



WEST VALLEY WATER DISTRICT  
855 W. BASE LINE ROAD, RIALTO, CA 92376  
PH: (909) 875-1804  
[WWW.WVWD.ORG](http://WWW.WVWD.ORG)

REGULAR BOARD MEETING  
AGENDA

THURSDAY, DECEMBER 19 – 6:00 P.M.

BOARD OF DIRECTORS

Gregory Young, President  
Daniel Jenkins, Vice President  
Estevan Bennett, Director  
Angela Garcia, Director  
Kelvin Moore, Director

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"In order to comply with legal requirements for posting of agendas, only those items filed with the Board Secretary's office by noon, on Wednesday a week prior to the following Thursday meeting, not requiring departmental investigation, will be considered by the Board of Directors."

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Members of the public may attend the meeting in person at 855 W. Base Line Road, Rialto, CA 92376, or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may be submitted via Zoom, by telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790, or via email to [administration@wvwd.org](mailto:administration@wvwd.org).

If you require additional assistance, please contact [administration@wvwd.org](mailto:administration@wvwd.org).

## **CALL TO ORDER**

## **ROLL CALL OF BOARD MEMBERS**

## **APPROVAL OF ANY BOARD MEMBERS REQUESTS FOR REMOTE**

## **PARTICIPATION PLEDGE OF ALLEGIANCE**

## **OPENING PRAYER**

## **CLOSED SESSION**

Public Participation on closed session matters

1. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION Paragraph (1) of subdivision (d) of Government Code Section 54956.9 Name of case: Naseem Farooqi v. West Valley Water District et al.
2. CONFERENCE WITH LABOR NEGOTIATORS Pursuant to Government Code Section 54957.6 Agency designated representatives: John Thiel, General Manager, Haydee Sainz, Human Resources Manager, Oliver Yee, Special Counsel Employee Groups: International Union of Operating Engineers, Local 12

Report out of Closed Session

## **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 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 or anything under the jurisdiction of the District. Also, please remember that no disruptions from the crowd will be tolerated. If someone disrupts the meeting, they will be removed.

## **PRESENTATIONS**

None.

## **CONSENT CALENDAR**

1. November 21, 2024 Regular Meeting Minutes
2. Purchase Order Report - November 2024
3. Fund Transfer Report - November 2024
4. Monthly Cash Disbursements Report - November 2024
5. Treasurer's Report – November 2024

6. Monthly Revenue and Expenditures Report - November 2024

7. West Valley Water District Travel Policy

## **BUSINESS MATTERS**

Consideration Of:

1. Approval of Contract with JPW for Prop 218 Outreach and Communications Support
2. Legislative Principles 2025
3. Short/Long Term Paid Family Leave Policy
4. Transitioning Participation in the California State Disability Program to Short/Long Term Disability Coverage
5. Video Surveillance Camera Policy
6. Side Letter Agreement Between the West Valley Water District and the International Union of Operators Engineers, Local 12

*Staff report and attachments will be available on the website in the event they are ready prior to the Board meeting. In any event, the attachments will be available at the Board meeting prior to Board action, with copies available for the Board and the public.*

7. Approval to Implement the Results of the Total Classification and Compensation Study for Designated Non-Represented and At-Will

*Staff report and attachments will be available on the website in the event they are ready prior to the Board meeting. In any event, the attachments will be available at the Board meeting prior to Board action, with copies available for the Board and the public.*

## **REPORTS**

1. Board Committee Reports
2. Board Members
3. General Manager
4. Legal Counsel
  - Updates on current legal topics/best practice
5. Board Secretary

## **UPCOMING MEETINGS**

- January 6, 2025 – Safety & Technology Committee at 5:00 p.m.
- January 7, 2025 - Executive Committee Meeting at 6:00 p.m.
- January 8, 2025 - HR Committee Meeting at 6:00 p.m.
- January 9, 2025 – Policy Review and Oversight Committee Meeting at 6:00 p.m.
- January 16, 2025 – Regular Board Meeting at 6:00 p.m.

## **UPCOMING COMMUNITY EVENTS**

- December 19th 6 p.m.- 8 p.m. Bloomington's Santa Photos/Tree Lighting at Ayala Park
- December 21, 2024, 8 a.m. – 'Fontana Santas' Toy Drive

## **UPCOMING EDUCATIONAL & TRAINING OPPORTUNITIES**

- February 3 – CMUA Capitol Day
- February 25-27 – ACWA D.C. 2025

## **ADJOURN**

### **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](http://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.**

### **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 December 12, 2024.**

*Elvia Dominguez*

Elvia Dominguez, Board Secretary



**REGULAR BOARD MEETING**  
of the  
**WEST VALLEY WATER DISTRICT**  
November 21, 2024

**OPENING CEREMONIES**

Call to Order - 6:00 p.m.  
Roll Call of Board Members

Attendee Name	Present	Absent	Arrived
Directors			
Angela Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Estevan Bennett	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Kelvin Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Daniel Jenkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
General Counsel			
Jeff Ferre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff			
John Thiel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
William Fox	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Haydee Sainz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Joanne Chan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Elvia Dominguez	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Socorro Pantaleon	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Rocky Welborn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Albert Clinger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Robert Ramirez	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Approval of Any Board Member Requests for Remote Participation - None.  
Pledge of Allegiance – The Pledge of Allegiance was led by Director Moore.  
Opening Prayer - The Opening Prayer was led by Elder Scotty Days.

**ADOPT AGENDA**

President Young moved up Adopt Agenda before Closed Session for the Board to consider adding a late-breaking item. Legal Counsel then recommended that the following item be added as Item 4 in Closed Session since there is a need to take action and that need came to the attention of the District after the posting of the Agenda. It was stated that the District’s insurer instructed the District to take action on a claim before referring it to the insurer. Therefore,

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pursuant to Government Code Section 54954.2(b)(2), it was recommended that the following item be added to the Agenda as part of the Closed Session:

4. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9

Receipt of Claim – Claimant Andrea Mendoza

Motion to add the late-breaking item as Closed Session item #4 to the agenda.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Daniel Jenkins, Vice President
<b>SECONDER:</b>	Kelvin Moore, Director
<b>AYES:</b>	Estevan Bennett, Angela Garcia, Daniel Jenkins, Kelvin Moore
<b>ABSENT:</b>	Gregory Young

Motion to adopt the agenda as amended.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Daniel Jenkins, Vice President
<b>SECONDER:</b>	Angela Garcia, Director
<b>AYES:</b>	Estevan Bennett, Angela Garcia, Daniel Jenkins, Kelvin Moore
<b>ABSENT:</b>	Gregory Young

**CLOSED SESSION**

Public Participation on closed session matters

President Young inquired if anyone from the public would like to speak on closed session items. No requests were received to speak via email or in-person, or on Zoom, therefore President Young closed the public comment period.

The Board entered into closed session at 6:06 p.m.

1. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

Paragraph (1) of subdivision (d) of Government Code Section 54956.9

Name of case: Naseem Farooqi v. West Valley Water District et al.

2. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency designated representatives: John Thiel, General Manager, Haydee Sainz, Human Resources Manager, Oliver Yee, Special Counsel

Employee Groups: International Union of Operating Engineers, Local 12

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3. PUBLIC EMPLOYMENT PURSUANT TO GOVERNMENT CODE SECTION 54957(B)(1). Titles: Chief Financial Officer.
4. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9  
Receipt of Claim – Claimant Andrea Mendoza

Report out of Closed Session

The Board adjourned the closed session at 6:53 p.m. to conduct the business portion of the meeting which commenced at 6:55 p.m. with all Board members present.

General Counsel Ferre reported that the Board discussed the closed session items and there was no reportable action taken on Items #1 - #3. In regard to Item #4 in Closed Session, on a motion by Director Moore, seconded by Vice President Jenkins, and a 5-0 vote, the Board took action to reject the claim of Andrea Mendoza and instructed that the appropriate notice be given.

### **PUBLIC PARTICIPATION**

President Young inquired if anyone from the public would like to speak. No requests were received to speak via email or in-person, or on Zoom, therefore President Young closed the public comment period.

### **PRESENTATIONS**

None.

### **CONSENT CALENDAR**

None.

### **BUSINESS MATTERS**

None.

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

#### **1. Board Committee Reports**

President Young reported on the Policy Review and Oversight Committee meeting and the Engineering, Operations and Planning Committee meeting.

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## **2. Board Members**

Director Moore reported on his attendance at the Fontana Chamber of Commerce Luncheon, WELL annual meeting, and ASBCSD meeting.

President Young wished everybody a Happy Thanksgiving, congratulated the winners from the 2024 Calendar Poster Contest from the previous meeting, and gave his condolences for the passing of Dr. June Hayes.

## **3. General Manager**

General Manager Thiel provided an update on recruitment.

## **4. Legal Counsel**

General Counsel Ferre provided an update on recent Brown Act Bills AB 2715 which would allow for threats to critical infrastructure controls and information relating to cybersecurity to be discussed during closed session, and AB 2302 which updates the requirements for teleconference participation by Board Members for public meetings.

## **5. Board Secretary**

Board Secretary Dominguez provided an overview of upcoming meetings and events. Due to the Holiday closure, the Board of Directors agreed to cancel the Regular Board meeting scheduled for January 2, 2024.

Director Moore thanked the staff members who deliver their agenda packets and thanked Public Outreach and Government Affairs for the Legislative Principles flow chart they created.

## **ADJOURN**

President Young adjourned the meeting at 7:13 p.m.

**ATTEST:**

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**Elvia Dominguez, Board Secretary**

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**STAFF REPORT**

**DATE:** December 19, 2024  
**TO:** Board of Directors  
**FROM:** Al Robles, Purchasing Supervisor  
**SUBJECT:** Purchase Order Report - November 2024

**MEETING HISTORY:**

12/16/24 Finance Committee

**BACKGROUND:**

The West Valley Water District (“District”) generated forty (40) Purchase Orders (“PO”) in the month of November 2024 to various vendors that provide supplies and services to the District. The total amount issued to PO’s for the month of November 2024 was \$528,674. A table listing all Purchase Orders for November 2024 is shown in **Exhibit A**. In examining the monthly activity of purchase orders \$25,000 or greater, it reveals that there were seven purchase orders amounting to \$357,113 or 67.5% of the total contractual obligations entered into during the month. These seven purchase orders \$25,000 and greater are detailed below:

<b>Purchase Order #</b>	<b>Vendor Name</b>	<b>Description of Purchases</b>	<b>Amount</b>
25-0193	Quinn Company	Caterpillar Backhoe	\$182,314
25-0171	Aqua-Metric Sales Co.	Meters 3" and 6"	32,632
25-0192	General Pump Company	Emergency: Repair/Replace Pump #3	30,642
25-0175	Merlin Johnson Construction Inc.	Alder Avenue Road Improvements	29,925
25-0177	Water Systems Consulting Inc.	Professional Services - Nitrate Assessment	27,745
25-0202	Core & Main LP	1.5" & 2" Kamstrup order	27,351
25-0185	KVAC Environmental	Pump out and clean Arsenic backwash tank	26,504
		<b>TOTAL</b>	<b>\$357,113</b>

There were no Change Orders (“CO”) approved at the General Manager’s approval level during the month of November 2024.

**FISCAL IMPACT:**

There is no fiscal impact for producing the November 2024 Purchase Order Report.

**REQUESTED ACTION:**

Approve the November 2024 Purchase Order Report.

**Attachments**

[Exhibit A - November 2024 Purchase Order Report.pdf](#)

# Exhibit A



West Valley Water District, CA

# Purchase Order Summary Report

## Purchase Order Detail

Issued Date Range 11/01/2024 - 11/30/2024

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
25-0169	1 1/2" & 2" KAMSTRUP METER ORDER 01657 - CORE & MAIN LP	Outstanding West Valley Water District	11/4/2024 11/4/2024	0.00	17,846.40
25-0170	METER 5/8" X 3/4" SENSUS SRII 00255 - AQUA-METRIC SALES CO	Completed West Valley Water District	11/4/2024 11/4/2024	0.00	492.24
25-0171	METERS 3" - 6" ORDER 00255 - AQUA-METRIC SALES CO	Partially Received West Valley Water District	11/4/2024 11/4/2024	0.00	32,631.71
25-0172	PVC Parts 00244 - HARRINGTON INDUSTRIAL PLASTICS	Outstanding West Valley Water District	11/5/2024 11/19/2024	0.00	5,354.98
25-0174	ERP Pro 10 Custom configuration services 01727 - TYLER TECHNOLOGIES INC	Outstanding West Valley Water District	11/5/2024 11/19/2024	0.00	4,090.00
25-0175	Alder Avenue Erosion Road Improvements 00206 - MERLIN JOHNSON CONST INC.	Outstanding West Valley Water District	11/6/2024 11/20/2024	0.00	29,925.00
25-0176	Dionex parts 01221 - THERMO ELECTRON NORTH AMERICA LLC	Partially Received West Valley Water District	11/12/2024 11/26/2024	0.00	12,083.69
25-0177	Professional Services for Assessing Nitrate levels 01062 - WATER SYSTEMS CONSULTING INC	Outstanding West Valley Water District	11/12/2024 11/26/2024	0.00	27,745.00
25-0178	30107 ORDER 00748 - YO FIRE	Completed West Valley Water District	11/13/2024 11/13/2024	0.00	756.00
25-0179	1 1/4" FLEX COUP ORDEDR 00748 - YO FIRE	Completed West Valley Water District	11/13/2024 11/13/2024	0.00	154.00
25-0180	Cooler Bags 00844 - COMPUTERIZED EMBROIDERY COMPANY INC	Partially Received West Valley Water District	11/8/2024 11/22/2024	0.00	3,319.41
25-0181	STOCK ORDER 08/22/2024 00748 - YO FIRE	Completed West Valley Water District	11/13/2024 11/13/2024	0.00	6,809.00
25-0182	Roemer Generator #2 Breaker EMERGENCY REPAIR 02637 - MCDONALD ELECTRIC INC	Outstanding West Valley Water District	11/13/2024 11/27/2024	0.00	5,770.32
25-0183	Computer suppiles Nov 2024 02325 - AMAZON.COM SALES INC	Completed West Valley Water District	11/13/2024 11/27/2024	0.00	2,200.75
25-0184	AIR VAC COVER ORDER 00160 - FERGUSON ENTERPRISES INC # 677	Completed West Valley Water District	11/14/2024 11/14/2024	0.00	2,970.00
25-0185	Pump out and clean Arsenic backwash tank 01190 - KVIC ENVIRONMENTAL SERVICES INC	Outstanding West Valley Water District	11/13/2024 11/27/2024	0.00	26,504.40
25-0186	30107 VALVE ORDER 00748 - YO FIRE	Partially Received West Valley Water District	11/14/2024 11/14/2024	0.00	3,480.00
25-0187	Cost Allocation Plan 02648 - CAPITAL ACCOUNTING PARTNERS LLC	Partially Received West Valley Water District	11/13/2024 11/27/2024	0.00	11,500.00



**Purchase Order Summary Report**

**Issued Date Range 11/01/2024 - 11/30/2024**

<b>PO Number</b>	<b>Description Vendor</b>	<b>Status Ship To</b>	<b>Issue Date Delivery Date</b>	<b>Trade Discount</b>	<b>Total</b>
25-0188	5/8" x 3/4" METER 00255 - AQUA-METRIC SALES CO	Outstanding West Valley Water District	11/18/2024 11/18/2024	0.00	4,922.40
25-0189	STOCK ORDER 11-18-24 00160 - FERGUSON ENTERPRISES INC # 677	Outstanding West Valley Water District	11/18/2024 11/18/2024	0.00	5,811.32
25-0190	Replacement and maintenance parts 00114 - HACH COMPANY	Outstanding West Valley Water District	11/15/2024 11/29/2024	0.00	2,290.37
25-0191	DAF circulating pump and motor. 01124 - GENERAL PUMP COMPANY INC	Outstanding West Valley Water District	11/18/2024 12/2/2024	0.00	13,547.97
25-0192	"EMERGENCY" Remove, Repair, Reinstall Eff Pump #3 01124 - GENERAL PUMP COMPANY INC	Outstanding West Valley Water District	11/14/2024 11/28/2024	0.00	30,641.68
25-0193	Caterpillar Backhoe 01528 - QUINN COMPANY	Outstanding West Valley Water District	11/18/2024 12/2/2024	0.00	182,313.64
25-0194	SB 88 Meter testing 00492 - MCCALLS METERS INC	Outstanding West Valley Water District	11/19/2024 12/3/2024	0.00	1,225.00
25-0195	Building C Water Heater Replacement 01429 - BHI PLUMBING, HEATING AND AIR CONDI	Outstanding West Valley Water District	11/7/2024 11/21/2024	0.00	2,840.00
25-0196	Fire Alarm service call for trouble alarm 01606 - CHAMPION FIRE SYSTEMS, INC.	Outstanding West Valley Water District	11/8/2024 11/22/2024	0.00	1,295.00
25-0197	30108 VALVE ORDER 00748 - YO FIRE	Outstanding West Valley Water District	11/25/2024 11/25/2024	0.00	1,460.00
25-0198	HYDRANT GUARD ORDER 01089 - S&J SUPPLY CO INC	Outstanding West Valley Water District	11/25/2024 11/25/2024	0.00	6,633.00
25-0199	Backflow Prevention Devices for Hydrant Meters 00066 - GRAINGER INC	Outstanding West Valley Water District	11/25/2024 12/9/2024	0.00	13,992.63
25-0200	HM Locks & Barrel Locks 00360 - USA BLUEBOOK	Outstanding West Valley Water District	11/25/2024 12/9/2024	0.00	4,694.39
25-0201	Autocad -including specilized toolsets GOV 3 yr 00642 - DLT SOLUTIONS LLC	Outstanding West Valley Water District	11/25/2024 12/9/2024	0.00	2,788.42
25-0202	1.5" & 2" KAMSTRUP ORDER 01657 - CORE & MAIN LP	Outstanding West Valley Water District	11/25/2024 11/25/2024	0.00	27,350.70
25-0203	2025 Annual Water Use Report & Support Services 01062 - WATER SYSTEMS CONSULTING INC	Outstanding West Valley Water District	11/25/2024 12/9/2024	0.00	14,971.00
25-0204	Breakroom Kitchen Sink Clean Out & Repair 01429 - BHI PLUMBING, HEATING AND AIR CONDI	Completed West Valley Water District	11/25/2024 12/9/2024	0.00	3,735.00
25-0205	15.25" OD X 15" WIDE FCRC 01089 - S&J SUPPLY CO INC	Outstanding West Valley Water District	11/26/2024 11/26/2024	0.00	906.00
25-0206	4" END CAP 01089 - S&J SUPPLY CO INC	Completed West Valley Water District	11/27/2024 11/27/2024	0.00	213.38
25-0207	Purchase of Ferric Chloride 00827 - BRENTAG PACIFIC INC	Outstanding West Valley Water District	11/27/2024 12/11/2024	0.00	1,874.36

**Purchase Order Summary Report**

**Issued Date Range 11/01/2024 - 11/30/2024**

<b>PO Number</b>	<b>Description Vendor</b>	<b>Status Ship To</b>	<b>Issue Date Delivery Date</b>	<b>Trade Discount</b>	<b>Total</b>
25-0208	Backflow Installs at Roemer 02551 - HAZZARD BACKFLOW INC	Outstanding West Valley Water District	11/27/2024 12/11/2024	0.00	10,900.00
25-0209	15.25" OD X 12.5" FCRC 00748 - YO FIRE	Outstanding West Valley Water District	11/27/2024 11/27/2024	0.00	635.00
<b>Purchase Order Count: (40)</b>			<b>Total Trade Discount: 0.00</b>	<b>Total: 528,674.16</b>	



## STAFF REPORT

**DATE:** December 19, 2024  
**TO:** Board of Directors  
**FROM:** William Fox, Chief Financial Officer  
**SUBJECT:** Fund Transfer Report - November 2024

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### **MEETING HISTORY:**

12/16/24 Finance Committee

### **BACKGROUND:**

At the August 20, 2020, Board of Directors meeting, the WVWD Board of Directors approved and authorized the Chief Financial Officer 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 to the Board of all transfers on a monthly basis and include this report in the monthly financial reports presented to the Board.

### **DISCUSSION:**

Following the Board's request for monthly updates on transfers related to investments is the November 2024 Funds Transfer Report. This is located at Exhibit A. There was one transfer during the month made from the Local Agency Investment Fund (LAIF) account totaling \$3.2 million going into the Chase General Checking Account. The funds were transferred to cover a PCL Construction invoice for the Roemer Expansion Project.

### **FISCAL IMPACT:**

Lost interest earnings on funds transferred from the LAIF account. The transfer was made out of operational necessity.

### **REQUESTED ACTION:**

Approve the November 2024 Funds Transfer Report.

**Attachments**

[Exhibit A - 2024 November Transfer Form.pdf](#)

# EXHIBIT A

**Fund Transfer Detail November 2024**

Date	Beginning Balances	Amount
11/26/2024	Chase Gen Checking	2,175,884.41
11/26/2024	LAIF	3,203,912.96

Date	Transfers	Amount
11/26/2024	LAIF → Chase Gen Checking	3,200,000.00

Date	Ending Balances (After Transfers) <sup>1</sup>	Amount
11/26/2024	Chase Gen Checking	10,253,930.67
11/26/2024	LAIF	3,912.96

(1) Ending balances may include other credits/deposits besides transfer amounts.



## STAFF REPORT

**DATE:** December 19, 2024  
**TO:** Board of Directors  
**FROM:** William Fox, Chief Financial Officer  
**SUBJECT:** Monthly Cash Disbursements Report - November 2024

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### **MEETING HISTORY:**

12/16/24 Finance Committee

### **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 previous month's disbursements 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 are 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 2024 Cash Disbursement Reports.

### **REQUESTED ACTION:**

Approve the November 2024 Cash Disbursement Reports.

### **Attachments**

[Exhibit A - 2024 November Cash Disbursements Board Report](#)

[Exhibit B - 2024 November Cash Disbursements Payroll.pdf](#)

# EXHIBIT A



**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
NOVEMBER 2024

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8210	ABF PRINTS INC	WATER QUALITY SUPPLIES	\$ 856.61	
8210	ABF PRINTS INC	NAME PLATES	\$ 170.25	
8210	ABF PRINTS INC	WALL DISPLAY POSTERS	\$ 308.17	
8211	CLIFTON LARSON ALLEN	Treasure Services-AUGUST 2024	\$ 3,000.00	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 15.00	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 15.00	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 46.50	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 64.50	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 760.00	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 57.00	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 52.50	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 82.50	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 52.50	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 142.50	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 7.50	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 22.50	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 202.50	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 22.50	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 7.50	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 142.50	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 7.50	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 1,620.00	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 42.00	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 42.00	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 204.00	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 42.00	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 42.00	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 204.00	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELL# 11	\$ 7.50	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 40.00	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELL# 11	\$ 7.50	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 123.50	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 17.50	
8212	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 17.50	
8213	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 847.28	
8213	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 881.73	
8213	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 875.75	
8213	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 618.18	
8213	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 638.03	
8213	FASTENAL COMPANY	SHOP SUPPLIES	\$ 599.04	
8213	FASTENAL COMPANY	SHOP SUPPLIES	\$ 675.85	
8214	HACH COMPANY	Purchase of EZ 6200	\$	61,103.18
8215	HASA INC.	CHEMICALS-BLF	\$ 1,449.96	
8215	HASA INC.	CHEMICALS-WELLS	\$ 183.66	
8215	HASA INC.	CHEMICALS-WELLS	\$ 299.66	
8215	HASA INC.	CHEMICALS-WELLS	\$ 292.41	
8215	HASA INC.	CHEMICALS-WELLS	\$ 149.83	
8215	HASA INC.	CHEMICALS-WELLS	\$ 263.41	
8215	HASA INC.	CHEMICALS-PERCHLORATE	\$ 374.57	
8216	INFOSEND INC	Bill Inserts -Poster contest	\$ 1,266.07	
8217	OFFICE SOLUTIONS BUSINESS PRODUCTS & SERVICES	OFFICE SUPPLIES	\$ 146.57	
8218	PICAZO'S FLOWER DESIGNS INC	PLANTS MAINTENANCE-SEPT 2024	\$ 424.00	
8219	RECYCLED AGGREGATE MATERIALS CO INC	MAINTENANCE SUPPLIES	\$ 55.69	
8219	RECYCLED AGGREGATE MATERIALS CO INC	DISPOSAL FEES	\$ 130.00	

**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8220	SAFETY COMPLIANCE COMPANY	FIELD SAFETY MTG 09/24/24	\$ 225.00	
8221	SB VALLEY MUNICIPAL	BASELINE FEEDER-JULY 2024	\$ 2,200.00	
8221	SB VALLEY MUNICIPAL	BASELINE FEEDER-JULY 2024	\$ 25,444.06	
8221	SB VALLEY MUNICIPAL	BASELINE FEEDER-JULY 2024	\$ 246,213.65	
8221	SB VALLEY MUNICIPAL	BASELINE FEEDER-JULY 2024	\$ 4,721.79	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 2.18	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 2.18	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 2.18	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.88	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.36	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.55	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.55	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 2.00	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 12.34	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 10.03	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 8.38	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.98	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.30	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.39	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.73	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.39	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.98	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.30	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.73	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 10.24	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 11.32	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 14.88	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 14.99	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 140.02	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 12.05	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 8.09	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.30	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.24	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.19	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.72	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.39	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 140.02	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.39	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.98	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.30	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 10.24	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 11.32	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 14.99	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.73	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 151.23	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.39	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.73	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 10.03	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.30	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 12.34	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 8.09	

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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.98	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.49	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.39	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.66	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.44	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.30	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.50	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.16	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.85	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.30	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 10.73	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.66	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.49	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.39	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.16	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 14.69	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.30	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 10.73	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.49	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.85	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.39	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.16	
8222	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.66	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 2.29	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 2.29	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.84	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.84	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.84	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.52	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.64	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.01	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.95	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.09	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.09	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.44	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 386.43	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.64	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 7.75	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 5.94	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.68	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 5.94	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 7.75	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.64	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.68	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 7.80	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 7.75	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.84	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.18	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.39	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.32	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.18	

**WEST VALLEY WATER DISTRICT**

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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.39	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.18	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.32	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.39	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.79	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.18	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS--FBR	\$ 4.39	
8222	UNIFIRST CORPORATION	UNIFORMS--FBR	\$ 4.95	
8222	UNIFIRST CORPORATION	UNIFORMS--FBR	\$ 8.32	
8222	UNIFIRST CORPORATION	UNIFORMS--FBR	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.39	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.95	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.32	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.39	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.95	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.32	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.39	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.95	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.32	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.93	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.32	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 17.12	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 28.19	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 5.24	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.93	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 5.09	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.93	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.32	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 5.24	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 301.40	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.32	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 5.24	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.93	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.32	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.95	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.39	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.95	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.39	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 383.44	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 5.09	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.32	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.95	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.39	
8222	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 7.14	
8222	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 7.14	
8222	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 7.14	
8222	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 7.14	
8222	UNIFIRST CORPORATION	JANITORIAL SERVICES-ROEMER	\$ 72.80	
8222	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 4.98	

**WEST VALLEY WATER DISTRICT**

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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8222	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.14	
8222	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 9.75	
8222	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 4.12	
8222	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.14	
8222	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 9.75	
8222	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 4.98	
8222	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 4.12	
8222	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 4.12	
8222	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.14	
8222	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 9.75	
8222	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 4.98	
8222	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.14	
8222	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 4.98	
8222	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 9.75	
8222	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 4.12	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.52	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.75	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.14	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.82	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.64	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.35	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.30	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.06	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.06	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 3.96	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.80	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.82	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 3.96	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.06	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.30	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.82	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.75	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.48	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.35	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.14	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.52	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.82	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.64	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.80	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 1,517.68	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.82	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.06	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.52	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.75	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.48	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.64	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 3.96	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.80	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.82	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.14	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.35	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.30	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.45	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 3.96	

**WEST VALLEY WATER DISTRICT**

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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.08	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.24	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.48	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.98	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.82	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.75	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.74	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.70	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.96	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.69	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.42	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.82	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 3.96	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.06	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.30	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.64	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.84	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.22	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.75	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.74	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.88	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.13	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.42	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.40	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.21	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.16	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.57	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.52	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.37	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 70.52	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 23.75	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.55	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.55	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.37	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.75	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.68	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.13	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.64	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.33	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.75	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 12.64	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 12.03	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.63	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.33	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.25	

**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
NOVEMBER 2024

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.92	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.03	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 106.40	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 112.01	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.92	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.32	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.33	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.07	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 3.67	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.69	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.69	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.83	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.68	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.92	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 11.22	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 3.67	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.09	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 3.03	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.33	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.59	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.07	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.27	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.01	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 2.29	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.33	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8222	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE CREDIT	\$ (100.29)	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 8.80	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 7.75	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.22	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.22	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 8.80	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 7.75	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.22	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.22	

**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.22	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.40	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 7.75	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.62	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.43	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.43	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.43	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.43	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.62	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.43	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.43	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.62	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.43	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.43	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.43	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.62	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.43	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.62	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.43	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.62	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.43	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.62	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.43	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.62	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 10.13	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 117.61	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.43	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.62	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 100.80	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.43	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.62	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.43	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.62	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.43	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.62	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.62	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.43	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.62	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.43	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 11.34	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.43	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.62	



**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.62	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.43	
8222	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 8.75	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 7.46	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 7.52	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 7.75	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 8.16	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 7.46	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.24	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.08	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 7.75	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.29	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.55	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.35	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 7.83	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.29	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.55	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 7.83	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.35	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.35	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.78	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.29	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.98	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.35	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.78	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.98	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.29	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.98	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.29	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.35	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.78	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 3.05	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.29	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.98	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 12.32	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 11.96	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 12.32	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.98	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.29	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 140.02	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.29	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.98	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.35	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 12.32	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.29	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 12.32	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.98	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.35	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 12.32	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.98	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.29	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.35	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.29	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.35	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.29	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.35	

**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 5.86	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.98	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 12.62	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.29	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 5.86	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.98	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 5.86	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.35	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.29	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.98	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 5.86	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.98	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.29	
8222	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.35	
8237	360 GLOBAL TECHNOLOGY LLC	WEB SERVICE FEE-DEC 2024	\$ 500.00	
8238	ABF PRINTS INC	2025 Water Conservation Calendar	\$ 4,460.85	
8239	ACWA/JOINT POWERS INSURANCE	W002 POLICY 2024-2025	\$ 240,723.37	
8240	AIR & HOSE SOURCE INC	WATER QUALITY SUPPLIES	\$ 634.38	
8241	ALBERT A WEBB ASSOCIATES	18" Trans Main Crossing I15_Citrus to Lytle Creek	\$	2,037.25
8242	ALVARADO, MARIANO	CALPERS EDUCATIONAL FORUM	\$ 719.38	
8243	BOOT BARN INC	SAFETY BOOTS-JONATHAN BARFIELD	\$ 250.00	
8243	BOOT BARN INC	SAFETY BOOTS-JOANNE CHAN	\$ 146.53	
8243	BOOT BARN INC	SAFETY BOOTS-GILBERT OLIVAREZ	\$ 250.00	
8243	BOOT BARN INC	SAFETY BOOTS-ALBERT HERRERA	\$ 169.43	
8243	BOOT BARN INC	SAFETY BOOTS-ARTURO JAUREGUI	\$ 201.48	
8243	BOOT BARN INC	SAFETY BOOTS-MICHAEL QUIROZ	\$ 250.00	
8243	BOOT BARN INC	SAFETY BOOTS-RALPH NAVARRO	\$ 201.48	
8244	BURNETT PHOTOGRAPHY	HEADSHOTS SESSION-DIRECTOR BENNETT	\$ 161.63	
8245	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 15.00	
8245	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 7.50	
8245	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 7.50	
8245	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 202.50	
8245	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 620.00	
8245	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 243.00	
8245	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELL# 11	\$ 267.50	
8245	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 40.00	
8245	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 123.50	
8245	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 90.00	
8245	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 123.50	
8245	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 90.00	
8245	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 17.50	
8245	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 17.50	
8246	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair-SEPT 2024	\$ 34.50	
8246	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair-SEPT 2024	\$ 827.50	
8246	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair-SEPT 2024	\$ 448.50	
8246	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair-SEPT 2024	\$ 209.00	
8246	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair-SEPT 2024	\$ 204.50	
8246	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair-SEPT 2024	\$ 172.50	
8246	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair-SEPT 2024	\$ 135.00	
8246	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair-SEPT 2024	\$ 69.00	
8246	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair-SEPT 2024	\$ 69.00	
8246	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair-SEPT 2024	\$ 34.50	
8246	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair-OCT 2024	\$ 209.00	
8246	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair-OCT 2024	\$ 204.50	

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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8246	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair-OCT 2024	\$ 34.50	
8246	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair-OCT 2024	\$ 34.50	
8246	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair-OCT 2024	\$ 448.50	
8246	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair-OCT 2024	\$ 827.50	
8246	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair-OCT 2024	\$ 172.50	
8246	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair-OCT 2024	\$ 69.00	
8246	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair-OCT 2024	\$ 69.00	
8246	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair-OCT 2024	\$ 135.00	
8247	ELITE ROAD SERVICE & TIRE INC	VEHICLES MAINTENANCE	\$ 283.47	
8247	ELITE ROAD SERVICE & TIRE INC	VEHICLES MAINTENANCE	\$ 518.10	
8248	ENGINEERING RESOURCES INC	Task Order 3 ERSC for Modifications Zone 8-3 Res.	\$	3,841.65
8249	ERS INDUSTRIAL SERVICES INC.	RETENTION PAYMENT-W24005 & W24006	\$	29,147.49
8249	ERS INDUSTRIAL SERVICES INC.	RETENTION PAYMENT-W24005 & W24006	\$	30,585.52
8250	GARCIA, ANGELA	CSDA CONFERENCE-LODGING	\$ 577.24	
8251	HARRINGTON INDUSTRIAL PLASTICS	PRODUCTION SUPPLIES	\$ 208.33	
8252	HASA INC.	CHEMICALS-WELLS	\$ 193.33	
8252	HASA INC.	CHEMICALS-WELLS	\$ 362.49	
8252	HASA INC.	CHEMICALS-WELLS	\$ 265.83	
8252	HASA INC.	CHEMICALS-WELLS	\$ 96.66	
8252	HASA INC.	CHEMICALS-WELLS	\$ 217.49	
8252	HASA INC.	CHEMICALS-WELLS	\$ 434.99	
8252	HASA INC.	CHEMICALS-BLF	\$ 1,449.96	
8252	HASA INC.	CHEMICALS-WELLS	\$ 434.99	
8252	HASA INC.	CHEMICALS-WELLS	\$ 132.91	
8252	HASA INC.	CHEMICALS-WELLS	\$ 181.24	
8252	HASA INC.	CHEMICALS-WELLS	\$ 217.49	
8252	HASA INC.	CHEMICALS-WELLS	\$ 374.57	
8252	HASA INC.	CHEMICALS-WELLS	\$ 217.49	
8252	HASA INC.	CHEMICALS-BLF	\$ 1,208.30	
8252	HASA INC.	CHEMICALS-WELLS	\$ 604.15	
8252	HASA INC.	CHEMICALS-WELLS	\$ 314.16	
8252	HASA INC.	CHEMICALS-WELLS	\$ 136.75	
8252	HASA INC.	CHEMICALS-WELLS	\$ 147.41	
8252	HASA INC.	CHEMICALS-WELLS	\$ 198.16	
8252	HASA INC.	CHEMICALS-WELLS	\$ 277.91	
8252	HASA INC.	CHEMICALS-PERCHLORATE	\$ 120.83	
8252	HASA INC.	CHEMICALS-PERCHLORATE	\$ 442.24	
8252	HASA INC.	CHEMICALS-FBR	\$ 3,256.07	
8253	INFOSEND INC	Bill Inserts - Aug Newsletters	\$ 2,599.35	
8254	JEFF CRIDER	WVWD HISTORY BOOK PROJECT	\$ 1,700.00	
8255	KVAC ENVIRONMENTAL SERVICES INC	Sludge removal and tank cleaning	\$ 5,217.98	
8256	MCDONALD ELECTRIC INC	BLF SUPPLIES	\$ 745.79	
8256	MCDONALD ELECTRIC INC	ROEMER SUPPLIES	\$ 808.04	
8257	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 638.32	
8257	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 215.27	
8257	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 225.26	
8257	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 83.62	
8257	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 607.04	
8258	PAUL FRANK GRAVESANDE	BACKHOE MAINTENANCE	\$ 730.00	
8259	SB VALLEY MUNICIPAL	BASELINE FEEDER-AUG 2024	\$ 2,200.00	
8259	SB VALLEY MUNICIPAL	BASELINE FEEDER-AUG 2024	\$ 25,444.06	
8259	SB VALLEY MUNICIPAL	BASELINE FEEDER-AUG 2024	\$ 67,357.52	
8259	SB VALLEY MUNICIPAL	BASELINE FEEDER-AUG 2024	\$ 4,721.79	
8260	STERLING WATER TECHNOLOGIES LLC	Praestol Flocculant for FBR Plant	\$ 4,900.48	



