



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

**AGENDA**  
**LVMWD BOARD OF DIRECTORS - REGULAR MEETING**  
**TUESDAY, DECEMBER 19, 2023 – 9:00 AM**

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**PUBLIC PARTICIPATION:** The public may join this meeting virtually or attend in person in the Board Room. Teleconference participants will be muted until recognized at the appropriate time by the Board President. To join via teleconference, please use the following Webinar ID:

Webinar ID: <https://us06web.zoom.us/j/83142793667>

To join by telephone, please dial (669) 900-6833 or (346) 248-7799 and enter Webinar ID:  
831 4279 3667

For members of the public wishing to address the Board during Public Comment or during a specific agenda item, please press "Raise Hand" if you are joining via computer; or press \*9 if you are joining via phone; or inform the Executive Assistant/Clerk of the Board if attending in person.

Members of the public can also access and request to speak at meetings live on-line, with audio and limited video, at [www.lvmwd.com/livestream](http://www.lvmwd.com/livestream). To ensure distribution of the agenda, please submit comments 24 hours prior to the day of the meeting. Those comments, as well as any comments received during the meeting, will be distributed to the members of the Board of Directors and will be made part of the official public record of the meeting. Contact Josie Guzman, Executive Assistant/Clerk of the Board, at (818) 251-2123 or [jguzman@lvmwd.com](mailto:jguzman@lvmwd.com) with any questions.

**ACCESSIBILITY:** If requested, the agenda and backup materials will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in the implementation thereof. Any person who requires a disability-related modification or accommodation, to attend or participate in this meeting, including auxiliary aids or services, may request such reasonable modification or accommodation by contacting the Executive Assistant/Clerk of the Board by telephone at (818) 251-2123 or via email to [jguzman@lvmwd.com](mailto:jguzman@lvmwd.com) at least 48 hours prior to the meeting.

Members of the public wishing to address the Board of Directors are advised that a statement of Public Comment Protocols is available from the Clerk of the Board. Prior to speaking, each speaker is asked to review these protocols, complete a speakers' card, and hand it to the Clerk of the Board. Speakers will be recognized in the order the cards are received. A live webcast of the meeting will be available at LVMWD.com. Also, a web-based version of the speaker card is available for those who would like to submit written comments electronically or request to make public comment by telephone during the meeting.

The Public Comments agenda item is presented to allow the public to address the Board on matters not on the agenda. The public may also present comments on matters on the agenda; speakers for agenda items will be recognized at the time the item is called up for discussion.

Materials prepared by the District in connection with the subject matter on the agenda are available for public inspection at 4232 Las Virgenes Road, Calabasas, CA 91302. Materials prepared by the District and distributed to the Board during this meeting are available for public inspection at the meeting or as soon thereafter as possible. Materials presented to the Board by the public will be maintained as part of the records of these proceedings and are available upon request to the Clerk of the Board.

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## **PLEDGE OF ALLEGIANCE**

1. **CALL TO ORDER AND ROLL CALL**
2. **APPROVAL OF AGENDA**
3. **PUBLIC COMMENTS**

*Members of the public may now address the Board of Directors **ON MATTERS NOT APPEARING ON THE AGENDA**, but within the jurisdiction of the Board. No action shall be taken on any matter not appearing on the agenda unless authorized by Subdivision (b) of Government Code Section 54954.2*

4. **CONSENT CALENDAR**

*Matters listed under the Consent Calendar are considered to be routine, non-controversial and normally approved with one motion. If discussion is requested by a*

*member of the Board on any Consent Calendar item, or if a member of the public wishes to comment on an item, that item will be removed from the Consent Calendar for separate action.*

4.A **List of Demands: December 19, 2023 (Pg. 6)**

Receive and file the list of demands for the December 19, 2023 Board meeting.

4.B **Minutes: Regular Meeting of December 5, 2023 (Pg. 56)**

Approve.

4.C **Directors' Per Diem: November 2023 (Pg. 64)**

Ratify.

4.D **Statement of Revenues, Expenses and Changes in Net Position: October 2023 (Pg. 72)**

Receive and file the Statement of Revenues, Expenses and Changes in Net Position for the period ending on October 31, 2023.

4.E **CIS Software: Annual Support and Maintenance Agreement (Pg. 76)**

Authorize the General Manager to execute an annual support and maintenance agreement with Advanced Utility Systems, in the amount of \$135,000, for the Customer Information System software.

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

5.A **Recognition of Directors Gary Burns and Andy Coradeschi for One Year of Service**

5.B **Proclamations Recognizing Doug Anders, Administrative Services Coordinator, for 10 Years of Service; Joanne Bodenhamer, Planning & New Development Technician, for 34 Years of Service; and John Zhao, Director of Facilities and Operations, for 17 Years of Service**

5.C **MWD Representative Report (Pg. 80)**

5.D **Legislative and Regulatory Updates**

6. **TREASURER**

7. **BOARD OF DIRECTORS**

7.A **Update to Las Virgenes Municipal Water District Code Pertaining to Board Compensation: Public Hearing, Introduction and First Reading (Pg. 85)**

Conduct a public hearing, and introduce and call for proposed Ordinance No. 286 to be given first reading by title only, amending Section 2-2.106 of the Las Virgenes Municipal Water District Code to reflect updates to Board compensation.

**ORDINANCE NO. 286**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT AMENDING THE ADMINISTRATIVE CODE AS IT RELATES TO DIRECTORS' COMPENSATION**

(Reference is hereby made to Ordinance No. 286 on file in the District's Ordinance Book and by this reference the same is incorporated herein.)

8. **GENERAL MANAGER**

8.A **Salary Resolution and Management Handbook Update: Approval (Pg. 94)**

Pass, approve and adopt proposed Resolution No. 2632, establishing salaries for employees; and approve the updated Management Handbook.

**RESOLUTION NO. 2632**

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

(Reference is hereby made to Resolution No. 2632 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

9. **FACILITIES AND OPERATIONS**

9.A **iGreen Software for Facility Operation Data Management, Analytics and Decision Making: Agreement Renewal (Pg. 138)**

Authorize the General Manager to execute a one-year professional services agreement with IOsight, in the amount of \$48,840, with three one-year renewal options to continue existing iGreen Software-as-a-Service; approve a one-time cost of \$183,000 to expand the iGreen deployment to the Tapia Water Reclamation Facility and future Pure Water Project Las Virgenes-Triunfo, together with providing artificial intelligence/machine learning services; and authorize a future increase of iGreen Software-as-a-Service by \$57,000 annually, with three one-year renewal options for the expanded deployment.

10. **FINANCE AND ADMINISTRATION**

10.A **Establishment of Limited Term Field Operations Technician Positions (Pg. 141)**

Approve the establishment of two limited term Field Operations Technician I/II positions.

11. **ENGINEERING AND EXTERNAL AFFAIRS**

11.A **WaterSmart Leak Alert Program Update (Pg. 143)**

Receive and file the WaterSmart Leak Alert Program Update.

12. **NON-ACTION ITEMS**

*A. Organization Reports*

*B. Director's Reports on Outside Meetings*

*C. General Manager's Reports*

*(a) General Business*

(b) *Follow-up Items*

D. *Director's Comments*

13. **FUTURE AGENDA ITEMS**

14. **PUBLIC COMMENTS**

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15. **ADJOURNMENT**

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

LAS VIRGENES MUNICIPAL WATER DISTRICT

To: ANDY CORADESCHI, TREASURER

Payments for Board Meeting of : December 19, 2023

Deputy Treasurer has verified that all checks and wire transfers were issued in conformance with LVMWD Administrative Code Section 2-6.203.

Wells Fargo Bank A/C No. 4806-994448

Checks Nos. 108479 through 108584 were issued in the total amount of: \$ 553,771.02

**Payments through direct disbursements as follows:**

Direct Disbursement payment number 24097 through 24105: \$ 1,715.68

**Payments through wire transfers as follows:**

11/28/2023 Metropolitan Water District payment for water deliveries in the month of October 2023 \$ 1,905,020.51

\$ 1,905,020.51

**Total Payments** \$ 2,460,507.21

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

**CHECK LISTING FOR BOARD MEETING  
12/19/2023**

Company Name	Company No.	Check No. 108479-108541 11/21/23 Amount	Check No. 108542-108584 11/28/23 Amount	Total
Potable Water Operations	101	37,969.73	44,426.94	82,396.67
Recycled Water Operations	102			-
Sanitation Operations	130	197.29		197.29
Potable Water Construction	201			-
Water Conservation Construction	203			-
Sanitation Construction	230			-
Potable Water Replacement	301	185,397.48	656.25	186,053.73
Recycled Water Replacement	302			-
Sanitation Replacement	330			-
Internal Service	701	47,985.67	68,440.18	116,425.85
JPA Operations	751	49,722.19	36,264.08	85,986.27
JPA Construction	752			-
JPA Replacement	754	22,290.38	68,150.00	90,440.38
	<b>Total Printed</b>	<b>343,562.74</b>	<b>217,937.45</b>	<b>561,500.19</b>
<b>Voided Checks/payment stopped:</b>				
Check#108443	701		(7,729.17)	(7,729.17)
				-
				-
				-
				-
				-
				-
	<b>Total Voids</b>	<b>-</b>	<b>(7,729.17)</b>	<b>(7,729.17)</b>
	<b>Net Total</b>	<b>343,562.74</b>	<b>210,208.28</b>	<b>553,771.02</b>

**DIRECT DISBURSEMENTS LISTING FOR BOARD MEETING  
12/19/2023**

		Direct Disb. No. 24097-24105 11/21/23	
Company Name	Company No.	Amount	Total
Potable Water Operations	101	705.81	705.81
Recycled Water Operations	102		-
Sanitation Operations	130		-
Potable Water Construction	201		-
Water Conservation Construction	203		-
Sanitation Construction	230		-
Potable Water Replacement	301		-
Recycled Water Replacement	302		-
Sanitation Replacement	330		-
Internal Service	701	942.69	942.69
JPA Operations	751	67.18	67.18
JPA Construction	752		-
JPA Replacement	754		-
	<b>Total Printed</b>	<b>1,715.68</b>	<b>1,715.68</b>
<b>Voided Direct Disbursements:</b>			
		-	-
	<b>Total Voids</b>	<b>-</b>	<b>-</b>
	<b>Totals</b>	<b>1,715.68</b>	<b>1,715.68</b>



