

WEST VALLEY WATER DISTRICT
855 W. Base Line Road, Rialto, CA 92376
PH: (909) 875-1804 FAX: (909) 875-1849

NOTICE OF CALL OF
AND AGENDA FOR
SPECIAL MEETING
(Government Code § 54956(a))

PLEASE TAKE NOTICE that the President of Directors of the West Valley Water District has called a Special Meeting of the Board of Directors for

6:00 P.M. on THURSDAY, JANUARY 12, 2023
CLOSED SESSION - 6:00 PM • OPEN SESSION – 6:30 PM

BOARD OF DIRECTORS

Greg Young, President
Dan Jenkins, Vice President
Angela Garcia, Director
Kelvin Moore, Director
Channing Hawkins, Director

"In order to comply with legal requirements for posting of agendas, only those items listed in this NOTICE OF CALL AND AGENDA FOR SPECIAL MEETING will be considered by the Board of Directors."

On March 4, 2020, Governor Newsom declared a State of Emergency resulting from the threat of COVID-19. On September 16, 2021, Governor Newsom signed Assembly Bill No. 361 into law. Assembly Bill No. 361 amends Government Code section 54953(e) by adding provisions for remote teleconferencing participation in meetings by members of a legislative body, without the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions. The West Valley Water District adopted a resolution determining, by majority vote, that, as a result of the declared State of Emergency, the District is adopting the State protocol which allows meetings in person and/or via teleconference. Accordingly, it has been determined that all Board and Workshop meetings of the West Valley Water District will be held pursuant to Assembly Bill No. 361, the Brown Act and will be conducted via teleconference and in person. Members of the public may listen and provide public comment via telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790 or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may also be submitted via email to administration@wvwd.org. If you require additional assistance, please contact administration@wvwd.org.

OPENING CEREMONIES

Call to Order
Pledge of Allegiance
Opening Prayer
Roll Call of Board Members

ADOPT AGENDA

PUBLIC PARTICIPATION

Any person wishing to speak to the Board of Directors on matters listed or not listed on the agenda, within its jurisdiction, is asked to complete a Speaker Card and submit it to the Acting Board Secretary, if you are attending in person. For anyone joining on Zoom, please wait for the Board President's instruction to indicate that you would like to speak. Each speaker is limited to three (3) minutes. Under the State of California Brown Act, the Board of Directors is prohibited from discussing or taking action on any item not listed on the posted agenda. Comments related to noticed Public Hearing(s) and Business Matters will be heard during the occurrence of the item.

Public communication is the time for anyone to address the Board on any agenda item. Also, please remember that no disruptions from the crowd will be tolerated. If someone disrupts the meeting, they will be removed.

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the Board of Directors, Staff Member, or any member of the public request a specific item(s) be removed for separate action.

Consideration of:

1. Consolidated Omnibus Budget Reconciliation Act (COBRA) Vendor Update. **Pg. 7**
2. Filter Media Replacement and Coating at Oliver P. Roemer Water Filtration Facility. **Pg. 9**
3. 2023 Lytle Creek Sanitary Survey. **Pg. 17**
4. Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Governor Gavin Newsom on March 4, 2020, and Authorizing Remote Teleconference meetings of the Legislative Bodies of West Valley Water District for the Period January 14, 2023, through February 14, 2023, Pursuant To Brown Act Provisions. **Pg. 51**
5. Purchase Order Report - November 2022. **Pg. 53**
6. Treasurer's Report - November 2022. **Pg. 59**

7. Monthly Revenue & Expenditures Report - November 2022. **Pg. 75**
8. Cash Disbursements Report - November 2022. **Pg. 81**
9. Transfer Funds Request from General Checking to WWD Investment Account. **Pg. 98**
10. Approval of Payment to Hunt Ortmann, Palffy, Nieves, Darling & Mah, Inc. for Professional Services, in November 2022, Invoice No. 96824 for \$2,153.50. **Pg. 100**
11. Approval of Payment to Albright, Yee & Schmit for Professional Services, in November 2022, Invoice Nos. 27816 and 27810 for \$110.00 and \$1,545.00, respectively. **Pg. 101**
12. Approval of Payment to Carpenter, Rothans & Dumont LLP for Professional Services, in November 2022, Invoice No. 42677 for \$4,898.43. **Pg. 103**
13. Approval of Payment to Liebert, Cassidy, Whitmore for Professional Services, in November 2022, Invoice Nos. 230403, 230581 and 230597 for \$6,092.00, \$1,307.50 and \$42.50 respectively. **Pg. 104**

BUSINESS MATTERS

Consideration of:

14. Comprehensive Financial Plan and Water Rate Structure Study. **Pg. 107**
15. Adopt Resolution No. 2023-03 A Resolution Of The Board Of Directors Of The West Valley Water District Amending Schedules “B” Standing Committees And Schedule “C” Outside Meetings Of Ordinance No. 86 With Respect To Compensation And Policies Related To Board Activities. **Pg. 146**

REPORTS - LIMITED TO 5 MINUTES MAXIMUM (Presentations or handouts must be provided to Board Members in advance of the Board Meeting).

1. **Board Members**
2. **General Manager**
3. **Legal Counsel**

CLOSED SESSION

- **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**
- Significant Exposure to Litigation Pursuant to Paragraph (2) of Subdivision (D) of Section 54956.9(B): Number of Cases: Three (3).

- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - pursuant to Paragraph one (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Patricia Romero vs. West Valley Water District, Case No. CIVDS2024402.
- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Paragraph One (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Diana Gunn. vs. West Valley Water District, Case No. CIVSB2117195.
- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Paragraph One (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Nadia Loukeh. vs West Valley Water District, Case No. CIVSB2116242.
- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Paragraph One (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Julianna Zavala. vs West Valley Water District, Case No. CIVSB2117197.
- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Paragraph One (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Naisha Davis. vs West Valley Water District, Case No. 20STCV0323.
- CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957 Appointment /employment of a public employee - General Counsel
- CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957 - Public Employee Performance Evaluation - Acting General Manager.
- CONFERENCE WITH LEGAL COUNSEL - PUBLIC EMPLOYEE APPOINTMENT - Pursuant to Government Code Section 54957, Title(s) General Manager.

UPCOMING MEETINGS

- January 17, 2023 - West Valley Water District Engineering, Operations, & Planning Committee Meeting at 6:00 p.m., at District Headquarters.
- January 19, 2023 - Board of Directors Regular Board Meeting at 6:00 p.m.
- January 23, 2023 - West Valley Water District External Affairs Committee Meeting at 6:00 p.m., at District Headquarters.
- January 24, 2023 - West Valley Water District Policy and Oversight Committee Meeting at 6:00 p.m., at District Headquarters.

- January 25, 2023 - West Valley Water District Finance Committee Meeting at 6:00 p.m., at District Headquarters.

UPCOMING COMMUNITY EVENTS

- January 19, 2023 - Upper Santa Ana River Division 1 Water Forum From Waste to Resources: Recognizing the Valley of Wastewater within our communities, 9 a.m. (Hilton Garden Inn, Fontana)
- February 16, 2023 - Fontana State of the City, 5:00 p.m. (coincides with a WWWD Board of Directors meeting)
- April 22, 2023 - Earth Day 2023 - Information to come

UPCOMING EDUCATIONAL & OUTREACH OPPORTUNITIES

- February 28 - March 2, 2023: ACWA DC 2023 - Washington D.C.
- March 23: ACWA 2023 Legislative Symposium - Sacramento, CA
- May 16 - 17, 2023: CSDA Special Districts Legislative Days - Sacramento, CA

ADJOURN

DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Agenda at the District Offices on January 05, 2023.

Elvia Dominguez

Elvia Dominguez, Board Secretary

Please Note:

Material related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the District's office located at 855 W. Baseline, Rialto, during normal business hours. Also, such documents are available on the District's website at www.wvwd.org subject to staff's ability to post the documents before the meeting.

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in the above-agendized public meeting should be directed to the Board Secretary, Elvia Dominguez, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Dominguez may be contacted by telephone at (909) 875-1804 ext. 703, or in writing at the West Valley Water District, P.O. Box 920, Rialto, CA 92377-0920.



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: January 12, 2023
TO: Board of Directors
FROM: Van Jew, Acting General Manager
SUBJECT: CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT
 (COBRA) VENDOR UPDATE

BACKGROUND:

The District is legally required to provide Consolidated Omnibus Budget Reconciliation Act (COBRA) coverage to employees that lose their job. The requirement is that the District provide continuity in coverage. The coverage under COBRA will be the same coverage the employee had while they were an employee. It avoids a lapse in coverage. COBRA can help those who need health coverage during the time between losing job-based coverage and beginning other health coverage. The affected person has 60 days to enroll in COBRA once the employer-sponsored benefits end. Coverage under COBRA starts the day the prior coverage ends. The District is required to send a notice with information about deadlines for enrollment.

DISCUSSION:

On March 10, 2011, the District secured the services through COBRA On Queue a vendor who generated the required COBRA notices to employees that no longer are employed by the District. In reviewing the plan, it was determined that the current platform being offered is outdated and its customer service was lacking. A recent inquiry made on the status of a few COBRA letters that were delayed in being generated took some time to receive a response, which was concerning due to the legal requirement to provide notice to employees. Staff discussed the need to consolidate and upgrade the platform with Keenan and Associates the District's current provider of ancillary benefits (i.e., long term disability, term life insurance and other portable products). Keenan secured the services through one of their subsidiaries - Building Blocks for Business. Building Blocks for Business provide the COBRA services and include with their service a Flexible Spending Account (FSA) for medical and childcare reimbursement component.

FISCAL IMPACT:

There is no fiscal impact. The amount to cover the cost of the service has been accounted in the 2022/23 FY budget.

STAFF RECOMMENDATION:

This agenda item is for informational purposes only, no action required.

Respectfully Submitted,

Van Jew

Van Jew, Acting General Manager

VJ:hms

MEETING HISTORY:

12/12/22 Human Resources Committee REFERRED TO BOARD



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: January 12, 2023
TO: Board of Directors
FROM: Van Jew, Acting General Manager
SUBJECT: FILTER MEDIA REPLACEMENT AND COATING AT OLIVER P. ROEMER WATER FILTRATION FACILITY

BACKGROUND:

The Oliver P. Roemer Water Filtration (Roemer) Facility has six identical package treatment units called Trident Filters. Each Trident Filter has a design flow of 2.4 million gallons per day and consists of an upflow contact clarifier followed by a multi-media gravity filter. The upflow contact clarifier is a rectangular, compartmentalized adsorption clarifier packaged treatment unit. The adsorption clarification process has been rated as equivalent to the flocculation-sedimentation process. Water flows up through about four feet of proprietary plastic beads, producing flocculation, settling, and removal of some of the suspended solids. From there, the water overflows into the multi-media filters. Beneath each filter is an under-drain system that takes the filtered water to the contact basin for disinfection and then to distribution system.

On top of the under drain is a multi-media filter bed. The filter bed contains three layers of media consisting of anthracite coal, sand and garnet, with supporting layer of gravel at the bottom. These are the media of choice because of the differences in size and density. The larger, lighter anthracite coal is on top and the heavier, smaller garnet remains on the bottom. The filter media arrangement allows the largest dirt particles to be removed near the top of the media bed with the smaller dirt particles being retained deeper and deeper into the media. This allows the entire bed to act as a filter allowing much longer filter run times between backwash and more efficient particulate removal.

The interior coatings, clarifier plastic media, and multi-media filter bed in Filter Nos. 1 and 6 are over 10 years old and have reached their life expectancy and are in need of replacement. The goal is to have this project completed during the winter when the water demand is at its lowest since 2 Trident Filters need to be taken out of service. A large vacuum truck is used to take out all of the old material and expose the under-drain system for inspection and any repairs. The entire filter is then power washed, sand blasted and coated in preparation for installation of the new media. The coating material is NSF approved to Standard 61 for use in potable water systems.

DISCUSSION:

On October 27, 2022, a Request for Bids (RFB) was issued and publicly advertised on PlanetBids. The RFB included removal, packaging and disposal of existing media, removal of existing interior

coatings with abrasive blast methods, recoat with approved epoxy coating, supply and installation of new clarifier and filter media. One (1) firm – ERS Industrial Services, Inc. (ERS) – submitted bid to provide the needed services. Attached as **Exhibit A** is the Project Information and Scope of Work. District staff reached out to other firms, talked to other water district(s) with similar filters, to solicit more bids. No other firms submitted bids. District staff solicited feedback from firms that did not bid on this project, and some did not respond. One firm that specializes in structural and coating services responded back that they tried to contract the media replacement part out to a subcontractor, but did not want to take on the liability of something the firm had not done in the past. If the project had been separated into 2 separate projects, coating and media replacement, it would be easier for the firm to bid.

Based on information received from ERS, ERS is the lowest responsible responsive bidder for this project.. The bid was as follows:

ERS Industrial Services, Inc.	\$804,580.00
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FISCAL IMPACT:

The total cost for the project is \$804,580.00. This project is in the Fiscal Year 2022/23 Capital Budget in the amount of \$789,465.00. An additional \$15,115 is needed to complete the project and will be funded from another project with excess funds, titled “Asbestos Abatement and Roof Replacement – Reservoir 2-1”.

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors award a contract to ERS Industrial Services, Inc. to perform the Filter Media Replacement and Coating Project in the amount of \$804,580.00.

Respectfully Submitted,

Van Jew

Van Jew, Acting General Manager

VJ:jc

ATTACHMENT(S):

1. Exhibit A - Project Information and Scope of Work

MEETING HISTORY:

12/13/22 Engineering, Operations and Planning Committee REFERRED TO BOARD

EXHIBIT A



Water Treatment Facility Filter Media Replacement and Coating Project

PROJECT INFORMATION:

The West Valley Water District (“District”) is seeking the services of a qualified, experienced contractor to furnish all labor, material and equipment, perform and complete all work required for the Water Treatment Facility Filter Media Replacement and Coating Project.

PROJECT DESCRIPTION

The work to be performed shall consist of furnishing all tools, equipment, materials, labor, transportation services, fuel, communications, and performing all work and related operations required for the fulfillment of this project in strict accordance with these specifications. The work shall be completed, and all work, materials, and services not expressly outlined or shown in these specifications which may be necessary for the complete and proper installation and/or operation of the work shall be provided by the contractor as indicated and at no increase in cost to the District. The contractor is expected to provide all materials and services that will fulfill or exceed the requirements and conditions as set forth in these specifications.

This is a turn-key project. **Two (2) Trident Filters, No. 1 and No. 6, need recoating and new filter and clarifier media.**

The service includes removal, packaging and disposal of existing filter and clarifier media and installation of new media for two (2) Trident Filters, per design. Contractor is expected to repair or replace existing underdrains as needed.

The service includes the following recommended Sherwin Williams Steel preparation and coating system: SSPC-SP10 Near-White Blast Cleaning, apply finish coat – Sherwin Williams Sherplate PW Epoxy @ 30-45 mils DFT for two (2) Trident Filters. The coating material must be NSF approved to standard 61 for potable water and meets new AWWA D102 standards.

SCOPE OF WORK

Although the District is attempting to identify the limits and services required, this should not unnecessarily limit the firm in the development of a scope it believes is necessary to meet the District’s goals and objectives.

This section covers removing and disposing existing media and furnishing and installing support gravel and multimedia filter media for Filter No. 6 at the Oliver P. Roemer Water Treatment Plant. Filter media shall be furnished and installed in the filter as indicated on the drawings, as specified, and as required to provide a properly operating filter installation acceptable to the District.

If a vacuum truck is used to remove filter media, it must be parked outside the filter plant and the vacuum hose or pipe must be able to go up the stairs and down to the floor of the filter bed—100 feet from the filter to the access door.

Removal of existing interior coating and recoat work on the Oliver P. Roemer Trident Filter Nos. 1 and 6. The coating material must be NSF approved to standard 61 for potable water and meets new AWWA D102 and AWWA C210 standards. The District recommends SherPlate PW Epoxy. Full containment, environmental control, and protection of underdrains throughout the coatings process.

Filter media shall not be installed until testing, by others or District staff, of the filter box for water tightness, repair of leaks, and concrete damp proofing inside the filter box has been completed.

Installation of media shall be under the direct supervision and control of a competent and experienced field representative employed by the media supplier and acceptable to the District.

The filter is a tri-media gravity filter. It is 28 by 10 by 10 feet steel structures. The launder is 40 inches above the media. The filter includes an underdrain system, filter media, and the following piping: inlet and outlet pipes, backwash, surface wash, and wash water disposal piping. Filter media consists of anthracite coal, sand, and garnet over a layer of support gravel. The following table summarizes the design parameters of the filter:

Filtration Rate: 6 gpm/Sq. Ft. Maximum Filter Underdrain – Pipe: Schedule 80 PVC

Material	Size Range (mm)	Specific Gravity	Hardness (Mohs scale)	Specified (Inches)
Filter Profile Dual Media Anthracite	1.0-3.0	1.5-1.8	3	18
Silica Sand	0.45-0.50	2.6	7	9
Garnet	0.20-0.40	3.1-4.4	6.5-7.5	6
Media Support Gravel	1.0-50	2.6	7	12

Supply and install new Clarifier plastic media 50/50 Mix, nozzles and gaskets.

Reinstall Filter internal piping.

Placement shall comply with AWWA B100, except as modified herein. Support gravel or media which becomes dirty or contaminated shall be removed and replaced with clean material.

The bottom layer shall be carefully placed to avoid damaged to the nozzle underdrain system. Each layer shall be completed before starting the layer above. For materials less than ½ inch in size,

workmen shall not stand or walk directly on the media, but on boards which will sustain their weight without displacing the media.

Each layer of filter media shall be deposited by means of a tremie system to a uniform thickness, with the top surface screeded or otherwise brought to a true level plane. Care shall be taken in depositing each layer not to damage the quality or integrity of the media or to disturb the level surface of the layer beneath. The correct thickness of each layer shall be determined by screeding each layer to a continuous level line on the side of the filter box. The layer shall then be leveled with a water surface maintained at the appropriate elevation mark.

INTERRUPTION OF SERVICES

Interruptions to any services for the purposes of making or breaking a connection shall be made only after consulting with the District and shall be at such time and of such duration as may be directed.

SEQUENCE OF CONSTRUCTION OPERATIONS

Before starting construction operations, Contractor shall confer with the District arrange the sequence of the construction operations.

HOURS OF WORK

Contractor shall submit an approved work schedule prior to starting related work.

EVALUATION PROCESS AND SELECTION CRITERIA

The District's evaluation and selection process is based upon meeting all requirements listed above, to the District. **The district reserves the right to award project to the lowest responsible responsive bidder.**

ATTACHMENTS

Attachment A – Trident Water Systems Filter Media Design - Model

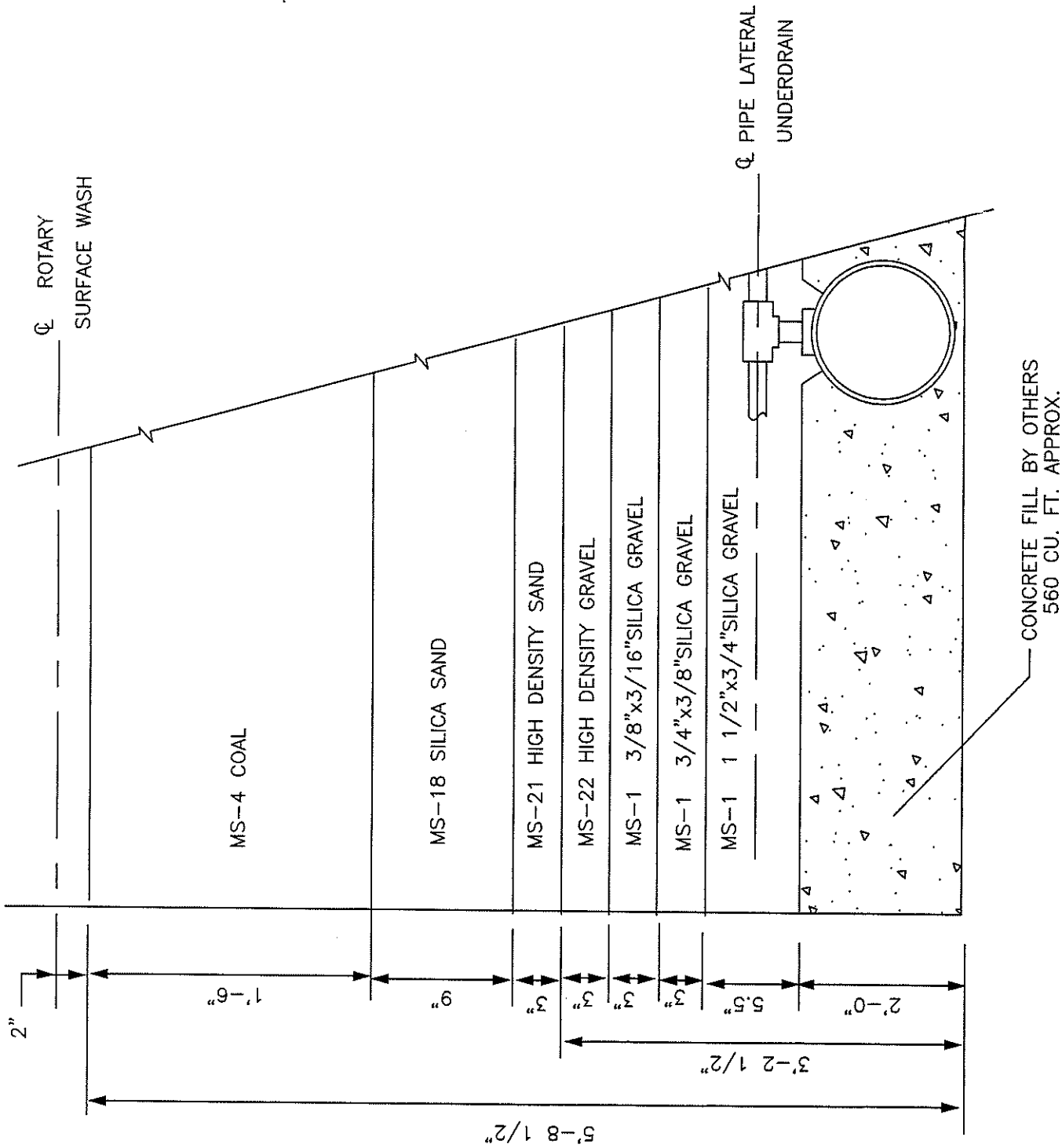
Attachment A

B.O.M. QUANTITIES ARE FOR ONE TANK ONLY

B.O.M. NUMBER	L4C-1A
UNIT DESIGNATION	1/2TR-840A
BED AREA (SQ. FT. EACH FILTER)	280
VOLUME OF UNDERDRAIN HEADER WITHIN THE CONCRETE FILL (CU.FT.)	56
VOLUME OF UNDERDRAIN WITHIN THE 1 1/2"x3/4" MS-1 LAYER (FT ³)	12
BACKWASH RATE AT 60° F. (SEE NOTE 5)	15 GPM/FT ²
BACKWASH FLOW AT 60° F	4200 GPM
MEDIA PLACEMENT WATER QUANTITY REQ'D AT 60° F	100,000 GAL./TANK

NOTES:

- 1A FILTER MEDIA AND GRAVEL BAGS MUST BE PROTECTED FROM THE WEATHER AND STACKED NOT MORE THAN 5(FIVE) HIGH TO PRECLUDE BREAKAGE.
- 1B WHEN BULK SHIPMENT IS USED, FILTER MEDIA AND GRAVEL MUST BE PROTECTED FROM THE WEATHER AND COVERED TO PREVENT WIND-BLOWN LOSS.
- 2 DURING MEDIA PLACEMENT, APPROXIMATELY TWO BACKWASH AND SKIMMING OPERATIONS WILL BE REQUIRED. EACH BACKWASH WILL BE ABOUT 10 MINUTES DURATION.
- 3 FILTER MEDIA AND GRAVEL PLACEMENT MUST BE DONE UNDER CPC TECHNICAL DIRECTION AFTER ALL ELECTRICAL, HYDRAULIC AND CONTROL SYSTEMS ARE INSTALLED AND/OR REPAIRED AND OPERABLE PRIOR TO ARRIVAL OF TECHNICAL DIRECTOR.
- 4 PLACEMENT TOLERANCE:
THE FOLLOWING TOLERANCES SHALL APPLY TO MEDIA AND GRAVEL PLACEMENT.
1-1/2" LAYERS ± 1/4"
3" LAYERS ± 1/2"
9" & DEEPER ± 1"
FINISHED GRAVEL DEPTH ± 1"
FINISHED FILTER BED ± 1"
- 5 ALL LAYERS OF MEDIA AND GRAVEL TO BE LEVEL IN ACCORDANCE WITH CPC MEDIA AND GRAVEL PLACEMENT SPECIFICATIONS.
THIS RATE FOR BACKWASH DURING MEDIA PLACEMENT AND DOES NOT INCLUDE SURFACE WASH FLOW RATE OF APPROXIMATELY 75 TO 2.0 GPM/SQ.FT. TOTAL RISE RATE WITH SURFACE WASH ON AFTER MEDIA PLACEMENT APPROXIMATELY 27 IN./MIN.
- 6 FILTER GUARANTEE REQUIRES CPC TECHNICAL DIRECTION DURING MEDIA PLACEMENT.



COMPANY CONFIDENTIAL
THIS DOCUMENT AND ALL INFORMATION CONTAINED HEREIN IS THE PROPERTY OF US FILTER AND ITS AFFILIATES (USF). THE DESIGN CONCEPTS AND INFORMATION CONTAINED HEREIN ARE PROPRIETARY AND NOT TO BE DISCLOSED OR REPRODUCED IN ANY MANNER WITHOUT THE EXPRESS WRITTEN CONSENT OF USF. IN NO EVENT SHALL THEY BE USED IN ANY MANNER THAT IMPLICATES USF OR ANY OF ITS AFFILIATES. THIS DOCUMENT, ALONG WITH ALL COPIES OF USF, MUST BE DESTROYED UPON THE DEMAND OF USF. ANALYSES MUST BE RETAINED AND ANALYSES MUST BE RETAINED AND DESTROYED AS INSTRUCTED BY USF. ACCEPTANCE OF THE DELIVERY OF THIS DOCUMENT CONSTITUTES AGREEMENT TO THESE TERMS AND CONDITIONS.

DESIGNER	DATE	DATE	DATE
RGS	JUNE 84		
CHECKER	EG		
ENGINEER	DATE		
MANAGER	DATE		
FILE: L4C-1			

REV	DESCRIPTION	DATE	DWN	CHD	APVD	ECN
3	REPLACED OLD BORDER.	03/03/04				
2	CHANGED MS-21 & MS-22 MATERIAL FROM ILLUMINITE TO GARNET.	7/16/97				
1	REV'D VOL. 1 1/2 X 3/4, ADDED WATER QTY	1-87	VSA			

DESIGNER	DATE	DATE	DATE
RGS	JUNE 84		
CHECKER	EG		
ENGINEER	DATE		
MANAGER	DATE		
FILE: L4C-1			

TITLE TRIDENT WATER SYSTEMS
FILTER MEDIA DESIGN - MODEL 1/2TR-840A
CLIENT

PROJECT CODE DRAWING L4C-1 SHEET 1 OF 1 REV 3

US Filter
441 MAIN STREET
STURBRIDGE, MA 01562
TEL: 1-800-636-2674

BAR = 1" AT PLOT SCALE

INTL REF:

STD: 2-0600-11X17B



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: January 12, 2023
TO: Board of Directors
FROM: Van Jew, Acting General Manager
SUBJECT: 2023 LYTLE CREEK SANITARY SURVEY

BACKGROUND:

The California Code of Regulations, Title 22, Chapter 17 establishes the California Surface Water Treatment Rule (SWTR) which requires all surface water suppliers to conduct a sanitary survey of their watershed(s) at least once every five years. The first of these studies was required to be completed prior to January 1, 1996 or prior to issuance of a State Water Resources Control Board – Division of Drinking Water (DDW) permit for a new or expanded surface water treatment facility.

The initial Lytle Creek Sanitary Survey was completed in 1998. The last four updates were completed in 2003, 2008, 2013, and 2018 respectively. The next update to the sanitary survey is due to DDW by 2023.

The primary purpose of a sanitary survey is to determine the degree of treatment required to assure to the greatest degree practicable that water supplies are free of microbial and other contaminants of concern. To comply with this requirement and obtain the necessary information to determine required levels of treatment, sanitary surveys must provide a description of the source waters' watershed, identify potential sources of contamination within the watershed, describe watershed management practices, and assess the microbial contaminant load at the points where raw water is diverted to treatment plants.

DISCUSSION:

On September 20, 2022, a Request for Proposals (RFP) was issued and publicly advertised on PlanetBids. One (1) firm – Palencia Consulting Engineers (PCE) – submitted proposal to provide the needed services. Attached as **Exhibit A** is the proposal. On November 28, 2022, District staff reached out to all twelve firms on the District's prequalified list of contractors soliciting for more quotes. No new firms submitted quotes. District staff solicited feedback from firms that did not bid on this project, and some responded back that they are not interested.

Based on information received, District staff examined the proposal submitted by Palencia Consulting Engineers and found it to be in conformance with the requirements of the project. Previous work experience has provided PCE with working knowledge of the Lytle Creek watershed. PCE has prepared the initial sanitary survey and the last four updates for the District. Award of this

proposal will ensure that there is an adequate and timely preparation of the sanitary survey.
The proposal cost was as follows:

Palencia Consulting Engineers	\$37,300.00
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FISCAL IMPACT:

This item is included in the Fiscal Year 2022/23 Operating Budget and will be funded from GL No. 100-5110-520-5254 titled “Other Miscellaneous/Source of Supply Costs”.

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors retain Palencia Consulting Engineers to perform the 2023 Watershed Sanitary Survey at the cost of \$37,300.00.

