0	65	10,000	10,000
6220 Outside Services	0	0	0	75,000	75,000
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$6</b>	<b>\$0</b>	<b>\$65</b>	<b>\$85,000</b>	<b>\$85,000</b>
<b>PROFESSIONAL SERVICES</b>					
6516 Other Professional Services	11,715	0	31,616	25,000	25,000
<b>Sub-total Professional Services</b>	<b>\$11,715</b>	<b>\$0</b>	<b>\$31,616</b>	<b>\$25,000</b>	<b>\$25,000</b>
<b>HUMAN RESOURCES 6830</b>					
Training & Prof. Development	197	4,000	769	3,000	3,000
<b>Sub-total Human Resources</b>	<b>\$197</b>	<b>\$4,000</b>	<b>\$769</b>	<b>\$3,000</b>	<b>\$3,000</b>
<b>OTHER G&amp;A EXPENSES</b>					
7105 Dues/Subscriptions/Memberships	0	200	0	100	100
7110 Travel/Misc. Expenses	0	3,400	18	3,000	3,000
<b>Sub-total Other G&amp;A Expenses</b>	<b>\$0</b>	<b>\$3,600</b>	<b>\$18</b>	<b>\$3,100</b>	<b>\$3,100</b>
<b>OPERATING EXPENSES</b>					
5405.2 Utilities - Telephone	0	1,110	0	720	720
<b>Sub-total Operating Expenses</b>	<b>\$0</b>	<b>\$1,110</b>	<b>\$0</b>	<b>\$720</b>	<b>\$720</b>
<b>TOTAL EXPENSES</b>	<b>\$414,866</b>	<b>\$924,353</b>	<b>\$556,023</b>	<b>\$696,366</b>	<b>\$737,673</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED SUPPORT SERVICES	(\$414,866)	(\$924,353)	(\$556,023)	(\$696,366)	(\$737,673)
<b>NET ALLOCATED SUPPORT SERVICES</b>	<b>(\$414,866)</b>	<b>(\$924,353)</b>	<b>(\$556,023)</b>	<b>(\$696,366)</b>	<b>(\$737,673)</b>

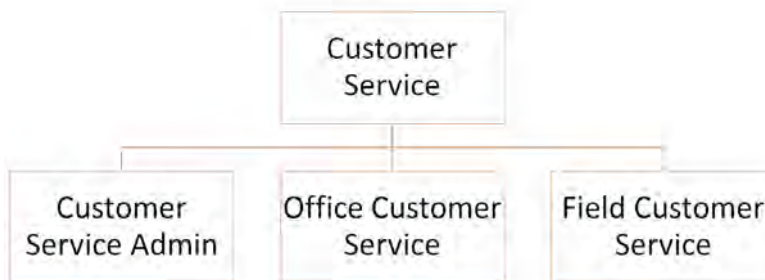
LINE ITEM EXPLANATIONS

6830 Training Prof. Development - Includes District share of expenses for staff participation on AWWA, ACWA, CASA, WaterReuse, and CAPIO.

**Customer Service - Administration - 701220**

**FUNCTION**

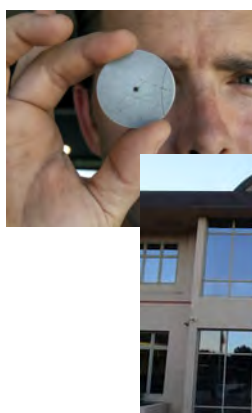
To plan and coordinate field and office customer service and water surveillance functions. Design and implement programs and services to further customer service, conservation goals and objectives, and provide administrative assistance to the department head.



**GOALS AND OBJECTIVES / PERFORMANCE MEASURES**

Performance Measure	FY21 Actual*	FY2022 Projected*	FY2023 Poposed	FY2024 Proposed
Maximize customer registration with WaterSmart portal (percent registered)	n/a	10%	30%	50%
Maximize customer registration with AutoPay and e-Bills (percent registered)	n/a	45%	50%	55%
Maintain a past due balance below \$250,000 via shut-offs and/or the utilization of restriction devices. (percent at or below dollar threshold)	n/a	100%	100%	100%
Inspect 100% of meter vaults annually, inspect/repair 33% (1/3) of service pressure regularors annually, inspect/repair 20% of meter boxes annually. (percent achievement; all categories)	n/a	n/a	100%	100%
Create and conduct a customer satisfaction survey bi-annually; receive 75% overall satisfaction rating (100% complete every other year).	n/a	100%	0%	100%
Inspect and test 100% of backflow prevention devices annually.	n/a	100%	100%	100%
Conduct 300 irrigated area budget reviews annually.	n/a	100%	100%	100%
Install flow restriction devices and assess penalties to facilitate water conservation targets (quantity based on amount needed to achieve conservation targets).	n/a	100%	100%	100%

\* n/a represents new performance measures - no data available



PERSONNEL	2020-21 Auth Positions	2021-22 Auth Positions	2022-23 Proposed Positions	2023-24 Proposed Positions
Customer Service Manager	1.0	1.0	1.0	1.0
Management Analyst I/II	1.0	1.0	1.0	1.0
Customer Service Office Supervisor	1.0	1.0	1.0	1.0
Customer Service Representative	4.0	4.0	4.0	4.0
Customer Service Operations Supervisor	1.0	1.0	1.0	1.0
Senior Field Customer Service Representat	1.0	1.0	1.0	1.0
Field Customer Service Representative I/II	7.0	7.0	7.0	7.0
Cross Connection Inspector	1.0	1.0	1.0	1.0
Backflow Inspector	1.0	1.0	1.0	1.0
	2.0	2.0	2.0	2.0





**Customer Service - Administration - 701220**

SIGNIFICANT CHANGES

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$160,515	\$144,134	\$188,873	\$317,463	\$330,162
6102 Staff Overtime	311	0	2,839	2,243	2,333
6105 Staff Benefits	14,420	62,600	66,786	144,659	166,357
6105.1 OPEB	21,916	14,293	14,978	20,035	23,041
6110 Staff Taxes	13,052	11,924	15,426	39,826	41,419
Sub-total	\$210,214	\$232,951	\$288,903	\$524,226	\$563,311
6115 Staff Costs Recovered	0	0		(95,963)	(99,802)
<b>Net Payroll Expenses</b>	<b>\$210,214</b>	<b>\$232,951</b>	<b>\$288,903</b>	<b>\$428,263</b>	<b>\$463,510</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6200 Forms, Supplies & Postage	0	200	81	0	0
6220 Outside Services	11,576	139,662	0	0	0
6230 Safety Equipment	0	0	273	250	250
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$11,576</b>	<b>\$139,862</b>	<b>\$355</b>	<b>\$250</b>	<b>\$250</b>
<b>HUMAN RESOURCES 6830</b>					
Training & Prof. Development	1,027	6,000	1,118	3,000	3,000
Sub-total Human Resources	\$1,027	\$6,000	\$1,118	\$3,000	\$3,000
<b>OPERATING EXPENSES</b>					
5405.2 Utilities - Telephone	220	500	725	1,000	1,000
<b>Sub-total Operating Expenses</b>	<b>\$220</b>	<b>\$500</b>	<b>\$725</b>	<b>\$1,000</b>	<b>\$1,000</b>
<b>TOTAL EXPENSES</b>	<b>\$223,038</b>	<b>\$379,313</b>	<b>\$291,101</b>	<b>\$432,513</b>	<b>\$467,760</b>
<b>ALLOCATED EXPENSES ALLOCATED</b>					
OPERATIONS SERVICES	(\$223,038)	(\$379,313)	(\$291,101)	(\$432,513)	(\$467,760)
<b>NET ALLOCATED SUPPORT SERVICES</b>	<b>(223,038)</b>	<b>(379,313)</b>	<b>(291,101)</b>	<b>(432,513)</b>	<b>(467,760)</b>

LINE ITEM EXPLANATIONS

6220 Outside Services - Funds for consolidated billing, third party notification, and upfront screening of customer applications to prevent fraud and increased uncollectibles are now included in Office Customer Service budget.

6830 Training/Professional Development in connection with customer service week, CIS Conference, CWEA, AWWA, and miscellaneous training.





**Office Customer Service - 701221**

**FUNCTION**

Provide exceptional customer service within the District by efficiently answering telephone calls and offering effective resolution to customer issues and concerns. Bill customers for District services and process payments. Process requests to initiate and end service, ensuring all customer orders are completed and satisfactorily resolved. Provide emergency notifications to customers when required.

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$348,818	\$309,325	\$316,119	\$402,854	\$418,968
6102 Staff Overtime	1,409	5,401	1,910	6,949	7,227
6105 Staff Benefits	60,732	153,056	150,878	249,669	287,120
6105.1 OPEB	47,626	71,465	69,917	50,089	57,602
6110 Staff Taxes	30,937	27,244	26,536	50,067	52,070
<b>Net Payroll Expenses</b>	<b>\$489,522</b>	<b>\$566,491</b>	<b>\$565,361</b>	<b>\$759,628</b>	<b>\$822,987</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6200 Forms, Supplies & Postage	6,021	15,000	1,570	10,000	10,000
6210 Equipment Repairs	0	500	0	500	500
6215 Equipment Maintenance	1,086	1,500	1,500	1,500	1,500
6220 Outside Services	372,252	435,000	353,799	510,000	350,000
6230 Safety Equip	0	0	0	500	500
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$379,360</b>	<b>\$452,000</b>	<b>\$356,869</b>	<b>\$522,500</b>	<b>\$362,500</b>
<b>HUMAN RESOURCES 6830</b>					
Training & Prof. Development	1,674	8,000	2,407	4,000	4,000
<b>Sub-total Human Resources</b>	<b>\$1,674</b>	<b>\$8,000</b>	<b>\$2,407</b>	<b>\$4,000</b>	<b>\$4,000</b>
<b>OTHER G&amp;A EXPENSES 7100</b>					
Provision for Uncollectible Accts	212,112	50,000	126,000	100,000	100,000
7105 Dues, Subscriptions	0	0	570	500	500
7110 Travel/Misc. Expenses	307	100	1,981	4,000	4,000
<b>Sub-total Other G&amp;A Expenses</b>	<b>\$212,419</b>	<b>\$50,100</b>	<b>\$128,551</b>	<b>\$104,500</b>	<b>\$104,500</b>
<b>OPERATING EXPENSES</b>					
5405.2 Telephone	743	0	3,370	3,000	3,000
<b>Sub-total Operating Expenses</b>	<b>\$743</b>	<b>\$0</b>	<b>\$3,370</b>	<b>\$3,000</b>	<b>\$3,000</b>
<b>TOTAL EXPENSES</b>	<b>\$1,083,718</b>	<b>\$1,076,591</b>	<b>\$1,056,558</b>	<b>\$1,393,628</b>	<b>\$1,296,987</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED TECHNICAL SERVICES	\$167,340	\$152,315	\$135,392	\$194,179	\$214,057
ALLOCATED CUSTOMER INFO SYSTEMS	\$438,743	\$482,592	\$505,803	\$609,980	\$636,054
ALLOCATED OPERATIONS SERVICES	(\$1,689,801)	(\$1,711,498)	(\$1,697,753)	(\$2,197,787)	(\$2,147,098)
<b>NET ALLOCATED SUPPORT SERVICES</b>	<b><u>(\$1,083,718)</u></b>	<b><u>(\$1,076,591)</u></b>	<b><u>(\$1,056,558)</u></b>	<b><u>(\$1,393,628)</u></b>	<b><u>(\$1,296,987)</u></b>

**LINE ITEM EXPLANATIONS**

6200 Forms, Supplies & Postage - Includes bill stock, overdue and disconnection notices, welcome packets, water survey packets, and customer service satisfaction surveys.

6220 Outside Services - Annual contract to fold, stuff, post and mail bills and delinquent notices; customer newsletters and notifications; online subscriptions to locate, identify and collect bad debt accounts. Broadcast emergency notifications.

7100 Provision for Uncollectible Accts - Annual expense associated with maintaining Reserve for uncollectible receivables.



**Field Customer Service - 701222**

**FUNCTION**

Provide exceptional customer service within the District by efficiently reading meters, providing meter maintenance and repairs, performing water use surveys and evaluating high bill complaints. Respond to service orders by checking for leaks, starting and stopping service. Process door tag notifications for residents and disconnections for past due accounts.

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$505,429	\$1,061,722	\$297,288	\$899,270	\$935,241
6102 Staff Overtime	30,750	28,592	9,600	25,618	26,643
6105 Staff Benefits	88,410	569,964	161,764	556,678	640,179
6105.1 OPEB	69,009	157,221	164,007	110,195	126,724
6110 Staff Taxes	50,205	93,557	42,433	141,398	147,054
Sub-total	\$743,803	\$1,911,056	\$675,093	\$1,733,159	\$1,875,841
6115 Staff Costs Recovered	(552,521)	(760,930)		(1,055,313)	(1,097,526)
<b>Net Payroll Expenses</b>	<b>\$191,283</b>	<b>\$1,150,126</b>	<b>\$675,093</b>	<b>\$677,846</b>	<b>\$778,316</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6200 Forms, Supplies & Postage	1,143	0	0	0	0
6230 Safety Equip	1,894	2,000	1,243	1,900	1,900
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$3,037</b>	<b>\$2,000</b>	<b>\$1,243</b>	<b>\$1,900</b>	<b>\$1,900</b>
<b>HUMAN RESOURCES 6830</b>					
Training & Prof. Development	4,646	10,000	3,928	5,000	5,000
<b>Sub-total Human Resources</b>	<b>\$4,646</b>	<b>\$10,000</b>	<b>\$3,928</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>OTHER G&amp;A EXPENSES</b>					
7110 Travel/Misc. Expenses	0	0	0	5,000	5,000
<b>Sub-total Other G&amp;A Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>OPERATING EXPENSES</b>					
5400 Labor	61,565	85,225	57,501	87,754	91,264
5405.2 Telephone	3,861	7,000	4,901	7,000	7,000
<b>Sub-total Operating Expenses</b>	<b>\$65,425</b>	<b>\$92,225</b>	<b>\$62,402</b>	<b>\$94,754</b>	<b>\$98,264</b>
<b>SPECIALTY EXPENSES</b>					
5725 Supplies and Small Tools	3,462	4,000	14,166	13,000	13,000
<b>Sub-total Specialty Expenses</b>	<b>3,462</b>	<b>4,000</b>	<b>14,166</b>	<b>13,000</b>	<b>13,000</b>
<b>TOTAL EXPENSES</b>	<b>\$267,853</b>	<b>\$1,258,351</b>	<b>\$756,831</b>	<b>\$797,500</b>	<b>\$901,480</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED VEHICLE EXPENSES	\$78,546	\$105,499	\$67,567	\$116,755	\$121,194
ALLOCATED OPERATIONS SERVICES	(\$346,399)	(\$1,363,850)	(\$824,398)	(\$914,255)	(\$1,022,674)
<b>NET ALLOCATED SUPPORT SERVICES</b>	<b>(\$267,853)</b>	<b>(\$1,258,351)</b>	<b>(\$756,831)</b>	<b>(\$797,500)</b>	<b>(\$901,480)</b>

**LINE ITEM EXPLANATIONS**

5725 Supplies and Small Tools - supplies and small tools used for meter maintenance and backflow installation.

6830 Training and Professional Development - attendance at training courses including preparation for backflow certification training and/or professional meetings.



**Meter Services - 701224**

**FUNCTION**

Obtain accurate meter readings from all meters in the District, verify proper operation and maintain all meters and appurtenances.

**SIGNIFICANT CHANGES**

Contracted outside services for meter reading is budgeted through December 2022, reducing to zero as a result of full deployment of AMR/AMI.

	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
<b>OPERATING EXPENSES</b>					
5400 Labor	\$212,699	\$141,582	\$223,662	\$247,943	\$257,861
5405.2 Utilities - Telephone	11,102	0	14,892	0	0
5415 Outside Services	235,232	225,000	215,410	100,000	0
<b>Sub-total Operating Expenses</b>	<b>\$459,033</b>	<b>\$366,582</b>	<b>\$453,964</b>	<b>\$347,943</b>	<b>\$257,861</b>
<b>MAINTENANCE EXPENSES</b>					
5500 Labor	431,930	384,731	346,383	670,364	697,179
5510 Supplies/Materials	124,082	200,000	122,611	125,000	125,000
5515 Outside Services	3,129	50,000	74,113	75,000	75,000
<b>Sub-total Maintenance Expenses</b>	<b>\$559,141</b>	<b>\$634,731</b>	<b>\$543,107</b>	<b>\$870,364</b>	<b>\$897,179</b>
<b>SPECIALTY EXPENSES</b>					
5725 Supplies and Small Tools	0	0	877	1,000	1,000
<b>Sub-total Specialty Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$877</b>	<b>\$1,000</b>	<b>\$1,000</b>
<b>TOTAL EXPENSES</b>	<b>\$1,018,174</b>	<b>\$1,001,313</b>	<b>\$997,948</b>	<b>\$1,219,307</b>	<b>\$1,156,039</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED OPERATIONS SERVICES	(\$1,018,174)	(\$1,001,313)	(\$997,948)	(\$1,219,307)	(\$1,156,039)
<b>NET ALLOCATED SUPPORT SERVICES</b>	<b><u>(\$1,018,174)</u></b>	<b><u>(\$1,001,313)</u></b>	<b><u>(\$997,948)</u></b>	<b><u>(\$1,219,307)</u></b>	<b><u>(\$1,156,039)</u></b>

**LINE ITEM EXPLANATIONS**

5415 Outside Services - cost of contracted meter reading services for monthly billing while AMI implementation is being completed. The budget for FY22-23 assumes full deployment of AMI by December 2022. Fiscal Year 23-24 budget assumes that outside services will not be required.

5510 Supplies/Materials - purchase of supplies and parts for incidental repairs of meter and vault services, including meter boxes, ball valves, and pressure regulators from 1" through 2". Meter replacements and installs not covered by CIP for damaged non-functional meters are charged to this account.

5515 Outside Services - funds to hire a contractor to assist in the repairs of vault lids which could include painting, welding, or fabrication to bring to OSHA standards, and painting of above ground meters. Also covers the testing and replacement process for larger meters.





**Resource/Watershed Conservation - 701223**

**FUNCTION**

The Resource Conservation Unit has three primary functions: (1) develop and implement programs that help customers use water efficiently; (2) advance the District's watershed stewardship mission; and (3) manage the effluent disposal program at the Rancho Las Virgenes sprayfields. The unit also provides scientific review and strategic analysis to support scientifically-based watershed management and regulatory compliance.

**GOALS AND OBJECTIVES / PERFORMANCE MEASURES**

**Goal #2 - Support Customers to Meet Water Use Efficiency Standards**

Achieve State mandated water use standards at the District level by the year 2027 (AB 1668/SB606) and minimize the amount of non-efficient use of water by customers.

Performance Measure	FY21 Actual*	FY2022 Projected*	FY2023 Poposed	FY2024 Proposed
Meet or exceed all state mandated water use standards by July 1, 2027 via reduce the amount of non-efficient use by 10% annually compared to 2020 volumetric consumption (% reductions annually).	n/a	10%	20%	30%
Reduce wasteful water use by at least 80% by 2027 as compared to 2020 (% reductions annually)	n/a	15%	30%	45%
Achieve 80% efficient water use as an annual average by 2027 as compared to 2020 (% efficient water use)	50%	55%	60%	65%

**Goal #3 - Eliminate the Discharge of Pollutants to Malibu Creek and Preserve the Beauty of the Watershed**

Maintain water efficient and aesthetic landscaping that maximizes ecosystem benefits at all District facilities.

Performance Measure	FY21 Actual*	FY2022 Projected*	FY2023 Poposed	FY2024 Proposed
Maintain highly efficient water use landscaping and irrigation practices at District facilities.	100%	100%	100%	100%
Reduce the size of turf and other inefficient landscaping at District facilities (% reduction)	n/a	n/a	0%	50%
Implement landscape changes at Tapia to reduce turf, maximize native plantings, provide seating area for student visits, and restore entrance to office facility.	n/a	n/a	50%	100%
Develop and implement plan for erosion control on slopes around Headquarters facilities. Complete by installations by July 1, 2024.	n/a	10%	50%	100%
Develop plan and complete rehabilitation of planters and subsurface waterproofing in front patio area at entrance to headquarters	n/a	n/a	20%	100%
Develop long-term landuse plan for District Sparayfields	n/a	n/a	20%	50%

**Goal #4 - Reduce LVMWD's Carbon Footprint**

Complete the development and participate in the implementation of a Climate Action Plan and other energy conservation initiatives in collaboration with the Facilities and Operations Department

Performance Measure	FY21 Actual*	FY2022 Projected*	FY2023 Poposed	FY2024 Proposed
Complete hiring process for contractor and complete Climate Action Plan	n/a	10%	100%	100%

\* n/a represents new performance measures - no data available



**Resource/Watershed Conservation - 701223**

PERSONNEL	2020-21 Auth Positions	2021-22 Auth Positions	2022-23 Proposed Positions	2023-24 Proposed Positions
Resource Conservation Manager	1.0	1.0	1.0	1.0
Water Conservation Supervisor	1.0	1.0	1.0	1.0
Resource Conservation Specialist I	1.0	1.0	1.0	1.0
	3.0	3.0	3.0	3.0

SIGNIFICANT CHANGES

Professional Services was included in the budget for FY 2022-23 and FY2023-24 to assist with conservation programs. Additionally, staff in this area will be significantly involved in the conservation efforts across the District to address issues resulting from drought conditions.

	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$323,476	\$416,617	\$355,350	\$414,605	\$431,189
6102 Staff Overtime	0	3,907	0	4,789	4,981
6105 Staff Benefits	1,002	187,169	113,113	203,732	234,292
6105.1 OPEB	44,166	42,879	36,594	30,053	34,561
6110 Staff Taxes	24,300	32,432	26,533	55,131	57,336
Sub-total	\$392,945	\$683,004	\$531,590	\$708,310	\$762,359
6115 Staff Costs Recovered	0	(82,631)			
<b>Net Payroll Expenses</b>	<b>\$392,945</b>	<b>\$600,373</b>	<b>\$531,590</b>	<b>\$708,310</b>	<b>\$762,359</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6220 Outside Services	0	0	3,600	2,500	2,500
6230 Safety Equipment	0	0	0	500	500
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,600</b>	<b>\$3,000</b>	<b>\$3,000</b>
<b>PROFESSIONAL SERVICES</b>					
6516 Other Professional Services	0	0	0	50,000	25,000
<b>Sub-total Professional Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$25,000</b>
<b>HUMAN RESOURCES</b>					
6830 Training & Prof. Development	150	12,000	1,558	4,500	4,500
<b>Sub-total Human Resources</b>	<b>\$150</b>	<b>\$12,000</b>	<b>\$1,558</b>	<b>\$4,500</b>	<b>\$4,500</b>
<b>OTHER G&amp;A EXPENSES</b>					
7105 Dues/Subscriptions/Memberships	0	500	0	16,500	16,500
7110 Travel/Misc. Expenses	0	0	0	4,500	4,500
<b>Sub-total G&amp;A Expenses</b>	<b>\$0</b>	<b>\$500</b>	<b>\$0</b>	<b>\$21,000</b>	<b>\$21,000</b>
<b>OPERATING EXPENSES</b>					
5405.2 Utilities - Telephone	527	400	494	500	500
<b>Sub-total Operating Expenses</b>	<b>\$527</b>	<b>\$400</b>	<b>\$494</b>	<b>\$500</b>	<b>\$500</b>
<b>MAINTENANCE EXPENSES</b>					
5515 Outside Services	131,164	472,000	3,360	0	0
<b>Sub-total Maintenance Expenses</b>	<b>\$131,164</b>	<b>\$472,000</b>	<b>\$3,360</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL EXPENSES</b>	<b>\$524,786</b>	<b>\$1,085,273</b>	<b>\$540,602</b>	<b>\$787,310</b>	<b>\$816,359</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED VEHICLE EXPENSES	\$6,091	\$7,092	\$5,239	\$7,849	\$8,148
ALLOCATED OPERATIONS SERVICES	(\$530,877)	(\$1,092,365)	(\$545,842)	(\$795,159)	(\$824,507)
<b>NET ALLOCATED SUPPORT SERVICES</b>	<b>(\$524,786)</b>	<b>(\$1,085,273)</b>	<b>(\$540,602)</b>	<b>(\$787,310)</b>	<b>(\$816,359)</b>

LINE ITEM EXPLANATIONS

6220 Outside Services - annual water loss report

6516 Consulting Services - consulting services with conservation programs. Increased \$50,000 in FY2022-23 and \$25,000 in FY2023-24.

**Public Information - 701230**

**FUNCTION**

Facilitate community awareness and involvement with issues and challenges related to the reliable delivery of potable water, recycled water and wastewater treatment services. Includes building the awareness of ratepayers, stakeholders and government agencies to the District's conservation and environmental activities.

**GOALS AND OBJECTIVES / PERFORMANCE MEASURES**

**Goal #5 - Keep customers, city official and other stakeholders well-informed and provide new/improved customer tools to enhance service delivery.**

Provide excellent service by keeping customers and stakeholders well informed, providing new and improved tools, providing timely and accurate billings, and being responsive to their needs.

Performance Measure	FY21 Actual*	FY2022 Projected	FY2023 Poposed	FY2024 Proposed
Perform public outreach to customers and stakeholders on drought messaging and other important initiatives and receive an 75% rating from customers on being well informed based on the customer satisfaction survey.	n/a	100%	0%	100%
Provide tours of the Pure Water Project Las Virgenes - Triunfo Demonstration Facility and other District/JPA facilities (at least 12 annually) to the public, schools, elected officials, industry personnel, and community leaders.	n/a	12	12	12

\* n/a represents new performance measures - no data available



PERSONNEL Position Title	2020-21	2021-22	2022-23	2023-24
	Auth Positions	Auth Positions	Proposed Positions	Proposed Positions
Public Affairs & Communications Manager	1.0	1.0	1.0	1.0
Public Affairs Associate II	1.0	1.0	1.0	1.0
	2.0	2.0	2.0	2.0





**Public Information - 701230**

**SIGNIFICANT CHANGES**

Fiscal Years 2022-23 and 2023-24 Professional Services budget increased for outreach services for drought education.

	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$347,653	\$425,364	\$314,537	\$482,505	\$501,805
6102 Staff Overtime	10,213	3,817	9,179	4,417	4,594
6105 Staff Benefits	43,986	96,887	150,629	219,429	252,343
6105.1 OPEB	47,467	42,879	38,598	30,053	34,561
6110 Staff Taxes	30,831	20,496	32,350	39,840	41,434
Sub-total	\$480,150	\$589,443	\$545,292	\$776,244	\$834,737
6115 Staff Costs Recovered	(144,036)	(265,344)			
<b>Net Payroll Expenses</b>	<b>\$336,114</b>	<b>\$324,099</b>	<b>\$545,292</b>	<b>\$776,244</b>	<b>\$834,737</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6200 Forms, Supplies & Postage	177	1,000	30	0	0
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$177</b>	<b>\$1,000</b>	<b>\$30</b>	<b>\$0</b>	<b>\$0</b>
<b>PROFESSIONAL SERVICES</b>					
6516 Other Professional Services	0	0	0	50,000	25,000
<b>Sub-total Professional Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$25,000</b>
<b>RESOURCE CONSERVATION/OUTREACH</b>					
6602 School Education Program	11,086	17,618	8,551	18,000	18,000
6604 Public Education Program	302,334	225,000	329,072	150,000	150,000
6606 Community Group Outreach	3,045	64,477	871	10,000	10,000
<b>Sub-total Resource Conservation/Outreach</b>	<b>\$316,465</b>	<b>\$307,095</b>	<b>\$338,494</b>	<b>\$178,000</b>	<b>\$178,000</b>
<b>HUMAN RESOURCES</b>					
6830 Training & Prof. Development	1,605	15,200	3,202	9,000	9,000
<b>Sub-total Human Resources</b>	<b>\$1,605</b>	<b>\$15,200</b>	<b>\$3,202</b>	<b>\$9,000</b>	<b>\$9,000</b>
<b>OTHER G&amp;A EXPENSES</b>					
7105 Dues/Subscriptions/Memberships	500	1,000	0	1,000	1,000
7110 Travel/Misc. Expenses	0	4,000	4,840	6,000	7,000
<b>Sub-total G&amp;A Expenses</b>	<b>\$500</b>	<b>\$5,000</b>	<b>\$4,840</b>	<b>\$7,000</b>	<b>\$8,000</b>
<b>OPERATING EXPENSES</b>					
5405.2 Utilities - Telephone	993	1,200	519	500	500
<b>Sub-total Operating Expenses</b>	<b>\$993</b>	<b>\$1,200</b>	<b>\$519</b>	<b>\$500</b>	<b>\$500</b>
<b>TOTAL EXPENSES</b>	<b>\$655,854</b>	<b>\$653,594</b>	<b>\$892,377</b>	<b>\$1,020,744</b>	<b>\$1,055,237</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED SUPPORT SERVICES	(\$655,854)	(\$653,594)	(\$892,377)	(\$1,020,744)	(\$1,055,237)
<b>NET ALLOCATED SUPPORT SERVICES</b>	<b>(655,854)</b>	<b>(653,594)</b>	<b>(892,377)</b>	<b>(1,020,744)</b>	<b>(1,055,237)</b>

**LINE ITEM EXPLANATIONS**

6604 Public Education Program - includes community outreach, community booth events and activities, printing and production of customer newsletters, website costs, district brochures and handout materials, video production costs, digital advertising, television ads, conservation initiatives and other education programs not directly attributable to a specific program.

6606 Community Group Outreach - includes funding for community forums and workshops, meetings and fees for speaker's bureau, chamber events and luncheons, and community liaison expenses.

6608 - Intergovernmental Coordination - legislative and regulatory monitoring and activities with state legislature, county, cities, school districts, federal agencies, and regulatory bodies.



**Planning and Technical Services - 701350**

**FUNCTION**

Provide technical and engineering support, facility inspection and project management services in support of all District functions.


**GOALS AND OBJECTIVES / PERFORMANCE MEASURES**

**Goal #1 - Improve LVMWD's Water Supply Reliability**

Diversify the District's water supply portfolio via completion of the Pure Water Project; repair, replace or improve the water, wastewater and recycle water infrastructure to maintain reliable, high quality, and efficient

Performance Measure	FY21 Actual*	FY2022 Projected	FY2023 Poposed	FY2024 Proposed
Complete and adopt the EIR for Pure Water Project and initiate design/build services by July 1, 2023. Progress design to at least 50% completion level by July 1, 2024.	n/a	50%	100%	100%
Complete sewer pipe assessment study and replacement plan	n/a	n/a	50%	100%
Complete water pipe assessment study and replacement plan	n/a	n/a	50%	100%
Execute and substantially complete or progress with multi-year projects and programs at least 70% of the planned, budgeted and active projects being managed by the Engineering division as scheduled in the IIP/CIP on an annual basis.	n/a	n/a	1	1

\* n/a represents new performance measures - no data available



PERSONNEL	2020-21 Auth Positions	2021-22 Auth Positions	2022-23 Proposed Positions	2023-24 Proposed Positions
Principal Engineer	1.0	1.0	1.0	1.0
Engineering Program Manager	-	1.0	1.0	1.0
Technical Services Support Supervisor	1.0	1.0	1.0	1.0
Senior Engineer	1.0	1.0	1.0	1.0
Assistant, Associate Civil Engineer	2.0	2.0	2.0	2.0
Facilities Inspector	1.0	1.0	1.0	1.0
Compliance Inspector	1.0	1.0	1.0	1.0
Planning & New Development Technician	1.0	1.0	1.0	1.0
Technical Services Support Specialist	1.0	1.0	1.0	1.0
	9.0	10.0	10.0	10.0



**Planning and Technical Services - 701350**

SIGNIFICANT CHANGES

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21	FY 21-22	FY 21-22	FY 22-23	FY 23-24
	Actual	Budget	Est Actual	Budget	Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$1,014,069	\$1,131,774	\$843,627	\$1,383,586	\$1,438,929
6102 Staff Overtime	7,513	17,952	6,901	18,714	18,715
6105 Staff Benefits	116,610	419,277	361,167	678,941	780,782
6105.1 OPEB	138,457	114,343	113,528	100,177	115,204
6110 Staff Taxes	85,882	93,579	74,009	130,687	135,914
Sub-total	\$1,362,531	\$1,776,927	\$1,399,232	\$2,312,105	\$2,489,545
6115 Staff Costs Recovered	(131,266)	(422,375)		(583,849)	(607,203)
<b>Net Payroll Expenses</b>	<b>\$1,231,265</b>	<b>\$1,354,552</b>	<b>\$1,399,232</b>	<b>\$1,728,256</b>	<b>\$1,882,342</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6200 Forms, Supplies & Postage	1,532	370	0	0	0
6220 Outside Services	100,841	0	97,339	0	25,000
6230 Safety Equipment	379	0	288	300	300
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$102,753</b>	<b>\$370</b>	<b>\$97,627</b>	<b>\$300</b>	<b>\$25,300</b>
<b>PROFESSIONAL SERVICES</b>					
6516 Other Professional Services	1,625	0	0	0	0
<b>Sub-total Professional Services</b>	<b>\$1,625</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>HUMAN RESOURCES</b>					
6830 Training & Prof. Development	1,240	17,000	2,296	12,000	12,000
<b>Sub-total Human Resources</b>	<b>\$1,240</b>	<b>\$17,000</b>	<b>\$2,296</b>	<b>\$12,000</b>	<b>\$12,000</b>
<b>OTHER G&amp;A EXPENSES</b>					
7110 Travel/Misc. Expenses	0	135	436	8,000	8,000
<b>Sub-total Other G&amp;A Expenses</b>	<b>\$0</b>	<b>\$135</b>	<b>\$436</b>	<b>\$8,000</b>	<b>\$8,000</b>
<b>OPERATING EXPENSES</b>					
5405.2 Utilities - Telephone	560	0	643	600	600
<b>Sub-total Operating Expenses</b>	<b>\$560</b>	<b>\$0</b>	<b>\$643</b>	<b>\$600</b>	<b>\$600</b>
<b>SPECIALTY EXPENSES</b>					
5725 Supplies and Small Tools	368	155	0	200	200
<b>Sub-total Specialty Expenses</b>	<b>\$368</b>	<b>\$155</b>	<b>\$0</b>	<b>\$200</b>	<b>\$200</b>
<b>TOTAL EXPENSES</b>	<b>\$1,337,811</b>	<b>\$1,372,212</b>	<b>\$1,500,234</b>	<b>\$1,749,356</b>	<b>\$1,928,442</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED TECHNICAL SERVICES	(\$167,340)	(\$152,315)	(\$135,392)	(\$194,179)	(\$214,057)
ALLOCATED VEHICLE EXPENSES	\$18,146	\$21,129	\$13,875	\$23,384	\$24,276
ALLOCATED OPERATIONS SERVICES	(\$1,188,616)	(\$1,241,026)	(\$1,378,717)	(\$1,578,561)	(\$1,738,661)
<b>NET ALLOCATED SUPPORT SERVICES</b>	<b>(\$1,337,811)</b>	<b>(\$1,372,212)</b>	<b>(\$1,500,234)</b>	<b>(\$1,749,356)</b>	<b>(\$1,928,442)</b>

LINE ITEM EXPLANATIONS

6115 Staff Cost Recovered - direct charge time for managing capital improvement and developer funded projects.

6220 Outside Services - local hazard mitigation plan budgeted at \$25,000 in Fiscal Year 2023-24

5725 Supplies and Small Tools - miscellaneous equipment required by inspectors.

**FACILITIES AND OPERATIONS**

The Facilities and Operations Department is responsible for the day-to-day operation, maintenance, regulatory compliance, and replacement needs of the District's potable water, recycled water, and sanitation facilities.

