

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

AGENDA
LVMWD BOARD OF DIRECTORS - REGULAR MEETING
TUESDAY, JUNE 20, 2023 – 9:00 AM

PUBLIC PARTICIPATION: The public may join this meeting virtually or attend in person in the Board Room. Teleconference participants will be muted until recognized at the appropriate time by the Board President. To join via teleconference, please use the following Webinar ID: 884 2348 9731.

Webinar ID: <https://us06web.zoom.us/j/88423489731>

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

884 2348 9731

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; or inform the Executive Assistant/Clerk of the Board if attending in person.

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. To ensure distribution of the agenda, please submit comments 24 hours prior to the day of the meeting. Those comments, as well as any comments received during the meeting, will be distributed to the members of the Board of Directors and will be made part of the official public record of the meeting. Contact Josie Guzman, Executive Assistant/Clerk of the Board, at (818) 251-2123 or jguzman@lvmwd.com with any questions.

ACCESSIBILITY: If requested, the agenda and backup materials will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in the implementation thereof. Any person who requires a disability-related modification or accommodation, to attend or participate in this meeting, including auxiliary aids or services, may request such reasonable modification or accommodation by contacting the Executive Assistant/Clerk of the Board by telephone at (818) 251-2123 or via email to jguzman@lvmwd.com at least 48 hours prior to the 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 agenda items will be recognized at the time the item is called up for discussion.

Materials prepared by the District in connection with the subject matter on the agenda are available for public inspection at 4232 Las Virgenes Road, Calabasas, CA 91302. Materials prepared by the District and distributed to the Board during this meeting are available for public inspection at the meeting or as soon thereafter as possible. Materials presented to the Board by the public will be maintained as part of the records of these proceedings and are available upon request to the Clerk of the Board.

PLEDGE OF ALLEGIANCE

1. **CALL TO ORDER AND ROLL CALL**
2. **APPROVAL OF AGENDA**
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.

- 4.A **List of Demands: June 20, 2023** (Pg. 6)
Receive and file.

4.B **Minutes: Regular Meeting of June 6, 2023 (Pg. 55)**

Approve.

4.C **Directors' Per Diem: May 2023 (Pg. 64)**

Ratify.

4.D **State and Federal Legislative and Regulatory Advocacy: Assignment (Pg. 71)**

Authorize the General Manager to execute the necessary documents with Best Best & Krieger LLP for the assignment of state advocacy services to Syrus Devers Advocacy LLC.

4.E **Pure Water Project Las Virgenes-Triunfo: MWD Local Resources Program (Pg. 89) Application**

Authorize the General Manager to submit a Local Resources Program application to Metropolitan Water District of Southern California for the Pure Water Project Las Virgenes-Triunfo, selecting Option No. 1 for sliding scale incentives of up to \$340 per acre-foot over 25 years.

4.F **Calleguas-Las Virgenes Municipal Water District Interconnection Project: (Pg. 101) SCADA Integration Services**

Accept the proposal from MSO Technologies, Inc., and authorize the General Manager to execute a change order, in the amount of \$31,350, for SCADA system integration services related to the Calleguas-Las Virgenes Municipal Water District Interconnection Project.

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

5.A **MWD Representative Report (Pg. 105)**

5.B **Legislative and Regulatory Updates**

6. **TREASURER**

7. **BOARD OF DIRECTORS**

7.A **ACWA Region 8 Board of Directors: Nomination and Support (Pg. 111)**

Pass, approve, and adopt proposed Resolution No. 2623, nominating and supporting Director Leonard E. Polan as a candidate for the ACWA Region 8 Board of Directors.

RESOLUTION NO. 2623

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT PLACING IN NOMINATION DIRECTOR LEONARD E. POLAN AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES REGION 8 BOARD OF DIRECTORS

(Reference is hereby made to Resolution No. 2623 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

7.B **ACWA Statewide Position of President: Nomination and Support (Pg. 128)**

Pass, approve, and adopt proposed Resolution No. 2624, nominating and supporting Cathy Green as a candidate for the position of ACWA President.

RESOLUTION NO. 2624

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT IN SUPPORT OF THE NOMINATION OF CATHY GREEN AS A CANDIDATE FOR THE POSITION OF ASSOCIATION OF CALIFORNIA WATER AGENCIES PRESIDENT

(Reference is hereby made to Resolution No. 2624 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

8. FACILITIES AND OPERATIONS

8.A Potable Water System Coating Program: Authorization (Pg. 134)

Authorize the General Manager to execute an agreement with Vital Coatings, Inc., in the amount of \$98,510, to provide coating services for various potable water distribution system facilities.

9. FINANCE AND ADMINISTRATION

9.A Total Compensation Study Update: Authorization (Pg. 137)

Authorize the General Manager to execute an agreement with CPS HR Consulting, in an amount not to exceed \$50,000, to update the District's Total Compensation Study.

9.B Internal Audit Work Plan for Fiscal Year 2023-24: Authorization (Pg. 139)

Authorize an amendment to the professional services agreement with Eide Bailly LLP, in the amount of \$99,500, to complete the Fiscal Year 2023-24 Internal Audit Work Plan.

9.C Information Technology Master Plan and Operational Review: Award (Pg. 146)

Accept the proposal from ClientFirst Technology Consulting, and authorize the General Manager to execute a professional services agreement, in the amount of \$79,985, for an Information Technology Master Plan and Operational Review.

10. ENGINEERING AND EXTERNAL AFFAIRS

10.ALV-2 Pump Station Variable Frequency Drives Replacement Project: (Pg. 200) Construction Award

Award a construction contract, in the amount of \$548,600, to Taft Electric Company; reject all remaining bids upon receipt of duly executed contract documents; and reappropriate funding, in the amounts of \$31,146 and \$150,480, from CIP No. 10727, Stunt Road Pump Station Improvements Project, and CIP No. 10784, Potable Water System Small Valve Replacement Project, respectively, for CIP No. 10781, LV-2 Pump Station Variable Frequency Drives Replacement Project.

11. NON-ACTION ITEMS

A. Organization Reports

B. Director's Reports on Outside Meetings

C. General Manager's Reports

(a) General Business

(b) Follow-up Items

D. Director's Comments

12. **FUTURE AGENDA ITEMS**

13. **PUBLIC COMMENTS**

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14. **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: ANDY CORADESCHI, TREASURER

Payments for Board Meeting of : June 20, 2023

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. 106998 through 107104 were issued in the total amount of: \$ 609,967.22

Payments through direct disbursements as follows:

5/23/2023 Las Virgenes Municipal Water District payment number 23230 through 23238: \$ 1,580.35

Payments through wire transfers as follows:

5/30/2023 Metropolitan Water District payment for water deliveries in the month of April 2023: \$ 1,448,389.90

\$ 1,448,389.90

Total Payments \$ 2,059,937.47

(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
6/20/2023**

Company Name	Company No.	Check No. 106998-107065 05/23/23	Check No. 107066-107104 05/30/23	Total
		Amount	Amount	
Potable Water Operations	101	21,262.82	9,909.68	31,172.50
Recycled Water Operations	102	8,138.50		8,138.50
Sanitation Operations	130	35,317.15	201.00	35,518.15
Potable Water Construction	201			-
Water Conservation Construction	203			-
Sanitation Construction	230			-
Potable Water Replacement	301	95,367.58		95,367.58
Recycled Water Replacement	302			-
Sanitation Replacement	330			-
Internal Service	701	41,814.12	232,648.54	274,462.66
JPA Operations	751	41,930.66	35,648.50	77,579.16
JPA Construction	752			-
JPA Replacement	754	87,728.67		87,728.67
Total Printed		331,559.50	278,407.72	609,967.22
Voided Checks/payment stopped:				
				-
				-
				-
				-
				-
				-
				-
Total Voids		-	-	-
Net Total		331,559.50	278,407.72	609,967.22

**DIRECT DISBURSEMENTS LISTING FOR BOARD MEETING
6/20/2023**

		Direct Disb. No. 23230-23238 05/23/23	
Company Name	Company No.	Amount	Total
Potable Water Operations	101	586.61	586.61
Recycled Water Operations	102		-
Sanitation Operations	130		-
Potable Water Construction	201		-
Water Conservation Construction	203		-
Sanitation Construction	230		-
Potable Water Replacement	301		-
Recycled Water Replacement	302		-
Sanitation Replacement	330		-
Internal Service	701	926.56	926.56
JPA Operations	751	67.18	67.18
JPA Construction	752		-
JPA Replacement	754		-
	Total Printed	1,580.35	1,580.35
Voided Direct Disbursements:			
		-	-
	Total Voids	-	-
	Totals	1,580.35	1,580.35

**WIRE LISTING FOR BOARD MEETING
6/20/2023**

		Wire No. 18 05/30/23	
Company Name	Company No.	Amount	Total
Potable Water Operations	101	1,448,389.90	1,448,389.90
Recycled Water Operations	102		-
Sanitation Operations	130		-
Potable Water Construction	201		-
Water Conservation Construction	203		-
Sanitation Construction	230		-
Potable Water Replacement	301		-
Recycled Water Replacement	302		-
Sanitation Replacement	330		-
Internal Service	701		-
JPA Operations	751		-
JPA Construction	752		-
JPA Replacement	754		-
	Total Printed	<u>1,448,389.90</u>	<u>1,448,389.90</u>
Voided Wires:		-	-
	Total Voids	<u>-</u>	<u>-</u>
	Totals	<u>1,448,389.90</u>	<u>1,448,389.90</u>

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
106998	05/23/2023	PRTD	30555 13 STARS MEDIA	2023-13305	02/01/2023		052323	1,200.00
			Invoice: 2023-13305					
				1,200.00	101900	660400	AD JAN/FEB'23 ISSUE Public Education Programs	
							CHECK 106998 TOTAL:	1,200.00
106999	05/23/2023	PRTD	2317 ACORN NEWSPAPER	200689	04/29/2023		052323	865.00
			Invoice: 200689					
				432.50	101900	660400	4X5 DISPLAY AD - LANDSCAPE & COPMOST 4/28 Public Education Programs	
				432.50	751840	660400	Public Education Programs	
							CHECK 106999 TOTAL:	865.00
107000	05/23/2023	PRTD	3077 AIRGAS USA, LLC	9997001517	04/30/2023		052323	328.85
			Invoice: 9997001517					
				328.85	701002	551500	CYLINDER RENT - APR'23 Outside Services	
							CHECK 107000 TOTAL:	328.85
107001	05/23/2023	PRTD	30609 AMA DIVERSIFIED CONSTRUCTION GROU	090620/051123	05/11/2023		052323	866.89
			Invoice: 090620/051123					
				866.89	101	230500	RFND TEMP METER DEPOSIT 0010001331-090620 Deposit Refd Clearing-Billing	
							CHECK 107001 TOTAL:	866.89
107002	05/23/2023	PRTD	30624 AREZOO MOHANDESSI	051523	05/15/2023		052323	1,734.59
			Invoice: 051523					
				1,734.59	701420	683000	TYLER TECH CONF 5/7-5/10/23 Training & Professional Devel	
							CHECK 107002 TOTAL:	1,734.59
107003	05/23/2023	PRTD	19779 CALABASAS STYLE, LLC	2023-26842	04/16/2023		052323	1,200.00
			Invoice: 2023-26842					
				1,200.00	101900	660400	AD MAY/JUNE'23 ISSUE Public Education Programs	
							CHECK 107003 TOTAL:	1,200.00
107004	05/23/2023	PRTD	5405 CALOLYMPIC SAFETY	402874	05/02/2023	2230169	052323	2,681.07
			Invoice: 402874					
				2,681.07	701	132000	TRAFFIC CONES Storeroom & Truck Inventory	
							CHECK 107004 TOTAL:	2,681.07

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
107005	05/23/2023	PRTD	20655 CANNON CORPORATION	84481	05/08/2023		052323	1,207.50
			Invoice: 84481					
				1,207.50	754440	900000	TAPIA SELECTOR CHNL REPAIRS Capital Asset Expenses	
							CHECK 107005 TOTAL:	1,207.50
107006	05/23/2023	PRTD	2536 CITY OF LOS ANGELES	WP230000074	03/22/2023		052323	35,317.15
			Invoice: WP230000074					
				35,317.15	130100	574000	ASSFC EL CANON 7/1/21-6/30/22 Purch Svc-City Of LA	
							CHECK 107006 TOTAL:	35,317.15
107007	05/23/2023	PRTD	16364 D&H WATER SYSTEMS INC.	I2023-0628	05/04/2023	2230167	052323	4,683.67
			Invoice: I2023-0628					
				4,683.67	101200	541000	SODIUM HYPOCHORITE CHEMICAL Supplies/Material	
							CHECK 107007 TOTAL:	4,683.67
107008	05/23/2023	PRTD	30613 DAVID CAPITAL	088405/051723	05/17/2023		052323	81.40
			Invoice: 088405/051723					
				81.40	101	230500	RFND FINAL CR BAL 0000942540-088405 Deposit Refd Clearing-Billing	
							CHECK 107008 TOTAL:	81.40
107009	05/23/2023	PRTD	2601 DELL COMPUTER CORP.	10669560579	05/03/2023	2230168	052323	2,350.79
			Invoice: 10669560579					
				2,350.79	701420	543000	DELL RUGGED LAPTOP Capital Outlay	
							CHECK 107009 TOTAL:	2,350.79
107010	05/23/2023	PRTD	7257 DIRECTV, INC.	015016309X230511	05/11/2023		052323	22.25
			Invoice: 015016309X230511					
				22.25	701001	551500	TV ACCESS FEE 5/10-6/9/23 Outside Services	
							CHECK 107010 TOTAL:	22.25
107011	05/23/2023	PRTD	30614 ED O'NEILL CONSTRUCTION INC	084569/051723	05/17/2023		052323	177.14
			Invoice: 084569/051723					
				177.14	101	230500	RFND FINAL CR BAL 0010000241-084569 Deposit Refd Clearing-Billing	
							CHECK 107011 TOTAL:	177.14

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
107012	05/23/2023	PRTD	30612 ELAD POLATOV	086892/051723	05/17/2023		052323	144.93
			Invoice: 086892/051723					
				144.93 101	230500		RFND FINAL CR BAL 0002160242-086892 Deposit Refd Clearing-Billing	
							CHECK 107012 TOTAL:	144.93
107013	05/23/2023	PRTD	15907 ELY JR'S PUMPING	088074/051523	05/15/2023		052323	428.38
			Invoice: 088074/051523					
				428.38 101	230500		RFND FINAL CR BAL 0010001606-088074 Deposit Refd Clearing-Billing	
			ELY JR'S PUMPING					
			Invoice: 088074/051523A					
				821.02 101	230500		088074/051523A RFND FINAL CR BAL 0010001726-088074 Deposit Refd Clearing-Billing	821.02
							CHECK 107013 TOTAL:	1,249.40
107014	05/23/2023	PRTD	30610 EUGENE OLSON	007135/051723	05/17/2023		052323	58.97
			Invoice: 007135/051723					
				58.97 101	230500		RFND FINAL CR BAL 0000580270-007135 Deposit Refd Clearing-Billing	
							CHECK 107014 TOTAL:	58.97
107015	05/23/2023	PRTD	2654 FAMCON PIPE	S100100057.001	05/01/2023	2230160	052323	3,564.32
			Invoice: S100100057.001					
				3,564.32 701	132000		A.Y. MCDONALD METER PARTS Storeroom & Truck Inventory	
							CHECK 107015 TOTAL:	3,564.32
107016	05/23/2023	PRTD	30626 GARY BURNS	050123	05/01/2023		052323	157.20
			Invoice: 050123					
				157.20 701112	601000		SOUTHERN CA WATER COALITION QTLY LUCNH 4/28/23 Directors' Conference Exp	
							CHECK 107016 TOTAL:	157.20
107017	05/23/2023	PRTD	30364 GEOTAB USA, INC	IN337747	04/30/2023		052323	1,578.50
			Invoice: IN337747					
				1,578.50 701326	622500		PRO PLUS PLAN & SUPPORT APR'23 Radio Maintenance Expense	
							CHECK 107017 TOTAL:	1,578.50
107018	05/23/2023	PRTD	2701 GRAINGER	9686653354	04/25/2023		052323	424.46
			Invoice: 9686653354					
				424.46 751820	551000		3/4 HP MOTOR Supplies/Material	
			GRAINGER					
					9686882037		04/25/2023 052323	151.64

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
107023	05/23/2023	PRTD	20856 INTERNATIONAL PRINTING & TYPESETT	23037	04/26/2023		052323	104.03
			Invoice: 23037					
				104.03 751840 660400			PURE WATER TASTING EVENT SIGNAGE Public Education Programs	
							CHECK 107023 TOTAL:	104.03
107024	05/23/2023	PRTD	21609 IWATER, INC.	9659	05/09/2023	2230179	052323	8,798.40
			Invoice: 9659					
				8,798.40 701420 621500			TWO ADDITIONAL IWATER LICENSES System Support and Maintenance	
							CHECK 107024 TOTAL:	8,798.40
107025	05/23/2023	PRTD	21197 JACOBS ENGINEERING GROUP INC.	W9Y31200-027	04/30/2023		052323	78,965.43
			Invoice: W9Y31200-027					
				78,965.43 754440 900000			PWP ADVISOR/MOR SRV 1/28-2/24/23 Capital Asset Expenses	
							CHECK 107025 TOTAL:	78,965.43
107026	05/23/2023	PRTD	30617 JANET DANCIGER	001934/051123	05/11/2023		052323	69.24
			Invoice: 001934/051123					
				69.24 101 230500			RFND OVERPMT ON CLSD ACCT 0000260086-001934 Deposit Refd Clearing-Billing	
							CHECK 107026 TOTAL:	69.24
107027	05/23/2023	PRTD	30622 JASEN ROBINSON	051523	05/15/2023		052323	1,536.85
			Invoice: 051523					
				1,536.85 701420 683000			BOSSDESK CONFERENCE 5/10-5/12/23 Training & Professional Devel	
							CHECK 107027 TOTAL:	1,536.85
107028	05/23/2023	PRTD	30357 JESSICA CORTEZ	051223	05/12/2023		052323	1,754.78
			Invoice: 051223					
				1,754.78 701440 683000			TYLER TECH CONF 5/7-5/10/23 Training & Professional Devel	
							CHECK 107028 TOTAL:	1,754.78
107029	05/23/2023	PRTD	30625 KOURTNEY HAYNIE	051023	05/10/2023		052323	64.98
			Invoice: 051023					
				64.98 701340 683000			MWD CONFERENCE 4/12/23 Training & Professional Devel	
							CHECK 107029 TOTAL:	64.98

A/P CASH DISBURSEMENTS JOURNAL

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
107030	05/23/2023	PRTD	3038 LARRY WALKER & ASSOC	00532.04-9	04/13/2023		052323	8,138.50
	Invoice: 00532.04-9			8,138.50 102100 551500	MAR'23 - RWENG REPORT UPDT Outside Services			
					CHECK		107030 TOTAL:	8,138.50
107031	05/23/2023	PRTD	30358 LIZA FRANCISCO	051623	05/16/2023		052323	1,259.78
	Invoice: 051623			1,259.78 701440 683000	TYLER TECH CONF 5/7-5/10/23 Training & Professional Devel			
					CHECK		107031 TOTAL:	1,259.78
107032	05/23/2023	PRTD	30292 DENNIS MCCOY & JANE MCCOY	013185/051723	05/17/2023		052323	400.00
	Invoice: 013185/051723			400.00 101 230500	RFND FINAL CR BAL 0000850146-013185 Deposit Refd Clearing-Billing			
					CHECK		107032 TOTAL:	400.00
107033	05/23/2023	PRTD	2814 MCMaster-CARR SUPPLY CO	97374994	05/05/2023		052323	27.14
	Invoice: 97374994			27.14 751820 551000	COPPER FITTINGS Supplies/Material			
			MCMaster-CARR SUPPLY CO	97256875	05/03/2023	2230121	052323	4,835.83
	Invoice: 97256875			4,835.83 751820 551000	MANUAL HIGH REACH LIFT TRUCK Supplies/Material			
					CHECK		107033 TOTAL:	4,862.97
107034	05/23/2023	PRTD	21558 MKN-MICHAEL K NUNLEY & ASSOCIATES	102532	05/03/2023		052323	185.40
	Invoice: 102532			185.40 754440 900000	TAPIA OUTFALL REHAB 3/31-4/29/23 Capital Asset Expenses			
					CHECK		107034 TOTAL:	185.40
107035	05/23/2023	PRTD	30611 MOHAMMAD KHORASSANI	029027/051723	05/17/2023		052323	24.68
	Invoice: 029027/051723			24.68 101 230500	RFND FINAL CR BAL 0001010752-029027 Deposit Refd Clearing-Billing			
					CHECK		107035 TOTAL:	24.68
107036	05/23/2023	PRTD	30003 NV5, INC	326945	04/26/2023		052323	12,597.23
	Invoice: 326945			12,597.23 301440 900000	INSPECTION SOIL TESTING 12/1/22-3/31/23 Capital Asset Expenses			

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
							CHECK 107036 TOTAL:	12,597.23
107037	05/23/2023	PRTD	21659 ONTARIO REFRIGERATION SERVICE, IN	GW26157M	03/01/2023		052323	635.00
			Invoice: GW26157M		MAINT 3/1-5/31/23 TAPIA			
				635.00 751810 551500	Outside Services			
							CHECK 107037 TOTAL:	635.00
107038	05/23/2023	PRTD	18946 PACIFIC ADVANCED CIVIL ENGINEERIN	7187	04/30/2023		052323	2,083.00
			Invoice: 7187		TAPIA CLARIFIER REHAB SERVICES THROUGH 4/30/23			
				2,083.00 754440 900000	Capital Asset Expenses			
							CHECK 107038 TOTAL:	2,083.00
107039	05/23/2023	PRTD	30153 DONALD PATTERSON	051023	05/10/2023		052323	1,320.05
			Invoice: 051023		ACWA JPIA MTG & ACWA FINCE COMT MTG 5/7-5/9/23			
				1,320.05 701410 711000	Travel / Misc Staff Exp			
							CHECK 107039 TOTAL:	1,320.05
107040	05/23/2023	PRTD	30336 PIPE TEC, INC.	10727	05/02/2023		052323	3,234.00
			Invoice: 10727		C LINE SEWER CLEANING 5/2/23			
				3,234.00 751800 551500	Outside Services			
			Invoice: 11221					
			PIPE TEC, INC.	11221	05/02/2023		052323	2,435.00
				2,435.00 751800 551500	C LINE SEWER CLEANING 5/2/23			
					Outside Services			
							CHECK 107040 TOTAL:	5,669.00
107041	05/23/2023	PRTD	30155 LEN POLAN	050223	05/02/2023		052323	32.10
			Invoice: 050223		AWAVC WATER SYMPOSIUM 4/20/23			
				32.10 701112 601000	Directors' Conference Exp			
							CHECK 107041 TOTAL:	32.10
107042	05/23/2023	PRTD	30580 PULTE HOME COMPANY LLC	088298/051723	05/17/2023		052323	49.10
			Invoice: 088298/051723		RFND FINAL CR BAL 0010001006-088298			
				49.10 101 230500	Deposit Refd Clearing-Billing			
			Invoice: 088298/051723A					
			PULTE HOME COMPANY LLC	088298/051723A	05/17/2023		052323	11.00
				11.00 101 230500	RFND FINAL CR BAL 0010001001-088298			
					Deposit Refd Clearing-Billing			
			Invoice: 088298/051723B					
			PULTE HOME COMPANY LLC	088298/051723B	05/17/2023		052323	39.55
					RFND FINAL CR BAL 0010001066-088298			

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
							CHECK 107054 TOTAL:	1,167.18
107055	05/23/2023	PRTD	21599 THE ROVISYS COMPANY	84282	05/04/2023		052323	6,896.00
			Invoice: 84282	6,896.00	301440	900000	UPGRD MASTER PLAN DVLPMNT APR'23 Capital Asset Expenses	
			THE ROVISYS COMPANY	84284	05/04/2023		052323	1,745.30
			Invoice: 84284	1,745.30	754440	900000	TAPIA SCADA UPGRD APRIL'23 Capital Asset Expenses	
			THE ROVISYS COMPANY	84283	05/04/2023		052323	808.04
			Invoice: 84283	808.04	754440	900000	TMDL SCADA UPGRD APRIL'23 Capital Asset Expenses	
			THE ROVISYS COMPANY	84609	05/09/2023		052323	5,074.54
			Invoice: 84609	5,074.54	301440	900000	UPGRD MASTER PLAN DVLPT UPDATED APR23 Capital Asset Expenses	
			THE ROVISYS COMPANY	83880	04/10/2023		052323	8,992.23
			Invoice: 83880	8,992.23	301440	900000	UPGRD MASTER PLAN DVLPT UPDATED MAR23 Capital Asset Expenses	
CHECK 107055 TOTAL:								23,516.11
107056	05/23/2023	PRTD	30623 THIEU CHAU	051123	05/11/2023		052323	1,121.70
			Invoice: 051123	1,121.70	701440	683000	TYLER TECH CONF 5/7-5/10/23 Training & Professional Devel	
CHECK 107056 TOTAL:								1,121.70
107057	05/23/2023	PRTD	30616 TIM MEISE	086646/051723	05/17/2023		052323	285.50
			Invoice: 086646/051723	285.50	101	230500	RFND FINAL CR BAL 0000350910-086646 Deposit Refd Clearing-Billing	
CHECK 107057 TOTAL:								285.50
107058	05/23/2023	PRTD	19135 TRANSUNION RISK AND ALTERNATIVE D	974571/APR'23	05/01/2023		052323	160.00
			Invoice: 974571/APR'23	160.00	701221	620000	APR'23 BAD DEBT SRV Forms, Supplies And Postage	
CHECK 107058 TOTAL:								160.00
107059	05/23/2023	PRTD	3006 UNDERGROUND SERVICE ALERT	22-2303824	05/01/2023		052323	135.99
			Invoice: 22-2303824	135.99	101700	551500	DIG SAFE FEE APR'23 outside Services	
			UNDERGROUND SERVICE ALERT	420230426	05/01/2023		052323	617.25

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: 420230426				617.25	101700	551500	INVOICE DTL DESC 347 TICKETS - APR'23 Outside Services	
							CHECK 107059 TOTAL:	753.24
107060	05/23/2023	PRTD	21643 VALLEY SOIL, INC.	27202	05/10/2023		052323	5,875.50
Invoice: 27202				5,875.50	101800	670900	IRRIGATION CONTROLLER INSTALLS APR'23 Res. ET Irrigation Controller	
							CHECK 107060 TOTAL:	5,875.50
107061	05/23/2023	PRTD	21295 VERTICAL ELEVATOR SOLUTIONS, INC.	12337	05/01/2023		052323	290.00
Invoice: 12337				145.00	701001	551500	APR'23 ELEVATOR SRV Outside Services	
				145.00	701002	551500	Outside Services	
							CHECK 107061 TOTAL:	290.00
107062	05/23/2023	PRTD	19685 W. LITTEN INC.	23019	05/06/2023		052323	8,383.00
Invoice: 23019				8,383.00	751810	678800	SPRAYFIELD 4/30-5/6/23 District Sprayfield	
							CHECK 107062 TOTAL:	8,383.00
107063	05/23/2023	PRTD	30554 WESTERN WATER WORKS SUPPLY CO	1238387-00	05/03/2023	2230129	052323	3,442.68
Invoice: 1238387-00				3,442.68	701	132000	COPPER Storeroom & Truck Inventory	
							CHECK 107063 TOTAL:	3,442.68
107064	05/23/2023	PRTD	30421 WILLIAM MCDERMOTT	051023	05/10/2023		052323	480.13
Invoice: 051023				480.13	701210	711000	SOQUEL CREEK DISTRICT TOUR 5/7-5/8/23 Travel / Misc Staff Exp	
							CHECK 107064 TOTAL:	480.13
107065	05/23/2023	PRTD	30186 ZHAO, JOHN	050923	05/09/2023		052323	333.00
Invoice: 050923				333.00	701310	683000	CWEA CONF 4/17-4/21/23 Training & Professional Devel	
							CHECK 107065 TOTAL:	333.00

A/P CASH DISBURSEMENTS JOURNAL

NUMBER OF CHECKS 68 *** CASH ACCOUNT TOTAL *** 331,559.50

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	68	331,559.50

*** GRAND TOTAL *** 331,559.50

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
2023 11	294									
APP 101-200000		05/23/2023	052323	052323			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		21,262.82	
APP 999-100100		05/23/2023	052323	052323			Cash-General			331,559.50
APP 751-200000		05/23/2023	052323	052323			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		41,930.66	
APP 701-200000		05/23/2023	052323	052323			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		41,814.12	
APP 754-200000		05/23/2023	052323	052323			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		87,728.67	
APP 130-200000		05/23/2023	052323	052323			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		35,317.15	
APP 301-200000		05/23/2023	052323	052323			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		95,367.58	
APP 102-200000		05/23/2023	052323	052323			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		8,138.50	
GENERAL LEDGER TOTAL									331,559.50	331,559.50
APP 999-201010		05/23/2023	052323	052323			Due to/Due Frm Potable Wtr Ops		21,262.82	
APP 101-100100		05/23/2023	052323	052323			Cash-General			21,262.82
APP 999-207510		05/23/2023	052323	052323			Due to/Due FromJPA Operations		41,930.66	
APP 751-100100		05/23/2023	052323	052323			Cash-General			41,930.66
APP 999-207010		05/23/2023	052323	052323			Due to/Due FromInternal Svs		41,814.12	
APP 701-100100		05/23/2023	052323	052323			Cash-General			41,814.12
APP 999-207540		05/23/2023	052323	052323			Due to/Due FromJPA Replacement		87,728.67	
APP 754-100100		05/23/2023	052323	052323			Cash-General			87,728.67
APP 999-201300		05/23/2023	052323	052323			Due to/Due FrmSanitation Ops		35,317.15	
APP 130-100100		05/23/2023	052323	052323			Cash-General			35,317.15
APP 999-203010		05/23/2023	052323	052323			Due to/Due FrmPotable Wtr Repl		95,367.58	
APP 301-100100		05/23/2023	052323	052323			Cash-General			95,367.58
APP 999-201020		05/23/2023	052323	052323			Due to/Due Frm Recl Wtr Ops		8,138.50	
APP 102-100100							Cash-General			8,138.50

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
	05/23/2023	052323	052323							
SYSTEM GENERATED ENTRIES TOTAL									331,559.50	331,559.50
JOURNAL 2023/11/294 TOTAL									663,119.00	663,119.00

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	2023 11	294	05/23/2023	Cash-General Accounts Payable	21,262.82	21,262.82
				FUND TOTAL	21,262.82	21,262.82
102 Recycled Water Operations 102-100100 102-200000	2023 11	294	05/23/2023	Cash-General Accounts Payable	8,138.50	8,138.50
				FUND TOTAL	8,138.50	8,138.50
130 Sanitation Operations 130-100100 130-200000	2023 11	294	05/23/2023	Cash-General Accounts Payable	35,317.15	35,317.15
				FUND TOTAL	35,317.15	35,317.15
301 Potable Wtr Replacement Fund 301-100100 301-200000	2023 11	294	05/23/2023	Cash-General Accounts Payable	95,367.58	95,367.58
				FUND TOTAL	95,367.58	95,367.58
701 Internal Service Fund 701-100100 701-200000	2023 11	294	05/23/2023	Cash-General Accounts Payable	41,814.12	41,814.12
				FUND TOTAL	41,814.12	41,814.12
751 JPA Operations 751-100100 751-200000	2023 11	294	05/23/2023	Cash-General Accounts Payable	41,930.66	41,930.66
				FUND TOTAL	41,930.66	41,930.66
754 JPA Replacement 754-100100 754-200000	2023 11	294	05/23/2023	Cash-General Accounts Payable	87,728.67	87,728.67
				FUND TOTAL	87,728.67	87,728.67
999 Pooled Cash 999-100100 999-201010 999-201020 999-201300 999-203010 999-207010	2023 11	294	05/23/2023	Cash-General Due to/Due Frm Potable Wtr Ops Due to/Due Frm Recl Wtr Ops Due to/Due Frm Sanitation Ops Due to/Due Frm Potable Wtr Repl Due to/Due From Internal Svs	21,262.82 8,138.50 35,317.15 95,367.58 41,814.12	331,559.50

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
999-207510				Due to/Due FromJPA Operations	41,930.66	
999-207540				Due to/Due FromJPA Replacement	87,728.67	
				FUND TOTAL	331,559.50	331,559.50

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		21,262.82
102	Recycled Water Operations		8,138.50
130	Sanitation Operations		35,317.15
301	Potable Wtr Replacement Fund		95,367.58
701	Internal Service Fund		41,814.12
751	JPA Operations		41,930.66
754	JPA Replacement		87,728.67
999	Pooled Cash		
		331,559.50	
	TOTAL	331,559.50	331,559.50

** 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
INVOICE DTL DESC								
							CHECK 23237 TOTAL:	33.59
23238	05/23/2023	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	4665294	05/03/2023			33.59
			Invoice: 4665294		MORRSN P/S 3/23-4/24/23			
				33.59 751125 540540	Water			
							CHECK 23238 TOTAL:	33.59
				NUMBER OF CHECKS	9		*** CASH ACCOUNT TOTAL ***	1,580.35
				TOTAL MANUAL CHECKS	COUNT	AMOUNT		
					9	1,580.35		
							*** GRAND TOTAL ***	1,580.35

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296jcortez

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023 11	290	APP 701-200000	05/23/2023	CASH DISB	052323			Accounts Payable		926.56	
		APP 999-100100	05/23/2023	CASH DISB	052323			AP CASH DISBURSEMENTS JOURNAL Cash-General			1,580.35
		APP 101-200000	05/23/2023	CASH DISB	052323			Accounts Payable		586.61	
		APP 751-200000	05/23/2023	CASH DISB	052323			AP CASH DISBURSEMENTS JOURNAL Accounts Payable		67.18	
								AP CASH DISBURSEMENTS JOURNAL GENERAL LEDGER TOTAL		1,580.35	1,580.35
		APP 999-207010	05/23/2023	CASH DISB	052323			Due to/Due FromInternal Svcs		926.56	
		APP 701-100100	05/23/2023	CASH DISB	052323			Cash-General			926.56
		APP 999-201010	05/23/2023	CASH DISB	052323			Due to/Due Frm Potable Wtr Ops		586.61	
		APP 101-100100	05/23/2023	CASH DISB	052323			Cash-General			586.61
		APP 999-207510	05/23/2023	CASH DISB	052323			Due to/Due FromJPA Operations		67.18	
		APP 751-100100	05/23/2023	CASH DISB	052323			Cash-General			67.18
								SYSTEM GENERATED ENTRIES TOTAL		1,580.35	1,580.35
								JOURNAL 2023/11/290 TOTAL		3,160.70	3,160.70

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	2023 11	290	05/23/2023	Cash-General		586.61
				Accounts Payable	586.61	
				FUND TOTAL	586.61	586.61
701 Internal Service Fund 701-100100 701-200000	2023 11	290	05/23/2023	Cash-General		926.56
				Accounts Payable	926.56	
				FUND TOTAL	926.56	926.56
751 JPA Operations 751-100100 751-200000	2023 11	290	05/23/2023	Cash-General		67.18
				Accounts Payable	67.18	
				FUND TOTAL	67.18	67.18
999 Pooled Cash 999-100100 999-201010 999-207010 999-207510	2023 11	290	05/23/2023	Cash-General		1,580.35
				Due to/Due Frm Potable Wtr Ops	586.61	
				Due to/Due FromInternal Sys	926.56	
				Due to/Due FromJPA Operations	67.18	
				FUND TOTAL	1,580.35	1,580.35

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FR
101 Potable Water Operations		586.61
701 Internal Service Fund		926.56
751 JPA Operations		67.18
999 Pooled Cash		
	1,580.35	
	TOTAL	
	1,580.35	1,580.35

