



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

**AGENDA**  
**REGULAR 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 and **MUST** complete a speakers' card and hand it to the Clerk of the Board. Speakers will be recognized in the order cards are received.

The **Public Comments** agenda item is presented to allow the public to address the Board on matters not on the agenda. The public may present comments on any agenda item at the time the item is called upon for discussion.

Materials prepared by the District in connection with 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 written request to the Clerk of the Board.

---

5:00 PM

June 14, 2016

**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 **List of Demands: June 14, 2016 (Pg. 5)**

Approve

B **Minutes: Regular Meeting of May 24, 2016 (Pg. 39)**

Approve

C **Directors' Per Diem: May 2016 (Pg. 46)**

Ratify

D **Contract for Cla-Val Parts and Products: Amendment (Pg. 52)**

Authorize the General Manager to amend the contract with Ferguson Waterworks, increasing the amount for the current term by \$35,000, from \$100,000 to \$135,000, for the supply of Cla-Val parts and products.

E **Request to Award Annual Purchase Orders (Pg. 54)**

Authorize the General Manager to issue annual purchase orders to Category 1 vendors on Exhibit 1, in the specified amounts, for the period of July 1, 2016, through June 30, 2017.

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

A **Summary of Solar Cup 2016 Efforts**

B **Legislative and Regulatory Updates**

C **Water Supply Conditions and Drought Response (Pg. 61)**

6 **TREASURER**

7 **BOARD OF DIRECTORS**

A **General Manager Employment Agreement: Consideration of Compensation Adjustment**

Consider an adjustment to the compensation package for the General Manager following completion of his annual performance review on May 24, 2016.

8 **GENERAL MANAGER**

A **Draft Strategic Plan: Review and Comment (Pg. 71)**

Review and comment on the draft Las Virgenes Municipal Water District Strategic Plan.

9 **FACILITIES AND OPERATIONS**

A **18-Inch Recycled Water Pipeline Joint Bonding Repair Project: Construction Award (Pg. 91)**

Find that the work is categorically exempt from the California Environmental Quality Act and award a construction contract to Toro Enterprises, Inc., in the amount of \$59,440, for the 18-Inch Recycled Water Pipeline Joint Bonding

Repair Project.

**B Proposition 84 Grant Funding: Labor Compliance Program (Pg. 96)**

Pass, approve and adopt Resolution No. 2494, approving and adopting a Labor Compliance Program.

**RESOLUTION NO. 2494**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT APPROVING AND ADOPTING A LABOR COMPLIANCE PROGRAM**

(Reference is hereby made to Resolution No. 2494 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

**C Deerlake Ranch Tract No. 53138: Water Pipeline Relocation Agreement (Pg. 135)**

Authorize the General Manager to execute the proposed Water Pipeline Relocation Agreement with Forestar Chatsworth, LLC, for the Deerlake Ranch Tract No. 53138.

**10 FINANCE AND ADMINISTRATION**

**A Proposed Two-Year Operating and Capital Improvement Budget for Fiscal Years 2016-18 (Pg. 152)**

Approve the proposed Two-Year Budget Plan for Fiscal Years 2016-18; adopt the Fiscal Year 2016-17 Budget; authorize the General Manager to pre-pay the District's annual required contribution to CalPERS, in the amount of \$1,992,743; and pass, approve and adopt Resolution No. 2495, establishing salaries for employees.

**RESOLUTION NO. 2495**

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

(Reference is hereby made to Resolution No. 2495 on file in the District's Resolution Book and by this reference the same is incorporated herein and made part hereof.)

**11 INFORMATION ITEMS**

**A Saddletree Tank Rehabilitation Project: Change Order No. 2 (Pg. 162)**

**12 NON-ACTION ITEMS**

**A Organization Reports**

(1) MWD Representative Report/Agenda(s) (Pg. 167)

(2) Other

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

**C General Manager Reports**

(1) General Business

(2) Follow-Up Items

**D Director's Comments**

**13 FUTURE AGENDA ITEMS**

**14 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

**15 CLOSED SESSION**

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

1. Las Virgenes - Triunfo Joint Powers Authority v. United States Environmental Protection Agency and Heal the Bay, Inc. v. Lisa P. Jackson (TMDL cases)
2. Las Virgenes - Triunfo Joint Powers Authority v. United States Environmental Protection Agency (FOIA case)

**B Conference with District Counsel - Potential Litigation (Government Code Section 54956.9): One Case**

In the opinion of Legal Counsel, disclosure of the identity of the litigants would be prejudicial to the District.

**16 OPEN SESSION AND ADJOURNMENT**

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

LAS VIRGENES MUNICIPAL WATER DISTRICT

To: JAY LEWITT, TREASURER

Payments for Board Meeting of: June 14, 2016

Upon certification by the Treasurer the checks and wire transfers were correct and supporting documents available, it is recommended the following demands on the various funds be approved and payments authorized.

Wells Fargo Bank A/C No. 4806-994448

Checks Nos. 73106 through 73262 were issued in the total amount of \$ 1,227,457.61

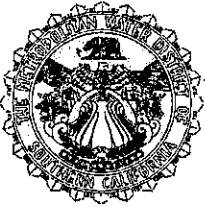
Payments through wire transfers as follows:

5/31/2016 Metropolitan Water Dist.	Payment for water deliveries in the month of March 2016	\$ 1,191,355.38
	Total wires	\$ 1,191,355.38
	Total payments	\$ 2,418,812.99

(Reference is hereby to these demands on file in the District's Check Register and by this reference the same is incorporated herein and made a part hereof.)

**CHECK LISTING FOR BOARD MEETING  
06/14/16**

Company Name	Company No.	Check No. 73106 thru 73111 05/24/16	Amount	Check No. 73112 thru 73116 05/31/16	Amount	Check No. 73117 thru 73124 06/07/16	Amount	Check No. 73125 thru 73262 06/14/16	Amount	Total
Potable Water Operations	101	3,873.99		10,525.13		23,581.72		101,658.51		139,639.35
Recycled Water Operations	102									0.00
Sanitation Operations	130	1,614.78				191.72		2,556.53		4,363.03
Potable Water Construction	201									0.00
Water Conservation Construction	203									0.00
Potable Water Replacement	301	75.00						62,609.39		62,684.39
Reclaimed Water Replace	302							681,940.00		681,940.00
Internal Service	701	9,004.54		8,769.67		3,168.26		134,252.47		155,194.94
JPA Operations	751	23,876.68		3,520.45		1,007.05		107,165.65		135,569.83
JPA Construction	752							11,296.37		11,296.37
JPA Replacement	754							36,769.70		36,769.70
<b>Total Printed</b>		<b>38,444.99</b>		<b>22,815.25</b>		<b>27,948.75</b>		<b>1,138,248.62</b>		<b>1,227,457.61</b>
<b>Voided Checks/ payment stopped:</b>										
<b>Total Voids</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>
<b>Net Total</b>		<b>38,444.99</b>		<b>22,815.25</b>		<b>27,948.75</b>		<b>1,138,248.62</b>		<b>1,227,457.61</b>



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

March 2016	Page No. 1 of 1
Mailed: 04/08/2016	Due Date: 05/31/2016
Invoice Number: 8651	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	1,073.8

SALES	Type	Volume (AF)	Rate (\$ /AF)	Total (\$)
Full Service	Tier 1 Supply Rate	1,079.2	\$156.00	\$168,355.20
	System Access Rate	1,079.2	\$259.00	\$279,512.80
	Water Stewardship Rate	1,079.2	\$41.00	\$44,247.20
	System Power Rate	1,079.2	\$138.00	\$148,929.60
	Treatment Surcharge	1,079.2	\$348.00	\$375,561.60
SUBTOTAL				\$1,016,606.40

OTHER CHARGES AND CREDITS	Rate (\$ /AF)	
Readiness To Serve Charge( Payment Schedule: M)	\$132,874.81	
Capacity Charge( Payment Schedule: M)	\$41,874.17	
SUBTOTAL		\$174,748.98

ADDITIONAL INFORMATION	Volume (AF)	Tier1 %	Peak Day	Flow (CFS)
Purchase Order Commitment (Jan 2015 to Dec 2024)	162,390.0			
Purchase Order Firm Delivery To Date (Jan 2015 to Dec 2024)	22,050.3			
Tier 1 Annual Limit (For Current Calendar Year)	24,359.0			
Tier 1 YTD Deliveries (For Current Calendar Year)	2,581.3	10.6		
Tier 1 Current Month Deliveries	1,079.2			
Capacity Charge			5/30/2014	46.1

INVOICE TOTAL

Volume AF	1,079.2
-----------	---------

Amount Now Due	\$1,191,355.38
----------------	----------------

Note: Amount Due is based on highlighted fields

Approved for Payment  
*David W. Pedersen* 04/11/16  
David W. Pedersen, P.E.

Approved for Payment  
*David R. Lippman* 4/11/16  
David R. Lippman

**P A I D**  
*Wired @ 5/31/16*  
*(sc)*

Batch Number - 244903

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty Number	Key Item Co	Amount	Invoice Number
73106	05/24/16	2869	AT&T	SRV 5/5--6/4/16	PV 146042	001 00101	20.12	0051/050516
				SRV 5/5--6/4/16	PV 146042	002 00101	264.86	0051/050516
				SRV 5/5--6/4/16	PV 146042	003 00101	103.95	0051/050516
				SRV 5/5--6/4/16	PV 146042	004 00101	117.46	0051/050516
				SRV 5/5--6/4/16	PV 146042	005 00101	1,092.85	0051/050516
				SRV 5/5--6/4/16	PV 146042	006 00101	6,563.01	0051/050516
				SRV 5/5--6/4/16	PV 146042	007 00101	1,264.99	0051/050516
				SRV 5/5--6/4/16	PV 146042	008 00101	101.61	0051/050516
				SRV 5/5--6/4/16	PV 146042	009 00101	81.72	0051/050516
				SRV 5/5--6/4/16	PV 146042	010 00101	542.96	0051/050516
				SRV 5/5--6/4/16	PV 146042	011 00101	490.98	0051/050516
				SRV 5/5--6/4/16	PV 146042	012 00101	1,292.18	0051/050516
				SRV 5/5--6/4/16	PV 146042	013 00101	46.69	0051/050516
				SRV 5/5--6/4/16	PV 146042	014 00101	101.61	0051/050516
				SRV 5/5--6/4/16	PV 146042	015 00101	101.61	0051/050516
				SRV 5/5--6/4/16	PV 146042	016 00101	101.61	0051/050516
				SRV 5/5--6/4/16	PV 146042	017 00101	101.61	0051/050516
				SRV 5/5--6/4/16	PV 146042	018 00101	101.61	0051/050516
				SRV 5/5--6/4/16	PV 146042	019 00101	101.82	0051/050516
				SRV 5/5--6/4/16	PV 146042	020 00101	101.61	0051/050516
				SRV 5/5--6/4/16	PV 146042	021 00101	101.61	0051/050516



Batch Number - 244903

Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key itm Co	Amount	Invoice Number
	5/5--6/4/16				PV	146042	022 00101	101.61	0051/050516
	SRV								
	5/5--6/4/16				PV	146042	023 00101	101.61	0051/050516
	SRV								
	5/5--6/4/16				PV	146042	024 00101	101.61	0051/050516
	SRV								
	5/5--6/4/16				PV	146042	025 00101	101.61	0051/050516
	SRV								
	5/5--6/4/16				PV	146042	026 00101	101.61	0051/050516
	SRV								
	5/5--6/4/16				PV	146042	027 00101	102.88	0051/050516
	SRV								
	5/5--6/4/16				PV	146042	028 00101	101.61	0051/050516
	SRV								
	5/5--6/4/16				PV	146042	029 00101	102.02	0051/050516
	SRV								
	5/5--6/4/16				PV	146042	030 00101	102.24	0051/050516
	SRV								
	5/5--6/4/16				PV	146042	031 00101	102.24	0051/050516
	SRV								
	5/5--6/4/16				PV	146042	032 00101	50.80	0051/050516
	SRV								
	5/5--6/4/16				PV	146042	033 00101	50.81	0051/050516
	SRV								
	5/5--6/4/16				PV	146044	001 00130	101.19	2220/050716
	SRV								
	5/7--6/6/16				PV	146045	001 00101	408.83	2043/050716
	SRV								
	5/7--6/6/16				PV	146046	001 00101	202.38	2045/050716
	SRV								
	5/7--6/6/16				PV	146047	001 00101	33.29	0124/050716
	SRV								
	5/7--6/6/16				PV	146048	001 00101	67.60	0123/050716
	SRV								
	5/7--6/6/16				PV	146049	001 00701	85.81	7721/050716
	SRV								
	5/7--6/6/16				PV	146050	001 00701	117.71	7720/050716
	SRV								
	5/7--6/6/16				PV	146051	001 00701	117.71	7719/050716
	SRV								

Batch Number - 244903

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Item	Co	Amount	Invoice Number
73107	05/24/16	9631	AT&T LONG DISTANCE	LONG DIST	PV	146043	001 00701	001	00701	563.84	806368136/050416
				3/31-5/2/16				002	00701	2.80	806368136/050416
				LONG DIST	PV	146043	003 00701	003	00701	11.50	806368136/050416
				3/31-5/2/16				004	00701	20.14	806368136/050416
				LONG DIST	PV	146043	005 00701	005	00701	.27	806368136/050416
				3/31-5/2/16				006	00701	17.12	806368136/050416
				LONG DIST	PV	146043	007 00701	007	00701	16.89	806368136/050416
				3/31-5/2/16							
73108	05/24/16	2611	LA DWP	RECTIFIER	PV	146052	001 00101	001	00101	41.52	017698/051316
				4/13-5/12/16				001	00101	36.92	503850/051616
				RECTIFIER	PV	146056	001 00101	001	00101	75.00	10568/NOE
				4/14-5/13/16							
73109	05/24/16	3514	LOS ANGELES COUNTY, REGISTRAR-REC ORDER	NOE FEE-TWIN LK DRNG	PV	146054	001 00301	001	00301	75.00	10568/NOE
				Payment Amount						78.44	
73110	05/24/16	19093	SOLARCITY - AU SOLAR 1 (GS1)	RW P/S	PV	146055	001 00751	001	00751	22,513.51	9133440-00-027
				4/1-4/30/16							
				SOLAR							
				Payment Amount						22,513.51	
73111	05/24/16	3429	UNITED PARCEL SERVICE	3 PKG DEL	PV	146053	001 00701	001	00701	93.84	000025W020206
				3/30&4/16/16							
				Payment Amount						93.84	
				Total Amount of Payments Written						38,444.99	
				Total Number of Payments Written						6	

Batch Number - 245081

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
73112	05/31/16	2869	AT&T	SRV 5/14-6/13/16	PV	146156	001	00701	101.61	4639/051416
				SRV 5/14-6/13/16	PV	146157	001	00751	101.61	4860/051416
				SRV 5/20-6/19/16	PV	146158	001	00101	101.61	2150/052016
				Payment Amount					304.83	
73113	05/31/16	2425	BANK OF AMERICA	VISA CHG-F&A-APR'16	PV	146067	001	00701	130.00	3071/050716
				VISA CHG-OPS ADMIN-APR'16	PV	146068	001	00701	56.57	1498/050716
				VISA CHG-OPS ADMIN-APR'16	PV	146068	002	00701	55.43	1498/050716
				VISA CHG-OPS ADMIN-APR'16	PV	146068	003	00701	47.12	1498/050716
				VISA CHG-OPS ADMIN-APR'16	PV	146068	004	00701	8.63	1498/050716
				VISA CHG-OPS ADMIN-APR'16	PV	146068	005	00701	59.65	1498/050716
				VISA CHG-OPS ADMIN-APR'16	PV	146068	006	00701	11.83	1498/050716
				VISA CHG-OPS ADMIN-APR'16	PV	146068	007	00701	20.92	1498/050716
				VISA CHG-OPS ADMIN-APR'16	PV	146068	008	00701	444.58	1498/050716
				VISA CHG-OPS ADMIN-APR'16	PV	146068	009	00701	11.97	1498/050716
				VISA CHG-OPS ADMIN-APR'16	PV	146068	010	00701	34.40	1498/050716
				VISA CHG-OPS ADMIN-APR'16	PV	146068	011	00701	45.13	1498/050716
				VISA CHG-FIGUEROA-APR'16	PV	146069	001	00701	1,956.70	4013/050716
				VISA CHG-GUZMAN-APR'16	PV	146070	001	00701	230.32	9411/050716
				VISA CHG-GUZMAN-APR'16	PV	146070	002	00701	500.00	9411/050716

Batch Number - 245081

Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Sub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
				VISA	PV	146070	003	00701	500.00	9411/050716
			CHG-GUZMAN-AP R'16							
			VISA		PV	146070	004	00701	500.00	9411/050716
			CHG-GUZMAN-AP R'16							
			VISA		PV	146070	005	00701	610.79	9411/050716
			CHG-GUZMAN-AP R'16							
			VISA		PV	146071	001	00701	169.40	2372/050716
			CHG-LIPPMAN-A PR'16							
			VISA		PV	146072	001	00701	74.82	1175/050716
			CHG-LEWITT-AP R'16							
			VISA		PV	146073	001	00701	149.96	0271/050716
			CHG-PATTERSON -APR'16							
			VISA		PV	146074	001	00701	833.72	4176/050716
			CHG-PANIAGUA- APR'16							
			VISA		PV	146075	001	00701	653.47	1162/050716
			CHG-PEDERSEN- APR'16							
			VISA		PV	146076	001	00701	345.86	8518/050716
			CHG-PETERSON- APR'16							
			VISA		PV	146077	001	00701	48.51	3044/050716
			CHG-REYES-APR '16							
			VISA		PV	146078	001	00701	127.82	7366/050716
			CHG-OPS-APR'1 6							
			VISA		PV	146078	002	00701	19.77	7366/050716
			CHG-OPS-APR'1 6							
			VISA		PV	146078	003	00701	385.00	7366/050716
			CHG-OPS-APR'1 6							
			VISA		PV	146078	004	00701	101.50	7366/050716
			CHG-OPS-APR'1							

Batch Number - 245081

Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
6					PV	146078	005	00701	28.01	7366/050716
				VISA CHG-OPS-APR'1						
6					PV	146078	006	00701	57.81	7366/050716
				VISA CHG-OPS-APR'1						
6					PV	146079	001	00701	190.00	6218/050716
				VISA CHG-ENG-APR'1						
6					PV	146080	001	00701	127.74	2504/050716
				VISA CHG-ENG 1-APR'16						
				VISA CHG-WTR DIST	PV	146081	001	00701	116.92	3713/050716
				N1-APR'16						
				VISA CHG-WTR DIST	PV	146081	002	00701	117.18	3713/050716
				N1-APR'16						
				VISA CHG-WTR DIST	PV	146081	003	00701	49.87	3713/050716
				N1-APR'16						
				VISA CHG-WTR DIST	PV	146081	004	00701	203.18	3713/050716
				N1-APR'16						
				VISA CHG-R CNSRV-APR'16	PV	146149	001	00101	135.00	1722/050716
				VISA CHG-R CNSRV-APR'16	PV	146149	002	00101	42.57	1722/050716
				VISA CHG-R CNSRV-APR'16	PV	146149	003	00101	250.00	1722/050716
				VISA CHG-R CNSRV-APR'16	PV	146149	004	00101	70.00	1722/050716
				VISA CHG-MAINT-APR '16	PV	146150	001	00751	275.81	1302/050716
				VISA CHG-MAINT-APR '16	PV	146150	002	00751	8.67	1302/050716
				VISA CHG-MAINT-APR '16	PV	146150	003	00751	173.92	1302/050716

Batch Number - 245081

Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document . . . Number	Key Item Co	Amount	Invoice Number
				VISA	PV	146150	004 00751	234.57	1302/050716
				CHG-MAINT-APR '16					
				VISA	PV	146150	005 00751	134.80	1302/050716
				CHG-MAINT-APR '16					
				VISA	PV	146150	006 00751	38.67	1302/050716
				CHG-MAINT-APR '16					
				VISA	PV	146151	001 00101	109.00	7431/050716
				CHG-WSTLK-APR '16					
				VISA	PV	146151	002 00101	216.02	7431/050716
				CHG-WSTLK-APR '16					
				VISA	PV	146151	003 00101	175.23	7431/050716
				CHG-WSTLK-APR '16					
				VISA	PV	146151	004 00101	25.00	7431/050716
				CHG-WSTLK-APR '16					
				VISA	PV	146152	001 00701	84.56	2698/050716
				CHG-TAPIA-APR '16					
				VISA	PV	146152	002 00701	118.85	2698/050716
				CHG-TAPIA-APR '16					
				VISA	PV	146152	003 00701	64.40	2698/050716
				CHG-TAPIA-APR '16					
				VISA CHG-R CNSRV	PV	146153	001 00101	85.46	3954/050716
				N1-APR'16					
				VISA CHG-R CNSRV	PV	146153	002 00101	14.97	3954/050716
				N1-APR'16					
				VISA CHG-R CNSRV	PV	146153	003 00101	2.50	3954/050716
				N1-APR'16					
				VISA CHG-R CNSRV	PV	146153	004 00101	5.36	3954/050716

Batch Number - 245081  
Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document . . . Number	Key Item Co	Amount	Invoice Number
				N1-APR'16					
				VISA CHG-R	PV	146153	005 00101	204.39	3954/050716
				CNSRV					
				N1-APR'16					
				VISA CHG-R	PV	146153	006 00101	124.00	3954/050716
				CNSRV					
				N1-APR'16					
				VISA CHG-R	PV	146153	007 00101	94.18	3954/050716
				CNSRV					
				N1-APR'16					
				VISA CHG-R	PV	146153	008 00101	723.75	3954/050716
				CNSRV					
				N1-APR'16					
				VISA CHG-R	PV	146153	009 00101	327.10	3954/050716
				CNSRV					
				N1-APR'16					
				VISA CHG-R	PV	146153	010 00101	457.82	3954/050716
				CNSRV					
				N1-APR'16					
				VISA CHG-R	PV	146153	011 00101	9.21	3954/050716
				CNSRV					
				N1-APR'16					
				VISA CHG-R	PV	146153	012 00101	245.42	3954/050716
				CNSRV					
				N1-APR'16					
				VISA CHG-R	PV	146153	013 00101	150.65	3954/050716
				CNSRV					
				N1-APR'16					
				VISA CHG-R	PV	146153	014 00101	416.28	3954/050716
				CNSRV					
				N1-APR'16					
				VISA CHG-R	PV	146153	015 00101	41.04	3954/050716
				CNSRV					
				N1-APR'16					
				VISA CHG-R	PV	146153	016 00101	104.90	3954/050716
				CNSRV					
				N1-APR'16					
				VISA CHG-R	PV	146153	017 00101	120.00	3954/050716
				CNSRV					
				N1-APR'16					
				VISA CHG-R	PV	146153	018 00101	10.00	3954/050716
				CNSRV					

Batch Number - 245081

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document . . .	Key	Amount	Invoice Number
Number	Date	Number				Number	lim Co		
				CNSRV					
				N1-APR'16					
				VISA CHG-R	PV	146153	019 00101	193.49	3954/050716
				CNSRV					
				N1-APR'16					
				Payment Amount				14,512.17	
73114	05/31/16	2658	FEDERAL EXPRESS CORP	1 PKG DEL	PV	146155	001 00701	68.13	5-423-16846
				5/12/16					
				Payment Amount				68.13	
73115	05/31/16	6770	G.I. INDUSTRIES	4/26-5/15/16	PV	146154	001 00701	976.32	2772821-0283-
				SHOP DISP					3
				Alt Payee					
				6771 G.I. INDUSTRIES					
				P. O. BOX 541065					
				LOS ANGELES CA 90054-1065					
				Payment Amount				976.32	
73116	05/31/16	2611	LA DWP	TWN LKS P/S	PV	146159	001 00101	6,953.80	875698/051816
				4/13-5/12/16					
				Payment Amount				6,953.80	
				Total Amount of Payments Written				22,815.25	
				Total Number of Payments Written				5	



Batch Number - 245207  
Bank Account - 00145607 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
73117	06/07/16	2869	AT&T	SRV	PV	146173	001	00101	105.28	2430/052316
				5/23--6/22/16						
				SRV	PV	146174	001	00101	180.28	0210/052316
				5/23--6/22/16						
				SRV	PV	146175	001	00101	101.61	5388/052316
				5/23--6/22/16						
				SRV	PV	146176	001	00101	101.61	7426/052316
				5/23--6/22/16						
				SRV	PV	146177	001	00701	110.77	1984/052316
				5/23--6/22/16						
				SRV	PV	146178	001	00101	99.73	0192/052516
				5/25--6/24/16						
				SRV	PV	146179	001	00701	516.69	0119/052216
				5/22--6/21/16						
				Payment Amount					1,215.97	
73118	06/07/16	2539	CITY OF SIMI VALLEY	PURCH WTR	PV	146273	001	00101	6,533.29	0092354308
				3/17--5/18/16						
				PURCH WTR	PV	146274	001	00101	563.22	0092354302
				3/17--5/18/16						
				Payment Amount					7,096.51	
73119	06/07/16	7257	DIRECTV, INC.	OPS	PV	146270	001	00701	657.71	28596155065
				6/2/16--6/1/17						
				OFC INFO&TV						
				Payment Amount					657.71	
73120	06/07/16	6770	G.I. INDUSTRIES	5/16--5/25/16	PV	146309	001	00701	885.59	2773182-0283-9
				SHOP DISP						
				5/16--5/25/16						
				RLV DISP						
				Payment Amount					448.36	
				Alt Payee						
				6771						
				G.I. INDUSTRIES						
				P. O. BOX 541065						
				LOS ANGELES CA 90054-1065						
73121	06/07/16	2611	LA DWP	RECTIFIER	PV	146171	001	00101	36.92	851260/052516
				4/25--5/24/16						
				RECTIFIER	PV	146172	001	00101	41.54	557160/052416
				4/22--5/23/16						
				Payment Amount					78.46	
73122	06/07/16	3352	LAS VIRGENES MUNICIPAL WATER	LS#1	PV	146180	001	00130	167.01	1775/051816
				4/7--5/10/16						

Batch Number - 245207  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
DISTRICT										
				L/S#2	PV	146181	001	00130	24.71	0570/051816
				4/7-5/10/16						
				TAPIA	PV	146182	001	00751	233.07	1760/051816
				4/7-5/9/16						
				RLV	PV	146183	001	00751	232.37	2090/051816
				4/7-5/9/16						
				BLDG#1	PV	146184	001	00101	223.69	2620/051816
				4/7-5/9/16						
				BLDG#8	PV	146185	001	00701	228.41	2647/051816
				4/7-5/9/16						
				BLDG#8 FIRE	PV	146186	001	00701	7.50	2650/051816
				PRT						
				4/7-5/9/16						
				BLDG#7 FIRE	PV	146187	001	00701	7.50	2654/051816
				PRT						
				4/7-5/9/16						
				BLDG#7	PV	146188	001	00701	486.10	2656/051816
				4/7-5/9/16						
				BLDG#2	PV	146189	001	00701	267.99	2658/051816
				4/7-5/9/16						
				RLV FARM	PV	146190	001	00751	93.25	2080/051816
				4/7-5/9/16						
				Payment Amount				1,971.60		
73123	06/07/16	2958	SOUTHERN CALIFORNIA GAS CO	CONDUIT	PV	146275	001	00101	15.29	8400/053116
				4/22-5/23/16						
				Payment Amount				15.29		
73124	06/07/16	3025	WATER & SANITATION SRV./VENTURA COUNTY	PURCH WTR	PV	146271	001	00101	15,579.26	1273747
				4/19-5/17/16						
				Payment Amount				15,579.26		
				Total Amount of Payments Written				27,948.75		
				Total Number of Payments Written				8		

Batch Number - 245213  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
73125	06/14/16	18965	ePOWER NETWORK, INC.	EATON UPS L/S#2	PV	146204	001	00701	851.62	25084
				EATON UPS L/S#2	PV	146204	002	00701	35.00	25084
				Payment Amount					886.62	
73126	06/14/16	19269	ACC BUSINESS	INTERNET 4/11-5/10/16	PV	146200	001	00701	960.56	161338871
				SCADA MPLS LNS 4/11-5/10/16	PV	146201	001	00130	480.82	161351015
				SCADA MPLS LNS 4/11-5/10/16	PV	146201	002	00130	515.94	161351015
				SCADA MPLS LNS 4/11-5/10/16	PV	146201	003	00130	480.67	161351015
				SCADA MPLS LNS 4/11-5/10/16	PV	146201	004	00130	515.95	161351015
				SCADA MPLS LNS 4/11-5/10/16	PV	146201	005	00130	480.83	161351015
				Payment Amount					3,434.77	
73127	06/14/16	17361	ACCURATE FIRSTAID SERVICES	FIRSTAID SUPPLIES@HQ	PV	146088	001	00701	206.17	8210
				FIRSTAID SUPPLIES@OPS	PV	146089	001	00701	152.11	8211
				FIRSTAID SUPPLIES@RLV	PV	146090	001	00701	423.41	8219
				FIRSTAID SUPPLIES@TAPI	PV	146091	001	00701	363.84	8212
				A						
				Payment Amount					1,145.53	
73128	06/14/16	4897	ACCOM SOLUTIONS	EZDSGRPRO/400 UPGRD	PV	146114	001	00701	995.00	0190795-IN
				Payment Amount					995.00	
73129	06/14/16	8680	ADS, LLC	MAY'16 FLW MNTRG	PV	146129	001	00701	673.15	22085.22-0516
				MAY'16 FLW MNTRG	PV	146129	002	00701	2,019.45	22085.22-0516

Batch Number - 245213  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
73130	06/14/16	2339	AGOURA LOCK TECHNOLOGIES	Payment Amount 76 DISTRICT PADLOCKS	PV	146087	001 00701	1,890.87	83699
								2,692.60	
73131	06/14/16	3077	AIRGAS USA, LLC	Payment Amount WELDING SUPPLIES 1 PR SZ 11 RNBOOTS 5/16 CYLNR RENT GLVS,COOLRS,S NTZR&EYE CLNR 2 BX SUNSCREEN	PV	146107	001 00751	241.03	9051160752
								78.21	9051431817
								799.20	9936166093
								756.83	9051672867
								57.77	9051765625
			Alt Payee	AIRGAS USA, LLC P. O. BOX 7423 PASADENA CA 91109-7423					
73132	06/14/16	19993	ALEXANDER'S CONTRACT SERVICES, INC.	Payment Amount 5/2-5/27/16 MTR RDG	PV	146249	001 00701	14,382.19	100882
								1,933.04	
73133	06/14/16	20405	ALTA COMMUNITY INVESTMENT XII LLC	Payment Amount RFND BAL - CLOSED A/C	PV	146217	001 00101	325.80	072072
								14,382.19	
73134	06/14/16	2387	AMERRAY HYDRAULICS CORP	Payment Amount 15 BUSHINGS	PV	146125	005 00701	267.40	43806
								325.80	
73135	06/14/16	18760	AMS PAVING INC.	Payment Amount RFND BAL - CLOSED A/C	PV	146216	001 00101	856.79	9998667
								267.40	
73136	06/14/16	13378	AQUA - FLO SUPPLY	Payment Amount 2 IRRIG CNTRLR TRNSFRMRS	PV	146308	001 00701	73.13	931314
								856.79	
73137	06/14/16	2397	AQUATIC	Payment Amount APR'16 CHRNC	PV	146131	001 00701	9,230.00	LVS0516.0419
								73.13	



Batch Number - 245213  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
73143	06/14/16	20394	SEAN BAKER	RFND BAL - CLOSED A/C	PV	146141	001	00101	116.27	061875
73144	06/14/16	18971	BDP INDUSTRIES INC.	Payment Amount AGITATOR#1 PARTS	PV	146296	001	00701	116.27 12,508.34	8080
73145	06/14/16	20415	BENDER CCP, INC.	Payment Amount RBLD AGTR DRM DRV GRBX	PV	146284	001	00701	12,508.34 2,094.34	216-0458-2
73146	06/14/16	18071	BLUE DIAMOND MATERIALS	Payment Amount 2.95 TN PVG MTL&EMULSN	PV	146261	001	00701	2,094.34 318.23	704206
73147	06/14/16	18739	CALIFORNIA HAZARDOUS SERVICES, INC.	BKT 2.14 TN PVG MTL	PV	146262	001	00701	192.21	704272
73148	06/14/16	2513	CAPCO ANALYTICAL SERVICES	Payment Amount FUEL TANK MAINT	PV	146260	001	00701	510.44 2,425.00	59119
73149	06/14/16	18992	CDW GOVERNMENT	Payment Amount MAY'16 DGSTR TSTG	PV	146170	001	00751	2,425.00 585.00	160974
73150	06/14/16	19122	CENTER-LINE CONCRETE CUTTING COMPANY	Payment Amount POLYCOM IP6000 POE CONF PHN	PV	146113	001	00701	585.00 614.59	CZW7587
73151	06/14/16	9244	CHEMTRADE	Payment Amount CORE DRILLG@RLV	PV	146254	001	00751	614.59 145.00	5676
73151	06/14/16	9244	CHEMTRADE	Payment Amount CORE DRILLG@TAPIA	PV	146255	001	00751	725.00	5675
73151	06/14/16	9244	CHEMTRADE	Payment Amount 10.694 TN	PV	146083	001	00701	870.00 2,887.38	91809203

Batch Number - 245213

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Co	Amount	Invoice Number
			CHEMICALS US LLC	ALUM SULFATE						
			16714 CHEMTRADE CHEMICALS US LLC DEPT #771807, P.O. BOX 77000 DETROIT MI 48277-1807							
73152	06/14/16	2533	CITY OF AGOURA HILLS	Payment Amount AGOURA RD RW WTR EXT	PV	146116	001	00701	681,940.00	201605120634
73153	06/14/16	20390	HARVEY COHEN	Payment Amount TURF RMVL REBATE	PV	146057	001	00101	14,002.00	180244
73154	06/14/16	19270	COMMUNICATION S RELAY, LLC	Payment Amount 6/16 SITE RNTL	PV	146334	001	00701	900.00	56066
73155	06/14/16	20414	CAROLYN CORADESCHI	Payment Amount TURF RMVL REBATE	PV	146257	001	00101	5,028.00	710388
73156	06/14/16	6966	CS-AMSCO	Payment Amount 100% PORT ECCTR PLG VLV	PV	146102	001	00701	2,323.88	11275
73157	06/14/16	16364	D&H WATER SYSTEMS INC.	Payment Amount 2 CHLANALYZR MOTORS	PV	146119	001	00701	523.00	I 2016-0391
73158	06/14/16	18688	DATAFORM PRINT COMMUNICATION S	Payment Amount 2000 WTR AWRNSS BRCLTS	PV	146119	002	00701	15.00	I 2016-0391
73159	06/14/16	2601	DELL COMPUTER CORP	Payment Amount POWEREDGE R430 SERVERS	PV	146085	001	00701	653.66	11993
			Alt Payee 7819 DELL MARKETING LP P.O. BOX 910916 PASADENA CA 91110-0916	Payment Amount					5,912.65	XJX94PC93
73160	06/14/16	3690	DEPARTMENT OF WATER	Payment Amount DAM FEE-FY16-17	PV	146066	001	00101	25,502.00	1800102318

Batch Number - 245213  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
RESOURCES										
73161	06/14/16	11330	DIAL SECURITY	WLK RSV	PV	146232	001	00701	25,502.00	274210
				Payment Amount						
				5/16 SECURITY					230.00	
				SVC@HQ						
				5/16 SECURITY	PV	146233	001	00701	50.00	274210
				SVC@LBBY						
				GATES						
				5/16 SECURITY	PV	146234	001	00701	45.00	274211
				SVC@TAPIA						
				5/16 SECURITY	PV	146235	001	00701	80.00	274212
				SVC@RLV						
				5/16 SECURITY	PV	146236	001	00701	35.00	274213
				SVC@RLV-FARM						
				5/16 SECURITY	PV	146237	001	00701	70.00	274214
				SVC@WLK						
				5/16 SECURITY	PV	146238	001	00701	35.00	274215
				SVC@WLK P/S						
				5/16 SECURITY	PV	146239	001	00701	57.00	274216
				SVC@IT RM						
				6/16 SECURITY	PV	146240	001	00701	35.00	276185
				SVC@WLK P/S						
				6/16 SECURITY	PV	146241	001	00701	57.00	276186
				SVC@IT RM						
				6/16 SECURITY	PV	146242	001	00701	230.00	276180
				SVC@HQ						
				6/16 SECURITY	PV	146244	001	00701	45.00	276181
				SVC@TAPIA						
				6/16 SECURITY	PV	146245	001	00701	80.00	276182
				SVC@RLV						
				6/16 SECURITY	PV	146246	001	00701	35.00	276183
				SVC@RLV FARM						
				6/16 SECURITY	PV	146247	001	00701	70.00	276184
				SVC@WLK						
				6/16 SECURITY	PV	146248	001	00701	50.00	276180
				SVC@LBBY						
				GATES						
				Payment Amount					1,204.00	
				WARRICK	PV	146252	001	00751	366.96	34209
				CNTRLR-DGSTR#						
				1						
				Payment Amount					366.96	

73162 06/14/16 8990 DON WOLF & ASSOCIATES, INC.