VJ;jc

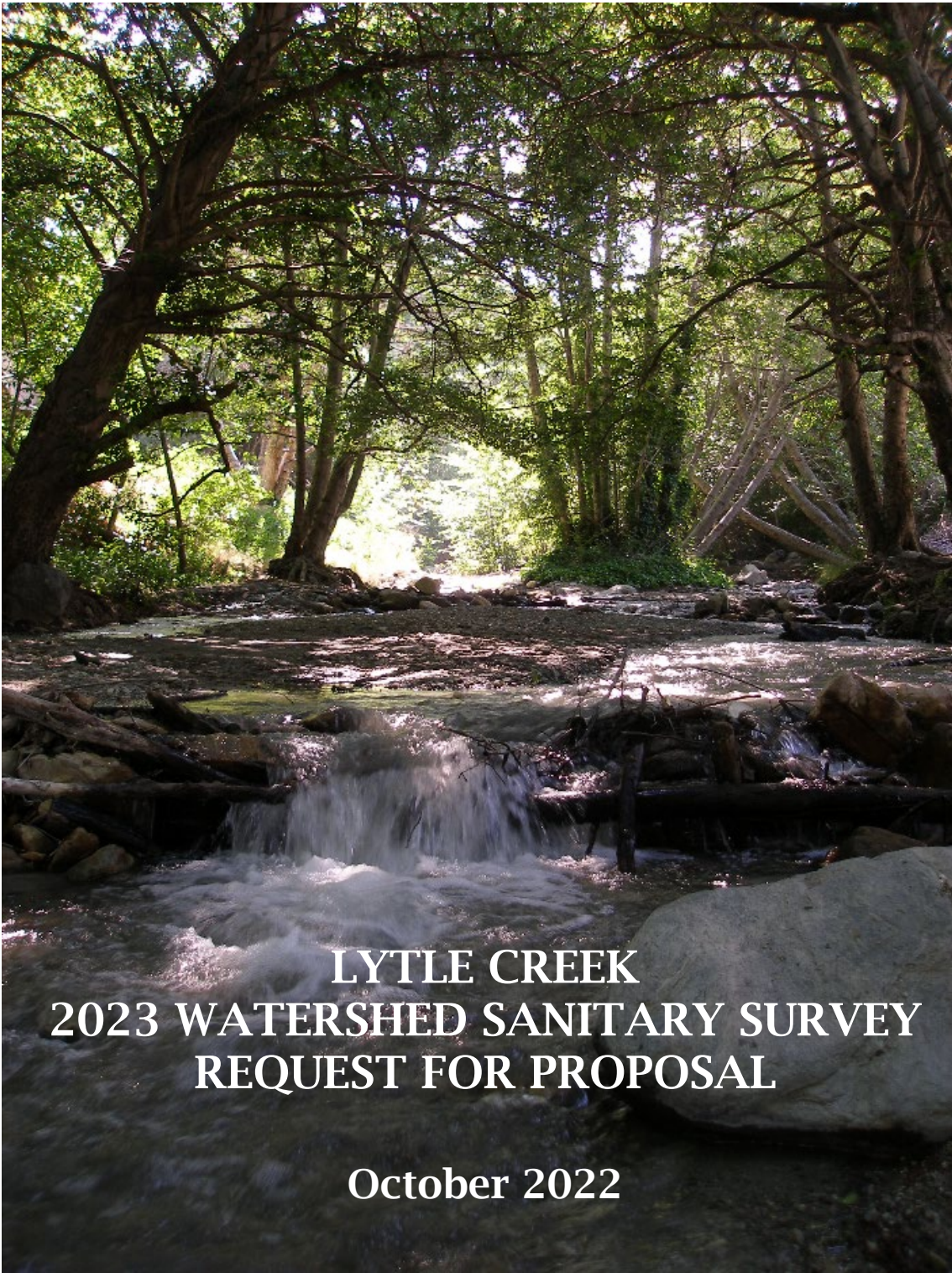
ATTACHMENT(S):

1. Exhibit A - Proposal

MEETING HISTORY:

12/13/22 Engineering, Operations and Planning Committee REFERRED TO BOARD

EXHIBIT A



**LYTLE CREEK
2023 WATERSHED SANITARY SURVEY
REQUEST FOR PROPOSAL**

October 2022

Prepared By





Palencia Consulting Engineers

September 30, 2022

West Valley Water District
855 West Base Line
Rialto, CA 92376

SUBJECT: PROPOSAL FOR THE 2023 LYTLE CREEK WATERSHED SANITARY SURVEY UPDATE

To Whom it May Concern:

Palencia Consulting Engineers, in association with Starr Consulting is pleased to submit this proposal to the West Valley Water District (WVWD) for preparation of the 2023 Lytle Creek Watershed Sanitary Survey Update. We believe we are uniquely qualified to provide WVWD with high quality, cost-effective services for this project.

Our team offers the following advantages:

- A unique collaboration of highly experienced and proven individuals representing their own specialty-consulting firms.
- Extensive knowledge of the watershed and WVWD's water system due to our completion of the 2018, 2013 and 2008 watershed sanitary surveys.
- Expertise in watershed sanitary surveys, source water protection, water quality, drinking water regulations and treatment at reasonable rates.
- A Project Manager with a personal commitment to a well-developed product with site-specific solutions, delivered on-time and on-budget.

We appreciate the opportunity to submit this proposal and want to express our sincere interest in conducting this project and continuing to provide our services. Based on our extensive experience in conducting watershed sanitary surveys, and our successful completion of the past three watershed sanitary surveys for the WVWD, we have a clear understanding of the project requirements for successful submittal to the Division of Drinking Water (DDW). We also have a cost-effective and straight-forward approach to working with WVWD staff to complete this project. I affirm that I have read and will comply with all terms and conditions of the RFP, with the exception of requiring Workers Compensation Insurance. Please call me directly if you would like any additional information related to this proposal.

Sincerely,

Leslie Palencia

Leslie S. Palencia, Principal, P.E.

Palencia Consulting Engineers is pleased to submit this proposal in association with Starr Consulting. We are proud to say that we are the same team that prepared the First (2008), the Second (2013) and Third (2018) Updates to the Lytle Creek Watershed Sanitary Survey. We are excited about the opportunity to again work with WVWD on this project. Provided below is the information requested in the Request for Proposal.

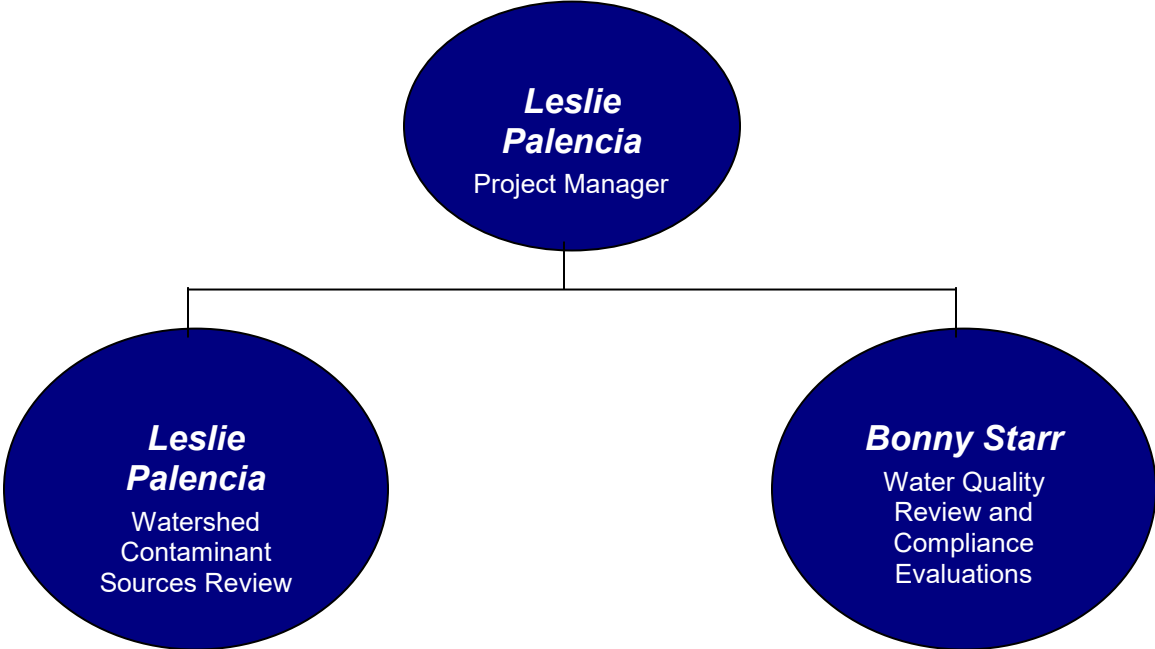
FIRM BACKGROUND AND QUALIFICATIONS

Leslie Palencia is a registered professional engineer and holds an advanced degree in civil and environmental engineering. She is familiar with the challenges a domestic supplier must face, and has 30 years of experience with watershed sanitary surveys, water quality/treatment, source water protection, and contaminant source evaluation. Bonny Starr is a registered professional engineer with close to 30 years of experience with watershed sanitary surveys and regulatory compliance. Leslie will be the main point of contact for the WVWD. Resumes are included in **Attachment A**. Both Palencia Consulting Engineers and Starr Consulting are sole proprietorships and have no employees; Leslie and Bonny are the principal owners.

Item	Prime Consultant	Sub Consultant
Consultant Name	Palencia Consulting Engineers	Starr Consulting
Corporate/Local Office	2837 Lemonwood Court Fullerton, CA 92835 Tel: (714) 293 – 7033 Fax: (714) 671 – 9966	20897 Victoria Lane Colfax, CA 95713 Tel: (530) 637 – 5090 Fax: (530) 637 – 5732
Proposal Contact Person	Leslie Palencia Principal Owner 2837 Lemonwood Court Fullerton, CA 92835 Tel: (714) 293 – 7033 Email: Leslie@palenciaconsult.com	Bonny Starr Principal Owner 20897 Victoria Lane Colfax, CA 95713 Tel: (530) 637 – 5090 Email: bonnystarrconsulting@gmail.com
Firm History, Background, Ownership	Palencia Consulting Engineers was formed in 2005, and is a specialty-consulting firm focusing on source water protection, watershed sanitary surveys, water quality, drinking water regulations, and treatment. Palencia Consulting Engineers is a sole proprietorship, and has been certified as a Women Business Enterprise (WBE) by the California Department of Transportation.	Starr Consulting specializes in source water assessment and protection, drinking water quality, treatment, and regulatory compliance. Starr Consulting is a sole proprietorship and was formed in 2004 by its principal owner, Bonny Starr.

As shown in **Figure 1**, the project team includes two independent specialists who have worked together on numerous watershed sanitary surveys and have mutual respect and knowledge of each other’s skills and expertise. We work effectively together, in a cost-effective manner. Although we evaluate our assignments independently, we collaborate on any unusual or unexpected findings to determine potential causes and effects. We can also both certify the report, as we both have our professional engineer’s license.

Figure 1. Project Team for 2023 Lytle Creek Watershed Sanitary Survey



LESLIE PALENCIA

Leslie will be responsible for overall management of the 2023 Update. In her role as Project Manager, Leslie will be responsible for the quality of the work and report, communication with the client project manager, leading Technical Committee meetings, and for adhering to the budget and schedule. Leslie will lead the watershed contaminant sources inventory and develop the watershed review sections. Leslie will also be a Technical Advisor for the regulatory background and compliance evaluation section. Leslie will be the principal author of the report and will be responsible for leading the effort on development of key findings, conclusions, and recommendations.

BONNY STARR

Bonny will be responsible for leading the agency information and ambient water quality data collection and conducting the water quality review and compliance evaluation. Bonny will also collaborate on the key findings, conclusions, and recommendations.

STATEMENT OF UNDERSTANDING AND APPROACH

Our proposed approach to this project is straightforward: Provide an experienced project manager that is able to work efficiently, maximize the use of existing information, and work in a collaborative manner with WVWD staff.

Previous work experience has provided the team with working knowledge of the Lytle Creek watershed. We are familiar with the agencies and organizations involved in water quality data collection/studies, the agencies and organizations involved with watershed management responsibilities, and the WVWD's supply and treatment systems. Work will focus on three major areas:

- Review and Assessment of Current Source Water Quality
- Review and Assessment of Current Watershed Contaminant Sources
- Individual Regulatory Compliance Evaluation for the Roemer Water Treatment Plant, based on treated water quality.

We will contact various agencies within the watershed to obtain information, search their websites for new programs, download maps, and query databases for various information such as water quality, spills, chemical usage, inspection reports, permits, and facilities identified as a concern for stormwater runoff to name a few.

We will also work closely with WVWD staff, similar to how the 2008, 2013, and 2018 Updates were conducted. The responsibilities of the WVWD staff are to provide water quality data for the 2018 to 2022 time period, review and comment on consultant work products, and attend technical committee meetings. The responsibility of the consultant team is to provide an updated report that not only complies with the requirements of the California Surface Water Treatment Rule, but also can be used to assist with current and future programs implemented by the WVWD. This will be accomplished in terms of practical, feasible, and effective source water protection recommendations. Our project team will produce a report that is cost-effective, high quality, and usable. It will be clear and concise in its findings, conclusions, and recommendations.

SIMILAR PROJECTS COMPLETED

Leslie and Bonny are experienced individuals in preparing watershed sanitary surveys for numerous agencies throughout the State of California. Provided below is a summary of past and on-going watershed sanitary survey experience with related work efforts, and two references. The attached resumes provide additional details on work experience as well. Please note the number of watershed sanitary surveys that our team has completed together, and that our clients continue to select our team for subsequent updates for their watershed sanitary surveys. We believe this simple fact differentiates our team from others.

As stated in the cover letter, our team offers the following advantages:

- A unique collaboration of highly experienced and proven individuals representing their own specialty-consulting firms.
- Extensive knowledge of the watershed and WWWD's water system due to our completion of the 2018, 2013 and 2008 watershed sanitary surveys.
- Expertise in watershed sanitary surveys, source water protection, water quality, drinking water regulations and treatment at reasonable rates.
- A Project Manager with a personal commitment to a well-developed product with site-specific solutions, delivered on-time and on-budget.

LESLIE PALENCIA – Project Manager, Watershed Contaminant Sources Review, Technical Advisor Water Quality/Treatment Review and Regulatory Compliance

Watershed Sanitary Surveys:

- 2023 and 2018 Lake Berryessa Watershed Sanitary Survey for the Napa County Flood Control Water Conservation District and Solano County Water Agency
- 2022 and 2017 Solano Project Below Monticello Dam Watershed Sanitary Survey for the Solano County Water Agency
- 2022, 2017, 2012 and 2007 Sweetwater and Loveland Reservoirs Watershed Sanitary Survey for the Sweetwater Authority
- 2022, 2016 and 2007 Santa Ana River Watershed Sanitary Survey for the East Valley Water District
- 2021, 2016, 2011, and 2006 State Water Project Watershed Sanitary Survey for the Department of Water Resources and State Water Project Contractors Authority
- 2021, 2017, 2011 and 2006 Yuba/Bear River Watershed Sanitary Survey for the Placer County Water Agency and the Nevada Irrigation District
- 2020, 2015 and 2010 Lake Jennings Watershed Sanitary Survey for the Helix Water District
- 2020, 2015 and 2010 Update for the Sacramento River Watershed Sanitary Survey for the City of Sacramento and City of West Sacramento
- 2019, 2014 Bell Canyon Reservoir Watershed Sanitary Survey for the City of St. Helena.
- 2018, 2013 Russian River Watershed Sanitary Survey for Sonoma County Water Agency.

- 2013 and 2008 Lytle Creek Watershed Sanitary Survey for the West Valley Water District
- 2018, 2013 and 2008 Update for the American River Watershed Sanitary Survey for American River Water Users
- 2020, 2006 Mill Creek Watershed Sanitary Survey for the City of Redlands
- 2016 and 2009 Lake Arrowhead Watershed Sanitary Survey for the Lake Arrowhead Community Services District
- 2015 Lake Poway Watershed Sanitary Survey for the City of Poway
- 2014 Carlsbad Seawater Desalination Project Watershed Sanitary Survey for Poseidon Resources.
- 2011, 2005, and 2000 Updates to the Colorado River Watershed Sanitary Survey for the Metropolitan Water District of Southern California
- 2009 scwd² Desalination Plant Watershed Sanitary Survey for the City of Santa Cruz and Soquel Creek Water District

References for Leslie Palencia:

Project No. 1	2021 State Water Project Watershed Sanitary Survey
Role	Project Manager
Client	State Water Contractors
Contact Person	Maria Lopez (Metropolitan Water District)
Address	700 Moreno Avenue, La Verne, CA 91750
Email	mtlopez@mwdh2o.com
Telephone Number	909-392-5447
Project Time Period	January 2020 – June 2022
Project No. 2	2022 Santa Ana River Watershed Sanitary Survey
Role	Project Manager
Client	East Valley Water District
Contact Person	Mike Hurst
Address	31111 Greenspot Road Highland, CA 92346
Email	mhurst@eastvalley.org
Telephone Number	(909)806-4222
Project Time Period	November 2021 – April 2022

BONNY STARR – Water Quality/Treatment Review

Watershed Sanitary Surveys:

- 2023 and 2018 Lake Berryessa Watershed Sanitary Survey for the Napa County Flood Control Water Conservation District and Solano County Water Agency
- 2022, 2017, 2012 and 2007 Sweetwater and Loveland Reservoirs Watershed Sanitary Survey for the Sweetwater Authority
- 2022, 2016 and 2007 Santa Ana River Watershed Sanitary Survey for the East Valley Water District
- 2021, 2016, 2011, and 2006 State Water Project Watershed Sanitary Survey for the Department of Water Resources and State Water Project Contractors Authority
- 2021, 2017, 2011 and 2006 Yuba/Bear River Watershed Sanitary Survey for the Placer County Water Agency and the Nevada Irrigation District
- 2020, 2015 and 2010 Lake Jennings Watershed Sanitary Survey for the Helix Water District
- 2020, 2015 and 2010 Update for the Sacramento River Watershed Sanitary Survey for the City of Sacramento and City of West Sacramento
- 2013 and 2008 Lytle Creek Watershed Sanitary Survey for the West Valley Water District
- 2018, 2013 and 2008 Update for the American River Watershed Sanitary Survey for American River Water Users
- 2020, 2006 Mill Creek Watershed Sanitary Survey for the City of Redlands
- 2016 and 2009 Lake Arrowhead Watershed Sanitary Survey for the Lake Arrowhead Community Services District
- 2009 scwd² Desalination Plant Watershed Sanitary Survey for the City of Santa Cruz and Soquel Creek Water District
- Clear Lake Watershed Sanitary Survey for Clear Lake Water Users

References for Bonny Starr:

Project No. 1	Sacramento River Watershed Sanitary Survey – 2020 Update
Role	Project Manager
Client	City of Sacramento
Contact Person	Karen Newton
Address	1395 35 th Avenue, Sacramento, CA 95822
Email	knewton@cityofsacramento.org
Telephone Number	(916) 207-1223
Project Dates	January 2020 – December 2020
Project No. 2	Yuba/Bear River Watershed Sanitary Survey- 2021 Update
Role	Project Manager
Client	Placer County Water Agency
Contact Person	Andy Hamilton
Address	185 Ferguson Rd. Auburn, CA 95604
Email	ahamilton@pcwa.net
Telephone Number	(530)823-4919
Project Time Period	January 2021 – December 2021

SCOPE OF WORK

Palencia Consulting Engineers will prepare an updated watershed sanitary survey for the Lytle Creek watershed that focuses on the changes that have occurred from 2018 through 2022 and also provides the WVWD with information pertinent to their own monitoring program, one surface water treatment plant, operations program, and source water protection efforts.

Task 1. Information Collection

Collect information and develop/input information into usable format to be incorporated into the watershed sanitary survey.

1A. West Valley Water District Information

Develop an Agency Survey form to obtain data from West Valley Water District. The objectives are to collect data from the period of interest (2018–2022) as efficiently as possible by utilizing a survey form and data request package. The survey form will collect various types of information including selected intake and treated water data (for constituents of interest including turbidity, coliforms, *Giardia*, *Cryptosporidium*, total organic carbon, trihalomethanes, and haloacetic acids), UCMR4 Monitoring Data, Consumer Confidence Reports, drinking water source assessments, description of water supply system (sources and treatment) and changes since the 2018 Update, changes in land use within the watershed, identification of any treatability issues, and source water protection efforts related to previous recommendations. The water quality data for intake and treated water data will be for the Oliver P. Roemer Water Filtration Plant.

1B. Ambient Water Quality Data

Collect selected data for the constituents of interest from existing ambient monitoring programs for sites located in the watershed, if available. Data from monitoring programs conducted by the San Bernardino County Flood Control District and the Santa Ana Regional Water Quality Control Board may be available.

1C. Contaminant Sources Information

Collect information on changes in watershed conditions and changes in regulation and management for selected contaminant sources. A review of the 2018 watershed sanitary survey was conducted and resulted in the recommendation for review and evaluation of six potential contaminant sources.

The following table outlines the six potential contaminant sources to be covered in the report and specific information to be obtained for each contaminant source.

Contaminant Source	Information to be Obtained for Watershed Conditions and/or Management Changes
Spills	<ul style="list-style-type: none"> - Review State of California Office of Emergency Services database - Contact San Bernardino County Special District for new information - Verify spills with U.S. Forest Service
Recreation	<ul style="list-style-type: none"> - Verification of campgrounds, RV parks, picnic areas from last update - Visitor Usage (if available) - Changes in management and operations for recreational areas - New recreational facilities planned by US Forest Service - Discussion of operation of Mountain Lakes
Wastewater Facilities (Wastewater plant. Sanitary sewer overflows, septic tanks)	<ul style="list-style-type: none"> - Major modifications to Lytle Creek Wastewater Treatment (WWTP) plant, if any - Compliance status for Lytle Creek WWTP - New sewer laterals, or new septic - Number of sanitary sewer overflows and cause of spill - Changes to wastewater pumping stations (design, spill incidents, notification procedures)
Floods/Erosion	<ul style="list-style-type: none"> - Obtain stream flows for Lytle Creek - Records of Debris Flow from San Bernardino County Flood Control District, if available - Determine if any flooding events impacted Roemer WFP
Fires	<ul style="list-style-type: none"> - Impact of 2021 South Fire to Roemer WFP - Use of retardants - 2022 US Forest Service Lytle Creek Hazardous Fuel Reduction Project
Development	<ul style="list-style-type: none"> - Investigate presence of new/planned developments by contacting San Bernardino County Land Use Service Dept. and San Bernardino County Flood Control District databases for municipal storm water permit.

There will be a number of agencies to contact to complete this task. An initial list of agencies to be contacted includes:

U.S. Forest Service – San Bernardino National Forest, U.S. Geological Survey, State of California Office of Emergency Services, San Bernardino County Land Use Services Department, San Bernardino County Dept. of Environmental Health Services, San Bernardino County Flood Control District, Regional Water Quality Control Board – Santa Ana Region, Southern California Edison, and the San Bernardino County Special Districts Department – Water and Sanitation Division.

Task 2. Information Analysis

Identify trends, connect cause and effect (where possible), and describe major changes since the last update.

2A. Water Quality/Treatment Review

Identify source water quality occurrence characteristics (statistical evaluation), temporal (historical and seasonal) and geographic trends, relationships between source water quality and contaminant sources, and relationship of source water quality to treatability issues. Prepare evaluation and discussion of required level of treatment for *Giardia*, viruses, and *Cryptosporidium* based on source water quality. In keeping with current DDW recommendations, this evaluation will focus on actual protozoa data, if available, and supplemented by the levels of either fecal coliform or *E. coli*.

2B. Watershed Review

Describe current watershed conditions and management activities, discuss implementation and effectiveness of WVWD source water protection efforts, and discuss significance of changes in watershed conditions and other management efforts.

Task 3. Evaluation and Recommendations

3A. Evaluation

Outline overall findings as they relate to the following topics:

- Water quality data trends from the monitoring data
- Relationships between contaminant sources and water quality
- Treatability issues
- Regulatory compliance
- Significant watershed changes

- Current agency source water protection efforts related to previous recommendations
- Future issues and opportunities

Outline water treatment plant findings related to specific issues and actions (monitoring, operations, etc.) needed for regulatory compliance.

3B. Source Water Protection Recommendations

Review the 2018 Update Recommendations and evaluate their current relevance, and develop recommendations that are practical and implementable within the resources of the WVWD.

Task 4. Report

4A. Annotated Outline

Develop an annotated outline based on consultant work plan.

4B. Draft Report

Develop an electronic draft report that reflects consultant work described herein as well as WVWD staff input from discussions at meetings.

4C. Final Report

Develop a final report that reflects review comments on draft report. Two hardcopies and pdf of the report shall be provided.

Task 5. Project Management

5A. Project Management

Controlling quality of the work, budget and schedule, prepare for and lead meetings, prepare meeting summaries and action items, and insure good communication between the project team and the client project manager. Develop a monthly work progress report to accompany monthly invoices.

5B. Presentations and Meetings

Prepare and present the report findings and recommendations to the WVWD. There will be a minimum of one kickoff meeting and two meetings to discuss the work in progress at key points and to advise the WVWD staff and solicit input. Starr Consulting will teleconference for all meetings.

- Kick Off Meeting #1
- Meeting #2– Presentation on information collection/analysis for potential contaminant sources and water quality

- Meeting #3- Presentation and discussion of evaluation and source water protection recommendations

SCHEDULE

Typically, a watershed sanitary survey requires four to six months to complete. Our project team has developed a schedule based on delivery of a Draft Report by May 1, 2023, with a final report for submittal to the DDW by June 1, 2023.

SCHEDULE FOR 2023 LYTLE CREEK WATERSHED SANITARY SURVEY

Task	Dec	Jan	Feb	Mar	Apr	May	Jun
1A. West Valley Water District Information	■						
1B. Ambient Water Quality Data							
1C. Contaminant Sources Information		■	■	■			
2A. Water Quality Treatment/Review		■	■	■			
2B. Watershed Review		■	■	■			
3A. Evaluation				■	■		
3B. Source Water Protection Recommendations				■	■		
4A. Annotated Outline			■				
4B. Draft Report				■	■	■	
4C. Final Report						■	■
5A. Project Management		■	■	■	■	■	■
5B. Technical Committee Meetings		M1		M2	M3		
M1- Kickoff Meeting Second week of Jan. 2023							
M2 Information and Data Analysis Meeting Last week of March 2023							
M3 - Key Findings and Recommendations Last week of April 2023							
Legend							
WVWD	■						
Consultant Work	■						

SAMPLE AGREEMENT

We kindly request that the insurance requirement for Workers Compensation Insurance be removed as both Palencia Consulting Engineers and Starr Consulting do not have employees.

COST ESTIMATE

Table 1 shows the cost estimate to complete the scope of work as described above. **Table 1** costs reflect all labor, subconsultant, printing, and other direct charges related to the proposed work. In order to keep the project as cost-effective as possible, Palencia Consulting Engineers is taking no markup on the subconsultant team members. The total not to exceed amount is \$37,300.

TABLE 1. PROPOSED BUDGET FOR 2023 LYTLE CREEK WATERSHED SANITARY SURVEY

PROPOSED BUDGET FOR LYTLE CREEK WATERSHED SANITARY SURVEY 2023 UPDATE				
	Palencia Consulting Engineers	Starr Consulting	ODCs Other	TOTAL
Task 1. Information Collection				
1A. Utility Information	1	1		\$ 350
1B. Ambient Water Quality Data		2		\$ 350
1C. Contaminant Sources Information	36			\$ 6,300
Task 2. Information Analysis				
\$ -				
2A. Water Quality/Treatment Review	2	28		\$ 5,250
2B. Watershed Review	10	2		\$ 2,100
Task 3. Evaluation and Recommendations				
\$ -				
3A. Evaluation	8	8		\$ 2,800
3B. Source Water Protection Recommendations	8	8		\$ 2,800
Task 4. Report				
\$ -				
4A. Annotated Outline	2			\$ 350
4B. Draft Report	30	24		\$ 9,450
4C. Final Report	10	6	\$ 200	\$ 3,000
Task 5. Project Management				
\$ -				
5A. Project Management	6	4		\$ 1,750
5B. Technical Committee Meetings	8	8		\$ 2,800
TOTAL HOURS	121	91		
HOURLY RATE	\$ 175	\$ 175		
TOTAL	\$ 21,175	\$ 15,925	\$ 200	\$ 37,300

**ADDITIONAL INFORMATION
ATTACHMENT A
RESUMES**



LESLIE S. PALENCIA, P.E.

Palencia Consulting Engineers

2837 Lemonwood Court

Fullerton, CA 92835

Phone: (714) 293-7033

Email: Leslie@Palenciaconsult.com

EDUCATION

M.S. Civil/Environmental Engineering, University of California, Los Angeles, 1993

B.S. Civil Engineering with Social Ecology Minor, University of California, Irvine, 1992

LICENSE

California Professional Engineer, License #C58152

TECHNICAL EXPERIENCE

Ms. Palencia has 30 years of professional experience in water quality, drinking water treatment and source water protection. Highlights include completion of watershed sanitary surveys for a variety of surface water sources, managing a water quality committee of public water agencies, coordination of various nonpoint source pollution projects, and management of the Metropolitan Water District of Southern California's source water protection program. Ms. Palencia formed Palencia Consulting Engineers in 2006, after twelve years working for the Metropolitan Water District of Southern California.

Capabilities and areas of specialization include preparation of watershed sanitary surveys for surface water sources, assessing treatment processes and treated water for compliance with current and future drinking water regulations, preparation of drinking water source assessments for new groundwater sources, development of source water protection plans, development of water quality monitoring plans, regulatory guidance, implementation of best management practices to mitigate pollution sources, and evaluation of water quality data for water supply feasibility, occurrence of contamination, and historical trend analysis.

Currently, Leslie is serving as a technical consultant for the State Water Contractors (SWC). Her role is to support the SWC, assisting on water quality issues, and working in close liaison with the Department of Water Resources Municipal Water Quality Investigations Program.

Source Water Protection

Project Manager for coordinating CEC Monitoring Study along the Delta Mendota Canal (DMC). The purpose of the study is to determine the impact of treated wastewater discharge to the DMC. Samples are being collected for PPCPs, hormones, PFAS, and nitrosamines.

Project Manager responsible for the preparation of the 2022 and 2017 Santa Ana River Watershed Sanitary Survey for the East Valley Water District. Responsible for overall project management and client coordination, identification and evaluation of contaminant sources, review of technical

work related to source water quality and treatment plant evaluation, and developing recommendations to improve source water quality and treatment operations.

Project Manager responsible for the preparation of the 2021, 2017 State Water Project Watershed Sanitary Survey for the State Water Project Contractors Authority. The 2021 Report focused on a variety of topics including wildfires, eradication of invasive aquatic vegetation, as well as treated wastewater and groundwater turn-ins to the State Water Project System. The 2017 Report focused on water quality impacts from grazing and drought. A full water quality evaluation was completed for the State Water Project, starting in the Sacramento- San Joaquin Delta, through the terminus reservoirs in Southern California.

Project Engineer for the 2021, 2016, 2012 and 2006 Update to the Yuba/Bear River Watershed Sanitary Survey for the Placer County Water District and the Nevada Irrigation District. Responsible for evaluating source and treated water quality for 17 water treatment plants, reviewing contaminant sources evaluation, and collaborating on source water protection recommendations

Project Manager responsible for the preparation of the 2020, 2015, and 2010 Lake Jennings Watershed Sanitary Survey for the Helix Water District. Responsible for overall project management and client coordination, identification and evaluation of contaminant sources, review of technical work related to source water quality and treatment plant evaluation, and developing recommendations to improve source water quality and treatment operations.

Project Engineer for the 2020, 2015, 2010 Update to the Sacramento River Watershed Sanitary Survey. Responsible for evaluating source and treated water quality for four water treatment plants, reviewing latest information on climate change, invasive species, cyanotoxins and the Department of Water Resources Reoperations Study to assist clients.

Project Manager responsible for the preparation of the 2019 and 2014 Bell Canyon Reservoir Watershed Sanitary Survey for the City of St. Helena. Responsible for overall project management and client coordination, identification and evaluation of contaminant sources, review of technical work related to source water quality and treatment plant evaluation, and developing recommendations to improve source water quality and treatment operations.

Project Manager responsible for the preparation of the 2018 and 2013 Russian River Watershed Sanitary Survey for the Sonoma County Water Agency. Responsible for overall project management and client coordination, identification and evaluation of contaminant sources, review of technical work related to source water quality and treatment plant evaluation, and developing recommendations to improve source water quality and treatment operations.

Project Manager responsible for preparing the 2018 Putah Creek below Monticello Dam and Lake Berryessa Watershed Sanitary Surveys. Responsible for overall project management and client coordination, identification and evaluation of contaminant sources, source water quality and treatment plant evaluation for all Putah South Canal and Lake Berryessa users, and developing recommendations to improve source water quality and treatment operations.

Project Manager responsible for the preparation of the 2018, 2013, and 2008 Lytle Creek Watershed Sanitary Survey for West Valley Water District. Responsible for overall project management and client coordination, identification and evaluation of contaminant sources, review of technical work related to source water quality and treatment plant evaluation, and developing recommendations to improve source water quality and treatment operations.

Project Engineer for the 2017 Update to the American River Watershed Sanitary Survey. Responsible for evaluating source and treated water quality for 15 water treatment plants, reviewing latest information on harmful algal blooms, climate change, invasive species, and the Folsom Dam Water Control Manual to assist clients.

Project Manager responsible for the preparation of the 2022, 2017, 2012 and 2007 Sweetwater and Loveland Reservoirs Watershed Sanitary Survey for the Sweetwater Authority. Responsible for overall project management and client coordination, identification and evaluation of contaminant sources, review of technical work related to source water quality and treatment plant evaluation, and developing recommendations to improve source water quality and treatment operations.

