



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

FINANCE COMMITTEE MEETING  
AGENDA

WEDNESDAY, JANUARY 25, 2023 - 6:00 PM

**NOTICE IS HEREBY GIVEN** that West Valley Water District has called a meeting of the Finance Committee to meet in the Administrative Conference Room, 855 W. Base Line Road, Rialto, CA 92376.

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

**BOARD OF DIRECTORS**

President Greg Young, Chair  
Vice President Dan Jenkins

## I. CALL TO ORDER

## II. PUBLIC PARTICIPATION

*The public may address the Board on matters within its jurisdiction. Speakers are requested to keep their comments to no more than three (3) minutes. However, the Board of Directors is prohibited by State Law to take action on items not included on the printed agenda.*

## III. DISCUSSION ITEMS

1. Updates to the Finance Committee
2. Purchase Order Report - December 2022. **Pg 3**
3. Monthly Revenue & Expenditures Report - December 2022. **Pg 11**
4. Cash Disbursements Report - December 2022. **Pg 19**
5. Transfer Funds Request from General Checking to WVWD Investment Account. **Pg 40**
6. Fiscal Year 2021-22 Annual Comprehensive Financial Report (ACFR). **Pg 42**
7. Fiscal Year 2021-22 Popular Annual Financial Report (PAFR). **Pg 140**
8. Chase Bank Account Signer Update. **Pg 158**
9. Treasurer's Report - December 2022. **Pg 165**

## IV. ADJOURN

### DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Finance Committee Agenda at the District Offices on January 19, 2023.

*Elvia Dominguez*

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Elvia Dominguez, Board Secretary



**BOARD OF DIRECTORS  
FINANCE COMMITTEE  
STAFF REPORT**

**DATE:** January 25, 2023  
**TO:** Finance Committee  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** PURCHASE ORDER REPORT - DECEMBER 2022

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**BACKGROUND:**

The West Valley Water District (“District”) generated twenty-six (26) Purchase Orders (“PO”) in the month of December 2022 to various vendors that provide supplies and services to the District. The total amount issued to PO’s for the month of December 2022 was **\$88,714.80**. A table listing all PO’s for December 2022 is shown in **Exhibit A**.

There was one (1) Change Order (“CO”) approved at the General Manager’s approval level during the month of December 2022 and is shown in **Exhibit B**.

**FISCAL IMPACT:**

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

**STAFF RECOMMENDATION:**

Forward a recommendation to the Board of Directors to approve the December 2022 Purchase Order Report.

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

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**ATTACHMENT(S):**

1. Exhibit A - December 2022 Purchase Order Report
2. Exhibit B - December 2022 Change Order Report

# Exhibit A

## Purchase Order Summary Report

## Purchase Order Detail

Issued Date Range 12/01/2022 - 12/31/2022



West Valley Water District, CA

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
23-0233	4 945 Single Body Air Vac 02549 - VAG USA LLC	Completed West Valley Water District	12/1/2022 12/15/2022	0.00	1,797.27
23-0234	Food Grade Mineral Oil for Well Pumps 01783 - SC COMMERCIAL LLC	Outstanding West Valley Water District	12/7/2022 12/21/2022	0.00	6,359.05
23-0235	Truck 105 and 105 Trailer Service/repairs 01700 - PG MECHANICAL	Completed West Valley Water District	12/7/2022 12/21/2022	0.00	2,565.00
23-0236	Warranty MXU's prorated pricing 11.12.13.14 years 00255 - AQUA-METRIC SALES CO	Outstanding West Valley Water District	12/7/2022 12/21/2022	0.00	17,056.10
23-0237	SCADA Laptops 2022 00326 - CDW GOVERNMENT INC	Outstanding West Valley Water District	12/7/2022 12/21/2022	0.00	16,994.10
23-0238	Silicone Roof Repair 01564 - RITE-WAY ROOF CORPORATION	Outstanding West Valley Water District	12/1/2022 12/15/2022	0.00	4,696.00
23-0239	Reduced Pressure Zone Backflow 00066 - GRAINGER INC	Completed West Valley Water District	12/7/2022 12/7/2022	0.00	605.59
23-0240	Roemer fire system annual testing 01606 - CHAMPION FIRE SYSTEMS, INC.	Outstanding West Valley Water District	12/7/2022 12/21/2022	0.00	995.00
23-0241	Stock Order 11/23/2022 00066 - GRAINGER INC	Completed West Valley Water District	12/8/2022 12/8/2022	0.00	243.50
23-0242	FBR annual fire system testing 01606 - CHAMPION FIRE SYSTEMS, INC.	Completed West Valley Water District	12/8/2022 12/22/2022	0.00	1,185.00
23-0243	HQ annual fire system testing 01606 - CHAMPION FIRE SYSTEMS, INC.	Completed West Valley Water District	12/8/2022 12/22/2022	0.00	1,185.00
23-0244	Tesco factory service 00097 - TESCO CONTROLS INC	Completed West Valley Water District	12/13/2022 12/27/2022	0.00	782.90
23-0245	Tesco factory support 00097 - TESCO CONTROLS INC	Completed West Valley Water District	12/13/2022 12/27/2022	0.00	1,890.00
23-0246	Tesco factory service 00097 - TESCO CONTROLS INC	Completed West Valley Water District	12/13/2022 12/27/2022	0.00	1,440.00
23-0247	Tesco factory service 00097 - TESCO CONTROLS INC	Completed West Valley Water District	12/13/2022 12/27/2022	0.00	4,599.40
23-0248	PFAS Sampling Rialto Well 6 01574 - BABCOCK LABORATORIES, INC.	Outstanding West Valley Water District	12/13/2022 12/27/2022	0.00	500.00
23-0249	PFAS Sampling 01574 - BABCOCK LABORATORIES, INC.	Outstanding West Valley Water District	12/13/2022 12/27/2022	0.00	1,500.00
23-0250	Replacement batteries for boom lift 01085 - INTERSTATE BATTERY OF SAN BERNARDINO	Outstanding West Valley Water District	12/15/2022 12/29/2022	0.00	2,863.82