Batch Number - 245213  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Ltm	Key Co	Amount	Invoice Number
73163	06/14/16	8612	DURHAM SCHOOL SERVICES	APR'16 BUSES	PV	146168	001	00701	2,379.96	91308642
				Payment Amount					2,379.96	
73164	06/14/16	5378	EMERSON PROCESS MANAGEMENT	2/2/16 3RD DGSTR SYS INTG SPPT	PV	146203	001	00701	2,750.00	9060009
			Alt Payee	5454 EPM POWER & WTR SOLUTIONS 22737 NETWORK PLACE CHICAGO IL 60673-1227						
73165	06/14/16	19025	EMPIRE SAFETY & SUPPLY	100 TRAFFIC CONES	PV	146122	001	00701	1,997.66	0080914-IN
			Alt Payee	2638 ENVIRONMENTAL RESOURCE ASSOC						
73166	06/14/16	2638	ENVIRONMENTAL RESOURCE ASSOC	QC&PT STNDS	PV	146082	001	00701	331.36	792378
			Alt Payee	5700 EXCEL PAVING CO.						
73167	06/14/16	5700	EXCEL PAVING CO.	CLOSED A/C	PV	146214	001	00101	1,152.25	9998682
			Alt Payee	2654 FAMCON PIPE						
73168	06/14/16	2654	FAMCON PIPE	FORD MTR BX PRTS&FTGS	PV	146123	001	00701	16,913.18	180548
			Alt Payee	2655 FERGUSON ENTERPRISES						
73169	06/14/16	2655	FERGUSON ENTERPRISES	12" CPLGS&AIR VAC ENDS	PV	146126	001	00701	4,909.36	180357
			Alt Payee	3207 FERGUSON ENTERPRISES, INC. #1083 P. O. BOX 740927 LOS ANGELES CA 90074-0827						
73170	06/14/16	19146	LOURDES FIGUEROA	BALL VLV'S,ELLS&TUB G	PV	146124	001	00701	2,754.09	0554157
			Alt Payee	19146 LOURDES FIGUEROA						
73171	06/14/16	2660	FISHER SCIENTIFIC	MILEAGE-LCW WKSHP 5/4/16	PV	146065	001	00701	69.01	050416
			Alt Payee	2660 FISHER SCIENTIFIC						
			Alt Payee	Payment Amount					69.01	
			Alt Payee	Payment Amount					161.35	

Batch Number - 245213

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Item	Co	Amount	Invoice Number
73172	06/14/16	20403	KEVIN FOLEY		PV	146192	001	00101		6,000.00	752824
			3202 FISHER SCIENTIFIC FILE #50129 LOS ANGELES CA 90074-0129	Payment Amount						161.35	
				TURF RMVL REBATE							
73173	06/14/16	20406	CLAIRE FRATELLO		PV	146218	001	00101		13.82	072566
				Payment Amount						6,000.00	
				RFND BAL - CLOSED A/C							
73174	06/14/16	20407	SCOTT FRIEDMAN		PV	146219	001	00101		356.46	070911
				Payment Amount						13.82	
				RFND BAL - CLOSED A/C							
73175	06/14/16	4971	FUGRO CONSULTANTS, INC.		PV	146099	001	00701		167.50	04.62150074-5
				Payment Amount						356.46	
				3/25--4/21/16 -LRNZO CT MNTR							
			Alt Payee 6803 FUGRO CONSULTANTS, INC. P. O. BOX 301083 DALLAS TX 75303-1083	Payment Amount						167.50	
73176	06/14/16	2891	GIERLICH-MITC HELL, INC.		PV	146103	001	00701		854.34	GC14648
				SPLIT SPROCKET FREIGHT							
			Alt Payee 8003 GIERLICH-MITCHELL, INC. 10533 PROGRESS WAY, SUITE A CYPRESS CA 90630	Payment Amount						31.23	GC14648
73177	06/14/16	2700	GRAFFITI PREVENTION SYSTEMS		PV	146213	001	00701		350.00	5719
				Payment Amount						885.57	
				CLBS FNC&ASPHLT GRFFTI							
73178	06/14/16	2701	GRAINGER, INC.		PV	146095	001	00701		388.43	9109705724
				Payment Amount						350.00	
				LOCKNG CABINET WTR HAMMR ARRESTRS							
			Alt Payee 5453 GRAINGER, INC. DEPT 805178142 PALATINE IL 60038-0001	Payment Amount						101.17	9101452986
73179	06/14/16	3810	GREATER		PV	146062	001	00101		335.75	241746
				Payment Amount						489.60	
				AD@CONEJO							

Batch Number - 245213  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key	Key Co	Amount	Invoice Number
			CONEJO VALLEY	VIEW15-ISS#2						
			CHAMBER OF COMMERC							
73180	06/14/16	18646	HDR ENGINEERING, INC.	Payment Amount 1/24-4/30/16 C-TNK EASMT	PV	146128	001	00701	2,037.00	00277149-B
				3/27-4/30/16 TNK REHAB SPPT	PV	146324	001	00701	16,845.26	00278388-B
				Payment Amount 18,882.26						
73181	06/14/16	20395	TIGHE F. HUDSON	RFND BAL - CLOSED A/C	PV	146142	001	00101	128.18	007928
				Payment Amount 128.18						
73182	06/14/16	16809	ICTUS CONSULTING, LLC	MAY'16 RCRDS MGMT	PV	146283	001	00701	4,355.00	LVMWD-201605
				Payment Amount 4,355.00						
73183	06/14/16	8304	IFM EFECTOR INC.	ADPTRS & CORSETS	PV	146120	001	00701	136.80	21082205
				PSSR TRMSTRS&FTTGS	PV	146253	001	00301	1,281.89	21085118
				Payment Amount 1,418.69						
73184	06/14/16	20395	INTERNATIONAL PROPERTIES & INVESTMENT	RFND BAL - CLOSED A/C	PV	146143	001	00101	391.45	067893
				Payment Amount 391.45						
73185	06/14/16	16393	JACK HENRY & ASSOCIATES, INC.	AUDIOTEL REMIT 7/16-6/17	PV	146115	001	00701	3,017.39	2268907
				Payment Amount 3,017.39						
73186	06/14/16	7062	DARRELL JOHNSON	EXP-AMMS USR MTG	PV	146281	001	00701	182.92	050516
				5/3-5/5/16 Payment Amount 182.92						
73187	06/14/16	2752	KAMAN INDUSTRIAL TECHNOLOGIES	FLANGE BEARINGS	PV	146166	001	00751	1,624.15	1510947
				Payment Amount 1,624.15						
73188	06/14/16	20413	IKBAL KARAR	TURF RIMVL REBATE	PV	146256	001	00101	7,760.00	700568

Batch Number - 245213

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
73189	06/14/16	12260	KATZ & ASSOCIATES, INC.	Payment Amount 4/1-4/30/16 SEAS STRG PRJCT	PV	146117	001	00701	1,121.25	411076
				Payment Amount					7,760.00	
73190	06/14/16	18535	KEMIRA WATER SOLUTIONS, INC.	Payment Amount 9.53 TN FERRC CHLORIDE	PV	146084	001	00701	4,414.77	9017499865
				Payment Amount					4,414.77	
			Alt Payee	KEMIRA WATER SOLUTIONS MAIL CODE 5581, P. O. BOX 105046 ATLANTA GA 30348-5046						
73191	06/14/16	20228	KIEWIT INFRASTRUCTUR E WEST CO.	Payment Amount PMT#2-WLK PLNT EXPSN	PV	146250	001	00701	50,000.00	10557/#2
				5% RETENTION-PMT #2	PD	146251	001	00301	2,500.00-	10557/RTN#2
				Payment Amount					47,500.00	
73192	06/14/16	3038	LARRY WALKER & ASSOC	Payment Amount P/E 4/30/16 NPDES PRMT RNWL	PV	146118	001	00701	621.25	00532.01-6
				Payment Amount					621.25	
73193	06/14/16	3164	LEMIEUX & O'NEILL	Payment Amount RETAINER-MAY 16	PV	146222	001	00701	7,000.00	140-999M/0516
				PROF	PV	146223	001	00701	161.50	140M/0516
				SRV-MAY*16	PV	146223	002	00701	5,924.00	140M/0516
				PROF	PV	146223	003	00701	1,815.00	140M/0516
				SRV-MAY*16					14,900.50	
				Payment Amount					14,900.50	
73194	06/14/16	19396	JAY LEWITT	EXP-ACWA CONF 5/3-5/6/16	PV	146276	001	00701	318.28	050616
				Payment Amount					318.28	
N 73195	06/14/16	2789	LIEBERT CASSIDY WHITMORE	Payment Amount PROF SRV-P/E 4/30 GEN	PV	146163	001	00701	97.50	1420409
				Payment Amount					97.50	
73196	06/14/16	3483	DAVID LIPPMAN	Payment Amount CELL PHN EXP	PV	146061	001	00701	82.35	7898/050316

Batch Number - 245213

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key ltm	Key Co	Amount	Invoice Number
73197	06/14/16	2793	LISTER RENTS, INC.	4/4-5/3/16 Payment Amount TABLE&CHAIR	PV	146167	001	00701	82.35 380.62	16546.1.8
73198	06/14/16	20408	JEFFREY J. LITOW	RNTL@5/19/16 Payment Amount RFND BAL - CLOSED A/C	PV	146220	001	00101	380.62 918.51	003819
73199	06/14/16	20388	STEVE LITTLEJOHN	Payment Amount TURF RMVL REBATE	PV	146060	001	00101	918.51 6,000.00	750100
73200	06/14/16	2610	LOS ANGELES COUNTY DEPT. OF PUBLIC WORKS	Payment Amount L201504723 RAISE VLV STCK	PV	146094	001	00751	6,000.00 492.00	IN160001240
73201	06/14/16	3514	LOS ANGELES COUNTY, REGISTRAR-REC ORDER	Payment Amount NOE FEE-18" RW PPLN	PV	146194	001	00754	492.00 75.00	10418/NOE
73202	06/14/16	5594	MCCARTY & SONS TOWING	Payment Amount TOW VEH#710@5/4/16	PV	146165	001	00701	75.00 770.00	204552
73203	06/14/16	16580	MALIBU CANYON L.P.	Payment Amount RFND BAL - CLOSED A/C	PV	146215	001	00101	770.00 888.96	9998042
73204	06/14/16	20410	MESSINA AND ASSOCIATES	Payment Amount CNFLT RSLTN 4/19-5/26/16	PV	146227	001	00701	888.96 4,255.00	APRIL/MAY16LV MWD
73205	06/14/16	2835	MODERN TOOL CO	Payment Amount 4 SS WELDED CLEVIS	PV	146328	001	00701	4,255.00 1,638.30	48790
73206	06/14/16	16007	PAUL MORRA	Payment Amount TURF RMVL REBATE	PV	146191	001	00101	1,638.30 6,000.00	910108
73207	06/14/16	18940	MP PRINTING & MAILING	Payment Amount 1,200 CUST SURVEYS CRRNT FLW#3 PRINTG	PV	146332	001	00701	6,000.00 333.08 2,597.76	61267 61113

Batch Number - 245213  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
73208	06/14/16	19956	M6 CONSULTING, INC.	Payment Amount APR'16 AIR VAC RELOCTN	PV	146098	001 00701	2,830.84 8,251.50	190-16
73209	06/14/16	20397	VILAS NALAWADE	Payment Amount RFND BAL - CLOSED A/C	PV	146144	001 00101	8,251.50 91.45	066312
73210	06/14/16	20391	QUANG NGUYEN	Payment Amount TURF RIMVL REBATE	PV	146058	001 00101	2,528.00	810156
73211	06/14/16	2302	OFFICE DEPOT	Payment Amount MISC OFFICE SUPPLIES	PV	146287	001 00701	2,528.00 534.66	838036058001
				MISC OFFICE SUPPLIES	PV	146288	001 00701	312.46	840521132001
				DIVIDERS	PV	146289	001 00701	21.78	840521268001
				CD CASES	PV	146290	001 00701	20.05	840521266001
				NAMEPLATE-A.K	PV	146291	001 00701	23.41	840521269001
				100 LVMWD LANYARDS	PV	146292	001 00701	190.75	837460149001
				100 LVMWD LANYARDS	PV	146292	002 00701	14.18	837460149001
73212	06/14/16	16372	OLIN CORPORATION - CHLORALKALI	Payment Amount 4,940 GAL HYPOCHLORITE	PV	146224	001 00701	1,117.29 2,693.36	2164165
				4,898 GAL HYPOCHLORITE	PV	146225	001 00701	2,670.46	2169972
				OLIN CORPORATION - CHLORALKALI P.O. BOX 402766 ATLANTA GA 30384-2766					
73213	06/14/16	13586	ORACLE AMERICA, INC.	Payment Amount 2/23-5/22/16 JDE MAINT	PV	146263	001 00701	5,363.82 17,674.07	43166077
73214	06/14/16	2871	PACIFIC COAST BOLT	Payment Amount NUTS&BOLTS	PV	146266	001 00701	17,674.07 228.90	2017302
				NUTS&BOLTS FREIGHT	PV	146266	002 00701	1,471.06	2017302
					PV	146266	007 00701	60.02	2017302

Batch Number - 245213  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
73215	06/14/16	8506	PADRE ASSOCIATES, INC.	Payment Amount P/E 4/30/16 5 MG OAK TREE MNTR	PV	146208	001 00701	1,105.00	2016-703
				WLK P/S OAK TREE				1,265.00	2016-704
				Payment Amount				2,370.00	
73216	06/14/16	19164	DONALD PATTERSON	REIMB EXP-GFOA CONF 5/21-25/16	PV	146259	001 00701	1,116.96	052516
				Payment Amount				1,116.96	
73217	06/14/16	18821	LEONARD POLAN	MILEAGE-ACWA SYMP 4/21/16 EXP-ACWA CONF 5/2-5/6/16	PV	146278	001 00701	26.46	042116
				Payment Amount				1,649.36	050616
73218	06/14/16	8484	PRAXAIR DISTRIBUTION, INC	AIR FOR SURGE TNKS@P/S	PV	146162	001 00101	133.92	55230767
				Payment Amount				1,675.82	
			All Payee	PRAXAIR DISTRIBUTION INC. DEPT. LA 21511 PASADENA CA 91185-1511					
73219	06/14/16	13645	PSOMAS	Payment Amount APR'16 STNDBY CHG&DEF PRGRM	PV	146269	001 00701	600.00	118490
				Payment Amount				600.00	
73220	06/14/16	16788	RADIO ACTIVITY	POINT-TO-POINT T IP LINK@RLV	PV	146147	001 00751	1,005.00	0052416
				Payment Amount				1,005.00	
73221	06/14/16	2907	RED WING SHOE STORE	PRCTCTV FTWR-B.BRIL PRCTCTV FTWR-J.AMBRIZ	PV	146198	001 00701	219.29	000000001-131
				Payment Amount				204.23	000000002-131
				RFND BAL - CLOSED A/C				423.52	
73223	06/14/16	20409	REGENCY CORPORATE LIVING	Payment Amount	PV	146221	001 00101	151.71	072670
				Payment Amount				151.71	
				REIMB	PV	146169	001 00701	1,154.36	050616

Batch Number - 245213

Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Co	Amount	Invoice Number
			REINHARDT	EXP-ACWA CONF						
				5/3-5/6/16						
				Payment Amount					1,154.36	
73224	06/14/16	14677	LEE RENGER	EXP-ACWA CONF	PV	146277	001	00701	426.47	050616
				5/2-5/6/16						
				Payment Amount					426.47	
73225	06/14/16	3566	CARLOS REYES	CELL PHN EXP	PV	146280	001	00701	361.61	0694-041716
				12/18/15-4/17						
				/16						
				Payment Amount					361.61	
73226	06/14/16	19969	RLS INDUSTRIES	PUMP	PV	146264	001	00701	15,863.56	500384
				IMPELLR&SVC						
				KIT						
				FREIGHT					114.63	500384
				Payment Amount					15,978.19	
73227	06/14/16	16859	RMC WATER AND ENVIRONMENT	3/26-5/17/16	PV	146121	001	00701	11,296.37	21920
				WDLND HILLS RW						
				Payment Amount					11,296.37	
73228	06/14/16	2914	ROADSIDE LUMBERHARDWA	CONCRETE&ASPH	PV	146267	001	00701	709.00	1605-528340
				ALT						
				Payment Amount					709.00	
73229	06/14/16	18632	ERIC N. ROHLFING	2/19-4/15/16	PV	146212	001	00701	569.00	15-178-CD-05
				BLD#8 CMPTR						
				RM						
				Payment Amount					709.00	
73230	06/14/16	17174	ROTH STAFFING COMPANIES, LP	5/9-5/13/16	PV	146209	001	00701	729.27	13281049
				E.M.AGUILAR						
				5/16-5/20/16					799.20	13289085
				E.M.AGUILAR						
				5/23-5/27/16					799.20	13293908
				E.M.AGUILAR						
				Payment Amount					2,327.67	
73231	06/14/16	18973	SOUTHERN COUNTIES OIL	RETURN 9	PD	145247	001	00751	135.00-	0553780-IN
				DRUMS						
				(2) 55 GAL					1,605.58	0602648-IN
				DRM@TAPIA						
				(2) 55 GAL					1,605.58	0602655-IN
				DRM@RLV						
				Payment Amount					3,076.16	
73232	06/14/16	19918	LISA SCRUGGS	CISTERN	PV	146096	001	00101	500.00	RBC-1150914



Batch Number - 245213  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key lim	Co	Amount	Invoice Number
73233	06/14/16	16586	SIERRA MONITOR CORPORATION	REBATE Payment Amount SENTRY IT TRNG@5/5 JG	PV	146101	001	00701	500.00 750.00	0000115239
73234	06/14/16	20404	JEFFREY SILVER	3 SENTRY O2 SENSORS Payment Amount TURF RMVL REBATE	PV	146329	001	00751	1,856.36 5,238.00 1,106.36	0000115270
73235	06/14/16	20398	SHELDON SILVER	Payment Amount RFND BAL - CLOSED A/C Payment Amount	PV	146145	001	00101	5,238.00 81.15	2130607 037649
73236	06/14/16	20392	CAROL M. SIMON	TURF RMVL REBATE Payment Amount WARNR TNK RADIO	PV	146059	001	00101	4,872.00 937.35	500086 230192
73237	06/14/16	19169	SJM INDUSTRIAL RADIO	IMPRVMTS WARNR TNK RADIO IMPRVMTS RADIO MAINT	PV	146302	001	00701	2,782.91 3,458.06	230192 230497
73238	06/14/16	2948	SMITH PIPE & SUPPLY	Payment Amount DRIP IRRIG CNVRSN COMPNTS	PV	146272	001	00101	7,178.32 1,434.00	2988352
73239	06/14/16	2955	SOUTH COAST AIR QUALITY MGMT DIST	Payment Amount HOT SPOTS FEE@LV-2 ID#164911	PV	146195	001	00101	122.53 1,832.00	2960928
73240	06/14/16	20216	NANCY SPECKING	Payment Amount TURF RMVL REBATE	PV	146161	001	00101	1,832.00	347224-FRNTYD
73241	06/14/16	8212	STANSBERRY'S WELDING	Payment Amount RMV CRANE RAILS@HEADWRK S RPR CATWALK@AGITA	PV	146197	001	00751	630.00 270.00	2155 2152

Batch Number - 245213  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Co	Amount	Invoice Number
73242	06/14/16	14479	STEPHEN'S VIDEO PRODUCTIONS	Payment Amount MAY'16 LV BRD MTG VIDEO RCRDG MAY'16 JPA BRD MTG VIDEO RCRDG	PV	146092	001	00701	900.00 1,090.00	5-25-16
73243	06/14/16	20400	RICHARD TARLOW	Payment Amount RFND BAL - CLOSED A/C	PV	146140	001	00101	60.07	018105
73244	06/14/16	16034	TASC	Payment Amount FSA CLM CRD/ADMIN FEES 7/1-9/30	PV	146148	001	00701	60.07 720.00	IN793059
73245	06/14/16	20399	TBB VALLEY INVESTMENTS	Payment Amount RFND BAL - CLOSED A/C	PV	146146	001	00101	720.00 15.56	066087
73246	06/14/16	19087	TOM ASH & ASSOCIATES	Payment Amount JAN-APR'16 BDGT BSD WTR RATES	PV	146207	001	00701	15.56 975.00	051716
73247	06/14/16	18651	TOYOTA-LIFT OF LOS ANGELES	Payment Amount VEH#305 TIRE PRESSING	PV	146164	001	00701	975.00 459.47	WO-349848
73248	06/14/16	19801	TRITON WATER TECHNOLOGIES OF CALIFORNIA	Payment Amount 2/8-5/13/16 RFP DRFT 1 RVW	PV	146206	001	00701	459.47 2,400.00	VIRGENE-006
73249	06/14/16	3008	UNISOURCE WORLDWIDE INC.	Payment Amount 32 CS PAPER TOWELS	PV	145291	001	00701	2,400.00 1,051.63	731-48426682
				RTRN 36 CS PAPER TOWELS JANITORIAL PRODUCTS 16 CS PAPER TOWELS	PD PV PV PV	145292 146112 146265	001 001 001	00701 00701 00701	1,183.09- 1,846.85 525.82	731-48425432 731-48481096 731-48481097

Batch Number - 245213  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item Co	Amount	Invoice Number
		Alt Payee 8334	UNISOURCE WORLDWIDE, INC FILE 57006 LOS ANGELES CA 90074-7006						
73250	06/14/16	2780	VALLEY NEWS GROUP	Payment Amount AD "FREE RW" @ 5/12/16 AD-FREE COMPOST @ 5/19/16	PV	146064	001 00751	120.00	5-12
73251	06/14/16	16623	VELOCITY TECHNOLOGY SOLUTIONS, INC.	Payment Amount JUL '16 DISASTR RECVRY	PV	146211	001 00701	3,114.00	313450
73252	06/14/16	18604	VENTURA PEST CONTROL	Payment Amount MAY '16 PEST CNTRL MAY '16 PEST CNTRL MAY '16 PEST CNTRL MAY '16 BIRD INSP MAY '16 BIRD INSP	PV	146285	001 00701	110.00	519272
73253	06/14/16	2729	VULCAN MATERIALS CO.	Payment Amount 27.02 TN SE-30 FILL	PV	146230	001 00701	594.35	71129124
73254	06/14/16	3035	VWR SCIENTIFIC	Payment Amount 4 CS LARGE GLOVES FREIGHT PHOSPHT BUFFR DILUTN FREIGHT	PV	146298	001 00701	428.54	8044885927
		Alt Payee 3216	VWR INTERNATIONAL, INC P. O. BOX 640169						

Batch Number - 245213  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Key	Amount	Invoice Number
PITTSBURGH PA 15264-0169								
73255	06/14/16	19585	W. LITTEN INC.	TRAIL CLRG FOR WTR TSTG	PV	146063 001 00751	104.15	11082
				5/8-5/14/16 SRV@RLV	PV	146228 001 00701	4,724.96	11083
				SRV	PV	146229 001 00701	4,171.45	11086
				5/15-5/21/16@ RLV	PV	146300 001 00701	3,452.45	11089
				5/22-5/28/16@ RLV	PV	146300 001 00701	3,452.45	11089
73256	06/14/16	3037	WAITE BROS. PLUMBING	SRV@RLV OPS BLDG	PV	146333 001 00751	494.00	39050
				Payment Amount		12,453.01		
73257	06/14/16	18137	WALTER SURFACE TECHNOLOGIES	SVC PARTS WASHERS	PV	146105 001 00701	200.00	1191826
				Payment Amount		494.00		
				SVC PARTS WASHERS	PV	146105 002 00701	200.00	1191826
				SVC PARTS WASHERS	PV	146105 003 00701	200.00	1191826
				Payment Amount		600.00		
73258	06/14/16	18521	WALTON MOTORS & CONTROLS, INC.	7.5 HP SUBMRSBL PMP	PV	146305 001 00701	6,748.19	38016
				Payment Amount		6,748.19		
73259	06/14/16	18914	WECK LABORATORIES, INC.	LAB SRV@TAPIA PRCS CTL	PV	146313 001 00701	150.00	W6E0778-LV
				LAB SRV@005 EFFLNT	PV	146315 001 00701	75.00	W6E1058-LV
				LAB SRV@TAPIA PRCS CTL	PV	146316 001 00701	195.00	W6E0991-LV
				LAB SRV@TAPIA PRCS CTL	PV	146317 001 00701	75.00	W6E0990-LV
				LAB SRV@TAPIA EFFLNT	PV	146318 001 00701	32.00	W6E1191-LV
				LAB SRV@WSTLK LAB SRV@TAPIA	PV	146319 001 00701	53.00	W6E0954-LV
				LAB SRV@TAPIA	PV	146320 001 00701	195.00	W6E1365-LV

Batch Number - 245213  
Bank Account - 00146807 Cash-General

Payment Number	Payment Date	Address Number	Name	Payment Stub Message	Document Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
73260	06/14/16	3047	WESCO DISTRIBUTION, INC.	PRCS CTL LAB SRV@TAPIA	PV	146321	001	00701	195.00	W6E1246-LV
				PRCS CTL LAB SRV@TAPIA	PV	146322	001	00701	72.00	W6E1646-LV
				GRNDWTR LAB	PV	146323	001	00701	25.00	W6E0724-LV
				SRV@DIONIZD WTR						
				Payment Amount				1,067.00		
				MISC ELEC SUPPLIES	PV	146108	001	00701	3,971.49	553045
				CONDUIT&SCREW S	PV	146109	001	00701	375.42	553496
				MISC ELEC SUPPLIES	PV	146110	001	00701	1,356.78	553890
				IND GRD RECEPTACLES	PV	146111	001	00701	65.98	553355
				HD SCREWS&CONDUIT	PV	146226	001	00701	44.29	554930
				T SCREW	PV	146301	001	00701	160.23	551413
				CONNECTNS 150HP VFD	PV	146331	001	00701	3,433.50	557995
				COOLING FAN 150HP VFD	PV	146331	002	00701	72.01	557995
				COOLING FAN						
				Alt Payee						
			6443 WESCO DISTRIBUTION, INC PO BOX 31001-0465 PASADENA CA 91110-0465	Payment Amount				9,479.70		
				A/C	PV	146306	001	00701	395.00	S74669
				PM@BLDG#7&8 CONDITIONING						
				WTR LEAK@RLV REACTR BLDG	PV	146327	001	00701	228.10	S74222
				Payment Amount 4/16				623.10		
				XEROX CORPORATION LEASE-HQ&TAPIA	PV	146311	001	00701	3,113.34	701973715

Batch Number - 245213  
Bank Account - 00146807 Cash-General

Payment Number	Date	Address Number	Name	Payment Stub Message	Ty	Document Number	Key Item	Key Co	Amount	Invoice Number
				LEASE-5/16	PV	146312	001	00701	193.52	084824010
				5945APT-OPS						
				Payment Amount					3,306.86	
				Total Amount of Payments Written					1,138,248.62	
				Total Number of Payments Written					138	



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

**MINUTES**  
**REGULAR MEETING**

5:00 PM

May 24, 2016

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag was led by Mark Uribe.

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

The meeting was called to order at **5:00 p.m.** by Board President Peterson in the Board Room at Las Virgenes Municipal Water District headquarters at 4232 Las Virgenes Road, Calabasas CA 91302. Josie Guzman, Clerk of the Board, conducted the roll call.

Present: Directors Charles Caspary, Jay Lewitt, Len Polan, Lee Renger, and Glen Peterson

Absent: None

Staff Present: David Pedersen, General Manager  
David Lippman, Director of Facilities and Operations  
Mark Uribe, Finance Manager  
Carlos Reyes, Director of Resource Conservation and Public Outreach  
Josie Guzman, Clerk of the Board  
Keith Lemieux, District Counsel

**2. APPROVAL OF AGENDA**

General Manager David Pedersen stated there was no update for Closed Session Item 11A, and he recommended that it be removed from the agenda.

Director Polan moved to approve the agenda as amended. Motion seconded by Director Renger. Motion carried unanimously.

### **3. PUBLIC COMMENTS**

None.

### **4. CONSENT CALENDAR**

**A List of Demands: May 24, 2016 - Approve**

**B Minutes: Regular Meeting of May 10, 2016 - Approve**

**C Cash and Investment Report for April 2016**

**Receive and file the Cash and Investment Report for April 2016.**

**D Supply and Delivery of Pressure Regulators: Award**

**Accept the bid from Ferguson Waterworks for the annual supply and delivery of pressure regulators and authorize the General Manager to approve an initial 13-month purchase order, in the amount of \$85,003.65, with four one-year renewal options for the same amount.**

Director Renger moved to approve the Consent Calendar as presented. Motion seconded by Director Caspary. Motion carried unanimously.

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

**A Legislative and Regulatory Updates and**

**B Water Supply Conditions and Drought Response**

General Manager David Pedersen reported that the State Water Resources Control Board (Water Board) adopted revised emergency water conservation regulations on May 18, 2016, which included a new methodology allowing water agencies to self-certify their water supplies and demands, demonstrating that they have sufficient supplies for the next three years. He noted that District staff was working with Metropolitan Water District representatives to certify there will be sufficient supplies for the coming three years. He also noted that the District's new water conservation standard would be set at zero, beginning on June 1, 2016, and the District would continue to promote conservation and water use efficiency with the goal of making conservation a way of life in the long-term. He stated that the District did well in meeting its goals for the first round of the emergency regulations; however, the District did fall a bit short. He also stated that the District would be able to make up the shortage with the conservation standard being set at zero. He noted that the revised regulations would be in effect until January 2017 unless renewed, and the Water Board would look at the hydrology in the winter and assess whether new or revised regulations would be required.

He also reported that S 2533 (Feinstein), Drought Relief Bill was heard by the Senate Energy and Natural Resources Committee last week, and Senator Dianne Feinstein,



Tim Quinn from the Association of California Water Agencies (ACWA), and Commissioner Esteban Lopez from the U.S. Bureau of Reclamation testified at the committee meeting. He noted that the committee did not take action on the bill; however, it appeared that the Administration supports the key elements of the bill. He also reported that staff sent letters to the JPA's congressional representatives, requesting that they send letters to Senators Lisa Murkowski and Maria Cantwell, the Chair and Ranking Member of the Senate Energy and Natural Resources Committee to express support for S 2533 and consider signing on as co-sponsors for a companion bill to be introduced by Congressman John Garamendi. He also reported that the House of Representatives released its version of the Water Resources Development Act of 2016 (WRDA) Bill, which is currently in the House Transportation and Infrastructure Committee. He also reported that SB 814 (Hill) Drought: Excessive Water Use: Urban Retail Water Suppliers would be heard by the Assembly Water, Parks and Wildlife Committee on June 14, 2016. He noted that the bill proposes fines to individuals of up to \$500 per unit of water used in excess of an agency-determined amount.

Director Lewitt requested that staff follow-up with the JPA's congressional representatives regarding the request for letters in support of S 2533.

## **6. TREASURER**

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

## **7. FACILITIES AND OPERATIONS**

### **A 2015 Urban Water Management Plan: Adoption**

**Pass, approve and adopt Resolution No. 2493, adopting the 2015 Urban Water Management Plan.**

### **RESOLUTION NO. 2493**

#### **A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT ADOPTING THE 2015 URBAN WATER MANAGEMENT PLAN**

(Reference is hereby made to Resolution No. 2493 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

General Manager David Pedersen presented the report. He noted that an email was received from the City of Agoura Hills, indicating that they had no comments on the draft 2015 Urban Water Management Plan.

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

Director Caspary requested that the minutes and the 2015 Urban Water Management Plan reflect that the cities of Agoura Hills and Westlake Village submitted emails but had no comments, and the City of Calabasas submitted a comment related to population

growth projections. David Lippman, Director of Facilities and Operations, noted that all comments would be included in the plan prior to submitting it to the State.

Motion carried unanimously.

## **B Twin Lakes Tank Drainage Project: Award of Construction Contract**

**Find that the project is categorically exempt from the California Environmental Quality Act; waive a minor bid irregularity and award a construction contract to Spiess Construction Company, Inc., in the amount of \$201,366; approve an increase, in the amount of \$4,760, to the existing contract with Phoenix Civil Engineering; and authorize the General Manager to execute a Temporary Construction and Permanent Easement Agreement for the Twin Lakes Tanks Drainage Project.**

Hal Helsley spoke in support of the project and suggested the addition of a percolation pond amongst the trees below the first tank in order to drain water from the roads.

General Manager David Pedersen presented the report, and stated that staff would follow-up on Mr. Helsley's suggestion.

Director Renger moved to approve Item 7B as presented. Motion seconded by Director Caspary.

District Counsel Keith Lemieux responded to a question regarding the District making findings that the project is categorically exempt from the California Environmental Quality Act (CEQA).

Motion carried unanimously.

## **8. NON-ACTION ITEMS**

### **A Organization Reports**

- (1) MWD Representative Report

Board President Peterson reported that he attended committee meetings earlier in the day at Metropolitan Water District, including the Special Committee on the Bay-Delta. He also noted he would be visiting the Sacramento Regional County Sanitation District's regional facility on May 31, 2016.

- (2) Other

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

Board President Peterson noted that he and all of the Directors attended the Association of Water Agencies of Ventura County WaterWise Breakfast last week where General Manager David Pedersen provided a presentation. He stated that he received positive feedback from several people regarding the presentation. Director Lewitt suggested that Mr. Pedersen provide the same presentation to other stakeholders. General Manager David Pedersen acknowledged District staff for their assistance on the project and in putting together the presentation.

## **C General Manager Reports**

### (1) General Business

General Manager David Pedersen reported that Calabasas High School participated in the Solar Cup event, won first place in the sprint competition and placed sixth overall. He also noted that Camp David Gonzales placed 11th overall.

### (2) Follow-Up Items

## **D Directors' Comments**

Board President Peterson noted that Metropolitan Water District would be holding a reception and celebration next month in recognition of 75 years of water deliveries from the Colorado River Aqueduct. He noted that State Historian Ken Starr would provide a presentation.

## **9. FUTURE AGENDA ITEMS**

None.

## **10. PUBLIC COMMENTS**

None.

## **11. CLOSED SESSION**

### **A Conference with District Counsel – Existing Litigation (Government Code Section 54956.9(a)): (This item was removed from the agenda)**

1. Las Virgenes – Triunfo Joint Powers Authority v. United States Environmental Protection Agency and Heal the Bay, Inc. v. Lisa P. Jackson (TMDL cases)
2. Las Virgenes – Triunfo Joint Powers Authority v. United States Environmental Protection Agency (FOIA case)

The Board recessed to Closed Session at 5:28 p.m. to discuss the following item:

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

**Title: General Manager**

**14. OPEN SESSION AND ADJOURNMENT**

The Board reconvened to Open Session at 6:13 p.m. There was no reportable action taking during the Closed Session.

Seeing no further business to come before the Board, the meeting was duly adjourned at 6:13 p.m.

---

GLEN PETERSON, President  
Board of Directors  
Las Virgenes Municipal Water District

ATTEST:

---

CHARLES CASPARY, Secretary  
Board of Directors  
Las Virgenes Municipal Water District

(SEAL)

June 2, 2016

To: Payroll

From: David W. Pedersen  
General Manager

**RE: Per Diem Request – May 2016**

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 February 26, 2008, the Board unanimously voted to amend the daily per diem to \$200, effective February 27, 2008. On January 26, 2010, during the annual review of compensation, the Board opted for the per diem to remain at \$200 and requested that a per diem survey be conducted along with the next employee compensation study.

<u>Director</u>	<u>No. of Meetings</u>	<u>Rate</u>	<u>Total</u>
Charles Caspary	4	\$200.00	\$800.00
Jay Lewitt	8	\$200.00	\$1,600.00
Glen Peterson LVMWD* – 9 MWD** – 10	19	\$200.00	\$3,800.00
Leonard Polan	9	\$200.00	\$1,800.00
Lee Renger	10	\$200.00	\$2,000.00

\*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 (10) days in any calendar month."

# LAS VIRGENES MUNICIPAL WATER DISTRICT - PER DIEM REPORT



To: \_\_\_\_\_  
 Clerk of the Board  
 Month of: May 2016

Director's Name: Charles Casparly  
 Division: Division 1

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

Date(s)	# of Days Claimed		Reimbursible Expenses <sup>2</sup> (Y/N)	Check One		Event Title
	Event	Travel <sup>1</sup>		Total	MWD	
5/10/2016	X		N		X	LVMWD - REGULAR BOARD MEETING
5/11/2016	X		N		X	LV-TSD JPA - BD. MTG.
5/19/2016	X		N		X	ASSN. OF WATER AGENCIES OF VENTURA COUNTY MEETING
5/24/2016	X		N		X	LVMWD - REGULAR BOARD MEETING
<b>TOTAL</b>			<b>4</b>			

Date Submitted: May 26, 2016  
 Director Signature: Charles Casparly (via email)

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

## LAS VIRGENES MUNICIPAL WATER DISTRICT - PER DIEM REPORT



To: josie guzman Director's Name: Jay Lewitt

Month of: April Division: 5

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

Date(s)	# of Days Claimed		Reimbursible Expenses <sup>2</sup> (Y/N)	Check One		Event Title
	Event	Travel <sup>1</sup>		Total	MWD	
5.3.16	ACWA		1	1		ACWA conference
5.4.16	ACWA		1	1		ACWA conference
5.5.16	ACWA		1	1		ACWA conference
5.6.16	ACWA		1	1		ACWA conference
5.10.16	LVMWD		1	1		LVMWD Board Meeting
5.11.16	JPA		1	1		JPA board meeting
5.19.16	AWA		1	1		Water Wise breakfast Thousand Oaks
5.24.16	LVMWD		1	1		LVMWD Board Meeting
TOTAL			8			

Date Submitted: 5.26.16

Jay Lewitt

Director Signature:

<sup>4</sup> **NOTES:** **1.** Travel the day before and/or after an authorized meeting or seminar outside of LA, Ventura and Orange Counties may be paid in accordance with Board Policy. **2.** Attach completed Statement of Account and Claim for Personally Incurred Expenses form.



## LAS VIRGENES MUNICIPAL WATER DISTRICT - PER DIEM REPORT

To: Clerk of the Board Director's Name: Glen Peterson  
 Month of: May-16 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 Expenses <sup>2</sup> (Y/N)	Check One		Event Title
	Event	Travel <sup>1</sup>		Total	MWD	
5/1/16-5/3/16	3		n		(x)	JPIA Meetings (ACWA)
5/4/16-5/6/16	3		n/a	(x)		ACWA Conference
5/9/16	1		n/a	(x)		Committee Meetings
5/10/16	1		n	(x)		Board Meetings
5/26/16	1			(x)		MWD Service Awards
5/11/16	1		n/a	(x)		CRBCA and JPA meeting
5/12/16-5/13/16	2			(x)		Colorado River Users Association (Board Meeting (Las Vegas)
5/14/16-5/15/16	2			(x)		Solar Cup (Lake Skinner)
5/17/16	1			(x)		Pre Bay Delta Meeting and Region 8 pre leg meeting
5/19/16	1		n/a		(x)	AWA Ventura County
5/20/16	1		n/a		(x)	ACWA State Leg Sacramento
5/24/16	1			(x)		Committee and Board meetings
5/31/16	1			(x)		tour of Sac Regional Sanatation District (Sacramento)
			19	10	9	

Date Submitted: 5/1/16  
 Director Signature:

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



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



Date(s)	# of Days Claimed		Reimbursible Expenses <sup>2</sup> (Y/N)	Check One		Event Title
	Event	Travel 1		Total	MWD	
5/2/2016	1	1	Y		X	DRIVE TO ACWA
5/3/2016	1	1	Y		X	ATTEND ACWA
5/4/2016	1	1	N		X	ATTEND ACWA
5/5/2016	1	1	N		X	ATTEND ACWA
5/6/2016	1	1	Y		X	ATTEND ACWA AND DRIVE HOME
5/10/2016	1	1	N		X	LVMWD BOARD MEETING
5/11/2016	1	1	N		X	JPA BOARD MEETING
5/14/2016	1	1	N		X	POTABLE WATER TOUR HOST
5/19/2016	1	1	N		X	AWA BREAKFAST
5/24/2016	1	1	N		X	LVMWD BOARD MEETING
<b>TOTAL</b>				<b>10</b>		

To: Dave Pedersen  
 Director's Name: Lee Renger  
 Month of: May 2016  
 Division: 3

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

Date Submitted: 5/30/2016  
 Director Signature: Lee Renger

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



June 14, 2016 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

---

**Subject : Contract for Cla-Val Parts and Products: Amendment**

---

**SUMMARY:**

On August 12, 2014, the Board awarded an annual contract, in the amount of \$100,000, with three one-year renewal options to Ferguson Waterworks for the annual supply of Cla-Val parts and products. The first renewal option was exercised and expires on July 31, 2016. Staff requests authorization for a \$35,000 increase to the contact amount for additional parts that need to be ordered prior to July 31, 2016.

**RECOMMENDATION(S):**

Authorize the General Manager to amend the contract with Ferguson Waterworks, increasing the amount for the current term by \$35,000, from \$100,000 to \$135,000, for the supply of Cla-Val parts and products.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

Sufficient funds are available in the adopted Fiscal Year 2015-16 Budget. The vast majority of these parts are inventory items; actual cost will not be expensed until the parts are used.

**DISCUSSION:**

Cla-Val products are stocked in the District's warehouse. Cla-Val provides control valves,

primarily used for pressure regulation throughout the District's service area. Customer Service Operations uses Cla-Val pressure regulators for 1-1/2" and 2" recycled water services and the Regulator Inspection and Replacement Program, while Water Operations performs repairs and bi-annual maintenance on the various controls and pressure regulating stations throughout the District. The warehouse stock levels have been depleted, and there is not sufficient stock remaining to complete the currently scheduled work orders. Increasing the contract amount by \$35,000 will allow for the remaining work orders to be completed prior to the July 31, 2016.

During the initial year of the contract, \$81,700 of the \$100,000 was used. When the contract was renewed in July 2015, there was no indication the District would require for than \$100,000 for the first renewal option. However, during the year, unanticipated repairs depleted the District's inventory of Cla-Val parts and products. In May 2016, the Rondell Pressure Reducing Station failed when a fire hydrant was sheared off by a vehicle. Staff took the opportunity to relocate the facility above ground and replace Cla-Val pressure reducing valves. The unexpected repairs depleted a large portion of the Cla-Val inventory that was planned for routine maintenance and repairs. A replacement part order reduced the remaining available contract amount to \$12,000.

Customer Service Operations is now re-focusing on the Regulator Inspection and Replacement Program, requiring an order for additional items totaling \$39,700. The lead time for Cla-Val parts varies and can be as long as four weeks. An increase of \$35,000 for the contract will allow the warehouse to replenish current supplies in a timely fashion and maintain a \$7,000 contingency for orders placed through July 31, 2016.