Project Manager responsible for the preparation of the 2016 and 2009 Lake Arrowhead Watershed Sanitary Survey for the Lake Arrowhead Community Services District. Responsible for overall project management and client coordination, identification and evaluation of contaminant sources, review of technical work related to source water quality and treatment plant evaluation, and developing recommendations to improve source water quality and treatment operations.

Project Manager responsible for the preparation of the 2015 Lake Poway Watershed Sanitary Survey for the City of Poway. Responsible for overall project management and client coordination, identification and evaluation of contaminant sources, review of technical work related to source water quality and treatment plant evaluation, and developing recommendations to improve source water quality and treatment operations.

Project Manager responsible for the preparation of the 2014 Carlsbad Seawater Desalination Project Watershed Sanitary Survey for Poseidon Resources. Responsible for summarizing source water and operational data for the pilot seawater desalination plant, special studies on algal toxin removal, and identification of potential contamination sources in the Agua Hedionda Watershed.

Project Engineer for the 2013 Update to the American River Watershed Sanitary Survey. Responsible for evaluating source and treated water quality for 11 water treatment plants, reviewing latest information on climate change, invasive species, and the Delta Plan and Bay Delta Conservation Plan to assist clients.

Project Engineer responsible for writing various sections of the 2010 Colorado River Watershed Sanitary Survey Update for the Metropolitan Water District of Southern California. Responsible for report writing of selected potential contaminating activities, evaluation of selected water quality data, developing recommendations to improve/protect source water quality, and overall technical review.

Project Engineer for the 2011 Update to the State Water Project Watershed Sanitary Survey for the Department of Water Resources. Responsible for writing sections on emerging contaminants of concern, changes in Aqueduct water quality due to introduction of groundwater flows, and water quality concerns and incidents in Southern California reservoirs such as Lake Silverwood, Castaic Lake, Pyramid Lake and Lake Perris.

Project Engineer for the City of Sacramento's on-going source water protection program. Completed a technical memorandum on industrial NPDES permitted facilities in the Sacramento River watershed. Evaluated regulatory compliance for industrial facilities and evaluated effluent

water quality data in comparison to drinking water regulations. Additionally, provided information on use of three pesticides in the Sacramento River watershed, fate and transport in the environment, human health studies, and water quality monitoring data.

Project Engineer for the City of Santa Cruz Desalination Plant 2009 Watershed Sanitary Survey. Responsible for identifying all potential contaminant sources and evaluating impact to the desalination plant. Part of consultant team that developed key findings and recommendations to ensure optimum source water quality protection for the desalination plant.

Project Manager responsible for developing a planning document for a Source Water Protection Plan for the Metropolitan Water District of Southern California for the Lake Skinner Watershed. Responsible for identifying critical source water protection areas, best management practices, potential stakeholders, and watershed models to be used for the plan.

Project Engineer for the 2006 Update to the State Water Project Watershed Sanitary Survey for the State Water Project Contractors Authority. Responsible for watershed issues, emerging water quality concerns and incidents in Southern California reservoirs such as Lake Silverwood, Castaic Lake, Pyramid Lake and Lake Perris.

Project Manager responsible for the preparation of the 2006 Mill Creek and Santa Ana River Watershed Sanitary Survey for the East Valley Water District and the City of Redlands. Responsible for overall project management and client coordination, identification and evaluation of contaminant sources, review of technical work related to source water quality and treatment plant evaluation. Also responsible for developing recommendations to improve source water quality and treatment operations.

Project Manager responsible for the preparation of the 2005 Colorado River Watershed Sanitary Survey Update as well the 2002 Drinking Water Source Assessment for the Metropolitan Water District of Southern California. Responsible for report writing, evaluation of water quality data, evaluation of potential contaminating activities, and recommendations to improve/protect source water quality.

Principal Investigator for “Occurrence and Sources of *E. coli* in the Castaic Lake Watershed”: a \$610,000 grant funded by the State Water Resources Control Board.

Conducted site assessments/technical review of various contaminating activities along the Colorado River and within watersheds tributary to Metropolitan’s reservoirs. Responsible for technical correspondence with various agencies to advocate and ensure the protection of source water supplies.

Coordinated water quality studies for the Lake Perris Pollution Prevention Project.

Implemented source water protective measures such as the installation of fences to prevent cattle from entering the Castaic Lake watershed.

Served as Metropolitan’s representative at various stakeholder meetings that address source water quality such as the Colorado River Regional Sewer Coalition, Clean Water Coalition Citizens Advisory Committee, Sacramento Regional County Sanitation District and Water Agencies Technical Workgroup, and the Consultative Workgroup for the Pacific Gas and Electric Topock site.

Drinking Water Treatment

Conducted 2013 literature review on chloramine chemistry, modeling of chloramine decay, and identification of commercial devices to enhance in-line pipe mixing of chloramines for technical report for City of Los Angeles Department of Water and Power 99th Street Pumping Station ((FlowScience client).

Project Manager for the Filter Surveillance Program at Metropolitan's five filtration plants. Assisted in the development of filter evaluation techniques, coordinated the inspection and monitoring of filters, recommended corrective actions.

Optimized the coagulation/flocculation processes at washwater reclamation plants for *Cryptosporidium* removal by conducting pilot and full-scale studies.

Directed the installation of particle counters to assess treatment performance. Analyzed historical and operational data with particle count data.

Water Quality/Regulatory Compliance

Developed a Water Quality Incident Response Plan for the City of Sacramento to assist Water Quality staff during a Water Quality Emergency Incident which could impact the water treatment plant or distribution system.

Prepared a Technical Memorandum on Cyanotoxins in the Sacramento River Watershed for the Cities of Sacramento and West Sacramento, Sacramento County Water Agency, Placer County Water Agency, Woodland Davis Clean Water Agency and East Bay Municipal Utility District.

Developed a Second Technical Memorandum on "Recycled Water and Potential Impacts to Drinking Water Distribution Systems" in 2014 for the Metropolitan Water District to assist with developing their own guidelines for separation distances between recycled and potable water lines, discussed causes of contaminant intrusion, and fate and transport of pathogens through soil.

Prepared and Submitted the Initial Distribution System Evaluation (IDSE) report and Stage 2 D/DBP Compliance Monitoring Plan for the West Valley Water District in 2009.

Developed a Technical Memorandum on Recycled Water Policy in 2008 for the Metropolitan Water District of Southern California which provided an overview of regulatory issues, evaluation of recycled water quality, and recycled water acceptance criteria/policy to protect the water quality of Metropolitan's source water reservoirs, open canals and aqueducts, and buried pipelines.

Developed a Second Technical Memorandum on "Recycled Water and Potential Impacts to Drinking Water Distribution Systems" in 2014 for the Metropolitan Water District which collected information on adequate separation distances between recycled and potable water lines, discussed causes of contaminant intrusion, and fate and transport of pathogens through soil.

Evaluated the water quality impacts of groundwater storage/exchange projects, coordinated groundwater sampling, and discussed findings with the participating agencies.

Conducted pilot-scale tests to investigate the removal of methyl-tertiary-butyl ether (MTBE) and the formation of ozonation by-products using ozone and peroxone.

Conducted pilot-scale tests to investigate the use of enhanced coagulation for arsenic removal.

Conducted a water quality investigation for a pilot-scale seawater desalination plant in Huntington Beach. Developed experimental test plan and wrote a final report detailing the two years of project involvement.

PROCEEDINGS

Scott, K. N., Palencia, L.S., Liang, S., Ferguson, D.M., DeLeon, R., “Washwater Reclamation Plant Optimization for *Cryptosporidium* Removal”, Water Quality Technology Conference 1999.

Scott, K. N., Palencia, L.S., Merlo, R.P., Liang, S., “Pilot-Seeding Studies to Optimize Washwater Reclamation Plant Performance for *Cryptosporidium* and Surrogate Removal”, Water Quality Technology Conference 1997.

Scott, K. N., Palencia, L.S., Merlo, R.P., Liang, S., DeLeon, R., “Washwater Reclamation Plant Optimization for *Cryptosporidium* and Surrogate Removal”, Water Quality Technology Conference 1996.

Auchard, B., Edwards, C., Morris, M., Phillips, J.R., Soo, L.A., and Liang, S., “Effect of Pumps on California Aqueduct Water Quality”, North American Water and Environmental Congress 1996.

PUBLICATIONS

Liang, S., Palencia, L.S., Yates, R.S., Davis, M.K., Bruno, J-M., Wolfe, R.L., Oxidation of MTBE by ozone and peroxone processes. J. AWWA 91:6:104 (June 1999).

Liang, S., Yates, R.S., Davis, D.V., Pastor, S.J., Palencia, L.S., Bruno, J-M. Treatability of MTBE-Contaminated Groundwater by Ozone and Peroxone. J. AWWA 93:6:110 (June 2001).

PRESENTATIONS

Presentation of Moab, Utah Uranium Mill Tailings at Metropolitan Water District’s Member Agency Water Quality Managers Meeting, May 2005.

Presentation of Fire Impacts in the Lake Silverwood and Lake Skinner Watersheds at Metropolitan Water District’s Member Agency Water Quality Managers Meeting, January 2004.

Course Instructor on “Source Water Protection” for California Water Treatment Operator Certification, October 2003.

Presentation of Washwater Optimization Study at Metropolitan Water District’s Member Agency Water Quality Managers Meeting, February 2000.

Presentation of Washwater Optimization Study at California-Nevada Section AWWA – Water Treatment Optimization for *Cryptosporidium* Reduction Workshop, Sacramento, CA, March 1998.

BONNY L. STARR
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EDUCATION

M.S., Environmental Engineering, University of California at Berkeley, 1994
B.S., Civil Engineering, Tufts University, Medford, Massachusetts, 1993

LICENSE

Professional Civil Engineer in California (C056151) - 1996

TECHNICAL EXPERIENCE

Prior to forming Starr Consulting in 2004, Ms. Starr worked for MWH Americas, Inc. for over ten years. Ms. Starr has more than 27 years of experience in the fields of source water assessment and protection, drinking water quality and regulations, monitoring plan development and implementation, and drinking water treatment. Provided below are key highlights of technical experience.

Watershed Sanitary Surveys and Source Water Protection

Project Manager for the Source Water Protection Services for the City of Sacramento. Responsible for overall project management and well as development and implementation of technical work. Technical projects included investigation and summary of the Aerojet Superfund Site, Industrial Dischargers, Agricultural and Pesticide Follow Up, American River source water protection activities, and development of Spill Notification Programs for the American and Sacramento rivers.

Project Manager for the Sacramento River Watershed Sanitary Survey 2020, 2015, and 2010 Updates for the Cities of Sacramento and West Sacramento, Placer County Water Agency, City of Roseville, Sacramento County Water Agency, East Bay Municipal Utility District, and Woodland-Davis Clean Water Agency. Responsible for overall project management and client coordination, review of technical work related to water quality evaluations, conduct of

contaminant source identification and evaluation, and review of water treatment plant evaluations. Also responsible for evaluation of the data collected and development of recommendations to improve source water quality and treatment operations.

Project Manager for the Sacramento River Watershed Sanitary Survey Second Update for the Cities of Sacramento and West Sacramento, Placer County Water Agency, City of Roseville, Sacramento County Water Agency, and East Bay Municipal Utility District. Responsible for overall project management and client coordination, review of technical work related to water quality evaluations, development of contaminant source identification and evaluation, and review of water treatment plant evaluations. Also responsible for evaluation of the data collected and development of recommendations to improve source water quality and treatment operations.

Project Engineer for the Sacramento River Watershed Sanitary Survey 1995 Report and 2000 Update for the Cities of Sacramento and West Sacramento. Responsible for development of technical work related to water quality evaluations, contaminant source identification and evaluation, and water treatment plant evaluations. Also responsible for evaluation of the data collected and development of recommendations to improve source water quality and treatment operations.

Project Manager for the American River Watershed Sanitary Survey 2018, 2013, and 2008 Updates for the City of Sacramento. Responsible for overall project management and client coordination, review of technical work related to water quality evaluations, development of contaminant source identification and evaluation, and review of water treatment plant evaluations. Also responsible for evaluation of the data collected and development of recommendations to improve source water quality and treatment operations. Conducted a special study to evaluate chlorination practices at the City of Sacramento's E.A. Fairbairn Water Treatment Plant.

Project Engineer for the American River Watershed Sanitary Survey 2003 Update. Responsible for development of technical work related to water quality evaluations and water treatment evaluations. Also responsible for coordination with all eleven participating water agencies. The data collected was evaluated and used to develop recommendations to improve source water quality and treatment operations.

Project Engineer for the Freeport Regional Diversion Project on the Sacramento River for Sacramento County Water Agency and East Bay Municipal Utility District. Responsible for development of technical work related to water quality evaluations, contaminant source identification and evaluation, and water

treatment plant evaluations. Also participated in the evaluation of reverse flow and seasonal diversions impacts to source water quality.

Project Manager for the Technical Support Services and Regulatory Advice on Agricultural Issues in the Central Valley for Contra Costa Water District. Responsible for working with the District on selected regulatory management programs to ensure that implementation and revisions continue to address salinity concerns for the municipal use.

Project Engineer for the Mill Creek Watershed Sanitary Survey Fourth and Second Update for the City of Redlands. Responsible for development of technical work related to water quality data evaluation and regulatory compliance of the drinking water treatment plant. Participated in development of key findings and recommendations to maintain/improve source water quality and treatment operations.

Project Engineer for the Santa Ana River Watershed Sanitary Survey 2022 (East Valley Water District), Fourth Update (City of Redlands), 2017 (East Valley Water District), and 2007 (Both) Updates. Responsible for development of technical work related to water quality data evaluation and regulatory compliance of the drinking water treatment plant. Assisted with development of key findings and recommendations to maintain/improve source water quality and treatment operations.

Project Manager for the Yuba/Bear River Watershed Sanitary Survey 2021, 2017, 2012 and Second Updates for Placer County Water Agency and Nevada Irrigation District. Responsible for overall project management and client coordination, review of technical work related to water quality evaluations, development of contaminant source identification and evaluation, and review of water treatment plant evaluations. Also responsible for evaluation of the data collected and development of recommendations to improve source water quality and treatment operations.

Project Manager for the Follow Up Services to the Yuba/Bear River WSS for Placer County Water Agency. Responsible for developing a monitoring program along the canal systems identified in the WSS as a potential risk to track the timing and location of the water quality impacts. This occurred over a one year monitoring season and resulted in identification of three areas of interest for further investigation and action.

Project Engineer for the Sweetwater/Loveland Reservoirs Watershed Sanitary Survey 2022, 2017, 2012 and 2007 Updates for the Sweetwater Authority. Responsible for development of technical work related to water quality data evaluation and regulatory compliance of the drinking water treatment plant.

Participates in development of key findings and recommendations to maintain/improve source water quality and treatment operations.

Project Engineer for the State Water Project Watershed Sanitary Survey, First, Second Third, 2016, and 2021 Updates. Responsible for development of technical work related to pathogen (bacteria, *Giardia*, *Cryptosporidium*) data evaluation, turbidity evaluation, arsenic evaluation, and hexavalent chromium evaluation. Conducted Delta watershed contaminant source identification and evaluation. Worked with consultant team on development of key findings.

Project Manager for the Lakes Madigan and Frey Watershed Sanitary Survey 2017 Update for the City of Vallejo. Responsible for all technical work related to water quality evaluation, potential contaminant source evaluation, regulatory framework and water treatment plant evaluation, and recommendation development.

Project Engineer for the 2016 and 2009 Updates to the Lake Arrowhead Watershed Sanitary Survey for the Lake Arrowhead Community Services District. Responsible for technical evaluation related to source water quality and treatment plant evaluation. Also contributed to development of recommendations to improve source water quality and treatment operations.

Project Engineer for the 2021, 2016 and 2011 Updates to the Lake Jennings Watershed Sanitary Survey for the Helix Water District. Responsible for technical evaluation related to source water quality and treatment plant evaluation. Also contributed to development of recommendations to improve source water quality and treatment operations.

Project Manager for the 2015, 2010, and 2005 Updates to the Sayles Creek Watershed Sanitary Survey for the City of Sacramento Camp Sacramento. Responsible for all technical work related to water quality evaluation, potential contaminant source evaluation, regulatory framework and water treatment plant evaluation, and recommendation development.

Project Engineer for the Lytle Creek Watershed Sanitary Survey 2018, 2013, and Second Updates for the West Valley Water District and the City of Rialto. Responsible for development of technical work related to water quality data evaluation and regulatory compliance of the drinking water treatment plant. Participated in development of key findings and recommendations to maintain/improve source water quality and treatment operations. Assisted District with working with the Department of Public Health to modify the Water Supply Permit for source water triggers for additional log treatment.

Project Engineer for the City of Santa Cruz Desalination Plant Watershed Sanitary Survey. Worked with consultant team on delineation of appropriate watershed boundary for ocean intake. Responsible for development of technical work related to water quality data evaluation and regulatory planning for the desalination plant. Involved in coordination with the Department of Public Health on the appropriate level of microbial treatment. Assisted with development of contaminant source identification and evaluation. Worked with consultant team on development of key findings and recommendations to ensure optimum source water quality and treatment operations.

Technical Advisor for the Clear Lake Watershed Sanitary Survey Second Update for Clear Lake Water Users. Responsible for development of overall workplan and technical advice and assistance on technical work related to water quality evaluations, contaminant source identification and evaluation, and water treatment plant evaluations.

Project Engineer for the Solano Project Below Monticello Dam Watershed Sanitary Survey 2006 Update for Solano County Water Agency. Responsible for technical work related to development of contaminant source identification and evaluation. Participated in development of key findings and recommendations to maintain/improve source water quality and treatment operations.

Technical specialist for the Colorado River Watershed Sanitary Survey Second Update for the Metropolitan Water District (MWD) of Southern California. Responsible for development of technical work related to water quality data evaluation and regulatory compliance of the drinking water treatment plants.

Project Manager for the Colorado River Watershed Sanitary Survey Update for the Metropolitan Water District (MWD) of Southern California. Responsible for development of technical work related to contaminant source identification and evaluation. Evaluated the data collected and assisted with the development of recommendations to improve source water quality and treatment operations. Provided overall technical oversight of entire report. Provided additional assistance with regard to development of a policy on equestrian uses in the watershed of MWDs terminal reservoirs.

Project Manager for the Clear Lake Watershed Sanitary Survey Update for Clear Lake Water Users. Responsible for development of technical work related to water quality evaluations, contaminant source identification and evaluation, and water treatment plant evaluations. Also responsible for evaluation of the data collected as well as development of recommendations to improve source water quality and treatment operations.

Project Manager for the Drinking Water Source Assessment Program for Folsom Lake for the Cities of Roseville and Folsom and San Juan Water District. Responsible for development of watershed-wide and protection zone maps as well as identification and evaluation of the contaminant sources within these areas. A vulnerability assessment was conducted based on the information collected to determine activities of highest risk to the water supply.

Project Manager for the Drinking Water Source Assessment Program for the City of Roseville's groundwater system. Responsible for development of watershed-wide and protection zone maps as well as identification and evaluation of the contaminant sources within these areas. A vulnerability assessment was conducted based on the information collected to determine activities of highest risk to the water supply.

Project Manager for the Drinking Water Source Assessment Program for the Sacramento County Water Agency's groundwater system. Responsible for development of watershed-wide and protection zone maps as well as identification and evaluation of the contaminant sources within these areas. A vulnerability assessment was conducted based on the information collected to determine activities of highest risk to the water supply.

Drinking Water Quality and Regulations

Project Manager for development of annual Consumer Confidence Reports for San Juan Water District (2003 through 2021) and Elk Grove Water District (2013 through 2015).

Project Manager for development of monitoring plan strategy for San Juan Water District during Hinkle Reservoir Outage. Responsible for coordinating with water systems to identify potential impacts to treated water quality, planning monitoring during trial period, and assessing potential impacts to consumers.

Project Manager for the distribution system disinfection byproduct evaluation for Sacramento County Water Agency. Responsible for review of disinfection byproducts and related water quality data in the distribution system to evaluate the movement and location of the new surface water supply throughout the system. The result of this evaluation was an updated Stage 2 D/DBP monitoring plan.

Project Manager for the source water quality analysis and distribution system evaluation for Sacramento Suburban Water District. Responsible for review of water quality, water supply, and operations data to identify the possible causes

of coliform detections and low chlorine residual areas. The result of the evaluation was identification of potential sources and development of a remediation plan.

Project Manager for the review and development of chemical monitoring waiver requests for the City of Sacramento, City of Roseville and San Juan Water District. As part of this project responsible for review of historical raw and treated water monitoring, waivers previously granted, and new regulatory requirements. This information was used to determine which constituents should be evaluated for monitoring waivers. Additional research was conducted to obtain available ambient monitoring data and chemical use information. Developed chemical monitoring waiver request letters for each source water and negotiated the waivers with the Division of Drinking Water.

Project Manager for regulatory compliance evaluations for the City of Sacramento, San Juan Water District, City of Roseville, and Placer County Water Agency. Responsible for tracking all current and future drinking water regulations, both at the Federal and State levels, which may impact surface water and ground water facilities. Tracks the regulations on an on-going basis and provides a summary of recent events to each agency in a quarterly update, highlighting the potential impacts of the regulations on the agency.

Technical specialist to assist with development of compliance materials to meet the upcoming requirements of the Stage 2 Disinfectants and Disinfection By-Products Rule and the Long Term 2 Enhanced Surface Water Treatment Rule for the cities of Sacramento and Roseville, San Juan Water District, Carmichael Water District, Placer County Water Agency, and Sacramento County Water Agency.

Project Manager for the Evaluation of Drinking Water Quality Goals for the California Urban Water Agencies as part of the Central Valley Regional Water Quality Control Board Drinking Water Policy. This project included the identification of water quality objectives, standards, goals, and policies that have been developed to protect drinking water supplies related to disinfection by-product precursors, dissolved minerals, nutrients, and pathogens. This involved reviewing data from other regions of California, USEPA, other selected states, and other selected countries. A final technical memorandum summarized all the findings and made recommendations on appropriate standards for the Central Valley.

Water quality specialist for development of a data management system for the Sacramento Groundwater Authority. Compiled and analyzed the water quality data and sampling and analysis protocols of 17 local water purveyors to develop a cost-efficient and effective groundwater monitoring program for SNAGMA.

The result was a “state-of-the-basin” report that provided the baseline for conjunctive use projects in the basin.

Water quality specialist for development of a regional conjunctive use program for the American River Basin Coordinating agencies. Analyzed raw surface water and groundwater data to evaluate potential uses and problems associated with a regional conjunctive use program. Potential treated water quality impacts were identified based on water blending, treatment and transmission and possible management strategies were identified.

Drinking Water Treatment

Technical specialist responsible for water quality evaluation to determine the appropriate level and type of treatment for the new Vineyard Surface Water Treatment Plant for Sacramento County Water Agency. Also led the coordination tasks with the Division of Drinking Water during preliminary and final design.

Project Engineer for the treatment facilities component of the Feasibility Engineering for the Sacramento River Water Reliability Study for US Bureau of Reclamation, Placer County Water Agency, City of Sacramento, City of Roseville, and Sacramento Suburban Water District. Technical responsibilities include treatment plant preliminary design criteria development, regulatory compliance issues, future regulatory requirements, coordination of multi-agency delivery scenarios, and review of construction cost estimates.

Staff Engineer for the preliminary design for expansion of the E.A. Fairbairn Water Treatment Plant and the Sacramento River Water Treatment Plant for the City of Sacramento. Involved with regulatory compliance issues, future regulatory requirements, and treatment plant preliminary design criteria development. Also involved with the preliminary design of E.A. Fairbairn WTP’s flocculation and sedimentation basins, chlorine contact basin, and proposed future ozone facilities.

Project Manager for development of a Filtration Study for the Alta Water Treatment Plant for Placer County Water Agency. The project included development of a plant-scale study to increase the filtration loading rate of the water treatment plant. This included coordination with the Department of Health Services to obtain approval to implement the study as well as on-going implementation assistance and data evaluation.

Project Engineer for the scoping study and preliminary design for expansion of the Waterman Water Treatment Plant for the City of Fairfield. Technical

responsibilities include conducting an initial plant visit and assessment, review of potentially appropriate treatment technologies, coordination with regulatory agencies to initiate project consultations, and detailed water quality and drinking water regulatory evaluations.

Project Engineer for the design and construction of the City of Sacramento's fluoride chemical feed systems at the Sacramento River Water Treatment Plant and the E.A. Fairbairn Water Treatment Plant. Responsible for development of a technical memorandum on the preliminary design of the facilities and design of fiberglass bulk storage tanks, fiberglass equipment enclosure, on-line fluoride analyzers, electrical systems, and chemical metering pump systems. Responsible for direct procurement of the major equipment items for the project based on design specifications and then coordination with contractor to install the project.

Project Engineer for the design of the City of Sacramento's alum chemical feed system at the E.A. Fairbairn Water Treatment Plant. The purpose of this project was to improve the reliability of the primary chemical feed system. Responsible for design and procurement of a stainless steel day tank and chemical metering pump configuration. The project was completed in a design-build fashion with the main equipment procured and installed by the City after completion of design.

Project Engineer for the Operational Services Agreement for the City of Sacramento. Developed contract documents for installation of a clearwell baffle curtain in the clearwell at the E.A. Fairbairn WTP. Reviewed the underwater investigation of the existing baffle and investigated alternative baffle installation methods. Prepared contract drawing and specifications for installation of a fabric curtain. Evaluated the disposal options for excess water treatment sludge at the City's Sacramento River WTP. Investigated the type and amount of sludge present and the available options for disposal. Assisted the City in evaluating and selecting a disposal alternative.

Project Engineer for the evaluation of the existing San Joaquin County Groundwater Monitoring Program. Responsible for the development of monitoring program objectives, evaluation of the existing monitoring procedures, and development of a comprehensive monitoring program for salinity assessment. The monitoring program evaluation included field visits with staff to increase knowledge of actual procedures implemented. The final monitoring plan developed for the County included detailed sampling procedures, analytical requirements, and QA/QC review.

RESOLUTION NO. 2023-02
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE WEST VALLEY WATER DISTRICT
PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION
OF A STATE OF EMERGENCY BY GOVERNOR GAVIN NEWSOM ON
MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS
OF THE LEGISLATIVE BODIES OF WEST VALLEY WATER DISTRICT FOR THE
PERIOD JANUARY 14, 2023, THROUGH FEBRUARY 14, 2023,
PURSUANT TO BROWN ACT PROVISIONS

WHEREAS, West Valley Water District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the West Valley Water District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Gov't Code § 54950 et seq.), so that any member of the public may attend, participate, and watch the district's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54950(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the district's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or the state of emergency continues to impact some members' ability to meet safely in person; and

WHEREAS, such conditions now exist in the district, specifically, a state of emergency has been proclaimed due to an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19); and

WHEREAS, the Board of Directors has determined that the state of emergency continues to directly impact the ability of some of the members to meet safely in person; and

WHEREAS, the Board of Directors does hereby find that the current state of emergency with respect to COVID-19, local official recommendations to promote social distancing, and conditions causing some risk to the health and safety of attendees, and will continue to cause, conditions of peril to the safety of some of persons with the district that are likely to be beyond the control of services, personnel, equipment, and facilities of the district, and desires to proclaim a

local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of West Valley Water District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953;

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WEST VALLEY WATER DISTRICT as follows:

Section 1. Recitals The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the district and declares that meeting in person could impact some members' ability to meet in person and would present imminent risk to the health and safety of some of the attendees.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of a State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The General Manager and legislative bodies of the West Valley Water District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect on January 14, 2023 and shall be effective until the earlier of (a) February 14, 2023, or (b) such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the West Valley Water District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

ADOPTED, this 12th day of January, 2023.

Greg Young
President of the Board of Directors
West Valley Water District

Elvia Dominguez
Board Secretary



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: January 12, 2023
TO: Board of Directors
FROM: Van Jew, Acting General Manager
SUBJECT: PURCHASE ORDER REPORT - NOVEMBER 2022

BACKGROUND:

The West Valley Water District (“District”) generated fifty (50) Purchase Orders (“PO”) in the month of November 2022 to various vendors that provide supplies and services to the District. The total amount issued to PO’s for the month of November 2022 was **\$392,292.08**. A table listing all PO’s for November 2022 is shown in **Exhibit A**.

There were no Change Orders (“CO”) approved at the General Manager’s approval level during the month of November 2022.

FISCAL IMPACT:

There is no fiscal impact for producing the November 2022 Purchase Order Report.

STAFF RECOMMENDATION:

Approve the November 2022 Purchase Order Report.