## Purchase Order Summary Report

Issued Date Range 12/01/2022 - 12/31/2022

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
23-0251	Contact Chamber Inspection 01569 - CSI SERVICES, INC	Outstanding West Valley Water District	12/15/2022 12/29/2022	0.00	3,950.00
23-0252	Pre-Treatment Fire Sprinkler Inspection 01470 - CRB SECURITY SOLUTIONS	Outstanding West Valley Water District	12/15/2022 12/29/2022	0.00	831.73
23-0253	Board photos 02331 - MAGNIFY PRODUCTIONS	Completed West Valley Water District	12/15/2022 12/29/2022	0.00	3,000.00
23-0254	Annual Service & Maint. truck 104 and trailer 01700 - PG MECHANICAL	Completed West Valley Water District	12/13/2022 12/27/2022	0.00	1,366.50
23-0255	6" Flanges 01567 - MCMASTER-CARR SUPPLY COMPANY	Completed West Valley Water District	12/19/2022 12/19/2022	0.00	853.60
23-0256	RP Device 12/13/22 00066 - GRAINGER INC	Completed West Valley Water District	12/19/2022 12/19/2022	0.00	3,565.24
23-0257	Reservoir dive inspections 01471 - DIVE/CORR, INC.	Outstanding West Valley Water District	12/20/2022 1/3/2023	0.00	6,150.00
23-0258	Headquarters fire sprinkler repair 02555 - RBM FIRE PROTECTION INC	Outstanding West Valley Water District	12/22/2022 1/5/2023	0.00	1,740.00

Purchase Order Count: (26)

Total Trade Discount: 0.00

Total: 88,714.80

# Exhibit B



# Purchase Order Change Report

## Change Details

PO Issue Dates: -  
PO Change Dates: 12/01/2022 - 12/31/2022

West Valley Water District, CA



**Purchase Order** 23-0063      **Purchase Order Description** Staffing Services for Board Secretar      **Vendor** 02138 - MUNITEMPS STAFFING      **Ship To Code** WVVWD      **Attention To**      **Issue Date** 8/4/2022      **Amount** 65,000.00      **Shipping** 0.00      **Tax** 0.00      **Discount** 0.00      **Total Amount** 65,000.00

**Packet** POPKT05894      **Change Description** Increase PO by Acting GM Limit of : Increase PO by Acting GM Limit of \$25K. Board Secretary Recruitment has gone longer than anticipated and PO needs more funds.      **Change Reason**      **Change Date** 12/13/2022      **Changed By** Al Robles      **Void PO**

**Purchase Order Changes**

**What Changed**  
Amount: 40,000.00      **Changed From** 65,000.00      **Changed To** 65,000.00

**Changed Item**

Item	Commodity Code	Department	Sales Tax Code	Needed By	Units	Price	Amount	Shipping	Tax	Discount	Total Amount
Staffing Services for Board Secretar	Service	5610			0.00	0.00	65,000.00	0.00	0.00	0.00	65,000.00
<b>What Changed</b>	<b>Changed From</b>				<b>Changed To</b>						
Amount:	40,000.00				65,000.00						

**Old Distributions**

Account	Project Account Key	Separate Sales Tax	Percent	Amount	Account	New Distributions
100-5610-525-5340		100.00%	40,000.00	100-5610-525-5340		

### Account Summary

Account	Changed From	Changed To	Voided	Difference
<a href="#">100-5610-525-5340</a>	40,000.00	65,000.00	0.00	25,000.00
<b>Report Totals:</b>	<b>40,000.00</b>	<b>65,000.00</b>	<b>0.00</b>	<b>25,000.00</b>

### Fund Summary

Fund	Changed From	Changed To	Voided	Difference
100	40,000.00	65,000.00	0.00	25,000.00
<b>Report Totals:</b>	<b>40,000.00</b>	<b>65,000.00</b>	<b>0.00</b>	<b>25,000.00</b>



**BOARD OF DIRECTORS  
FINANCE COMMITTEE  
STAFF REPORT**

**DATE:** January 25, 2023  
**TO:** Finance Committee  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** MONTHLY REVENUE & EXPENDITURES REPORT - DECEMBER 2022

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**BACKGROUND:**

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

**DISCUSSION:**

The Monthly Financial Status Report (**Exhibit A**) summarizes the District's revenue categories as well as expenditures for all Departments. The original total budget includes the adopted budget. Current total budget includes the adopted budget plus any budget amendments or adjustments made during the year. Period activity column represents activity for the reporting periods. Fiscal activity column represents the year-to-date activity or transactions that have been recorded in the general ledger from the beginning of the fiscal year July 1 through December 31. The encumbrance column represents funds encumbered with a purchase order that's not spent but committed. The percent column represents the percentage of the current budget that has been received (Revenue) or utilized (Expenditure). Every quarter-end, a quarterly report (**Exhibit B**) is presented to compare the current fiscal year quarter vs the previous year's quarter.

**FISCAL IMPACT:**

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

**STAFF RECOMMENDATION:**

Forward a recommendation to the Board of Directors to approve the December 2022 Monthly Revenue & Expenditure Report.

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

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**ATTACHMENT(S):**

1. Exhibit A - 2022 December Monthly Revenue & Expenditure Report
2. Exhibit B - 2022 December Quarter End Report