

**LAS VIRGENES - TRIUNFO
JOINT POWERS AUTHORITY
AGENDA**

4232 Las Virgenes Road, Calabasas CA 91302

CLOSING TIME FOR AGENDA IS 8:30 A.M. ON THE TUESDAY PRECEDING THE MEETING. GOVERNMENT CODE SECTION 54954.2 PROHIBITS TAKING ACTION ON ITEMS NOT ON POSTED AGENDA UNLESS AN EMERGENCY, AS DEFINED IN GOVERNMENT CODE SECTION 54956.5 EXISTS OR UNLESS OTHER REQUIREMENTS OF GOVERNMENT CODE SECTION 54954.2(B) ARE MET.

5:00 PM

November 2, 2015

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

A Minutes: Regular JPA Meeting of October 5, 2015 (Pg. 3)

Approve

B Board of Directors' Code of Conduct: Approval (Pg. 10)

Approve the revised Board of Directors' Code of Conduct.

5 ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A Recycled Water Seasonal Storage Project: Basis of Design Workshop No. 1

6 ACTION ITEMS

A Tapia WRF Channel Mixing Improvements Project: Final Acceptance (Pg. 16)

Approve Change Order No. 4, in the amount of \$116,335, and an additional appropriation and budget adjustment, in the amount \$100,860; and authorize execution of a Notice of Completion by the Secretary of the Board and have the same recorded, and in the absence of claims from subcontractors and others, release the retention in the amount of \$52,378.80 30-calendar days after filing the Notice of Completion for the Tapia Water Reclamation Facility Channel Mixing Improvements Project.

B December 2015 Joint Powers Authority Board Meeting (Pg. 24)

Consider cancelling the regular JPA Board meeting on December 7, 2015, and rescheduling the meeting for an alternate date.

7 **BOARD COMMENTS**

8 **ADMINISTERING AGENDA/GENERAL MANAGER REPORT**

9 **FUTURE AGENDA ITEMS**

10 **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

11 **CLOSED SESSION**

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

Las Virgenes - Triunfo Joint Powers Authority v. United States Environmental Protection Agency and Heal the Bay, Inc. v. Lisa P. Jackson

12 **ADJOURNMENT**

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

**LAS VIRGENES – TRIUNFO
JOINT POWERS AUTHORITY
MINUTES**

5:00 PM

October 5, 2015

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was led by Chair James Wall.

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at **5:00 p.m.** by Chair James Wall in the Board Room at Las Virgenes Municipal Water District headquarters at 4232 Las Virgenes Road in Calabasas, California. Josie Guzman, Clerk of the Board, conducted the roll call.

Present: Director(s): Caspary, Iceland, Lewitt, McReynolds, Paule, Peterson, Renger, and Wall

Absent: Director(s): Orkney and Polan (arrived at **5:05 p.m.**)

2. APPROVAL OF AGENDA

Administering Agent/General Manager David Pedersen stated that the Closed Session Item was not needed, and he asked that it be removed from the agenda.

Director Paule moved to approve the agenda as amended. Motion seconded by Director Caspary. Motion carried by the following vote:

AYES: Director(s): Caspary, Iceland, Lewitt, McReynolds, Paule, Peterson, Renger, Wall

NOES: Director(s): None

ABSENT: Director(s): Orkney, Polan

3. PUBLIC COMMENTS

None.

4. CONSENT CALENDAR

A Minutes: Special JPA Meeting of September 1, 2015

Director Iceland moved to approve the Consent Calendar as presented. Motion seconded by Director Peterson. Motion carried by the following vote:

AYES: Director(s): Caspary, Iceland, Lewitt, McReynolds, Paule, Peterson, Renger, Wall
 NOES: Director(s): None
 ABSENT: Director(s): Orkney, Polan

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

A Recycled Water Seasonal Storage Plan of Action: Conveyance to Tillman Water Reclamation Plant and Possible Groundwater Replenishment

Administering Agent/General Manager David Pedersen presented the report.

Director Polan arrived at **5:05 p.m.**

Administering Agent/General Manager David Pedersen responded to questions posed by the Board.

The Board expressed an interest in receiving additional information once RMC Water and Environment completes its study.