**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
NOVEMBER 2024

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.44	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.68	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.32	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.52	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.33	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 3.86	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.80	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.64	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.25	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.51	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.03	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.57	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 1.01	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.80	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.41	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.94	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.37	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.31	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 236.37	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 16.21	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.33	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.68	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.46	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 11.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 50.33	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.63	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.64	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.64	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.03	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.25	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.39	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.60	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.93	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.46	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.09	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 1.81	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 2.25	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.93	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.46	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.75	

**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 10.57	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.33	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.98	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 12.98	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.64	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.25	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 10.57	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 12.98	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.64	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.25	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.33	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.98	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.93	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.46	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.64	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.25	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.21	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.33	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 2.98	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.69	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.79	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.07	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.33	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.25	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.07	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.69	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 2.98	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 43.92	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.92	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 2.98	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.92	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.83	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.68	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.25	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.69	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	

**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
NOVEMBER 2024

<b>EFT/Check #</b>	<b>Vendor Name</b>	<b>Description</b>	<b>O &amp; M Amount</b>	<b>CIP Amount</b>
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.07	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.25	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.68	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 2.98	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.92	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.69	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.25	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 2.98	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.92	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.69	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.68	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.07	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.87	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.83	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 2.98	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 2.09	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.69	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.92	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.25	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.69	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 3.67	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.83	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.68	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.92	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 11.22	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.69	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 3.67	

**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
NOVEMBER 2024

<b>EFT/Check #</b>	<b>Vendor Name</b>	<b>Description</b>	<b>O &amp; M Amount</b>	<b>CIP Amount</b>
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.83	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.68	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.92	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 11.22	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.87	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.79	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.98	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.69	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.07	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 3.67	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.33	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.85	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 11.22	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.92	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.83	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.33	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.69	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 3.67	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.33	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 3.67	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.83	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.32	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.92	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 11.59	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 11.22	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.49	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.27	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.92	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.68	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 3.67	



**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
NOVEMBER 2024

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.83	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.87	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.07	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.98	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 3.67	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.92	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 1.62	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.49	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.93	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.33	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.07	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.33	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.92	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.27	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 3.67	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.32	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.27	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 15.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.93	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 3.67	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.33	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.07	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.33	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 82.15	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.27	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.32	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.01	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.67	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.33	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.33	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.07	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	

**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.07	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.33	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.33	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.01	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.03	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.32	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.27	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.59	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.32	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.59	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.33	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.07	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.98	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.98	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 13.53	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.68	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.83	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 11.22	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 13.53	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.98	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.98	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.59	
8262	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8262	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 560.02	
8262	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 100.80	
8262	UNIFIRST CORPORATION	HQ JANITORIAL SERVICES	\$ 87.22	
8262	UNIFIRST CORPORATION	HQ JANITORIAL SERVICES	\$ 87.22	
8274	CHANDLER ASSET MANAGEMENT	SERVICES 10/01/24-10/31/24	\$ 8,102.98	
8275	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 7.50	
8275	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 135.00	
8275	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 7.50	
8275	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 30.00	
8275	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 7.50	
8275	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 30.00	
8275	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 169.50	
8275	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 64.50	
8275	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 243.00	
8275	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 377.00	
8275	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELL#11	\$ 620.00	
8275	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 267.50	
8275	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 204.00	

**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8275	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 204.00	
8275	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 40.00	
8275	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 123.50	
8275	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 90.00	
8275	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 17.50	
8275	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 17.50	
8276	COMPUTERIZED EMBROIDERY COMPANY INC	SHIRTS-ANGELA GARCIA	\$ 96.77	
8276	COMPUTERIZED EMBROIDERY COMPANY INC	SHIRTS-JENKINS & YOUNG	\$ 409.81	
8277	HIDALGO, EDGAR	AFTER HOURS OT MEALS	\$ 37.55	
8278	INFOSEND INC	Postage/Printing for Customer Bills	\$ 5,008.99	
8278	INFOSEND INC	Postage/Printing for Customer Bills	\$ 18,498.43	
8279	JAUREGUI ARTURO	MEALS FOR AFTER HOURS CREW	\$ 17.51	
8279	JAUREGUI ARTURO	MEALS FOR AFTER HOURS CREW	\$ 17.52	
8279	JAUREGUI ARTURO	MEALS FOR AFTER HOURS CREW	\$ 17.52	
8279	JAUREGUI ARTURO	MEALS FOR AFTER HOURS CREW	\$ 17.51	
8280	PAUL FRANK GRAVESANDE	BACKHOE MAINTENANCE	\$ 495.00	
8281	RECYCLED AGGREGATE MATERIALS CO INC	SHOP SUPPLIES	\$ 185.05	
8281	RECYCLED AGGREGATE MATERIALS CO INC	DISPOSAL FEES	\$ 390.00	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.91	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.49	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.95	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.76	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.59	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.14	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.16	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.76	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.95	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.16	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.49	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.91	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.59	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.14	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.49	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.95	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.16	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.14	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.76	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.91	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 10.82	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.76	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.16	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.49	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.91	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.95	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 12.29	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.14	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 21.75	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.91	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.49	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.95	

**WEST VALLEY WATER DISTRICT**

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<b>EFT/Check #</b>	<b>Vendor Name</b>	<b>Description</b>	<b>O &amp; M Amount</b>	<b>CIP Amount</b>
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.76	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.16	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.14	
8282	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.95	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 7.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.27	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.84	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.70	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.58	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.27	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.84	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.70	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.58	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 7.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.35	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.28	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 6.00	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.84	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 7.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.28	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 7.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 6.00	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.35	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.84	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 7.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.72	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.84	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 8.86	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.70	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.30	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 6.00	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.93	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.93	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.30	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 6.00	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 6.00	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.30	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.93	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 6.00	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.93	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.30	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.41	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.52	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.93	

**WEST VALLEY WATER DISTRICT**

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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.52	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.93	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.79	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.79	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.52	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.93	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 7.13	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.14	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.52	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.98	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.52	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.79	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 11.39	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 22.20	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.98	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.86	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.49	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 12.32	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.96	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.03	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.49	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.86	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 15.84	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.03	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.49	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 3.23	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 3.23	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.49	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.03	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 21.53	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 3.23	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.49	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.03	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.49	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.03	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 3.23	

**WEST VALLEY WATER DISTRICT**

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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.49	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.03	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 3.23	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 3.23	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.03	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 4.49	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 24.73	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 3.23	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.49	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 6.01	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 3.23	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.49	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 6.01	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 6.01	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.49	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 3.23	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 27.19	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 6.01	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.49	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 3.23	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 6.01	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.49	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 3.23	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 6.01	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.49	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 6.01	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 3.23	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 3.23	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.49	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 6.01	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 3.23	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.49	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 7.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 8.01	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.49	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 6.01	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 3.23	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 3.23	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.49	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 6.01	

**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 29.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 3.23	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 6.01	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.49	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.49	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 3.23	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 6.01	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 3.23	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.49	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 6.01	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 3.23	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 6.01	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 1.68	
8282	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.95	
8282	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.32	
8282	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.39	
8282	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.32	
8282	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.95	
8282	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.39	
8282	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.39	
8282	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.95	
8282	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.32	
8282	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.39	
8282	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.95	
8282	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.32	
8282	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 31.97	
8282	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.32	
8282	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.95	
8282	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.39	
8282	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.85	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 7.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.52	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.58	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.68	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 10.00	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 12.85	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.52	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 7.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 8.22	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.58	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.85	

**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 10.00	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.68	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 10.00	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 2.88	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.85	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 7.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 8.22	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.58	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.68	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 12.76	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 4.83	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 7.40	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 7.56	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 7.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 8.62	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 10.00	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 13.40	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 4.77	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 10.49	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.61	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 7.94	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.05	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.58	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 10.49	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 10.17	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.05	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.61	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 4.77	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.76	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.23	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 13.40	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 10.49	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.89	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 7.87	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 2.25	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 7.87	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.76	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 13.72	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.89	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.23	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 13.40	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.46	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 11.55	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.81	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.89	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.23	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.66	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.46	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.23	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.65	



**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
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<b>EFT/Check #</b>	<b>Vendor Name</b>	<b>Description</b>	<b>O &amp; M Amount</b>	<b>CIP Amount</b>
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.81	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 8.32	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 4.71	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 11.55	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.66	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.01	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.23	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.46	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.81	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 8.76	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 2.09	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.01	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.09	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.81	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.46	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 38.15	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 22.48	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 11.55	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.46	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.89	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.81	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.66	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 8.32	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.52	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.81	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.65	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 12.33	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.46	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.81	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 10.57	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 8.32	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.46	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.81	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.82	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 10.57	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 8.32	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 4.47	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.81	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 4.97	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.82	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.23	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.01	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.82	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.81	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.01	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.23	

**WEST VALLEY WATER DISTRICT**

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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.82	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 25.82	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.81	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.89	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.23	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.81	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 7.50	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.23	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.81	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 8.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 7.50	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.89	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.23	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.89	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.81	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 7.50	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.82	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.81	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 4.79	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.00	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.82	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.81	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.00	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 4.79	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.81	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.82	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.00	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 4.79	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 4.79	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.00	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.82	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.81	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	

**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.08	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.82	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 4.79	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.00	
8282	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.81	
8282	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 6.14	
8282	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.95	
8282	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.95	
8282	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 6.14	
8282	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 6.14	
8282	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.95	
8282	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.95	
8282	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 6.14	
8282	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 6.14	
8282	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.95	
8282	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 6.14	
8282	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.95	
8282	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 6.14	
8282	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.95	
8282	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.75	
8282	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.46	
8282	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.50	
8282	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 10.35	
8282	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 19.66	
8282	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 4.46	
8282	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.50	
8282	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 10.35	
8282	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.50	
8282	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.50	
8282	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 10.35	
8282	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.50	
8282	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 19.42	
8282	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.50	
8282	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 199.93	
8282	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 147.50	
8282	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 10.35	
8298	ACWA /JPIA	DELTACARE DENTAL HMO	\$ (38.72)	
8298	ACWA /JPIA	HEALTH INSURANCE	\$ (1,154.60)	
8298	ACWA /JPIA	DELTACARE DENTAL PPO	\$ 95.72	
8298	ACWA /JPIA	EMPLOYEE ASSISTANCE PROGRAM	\$ 4.96	
8298	ACWA /JPIA	VISION	\$ 42.36	
8298	ACWA /JPIA	DELTACARE DENTAL PPO	\$ 407.08	
8298	ACWA /JPIA	HEALTH INSURANCE	\$ 5,937.22	
8298	ACWA /JPIA	VISION	\$ 84.72	
8298	ACWA /JPIA	DELTACARE DENTAL HMO	\$ 699.54	
8298	ACWA /JPIA	DELTACARE DENTAL PPO	\$ 9,156.42	
8298	ACWA /JPIA	EMPLOYEE ASSISTANCE PROGRAM	\$ 208.32	
8298	ACWA /JPIA	HEALTH INSURANCE	\$ 147,324.04	
8298	ACWA /JPIA	VISION	\$ 1,779.12	
8298	ACWA /JPIA	EE Adjusts	\$ 1,628.60	
8298	ACWA /JPIA	Retirees	\$ 15,431.72	
8298	ACWA /JPIA	Retirees	\$ 1,807.82	

**WEST VALLEY WATER DISTRICT**

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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8298	ACWA /JPIA	Retirees	\$ 571.86	
8299	AIR & HOSE SOURCE INC	MAINTENANCE SUPPLIES	\$ 158.93	
8300	ALBERT A WEBB ASSOCIATES	Design for Alder Avenue Erosion Mitigation	\$	5,139.55
8300	ALBERT A WEBB ASSOCIATES	Design for Alder Avenue Erosion Mitigation	\$	3,003.60
8300	ALBERT A WEBB ASSOCIATES	18" Trans Main Crossing I15_Citrus to Lytle Creek	\$	3,430.00
8300	ALBERT A WEBB ASSOCIATES	Design for Alder Avenue Erosion Mitigation	\$	6,311.00
8300	ALBERT A WEBB ASSOCIATES	18" Trans Main Crossing I15_Citrus to Lytle Creek	\$	3,723.25
8301	BEST BEST & KRIEGER LLP	LEGAL FEES	\$ 3,397.26	
8301	BEST BEST & KRIEGER LLP	LEGAL FEES	\$ 52.00	
8301	BEST BEST & KRIEGER LLP	LEGAL FEES	\$ 3,283.30	
8301	BEST BEST & KRIEGER LLP	LEGAL FEES	\$ 359.00	
8301	BEST BEST & KRIEGER LLP	LEGAL FEES	\$ 1,880.00	
8301	BEST BEST & KRIEGER LLP	LEGAL FEES	\$ 569.46	
8301	BEST BEST & KRIEGER LLP	LEGAL FEES	\$ 26,693.48	
8301	BEST BEST & KRIEGER LLP	LEGAL FEES	\$ 8,522.58	
8301	BEST BEST & KRIEGER LLP	LEGAL FEES	\$ 260.00	
8301	BEST BEST & KRIEGER LLP	LEGAL FEES	\$ 825.70	
8301	BEST BEST & KRIEGER LLP	LEGAL FEES	\$ 586.70	
8301	BEST BEST & KRIEGER LLP	LEGAL FEES	\$ 739.10	
8301	BEST BEST & KRIEGER LLP	LEGAL FEES	\$ 5,879.70	
8301	BEST BEST & KRIEGER LLP	LEGAL FEES	\$ 12,304.67	
8302	COMPUTERIZED EMBROIDERY COMPANY INC	SHIRT-ERIC ROSALES	\$ 64.14	
8302	COMPUTERIZED EMBROIDERY COMPANY INC	Cooler Bags	\$ 3,319.41	
8303	GARCIA, ANGELA	CSDA CONF-INDIAN WELLS	\$ 108.95	
8304	HARTLEY, MARY JO	OUTREACH PROGRAM SUPPLIES	\$ 77.62	
8305	HIDALGO, EDGAR	AFTER HOURS MEALS	\$ 22.33	
8305	HIDALGO, EDGAR	AFTER HOURS MEALS	\$ 22.34	
8306	OFFICE SOLUTIONS BUSINESS PRODUCTS & SERVICES	OFFICE SUPPLIES	\$ 47.37	
8307	SAFETY COMPLIANCE COMPANY	FIELD SAFETY MTG 10/08/24	\$ 225.00	
8307	SAFETY COMPLIANCE COMPANY	OFFICE SAFETY MTG 10/08/24	\$ 200.00	
8307	SAFETY COMPLIANCE COMPANY	FIELD SAFETY MTG 10/22/24	\$ 225.00	
8308	SAMBA HOLDINGS INC	HR SERVICES OCT 2024	\$ 148.35	
8309	SMILE AMERICA ABDI FOUNDATION	TURKEY SPONSORSHIP 2024	\$ 2,500.00	
8310	TKE ENGINEERING INC	24inch Waterline in Pepper Ave	\$	285.00
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 2.29	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 2.29	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.16	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 8.77	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.91	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.14	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.76	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.95	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.49	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 2.29	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.14	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.76	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.91	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.95	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.49	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.16	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.59	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 15.75	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 2.29	

**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
NOVEMBER 2024

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.91	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.14	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.49	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.59	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.95	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.16	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.76	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 2.29	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.14	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.59	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.49	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.91	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.95	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.16	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.76	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.16	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 2.29	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.14	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.59	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.95	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.91	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.49	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.76	
8311	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.16	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 2.29	
8311	UNIFIRST CORPORATION	CREDIT WTR QLTY DEPARTMENT	\$ (180.60)	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.79	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.44	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.44	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.44	
8311	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 6.01	
8311	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 1.68	
8311	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 3.23	
8311	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.08	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.44	
8311	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 1.68	
8311	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.08	
8311	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 6.01	
8311	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 3.23	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.44	
8311	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 1.68	
8311	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 3.23	
8311	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.08	
8311	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 6.01	
8311	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.44	
8311	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 1.68	
8311	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.08	
8311	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 3.23	
8311	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 6.01	

**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8311	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 9.75	
8311	UNIFIRST CORPORATION	CREDIT FBR DEPARTMENT	\$ (21.32)	
8311	UNIFIRST CORPORATION	CREDIT FBR DEPARTMENT	\$ (53.33)	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 7.14	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 7.14	
8311	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.39	
8311	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.95	
8311	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.32	
8311	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 7.14	
8311	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.95	
8311	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.32	
8311	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.39	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 7.14	
8311	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.39	
8311	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.95	
8311	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.32	
8311	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 7.14	
8311	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.95	
8311	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.32	
8311	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.39	
8311	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.39	
8311	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.32	
8311	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 4.95	
8311	UNIFIRST CORPORATION	JANITORIAL SERVICES-ROEMER	\$ 75.20	
8311	UNIFIRST CORPORATION	JANITORIAL SERVICES-ROEMER	\$ 72.80	
8311	UNIFIRST CORPORATION	JANITORIAL SERVICES-ROEMER	\$ 76.94	
8311	UNIFIRST CORPORATION	JANITORIAL SERVICES--ROEMER	\$ 72.80	
8311	UNIFIRST CORPORATION	CREDIT ROEMER DEPARTMENT	\$ (28.70)	
8311	UNIFIRST CORPORATION	CREDIT ROEMER DEPARTMENT	\$ (19.60)	
8311	UNIFIRST CORPORATION	CREDIT ROEMER DEPARTMENT	\$ (29.87)	
8311	UNIFIRST CORPORATION	CREDIT ROEMER DEPARTMENT	\$ (43.40)	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 4.12	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 4.98	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.14	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.14	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 4.12	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 4.98	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.14	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 4.12	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 4.98	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 4.98	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.14	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 13.87	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 4.12	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 4.98	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.14	

**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.14	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 4.98	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 4.12	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 7.14	
8311	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 9.75	
8311	UNIFIRST CORPORATION	CREDIT MAINTENANCE DEPARTMENT	\$ (452.47)	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 3.67	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.69	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.77	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.32	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.68	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.92	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 11.22	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.92	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.68	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.83	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.69	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 3.67	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 13.53	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.98	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.98	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.33	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.59	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.83	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.93	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 11.22	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.98	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.95	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.59	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.98	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	

**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.83	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.68	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.95	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.98	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 3.83	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.68	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.83	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 11.22	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.98	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 11.22	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.68	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.83	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.98	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.95	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 3.83	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.98	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.02	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.16	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.98	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.98	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.27	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.10	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.95	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.83	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 11.22	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.26	
8311	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 4.84	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.82	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.81	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 4.79	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.00	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.08	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 4.79	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.81	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.08	



**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.00	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.82	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.82	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.08	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.00	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 4.79	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.81	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.00	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.82	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.08	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.81	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 4.79	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.08	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.00	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 4.79	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.81	
8311	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.82	
8311	UNIFIRST CORPORATION	JANITORIAL SERVICES-HQ	\$ 87.22	
8311	UNIFIRST CORPORATION	JANITORIAL SERVICES-HQ	\$ 87.22	
8311	UNIFIRST CORPORATION	JANITORIAL SERVICES-ROEMER	\$ 72.80	
8311	UNIFIRST CORPORATION	JANITORIAL SERVICES-HQ	\$ 87.22	
8311	UNIFIRST CORPORATION	JANITORIAL SERVICES-HQ	\$ 87.22	
8311	UNIFIRST CORPORATION	JANITORIAL SERVICES-HQ	\$ 87.22	
8311	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.95	
8311	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 6.14	
8311	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.95	
8311	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 6.14	
8311	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.95	
8311	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 6.14	
8311	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.95	
8311	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 6.14	
8311	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.95	
8311	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 6.14	
8311	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.95	
8311	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 6.14	
8311	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.75	
8311	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.50	
8311	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 10.35	
8311	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 22.39	
8311	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 98.36	
8311	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.28	
8311	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 5.91	
8311	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 10.35	
8311	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.50	
8311	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.50	
8311	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 5.91	

**WEST VALLEY WATER DISTRICT**

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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
8311	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 10.35	
8311	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.28	
8311	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 10.35	
8311	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.50	
8311	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.28	
8311	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 5.91	
8321	ABF PRINTS INC	BUSINESS CARDS-MELISSA BLOUNT	\$ 59.26	
8321	ABF PRINTS INC	GRAPHIC DESIGN-OUTREACH	\$ 323.25	
8322	BEST BEST & KRIEGER LLP	LEGAL FEES	\$ 207.40	
8322	BEST BEST & KRIEGER LLP	LEGAL FEES	\$ 168.92	
8322	BEST BEST & KRIEGER LLP	LEGAL FEES	\$ 115.70	
8323	CDW GOVERNMENT INC	COMPUTER SUPPLIES	\$ 1,372.21	
8323	CDW GOVERNMENT INC	COMPUTER SUPPLIES	\$ (1,372.21)	
8323	CDW GOVERNMENT INC	Microsoft Office 365 anual subscription G5 upgrade	\$ 17,641.50	
8323	CDW GOVERNMENT INC	Microsoft Office 365 anual subscription G5 upgrade	\$ 5,066.40	
8323	CDW GOVERNMENT INC	Microsoft Office 365 anual subscription G5 upgrade	\$ 545.30	
8323	CDW GOVERNMENT INC	Microsoft Office 365 anual subscription G5 upgrade	\$ 545.28	
8323	CDW GOVERNMENT INC	Microsoft Office 365 anual subscription G5 upgrade	\$ 19,311.00	
8323	CDW GOVERNMENT INC	Microsoft Office 365 anual subscription G5 upgrade	\$ 12,830.25	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 15.00	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 15.00	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 15.00	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 701.50	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 7.50	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 825.50	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 22.50	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 202.50	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 142.50	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 31.50	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 51.00	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 51.00	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 7.50	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 19.50	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 202.50	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 250.50	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 19.50	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 243.00	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 341.00	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 142.50	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELL#6	\$ 182.50	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 30.00	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELL#11	\$ 7.50	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 40.00	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 40.00	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 123.50	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 560.50	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 90.00	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 75.00	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 226.00	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 17.50	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 17.50	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 90.00	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 17.50	
8324	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 17.50	



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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
87602	CITY OF COLTON	PERMIT FEES	\$ 618.00	
87602	CITY OF COLTON	PERMIT FEES	\$ 618.00	
87602	CITY OF COLTON	PERMIT FEES	\$ 618.00	
87603	CLEANMART USA	Janirotiral supplies for the District	\$ 1,334.83	
87604	CORE & MAIN LP	24 inch weld flanges for 6-1 Booster	\$ 1,152.75	
87605	CUSTOM WATER, INC	Water bottles for community events	\$ 1,293.20	
87606	DIGITAL IMAGE SOLUTIONS, LLC	COPIER MAINTENANCE	\$ 242.40	
87607	FMB TRUCK OUTFITTERS, INC.	VEHICLES MAINTENANCE	\$ 685.98	
87607	FMB TRUCK OUTFITTERS, INC.	VEHICLES MAINTENANCE	\$ 685.98	
87607	FMB TRUCK OUTFITTERS, INC.	VEHICLES MAINTENANCE	\$ 296.04	
87608	GARDA CL WEST INC	ARMORED TRANSPORT-OCT 2024	\$ 579.33	
87608	GARDA CL WEST INC	ARMORED TRANSPORT-SEPT 2024	\$ 3.39	
87609	GHD INC	Professional Engineering Services Roemer Expansion	\$	83,563.24
87610	GRAINGER INC	PRODUCTION SUPPLIES	\$ 247.83	
87610	GRAINGER INC	ROEMER SUPPLIES	\$ 325.06	
87610	GRAINGER INC	ROEMER SUPPLIES	\$ 22.27	
87611	INLAND EMPIRE UTILITIES AGENCY	SERVICES AUG 2024	\$ 62,095.76	
87611	INLAND EMPIRE UTILITIES AGENCY	SERVICES SEPT 2024	\$ 5,069.58	
87612	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	\$ 33.38	
87612	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	\$ 21.52	
87612	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	\$ 12.41	
87612	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	\$ 34.45	
87612	JOHNSON'S HARDWARE INC	WATER QLTY SUPPLIES	\$ 137.75	
87612	JOHNSON'S HARDWARE INC	WATER QUALITY SUPPLIES	\$ 30.74	
87613	LARA, PAOLA	CSDA CONFERENCE-PAOLA LARA	\$ 150.08	
87614	MCCALLS METERS INC	METERS SUPPLIES	\$ 50.00	
87615	MCCROMETER INC	FlowCom Register	\$ 680.32	
87616	NED'S OIL SALES INC	PRODUCTION SUPPLIES	\$ 2.97	
87617	PINA ENTERPRISE INC.	Emergency plumbing repair	\$ 11,500.00	
87618	QUADIENT FINANCE USA INC	POSTAGE METER RENTAL	\$ 719.05	
87619	RIALTO WATER SERVICES	FBR WATER SVC-09/20/24-10/14/24	\$ 1,579.31	
87619	RIALTO WATER SERVICES	ROEMER WATER-08/31/24-09/30/24	\$ 67.17	
87620	SC COMMERCIAL LLC	Drip Oil	\$ 10.69	
87620	SC COMMERCIAL LLC	Drip Oil	\$ 13.95	
87620	SC COMMERCIAL LLC	Drip Oil	\$ 107.75	
87620	SC COMMERCIAL LLC	Drip Oil	\$ 5,818.93	
87621	SO CALIFORNIA EDISON	ROEMER-09/30/24-10/28/24	\$ 61,046.19	
87622	SOLID WASTE MANAGEMENT DIVISION	ROEMER DISPOSAL FEES	\$ 1.16	
87622	SOLID WASTE MANAGEMENT DIVISION	ROEMER DISPOSAL FEES	\$ 481.46	
87623	THE PUN GROUP LLP	Professional Services/Auditing	\$ 14,600.00	
87624	USA BLUEBOOK	Well 11 Level transducer	\$ 2,555.89	
87625	VERIZON WIRELESS PHONES	CELL PHONES/IPADS	\$ 5,373.36	
87625	VERIZON WIRELESS PHONES	CELL PHONES/IPADS	\$ 2,270.45	
87625	VERIZON WIRELESS PHONES	CELL PHONES/IPADS	\$ 1,070.05	
87626	YO FIRE	STOCK ORDER 10212024	\$ 2,792.88	
87626	YO FIRE	STOCK ORDER 10282024	\$ 96.98	
87626	YO FIRE	STOCK ORDER 10282024	\$ 393.29	
87626	YO FIRE	STOCK ORDER 10282024	\$ 499.96	
87626	YO FIRE	ROEMER SUPPLIES	\$ 226.28	
87627	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 34.94	
87627	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 18.31	
87628	CITY OF RIALTO	UTILITY USER TAX-OCT 2024	\$ 57,594.79	
87628	CITY OF RIALTO	UTILITY USER TAX-OCT 2024	\$ (179.81)	
87629	CITY OF RIALTO-ENGINEERING SERVICES DEPARTMENT	ENCROACHMENT PERMIT FEE-867 S VINE	\$ 958.70	

**WEST VALLEY WATER DISTRICT**

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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
87629	CITY OF RIALTO-ENGINEERING SERVICES DEPARTMENT	ENCROACHMENT PERMIT FEE-1690 N ALICE	\$ 958.70	
87629	CITY OF RIALTO-ENGINEERING SERVICES DEPARTMENT	ENCROACHMENT PERMIT FEE-782 W FROMER ST	\$ 958.70	
87629	CITY OF RIALTO-ENGINEERING SERVICES DEPARTMENT	ENCROACHMENT PERMIT FEE-1445 N OAKDALE AVE	\$ 958.70	
87629	CITY OF RIALTO-ENGINEERING SERVICES DEPARTMENT	ENCROACHMENT PERMIT FEE-2368 N SYCAMORE AVE	\$ 958.70	
87630	CITY OF SAN BERNARDINO	LYTLE CREEK STREAMFLOW-OCT 2024	\$ 23,266.71	
87631	COLTON PUBLIC UTILITIES	WELL 18A-09/26/24-10/28/24	\$ 586.08	
87632	DIGITAL IMAGE SOLUTIONS, LLC	COPIER MAINTENANCE	\$ 348.14	
87633	DIMITRIUS GLASS	AFTER HOURS OT MEALS	\$ 12.71	
87634	FAIRVIEW FORD	New 2024 Ford F600 Utility Service Body Truck	\$	236,998.01
87635	FAST SERVICE	CUSTOMER SERVICES-OCT 2024	\$ 217.00	
87636	FERGUSON ENTERPRISES INC # 677	SHOP SUPPLIES	\$ 300.15	
87637	GARDA CL WEST INC	ARMORED TRANSPORT-NOV 2024	\$ 579.33	
87638	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 69.75	
87638	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 350.08	
87639	MARROQUIN, RICARDO	D3 CERTIFICATION RENEWAL	\$ 190.00	
87640	OLD DOMINION FREIGHT LINE, INC	DEPOSITS REFUND-CONTINGENCY/METER/VALVE	\$ 1,700.00	
87640	OLD DOMINION FREIGHT LINE, INC	DEPOSITS REFUND-CONTINGENCY/METER/VALVE	\$ 120.00	
87640	OLD DOMINION FREIGHT LINE, INC	DEPOSITS REFUND-CONTINGENCY/METER/VALVE	\$ 8,312.70	
87641	PACK N MAIL	CUSTOMER SERVICES-OCT 2024	\$ 110.00	
87642	RIALTO WATER SERVICES	WATER WELL#16-09/25/24-10/30/24	\$ 30.42	
87643	SO CALIFORNIA EDISON	VARIOUS LOCATIONS-09/30/24-10/28/24	\$ 62,278.59	
87643	SO CALIFORNIA EDISON	VARIOUS LOCATIONS-09/30/24-10/28/24	\$ 89,458.79	
87643	SO CALIFORNIA EDISON	VARIOUS LOCATIONS-09/30/24-10/28/24	\$ 14,064.98	
87643	SO CALIFORNIA EDISON	S END SHOP-10/08/24-11/05/24	\$ 169.94	
87643	SO CALIFORNIA EDISON	VARIOUS LOCATIONS-09/30/24-10/28/24	\$ 17,894.93	
87643	SO CALIFORNIA EDISON	WELL#6-10/10/24-11/07/24	\$ 17,668.50	
87643	SO CALIFORNIA EDISON	VARIOUS LOCATIONS-09/30/24-10/28/24	\$ 18,218.87	
87643	SO CALIFORNIA EDISON	VARIOUS LOCATIONS-09/30/24-10/28/24	\$ 2,715.83	
87643	SO CALIFORNIA EDISON	VARIOUS LOCATIONS-09/30/24-10/28/24	\$ 113.03	
87643	SO CALIFORNIA EDISON	VARIOUS LOCATIONS-09/30/24-10/28/24	\$ 4,615.48	
87644	SOUTH COAST AQMD	ANNUAL RENEWAL FEES	\$ 541.04	
87644	SOUTH COAST AQMD	EMISSIONS FEES	\$ 165.96	
87645	THE GAS COMPANY	ROEMER GAS-10/02/24-11/01/24	\$ 16.42	
87646	ULINE	SHOP SUPPLIES	\$ 160.93	
87647	UNDERGROUND SERVICE ALERT	MAINTENANCE SUPPLIES	\$ 565.00	
87647	UNDERGROUND SERVICE ALERT	NEW TICKETS	\$ 217.84	
87648	UNIVAR USA INC	Phosphoric Acid for FBR Plant	\$ 15,709.09	
87649	YO FIRE	3" GATE VALVE	\$ 752.10	
87649	YO FIRE	STOCK ORDER 10282024	\$ 1,101.20	
87649	YO FIRE	STOCK ORDER 10282024	\$ 452.55	
87649	YO FIRE	STOCK ORDER 10282024	\$ 293.08	
87649	YO FIRE	STOCK ORDER 10282024	\$ 249.98	
87649	YO FIRE	STOCK ORDER 10282024	\$ 17.24	
87649	YO FIRE	STOCK ORDER 10282024	\$ 527.98	
87649	YO FIRE	30107 ORDER	\$ 814.59	
87650	KENNEDY, PETER	CUSTOMER REFUND	\$ 42.29	
87651	Stewart, Ladean	CUSTOMER REFUND	\$ 39.55	
87652	LENNAR CORP	CUSTOMER REFUND	\$ 29.28	
87653	LENNAR HOMES	CUSTOMER REFUND	\$ 25.80	
87654	LENNAR HOMES	CUSTOMER REFUND	\$ 21.12	
87655	LENNAR HOMES	CUSTOMER REFUND	\$ 24.61	
87656	LENNAR HOMES	CUSTOMER REFUND	\$ 29.28	
87657	LENNAR HOMES	CUSTOMER REFUND	\$ 23.26	
87658	LENNAR CORP	CUSTOMER REFUND	\$ 37.95	

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87659	LENNAR CORP	CUSTOMER REFUND	\$ 0.79	
87660	LENNAR HOMES	CUSTOMER REFUND	\$ 27.30	
87661	LENNAR HOMES	CUSTOMER REFUND	\$ 1.84	
87662	LENNAR HOMES	CUSTOMER REFUND	\$ 2.90	
87663	LENNAR HOMES	CUSTOMER REFUND	\$ 4.08	
87664	CAROCHI, DAVID	CUSTOMER REFUND	\$ 13.30	
87665	Xiao, Ningfeng	CUSTOMER REFUND	\$ 65.42	
87666	BYERS, G. D.	CUSTOMER REFUND	\$ 145.66	
87667	RUIZ, KARLA	CUSTOMER REFUND	\$ 4.15	
87668	LENNAR HOMES	CUSTOMER REFUND	\$ 9.21	
87669	LENNAR HOMES	CUSTOMER REFUND	\$ 12.78	
87670	Malhotra, Simran Kaur	CUSTOMER REFUND	\$ 63.11	
87671	LENNAR CORP	CUSTOMER REFUND	\$ 23.85	
87672	LENNAR HOMES	CUSTOMER REFUND	\$ 21.87	
87673	LENNAR CORP	CUSTOMER REFUND	\$ 9.96	
87674	LENNAR CORP	CUSTOMER REFUND	\$ 3.75	
87675	LENNAR CORP	CUSTOMER REFUND	\$ 6.05	
87676	LENNAR CORP	CUSTOMER REFUND	\$ 3.75	
87677	LENNAR CORP	CUSTOMER REFUND	\$ 1.87	
87678	LENNAR CORP	CUSTOMER REFUND	\$ 20.84	
87679	LENNAR CORP	CUSTOMER REFUND	\$ 28.33	
87680	LENNAR HOMES	CUSTOMER REFUND	\$ 20.61	
87681	LENNAR HOMES	CUSTOMER REFUND	\$ 42.88	
87682	LENNAR HOMES	CUSTOMER REFUND	\$ 18.60	
87683	LENNAR HOMES	CUSTOMER REFUND	\$ 21.72	
87684	LENNAR HOMES	CUSTOMER REFUND	\$ 25.10	
87685	LENNAR HOMES	CUSTOMER REFUND	\$ 23.85	
87686	LENNAR HOMES	CUSTOMER REFUND	\$ 25.10	
87687	C. P. CONSTRUCTION CO.INC	CUSTOMER REFUND	\$ 1,698.58	
87688	EPC SERVICES CO	CUSTOMER REFUND	\$ 2,223.51	
87689	C.P. CONSTRUCTION	CUSTOMER REFUND	\$ 3,397.50	
87690	CYPRESS BUILDERS INC	CUSTOMER REFUND	\$ 3,655.91	
87691	FLEET YARDS INC	CUSTOMER REFUND	\$ 3,499.00	
87692	Alfredo Lucatero	VEHICLES MAINTENANCE	\$ 863.01	
87692	Alfredo Lucatero	VEHICLES MAINTENANCE	\$ 380.90	
87693	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 32.39	
87693	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 67.93	
87693	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 59.40	
87693	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 114.14	
87693	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 238.12	
87693	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 6.45	
87693	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 144.18	
87693	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 444.66	
87693	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 36.95	
87694	AQUA-METRIC SALES CO	METER 5/8" X 3/4" SENSUS SR11	\$ 530.38	
87694	AQUA-METRIC SALES CO	1" METER ORDER 10282024	\$ 33,488.70	
87695	CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION	CA TAX AND FEES-ACCT#219-849504	\$ 353.68	
87696	CA-NV AWWA	CROSS CONNECTION SPECIALIST CERT.	\$ 125.00	
87697	CAPITAL ACCOUNTING PARTNERS LLC	Cost Allocation Plan	\$ 1,496.25	
87698	CHR SERVICES	FIRST AID & CPR 9 EMPLOYEES	\$ 585.00	
87698	CHR SERVICES	FIRST AID & CPR 23 EMPLOYEES	\$ 1,495.00	
87699	CINTAS CORPORATION	JANITORIAL SERVICES-HQ	\$ 182.54	
87699	CINTAS CORPORATION	JANITORIAL SERVICES-HQ	\$ 192.49	
87699	CINTAS CORPORATION	JANITORIAL SERVICES-HQ	\$ 192.49	