Respectfully Submitted,

Van Jew

Van Jew, Acting General Manager

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ATTACHMENT(S):

1. Exhibit A - November 2022 Purchase Order Report

MEETING HISTORY:

12/21/22 Finance Committee REFERRED TO BOARD

Exhibit A



West Valley Water District, CA

Purchase Order Summary Report

Purchase Order Detail

Issued Date Range 11/01/2022 - 11/30/2022

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
23-0178	9.67 Clamps for inventory 00748 - YO FIRE	Completed West Valley Water District	11/1/2022 11/1/2022	0.00	413.00
23-0179	Computer Desk Chair - IT 02325 - AMAZON.COM SALES INC	Outstanding West Valley Water District	11/1/2022 11/15/2022	0.00	754.25
23-0181	Large Meter Order 11/01/22 01657 - CORE & MAIN LP	Outstanding West Valley Water District	11/1/2022 11/1/2022	0.00	46,790.25
23-0182	Repairs to Unit 202 01603 - INDUSTRIAL TRUCK BODIES & EQUIPMENT	Completed West Valley Water District	11/2/2022 11/16/2022	0.00	2,241.20
23-0183	Meter TRPL Wires 01657 - CORE & MAIN LP	Completed West Valley Water District	11/2/2022 11/16/2022	0.00	1,680.90
23-0184	Bray Decant Vales 01678 - BRAY SALES, INC.	Completed West Valley Water District	11/2/2022 11/16/2022	0.00	823.15
23-0185	UCMR 5 Laboratory Services 01574 - BABCOCK LABORATORIES, INC.	Outstanding West Valley Water District	11/3/2022 11/17/2022	0.00	17,520.00
23-0186	replacment chair for IT Department 02325 - AMAZON.COM SALES INC	Completed West Valley Water District	11/3/2022 11/17/2022	0.00	754.25
23-0188	Galv Pipe 1 x 8 00066 - GRAINGER INC	Completed West Valley Water District	11/7/2022 11/7/2022	0.00	42.28
23-0190	New Drive Tires for Unit 104 02252 - INLAND ROAD SERVICE & TIRE	Completed West Valley Water District	11/8/2022 11/22/2022	0.00	1,075.16
23-0191	4 Kamstrup Meters 01577 - IFLOW ENERGY SOLUTIONS INC	Completed West Valley Water District	11/8/2022 11/8/2022	0.00	2,434.10
23-0192	Blanket PO for Compaction Services and Testing 01576 - HILLTOP GEOTECHNICAL, INC.	Outstanding West Valley Water District	11/8/2022 11/22/2022	0.00	100,000.00
23-0193	Public Affairs Conservation Items - Die Tabs 02546 - NEW RESOURCES GROUP INC	Outstanding West Valley Water District	11/10/2022 11/24/2022	0.00	600.00
23-0194	Conservation Items 00876 - AM CONSERVATION GROUP INC	Outstanding West Valley Water District	11/10/2022 11/24/2022	0.00	395.00
23-0195	Concrete saw for well site door replacements 00066 - GRAINGER INC	Completed West Valley Water District	11/10/2022 11/24/2022	0.00	3,562.94
23-0196	Design Concepts for Building C Improvements 01623 - MILLER ARCHITECTURAL CORPORATION	Outstanding West Valley Water District	11/10/2022 11/24/2022	0.00	24,775.00
23-0197	Monthly USA Charge 00068 - UNDERGROUND SERVICE ALERT	Completed West Valley Water District	11/14/2022 11/28/2022	0.00	620.75
23-0198	DOT Rquired 90 Day Inspection for Commercial Vehic 01700 - PG MECHANICAL	Completed West Valley Water District	11/14/2022 11/28/2022	0.00	520.00

Purchase Order Summary Report

Issued Date Range 11/01/2022 - 11/30/2022

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
23-0199	Emergency Case Backhoe Repair/NH diagnosis 01700 - PG MECHANICAL	Completed West Valley Water District	11/14/2022 11/28/2022	0.00	715.00
23-0200	Emergency Repairs Needed to NH Backhoe 01394 - SCOTT EQUIPMENT INC.	Completed West Valley Water District	11/14/2022 11/28/2022	0.00	2,211.73
23-0201	Dionex PM Contract 01221 - THERMO ELECTRON NORTH AMERICA LLC	Completed West Valley Water District	11/15/2022 11/29/2022	0.00	6,005.00
23-0202	1" Brass Parts 01657 - CORE & MAIN LP	Completed West Valley Water District	11/15/2022 11/15/2022	0.00	392.18
23-0203	HACH PM Contract for the FBR 00114 - HACH COMPANY	Partially Received West Valley Water District	11/15/2022 11/29/2022	0.00	15,987.83
23-0205	12" Blind Flanges for Well 16 and 17 01657 - CORE & MAIN LP	Outstanding West Valley Water District	11/15/2022 11/29/2022	0.00	1,466.96
23-0206	ADU Capacity Fee 02299 - ROBERT D NIEHAUS INC	Outstanding West Valley Water District	11/14/2022 11/28/2022	0.00	3,850.00
23-0208	2 New Tires for Unit 104T 02252 - INLAND ROAD SERVICE & TIRE	Completed West Valley Water District	11/16/2022 11/30/2022	0.00	1,036.85
23-0209	Backflow Devices 00066 - GRAINGER INC	Completed West Valley Water District	11/16/2022 11/30/2022	0.00	3,804.75
23-0210	Conservation items - Shower timers 02548 - EVERYTHING PROMO	Completed West Valley Water District	11/17/2022 12/1/2022	0.00	1,650.00
23-0211	August Newsletter 01052 - INFOSEND INC	Completed West Valley Water District	11/16/2022 11/30/2022	0.00	2,202.61
23-0212	July Newsletter 01052 - INFOSEND INC	Completed West Valley Water District	11/16/2022 11/30/2022	0.00	2,237.68
23-0213	Dionex IC Pure Water PM Contract 01221 - THERMO ELECTRON NORTH AMERICA LLC	Outstanding West Valley Water District	11/17/2022 12/1/2022	0.00	1,075.00
23-0214	DAF Sludge Puimp parts 02394 - BRAX COMPANY INC	Outstanding West Valley Water District	11/17/2022 12/1/2022	0.00	3,268.72
23-0215	Production Meter Testing 00492 - MCCALLS METERS INC	Outstanding West Valley Water District	11/17/2022 12/1/2022	0.00	7,919.63
23-0216	Clarifier gasket replacement 00467 - ERS INDUSTRIAL SERVICES INC.	Outstanding West Valley Water District	11/21/2022 12/5/2022	0.00	14,840.00
23-0217	Sand & Base Material for backfill 00579 - CEMEX INC	Completed West Valley Water District	11/21/2022 12/5/2022	0.00	1,829.15
23-0218	Galv Parts 10/27/22 00066 - GRAINGER INC	Completed West Valley Water District	11/21/2022 11/21/2022	0.00	418.17
23-0219	Padlocks for District 00149 - HERCULES INDUSTRIES	Outstanding West Valley Water District	11/22/2022 12/6/2022	0.00	9,581.15
23-0220	AUMA Actuator Replacement 02439 - MISCOWATER	Outstanding West Valley Water District	11/22/2022 12/6/2022	0.00	8,334.09

Purchase Order Summary Report

Issued Date Range 11/01/2022 - 11/30/2022

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
23-0221	Bunker Hill Well Sitting Phase II 00085 - GEOSCIENCE SUPPORT SVCS INC	Outstanding West Valley Water District	11/22/2022 12/6/2022	0.00	32,567.00
23-0222	Dionex parts 01221 - THERMO ELECTRON NORTH AMERICA LLC	Outstanding West Valley Water District	11/22/2022 12/6/2022	0.00	3,871.29
23-0223	945 single body air vac 02549 - VAG USA LLC	Outstanding West Valley Water District	11/22/2022 12/6/2022	0.00	1,797.27
23-0224	Backflow Preventers 00066 - GRAINGER INC	Partially Received West Valley Water District	11/22/2022 12/6/2022	0.00	22,828.50
23-0225	Large Meters 11/22/22 00255 - AQUA-METRIC SALES CO	Outstanding West Valley Water District	11/22/2022 11/22/2022	0.00	12,868.66
23-0226	Stock Order 11-16-22 00748 - YO FIRE	Completed West Valley Water District	11/28/2022 11/28/2022	0.00	850.00
23-0227	14" Blind Flanges for Well 16 and 17 01657 - CORE & MAIN LP	Outstanding West Valley Water District	11/28/2022 12/12/2022	0.00	1,050.00
23-0228	Amazon Computer Supplies NOV 22 02325 - AMAZON.COM SALES INC	Outstanding West Valley Water District	11/29/2022 12/13/2022	0.00	2,670.07
23-0229	Commercial Class A Training 01038 - COMMERCIAL TRANSPORTATION SERVICES	Outstanding West Valley Water District	11/29/2022 12/13/2022	0.00	6,540.75
23-0230	Meter Data Sync with Scheduler - AMI 01727 - TYLER TECHNOLOGIES INC	Outstanding West Valley Water District	11/29/2022 12/13/2022	0.00	10,280.00
23-0231	Printing of Annual Budget Book 01311 - MINUTEMAN PRESS OF RANCHO CUCAMONGA	Outstanding West Valley Water District	11/29/2022 12/13/2022	0.00	1,974.81
23-0232	Toyota Fork Maint. 01700 - PG MECHANICAL	Outstanding West Valley Water District	11/30/2022 12/14/2022	0.00	1,165.00

Purchase Order Count: (50)

Total Trade Discount: 0.00

Total: 392,292.08



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: January 12, 2023
TO: Board of Directors
FROM: Van Jew, Acting General Manager
SUBJECT: TREASURER'S REPORT - NOVEMBER 2022

DISCUSSION:

West Valley Water District (“District”) contracts with the Clifton Larson Allen LLP to prepare West Valley Water District’s (WVWD) Investment report on a monthly basis. The District’s investment policy is in uniformity with the State of California’s Local Agency Investment Guidelines (Government Code Section 53601(b)). The Treasurer Report for the Month of November 2022 (**Exhibit A**) is presented to the Finance Committee for discussion.

FISCAL IMPACT:

Monthly Cost of \$2,625 was included in the FY 2022-23 annual budget.

STAFF RECOMMENDATION:

Approve the November 2022 Treasurer’s Report.

Respectfully Submitted,

Van Jew

Van Jew, Acting General Manager

VJ:jv

ATTACHMENT(S):

1. Exhibit A - 2022 November Treasurer Report

MEETING HISTORY:

12/21/22 Finance Committee REFERRED TO BOARD

Exhibit A

West Valley Water District
Cash, Investment & Reserve Balances - November 30, 2022

Institution/Investment Type	October 2022 Balance	November 2022 Balance	RESERVE ACCOUNT	Minimum Balance	Target Balance	Maximum Balance
Funds Under Control of the District:			RESTRICTED FUNDS			
District Cash Drawers	\$ 4,300.00	\$ 4,300.00	2016A Bond	\$ 177.87	\$ 177.87	\$ 177.87
	\$ 4,300.00	\$ 4,300.00	Customer Deposit Accounts	\$ 5,398,987.90	\$ 5,398,987.90	\$ 5,398,987.90
Checking and Savings:			Capacity Charge Acct Balance	\$ 51,194,492.69	\$ 51,194,492.69	\$ 51,194,492.69
Chase - General Government Checking	\$ 1,857,462.43	\$ 2,863,708.90	CIP account in LAIF for capital purposes	\$ 3,000,000.00	\$ 3,000,000.00	\$ 3,000,000.00
Chase - Special Rebate Checking	\$ -	\$ -		\$ 59,593,658.46	\$ 59,593,658.46	\$ 59,593,658.46
Chase - UTC Routine Checking	\$ 5,000.56	\$ 5,000.56	CAPITAL RESERVE FUNDS			
Chase - UTC Non-Routine Checking	\$ 48,636.50	\$ 48,636.50	Capital Project Account - 100% FY 22-23	\$ 7,827,687.00	\$ 7,827,687.00	\$ 10,000,000.00
	\$ 1,911,099.49	\$ 2,917,345.96	Capital Project Account-80% FY 23-24	\$ 4,868,000.00	\$ 4,868,000.00	\$ 8,000,000.00
State of California, Local Agency Investment Fund	\$ 74,360,558.58	\$ 74,360,558.58	Administrative & General Account	\$ 1,582,998.10	\$ 1,582,998.10	\$ 1,582,998.10
US Bank - Chandler Asset Mgmt	\$ 28,318,375.12	\$ 28,643,668.15		\$ 14,278,685.10	\$ 14,278,685.10	\$ 19,582,998.10
CalTrust Pooled Investment Fund - Short Term	\$ 16,713,829.91	\$ 16,785,902.55	LIQUIDITY FUNDS			
CalTrust Pooled Investment Fund - Medium Term	\$ -	\$ -	Rate Stabilization Account	\$ 985,094.40	\$ 2,955,283.20	\$ 4,925,472.00
U. S. Treasury Bills			Operating Reserve Account	\$ 5,276,660.33	\$ 10,553,320.67	\$ 15,829,981.00
Government Agencies (Federal Home Loan Bank)	\$ -	\$ -	Emergency Account	\$ 1,259,436.45	\$ 2,518,872.90	\$ 3,778,309.35
			Water Banking Account	\$ 125,000.00	\$ 625,000.00	\$ 1,250,000.00
Total	\$ 121,308,163.10	\$ 122,711,775.24		\$ 7,646,191.18	\$ 16,652,476.77	\$ 25,783,762.35
Funds Under Control of Fiscal Agents:			OTHER RESERVES			
US BANK			Self-Insurance Reserve	\$ 5,000,000.00	\$ 5,000,000.00	\$ 5,000,000.00
2016A Bond - Principal & Payment Funds	\$ 59.25	\$ 177.87		\$ 5,000,000.00	\$ 5,000,000.00	\$ 5,000,000.00
2016A Bond - Interest Fund	\$ -	\$ -	OPERATING CASH			
Total	\$ 59.25	\$ 177.87	Balance Available for Daily Operations	\$ 36,193,418.37	\$ 27,187,132.78	\$ 12,751,534.20
Grand Total	\$ 121,308,222.35	\$ 122,711,953.11		\$ 36,193,418.37	\$ 27,187,132.78	\$ 12,751,534.20
			Grand Total	\$ 122,711,953.11	\$ 122,711,953.11	\$ 122,711,953.11
			UNRESTRICTED RESERVES		\$ 63,118,294.65	

I hereby certify that the investment activity for this reporting period conforms with the investment policy adopted by the West Valley Water District Board of Directors and the California Government Code Section 53601

I also certify that there are adequate funds available to meet the District's Budget.

William Fox

Chief Financial Officer

West Valley Water District Investment Memo – November 2022

Note:

All significant assumptions, methodologies and analyzed amounts were discussed with and agreed to by the District's accounting staff. From this conversation, we believe the District's accounting staff has the requisite knowledge and understanding of the processes/analyses prepared by CLA as not to impair our independence.

Total Fund Balance

When comparing the District's total fund balances month-over-month between November (\$122,711,953.11) and October (\$121,308,222.35), CLA found the \$1,403,730.76 increased fund balance between November and October.

The District board of directors approved the District's investment policy update recommended by Chandler Asset Management, which became effective as of December 1, 2022. The 12/01/22 Regular Board Meeting Agenda Packet includes the detailed updated policy. The investment policy described in this memo below does not reflect the updates. CLA will update the investment memo to reflect the new investment policies starting with the December 2022 investment memo.

U.S. Bank Chandler Custodial Account

Cash/Money Market - Per Section 9.11 of the District's investment policy, "The company shall have met either one of the following criteria: 1) attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs "Nationally Recognized Statistical Rating Organization" or 2) retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years of experience managing money market mutual funds with assets under management in excess of five hundred million dollars." Based on Chandler Asset Management's reconciliation summary for the period ending November 30, 2022, CLA was able to confirm the District's cash and money-market securities were in accordance with the investment policy. CLA also conducted a review of the District's cash and money-market securities and found that all the District's holdings were in alignment with the requirements set forth in the investment policy.

In addition to ensuring that the District's money market funds attained the highest ranking provided by more than one NRSRO, the District also met the requirements outlined in Section 9.11 of the investment policy through its established relationship with Chandler Asset Management. With total assets under management of over \$25 billion with over thirty years of experience in managing money market mutual funds, Chandler Asset Management exceeds the requirements of the District's policy.

Per the investment policy, the maximum percentage of District investments in money market funds is capped at 20%. Similarly, the allowable mutual fund and money market account instruments per California government code (Sections 53601(I) and 53601.6(b)) for local government entities are also capped at 20%. The District's money market balance percentage as of November 30, 2022 is 0.58%. Therefore, the District is following both the investment policy and California governmental code.

United States Treasury Issues – Per Section 9.1 of the investment policy, "there's no limitation as to the percentage of the portfolio that may be invested in this category, however, maximum investment maturities are limited to up to five years." Based on CLA's analysis, the purchase dates for all United States Treasury Issues fall within the five-year framework established in the investment policy.

West Valley Water District Investment Memo – November 2022

The District's investment policy is in uniformity with the State of California's Local Agency Investment Guidelines (Government Code Section 53601(b)). These guidelines do not establish a maximum specified percentage of the District's investment portfolio for United States Treasury Obligations. The State of California's guidelines do, however, establish that maximum investment maturities for United States Treasury Obligations are limited to five years. As of November 30, 2022, 9.35% of the District's total portfolio is invested in United States Treasury Issues. With no maximum percentage established for United States Treasury Issues, the District is in conformity with the investment policy and the State of California's Local Agency Investment Guidelines.

Negotiable Certificates of Deposit – Section 9.4 of the District's investment policy states "purchases are limited to securities that have a long-term debt rating of at least the "A" category, or its equivalent, by a NRSRO." All instruments categorized as negotiable certificates of deposit in the District's portfolio follow Section 9.4 of the investment policy, as each security has a satisfactory long-term debt rating, and the investment matures within the five-year time frame as dictated in the policy. Based on CLA's analysis, the purchase dates for all medium-term notes fall within the five-year framework established in the investment policy.

Per Section 9.4 of the investment policy, the maximum percentage of investments in negotiable certificates of deposit is 30% of the portfolio.

The District's investment policy is also in accordance with the State of California's Local Agency Investment Guidelines (Government Code Section 53601(i)) regarding negotiable certificates of deposit. These guidelines establish a maximum specified percentage of the District's investment portfolio for certificates of deposit at 30%. The State of California's guidelines also establish that maximum investment maturities for medium-term notes are limited to five years.

Negotiable certificates of deposit constitute 0.0% of the District's total investment balance as of November 30, 2022. Therefore, the District is following both the investment policy and the State of California's standards.

Medium-Term Notes – Section 9.10 of the District's investment policy states "purchases are limited to securities that have a long-term debt rating of at least the "A" category, or its equivalent, by a NRSRO." The investment policy also states that medium-term notes should have a "maximum remaining maturity of five years or less." All instruments categorized as medium-term notes in the District's portfolio follow Section 9.10 of the investment policy, as each security has a satisfactory long-term debt rating, and the investment matures within the five-year time frame as dictated in the policy. Based on CLA's analysis, the purchase dates for all medium-term notes fall within the five-year framework established in the investment policy.

Per Section 9.10 of the investment policy, the maximum percentage of investments in medium short-term notes is 30% of the portfolio.

The District's investment policy is also in accordance with the State of California's Local Agency Investment Guidelines (Government Code Section 53601(k)) regarding medium-term notes. These guidelines establish a maximum specified percentage of the District's investment portfolio for medium-term notes at 30%. The State of California's guidelines also establish that maximum investment maturities for medium-term notes are limited to five years.

West Valley Water District Investment Memo – November 2022

Medium-term notes constitute 5.65% of the District’s total investment balance as of November 30, 2022. Therefore, the District is following both the investment policy and the State of California’s standards.

Federal Agency Obligations – Per Section 9.5 of the District’s investment policy, “there is no limitation as to the percentage of the portfolio that may be invested in this category, however, purchases of callable Federal Agency obligations are limited to a maximum of 30 percent of the portfolio.” Although the policy does not explicitly list the bond rating requirements for federal agency obligations, all the District’s current federal agency holdings are rated AAA by multiple NRSRO’s as of November 30, 2022.

While the District’s investment policy caps federal agency obligations at 30 percent of the investment portfolio, the State of California’s Local Agency Investment Guidelines have not established a maximum specified percentage for investments in federal agency obligations (Government Code Section 53601(f)). However, these guidelines are in accordance with the District’s investment policy which state maximum investment maturities for federal agency obligations are limited to five years.

The maximum percentage of the District’s investments in federal agency obligations is 30% of the portfolio. Federal agency obligations represent 7.05% of the District’s total investment balance as of November 30, 2022. Therefore, the District is in accordance with both its investment policy as well as the guidelines set-forth by the State of California.

Local Agency Investment Fund (LAIF)

The State of California, Local Agency Investment Fund (LAIF) processes a same-day transaction if notified by 10:00 am. This ability satisfies the investment requirement of 24-hour liquidity as stipulated in the investment policy for the District.

Per Section 9.2 of the District’s investment policy, the maximum percentage of investments in the State of California, Local Agency Investment Fund is unlimited.

The District’s investment policy is also in accordance with the State of California’s Local Agency Investment Guidelines (Government Code Section 16429.1) concerning the Local Agency Investment Fund. These guidelines establish no maximum specified percentage of the District’s investment portfolio while also dictating no maximum maturity date for LAIF investments.

Per the Standard and Poor’s rating system, California’s Current Credit Rating is AA-, identifying the credit quality of the fund’s portfolio performance as strong.

As of the period ending November 30, 2022, the District’s Local Agency Investment Fund balance represents 60.60% of the District’s entire portfolio. Therefore, the District is following the investment policy as well as the standards of the Local Agency Investment Guidelines.

Based on the LAIF performance report for the month-ending November 30, 2022 LAIF investments had a net-yield of 2.007%. Regarding portfolio composition, LAIF fund investments were split into the following categories (percentages may not total 100% due to rounding):

- Treasuries- 66.57%
- Agencies- 19.19%
- Certificates of Deposit/Bank Notes- 6.51%

West Valley Water District Investment Memo – November 2022

- Commercial Paper- 5.02%
- Time Deposits- 2.30%
- Loans- 0.17%
- Corporate Bonds- 0.24%

On March 20, 2019, the District received a \$3 million dollar settlement as part of a larger association of local water districts and municipalities, from the San Gabriel Valley Water Company, Fontana Union Water Company, and the San Gabriel California Corporation. Per the settlement agreement, “West Valley and the non-settling plaintiffs separately asserted six claims alleging breach of contract and other claims arising from the 1961 Decree.” The 1961 Decree governs groundwater pumping from a portion of the Rialto-Colton Basin. The claims also concern the defendants (Fontana Parties) pumping from a portion of the Rialto-Colton Basin that is outside the Rialto Basin as defined by the 1961 Decree. The San Bernardino Basin Area and most but not all the Rialto-Colton Basin are located within the service area of the Valley District and this violation served as the basis of the settlement.

The settlement check was received and deposited into the District’s General Government Checking bank account and the District’s board approved the transfer of the \$3 million in settlement funds to the District’s LAIF account on April 4, 2019. While these funds have been earmarked for Capital Improvement Projects, the District has yet to allocate these funds to any specific project and the District will house all settlement funding in the LAIF account until board approval is received for the allocation of these funds.

The Investment Trust of California (Cal TRUST)

The District maintains investments in the CalTRUST Short-Term Fund. For the month ending November 30, 2022 the Net Asset Value per share was \$9.97 (\$16,785,902.55 book value) for CalTRUST Short-Term Fund investments. Per the CalTRUST Month End Portfolio Statistics dated November 30, 2022, the credit rating for the Short-Term Fund is AAF, identifying the credit quality of the fund’s portfolio performance as very strong.

Section 9.3 of the District’s investment policy states “no limit will be placed on the percentage total in this category.” The State of California also fails to establish a maximum percentage total for investment trusts per Government Code Section 16340. As of the period ending November 30, 2022, the District’s CalTRUST investment balance represents 13.68% of the District’s entire portfolio. Therefore, the District is following the investment policy and the standards set-forth by the State of California as it relates to CalTRUST securities.

Bank Deposits

Based on the District’s investment policy, “Securities placed in a collateral pool must provide coverage for at least 100 percent of all deposits that are placed in that institution.” As of November 30, 2022, the District maintained balances within the FDIC limit of \$250,000 for each of its bank accounts, except for the Chase General Governmental Checking account. The Chase General Governmental Checking account maintains funds for operational purposes and normally carries a balance of at least \$1.5 million dollars which represents funding for one payroll, and one accounts payable check run. In CLA’s comparison between the District’s general checking account balances for November 2022 (\$2,863,708.90) and October 2022 (\$1,857,462.43), CLA observed an increase in the November 2022 account balance of

West Valley Water District Investment Memo – November 2022

\$1,006,246.47 versus October 2022 due to a few factors. The District collected \$918K for multiple projects and received \$378K tax payments from County of San Bernardino. Any remaining difference is due to normal monthly activity.

During our review of the November 2022 Chase General Governmental Checking account bank statement, it was noted that there were 11 fraudulent activities totaling \$9,727.03. West Valley Water District (“WVWD”) has a procedure where the bank issues a check/ACH exception report for WVWD to review and reject fraudulent checks/ACHs as needed. Currently, WVWD has implemented check number and amount positive pay.

While the District reconciles its deposit accounts monthly, CLA found that the District has historically reported the month-ending bank statement balance on the Treasurer’s Report. Because the monthly bank statement does not take any outstanding checks or other withdrawals into account, the District may be overstating the General Government Checking balances on the Treasurer’s Report, which ultimately impacts its liquidity.

In November, the UTC Routine Checking account was \$5,000.56 and the UTC Non-Routine Checking account balance was \$48,636.50. The balances in both accounts went remained unchanged between November 2022 and October 2022. The relatively low balances in both accounts (in comparison with the historical balances) is due to the former CFO’s emphasis on transferring more of its unrestricted cash balances to the District’s investments accounts to take advantage of the increased rate of return.

In analyzing the accounting for the District’s cash drawers (\$3,600) and petty cash (\$700), per the District’s accounting staff, the District’s cash drawers are normally reconciled daily. Each drawer is counted by the customer service representative responsible for the drawer and a secondary count is performed by the customer service lead or supervisor prior to the funds being relinquished to the District’s armored security provider, Gaurda, for deposit daily. Cash deposits are reconciled daily by the District’s accounting department. Petty cash is normally reconciled by the accounting department monthly. The District’s accounting department provided CLA with a formalized reconciliation for the petty cash account as of November 30, 2022, therefore CLA was able to agree the cash drawers and petty cash balance to the District Cash Drawers summary schedule.

Section 9.12 of the investment policy asserts that “there is no limit on the percentage of the portfolio that may be invested in bank deposits.” Similarly, the State of California’s Government Code for Allowable Investment Instruments fails to dictate any portfolio standards for general bank deposit accounts. Although no maximum has been established for amounts invested in bank deposits by the investment policy or the State of California, CLA can verify that as of November 30, 2022 the District had 2.38% of its portfolio invested in bank deposit accounts.

Commercial Paper

Commercial paper is an unsecured, short-term debt instrument issued by a corporation, typically for the financing of accounts payable and inventories and meeting short-term liabilities. Commercial paper is usually issued at a discount from face value and typically reflects prevailing market interest rates. Per section 9.8 of the investment policy, the entity that issues the commercial paper should meet all the following conditions “(i) is organized and operating in the United States as a general corporation, (ii) has total assets in excess of five hundred million dollars (\$500,000,000), and (iii) has debt other than

West Valley Water District Investment Memo – November 2022

commercial paper, if any, that is rated at least the “A” category by a NRSRO. For a commercial paper investment to be eligible for the District, the commercial paper shall not have a maximum maturity of 270 days or less and no more than 25% of the District’s portfolio may be invested in this category.

The District’s investment policy is also in accordance with the State of California’s Local Agency Investment Guidelines (Government Code Section 53601 (h)) regarding Commercial Paper. These guidelines establish a maximum specified percentage of the District’s investment portfolio for commercial paper at 25%. The State of California’s guidelines also establish that maximum investment maturities for commercial paper should be 270 days or less.

As of November 30, 2022, the District had 0.0% invested in commercial paper investment. Therefore, the District is following both the investment policy and the State of California’s standards.

Supranational

Supranationals are explicitly defined in Section 9.14 of the investment policy as “US dollar-denominated senior unsecured unsubordinated obligations or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank”. Securities listed as supranationals must be rated in the AA category or higher by a NRSRO and no more than 30% of the District’s portfolio may be invested in these securities with a maximum maturity of five years.

The District’s investment policy is also in accordance with the State of California’s Local Agency Investment Guidelines (Government Code Section 53601(q)) regarding supranationals. These guidelines establish a maximum specified percentage of the District’s investment portfolio for supranationals at 30%. The State of California’s guidelines also establish that maximum investment maturities for supranationals should be five years or less.

As of November 30, 2022, the District’s investments in five securities categorized as supranationals was 0.70% of the total portfolio and securities maintained a maturity date of less than five years from the original purchase date. CLA can confirm that the District’s supranational investments meet the standards of both the investment policy and the State of California.

West Valley Water District Reserve Memo – November 2022

Note:

All significant assumptions, methodologies and analyzed amounts were discussed with and agreed to by the District's accounting staff. From this conversation, we believe the District's accounting staff has the requisite knowledge and understanding of the processes/analyses prepared by CLA as not to impairment our independence.

Restricted Funds

Bond Proceeds Fund(s) – Balances in the bond proceeds fund accounts represent monies derived from the proceeds of a bond issue. Per the requirements of the District's reserve policy, the target level for the debt service reserve requirement is established at the time of the bond issue. Based on documentation provided to CLA, "no reserve fund has been established in connection with the issuance of the 2016A bonds." Therefore, the November 30, 2022 ending balance of \$177.87 satisfies the minimum balance requirements per the District's reserve policy.

Customer Deposit Accounts – Due to fluctuations in the number of utility customer deposits required and the number of development projects in process, no minimum or maximum levels have been established for customer deposit accounts. The customer deposit account balances presented on the treasurer's report are based on the ending balance on the general ledger for the month. The customer deposit accounts are reconciled monthly. CLA was able to confirm that the customer deposit accounts balance presented on the November 2022 Treasurer's Report reconciles with the District's general ledger. The November 30, 2022 balance of \$5,398,987.90 in customer deposit accounts satisfies the balance requirements of the District's reserve policy.

Capacity Charge Account – The District's reserve policy does not explicitly address or specify any minimum or maximum funding levels for capacity charge accounts. However, based on the reconciliation schedule provided by the District, CLA can confirm that the balance of \$51,194,492.69 presented on the November 2022 Treasurer's Report for the Capacity Charge Account reconciles with the documentation provided to CLA with no variance.

CIP Account in LAIF for Capital Purposes – On March 20, 2019, the District received a \$3 million dollar settlement as part of a larger association of local water districts and municipalities, from the San Gabriel Valley Water Company, Fontana Union Water Company and the San Gabriel California Corporation. The check was received and deposited into the District's General Government Checking bank account and the District's board approved the transfer of the \$3 million dollars in settlement funds to the District's LAIF account on April 4, 2019. While these settlement funds have been restricted for Capital Improvement Projects, currently there are no designations or allocations for District funding towards any Capital Improvement Projects.

Capital Reserve Funds

Capital Project Account – The capital project account is used for the funding of new capital assets or the rehabilitation, enhancement, or replacement of capital assets when they reach the end of their useful lives. Per the requirements of the District's reserve policy, "the minimum target level WVWD will strive for is 100% of its then-current year fiscal year from the Capital Improvement Budgets plus 80% of the amount estimated to be needed the following fiscal year." The District currently maintains a balance of \$12,695,687.00 (\$7,827,687.00 for fiscal year 2022-23 and \$4,868,000.00 for fiscal year 2023-24) in its

West Valley Water District Reserve Memo – November 2022

capital project account, meeting the minimum target level required for both fiscal years. Based upon the inquiry of finance department personnel, certain projects are no longer included in the capital improvement reserve in the board approved budget for the FY 22-23 because those projects are funded directly from the Capacity Charge Restricted Fund. CLA was able to confirm that the District is in adherence with the minimum target level requirement as of November 30, 2022 by comparing the board-approved 2022-23 Capital Improvement Budget which indicates a total CIP (Operating Revenues + Capacity Charges + FY 2021-22 Carryover Balance) for fiscal year 2022-23 of \$7,827,687.00. The reserve policy only requires the district to maintain 80% of the amount estimated to be needed the following fiscal year (2023-24) which amounts to \$4,868,000.00, therefore, the District meets the requirement indicated in its reserve policy.

Administrative & General Account – The administrative and general account is utilized to fund certain general, administration and overhead projects. While no specific target level has been earmarked for either project, the District hopes to maintain a minimum balance in the administrative and general account equal to 5% of its annual operating expenses. Per the FY 2022-23 board-approved budget, CLA can confirm the District has an operating expenses budget of \$31,659,962.37. As of November 30, 2022, the administrative and general account contains \$1,582,998.10 which satisfies the 5% minimum requirement of the District’s reserve policy.

Liquidity Funds

Rate Stabilization Fund – This fund is established to provide flexibility to the Board when settling rates to allow for absorbing fluctuations in water demand and smoothing out rate increases over time, temporarily defraying any unforeseen decreases in the sale of water. To remain in conjunction with the reserve policy, the District should aim to maintain a minimum level equal to 5% of water sales. Per the FY 2022-23 board-approved budget, the District anticipates water revenues of \$19,701,887.62 for the current fiscal year. The District’s current balance of \$985,094.40 in its rate stabilization account achieves the minimum target level for this account as indicated in the reserve policy.

Operating Reserve Account – This fund may be routinely utilized by staff to cover temporary cash flow deficiencies caused by timing differences between revenue and expenses or decreases in revenues and unanticipated increases in expenses. Given the significance of this account, the District strives to maintain a minimum amount equal to 60 days of the District’s budgeted total operating expenses in this account. Per the FY 2022-23 board-approved budget, CLA can confirm the District has an operating expenses budget of \$31,659,962.37. As of November 30, 2022, the operating reserve account maintains a balance of \$5,276,660.33, which satisfies the requirements of the District’s reserve policy.

Emergency Account – The emergency account may be utilized to purchase water at any time or to begin repair of the water system after a catastrophic event. Therefore, a minimum target level equal to 1% of net capital assets of the District’s water system has been established to enable the district to manage emergency situations. Per November 30, 2022 general ledger detail reporting provided by the District’s accounting staff, CLA was able to confirm that the District’s net assets total \$125,943,645.03. As of November 31, 2022, the emergency account represents a balance of \$1,259,436.45 or 1% of total net assets, allowing the District to meet its requirements for the reserve policy.

Water Banking Account – The District’s reserve policy states “The District will strive to maintain a minimum level equal to the cost of 1,000 acre-feet of water and a maximum amount equal to the cost of

West Valley Water District Reserve Memo – November 2022

10,000 acre-feet of water.” Per an invoice from the San Bernardino Valley Municipal Water District, CLA can confirm that the District currently pays \$125 per acre-feet of water. By maintaining a balance of \$125,000 in its Water Banking Account, the District is in adherence with its reserve policy.