** 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
CHECK 107070 TOTAL: 901.74								
107071	05/30/2023	PRTD	16253 AT&T MOBILITY	287319785901X051023	05/02/2023		053023	128.80
			Invoice: 287319785901X051023				MOBILITY FOUNDATION ACCT 4/3-5/2/23	
				44.95 701331	540520		Telephone	
				40.24 701350	540520		Telephone	
				43.61 701221	540520		Telephone	
CHECK 107071 TOTAL: 4,124.25								
			AT&T MOBILITY	992789332X05112023	05/03/2023		053023	3,995.45
			Invoice: 992789332X05112023				WIRELESS SRV 4/4-5/3/23	
				43.23 101300	540520		Telephone	
				91.35 701122	540520		Telephone	
				46.06 701220	540520		Telephone	
				141.82 701221	540520		Telephone	
				316.78 701222	540520		Telephone	
				821.37 701224	540520		Telephone	
				43.23 701230	540520		Telephone	
				97.91 701320	540520		Telephone	
				389.80 701321	540520		Telephone	
				127.27 701322	540520		Telephone	
				120.20 701326	540520		Telephone	
				63.24 701330	540520		Telephone	
				1,036.91 701331	540520		Telephone	
				43.23 701410	540520		Telephone	
				34.07 701350	540520		Telephone	
				368.44 701420	540520		Telephone	
				33.33 751750	540520		Telephone	
				142.68 751810	540520		Telephone	
				34.53 751820	540520		Telephone	
CHECK 107072 TOTAL: 620.87								
107072	05/30/2023	PRTD	7770 AUTOMATIONDIRECT.COM	15064977	05/09/2023		053023	272.11
			Invoice: 15064977				ELECTRICAL SUPPLIES	
				272.11 101600	551000		Supplies/Material	
CHECK 107072 TOTAL: 94.72								
			Invoice: 15054453				05/05/2023	053023
				94.72 751810	551000		ELECTRICAL SUPPLIES	
							Supplies/Material	
CHECK 107072 TOTAL: 254.04								
			Invoice: 15042051				05/04/2023	053023
				254.04 101600	551000		DIGITAL PANEL METER	
							Supplies/Material	
CHECK 107073 TOTAL: 7,000.00								
107073	05/30/2023	PRTD	30607 AWARDCO, INC	INV4532	04/27/2023		053023	7,000.00
			Invoice: INV4532				EMPLOYEE RECOGNITION PLATFORM 04/21/23-04/24/23	
				7,000.00 701430	681500		Empl Recognition Functions	

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: 4152204432				648.71 701999 731600				
				143.29 701002 551000				
					APRIL'23 UNIFORMS/MATS/TOWELS			
					Uniforms			
					Supplies/Material			
					01/11/2023		053023	747.89
Invoice: 4143101214			CINTAS CORPORATION NO. 3	4143101214				
				604.60 701999 731600				
				143.29 701002 551000				
					JAN'23 UNIFORMS/MATS/TOWELS			
					Uniforms			
					Supplies/Material			
					04/18/2023		053023	-93.02
Invoice: 9220310100			CINTAS CORPORATION NO. 3	9220310100				
				-93.02 701999 731600				
					CREDIT MEMO FOR INVOICE 4143101214			
					Uniforms			
					03/29/2023		053023	646.99
Invoice: 4150805485			CINTAS CORPORATION NO. 3	4150805485				
				503.70 701999 731600				
				143.29 701002 551000				
					MAR'23 UNIFORMS/MATS/TOWELS			
					Uniforms			
					Supplies/Material			
					04/18/2023		053023	-6.49
Invoice: 9220310107			CINTAS CORPORATION NO. 3	9220310107				
				-6.49 701999 731600				
					CREDIT MEMO FOR INVOICE 415085485			
					Uniforms			
					01/04/2023		053023	1,040.57
Invoice: 4142272601			CINTAS CORPORATION NO. 3	4142272601				
				897.28 701999 731600				
				143.29 701002 551000				
					JAN'23 UNIFORMS/MATS/TOWELS			
					Uniforms			
					Supplies/Material			
					04/18/2023		053023	-385.70
Invoice: 9220310097			CINTAS CORPORATION NO. 3	9220310097				
				-385.70 701999 731600				
					CREDIT MEMO FOR INVOICE 9220310097			
					Uniforms			
					05/10/2023		053023	9.67
Invoice: 4155005640			CINTAS CORPORATION NO. 3	4155005640				
				9.67 701999 731600				
					MAY'23 UNIFORMS			
					Uniforms			
					04/18/2023		053023	66.18
Invoice: 4152739352			CINTAS CORPORATION NO. 3	4152739352				
				15.72 101600 551000				
				50.46 701999 731600				
					APR'23 UNIFORMS/MATS/TOWELS			
					Supplies/Material			
					Uniforms			
					CHECK	107076	TOTAL:	4,255.64
107077 05/30/2023 PRTD			30444 ERIC SCHLAGETER	051923				
Invoice: 051923				678.59 701350 683000				
					05/19/2023		053023	678.59
					TOUR OF SOQUEL CREEK PW FCLTY 5/8-5/9/23			
					Training & Professional Devel			
					CHECK	107077	TOTAL:	678.59

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
107078	05/30/2023	PRTD	18815 FASTENAL COMPANY	CAGOV5662	04/28/2023		053023	500.52
			Invoice: CAGOV5662	500.52 751810 551000	BOLT BIN STOCK Supplies/Material			
			Invoice: CAGOV5663	661.31 751820 551500	04/28/2023 BOLT BIN STOCK Outside Services		053023	661.31
						CHECK	107078 TOTAL:	1,161.83
107079	05/30/2023	PRTD	2658 FEDERAL EXPRESS CORP	8-129-37474	05/12/2023		053023	120.69
			Invoice: 8-129-37474	120.69 751820 571520	SOIL CONTROL LAB Other Laboratory Serv			
						CHECK	107079 TOTAL:	120.69
107080	05/30/2023	PRTD	19397 FIRST CHOICE SERVICES (DAIOHS USA	465583	05/11/2023		053023	216.97
			Invoice: 465583	216.97 701410 620000	MAY'23 COFFEE SRVC - TAPIA Forms, Supplies And Postage			
			Invoice: 465582	148.38 701410 620000	05/11/2023 MAY'23 COFFEE SRVC - RANCHO Forms, Supplies And Postage		053023	148.38
			Invoice: 465581	129.94 701410 620000	05/11/2023 MAY'23 COFFEE SRVC - OPS Forms, Supplies And Postage		053023	129.94
			Invoice: 465580	242.62 701410 620000	05/11/2023 MAY'23 COFFEE SRVC - HQ Forms, Supplies And Postage		053023	242.62
			Invoice: 465527	110.80 701410 620000	05/11/2023 MAY'23 COFFEE SRVC - WLK Forms, Supplies And Postage		053023	110.80
						CHECK	107080 TOTAL:	848.71
107081	05/30/2023	PRTD	2660 FISHER SCIENTIFIC	2754306	05/05/2023		053023	137.25
			Invoice: 2754306	137.25 701341 551000	LACHAT TUBING Supplies/Material			
						CHECK	107081 TOTAL:	137.25
107082	05/30/2023	PRTD	2701 GRAINGER	9701724990	05/09/2023		053023	101.02
			Invoice: 9701724990	101.02 101600 551000	ELECTRICAL SUPPLIES 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
107088	05/30/2023	PRTD	15749 LAWRENCE ROLL-UP DOORS, INC.	2351358	05/05/2023		053023	535.50
			Invoice: 2351358	535.50 751820 551500	REPAIR ROLL UP DOOR Outside Services			
					CHECK	107088	TOTAL:	535.50
107089	05/30/2023	PRTD	2814 MCMaster-CARR SUPPLY CO	96894899	04/27/2023		053023	35.14
			Invoice: 96894899	35.14 751810 551000	WORM-DRIVE CLAMP Supplies/Material			
			Invoice: 97054216	30.64 751820 551000	STAINLESS STEEL BAR Supplies/Material			
			Invoice: 96958546	131.88 751810 551000	MILL BITS Supplies/Material			
			Invoice: 96959710	731.62 751810 551000	MILL BITS Supplies/Material			
			Invoice: 97537179	37.98 101600 551000	SS TUBING AND BRACKET Supplies/Material			
					CHECK	107089	TOTAL:	967.26
107090	05/30/2023	PRTD	2839 MOTION INDUSTRIES, INC.	CA22-00740307	05/05/2023		053023	107.16
			Invoice: CA22-00740307	107.16 751820 551000	COIL KITS Supplies/Material			
					CHECK	107090	TOTAL:	107.16
107091	05/30/2023	PRTD	16754 NATURAL SURROUNDINGS	8077	05/01/2023		053023	345.00
			Invoice: 8077	345.00 701001 551500	MAY'23 INTERIOR PLANT CARE FEE Outside Services			
					CHECK	107091	TOTAL:	345.00
107092	05/30/2023	PRTD	2302 ODP BUSINESS SOLUTIONS LLC	309871662001	04/26/2023		053023	74.44
			Invoice: 309871662001	74.44 701410 620000	NAME SIGNS Forms, Supplies And Postage			
			Invoice: 311564398001	156.88 701410 620000	FILES, ENVELOPES Forms, Supplies And Postage			

A/P CASH DISBURSEMENTS JOURNAL

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

INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC				
	CHECK	107092	TOTAL:	231.32
107093 05/30/2023 PRTD 4586 ROYAL INDUSTRIAL SOLUTIONS 9009-1031937	03/01/2023		053023	103.13
Invoice: 9009-1031937	EXIT SIGN			
103.13 701326 551000	Supplies/Material			
	CHECK	107093	TOTAL:	103.13
107094 05/30/2023 PRTD 18973 SC FUELS 2359136-IN	05/08/2023		053023	578.89
Invoice: 2359136-IN	OIL			
578.89 751820 551000	Supplies/Material			
	CHECK	107094	TOTAL:	578.89
107095 05/30/2023 PRTD 21252 TYLER TECHNOLOGIES, INC. 045-415519	04/01/2023		053023	186,524.97
Invoice: 045-415519	APPLICATION SRVS 4/1/23-3/31/24			
186,524.97 701420 621500	System Support and Maintenance			
	CHECK	107095	TOTAL:	186,524.97
107096 05/30/2023 PRTD 20935 US METRO GROUP, INC. 107200	03/31/2023		053023	6,559.60
Invoice: 107200	DISINFECT SRVC - MAR'23			
2,427.05 701001 551500	Outside Services			
852.75 701002 551500	Outside Services			
852.74 751820 551800	Building Maintenance			
2,427.06 751810 551800	Building Maintenance			
Invoice: 107317	US METRO GROUP, INC. 107317		053023	5,704.00
	DISINFECT SRVC - APR'23			
2,110.48 701001 551500	Outside Services			
2,110.48 751810 551800	Building Maintenance			
741.52 701002 551500	Outside Services			
741.52 751820 551800	Building Maintenance			
	CHECK	107096	TOTAL:	12,263.60
107097 05/30/2023 PRTD 13653 USABLUBOOK 296062	03/13/2023		053023	968.97
Invoice: 296062	PARTS FOR TRUCK #950			
968.97 701322 572500	Genl Supplies/Small Tools			
	CHECK	107097	TOTAL:	968.97
107098 05/30/2023 PRTD 2780 VALLEY NEWS GROUP 5-4	05/04/2023		053023	250.00
Invoice: 5-4	DISPLAY AD - LVMWD SURVEY 5/4/23			
250.00 101900 660400	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
INVOICE DTL DESC								
Invoice: 5-11			VALLEY NEWS GROUP	5-11	05/11/2023		053023	250.00
		250.00	101900	660400	DISPLAY AD - SURVEY 5/11/23 Public Education Programs			
							CHECK 107098 TOTAL:	500.00
107099	05/30/2023	PRTD	18604 VENTURA PEST CONTROL	845648	12/06/2022		053023	590.00
Invoice: 845648					PEST CONTROL NOV'22			
		165.00	101600	551500	Outside Services			
		40.00	701002	551500	Outside Services			
		105.00	751820	551500	Outside Services			
		78.00	701001	551500	Outside Services			
		34.00	751200	551500	Outside Services			
		46.00	751810	551500	Outside Services			
		43.00	101200	551500	Outside Services			
		39.00	751100	551500	Outside Services			
		40.00	751830	551500	Outside Services			
Invoice: 848718			VENTURA PEST CONTROL	848718	01/03/2023		053023	590.00
		165.00	101600	551500	PEST CONTROL DEC'22			
		40.00	701002	551500	Outside Services			
		105.00	751820	551500	Outside Services			
		78.00	701001	551500	Outside Services			
		34.00	751810	551500	Outside Services			
		46.00	101200	551500	Outside Services			
		43.00	751100	551500	Outside Services			
		39.00	751830	551500	Outside Services			
		40.00	751200	551500	Outside Services			
Invoice: 852463			VENTURA PEST CONTROL	852463	01/27/2023		053023	55.00
		55.00	101600	551500	GOPHER SRV - WLK DEC'22 Outside Services			
Invoice: 854278			VENTURA PEST CONTROL	854278	02/07/2023		053023	55.00
		55.00	101600	551500	GOPHER SRV - WLK JAN'23 Outside Services			
Invoice: 854137			VENTURA PEST CONTROL	854137	02/07/2023		053023	590.00
		165.00	101600	551500	PEST CONTROL JAN'23			
		40.00	701002	551500	Outside Services			
		105.00	751820	551500	Outside Services			
		78.00	701001	551500	Outside Services			
		34.00	751200	551500	Outside Services			
		46.00	751810	551500	Outside Services			
		43.00	101200	551500	Outside Services			
		39.00	751100	551500	Outside Services			
		40.00	751830	551500	Outside Services			

A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
							CHECK 107103 TOTAL:	4,523.25
107104	05/30/2023	PRTD	8510 WORK BOOT WAREHOUSE	2-1-1007446	05/12/2023		053023	225.00
	Invoice: 2-1-1007446				SAFETY FOOTWARE - M.SAINZ			
				225.00	701342	623000	Safety Equip	
							CHECK 107104 TOTAL:	225.00
NUMBER OF CHECKS					39	*** CASH ACCOUNT TOTAL ***		278,407.72
TOTAL PRINTED CHECKS						COUNT	AMOUNT	
						39	278,407.72	
							*** GRAND TOTAL ***	278,407.72

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296tchau

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023 11	369										
APP 701-200000			05/30/2023	053023	053023			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		232,648.54	
APP 999-100100			05/30/2023	053023	053023			Cash-General			278,407.72
APP 101-200000			05/30/2023	053023	053023			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		9,909.68	
APP 751-200000			05/30/2023	053023	053023			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		35,648.50	
APP 130-200000			05/30/2023	053023	053023			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		201.00	
GENERAL LEDGER TOTAL										278,407.72	278,407.72
APP 999-207010			05/30/2023	053023	053023			Due to/Due FromInternal Svs		232,648.54	
APP 701-100100			05/30/2023	053023	053023			Cash-General			232,648.54
APP 999-201010			05/30/2023	053023	053023			Due to/Due Frm Potable Wtr Ops		9,909.68	
APP 101-100100			05/30/2023	053023	053023			Cash-General			9,909.68
APP 999-207510			05/30/2023	053023	053023			Due to/Due FromJPA Operations		35,648.50	
APP 751-100100			05/30/2023	053023	053023			Cash-General			35,648.50
APP 999-201300			05/30/2023	053023	053023			Due to/Due FrmSanitation Ops		201.00	
APP 130-100100			05/30/2023	053023	053023			Cash-General			201.00
SYSTEM GENERATED ENTRIES TOTAL										278,407.72	278,407.72
JOURNAL 2023/11/369 TOTAL										556,815.44	556,815.44

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	2023 11	369	05/30/2023	Cash-General		9,909.68
				Accounts Payable	9,909.68	
				FUND TOTAL	9,909.68	9,909.68
130 Sanitation Operations 130-100100 130-200000	2023 11	369	05/30/2023	Cash-General		201.00
				Accounts Payable	201.00	
				FUND TOTAL	201.00	201.00
701 Internal Service Fund 701-100100 701-200000	2023 11	369	05/30/2023	Cash-General		232,648.54
				Accounts Payable	232,648.54	
				FUND TOTAL	232,648.54	232,648.54
751 JPA Operations 751-100100 751-200000	2023 11	369	05/30/2023	Cash-General		35,648.50
				Accounts Payable	35,648.50	
				FUND TOTAL	35,648.50	35,648.50
999 Pooled Cash 999-100100 999-201010 999-201300 999-207010 999-207510	2023 11	369	05/30/2023	Cash-General		278,407.72
				Due to/Due Frm Potable Wtr Ops	9,909.68	
				Due to/Due Frm Sanitation Ops	201.00	
				Due to/Due From Internal Svs	232,648.54	
				Due to/Due From JPA Operations	35,648.50	
				FUND TOTAL	278,407.72	278,407.72

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		9,909.68
130	Sanitation Operations		201.00
701	Internal Service Fund		232,648.54
751	JPA Operations		35,648.50
999	Pooled Cash		
		278,407.72	
		TOTAL	278,407.72
		278,407.72	278,407.72

** 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
18	05/30/2023	WIRE	3384 METROPOLITAN WATER DISTRICT OF S.	11118	05/10/2023			1,448,389.90
Invoice: 11118								
				1,259,898.90	101001	500200	ANALYSIS MWD BILL - APRIL '23	
				37,895.00	101001	501200	Non-Interruptible	
				150,596.00	101001	501000	Capacity Reservation Charge	
							Readiness To Serve	
							CHECK 18 TOTAL:	1,448,389.90
NUMBER OF CHECKS					1	*** CASH ACCOUNT TOTAL ***		1,448,389.90
				TOTAL WIRE TRANSFERS		COUNT	AMOUNT	
						1	1,448,389.90	
							*** GRAND TOTAL ***	1,448,389.90

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296jcortez

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023 11	362	APP 101-200000	05/30/2023	CASH DISB	053023			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		1,448,389.90	
APP 999-100100		05/30/2023	CASH DISB	053023			Cash-General				1,448,389.90
										1,448,389.90	1,448,389.90
APP 999-201010		05/30/2023	CASH DISB	053023			Due to/Due Frm Potable Wtr Ops			1,448,389.90	
APP 101-100100		05/30/2023	CASH DISB	053023			Cash-General				1,448,389.90
										1,448,389.90	1,448,389.90
SYSTEM GENERATED ENTRIES TOTAL										1,448,389.90	1,448,389.90
JOURNAL 2023/11/362 TOTAL										2,896,779.80	2,896,779.80

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101	2023	11	362	05/30/2023	Potable Water Operations		
					101-100100		
					101-200000		
					Cash-General	1,448,389.90	1,448,389.90
					Accounts Payable		
					FUND TOTAL	1,448,389.90	1,448,389.90
999	2023	11	362	05/30/2023	Pooled Cash		
					999-100100		
					999-201010		
					Cash-General		
					Due to/Due Frm Potable Wtr Ops	1,448,389.90	1,448,389.90
					FUND TOTAL	1,448,389.90	1,448,389.90

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		1,448,389.90
999	Pooled Cash	1,448,389.90	
TOTAL		1,448,389.90	1,448,389.90

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



MWD
 METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA
 700 North Alameda Street
 Los Angeles, CA, 90012-2944

INVOICE

Billed To:

Las Virgenes Municipal Water District



Service Address

4232 Las Virgenes Road
 Calabasas, CA 91302

April 2023	Page No. 1 of 1
Mailed: 05/10/2023	Due Date: 06/30/2023
Invoice Number: 11118	Revision: 0

NOTICE

The MWD Administrative Code Section 4507 and 4508 require that payment must be made in "Good Funds" by the due date or the payment will be considered delinquent and an additional charge shall be assessed.

DELIVERIES

Volume (AF)

Total Water Treated Delivered	1,042.1
Total Water Untreated Delivered	

SALES

Type

Volume (AF)

Rate (\$ /AF)

Total (\$)

Full Service	Tier 1 Supply Rate	1,042.1	\$321.00	\$334,514.10
	System Access Rate	1,042.1	\$368.00	\$383,492.80
	System Power Rate	1,042.1	\$166.00	\$172,988.60
	Treatment Surcharge	1,042.1	\$354.00	\$368,903.40
SUBTOTAL				\$1,259,898.90

OTHER CHARGES AND CREDITS

Rate (\$ /AF)

Capacity Charge(Payment Schedule: M)	\$37,895.00
Readiness To Serve Charge(Payment Schedule: M)	\$150,596.00
SUBTOTAL	\$188,491.00

ADDITIONAL INFORMATION

Volume (AF)

Tier1 %

Peak Day

Flow (CFS)

Capacity Charge			8/5/2021	42.9
Purchase Order Firm Delivery To Date (Jan 2015 to Dec 2024)	154,572.6			
Tier 1 Annual Limit (For Current Calendar Year)	24,359.0			
Tier 1 YTD Deliveries (For Current Calendar Year)	3,443.4	14.1		
Tier 1 Current Month Deliveries	1,042.1			
Purchase Order Commitment (Jan 2015 to Dec 2024)	146,151.0			

INVOICE TOTAL

Volume AF

1,042.1

Amount Now Due

\$1,448,389.90

Note: Amount Due is based on highlighted fields



MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

700 North Alameda Street

Los Angeles, CA, 90012-2944

INVOICE DETAIL

NOTICE

The MWD Administrative Code Section 4507 and 4508 require that payment must be made in "Good Funds" by the due date or the payment will be considered delinquent and an additional charge shall be assessed.

IN ACCORDANCE WITH READINGS AND BILLING DATA LISTED BELOW

Agency Name	Invoice No.	Rev.	Bill Period	Page No.	Mailed On	Due On
Las Virgenes Municipal Water District	11118	0	April 2023	1 of 2	05-10-23	06-30-23

Meter No LV-01

Treated Domestic	Constant	Previous Reading	Current Reading	Volume (Cu. Ft.)	Rate Desc.
Chatsworth St. and Andora Ave.	100	22527449	22628256	10080700	Unbundled

--- DELIVERIES ---

	Rate Per AF	Volume AF	Amount
Tier 1 Supply Rate	321.00	231.4	74,279.40
System Access Rate	368.00	231.4	85,155.20
System Power Rate	166.00	231.4	38,412.40
Treatment Surcharge	354.00	231.4	81,915.60
Delivery Subtotal		231.4	279,762.60
LV-01 Total		231.4	279,762.60

Meter No LV-02

Treated Domestic	Constant	Previous Reading	Current Reading	Volume (Cu. Ft.)	Rate Desc.
Terminus of Calabasas Feeder	1,000	23143322	23177039	33717000	Unbundled

--- DELIVERIES ---

	Rate Per AF	Volume AF	Amount
Tier 1 Supply Rate	321.00	774.0	248,454.00
System Access Rate	368.00	774.0	284,832.00
System Power Rate	166.00	774.0	128,484.00
Treatment Surcharge	354.00	774.0	273,996.00
Delivery Subtotal		774.0	935,766.00
LV-02 Total		774.0	935,766.00

Meter No LV-03

Treated Domestic	Constant	Previous Reading	Current Reading	Volume (Cu. Ft.)	Rate Desc.
Chatsworth Park	10	93639619	93799293	1596740	Unbundled

--- DELIVERIES ---

	Rate Per AF	Volume AF	Amount
Tier 1 Supply Rate	321.00	36.7	11,780.70
System Access Rate	368.00	36.7	13,505.60
System Power Rate	166.00	36.7	6,092.20
Treatment Surcharge	354.00	36.7	12,991.80
Delivery Subtotal		36.7	44,370.30
LV-03 Total		36.7	44,370.30

--- OTHER CHARGES AND CREDITS ---

	Amount
Capacity Charge for current calendar year	37,895.00
Readiness to Serve Charge for current fiscal year	150,596.00

Agency Name	Invoice No.	Rev.	Bill Period	Page No.	Mailed On	Due On
Las Virgenes Municipal Water District	11118	0	April 2023	2 of 2	05-10-23	06-30-23

VOLUME TOTAL	INVOICE TOTAL
1,042.1	\$1,448,389.90

This invoice was printed on 5/9/2023 at 12:08:04PM



THE METROPOLITAN WATER DISTRICT
of SOUTHERN CALIFORNIA
700 North Alameda Street
Los Angeles, CA 90012-2944

<http://www.mwdh2o.com/>

**SUMMARY OF PROGRAM DEMANDS BY WATER DESCRIPTION IN ACRE FEET
BASED ON HISTORICAL WATER DELIVERIES
INVOICE COVER SHEET
For the Fiscal Year 2022 - 2023**

LV - Las Virgenes Municipal Water District

DELIVERIES													
MWD Water	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Year Bal
Program: BASIC													
TREATED FULL SERVICE													
Subtotal	1,047.7	1,211.0	997.5	974.7	922.3	963.8	761.6	858.6	781.1	1,042.1	0.0	0.0	9,560.4
BASIC Total	1,047.7	1,211.0	997.5	974.7	922.3	963.8	761.6	858.6	781.1	1,042.1	0.0	0.0	9,560.4
MWD Water Total	1,047.7	1,211.0	997.5	974.7	922.3	963.8	761.6	858.6	781.1	1,042.1	0.0	0.0	9,560.4



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

MINUTES
REGULAR MEETING

9:00 AM

June 6, 2023

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was led by Adam Kelly.

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. Susan Brown, Administrative Assistant, conducted the roll call.

Present: Directors Gary Burns, Charles Caspary, Andy Coradeschi, Jay Lewitt, and Len Polan.

Absent: None

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

2. APPROVAL OF AGENDA

General Manager David Pedersen suggested that the Board move Item 7A to follow Item 7E.

Director Caspary moved to approve the agenda as amended to move Item 7A to follow

Item 7E. Motion seconded by Director Polan. Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan

NOES: None

ABSTAIN: None

ABSENT: None

3. PUBLIC COMMENTS

None.

4. CONSENT CALENDAR

A List of Demands: June 6, 2023: Receive and file

B Minutes Special Meeting of May 8, 2023; Regular Meeting of May 16, 2023; and Special Meeting of May 17, 2023: Approve

C Monthly Cash and Investment Report: April 2023

Receive and file the Monthly Cash and Investment Report for April 2023.

D Pontoon Boat Replacement: Revised Purchase Order

Authorize the General Manager to issue a purchase order to Leisure Kraft Pontunes, in the amount of \$49,953.21, for a 24-foot pontoon boat at Las Virgenes Reservoir; and, re-appropriate \$6,000 from CIP No. 10776, Backhoe Replacement, to CIP No. 10810, Pontoon Boat Replacement, for the additional cost resulting from the manufacturer change.

E Kimberly Pressure Reducing Station No. 45 Rehabilitation Project: Final Acceptance

Authorize the General Manager to execute a Notice of Completion and have the same recorded; extend the contract duration by 147 calendar days; and in the absence of claims from subcontractors and others, release the retention, in the amount of \$10,122.64, within 30 calendar days after filing the Notice of Completion for Kimberly Pressure Reducing Station No. 45 Rehabilitation Project.

Director Polan moved to approve the Consent Calendar. Motion seconded by Director Coradeschi. Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan

NOES: None

ABSTAIN: None

ABSENT: None

5. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A MWD Representative Report

Glen Peterson, MWD Representative, reported that due to budget constraints, MWD-member agencies would only be allowed one shared three-day trip to either the State Water Project or the Colorado River Aqueduct, and he inquired which trip the Board would prefer to attend. The Board expressed an interest in a shared State Water Project Trip. Mr. Peterson stated that he would follow-up with Calleguas Municipal Water District on sharing this trip. He also reported that the MWD Board authorized preparation of a commendatory resolution supporting Cathy Green as the Association of California Water Agencies (ACWA) President; appointed him to the Subcommittee on Bay-Delta; increased the existing agreement with Stantec Consulting for preliminary design of a mechanical dewatering facility at the Joseph Jensen Treatment Plant; adopted a resolution to support a \$20,900,000 grant application to restore habitat and sustainability to an entire island in the Sacramento-San Joaquin Delta Conveyance; and authorized entering into an agreement to provide assistance with water deliveries to the Rubidoux Community Services District. He also reported that an agreement was reached to conserve three million acre-feet of water over the next three years from the Colorado River Water Lower Basin, which would be placed and stored into Lake Mead. He noted that MWD Chair Adán Ortega, Jr., was provided a tour of District facilities on May 30th.

B Water Supply Conditions Update

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

General Manager David Pedersen responded to a question regarding flooding risks due to high flows from the Sierras by stating that flooding was not as severe due to recent mild temperatures.

6. TREASURER

Director Coradeschi stated that the Treasurer's report was in order.

7. FINANCE AND ADMINISTRATION

B Boardroom Audiovisual System Upgrade: Award

Accept the proposal from Western Audiovisual & Security; authorize the General Manager to execute an agreement, in the amount of \$203,308, plus applicable taxes; and re-appropriate \$94,658.77 from CIP No. 10694, Building No. 8 Office Space Rehabilitation Project, to upgrade the District's boardroom audiovisual system.

Ivo Nkwenji, Information Systems Manager, presented the report.

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

A discussion ensued regarding the possibility of installing a one-way glass window between the audiovisual control room and the boardroom; ensuring that the wall behind the dais was fire-rated; confirming a fixed cost for the work; and ensuring easy access to electrical outlets and USB connections for computer equipment.

Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan
NOES: None
ABSTAIN: None
ABSENT: None

Director Caspary moved to amend the motion to approve Item 7B at a not to exceed amount of \$203,308 plus applicable taxes. Amended motion seconded by Director Polan.

Amended motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan
NOES: None
ABSTAIN: None
ABSENT: None

C Rancho Las Virgenes Composting Facility DCS Migration to SCADA System

Accept the proposal from The Rovisys Company and authorize the General Manager to execute a professional services agreement, in the amount of \$1,092,050, to upgrade the operational technology system at the Rancho Las Virgenes Composting Facility.

Ivo Nkwenji, Information Systems Manager, presented the report.

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

A discussion ensued regarding migrating the Rancho Las Virgenes Composting Facility to the SCADA system to match the system currently being implemented at the Tapia Water Reclamation Facility.

Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan
NOES: None
ABSTAIN: None
ABSENT: None

D Statement of Revenues, Expenses, and Changes in Net Position: April 2023

Receive and file the Stat3ement of Revenues, Expenses, and Changes in Net Position for the period ending on April 30, 2023.

Brian Richie, Finance Manager, presented the report and a PowerPoint presentation. He responded to questions regarding the operating revenues and expenses for the potable water, recycled water, and sanitation enterprises.

Director Caspary moved to approve Item 7D. Motion seconded by Director Burns.

Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan

NOES: None

ABSTAIN: None

ABSENT: None

E CalPERS Pension and Other Post-Employment Liabilities Update

Receive and file an update on the CalPERS pension and other post-employment benefit (OPEB) liabilities, and authorize the General Manager to approve an additional contribution, in the amount of \$1,121,833, to reduce the net OPEB liability in Fiscal Year 2023-24.

Brian Richie, Finance Manager, presented the report.

A discussion ensued regarding the pay-down of the District's unfunded OPEB liabilities.

Director Coradeschi moved to approve Item 7E. Motion seconded by Director Caspary.

Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan

NOES: None

ABSTAIN: None

ABSENT: None

A Fiscal Year 2023-24 Proposed Budget: Adoption

Adopt the proposed Fiscal Year 2023-24 Budget.

Debbie Rosales, Financial Analyst II, presented the report.

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

A discussion ensued regarding the budget for school education programs.

Craig Johns, Resource Conservation Manager, responded to a question regarding the Landscape Transformation Program.

John Zhao, Director of Facilities and Operations, responded to questions regarding the Water Tank Rehabilitation – Jed Smith/Dardenne CIP No. 10757.

Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan

NOES: None

ABSTAIN: None

ABSENT: None

8. INFORMATION ITEMS

A Updated Nepotism and Workplace Relationships Policy

B Request for Proposals for Organizational and Staffing Analysis

9. NON-ACTION ITEMS

A Organization Reports

Director Caspary reported that he attended the ACWA State Legislative Committee Special Meeting on June 2nd, where they discussed sending requests for letters of support for budget trailer bills, including the drought and flood streamlining budget trailer bill. He noted that a workgroup was formed to discuss which approach to take in support of this bill. He also reported that 75 environmental organizations signed a letter to Governor Gavin Newsom asking that he reject proposed changes to water law. He noted that the Santa Monica Bay Restoration Commission (SMBRC) Governing Board Meeting that was scheduled on June 15th was canceled, and the SMBRC selected a new Chief Administrative Director. He also stated that water rights holders now had strong interest in negotiating to protect the majority of their water rights.

B Director's Reports on Outside Meetings

Board President Lewitt reported that he and General Manager David Pedersen attended the City of San Bernardino's Santa Ana River Enhanced Recharge Phase 1B Groundbreaking event on June 2nd, and he suggested that the District invite water industry and water agencies to any of the District's groundbreaking events. He also reported that he attended the tour of District facilities provided to MWD Chair Adán Ortega, Jr. and MWD Director Miguel Luna on May 30th. He noted staff discussed the need to keep water affordable, safe, and reliable for all District customers, and the need to have water supplied to the District from all MWD sources. He also noted that MWD Chair Ortega expressed support for conveying water supplies from all MWD sources to the District, and support for the District's "Drink from the Sink" program.

Director Coradeschi reported that he also attended the tour of District facilities provided to MWD Chair Ortega and MWD Director Luna on May 30th, where they discussed the depth of the meaning of "One Water" and the inclusion of all MWD member agencies.

Board President Lewitt noted that San Bernardino and Riverside were unable to access water from the State Water Project due to lack of conveyance because their pipes were

too full, and there was not enough capacity for extra water. He stated that pipes needed to be large enough to convey water from west to east in the MWD system. General Manager David Pedersen commented that MWD was moving water to Diamond Valley Lake; however, the challenge was that water could not be conveyed to Western Municipal Water District. He stated that connectivity and conveyance were very important, conveyance would be more challenging due to climate change, and there was a need to move larger amounts of water in shorter periods of time over longer distances.

Director Burns referred to an article from *Water Source Magazine* indicating that MWD was aware of water shortages that occurred because MWD could not move stored water from the Colorado River to the San Fernando Valley or to Ventura County. He reported that he, General Manager David Pedersen, and Director Polan met with Scott Slater and Susan Kennedy from Cadiz, Inc., and he would request a Future Agenda Item for them to provide a presentation to the Board.

C General Manager Reports

(1) General Business

General Manager David Pedersen stated that the tour and discussion with MWD Chair Ortega went very well, and one of MWD Chair Ortega's key observation was the need for an interconnected MWD system that would benefit everyone. He noted that he would be attending a meeting at MWD on June 7th to discuss East-West Conveyance, and to consider rebranding this effort as Interconnected Regional Conveyance. He also noted that he would be attending another MWD meeting on June 8th for the State Water Project-Dependent Areas Principals Meeting to discuss key priorities and challenging issues. He reported that the District was participating in discussions regarding the proposed water bond and including water recycling as part of the water bond. He stated that the Pure Water Project Las Virgenes-Triunfo was timed perfectly for a water recycling category of funding in the proposed water bond. He also stated that efforts were taking place regionally with MWD, Los Angeles, San Diego, and WateReuse to advocate for \$1.8 billion in funding for water recycling. He also reported that the District received approximately 560 responses from the Customer Experience survey, and staff was in the process of evaluating and compiling data. He stated that a report would be presented at the July 18th Board Meeting. He noted that United Water Conservation District invited the Board and staff to tour the Freeman Diversion on June 15th. He stated that the Freeman Diversion on the Santa Clara River diverts water to the groundwater basin in Ventura County, which helps reduce pressure on imported water. He also noted that he would be on vacation from June 17th through July 7th.

(2) Follow-Up Items

General Manager David Pedersen stated that an item regarding purchasing limits would be brought back at a Board meeting in September, and items regarding evapotranspiration adjustment factors and penalty revenues would be brought back at the July 18th Board Meeting.

D Directors' Comments

Director Burns suggested that a link to the District's podcast be included in outgoing emails.

Director Caspary referred to an article in the *Malibu Times* regarding the Rindge Dam removal, and stated that it appeared that two-thirds of the material would be placed in the Calabasas Landfill. He expressed concern with the landfill's design cap for receiving material, and that it was determined that the material was not suitable for beach replenishment.