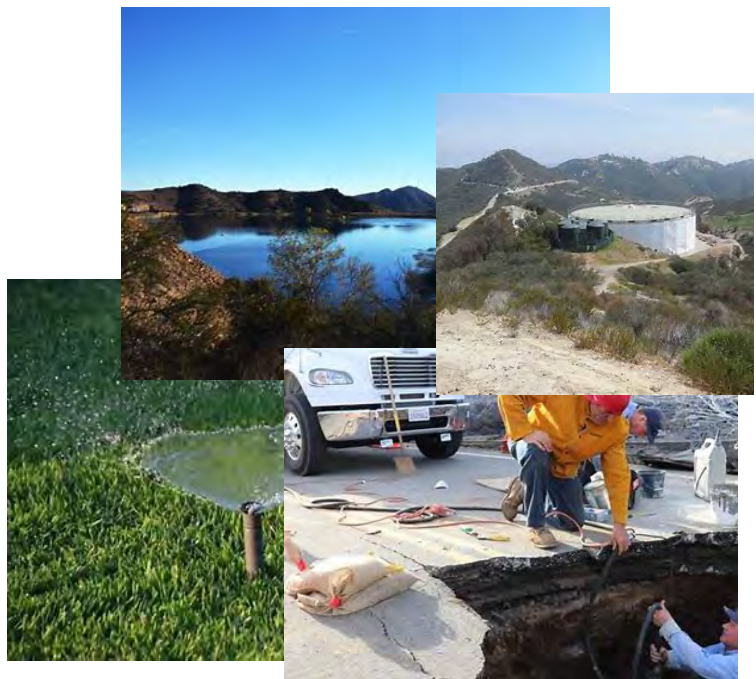
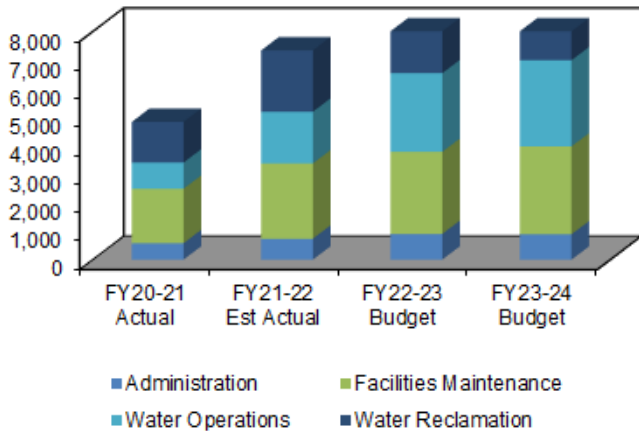


**Key Accomplishments from FY 2020 - 2022**

- \* Staff is successfully operating the Pure Water Demonstration plant.
- \* Completed corrosion study and submitted to Division of Drinking Water. This allows the District to reduce number of lead & copper testings from 60 samples every one year to 30 samples every three years saving time and improving customer interactions.
- \* Implemented UpKeep workorder system to manage daily work orders digitally on staff iPads. The system also tracks maintenance on items to allow for future use.
- \* Continuing to work with IT on SCADA communication project to revise and review plans and specifications accordingly.
- \* Completed work on Tapia Hypochlorite Tank Replacement - three tanks to four.
- \* Staff continues to focus on cross-training to ensure proper staffing levels into the future.

Future goals and objectives and performance measures can be found on individual business unit pages.

Facilities and Operations Expense Summary





Facilities and Operations					
	FY 20-21	FY 21-22	FY 21-22	FY 22-23	FY 23-24
	Actual	Budget	Est Actual	Budget	Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$4,846,268	\$6,755,628	\$3,335,909	\$7,213,032	\$7,501,553
6102 Staff Overtime	327,628	208,803	90,889	231,266	240,517
6105 Staff Benefits	485,288	3,101,566	1,437,126	3,882,990	4,465,439
6105.1 OPEB	661,432	857,573	806,917	651,153	749,127
6110 Staff Taxes	542,151	740,327	439,501	845,664	879,491
Sub-total	\$6,862,767	\$11,663,897	\$6,110,341	\$12,824,106	\$13,836,126
6115 Staff Costs Recovered	(3,430,469)	(6,638,356)	0	(6,028,535)	(6,269,676)
<b>Net Payroll Expenses</b>	<b>\$3,432,298</b>	<b>\$5,025,541</b>	<b>\$6,110,341</b>	<b>\$6,795,571</b>	<b>\$7,566,450</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6220 Outside Services	2,037	5,100	9,256	12,700	12,900
6225 Radio Maintenance Expense	12,266	15,000	6,523	17,000	17,100
6230 Safety Equipment	27,568	26,225	8,713	56,200	29,400
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$41,871</b>	<b>\$46,325</b>	<b>\$24,492</b>	<b>\$85,900</b>	<b>\$59,400</b>
<b>PROFESSIONAL SERVICES</b>					
6516 Other Professional Services	0	55,000	0	75,000	0
<b>Sub-total Professional Services</b>	<b>\$0</b>	<b>\$55,000</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$0</b>
<b>HUMAN RESOURCES</b>					
6800 Safety	0	0	189	200	200
6830 Training & Prof. Development	9,493	77,200	16,234	65,800	65,500
<b>Sub-total Human Resources</b>	<b>\$9,493</b>	<b>\$77,200</b>	<b>\$16,423</b>	<b>\$66,000</b>	<b>\$65,700</b>
<b>OTHER G&amp;A EXPENSES</b>					
7105 Dues/Subscriptions/Memberships	360	55	891	1,500	1,600
7110 Travel/Misc. Expenses	1,388	11,000	1,605	3,000	3,000
<b>Sub-total Other G&amp;A Expenses</b>	<b>\$1,748</b>	<b>\$11,055</b>	<b>\$2,496</b>	<b>\$4,500</b>	<b>\$4,600</b>
<b>OPERATING EXPENSES</b>					
5405.1 Utilities - Energy	114,479	112,500	79,890	105,100	109,600
5405.2 Utilities - Telephone	79,182	28,265	119,268	84,300	85,000
5405.3 Utilities - Gas	20,199	20,000	30,461	31,300	32,700
5405.4 Utilities - Water	29,828	23,500	28,374	29,300	30,700
<b>Sub-total Operating Expenses</b>	<b>\$243,689</b>	<b>\$184,265</b>	<b>\$257,993</b>	<b>\$250,000</b>	<b>\$258,000</b>
<b>MAINTENANCE EXPENSES</b>					
5500 Labor	100,185	145,861	66,814	117,016	121,697
5510 Supplies/Materials	174,363	143,500	201,513	306,700	319,200
5510.1 Fuel	89,905	110,000	109,989	114,900	120,300
5515 Outside Services	427,563	411,930	399,033	407,100	423,400
5520 Permits/Fee	30,882	16,800	13,218	25,500	26,300
6255 Rental Charge - Vehicles	243,113	255,475	107,019	225,000	225,000
<b>Sub-total Maintenance Expenses</b>	<b>\$1,066,011</b>	<b>\$1,083,566</b>	<b>\$897,585</b>	<b>\$1,196,216</b>	<b>\$1,235,897</b>
<b>SPECIALTY EXPENSES</b>					
5725 Supplies and Small Tools	33,101	43,655	25,631	45,300	40,300
<b>Sub-total Specialty Expenses</b>	<b>33,101</b>	<b>43,655</b>	<b>25,631</b>	<b>45,300</b>	<b>40,300</b>
<b>TOTAL EXPENSES</b>	<b>\$4,826,204</b>	<b>\$6,526,452</b>	<b>\$7,334,773</b>	<b>\$8,518,287</b>	<b>\$9,230,147</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED LABORATORY EXPENSES	(\$877,871)	(\$931,564)	(\$977,340)	(\$1,083,745)	(\$1,172,794)
ALLOCATED VEHICLE EXPENSES	(\$127,019)	(\$147,907)	(\$97,160)	(\$163,725)	(\$169,911)
ALLOCATED OPS BLDG EXPENSES	(\$275,531)	(\$193,285)	(\$183,566)	(\$204,588)	(\$210,048)
ALLOCATED SUPPORT SERVICES	(\$793,293)	(\$1,108,329)	(\$1,049,256)	(\$1,236,843)	(\$1,248,221)
ALLOCATED OPERATIONS SERVICES	(\$2,752,489)	(\$4,145,367)	(\$5,027,451)	(\$5,829,386)	(\$6,429,173)
<b>TOTAL ALLOCATED EXPENSES</b>	<b>(\$4,826,204)</b>	<b>(\$6,526,452)</b>	<b>(\$7,334,773)</b>	<b>(\$8,518,287)</b>	<b>(\$9,230,147)</b>



**Administration - 701310**

**FUNCTION**

Provide direction in the administration of department programs. Oversee the functions of the Water, Reclamation, and Facilities Maintenance divisions. This oversight includes day-to-day operations; strategic planning and goal setting; operations, maintenance and capital improvement and budgeting.

**GOALS AND OBJECTIVES**

**Goal #1 - Highly Effective Workforce**

Maintain appropriate staffing levels across all operating divisions within the Facilities and Operations department.

Performance Measure	FY21 Actual*	FY2022 Projected	FY2023 Poposed	FY2024 Proposed
Implement cross training between tapia and rancho along with adding of two one thousand hour Operate -in-training positions (positions cross-	n/a	2	6	6
Provide staff training on the technology used to provide Pure Water. This will allow staff to better educate the public. (number of training events)	n/a	2	2	2
Continue demonstration facility cross training with all District staff to ensure improved skills and knowledge of leading technologies.	2	2	4	4

**Goal #2 -Innovations and Efficient Operatons**

Explore opportunities for enhancing energy efficient across all district enterprises to achieve cost savings (avoided costs)

Performance Measure	FY21 Actual*	FY2022 Projected	FY2023 Poposed	FY2024 Proposed
Implementation of energy efficiency proejects such as Recycled Water pump station battery Storage project, and solar project /battery Storage project at Rancho. Perform additional study to identify future energy efficiency projects based on latest CPUC rules.	1	0	1	1

\* n/a represents new performance measures - no data available

PERSONNEL	2020-21	2021-22	2022-23	2023-24
Position Title	Auth Positions	Auth Positions	Proposed Positions	Proposed Positions
Director of Facilities and Operations	1.0	1.0	1.0	1.0
Administrative Services Coordinator	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0
	3.0	3.0	3.0	3.0



**Administration - 701310**

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$453,378	\$473,973	\$452,395	\$508,571	\$528,914
6105 Staff Benefits	26,613	201,099	189,091	240,241	276,277
6105.1 OPEB	61,558	42,879	43,541	30,053	34,561
6110 Staff Taxes	33,971	34,695	29,567	36,173	37,620
<b>Net Payroll Expenses</b>	<b>\$575,520</b>	<b>\$752,646</b>	<b>\$714,595</b>	<b>\$815,038</b>	<b>\$877,372</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6220 Outside Services	0	100	5,250	3,500	3,500
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$0</b>	<b>\$100</b>	<b>\$5,250</b>	<b>\$3,500</b>	<b>\$3,500</b>
<b>PROFESSIONAL SERVICES</b>					
6516 Other Professional Services	0	55,000	0	75,000	0
<b>Sub-total Professional Services</b>	<b>\$0</b>	<b>\$55,000</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$0</b>
<b>HUMAN RESOURCES</b>					
6830 Training & Prof. Development	367	6,500	3,586	4,600	4,800
<b>Sub-total Human Resources</b>	<b>\$367</b>	<b>\$6,500</b>	<b>\$3,586</b>	<b>\$4,600</b>	<b>\$4,800</b>
<b>OTHER G&amp;A EXPENSES</b>					
7105 Dues/Subscriptions/Memberships	360	55	891	900	1,000
7110 Travel/Misc. Expenses	0	1,000	0	0	0
<b>Sub-total Other G&amp;A Expenses</b>	<b>\$360</b>	<b>\$1,055</b>	<b>\$891</b>	<b>\$900</b>	<b>\$1,000</b>
<b>OPERATING EXPENSES</b>					
5525 Consulting	0	0	8,578	0	0
<b>Sub-total Operating Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,578</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL EXPENSES</b>	<b>\$576,247</b>	<b>\$815,301</b>	<b>\$732,901</b>	<b>\$899,038</b>	<b>\$886,672</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED VEHICLE EXPENSES	\$6,091	\$7,092	\$5,239	\$7,849	\$8,148
ALLOCATED SUPPORT SERVICES	(\$582,337)	(\$822,393)	(\$738,140)	(\$906,887)	(\$894,820)
<b>NET ALLOCATED SUPPORT SERVICES</b>	<b>(576,247)</b>	<b>(815,301)</b>	<b>(732,901)</b>	<b>(899,038)</b>	<b>(886,672)</b>

**LINE ITEM EXPLANATIONS**

6516 Other Professional Services - Climate Action/Sustainability Plan; funds rolled from FY21-22.

6830 Training & Professional Development - funds to attend conferences and seminars.

**Facilities Maintenance Administration - 701320**

**FUNCTION**

Provide administrative, fiscal, and budgeting direction and support to the Facilities Maintenance, Electrical/Instrumentation and Fleet Maintenance sections including scheduling, goal setting, project and program management and development.



**GOALS AND OBJECTIVES**

**Goal #1 - Protection of Public Health and Environment**

Operate district facilities to provide reliable services and achieve regulatory compliance.

Performance Measure	FY21 Actual*	FY2022 Projected	FY2023 Poposed	FY2024 Proposed
Assess equipment for replacement and repair based on maintenance cost records or useful life cycles.	n/a	5	5	5

**Goal #2 - Sound Planning and Appropriate Investment**

Maintain district assets with an emphasis on maximizing facilities equipment lifecycle cost, reliability, and cost saving

Performance Measure	FY21 Actual*	FY2022 Projected	FY2023 Poposed	FY2024 Proposed
Perform timely equipment preventive maintenance and use Upkeep maintenance management system to track work order and record keeping.	n/a	Yes	Yes	Yes
Clean and videotape a minimum of 20% of sanitary sewer. Identify any areas needing repair and budget accordingly.	11 miles	11 miles	11 miles	11 miles

\* n/a represents new performance measures - no data available

PERSONNEL	2020-21	2021-22	2022-23	2023-24
Position Title	Auth Positions	Auth Positions	Proposed Positions	Proposed Positions
Facilities Manager	1.0	1.0	1.0	1.0
	1.0	1.0	1.0	1.0





**Facilities Maintenance Administration - 701320**

SIGNIFICANT CHANGES

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21	FY 21-22	FY 21-22	FY 22-23	FY 23-24
	Actual	Budget	Est Actual	Budget	Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$161,760	\$169,128	\$165,971	\$193,069	\$200,792
6105 Staff Benefits	8,352	70,394	71,643	86,292	99,236
6105.1 OPEB	22,086	14,293	51,931	10,018	11,520
6110 Staff Taxes	13,823	19,006	11,562	21,699	22,567
<b>Net Payroll Expenses</b>	<b>\$206,021</b>	<b>\$272,821</b>	<b>\$301,106</b>	<b>\$311,078</b>	<b>\$334,115</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6220 Outside Services	0	0	4,006	4,200	4,400
6230 Safety Equipment	0	0	464	300	300
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,470</b>	<b>\$4,500</b>	<b>\$4,700</b>
<b>HUMAN RESOURCES</b>					
6830 Training & Prof. Development	(66)	8,000	1,421	8,000	8,000
<b>Sub-total Human Resources</b>	<b>(\$66)</b>	<b>\$8,000</b>	<b>\$1,421</b>	<b>\$8,000</b>	<b>\$8,000</b>
<b>OTHER G&amp;A EXPENSES</b>					
7105 Dues/Subscriptions/Memberships	399	0	0	600	600
<b>Sub-total Other G&amp;A Expenses</b>	<b>\$399</b>	<b>\$0</b>	<b>\$0</b>	<b>\$600</b>	<b>\$600</b>
<b>OPERATING EXPENSES</b>					
5405.2 Utilities - Telephone	351	165	463	300	300
<b>Sub-total Operating Expenses</b>	<b>\$351</b>	<b>\$165</b>	<b>\$463</b>	<b>\$300</b>	<b>\$300</b>
<b>TOTAL EXPENSES</b>	<b>\$206,705</b>	<b>\$280,986</b>	<b>\$307,460</b>	<b>\$324,478</b>	<b>\$347,715</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED VEHICLE EXPENSES	\$4,251	\$4,950	\$3,657	\$5,478	\$5,686
ALLOCATED SUPPORT SERVICES	(\$210,956)	(\$285,936)	(\$311,116)	(\$329,956)	(\$353,401)
<b>NET ALLOCATED SUPPORT SERVICES</b>	<b>(206,705)</b>	<b>(280,986)</b>	<b>(307,460)</b>	<b>(324,478)</b>	<b>(347,715)</b>

LINE ITEM EXPLANATIONS

6220 Outside Services - Building 1 improvement study

6830 Training & Professional Development - funds to attend conferences and seminars. Employee recognition activities.





**Maintenance - 701321**

**FUNCTION**

Provide proactive maintenance support and planning for all district physical assets, including the wastewater treatment facilities, potable water treatment facilities, potable water pumping and storage facilities, recycled water pumping and storage facilities, sanitary sewer pumping and transmission facilities, administrative facilities and fleet.

PERSONNEL	2020-21	2021-22	2022-23	2023-24
Position Title	Auth Positions	Auth Positions	Proposed Positions	Proposed Positions
Facilities Maintenance Supervisor	1.0	1.0	1.0	1.0
Senior Maintenance Mechanic	1.0	1.0	1.0	1.0
Maintenance Mechanic I/II	5.0	5.0	5.0	5.0
Facilities Maintenance Worker	1.0	1.0	1.0	1.0
	8.0	8.0	8.0	8.0

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21	FY 21-22	FY 21-22	FY 22-23	FY 23-24
	Actual	Budget	Est Actual	Budget	Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$512,258	\$923,219	\$261,980	\$943,676	\$981,423
6102 Staff Overtime	20,699	29,106	10,059	29,872	31,067
6105 Staff Benefits	67,524	450,066	135,259	518,235	595,971
6105.1 OPEB	69,942	128,636	109,080	90,160	103,684
6110 Staff Taxes	62,834	113,665	55,934	118,857	123,611
Sub-total	\$733,257	\$1,644,692	\$572,313	\$1,700,800	\$1,835,755
6115 Staff Costs Recovered	(586,361)	(1,083,566)		(1,424,629)	(1,481,614)
<b>Net Payroll Expenses</b>	<b>\$146,897</b>	<b>\$561,126</b>	<b>\$572,313</b>	<b>\$276,171</b>	<b>\$354,141</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6220 Outside Services	0	5,000	0	5,000	5,000
6230 Safety Equipment	7,355	8,000	0	8,000	8,000
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$7,355</b>	<b>\$13,000</b>	<b>\$0</b>	<b>\$13,000</b>	<b>\$13,000</b>
<b>HUMAN RESOURCES</b>					
6830 Training & Prof. Development	1,550	5,000	2,204	10,000	10,000
<b>Sub-total Human Resources</b>	<b>\$1,550</b>	<b>\$5,000</b>	<b>\$2,204</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>OPERATING EXPENSES</b>					
5405.2 Utilities - Telephone	600	1,250	10,744	400	400
<b>Sub-total Operating Expenses</b>	<b>\$600</b>	<b>\$1,250</b>	<b>\$10,744</b>	<b>\$400</b>	<b>\$400</b>
<b>MAINTENANCE EXPENSES</b>					
5510 Supplies/Materials	0	0	87	1,200	1,200
<b>Sub-total Maintenance Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$87</b>	<b>\$1,200</b>	<b>\$1,200</b>
<b>SPECIALTY EXPENSES</b>					
5725 Supplies and Small Tools	10,580	10,000	4,917	10,000	10,000
<b>Sub-total Specialty Expenses</b>	<b>\$10,580</b>	<b>\$10,000</b>	<b>\$4,917</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>TOTAL EXPENSES</b>					
	<b>\$166,981</b>	<b>\$590,376</b>	<b>\$590,264</b>	<b>\$310,771</b>	<b>\$388,741</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED VEHICLE EXPENSES	\$120,865	\$140,740	\$119,531	\$155,754	\$161,678
ALLOCATED OPERATIONS SERVICES	(\$287,846)	(\$731,116)	(\$709,795)	(\$466,525)	(\$550,419)
<b>NET ALLOCATED SUPPORT SERVICES</b>	<b>(\$166,981)</b>	<b>(\$590,376)</b>	<b>(\$590,264)</b>	<b>(\$310,771)</b>	<b>(\$388,741)</b>

**LINE ITEM EXPLANATIONS**

6230 Safety Equipment - purchase and maintain safety equipment such as crane supplies.

5725 Supplies and Small Tools - purchase small tools and various consumables by the maintenance staff.

Supplies and Small Tools is allocated to both Las Virgenes and Joint Powers Authority Budgets.



**Building 8 Maintenance - 701001**

**FUNCTION**

To provide operations and maintenance services for Building 8 (Headquarters)

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21	FY 21-22	FY 21-22	FY 22-23	FY 23-24
	Actual	Budget	Est Actual	Budget	Budget
<b>OPERATING EXPENSES</b>					
5405.1 Utilities - Energy	\$95,309	\$90,000	\$79,096	\$82,600	\$86,600
5405.2 Utilities - Telephone	52,935	12,000	80,724	65,000	65,000
5405.3 Utilities - Gas	15,150	15,000	26,263	26,300	27,500
5405.4 Utilities - Water	12,249	9,500	10,517	10,400	10,900
<b>Sub-total Operating Expenses</b>	<b>\$175,642</b>	<b>\$126,500</b>	<b>\$196,600</b>	<b>\$184,300</b>	<b>\$190,000</b>
<b>MAINTENANCE EXPENSES</b>					
5500 Labor	40,476	63,825	20,808	32,495	33,795
5510 Supplies/Materials	32,330	35,000	16,646	19,500	20,500
5515 Outside Services	172,153	188,930	149,845	179,400	188,000
5520 Permits/Fee	5,021	4,800	8,952	10,500	11,000
<b>Sub-total Maintenance Expenses</b>	<b>\$249,980</b>	<b>\$292,555</b>	<b>\$196,252</b>	<b>\$241,895</b>	<b>\$253,295</b>
<b>TOTAL EXPENSES</b>	<b>\$425,622</b>	<b>\$419,055</b>	<b>\$392,852</b>	<b>\$426,195</b>	<b>\$443,295</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED OPERATIONS SERVICES	(\$425,622)	(\$419,055)	(\$392,852)	(\$426,195)	(\$443,295)
<b>NET ALLOCATED SUPPORT SERVICES</b>	<b>(\$425,622)</b>	<b>(\$419,055)</b>	<b>(\$392,852)</b>	<b>(\$426,195)</b>	<b>(\$443,295)</b>

**LINE ITEM EXPLANATIONS**

5515 Outside Services - janitorial service, air conditioning maintenance, computerized building management systems, refuse collection and other services required to maintain the building.

5520 Permits/Fee - Los Angeles County CUPA fire fee.



**Building 7 and Yard Maintenance - 701002**

**FUNCTION**

To provide operations and maintenance services for Building 7 (Operations) and the Operations Yard

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21	FY 21-22	FY 21-22	FY 22-23	FY 23-24
<b>OPERATING EXPENSES</b>	Actual	Budget	Est Actual	Budget	Budget
5405.1 Utilities - Energy	\$19,170	\$22,500	\$794	\$22,500	\$23,000
5405.2 Utilities - Telephone	11,395	6,000	9,621	0	0
5405.3 Utilities - Gas	5,050	5,000	4,197	5,000	5,200
5405.4 Utilities - Water	17,580	14,000	17,857	18,900	19,800
<b>Sub-total Operating Expenses</b>	<b>\$53,195</b>	<b>\$47,500</b>	<b>\$32,470</b>	<b>\$46,400</b>	<b>\$48,000</b>
<b>MAINTENANCE EXPENSES</b>					
5500 Labor	55,190	68,785	42,369	76,488	79,548
5510 Supplies/Materials	30,647	8,500	11,019	12,300	12,900
5515 Outside Services	121,136	65,000	93,970	65,000	65,000
5520 Permits/Fee	2,828	3,500	3,738	4,400	4,600
5530 Capital Outlay	12,535	0	0	0	0
<b>Sub-total Maintenance Expenses</b>	<b>\$222,336</b>	<b>\$145,785</b>	<b>\$151,096</b>	<b>\$158,188</b>	<b>\$162,048</b>
<b>TOTAL EXPENSES</b>	<b>\$275,531</b>	<b>\$193,285</b>	<b>\$183,566</b>	<b>\$204,588</b>	<b>\$210,048</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED OPS BLDG EXPENSES	(\$275,531)	(\$193,285)	(\$183,566)	(\$204,588)	(\$210,048)
<b>NET ALLOCATED SUPPORT SERVICES</b>	<b>(\$275,531)</b>	<b>(\$193,285)</b>	<b>(\$183,566)</b>	<b>(\$204,588)</b>	<b>(\$210,048)</b>

**LINE ITEM EXPLANATIONS**

5515 Outside Services - janitorial service, air conditioning maintenance, computerized building management systems, refuse collection and other services required to maintain the building.

5520 Permits/Fee - South Coast Air Quality Management Districts (SCAQMD) fees for internal combustion engine (ICE) backup generators, spray booth, and fuel dispensing system.



**Fleet Maintenance - 701325**

**FUNCTION**

To coordinate and provide preventive maintenance and emergency repairs to the district's fleet of vehicles, motorized equipment, and emergency equipment.

PERSONNEL	2020-21	2021-22	2022-23	2023-24
Position Title	Auth Positions	Auth Positions	Proposed Positions	Proposed Positions
Fleet Technician	1.0	1.0	1.0	1.0
	1.0	1.0	1.0	1.0

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21	FY 21-22	FY 21-22	FY 22-23	FY 23-24
	Actual	Budget	Est Actual	Budget	Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$87,623	\$91,612	\$84,650	\$94,950	\$98,748
6102 Staff Overtime	0	3,198	0	3,278	3,409
6105 Staff Benefits	2,339	45,740	33,579	52,991	60,940
6105.1 OPEB	11,964	14,293	12,278	10,018	11,520
6110 Staff Taxes	9,297	11,848	10,215	12,338	12,832
<b>Net Payroll Expenses</b>	<b>\$111,223</b>	<b>\$166,691</b>	<b>\$140,722</b>	<b>\$173,575</b>	<b>\$187,449</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6225 Radio Maintenance Expense	0	0	3,266	2,000	2,100
6230 Safety Equipment	392	225	0	500	500
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$392</b>	<b>\$225</b>	<b>\$3,266</b>	<b>\$2,500</b>	<b>\$2,600</b>
<b>HUMAN RESOURCES</b>					
6830 Training & Prof. Development	85	0	1,196	1,200	1,200
<b>Sub-total Human Resources</b>	<b>\$85</b>	<b>\$0</b>	<b>\$1,196</b>	<b>\$1,200</b>	<b>\$1,200</b>
<b>OPERATING EXPENSES</b>					
5405.2 Utilities - Telephone	389	150	435	400	400
<b>Sub-total Operating Expenses</b>	<b>\$389</b>	<b>\$150</b>	<b>\$435</b>	<b>\$400</b>	<b>\$400</b>
<b>MAINTENANCE EXPENSES</b>					
5500 Labor	4,519	13,251	3,637	8,033	8,354
5510 Supplies/Materials	26,171	40,000	59,568	150,000	155,000
5510.1 Fuel	89,905	110,000	109,989	114,900	120,300
5515 Outside Services	127,434	150,000	118,200	135,700	142,100
5520 Permits/Fee	4,998	3,000	528	5,000	5,000
6255 Rental Charge - Vehicles	243,113	255,475	107,019	225,000	225,000
<b>Sub-total Maintenance Expenses</b>	<b>\$496,139</b>	<b>\$571,726</b>	<b>\$398,940</b>	<b>\$638,633</b>	<b>\$655,754</b>
<b>SPECIALTY EXPENSES</b>					
5725 Supplies and Small Tools	0	0	1,217	1,300	1,300
<b>Sub-total Specialty Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,217</b>	<b>\$1,300</b>	<b>\$1,300</b>
<b>TOTAL EXPENSES</b>	<b>\$608,228</b>	<b>\$738,792</b>	<b>\$545,775</b>	<b>\$817,608</b>	<b>\$848,703</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED VEHICLE EXPENSES	(\$608,228)	(\$738,792)	(\$545,775)	(\$817,608)	(\$848,703)
<b>NET ALLOCATED SUPPORT SERVICES</b>	<b>(\$608,228)</b>	<b>(\$738,792)</b>	<b>(\$545,775)</b>	<b>(\$817,608)</b>	<b>(\$848,703)</b>

**LINE ITEM EXPLANATIONS**

5110 Supplies/Materials - supplies and parts, such as oil filters, windshield wipers and tires.

5510.1 Fuel - gasoline and diesel for district vehicles.

5520 Permits/Fees - Underground storage tank fees, CA Highway Patrol vehicle inspections, smog tests, and CUPA permit fees.

6225 Rental Charge - internal charge to set aside funds for replacement of district vehicles and radio equipment.



**Construction - 701322**

**FUNCTION**

Provide preventive maintenance, emergency response, repair and new facility installation to the District's potable and recycled water distribution and transmission systems and trunk sewers and other piping systems. Provide Underground Service Alert locations, large leak detection, trunk sewer oversight and maintenance, and specialized construction support services.