Self-Insurance Reserve – As indicated in the minutes from the April 5, 2018 board meeting, the District’s board of directors approved \$5,000,000 in funds for employee liability claims and this amount is considered adequate based on conversations with the District’s CFO.

Balance Available for Daily Operations – This balance represents the District’s total cash balance less any fund requirements. For the month ending November 30, 2022, the District had a total of \$122,711,953.11 in various institutional accounts. The required reserve balances by type total \$86,518,534.74 and are categorized as follows:

- Restricted Funds- \$59,593,658.46
- Capital Reserve Funds- \$14,278,685.10
- Liquidity Funds- \$7,646,191.18
- Other Reserves- \$5,000,000.00

Based on the District’s Treasurer’s Report, which indicates a total cash balance of \$122,711,953.11 and fund requirements of \$86,518,534.74, the fund balance available for daily operations reconciles to the November 2022 Treasurer’s report.

CLA reviewed the Treasurer’s report for clerical accuracy and recalculated the total Unrestricted Reserves balance and agreed the totals to the November 2022 Treasurer’s Report. The Treasurer’s Report indicates that West Valley Water District’s total cash, investment, and reserve balances as of November 30, 2022 total \$122,711,953.11. In its assessment of the District’s accounts, the balances on the Treasurer’s Report appear to agree with the supporting documentation provided by the West Valley Water District.

West Valley Water District
Investment Policy Analysis
November 30, 2022

U.S. Bank - Chandler Asset Management		
Money Market	717,455.45	A
Commercial Paper	-	A
Federal Agency Obligations	8,656,896.80	A
U.S. Government	11,474,796.25	A
Corporate Bonds	6,929,645.65	A
Supranational	864,874.00	A
Negotiable CD	-	A
Total U.S. Bank - Chandler Asset Management Funds	28,643,668.15	

Checking and Savings		
Bank of Hope	-	B
Chase-1653 (Operating Account)	2,863,708.90	B
Chase-1368	5,000.56	B
Chase-1392	48,636.50	B
Chase-5993 (Rebate Account)		B
2016A Bond - Principal & Payment Funds	177.87	B
2016A Bond - Interest Fund	-	B
District Cash Drawers	4,300.00	C
Total Checking and Savings	2,921,823.83	

CalTRUST Short Term Fund	16,785,902.55	A
CalTRUST Medium Term Fund	-	A
LAIF	74,360,558.58	A
Total November 30, 2022 District Funds	122,711,953.11	

The balances indicated above are as of November 30, 2022

Balances verified with monthly investment statements provided by client	A
Balances verified with monthly bank statements provided by client	B
Balances verified with monthly reconciliations provided by client	C

The purpose of this report is to calculate the asset class percentage in comparison with the maximum portfolio percentage allowed by the district's investment policy

Based on our review of the asset classes as of 11/30/22, West Valley Water District is in compliance with its investment policy

Security Type	Maximum per Investment Policy	Balance
Commercial Paper	25%	-
Federal Agency Obligations	30%	8,656,896.80
U.S. Government	No Limit	11,474,796.25
LAIF	No Limit	74,360,558.58
CalTRUST	No Limit	16,785,902.55
Negotiable CD	30%	-
Medium Term Notes (Corporate Bonds)	30%	6,929,645.65
Money Market	20%	717,455.45
Bank Deposits	No Limit	2,921,823.83
Supranational	30%	864,874.00
		122,711,953.11
Funds Excluded from Policy	2016A	-
Total November 30, 2022 District Funds		122,711,953.11

Asset Class	November 2022	
	(% of Total Investments)	Maximum Portfolio (%)
Commercial Paper	0.00%	25%
Federal Agency Obligations	7.05%	30%
U.S. Government	9.35%	No Limit
LAIF	60.60%	No Limit
CalTRUST	13.68%	No Limit
Negotiable CD	0.00%	30%
Medium Term Notes (Corporate Bonds)	5.65%	30%
Money Market	0.58%	20%
Bank Deposits	2.38%	No Limit
Supranational	0.70%	30%

West Valley Water District
 Bond Analysis
 November 30, 2022

Federal Agency Obligations						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 11/30/22	Rated A or Equivalent?	Purchase Date	Maturity	Investment Maturity (Years)
F H L M C - 3137EAEN5	247,222.50	Aaa	Yes	8/7/2018	6/19/2023	4.8
F H L M C - 3137EAES4	175,572.00	Aaa	Yes	6/24/2020	6/26/2023	3.0
FFCB Note 3133EK2K5	244,317.50	Aaa	Yes	8/19/2019	8/14/2023	3.9
Federal Home Loan Bks - 313383YJ4	247,152.50	Aaa	Yes	11/29/2018	9/8/2023	4.7
F N M A - 3135GOLU43	231,498.50	Aaa	Yes	9/12/2018	9/12/2023	4.9
FHLMC MTN- 3137EAEZ8	478,915.00	Aaa	Yes	10/7/2020	11/6/2023	3.0
F N M A - 3135G06H1	415,638.15	Aaa	Yes	11/23/2020	11/27/2023	3.0
FHLMC MTN- 3137EAF2	334,208.00	Aaa	Yes	12/2/2020	12/4/2023	3.0
Federal Home Loan Bks - 3130A0F70	236,536.80	Aaa	Yes	12/13/2018	12/8/2023	4.9
Federal Home Loan Bks - 3130AB3H7	184,366.50	Aaa	Yes	4/8/2019	3/8/2024	4.8
Federal Home Loan Bks - 3130ADXE5	245,330.00	Aaa	Yes	3/19/2019	3/8/2024	4.9
FFCB Note 3133EKNX0	241,557.50	Aaa	Yes	6/25/2019	6/3/2024	4.9
Federal Home Loan Bks - 3130A1XJ2	243,197.50	Aaa	Yes	6/12/2019	6/14/2024	4.9
F N M A - 3135GOV75	239,442.50	Aaa	Yes	7/8/2019	7/2/2024	4.9
FFCB- 3133EKP75	237,940.00	Aaa	Yes	10/15/2019	9/17/2024	4.9
F N M A - 3135GOW66	237,112.50	Aaa	Yes	10/17/2019	10/15/2024	4.9
Federal Farm Credit Bks - 3133ENS43	498,250.00	Aaa	Yes	10/20/2022	10/17/2024	2.0
Federal Farm Credit Bks - 3133ENZ94	499,795.00	Aaa	Yes	11/16/2022	11/18/2027	4.9
F N M A - 3135G0X24	89,681.90	Aaa	Yes	1/8/2020	1/7/2025	4.9
Federal Farm Credit Bks - 3133ENZ37	504,010.00	Aaa	Yes	11/3/2022	1/10/2025	2.2
Federal Home Loan Mortgage Company - 3137EAEPO	268,014.00	Aaa	Yes	2/13/2020	2/12/2025	4.9
F N M A Deb - 3135G03U5	155,691.10	Aaa	Yes	4/22/2020	4/22/2025	4.9
F N M A - 3135G0423	259,546.65	Aaa	Yes	6/17/2020	6/17/2025	4.9
F H L M C - 3137EAEU9	316,872.50	Aaa	Yes	7/21/2020	7/21/2025	4.9
F N M A - 3135G05X7	460,387.20	Aaa	Yes	10/6/2020	8/25/2025	4.8
Federal Home Loan Bks - 3130AJXA2	270,279.00	Aaa	Yes	10/7/2020	9/12/2025	4.9
FHLMC MTN - 3137EAEX3	197,967.00	Aaa	Yes	9/23/2020	9/23/2025	4.9
F N M A - 3135G06G3	449,360.00	Aaa	Yes	11/1/2020	11/7/2025	4.9
Federal Home Loan Bks - 3130AKFA9	447,035.00	Aaa	Yes	12/16/2020	12/12/2025	4.9
Total Federal Agency Obligations	8,656,896.80					

Negotiable Certificate of Deposit						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 11/30/22	Rated A or Equivalent?	Purchase Date	Maturity	Investment Maturity (Years)
Total Negotiable Certificates of Deposit	-					

Money Market Fund						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 11/30/22	Rated A or Equivalent?	Purchase Date	Maturity	Investment Maturity (Years)
First American Govt Obligation Fund Class Y - 31846V203	717,455.45	Aaa	Yes	various		
Total Money Market	717,455.45					

Commercial Paper						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 11/30/22	Rated A or Equivalent?	Purchase Date	Maturity	Investment Maturity (Years)
Total Commercial Paper	-					

Supranational						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 11/30/22	Rated A or Equivalent?	Inception Date	Maturity	Investment Maturity (Years)
International Finance Corp - 45950KCR9	235,980.00	Aaa	Yes	7/12/2021	10/16/2024	3.2
International Bank M.T.N - 459058JL8	179,964.00	Aaa	Yes	10/22/2020	10/28/2025	4.9
Inter American Devel Bk - 4581X0DV7	448,930.00	Aaa	Yes	4/13/2021	4/20/2026	5.0
Total Supranational	864,874.00					

U.S. Corporate						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 11/30/22	Rated A or Equivalent?	Inception Date	Maturity	Investment Maturity (Years)
Visa Inc Callable Note Cont 92826CAC6	149,928.00	Aa3	Yes	12/13/2018	12/14/2022	3.9
Charles Schwab Corp - 808513AT2	149,520.00	A2	Yes	6/8/2018	1/25/2023	4.6
Berkshire Hathaway Inc. - 084670BR8	149,307.00	Aa2	Yes	5/9/2018	3/15/2023	4.8
Toyota Motor Credit Corp. - 89236TJD8	142,890.25	A1	Yes	4/6/2021	4/6/2023	2.0
Apple Inc. - 037833AK6	148,506.00	Aaa	Yes	4/11/2019	5/3/2023	4.0
Walmart Inc - 931142EK5	148,858.50	Aa2	Yes	6/26/2018	6/26/2023	4.9
Bank of NY Mellon Corp - 06406FAD5	294,621.00	A1	Yes	3/15/2021	8/16/2023	2.4
John Deere Capital Corp - 24422EVN6	319,777.60	A2	Yes	3/1/2021	1/17/2024	2.8
National Rural Util Coop - 637432NL5	195,388.00	A1	Yes	4/6/2022	2/7/2024	1.8
Bank of America - 06051GHF9	124,373.75	A2	Yes	5/29/2019	3/5/2024	4.7
Charles Schwab Corp. - 808513BN4	99,722.70	A2	Yes	3/16/2021	3/18/2024	3.0
Amazon Com Inc. - 023135BW5	283,182.00	A1	Yes	5/10/2021	5/12/2024	3.0
Jpmorgan Chase Co - 46625HJX9	295,185.00	A1	Yes	12/5/2019	5/13/2024	4.4
Caterpillar Finl Service - 14913R2L0	291,570.50	A2	Yes	5/10/2021	5/17/2024	3.0
Salesforce Com Inc - 79466LAG9	46,902.50	A2	Yes	6/29/2021	7/15/2024	3.0
US Bancorp - 91159HHX1	144,763.50	A2	Yes	2/5/2021	7/30/2024	3.4
Paccar Financial Corp - 69371RR40	111,699.60	A1	Yes	8/3/2021	8/9/2024	3.0
Paccar Financial Corp - 69371RR73	226,171.05	A1	Yes	3/31/2022	4/7/2025	3.0
Pepsico Inc - 713448CT3	287,817.00	A1	Yes	10/31/2022	4/30/2025	2.5
Pfizer Inc Sr Gbl Nto - 717081EX7	115,290.00	A2	Yes	6/3/2020	5/28/2025	4.9
State Str Corp - 857477BR3	74,469.60	A1	Yes	2/27/2022	2/6/2026	3.9
Apple Inc. - 037833EB2	156,198.00	Aaa	Yes	2/5/2021	2/8/2026	4.9
Unitedhealth Group Inc. - 91324PEC2	54,000.00	A3	Yes	6/16/2021	5/15/2026	4.8
Walmart Inc - 931142ER0	53,283.60	Aa2	Yes	9/8/2021	9/17/2026	5.0
Duke Energy Carolinas - 26442CAS3	285,624.00	Aa3	Yes	10/28/2022	12/1/2026	4.0
Target Corp - 87612EBM7	127,981.00	A2	Yes	1/19/2022	1/15/2027	4.9
Procter Gamble Co The - 742718FV6	274,431.00	Aa3	Yes	2/1/2022	2/1/2027	4.9
Charles Schwab Corp - 808513BY0	87,153.00	A2	Yes	3/1/2022	3/3/2027	4.9
Berkshire Hathaway Fin - 084664CZ2	260,621.20	Aa2	Yes	3/7/2022	3/15/2027	5.0
Blackrock Inc - 09247XAN1	239,840.00	Aa3	Yes	4/27/2022	3/15/2027	4.8
Northern Tr Corp Sr Nt - 665859AW4	293,769.00	A2	Yes	5/5/2022	5/10/2027	4.9
Unitedhealth Group Inc - 91324PEG3	295,624.30	A3	Yes	5/17/2022	5/15/2027	4.9
Walmart Inc - 931142EX7	248,425.00	Aa2	Yes	9/12/2022	9/9/2027	4.9
Toronto Dominion Bank - 89114QCA4	290,127.00	A1	Yes	4/23/2021	6/12/2024	3.1
Bank of Montreal - 06367WB85	233,625.00	A2	Yes	8/6/2021	5/1/2025	3.7
Royal Bank of Canada - 78015K7H1	229,000.00	A1	Yes	5/20/2021	6/10/2025	4.0
Total U.S. Corporate	6,929,645.65					

U.S. Government						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 11/30/22	Rated A or Equivalent?	Inception Date	Maturity	Investment Maturity (Years)
U.S. Treasury Note - 912828V80	243,272.50	Aaa	Yes	4/29/2019	1/31/2024	4.7
U.S. Treasury Note - 912828X70	241,055.00	Aaa	Yes	9/5/2019	4/30/2024	4.6
U.S. Treasury Note - 912828U3	167,303.50	Aaa	Yes	12/30/2019	8/31/2024	4.6
U.S. Treasury Note - 912828VM6	473,710.00	Aaa	Yes	12/9/2020	10/31/2024	3.8
U.S. Treasury Note - 912828VY6	236,387.50	Aaa	Yes	12/11/2019	11/30/2024	4.9
U.S. Treasury Note - 912828Z52	470,195.00	Aaa	Yes	5/9/2021	1/31/2025	3.7
U.S. Treasury Note - 912828ZF0	459,395.00	Aaa	Yes	2/24/2021	3/31/2025	4.0
U.S. Treasury Note - 912828ZL7	456,445.00	Aaa	Yes	1/13/2021	4/30/2025	4.2
U.S. Treasury Note - 912828ZT0	453,670.00	Aaa	Yes	12/16/2020	5/31/2025	4.4
U.S. Treasury Note - 91282CAB7	451,525.00	Aaa	Yes	12/16/2020	7/31/2025	4.6
U.S. Treasury Note - 91282CAJ0	449,920.00	Aaa	Yes	12/1/2020	8/31/2025	4.7
U.S. Treasury Note - 91282CAT8	448,125.00	Aaa	Yes	12/1/2020	10/31/2025	4.8
U.S. Treasury Note - 91282CBC4	447,635.00	Aaa	Yes	1/8/2021	12/31/2025	4.9
U.S. Treasury Note - 91282CBH3	445,840.00	Aaa	Yes	2/16/2021	1/31/2026	4.9
U.S. Treasury Note - 91282CBQ3	446,425.00	Aaa	Yes	3/4/2021	2/28/2026	4.9
U.S. Treasury Note - 91282CCF6	223,477.50	Aaa	Yes	6/28/2021	5/31/2026	4.9
U.S. Treasury Note - 91282CCP4	442,950.00	Aaa	Yes	9/17/2021	7/31/2026	4.8
U.S. Treasury Note - 91282CCW9	444,065.00	Aaa	Yes	11/29/2021	8/31/2026	4.7
U.S. Treasury Note - 91282CCZ2	445,410.00	Aaa	Yes	12/15/2021	9/30/2026	4.7
U S Treasury Note - 91282CDK4	450,665.00	Aaa	Yes	10/20/2022	11/30/2026	4.1
U S Treasury Note - 91282CEF4	472,170.00	Aaa	Yes	11/2/2022	3/31/2027	4.4
U.S. Treasury Note - 91282CEN7	477,030.00	Aaa	Yes	6/6/2022	4/30/2027	4.8
U S Treasury Note - 91282CET4	427,095.00	Aaa	Yes	7/8/2022	5/31/2027	4.8
U S Treasury Note - 91282CEW7	486,990.00	Aaa	Yes	10/20/2022	6/30/2027	4.6
U S Treasury Note - 91282CFH9	237,515.25	Aaa	Yes	10/6/2022	8/31/2027	4.8
U S Treasury Note - 91282CFM8	506,095.00	Aaa	Yes	10/24/2022	9/30/2027	4.9
U S Treasury Note - 91282CFU0	506,365.00	Aaa	Yes	11/18/2022	10/31/2027	4.9
U S Treasury Note - 9128283F5	464,065.00	Aaa	Yes	11/28/2022	11/15/2027	4.9
Total U.S. Government	11,474,796.25					

November 2022 Bond Total per Treasurer's Report 28,643,668.15
 Total Per November 2022 Chandler Statement 28,643,668.15
 Variance -



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: January 12, 2023
TO: Board of Directors
FROM: Van Jew, Acting General Manager
SUBJECT: MONTHLY REVENUE & EXPENDITURES REPORT - NOVEMBER 2022

BACKGROUND:

The Board of Directors requested the Monthly Financial Status Report to be presented to the Finance Committee for review and discussion before presenting these reports to the Board of Directors. The reports are being produced from the District's Financial System (System of Records) and will be presented on a monthly basis.

DISCUSSION:

The Monthly Financial Status Report (**Exhibit A**) summarizes the District's revenue categories as well as expenditures for all Departments. The original total budget includes the adopted budget. Current total budget includes the adopted budget plus any budget amendments or adjustments made during the year. Period activity column represents activity for the reporting periods. Fiscal activity column represents the year-to-date activity or transactions that have been recorded in the general ledger from the beginning of the fiscal year July 1 through November 30. The encumbrance column represents funds encumbered with a purchase order that's not spent but committed. The percent column represents the percentage of the current budget that has been received (Revenue) or utilized (Expenditure).

FISCAL IMPACT:

There is no fiscal impact for producing the November 2022 Monthly Revenue & Expenditure Report.

STAFF RECOMMENDATION:

Approve the November 2022 Monthly Revenue & Expenditure Report.

Respectfully Submitted,

Van Jew

Van Jew, Acting General Manager

VJ;jv

ATTACHMENT(S):

1. Exhibit A - 2022 November Monthly Revenue & Expenditure Report

MEETING HISTORY:

12/21/22 Finance Committee REFERRED TO BOARD

Exhibit A



West Valley Water District, CA

Budget Report Group Summary

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Revenue							
4000 - Water consumption sales	19,701,888.00	19,701,888.00	1,619,201.69	9,190,554.55	0.00	-10,511,333.45	46.65 %
4010 - Water service charges	8,168,023.00	8,168,023.00	913,522.85	3,646,295.49	0.00	-4,521,727.51	44.64 %
4020 - Other operating revenue	3,967,920.00	3,967,920.00	157,831.55	1,012,064.53	0.00	-2,955,855.47	25.51 %
4030 - Property Taxes	3,069,566.00	3,069,566.00	262,913.36	262,705.00	0.00	-2,806,861.00	8.56 %
4040 - Interest & Investment Earnings	350,000.00	350,000.00	397,594.74	883,292.51	0.00	533,292.51	252.37 %
4050 - Rental Revenue	36,303.00	36,303.00	3,169.08	15,845.40	0.00	-20,457.60	43.65 %
4060 - Grants and Reimbursements	127,892.00	127,892.00	0.00	6,571.09	0.00	-121,320.91	5.14 %
4070 - Gain on Sale of Capital Assets	0.00	0.00	0.00	735,493.68	0.00	735,493.68	0.00 %
4080 - Other Non-Operating Revenue	15,783.00	15,783.00	0.00	10,403,585.08	0.00	10,387,802.08	65,916.40 %
Revenue Total:	35,437,375.00	35,437,375.00	3,354,233.27	26,156,407.33	0.00	-9,280,967.67	73.81 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Expense							
5110 - Source Of Supply	2,530,789.00	2,530,789.00	112,647.16	621,723.72	0.00	1,909,065.28	24.57 %
5210 - Production	4,403,550.00	4,403,550.00	516,082.74	1,858,985.11	154,236.49	2,390,328.40	45.72 %
5310 - Water Quality	772,375.00	772,375.00	49,995.33	205,840.59	34,007.25	532,527.16	31.05 %
5320 - Water Treatment - Perchlorate	550,000.00	550,000.00	26,120.37	123,947.39	18,354.78	407,697.83	25.87 %
5350 - Water Treatment - FBR/FXB	2,204,600.00	2,204,600.00	186,338.48	676,944.56	538,031.88	989,623.56	55.11 %
5390 - Water Treatment - Roemer/Arsenic	1,944,210.00	1,944,210.00	183,537.25	702,043.65	214,458.70	1,027,707.65	47.14 %
5410 - Maintenance - T & D	2,545,250.00	2,545,250.00	171,948.54	752,557.16	481,539.17	1,311,153.67	48.49 %
5510 - Customer Service	1,323,600.00	1,323,600.00	93,150.61	469,884.56	0.00	853,715.44	35.50 %
5520 - Meter Reading	1,154,500.00	1,154,500.00	86,185.79	379,646.25	0.00	774,853.75	32.88 %
5530 - Billing	537,700.00	537,700.00	45,899.29	192,159.57	112,971.74	232,568.69	56.75 %
5610 - Administration	2,512,301.00	2,512,301.00	246,966.49	482,004.93	36,446.81	1,993,849.26	20.64 %
5615 - General Operations	3,378,372.00	3,378,372.00	78,651.04	1,822,403.25	254,120.99	1,301,847.76	61.47 %
5620 - Accounting	974,443.00	974,443.00	84,160.39	317,234.24	31,000.00	626,208.76	35.74 %
5630 - Engineering	1,793,120.00	1,793,120.00	140,989.07	624,226.52	41,338.25	1,127,555.23	37.12 %
5640 - Business Systems	1,369,630.00	1,369,630.00	121,721.82	452,675.48	35,555.17	881,399.35	35.65 %
5645 - GIS	285,830.00	285,830.00	32,082.38	107,278.90	6,500.00	172,051.10	39.81 %
5650 - Board Of Directors	304,900.00	304,900.00	25,556.74	93,741.09	21,300.00	189,858.91	37.73 %
5660 - Human Resources/Risk Management	964,580.00	964,580.00	44,983.10	202,751.21	136,330.00	625,498.79	35.15 %
5680 - Purchasing	667,300.00	667,300.00	44,739.86	201,268.31	0.00	466,031.69	30.16 %
5710 - Public Affairs	1,362,912.00	1,362,912.00	77,727.31	281,211.34	422,035.41	659,665.25	51.60 %
5720 - Grants & Rebates	80,000.00	80,000.00	1,395.48	8,599.46	0.00	71,400.54	10.75 %
6200 - Interest Expense	888,300.00	888,300.00	0.00	212,406.50	0.00	675,893.50	23.91 %
6300 - Debt Administration Service	6,615.00	6,615.00	0.00	0.00	0.00	6,615.00	0.00 %
Expense Total:	32,554,877.00	32,554,877.00	2,370,879.24	10,789,533.79	2,538,226.64	19,227,116.57	40.94 %
Report Surplus (Deficit):	2,882,498.00	2,882,498.00	983,354.03	15,366,873.54	-2,538,226.64	9,946,148.90	445.05 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
100 - Water Operations Fund	2,882,498.00	2,882,498.00	983,354.03	15,366,873.54	-2,538,226.64	9,946,148.90
Report Surplus (Deficit):	2,882,498.00	2,882,498.00	983,354.03	15,366,873.54	-2,538,226.64	9,946,148.90



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: January 12, 2023
TO: Board of Directors
FROM: Van Jew, Acting General Manager
SUBJECT: CASH DISBURSEMENTS REPORT - NOVEMBER 2022

BACKGROUND:

The Board of Directors requested the Monthly Cash Disbursements Report to be presented to the Finance Committee for review and discussion before presenting these reports to the Board of Directors. The reports are being produced from the District's Financial System (System of Records) and will be presented to the Finance Committee on a monthly basis.

DISCUSSION:

Each month, the Accounting Department provides a complete listing of all disbursements for the previous month in an effort to promote fiscal responsibility and accountability over the expenditure of public funds. This process includes providing the Finance Committee, Board of Directors, and ratepayers the opportunity to review expenses for supplies, materials, services, (**Exhibit A**) and payroll Disbursements (**Exhibit B**). Payroll is processed bi-weekly and accounts payable is processed weekly. Information to justify each payment is available through the Accounting Department. For reference, Customer Refunds are credits due as a result of closing a water account.

FISCAL IMPACT:

There is no fiscal impact for producing the November 2022 Cash Disbursement Reports.

STAFF RECOMMENDATION:

Approve the November 2022 Cash Disbursement Reports.

Respectfully Submitted,

Van Jew

Van Jew, Acting General Manager

VJ:jv

ATTACHMENT(S):

1. Exhibit A - 2022 November Cash Disbursements Board Report
2. Exhibit B - 2022 November Cash Disbursements Payroll Board Report

MEETING HISTORY:

12/21/22 Finance Committee REFERRED TO BOARD

Exhibit A

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT

November 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
6556	CAROLLO ENGINEERS INC	WIFIA and SRF Loan Application - Roemer Expansion	\$ 2,433.25	
6557	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 720.00	
6557	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 30.00	
6557	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 249.50	
6557	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 90.00	
6557	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 30.00	
6558	DAVID N M TURCH	Federal Lobbyist Services-9/9/22-10/8/22	\$ 12,500.00	
6559	DIAMOND ENVIRONMENTAL SERVICES LP	RESTROOM RENTAL-10272 CEDAR PL	\$ 129.95	
6559	DIAMOND ENVIRONMENTAL SERVICES LP	RESTROOM RENTAL-18451 VINEYARD AVE	\$ 129.95	
6560	HASA INC.	CHEMICALS-WELLS	\$ 216.67	
6560	HASA INC.	CHEMICALS-WELLS	\$ 481.50	
6560	HASA INC.	CHEMICALS-BLF	\$ 1,685.24	
6560	HASA INC.	CHEMICALS-WELLS	\$ 192.60	
6560	HASA INC.	CHEMICALS-WELLS	\$ 385.20	
6560	HASA INC.	CHEMICALS-WELLS	\$ 288.90	
6560	HASA INC.	CHEMICALS-WELLS	\$ 144.45	
6560	HASA INC.	CHEMICALS-WELLS	\$ 144.45	
6560	HASA INC.	CHEMICALS-WELLS	\$ 341.87	
6560	HASA INC.	CHEMICALS-PERCHLORATE	\$ 144.45	
6560	HASA INC.	CHEMICALS-ROEMER	\$ 5,401.02	
6561	HAWKINS, CHANNING	WORLD WATER TECH NORTH AMERICA	\$ 543.07	
6562	HIDALGO, ALLAN B	SAFETY GLASSES	\$ 129.98	
6563	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 87.01	
6563	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 354.70	
6563	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 429.75	
6564	MERLIN JOHNSON CONST INC.	RETENTION-W22030	\$ (1,436.93)	
6564	MERLIN JOHNSON CONST INC.	Riverside Ave North Street Recons Proj Phase I-B		\$ 28,738.61
6565	NEARMAP US INC	NEARMAP SOFTWARE SUBSCRIPTION	\$ 11,000.00	
6566	OFFICE SOLUTIONS BUSINESS PRODUCTS	OFFICE SUPPLIES	\$ 458.75	
6567	UNIFIRST CORPORATION	ROEMER JANITORIAL SERVICES	\$ 136.28	
6567	UNIFIRST CORPORATION	ROEMER JANITORIAL SERVICES	\$ 151.32	
6568	VULCAN MATERIALS COMPANY	Temporary Asphalt	\$ 732.12	
6569	CALIFORNIA LANDSCAPE & DESIGN INC.	Cactus Basin #2 Maintenance	\$ 24,945.00	
6570	CDW GOVERNMENT INC	Surface laptop Computers for replacments	\$ 336.44	
6570	CDW GOVERNMENT INC	Surface laptop Computers for replacments	\$ 4,630.45	
6571	CHANDLER ASSET MANAGEMENT	OCT 2022 SERVICES	\$ 2,128.58	
6572	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 13.50	
6572	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 13.50	
6572	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 13.50	
6572	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 40.50	
6572	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 128.25	
6572	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 30.00	
6572	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 13.50	
6572	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 40.50	
6572	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 13.50	
6572	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 182.25	
6572	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 211.50	
6572	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 186.00	
6572	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 186.00	
6572	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 186.00	
6572	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 80.00	
6572	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 113.25	
6572	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ARSENIC	\$ 66.75	
6572	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 80.00	
6572	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 113.25	
6572	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT
November 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
6572	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6573	COMPUTERIZED EMBROIDERY COMPANY INC	SHIRTS-ANGELA GARCIA	\$ 160.16	
6574	CRB SECURITY SOLUTIONS	FBR REPAIR/MAINT	\$ 321.95	
6574	CRB SECURITY SOLUTIONS	FBR ACCESS CONTROL REPAIR	\$ 342.48	
6574	CRB SECURITY SOLUTIONS	ROEMER ACCESS CONTROL REPAIR	\$ 321.90	
6574	CRB SECURITY SOLUTIONS	HQ ACCESS REPAIR/MAINT	\$ 342.47	
6574	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 827.50	
6574	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 448.50	
6574	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 344.00	
6574	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 172.50	
6574	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 34.50	
6574	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 34.50	
6574	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 69.00	
6574	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 204.50	
6574	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 69.00	
6575	GENERAL PUMP COMPANY INC	Refurbished FBR influent pump 99	\$ 4,200.76	
6575	GENERAL PUMP COMPANY INC	Hydro Generator Refurbished	\$ 4,477.79	
6576	HACH COMPANY	PM contract for Hach TOC analyzer	\$ 7,778.00	
6577	HARRINGTON INDUSTRIAL PLASTICS	ROEMER SUPPLIES	\$ 274.50	
6577	HARRINGTON INDUSTRIAL PLASTICS	ROEMER SUPPLIES	\$ 287.85	
6577	HARRINGTON INDUSTRIAL PLASTICS	injector quill	\$ 2,525.14	
6578	HARTLEY, MARY JO	LANDSCAPE WORKSHOP	\$ 287.29	
6579	HASA INC.	CHEMICALS-BLF	\$ 1,564.87	
6579	HASA INC.	CHEMICALS-WELLS	\$ 361.12	
6579	HASA INC.	CHEMICALS-WELLS	\$ 482.50	
6579	HASA INC.	CHEMICALS-WELLS	\$ 601.87	
6579	HASA INC.	CHEMICALS-WELLS	\$ 120.37	
6579	HASA INC.	CHEMICALS-WELLS	\$ 120.37	
6579	HASA INC.	CHEMICALS-WELLS	\$ 168.52	
6579	HASA INC.	CHEMICALS-BLF	\$ 1,444.49	
6579	HASA INC.	CHEMICALS-ROEMER	\$ 5,681.87	
6579	HASA INC.	CHEMICALS-ROEMER	\$ 5,401.02	
6580	LIEBERT CASSIDY WHITMORE	LEGAL FEES	\$ 3,231.00	
6581	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 145.22	
6581	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 348.37	
6581	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 472.75	
6582	PANTALEON, SOCORRO	FRAMING RESOLUTIONS	\$ 36.64	
6582	PANTALEON, SOCORRO	WATER SMART CONFERENCE	\$ 153.44	
6582	PANTALEON, SOCORRO	WATER PROFESSIONALS LUNCHEON	\$ 15.31	
6582	PANTALEON, SOCORRO	MEALS FOR OLIVER P ROEMER	\$ 64.81	
6583	RED WING BUSINESS ADVANTAGE ACCOUNT	SAFETY BOOTS-BRIAN GRUBERT	\$ 225.00	
6584	SHARP EXTERMINATOR INC	DISTRICT MAINTENANCE	\$ 185.00	
6585	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 8.02	
6585	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.50	
6585	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.58	
6585	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.48	
6585	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.50	
6585	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.28	
6585	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.26	
6585	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.16	
6585	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.26	
6585	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.48	
6585	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 8.02	
6585	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.50	
6585	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.50	
6585	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.16	