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87699	CINTAS CORPORATION	JANITORIAL SERVICES-HQ	\$ 182.54	
87700	CITY OF COLTON	PERMIT FEES	\$ 618.00	
87700	CITY OF COLTON	PERMIT FEES	\$ 618.00	
87700	CITY OF COLTON	PERMIT FEES	\$ 618.00	
87701	CITY OF SAN BERNARDINO	BLF SERVICES 10/10/24-11/08/24	\$ 49.42	
87702	DIGITAL IMAGE SOLUTIONS, LLC	COPIER MAINTENANCE	\$ 345.71	
87702	DIGITAL IMAGE SOLUTIONS, LLC	COPIER MAINTENANCE	\$ 141.22	
87702	DIGITAL IMAGE SOLUTIONS, LLC	COPIER MAINTENANCE	\$ 510.90	
87703	DIMITRIUS GLASS	AFTER HOURS MEALS	\$ 22.50	
87704	FISH WINDOW CLEANING	JANITORIAL SERVICES-HQ	\$ 317.00	
87705	GALLAGHER BENEFIT SERVICES INC	CFO RECRUITMENT SERVICES	\$ 6,250.00	
87706	GERALD FABIO	New Office for Board Secretary	\$	700.00
87707	GLADWELL GOVERNMENTAL SERVICES INC	Records Retention Services	\$ 1,100.00	
87708	GOMEZ, LUIS	AFTER HOURS MEALS	\$ 23.47	
87709	HERRERA, ALBERT	WWP EXPO TRAINING	\$ 39.92	
87710	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 83.99	
87710	JOHNSON'S HARDWARE INC	DISTRICT MAINTENANCE	\$ 35.30	
87711	MACKAMUL, ROBERT	WWP EXPO TRAINING	\$ 63.24	
87711	MACKAMUL, ROBERT	AFTER HOURS MEALS FOR CREW	\$ 47.37	
87712	MASTERS TELECOM LLC	ALARM SERVICES-ROEMER	\$ 65.61	
87713	S&S SLOVER LLC	TURF REPLACEMENT REBATE	\$ 8,080.00	
87714	SO CALIFORNIA EDISON	WELL#17 ELECTRICITY	\$ 589.89	
87714	SO CALIFORNIA EDISON	WELL 11X ELECTRICITY	\$ 20.63	
87715	TERRYBERRY	HR SUPPLIES	\$ 152.24	
87715	TERRYBERRY	HR SUPPLIES	\$ 182.68	
87716	THE GAS COMPANY	HQ GAS BILL-10/06/24-11/07/24	\$ 21.37	
87717	TOTALPLAN BUSINESS INTERIORS INC	New office furniture	\$	3,229.27
87718	WIENHOFF DRUG TESTING	ANNUAL CONSORTIUM MEMBERSHIP	\$ 595.00	
87719	YO FIRE	STOCK ORDER 08/22/2024	\$ 120.68	
87719	YO FIRE	STOCK ORDER 08/22/2024	\$ 60.34	
87719	YO FIRE	STOCK ORDER 08/22/2024	\$ 7,069.48	
87719	YO FIRE	STOCK ORDER 08/22/2024	\$ 86.20	
87719	YO FIRE	1 1/4" FLEX COUP ORDEDR	\$ 165.94	
87719	YO FIRE	30107 VALVE ORDER	\$ 1,374.89	
87719	YO FIRE	SHOP SUPPLIES	\$ 393.29	
87719	YO FIRE	SHOP SUPPLIES	\$ 215.50	
87719	YO FIRE	SHOP SUPPLIES	\$ 258.60	
87720	AMAZON.COM SALES INC	MAINTENANCE SUPPLIES	\$ 861.95	
87720	AMAZON.COM SALES INC	Amazon Computer & printer supplies	\$ 31.24	
87720	AMAZON.COM SALES INC	Amazon Computer & printer supplies	\$ 21.53	
87720	AMAZON.COM SALES INC	Amazon Computer & printer supplies	\$ 344.69	
87720	AMAZON.COM SALES INC	Amazon Computer & printer supplies	\$ 161.63	
87720	AMAZON.COM SALES INC	Amazon Computer & printer supplies	\$ 129.28	
87720	AMAZON.COM SALES INC	Amazon Computer & printer supplies	\$ 463.33	
87720	AMAZON.COM SALES INC	Amazon Computer & printer supplies	\$ 86.20	
87720	AMAZON.COM SALES INC	Amazon Computer & printer supplies	\$ 64.62	
87720	AMAZON.COM SALES INC	Amazon Computer & printer supplies	\$ 44.71	
87720	AMAZON.COM SALES INC	COMPUTER SUPPLIES	\$ 274.41	
87720	AMAZON.COM SALES INC	Amazon Computer & printer supplies	\$ 44.71	
87720	AMAZON.COM SALES INC	Amazon Computer & printer supplies	\$ 445.22	
87720	AMAZON.COM SALES INC	Amazon Computer & printer supplies	\$ 51.62	
87720	AMAZON.COM SALES INC	Amazon Computer & printer supplies	\$ 96.94	
87720	AMAZON.COM SALES INC	Amazon Computer & printer supplies	\$ 99.28	
87721	AT&T	TELEMETRY LINE	\$ 64.10	

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87722	BHI PLUMBING, HEATING AND AIR CONDI	Breakroom Kitchen Sink Clean Out & Repair	\$ 3,735.00	
87723	CINTAS CORPORATION	JANITORIAL SERVICES-HQ	\$ 192.49	
87723	CINTAS CORPORATION	JANITORIAL SERVICES-HQ	\$ 192.49	
87723	CINTAS CORPORATION	JANITORIAL SERVICES-HQ	\$ 192.49	
87724	GHD INC	Professional Engineering Services Roemer Expansion	\$	103,306.27
87725	JOHNSON'S HARDWARE INC	WATER QLTY SUPPLIES	\$ 219.63	
87725	JOHNSON'S HARDWARE INC	FBR SUPPLIES	\$ 21.33	
87725	JOHNSON'S HARDWARE INC	FBR SUPPLIES	\$ 38.76	
87725	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 274.81	
87725	JOHNSON'S HARDWARE INC	DISTRICT MAINTENANCE	\$ 18.31	
87725	JOHNSON'S HARDWARE INC	DISTRICT MAINTENANCE	\$ 16.15	
87726	KYLE GROUNDWATER INC	Hydrogeological Services	\$	3,390.00
87727	MICHAEL BAKER INTERNATIONAL, INC	Developement of Construction WaterMain I10 & Cedar	\$	14,403.65
87727	MICHAEL BAKER INTERNATIONAL, INC	Developement of Construction WaterMain I10 & Cedar	\$	12,382.70
87727	MICHAEL BAKER INTERNATIONAL, INC	Developement of Construction WaterMain I10 & Cedar	\$	3,452.90
87728	MINUTEMAN PRESS OF RANCHO CUCAMONGA	ROEMER EXPANSION SIGNS	\$	942.27
87729	NED'S OIL SALES INC	PRODUCTION SUPPLIES	\$ 13.41	
87730	SO CALIFORNIA EDISON	BLF ELECTRICITY-10/21/24-11/19/24	\$ 265.33	
87731	STATE WATER RESOURCES CONTROL BOARD	D2 CERTIFICATION-ALLAN HIDALGO	\$ 60.00	
87732	STATE WATER RESOURCES CONTROL BOARD	D3 CERTIFICATION-CODY LUDWIG	\$ 90.00	
87733	ULINE	Shelving For Records Retention	\$ 2,667.92	
87733	ULINE	Shelving For Records Retention	\$ 391.13	
87734	Olmedo, Karen D Rodriguez	CUSTOMER REFUND	\$ 83.15	
87735	LLC, Breckenridge Property Fund 2016,	CUSTOMER REFUND	\$ 74.63	
87736	CHANON, MARIBEL	CUSTOMER REFUND	\$ 2.06	
87737	MONTE VISTA HOMES	CUSTOMER REFUND	\$ 43.50	
87738	POLLICH, SUSIE	CUSTOMER REFUND	\$ 20.36	
87739	LENNAR HOMES	CUSTOMER REFUND	\$ 10.48	
87740	LENNAR HOMES	CUSTOMER REFUND	\$ 21.98	
87741	LENNAR HOMES	CUSTOMER REFUND	\$ 4.44	
87742	LENNAR HOMES	CUSTOMER REFUND	\$ 0.12	
DFT0004064	LANDSEA HOMES INCORPORATED	NO 04 OVERALL-NARRA HILLS IMPACT FEES	\$ 7,533,495.00	
DFT0004065	LANDSEA HOMES INCORPORATED	NO 5 OVERALL-NARRA HILLS FACILITIES SEGMENT	\$ 1,104,725.09	
SUBTOTALS			\$ 10,357,082.28	\$ 621,414.12
<b>GRAND TOTAL</b>			<b>\$ 10,978,496.40</b>	



# Exhibit B

**WEST VALLEY WATER DISTRICT  
PAYROLL GROSS WAGES  
FISCAL YEAR 2024 - 2025**

<b>Report Month</b>	<b>Description</b>	<b>From</b>	<b>To</b>	<b>Gross Wages Paid</b>
July 2024	Monthly Pay Period #7	06/01/24	06/30/24	10,319.00
July 2024	Pay Period #14	06/21/24	07/05/24	364,859.06
July 2024	Pay Period #15	07/05/24	07/19/24	384,306.79
Total for July 2024				759,484.85
August 2024	Monthly Pay Period #8	07/01/24	07/31/24	10,112.62
August 2024	Pay Period #16	07/19/24	08/02/24	399,164.38
August 2024	Pay Period #17	08/02/24	08/16/24	369,382.81
Total for August 2024				778,659.81
September 2024	Monthly Pay Period #9	08/01/24	08/31/24	8,255.20
September 2024	Pay Period #18	08/16/24	08/30/24	375,168.59
	Pay Period #18 (Correction)	08/16/24	08/30/24	-
September 2024	Pay Period #19 & Correction	08/30/24	09/13/24	375,150.76
Total for September 2024				758,574.55
October 2024	Monthly Pay Period #10	09/01/24	09/30/24	9,080.72
October 2024	Pay Period #20	09/13/24	09/27/24	370,916.31
October 2024	Pay Period #21	09/27/24	10/11/24	383,402.01
	Pay Period #22	10/12/24	10/25/24	370,987.30
Total for October 2024				1,134,386.34
November 2024	Monthly Pay Period #11	10/01/24	10/31/24	10,566.44
November 2024	Pay Period #23	10/25/24	11/08/24	381,778.79
November 2024	Pay Period #24	11/08/24	11/22/24	453,832.93
Total for November 2024				846,178.16

**WEST VALLEY WATER DISTRICT  
EFT AND PAYROLL ITEMS  
NOVEMBER 2024**

Date	Item	Check No. or EFT	Amount
11/07/24	Monthly Pay Period #11	N/A	0.00
11/14/24	Pay Period #23	8967	1,065.01
11/21/24	Supplemental Pay (Longevity & SLCO)	8968-8974	7,818.63
11/28/24	Pay Period #24	8975	1,081.19
	<b>Total Checks</b>		<b><u>9,964.83</u></b>
11/07/24	Monthly Pay Period #11 Direct Deposits	EFT	9,021.29
11/07/24	Federal Tax Withheld Social Security & Medicare	EFT	2,204.94
11/07/24	State Tax Withheld and State Disability Insurance	EFT	174.17
11/14/24	Pay Period #23 Direct Deposits	EFT	246,156.99
11/14/24	Federal Tax Withheld Social Security & Medicare	EFT	91,175.31
11/14/24	State Tax Withheld and State Disability Insurance	EFT	21,372.02
11/14/24	Lincoln Deferred Compensation Withheld	EFT	14,027.54
11/14/24	Lincoln - 401a	EFT	0.00
11/14/24	Lincoln - ROTH	EFT	915.18
11/14/24	Lincoln - Employer Match Benefit	EFT	3,500.00
11/14/24	Lincoln - 401a Employer Match Benefit	EFT	0.00
11/14/24	Nationwide Deferred Compensation Withheld	EFT	5,431.11
11/14/24	Nationwide - Employer Match Benefit	EFT	775.00
11/14/24	Nationwide 401a	EFT	0.00
11/14/24	Nationwide ROTH	EFT	150.00
11/14/24	Nationwide - 401a Employer Match Benefit	EFT	0.00
11/14/24	CalPERS Retirement - Classic (EPMC and ER contribution)	EFT	0.00
11/14/24	CalPERS Retirement - 2nd Tier (EE and ER contribution)	EFT	0.00
11/14/24	California State Disbursement	EFT	984.46
11/14/24	Sterling Administration	EFT	976.23
11/21/24	Supplemental Pay (Longevity & SLCO) Direct Deposit	EFT	40,168.31
11/21/24	Federal Tax Withheld Social Security & Medicare	EFT	26,074.44
11/21/24	State Tax Withheld and State Disability Insurance	EFT	5,795.75
11/21/24	Lincoln Deferred Compensation Withheld	EFT	850.00
11/28/24	Pay Period #24 Direct Deposits	EFT	247,531.49
11/28/24	Federal Tax Withheld Social Security & Medicare	EFT	93,648.67
11/28/24	State Tax Withheld and State Disability Insurance	EFT	22,066.28
11/28/24	Lincoln Deferred Compensation Withheld	EFT	14,096.32
11/28/24	Lincoln - 401a	EFT	0.00
11/28/24	Lincoln - ROTH	EFT	914.01
11/28/24	Lincoln - Employer Match Benefit	EFT	3,475.00
11/28/24	Lincoln - 401a Employer Match Benefit	EFT	0.00
11/28/24	Nationwide Deferred Compensation Withheld	EFT	5,431.11
11/28/24	Nationwide - Employer Match Benefit	EFT	775.00
11/28/24	Nationwide 401a	EFT	0.00
11/28/24	Nationwide ROTH	EFT	150.00
11/28/24	Nationwide - 401a Employer Match Benefit	EFT	0.00
11/28/24	CalPERS Retirement - Classic (EPMC and ER contribution)	EFT	0.00
11/28/24	CalPERS Retirement - 2nd Tier (EE and ER contribution)	EFT	0.00
11/28/24	California State Disbursement	EFT	984.46
11/28/24	Sterling Administration	EFT	976.23
	*CalPERS processed on 12/05/24 (Pay Day 11/14/24) & 12/09/24 (Pay Day 11/28/24).		
	<b>Total EFT</b>		<b><u>859,801.31</u></b>
	<b>Grand Total Payroll Cash</b>		<b><u>869,766.14</u></b>





## STAFF REPORT

**DATE:** December 19, 2024  
**TO:** Board of Directors  
**FROM:** William Fox, Chief Financial Officer  
**SUBJECT:** Treasurer's Report - November 2024

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### **MEETING HISTORY:**

12/16/24 Finance Committee

### **BACKGROUND:**

On a monthly basis the Finance Committee meets with the General Manager and Finance Staff to review the Treasurer's Report that covers the prior month. This encompasses balances, reserve levels, reserve classifications, interest earned, investment maturities, re-investments made during the month, and compliance with the State of California Local Agency Investment Guidelines.

### **DISCUSSION:**

West Valley Water District ("District") contracts with the Clifton Larson Allen LLP to prepare the monthly Treasurer's Report. This is an independent report that opines on the investment balances, classifications, and activity. This report also examines the District's investment policy to ensure that it follows the State of California's Local Agency Investment Guidelines (Government Code Section 53601(b)). The Treasurer Report for the Month of November 2024 is presented to the Finance Committee for review and discussion.

### **FISCAL IMPACT:**

Monthly Cost of \$3,100 was included in the FY 2024-25 annual budget.

### **REQUESTED ACTION:**

Approve the November 2024 Treasurer's Report.

Attachments will be available on the website in the event they are ready prior to the Board meeting. In any event, the attachments will be available at the Board meeting prior to Board action, with copies available for the Board and the public.





## STAFF REPORT

**DATE:** December 19, 2024  
**TO:** Board of Directors  
**FROM:** William Fox, Chief Financial Officer  
**SUBJECT:** Monthly Revenue and Expenditures Report - November 2024

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### **MEETING HISTORY:**

12/16/24 Finance Committee

### **BACKGROUND:**

The Board of Directors requested the Monthly Financial Status Reports to be presented to the Finance Committee for review and discussion before presenting them to the Board of Directors. The reports are being produced by 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. The 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. The 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 June 30th. The encumbrance column represents funds encumbered with a purchase order that's not spent but committed. The percentage column represents the percentage of the current budget that has been received (Revenue) or utilized (Expenditure).

In summary, for the first four months of the fiscal year through November 2024, the District has earned revenues of \$19,144,118 and incurred operating expenses of \$11,887,446. This results in an operating surplus of \$7,256,672. The surplus is being used to support the Capital Improvement Program. Contributing to the positive results are water sales and investment income greater than budgeted. Also contributing to the operating surplus is overall departmental expenditures are less than budgeted.

### **FISCAL IMPACT:**

There is no fiscal impact for producing the November 2024 Monthly Revenue & Expenditure Report.

### **REQUESTED ACTION:**

Approve the November 2024 Monthly Revenue & Expenditure Report.

**Attachments**

[Exhibit A - 2024 November Monthly Rev Exp Report.pdf](#)



# EXHIBIT A



# Budget Report Group Summary

For Fiscal: 2024-2025 Period Ending: 11/30/2024

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Revenue</b>						
4000 - Water consumption sales	19,360,000.00	19,360,000.00	1,511,765.50	11,125,416.10	-8,234,583.90	57.47 %
4010 - Water service charges	8,890,000.00	8,890,000.00	543,835.15	3,702,389.71	-5,187,610.29	41.65 %
4020 - Other operating revenue	4,806,616.00	4,806,616.00	258,936.20	1,832,665.11	-2,973,950.89	38.13 %
4030 - Property Taxes	3,677,030.00	3,677,030.00	318,109.26	318,109.62	-3,358,920.38	8.65 %
4040 - Interest & Investment Earnings	4,000,000.00	4,200,000.00	0.00	2,076,617.19	-2,123,382.81	49.44 %
4050 - Rental Revenue	41,000.00	41,000.00	3,378.84	16,894.20	-24,105.80	41.21 %
4060 - Grants and Reimbursements	1,554,757.00	1,554,757.00	0.00	69,007.71	-1,485,749.29	4.44 %
4080 - Other Non-Operating Revenue	32,000.00	32,000.00	0.00	3,018.34	-28,981.66	9.43 %
<b>Revenue Total:</b>	<b>42,361,403.00</b>	<b>42,561,403.00</b>	<b>2,636,024.95</b>	<b>19,144,117.98</b>	<b>-23,417,285.02</b>	<b>44.98 %</b>

**Budget Report**

**For Fiscal: 2024-2025 Period Ending: 11/30/2024**

Department...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Expense</b>						
5110 - Source Of Supply	2,310,700.00	2,310,700.00	184,528.10	510,655.01	1,800,044.99	22.10 %
5210 - Production	5,177,350.00	5,177,350.00	313,993.50	1,609,852.00	3,567,498.00	31.09 %
5310 - Water Quality	855,225.00	855,225.00	61,999.04	299,765.62	555,459.38	35.05 %
5320 - Water Treatment - Perchlorate	685,000.00	685,000.00	20,900.89	169,843.95	515,156.05	24.79 %
5350 - Water Treatment - FBR/FXB	2,389,005.00	2,365,005.00	130,651.34	721,116.16	1,643,888.84	30.49 %
5390 - Water Treatment - Roemer/Arsenic	2,348,920.00	2,348,920.00	184,845.10	973,690.23	1,375,229.77	41.45 %
5410 - Maintenance - T & D	3,303,500.00	3,303,500.00	177,953.89	917,811.58	2,385,688.42	27.78 %
5510 - Customer Service	1,083,500.00	1,083,500.00	73,680.76	491,141.19	592,358.81	45.33 %
5520 - Meter Reading	1,094,100.00	1,108,500.00	77,562.98	385,402.39	723,097.61	34.77 %
5530 - Billing	614,800.00	614,800.00	53,928.13	237,947.47	376,852.53	38.70 %
5610 - Administration	2,337,295.00	2,337,295.00	191,428.11	890,321.56	1,446,973.44	38.09 %
5615 - General Operations	3,087,098.00	3,111,098.00	328,340.39	1,490,304.70	1,620,793.30	47.90 %
5620 - Accounting	928,430.00	928,430.00	87,689.41	388,200.91	540,229.09	41.81 %
5630 - Engineering	2,173,300.00	2,173,300.00	151,482.73	784,043.75	1,389,256.25	36.08 %
5640 - Business Systems	1,662,116.00	1,662,116.00	146,601.92	676,219.43	985,896.57	40.68 %
5645 - GIS	310,200.00	310,200.00	14,543.80	76,133.71	234,066.29	24.54 %
5650 - Board Of Directors	339,500.00	339,500.00	18,631.68	93,478.92	246,021.08	27.53 %
5660 - Human Resources/Risk Management	949,730.00	949,730.00	65,463.89	309,226.38	640,503.62	32.56 %
5680 - Purchasing	734,300.00	734,300.00	52,133.86	267,197.72	467,102.28	36.39 %
5710 - Public Affairs	1,520,985.00	1,520,985.00	73,705.75	413,922.02	1,107,062.98	27.21 %
5720 - Grants & Rebates	325,000.00	325,000.00	8,080.00	15,390.00	309,610.00	4.74 %
6200 - Interest Expense	912,000.00	912,000.00	0.00	165,781.23	746,218.77	18.18 %
6300 - Debt Administration Service	6,615.00	6,615.00	0.00	0.00	6,615.00	0.00 %
<b>Expense Total:</b>	<b>35,148,669.00</b>	<b>35,163,069.00</b>	<b>2,418,145.27</b>	<b>11,887,445.93</b>	<b>23,275,623.07</b>	<b>33.81 %</b>
<b>Report Surplus (Deficit):</b>	<b>7,212,734.00</b>	<b>7,398,334.00</b>	<b>217,879.68</b>	<b>7,256,672.05</b>	<b>-141,661.95</b>	<b>98.09 %</b>

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - Water Operations Fund	7,212,734.00	7,398,334.00	217,879.68	7,256,672.05	-141,661.95
<b>Report Surplus (Deficit):</b>	<b>7,212,734.00</b>	<b>7,398,334.00</b>	<b>217,879.68</b>	<b>7,256,672.05</b>	<b>-141,661.95</b>



## STAFF REPORT

**DATE:** December 19, 2024  
**TO:** Board of Directors  
**FROM:** William Fox, Chief Financial Officer  
**SUBJECT:** West Valley Water District Travel Policy

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### **MEETING HISTORY:**

10/15/24 Policy Review and Oversight Committee  
11/14/24 Board Meeting  
12/16/24 Finance Committee

### **BACKGROUND:**

Recognizing that the District had no written policy for employee travel expenses, a proposed employee expense reimbursement policy was developed by the prior Finance Director. This policy was reviewed and used as the foundation for the proposed *West Valley Water District Travel Policy*. This proposed policy has been reviewed with the Policy Review & Oversight Committee and verbally discussed with the Finance Committee. Input received was incorporated into the proposed *West Valley Water District Travel Policy*. This policy memorializes existing practices that have not previously been placed in writing.

The District currently processes employee reimbursements requiring receipts for all amounts being submitted. Mileage reimbursements are at the standard IRS approved mileage rate. Employees frequently, but are not required to, include MapQuest or Google Directions to validate the distance being claimed for mileage reimbursement. Employees are encouraged to submit for reimbursement within thirty days of incurring expenses or upon return from a conference or other planned event. The reimbursements are evaluated based upon being actual and reasonable. They are reviewed and approved by the employee's immediate supervisor prior to submission to the Finance Department for payment.

### **DISCUSSION:**

The District's current practice for employee reimbursement contains many controls that follow best practices. The proposed policy incorporates these and also provides opportunities to further enhance the existing practices. Further enhancements include the development of an employee expense reimbursement form and memorializes the use of cost guidelines in the form of a per diem as published by the Federal Government for meals and incidental expenses. This provides a frame of reference for reasonableness of costs incurred and a consistent approach in documenting expenses and facilitating reimbursements to employees.

A bench-marking study was conducted to examine how other agencies handle their employee reimbursements. The results of the bench marking study revealed that the proposed *West Valley Water District Travel Policy* incorporates best practices and will further strengthen the existing employee expense reimbursement process. As part of this enhancement process, an easy to complete employee expense reimbursement form was also developed.

The following are attached containing details: Exhibit A – Proposed West Valley Water District Travel Policy; Exhibit B – Proposed West Valley Water District Employee Expense Reimbursement Form; Exhibit C – Federal Government Table for per diems covering Meals and Incidental Costs. Additionally attached at Exhibit D is the bench-marking study of neighboring agencies related to employee reimbursements. The survey was presented to both the Policy & Oversight Committee and Finance Committee in two separate review sessions.

**FISCAL IMPACT:**

There is no direct financial impact of the development and implementation of the Administrative Policy regarding employee expense reimbursements. However, from an operational perspective additional guidelines will improve clarity and accountability.

**REQUESTED ACTION:**

Approve the implementation of the proposed West Valley Water District Travel Policy, including the West Valley Water District Employee Expense Reimbursement Form, and the Government Table for Meals and Incidental Costs as a guideline for employee travel expenses.

**Attachments**

[Exhibit A - Employee Travel Policy.pdf](#)

[Exhibit B - Employee Expense Report.pdf](#)

[Exhibit C - Per Diem Rates For Meals and Incidentals.pdf](#)

[Exhibit D - Benchmarking Presentation.pdf](#)

# EXHIBIT A

## ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE <b>ACCOUNTS PAYABLE POLICIES &amp; PROCEDURES</b>	EFFECTIVE DATE

### West Valley Water District Travel Policy

#### Purpose

The District is authorized to pay actual and necessary expenses of employees related to travel, meals and lodging provided those expenses are incurred in the performance of their work, which apply directly to the management and operation of West Valley Water District government. The District recognizes the value and importance of such travel which relate either to representing District interests before other agencies or the business sector, and also provide the opportunity for the exchange of ideas and training as it relates to the performance of District duties. Department Heads, or designees, are expected to use discretion, common sense and good business judgement when approving travel reimbursement for employees. This policy sets forth guidelines and establishes uniform practices and policies regarding expenditures associated with these District business activities.

#### Definitions

1. District-Authorized Travel: Authorized activity which causes a District Employee to travel outside the District on approved District business.
2. Authorized Activities: District related business which has been approved by the General Manager, or his/her designee; the Department Head, or his/her designee, or by action of the District Board.

#### Persons Covered by This Policy/Approving Authority

This policy applies to District employees with respect to any request or proposal to expend or be reimbursed from District funds for costs incurred on official District business. For purposes of this Policy only, the "Approving Authority" for individual employees is their Department Head. Approving Authority for Department Heads is the General Manager.



## ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE <b>ACCOUNTS PAYABLE POLICIES &amp; PROCEDURES</b>	EFFECTIVE DATE

### Types of Travel

Travel is comprised of three categories:

- A) Category A: Local or All-Day Travel: Local travel means any activity which requires a commute that can be made in one business day and does not require overnight accommodations.
- B) Category B: Overnight Travel: Overnight Travel means any travel activity which requires overnight accommodations. It is recognized that there may be instances where it is in the District's best interest to have an employee stay overnight even though the intended business activity can be accomplished in one day.
- C) Category C: Emergency/Disaster Travel: Emergency/Disaster Travel means any travel that has resulted from a declared emergency.

### Authorization for Travel

Authorization for travel must be approved by the Department Head, or designee, if it is for Local Travel or Overnight Travel. Additionally, if the travel includes international travel, then the General Manager or designee must also provide authorization. Authorization will only be given for travel related to District business. Travel during a declared disaster must be approved by the General Manager or designee.

### Budget for Travel

Expenditures for Travel will only be authorized if adequate funds have been budgeted for the activity requested. Before making or approving non-refundable travel arrangements, District employees and Department Heads are required to check the budget to ensure there are funds available to cover the cost of travel. If travel is to take place during a declared disaster, during which there is no budget available, such travel and out-of-pocket expenses will be reimbursed to the employee, if the travel has been appropriately authorized, whether or not the District has been reimbursed from another governmental agency. In such cases, receipts must be provided in order for reimbursement to be approved.

## ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE <b>ACCOUNTS PAYABLE POLICIES &amp; PROCEDURES</b>	EFFECTIVE DATE

If travel is requested when there are not adequate funds in the budget, then the employee must obtain approval for such travel and related expenses from the Department Head. This includes travel that is unanticipated but is necessary.

### Travel Forms

The Human Resources Department maintains the *Training or Seminar Attendance Request Form* as part of District personnel policies. This is the authorization form for approval to attend training, seminars, and conferences. The Finance Department maintains the *West Valley Water District Employee Expense Reimbursement Form*, which is available on-line and in the Finance Department. This is used to document the costs incurred and for paying the employee amounts owed.

### Authorized Activities

District funds must be used only for authorized District business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this Policy are met:

1. Communicating with representatives of regional, state and national government on District-adopted policy positions;
2. Attending educational seminars designed to improve employees' skill and information levels;
3. Participating in regional, state and national organizations whose activities affect the District's interests;
4. Recognizing service to the District (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);
5. Implementing a District-approved strategy for attracting or retaining businesses to the District, which will typically involve at least one staff member;
6. Meals when included or required in connection with attendance as a District



## ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE <b>ACCOUNTS PAYABLE POLICIES &amp; PROCEDURES</b>	EFFECTIVE DATE

representative at authorized meetings, seminars, conferences, District-sponsored events or community events; and

- Participating in managing emergency incidents and maintaining emergency preparedness.

### Expenses Requiring Pre-Approval

Any questions regarding the propriety of a particular type of expense should be resolved by the Department Head and/or General Manager or CFO before the expense is incurred.

All expenditures of a type other than those described as “Authorized Activities” above, require prior approval by the Department Head and/or General Manager. The following activities and related cost reimbursement requests also require prior approval by the Department Head and/or General Manager:

- International and out-of-state travel expenses;
- Expenses that exceed the annual budgetary limits established for each department; and
- Attending District events or attending community events when representing the District.

### Unauthorized Expenses

Personal Expenses: Personal expenses will not be borne or reimbursed by the District. Examples of personal expenses that the District will not reimburse and for which public funds shall not be used include, but are not limited to:

- The personal portion of any trip;
- Political or charitable contributions;
- Family expenses, including partner’s expenses when accompanying employee on District-related business, as well as children- or pet-related expenses;

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4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline;
6. Personal losses incurred while on District business; and
7. Alcoholic beverages
8. Laundry Services
9. Tips must not exceed 20% if authorized purchase

*Meals for Third Parties.* As a general rule, public funds may not be expended to purchase meals for third parties. The General Manager is authorized to approve exceptions to this general rule on a case-by-case basis for meals included or associated with an official District-sponsored event or official District business.

**Cost Control**

To conserve District resources and keep expenses within community standards for District employees, expenditures should adhere to the following guidelines. In the event that expenses are incurred that exceed these guidelines, the cost borne or reimbursed by the District will be limited to the costs that fall within the guidelines.

**Types of Reimbursable Expenses:**

A. Category A – Local Travel:

- 1) Mileage: District employees who do not receive a monthly vehicle allowance or who do not have a District vehicle, may be reimbursed, based on a mileage rate, for use of their personal vehicles to conduct District business. Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see [www.irs.gov](http://www.irs.gov)). (For example, for 2024, the rate is 67 cents per mile). These rates are designed to compensate the driver for

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gasoline, insurance, maintenance and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are separately reimbursable. Mileage rates will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed. Further, if using a District-provided vehicle, the employee will ensure that the vehicle is adequately fueled prior to leaving the District.

Certain District employees receive a monthly vehicle allowance for use of their personal vehicles in performing duties for the District. Pursuant to Government Code section 1223, such vehicle allowances are provided as an alternative to mileage reimbursement.

If using a personal vehicle, proof of required auto insurance must be submitted to the Risk Manager or General Manager designee before departure.

- 2) Fuel: When using a District provided vehicle, the employee will ensure that the vehicle is adequately fueled prior to leaving the District.
- 3) Lunch or Dinner Per Diem: Actual expenses for authorized meals may be reimbursed in amounts that do not exceed the IRS per diem rates for a given area. Such rates are presumed reasonable and hence reimbursable. IRS per diem rates may be found at [www.irs.gov](http://www.irs.gov) (Publication 1542) or [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The District will not reimburse for alcoholic beverages in connection with meals or otherwise.
- 4) Registration Fees: The District will pay the employee's cost of the event or activity and all approved fees for program materials. Books and publications received as part of the activity are considered District property.
- 5) Parking: Parking fees shall be reimbursable. Employees shall endeavor to park at facilities that charge competitive fees.

### B. Category B – Overnight Travel:

- 1) Transportation: The most economical mode and class of transportation



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reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Government and group rates must be used when available. If an employee requests the use of a personal vehicle for his or her convenience, reimbursement will be for the lesser of (i) miles driven in excess of normal commute round trip mileage between home and the primary work place at the current IRS mileage rate or (ii) at the lowest economy-class airfare to the destination.

*Airfare:* Air transport by regularly scheduled carriers is presumed to be the most economical and reasonable for purposes of reimbursement under this policy. Common travel Web sites such as [www.Expedia.com](http://www.Expedia.com), [www.Travelocity.com](http://www.Travelocity.com), or [www.Orbitz.com](http://www.Orbitz.com) should be used for price comparisons to determine the lowest convenient fare. Employees should book their reservations in advance to take advantage of reduced airfares. Non-commercial flying (including rented aircraft) may not be used by, nor reimbursed to employees at any time.

*Automobile:* Certain District employees receive a monthly vehicle allowance for use of their personal vehicles in performing duties for the District. Pursuant to Government Code section 1223, such vehicle allowances are provided as an alternative to mileage reimbursement. District employees who do not receive a monthly vehicle allowance may be reimbursed, based on a mileage rate, for use of their personal vehicles to conduct District business. Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see [www.irs.gov](http://www.irs.gov)). (For example, for 2024, the rate is 67 cents per mile). These rates are designed to compensate the driver for gasoline, insurance, maintenance and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are separately reimbursable. Mileage rates will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed. Further, if using a District-provided vehicle, the employee will ensure that the vehicle is adequately fueled prior to leaving the District.

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- 2) Airport Parking: Parking fees, including those incurred in connection with parking at or near an airport in connection with airplane travel, shall be reimbursable. City officials and/or employees shall endeavor to park at facilities that charge competitive fees. When a stay of an extended duration is anticipated, the employee should commute to the airport via a shuttle service rather than park at the airport. When airport parking is used for travel exceeding 24 hours, long-term rather than short-term parking must be used.
- 3) Ground Transportation: Taxi or shuttle fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal to or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time- efficiency.
- 4) Rental Cars: Charges for rental vehicles may be reimbursed under this provision for attending out-of-town conferences where it is determined that renting a vehicle is more economical than other forms of transportation. In making such determination, the cost of the rental vehicle, parking and gasoline will be compared to the combined cost of such other forms of transportation. The class and size of the vehicle considered shall be the most economical and reasonable for purposes of reimbursement under this policy. Common travel Web sites such as [www.Expedia.com](http://www.Expedia.com), [www.Travelocity.com](http://www.Travelocity.com), or [www.Orbitz.com](http://www.Orbitz.com) should be used for price comparisons to determine the lowest rental rate.

The District authorizes each employee renting a vehicle to purchase the full daily rental car insurance coverage for both liability and collision offered by the rental agency. Vehicles should be refueled prior to return to the rental agency to avoid excessive charges.

- 5) Per-Diem: Actual expenses for authorized meals may be reimbursed in amounts that do not exceed the IRS per diem rates for a given area. Such rates are presumed reasonable and hence reimbursable. IRS per diem rates may be found at [www.irs.gov](http://www.irs.gov) (Publication 1542) or [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).



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The District will not reimburse for alcoholic beverages. Receipts are required to obtain reimbursement for actual costs.

- 6) Lodging: Lodging expenses will be reimbursed or paid for when travel on District business reasonably requires an overnight stay. Pre-event lodging will not be provided when such lodging is for the convenience of the employee unless approved by the Department Head. Unless approved by the General Manager, overnight lodging will only be approved when the activity is greater than 50 miles (one-way) from both the District and the employee's residence. Additional days will also be considered to accommodate reduced airfare.

*Conferences/Meetings.* Lodging shall be obtained at the most economical rate available for good quality lodging. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see next section Other Lodging. When certain meals are provided at a conference or meeting, they are considered part of the event cost. A per-diem meal is not chargeable to the District when corresponding meals are provided.

*Other Lodging.* Travelers must request government rates, when available. A listing of hotels offering governmental rates in different areas is available on common travel Web sites. Lodging rates that are equal to or less than government rates are presumed to be reasonable and hence reimbursable for purposes of this policy.

In the event that government rates are not available at a particular time or in a particular area, rates that do not exceed the lodging allowance for the destination city published by the General Services Administration (GSA), exclusive of taxes and mandatory charges, are considered reasonable. An IRS Accountable Plan allows payment of fixed amounts to cover the daily cost of meals and lodging as an alternative to reimbursing for the actual amount of the expenditure. Amounts exceeding the GSA rates for the destination are



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to be substantiated in a memorandum accompany the expense report.