PERSONNEL	2020-21 Auth Positions	2021-22 Auth Positions	2022-23 Proposed Positions	2023-24 Proposed Positions
Construction Supervisor	1.0	1.0	1.0	1.0
Senior Water Construction Specialist	2.0	2.0	2.0	2.0
Water Distribution Operator I,II	3.0	3.0	3.0	3.0
	6.0	6.0	6.0	6.0

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$259,351	\$495,744	\$195,682	\$596,280	\$620,131
6102 Staff Overtime	20,425	15,409	9,998	15,097	15,701
6105 Staff Benefits	61,000	245,404	90,707	337,066	387,625
6105.1 OPEB	35,411	71,464	60,091	60,106	69,122
6110 Staff Taxes	32,489	63,235	37,611	76,792	79,864
Sub-total	\$408,675	\$891,256	\$394,088	\$1,085,341	\$1,172,444
6115 Staff Costs Recovered	(215,995)	(683,920)	0	(322,165)	(335,052)
<b>Net Payroll Expenses</b>	<b>\$192,680</b>	<b>\$207,336</b>	<b>\$394,088</b>	<b>\$763,176</b>	<b>\$837,392</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6230 Safety Equipment	3,168	2,500	601	5,000	2,600
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$3,168</b>	<b>\$2,500</b>	<b>\$601</b>	<b>\$5,000</b>	<b>\$2,600</b>
<b>HUMAN RESOURCES</b>					
6830 Training & Prof. Development	1,941	1,500	1,395	3,000	1,500
<b>Sub-total Human Resources</b>	<b>\$1,941</b>	<b>\$1,500</b>	<b>\$1,395</b>	<b>\$3,000</b>	<b>\$1,500</b>
<b>OPERATING EXPENSES</b>					
5405.2 Utilities - Telephone	2,648	2,500	2,255	2,500	2,500
<b>Sub-total Operating Expenses</b>	<b>\$2,648</b>	<b>\$2,500</b>	<b>\$2,255</b>	<b>\$2,500</b>	<b>\$2,500</b>
<b>SPECIALTY EXPENSES</b>					
5725 Supplies and Small Tools	7,740	20,000	8,225	20,000	15,000
<b>Sub-total Specialty Expenses</b>	<b>\$7,740</b>	<b>\$20,000</b>	<b>\$8,225</b>	<b>\$20,000</b>	<b>\$15,000</b>
<b>TOTAL EXPENSES</b>	<b>\$208,177</b>	<b>\$233,836</b>	<b>\$406,564</b>	<b>\$793,676</b>	<b>\$858,992</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED VEHICLE EXPENSES	\$157,092	\$182,925	\$135,134	\$202,400	\$210,139
ALLOCATED OPERATIONS SERVICES	(\$365,270)	(\$416,761)	(\$541,698)	(\$996,076)	(\$1,069,131)
<b>NET ALLOCATED SUPPORT SERVICES</b>	<b>(\$208,177)</b>	<b>(\$233,836)</b>	<b>(\$406,564)</b>	<b>(\$793,676)</b>	<b>(\$858,992)</b>

**LINE ITEM EXPLANATIONS**

6230 Safety Equipment - purchase of respirators and cartridges and other miscellaneous safety equipment.

6830 Training & Professional Development - funds to provide training for staff members, including costs to bring trainers to district.

5405.2 Telephone - funds for cellular phone equipment and pagers and associated charges.



**Electrical/Instrumentation Maintenance - 703126**

**FUNCTION**

To provide proactive maintenance support and planning for all District physical assets, including the wastewater treatment facilities, potable water treatment facilities, potable water pumping and storage facilities, recycled water pumping and storage facilities, sanitary sewer pumping and transmission facilities, administrative facilities and fleet.

PERSONNEL	2020-21	2021-22	2022-23	2023-24
Position Title	Auth Positions	Auth Positions	Proposed Positions	Proposed Positions
Electrical/Instrumentation Supervisor	1.0	1.0	1.0	1.0
Electrical/Instrumentation Technician I/II	4.0	4.0	4.0	4.0
Electrician	1.0	1.0	1.0	1.0
	6.0	6.0	6.0	6.0

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21	FY 21-22	FY 21-22	FY 22-23	FY 23-24
	Actual	Budget	Est Actual	Budget	Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$445,578	\$654,334	\$318,773	\$659,774	\$686,165
6102 Staff Overtime	8,914	20,158	11,121	20,373	21,188
6105 Staff Benefits	35,008	308,763	148,214	353,777	406,843
6105.1 OPEB	60,838	85,757	71,281	60,106	69,122
6110 Staff Taxes	50,879	84,262	47,846	85,430	88,847
Sub-total	\$601,216	\$1,153,274	\$597,235	\$1,179,460	\$1,272,166
6115 Staff Costs Recovered	(409,846)	(820,061)		(448,264)	(466,195)
<b>Net Payroll Expenses</b>	<b>\$191,371</b>	<b>\$333,213</b>	<b>\$597,235</b>	<b>\$731,196</b>	<b>\$805,971</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6225 Radio Maintenance Expense	12,266	15,000	3,258	15,000	15,000
6230 Safety Equipment	6,415	5,000	3,619	30,000	5,000
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$18,680</b>	<b>\$20,000</b>	<b>\$6,876</b>	<b>\$45,000</b>	<b>\$20,000</b>
<b>HUMAN RESOURCES</b>					
6830 Training & Prof. Development	636	22,000	1,644	3,000	3,000
<b>Sub-total Human Resources</b>	<b>\$636</b>	<b>\$22,000</b>	<b>\$1,644</b>	<b>\$3,000</b>	<b>\$3,000</b>
<b>OTHER G&amp;A EXPENSES</b>					
7110 Travel/Misc. Expenses	88	2,000	101	0	0
<b>Sub-total Other G&amp;A Expenses</b>	<b>\$88</b>	<b>\$2,000</b>	<b>\$101</b>	<b>\$0</b>	<b>\$0</b>
<b>OPERATING EXPENSES</b>					
5405.2 Utilities - Telephone	881	1,000	2,374	2,500	2,500
<b>Sub-total Operating Expenses</b>	<b>\$881</b>	<b>\$1,000</b>	<b>\$2,374</b>	<b>\$2,500</b>	<b>\$2,500</b>
<b>MAINTENANCE EXPENSES</b>					
5510 Supplies/Materials	0	0	0	100	100
5515 Outside Services	0	0	4,841	0	0
<b>Sub-total Maintenance Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,841</b>	<b>\$100</b>	<b>\$100</b>
<b>SPECIALTY EXPENSES</b>					
5725 Supplies and Small Tools	10,616	10,000	10,815	11,000	11,000
<b>Sub-total Specialty Expenses</b>	<b>\$10,616</b>	<b>\$10,000</b>	<b>\$10,815</b>	<b>\$11,000</b>	<b>\$11,000</b>
<b>TOTAL EXPENSES</b>	<b>\$222,271</b>	<b>\$388,213</b>	<b>\$623,887</b>	<b>\$792,796</b>	<b>\$842,571</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED VEHICLE EXPENSES	\$36,228	\$42,185	\$31,164	\$46,685	\$48,461
ALLOCATED OPERATIONS SERVICES	(\$258,498)	(\$430,398)	(\$655,050)	(\$839,481)	(\$891,032)
<b>NET ALLOCATED SUPPORT SERVICES</b>	<b>(\$222,271)</b>	<b>(\$388,213)</b>	<b>(\$623,887)</b>	<b>(\$792,796)</b>	<b>(\$842,571)</b>

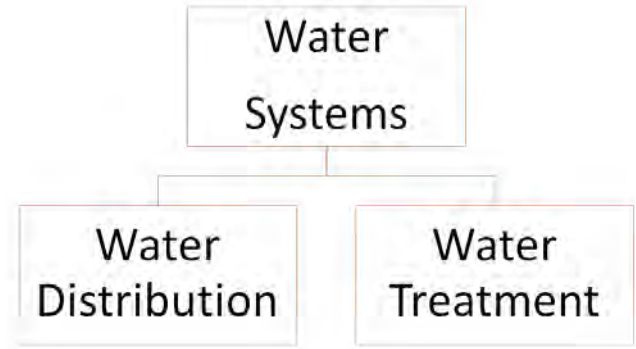
**LINE ITEM EXPLANATIONS**

6225 Radio Maintenance - funding for radio system maintenance and repair.

**Water Administration - 701330**

**FUNCTION**

To provide administrative direction and support to the Water Distribution and Treatment sections; including goal setting and research and project development.



**GOALS AND OBJECTIVES**

**Goal #1 - Sound Planning and Appropriate Investment**

Maintain district assets with an emphasis on maximizing facilities equipment lifecycle cost, reliability, and cost saving measures.

Performance Measure	FY21 Actual*	FY2022 Projected*	FY2023 Poposed	FY2024 Proposed
Continue operations and maintenance of the demonstration facility to ensure readiness for public tours.	n/a	n/a	72 tours	72 tours

**Goal #2 -Innovations and Efficient Operatons**

Explore opportunities for enhancing energy efficient across all district enterprises to achieve cost savings (avoided costs) and to reduce carbon footprint.

Performance Measure	FY21 Actual*	FY2022 Projected*	FY2023 Poposed	FY2024 Proposed
Implement smart devices and/or artificial intelligence to monitor system processes for high performance. Continue artifical intelligence grant work to reduce chemical and energy costs.	n/a	0	1	1

\* n/a represents new performance measures - no data available

PERSONNEL	2020-21	2021-22	2022-23	2023-24
Position Title	Auth Positions	Auth Positions	Proposed Positions	Proposed Positions
Water Systems Manager	1.0	1.0	1.0	1.0
	1.0	1.0	1.0	1.0





**Water Administration - 701330**

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$186,715	\$204,598	\$178,205	\$213,704	\$222,252
6105 Staff Benefits	(8,154)	72,869	72,621	101,592	116,831
6105.1 OPEB	25,493	14,293	11,920	10,018	11,821
6110 Staff Taxes	12,217	21,202	10,731	22,986	23,905
<b>Net Payroll Expenses</b>	<b>\$216,272</b>	<b>\$312,962</b>	<b>\$273,477</b>	<b>\$348,300</b>	<b>\$374,809</b>
<b>HUMAN RESOURCES</b>					
6800 Safety	0	0	189	200	200
6830 Training & Prof. Development	395	9,000	180	9,000	9,000
<b>Sub-total Human Resources</b>	<b>\$395</b>	<b>\$9,000</b>	<b>\$369</b>	<b>\$9,200</b>	<b>\$9,200</b>
<b>OPERATING EXPENSES</b>					
5405.2 Utilities - Telephone	496	0	454	500	600
<b>Sub-total Operating Expenses</b>	<b>\$496</b>	<b>\$0</b>	<b>\$454</b>	<b>\$500</b>	<b>\$600</b>
<b>TOTAL EXPENSES</b>	<b>\$217,163</b>	<b>\$321,962</b>	<b>\$274,299</b>	<b>\$358,000</b>	<b>\$384,609</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED VEHICLE EXPENSES	\$1,776	\$2,069	\$1,528	\$2,289	\$2,376
ALLOCATED OPERATIONS SERVICES	(\$218,940)	(\$324,031)	(\$275,827)	(\$360,289)	(\$386,985)
<b>NET ALLOCATED SUPPORT SERVICES</b>	<b>(\$217,163)</b>	<b>(\$321,962)</b>	<b>(\$274,299)</b>	<b>(\$358,000)</b>	<b>(\$384,609)</b>

**LINE ITEM EXPLANATIONS**

6800 Safety - funds for safety related videos and other safety training materials for water system and maintenance employees.

6830 Training & Professional Development - funds to attend AWWA and other conferences.

7110 Travel/Misc Expenses - funds for items such as meals and parking fees incurred by staff.





**Water Systems Operations - 701331**

**FUNCTION**

To properly operate the potable and recycled water distribution systems, to perform maintenance as needed to enhance system reliability and preserve District assets, to meet the needs of District customers for sufficient supplies of potable and recycled water and to meet and maintain water quality standards that comply with regulatory requirements governing potable and recycled water distribution systems.

PERSONNEL Position Title	2020-21	2021-22	2022-23	2023-24
	Auth Positions	Auth Positions	Proposed Positions	Proposed Positions
Water Systems Supervisor	1.0	1.0	1.0	1.0
Senior Water Distribution Operator	1.0	1.0	1.0	1.0
Water Treatment Plant Operator I/II/III	6.0	6.0	6.0	6.0
	8.0	8.0	8.0	8.0

**SIGNIFICANT CHANGES**

Section 701331 was split between Water Systems Operations and Water Treatment Operations in FY2022-23.

	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$893,289	\$1,195,863	\$590,642	\$878,853	\$914,007
6102 Staff Overtime	87,152	44,547	33,044	30,762	31,992
6105 Staff Benefits	101,244	482,929	254,769	498,818	573,641
6105.1 OPEB	121,967	157,222	134,962	88,357	101,610
6110 Staff Taxes	110,844	131,431	96,788	113,759	118,309
Sub-total	\$1,314,496	\$2,011,992	\$1,110,206	\$1,610,548	\$1,739,560
6115 Staff Costs Recovered	(844,451)	(1,513,833)		(631,821)	(652,756)
Net Payroll Expenses	\$470,044	\$498,159	\$1,110,206	\$978,727	\$1,086,804
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6230 Safety Equipment	5,220	5,000	1,688	5,000	5,250
Sub-total	\$5,220	\$5,000	\$1,688	\$5,000	\$5,250
<b>HUMAN RESOURCES</b>					
6830 Training & Prof. Development	4,131	15,000	3,822	8,000	8,400
Sub-total	\$4,131	\$15,000	\$3,822	\$8,000	\$8,400
<b>OPERATING EXPENSE</b>					
5405.2 Utilities - Telephone	9,131	5,000	11,804	5,000	5,250
Sub-total	\$9,131	\$5,000	\$11,804	\$5,000	\$5,250
<b>GEN'L SPECIALTY EXPENSE</b>					
5725 Supplies and Small Tools	3,798	3,000	458	1,500	1,500
Sub-total	\$3,798	\$3,000	\$458	\$1,500	\$1,500
<b>TOTAL EXPENSES</b>	<b>\$492,324</b>	<b>\$526,159</b>	<b>\$1,127,977</b>	<b>\$998,227</b>	<b>\$1,107,204</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED VEHICLE EXPENSES	\$102,719	\$119,610	\$88,361	\$83,394	\$86,565
ALLOCATED OPERATIONS SERVICES	(\$595,044)	(\$645,769)	(\$1,216,338)	(\$1,081,621)	(\$1,193,769)
<b>TOTAL ALLOCATED EXPENSES</b>	<b>\$ (492,324)</b>	<b>\$ (526,159)</b>	<b>\$ (1,127,977)</b>	<b>\$ (998,227)</b>	<b>\$ (1,107,204)</b>

**LINE ITEM EXPLANATIONS**

6230 Safety Equipment - safety equipment such as rain gear, road signs, respiratory equipment and other safety items.

6830 Training & Professional Development - cellular phone equipment and pagers and associated service charges.

5725 Supplies and Small Tools - funds for miscellaneous small hand tools.



**Water Treatment Operations - 701332**

**FUNCTION**

To properly operate Westlake Filtration Plant, to perform maintenance as needed to enhance system reliability and preserve District assets, to meet the needs of District customers for sufficient supplies of potable water and to meet and maintain water quality standards that comply with regulatory requirements governing water treatment and potable water distribution systems .

PERSONNEL	2020-21	2021-22	2022-23	2023-24
Position Title	Auth Positions	Auth Positions	Proposed Positions	Proposed Positions
Water Treatment Supervisor	1.0	1.0	1.0	1.0
Senior Water Distribution Operator	1.0	1.0	1.0	1.0
Water Treatment Plant Operator I/II/III	1.0	1.0	2.0	3.0
	3.0	3.0	4.0	5.0

**SIGNIFICANT CHANGES**

Section 701331 was split between Water Systems Operations and Water Treatment Operations in FY2022-23.

	FY 20-21	FY 21-22	FY 21-22	FY 22-23	FY 23-24
	Actual	Budget	Est Actual	Budget	Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries 6102	\$893,289	\$1,195,863	\$590,642	\$516,152	\$536,798
Staff Overtime 6105	87,152	44,547	33,044	18,066	18,789
Staff Benefits 6105.1	101,244	482,929	254,769	292,957	336,900
OPEB	121,967	157,222	134,962	51,892	59,676
6110 Staff Taxes	110,844	131,431	96,788	66,811	69,483
Sub-total	\$1,314,496	\$2,011,992	\$1,110,206	\$945,878	\$1,021,646
6115 Staff Costs Recovered	(844,451)	(1,513,833)		(368,341)	(388,015)
Net Payroll Expenses	\$470,044	\$498,159	\$1,110,206	\$577,537	\$633,631
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6230 Safety Equipment	5,220	5,000	1,688	5,000	5,000
Sub-total	\$5,220	\$5,000	\$1,688	\$5,000	\$5,000
<b>HUMAN RESOURCES</b>					
6830 Training & Prof. Development	4,131	15,000	3,822	8,000	8,400
Sub-total	\$4,131	\$15,000	\$3,822	\$8,000	\$8,400
<b>OPERATING EXPENSE</b>					
5405.2 Utilities - Telephone	9,131	5,000	11,804	5,000	5,250
Sub-total	\$9,131	\$5,000	\$11,804	\$5,000	\$5,250
<b>GEN'L SPECIALTY EXPENSE</b>					
5725 Supplies and Small Tools	3,798	3,000	458	1,500	1,500
Sub-total	\$3,798	\$3,000	\$458	\$1,500	\$1,500
<b>TOTAL EXPENSES</b>	<b>\$492,324</b>	<b>\$526,159</b>	<b>\$1,127,977</b>	<b>\$597,037</b>	<b>\$653,781</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED VEHICLE EXPENSES	\$102,719	\$119,610	\$88,361	\$48,977	\$50,840
ALLOCATED OPERATIONS SERVICES	(\$595,044)	(\$645,769)	(\$1,216,338)	(\$646,014)	(\$704,621)
<b>TOTAL ALLOCATED EXPENSES</b>	<b>\$ (492,324)</b>	<b>\$ (526,159)</b>	<b>\$ (1,127,977)</b>	<b>\$ (597,037)</b>	<b>\$ (653,781)</b>

**LINE ITEM EXPLANATIONS**

6230 Safety Equipment - safety equipment such as rain gear, road signs, respiratory equipment and other safety items.

6830 Training & Professional Development - cellular phone equipment and pagers and associated service charges.

5725 Supplies and Small Tools - funds for miscellaneous small hand tools.



**Water Reclamation Administration - 701340**

**FUNCTION**

To provide administrative direction and support to the Wastewater Treatment and Composting section and the Laboratory including scheduling, goal setting, research and project development.



**GOALS AND OBJECTIVES**

**Goal #1 - Protection of Public Health and Environment**

Operate district facilities to provide reliable services and achieve regulatory compliance.

Performance Measure	FY21 Actual*	FY2022 Projected	FY2023 Pposed	FY2024 Proposed
Minimize exceedances to the various permits conditions for Tapia and Rancho include NPDES (N and P), and Sanitary Sewer Overflow.	n/a	Yes	Yes	Yes

**Goal #2 - Innovative and Efficient Operations / Protection of Health and Environment**

Obtain favorable National Pollution Discharge Elimination System (NPDES) permit that satisfies environmental and

Performance Measure	FY21 Actual	FY2022 Projected	FY2023 Pposed	FY2024 Proposed
Request and obtain regulatory approved and favorable NPDES permit conditions that would reduce operating cost while achieve the protection of the environment.	Yes	Yes	Yes	Yes

\* n/a represents new performance measures - no data available

PERSONNEL	2020-21	2021-22	2022-23	2023-24
Position Title	Auth Positions	Auth Positions	Proposed Positions	Proposed Positions
Water Reclamation Manager	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0
Management Analyst I	1.0	1.0	1.0	1.0
	3.0	3.0	3.0	3.0



**Reclamation Administration - 701340**

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21	FY 21-22	FY 21-22	FY 22-23	FY 23-24
	Actual	Budget	Est Actual	Budget	Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$366,508	\$381,493	\$363,067	\$406,552	\$422,814
6102 Staff Overtime	269	2,930	1,915	3,352	3,486
6105 Staff Benefits	33,715	174,474	157,083	203,913	234,500
6105.1 OPEB	50,126	42,879	37,753	30,053	34,561
6110 Staff Taxes	27,476	32,020	26,011	36,940	38,418
<b>Net Payroll Expenses</b>	<b>\$478,095</b>	<b>\$633,796</b>	<b>\$585,830</b>	<b>\$680,810</b>	<b>\$733,779</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6230 Safety Equipment	2,037	0	0	0	0
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$2,037</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>HUMAN RESOURCES</b>					
6830 Training & Prof. Development	300	3,000	0	3,000	3,000
<b>Sub-total Human Resources</b>	<b>\$300</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$3,000</b>
<b>OTHER G&amp;A EXPENSES</b>					
7110 Travel/Misc. Expenses	1,300	3,000	1,504	3,000	3,000
<b>Sub-total Other G&amp;A Expenses</b>	<b>\$1,300</b>	<b>\$3,000</b>	<b>\$1,504</b>	<b>\$3,000</b>	<b>\$3,000</b>
<b>OPERATING EXPENSES</b>					
5405.2 Utilities - Telephone	356	200	395	400	400
<b>Sub-total Operating Expenses</b>	<b>\$356</b>	<b>\$200</b>	<b>\$395</b>	<b>\$400</b>	<b>\$400</b>
<b>TOTAL EXPENSES</b>	<b>\$482,088</b>	<b>\$639,996</b>	<b>\$587,729</b>	<b>\$687,210</b>	<b>\$740,179</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED VEHICLE EXPENSES	12,055	14,037	10,370	15,535	16,125
ALLOCATED OPERATIONS SERVICES	(494,143)	(654,033)	(598,099)	(702,745)	(756,304)
<b>NET ALLOCATED SUPPORT SERVICES</b>	<b>(\$482,088)</b>	<b>(\$639,996)</b>	<b>(\$587,729)</b>	<b>(\$687,210)</b>	<b>(\$740,179)</b>

**LINE ITEM EXPLANATIONS**

6830 Training & Prof Development - funds for attending CWEA, WEF, US Composting Council, and miscellaneous biosolids treatment specialty conferences.

7110 Travel/Misc Expenses - expenses associated with attending meetings of the LA RQOCB, SCAWMD, CalRecycle, SCAP and other wastewater treatment-related organizations.



**Water Quality Laboratory - 701341**

**FUNCTION**

To provide certified laboratory services in support of operations, compliance and source control (pre-treatment program) activities in potable water, recycled water, wastewater, and watershed programs.

PERSONNEL Position Title	2020-21	2021-22	2022-23	2023-24
	Auth Positions	Auth Positions	Proposed Positions	Proposed Positions
Laboratory Supervisor	1.0	1.0	1.0	1.0
Laboratory Technician I/II	3.0	3.0	3.0	3.0
Laboratory Assistant	2.0	2.0	2.0	2.0
	6.0	6.0	6.0	6.0

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$512,286	\$607,333	\$493,169	\$650,634	\$676,659
6102 Staff Overtime	32,604	18,135	17,337	18,930	19,687
6105 Staff Benefits	32,327	297,124	194,198	344,395	396,054
6105.1 OPEB	69,946	85,757	84,724	60,106	69,122
6110 Staff Taxes	61,949	63,383	54,201	73,203	76,131
Sub-total	\$709,112	\$1,071,732	\$843,629	\$1,147,268	\$1,237,654
6115 Staff Costs Recovered	(95,289)	(215,668)		(223,423)	(232,360)
<b>Net Payroll Expenses</b>	<b>\$613,823</b>	<b>\$856,064</b>	<b>\$843,629</b>	<b>\$923,845</b>	<b>\$1,005,294</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6230 Safety Equipment	1,042	1,000	700	700	800
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$1,042</b>	<b>\$1,000</b>	<b>\$700</b>	<b>\$700</b>	<b>\$800</b>
<b>HUMAN RESOURCES</b>					
6830 Training & Prof. Development	25	1,000	675	3,000	3,200
<b>Sub-total Human Resources</b>	<b>\$25</b>	<b>\$1,000</b>	<b>\$675</b>	<b>\$3,000</b>	<b>\$3,200</b>
<b>MAINTENANCE EXPENSES</b>					
5510 Supplies/Materials	85,216	60,000	114,193	123,600	129,500
5515 Outside Services	6,839	8,000	23,598	27,000	28,300
5520 Permits/Fee	5,500	5,500	0	5,600	5,700
<b>Sub-total Maintenance Expenses</b>	<b>\$97,555</b>	<b>\$73,500</b>	<b>\$137,791</b>	<b>\$156,200</b>	<b>\$163,500</b>
<b>TOTAL EXPENSES</b>	<b>\$712,445</b>	<b>\$931,564</b>	<b>\$982,795</b>	<b>\$1,083,745</b>	<b>\$1,172,794</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED LABORATORY EXPENSES	(877,871)	(931,564)	(977,340)	(1,083,745)	(1,172,794)
ALLOCATED VEHICLE EXPENSES	12,055	14,037	9,218	15,535	16,125
ALLOCATED OPERATIONS SERVICES	153,371	(14,037)	(14,672)	(15,535)	(16,125)
<b>TOTAL ALLOCATED EXPENSES</b>	<b>\$ (712,445)</b>	<b>\$ (931,564)</b>	<b>\$ (982,795)</b>	<b>\$ (1,083,745)</b>	<b>\$ (1,172,794)</b>

**LINE ITEM EXPLANATIONS**

6830 Training & Prof Development - funds for attending CWEA, CWEA/AWWA specialty conferences/workshops and special skills training classes.

7110 Travel/Misc Expenses - expenses associated with attending meetings of MWD meetings and workshops.

5110 Supplies/Materials - supplies including safety items such as goggles and gloves, chemicals and glassware.

5510 Outside Services - funds for laboratory equipment calibration and maintenance.

5520 Permits/Fees - annual California Department of Public Health permit.



**Wastewater Treatment Facility - 701342**

**FUNCTION**

To properly operate and maintain wastewater treatment processes which meet the needs and requirements of the environment, public, staff, Joint Powers Authority, and regulatory agencies. Dedicated to providing technical support necessary to achieve reliable efficient goals, troubleshoot problems and develop efficient and cost-effective solutions

PERSONNEL	2020-21	2021-22	2022-23	2023-24
Position Title	Auth Positions	Auth Positions	Proposed Positions	Proposed Positions
Chief Water Reclamation Plant Operator	1.0	1.0	1.0	1.0
Senior Water Reclamation Plant Operator	1.0	1.0	1.0	1.0
Water Reclamation Plant Operator OIT/I/II	6.0	6.0	6.0	6.0
	8.0	8.0	8.0	8.0

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21	FY 21-22	FY 21-22	FY 22-23	FY 23-24
	Actual	Budget	Est Actual	Budget	Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$569,015	\$882,417	\$132,292	\$843,442	\$877,180
6102 Staff Overtime	117,293	57,069	3,551	53,684	55,831
6105 Staff Benefits	68,624	411,352	55,260	455,821	524,194
6105.1 OPEB	77,691	114,343	113,888	80,142	92,163
6110 Staff Taxes	80,204	95,128	34,496	98,693	102,641
Sub-total	\$912,828	\$1,560,309	\$339,488	\$1,531,782	\$1,652,009
6115 Staff Costs Recovered	(768,974)	(1,393,979)		(1,357,710)	(1,412,018)
<b>Net Payroll Expenses</b>	<b>\$143,854</b>	<b>\$166,330</b>	<b>\$339,488</b>	<b>\$174,072</b>	<b>\$239,991</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6230 Safety Equipment	1,052	1,500	1,453	1,500	1,500
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$1,052</b>	<b>\$1,500</b>	<b>\$1,453</b>	<b>\$1,500</b>	<b>\$1,500</b>
<b>HUMAN RESOURCES</b>					
6830 Training & Prof. Development	129	5,000	113	5,000	5,000
<b>Sub-total Human Resources</b>	<b>\$129</b>	<b>\$5,000</b>	<b>\$113</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>OTHER G&amp;A EXPENSES</b>					
7110 Travel/Misc. Expenses	0	5,000	0	0	0
<b>Sub-total Other G&amp;A Expenses</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL EXPENSES</b>	<b>\$145,034</b>	<b>\$177,830</b>	<b>\$341,053</b>	<b>\$180,572</b>	<b>\$246,491</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED VEHICLE EXPENSES	24,110	28,074	18,435	31,069	32,251
ALLOCATED OPERATIONS SERVICES	(169,144)	(205,904)	(359,488)	(211,641)	(278,742)
<b>TOTAL ALLOCATED EXPENSES</b>	<b>(\$145,034)</b>	<b>(\$177,830)</b>	<b>(\$341,053)</b>	<b>(\$180,572)</b>	<b>(\$246,491)</b>

**LINE ITEM EXPLANATIONS**

6230 Safety Equipment - rain gear, respirators, filter cartridges, dist masks, etc.

6830 Training & Professional Development - funds for attending CWEA, specialty conferences and workshops, and operational skills training classes.



**Composting Facility - 701343**

**FUNCTION**

To properly operate and maintain solids handling and compost processes which meet the needs and requirements of the environment, public, staff, Joint Powers Authority, and regulatory agencies. Dedicated to providing technical support necessary to achieve reliable efficiency goals, troubleshoot problems and develop efficient and cost-effective solutions.

PERSONNEL Position Title	2020-21 Auth Positions	2021-22 Auth Positions	2022-23 Proposed Positions	2023-24 Proposed Positions
Compost Operations Supervisor	1.0	1.0	1.0	1.0
Water Reclamation Plant Operator OIT/I/II	6.0	6.0	6.0	6.0
	7.0	7.0	7.0	7.0

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$398,508	\$675,914	\$99,080	\$707,375	\$735,670
6102 Staff Overtime	40,271	18,251	3,863	37,852	39,366
6105 Staff Benefits	56,695	341,352	34,702	396,894	456,428
6105.1 OPEB	54,411	85,757	75,468	70,124	80,643
6110 Staff Taxes	46,168	70,452	24,538	81,983	85,262
Sub-total	\$596,053	\$1,191,726	\$237,652	\$1,294,228	\$1,397,369
6115 Staff Costs Recovered	(509,553)	(927,329)		(1,260,882)	(1,311,317)
<b>Net Payroll Expenses</b>	<b>\$86,500</b>	<b>\$264,397</b>	<b>\$237,652</b>	<b>\$33,346</b>	<b>\$86,052</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6230 Safety Equipment	886	3,000	0	0	0
<b>Sub-total</b>	<b>\$886</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>HUMAN RESOURCES</b>					
6830 Training & Prof. Development	0	1,200	0	0	0
<b>Sub-total</b>	<b>\$0</b>	<b>\$1,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GEN'L SPECIALTY EXPENSE</b>					
5725 Supplies and Small Tools	0	500	0	0	0
<b>Sub-total</b>	<b>\$0</b>	<b>\$500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL EXPENSES</b>	<b>\$87,386</b>	<b>\$269,097</b>	<b>\$237,652</b>	<b>\$33,346</b>	<b>\$86,052</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED VEHICLE EXPENSES	30,200	35,166	25,979	38,918	40,398
ALLOCATED OPERATIONS SERVICES	(117,586)	(304,263)	(263,631)	(72,264)	(126,450)
<b>TOTAL ALLOCATED EXPENSES</b>	<b>\$ (87,386)</b>	<b>\$ (269,097)</b>	<b>\$ (237,652)</b>	<b>\$ (33,346)</b>	<b>\$ (86,052)</b>

**LINE ITEM EXPLANATIONS**

6230 Safety Equipment - rain gear, respirators, filter cartridges, dist masks, etc.

6830 Training & Professional Development - funds for attending CWEA, specialty conferences and workshops, and operational skills training classes.





**FINANCE AND ADMINISTRATION**

The Finance and Administration Department is responsible for providing internal services in support of the District's mission including financial analysis, budget, investments, staff development and recruitment, and information technology. The department is also in charge of accounts payable, warehousing, purchasing, risk management and other administrative programs.



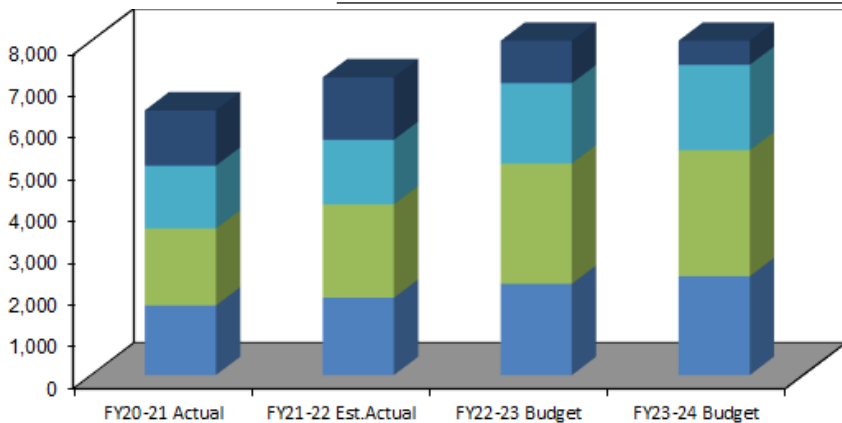
Key Accomplishments from FY 2020 - 2022

- \* Completed negotiations with all bargaining units for contracts effective 1/1/2022-12/31/2024.
- \* Increased focus on recruitment in FY2021-22; hired 11 new employees, promoted 4 employees, and hired 5 interns.
- \* Completed site survey for SCADA communication project.
- \* Presented SCADA project approach and received approval from Board.
- \* Awarded conversion and replacement contract of District's SCADA system field components at Tapia
- \* Received clean audit opinion
- \* Received GFOA Certificate of Achievement for Excellence in Financial Reporting for ACFR.
- \* Received GFOA Distinguished Budget Presentation Award.
- \* Successfully implemented new ERP, Investment Tracker, and DebtBook software to assist with financial reporting.

Future goals and objectives and performance measures can be found on individual business unit pages.