10. FUTURE AGENDA ITEMS

Director Burns moved to invite Susan Kennedy and Scott Slater from Cadiz, Inc., to provide a presentation at a future Board Meeting. Motion seconded by Director Polan.

11. PUBLIC COMMENTS

None.

12. ADJOURNMENT

Seeing no further business to come before the Board, the meeting was duly adjourned at **11:34 a.m.**

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

ATTEST:

Gary Burns, Secretary
Board of Directors
Las Virgenes Municipal Water District

(SEAL)

June 7, 2023

To: Payroll

From: David W. Pedersen
General Manager

DocuSigned by:
David W. Pedersen
12C6BE2E4EC44E2...

RE: Per Diem Request – May 2023

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>
22040	Gary Burns	10	\$220.00	\$2,200.00
8014	Charles Caspary	10	\$220.00	\$2,200.00
22039	Andy Coradeschi	10	\$220.00	\$2,200.00
19447	Jay Lewitt	10	\$220.00	\$2,200.00
18856	Leonard Polan	10	\$220.00	\$2,200.00

*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: Andy Coradeschi

Month of: May-23

Division: 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 Expenses2 (Y/N)	Check One		Event Title
	Event	Travel 1	Total		MWD	LVMWD	
5/1/23			1			X	JPA BOD
5/2/23			1			X	LV BOD
5/5/23			1			X	ACWA LEG zoom
5/8/2023			1			X	Soquel Tour
5/9/2023			1			X	ACWA MONTEREY
5/10/2023			1			X	ACWA MONTEREY
5/11/2023			1			X	ACWA MONTEREY
5/16/2023			1			X	LVBOD
5/17/2023			1			X	MWD TOUR
5/18/2023			1			X	AWAVC
5/23/2023			0			X	MET MWD Pub Affairs Engagement
5/30/2023			0			X	Adan Ortega Facilities Tour
			TOTAL				
			10				

Date Submitted: 31-May-23

NOTES: 1. Travel the day before and/or after an authorized meeting or seminar outside of L.A., 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.

Director Signature: Andy Coradeschi

Glen Peterson, Director

Metropolitan Water District of Southern California

2936 Triunfo Canyon Rd

Agoura, CA. 91301

email: glenpsop@icloud.com

INVOICE

DATE: 06/02/23
INVOICE # 54
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
5/4/2023	Northern Caucuss	\$220.00
5/8-11/23	ACWA Monterey and Committee and Board meetings	\$880.00
5/18/2023	Heal the Bay	\$220.00
5/19/2023	meeting on Climate Change responses	\$220.00
		TOTAL \$1,540.00

Make Check payable to Glen Peterson

Thank you for the opportunity to serve



DATE: June 20, 2023
TO: Board of Directors
FROM: Engineering and External Affairs

SUBJECT: State and Federal Legislative and Regulatory Advocacy: Assignment

This action is recommended for approval by the Board of Las Virgenes Municipal Water District, acting as Administering Agent of the Las Virgenes-Triunfo Joint Powers Authority (JPA), in accordance with the JPA Agreement.

SUMMARY:

On September 8, 2020, the Las Virgenes-Triunfo Joint Powers Authority Board (JPA) authorized the Administering Agent/General Manager to execute a professional services agreement with Best Best & Krieger LLP (BBK) for state and federal advocacy services.

Under the agreement, John Freshman, Lowry Crook and Ana Schwab have represented the JPA on federal affairs. Syrus Devers has done the same at the state level. Syrus Devers has been very effective in representing the JPA since 2016.

Syrus Devers and BBK have recently announced that Mr. Devers will represent BBK's state lobbying clients as an independent contractor instead of as an employee. The transition is being handled with BBK's support, and Mr. Devers will remain fully integrated with BBK's federal team, but as an independent contractor instead of an employee. The current contract will remain in effect with the same terms, but the scope items related to state advocacy would be assigned to Syrus Devers Advocacy LLC until the contract with BBK expires in September 2023. In accordance with the terms of the existing agreement with BBK, the Board's authorization is needed for the change.

RECOMMENDATION(S):

Authorize the General Manager to execute the necessary documents with Best Best & Krieger LLP for the assignment of state advocacy services to Syrus Devers Advocacy LLC.

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

This action would not impact the cost of services.

DISCUSSION:

Legislative and regulatory advocacy is an important element of business operations for both LVMWD and the JPA. The scope of services under the BBK agreement includes: identifying and assisting with funding opportunities; monitoring federal and state grant programs, and other funding opportunities with a special focus on grants and low-interest loans; advocating and providing updates to Congress, the State Legislature, and federal and state agencies; supporting and opposing legislation according to the interests of LVMWD, Triunfo Water and Sanitation District (TWSD) and/or the JPA; and keeping LVMWD, TWSD and the JPA informed of current events through updates and reports to ensure that they are informed of needs to advance legislative priorities. The services include activities such as drafting background papers, letters of support or opposition, and being prepared to attend and testify at legislative hearings. The services also include relationship and coalition-building that consists of setting up and attending meetings with key decision-makers.

The JPA Board has been authorizing the Administering Agent/General Manager to execute and renew professional services agreements with BBK for state and federal legislative and regulatory advocacy services since August 1, 2016. On September 8, 2020, the JPA Board authorized the Administering Agent/General Manager to execute a new one-year professional services agreement with BBK. The agreement included a provision for two one-year renewal options. The agreement also allowed for annual cost of living increases commensurate with the Consumer Price Index. The agreement has now been renewed twice and will expire in September 2023.

Under the agreement, John Freshman, Lowry Crook and Ana Schwab have represented the JPA on federal affairs, and Syrus Devers has done the same at the state level. The annual cost for services pursuant to the current agreement is \$170,246 for 2023. The federal and state portion of the monthly cost of services are \$8,180 and \$5,530, respectively, plus reimbursable expenses of up to \$5,726 annually.

Syrus Devers and BBK have recently announced that Mr. Devers will represent BBK's state lobbying clients as an independent contractor instead of as an employee. Most state lobbyists are independent contractors, but when BBK had no state lobbying clients and recruited Mr. Devers in 2015 to build a state lobbying practice, hiring him as an employee was the only option at that time. The practice now has six registered clients and is ready to stand on its own. This is being done with BBK's support, and Mr. Devers will remain fully integrated with BBK's federal team, but as an independent contractor instead of an employee. The current contract would remain in effect with the same terms and cost, but the scope items related to state advocacy would be assigned to Syrus Devers Advocacy LLC. Staff recommends that the Board authorize the assignment of services related to state advocacy. Section 3.1.6 of the agreement (copy attached) states that "[c]onsultant 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". Time is of the essence and the JPA Board would be informed of the authorization at their next regular Board Meeting in July.

Upon authorization, the General Manager would review and execute the assignment of services and other documents with BBK and Syrus Devers Advocacy LLC, as necessary, to

formalize the change to the agreement with BBK, which would recognize Syrus Devers Advocacy LLC as an independent contractor. The General Manager would consult with Legal Counsel, as needed, prior to execution of the documents.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

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

ATTACHMENTS:

[Best Best & Krieger Agreement](#)

**Las Virgenes Municipal Water District
PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement ("Agreement") is entered into this 10/2/2020 day of 10/2/2020, 2020 by and between Las Virgenes-Triunfo Joint Powers Authority ("Agency"), and Best Best & Krieger LLP ("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 project ("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 the date the Agreement is entered into as noted above to the one-year anniversary date. 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 **Exhibit "B"** ("Fee Schedule"). The total compensation shall not exceed one hundred fifty-five thousand Dollars (\$155,000.00) 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 forty-five (45) 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 John Freshman, 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 negligent 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 8 (hired) and code 9 (non-owned autos). 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 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) Except for the professional liability policy, 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 \$250,000 per occurrence and \$500,000 in aggregate 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 limits except after thirty (30) days' prior written notice by mail 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 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: Joe McDermott
4232 Las Virgenes Road
Calabasas, CA 91302

Consultant:

Best Best & Krieger LLP
Attn: John D. Freshman
2000 Pennsylvania Avenue, N.W.
Suite 5300
Washington, DC 20006

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.

[Signature Page following]

IN WITNESS WHEREOF, the Parties hereby have caused this Agreement to be executed the date first written above:

APPROVED:

Las Virgenes-Triunfo Joint Powers Authority

DocuSigned by:
David W. Pedersen 10/2/2020
12C8BE2E4EC44E2...

David W. Pedersen
Administering Agent/General Manager

APPROVED:

Best Best & Krieger LLP

DocuSigned by:
John Freshman 9/28/2020
0E131366B51A4AB

John Freshman
Senior Director of Governmental Affairs

EXHIBIT A SCOPE OF SERVICES

1. **Identify and Assist with Funding Opportunities:** Utilize relationships to monitor federal and state grant programs, and other funding opportunities with a special focus on grants and low-interest loans.

2. **Advocacy and Updates:** Represent the Las Virgenes Municipal Water District (LVMWD), Triunfo Water and Sanitation District (TWSD), and the Las Virgenes-Triunfo Joint Powers Authority (JPA) before Congress, the state legislature, and federal and state agencies. Support and oppose legislation according to the interests of LVMWD, TWSD, or as the JPA. Keep LVMWD, TWSD, and the JPA informed of current events through updates and reports to ensure that they are informed of needs to advance legislative priorities. Effective advocacy is the result of a comprehensive plan of action that takes place all year long. This includes activities such as drafting background papers, letters of support or opposition, and being prepared to attend and testify at legislative hearings.

3. **Relationship and Coalition Building:** Set meetings with key decision-makers, and build coalitions. BB&K has a strong network within the Capitol in D.C. and in Sacramento and can utilize these connections to help build relationships and coalitions.

**EXHIBIT B
FEE SCHEDULE**

The fee for these services is \$12,500.00 per month. This covers a fee of \$5,000.00 for state services per month, and \$7,500.00 for federal services per month. The fee also includes an allowance of \$5,000.00 for reimbursable expenses (i.e. travel costs) for the year. The annual total under this Agreement is \$155,000.00 for the period beginning the date the Agreement is entered into until the one-year anniversary date.

This Agreement may be renewed, if agreed to in writing by both Parties, each subsequent year for up to two additional years after the expiration of the original Agreement. Any changes in monthly fees and reimbursable expenses for Agreement renewals shall be negotiated and agreed to in writing between the Parties for each renewal period.

**EXHIBIT C
KEY PERSONNEL**

Key Personnel with Consultant are as follows:

Main Contact: John Freshman, Senior Director of Governmental Affairs

Routine Contacts (Federal): Ana Schwab, Deputy Director of Governmental Affairs;
Lowry Crook, Partner

Routine Contact (State): Syrus Devers, Director of Governmental Affairs



DATE: June 20, 2023
TO: Board of Directors
FROM: Finance and Administration

SUBJECT: Pure Water Project Las Virgenes-Triunfo: MWD Local Resources Program Application

This action is recommended for approval by the Board of Las Virgenes Municipal Water District, acting as Administering Agent of the Las Virgenes-Triunfo Joint Powers Authority (JPA), in accordance with the JPA Agreement.

SUMMARY:

The Local Resources Program (LRP) was created by Metropolitan Water District of Southern California (MWD) in 1982 to provide funding for the development of water recycling, groundwater recovery and seawater desalination supplies that offset existing demands or prevent new demands for imported water, either through direct replacement of imported water or increased regional groundwater production.

On October 14, 2022, staff provided the JPA Board with a comprehensive update on the estimated cost of the Pure Water Project Las Virgenes-Triunfo (Pure Water Project) and presented information on a variety of potential funding and financing options, one of which included incentive-based funding through MWD's Local Resources Program. MWD offers three LRP incentive payment structures, as follows:

- Option No. 1 – Sliding scale incentives of up to \$340/AF over 25 years
- Option No. 2 – Sliding scale incentives of up to \$475/AF over 15 years
- Option No. 3 – Fixed incentive of up to \$305/AF over 25 years

Staff, working in conjunction with the Pure Water Project consulting team, determined that Option No. 1 provides the greatest financial benefit to the JPA and its customers. Option No. 1 was previously presented to the JPA board in October 2022 when discussing potential funding sources, and after further due diligence, remains the most favorable option moving forward in the application process. The potential funding available through MWD's Local Resources Program with Option No. 1 is conservatively estimated to be \$19.6 million over 25 years, compared to \$16.3 million over 15 years with Option No. 2, and \$17.5 million over 25 years with Option No. 3.

RECOMMENDATION(S):

Authorize the General Manager to submit a Local Resources Program application to Metropolitan Water District of Southern California for the Pure Water Project Las Virgenes-Triunfo, selecting Option No. 1 for sliding scale incentives of up to \$340 per acre-foot over 25 years.

FINANCIAL IMPACT:

There is no financial impact associated with submitting the LRP application. Should the funding be approved and awarded by MWD, the estimated incentive payments would be \$782,000 annually for 25 years or approximately \$19.6 million overall.

DISCUSSION:

The MWD Local Resources Program is open to all public and private water member agencies within MWD's service area for projects that reduce demands on MWD's water supplies. The program incentivizes water supply projects by providing annual reimbursements to cover operating costs once the project becomes operational. MWD encourages member agencies to implement projects to reduce demand on MWD's water supplies. After a member completes an approved project, MWD provides annual reimbursements (offsets) for operating costs based on annual acre-foot reductions to water demand.

In January 2023, staff met with MWD to initiate development of an application for the incentive-based Local Resources Program (LRP). Staff then worked directly with the Jacobs team and Piper Sandler representatives to identify the option that would be most financially attractive for the JPA and result in the highest projected incentive amount. The financial analysis consisted of reviewing all three options offered by MWD with an estimated volume of water produced through the future Advanced Water Purification Facility of 2,300 to 5,000 AF. The determination from the analysis was that Option No. 1 would yield the highest overall return for the JPA with a conservative estimate of \$19.6 million over 25 years. Following is a summary of each of the three options that could be selected as part of the application process, and attached for reference are the MWD LRP Guidelines for further details on the application process.

Option No. 1 – Sliding Scale Incentives over 25 Years (Recommended):

MWD would provide member or retail agencies a sliding scale incentive of up to \$340/AF over 25 years, calculated annually based on actual project unit costs exceeding MWD's prevailing water rate, for project water used within MWD's service area. Eligible project costs would include an agency's out-of-pocket costs normally associated with developing local resource projects including design, capital, operations, maintenance and replacement costs. Incentive payments would be subject to an annual cost reconciliation process with adjustments for under- or over-payment to be included in subsequent water service invoices from MWD.

Option No. 2 – Sliding Scale Incentives over 15 Years :

This alternative would be similar to Option No. 1, but the incentive amount is up to \$475/AF over 15 years. In addition to the general requirements and performance provisions, projects

must continue production for 25 years, even if LRP payments are reduced to zero after 15 years. This provision ensures continued production throughout the contract term. If an agency fails to comply with these provisions, MWD would require reimbursement for a percentage of the previous LRP payments towards that project. The calculations for reimbursement would be outlined in the LRP agreement.

Option No. 3 – Fixed Incentive over 25 Years:

Compared to the sliding scale incentives that would be dependent on MWD's water rate, a fixed incentive rate provides agencies with a more stable source of funds to help address financing issues. MWD would offer a project-specific fixed incentive rate of up to \$305/AF over 25 years. The fixed incentive amount for each project would be negotiated so that MWD's maximum obligation towards a project under this alternative would not exceed 90 percent of the estimated financial obligations under Option No. 1 for the same project. In addition to the general requirements and performance provisions, the following provision would apply to this alternative: total LRP payments under the agreement term would be limited to total estimated project yield presented by the agency at the time of agreement negotiation.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Brian Richie, Finance Manager

ATTACHMENTS:

[MWD Local Resources Program Guidelines.pdf](#)



The Metropolitan Water District of Southern California

2018 Local Resources Program Application Guidelines

Background

The Metropolitan Water District of Southern California (Metropolitan) has a long history in developing programs and approaches for encouraging the development of local resources. Metropolitan's Local Resources Program (LRP) was created to provide financial incentives to local projects such as water recycling, groundwater recovery, and seawater desalination projects developed by local and member agencies. The LRP was designed to accelerate the development of these local projects in an effort to reduce the demands for imported water supplies and increase water supply reliability in the region. Today, nearly one-half of the total recycled water and groundwater recovery production in Metropolitan's service area is developed by LRP supported projects.

Metropolitan is accepting applications for development of these local projects under the LRP. This application package includes information regarding funding, eligibility and the application review process. Additional copies of this application package may be downloaded from Metropolitan's website at: www.mwdh2o.com/LRP. We look forward to working with all applicants to bolster our region's water supply reliability.

Objective

The LRP provides funding for the development of water recycling, groundwater recovery, and seawater desalination supplies that offsets an existing demand or prevent a new demand on Metropolitan's imported water deliveries either through direct replacement of imported water or increased regional groundwater production.

Application Submittals

Project applications will be accepted on an open and continuous basis until the target yield of 170,000 acre-feet per year is fully subscribed. For further coordination or questions, contact Ms. Kira Alonzo at (213) 217-6489 or via email at KAlonzo@mwdh2o.com.

Mail applications to:

The Metropolitan Water District of Southern California
P.O. Box 54153
Los Angeles, California 90054-0153

Attention: Kira Alonzo
LRP Application Submittal

Who Can Apply

The LRP is open to public and private water agencies within Metropolitan's service area. Applications must be made through the applicant's respective Metropolitan member agency. Applicants are strongly encouraged to initiate early coordination with Metropolitan regarding proposed projects. Submittal of an LRP application does not signify or guarantee funding approval by Metropolitan.

Program Funding

There are three LRP incentive payment structure options to choose from:

- Option 1: Sliding scale incentives up to \$340/AF over 25 years
- Option 2: Sliding scale incentives up to \$475/AF over 15 years
- Option 3: Fixed incentive up to \$305/AF over 25 years.

Please note that:

- ✓ One option must be chosen at the time of application.
- ✓ Combinations of options will not be permitted.
- ✓ Incentive commitments are contingent upon approval by Metropolitan's Board of Directors.
- ✓ Annual Cost Reconciliation is required for Sliding Scale Incentive Options.

Eligible Projects

New water recycling, groundwater recovery, and seawater desalination projects are eligible for funding provided they include construction of new substantive treatment or distribution facilities. Existing projects or those that have commenced construction prior to application submittal are ineligible. Strong consideration will be given to projects that are well positioned for construction and timely production of stated project capacities in the near future. Projects with long ramp-up schedules may be addressed in phases. Agency must apply for each phase separately when each phase is poised for timely construction and operation.

Expansion of an existing project may be eligible on a case by case basis. For an expansion project to be eligible, Agency must be committed for the expansion to produce water above the existing facility annual production acre-feet.

Application Process Overview

Project applications will be accepted on an open and continuous basis until the target yield of 170,000 acre-feet per year is fully subscribed. Applications must be submitted prior to start of construction. The following documents must be submitted to Metropolitan to start the process.

- a. A supporting letter by Member agency
- b. LRP Application for the project per application guidelines below
- c. California Environment Quality Act (CEQA) documents
- d. Permits – either obtained or in process

After submittal, Metropolitan will send a letter/email acknowledging the receipt of the

application and explanation of its review process. Agency may proceed with the project construction upon the receipt of this letter/email. However, such construction is at agency’s sole financial risk and Metropolitan will not be obligated to make any payments unless and until our Board’s approval and execution of an agreement for funding the Project.

After an initial review, Metropolitan will meet with each applicant to ensure an accurate understanding of project features and LRP terms. Applications will be reviewed for compliance with general program requirements outlined in Attachment C.

Metropolitan, at its sole discretion, may reject any and all applications and revise the terms of the LRP at any time. If a project qualifies, and all environmental documents and permits are submitted, Metropolitan will draft an incentive agreement that must be approved by the respective member agency and retail agency. If Metropolitan’s Board of Directors approves the project for LRP funding, the incentive agreement must then be executed by Metropolitan, member agency, and retail agency.

Annual Cost Reconciliation for Sliding Scale Incentive Options

As outlined in Attachment C, sliding scale incentives are calculated annually based on the actual project unit cost exceeding Metropolitan prevailing water rate as established by Metropolitan’s Administrative Code § 4401.

Prior to each fiscal year of operation, Metropolitan will set an estimated LRP incentive rate for deliveries during the year. At the end of each fiscal year, Metropolitan will conduct a cost reconciliation to determine the actual LRP incentive rate based on the actual project unit cost exceeding Metropolitan’s prevailing water rate in that year.

After reconciliation, over- or under-payment adjustments are made between Metropolitan and the agency. The calculated incentive rate may diminish in future years as Metropolitan’s water rates increase or the project unit costs decrease as annual yield increases.

Performance Provisions

Performance provisions will be included in all agreements to encourage timely and responsive project development and production. These provisions reduce or withdraw Metropolitan’s financial commitment to projects that do not meet development and production milestones outlined in the following table.

Milestone	Timeline (full fiscal year)	Consequence if target is not achieved
Start construction	2 years after agreement execution	Terminate agreement*
Start operation	4 years after agreement execution	Terminate agreement*

50 percent of contract yield	4-7 years after agreement execution	Reduce ultimate yield by shortfall to meet target using the highest annual yield in the 4-year period
75 percent of contract yield**	8-11 years after agreement execution	Same as above
75 percent of contract yield**	12-15 years and every four years thereafter	Same as above

*Agencies may appeal termination to Metropolitan’s Board of Directors.

**Ultimate yield or revised ultimate yield specified in the incentive contract due to project’s performance in previous years (if applicable)

**LOCAL RESOURCES PROGRAM
APPLICATION GUIDELINES**

At a minimum, applicants must include the following information for Metropolitan to evaluate project eligibility for LRP funding:

1) Project Overview

- Location
- Source of water supply and yield
- Participating agencies and contractual commitments
- Complete *Attachment A*

Additional information for groundwater projects:

- Basin hydrology and setting
- Existing groundwater production and projected increase as a result of project
- Imported water replenishment requirements
- Previously abandoned production and/or replenishment
- Basin adjudication or operating rules
- Ability to sustain project production during 3-year shortage conditions
- Compliance with sound basin management

2) Project Facilities

- Treatment process and quality objectives
- Storage features
- List and map distinguishing existing and proposed facilities, land acquisition, etc.
- Interties to existing LRP agreements
- Interties and points of connection to other non-project facilities
- Methodology to measure project yield (e.g. metering, basin adjudication or watermaster rules if applicable)

3) Project Costs

- Capital

- Operation and Maintenance
- Field Labor
- Complete *Attachment B*

4) Benefits

- Regional and local water supply reliability benefits
- Peaking and seasonal variability
- Local water supply benefits
- Other benefits (environmental, water quality, energy, wastewater, avoided facilities and permits, etc.)

5) Environmental Documentation and Permitting

- California Environmental Quality Act documents
- Regulatory agency approvals and permits

6) User Identification*

- Existing recycled water user names, demand and type of use
- Proposed user names, demand projections and type of usage
- Location map of existing and proposed users
- Deliveries outside of service area or non-project users
- Mandatory use ordinances
- Commitment letters
- Growth expectations

* Does not apply to recycled water for Indirect Potable Reuse (IPR), groundwater recovery, or seawater desalination projects

7) Implementation Schedule and Financing

- Governing board approvals
- Status of design
- Construction and operation timelines and milestones
- Yield development (amount by year), type of use, and completion date for each phase
- Implementation obstacles/challenges
- Land acquisition
- Financing sources and terms
- Grants and third-party payments
- Schedule of permits

ATTACHMENT A

**LOCAL RESOURCES PROGRAM
PROJECT FACT SHEET**

1.	Project Name:							
2.	Project Location (City, County):							
3.	Project Owner (Applicant) Contact Information:							
4.	Metropolitan Member Agency:							
5.	Source of Project Water:							
6.	Type of Uses:							
7.	Estimated First Year of Operation:							
8.	Ultimate Annual Project Yield (AFY):							
9.	Other agencies / Entities participating in the project:							
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: center;"><u>Agency / Entity</u></th> <th style="width: 40%; text-align: center;"><u>Role</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>			<u>Agency / Entity</u>	<u>Role</u>	_____	_____	_____	_____
<u>Agency / Entity</u>	<u>Role</u>							
_____	_____							
_____	_____							
10.	CEQA and Permitting							
a.	Status of CEQA Documentation:							
<input type="checkbox"/> Exempt Declaration <input type="checkbox"/> Negative								
<input type="checkbox"/> Mitigated Negative Declaration <input type="checkbox"/> EIR/S								
Status:								
b.	Other permits:							
Please list and include status:								
11.	Funding option selected:							

**ATTACHMENT B
PROJECT COST AND PRODUCTION INFORMATION**

Total Project Capital Cost:			
Grants and Contributions by others:			
Net Capital Cost:			
Net Capital Funding Measures			
Source of Funding	Amount (\$)	Interest Rate (%)	Term (years)

Assumed annual inflation rate for O&M cost projections: ____%

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
No.	Fiscal Year End	Yield (AF)	Capital Expenditures (\$)	Amortized Capital Cost (\$)	Cost of Purchasing Water (\$)	O&M Cost (\$)	Total Project Cost (\$)
1							
2							
3							
4							
5							
.							
.							
24							
25							

- (1) July 1 to June 30
- (2) Projected annual production in acre-feet, excluding existing use
- (3) Total Capital Expenditure in each year
- (4) Total annual capital debt service
- (5) Applicable only if the project sponsor will purchase reclaimed water from another agency to operate the projects, groundwater basin pumping tax, etc.
- (6) Projected annual Operations & Maintenance (O&M) cost, excludes item 5
- (7) Sum of (4) + (5) + (6)

ATTACHMENT C
LOCAL RESOURCES PROGRAM
GENERAL PROGRAM INFORMATION

General Requirements

The Local Resources Program (LRP) provides incentives for development of new water recycling, groundwater recovery, and seawater desalination projects in Metropolitan’s service area. Unless otherwise approved by Metropolitan, proposed projects must comply with the following general requirements:

1. Project must replace an existing demand or prevent a new demand on Metropolitan’s imported water deliveries either through direct replacement of potable water or increased regional groundwater production.
2. Project must not exist or be under construction prior to application submittal.
3. Project must include construction of new substantive treatment or distribution facilities.
4. Proposals must be supported by a Metropolitan member agency.
5. Project must be owned and operated by the agency. Metropolitan has no ownership or operational obligations for a project.
6. Project must comply with the Metropolitan Water District Act and other applicable laws and regulations.
7. Project must comply with California Environmental Quality Act (CEQA) and/or National Environmental Protection Act (NEPA) provisions prior to Metropolitan board approval. Project CEQA documents must address LRP as possible source of funding and list Metropolitan as a potential responsible agency.
8. Project must have obtained all required Regional and State permits prior to receiving Metropolitan board approval.
9. Additional requirements specific to each project will be developed to address system integration issues related to use of Metropolitan’s facilities, if needed.
10. Metropolitan’s Board must approve each project prior to incentive agreement execution.

Incentive Payment Structures

Agencies can choose from one of the following three alternative incentive payment structures for each of their eligible projects to participate in the LRP. LRP agreement term is for 25 years for each option.

Option 1 - Sliding Scale Incentives Over 25 Years

Metropolitan would provide member or retail agencies a sliding scale incentive up to \$340/AF over 25 years, calculated annually based on actual project unit costs exceeding Metropolitan’s prevailing water rate, for project water used within Metropolitan service area. Eligible project costs include an agency’s out of pocket costs normally associated with developing local resource projects including design, capital, operations, maintenance, and replacement costs.

Incentive payments are subject to an annual cost reconciliation process with adjustments for under- or over-payment to be included in subsequent water service invoices from Metropolitan.

Option 2 - Sliding Scale Incentives Over 15 Years

- This alternative is similar to Option 1, but the incentive amount is up to \$475/AF over 15 years. In addition to the general requirements and performance provisions, projects must continue production for 25 years, even if LRP payments are reduced to zero after 15 years. This provision ensures continued production throughout the contract term. If an agency fails to comply with these provisions, Metropolitan will require reimbursement for a percentage of the previous LRP payments toward that project. The calculations for reimbursement will be outlined in the LRP agreement

Option 3 – Fixed Incentive Over 25 Years

Compared to sliding scale incentives that are dependent on Metropolitan’s water rate, a fixed incentive rate provides agencies with a more stable source of funds to help address financing issues. Metropolitan would offer a project-specific fixed incentive rate up to \$305/AF over 25 years. The fixed incentive amount for each project would be negotiated so that Metropolitan’s maximum obligation toward a project under this alternative would not exceed 90% of the estimated financial obligations under Option 1 for the same project. In addition to the general requirements and performance provisions, the following provision would apply to this alternative: Total LRP payments under the agreement term would be limited to total estimated project yield presented by the agency at the time of agreement negotiation.

Annual production assessment and cost reconciliation

Option 1 and Option 2: After the start of Project operation and by December 31 of each year, agency shall provide Metropolitan with the following reconciliation data for the previous Fiscal Year:

- a) Records of Recovered Water and Allowable Yield
- b) Supporting documentation of the actual cost of the Project
- c) Records of water deliveries to end users
- d) Terms and schedule of payments of the Project’s financing instruments
- e) A description of any changes to the Project’s financing instruments
- f) All other contributions, such as: grants

Option 3 does not require an annual production assessment and cost reconciliation. However, agency will be required to submit the selected construction bid for the project to determine the fixed incentive rate.

Record Keeping and Audit

Agency shall establish and maintain accounting records of all accounting records of all costs incurred for the construction, operations and maintenance, and replacement parts of the Project. Metropolitan shall have the right to audit Project costs and other data relevant to the terms of this Agreement both during the Agreement term or and for a period of three years following the termination of the LRP agreement.



DATE: June 20, 2023
TO: Board of Directors
FROM: Finance and Administration

**SUBJECT: Calleguas-Las Virgenes Municipal Water District Interconnection Project:
SCADA Integration Services**

SUMMARY:

The District uses Supervisory Control and Data Acquisition (SCADA) hardware and software for its operations. The SCADA system provides automation of processes, alarm protocols, data collection for analysis and reporting, and remote control and monitoring capabilities. MSO Technologies programs, supports and maintains the SCADA system for the District's water distribution operations. The Calleguas-Las Virgenes Municipal Water District Interconnection Project requires SCADA integration services. The SCADA components of the project will tie into the District's existing water distribution operations SCADA system supported by MSO Technologies. Staff recommends that the Board accept the proposal from MSO Technologies, and authorize the General Manager to execute a change order, in the amount of \$31,350, for SCADA system integration services related to the Calleguas-Las Virgenes Municipal Water District Interconnection Project.

RECOMMENDATION(S):

Accept the proposal from MSO Technologies, Inc., and authorize the General Manager to execute a change order, in the amount of \$31,350, for SCADA system integration services related to the Calleguas-Las Virgenes Municipal Water District Interconnection Project.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The cost of this action is \$31,350, including a 10% contingency. Approval of the change order would increase the total contract amount to \$65,350. Sufficient funds are available in the

adopted Fiscal Year 2022-23 Budget.

DISCUSSION:

The District uses Supervisory Control and Data Acquisition (SCADA) hardware and software for its operations. The SCADA system provides automation of processes, alarm protocols, data collection for analysis and reporting, and remote control and monitoring capabilities. The SCADA system for the District's water distribution network was designed and programmed by MSO Technologies. The District has an existing agreement with MSO Technologies, in the amount of \$34,000, to support and maintain the system. The maintenance and support contract includes system programming, firmware updates and fixes, as well as design, programming and integration of new processes.

The Calleguas-Las Virgenes Municipal Water District Interconnection Project requires SCADA integration services. The SCADA components of the project will tie into the District's existing water distribution operations SCADA system supported by MSO Technologies. MSO Technologies programmed the PLCs for the water distribution system and regularly assists with program integrations, modifications and communications. The Calleguas-Las Virgenes Municipal Water District Interconnection Project is a time-sensitive grant-funded project. Staff recommends that the Board accept the proposal from MSO Technologies, and authorize the General Manager to execute a change order, in the amount of \$31,350, for SCADA system integration services related to the Calleguas-Las Virgenes Municipal Water District Interconnection Project.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Ivo Nkwenji, Information Systems Manager

ATTACHMENTS:

[Proposal by MSO Technologies](#)

May 4, 2023

Ivo Nkwenji
Information Systems Manager
Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302

REF: LVMWD/Calleguas Municipal Water District Intertie Project

Dear Ivo,

MSO is pleased to provide our programming and start up service for the intertie project. The project consists of a connection to the CMWD water distribution system and the LVMWD water distribution system to share water during times of duress. The LVMWD side of the intertie consists of two flow control valves and flow meters to regulate the flow from the CMWD system. The CMWD side of the intertie consists of several pumps that will pump from the LVMWD was system.

MSO scope in this project is to develop the PLC program, the local touch screens, and the SCADA screens for the LVWMD side of the system. When the equipment is installed and ready for testing, MSO will commission the site by loading programs, testing inputs, outputs, and control functions, and test and validate communications to LVWMD SCADA system. MSO will attend any construction meetings if needed to work through any logistic issues.

Scope of Work

- Develop PLC programs for LVMWD PLC side of intertie site.
- Develop local touch screens for LVMWD PLC side of intertie site.
- Develop SCADA screens for LVMWD PLC side of intertie site.
- When site equipment is ready, perform commissioning of the control and instrumentation equipment for the site.

Item	Description	Hours	Rate	Extended
1	Develop PLC program for intertie application	40	\$166	\$6,640
2	Develop local touch screens for intertie application	40	\$166	\$6,640
3	Develop SCADA screens for intertie application	40	\$166	\$6,640
4	Site commissioning for control and instrumentation	40	\$166	\$6,640
5	Attend construction meetings	10	\$166	\$1,660
6	Expenses	1	\$280	\$280
Total				\$28,500

This proposal is valid for thirty (30) calendar days from the date of this letter. If you have any questions, please email me at ltrick@msotech.com or call me at (805) 379-8668 ext. 1002.