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Gretchen Bullock, Purchasing Supervisor



June 14, 2016 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

---

**Subject : Request to Award Annual Purchase Orders**

---

**SUMMARY:**

Annual purchase orders provide staff with flexibility when responding to operational and maintenance related matters, particularly during emergency situations. The purchase orders support staff to select and direct qualified vendors to perform work that is required both on a routine and an on-going basis.

**RECOMMENDATION(S):**

Authorize the General Manager to issue annual purchase orders to Category 1 vendors on Exhibit 1, in the specified amounts, for the period of July 1, 2016, through June 30, 2017.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The total cost of the purchase orders to Category 1 vendors is \$414,000. The amounts are based on historical activity and projected business needs. The total cost of all annual purchase orders, including those to Category 2 and 3 vendors, is \$758,500. Sufficient funds are available in the proposed Fiscal Year 2016-17 Budget for the work.

**DISCUSSION:**

Maintenance, laboratory, construction and fleet functions require staff to be able to immediately select vendors who can respond to a variety of situations, including unexpected and

emergency work, throughout the year.

Staff regularly seeks and screens for the most qualified and cost-effective vendors to provide the necessary services using the following criteria to evaluate potential vendors:

- Pricing
- Response time
- Capabilities and staffing
- Quality of services provided

On December 8, 2015, the Board extended the 2015 annual purchase orders by six months to align with the fiscal year, July 1st through June 30th. The purchase orders support staff to select and direct qualified vendors to perform work or provide materials that are required on a routine and/or on-going basis, while allowing flexibility when responding to operational and maintenance matters, particularly during emergency situations.

On April 12, 2016, the Board adopted Resolution No. 2490, modifying the Las Virgenes Municipal Water District Code and updating the District's Purchasing Code, effective July 1, 2016. The updated Purchasing Code calls for a competitive process at least once every five years for all annual purchase orders and contracts. Staff proposes to accomplish that objective over a five-year period. Beginning in Fiscal Year 2016-17, 20% of the purchase orders on the current list will be reviewed through a competitive process. In five years, all of the current annual orders will have been reviewed through a competitive process. Annual orders for purchases not currently on the list will be administered through a competitive process following the updated Purchasing Code.

The current annual purchase orders were divided into three categories based on total anticipated cost. Category 1: one-year cost of \$35,000 or greater, requiring Board approval; Category 2: five-year cost of \$35,000 or greater; and Category 3: five-year cost of under \$35,000. Category 1 purchase orders require a formal process and Board approval. Category 2 and 3 purchase orders can be approved under the General Manager's authority. For each of the next five years, 20% of each category's purchase orders will be reviewed through a competitive process until all have been completed. Based on this schedule, full implementation of the annual order review process will be completed in Fiscal Year 2020-21.

Exhibit 1 provides a list of the proposed vendors and amounts requested for Fiscal Year 2016-17. Staff recommends that the Board authorize issuance of purchase orders to the Category 1 vendors. The General Manager proposes to issue purchase orders to the Category 2 and 3 vendors, as the amounts are within his approval authority. Exhibit 2 provides a summary of the services or products provided by each vendor.

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Doug Anders, Administrative Services Coordinator

**ATTACHMENTS:**

Exhibit 1  
Exhibit 2



## Exhibit 1

### Annual Purchase Order Request

Category	OX	Vendor	2015 Purchase Order Amount	2016/17 PO (Proposed)
1	15718	Weck Laboratories	\$ 95,000	\$ 95,000
1	16024	Advanced Utility Systems	\$ -	\$ 71,000
1	15686	GI Industries	\$ 52,000	\$ 51,000
1	15750	Villa Esperanza Services	\$ 57,396	\$ 45,000
1	15727	Aquatic Bioassay	\$ 30,000	\$ 44,000
1	15720	West Coast Air Condition	\$ 40,000	\$ 38,000
1	New	DeMaria Electric Motor Services		\$ 35,000
1	15710	Vince Barnes Automotive	\$ 32,000	\$ 35,000
		<b>Category 1 Subtotal:</b>	<b>\$ 306,396</b>	<b>\$ 414,000</b>
2	15678	Consolidated Electrical Distributors	\$ 35,000	\$ 33,000
2	15693	Motion Industries	\$ 19,000	\$ 22,000
2	16023	Accurate Telecom	\$ -	\$ 19,000
2	15692	Modern Tool	\$ 10,000	\$ 18,000
2	15699	Odyssey Power	\$ 23,000	\$ 18,000
2	15706	Tire Man Agoura	\$ 20,000	\$ 16,000
2	15683	Emissions Compliant	\$ 19,000	\$ 14,000
2	15695	National Plant Service	\$ 14,000	\$ 12,000
2	15701	SC Fuels	\$ 20,000	\$ 12,000
2	15674	CA Hazardous	\$ 20,000	\$ 11,000
2	15685	ePower Network	\$ 10,000	\$ 11,000
2	15712	Vortex	\$ 15,000	\$ 11,000
2	15681	Dial Security	\$ 10,000	\$ 10,000
2	15724	Hach Company	\$ 10,000	\$ 10,000
2	15705	T&T truck & Crane	\$ 9,000	\$ 9,000
2	15671	Airgas	\$ 6,000	\$ 8,000
2	15725	Chemtreat	\$ 10,000	\$ 8,000
2	15688	IFM Effector	\$ 10,000	\$ 8,000
2	15719	WESCO	\$ 20,000	\$ 8,000
2	15709	Vaughan's Industrial	\$ 7,500	\$ 7,500
		<b>Category 2 Subtotal</b>	<b>\$ 287,500</b>	<b>\$ 265,500</b>
3	15675	CAPCO Analytical	\$ 4,500	\$ 6,000
3	15684	Empire Pipe Cleaning	\$ 12,000	\$ 6,000
3	15672	Amtech Elevator	\$ 3,200	\$ 5,000
3	15673	Blue Diamond	\$ 6,000	\$ 5,000
3	15689	Interstate Battery	\$ 5,000	\$ 5,000
3	15691	Kaman Industries	\$ 5,500	\$ 5,000
3	15714	WASTECC	\$ 8,000	\$ 5,000
3	15728	Advanced Vibration Analysis	\$ 5,000	\$ 4,000
3	15680	Delta Pacific	\$ 4,000	\$ 4,000
3	15703	Stansberry Welding	\$ 5,000	\$ 4,000
3	New	Tire Pros Simi (Formerly Pinky's)		\$ 4,000
3	15708	Underground Service	\$ 3,000	\$ 4,000
3	15713	Vulcan	\$ 4,000	\$ 4,000
3	15670	Agoura Lube & Smog	\$ 12,000	\$ 3,000
3	15694	Napa Auto Parts	\$ 6,000	\$ 3,000
3	15696	Natural Surroundings	\$ 3,000	\$ 3,000
3	15711	Vista Ford	\$ 3,000	\$ 3,000
3	15715	Waite Bros. Plumbing	\$ 3,000	\$ 3,000
3	15707	Total Barricade	\$ 15,000	\$ 2,000
3	15690	Joey M Upholstery	\$ 4,000	\$ 1,000
		<b>Category 3 Subtotal</b>	<b>\$ 111,200</b>	<b>\$ 79,000</b>
<b>Grand Total</b>			<b>\$ 705,096</b>	<b>\$ 758,500</b>

**EXHIBIT 2**  
**Annual Purchase Order Vendor List**

<b>Vendor Name / Location</b>	<b>Service / Description</b>
ACCURATE TELECOM, INC Van Nuys, CA	Support and equipment maintenance for District telephone system.
ADVANCED UTILITY SYSTEMS Chicago, IL	Support and annual maintenance for CIS Infinity Billing system.
ADVANCED VIBRATION ANALYSIS	Vibration analysis of operating equipment.
AGOURA LUBE AND SMOG Agoura Hills	Required smog testing for district on-road vehicles. Formerly Agoura Auto Service.
AIRGAS USA, LLC Northridge	Air bottles for pump station surge tanks.
AMTECH Los Angeles	Elevator service, repair, maintenance.
AQUATIC BIOASSAY & CONSULTING Ventura	Toxicity testing and aquatic biological monitoring.
BLUE DIAMOND MATERIALS Sun Valley	Hot mix asphalt materials. Recycled asphalt pavement (RAP).
CALIFORNIA HAZARDOUS SERVICES Santa Ana	Fuel tank services.
CAPCO ANALYTICAL SERVICES Ventura	State of California certified environmental and analytical testing laboratory. Air, soil and water analysis.
CHEMTREAT Regional	Industrial water treatment (Campus).
CONSOLIDATED ELECTRICAL DISTRIBUTORS Canoga Park	Suppliers of electrical equipment and products.
DELTA PACIFIC INDUSTRIES Westlake Village	Shop and industrial supplies.
DeMaria Electric Motor Services Paramount	Electric motor repair.
DIAL SECURITY Camarillo	Security services.

**Vendor Name / Location****Service / Description**

E-POWER  
Los Angeles

Uninterruptible power supplies (UPS), preventative maintenance for critical power needs .

EMISSION COMPLIANT CONTROLS CO  
Murrieta

Pollution control equipment.

EMPIRE PIPE CLEANING & EQUIPMENT  
Anaheim

Sewer cleaning and video inspection services.

G.I. INDUSTRIES  
Simi Valley

Refuse hauling services.

HACH COMPANY  
Loveland, Colorado

Laboratory instruments.

IFM EFECTOR INC.  
Exton, PA

Manufacturer/supplier of industrial sensor and control products.

INTERSTATE BATTERY SYSTEMS  
Regional/National

Automobile batteries.

JOEY M'S UPHOLSTERERS  
Ventura

Vehicle upholstery repair/replacement.

KAMAN INDUSTRIAL TECHNOLOGIES  
Oxnard

Distributor of gearing, linear motion, electrical and automation and material handling equipment and supplies.

MODERN TOOL  
Ventura

CNC and conventional machining (machine shop services).

MOTION INDUSTRIES, INC.  
San Fernando

Distributor of automotive replacement parts, industrial replacement parts and electronic materials.

NAPA AUTO PARTS  
Nationwide

Automobile replacement parts distributor.

NATIONAL PLANT SERVICES INC.  
Long Beach

Treatment plant maintenance.

NATURAL SURROUNDINGS  
Westlake Village

Interior plant maintenance services.

ODYSSEY POWER  
Anaheim

Power supply and emergency standby generators and equipment.

SC FUELS  
Orange

Gasoline and diesel fuel supplier.

STANSBERY'S WELDING  
Oxnard

Welding services.

**Vendor Name / Location****Service / Description**

T & T TRUCK & CRANE SERVICE  
Ventura

Specialized trucking and crane services.

TIRE MAN AGOURA  
Agoura Hills

Automotive repair, tire and wheel services.

Tire Pros  
Simi Valley/Thousand Oaks

Tire replacement and other automobile repair services.

TOTAL BARRICADE  
Oxnard

Traffic control.

UNDERGROUND SERVICE ALERT  
Southern California

Identification of underground pipelines and utilities.

VAUGHANS INDUSTRIAL REPAIR  
Paramount

Maintenance and repair of fans, blowers, compressors, gearboxes, pumps and turbines.

VINCE BARNES AUTOMOTIVE  
Calabasas

Automobile repair and maintenance.

VISTA FORD  
Woodland Hills

Repair and maintenance of Ford fleet vehicles.

VORTEX INDUSTRIES  
Regional

Roll up and commercial door repairs.

VULCAN MATERIALS CO.  
Nationwide

Construction aggregates.

W.A.S.T.E.C., INC.  
Los Angeles (Regional)

Wet well pumping and cleaning.

WAITE BROS. PLUMBING  
Thousand Oaks

Plumbing.

WECK LABORATORIES, INC.  
City of Industry

Certified analytical laboratory.

WESCO DISTRIBUTION, INC.  
Nationwide

Commercial and industrial equipment supplier/distributor.

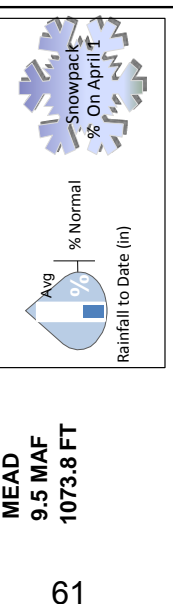
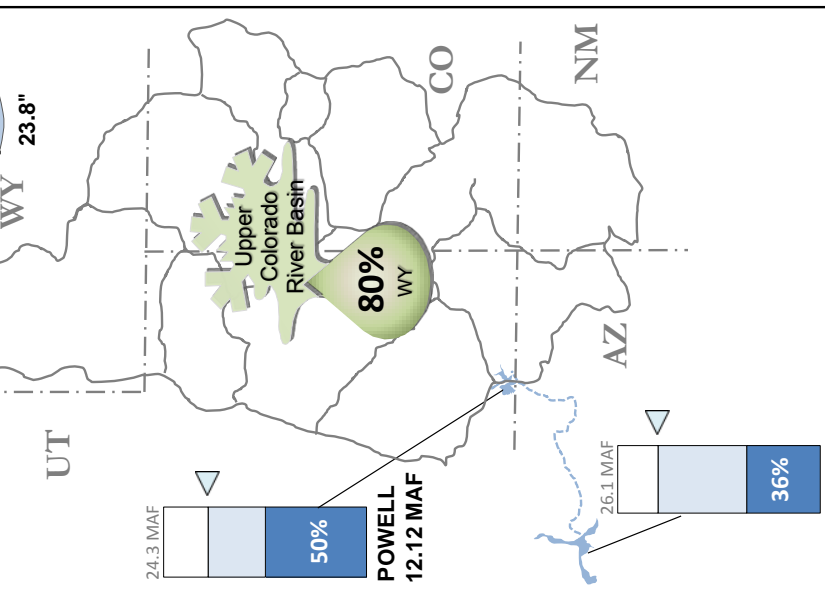
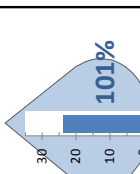
WEST COAST AIR CONDITIONING  
Oxnard

Heating, ventilation and air conditioning (HVAC) provider.

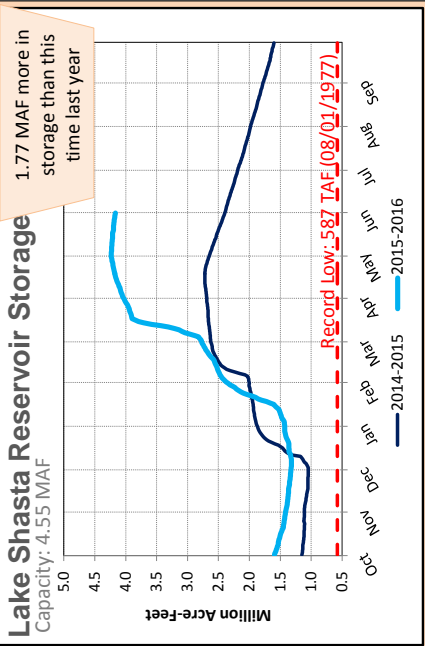
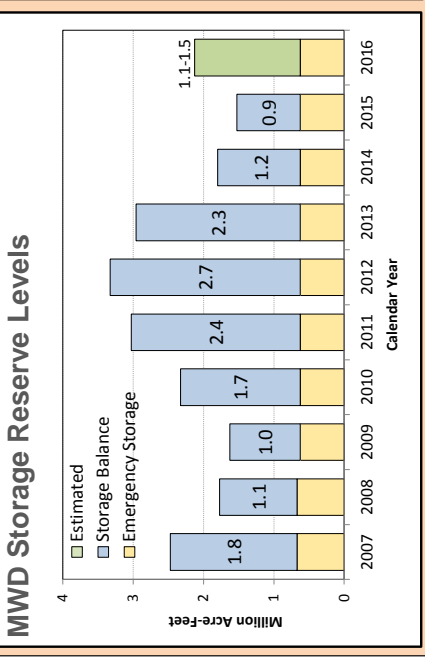
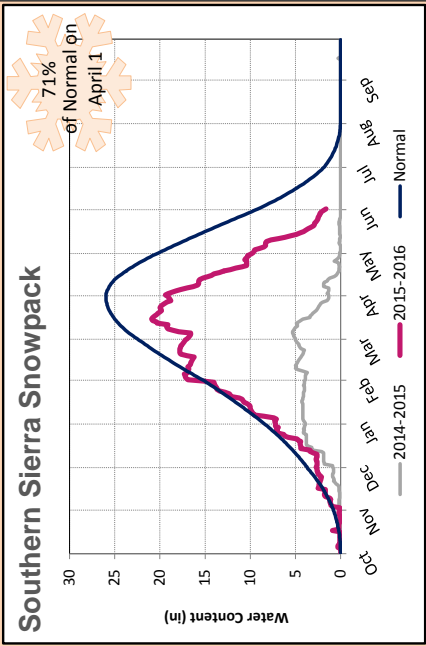
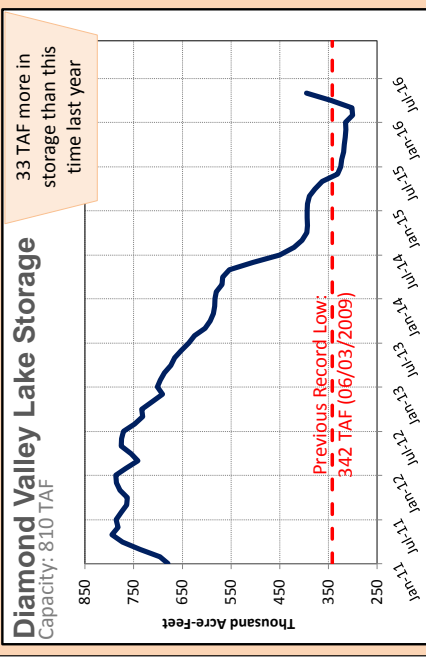
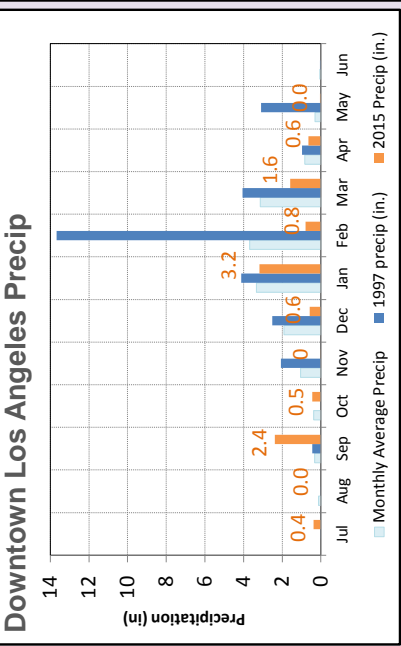
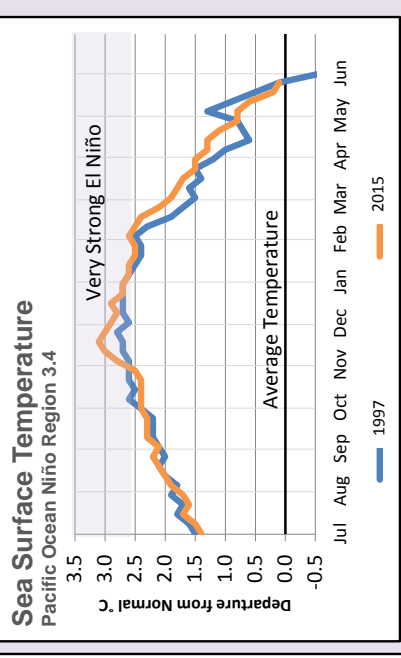
# WATER SUPPLY CONDITIONS CRA

As of: 05/31/2016

**2016 Colorado River**  
**865,000 AF**  
**69% of full CRA**  
(Does not include storage withdrawals or exchanges)



# 1997-98 vs. 2015-16 El Niño Signal



This report is produced by the Water Resource Management group and contains information from various federal, state, and local agencies. The Metropolitan Water District of Southern California cannot guarantee the accuracy or completeness of this information. Readers should refer to the relevant state, federal, and local agencies for the most up to date water supply information. Reservoirs, lakes, aqueducts, maps, watersheds, and all other visual representations on this report are not drawn to scale.

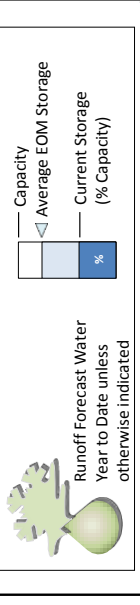
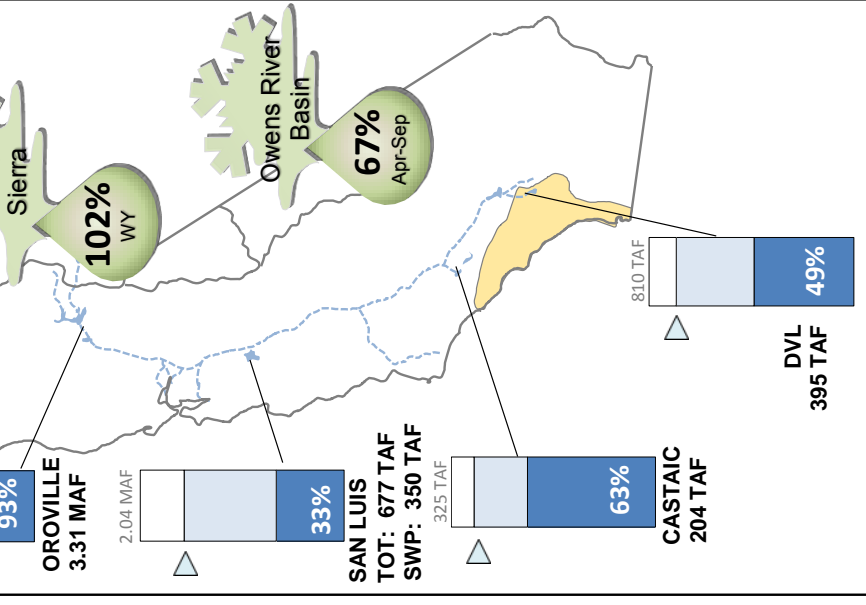
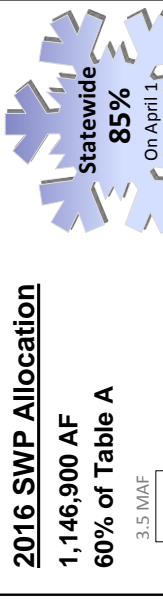
<http://www.mwdh2o.com/WSCR>

This report is best printed double sided on legal size paper (8.5" x 14") and folded in quarters

# WATER SUPPLY CONDITIONS SWP

As of: 05/31/2016

**2016 SWP Allocation**  
**1,146,900 AF**  
**60% of Table A**

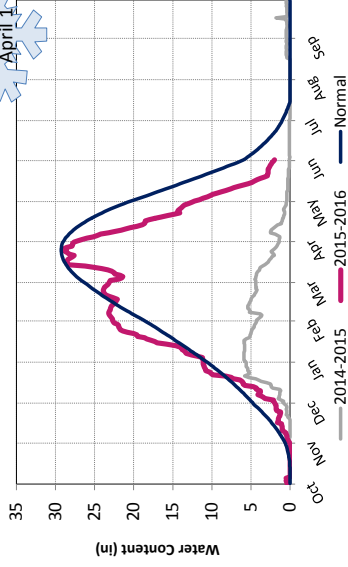


# State Water Project Resources

As of: 05/31/2016

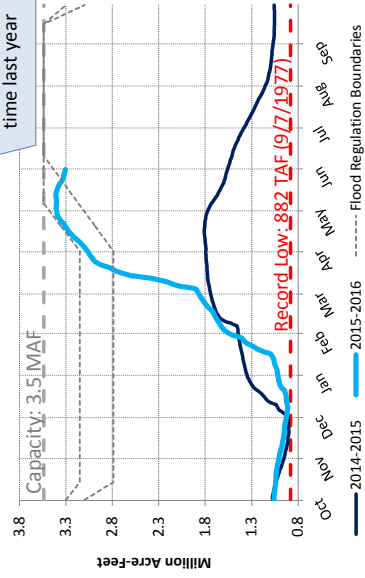
## Northern Sierra Snowpack

95% of normal on April 1



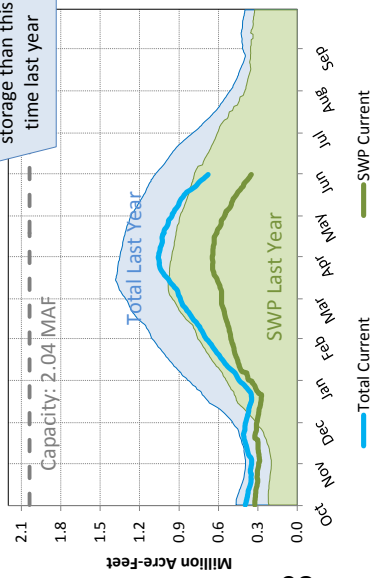
## Oroville Reservoir Storage

1.75 MAF more in storage than this time last year



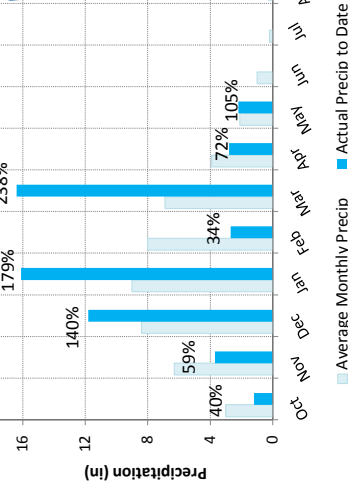
## San Luis Reservoir Storage

433 TAF less in SWP storage than this time last year



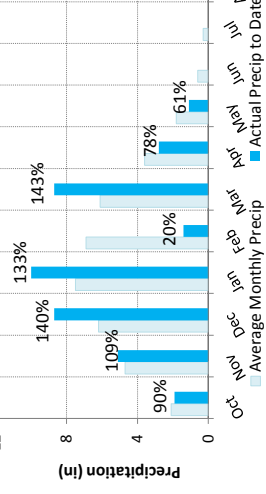
## 8 Station Index Precip

56.9 in. Water Year to Date



## 5 Station Index Precip

39.7 in. Water Year to Date

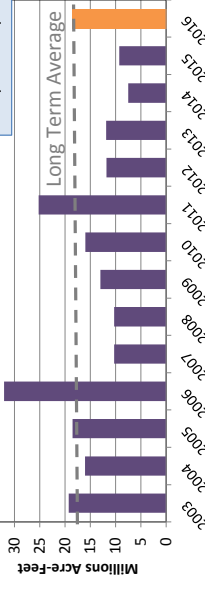


## Other SWP Contract Supplies for 2016 (AF)

Transfer Supplies	2016
Multi Year Pool	7,000
Pool A/B (Purchased)	0
Article 56 (Prior Cal. Year(s) CO)	2,400
Total	TBD

## Sacramento River Runoff

102% of normal (forecast)

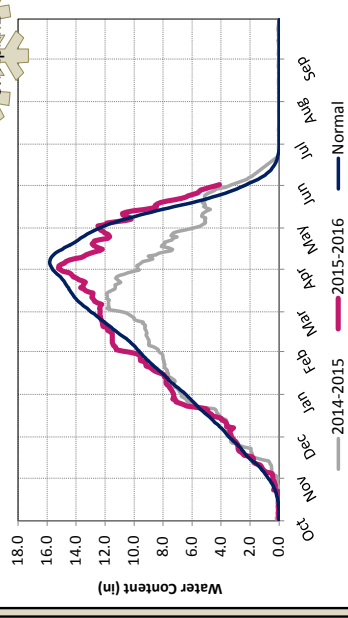


# Colorado River Resources

As of: 05/31/2016

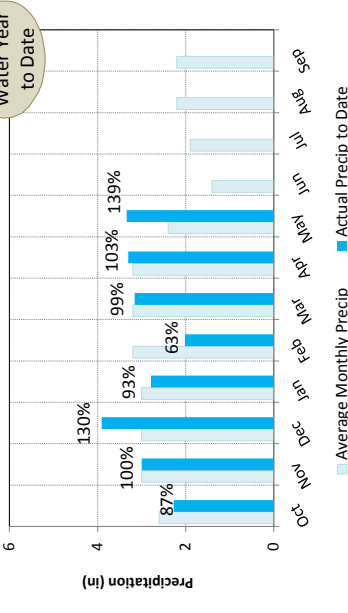
## Upper Colorado Basin Snowpack

97% of normal on April 1

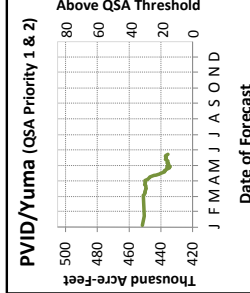


## Upper Colorado Basin Precip

23.8 in. Water Year to Date

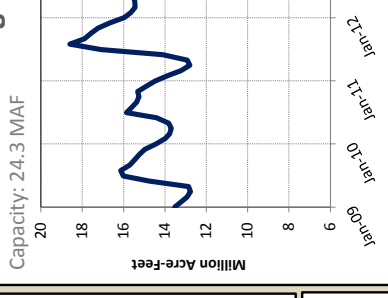


## Colorado River Ag Use Forecast



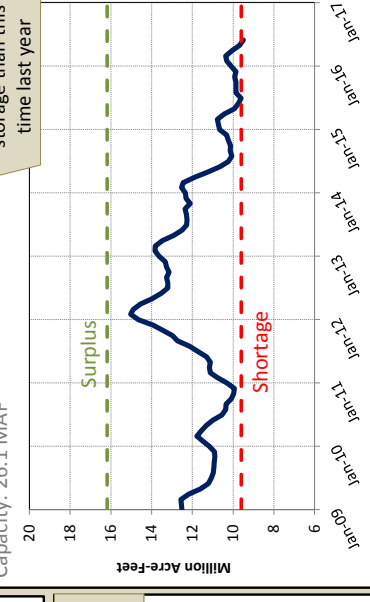
## Lake Powell Storage

602 TAF more in storage than this time last year



## Lake Mead Storage

214 TAF less in storage than this time last year



## Lake Mead Shortage/Surplus Outlook

	2017	2018	2019	2020	2021
Shortage	10%	56%	64%	64%	61%
Surplus	0%	<1%	4%	8%	12%

## Powell Unregulated Inflow

80% of normal (forecast)





## Drought Update Monday, May 23, 2016

---

### KEY ACTION ITEMS FROM THIS MONTH

- **Governor Brown Releases Revised Budget, Contains Funds for Drought Resiliency; Issues Order to Continue Water Savings:** On May 13, Governor Brown [released](#) a revised budget that proposes a total of \$334.5 million to continue the state's emergency response to the drought. This funding will increase [drought resiliency](#), assist in drought response and conservation, increase smelt protection, and the removal and disposal of dead trees in high hazard areas.  
  
In addition, Governor Brown [issued](#) an [executive order](#) on May 9, that builds on temporary statewide emergency water restrictions to establish longer-term water conservation measures including permanent monthly water use reporting, new permanent water use standards in California communities, and bans on clearly wasteful practices such as hosing off sidewalks, driveways, and other hardscapes.
- **Californians Reduce Statewide Water Use by 24.3% in March; State Water Board Set to Consider Revisions to Emergency Regulation in May:** On May 3, the State Water Board [released](#) conservation figures for [March 2016](#) showing that Californians statewide have reduced their water use by 24.3%, as compared to water use in March 2013. This brings the state's cumulative water savings from June 2015 through March 2016 to 1.3 million acre-feet of water, or a 23.9% overall statewide reduction over the same months in 2013.
- **DWR Increases State Water Project Allocation Estimate to 60%:** On April 21, the Department of Water Resources (DWR) increased its water delivery estimate allocation for the State Water Project (SWP) from 45 percent in March to 60 percent. March storms have increased the state's Northern California reservoirs which continue to prompt the increase in delivery allocations. However, despite the recent increases, DWR noted that storage in Southern California reservoirs and groundwater aquifers remains low and that the state's historic drought is far from over. For more information about current reservoir conditions please visit DWR's [California Data Exchange Center – Reservoirs](#).
- **State Water Board Adopts 'Stress Test' Approach to Water Conservation Regulation:** On May 18, the State Water Board [adopted](#) a statewide water conservation approach that replaces the prior percentage reduction-based water conservation standard with a localized "stress test" approach that mandates urban water suppliers act now to ensure at least a three year supply of water to their customers under drought conditions. For more information, view the newly adopted emergency regulation on the State Water Board's [Conservation Portal](#).

- Agencies Agree to Coordinate on Flood and Habitat Projects in the Yolo Bypass Region:** On May 10, the California Natural Resources Agency (CNRA) [announced](#) that fifteen branches of federal, state, and local government have agreed to work together on planning and projects in the Yolo Bypass and Cache Slough region to restore wildlife habitat, better manage floods, preserve farmland, improve water supply and quality, and provide economic development and recreation. For more information, a copy of the MOU is available [here](#).
- DWR Releases Proposed Regulations on Groundwater Sustainability Plans:** On May 10, the Department of Water Resources (DWR) [released](#) proposed regulations that will guide the development of Groundwater Sustainability Plans as mandated by the Sustainable Groundwater Management Act ([SGMA](#)) enacted by Governor Brown in 2014. These regulations will move California toward the implementation of SGMA and more sustainable management in California's groundwater resources. For more information regarding California's groundwater visit DWR's [Groundwater Portal](#).
- CDFA Accepting Applications for Grants to Provide Technical Assistance to Farmers:** On May 11, the California Department of Food and Agriculture (CDFA) [announced](#) they are accepting grants applications from organizations that wish to provide technical assistance to farmers applying for State Water Efficiency and Enhancement Program ([SWEET](#)) funding. For more details on how to apply, view CDFA's 2016 SWEET Technical Assistance Workshop Grants, [Request for Applications](#).
- CDFW Now Accepting Proposals for Proposition 1 Restoration Grant Programs:** On May 10, the California Department of Fish and Wildlife (CDFW) [announced](#) the department is accepting proposals for ecosystem restoration and protection projects that fulfill the objectives of Proposition 1. Approved projects will contribute to the objectives of the California Water Action Plan, State Wildfire Action Plan, the Delta Plan, and California EcoRestore. For more information, visit CDFW's [Proposition 1 Restoration Grant Programs Portal](#).
- Coastal Conservancy Prop 1 Grant Solicitation:** On May 1, the State Coastal Conservancy (Conservancy) [released](#) the Proposal Solicitation for the next round Prop 1 grants. These grants fund multi-benefit ecosystem and watershed protection and restoration projects. Priority project types include will water sustainability improvements, anadromous fish habitat enhancement, wetland restoration and urban greening. Grant applications are due to the Conservancy on June 30, 2016. For more information, visit the Conservancy's [Prop 1 Grants Portal](#).
- Bureau Announces Initial Water Supply Allocation for the Central Valley Project:** On April 22, the U.S. Bureau of Reclamation [increased](#) the water supply allocation for Friant Division Class 1 contractors from 40% to 50%. This allocation is based on improved forecasted hydrologic conditions, commercial power operations in the Upper San Joaquin River Basin, current storage in Millerton Lake, and cooler weather demand patterns. For more information, view the full press release on the Reclamation [News and Media Portal](#).



- **California’s Water Conservation Education Program Campaign:** Recently, Save Our Water and ScottsMiracle-Gro extended their partnership to [launch](#) new public messaging to encourage Californians to continue saving water in their outdoor spaces. The effort was launched the week of Earth Day, and will be available in the Los Angeles, Sacramento, San Diego, and San Francisco market areas.

This effort builds on the past work between Save Our Water and ScottsMiracle-Gro to encourage Californians to keep “Fixing It for Good”, and taking actions that will provide long-term water savings. As part of the effort, ScottsMiracle-Gro has launched a website at [www.scottsmiraclegro.com/California](http://www.scottsmiraclegro.com/California) to provide inspiration and information on how water can be efficiently used in outdoor landscapes.

Save Our Water continues to promote the “[Claim your Turf Replacement](#)”, and “[Claim Your Toilet](#)” rebate programs. For more tips and tools to help conserve water and keep trees healthy during the drought, please visit Save Our Water’s website, which is available in both [English](#) and [Spanish](#), or connect with the program on [Facebook](#), [Twitter](#) or [Instagram](#).

- **Governor’s Drought Task Force:** The Task Force continues to take actions that conserve water and coordinate state response to the drought. During the May 12 meeting, the Task Force provided updates on water conditions, water operations and environmental habitat, water conservation, and drought impacts and response efforts.

## **CURRENT DROUGHT CONDITIONS**

- **Recent Precipitation:** Over the past two weeks, light to moderate amounts of precipitation was observed in most parts of the state. The Sierra Mountains received the most significant amount of precipitation. Seven day total rainfall accumulation was up to 2.1 inches in the Northern Sierra, up to 1 inch in the Central Sierra, and up to 1.7 inches in the Southern Sierra.

The Sacramento Valley and the San Joaquin Valley observed up to 0.6 inch of precipitation. The North Coast, Central Coast, and South Coast received up to 0.45 inch, 0.7 inch, and 1.2 inches of precipitation, respectively.

Below are precipitation totals (in inches) from May 6 through May 13, and year-to-date rainfall based on the water year cycle (October 1, 2015 to September 30, 2016).

- |  |   |
|--|---|
| • <b>Bakersfield:</b> 0.54” (5.43”)    | • <b>Redding:</b> 0.44” (35.65”)          |
| • <b>Paso Robles:</b> 0.00” (7.37”)    | • <b>Riverside:</b> 0.18” (5.17”)         |
| • <b>Fresno:</b> 0.23” (14.27”)        | • <b>Sacramento:</b> 0.06” (15.81”)       |
| • <b>Yosemite:</b> 0.16” (35.20”)      | • <b>San Diego:</b> 0.43” (7.72”)         |
| • <b>Los Angeles:</b> 0.05” (6.35”)    | • <b>Mount Shasta:</b> 0.24” (37.76”)     |
| • <b>Stockton:</b> 0.33” (16.58”)      | • <b>South Lake Tahoe:</b> 1.25” (21.33”) |
| • <b>San Francisco:</b> 0.15” (22.12”) | • <b>Monterey:</b> 0.12” (21.42”)         |

- **Weather Outlook:** Cooler temperatures and precipitation for Northern Areas were expected this past weekend. Rainfall accumulations through this past weekend were estimated to range from 0.07 to 0.38 inches in the Klamath Basin, 0.04 to 0.37 inches in the North Coast, up to 0.22 inches in the Northern Sierra, and 0.01 to 0.22 inches in the Upper Sacramento region. Beginning Monday through Thursday, dry conditions are forecast across the state.
- **Fire Activity:** Since the beginning of the year, firefighters from CAL FIRE and the U.S. Forest Service have responded to over 772 wildfires across the state, burning 813 acres. Fire activity across California is high resulting in 407 new wildfires in the past month.
- **CAL FIRE Burn Suspension Status:** As weather conditions continue to bring less precipitation and increased temperatures, CAL FIRE has required burn permits within the State Responsibility Area in all counties throughout the state as of May 1. For additional information on preparing for and preventing wildfires, please visit <http://www.readyforwildfire.org/>.
- **Snow Survey:** As of May 23, a recent update using the [automated snow sensors](#) show snowpack conditions across the state now stand at 29 percent of normal. Regionally, the Northern Sierra is at 25 percent of average to date, Central Sierra is at 36 percent of average to date, and the Southern Sierra is at 20 percent of average to date.
- **Reservoir Management:** Since the last report on May 6, Central Valley reservoirs from Shasta and Trinity in the North to Isabella in the South had a net gain in storage of 90,308 acre-feet (AF), with a total gain of 184,292 AF and a total loss of 93,984 AF. Shasta Reservoir decreased by 12,509 AF, while San Luis Reservoir, an off-stream reservoir for the Central Valley Project and State Water Project, decreased its storage by 40,452 AF.

Shasta Reservoir recorded 4.2 million AF on May 12 with a 10-day average change in storage of -1,763 AF per day. Oroville Reservoir recorded 3.4 million AF on May 12 with a 10-day average change in storage of 292 AF per day. Folsom Reservoir recorded 839,665 AF on May 12 with a 10-day average change in storage of 979 AF per day.