(Dollars in Thousands)

	FY20-21 Actual	FY21-22 Est. Actual	FY22-23 Budget	FY23-24 Budget
<b>Administration</b>	1,665	1,849	2,183	2,366
<b>Information Systems</b>	1,843	2,233	2,880	3,010
<b>Human Resources</b>	1,501	1,545	1,920	2,048
<b>Finance and Accounting</b>	1,324	1,496	1,860	2,002
	<b>6,333</b>	<b>7,123</b>	<b>8,843</b>	<b>9,427</b>



■ Administration ■ Information Systems ■ Human Resources ■ Finance and Accounting





Finance and Administration					
	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$2,343,416	\$2,847,033	\$2,240,822	\$2,846,492	\$2,960,352
6102 Staff Overtime	12,500	37,814	18,335	38,055	39,577
6105 Staff Benefits	125,292	1,252,509	891,265	1,436,630	1,652,124
6105.1 OPEB	319,962	242,979	234,584	220,390	253,449
6110 Staff Taxes	180,120	237,328	140,380	251,999	262,079
Sub-total	\$2,981,290	\$4,617,663	\$3,525,387	\$4,793,566	\$5,167,581
6115 Staff Costs Recovered	(97,136)	(143,828)	0	(182,130)	(189,415)
<b>Net Payroll Expenses</b>	<b>\$2,884,154</b>	<b>\$4,473,835</b>	<b>\$3,525,387</b>	<b>\$4,611,436</b>	<b>\$4,978,166</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6200 Forms, Supplies & Postage	42,937	82,500	46,503	66,500	66,500
6205 Equipment Rental	13,460	6,400	12,410	19,500	19,500
6210 Equipment Repairs	0	7,500	0	7,500	7,500
6215 Systems Support and Maintenance	529,034	705,600	733,169	750,000	750,000
6220 Outside Services	27,353	3,100	34,417	10,200	10,200
6230 Safety Equipment	176	225	563	2,225	2,225
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$612,960</b>	<b>\$805,325</b>	<b>\$827,062</b>	<b>\$855,925</b>	<b>\$855,925</b>
<b>PROFESSIONAL SERVICES</b>					
6500 Legal Services	85,230	25,000	43,341	50,000	50,000
6516 Other Professional Services	219,552	240,000	0	252,500	252,500
6517 Audit Fees	37,200	48,900	36,571	35,450	35,450
6522 Management Consultant Fees	115,830	85,000	86,643	62,000	62,000
<b>Sub-total Professional Services</b>	<b>\$457,812</b>	<b>\$398,900</b>	<b>\$166,555</b>	<b>\$399,950</b>	<b>\$399,950</b>
<b>HUMAN RESOURCES</b>					
6800 Safety	24,278	38,000	5,115	25,000	25,000
6810 Recruitment Expenses	23,915	10,000	17,037	20,000	20,000
6812 Retired Employee Benefits	932,154	1,028,384	1,011,145	1,100,371	1,177,397
6815 Employee Recognition Function	5,828	10,000	7,335	10,000	10,000
6820 Employee Assistance Program	0	1,000	0	1,000	1,000
6825 Employee Wellness Program	5,413	10,000	3,511	7,500	7,500
6830 Training & Prof. Development	17,929	128,220	34,311	88,500	88,500
6840 DOT Testing	1,100	1,000	1,271	1,000	1,000
<b>Sub-total Human Resources</b>	<b>\$1,010,617</b>	<b>\$1,226,604</b>	<b>\$1,079,726</b>	<b>\$1,253,371</b>	<b>\$1,330,397</b>
<b>OTHER G&amp;A EXPENSES</b>					
7105 Dues/Subscriptions/Memberships	2,718	5,600	3,825	9,000	9,000
7110 Travel/Misc. Expenses	64	1,400	2,399	2,700	2,700
7135.1 Property Insurance	75,824	269,636	82,017	112,408	123,648
7135.2 Liability Insurance	203,524	222,272	218,616	233,058	256,364
7135.3 Automobile Insurance	115,039	115,062	121,607	112,702	123,972
7135.4 Earthquake Insurance	73,001	302,257	72,934	83,586	84,095
7135.5 Excess Liability Insurance	749,105	891,971	866,326	934,832	1,028,315
<b>Sub-total Other G&amp;A Expenses</b>	<b>\$1,219,275</b>	<b>\$1,808,198</b>	<b>\$1,367,724</b>	<b>\$1,488,286</b>	<b>\$1,628,094</b>
<b>OPERATING EXPENSES</b>					
5400 Labor	3,682	21,132	500	1,000	1,000
5405.2 Utilities - Telephone	21,928	115,350	41,431	100,750	100,750
5430 Capital Outlay	99,263	128,500	104,884	122,500	122,500
<b>Sub-total Operating Expenses</b>	<b>\$124,873</b>	<b>\$264,982</b>	<b>\$146,815</b>	<b>\$224,250</b>	<b>\$224,250</b>
<b>INVENTORY EXPENSES</b>					
5536 Inventory Adjustment	17,981	10,145	10,145	10,000	10,000
<b>Sub-total Inventory Expenses</b>	<b>\$17,981</b>	<b>\$10,145</b>	<b>\$10,145</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>TOTAL EXPENSES</b>	<b>\$6,327,672</b>	<b>\$8,987,989</b>	<b>\$7,123,414</b>	<b>\$8,843,218</b>	<b>\$9,426,782</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED CUSTOMER INFO SYSTEMS	(438,743)	(482,592)	(569,027)	(609,980)	(636,054)
ALLOCATED VEHICLE EXPENSES	6,091	7,092	5,239	7,849	8,148
ALLOCATED INTERNAL G&A	-	-	-	-	-
ALLOCATED SUPPORT SERVICES	(4,576,108)	(5,675,326)	(4,373,084)	(5,494,058)	(5,865,917)
ALLOCATED OPERATIONS SERVICES(G&A)	(\$1,318,912)	(\$2,837,163)	(\$2,186,542)	(\$2,747,029)	(\$2,932,959)
<b>TOTAL ALLOCATED EXPENSES</b>	<b>(\$6,327,672)</b>	<b>(\$8,987,989)</b>	<b>(\$7,123,414)</b>	<b>(\$8,843,218)</b>	<b>(\$9,426,782)</b>

**Administration - 701410**

**FUNCTION**

Support the District's mission and General Manager's initiatives and provide overall supervision and staff assistant support services to finance, information systems, human resources, and risk management.

**GOALS AND OBJECTIVES / PERFORMANCE MEASURES**

**Goal #1 - Sound Planning and Appropriate Investment**

Effectively administer the stewardship of public resources through responsible fiscal management and planning by achieving optimal rate of return on investments.

Performance Measure	FY21 Actual	FY2022 Projected	FY2023 Poposed	FY2024 Proposed
Rate of return on portfolio (measures performance to benchmarks)	100%	100%	100%	100%
Present annual review of the Investment Policy	Yes	Yes	Yes	Yes

**Goal #2 - Sound Financial Management**

Complete risk assessment of agency-wide internal processes to insure proper internal controls are in place to protect public assets.

Performance Measure	FY21 Actual*	FY2022 Projected*	FY2023 Poposed	FY2024 Proposed
Number of processes audited	n/a	n/a	5	5

\* n/a represents new performance measures - no data available

PERSONNEL	2020-21 Auth Positions	2021-22 Auth Positions	Currently Filled Positions	2022-23 Proposed Positions	2023-24 Proposed Positions
Director, Finance and Administration	1.0	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	-	-	-	-
Administrative Specialist-Risk Mgmt	-	1.0	1.0	1.0	1.0





**Administration - 701410**

**SIGNIFICANT CHANGES**

Increased budget in Management Consultant Fees to complete agency-wide risk assessment of internal processes for proper internal controls in FY2022-23 and FY2023-24.

	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$271,987	\$370,997	\$293,817	\$362,165	\$376,652
6102 Staff Overtime	0	1,477	0	1,326	1,379
6105 Staff Benefits	10,457	155,072	108,491	161,844	186,120
6105.1 OPEB	37,136	14,293	16,791	20,035	23,041
6110 Staff Taxes	14,380	22,635	12,779	23,444	24,382
<b>Net Payroll Expenses</b>	<b>\$333,960</b>	<b>\$564,474</b>	<b>\$431,878</b>	<b>\$568,814</b>	<b>\$611,573</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6200 Forms, Supplies & Postage	36,103	60,800	39,000	55,000	55,000
6205 Equipment Rental	4,277	4,000	4,276	4,500	4,500
6220 Outside Services	5,170	0	4,821	5,000	5,000
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$45,549</b>	<b>\$64,800</b>	<b>\$48,097</b>	<b>\$64,500</b>	<b>\$64,500</b>
<b>PROFESSIONAL SERVICES 6522</b>					
Management Consultant Fees	66,173	20,000	4,748	62,000	62,000
<b>Sub-total Professional Services</b>	<b>\$66,173</b>	<b>\$20,000</b>	<b>\$4,748</b>	<b>\$62,000</b>	<b>\$62,000</b>
<b>HUMAN RESOURCES</b>					
6830 Training & Prof. Development	1,640	8,500	0	8,500	8,500
<b>Sub-total Human Resources</b>	<b>\$1,640</b>	<b>\$8,500</b>	<b>\$0</b>	<b>\$8,500</b>	<b>\$8,500</b>
<b>OTHER G&amp;A EXPENSES</b>					
7105 Dues/Subscriptions/Memberships	610	500	350	500	500
7110 Travel/Misc. Expenses	54	700	2,000	2,000	2,000
7135.1 Property Insurance	75,824	269,636	82,017	112,408	123,648
7135.2 Liability Insurance	203,524	222,272	218,616	233,058	256,364
7135.3 Automobile Insurance	115,039	115,062	121,607	112,702	123,972
7135.4 Earthquake Insurance	73,001	302,257	72,934	83,586	84,095
7135.5 Excess Liability Insurance	749,105	891,971	866,326	934,832	1,028,315
<b>Sub-total Other G&amp;A Expenses</b>	<b>\$1,217,157</b>	<b>\$1,802,398</b>	<b>\$1,363,850</b>	<b>\$1,479,086</b>	<b>\$1,618,894</b>
<b>OPERATING EXPENSES</b>					
5405.2 Utilities - Telephone	496	1,100	650	750	750
<b>Sub-total Operating Expenses</b>	<b>\$496</b>	<b>\$1,100</b>	<b>\$650</b>	<b>\$750</b>	<b>\$750</b>
<b>TOTAL EXPENSES</b>	<b>\$1,664,976</b>	<b>\$2,461,272</b>	<b>\$1,849,223</b>	<b>\$2,183,650</b>	<b>\$2,366,217</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED SUPPORT SERVICES	(1,664,976)	(2,461,272)	(1,849,223)	(2,183,650)	(2,366,217)
<b>TOTAL ALLOCATED EXPENSES</b>	<b>(\$1,664,976)</b>	<b>(\$2,461,272)</b>	<b>(\$1,849,223)</b>	<b>(\$2,183,650)</b>	<b>(\$2,366,217)</b>

**LINE ITEM EXPLANATIONS**

6220 Outside Services - Includes armored car service for taking receipts to the bank.

6522 Management Consulting Fees - Consultation on arbitrage calculations, post-employment benefits actuarial study, tax advisory , and risk assessment services.

7135 General Insurance includes insurance premiums for general liability, auto, property and earthquake insurance that is allocated across the agency. Potable Water Administrative Division and Joint Powers Authority also pay a portion of property and earthquake insurance.

**Information Systems - 701420**

**FUNCTION**

Provide support and advisory services for all district automated information and communication systems, financial software, customer information software, internet services, office automation, local and wide area networks, phone systems, GIS, and SCADA.

**GOALS AND OBJECTIVES / PERFORMANCE MEASURES**

**Goal #1 - Sound Financial Management**

Increase awareness and reliability on District security Systems.

Performance Measure	FY21 Actual*	FY2022 Projected	FY2023 Poposed	FY2024 Proposed
Number of clicks on phishing/smshing tests	n/a	7	<7	<6

**Goal #2 - Innovative and Efficient Operations**

Increase accessibility, reliability, and redundancy by using bloud-based services and mobile applications. Pursue a cloud first strategy for infrastructure to achieve greater agility, lower cost, and higher resiliency.

Performance Measure	FY21 Actual*	FY2022 Projected	FY2023 Poposed	FY2024 Proposed
Percentage of systems hosted within cloud-based platforms	n/a	57%	60%	60%

**Goal #3 - Highly Effective Workforce**

Provide staff with tools, information, and data needed to facilitate service delivery through Information Technology Service Management system (ITSM) to facilitate communication and improve response times to resolve technology problems.

Performance Measure	FY21 Actual*	FY2022 Projected	FY2023 Poposed	FY2024 Proposed
Number of requests submitted via the ITSM portal	n/a	490	550	550

\* n/a represents new performance measures - no data available



PERSONNEL	2020-21	2021-22	Currently	2022-23	2023-24
Position Title	Auth	Auth	Filled	Proposed	Proposed
	Positions	Positions	Positions	Positions	Positions
Information Systems Manager	1.0	1.0	1.0	1.0	1.0
Principal Technology Analyst	1.0	1.0	1.0	1.0	1.0
Systems Coordinator	1.0	1.0	-	1.0	1.0
SCADA Analyst	1.0	1.0	-	1.0	1.0
GIS Coordinator	1.0	1.0	1.0	1.0	1.0
Network & Security Engineer	1.0	1.0	1.0	1.0	1.0
Network & Security Technician	1.0	1.0	1.0	1.0	1.0
Technology Support Specialist	1.0	1.0	1.0	1.0	1.0
	8.0	8.0	6.0	8.0	8.0



**Information Systems - 701420**

**SIGNIFICANT CHANGES**

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$824,281	\$1,057,673	\$822,264	\$1,042,911	\$1,084,627
6102 Staff Overtime 6105	2,569	20,255	9,308	18,961	19,719
Staff Benefits 6105.1 OPEB	44,001	465,322	342,976	524,227	602,861
6110 Staff Taxes	112,544	100,050	87,556	80,142	92,163
	68,346	98,227	66,625	102,149	106,235
Sub-total	\$1,051,741	\$1,741,527	\$1,328,729	\$1,768,390	\$1,905,606
6115 Staff Costs Recovered	(97,136)	(142,919)	0	(171,239)	(178,089)
<b>Net Payroll Expenses</b>	<b>\$954,605</b>	<b>\$1,598,608</b>	<b>\$1,328,729</b>	<b>\$1,597,151</b>	<b>\$1,727,518</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6200 Forms, Supplies & Postage	4,407	16,000	6,464	10,000	10,000
6205 Equipment Rental	9,183	2,400	8,134	15,000	15,000
6210 Equipment Repairs	0	7,500	0	7,500	7,500
6215 Systems Support and Maintenance	529,034	705,600	733,169	750,000	750,000
6230 Safety Equipment	450	0	338	2,000	2,000
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$543,074</b>	<b>\$731,500</b>	<b>\$748,105</b>	<b>\$784,500</b>	<b>\$784,500</b>
<b>PROFESSIONAL SERVICES</b>					
6516 Other Professional Services	219,552	240,000	0	250,000	250,000
<b>Sub-total Professional Services</b>	<b>\$219,552</b>	<b>\$240,000</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$250,000</b>
<b>HUMAN RESOURCES 6830</b>					
Training & Prof. Development	5,594	45,500	9,556	25,000	25,000
<b>Sub-total Human Resources</b>	<b>\$5,594</b>	<b>\$45,500</b>	<b>\$9,556</b>	<b>\$25,000</b>	<b>\$25,000</b>
<b>OTHER G&amp;A EXPENSES</b>					
7105 Dues/Subscriptions/Memberships	129	600	975	3,000	3,000
<b>Sub-total Other G&amp;A Expenses</b>	<b>\$129</b>	<b>\$600</b>	<b>\$975</b>	<b>\$3,000</b>	<b>\$3,000</b>
<b>OPERATING EXPENSES</b>					
5405.2 Utilities - Telephone	21,432	114,000	40,781	100,000	100,000
5430 Capital Outlay	98,366	126,000	104,884	120,000	120,000
<b>Sub-total Operating Expenses</b>	<b>\$119,798</b>	<b>\$240,000</b>	<b>\$145,665</b>	<b>\$220,000</b>	<b>\$220,000</b>
<b>TOTAL EXPENSES</b>	<b>\$1,842,752</b>	<b>\$2,856,208</b>	<b>\$2,233,030</b>	<b>\$2,879,651</b>	<b>\$3,010,018</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED CUSTOMER INFO	(\$438,743)	(\$482,592)	(\$569,027)	(\$609,980)	(\$636,054)
SYSTEMSALLOCATED VEHICLE EXPENSES	\$6,091	\$7,092	\$5,239	\$7,849	\$8,148
ALLOCATED SUPPORT SERVICES	(\$1,410,099)	(\$2,380,708)	(\$1,669,242)	(\$2,277,520)	(\$2,382,112)
<b>TOTAL ALLOCATED EXPENSES</b>	<b>(\$1,842,752)</b>	<b>(\$2,856,208)</b>	<b>(\$2,233,030)</b>	<b>(\$2,879,651)</b>	<b>(\$3,010,018)</b>

**LINE ITEM EXPLANATIONS**

6215 Equipment Maintenance - License and maintenance agreements for software and hardware. Largest items are maintenance for GIS software, Customer Information System (CIS), disaster recovery for financial and CIS; and ERP and Job Cost Ssoftware.

6516 Other Professional Services - Technical assistance associated with the implementation of system changes.

5405 Telephone - includes cost for internet and connections to remote sites.

5430 Capital Outlay - replacement of equipment not capitalized such as printers, computers, servers, and network hardware.

**Human Resources - 701430**

**FUNCTION**

To recruit, develop, support and motivate a highly qualified and diverse staff by providing competitive compensation and benefits; ensure consistent application of and compliance with District policies and procedures and applicable laws and regulations; ensure a safe, productive and injury free workshut; and to foster a collaborative and inclusive work place and positive labor relations

**GOALS AND OBJECTIVES / PERFORMANCE MEASURES**

**Goal #1 - Highly Effective Workforce**

Develop and enhance recruitment, selection, and retention strategies to attract, recruit, and retain a highly effective and diverse workforce.

Performance Measure	FY21 Actual*	FY2022 Projected*	FY2023 Poposed	FY2024 Proposed
Develop quality and diversity of applicant pools (number of failed recruitments)	n/a	n/a	0	0
Administer two new hire surveys within first six months of employment and annual survey of all others	n/a	n/a	Yes	Yes
Minimize percentage of non-retirement voluntary turnover	n/a	n/a	<5%	<5%

\* n/a represents new performance measures - no data available

**Goal #2 - Highly Effective Workforce**

Increase competency among supervisory staff and expand development opportunities for growth to non-supervisory staff.

Performance Measure	FY21 Actual*	FY2022 Projected*	FY2023 Poposed	FY2024 Proposed
Administer two new supervisor trainings for completion withit first six months of assuming position; annual for current supervisors.	n/a	n/a	Yes	Yes
Provide cross-training, interim appointments, career paths, and internal promotion opportunities.	n/a	n/a	Yes	Yes

\* n/a represents new performance measures - no data available

**Goal #3 - Highly Effective Workforce**

Increase the effectiveness of performance evaluation process.

Performance Measure	FY21 Actual*	FY2022 Projected*	FY2023 Poposed	FY2024 Proposed
Reduce the number of delinquent performance appraisals (Percent of appraisals overdue by over two weeks)	n/a	n/a	<5%	<5%

\* n/a represents new performance measures - no data available

PERSONNEL Position Title	2020-21	2021-22	Currently	2022-23	2023-24
	Auth Positions	Auth Positions	Filled Positions	Proposed Positions	Proposed Positions
Human Resources Manager	1.0	1.0	1.0	1.0	1.0
Human Resources Analyst I/II	1.0	1.0	1.0	1.0	1.0
Human Resources Coordinator	-	-	-	1.0	1.0





**Human Resources - 701430**

SIGNIFICANT CHANGES

Increased staffing FTE to include Human Resources coordinator to provide additional support on day-to-day operations to meet current and anticipated division workload.

	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$269,861	\$331,495	\$221,075	\$396,472	\$412,331
6102 Staff Overtime	0	1,723	81	3,624	3,769
6105 Staff Benefits	16,461	133,507	103,823	200,351	230,403
6105.1 OPEB	36,846	14,293	15,894	30,053	34,561
6110 Staff Taxes	19,391	24,216	17,421	32,617	33,922
<b>Net Payroll Expenses</b>	<b>\$342,559</b>	<b>\$505,234</b>	<b>\$358,294</b>	<b>\$663,117</b>	<b>\$714,986</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6200 Forms, Supplies & Postage	500	500	1,039	500	500
6220 Outside Services	22,183	3,100	5,378	5,200	5,200
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$22,683</b>	<b>\$3,600</b>	<b>\$6,417</b>	<b>\$5,700</b>	<b>\$5,700</b>
<b>PROFESSIONAL SERVICES</b>					
6500 Legal Services	85,230	25,000	43,341	50,000	50,000
6522 Management Consultant Fees	49,657	65,000	81,896	0	0
<b>Sub-total Professional Services</b>	<b>\$134,887</b>	<b>\$90,000</b>	<b>\$125,237</b>	<b>\$50,000</b>	<b>\$50,000</b>
<b>HUMAN RESOURCES</b>					
6800 Safety	24,278	38,000	5,115	25,000	25,000
6810 Recruitment Expenses	23,915	10,000	17,037	20,000	20,000
6812 Retired Employee Benefits	932,154	1,028,384	1,011,145	1,100,371	1,177,397
6815 Employee Recognition Function	5,828	10,000	7,335	10,000	10,000
6820 Employee Assistance Program	0	1,000	0	1,000	1,000
6825 Employee Wellness Program	5,413	10,000	3,511	7,500	7,500
6830 Training & Prof. Development	6,875	53,000	8,755	30,000	30,000
6840 DOT Testing	1,100	1,000	1,271	1,000	1,000
<b>Sub-total Human Resources</b>	<b>\$999,563</b>	<b>\$1,151,384</b>	<b>\$1,054,170</b>	<b>\$1,194,871</b>	<b>\$1,271,897</b>
<b>OTHER G&amp;A EXPENSES</b>					
7105 Dues/Subscriptions/Memberships	434	1,000	0	3,000	3,000
7110 Travel/Misc. Expenses	10	500	399	500	500
<b>Sub-total Other G&amp;A Expenses</b>	<b>\$444</b>	<b>\$1,500</b>	<b>\$399</b>	<b>\$3,500</b>	<b>\$3,500</b>
<b>OPERATING EXPENSES</b>					
5430 Capital Outlay	897	2,500	0	2,500	2,500
<b>Sub-total Operating Expenses</b>	<b>\$897</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$2,500</b>
<b>TOTAL EXPENSES</b>	<b>\$1,501,032</b>	<b>\$1,754,218</b>	<b>\$1,544,517</b>	<b>\$1,919,688</b>	<b>\$2,048,583</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED SUPPORT SERVICES	(\$1,501,032)	(\$1,754,218)	(\$1,544,517)	(\$1,919,688)	(\$2,048,583)
<b>TOTAL ALLOCATED SERVICES</b>	<b>(\$1,501,032)</b>	<b>(\$1,754,218)</b>	<b>(\$1,544,517)</b>	<b>(\$1,919,688)</b>	<b>(\$2,048,583)</b>

LINE ITEM EXPLANATIONS

6500 - Legal Services - FY2022-23 and 2023-24 increased to cover increased costs seen in employee litigation.

6522 - Management Consultant - Reduced budgeted costs for labor negotiations - contract negotiations completed.

6812 - Retired Employee Benefits - Retired staff benefits; increase in cost associated with rising premium levels and increased number of Tier 1 employees retiring.



**Finance and Accounting - 701440**

**FUNCTION**

To maintain financial oversight of all District funds and accounts and to provide accounting, financial, purchasing and warehouse services throughout the District. Responsible for the processing of accounts payable and payroll, managing cash flow and investments, producing financial reports performing purchasing and warehousing functions, as well as coordinating the budget process and annual financial audit.

**GOALS AND OBJECTIVES / PERFORMANCE MEASURES**

**Goal #1 - Sound Financial Management**

Prepare the highest quality of budget and financial reporting documents that provide accountability and transparency and go beyond the minimum requirements of best practices and generally accepted accounting principles.

Performance Measure	FY21 Actual	FY2022 Projected	FY2023 Poposed	FY2024 Proposed
Receive GFOA Certificate of Achievement for Excellence in Financial Reporting	Awarded	Receive Award	Receive Award	Receive Award
Receive GFOA Distinguished Budget Presentation Award	Awarded	Awarded	Receive Award	Receive Award

**Goal #2 - Sound Financial Management**

Provide information necessary for Board to make strategic decisions related to the financial position of the Agency.

Performance Measure	FY21 Actual*	FY2022 Projected	FY2023 Poposed	FY2024 Proposed
Timely closing of month/fiscal year accounting records by the 10th of the month.	n/a	6 mos.	11 mos.	11mos.

**Goal #3 - Highly Effective Workforce**

Review and update policies and procedures to strengthen internal controls and foster an environment of continuous improvement.

Performance Measure	FY21 Actual*	FY2022 Projected*	FY2023 Poposed	FY2024 Proposed
Updated Policies & Procedures (number of policies)	n/a	2	4	5
Cross train key tasks and functions within the Accounting Division (number of tasks/employees trained)	n/a	4	5	5
Automate processes using ERP system (number of processes)	n/a	n/a	2	2

\* n/a represents new performance measures - no data available

PERSONNEL	2020-21	2021-22	Currently	2022-23	2023-24
Position Title	Auth Positions	Auth Positions	Filled Positions	Proposed Positions	Proposed Positions
Finance Manager / CPA	1.0	1.0	1.0	1.0	1.0
Financial Analyst I/II	1.0	1.0	1.0	1.0	1.0
Accounting Supervisor	-	1.0	1.0	1.0	1.0
Senior Accountant	1.0	-	-	-	-
Accountant	1.0	1.0	1.0	1.0	1.0
Senior Accounting Technician	1.0	1.0	1.0	1.0	1.0
Accounting Technician	2.0	2.0	2.0	2.0	2.0
Purchasing Supervisor	1.0	1.0	1.0	1.0	1.0
Storekeeper	1.0	1.0	1.0	1.0	1.0
	9.0	9.0	9.0	9.0	9.0





**Finance and Accounting - 701440**

SIGNIFICANT CHANGES

There are no significant changes budgeted for FY2022-23 or FY2023-24 that affect the scope or level of service.

	FY 20-21 Actual	FY 21-22 Budget	FY 21-22 Est Actual	FY 22-23 Budget	FY 23-24 Budget
<b>PAYROLL EXPENSES</b>					
6100 Staff Salaries	\$977,287	\$1,086,868	\$903,666	\$1,044,944	\$1,086,742
6102 Staff Overtime 6105	9,931	14,359	8,946	14,144	14,710
Staff Benefits 6105.1 OPEB	54,374	498,608	335,976	550,208	632,740
6110 Staff Taxes	133,435	114,343	114,343	90,160	103,684
	78,004	92,250	43,555	93,789	97,541
Sub-total	\$1,253,031	\$1,806,428	\$1,406,486	\$1,793,245	\$1,935,415
6115 Staff Costs Recovered	0	(909)		(10,891)	(11,327)
<b>Net Payroll Expenses</b>	<b>\$1,253,031</b>	<b>\$1,805,519</b>	<b>\$1,406,486</b>	<b>\$1,782,354</b>	<b>\$1,924,089</b>
<b>OFFICE EQUIPMENT &amp; POSTAGE</b>					
6200 Forms, Supplies & Postage	1,927	5,200	0	1,000	1,000
6220 Outside Services	0	0	24,218	0	0
6230 Safety Equip	176	225	225	225	225
<b>Sub-total Office Equipment &amp; Postage</b>	<b>\$2,104</b>	<b>\$5,425</b>	<b>\$24,443</b>	<b>\$1,225</b>	<b>\$1,225</b>
<b>PROFESSIONAL SERVICES</b>					
6516 Other Professional Services	4,375	500	0	2,500	2,500
6517 Audit Fees	37,200	48,900	36,571	35,450	35,450
<b>Sub-total Professional Services</b>	<b>\$41,575</b>	<b>\$49,400</b>	<b>\$36,571</b>	<b>\$37,950</b>	<b>\$37,950</b>
<b>HUMAN RESOURCES 6830</b>					
Training & Prof. Development	3,820	21,220	16,000	25,000	25,000
<b>Sub-total Human Resources</b>	<b>\$3,820</b>	<b>\$21,220</b>	<b>\$16,000</b>	<b>\$25,000</b>	<b>\$25,000</b>
<b>OTHER G&amp;A EXPENSES</b>					
7105 Dues/Subscriptions/	1,545	3,500	2,500	2,500	2,500
Memberships 7110 Travel/Misc.	0	200	0	200	200
Expenses <b>Sub-total Other G&amp;A Expenses</b>	<b>\$1,545</b>	<b>\$3,700</b>	<b>\$2,500</b>	<b>\$2,700</b>	<b>\$2,700</b>
<b>OPERATING EXPENSES</b>					
5400 Labor	3,682	21,132	500	1,000	1,000
5405.2 Utilities - Telephone	0	250	0	0	0
<b>Sub-total Operating Expenses</b>	<b>\$3,682</b>	<b>\$21,382</b>	<b>\$500</b>	<b>\$1,000</b>	<b>\$1,000</b>
<b>INVENTORY EXPENSE</b>					
5536 Inventory Adjustment	17,981	10,145	10,145	10,000	10,000
<b>Sub-total Inventory Expense</b>	<b>\$17,981</b>	<b>\$10,145</b>	<b>\$10,145</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>TOTAL EXPENSES</b>	<b>\$1,323,737</b>	<b>\$1,916,791</b>	<b>\$1,496,645</b>	<b>\$1,860,229</b>	<b>\$2,001,964</b>
<b>ALLOCATED EXPENSES</b>					
ALLOCATED SUPPORT SERVICES	(\$1,323,737)	(\$1,916,791)	(\$1,496,645)	(\$1,860,229)	(\$2,001,964)
<b>TOTAL ALLOCATED SERVICES</b>	<b>(\$1,323,737)</b>	<b>(\$1,916,791)</b>	<b>(\$1,496,645)</b>	<b>(\$1,860,229)</b>	<b>(\$2,001,964)</b>

LINE ITEM EXPLANATIONS

6200 - Forms, Supplies & Postage - General accounting supplies, AP/Payroll envelopes, MICR ink, 1099 misc forms.

6516 - Other Professional Services - CA Muni Debt Stmt - Statistical Section ACFR; GFOA Budget/ACFR Awards

6517 Audit Fees - Annual financial audit expenses.

5400 Labor - Support provided by other units for annual inventory and warehouse receiving.

## Capital Improvement Projects Introduction

Each year the District prepares a Ten-Year Infrastructure Investment Plan (IIP) as a planning document used to identify the future facility improvements or replacement projects required by the District to maintain and improve the level of service to customers, or to achieve regulatory compliance. Annual funding approval is requested from design through construction and to the acceptance and ultimate use of the facility. The District appropriates funds as needed on an annual basis as detailed in the IIP. If unforeseen delays in work result in an appropriation remaining unspent on a continuing project at the end of the fiscal year, that unspent appropriation will continue to be available for that project until the project is completed or cancelled as specified in the IIP. The projected annual expenditures shown in the following pages represent the total working capital requirements needed to complete the projects as scheduled. The FY 2022-23 and FY 2023-24 appropriations amounts represent additional funds needed in each of the upcoming fiscal years.

Each project is funded by one or more Capital Funds. A description of each of the Capital funds is below:

- Potable Water Construction Fund – Provides for increases in capacity/size/capability of component facilities or new systems required to support new development, new demands, or new customers of the potable water system. Primary source of revenue for this Fund is the component of the Water Capacity Fees for new development related to potable water.
- Potable Water Replacement Fund – Provides for the orderly replacement, upgrade, and repair of existing facilities serving present customers of the potable water system. Sources of revenue for this Fund are Potable Water Rates and the Potable Water Standby Charge.
- Recycled Water Conservation Fund – Similar to Potable Water Construction Fund in nature and use. Provides for construction of new facilities or services to support new users, as well as conservation programs, such as low flow toilet rebates. Source of revenue for this Fund is a component of the Water Capacity Fee for the Water Conservation Fund.
- Recycled Water Replacement Fund – This fund is similar to the Potable Water Replacement Fund. It provides for the repair, upgrade, and replacement of component facilities in the existing recycled water system. Source of revenue for this Fund is Recycled Water Rates.
- Sanitation Construction Fund – Similar to other construction funds, it provides for construction projects related to the Sanitation System to support new demands or requirements. Source of revenue for this Fund is the Sewer Capacity Fee.
- Sanitation Replacement Fund – Similar to other replacement funds, it provides for projects to repair, upgrade and replace component facilities in the Sanitation System. Source of revenue for this Fund is Sewer Rates.

Many of the projects identified in the Recycled Water Funds and Sanitation Funds have shared funding responsibility of the District and Triunfo Water and Sanitation District consistent with the Joint Powers Authority Agreement. Allocation of costs between the two agencies for Joint Powers Authority construction or replacement costs is typically governed by the JPA agreement and is based on capacity rights, flow amounts and other defined criteria.