**WIRE LISTING FOR BOARD MEETING  
12/19/2023**

Wire No.  
28  
11/28/23

Company Name	Company No.	Amount	Total
Potable Water Operations	101	1,905,020.51	1,905,020.51
Recycled Water Operations	102	-	-
Sanitation Operations	130	-	-
Potable Water Construction	201	-	-
Water Conservation Construction	203	-	-
Sanitation Construction	230	-	-
Potable Water Replacement	301	-	-
Recycled Water Replacement	302	-	-
Sanitation Replacement	330	-	-
Internal Service	701	-	-
JPA Operations	751	-	-
JPA Construction	752	-	-
JPA Replacement	754	-	-
	<b>Total Printed</b>	<b>1,905,020.51</b>	<b>1,905,020.51</b>
<b>Voided Wires:</b>		-	-
	<b>Total Voids</b>	<b>-</b>	<b>-</b>
	<b>Totals</b>	<b>1,905,020.51</b>	<b>1,905,020.51</b>

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE    VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
108479	11/21/2023	PRTD	19269 ACC BUSINESS	232875105	10/27/2023		112123	1,870.47
			Invoice: 232875105					
				187.05 101600 540520			INTERNET SVCS 9/11-10/10/23	
				561.14 751810 540520			Telephone	
				187.05 751820 540520			Telephone	
				467.62 701001 540520			Telephone	
				467.61 701002 540520			Telephone	
							CHECK 108479 TOTAL:	1,870.47
108480	11/21/2023	PRTD	2317 ACORN NEWSPAPER	205940	08/21/2023		112123	3,600.00
			Invoice: 205940					
				3,600.00 101900 660400			DISPLAY AD - PIGSKIN PREVIEW 8/14/23	
							Public Education Programs	
							CHECK 108480 TOTAL:	3,600.00
108481	11/21/2023	PRTD	2321 ACWA	INV012546	11/06/2023		112123	500.00
			Invoice: INV012546					
				500.00 701122 710500			ACE PILOT PROGRAM	
							Dues, Subsc & Memberships	
							CHECK 108481 TOTAL:	500.00
108482	11/21/2023	PRTD	30314 ALLIANCE SOURCE TESTING LLC	INV26552	11/06/2023		112123	1,200.00
			Invoice: INV26552					
				1,200.00 751820 571520			OCTOBER 2023 SAMPLING	
							Other Laboratory Serv	
							CHECK 108482 TOTAL:	1,200.00
108483	11/21/2023	PRTD	30500 ANDREW CORADESCHI	110223	11/02/2023		112123	823.61
			Invoice: 110223					
				823.61 701112 601000			CSDA CONFERENCE 10/22-10/25/23	
							Directors' Conference Exp	
			ANDREW CORADESCHI	111323	11/13/2023		112123	14.00
			Invoice: 111323					
				14.00 701112 601000			CSDA CONFERENCE 10/22-10/25/23	
							Directors' Conference Exp	
							CHECK 108483 TOTAL:	837.61
108484	11/21/2023	PRTD	19264 ARNOLD LAROCHELLE MATHEWS VANCONA 9130	9130	11/08/2023		112123	325.00
			Invoice: 9130					
				325.00 751840 687200			JPA COUNSEL SRV OCTOBER 2023	
							Outside Services	
							CHECK 108484 TOTAL:	325.00

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
108485	11/21/2023	PRTD	20695 AT&T A/C -0051	00515552/110523	11/05/2023		112123	2,075.72
			Invoice: 00515552/110523		SRV 11/5-12/4/23			
			106.61 101600	540520	Telephone			
			54.46 130100	540520	Telephone			
			119.07 130100	540520	Telephone			
			827.98 751810	540520	Telephone			
			377.03 701002	540520	Telephone			
			42.11 701001	540520	Telephone			
			112.78 751820	540520	Telephone			
			54.46 101107	540520	Telephone			
			54.46 101107	540520	Telephone			
			54.46 101104	540520	Telephone			
			54.46 101108	540520	Telephone			
			54.46 101117	540520	Telephone			
			54.46 101110	540520	Telephone			
			54.46 101121	540520	Telephone			
			54.46 101123	540520	Telephone			
						CHECK	108485 TOTAL:	2,075.72
108486	11/21/2023	PRTD	2869 AT&T	90545245/110523	11/05/2023		112123	233.30
			Invoice: 90545245/110523		SVCS 11/5-12/4/23			
			233.30 101122	540520	Telephone			
						CHECK	108486 TOTAL:	233.30
108487	11/21/2023	PRTD	20424 AT&T (U-VERSE INTERNET)	153005778/111023	11/10/2023		112123	141.77
			Invoice: 153005778/111023		INTERNET SVCS 11/11-12/10/23			
			141.77 751820	540520	Telephone			
						CHECK	108487 TOTAL:	141.77
108488	11/21/2023	PRTD	9631 AT&T LONG DISTANCE	806368136/110423	11/04/2023		112123	17.28
			Invoice: 806368136/110423		LONG DISR SRV 9/30-11/1/23			
			5.25 701002	540520	Telephone			
			4.34 701420	540520	Telephone			
			7.69 751810	540520	Telephone			
						CHECK	108488 TOTAL:	17.28
108489	11/21/2023	PRTD	16253 AT&T MOBILITY	287319785901X111022311/02/2023			112123	461.80
			Invoice: 287319785901X1110223		MOBILITY FOUNDATION ACCT 10/3-11/2/23			
			45.03 701331	540520	Telephone			
			40.24 751810	540520	Telephone			
			80.48 701350	540520	Telephone			
			85.27 701321	540520	Telephone			
			80.48 701410	540520	Telephone			



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
108495	11/21/2023	PRTD	30383 DEBBIE ROSALES	102723	10/27/2023		112123	206.26
			Invoice: 102723	206.26 701440 683000	CSMFO STRATEGIC PLANNING Training & Professional Devel	10/15-10/17/23		
							CHECK 108495 TOTAL:	206.26
108496	11/21/2023	PRTD	7257 DIRECTV, INC.	013810616X231106	11/06/2023		112123	8.00
			Invoice: 013810616X231106	8.00 101600 551500	TV ACCESS FEE 11/5-12/4/23 Outside Services			
			Invoice: 015016309X231111	16.00 701001 551500	DIRECTV, INC. TV ACCESS 11/10-12/9/23 Outside Services			
							CHECK 108496 TOTAL:	24.00
108497	11/21/2023	PRTD	7847 DMV RENEWAL	032826/2023	11/01/2021		112123	77.00
			Invoice: 032826/2023	77.00 701325 551000	REGISTRATION RENEWAL-BT0X81 #875 Supplies/Material			
							CHECK 108497 TOTAL:	77.00
108498	11/21/2023	PRTD	19025 EMPIRE SAFETY & SUPPLY	0121777-IN	11/03/2023	2240066	112123	1,049.01
			Invoice: 0121777-IN	1,049.01 701 132000	GLOVES Storeroom & Truck Inventory			
							CHECK 108498 TOTAL:	1,049.01
108499	11/21/2023	PRTD	30444 ERIC SCHLAGETER	111423	11/14/2023		112123	445.21
			Invoice: 111423	445.21 701350 683000	WASTEREUSE ANNUAL CONFERENCE Training & Professional Devel	11/4-11/7/23		
							CHECK 108499 TOTAL:	445.21
108500	11/21/2023	PRTD	30723 ERIK RABAJA	101323	10/13/2023		112123	355.50
			Invoice: 101323	355.50 701340 683000	WEFTEC 2023 CONFERENCE 9/30-10/4/23 Training & Professional Devel			
							CHECK 108500 TOTAL:	355.50
108501	11/21/2023	PRTD	2654 FAMCON PIPE	S100106411.001	11/02/2023	2240009	112123	9,425.76
			Invoice: S100106411.001	9,425.76 701 132000	GATE VALVE Storeroom & Truck Inventory			
			FAMCON PIPE	S100105093.012	11/02/2023	2240006	112123	2,201.91

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
Invoice: S100105093.012				2,201.91 701	132000			
							INVOICE DTL DESC	
							METER COUPLING	
							Storeroom & Truck Inventory	
							CHECK 108501 TOTAL:	11,627.67
108502	11/21/2023	PRTD	6770 G.I. INDUSTRIES	0045457-0283-1	11/01/2023		112123	799.27
Invoice: 0045457-0283-1				799.27 751810	551800		DISP TAPIA 11/1-11/30/23	
							Building Maintenance	
Invoice: 0045469-0283-6								
							DISP TAPIA GRIT 11/1-11/30/23	492.75
				492.75 751810	541500		Outside Services	
Invoice: 254662-0283-0								
							DISP WLK 11/1-11/30/23	217.38
				217.38 101600	551800		Building Maintenance	
							CHECK 108502 TOTAL:	1,509.40
108503	11/21/2023	PRTD	2701 GRAINGER	9872114930	10/16/2023		112123	518.71
Invoice: 9872114930				518.71 701325	572500		TRUCK VICE	
							Genl Supplies/Small Tools	
Invoice: 9864962874								
							SCREW PIN	23.76
				23.76 130100	551000		Supplies/Material	
Invoice: 9871623220								
							TRUCK TOOL BOX	846.92
				846.92 701325	572500		Genl Supplies/Small Tools	
Invoice: 9867186588								
							PAINT FOR PARKING STRIPES	188.89
				188.89 751820	551800		Building Maintenance	
Invoice: 9863643301								
							FALL PROTECTION	538.78
				538.78 701320	623000		Safety Equip	
Invoice: 9870862787								
							PLUNGER	68.20
				68.20 751810	551000		Supplies/Material	
Invoice: 9871623212								
							VACUUM GAUGE	56.19
				56.19 751810	551000		Supplies/Material	
							CHECK 108503 TOTAL:	2,241.45