- [Reservoir Levels](#) as of May 15 have increased, including: Castaic Lake 63% of capacity (70% of year to date average); Don Pedro 74% of capacity (98% of average); Exchequer 56% of capacity (85% of average); Folsom Lake 86% of capacity (106% of average); Lake Oroville 95% of capacity (113% of average); Perris Lake 35% (42% of average); Millerton Lake 63% of capacity (84% of average); New Melones 26% of capacity (41% of average); Pine Flat 63% of capacity (91% of average); San Luis 38% of capacity (46% of average); Shasta Reservoir 92% of capacity (107% of average); and Trinity Lake 58% of capacity (68% of average). An update of water levels at other [smaller reservoirs](#) is available.

- **Dry Well Reports:** The winter of 2015-16 brought welcomed storms to Northern California, but the southern half of the state remains dry. For 2016, the Governor's Drought Task Force continues to monitor and identify communities and local water systems in danger of running out of water. In 2015, a cross-agency team, led by the Department of Water Resources (DWR), developed a new system that improves and streamlines data collection and reporting for [household water shortages](#) for California water systems with fewer than 15 household connections.

As of May 12, approximately 2,166 wells statewide have been identified as critical or dry, affecting an estimated 10,830 residents. Cal OES reported that 1,982 of the 2,166 dry wells are concentrated in the inland regions within the Central Valley. If you are experiencing a water supply shortage, please [submit a report](#) on DWR's Household Water Supply Shortage Reporting System website.

- **Vulnerable Water Systems:** The State Water Board continues to provide technical and funding assistance to several communities facing drinking water shortages, and is monitoring water systems across the state. Since January 2014, 116 out of the 157 projects approved to receive emergency funding for interim replacement drinking water have been executed. On May 19, 2015, the State Water Board adopted Guidelines for administering the latest emergency drought appropriations of \$19 million announced this past March. To date, the State Water Board has received requests for \$16.1 million of those funds.

## **ONGOING DROUGHT SUPPORT**

- **Emergency Food Aid, Utility and Employment Assistance:** The Department of Social Services (CDSS) Drought Food Assistance Program (DFAP) provides food assistance to affected communities that suffer high levels of unemployment from the drought. To date, over 1,330,086 boxes have been provided to community food banks in drought-impacted counties, with an average of approximately 13,250 food boxes per week since June 2014. Approximately 1,198,287 boxes of food have been picked up by 618,960 households.

Food boxes distributions vary by county and occur 1-4 times per month. This past week, nearly 43% of the food distributions have occurred in the Tulare Basin (Fresno, Kern, Kings and Tulare). An estimated 13,320 boxes are scheduled for delivery to Fresno, Kern, Riverside, San Joaquin, and Tulare for the week ending May 13.

The Labor Workforce Development Agency announced that the federally funded Drought Temporary Jobs program has enrolled 1,172 participants at 197 worksite projects in 15 counties. The program is funded through the U.S. Department of Labor's National Dislocated Worker Grant program which offers 6 months of employment on drought-related public works projects for up to 1,000 workers affected by the drought.

The Department of Community Services and Development (CSD) is in the process of allocating \$400,000, under CSBG, to support the Migrant and Seasonal Farmworker (MSFW) drought assistance program which provides assistance in employment training and placement services to individuals impacted by the drought. To date, CSD has expended a total of \$356,486 and has assisted 111 participants in employment training and placement services.

In response to California's historic drought, CSD has received \$7.5 million in General Fund to implement the Drought Emergency Assistance Program (DEAP) to provide emergency relief and support services to drought-impacted individuals and their families and households. As of May 9, approximately \$6.4 million has been issued to 4,839 households.

- **Drought Response Funding:** The \$3.7 billion in state drought funding appropriated in the 2014 and 2015 Budget Acts, as well as in March 2015 through emergency legislation, continues to advance toward meeting critical near-term needs and long-term drought resiliency and water supply needs. To date, \$997 million has been committed and an additional \$415 million is anticipated to be committed by the end of Fiscal Year 2015-16.

Of the critical near-term funds available, approximately 75 percent is now committed and an additional \$72 million is anticipated to be committed in the remaining Fiscal Year.

In addition, Governor Brown has proposed an additional \$323 million for the 2016-17 budget to continue the state's response to the drought. If approved by the Legislature, these additional funds will be available to aid in emergency drinking water for communities, emergency food assistance, enhanced fire protection, environmental and wildlife assistance, assistance to communities to help dispose of the dead and dying trees in high hazard zones for public safety issues, and the continued statewide awareness campaign.

## **Local Government**

- **Local Emergency Proclamations:** A total of 58 local Emergency Proclamations have been received to date from city, county, and tribal governments, as well as special districts:
  - **26 Counties:** Butte, Colusa, Calaveras, El Dorado, Fresno, Glenn, Inyo, Kern, Kings, Madera, Mariposa, Merced, Modoc, Plumas, San Bernardino, San Joaquin, San Luis Obispo, Santa Barbara, Shasta, Siskiyou, Stanislaus, Sutter, Trinity, Tulare, Tuolumne, and Yuba.

- **10 Cities:** Fort Bragg (Mendocino County), Live Oak (Sutter County), Lodi (San Joaquin County), Manteca (San Joaquin County), Montague (Siskiyou County), Porterville (Tulare County), Portola (Plumas County), Rancho Cucamonga (San Bernardino County), Ripon (San Joaquin County), and West Sacramento (Yolo County).
- **10 Tribes:** Cortina Indian Rancheria (Colusa County), Hoopa Valley Tribe (Humboldt County), Karuk Tribe (Siskiyou/Humboldt Counties), Kashia Band of Pomo Indians of the Stewarts Point Rancheria (Sonoma County), Picayune Rancheria of Chukchansi Indians (Madera County) Sherwood Valley Pomo Indian Tribe (Mendocino County), Tolowa Dee-ni' Nation (Del Norte County), Tule River Indian Tribe (Tulare County), Yocha Dehe Wintun Nation (Yolo County), and Yurok Tribe (Humboldt County).
- **12 Special Districts:** Carpinteria Valley Water District (Santa Barbara County), Goleta Water District (Santa Barbara County), Groveland Community Services District (Tuolumne County), Lake Don Pedro Community Services District (Mariposa Stanislaus County), Mariposa Public Utility District (Mariposa County), Meiners Oaks Water District (Ventura County), Montecito Water District (Santa Barbara County), Mountain House Community Service District (San Joaquin County), Nevada Irrigation District (Nevada County), Placer County Water Agency (Placer County), Tuolumne Utilities District (Tuolumne County), and Twain Harte Community Services District (Tuolumne County).
- **Water Agency Conservation Efforts:** The Association of California Water Agencies (AWCA) [has identified](#) several hundred local water agencies that have implemented water conservation actions. These water agencies [are responding to the drought](#) by implementing conservation programs, which include voluntary calls for reduced water usage and mandatory restrictions where water shortages are worst.

ACWA [released](#) a Drought Response Toolkit to assist water agencies as they take action to meet state-mandated water conservation target and communicate information about water use restrictions, enforcement and other issues with their customers, media and other audiences.

- **County and Tribal Drought Task Forces:** A total of 15 county and tribal drought task forces continue to coordinate local drought response in 2016. Inland Regions counties include: Colusa, Madera, Merced, San Joaquin, Tulare, and Tuolumne. Coastal Regions counties include: Hoopa Valley Tribe (Humboldt County), Humboldt, Karuk Tribe (Siskiyou County), San Mateo, Trinidad Tribe (Humboldt County), and Yurok Tribe (Humboldt and Del Norte County). Southern Regions counties include: Orange, San Luis Obispo, and Santa Barbara.

## DROUGHT RELATED WEBSITES FOR MORE INFORMATION

### [Drought.CA.Gov](#): California's Drought Information Clearinghouse

State's Water Conservation Campaign, [Save Our Water](#)  
Local Government, [Drought Clearinghouse and Toolkit](#)

California Department of Food and Agriculture, [Drought Information](#)  
California Department of Water Resources, [Current Water Conditions](#)  
California Data Exchange Center, [Snow Pack/Water Levels](#)  
California State Water Resources Control Board, Water Rights, [Drought Info and Actions](#)  
California Natural Resources Agency, [Drought Info and Actions](#)  
State Water Resources Control Board, Drinking Water, [SWRCB Drinking Water Program](#)  
California State Water Project, [Information](#)

[U.S. Drought Monitor](#) for Current Conditions throughout the Region  
[U.S. Drought Portal](#), National Integrated Drought Information System (NIDIS)  
National Weather Service [Climate Predictor Center](#)  
USDA Drought Designations by County [CA County Designations](#)  
USDA Disaster and Drought Assistance Information [USDA Programs](#)  
U.S. Small Business Administration Disaster Assistance Office



June 14, 2016 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: General Manager

**Subject : Draft Strategic Plan: Review and Comment**

**SUMMARY:**

In March 2015, the Board authorized staff to initiate an effort to review the District's Strategic Plan, which has not undergone a major update in over 10 years. Staff hired John Ruetten, President of Resource Trends, Inc., to assist with the effort and solicit input from employees at all levels of the organization. The attached draft Strategic Plan describes the District's strategy to address the opportunities, challenges and needed investments likely to arise in the next 20 years. Further, the Strategic Plan will provide the basis for making decision on the allocation of resources to ensure consistent direction moving forward.

**RECOMMENDATION(S):**

Review and comment on the draft Las Virgenes Municipal Water District Strategic Plan.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

No

**DISCUSSION:**

**Background:**

Strategic planning is the process through which an organization defines its strategy, or direction, and makes decisions on the allocation of its resources. Normally, the strategic planning process culminated in the preparation of a strategic plan, which is used to communicate the key elements of an organization's strategy. The District's Board first adopted

a strategic plan in 1995 and updated the plan in 2000, 2005, and 2010. However, a major update to Strategic Plan has not been performed for over 10 years.

#### Process:

On March 13, 2015, the Board authorized staff to initiate a process to consider a major update to the Strategic Plan. Shortly thereafter, the General Manager hired John Ruetten, President of Resource Trends, Inc., to assist with the effort given his experience assisting Tucson Water, Orange County Water District and Encina Wastewater Authority with similar processes. Mr. Ruetten met with the General Manager and Department Heads to understand the Executive Team's vision for the process. Among the important items discussed was the need to engage employees at all levels of the organization.

In October 2015, Mr. Ruetten conducted 30-minute, one-on-one interviews with 27 employees, from Department Head to Water Reclamation Plant Operator I. Employees were encouraged to provide their perspectives on the most important challenges facing the District in the next 20 years and opportunities for improvement. The interviews resulted in valuable feedback and insights that became the basis for key elements of the draft Strategic Plan.

A Strategic Planning Workshop was held with the Board on April 18, 2016, to review a summary of the interview results, terminology for the strategic plan, the District's mission and vision, proposed behavioral and business values, and draft strategic objectives. At the meeting, nine strategic objectives were discussed and vetted using breakout groups lead by a Board Member working with key staff. Each breakout group presented its feedback on their assigned strategic objectives, which was incorporated into the draft Strategic Plan.

#### Strategic Plan Content/Organization:

The heart of the draft Strategic Plan is the Strategic Foundation, which consists of three components: the District's mission, vision and behavioral values. The mission describes the District's purpose or what we do; whereas, the vision describes what we want to be, or be known for, in the future. The behavioral values describe how we conduct our business and interact with others. The Strategic Foundation is supported by business values (what we commit to our customers), standards (rules or service levels that put business values in operational terms) and strategic objectives (major undertaking over a 10-year period).

#### Mission and Vision:

The strategic planning process presents an opportunity for the District to evaluate its mission and vision, considering the need to update them in recognition of the changing environment in which water and wastewater utilities operate. In recent years, the Board has provided staff with feedback on potential changes to the District's current mission statement and ideas for development of a vision statement. Based on the feedback received, staff developed the following options for the Board to consider:

##### Mission Statement:

1. Dedicated to providing quality water services. (recommended, reflecting "One Water" concept)
2. Dedicated to providing quality water and wastewater services. (current)
3. Providing quality water and wastewater services in a cost-effective and



environmentally sensitive manner.

4. Providing quality water services in a cost-effective and environmentally sensitive manner.

#### Vision Statement:

1. Bringing water full circle. (recommended)
2. Leading in customer satisfaction.
3. Harnessing the value of water.
4. Valuing every drop.

#### Behavioral Values:

Behavioral values guide staff in conducting the District's business and interacting with others. The following behavioral values are proposed:

- Integrity
- Respect
- Commitment
- Responsibility
- Collaboration
- Responsibility
- Collaboration
- Leadership

#### Business Values:

Business values describe the commitments the District makes to its customers. The following proposed business values closely mirror the "goals" and "objectives" contained in earlier versions of District's Strategic Plan:

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

#### Strategic Objectives:

Strategic objectives describe the District's major undertakings, considering the significant opportunities, challenges or needed investments likely to arise in the next 20 years. The following strategic objectives are proposed:

1. Develop a strategy to maintain a highly effective workforce.
2. Improve the District's water supply reliability.
3. Support customers to meet water-use efficiency standards.

4. Eliminate discharges to Malibu Creek by maximizing beneficial reuse.
5. Achieve a high credit rating for the District's three enterprises.
6. Reduce the District's carbon footprint.
7. Provide new/improved customer tools to enhance service delivery.
8. Develop a process to act on efficiency improvement suggestions.
9. Enhance the District's asset management programs.

Next Steps:

At the Board meeting, staff seeks feedback and comments on the draft Strategic Plan, particularly on the proposed mission and vision statements. Staff will incorporate the comments received, produce a final draft Strategic Plan and submit it to the Board for approval in July 2016.

Prepared by: David W. Pedersen, General Manager

**ATTACHMENTS:**

Draft Strategic Plan

**LAS VIRGENES MUNICIPAL WATER DISTRICT**



**DRAFT STRATEGIC PLAN**

**JUNE 14, 2016**

---

## ABOUT LAS VIRGENES MUNICIPAL WATER DISTRICT (LVMWD)

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

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

In 1964, LVMWD and Triunfo Sanitation District established the Las Virgenes-Triunfo Joint Powers Authority (JPA) to cooperatively collect and treat the wastewater for their bordering service areas, both within the Malibu Creek Watershed. Wastewater is collected through a network of trunk sewers and treated at the Tapia Water Reclamation Facility, which produces high-quality recycled water used primarily for irrigation purposes. Beginning in 1994, biosolids generated from the wastewater treatment process are conveyed to the Rancho Las Virgenes Composting Facility and transformed into "Class A – Exceptional Quality" garden compost that is distributed free for home use.

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

---

## PURPOSE OF LVMWD'S STRATEGIC PLAN

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

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

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

---

## ELEMENTS OF THE STRATEGIC PLAN

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

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

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

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

---

## STRATEGIC FOUNDATION

### MISSION

Dedicated to providing quality water services.

### VISION

Bringing water full circle.

### BEHAVIORAL VALUES

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

#### **Integrity**

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

#### **Respect**

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

#### **Commitment**

We give our best to get the job done right.

#### **Responsibility**

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

#### **Collaboration**

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

#### **Leadership**

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

## BUSINESS VALUES

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



## KEY STANDARDS

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

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

**High Level of Customer Satisfaction:** LVMWD endeavors to maintain a high level of customer satisfaction through responsive and professional service. When calling during business hours, customers can count their calls being answered by a Customer Service Representative, without the delay and “button pushing” associated with an automated phone system. Employees are empowered to solve customer problems or escalate them to the appropriate manager. After hours, employees are available 24/7 to respond to outages and other emergencies.

**Transparency and Community Engagement:** LVMWD is committed to providing easy access to important information on its finances, operations and decision-making process. Openly sharing information builds public trust and ensures accountability. Further, LVMWD maintains an active role in the communities it serves, engages those affected by its activities and values customer feedback.

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

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

**Protection of Public Health and the Environment:** Protecting public health and the environment is central to all aspects of LVMWD’s business, from supplying safe drinking water to preventing sanitary sewer overflows. LVMWD is diligent in meeting or exceeding the many environmental regulations applicable to its operations. Further, LVMWD is committed to be a watershed leader and environmental steward, recognizing the need to protect the valuable resources that make its service area unique.

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

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

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

**Sound Planning and Appropriate Investment:** The foundation for reliable water and wastewater services is sound planning. LVMWD focuses on the long-term, anticipating future needs and making the appropriate investments to address those needs. Planning efforts support LVMWD in making compelling business cases for investments. LVMWD sets rates to recover the full cost of service, including investments to replace or upgrade aging infrastructure. Also, LVMWD is well-prepared for emergencies.

**Innovative and Efficient Operations:** LVMWD is committed to innovative and efficient operations. Investments are made in efficiency improvements with a focus on reducing costs while maintaining key service standards. Efficiency improvements are sought through innovation and the use of proven technologies. Also, a systematic approach, utilizing suggestions from employees, supports efficiency enhancements.

---

## STRATEGIC OBJECTIVES

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

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

1. Develop a strategy to maintain a highly effective workforce.
2. Improve LVMWD's water supply reliability
3. Support customers to meet water-use efficiency standards.
4. Eliminate discharges to Malibu Creek by maximizing beneficial reuse.
5. Achieve a high credit rating for LVMWD's three enterprises.
6. Reduce LVMWD's carbon footprint.
7. Provide new/improved customer tools to enhance service delivery.
8. Develop a process to act on efficiency improvement suggestions.
9. Enhance LVMWD's asset management programs.



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

<p><i>Applicable Business Values</i></p>	<ul style="list-style-type: none"> <li>• Highly Effective Workforce</li> <li>• Innovative and Efficient Operations</li> <li>• High Level of Customer Satisfaction</li> <li>• Safe, High-Quality Water</li> <li>• Transparency and Community Engagement</li> <li>• Sound Planning and Appropriate Investment</li> <li>• Reliable Water Supplies and Service</li> <li>• Sound Financial Management</li> <li>• Maximum Reuse and Resource Recovery</li> <li>• Protection of Public Health and Environment</li> </ul>
<p><i>Most Relevant Standards</i></p>	<ul style="list-style-type: none"> <li>• Hire, Promote and Retain Qualified Employees</li> <li>• Provide Competitive Compensation and Benefits</li> <li>• Develop Employee Skills, Competencies, Leadership</li> <li>• Focus on Knowledge Transfer and Succession Planning</li> <li>• Support on-going training and education</li> </ul>
<p><i>Background</i></p>	<p>LVMWD has a committed and dedicated workforce. Employees are very resourceful and effective in providing LVMWD’s services to achieve a high level of customer satisfaction.</p>
<p><i>Challenge/ Opportunity</i></p>	<p>The workforce has been changing, and will continue to change, as long-tenured employees retire and a new generation of employees join LVMWD. The challenge will be to capture and transfer knowledge from tenured employees. Succession planning will also be critical to prepare and develop employees to take on higher-level positions, particularly those that are “stand-alone” (i.e. without a subordinate position with similar duties) or require unique skills. Developing and communicating a philosophy for compensation and benefits will also be important for LVMWD to retain its most qualified employees and support recruitment efforts.</p>
<p><i>Solution</i></p>	<p>Develop a workforce strategy that addresses the following items:</p> <ul style="list-style-type: none"> <li>• Institutional knowledge capture and transfer</li> <li>• Succession planning</li> <li>• Retention and development of employees</li> <li>• Philosophy for compensation and benefits (where to be in the market)</li> <li>• New employee orientation</li> <li>• Expansion of the internship program</li> <li>• Communication of standards</li> <li>• Performance management and recognition</li> </ul>
<p><i>Timing</i></p>	<p>2 years</p>
<p><i>Ramifications of Not Acting</i></p>	<p>Potential impacts to the quality and efficiency of LVMWD’s service.</p>

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

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>• Reliable Water Supplies and Service</li> <li>• Sound Planning and Appropriate Investment</li> <li>• Safe, High-Quality Water</li> <li>• Maximum Reuse and Resource Recovery</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>• Meet Current and Future Demands</li> <li>• Promote, Encourage and Support Efficient Water Use</li> <li>• Low Risk of a Sustained Water Shortage</li> <li>• Diverse Portfolio, Resilient to Climate Change</li> <li>• Comprehensive Maintenance and Replacement Programs</li> <li>• Well-Prepared for Emergencies</li> <li>• Maximize Beneficial Use of Recycled Water</li> </ul>
<i>Background</i>	<p>LVMWD meets 80% of its overall water demands with potable water purchased from Metropolitan Water District of Southern California (MWD). The remaining 20% of demands is met with recycled water.</p>
<i>Challenge/ Opportunity</i>	<p>LVMWD is entirely dependent on MWD for its potable water supplies. Although MWD provides an excellent level of reliability, LVMWD is vulnerable to future shortages due to drought and climate change. Absent construction of California WaterFix, imported water deliveries from the State Water Project will be subject to continued pumping restrictions due to endangered fish species in the Delta and even potential interruption following a failure in the Delta. Further, efforts to improve water supply reliability require substantial time and investment.</p>
<i>Solution</i>	<p>Develop plans to diversify and improve the reliability of LVMWD’s water supply portfolio, considering the following items:</p> <ul style="list-style-type: none"> <li>• Additional use of recycled water</li> <li>• Groundwater banking</li> <li>• Indirect potable reuse</li> <li>• Regional partnerships with neighboring agencies to develop local supplies</li> <li>• Brackish groundwater treatment</li> <li>• Water-use efficiency improvements</li> <li>• Conversion of areas served by septic systems to sewers, increasing recycled water supplies</li> <li>• Exchanges of recycled water for potable supplies</li> <li>• Advocating for amendment of the MWD Act to remove “supplemental” from the description of its role as a regional water supplier.</li> <li>• Advocating for construction of California WaterFix.</li> </ul>
<i>Timing</i>	5 to 10 years
<i>Ramifications of Not Acting</i>	Remain vulnerable to future shortages.

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

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>• Reliable Water Supplies and Service</li> <li>• High Level of Customer Satisfaction</li> <li>• Innovative and Efficient Operations</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>• Promote, Encourage and Support Efficient Water Use</li> <li>• Accurate Water Use Data and Billing</li> <li>• Easy to Pay Bill, View Water Usage, Solve Problems</li> <li>• Employ Technology to Improve Services</li> <li>• Invest in Efficiency Improvements</li> </ul>
<i>Background</i>	<p>The state’s 20x2020 Conservation Plan requires water agencies to achieve a 20% reduction in per capita water usage by 2020. On January 1, 2016, LVMWD implemented budget-based rates, establishing individualized water budgets for every customer. Budgets were based on state efficiency standards for indoor and outdoor water use. Also, the Board adopted escalating, volumetric penalties for wasteful water use.</p>
<i>Challenge/ Opportunity</i>	<p>Approximately two-thirds of LVMWD’s customers currently keep their usage within budgeted amounts, meeting water-use efficiency standards. However, the remaining one-third exceed their water budgets and are subject to the higher cost of providing water service for inefficient usage. Further, a smaller group of customers have wasteful water use, which is subject to penalties. The challenge is for LVMWD to provide its customers with the support and tools necessary to effectively manage their water use and meet efficiency standards.</p>
<i>Solution</i>	<p>Provide customers with tools to meet water-use efficiency standards, including:</p> <ul style="list-style-type: none"> <li>• A user-friendly, customer “portal” for tracking water usage</li> <li>• Profiling water usage data collected by AMI/AMR system</li> <li>• Additional rebates for water-use efficiency improvements</li> <li>• Targeted outreach and education (i.e. “Top 100” users)</li> <li>• Sharing customer “success stories”</li> </ul>
<i>Timing</i>	2 to 5 years
<i>Ramifications of Not Acting</i>	Inefficient and wasteful water usage would continue, hindering LVMWD’s ability to meet its 20x2020 target.

**Strategic Objective No. 4: Eliminate discharges to Malibu Creek by maximizing beneficial reuse.**

<p><i>Applicable Business Values</i></p>	<ul style="list-style-type: none"> <li>• Maximum Reuse and Resource Recovery</li> <li>• Sound Planning and Appropriate Investment</li> <li>• Protection of Public Health and Environment</li> <li>• High Level of Customer Satisfaction</li> <li>• Reliable Water Supplies and Service</li> </ul>
<p><i>Most Relevant Standards</i></p>	<ul style="list-style-type: none"> <li>• Maximize beneficial use of recycled water.</li> <li>• Long-Term View, Appropriate CIP Funding</li> <li>• Meet or Exceed Environmental Regulations</li> <li>• Effective Watershed Leader and Environmental Steward</li> <li>• Solicit Feedback and Meet Customer Expectations</li> <li>• Diverse Portfolio, Resilient to Climate Change</li> </ul>
<p><i>Background</i></p>	<p>LVMWD is a leader in water recycling, serving its first customers in the early 1970s. Also, LVMWD has a long-standing commitment to environmental stewardship. Because of the seasonal imbalance of supply and demand, LVMWD discharges excess recycled water to Malibu Creek during the wintertime, when demands are low, and supplements the recycled water system with potable water during the summertime, when demands are high. Although LVMWD is prohibited from discharging to Malibu Creek during the summertime, it is required to augment flows in the creek to support endangered fish species when the creek flow drops below 2.5 cubic feet per second. In 2013, the U.S. EPA adopted a benthic macroinvertebrate Total Maximum Daily Load (TMDL) for Malibu Creek, establishing some of the most stringent nutrient standards in California. With implementation of the 2013 TMDL, it will no longer be cost-effective to treat the recycled water to meet regulatory standards for discharge to Malibu Creek. Further, the recycled water could be put to beneficial use, improving water supply reliability for LVMWD.</p>
<p><i>Challenge/ Opportunity</i></p>	<p>The challenge is to effectively eliminate discharges to Malibu Creek and beneficially reuse the excess recycled water. Discharges to Malibu Creek cannot be 100% eliminated because of LVMWD's flow augmentation requirement. Also, discharges will continue to be required during operational emergencies and storm events. However, "effective" elimination is possible through a major water reuse project. The opportunity lies in turning a former liability (creek discharge) into a valuable asset (new water supply).</p>
<p><i>Solution</i></p>	<p>Plan, design and construct a major water reuse project to effectively eliminate discharges to Malibu Creek, considering two options described in the <i>Recycled Water Seasonal Storage Plan of Action</i>:</p> <ul style="list-style-type: none"> <li>• Scenario 4 – Indirect Potable Reuse using Las Virgenes Reservoir</li> <li>• Scenario 5 – Repurposing LADWP's Encino Reservoir for Recycled Water</li> </ul>
<p><i>Timing</i></p>	<p>15 years</p>
<p><i>Ramifications of Not Acting</i></p>	<p>Non-compliance with regulatory requirements; \$100+ million in upgrades required to the Tapia Water Reclamation Facility.</p>

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

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>• Sound Financial Management</li> <li>• Sound Planning and Appropriate Investment</li> <li>• Innovative and Efficient Operations</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>• High Credit Ratings</li> <li>• Fiscally Conservative, High-Liquidity Investments</li> <li>• Prudent Capital and Operating Reserves</li> <li>• Timely and Accurate Financial Reporting</li> <li>• Rates Cover Full Cost of Service</li> <li>• Reduce Costs while Preserving Key Service Standards</li> </ul>
<i>Background</i>	<p>LVMWD has three enterprise funds: potable water, recycled water and sanitation. The Sanitation Fund has a Standard and Poor’s credit rating of “AA/Stable” for its outstanding 2009 Revenue Refunding Bonds. Credit reviews have not been performed for the Potable Water Fund and Recycled Water Fund, so these funds do not currently have credit ratings. On October 26, 2015, the Board adopted a five-year rate package for the potable water, recycled water and sanitation. The rates were designed to fully cover the cost of providing service and restore/maintain the required reserves for each enterprise fund.</p>
<i>Challenge/ Opportunity</i>	<p>The major challenge will be to achieve a high credit rating for the Potable Water Fund because it has not generated sufficient net income to restore reserves to Board-adopted levels. In Fiscal Year 2014-15, the Potable Water Fund is expected to close with a net operating loss. However, the 2015 rate package will largely address this problem, allowing reserves to be restored over a five-year period. Also, a larger portion of LVMWD’s fixed costs will be recovered with fixed charges, improving revenue stability going forward. An opportunity exists to improve the credit rating for the Sanitation Fund to “AAA”, pending resolution of concerns with the implementation of the 2013 TMDL that had generated uncertainty during the last credit review. Also, the Recycled Water Fund is well-positioned to receive a high credit rating. Finally, LVMWD will need to determine the optimal credit rating for each enterprise, recognizing that ratepayers could be impacted building reserves to achieve the highest credit rating (i.e. “AAA”).</p>
<i>Solution</i>	<p>Develop a long-term financial plan aimed to achieve a high credit rating for LVMWD’s three enterprises.</p>
<i>Timing</i>	<p>5 years</p>
<i>Ramifications of Not Acting</i>	<p>Higher cost to of debt service; lower confidence in LVMWD financial management.</p>

**Strategic Objective No. 6: Reduce LVMWD’s carbon footprint.**

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>• Innovative and Efficient Operations</li> <li>• Protection of Public Health and Environment</li> <li>• High Level of Customer Satisfaction</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>• Support Economical Greenhouse Gas Reductions</li> <li>• Effective Watershed Leader and Environmental Steward</li> <li>• Invest in Efficiency Improvements</li> <li>• Reduce Costs while Improving Key Service Standards</li> <li>• Systematic Approach to Enhance Efficiency</li> <li>• Meet or Exceed Environmental Regulations</li> <li>• Employ Technology to Meet Customer Expectations</li> </ul>
<i>Background</i>	<p>LVMWD has a long-standing commitment to environmental stewardship and serves a constituency that values protection of the environment. Treatment and pumping of water and wastewater are energy-intensive processes that generate greenhouse gases. Also, energy production requires large amounts of water. The inter-relationship between water and energy is commonly referred to as the “Water-Energy Nexus”. Greenhouse gas emissions contribute to climate change by trapping heat that would otherwise escape the atmosphere when radiating away from Earth.</p>
<i>Challenge/ Opportunity</i>	<p>The primary challenge is to identify projects to reduce LVMWD’s carbon footprint, while providing a favorable return on investment. The opportunity lies in achieving cost-savings for LVMWD in addition to advancing an important environmental initiative.</p>
<i>Solution</i>	<p>Identify and implement projects to reduce LVMWD’s carbon footprint, while achieving a favorable return on investment, considering the following:</p> <ul style="list-style-type: none"> <li>• Energy efficiency improvements</li> <li>• Additional solar generation</li> <li>• Increased co-generation capacity by adding fats, oils and grease, or food waste to produce more digester gas</li> <li>• Fleet vehicle conversions</li> <li>• Paperless office</li> </ul>
<i>Timing</i>	<p>10 years</p>
<i>Ramifications of Not Acting</i>	<p>Higher operating costs; perception LVMWD is not honoring its commitment to be an environmental steward.</p>

**Strategic Objective No. 7: Provide new/improved customer tools to enhance service delivery.**

<i>Applicable Business Values</i>	<ul style="list-style-type: none"> <li>• High Level of Customer Satisfaction</li> <li>• Innovative and Efficient Operations</li> </ul>
<i>Most Relevant Standards</i>	<ul style="list-style-type: none"> <li>• Accurate Water Use Data and Billing</li> <li>• Easy to Pay Bill, View Water Usage, Solve Problems</li> <li>• Employ Technology to Improve Services</li> <li>• Solicit Feedback and Meet Customer Expectations</li> <li>• Use Proven Technologies to Increase Efficiency</li> </ul>
<i>Background</i>	LVMWD currently provides a variety of customer tools, such as those for electronic billing, support its delivery of services. Customers increasingly desire options to self-serve their needs and opportunities exist to meet this need by utilizing technology.
<i>Challenge/ Opportunity</i>	The challenge is to provide user-friendly tools that customers want and need. The opportunity is an improvement in customer satisfaction and reduction in operational costs as customer opt to utilize “self-service” options.
<i>Solution</i>	<p>Identify and deploy new or improved customer tools to enhance service delivery, considering the following:</p> <ul style="list-style-type: none"> <li>• A user-friendly, customer “portal” for tracking water usage</li> <li>• Profiling water usage data collected by AMI/AMR system</li> <li>• Integration of access to usage and billing data</li> <li>• Improve on-line billing and payment options</li> <li>• Goal for percentage of customers utilizing e-billing</li> <li>• Updated drought-tolerant plant guide with water factors</li> <li>• E-delivery of LVMWD mailers</li> </ul>
<i>Timing</i>	2 to 5 years
<i>Ramifications of Not Acting</i>	Lower level of customer satisfaction; less efficient operations.

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

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



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

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

---

## REVIEW AND UPDATE OF STRATEGIC PLAN

An effective strategic plan must be reviewed and updated periodically to address changing circumstances and priorities. LVMWD reviews its strategic plan annually in conjunction with the budget preparation process. At that time, progress toward accomplishment of the strategic objectives is evaluated. However, a more significant review and update will be performed once every five years with the next occurring in 2020.

---

## ACKNOWLEDGEMENTS

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

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

#####



June 14, 2016 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

---

**Subject : 18-Inch Recycled Water Pipeline Joint Bonding Repair Project:  
Construction Award**

---

**SUMMARY:**

On April 12, 2016, the Board authorized a Call for Bids for the 18-Inch Recycled Water Pipeline Joint Bonding Repair Project. Two bids were received and publically opened on May 17, 2016. The lowest responsive bid was submitted by Toro Enterprises, Inc., in the amount of \$59,440, which is approximately 3% higher than the Engineer's Estimate of \$58,000.

**RECOMMENDATION(S):**

Find that the work is categorically exempt from the California Environmental Quality Act and award a construction contract to Toro Enterprises, Inc., in the amount of \$59,440, for the 18-Inch Recycled Water Pipeline Joint Bonding Repair Project.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The adopted Fiscal Year 2015-16 JPA Budget provides sufficient funding for the work under CIP Job No. 10418. The costs for the project are allocated 70.6% to LVMWD and 29.4% to Triunfo Sanitation District.

Following is a summary of the estimated expenditures:

<u>Estimated Expenditures</u>	<u>Amount</u>
-------------------------------	---------------

Construction Contract	\$ 59,440
Construction Change Order Contingency (10%)	\$ 5,944
District Labor and G&A (estimated)	\$ 30,000
Remaining HDR Services	\$ 2,000
FY15-16 Budget Remaining Appropriation	<u>\$ (107,517)</u>
Remaining Appropriation	\$ 10,133

**DISCUSSION:**

The project is part of a multi-phase effort to rehabilitate and control corrosion along the 18-inch recycled water pipeline between the Tapia Water Reclamation Facility (Tapia) and Mulholland Highway, as shown in the attached map. Construction of the first phase, which involved installation of a galvanic cathodic protection system and 40-feet of pipe replacement between Tapia and Camp David Gonzales, was completed in May 2013. Upon completion of construction, testing was performed of the newly-installed cathodic protection system and electrically discontinuous pipe spans were detected.

On July 7, 2014, the JPA Board approved a proposal from Harper & Associates and HDR/Schiff (HDR) for field testing, evaluation, and design of cathodic protection measures and repairs along the pipeline from Camp David Gonzales to Mulholland Highway. The HDR evaluation concluded that electrical bonds between pipe segments along the driveway between Camp David Gonzales and Las Virgenes Road had failed, thereby preventing the cathodic protection system to function properly. The scope of work for this project is to repair the bonds in at least five locations along the driveway, allowing the cathodic protection system installed in 2013 to be effective.

Additionally, the HDR report concluded that there is no cathodic protection system for the portion of the pipeline in Las Virgenes Road between the Camp David Gonzales driveway and Mulholland Highway. The pipeline is likely experiencing corrosion in several locations. This remaining segment of 18-inch recycled water main will be assessed for the possible installation of future cathodic protection measures.

The work is categorically exempt from the California Environmental Quality Act (CEQA), pursuant to Section 15301 of the CEQA Guidelines. The project involves repair of existing facilities with no expansion beyond current use. Attached is a Notice of Exemption that staff proposes to complete and submit, pending Board approval of the CEQA determination.

The lowest responsive bid was submitted by Toro Enterprises, Inc., in the amount of \$59,440, which is approximately 3% higher than the Engineer's Estimate of \$58,000. The only other bid received was from Blois Construction, Inc., in the amount of \$60,590.

**GOALS:**

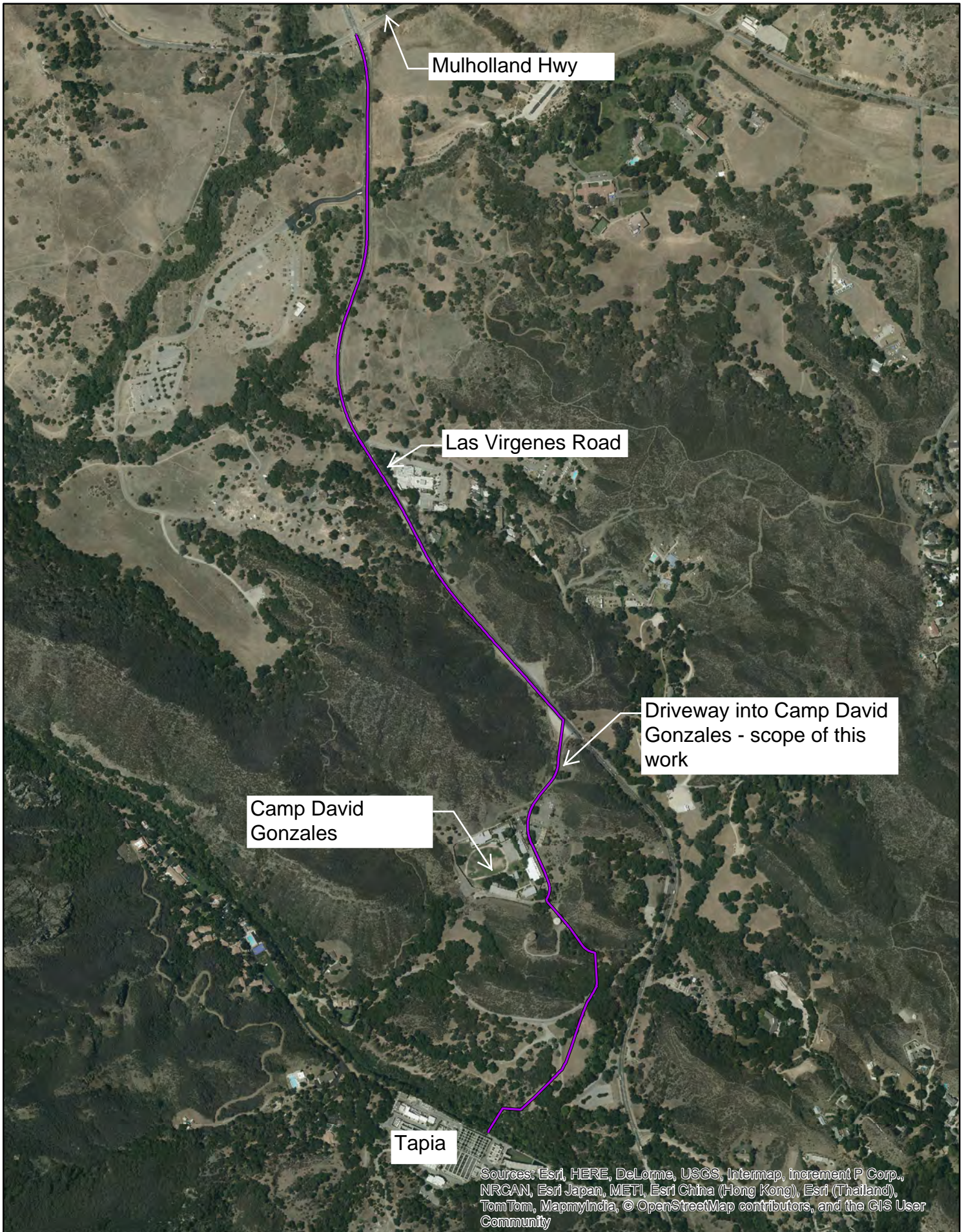
Construct, Manage and Maintain All Facilities and Provide Services to Assure System Reliability and Environmental Compatibility

The proposed Joint bonding repair project will extend the service life of the 18-inch recycled water pipeline.