6. **ACTION ITEMS**

A Tapia NPDES Permit Renewal: Proposal for Technical Assistance and Pilot Watershed Management Project

Accept a proposal from and authorize the General Manager to execute a professional services agreement with Larry Walker Associates, in the amount of \$97,489, to provide expert technical assistance for the renewal of the Tapia NPDES Permit utilizing a watershed-based nutrient management planning approach; and budget and appropriate \$107,237 to fund the work.

Administering Agent/General Manager David Pedersen presented the report.

Ashli Desai, representing Larry Walker Associates (LWA), summarized LWA's scope of work to assist the JPA in its NPDES permit renewal effort and to develop a pilot study of the Malibu Creek watershed to establish a nutrient management plan.

Director Peterson moved to amend the agenda to reinstate the Closed Session Item and table action on Item 6A following the Closed Session. Director Polan seconded the motion.

Following discussion regarding the existing litigation against the Environmental Protection Agency (EPA) and compliance with the EPA's TMDL plan pending the NPDES permit renewal process, Director Peterson withdrew his motion.

A discussion ensued regarding the scope of work for the pilot study and the plan to stop discharging into the creek as part of the NPDES permit renewal.

Director Renger moved to approve Item 6A as presented. Director McReynolds seconded the motion. Motion carried by the following vote:

AYES: Director(s): Caspary, Iceland, Lewitt, McReynolds, Paule, Peterson,
Polan, Renger, Wall
NOES: Director(s): None
ABSENT: Director(s): Orkney

B Time and Location of Regular JPA Board Meetings

Pass, approve, and adopt Resolution No. 4, establishing the time and location for regular meetings.

RESOLUTION NO. 4

A RESOLUTION OF THE GOVERNING BODY OF THE LAS VIRGENES – TRIUNFO JOINT POWERS AUTHORITY ESTABLISHING THE TIME AND LOCATION FOR REGULAR MEETINGS

(Reference is hereby made to Resolution No. 4 on file in the JPA's Resolution Book and by this reference the same is incorporated herein.)

Administering Agent/General Manager David Pedersen presented the report.

Director Paule moved to approve Item 6B as presented. Director Iceland seconded the motion.

A discussion ensued regarding holding all future JPA Board meetings at Las Virgenes Municipal Water District headquarters, holding meetings twice a year at the Oak Park Library as a courtesy for customers, and revisiting the meeting location in the future if necessary.

Motion carried by the following vote:

AYES: Director(s): Caspary, Iceland, Lewitt, McReynolds, Paule, Polan,
Renger, Wall
NOES: Director(s): Peterson
ABSENT: Director(s): Orkney

C Purchase of Dewatering Container and Ramp for Disposal of Grit and Rags

Approve the purchase of a dewatering container and ramp from Wastequip, LLC in the amount of \$27,956.26.

Administering Agent/General Manager David Pedersen presented the report. A sample of the liner material was distributed.

Eric Maple, Associate Engineer, responded to questions regarding the use and the cost of the liner material.

Director Paule moved to approve Item 6C as presented. Director Caspary seconded the motion. Motion carried by the following vote:

AYES: Director(s): Caspary, Iceland, Lewitt, McReynolds, Paule, Peterson, Polan, Renger, Wall
 NOES: Director(s): None
 ABSENT: Director(s): Orkney

D Consideration of a Board of Directors' Code of Conduct

Review, comment and consider approval of the draft Board of Directors' Code of Conduct.

Administering Agent/General Manager David Pedersen presented the report.

A discussion ensued regarding comparing the draft JPA Code of Conduct against Triunfo Sanitation District's Code of Conduct.

Director Iceland moved to table this item pending staff comparing the draft JPA Board of Directors' Code of Conduct with Triunfo Sanitation District Board of Directors' Code of Conduct, and keeping the proposed Code of Conduct as brief and to the point as possible. Director Renger seconded the motion. Motion carried by the following vote:

AYES: Director(s): Caspary, Iceland, Lewitt, McReynolds, Paule, Peterson, Polan, Renger, Wall
 NOES: Director(s): None
 ABSENT: Director(s): Orkney

7. BOARD COMMENTS

None.