Ivo Nkwenji
Las Virgenes Municipal Water District

LVMWD/Calleguas Municipal Water District Intertie Project

Sincerely,

MSO Technologies



Lloyd Trick PE

The Metropolitan Water District of Southern California

Agenda

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

Board of Directors - Final - Revised 1

June 13, 2023

1:00 PM

<p>Tuesday, June 13, 2023 Meeting Schedule</p>
<p>08:30 a.m. FAIRP 10:30 a.m. EOP 12:30 p.m. Break 01:00 p.m. BOD 03:00 p.m. EIA</p>

Agendas, live streaming, meeting schedules, and other board materials are available here: <https://mwdh2o.legistar.com/Calendar.aspx>. A listen-only phone line is available at 1-877-853-5257; enter meeting ID: 891 1613 4145. Members of the public may present their comments to the Board on matters within their jurisdiction as listed on the agenda via in-person or teleconference. To participate via teleconference 1-833-548-0276 and enter meeting ID: 815 2066 4276 or click <https://us06web.zoom.us/j/81520664276pwd=a1RTQWh6V3h3ckFhNmDsUWpKR1c2Zz09>

MWD Headquarters Building • 700 N. Alameda Street • Los Angeles, CA 90012
Teleconference Locations:
3008 W. 82nd Place • Inglewood, CA 90305

1. Call to Order

- a. Invocation: Director Tana McCoy, City of Compton
- b. Pledge of Allegiance: Director Anthony Fellow, Upper San Gabriel Valley Municipal Water District

2. Roll Call

3. Determination of a Quorum

4. COMMUNITY REFLECTIONS

- a. Frank Montes, Hispanic Coalition of Small Businesses [21-2278](#)

5. 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))

6. OTHER MATTERS AND REPORTS

- A. Report on Directors' Events Attended at Metropolitan's Expense [21-2199](#)
Attachments: [06132023 BOD 6A Report](#)
- B. Chair's Monthly Activity Report [21-2200](#)
- C. General Manager's summary of activities [21-2201](#)
- D. General Counsel's summary of activities [21-2202](#)
- E. General Auditor's summary of activities [21-2203](#)
- F. Ethics Officer's summary of activities [21-2204](#)

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

7. CONSENT CALENDAR OTHER ITEMS - ACTION

- A. Approval of the Minutes of the Board of Directors Meeting for May 9, 2023 (Copies have been submitted to each Director, any additions, corrections, or omissions) [21-2198](#)
- B. Approve Committee Assignments

8. CONSENT CALENDAR ITEMS - ACTION

- 7-1 Authorize agreements with AECOM Technical Services, Inc. and CDM Smith Inc., each in an amount not to exceed \$800,000, for water desalination studies in Metropolitan's service area; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (EOT) [21-2277](#)

Attachments: [06132023 EOT 7-1 B-L](#)

- 7-2 Amend the Capital Investment Plan for fiscal years 2022/2023 and 2023/2024 to include three projects: (1) Jensen Administration Building column panel replacement; (2) Skinner chemical storage tanks replacement; and (3) Auld Valley and Red Mountain Control Structures upgrade; and award a \$281,900 contract to MMJ Contracting Inc. to replace the existing entrance column panels at the Jensen Administration Building; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (EOT) [21-2281](#)

Attachments: [06132023 EOT 7-2 B-L](#)

7-3 Approve up to \$1.894 million to purchase insurance coverage for Metropolitan's Property and Casualty Insurance Program for fiscal year 2023/24; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. [SUBJECT UPDATED 6/2/23] (FAIRP) [21-2287](#)

7-4 Approve Metropolitan's Statement of Investment Policy for fiscal year 2023/2024, delegate authority to the Treasurer to invest Metropolitan's funds for fiscal year 2023/2024; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (FAIRP) [21-2288](#)

7-5 Authorize the General Manager to execute six lease/license amendments and two new license agreements for the installation and upgrade of telecommunication equipment and changes in the terms at existing telecommunication sites known as Edom Hill, Vidal Junction, Crossman Peak, Las Vegas Junction, Searchlight, Christmas Tree, and Black Peak, and to commence occupying a new site known as Super Nap, in Southern California, Southern Nevada, and Southern Arizona, as part of Metropolitan's Desert Microwave Project; the proposed action is in furtherance of a project that was previously determined to be exempt from CEQA [21-2290](#)

(Riverside County Assessor Parcel No. 659-260-030, San Bernardino County Assessor Parcel No. 0647-321-20-0000, Mohave County Parcel No. 113-02-003, Clark County Parcel Nos. 190-15-000-001; 243-34-501-019; 259-00-001-001; 176-01-801-043, and La Paz County Parcel No. 311-01-006) (FAIRP)

Attachments: [06132023 FAIRP 7-5 B-L](#)

7-6 Authorize the General Manager to grant a permanent easement to Eastern Municipal Water District for the construction and operation of a pipeline northeast of Diamond Valley Lake in the city of Hemet within Assessor Parcel Numbers 464-250-002, 464-250-003, 454-270-020 and 454-270-032; the General Manager has determined that the proposed action is exempt and not subject to CEQA (FAIRP) [21-2291](#)

Attachments: [06132023 FAIRP 7-6 B-L](#)

- 7-7 By a two-thirds vote, authorize payment of up to \$932,800 for support of the Colorado River Board and Six Agency Committee for fiscal year 2023/24; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (OWS) [21-2284](#)

Attachments: [06132023 OWS 7-7 BL](#)

- 7-8 Adopt Mitigated Negative Declaration for the Delta Smelt and Native Species Preservation Project and take related CEQA actions (OWS) [21-2286](#)

Attachments: [06132023 OWS 7-8 B-L](#)

- 7-9 Authorize adding a \$500,000 line item to the fiscal year 2023/2024 Equal Employment Opportunity Office budget to cover outside legal services; and authorize an agreement with Meyers Nave in an amount not to exceed \$500,000 for ongoing legal advice in support of Equal Employment Opportunity Office activities and Equal Employment Opportunity related personnel and compliance matters; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. [ADDED SUBJECT 6/2/23] (EOP) [21-2398](#)

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

9. OTHER BOARD ITEMS - ACTION

- 8-1 Authorize on-call agreements with Kennedy Jenks Consultants Inc., Lee & Ro Inc., and Stantec Consulting Services Inc., in amounts not to exceed \$10 million each, for a maximum of five years for engineering services; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (EOT) [21-2279](#)

Attachments: [06132023 EOT 8-1 B-L](#)

- 8-2 Award a \$16,490,000 contract to J. F. Shea Construction, Inc. to replace equipment storage buildings at three Colorado River Aqueduct pumping plants; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (EOT) [21-2280](#)

Attachments: [06132023 EOT 8-2 B-L](#)

- 8-3** Express support, if amended, on two legislative bond proposals, [21-2292](#)
Assembly Bill 1567 (Garcia) and Senate Bill 867 (Allen), to provide
funding for water projects to address climate change impacts; the
General Manager has determined that the action is exempt (LRAC)

Attachments: [06132023 LRAC 8-3 B-L.pdf](#)

- 8-4** Approve entering into fiscal years 2022-2026 Memorandum of [21-2302](#)
Understanding between The Metropolitan Water District of
Southern California and The Supervisors Association of The
Metropolitan Water District of Southern California; the General
Manager has determined that the proposed action is exempt or
otherwise not subject to CEQA [Conference with Labor
Negotiators; to be heard in closed session pursuant to Gov. Code
54957.6. Metropolitan representatives: Katano Kasaine, Assistant
General Manager, Chief Financial Officer and Gifty J. Beets,
Human Resources Section Manager of Labor Relations. Employee
organization: The Supervisors Association of The Metropolitan
Water District of Southern California] (EOP)

10. BOARD INFORMATION ITEMS

- 9-1** Conservation Program Board Report [21-2197](#)
- 9-2** Introduction of Ordinance No. 152: Determining that the Interests [21-2289](#)
of Metropolitan Require the Use of Revenue Bonds in the
Aggregate Principal Amount of \$500 Million to Finance a Portion of
Capital Expenditures (FAIRP)

Attachments: [06132023 FAIRP 9-2 B-L](#)

11. OTHER MATTERS

NONE

12. FOLLOW-UP ITEMS

NONE

13. FUTURE AGENDA ITEMS

14. 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. (EOT). Board agendas may be obtained on Metropolitan's Web site <https://mwdh2o.legistar.com/Calendar.aspx>

Writings relating to open session agenda items distributed to Directors less than 72 hours prior to a regular meeting are available for public inspection at Metropolitan's Headquarters Building and on Metropolitan's Web site <https://mwdh2o.legistar.com/Calendar.aspx>.

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



DATE: June 20, 2023
TO: Board of Directors
FROM: General Manager

SUBJECT: ACWA Region 8 Board of Directors: Nomination and Support

SUMMARY:

On April 17, 2023, the District received notification from the ACWA Region 8 Nominating Committee requesting nominations for candidates interested in serving on the Region 8 Board of Directors for the upcoming 2024-25 term. Nominations require submittal of a Region Board Candidate Nomination Form signed by the candidate and a Board-adopted resolution supporting the candidate's nomination to ACWA by June 16, 2023. ACWA staff confirmed that the resolution supporting a candidate's nomination could be submitted after the June 16, 2023 deadline.

RECOMMENDATION(S):

Pass, approve, and adopt proposed Resolution No. 2623, nominating and supporting Director Leonard E. Polan as a candidate for the ACWA Region 8 Board of Directors.

RESOLUTION NO. 2623

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT PLACING IN NOMINATION DIRECTOR LEONARD E. POLAN AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES REGION 8 BOARD OF DIRECTORS

(Reference is hereby made to Resolution No. 2623 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

FINANCIAL IMPACT:

There is a minimal financial impact associated with this action.

DISCUSSION:

On April 17, 2023, the District received notification from the ACWA Region 8 Nominating Committee requesting nominations for candidates interested in serving on the Region 8 Board

for the upcoming 2024-25 term. Nominations require submittal of a Region Board Candidate Nomination Form signed by the candidate and a Board-adopted resolution supporting the candidate's nomination to ACWA by June 16, 2023. ACWA staff confirmed that the resolution supporting a candidate's nomination could be submitted after the June 16, 2023 deadline.

In 2021, Director Leonard E. Polan was nominated and appointed to serve on the ACWA Region 8 Board of Directors for the 2022-23 term. Director Polan has indicated his desire to continue to serve on the ACWA Region 8 Board of Directors.

Prepared by: David Pedersen, General Manager

ATTACHMENTS:

[ACWA Region 8 Call for Candidates Packet](#)

[Proposed Resolution No. 2623](#)

[ACWA Region 8 Candidate Form Len Polan](#)

[Biography for Leonard E. Polan](#)

MEMORANDUM

Date: April 17, 2023

To: ACWA Region 8 General Manager and Board Presidents
(sent via e-mail)

From: ACWA Region 8 Nominating Committee

- **Dave Pedersen**, Las Virgenes Municipal Water District
- **Edgar Dymally**, Metropolitan Water District of Southern California
- **Cynthia Kurtz**, Pasadena Water & Power
- **Gina Dorrington**, Ventura Water
- **David De Jesus**, Three Valleys Municipal Water District

Subject: Call for Candidates for Region Boards

The Region 8 Nominating Committee is looking for ACWA members who are interested in leading the direction of ACWA Region 8 for the 2024-'25 term. The Nominating Committee is currently seeking candidates for the Region 8 Board, which is comprised of Chair, Vice Chair and up to five Board Member positions. In a separate but concurrent process, ACWA's Election Committee has announced its call for candidates for ACWA President and Vice President. **More information about both processes is available at www.acwa.com/elections.** The leadership of ACWA's 10 geographical regions is integral to the leadership of ACWA. The Chair and Vice Chair of Region 8 serve on ACWA's statewide Board of Directors and recommend all committee appointments for Region 8. The members of the Region 8 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals on behalf of members and serve as a key role in ACWA's grassroots outreach efforts.

If you, or someone within your agency, are interested in serving in a leadership role within ACWA by becoming a Region 8 Board Member, please familiarize yourself with the [role and responsibilities of the region boards](#) and the [Region 8 Rules and Regulations](#) and submit the following documents by **June 16:**

- [A candidate nomination form](#)
- **A signed resolution of support from your agency's Board of Directors** (A sample resolution [is available online](#))

June 16

In addition to the required documents, you may also send a short biography and a headshot photo to be included in the candidate section of ACWA's elections webpage; however, these are not required.

The election will begin on July 17 with electronic ballots emailed to General Managers and Board Presidents. The ballot will include the Nominating Committee's recommended slate and any additional candidates interested in the region board positions who meet the qualification criteria.



All region ballots must be submitted by Sept. 15. One ballot per agency will be counted. Election results announced Sept. 27 and the newly elected Region 8 Board Members will begin their two-year term of service on Jan. 1, 2024.

If you have any questions, please visit www.acwa.com/elections or contact Regional Affairs Representative Sarah Hodge at SarahH@acwa.com or 916-669-2384.

2023 ACWA Region Election Timeline 2024-2025 Term

February 28:

NOMINATING COMMITTEES APPOINTED

- With concurrence of the region board, the region chairs appoint at least three region members to serve as the respective region's Nominating Committee
- Those serving on nominating committees are ineligible to seek region offices
- Nominating Committee members are posted online at www.acwa.com

March 1-31:

NOMINATING COMMITTEE TRAINING

- Nominating Committee packets will be e-mailed out to each committee member
- ACWA staff will hold a training session via conference call with each nominating committee to educate them on their specific role and duties
 - Regions 1-10 Nominating Committees: via Zoom Meetings

April 17:

CALL FOR CANDIDATES

- The call for candidate nominations packet will be e-mailed to ACWA member agency Board Presidents and General Managers

June 16:

DEADLINE FOR COMPLETED NOMINATION FORMS

- Deadline to submit all Nomination Forms and board resolutions of support for candidacy for region positions
- Nominating Committee members may need to solicit additional candidates in person to achieve a full complement of nominees for the slate

June 19:

CANDIDATE INFORMATION TO NOMINATING COMMITTEES

- All information submitted by candidates will be forwarded from ACWA staff to the respective region Nominating Committee members with a cover memo explaining their task

June 20 – July 10: RECOMMENDED SLATES SELECTED

- Nominating Committees will meet to determine the recommended individuals for their region. The slate will be placed on the election ballot.
- Nominating Committee Chairs will inform their respective ACWA Regional Affairs Representative of their recommended slate by July 10
- Candidates will be notified of the recommended slate by July 14
- The Nominating Committee Chair will approve the official region ballot

July 17: ELECTIONS BEGIN

- All 10 official electronic ballots identifying the recommended slate and any additional candidates for consideration for each region will be produced and e-mailed to ACWA member agencies only
- Only one ballot per agency will be counted

September 15: ELECTION BALLOTS DUE

- ***Deadline for all region elections. All region ballots must be received by ACWA by **September 15, 2023*****

September 27: ANNOUNCEMENT OF ELECTION RESULTS

- Newly-elected members of the region boards will be contacted accordingly
- An ACWA Advisory will be distributed electronically to all members reporting the statewide region election results
- Results will be posted at acwa.com and will be published in the October issue of ACWA News

REGION BOARD CANDIDATE NOMINATION FORM



Submit completed form by **June 16, 2023** to regionelections@acwa.com

Name of Candidate:	Title:	
Agency:	Agency Phone:	
Direct Phone:	E-mail:	
Address:	ACWA Region:	County:

Region Board Position Preference
<i>If you are interested in more than one position, please indicate priority - 1st, 2nd and 3rd choice.</i>
<input type="checkbox"/> Chair:
<input type="checkbox"/> Vice Chair:
<input type="checkbox"/> Board Member:

If you are not chosen for the recommended slate, would you like to be listed in the ballot's individual candidate section?
<i>If neither is selected, your name will NOT appear on the ballot.</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No

Agency Function(s)
<i>Check all that apply</i>
<input type="checkbox"/> Wholesale
<input type="checkbox"/> Urban Water Supply
<input type="checkbox"/> Ag Water Supply
<input type="checkbox"/> Sewage Treatment
<input type="checkbox"/> Retailer
<input type="checkbox"/> Wastewater Reclamation
<input type="checkbox"/> Flood Control
<input type="checkbox"/> Groundwater Management / Replenishment
<input type="checkbox"/> Other:

Describe your ACWA-related activities that help qualify you for this office:

Write below or attach a half-page bio summarizing the experience and qualifications that make you a viable candidate for ACWA Region leadership. Please include the number of years you have served in your current agency position, the number of years you have been involved in water issues and in what capacity you have been involved in the water community. You may share a candidate photo along with your application. Candidate photos and bios will be shared on the ACWA region election webpage.

I acknowledge that the role of a region board member is to actively participate on the Region Board during my term, including attending region board and membership meetings, participating in region conference calls, participating in ACWA's Outreach Program, as well as other ACWA functions to set an example of commitment to the region and the association.

I hereby submit my name for consideration by the Nominating Committee.

Signature	Title	Date
-----------	-------	------

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
(DISTRICT NAME)
PLACING IN NOMINATION (NOMINEE NAME)
AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES
REGION ____ (POSITION)**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF (DISTRICT NAME) AS FOLLOWS:

A. Recitals

(i) The Board of Directors (Board) of the (District Name) does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA).

(ii) (Nominee Title), (Nominee Name) is currently serving as (Position) for ACWA Region ____

and/or

(iii) (Nominee Name) has indicated a desire to serve as a (Position) of ACWA Region ____.

B. Resolves

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF (DISTRICT NAME),

(i) Does place its full and unreserved support in the nomination of (Nominee Name) for the (Position) of ACWA Region ____.

(ii) Does hereby determine that the expenses attendant with the service of (Nominee Name) in ACWA Region ____ shall be borne by the (District Name).

Adopted and approved this ____ day of ____ (month) 2023.

(SEAL)

(Nominee Name), (Title)
(District Name)

April 7, 2023

ATTEST:

(Secretary Name), Secretary

I, (SECRETARY NAME), Secretary to the Board of Directors of (District Name), hereby certify that the foregoing Resolution was introduced at a regular meeting of the Board of Directors of said District, held on the ____ day of ____ (month) 2023, and was adopted at that meeting by the following roll call vote:

AYES:

NOES:

ABSENT:

ATTEST:

(Secretary Name), Secretary to the
Board of Directors of
(District Name)

April 7, 2023

ACWA Region 8
Rules & Regulations

Each region shall organize and adopt rules and regulations for the conduct of its meetings and affairs not inconsistent with the Articles of Incorporation or bylaws of the Association (ACWA Bylaw V, 6.).

Officers

At least one of the chair or vice chair positions must be an elected / appointed director from a member agency.

The term of the chair and the vice chair shall allow for two successive two-year terms allowing a maximum of four consecutive years as chair or vice chair.

The chair will appoint a secretary if one is deemed necessary.

Meetings

The Region 8 board shall approve all region programs and activities.

Region 8 shall have a general membership meeting annually in addition to those meetings at the ACWA conferences.

Attendance

If a region chair or vice chair is no longer allowed to serve on the Board of Directors due to his / her attendance, the region board shall appoint from the existing region board a new region officer. (ACWA Policy & Guideline Q, 1.)

If a region chair or vice chair misses three consecutive region board / membership meetings, the same process shall be used to backfill the region officer position. (ACWA Policy & Guideline Q, 1.)

If a region board member has three consecutive unexcused absences from a region board meeting or general membership business meeting, the region board will convene to discuss options for removal of the inactive board member. If the vacancy causes the board to fail to meet the minimum requirement of five board members, the region must fill the vacancy according to its rules and regulations. (ACWA Policy & Guideline Q, 3.)

Elections

All nominations received for the region chair, vice chair and board positions must be accompanied by a resolution of support from each sponsoring member agency, signed by an authorized representative of the Board of Directors. Only one individual may be nominated from a given agency to run for election to a region board. Agencies with representatives serving on the nominating committees should strive not to submit nominations for the region board from their agency. (ACWA Policy & Guideline P, 2.)

Election ballots will be e-mailed to ACWA member agency general managers and presidents.

The nominating committee shall consist of three to five members.

The nominating committee shall pursue qualified members within the region to run for the region board; consider geographic diversity, agency size and focus in selecting a slate, nominate both elected/appointed officials and staff members as part of the Region 8 board; and preserve objectivity by not nominating a member of the nominating committee for any elected positions being considered.

See the current region election timeline for specific dates.

Endorsements

ACWA, as a statewide organization, may endorse potential nominees and nominees for appointment to local, regional, and statewide commissions and boards. ACWA's regions may submit a recommendation for consideration and action to the ACWA Board of Directors to endorse a potential nominee or nominee for appointment to a local, regional or statewide commission or board. (ACWA Policy & Guideline P, 3.)

Committee Recommendations & Representation

All regions are given equal opportunity to recommend representatives of the region for appointment to a standing or regular committee of the Association. If a region fails to provide full representation on all ACWA committees, those committee slots will be left open for the remainder of the term or until such time as the region designates a representative to complete the remainder of the term. (ACWA Policy & Guideline P, 4. A.)

At the first region board / membership meeting of the term, regions shall designate a representative serving on each of the standing and regular committees to serve as the official reporter to and from the committee on behalf of the region to facilitate input and communication. (ACWA Policy & Guideline P, 4. B.)

The chair and vice chair shall make all committee appointment recommendations to the ACWA committees, to be ratified by the Region 8 board prior to submission to the ACWA president for consideration.

Tours

ACWA may develop and conduct various tours for the regions. All tour attendees must sign a "release and waiver" to attend any and all region tours. Attendees agree to follow environmental guidelines and regulations in accordance with direction from ACWA staff; and will respect the rights and privacy of other attendees. (ACWA Policy & Guideline P, 6.)

Finances

See "Financial Guidelines for ACWA Region Events" document.

Amending the Region Rules & Regulations

ACWA policies and guidelines can be amended by approval of the ACWA Board of Directors.

The Region 8 Rules & Regulations can be amended by a majority vote of those present at any Region 8 meeting as long as a quorum is present.

ACWA Regions provide the grassroots support to advance ACWA's legislative and regulatory agenda.

Background

As a result of ACWA's 1993 strategic planning process, known as Vision 2000, ACWA modified its governance structure from one that was based on sections to a regional-based configuration. Ten regions were established to provide geographic balance and to group agencies with similar interests.

Primary Charge of Regions

- To provide a structure where agencies can come together and discuss / resolve issues of mutual concern and interest and based on that interaction, provide representative input to the ACWA board.
- To assist the Outreach Task Force in building local grassroots support for the ACWA Outreach Program in order to advance ACWA's legislative and regulatory priorities as determined by the ACWA Board and the State Legislative, Federal Affairs or other policy committees.
- To provide a forum to educate region members on ACWA's priorities and issues of local and statewide concern.
- To assist staff with association membership recruitment at the regional level.
- To recommend specific actions to the ACWA Board on local, regional, state and federal issues as well as to recommend endorsement for various government offices and positions.

Region chairs and vice chairs, with support from their region boards, provide the regional leadership to fulfill this charge.

Note: Individual region boards CANNOT take positions, action or disseminate communication on issues and endorsements without going through the ACWA Board structure.

GENERAL DUTIES / RESPONSIBILITIES FOR REGION OFFICERS

Region Chair

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Chair will also call at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Serves as a member of ACWA's Outreach Program, and encourages region involvement. Appoints Outreach Captain to help lead outreach effort within the region.
- Presides over all region activities and ensures that such activities promote and support accomplishment of ACWA's Goals.
- Makes joint recommendations to the ACWA President regarding regional appointments to all ACWA committees.
- Appoints representatives in concurrence of the region board, to serve on the region's nominating committee with the approval of the region board.
- Facilitates communication from the region board and the region membership to the ACWA board and staff.

Region Vice Chair

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Vice Chair will also participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Performs duties of the Region Chair in the absence of the chair.
- Serves as a member of ACWA's Outreach Program, and encourages region involvement.
- Makes joint recommendations to the ACWA president regarding regional appointments to all ACWA committees.

Region Board Member

- Participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Supports program planning and activities for the region.
- Actively participates and encourages region involvement in ACWA's Outreach Program.
- May serve as alternate for the chair and/or vice chair in their absence (if appointed) to represent the region to the ACWA Board.

REGION MAP



REGIONS
1, 3, 5

Jennifer Rotz
Regional Affairs Representative II
jenniferr@acwa.com

REGIONS
2, 6, 7

Michael Cervantes
Senior Regional Affairs Representative
michaelc@acwa.com

REGION
4

Ana Javaid
Region & Member Engagement
Specialist II
anaj@acwa.com

REGIONS
8, 9, 10

Sarah Hodge
Regional Affairs Representative I
sarahh@acwa.com



ACWA Public Water Agency Members by County

<p>Alameda Alameda County Water District City of Pleasanton Dublin San Ramon Services District East Bay Municipal Utility District Zone 7 Water Agency</p> <p>Alpine Kirkwood Meadows PUD</p> <p>Amador Amador Water Agency</p> <p>Butte Butte Water District Ducor Community Services District Paradise Irrigation District Reclamation District #2047 Richvale Irrigation District South Feather Water and Power Agency Thermalito Water & Sewer District Western Canal Water District</p> <p>Calaveras Calaveras County Water District Calaveras Public Utility District San Andreas Sanitary District Utica Water Power Authority</p> <p>Colusa Colusa County Water District Knights Landing Ridge Drainage District Princeton-Codora-Glenn Irrigation District Reclamation District #1004 Reclamation District #108 Sacramento River West Side Levee District Sites Project Joint Powers Authority</p> <p>Contra Costa Byron Bethany Irrigation District Contra Costa Water District Diablo Water District East Contra Costa Irrigation District</p> <p>El Dorado El Dorado County Water Agency El Dorado Irrigation District Georgetown Divide PUD South Tahoe Public Utilities District</p> <p>Fresno City of Fresno Consolidated Irrigation District Dudley Ridge Water District Firebaugh Canal Water District Free Water County Water District Fresno Irrigation District Fresno Metropolitan Flood Control District Fresno Slough Water District Friant North Authority James Irrigation District Kings River Water District Laguna Irrigation District Laton Community Service District Malaga County Water District McMullin Area Groundwater Sustainability Agency Mid-Valley Water District Orange Cove Irrigation District Pacheco Water District Panoche Drainage District Panoche Water District Pinedale County Water District Raisin City Water District Reclamation District #1606 Riverdale Irrigation District Root Creek Water District Sierra Cedars Community Services District Tranquillity Irrigation District Westlands Water District</p> <p>Glenn Glenn-Colusa Irrigation District Glide Water District Kanawha Water District Orland-Artois Water District Provident Irrigation District Reclamation District #2047 Tehama Colusa Canal Authority</p> <p>Humboldt Humboldt Bay Harbor Rec. & CD Humboldt Bay Municipal WD Humboldt CSD McKinleyville CSD</p> <p>Imperial Bard Water District Imperial Irrigation District</p> <p>Inyo Wheeler Crest CSD Sierra Highlands CSD</p> <p>Kern Arvin-Edison Water Storage District Belridge Water Storage District Berrenda Mesa Water District</p>	<p>Boron Community Services District Buena Vista Water Storage District Cavelo Water District City of Tehachapi Delano-Earlmar ID Groundwater Sustainability Delano-Earlmar Irrigation District Frazier Park Public Utilities District Golden Hills CSD Greenfield County Water District Groundwater Banking JPA Indian Wells Valley Water District Kern County Water Agency Kern Delta Water District Kern Tulare Water District Lost Hills Water District Mojava PUD North Kern WSD Rand Communities WD Rosamond CSD Rosedale-Rio Bravo WSD Semitropic WSD Shafter-Wasco ID Southern San Joaquin MUD South Valley Water Resources Authority Tehachapi-Cummings County WD West Kern WD Westside Water Authority Wheeler Ridge-Maricopa WSD</p> <p>Kings Angiola Water District Atwell Island Water District Corcoran Irrigation District Deer Creek Storm Water District El Rico GSA Empire West Side Irrigation District Green Valley Water District Kings County Water District Lakeside Irrigation Water District Tri-County Water Authority Tulare Lake Basin WSD W.H. Wilbur Rec. District #825</p> <p>Lake Clearlake Oaks County Water District Hidden Valley Lake Community Services District</p> <p>Los Angeles Antelope Valley State Water Contractors Antelope Valley-East Kern WA Azusa Light & Water Burbank Water & Power Central Basin MWD Cresenta Valley Water District City of Glendora-Water Division City of La Verne City of Long Beach Water Dept. Devils Den Water District Foothill Municipal Water District Glendale Water & Power Kinneloa Irrigation District La Canada Irrigation District La Puente Valley County WD Las Virgenes Municipal WD Littlerock Creek Irrigation District Los Angeles County Waterworks Districts Los Angeles Dept. of Water Power Main San Gabriel Basin Watermaster Metropolitan Water District of Southern California Orchard Dale Water District Palm Ranch Irrigation District Palmdale Water District Pasadena Water & Power Pico Water District Pomona-Walnut-Rowland JWLC Puente Basin Water Agency Quartz Hill Water Districts Rowland Water District San Gabriel Basin Water Quality Authority San Gabriel County Water District San Gabriel Valley Municipal Water District Santa Clarita Valley Water Agency Spadra Basin Groundwater Sustainability Agency SCV Groundwater Sustainability Agency South Montebello Irrigation District Three Valleys Municipal WD Upper San Gabriel Valley MWD Upper Santa Clara Valley Joint Power Authority Valley County Water District Walnut Valley Water District Water Replenishment District of Southern California West Basin Municipal Water District</p>	<p>Madera Chowchilla Water District Gravelly Ford Water District Le Grand-Athlone Water District Madera County Water and Natural Resources Madera Irrigation District Madera Water District Madera-Chowchilla Water and PA</p> <p>Marin Bolinas Community PUD Marin Municipal Water District North Marin Water District Stinson Beach County Water District</p> <p>Mariposa Mariposa Public Utilities District</p> <p>Mendocino Brooktrails Township Community Services District Calpella County Water District Laytonville County Water District Mendocino County Russian River Flood Control & Water Millview County Water District Redwood Valley County WD Upper Russian River Water Agency Willow County Water District</p> <p>Merced Central California Irrigation District Delhi County Water District Eastside Water District East Turlock Subbasin Groundwater Sustainability Agency Grassland Water District Henry Miller Rec. District #2131 Le Grand CSD Merced Integrated Regional Water Management Authority Merced Irrigation District Merced Irrigation-Urban GSA Planada Community Services District San Luis & Delta-Mendota Water Authority San Luis Water District</p> <p>Mono Mammoth Community WD</p> <p>Monterey Aromas Water District Castroville Community Services District Marina Coast Water District Monterey One Water Monterey Peninsula Water Management District Pebble Beach Community Services District</p> <p>Napa Circle Oaks County Water District</p> <p>Nevada Nevada Irrigation District San Juan Ridge County WD Sierra Lakes County Water District Truckee Donner PUD</p> <p>Orange City of Newport Beach City of Santa Ana East Orange County Water District El Toro Water District Irvine Ranch Water District La Habra Heights County Water District Laguna Beach County Water District Mesa Water District Moulton Niguel Water District MWD of Orange County Orange County Water District Santa Margarita Water District Santiago Aqueeduct Commission Serrano Water District South Coast Water District Trabuco Canyon Water District West Orange County Water Board Yorba Linda Water District</p> <p>Placer City of Roseville Midway Heights County WD Placer County Water Agency San Juan Water District Tahoe City Public Utilities District</p> <p>Riverside Beaumont-Cherry Valley WD Benford-Coldwater Groundwater Sustainability Agency City of Corona Dept. of Water & Power Coachella Valley Water District Coachella Water Authority Desert Water Agency Eastern Municipal Water District</p>	<p>Elsinore Valley MWD Idyllwild Water District Indio Water Authority Jurupa Community Services District Lake Hemet Municipal WD Mission Springs Water District Palo Verde Irrigation District Pinyon Pines County Water District Rancho California Water District Riverside County Flood Control & Water Conservation District Riverside Public Utilities Salton Sea Authority San Geronimo Pass Water Agency Santa Ana Watershed Project Authority Santa Rosa Regional Resources Authority Western Municipal Water District</p> <p>Sacramento American River Flood Control District Carmichael Water District Citrus Heights Water District City of Folsom City of Sacramento - Dept. of Utilities Del Paso Manor Water District Delta Conveyance Design and Construction Authority Elk Grove Water District, Dept. of FRD Fair Oaks Water District North Delta Water Agency Omochumne-Hartnell WD Reclamation District #744 Reclamation District #1000 Rio Linda/Elverta Community WD Sacramento County Water Agency Sacramento Suburban WD South Yuba Water District</p> <p>San Benito City of San Juan Bautista San Benito County Water District Sunnyslope County Water District</p> <p>San Bernardino Apple Valley Foothill County WD Apple Valley Heights County WD Bear Valley Basin Groundwater Sustainability Agency Big Bear City Community Services District Big Bear Municipal Water District Chino Basin Water Conservation District Chino Basin Watermaster City of Rialto/Rialto Utility Authority Crestline Village Water District Crestline-Lake Arrowhead WA Cucamonga Valley Water District East Valley Water District HI-Desert Water District Inland Empire Utilities Agency Joshua Basin Water District Lake Arrowhead CSD Mariana Ranchos County WD Mojava Water Agency Monte Vista Water District San Bernardino Valley Municipal Water District San Bernardino Valley Water Conservation District Twenty-nine Palms Water District West Valley Water District</p> <p>San Diego Borrego Water District Carlsbad Municipal Water District City of Escondido City of Oceanside-Water Utilities Dept. City of San Diego Public Utilities Fallbrook Public Utility District Helix Water District Lakeside Water District Majestic Pines Community Services District Olivenhain Municipal Water District Otay Water District Padre Dam Municipal Water District Rainbow Municipal Water District Ramona Municipal Water District Rincon del Diablo Municipal Water District San Diego County Water Authority San Dieguito Water District Santa Fe Irrigation District South Bay Irrigation District Sweetwater Authority Upper San Luis Rey RCD Vallecitos Water District Valley Center Municipal Water District</p>	<p>Vista Irrigation District Wynola Water District Yuima Municipal Water District</p> <p>San Francisco San Francisco Public Utility Commission</p> <p>San Joaquin Banta-Carbona Irrigation District Central San Joaquin Water Conservation District Mountain House Community Services District North San Joaquin Water Conservation District Pescadero Reclamation District #2058 Reclamation District #2026 South San Joaquin Irrigation District Stockton East Water District The West Side Irrigation District Woodbridge Irrigation District</p> <p>San Mateo Bay Area Water Supply & Conservation Agency Coastside County Water District Mid-Peninsula Water District Montara Water & Sanitary District North Coast County Water District San Francisco Creek Joint Powers Authority San Mateo Flood and Sea Level Rise Resiliency District Westborough Water District</p> <p>Santa Barbara Cachuma Operation and Maintenance Board Carpinteria Valley Water District Central Coast Water Authority City of Buellton City of Santa Barbara Goleta Water District Los Alamos Community Services District Mission Hills Community Services District Montecito Sanitation District Montecito Water District Santa Ynez River Water Conservation District Improvement District No. 1 Vandenberg Village Community Services District</p> <p>Santa Clara Purissima Hills Water District Valley Water</p> <p>Santa Cruz Central Water District City of Santa Cruz Water Dept. City of Watsonville Water Department Pajaro Valley Water Management Agency Pajaro/Sunny Mesa Community Services District Scotts Valley Water District Soquel Creek Water District</p> <p>Shasta Anderson-Cottonwood ID Bella Vista Water District Centerville Community Services District City of Redding Water Utility City of Shasta Lake Clear Creek Community Services District Cottonwood Water District Fall River Valley Community Services District Mountain Gate Community Services District Rio Alto Water District Shasta County Water Agency</p> <p>Sierra Sierra County WWD #1</p> <p>Siskiyou Montague Water Conservation District Scott Valley Irrigation District Tulelake Irrigation District</p> <p>Solano City of Fairfield City of Vacaville, Utilities Department City of Vallejo Maine Prairie Water District Reclamation District #2068 Rural North Vacaville Water District Solano County Water Agency Solano Irrigation District Suisun-Solano Water Authority</p>	<p>Sonoma Bodega Bay PUD City of Santa Rosa - Water Dept. Forestville Water District Sonoma Mountain County WD Sonoma Water Valley of the Moon Water District</p> <p>Stanislaus City of Modesto, Utilities Department Del Puerto Water District Lake Don Pedro Community Services District Modesto Irrigation District Oakdale Irrigation District Patterson Irrigation District Stanislaus Regional Water Authority Turlock Irrigation District West Stanislaus Irrigation District</p> <p>Sutter Brophy Water District Feather Water District Reclamation District #1500 South Sutter Water District Sutter Extension Water District</p> <p>Tehama Corning Water District</p> <p>Trinity Weaverville Community Services District</p> <p>Tulare Alpaugh Community Services District Alpaugh Irrigation District Alta Irrigation District County of Tulare, County Administration Office Deer Creek & Tule River Authority Exeter Irrigation District Friant Power Authority Friant Water Authority Ivanhoe Irrigation District Ivanhoe Public Utilities District Kaweah Delta Water Conservation District Kings River East Groundwater Sustainability Agency Kings River Water District Lindsay-Strathmore Irrigation District Lower Tule River Irrigation District Lower Tule River Irrigation District GSA Mid-Kaweah Groundwater Sustainability Agency Orosi Public Utilities District Pixley Irrigation District Pixley Irrigation District GSA Porterville Irrigation District Saucelito Irrigation District South Valley Water Association South Valley Water Banking Authority St. Johns Water District Stone Corral Irrigation District Terra Bella Irrigation District Tri-Districts Water Authority Tri-Valley Water District Tulare Irrigation District</p> <p>Tuolumne Tri-Dam Project Tuolumne County Water Agency Tuolumne Utilities District</p> <p>Ventura Arroyo Santa Rosa GSA Calleguas Municipal Water District Camrosa Water District Casitas Municipal Water District Channel Islands Beach Community Services District County of Ventura Public Works Pleasant Valley County Water District Triunfo Water & Sanitation District United Water Conservation District Ventura County, Public Works Ventura River Water District Ventura Water, City of Ventura</p> <p>Yolo Dunnigan Water District Reclamation District #2035 Reclamation District #307 Reclamation District #999 Woodland Davis Clean Water Agency Yolo County Flood Control and Water Conservation District</p> <p>Yuba Browns Valley Irrigation District Camp Far West Irrigation District City of Yuba City North Yuba Water District Ramirez Water District Reclamation District 784 Yuba County Water Agency</p>
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RESOLUTION NO. 2623

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT PLACING IN NOMINATION DIRECTOR LEONARD E. POLAN AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES REGION 8 BOARD OF DIRECTORS

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

Section 1. Recitals

- (i) The Board of Directors (Board) of the Las Virgenes Municipal Water District does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA).
- (ii) Director Leonard E. Polan is currently serving as a Board Member for ACWA Region 8.
- (iii) Director Leonard E. Polan has indicated a desire to serve as a Board Member of ACWA Region 8.