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
108504	11/21/2023	PRTD	9646 GRAYBAR ELECTRIC CO.	9334617942	10/31/2023		112123	653.40
			Invoice: 9334617942	653.40 101100 551000	SLOTS BACKPLANE Supplies/Material			
					CHECK	108504 TOTAL:		653.40
108505	11/21/2023	PRTD	19548 GRM INFORMATION MANAGEMENT SERVIC	0490537	10/31/2023		112123	628.32
			Invoice: 0490537	628.32 701121 623500	NOVEMBER 2023 RECORDS STORAGE Records Management			
					CHECK	108505 TOTAL:		628.32
108506	11/21/2023	PRTD	30210 JOSIE GUZMAN	110923	11/09/2023		112123	185.00
			Invoice: 110923	185.00 701121 683000	CSDA CONFERENCE 11/6-11/8/23 Training & Professional Devel			
					CHECK	108506 TOTAL:		185.00
108507	11/21/2023	PRTD	30263 HIGH VOLT ELECTRIC	12551903	10/31/2023		112123	185,397.48
			Invoice: 12551903	185,397.48 301440 900000	PMT #17 GNRT PW PMP STN 9/1-10/24/23 Capital Asset Expenses			
					CHECK	108507 TOTAL:		185,397.48
108508	11/21/2023	PRTD	2733 INGERSOLL RAND COMPANY	26675042	09/15/2023		112123	853.63
			Invoice: 26675042	853.63 751100 551000	VALVE KIT Supplies/Material			
					CHECK	108508 TOTAL:		853.63
108509	11/21/2023	PRTD	30185 DARRELL JOHNSON	110823	11/08/2023		112123	447.17
			Invoice: 110823	447.17 701330 683000	CA WASTEREUSE ANNUAL CONFERENCE 11/4-11/7/23 Training & Professional Devel			
					CHECK	108509 TOTAL:		447.17
108510	11/21/2023	PRTD	2547 LOS ANGELES COUNTY SANITATION DIS	48892/103123	10/31/2023		112123	893.34
			Invoice: 48892/103123	893.34 751810 541500	TAPIA GRIT HAULING OCTOBER 2023 Outside Services			
					CHECK	108510 TOTAL:		893.34

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
108511	11/21/2023	PRTD	2611 LA DWP	0176980000/111323	11/13/2023		112123	50.54
			Invoice: 0176980000/111323	50.54 101700 540510	RECTIFIER	10/12-11/13/23		
					Energy			
			LA DWP	8756980000/111323	11/13/2023		112123	10,110.11
			Invoice: 8756980000/111323	10,110.11 101106 540510	TWIN LAKES P/S	10/12-11/11/23		
					Energy			
						CHECK	108511 TOTAL:	10,160.65
108512	11/21/2023	PRTD	30156 JAY LEWITT	111423	11/14/2023		112123	1,612.63
			Invoice: 111423	1,612.63 701112 601000	WASTEREUSE ANNUAL CONFERENCE	11/4-11/7/23		
					Directors' Conference Exp			
						CHECK	108512 TOTAL:	1,612.63
108513	11/21/2023	PRTD	2814 MCMASTER-CARR SUPPLY CO	16641752	10/27/2023		112123	78.49
			Invoice: 16641752	78.49 751810 551000	LIGHT BULB			
					Supplies/Material			
						CHECK	108513 TOTAL:	78.49
108514	11/21/2023	PRTD	18905 NATIONAL ASSOC. OF CLEAN WATER AG	78780	09/07/2023		112123	1,100.00
			Invoice: 78780	1,100.00 701121 710500	FY24 MEMBERSHIP DUES	10/1/23-9/30/24		
					Dues, Subsc & Memberships			
						CHECK	108514 TOTAL:	1,100.00
108515	11/21/2023	PRTD	2302 ODP BUSINESS SOLUTIONS LLC	335538591001	10/27/2023		112123	99.79
			Invoice: 335538591001	99.79 701410 620000	TONER, STAPLER, BOARD			
					Forms, Supplies And Postage			
						CHECK	108515 TOTAL:	99.79
108516	11/21/2023	PRTD	21659 ONTARIO REFRIGERATION SERVICE, IN PRJ23024-03		11/02/2023		112123	19,775.00
			Invoice: PRJ23024-03	19,775.00 754440 900000	RPLC RANCHO HVAC			
					Capital Asset Expenses			
						CHECK	108516 TOTAL:	19,775.00
108517	11/21/2023	PRTD	30165 DAVID PEDERSEN	090623	09/06/2023		112123	185.00
			Invoice: 090623	185.00 701121 683000	URBAN WATER CONFERENCE	8/23-8/25/23		
					Training & Professional Devel			



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
							CHECK 108517 TOTAL:	185.00
108518	11/21/2023	PRTD	30563 PENCCO, INC.	92688	10/31/2023		112123	12,257.93
	Invoice: 92688			12,257.93 751810 541050	45,620 LBS FERRIC CHLORIDE Ferrous Chloride			
							CHECK 108518 TOTAL:	12,257.93
108519	11/21/2023	PRTD	2585 PURETEC	2120429	10/31/2023		112123	100.60
	Invoice: 2120429			100.60 101600 541000	8" D1 RENTAL 11/1/23 - 1/31/24 Supplies/Material			
	Invoice: 2120227		PURETEC	2120227	10/31/2023		112123	273.74
				273.74 701341 551500	14" DI RENTAL 11/1/23-1/31/24 Outside Services			
							CHECK 108519 TOTAL:	374.34
108520	11/21/2023	PRTD	21594 RECYCLED WOOD PRODUCTS	248185	10/27/2023		112123	1,924.00
	Invoice: 248185			1,924.00 751820 541080	130 YD WOODCHIPS Amendment			
	Invoice: 248511		RECYCLED WOOD PRODUCTS	248511	11/01/2023		112123	1,924.00
				1,924.00 751820 541080	130 YD WOODCHIPS Amendment			
							CHECK 108520 TOTAL:	3,848.00
108521	11/21/2023	PRTD	2956 SOUTH COAST AIR QUALITY MGMT DIST	4249627	10/03/2023		112123	160.35
	Invoice: 4249627			160.35 101600 542000	ID# 101493 FLAT FEE FY 23-24 Permits and Fees			
	Invoice: 4247324		SOUTH COAST AIR QUALITY MGMT DIST	4247324	10/03/2023		112123	504.91
				504.91 101600 542000	ID# 101493 ICE Permits and Fees			
							CHECK 108521 TOTAL:	665.26
108522	11/21/2023	PRTD	30117 SOUTHERN CALIFORNIA NEWS GROUP	0000575989	10/31/2023		112123	8,272.72
	Invoice: 0000575989			8,272.72 101900 660400	DIGITAL AD - OCTOBER 2023 Public Education Programs			
							CHECK 108522 TOTAL:	8,272.72



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
108529	11/21/2023	PRTD	9505 TIRE MAN AGOURA	2121991	10/27/2023		112123	973.71
			Invoice: 2121991					
				973.71 701325 551500	TIRE SVC #894			
					Outside Services			
					CHECK		108529 TOTAL:	973.71
108530	11/21/2023	PRTD	30386 URBAN WATER INSTITUTE	0008	11/10/2023		112123	500.00
			Invoice: 0008					
				500.00 701122 710500	STRAREGIC PLANNING WRKSHSP SPNSRSHP 12/21/23			
					Dues, Subsc & Memberships			
					CHECK		108530 TOTAL:	500.00
108531	11/21/2023	PRTD	20935 US METRO GROUP, INC.	108008	10/31/2023		112123	14,252.47
			Invoice: 108008					
				6,823.04 701001 551500	JANTRL SRV OCTOBER 2023			
				2,947.39 701002 551500	Outside Services			
				1,105.09 751820 551800	Outside Services			
				1,644.49 751810 551800	Building Maintenance			
				225.51 101600 551800	Building Maintenance			
				1,506.95 751750 551800	Building Maintenance			
					CHECK		108531 TOTAL:	14,252.47
108532	11/21/2023	PRTD	2780 VALLEY NEWS GROUP	10-26,11-3	11/03/2023		112123	160.00
			Invoice: 10-26,11-3					
				160.00 701122 650500	LEGAL AD - ESCHEATMENT LIST 10/26 &11/2/23			
					Legal Advertising			
					CHECK		108532 TOTAL:	160.00
108533	11/21/2023	PRTD	21643 VALLEY SOIL, INC.	27443	11/03/2023		112123	8,449.00
			Invoice: 27443					
				8,449.00 101800 670900	IRRIGATION CONTROLLER INSTALLED 10/9-10/31/23			
					Res. ET Irrigation Controller			
					CHECK		108533 TOTAL:	8,449.00
108534	11/21/2023	PRTD	17065 VANTAGE AIR, INC.	63143	10/27/2023		112123	554.60
			Invoice: 63143					
				554.60 701002 551500	MAINT ON BLDG 7 ICE MACHINE 10/27			
					Outside Services			
					CHECK		108534 TOTAL:	554.60
108535	11/21/2023	PRTD	21295 VERTICAL ELEVATOR SOLUTIONS, INC.	13062	11/01/2023		112123	290.00
			Invoice: 13062					
				145.00 701001 551500	OCTOBER 2023 ELEVATOR SRV			
				145.00 701002 551500	Outside Services			
					Outside Services			