8. **ADMINISTERING AGENT/GENERAL MANAGER REPORT**

Administering Agenda/General Manager David Pedersen provided an update on the Recycled Water Fill Station. He noted that there were 42 registered users and customers picked up 1,200 gallons of recycled water in September. Jeff Reinhardt, Public Affairs and Communications Manager, noted that users were coming from throughout the JPA service area, and a training session would be held on October 10, 2015, at 9:00 a.m.

9. **FUTURE AGENDA ITEMS**

None.

10. **INFORMATION ITEMS**

A Wastewater Influent Flow Volume and Strength Trends: 2012 to 2015

Director Paule inquired whether staff considered the JPA's service area build-out and the decrease in flow. Administering Agent/General Manager Pedersen responded that he believed the trend would reverse in the coming years and return to near pre-drought levels. He also stated staff would monitor the infiltration and inflow rates at Tapia.

Director Caspary inquired whether staff could conduct an analysis of isotopes in the water that the JPA is currently receiving to determine its source. David Lippman, Director of Facilities and Operations, responded that staff could look into conducting an analysis.

Director Peterson noted there were still some properties on septic systems that could be connected to the sewer system at a future date.

David Lippman, Director of Facilities and Operations, responded to questions regarding the wastewater system, treatment capacity, meeting current nutrient requirements, and discharging from wells for supplemental water.

B Annual Supply and Delivery of Polymer: Award

11. **PUBLIC COMMENTS**

None.

12. **CLOSED SESSION** (Item 12A was removed from agenda)

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

Las Virgenes - Triunfo Joint Powers Authority v. United States Environmental Protection Agency and Heal the Bay, Inc. v. Lisa P. Jackson

13. ADJOURNMENT

Seeing no further business to come before the Board, the meeting was duly adjourned at **6:37 p.m.**

James Wall, Chair

ATTEST:

Glen Peterson, Vice Chair

November 02, 2015 JPA Board Meeting

TO: JPA Board of Directors

FROM: General Manager

Subject: Board of Directors' Code of Conduct: Approval

SUMMARY:

On October 5, 2015, the JPA Board considered establishing norms of behavior and protocol for conducting the JPA's business. To initiate the discussion, staff had assembled a draft Board of Directors' Code of Conduct, drawing content from a similar document recently adopted by the LVMWD Board. At the Board meeting, staff was asked to review Triunfo Sanitation District's Code of Conduct and to incorporate any missing items into a revised document for the JPA. Staff completed this process and recommends approval of the revised Board of Directors' Code of Conduct.

RECOMMENDATION(S):

Approve the revised Board of Directors' Code of Conduct.

FINANCIAL IMPACT:

There is no financial impact associated with this item.

DISCUSSION:

Many elected bodies adopt "norms" or a "code of conduct" to reflect accepted behaviors of public officials and to document expectations for interactions with the agency's staff and the public. In developing the draft, staff researched and reviewed sample norms and codes of conduct, including those adopted by the West Basin Municipal Water District and the cities of Agoura Hills, Calabasas, Thousand Oaks and Santa Clarita. Although each agency adopted a slightly different approach, a number of common items appeared in the documents. Drawing from those items, staff assembled an initial draft Board of Directors' Code of Conduct to facilitate the Board's discussion on the topic. Subsequently, staff reviewed Triunfo Sanitation District's Code of Conduct (copy attached) and revised the initial JPA document to incorporate items to address collaboration, team work, avoiding negative interactions and requests for future agenda items.

Prepared by: David W. Pedersen, Administering Agent/General Manager

ATTACHMENTS:

[Revised JPA Board of Directors Code of Conduct](#)

[Triunfo Sanitation District's Code of Conduct](#)

LAS VIRGENES-TRIUNFO JOINT POWERS AUTHORITY
BOARD OF DIRECTORS' CODE OF CONDUCT

The Board of Directors of the Las Virgenes-Triunfo Joint Powers Authority (JPA) adopted the following norms of behavior and protocol (Code of Conduct) for conducting the JPA's business in an ethical and professional manner. The norms are intended to serve as guidelines for Directors to maintain the credibility of the JPA and foster public trust.