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

**ATTACHMENTS:**

Location Map  
CEQA Notice of Exemption



Mulholland Hwy

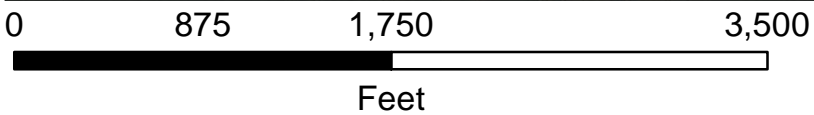
Las Virgenes Road

Driveway into Camp David Gonzales - scope of this work

Camp David Gonzales

Tapia

Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), TomTom, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community



18-inch Recycled Water Main Pipeline (shown in purple)

# Notice of Exemption

Form D

**To:** Office of Planning and Research  
P.O. Box 3044, Room 212  
Sacramento, CA 95812-3044

**From:** (Public Agency) \_\_\_\_\_

County Clerk  
County of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(Address)

Project Title: \_\_\_\_\_

Project Location - Specific: \_\_\_\_\_

Project Location – City: \_\_\_\_\_ Project Location – County: \_\_\_\_\_

Description of Nature, Purpose and Beneficiaries of Project: \_\_\_\_\_

Name of Public Agency Approving Project: \_\_\_\_\_

Name of Person or Agency Carrying Out Project: \_\_\_\_\_

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: \_\_\_\_\_

Statutory Exemptions. State code number: \_\_\_\_\_

Reasons why project is exempt: \_\_\_\_\_

Lead Agency

Contact Person: \_\_\_\_\_ Area Code/Telephone/Extension: \_\_\_\_\_

**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: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

Signed by Lead Agency

Date received for filing at OPR: \_\_\_\_\_

Signed by Applicant

Revised 2005



June 14, 2016 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

**Subject : Proposition 84 Grant Funding: Labor Compliance Program**

**SUMMARY:**

In April 2016, the District was awarded \$1.98 million in Proposition 84 grant funding for the Las Virgenes-Calleguas Interconnection Project. Proposition 84 requires that agencies adopt and enforce a labor compliance program (LCP), pursuant to California Labor Code Section 1771.5, when awarding public works contracts financed with grant funds. The LCP ensures that the contractors for the projects pay prevailing wages, maintain accurate payroll records and employ registered apprentices in accordance with labor standards. Staff recommends that the Board approve the proposed LCP, which meets the requirements of California Labor Code Section 1770, et seq.

**RECOMMENDATION(S):**

Pass, approve and adopt Resolution No. 2494, approving and adopting a Labor Compliance Program.

**RESOLUTION NO. 2494**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT APPROVING AND ADOPTING A LABOR COMPLIANCE PROGRAM**

(Reference is hereby made to Resolution No. 2494 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes



**FINANCIAL IMPACT:**

The cost of developing and implementing the LCP for the Las Virgenes-Calleguas Interconnection Project is \$10,783.36. The LCP can also be used for future grant funded projects. Sufficient funds are available in the adopted Fiscal Year 2015-16 Budget for the work, which is partially reimbursable by the grant funding.

**DISCUSSION:**

Staff solicited proposals from qualified firms to develop, implement and monitor compliance with an LCP for the Las Virgenes-Calleguas Interconnection Project. Proposals were received from three firms as follows:

Pacific Resources Services	\$10,783.36
Golden State Labor Compliance	\$15,000.00
Alliant Consulting, Inc.	\$20,830.00

Staff evaluated the proposals and determined that Pacific Resources Services is most qualified to perform the work based on their past performance and experience. The General Manager proposes to execute a professional services agreement with Pacific Resources Services, in the amount of \$10,783.36, as the amount is within his approval authority.

Prepared by: John Zhao, P.E., Principal Engineer

**ATTACHMENTS:**

Resolution No. 2494  
Proposed Labor Compliance Program

**RESOLUTION NO. 2494**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
LAS VIRGENES MUNICIPAL WATER DISTRICT  
APPROVING AND ADOPTING A LABOR COMPLIANCE PROGRAM**

WHEREAS, Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 ("Prop 84"), requires Awarding Agencies utilizing funds for public works projects derived from that act to initiate and enforce a labor compliance program ("LCP") as described in subdivision (b) of Section 1771.5 of the Labor Code; and

WHEREAS, California Labor Code Section 1770, et seq., requires contractors on public works projects pay their workers based on the prevailing wage rates which are established and issued by the Department of Industrial Relations ("DIR"); and

WHEREAS, California Labor Code Section 1776 requires contractors to keep accurate payroll records of trade workers on all public works projects and to submit copies of certified payroll records upon request; and

WHEREAS, California Labor Code Section 1777.5 requires contractors to employ registered apprentices on public works projects; and

WHEREAS, the provisions of the California Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 ("Prop 84") requires the establishment of a Labor Compliance Program ("LCP") to monitor the prevailing wage and apprenticeship requirements on any project using Prop 84 funding; and

WHEREAS, Las Virgenes Municipal Water District (" District") intends to apply for, and to utilize funds derived from one or more such State Bond Acts for certain public works projects; and

WHEREAS, the District is to submit an application to the DIR for the acceptance of the District's LCP;

NOW, THEREFORE, BE IT RESOLVED, THAT THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT, hereby approves and adopts the Labor Compliance Program and authorizes the General Manager to submit an application to

the Department of Industrial Relations for acceptance of the Labor Compliance Program as hereto attached as Exhibit A.

PASSED, APPROVED AND ADOPTED this 14th day of June 2016.

---

Glen Peterson, President

ATTEST:

---

Charles P. Caspary, Secretary

(SEAL)

APPROVED AS TO FORM:

---

Wayne K. Lemieux, District Counsel

**LAS VIRGENES MUNICIPAL WATER  
DISTRICT  
LABOR COMPLIANCE PROGRAM**

**Prepared by:  
Pacific Resources Services  
June 2016**

# **LABOR COMPLIANCE PROGRAM IMPLEMENTED BY THE LAS VIRGENES MUNICIPAL WATER DISTRICT (“LVMWD”)**

## **INTRODUCTION**

California Labor Code Section 1770. et seq., requires contractors on public works projects pay their workers based on the prevailing wage rates which are established and issued by the Department of Industrial Relations, Division of Labor Statistics and Research.

California Labor Code Section 1776 requires contractors to keep accurate payroll records or trade workers on all public works projects and to submit copies of certified payroll records upon request.

California Labor Code Section 1777.5 requires contractors to employ registered apprentices on public works projects.

The Las Virgenes Municipal Water District (“LVMWD”) Labor Compliance Program (“LCP”) contains the labor compliance standards required by State for project subject to the requirements of Proposition 84 which include, but are not limited, the following:

1. Payment of applicable general prevailing wage rates.
2. Employment of properly registered apprentices.
3. Providing certified payroll records upon request but not less than monthly.
4. Monitoring LVMWD’s construction sites for the verification of proper payments of prevailing wage rates and work classification.
5. Conducting pre-job conferences with contractors/subcontractors.
6. Withholding contract payments and imposing penalties for noncompliance.
7. Applicable reports to the California Labor Commissioner
8. Preparation and submittal of an Annual Report Appendix N to the Department of Industrial Relations.

LVMWD is committed to providing a current, complete and accurate LCP program for all applicable projects. As such, LVMWD has adopted and will update this administrative manual and LCP documents each time the Labor Code is amended and/or the DIR issues new regulations relating to LCPs. The LVMWD will also continue see that its staff receives updated training when the Labor Code and DIR regulations relating to LCP change.

## SECTION I

### PUBLIC WORKS SUBJECT TO PREVAILING WAGE LAWS

State prevailing wage rates as set forth in Labor Code Sections 1720, 1720.2, 1720.3, and 1771, have been made applicable to construction contracts funded in whole or in part by Proposition 84 funds, and include but are not limited to, such types of work as construction, alteration, demolition, installation, repair, or maintenance work.

The Division of Labor Statistics and Research (“DLSR”) predetermines the appropriate prevailing wage rates for particular construction trades and crafts by county.

#### **A. Types of Contracts to Which Prevailing Wage Requirements Apply**

As provided in Proposition 84 and/or Labor Code Sections 1771.3(a)(2) and (b), and 1775.5(c) and §16450 et seq, the LVMWD shall implement a LCP that applies to Proposition 84 funded projects.

## SECTION II

### COMPETITIVE BIDDING ON PUBLIC WORKS CONTRACTS- CONTRACT LANGUAGE

All LVMWD solicitations for bids and projects funded in whole or in part by Proposition 84 funds and requiring a LCP shall contain appropriate language concerning the requirements of the Public Works chapter of the Labor Code similar to the sample language listed below:

*This project is subject to the requirements of Section 1770 et seq. of the California Labor Code requiring the payment of prevailing wages, the employment and training of apprentices and compliance with other applicable requirements. All contractors and all subcontractors who perform work on LVMWD projects are required to comply with these requirements. Prevailing wage information for this project is available at the LVMWD main office or may be obtained via the internet at: <http://www.dir.ca.gov/OPRL/dprevwagedetermination.htm>*

*This project is subject to the requirements of a LCP as required by the California Labor Code 1720 et. seq. This requires full compliance by all contractors and subcontractors on the project in accordance with the provisions of Labor Code Section 1720 et. seq. The LVMWD is required by law to review and audit the work performed on this project to ensure that proper prevailing wages and all apprenticeship requirements are met. Specifically, contractors are reminded to comply with Labor Code Section 1774 (the payment of prevailing wages and documentation of such), §1776 (the keeping and submission of accurate Certified Payroll Records), §1777.5, related to the in the employment of apprentices on public works projects, and §1811-1813 regarding the payment of overtime on public works projects.*

*As a condition to receiving progress payments, final payment and payment of retention on any and all projects on which the payment of prevailing wages is required, the contractor agrees to present to the LVMWD or its designee, along with its request for payment, all applicable and necessary certified payrolls for the time period covering such payment request. All "certified payroll" shall include all required documentation to comply with the mandated LCP, as well as any additional documentation requested by the LVMWD or its designee pursuant to Labor Code Section 1720 et. seq.*

*The LVMWD shall withhold any portion of a payment, including the entire payment amount, until certified payroll forms and related documentation are properly submitted. In the event that certified payroll forms do not comply with the requirements of Labor Code §1720 et seq., the LVMWD may continue to hold sufficient funds to cover estimated wages and penalties under the contract.*

## SECTION III

### JOB START MEETING

After the LVMWD awards the public works contract and prior to the commencement of the work, a mandatory Pre-Construction Conference shall be conducted with the contractor and subcontractors for the particular project. The General Contractor (Prime) is responsible for ensuring that the information provided at the Pre-Construction Conference, relating to the LCP requirements, is distributed to its subcontractors.

At that meeting, the LVMWD will discuss the federal and state labor law requirement applicable to the contract, including prevailing wage requirements, the respective record keeping responsibilities, the requirement for the submittal of certified payroll records to the LVMWD, the prohibition against discrimination in employment and other items required to be covered at the pre-job conference (see Appendix A).

At the Pre-Job Conference, each contractor and subcontractor will be given 2 copies of the “Checklist for Labor Law Requirements” (referred to herein as the “Checklist”.) The Checklist is a brief summary of the labor laws which will be reviewed in the Pre-Construction Conference. At the end of the Conference, 1 Copy of the Checklist shall be completed and signed by a representative of the contractor and signed by a representative of each subcontractor who is present, and by the LVMWD representative. That Checklist shall be submitted to the LVMWD and made part of the contractor’s file.

Additionally, the handout material includes the following sample forms:

- Certified Payroll Form (Form A-1-131 or Equivalent) (Appendix C)
- Fringe Benefit Reporting Form (PW 26 or Equivalent) (Appendix D)
- DAS 140- Register to Train Apprentices (Appendix E)
- DAS 142 - Request for Dispatch of Apprentices (Appendix F)
- CAC 2- Apprenticeship Contribution Form (Appendix G)
- Notice of LCP Contact Information- required to be posted on jobsite

Also included in the packet for illustrative purposes, is a sample copy of a prevailing wage determination. This assists the contractors as the LVMWD reviews the prevailing wage requirements and such things as the double asterisk rule, the difference between Basic Hourly Rate and Total Hourly Rate, etc.

Contractors are referred to the DIR website at <http://www.dir.ca.gov/OPRL/dprevwagedetermination.htm> for updated prevailing wage information, apprenticeship regulations, forms, etc. The contractor will be provided with information regarding the LCP contact person assigned to the specific project. Contractors are reminded that all of the steps required of the LCP are the same steps currently required on all prevailing wage projects. It is just that the LCP now requires that all the documentation be submitted and reviewed.

The average time to review to review this information is 30 minutes to one hour, depending on the number of contractors in attendance and the number of questions asked.



The General Contractor (or Prime) is responsible for providing copies of the Checklist to all subcontractors on the project who did not attend the Pre-Construction Conference. The last page of the handout is a duplicate copy of the signature page from the "Checklist" included earlier in the packet. This page is repeated so the contractor can merely remove the last page from the packet, sign it and turn it in to the LVMWD's staff at the conclusion of the meeting.

The contractors and subcontractors present at the Pre Construction Meeting will be given the opportunity to ask questions of the LVMWD relative to the items contained in the Labor Law Requirements Checklist. The checklist will then be signed by the contractor's representative and a copy will be kept by the LVMWD.

## SECTION IV

### REVIEW OF CERTIFIED PAYROLL RECORDS

#### A. CERTIFIED PAYROLL RECORDS REQUIRED

The contractor and each subcontractor shall maintain "payrolls records" (timecards, canceled checks, cash receipts, trust fund forms, accounting ledgers, tax forms, superintendent and foreman daily logs (as defined by Title 8 CCR Section 160(0) during the course of the work and shall preserve them for a period of three (3) years thereafter for all trades workers working at the LVMWD project sites. Such records shall include the name, address, and social security number of each worker, his or her classification, a general description of the work each employee performed each day, the rate of pay (including rates of contributions for, or costs to provide fringe benefits), daily and weekly number of hours worked, overtime worked and paid, training contributions paid (if applicable); deductions made, actual wages paid and check number or other tracking number for direct deposit confirming payment to the worker.

##### 1. Submittal of Certified Payroll Records

The contractor and each subcontractor shall maintain weekly certified payroll records for submittal to the LVMWD as required, but not less than monthly or by the specified contract terms. The contractor shall be responsible for the submittal of payroll records of all its subcontractors. All certified payroll records shall be accompanied by a statement of compliance or "certification" signed by the contractor indicating that the payroll records are correct and complete, that the wage rates contained therein are not less than those determined by the Director of the Department of Industrial Relations, and that the classifications set forth for each employee conform with the work performed and shall include at least the following language:

I, \_\_\_\_\_, the undersigned, am the  
(Name – Print)  
\_\_\_\_\_ with the authority to act for and on behalf  
(Position in Business)  
of \_\_\_\_\_, certify under penalty of perjury that the  
(Name of Business and/or contractor)  
records or copies thereof submitted and consisting of \_\_\_\_\_ are the originals or  
(Description, number of pages)  
true,  
full and correct copies of the originals which depict the payroll record(s) of the actual disbursements by  
way of cash, check, or whatever form to the individual or individuals named.

Date: \_\_\_\_\_  
\_\_\_\_\_

Signature

The LVMWD reserves the right to include more stringent language.

For the period or week in which a contractor/subcontractor is not working on a project, a Statement of Non-Performance is required. Once a particular contractor/subcontractor has completed their work, the last Certified Payroll submitted should be identified as the "Final" Certified Payroll.

The certified payroll records required by Labor Code Section 1776 may be maintained and submitted electronically subject to all of the following conditions:

- (a) The reports must contain all of the information required by Labor Code Section 1776, with the

information organized in a manner that is similar or identical to how the information is reported on the Department of Industrial Relations' suggested "Public Works Payroll Reporting Form" (Form A-1-131) (Appendix C);

(b) The reports shall be in a format and use software that is readily accessible and available to contractors, awarding bodies, LCPs, and the Department of Industrial Relations;

(c) Certified Payroll Records submitted to the LVMWD must be either (1) in the form of a non-modifiable image or record that bears an electronic signature or includes a copy of any original certification made on paper, or alternatively (2) printed out and submitted on paper with an original signature.

(d) The requirements for redacting certain information shall be followed when certified payroll records are disclosed to the public pursuant to Labor Code Section 1776(e), whether the records are provided electronically or as hard copies: and

(e) No contractor or subcontractor shall be mandated to submit or receive electronic reports when it otherwise lacks the resources or capacity to do so, nor shall any contractor or subcontractor be required to purchase or use proprietary software that is not generally available to the public.

## 2. Full Accountability

Each individual, laborer or craftsperson working on a public works contract must appear on the payroll. The basic concept is that the employer who pays the trades worker must report that individual on its payroll. This includes individuals working as apprentices in an apprenticeable trade. Owner-operators are to be reported by the contractor employing them; rental equipment operators are to be reported by the rental company paying the workers' wages.

Sole owners and partners who work on a contract must also submit a certified payroll record listing the days and hours worked, and the trade classification descriptive of the work actually done. The contractor shall permit such representatives of the LVMWD and/or the DIR to interview trades workers during working hours on the project site.

## 3. Responsibility for Subcontractors

The contractor shall be responsible for ensuring adherence to labor standards provisions by its subcontractors in the manner specified by Labor Code Section 1775. Moreover, the contractor is responsible for Labor Code violations by its subcontractors of which it has knowledge.

- a. The contractor shall monitor the payment of the specified general prevailing per diem wages by each subcontractor to its employees by periodic review of the subcontractor's certified pay Toll records.
- b. Upon becoming aware of a subcontractor's failure to pay the specified prevailing rate of wages, the contractor shall diligently take corrective action to halt or rectify the failure, including, but not limited to, retaining sufficient funds due the subcontractor for work performed on the public works project (upon receipt of notification that a wage complaint has been resolved, the contractor shall pay any money retained from and owed to a subcontractor).
- c. Prior to making final payment to the subcontractor for work performed on the public works project, the contractor shall obtain an affidavit signed under penalty of perjury from the subcontractor that the subcontractor has paid the general prevailing rate of per diem wages to its employees on the public works project, as well as any penalties which may have been imposed for working hours violations (Labor Code Section 1775 and 1813).

#### 4. Payment to Employees

Employees must be paid unconditionally, the full amounts which are due and payable for the period covered by the particular payday. An employer must, therefore, establish a fixed workweek (i.e., Sunday through Saturday). On each and every payday, each worker must be paid all sums due and must be provided with an itemized wage statement.

A bona fide contractor is one who is properly licensed by the California Contractors State License Board ("CSLB"). Moreover, any person who does not hold a valid contractor's license cannot be a subcontractor, and anyone hired by that person is the worker or employee of the contractor who contracted for his or her services for purposes of workers' compensation laws. If an individual is called a subcontractor, when, in fact, he/she is merely a journey level mechanic supplying only his/her labor, such an individual would not be deemed a bona fide subcontractor and must be reported on the payroll of the contractor who contracted for his or her services as a trades worker.

A worker's rate for straight time hours must equal or exceed the rate specified in the contract by reference to the Prevailing Wage Rate Determinations for the class of work actually performed.

Any work performed on Saturday, Sunday, and/or a holiday, or a portion thereof, must be paid the prevailing rate established for those days regardless of the fixed workweek. The hourly rate for hours worked in excess of 8 hours in a day or 40 hours in a workweek shall be premium (overtime) pay. All work performed in excess of eight hours per day, 40 hours per week, on Saturday, on Sunday, and on holidays shall be paid in accordance with the applicable Prevailing Wage Determination. Additionally, appropriate shift pay and applicable travel and subsistence pay is also required.

#### 5. Apprenticeship Registration - DAS 140

The LVMWD will collect a DAS-140 from each contractor for each apprenticeable craft employed on the project. The original DAS-140 should be sent within ten (10) days of each contractor/subcontractor signing the contract, but not later than the first day the contractor/or applicable subcontractor commenced work on the project. A copy of DAS 140 forms should be turned in with each contractor's and subcontractor's first certified payroll. If the form is not completed correctly or is not submitted, Title 8 CCR §16432- (c) "Confirmation" of payroll records furnished by contractors and subcontractors shall be defined as an independent corroboration of reported prevailing wage payments. Confirmation may be accomplished through worker interviews, examination of paychecks or paycheck stubs, direct confirmation of payments from third party recipients of "Employer Payments" (as defined at section 16000 of Title 8 of the California Code of Regulations), or any other reasonable method of corroboration. For each month in which a contractor or subcontractor reports having workers employed on the public work, confirmation of furnished payroll records shall be undertaken randomly for at least one worker for at least one weekly period within that month.

#### 5. Maintaining Records

The LVMWD shall maintain all records relating to any project subject to a LCP for a period of three (3) years from the date of the filing of the Notice of Completion of the Project. In the event no Notice of Completion is filed, the LVMWD shall maintain all LCP records relating to a specific project for three (3) years from the date of actual completion or beneficial occupancy, whichever is later.

## **B. APPRENTICES**

Apprentices shall be permitted to work as such only when they are registered, individually, under a bona fide apprenticeship program registered and approved by the State Division of Apprenticeship Standards. The allowable ratio of apprentices to journeypersons in any craft/classification shall not be greater than the ratio permitted to the contractor as to its entire workforce under the registered program. Any worker listed on a payroll at an apprentice wage rate who is not registered shall be paid the journey level wage rate determined by the Department of Industrial Relations for the classification of the work he/she actually performed.

The contractor shall furnish written evidence of the registration (i.e. Apprenticeship Agreement or Statement of Registration) of its training program and apprentices, as well as the ratios allowed and the wage rates required to be paid thereunder for the area of construction, upon request by the LVMWD.

Pre-apprentices, trainees, trainees in non-apprenticeable crafts, and others who are not duly registered will not be permitted on public works projects unless they are paid full prevailing wage rates as journeypersons.

Compliance with California Labor Code Section 1777.5 requires all public works contractors and subcontractors to:

1. Register the prevailing wage project (DAS-140)

Request to Train apprentices on public works projects in a ratio to journeypersons as stipulated in the Apprenticeship Standards under which each Joint Apprenticeship Committee operates, but in no case shall the ratio be less than one (1) apprentice hour to each five (5) journeypersons hours worked on the project (DAS-142 or equivalent documentation or the actual employment of apprentices).

- a. Contribute to the training fund in the amount identified in the prevailing wage rate publication for journeypersons and apprentices. Where the trust fund administrators cannot accept the contributions, then payment shall be made to the California Apprenticeship Council, Post Office Box 420603, San Francisco, CA 94142; and

It should be noted that a prior approval for a separate project does not confirm approval to train on any other project. The contractor/subcontractor must check with the applicable Apprenticeship Committee to verify status.

contractor/subcontractor will be notified of this deficiency and asked to take corrective action by completing and filing a correct DAS-140 form.

### **DAS 142 - Request apprentices**

LVMWD will look for apprentices being employed on the project (through examination of certified payrolls and site interviews) in proper ratio and/or look to receive a DAS-142 (or its equivalent) from the contractor/subcontractor for each apprenticeable trade employed on the project and confirmation that the DAS-142 form was sent to an appropriate apprenticeship committee. A contractor is NOT REQUIRED to use the DAS-142 form, but can document its request for apprentices by any other written means.

However, if a contractor does use the DAS-142 form (filling it out properly and filing it promptly), with a delivery receipt the contractor is "legally presumed" to be in compliance.

### **Employ Apprentices in 1:5 ratio**

To the extent that apprentices are available for employment, the Labor Code mandates that apprentices are employed in a 1:5 ratio. This means an average (calculated at the end of the project) of one apprentice hour for every 5 journeymen hours. Some approved Apprenticeship Standards recognize a different ratio and those other ratios may be used so long as the apprenticeship committee has DAS approval.

### **Pay correct apprenticeship rates**

Apprenticeship wage rates paid will be verified by the LVMWD against the applicable prevailing wage determination for such apprentice level.

### **Pay correct training contribution (CAC 2)**

LVMWD will review and confirm that the training contributions set forth in the prevailing wage determination are paid to either an approved apprenticeship committee or to the California Apprenticeship Council (CAC-2 contributions to be confirmed through DIR website).

## **C. Payroll Review and Audits**

Payroll review and audits shall be conducted by the LVMWD or designee.

1. It shall be the policy and practice of the LVMWD to review all certified payroll for all employees for all weeks of work on a project at least once a month. However, the LVMWD shall review the certified payrolls not less than once a month. The LVMWD shall review payrolls for at least one full week of payroll for each contractor or subcontractor performing work on the applicable project for each month in which work was performed on the project. Audit of the obligation to pay the prevailing per diem wage means review and audit of weekly-certified payroll records for compliance with all elements defined as the General Prevailing Rate of Per Diem Wages in Title 8 CCR Section 16000, which were determined to be prevailing in the Director's determination in effect on the date of the call for bids, or as reflected, in any subsequent revised determination issued by the Director's office, copies of which are available at the LVMWD's office and posted at the public works job site.
2. All elements defined as Employer Payments to Workers set forth in Title 8 CCR Section 16000, which were determined to be prevailing in the Director's determination in effect on the date of the call

for bids, or as reflected in any subsequent revised determination issued by the Director's office, copies of which are available at the LVMWD's office and posted at the public works job site.

3. LVMWD shall also request verification of proper payment of prevailing wages to workers by randomly requesting paycheck verification for at least one worker from each contractor/subcontractor for at least one weekly period within each month.

4. Audit of the obligation to employ and train apprentices means inquiry to the program sponsor for the apprenticeable craft or trade in the area of the public work as to: whether contract award information was received (DAS-140), including an estimate of journeyman hours to be performed and the number of apprentices to be employed; whether apprentices have been requested (DAS-142), and whether the request has been met; whether the program sponsor knows of any amounts received from the contractor or subcontractor for the training fund or the California Apprenticeship Council (CAC-2); and whether persons listed on the certified payroll in that craft or trade being paid less than the journeyman rate are apprentices registered with that program and working under apprentice agreements approved by the Division of Apprenticeship Standards.

5. Alternatively, or in addition to inquiring of the program sponsor, the LVMWD shall, as appropriate, reference the DIR website for the listing of enrolled apprentices and any contribution alleged made by a contractor on a CAC-2 form for the payment of training contributions.

#### **DAS 142 - Request apprentices**

LVMWD will look for apprentices being employed on the project (through examination of certified payrolls and site interviews) in proper ratio and/or look to receive a DAS-142 (or its equivalent) from the contractor/subcontractor for each apprenticeable trade employed on the project and confirmation that the DAS-142 form was sent to an appropriate apprenticeship committee. A contractor is NOT REQUIRED to use the DAS-142 form, but can document its request for apprentices by any other written means.

However, if a contractor does use the DAS-142 form (filling it out properly and filing it promptly), with a delivery receipt the contractor is "legally presumed" to be in compliance.

#### **Employ Apprentices in 1:5 ratio**

To the extent that apprentices are available for employment, the Labor Code mandates that apprentices are employed in a 1:5 ratio. This means an average (calculated at the end of the project) of one apprentice hour for every 5 journeymen hours. Some approved Apprenticeship Standards recognize a different ratio and those other ratios may be used so long as the apprenticeship committee has DAS approval.

#### **Pay correct apprenticeship rates**

Apprenticeship wage rates paid will be verified by the LVMWD against the applicable prevailing wage determination for such apprentice level.

#### **Pay correct training contribution (CAC 2)**

LVMWD will review and confirm that the training contributions set forth in the prevailing wage determination

are paid to either an approved apprenticeship committee or to the California Apprenticeship Council (CAC-2 contributions to be confirmed through DIR website).

### **Additional Reviews**

LVMWD will also engage in the following additional review to determine LCP compliance:

#### **Proper Licensing**

Businesses and Professions Code Section 7000 et seq. requires all companies performing construction work to be properly licensed and bonded. LVMWD will check the contractor's/subcontractor's license status through the Contractors State License Board website at: [www.cslb.ca.gov](http://www.cslb.ca.gov). Contractors working without a valid license will be removed from the project.

#### **Worker's Compensation Insurance**

Labor Code Section 1861 requires that all contractors and subcontractors employing workers on the project provide worker's compensation coverage. LVMWD will verify that all contractors/subcontractors have appropriate worker's compensation while employing workers on the project. This information can also be verified through the California Contractor's State Licensing Board website.

#### **Electrician Certification**

The Division of Labor Standard Enforcement also requires that all electricians employed by a C- 10 licensed contractor in the State of California possess adequate training to perform their job.

As such, all electricians must fall into one of the following categories:

- Journeyman- Certified
- Journeyman- Trainee
- Apprentice

LVMWD will check the status of all electricians employed by using the DIR website. A list of any electricians which do not fall into one of these categories will be communicated immediately to the Prime and affected so that the individual can be removed from the project. And, the incident will be reported to the DLSE/CSLB at the end of the project.

The LVMWD shall also review and provide compliance review for all other items listed on the Checklist (Appendix A).



## SECTION V

### ONSITE JOB VISITS AND WORKER INTERVIEWS

#### Site Visitations

1. Safety is the paramount factor for any site visit to any LVMWD construction projects. Every visitor to the site is expected to wear hard hats, protective clothing and shoes, and exercise reasonable caution at all times.
2. All LVMWD personnel working on or visiting A LVMWD construction sites are required to be properly identified and visibly wear LVMWD issued picture ID's (badge). Additionally, all authorized personnel are required to wear hard hats and safety shoes.
3. Authorized personnel shall visit all sites on a non-interference basis and take a minimum amount of the workers' time for interview purposes.
  - a. Upon arrival at a site, the site monitor will check in at the site superintendent's (Contractor's) trailer to determine if the appropriate postings are on the jobsite. These include, but are not limited to:
    - Equal Employment Opportunity (EEO) Posters
    - Prevailing wage sheets posted
    - Notice informing the employees that the project is subject to a LCP and providing the LVMWD's LCP contact information.
    - Other appropriate required postings required by law.

Where a jobsite trailer is not present on the site, LVMWD shall seek to confirm that this information is posted elsewhere on the site or available to the employees at the jobsite or at their place of employment and is readily accessible and visible to each such employee.

#### Worker Interviews/Site Visits

1. Not less than once a month, job site interviews of employees will take place. It is LVMWD's policy to attempt to interview at least one employee from each contractor/subcontractor who performs work on the project. With that goal in mind, interviews may' be conducted on a weekly basis, but in no event less than monthly.
2. Once LVMWD or designee checks in with the site superintendent and obtains access to the site, the interviewer will identify himself or herself as a LVMWD representative, and ask to speak to the employees for a few minutes. Interviews should not be conducted in an area or during a time when either the interviewer or the worker would be subject to injury due to worksite activity.

These interviews are random; two or three tradespersons for each subcontractor is sufficient for one visit. Any persons missed are usually interviewed on subsequent visits.

Thirty minutes of interviewing per site is typically sufficient, depending upon the site size and/or number of subcontractors present. Contractor tradespersons should also be interviewed.

3. Using the Labor Compliance Site Visitation Interview form, each person will be asked the following: Name, Social Security Number, employer, title (trade), rate of pay, and task being performed at the time of interview and any other observations. (See Appendix B or its equivalent).

### **Guidelines for Interviewers**

1. Should someone decline to speak with you, respect those wishes. If someone asks if this is union-related, tell them **NO**. The LVMWD projects are open to and closed shop trades.
2. If you try to interview someone who does not speak English and you cannot communicate in the appropriate language, try to locate a coworker who can interpret for you. If you find an entire crew unable to speak English and no interpreter is available, include this in your report. The LVMWD will make Interview staff available who is fluent in Spanish.
3. If someone refuses to disclose his/her social security number to you, respect those wishes. However, assure that person that all information given is kept strictly confidential.
4. If someone does not know their rate of pay (most tradespersons do not know the exact hourly wage to the penny), ask for an estimate of a copy of a previous paystub. If the response is, "whatever prevailing wage is", so indicate on the form.
5. If someone indicates that he/she is an apprentice, make sure that you ask him/her what period. These can be anywhere from 1 to 10. If s/he is not sure, ask him/her how many years s/he's been apprenticed in the specific trade and/or to estimate and so indicate on the interview form.
6. Finally, thank them for their time.
7. Keep in mind that you are there to collect information only, do not tell them how to do their jobs. Should you witness what you consider a potentially unsafe or unwarranted condition, you are to contact the site inspector or job superintendent of your findings immediately and make a note on your site visitation log of what you observed. Upon your return to the office, report your findings to the LVMWD.

### **Reporting**

All original interview forms shall be submitted to the LVMWD or LCP representative no later than the end of each workweek.

### **Daily Job Logs**

The Daily Job Logs will be used by the LVMWD to cross check staffing on the various LCP projects. The Daily Reports should list those contractors and subcontractors present on the site on a specific day as well as the number of employees employed on the project by each contractor/subcontractor. While the Daily Reports are merely a "snap shot" of the project at the time of the report information, the Daily Reports are used by the LVMWD to determine if a Contractor has failed to properly list all employees performing work on the project.

## **Extended Audits**

When the LVMWD finds a potential violation which leads it to believe that prevailing wages has not been properly paid and the documentation submitted by the contractor/subcontractor is inconclusive, the LVMWD will exercise its authority to conduct a full investigation to verify whether appropriate prevailing wages were paid on the project

### **1. Requesting Additional Documentation from Contractor**

The LVMWD shall request additional documents in writing, listing the specific documentation requested. The LVMWD will also invoke the provisions of Labor Code Section 1776 in demanding that the documents be produced within 10 days.

### **2. Conducting Additional Interviews**

Based on LVMWD's investigation, the LVMWD may engage in additional interviewing of employees who worked on the project. These interviews may be conducted in person or via other means of communication (i.e. email, telephone, mail).

## SECTION VI

### ENFORCEMENT

#### DUTY OF THE AWARDING BODY

The LVMWD, as the awarding body having a LCP shall have a duty to the Director to enforce the requirements of Chapter 1 of Part 7 of Division 2 of the Labor Code and these regulations in a manner consistent with the practice of the Labor Commissioner. It shall be the practice of the LCP to refer to the Director's ongoing advisory service of web-posted public works coverage determinations as a source of information and guidance in making enforcement decisions. It is also the practice of the LCP to be represented by an attorney in prevailing wage hearings conducted pursuant to Labor Code Section 1742(b) and sections 17201-17270 of Title 8 of the California Code of Regulations.

#### Audits

An Audit shall be conducted as deemed necessary whenever the LCP has determined that there has been a violation of the Public Works Chapter of the Labor Code resulting in the underpayment of wages. An "Audit" for this purpose shall be defined as a written summary reflecting prevailing wage deficiencies for each underpaid worker, and including any penalties to be assessed under Labor Code Sections 1775 and 1813, as determined by the LCP after consideration of the best information available as to actual hours worked, amounts paid, and classifications of workers employed in connection with the public work. Such available information may include, but is not limited to:

- worker interviews.
- complaints from workers or other interested persons
- All time cards cancelled checks, cash receipts, trust fund forms books, documents, schedules, forms, reports, receipts or other evidences which reflect job assignments, work schedules by days and hours, and the disbursement by way of cash, check, or in whatever form or manner of funds to a person(s) by job classification.

An Audit is sufficiently detailed when it enables the Labor Commissioner, if requested to determine the amount of forfeiture under section 16437, to draw reasonable conclusions as to compliance with the requirements of the Public Works Chapter of the Labor Code, and to enable accurate computation of underpayments of wages to workers and of applicable penalties and forfeitures.

An Audit using the forms in Appendix H of 16437, when accompanied by a brief narrative identifying the Bid Advertisement Date of the contract for public work and summarizing the nature of the violation and the basis upon which the determination of underpayment was made, presumptively demonstrates sufficiency. Records supporting an Audit shall be maintained by the LCP to satisfy its burden of coming forward with evidence in administrative review proceedings under Labor Code Section 1742 and the Prevailing Wage Hearing Regulations found at sections 17201-17270 of Title 8 of the California Code of Regulations.

After the LCP has determined that violations of the prevailing wage laws have resulted in the underpayment of wages and an audit has been prepared, notification shall be provided to the contractor and affected subcontractor of an opportunity to resolve the wage deficiency prior to a determination of the amount of forfeiture by the Labor Commissioner pursuant to these regulations.

The contractor and affected subcontractor shall be provided at least 10 days following such notification to submit exculpatory information consistent with the "good faith mistake" factors set forth in Labor Code Section 1775(a)(2)(A)(i) and (ii). If, based upon the contractor's submission, the LCP reasonably concludes that the failure to pay the correct wages was a good faith mistake, and has no knowledge that the contractor and affected subcontractor have a prior record of failing to meet their prevailing wage obligations.

The LCP shall not be required to request the Labor Commissioner for a determination of the amount of penalties to be assessed under Labor Code Section 1775 if the underpayment of wages to workers is promptly corrected and proof of such payment is submitted to the LCP. For each instance in which a wage deficiency is resolved in accordance with this regulation, the LCP shall maintain a written record of the failure of the contractor or subcontractor to meet its prevailing wage obligation. The record shall identify the public works project, the contractor or affected subcontractor involved, and the gross amount of wages paid to workers to resolve the prevailing wage deficiency; and the record shall also include a copy of the Audit prepared pursuant to subpart (e) above along with any exculpatory information submitted to the LCP by the affected contractor or subcontractor.

### **Monthly Communication to the Contractor**

Upon completion of the monthly audit of certified payrolls, the LVMWD shall communicate with the prime contractor on the project as to violations, inadequacies, or deficiencies for the prime contractor and any applicable subcontractor. The LVMWD shall create Monthly Audit Reports for each contractor/subcontractor on the project who has failed to submit correct LCP documentation and/or has failed to pay the applicable prevailing wage or comply with other LCP requirements.

The LVMWD shall take reasonable, vigorous, and prompt action to (1) determine whether violations exist, and (2) enforce compliance, including through imposition of appropriate penalties and formal enforcement action, when violations are found. The LVMWD shall not avoid the use of its enforcement authority based on cost considerations nor use that authority in an unreasonable manner to gain leverage over a contractor or subcontractor. Unreasonable use of enforcement authority includes, but is not necessarily limited to, prolonged or excessive withholdings of contract payments without making a determination that a violation has occurred.

LVMWD's monthly report to the Contractor shall include:

- Name of Project
- Prime Contractor
- Subcontractor with outstanding violation
- Weeks of Certified Payrolls reviewed
- Any deficiency in, Incorrect or Missing:
  - Certified Payrolls
  - Fringe Benefit Statement
  - DAS 140

- DAS 142
- CAC2
  
- Identify any wage deficiencies, classification issues, etc.
  
- Direct Contractor to correct said deficiencies and provide documentation of corrective action.
  
- Request verification of payment (cancelled check or proof of direct deposit) for randomly selected employee from the certified payroll.
  
- Invoke 1776 documents request - as needed.

**B. WITHHOLDING CONTRACT PAYMENTS WHEN PAYROLL RECORDS ARE DELINQUENT OR INADEQUATE**

1. "Withhold" means to cease payments by the LVMWD, or others who pay on its behalf, or agents, to the contractor. Where the violation is by a subcontractor, the contractor shall be notified of the nature of the violation and reference made to its rights under Labor Code Section 1729. A release bond under Civil Code Section 3196 may not be posted for the release of the funds being withheld for the violation of the prevailing wage law.
2. "Contracts," except as otherwise provided by agreement, means only contracts under a single master contract, or contracts entered into as stages of a single project which may be the subject of withholding pursuant to Labor Code Sections 1720, 1720.2, 1720.3, 1720.4, 1771, and 1771.5;
3. "Delinquent payroll records" means those not submitted on the basis set forth in the LVMWD contract and the LCP;
4. "Inadequate payroll records" are anyone of the following:
  - a. A record lacking the information required by Labor Code Section 1776;
  - b. A record which contains the required information but which is not certified, or certified by someone not an agent of the contractor or subcontractor;
  - c. A record remaining uncorrected for ten (10) days, after the LVMWD has given the contractor notice of inaccuracies/omissions detected by audit or record review; provided, however, that prompt correction will stop any duty to withhold if such inaccuracies/omissions do not amount to 1 percent of the entire certified weekly payroll in dollar value and do not affect more than half the persons listed as workers employed on that certified weekly payroll, as defined in Labor Code Section 1776 and Title 8 CCR Section 16401. Prompt correction will stop any duty to withhold if such inaccuracies are de minimus. The withholding of contract payments when payroll records are delinquent or inadequate is required by Labor Code Section 1771.5(b)(5), and it does not require the prior approval of the Labor Commissioner. The LVMWD shall only withhold those payments due or estimated to be due to the contractor or subcontractor whose payroll records are delinquent or inadequate, plus any additional amount that the LCP has reasonable cause to believe may be needed to cover a back wage and penalty assessment against the contractor or subcontractor whose payroll records are delinquent or inadequate; provided that a contractor shall be required in turn to cease all payments to a subcontractor whose payroll records are delinquent or inadequate until the LVMWD provides notice that the subcontractor has cured the delinquency or deficiency.