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK    108535 TOTAL:    290.00								
108536	11/21/2023	PRTD	3035 VWR SCIENTIFIC	8814131390	09/25/2023		112123	501.78
			Invoice: 8814131390	501.78 701341 551000	GLOVES, METHANOL Supplies/Material			
			Invoice: 8814506932	173.96 701341 551000	GLOVES Supplies/Material			
			Invoice: 8814481528	123.89 701341 551000	SODIUM NITRO Supplies/Material			
CHECK    108536 TOTAL:    799.63								
108537	11/21/2023	PRTD	30388 WATERWISE CONSULTING, INC	7836	10/31/2023		112123	2,548.50
			Invoice: 7836	2,548.50 101800 541500	CUSTOMER EVALS OCTOBER 2023 Outside Services			
CHECK    108537 TOTAL:    2,548.50								
108538	11/21/2023	PRTD	18914 WECK LABORATORIES, INC.	W3J2757	10/31/2023		112123	36.70
			Invoice: W3J2757	36.70 751810 571520	TAPIA EFFLUENT - NON NPDES Other Laboratory Serv		(MONTHLY)	
			Invoice: W3J2758	27.80 701341 551500	DIONIZED WATER Outside Services			
			Invoice: W3J2402	2,293.97 751810 571520	LA RIVER (SEMI-ANNUAL) Other Laboratory Serv			
			Invoice: W3J2500	2,605.16 751810 571520	MALIBU CREEK (ANNUAL) R7 Other Laboratory Serv			
			Invoice: W3J2629	180.00 751810 571520	TAPIA O&G Other Laboratory Serv			
			Invoice: W3J2475	3,881.35 751810 571520	005 EFFLUENT (SEMI-ANNUAL) Other Laboratory Serv			
			Invoice: W3J2476		PW SAMPLING BI-MONTHLY			



A/P CASH DISBURSEMENTS JOURNAL

NUMBER OF CHECKS 63 \*\*\* CASH ACCOUNT TOTAL \*\*\* 343,562.74

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	63	343,562.74

\*\*\* GRAND TOTAL \*\*\* 343,562.74

**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296tchau

YEAR	PER	JNL	SRC	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
			EFF	DATE						LINE	DESC				
2024	5	209													
APP	101-200000		11/21/2023	112123	112123					Accounts Payable				37,969.73	
										AP CASH DISBURSEMENTS JOURNAL					
APP	999-100100		11/21/2023	112123	112123					Cash-General					343,562.74
										AP CASH DISBURSEMENTS JOURNAL					
APP	751-200000		11/21/2023	112123	112123					Accounts Payable				49,722.19	
										AP CASH DISBURSEMENTS JOURNAL					
APP	701-200000		11/21/2023	112123	112123					Accounts Payable				47,985.67	
										AP CASH DISBURSEMENTS JOURNAL					
APP	130-200000		11/21/2023	112123	112123					Accounts Payable				197.29	
										AP CASH DISBURSEMENTS JOURNAL					
APP	301-200000		11/21/2023	112123	112123					Accounts Payable				185,397.48	
										AP CASH DISBURSEMENTS JOURNAL					
APP	754-200000		11/21/2023	112123	112123					Accounts Payable				22,290.38	
										AP CASH DISBURSEMENTS JOURNAL					
										GENERAL LEDGER TOTAL				343,562.74	343,562.74
APP	999-201010		11/21/2023	112123	112123					Due to/Due Frm Potable Wtr Ops				37,969.73	
										Cash-General					37,969.73
APP	101-100100		11/21/2023	112123	112123					Due to/Due FromJPA Operations				49,722.19	
										Cash-General					49,722.19
APP	999-207510		11/21/2023	112123	112123					Due to/Due FromInternal Svs				47,985.67	
										Cash-General					47,985.67
APP	751-100100		11/21/2023	112123	112123					Due to/Due FrmSanitation Ops				197.29	
										Cash-General					197.29
APP	999-207010		11/21/2023	112123	112123					Due to/Due FrmPotable Wtr Repl				185,397.48	
										Cash-General					185,397.48
APP	701-100100		11/21/2023	112123	112123					Due to/Due FromJPA Replacement				22,290.38	
										Cash-General					22,290.38
APP	999-201300		11/21/2023	112123	112123					Due to/Due FromJPA Replacement				22,290.38	
										Cash-General					22,290.38
APP	130-100100		11/21/2023	112123	112123					Due to/Due FromJPA Replacement				22,290.38	
										Cash-General					22,290.38
APP	999-203010		11/21/2023	112123	112123					Due to/Due FromJPA Replacement				22,290.38	
										Cash-General					22,290.38
APP	301-100100		11/21/2023	112123	112123					Due to/Due FromJPA Replacement				22,290.38	
										Cash-General					22,290.38
APP	999-207540		11/21/2023	112123	112123					Due to/Due FromJPA Replacement				22,290.38	
										Cash-General					22,290.38
APP	754-100100		11/21/2023	112123	112123					Due to/Due FromJPA Replacement				22,290.38	
										Cash-General					22,290.38
										SYSTEM GENERATED ENTRIES TOTAL				343,562.74	343,562.74
										JOURNAL 2024/05/209 TOTAL				687,125.48	687,125.48

**A/P CASH DISBURSEMENTS JOURNAL**  
**JOURNAL ENTRIES TO BE CREATED**

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101 Potable Water Operations 101-100100 101-200000	2024 5	209	11/21/2023	Cash-General Accounts Payable		37,969.73
				FUND TOTAL	37,969.73	37,969.73
130 Sanitation Operations 130-100100 130-200000	2024 5	209	11/21/2023	Cash-General Accounts Payable		197.29
				FUND TOTAL	197.29	197.29
301 Potable wtr Replacement Fund 301-100100 301-200000	2024 5	209	11/21/2023	Cash-General Accounts Payable		185,397.48
				FUND TOTAL	185,397.48	185,397.48
701 Internal Service Fund 701-100100 701-200000	2024 5	209	11/21/2023	Cash-General Accounts Payable		47,985.67
				FUND TOTAL	47,985.67	47,985.67
751 JPA Operations 751-100100 751-200000	2024 5	209	11/21/2023	Cash-General Accounts Payable		49,722.19
				FUND TOTAL	49,722.19	49,722.19
754 JPA Replacement 754-100100 754-200000	2024 5	209	11/21/2023	Cash-General Accounts Payable		22,290.38
				FUND TOTAL	22,290.38	22,290.38
999 Pooled Cash 999-100100 999-201010 999-201300 999-203010 999-207010 999-207510 999-207540	2024 5	209	11/21/2023	Cash-General Due to/Due Frm Potable Wtr Ops Due to/Due FrmSanitation Ops Due to/Due FrmPotable wtr Repl Due to/Due FromInternal Svs Due to/Due FromJPA Operations Due to/Due FromJPA Replacement		343,562.74
				FUND TOTAL	343,562.74	343,562.74



**A/P CASH DISBURSEMENTS JOURNAL**  
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		37,969.73
130	Sanitation Operations		197.29
301	Potable Wtr Replacement Fund		185,397.48
701	Internal Service Fund		47,985.67
751	JPA Operations		49,722.19
754	JPA Replacement		22,290.38
999	Pooled Cash		
	TOTAL	343,562.74	343,562.74

\*\* END OF REPORT - Generated by Thieu Chau \*\*



## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
							CHECK 24104 TOTAL:	240.70
24105	11/21/2023	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	4795873	11/01/2023			209.83
			Invoice: 4795873		RWPS 9/22-10/27/23			
				209.83	701001	540540	Water	
							CHECK 24105 TOTAL:	209.83
				NUMBER OF CHECKS	9		*** CASH ACCOUNT TOTAL ***	1,715.68
				TOTAL MANUAL CHECKS		COUNT	AMOUNT	
						9	1,715.68	
							*** GRAND TOTAL ***	1,715.68

**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296jcortez

YEAR	PER	JNL	SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2024	5	208	APP	101-200000	11/21/2023	CASH DISB	112123			Accounts Payable		705.81	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	999-100100	11/21/2023	CASH DISB	112123			Cash-General			1,715.68
										AP CASH DISBURSEMENTS JOURNAL			
			APP	751-200000	11/21/2023	CASH DISB	112123			Accounts Payable		67.18	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	701-200000	11/21/2023	CASH DISB	112123			Accounts Payable		942.69	
										AP CASH DISBURSEMENTS JOURNAL			
										GENERAL LEDGER TOTAL		1,715.68	1,715.68
			APP	999-201010	11/21/2023	CASH DISB	112123			Due to/Due Frm Potable Wtr Ops		705.81	
										Cash-General			705.81
			APP	999-207510	11/21/2023	CASH DISB	112123			Due to/Due FromJPA Operations		67.18	
										Cash-General			67.18
			APP	999-207010	11/21/2023	CASH DISB	112123			Due to/Due FromInternal Svs		942.69	
										Cash-General			942.69
										SYSTEM GENERATED ENTRIES TOTAL		1,715.68	1,715.68
										JOURNAL 2024/05/208 TOTAL		3,431.36	3,431.36

## A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101 Potable Water Operations 101-100100 101-200000	2024 5	208	11/21/2023	Cash-General		705.81
				Accounts Payable	705.81	
				FUND TOTAL	705.81	705.81
701 Internal Service Fund 701-100100 701-200000	2024 5	208	11/21/2023	Cash-General		942.69
				Accounts Payable	942.69	
				FUND TOTAL	942.69	942.69
751 JPA Operations 751-100100 751-200000	2024 5	208	11/21/2023	Cash-General		67.18
				Accounts Payable	67.18	
				FUND TOTAL	67.18	67.18
999 Pooled Cash 999-100100 999-201010 999-207010 999-207510	2024 5	208	11/21/2023	Cash-General		1,715.68
				Due to/Due Frm Potable Wtr Ops	705.81	
				Due to/Due FromInternal Sys	942.69	
				Due to/Due FromJPA Operations	67.18	
				FUND TOTAL	1,715.68	1,715.68

## A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		705.81
701	Internal Service Fund		942.69
751	JPA Operations		67.18
999	Pooled Cash		
	TOTAL	1,715.68	1,715.68