General

- Treat other Directors, staff and the public with courtesy and respect.
- Avoid criticizing individuals in public by focusing on the issues or work products.
- Avoid misrepresenting facts or making assertions that are inaccurate or untrue.
- Avoid promulgating inaccuracies or falsehoods.
- Stay abreast of issues affecting the JPA and other local agencies.
- Refrain from communications that may constitute a violation of the Ralph M. Brown Act such as discussions among a quorum of Directors, at one time or serially, face-to-face or otherwise.
- Maintain the confidentiality of non-public information.
- Ensure public statements, op-eds or letters to the editor that do not reflect the policy of the majority of the Board are cited as personal opinion.
- Work collaboratively to conduct the JPA's business, recognizing that it is a team effort, and avoid negative forms of interaction.

Public Meetings

- Inform other Directors and the Administering Agent General Manager (General Manager) of unexpected issues that may arise at a public meeting.
- Be prepared for Board meetings by reviewing the agenda and supporting materials in advance.
- Respect the Board Chair's responsibility to run meetings.
- Seek recognition by the Board Chair before speaking and avoid interrupting other Directors.
- Listen carefully to public speakers, avoid interrupting and do not engage in debate; limit questions to those aimed to understand the speaker's point of view.
- Make remarks succinct and to the point in an effort to avoid tiring the public or engaging in tedious or repetitious discussion.

- Refrain from private communications with other Directors or the public via electronic communication devices while at the dais.

Decision-Making

- Make decisions based on public input.
- Attempt to persuade other Directors through reasoned debate and accept the majority's decision graciously and as policy of the Board.
- Articulate the reasoning for decisions for the benefit of the public, particularly when the Board is divided on an issue.

Business Operations

- Provide policy direction to the General Manager, and support the General Manager to implement policy through staff.
- Avoid unnecessary individual requests for the General Manager's time or attention to matters that may not be of interest to the majority of the Board.
- Obtain recommendations from the General Manager on JPA issues.
- Inform the Clerk of the Board in advance when unavailable for JPA business.
- Ensure direction to staff is supported by a majority of the Board and voice concerns timely with the direction provided.
- Initiate action to resolve problems cooperatively with other Directors or the General Manager as soon as possible.
- Demonstrate flexibility and cooperation to fill in for another Director at important meetings or functions.
- Direct concerns or complaints about staff to the General Manager.
- Avoid unduly influencing the content of staff reports.
- Forward copies of complaints from the public to the General Manager and allow staff to seek resolution and respond accordingly.
- Share copies of correspondence related to the JPA's business promptly with other Directors and the General Manager.
- Direct inquiries, questions or requests of staff, and concerns or complaints about staff, to the General Manager, recognizing that employees report to the General Manager.
- Convey requests for future agenda items arising between meetings to the Board Chair.

TRIUNFO SANITATION DISTRICT

RESOLUTION NO. T14-011

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TRIUNFO SANITATION DISTRICT ADOPTING A POLICY
RELATED TO A CODE OF CONDUCT**

WHEREAS, the Board of Directors of Triunfo Sanitation District is committed to operating in accordance with the highest ethical standards; and

WHEREAS, the Mission Statement of Triunfo Sanitation District includes a commitment to "maintain the public trust and confidence"; and

WHEREAS, on June 23, 2014, the Board of Directors adopted Resolution No. T14-006 adopting a policy related to a Code of Conduct and serving as public notice of a commitment to ethical behavior on the part of the Board of Directors of the Triunfo Sanitation District; and

WHEREAS, the Board of Directors has requested amending the Code of Conduct to include a provision regarding Directors requesting items to be placed on the Board agenda.

NOW, THEREFORE, BE IT RESOLVED, that the Triunfo Sanitation District Board of Directors hereby adopts a revised policy related to a Code of Conduct.

BE IT FURTHER RESOLVED that TSD Resolution No. 14-006 is hereby repealed and replaced by the adoption of this Resolution No. T14-011.

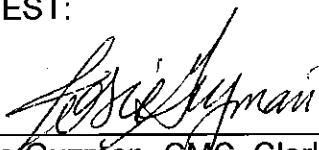
PASSED, APPROVED, AND ADOPTED this 27th day of October, 2014.