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT
November 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
6585	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.28	
6585	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.58	
6585	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.62	
6585	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 6.53	
6585	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 9.50	
6585	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.60	
6585	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 6.53	
6585	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 9.50	
6585	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.62	
6585	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.60	
6585	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.50	
6585	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.38	
6585	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.49	
6585	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.71	
6585	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.71	
6585	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.50	
6585	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.49	
6585	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.38	
6585	UNIFIRST CORPORATION	JANITORIAL SERVICES-ROEMER	\$ 151.32	
6585	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.71	
6585	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.61	
6585	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 9.50	
6585	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 44.05	
6585	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 5.72	
6585	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 5.72	
6585	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.71	
6585	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 9.50	
6585	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.22	
6585	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.61	
6585	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6585	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.91	
6585	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.56	
6585	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 13.89	
6585	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.14	
6585	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6585	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.50	
6585	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.63	
6585	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.51	
6585	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.26	
6585	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.16	
6585	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6585	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6585	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.91	
6585	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.56	
6585	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.50	
6585	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.16	
6585	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.26	
6585	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.51	
6585	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.14	
6585	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.63	
6585	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.69	
6585	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.50	
6585	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.97	
6585	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
6585	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.61	
6585	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.26	

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT
November 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
6585	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.63	
6585	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.50	
6585	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.97	
6585	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.63	
6585	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.61	
6585	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.26	
6585	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
6585	UNIFIRST CORPORATION	JANITORIAL SERVICES-HQ	\$ 237.07	
6585	UNIFIRST CORPORATION	JANITORIAL SERVICES-HQ	\$ 237.07	
6585	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.54	
6585	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.72	
6585	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.50	
6585	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.72	
6585	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.54	
6585	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.50	
6585	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.50	
6585	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 7.98	
6585	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.39	
6585	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 7.98	
6585	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.39	
6585	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.50	
6589	VELASQUEZ, JOSE	CFO INNOVATION/TRICK OR TREAT EVENT	\$ 19.00	
6589	VELASQUEZ, JOSE	CFO INNOVATION/TRICK OR TREAT EVENT	\$ 80.95	
6590	BRENNTAG PACIFIC INC	Ferric Chloride chemical for Arsenic plant	\$ 2,031.20	
6591	CALIFORNIA LANDSCAPE & DESIGN INC.	Landscape Maintenance Services	\$ 5,833.00	
6591	CALIFORNIA LANDSCAPE & DESIGN INC.	Landscape Maintenance Services	\$ 1,667.00	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 31.50	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 706.75	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 25.75	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 45.75	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 575.25	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 13.50	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 15.75	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 15.75	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 15.75	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 18.75	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 30.00	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 13.50	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 128.25	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 182.25	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 218.25	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 15.75	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 186.00	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 36.00	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 35.00	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 497.75	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 113.25	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 80.00	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 65.00	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 197.50	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6592	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6593	FASTENAL COMPANY	SHOP SUPPLIES	\$ 430.81	
6593	FASTENAL COMPANY	SHOP SUPPLIES	\$ 273.16	
6593	FASTENAL COMPANY	SHOP SUPPLIES	\$ 376.83	

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT
November 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
6593	FASTENAL COMPANY	SHOP SUPPLIES	\$ 489.94	
6593	FASTENAL COMPANY	SHOP SUPPLIES	\$ 235.57	
6594	HASA INC.	CHEMICALS-WELLS	\$ 337.05	
6594	HASA INC.	CHEMICALS-BLF	\$ 2,140.06	
6594	HASA INC.	CHEMICALS-WELLS	\$ 361.12	
6594	HASA INC.	CHEMICALS-WELLS	\$ 240.75	
6594	HASA INC.	CHEMICALS-WELLS	\$ 312.97	
6594	HASA INC.	CHEMICALS-WELLS	\$ 409.27	
6594	HASA INC.	CHEMICALS-WELLS	\$ 180.57	
6594	HASA INC.	CHEMICALS-WELLS	\$ 481.50	
6595	INFOSEND INC	Postage/Printing for Customer Bills	\$ 3,792.05	
6595	INFOSEND INC	Postage/Printing for Customer Bills	\$ 11,211.56	
6596	INLAND ROAD SERVICE & TIRE	New Drive Tires for Unit 104	\$ 1,075.16	
6597	KRUEGER, WILLIAM E	T2 CERTIFICATION	\$ 60.00	
6598	MCMMASTER-CARR SUPPLY COMPANY	FBR SUPPLIES	\$ 510.24	
6599	NEARMAP US INC	SERVICES 10/4/22-10/3/23	\$ 6,500.00	
6600	RECYCLED AGGREGATE MATERIALS CO INC	DISPOSAL FEES	\$ 260.00	
6601	RED WING BUSINESS ADVANTAGE ACCOUNT	SAFETY BOOTS-ALBERT HERRERA	\$ 213.33	
6602	SAMBA HOLDINGS INC	HR SERVICES	\$ 131.88	
6603	SB VALLEY MUNICIPAL	BLF ELECTRIC BILL-8/30/22-9/28/22	\$ 61,013.53	
6604	UNIFIRST CORPORATION	ROEMER JANITORIAL SERVICES	\$ 151.32	
6604	UNIFIRST CORPORATION	JANITORIAL SERVICES-ROEMER	\$ 151.32	
6605	VELASQUEZ, JOSE	EAL PROGRAM REIMBURSEMENT	\$ 5,000.00	
6606	CAMACHO, JESSICA	LUNCH FOR STAFF-TURKEY DRIVE	\$ 96.48	
6607	CAROLLO ENGINEERS INC	WIFIA and SRF Loan Application - Roemer Expansion	\$ 3,349.00	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 36.75	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 36.75	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 13.50	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 13.50	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 42.50	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 33.25	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 45.75	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 33.25	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 33.25	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 30.00	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 30.00	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 182.25	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 128.25	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 211.50	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 211.50	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 249.50	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 167.50	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 249.50	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 337.75	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 167.50	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 35.00	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 169.25	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ARSENIC	\$ 33.25	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 80.00	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 113.25	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 113.25	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 80.00	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6608	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT

November 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
6610	HASA INC.	CHEMICALS-WELL 42	\$ 300.94	
6611	INFOSEND INC	July Newsletter	\$ 177.17	
6611	INFOSEND INC	July Newsletter	\$ 2,060.51	
6611	INFOSEND INC	August Newsletter	\$ 143.24	
6611	INFOSEND INC	August Newsletter	\$ 2,059.37	
6612	INLAND ROAD SERVICE & TIRE	VEHICLE MAINTENANCE	\$ 697.13	
6612	INLAND ROAD SERVICE & TIRE	2 New Tires for Unit 104T	\$ 1,036.85	
6613	LEASE PLAN USA INC	Mechanic Repairs for Fleet	\$ 3,083.21	
6614	LIEBERT CASSIDY WHITMORE	LEGAL FEES	\$ 212.50	
6614	LIEBERT CASSIDY WHITMORE	LEGAL FEES	\$ 1,100.00	
6615	PICAZO'S FLOWER DESIGNS INC	OFFICE SUPPLIES	\$ 424.00	
6616	STEWART, PATRICE	CS HOLIDAY DECORATIONS	\$ 143.16	
83040	AMAZON.COM SALES INC	VEHICLES MAINT SUPPLIES	\$ 265.36	
83040	AMAZON.COM SALES INC	Amazon Computer Supplies OCT	\$ 297.69	
83040	AMAZON.COM SALES INC	Amazon Computer Supplies OCT	\$ 323.20	
83040	AMAZON.COM SALES INC	Amazon Computer Supplies OCT	\$ 193.95	
83040	AMAZON.COM SALES INC	Amazon Computer Supplies OCT	\$ 58.27	
83040	AMAZON.COM SALES INC	Amazon Computer Supplies OCT	\$ 91.01	
83041	AQUA-METRIC SALES CO	MXU Order 07/19/22	\$ 14,796.44	
83042	AT&T	ROEMER FIRE SVC	\$ 146.16	
83043	BLAINE TECH SERVICES INC	Sampling Services - Monitoring Wells	\$ 1,380.00	
83044	BURRTEC WASTE INDUSTRIES INC	DISPOSAL FEES-ROEMER	\$ 262.86	
83044	BURRTEC WASTE INDUSTRIES INC	DISPOSAL FEES	\$ 911.94	
83045	CEMEX INC	Type 2 Base for Backfill	\$ 678.00	
83046	CHAMBERLAYNEPR	AUG 2022 SERVICES	\$ 7,500.00	
83047	CHARTER COMMUNICATIONS	TELEPHONE/INTERNET	\$ 930.46	
83047	CHARTER COMMUNICATIONS	TELEPHONE/INTERNET	\$ 1,149.00	
83048	CINTAS CORPORATION	JANITORIAL SERVICES	\$ 181.10	
83049	CITY OF RIALTO-ALARM PROGRAM	ALARM FEES-3353 S INDUSTRIAL DR	\$ 160.40	
83049	CITY OF RIALTO-ALARM PROGRAM	ALARM FEES-HQ	\$ 271.10	
83050	CLIFTON LARSON ALLEN	Treasurer Services-SEPT 2022	\$ 2,625.00	
83051	FEDEX	SHIPPING FEES	\$ 21.35	
83052	GABALDON, RENE	SANTIAGO CANYON COLLEGE	\$ 55.76	
83053	GHD INC	Professional Engineering Services Roemer Expansion		\$ 18,860.38
83054	GOMEZ, LUIS	SAFETY GLASSES	\$ 140.75	
83055	JOHNSON'S HARDWARE INC	ROEMER SUPPLIES	\$ 52.73	
83056	NED'S OIL SALES INC	ROEMER SUPPLIES	\$ 39.64	
83057	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, I	HR SERVICES	\$ 116.00	
83058	TESCO CONTROLS INC	PRODUCTION SUPPLIES	\$ 270.00	
83059	THERMO ELECTRON NORTH AMERICA LLC	FBR Dionex parts	\$ 4,294.92	
83060	VERIZON WIRELESS PHONES	CELL PHONES / IPADS	\$ 4,590.66	
83060	VERIZON WIRELESS PHONES	CELL PHONES / IPADS	\$ 1,552.55	
83060	VERIZON WIRELESS PHONES	CELL PHONES / IPADS	\$ 1,458.93	
83061	YO FIRE	9.67 Clamps for inventory	\$ 167.01	
83061	YO FIRE	9.67 Clamps for inventory	\$ 278.00	
83061	YO FIRE	ARSENIC SUPPLIES	\$ 345.88	
83062	SANDERLIN, CHARLES	CUSTOMER REFUND	\$ 38.47	
83063	Trust, Opendoor Property I	CUSTOMER REFUND	\$ 58.07	
83064	D.R. HORTON	CUSTOMER REFUND	\$ 1.03	
83065	D.R. HORTON	CUSTOMER REFUND	\$ 23.62	
83066	Notarte, Jack	CUSTOMER REFUND	\$ 501.17	
83067	LAM, LOI	CUSTOMER REFUND	\$ 28.15	
83068	D.R. HORTON	CUSTOMER REFUND	\$ 17.00	
83069	D.R. HORTON	CUSTOMER REFUND	\$ 5.11	
83070	CEJA, SONIA & JOSE	CUSTOMER REFUND	\$ 33.77	
83071	PALLAIS, ROGER	CUSTOMER REFUND	\$ 151.69	

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT

November 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
83072	AIRGAS USA LLC	PRODUCTION SUPPLIES	\$ 147.68	
83073	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 275.21	
83073	AMAZON.COM SALES INC	replacment chair for IT Department	\$ 754.25	
83073	AMAZON.COM SALES INC	VEHICLE REP/MAINT	\$ 374.24	
83074	AWWA	2023 MEMBERSHIP FEES	\$ 4,660.00	
83075	BAVCO	WATER QUALITY SUPPLIES	\$ 119.60	
83076	BRAY SALES, INC.	Bray Decant Vales	\$ 1,934.12	
83076	BRAY SALES, INC.	Bray Decant Vales	\$ (1,110.97)	
83077	CALIFORNIA SOCIETY OF MUNI FINANCE OFFICER	INLAND EMPIRE CHAPTER MEETING-GUSTAVO GUTI	\$ 65.00	
83077	CALIFORNIA SOCIETY OF MUNI FINANCE OFFICER	INLAND EMPIRE CHAPTER MEETING-JOSE VELASQUE	\$ 65.00	
83078	CALIFORNIA SPECIAL DIST ASSOC	2023 MEMBERSHIP	\$ 8,810.00	
83079	CHARTER COMMUNICATIONS	CABLE/TELEPHONE	\$ 276.04	
83079	CHARTER COMMUNICATIONS	CABLE/TELEPHONE	\$ 109.92	
83080	CITY OF RIALTO	UTILITY USER TAX-OCT 2022	\$ 55,767.92	
83080	CITY OF RIALTO	UTILITY USER TAX-OCT 2022	\$ (179.81)	
83081	CITY OF SAN BERNARDINO	LYTLE CREEK STREAMFLOW	\$ 23,267.97	
83082	COLTON PUBLIC UTILITIES	WELL 18A ELECTRICITY	\$ 382.90	
83083	FAST SERVICE	CUSTOMER SERVICES-OCT 2022	\$ 253.00	
83084	GRAINGER INC	Galv Pipe 1 x 8	\$ 45.56	
83084	GRAINGER INC	PRODUCTION SUPPLIES	\$ 281.42	
83084	GRAINGER INC	ROEMER SUPPLIES	\$ 322.18	
83085	INDUSTRIAL TRUCK BODIES & EQUIPMENT	Repairs to Unit 202	\$ 732.70	
83085	INDUSTRIAL TRUCK BODIES & EQUIPMENT	Repairs to Unit 202	\$ 1,508.50	
83086	INTERSTATE BATTERY OF SAN BERNARDINO	PRODUCTION SUPPLIES	\$ 61.50	
83087	JASON LEE BERKLEY	Burrowing Owl Survey	\$ 600.00	
83088	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	\$ 43.07	
83088	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	\$ 73.37	
83088	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	\$ 40.02	
83089	LOWES	ROEMER SUPPLIES	\$ 74.80	
83090	MAINTENANCE GLOBAL SERVICES LLC	CONTRACTS/LICENSES	\$ 310.32	
83090	MAINTENANCE GLOBAL SERVICES LLC	IBM iseries Repair parts	\$ 355.86	
83090	MAINTENANCE GLOBAL SERVICES LLC	IBM iseries Repair parts	\$ 347.75	
83091	MISCOWATER	ROEMER SUPPLIES	\$ 490.00	
83092	NED'S OIL SALES INC	PRODUCTION SUPPLIES	\$ 24.71	
83092	NED'S OIL SALES INC	WATER QUALITY SUPPLIES	\$ 27.93	
83093	NEO GOV	SUBSCRIPTION/SOFTWARE MAINT	\$ 7,842.36	
83094	OLDCASTLE INFRASTRUCTURE INC	Meter Box Order 09/14/22	\$ 624.15	
83094	OLDCASTLE INFRASTRUCTURE INC	Meter Box Order 09/14/22	\$ 6,909.10	
83094	OLDCASTLE INFRASTRUCTURE INC	Meter Box Order 09/14/22	\$ 3,828.48	
83095	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE	\$ 77.77	
83095	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE	\$ 171.60	
83096	PACK N MAIL	CUSTOMER SERVICES-OCT 2022	\$ 188.00	
83097	RIALTO WATER SERVICES	FBR-SEWER SVC	\$ 67.17	
83097	RIALTO WATER SERVICES	WELL #16 WATER SERVICE	\$ 30.42	
83097	RIALTO WATER SERVICES	WATER-HQ	\$ 127.34	
83098	ROBERT D NIEHAUS INC	Construction Water Fee Adequacy	\$ 5,335.00	
83098	ROBERT D NIEHAUS INC	Construction Water Fee Adequacy	\$ 960.00	
83099	ROYAL INDUSTRIAL SOLUTIONS	SHOP SUPPLIES	\$ 466.55	
83100	SAN BERNARDINO COUNTY RECORDER	LIEN RELEASE	\$ 20.00	
83101	SO CALIFORNIA EDISON	ROEMER-ELECTRICITY	\$ 48,070.73	
83102	SOUTH COAST AQMD	ANNUAL PERMIT FEES	\$ 468.76	
83102	SOUTH COAST AQMD	EMISSIONS FEES	\$ 151.85	
83103	STATE WATER RESOURCES CONTROL BOARD	SITE CLEAN UP PROGRAM	\$ 654.50	
83103	STATE WATER RESOURCES CONTROL BOARD	SITE CLEANUP PROGRAM	\$ 654.50	
83104	STERLING WATER TECHNOLOGIES LLC	Aluminum Chlorohydrate for Roemer	\$ 29,720.60	
83105	THE GAS COMPANY	ROEMER GAS BILL	\$ 16.13	

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT

November 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
83106	THE PUN GROUP LLP	Financial Audit Consultant Services	\$ 20,000.00	
83107	TOTALPLAN BUSINESS INTERIORS INC	'VAULT" TASK STOOL WITH ARMS FOR CS	\$ 819.98	
83108	TROY ALARM INC	district gate Communication system	\$ 3,260.00	
83109	ULINE	JANITORIAL SUPPLIES	\$ 421.91	
83110	YO FIRE	Fire Hydrant Order 10/25/22	\$ 10,855.81	
83110	YO FIRE	Fire Hydrant Order 10/25/22	\$ 10,317.06	
83110	YO FIRE	Fire Hydrant Order 10/25/22	\$ 17,008.34	
83110	YO FIRE	SHOP SUPPLIES	\$ 48.49	
83111	INC., THOMAS RIOS/ESTELLA GROUP	CUSTOMER REFUND	\$ 32.27	
83112	SOTO, CARMEN	CUSTOMER REFUND	\$ 114.80	
83113	MARIO, NAVARRO,	CUSTOMER REFUND	\$ 5.24	
83114	MENDEZ, RAMONA R.	CUSTOMER REFUND	\$ 18.55	
83115	BINGHAM, GAIL/JAMES	CUSTOMER REFUND	\$ 48.51	
83116	L, GONZALEZ, CLAUDIA	CUSTOMER REFUND	\$ 47.05	
83117	LENNAR HOMES	CUSTOMER REFUND	\$ 3.78	
83118	AIRGAS USA LLC	PRODUCTION SUPPLIES	\$ 56.93	
83118	AIRGAS USA LLC	MAINTENANCE SUPPLIES	\$ 413.23	
83118	AIRGAS USA LLC	MAINTENANCE SUPPLIES	\$ 432.96	
83118	AIRGAS USA LLC	MAINTENANCE SUPPLIES	\$ 184.10	
83119	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 74.88	
83119	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 81.27	
83120	CITY OF SAN BERNARDINO	BLF WATER	\$ 46.13	
83121	CLASSIC PROMOTIONS LLC	Public Affairs - Event giveaway items	\$ 2,833.83	
83121	CLASSIC PROMOTIONS LLC	Public affairs - event giveaways	\$ 1,735.29	
83122	CORE & MAIN LP	1" Brass Parts	\$ 26.38	
83122	CORE & MAIN LP	1" Brass Parts	\$ 33.10	
83122	CORE & MAIN LP	1" Brass Parts	\$ 74.13	
83122	CORE & MAIN LP	1" Brass Parts	\$ 46.20	
83122	CORE & MAIN LP	1" Brass Parts	\$ 242.76	
83123	FMB TRUCK OUTFITTERS, INC.	VEHICLE TOOLBOX PARTS	\$ 158.34	
83124	GRAINGER INC	PRODUCTION SUPPLIES	\$ 291.27	
83124	GRAINGER INC	ROEMER SUPPLIES	\$ 348.18	
83125	HARMSCO INC	Filter cartridges for IX systems	\$ 20,846.81	
83125	HARMSCO INC	Filter cartridges for IX systems	\$ 20,846.82	
83126	HOME DEPOT	MAINTENANCE SUPPLIES	\$ 467.87	
83126	HOME DEPOT	MAINTENANCE SUPPLIES	\$ 292.68	
83126	HOME DEPOT	MAINTENANCE SUPPLIES	\$ 63.09	
83126	HOME DEPOT	MAINTENANCE SUPPLIES	\$ 371.05	
83127	IFLOW ENERGY SOLUTIONS INC	4 Kamstrup Meters	\$ 1,548.31	
83127	IFLOW ENERGY SOLUTIONS INC	4 Kamstrup Meters	\$ 1,108.36	
83127	IFLOW ENERGY SOLUTIONS INC	Large Meter Order 07/14/22	\$ 947.16	
83128	INDUSTRIAL METAL SUPPLY CO	MAINTENANCE SUPPLIES	\$ 499.73	
83129	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	\$ 27.99	
83129	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 52.78	
83129	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 70.03	
83129	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 73.25	
83129	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 226.19	
83129	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 145.49	
83129	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 273.81	
83129	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 17.37	
83129	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 108.08	
83129	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 7.53	
83130	LES SCHWAB TIRE CENTERS OF CENTRAL CALIFORNI	VEHICLE MAINTENANCE	\$ 135.32	
83131	LOWES	MAINTENANCE SUPPLIES	\$ 473.46	
83132	MIKE ROQUET CONSTRUCTION, INC.	Street Paving Services	\$ 2,208.00	
83132	MIKE ROQUET CONSTRUCTION, INC.	Street Paving Services	\$ 8,325.18	

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT

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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
83133	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, /HR SERVICES		\$ 436.00	
83133	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, /HR SERVICES		\$ 478.00	
83133	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, /HR SERVICES		\$ 340.00	
83133	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, /HR SERVICES		\$ 457.00	
83134	O'REILLY AUTO PARTS	VEHICLE TOOLBOX PARTS	\$ 18.83	
83135	PG MECHANICAL	Emergency Case Backhoe Repair/NH diagnosis	\$ 715.00	
83135	PG MECHANICAL	BACKHOE MAINTENANCE	\$ 290.00	
83135	PG MECHANICAL	DOT Rquired 90 Day Inspection for Commercial Vehi	\$ 520.00	
83136	QUINN COMPANY	BACKHOE REPAIR PARTS	\$ 41.17	
83137	SCOTT EQUIPMENT INC.	Emergency Repairs Needed to NH Backhoe	\$ 2,211.73	
83138	SHAW HR CONSULTING, INC.	HR SERVICES	\$ 100.00	
83139	SO CALIFORNIA EDISON	ELECTRICITY-VARIOUS LOCATIONS	\$ 9,597.14	
83139	SO CALIFORNIA EDISON	ELECTRICITY-VARIOUS LOCATIONS	\$ 120,664.53	
83139	SO CALIFORNIA EDISON	ELECTRICITY-VARIOUS LOCATIONS	\$ 68,933.36	
83139	SO CALIFORNIA EDISON	19920 COUNTRY CLUB / WELL#17 ELECTRICITY	\$ 9,550.97	
83139	SO CALIFORNIA EDISON	S END SHOP ELECTRICITY	\$ 102.06	
83139	SO CALIFORNIA EDISON	ELECTRICITY-VARIOUS LOCATIONS	\$ 22,653.43	
83139	SO CALIFORNIA EDISON	19920 COUNTRY CLUB / WELL#17 ELECTRICITY	\$ 443.74	
83139	SO CALIFORNIA EDISON	WELL#6 ELECTRICITY	\$ 545.14	
83139	SO CALIFORNIA EDISON	ELECTRICITY-VARIOUS LOCATIONS	\$ 10,781.14	
83139	SO CALIFORNIA EDISON	ELECTRICITY-VARIOUS LOCATIONS	\$ 1,981.50	
83139	SO CALIFORNIA EDISON	ELECTRICITY-VARIOUS LOCATIONS	\$ 201.86	
83139	SO CALIFORNIA EDISON	ELECTRICITY-VARIOUS LOCATIONS	\$ 3,141.52	
83139	SO CALIFORNIA EDISON	ELECTRICITY-VARIOUS LOCATIONS	\$ 4,623.75	
83140	THE GAS COMPANY	HQ GAS SERVICES	\$ 34.45	
83141	TYLER TECHNOLOGIES INC	UTILITY BILLING NOTIFICATIONS	\$ 8.20	
83142	UNDERGROUND SERVICE ALERT	Monthly USA Charge	\$ 620.75	
83142	UNDERGROUND SERVICE ALERT	USA NEW TICKETS	\$ 169.42	
83143	YO FIRE	WATER QUALITY SUPPLIES	\$ 283.38	
83143	YO FIRE	WATER QUALITY SUPPLIES	\$ 474.10	
83143	YO FIRE	MAINTENANCE SUPPLIES	\$ 167.01	
83143	YO FIRE	MAINTENANCE SUPPLIES	\$ 170.25	
83144	SOYA, LILIANA	CUSTOMER REFUND	\$ 1,010.25	
83145	MEJIA, DEANNA	CUSTOMER REFUND	\$ 63.26	
83146	GARCIA, EDELMIRA	CUSTOMER REFUND	\$ 25.48	
83147	LENNAR HOMES	CUSTOMER REFUND	\$ 17.13	
83148	LENNAR HOMES	CUSTOMER REFUND	\$ 17.14	
83149	LENNAR HOMES	CUSTOMER REFUND	\$ 17.14	
83150	LENNAR HOMES	CUSTOMER REFUND	\$ 17.14	
83151	LENNAR HOMES	CUSTOMER REFUND	\$ 17.14	
83152	ALBRIGHT, YEE & SCHMIT, APC	LEGAL FEES	\$ 16,240.00	
83152	ALBRIGHT, YEE & SCHMIT, APC	LEGAL FEES	\$ 37,532.50	
83153	ALL PRO ENTERPRISES INC.	Janitorial Services for District	\$ 350.00	
83153	ALL PRO ENTERPRISES INC.	Janitorial Services for District	\$ 3,591.92	
83154	AMAZON.COM SALES INC	WATER QUALITY SUPPLIES	\$ 49.14	
83154	AMAZON.COM SALES INC	SHOP SUPPLIES	\$ 12.92	
83154	AMAZON.COM SALES INC	SHOP SUPPLIES	\$ 246.87	
83154	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 267.83	
83154	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 471.67	
83154	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 16.26	
83154	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 102.20	
83154	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 201.41	
83154	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 28.56	
83154	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 41.90	
83154	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 8.50	
83154	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 15.69	

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT

November 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
83154	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 157.32	
83154	AMAZON.COM SALES INC	VEHICLE MAINTENANCE SUPPLIES	\$ 468.66	
83154	AMAZON.COM SALES INC	VEHICLE MAINTENANCE SUPPLIES	\$ 387.55	
83154	AMAZON.COM SALES INC	OUTREACH PROGRAMS	\$ 91.58	
83155	AT&T	TELEMETRY LINE	\$ 68.96	
83156	AT&T INTERNET	INTERNET SERVICE	\$ 101.65	
83157	CARPENTER ROTHANS & DUMONT LLP	LEGAL FEES	\$ 252.50	
83158	CEMEX INC	Sand & Base Material for backfill	\$ 1,829.15	
83159	CITY OF RIALTO	ENCROACHMENT PERMIT# ENG22-1070	\$ 969.50	
83159	CITY OF RIALTO	ENCROACHMENT PERMIT# ENG22-1071	\$ 969.50	
83159	CITY OF RIALTO	ENCROACHMENT PERMIT# ENG22-1128	\$ 969.50	
83159	CITY OF RIALTO	ENCROACHMENT PERMIT# ENG22-1127	\$ 969.50	
83159	CITY OF RIALTO	ENCROACHMENT PERMIT# ENG22-1120	\$ 969.50	
83159	CITY OF RIALTO	ENCROACHMENT PERMIT# ENG22-1121	\$ 969.50	
83159	CITY OF RIALTO	ENCROACHMENT PERMIT# ENG22-1124	\$ 969.50	
83159	CITY OF RIALTO	ENCROACHMENT PERMIT# ENG22-1125	\$ 969.50	
83160	CONTROL TEMP INC	AC MAINTENANCE	\$ 868.09	
83161	CONVERGEONE, INC	Cisco Secure advantage Perpetual License anyconnect	\$ 106.65	
83161	CONVERGEONE, INC	Cisco Secure advantage Perpetual License anyconnect	\$ 1,174.28	
83162	CORE & MAIN LP	Meter TRPL Wires	\$ 1,700.90	
83163	EVERYTHING PROMO	Conservation items - Shower timers	\$ 1,650.00	
83164	GRAINGER INC	Galv Parts 10/27/22	\$ 19.40	
83164	GRAINGER INC	Galv Parts 10/27/22	\$ 26.25	
83164	GRAINGER INC	Galv Parts 10/27/22	\$ 16.62	
83164	GRAINGER INC	Galv Parts 10/27/22	\$ 18.72	
83164	GRAINGER INC	Galv Parts 10/27/22	\$ 44.80	
83164	GRAINGER INC	Galv Parts 10/27/22	\$ 45.45	
83164	GRAINGER INC	Galv Parts 10/27/22	\$ 62.78	
83164	GRAINGER INC	Galv Parts 10/27/22	\$ 93.53	
83164	GRAINGER INC	Galv Parts 10/27/22	\$ 123.04	
83164	GRAINGER INC	ROEMER SUPPLIES-RETURNS	\$ (244.69)	
83164	GRAINGER INC	ROEMER SUPPLIES	\$ 244.69	
83165	HOME DEPOT	ROEMER SUPPLIES	\$ 144.95	
83165	HOME DEPOT	ROEMER SUPPLIES-RETURNS	\$ (107.74)	
83165	HOME DEPOT	ROEMER SUPPLIES	\$ 96.96	
83166	INLAND EMPIRE UTILITIES AGENCY	SERVICES 09/01/22-09/30/22	\$ 89,379.19	
83167	IVIE MCNEILL & WYATT A PROFESSIONAL CORPORA	LEGAL FEES	\$ 464.00	
83167	IVIE MCNEILL & WYATT A PROFESSIONAL CORPORA	LEGAL FEES	\$ 76.40	
83167	IVIE MCNEILL & WYATT A PROFESSIONAL CORPORA	LEGAL FEES	\$ 906.79	
83167	IVIE MCNEILL & WYATT A PROFESSIONAL CORPORA	LEGAL FEES	\$ 125.00	
83167	IVIE MCNEILL & WYATT A PROFESSIONAL CORPORA	LEGAL FEES	\$ 4,042.50	
83167	IVIE MCNEILL & WYATT A PROFESSIONAL CORPORA	LEGAL FEES	\$ 14,471.50	
83167	IVIE MCNEILL & WYATT A PROFESSIONAL CORPORA	LEGAL FEES	\$ 5,205.50	
83167	IVIE MCNEILL & WYATT A PROFESSIONAL CORPORA	LEGAL FEES	\$ 4,735.52	
83167	IVIE MCNEILL & WYATT A PROFESSIONAL CORPORA	LEGAL FEES	\$ 125.00	
83167	IVIE MCNEILL & WYATT A PROFESSIONAL CORPORA	LEGAL FEES	\$ 9,109.47	
83167	IVIE MCNEILL & WYATT A PROFESSIONAL CORPORA	LEGAL FEES	\$ 215.00	
83167	IVIE MCNEILL & WYATT A PROFESSIONAL CORPORA	LEGAL FEES	\$ 4,413.00	
83167	IVIE MCNEILL & WYATT A PROFESSIONAL CORPORA	LEGAL FEES	\$ 2,530.69	
83168	JOHNSON'S HARDWARE INC	FBR SUPPLIES	\$ 5.38	
83169	LAW OFFICES OF JULIA SYLVA - A LAW CORPORATIO	LEGAL FEES	\$ 4,026.50	
83169	LAW OFFICES OF JULIA SYLVA - A LAW CORPORATIO	LEGAL FEES	\$ 3,210.00	
83170	LEAL TREJO ATTORNEYS AT LAW	LEGAL FEES	\$ 2,012.50	
83170	LEAL TREJO ATTORNEYS AT LAW	LEGAL FEES	\$ 2,812.50	
83170	LEAL TREJO ATTORNEYS AT LAW	LEGAL FEES	\$ 2,680.00	
83170	LEAL TREJO ATTORNEYS AT LAW	LEGAL FEES	\$ 4,117.50	