## Planning Guidelines for Project Costs

All estimated costs for a project will be based on the estimated construction cost of the work.

Construction costs are estimated using:

- Previous project work of similar scope and complexity.
- Previous estimates for work updated and inflated by 3% compounded for each year since the estimate was prepared.
- Project costs shown in the current Master Plan.
- Means Estimating Guidelines (available in Engineering).
- Project costs shown in recent Water System Design Reports for pipelines, tanks, pump stations and the like.
- 15% contingency

Planning costs are estimated using:

- Preliminary Design Report – 5% of Construction cost.
- Environmental Reports
  - o \$10-20,000 for Neg Dec's/MND's
  - o \$150,000 - \$350,00 for full EIR's (depending on complexity)

Land Acquisition costs:

- Rural land use \$5,000/acre
- Urbanized land use \$50,000/acre
- Fees – 10% of acquisition cost

Design Cost

- 10% of construction cost (consultant costs assumed at \$125/hr)
- Complex projects with numerous staff estimated at 15%

Bidding Cost

- 1% of construction cost

Other costs related to construction

- 6% surveillance/inspection and administration
- 2% testing and other laboratory work
- District furnished equipment based on vendor catalogs/pricing
- 10% construction management cost (private consultant)
- 2% operation and maintenance manual preparation

District Labor (includes G&A)

- Project cost \$25k to \$150k = \$5,000
- Project cost \$150k to \$500k = \$10,000
- Project cost \$500k to \$1M = \$20,000
- Project cost > \$1M = \$50,000



## Priority and Justification Criteria

### Priority

This identifies projects with a vocabulary of timelines and need sensitivity. The higher priorities reflect projects that are typically driven by external needs or regulations rather than district needs. The overall Capital Program is achieved by a blend of projects in all Priorities consistent with fund availability.

#### 1. Essential Projects

- Required by law, regulation, or court mandate to be accomplished immediately.
- Disaster recovery work needed to restore service.
- Emergency repairs to maintain/restore service reliability, or to resolve or correct a hazardous situation.

#### 2. Necessary Projects

- High need for scheduled repair, replacement, or upgrade to maintain or improve service reliability.
- Safety improvement to protect life of property.
- Improvement to protect facilities, equipment, and structures.
- Cost related efficiency improvements,
- Conservation of resources.
- Water quality improvements – no regulatory requirement.
- Matching funding available (grants, reimbursements)
- Current demand related improvements

#### 3. Desirable or Deferrable Projects

- Routine improvements or repairs to systems
- No direct cost benefit
- Cosmetic improvements
- Future demand related improvements

The IIP can be  
viewed by  
clicking the link:

LVMWD REPORT # 2817.00

4232 LAS VIRGENES ROAD  
CALABASAS, CALIFORNIA 91302-1994  
TELEPHONE: (818) 251-2100  
LOS ANGELES COUNTY, CALIFORNIA

LVMWD INFRASTRUCTURE  
INVESTMENT PLAN (IIP)

FISCAL YEAR 2022/23– FISCAL YEAR 2031/32



### Capital Improvement Project Detail, FY2022-23 - FY2023-24

Proj #	Project Name/Description	Project Manager	Priority/ Status	through June 30, 2022	FY 22-23 Appropriations	FY 23-24 Appropriations
10430	<b>Twin Lakes Pump Station Pipeline Project</b>	Acevedo	2 Ongoing	Appr. \$2,872,715 Exp.. \$956,609	\$449,767	\$666,000

Construct a new 4,145 foot 14" steel pipeline from the 30" pipeline at Valley Circle and Andora Street along Valley Circle to Germain Street.

Plans and specifications were completed but the route alignment changed due to the discovery of a hazardous material zone in the previously recommended alignment. Plans and specifications will be developed for the new route and CEQA determination will be required based on the final alignment.

Project Funding: PW Const.: 37% PW Repl.: 63% LVMWD Share: 100%

10520	<b>SCADA System Communication Upgrades</b>	Nkwenji	2 Ongoing	Appr. \$93,100 Exp.. \$32,447	\$0	\$644,000
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Migration of the existing communication system from a serial radio network to an Ethernet based radio network. Provide redundant data paths for uninterrupted communication. Eliminate need to rely on telephone company equipment.

Project Funding: SAN Repl.: 100% LVMWD Share: 70.6% TWSD Share: 29.4%

10521	<b>SCADA System Communication Upgrades (LV Only)</b>	Nkwenji	2 On-Hold	Appr. \$983,496 Exp.. \$144,703	\$0	\$200,000
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Upgrade Process Control and Instrumentation System (PCIS) for Water Operations PLC and HMI systems to be consistent with the current District Standards for Operational Technology.

\*\*\*\$200K removed from construction for FY 23-24\*\*\*

Project Funding: PW Repl.: 100% LVMWD Share: 100%

10556	<b>Interconnection With CMWD</b>	Slosser	2 Ongoing	Appr. \$7,003,817 Exp.. \$8,004,863	\$2,885,426	\$0
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Design and construction of a potable water inter tie between CMWD and the District. The interconnection facilities for the District include 5,000 feet of 24-inch pipe in Lindero Canyon Blvd. from Thousand Oaks Blvd. to the county line and a pressure reducing station.

In FY 14-15 a detailed hydraulic study was completed sizing the facility and agreements for preliminary design, CEQA analysis are being developed with Calleguas MWD.

Project Funding: PW Const.: 20% PW Repl.: 80% LVMWD Share: 100%

This project is being offset by reimbursements from City of Westlake Village and Prop 84 IRWM Grant.

Total Project Offests \$3,005,097 Net Project Cost: \$6,884,146



### Capital Improvement Project Detail, FY2022-23 - FY2023-24

Proj #	Project Name/Description	Project Manager	Priority/ Status	through June 30, 2022	FY 22-23 Appropriations	FY 23-24 Appropriations
10635	<b>Pure Water Project</b>	Schlageter	2 Ongoing	Appr. \$12,473,632 Exp.. \$7,067,575	\$0	\$13,251,040

This project funds preliminary studies, outreach, CEQA analysis, preliminary design and final design.

The 2018 project cost estimate (\$121M) was updated using an annual inflationary factor of 3%.

Project Funding: SAN Repl.: 100% LVMWD Share: 70.6% TWSD Share: 29.4%

10655	<b>Cornell Pump Station Upgrades</b>	Hurtado	2 Proposed	Appr. \$848,726 Exp.. \$497,330	\$1,588,884	\$1,940,280
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Upgrades to the Cornell Pump Station in anticipation of the long MWD shutdown scheduled for 2024. An additional amount of \$100,000 is added for construction management and inspection allocated in Design.

Project Funding: PW Repl.: 100% LVMWD Share: 100%

10662	<b>Potable Water System PLC Upgrade Phase 1</b>	Nkwenji	3 Ongoing	Appr. \$0 Exp.. \$0	\$188,760	\$0
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Upgrade half of the potable water system programmable logic controllers (PLC's) to replace old PLC's that are no longer supported.

Project Funding: PW Repl.: 100% LVMWD Share: 100%

10666	<b>Calabasas Park Recycled Water Main Extension</b>	Slosser	2 Ongoing	Appr. \$0 Exp.. \$0	\$463,000	\$577,200
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Install approximately 1,200 linear feet of 6-8 inch pipeline to loop the existing recycled water system.

Project Funding: RW Repl.: 100% LVMWD Share: 100%



### Capital Improvement Project Detail, FY2022-23 - FY2023-24

Proj #	Project Name/Description	Project Manager	Priority/ Status	through June 30, 2022	FY 22-23 Appropriations	FY 23-24 Appropriations
10668	<b>Rancho Las Virgenes Storm Water Diversion Structure Replacement</b>	Hurtado	1 Proposed	Appr. \$0 Exp.. \$3,746	\$3,746	\$171,900
<p>Replacement of two storm water diversion structures at the Rancho Las Virgenes Composting Facility. Structures have lifted and need to be addressed.</p> <p>The drainage from the V-ditch goes to a discharge point in Las Virgenes Creek. There is a concern that sludge and/or reclaimed water entering into the V-ditch could enter the creek via the drainage from the V-ditch. An Open/Close valve should be installed at the drainage area so that operators control the contents of the V-ditch. A sump pump system with discharge piping should also be included so that the contents can be pumped either to the field of offsite.</p> <p>Project Funding: SAN Repl.: 100% LVMWD Share: 70.6% TWSD Share: 29.4%</p>						
10672	<b>Stationary Emergency Generator - PW Pump Station</b>	Acevedo	2 Ongoing	Appr. \$3,695,995 Exp.. \$1,846,990	\$134,200	\$0
<p>Stationary Emergency Generators at Jed Smith PS, Cold Canyon PS, Twin Lakes PS, and Seminole PS. An additional amount of \$100,000 is added for construction management and inspection allocated in Design.</p> <p>Project Funding: PW Repl.: 100% LVMWD Share: 100%</p>						
10675	<b>Pressure Reducing Station #32 (Old Chimney) Rehabilitation</b>	Hurtado	2 Ongoing	Appr. \$525,337 Exp.. \$21,286	\$50,414	\$0
<p>Install new supply piping , pressure reducing valves (Cla-Val) and isolation valves with corrosion control coatings applied.</p> <p>Project Funding: PW Repl.: 100% LVMWD Share: 100%</p>						
10683	<b>Boardroom Audio/Video Upgrade</b>	Nkwenji	2 Ongoing	Appr. \$48,062 Exp.. \$14,213	\$0	\$75,000
<p>Upgrade audio and video equipment within the boardroom to meet modern video conferencing and other e-meeting standards.</p> <p>Project Funding: PW Repl.: 100% LVMWD Share: 100%</p>						





### Capital Improvement Project Detail, FY2022-23 - FY2023-24

Proj #	Project Name/Description	Project Manager	Priority/ Status	through June 30, 2022	FY 22-23 Appropriations	FY 23-24 Appropriations
10683	<b>Boardroom Audio/Video Upgrade</b>	Nkwenji	2 Ongoing	Appr. \$48,062 Exp.. \$14,213	\$0	\$75,000

Upgrade audio and video equipment within the boardroom to meet modern video conferencing and other e-meeting standards.

Project Funding: PW Repl.: 100% LVMWD Share: 100%

10701	<b>Electronic Document Management System</b>	Nkwenji	2 Ongoing	Appr. \$100,000 Exp.. \$0	\$0	\$100,000
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Implement Electronic Document Management System that manages the creation, capture, indexing, storage, retrieval, and disposition of records and information assets of the District.

\*\*\*PROJECT START DEFERRED TO FY 23-24\*\*\*

Project Funding: PW Repl.: 100% LVMWD Share: 100%

10702	<b>Tapia Effluent Pump Station 4160 Volt Feeder Relocation</b>	Gil	2 Proposed	Appr. \$496,000 Exp.. \$17,458	\$0	\$0
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Remove or abandon in place existing 4160 volt feeders currently suspended from the top slab of the Effluent Pump Station wet well, underneath the existing MCCs. Perform electrical design and replace the overhead 4160 volt feeders. Ensure coordination with 480 volt switch gear improvements.

Project Funding: SAN Repl.: 100% LVMWD Share: 70.6% TWSD Share: 29.4%

10705	<b>Pressure Regulating Station Rehabilitation #55 (Hindu Temple)</b>	Almaguer	2 Proposed	Appr. \$200,000 Exp.. \$0	\$0	\$0
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Install new piping and isolation valves with corrosion control coatings applied.

Project Funding: PW Repl.: 100% LVMWD Share: 100%



### Capital Improvement Project Detail, FY2022-23 - FY2023-24

Proj #	Project Name/Description	Project Manager	Priority/ Status	through June 30, 2022	FY 22-23 Appropriations	FY 23-24 Appropriations
10719	<b>Meter Vault Upgrades</b>	Bosson	2 Proposed	Appr. \$198,000 Exp.. \$0	\$0	\$178,200
<p>Meter vault upgrades. Raising meters above grade and upgrading area safety.</p> <p>Project Funding: PW Repl.: 100% <span style="float: right;">LVMWD Share: 100%</span></p>						
10723	<b>Multi Site Security Assessment and Improvement - LV Only</b>	Nkwenji	2 Proposed	Appr. \$376,500 Exp.. \$78,000	\$139,500	\$473,000
<p>Security assessment of various District sites and facilities. This will include access control and security camera installations and improvements.</p> <p>Project Funding: PW Repl.: 100% <span style="float: right;">LVMWD Share: 100%</span></p>						
10724	<b>Multi Site Security Assessment and Improvement - JPA</b>	Nkwenji	2 Proposed	Appr. \$90,420 Exp.. \$0	\$14,580	\$343,200
<p>Security assessment of various District sites and facilities. This will include access control and security camera installations and improvements.</p> <p>Project Funding: SAN Repl.: 100% <span style="float: right;">LVMWD Share: 70.6% TWSD Share: 29.4%</span></p>						
10727	<b>Stunt Road Pump Station Improvements</b>	Slosser	2 Proposed	Appr. \$324,000 Exp.. \$0	\$0	\$0
<p>Rehabilitate/replace existing pump cans that have deteriorated due to corrosion.</p> <p>Project Funding: PW Repl.: 100% <span style="float: right;">LVMWD Share: 100%</span></p>						
10728	<b>Potable Water System Pipe Rehabilitation and Replacement Program - FY22-23 &amp; FY23-24</b>	Zhao	2 Proposed	Appr. \$300,000 Exp.. \$0	\$0	\$300,000
<p>FY22-23 Condition assessment , study and master plan to identify replacement priorities.</p> <p>***ADDED \$150k TO PLANNING; CONSTRUCTION ELIMINATED (\$500k).</p> <p>Project Funding: PW Repl.: 100% <span style="float: right;">LVMWD Share: 100%</span></p>						



### Capital Improvement Project Detail, FY2022-23 - FY2023-24

Proj #	Project Name/Description	Project Manager	Priority/ Status	through June 30, 2022	FY 22-23 Appropriations	FY 23-24 Appropriations
10733	<b>CIS Mobile Capability</b>	Nkwenji	2 Proposed	Appr. \$33,000 Exp.. \$0	\$117,000	\$75,000
<p>Implement Mobile Solution for CIS service orders and streamline service order creation and completion by field and office staff.</p> <p>Project Funding: PW Repl.: 100% LVMWD Share: 100%</p>						
10734	<b>Pressure Regulating Station Valve Replacements Replacements (Multiple Stations)</b>	Johnson	1 Proposed	Appr. \$39,600 Exp.. \$0	\$0	\$150,480
<p>Project to replace isolation valves that are no longer functioning properly.</p> <p>Project Funding: PW Repl.: 100% LVMWD Share: 100%</p>						
10736	<b>Emergency Pipeline Construction Repair and Replacement - FY22-23 &amp; FY23-24</b>	Johnson	2 Proposed	Appr. \$792,000 Exp.. \$0	\$0	\$396,000
<p>This project consists of responding to emergency repair and replacement of existing pipelines repair on ancillary paving and concrete caused for pipeline leaks and failures</p> <p>Project Funding: PW Repl.: 100% LVMWD Share: 100%</p>						
10737	<b>Tapia Flow Equalization - Design/Construct</b>	Schlageter	1 Proposed	Appr. \$350,000 Exp.. \$0	\$100,000	\$3,330,000
<p>This project consists of the development of a preliminary design report to evaluate the storage and conveyance of Tapia primary effluent to help store and equalize the diurnal peak flows that Tapia sees between dry and wet weather events. This maximizes effluent available for the AWT and also improves and provides consistent water quality for the feed water to the AWT.</p> <p>Project Funding: SAN Repl.: 100% LVMWD Share: 70.6% TWSD Share: 29.4%</p>						
10741	<b>Concrete Corrosion/Crack Repair - Tapia</b>	Triplett	1 Proposed	Appr. \$132,000 Exp.. \$0	\$0	\$264,000
<p>Repair failing concrete at the Tapia Water Reclamation Facility.</p> <p>Project Funding: SAN Repl.: 100% LVMWD Share: 70.6% TWSD Share: 29.4%</p>						



### Capital Improvement Project Detail, FY2022-23 - FY2023-24

Proj #	Project Name/Description	Project Manager	Priority/ Status	through June 30, 2022	FY 22-23 Appropriations	FY 23-24 Appropriations
10742	<b>Lift Station Improvements</b>	Korkosz	2 Proposed	Appr. \$1,110,000 Exp.. \$0	\$0	\$932,400
<p>Repair and rehabilitate aging lift stations.</p> <p>Project Funding: SAN Repl.: 100% <span style="float: right;">LVMWD Share: 100%</span></p>						
10743	<b>Fire Hardening - JPA Facilities - FY22-23 &amp; FY23-24</b>	Korkosz	1 Proposed	Appr. \$528,000 Exp.. \$0	\$0	\$264,000
<p>Fire hardening strategy for JPA facilities includes preventative measures and protection systems for both internal and external sources of fire. Potential facility improvements include: 1) Employing advanced detectors and utilizing a plant fire safety systems; and 2) evaluation and, if feasible, installation of a perimeter fire defense system. Fire Hardening also includes creating larger defensible space around critical structures and providing wider access roads and preventative improvements to facilities.</p> <p>Project Funding: SAN Repl.: 100% <span style="float: right;">LVMWD Share: 70.6% TWSD Share: 29.4%</span></p>						
10745	<b>003 Discharge Point Rehabilitation</b>	Dingman	1 Proposed	Appr. \$669,300 Exp.. \$72,951	\$0	\$555,000
<p>Evaluate and repair failed 003 Discharge point pipeline (into Malibu Creek). The proposed work includes environmental documents and construction of needed to rehabilitate the discharge point. The pipeline will be used to supply potable supplement to the Malibu Creek during low flow periods.</p> <p>Approximately one (1) mile of pipeline needs to be inspected.</p> <p>Project Funding: SAN Repl.: 100% <span style="float: right;">LVMWD Share: 70.6% TWSD Share: 29.4%</span></p>						
10747	<b>New RAS Wet Well and Pumps</b>	Dingman	2 Proposed	Appr. \$120,000 Exp.. \$0	\$0	\$0
<p>Replace RAS wet well and pumps to increase pumping capacity and reliability.</p> <p>Project Funding: SAN Repl.: 100% <span style="float: right;">LVMWD Share: 70.6% TWSD Share: 29.4%</span></p>						



Capital Improvement Project Detail, FY2022-23 - FY2023-24

Proj #	Project Name/Description	Project Manager	Priority/ Status	through June 30, 2022	FY 22-23 Appropriations	FY 23-24 Appropriations
10748	<b>Centrate Tank Inspection and Rehabilitation Assessment</b>	Dingman	2 Proposed	Appr. \$10,000 Exp.. \$0	\$122,000	\$0
Tank inspection and recommendations for rehabilitation.						
Project Funding: SAN Repl.: 100%					LVMWD Share: 70.6%	TWSD Share: 29.4%
10749	<b>Tapia Influent Pump Replacement</b>	Dingman	2 Proposed	Appr. \$0 Exp.. \$0	\$0	\$0
Replacement of two (2) influent pumps with dry pit submersible pumps. Dry pit submersible pumps will improve staff's ability to maintain and improve staff safety when performing maintenance.						
This project was identified in the 2017 Carollo study.						
Project Funding: SAN Repl.: 100%					LVMWD Share: 70.6%	TWSD Share: 29.4%
10750	<b>Lift Station No. 1 Pump Replacement</b>	Triplett	2 Proposed	Appr. \$396,000 Exp.. \$0	\$0	\$396,000
Replacement of three (3) pumps with dry pit submersible pumps. Dry pit submersible pumps will improve staff's ability to maintain and improve staff safety when performing maintenance.						
This project was identified in the 2017 Carollo study.						
Project Funding: SAN Repl.: 100%					LVMWD Share: 100%	
10751	<b>Lift Station No. 2 Pump Replacement</b>	Triplett	2 Proposed	Appr. \$396,000 Exp.. \$0	\$0	\$0
Replacement of three (3) pumps with submersible pumps. Submersible pumps will improve staff's ability to maintain and improve staff safety when performing maintenance.						
This project was identified in the 2017 Carollo study.						
Project Funding: SAN Repl.: 100%					LVMWD Share: 100%	



### Capital Improvement Project Detail, FY2022-23 - FY2023-24

Proj #	Project Name/Description	Project Manager	Priority/ Status	through June 30, 2022		FY 22-23 Appropriations	FY 23-24 Appropriations
10752	<b>Tapia Sludge Wet Well Re-circulation Piping Replacement</b>	Triplett	2 Proposed	Appr. Exp..	\$62,800 \$0	\$0	\$50,000
<p>The re-circulation (mixing) piping at the Tapia sludge wet wells is corroded and develops leaks. This project replaces this piping.</p> <p>Project Funding: SAN Repl.: 100%</p> <p style="text-align: right;">LVMWD Share: 70.6% TWSD Share: 29.4%</p>							
10753	<b>Tapia Air Line Repair</b>	Dingman	1 Proposed	Appr. Exp..	\$50,000 \$0	\$280,000	\$0
<p>The air line which conveys compressed air to the treatment process has leaks which not only allow air to escape, but also allow contaminants to enter into the pipeline and potentially the air diffusers. A large portion of this line was repaired, however a section of the pipeline was not addressed. This section needs to be addressed to stop leakage and protect the diffuser membranes.</p> <p>Project Funding: SAN Repl.: 100%</p> <p style="text-align: right;">LVMWD Share: 70.6% TWSD Share: 29.4%</p>							
10754	<b>Rancho Valving In Street Replacement</b>	Dingman	2 Proposed	Appr. Exp..	\$0 \$0	\$396,000	\$0
<p>Replace the broken or damaged R.E.W. and Potable Water valving throughout the facility.</p> <p>Project Funding: SAN Repl.: 100%</p> <p style="text-align: right;">LVMWD Share: 70.6% TWSD Share: 29.4%</p>							
10756	<b>Trunk Sewer System Improvements</b>	Korkosz	3 Proposed	Appr. Exp..	\$1,110,000 \$0	\$0	\$501,600
<p>Replace or rehabilitate trunk sewer system components based on CCTV, condition assessment &amp; SSMP, end of useful life, or obsolescence. Specific projects are identified for each fiscal year (see project 201877 for FY 20-21 related activity).</p> <p>Project Funding: SAN Repl.: 100%</p> <p style="text-align: right;">LVMWD Share: 100% TWSD Share:</p>							



### Capital Improvement Project Detail, FY2022-23 - FY2023-24

Proj #	Project Name/Description	Project Manager	Priority/ Status	through June 30, 2022	FY 22-23 Appropriations	FY 23-24 Appropriations
10757	<b>Water Tank Rehab. - Upper Oaks and Dardenne</b>  Rehabilitation of Upper Oaks and Dardenne Tanks	Hurtado	2 On-going	Appr. \$250,000 Exp.. \$0	\$0	\$1,751,767
Project Funding: PW Repl.: 100%					LVMWD Share: 100%	
201850	<b>Cla-Val Repair Truck</b>  Specialized piece of equipment for repair of Cla-Val valves.	Johnson	1 Proposed	Appr. \$0 Exp.. \$0	\$200,000	\$0
Project Funding: PW Repl.: 100%					LVMWD Share: 100%	
201851	<b>Three Inch (3") &amp; Larger Meter Replacements</b>  The scope of work is to replace all 3"-10" meters in preparation for automated meter reading infrastructure integration. Their are approximately 40 three inch (3") meters; 26 four inch (4") meters; 22 six inch (6") meters; four (4) eight inch (8") meters; and two (2) ten inch (10") meters that will be replaced as part of this program.	Bosson	2 Proposed	Appr. \$150,000 Exp.. \$0	\$50,000	\$200,000
Project Funding: PW Repl.: 100%					LVMWD Share: 100%	
201858	<b>Tapia Secondary Clarifier Rehabilitation</b>  Repair the secondary clarifiers. The current launders are leaking and need to have the wall seal repaired. Replacement on the inlet diffusers and skimming tubes is also necessary as they are corroded and leaking. Re-caulking the expansion joints and structural repairs to catwalks are needed as they are separating from the wall.	Dingman	1 Proposed	Appr. \$0 Exp.. \$0	\$847,000	\$0
Project Funding: SAN Repl.: 100%					LVMWD Share: 70.6% TWSD Share: 29.4%	
201894	<b>Agoura Pump Station Onsite Generator</b>  Improve water supply reliability during electric utility shutdowns.	Johnson	3 Proposed	Appr. Exp..	\$277,000	\$0
Project Funding: PW Repl.: 100%					LVMWD Share: 100% TWSD Share:	



### Capital Improvement Project Detail, FY2022-23 - FY2023-24

Proj #	Project Name/Description	Project Manager	Priority/ Status	through June 30, 2022	FY 22-23 Appropriations	FY 23-24 Appropriations
20191 3	<b>Tapia Effluent Pump Station Rehabilitation</b>	Schlageter	3 Proposed	Appr. Exp..	\$0	\$5,522,500
<p>Increase reliability and safety of electrical feed as well as upgrade motor starting capabilities and pumps.</p> <p>Project Funding: SAN Repl.: 100%</p> <p style="text-align: right;">LVMWD Share: 70.6% TWSD Share: 29.4%</p>						
20191 6	<b>Tapia Control Building Improvements</b>	Dingman	2 Proposed	Appr. Exp..	\$0	\$841,380
<p>The control building at Tapia is aging is in need of significant repairs, remodeling and other improvements.</p> <p>Project Funding: SAN Repl.: 100%</p> <p style="text-align: right;">LVMWD Share: 70.6% TWSD Share: 29.4%</p>						
20191 9	<b>Customer Service Security Improvements</b>	Bosson	1 Proposed	Appr. Exp..	\$200,040	\$0
<p>Replace existing front counter security glass with security glass.</p> <p>Project Funding: PW Repl.: 100%</p> <p style="text-align: right;">LVMWD Share: 100%</p>						
20193 6	<b>Backhoe Replacement</b>	Triplett	2 Proposed	Appr. Exp..	\$145,200	\$0
<p>Replace backhoe as required by California Air Resources Control Board. The backhoe is a 1997 model year with approximately 2,430 hours.</p> <p>Project Funding: PW Repl.: 100%</p> <p style="text-align: right;">LVMWD Share: 100%</p>						
20193 7	<b>Shop Lifts - Fleet Maintenance</b>	Triplett	2 Proposed	Appr. Exp..	\$132,000	\$0
<p>Replace aging vehicle lifts required for fleet maintenance.</p> <p>Project Funding: PW Repl.: 100%</p> <p style="text-align: right;">LVMWD Share: 100%</p>						





### Capital Improvement Project Detail, FY2022-23 - FY2023-24

Proj #	Project Name/Description	Project Manager	Priority/ Status	through June 30, 2022	FY 22-23 Appropriations	FY 23-24 Appropriations
20194 0	<b>Upgrade Wireless Communications Bakhaul System</b>	Nkwenji	1 Proposed	Appr. Exp..	\$396,000	\$605,000
Upgrade District wireless communications network based on roadmap and priorities from submitted Master Plan.						
Project Funding: PW Repl.: 100%					LVMWD Share: 100%	
20194 1	<b>Distribution Pump Overhauls</b>	Johnson	1 Proposed	Appr. Exp..	\$92,400	\$0
CIP to repair two SCE low efficient sytstem pumps.						
Project Funding: PW Repl.: 100%					LVMWD Share: 100%	
20194 6	<b>Westlake Reliability Funding</b>	Johnson	Proposed	Appr. Exp..	\$100,000	\$0
Treatment account reliability funding for emergency repairs.						
Project Funding: PW Repl.: 100%					LVMWD Share: 100%	
20194 7	<b>Distribution Reliability Funding</b>	Johnson	Proposed	Appr. Exp..	\$100,000	\$0
Distribution reliability funding for emergency repairs.						
Project Funding: PW Repl.: 100%					LVMWD Share: 100%	
20194 8	<b>Westlake Treatment Plant Emergency UPS</b>	Johnson	Proposed	Appr. Exp..	\$163,400	\$0
Westlake Treatment Plant new emergency UPS for filter system.						
Project Funding: PW Repl.: 100%					LVMWD Share: 100%	



### Capital Improvement Project Detail, FY2022-23 - FY2023-24

Proj #	Project Name/Description	Project Manager	Priority/ Status	through June 30, 2022	FY 22-23 Appropriations	FY 23-24 Appropriations
20194 9	<b>Seminole Pump Control Valves</b>	Johnson	Proposed	Appr. Exp..	\$66,000	\$0
Two new pump control valves.						
Project Funding: PW Repl.: 100%					LVMWD Share:	100%
20195 1	<b>JPA Condition Assessment and Rehab Planning</b>	Korkosz	1	Appr. Exp..	\$100,000	\$0
Hire engineering firm to assess all electrical systems and make recommendations on necessary rehab or replacement of switch gear, VFD's, transformers, switching, etc...						
Project Funding: SAN Repl.: 100%					LVMWD Share:	70.6%
					TWSD Share:	29.4%



### Capital Improvement Project Detail, FY2022-23 - FY2023-24

Proj #	Project Name/Description	Project Manager	Priority/ Status	through June 30, 2022	FY 22-23 Appropriations	FY 23-24 Appropriations
20195 2	<b>Centrifuge Controls Upgrade</b>	Korkosz	1 Proposed	Appr. Exp..	\$158,400	\$0
Upgrade controls to improve electrical cost and better product.					LVMWD Share:	70.6%
Project Funding: SAN Repl.: 100%					TWSD Share:	29.4%
20195	<b>LV2 Drives</b>	Korkosz	1 Proposed	Appr. Exp..	\$196,400	\$0
Replacement of obsolete VFD drives.					LVMWD Share:	100%
Project Funding: PW Repl.: 100%						
20195 4	<b>Electric Vehicle Charging Station</b>	Korkosz	1 Proposed	Appr. Exp..	\$98,000	\$0
Install ten (10) EV charging stations through the SCE Charge Ready program.					LVMWD Share:	100%
Project Funding: PW Repl.: 100%						
20195 5	<b>Rancho Reliability Improvements - FY22-23 &amp; FY23-24</b>	Dingman	2 Proposed	Appr. Exp..	\$132,000	\$132,000
Replace or rehabilitate facilities and equipment at the Rancho facility based on failure, beyond useful life, or obsolescence. Specific projects are identified for each fiscal year.					LVMWD Share:	70.6%
Project Funding: SAN Repl.: 100%					TWSD Share:	29.4%
20195 6	<b>IT Capital Purchases - FY22-23 &amp; FY23-24</b>	Nkwenji	Proposed	Appr. Exp..	\$75,000	\$75,000
Purchase of Information Technology related software and equipment.					LVMWD Share:	100%
Project Funding: PW Repl.: 100%						



### Capital Improvement Project Detail, FY2022-23 - FY2023-24

Proj #	Project Name/Description	Project Manager	Priority/ Status	through June 30, 2022	FY 22-23 Appropriations	FY 23-24 Appropriations
20195 7	<b>PW System Small Valve Replacement - FY22-23 &amp; FY23-24</b>	Johnson	2 Proposed	Appr. Exp..	\$150,480	\$150,480
<p>Replacement of potable water system feeder valves. Activity in fiscal years 2023-2032 are typically 16" and larger.</p> <p>Project Funding: PW Repl.: 100% <span style="float: right;">LVMWD Share: 100%</span></p>						
20196 0	<b>Potable Water System Rehabilitation - FY22/23 &amp; FY23/24</b>	Johnson	2	Appr. Exp..	\$264,000	\$264,000
<p>Programatic identification and replacement of portions of the potable water system. The goals of this program is to repair and replace portions of the system to prevent system failures.</p> <p>Project Funding: PW Repl.: 100% <span style="float: right;">LVMWD Share: 100%</span></p>						
20196 1	<b>Pressure Vessel Maintenance Program - FY22-23 &amp; FY23-24</b>	Triplett	2 Proposed	Appr. Exp..	\$99,000	\$99,000
<p>Assess, repair and replace surge protection vessels.</p> <p>Project Funding: PW Repl.: 100% <span style="float: right;">LVMWD Share: 100%</span></p>						
20196 2	<b>Fire Hardening - LVMWD Facilities - FY22-23 &amp; FY23-24</b>	Korkosz	2 Proposed	Appr. Exp..	\$0	\$204,600
<p>Identify and implement fire hardening strategies for facilities that are prone to wildfire related damage and/or service interruption. Fire hardening strategy for LVMWD facilities includes preventative measures and protection systems for both internal and external sources of fire. Potential facility improvements include: 1) Employing advanced detectors and utilizing a plant fire safety systems; and 2) evaluation and, if feasible, installation of a perimeter fire defense system. Fire Hardening also includes creating larger defensible space around critical structures and providing wider access roads and preventative improvements to facilities.</p> <p>Project Funding: PW Repl.: 100% <span style="float: right;">LVMWD Share: 100%</span></p>						



### Capital Improvement Project Detail, FY2022-23 - FY2023-24

Proj #	Project Name/Description	Project Manager	Priority/ Status	through June 30, 2022	FY 22-23 Appropriations	FY 23-24 Appropriations
20196 3	<b>Potable System Coatings Program - FY22-23 &amp; FY23-24</b>	Johnson	2 Proposed	Appr. Exp..	\$100,320	\$100,320
Implement a proactive painting and coatings program for the protection of District potable water system assets.						
Project Funding: PW Repl.: 100%					LVMWD Share: 100%	
20196 4	<b>Cathodic Protection Program - FY22-23 &amp; FY23-24</b>	Johnson	Proposed	Appr. Exp..	\$99,000	\$99,000
Work under this program includes the assessment, repair and replacement (if needed) of approximately 274 cathodic protection test points throughout the District's potable water transmission and storage system.						
Project Funding: PW Repl.: 100%					LVMWD Share: 100%	
20196 5	<b>Tapia Water Reclamation Facility Improvements - FY22-23 &amp; FY23-24</b>	Dingman	2 Proposed	Appr. Exp..	\$132,000	\$132,000
Replace or rehabilitate facilities and equipment at the Tapia Water Reclamation facility based on failure, end of useful life, or obsolescence. Specific projects are identified for each fiscal year.						
Project Funding: SAN Repl.: 100%					LVMWD Share: 70.6% TWSD Share: 29.4%	
20196 6	<b>TAPIA ALUMINUM SULFATE TANK REPLACEMENT</b>	Dingman	1 Proposed	Appr. Exp..	\$816,000	\$396,000
Replace aging sodium bisulfite tank that is leaking. Project includes feed pump and delivery pipeline.						
Project Funding: SAN Repl.: 100%					LVMWD Share: 70.6% TWSD Share: 29.4%	
20196 7	<b>Rancho Control Building HVAC Replacement</b>	Dingman	2 Proposed	Appr. Exp..	\$330,000	\$0
Replace HVAC at Rancho Control Building. Has reached end of useful life and is not feasible to replace existing unit.						
Project Funding: SAN Repl.: 100%					LVMWD Share: 70.6% TWSD Share: 29.4%	



**Capital Improvement Project Detail, FY2022-23 - FY2023-24**

Proj #	Project Name/Description	Project Manager	Priority/ Status	through June 30, 2022	FY 22-23 Appropriations	FY 23-24 Appropriations
20196 8	<b>Malibou Lake Siphon Project</b>	Korkosz	1 Proposed	Appr. Exp..	\$1,337,000	\$0

Repair Malibou Lake Siphon to address inflow and infiltration at the site.