When contract payments are withheld under this section, the LVMWD shall provide the contractor and subcontractor, if applicable, with immediate written notice that includes all of the following:

- (1) a statement that payments are being withheld due to delinquent or inadequate payroll records, and that identifies what records are missing or states why records that have been submitted are deemed inadequate;
- (2) specifies the amount being withheld; and
- (3) informs the contractor or subcontractor of the right to request an expedited hearing to review the withholding of contract payments under Labor Code Section 1742, limited to the issue of whether the records are delinquent or inadequate or the Labor Compliance Program has exceeded its authority under this section.

No contract payments shall be withheld solely on the basis of delinquent or inadequate payroll records after the required records have been produced.

In addition to withholding contract payments based on delinquent or inadequate payroll records, penalties shall be assessed under Labor Code Section 1776(g) for failure to timely comply with a written request for certified payroll records. The assessment of penalties under Labor Code Section 1776(g) does require the prior approval of the Labor Commissioner under section 16436 of these regulations.

Once the LVMWD has determined that violations of the prevailing wage laws have resulted in the underpayment of wages and an audit has been prepared, notification shall be provided to the contractor and affected subcontractor of an opportunity to resolve the wage deficiency prior to a determination of the amount of forfeiture by the Labor Commissioner pursuant to these regulations. The contractor and affected subcontractor shall be provided at least 10 days following such notification to submit exculpatory information consistent with the "good faith mistake" factors set forth in Labor Code Section 1775(a)(2)(A)(i) and (ii). If, based upon the contractor's submission, the LCP reasonably concludes that the failure to pay the correct wages was a good faith mistake, and has no knowledge that the contractor and affected subcontractor have a prior record of failing to meet their prevailing wage obligations, the LCP shall not be required to request the Labor Commissioner for a determination of the amount of penalties to be assessed under Labor Code Section 1775 if the underpayment of wages to workers is promptly corrected and proof of such payment is submitted to the LCP.

Where the violation is by a subcontractor, the general contractor shall be notified of the nature of the violation and reference made to its rights under Labor Code Section 1729. The withholding of contract payments when, after investigation, it is established that underpayment or other violations have occurred requires the prior approval of the Labor Commissioner under sections 16436 and 16437 of these regulations.

### **Apprenticeship Obligations**

The duties of a LCP with respect to apprenticeship standards are as follows:

(1) The LVMWD acting on its behalf shall (a) inform contractors and subcontractors bidding public works about apprenticeship requirements, (b) send copies of awards and notices of discrepancies to the Division of Apprenticeship Standards as required under Section 1773.3 of the Labor Code, and (c) refer complaints and promptly report suspected violations of apprenticeship requirements to the Division of Apprenticeship Standards.

(2) The LVMWD shall be responsible for enforcing prevailing wage pay requirements for apprentices consistent with the practice of the Labor Commissioner, including (A) that any contributions required pursuant to Labor Code Section 1777.5(111) are paid to the appropriate entity, (B) that apprentices are paid no less than the prevailing apprentice rate, (C) that workers listed and paid as apprentices on the certified payroll records are duly registered as apprentices with the Division of Apprenticeship Standards, and (D) requiring that the regular prevailing wage rate be paid (i) to any worker who is not a duly registered apprentice and (ii) for all hours in excess of the maximum ratio permitted under Labor Code Section 1777.5(g), as determined at the conclusion of the employing contractor or subcontractor's work on the public works contract.

### **Request for Forfeitures**



"Forfeitures" means the amount of wages, penalties, and forfeitures assessed by the LVMWD and proposed to be withheld pursuant to Labor Code section 1771.6(a), and includes the following: (1) the difference between the prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing wage rate by the contractor or subcontractor; and (2) penalties assessed under Labor Code Sections 1775, 1776 and 1813.

If the aggregate amount of forfeitures assessed as to a contractor or subcontractor is less than \$1000.00, the forfeitures shall be deemed approved by the Labor Commissioner upon service and the Labor Commissioner's receipt of copies of the following: (1) the Notice of Withholding of Contract Payments authorized by Labor Code Section 1771.6(a); (2) an Audit as defined in section 16432(e) of these regulations, and (3) a brief narrative identifying the Bid Advertisement Date of the contract for public work and summarizing the nature of the violation, the basis of the underpayment, and the factors considered in determining the assessment of penalties, if any, under Labor Code Section 1775.

For all other forfeitures, approval by the Labor Commissioner shall be requested and obtained in accordance with Title 8 CCR Section 16437, set forth below:

*Where the Labor Compliance Program requests a determination of the amount of forfeiture, the request shall include a file or report to the Labor Commissioner which contains at least the information specified in subparts (1) through (9) below. Appendix I is a suggested format for a Request for Approval of Forfeiture under this section.*

*(1) Whether the public work has been accepted by the LVMWD and whether a valid notice of completion has been filed, the dates if any when those events occurred. and the amount of funds being held in retention by the LVMWD:*

*(2) Any other deadline which if missed would impede collection:*

*(3) Evidence of violation, in narrative form:*

*(4) Evidence of violation obtained under section 16432 of these regulations and a copy of the Audit prepared in accordance with section 16432(e) setting forth the amounts of unpaid wages and applicable penalties:*

*(5) Evidence that before the forfeiture was sent to the Labor Commissioner (A) the contractor and subcontractor were given the opportunity to explain why there was no violation. or that any violation was caused by good faith mistake and promptly corrected when brought to the contractor or subcontractor's attention, and (B) the contractor and subcontractor either did not do so or failed to convince the Labor Compliance Program of its position:*

*(6) Where the LCP seeks not only wages hut also a penalty as part of the forfeiture, and the contractor or subcontractor has unsuccessfully contended that the cause of violation was a good faith mistake that was promptly corrected when brought to the contractor or subcontractor's attention. a short statement should accompany the proposal/or a forfeiture, with a recommended penalty amount pursuant to Labor Code Section 1775(a):*

*(7) Where the LCP, only wages or a penalty less than \$200 per day as part of the forfeiture because the contractor or subcontractor has successfully contended that the cause of the violation was a good faith mistake that was promptly corrected when brought to the contractor or subcontractor's attention, the file should include the evidence as to the contractor or subcontractor's knowledge of his or her obligation, including the*

program's communication to the contractor or subcontractor of the obligation in the bid invitations, at the Pre-Job Conference agenda and records, and any other notice given as part of the contracting process. With the file should be a statement, similar to that described in (6), and recommended penalty amounts, pursuant to Labor Code Section 1775(a);

(8) The previous record of the contractor and subcontractor in meeting their prevailing wage obligations; and

(9) Whether the LCP has been granted approval on only an interim or temporary basis under sections 16425 or 16426 above or whether it has been granted extended approval under section 16427 above.

(a) The file or report shall be served on the Labor Commissioner as soon as practicable after the violation has been discovered. and not less than 30 days before the final payment, but in no event not less than 30 days before the expiration of the limitations period set forth in Labor Code Section 1741.

(b) A copy of the recommended forfeiture and the file or report shall be served on the contractor and subcontractor at the same time as it is sent to the Labor Commissioner. The LCP may exclude from the documents served on the contractor and subcontractor copies of documents secured from the contractor or subcontractor during an audit, investigation, or meeting if those are clearly referenced in the file or report.

(c) The Labor Commissioner shall affirm, reject, or modify the forfeiture in whole or in part as to the wages and penalties due.

(d) The Labor Commissioner's determination of the forfeiture is effective on one of the following dates:

(1) For all programs other than those having extended authority under section 16427 of these regulations, on the date the Labor Commissioner serves by first class mail, on the LCP, on the contractor and on the subcontractor, if any, an endorsed copy of the proposed forfeiture, or a newly drafted forfeiture statement which sets out the amount of forfeiture approved. Service on the contractor or subcontractor is effective if made on the last address supplied by the contractor or subcontractor in the record. The Labor Commissioner's approval, modification or disapproval of the proposed forfeiture shall be served within 30 days of receipt of the proposed forfeiture.

(2) For programs with extended authority under section 16427 above, approval is effective 20 days after the requested forfeitures are served upon the Labor Commissioner, unless the Labor Commissioner serves a notice upon the parties, within that time period, that this forfeiture request is subject to further review. For such programs, a notice that approval will follow such a procedure will be included in the transmittal of the forfeiture request to the contractor. If the Labor Commissioner notifies the parties of a decision to undertake further review. the Labor Commissioner's final approval, modification or disapproval of the proposed forfeiture shall be served within 30 days of the date of notice of further review.

## SECTION VII

### THIRD PARTY REQUESTS AND ENFORCEMENT

#### 1. THIRD PARTY REQUESTS FOR PAYROLL

When the LMWD receives a request for certified payrolls of a contractor /subcontractor from a third party pursuant to Labor Code Section 1776, any records which the LVMWD makes available to such a third party shall be appropriately redacted pursuant to Labor Code Section 1776 (e) to protect the privacy of the individual worker.

Records received from the employing contractor shall be kept on file by the LVMWD for at least 6 months following completion and acceptance of the project. Thereafter, they may be destroyed unless administrative, judicial or other pending litigation, including arbitration, mediation or other methods of dispute resolution, are in process. Copies on file shall not be obliterated in the manner prescribed below;

Copies provided to the public upon written request shall be marked, obliterated or provided in such a manner that the name, address and Social Security number, and other private information pertaining to each employee cannot be identified. All other information including identification of the contractor shall not be obliterated.

The LVMWD may affirm or deny that a person(s) was or is employed on a public works contract (by a specific contractor) when asked, so long as the entity requires such information of an identifying nature which reasonably preclude release of private or confidential information.

Requests for certified copies of payroll records pursuant to Section 1776 of the Labor Code may be made by any person. However, any such request shall be in writing and contain at least the following information:

- (1) The body awarding the contract;
- (2) The contract number and/or description;
- (3) The particular job location if more than one;
- (4) The name of the contractor;
- (5) The regular business address, if known.

#### **Acknowledgment of Request**

The LVMWD shall acknowledge receipt of such, and indicate the cost of providing the payroll records based on an estimate by the contractor, subcontractor or public entity. The acknowledgment of the receipt of said request for payroll records may be accomplished by the LVMWD furnishing a copy of its written correspondence requesting certified copies of the payroll records sent to the specific contractor pursuant to Section 16400( d) below, to the person who requested said records Request to Contractor. The request for copies of payroll records by the requesting public entity shall be in any form and/or method which will assure and evidence receipt thereof. The request shall include the following:

- (1) Specify the records to be provided and the form upon which the information is to be provided;

(2) Conspicuous notice of the following:

(a) that the person certifying the copies of the payroll records is, if not the contractor, considered as an agent acting on behalf of the contractor; and

(b) that failure to provide certified copies of the records to the requesting public entity within 10 working days of the receipt of the request will subject the contractor to a penalty of twenty-five (\$25.00) dollars per calendar day or portion thereof for each worker until strict compliance is effectuated;

(3) Cost of preparation as provided in Section 16402: and

(4) Provide for inspection.

Inspection of Payroll Records.

Inspection of the original payroll records at the office of the contractor(s) pursuant to subdivision (b) of Section 1776 of the Labor Code shall be limited to the public entities upon reasonable written or oral notice.

### **Costs of Certified Payrolls**

The cost of preparation to each contractor, subcontractor, or public entity when the request was made shall be provided in advance by the person seeking the payroll record. Such cost shall be \$1 for the first page of the payroll record and 25 cents for each page thereafter, plus \$10 to the contractor or subcontractor for handling costs. Payment in the form of cash, check or certified money order shall be made prior to release of the documents to cover the actual costs of preparation.

## **2. Third Party Complaints**

Upon receipt of a written complaint from a third party alleging that a contractor or subcontractor has failed to pay prevailing wages as required by the Labor Code, the LVMWD will respond to the complaining party as follows:

(a) Within 15 days after receipt of the complaint, send a written acknowledgment to the complaining party that the complaint has been received and identifying the name, address, and telephone number of the LVMWD investigator or designee assigned to the complaint;

(b) Within 15 days after receipt of the complaint, provide the effected contractor with the notice required under Labor Code Section 1775(c) if the complaint is against a subcontractor;

(c) Notify the complaining party in writing of the resolution of the complaint within ten (10) days after the complaint has been resolved by the LCP;

(d) Notify the complaining party in writing at least once every 30 days of the status of the complaint that has not been resolved by the LCP; and

(e) Notify the complaining party in writing at least once every 90 days of the status of a complaint that has not been resolved by the Labor Compliance Program but remains under review or in litigation before another entity.

## SECTION VIII

### PROJECT CLOSEOUT - FORFEITURES AND PENALTIES

Once the project has been completed, the LVMWD shall:

1. Write a letter to each contractor/subcontractor who still have outstanding documents or wage and apprenticeship violations requesting that the contractor provide any required documentation to the LVMWD or pay restitutions due its employees within ten (10 days from the date of the receipt of the letter. See sample letter – Appendix H. A copy of the letter shall be mailed to:
  - Subcontractor -Certified and Regular Mail
  - Prime Contractor – Certified and Regular Mail
- (2) After 10 business days, the LVMWD will determine if all items/issues have been addressed.

**IF NO WAGE VIOLATIONS HAVE OCCURRED** during the course of the project, and nothing outstanding, the LVMWD shall issue a close out report (See Appendix J) and keep this data to reference for the LVMWD Annual Report.

**IF ANY VIOLATION HAS OCCURRED** during the course of the project, then the LVMWD will assess penalties as follows:

#### WAGE VIOLATION

- **Labor Code 1775** - \$200 per day per worker per violation. The LVMWD has discretion to reduce or waive penalties. Reductions or waivers will only be made if the contractor meets the requirements of Labor Code Section 1775, subparagraph (b) i.e. good faith or inadvertent error, prompt correction and no additional violations. No reduction or waiver shall be made if there are outstanding wages still due. Reasons for reduction of penalties will be documented and included in Notice of Request for Forfeitures to the Labor Commissioner in the DIR-approved format.
- **Overtime Violation** - Labor Code Section 1813 - \$25.00 per day per worker. Mandated by statute with no discretion for reduction. Even if certain union agreements allow for employees to work four days of 10 hours each day without overtime, it is Labor Code Section 1813 which controls with overtime pay being mandated after 8 hours worked in a day. Labor Code Section 1811.
- **Failure to Provide Certified Payrolls (including fringe benefit statements, timecards, canceled checks, etc.) within 10 days of Request** - Labor Code 1776 (h). The penalty of \$100.00 per day per worker continues until strict compliance is met (all documents delivered). Before imposing 1776 penalties, the LVMWD will ensure that any request for documentation includes:

## IDENTIFICATION OF THE SPECIFIC DOCUMENTS REQUESTED

- Identification that the request is made pursuant to Section 1776(h) of the Labor Code and that penalties of \$100 per day per worker will be imposed until there is strict compliance.
  - Delivery of the notice must be by certified mail or other means where the contractor signed a receipt of the notice
  - **WILLFUL AND/OR REPEAT OFFENDERS** will be subject to maximum penalties as stated above and a recommendation of debarment from public works will be made to the DIR.
  - **LIQUIDATED DAMAGES** - If prevailing wages remains unpaid 60 days after a Notice to Withhold is issued to the contractor, the contractor shall be assessed liquidated damages equal to the amount of any unpaid wages. The LVMWD shall hold appropriate funds at the conclusion of the project to cover all wages due, penalties and liquidated damages.
  - **APPRENTICESHIP VIOLATION** - Labor Code Section 1777.7 \$100 - \$300 per calendar day of noncompliance and debarment up to 3 years. This may include failure to pay training. contributions, employ apprentices at the ratio required, etc. The LVMWD does not have the authority to impose penalties for Apprenticeship Violations, but instead will file a Public Works Complaint detailing the violation and submitting relevant documentation of the violations to the DLSE (who is now enforcing DAS violations).
  - **UNLICENSED CONTRACTOR** - Labor Code Section 1021. Any contractor working without a valid contractor license shall be subject to a penalty of \$200 per day per worker. This is not a penalty that LCPs enforce. Rather, the LVMWD will file a complaint with the DIR as well as with the Contractors State License Board (CSLB).
3. If the total wages and penalties outstanding and due are less than \$1,000, the LVMWD will proceed to issue a Notice to Withhold to the Contractor/and any applicable subcontractor. (See Notice to Withhold Appendix H).
4. If wages and penalties exceed \$1,000, the LVMWD will prepare and file a Request for Forfeiture form (see Appendix K) and send it with the appropriate documentation to the Labor Commissioner for review and decision. "LCP Request for Forfeitures" and "Penalty Worksheet" spreadsheet will be completed in full. Penalty worksheet will list dates of violation and include summary worksheet, including the following:
- a. Audit summary (LVMWD's penalty worksheet summary and individual employee penalty worksheets).
  - b. 1st Bid Advertisement Publication Notice of Completion (if filed).
  - c. Scope of Work.
  - d. Complaint forms and declarations, if any from third parties or employees.

The close out documents will be sent to the following:

- General Contractor - certified and regular mail;
- Affected Subcontractor - certified and regular mail;
- Labor Commissioner - Overnight delivery (with signature required) or certified mail

5. The Labor Commissioner then has 30 days to respond. (Once the LVMWD has had a response from the Labor Commissioner, a Notice to Withhold shall issue). In the event the Labor Commissioner does not respond within 30 days, the LVMWD shall then issue a Notice to Withhold based on the information provided in the Request for Forfeiture Notice. The Notice to Withhold shall be sent as follows:

- General Contractor -certified and regular mail
- Effected Subcontractor - certified and regular mail

6. Allow 60 days for the contractor to contest the penalties. If the contractor contests the Notice to Withhold, then the LVMWD (upon receipt of the written Request for Review) will promptly forward the Request for Review to the LVMWD's General Counsel.

(a) Potential Settlement Options – The LVMWD has the ability to engage in settlement discussions and will do so before the filing of a Request for Forfeiture. Specifically, once the LVMWD has determined/confirmed an actual violation has occurred, notification will be provided to the effected contractor/subcontractor with an opportunity to correct the wage deficiency. The contractor/subcontractor shall have at least 10 days from such notification to submit information/documentation that such error was made in good faith and corrected promptly. If the correction is made promptly and a waiver of penalties is determined, no Request for Forfeiture will be made to the Labor Commissioner. However, the LVMWD will keep this information and include it with its Annual Report. When considering the compromise or waiver of penalties, the LVMWD will consider the nature of the violation, good faith error versus a knowing violation.

Any contractor with an outstanding wage violation at the completion of the project (after being provided the information of the violation and at least ten (10) business days to correct that violation is NOT eligible for a reduction and waiver of penalties.

After a Notice to Withhold is issued, a contractor or subcontractor may request a settlement meeting pursuant to Labor Code Section 1742.1(b). The LVMWD shall exercise the same rights and responsibilities of the Enforcing Agency (as defined in Section 17202(f) of Title 8 of the California Code of Regulations), in responding to such a request for review, including but not limited to the obligations to serve notices, transmit the Request for Review to the hearing office, and provide an opportunity to review evidence in a timely manner, to participate through counsel in all hearing proceedings, and to meet the burden of establishing prima facie support for the Notice of Withholding of Contract Payments.

(b) If a contractor or subcontractor seeks review of a Labor Compliance Program enforcement action, the Labor Commissioner may intervene to represent the LVMWD, or to enforce relevant provisions of the Labor Code consistent with the practice of the Labor Commissioner, or both.

Except in cases where the Labor Commissioner has intervened pursuant 10 subpart (b) of CCR Title 8 Section 16439, the LVMWD shall have the authority to prosecute, settle, or seek the dismissal of any Notice of Withholding of Contract Payments issued pursuant to Labor Code Section 1771.6 and any review proceeding under Labor Code Section 1742, without any further need for approval by the Labor Commissioner. Whenever the LVMWD settles, in *whole* or in part or seeks and obtains the dismissal of a Notice of Withholding of Contract Payments or a review proceeding under Labor Code Section 1742, the LVMWD shall document the reasons for the settlement or request for dismissal and shall make that documentation available to the Labor Commissioner upon request.

7. If the 60-day time period expires and no request for review is filed, then the sums set forth in the Notice to Withhold are deemed forfeit to the LVMWD (except to the extent that any wages due, must be turned over by the LVMWD to the affected employees of the employees. If the employees cannot be located after a diligent search, then those wage funds are turned over to the Labor Commissioner.



**Close Out Completion Report:**

For each project, the LVMWD and keep such report in the applicable project file. The Project Completion Report is attached hereto as Appendix J.

**APPRENTICE/TRAINING VIOLATION**

Apprenticeship violations include the following:

- Unpaid training contribution for any trade
- No DAS 140 form submitted
- No DAS 141 form submitted and no apprentices on the project
- Electrician certification violation

For any violation relating to apprenticeship or training, the LVMWD shall file a Public Works Complaint with the Division of Apprenticeship Standards and enclose the applicable documentation.

The Public Works Complaint and applicable documents shall be sent to:

- General Contractor - certified and regular mail;
- Effected Subcontractor - certified and regular mail;
- DLSE:

Southern California  
Division of Labor Standards Enforcement  
BOFE- Public Works (1777.5 and 1777.7)  
Attention: Lorna Espiritu, Senior Deputy  
300 Oceangate, Suite 850  
Long Beach, California 90802

Northern California  
Division of Labor Standards Enforcement  
BOFE- Public Works (1777.5 and 1777.7)  
Attention: Sherry Gentry, Senior Deputy  
771 8 Meaney Avenue  
Bakersfield, California 93308

## SECTION IX

### NOTIFICATION OF CONTRACTOR AND APPEAL RIGHTS OF PROGRAM ENFORCEMENT ACTION

#### NOTICE OF WITHHOLDING OF CONTRACT PAYMENTS (NWCP)

After determination of the amount of forfeiture by the Labor Commissioner, the LVMWD shall provide notice of withholding of contract payments to the contractor and subcontractor, if applicable, the notice shall be in writing and shall describe the nature of the violation and the amount of wages, penalties, and forfeitures withheld. Service of the notice shall be completed pursuant to Section 1013 of the Code of Civil Procedure by first-class and certified mail to the contractor and subcontractor, if applicable. Notice to Contractor shall be deemed notice to its performance bond surety. The notice shall advise the contractor and subcontractor, if applicable, of the procedure for obtaining review of the withholding of contract payments. The LVMWD shall also serve a copy of the notice by certified mail to any bonding company issuing a bond that secures the payment of wages covered by the notice and to any surety on such bond, if their identities are known to the awarding body. A copy of the Notice of Withholding of Contract Payments (NWCP) to be utilized by the Agency is found as Appendix H to this document.

#### A. Review of NWCP

- (1) An affected contractor or subcontractor may obtain review of a NWCP under this chapter by transmitting a written request to the office of the LVMWD that appears on the NWCP within 60 days after service of the NWCP. If no hearing is requested within 60 days after service of the NWCP, the NWCP shall become final. Within ten (10) days following the receipt of the Request for Review, the LVMWD shall complete and serve a Notice of Transmittal on the DIR and the applicable contractor(s). Within 20 days of receipt of the Request for Review, the LVMWD shall provide to the party requesting the review and a copy of the Opportunity to Review Evidence. (A copy of the required Notice of Transmittal to be utilized is found as Appendix L to this document. A copy of a Notice of Opportunity to Review Evidence Pursuant to Labor Code Section 1742(b) form is found as Appendix M to this document). Upon receipt of a timely request, a hearing shall be commenced within 90 days before the Director, who shall appoint an impartial hearing officer possessing the qualifications of an administrative law judge pursuant to subdivision (b) of Section 11502 of the Government Code. The appointed hearing officer shall be an employee of the DIR, but shall not be an employee of the Division of Labor Standards Enforcement. The contractor or subcontractor shall be provided an opportunity to review evidence to be utilized by the LVMWD at the hearing within 20 days of the receipt of the written request for a hearing. Any evidence obtained by the LVMWD subsequent to the 20-day cut off shall be promptly disclosed to the contractor or subcontractor.

- (2) A copy of the Notice of Opportunity to Review Evidence Pursuant to Labor Code Section 1742(b) form is available at <http://www.dir.ca.gov/lcp/LCPenforcementFormsResources.htm>.
- (3) The contractor or subcontractor shall have the burden of proving that the basis for the NWCP is incorrect, The NWCP shall be sufficiently detailed to provide fair notice to the contractor or subcontractor of the issues at the hearing.
- (4) Pursuant to Labor Code Section 1742.1, there shall be no liability for liquidated damages if the full amount of the assessment or notice, including penalties has been deposited by the contractor with the Department of Industrial Relations within 60 days following service of Notice to Withhold.
- (5) Within 45 days of the conclusion of the hearing, the Director shall issue a written decision affirming, modifying, or dismissing the assessment. The decision of the Director shall consist of a notice of findings, findings, and an order. This decision shall be served on all parties pursuant to Section 1013 of the Code of Civil Procedure by first-class mail at the last known address of the party on file with the LVMWD. Within 15 days of the issuance of the decision, the Director may reconsider or modify the decision to correct an error, except that a clerical error may be corrected at any time. The Director has adopted regulations setting forth procedures for hearings under this subdivision.
- (6) An affected contractor or subcontractor may obtain review of the decision of the Director by filing a petition for a writ of mandate to the appropriate superior court pursuant to Section 1094.5 of the Code of Civil Procedure within 45 days after service of the decision. If no petition for writ of mandate is filed within 45 days after service of the decision, the order shall become final. If it is claimed in a petition for writ of mandate that the findings are not supported by the evidence, abuse of discretion is established if the court determines that the findings are not supported by substantial evidence in the light of the whole record.
- (7) A certified copy of a final order may be filed by the Labor Commissioner in the office of the clerk of the superior court in any county in which the affected contractor or subcontractor has property or has or had a place of business. The clerk, immediately upon the filing, shall enter judgment for the state against the person assessed in the amount shown on the certified order.
- (8) A judgment entered pursuant to this procedure shall bear the same rate of interest and shall have the same effect as other judgments and shall be given the same preference allowed by law on other judgments rendered for claims for taxes. The clerk shall not charge for the service performed by him or her pursuant to this section.
- (9) This procedure shall provide the exclusive method for review of a NWCP by the LVMWD to withhold contract payments pursuant to Section 1771.7.

## SECTION X

### Priority DISTRIBUTION OF FORFEITED SUMS

#### A. Withholding of Forfeited Sums

1. Before making payments to the contractor of money due under a contract for public work, the LVMWD shall withhold and retain from sums owing Contractor, if any, all amounts required to satisfy the NWCP. The amounts required to satisfy the NWCP shall not be disbursed by the LVMWD until receipt of a final order that is no longer subject to judicial review.
2. Pending a final order, or the expiration of the time period for seeking review of the Notice of the Withholding, the LVMWD shall not disburse any contract payments withheld.
3. From the amount recovered, the wage claim shall be satisfied prior to the amount being applied to penalties. If insufficient money is recovered to pay each worker in full, the money shall be prorated among all workers employed on the public works project who are paid less than the prevailing wage rate. Said wages due shall have PRIORITY over all Stop Notices filed against the prime contractor.
4. Wages for workers who cannot be located shall be placed in the Industrial Relations unpaid Fund and held in trust for the workers pursuant to Section 96.7. Penalties shall be paid into the General Fund of the Agency that has enforced this chapter pursuant to Section 1771.7.
5. If insufficient funds are withheld, recovered, or both, to pay each underpaid worker in full, the money shall be prorated among all said underpaid workers.
6. Where the involvement of the Labor Commissioner has been limited to a determination of the actual amount of penalty, forfeiture or underpayment of wages, and the matter has been resolved without litigation by or against the Labor Commissioner, the LCP shall deposit penalties and forfeitures with the LVMWD.
7. Where collection of fines, penalties or forfeitures results from administrative proceedings or court action to which the Labor Commissioner and LVMWD or its LCP are both parties, the fines, penalties or forfeitures shall be divided between the general funds of the state and the LVMWD, as the Hearing Officer or court may decide.
8. All penalties recovered in administrative proceedings or court action brought by or against the Labor Commissioner and to which the Agency or its Labor Compliance Program is not a party, shall be deposited in the general fund of the State.

## SECTION XI

### ANNUAL REPORTS AND RECORDKEEPING

#### ANNUAL REPORT ON THE LABOR COMPLIANCE PROGRAM TO THE DIRECTOR OF THE DEPARTMENT OF INDUSTRIAL RELATIONS

A. The LVMWD shall submit to the Director of the Department of Industrial Relations an annual report (LCP-AR1) on the operation of its Labor Compliance Program on or before August 31 (60 days after the close of its fiscal year). The annual report will contain, as a minimum, the following information:

1. Labor Code violations identified and reported to the Labor Commissioner
2. The number of public works contracts awarded which require LCP compliance
3. A summary of wages due to workers resulting from failure by contractors to pay prevailing wage rates; the total amount withheld from money due the contractors; and the total amount recovered by action in any Court of competent jurisdiction;
4. A summary of apprenticeship violations
5. And all other information required as part of the Annual Reporting requirements as required by CCR Title 8 Section 16431.

B. For each public work project subject to a Labor Compliance Program's enforcement of prevailing wage requirements, a separate, written summary of labor compliance activities and relevant facts pertaining to that particular project shall be maintained. That summary shall demonstrate that reasonable and sufficient efforts have been made to enforce prevailing wage requirements consistent with the practice of the Labor Commission.

- C. Appendix H following this section provides a suggested format for tracking and monitoring enforcement activities. Compliance records for a project shall be retained until the later of (1) at least one year after the acceptance of the public work or five years after the cessation of all labor on a public work that has not been accepted; or (2) one year after a final decision or judgment in any litigation under Labor Code Section 1742.

For purposes of this section, a written summary or report includes information, maintained electronically, provided that the summary or report can be printed out in hard copy form or is in an electronic format that (1) can be transmitted by e-mail or compact disk and (2) would be acceptable for the filing of documents in a federal or state court of record within this state.



June 14, 2016 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

**Subject : Deerlake Ranch Tract No. 53138: Water Pipeline Relocation Agreement**

**SUMMARY:**

Forestar Chatsworth, LLC is developing Deerlake Ranch (Amended Vesting Tentative Tract No. 53138), which is located on approximately 233 acres in the hills northeast of the Topanga Canyon Boulevard interchange with Highway 118 in unincorporated Los Angeles County area. The residential subdivision is proposed to be constructed in three phases, consisting of 314 single-family residential lots, one recreation building, one Sheriff's facility and 31 open space/slope lots.

The developer recently commenced grading activities for Phase 1, which conflict with existing pipeline facilities owned and operated by the District. To allow for the grading work to continue, a temporary highline must be installed to maintain water service to the surrounding area and allow for the removal of the conflicting pipelines. The proposed Water Pipeline Relocation Agreement establishes the terms for the developer to take the District pipeline out of service, install a temporary pipeline to maintain water service to existing customers and construct and dedicate a permanent pipeline to replace the original pipeline.

**RECOMMENDATION(S):**

Authorize the General Manager to execute the proposed Water Pipeline Relocation Agreement with Forestar Chatsworth, LLC, for the Deerlake Ranch Tract No. 53138.

**FISCAL IMPACT:**

No

**ITEM BUDGETED:**

No

## **DISCUSSION:**

The District owns, operates and maintains an 8-inch water pipeline in the vicinity of Canoga Avenue and Cherokee Trail that crosses multiple parcels. The developer proposes to remove the existing pipeline to accommodate grade changes as part of the subdivision. To that end, the developer proposes to install a temporary above-ground pipeline to maintain water service until a permanent pipeline is constructed. The temporary pipeline would be removed after the District accepts dedication of the permanent pipeline and associated easement.

Following is a summary of the developer's obligations as part of the attached Water Pipeline Relocation Agreement:

1. Pay for construction costs, including but not limited to engineering, surveying and inspection costs, materials and labor for the work.
2. Remove and dispose of the existing pipeline.
3. Provide a temporary easement for the temporary pipeline and a permanent easement for the permanent pipeline.
4. Own and maintain the temporary pipeline and provide continued service until the permanent pipeline is constructed and placed in service.
5. Furnish a surety bond to the District, in the amount of \$235,200, to ensure faithful performance and provide funding in the event the District is required to re-establish and construct the portion of pipeline that is removed from service.
6. Pay for the District's inspection costs via an inspection deposit in the amount of \$14,112.

The District is currently working with the developer on the Deerlake Water Storage and Pumping Capacity Study to determine the best approach for meeting the storage and pumping deficits identified in the draft Water System Design Report (WSDR) for the project. Once the study is completed, the report will be included as an appendix to the WSDR, which will be submitted to the Board. The on-site water system improvements will not be constructed until the WSDR and construction plans are approved by the District.

## **GOALS:**

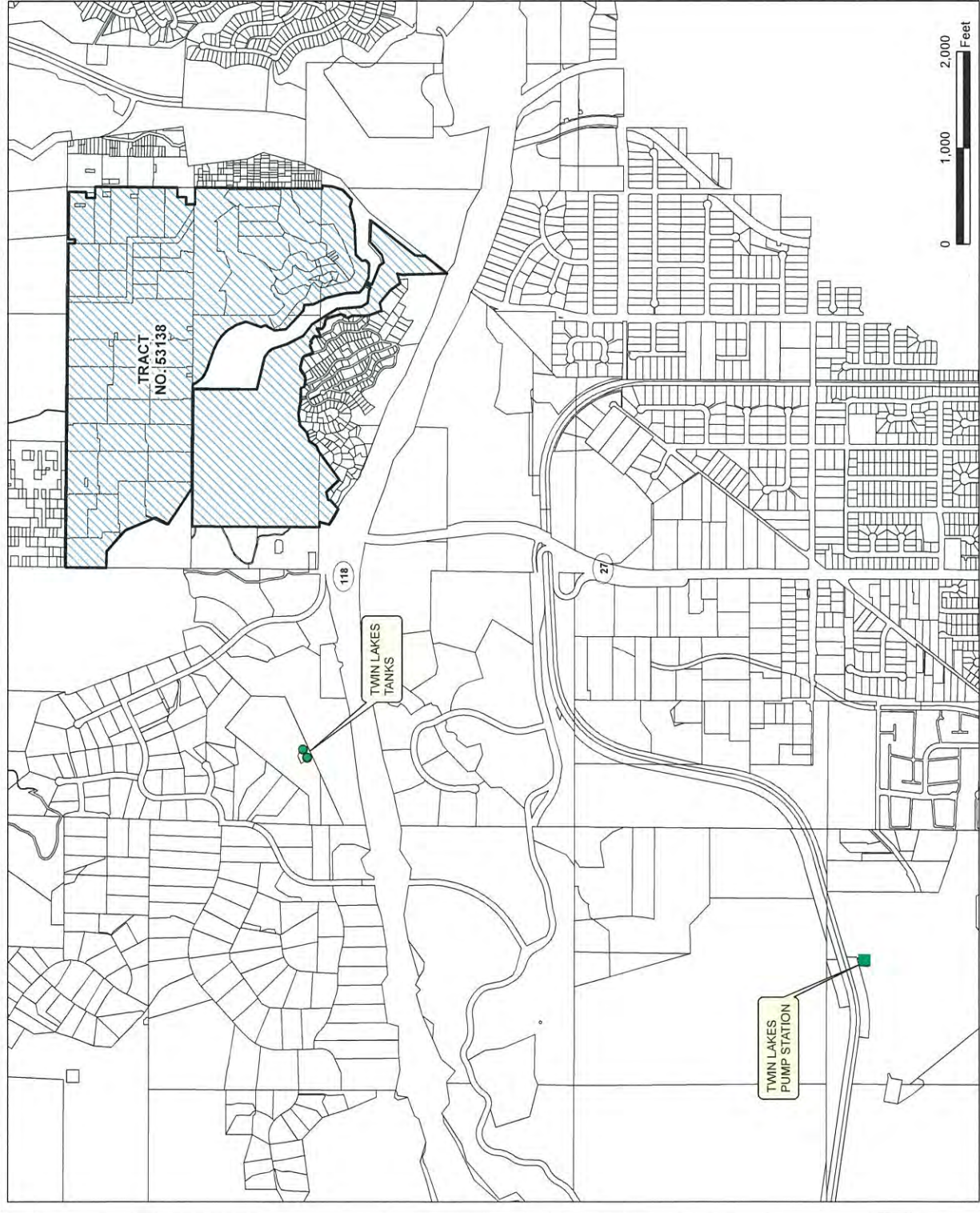
Construct, Manage and Maintain All Facilities and Provide Services to Assure System Reliability and Environmental Compatibility

Prepared by: Eric Schlageter, P.E., Senior Engineer

## **ATTACHMENTS:**

Deerlake Ranch Vicinity Map  
Proposed Water Pipeline Relocation Agreement  
Exhibit A: Temporary Pipeline  
Exhibit B: Permanent Pipeline  
Exhibit C: Temporary Pipeline Easement





**AECOM**

Las Virgenes Municipal Water District
Deerlake Ranch
Amended Vesting Tentative Tract No. 53138
Draft Water System Design Report
60322621
November 2014
Plate 1

## **WATER PIPELINE RELOCATION AGREEMENT**

As of \_\_\_\_\_, 2016, **Las Virgenes Municipal Water District**, hereinafter "District," and **Forestar Chatsworth LLC**, hereinafter "Developer," agree as follows:

### **1. Purpose.**

Developer is creating a residential subdivision. District pipelines line under part of the future subdivision. This agreement sets forth the terms under which Developer will: (1) take a District pipeline out of service; (2) install a temporary pipeline, and (3) construct and dedicate a permanent pipeline replacing the original pipeline.

This agreement does not cover the arrangements, which must be made by Developer to obtain water service for the proposed subdivision.

### **2. Description of Facilities.**

(a) District owns, operates and maintains an 8-inch water pipeline ("existing pipeline") in the vicinity of Canoga Avenue and Cherokee Trail. Attached, as Exhibit "A" is a map showing the parcels in which the existing pipeline is located. The existing pipeline is depicted on Exhibit A as a "dashed line."

(b) The Developer proposes to remove the existing pipeline to accommodate a grade change. To accomplish this, Developer will first install a temporary above-grade pipeline ("temporary pipeline") as depicted on Exhibit "A" as a "solid line". Developer may remove the existing pipeline when the District accepts the temporary pipeline for operations.

(c) , Developer shall construct a new permanent pipeline ("permanent pipeline"), as shown on Exhibit "B". Developer may remove the temporary pipeline, only after the District accepts dedication of the permanent pipeline and permanent easement for the permanent pipeline

### **3. Developer Obligations.**

(a) Developer shall design the temporary and permanent pipelines in accordance with District standards.

(b) Developer shall construct the temporary and permanent pipelines in accordance with the design approved by the District. Developer shall pay construction costs, including but not limited to engineering, surveying and inspection costs, materials and labor for the work. Developer shall disconnect and reconnect pipelines only when authorized by the District.

(c) Developer shall remove and dispose of the existing asbestos cement pipeline (ACP) at its sole cost and in accordance will laws and regulations.

(d) Developer shall provide District a temporary easement for the temporary pipeline as shown on attached Exhibit C ("temporary easement") and a permanent easement for the permanent pipeline in substantially the same form as the temporary easement.

(e) Developer shall own and maintain the temporary pipeline and provide continued service throughout the duration of the work as necessary to commence service by the permanent pipeline.

(f) Within twenty-four months from the date of this Agreement, Developer shall convey the permanent pipeline constructed in accordance with approved plans and specifications.

(g) Developer shall furnish and deliver to District a surety bond in the amount of \$235,200 ("Bond") to ensure faithful performance of this agreement by the Developer, including the construction of the works and payment of labor and materials. If the Developer fails to complete the work or to pay for labor and materials, District may, at its option, take over and perform the work, and pay for labor or materials in connection therewith. If the Bond amount is insufficient for such purposes, Developer shall pay to the District any deficiency upon demand.