- 7) Registration Fees: The District will pay the employee’s cost of the event or activity and all approved fees for program materials. Books and publications received as part of the activity are considered District property.
- 8) Telephone/Fax/Cell Phone: Actual telephone and fax expenses incurred on District business are reimbursable. Telephone bills should identify which calls were made on District business. Wherever possible, District-issued cellular phones should be used for District business conducted away from District offices.
- 9) Internet: Internet access connection and/or usage fees away from home, not to exceed \$20 per day, are reimbursable if Internet access is necessary for District-related business.
- 10) Family Members: Family members may share District-paid accommodations, but the employee must pay for all other costs. The District will not pay for any travel, meal, lodging, or personal costs of family members.
- 11) Other: Baggage handling fees of up to \$25 per bag and gratuities of up to 20 percent will be reimbursed. Expenses paid or reimbursed by another agency are not reimbursable by the District.

**PROCEDURES:**

A. Planning Travel:

- 1) Each employee must have advance authorization for travel and for preparing an estimated cost for the travel that is to be taken.
- 2) Each employee must identify the funding source (budget unit and account) and obtain approval prior to departure from (i.e., Make sure there is enough money in your budget.)
- 3) The employee must obtain approval from their Department Head before being reimbursed for other costs that may not be mentioned in this policy.

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- 4) A District credit card, or District check should be used/requested by the employee whenever possible, including for expenses such as registration fees, air travel, and lodging. If an employee wants to pay for these types of items with their own credit card (or other means), and then expects to get reimbursed, then that employee must first obtain approval from their Department Head, or designee, in addition to all other necessary approvals.
- 5) Before travel is to take place, the employee must obtain approval from their supervisor, and/or Department Head, and/or the General Manager if appropriate.

### B. Methods of payment are the following:

- 1) District Credit Card: The District credit card should not be used for personal expenses, even if the employee subsequently reimburses the District. Please see the policy regarding the use of District credit cards for appropriate use and accountability surrounding usage of the District's credit card.
- 2) District Issued Check: A regular check processed to pay a vendor for trip expenses before departure or after the employee's return. This check gets mailed to the vendor or can be requested for pick-up. The request for a regular check should be submitted with enough time for the check to be processed for the time needed.

### C. While Traveling:

- 1) Good Judgement: When an employee completes the expense reimbursement form, they are expressing that they understand which expenses have already been paid and which ones are eligible for reimbursement. Employees are expected to exercise good judgement in the type of expenses incurred while traveling.
- 2) Planning for Reimbursement: Reimbursement is based on proof of payment. Receipts, invoices and other types of documentation will be required for obtaining reimbursement. Therefore, employees must plan accordingly.

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**D. After Traveling:**

- 1) Completing the Employee Expense Reimbursement Form: In order to get reimbursed for expenses, employees must complete the official expense reimbursement form and submit the form to the Accounts Payable within 30 days of the last date of travel. Attached to the form should be the signed copy of the original travel authorization and cost estimate. All receipts for requested reimbursable items should also be attached. Failure to attach a complete package will delay any reimbursement and could possibly void any reimbursement item not documented.
  
- 2) CFO Responsibility: The CFO is responsible, in their judgement, to report any significant differences between the estimated and actual costs of travel to the appropriate Department Head, and/or the General Manager, and shall have the authority to disapprove any reimbursement item claimed without sufficient justification and documentation support.
  
- 3) Conference Materials: District employees, who attend conferences or seminars, are encouraged to bring back all relevant materials from these events and share experiences, materials, procedures, etc., with fellow staff.

**Compliance with Laws**

All District expenditures are public records subject to disclosure under the Public Records Act.



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Violation of this Policy

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of future reimbursement privileges, 2) a demand for restitution, 3) disciplinary action; 4) reporting unreimbursed expenses as income to federal and state taxing agencies, and 5) Reporting misuse of public resources to legal authorities.

\_\_\_\_\_  
William Fox, Chief Financial Officer      Date

\_\_\_\_\_  
John Thiel, General Manager      Date

# EXHIBIT B

# West Valley Water District Employee Expense Reimbursement Form

Employee name:

Date:

Complete and submit expense reimbursement form within 30 days of the date expenses were incurred. Attach copies of receipts, including itemized receipts. If personal expenses are shown on the same receipt, please highlight the business expenses for which you're seeking reimbursement. Use a new line for each expense, even if multiple expenses are on the same receipt.

Date expense(s) incurred	Meals					Local travel				Entertainment	Tips	Other	Daily Totals
	Air Travel	Hotel room plus tax	Breakfast	Lunch	Dinner	Taxi, bus, Uber, Lift	Mileage @ \$0.67 per mile	Parking & Tolls	Car rental				
													\$0.00
													\$0.00
													\$0.00
													\$0.00
													\$0.00
													\$0.00
													\$0.00
													\$0.00
													\$0.00
													\$0.00
													\$0.00
													\$0.00
													\$0.00
													\$0.00
													\$0.00
<b>Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Provide explanations of any "entertainment" or "other" expenses in box below:

Cash Advance Amount:

Balance Due to Employee

\$0.00

Balance Owed to Company

\$0.00

Purpose of Business Expenses

I certify that all expenses were incurred while on official business for the West Valley Water District

Employee Signature

Date:

Supervisor Signature:

Date:

# EXHIBIT C

**Federal Government Table for Per Diem - Meals and Incenials Guidelines**  
**Effective Date: Octobeo 1, 2024**

<u>Primary Destination</u>	<u>County</u>	<u>Meals &amp; Incidental</u>				<u>Incidental Expenses</u>	<u>First &amp; Last Day of Travel</u>
		<u>Totals</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>		
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00
Antioch / Brentwood / Concord	Contra Costa	\$86	\$22	\$23	\$36	\$5	\$64.50
Bakersfield / Ridgecrest	Kern	\$74	\$18	\$20	\$31	\$5	\$55.50
Barstow / Ontario / Victorville	San Bernardino	\$86	\$22	\$23	\$36	\$5	\$64.50
Death Valley	Inyo / NAWA China Lake	\$80	\$20	\$22	\$33	\$5	\$60.00
Eureka / Arcata / McKinleyville	Humboldt	\$86	\$22	\$23	\$36	\$5	\$64.50
Fresno	Fresno	\$86	\$22	\$23	\$36	\$5	\$64.50
Los Angeles	Los Angeles / Orange / Ventura	\$86	\$22	\$23	\$36	\$5	\$64.50
Mammoth Lakes	Mono	\$86	\$22	\$23	\$36	\$5	\$64.50
Mill Valley / San Rafael / Novato	Marin	\$92	\$23	\$26	\$38	\$5	\$69.00
Monterey	Monterey	\$92	\$23	\$26	\$38	\$5	\$69.00
Napa	Napa	\$92	\$23	\$26	\$38	\$5	\$69.00
Oakhurst	Madera	\$80	\$20	\$22	\$33	\$5	\$60.00
Oakland	Alameda	\$92	\$23	\$26	\$38	\$5	\$69.00
Palm Springs	Riverside	\$86	\$22	\$23	\$36	\$5	\$64.50
Point Arena / Gualala	Mendocino	\$86	\$22	\$23	\$36	\$5	\$64.50
Sacramento	Sacramento	\$86	\$22	\$23	\$36	\$5	\$64.50
San Diego	San Diego	\$86	\$22	\$23	\$36	\$5	\$64.50
San Francisco	San Francisco	\$92	\$23	\$26	\$38	\$5	\$69.00
San Luis Obispo	San Luis Obispo	\$86	\$22	\$23	\$36	\$5	\$64.50
San Mateo / Foster City / Belmont	San Mateo	\$86	\$22	\$23	\$36	\$5	\$64.50
Santa Barbara	Santa Barbara	\$92	\$23	\$26	\$38	\$5	\$69.00
Santa Cruz	Santa Cruz	\$86	\$22	\$23	\$36	\$5	\$64.50
Santa Monica	City limits of Santa Monica	\$92	\$23	\$26	\$38	\$5	\$69.00
Santa Rosa	Sonoma	\$86	\$22	\$23	\$36	\$5	\$64.50
South Lake Tahoe	El Dorado	\$86	\$22	\$23	\$36	\$5	\$64.50
Stockton	San Joaquin	\$74	\$18	\$20	\$31	\$5	\$55.50
Sunnyvale / Palo Alto / San Jose	Santa Clara	\$92	\$23	\$26	\$38	\$5	\$69.00
Tahoe City	Placer	\$86	\$22	\$23	\$36	\$5	\$64.50
Truckee	Nevada	\$86	\$22	\$23	\$36	\$5	\$64.50
Visalia	Tulare	\$80	\$20	\$22	\$33	\$5	\$60.00
West Sacramento / Davis	Yolo	\$80	\$20	\$22	\$33	\$5	\$60.00
Yosemite National Park	Mariposa	\$86	\$22	\$23	\$36	\$5	\$64.50




# EXHIBIT D



# Travel and Expense Reimbursements Survey

For

Board of Directors  
December 5, 2024

A photograph of the West Valley Water District building, a single-story structure with a curved roof and large arched windows. The building is light-colored and has "West Valley Water District" written on the roofline. In the foreground, there are signs for "CUSTOMER SERVICE" and "ADMINISTRATION" with arrows pointing in opposite directions. The building is surrounded by green trees and a clear blue sky.

West Valley Water District

# OVERVIEW

- West Valley Water District commissioned a travel and expense reimbursements survey. This was done to examine best practices to aid in developing a District policy.
- When the survey was initially developed it was not known whether there would be one District policy covering both Employees and Board members or if there were going to be separate policies.
  - The survey results reflected that 8 out of 12 Districts have a separate travel and expense reimbursement policy for Board members since their activity level is more varied and frequent in representing the District.
  - West Valley Water District's proposed policy follows the separation of Employees from Board members.
- The survey targeted 13 local water agencies, including West Valley Water District.
  - There were 12 respondents, including WVWD.
- Survey topics included:
  - Authorizations
  - Approvals
  - Travel and reimbursement policy
  - Expense reporting processing
- Survey Conclusions
- Next Steps



## AGENCIES PARTICIPATING IN THE SURVEY



Agencies that participated in the survey

### 12 Agencies:

- ✓ Coachella Valley Water District
- ✓ Cucamonga Valley Water District
- ✓ East Valley Water District
- ✓ Elsinore Valley Municipal Water District
- ✓ Lake Arrowhead Community Svcs. District
- ✓ Mesa Water District
- ✓ Rubidoux Community Services District
- ✓ Yucaipa Valley Water District
- ✓ Walnut Valley Water District
- ✓ Western Municipal Water District
- ✓ Walnut Valley Water District
- ✓ West Valley Water District

## TIMING OF AUTHORIZATION OF TRAVEL & OTHER BUSINESS EXPENSES

Agency Name	Expenses Authorized in Advance	Expenses Not Authorized in Advance	Expenses Ratified After the Fact with Approval for Payment
Coachella Valley Water District	X		
Cucamonga Valley Water District	X		X
East Valley Water District	X		X
Elsinore Valley Municipal Water District	X		
Lake Arrowhead Comm. Svcs. District	X		
Mesa Water District	X		X
Rubidoux Comm. Services District	X		
Yorba Linda Water District	X		X
Yucaipa Valley Water District	X		
Western Municipal Water District	X		X
Walnut Valley Water District		X	X
<b>West Valley Water District</b>	<b>X</b>		<b>X</b>
<b>Totals</b>	<b>11</b>	<b>1</b>	<b>6</b>

## TIMING OF SUBMISSION OF EXPENSE REPORTS

Agency Name	Monthly	After an Event or Conference	Comments Received
Coachella Valley Water District		X	
Cucamonga Valley Water District		X	
East Valley Water District	X		
Elsinore Valley Municipal Water District		X	
Lake Arrowhead Comm. Svcs. District		X	
Mesa Water District		X	No set deadline
Rubidoux Community Services District		X	
Yorba Linda Water District		X	
Yucaipa Valley Water District		X	
Western Municipal Water District		X	Within 30 Days upon return
Walnut Valley Water District		X	Within 30 Days upon return
<b>West Valley Water District</b>		<b>X</b>	<b>Within 30 Days upon return</b>
<b>Totals</b>	<b>I</b>	<b>II</b>	



## POLICY CONTAINS A LIST OF QUALIFIED AND UNQUALIFIED EXPENSES FOR REIMBURSEMENT

Agency Name	Policy Provides a List of Qualified Expenses	Policy Provides a List of Non-Qualified Expenses	Policy Does Not Provide Any List of Expenses
Coachella Valley Water District	X	X	
Cucamonga Valley Water District			X
East Valley Water District	X	X	
Elsinore Valley Municipal Water Dist.	X	X	
Lake Arrowhead Comm. Svcs. District			X
Mesa Water District	X	X	
Rubidoux Comm. Services District	X	X	
Yorba Linda Water District	X	X	
Yucaipa Valley Water District			X
Western Municipal Water District			X
Walnut Valley Water District	X	X	
<b>West Valley Water District</b>	<b>X</b>	<b>X</b>	
<b>Totals</b>	<b>8</b>	<b>8</b>	<b>4</b>

## USE OF A RENTAL CAR WHILE OF TRAVEL STATUS

Agency Name	Yes	No	Comments
Coachella Valley Water District	X		When no other options are available or practicable
Cucamonga Valley Water District	X		Any occasion where appropriate
East Valley Water District	X		Staff only
Elsinore Valley Municipal Water District	X		When it is a business necessity
Lake Arrowhead Comm. Services District	X		
Mesa Water District	X		When a necessity and outside of the County
Rubidoux Comm. Services District	X		
Yorba Linda Water District	X		
Yucaipa Valley Water District	X		Geographical requirement, no other transportation available, & most economical mode
Western Municipal Water District	X		Geographical requirement, no other transportation available, & most economical mode
Walnut Valley Water District	X		
<b>West Valley Water District</b>	<b>X</b>		<b>Staff and Board when a necessity</b>
<b>Totals</b>	<b>12</b>	<b>0</b>	



## RESPONSIBILITY FOR BOOKING FLIGHTS & CONFERENCES, & LODGING

Agency Name	Employee	Board Secretary	Human Resources	GM's Office Admin. Staff	Employee's Department
Coachella Valley Water District					X
Cucamonga Valley Water District	X	X			X
East Valley Water District		X			X
Elsinore Valley Municipal Water District				X	
Lake Arrowhead Comm. Services District	X				
Mesa Water District	X			X	X
Rubidoux Comm. Services District			X		
Yorba Linda Water District	X	X			X
Yucaipa Valley Water District			X		
Western Municipal Water District	X	X			
Walnut Valley Water District			X		X
<b>West Valley Water District</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>
<b>Totals</b>	<b>6</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>7</b>

## FOLLOWING THE IRS RECEIPT COMPLIANCE WHERE EXPENSES UNDER \$75 DO NOT REQUIRE RETENTION

Agency Name	IRS Receipt Guideline Is Followed	District Policy Requires All Receipts
Coachella Valley Water District	X	
Cucamonga Valley Water District		X
East Valley Water District		X
Elsinore Valley Municipal Water District		X
Lake Arrowhead Comm. Services District		X
Mesa Water District	X	
Rubidoux Comm. Services District		X
Yorba Linda Water District		X
Yucaipa Valley Water District		X
Western Municipal Water District		X
Walnut Valley Water District		X
West Valley Water District		X
<b>Totals</b>	<b>2</b>	<b>10</b>



## LODGING ARRANGEMENTS ARE HANDLED IN ADVANCE OF AN EVENT OR CONFERENCE

Agency Name	Lodging Done In Advance	Lodging Done At the Discretion of the Traveler	Done Upon Arrival at the Event
Coachella Valley Water District	X		
Cucamonga Valley Water District	X		
East Valley Water District	X		
Elsinore Valley Municipal Water District	X		
Lake Arrowhead Comm. Services District	X		
Mesa Water District	X		
Rubidoux Comm. Services District	X		
Yorba Linda Water District	X		
Yucaipa Valley Water District	X		
Western Municipal Water District	X		
Walnut Valley Water District	X		
West Valley Water District	X		
<b>Totals</b>	<b>12</b>	<b>0</b>	<b>0</b>

## EXPENSE GUIDELINES FOLLOWED FOR LODGING COSTS

Agency Name	IRS Guideline	GSA Guideline	District Policy	Comments
Coachella Valley Water District			X	Utilize government rates when it is available
Cucamonga Valley Water District		X		
East Valley Water District			X	
Elsinore Valley Municipal Water Dist.			X	
Lake Arrowhead Comm. Svcs. Dist.	X			
Mesa Water District			X	
Rubidoux Comm. Services District		X		
Yorba Linda Water District		X		
Yucaipa Valley Water District		X		
Western Municipal Water District			X	
Walnut Valley Water District			X	
<b>West Valley Water District</b>		<b>X</b>		
<b>Totals</b>	<b>1</b>	<b>5</b>	<b>6</b>	



## MAKING PAYMENTS FOR ATTENDING CONFERENCES AND SEMINARS

Agency Name	Prepay in Advance	No Established Payment Policy	Employee Handles Timing of Payment
Coachella Valley Water District	X		
Cucamonga Valley Water District	X		
East Valley Water District	X		
Elsinore Valley Municipal Water Dist.	X		
Lake Arrowhead Comm. Svcs. Dist.	X		
Mesa Water District	X		
Rubidoux Comm. Services District	X		
Yorba Linda Water District	X		
Yucaipa Valley Water District	X		
Western Municipal Water District	X		
Walnut Valley Water District		X	
<b>West Valley Water District</b>	X		
<b>Totals</b>	<b>11</b>	<b>1</b>	<b>0</b>

## MILEAGE REIMBURSEMENT FOR ELIGIBLE MILES DRIVEN

Agency Name	Follows IRS Reimbursement Guidelines	District Sets Mileage Reimbursement Rate
Coachella Valley Water District	X	
Cucamonga Valley Water District	X	
East Valley Water District	X	
Elsinore Valley Municipal Water Dist.	X	
Lake Arrowhead Comm. Svcs. Dist.	X	
Mesa Water District	X	
Rubidoux Comm. Services District	X	
Yorba Linda Water District	X	
Yucaipa Valley Water District	X	
Western Municipal Water District	X	
Walnut Valley Water District	X	
<b>West Valley Water District</b>	X	
<b>Totals</b>	<b>12</b>	<b>0</b>



## RESPONSIBLE PARTIES FOR REVIEWING BOARD MEMBERS TRAVEL AND EXPENSE REIMBURSEMENTS

Agency Name	Board Secretary	General Manager	Finance Director	Other Approvers (Specify)
Coachella Valley Water District	X	X	X	
Cucamonga Valley Water District	X		X	
East Valley Water District	X			
Elsinore Valley Municipal Water Dist.		X		Board President
Lake Arrowhead Comm. Svcs. Dist.			X	
Mesa Water District				2 Board Members
Rubidoux Comm. Services District		X	X	
Yorba Linda Water District	X		X	Board President
Yucaipa Valley Water District		X		
Western Municipal Water District	X	X	X	
Walnut Valley Water District	X	X	X	
<b>West Valley Water District</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>Board President</b>
<b>Totals</b>	<b>7</b>	<b>7</b>	<b>8</b>	

## USE OF A STANDARD EXPENSE REPORT FORM TRAVEL AND EXPENSE REIMBURSEMENT

Agency Name	One Form Used District-Wide	Board Has A Separate Form	Comments Received
Coachella Valley Water District		X	Nature of expenses are different
Cucamonga Valley Water District		X	Board Policy has meeting stipends
East Valley Water District		X	Separate Board Policy done by ordinance
Elsinore Valley Municipal Water District		X	Subtle differences per Admin. Code
Lake Arrowhead Comm. Svcs. District	X		
Mesa Water District	X		
Rubidoux Comm. Services District	X		
Yorba Linda Water District		X	Reimbursement rates are similar.
Yucaipa Valley Water District	X		
Western Municipal Water District		X	Separate Board Policy done by ordinance
Walnut Valley Water District		X	Approval process is different
<b>West Valley Water District</b>		<b>X</b>	Separate Board Policy done by ordinance
Totals	4	8	



# SURVEY CONCLUSIONS

- 11 out of 12 Agencies authorize expenses in advance.
  - 6 out of 12 Agencies also ratify expenses after the fact if initial authorization was not previously obtained.
  - **West Valley Water District authorizes expenses in advance and ratifies expenses after the fact.**
- 11 out of the 12 require submission of expense reports after an event or conference.
  - 1 Agency only requires expense reports to be completed monthly.
  - 3 Agencies commented that expense reports need to be completed within 30 days upon return.
  - **West Valley Water District requires expenses report to be completed upon returned from a trip.**
- 8 out of 12 Agencies provide a list of Allowable and Not-Allowable expenses for reimbursement
  - 4 out of 12 Agencies do not provide lists of Allowable and Not-Allowable expenses in their policy.
  - **West Valley's proposed procedure provides lists of both Allowable and Not-Allowable expenses.**
- 12 out of 12 Agencies allow use of a rental car while on travel status.
  - 8 out of 12 Agencies provided feedback that rental cars are used in cases of operational necessity.
  - **West Valley Water District limits the use of rental cars to operational necessity.**

# SURVEY CONCLUSIONS

- 11 out of 12 Agencies delegate the responsibility for booking flights, lodging and conferences to various portions of their Agency.
  - 1 Agency centralized the handling of travel and conference activity to the General Manager's Office.
  - West Valley Water District delegates responsibility to the employee, Board Secretary, General Manager Staff, and employee's department who all can make the travel arrangements.
- 10 out of 12 Agencies require that all expenses submitted for reimbursement must have a receipt.
  - 2 Agencies have chosen to follow the IRS guideline where expenses are not required for items under \$75.
  - West Valley Water District requires that submitted expenses must have a supporting receipt.
- 11 out of the 12 require Agencies submit expense reports after an event or conference.
  - 1 Agency requires expense reports to be done monthly.
  - 3 Agencies commented that expense reports need to be completed within 30 days upon return.
  - West Valley Water District requires expense report to be completed within 30 days upon return.
- 12 out of 12 Agencies require lodging arrangements be done in advance of an event or conference.
  - West Valley Water District proposed procedure mirrors this best practice.

# SURVEY CONCLUSIONS

- **12 out of 12 Agencies have guidelines for lodging expenses.**
  - **6 Agencies have adopted their own District policy separate from government guidelines**
  - **6 Agencies follow either the GSA or IRS guidelines.**
  - **West Valley Water District proposed policy follows GSA guidelines.**
- **11 out of 12 Agencies require that payments be made in advance for conferences and seminars.**
  - **1 Agency reported they have no established payment policy requirement**
  - **West Valley Water District proposed policy follows best practice of making payments in advance.**
- **12 out of 12 Agencies follow mileage reimbursement following the IRS established rate.**
  - **West Valley Water District's current policy and proposed policy follow this best practice.**



# SURVEY CONCLUSIONS

- **11 out of 12 Agencies have more than one approving party for Board Members travel and expense reimbursements**
  - **7 of 12 Agencies utilize the Board Secretary**
  - **7 of 12 Agencies utilize the General Manager**
  - **8 of 12 Agencies utilize the Finance Director**
  - **4 of 12 Agencies utilize Board Members**
  - **West Valley Water District has four approvers. This includes the Board Secretary, General Manager, Chief Financial Officer and Board President. This is a thorough approach but could be considered more than necessary.**
  
- **12 out of 12 Agencies have standard expense report forms for travel and expense reimbursement.**
  - **4 Districts have one district-wide expense report form for employees and Board Members.**
  - **8 Districts have separate expense report forms for Board members.**
  - **West Valley Water District has separate expense report forms for employees and Board Members.**

# NEXT STEPS

- Present proposed travel and expense report policy to the Board for approval.
- Provide and discuss newly adopted travel and expense policy with employees at an All-Hands Staff Meeting.
- Provide employees with assistance on how to complete the expense report form to ensure it is accurate and timely.
- Place expense report form and policy on the Employee Resources section of the City's website.





## STAFF REPORT

**DATE:** December 19, 2024

**TO:** Board of Directors

**FROM:** Socorro Pantaleon, Public Outreach & Government Affairs Manager

**SUBJECT:** Approval of Contract with JPW for Prop 218 Outreach and Communications Support

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### **MEETING HISTORY:**

08/19/24 External Affairs Committee

11/25/24 External Affairs Committee

12/16/24 External Affairs Committee

### **BACKGROUND:**

The Public Outreach and Government Affairs Department is committed to reinforcing relationships with the customers that West Valley Water District serves by sharing information on the value of water. As we prepare to communicate with customers the need for a rate adjustment, staff is seeking the assistance of a consultant specialized in the water industry that will be able to support the District in communicating the “why” for the need of a rate adjustment. The consultant will provide guidance on communication to the District to effectively share the importance of a rate adjustment to cover the costs for replacing aging infrastructure, increased treatment costs, operating costs, and planning for the future. It is important to begin communication early to build trust with our customers before the proposed rate adjustments and during the public outreach to ensure the District communicates with all its customers during the Prop 218 process.

### **DISCUSSION:**

An Request For Proposals (RFP) was released in late October on PlanetBids to develop a list of qualified respondents to provide public outreach and for communications support services for Proposition 218, specifically in the water industry. Staff received proposals and interviewed 4 firms with an internal panel that included the public outreach and government affairs, finance and executive departments. JPW Communications was the highest scoring firm among all panelists as the best firm with the experience and capacity to assist West Valley Water District during a successful Prop 218 process. Additionally, JPW provides survey support services before/after Prop 218 process.

### **FISCAL IMPACT:**

Funds have been budgeted in the Public Outreach and Government Affairs Department FY 2024-25 budget. Additional funds may be requested dependent on the final scope of work.

**REQUESTED ACTION:**

1. Authorize entering into an agreement for Prop 218 Outreach and Communications support with JPW and;
2. Authorize the General Manager to execute all necessary documents related to the agreement.

**Attachments**

[Exhibit A: JPW Proposal with Survey](#)

[Exhibit B: JPW Communications PSA.pdf](#)





FROM GOVERNMENT.  
FOR GOVERNMENT.™



# West Valley Water District

Public Relations Services for Water Rates and Prop 218 Process

November 12, 2024

# Cover Letter

**WEST VALLEY WATER DISTRICT, AL ROBLES,  
855 W. BASELINE, ROAD, RIALTO, CA 92376**

**NOVEMBER 12, 2024**

Dear Al:

We are honored to submit this proposal to support West Valley Water's Prop 218 water rate adjustment outreach. As a firm specializing in public sector communications, our expertise uniquely aligns with the District's objectives to provide clear, accessible, and compelling information to its customers. We understand the essential balance between transparency and engagement when communicating rate adjustments, especially in Southern California's dynamic water service landscape.

West Valley Water District has an impressive history of adapting to the needs of its growing communities, from pioneering water treatment innovations to supporting regional development. With a focus on service and stewardship, the District's commitment to providing safe, reliable, and high-quality water is evident. This legacy aligns with JPW Communications' core values, as we consistently help public agencies communicate complex topics to diverse audiences with clarity and respect.

## **MEET JPW**

JPW is a deliberately boutique agency that serves government clients exclusively and enthusiastically. Our team of 11 has served in and alongside government agencies, so we understand the realities of your world as much as we appreciate the dedication of public servants who serve communities dutifully, and often in the background of daily activities. This is especially true for utilities, like West Valley Water, who provides services to customers 24/7/365.

## **THE JPW DIFFERENCE**

With JPW, you'll get:

- One of only three internationally certified public engagement professionals (IAP2) in California
- A specialized team with deep experience with water and utility communications, including rate adjustments
- Integrated in-house design, videography and photography services

## OUR PROCESS

JPW has a proven record in water rate outreach and has successfully helped water districts manage public expectations, increase awareness and build trust through transparent communications. For each and every project, we apply the Public Relations Society of America's gold-standard RPIE process that stands for research, planning, implementation and evaluation. We know that we must understand a situation before we can share it effectively with the public.

## PAST SUCCESS

As a preview of the project descriptions and case studies that follow in our proposal, our team has experience working with the following agencies on similar projects to those noted in your RFP:

- Western Municipal Water District
- City of Tustin water department:
- Sacramento Area Sewer District (SacSewer)

## THE FINE PRINT

JPW is a proud woman-owned business, as well as a certified Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE). We are headquartered in Carlsbad (San Diego County).

If given the opportunity, JPW would approach this contract with great enthusiasm and fresh perspectives. Please contact me directly at [jenny@jpwcomm.com](mailto:jenny@jpwcomm.com) or (760) 683-8395 x700 should you have any questions. This proposal is valid for 180 days from the day of submittal.

We look forward to hearing from you. Thank you for your consideration.



Jenny Windle, Founder and CEO



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FORM #1 – PROPOSAL REQUIREMENTS

Firm Name	JPW Communications, Inc.
Firm Address	2710 Loker Avenue, W., Suite 300, Carlsbad, CA 92010
Telephone	760-683-8395
Email Address	jenny@jpwcomm.com

In response to West Valley Water District’s Request for Proposals for Public Relations Services – Water Rates and Prop 218 Process, please include the following information in this order of no more than 40 pages:

1. Cover Letter
2. Table of Contents
3. Responses to Form #1 – Proposal Requirements
  - Please provide answers to information requested in Form #1 and signed by Firm’s authorized representative.
4. Executive Summary
  - A one-page overview of the proposal, including a summary of your experience with requested services, your approach, date of completion and cost. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past two (2) years with state regulatory bodies or professional organizations.
5. Subcontracting Disclosure
  - Firms submitting proposals may subcontract portions of the project to other firms. If this is to be done, that fact, and the name of the proposed subcontracting firms, must be clearly identified in the proposal. Following the award of the contract, no additional subcontracting will be allowed without the express prior written consent of WVWD.

6. Proposal Content
  - Demonstrate how your firm will meet the Scope of Services (Section 2.05)
    - Demonstrate experience
    - Overview of proposed services
    - Describe how your proposal will meet the current and future needs of WVWD's customers and stakeholders
    - Description of your proposed process and approach on this project.
    - List of what WVWD would need to provide to you or assist you with, and a schedule of when it would be needed
    - How you will involve and work closely with the public affairs department
7. Proposed communications tools/resources and benefits
  - Proposed schedule
  - Provide a thorough description of your implementation process
  - Other value-added approaches, ideas, recommendations, etc.
8. Identification of Anticipated Potential Problems  
Identify and describe any anticipated potential problems, the firm's approach to resolving these problems and any special assistance that will be requested from WVWD.
9. Responses to Form #2 – Vendor Information Requirements  
Please provide answers to information requested in Form #2.
10. Responses to Form #3 – Project Staff Information  
Please provide answers to information requested in Form #3.
11. Responses to Form #4 – Client References  
Please duplicate form to provide three to five current/former client references.

The undersigned hereby agrees to comply with all the terms and conditions put forth in West Valley Water District's Request for Proposals for Public Relations Services – Water Rates and Prop 218 Process.

Print Name: Jenny Windle

Signature: 

Date: 11/8/24

## Our Experience

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JPW Communications is pleased to present our strategic outreach proposal for the Water District's Prop 218 rate adjustment. With a strong track record in public sector communications and transparent rate outreach, we are well-equipped to help the district build community understanding and trust. Specializing in government outreach, we have successfully led Prop 218 campaigns across California, including recent projects for Tustin and Western Water. Our approach centers on clear messaging, proactive engagement, and data-driven strategies to ensure compliance and address public concerns.

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## Our Approach

Our outreach strategy will consist of a phased approach:

1. **Discovery and Planning:** We will conduct research and stakeholder analysis to understand community sentiment and key concerns. Messaging will be developed to align with the district's goals while anticipating potential questions.
  2. **Community Engagement:** Using a multi-channel approach—including informational mailers, community meetings, digital outreach, and targeted media strategies—we will ensure stakeholders receive timely and accurate information about proposed rate changes.
  3. **Transparency and Responsiveness:** We prioritize ongoing communication, monitoring public feedback, and adjusting outreach efforts as needed to ensure that all community voices are heard.
  4. **Compliance and Follow-Up:** We will provide clear documentation and a final report summarizing outcomes and lessons learned, ensuring that every step of the outreach process aligns with legal requirements.
- 

## Completion and Cost

We are prepared to complete the outreach process within a nine-month timeline, beginning upon contract approval. A detailed project schedule will be finalized in collaboration with district staff to ensure all key deadlines are met. The estimated cost for our services is \$115,235 encompassing all activities outlined in our approach. We pride ourselves on delivering exceptional value while adhering to budget constraints.

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## Disciplinary Status

JPW is proud to report that no disciplinary actions have been taken or are pending against us in the past two years. Our commitment to ethical practices and excellence has remained steadfast, and we are confident in our ability to support the water district with a compliant, community-focused Prop 218 outreach campaign.



## Our Trusted Partners

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JPW Communications recognizes the importance of leveraging specialized expertise to ensure comprehensive and culturally responsive outreach for the Water District's Proposition 218 rate adjustment process. As part of our commitment to inclusive and effective community engagement, we intend to subcontract portions of this project to two highly qualified consultants: Novoa Communications and Big Language.

These subcontracting arrangements have been carefully selected to enhance the reach and impact of our outreach efforts. No additional subcontracting will be undertaken following the award of the contract without the express prior written consent of WVWD.

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## Multicultural Outreach Services

To effectively reach and engage diverse communities within the district, we will work with Melba Tirado of Novoa Communications, a specialist in multicultural outreach strategies. Melba's role will include developing culturally tailored messaging and facilitating engagement efforts with traditionally underserved populations.

Melba has worked in multidisciplinary teams in the areas of nonprofit management, video and radio production, multiple levels of government, and education for 20 years. Her professional experience includes environmental justice, community engagement and communications for capital improvement projects, regional planning organizations, federal and state grant administration, and special event coordination.

Melba spent six years as community relations supervisor for the San Diego North County Transit District, working closely with local governments, educational institutions, businesses, ADA advocates, underserved communities, nonprofit and community organizations. She actively engages communities that might be disproportionately impacted by environmental impacts or don't engage in traditional public process due to barriers such as language, culture, accessibility, and education. Melba has partnered with JPW on multiple outreach and engagement projects throughout the state of California since 2019.

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## Language Translation Services

To ensure language accessibility for all stakeholders, we will engage Big Language, a certified translation services provider. They will be responsible for translating outreach materials into the primary languages spoken within the district, ensuring compliance with language access requirements.



A staff born from  
government, for  
government

## ABOUT US

JPW was born from the need for a communications firm that offers the rare combination of exceptional service, creative ideas and strategic solutions that can only come from firsthand service in the public sector. We serve government enthusiastically and exclusively, and that means that we understand the challenges you face, why they matter, and how to solve them.

## OUR HISTORY

JPW was founded in 2015 by long-time government communicator Jenny Windle, and we have grown to a team of 11 like-minded experts who provide award-winning services for government agencies. Together, we bring 75 years of collective experience working inside and alongside cities, counties, states and special districts. We do this because we believe that public agencies deserve the very best in communication services.

## THE JPW EXPERIENCE

We balance big ideas with practical applications designed specifically for government. The result is strategic communication that actually works.

## OUR VISION

We imagine a world where communities and local government understand each other and work together for the greater good.

## Organization, Date Founded and Ownership

## Insurance Requirements

## Business Affiliations

---

JPW Communications is a full-service marketing and communications consulting firm, founded in 2015 by Jenny Windle. As a woman-owned business, JPW specializes in providing outreach, public relations, communications, and strategic consulting services, exclusively and enthusiastically for public-sector clients such as government agencies and water districts. Our team has extensive experience managing complex communications projects, including public engagement campaigns, water rate adjustments, and public information efforts. Founder and CEO Jenny Windle is the primary owner of the firm (95%) and Senior Vice President Susanne Bankhead is minority owner of the firm (5%).

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JPW Communications affirms that we carry the required levels of insurance as outlined in the sample professional services agreement. This includes general liability insurance, professional liability insurance, and workers' compensation insurance. We are committed to maintaining all required coverage throughout the duration of this project to ensure compliance and mitigate risk.

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JPW Communications has established strategic partnerships with a network of communications professionals and agencies, allowing us to provide additional specialized services when necessary. These affiliations enhance our ability to deliver comprehensive solutions when needed. This could include digital engagement platforms like Public Input, Open Gov, AlphaVu or Social Pinpoint, as well as graphic design, video production, and multilingual outreach contractors. We also maintain strong relationships with local media outlets and public relations professionals to facilitate effective media engagement and crisis communications.

JPW Communications maintains active affiliations with California Association of Public Information Officials (CAPIO), City County Communications and Marketing Association (3CMA), Public Relations Society of America (PRSA), and International Association of Public Participation (IAP2). Our involvement includes participating in conferences, training, and professional development opportunities to stay at the forefront of government communications and public engagement best practices. These connections enable us to bring innovative, ethical, and community-focused strategies to our clients.