TRIUNFO SANITATION DISTRICT



STEVEN ICELAND, CHAIR

ATTEST:



Jessie Guzman, CMC, Clerk of the Board

TRIUNFO SANITATION DISTRICT CODE OF ETHICS POLICY

The Board of Directors of Triunfo Sanitation District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. The following rules should be observed in order to assist in the governance of the behavior between and among members of the Board of Directors:

- a) Directors shall thoroughly prepare themselves to discuss agenda items. Information may be requested through the District Manager or other designated District staff, or exchanged between Directors before meetings in a manner consistent with the Ralph M. Brown Act.
- b) The dignity, style, values, and opinions of each Director should be respected.
- c) Responsiveness and attentive listening in communication is encouraged.
- d) The needs of the District's constituents should be the priority of the Board of Directors.
- e) When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and route their questions through appropriate channels and to responsible management personnel.
- f) The primary responsibility of the Board of Directors is the formulation and evaluation of policy and strategy to give direction and guidance to District staff. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- g) Directors should commit themselves to emphasizing the positive, avoiding double-talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
- h) Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
- i) Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.
- j) The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- k) Directors should develop a working relationship with the District Manager wherein current issues, concerns, and District projects can be discussed comfortably and openly.

- l) Directors should practice the following procedures while working with the District Manager, District staff, and District constituents:
 - (1) In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
 - (2) In handling complaints from residents and property owners of the District, said complaints should be referred directly to the District Manager or delegated District staff.
 - (3) In handling items related to safety, concerns for safety or hazards should be reported to the District Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 - (4) When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.
- (m) Directors shall avoid conflicts of interest and disclose potential conflicts of interest as consistent with California law.
- (n) Directors shall not solicit or participate in soliciting an assessment, subscription, or contribution to a political party during working hours on property owned by the District and shall conform to Government Code Sections 3202 and 3203.
- (o) Agenda items requested by any Director at a regularly scheduled Board meeting will be placed on the next Board meeting agenda, and any items requested by any Director between Board meetings will be conveyed from the Director through the Chair to staff to place the item on the agenda at the Chair's discretion.

November 02, 2015 JPA Board Meeting

TO: JPA Board of Directors

FROM: Facilities & Operations

Subject: Tapia WRF Channel Mixing Improvements Project: Final Acceptance**SUMMARY:**

On March 2, 2015, the JPA Board awarded a construction contract to GSE Construction Company, in the amount of \$896,560, for the Tapia Water Reclamation Facility Channel Mixing Improvements Project. The work has been completed and is ready for final acceptance, pending approval of Change Order No. 4 and an additional appropriation for the work.

RECOMMENDATION(S):

Approve Change Order No. 4, in the amount of \$116,335, and an additional appropriation and budget adjustment, in the amount \$100,860; and authorize execution of a Notice of Completion by the Secretary of the Board and have the same recorded, and in the absence of claims from subcontractors and others, release the retention in the amount of \$52,378.80 30-calendar days after filing the Notice of Completion for the Tapia Water Reclamation Facility Channel Mixing Improvements Project.

FINANCIAL IMPACT:

The total cost of Change Order No. 4 is \$116,335. An additional appropriation and budget adjustment of \$100,860 is required for the work.

The final construction costs are summarized below:

| | |
|---|---------------------|
| Original Construction Contract | \$ 896,560 |
| Change Order No. 1 | \$ 17,353 |
| Change Order No. 2 | \$ 0 |
| Change Order No. 3 | \$ 17,328 |
| Change Order No. 4 | \$ 116,335 |
| Construction Support (MNS, Engineers) | \$ 12,256 |
| Vacuum Truck Rental | \$ 23,000 |
| District Parts | \$ 25,000 |
| G&A (estimated) | \$ 30,000 |
| District Labor (estimated) | \$ 31,500 |
| Total Construction Cost | \$ 1,169,332 |
| Existing Appropriations | \$ 1,068,472 |
| Additional Appropriation Requested | \$ 100,860 |

DISCUSSION:

Change Order No. 1, in the amount of \$17,353, was administratively approved by the General Manager for the contractor to remove and replace additional air header piping at three locations that were inaccessible during

design and found to be in poor condition. On August 11, 2015, the JPA Board approved Change Order No. 2, a zero dollar change order, to add 55 calendar days to the contract duration for the work associated with Change Order No. 1.

On October 19, 2015, Change Order No. 3, in the amount of \$17,328.00, was administratively approved by the General Manager for installation of stainless pipe spools at stop log locations, reconfiguration of the contractor's bypassing piping to meet operational needs, removal and replacement of three stop log guides found to be in poor condition, and credit for work not performed to install air flow conditioners.