Project Funding: SAN Repl.: 100%

20196 9	<b>Rancho Las Virgenes - New Flare</b>	Dingman	1 Proposed	Appr. Exp..	\$150,000	\$555,000
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Design and install a new larger flare that can handle all of the digester gas flow (over 100 scfm). The current flare, which has a limited capacity of 75 scfm will remain in place to provide redundancy. The current flare does not have the capacity to dispose of all of the digester gas.

Project Funding: SAN Repl.: 100%

LVMWD Share: 70.6%  
TWSD Share: 29.4%

20197 4	<b>Recycled Water Pump Station Battery Energy Storage System (BESS)</b>	Zhao	1 Proposed	Appr. Exp..	\$1,381,950	\$0
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Development and installation of a 2,682 kilowatt-hour battery storage system at the Recycled Water Pumping Station (RWPS). The anticipated \$1.38 million capital investment will be mostly offset by SGIP funding in the amount of \$1.17 million.

Project Funding: RW Const.: 100%

LVMWD Share: 70.6%  
TWSD Share: 29.4%

20197 7	<b>Woolsey Fire Landscape Restoration</b>	Zhao	2 Proposed	Appr. Exp..	\$132,000	\$132,000
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Restoration of Woolsey Fire damaged landscaping on District property. Work will include planting of trees and repair/replace irrigation systems where needed. New landscape will incorporate fire resistant design, if applicable. Project expenses will be offset from grant and reimbursements from Southern California Edison.

Project Funding: PW Repl.: 100%

LVMWD Share: 100%



### Capital Improvement Project Detail, FY2022-23 - FY2023-24

Proj #	Project Name/Description	Project Manager	Priority/ Status	through June 30, 2022	FY 22-23 Appropriations	FY 23-24 Appropriations
20198 6	<b>Construction Vacuum Trailer</b>	Arenas	1 Proposed	Appr. Exp..	\$85,000	\$0
<p>Replacement of 500 gallon vacuum trailer used by the construction crew. Existing piece of equipment has been in service since 2007 and is due for replacement.</p> <p>Project Funding: PW Repl.: 100%</p>						LVMWD Share: 100%
60030	<b>Grit Chamber Mixing System Replacement</b>	Dingman	3 Proposed	Appr. Exp..	\$0	\$198,000
<p>Replace grit chamber mixing system with a more efficient mixing system.</p> <p>Project Funding: SAN Repl.: 100%</p>						LVMWD Share: 70.6% TWSD Share: 29.4%
70016	<b>Vehicle Replacement Program - FY22-23 &amp; FY23-24</b>	Triplett	2 Proposed	Appr. Exp..	\$300,000	\$300,000
<p>Increases in FY22-23 and FY23-24 reflect accelerated purchases of certain heavy vehicles in response to new electric fleet purchasing requirements.</p> <p>Project Funding: PW Repl.: 100%</p>						PW Repl.: 100%
80748	<b>Rancho: Replace Agitators</b>	Dingman	3 Proposed	Appr. Exp..	\$1,304,250	\$0
<p>Purchase new compost agitators to replace the existing ones.</p> <p>Project Funding: SAN Repl.: 100%</p>						LVMWD Share: 70.6% TWSD Share: 29.4%
99909	<b>Rancho Las Virgenes SCADA Improvements</b>	Nkwenji	2 Complete	Appr. Exp..	\$855,000	\$264,000
<p>Upgrade Process Control and Instrumentation System (PCIS) at Rancho. Rancho's PLC and HMI systems are inconsistent with the current District Standards for Operational Technology.</p> <p>Project Funding: SAN Repl.: 100%</p>						LVMWD Share: 70.6% TWSD Share: 29.4%
Total Projects:						
PW Construction					\$857,145	\$246,420
PW Replacement					9,664,856	8,307,107
RW Construction					149,637	-
Sanitation Replacement					<u>9,983,253</u>	<u>20,866,598</u>
Total LV Share					\$20,981,769	\$29,827,628



June 21, 2022 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Engineering and External Affairs

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**Subject : Kimberly Pressure Reducing Station No. 45 Rehabilitation Project: Release of Construction Contract**

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**SUMMARY:**

On March 15, 2022, the Board approved the award of a construction contract to California Civil Engineering Services, in the amount of \$142,370, for the Kimberly Pressure Reducing Station No. 45 Rehabilitation Project. On May 5, 2022, the contractor mobilized to confirm the dimensions of the steel pipeline. After trenching and evaluating the condition of the pipeline, the contractor determined that the scope of work was beyond the capabilities of the firm. On May 16, 2022, contractor submitted the attached request to be released from the construction contract. Staff recommends authorization to release the contractor and issue a new Call for Bids for the project.

**RECOMMENDATION(S):**

Authorize the General Manager to release California Civil Engineering Services from the construction contract, in the amount of \$142,370, and issue a new Call for Bids for the Kimberly Pressure Reducing Station No. 45 Rehabilitation Project.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

This action will terminate the construction contract with California Civil Engineering Services,



including the obligation to pay for construction work in the amount of \$142,370.

**DISCUSSION:**

The Kimberly Pressure Reducing Station No. 45 is located at the intersection of Fountainwood Street and Kimberly Drive in the City of Agoura Hills. The facility is located on the same site as the Kimberly Pump Station and reduces the pressure from 208 psi to 110 psi. The pressure reducing station requires rehabilitation due to the age and deteriorated condition of the equipment. The station will be relocated above ground to enhance access to future maintenance and below the height of the block wall to prevent visual impacts from the street. The new location will improve safety for staff and reduce long-term costs to the District by extending the useful life of the equipment as below-ground stations are prone to corrosion and other issues due to moisture and lack of ventilation.

On March 15, 2022, the Board approved the award of a construction contract to California Civil Engineering Services, in the amount of \$142,370, for the Kimberly Pressure Reducing Station No. 45 Rehabilitation Project. After the pre-construction meeting, the contractor expressed concern that the scope of work for the project was beyond their area of expertise. On May 16, 2022, staff received a formal request from the contractor to be released from the construction contract due to a labor shortage and increased cost of materials for the project. Attached for reference is a copy of the contractor’s request for release. To-date, the District has not paid for any of the work performed by the contractor or for equipment used for the project.

Staff consulted with District Counsel on the options for responding to the contractor’s request to be released from the construction contract. The District can terminate the construction contract and issue a new Call for Bids for the project. Alternatively, the District can explore the option to file a claim with the surety company that provided the performance bond on the project to recoup the amount of the bond. Based on discussion of the options, District Counsel recommends that the releasing the contractor and reissuing a new Call for Bids in light of the following facts: (1) the contractor has not billed the District for any work on the project; (2) the District’s past expenditures on the project are minimal; and (3) the low cost of the original contract amount.

Accordingly, staff recommends releasing California Civil Engineering Services from the construction contract and issuing a new Call for Bids. There are no changes needed to the current bid documents, and the project is ready to be readvertised for construction bids.

Following is the proposed bid schedule:

Notice of Inviting Sealed Proposals	June 21, 2022
1 <sup>st</sup> Advertisement	June 23, 2022
2 <sup>nd</sup> Advertisement	June 30, 2022
Mandatory Pre-Bid Meeting	July 12, 2022
Bids Due	July 27, 2022
Award of Contract	August 16, 2022

**GOALS:**

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

Prepared by: Mercedes Acevedo, Assistant Engineer, E.I.T

**ATTACHMENTS:**

Notice Inviting Bids

Contractor's Request for Release

**PART I – BID INFORMATION, FORMS, PROPOSAL AND GENERAL PROVISIONS**

**NOTICE INVITING SEALED PROPOSALS (BIDS)  
Kimberly Pressure Reducing Station No. 45 Rehabilitation Project**

NOTICE IS HEREBY GIVEN that the Board of Directors of Las Virgenes Municipal Water District invites and will receive sealed proposals (bids) up to the hour of 3:00PM on July 27<sup>th</sup>, 2022, for furnishing the work described in the contract documents. Bids received after the time stated in the Call for Bids will not be accepted and will be returned, unopened, to the bidder. The time shall be determined by the time on the receptionist telephone console in our Headquarters lobby. Proposals will be publicly opened and read aloud at the office of the District, 4232 Las Virgenes Road, Calabasas, California 91302. Said bids shall conform to and be responsive to the Specifications and Contract Documents for said work as heretofore approved by the District.

A **mandatory** pre-bid tour will be conducted at 10:00AM on July 12th, 2022. The meeting will begin at the District headquarters at 4232 Las Virgenes Road, Calabasas, CA 91302. Attendance at the pre-bid conference is a condition precedent to submittal of the bid and the District will not consider a bid from any bidder not represented at the pre-bid conference. Questions regarding the project may be directed to Mercedes Acevedo, E.I.T., at (818) 585-7123.

Sets of contract documents may be downloaded for free by going to <http://www.LVMWD.com/Ebidboard> and following the links to this project.

In order to be placed on the plan holder's list, contractors shall register for free as a document holder for this project on Ebidboard by going to [www.LVMWD.com/Ebidboard](http://www.LVMWD.com/Ebidboard) and following the links to this project. Addendum notifications will be issued through Ebidboard.com but may also be provided by calling the District's Project Manager. Although Ebidboard will fax and/or email all notifications to registered plan holders after the District uploads the information, Bidders are responsible for obtaining all addenda and updated contract documents.

Each bid must be on the District bid form and shall be sealed and filed with the secretary of the District at or before the time stated in the Notice.

No Contractor or Subcontractor may be listed on a bid proposal for a public works project submitted on or after March 1, 2015 unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. No Contractor or Subcontractor may be awarded a contract for public work on a public works project awarded on or after April 1, 2015 unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. Effective January 1, 2016, no Contractor or Subcontractor may perform on a contract for public work on a public works project unless registered with the Department of

*Industrial Relations pursuant to Labor Code section 1725.5. This project is subject to compliance monitoring and enforcement by the DIR.*

*All terms and conditions contained in the Specifications and Contract Documents shall become part of the contract. The Board of Directors of Las Virgenes Municipal Water District reserves the right to reject any and all bids and to waive any and all irregularities in any bid. No bidder may withdraw his bid after the said time for bid openings until 60-days thereafter or until the District has made a final award to the successful bidder or has rejected all bids, whichever event first occurs.*

*The Board of Directors of the District reserves the right to select the schedule(s) under which the bids are to be compared and contract(s) awarded.*

**BY ORDER OF THE GOVERNING BODY OF  
LAS VIRGENES MUNICIPAL WATER DISTRICT**

\_\_\_\_\_  
*Dated*

\_\_\_\_\_  
*Lee Renger  
Secretary of the Board*

**California Civil Engineering Services**

6201 Glide Ave

Woodland Hills, CA 91367

Contactor License No. 961823

**Board of Las Virgenes Municipal Water District**

Mercedes Acevedo

Project Manager

May16, 2022

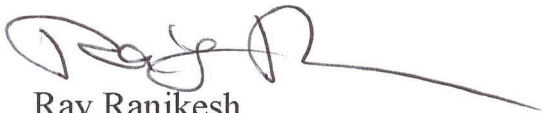
Subject: Kimberly Pressure Reducing Station No 45 Rehabilitation Project

This is a request to be released from this contract due to shortage of skilled labors and 38% increase in cost of project materials related to continuation of pandemic effects.

I apologize for causing any inconvenience for not finishing the job that I started.

California Civil Engineering Services is looking forward to the future contracts with District.

Sincerely,



Ray Ranjkesh

California Civil Engineering Services



June 21, 2022 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Engineering and External Affairs

**Subject : Twin Lakes Pump Station Pipeline Project: Approval of Scope Change No. 3**

**SUMMARY:**

On April 25, 2017, the Board accepted a proposal from Kennedy/Jenks Consultants, Inc., and authorized the General Manager to execute a professional services agreement, in the amount of \$295,925, for engineering design, environmental assessment and support during construction for the Twin Lakes Pump Station Pipeline Project. Plans and specifications for the project were completed concurrently while undergoing the easement acquisition process with private homeowners, Metropolitan Water District of Southern California and the City of Los Angeles. Due to a revised pipeline alignment, it was determined that the original scope of work, which included only four easements, needed to be increased to reflect 20 permanent easements and 20 temporary easements. Additionally, during the construction of the Twin Lakes Pump Station Upgrade Project, the west side suction header of the pump station was found to be severely deteriorated and in need of repair. Staff recommends authorization for Scope Change No. 3 for Kennedy/Jenks to support the increase in easements and to include the design work for replacement of the deteriorated pump station suction header.

**RECOMMENDATION(S):**

Authorize the General Manager to execute Scope Change No. 3, in the amount of \$45,780, for Kennedy/Jenks Consultants, Inc., to provide additional engineering design work for the Twin Lakes Pump Station Pipeline Project.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The total cost of the additional engineering design work is \$45,780, increasing the professional service agreement from \$414,270 to \$460,050. Sufficient funds for the work are available in the adopted Fiscal Year 2021-2022 Budget.

**DISCUSSION:**

The Twin Lakes Pump Station was first constructed in 1966 with new east side pumps installed in 2011 as part of the Twin Lakes Pump Station Expansion Project. The Twin Lakes Pump Station is supplied via the District's LV-3 interconnection with the Metropolitan Water District of Southern California (MWD) West Valley Feeder No. 2. The project will improve the reliability of water supply to the Twin Lakes service area by connecting the Twin Lakes Pump Station to the District's existing 30-inch conduit, which is supplied by either the Calabasas Tank or MWD's West Valley Feeder No. 2, via the LV-1 interconnection.

The project has undergone many iterations over the years. AECOM completed the design of a pipeline to the Twin Lakes Pump Station to a level of about 95%. Subsequently, lead contaminated soil was discovered along the proposed pipeline alignment within Chatsworth Park, and the project was put on hold pending resolution of the contamination issue. The City of Los Angeles Department of Parks and Recreation implemented a Remedial Action Plan (RAP), which involved remediating and placing a cap of clean soil over the lead-impacted soils.

This decision prompted the issuance of a new request for proposals for the design, environmental assessment and services during construction for the Twin Lakes Pump Station Pipeline Project. Kennedy/Jenks Consultants, Inc., was ultimately selected by staff as the most qualified firm to perform the work.

On September 17, 2019, the Board approved Scope Change No. 1, in the amount of \$62,040. Scope Change No. 1 funded a geotechnical report, protected tree report and native plant survey report for submittal to the City of Los Angeles, Bureau of Street Services, Urban Forestry Division. On November 6, 2020, the Board approved Scope Change No. 2, in the amount of \$56,305, for additional design efforts associated with utilizing modulating valves in the design of the pump station to provide operational flexibility for use of LV-1 and LV-3 as two different sources of supply that are at different pressure zones.

Staff recommends authorization for Scope Change No. 3 to include the design of the new west side pump suction header as part of the Twin Lakes Pump Station Pipeline Project and to increase the scope of work from four easements to 20 temporary easements and 20 permanent easements. The west side pump suction header was installed at the Twin Lakes Pump Station in 1966 as part of the original pump station with east side pumps installed in 2011. During installation of the new pump can, the west side pump suction header was found to be in very poor condition. Staff conducted investigations and found that the pipe was at the end of its useful life. Additionally, the newly completed Twin Lakes Pump Station Pipeline alignment requires 20 temporary construction easements and 20 permanent easements to accommodate mitigation measures highlighted in the protected tree report, native plant survey report and supplemental geotechnical and engineering reports. The easements are needed to

construct the new pipeline through private property and properties owned by City of Los Angeles Department of Parks and Recreation, Metropolitan Water District of Southern California, State of California and Los Angeles County Flood Control District.

Staff recommends authorization for Scope Change No. 3, which increases the amount of the professional service agreement from \$414,270 to \$460,050. Attached is a summary of the requested scope change, in the amount of \$45,780, with photos of the condition of the current west side pump suction header.

The new pipeline is part of the District's strategy to increase water reliability by providing additional water supply to the Twin Lakes service area. The new suction header design is anticipated to be completed within three months. Staff will recommend a Call for Bids once the easement documents are finalized and recorded. Construction is anticipated to commence at the end of Fiscal Year 2022-23.

**GOALS:**

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

Prepared by: Mercedes Acevedo, Assistant Engineer, E.I.T

**ATTACHMENTS:**

Proposal for Scope Change No. 3  
Twin Lakes Pump Station Exhibit  
West Side Suction Header Photo



15 April 2022

Ms. Mercedes Acevedo  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road  
Calabasas, CA 91302

Subject: Proposal to Provide Supplemental Engineering Design and Construction Administration Services for the Twin Lakes Pump Station Pipeline Project  
1744213\*00 (Amendment 3)

Dear Ms. Acevedo:

We are pleased to provide this proposal for Supplemental Engineering Design and Construction Administration Services related to the Twin Lakes Pump Station Pipeline Project. The Engineering Design Services relate to the replacement of yard piping at the Twin Lakes pump station site and modifications to the existing pipeline along Boulder Ridge Terrace.

### **Scope of Services**

The following tasks are based on our original scope of services and identify the supplemental services required to complete the tasks. If no supplemental services are required for an individual task, an indication of that has been provided.

#### **Task 1A – Data Acquisition, Utility Research and Field Reconnaissance (NO CHANGE)**

#### **Task 2 – Geotechnical Investigation (NO CHANGE)**

#### **Task 3 – Topographic Mapping (NO CHANGE)**

#### **Task 4 – Design Coordination (NO CHANGE)**

#### **Task 5 – CEQA Documentation/Compliance (NO CHANGE)**

#### **Task 6 – Permit Support and Assistance (NO CHANGE)**

#### **Task 7 – Stormwater Pollution Prevention Plan (SWPPP) (NO CHANGE)**

#### **Task 8 – Easement Assistance**

The original scope of work assumed that Kennedy Jenks' subconsultant, Benner and Carpenter, would prepare legal descriptions and plat maps for four (4) easements. Based on the final alignment of the pipeline, Benner and Carpenter will prepare legal descriptions and plat maps for twenty (20) temporary easements and twenty (20) permanent easements. Because portions of the proposed pipeline are

within existing District easement, Benner and Carpenter will prepare ten (10) exhibits showing the net area of new easements to be used in negotiations with the property owners. Benner and Carpenter will retrace the existing easements to develop these net area exhibits. Kennedy Jenks will also prepare exhibits showing the construction impacts to two (2) residential properties at the east end of Boulder Ridge Terrace. This amendment includes the preparation of the additional legal descriptions and plat maps, preparation of ten (10) net area exhibits, preparation of two (2) construction impact exhibits, along with associated record document research and coordination activities.

## **Task 9 – Preparation of Contract Documents – Final Plans, Specifications, And Estimate**

Kennedy Jenks will update the final design, including preparation of design drawings, specifications and bid documents, and the opinion of probable construction costs (estimate) to include the replacement of yard piping at the Twin Lakes pump station site and modifications to the existing pipeline along Boulder Ridge Terrace. The replacement at the pump station site includes the suction header and piping between suction header and the new 12” tee to be installed at Station 0+94. The modifications to the existing pipeline design along Boulder Ridge Terrace include:

- Relocate the existing fire hydrant near Station 15+50 and connect it to the new 16” pipeline.
- Add a connection between the new 16” pipeline and the District’s existing 6” pipeline near Station 15+35.
- Connect the services for the two private residences at the east end of Boulder Ridge Terrace to the new 16”.

### **Task 9.1 – Design Drawings and Specifications**

**Design Drawings** – Kennedy Jenks will prepare design drawings for the pipeline to include the modifications described above. The design drawings will be prepared in accordance with District standards. These design drawings will be prepared utilizing the District’s standard title block. All design drawings will be produced in AutoCAD (see assumptions), with final design drawings signed and stamped by an engineer registered in the State of California. Modifications will be made to the pump station site plan and one (1) additional drawing sheet will be required: CD-03 Miscellaneous Details 3.

**Specifications** – Kennedy Jenks will provide technical specifications (Divisions 1 through 17) formatted in accordance with District Standards and the Standard Specifications for Public Works Construction, “Greenbook”, latest edition updated for the modifications described above.

**Design Submittals** – Kennedy Jenks previously provided a 100% Design submittal to the District. KJ anticipates submitting plans, specifications and estimates of the overall project including the modifications described above at the following milestones:

- Draft Final Design
- Final Design

District Comments to the Draft Final Design, provided as a single compiled document, will be incorporated into the Final Design documents which will be ready for bidding. Copies of the plans and specifications will be provided as indicated in our original scope.

Kennedy Jenks' team will meet with the District to discuss and review the District's comments on the submittals as shown in Task 11.2.

### **Task 9.2 – Traffic Control Drawings and Specifications (NO CHANGE)**

### **Task 9.3 – Opinion of Probable Construction Cost (Estimate)**

Kennedy Jenks will include an opinion of probable construction cost (OPCC) updated for the modifications listed above within the OPCC for the original project.

### **Task 10 – Bidding and Engineering Support Services During Construction**

Kennedy Jenks will provide support during the bidding and construction phases of the project. The support will consist of the following tasks.

#### **Task 10.1 – Bid Support (NO CHANGE)**

#### **Task 10.2 – Preparation of Conformed Plans and Specifications (Optional – Not Included) (NO CHANGE)**

#### **Task 10.3 – Construction Support Services**

Kennedy Jenks will provide additional construction services including submittal reviews, responding to requests for information (RFIs) and preparing record drawings associated with the modifications described above.

##### *Task 10.3.1 – Construction Meetings (NO CHANGE)*

##### *Task 10.3.2 – Periodic Construction Observation (NO CHANGE)*

### *Task 10.3.3 – Submittal Review*

Kennedy Jenks will review up to five (5) additional submittals, including resubmittals, as a result of the modifications described above. These submittals will be reviewed as indicated in our original scope of work and will be included in the submittal review log as stated.

Kennedy Jenks' scope assumes that these submittals will be provided electronically (no hard copies). We will prepare a written review letter and respond electronically back to the District, or District's Representative for distribution to the Contractor, as necessary.

### *Task 10.3.4 – Requests for Information (RFI'S)*

Kennedy Jenks shall review and respond to two (2) additional RFIs from the Contractor. Similar to our original scope, responses shall include elementary sketches, if required, to clarify the design intent and details or to make minor revisions. Each additional RFI will be included in the RFI log.

### *Task 10.3.5 – Preparation of Record Drawings*

Following completion of construction, Kennedy Jenks will prepare record drawings of the drawings associated with the modifications described above based on information provided by the Contractor, District Representative in the field and the District regarding the final construction elements, change orders, work change directives, field orders, RFI responses and the contractor's mark-up drawing set. Kennedy Jenks has assumed that one (1) additional record drawing will be prepared.

## **Task 11 - Project Management**

Project management responsibilities include coordination with the District and the Kennedy Jenks project team, project meetings and quality control review.

### **Task 11.1 - Project Management**

Kennedy Jenks will provide overall project management for the additional scope of services, which includes supervision of in-house staff, planning and monitoring of contract budget and schedule, creating and maintaining project files and coordination with the District and Kennedy Jenks' project team.

### **Task 11.2 – Project Kick-Off and Progress Meetings/Workshops**

Kennedy Jenks' project manager and design engineer will participate in one (1) Draft Final Submittal Review Meeting with District staff to obtain final comments to be incorporated into the Final Design Submittal.

### **Task 11.3A – Technical Review and QA/QC**

Kennedy Jenks will provide quality assurance and quality control (QA/QC) reviews for the supplemental design services in accordance with our original scope of services. Review of design concepts and calculations prior to each design submittal.

### **Assumptions**

Our proposal is based on the following assumptions:

- The District will provide the latest CAD files for the pump station including site plans, sections & details, etc.
- Redesign of the surge tank foundation will not be required.

### **Schedule**

Kennedy Jenks is prepared to commence the Tasks identified within approximately two weeks of receiving authorization/notice to proceed NTP. We anticipate that completion of the Draft Final Design services can be made within approximately ten (10) weeks of receipt of the NTP and the CAD files from the District. Anticipating a three (3) week review period by the District, submission of the signed Final Design, ready for bidding, should be approximately four (4) weeks after receipt of the comments to the Draft Final Design.

### **Budget**

The proposed budget for the Supplemental Engineering Design Services is \$45,780 as indicated on our attached fee spreadsheet. We, therefore, respectfully request that you consider this proposal and budget adjustment to our contract which would increase the total project budget from \$414,270 to \$460,050. This budget will not be exceeded without prior authorization from the District.

We appreciate the opportunity to provide these services to the District and look forward to our continued involvement with this project.

Very truly yours,

KENNEDY JENKS CONSULTANTS



Mike Wykosky, P.E.  
Project Manager



Jamie Kolkey, P.E.  
Principal, Operations Manager

CLIENT Name: Las Virgenes Municipal Water District  
 PROJECT Description: Twin Lakes PS Pipeline Amendment 3  
 Proposal/Job Number: 1744213\*00 Date: 4/15/22

	Eng-ScI-8	Eng-ScI-7	Eng-ScI-6	Eng-ScI-5	Eng-ScI-4	CAD-Design	Sr. CAD-Tech	CAD-Tech	Project Administrator	Total	KJ	Sub	KJ	KJ	KJ	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses	
Classification:	\$280	\$265	\$240	\$215	\$195	\$150	\$130	\$115	\$125	Hours	Labor	Benner & Carpenter	Sub-Markup	ODCs	ODCs Markup				Fees	
<b>Task 1 Data Acquisition, Utility Research &amp; Field Reconnaissance (NO CHANGE)</b>																				
<i>Task 1 - Subtotal</i>	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Task 2 Geotechnical Investigation (NO CHANGE)</b>																				
<i>Task 2 - Subtotal</i>	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Task 3 Topographic Mapping (NO CHANGE)</b>																				
<i>Task 3 - Subtotal</i>	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Task 4 Design Coordination (NO CHANGE)</b>																				
<i>Task 4 - Subtotal</i>	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Task 5 CEQA Documentation/Compliance (NO CHANGE)</b>																				
<i>Task 5 - Subtotal</i>	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Task 6 Permit Support and Assistance (NO CHANGE)</b>																				
<i>Task 6 - Subtotal</i>	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Task 7 Stormwater Pollution Prevention Plan (SWPPP) (NO CHANGE)</b>																				
<i>Task 7 - Subtotal</i>	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Task 8 Easement Assistance</b>																				
Task 8.1 Easement Assistance			24			12				36	\$7,560	\$12,000	\$1,200		\$0	\$7,560	\$13,200	\$0	\$20,760	
<i>Task 8 - Subtotal</i>	0	0	24	0	0	12	0	0	0	36	\$7,560	\$12,000	\$1,200	\$0	\$0	\$7,560	\$13,200	\$0	\$20,760	
<b>Task 9 Preparation of Contract Documents</b>																				
Task 9.1 Design Drawings & Specifications	4		12			16	24			56	\$10,720			\$0	\$0	\$10,720	\$0	\$0	\$10,720	
Task 9.2 Traffic Control Drawings & Specifications (NO CHANGE)										0	\$0			\$0	\$0	\$0	\$0	\$0	\$0	
Task 9.3 Opinion of Probable Construction Cost (Estimate) w/ Modifications	1		4			4				9	\$2,020			\$0	\$0	\$2,020	\$0	\$0	\$2,020	
<i>Task 9 - Subtotal</i>	5	0	16	0	20	24	0	0	0	65	\$12,740	\$0	\$0	\$0	\$0	\$12,740	\$0	\$0	\$12,740	
<b>Task 10 Bidding &amp; Engineering Support Services During Construction</b>																				
Task 10.1 Bid Support (NO CHANGE)										0	\$0			\$0	\$0	\$0	\$0	\$0	\$0	
Task 10.2 Preparation of Conformed Plans & Specs (Optional - Not Included)										0	\$0			\$0	\$0	\$0	\$0	\$0	\$0	
Task 10.3 Construction Support Services										0	\$0			\$0	\$0	\$0	\$0	\$0	\$0	
Task 10.3.1 Construction Meetings (NO CHANGE)										0	\$0			\$0	\$0	\$0	\$0	\$0	\$0	
Task 10.3.2 Periodic Construction Observation (NO CHANGE)										0	\$0			\$0	\$0	\$0	\$0	\$0	\$0	
Task 10.3.3 Submittal Review (5 submittals/resubmittals)	2		5			10				17	\$3,710			\$0	\$0	\$3,710	\$0	\$0	\$3,710	
Task 10.3.4 Request for Information (2 additional RFI's)	1		2			4				7	\$1,540			\$0	\$0	\$1,540	\$0	\$0	\$1,540	
Task 10.3.5 Preparation of Record Drawings (1 additional Drawings)	1					2		4		7	\$1,130			\$0	\$0	\$1,130	\$0	\$0	\$1,130	
<i>Task 10 - Subtotal</i>	4	0	7	0	16	0	0	4	0	31	\$6,380	\$0	\$0	\$0	\$0	\$6,380	\$0	\$0	\$6,380	
<b>Task 11 Project Management</b>																				
Task 11.1 Project Management			12							12	\$2,880			\$0	\$0	\$2,880	\$0	\$0	\$2,880	
Task 11.2 Project Kick-Off & Progress Meeting/Workshops (1 meeting)	4					4				8	\$1,900			\$0	\$0	\$1,900	\$0	\$0	\$1,900	
Task 11.3 Technical Review & QA/QC	4									4	\$1,120			\$0	\$0	\$1,120	\$0	\$0	\$1,120	
<i>Task 11 - Subtotal</i>	8	0	12	0	4	0	0	0	0	24	\$5,900	\$0	\$0	\$0	\$0	\$5,900	\$0	\$0	\$5,900	
<b>All Phases Total</b>	<b>17</b>	<b>0</b>	<b>59</b>	<b>0</b>	<b>40</b>	<b>36</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>156</b>	<b>\$32,580</b>	<b>\$12,000</b>	<b>\$1,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,580</b>	<b>\$13,200</b>	<b>\$0</b>	<b>\$45,780</b>	









June 21, 2022 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Engineering and External Affairs

**Subject : Authorization of Additional Funding for WaterWise Consulting, Inc.**

**SUMMARY:**

On May 17, 2022, the Board approved additional water use restrictions including limiting outdoor irrigation to one day per week. To assist customers with reducing their water usage and comply with the water use restrictions, the District increased its marketing of complimentary water use surveys, which have been available to customer at no cost for many years. Additionally, the scheduling of a water use survey was established as one of the necessary steps that wasteful water-use customers may take to avoid the possible installation of a flow restriction device. As a result, customer demand for water use surveys has rapidly increased. The District has an existing contractor, Valley Soil, performing the water use surveys; however, the rapid increase in demand has pushed appointment dates further out than desired. Similarly, the need to validate irrigated areas has rapidly increased along with the need for assistance with management of the Flow Restriction Device Program.

To address these immediate needs, the General Manager executed a contract with WaterWise Consulting, Inc., in the amount of \$35,000, to assist with completion of the water use surveys. However, additional funding is needed to complete the backlog of water use surveys, verify irrigated areas and assist with management of of the Flow Restriction Device Program.