## List/Description of Prop 218 Engagements

---

JPW Communications has extensive experience supporting public agencies with Proposition 218 outreach, focusing on transparency, community engagement, and clear communication to ensure compliance and public understanding. Over the past five years, we have partnered with several clients to guide them through successful rate adjustment processes:

- **SacSewer (2022):** Led outreach efforts for a Prop 218 rate adjustment process for Sacramento Area Sewer District, focusing on stakeholder engagement, media relations, and crafting clear, concise materials to educate the public about the need for rate increases.
- **City of Tustin (2023):** Supported the City of Tustin in its water rate outreach efforts, engaging the community through targeted public meetings, informational materials, and media relations to ensure that residents understood the reasons for the rate adjustments and had their questions addressed.
- **Western Water (2022):** Provided outreach and public relations services for Western Water's Prop 218 rate adjustment process, working closely with District staff to develop clear, accessible messaging and engage customers through social media, bill inserts, and public meetings.
- **City of Tustin (2023):** Assisted the City of Tustin with water and solid waste rate outreach, developing communication strategies and materials to inform residents about changes in solid waste service rates, as well as holding community meetings and managing public feedback.

## List/Description of Tax Measures

---

JPW Communications has successfully supported several local governmental tax initiatives over the past five years, focusing on strategic outreach and community engagement to inform and involve residents. Our work has included:

- **Carlsbad Measure A (2016):** Assisted the City of Carlsbad with outreach for Measure A, developing materials, managing media relations, and organizing public presentations to engage residents about the initiative to improve city infrastructure and services.
- **Encinitas Measure K (2024):** Supported the City of Encinitas in promoting Measure K, a local sales tax proposal, through strategic communications, social media outreach, mailers, and community presentations to inform and engage voters.
- **San Marcos Measure Q (2024):** Helped the City of San Marcos with Measure Q, a bond measure for public safety and infrastructure, by facilitating outreach efforts through materials, forums, and media coverage to explain the measure's benefits to residents.

## Experience with Scope of Services

---

JPW Communications will deliver a transparent and inclusive outreach strategy for the Proposition 218 water rate adjustment. We start by developing clear, relatable messaging based on the rate study and deploy a multi-channel plan, including direct mail, public meetings, digital outreach, and media engagement, to reach all community members effectively.

We facilitate meaningful public engagement, collecting feedback and adjusting our approach as needed while ensuring full compliance with Proposition 218 requirements. Our process concludes with a comprehensive report detailing our efforts and outcomes, always aiming to build trust and understanding in the community.

## Experience Supporting 218 Processes

---

JPW Communications has significant experience in the water industry, specifically in supporting Prop 218 efforts for water and sewer districts. Our team has worked with multiple agencies across California to facilitate rate adjustment processes, educating customers on rate changes and building understanding through clear, accessible communications. We are familiar with the regulatory and legal requirements of Prop 218 and have developed targeted communication strategies that adhere to these guidelines.

## Our Response to Urgent Issues

---

We understand that Prop 218 can involve urgent issues, from last-minute inquiries to media responses. JPW Communications maintains a flexible and responsive team to address urgent matters swiftly. We have a system in place for rapid communication and escalation, ensuring that District staff has the support they need in real-time. We prioritize clear communication and transparency with our clients to ensure that all issues are resolved promptly.

## Our Clients

---

JPW is proud to serve the public sector exclusively and enthusiastically. Since the firm was founded in 2015, our client roster has grown to more than 75 different government agencies across the state, ranging from municipalities including cities and counties, transit and transportation agencies, port districts and water, wastewater and special districts. We are especially proud of our strong reputation working with water agencies and are passionate about the world of water.

Water is personal. Not only does it sustain us all, but every person has their own connection to it. Taste preferences range. Cultural trust in water quality can vary, and thresholds for cost fluctuations differ from household to household. All of this means that your water rate adjustment efforts are going to be received differently by each community and household therein. Given the collaborative nature of water delivery and how blissfully unaware customers are of its complexities, we believe that our deep experience with water projects of all shapes and sizes will benefit your team. We know how to demystify and personalize water services, demonstrating value and establishing the water district as a known commodity to its customers. We've outlined three case studies that we feel underscore this experience.

# CASE STUDY

## City of Tustin: Water Rate Increase

### THE OPPORTUNITY

The City of Tustin Water Services team was faced with the need to increase water rates for customers to keep pace with changing state drinking water standards while also addressing higher rising costs. While the rate adjustment was critical to maintain services and ensure fiscal stability, the team needed to proactively answer customers' questions about why the increase was needed and resolve concerns about the specific needs of Tustin's community members who live on fixed incomes.

### THE APPROACH

JPW was hired to develop a comprehensive outreach strategy for the rate adjustment process to foster trust and goodwill by transparently communicating about the rate adjustment process. Engaging infographics were incorporated across all campaign materials and channels to make complex rate adjustment language more approachable for customers, improving public trust and sentiment about the rate adjustment.

### THE REWARD

At the public hearing on Dec. 5, 2023, Tustin's city council voted to approve the new proposed water rates with a 5-0 vote across the board. Out of 14,000 water customers, the team only received a total of 23 written protests, demonstrating the team's success in engaging the Tustin community about the rate adjustment process and establishing the City of Tustin as a trusted source of information throughout the process.

#### ABOUT THE RATE ADJUSTMENT

The City of Tustin contracts with CR&R Environmental Services to provide trash and recycling collection throughout the community. Each year, rates are evaluated based on CR&R's actual cost of providing solid waste collection service to Tustin customers. To cover the costs associated with the collection and disposal of solid waste, the City of Tustin is proposing a rate adjustment which, if adopted, would go into effect July 1, 2024.

The proposed rates are calculated using Producer Price Index (PPI) adjustments over the 12-month period ending October 31, 2023 and annual disposal costs. Rate factors include the County of Orange landfill gate tipping fee increase of 3.24%, decrease in natural gas PPI of 54.3% and increase in finished goods less food and energy of 5.4%. These expenses have been incorporated into the proposed rates per a formula defined in CR&R's agreement.



**JULY 2024  
PROPOSED SOLID  
WASTE RATE  
INCREASE**

#### PROPOSED RATES FOR FISCAL YEAR 2024-2025

If passed, the proposed Fiscal Year 2024-25 rates will take effect on July 1, 2024. To the right are some of the most common rates for single-family homes, businesses, and apartment buildings. A complete listing of rates can be found on the City's website.



VISIT OUR WEBSITE  
(VISITA NUESTRO SITIO WEB)

#### PROPOSED COMMERCIAL AND MULTIFAMILY RATE SUMMARY - FISCAL YEAR 2024-25

SERVICE DESCRIPTION	CURRENT RATE	PROPOSED RATE	RATE CHANGE
3-Yard Trash Bin	\$150.76	\$151.80	\$1.06
3-Yard Recycle Bin	\$76.08	\$76.78	\$0.70
2-Yard Recycle/Organics Bin	\$52.35	\$52.81	\$0.46
95-Gallon Recycle Cart	\$20.38	\$20.46	\$0.08
65-Gallon Recycle/Organics Cart	\$17.77	\$17.82	\$0.05
35-Gallon Recycle/Organics Cart	\$15.32	\$15.32	No Change

NOTE: Rates for commercial and multifamily services for a single container serviced once a week, billed monthly

#### PROPOSED RESIDENTIAL RATE SUMMARY - FISCAL YEAR 2024-25

RESIDENTIAL RATE	CURRENT RATE	PROPOSED RATE	RATE CHANGE
Single-Family (Monthly)	\$20.54	\$20.73	\$0.19/ month
Single-Family (Annual)	\$246.48	\$248.76	\$2.28 / year

#### PUBLIC HEARING REGARDING PROPOSED SOLID WASTE COLLECTION RATES

FOR ALL SOLID WASTE CUSTOMERS IN TUSTIN

NOTICE IS HEREBY GIVEN that on Tuesday June 4, 2024 at 7 p.m. or as soon thereafter as the matter may be heard, the City Council of the City of Tustin will hold a Public Hearing in the Tustin City Council Chamber located at 300 Centennial Way to consider proposed solid waste and recycling collection rates for Fiscal Year 2024-2025, with an effective date of July 1, 2024.

The City Council will hold a public hearing to consider adjusting rates for residential, commercial and multifamily solid waste and recycling collection services and authorizing adjustments for the next five (5) years. A written notice will be mailed to all parties subject to future annual rate adjustments, not less than 30 days prior to the effective date of the adjustment.

#### ABOUT PROPOSITION 218

In 1996, California voters approved Proposition 218, which establishes a specific process for voters to impose or increase certain types of fees. Proposition 218 provides that certain "Property Related" rates are subject to a noticed public hearing and "majority protest" process. This notice is being provided to you pursuant to Section 6 of Article XIII D of the California Constitution (Proposition 218) and Section 51795 of the Government Code which requires that notification be sent 45 days in advance of the public hearing, to the address to which the City customers provides the refuse collection service, or the known mailing address of the property owner, for each identified parcel upon which any new or increased service rate or charge is being proposed.

#### HOW TO PROTEST

Any property owner whose property will be subject to the imposition of the proposed solid waste and recycling rates and any tenant directly responsible for the payment of such rates (i.e., a customer of record) may submit a written protest to the proposed changes. Written protests may be submitted by mail or in person to the City Clerk's Office at 300 Centennial Way, Tustin, CA 92780 or at the Public Hearing date and time noted below, provided they are received prior to the conclusion of the public comment portion of the Public Hearing. A valid protest must include all of the following information:

1. A statement of protest ("protest") will suffice;
2. Service address or Assessor parcel number by assessor's parcel number, street address, or customer account;
3. Written evidence (example: current copy of a utility bill) that the person is the property owner, if the person was not shown on County of Orange's last equalized assessment roll as the property owner; and
4. Name and signature of the property owner submitting the protest (photocopies will not be accepted).

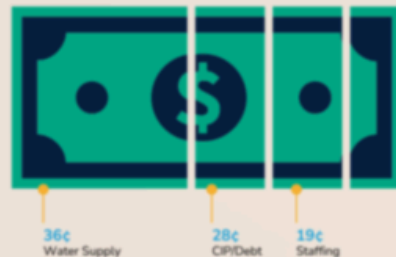
The City Clerk will accept only one protest per parcel.

If written protests against the proposed rates are not presented by a majority of identified parcels upon which the proposed rates are to be imposed, the City Council will be authorized to adopt the proposed rates. If adopted, the proposed solid waste collection rates will be effective July 1, 2024.

#### GET INVOLVED

- The City of Tustin is committed to proactive, two-way communication throughout the rate adjustment process to maximize awareness and minimize public uncertainty.
- Attend the public hearing on Tuesday, June 4 at 7 p.m. at Tustin City Council Chamber, 300 Centennial Way.
- Call with any questions at (714) 573-3037
- Email Acting Assistant Director of Public Works, Stacey Cuevas at [scuevas@tustincity.org](mailto:scuevas@tustincity.org)

CITY OF TUSTIN  
300 Centennial Way  
Tustin, CA 92780



**AVISO DE AJUSTE  
PROPUESTO A LA  
TARIFA DE RESIDUOS  
SÓLIDOS A PARTIR DEL  
1 DE JULIO DE 2024**



# CASE STUDY

## Sacramento Sewer: Rate Outreach

### THE OPPORTUNITY

Sac Sewer is the second largest sewage collection utility in California and provides sewage collection, treatment, and resource recovery services to more than 1.6 million people in the Sacramento region. In summer 2023, SacSewer was faced with the need to increase sewer rates for customers to keep pace with critical repairs and maintenance for aging infrastructure and facilities; rising operating, labor, energy and capital costs; and the purchase of expensive materials required for sewer treatment; some of which have increased 300% in recent years.

### THE APPROACH

The team developed a strategic outreach plan to build trust, educate customers on the rate adjustment, and highlight SacSewer's value and assistance programs, aiming to reduce opposition and negative sentiment. Efforts included a communications and demographics audit, messaging, dedicated inquiry channels, staff scripts, a webpage, FAQs, and 218 notices to 600,000 customers, with translations in Russian and Spanish. The team's strategy used infographics and plain language to simplify complex rate adjustment details, boosting trust.

### THE REWARD

At the May 8, 2024, public hearing, SacSewer's Board unanimously adopted the new rates. Out of 600,000 customers, only 280 submitted written protests, highlighting the team's success in informing and engaging the community. Outreach also raised awareness of their financial assistance program, doubling enrollment from 209 in 2023 to 422 in 2024. SacSewer's in-house team noted the rate assistance program page became the top-performing section on the website, reflecting the effectiveness of the outreach efforts.

Proposed Collection Residential/Commercial Rate Adjustments (\$ per month, per ESD)

FY 23/24 Current Rate	FY 24/25	FY 25/26	FY 26/27
\$19.85	\$22.85	\$25.35	\$27.35

Proposed Treatment and Resource Recovery Residential / Commercial Rate Adjustments (\$ per month, per ESD)

FY 23/24 Current Rate	FY 24/25	FY 25/26	FY 26/27
\$37	\$40.50	\$44	\$47



Sede del Distrito de Alcazar  
10060 Goethe Road  
Sacramento, CA 95827  
Martes 26 de marzo/ 6-7:30  
\*Esta reunión también tendrá un paso a continuación.  
Desde un dispositivo móvil:  
1. Ingrese esta URL en un navegador <https://zoom.us/join>  
2. Descarga la aplicación Zoom  
3. Ingrese la ID de la reunión: 161 878 2536



Increased costs for materials required for sewage treatment, some of which have increased 300% in recent years



Inflationary adjustments for operations, labor, energy, and construction expenditures



**SACRAMENTO AREA SEWER DISTRICT**

## Proposed Three-Year Rate Adjustment

### Sewage Collection, Treatment & Resource Recovery

#### Overview

At the Sacramento Area Sewer District (SacSewer), our charge is clear—protecting public health and the environment for the many communities we serve. We deliver on this mission in a number of different ways, including collecting and treating **billions** of gallons of sewage every year. To do that, we must ensure our pipes, pump stations, and resource recovery facility are in top operating condition. This allows us to continue providing the uninterrupted, reliable service our customers have come to expect.

Being responsible stewards of our ratepayers' money is a job we take very seriously. It is important to both our Board of Directors and staff that we do everything we can to keep rates affordable for our customers. Each year, we update our Long-Term Financial Plan that features a ten-year financial forecast, an analysis of economic trends impacting SacSewer, the ten-year Capital Funding Projection, and debt management status. We review sewer rates on an annual basis and strive to minimize rate increases for customers where possible.

While we have not had a rate increase in many years, like many other public agencies, we are experiencing mounting financial pressures and increased costs across the board due to the historically high inflation environment that has characterized the U.S. economy. To cover the increased operating and capital project costs, SacSewer determined a sewer rate adjustment is needed over the next three years, starting in July 2024.

The adjustment in sewer rates will allow SacSewer to cover costs associated with the following:



# CASE STUDY

## Western Water: Water Rate Adjustment

### THE OPPORTUNITY

Following a cost-of-service study, Western proposed a multi-year rate increase—a challenging move given the financial strains of the COVID-19 pandemic. Aware of past customer objections and mistrust, Western recognized the need for clear, upfront communication to justify the adjustment.

### THE APPROACH

JPW developed a transparent and comprehensive plan to engage and educate stakeholders throughout the process, despite COVID-19 constraints. Notably, JPW created 22 tailored Prop 218 notices to ensure every customer saw rate charts reflecting their unique combination of Western services, along with engaging visuals and infographics showcasing the value and reliability of Western's service to its customers.

### THE REWARD

Ultimately, the board voted to approve the recommended rate increase and only seven formal protest letters were received. This was a stark contrast to the hundreds of protest letters received during the prior process. The outreach efforts gained respect and appreciation for Western's JPW-supported outreach. The general manager, customers and directors all mentioned how impressive and thorough communication efforts were throughout the process.

**SECURING YOUR WATER FUTURE**

**SPECIAL RATE NOTICE SPRING 2022**

**You're invited to attend a Public Hearing about your rates and charges**

The Board of Directors of Western Municipal Water District. Western will host a Public Hearing to consider changes to the rates and charges outlined in this document. We invite you to join the conversation and participate in the public meeting.

**Comment in support or protest of the proposed rates.**

Any customer or property owner may appear at the hearing to make comments regarding the proposed changes. To submit a formal written letter of support or protest of the proposed rates and charges, customers and property owners who are directly liable to pay water and sewer bills may use any one of the following methods and must meet all criteria below to be considered valid.

Include customer name, parcel number and/or service address.

Indicate whether the letter of support or protest is in response to the proposed water or sewer rates, or both.

Hand signed if mailed or dropped off or include an image of the protector's signature if emailed.

Received prior to the conclusion of the Public Hearing on June 2, 2022.

**Mail:**  
Western Municipal Water District  
Attention: 2022 Proposed Rates  
14205 Meridian Parkway  
Riverside, CA 92508

**Email:**  
boardsecretary@western.com

Note: Protests submitted by electronic means other than the email noted above will not count as formal written protests.

**In person:**  
Outdoor drop box at:  
14205 Meridian Parkway, Riverside, CA 92508

**Get connected. Stay informed.**

Read the full notice

Sign up for notifications at [www.western.com/subscribe](http://www.western.com/subscribe)

Learn about information systems at [www.western.com/2022ProposedRates](http://www.western.com/2022ProposedRates)

Provide a letter of support for opposition

Participate in the Public Hearing on June 2, 2022

This notice is intended to convey general information about the proposed rates. More information can be found in the cost of service study documents at [www.western.com/2022ProposedRates](http://www.western.com/2022ProposedRates).

**Investing in reliability**

Western serves an area where droughts are a regional reality. Increasing local water supplies and regional sustainability, and maintaining critical infrastructure, are vital to making sure that Western customers have a system and water supply resource they can rely on. In the past five years, Western has been awarded more than \$27 million in grant funding to support major system improvements, regional partnerships and customer technology.

**Water supply resources and your delivery system**

In Murietta, we recently completed construction to restore the water supply from the North Well. By tapping into this high-quality local groundwater supply, the North Well decreases our reliance on imported water for our Murietta customers. Upon completion, the water from the North Well will serve Murietta customers exclusively. By connecting the drops for Riverside County with these important projects, our system is more reliable and designed for long-term service to our region.

**Water supply sources**

55% Local Water  
45% Imported Water  
\*Based on average from 2017-2019

**Water service reliability costs**

27% Reduced water demand and imported  
53% Water system operations, maintenance and energy  
20% Asset replacement and administration

Visit [www.western.com/CDFP](http://www.western.com/CDFP) to learn more about how Western is securing your water future.

**SECURING YOUR WATER FUTURE**

**YOUR WATER BUDGET**

Understand your water budget to take control of water usage

**YOUR INDOOR WATER BUDGET TIER 1**

That's right! Your total water budget is unique to YOU and adjusts with your household size, irrigated area, and daily weather patterns.

**YOUR OUTDOOR WATER BUDGET TIER 2**

Outdoor water budgets adjust each month based on weather conditions and landscaping water needs. Staying within your outdoor water budget throughout the year requires you to take action to change irrigation schedules with each season.

**HOW RATES WORK WITH YOUR WATER BUDGET**

When used together, water budgets and tiered rates reward efficient water use

**EFFICIENT** TIER 1 - 100% BUDGET - INDOOR  
**TIER 2 - OUTDOOR**

**INEFFICIENT** TIER 3 - 50% OF TIER 1 WATER BUDGET  
**UNSTAINABLE** TIER 4 - ALL EXCESS WATER USE

**Residential Customers**

Your total monthly water budget (water budget) is the sum of your indoor and outdoor water budgets. When water usage stays within your water budget, your water usage stays within your water budget, you pay "Tier 1 - Indoor" and "Tier 2 - Outdoor" rates, Western's lowest commodity pricing.

Tier 3 and 4 rates are charged for water use that exceeds a customer's water budget. These rates are more expensive because they include additional costs for programs designed to increase water supply and reliability through more efficient water use.

Due to positive customer responses to Western's water budget structure, demonstrated by decreased water use during the past 10 years, the rate adjustment proposal seeks to eliminate Tier 3. Historically, the Tier 3 rate covered the cost of more expensive water use efficiency programs.

With the elimination of Tier 3, the proposal expands Tiers 3 and 4. Tier 3 is proposed to change from 25 percent of the customer's water budget to 54 percent of the customer's outdoor water budget. Tier 4 rates will be charged for water use exceeding Tier 3.

**Commercial Customers**

Some commercial customers have a water meter only for outdoor watering. These "irrigation" or "landscaping" customers are billed at the "Tier 2 - Outdoor" rate since 100 percent of water use is outdoors.

Some commercial customers have a single water meter for indoor-only or indoor/outdoor use. For "mixed-use" customers, your water budget is calculated using a three-year rolling average of prior monthly use. Currently, 45 percent of your water budget is billed at the "Tier 1 - Indoor" rate and 55 percent at the "Tier 2 - Outdoor" rate.

To allocate costs equitably to all customers, the proposal for "mixed-use" customers is for 58 percent of your water budget to be billed at the "Tier 1 - Indoor" rate and 42 percent at the "Tier 2 - Outdoor" rate.

Schools with mixed-use meters have their water budget calculated using the student count plus the school's irrigated area, if applicable.

Commercial customers are also subject to Tier 3 and Tier 4 rates.

**PROPOSED WATER SERVICE RATES**

A median residential customer will see an average monthly bill increase in the first year. The proposed rates will go into effect with all water billing statements issued on or after July 1, 2022.

Variable changes	Current	Effective 07/01/22
Commodity Charge (per HCF, 1 HCF = 7.48 gallons)		
Water delivered for irrigation (no protection services will be billed at the Tier 1 - Indoor)	\$2,006	\$2,136
Tier 1 - Outdoor	\$4,286	\$4,014
Tier 2 - Irrigation	\$5,138	\$5,141
Tier 4 - Waterfall/Unustainable	\$5,558	\$5,621
Tier 5 - Unustainable	\$6,439	N/A
Leakage Charge (per HCF)		
Power Zone 1 - Citywide Ridge	10,234	N/A
Pumping Charge (per HCF)		
Power Zone 108 - Lutzville Ridge	N/A	\$9,232

**Fixed charge**

System Charge (per month) - based on meter size	Current	Effective 07/01/22
1/2" Meter	\$32.00	\$34.61
3/4" Meter	\$44.99	\$46.40
1" Meter	\$68.56	\$70.17
1 1/2" Meter	\$129.28	\$130.00
2" Meter	\$214.56	\$215.95
3" Meter	\$384.49	\$379.12
4" Meter	\$744.36	\$727.27
6" Meter	\$1,441.58	\$1,415.18
8" Meter	\$2,182.15	\$2,137.54
10" Meter	\$2,907.64	\$2,854.62

**HISTORICAL BILL IMPACTS TO CUSTOMERS**

**SECURING YOUR WATER FUTURE**

# Personnel

One of JPW's biggest differentiators is our people. We are a specially curated group of government communicators who deeply understand the nuances of working in the world of water. We have hand-selected the following team to work with the West Valley Water District team based on their direct experience and acumen. Our team is designed to scale as needed.

## KEY PERSONNEL IN ADMINISTRATION AND MANAGEMENT

JPW's Senior Team, consisting of Jenny Windle, Susanne Bankhead, Marissa Aymar and Leslie Spring drive the strategic direction of JPW and ensure the firm's commitment to delivering exceptional service to our government clients is upheld.

## PRINCIPAL PROJECT TEAM 218 OUTREACH

**Jenny Windle**  
Founder and Ceo

**Susanne Bankhead**  
Partner and Sr. Vice President

**Leslie Spring**  
Senior Director

**Courtney Pittam**  
Senior Manager\*

**Molly Schellenger**  
Sr. Multimedia Designer

**Kit Caldwell**  
Multimedia Designer

**Madeline Atlee-Burke**  
Specialist

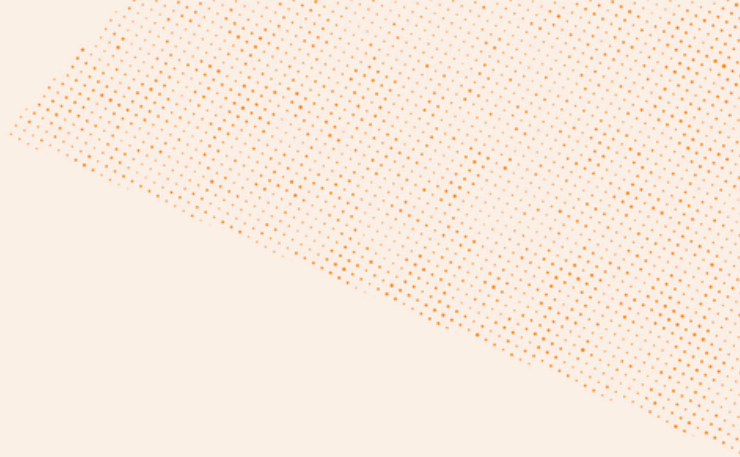
**Lauren Bonanno**  
Coordinator

**Melba Tirado**  
Multicultural Outreach Specialist\*\*

*\*Project manager offering day-to-day support*

*\*\*JPW partner/subcontractor*





## “You know the hype man at concerts? That’s Susanne at a public meeting.

Susanne has spent more than 20 years excelling in community engagement and has served at the helm of several complex, high-stakes projects in San Diego like the Mid-Coast Trolley Project, the Terramar Area Coastal Improvement Project, the Ocean Street Beach Access Project and the Plaza de Panama Project.

Today, she uses that expertise at JPW to lead community engagement and strategic planning efforts. She believes every engagement is an opportunity to build trust and enjoys finding ways to boost public participation.

Recognized as an industry leader, Susanne has successfully collaborated with community groups, elected officials and other stakeholders.

Prior to joining JPW, Susanne served as the community relations manager for the City of Carlsbad, where she managed operations for a 12-person team dedicated to keeping internal and external audiences informed. She previously worked for two public affairs firms developing and executing communication and outreach programs.

### EDUCATION

Cal State University, Long Beach  
Masters in Kinesiology

Arkansas State University  
Bachelor of Arts in Kinesiology

International Association of Public Participation Certified Public Participation Professional (CP3)

One of only three certified professionals in the state of California

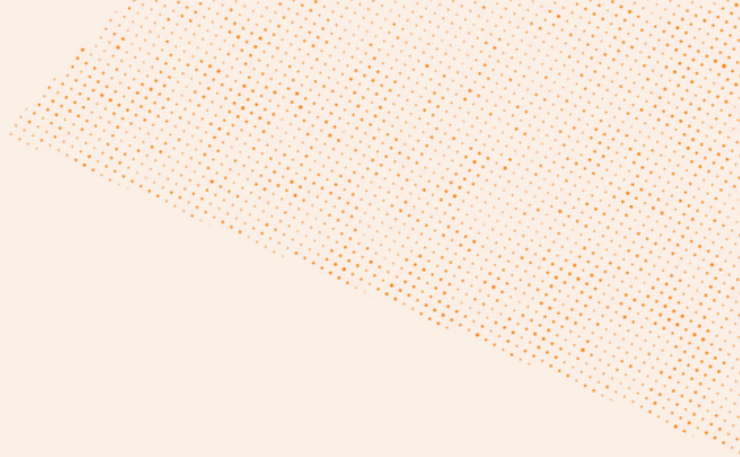
## SUSANNE BANKHEAD PARTNER AND SR. VICE PRESIDENT

### PROJECT EXPERIENCE

Community outreach planning: *Western Municipal Water District; San Diego County Water Authority; City of Tustin; SANDAG, City of Carlsbad City Hall project, San Diego Coastal Rail Trail, Jamul Indian Village, Otay Mesa community plan*

Construction outreach: *City of San Marcos Creek District Project, City of Encinitas Streetscape Project, San Diego County Water Authority Hydropower Project*

Communications strategic planning: *Sacramento Sewer District, Western Municipal Water District, City of Tustin, City of Encinitas, County of San Diego, Long Beach Water Department*



“Work hard, lead with empathy and always keep an open mind.”

Courtney Pittam is an enthusiastic public relations professional dedicated to achieving excellence in every project she undertakes. She is well versed in strategic communications planning, storytelling, community outreach and media relations.

Before joining JPW, she worked for two of the largest public relations firms in San Diego handling issues ranging from recycled water to land use to energy and transportation. She also previously served as the press secretary for San Diego Mayor Todd Gloria.

Notably, Courtney won the American Association of Political Consultants Ballot Measure Campaign in 2019 for her contribution to the “Yes on Measure G/ No on Measure E” campaign, focusing on the San Diego State University acquisition of Snapdragon Stadium.

She has also been trained by the International Association of Public Participation (IAP2).

At JPW, she marries her love for writing with her heart for serving people to craft stories and implement strategies that foster empathy, openmindedness and understanding within communities across California.

**EDUCATION**

Point Loma Nazarene University  
Bachelor of Arts, International Studies  
Provost Academic Scholarship  
Magna Cum Laude

**COURTNEY PITTAM**  
SENIOR MANAGER

PROJECT EXPERIENCE

Organic Waste Recycling Public Outreach; City of San Diego

Pure Water San Diego Public Outreach; City of San Diego

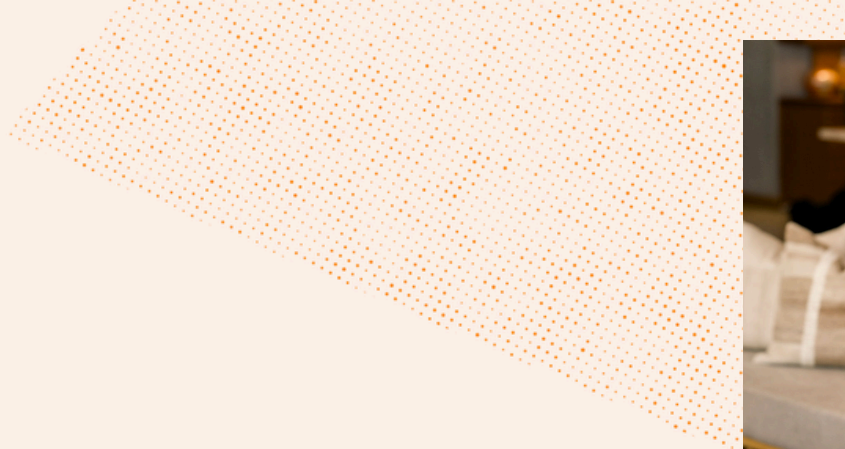
Electric Transmission Project Delivery System (PDS) Internal Communications; Pacific Gas and Electric Company (PG&E)

Marketing & Strategic Communications Support; North County Transit District (NCTD)

Marketing & Strategic Communications Support; Elsinore Valley Municipal Water District (EVMWD)

Fats, Oils & Grease (FOG) Campaign; Destin Water





“Every great design begins with an even better story.

Molly is a graphic designer with a broad range of experience in print and digital design across public and private sectors. She is passionate about working on projects that promote environmental sustainability and inform communities in creative and engaging ways.

Prior to joining JPW Communications, Molly worked as a graphic designer for the City of San Marcos elevating their brand and creating collateral for a variety of print, digital and online projects. She also designed for a variety of private and public sector clients including 826 Valencia; UC Davis; and the cities of Long Beach, Agoura Hills and Eastvale.

Molly brings a keen sense for creating impactful designs that capture the audience’s attention and promotes positive change.

**EDUCATION**

University of California, Davis  
Bachelor of Arts in Visual Communication & Design  
Minor in Professional Writing

**MOLLY SCHELLENGER**  
SR. MULTIMEDIA DESIGNER

PROJECT EXPERIENCE

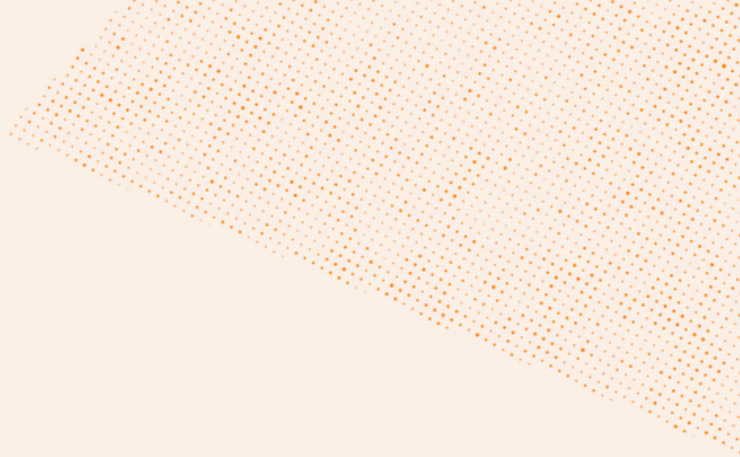
Collateral design; graphic design; campaign development; City of San Marcos (Creek Project)

Landscape guide with custom illustrations, "Landscape is Change" campaign; Calleguas Water District

Marketing materials, illustration and social media graphic development; Long Beach Water Department

Branding and identity development and implementation; City of Agoura Hill

Economic development marketing campaign identity; City of Eastvale



# “Stories express the most complicated ideas in the most digestible ways.”

Madeline is a natural storyteller and experienced puzzle solver. She loves finding creative ways to convey messaging and pulling together strategies for implementing campaigns. Being a team player, Madeline is very adaptable in how she can best help get the job done. Most of all, she likes to combine these strategies and attitudes with her clients to best see their vision come to life.

Madeline developed her writing and content development strategies while working at Visit Sacramento. During her time there, she had the unique opportunity of helping various departments with writing blog posts and articles to highlight the city of Sacramento. She refined her project management and client service prowess while working at Aya Healthcare. Managing the completion of travel nurses' files in a timely manner further strengthened her organization and time management abilities.

Her experience working closely with clients, customers, and audiences, has brought her to work with the public sector with an aspiration to engage and connect with communities at large.

At JPW, she brings an out of the box approach and in-depth research method to her creative process. Her specialties include storytelling, customer service, project management, attention to detail and communications.

### EDUCATION

Sonoma State University  
Bachelor of Arts in Psychology

## MADELINE ATLEE-BURKE SPECIALIST

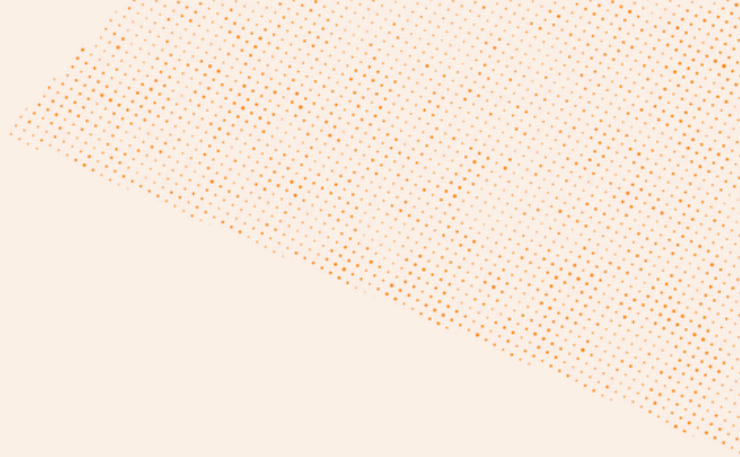
### PROJECT EXPERIENCE

Community engagement; *City of San Marcos*

Public participation, public inquiry management; *City of San Marcos*

Content development; *Santa Ana Watershed Project Authority*





# “Creativity is intelligence having fun.”

Lauren has a passion for working in marketing and communications. She is naturally creative and has great observational skills which helps her to identify client needs. Most of all, she is a strategic thinker and is excited to constantly learn new things. Her background and education in Business Marketing has driven her curiosity to promote public sector programs.

Lauren developed her abilities in client services and project management at her previous role for a real estate investment company. Additionally, she worked with the marketing team to create social media content, sharpen her writing skills through campaigns, and grow the brand through client experience. Her experience working closely with clients and audiences has brought her to work with the public sector with an aspiration to grow and connect with communities at large.

At JPW, Lauren brings a spark of enthusiasm and optimism to create outstanding work in communications and marketing. Her specialties include strategic thinking, storytelling, adaptability, and creative problem solving.

### EDUCATION

San Diego State University  
Bachelor of Science in Business Marketing

## LAUREN BONANNO COORDINATOR

### PROJECT EXPERIENCE

Public inquiries, public outreach contacts and reporting; *City of San Luis Obispo*

Social media concepts for emerging trends; *Eastern Municipal Water District*

Promotional campaign; *City of San Marcos*

Website maintenance and content development; *City of San Marcos*

# Our Approach

## DEMONSTRATED EXPERIENCE IN THE WORLD OF WATER

*Pipeline relining. Meter valve. AMI. Pump station. Hydroelectricity. Water quality. AMR. Water reliability. Flow control. PFAS. Water efficiency. Groundwater aquifer. Proposition 218.*

As an agency born from government, for government, we are proud to understand these terms, what they mean, and how to communicate them to varied audiences. Our acumen comes from decades of work as in-house government communicators and more than nine years serving government agencies as an external partner. All this translates to a team that can get up to speed very quickly, reducing timelines and budget. We truly appreciate public service and understand what's at stake with important projects and initiatives like those West Valley Water District is managing. How the agency handles projects of such magnitude can impact relationships with the public.

We also recognize the added difficulty water agencies face to show their value to customers. In most cases, they're often "invisible" until something goes wrong. This presents a particular challenge when the agency needs to engage the community and customers about a sensitive rate adjustment like this one.