Change Order No. 4, in the amount of \$116,335, requires approval to complete the project. Of the change order amount, \$97,992 is to account for differences between the actual and estimated quantities of concrete channel coating. The bid documents reflected a total estimated square footage of channel surface for coating of 2,715; however, the actual square footage was 5,034.

Prepared by: Eric Maple, P.E., Associate Engineer

ATTACHMENTS:

[Change Order No. 3](#)

[Notice of Completion](#)

[Change Order No. 4](#)



CONTRACT CHANGE ORDER
No. 3

4232 Las Virgenes Road
Calabasas, California 91302-1994

Project Tapia Channel Mixing Improvements

Project No. 10538.1880.505

Contractor GSE Construction Company, Inc.

Date: 10/5/15

CONTRACTOR CHANGE ORDER NO. 3 The Contractor is hereby authorized and directed to make the herein described changes from the Plans and Specifications or do the following work not included in the Plans and Specifications for the construction of this project.

This change requested by: LVMWD

DESCRIPTION OF CHANGE:

| | Description | Amount | Calendar Days |
|---|--|--------------------|---------------|
| 1 | GSE PCO No.7 – additional stainless steel air header pipe spools required | \$3,718 | 0 |
| 2 | GSE PCO No. 9 – reconfiguration of bypassing into primaries | \$7,014 | 0 |
| 3 | GSE PCO No.10 – Remove and replace three stop log guides. One in Channel No.1, and two in the east half of Channel No.2. | \$13,576 | 3 |
| 4 | GSE PCO No. 14 – Credit for not providing air flow conditioners for air meter locations. | (\$6,980) | 0 |
| | TOTAL | \$17,328.00 | 3 |

INCREASES
TOTAL AT AGREED PRICES OR FORCE ACCOUNT \$ 17,328.00
DECREASES

Contract Change Order No. 3 Project No. 10538.1880.505

Date 10/5/15

(2) Estimate of increases and/or decreases in contract items at contract unit prices:

INCREASES

| Item | Description | Quantity | Unit Price | Total |
|------|-------------|----------|------------|-------|
|------|-------------|----------|------------|-------|

TOTAL INCREASES \$ N/A

DECREASES

| Item | Description | Quantity | Unit Price \$ | Total \$ |
|------|-------------|----------|------------------|-------------|
|------|-------------|----------|------------------|-------------|

TOTAL DECREASES \$ _____

TOTAL NET _____ IN CONTRACT ITEMS AT CONTRACT UNIT PRICES \$ _____

TOTAL COST OF THIS CHANGE ORDER \$ 17,328.00

INCREASE

DECREASE

It is agreed 3 consecutive calendar days extension of time will be allowed by reason of this change.

Recommended by

Departmental Approval



Eric Maple, P.E.
Associate Engineer

David R. Lippman
Director of Facilities and Operations

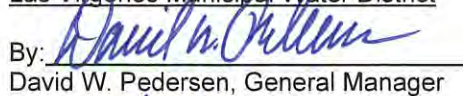
ACCEPTED:

APPROVED:



Las Virgenes Municipal Water District

By: RICHARD HARTE



David W. Pedersen, General Manager

Date: 10/5/15

Date: 10/19/15

Note: Attention is called to the sections of the Special Provisions and Standard Provisions on EXTRA, ADDITIONAL OR OMITTED WORK.

THIS CHANGE ORDER IS NOT EFFECTIVE UNTIL APPROVED BY OWNER

IF ACCEPTABLE TO THE CONTRACTOR, THIS CHANGE ORDER IS EFFECTIVE IMMEDIATELY

AND WHEN RECORDED MAIL TO

Name
Street
Address
City &
State
Zip

SPACE ABOVE THIS LINE FOR RECORDER'S USE

T 420 LEGAL (9-94)

Notice of Completion

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the undersigned is _____ (NAME).
3. The full address of the undersigned is _____