(h) Developer shall pay for the District's inspection of the work. Developer shall furnish an inspection deposit in the amount of \$14,112 to the District. Developer shall pay inspection costs even if they exceed the deposit.

**4. District Obligations.**

(a) District shall review and approve the design of the temporary and permanent pipelines.

(b) District shall inspect the temporary and permanent pipelines during construction.

(c) District shall operate the temporary pipeline when completed and until dedication of the permanent pipeline is accepted.

(d) District shall accept dedication of the permanent pipeline when the permanent pipeline is completed in accordance with plans and specifications approved by the District.

(e) District shall operate and maintain the permanent pipeline in accordance with District standards after acceptance of dedication of the facilities and the permanent easement.

(e) District shall quitclaim the temporary pipeline and temporary easement when the permanent pipeline and permanent easement is accepted.

(f) District shall exonerate and release the Bonds when District accepts the permanent pipeline and permanent easement.

**5. Attorney Fees.**

The Court shall award reasonable costs and expenses, including attorney fees, to the prevailing party in an action or proceeding to enforce this Agreement.

**6. Notices.**

Notices required or permitted shall be given by personal delivery, by first class mail, postage prepaid, or facsimile transmission:

To: FORESTAR CHABWORTH, LLC, (Developer)  
4590 MACARTHUR BLVD, STE 600 ATTN: STEVE CAMERON  
NEWPORT BEACH, CA 92660 FAX: 949.748.8488

To: *Las Virgenes Municipal Water District*  
*4232 Las Virgenes Road*  
*Calabasas CA 91302*

818.251.2159 FAX

**7. Indemnification.**

Developer shall defend, indemnify, and hold harmless District, its officers, employees and agents, from and against loss, injury, liability, or damages arising from any act or omission to act, including any negligent act or omission to act by Developer or it's officers, employees, or agents. Developer's duty to indemnify and defend does not extend to the damages or liability caused by the District's sole negligence, active negligence, or willful misconduct.

IN WITNESS WHEREOF, the parties have executed this Agreement or caused it to be executed as of the date first above written.

**LAS VIRGENES  
MUNICIPAL WATER DISTRICT**



\_\_\_\_\_  
David W. Pedersen, P.E., General Manager

**"DEVELOPER"**

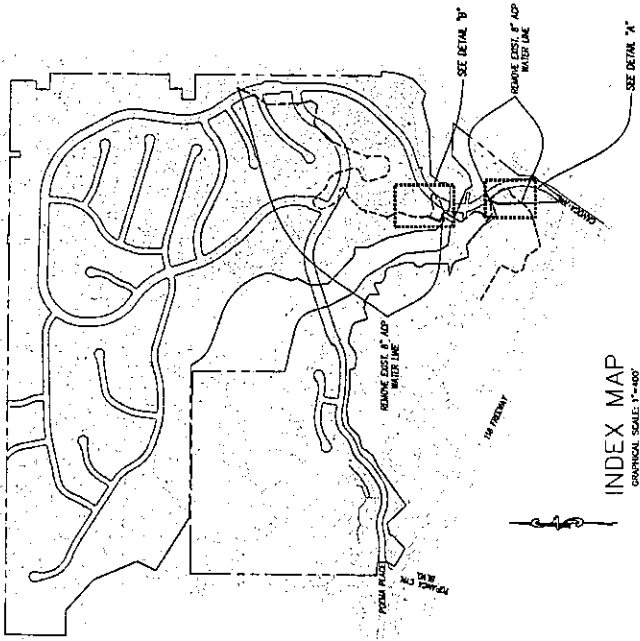
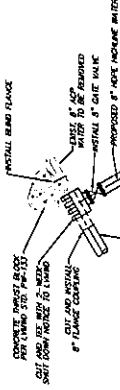
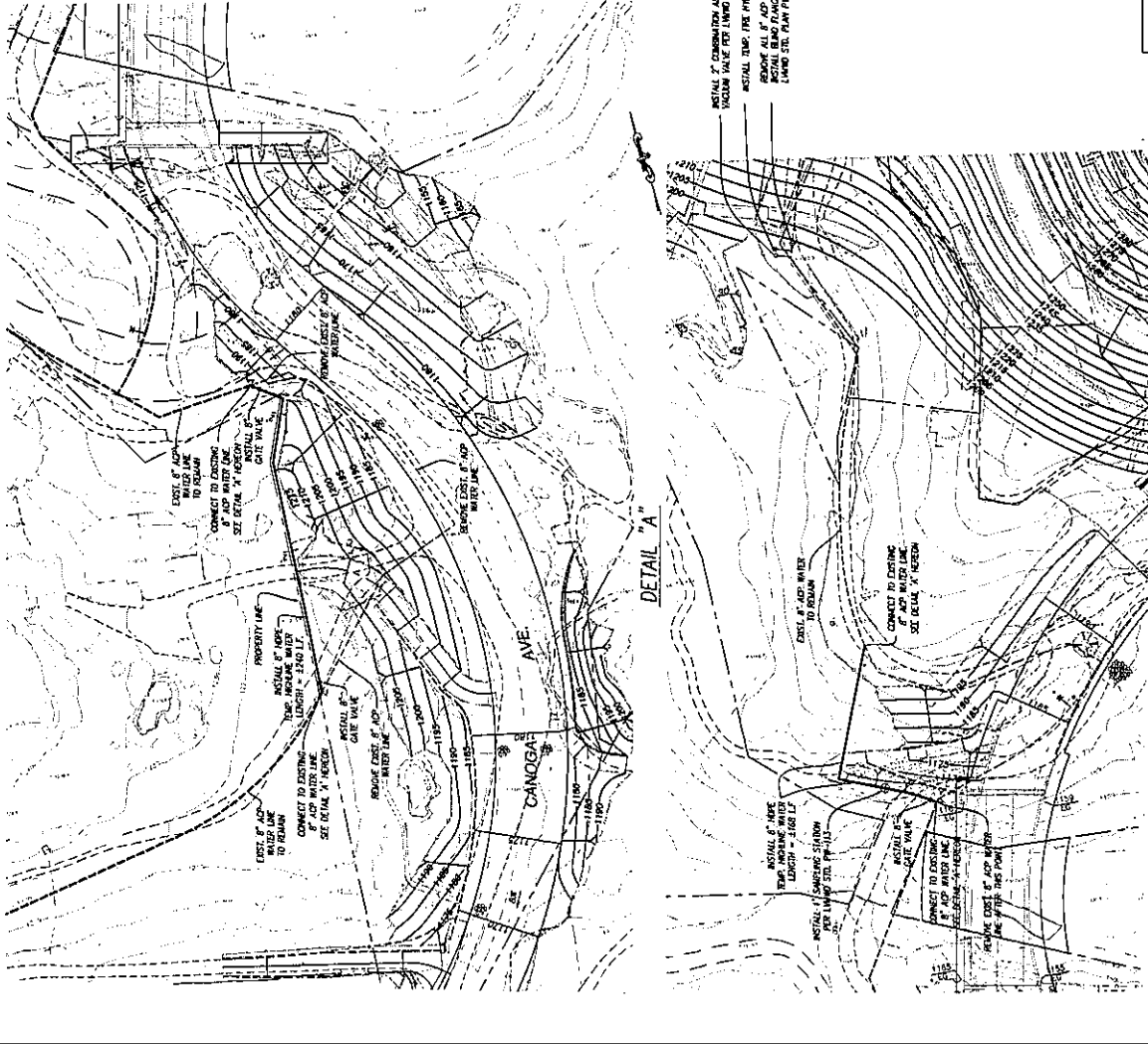


\_\_\_\_\_  
STEPHEN C. CAMERON, PRESIDENT  
FORESTAR CHATSWORTH, LLC

**APPROVED AS TO FORM:**

\_\_\_\_\_  
District Counsel Lemieux & O'Neill

EXHIBIT A



DESIGN: DM  
DRAWING: DM  
CHECKED: MS



**LOGARTE**  
LOGARTE ENGINEERING  
1000 S. MAIN ST., SUITE 100  
LAS VEGAS, NV 89101  
TEL: 702.735.1234  
FAX: 702.735.1235  
WWW.LOGARTE.COM

**LAS VEGAS MUNICIPAL WATER DISTRICT**  
**TRACT NO. 5308 PHASE 1**  
**TEMPORARY PIPELINE WATER**

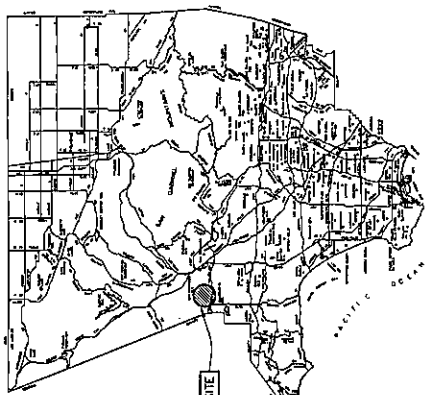
APPROVED FOR LAS VEGAS MUNICIPAL WATER DISTRICT

BY	DATE	SCALE

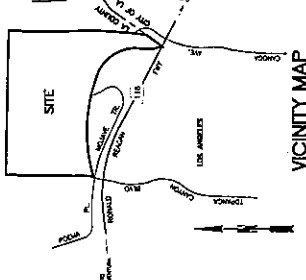
REV. NO.	DATE	DESCRIPTION

**REVISIONS**

# EXHIBIT B



LOCATION MAP  
N.T.S.



VICINITY MAP  
NOT TO SCALE

**BENCH MARK**

24.84 (BLVD) NORTH OF THE CENTER OF THE CITY OF LOS ANGELES, CALIFORNIA, IN THE NORTHWEST CORNER OF THE INTERSECTION OF THE WEST SIDE BRIDGE PROXIMATE TO THE INTERSECTION OF THE BRIDGE AND 12TH STREET WEST OF A POINT OF INTERSECTION WITH THE CENTER LINE OF THE BRIDGE.

ELEV. 124.52 FEET ADJUSTMENT ... 1.953

**LAS VIRGENES MUNICIPAL WATER DISTRICT**

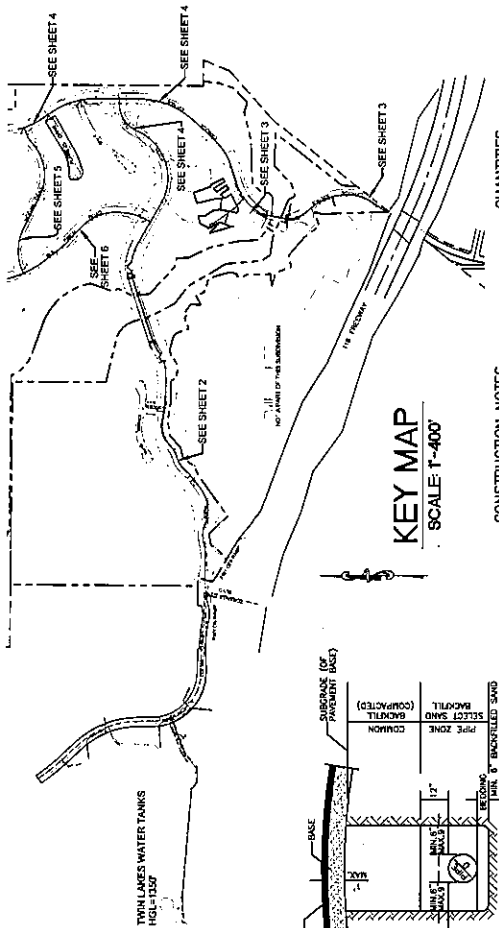
**TRACT NO. 52559 PHASE 1**

POTABLE WATER DISTRIBUTION SYSTEM

DESIGNED BY: ...

APPROVED FOR LOS ANGELES MUNICIPAL WATER DISTRICT

DATE: ...



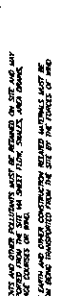
### CONSTRUCTION NOTES

1. RETAIN WALL FOR 4\"/>

### LEGEND

Symbol	Description
Circle with center dot	EXISTING CENTER POINT
Circle with dot	EXISTING CENTER POINT
Circle with cross	EXISTING CENTER POINT
Circle with X	EXISTING CENTER POINT
Circle with cross-hatch	EXISTING CENTER POINT
Circle with solid black	EXISTING CENTER POINT
Circle with vertical lines	EXISTING CENTER POINT
Circle with horizontal lines	EXISTING CENTER POINT
Circle with diagonal lines	EXISTING CENTER POINT
Circle with grid	EXISTING CENTER POINT
Circle with wavy lines	EXISTING CENTER POINT
Circle with dots	EXISTING CENTER POINT
Circle with triangles	EXISTING CENTER POINT

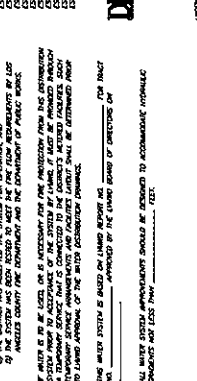
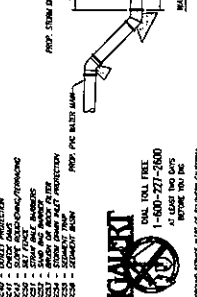
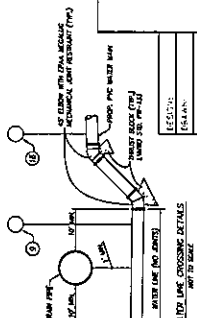
### PIPE TRENCH SECTION



1. SUBGRADE SHALL BE FIRM AND UNDISTURBED.
2. PAVEMENT SHALL BE 4\"/>

### GENERAL NOTES

1. MATERIALS AND ALL WORK SHALL BE APPROVED BY THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA.
2. MATERIALS AND ALL WORK SHALL BE APPROVED BY THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA.
3. MATERIALS AND ALL WORK SHALL BE APPROVED BY THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA.
4. MATERIALS AND ALL WORK SHALL BE APPROVED BY THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA.
5. MATERIALS AND ALL WORK SHALL BE APPROVED BY THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA.
6. MATERIALS AND ALL WORK SHALL BE APPROVED BY THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA.
7. MATERIALS AND ALL WORK SHALL BE APPROVED BY THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA.
8. MATERIALS AND ALL WORK SHALL BE APPROVED BY THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA.
9. MATERIALS AND ALL WORK SHALL BE APPROVED BY THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA.
10. MATERIALS AND ALL WORK SHALL BE APPROVED BY THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA.
11. MATERIALS AND ALL WORK SHALL BE APPROVED BY THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA.
12. MATERIALS AND ALL WORK SHALL BE APPROVED BY THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA.
13. MATERIALS AND ALL WORK SHALL BE APPROVED BY THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA.
14. MATERIALS AND ALL WORK SHALL BE APPROVED BY THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA.
15. MATERIALS AND ALL WORK SHALL BE APPROVED BY THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA.
16. MATERIALS AND ALL WORK SHALL BE APPROVED BY THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA.
17. MATERIALS AND ALL WORK SHALL BE APPROVED BY THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA.
18. MATERIALS AND ALL WORK SHALL BE APPROVED BY THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA.
19. MATERIALS AND ALL WORK SHALL BE APPROVED BY THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA.
20. MATERIALS AND ALL WORK SHALL BE APPROVED BY THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA, AND THE CITY ENGINEER OF LOS ANGELES COUNTY, CALIFORNIA.



**DCA GROUP**  
1400 S. MAIN STREET  
LOS ANGELES, CALIFORNIA 90015  
TEL: (213) 598-7600



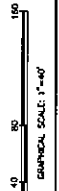
LAS VERGENES  
MUNICIPAL WATER DISTRICT  
TRACT No. 85308 PHASE 1  
POTABLE WATER DISTRIBUTION SYSTEM

APPROVED FOR US: WINDS MACHAL WATER DISTRICT  
BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
SCALE: AS SHOWN  
SHEET 3 OF 6

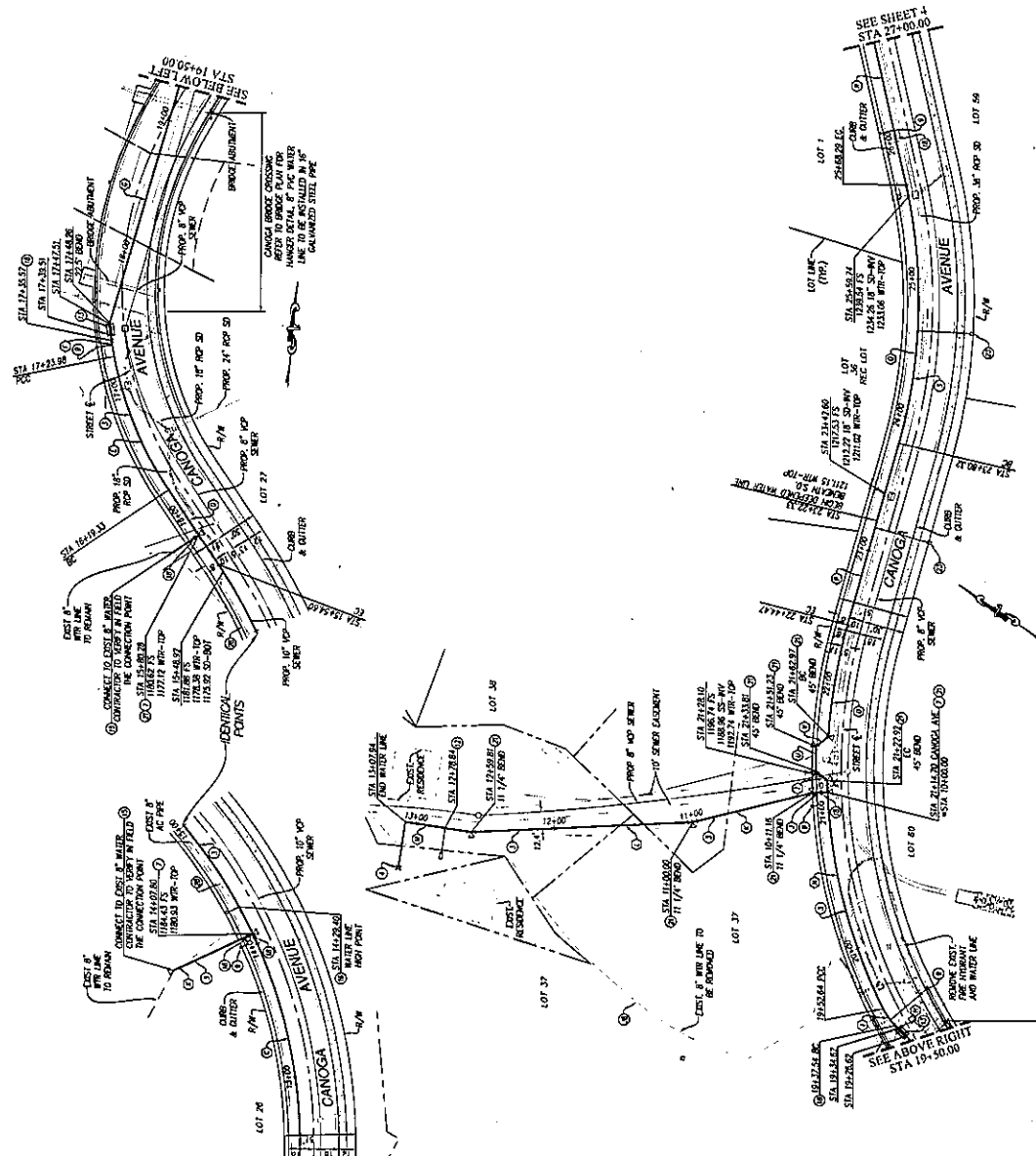
REV. NO.	DATE	DESCRIPTION	APP'D.	DATE



DESIGNER: \_\_\_\_\_  
DRAWN: \_\_\_\_\_  
CHECKED: \_\_\_\_\_



NOTE: PRESSURE-REQUIRING VALUE  
REQUIRED AT ALL POINTS.



CONSTRUCTION NOTES

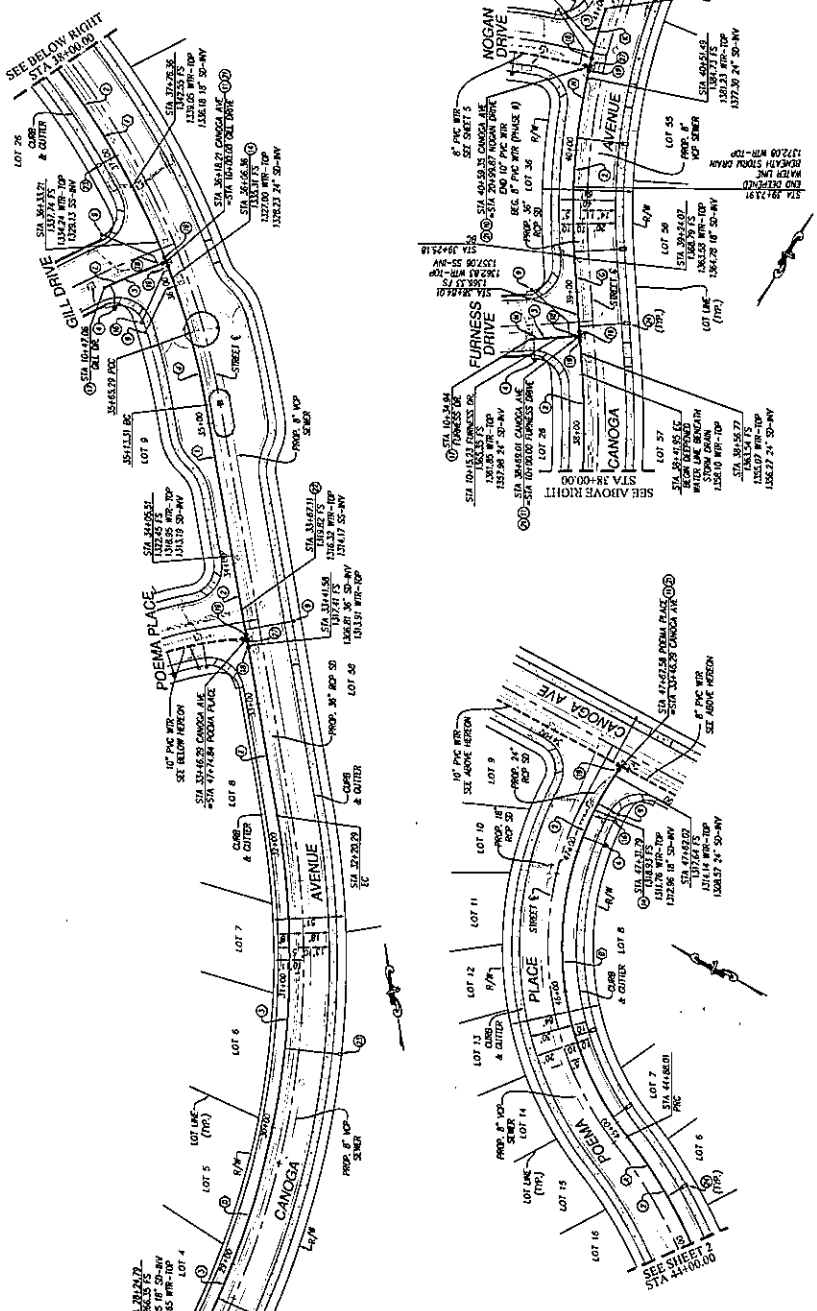
1. INSTALL 12" PVC WATER LINE PER A&M DRAWING STD. COND.
2. INSTALL 8" PVC WATER LINE PER A&M DRAWING STD. COND.
3. INSTALL 4" PVC WATER LINE PER A&M DRAWING STD. COND.
4. INSTALL 2" PVC WATER LINE PER A&M DRAWING STD. COND.
5. REMOVE EXISTING 4" PVC WATER LINE PER A&M DRAWING STD. COND.
6. REMOVE EXISTING 2" PVC WATER LINE PER A&M DRAWING STD. COND.
7. REMOVE EXISTING 1" PVC WATER LINE PER A&M DRAWING STD. COND.
8. REMOVE EXISTING 3/4" PVC WATER LINE PER A&M DRAWING STD. COND.
9. REMOVE EXISTING 1/2" PVC WATER LINE PER A&M DRAWING STD. COND.
10. REMOVE EXISTING 1/4" PVC WATER LINE PER A&M DRAWING STD. COND.
11. REMOVE EXISTING 3/8" PVC WATER LINE PER A&M DRAWING STD. COND.
12. REMOVE EXISTING 1/8" PVC WATER LINE PER A&M DRAWING STD. COND.
13. REMOVE EXISTING 1/4" PVC WATER LINE PER A&M DRAWING STD. COND.
14. REMOVE EXISTING 3/8" PVC WATER LINE PER A&M DRAWING STD. COND.
15. REMOVE EXISTING 1/2" PVC WATER LINE PER A&M DRAWING STD. COND.
16. REMOVE EXISTING 3/4" PVC WATER LINE PER A&M DRAWING STD. COND.
17. REMOVE EXISTING 1" PVC WATER LINE PER A&M DRAWING STD. COND.
18. REMOVE EXISTING 1 1/2" PVC WATER LINE PER A&M DRAWING STD. COND.
19. REMOVE EXISTING 2" PVC WATER LINE PER A&M DRAWING STD. COND.
20. REMOVE EXISTING 3" PVC WATER LINE PER A&M DRAWING STD. COND.
21. REMOVE EXISTING 4" PVC WATER LINE PER A&M DRAWING STD. COND.
22. REMOVE EXISTING 6" PVC WATER LINE PER A&M DRAWING STD. COND.
23. REMOVE EXISTING 8" PVC WATER LINE PER A&M DRAWING STD. COND.
24. REMOVE EXISTING 10" PVC WATER LINE PER A&M DRAWING STD. COND.
25. REMOVE EXISTING 12" PVC WATER LINE PER A&M DRAWING STD. COND.
26. REMOVE EXISTING 14" PVC WATER LINE PER A&M DRAWING STD. COND.
27. REMOVE EXISTING 16" PVC WATER LINE PER A&M DRAWING STD. COND.
28. REMOVE EXISTING 18" PVC WATER LINE PER A&M DRAWING STD. COND.
29. REMOVE EXISTING 20" PVC WATER LINE PER A&M DRAWING STD. COND.
30. REMOVE EXISTING 24" PVC WATER LINE PER A&M DRAWING STD. COND.
31. REMOVE EXISTING 30" PVC WATER LINE PER A&M DRAWING STD. COND.
32. REMOVE EXISTING 36" PVC WATER LINE PER A&M DRAWING STD. COND.
33. REMOVE EXISTING 42" PVC WATER LINE PER A&M DRAWING STD. COND.
34. REMOVE EXISTING 48" PVC WATER LINE PER A&M DRAWING STD. COND.
35. REMOVE EXISTING 54" PVC WATER LINE PER A&M DRAWING STD. COND.
36. REMOVE EXISTING 60" PVC WATER LINE PER A&M DRAWING STD. COND.
37. REMOVE EXISTING 66" PVC WATER LINE PER A&M DRAWING STD. COND.
38. REMOVE EXISTING 72" PVC WATER LINE PER A&M DRAWING STD. COND.
39. REMOVE EXISTING 78" PVC WATER LINE PER A&M DRAWING STD. COND.
40. REMOVE EXISTING 84" PVC WATER LINE PER A&M DRAWING STD. COND.
41. REMOVE EXISTING 90" PVC WATER LINE PER A&M DRAWING STD. COND.
42. REMOVE EXISTING 96" PVC WATER LINE PER A&M DRAWING STD. COND.
43. REMOVE EXISTING 102" PVC WATER LINE PER A&M DRAWING STD. COND.
44. REMOVE EXISTING 108" PVC WATER LINE PER A&M DRAWING STD. COND.
45. REMOVE EXISTING 114" PVC WATER LINE PER A&M DRAWING STD. COND.
46. REMOVE EXISTING 120" PVC WATER LINE PER A&M DRAWING STD. COND.
47. REMOVE EXISTING 126" PVC WATER LINE PER A&M DRAWING STD. COND.
48. REMOVE EXISTING 132" PVC WATER LINE PER A&M DRAWING STD. COND.
49. REMOVE EXISTING 138" PVC WATER LINE PER A&M DRAWING STD. COND.
50. REMOVE EXISTING 144" PVC WATER LINE PER A&M DRAWING STD. COND.

LINE AND POINT DATA	LENGTH	THICKNESS
A. 12" DI	120.00	12.50
B. 8" DI	33.83	7.50
C. 4" DI	49.41	4.50
D. 2" DI	293.47	2.50
E. 1 1/2" DI	65.75	1.50
F. 1" DI	12.10	1.00
G. 3/4" DI	178.35	0.75
H. 1/2" DI	15.10	0.50
I. 3/8" DI	11.10	0.375
J. 1/4" DI	48.15	0.25
K. 3/8" DI	179.97	0.375
L. 1/2" DI	131.71	0.50
M. 3/4" DI	187.97	0.625
N. 1" DI	131.71	0.75
O. 1 1/2" DI	179.97	1.125
P. 2" DI	131.71	1.50
Q. 3" DI	131.71	2.00
R. 4" DI	131.71	2.50
S. 6" DI	131.71	3.75
T. 8" DI	131.71	5.00
U. 10" DI	131.71	6.25
V. 12" DI	131.71	7.50
W. 14" DI	131.71	8.75
X. 16" DI	131.71	10.00
Y. 18" DI	131.71	11.25
Z. 20" DI	131.71	12.50



RECORDING STAMP: DATE OF RECORDING: \_\_\_\_\_





NO.	SECTION	LENGTH	THICKNESS
A	10" P.C. W.P.	120.00'	0.51"
B	12" P.C. W.P.	115.00'	0.51"
C	18" P.C. W.P.	40.00'	0.51"
D	24" P.C. W.P.	100.00'	0.51"
E	36" P.C. W.P.	100.00'	0.51"
F	48" P.C. W.P.	100.00'	0.51"
G	60" P.C. W.P.	100.00'	0.51"
H	72" P.C. W.P.	100.00'	0.51"
I	84" P.C. W.P.	100.00'	0.51"
J	96" P.C. W.P.	100.00'	0.51"
K	108" P.C. W.P.	100.00'	0.51"
L	120" P.C. W.P.	100.00'	0.51"
M	132" P.C. W.P.	100.00'	0.51"
N	144" P.C. W.P.	100.00'	0.51"

NOTE: PRESSURE-REDUCING VALVE REQUIRED AT ALL LOTS

GRAPHICAL SCALE 1" = 40'

DESIGN: 180  
DRAWN: 180  
CHECKED: 180

**LAS VIRGENES MUNICIPAL WATER DISTRICT**  
**TRACT No. 5315B PHASE 1**  
**POTABLE WATER DISTRIBUTION SYSTEM**

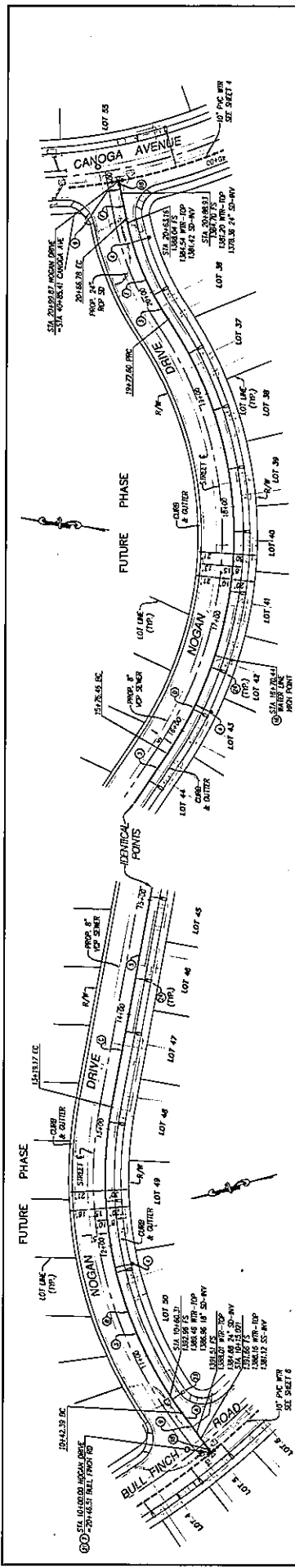
APPROVED FOR LAS VIRGENES MUNICIPAL WATER DISTRICT

PREPARED BY: [Name]  
 UNITED STATES OF AMERICA  
 1000 WEST 10TH AVENUE  
 DENVER, COLORADO 80202

DATE: AS SHOWN  
 SHEET 4 OF 6

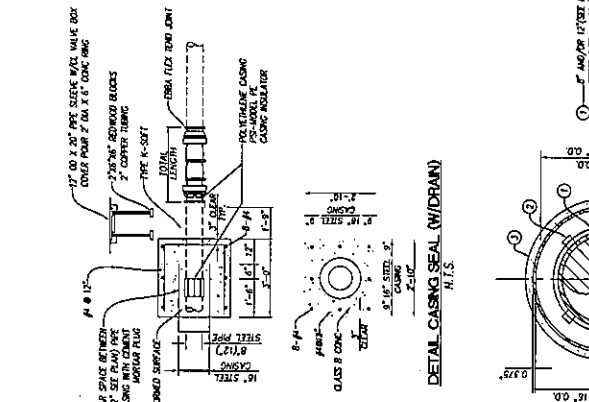
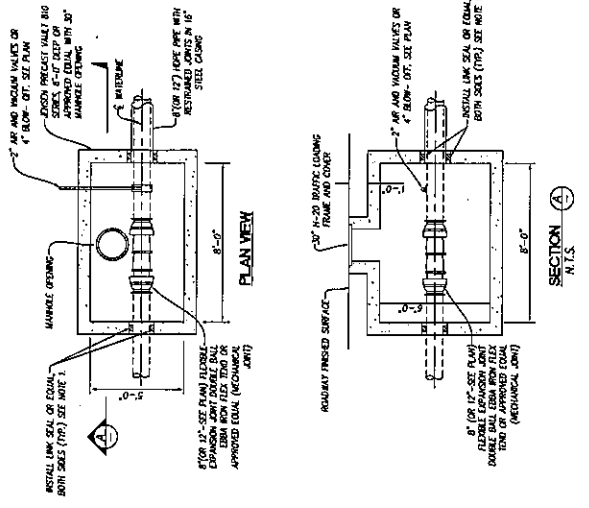
**CONSTRUCTION NOTES**

1. INSTALL 12" P.C. WATER LINE PER ABOVE DRAWING SIZE. COOL
2. INSTALL 12" P.C. WATER LINE PER ABOVE DRAWING SIZE. COOL
3. AND BENCH FOR LUMBER STD. PLAN PP-101
4. AND BENCH FOR LUMBER STD. PLAN PP-101
5. AND BENCH FOR LUMBER STD. PLAN PP-101
6. AND BENCH FOR LUMBER STD. PLAN PP-101
7. AND BENCH FOR LUMBER STD. PLAN PP-101
8. AND BENCH FOR LUMBER STD. PLAN PP-101
9. AND BENCH FOR LUMBER STD. PLAN PP-101
10. AND BENCH FOR LUMBER STD. PLAN PP-101
11. AND BENCH FOR LUMBER STD. PLAN PP-101
12. AND BENCH FOR LUMBER STD. PLAN PP-101
13. AND BENCH FOR LUMBER STD. PLAN PP-101
14. AND BENCH FOR LUMBER STD. PLAN PP-101
15. AND BENCH FOR LUMBER STD. PLAN PP-101
16. AND BENCH FOR LUMBER STD. PLAN PP-101
17. AND BENCH FOR LUMBER STD. PLAN PP-101
18. AND BENCH FOR LUMBER STD. PLAN PP-101
19. AND BENCH FOR LUMBER STD. PLAN PP-101
20. AND BENCH FOR LUMBER STD. PLAN PP-101
21. AND BENCH FOR LUMBER STD. PLAN PP-101
22. AND BENCH FOR LUMBER STD. PLAN PP-101
23. AND BENCH FOR LUMBER STD. PLAN PP-101
24. AND BENCH FOR LUMBER STD. PLAN PP-101
25. AND BENCH FOR LUMBER STD. PLAN PP-101
26. AND BENCH FOR LUMBER STD. PLAN PP-101
27. AND BENCH FOR LUMBER STD. PLAN PP-101
28. AND BENCH FOR LUMBER STD. PLAN PP-101
29. AND BENCH FOR LUMBER STD. PLAN PP-101
30. AND BENCH FOR LUMBER STD. PLAN PP-101



**CONSTRUCTION NOTES**

1. INSTALL 1" PVC WATER LINE 50' FROM STD. COOL AND BEARING PER LHMV STD. PLAN PW-101.
2. INSTALL 1" PVC WATER LINE 50' FROM STD. COOL AND BEARING PER LHMV STD. PLAN PW-101.
3. INSTALL 1" PVC WATER LINE FOR AHD/ADINA STD. COOL AND BEARING PER LHMV STD. PLAN PW-101.
4. INSTALL THE INSULATION FOR LHMV STD. PLAN PW-110.
5. SINK ONE JOG AND CONNECT TO 1/2" PVC WATER LINE.
6. INSTALL 1/2" x 1/2" x 1/2" PVC JOG FROM TIE.
7. INSTALL 1/2" x 1/2" x 1/2" PVC JOG FROM TIE.
8. INSTALL 1/2" x 1/2" x 1/2" PVC JOG FROM TIE.
9. INSTALL 1/2" x 1/2" x 1/2" PVC JOG FROM TIE.
10. INSTALL 1/2" x 1/2" x 1/2" PVC JOG FROM TIE.
11. INSTALL 1/2" x 1/2" x 1/2" PVC JOG FROM TIE.
12. INSTALL 1/2" x 1/2" x 1/2" PVC JOG FROM TIE.
13. INSTALL 1/2" x 1/2" x 1/2" PVC JOG FROM TIE.
14. INSTALL 1/2" x 1/2" x 1/2" PVC JOG FROM TIE.
15. INSTALL 1/2" x 1/2" x 1/2" PVC JOG FROM TIE.
16. INSTALL 1/2" x 1/2" x 1/2" PVC JOG FROM TIE.
17. INSTALL 1/2" x 1/2" x 1/2" PVC JOG FROM TIE.
18. INSTALL 1/2" x 1/2" x 1/2" PVC JOG FROM TIE.
19. INSTALL 1/2" x 1/2" x 1/2" PVC JOG FROM TIE.
20. INSTALL 1/2" x 1/2" x 1/2" PVC JOG FROM TIE.
21. INSTALL 1/2" x 1/2" x 1/2" PVC JOG FROM TIE.
22. INSTALL 1/2" x 1/2" x 1/2" PVC JOG FROM TIE.
23. INSTALL 1/2" x 1/2" x 1/2" PVC JOG FROM TIE.
24. INSTALL 1/2" x 1/2" x 1/2" PVC JOG FROM TIE.
25. INSTALL 1/2" x 1/2" x 1/2" PVC JOG FROM TIE.
26. INSTALL 1/2" x 1/2" x 1/2" PVC JOG FROM TIE.