*Luckily, we are here to help.*

JPW has the experience and political acumen to work with the internal external audiences to ensure that this rate adjustment goes smoothly, is inclusive and transparent process, builds trust with all involved, leading to Board adoption and approval of new rates.

We will leverage a mix of communication methods, including social media, presentations, bill inserts, and local media, to ensure the messaging resonates with diverse customer groups. Our team will manage every stage of the outreach process—from initial messaging and the creation of Prop 218 notices to providing ongoing support through meetings and customer service training—ensuring a comprehensive, effective, and transparent outreach campaign.

We rely on the Public Relation Society of America's gold-standard RPIE process that stands for research, planning, implementation and evaluation. We use it because it works for the largest of community engagement campaigns to the smallest of social media efforts.

We are also believers in the International Association of Public Participation (IAP2) spectrum of engagement. In fact, our own Susanne Bankhead (one of only three certified public participation professionals in California) is on the global committee to reevaluate its efficacy, inclusivity and future applications. We use their spectrum as our blueprint to design public meetings, craft engagement strategies and engage people of all backgrounds in local government processes.



RESEARCH



PLANNING



IMPLEMENTATION



EVALUATION

# Research

## ANALYZING THE SITUATION

Research is the foundation of effective communication efforts and we start all of our work with some level of exploration. It helps us define the problem and identify who we are trying to reach. The depth of research we conduct varies by project, but some level of objective research is absolutely necessary to create successful outcomes. We'd recommend the following activities during the research phase.

### Kickoff meeting

At this meeting with our key contact, we discuss our scope of work, approach, roles and responsibilities and will prepare for the internal discovery session with the broader project team.

### Internal discovery session

JPW will start this public outreach engagement with internal discovery to ensure everyone is on the same page. In this initial session, we will identify goals of the engagement, roles and responsibilities of team members, understand the 218 process, and what success would look like for the outreach program. We use a communications and engagement framework to guide us through the process.

### Material audit

We will request background materials from the West Valley team and review current and previous rate adjustment materials, messaging, plans and available research and any other existing materials to understand the organization's narrative, current public values, perceptions, questions and concerns about the rate adjustment. *Assumes WVWD will provide all requested materials including: brand/style guidelines, previous 218 notices, water bill insert specs/schedule.*

### Stakeholder mapping/database

Conduct a stakeholder mapping exercise to identify key audiences including customers, community leaders and interest groups that will be interested and impacted by the rate adjustment process. Create and maintain a database of customers to track the status of any customer contacts (e.g., email or phone correspondence, sentiment of inquiries, one-on-one meetings, etc.).

### Establish phone/email for rate adjustment process

Establish designated email and hotline to field questions about water rate adjustment process. Use FAQ to develop script to outline resources available and field questions and comments and from customers.



# Planning

## SETTING GOALS & OBJECTIVES

Once research has been completed, we move into the planning phase to take what we've learned and begin crafting meaningful solutions. Our planning phase gives us a framework to guide our efforts by setting goals, identifying audience(s), crafting objectives and defining strategies and tactics.

### Outreach strategy

Using insights from research phase, we would develop a strategy to guide outreach for the 218 water rate adjustment process. the high-level plan will include:

- Defined operational and outreach goals and objectives and tools/tactics to achieve plan/project goals
- Key messages and master narrative or positioning statement
- Tools and tactics to engage all audiences including those harder to reach audiences within the service area
- Timeline for implementation including deadline, task and team responsibility

### Creative concept

With this completed foundation, our team will have everything needed to move into visual concept development for the 218 rate adjustment process. Our design team will create a look/feel for the 218 outreach materials that is consistent with the District's overall brand and provides cohesive to campaign materials. Our standard is to provide three concepts to choose from and then refine a selection into a final concept.





# Implementation

## **PUTTING THE PLAN INTO ACTION**

This phase is often the busiest and most gratifying phase of our work, as we're able to bring our research and planning to life. Strategies and tactics are now put into place, messages are disseminated, and audiences begin receiving information.

We've structured the tools and tactics into two phases: pre-rate adoption outreach and post-rate adoption outreach activities.

### **PHASE 1: PRE-ADOPTION OUTREACH ACTIVITIES**

#### **Collateral materials**

Using key messaging, create the following collateral materials about the rate adjustment process: postcard mailer, PowerPoint presentation, website content, 218 notice for customers, graphics to explain rate structure, timeline, water sources and how to get more information. *Assumes translation in Spanish of all materials.*

#### **Internal script/Frequently Asked Questions**

Using approved outreach materials and key messages, draft an internal script to share with WVWD staff for situational awareness in advance of outreach materials being mailed to customers. Messaging will establish a single point of contact and the workflow for routing public or media inquiries about the water rate adjustment process to the dedicated phone and email.

#### **Briefing materials/PowerPoint for Board**

Using key messages and infographics, prepare PowerPoint presentation and briefing materials to prep the Board for the water rate outreach process.

#### **Postcard mailer #1**

Create content and design mailer to customers, to inform them about rate adjustment process, upcoming public meetings and how to get more information about the process. *Assumes JPW will create content handle design, coordination of printing and mailing to customers. Assumes WVWD will pay for printing and mailing costs and provide customer list and local printer preferences.*



# Implementation (cont'd)

## **Create website content**

Using key messages and infographics created, the team will develop content and post content about the water rate adjustment process on the District's water rates webpage. Information will be updated at three milestones: water rate workshop, community meetings, and the adoption of water rates. Separate materials will be created for Spanish speakers on the site. *Assumes coordination from West Valley IT staff, public affairs team to ensure JPW can implement changes.*

## **Water bill insert #1**

Using approved messaging and infographics, create insert in water bills to reference water rate adjustment process, public meetings and where to find more information. *Assumes WVWD provides sizes and specs for water bill inserts. JPW handles content and design.*

## **Social media and eblast #1**

Create graphic template for water rate adjustment process and draft post content. Send an eblast to customers with information about the water rate adjustment process. *Assumes WVWD would handle distribution through District-owned social media channels and eblast system and would provide the customer list.*

## **News article/release #1**

Post news article and send news releases to media to create awareness of the public meeting and Board hearing and how to get involved.

## **218 Notice**

Create 218 notice to be mailed to all customers. *Assumes JPW to handle content, design and coordination of printing and mailing services for notice. West Valley to handle printing and mailing costs.*

## **Presentations to community-based organizations/community groups/business groups (up to 10)**

Identify audiences for presentations or meetings about the rate adjustment process. Groups could include community-based organizations, business groups, harder to reach audiences, those on a fixed income, seniors, apartment owners and Spanish speakers in community. *Assumes WVWD would attend presentations/meetings. JPW would provide support materials and assist with preparation.*

## **Support team on virtual community meetings (up to 4)**

Support team with meeting design and materials needs for up to four virtual community meetings to share information about water rate adjustment process. Meetings could be structured by customer type (residential, commercial, other, etc.). *Assumes WVWD would attend meetings and JPW would provide support materials and assist with preparation.*





# Implementation (cont'd)

## News article/release #2

Post news article and send news releases to media to create awareness of the Board hearing on water rates. As needed, develop talking points and provide information to media inquiries, in coordination with public affairs team.

## Social media and eblast #2

Using water rate adjustment graphic template draft post content to create awareness of the Board hearing on water rates. Send an eblast to customers with information about the water rate adjustment Board hearing. *Assumes WVWD would handle distribution through District-owned social media channels and eblast system and would provide the customer list.*

## Water rate adoption at Board workshop: Estimated March 2025

Hold water rate workshop at Board meeting. *Assumes JPW will provide presentation deck and assist with talking points and preparation. West Valley team to attend and present.*

## PHASE 2: POST-ADOPTION OUTREACH ACTIVITIES

### Social media and eblast #3

Using water rate adjustment graphic template, draft post content to create awareness of the Board action on water rates and next steps. Send an eblast to customers with information about the water rate adjustment, Board action and next steps. *Assumes WVWD would handle distribution through District-owned social media channels and eblast system and would provide the customer list.*

### News article/release #3

Post news article and send news releases to media to create awareness of the Board hearing on water rates and recap action taken. As needed, develop talking points and provide information to media inquiries, in coordination with public affairs team.

### Water bill insert #2

Using approved messaging and infographics, create insert in water bills to recap water rate adjustment process and reference new rates. *Assumes WVWD provides sizes and specs for water bill inserts. JPW handles content and design.*



# Evaluation

## ANALYZING OUR WORK

Evaluation tells us whether we achieved our goals and objectives, and if so, to what degree. We are focused on two specific measurement tools during this phase: outputs and outcomes:

**Outputs** measure activities. We also call this the "counting" measurement. We outline how many "things" we did -- the number of news releases issued; the number of notifications distributed; the number of community outreach events held. While it is important to understand these elements, they do not provide a direct value to understanding the effectiveness of a campaign.

**Outcomes**, on the other hand, show a clearer picture of how your efforts performed. What was the community's sentiment through the rate adjustment process? Did we reach everyone we needed? Do customers understand the need for rate adjustments? These are the more far-reaching impacts that carry a greater impact. Finally, we do not leave evaluation to the end of a campaign. Instead, we build in reporting mechanisms along the way so that during the implementation phase we can gauge how things are performing in real-time and calibrate the campaign, if needed, to better drive successful outcomes.

Based on the activities outlined in the RFP, we could expect our evaluation metrics to include:

- Public inquiry management and sentiment tracking (e.g. percentage of positive, negative or neutral inquiries by phone or email)
- Stakeholder feedback
- Board adoption of water rates
- Participation and attendance at community events
- Campaign performance (e.g. social media engagement rates, newsletter open rates, media coverage, etc.)

*Assumes JPW will establish tracking databases and dashboards for team to track all public inquiries about rate adjustment in real time. West Valley team will be responsible for updating since they will be monitoring phone/email. JPW can assist with a more hands-on approach, if needed.*



# Cost Proposal

DESCRIPTION OF SERVICES	ESTIMATED COST
<b>RESEARCH   JANUARY 2025   Activities include:</b> <ul style="list-style-type: none"> <li>• Hosting client kick-off meeting to review scope of work, project schedule, expectations and budget (virtual)</li> <li>• Conducting initial research and review of WVWD's existing style guides, standards and any design/inspiration samples</li> <li>• Establishing outreach communication tracking record (SmartSheet)</li> <li>• Mapping of stakeholders to identify methods of reaching WVWD's customer</li> </ul>	\$4,500
<b>PLANNING   FEBRUARY 2025   Activities include:</b> <ul style="list-style-type: none"> <li>• Creating outreach strategy</li> <li>• Drafting key messages</li> <li>• Outlining visual creative concept to establish a cohesive identity for Prop 218 outreach</li> </ul>	\$5,000
<b>IMPLEMENTATION   FEBRUARY-SEPTEMBER 2025   Activities include:</b> <ul style="list-style-type: none"> <li>• Designing collateral materials: PowerPoint template, Prop 218 notice (1), website content (1 page), social media posts (up to 10 posts), bill stuffers (2), e-blasts (up to three) as well as digital assets and graphics to support these materials</li> <li>• Supporting community meetings and/or workshop(s): JPW to prep staff with collateral, key messages, possible questions and tips for a successful meeting. JPW attendance at meetings is not included in this scope of work.</li> <li>• Preparing social media copy and supporting graphics based on Prop 218 content and key messages</li> <li>• Supporting media relations (as needed)</li> <li>• Ongoing project update meetings to maximize efficiencies (one 30-minute meeting every other week; assumes 18 meetings from January-September 2025)</li> <li>• <i>ASSUMPTIONS: Client to provide translation support services. JPW to create two versions (English and Spanish) of final printed materials using client-provided translated copy. Client responsible for the scheduling of social media posts and newsletter distributions.</i></li> </ul>	\$45,500
<b>EVALUATION   ON-GOING   Activities Include:</b> <ul style="list-style-type: none"> <li>• Monitoring project email address</li> <li>• Logging inquires and attributing sentiment for tracking</li> <li>• Facilitating WVWD's response to customer questions</li> </ul>	\$5,500
<b>TOTAL</b>	<b>\$60,500</b>

# Optional Survey Support Services

DESCRIPTION OF SERVICES	ESTIMATED COST
<b>Community survey services   Activities include:</b> <ul style="list-style-type: none"><li>• Pre-campaign sentiment survey to establish baseline perceptions about WVWD's rates and/or services. Includes drafting, creating and promoting plan for survey</li><li>• Post-campaign sentiment survey to evaluate changes in customer perceptions after rate adjustment process concludes. Includes drafting, creating and promotional plan for survey</li></ul>	\$2,000
<b>RECOMMENDED SUPPORT   Optional</b> <ul style="list-style-type: none"><li>• JPW typically partners with Centiment to provide response support services that are geotagged to customers' services areas within specified zip codes.</li></ul>	\$10,000
<b>TOTAL</b>	<b>\$12,000</b>

# Hourly fee schedule

POSITION	BILLING RATE (\$/HR)
President	\$300
Sr. Vice President	\$275
Vice President	\$250
Sr. Director	\$220
Director	\$205
Art Director	\$185
Sr. Manager	\$185
Sr. Multimedia Designer	\$185
Manager	\$170
Multimedia Designer	\$155
Videographer/Photographer	\$155
Sr. Specialist	\$155
Specialist	\$135
Coordinator	\$105
Admin Assistant	\$100

## APPROACH FOR PREPARING ESTIMATES

JPW will bill on a time and materials basis in 15-minute increments in accordance with its annual rate sheet.

## DIRECT COSTS

Client agrees to reimburse JPW monthly for extraordinary out-of-pocket costs and expenses incurred in performing the functions described above, including, but not limited to: large-volume (more than 100 at a time) photocopying, printing, postage, clipping service, overnight mail delivery and courier services, which shall be billed at net. A customary 20 percent markup will be added to all advertising buyouts, printing, stock photography purchases and goods or services that are procured on behalf of the Client.



FORM #2 – FIRM INFORMATION REQUIREMENTS

Firm Name & Website	JPW Communications, Inc., <a href="https://www.jpwcomm.com/">https://www.jpwcomm.com/</a>
Years in Business	9 years
Firm Parent Company (If Applicable)	N/A
Number and nature of the professional staff to be employed in this engagement on a full-time basis	0
Number and nature of the professional staff to be employed in this engagement on a part-time basis	JPW Communications employs a team of 10 full time and 1 part time employees specialized in marketing, communications, graphic design, videography, and photography. While all employees will be available to assist on this engagement, we have specially curated a team of 8 individuals that will be working on this engagement part-time.
Main Point of Contact Name, Title, Email & Telephone	Jenny Windle Founder and CEO jenny@jpwcomm.com 760-683-8395

FORM #3 – PROJECT STAFF REQUIREMENTS

Please copy the table below and complete for each key project staff members (including subcontractors) who will be involved in the project.

Staff Member Name	Susanne Bankhead
Title	Partner and Senior Vice President
Length of Tenure	9 years
Previous Work Experience	Communications Relations Manager at the City of Carlsbad Director of Communications and Public Affairs at MJE Marketing Services
Educational Background	California State University, Long Beach - Masters of Arts, Kinesiology Arkansas State University - Bachelor's of Science, Kinesiology
Certifications	IAP2 Certified Public Participation Professional, one of three in California
Project Role and Responsibilities	Susanne would be available to advise on inclusive engagement strategies to ensure that the plan resonates with target audiences, and that everyone feels involved in the process.
Technical Skills and Qualifications for The Project	Strategic support, communications planning, strategic planning, public outreach, public engagement planning
Hours to Be Worked On-Site	0
Hours to Be Worked Remotely	71

FORM #3 – PROJECT STAFF REQUIREMENTS

Please copy the table below and complete for each key project staff members (including subcontractors) who will be involved in the project.

Staff Member Name	Courtney Pittam
Title	Senior Marketing and Communications Manager
Length of Tenure	8 months
Previous Work Experience	Senior Account Executive at Katz & Associates Senior Press Secretary for Mayor Todd Gloria at the City of San Diego Senior Account Executive at Southwest Strategies
Educational Background	Point Loma Nazarene University - Bachelor of Arts in International/Global Studies
Certifications	Trained by the International Association of Public Participation to engage the public effectively.
Project Role and Responsibilities	Project manager offering day-to-day support.
Technical Skills and Qualifications for The Project	Strategic support, communications planning, strategic planning, project management, public outreach, public engagement planning, behavior change campaigns, implementation support, research, writing, event planning and coordination, social media, website and public inquiry management
Hours to Be Worked On-Site	0
Hours to Be Worked Remotely	135

FORM #3 – PROJECT STAFF REQUIREMENTS

Please copy the table below and complete for each key project staff members (including subcontractors) who will be involved in the project.

Staff Member Name	Molly Schellenger
Title	Senior Multimedia Designer
Length of Tenure	2 years and 6 months
Previous Work Experience	Graphic Design and Creative Specialist for the City of San Marcos Art and Design Instructor for the San Marcos Unified School District
Educational Background	University of California, Davis - Bachelor of Arts, Graphic Design
Certifications	N/A
Project Role and Responsibilities	Graphic design
Technical Skills and Qualifications for The Project	Graphic design
Hours to Be Worked On-Site	0
Hours to Be Worked Remotely	152

FORM #3 – PROJECT STAFF REQUIREMENTS

Please copy the table below and complete for each key project staff members (including subcontractors) who will be involved in the project.

Staff Member Name	Madeline Atlee-Burke
Title	Marketing and Communications Specialist
Length of Tenure	1 year and 10 months
Previous Work Experience	Compliance Specialist at Aya Healthcare Information Specialist and Content Writer at Visit Sacramento
Educational Background	California State University, Sonoma - Bachelor of Art's, Psychology
Certifications	N/A
Project Role and Responsibilities	Assist with creating outreach materials, social media campaign, website content, media relations plan and other as-needed support items.
Technical Skills and Qualifications for The Project	Communications planning, public outreach, public engagement planning, behavior change campaigns, implementation support, research, writing, event planning and coordination, social media, website and public inquiry management
Hours to Be Worked On-Site	0
Hours to Be Worked Remotely	136



FORM #3 – PROJECT STAFF REQUIREMENTS

Please copy the table below and complete for each key project staff members (including subcontractors) who will be involved in the project.

Staff Member Name	Lauren Bonanno
Title	Marketing and Communications Coordinator
Length of Tenure	1 year and 9 months
Previous Work Experience	Marketing Intern at McKinney Capital
Educational Background	California State University, San Diego - Bachelor of Science, Business/Marketing
Certifications	N/A
Project Role and Responsibilities	Assist with creating outreach materials, social media campaign, website content, media relations plan and other as-needed support items.
Technical Skills and Qualifications for The Project	Communications planning, public outreach, public engagement planning, behavior change campaigns, implementation support, research, writing, event planning and coordination, social media, website and public inquiry
Hours to Be Worked On-Site	0
Hours to Be Worked Remotely	111

FORM #3 – PROJECT STAFF REQUIREMENTS

Please copy the table below and complete for each key project staff members (including subcontractors) who will be involved in the project.

Staff Member Name	Novoa Communications Inc (Melba Tirado)
Title	Multicultural Outreach Specialist
Length of Tenure	5 years
Previous Work Experience	Community Relations Supervisor for San Diego North County Transit District
Educational Background	University of Southern California - Master of Arts, Communication Management University of Southern California - Bachelor of Arts, Communications
Certifications	N/A
Project Role and Responsibilities	Spanish translation services and multicultural outreach support
Technical Skills and Qualifications for The Project	Bilingual in Spanish, communications and public relations and youth outreach
Hours to Be Worked On-Site	0
Hours to Be Worked Remotely	40

FORM #3 – PROJECT STAFF REQUIREMENTS

Please copy the table below and complete for each key project staff members (including subcontractors) who will be involved in the project.

Staff Member Name	Big Language Solutions
Title	N/A
Length of Tenure	N/A
Previous Work Experience	Big Language provides translation and interpretation services to the government, legal, healthcare, financial services, and insurance industries, to name a few. JPW has worked with Big Language on several projects and they are a trusted partner.
Educational Background	N/A
Certifications	N/A
Project Role and Responsibilities	Translation of materials and outreach items into multiple languages.
Technical Skills and Qualifications for The Project	Certified to translate materials into multiple languages.
Hours to Be Worked On-Site	0
Hours to Be Worked Remotely	TBD

FORM #4 – CLIENT REFERENCES

Client Name	City of Tustin
Contact – Name, Title, Email & Telephone	Stephanie Najera   Communications Manager snajera@tustinca.org   P: 714-573-3107
Services Provided and Dates	Client since 2019 Services provided: communications audit, strategic communications plan, community rebrand, branding implementation, crisis communications
Examples of Work (provide links)	Water rate adjustment: <a href="https://www.jpwcomm.com/work/tustin-water-outreach">https://www.jpwcomm.com/work/tustin-water-outreach</a> Rebrand: <a href="https://www.jpwcomm.com/work/tustin-rebrand">https://www.jpwcomm.com/work/tustin-rebrand</a>
Explain similarities in services to those requested by West Valley Water District	For the City of Tustin, we helped them with a 218 notice for their water services. Our job was to foster trust and goodwill by being transparent with the public. We were very successful , receiving 23 written protests out of 14,000 water customers.
Explain differences in services to those requested by West Valley Water District	For the City of Tustin, we have done multiple forms of work for them ranging from rebrands, communication plans and public outreach. Working with you, we would take a more definitive approach and put our focus on the 218 notice.

FORM #4 – CLIENT REFERENCES

Client Name	Western Municipal Water District
Contact – Name, Title, Email & Telephone	Craig Miller   General Manager cmiller@wmwd.com   P: 951-571-7100
Services Provided and Dates	Client since 2016 Services provided: strategic communications planning, strategic counsel, collateral creation, water rate increase outreach, agency rebrand and launch, ongoing comms support
Examples of Work (provide links)	Strategic Communications: <a href="https://www.jpwcomm.com/work/western-water-strategy">https://www.jpwcomm.com/work/western-water-strategy</a> Community Outreach: <a href="https://www.jpwcomm.com/work/western-water-construction-outreach">https://www.jpwcomm.com/work/western-water-construction-outreach</a> , Rebranding: <a href="https://www.jpwcomm.com/work/western-water-rebrand">https://www.jpwcomm.com/work/western-water-rebrand</a>
Explain similarities in services to those requested by West Valley Water District	Our team has had a lot of experience presenting our findings and strategies to City Councils and Board's. We are also very experience with the different forms of communication that are most effective internally and externally. For Western Water, we have created internal communication plans and strategic communications plan for outlining rate increases to the public.
Explain differences in services to those requested by West Valley Water District	Some of the work we have done for this client involved rebranding, this is not something we would recommend for this project.

FORM #4 – CLIENT REFERENCES

Client Name	San Diego County Water Authority
Contact – Name, Title, Email & Telephone	Graciela Sevilla   Public Affairs Supervisor gsevilla@sdcwa.org   P: 858-522-6708
Services Provided and Dates	<b>Client since 2022</b> Services provided: strategic planning, community engagement, public outreach, graphic design, media relations
Examples of Work (provide links)	Public Outreach: <a href="https://www.jpwcomm.com/work/san-diego-water-authority-san-vicente">https://www.jpwcomm.com/work/san-diego-water-authority-san-vicente</a> Community Outreach: <a href="https://www.jpwcomm.com/work/san-diego-water-authority-twin-oaks-relining">https://www.jpwcomm.com/work/san-diego-water-authority-twin-oaks-relining</a>
Explain similarities in services to those requested by West Valley Water District	Services provided: strategic planning, community engagement, public outreach, graphic design, media relations, demystifying complex, technical information
Explain differences in services to those requested by West Valley Water District	Our work with SDCWA did not include any 218 outreach support.





# ***West Valley Water District***

***AGREEMENT FOR PROFESSIONAL SERVICES***

***With***

***JPW Communications***

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## **AGREEMENT FOR PROFESSIONAL SERVICES**

This AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) effective as of this 19<sup>th</sup> day of December, 2024 (“Effective Date”) is by and between West Valley Water District (“District”) and JPW Communications (“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.

(c) If a Task Order (as defined herein) is in effect at the expiration of the term of this Agreement, the term of this Agreement will automatically extend until Consultant completes the services under said Task Order, or until the Agreement is otherwise terminated, as set forth herein.

#### **Section 2. Scope and Performance of Services.**

**2.1** (a) District may, from time to time, by written instructions from the District’s General Manager or Assistant General Manager, or their designee, (“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: (1) the scope of services to be performed by Consultant; (2) the compensation to be paid to Consultant; and (3) 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"). Consultant shall not substitute or remove Key Personnel without the prior written consent of District.
- 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 services, as more particularly described in this Agreement and each Task Order in accordance with generally accepted professional practices and current standards of care and diligence normally practiced by members of the profession currently practicing under conditions of a similar nature. Consultant shall perform, at its own cost and expense and without reimbursement from the District, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein.

- 2.5** Neither District nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include a Force Majeure Event. A Force

Majeure Event shall mean an event that materially affects the Consultant's performance and is one or more of the following: (1) Acts of God or other natural disasters occurring at the project site; (2) terrorism or other acts of a public enemy; (3) orders of governmental authorities (including, without limitation, unreasonable and unforeseeable delay in the issuance of permits or approvals by governmental authorities that are required for the services); and (4) pandemics, epidemics or quarantine restrictions. For purposes of this section, "orders of governmental authorities," includes ordinances, emergency proclamations and orders, rules to protect the public health, welfare and safety. Should such a Force Majeure Event occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. Delays shall not entitle Consultant to any additional compensation regardless of the Party responsible for the delay. Notwithstanding the foregoing, District may still terminate this Agreement in accordance with the termination provisions of this Agreement.

**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** In no event shall the total amount paid for services rendered by Consultant under this Agreement and all Task Orders issued hereunder exceed the sum of the Task Orders. Subject to any limitations set forth in this Agreement, District agrees to pay Consultant the amounts shown in a Task Order.

**5.2** Consultant shall furnish District monthly with an original invoice for all services performed and expenses incurred under a Task Order 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 and the Task Order. 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 and California Labor Code.**

- 10.1** 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.

- 10.2** Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the District, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

- 10.3** If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Agreement and require the same of any subconsultants, as applicable. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

- 10.4** This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance

requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the District. Consultant shall defend, indemnify and hold the District, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

## **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.**

**13.1** 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 sole negligence or intentional acts of District or its Representatives (as solely defined below).

**13.2** To the fullest extent permitted by law, 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 services 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 services provided 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 ; (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 sole 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 Claim and charge all of the direct or incidental costs 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.

**13.3** If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance of "design professional" services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

**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 said 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 giving ten (10) calendar days 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, including, but not limited to, Project Documents must be returned to District immediately. 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. If said termination occurs prior to completion of any Task Order for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by District and Consultant of the portion of such Task Order completed but not paid prior to said 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. District shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

**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: General Manager

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

To Consultant:                JPW Communications  
   Attention: Jenny Windle  
   Address: 2710 Loker Avenue W, #300, Carlsbad, CA 92010  
   Phone Number: 760-683-8395 x701  
   Email: jenny@jpwcomm.com

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

**Email: [apinvoices@wvwd.org](mailto:apinvoices@wvwd.org)**

*or*

*Mail: West Valley Water District  
Accounts Payable  
P.O. Box 190  
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 and all attachments contain the entire, complete, final and exclusive agreement and understanding 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.

**[SIGNATURES APPEAR ON FOLLOWING PAGE]**

**SIGNATURE PAGE FOR AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN THE WEST VALLEY WATER DISTRICT  
AND JPW COMMUNICATIONS**

**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 \_\_\_\_\_  
John Thiel, General Manager

By \_\_\_\_\_  
Elvia Dominguez, Board Secretary

**CONSULTANT:**

JPW Communications

By \_\_\_\_\_

Name Jenny Windle

Its CEO

**EXHIBIT A**  
**TASK ORDER**



**TASK ORDER NO.   1**

This Task Order (“Task Order”) is executed this 19<sup>th</sup> day of December, 2024 by and between West Valley Water District, a public agency of the State of California (“District”) and JPW Communications (“Consultant”).

**RECITALS**

- A. On or about December 19, 2024 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**

\_\_\_\_\_  
John Thiel, General Manager

\_\_\_\_\_  
Elvia Dominguez, Board Secretary

**CONSULTANT:**

**JPW Communications**

By \_\_\_\_\_

Name Jenny Windle

Its CEO

## EXHIBIT “1”

TO

TASK ORDER NO.   1  

### SCOPE OF SERVICES

## Research

### Analyzing the Situation

Research is the foundation of effective communication efforts and Consultant starts all of their work with some level of exploration. It helps Consultant define the problem and identify who Consultant is trying to reach. The depth of research we conduct varies by project, but some level of objective research is absolutely necessary to create successful outcomes. Consultant recommends the following activities during the research phase.

### Kickoff meeting

At this meeting with Consultant’s key contact, Consultant discusses their scope of work, approach, roles and responsibilities and will prepare for the internal discovery session with the broader project team.

### Internal discovery session

JPW will start this public outreach engagement with internal discovery to ensure everyone is on the same page. In this initial session, Consultant will identify goals of the engagement, roles and responsibilities of team members, understand the 218 process, and what success would look like for the outreach program. Consultant uses a communications and engagement framework to guide them through the process.

### Material audit

Consultant will request background materials from the West Valley team and review current and previous rate adjustment materials, messaging, plans and available research and any other existing materials to understand the organization’s narrative, current public values, perceptions, questions and concerns about the rate adjustment. Assumes WVWD will provide all requested materials including: brand/style guidelines, previous 218 notices, water bill insert specs/schedule.

### Stakeholder mapping/database

Conduct a stakeholder mapping exercise to identify key audiences including customers, community leaders and interest groups that will be interested and impacted

by the rate adjustment process. Create and maintain a database of customers to track the status of any customer contacts (e.g., email or phone correspondence, sentiment of inquiries, one-on-one meetings, etc.).

### **Establish phone/email for rate adjustment process**

Establish designated email and hotline to field questions about water rate adjustment process. Use FAQ to develop script to outline resources available and field questions and comments and from customers.

## **Implementation**

### **PUTTING THE PLAN INTO ACTION**

This phase is often the busiest and most gratifying phase of Consultant's work, as Consultant is able to bring their research and planning to life. Strategies and tactics are now put into place, messages are disseminated, and audiences begin receiving information.

Consultant has structured the tools and tactics into two phases: pre-rate adoption outreach and post-rate adoption outreach activities.

### **PHASE 1: PRE-ADOPTION OUTREACH ACTIVITIES**

#### **Collateral materials**

Using key messaging, create the following collateral materials about the rate adjustment process.: postcard mailer, PowerPoint presentation, website content, 218 notice for customers, graphics to explain rate structure, timeline, water sources and how to get more information. Assumes translation in Spanish of all materials.

#### **Internal script/Frequently Asked Questions**

Using approved outreach materials and key messages, draft an internal script to share with WVWD staff for situational awareness in advance of outreach materials being mailed to customers. Messaging will establish a single point of contact and the workflow for routing public or media inquiries about the water rate adjustment process to the dedicated phone and email.

#### **Briefing materials/PowerPoint for Board of Directors**

Using key messages and infographics, prepare PowerPoint presentation and briefing materials to prep the Board for the water rate outreach process.

#### **Postcard mailer #1**

Create content and design mailer to customers, to inform them about rate adjustment process, upcoming public meetings and how to get more information about the process. Assumes JPW will create content handle design, coordination of printing and mailing to customers. Assumes WVWD will pay for printing and mailing costs and provide customer list and local printer preferences.

### **Create website content**

Using key messages and infographics created, the team will develop content and post content about the water rate adjustment process on the District's water rates webpage. Information will be updated at three milestones: water rate workshop, community meetings, and the adoption of water rates. Separate materials will be created for Spanish speakers on the site. Assumes coordination from West Valley IT staff, public affairs team to ensure JPW can implement changes.

### **Water bill insert #1**

Using approved messaging and infographics, create insert in water bills to reference water rate adjustment process, public meetings and where to find more information. Assumes WVWD provides sizes and specs for water bill inserts. JPW handles content and design.

### **Social media and eblast #1**

Create graphic template for water rate adjustment process and draft post content. Send an eblast to customers with information about the water rate adjustment process. Assumes WVWD would handle distribution through District-owned social media channels and eblast system and would provide the customer list.

### **News article/release #1**

Post news article and send news releases to media to create awareness of the public meeting and Board hearing and how to get involved.

### **218 Notice**

Create 218 notice to be mailed to all customers. Assumes JPW to handle content, design and coordination of printing and mailing services for notice. West Valley to handle printing and mailing costs.

### **Presentations to community-based organizations/community groups/business groups (up to 10)**

Identify audiences for presentations or meetings about the rate adjustment process. Groups could include community-based organizations, business groups, harder to reach audiences, those on a fixed income, seniors, apartment owners and Spanish speakers in community. Assumes WVWD would attend

presentations/meetings. JPW would provide support materials and assist with preparation.

### **Support team on virtual community meetings (up to 4)**

Support team with meeting design and materials needs for up to four virtual community meetings to share information about water rate adjustment process. Meetings could be structured by customer type (residential, commercial, other, etc.). Assumes WVWD would attend meetings and JPW would provide support materials and assist with preparation.

### **News article/release #2**

Post news article and send news releases to media to create awareness of the Board hearing on water rates. As needed, develop talking points and provide information to media inquiries, in coordination with public affairs team.

### **Social media and eblast #2**

Using water rate adjustment graphic template draft post content to create awareness of the Board hearing on water rates. Send an eblast to customers with information about the water rate adjustment Board hearing. Assumes WVWD would handle distribution through District-owned social media channels and eblast system and would provide the customer list.

### **Water rate adoption at Board workshop: Estimated March 2025**

Hold water rate workshop at Board meeting. Assumes JPW will provide presentation deck and assist with talking points and preparation. West Valley team to attend and present.

## **PHASE 2: POST-ADOPTION OUTREACH ACTIVITIES**

### **Social media and eblast #3**

Using water rate adjustment graphic template, draft post content to create awareness of the Board action on water rates and next steps. Send an eblast to customers with information about the water rate adjustment, Board action and next steps. Assumes WVWD would handle distribution through District-owned social media channels and eblast system and would provide the customer list.

### **News article/release #3**

Post news article and send news releases to media to create awareness of the Board hearing on water rates and recap action taken. As needed, develop talking points and provide information to media inquiries, in coordination with public affairs team.

### **Water bill insert #2**



Using approved messaging and infographics, create insert in water bills to recap water rate adjustment process and reference new rates. Assumes WVWD provides sizes and specs for water bill inserts. JPW handles content and design.

## **Evaluation**

### **ANALYZING OUR WORK**

Evaluation tells Consultant whether they achieved their goals and objectives, and if so, to what degree. Consultant is focused on two specific measurement tools during this phase: outputs and outcomes:

**Outputs** measure activities. Consultant also calls this the "counting" measurement. Consultant outlines how many "things" they did -- the number of news releases issued; the number of notifications distributed; the number of community outreach events held. While it is important to understand these elements, they do not provide a direct value to understanding the effectiveness of a campaign.

**Outcomes**, on the other hand, show a clearer picture of how your efforts performed. What was the community's sentiment through the rate adjustment process? Did Consultant reach everyone they needed? Do customers understand the need for rate adjustments? These are the more far-reaching impacts that carry a greater impact. Finally, Consultant does not leave evaluation to the end of a campaign. Instead, Consultant builds in reporting mechanisms along the way so that during the implementation phase Consultant can gauge how things are performing in real-time and calibrate the campaign, if needed, to better drive successful outcomes.

Based on the activities outlined in the RFP, Consultant could expect their evaluation metrics to include:

- Public inquiry management and sentiment tracking (e.g. percentage of positive, negative or neutral inquiries by phone or email)
- Stakeholder feedback
- Board adoption of water rates
- Participation and attendance at community events
- Campaign performance (e.g. social media engagement rates, newsletter open rates, media coverage, etc.)

Assumes JPW will establish tracking databases and dashboards for team to track all public inquiries about rate adjustment in real time. West Valley team will be responsible for updating since they will be monitoring phone/email. JPW can assist with a more hands-on approach, if needed.