 (NUMBER AND STREET, CITY, STATE, ZIP).
4. The nature of the title of the undersigned is _____
 (E.G., owner in fee OR vendee under contract of purchase OR lessee OR OTHER APPROPRIATE DESIGNATION).
5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

| Names | Addresses |
|-------|-----------|
| _____ | _____ |
| _____ | _____ |
6. The names of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work of improvement herein referred to are (OR IF NO TRANSFER WAS MADE, INSERT THE WORD "none"):

| Names | Addresses |
|-------|-----------|
| _____ | _____ |
| _____ | _____ |
7. A work of improvement on the property hereinafter described was completed on _____ (DATE).
8. The name of the original contractor, if any, for the work of improvement was _____
 (NAME OF CONTRACTOR, OR IF NO CONTRACTOR FOR THE WORK OF IMPROVEMENT AS A WHOLE, INSERT THE WORD "none"). [IF NOTICE COVERS COMPLETION OF CONTRACT FOR ONLY PART OF THE WORK OF IMPROVEMENT, ADD: The kind of work done or material furnished was _____
 (GIVE GENERAL STATEMENT, E.G., furnishing of concrete for sidewalks).
9. The property on which the work of improvement was completed is in the City of _____, County of _____, State of California, and is described as follows: _____

 (set forth description of jobsite sufficient for identification, using legal description if possible).
10. The street address of the said property is _____
 (NUMBER AND STREET, OR, IF THERE IS NO OFFICIAL STREET ADDRESS, INSERT THE WORD "none".)

Dated: _____, _____ Las Virgenes Municipal Water District

(SIGNATURE)

(TYPED NAME)

VERIFICATION

I, the undersigned, say:
 I am the person who signed the foregoing notice. I have read the above notice and know its contents, and the facts stated therein are true of my own knowledge.
 I declare under penalty of perjury that the foregoing is true and correct.

Executed at _____, California, this _____ day of _____,
 _____ (SIGNATURE)

DO NOT RECORD

Recommended Procedure in the Preparation of a Notice of Completion

A notice of completion must be filed for record *within 10 days* after completion of the work of improvement (to be computed exclusive of the day of completion), as provided in section 3093, Civil Code.

The "owner" who must file for record a notice of completion of a building or other work of improvement means the owner (or his successor in interest at the date of notice is filed) on whose behalf the work was done, though his ownership is less than the fee title. For example, if A is the owner in fee, and B, lessee under a lease, causes a building to be constructed, then B, or whoever has succeeded to his interest at the date the notice is filed, must file the notice.

If the ownership is in *two or more persons as joint tenants or tenants in common*, the notice may be signed by any one of the co-owners (in fact, the foregoing form is designed for giving of the notice by only one co-tenant), but the names and addresses of the other co-owners must be stated in paragraph 5 of the form.

In paragraphs 3 and 5, the full address called for should include street number, city, county and state.

As to paragraph 6, insert the date of completion of the work of improvement as a *whole* if applicable. However, if the notice is to be given only of completion of a particular contract, where work of improvement is made pursuant to two or more original contracts, strike the words "a work of improvement" and insert a general statement of the kind of work done or materials furnished pursuant to such contract (e.g. "The foundations for the improvements").

If the notice is to be given as a notice of completion of the work of improvement as a *whole*, insert the name of the prime contractor, if any, in paragraph 7. No contractor's name need be given if there is no general contractor, e.g., on so-called "owner-builder jobs". However, if the notice is to be given only of completion of a particular contract, where work of improvement is made pursuant to two or more original contracts, insert the name of the contractor who performed that particular contract.

Paragraph 8 should be completed only where the notice is signed by a successor in interest of the owner who caused the improvement to be constructed.

In paragraph 9, insert the *full legal* description, not merely a street address or tax description. Refer to deed or policy of title insurance. If the space provided for description is not sufficient, a rider may be attached.

In paragraph 10, show the street address, if any, assigned to the property by any competent public or governmental authority.

**NOTICE
OF COMPLETION**

CHICAGO TITLE COMPANY



WESTERN DIVISION HEADQUARTERS
245 S. LOS ROBLES AVENUE, SUITE 105
PASADENA, CALIFORNIA 91101-2820
(818) 432-7600

CHICAGO TITLE COMPANY





CONTRACT CHANGE ORDER

No. 4

4232 Las Virgenes Road
Calabasas, California 91302-1994

Project Tapia Channel Mixing Improvements

Project No. 10538.1880.505

Contractor GSE Construction Company, Inc.