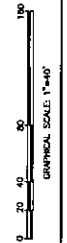
NO.	DESCRIPTION	QUANTITY	UNIT
1	1/2" x 1/2" x 1/2" PVC JOG	42.30	LINEAL FEET
2	1/2" x 1/2" x 1/2" PVC JOG	276.75	LINEAL FEET
3	1/2" x 1/2" x 1/2" PVC JOG	306.14	LINEAL FEET
4	1/2" x 1/2" x 1/2" PVC JOG	240.00	LINEAL FEET
5	1/2" x 1/2" x 1/2" PVC JOG	84.18	LINEAL FEET
6	1/2" x 1/2" x 1/2" PVC JOG	33.50	LINEAL FEET

**LAS VEGAS MUNICIPAL WATER DISTRICT**  
**TRACT No. 5108 PHASE 1**  
**POTABLE WATER DISTRIBUTION SYSTEM**

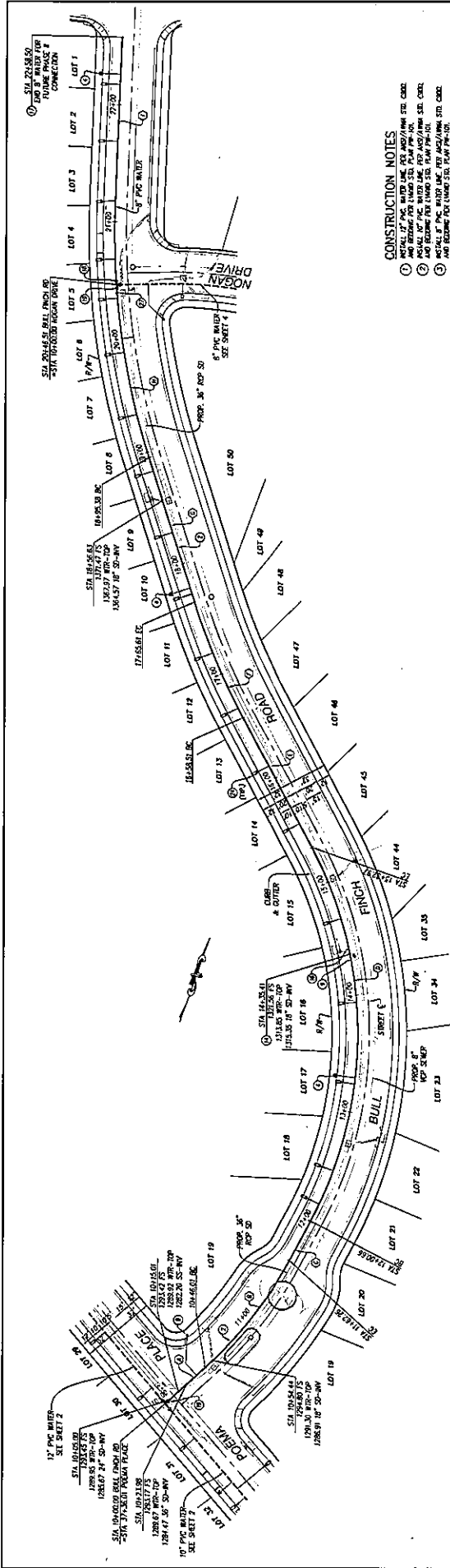
REV. NO.	DATE	DESCRIPTION	APPROVED	DATE



NOTE: PRESSURE-REGULATING VALVE REQUIRED AT ALL LOTS.



**DCAWKI**  
 46  
 1400-371-2000  
 1400-371-2000  
 1400-371-2000  
 1400-371-2000



- CONSTRUCTION NOTES**
1. INSTALL 12\"/>
  - 2. INSTALL 12\"/>
  - 3. INSTALL 12\"/>
  - 4. INSTALL 12\"/>
  - 5. INSTALL 12\"/>
  - 6. INSTALL 12\"/>
  - 7. INSTALL 12\"/>
  - 8. INSTALL 12\"/>
  - 9. INSTALL 12\"/>
  - 10. INSTALL 12\"/>
  - 11. INSTALL 12\"/>
  - 12. INSTALL 12\"/>
  - 13. INSTALL 12\"/>
  - 14. INSTALL 12\"/>
  - 15. INSTALL 12\"/>
  - 16. INSTALL 12\"/>
  - 17. INSTALL 12\"/>
  - 18. INSTALL 12\"/>
  - 19. INSTALL 12\"/>
  - 20. INSTALL 12\"/>
  - 21. INSTALL 12\"/>
  - 22. INSTALL 12\"/>
  - 23. INSTALL 12\"/>
  - 24. INSTALL 12\"/>
  - 25. INSTALL 12\"/>
  - 26. INSTALL 12\"/>
  - 27. INSTALL 12\"/>
  - 28. INSTALL 12\"/>
  - 29. INSTALL 12\"/>
  - 30. INSTALL 12\"/>
  - 31. INSTALL 12\"/>
  - 32. INSTALL 12\"/>
  - 33. INSTALL 12\"/>
  - 34. INSTALL 12\"/>
  - 35. INSTALL 12\"/>
  - 36. INSTALL 12\"/>
  - 37. INSTALL 12\"/>
  - 38. INSTALL 12\"/>
  - 39. INSTALL 12\"/>
  - 40. INSTALL 12\"/>
  - 41. INSTALL 12\"/>
  - 42. INSTALL 12\"/>
  - 43. INSTALL 12\"/>
  - 44. INSTALL 12\"/>
  - 45. INSTALL 12\"/>
  - 46. INSTALL 12\"/>
  - 47. INSTALL 12\"/>
  - 48. INSTALL 12\"/>
  - 49. INSTALL 12\"/>
  - 50. INSTALL 12\"/>

LINE AND CURVE DATA	NO.	DELTAY/ANGLE	CHORD	LENGTH	TANGENT
A	1	387.00° 15' 30\"/>			

**LAS VEGAS MUNICIPAL WATER DISTRICT**

**TRACT No. 5358 PHASE 1**

**POTABLE WATER DISTRIBUTION SYSTEM**

DESIGNED BY: [Signature]

DRAWN BY: [Signature]

CHECKED BY: [Signature]

APPROVED FOR LAS VEGAS MUNICIPAL WATER DISTRICT

DATE: \_\_\_\_\_

SCALE: \_\_\_\_\_

SHEET 6 OF 6

NOTE: PRESSURES-REDUCING VALVE REQUIRED AT ALL LOTS.

GRAPHICAL SCALE: 1"=40'

REV. NO.	DATE	DESCRIPTION	APPROV.	DATE

EASEMENT

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

do hereby grant to LAS VIRGENES MUNICIPAL WATER DISTRICT, a municipal corporation of the State of California, Grantee, an easement for, and the right to construct, maintain, operate and use waterlines and appurtenant structures in and across the real property in the County of Los Angeles, State of California described as

EXHIBIT "A" (Legal Description)

EXHIBIT "B" (Easement Plat)

Together with the right to enter upon, remove improvements, trees, shrubs and other vegetation, and to pass and repass over and along said easement and right of way and to deposit tools, implements, and other materials thereon, by said Grantee, its officers, agents and employees, and by any contractor, his agents and employees, engaged by said Grantor the right to construct, operate and maintain improvements, trees, shrubs and other vegetation which do not interfere with the grantee's use of the subject easement as determined by the grantee in its sole discretion.

It is understood that each undersigned Grantor grants only that portion of the above described land in which said Grantor has an interest.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
\_\_\_\_\_

## **EXHIBIT "A"**

### **LEGAL DESCRIPTION**

A 5 FOOT WIDE STRIP OF LAND WHERE THE CENTER OF SAID STRIP BEING THE CENTERLINE OF WATER MAIN LOCATED WITHIN THE PARCELS 608, 609, 615, AND 627 AS MORE PRECISELY DESCRIBED BELOW.

**PARCEL 608:** (PORTION APN: 2818-022-022)

THAT PORTION OF LOT 1, SECTION 7, TOWNSHIP 2 NORTH, RANGE 16 WEST, SAN BERNARDINO BASE AND MERIDIAN, KNOWN AS LOT 53, IN THE UNINCORPORATED AREA OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, SHOWN ON MAP FILED IN BOOK 28 PAGE 39 OF RECORDS OF SURVEYS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, AS DESCRIBED BY CERTIFICATE OF COMPLIANCE RECORDED FEBRUARY 8, 2002 AS INSTRUMENT NO. 02-308909, OFFICIAL RECORDS OF SAID COUNTY.

**PARCEL 609:** (PORTION APN: 2818-022-022)

THAT PORTION OF LOT 1, SECTION 7, TOWNSHIP 2 NORTH, RANGE 16 WEST, SAN BERNARDINO BASE AND MERIDIAN, KNOWN AS LOTS 51 AND 52, IN THE UNINCORPORATED AREA OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, SHOWN ON MAP FILED IN BOOK 28 PAGE 39 OF RECORDS OF SURVEYS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, AS DESCRIBED BY CERTIFICATE OF COMPLIANCE RECORDED FEBRUARY 8, 2002 AS INSTRUMENT NO. 02-308910, OFFICIAL RECORDS OF SAID COUNTY.

**PARCEL 615:** (PORTION APN: 2818-022-022)

THAT PORTION OF LOT 1, SECTION 7, TOWNSHIP 2 NORTH, RANGE 16 WEST, SAN BERNARDINO BASE AND MERIDIAN, KNOWN AS LOTS 49 AND 50, IN THE UNINCORPORATED AREA OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, SHOWN ON MAP FILED IN BOOK 28 PAGE 39 OF RECORDS OF SURVEYS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, AS DESCRIBED BY CERTIFICATE OF COMPLIANCE RECORDED APRIL 12, 2002 AS INSTRUMENT NO. 02-869473, OFFICIAL RECORDS OF SAID COUNTY.

**PARCEL 627:** (PORTION OF APN: 2818-022-022)

THAT PORTION OF LOT 1 OF SECTION 7, TOWNSHIP 2 NORTH, RANGE 16 WEST, SAN BERNARDINO MERIDIAN, IN THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

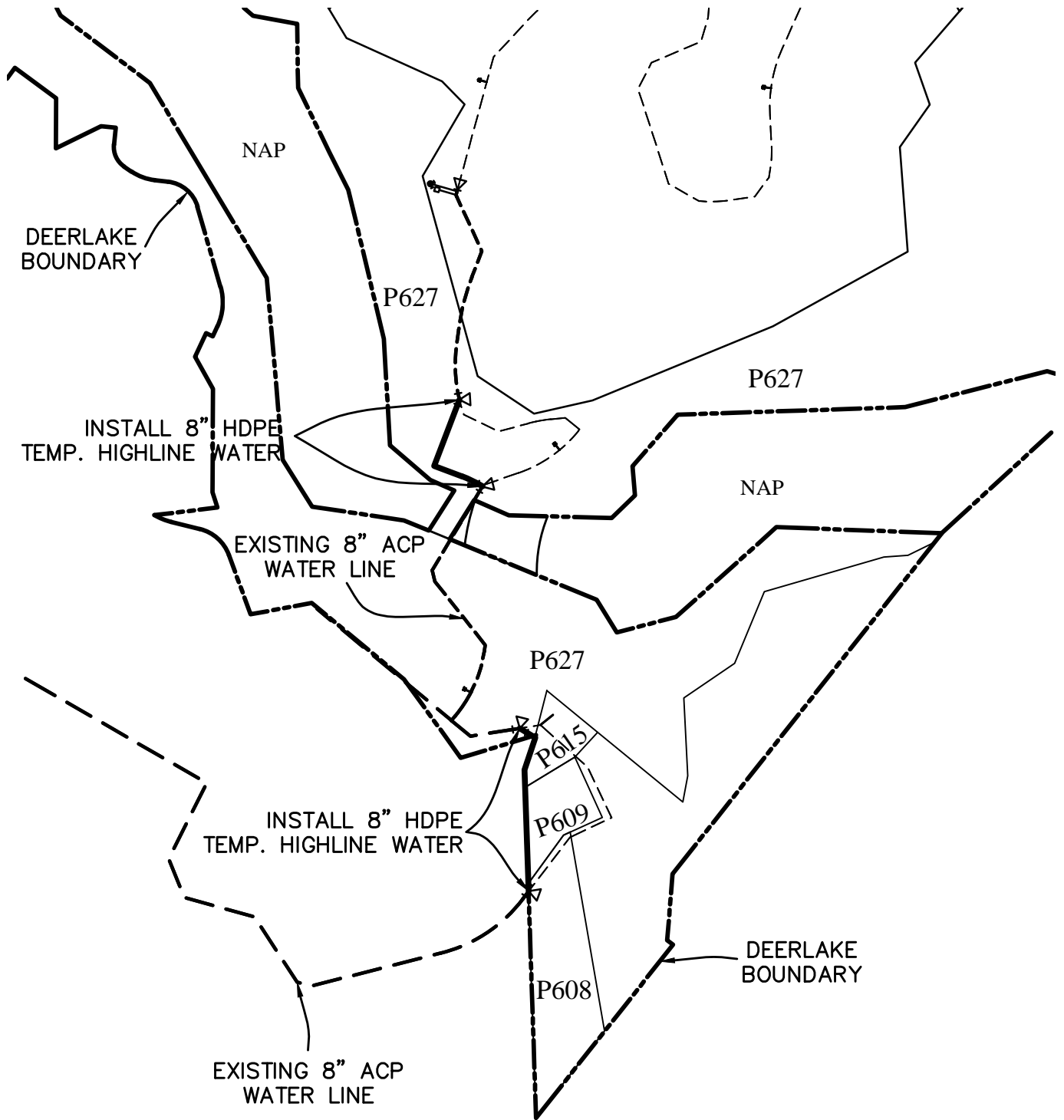
BEGINNING AT THE NORTHWEST CORNER OF SAID LOT AS SHOWN ON THE LICENSED SURVEYOR'S MAP FILED IN BOOK 28 PAGE 23 OF RECORD OF SURVEYS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, THENCE SOUTH ALONG THE WEST LINE OF SAID LOT, AS SHOWN ON SAID MAP, 484.00 FEET, THENCE SOUTH 20°31' EAST TO THE NORTH LINE OF PARCEL NO. 30, AS SHOWN ON SAID LAST MENTIONED MAP, THENCE EASTERLY, SOUTHEASTERLY; NORTHEASTERLY AND SOUTHERLY ALONG THE EXTERIOR BOUNDARIES OF THE LAND SHOWN ON SAID MAP TO THE SOUTHEAST CORNER OF PARCEL NO. 1 AS SHOWN ON SAID MAP, THENCE SOUTHERLY ALONG THE SOUTHERLY PROLONGATION OF THE EAST LINE OF SAID PARCEL 1 TO THE SOUTHEAST LINE OF SAID LOT 1, SECTION 7, AS SHOWN ON THE LICENSED SURVEYOR'S MAP FILED IN BOOK 28 PAGE 39 OF RECORD OF SURVEYS, THENCE NORTHEASTERLY ALONG SAID SOUTHEASTERLY LINE TO THE

NORTHEAST CORNER OF SAID LOT 1, THENCE WESTERLY ALONG THE NORTH LINE OF SAID LOT TO THE POINT OF BEGINNING.

EXCEPT THEREFROM THAT PORTION OF SAID LAND INCLUDED WITHIN THE BOUNDARIES OF THE LANDS SHOWN ON THE LICENSED SURVEYOR'S MAP FILED IN BOOK 24 PAGE 25, IN BOOK 25 PAGES 37, 38 AND 46 AND IN BOOK 28 PAGE 39 OF RECORD OF SURVEYS.

ALSO EXCEPT THEREFROM ANY PORTION LYING WITHIN THE LAND DESCRIBED IN DEED RECORDED JANUARY 20, 1998 AS INSTRUMENT NO. 98-85345.

ALSO EXCEPT THAT PORTION OF LICENSED SURVEYOR'S MAP FILED IN BOOK 23 PAGE 39 OF RECORD OF SURVEYS LYING NORTHERLY OF THE NORTHERLY LINE OF LICENSED SURVEYOR'S MAP FILED IN BOOK 25 PAGES 37 AND 38 OF RECORD OF SURVEYS.



SCALE: 1" = 200'

PREPARED BY:



**UNITED CIVIL, INC.**

30141 AGOURA ROAD, SUITE 215

AGOURA HILLS, CA 91301

PH: (818) 707-8648

FAX: (818) 707-8649

151



June 14, 2016 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Finance & Administration

**Subject : Proposed Two-Year Operating and Capital Improvement Budget for Fiscal Years 2016-18**

**SUMMARY:**

The proposed Two-Year Budget Plan is \$84.4 million for Fiscal Years 2016-17 and \$70.9 million for Fiscal Year (FY) 2017-18. The proposed FY 2016-17 Budget is 23.6% higher than the FY 2015-16 Budget of \$68.3 million, primarily due to an increase in expenditures for capital improvement projects. The following major projects are included in the proposed FY 2016-17 Budget: Westlake Filtration Plant Expansion and Pump Station Upgrades, Automatic Meter Reading/Advanced Metering Infrastructure (AMR/AMI), and Building No. 1 Rehabilitation. The AMR/AMI and Building No. 1 Rehabilitation projects represent \$13 million in potable water capital spending, the timing of which is dependent on securing the necessary funding/financing for the projects.

Operating expenses in FY 2016-17 are proposed to decrease 4.2% from the previous year's budget of \$47.4 million and then increase to \$49.0 million in FY 2017-18. The decrease in operating budget reflects the impacts of the on-going drought, which were more severe than anticipated in the FY 2015-16 Budget. The projected increase in the second fiscal year reflects a gradual rebound in demands and wastewater flows, recognizing the improved supply situation in northern reservoirs. There were no significant changes from the preliminary budget.

**RECOMMENDATION(S):**

Approve the proposed Two-Year Budget Plan for Fiscal Years 2016-18; adopt the Fiscal Year 2016-17 Budget; authorize the General Manager to pre-pay the District's annual required contribution to CalPERS, in the amount of \$1,992,743; and pass, approve and adopt Resolution No. 2495, establishing salaries for employees.

**RESOLUTION NO. 2495**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL**



## **WATER DISTRICT ESTABLISHING SALARIES FOR EMPLOYEES**

(Reference is hereby made to Resolution No. 2495 on file in the District's Resolution Book and by this reference the same is incorporated herein and made part hereof.)

### **FISCAL IMPACT:**

Yes

### **ITEM BUDGETED:**

No

### **DISCUSSION:**

#### The Budget Process:

This budget document reflects implementation of the new two-year budget format that the Board authorized on January 26, 2016.

The budget process began in January when the executive staff members met with the General Manager and the budget staff to discuss the guidelines and receive the Budget Manual. Staff was directed to develop the budget using current service and staffing levels. The Board received a five-year Infrastructure Investment Plan during the budget process, and it was incorporated into the FY 2016-18 Two-Year Budget.

In early April, the General Manager met with representatives from each Department to review and discuss the budget in detail. Changes made by the General Manager are incorporated in the budget.

On March 22nd, the Board reviewed the major drivers and assumptions to be used in developing budget estimates. Then, on April 18th at a budget workshop, the Board reviewed the preliminary budget for operating revenue and expenses, projected capacity fees and capital projects.

#### Key Drivers:

Although this winter's El Niño brought some drought relief, dry conditions in the District's area are expected to persist. On May 9, 2016, Governor Brown issued an Executive Order calling for revised emergency regulations and long-term improvements to local drought preparation. The State Water Resources Control Board responded by adopting a new statewide water emergency regulation that mandates urban water suppliers to ensure at least a three year supply of water under drought conditions. The newly-adopted emergency regulation recognizes persistent, yet less severe drought conditions throughout California. Mandatory conservation percentages will be based upon each agency's specific circumstances and remain in effect through January 31, 2017.

The fiscal implications of the latest regulation are not yet known, but the District plans to continue its emphasis on conservation and water-use efficiency, even if its mandatory conservation standard is reduced to zero. The proposed budget assumes continued

conservation but recognizes an easing from the State's previous 36% reduction standard applied to the District. As a result, potable water demand is expected to increase slightly, as reflected in the proposed revenue projections.

In 2015, the District completed a comprehensive cost of services analysis and rate study that served as the basis for establishing proposed rates for five years. On October 26, 2015, the Board approved the proposed rates for potable water, recycled water and sanitation, effective annually on January 1st, beginning in 2016 and continuing through 2020. The impact of the rate changes is accounted for in the revenue budget estimates. The new rates result in a balanced operating budget in FY 2016-17 and in FY 2017-18, the potable water fund is projected to begin rebuilding its reserves that have been depleted due to capital expenditures over the past five years.

There are no proposed staffing changes for either of the two budget years. The attached Resolution No. 2995 establishes the salary schedules for District employees for the Fiscal Year 2016-17, based on the terms of Board-approved Memoranda of Understanding with the various bargaining units and as approved by the Board on December 8, 2015, for the unrepresented classifications.

In 2015, the District completed an Information Systems Organizational Review and Master Plan. On June 9, 2015, staff presented the Board with the results, which included several organizational changes and a five-year Information Systems Master Plan. The effort is very important because it supports the District's strategic plan objective to utilize technology to improve service delivery. Recommendations included in the Master Plan are reflected in the proposed budget with \$500,000 in FY 2016-17 for information systems-related projects, including an ERP Assessment, and \$480,000 in FY 2017-18 for information systems-related projects including Electronic Data Management and a CIS Application upgrade. As discussed during the preliminary budget presentation, staff will utilize additional consulting services for implementation of the Information Systems Master Plan in lieu of adding a new position the Board had previously approved for FY 2016-17 when approving the Master Plan.

#### Proposed Budget:

The FY 2016-17 budget reflects total expenses of \$84.4 million. This amount is comprised of \$47.4 million in operating expenses, \$34.1 million in capital projects, \$2.8 million in debt service, and \$0.1 million in other non-operating expenses. The budget also reflects revenues of \$38.8 million from water revenues; \$17.6 million in sanitation revenues; \$1.1 million from capacity fees; \$0.5 from standby charges; \$10.1 million from interest, grants, and other non-operating income; and a draw on working capital reserves of \$16.3 million.

The FY 2017-18 budget reflects total expenses of \$70.9 million. This amount is comprised of \$49.0 million in operating expenses, \$15.6 million in capital projects, \$2.8 million in debt service, and \$0.2 million in other non-operating expenses. The budget also reflects revenues of \$42.3 million from water revenues; \$17.9 million in sanitation revenues; \$0.9 million from capacity fees; \$0.5 from standby charges; \$9.3 million from interest, grants, and other non-operating income. In FY 2017-18, there is a projected \$3 million contribution to working capital reserves.

The draw from potable water working capital in FY 2016-17 reflects a continued structural imbalance between total revenues and total expenditures in the Potable Water Enterprise (operating plus capital). This reflects previously adopted policy to draw down reserves to

complete the Backbone Improvements Program. The imbalance was exacerbated by drought and reduced revenue from capacity fees in recent years, and as a result, the District has not been fully recovering the costs associated with the potable water service. Operating rate adjustments were approved by the Board in 2015, taking effect on January 1, 2016, and each proceeding January through 2020. These new water rates were designed to recover a larger portion of the District's fixed costs with fixed revenue and rebuild the potable water reserves over the a five-year period. The proposed budget is in line with the recovery anticipated in the rate study. Additionally, during FY 2016-17, staff will complete a study to recommend changes in capacity fees to ensure sufficient resources for capital projects during the next five-year period.

The Recycled Water and Sanitation Enterprises continue to maintain healthy net operating incomes, providing funds necessary for planned capital improvements and to meet future requirements. The net income for recycled water and sanitation operations in FY 2016-17 are projected to be \$2.4 million and \$6.0 million, respectively. The continued increased balances in these funds are in anticipation of the construction of the seasonal storage project and to comply with requirements imposed by the new National Pollutant Discharge Elimination System permit currently in process for the Tapia Water Reclamation Facility.

Board Members will receive the proposed budget with the agenda package. The proposed budget document is available for public review at District Headquarters, 4232 Las Virgenes Road, Calabasas, or online at the [www.lvmwd.com](http://www.lvmwd.com).

Prepayment of the District's Annual Required Contribution to CalPERS:

CalPERS provides member agencies with a discount for prepayment of its annual required contributions, also known as "employer contributions". The District has prepaid its member contribution since 2004. For Fiscal Year 2016-17, the discount amounts to approximately 3.55% of the District's annual required contribution of \$2,066,120, resulting in a cost savings of \$73,377. The prepayment in the amount of \$1,992,743 must be made no later than July 6, 2016. Attached for reference is a copy of the statement from CalPERS for the annual required contribution. Staff recommends that the District continue to prepay its annual required contribution to achieve the associated cost-savings; the proposed budget reflects this recommendation.

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Mark Uribe, Finance Manager

**ATTACHMENTS:**

Proposed Fiscal Year 2016-18 Budget Plan  
Proposed Resolution No. 2495  
CalPERS Prepayment Statement

The Proposed FY 2016-18 Las Virgenes Municipal Water District budget is available to view at District Headquarters at 4232 Las Virgenes Blvd., Calabasas, CA 91302 and online at <http://www.lvmwd.com/about-us/adopted-budget-and-annual-financial-reports>.

**RESOLUTION NO: 2495**

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

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

**Section 1. Purpose and Scope**

This resolution establishes salary levels for employees.

**Section 2. General and Office Unit Classifications: Effective July 1, 2016**

(a) Effective July 1, 2016, classifications in the General Unit and Office Unit shall be paid between the following starting and ending hourly salaries.

<b>Classification</b>	<b>Starting Salary</b>	<b>Ending Salary</b>
Account Clerk I	\$19.033	\$26.241
Account Clerk II	\$21.234	\$29.277
Accounting Technician	\$24.168	\$33.320
Buyer	\$27.231	\$37.546
Collections Systems Technician	\$25.652	\$35.372
Compliance Inspector	\$27.231	\$37.546
Computer Support Specialist	\$27.231	\$37.546
Cross Connection Inspector	\$28.332	\$39.064
Customer Service Representative	\$22.517	\$31.045
Electrical/Instrumentation Technician I	\$26.694	\$36.806
Electrical/Instrumentation Technician II	\$31.300	\$43.159
Facilities Inspector	\$29.780	\$41.062
Facilities Maintenance Worker	\$20.406	\$28.136
Field Customer Service Representative I	\$20.205	\$27.857
Field Customer Service Representative II	\$22.317	\$30.770
Fleet Technician	\$26.694	\$36.806
GIS Coordinator	\$31.300	\$43.159
Laboratory Assistant	\$20.817	\$28.702
Laboratory Technician I	\$24.652	\$33.990
Laboratory Technician II	\$28.906	\$39.856
Maintenance Mechanic I	\$24.652	\$33.990
Maintenance Mechanic II	\$28.906	\$39.856
Network/Security Coordinator	\$31.300	\$43.159
Planning & New Development Technician	\$29.191	\$40.247
Receptionist/Office Assistant	\$20.182	\$27.828
Secretary	\$23.879	\$32.923
Senior Account Clerk	\$22.541	\$31.079
Senior Accounting Technician	\$26.431	\$36.443

Senior Electrical/Instrumentation Technician	\$33.892	\$46.733
Senior Field Customer Service Representative	\$27.779	\$38.300
Senior Maintenance Mechanic	\$31.300	\$43.159
Senior Water Distribution Operator	\$32.570	\$44.909
Senior Water Reclamation Plant Operator	\$32.570	\$44.909
Senior Water Treatment Plant Operator	\$32.570	\$44.909
Senior Water Worker	\$27.779	\$38.300
Storekeeper	\$25.649	\$35.365
Technical Services Support Specialist	\$26.169	\$35.724
Water Reclamation Plant Operator I	\$24.168	\$33.320
Water Reclamation Plant Operator II	\$30.079	\$41.473
Water Reclamation Plant Operator in Training	\$22.317	\$30.770
Water Treatment Plant Operator II	\$25.652	\$35.372
Water Treatment Plant Operator III	\$29.485	\$40.656
Water Worker I	\$20.205	\$27.857
Water Worker II	\$22.317	\$30.770
Water Worker III	\$25.652	\$35.372

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

**Section 3. Supervisor, Professional & Confidential Unit Classifications: Effective July 2, 2016**

(a) Effective July 2, 2016, classifications in the Supervisor, Professional & Confidential Unit shall be paid between the following starting and ending hourly salaries.

<b>Classification</b>	<b>Starting Salary</b>	<b>Ending Salary</b>
Administrative Services Coordinator	\$41.142	\$53.484
Assistant Engineer	\$39.535	\$51.396
Associate Engineer	\$44.997	\$58.495
Chief Water Reclamation Plant Operator	\$43.239	\$56.211
Civil Engineering Assistant	\$37.245	\$48.419
Civil Engineering Associate	\$44.997	\$58.495
Compost Operations Supervisor	\$41.142	\$53.484
Construction Supervisor	\$41.142	\$53.484
Customer Service Operations Supervisor	\$41.142	\$53.484
Customer Service Program Supervisor	\$41.142	\$53.484
Electrical/Instrumentation Supervisor	\$41.142	\$53.484
Environmental Analyst I	\$32.403	\$42.124
Environmental Analyst II	\$37.616	\$48.901
Facilities Maintenance Supervisor	\$41.142	\$53.484

Financial Analyst	\$41.142	\$53.484
Human Resources Coordinator	\$29.626	\$38.514
Junior Engineer	\$34.738	\$45.160
Laboratory Supervisor	\$43.239	\$56.211
Management Analyst I	\$32.403	\$42.124
Management Analyst II	\$37.616	\$48.901
Public Affairs Associate	\$39.932	\$51.911
Purchasing Supervisor	\$32.403	\$42.124
SCADA Analyst	\$39.535	\$51.396
Senior Accountant	\$37.616	\$48.901
Senior Engineer	\$48.595	\$63.174
Systems Analyst	\$40.733	\$52.953
Technical Systems Support Supervisor	\$41.142	\$53.484
Water Conservation Coordinator	\$41.142	\$53.484
Water Production & Treatment Supervisor	\$43.239	\$56.211

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

**Section 4. Management Unit Classifications: Effective July 2, 2016**

(a) Effective July 2, 2016, classifications in the Management Unit shall be paid between the following starting and ending hourly salaries.

<b>Classification</b>	<b>Starting Salary</b>	<b>Ending Salary</b>
Executive Assistant/Clerk of the Board	\$42.179	\$59.050
Customer Services Manager	\$49.951	\$69.932
Finance Manager/CPA	\$52.499	\$73.499
Information Services Manager	\$52.499	\$73.499
Principal Engineer	\$54.090	\$75.726
Public Affairs & Communications Manager	\$49.951	\$69.932
Resource Conservation Manager	\$49.951	\$69.932
Water Reclamation Manager/Engineer	\$54.090	\$75.726
Water Systems & Facilities Manager	\$54.090	\$75.726

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

**Section 5. Unrepresented Classifications: Effective July 1, 2016**

(a) Effective July 1, 2016, classifications that are unrepresented shall be paid between the following starting and ending hourly salaries.

<b>Classification</b>	<b>Starting Salary</b>	<b>Ending Salary</b>
Director of Facilities & Operations	\$65.759	\$100.348
Director of Finance & Administration	\$65.759	\$100.348
Director of Resource Conservation & Public Outreach	\$65.759	\$100.348
Human Resources Manager	\$52.499	\$74.234

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

**Section 6. Temporary Positions**

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

(b) Student Workers shall be paid \$10.00 to \$11.50 per hour.

(c) Interns:

(1) Upper division candidates for Bachelor degree programs shall be paid \$12.00 to \$15.00 per hour.

(2) Candidates for Master degree programs shall be paid \$14.00 to \$18.00 per hour.

(3) Candidates for Doctoral degree programs shall be paid \$14.00 to \$20.00 per hour.

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_\_ day of July 2016.

\_\_\_\_\_  
Glen Peterson, President

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Charles Caspary, Secretary

\_\_\_\_\_  
Wayne K. Lemieux, Legal Counsel

(SEAL)



## Required Employer Contribution

	<b>Fiscal Year 2015-16</b>	<b>Fiscal Year 2016-17</b>
<b>Actuarially Determined Employer Contributions</b>		
1. Contribution in Projected Dollars		
a) Total Normal Cost	\$ 1,746,091	\$ 1,746,447
b) Employee Contribution <sup>1</sup>	788,703	764,091
c) Employer Normal Cost [(1a) – (1b)]	957,388	982,356
d) Unfunded Liability Contribution	1,000,373	1,083,764
e) Required Employer Contribution [(1c) + (1d)]	\$ 1,957,761	\$ 2,066,120
Projected Annual Payroll for Contribution Year	\$ 11,283,303	\$ 10,962,574
2. Contribution as a Percentage of Payroll		
a) Total Normal Cost	15.475%	15.931%
b) Employee Contribution <sup>1</sup>	6.990%	6.970%
c) Employer Normal Cost [(2a) – (2b)]	8.485%	8.961%
d) Unfunded Liability Rate	8.866%	9.886%
e) Required Employer Rate [(2c) + (2d)]	17.351%	18.847%
<b>Minimum Employer Contribution Rate<sup>2</sup></b>	<b>17.351%</b>	<b>18.847%</b>
Annual Lump Sum Prepayment Option <sup>3</sup>	\$ 1,888,232	\$ 1,992,743

<sup>1</sup> For classic members this is the percentage specified in the Public Employees Retirement Law, net of any reduction from the use of a modified formula or other factors. For PEPRA members, the member contribution rate is based on 50 percent of the normal cost. A development of PEPRA member contribution rates can be found in Appendix D. Employee cost sharing is not shown in this report.

<sup>2</sup> The Minimum Employer Contribution Rate under PEPRA is the greater of the required employer rate or the employer normal cost. The timing of contributions made during the year coincides with the employer's payroll reporting periods. § 20572 of the Public Employees' Retirement Law assesses interest at an annual rate of 10 percent if a contracting agency fails to remit the required contributions when due.

<sup>3</sup> The Annual Lump Sum Prepayment can be made between July 1 and July 15 and should be made before the contributions for the first payroll reporting period of the new fiscal year are due. If there is contractual cost sharing or other change, this amount will change.

## Plan's Funded Status

	<b>June 30, 2013</b>	<b>June 30, 2014</b>
1. Present Value of Projected Benefits	\$ 88,500,131	\$ 94,428,704
2. Entry Age Normal Accrued Liability	77,386,629	82,855,843
3. Market Value of Assets (MVA)	\$ 59,797,198	\$ 69,873,190
4. Unfunded Liability [(2) – (3)]	\$ 17,589,431	\$ 12,982,653
5. Funded Ratio [(3) / (2)]	77.3%	84.3%



June 14, 2016 LVMWD Regular Board Meeting

TO: Board of Directors

FROM: Facilities & Operations

---

**Subject : Saddletree Tank Rehabilitation Project: Change Order No. 2**

---

**SUMMARY:**

On February 9, 2016, the Board awarded a construction contract to Paso Robles Tank, Inc., in the amount of \$364,674, for the Saddletree Tank Rehabilitation Project. Change Order No. 2, in the amount of \$17,806.54, was administratively approved by the General Manager on June 1, 2016. The change order addresses repairs to the roof rafters due to corrosion, caulking of annular space of the exposed roof seams and additional railing required with relocation of the roof hatch.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The adopted Fiscal Year 2015-16 Budget provides funding under CIP Job No. 10539, in the amount of \$554,606, for the Saddletree Tank Rehabilitation Project. No additional appropriation is required. The total value of change orders to date is \$26,714.23.

**DISCUSSION:**

Change Order No. 1, in the amount of \$8,907.69, was administratively approved by the General Manager on April 5, 2016, to address tank modifications necessary for compliance with Cal-OSHA regulations.

Change Order No. 2 allows for the following tank upgrades to improve the life expectancy of the tank:

1. Installation of caulking for the annular space of the interior roof seam: After the original tank coating was removed from the roof, the lap seams of the roof were found to have only been welded on the exterior of the tank. This left an exposed annular space on the interior lap seams of the steel panels. To prevent future corrosion and premature coating failure at these seams, sealant was applied to fill the space at a cost of \$800.
2. Rehabilitation of the corroded roof rafters: The tank's structural rafters were found to be corroded at the ends adjacent to where they were mechanically fastened to the tank walls. The majority of the corrosion was isolated to three feet of the ends of the rafters where they were exposed to the tank vents. The remaining rafter material was found to be in good condition and did not need replacement. The corroded portions of the rafters were cut from the beams and new steel plates were welded to the rafters to repair the corrosion, as well as provide a new welded connection to the tank shell. While miscellaneous structural repairs were anticipated and included as a bid item for the project, in the amount of \$10,000, the amount of material and labor required to repair the rafters exceeded the bid item for the necessary work by \$16,000.
3. Additional safety railing: As a part of Change Order No. 1, the roof hatch was enlarged and relocated. The relocation of the hatch conflicted with the placement of one of the existing tank rafters. Since the tank was operational at the time Change Order No. 1 was issued, there was no means to confirm conflicts with the internal structural beams. Because of the conflict, the roof hatch was moved further away from the roof ladder, requiring additional safety railing material and welding for Cal-OSHA compliance at a cost of \$1,006.54.

Attached for reference are photos of the key items.

**GOALS:**

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

Prepared by: Eric Schlageter, P.E., Senior Engineer

**ATTACHMENTS:**

Corroded Tank Rafter 1  
Corroded Tank Rafter 2  
Repaired Tank Rafter









THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

# MWD MEETING AGENDA

**Board Meeting**  
Meeting with Board of Directors

**June 14, 2016**

**12:00 p.m. -- Board Room**

---

MWD Headquarters Building

700 N. Alameda Street

Los Angeles, CA 90012

---

**1. Call to Order**

(a) Invocation: Ronald Shute, Administrative Assistant I, Business Technology Group

(b) Pledge of Allegiance: Director Glen Peterson

**2. Roll Call**

**3. Determination of a Quorum**

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

**5. OTHER MATTERS**

A. Approval of the Minutes of the Meeting for May 10, 2016. (A copy has been mailed to each Director) Any additions, corrections, or omissions

Draft Minutes

B. Report on Directors' events attended at Metropolitan expense for month of May

C. Approve committee assignments

D. Chairman's Monthly Activity Report

**6. DEPARTMENT HEADS' REPORTS**

A. General Manager's summary of Metropolitan's activities for the month of May

B. General Counsel's summary of Legal Department activities for the month of May

C. General Auditor's summary of activities for the month of May

D. Ethics Officer's summary of activities for the month of May

**7. CONSENT CALENDAR ITEMS — ACTION**

7-1 Approve up to \$1.153 million to purchase insurance for Metropolitan's Property and Casualty Insurance Program. (F&I)

7-1 Board Letter and Attachment

- 7-2 Appropriate \$310,000; and authorize design and valve procurement to relocate piping for Service Connection OC-76 on the Allen-McColloch Pipeline (Approp. 15480). (E&O)

7-2 Board Letter and Attachments

- 7-3 Appropriate \$700,000; and award \$343,625 contract to Environmental Construction, Inc. to replace blow-off valves on the Middle Feeder (Approp. 15480). (E&O)

7-3 Board Letter and Attachments

- 7-4 Approve amendments to the Metropolitan Water District Administrative Code to conform to current laws, practices and regulations. (L&C)

7-4 Board Letter

**8. OTHER BOARD ITEMS — ACTION**

- 8-1 Annual approval of Metropolitan's Statement of Investment Policy and delegation of authority to the Treasurer to invest Metropolitan's funds. (F&I)

8-1 Board Letter

- 8-2 Approve and authorize the distribution of Appendix A for use in the issuance and remarketing of Metropolitan's bonds. (F&I)

8-2 Board Letter and Attachment

- 8-3 Adopt Second Supplemental Subordinate Resolution to the Master Subordinate Resolution authorizing the issuance of up to \$175 million of Subordinate Water Revenue Bonds, 2016 Authorization and provide for transaction documents. (F&I)

8-3 Board Letter and Attachment

- 8-4 Appropriate \$10 million; and authorize capital program for projects costing less than \$250,000 for fiscal years 2016/17 and 2017/18 (Approp. 15498). (E&O)

8-4 Board Letter and Attachment

- 8-5 Appropriate \$2.7 million; and award \$1,885,150 contract to Abhe & Svoboda, Inc. to replace fish screens on the Inlet/Outlet Tower at Diamond Valley Lake (Approp. 15441). (E&O)

8-5 Board Letter and Attachments

- 8-6 Authorize payment of \$620,638 for support of the Colorado River Board and Colorado River Authority for fiscal year 2016/17. (WP&S) (Two-thirds vote required)

8-6 Board Letter and Attachment

**9. BOARD INFORMATION ITEMS**

- 9-1 Department Head Performance Evaluation Process and Schedule

**10. FOLLOW-UP ITEMS**

**11. FUTURE AGENDA ITEMS**

**12. ADJOURNMENT**

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

This committee reviews items and makes a recommendation for final action to the full Board of Directors. Final action will be taken by the Board of Directors. Agendas for the meeting of the Board of Directors may be obtained from the Board Executive Secretary. This committee will not take any final action that is binding on the Board, even when a quorum of the Board is present.

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

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.