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT

November 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
83170	LEAL TREJO ATTORNEYS AT LAW	LEGAL FEES	\$ 3,185.00	
83170	LEAL TREJO ATTORNEYS AT LAW	LEGAL FEES	\$ 161.93	
83170	LEAL TREJO ATTORNEYS AT LAW	LEGAL FEES	\$ 1,397.50	
83170	LEAL TREJO ATTORNEYS AT LAW	LEGAL FEES	\$ 1,853.50	
83170	LEAL TREJO ATTORNEYS AT LAW	LEGAL FEES	\$ 22,154.50	
83170	LEAL TREJO ATTORNEYS AT LAW	LEGAL FEES	\$ 26.00	
83171	LEW, KWAI	TURF REPLACEMENT REBATE	\$ 1,395.48	
83172	MAQPOWER COMPRESSORS CORP	FBR SUPPLIES	\$ 620.00	
83172	MAQPOWER COMPRESSORS CORP	ROEMER SUPPLIES	\$ 425.00	
83173	QUINN COMPANY	BACKHOE REPAIR PARTS	\$ 556.20	
83174	SHAW LAW GROUP	LEGAL FEES	\$ 829.50	
83175	TAFUYA LAW GROUP APC	LEGAL FEES	\$ 27,804.50	
83176	TESCO CONTROLS INC	PRODUCTION SUPPLIES	\$ 475.00	
83177	USA BLUEBOOK	WATER QUALITY SUPPLIES	\$ 391.69	
83177	USA BLUEBOOK	ROEMER SUPPLIES	\$ 441.82	
83177	USA BLUEBOOK	ARSENIC CHEMICALS	\$ 189.63	
83177	USA BLUEBOOK	ROEMER SUPPLIES	\$ 526.59	
83178	VERIZON WIRELESS PHONES	CONTRACTS/LICENSES	\$ 679.98	
83179	YO FIRE	MAINTENANCE SUPPLIES	\$ 75.43	
83179	YO FIRE	MAINTENANCE SUPPLIES	\$ 150.85	
83179	YO FIRE	MAINTENANCE SUPPLIES	\$ 274.76	
SUBTOTALS			\$ 1,184,818.93	\$ 47,598.99
GRAND TOTAL			\$ 1,232,417.92	

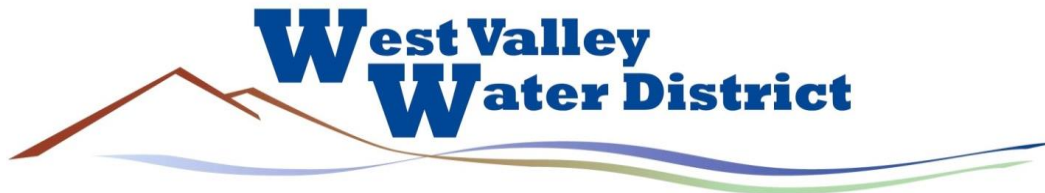
Exhibit B

**WEST VALLEY WATER DISTRICT
PAYROLL GROSS WAGES
FISCAL YEAR 2022 - 2023**

Report Month	Description	From	To	Gross Wages Paid
July 2022	Monthly Pay Period #7	06/01/22	06/30/22	7,113.22
July 2022	Pay Period #14	06/24/22	07/08/22	322,603.34
July 2022	Pay Period #15	07/08/22	07/22/22	295,540.63
Total for July 2022				625,257.19
August 2022	Monthly Pay Period #8	07/01/22	07/31/22	7,113.22
August 2022	Pay Period #16	07/22/22	08/05/22	302,888.25
August 2022	Pay Period #17	08/05/22	08/19/22	291,827.03
Total for August 2022				601,828.50
September 2022	Monthly Pay Period #9	08/01/22	08/30/22	7,487.60
September 2022	Pay Period #18	08/19/22	09/02/22	295,994.15
September 2022	Pay Period #19	09/02/22	09/16/22	281,560.23
Total for September 2022				585,041.98
October 2022	Monthly Pay Period #10	09/01/22	09/30/22	8,236.36
October 2022	Pay Period #20	09/16/22	09/30/22	290,932.18
October 2022	Pay Period #21	09/30/22	10/14/22	283,102.95
Total for October 2022				582,271.49
November 2022	Monthly Pay Period #11	10/01/22	10/31/22	9,621.58
November 2022	Pay Period #22	10/14/22	10/28/22	274,535.56
November 2022	Manual Checks			
November 2022	Pay Period #23	10/28/22	11/11/22	359,504.87
Total for November 2022				643,662.01

**WEST VALLEY WATER DISTRICT
EFT AND PAYROLL ITEMS
NOVEMBER 2022**

Date	Item	Check No. or EFT	Amount
11/03/22	Pay Period #22	8877	153.74
11/03/22	Monthly Pay Period #11	none	0.00
11/17/22	Pay Period #23	8878-8879	1,393.90
	Total Checks		<u>1,547.64</u>
11/03/22	Pay Period #22 Direct Deposits	EFT	184,547.46
11/03/22	Federal Tax Withheld Social Security & Medicare	EFT	66,736.55
11/03/22	State Tax Withheld and State Disability Insurance	EFT	14,500.80
11/03/22	Lincoln Deferred Compensation Withheld	EFT	14,195.14
11/03/22	Lincoln - Employer Match Benefit	EFT	3,450.00
11/03/22	Nationwide Deferred Compensation Withheld	EFT	2,692.00
11/03/22	Nationwide - Employer Match Benefit	EFT	625.00
11/03/22	CalPERS Retirement - Classic (EPMC and ER contribution)	EFT	27,958.75
11/03/22	CalPERS Retirement - 2nd Tier (EE and ER contribution)	EFT	15,453.59
11/03/22	California State Disbursement / EDD	EFT	1,050.46
11/03/22	Monthly Pay Period #11 Direct Deposits	EFT	8,481.52
11/03/22	Federal Tax Withheld Social Security & Medicare	EFT	1,793.26
11/03/22	State Tax Withheld and State Disability Insurance	EFT	106.56
11/17/22	Pay Period #23 Direct Deposits	EFT	236,328.07
11/17/22	Federal Tax Withheld Social Security & Medicare	EFT	91,256.27
11/17/22	State Tax Withheld and State Disability Insurance	EFT	21,911.79
11/17/22	Lincoln Deferred Compensation Withheld	EFT	18,049.25
11/17/22	Lincoln - Employer Match Benefit	EFT	3,450.00
11/17/22	Nationwide Deferred Compensation Withheld	EFT	2,692.00
11/17/22	Nationwide - Employer Match Benefit	EFT	625.00
11/17/22	CalPERS Retirement - Classic (EPMC and ER contribution)	EFT	29,969.12
11/17/22	CalPERS Retirement - 2nd Tier (EE and ER contribution)	EFT	16,131.25
11/17/22	California State Disbursement / EDD	EFT	1,050.46
11/08/22	CalPERS Late Reporting Fee	EFT	200.00
11/16/22	EDD Unemployment Benefit Charge	EFT	4,145.00
	Total EFT		<u>767,399.30</u>
	Grand Total Payroll Cash		<u>768,946.94</u>



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: January 12, 2023
TO: Board of Directors
FROM: Van Jew, Acting General Manager
SUBJECT: TRANSFER FUNDS REQUEST FROM GENERAL CHECKING TO
 WVWD INVESTMENT ACCOUNT

BACKGROUND:

At the August 20, 2020, Board of Directors meeting, the WVWD Board of Directors approved and authorized the Chief Financial Officer (CFO) to transfer funds in/out of the District's Chase account to/from the District's investment accounts to take advantage of potential interest earnings. At this meeting, the WVWD Board also requested that the CFO provide a detailed report of all transfers every month and include this report in the monthly financial reports presented to the Board.

Per Section 5 Delegation of Authority of the District's investment policy, authority to manage the District's investment program is derived from California Government Code, Section 53607. Management responsibility for the investment program is hereby delegated to the General Manager and CFO, who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials, and their procedures in their absence.

DISCUSSION:

Based on the District's investment policy, "Securities placed in a collateral pool must provide coverage for at least 100 percent of all deposits placed in that institution." As of December 15, 2022, the District maintained balances within the FDIC limit of \$250,000 for each bank account, except for the Chase General Governmental Checking account. The Chase General Governmental Checking account typically holds funds of at least \$700 thousand for operational purposes. In November, the District collected over \$2 million in capacity charges, development fees, and property tax revenue. In an effort to reduce the excess funds in the general checking account, District staff would like to transfer the excess funds of \$2 million to the US Bank Investment account.

Request to transfer excess funds to US Bank Investment Account managed by Chandler Asset Management, investing in longer-term (3-5 Years) US Treasuries (4.00 – 4.50%) and US Corporates Rated "A" or higher (4.50 – 5.50%) with a longer maturity date. Fees: 0.08% (8 basis points). **Yields are subject to change. **Chandler Asset Management is the District's investment advisor.*

FISCAL IMPACT:

Potential interest revenue, depending on where the funds are placed.

STAFF RECOMMENDATION:

Approve the transfer of \$2 million from the District's general checking account to the District's US Bank investment account managed by Chandler Asset Management to earn potential interest.

Respectfully Submitted,



Van Jew, Acting General Manager

VJ;jv

MEETING HISTORY:

12/21/22 Finance Committee REFERRED TO BOARD

HUNT ORTMANN PALFFY NIEVES
DARLING & MAH, INC.
301 N. LAKE AVE
7TH FLOOR
PASADENA, CA 91101
(626) 440-5200

WEST VALLEY WATER DISTRICT
Attn: Accounts Payable
P.O. BOX 190
RIALTO, CA 92377

December 16, 2022

Account # 7473.002
Invoice # 96824

In Reference to: Contracts

FOR PROFESSIONAL SERVICES RENDERED THROUGH 11/30/2022 SUMMARY OF FEES AND COSTS:

Total Fees:	\$2,153.50
Total Costs:	\$0.00
<u>Total Balance Due</u>	<u>\$2,153.50</u>

AJ 12/22/22
(VB) 12/22/22



ALBRIGHT, YEE & SCHMIT, APC
707 Wilshire Boulevard, Suite 3600
Los Angeles, CA 90017-3516
Phone: (213) 833-1700
Fax: (213) 833-1710
www.ayslaw.com

West Valley Water District

Invoice

Invoice Number	27816
Invoice Date	12/15/2022
Payment Due On	12/15/2022
Amount Due	\$110.00

*VJ
rebat*

Pay Now



Scan to pay

Case # CIVSB2117195



ALBRIGHT, YEE & SCHMIT, APC
707 Wilshire Boulevard, Suite 3600
Los Angeles, CA 90017-3516
Phone: (213) 833-1700
Fax: (213) 833-1710
www.ayslaw.com

West Valley Water District

Invoice

Invoice Number	27810
Invoice Date	12/15/2022
Payment Due On	12/15/2022
Amount Due	\$1,545.00

*vt
n/2/22*

Pay Now



Scan to pay

Personnel Investigation


Carpenter, Rothans & Dumont LLP

500 South Grand Avenue, 19th Floor
 Los Angeles, California 90071
 T: 213.228.0400
 F: 213.228.0401
 www.crdlaw.com

Mr. Robert Manuel Nacionales Tafoya
 GENERAL COUNSEL
 WEST VALLEY WATER DISTRICT
 316 W. 2NC STREET, SUITE 200
 LOS ANGELES, CA 90012

RE: **GUNN, DIANA v. WEST VALLEY WATER DISTRICT**
 CLAIM NO.: UNKNOWN
 DATE OF LOSS: 06/30/2020
 CASE NO.: CIV SB 2117195
 OUR FILE NO: WVWD.1001

BILLING INVOICE SUMMARY

	Current	YTD	FTD
Invoice #	42677		
FEES	\$4,812.50	\$20,602.50	\$27,615.00
COSTS	\$85.93	\$1,398.97	\$392.78
TOTAL	\$4,898.43	\$22,001.47	\$28,007.78

TOTAL DUE FOR NOVEMBER 2022:

\$4,898.43

OK to pay
 (RB) 1/31/2023

VJ

LCW LIEBERT CASSIDY WHITMORE

A PROFESSIONAL LAW CORPORATION

6033 W. Century Boulevard
5th Floor
Los Angeles, CA 90045
310-981-2000
Fed. Tax I.D. #95-3658973

Attorney – Client Privilege

West Valley Water District
Haydee Sainz
Human Resources & Risk Management Manager
hsainz@wvwd.org

Invoice 230403
November 30, 2022

Client/Matter No.: WE126-00001
Re: General

Billing Summary

Total Fees	\$6,092.00
Total Costs	\$0.00
Total Charges	\$6,092.00

VJ
1/4/2023

LCW LIEBERT CASSIDY WHITMORE

A PROFESSIONAL LAW CORPORATION

6033 W. Century Boulevard
5th Floor
Los Angeles, CA 90045
310-981-2000
Fed. Tax I.D. #95-3658973

Attorney – Client Privilege

West Valley Water District
Haydee Sainz
Human Resources & Risk Management Manager
hsainz@wvwd.org

Invoice 230581
November 30, 2022

Client/Matter No.: WE126-00007

Re: William "Bill" Krueger Matters

61

Billing Summary

Total Fees	\$1,307.50
Total Costs	\$0.00
Total Charges	\$1,307.50

OK
AD
1/3/023

VJ

LCW LIEBERT CASSIDY WHITMORE

A PROFESSIONAL LAW CORPORATION

6033 W. Century Boulevard
5th Floor
Los Angeles, CA 90045
310-981-2000
Fed. Tax I.D. #95-3658973

Attorney – Client Privilege

West Valley Water District
Haydee Sainz
Human Resources & Risk Management Manager
hsainz@wvwd.org

Invoice 230597
November 30, 2022

Client/Matter No.: WE126-00008

Re: Paul Becker 2022 Complaint & Investigation

Billing Summary

Total Fees	\$42.50
Total Costs	\$0.00
Total Charges	\$42.50

tlc
Ⓟ
1/9/2023

VJ



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: January 12, 2023
TO: Board of Directors
FROM: Van Jew, Acting General Manager
SUBJECT: COMPREHENSIVE FINANCIAL PLAN AND WATER RATE
 STRUCTURE STUDY

BACKGROUND:

The West Valley Water District (“District”) requested proposals for a comprehensive financial plan and rate structure study. The objective of this study is to examine current practices and build upon them to develop a sustainable financial plan and cost-based rates necessary to meet the District's operation and maintenance (O&M) needs and capital improvement requirements to successfully operate in a fiscally responsible manner. The proposed study will address the cost of system renewal, replacement, regulatory requirements, and the importance of mitigating risk through appropriate financial performance metrics. Incorporating full cost recovery through rates will promote financial sustainability for the District and equitable rates for current and future water system users.

DISCUSSION:

On November 16, 2022, the District issued a Request For Proposal (RFP) for the long-range financial plan and water rates structure study. The proposal submission date was Thursday, December 8, 2022, at 5 PM. The RFP was posted on the Planet Bids platform where interested consulting firms are informed of the proposal opportunity. Additionally, known consulting firms were separately notified by email that an RFP had been placed on the Planet Bids platform. There was a total of nine consulting firms that downloaded the RFP from the Planet Bids platform.

On November 29, 2022, the District received a request for additional information on the RFP from NBS, a consulting firm, who ended up being one of the four respondents submitting a proposal. There were seven clarifying questions where additional information was sought. The questions were reviewed, and responses were developed. On November 29, 2022, the seven questions and District responses were posted on the Planet Bids platform for all interested proposers to review. Planet Bids has the functionality that notifies interested parties of any updates to the initial RFP.

On December 8, 2022, at 5 PM, Purchasing downloaded four proposals from the Planet Bids platform that had been submitted prior to the filing deadline. The four proposers were: 1) NBS, RDN, NewGen Strategies, and Raftelis. The four proposals were validated by Purchasing to ensure that they conform to the RFP filing requirements and that the respondents were qualified for their

submission to be evaluated. All four responding consulting firms were determined to be qualified to be evaluated.

At the conclusion of the interview process on December 19, 2022, each responder was given the opportunity to submit a final cost proposal and include any adjustments in their initial proposal to ensure that sufficient project hours were incorporated for the Proposition 218 public outreach and development of the Proposition 218 notice. Responses were to be submitted by close of business on December 20, 2022. All four proposers responded that there were either no changes to the initial submission or adjusted in their scope of work and project cost.

Evaluation Process

The evaluation team consisted of the Chief Financial Officer, Director of Finance, Purchasing Supervisor, and Accountant. The evaluation included a technical review, timeline assessment, reference checks, consultant interview, and costing of the proposal. A total of 100 maximum points could be awarded. A discussion of the five elements of the review process were as follows:

- **Technical Review:** Each team member independently reviewed all four proposals and scored them based upon technical expertise to successfully complete the project. Technical expertise included such items as years of similar experience, assigned staffs' relevant experience, consultant understanding of what is expected from the project, depth of knowledge, and ability to meet all requirements of the RFP. There are a total of 40 points that could be earned in this category.
- **Reference Checks:** Each team member was assigned one of the four proposers to perform reference checks of recently completed similar projects done for other agencies. Each reference check consisted of six questions. Each question was scored from 1 to 4 points, with the higher cumulative points received resulting in a higher score. The reference checks responding agencies were also encouraged to provide any additional insights relative their experience with the consulting firm in successfully completing their assignment. A total of 20 points could be earned in this category.
- **Interviews:** Zoom Interviews were conducted on December 19th for each of the four responding proposers. All members of the District's evaluation team participated in the interview process. Each interview consisted of an introduction, project scope, four questions, and a closing statement. A total of 10 points could be earned in this category.
- **Timeline:** The established project timeline from the RFP was compared to each of the four proposers project schedule to ensure that the stated objective of implementation in the new fiscal year commencing on July 1, 2023, could be achieved. Any differences that existed were vetted to determine the rationale for a deviation. A maximum of 10 points could be earned in this category.
- **Proposal Fee:** The proposal pricing was the final evaluation element. The proposals were reviewed to determine if all requested steps of the scope of work have been addressed and were incorporated into the fee schedule. Those areas where there is a clarification or deficiency were vetted during the interview process. A maximum of 20 points could be earned in this category.

Evaluation Results

There was a total of 100 possible points that could be earned from each rater in the evaluation process. There were four members on the evaluation team. Thus, a total of 400 possible points could be earned in the evaluation process. Raftelis received the highest overall score in the evaluation process and was also the lowest cost proposal at \$49,650. The results of the evaluation were as follows:

Consulting Firm	Total Evaluation Points	Total Proposal Cost	Overall Ranking
Raftelis	381	\$49,650	1
RDN, Inc.	356	\$49,820	2
NBS	355	\$62,660	3
NewGen Strategies	348	\$75,550	4

FISCAL IMPACT:

The cost to perform this study by Raftelis is \$49,650. The Fiscal Year 2022-23 budget has designated the funds for this study. Therefore, there are sufficient funds available to undertake this effort.

STAFF RECOMMENDATION:

Consider retaining a professional services firm to perform the Comprehensive Financial Plan and Water Rate Structure Study.

Respectfully Submitted,

Van Jew

Van Jew, Acting General Manager

WF:VJ

ATTACHMENT(S):

1. Exhibit A - RFP and PSA

Exhibit A



West Valley Water District



Request for Proposals for Comprehensive Cost of Services and Rate Structure Study

**Proposals due on Thursday,
December 8, 2022 at 5:00pm**

I. INTRODUCTION

This Request for Proposals (“RFP”) describes the requested Services, the selection process, and the minimum information that must be included in proposals. Failure to submit information in accordance with the RFP requirements and procedures may be cause for disqualification. The District reserves the right to: (1) reject any and all proposals; (2) waive minor proposal deviations, irregularities or omissions at its sole discretion; or (3) disqualify any proposal that contains false or misleading information.

The West Valley Water District (“District”) is requesting proposals from qualified firms for a Comprehensive Cost of Service and Rate Structure Study using industry standards to comply with all applicable laws, statutory requirements, and regulations that comply with Proposition 26 and Proposition 218.

Proposals submitted will be evaluated by individuals from the District and/or outside agencies. During the evaluation process, the District reserves the right, where it may serve the District’s best interest, to request additional information or clarifications from applicants, or to allow corrections of errors or omissions. At the discretion of the District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the agreement between the District and the firm selected. The District has a standard two-party Professional Service Agreement (Sample Agreement), to which adherence is assumed.

II. GENERAL INFORMATION

There is no expressed or implied obligation for the District to reimburse proposers for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.), unless exempt.

III. DISTRICT BACKGROUND

The District began on February 28, 1952, when West San Bernardino County Water District was founded and became the owner and operator of three local mutual water companies. During those early years, the District supplied more water for agricultural purposes than for domestic use.

During the 1970s and 1980s, the District grew with new homes, businesses and schools soon surpassing agricultural use. There were other mergers where smaller water companies became a part of the Water District. By the end of the 1980s, the District water facilities included 180 miles of pipeline, 12 reservoirs and 15 water wells. It was during this time that the District built its office and maintenance yard on Baseline Road in Rialto, where we're still located today.

In 1992, the District was a partner in building five miles of new pipeline to bring much-needed water from the Bunker Hill Basin in San Bernardino to our area. Continuing the trend of working with our neighbors, in 1993 the District partnered with the City of Rialto to build a treatment facility for the water flowing from Lytle Creek. The Oliver P. Roemer Water Filtration Facility has been expanded twice where it accepts and treats State Water Project water, which increases the amount of water available for our customers.

In 2003, we changed our name to West Valley Water District (WVWD). By this time the District had five treatment plants, 360 miles of pipeline, 25 reservoirs, 17 wells, 20,000 service connections, and we served drinking water to approximately 66,000 residents.

In 2016, WVWD opened the nation's first perchlorate treatment facility to bring clean water directly to ratepayers using natural, bioremediation technology. Our second perchlorate treatment facility was completed in 2017. In 2018 we opened our hydroelectric generation plant and increased housing developments in our service area. Today the District serves over 80,000 residents and is continuing to grow.

IV. PRE-SUBMITTAL ACTIVITIES

All communications relating to the RFP shall be facilitated solely through PlanetBids.

V. PROPOSAL REQUIREMENTS

Proposers shall upload their proposals on PlanetBids no later than 5:00 PM, Pacific Standard Time, on Thursday, December 8, 2022

These guidelines govern the format and the content of the proposal, and the approach to be used in its development and presentation. The proposal should be concise, well-organized and demonstrate the Consultant's and the individual team member's qualifications related to the requested Scope of Services. Each proposal shall include sections addressing the following information in the listed order. The Proposer shall be sure to include all information that it feels will enable the District to make a final decision. Failure of the Proposer to provide specific, detailed information may result in its proposal being rejected in favor of a sufficiently detailed proposal. Any necessary exhibits or other information, including information not specifically requested by this RFP but deemed as helpful, shall be attached to the end of the proposal. While additional data

may be presented, the following subjects (Items 1 through 8) must be included. They represent the criteria against which the proposal will be evaluated:

1. **Executive Summary** – Provide a brief overview of the entire proposal describing the highlights of the proposal. In addition to the proposal overview, please provide the following basic description information required the proposer:
 - A. Legal name and address of proposer:
 - B. Legal form of proposer (partnership, corporation, joint venture, etc.). If joint venture, identify the members of the joint venture and provide all information required within this section for each member;
 - C. If company is a wholly owned subsidiary of a “parent company”
 - D. Address(es) of office(s) involved in providing the services; and
 - E. Name, title, address and telephone number of the person to contact concerning the proposal and the proposed lead staff person for providing the Services.
2. **Proposing Firm’s Profile** - This section shall include contact person information, address and telephone number of the Firm’s main office and branch offices. Each Firm shall identify itself as to the type of organizational entity (corporation, sole proprietorship, partnership, joint venture, etc.). A brief firm history, including the current permanent staff size as well as local organization structure; and a discussion of the firm’s financial stability, capacity and resources.

Additionally, this section shall include a listing of any claim, lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Proposer either as a contractor or subcontractor or by its subcontractors where litigation is still pending or has occurred within the last five (5) years, or (b) any type of project where claims or settlements were paid by the consultant or its insurers within the last five (5) years. Supplemental information that the Firm believes may be pertinent to the selection process may be provided.

3. **Experience and References** – This section shall include a brief description of the Proposer’s qualifications and previous experience during the last five (5) years supplying like services to similar public agencies. Include all areas of expertise, scope of services provided, and relevant experience, including description of each project, role of professional for that project and date completed.

Proposer shall provide a minimum of five (5) references, within the past five (5) years of clients for whom services have provide a minimum of five (5) been performed that are comparable in quality and scope to that specified in this RFP. The references shall include names, addresses, and telephone numbers of the clients for whom prior work was performed and include an explanation of the services provided for each of the five (5) references. Give a brief statement of the firm’s adherence to the schedule and budget for each project. The Proposal must demonstrate that the Company, or its key personnel, has at least five (5) years of experience, within the past five (5) years with a legally registered business name, that provides services of a similar type and scope as described in the Scope of Services. A Company shall not have filed

for bankruptcy under any business name over the past five (5) years.

4. **Technical Proposal** – The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firm seeking to provide the scope of services. This shall succinctly describe the proposed approach for addressing the required services, providing the required product and the firm’s ability to meet the District’s schedule, outlining the approach that would be undertaken in providing the requested services.

The Technical Proposal should address all the points outlined in the Request for Proposal (excluding any cost information, which should only be included in the Cost Proposal). The Technical Proposal should be prepared simply and economically, providing a straightforward, concise description of the applicant’s capabilities to satisfy the requirements of the Request for Proposals.

5. **Project Schedule** – This section shall include the projected timeline for completing the project including the start date, order dates, delivery time, and shall indicate completion dates from date the order is received.
6. **Project Personnel** – This section shall discuss how the Proposer will staff the project. Key personnel will be an important factor considered by the review committee. Key personnel will also be named in the final agreement and any changes at that time may be cause for rejection of proposal. Please include names, contact numbers and description of experience, including licenses and/or certifications, of all key personnel who would be assigned to perform the Services. Members of the company’s professional team (managers, contact person, etc.) should be identified by name and title and should include contact phone numbers. Any subcontractors to be used in the performance of the study should be identified and the scope of services to be provided.
7. **Evidence of Insurance** - Proposers shall provide evidence of possession of insurance in the coverage and amounts listed in the Sample Agreement (Attachment A).
8. **Cost Proposal** - The Cost Proposal should contain all pricing information relative to performing the project as described in this Request for Proposal. The total all-inclusive Not-to-Exceed price is to contain all direct and indirect costs including all out-of-pocket expenses.

The District will not be responsible for expenses incurred in preparing and submitting the Technical Proposal or the Cost Proposal. Such costs should not be included in either of the proposals submitted.

The first page of the Cost Proposal should include the following information:

- Certification that the person signing the Cost Proposal is entitled to represent the firm, empowered to submit the proposal, and authorized to sign a contract with the District.
- Certification that the person signing the Cost Proposal is entitled to represent the firm, empowered to submit the proposal, and authorized to sign a contract with the District.
- A total all-inclusive not-to-exceed price

Rates by and Staff Level As Well as Number of Hours Anticipated for Each

The second page of the Cost Proposal should include a schedule of professional fees and expenses that supports the total all-inclusive not-to-exceed price.

Rates for Additional Professional Services

If it should become necessary for the District to request the Firm render any additional service to either supplement the services required in this Request for Proposal, or to perform additional work as a result of the specific recommendations included in any report issued during the Agreement, then such additional work shall be performed only if set forth in an addendum to the contract between the District and the firm. Any such additional work agreed to between the District and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the Cost Proposal.

Scope of Work to be Performed:

This Project will include the following:

- Assessment of and recommended changes to the current water rate structure and potential alternative rate structures, customer classes, tier allocations and split between fixed and variable charges for the potable water and non-potable water operations. A rate comparison with other local utility districts or cities that are comparable to the District.
- A means to provide long-term financial projections of revenue requirements and related rate increases to assist with planning.
- Produce a ten-year financial forecast of the District's net revenues and debt service coverage that builds on the Cost of Services and Rate Structure Study.

This Project should consider and make provisions for the following factors:

- The need for defensible rates and charges.
- The District's desire to minimize rate increases, avoid rate spikes and protect reserves while maintaining appropriate level of services.
- The need for rates to be responsive to fluctuations in demand caused by drought and other factors.
- External requirements for maintaining debt covenants and qualifying for grants and State revolving funds.

As part of this project, consultant will be expected to provide a user friendly, flexible rate model that generates sufficient revenue under varying conditions to cover all internal, external, fixed and variable costs as well as provide funding for capital projects and reserve funds. The model should be capable of running different scenarios including, for example:

- Staff levels, salaries, and benefit costs by varying amounts
- Operating expense levels, by varying \$ and %
- CIP spending, by varying \$ and %
- Capital equipment spending, by varying \$ and %
- Rate impact of varying inputs
- Impact of varying rate increases on level of expenditures
- Easily update external pass-through within the model and determine the impact on rates.

All inputs to the model should flow down into:

- Fixed and Variable Rates
- Estimated Monthly Bills
- Annual CIP spending
- Fund Balance
- Rate Stabilization Funds and Capital Replacement Fund activity
- Change in Net Position

A. Acknowledgement of Agreement and Statement of Exceptions

The proposer shall certify that it takes no exception(s) to this RFP, including, but not limited to, the Agency's Standard Professional Services Agreement, included as Attachment A. If the proposer does take exception(s) to any portion of the RFP and/or Standard Professional Services Agreement, the specific exception(s) shall be identified and explained. The District is not required to negotiate with proposer or to accept, any items to which any proposer takes exception.

B. Addenda to this Request for Proposals

The proposer shall confirm in its proposal the receipt of all addenda issued to this RFP. Copies of the actual addenda do not need to be included in proposals.

VI. SELECTION SCHEDULE

The District anticipates the process for selecting a proposer and awarding the agreement will be according to the following schedule (dates not firm):

Advertise and Issue RFP:	Wednesday, November 16, 2022
Proposal Due Date:	No later than 5:00 PM Pacific Standard Time on Thursday, December 8, 2022
Oral Interviews:	December 14, 2022
Finance Committee:	During week of December 19, 2022
Agreement Award:	January 5, 2023

VII. SELECTION PROCESS

1. Based upon the proposals submitted, the Evaluation Committee will identify the shortlist of qualified proposers to be interviewed. The evaluation process will be based upon submission of responses received and feedback obtained from the references provided. Scoring criteria will be based upon technical expertise, timeline to complete the project, reference checks, and study cost.
2. The Evaluation Committee will interview the short-listed proposers. Based upon the proposal and interview, the District will enter negotiations with the selected proposer. The negotiations will cover scope of work, schedule, terms and conditions, technical specifications, and price. If the District is unable to reach an acceptable agreement with the selected proposer, the District will terminate negotiations with the selected proposer and begin negotiations with the second ranked proposer.
3. After negotiating a proposed agreement that is fair and reasonable, it is anticipated that the Board will consider taking action to approve the agreement.