\*\* END OF REPORT - Generated by Jessica Cortez \*\*

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
108542	11/28/2023	PRTD	2317 ACORN NEWSPAPER	2023-69172	11/17/2023		112823	865.00
			Invoice: 2023-69172				1/4 DISPLAY AD -NATIVE PLANT GARDEN MAINT 11/17/23	
				865.00 101900 660400			Public Education Programs	
							CHECK 108542 TOTAL:	865.00
108543	11/28/2023	PRTD	3077 AIRGAS USA, LLC	5503515927	10/31/2023		112823	339.39
			Invoice: 5503515927				CYLINDER RENTAL OCTOBER 2023	
				339.39 701002 551500			Outside Services	
							CHECK 108543 TOTAL:	339.39
108544	11/28/2023	PRTD	2383 AMERICAN WATER WORKS ASSOCIATION	S0116237	09/19/2023		112823	399.00
			Invoice: S0116237				1/1-12/31/24 SAFETY FIRST SUBSCRIPTION	
				399.00 701320 710500			Dues, Subsc & Memberships	
							CHECK 108544 TOTAL:	399.00
108545	11/28/2023	PRTD	2397 AQUATIC BIOASSAY & CONSULTING	LVS1123.0811	11/09/2023		112823	1,790.00
			Invoice: LVS1123.0811				CHRONIC TOXICITY TESTING	
				1,790.00 751810 571520			Other Laboratory Serv	
							CHECK 108545 TOTAL:	1,790.00
108546	11/28/2023	PRTD	2869 AT&T	20453450/110723	11/07/2023		112823	191.06
			Invoice: 20453450/110723				SRVC 11/7-12/6/23	
				191.06 101100 540520			Telephone	
			Invoice: 01230713/110723				SRVC 11/7-12/6/23	
				63.82 101300 540520			Telephone	
			Invoice: 01246420/110723				SRVC 11/7-12/6/23	
				31.43 101207 540520			Telephone	
			Invoice: 20438014/110723				SRVC 11/7-12/6/23	
				385.98 101100 540520			Telephone	
							CHECK 108546 TOTAL:	672.29
108547	11/28/2023	PRTD	16253 AT&T MOBILITY	992789332X11112023	11/03/2023		112823	3,541.79
			Invoice: 992789332X11112023				WIRELESS SRV 10/4/23-11/3/23	
				43.23 101300 540520			Telephone	
				137.39 701122 540520			Telephone	
				38.96 701220 540520			Telephone	

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
				142.74 701221	540520		Telephone	
				333.13 701222	540520		Telephone	
				475.53 701224	540520		Telephone	
				43.23 701230	540520		Telephone	
				96.99 701320	540520		Telephone	
				388.85 701321	540520		Telephone	
				119.73 701322	540520		Telephone	
				120.75 701326	540520		Telephone	
				63.24 701330	540520		Telephone	
				1,010.86 701331	540520		Telephone	
				34.15 701350	540520		Telephone	
				274.01 701420	540520		Telephone	
				141.82 751810	540520		Telephone	
				77.18 751820	540520		Telephone	
						CHECK	108547 TOTAL:	3,541.79
108548	11/28/2023	PRTD	7770 AUTOMATIONDIRECT.COM	15766160	11/02/2023		112823	75.56
			Invoice: 15766160			HOURLY METER		
				75.56 101100	551000		Supplies/Material	
						CHECK	108548 TOTAL:	75.56
108549	11/28/2023	PRTD	6777 JOHN DEERE FINANCIAL	862411	10/17/2023		112823	119.35
			Invoice: 862411			TRACTOR SRV 10/17/23		
				119.35 751810	678800		District Sprayfield	
						CHECK	108549 TOTAL:	119.35
108550	11/28/2023	PRTD	20655 CANNON CORPORATION	86507	11/09/2023		112823	656.25
			Invoice: 86507			LV-2 P/S UPGRDS OCTOBER 2023		
				656.25 301440	900000		Capital Asset Expenses	
						CHECK	108550 TOTAL:	656.25
108551	11/28/2023	PRTD	30178 CHARLES CASPARY	111423	11/14/2023		112823	557.86
			Invoice: 111423			SMBRC MEETING & ACWA COMMITTEE 10/19-10/20/23		
				557.86 701112	601000		Directors' Conference Exp	
			CHARLES CASPARY	111023	11/10/2023		112823	203.05
			Invoice: 111023			WATEREUSE CA CONFERENCE 11/5-11/7/23		
				203.05 701112	601000		Directors' Conference Exp	
						CHECK	108551 TOTAL:	760.91



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
108552	11/28/2023	PRTD	30654 CLIENTFIRST TECHNOLOGY CONSULTING	15743	10/31/2023		112823	8,512.50
			Invoice: 15743					
				8,512.50 701420 651600			OCTOBER 2023 IT MASTER PLAN Other Professional Serv	
							CHECK 108552 TOTAL:	8,512.50
108553	11/28/2023	PRTD	18906 COAST TO COAST COMPUTER PRODUCTS	A2603680	11/02/2023		112823	724.90
			Invoice: A2603680					
				724.90 701420 543000			NETWORK STORAGE FOR DISTRICT VIDEO Capital Outlay	
			Invoice: A2603975					
			COAST TO COAST COMPUTER PRODUCTS	A2603975	11/03/2023		112823	802.63
				802.63 701420 543000			NETWORK STORAGE FOR DISTRICT VIDEO Capital Outlay	
							CHECK 108553 TOTAL:	1,527.53
108554	11/28/2023	PRTD	30466 CSDA-CALIFORNIA SPECIAL DISTRICTS	102623	10/01/2023		112823	7,729.17
			Invoice: 102623					
				7,729.17 701210 710500			CSDA MEMBERSHIP 1/1/24-12/31/24 Dues, Subsc & Memberships	
							CHECK 108554 TOTAL:	7,729.17
108555	11/28/2023	PRTD	3382 CSMFO	20020628	11/17/2023		112823	515.00
			Invoice: 20020628					
				515.00 701440 683000			REG. 2024 CSMFO CONFERENCE - J.CORTEZ Training & Professional Devel	
							CHECK 108555 TOTAL:	515.00
108556	11/28/2023	PRTD	7257 DIRECTV, INC.	017818825X231113	11/13/2023		112823	8.00
			Invoice: 017818825X231113					
				8.00 751820 551500			TV ACCESS FEE 11/12-12/11/23 Outside Services	
			Invoice: 017819005X231116					
			DIRECTV, INC.	017819005X231116	11/16/2023		112823	22.25
				22.25 751810 551500			TV ACCESS FEE 11/15-12/14/23 Outside Services	
							CHECK 108556 TOTAL:	30.25
108557	11/28/2023	PRTD	18965 ePOWER NETWORK, INC.	31860	09/07/2023	2240033	112823	17,699.98
			Invoice: 31860					
				17,699.98 101600 551000			10KVA UPS,WLK FP Supplies/Material	
							CHECK 108557 TOTAL:	17,699.98



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
108561	11/28/2023	PRTD	2705 HACH COMPANY	13794459	10/27/2023		112823	2,610.48
			Invoice: 13794459					
				2,610.48	701341	551000		
							COD DIGESTION VIAL & RGT SET Supplies/Material	
							CHECK	108561 TOTAL: 2,610.48
108562	11/28/2023	PRTD	20856 INTERNATIONAL PRINTING & TYPESETT	23140.3	11/07/2023		112823	193.82
			Invoice: 23140.3					
				193.82	701410	620000		
							BUSINESS CARDS 3 EMPLOYEES Forms, Supplies And Postage	
							CHECK	108562 TOTAL: 193.82
108563	11/28/2023	PRTD	2611 LA DWP	5038501000/111423	11/14/2023		112823	44.92
			Invoice: 5038501000/111423					
				44.92	101700	540510		
							RECTIFIER 10/13-11/13/23 Energy	
							CHECK	108563 TOTAL: 44.92
108564	11/28/2023	PRTD	4591 LOS ANGELES COUNTY FIRE DEPT.	IN0430488	10/10/2023		112823	620.00
			Invoice: IN0430488					
				620.00	751830	542000		
							CUPA#15836 RANCHO FY23-24 Permits and Fees	
							CHECK	108564 TOTAL: 620.00
108565	11/28/2023	PRTD	5736 MISCO WATER	20499SW	11/15/2023		112823	318.31
			Invoice: 20499SW					
				318.31	751810	551000		
							CRUSH TUBES FOR PUMPS Supplies/Material	
							CHECK	108565 TOTAL: 318.31
108566	11/28/2023	PRTD	2365 MSO TECHNOLOGIES	7977	11/07/2023		112823	4,731.00
			Invoice: 7977					
				4,731.00	701420	651600		
							8/1-9/30/23 SCADA SUPPORT Other Professional Serv	
							CHECK	108566 TOTAL: 4,731.00
108567	11/28/2023	PRTD	16754 NATURAL SURROUNDINGS	8227	11/01/2023		112823	345.00
			Invoice: 8227					
				345.00	701001	551500		
							NOVEMBER 2023 INTERIOR PLANT CARE FEE Outside Services	
							CHECK	108567 TOTAL: 345.00