Date: 10/26/15

CONTRACTOR CHANGE ORDER NO. 4 The Contractor is hereby authorized and directed to make the herein described changes from the Plans and Specifications or do the following work not included in the Plans and Specifications for the construction of this project.

This change requested by: LVMWD

DESCRIPTION OF CHANGE:

| | Description | Amount | Calendar Days |
|----|---|--------------------|---------------|
| 1 | GSE PCO No.6 – One additional 4" tie-in and associated parts in Channel No. 3 | \$2,119 | 0 |
| 2 | GSE PCO No.11 – Remove air curtains and hardware in Channel No.2 to allow for coating | \$1,572 | 0 |
| 3 | GSE PCO No. 15 – Rerouting of bypassing to accommodate repair of stop log in Channel No.1 | \$2,375 | 0 |
| 4 | GSE PCO No. 16 – Cleanout excess sludge on bottom of Channel No. 2 | \$1,348 | 0 |
| 5 | GSE PCO No. 17 – Remove and install two new stop log gate guides on the west side of Channel No.2 | \$7,152 | 0 |
| 6 | GSE PCO No. 19 – Repair of 2" water supply line in concrete wall | \$1,305 | 0 |
| 7 | GSE PCO No. 20 – Additional Victaulic connections required to extend air header piping spools at stop log connections on Channel No.4 | \$4,972 | 0 |
| 8 | GSE PCO No. 21 – Add weldolet connection on supply header piping at Channel No.1 | \$1,053 | 0 |
| 9 | GSE PCO No. 22 – Credit for diffuser drop alignment at Channel No.1 | (\$3,553) | 0 |
| 10 | GSE PCO No. 23 – Additional bypassing costs due to additional coating quantity on Channel No.1 and No.2 | \$11,238 | 0 |
| | TOTAL | \$29,581.00 | 0 |

INCREASES
TOTAL AT AGREED PRICES OR FORCE ACCOUNT \$ 29,581.00
DECREASES

Contract Change Order No. 4 Project No. 10538.1880.505

Date 10/26/15

(2) Estimate of increases and/or decreases in contract items at contract unit prices:

INCREASES

| Item | Description | Quantity | Unit Price | Total |
|------------------------|----------------------|----------|------------|-----------------|
| 13 | Channel No.1 Coating | 951 | \$38 | \$36,138 |
| 14 | Channel No.2 Coating | 1,368 | \$37 | \$50,616 |
| TOTAL INCREASES | | | | <u>\$86,754</u> |

DECREASES

| Item | Description | Quantity | Unit Price | Total |
|------------------------|-------------|----------|------------|--------------|
| | | | \$ | \$ |
| TOTAL DECREASES | | | | <u>\$N/A</u> |

TOTAL NET INCREASE IN CONTRACT ITEMS AT CONTRACT UNIT PRICES \$86,754.00

TOTAL COST OF THIS CHANGE ORDER \$ 116,335.00 **INCREASE**

DECREASE

It is agreed 0 consecutive calendar days extension of time will be allowed by reason of this change.

Recommended by

Departmental Approval



David R. Lippman
Director of Facilities and Operations

Eric Maple, P.E.
Associate Engineer

ACCEPTED:

APPROVED:



Las Virgenes Municipal Water District

By: Richard Harte

By: _____
David W. Pedersen, General Manager

Date: 10/26/15

Date: _____

Note: Attention is called to the sections of the Special Provisions and Standard Provisions on EXTRA, ADDITIONAL OR OMITTED WORK.

THIS CHANGE ORDER IS NOT EFFECTIVE UNTIL APPROVED BY OWNER

IF ACCEPTABLE TO THE CONTRACTOR, THIS CHANGE ORDER IS EFFECTIVE IMMEDIATELY

November 02, 2015 JPA Board Meeting

TO: JPA Board of Directors

FROM: General Manager

Subject: December 2015 Joint Powers Authority Board Meeting

SUMMARY:

The JPA Board regularly meets on the first Monday of each month. The first Monday in December falls on December 7th, which is the first night of Hanukkah. As a result, the Board may wish to consider rescheduling the meeting to avoid the conflict. Monday, November 30th may be a suitable alternate meeting date.

RECOMMENDATION(S):

Consider cancelling the regular JPA Board meeting on December 7, 2015, and rescheduling the meeting for an alternate date.

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