Section 2. Resolves

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE LAS VIRGENES MUNICIPAL WATER DISTRICT,

- (i) Does place its full and unreserved support in the nomination of Leonard E. Polan for the position of Board Member of ACWA Region 8.
- (ii) Does hereby determine that the expenses attendant with the service of Leonard E. Polan in ACWA Region 8 shall be borne by Las Virgenes Municipal Water District.

PASSED, APPROVED, AND ADOPTED this 20th day of June, 2023.

Jay Lewitt, President

ATTEST:

Gary Burns, Secretary

(Seal)

APPROVED AS TO FORM:

W. Keith Lemieux, District Counsel

REGION BOARD CANDIDATE NOMINATION FORM



Submit completed form by **June 16, 2023** to regionelections@acwa.com

Name of Candidate: Leonard E. Polan

Title: Director

Agency: Las Virgenes Municipal Water District

Agency Phone: (818) 251-2100

Direct Phone: (818) 968-2900

E-mail: lpolan@lvmwd.com

Address: 4232 Las Virgenes Road, Calabasas, CA 91302

ACWA Region: 8

County: Los Angeles

Region Board Position Preference

If you are interested in more than one position, please indicate priority - 1st, 2nd and 3rd choice.

- Chair:
- Vice Chair:
- Board Member:

Agency Function(s)

Check all that apply

- Wholesale
- Urban Water Supply
- Ag Water Supply
- Sewage Treatment
- Retailer
- Wastewater Reclamation
- Flood Control
- Groundwater Management / Replenishment
- Other: Compost production

If you are not chosen for the recommended slate, would you like to be listed in the ballot's individual candidate section?

If neither is selected, your name will **NOT** appear on the ballot.

- Yes No

Describe your ACWA-related activities that help qualify you for this office:

Licensed Architect since 1978; worked on numerous water issues. Activities are integrated while being environmentally sensitive. I proposed the Region 8 Water Reuse Forum, "Pure Water, the Nuts and Bolts" which was SRO at the ACWA Anaheim Conference. While attending the Water Management Committee Meetings, I contributed to the forward progress of this committee.

Write below or attach a half-page bio summarizing the experience and qualifications that make you a viable candidate for ACWA Region leadership. Please include the number of years you have served in your current agency position, the number of years you have been involved in water issues and in what capacity you have been involved in the water community. You may share a candidate photo along with your application. Candidate photos and bios will be shared on the ACWA region election webpage.

I acknowledge that the role of a region board member is to actively participate on the Region Board during my term, including attending region board and membership meetings, participating in region conference calls, participating in ACWA's Outreach Program, as well as other ACWA functions to set an example of commitment to the region and the association.

I hereby submit my name for consideration by the Nominating Committee.

DocuSigned by:

3C5B68B72B70472...

Signature

LVMWD Director, Division 4

Title

6/9/2023

Date

Len Polan's Bio

Leonard E. Polan (Division 4 Director) was elected to the LVMWD Board in November 2012, reappointed in December 2016, and again reappointed in December 2020 for the term to December 2024. As of this date, he has been a director for 10.5 years. It is his intention to continue in this role as long as possible.

Director Polan was elected to the ACWA Region 8 Board in October 2019, and he has served on the ACWA Region 8 Board since that time.

Director Polan is a Vietnam era veteran, having served in the U.S. Navy. An architect by profession, He graduated the University of Tennessee with honors. In 1975 the unique opportunity arose to work as a consultant to the Massachusetts Division of Water Pollution Control assisting the Governor's utilization of the funds appropriated and allocated to the State of Massachusetts by the Clean Water Act of 1972. This entailed working with the EPA, the MA Div. of Water Pollution Control, Cities and Townships in Southeastern MA. It also included working with many engineering firms and lawyers for these projects. In his architectural practice, he worked closely with California counties and cities water and sanitation agencies, water companies and others when planning and bringing projects into the light of day. His nature is one of environmental awareness, which couples directly to the practice of architecture. Environmental awareness is critical and constant when developing projects, siting, drainage, utility locations and how to be green. An advocate for the native plant gardens in his community, he talks the talk and walks the walk when it comes to water conservation. He believes "every drop of water is precious", and wise stewardship of our precious resources is a must and wants to contribute to the broad scope effort to make the spaceship a place for all mankind.

Director Polan has volunteered as an architectural consultant to the First Neighborhood Homeowners Association in Westlake Village and has provided guidance to the Calabasas Park Homeowners Association.



DATE: June 20, 2023
TO: Board of Directors
FROM: General Manager

SUBJECT: ACWA Statewide Position of President: Nomination and Support

SUMMARY:

The District recently received correspondence from Cathy Green, Director of the Orange County Water District, requesting support for her nomination as a candidate for the statewide position of President of the Association of California Water Agencies (ACWA) for the two-year term of 2024-25. Cathy Green has served as the Vice-President of ACWA since 2021.

Attached for the Board's consideration is a resolution in support of the nomination of Cathy Green as a candidate for the position of ACWA President.

RECOMMENDATION(S):

Pass, approve, and adopt proposed Resolution No. 2624, nominating and supporting Cathy Green as a candidate for the position of ACWA President.

RESOLUTION NO. 2624

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT IN SUPPORT OF THE NOMINATION OF CATHY GREEN AS A CANDIDATE FOR THE POSITION OF ASSOCIATION OF CALIFORNIA WATER AGENCIES PRESIDENT

(Reference is hereby made to Resolution No. 2624 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

Prepared by: David Pedersen, General Manager

ATTACHMENTS:

- [Proposed Resolution No. 2624](#)
- [Biography for Cathy Green](#)
- [Cathy Green's Key Initiatives](#)

RESOLUTION NO. 2624

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
LAS VIRGENES MUNICIPAL WATER DISTRICT
IN SUPPORT OF THE NOMINATION OF
CATHY GREEN AS A CANDIDATE FOR THE POSITION OF ASSOCIATION OF
CALIFORNIA WATER AGENCIES PRESIDENT**

WHEREAS, the Association of California Water Agencies (ACWA) is seeking nominations of candidates for the 2023 election of the Association's statewide positions of President and Vice President; and,

WHEREAS, an official nominating resolution from an ACWA member agency on whose board the nominee serves must accompany all nominations for the positions of President and Vice President; and,

WHEREAS, eligible candidates must be an elected or appointed member of the governing body or commission of a member agency of the Association; and,

WHEREAS, the ACWA Election Committee will present an open ballot with all qualifying candidates to the members for a vote by written ballot; and,

WHEREAS, the individual who fills an officer position will need to have a working knowledge of water industry issues and concerns, possess strength of character and leadership capabilities, and be experienced in matters related to the performance of the duties of the office; and,

WHEREAS, this person must be able to provide the dedication of time and energy to effectively serve in this capacity; and,

WHEREAS, Cathy Green has served as ACWA Vice President since 2021 and on the ACWA board since 2014, and she has served on the ACWA Board Executive Committee since 2020; and,

WHEREAS, as ACWA Vice President since 2021, Cathy Green would like to run as President of ACWA to continue the momentum she has built on key initiatives she is leading, including advocating for state accountability on water policy issues, spearheading the ACWA Council of Past Presidents to mentor new ACWA members, and an internal human resources initiative to support ACWA staff; and,

WHEREAS, Cathy Green has served as ACWA Region 10 Chair and Vice Chair; and,

WHEREAS, Cathy Green has served on the ACWA Water Quality Committee, ACWA Energy Committee, and ACWA State Legislative Committee; and,

WHEREAS, Cathy Green has served in a leadership role at Orange County Water District (OCWD). She was appointed to the OCWD Board of Directors in November 2010 and was elected to office in 2012, and re-elected in 2016 and 2020. She was selected by

the Board to serve as its President in 2014-16, and 2022 through present. She also served as 1st Vice President from 2013-14 and 2018-22; and,

WHEREAS, Cathy Green currently serves as the Chair of the OCWD Executive Committee and the OCWD Joint Planning Committee; and,

WHEREAS, prior to Cathy Green's service on OCWD's Board, she was elected to two consecutive terms on the Huntington Beach City Council where she served two terms as mayor. Cathy Green has been involved as a council liaison and committee member on many city boards, commissions, and committees; and,

WHEREAS, it is the opinion of the Board of Directors of Las Virgenes Municipal Water District that Cathy Green possesses all of the qualities needed to fulfill the duties of the office of ACWA President; and,

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE LAS VIRGENES MUNICIPAL WATER DISTRICT, that Las Virgenes Municipal Water District does hereby support the nomination of Cathy Green as a candidate for the office of ACWA President.

PASSED, APPROVED, AND ADOPTED this 20th day of June, 2023.

Jay Lewitt, President

ATTEST:

Gary Burns, Secretary

(Seal)

APPROVED AS TO FORM:

W. Keith Lemieux, District Counsel



CATHY GREEN BIOGRAPHY

In December of 2021, Cathy Green was elected vice president of the Association of California Water Agencies (ACWA) for a two-year term. She has served as an active member of ACWA since 2012, including serving on ACWA's executive committee since 2020, the ACWA Board since 2016, and the Region 10 Board from 2012-2021. She held the position of ACWA Region 10 chair from 2018-2019 and served as vice chair from 2016-2017 and 2020-2021. Cathy Green has also served on several ACWA committees including the water quality committee since 2012, the energy committee since 2019, and the state legislative committee from 2012-2015.

Cathy Green was elected to the Orange County Water District (OCWD) Board of Directors in November 2010 and was re-elected in 2012, 2016 and 2020. She was selected by the Board to serve as its 2015, 2016 and 2023 president. She served as 1st vice president in 2013, 2014 and from 2020 to 2022.

Cathy Green currently serves as vice chair of National Water Research Institute, a 501c3 nonprofit that collaborates with water utilities, regulators, and researchers in innovative ways to help develop new, healthy, and sustainable sources of drinking water.

Prior to Cathy Green's service on OCWD's Board, she was elected to two consecutive terms on the Huntington Beach City Council where she served two terms as mayor. Cathy Green has been involved as a council liaison and committee member on many city boards, commissions and committees. She served on the Orange County Transportation Authority Board and was a director of OC Clean Tech.

Cathy Green serves on the boards of the Huntington Valley Boys and Girls Club and the Orange County Explorer Program; serves on the Huntington Beach City School District Medi-Cal Collaborative; is a director of the Prime Health Foundation and the Huntington Beach Hospital; is a member of the American Legion Unit 133 Auxiliary, Huntington Beach Community Emergency Response Team (CERT) and the Elks Lodge 1959; and is on the advisory board of the Bolsa Chica Conservancy. She is a founding member of Amigos de Bolsa Chica.

In addition, her community involvement has included serving as president of the Therapeutic Riding Center and the Huntington Beach Community Clinic, chair of the Orange County Emergency Medical Care Committee and of Explorer's/Learning for Life, first aid chair of Huntington Beach CERT, and board member of the OC Boy Scouts of America Council and American Family Housing.



Cathy Green is the recipient of many awards. Her most recent is a 2020 Boys and Girls Clubs of America National Service to Youth Award. In 2010, she was the recipient of the Spurgeon Award, and, in 2005, she was named Woman of the Year by then State Senator John Campbell. Other awards include the 2006 United Way Excellence in Child Care Planning, the 2007 Peace Maker Award from the Greater Huntington Beach Interfaith Council and the Golden West College Pillar of Achievement Award. She has also been recognized as Huntington Beach's Citizen of the Year by the Huntington Beach Chamber of Commerce, a Huntington Beach Soroptimist's Woman of Distinction and a Bolsa Chica Conservancy Conservator of the Year.

Cathy Green is a registered nurse and holds a degree in law. As a nurse, she worked in the health care areas of intensive care, student health, community health, and patient advocacy. In addition to nursing, she gained experience with a variety of environmental projects while associated with Lockhart and Associates.

Cathy Green has been a resident of Huntington Beach since 1970 where she raised her two children, Teresa and Tom, with her late husband Peter.

Cathy Green: Key Initiatives

As ACWA's Vice President since 2022, I have and will continue to diligently listen to and work on behalf of all ACWA members. My vision for ACWA is to fully embrace its motto of *Bringing Water Together*. I believe that we can accomplish this by unifying ACWA members and collaborating with stakeholders to find effective solutions to the challenges we face.

As your ACWA President, I will continue to advance the momentum I have built on key initiatives including: 1) advocating for state accountability on water infrastructure investments and policy issues, 2) spearheading the ACWA Council of Past Presidents to mentor new members so that they are aware of membership benefits, and 3) furthering ACWA's economical, efficient, and effective member services through sound fiscal, HR, managerial, and administrative practices.

I will also work on three new initiatives including: 1) re-examining ACWA dues to provide equity for all members, 2) strengthening the Association's ability to attract, develop, and retain top industry talent, and 3) increasing non-dues revenues.

I ask for your vote so that I may continue working to ensure ACWA offers value for all members. My experience, qualifications, decade long ACWA membership, and role as ACWA Vice President have provided me a unique understanding of ACWA as the nation's largest statewide coalition of public water agencies. Please contact me any time at 714.321.0522 or CGreen@OCWD.com.

ACWA Board Member and Committees

- ACWA Vice President (2022-current)
- Executive Committee (2020-current)
- Region 10 Chair (2018-2019)
- Region 10 Vice Chair (2016-2017, 2020-2021)
- Region 10 Board Member (2012-2021)
- Water Quality Committee (2012-current)
- Energy Committee (2019-current)
- State Legislative Committee (2012-2015)

Orange County Water District

- President (2015-2016, 2022-current)
- 1st Vice President (2013, 2014, 2019-2022)
- Director (2010-current)
- Joint Planning Committee Chair
- Labor Ad Hoc Committee Chair

Civic, Professional Experience

- Huntington Beach Mayor (2003, 2009)
- Council Member (2002-2010)
- Registered Nurse
- Law degree



DATE: June 20, 2023
TO: Board of Directors
FROM: Facilities and Operations

SUBJECT: Potable Water System Coating Program: Authorization

SUMMARY:

The Water Operations Section of the Facilities and Operations Department maintains and operates the potable water distribution system. Annually, staff reviews areas in need of new protective coatings to ensure the reliability and longevity of the water system's infrastructure. For this year, staff identified four facilities, pump stations and pressure reducing stations, that require recoating. Staff advertised the work and received one proposal from Vital Coatings, Inc., in the amount of \$98,510. Vital Coatings has successfully performed work for the District in the past, is familiar with the District's water distribution system and can provide NSF-approved coatings where required.

RECOMMENDATION(S):

Authorize the General Manager to execute an agreement with Vital Coatings, Inc., in the amount of \$98,510, to provide coating services for various potable water distribution system facilities.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The cost of this action is \$98,510. Sufficient funds for the work are available in the adopted Fiscal Year 2022-23 Budget.

DISCUSSION:

The Water Operations Section of the Facilities and Operations Department maintains and operates the potable water distribution system. Annually, staff reviews areas in need of new

protective coatings to ensure the reliability and longevity of the water system's infrastructure. The inspections consist of testing for metal thickness; inspecting chips or cracking of existing coatings; and evaluating overall appearance, rusting and/or UV degradation. For this year, staff identified facilities that need improvements located at Cold Canyon Pump Station, Mountain Gate Pump Station, Seminole Pump Station and Kimberly Pump Station. Staff advertised the work and received one proposal from Vital Coatings, in the amount of \$98,510. Vital Coatings has successfully performed work for the District in the past, is familiar with the District's water distribution system and can provide NSF-approved coatings where required.

GOALS:

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

Prepared by: Darrell Johnson, Water Systems Manager

ATTACHMENTS:

[Quote from Vital Coatings, Inc.](#)



QUOTE FORM

Vendor: Vital Coatings
Vendor Contact (name): James Wyman
Vendor Contact (telephone): 805-701-7526
Vendor Contact (address): 2131 Anthony Drive
Ventura, CA 93001

1) Kimberly Pump Station

a. Interior Pump Station Coating: \$ 18780.00
b. Exterior Surge Tank Coating: \$ 3865.00
c. Other: **Exterior Pressure Reducing Station** \$ 5200.00

2) Seminole Pump Station

a. Interior Pump Station Coating: \$ 24770.00
b. Exterior Surge Tank Coating: \$ _____ .00
c. Other: \$ _____ .00

3) Cold Canyon Pump Station

a. Interior Pump Station Coating: \$ 24380.00
b. Exterior Surge Tank Coating: \$ _____ .00
c. Other: \$ _____ .00

4) Mountain Gate Pump Station

a. Interior Pump Station Coating: \$ 17650.00
b. Exterior Surge Tank Coating: \$ 3865.00
c. Other: \$ _____ .00

TOTAL PROJECT QUOTE: \$ 98510.00

Pricing must include all fees; no additional charges will be allowed or considered.

Please submit a completed copy of this quote form by 5:00 p.m., May 31, 2023 to:

Danders@lvmwd.com
Administrative Services Coordinator
Las Virgenes Municipal Water District
4232 Las Virgenes Road, Calabasas CA 91302



DATE: June 20, 2023
TO: Board of Directors
FROM: Finance and Administration

SUBJECT: Total Compensation Study Update: Authorization

SUMMARY:

The District's last total compensation study was conducted by CPS HR Consulting (CPS), a consulting firm specializing in classification and compensation studies, in 2018. Staff recommends contracting with CPS again to update the 2018 study to ensure market competitiveness and the District's ability to continue attracting and retaining a highly effective workforce. The total compensation study would compare: (1) base salaries; (2) benefits; and (3) total compensation to understand the District's place in the market with regard to both pay and benefits.

RECOMMENDATION(S):

Authorize the General Manager to execute an agreement with CPS HR Consulting, in an amount not to exceed \$50,000, to update the District's Total Compensation Study.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The cost to update the total compensation study is approximately \$50,000. Sufficient funds are available in the adopted Fiscal Year 2023-24 Budget for this purpose.

DISCUSSION:

The Total Compensation Study would update the data from the 2018 study including collection, analysis, and comparison of data. Deliverables would include data sheets showing variances from market and a project report at the conclusion of the study. The scope of work does not include formal presentations or development of salary recommendations. Instead,

staff proposes to evaluate the data to determine whether the District's classifications are compensated within the Board's compensation philosophy. Any recommended salary adjustments to classifications that fall outside of the Board's compensation philosophy would be negotiated with the appropriate bargaining unit and submitted for Board approval.

Previously, the District used 18 comparison agencies, representing both cities and special districts, in surveying benchmark jobs and benefits. All agencies have either water, sanitation, or both levels of operations. The agencies represent a cross section of local, regional and statewide organizations. The Management and Supervisory, Professional, and Confidential Units requested that two additional comparator agencies be added to the 2023 study: Calleguas Municipal Water District and Camrosa Water District. The District has agreed to add these two new comparator agencies, resulting in a total of 20 comparator agencies.

The study is anticipated to commence in August 2023 and conclude by the end of January 2024. The General and Office; Supervisory, Professional, and Confidential; and Management Units were consulted on this recommended action and are in support of the study.

GOALS:

Assure a Quality, Continually Improving Workforce

Prepared by: Sophia Crocker, Human Resources Manager



DATE: June 20, 2023
TO: Board of Directors
FROM: Finance and Administration

SUBJECT: Internal Audit Work Plan for Fiscal Year 2023-24: Authorization

SUMMARY:

Maintaining and establishing proper internal controls are an essential element of District operations. These controls are put into place to safeguard the District's assets, ensure appropriate separation of duties and reduce the risk of fraud. The District has comprehensive policies and procedures that cover a wide range of topics from human capital management, financial management, purchasing, investing and debt. On March 21, 2023, staff presented the Board with the results of an enterprise-wide risk assessment. The next step following completion of the risk assessment was to initiate the first two internal audits: (1) contract management and purchasing; and (2) cybersecurity and information technology.

RECOMMENDATION(S):

Authorize an amendment to the professional services agreement with Eide Bailly LLP, in the amount of \$99,500, to complete the Fiscal Year 2023-24 Internal Audit Work Plan.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The cost of the work is estimated to be \$99,500. Sufficient funds are available in the adopted Fiscal Year 2023-24 Budget.

DISCUSSION:

On September 20, 2022, the Board awarded a contract for internal audit services to Eide Bailly LLP. The first step of the internal audit process was to complete an enterprise-wide risk assessment, which was presented to the Board on March 21, 2023. The risk assessment

identified several areas of initial focus for internal auditing. At that time, the Board supported staff's recommendation to have the first audits focus on the District's contract management/purchasing process and cybersecurity/information technology.

Contract Management and Purchasing Process:

The District's purchasing process is governed by Title 2, Chapter 6, Article 4 of the Las Virgenes Municipal Water District Code as implemented via administrative purchasing procedures and internal controls programmed into the Tyler Enterprise ERP system (formerly Tyler Munis). Establishing and following government purchasing best practices ensures efficient and fair use of ratepayer provided resources. The District has a decentralized purchasing process whereby the Finance and Administration Department provides overall guidance for the purchasing process, manages formal bids for goods and oversees the District's warehouse. Department and Division staff solicit proposals for contractual and professional services and are responsible for managing the resulting contracts. The contract management and purchasing audit would review the District's decentralized processes and procedures to ensure that proper internal controls are in place, incorporate industry best practices and confirm compliance with all applicable laws.

Cybersecurity and IT Vulnerability Assessment:

Ensuring the District's systems are secure is a primary objective of the Information Systems Division. The District last completed a detailed information technology assessment and vulnerability review in 2020. The cybersecurity and IT vulnerability assessment would include internal and external penetration testing and a review of progress made since the 2020 assessment. The results of the assessment, as well as an upcoming new five-year master plan, would guide the focus of the Information Systems Division for the next several years.

Prepared by: Donald Patterson, Director of Finance and Administration

ATTACHMENTS:

[Audit Plan for Contract Management and Purchasing](#)
[Audit Plan for Cybersecurity and Information Technology](#)

LVMWD – Contract Management & Purchasing Audit Program

Statement of Work:

This letter is to outline the understanding of the services that Eide Bailly LLP (Eide Bailly) will provide Las Virgenes Municipal Water District (LVMWD) under Professional Services Contract dated October 20, 2022 for FY23/24 Internal Auditing Services.

Fees:

Our fees are based on the complexity of the issue and the experience level of the staff members necessary to address it and are inclusive of project management and management oversight. If you request additional services, we will obtain your agreement on fees before commencing work so there are no surprises or hidden fees. We propose the following **not to exceed fees of \$64,000 to include travel**. This is based on our understanding of the scope of work and the level of involvement of LVMWD staff.

Objectives:

- a. Evaluate whether the District has an effective system of internal controls surrounding professional services and construction related contracts for effective purchasing and management of contracts. Assess whether contracts are appropriately approved; that bid and award process, execution and administration of contracts, change order procedures, management reporting, and budget control is in compliance with applicable laws, rules and regulations, District policies and procedures, and construction agreements.
- b. Determine whether the District procures goods and services in compliance with established procure-to-pay policies and procedures for the following areas; bidding process, contracts management, vendor management and procurement process. Additionally, to assess inventory management to determine whether adequate controls exist to ensure accuracy and completeness of inventory records, accountability for inventory transactions, and safeguarding of inventory. Lastly, to determine whether P-cards have been utilized and transactions properly processed and accounted for in accordance with the policies and procedures established for the Districts P-card program.

Audit Procedures
General
1. Obtain and review policies and procedures used for professional services and construction related contracts.
2. Perform walkthrough and gain understanding of bid process, budgets, planning, approval, monitoring and disbursements.
3. Obtain signing authority showing person / position and amount authorized.
4. Obtain professional services and construction contract templates and review language.
5. Obtain list of all current professional services and construction contracts.

<p>6. Select sample of accepted bids from list of current professional services and contraction contracts. Note whether the contracts entered were within the authorization limits of the project manager signing the contract. Additionally, determine whether there was sufficient budget when the contract was awarded.</p>
<p>7. For the accepted bids selected above, examine the documentation surrounding the competitive tendering process (including copies of accepted and unaccepted bids) to ensure that it is operating effectively.</p>
<p>8. After a bid is accepted, determine whether a "notice-to-proceed" is issued to contractors to signify the official start of construction. Determine whether there is documentation in the contract that clarifies that construction should not commence prior to the issuance of a notice to proceed. Determine whether bid bonds and performance bonds are required of prospective project contractors.</p>
<p>9. Examine a sample of high-dollar value contractor/consultant files and perform testing to determine key controls are functioning as intended. Testing includes proper review and approval of contracts, review of the initial and revised budget, expense monitoring, daily activity reports, project scheduling, and other planning and monitoring documents.</p>
<p>10. Obtain and review the approved budget for initial and revised, expense monitoring, daily activity reports, project scheduling, and other planning and monitoring documents.</p>
<p>11. Examine a sample of contractor/consultant files <\$35k and perform testing to determine key controls are functioning as intended.</p>
<p>Change Orders</p>
<p>Evaluate controls over change orders and determine that key controls are functioning as intended.</p>
<p>Administration and Monitoring of Contracts</p>
<p>1. Determine who performs project quality assurance (QA). Determine what QA procedures are performed. Ensure that QA procedures include measuring physical construction activity and confirming that construction is following the contract. Ensure that this information is periodically reported for matching to the contract certification as part of the payment approval process.</p>
<p>2. Where projects have been delivered late due to the fault of the contractor, ensure that LVMWD has pursued and obtained the late delivery penalties specified in the contract.</p>
<p>3. Determine whether job cost reports are regularly maintained and reconciled to project budgets and management reports.</p>
<p>4. Determine whether project recap reports are prepared and used to ensure estimated costs to complete per the project budget are still valid. Determine whether additional approvals are obtained immediately after projected costs exceed budgeted costs.</p>
<p>Purchasing & Payables</p>
<p>1. Obtain and review the organization's written policies and procedures describing the operations and activities.</p>

2. Obtain signing authority showing person / position and amount authorized.
3. Determine process for reviewing and approving new vendors / changes to the master vendor file, and inactive vendors after 12 months are inactivated in system.
4. Walkthrough process for positive pay and verify that file is approved before sending to bank for processing and file cannot be manipulated after approval obtained.
5. Perform detailed testing on selected purchasing transactions to assess the operation and effectiveness of key controls.
Inventory Management
1. Perform walkthrough and testing, as needed to evaluate the adequacy of internal controls within the receiving function including receiving of goods that do not have a PO.
2. Perform detailed testing as needed to assess that key controls are functioning as intended.
Purchasing Card Program
1. Obtain and review the organization's written policies and procedures describing and controlling the purchase card program, approval levels and authorization limits.
2. Determine how the organization initially and periodically verifies who the purchase cards are issued to, and continue to be held by, individuals who need them to perform their assigned duties.
3. Determine how the organization initially and periodically determines that cardholder and approving official credit limits are appropriate to their needs.
4. Determine how and when the organization provides and documents initial and refresher training for cardholders, approving officials, and agency/organization program coordinators.
5. Determine the organization's process for investigating allegations of fraudulent purchase card activity.
6. Determine whether the organization compares list of cardholders with list of employees separated from employment and cancel cards as necessary.
7. Determine whether Finance reviews transactions to identify purchases of Capital Equipment and Non-Capital Equipment (computers) that must be accounted for appropriately.
8. Identify all key controls established over the P-Card process including; payment of monthly purchasing card bills; prevention of duplicate payments; prevention of unauthorized access to P-Card transactions and master file data.
9. Select sample of P-Card activity for the audit period under review and determine that key controls are functioning as intended.

LVMWD – Cybersecurity & IT Vulnerability Assessment

Statement of Work:

This letter is to outline the understanding of the services that Eide Bailly LLP (Eide Bailly) will provide Las Virgenes Municipal Water District (LVMWD) under Professional Services Contract dated October 20, 2022, for FY23/24 Internal Auditing Services.

Fees:

Our fees are based on the complexity of the issue and the experience level of the staff members necessary to address it and are inclusive of project management and management oversight. If you request additional services, we will obtain your agreement on fees before commencing work so there are no surprises or hidden fees. We propose the following **not to exceed fees of \$35,500 including travel**; onsite for testing and Audit Committee meeting.

Objectives:

Perform internal and external Penetration Testing and Scanning to assist the District in identifying and mitigating vulnerabilities related to the District's data network to ensure it is properly protected from unauthorized access and determine whether controls are effective in protecting network confidentiality, integrity, and availability. Additionally, to determine progress against August 2020 assessment results and whether the reported vulnerabilities were properly remediated. Lastly, perform testing to identify and mitigate end user vulnerabilities. Testing to include: 1) end point security assessment to focus on remote user access and security; and 2) wireless security assessment for District and guest networks.

Approach:

The objective of an Internal Vulnerability Assessment is to establish a comprehensive view of LVMWD's internal network. These testing activities allow us to establish an understanding of the weaknesses to the internal network configuration that could allow unauthorized and/or unsuspected access to critical resources or the execution of unauthorized transactions on the organization's internal network.

We will utilize a standard methodology to identify potential security weaknesses in internal information technology resources including network devices, servers, and workstations. Our approach is intended to provide an understanding of the overall security posture of the internal network environment. Testing will also divulge performance and infrastructure related security concerns.

▶▶▶ Internal Vulnerability Assessment (Credentialed) - Vulnerability assessments utilize a combination of Eide Bailly proprietary tools, commercial products, and publicly available open-source tools and utilities. The following testing phases will be performed; 1) **Mapping and Scanning**; and 2) **Vulnerability Testing**.

▶▶▶ External Penetration Test - The objective of External Penetration Testing is to establish a comprehensive view of LVMWD's network as it appears from the internet. These activities allow Eide Bailly to identify weaknesses within the network configuration that could allow unauthorized and/or unsuspected access to the internal network from the internet.

▶▶▶ **Wireless Penetration Testing** - Wireless networks provide convenience in accessing your corporate network. However, many wireless networks are set up without enterprise security in mind. A properly secured wireless network will have certain security configurations and parameters to ensure the confidentiality, integrity, and availability of the corporate network when wireless is in place. The following testing phases will be performed; 1) **Discovery** Phase - Eide Bailly will scan wireless frequencies in and around the physical locations, attempting to identify and inventory wireless access points in the vicinity as well as SSIDs in use within the LVMWD networks; 2) **Wireless Segmentation Testing** - For guest wireless access, Eide Bailly will attempt to access internal devices and resources to ensure appropriate separation from internal client networks; and 3) **Active and Post Exploitation** - Eide Bailly will perform automated and manual vulnerability testing to identify weaknesses in LVMWD wireless network infrastructure.

▶▶▶ **LVMWD 2020 Vulnerability Assessment** - We will determine progress against August 2020 assessment results and whether the reported vulnerabilities were properly remediated.



DATE: June 20, 2023
TO: Board of Directors
FROM: Finance and Administration

SUBJECT: Information Technology Master Plan and Operational Review: Award

SUMMARY:

The effective use of information technology is critical to the District’s ability to deliver high-quality service to its ratepayers. The District periodically reviews and updates existing systems, and implements new technologies to ensure that it is delivering service in the most efficient manner. Technology is also a critical element to improve the customer experience and provide timely access to important information. To ensure that the District is best leveraging technology, staff circulated a Request for Proposals (RFP) on January 24, 2023, to complete an Information Systems Master Plan and Operational Review. The District received five responses to the RFP, and staff recommends accepting the proposal, in the amount of \$79,985, from ClientFirst Technology Consulting.

RECOMMENDATION(S):

Accept the proposal from ClientFirst Technology Consulting, and authorize the General Manager to execute a professional services agreement, in the amount of \$79,985, for an Information Technology Master Plan and Operational Review.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The total cost of the services is not expected to exceed \$79,985. Sufficient funds are available in the adopted Fiscal Year 2023-24 Budget.

DISCUSSION:

The District relies on information technology systems to deliver services to its ratepayers.

Within the framework of people, processes and technology, these systems are reviewed and updated at regular intervals to align with technological standards and advancements, regulatory requirements, changing environmental factors, and ratepayer expectations.

The District's last Information Systems Master Plan (ISMP) and Operational Review was completed in 2015. The recommendations from the 2015 ISMP and Operational Review were received and filed by the Board on June 9, 2015. A significant portion of the recommendations from the 2015 ISMP have either been implemented or have seen advanced progress made by staff. These include, but are not limited to, the following items: Information Systems Division staffing augmentations; assessment of core business applications to identify opportunities for enhancement or leveraging, training needs and possible replacement; network communications upgrades; and the creation of a formal IT document catalog.

With constant and rapid changes in both Information technology (IT), operational technology (OT), cybersecurity, as well as a post COVID-19 pandemic environment, another assessment of the District's technology systems is warranted.

On January 24, 2023, staff circulated a Request for Proposals (RFP) inviting qualified firms to review and update the District's ISMP. The effort includes the development of a five-year master plan that will provide short-term and long-term guidance for information technology needs; assessment of current IT and OT conditions in all areas of the District; and identification of needs that facilitate the advancement of the District's strategic goals. The expectation is for the selected entity to review the existing ISMP and prepare an IT Master Plan that contains specific goals, coupled with a suggested implementation plan that includes timing and anticipated costs for each Implementation action.

Proposed Scope of Work:

- Conduct a review of the District's current Information Systems Master Plan (ISMP) done in 2015.
- Conduct an analysis of the District's current technology environment.
- Identify practical and relevant public sector industry standards related to IT management (including, but not limited to, cybersecurity, infrastructure replacement, email services, disaster recovery and business continuity).
- Identify and assess any deficiencies or gaps in infrastructure, equipment, software, security, networks, email services or business continuity.
- Evaluate and identify means to accommodate current and emerging technology requirements and trends.
- Assess organizational IT needs by meeting with representatives from the operational areas that IT supports.

Deliverables:

The expected actions would result in a minimum of four major areas of deliverable reports:

1. The current state of technology environment, including, without limitation, a full inventory of equipment, systems, networks, servers, and other essential equipment necessary to IT and OT operations within the District.
2. Gap analysis of technology environment, including any deficiencies or gaps in infrastructure, equipment, software, security, networks, email services, or business

continuity and methods or recommendations to address such issues.

3. Recommendation on future improvements or upgrades of technology environment, coupled with a strategic five-year roadmap, and order of magnitude cost estimates associated with implementation.
4. Recommendation on Information Systems Division organizational improvements and structure.

Proposals:

By the stipulated deadline for proposals to be submitted, staff received proposals from the following firms:

1. Guidehouse Inc.
2. ThirdWave Corporation
3. ClientFirst Technology Consulting
4. Moss Adams
5. MGT Technology

A staff committee evaluated the proposals and invited ThirdWave Corporation, ClientFirst Technology Consulting and Moss Adams for interviews. As a result of the proposal review and interview process, staff recommends accepting the proposal from ClientFirst Technology Consulting for the project. ClientFirst Technology Consulting has highly competent staff, a long history of information technology master planning work, a complete understanding of the District's needs and will provide the best quality of service. ClientFirst has successfully completed IT/strategic master plans for several special districts and cities.