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
108568	11/28/2023	PRTD	16687 NEWBURY PARK TREE SERVICE, INC.	15546	11/01/2023		112823	300.00
	Invoice: 15546			300.00 701223 551500	TREE SERVICE RANCHO 10/31/23 Outside Services			
	Invoice: 15544		NEWBURY PARK TREE SERVICE, INC.	15544	10/31/2023		112823	5,395.00
				5,395.00 701223 551500	TREE SERVICE TAPIA 10/31/23 Outside Services			
	Invoice: 15543		NEWBURY PARK TREE SERVICE, INC.	15543	10/31/2023		112823	1,110.00
				1,110.00 701223 551500	TREE SERVICE L/S 10/31/23 Outside Services			
							CHECK 108568 TOTAL:	6,805.00
108569	11/28/2023	PRTD	21659 ONTARIO REFRIGERATION SERVICE, IN	GW28087	09/29/2023		112823	595.43
	Invoice: GW28087			595.43 701001 551500	HVAC REPAIR - HQ 9/19/23 Outside Services			
	Invoice: GW27905		ONTARIO REFRIGERATION SERVICE, IN	GW27905	09/29/2023		112823	1,641.00
				1,641.00 701001 551500	HVAC REPAIR- HQ 9/22/23 Outside Services			
	Invoice: GW28520		ONTARIO REFRIGERATION SERVICE, IN	GW28520	11/09/2023		112823	343.43
				343.43 701001 551500	HVAC REPAIR - BLD #8 10/30/23 Outside Services			
							CHECK 108569 TOTAL:	2,579.86
108570	11/28/2023	PRTD	3110 GLEN PETERSON	59	11/09/2023		112823	1,980.00
	Invoice: 59			1,980.00 701112 651600	MWD REP FEES - OCTOBER 2023 Other Professional Serv			
							CHECK 108570 TOTAL:	1,980.00
108571	11/28/2023	PRTD	30725 PHILLIP VOGT	092444/111723	11/14/2023		112823	724.26
	Invoice: 092444/111723			724.26 101 230500	RFND FINAL CR BAL 0010001821-092444 Deposit Refd Clearing-Billing			
							CHECK 108571 TOTAL:	724.26
108572	11/28/2023	PRTD	21594 RECYCLED WOOD PRODUCTS	248813	11/07/2023		112823	1,924.00
	Invoice: 248813			1,924.00 751820 541080	130 YD WOODCHIPS Amendment			
	Invoice: 248865		RECYCLED WOOD PRODUCTS	248865	11/08/2023		112823	1,924.00
				1,924.00 751820 541080	130 YD WOODCHIPS Amendment			

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
							CHECK 108572 TOTAL:	3,848.00
108573	11/28/2023	PRTD	30602 RJS WORK BOOTS LLC	101-28256	11/04/2023		112823	261.71
			Invoice: 101-28256	261.71 701321 623000	SAFETY FOOTWARE - J.RECINOS Safety Equip			
							CHECK 108573 TOTAL:	261.71
108574	11/28/2023	PRTD	20124 RON'S PORTABLE WELDING	6972	11/09/2023		112823	713.88
			Invoice: 6972	713.88 701325 551000	SHOVEL BROOM RACKS #955 & 956 Supplies/Material			
							CHECK 108574 TOTAL:	713.88
108575	11/28/2023	PRTD	30534 TAIT ENVIRONMENTAL SERVICES, INC.	953839	10/23/2023		112823	4,227.50
			Invoice: 953839	4,227.50 701325 551500	SITE SERVICE 10/5/23 Outside Services			
							CHECK 108575 TOTAL:	4,227.50
108576	11/28/2023	PRTD	21137 TESLA, INC.	30756684	11/02/2023		112823	14,557.27
			Invoice: 30756684	7,278.63 751127 540510 7,278.64 751128 540510	RW P/S OCTOBER 2023 SOLAR 138,640.64 KWH Energy Energy			
							CHECK 108576 TOTAL:	14,557.27
108577	11/28/2023	PRTD	12149 THATCHER CO. OF CALIFORNIA	2023250112897	10/26/2023		112823	13,200.00
			Invoice: 2023250112897	13,200.00 751810 541011	48,000 LBS SODIUM BISULFITE Sodium Bisulfite			
							CHECK 108577 TOTAL:	13,200.00
108578	11/28/2023	PRTD	21599 THE ROVISYS COMPANY	88917	11/06/2023		112823	68,150.00
			Invoice: 88917	68,150.00 754440 900000	RLV SCADA IMPLMNTN OCTOBER 2023 Capital Asset Expenses			
							CHECK 108578 TOTAL:	68,150.00
108579	11/28/2023	PRTD	9505 TIRE MAN AGOURA	2122189	11/02/2023		112823	1,354.65
			Invoice: 2122189	1,354.65 701325 551500	TIRE SVC #905 Outside Services			

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
							CHECK 108579 TOTAL:	1,354.65
108580	11/28/2023	PRTD	17645 TORO ENTERPRISES INC.	17124	09/27/2023		112823	23,604.25
			Invoice: 17124				12' POTABLE MAIN LINE REPAIR Outside Services	
				23,604.25	101700	551500		
							CHECK 108580 TOTAL:	23,604.25
108581	11/28/2023	PRTD	3006 UNDERGROUND SERVICE ALERT	23-241448	11/01/2023		112823	157.29
			Invoice: 23-241448				DIG SAFE FEE OCTOBER 2023 Outside Services	
				157.29	101700	551500		
			Invoice: 1020230426				207 TICKETS - OCTOBER 2023 Outside Services	
				372.25	101700	551500		
							CHECK 108581 TOTAL:	529.54
108582	11/28/2023	PRTD	17065 VANTAGE AIR, INC.	63167	10/27/2023		112823	817.09
			Invoice: 63167				MAINT ON BLDG ICE MACHINE 10/27/23 Outside Services	
				817.09	751810	551500		
							CHECK 108582 TOTAL:	817.09
108583	11/28/2023	PRTD	2436 VINCE BARNES AUTOMOTIVE	026493	10/11/2023		112823	177.32
			Invoice: 026493				OIL & FLTR SRVC #929 Outside Services	
				177.32	701325	551500		
			Invoice: 026490				RPLC MOUNT #955 Outside Services	
				246.31	701325	551500		
			Invoice: 026759				OIL & FLTR SRVC #714 Outside Services	
				106.32	701325	551500		
			Invoice: 026762				OIL & FLTR SRVC #941 Outside Services	
				85.87	701325	551500		
			Invoice: 026765				OIL & FLTR SRVC #326 Outside Services	
				98.63	701325	551500		
			Invoice: 026766				OIL & FLTR SRVC #908 Outside Services	
				114.94	701325	551500		



A/P CASH DISBURSEMENTS JOURNAL

NUMBER OF CHECKS 43 \*\*\* CASH ACCOUNT TOTAL \*\*\* 217,937.45

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	43	217,937.45

\*\*\* GRAND TOTAL \*\*\* 217,937.45



**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296tchau

YEAR	PER	JNL	SRC	ACCOUNT	EFF	DATE	JNL	DESC	REF	1	REF	2	REF	3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
2024	5	269	APP	101-200000	11/28/2023	112823	112823	Accounts Payable							AP CASH DISBURSEMENTS JOURNAL			44,426.94		
			APP	999-100100	11/28/2023	112823	112823	Cash-General							AP CASH DISBURSEMENTS JOURNAL				217,937.45	
			APP	701-200000	11/28/2023	112823	112823	Accounts Payable							AP CASH DISBURSEMENTS JOURNAL			68,440.18		
			APP	751-200000	11/28/2023	112823	112823	Accounts Payable							AP CASH DISBURSEMENTS JOURNAL			36,264.08		
			APP	301-200000	11/28/2023	112823	112823	Accounts Payable							AP CASH DISBURSEMENTS JOURNAL			656.25		
			APP	754-200000	11/28/2023	112823	112823	Accounts Payable							AP CASH DISBURSEMENTS JOURNAL			68,150.00		
GENERAL LEDGER TOTAL																		217,937.45	217,937.45	
			APP	999-201010	11/28/2023	112823	112823	Due to/Due Frm Potable wtr Ops										44,426.94		
			APP	101-100100	11/28/2023	112823	112823	Cash-General											44,426.94	
			APP	999-207010	11/28/2023	112823	112823	Due to/Due FromInternal Svs										68,440.18		
			APP	701-100100	11/28/2023	112823	112823	Cash-General											68,440.18	
			APP	999-207510	11/28/2023	112823	112823	Due to/Due FromJPA Operations										36,264.08		
			APP	751-100100	11/28/2023	112823	112823	Cash-General											36,264.08	
			APP	999-203010	11/28/2023	112823	112823	Due to/Due FrmPotable wtr Repl										656.25		
			APP	301-100100	11/28/2023	112823	112823	Cash-General											656.25	
			APP	999-207540	11/28/2023	112823	112823	Due to/Due FromJPA Replacement										68,150.00		
			APP	754-100100	11/28/2023	112823	112823	Cash-General											68,150.00	
SYSTEM GENERATED ENTRIES TOTAL																		217,937.45	217,937.45	
JOURNAL 2024/05/269 TOTAL																		435,874.90	435,874.90	

**A/P CASH DISBURSEMENTS JOURNAL**  
**JOURNAL ENTRIES TO BE CREATED**

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101 Potable Water Operations 101-100100 101-200000	2024 5	269	11/28/2023	Cash-General Accounts Payable	44,426.94	44,426.94
FUND TOTAL					44,426.94	44,426.94
301 Potable wtr Replacement Fund 301-100100 301-200000	2024 5	269	11/28/2023	Cash-General Accounts Payable	656.25	656.25
FUND TOTAL					656.25	656.25
701 Internal Service Fund 701-100100 701-200000	2024 5	269	11/28/2023	Cash-General Accounts Payable	68,440.18	68,440.18
FUND TOTAL					68,440.18	68,440.18
751 JPA Operations 751-100100 751-200000	2024 5	269	11/28/2023	Cash-General Accounts Payable	36,264.08	36,264.08
FUND TOTAL					36,264.08	36,264.08
754 JPA Replacement 754-100100 754-200000	2024 5	269	11/28/2023	Cash-General Accounts Payable	68,150.00	68,150.00
FUND TOTAL					68,150.00	68,150.00
999 Pooled Cash 999-100100 999-201010 999-203010 999-207010 999-207510 999-207540	2024 5	269	11/28/2023	Cash-General Due to/Due Frm Potable wtr Ops Due to/Due FrmPotable wtr Repl Due to/Due FromInternal Svs Due to/Due FromJPA Operations Due to/Due FromJPA Replacement	44,426.94 656.25 68,440.18 36,264.08 68,150.00	217,937.45
FUND TOTAL					217,937.45	217,937.45