**EXHIBIT “2”**  
**TO**  
**TASK ORDER NO.   1**

**COMPENSATION**

DESCRIPTION OF SERVICES	ESTIMATED COST
<b>RESEARCH   JANUARY 2025   Activities include:</b> <ul style="list-style-type: none"> <li>• Hosting client kick-off meeting to review scope of work, project schedule, expectations and budget (virtual)</li> <li>• Conducting initial research and review of WVWD’s existing style guides, standards and any design/inspiration samples</li> <li>• Establishing outreach communication tracking record (SmartSheet)</li> <li>• Mapping of stakeholders to identify methods of reaching WVWD’s customer</li> </ul>	\$4,500
<b>PLANNING   FEBRUARY 2025   Activities include:</b> <ul style="list-style-type: none"> <li>• Creating outreach strategy</li> <li>• Drafting key messages</li> <li>• Outlining visual creative concept to establish a cohesive identity for Prop 218 outreach</li> </ul>	\$5,000
<b>IMPLEMENTATION   FEBRUARY-SEPTEMBER 2025   Activities include:</b> <ul style="list-style-type: none"> <li>• Designing collateral materials: PowerPoint template, Prop 218 notice (1), website content (1 page), social media posts (up to 10 posts), bill stuffers (2), e-blasts (up to three) as well as digital assets and graphics to support these materials</li> <li>• Supporting community meetings and/or workshop(s): JPW to prep staff with collateral, key messages, possible questions and tips for a successful meeting. JPW attendance at meetings is not included in this scope of work.</li> <li>• Preparing social media copy and supporting graphics based on Prop 218 content and key messages</li> <li>• Supporting media relations (as needed)</li> <li>• Ongoing project update meetings to maximize efficiencies (one 30-minute meeting every other week; assumes 18 meetings from January-September 2025)</li> <li>• <i>ASSUMPTIONS: Client to provide translation support services. JPW to create two versions (English and Spanish) of final printed materials using client-provided translated copy. Client responsible for the scheduling of social media posts and newsletter distributions.</i></li> </ul>	\$45,500
<b>EVALUATION   ON-GOING   Activities Include:</b> <ul style="list-style-type: none"> <li>• Monitoring project email address</li> <li>• Logging inquires and attributing sentiment for tracking</li> <li>• Facilitating WVWD’s response to customer questions</li> </ul>	\$5,500
<b>TOTAL</b>	<b>\$60,500</b>

## Optional Services

DESCRIPTION OF SERVICES	ESTIMATED COST
<b>Community survey services   Activities include:</b> <ul style="list-style-type: none"> <li>• Pre-campaign sentiment survey to establish baseline perceptions about WVWD's rates and/or services. Includes drafting, creating and promoting plan for survey</li> <li>• Post-campaign sentiment survey to evaluate changes in customer perceptions after rate adjustment process concludes. Includes drafting, creating and promotional plan for survey</li> </ul>	\$2,000
<b>RECOMMENDED SUPPORT   Optional</b> <ul style="list-style-type: none"> <li>• JPW typically partners with Centiment to provide response support services that are geotagged to customers' services areas within specified zip codes.</li> </ul>	\$10,000
<b>TOTAL</b>	<b>\$12,000</b>

## Hourly fee schedule

POSITION	BILLING RATE (\$/HR)
President	\$300
Sr. Vice President	\$275
Vice President	\$250
Sr. Director	\$220
Director	\$205
Art Director	\$185
Sr. Manager	\$185
Sr. Multimedia Designer	\$185
Manager	\$170
Multimedia Designer	\$155
Videographer/Photographer	\$155
Sr. Specialist	\$155
Specialist	\$135
Coordinator	\$105
Admin Assistant	\$100

### APPROACH FOR PREPARING ESTIMATES

JPW will bill on a time and materials basis in 15-minute increments in accordance with its annual rate sheet.

### DIRECT COSTS

Client agrees to reimburse JPW monthly for extraordinary out-of-pocket costs and expenses incurred in performing the functions described above, including, but not limited to: large-volume (more than 100 at a time) photocopying, printing, postage, clipping service, overnight mail delivery and courier services, which shall be billed at net. A customary 20 percent markup will be added to all advertising buyouts, printing, stock photography purchases and goods or services that are procured on behalf of the Client.

**EXHIBIT “3”**  
**TO**  
**TASK ORDER NO. 1**

**SCHEDULE**

Schedule to be determined by District Staff.

**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:

Jenny Windle - CEO

Leslie Spring – Senior Communications & Marketing Director

**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.





## STAFF REPORT

**DATE:** December 19, 2024  
**TO:** Board of Directors  
**FROM:** Socorro Pantaleon, Public Outreach & Government Affairs Manager  
**SUBJECT:** Legislative Principles 2025

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### **MEETING HISTORY:**

09/14/2024 - Board of Directors Legislative Workshop  
09/30/2024 - External Affairs Committee  
10/15/2024 - Policy and Oversight Committee  
11/20/2024 - Policy and Oversight Committee

### **BACKGROUND:**

West Valley Water District (WVWD) is committed to working with stakeholders and representatives in Sacramento and Washington, D.C. to effectively communicate legislative priorities and support our mission to provide ratepayers with safe, high quality and reliable water service at a reasonable rate. The policy's purpose is to guide District officials and staff in considering legislative or regulatory proposals that are likely to impact the District. The purpose of identifying Legislative principles is to provide clear direction to District staff regarding monitoring and acting upon bills during state and federal legislative sessions. Adherence to the Legislative Principles will ensure that legislative request and responses will be administered consistently with "one voice".

### **DISCUSSION:**

To be effective and engaged these guiding principles will allow staff in coordination with our State and Federal Lobbyist to in a timely and effectively manner respond to legislative alerts from ACWA, CSDA and other advocacy groups to be a voice in the water industry. The overall strategy for the 2024-2025 legislative session is to ensure and enhance WVWD's operations and efficiency through the support or opposition of relevant legislation or policy initiatives. The review of the legislative principles take into consideration: best practices, legislative advocacy norms and lobbyist contract scope. Staff worked with our state lobbyist (California Strategies) to ensure that the priorities within this document align with the district's strategic plan.

- September 30, 2024 the External Affairs Committee supported Version 1 (Exhibit A) of the Legislative Principles that reflect industry norms for best advocacy practice.

- November 20, 2024, Policy Committee and Oversight recommended Version 2 (Exhibit B), that requires Board of Directors approve all legislative positions and for the Public Outreach and Government Affairs team to work with the Board Secretary to schedule special meetings if there is legislative matters that require timely action.

Staff has created:

- Legislative Road Map (Exhibit C)
- External Affairs Committee - Legislative Principles Road Map (Exhibit D)
- Policy and Oversight Committee - Legislative Principles Road Map (Exhibit E)

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**REQUESTED ACTION:**

Approve Version 1 or Version 2 of the Legislative Principles for 2025.

**Attachments**

[Legislative Principles Road Map \(Exhibit C\)](#)

[External Affairs Committee - Legislative Principles Road Map \(Exhibit D\)](#)

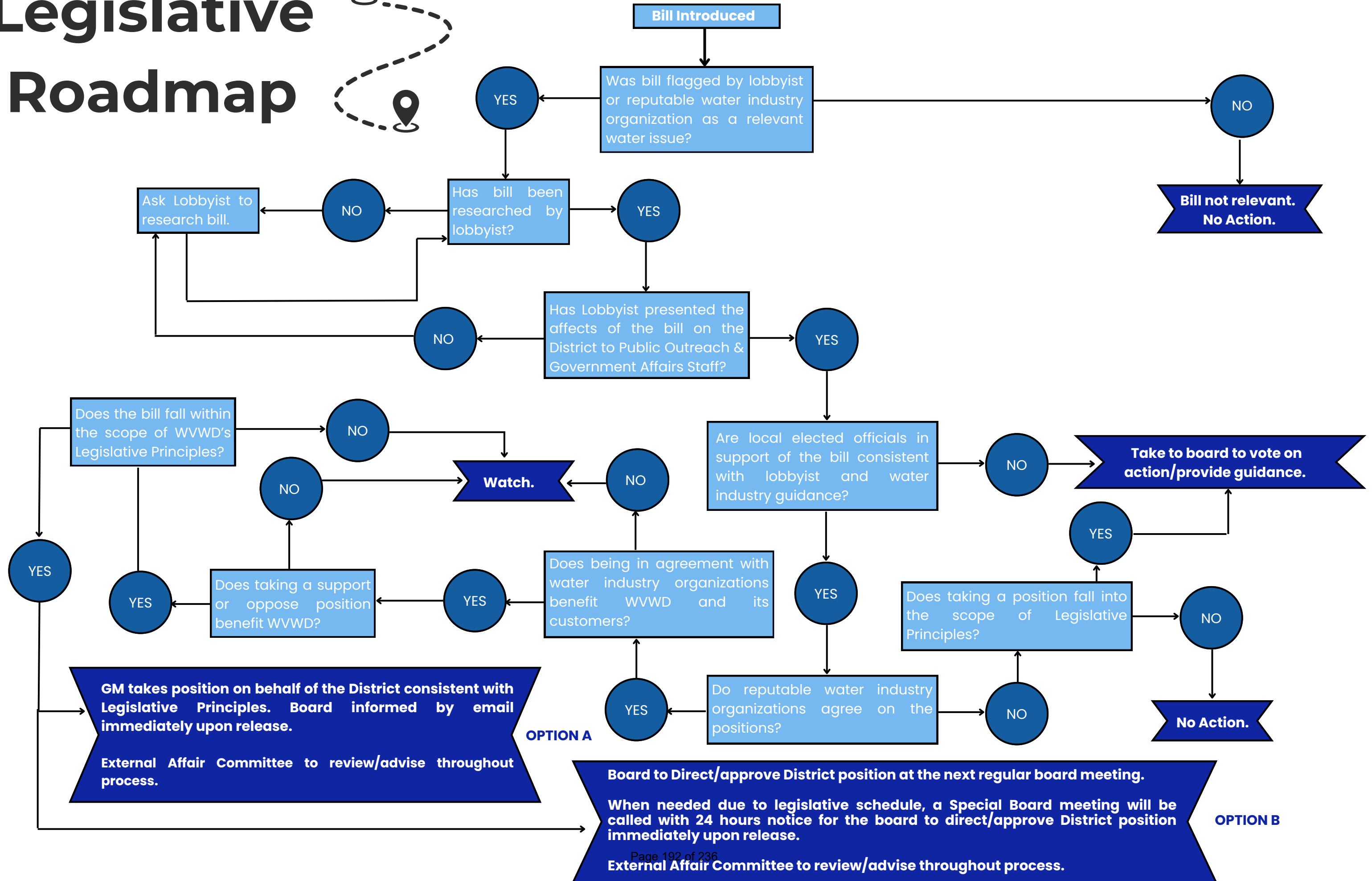
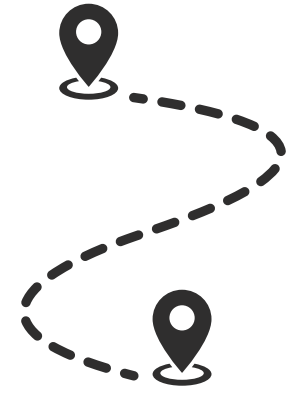
[Policy and Oversight Committee - Legislative Principles Road Map \(Exhibit E\)](#)

[2025 Legislative Principles - External Affairs \(Exhibit A\)](#)

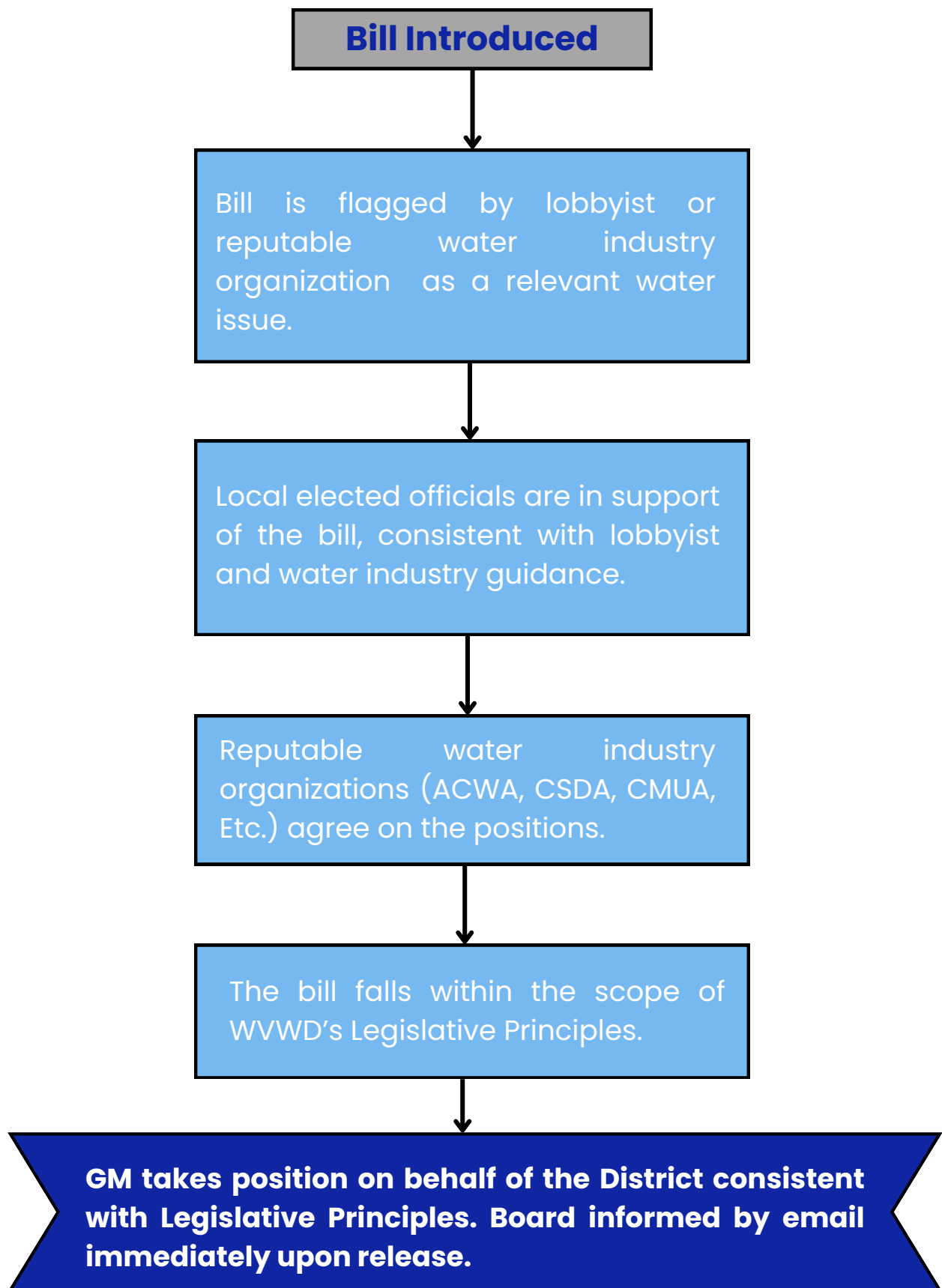
[2025 Legislative Principles - Policy and Oversight \(Exhibit B\)](#)



# Legislative Roadmap



**Option A\*:** GM takes positions on behalf of the District.



\* This process streamlines our ability to effectively respond to legislative issues in a timely manner, aligning with industry norms.

**Option B:** Board to approve each position taken on behalf of the District.

**Bill Introduced**

Bill is flagged by lobbyist or reputable water industry organization as a relevant water issue?

Local elected officials are in support of the bill, consistent with lobbyist and water industry guidance.

Reputable water industry organizations (ACWA, CSDA, CMUA, Etc.) agree on the positions.

The bill falls within the scope of WVWD's Legislative Principles.

**Board to Direct/approve District position at the next regular board meeting.**

**When needed due to legislative schedule, Public Outreach and Government Affairs will work with the Board Secretary to call a Special Board meeting. Some meetings may need to be scheduled within 24 hours notice to ensure an effective response.**

## WVWD 2025 Legislative Principles

Title	Content	Comments
Introduction	<p>West Valley Water District (WVWD) recognizes the importance of an active legislative program to protect and advocate for the interests of its customers in a timely matter. This program aims to address the challenges posed by proposed legislation, define desired outcomes, and determine positions on issues impacting the region that align with our strategic plan adopted by the district.</p> <p>Developed by Public Outreach and Government Affairs in conjunction with, Lobbyist, management and the Board of Directors, this document strives to cover the District’s anticipated needs and its positions for the legislative term.</p> <p>By adopting this platform, West Valley Water District’s Board of Directors sets a clear direction for staff to adopt official district positions on clearly stated legislative issues throughout the year. By doing this, the legislative approval process is streamlined by receiving clear direction at the beginning of the legislative session from the Board on pertinent legislative issues.</p> <p>On both federal and state levels, West Valley may support legislative proposals, policies, and regulatory actions that are consistent with the Platform. WVWD may oppose those legislative proposals, policies, and regulatory actions that are inconsistent with Platform. In cases where a legislative proposal, policy, or regulatory action is not a priority for WVWD but may affect the water industry, WVWD may choose to take a “watch” position.</p> <p>Any legislative positions and/or actions that are deemed as potentially “controversial” by the General Manager will be presented to the Board for further action. Generally, WVWD will not address matters that are not pertinent to West Valley’s services, such as social or international issues. Items not addressed in the Platform or Priorities may require further Board direction.</p> <p>For proposed legislation, consistent with West Valley’s Legislative Platform, WVWD staff shall be authorized to prepare position letters for the General Manager’s signature. The General Manager or the Government Affairs Manager will inform the Board of Directors of WVWD's actions as soon as possible or at the following meeting of the External Affairs Committee on advocacy efforts.</p> <p>There may be issues that arise that are not addressed in this platform or on which the Board may change its position. It is anticipated that staff will continue to interact with the Board to ensure the iterative process necessary to ensure that the advocacy needs of WVWD are met.</p> <p>Throughout the year, the Board may also take additional steps to direct staff to oppose or support policy initiatives as they arise.</p>	

**DISTRICT ROLES**

Board of Directors	<p>Participates in meetings with legislators, agency representatives, and other stakeholders on behalf of WVWD.</p> <p>Review and advise on adopting a legislative platform for the incoming legislative year</p> <p>Refrain from taking policy positions on behalf of WVWD, unless adopted by the full Board. Directors can take positions as private citizens of the community.</p>	
General Manager and Public Outreach and Government Affairs Staff	<p>Maintain a list of proposed legislation that may affect WVWD, its customers, and stakeholders.</p> <p>Monitor bills and work with associations such as, but not limited to: Association of California Water Agencies (ACWA), California Special Districts Association (CSDA), American Water Works Association (AWWA), <b>California Municipal Utilities Association (CMUA), California Water Efficiency Partnership (CalWEP), Southern California Water Coalition (SCWC)</b> and local water agencies.</p> <p><b>Work with our wholesale and local retail agencies to advocate on behalf of the needs of the region.</b></p> <p>Submit letters and give direction to lobbyists to advocate on behalf of <b>WVWD in a timely manner.</b></p> <p>Participate in weekly meetings with lobbyists and other stakeholders.</p> <p>Establish relationships with stakeholders, legislators, staff and others on behalf of WVWD’s advocacy efforts.</p>	
Lobbyists	<p>Provide regular reports to staff and members of the external affairs committee on appropriate bills.</p> <p>Advise staff on State and Federal legislation, relevant budget impacts, funding opportunities, and issues that directly or indirectly impact WVWD in a timely manner.</p> <p>As necessary, attend hearings and provide testimony on behalf of WVWD, as directed by staff.</p> <p>Maintain relationships with legislators, stakeholders and staff on behalf of WVWD.</p> <p>Maintain regular meetings with WVWD.</p> <p><b>Provide End of the Year update to WVWD Board of Directors.</b></p>	
Summary of the positions considered by WVWD staff	<p><b>When considering legislative or regulatory proposals, the Board may support or oppose based on the adopted policy principles.</b></p> <p><b>Actions that can be taken:</b></p>	

and Board of Directors	<ul style="list-style-type: none"> <li>• <b>SUPPORT:</b> This position reflects the District’s interest in seeing the legislation become law. District staff and legislative advocates will work for passage of the bill in its present form.</li> <li>• <b>SUPPORT IF AMENDED:</b> This is an affirmative position that suggests conditional support for a measure, but only if it is amended to incorporate specific amendments that directly address District priorities. Staff and legislative advocates will not advocate in support of the legislation unless it is amended as requested by the District.</li> <li>• <b>WATCH:</b> Take no action but monitor the bill to see if any amendments are added that may impact the District.</li> <li>• <b>OPPOSE UNLESS AMENDED:</b> This is a position that suggests conditional opposition to a measure, unless it is amended to incorporate specific amendments that directly address District priorities. District staff and legislative advocates will not advocate in opposition to the legislation if it is amended as requested by the District.</li> <li>• <b>OPPOSE:</b> This position reflects the District’s interest in defeating the legislation. WVWD staff and legislative advocates will work for defeat of the measure in its present form and will not pursue amendments to address the measure’s shortcomings.</li> </ul>	
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### WVWD 2024-2025 Legislative Priorities

Legislative Priority	Content	Link to Strategic Plan	Comments
Water Supply Reliability	<p>Support measures to expand surface and groundwater supply.</p> <p>Support legislation that enhances water reliability for the region and to the water supplies of West Valley Water District.</p> <p>Support funding, resources, and projects that promote sustainability and resiliency.</p> <p><i>Advocate for projects and initiatives that secure long-term water resources, including infrastructure improvements and new water sources.</i></p>	Manage and Deliver a Safe, Reliable, and Sustainable Water Supply	
Water-Use Efficiency	<p>Support legislation that encourages attainable water efficiency standards &amp; best practices.</p> <p>Support funding for cost-effective water use efficiency and conservation measures.</p>	Manage and Deliver a Safe, Reliable, and Sustainable Water Supply	



	<p>Support the implementation of advanced water technologies and practices that reduce water usage.</p> <p>Support public awareness campaigns to educate customers about the importance of water conservation.</p>		
Local <b>Control</b>	<p>Support legislation that is beneficial to Special Districts.</p> <p>Support legislation that expands options for local supply development.</p> <p>Oppose a “public goods charge” or “water tax” on public water agencies or their customers.</p> <p>Oppose measures that may impede the district's ability to maintain day-to-day operations.</p> <p>Support legislative and regulatory efforts that minimize cost impacts of new or expanded regulations and discourage measures that impose an undue burden on customers.</p> <p>Oppose legislation that pushes for a “one-size fits all” policy</p>	Develop and Grow Effective Communication and Advocacy Practices	
Strategic Partnership and Coalition Building	<p>Promote collaboration with local, state, and federal agencies to achieve common goals and address shared challenges.</p> <p>Support initiatives that foster partnerships with other water districts, community organizations, and stakeholders.</p> <p>Advocate for policies that encourage resource sharing and joint projects to improve regional water management and service delivery.</p>	Strengthen Partnerships with Outside Agencies	
Workforce	<p>Support legislation that creates workforce and training opportunities in the water industry.</p> <p>Support legislation that addresses economic equity across the water/wastewater industry and encourages more protected class inclusion.</p> <p>Support regional efforts/programs that strengthen the water industry and its workforce.</p>	Be an Exemplary Employer	
<b>Diversity, Equity, Inclusion</b>	<p>Endorse initiatives that promote diversity, equity, and inclusion within the water industry and community.</p> <p>Advocate for investments and funding allocations that promote a fair and equitable funding process for the public, ensuring diversity and equity considerations for disadvantaged communities.</p>	Public Trust & Integrity	

	<p>Support policies that ensure equitable access to water services for all customers, regardless of background or socioeconomic status.</p> <p>Advocate for representation and inclusion of diverse voices in decision-making processes.</p>		
<b>Transparency</b>	<p>Support legislation that allows for greater public access to public meetings.</p> <p>Support measures that encourage the streamlining of processes to respond to public records requests.</p> <p>Support measures that protect and advance local governance and transparency.</p> <p>Advocate for practices that build trust and accountability between WVWD and its customers.</p>	Public Trust and Integrity	
<b>Advancing District initiatives</b>	<p>Protect local revenue sources and reserve funds.</p> <p>Maintain local government control over the rate-setting process.</p> <p>Prioritize cybersecurity to protect sensitive information and ensure compliance with legislative regulations related to data privacy and security.</p> <p>Use Information Technology (IT) tools to facilitate collaboration and communication within the district and with external stakeholders.</p> <p>Embrace digital transformation initiatives to modernize processes and improve service delivery to our customers.</p>	<p>Effective Financial Stewardship</p> <p>Sound Planning, Innovation, and Best Practices</p>	
Water- Energy Nexus	<p>Support funding opportunities for investment in backup energy storage and other infrastructure needs to prepare public agencies to address Public Safety Power Shutoff (PSPS) events.</p> <p>Support preparation for broader deployment of zero-emission fleet vehicles and support efforts to manage energy use.</p>	<p>Sound Planning, Innovation, and Best Practices</p> <p>Health, Safety, and Regulatory Compliance</p>	
Access to Safe Affordable Drinking Water	<p>Support sensible, long-term solutions to assist disadvantaged communities with reliable access to safe, affordable drinking water.</p> <p>Oppose measures that impose fees on drinking water that would increase cost.</p>	Manage and Deliver a Safe, Reliable, and Sustainable Water Supply	
Water Quality	<p>Support measures that promote innovative technologies.</p> <p>Support measures that promote advanced water technologies and practices that reduce water usage.</p>	<p>Manage and Deliver a Safe, Reliable, and Sustainable Water Supply</p> <p>Health, Safety, and Regulatory Compliance</p>	

	<p>Support measures that promote environmental stewardship, consistent with District’s mission and water rights.</p> <p>Support sound science &amp; transparent regulatory processes in establishing drinking water standards.</p> <p>Advocate for funding and resources to address emerging contaminants and improve water treatment processes.</p> <p>Promote policies that protect water sources from pollution and degradation.</p>		
<p>Customer Connection</p>	<p>Support initiatives that improve communication and responsiveness to customer needs and concerns.</p> <p>Support initiatives that promote water awareness campaigns in the region to educate our customers on the value of water.</p> <p>Advocate for the implementation of technologies and practices that streamline customer interactions and service delivery.</p>	<p>Superior Customer Service</p>	

## WVWD 2025 Legislative Principles

Title	Content	Comments
Introduction	<p>West Valley Water District (WVWD) recognizes the importance of an active legislative program to protect and advocate for the interests of its customers in a timely matter. This program aims to address the challenges posed by proposed legislation, define desired outcomes, and determine positions on issues impacting the region that align with our strategic plan adopted by the district.</p> <p>Developed by Public Outreach and Government Affairs in conjunction with, Lobbyist, management and the Board of Directors, this document strives to cover the District’s anticipated needs and its positions for the legislative term.</p> <p>By adopting this platform, West Valley Water District’s Board of Directors sets a clear direction for staff to recommend official district positions on clearly stated legislative issues throughout the year.</p> <p>On both federal and state levels, West Valley may support legislative proposals, policies, and regulatory actions that are consistent with the Platform. WVWD may oppose those legislative proposals, policies, and regulatory actions that are inconsistent with Platform. In cases where a legislative proposal, policy, or regulatory action is not a priority for WVWD but may affect the water industry, WVWD may choose to take a “watch” position.</p> <p>These principles lay out a collaborative approach to managing our local ground water, water resources, and water infrastructure and allows WVWD to advocate on behalf of its customers to ensure long-term resilience and reliability for the communities we serve.</p> <p>Once adopted, staff will use this document to recommend bill positions to the Board for their approval and direct advocacy for these priorities and principles at the state and federal level.</p> <p>ALL position will be taken to the Board of Directors at the regular scheduled meeting for approval.</p> <p>In some cases, legislative positions of the District are required prior to a scheduled Board of Directors meeting. In times where action is required prior to a scheduled Board of Directors meeting, the Board Secretary will work with the board of directors to plan a “special board meeting” to address the policy and ensure that we are engaging in important legislative matters in timely manner.</p>	
	<b>DISTRICT ROLES</b>	
Board of Directors	<p>Participates in meetings with legislators, agency representatives, and other stakeholders on behalf of WVWD.</p> <p>Review and advise on adopting a legislative platform for the incoming legislative year.</p> <p>Refrain from taking policy positions on behalf of WVWD, unless adopted by the full Board. Directors can take positions as private citizens of the community.</p>	
General Manager and	<p>Maintain a list of proposed legislation that may affect WVWD, its customers, and stakeholders.</p>	

<p>Public Outreach and Government Affairs Staff</p>	<p>Monitor bills and work with associations such as, but not limited to: Association of California Water Agencies (ACWA), California Special Districts Association (CSDA), American Water Works Association (AWWA), <b>California Municipal Utilities Association (CMUA), California Water Efficiency Partnership (CalWEP), Southern California Water Coalition (SCWC)</b> and local water agencies.</p> <p><b>Work with our wholesale and local retail agencies to advocate on behalf of the needs of the region.</b></p> <p>Submit letters and give direction to lobbyists to advocate on behalf of <b>WVWD in a timely manner.</b></p> <p>Participate in weekly meetings with lobbyists and other stakeholders.</p> <p>Establish relationships with stakeholders, legislators, staff and others on behalf of WVWD’s advocacy efforts.</p>	
<p>Lobbyists</p>	<p>Provide regular reports to staff and members of the external affairs committee on appropriate bills.</p> <p>Advise staff on State and Federal legislation, relevant budget impacts, funding opportunities, and issues that directly or indirectly impact WVWD in a timely manner.</p> <p>As necessary, attend hearings and provide testimony on behalf of WVWD, as directed by staff.</p> <p>Maintain relationships with legislators, stakeholders and staff on behalf of WVWD.</p> <p>Maintain regular meetings with WVWD.</p> <p><b>Provide End of the Year update to WVWD Board of Directors.</b></p>	
<p>Summary of the positions considered by WVWD staff and Board of Directors</p>	<p><b>When considering legislative or regulatory proposals, the Board may support or oppose based on the adopted policy principles.</b></p> <p><b>Actions that can be taken:</b></p> <ul style="list-style-type: none"> <li>• <b>SUPPORT:</b> This position reflects the District’s interest in seeing the legislation become law. District staff and legislative advocates will work for passage of the bill in its present form.</li> <li>• <b>SUPPORT IF AMENDED:</b> This is an affirmative position that suggests conditional support for a measure, but only if it is amended to incorporate specific amendments that directly address District priorities. Staff and legislative advocates will not advocate in support of the legislation unless it is amended as requested by the District.</li> <li>• <b>WATCH:</b> Take no action but monitor the bill to see if any amendments are added that may impact the District.</li> <li>• <b>OPPOSE UNLESS AMENDED:</b> This is a position that suggests conditional opposition to a measure, unless it is amended to incorporate specific amendments that directly address District priorities. District staff and legislative advocates will not advocate in opposition to the legislation if it is amended as requested by the District.</li> <li>• <b>OPPOSE:</b> This position reflects the District’s interest in defeating the legislation. WVWD staff and legislative advocates will work for defeat of the measure in its present form and will not pursue amendments to address the measure’s shortcomings.</li> </ul>	

## WVWD 2024-2025 Legislative Priorities

Legislative Priority	Content	Link to Strategic Plan	Comments
Water Supply Reliability	<p>Support measures to expand surface and groundwater supply.</p> <p>Support legislation that enhances water reliability for the region and to the water supplies of West Valley Water District.</p> <p>Support funding, resources, and projects that promote sustainability and resiliency.</p> <p><i>Advocate for projects and initiatives that secure long-term water resources, including infrastructure improvements and new water sources.</i></p>	<p><i>Manage and Deliver a Safe, Reliable, and Sustainable Water Supply</i></p>	
Water-Use Efficiency	<p>Support legislation that encourages attainable water efficiency standards &amp; best practices.</p> <p>Support funding for cost-effective water use efficiency and conservation measures.</p> <p>Support the implementation of advanced water technologies and practices that reduce water usage.</p> <p>Support public awareness campaigns to educate customers about the importance of water conservation.</p>	<p><i>Manage and Deliver a Safe, Reliable, and Sustainable Water Supply</i></p>	
Local Control	<p>Support legislation that is beneficial to Special Districts.</p> <p>Support legislation that expands options for local supply development.</p> <p>Oppose a “public goods charge” or “water tax” on public water agencies or their customers.</p> <p>Oppose measures that may impede the district's ability to maintain day-to-day operations.</p>	<p><i>Develop and Grow Effective Communication and Advocacy Practices</i></p>	

	<p>Support legislative and regulatory efforts that minimize cost impacts of new or expanded regulations and discourage measures that impose an undue burden on customers.</p> <p>Oppose legislation that pushes for a “one-size fits all” policy</p>		
Strategic Partnership and Coalition Building	<p>Promote collaboration with local, state, and federal agencies to achieve common goals and address shared challenges.</p> <p>Support initiatives that foster partnerships with other water districts, community organizations, and stakeholders.</p> <p>Advocate for policies that encourage resource sharing and joint projects to improve regional water management and service delivery.</p>	Strengthen Partnerships with Outside Agencies	
Workforce	<p>Support legislation that creates workforce and training opportunities in the water industry.</p> <p>Support legislation that addresses economic equity across the water/wastewater industry and encourages more protected class inclusion.</p> <p>Support regional efforts/programs that strengthen the water industry and its workforce.</p>	Be an Exemplary Employer	
<b>Diversity, Equity, Inclusion</b>	<p>Endorse initiatives that promote diversity, equity, and inclusion within the water industry and community.</p> <p>Advocate for investments and funding allocations that promote a fair and equitable funding process for the public, ensuring diversity and equity considerations for disadvantaged communities.</p> <p>Support policies that ensure equitable access to water services for all customers, regardless of background or socioeconomic status.</p> <p>Advocate for representation and inclusion of diverse voices in decision-making processes.</p>	Public Trust & Integrity	
<b>Transparency</b>	<p>Support legislation that allows for greater public access to public meetings.</p> <p>Support measures that encourage the streamlining of processes to respond to public records requests.</p> <p>Support measures that protect and advance local governance and transparency.</p> <p>Advocate for practices that build trust and accountability between WVWD and its customers.</p>	Public Trust and Integrity	
<b>Advancing District initiatives</b>	<p>Protect local revenue sources and reserve funds.</p>	Effective Financial Stewardship	



	<p>Maintain local government control over the rate-setting process.</p> <p>Prioritize cybersecurity to protect sensitive information and ensure compliance with legislative regulations related to data privacy and security.</p> <p>Use Information Technology (IT) tools to facilitate collaboration and communication within the district and with external stakeholders.</p> <p>Embrace digital transformation initiatives to modernize processes and improve service delivery to our customers.</p>	<p>Sound Planning, Innovation, and Best Practices</p>	
Water- Energy Nexus	<p>Support funding opportunities for investment in backup energy storage and other infrastructure needs to prepare public agencies to address Public Safety Power Shutoff (PSPS) events.</p> <p>Support preparation for broader deployment of zero-emission fleet vehicles and support efforts to manage energy use.</p>	<p>Sound Planning, Innovation, and Best Practices</p> <p>Health, Safety, and Regulatory Compliance</p>	
Access to Safe Affordable Drinking Water	<p>Support sensible, long-term solutions to assist disadvantaged communities with reliable access to safe, affordable drinking water.</p> <p>Oppose measures that impose fees on drinking water that would increase cost.</p>	<p>Manage and Deliver a Safe, Reliable, and Sustainable Water Supply</p>	
Water Quality	<p>Support measures that promote innovative technologies.</p> <p>Support measures that promote advanced water technologies and practices that reduce water usage.</p> <p>Support measures that promote environmental stewardship, consistent with District’s mission and water rights.</p> <p>Support sound science &amp; transparent regulatory processes in establishing drinking water standards.</p> <p>Advocate for funding and resources to address emerging contaminants and improve water treatment processes.</p> <p>Promote policies that protect water sources from pollution and degradation.</p>	<p>Manage and Deliver a Safe, Reliable, and Sustainable Water Supply</p> <p>Health, Safety, and Regulatory Compliance</p>	
Customer Connection	<p>Support initiatives that improve communication and responsiveness to customer needs and concerns.</p> <p>Support initiatives that promote water awareness campaigns in the region to educate our customers on the value of water.</p>	<p>Superior Customer Service</p>	

	Advocate for the implementation of technologies and practices that streamline customer interactions and service delivery.		
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## STAFF REPORT

**DATE:** December 19, 2024  
**TO:** Board of Directors  
**FROM:** Haydee Sainz, Human Resources & Risk Manager  
**SUBJECT:** Short/Long Term Paid Family Leave Policy

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### **MEETING HISTORY:**

11/13/24 Human Resources and Policy Committee  
11/20/24 Human Resources and Policy Committee

### **BACKGROUND:**

A comprehensive benefits packages can be used to attract and retain talent. Family friendly policies are highly valued by employees. Paid Family Leave (PFL) is a benefit that provides partial income replacement to eligible workers who have a full or partial loss of wages due to the need to care for a seriously ill or injured family member, to bond with a new child, or to participate in a qualifying event as a result of a family member's military deployment to a foreign country.

Protecting employees' jobs and pay while they manage personal family issues increases employee retention, reduces turnover, and enhances recruitment efforts. It is also essential to ensure that all workers can meet their health and family needs without jeopardizing their employment and income. Research shows that paid leave increases the likelihood that workers will return to work after childbirth, improves employee morale, and has neutral or positive effects on workplace productivity.

District employees currently pay for California State Disability Insurance (SDI) contributions from their paychecks (approximately 1.1% of taxable wages), which also includes Paid Family Leave. The District collects these contributions and sends them to the State and the State administers the program.

The District will be withdrawing employees from California State Disability Insurance and replacing it with The Standard Short-Term and Long-Term Disability plan because it is a more robust benefit at a similar c and costs would be paid by the District. This proposed policy will also provide employees with a Self-Administered Paid Family Leave that mirrors the State's program.