VIII. SPECIAL CONDITIONS

1. Reservations: This RFP does not commit the District to award an agreement, to defray any costs incurred in the preparation of a proposal pursuant to this RFP, or to procure or contract for services.
2. Public Records: All proposals submitted in response to this RFP become the property of the District and public record, and as such may be subject to public review.
3. Right to Cancel: The District reserves the right to revise or cancel, for any or no reason, in

part or in its entirety, this RFP, including, but not limited to: selection schedule, submittal date, and submittal requirements. If the District cancels or revises the RFP, all proposers of record will be notified in writing by the Agency.

4. **Additional Information:** The District reserves the right to request additional information and/or clarification from any or all proposers to this RFP.
5. **Public Information:** Proposers who wish to release information to the public regarding selection, agreement award, or data provided by the District must receive prior written approval from the District before disclosing such information to the public.
6. **Agreement for Professional Services:** The selected proposer will be required to sign the attached Standard Professional Services Agreement and to provide the insurance certificates and all other required documentation within seven (7) calendar days of notification of selection.
7. **Insurance Requirements:** The District requires consultants doing business with it to obtain insurance as shown in the Standard Professional Services Agreement. The required insurance certificates must comply with all requirements of the standards as shown in the agreement and must be provided (original copy) within seven (7) days of notice of selection and prior to the commencement of any Services.
8. **Disclosure Provision/ Conflict of Interest:** The District complies with all California statutes and regulations related to conflicts of interest. Under the applicable conflict of interest requirements, the selected proposer may be required to complete and file Form 700 with the District before starting.

IX. ATTACHMENTS

Attachment A: Standard Professional Services Agreement



West Valley Water District

AGREEMENT FOR PROFESSIONAL SERVICES

With

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AGREEMENT FOR PROFESSIONAL SERVICES

This AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) effective as of this _____ day of _____, 2023 (“Effective Date”) is by and between West Valley Water District (“District”) and _____ (“Consultant”). The District and Consultant may be collectively referred to as the “Parties” and individually as a “Party.”

RECITALS

A. The Parties desire to enter into this Agreement for the purpose of setting forth the terms and conditions upon which Consultant shall provide certain services to District.

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

Section 1. Term of Agreement.

(a) Subject to subsection (b) below, the term of this Agreement will be for a period of one (1) year commencing on the Effective Date and terminating one (1) year after the Effective Date.

(b) This Agreement shall renew automatically for continuous one (1) year periods for no more than two (2) additional years, unless either Party, prior to the end of the existing one (1) year period, delivers written notice to the other Party, that the Agreement shall not be extended.

Section 2. Scope and Performance of Services.

2.1 (a) District may, from time to time, by written instructions from the general manager or assistant general manager of the District (“Authorized Representative”) issue task orders (“Task Orders”) to the Consultant. The Task Order shall be in such form and content as shall be set forth on Exhibit “A” attached hereto and by this reference incorporated herein. The Task Order shall set forth: (i) the scope of services to be performed by Consultant; (ii) the compensation to be paid to Consultant; and (iii) the time to complete the Task Order. The provisions of this Agreement shall apply to all such Task Orders.

(b) For each Task Order, Consultant shall confer, as requested, with District representatives to review progress of work elements, adherence to work schedule, coordination of work, scheduling of review and resolution of problems which may develop.

2.2 Consultant will furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing,

vehicles, transportation, office space and facilities, and all tests, testing and analyses, calculation, and all other means whatsoever, except as otherwise expressly specified in this Agreement, necessary or proper to perform and complete the services required of Consultant under this Agreement.

- 2.3** Consultant's designated representative(s) who are authorized to act on its behalf and to make all decisions in connection with the performance of services under this Agreement are listed in Exhibit "B" attached hereto and by this reference incorporated herein ("Key Personnel").
- 2.4** Consultant represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the services required under this Agreement in a thorough, competent and professional manner. Notwithstanding Section 3 below, in the event Consultant utilizes the services of subcontractors or sub-consultants, Consultant assumes sole and complete responsibility for the performance of the subcontractor or sub-consultant to the specifications provided hereunder for Consultant's work, and no adjustment will be made to Consultant's requirements under this Agreement for timely completion of services, complete performance of services, or delivery of products or deliverables in a timely fashion, and no adjustment will be made to performance deadlines, or compensation due to Consultant, due to or arising from issues Consultant may have with any subcontractor or sub-consultant. Consultant will at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described in this Agreement. In meeting its obligations under this Agreement, Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Consultant under this Agreement.

Consultant warrants it will perform its engineering and design under the Task Order, as more particularly described in Exhibit A ("Task Order") in accordance with the current standards of care and diligence normally practiced by recognized engineering and design firms in performing services of a similar nature. Further, Consultant warrants that the engineering and design performed has been performed in accordance with the then current standards of care and diligence normally practiced by recognized engineering and design firms in performing services of a similar nature. If within one (1) year after substantial completion of the engineering and design work it is shown that there is an error in that work as a result of the Consultant's failure to meet those standards and the District has notified the Consultant in writing of any such error within that period, Consultant shall re-perform such engineering and design work within the original scope of such services, as may be necessary to remedy such error. All costs incurred by Consultant in performing such corrective services shall be the sole responsibility of the Consultant and such costs shall not be reimbursable in any way.

Section 3. Additional Services and Changes in Services

- 3.1 Consultant will not be compensated for any services rendered in connection with its performance of this Agreement that are in addition to or outside of those set forth in the Task Orders, unless such additional services are authorized in advance and in writing by District.
- 3.2 If Consultant believes that additional services are needed to complete a Task Order, Consultant will provide the Authorized Representative with written notification describing the proposed additional services, the reasons for such services, and a detailed proposal regarding cost.
- 3.3 District may order changes to a Task Order, consisting of additions, deletions, or other revisions, and the compensation to be paid Consultant will be adjusted accordingly. All such changes must be authorized in writing, and executed by Consultant and District. The cost or credit to District resulting from changes in a Task Order will be determined by the written agreement between the Parties.

Section 4. Familiarity with Services and Site.

- 4.1 By executing this Agreement, Consultant warrants that Consultant shall, prior to undertaking a Task Order:
 - (a) investigate and consider the services to be performed;
 - (b) carefully consider how and within what time frame the services should be performed;
 - (c) understand the facilities, difficulties, and restrictions attending performance of the services under a Task Order; and
 - (d) possesses all licenses required under local, state or federal law to perform the services contemplated by a Task Order, and maintain all required licenses during the performance of such Task Order.
- 4.2 If services involve work upon any site, Consultant warrants that Consultant has or will investigate the site and will be fully acquainted with the conditions there existing, before commencing its services under a Task Order. Should Consultant discover any latent or unknown conditions that may materially affect the performance of services, Consultant will immediately inform District of such fact and will not proceed except at Consultant's own risk until written instructions are received from the District.

Section 5. Compensation and Payment.

- 5.1 Subject to any limitations set forth in this Agreement, District agrees to pay Consultant the amounts shown in a Task Order.
- 5.2 Each month during the existence of a Task Order, Consultant shall furnish District with an original invoice for all services performed and expenses incurred during the preceding month in accordance with the fee schedule set forth in the Task Order. The invoice must detail charges by the following categories: labor (by subcategory), reimbursable costs, subcontractor contracts and miscellaneous expenses. The invoice must list, as applicable, the hours worked and hourly rates for each personnel category, the tasks performed, the percentage of the task completed during the billing period, the cumulative percentage completed for each task, and the total cost of the services.
- 5.3 District will independently review each invoice submitted by Consultant to determine whether the work performed and expenses incurred are in compliance with this Agreement. In the event that no charges or expenses are disputed, the invoice will be approved and paid. In the event any charges or expenses are disputed by District, the original invoice will be returned by District to Consultant for correction and resubmission.
- 5.4 Except as to any charges for work performed or expenses incurred by Consultant that are disputed by District, District will use its best efforts to cause Consultant to be paid within thirty (30) days of receipt of Consultant's invoice.
- 5.5 No payment or partial payment to Consultant shall constitute acceptance of any work completed by Consultant or waive any claims by the District for any reason whatsoever.

Section 6. Required Documentation Prior to Performance.

- 6.1 Consultant will not perform any services under this Agreement until:
 - (a) Consultant furnishes proof of insurance ("Insurance") as required under Exhibit "C" attached hereto and by this reference incorporated herein; and
 - (b) Consultant provides District with a Taxpayer Identification Number.
- 6.2 The District will have no obligation to pay for any services rendered by Consultant in advance of receiving written authorization to proceed for each Task Order, and Consultant acknowledges that any such services are at Consultant's own risk.

Section 7. Project Documents.

- 7.1 All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer programs, files and other documents (collectively, "Project Documents") prepared, developed or discovered by Consultant in the course of providing services under this Agreement will become the sole property of District and may be used, reused or otherwise disposed of by District without the permission of Consultant. Consultant will take such steps as are necessary to perfect or protect the ownership interest of District in such Project Documents. Upon completion, expiration or termination of this Agreement, Consultant shall turn over to District all such original Project Documents in its possession; provided, however, that Consultant may retain copies of Project Documents.
- 7.2 Except as necessary for the performance of services under this Agreement, no Project Documents prepared under this Agreement, will be released by Consultant to any other person or entity without District's prior written approval. All press releases, including graphic display information to be published, must be approved and distributed solely by District, unless otherwise agreed to in writing by District.

Section 8. Consultant's Books and Records.

- 8.1 Consultant shall maintain any and all documents and records demonstrating or relating to Consultant's performance of services under this Agreement. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, or other documents or records evidencing or relating to work, services, expenditures and disbursements charged to District under this Agreement. Any and all such documents or records must be maintained in accordance with generally accepted accounting principles and must be sufficiently complete and detailed so as to permit an accurate evaluation of the services provided by Consultant under this Agreement. Any and all such documents or records must be maintained for three (3) years following the final payment for each Task Order.
- 8.2 Any and all records or documents required to be maintained by this section must be made available for inspection, audit and copying, at any time during regular business hours, upon written request by District or its designated representatives. Copies of such documents or records must be provided directly to District for inspection, audit and copying when it is practical to do so; otherwise, unless an alternative is mutually agreed upon, such documents and records must be made available at Consultant's address indicated for receipt of notices in this Agreement.

- 8.3** Where District has reason to believe that any of the documents or records required to be maintained by this section may be lost or discarded due to dissolution or termination of Consultant's business, District may, by written request, require that custody of such documents or records be given to a person or entity mutually agreed upon and that such documents and records thereafter be maintained by such person or entity at Consultant's expense. Access to such documents and records shall be granted to District, as well as to its successors-in-interest and authorized representatives.

Section 9. Status of Consultant.

- 9.1** Consultant is and will at all times remain a wholly independent contractor and not an officer or employee of District. Consultant has no authority to bind District in any manner, or to incur any obligation, debt or liability of any kind on behalf of or against District, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by District.
- 9.2** The personnel performing the services under this Agreement on behalf of Consultant will at all times be under Consultant's exclusive direction and control. Neither District, nor any elected or appointed boards, officers, officials, employees or agents of District, will have control over the conduct of Consultant or any of Consultant's officers, subcontractors or sub-consultants, employees or agents, except as provided in this Agreement. Consultant warrants that it will not at any time or in any manner represent that Consultant or any of Consultant's officers, employees or agents are in any manner officials, officers, employees or agents of District.
- 9.3** Neither Consultant, nor any of Consultant's officers, employees or agents, will obtain any rights to retirement, health care or any other benefits which may otherwise accrue to District's employees. Consultant expressly waives any claim to any such rights or benefits.

Section 10. Compliance with Applicable Laws.

Consultant shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement.

Section 11. Conflicts of Interest.

Consultant covenants that neither Consultant, nor any officer, principal nor employee of its firm, has or will acquire any interest, directly or indirectly, that would conflict in any manner with the interests of District or that would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that neither Consultant, nor any officer, principal or employee of its firm will make, participate in the making, or in any way attempt to use the position of Consultant to influence any decision of the District in which Consultant knows or has reason to know that Consultant, or any officer, principal or employee of Consultant has a financial interest as defined in Government Code section 87103.

Section 12. Confidential Information; Release of Information.

- 12.1** All information gained or work product produced by Consultant in performance of this Agreement will be considered confidential to the full extent permitted by law, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than District without prior written authorization from an Authorized Representative, except as may be required by law.
- 12.2** Consultant, its officers, employees, or agents, shall not, without prior written authorization from an Authorized Representative or unless requested by the District counsel, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order will not be considered "voluntary" provided Consultant gives District notice of such court order or subpoena.
- 12.3** If Consultant, or any officer, employee, or agent of Consultant, provides any information or work product (including Project Documents) in violation of this Agreement, then District shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorneys' fees related to any unauthorized disclosure by consultant or, caused by or incurred as a result of Consultant's conduct.
- 12.4** Consultant shall promptly notify District should, Consultant, its officers, employees, or agents be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the services performed under this Agreement. District retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with District and to provide District with the opportunity to review any response to discovery requests provided by

Consultant. However, this right to review any such response does not imply or mean the right by District to control, direct, or rewrite such response.

Section 13. Indemnification.

Consultant covenants and agrees that, during the term of this Agreement, any injury suffered as a result of Consultant's services shall be the sole responsibility of Consultant and its successors and assigns and District shall not be liable to Consultant, or any other person or persons whatsoever for any such injury, loss or damage to persons or property unless caused by the negligence or intentional acts of District or its Representatives (as solely defined below). Consultant shall defend, indemnify and hold District, its officers, directors and Representatives ("District Indemnitees") harmless from and against any and all claims, costs, liabilities, debts, demands, suits, actions, causes of action, obligations, proceedings, damages, judgments, liens and expenses of whatever nature, including attorneys' fees and disbursements (collectively, "Claims") which may be made against the District Indemnitees arising out of or in connection with (a) the retention by District of Consultant's services; (b) the performance of or failure to perform, the work covered by this Agreement which is caused or occasioned by any act, action, neglect on the part of Consultant, or its Representatives, in the performance of this Agreement and the work to be done under this Agreement; (c) the death and/or injury to any person or damage to any property (real or personal) and/or economic loss which may be caused or is claimed to have been caused, by the negligence, act or omission of Consultant or its Representatives or its or their property; (d) any violation or alleged violation by Consultant of any law or regulation now or hereafter enacted; and (e) any breach by Consultant of its obligations under this Agreement. The foregoing indemnity shall not apply to the extent any such Claims are ultimately established by a court of competent jurisdiction to have been caused by the negligence or willful misconduct of the District Indemnitees or any of them. District shall make all decisions with respect to its representation in any legal proceeding concerning this section. If Consultant fails to do so, District shall have the right, but not the obligation, to defend the same and charge all of the direct or incidental Claims of such defense, including attorneys' fees and costs, to Consultant and to recover the same from Consultant. The term "Representatives" shall mean employees, representatives, agents, contractors, subcontractors or any other persons directly or indirectly employed by any one of the foregoing or reasonably under the control of any of the foregoing or for whose acts any of the foregoing may be liable.

Section 14. Insurance.

Consultant agrees to obtain and maintain in full force and effect during the term of this Agreement the Insurance coverages listed in Exhibit "C." All Insurance policies

shall be subject to approval by District as to form and content. These requirements are subject to amendment or waiver if so approved in writing by an Authorized Representative.

Section 15. Assignment.

- 15.1** The expertise and experience of Consultant are material considerations for this Agreement. District has an interest in the qualifications of and capability of the persons and entities that will fulfill the duties and obligations imposed upon Consultant under this Agreement. Consultant may not assign or transfer this Agreement or any portion of this Agreement or the performance of any of Consultant's duties or obligations under this Agreement without the prior written consent of District. The District can withhold its approval/consent in its sole and absolute discretion. Any attempted assignment will be null and void, and will constitute a material breach of this Agreement entitling District to any and all remedies at law or in equity, including summary termination of this Agreement.
- 15.2** Consultant must obtain District's prior written approval before utilizing any subcontractors to perform any services under this Agreement, which approval may be withheld in District's sole and absolute discretion. This written approval must include the identity of the subcontractor and the terms of compensation. Approval by District does not imply any agreement to or endorsement by the District as to the competency or capability of any proposed subcontractor or sub-consultant, and District reserves any and all rights against both Consultant and such subcontractor or sub-consultant, for any failure to perform or other breach of any of the provisions of this Agreement, or the standards of performance defined herein, and no waiver is intended or to be implied by District's approval of any subcontractor or sub-consultant.

Section 16. Termination of Agreement.

- 16.1** District may terminate this Agreement, with or without cause, at any time by written notice of termination to Consultant. In the event such notice is given, Consultant shall cease immediately all work in progress.
- 16.2** Upon termination of this Agreement, all property belonging exclusively to District which is in Consultant's possession must be returned to District. Consultant shall promptly deliver to District a final invoice for all outstanding services performed and expenses incurred by Consultant as of the date of termination. Compensation for work in progress not based on an hourly rate will be prorated based on the percentage of work completed as of the date of termination.

16.3 Consultant acknowledges District’s right to terminate this Agreement as provided in this section, and hereby waives any and all claims for damages that might otherwise arise from District’s termination of this Agreement.

Section 17. Notices.

17.1 All written notices required or permitted to be given under this Agreement will be deemed made when received by the other Party at its respective address as follows:

To District: West Valley Water District
855 West Base Line Road
P. O. Box 920
Rialto, CA 92377
Attention: Van Jew
Acting General Manager

(Tel.) 909-875-1804
(Fax) 909-875-1849

To Consultant: _____
Address
Phone Number
Email Address

**** Please send all invoices by:**

Email: apinvoices@wvwd.org

or

**Mail: West Valley Water District
Accounts Payable
P.O. Box 920
Rialto, CA 92377**

17.2 Notice will be deemed effective on the date personally delivered or transmitted by facsimile. If the notice is mailed, notice will be deemed given three (3) days after deposit of the same in the custody of the United States Postal Service, postage prepaid, for first class delivery, or upon delivery if using a major courier service with tracking capabilities.

- 17.3** Any Party may change its notice information by giving notice to the other Party in compliance with this section.

Section 18. General Provisions.

- 18.1 Authority to Execute.** Each Party represents and warrants that all necessary action has been taken by such Party to authorize the undersigned to execute this Agreement and to bind it to the performance of its obligations hereunder.
- 18.2 Binding Effect.** Subject to Section 15, this Agreement is binding upon the heirs, executors, administrators, successors and assigns of the Parties, including any subcontractors or sub-consultants of Consultant.
- 18.3 Entire Agreement.** This Agreement, including the attached Exhibits “A” through “C,” is the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed in this Agreement and supersedes all other agreements or understandings, whether oral or written, between Consultant and District prior to the execution of this Agreement.
- 18.4 Modification of Agreement.** No amendment to or modification of this Agreement will be valid unless made in writing and approved by Consultant and approved in writing by the Board of Directors of the District, or in writing by the General Manager, if such power has been delegated to General Manager. The Parties agree that this requirement for written modifications cannot be waived and that any attempted waiver will be void.
- 18.5 Facsimile Signatures.** Amendments to this Agreement will be considered executed when the signature of a Party is delivered by facsimile transmission. Such facsimile signature will have the same effect as an original signature.
- 18.6 Waiver.** Waiver by any Party to this Agreement of any term, condition, or covenant of this Agreement will not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Agreement will not constitute a waiver of any other provision, or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by District of any services by Consultant will not constitute a waiver of any of the provisions of this Agreement.
- 18.7 Interpretation.** This Agreement will be interpreted, construed and governed according to the laws of the State of California. Each Party has had the opportunity to review this Agreement with legal counsel. The Agreement will be construed simply, as a whole, and in accordance with its fair meaning, and without resort to rules regarding draftsmanship. It will not be interpreted strictly for or against either Party.

- 18.8 Severability.** If any provision of this Agreement shall be ruled invalid, illegal or unenforceable, the Parties shall: (a) promptly negotiate a substitute for the provisions which shall to the greatest extent legally permissible, effect the intent of the Parties in the invalid, illegal or unenforceable provision, and (b) negotiate such changes in, substitutions for or additions to the remaining provisions of this Agreement as may be necessary in addition to and in conjunction with subsection (a) above to give effect to the intent of the Parties without the invalid, illegal or unenforceable provision. To the extent the Parties are unable to negotiate such changes, substitutions or additions as set forth in the preceding sentence, and the intent of the Parties with respect to the essential terms of the Agreement may be carried out without the invalid, illegal or unenforceable provisions, the balance of this Agreement shall not be affected, and this Agreement shall be construed and enforced as if the invalid, illegal or unenforceable provisions did not exist.
- 18.9 Venue.** The Parties agree any action or proceeding to enforce or relating to this Agreement shall be brought exclusively in the federal court located in Riverside County, California or state court located in San Bernardino County, California and the Parties hereto consent to the exercise of personal jurisdiction over them by such courts for purposes of any such action or proceeding.
- 18.10 Disputes.** If any disputes should arise between the Parties concerning the work to be done under this Agreement, the payments to be made, or the manner of accomplishment of the work, Consultant shall nevertheless proceed to perform the work as directed by District pending settlement of the dispute.
- 18.11 Cooperation.** Consultant shall cooperate in the performance of work with District and all other agents.
- 18.12 Time of Essence.** Time shall be of the essence as to all dates and times of performance contained in this Agreement.
- 18.13 Counterparts.** This Agreement may be signed and delivered in any number of counter parts, each of which, when signed and delivered, shall be an original, but all of which shall together constitute one and the same Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed effective as of the day and year first above written.

DISTRICT:

**WEST VALLEY WATER DISTRICT,
a public agency of the State of California**

By _____
Gregory Young, President

By _____
Van Jew, Acting General Manager

By _____
Nancy Albitre, Acting Board Secretary

APPROVED AS TO FORM:

ALVAREZ-GLASMAN & COLVIN

By _____
Vincent Ewing

CONSULTANT:

By _____

Name _____

Its _____

EXHIBIT A
TASK ORDER

TASK ORDER NO. 1

This Task Order (“Task Order”) is executed this _____ day of _____, 2023 by and between West Valley Water District, a public agency of the State of California (“District”) and _____ (“Consultant”).

RECITALS

- A. On or about _____, 2023 District and Consultant executed that certain Agreement for Professional Services (“Agreement”).
- B. The Agreement provides that the District will issue Task Orders from time to time, for the provision of certain services by Consultant.
- C. Pursuant to the Agreement, District and Consultant desire to enter into this Task Order for the purpose of setting forth the terms and conditions upon which Consultant shall render certain services to the District.

NOW, THEREFORE, THE PARTIES HERETO HEREBY AGREE AS FOLLOWS:

- 1. Consultant agrees to perform the services set forth on Exhibit “1” attached hereto and by this reference incorporated herein.
- 2. Subject to any limitations in the Agreement, District shall pay to Consultant the amounts specified in Exhibit “2” attached hereto and by this reference incorporated herein. The total compensation, including reimbursement for actual expenses, may not exceed the amount set forth in Exhibit “2,” unless additional compensation is approved in writing by the District.
- 3. Consultant shall perform the services described in Exhibit “1” in accordance with the schedule set forth in Exhibit “3” attached hereto and by this reference incorporated herein. Consultant shall commence work immediately upon receipt of a notice to proceed from the District. District will have no obligation to pay for any services rendered by Consultant in advance of receipt of the notice to proceed, and Consultant acknowledges that any such services are at Consultant’s own risk.
- 4. The provisions of the Agreement shall apply to this Task Order. As such, the terms and conditions of the Agreement are hereby incorporated herein by this reference.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have caused this Task Order to be executed effective as of the day and year first above written.

DISTRICT:

**WEST VALLEY WATER DISTRICT,
a public agency of the State of California**

Gregory Young, President

Van Jew, Acting General Manager

Nancy Albitre, Acting Board Secretary

CONSULTANT:

By _____

Name _____

Its _____

By _____

Name _____

Its _____

EXHIBIT "1"
TO
TASK ORDER NO. 1
SCOPE OF SERVICES

EXHIBIT "2"
TO
TASK ORDER NO. 1
COMPENSATION

EXHIBIT "3"
TO
TASK ORDER NO. 1
SCHEDULE

EXHIBIT B**KEY PERSONNEL**

Consultant's designated representative(s) who are authorized to act on its behalf and to make all decisions in connection with the performance of services under this Agreement are:

EXHIBIT C
INSURANCE

INSURANCE

A. **General Requirements.** Before commencing the performance of services under this Agreement, and at all other times this Agreement is effective, Consultant must procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

<u>Type of Insurance</u>	<u>Limits (combined single)</u>
Commercial General Liability:	\$1,000,000
Business Automobile Liability	\$1,000,000
Professional Liability	\$1,000,000
Workers Compensation	Statutory Requirement

B. **Commercial General Liability Insurance.** The amount of insurance set forth above must be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. The insurance must be on an “occurrence” not a “claims made” basis.

C. **Business Automobile Insurance.** Automobile coverage must be written on forms subject to the written approval of District.

D. **Professional Liability Insurance.** This coverage must be on an “occurrence” basis, including coverage for contractual liability. The Professional Liability Insurance required by this Agreement must be endorsed to be applicable to claims based upon, arising out of or related to services performed under this Agreement.

E. **Workers Compensation.** Consultant must have a State of California approved policy form providing the statutory benefits required by law with employer’s liability limits of no less than \$1,000,000 per accident for all covered losses, or Consultant must provide evidence of an approved self-insurance program.

F. **Additional Insureds.** Each Commercial General Liability Insurance policy and Business Auto Insurance policy must provide that the District, its officials, officers, employees, agents and volunteers are “additional insureds” under the terms of the policy and must provide that an act or omission of one the insureds will not reduce or avoid coverage to the other insureds.

G. **Deductibles and Self-Insured Retention.** Any deductibles or self-insured retentions applicable to the insurance policies required under this Agreement must be declared to and approved by District. In no event may any required insurance policy have a deductible, self-insured retention or other similar policy provision in excess of \$50,000 without prior written approval by District in its sole discretion. At the option of District, either the insurer will reduce or eliminate such deductibles or self-insured retentions with respect to the District’s additional insureds or Consultant will procure a bond guaranteeing payment of any losses, damages, expenses, costs or settlements up to the amount of such deductibles or self-insured retentions.

- H. **Primary Insurance.** Each of the insurance policies maintained by Consultant under this Agreement must state that such insurance will be deemed “primary” so that any insurance that may be carried by District will be deemed excess to that of Consultant. This endorsement must be reflected on forms as determined by District.
- I. **Certificates of Insurance and Endorsements.** Prior to commencing any services under this Agreement, Consultant must file with the District certificates of insurance and endorsements evidencing the existence of all insurance required by this Agreement, along with such other evidence of insurance or copies of policies as may reasonably be required by District. These certificates of insurance and endorsements must be in a form approved by the Legal Counsel. Consultant must maintain current certificates and endorsements on file with District during the term of this Agreement reflecting the existence of all required insurance. Each of the certificates must expressly provide that no material change in the policy, or termination thereof, will be effective except upon 30 days’ prior written notice to District by certified mail, return receipt requested. The delivery to District of any certificates of insurance or endorsements that do not comply with the requirements of this Agreement will not waive the District’s right to require compliance.
- J. **Insurance Rating.** All insurance required to be maintained by Consultant under this Agreement must be issued by companies licensed by or admitted to conduct insurance business in the State of California by the California Department of Insurance and must have a rating of A or better and Class VII or better by the latest edition of A.M. Best’s Key Rating Guide.
- K. **Aggregate Limits.** The aggregate limits for each insurance policy required under this Agreement must apply separately and solely to the services performed under this Agreement. If the required policies do not have an endorsement providing that the aggregate limit applies separately to the services being performed, or if defense costs are included in the aggregate limit, then the required aggregate limits must be increased to an amount satisfactory to District.
- L. **Waiver of Subrogation Rights.** Consultant and each insurer providing any insurance required by this Agreement must waive all rights of subrogation against District, its officials, officers, employees, agents and volunteers, and each insurer must issue a certificate to the District evidencing this waiver of subrogation rights.
- M. **Failure to Maintain Required Insurance.** If Consultant, for any reason, fails to obtain and maintain the insurance required by this Agreement, District may obtain such coverage at Consultant’s expense and deduct the cost of such insurance from payments due to Consultant under this Agreement or may terminate the Agreement.
- N. **Effect of Coverage.** The existence of the required insurance coverage under this Agreement shall not be deemed to satisfy or limit Consultant’s indemnity obligations under this Agreement. Consultant acknowledges that the insurance coverage and policy limits set forth in this Agreement constitute the minimum coverage and policy limits required. Any insurance proceeds available to District

in excess of the limits and coverage required by this Agreement, and which is applicable to a given loss, must be made available to District to compensate it for such losses.

RESOLUTION NO. 2023-03

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE WEST VALLEY WATER DISTRICT AMENDING SCHEDULES “B”
STANDING COMMITTEES AND SCHEDULE “C” OUTSIDE MEETINGS OF
ORDINANCE NO. 86 WITH RESPECT TO COMPENSATION AND POLICIES
RELATED TO BOARD ACTIVITIES**

WHEREAS, the West Valley Water District (“District”) Board of Directors (“Board”) conducted an election of officers for the position of President; and

WHEREAS, the need to amend Schedule “B” Standing Committees and Schedule “C” Outside Meetings is necessary; and

WHEREAS, Schedule “B” is a list of Standing Committee Meetings of the Board of Directors and the designated Directors for each Committee, attached hereto; and

WHEREAS, as Schedule “C” is a list of Outside Meetings of the Board of Directors and the designated Director for each Meeting, attached hereto. Each Outside Meeting listed on Schedule “C” sets forth a primary representative and alternate representative.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE WEST VALLEY WATER DISTRICT DOES HEREBY ORDAIN AS FOLLOWS:

Article 1. Superseding of Previous Enactments.

All other previous enactments providing for Board of Directors committee appointments have been superseded by this resolution. Schedules “B” & “C” may be amended from time to time by a duly adopted resolution of the Board.

ADOPTED, SIGNED AND APPROVED THIS 12th DAY OF JANUARY 2023.

Greg Young
President of the Board of Directors
West Valley Water District

ATTEST:

Elvia Dominguez, Board Secretary

CURRENT COMMITTEE MEMBERS

**SCHEDULE “B”
STANDING COMMITTEES**

ORGANIZATIONS

**DESIGNATED
REPRESENTATIVE**

Executive Committee

President
Vice President

Engineering/Planning Committee

Greg Young
Angela Garcia

External Affairs Committee

Angela Garcia
Channing Hawkins

Finance Committee

Greg Young
Dan Jenkins

Human Resources Committee

Kelvin Moore
Channing Hawkins

Safety and Technology Committee

Kelvin Moore
Dan Jenkins

Policy Review & Oversight Committee

Greg Young
Kelvin Moore

**SCHEDULE "C"
OUTSIDE MEETINGS**

ORGANIZATION	<u>DESIGNATED REPRESENTATIVE</u>	<u>ALTERNATE</u>
ACWA/JPIA	Channing Hawkins	General Manager
Bloomington Municipal Advisory Committee (MAC)	Greg Young	Angela Garcia
San Bernardino Valley Municipal Water District	Dan Jenkins	Channing Hawkins
Rialto Basin Groundwater Council	Greg Young	Kelvin Moore

SCHEDULE "B"
STANDING COMMITTEES

ORGANIZATIONS

DESIGNATED REPRESENTATIVE

Executive Committee

President
Vice President

Engineering/Planning Committee

External Affairs Committee

Finance Committee

Human Resources Committee

Safety and Technology Committee

Policy Review & Oversight Committee

**First position is the Chairperson*

**SCHEDULE "C"
OUTSIDE MEETINGS**

ORGANIZATION	<u>DESIGNATED REPRESENTATIVE</u>	<u>ALTERNATE</u>
ACWA/JPIA	_____	_____
	_____	_____
Bloomington Municipal Advisory Committee (MAC)	_____	_____
	_____	_____
San Bernardino Valley Municipal Water District	_____	_____
	_____	_____
Rialto Basin Groundwater Council	_____	_____
	_____	_____