**A/P CASH DISBURSEMENTS JOURNAL**  
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		44,426.94
301	Potable Wtr Replacement Fund		656.25
701	Internal Service Fund		68,440.18
751	JPA Operations		36,264.08
754	JPA Replacement		68,150.00
999	Pooled Cash		
		217,937.45	
	TOTAL	217,937.45	217,937.45

\*\* END OF REPORT - Generated by Thieu Chau \*\*

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE    VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
108443	11/14/2023	VOID	30466 CSDA-CALIFORNIA SPECIAL DISTRICTS	102623	10/01/2023			-7,729.17
			Invoice: 102623					
				-7,729.17	701210	710500	CSDA MEMBERSHIP 1/1/24-12/31/24 Dues, Subsc & Memberships	
							CHECK 108443 TOTAL:	-7,729.17
				NUMBER OF CHECKS	1		*** CASH ACCOUNT TOTAL ***	-7,729.17
				TOTAL VOIDED CHECKS		COUNT	AMOUNT	
						1	7,729.17	
							*** GRAND TOTAL ***	-7,729.17

**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296jcortez

YEAR PER	JNL						ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2024	5	266									
APP 701-200000		11/28/2023	108443	112823			Accounts Payable				7,729.17
							AP CASH DISBURSEMENTS JOURNAL				
APP 999-100100		11/28/2023	108443	112823			Cash-General			7,729.17	
							AP CASH DISBURSEMENTS JOURNAL				
							GENERAL LEDGER TOTAL			7,729.17	7,729.17
APP 999-207010		11/28/2023	111423	112823			Due to/Due FromInternal Svs				7,729.17
APP 701-100100		11/28/2023	111423	112823			Cash-General			7,729.17	
							SYSTEM GENERATED ENTRIES TOTAL			7,729.17	7,729.17
							JOURNAL 2024/05/266 TOTAL			15,458.34	15,458.34

## A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
701	Internal Service Fund	2024	5	266	11/28/2023			
	701-100100					Cash-General	7,729.17	
	701-200000					Accounts Payable		7,729.17
						FUND TOTAL	7,729.17	7,729.17
999	Pooled Cash	2024	5	266	11/28/2023			
	999-100100					Cash-General	7,729.17	
	999-207010					Due to/Due From Internal Svs		7,729.17
						FUND TOTAL	7,729.17	7,729.17

## A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
701	Internal Service Fund		7,729.17
999	Pooled Cash	7,729.17	
	TOTAL	7,729.17	7,729.17

\*\* END OF REPORT - Generated by Jessica Cortez \*\*

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
				<b>INVOICE DTL DESC</b>				
28	11/28/2023	WIRE	3384 METROPOLITAN WATER DISTRICT OF S.	11297	11/10/2023			1,905,020.51
Invoice: 11297				ANALYSIS MWD BILL - OCTOBER 2023				
				1,713,636.60	101001	500200	Non-Interruptible	
				37,895.00	101001	501200	Capacity Reservation Charge	
				151,874.00	101001	501000	Readiness To Serve	
				1,614.91	101900	715500	Other Expense	
							CHECK      28 TOTAL:	1,905,020.51
NUMBER OF CHECKS					1	*** CASH ACCOUNT TOTAL ***		1,905,020.51
				TOTAL WIRE TRANSFERS		COUNT	AMOUNT	
						1	1,905,020.51	
							*** GRAND TOTAL ***	1,905,020.51



**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296jcortez

YEAR PER	JNL				ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC		
2024	5	265							
APP 101-200000		11/28/2023	CASH DISB	112823			Accounts Payable	1,905,020.51	
							AP CASH DISBURSEMENTS JOURNAL		
APP 999-100100		11/28/2023	CASH DISB	112823			Cash-General		1,905,020.51
							AP CASH DISBURSEMENTS JOURNAL		
							GENERAL LEDGER TOTAL	1,905,020.51	1,905,020.51
APP 999-201010		11/28/2023	CASH DISB	112823			Due to/Due Frm Potable Wtr Ops	1,905,020.51	
APP 101-100100		11/28/2023	CASH DISB	112823			Cash-General		1,905,020.51
							SYSTEM GENERATED ENTRIES TOTAL	1,905,020.51	1,905,020.51
							JOURNAL 2024/05/265 TOTAL	3,810,041.02	3,810,041.02

## A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101	Potable Water Operations	2024	5	265	11/28/2023			
	101-100100					Cash-General		1,905,020.51
	101-200000					Accounts Payable	1,905,020.51	
						FUND TOTAL	1,905,020.51	1,905,020.51
999	Pooled Cash	2024	5	265	11/28/2023			
	999-100100					Cash-General		1,905,020.51
	999-201010					Due to/Due Frm Potable Wtr Ops	1,905,020.51	
						FUND TOTAL	1,905,020.51	1,905,020.51

**A/P CASH DISBURSEMENTS JOURNAL**  
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		1,905,020.51
999	Pooled Cash	1,905,020.51	
TOTAL		1,905,020.51	1,905,020.51

\*\* END OF REPORT - Generated by Jessica Cortez \*\*



**MWD**  
 METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA  
 700 North Alameda Street  
 Los Angeles, CA, 90012-2944

**INVOICE**

**Billed To:**

Las Virgenes Municipal Water District



**Service Address**

4232 Las Virgenes Road  
 Calabasas, CA 91302

October 2023	Page No. 1 of 1
Mailed: 11/10/2023	Due Date: 12/29/2023
Invoice Number: 11297	Revision: 0

**NOTICE**

The MWD Administrative Code Section 4507 and 4508 require that payment must be made in "Good Funds" by the due date or the payment will be considered delinquent and an additional charge shall be assessed.

DELIVERIES	Volume (AF)
Total Water Treated Delivered	1,417.4
Total Water Untreated Delivered	

SALES	Type	Volume (AF)	Rate (\$ /AF)	Total ( \$ )
Full Service	Tier 1 Supply Rate	1,417.4	\$321.00	\$454,985.40
	System Access Rate	1,417.4	\$368.00	\$521,603.20
	System Power Rate	1,417.4	\$166.00	\$235,288.40
	Treatment Surcharge	1,417.4	\$354.00	\$501,759.60
SUBTOTAL				<b>\$1,713,636.60</b>

OTHER CHARGES AND CREDITS	Rate (\$ /AF)	
Capacity Charge( Payment Schedule: M)	\$37,895.00	
Readiness To Serve Charge( Payment Schedule: M)	\$151,874.00	
Miscellaneous Debit/Credit (See Detail)	\$1,614.91	
SUBTOTAL		<b>\$191,383.91</b>

ADDITIONAL INFORMATION	Volume (AF)	Tier1 %	Peak Day	Flow (CFS)
Capacity Charge			8/5/2021	42.9
Purchase Order Firm Delivery To Date (Jan 2015 to Dec 2024)	163,374.9			
Tier 1 Annual Limit (For Current Calendar Year)	24,359.0			
Tier 1 YTD Deliveries (For Current Calendar Year)	12,245.7	50.3		
Tier 1 Current Month Deliveries	1,417.4			
Purchase Order Commitment (Jan 2015 to Dec 2024)	146,151.0			

**INVOICE TOTAL**

Volume AF  
**1,417.4**

Amount Now Due  
**\$1,905,020.51**

Note: Amount Due is based on highlighted fields



**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

700 North Alameda Street  
Los Angeles, CA, 90012-2944

**INVOICE DETAIL**

**NOTICE**

The MWD Administrative Code Section 4507 and 4508 require that payment must be made in "Good Funds" by the due date or the payment will be considered delinquent and an additional charge shall be assessed.

IN ACCORDANCE WITH READINGS AND BILLING DATA LISTED BELOW

Agency Name	Invoice No.	Rev.	Bill Period	Page No.	Mailed On	Due On
Las Virgenes Municipal Water District	11297	0	October 2023	1 of 2	11-10-23	12-29-23

Meter No LV-01

Treated Domestic	Constant	Previous Reading	Current Reading	Volume (Cu. Ft.)	Rate Desc.
Chatsworth St. and Andora Ave.	100	23045813	23092229	4641600	Unbundled

--- DELIVERIES ---

	Rate Per AF	Volume AF	Amount
Tier 1 Supply Rate	321.00	106.6	34,218.60
System Access Rate	368.00	106.6	39,228.80
System Power Rate	166.00	106.6	17,695.60
Treatment Surcharge	354.00	106.6	37,736.40
<b>Delivery Subtotal</b>		106.6	128,879.40
<b>LV-01 Total</b>		106.6	128,879.40

Meter No LV-02

Treated Domestic	Constant	Previous Reading	Current Reading	Volume (Cu. Ft.)	Rate Desc.
Terminus of Calabasas Feeder	1,000	23444388	23498992	54604000	Unbundled

--- DELIVERIES ---

	Rate Per AF	Volume AF	Amount
Tier 1 Supply Rate	321.00	1,253.5	402,373.50
System Access Rate	368.00	1,253.5	461,288.00
System Power Rate	166.00	1,253.5	208,081.00
Treatment Surcharge	354.00	1,253.5	443,739.00
<b>Delivery Subtotal</b>		1,253.5	1,515,481.50
<b>LV-02 Total</b>		1,253.5	1,515,481.50

Meter No LV-03

Treated Domestic	Constant	Previous Reading	Current Reading	Volume (Cu. Ft.)	Rate Desc.
Chatsworth Park	10	95057380	95307102	2497220	Unbundled

--- DELIVERIES ---

	Rate Per AF	Volume AF	Amount
Tier 1 Supply Rate	321.00	57.3	18,393.30
System Access Rate	368.00	57.3	21,086.40
System Power Rate	166.00	57.3	9,511.80
Treatment Surcharge	354.00	57.3	20,284.20
<b>Delivery Subtotal</b>		57.3	69,275.70
<b>LV-03 Total</b>		57.3	69,275.70

--- OTHER CHARGES AND CREDITS ---

	Amount
Capacity Charge for current calendar year	37,895.00
Readiness to Serve Charge for current fiscal year	151,874.00
Readiness-to-Serve Adjustment FY 2022/2023	1,614.91