Staff anticipates that the project can be completed in November 2023.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Ivo Nkwenji, Information Systems Manager

ATTACHMENTS:

[Proposal by ClientFirst Technology Consulting.pdf](#)

Response to RFP for

Information Technology Master Plan and Operational Review

March 7, 2023



Client Locations
Coast-to-Coast

Practice Locations
**California
Illinois
North Carolina
Texas**

Contact
**Tom Jakobsen
980 Montecito Dr., Ste. 209
Corona CA, 92879**

800.806.3080
www.clientfirstcg.com

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TRANSFORMATION ARTICLE48**

March 7, 2023

Ivo Nkwenji
IS Manager
Las Virgenes Municipal Water District
4232 Las Virgenes Road,
Calabasas, CA 91302-1994

Re: Response to RFP for Information Technology Master Plan and Operational Review

Dear Mr. Nkwenji:

ClientFirst appreciates the opportunity to present Las Virgenes Municipal Water District with our proposal, which includes developing and articulating a vision for the effective use of technology to support the work of the District.

We are adept at educating and building consensus among staff members, departmental leadership, senior management, and elected officials. Our approach is to assess the current environment, review alternatives, and provide the District with specific recommendations and supporting documentation regarding strategy and tactical implementation.

Methodology and Approach – ClientFirst customizes industry best practices for Technology Assessment and Master Planning in a practical way to meet the unique needs of each agency. We provide:

- Assessment and gap analysis of business department applications, technology utilization, and operational needs
- IT infrastructure, cybersecurity, operations, service delivery, and staffing assessments
- Development of strategies, goals, objectives, and recommendations
- Comprehensive technology initiative recommendations with budgets, timelines, and resource requirements
- Master planning workshops with operational departments, IT management, IT Planning Committee, and executive management
- Master Plan reports and supporting documentation

Truly Independent – ClientFirst is a truly independent technical services and consulting firm. We are certified in multiple technologies, but we DO NOT resell hardware and software, nor represent those that do. Therefore, there is no risk of our analysis being biased toward a particular solution.

Local Government and Municipal Focus – Our management team’s career experience includes over 3,000 projects for more than 500 local government agencies.

This proposal and included fees are firm and irrevocable for ninety days unless the District revises the intended scope of work significantly.

If you have any questions, feel free to contact us at 951.739.7989 or via email at dkrout@clientfirstcg.com or tjakobsen@clientfirstcg.com for additional information. We look forward to the opportunity of serving the Las Virgenes Municipal Water District as one of our many satisfied clients.

Sincerely,



David W. Krout, CPA (*inactive*)
Partner
Management Consulting Practice Leader



Tom Jakobsen
Partner
IT Infrastructure and Operations Consulting Practice Leader

The personnel selected for this engagement are experts in their given disciplines, chosen according to the specific needs of this project, working as an integrated team to provide end-to-end consulting and support services. Detailed profiles for each Project Team member are found in this section.



ClientFirst was extremely knowledgeable, and I felt I have learned more from my work with ClientFirst than anyone else I've worked with in that capacity.

— Director of Administrative Services
CA Municipality

The ClientFirst team is really down-to-earth and easy to talk with. Other consulting companies seem very stuffy and rigid in their approach. ClientFirst was always flexible when things came up that kept the city from meeting a deadline or when they had personnel changes that interrupted the project.

—Professional Services Manager
CA Municipality

Tom Jakobsen

Partner – IT Infrastructure and Operations Consulting Practice Leader

Tom Jakobsen has over 40 years of experience in the information technology arena. His interdisciplinary experience has given him a unique understanding of the interrelationship between IT infrastructure, operations, and business applications. Tom focuses on IT Strategic Planning, Governance, IT management mentoring, Virtual CIO, and other IT management projects. Tom has over 20 years of experience focused on local government infrastructure, operations, staffing, and project management.



Highlights

- Former National IT Infrastructure Consulting Practice Leader for RSM McGladrey, the nation's fifth-largest CPA and consulting firm
- Virtual CIO for multiple agencies
- Mentor for newly appointed IT Directors and CIOs.
- IT Strategic advisor for cities, counties, and not-for-profits.
- Two-time Interim CIO at Illinois Action for Children
- Managed hundreds of IT consulting projects with dozens of municipalities and local governments

Agency Experience

City of Albany	City of Redlands	Village of Oak Park	Riverside County Sheriff's Department
City of Azusa	City of Rialto	Village of Ossining	Aerie Crown Hebrew Day School
City of Big Bear Lake	City of Riviera Beach	Village of Palos Park	Batavia UCSD 101
City of Bloomington	City of Rockford	Village of Park Forest	Carpentersville UCSD 300
City of Brentwood	City of Rohnert Park	Village of River Forest	Central Burlington SD 301
City of Brisbane	City of Salinas	Village of Riverside	Orland Park CHSD 230
City of Burbank	City of San Bernardino	Village of South Barrington	Chicago International Charter Schools
City of Calabasas	City of San Leandro	Village of Wheeling	CUSD 300
City of Carlsbad	City of San Pablo	Castaic Lake Water Agency	DeKalb CUSD 428
City of Cedar Hills	City of Sandpoint	Castro Valley Sanitary District	Durand CUSD 322
City of Chino	City of Seal Beach	Four Rivers Sanitation Authority	East Aurora SD 131
City of Corona	City of Sierra Madre	Ramona Municipal Water District	Elmhurst SD 205
City of Downey	City of Simi Valley	San Bernardino Municipal Water	Geneva CUSD 304
City of Dublin	City of South Gate	Sweetwater Authority	Glenview SD 34
City of Emeryville	City of South San Francisco	Western Municipal Water District	Harlem SD 122
City of Farmers Branch	City of St. Charles	Forest Preserve District of Will County	Harvard SD 50
City of Foster City	City of University Park	Naperville Park District	Indian Prairie CUSD 204
City of Glendora	City of Vacaville	Norridge Park District	Morton HSD 201
City of Hayward	City of West Covina	Park District of Highland Park	Mount Prospect SD 57
City of Healdsburg	City of West Des Moines	Illinois Action for Children	Naperville CUSD 203
City of Hemet	City of West Sacramento	Jurupa Community Service District	Niles Township HSD 219
City of Highland Park	City of Wilton Manors	Los Angeles County Development Authority	Orland Park D230
City of Hutto	County of Atascosa	Midpeninsula Regional Open Space District	Oswego CUSD 308
City of Joliet	County of Denton	Steppenwolf Theatre	Park Ridge-Niles SD
City of La Habra	County of Davie	Indianapolis Public Library	Salt Creek SD 48
City of La Puente	County of Mariposa	Oak Park Library	San Marino USD
City of Laguna Niguel	County of Mendocino	Oswego Public Library District	St. Charles CUSD 303
City of Lake Forest	County of Tuolumne	Rockford Library	Township HSD 214
City of Larkspur	Town of Danville	Stanislaus Council of Governments	West Covina USD
City of Manassas Park	Town of Groton	Moraga-Orinda Fire District	Wheaton SD 200
City of Menlo Park	Town of Woodside		
City of Mission Viejo	Town of Yucca Valley		
City of Murrieta	Town of Windsor		
City of Norco	Village of Arlington Heights		
City of Newark	Village of Barrington Hills		
City of Oakbrook Terrace	Village of Bloomingdale		
City of Pacific Grove	Village of Cary		
City of Palm Desert	Village of Glencoe		
City of Palmdale	Village of Homewood		
City of Piedmont	Village of Lake Barrington		
City of Pismo Beach	Village of Libertyville		
City of Pflugerville	Village of Lincolnwood		
City of Port Hueneme	Village of Northbrook		
City of Rancho Cucamonga	Village of Northfield		
City of Rancho Mirage	Village of Oak Brook		

CREDENTIALS, DEGREES, AND AFFILIATIONS

- Bachelor of Science in Mathematics and Economics – University of Iowa
- Member, Project Management Institute, Midwest Chapter
- Member, University of Iowa Graduate College, External Advisory Board

SPECIALTIES

- Network Design, Procurement, Implementation, and Oversight
- Cybersecurity
- Disaster Recovery
- IT Operations Management
- Virtual CIO/IT Management
- IT Management Mentoring
- IT Governance
- Policies Development
- Project Management
- Assessments, Strategy, and Planning



Tom, I've been meaning to thank you for your expertise and guidance... assisting us in moving forward on all fronts.

—City Manager
IL Municipality



David W. Krout, CPA *(Inactive)*



Partner – Enterprise Applications Consulting Practice Leader

David Krout has 25 years of experience assisting local governments with a broad scope of information technology needs. He specializes in working with organizations to identify their strategic, organizational, application, and functional requirements to determine which system and/or specific applications are a proper fit for both the agency and the vendor.

David’s unique and diversified background in business management, accounting, and management consulting has given him the ability to collaborate with C-level executives and department staff from a practical, business-management perspective to maximize their technology utilization.

Having also worked for a leading local government enterprise software provider, David brings a unique understanding of consulting, client representation, and vendor relationships to the collaboration between the agency and software vendors.

Highlights

- Served on the National Committee for Information Technology for the Institute of Management Accountants
- Former President, Institute of Management Accountants, Inland Empire Chapter
- Former Government IT Consulting Manager for RSM McGladrey, the nation’s fifth-largest CPA and consulting firm
- Featured speaker for the California Society of Municipal Finance Officers (CSMFO), Municipal Information Systems Association of California (MISAC), and Texas Association of Government Information Technology Managers
- Project lead with over 100 public-sector agencies throughout the United States

Agency Experience

Mesa Water District	City of Clovis	City of San Gabriel	Colton Joint Unified School District
Midpeninsula Regional Open Space District	City of Colton	City of San Jacinto	Cucamonga Valley Water District
Ramona Municipal Water District	City of Corona	City of Shawnee	Gastonia Water & Power
Rincon del Diablo Municipal Water District	City of Coronado	City of Sierra Madre	Glendale Water and Power
Rock River Reclamation District	City of Dublin	City of Simi Valley	HIP Housing
Rosamond Community Services District	City of Foster City	City of South Gate	Lake Elsinore Unified School District
Salisbury-Rowan Utilities	City of Gastonia	City of Tustin	Menifee Unified School District
San Bernardino Municipal Water	City of Healdsburg	City of West Covina	Mechoopda Indian Tribe
Southern California Coastal Water Research (SCCWRP)	City of Hemet	City of West Des Moines	Eastern Band of Cherokee Indian
Walnut Valley Water District	City of Highland Park	County of Butte	
West County Wastewater District	City of Indio	County of Buncombe	
Western Municipal Water District	City of La Habra	County of Denton	
City of Batavia	City of La Puente	County of Mendocino	
City of Bloomington	City of Laguna Niguel	County of Orange	
City of Brentwood	City of Lake Forest	County of Riverside	
City of Brisbane	City of Larkspur	County of San Bernardino	
City of Burbank	City of Lomita	Town of Danville	
City of Burlington	City of Manassas Park	Town of Groton	
City of Carlsbad	City of Menlo Park	Town of Hillsborough	
City of Camarillo	City of Mission Viejo	Town of Truckee	
City of Chino	City of Murrieta	Village of Glencoe	
	City of Pacifica	Village of Lincolnwood	
	City of Palm Desert	Village of Northfield	
	City of Palmdale	Village of Oswego	
	City of Pelham	Village of River Forest	
	City of Piedmont	CA-NV American Water Works Association	
	City of Rancho Mirage	Castaic Lake Water Agency	
	City of Redlands	Castro Valley Sanitary District	
	City of Rialto		
	City of Riviera Beach		
	City of Rosemead		
	City of Salisbury		
	City of Sandpoint		

CREDENTIALS, DEGREES, AND AFFILIATIONS

- Certified Public Accountant (CPA) (Inactive)
- Bachelor of Science in Business Administration and Accounting – CSU San Bernardino

SPECIALTIES

- Business Process Reviews
- Applications Requirements Definition
- Enterprise Applications Architecture
- Current System Needs Analysis and Improvement
- New Software Selection Assistance
- Technology Master Planning
- Project Management and Oversight
- Conversion Assistance and Planning
- Contract Reviews and Negotiations



Certified Public Accountant

(Inactive)

It has been absolutely key to this project that ClientFirst, especially Dave, knows the governmental environment, its limitations and its opportunities.

—Director of Administrative Services
CA Municipality

Chad Griewahn

Director – IT Infrastructure and Operations Consulting Practice

Chad Griewahn has over 30 years of experience in information technology and focusing on telecommunications local government infrastructure, operations, staffing, and project management. Through his years of experience, Chad has gained an invaluable understanding of the connections between IT infrastructure, operations, and business applications. Chad's role as a former CTO and other IT management roles has strengthened and refined his skills in IT Strategic Planning, Governance, and IT management mentoring, allowing him to effectively serve and meet the needs of clients.



Highlights

- Former CTO/COO for Booth Creek Management Corporation, one of the oldest private equity investment firms
- CIO Advisor for the City of Atlanta and Fulton County Government
- Strategic Advisor for IT Directors and CIOs
- IT Strategic advisor for both private and public entities
- 30 years of global telecommunications experience
- Managed hundreds of IT consulting projects with both public and private sectors

Agency Experience

Oregon Wastewater Management
City of Atlanta
City of New York
City of Alpharetta
City of John's Creek
City of Doraville

DeKalb County, GA
Fulton County, GA
Oregon State Lottery
State of Texas HSC
Department of Defense (DOD)

CREDENTIALS, DEGREES, AND AFFILIATIONS

- Bachelor of Arts in Political Science – Kings College
- CompTIA A+ 1994
- Project Management Professional 2000
- Certified Novell Engineer (CNE) 1995
- Microsoft Certified Systems Engineer 2000
- Microsoft Certified Product Specialist 1998
- CCNP Cisco Certified Professional 1995
- Fotec Fiber Optic Certified
- ITIL Certified Foundation 2006
- CATO NETWORKS SASE Expert Certification
- FORTINET NSE2 Certified
- VMware SD-WAN Technical Sales Professional (VTSP)
- VMware Cloud Technical Sales Professional (VTSP)
- Cisco Meraki CMA Certified
- Cisco Meraki Solutions Specialist

SPECIALTIES

- Voice and Data Design, Procurement, Implementation, and Oversight
- Cybersecurity
- Network Transformations
- Disaster Recovery
- IT Operations Management
- CTO\IT Management
- IT Management Mentoring
- IT Governance
- Policies Development
- Project Management
- Assessments, Strategy, and Planning

Michael Redmond

Manager, IT Infrastructure Consulting

Michael Redmond has been working in IT for over 22 years and Public Sector for 14 years. He has demonstrated leadership in technical operations, project management, staffing, vendor management, contract negotiations, and team leadership across a range of IT areas.

Michael is a subject-matter expert in cybersecurity, networking, servers, virtualization, storage, databases, backups/disaster recovery, operations, and cloud technologies. He can communicate effectively across all levels of an organization.

Highlights

- Former Senior Security Operations Analyst
- Coordinated and lead security efforts with engineers, architects, senior managers, and directors
- Has provided Disaster Recovery Plans for over 20 years
- Coordinated multiple software migrations
- Has experience analyzing bids, negotiating contracts, selecting vendors, and overseeing all final work for awarded vendors during the RFP process
- Has managed all day-to-day operations of an organization's network, including IT special requests, and provided solutions to ticket escalations
- Has managed and led security incidents, document efforts, and lead remediation efforts
- Interim Infrastructure Director Niles Township High School District

Agency Experience

East Bay Regional Park District
 City of Centennial
 City of Newark
 City of San Leandro
 City of South Gate
 Town of Windsor
 Village of Park Forest
 Village of River Forest
 Village of Riverside
 Pueblo Community Health
 US Olympic Committee
 Niles Township High School District



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Master of Business Administration (MBA) – Colorado Technical University
- Bachelor of Management, Colorado Christian University
- Project Management Professional (PMP)
- ITIL Foundations Certification

SPECIALTIES

- Disaster Recovery
- Security Operations
- Budget Management
- Technical Operations
- Fiber Optics Program Management
- Firewall Implementation
- Cloud Operations
- Project Management
- Vendor Management
- Contract Negotiations





Toby Soto

Senior GIS Consultant



Toby Soto has 26 years of GIS experience in the local government sector. Toby's previous GIS positions in local government provide clients with tremendous GIS implementation and integration experience. He understands the link between Business Unit GIS needs, technical requirements, and a practical, cost-effective GIS strategy. Toby is considered an industry expert in GIS Leadership and Management and regularly publishes GIS-related articles and resources. He also hosts monthly webinars addressing GIS managers' pain points and best practices.

Highlights

- Esri SAG Award with the City of Anaheim GIS
- 2011 Implemented Project ViewFinder Application saving the City of Anaheim \$100,000 per year in repaving cost
- Extensive GIS presentations at Esri's User Conferences, Meetups, User Groups, Podcasts, and Webinars
- Former Orange County GIS Users Group Coordinator
- Multiple Local Government GIS Implementations and Implementations
- Former IT Manager, City of Lake Elsinore
- Former Chief of Technical Information, Western Riverside County Regional Conservation Authority

Project Experience

- Process Streamlining and Redefinition
- Process Workflow Creation
- Software Configuration and Troubleshooting
- Project Management
- GIS Strategy and Organization Development
- GIS Policy Development
- Open Data Strategy Development
- Business Process Analysis
- Web/Cloud-Based Technology and Workflow Optimization
- GIS ROI Analysis
- GIS Web App Development
- Citizen Access GIS Web Maps Development
- GIS Migration and Workflow Development
- ETL Conversions
- Cognos and Crystal Reports
- GIS Enterprise Application Integrations
- Implementation and Maintenance of Online GIS Services
- Database Administration
- GIS Budget Development
- GIS Leadership Coaching and Mentoring
- Server Management
- Network Analysis and Maintenance
- CIP Project Tracking

Agency Experience

- | | | |
|----------------------------------------------------------|--------------------------|----------------------------------------------------------------|
| Four Rivers Sanitation Authority | City of Lake Elsinore | City of Simi Valley |
| Western Riverside County Regional Conservation Authority | City of Pflugerville | City of Vacaville |
| City of Anaheim | City of Piedmont | City of West Sacramento |
| City of Azusa | City of Pinole | City of Wood Dale |
| City of Brisbane | City of Rancho Cucamonga | Town of Windsor |
| City of Carlsbad | City of Rancho Mirage | Village of Oswego |
| City of Diamond Bar | City of Riverside | Riverside County |
| City of Larkspur | City of Salinas | Mendocino County |
| | City of San Clemente | Disneyland (GIS Programmer/Analyst – Water/Electric utilities) |
| | City of Sandpoint | |

EDUCATION

- CSU Fullerton

SPECIALTIES

- GIS Strategic Planning
- GIS Implementation
- GIS Integration
- GIS Web Development
- GIS Mobile Applications
- Open Data/ Philanthropy

Tom Weiman

Practice Leader, Enterprise Communications Consulting

Tom Weiman has been providing IT and telecommunications consulting for more than 25 years. He has experience providing consulting in telecommunications, data networks (LAN/WAN), and cable infrastructure.

Tom's unique combination of voice, data, and infrastructure experience provides our clients with years of design, selection, and implementation experience with all facets of IT and telecommunications. Tom has direct experience in the detailed design of contact centers, IVR operations, and the integration of voice and data services for multi-location clients.

Highlights

- Lead Project Manager, State of Wisconsin, saving the state over \$90 million in telecommunications service costs
- Former Partner and National Telecom Consulting Project Leader for RSM McGladrey, the nation's fifth-largest CPA and consulting firm
- Call Center Campus Instructor at Purdue University, Center for Customer-Driven Quality
- Provided telecommunications consulting services to nearly 300 public agencies throughout the United States, including government agencies, non-profit organizations, healthcare and financial institutions, and educational institutions at the K-12 and higher education levels

Agency Experience

- | | | | |
|-------------------------------------------|------------------------------------|--------------------------------------------|-------------------------------------|
| San Bernardino Municipal Water Department | City of Rancho Mirage | Assumption Catholic High School, Davenport | Ohlone Community College |
| San Jose/Evergreen Community College | City of Redlands | Batavia SD 101 | Omaha Public Power District (OPPD) |
| Schaumburg Township District Library | City of Rock Island | Burlington Central CUSD 301 | Orland Park CHSD 230 |
| Sherrard Community Schools | City of Sacramento | Castaic Lake Water Agency | Oswego CUSD 308 |
| Shorewood School District | City of Salisbury | Cedar Rapids Community School District | Oswego Public Library District |
| South Florida Water Management | City of San Clemente | Davenport Community Schools | PACE Suburban Bus Division RTA |
| City of Bettendorf | City of San Gabriel | Davenport School District | Park District of Highland Park |
| City of Bloomington | City of San Rafael | DeKalb CUSD 428 | Park Ridge-Niles CCSD 64 |
| City of Brentwood | City of Sierra Madre | Diocese of Davenport Catholic Schools | Port Byron Central School Districts |
| City of Burbank | City of Sioux Falls | Diocese of Madison Catholic Schools | Rapid City Area Schools |
| City of Calabasas | City of South Pasadena | Dubuque Community School District | Riverdale CUSD 100 |
| City of Camarillo | City of South San Francisco | Eastern IL University | Riverside SD 96 |
| City of Cape Coral | City of St. Charles | Elgin School District | Rockford Public Library |
| City of Chino | City of Upland | Forest Preserve District of Will County | Salisbury-Rowan Utilities (SRU) |
| City of Corona | City of Waukegan | Geneva Community Unit SD 304 | St. Ambrose University |
| City of Countryside | City of Wauwatosa | Glenview Schools | St. Charles CUSD 303 |
| City of Deerfield Beach | City of West Covina | Gower School District 62 | Sunset Ridge SD 29 |
| City of Downey | City of West Des Moines | Hampton SD 29 | University of Chicago |
| City of Dunedin | City of West St. Paul | Harlem SD 122 | University of Michigan |
| City of Eau Claire | County of Buncombe | Harrison SD 36 | University of Notre Dame |
| City of Escondido | County of Cabarrus | Harvard CUSD 50 | Wahlert Catholic High School |
| City of Fort Lauderdale | County of DuPage | IL Action for Children | Washington County School District |
| City of Foster City | County of Milwaukee | Illinois State University | West Allis School District |
| City of Kinston | County of Montgomery | Indian Prairie CUSD 204 | West Aurora SD 129 |
| City of La Habra | County of Orange | Irvine School District | Wheaton-Warrenville SD 200 |
| City of La Puente | County of Peoria | Knoxville Community School District | Whitnall School District |
| City of Laguna Niguel | County of San Bernardino | Livermore Area RFD | Cedar Falls Utilities |
| City of Lake Forest | County of Sangamon | Madison School District | Central Illinois Power |
| City of Mason City | County of Tazewell | Mason City School District | Church of Our Savior |
| City of Matteson | County of Tuolumne | Mount Prospect SD 57 | |
| City of Miami Springs | County of Will | Naperville CUSD 203 | |
| City of Moline | County of Winnebago | Newhall County Water District | |
| City of Mount Airy | County of Yolo | Norridge Park District | |
| City of Mount Dora | Town of Danville | North Scott School District | |
| City of Murrieta | Town of Truckee | Oak Park Public Library | |
| City of Naperville | Village of Arlington Heights | | |
| City of New Hampton | Village of Cary | | |
| City of New Haven | Village of Lincolnwood | | |
| City of Oakbrook Terrace | Village of Northfield | | |
| City of Orland Park | Village of Oak Brook | | |
| City of Palm Desert | Village of Oak Park | | |
| City of Palmdale | Village of Palos Park | | |
| City of Piedmont | Village of River Forest | | |
| City of Pompano Beach | Village of Riverside | | |
| City of Port St. Lucie | Civitas Schools | | |
| City of Prospect Heights | Consolidated SD 158 | | |
| City of Rancho Cucamonga | Algonquin CUSD 300 | | |
| | Arlington Heights Township HSD 214 | | |



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Bachelor of Arts in Communications from St. Ambrose University
- Ongoing training from Avaya/Cisco/ShoreTel/Nortel/Mitel/NEC, and others
- Past President and current member of the Iowa Telecommunications Users Group (ITUG)
- Member, All Major Vendor Consultant Programs
- Member, Association of Communications Technology Professionals in Higher Education (ACUTA)
- Member, Building Industry Consulting Services, International (BICSI)
- Member, Healthcare Information and Management Systems Society (HIMSS)
- Member, Society of Telecommunications Consultants (STC)
- Member, Institute of Electrical and Electronics Engineers (IEEE)

SPECIALTIES

- Billing Audits and Cost Reviews
- Carrier Services Cost Analysis
- Competitive Hardware and Services RFP Development and Evaluations
- Implementation Project Management
- Operational Assessment and Workflow
- Strategic Telecommunications Planning
- VoIP Readiness Assessments and Review



I would like to thank both of you, especially Tom, for all the hard work you did for us. We could not have done this RFP process successfully without your help.

—IS Manager
CA Municipality

Jamie T. Shell, PMP

Director, Enterprise Applications Consulting

Jamie Shell has over 25 years of public sector experience, including 10 years working in local government finance (Finance Director) and over 15 years assisting local governments with various information technology needs. He specializes in working with organizations to identify their strategic, organizational, application, and functional requirements to determine which system and/or specific applications are a proper fit for both the agency and the vendor.

Jamie's background in local government finance, project management, and software implementation has given him the ability to work jointly with C-level executives, agency/department heads, and staff to maximize their technology utilization.

Having worked in government and as an enterprise software provider, Jamie brings a unique understanding of the perspectives of both the agency and software vendors.

Highlights

- Former municipal Finance Director
- Served as President of the Eastern Kansas Government Finance Officers Association (2005)
- Former manager of Client Services with one of the largest government ERP vendors
- Former manager of Professional Services with another major government ERP vendors
- Successfully managed onsite and remote projects for over 50 public-sector agencies throughout the United States

Agency Experience

Castaic Lake Water Agency	City of Fort Collins	City of South Gate	State of New Mexico
Coachella Valley Water District	City of Gallup	City of Stockton	California State Auditor's Office
Commodities Futures Trading Commission	City of Glendora	City of Tyler	California State Controller's Office
Cucamonga Valley Water District	City of Grand Rapids	City of Vacaville	California Office of Emergency Services
Four Rivers Sanitation Authority	City of Henderson	City of West Covina	Ewing Marion Kauffman Foundation
West County Wastewater District	City of High Point	City of West Hollywood	Province of Nova Scotia
City of Alpharetta	City of Hoover	City of West Lafayette	State of Hawaii
City of Atlanta	City of Indianapolis/ Marion County	City of West Sacramento	Campaign Spending Commission
City of Barrie	City of Kansas City	City of Wilmington	State of Massachusetts Comptroller's Office
City of Batavia	City of Medford	City of Wilton Manors	State of Maine Treasurer's Office
City of Battle Ground	City of Memphis	City of Woodside	State of Michigan Administrative Office of Courts
City of Bentonville	City of Mesa	County of Clermont	State of Rhode Island Treasurer's Office
City of Branson	City of Miami	County of Cook	State of Virginia Dept of Rail & Public Transportation
City of Carlsbad	City of Minden	County of Denton	Ewing Marion Kauffman Foundation
City of Cedar Hill	City of Naperville	County of Douglas	Jurupa CSD
City of Chattanooga	City of New Port Richey	County of Kauai	
City of Clovis	City of Norco	County of Mendocino	
City of Coronado	City of Oviedo	County of Nassau	
City of Dubuque	City of Pacifica	County of New Castle	
City of East Point	City of Palm Desert	County of Ramsey	
City of Edmonton	City of Pearland	County of San Juan	
City of Elgin	City of Piedmont	County of San Mateo	
City of Elmhurst	City of Port Angeles	Town of Cary	
City of Evanston	City of Poughkeepsie	Town of New Canaan	
City of Flagstaff	City of Prescott	Town of Isle of Palms	
	City of Richmond	Town of Prescott Valley	
	City of Salinas	Town of Vail	
	City of San Bernardino	Town of Windsor	
	City of Simi Valley	Village of Lincolnwood	
	City of St. Petersburg	State of New Jersey	



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Project Management Professional (PMP)
- Bachelor of Science in Business Administration and Accounting – Missouri Western State University

SPECIALTIES

- Certified Prosci Change Management Practitioner
- Business Process Reviews
- Applications Requirements Definition
- Enterprise Applications Architecture
- Current System Needs Analysis and Improvement
- New Software Selection Assistance
- Technology Master Planning
- Project Management and Oversight
- Conversion Assistance and Planning
- Contract Reviews and Negotiations



Janet Federico, MBA

Management Consultant

Janet Federico has over 11 years of experience with local and federal government agency software implementations. Her in-depth experience with software configuration, business analysis, and user needs assessment allows her to successfully oversee project implementations of standard and customized software.

Skilled in all facets of the project life cycle for application software, she has experience with functional and technical requirements development, gap analysis, system analysis, design, specifications, unit and system testing, implementation planning, execution, lessons learned, and system documentation.

Janet also has over six years of experience in working with organizations to identify their strategic, organizational, application, and functional requirements to determine which system and/or specific applications are a proper fit for both the agency and the vendor.

Additionally, having worked for a leading local government enterprise software provider, Janet brings a strong understanding of software implementation, consulting, process knowledge, and functional knowledge, along with the customers' needs and concerns throughout and post-implementation.

Highlights

- Multi-phased agency-wide software implementations
- Extensive knowledge of business and technical processes pertaining to enterprise applications

Agency Experience

- | | |
|-----------------------|--------------------------------------------|
| City of Batavia | City of San Bernardino |
| City of Bartlesville | City of Tulsa |
| City of Bentonville | City of Wichita |
| City of Carlsbad | City of Wisconsin Springs |
| City of Clovis | City of Wood Dale |
| City of Coronado | Village of Hinsdale |
| City of Corvallis | Village of Orland Park County of Champaign |
| City of Decatur | County of Collin |
| City of Fort Smith | County of Denton |
| City of Glendora | County of Minnehaha |
| City of High Point | County of St. Joseph |
| City of Highland Park | State of Texas (DFPS) |
| City of Hutchinson | |



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Master of Business Administration – Ellis College
- Bachelor of Science in Applied Management – Kaplan University

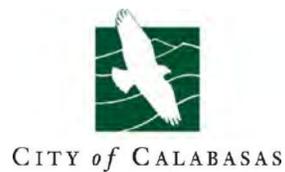
SPECIALTIES

- Project Management
- Conversion, Interface Planning, and Implementation Support
- Understanding of public sector departmental operations and application systems
- Workflow analysis and mapping
- Business Process Redesign
- System Configuration and Training
- Test and Go Live Plan Creation

I just wanted to say that I thought the training sessions were very informative and clear, and I learned a lot from it. I appreciate your time spent to train us. Thank you so much!

—Account Clerk
CA Municipality

We believe our clients are our best salespeople. The references listed here are examples of clients with similar needs. Each of these clients has retained our services many times. We pride ourselves on client satisfaction and strive to maintain long-term relationships with our clients as partners.



I would absolutely recommend ClientFirst to other entities, and continue to hire them for our projects.

—City Manager
CA Municipality



San Bernardino Municipal Water (SBMWD)

444 W. Rialto Ave., San Bernardino, CA 92418

Kristina Hernandez, Administrative Services Manager

909.453.6050

kristina.hernandez@sbmwd.org

Robin Ohama, Deputy General Manager

909.384.7210

robin.ohama@sbmwd.org



City of Simi Valley

2929 Tapo Canyon Road, Simi Valley, CA 93063

Garry Boswell, Director Information Systems

805.583.6330

gboswell@simivalley.org



City of Calabasas

100 Civic Center Way, Calabasas, CA 91302

Tony Yin, Information Systems Manager

818.224.1600

tyin@cityofcalabasas.com



City of Salinas

200 Lincoln Ave, Salinas, CA 93901

Eric Sandoval, IT Manager

831.758.7379

erics@ci.salinas.ca.us



Western Municipal Water District

14205 Meridian Parkway, Riverside, CA 92518

Mike Mouser, Information Technology Manager

951.571.7205

mmouser@wmwd.com

Our consultants have been assisting local governments with innovative technology solutions for 18 years. Our risk-averse technology planning and the quality of service we provide our clients have resulted in numerous long-term business relationships. Our subject-matter experts offer a wide range of technology services that our clients often leverage to resolve specific issues. We are confident that no other consulting firm focusing on local governments offers the wide range of IT services that we do.



ClientFirst was extremely knowledgeable, and I felt I have learned more from my work with ClientFirst than anyone else I've worked with in that capacity. I haven't met anyone else who's even close to ClientFirst in their level of expertise.

—Director of Administrative Services
CA Municipality

Why ClientFirst is the Best Choice

Experience with Water Districts and Local Government Agencies – Our team’s experience in working with **Water Districts** in California and across the country has provided our staff with the subject matter expertise to quickly understand operational demands and opportunities and then equate them to beneficial IT recommendations and improvement.

Locally Based – Our Southern California-based staff are familiar with the area and the unique features of utilities.

Independence – We do not resell any hardware or software and, therefore, always have our clients’ best interests in mind. We recommend products that are cost-effective, easy to support, and in use every day across our client base. We recommend products that work.

No Conflicts of Interest – We do not have any other engagements with the District and have no conflicts of interest related to the District.

Stable, Strong, and Growing – We are a financially stable and profitable firm serving local governments for over nearly 20 years. We continue to grow our share of the California local government marketplace and expand our service offerings.

Quality of Experience of Our Consultants – Our management team for this project is made up of four consultants with a collective experience of over 100 years in IT consulting. The leaders and founders of our company come from IT consulting and management experience at a Top-Five national accounting and consulting firm.

IT Assessment and IT Master Plan Experience – Our consultants have years of experience in delivering IT Assessments and IT Master Plans focused on local governments, including districts, cities, counties, and libraries.

Use of Best Practices – ClientFirst utilizes PMI, ITIL, COBIT, and EAP concepts, along with our own experience and best practices, as building blocks for completing IT assessments and delivering services. Governance is an essential component to overseeing that IT strategies and recommendations align with business objectives on an ongoing, repeatable basis.

- PMI (Project Management Institute)
- ITIL (Information Technology Infrastructure Library)
- COBIT (Control Objectives for Information and Related Technology)
- EAP (Enterprise Architecture Planning)
- NIST (National Institute of Standards and Technology)



You and all at ClientFirst made an awesome difference in our City. Your light and professional touch kept us and Council on the rails! Look forward to more progress and will hopefully see you again soon.

—City Administrator
CA Municipality

Government Technology



Focusing on local governments means that we understand the unique needs, processes, protocols, and political nuances involved in the industry. This **understanding and experience** ensures that our strategies and recommendations are practical in all respects. Our management team’s career experience includes over 3,000 projects for more than 500 local government agencies.

Local Presence and Practice Locations

We have a local presence with extensive experience in California. ClientFirst is a national firm, with practices located in California, Illinois, Texas, and North Carolina.



Corona, CA



Schaumburg, IL



San Antonio, TX



Charlotte, NC

Business Management Approach

We understand that not all government executives are versed in the latest technology issues and opportunities. Therefore, our approach and deliverables provide a business-management perspective that **allows the layperson the ability to understand the technology issues, strategies, and potential solutions required to make more informed business decisions.**

Practical Recommendations

We believe in using technology as a tool to meet the agency’s business objectives; we do not apply technology just for technology’s sake. We are serious in our quest to provide clients with practical solutions that meet their requirements. Sometimes the proper solution includes cutting-edge technology. However, a cost-effective and practical solution using proven technology is often the most beneficial.

<p>SAVE</p> <ul style="list-style-type: none"> Time Money Resources 	<p>INCREASE</p> <ul style="list-style-type: none"> Expertise Service Efficiency
----------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------

True Independence

ClientFirst believes in practicing **true independence**. We do not resell products, nor maintain relationships that would result in any add-on profit margins or referral fees. Our interest is in **putting the client first** by finding optimum solutions (i.e., the greatest value at the lowest competitive cost) to meet their needs.



National Recognition

Our consultants are recognized nationally for their work by many of the industry’s leading vendors. They appreciate the fairness and objectivity we demonstrate when dealing with their organizations.

Industry Recognition

CIO Review

ClientFirst has been featured in *CIO Review* as one of the “20 Most Promising Government Technology Solution Providers”.



National Speakers

ClientFirst personnel have conducted educational sessions at national and local conferences such as CSMFO, MISAC, and GFOA, among others.