### **DISCUSSION:**

Offering a comprehensive benefits package is an important tool for the District to retain employees and be competitive and attractive to qualified candidates. Staff continues to seek and evaluate new benefits that will enhance the compensation package for employees. Paid Family Leave is an additional family friendly policy that is highly valued by the workforce because it supports employee work-life balance.

The District will be transitioning into a Short-Term Disability and Long-Term Disability insurance offered through The Standard. This only covers short-term cash benefits to employees who can't work due to a non-work-related injury, illness, or pregnancy, it does **NOT** include PFL. When considering a PFL program, staff evaluated and analyzed different funding structures and determined that a self-insured program is best suited for the District based on usage and costs in comparison to a private insurance.

The proposed Paid Family Leave Program would provide partial income replacement to eligible employees who have a full or partial loss of wages due to the need to care for a seriously ill or injured family member, to bond with a new child, or to participate in a qualifying event as a result of a family member's military deployment to a foreign country. The District's proposed program aligns with the State's PFL program and would provide the following benefits:

- Up to 8 weeks of paid benefits.
- 70% of base salary.
- Leave can be taken continuously or intermittently.

To be eligible, an employee must:

- Be a permanent employee of the District.
- Have earned at least \$300 in wages from the District within the 12 months immediately preceding the PFL start date.
- Have lost wages due to the need to provide care for a seriously injured or ill family member, to bond with a child or to participate in a qualifying event resulting from a family member's military deployment to a foreign country.

Lastly, PFL can be used in conjunction with other applicable leaves such as Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL).

If approved by the Board of Directors, the program would go into effect January 1, 2025.

**FISCAL IMPACT:**

The District will pay approximately \$75,000 for STD and LTD for all employees. Similar to the Insurance programs (liability and worker's compensation), the District must set aside \$35,000 at all times in the event of a claim for benefits. This amount was determined based on an actuarial and working with Keenan and Associates, the District's benefit broker. There are sufficient funds within the Human Resources budget to meet this requirement. Eligible employees can use this benefit at no cost to them.

**REQUESTED ACTION:**

Approve the proposed self-insured Paid Family Leave Program, which will become effective January 1, 2025.

**Attachments**

[WVWD Paid Family Leave Policy PFL 11.2024.pdf](#)

[PAID\\_FAMILY\\_LEAVE\\_POLICY FORMS 2024 \(DRAFT\).pdf](#)

## 1610. PAID FAMILY LEAVE (PFL)

The purpose of this section is to set forth the District's Policy as it pertains to Paid Family Leave (PFL) provisions for regular, full-time employees. Employees should refer to the District's leave policies for questions concerning eligibility for leave or rights pertaining to the Family Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA).

Public Agencies, including Districts, are not required to participate in SDI and by extension PFL (refer to the DE 231SC). Therefore, authority to provide PFL resides with the District.

The purpose of this policy is to define the District's policies and procedures regarding the provision of the PFL benefit. This policy does not entitle employees to "job protection" during their period of absence.

**Health Benefits.** PFL provides only partial wage replacement when you need to take time off work for family leave. You may have rights under other laws, such as the FMLA or the CFRA. The District will maintain the health care coverage of employees on FMLA or CFRA leave on the same terms as before leave began.

**Eligibility.** All permanent employees who meet the below qualifications of the District shall be eligible for benefits under the District's PFL plan as applicable with the Personnel Policies and Procedures. An employee's eligibility for the provisions of this policy terminates at midnight on the date of termination of the employer-employee relationship; or at midnight on the fifteenth day following a leave of absence without pay; or on termination of this policy.

PFL military assist benefit payments are only available to eligible family members to participate in qualifying events. PFL military assist benefits are not available for the military member.

To qualify for PFL leave, an employee must:

1. Meet the District's definition for eligibility and be covered by the Personnel Policies and Procedures specifying PFL benefits.
2. Take time off from work to care for a seriously ill family member, to bond with a new child or to participate in a qualifying military event.
3. Have earned at least \$300 in wages from the District within the 12 months immediately preceding the PFL start date.
4. Submit your claim no later than 41 days after you begin your family leave. Do not file before your first day of leave.

An employee who is off work to care for a child, spouse, parent, registered domestic partner, grandparent, grandchild, sibling, or parent-in-law with a serious health condition, or to bond with a new child, may be eligible to receive benefits through the District's PFL program.



**Process.** Employees must submit a completed PFL request form to human resources. Employees may be required to provide substantiated documents. If approved, employees must code the time via payroll. When an employee applies for PFL benefits, the human resources manager will determine if the employee has any accrued but unused paid time off, other than sick time, available. If the employee has accrued but unused paid time off, other than sick time, available, then the employee will be required to use up to two (2) weeks of such time before becoming eligible for PFL benefits.

Employees who need to take time off work to care for a child, spouse, parent, registered domestic partner, grandparent, grandchild, sibling, or parent-in-law with a serious health condition or to bond with a new child may contact the human resources manager for information about the District's PFL program and how to apply for benefits. Employees should maintain regular contact with the human resources manager while absent from work so we may monitor employees' return-to-work status. In addition, employees should contact the human resources manager when ready to return to work so we may determine what positions, if any, are open.

**Benefits.** Benefits are payable through payroll via designated earnings/hour code. Eligible employees may be entitled to the following PFL benefits:

1. The minimum basic amount payable shall be no less than \$50.00 per week.
2. The maximum weekly benefit amount that an employee can receive when on PFL will be \$1,620 per week.
3. The maximum duration of PFL is up to eight (8) weeks.
4. If eligible, employees will receive 70% of wages for PFL.
5. These benefit amounts are available for a 12-month period, based on a rolling calendar, look-back period.

#### **Interaction with California Sick Leave.**

Subject to the provisions of the Personnel Policies and Procedures and Section 233 of the California Labor Code an employee is entitled to supplement up to one-half (currently 48 hours) of their annually accrued paid sick time under this policy if:

1. The leave is to attend to the illness of a child, spouse, parent, registered domestic partner or Designated Person.
2. The leave is to bond with a new child, leave can be taken anytime within the first 12 months of a child entering your family
3. After exhausting the allotted sick leave, if eligible, the employee must exhaust their leave banks in the following order:

- a. Administrative Leave;
- b. Floating Holiday;
- c. Comp time;
- d. Vacation.

**Coordination of Leave.** Employees may coordinate this family leave benefit with other accrued leave balances (Vacation, Sick, Comp Time, Floating Holiday). At no time, however, shall coordination result in payment to the employee of more than one hundred percent (100%) of that employee's "normal" base wages payable.

**Probationary Period.** If the employee was serving a probationary period at the time of a PFL period, the remainder of the probationary period must be completed.

**Reinstatement.** Employees taking time off work to care for a child, spouse, parent, registered domestic partner, grandparent, grandchild, sibling, or parent-in-law with a serious health condition or to bond with a new child are not guaranteed job reinstatement unless they qualify for such reinstatement under federal or California family and medical leave laws. Any time off for Paid Family Leave purposes will run concurrently with other leaves of absence, such as Family and Medical Leave/California Family Rights Act Leave or California New Parent Leave, if applicable. Please see the FMLA/CFRA policies for eligibility requirements.

**State and Federal Taxes.** Your PFL benefits are taxable and reportable on your federal return only. For state taxes, PFL benefit payments are not reportable by California pursuant to Revenue and Taxation Code Section 17083.

**Legal.** If any paragraph, sentence, clause or phrase of this policy is held unlawful or invalid for any reason, said unlawfulness or invalidity shall not affect the remaining portions of this policy. Overall daily administration, application, and periodic review of this policy shall be the responsibility of the Human Resources Department.



Request for Paid Family Leave (PFL) Benefits - *Please return this form to the Human Resources Department*

Part A. STATEMENT OF EMPLOYEE		
Name	ID	
Phone	Email Address	
Mailing Address		
City	State	Zip
Date you want family leave benefit to begin:	Return to work date:	
Reason for Requesting family leave benefit: <input type="checkbox"/> Care for Family Member <input type="checkbox"/> Bond with child <input type="checkbox"/> Military Assist		
Do you have more than one employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Relationship of care, bonding, or military assist recipient:  <input type="checkbox"/> Child <input type="checkbox"/> Parent <input type="checkbox"/> Grand child <input type="checkbox"/> Spouse <input type="checkbox"/> Parent-in-law <input type="checkbox"/> Sibling <input type="checkbox"/> Partner <input type="checkbox"/> Grandparent <input type="checkbox"/> Other: _____		
Do you anticipate this to be an intermittent claim?      Yes                                      No		
If yes, please provide further details:		
<p><b>DECLARATION AND SIGNATURE.</b> By my signature on this claim statement I (1) claim Paid Family Leave benefits and certify that throughout the period covered by this claim I was providing care for, bonding with, or participating in a qualifying event with the recipient named above; (2) authorize Human Resources to release my personal information as shown on this claim to the care recipient's treating physician as they are respectively listed in Part C and Part D of this claim; and (3) authorize release and use of information as stated in the "Information Collection and Access" portion of this form.. I declare under penalty of perjury that the foregoing statement including any accompanying statements is to the best of my knowledge and belief true correct and complete. I agree that photocopies of this authorization shall be as valid as the original and I understand that authorizations contained in this claim statement are granted for a period of fifteen years from the date of my signature or the effective date of the claim, whichever is later.</p>		
Signature	Date	



**Request for Paid Family Leave (PFL) Benefits - *Please return this form to the Human Resources Department***

<b>PART B - BONDING CERTIFICATION (To be completed by Person Claiming PFL Benefits to Bond with a Child)</b>		
EMPLOYEE SOCIAL SECURITY NUMBER:		EMPLOYEE LEGAL LAST NAME:
LEGAL NAME OF CHILD:		
CHILD'S GENDER: <b>Male      Female</b>	CHILD'S DATE OF BIRTH:	(IF APPLICABLE) DATE OF FOSTER CARE OR ADOPTION PLACEMENT:
EVIDENCE OF RELATIONSHIP, CHECK ONE OF THE FOLLOWING AND ATTACH A COPY OF THE DOCUMENT CHECKED. (DO NOT SEND ORIGINAL DOCUMENT. IT WILL NOT BE RETURNED.)		
<input type="checkbox"/> CHILD'S BIRTH CERTIFICATE	<input type="checkbox"/> INDEPENDENT ADOPTION PLACEMENT AGREEMENT, AD-924	
<input type="checkbox"/> DECLARATION OF PATERNITY, CS-909	<input type="checkbox"/> CERTIFICATE OF PLACEMENT, AD-907	
<input type="checkbox"/> FOSTER CARE PLACEMENT RECORDS, SOC 815	<input type="checkbox"/> Other _____	
<b>DECLARATION AND SIGNATURE.</b> By my signature on this bonding certification, I authorize the medical provider, adoption agency, adoption party (ies), or foster care placement agency to disclose to Human Resources Department all facts concerning the birth, adoption, or foster care placement of the above-named child. I understand that willfully making a false statement or concealing a material fact in order to obtain payment of benefits is a violation of California law punishable by imprisonment or fine or both. I declare under penalty of perjury that the foregoing statement, including any accompanying statements or documents, is to the best of knowledge and belief true, correct, and complete. I agree that photocopies of his authorization shall be as valid as the original, and I understand that authorizations contained in this claim statement are granted for a period of fifteen years from the date of my signature or the effective date of the claim, whichever is later.		
<b>SIGNATURE</b>		<b>DATE</b>
<b>PART C - STATEMENT OF CARE RECIPIENT</b> (May be completed by authorized representative if care recipient is mentally or physical unable to do so. MUST be signed by care recipient or care recipient's authorized representative.)		
Recipient's Date of Birth:		Recipient's Telephone Number:
LEGAL NAME OF CARE RECIPIENT:		RECIPIENT'S GENDER:
CARE RECIPIENT'S RESIDENCE ADDRESS:		
City	STATE:	ZIP:
<b>HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT AUTHORIZATION.</b> I authorize any physician, practitioner, hospital, vocational rehabilitation counselor, or workers' compensation insurance carrier to furnish and disclose to my care provider, who is the claimant name and described in Part A of this claim, and to the Human Resources Department all facts concerning my condition that are within their knowledge and to allow inspection of and provide copies of any medical and billing records concerning my condition that are under their control. I understand that the Human Resources Department may disclose information as authorized by the California Unemployment Insurance Code and that such redisclosed information may no longer be protected by this rule. I agree that photocopies of this authorization shall be as valid as the original. I understand that, unless revoked by me in writing, this authorization is valid for fifteen years from the date received by the Disability & UI Department or the effective date of the claim, whichever is later. I understand that I may not revoke this authorization to avoid prosecution or to prevent the Disability & UI Department's recovery of monies to which it is legally entitled.		
<b>SIGNATURE</b>		<b>DATE</b>



**Request for Paid Family Leave (PFL) Benefits - *Please return this form to the Human Resources Department***

*DOCTOR'S CERTIFICATION MAY BE MADE BY A LICENSED MEDICAL OR OSTEOPATHIC PHYSICIAN AND SURGEON, CHIROPRACTOR, DENTIST, PODIATRIST, OPTOMETRIST, DESIGNATED PSYCHOLOGIST, OR AN AUTHORIZED MEDICAL OFFICE OF A UNITED STATES GOVERNMENT FACILITY.*

PART D DOCTOR'S CERTIFICATION (DO NOT COMPLETE THIS PART IF REASON FOR PFL LEASE IS BONDING WITH CHILD)		
CLAIMANT'S (CARE PROVIDER'S) SOCIAL SECURITY NUMBER:	CLAIMANT'S NAME (FIRST, MIDDLE INITIAL, LAST):	
PATIENT'S NAME (FIRST, MIDDLE INITIAL, LAST):		
PATIENT'S DATE OF BIRTH:	DOES YOUR PATIENT REQUIRE CARE BY THE CARE PROVIDER? (Yes/No)	
DIAGNOSIS OR, IF NOT YET DETERMINED, A DETAILED STATEMENT OF SYMPTOMS:		
PRIMARY ICD CODE:	SECONDARY ICD CODES:	DATE PATIENT'S CONDITION COMMENCED:
FIRST DATE CARE NEEDED:	DATE YOU ESTIMATE PATIENT WILL NO LONGER REQUIRE CARE BY THE CARE PROVIDER:	
APPROXIMATELY HOW MANY TOTAL HOURS:	Comments:	
WOULD DISCLOSURE OF THIS CERTIFICATE TO YOUR PATIENT BE MEDICALLY OR PSYCHOLOGICALLY DETRIMENTAL?		
DOCTOR'S LICENSE NUMBER:	STATE OR COUNTRY (IF NOT U.S.A.) IN WHICH DOCTOR IS LICENSED TO PRACTICE:	
DOCTOR'S NAME (FIRST, MIDDLE INITIAL, LAST):		
DOCTOR'S ADDRESS (POST OFFICE BOX IS NOT ACCEPTABLE AS THE SOLE ADDRESS):		
City:	State	Zip
TYPE OF DOCTOR:	SPECIALTY (IF ANY):	
Doctor's Certification and Signature (REQUIRED): I certify under penalty of perjury that, based on my examination, this Doctor's Certificate truly describes the patient's condition and needed for care and the estimated duration thereof.		
ORIGINAL SIGNATURE OF ATTENDING DOCTOR - RUBBER STAMP IS NOT ACCEPTABLE:		Date:

**ORIGINAL DOCUMENTS MUST BE SUBMITTED TO: West Valley Water District, Human Resources Department 855 W. Baseline Rd. Rialto, CA 92377**











## STAFF REPORT

**DATE:** December 19, 2024  
**TO:** Board of Directors  
**FROM:** Haydee Sainz, Human Resources & Risk Manager  
**SUBJECT:** Transitioning Participation in the California State Disability Program to Short/Long Term Disability Coverage

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### **MEETING HISTORY:**

8/12/24 Human Resources Committee

### **BACKGROUND:**

As part of our commitment to the Board of Directors and staff to continually research and find options to reduce costs, retain employees and provide quality benefits, staff held several meetings with Keenan & Associates and asked them to provide the District with the most viable and competitive benefits offerings available through the insurance marketplace. Currently, employees participate in the California State Disability program but do not have Long-term disability coverage. The California State Disability program provides 52 weeks of limited disability coverage. Keenan evaluated the current SDI benefits program and recommended to transition and discontinue coverage with California State Disability Insurance program and replace that coverage with enhanced Short-term and Long-term Disability Insurance.

### **DISCUSSION:**

Employees of the West Valley Water District currently participate in California State Disability Insurance and have no long-term disability coverage. California State Disability participation is optional for Public Agencies and is known to be more costly and provides a lesser benefit level than private disability coverage. Keenan has moved several public agencies out of California State Disability in the past 15 years providing those agencies with both short-term and long-term disability coverage at a reduced cost of participating in only California State Disability. The quotes presented by Keenan showed the District could purchase both short-term and long-term disability through a private carrier for less than the cost of participating in California State Disability. Keenan presented alternate Disability quotes to the Assistant General Manager, Linda Jadeski and the Chief Financial Officer, Bill Fox and Haydee Sainz, Human Resources Manager on August 7, 2024, and they concurred with Keenan's recommendation to move out of California State Disability effective December 31, 2024, and replace their Disability Coverage with private short-term and long-term disability. Employees currently pay for their California State Disability coverage, the proposed transition will transfer the cost of both Short-term and Long-term Disability coverage to the District. The coverage under the new program will provide the benefit until Normal Social Security Age instead of only for one year.

The change recommended for approval is more in line with industry standard within the public sector and is consistent with the disability benefit offered to employees in the District. The current disability benefit through California SDI provides only for 52 weeks of limited disability coverage. The District's disability insurance plan provides long-term disability insurance in addition to short-term disability insurance, as well as an increased maximum monthly amount as compared to current salaries for classifications within this group. Long-term disability coverage under the District's plan can continue until Normal Social Security Age instead of the limited 52 weeks under the California SDI.

Staff has met and conferred with the union to discuss the effects of the changes, and they agree with the proposed changes to move from the California State Disability program to enhanced short-term and Long-term Disability Insurance. In addition, meetings were scheduled with staff members to discuss the proposed transition. Keenan and Associates held employee educational meetings for all employees. As a result of the meetings HR received 70+ questions regarding concerns, clarification of and scenarios of the plan. Responses to the concerns were provided to staff. On November 19, 2024 the union again was asked about the transition and

**FISCAL IMPACT:**

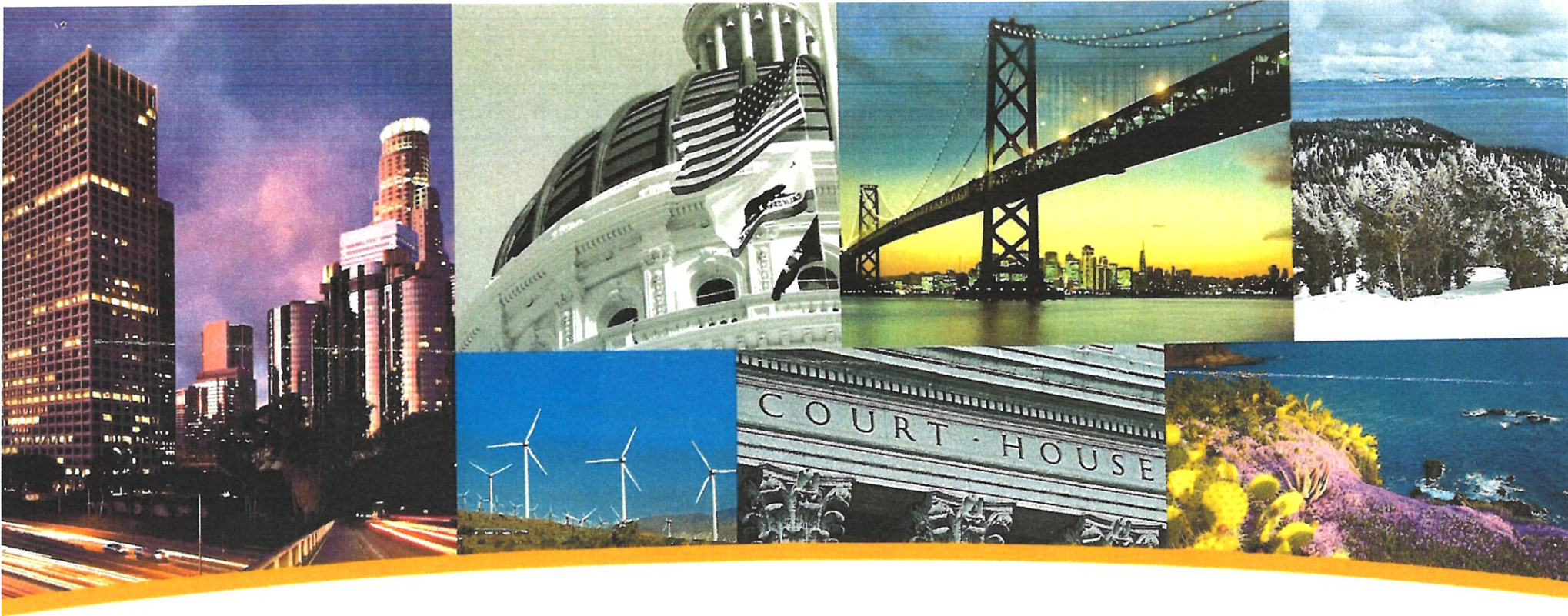
Disability Insurance premiums will be paid by the District. There is no financial impact because salaries are budgeted and approved for fiscal year 2024/25.

**RECOMMENDED BOARD ACTION:**

Discontinue participation in the California State Disability Program and replace the coverage with Short-term and Long-term Disability coverage through The Standard effective January 1, 2025.

**Attachments**

[Powerpoint SDI 2024.pdf](#)



# CASDI vs. Private STD

## 2024



# What is California State Disability?

**California State Disability Insurance** (SDI) is a partial wage-replacement insurance plan for California workers. The SDI program is state-mandated and funded through employee payroll deductions. SDI provides affordable, short-term benefits to eligible workers. Workers covered by SDI are covered by two benefits: Disability Insurance (DI) and Paid Family Leave (PFL).

# California Disability Rates/Benefits

As of Calendar Year **2024**:

- [Contribution Rate](#).....1.1%
- [Taxable Wage Ceiling](#) .....none
- [Maximum Contribution Per Year](#).....no maximum
- [Minimum Weekly Benefit Amount](#).....\$50
- [Maximum Weekly Benefit Amount](#).....70%/\$1,620.00\*
- [Maximum Weekly Benefit Amount](#).....60%/\$1,620.00
- [Waiting Period](#).....7 Days
- [Maximum Benefit Period](#).....52 Weeks

• NOTE: If an Individual's earned wages in the four quarters prior to their claim is less than 1/3 of the State's average quarterly wage, the individual can collect up to 70% of their wage in CASDI benefit payments. The maximum benefit is still capped at \$1,620.00 per week.

# What is Paid Family Leave?

**Paid Family Leave** (PFL) was established for workers who suffer a loss of wages when they need to take time off from work to care for a seriously ill child, spouse, parent, or registered domestic partner, or to bond with a new child. Beginning July 1, 2004, California workers may be eligible to receive PFL benefits when taking time off of work to care for a seriously ill parent-in-law, grandparent, grandchild, or sibling. [Senate Bill 770 \(Chapter 350, Statutes of 2013\)](#).



# Paid Family Leave Benefits

As of Calendar Year **2024**:

- [Minimum Weekly Benefit Amount](#).....\$50
- [Maximum Weekly Benefit Amount](#).....60%/\$1 620
- [Waiting Period](#).....0 Days
- [Maximum Benefit Period](#).....8 Weeks

# Who is Required to Participate?

- CASDI specifically exempts public agencies from required coverage (Participation is Optional). In fact, public agencies do not have to offer any disability coverage to their employees.
- In contrast, private employers must participate in CASDI or put in place a disability plan that is equal or better than the CASDI plan.
- Public Agencies can participate in State Disability by Bargaining Unit.

# How State Disability is Calculated

<b>Annual Earnings</b>		<b>Monthly Salary</b>		<b>Monthly SDI Contribution</b>		<b>Annual SDI Contribution</b>
\$50,000	÷ 12 months	\$4,166.67	X SDI Rate of 1.1%	\$45.83	X 12 months	\$550.00



# How Private Disability is Calculated

<b>Annual Earnings</b>	<b>÷ 52 weeks</b>	<b>Weekly Earnings</b>	<b>X Maximum Weekly Benefit of 60%</b>	<b>Weekly Covered Benefit at 60%</b>	<b>X STD Rate (\$0.39*) ÷ \$10 Covered Weekly Benefit</b>	<b>Monthly Premium</b>	<b>X 12 months</b>	<b>Annual STD Contribution</b>
\$50,000		\$961.54		\$576.92		\$22.50		\$270.00

\*Rate chosen for example only. Rates vary by prospect/client's disability policy.

**Employee Savings: \$280 year**

# Participating in CASDI for the First Time?

- CASDI Benefits are paid based on wages reported in their system Five quarters in the rears of the claim date not including the quarter in which you file a disability claim.
- Example: A claim beginning February 14, 2024, uses a base period of October 1, 2022 – December 31, 2022.
  - You must have at least \$300 in base wages within the base period to receive a benefit
  - Employees newly enrolled in CASDI may not have benefits available to them for a minimum of 5 months or more based on the CASDI payment schedule.

# Pros and Cons

## State Disability

### PROS

Paid Family Leave  
52-week duration

### CONS

No flexibility in plan design  
More expensive  
Long wait to receive benefits  
Lower benefit amount

## Private STD

### PROS

Flexibility in plan design  
Administrative support  
Lower cost  
Higher benefit

### CONS

No Paid Family Leave benefit





## STAFF REPORT

**DATE:** December 19, 2024  
**TO:** Board of Directors  
**FROM:** Haydee Sainz, Human Resources & Risk Manager  
**SUBJECT:** Video Surveillance Camera Policy

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### **MEETING HISTORY:**

12/11/24 - Human Resources Committee  
12/12/24 - Policy Review and Oversight Committee

### **BACKGROUND:**

The West Valley Water District is dedicated to protecting its assets and ensuring the safety and security of its premises. To achieve this, the District proposes the implementation of a comprehensive video camera surveillance policy. This policy will detail the rationale behind the surveillance system, its benefits, and the protocols for its operation.

The District recognizes the need to balance individual privacy rights against the broader need for community safety and security for staff and service providers. Security video surveillance is an integral component of the District's security framework. Surveillance footage allows the District to monitor the integrity of capital assets while maintaining public safety and assisting law enforcement in the investigation of suspected unlawful activity. The District's Security Video Surveillance Policy has been developed to govern security video surveillance of public areas, access, and disclosure.

### **DISCUSSION:**

To develop this policy, staff reviewed existing security measures, consulted with security experts, and analyzed incident reports. We also examined best practices from similar institutions and considered the legal implications of surveillance. Staff's findings are as follows:

1. **Current Security Measures:** The District had minimal standard security procedures, which have proven insufficient in preventing unauthorized access and vandalism.
2. **Incident Reports:** There has been a rise in theft, vandalism, and unauthorized entry incidents, necessitating enhanced security measures.
3. **Expert Recommendations:** Security experts recommend the installation of video surveillance cameras to deter criminal activity and assist in incident investigations.

The implementation of a video camera surveillance policy will offer several advantages, which are as follows:



- **Asset Protection:** Cameras will act as a deterrent to theft and vandalism.
- **Enhanced Safety:** Surveillance will help in monitoring and ensuring the safety of employees and visitors.
- **Incident Documentation:** Recorded footage can be used as evidence in investigations, aiding law enforcement and internal reviews.
- **Cost-Effectiveness:** Over time, the reduction in losses and incidents will offset the installation and maintenance costs of the surveillance system.

Implementing the video camera surveillance policy is crucial for safeguarding the West Valley Water District's assets and ensuring a secure environment for everyone. Therefore, staff recommends that the Board of Directors approve this policy to enhance our security measures effectively.

**FISCAL IMPACT:**

The recommendations in this report have no financial impact beyond what has already been approved in the current year's budget.

**REQUESTED ACTION:**

Approve the Video Surveillance Camera Policy.

**Attachments**

[WVWD Audio and Video Surveillance Policy draft\\_12.2.2024.pdf](#)

## 2309. VIDEO SURVEILLANCE CAMERAS

### **Purpose:**

West Valley Water District (“WVWD” or “District”) is committed to public safety, crime prevention and stewardship of publicly owned assets.

Where warranted, WVWD may use video surveillance systems in or on WVWD-owned or -operated buildings/sites to increase situational awareness in the event of public safety incidents and in the investigation of criminal activity where appropriate, including theft, vandalism and property crimes.

This policy provides guidance for the placement and monitoring of department video surveillance, as well as the storage and release of the captured images to regulate the use of the video surveillance used to observe and record public areas for the purpose of safety and security. Adoption of this policy will ensure that all video surveillance cameras are used in a manner that protects the legal rights and privacy interests of District employees and the community at large.

WVWD shall maintain control of, and responsibility for, its video surveillance at all times. The existence of this policy does not imply or guarantee the cameras will be monitored in real time.

### **Applicability:**

Monitoring of video surveillance systems will be conducted in a professional, ethical and legal manner. The District and its employees shall comply with all federal, state and WVWD laws, rules and regulations regarding privacy and the use of the video surveillance systems .

This policy applies to all WVWD employees or other personnel authorized to operate and utilize the District’s video surveillance systems, and they shall be familiar with the laws, policies, and procedures regarding its use. The use of video surveillance systems for monitoring or recording must be conducted in a manner consistent with this policy, and all other District administrative policies and procedures. Unauthorized use of the District’s video surveillance systems may result in disciplinary action.

### **Procedure:**

#### *Surveillance Equipment Placement*

- Strategic location, placement and direction of cameras will be based on coordination/consultation with a surveillance professional.
- The Director of Operations, Chief Water Systems Operator – Distribution, Chief Water System Operator – Production, HR/RM and IT will work with staff for proper camera equipment selection, installation, and review of specific camera locations to ensure that the perimeter of view of the cameras conforms to this policy, and will make recommendations to the General Manager, or designee.
- Surveillance cameras may be placed in strategic locations throughout the WVWD facilities with the approval from the General Manager, or designee.
- All camera installations are subject to federal and state laws.
- Placement of cameras for video surveillance may include, but is not limited to:
  - All WVWD owned property, including but not limited to; buildings, parks, trails, well sites and parking lots.

- In conjunction with the placement of a kiosk.
- Temporary cameras for special events.
- Other areas deemed appropriate by Law Enforcement.

*Signage:*

All public areas that are monitored by WVWD video surveillance will be marked in a conspicuous manner with appropriate signs to inform the public that the area is under surveillance. Signs shall be well lit to ensure visibility. Signage will state the following or similar wording: "THIS AREA IS SUBJECT TO VIDEO SURVEILLANCE BY THE WEST VALLEY WATER DISTRICT." In addition, such signage will provide a telephone number that individuals may call for further information.

*Monitoring*

- By default, images from each camera will be recorded on a 24-hour basis every day of the week. In the event that a site is determined by the General Manager, or designee, to best served by motion activated cameras, images at the specified location will be recorded as triggered by the motion system. When activity warranting further investigation is reported or detected at any camera location, the General Manager, or designee, may selectively view the appropriate camera and relay any available information to Law Enforcement, subject to a lawful request, compliance with applicable law, and relevant privacy protections. The General Manager, or designee, is authorized to adjust the cameras to other public vantage points to more effectively view a particular area for any legitimate public safety purpose.
- The video surveillance only records images and do not record sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high value or high threat areas. In addition, the video surveillance may be useful for the following purposes:
  - a) To assist in identifying, apprehending and prosecuting offenders.
  - b) Assist in gathering evidence for criminal and civil court actions.
  - c) Help emergency services personnel maintain public order.
  - d) Help improve the general environment.
  - e) Assist in providing effective public services.
- Surveillance monitoring will be conducted in a professional, ethical and legal manner. The surveillance cameras will not be used to invade the privacy of individuals or to look into areas where a reasonable expectation of privacy exists. All reasonable efforts will be taken to protect these rights. Surveillance monitoring shall not be used to harass, intimidate, or discriminate against any individual or group, including surveilling citizens based solely on race, gender, ethnicity, sexual orientation, disability, or any other classifications protected by ordinance or statute.
- Copying, duplicating and/or retransmission of live or recorded video shall be limited to the General Manager, or designee.
- No unauthorized personnel, staff or member of the public is allowed to view or record camera data without District's permission (for example, no use of cellular phone or device to record from District's monitor).

*Review or Release of Video Images*

- The review or the release of video images shall be done only with the authorization of the General Manager, or designee, in consultation with legal counsel.
- Video images needed for a criminal investigation, or other official reason, shall be collected and released to Law Enforcement subject to a lawful request, compliance with applicable law, and relevant privacy protections.
- Requests for recorded video images from other government agencies, or by a submission of a court order or subpoena, shall be promptly submitted to the General Manager, or designee, and submit results to the requesting agency. Every reasonable effort should be made to preserve data requested.
- Video images captured that are requested will be made available only to the extent required by law. Except as required by a valid court order or other lawful process, video images requested under the Public Records Act will not be disclosed to the public when such video images are evidence in an ongoing criminal investigation.
- Legal Counsel will be consulted on all Public Records Act requests prior to the release of any video images.

### **Roles & Responsibilities:**

The consistent and appropriate implementation of this policy is incumbent upon the coordinated actions of various members of the WVWD team. The following serves as a guideline for various roles and responsibilities. In the event that issues or concerns are identified with this policy or the system, it is expected that information will be immediately brought to the attention of the General Manager.

#### *Authorized WVWD Video Operators*

- Be trained in the technical, legal, and ethical parameters of appropriate use of video surveillance systems.
- Guarantee that video surveillance systems are not used to invade the privacy of individuals or to harass, intimidate or discriminate against any individual or group.
- Agree to monitor video surveillance footage based on suspicious behavior and not individual characteristics.
- Guarantee not to view private rooms or areas through windows.
- Not tamper with or otherwise alter any part of video surveillance system footage (which may open the WVWD Video Operator up to possible criminal charges).
- Not release, store or delete video surveillance system footage without express acknowledgement pursuant to this policy.
- Receive a copy of this policy and provide written acknowledgement that they have read and understood its contents.

#### *Information Technology*

- Monitor system alarms that are generated through digital camera systems.
- Report any alarms or adverse conditions to the appropriate Operations staff.
- Conduct a quarterly audit of surveillance equipment and video storage to ensure that data is being effectively viewed and stored in compliance with this policy.
- Responsible for the overall operation of the surveillance system (including water and facility sites).
- Ensures that all cameras are functional, properly aimed, and recording by conducting a system check of these assets on a weekly basis. This check will be logged for future reference if needed.

- Immediately report any issues with the surveillance system to the Facilities Maintenance Technician and submit the appropriate work order for repair/replacement on a timely basis such that the repairs can be made. In addition, IT staff shall immediately notify the Manager overseeing the affected camera asset of the issue and plan for repair.
- Develop/update training materials that will be presented to all camera system users on an annual basis. This training will consist of operational, technical, ethical, and legal requirements associated with system use and operation and in accordance with the language of this policy.
- Monitor new developments in the relevant law and in security industry practices to ensure that video surveillance systems operated within the District are consistent with the highest standards and protections and are compliant with all federal, state and local laws.

### *Operations*

- General camera system users must comply with this policy and the training materials referenced above.

### *Facilities Management*

- Any issues or damage with surveillance system equipment should be immediately assessed and addressed as quickly as possible with IT. Repair or replacement must be initiated within 1-week and status must be communicated to IT and the Manager overseeing the affected camera asset area.
- Take leadership role in helping WVWD staff plan and install surveillance equipment within the District.

### **Recording Access**

Recorded information captured by video surveillance systems shall be indexed in such a way as to permit retrieval by date and time. Requests for access to recorded information must be made through the Director of General Services, stating the location(s) and time frame requested. All persons having access to recordings shall receive training and unique user identification in order to access recordings. Stored images shall only be accessed and retrieved by authorized system users. Information that will be used for evidentiary purposes shall be maintained and secured as evidence in accordance with policies and procedures for evidence.

### **Video Retention**

The Director of General Services must keep a log of all video surveillance systems that includes each camera's activation date, dates representing the video surveillance system's rotation cycle and dates of routine footage destruction. In addition, the Director of General Services must also maintain an access log for all instances of access to, or use of, video surveillance system records. This log shall include the date, time, and identification of the person or persons to whom access was granted, as well as a summary of the reason for which access was necessary. All logs will be made available upon request pursuant to the provisions of the California Public Records Act. (Cal. Gov. Code § 6250 *et seq.*).

### **Additional Information:**

- The Human Resources and Risk Manager will review any complaints regarding the utilization of video surveillance and determine whether this policy is being followed and render a decision on the complaint. An appeal of the Division Director's decision may be taken to the General Manager or designee who will render a decision that will be final, in the General Manager's sole discretion.
- This policy does not address the use of the following:
  - Webcams for general use by WVWD staff.
  - Video equipment for recording of public performances or events, interviews or other use for broadcast or educational purposes.

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