**RECOMMENDATION(S):**

Authorize the General Manager to approve Change Order No. 2, in the amount of \$150,000, for WaterWise Consulting, Inc., to perform additional work for water use surveys, validation of irrigated areas and assistance with data management for the Flow Restriction Device Program.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

Sufficient funds for the work are available in the proposed Fiscal Year 2022-23 Budget.

**DISCUSSION:**

Water use restrictions combined with the requirement for customers to schedule a water use survey to avoid the possible installation of a flow restriction device have rapidly increased the requests for these surveys. Similarly, requests to complete verification of irrigated areas on properties has increased significantly, causing delays in completing the work. Staff have also been challenged with keeping up with data analysis for the Flow Restriction Device Program needed for mailers, door hangers and tracking the water use of customers who have had four or more exceedances and are therefore subject to the installation of a flow restriction device.

The current contractor for the Rachio Weather-Based Irrigation Controller Program, Valley Soil, also had a task in their contract to perform water use surveys. This has enabled the District to immediately start scheduling appointments when the water use restrictions came into effect. As of June 8, 2022, 275 water use surveys have been scheduled, 81 have been completed, 14 customers have opted out and 101 customers have been unresponsive to scheduling requests. Existing contractor resources are not sufficient and have pushed available appointment dates out longer than one month – the desired period of time to conduct the surveys and irrigated area verifications.

To reduce the wait time and provide as many surveys as needed in a timely manner, the General Manager executed an agreement with WaterWise Consulting to avoid further delays in conducting the surveys. WaterWise Consulting was contracted to provide the services needed to complete water use surveys, validate irrigated areas and provide assistance with implementation of the Flow Restriction Device Program. Work on these tasks has already begun and efforts will be ramped up over the next several weeks to ensure that customer requests are completed as quickly as possible. However, the \$35,000 in funding under the General Manager's authority needs to be augmented to handle the large volume of water use surveys and verification of irrigated area requests.

The current contract with WaterWise was authorized under a waiver of competitive purchasing to bring them on-board as soon as possible given the state of emergency and urgency for conducting the surveys. Attached for reference are a copy of the agreement and proposed change order. With the addition of \$150,000 in funding, it is anticipated that approximately 1,000 water use surveys and 100 verifications of irrigated areas will be completed, together with assistance on implementation of the Flow Restriction Device Program.

**GOALS:**

Provide Excellent Service That Exceeds Customer Expectations

Prepared by: Dave Roberts, Resource Conservation Manager

**ATTACHMENTS:**

Original Agreement

Proposed Change Order No. 1

**Las Virgenes Municipal Water District  
PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement (“Agreement”) is entered into this 27th day of May, 2022 by and between Las Virgenes Municipal Water District (“Agency”), and Water Wise (“Consultant”). Agency and Consultant are sometimes individually referred to as “Party” and collectively as “Parties.”

**1. PURPOSE.**

**1.1 Project.**

Consultant desires to perform and assume responsibility for the provision of certain professional services required by the Agency on the terms and conditions set forth in this Agreement and Agency desires to engage Consultant to render such services for Drought Response and Customer Water Efficiency Services (“Project”) as set forth in this Agreement and its attached exhibits.

Now therefore, in consideration of the mutual covenants and agreements set forth herein, the Parties do contract and agree as follows:

**2. TERMS.**

**2.1 Scope of Services.**

2.1.1 General Scope of Services. Consultant promises and agrees to furnish to the Agency all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional services necessary for the Project (“Services”). The Services are more particularly described in the attached **Exhibit “A”** (“Scope of Services”). All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules, and regulations.

2.1.2 Term. *The term of this Agreement shall be from Date to Date, as set forth in the attached **Exhibit “B”** (“Fee Schedule”) unless earlier terminated as provided herein. Consultant shall complete the Services within the term of this Agreement and shall meet any other established schedules and deadlines. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Services.]*

## **2.2 Consideration.**

2.2.1 Compensation. *Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in the Fee Schedule. The total compensation shall not exceed written dollar value Dollars (\$XXX.00) without written approval by Agency. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.*

2.2.2 Payment. Consultant shall submit to Agency a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. Agency shall pay all approved charges within thirty (30) days of receiving such statement.

2.2.3 Extra Work. At any time during the term of this Agreement, Agency may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by Agency to be necessary for the proper completion of the Project, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization by Agency.

## **2.3 Responsibilities of Consultant.**

2.3.1 Independent Contractor. The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. Consultant is an independent contractor and not an employee of Agency. Except as Agency may specify in writing, Consultant shall have no authority, expressed or implied, to act on behalf of Agency in any capacity whatsoever as an agent. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of Agency and shall at all times be under Consultant's exclusive direction and control.

2.3.2 Payment of Subordinates. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

2.3.3 Standard of Care. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to

perform the Services. Consultant warrants that all employees and subconsultants shall have sufficient skill and experience to perform the Services assigned to them.

2.3.4 Licensing. Consultant represents that it, its employees and subconsultants have all licenses, permits, qualifications, and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement.

2.3.5 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of Agency.

2.3.6 Substitution of Key Personnel. Consultant has represented to Agency that certain key personnel will perform and coordinate the Services under this Agreement. Key Consultant personnel to be assigned to this Agreement are identified in the List of Key Consultant Personnel set forth in the attached **Exhibit "C"** ("Key Personnel"). Key Personnel shall be available to perform under the terms and conditions of this Agreement immediately upon commencement of the term of this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of Agency. The Agency shall have the right to approve or disapprove the reassignment or substitution of Consultant key personnel listed in Exhibit C for any reason at its sole discretion. In the event that Agency and Consultant cannot agree as to the substitution of key personnel, Agency shall be entitled to terminate this Agreement for cause.

2.3.7 Unavailability of Key Personnel. In the event individual key personnel listed in Exhibit C are terminated either by the Consultant or the individual, with or without cause, or if individual key personnel are otherwise unavailable to perform services for the Consultant, the Consultant shall provide to the Agency written notification detailing the circumstances of the unavailability of the individual key personnel and designating replacement personnel prior to the effective date of individual key personnel termination or unavailability date, to the maximum extent feasible, but no later than five (5) business days after the effective date of the individual key personnel termination or unavailability. The Consultant shall propose replacement personnel that have a level of experience and expertise equivalent to the unavailable individual key personnel for Agency review and approval.

2.3.8 Removal of Consultant Personnel. The Consultant agrees to remove personnel from performing work under this Agreement if reasonably requested to do so by the Agency within 24 hours or as soon thereafter as is practicable.

2.3.9 Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services. If the Consultant performs any work knowing it to be contrary to such laws, rules, and regulations, Consultant shall be solely responsible for all costs arising therefrom.

### 2.3.10 Labor Code Provisions.

(a) Prevailing Wages. Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on “public works” and “maintenance” projects. If the Services are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall comply with all prevailing wage requirements under the California Labor Code and Consultant shall forfeit as penalty to the Agency a sum of not more than \$200.00 for each calendar day, or portion thereof, for each worker paid less than the prevailing rates. This penalty shall be in addition to any shortfall in wages paid. The Agency has obtained the general prevailing rate of wages, as determined by the Director of the Department of Industrial Relations, a copy of which is on file in the Agency’s office and shall be made available for viewing to any interested party upon request. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute the Services available to interested parties upon request and shall post copies at the Consultant’s principal place of business and at the Project site.

(b) Registration and Labor Compliance. If the Services are being performed as part of an applicable “public works” or “maintenance” project, then, in addition to the foregoing, pursuant to Labor Code sections 1725.5 and 1771.1, the Consultant and all subconsultants must be registered with the Department of Industrial Relations (“DIR”). Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants. This Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant’s sole responsibility to comply with all applicable registration and labor compliance requirements, including the submission of payroll records directly to the DIR.

(c) Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers’ Compensation or to undertake self-insurance in accordance with the provisions of that Code and agrees to comply with such provisions before commencing the performance of the Services.

2.3.11 Accounting Records. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of Agency during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of four (4) years from the date of final payment under this Agreement.

## **2.4 Representatives of the Parties.**

2.4.1 Agency's Representative. The Agency hereby designates its General Manager, or his or her designee, to act as its representative for the performance of this Agreement ("Agency's Representative"). Consultant shall not accept direction or orders from any person other than the Agency's Representative or his or her designee.

2.4.2 Consultant's Representative. Consultant hereby designates Ajay Dhawan, or his or her designee, to act as its representative for the performance of this Agreement ("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. The Consultant's Representative shall supervise and direct the Services, using their best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

## **2.5 Indemnification.**

To the fullest extent permitted by law, Consultant shall immediately indemnify and hold the Agency, its directors, officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage, or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors, or omissions of Consultant, its officials, officers, employees, subcontractors, consultants, or agents in connection with the performance of the Consultant's Services, the Project, or this Agreement, including without limitation the payment of all consequential damages, attorneys' fees and costs, including expert witness fees. Notwithstanding the foregoing, to the extent Consultant's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.

Consultant shall immediately defend, with Counsel of Agency's choosing and at Consultant's own cost, expense and risk, any and all claims, suits, actions, or other proceedings of every kind that may be brought or instituted against Agency or its directors, officials, officers, employees, volunteers, and agents. Consultant shall pay and satisfy any judgment, award, or decree that may be rendered against Agency or its directors, officials, officers, employees, volunteers, and agents as part of any such claim, suit, action, or other proceeding. Consultant shall also reimburse Agency for the cost of any settlement paid by Agency or its directors, officials, officers, employees, agents, or volunteers as part of any such claim, suit, action, or other proceeding. Such reimbursement shall include payment for Agency's attorneys' fees and costs, including expert witness fees. Consultant's obligation to defend and indemnify shall survive expiration or termination of this Agreement, and shall not be restricted to insurance proceeds, if any, received by the Agency, its directors, officials, officers, employees, agents, or volunteers.



## 2.6 Insurance.

2.6.1 Time for Compliance. Consultant shall not commence Work under this Agreement until it has provided evidence satisfactory to the Agency that it has secured all insurance required under this section. In addition, Consultant shall not allow any subconsultant to commence work on any subcontract until it has provided evidence satisfactory to the Agency that the subconsultant has secured all insurance required under this section. Failure to provide and maintain all required insurance shall be grounds for the Agency to terminate this Agreement for cause.

2.6.2 Minimum Requirements. Consultant shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Consultant, its agents, representatives, employees, or subconsultants. Consultant shall also require all of its subconsultants to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

(a) Commercial General Liability. Coverage for commercial general liability insurance shall be at least as broad as Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001). Consultant shall maintain limits no less than \$2,000,000 per occurrence, or the full per occurrence limits of the policies available, whichever is greater, for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with general aggregate limit or product-completed operations aggregate limit is used, including but not limited to form CG 2503, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit.

(b) Automobile Liability. Coverage shall be at least as broad as the latest version of the Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto). Consultant shall maintain limits no less than \$1,000,000 per accident for bodily injury and property damage. The automobile liability policy shall cover all owned, non-owned, and hired automobiles.

(c) Workers' Compensation and Employer's Liability Insurance. Consultant shall maintain Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance in an amount no less than \$1,000,000 per accident for bodily injury or disease. The insurer shall agree to waive all rights of subrogation against the Agency, its directors, officials, officers, employees, agents, and volunteers for losses paid under the terms of the insurance policy which arise from work performed by the Consultant.

(d) Professional Liability. Consultant shall procure and maintain, and require its subconsultants to procure and maintain, for a period of five (5) years following completion of the Project, errors and omissions liability insurance appropriate to their profession covering Consultant's wrongful acts, negligent actions, errors, or omissions. The

retroactive date (if any) is to be no later than the effective date of this Agreement. Consultant shall purchase a one-year extended reporting period: i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement. Such insurance shall be in an amount not less than \$2,000,000 per claim.

(e) Excess Liability (if necessary). The limits of Insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess coverage shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the Agency (if agreed to in a written contract or agreement) before the Agency's own primary or self-Insurance shall be called upon to protect it as a named insured. The policy shall be endorsed to state that the Agency, its directors, officials, officers, employees, agents, and volunteers shall be covered as additional insured at least as broad a form as CG 20 10 11 85 or the latest versions of both CG 20 10 and CG 20 37. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its directors, officials, officers, employees, agents, and volunteers.

2.6.3 All Coverages. The general liability and automobile liability policy shall include or be endorsed to state that: (1) the Agency, its directors, officials, officers, employees, agents, and volunteers shall be covered as additional insured with respect to work by or on behalf of the Consultant, including materials, parts, or equipment furnished in connection with such work using as broad a form as CG 20 10 11 85 or the latest versions of both CG 20 10 and CG 20 37; and (2) the insurance coverage shall be primary insurance as respects the Agency, its directors, officials, officers, employees, agents, and volunteers using as broad a form as CG 20 01 04 13, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the Agency, its directors, officials, officers, employees, agents, and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way.

(a) The insurance policies required above shall contain or be endorsed to contain the following specific provisions:

(i) The policies shall contain a waiver of transfer rights of recovery ("waiver of subrogation") against Agency, its board members, officers, employees, agents, and volunteers, for any claims arising out of the work of Consultant.

(ii) Policies may provide coverage which contains deductible or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to Agency under such policies. Consultant shall be solely responsible for deductible and/or self-insured retention and Agency, at its option, may require Consultant to secure the payment of such deductible or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit. The insurance

policies that contain deductibles or self-insured retentions in excess of \$25,000 per occurrence shall not be acceptable without the prior approval of Agency.

(iii) Prior to start of work under this Agreement, Consultant shall file with Agency evidence of insurance as required above from an insurer or insurers certifying to the required coverage. The coverage shall be evidenced on a certificate of insurance signed by an authorized representative of the insurer(s).

(iv) Each policy required in this section shall contain a policy cancellation clause that provides the policy shall not be cancelled or otherwise terminated by the insurer or the Consultant or reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Agency, Attention: Director of Finance & Administration.

(v) Insurance required by this Agreement shall be placed with insurers licensed by the State of California to transact insurance business of the types required herein. Each insurer shall have a current Best Insurance Guide rating of not less than A: VII unless prior approval is secured from the Agency as to the use of such insurer.

(vi) Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein. Consultant shall maintain evidence of compliance with the insurance requirements by the subcontractors at the job site and make them available for review by Agency.

2.6.4 Reporting of Claims. Consultant shall report to the Agency, in addition to Consultant's insurer, any and all insurance claims submitted by Consultant in connection with the Services under this Agreement.

## **2.7 Termination of Agreement.**

2.7.1 Grounds for Termination. Agency may, by written notice to Consultant, terminate the whole or any part of this Agreement without liability to the Agency if Consultant fails to perform or commits a substantial breach of the terms hereof. Either Party may terminate this agreement on thirty (30) days' written notice for any reason. Upon termination, Consultant shall be compensated only for those Services which have been adequately rendered to Agency, and Consultant shall be entitled to no further compensation. If the Agreement is terminated by Consultant without cause, Consultant shall reimburse Agency for additional costs to be incurred by Agency in obtaining the work from another consultant.

## **2.8 Ownership of Materials and Confidentiality.**

2.8.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for Agency to copy, use, modify, reuse, or

sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement (“Documents & Data”). The Consultant shall deliver to Agency on demand or upon completion of the Project, all such Documents & Data which shall be and remain the property of the Agency. If the Agency uses any of the data, reports, and documents furnished or prepared by the Consultant for projects other than the project shown on Exhibit A, the Consultant shall be released from responsibility to third parties concerning the use of the data, reports, and documents. The Consultant may retain copies of the materials. The Agency may use or reuse the materials prepared by Consultant without additional compensation to Consultant.

2.8.2 Confidentiality. All Documents & Data, either created by or provided to Consultant in connection with the performance of this Agreement, shall be held confidential by Consultant. All Documents & Data shall not, without the prior written consent of Agency, be used or reproduced by Consultant for any purposes other than the performance of the Services. Consultant shall not disclose, cause, or facilitate the disclosure of the Documents & Data to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant that is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use Agency’s name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television, or radio production, or other similar medium without the prior written consent of Agency.

**2.9 Subcontracting/Subconsulting.**

2.9.1 Prior Approval Required. Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of Agency. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

**3. General Provisions.**

3.1.1 Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

**Agency:**

Las Virgenes Municipal Water District  
Attn: Dave Roberts  
4232 Las Virgenes Road  
Calabasas, CA 91302

**Consultant:**

Waterwise Consulting  
Attn: Ajay Dhawan  
1751 South Grand Avenue  
Glendora, CA 91740

Such notice shall be deemed made when personally delivered or when mailed, upon deposit in the U.S. Mail, first class postage prepaid and registered or certified addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.1.2 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subconsultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex, or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, or termination.

3.1.3 Time of Essence. Time is of the essence for each and every provision of this Agreement. The acceptance of late performance shall not waive the right to claim damages for such breach nor constitute a waiver of the requirement of timely performance of any obligations remaining to be performed.

3.1.4 Agency's Right to Employ Other Consultants. Agency reserves the right to employ other consultants in connection with this Project.

3.1.5 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties.

3.1.6 Assignment or Transfer. Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the Agency.

3.1.7 Amendment. This Agreement may not be altered or amended except in a writing signed by both Parties.

3.1.8 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition.

3.1.9 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

3.1.10 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.1.11 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Los Angeles County.

3.1.12 Attorneys' Fees. If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this

Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and all other costs of such action.

3.1.13 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.1.14 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

3.1.15 Integration. This Agreement represents the entire understanding of Agency and Consultant as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder.


IN WITNESS WHEREOF, the Parties hereby have caused this Agreement to be executed the date first written above:


APPROVED:

APPROVED:

**Las Virgenes Municipal Water District**

**WaterWise Consulting**

DocuSigned by:  
  
12C6BE2E4EC44E2...  
David W. Pedersen  
General Manager

DocuSigned by:  
  
127A00A5132D4BA...  
Ajay Dhawan  
Title

## **EXHIBIT A SCOPE OF SERVICES**

### **CUSTOMER SERVICE AND SCHEDULING**

WaterWise will conduct landscape evaluations for customers provided by LVMWD. WaterWise staff will contact these customers along within three (3) business days of receiving the list of customers. When possible, WaterWise requests the customer's telephone number and email address. WaterWise will attempt to contact the customer by phone or email three (3) times. All scheduling information will be entered into an Excel database that will track request dates, customer contact dates, customer contact information, appointment dates, completion date, evaluation delivery date to customer/LVMWD, and relevant notes. This database can be shared with LVMWD at any time.

WaterWise recognizes the importance of quality customer service and will provide well-versed customer service representatives (CSR). WaterWise will establish a toll-free telephone number for LVMWD customers to use. A live CSR will be available to handle calls in both English and Spanish from 8:00 AM - 5:00 PM, Monday through Friday, excluding holidays. After hours, callers will have the opportunity to leave a voice message. WaterWise will follow up with voice messages within twenty-four (24) hours or by the close of the next business day, whichever is sooner. All customers will have the opportunity to schedule their appointment any day between Monday and Friday.

The WaterWise CSR team will address the following:

- 1) Schedule a landscape evaluation appointment that accommodates the customer's schedule;
- 2) Ensure that the WaterWise surveyor will have access to the irrigation controller(s) and that the system can be operated;
- 3) Create and update tracking sheet in Excel for all participating customers;
- 4) Answer any questions that customers may have concerning the evaluation process or their expectations of it.

WaterWise will gather water-use information for the site prior to the date of the evaluation. If agreeable, WaterWise will review the sites historical water usage and site budget. WaterWise will explain the site evaluation process to the customer at the beginning of the evaluation. Once necessary authorization agreements are signed by the customer, WaterWise will begin the evaluation.

Upon conclusion of the evaluation, WaterWise will be able to e-mail customer reports on site (upon WMWD approval). The evaluation report will contain all evaluation information and provide recommendations on long-term changes including investment in equipment upgrades.

### **TASK1: RESIDENTIAL IRRIGATION EVALUATION**

The landscape water-use evaluation will identify inefficiencies in the irrigation system and provide water efficient recommendations. The evaluation process itself may be used as an educational component. The surveyor, along with the participating customer, will review all components related to landscape water-use including the irrigation controller, valves, heads,

layout and performance. During the evaluation all valves will be activated to test the entire irrigation system and include the following:

- 1) Prior to starting the survey, the customer will need to sign a hold harmless agreement that will be developed by WaterWise and approved by LVMWD.
- 2) Physical confirmation of meter number and customer education about the location of the shutoff valve;
- 3) Leak Check - WaterWise will conduct a 2 minute leak check at the meter to determine any constant leaks;
- 4) Measure pressure of irrigation system at the hose spigot;
- 5) Check pool, spa, or fountain equipment for any visible leaks, if applicable;
- 6) Controller information: number of controllers, make, model, number of stations in operation, program by station;
- 7) Current watering schedule and assist customer in adjusting their watering schedule if necessary;
- 8) Zone/station information: plant material, soil type, sprinkler type, micro-climate, and slope conditions;
- 9) Observed problems by zone: malfunctions, pressure, sprinkler alignment, drainage, leaks, compaction, runoff, and other conditions that reduce irrigation efficiency or indicate overwatering. Observations shall be made before, during, and after each controller station is operated;
- 10) Training will be offered to the customer or landscape maintenance personnel during the site visit and instruction on programming and operation controllers will be provided;
- 11) Measure the total irrigated landscape area and measure the landscape by vegetation type;
- 12) Generate a seasonal schedule based on all elements of the landscape and irrigation. During drought restrictions, a watering schedule may not be provided;
- 13) Provide photos of site including vegetation and problems identified;
- 14) The customer will receive a report from WaterWise via email that will include a station by station inspection and a recommendation page. A sample report will be provided with this proposal. WaterWise can mail a copy of the report to the customer if the customer requests it.

## TASK 2: FLOW RESTRICTOR PROGRAM IMPLEMENTATION

LVMWD is requesting WaterWise's assistance with their Flow Restrictor Program (FRP). Customers that exceed 150% of their monthly water budget will be tracked by WaterWise representatives each month. WaterWise will notify LVMWD staff when a customer exceeds 150% of their monthly budget 3 times. A letter will be sent by LVMWD notifying customers that they have exceeded their monthly budget.

WaterWise will provide a criteria to LVMWD staff each month for customers that exceed 150% of their monthly budget 4 times. The criteria that will be provided is:

- 1) Status of customer requested site surveys;
- 2) Appeals;
- 3) Reduction in water use;
- 4) Status of customer signed commitment forms.

If a customer exceeds 150 % of their budget 4 times, WaterWise will notify LVMWD staff. LVMWD staff will notify customers and install a flow restrictor at the meter.



WaterWise will also be available to assist LVMWD with other program tracking that could become necessary if customers are recalcitrant with scheduling and/or completing surveys or water use continues to be excessive after removal of a flow restrictor.

**EXHIBIT B  
FEE SCHEDULE**

At the end of each month, WaterWise will provide LVMWD with the customer reports, spreadsheet that has a list of all the customers that were completed, and the monthly invoice.

**FEE SCHEDULE**

<b>Service</b>	<b>Charge to LVMWD</b>
Outdoor Evaluation (Under 1 Acre)	\$150.00
Outdoor Evaluation (Over 1 Acre)	\$225.00
Program Manager Rate*	\$125 Per Hour
Field Technician Rate*	\$95.00 Per Hour
Graphic Design Rate*	\$75.00 Per Hour
Customer Service Rate*	\$50.00 Per Hour
Same Day Customer Cancellation**	\$50.00

\* The Program Manager Rate will be used each month for monthly invoicing. The Customer Service hour will be used for Task 2 and other tasks that are necessary. The Field Technician rate and Graphic Design rate will only be used with approval from LVMWD.

\*\* A Trip Fee will be used if the customer is a no show or cancels the same day.

Initial contract funding shall be limited to \$35,000. It is anticipated that the funding amount will be significantly increased upon Board approval.

Term: The terms of this agreement shall be from the last date that both parties execute the agreement until June 30, 2023 unless cancelled or extended as mutually agreed by both parties.



**EXHIBIT C  
KEY PERSONNEL**

Ajay Dhawan, President

Angel Juarez, Irrigation Auditor

Brian Duvardo, Irrigation Auditor

Austin Black, Irrigation Auditor

Peter VanDaalen Wetters, Irrigation Auditor

Jeff Scarbrough, Irrigation Auditor

Brian Amparan, Irrigation Auditor

**CHANGE IN SCOPE TO  
PROFESSIONAL SERVICES AGREEMENT # \_\_\_\_\_**

Project Title: Drought Response Services

Consultant:DD WaterWise Consutling

Nature Of Changes:

An additional task is to be added to the agreement for validation of irrigated areas requested by customers during drought response efforts.

Requests recieved from customers will be forwarded to WaterWise who will contact customers and schedule a site vist to review irrigated area with customers. WaterWise will be provided with access to District GIS of irrigated areas to look up individual customers and print out a map of customer parcel and irrigated area. The parcel map will be shared with the customer during site visits to identify areas of irrigation not included in the District mapping. If needed, representatives will measure irrigated area however, it is prefered that this calculation be performed by GIS software.

The results of the site vist will be provided to the District and in cases where a correction the irrigated area is needed, WaterWise will indicated those areas on the parcel map and provide to the District for correction.

This service shall be performed under the existing fee scheudle for hourly field technician services of \$95 per hour.

Fee Adjustment

Previous Fee: \$0.00

Increase/Decrease: \$95.00

Estimate  Lump Sum  Not to Exceed

Revised Fee: \$95.00

Time Adjustment

Previous Deadline: \_\_\_\_\_

Additional Time: \_\_\_\_\_

New Deadline: \_\_\_\_\_

Las Virgenes Municipal Water District

\_\_\_\_\_

David W. Pedersen, General Manager

Date: \_\_\_\_\_



June 21, 2022 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Engineering and External Affairs

**Subject : Rachio Weather-Based Irrigation Controller Program: Contract Renewal**

**SUMMARY:**

The Rachio Weather-Based Irrigation Controller Program has been successful in helping customers to be more efficient with their outdoor water use and resulted in reduced water usage for the vast majority of participating customers. Valley Soil has been implementing the program since 2019 and continues to provide excellent customer service and consistently receives great customer reviews. Additionally, Valley Soil has been performing water use surveys as part of the District's emergency drought response efforts, along with warranty visits and follow-up assistance for customers participating in the Program. The current contract for the work expires at the end of the fiscal year and will need to be renewed for continuation of the services.

**RECOMMENDATION(S):**

Authorize the General Manager to approve a two-year renew with Valley Soil, in the amount of \$500,000, for continuation of the Rachio Weather-Based Irrigation Controller Program.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

Sufficient funds are included in the proposed Fiscal Year 2022-24 Two-Year Budget Plan.

**DISCUSSION:**

The Rachio Irrigation Controller Program has been an important conservation program for the District since its inception in 2019. Since that time, over 2,300 controllers have been installed. In addition to implementation of the Program, Valley Soil has been performing follow-up visits for customers who continue to have high water usage after installing a controller, which has played an important role in the District’s emergency drought response efforts. Since drought response efforts began, Valley Soil has completed 81 water use surveys, scheduled 275 additional surveys and continues to reach out to 101 customers who have not responded to scheduling requests.

Installation of a weather-based irrigation controller is also a requirement of the Commitment to Efficient Water Use Form that customers have been completing to avoid the potential installation of a flow restriction device. There have been over 800 customers that have completed the Commitment Form thus far. Reaching out to these customers as a follow-up will help to increase participation in the Rachio Weather-Based Irrigation Controller Program and ensure that more smart irrigation controllers are installed. Additionally, Valley Soils will continue to play an important role in completing water use surveys and assisting customers with irrigation issues during the drought. While the controllers will have more limited needs during the drought (i.e. watering will not be based on daily evapotranspiration rates), they still prevent watering on excessively windy days or days when there is precipitation. Also, the District is interested in the utilization of these controllers to fulfill long-term objectives and not just reductions in water use in response to the drought emergency.

Attached for reference are copies of the existing contract and proposed renewal with Valley Soil.

**GOALS:**

Provide Excellent Service That Exceeds Customer Expectations

Prepared by: Dave Roberts, Resource Conservation Manager

**ATTACHMENTS:**

- Existing Agreement
- Proposed Renewal

**Las Virgenes Municipal Water District  
AGREEMENT FOR SERVICES**

This Agreement for Services (“Agreement”) is entered into by and between Las Virgenes Municipal Water District (“Agency”), and Valley Soil, Inc. (“Contractor”). The Agency and Contractor are sometimes individually referred to as “Party” and collectively as “Parties.” This Agreement shall become effective upon the execution of this Agreement by both parties (“Effective Date”).

**1. PURPOSE.**

**1.1 Project.**

Contractor desires to perform and assume responsibility for the provision of certain services required by the Agency on the terms and conditions set forth in this Agreement and Agency desires to engage Contractor, as an independent contractor, to render such services to advertise and manage the installation of a water controller and water utility program portal (“Project”) as set forth in this Agreement and its attached exhibits.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the Parties do contract and agree as follows:

**2. TERMS.**

**2.1 Scope of Services.**

2.1.1 General Scope of Services. Contractor promises and agrees to furnish to the Agency all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional services necessary for the Project (“Services”). The Services are more particularly described in the attached **Exhibit “A”** (“Scope of Services”). All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules, and regulations.

2.1.2 Term. The term of this Agreement shall be from January 4, 2021 to June 30, 2022, unless earlier terminated as provided herein. Contractor shall complete the Services within the term of this Agreement and shall meet any other established schedules and deadlines. The Parties may, by mutual, written consent, extend the term of this Agreement, if necessary, to complete the Services. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

**2.2 Consideration.**

2.2.1 Compensation. Contractor shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set



forth in **Exhibit B** ("Fee Schedule"). Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

2.2.2 Payment. Contractor shall submit invoices to Agency for approval on a progress basis, but no more often than twice a month. Said invoice shall be based on the total of all Contractor's services which have been completed to the Agency's sole satisfaction. Each invoice shall describe, in detail, the Services performed and supplies provided, the date of performance, and the associated time for completion. Agency shall pay all approved charges within thirty (30) days of the date the Agency receives such invoice.

2.2.3 Extra Work. At any time during the term of this Agreement, Agency may request that Contractor perform Extra Work. As used herein, "Extra Work" means any work which is determined by Agency to be necessary for the proper completion of the Project, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement. Contractor shall not perform, nor be compensated for, Extra Work without written authorization by Agency. It is specifically understood that oral requests and/or approvals of such extra work or additional compensation shall be barred and are unenforceable.

### **2.3 Responsibilities of Contractor.**

2.3.1 Independent Contractor. Contractor is an independent contractor and not an employee of Agency. Contractor will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. Except as Agency may specify in writing, Contractor shall have no authority, expressed or implied, to act on behalf of Agency in any capacity whatsoever as an agent. The Services shall be performed by Contractor or under its supervision. Any additional personnel performing the Services under this Agreement on behalf of Contractor shall also not be employees of Agency and shall, at all times, be under Contractor's exclusive direction and control.

2.3.2 Payment of Subordinates. Contractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance. Contractor shall indemnify and hold Agency harmless from any and all taxes, assessments, penalties, and interest asserted against Agency by reason of the independent contractor relationship created by this Agreement. Contractor further agrees to indemnify and hold Agency harmless from any failure of Contractor to comply with the applicable worker's compensation laws. Agency shall have the right to offset against the amount of any fees due to Contractor under this Agreement any amount due to Agency from Contractor as a result of Contractor's failure to promptly pay to Agency any reimbursement or indemnification arising under this paragraph.

2.3.3 Standard of Care. Contractor shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Contractor represents and maintains that it is skilled in the professional calling necessary to perform the Services. Contractor warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Contractor also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise Agency of any changes in any laws that may affect Contractor's performance of this Agreement.

2.3.4 Licensing. Contractor represents that it, its employees and subcontractors have all licenses, permits, qualifications, and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement.

2.3.5 Performance to the Satisfaction of Agency. Contractor agrees to perform all the work to the complete satisfaction of the Agency and within the hereinafter specified. Evaluations of the work will be done by the Agency's General Manager or the Agency's Project Manager. If the quality of the work is not satisfactory, Agency in its discretion has the right to: (a) meet with Contractor to review the quality of the work and resolve the matters of concern; (b) require Contractor to repeat the work at no additional fee until it is satisfactory; and/or (c) terminate the Agreement as hereinafter set forth.

2.3.6 Substitution of Key Personnel. Contractor has represented to Agency that certain key personnel will perform and coordinate the Services under this Agreement. Key Contractor personnel to be assigned to this Agreement are identified in the List of Key Contractor Personnel set forth in the attached **Exhibit "C"** ("Key Personnel"). Key Personnel shall be available to perform under the terms and conditions of this Agreement immediately upon commencement of the term of this Agreement. Should one or more of such personnel become unavailable, Contractor may substitute other personnel of at least equal competence upon written approval of Agency. The Agency shall have the right to approve or disapprove the reassignment or substitution of Contractor key personnel listed in Exhibit C for any reason at its sole discretion. In the event that Agency and Contractor cannot agree as to the substitution of key personnel, Agency shall be entitled to terminate this Agreement for cause.