Integrated Technology Services

Management Consulting

- Technology Strategic/Master Planning
- IT Assessment
- IT Staffing Assessment
- Process Improvement
- Procurement Assistance
- Contract Negotiation
- Project Management
- IT Governance Seminars

Applications Consulting

Business Process Review

- Business Case Analysis
- Assessment and Recommendations
- Process Analysis and Improvement

Software Selection

- Feature / Function Requirements Definition
- Implementation Risk Assessment
- Change Management
- RFP Development
- Vendor Analysis and Evaluation
- Demonstration Facilitation
- Contract Review and Negotiation
- Implementation Project Management
- Ad Hoc Report-Writing Assistance

ECMS

- Assessment
- Business Process Review
- System Selection
- Planning
- Implementation Oversight

Telecommunications Consulting

- VoIP Readiness Review
- Systems Evaluation, Design, Specification, and RFP Development
- Bill Audits (Cost Analysis and Negotiation)
- Telecom Expense Management (TEM)
- Credit / Refund Requests
- Strategic Planning
- Project Management
- Carrier Services Cost Analysis
- Operational and Workflow Review
- System Selection and Contract Negotiation

GIS

- Assessment and Planning
- Design
- Data Management
- Development
- Mapping

IT Infrastructure

Networking and Servers

- Assessment, Design, and Installation
- Replication and Redundancy Strategy
- Virtualization
- Cloud Computing
- Wireless
- Data Center Design

Disaster Recovery

- Risk Assessment and Business Impact Analysis
- Disaster Recovery Planning
- Hot-Site and Recovery Service Evaluation
- Storage Area Networking Backup Strategies and Design

Cybersecurity

- Assessment and Planning
- Applications and Hardware Security
- Cybersecurity Review
- Security Policy and Control Development
- Intrusion Testing
- Workshops and Training
- Compliance: NIST, NCCoE, PCI, CJIS, NEA/FERC

Structured Cabling System Design

- Assessment and Certification
- CADD Design and Layout
- RFP / Vendor Selection
- Project Management
- Documentation
- Fiber-Optic Network Design

IT Staffing/Augmentation

- IT Staffing Assessment and Operational Review
- Interim IT Management
- Virtual CIO Service
- Supplemental IT Management Staffing

IT Services and Operations

IT Technical and Managed Services

- On-Site or Remote Support
- Inventory and Licensing Management
- Network, Server, Selection, Implementation, Configuration, and Management
- Security Systems Support
- Remote Systems Monitoring



Areas of Expertise

The consultants assigned to this engagement have direct experience in a broad range of products and services.

ClientFirst has such a broad and well-rounded experience with cities that they already have a good idea of what will or won't work. Other vendors we have worked with don't have this depth of experience and suggest solutions that are unrealistic in a city government environment.

— IT Director
CA Municipality

- ### IT INFRASTRUCTURE & OPERATIONS EXPERIENCE
- Data Center Management
 - Cable Infrastructure
 - Wireless Systems
 - Routers and Switches
 - Server Installation, Configuration and Troubleshooting
 - Network Troubleshooting and Configuration
 - Security Systems Support
 - Network Management
 - Event Monitoring
 - Patch Management
 - Inventory Management
 - Licensing Management
 - Software Distribution
 - Remote Network and Desktop Monitoring

Desktop Monitoring
• Remote Network and Desktop Monitoring

- ### TELECOM EXPERIENCE
- Systems Evaluation and Assessments
 - Telecommunications System Management
 - Voice and Data Cable Infrastructure Design and Engineering
 - LAN/WAN Assessments, Design, Procurement, and Implementation
 - VoIP (Voice-over-Internet Protocol) Readiness Reviews and Assessments
 - Telecom Billing Audits and Cost Reviews
 - Strategic IT and Telecommunications Planning
 - Systems Design and Alternative Analysis
 - Business Continuation Planning and Disaster Recovery Planning
 - Call Center Planning and Operational Design
 - Competitive System and Vendor Selection
 - Project Management and Implementation

Implementation
• Project Management and Implementation

- ### DEPARTMENT AREA EXPERIENCE
- Council
 - Administration
 - Building and Safety
 - City Clerk
 - Finance
 - Fire
 - Library
 - Utility Billing
 - Customer Service/Call Centers
 - Payroll
 - Human Resources
 - Planning
 - Police
 - Purchasing
 - Public Works
 - Parks and Recreation
 - Engineering
 - Geographic Information System (GIS)
 - Water
 - Wastewater
 - Sanitation
 - Field Operations
 - Laboratories
 - Environmental Services
 - Facilities
 - Treatment Plants
 - Fleet Management
 - Engineering
 - Warehousing
 - SCADA
 - Information Systems

Information Systems
• SCADA

- ### APPLICATION AREA EXPERIENCE
- General Ledger
 - Budgeting
 - Project Accounting
 - Grant Accounting
 - Cash Receipts
 - Purchasing and Receiving
 - Bids Management
 - Contract Management
 - Accounts Payable
 - Fixed Assets
 - Loans
 - Special Assessments
 - Financial Reporting
 - Business Licensing
 - Applicant Tracking
 - Human Resources
 - Employee Self-Service
 - Benefits Tracking
 - Time and Attendance
 - Payroll
 - CIS and Utility Billing
 - Customer Service / Call Centers
 - Backflow
 - Service Orders
 - Work Orders / Preventative Maintenance
 - Inventory and Fleet Management
 - Planning, Permitting, Inspection and Code Enforcement
 - Land/Parcel/Address Management
 - Computer-Aided Dispatch (CAD)
 - Records Management
 - Mobile Computing
 - Citizen Request Management (CRM)
 - Geographic Information System (GIS)
 - Adjudication
 - Citation Management
 - Database Management

Database Management
• Citation Management



Consultants' Collective Experience

We understand that the experience of the individual consultants is a significant factor in hiring a firm to conduct the project on your behalf. Our consultants have extensive public-sector experience in their respective careers, including projects with the following agencies:

California

CA-NV American Water Works Association
 Castaic Lake Water Agency
 Castro Valley Sanitary District
 Cucamonga Valley Water District
 Glendale Water and Power
 Hayward Area Recreation and Park District
 Irvine Unified School District
 Jurupa Community Services District
 Livermore Area Recreation and Park District
 Midpeninsula Regional Open Space District
 Newhall County Water District
 Piedmont Police and Fire
 Ramona Municipal Water District
 Rincon del Diablo Municipal Water District
 Rosamond Community Services District
 San Bernardino Municipal Water
 San Mateo Fire District
 San Marino Unified School District
 Southern California Coastal Water Research
 Sweetwater Authority
 Walnut Valley Water District
 West County Wastewater District
 Western Municipal Water District
 City of Albany
 City of Azusa
 City of Big Bear Lake
 City of Brentwood
 City of Brisbane
 City of Burbank
 City of Calabasas
 City of Camarillo
 City of Carlsbad
 City of Chico
 City of Chino
 City of Clovis
 City of Colton
 City of Corona
 City of Coronado
 City of Downey
 City of Dublin
 City of Escondido
 City of Foster City
 City of Glendora
 City of Healdsburg
 City of Hemet
 City of La Habra
 City of La Puente
 City of Laguna Niguel
 City of Larkspur
 City of Lathrop
 City of Lomita
 City of Menlo Park
 City of Mission Viejo
 City of Montclair
 City of Murrieta
 City of Pacifica
 City of Pacific Grove
 City of Palm Desert
 City of Palmdale

City of Piedmont
 City of Pismo Beach
 City of Port Hueneme
 City of Rancho Cucamonga
 City of Rancho Mirage
 City of Redlands
 City of Rialto
 City of Rohnert Park
 City of Rosemead
 City of Sacramento
 City of San Clemente
 City of San Gabriel
 City of San Jacinto
 City of San Pablo
 City of San Rafael
 City of Seal Beach
 City of Sierra Madre
 City of Simi Valley
 City of South Gate
 City of South Pasadena
 City of South San Francisco
 City of Tustin
 City of Upland
 City of Vacaville
 City of West Covina
 County of Butte
 County of Mariposa
 County of Mendocino
 County of Riverside
 County of San Bernardino
 County of Tuolumne
 County of Yolo
 Town of Danville
 Town of Hillsborough
 Town of Yuba Valley
 Colton Joint Unified School District
 Irvine Unified School District
 Lake Elsinore Unified School District
 Menifee Unified School District
 Mesa Water District
 Mountain View School District
 Romoland School District
 West Covina Unified School District
 Ohlone Community College
 San Jose Community College
 University of California Berkeley
 University of California San Francisco
 UCSF Medical Center
 Stanislaus Council of Governments
 Mechoopda Indian Tribe
Alabama
 City of Pelham
Arizona
 County of Maricopa
Connecticut
 City of Bristol
 City of New Haven
 Groton Police and Communications Dispatch
 Town of Groton
Florida
 City of Cape Coral
 City of Deerfield Beach
 City of Dunedin
 City of Fort Lauderdale
 City of Pompano Beach

City of Port St. Lucie
 City of Riviera Beach
Idaho
 City of Sandpoint
Illinois
 City of Bloomington
 City of Champaign
 City of Countryside
 City of Crystal Lake
 City of Highland Park
 City of Joliet
 City of Lake Forest
 City of Moline
 City of Morton Grove
 City of Naperville
 City of Oakbrook Terrace
 City of Orland Park
 City of Prospect Heights
 City of Rockford
 City of Rock Island
 City of St. Charles
 City of Waukegan
 City of Wood Dale
 County of DuPage County
 County of Peoria County
 County of Sangamon County
 County of Winnebago County
 Village of Arlington Heights
 Village of Cary
 Village of Glencoe
 Village of Kenilworth
 Village of Lake Barrington
 Village of Libertyville
 Village of Lincolnwood
 Village of Matteson
 Village of Norridge
 Village of Northbrook
 Village of Northfield
 Village of Oak Brook
 Village of Oak Park
 Village of Oswego
 Village of Palos Park
 Village of River Forest
 Village of Riverside
 Village of Westmont
 Village of Wheeling
 DuPage County Health Dept.
 Batavia Public School District
 Central Community Unit School District 301
 Champaign County Forest Preserve District
 Civitas Schools
 Community High School District 99
 Community Unit High School District 205
 Community Unit School District 300
 Community Unit School District 308
 Consolidated High School District 230
 Consolidated School District Gower School District
 Hampton School District 29
 Harlem School District 122
 Harrison School District 36
 Harvard Community Unit School District
 Harvey School District 152
 Hinsdale Township High School District 86

Indian Prairie Community Unit School District 204
 J. Sterling Morton High School District 201
 Lake Zurich Community Unit School District 95
 Mount Prospect School District 57
 Naperville Community Unit School District 203
 Naperville Park District
 Norridge Park District
 Oswego School District 308
 Pace Suburban Bus Division
 Park Ridge Schools
 Port Byron Central School District
 Posen-Robbins SD 143.5
 Prospect Heights School District
 Riverside Public School District 96
 Rockford Public Library
 Rock River Water Reclamation District
 Sherrard Community Schools
 St. Charles School District
 Sunset Ridge School District
 Township High School District 214
 Wheaton-Warrenville School District 200
 Winnetka Public Schools District 36
 Lake Forest College
 Lincolnwood Public Library
 Oak Park Library
 Oswego Library District
 Park District of Highland Park
Indiana
 The University of Notre Dame
 Indianapolis Public Library
 Indianapolis Public Schools
Iowa
 City of Ankeny
 City of Bettendorf
 City of Burlington
 City of Cedar Rapids
 City of New Hampton
 City of West Des Moines
 County of Johnson
 County of Linn
 State of Iowa
 Burlington Community School District
 Cedar Rapids Community School District
 Davenport School District
 Diocese of Davenport Catholic Schools
 Dubuque Community School District
 Knoxville Community School District
 Mason City School District
 North Scott School District
 Des Moines Area Community College
 Cedar Falls Utilities
Kansas
 City of Shawnee
Michigan
 University of Michigan

Lake Superior State University
Minnesota
 County of Anoka
Nevada
 County of Nye
 Town of Pahump
New York
 City of Batavia
 Village of Ossining
North Carolina
 City of Burlington
 County of Gastonia
 City of High Point
 City of Kinston
 City of Mount Airy
 City of Salisbury
 Arc of Stanley County
 County of Buncombe
 County of Cabarrus
 County of Davie
 County of Orange
 St. Augustine College
 Wake Forest University
 Eastern Band of Cherokee Indians
 Salisbury Rowan Utilities
Ohio
 County of Cuyahoga
 County of Montgomery
South Dakota
 Rapid City Area Schools
Texas
 City of Dallas
 City of Pflugerville
 City of University Park
 County of Collier
 County of Denton
 Corpus Christi Fire
 Highland Park Police and Fire
 International Bank of Commerce
 River Oaks Country Club
 State Bank of Texas
 University of Texas Health Science Center
 Westwood Country Club
Utah
 Washington County School District
Virginia
 Commonwealth of Virginia
 City of Manassas Park
Wisconsin
 City of Appleton
 City of Brookfield
 City of Eau Claire
 City of Wauwatosa
 City of West Allis
 County of Brown
 County of Kenosha
 County of Milwaukee
 County of Waukesha
 HIDTA Milwaukee
 Diocese of Madison Catholic Schools
 Madison School District
 Shorewood School District
 Whitnall School District
 West Allis School District



Similar Projects

The list below includes the list of agencies for whom our partners, managers, and consultants have completed Technology Master/Strategic Plans and IT Assessments projects. More information related to these projects can be provided, upon request.

Cucamonga Valley Water District	City of Pismo Beach	Riverside County Sheriff
CA-NV American Water Works Association	City of Port Hueneme	Consolidated High School District 230
Castaic Lake Water Agency	City of Rancho Cucamonga	Dubuque Community School District
Castro Valley Sanitary District	City of Rancho Mirage	East Aurora CUSD 129
Hayward Area Recreation & Park District	City of Redlands	Harrison School District 36
Midpeninsula Regional Open Space District	City of Rialto	Indian Prairie Community Unit School District 204
Ramona Water	City of Riviera Beach	J. Sterling Morton School District 201
Rosamond Community Services District	City of Rockford	Jurupa Community Services District
San Bernardino Municipal Water	City of Salisbury	Morton High School District
Southern California Coastal Water Research	City of San Gabriel	Naperville Community Unit School District 203
Sweetwater Authority	City of San Pablo	Naperville Park District
Western Municipal Water District	City of Seal Beach	Norridge Park District
City of Albany	City of Sierra Madre	Park Ridge Schools
City of Ankeny	City of Simi Valley	Riverside Public School District 96
City of Appleton	City of South Gate	University of Michigan
City of Brentwood	City of South San Francisco	West Covina Unified School District
City of Brisbane	City of St. Charles	Illinois Action for Children
City of Burbank	City of Tustin	Illinois Municipal Retirement Fund
City of Camarillo	City of Vacaville	Lincolnwood Public Library
City of Chino	City of West Covina	Oswego Library District
City of Colton	City of West Des Moines	Park District of Highland Park
City of Corona	Town of Danville	
City of Countryside	Town of Groton	
City of Downey	Town of Groton PD	
City of Dublin	Town of Truckee	
City of Foster City	Town of Yucca Valley	
City of Gastonia	Village of Cary	
City of Glendora	Village of Glencoe	
City of Hemet	Village of Kenilworth	
City of Highland Park	Village of Libertyville	
City of La Habra	Village of Lincolnwood	
City of La Puente	Village of Lincolnwood PD	
City of Lake Forest	Village of Matteson	
City of Larkspur	Village of Morton Grove	
City of Manassas Park	Village of Norridge	
City of Menlo Park	Village of Northbrook	
City of Mount Airy	Village of Northfield	
City of Mission Viejo	Village of Oak Brook	
City of Murrieta	Village of Oak Park	
City of Norco	Village of River Forest	
City of Oakbrook Terrace	Village of Riverside	
City of Pacific Grove	County of Atascosa	
City of Palm Desert	County of Davie	
City of Pflugerville	County of Denton	
City of Piedmont	County of DuPage	
	County of Mariposa	
	County of Milwaukee County	
	County of Waukesha	
	Mendocino County	
	Sheriff	

Technical Certifications

ClientFirst consultants collectively possess an extensive portfolio of certifications, revealing their commitment to ongoing professional training and ensuring that our clients have access to the latest information in the field.



ClientFirst works with organizations to transform the way they approach and make decisions regarding information technology by educating and building consensus among staff, departmental leadership, management, and officials. Our approach assesses the current environment, reviews alternatives, and makes specific recommendations, with supporting documentation regarding strategy and tactical implementation.



IT Management		
Communications Management		
User Support	Infrastructure	Business Applications
Desktop Management	Network Management	Applications Analysis / All-Host Reporting
Office Productivity Solutions (e.g. Office Email, Internet)	Network Management	Database Administration
Peripherals		Programming
Help Desk / Webmaster		
Security Management		
License / Inventory / Asset Management		
Special Projects	Special Projects	Special Projects



I was extremely pleased with the product ClientFirst delivered and the process used in their consulting. The City didn't have any leadership for the IT department, and I was looking for a company that could develop a roadmap for the City. I felt ClientFirst kept everyone engaged and informed.

—Director of Finance and Administrative Services
Technology Master Planning

Technology Master Plan Objective

The objective of the Assessment and Planning process includes developing and articulating a vision for the effective use of technology to support the work of the District, recommending the proper technical resources and organization structure to effectively manage information technology (IT). The plan identifies strategies for developing and implementing technology initiatives in support of the organization's department operational needs and Master Plan. We also focus our efforts on planning and recommending improvements in the District's business applications to make those applications more effective in supporting the departments and the goals of the organization.

We create a well-documented plan to guide the IT team and the District's operational departments over the next five years in planning, procuring, implementing, and managing current and future technology investments, as well as resources related to operational technology and information technology service delivery. The plan is the result of a thorough analysis of the following:

- Interviews and workshops involving all levels of operational staff, including the management team, end-users, and other stakeholders
- Existing hardware and network infrastructure, staffing, funding, applications, business systems, projects, processes, telecommunications, training, and other investments and resources currently in use
- Identification and prioritization of projects to undertake over the next five years
- Identification of needs to accommodate current and future technology requirements, such as IT operations and management, legal requirements, cybersecurity requirements, service delivery, cloud computing, smart technologies, staffing, and more.

Experience with Government Agencies – We have experience working with government agencies across the country. Our staff has subject-matter expertise that enables us to quickly understand operational demands and opportunities, and then equate them to beneficial technology improvements and recommendations.

Frankly, IT is a hard topic to handle, and they're not boring or too technical. It was invaluable to have them on-site meeting with people, because their communication style is much better than others I've seen.

—Director of Administrative Services
CA Municipality

Approach to Technology Assessment and Master Planning

Technology Assessment and Master Planning is the process by which information technology supports the goals and objectives of the organization. This process *aligns technology strategies and objectives with key business processes and drivers*.



More than a Strategic Plan – The industry standard in IT planning for the past decade has been a high-level strategic analysis to develop what is called a *strategic plan*. Though helpful, such a plan lacks the depth and practical guidance necessary to successfully (1) implement the plan, (2) meet business goals through technology initiatives, and (3) maintain the plan into the future.

ClientFirst takes the strategic plan to a new level with our Technology Assessment and Master Plan, which provides several key features:

- Collaborative Needs Assessment
- Education and Prioritization Workshops
- Step-by-Step Roadmap
- Resource Assignments
- Project Budgets
- Project Timelines

Tactical – Our emphasis is on providing the District with a technology plan that is both strategic and tactical. Our goal is to create a plan that fully documents each initiative and can be used without our continued help.

Business Perspective – We approach Technology Assessment and Master Planning from a business perspective and create deliverables that be understood by everyone in the organization, from the IT technicians to upper-level management and elected officials.

Collaborative and More Comprehensive – Our process is intended to create an interactive, collaborative environment conducive to the sharing of ideas, while building a single vision for the future of the District’s information technology function, decision-making, and ongoing support. This collaborative effort results in a detailed and comprehensive action plan that should be viewed as a fluid, “living” set of documents. We train agency staff on the adopted technology initiatives, projects, and Plan implementation Best Practices.



Practical and Sustainable – Because of our **focus on budget realities and sustainable solutions**, the solutions we recommend will be **practical and cost-effective**. Receiving a plan that is too costly to implement and sustain does not help the District in the long run.

Use of Best Practices – ClientFirst utilizes PMI, COBIT, ITIL, and EAP concepts as building blocks, drawing on our own experience and knowledge of best practices to guide our Technology Assessments and System Selections. Governance is an essential component to overseeing that technology strategies and recommendations align with business objectives in an ongoing, repeatable process.

- PMI (Project Management Institute)
- ITIL (Information Technology Infrastructure Library)
- COBIT (Control Objectives for Information and Related Technology)
- EAP (Enterprise Architecture Planning)
- NIST (National Institute of Standards and Technology)

From the beginning, I was impressed with how inclusive the process has been. I’ve never been associated with such a collaborative, cooperative, and engaged project. Outstanding process.

—City Manager
IL Municipality

Firm Resources and Commitment

We consider Technology Planning projects to be the premier service offering of our firm. We are a diversified firm, with a wide range of subject-matter experts who are committed to completing this project in a timely manner. We have included the steps necessary to attend meetings, advise staff on matters specific to the scope of services, prepare and present reports to District Management and members of the District's Council (if desired), and assist with due diligence and disclosure processes relevant to the scope of services.

Project Team Resources

We will assign a comprehensive multi-discipline team to this project. This team is assembled of practice leaders in Management Consulting, Enterprise Applications, Business Processing, and IT Infrastructure practices within our firm.

All members of this project team are **ClientFirst employees** and are **not hired third-party sub-contract resources**. This ensures **consistency, continuity, and quality** in our deliverables.

Experience that Enhances the Master Planning Process

One of the unique qualities of ClientFirst is our breadth of service practice areas, summarized below. As a firm, our recommendations are based on **real-life experience resulting from performing and delivering these services daily**. Our continued engagement with our clients provides us with significant opportunities to stay current **with industry trends and emerging technologies while preserving our independence** by not reselling vendor products.

IT Staffing and Leadership Experience

- **Interim IT Management** – Our firm has senior talent that held CIO positions, as well as led national, government-solution-based software companies. We have placed these resources at various government organizations to fill IT leadership vacancies and assist in hiring and transitioning to replacement IT leadership.
- **Staffing Assessment and Organization** – Our IT leadership experience helps our government clients' IT staffing structures, and develops their IT teams to be more productive, efficient, and providing of a higher level of service.

IT Infrastructure

- **IT Infrastructure Resources** – Our firm has government-agency-experienced network engineers and senior system administrative talent. We utilize these experts in our Technology Assessment and Planning engagements for their real-world experience in making meaningful recommendations.
- **Telecommunication and Infrastructure Cabling** – A key resource in our firm is our telecommunications talent. They have designed, selected, and implemented state-of-the-art telephone and telecommunications systems for hundreds of local government agencies. Our team's experience includes inside/outside cable-plant expertise, including fiber-optic and wireless specialization.
- **IT Support Experience** – We provide IT support and act as the IT department or management for several agencies in Illinois. These teams have real-life experience in managing the IT operations of government agencies and can impart their knowledge when assisting with Technology Assessment and Planning recommendations and initiatives.

Local Government Application and Process Improvement Expertise

- **Application Knowledge** – We have experienced enterprise application consultants that have assessed, reviewed, and assisted in the selection of all local government application suites, including Financial and Accounting, People Management, CIS/Utility Billing, Land Management, Work Orders and Asset Management, Public Safety, Parks and Recreation, Community Services, and more. They have literally worked with thousands of end-users in all agency departments. This experience helps us make effective departmental application and operational technology recommendations.
- **Application Implementation** – We have experienced Implementation Project Management staff. This is helpful to the Technology Assessment and Planning process because we know what it takes to implement these solutions according to Best Practices.
- **Process Improvement** – A key aspect of applications and operational technology is the ability to use these tools to eliminate manual and duplicate processes, reduce shadow systems, and improve processes to achieve higher levels of productivity and service to departments and citizens.

Experience in Multilevel Communication and Advising Clients

For a plan to be successful, it must be communicated and understood at all levels, top to bottom. We provide deliverables and present materials in such a way to facilitate the communication of the plan across the organization to readers of multiple audiences. We also have experience in effectively presenting to executive management and elected officials to gain buy-in and support for the necessary strategies and resources required to implement a long-term Technology Master Plan.

Technology Planning Process Methodology

We have developed a five-phase methodology on which we base our Technology Assessment and Planning projects. This serves as the cornerstone of the project, allowing the collaborative process to shape and develop our recommendations and approach, enabling us to tailor each step to fit each client’s unique specifications. We work in partnership with our clients to improve their information technology environments, so they can better meet the needs of staff and constituents.



ClientFirst is very sensitive to how well they’re communicating at all levels, able to communicate across a variety of skill sets, and be effective communicating with the IT side, as well as the user side of a project. This quality is very helpful.

—City Manager
CA Municipality

Scope of Services

In the sections below, we outline our methodology to achieve the Scope of Services requested in the District's RFP. Our Technology Master Planning methodology mirrors the District's desire for an initial assessment that will include the following deliverables, including timeline and budget estimates:

- Inventory and analysis of District IT infrastructure and systems, including gaps and vulnerabilities,
- Analysis of District IT structure and staffing, including recommended improvements
- Analysis of District IT business processes, including gaps, pain points with the current processes, and vulnerabilities,
- Analysis of and recommendations for current and future IT strategy and roles

We will include a separate, confidential cybersecurity/risk management report containing a prioritized set of recommendations mitigation of identified gaps and risks. The report shall include but shall not be limited to:

- Solutions for risks that require immediate mitigation.
- Solutions for all non-critical identified risks, gaps, pain points, or vulnerabilities

The workshops outlined in the following sections are a part of the ClientFirst methodology. Through these workshops, we will support the District in reviewing and assessing the report and its findings, as well as assist the team in reaching consensus on key recommendations that will serve as the foundation for the 5-year IT strategic plan.

We expect to meet District deliverable requirements for the 5-year Technology Plan including:

- Current state of the IT environment, including, without limitation, a full inventory of equipment, systems, networks, servers, and other essential equipment necessary to IT operations within the District
- Gap analysis of IT environment, including any deficiencies or gaps in infrastructure, equipment, software, security, networks, email services, or business continuity and methods or recommendations to address such issues
- Recommendation for future improvements or upgrades of IT environment, coupled with a strategic five-year roadmap, and order of magnitude cost estimates associated with implementation
- Recommendation on IT Division organizational improvements and structure

At the conclusion of our Strategic Planning Workshops, we will make requested revisions to tailor the Plan to meet District requirements.

Our Technology Master Planning methodology will meet or exceed District reporting requirements including:

- **IT Strategy** – Conduct interviews with District General Manager, Department Heads, staff, and other designated personnel to develop comprehensive recommendations for an IT Strategic Plan. Provide recommendations for short-term transitions as well as long-term strategic directions, including additional online services from departments.
- **IT Risk Assessment** – Use IT industry standards to perform risk assessment and gap analysis on the effectiveness of current District IT structure, security, and resources. Identify and mitigate potential risk vulnerabilities.
- **Technical Infrastructure** – Analyze and prepare a gap analysis on the ability of the existing District hardware, network infrastructure, and support to meet the needs of current and future District initiatives. Make recommendations for in-house hardware and infrastructure support versus hosting and/or use of contracted services.

- **IT Organizational Structure/Personnel** – Review and evaluate the current Information Systems Division organizational structure, staffing levels, and the use of contracted services. Perform a gap analysis of the entire IT organization including type of staff, staffing levels, and distribution of staff versus future needs.
 - ◆ Provide recommendations for IT organization, level of staff, and placement of staff to support the future needs of the District.
 - ◆ Evaluate current IT staff skill levels and perform a gap analysis comparing current staff to skill levels required to meet proposed changes.
 - ◆ Provide recommendations for addressing staff changes and/or staff training and education needs.
 - ◆ Include recommendations on the need for and use of contracted resources as appropriate.

Project Initiation and Information Gathering

Project Kick-Off and Initiation

The project kick-off is a time to review the District's available documentation and background information, as well as set expectations for the project. We provide information requests and questionnaires for completion by the operational departments and other stakeholder groups.

After obtaining and reviewing the background information, we meet with the Project Manager and Technology Planning Committee to review the work plan, establish overall responsibilities and communications for the project, schedule meetings, and finalize the project plan details.

Assessment and Gap Analysis

Operational Department Reviews

The focus of operational department reviews is **understanding current and future use of technology to support the business operations of the organization**. The best sources of information regarding gaps and issues with technology are the individuals who work with it daily. We conduct workshops with representatives from each department at all levels. This provides an opportunity for users to voice concerns, share gaps in IT services, and identify strengths and weaknesses of current technology and business processes.



Workshop discussion topics include:

- Enterprise and Departmental Application Needs
- Business Processes
- Improvements and Automation
- Application Interfaces and Data Sharing
- GIS
- Reporting Issues
- User IT Support Needs
- User Training Recommendations
- Departmental Application Analyst Needs
- Enterprise Communications
- Remote Access and Mobile Computing
- Emerging and Smart Technologies
- Regulatory Compliance Issues
- Technology Governance
- Smart Technologies
- ROI or Cost-Benefit Considerations



IT Infrastructure and IT Operations Review

ClientFirst conducts infrastructure reviews with highly qualified subject-matter experts, performing infrastructure and operations reviews with systems engineers that continually design, implement, and maintain IT infrastructure.

Our infrastructure and operations workshops focus on assessing the District’s network topology and cybersecurity readiness, as well as IT service delivery. We will tour the District’s major technology facilities. We plan to meet with IT management to discuss the current budget, as well as existing and planned IT-related projects.

Our IT operations subject-matter experts currently design, procure, support, manage infrastructure, and support operations daily for numerous local government agencies. We address potential areas for improvement, such as staff productivity, collaboration alternatives, policies and procedures, security, disaster recovery, etc.

ClientFirst will identify gaps in services, cybersecurity, or risk management and provide specific recommendations, including projects, approaches, and best practices. We do not resell any hardware or software, so our recommendations and examples are vendor-agnostic. The options we suggest are tailored to accommodate agency skill sets, knowledge, current environment, strategic direction, and budget realities.

We provide unique service options that go far beyond traditional Technology Assessment and Plans because of the depth of our team’s IT Infrastructure and IT Operations practices. Our clients benefit from these in-depth technical services because of the long-term value they add to the assessment and planning.

Cyber Security Risk Assessment

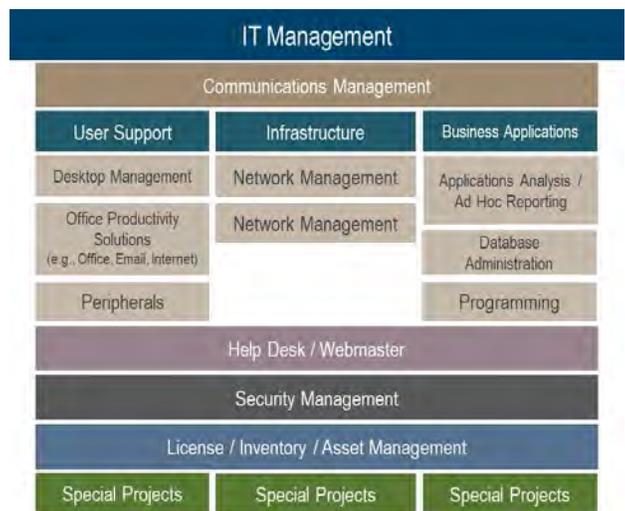
Our team conducts a high-level evaluation of the District’s cybersecurity posture. The assessment includes the following related gap analysis, recommendations, and initiatives.

- IT Network and Infrastructure
- Cybersecurity Readiness
- IT Operational Readiness
- Incident Response Capabilities
- Resiliency
- Policies, Procedures, and Effective Cybersecurity Processes

IT Staffing Assessment

ClientFirst’s project team includes an IT Operations Practice Leader who manages daily IT support operations for multiple agencies, as well as ongoing contract IT Management and CIO services. This daily, hands-on experience results in real-world, relevant recommendations regarding support for current and emerging technologies.

ClientFirst will perform an IT staffing Needs Assessment. We look at the District’s current and future resource requirements, service-delivery model, IT department structure, and staff capabilities and skill sets. After conducting a gap analysis, we discuss potential structures, skill sets, and training options. Staffing recommendations and other metrics are based on benchmark surveys of similar organizations coupled with our own experience in managing similar IT environments.



Technology Initiative Determination

We assess overall technology strengths and weaknesses. From there, we determine key strategies, goals, and objectives to address identified issues, which are provided in a preliminary report summarizing our findings and observations along with corresponding technology initiatives. Initiative categories include:

- Best Practices
- Technology Governance
- Departmental Applications and Systems
- Smart Technologies
- IT Infrastructure
- IT Operations
- Cybersecurity
- Telecommunications
- IT Staffing

Technology Initiative Development

After categorizing the technology initiatives, we research implementation and support costs and prioritize them based on their level of importance to daily business operations. We then consolidate them into a Current State Technology Assessment and Recommendations Report, used for our workshops. This report contains descriptions of our findings and observations, recommendations, next steps, preliminary budgets, implementation timelines, as well as any dependencies that were identified as part of the process. PMI, COBIT, and ITIL, as noted earlier, are applied as methods of adopting and incorporating best practices into the District's operations. We expect to identify approximately 60-100 technology projects or initiatives in the following categories:

- Application Enhancements
- Business Process Improvements and Training Needs
- GIS Improvements
- Network Infrastructure
- Telecommunications Infrastructure
- Business Continuity
- Cybersecurity
- Help Desk and Metrics
- Policies and Procedures
- Emerging and Smart Technologies
- Cloud Computing
- Information Technology Staffing and Training
- Technology Governance



Additionally, we include planning for ongoing operations, maintenance and support budgets, and the development of project durations for each major initiative.

I received a lot of feedback from the departments about how they can see the positive changes that are ahead and have a much-improved opinion of the City's IT department. It has had a very positive impact on the IT team members. A woman in the department wanted to retire this year but has decided to delay her retirement for five years because she is so excited about the new purpose. Staff members are excited about coming to work because they have a new plan and manager, with new training and education, and a new purpose for their efforts.

— Director of Finance and Administrative Services
FL Municipality

Planning and Prioritization Workshops

With our Current State Technology Assessment and Recommendations Report in hand, we conduct planning and prioritization workshops. We discuss our findings and recommendations with the Project Manager, Department of Information Technology, Technology Planning Committee, and Executive Management.

Departments and Project Team Workshops

The Departments and Project Team Workshop focuses mainly on operational needs, such as business processes, user productivity, software improvements, and customer service.

The goal of these workshops is for the consulting team and District staff to develop consensus on the recommendations and objectives. The workshop format is conducive to a free-flowing discussion of ideas, while also providing an opportunity for District staff to question our assumptions, budgetary cost models, recommended priorities, and suggested solutions.



We strive to understand the District's budgetary constraints and develop creative solutions within those constraints. We will work with the District to prioritize projects via cost-benefit analysis and other ROI considerations.

IT Staffing Workshop

This workshop focuses on findings and recommendations related to the District's IT staffing. The workshop will include discussion of the current state, potential skillset or resource gaps, demand for IT services, recommendations on future staffing levels, and use of third-party expertise.

Cybersecurity and Risk Management Workshop

This workshop focuses primarily on findings and recommendations related to the District's IT cybersecurity posture, including development of a Risk Register and recommended cybersecurity improvements, priorities, budgets, and timelines.

IT Infrastructure and Operations Workshops

This workshop focuses primarily on findings and recommendations related to the District's IT infrastructure, day-to-day operations, and metrics. Included are discussions of equipment replacement best practices, disaster recovery and business continuity plans, and many other IT infrastructure-related topics.

Prioritization Workshops

Once the entire project team is educated on the technology initiatives for the five-year planning period, we conduct a prioritization workshop in two parts. The initial prioritization will be conducted without the Project Committee seeing the project cost estimates. Priorities are then adjusted after considering budget and resource realities.

The workshop methodology prepares team members for the ongoing task of Technology Governance by helping them understand resource limitations and their effect on technology priorities. This workshop broadens the horizon of each team member to include a better understanding of colleagues' needs in other departments.

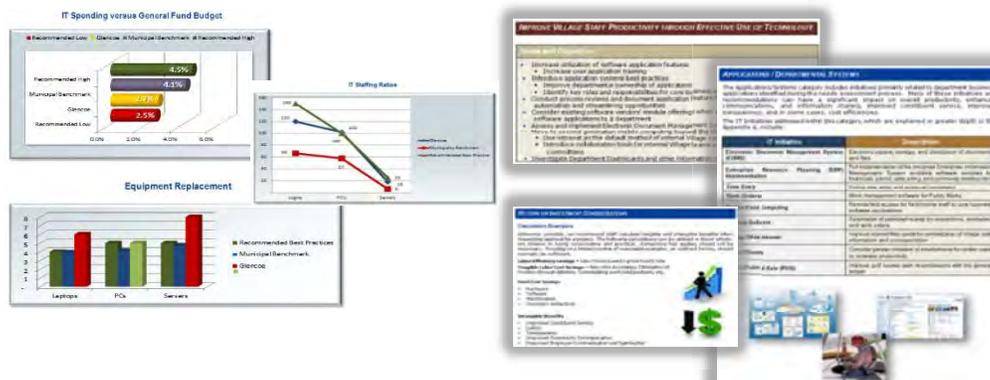
Executive Committee Workshop

We conduct an Executive Committee Workshop to educate and gain feedback from the District Executive Team. It is important for District leadership to understand the prioritization and importance that the Information Technology Department, as well as other departments, have placed on the various initiatives. The Executive Team will be able to take these prioritizations into account and then make final priority and budget adjustments from the leadership's point of view.

Initiative	IT Initiative	Comments	Priority	Budget Range		FYE 2018	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023
				Low	High						
IT Operations - Enterprise Management Platform											
75	IT Operations - Enterprise Management Platform										
	Help Desk Ticketing System	Track IT publishing an entirely new version in FYE 2019	H								
	IT Asset Management Automation		M				\$25,000	\$18,000			
	IT Automation Tools (Patch Management)		M				\$25,000	\$18,000	\$18,000		
	IT Support Metrics	Dependent on implementation of new Track IT version in FYE 2019	M				\$25,000	\$18,000			
	Network Management Tools (Configuration Management)		M				\$25,000	\$18,000			
80	Mobile Device Management	Loss of demand for portable computing	H				\$3,000	\$3,000	\$3,000	\$3,000	
81	IT Cost Recovery (IT Budget Allocations)		M								
82	IT Procurement Practices		M								
83	IT Policies and Procedures	Standards	H				\$7,500				
MCSO IT Operations - Enterprise Management Platform											
	AD Audit		H			\$2,500					
	Operations Software		H				\$20,000	\$50,000			
	Cloud based backup	Encrypted data in C/S/S compliant	M				\$24,000	\$24,000	\$24,000	\$24,000	
	Security Audit	When major upgrades are complete	M				\$35,000				
IT Security											
85	Disaster Recovery Planning		M				\$40,000				
86	Disaster Recovery Site Implementation	Complete replication in FYE2020, resident servers in FYE2021	M					\$153,000			
87	Backups	Disk to Disk to Tape & Snow Client	M				\$40,000	\$30,000	\$30,000	\$30,000	
88	Firewall Upgrade	Full suite of firewall products-of-hall protection	H			\$14,000					
89	IT Security Assessment	When core systems upgrades are done	M				\$50,000				
90	Logging and Audit Trails		H				\$25,000				
91	Records and Data Retention	Archiving Solution	H				\$65,000				
92	PCI Compliance - Study		H			\$25,000					
93	Staff Security Awareness Training		H			\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	
GIS											
94	GIS Assessment and Master Plan		M				\$100,000				
95	GIS Data Acquisition		M					\$150,000		\$25,000	
96	GIS Emergency Operations Readiness		H				\$25,000	\$130,000		\$25,000	
Telecommunications											
97	VoIP Phone System Upgrade and Resiliency	Integrate Mid's - single system	M				\$150,000				
98	Phone System Training		M				\$25,000	\$25,000			
IT Staffing											
99	Business Analysis and Project Management Skill-Set Needs										

Final Report and Presentations

We finalize our findings and recommendations, budgets, and implementation timelines to create the District's Technology Assessment and Master Plan Report, complete with supporting documentation. Final report presentations will be made to the District Executive Team as well as District Commission.





Project Schedule

Step	Information Technology Master Plan	Scheduled Week	Total Billable Hours	David	Janet	Tom	Chad/ Michael
Project Coordination							
1	Overall Project Coordination	1-16	24	4	16	4	
Phase 1: Project Initiation							
2	Project Organization and Kick-Off Meeting with District Project Manager and Key Personnel	1-2	12	4	4	2	2
	Project Team organization to include PMO office per Project Management Institute best practices						
	Assist in educating Project Team members and stakeholders on defined roles and responsibilities. This will be accomplished by providing forms to complete for use in workshops, including background concepts, instructions, and information requests.						
	Conduct formal Kick-Off Meeting to officially start the project and provide an overview of the project to Project Team members, key stakeholders, and other engagement participants						
3	Develop Questionnaires/Information Requests		3	1	1	1	
4	Obtain and Review Background Information and Preparation		9	4	2	2	1
Phase 2: Needs Assessment							
5	General Data Collection/Gathering, Distribution of Questionnaires, and Collection of Completed Questionnaires/Surveys	3-6	10	2	8		
6	Business Department/Function Discovery Workshops	3-6					
	General Manager Interview		2	1	1		
	Engineering and External Affairs						
	Customer Service		4	2	2		
	Planning and Technical Services		6	2	2	2	
	Public Information		3	1.5	1.5		
	Resource/Watershed Conservation						
	Facilities and Operations						
	Facilities Maintenance		4	2	2		
	Water Operations		4	2	2		



Step	Information Technology Master Plan	Scheduled Week	Total Billable Hours	David	Janet	Tom	Chad/ Michael
	Wastewater Operations		4	2	2		
	Finance and Administration						
	Finance and Accounting		4	2	2		
	Human Resources		3	1.5	1.5		
7	IT Infrastructure, Operations, and Staffing Reviews	3-4					
	IT Information Gathering Activities, including:						
	Tour IT Facilities		4			4	
	IS Manager Interview		8			4	4
	IT Staff Interviews		16			8	8
	Cybersecurity/Risk Assessment Interviews		12			6	6
	Assessment and Information Discussions including:		Included				
	Inventory Review and Update		Included				
	IT Outsourcing Contracts Review		Included				
	Computer Equipment Replacement Planning		Included				
	IT Policies and Procedures		Included				
	IT Network and Infrastructure		Included				
	Site Security (Video and Physical)		Included				
	Wireless Networks		Included				
	IT Management and Productivity Tools		Included				
	Disaster Recovery, Business Continuity		Included				
	Telecommunications		Included				
	GIS and GIS Integration		12	4		4	4
	IT Governance		Included				
	IT Projects and Budgets		Included				
8	Documentation	4-6					
	Summarize Findings and Observations, including the documentation of analysis and assessment of the existing conditions of the District's IT environment		40	8	16	4	12
Phase 3: Research and Initial Plan Development							
9	Assess Strengths and Weaknesses	6-10	1			1	



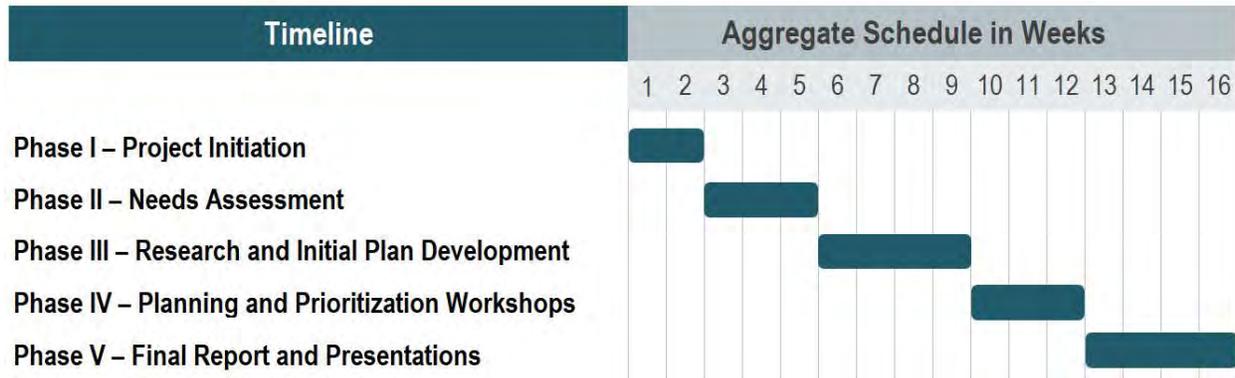
Step	Information Technology Master Plan	Scheduled Week	Total Billable Hours	David	Janet	Tom	Chad/ Michael
10	Identify Gaps and Develop Recommendations		5			1	4
11	Develop Key Strategies, Goals, and Objectives		6	2	2	2	
12	Develop Preliminary Initiatives, Findings, Alternatives, and Recommendations		60	12	24	16	8
	Current IT Environment Summary and Condition		Included				
	All Applications and Systems, including ERP, Enterprise Content Management, GIS, all department-based solutions, etc.		Included				
	Application Integration		Included				
	Management and Operational Reporting		Included				
	User Training Needs		Included				
	Data Management		Included				
	Site Security (Video and Physical)		Included				
	IT and Telecommunications Infrastructure		Included				
	Network		Included				
	Servers		Included				
	Storage and Back-Ups		Included				
	Handhelds/Mobile		Included				
	IT Operations		Included				
	Desktops		Included				
	Software Licensing		Included				
	Printers		Included				
	Help Desk and Report		Included				
	Email and Message Archiving		Included				
	Management and Productivity Tools		Included				
	IT Policies and Procedures		Included				
	IT Staffing		Included				
	Cybersecurity/Risk Assessment		Included				
	Disaster Recovery		Included				
	Cloud Computing		Included				
	Considerations for Emerging Technologies		Included				



Step	Information Technology Master Plan	Scheduled Week	Total Billable Hours	David	Janet	Tom	Chad/ Michael
	IT Master Plan Implementation Methodology		Included				
13	IT Staffing Analysis		14	1	1	4	8
14	Preliminary Budgets		14	4	2	4	4
15	Preliminary Assessment Report		24	4	8	4	8
16	Preliminary Prioritizations		4	1	1	1	1
Phase 4: Planning and Prioritization Workshops							
17	Develop Workshop Materials for presenting the initial plan	10-12	12	2	4	6	
18	IS Staffing Recommendations Workshop		4			2	2
19	IS Cybersecurity Risk Assessment Workshop		4			2	2
20	IS Workshop		4			2	2
21	Business Departments - Workshop		4	2		2	
22	Business Departments - Prioritization Workshop		4	2	2		
23	Department Head Workshop		4	2		2	
24	Revisions		5	1	2	2	
25	General Manager Presentation		6	2	2	2	
Phase 5: Final Report and Presentations							
26	Finalize the Plan and Supporting Documentation	13-16	12	4	4	4	
27	Develop Presentation Materials		4		2	2	
28	Final Plan Presentation to Board of Directors		4	2		2	
			Hours by Consultant	84	117	102	76



Project Timeline



The cost information for the project is summarized in the following section. We structure our fees to be affordable and tie them directly to the Work Plan so the hours and deliverables are clearly understood.





Fees

Information Technology Master Plan	Total Billable Hours	David	Janet	Tom	Chad/ Michael
Hours by Consultant	379	84	117	102	76
Rate		\$225	\$195	\$225	\$195
Total Fees	\$79,485				
Expenses	\$500				
Total Project Fees (Not-to-exceed)	\$79,985				

Project Start

We can begin the initial activities related to this project, such as project coordination and scheduling, within 1-2 weeks of finalizing an agreement regarding this proposal.

Scope Changes and Management

Alternative scope changes and fee adjustments are possible and are dependent on specific project needs and staff resources and capabilities. Minor changes to the scope and methodology stated above will not result in a change in our fees.

If the nature or scope of our work should change significantly during the project, we will discuss such matters and their effect on our fees and obtain written approval before proceeding.

Payment Terms

We invoice monthly as work proceeds. ClientFirst will provide detailed accounting of all consulting time and expenses on the invoice. Payments are due within 30 days of receipt, via check or ACH.

Additional Services/Purchases by Other Seeking Public Agencies

ClientFirst acknowledges that other public agencies may seek to “piggyback” under the same terms and conditions of a resulting similar services contract and/or purchases being offered in this contract or proposal. ClientFirst has the option to agree or disagree to allow contract piggybacks on a case-by-case basis. ClientFirst agrees to extend the same pricing, terms, and conditions as stated in this contract or proposal to each and every political entity, special district, and related non-profit. It is understood that other entities shall make purchases in their name, make payments, and be liable directly to ClientFirst. The agency shall in no way be involved or responsible to ClientFirst for other entities’ purchases.

Consultant Agreement

Exceptions:

- We feel that completing the planning process in 3 months limits opportunities for workshops with District staff. Educational, knowledge transfer, and prioritization workshops typically help transition the Report into a Plan that staff have bought into and can adopt as their districtwide technology roadmap.

We have no further exceptions.

Appendix A: Case Studies

The following case studies are California agencies that ClientFirst has worked with to digitally transform their technology environments. These case studies began with Technology Master Planning. The cities' technology governance and commitment at all levels, including their city councils, has since resulted in significant digital transformation that has improved internal business department process, management decision-making, transparency, citizen services, and citizen engagement. Also, provided separately is a sample Information Technology Plan recently completed for another California municipality.



Mendocino County

Project Background

ClientFirst started with a County-wide Technology Master Plan and Roadmap to digitally transform the County and its operations. Other following projects have included:

- Technology Plan development and funding
- Technology Plan management and semi-annual plan updates in conjunction with mid-year and annual Board of Supervisors budget workshops
- Initial risk mitigation projects to increase resiliency of critical systems
- Emergency Operations Center redesign and refresh of EOC technology and equipment (Phase 1 & 2)
- Public Safety Cabling and Fiber Optic Improvements
- Public Safety and Radio Data Center Space Planning
- Detailed public safety County-wide radio assessment, cost analysis, and successful funding request
- Fiber Optic Systems Upgrades
- Procurement Business Process Review and Improvements
- Cannabis Permit and Licensing Process Improvements Efficiency Study
- Budgeting Process Improvements
- Point Arena Radio & Microwave Project Management (Improved Public Safety Radio Resiliency)
- County-Wide Radio and Broadband Upgrade Project Management
- Property Tax System Assessment and Project Restart
- Property Tax System Implementation Oversight
- Cannabis Permits & License Business Process Review and Improvements
- Cannabis E-Permitting
- Cybersecurity Roadmap and Board Presentation
- Network Upgrade RFP & Project Management Assistance
- IT Strategic Advisory Services
- IT staffing and staff roadmap to support digital transformation and Board goal of increased efficiency

Description of Services Performed and Outcomes

ClientFirst was initially engaged to develop a multi-year Technology Master Plan and Roadmap. The initial five-year plan is budgeted at over \$20 million. The initial assessment also uncovered several high-risk areas. County management placed the project on hold, but immediately allocated \$605K to mitigate many of those high-risk items. ClientFirst provided oversight and project management services for the implementation of these risk mitigation measures. The Board appropriated \$1MM for Phase 1 projects and has subsequently appropriated over \$1MM every six months for additional project work. ClientFirst provides oversight for approximately twenty-five Technology Master Plan projects. ClientFirst is also managing the Master Plan budget and project portfolio, with project additions and subtractions based on Board and Executive Office priorities.

In addition to managing the Technology Master Plan, ClientFirst provides detailed project management and vendor selection assistance for a wide range of projects. Implementation assistance is provided to augment staff for critical or high-profile projects such as E-Permitting (now implemented for about 65% of permit types), Cannabis business process improvements, public safety and emergency operations projects, preparations and replacement of a fragile end-of-life tax system, and others.

Also, ClientFirst and Mendocino County jointly presented at the California Society of Municipal Finance Officers (CSMFO) on process improvements resulting from these digital transforming projects.



City of Piedmont

Project Background

ClientFirst started with a citywide Technology Master Plan and have continued to assist the City to digitally transform the City and City operations. Projects have included:

- Technology Plan development and successful funding
- Technology Plan management, annual plan updates, and Council updates on status of plan
- Fiber optic systems upgrades
- Ongoing Technology Governance Committee participation as their senior IT advisor
- CAD/RMS vendor strategy and roadmap upgrade
- Wide area network improvements
- Initial IoT wireless network deployment
- ERP software selection and business process improvements analysis
- ERP software implementation project management
- Land Management Assessment & Improvement Plan
- Ongoing Land Management process improvements
- Cloud computing strategy analysis
- Public Safety Verizon Private Cloud analysis, implementation, and resiliency
- Public Safety Scheduling and Time and Attendance Procurement Management
- Cybersecurity Incident Response
- Telecommunications System Design and Procurement Management
- Website constituent survey, redesign, and social media rollout
- Coordination of 5G cellular tower including Council briefings
- Cybersecurity improvement and roadmap, and Cybersecurity Council briefings
- Hyperconverged system selection and project oversight
- Ongoing IT Strategic Advisory services

Description of Services Performed and Outcomes

Digital transformation has been a key strategy of the City of Piedmont’s Council. This was initiated with the selection of ClientFirst to develop a Technology Strategic Plan in conjunction with a Citizen Advisory Committee. Unsurprisingly, as a bay area community, the Citizen Advisory Committee has strong technologists, including the first US employee of Skype (now an “angel investor”). ClientFirst worked collaboratively with the Citizen Advisory Committee to develop and prioritize the Plan and then jointly presented the Plan and budget to Council. ClientFirst continues to oversee implementation of the plan as the City’s technology advisor, presenting ongoing updates to Council.

ClientFirst is also the primary technology consultant for the City, assisting with the implementation of recommended initiatives, including best practices, departmental applications, smart technologies and civic engagement, IT infrastructure, day-to-day IT staffing and operations, cybersecurity, and communications.

Prior to the plan, the City’s overall systems were largely siloed, legacy, and end-of-life. Some previously implemented systems were implemented in a manner that provided little opportunity to take advantage of the improved technology. Automation was limited and resident services were mostly manual, with limited use of technology to automate business processes. Overuse of shadow systems and manual processes were still the norm.



City of Rancho Mirage

Project Background

ClientFirst started with a citywide Technology Master Plan. We also jointly presented these transformation efforts at the annual California Society of Municipal Finance Officers (CSMFO) conference. Also, see attached published article on the City’s digital transformation efforts, *City of Rancho Mirage Published Digital Transformation Article*.

Other following projects have included:

- Technology Master Planning
- IT Organization Improvement Assistance
- Enterprise Software Needs Assessment
- ERP Selection and Contract Negotiations
- Audio Visual System Design, RFP, and Implementation Oversight
- Contract Management Process Review and Improvements
- Disaster Recovery Planning Services
- Cybersecurity Assessment and Risk Mitigation
- EDMS Needs Assessment Services
- Electronic Mail Implementation Consulting Services
- IT Management Mentoring and Advisory Services
- Wireless Network Design – Amphitheater, Library, Park Spaces
- Network Improvement Vendor Procurement
- Work Order/Asset Management Preliminary Assessment



Description of Services Performed and Outcomes

ClientFirst developed a Technology Master Plan to address City's desire to integrate and automate business applications in a secure manner. This project included working with ongoing City Council sub-committee. ClientFirst presented Plan to Council, and Council approved funding of the plan in its entirety. ClientFirst worked with City staff to upgrade technology infrastructure, resident connectedness, and applications improvement and integration. The Master Plan also included a comprehensive analysis of the IT human resources to ensure the City had the resources to maintain existing technology, implement new technology projects, and maintain the environment that would be put in place as part of the implementation of the Technology Master Plan. A significant piece of the future IT organizational structure included an increase in business analyst talent to help implement and support critical enterprise applications.

ClientFirst assisted with the ERP system selection, which was concluded on time and within budget. Departmental assistance was also provided for the selection of a new Contract Administration system.

Technical assistance was provided for the development of a Disaster Recovery Plan. ClientFirst worked with Departments to develop a prioritized recovery plan that met the needs of the City.



Appendix B: City of Rancho Mirage Published Digital Transformation Article

ClientFirst has assisted the City of Rancho Mirage with various Technology Projects, starting with a citywide Technology Master Plan and Roadmap to digitally transform the City and its operations. The following article was published to showcase these digital transformation improvements. We also jointly presented these transformation efforts at the annual California Society of Municipal Finance Officers (CSMFO) conference.

RMINSIDER

Fall 2018 / Official publication of the City of RANCHO MIRAGE, California

Staying Connected

Rancho Mirage Moves Forward With Master IT Plan

by Jim Allan Corrigan



Technology – what would we do without it? Now deeply ingrained in our culture, it enables us to access information with a mere swipe or tap. It streamlines an infinite number of once onerous tasks. Still, in spite of the obvious advantages, many people would counter there's a definite yin-yang element to proceedings. As our dependency on technology only continues to increase, so does the specter of irretrievable data loss, not to mention the very real dangers of cybercrime. Never one to be left behind, the City of Rancho Mirage is committed to staying up-to-date with current technological advances. Yet it does so with mindful intent – the same way the City approaches every endeavor it undertakes. You can rest assured that with every technological step forward the City safeguards the preservation of the personal approach to customer service, never losing sight of the value of in-person communication.

Careful Planning



In 2015, the City of Rancho Mirage retained the services of a leading technology consulting group that specializes in government. A team of professionals came in and analyzed the state of technology in the City as a whole. Their focus included examining existing hardware and network infrastructure, applications, and business systems – all in a bid to improve information technology (IT) environments so they can better serve the needs of the City. The consultants identified, prioritized, and recommended projects the City should embark upon, and they consolidated all of their findings in a five-year IT Master Plan.

One phase of the five-year IT Master Plan destined to positively impact both City staff and residents is a new Enterprise Resource Planning (ERP) system. An ERP system aids the flow of internal business processes and allows for communication between City departments and its internal functions and data. The City of Rancho Mirage's current ERP system is 20 years old, and implementation of its new form is currently underway. The upgraded ERP system is ushering in upgrades like paperless invoicing guaranteed to significantly reduce processing time. Electronic timesheets will simplify matters for employees and the payroll department alike. Meanwhile, the City's permitting process will soon be streamlined. And citizens will be able to check a permit's status remotely and pay online.

Safe & Secure

While it is exciting to get on board with the latest technological advances, one of the City's primary concerns is keeping data secure. A significant portion of the five-year IT Master Plan centers around security systems and practices, including a disaster recovery plan designed to protect City systems and data. "We've implemented systems and multiple layers of security to protect ourselves as well as residents who share their data with us," says Jason Jaurigue, the City's Senior IT Manager. "We perform routine backup procedures so in the event something does happen, we always have a backup of our data that is secure. Additionally, everyone who works for the City has to be trained on security so it's a team effort to identify potential threats."

Government 2.0

These days it isn't enough to simply inform residents that City information is available to them. Some may be aware of the fact, others not, but the goal should always be to harness new technologies and share information in a creative way so the public can access it in whatever manner they choose. This is yet another tenet of the five-year IT Master Plan recommended for Rancho Mirage – one that will soon manifest itself in a freshly designed City website as well as the launch of a new City app! "A City app is another platform for us to communicate with our residents and visitors," City Manager Isaiah Hagerman says. "Some people may be signed up for our e-blasts, others may read the *R/M Insider* cover to cover. Some people may come to City Council meetings, others may watch RMTV. One of my goals moving forward is to always make sure we're communicating with our residents as effectively as possible."

The new City app aims to make information readily accessible to Rancho

Mirage residents. "We want an app that engages the citizen so they'll know what is going on in the community," Jaurigue says. "If there's an accident or construction ahead, we want to be able to alert the community. If they want to reach out to City Councilmembers, the app will provide contact information." The app will also share highlights of City Council meetings including links to charts and graphs to better illustrate Council decisions. Of course, the app will be a perfect vehicle to get the word out about events happening around the City – whether it's Art Affaire kicking off the season in November, upcoming concerts at the outdoor amphitheater, or the wide variety of programming available at the Rancho Mirage Library & Observatory. The new, user-friendly City app will keep everyone in the loop!



Delving Deeper

The five-year IT Master Plan includes an initiative to augment the City's Geographic Information System (GIS), or mapping software. A 2016 update to the City's General Plan included the development of a Public Web App which allows residents and staff to access parcel, property, and zoning information on a GIS-based tool. Its development was the first part of a long-term strategy to make GIS technology more accessible to the public. The GIS-based tool is housed on the City's website under the Planning department. "Residents can type in their property address, zoom down to their parcel, and examine a series of layers, such as zoning and flood plain information," explains Jeremy Gleim, the City's Development Services Director.

Ongoing GIS software enhancements will benefit both City staff and residents. The City will be able to consolidate several software programs into the GIS-based format, which will enhance productivity and efficiency. "Eventually we will have a fully integrated city-wide GIS program where people can apply for building permits and other kinds of permits online. They will even be able to submit project plans online. That is the direction we're headed. These technological improvements will create a more sustainable and streamlined workflow plus increased accessibility for residents," says Gleim.

Moving forward, the City will continue to expand GIS mapping capabilities and will add layers to the map as projects allow. For example, the new and broader GIS system will be able to indicate existing as well as proposed telecommunication fiber networks around the City. "We're investing in our infrastructure. We want to be able to show our citizens and businesses coming in — this is the current fiber network in Rancho Mirage, and these are the areas where we are planning on improving coverage," says Jaurigüe. "It's all about customer service and streamlining the business process by providing whatever information is needed."

A Pledge

As the City strives to implement initiatives recommended in the five-year IT Master Plan, security systems and practices will always factor prominently in proceedings. The paper trail that was emblematic of old ways of doing business is giving way to a

cloud-based system. The City of Rancho Mirage is on board, considering it essential to embrace technological advances to support the work of the City and the needs of its citizens. Rest assured that as the City moves forward, it remains ever mindful of its responsibility to keep all data safe and secure.

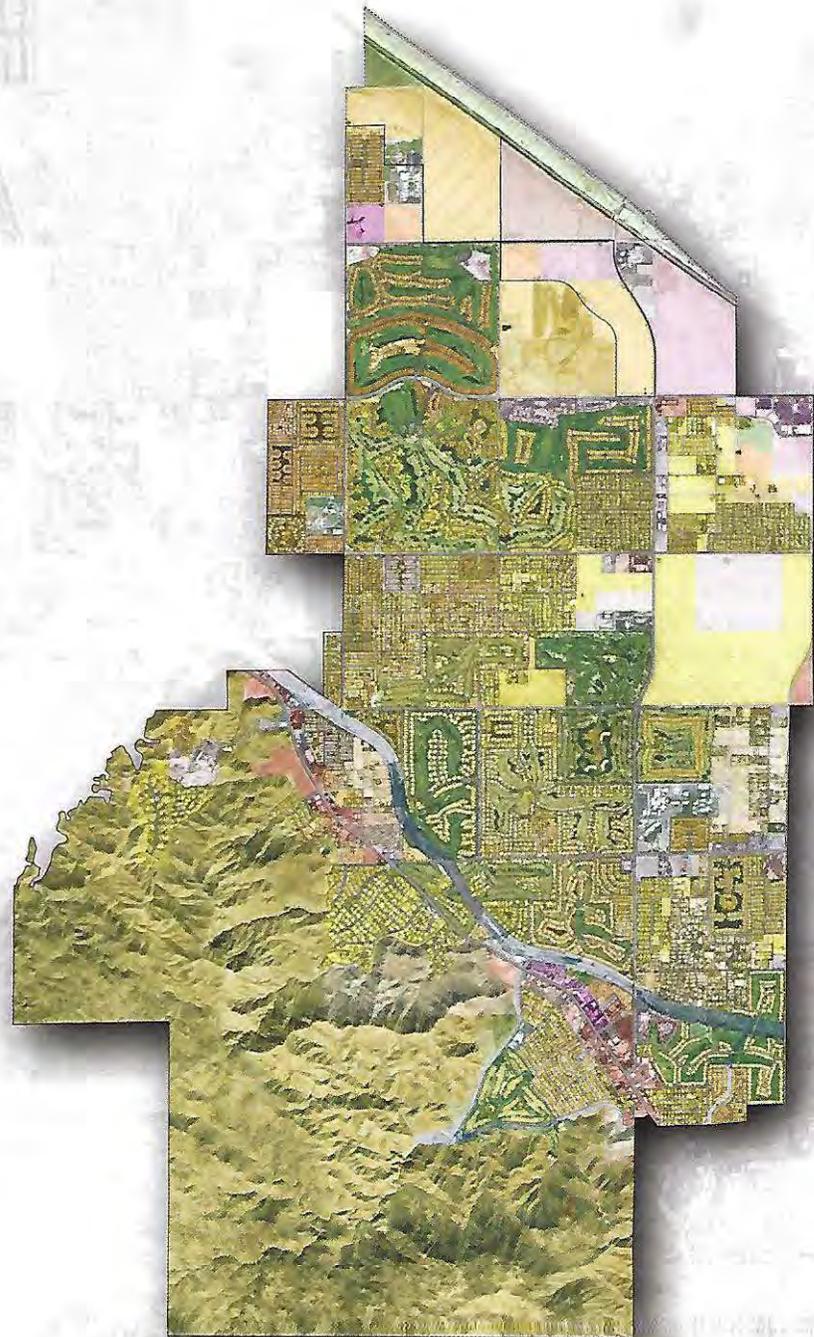


Image shows Rancho Mirage Land Use & Zoning Map, which is available on the City's new GIS-based web application.



DATE: June 20, 2023
TO: Board of Directors
FROM: Engineering and External Affairs

**SUBJECT: LV-2 Pump Station Variable Frequency Drives Replacement Project:
Construction Award**

SUMMARY:

On April 4, 2023, the Board authorized a call for bids for the LV-2 Pump Station Variable Frequency Drives (VFDs) Replacement Project. The scope of work generally consists of removing and replacing the VFDs and associated wiring for the two existing 600-horsepower pumps. Three bids for the project were received and publicly opened. Staff evaluated the bids and determined that the lowest responsive bid was submitted by Taft Electric Company (Taft), in the amount of \$548,600, which was eight percent below the Engineer’s Estimate of \$595,000. Staff recommends awarding a construction contract to Taft Electric Company for the LV-2 Pump Station Variable Frequency Drives Replacement Project. Additionally, staff recommends reappropriating funding from two existing capital improvement projects.

RECOMMENDATION(S):

Award a construction contract, in the amount of \$548,600, to Taft Electric Company; reject all remaining bids upon receipt of duly executed contract documents; and reappropriate funding, in the amounts of \$31,146 and \$150,480, from CIP No. 10727, Stunt Road Pump Station Improvements Project, and CIP No. 10784, Potable Water System Small Valve Replacement Project, respectively, for CIP No. 10781, LV-2 Pump Station Variable Frequency Drives Replacement Project.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The total estimated project cost is \$678,026. Sufficient funding for the work is available in the

adopted Fiscal Year 2022-23 Budget. Funding for the project, in the amount of \$31,146, will be reappropriated from CIP No. 10727, Stunt Road Pump Station Improvements Project, and, in the amount of \$150,480, from CIP No. 10784, Potable Water System Small Valve Replacement Project. With the reappropriations, the total appropriated amount for CIP No. 10781, LV-2 Pump Station Variable Frequency Drives Replacement Project, will be \$678,026. This amount includes engineering support during construction, a 10% contingency on the construction contract and estimated District administrative costs for the project.

DISCUSSION:

The LV-2 Pump Station is located at 23563 Calabasas Road in the City of Calabasas. The LV-2 Pump Station is a critical facility and the District's primary interconnection with Metropolitan Water District of Southern California (MWD). The facility pumps imported water into a 42-inch main that distributes potable water through the entire District. The LV-2 Pump Station is key to transporting and providing MWD water from the east side of the District towards Las Virgenes Reservoir on the west side. The LV-2 Pump Station Variable Frequency Drives Replacement Project consists of removing and replacing the VFDs and associated wiring for two existing 600-horsepower pumps. The VFDs have reached the end of their useful life and are no longer reliable for pumping operations. The VFDs are over 30 years old and have become damaged from typical wear and heat. Replacement parts for the VFDs have become difficult to purchase due to the outdated equipment.

Cannon Corporation (Cannon) is the engineering firm that completed the design for the project and will continue to provide engineering support during construction. Staff held a mandatory pre-bid meeting on April 25, 2023, which was attended by a total of three electrical contractors. Three responsive bids were received with Taft submitting the lowest responsible bid. Taft's bid was eight percent below the Engineer's Estimate of \$595,000. All three bids provided were from equally qualified electrical contractors. The two lowest bids provided were separated by a margin of \$22,976. After a thorough review of the submitted bids, staff recommends awarding the construction contract to Taft Electric Company for the LV-2 Pump Station Variable Frequency Drives Replacement Project.

Following is a table summarizing the bid results:

Bidder	Bid Total	Percentage Below/Above Engineer's Estimate of \$595,000
High Volt Electric	\$643,164.00	8% above
CSI Electrical Contractors	\$571,576.00	4% below
Taft Electric Company	\$548,600.00	8% below

Following is a table that summarizes the anticipated costs and requested reappropriations:

Description	Cost
Professional Services:	
Engineering Construction Support	\$14,220.00
Construction:	
Construction Award	\$548,600.00

Construction Contingency (10%)	\$54,860.00
Administrative:	
District Labor (4%)	\$21,944.00
G&A (7%)	\$38,402.00
Total Project Cost	\$678,026.00
Existing Appropriation	\$496,400.00
Total Project Cost less Existing Appropriation	\$181,626.00

Reappropriations, in the amount of \$31,146, from CIP No. 10727, Stunt Road Pump Station Improvements Project, and, in the amount of \$150,480, from CIP No. 10784, Potable Water Small Valve Replacement Project are required to fund the total project cost.

Construction is anticipated to start in July 2023, but due to equipment lead times, the work is not anticipated to be completed until July 2024. On April 4, 2023, the Board determined that the project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15301(b) of the CEQA Guidelines because it involves the rehabilitation of existing facilities and no expansion of use. Attached for reference is a copy of the Notice of Exemption.

GOALS:

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

Prepared by: Alex Leu, Senior Engineer

ATTACHMENTS:

[Notice of Exemption](#)

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044
County Clerk
County of: Los Angeles
12400 Imperial Highway
Norwalk, CA 90650

From: (Public Agency): Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA, 91302
(Address)



Debi C. Lujan, Registrar - Recorder/County Clerk
Electronically signed by LAKEISHA MCCOY

Project Title: Las Virgenes Pump Station (LV-2) Variable Frequency Drives (VFDs) Upgrade

Project Applicant: Las Virgenes Municipal Water District

Project Location - Specific:

LV-2 Pump Station - 23563 Calabasas Road, Calabasas, CA, 91302

Project Location - City: Calabasas Project Location - County: Los Angeles

Description of Nature, Purpose and Beneficiaries of Project:

Replacement of two VFDs and associated wiring for the two 600 HP pumps at the LV-2 Pump Station. The replacement of the VFDs provide operational reliability for providing water to District customers.

Name of Public Agency Approving Project: Las Virgenes Municipal Water District

Name of Person or Agency Carrying Out Project: Las Virgenes Municipal Water District

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
Declared Emergency (Sec. 21080(b)(3); 15269(a));
Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
Categorical Exemption. State type and section number: 15301.(b) Existing Facilities
Statutory Exemptions. State code number:

Reasons why project is exempt:

This project will replace the two VFDs and associated wiring for the two 600 HP Pumps within the LV-2 Pump Station.

Lead Agency Contact Person: Alex Leu Area Code/Telephone/Extension: (818) 251-2144

If filed by applicant:

- 1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: Alex Leu Date: 3/15/2023 Title: Senior Engineer

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR:

THIS NOTICE WAS POSTED

ON April 17 2023

UNTIL May 17 2023

REGISTRAR - RECORDER/COUNTY CLERK

Revised 2011