2.3.7 Unavailability of Key Personnel. In the event individual key personnel listed in **Exhibit "C"** are terminated either by the Contractor or the individual, with or without cause, or if individual key personnel are otherwise unavailable to perform services for the Contractor, the Contractor shall provide to the Agency written notification detailing the circumstances of the unavailability of the individual key personnel and designating replacement personnel prior to the effective date of individual key personnel termination or unavailability date, to the maximum extent feasible, but no later than five (5) business days after the effective date of the individual key personnel termination or unavailability. The Contractor shall propose replacement personnel that have a level of experience and expertise equivalent to the

unavailable individual key personnel for Agency review and approval.

2.3.8 Removal of Contractor Personnel. The Contractor agrees to remove personnel from performing work under this Agreement if reasonably requested to do so by the Agency within 24 hours or as soon thereafter as is practicable.

2.3.9 Laws and Regulations. Contractor warrants that it shall perform the services required by this Agreement in compliance with all applicable with all local, state and federal laws, rules and regulations, including, but not limited to, all Cal/OSHA requirements, laws related to minimum hours and wages, occupational health and safety, fair employment and employment practices, worker's compensation insurance and safety in employment, and all other Federal, State and local laws and ordinances applicable under this Agreement. Contractor shall indemnify and hold harmless Agency from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description, including attorney's fees and costs, presented, brought or recovered against the Agency for, or on account of, any liability for all violations of such laws and regulations in connection with Services.

2.3.10 Labor Code Provisions.

(a) Prevailing Wages. Contractor is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. Contractor shall comply with all prevailing wage requirements under the California Labor Code and Contractor shall forfeit as penalty to the Agency a sum of not more than \$200.00 for each calendar day, or portion thereof, for each worker paid less than the prevailing rates. This penalty shall be in addition to any shortfall in wages paid. The Agency has obtained the general prevailing rate of wages, as determined by the Director of the Department of Industrial Relations, a copy of which is on file in the Agency's office and shall be made available for viewing to any interested party upon request. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute the Services available to interested parties upon request and shall post copies at the Contractor's principal place of business and at the Project site.

(b) Registration and Labor Compliance. If the Services are being performed as part of an applicable "public works" or "maintenance" project, then, in addition to the foregoing, pursuant to Labor Code sections 1725.5 and 1771.1, the Contractor and all subcontractors must be registered with the Department of Industrial Relations ("DIR"). Contractor shall maintain registration for the duration of the Project and require the same of any subcontractors. This Project may also be subject to compliance monitoring and

enforcement by the Department of Industrial Relations. It shall be Contractor's sole responsibility to comply with all applicable registration and labor compliance requirements, including the submission of payroll records directly to the DIR.

(c) Labor Certification. By its signature hereunder, Contractor represents that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code and agrees to comply with such provisions before commencing the performance of the Services.

2.3.11 Accounting Records. Contractor shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Contractor shall allow a representative of Agency during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Contractor shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of four (4) years from the date of final payment under this Agreement.

## **2.4 Representatives of the Parties.**

2.4.1 Agency's Representative. The Agency hereby designates its General Manager, or his or her designee, to act as its representative for the performance of this Agreement ("Agency's Representative"). Contractor shall not accept direction or orders from any person other than the Agency's Representative or his or her designee.

2.4.2 Contractor's Representative. Contractor hereby designates Eric Anderson, or his or her designee, to act as its representative for the performance of this Agreement ("Contractor's Representative"). Contractor's Representative shall have full authority to represent and act on behalf of the Contractor for all purposes under this Agreement. The Contractor's Representative shall supervise and direct the Services, using their best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

## **2.5 Indemnification.**

To the fullest extent permitted by law, Contractor shall immediately indemnify and hold the Agency, its directors, officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage, or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner, arising out of, pertaining to, or incident to any alleged acts, errors, or omissions of Contractor, its officials, officers, employees, subcontractors, Contractors, volunteers or agents in connection with the performance of the Contractor's Services, the Project, or this Agreement, including without limitation the payment of all attorneys' fees and costs, including expert witness fees. Notwithstanding the foregoing, to the extent Contractor's

Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Contractor. Contractor's duty to indemnify and defend does not extend to the damages or liability cause by the Agency's sole negligence or willful misconduct.

In addition to Contractor's obligation to indemnify Agency (and its officers, officials, employees, and volunteers), Contractor specifically acknowledges and agrees that it has an immediate and independent obligation to defend Agency from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false or fraudulent, which obligation arises at the time such claim is tendered to Contractor by Agency and continues at all times thereafter. Contractor shall not settle any claim on any terms or in any manner that adversely affects the rights of the Agency or any Indemnitee without the Agency's prior written consent.

Should conflict of interest principles preclude a single legal counsel from representing both Agency and Contractor, or should Agency otherwise find Contractor's legal counsel unacceptable, then Contractor shall reimburse Agency its costs of defense, including without limitation, reasonable legal counsel's fees, expert fees, and all other costs and fees of litigation. Contractor shall promptly pay any final judgment rendered against Agency (and its officers, officials, employees, and volunteers) with respect to claims determined by a trier of fact to have been the result of Contractor's negligence, reckless, or wrongful performance, its costs of defense, including, without limitation, reasonable attorney's fees, expert fees, and all other costs and fees of litigation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

Contractor's obligations under this section apply regardless of whether or not such claim, charge, damage, demand, action, proceeding, loss, stop notice, cost, expense, judgement, civil fine or penalty, or liability was caused in part or contributed to by an Indemnitee. However, without affecting the rights of Agency under any provision of this agreement, Contractor shall not be required to indemnify and hold harmless Agency for liability attributable to the active negligence of Agency, provided such active negligence is determined by agreement between the parties or by the findings of a court of competent jurisdiction. In instances where Agency is shown to have been actively negligent and where Agency's active negligence accounts for only a percentage of the liability involved, the obligation of Contractor will be for that entire portion or percentage of liability not attributable to the active negligence of Agency.

Agency and Contractor mutually waive any and all consequential, special, indirect and punitive damages against each other arising out of or relating to the Project, whether in contract, tort or any other legal theory.

## 2.6 Insurance.

2.6.1 Time for Compliance. Contractor shall not commence Services under this Agreement until it has provided evidence satisfactory to the Agency that it has secured all insurance required under this section. In addition, Contractor shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the Agency that the subcontractor has secured all insurance required under this section. Failure to provide and maintain all required insurance shall be grounds for the Agency to terminate this Agreement for cause.

2.6.2 Minimum Scope and Limits of Insurance. Contractor shall, at its expense, procure, maintain, and keep in full force and effect for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Contractor, its agents, representatives, employees, or subcontractors. Contractor shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

(a) Commercial General Liability. Coverage for commercial general liability insurance shall be at least as broad as Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001). Contractor shall maintain limits no less than \$1,000,000 per occurrence, or the full per occurrence limits of the policies available, whichever is greater, for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with general aggregate limit or product-completed operations aggregate limit is used, including but not limited to form CG 2503, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit.

(b) Automobile Liability. Coverage shall be at least as broad as the latest version of the Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto). Contractor shall maintain limits no less than \$1,000,000 per accident for bodily injury and property damage. The automobile liability policy shall cover all owned, non-owned, and hired automobiles.

(c) Workers' Compensation and Employer's Liability Insurance. Contractor shall maintain Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance in an amount no less than \$1,000,000 per accident for bodily injury or disease. The insurer shall agree to waive, and to obtain endorsements from its workers' compensation insurer waiving, all rights of subrogation against the Agency, its directors, officials, officers, employees, agents, and volunteers for losses paid under the terms of the insurance policy which arise from work performed by the Contractor for the Agency and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

(d) Excess Liability (if necessary). The limits of Insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance.

Any umbrella or excess coverage shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the Agency (if agreed to in a written contract or agreement) before the Agency's own primary or self-Insurance shall be called upon to protect it as a named insured. The policy shall be endorsed to state that the Agency, its directors, officials, officers, employees, agents, and volunteers shall be covered as additional insured at least as broad a form as CG 20 10 11 85 or the latest versions of both CG 20 10 and CG 20 37. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its directors, officials, officers, employees, agents, and volunteers.

2.6.3 All Coverages. The general liability and automobile liability policy shall include or be endorsed to state that: (1) the Agency, its directors, officials, officers, employees, agents, and volunteers shall be covered as additional insured with respect to: liability arising out of activities performed by or on behalf of the Contractor pursuant to its contract with Agency; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; automobiles owned, leased, hired, or borrowed by the Contractor; and (2) the insurance coverage shall be primary insurance as respects the Agency, its directors, officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Contractor's scheduled underlying coverage. Any insurance or self-insurance maintained by the Agency, its directors, officials, officers, employees, agents, and volunteers shall be excess of the Contractor's insurance and shall not be called upon to contribute with it in any way.

(a) The insurance policies required above shall contain or be endorsed to contain the following specific provisions:

(i) The policies shall contain a waiver of transfer rights of recovery ("waiver of subrogation") against Agency, its directors, officials, officers, employees, agents, and volunteers, for any claims arising out of the work of Contractor.

(ii) Policies may provide coverage which contains deductible or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to Agency under such policies. Contractor shall be solely responsible for deductible and/or self-insured retention and Agency, at its option, may require Contractor to secure the payment of such deductible or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit. The insurance policies that contain deductibles or self-insured retentions in excess of \$25,000 per occurrence shall not be acceptable without the prior approval of Agency.

(iii) Prior to start of work under this Agreement, Contractor shall file with Agency evidence of insurance as required above from an insurer or insurers certifying to the required coverage. The coverage shall be evidenced on a certificate of insurance signed by an authorized representative of the insurer(s).

(iv) Each policy required in this section shall contain a policy

cancellation clause that provides the policy shall not be cancelled, suspended, or voided, nor the coverage or limits reduced, or otherwise terminated by the insurer or the Contractor except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Agency, Attention: Director of Finance & Administration.

(v) Insurance required by this Agreement shall be placed with insurers licensed by the State of California to transact insurance business of the types required herein. Each insurer shall have a current Best Insurance Guide rating of not less than A: VII unless prior approval is secured from the Agency as to the use of such insurer.

(vi) Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein. Contractor shall maintain evidence of compliance with the insurance requirements by the subcontractors at the job site and make them available for review by Agency.

2.6.4 Reporting of Claims. Contractor shall report to the Agency, in addition to Contractor's insurer, any and all insurance claims submitted by Contractor in connection with the Services under this Agreement.

2.6.5 Non-Limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or to the extent to which Contractor may be held responsible for payments of damages to persons or property.

## **2.7 Termination of Agreement.**

2.7.1 Notice of Termination. Agency reserves and has the primary right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, by providing written notice to Contractor. The termination of this Agreement shall be deemed effective upon the date of termination indicated in the notice of termination. In the event of such termination, Contractor shall immediately stop rendering services under this Agreement, unless directed otherwise by the Agency. In the event of termination, Contractor shall be compensated only for reasonable costs incurred and those Services which have been satisfactorily rendered to Agency prior to the effective date of termination, and Contractor shall be entitled to no further compensation.

Contractor may terminate this Agreement on thirty (30) days' written notice, with or without cause. If the Agreement is terminated by Contractor without cause, Contractor shall reimburse Agency for additional costs to be incurred by Agency in obtaining work from another Contractor.

2.7.2 Documents. In the event of termination of this Agreement, all



documents prepared by Contractor in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to Agency within ten (10) days of delivery of termination notice to Contractor, at no cost to Agency. Any use of uncompleted documents without specific written authorization from Contractor shall be at Agency's sole risk and without liability or legal expense to Contractor.

## **2.8 Ownership of Materials, Confidentiality, and Security.**

2.8.1 Documents & Data. Contractor shall deliver to District on demand or upon completion of the Project, all such Documents & Data which shall be and remain the property of the District. If the District uses any of the data, reports, and documents furnished or prepared by the Contractor for projects not contemplated by this Agreement or uses any incomplete documents, it shall be at District's sole risk and without liability or legal exposure to Contractor. District shall indemnify and hold harmless Contractor from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from District's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Contractor. Contractor shall deliver to District any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by District or its authorized representative, at no additional cost to the District.

2.8.2 Confidentiality. All Documents & Data either created by or provided to Contractor in connection with the performance of this Agreement, shall be held confidential by Contractor. All Documents & Data shall not, without the prior written consent of Agency, be used or reproduced by Contractor for any purposes other than the performance of the Services. Contractor shall not disclose, cause, or facilitate the disclosure of the Documents & Data to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Contractor that is otherwise known to Contractor or is generally known, or has become known, to the related industry shall be deemed confidential. Contractor shall not use Agency's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television, or radio production, or other similar medium without the prior written consent of Agency.

2.8.3 Intellectual Property Rights and Ownership by Contractor. Contractor shall own and will continue to own all right, title, and interest, including all related intellectual property rights, in and to the utility program portal and its software. Agency acknowledges that Contractor's software services are trademarks of Contractor or third parties, and no proprietary rights, title, interest or license to such marks is granted herein, except as otherwise provided in this Agreement.

2.8.4 Data Security. Contractor shall use commercially reasonable efforts to establish and maintain an up-to-date data privacy and information security program, including physical, technical, administrative and organizational safeguards, that is designed to: (1) ensure the security and confidentiality of Agency's Documents and Data; (2) protect against any

anticipated threats or hazards to the security or integrity of the Agency's Documents and Data; (3) protect against unauthorized disclosure, access to, or use of the Agency's Documents and Data; and (4) ensure that all of Contractor's employees, agents, and subcontractors, if any, comply with all of the foregoing. Contractor shall provide security for its networks and all Internet connections consistent with best practices observed by other professionals in Contractor's field, and will promptly install all fixes, upgrades, updates and new versions of any security software it employs. Contractor shall maintain appropriate safeguards to restrict access to Agency's data to those employees, agents, or service providers of Contractor who need the information to carry out the purposes for which it was disclosed to Contractor. For information disclosed in electronic form, Contractor agrees that appropriate safeguards include electronic barriers and secure authentication access to the Agency's confidential information and hosted Agency data. For information disclosed in written form, Contractor agrees that appropriate safeguards include secured storage of Agency's data.

2.8.5 Data Breach. In the event of any breach in data privacy and information, act, error, omission, negligence, misconduct, or breach that compromises or is suspected to compromise the security, confidentiality, or integrity of Agency's data or the physical, technical, administrative, or organizational safeguards put in place by Contractor that relate to the protection of the security, confidentiality, or integrity of the Agency's data, Contractor shall, as applicable:

(a) Notify Agency immediately following discovery, but no later than twenty-four (24) hours, of becoming aware of such occurrence or suspected occurrence. Contractor's report shall identify:

- (i) the nature of the unauthorized access, use, or disclosure;
- (ii) the confidential information accessed, used, or disclosed;
- (iii) the person(s) who accessed, used, and disclosed and/or received protected information (if known);
- (iv) what Contractor has done or will do to mitigate any deleterious effect of the unauthorized access, use, or disclosure; and,
- (v) what corrective action Contractor has taken or will take to prevent future unauthorized access, use, or disclosure.

(b) In the event of a suspected breach, Contractor shall keep the Agency informed regularly of the progress of its investigation until the uncertainty is resolved.

(c) Contractor shall coordinate with the Agency in its breach response activities, including without limitation:

- (i) Immediately preserve any potential forensic evidence relating to the breach, and remedy the breach as quickly as circumstances permit;
- (ii) Promptly (within 2 business days) designate a contact person to whom the Agency will direct inquiries and who will communicate Contractor responses to Agency inquiries;
- (iii) As rapidly as circumstances permit, apply appropriate resources to remedy the breach condition, investigate, document, restore Agency service(s) as directed by the Agency, and undertake appropriate response activities;
- (iv) Provide status reports to the Agency on breach response

activities, either on a daily basis or a frequency approved by the Agency;

(v) Make all reasonable efforts to assist and cooperate with the Agency in its breach response efforts;

(vi) Ensure that knowledgeable Contractor staff are available on short notice, if needed, to participate in Agency-initiated meetings and/or conference calls regarding the breach; and,

(vii) Cooperate with Agency in investigating the occurrence, including making available all relevant records, logs, files, data reporting, and other materials required to comply with applicable law or as otherwise required by Agency.

(d) In the case of personally identifiable information (PII), at Agency's sole election, (a) notify the affected individuals as soon as practicable but no later than is required to comply with applicable law, or in the absence of any legally required notification period, within five (5) calendar days of the occurrence; or (b) reimburse Agency for any costs in notifying the affected individuals.

(e) In the case of PII, provide third-party credit and identity monitoring services to each of the affected individuals who comprise the PII for the period required to comply with applicable law, or, in the absence of any legally required monitoring service, for no fewer than eighteen (18) months following the date of notification to such individuals.

(f) Perform or take any other actions required to comply with applicable law as a result of the occurrence.

(g) Recreate lost Agency data in the manner and on the schedule set by Agency without charge to Agency.

(h) Provide to Agency a detailed plain within ten (10) calendar days of the occurrence describing the measure Contractor will undertake to prevent a future occurrence.

(i) Retain and preserve Agency's data in accordance with the Agency's instruction and requests, including, without limitation, any retention schedules and/or litigation hold orders provided by the Agency to Contractor, independent of where the Agency data is stored.

(j) Without limiting Contractor's obligations of indemnification as described in this Agreement, indemnify, defend and hold harmless Agency for any and all claims, demands, causes of action, costs, expenses, liability, loss, damage, or injury of any kind, in law or equity, to property or persons, in any manner, arising out of, pertaining to, or incident to any alleged acts, errors, or omissions of Contractor, its officials, officers, employees, subcontractors, Contractors, volunteers or agents in connection with the breach occurrence, including without limitation the payment of all attorneys' fees and costs, including expert witness fees.

## **2.9 Subcontracting/Subconsulting.**

2.9.1 Prior Approval Required. Contractor shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of Agency. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

**3. General Provisions.**

3.1.1 Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

3.1.2 Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

**Agency:**

Las Virgenes Municipal Water District  
Attn: Dave Roberts  
4232 Las Virgenes Road  
Calabasas, CA 91302  
Tel (818) 251-2145

**Contractor:**

Valley Soil, Inc.  
Attn: Eric Anderson  
P.O. Box 890595  
Temecula, CA 92589

Such notice shall be deemed made when personally delivered or when mailed, upon deposit in the U.S. Mail, first class postage prepaid and registered or certified addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.1.3 Equal Opportunity Employment. Contractor represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex, or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, or termination.

3.1.4 Time of Essence. Time is of the essence for each and every provision of this Agreement. The acceptance of late performance shall not waive the right to claim damages for such breach nor constitute a waiver of the requirement of timely performance of any obligations remaining to be performed.

3.1.5 Limitation of Liability. In recognition of the relative risks and benefits of the Project to both the Agency and Contractor relating to Contractor's provision of services in accordance with this Agreement, the risks have been allocated such that the Agency agrees, to the fullest extent permitted by law, to limit the liability of Contractor to the Agency for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of Contractor to the Agency shall not exceed the sum of Contractor's available insurance coverage regardless of theories of liability or causes of action asserted

against Contractor except for acts of willful misconduct or unless otherwise prohibited by law.

3.1.6 Agency's Right to Employ Other Contractors. Agency reserves the right to employ other Contractors in connection with this Project.

3.1.7 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties.

3.1.8 Assignment or Transfer. Contractor shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the Agency.

3.1.9 Amendment. This Agreement may not be altered or amended except in a writing signed by both Parties.

3.1.10 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition.

3.1.11 No Third-Party Beneficiaries. There are no intended third-party beneficiaries of any right or obligation assumed by the Parties.

3.1.12 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.1.13 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Los Angeles County.

3.1.14 Attorneys' Fees. If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and all other costs of such action.

3.1.15 Public Records Act Disclosure. Contractor has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Contractor, or any of its subcontractors, pursuant to this Agreement and provided to Agency may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 6250 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code Section 6254.7, and of which Contractor informs Agency of such trade secret. Agency will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. Agency shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

3.1.16 Conflict of Interest. Contractor and its officers, employees, associates and subcontractors, if any, will comply with all conflict of interest statutes of the State of California applicable to Contractor's services under this agreement, including, but not limited to, the Political Reform Act (Government Code Sections 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Contractor and its officers, employees, associates and subcontractors shall not, without the prior written approval of the Agency Representative, perform work for another person or entity for whom Contractor is not currently performing work that would require Contractor or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

3.1.17 Responsibility for Errors. Contractor shall be responsible for its work and results under this Agreement. Contractor, when requested, shall furnish clarification and/or explanation as may be required by the Agency's representative, regarding any services rendered under this Agreement at no additional cost to Agency. In the event that an error or omission attributable to Contractor occurs, then Contractor shall, at no cost to Agency, provide all necessary design drawings, estimates and other Contractor professional services necessary to rectify and correct the matter to the sole satisfaction of Agency and to participate in any meeting required with regard to the correction.

3.1.18 Authority to Enter Agreement. Contractor has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.1.19 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

3.1.20 Integration. This Agreement represents the entire understanding of Agency and Contractor as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder.

***[Signature Page following]***

IN WITNESS WHEREOF, the Parties hereby have caused this Agreement to be executed the date first written above:

APPROVED:

APPROVED:

**Las Virgenes Municipal Water District**

**Valley Soil, Inc.**

DocuSigned by:  
*David W. Pedersen* 12/21/2020  
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David W. Pedersen  
General Manager

DocuSigned by:  
*Eric Anderson* 12/21/2020  
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Eric Anderson  
President

## **EXHIBIT A SCOPE OF SERVICES**

### **A. Signup, Eligibility, and Distribution**

Contractor will work with Agency staff to target and message program participation requirements and eligibility to customers with a combination of direct contact and paid advertising efforts designed to direct them to the utility program portal (Website, Section F). Agency staff will take the lead on advertising the program and reaching out to customers to encourage participation in the program through the program portal. Contractor will work with Rachio Inc. who will be responsible for operation of the portal to assure continued operation of the portal and website to allow a customer to register for an account, enter their contact information and utility account number, and verify their eligibility against utility requirements. Contact information and Account ID will be used to confirm eligibility. Rachio Inc. will also be responsible for collecting a \$99 customer cost share fee which will be collected during the registration process. The Agency will provide eligibility requirements, and a customer list to be used for customer eligibility. As a condition of service and warranty, and upon applying to the program, homeowners will waive liability for program operations, in-spec installation work, hardware performance and potential changes in vegetation condition.

Upon verification of eligibility and receipt of the customer cost share, the customer shall receive a phone call to schedule the appointment date and time within two business days. Prior to contacting the customer, Contractor will check the customers historic water use against a data set provided by the Agency. Customers who have never exceeded their water budget will have a specific protocol established including additional consultation with customer on the potential for increased irrigation. Customers of this type will also have their controllers set to a fixed schedule that closely matches the existing irrigation setting for their property. For customers that are close to their budget and have periodically exceeded their budget, they will be consulted with prior to installation and allowed to choose between a fixed and flex irrigation schedule.

Contractor will work with the Agency and Rachio Inc. to develop messaging to customers to be used during the consultation and scheduling phone call. Consultative messaging shall include topics like customer responsibility to monitor water use and plant health, contact information for future customer service, use of controller rebate, options for a second controller, and the responsibility of customers to learn the operation of the controller. Particular care will be made for customers who have never exceeded their budgets.

### **B. Controllers Features**

Contractor will provide Rachio 3 controllers with 8 and 16 zone configurations, whichever is most appropriate depending on customer and installation needs. These controllers will provide the needed Wi-Fi capability and mobile and web applications needed for proper operation. Controllers will utilize Rachio Smart Scheduling and Weather Intelligence TM Plus functionality to assure weather-based operation and control. Controllers shall also have the ability to connect to the Insights Portal to assure continuity with previous controller installations. Second controllers



installed as part of this program should also be Rachio 3 controllers to maintain program continuity.

### **C. Controller Installation**

Contractor will be responsible for the identification, contracting, and day-to-day management of all employees and subcontractors used to perform the installation of the controllers and flow meters. Contractor will ensure site installations are performed on schedule, efficiently, and that the overall system works as intended post-installation. Subcontractors selected by Contractor will install controller(s) for eligible customers based upon contract limitations and unit availability. Photo-documentation of controller configuration prior to service, and following Rachio 3 installation will be maintained by Contractor in order to ensure functionality and process adherence. Contractor will also provide customer confirmation of installation to supplement verification requests for the Metropolitan Water District of Southern California.

Prior to installation, Contractor professional installers will test the existing irrigation system to ensure that any major deficiencies are corrected prior to installation. Such deficiencies include leaks, missing spray heads, misaligned spray heads, etc. Contractor will suggest remedial action to the homeowner to ensure the appropriate fix is employed prior to installation of the controller. In addition to mechanical defects, Contractor will inspect the system for systemic inefficiencies such as runoff to streets, gutters, or onto adjacent properties, so as to ensure compliance with the Agency's water use restrictions.

Following physical installation, the controller will be programmed by Contractor with irrigation application rates for each zone based on site conditions such that schedules/regimes on a zone basis will be optimized to soil types, vegetation type, slope, and sun exposure. In addition to being weather aware and optimized to zone configuration, and ET, timing restrictions will be set such that no irrigation will occur between the hours of 10 A.M. and 5 P.M. per District Code.

Users will be given a brief introduction, and then given access to extensive self-help and customer service resources. Customer support and warranty information can be accessed at [www.rachio.com/support](http://www.rachio.com/support).

Following installation, configuration, and user training, the system will be tested to ensure proper function and record settings. Configuration instructions will be maintained and shared with LVMWD via Dropbox to ensure procedures are compliant with local restrictions and norms. Contractor will work with the Agency and Rachio to develop a checklist leave behind that highlights each of the installation steps which the installer will go over with customers before leaving. The leave behind will also inform customer how to monitor water use, setting tips and customer support contact information. Contractor will also create a customer authorization form to allow Contractor to submit MET rebates on their behalf.

Contractor shall prepare a COVID-19 management plan to be submitted to the Agency for approval prior to initiating installations. The management plan should include all appropriate local, state, and federal guidelines for proper social distancing, use of personal protective

equipment and other protective measures as needed. The management plan will be used and followed by all installation professionals at all times.

Contractor will coordinate an orientation meeting with all of the professional installers, Rachio and Agency staff prior to initiation of installations. The orientation will review all of the procedures that will be implemented in the program, changes from the previous program, and expectations for implementation of the current program. The orientation meeting should last approximately two hours and cover topics such as customer scheduling, controller settings, deficit irrigator settings, customer interaction, controller settings, COVID-19 precautions and other topics as needed.

**D. Schedule and conduct a post-installation follow-up inspection for each installed WBIC**

Following on-site installation, a virtual audit will be conducted by the subcontractor, consisting of a review of zone settings and validation that current schedule parameters are compliant with watering restrictions. Additionally, a follow up email will be sent by Contractor, allowing users to provide feedback on controller operation and services provided. If this feedback suggests further troubleshooting is necessary, a phone call will be scheduled by Contractor to resolve the issue. If additional support is needed, Contractor will dispatch an installation professional to perform a physical audit.

**E. Outreach and recruitment of Agency customers**

The Agency will take the lead performing the necessary outreach to customers to encourage them to participate in the program through the website portal.

**F. Maintain existing website that informs customers about the program and eligibility Requirements**

Contractor, in cooperation with Rachio, will maintain a signup website specific to LVMWD's program that will allow users to enter their personal information and account number, and then screens them for eligibility based on an "approved" list provided by the Agency. An automated response will be sent to their email confirming eligibility and informing them that they will receive a scheduling phone call from Contractor within two business days. The portal will also be able to facilitate the required customer cost share with customers being able to pay while registering for the program. Eligible program participants will be required to provide an esignature for a release of liability and agreement to the program conditions.

**G. Provide monthly reports on program progress**

Monthly reports will be generated by Contractor listing the customer names, account numbers, addresses, contact person's name and contact information for every installation. In addition, an account of results from inspections, site visits and installations will be provided.

**H. Provide monthly invoicing**

Contractor will send monthly invoices to the Agency documenting the costs for each unit and services and equipment provided in the previous month and submitted to [accountspayable@lvmwd.com](mailto:accountspayable@lvmwd.com) with a copy sent to the agency contact. Documentation of each installation performed during the billing period will also be provided including photos and customer confirmation of installation.

#### **I. Final Report**

Contractor will prepare a final report summarizing program implementation including the total number of controllers installed, results of follow-up meetings with customers, controller analytics, challenges encountered, and recommendations based upon program experience. The report will be delivered at the end of the program's funding, estimated to be approximately end-FY22.

**EXHIBIT B  
FEE SCHEDULE**

**LVMWD Smart Controller Program Fee Schedule  
Valley Soil Rate Sheet**

Controller Zones	8	16
<b>Controller Cost to Valley Soil</b>		
Controller Cost w/ Partner Discount	169.99	179.99
Customer Cost Share to Rachio (-)	99.00	99.00
Controller Cost to Valley Soil	70.99	80.99
Sales Tax 9.5 %	6.74	7.69
<b>Total Controller Cost to Valley Soil</b>	<b>77.73</b>	<b>88.68</b>
<b>Valley Soil Installation and Administration</b>		
Program Administration : Actual Total, ea	\$40.00	\$40.00
Pro Installation	175.00	175.00
	215.00	215.00
<b>Total Valley Soil Charge per Controller</b>	<b>292.73</b>	<b>303.68</b>
<b>Additional Rebates to Valley Soil</b>		
Metropolitan WD Rebate to Valley Soil (-)	80.00	80.00
<b>Total Cost to LVMWD for First Controller</b>		
<b>Total Installed Charge to LVMWD</b>	<b>212.73</b>	<b>223.68</b>
<b>LVMWD Charge from Valley Soil</b>	<b>212.50</b>	<b>223.50</b>
<b>Potential Additional Charges for First Controller</b>		
Enclosure and Electrical Pigtails	43.00	43.00
Split Relays - LVMWD charged for first relay, 2 needed	97.50	97.50
Trip Charge - if customer is not present	50.00	50.00
Warranty Charge - repairs and servicing	65.00	65.00

\*Additional items may be needed for installation such as enclosure and relays. LVMWD may not want the customer to pay for the 2nd relay, if needed, total price: \$195.00 / pair. Contractor shall invoice the District for the additional expense for this type of installation.

\*\* Contractor will reimburse Rachio for increased cost of controller and sales tax monthly based on the number of second or more controllers installed each month

The total not-to-exceed "out of pocket" cost to District under this Agreement, accounting for all discounts and rebates, is \$495,000. Contractor shall not perform services that will exceed this amount without prior written authorization from the District.

**EXHIBIT C  
KEY PERSONNEL**

Eric Anderson,  
President

Terry Anderson,  
Secretary



# CONTRACT CHANGE ORDER

No. 1

4232 Las Virgenes Road  
Calabasas, California 91302-1994

Project: Guidance

Contractor Valley Soil, Inc

Date 01/31/2022

VENDOR SERVICE AGREEMENT CHANGE ORDER NO. 1 The Contractor is hereby authorized and directed to make the herein described changes from the original professional service agreement.

This change requested by: Las Virgenes Municipal Water District and Valley Soil, Inc

## DESCRIPTION OF CHANGE:

**Valley Soil has been our lead contractor for installation and program administration for our Smart Controller Program. Valley Soil will continue their scope of work as listed in original agreement. However, this change order is for additional tasks that they will take on.**

**Due to the Level III drought conditions, LVMWD determined that some customers would greatly benefit from a little more knowledge, training, reprogramming and customer assistance that should include solutions for increased conservation and maintaining current plant health unless more severe measures are determined.**

**The addition of the task outlined below will allow the District more flexibility when providing assistance to program participants.**

## Scope of Work

- During our course of existing work, the LVMWD may forward high water use customers who would benefit from an additional programming review and assistance.
- Recontact customers and schedule a site visitation date.
- Previous controller data generally exists which shall be reviewed with the customer.
- Check for any leaks.
- Review the current wifi based controller data and determine:
  - 1) What changes have occurred
  - 2) Who manages the controller
  - 3) What changes have been made and
  - 4) Where is the plant material.
- Review each valves parameter:
  - 1) Run times
  - 2) Water Days
  - 3) Plant type
  - 4) Kc
  - 5) % Adjust
  - 6) Hidden or secondary adjustments, etc.
- Review the findings with the owner.
- Discuss what should be re-adjusted.
- Address any owner concerns as to why they believe reductions cannot be made.
- Reach parity, with minor compromises, if needed.
- Make necessary programming changes.
- Show the customer how minor or incremental individual valve changes can be good if stress conditions are

- later discovered and the ramifications of wholesale or global changes are made such as adding days, second starts, % adjustments, how the regular use of the cloud based app to “check” the system impacts water consumption and demonstrate correct remote valve sequencing.

Accepted:  
DocuSigned by:  
*Terry Anderson*  
By: \_\_\_\_\_  
DA57231527F34CE...  
Terry Anderson  
Date: 2/10/2022

Accepted:  
DocuSigned by:  
*Eric Anderson*  
By: \_\_\_\_\_  
983447C87C094DE...  
Eric Anderson  
Date: 2/10/2022

Approved:  
DocuSigned by:  
*Dave W. Pedersen*  
By: \_\_\_\_\_  
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Dave W. Pedersen, General Manager  
Date: 2/10/2022

- THIS CHANGE ORDER IS NOT EFFECTIVE UNTIL APPROVED BY DISTRICT
- IF ACCEPTABLE TO THE CONTRACTOR, THIS CHANGE ORDER IS EFFECTIVE IMMEDIATELY