Agency Name	Invoice No.	Rev.	Bill Period	Page No.	Mailed On	Due On
Las Virgenes Municipal Water District	11297	0	October 2023	2 of 2	11-10-23	12-29-23

VOLUME TOTAL	INVOICE TOTAL
<b>1,417.4</b>	<b>\$1,905,020.51</b>

This invoice was printed on 11/8/2023 at 11:24:21AM



THE METROPOLITAN WATER DISTRICT  
of SOUTHERN CALIFORNIA  
700 North Alameda Street  
Los Angeles, CA 90012-2944

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

**SUMMARY OF PROGRAM DEMANDS BY WATER DESCRIPTION IN ACRE FEET  
BASED ON HISTORICAL WATER DELIVERIES  
INVOICE COVER SHEET  
For the Fiscal Year 2023 - 2024**

**LV - Las Virgenes Municipal Water District**

<b>DELIVERIES</b>													
<b>MWD Water</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Year Bal</b>
<b>Program: BASIC</b>													
<b>TREATED FULL SERVICE</b>													
Subtotal	1,846.2	1,597.4	1,338.2	1,417.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6,199.2
BASIC Total	1,846.2	1,597.4	1,338.2	1,417.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6,199.2
<b>MWD Water Total</b>	<b>1,846.2</b>	<b>1,597.4</b>	<b>1,338.2</b>	<b>1,417.4</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>6,199.2</b>



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

**MINUTES**  
**REGULAR MEETING**

---

9:00 AM

December 5, 2023

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag was led by Jon Meredith.

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

The meeting was called to order at **9:00 a.m.** by Board President Lewitt in the Board Room at Las Virgenes Municipal Water District headquarters at 4232 Las Virgenes Road, Calabasas, CA 91302. Josie Guzman, Clerk of the Board, conducted the roll call.

Present: Directors Gary Burns, Charles Caspary, Andy Coradeschi, Jay Lewitt, and Len Polan.

Absent: None

Staff Present: David Pedersen, General Manager  
Joe McDermott, Director of Engineering and External Affairs  
Don Patterson, Director of Finance and Administration  
John Zhao, Director of Facilities and Operations  
Josie Guzman, Clerk of the Board  
Steven O'Neill, District Counsel

**2. APPROVAL OF AGENDA**

Director Polan moved to approve the agenda. Motion seconded by Director Burns. Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt

NOES: None



ABSTAIN: None  
ABSENT: None

**3. PUBLIC COMMENTS**

None.

**4. CONSENT CALENDAR**

**A List of Demands: December 5, 2023: Receive and file**

**B Minutes Regular Meeting of November 21, 2023: Approve**

**C Monthly Cash and Investment Report: October 2023**

**Receive and file the Monthly Cash and Investment Report for October 2023.**

Director Caspary moved to approve the Consent Calendar. Motion seconded by Director Coradeschi. Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan

NOES: None

ABSTAIN: None

ABSENT: None

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

**A Proclamation Recognizing Jon Meredith, Senior Maintenance Mechanic, for 33.5 Years of Service**

Board President Lewitt presented a proclamation to Jon Meredith, Senior Maintenance Mechanic, in recognition of his retirement after 33.5 years of service.

Mr. Meredith thanked the Board and presented a rock that he found in the sewer system that he polished and named "Meredite."

General Manager David Pedersen acknowledged Mr. Meredith on his work ethic during his years of service to the District.

**B Update on Organizational Assessment and Staffing Analysis**

Sophia Crocker, Human Resources Manager, introduced Colleen Rozillis and Jessie Lenhardt from Moss Adams.

Ms. Rozillis provided a PowerPoint presentation on the Organizational Staff and Structure Assessment Update.

Ms. Lenhardt responded to a question regarding whether employee cross-training was documented in the study by stating that they were very impressed with the level of cross-training, and would recommend that the District continue and strengthen these efforts.

## **C Water Supply Conditions Update**

General Manager David Pedersen reported that the California Department of Water Resources announced an initial ten percent allocation from the State Water Project for 2024. He stated that the allocation is low at the beginning of the water year, and the allocation could increase as the year progresses due to the amount of rain and snowfall. He noted that there were concerns with the volume of water stored in the Colorado River system and difficulties with moving water supplies from the Delta to San Luis Reservoir. He noted that Oroville Reservoir was at 66 percent of capacity, San Luis Reservoir was at 57 percent of capacity, the 8-Station Index Precipitation was 49 percent of normal, and Lake Powell and Lake Mead received better than expected hydrology last year. He provided an update regarding efforts with Metropolitan Water District of Southern California (MWD) to provide better access to water supplies from Diamond Valley Lake and the Colorado River. He reported that the MWD Board would take action in February for a portfolio of projects for regional reliability for all member agencies.

## **6. TREASURER**

Director Coradeschi stated that he reviewed the expenditures.

## **7. FINANCE AND ADMINISTRATION**

### **A Fiscal Year 2022-23 Annual Comprehensive Financial Report**

#### **Receive and file the Fiscal Year 2022-23 Annual Comprehensive Financial Report.**

Brian Richie, Finance Manager, presented the report and a PowerPoint presentation with an overview of comparative net position as of June 30, 2023, comparative income statements, and GASB 96 restatement.

Jeffrey McKennan, representing Rogers Anderson Malody & Scott LLP, presented a PowerPoint presentation with an overview of the audit process. He stated that an unmodified “clean” opinion was issued.

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

Don Patterson, Director of Finance and Administration, responded to questions regarding the discount rate for Other Post-Employment Benefits (OPEB) liability, and the District’s investment portfolio through California Employers’ Retirement Benefit Trust (CERBT) for OPEB and CalPERS.

Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan  
NOES: None  
ABSTAIN: None  
ABSENT: None

**B Establishment of Engineering Technician I/II Classification and Reclassification of Various Positions**

**Approve a new Engineering Technician I/II classification (Salary Range 53/63); reclassification of existing Technical Services Support Specialist (Salary Range 53) and Planning and New Development Technician (Salary Range 59) positions to Engineering Technician I/II positions; and reclassification of an Administrative Services Coordinator (Salary Range M87) position to a Management Analyst I/II (Salary Range M63/M77) position.**

Sophia Crocker, Human Resources Manager, presented the report.

Director Coradeschi moved to approve Item 7B. Motion seconded by Director Caspary.

Ms. Crocker responded to questions regarding no requirement for an advanced college degree for the position, and the amount of interest received in applying for the position.

Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan  
NOES: None  
ABSTAIN: None  
ABSENT: None

**8. ENGINEERING AND EXTERNAL AFFAIRS**

**A Contract Amendment for GovDelivery E-mail and Text Communication Platform**

**Authorize the General Manager to execute a contract amendment with Granicus, Inc., in the amount of \$13,758.10, for a 24-month subscription to their GovDelivery and texting platform programs.**

Mike McNutt, Public Affairs and Communications Manager, and Steven Baird, Public Affairs Associate II, presented the report.

Director Caspary moved to approve Item 8A. Motion seconded by Director Polan.

A discussion ensued regarding customers' ability to opt-in and unsubscribe to the GovDelivery platform, and ensuring that text messages and email do not interfere with emergency alerts sent via Everbridge.

Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan

NOES: None

ABSTAIN: None

ABSENT: None

## **9. INFORMATION ITEMS**

### **A Reimbursable Expenses for Fiscal Year 2022-23**

## **10. NON-ACTION ITEMS**

### **A Organization Reports**

Director Caspary reported that the Santa Monica Bay Restoration Commission Governing Board would meet on December 14th, where they would hold elections for the Executive Committee members.

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

Director Caspary reported that he attended the Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) on November 27th, and the ACWA Fall Conference November 28th through 30th. He noted that he attended sessions regarding wildfire preparedness, promoting water efficiency in agriculture, and *Making Conservation a California Way of Life* regulations.

Director Coradeschi reported that he also attended the ACWA Fall Conference, and stated that he was impressed with the Board and staff's involvement in ACWA.

Board President Lewitt reported that he also attended the ACWA Fall Conference. He noted that David Reynolds, ACWA Director of Federal Affairs, would be retiring after 30 years of service. He also reported that he attended the ACWA Federal Affairs Committee meeting and AB 1234 Ethics Training during the ACWA Fall Conference. He noted that staff provided pure beer during the ACWA Region 8 meeting, and Ana Schwab from Best Best & Krieger provided a presentation regarding per- and polyfluoroalkyl substances (PFAS) litigation.

Director Burns reported that he attended the ACWA Fall Conference, including the session regarding wildfire preparedness.

### **C General Manager Reports**

#### **(1) General Business**

General Manager David Pedersen reported that he attended the ACWA Fall Conference, which was also attended by the team from OceanWell. He stated that he attended a meeting with the U.S. Bureau of Reclamation regarding the OceanWell pilot program, and

he later learned that the grant application submitted by the District and Natural OceanWell Company was approved in the amount of \$236,877 for the “Pitch to Pilot” program. He also reported that the Notice of Exclusion was filed regarding DuPont’s class settlement proposal related to PFAS litigation, and the Notice of Exclusion for 3M would also be filed. He also reported that brush clearance, weed abatement, and retention basin cleaning were completed. He stated that Cathy Green’s two-year term as ACWA President would begin on January 1st, and she would approve ACWA committee appointments.

(2) Follow-Up Items

General Manager David Pedersen stated that an item would be included on the December 19th agenda for introduction and first reading of an ordinance to amend the Board’s compensation.

**D Directors’ Comments**

Director Caspary inquired regarding Imperial Irrigation District’s (IID) voluntary agreement with the federal government to conserve water in the Colorado River. General Manager David Pedersen responded that funding was provided in the Inflation Reduction Act to reduce system water demands in the Colorado River. He stated IID has the largest allotment in California for water in the Colorado River, and IID’s voluntary agreement would help increase water supplies in Lake Mead and improve the conditions in the Colorado River.

Director Coradeschi noted that *The Acorn* newspaper was in the process of being fully digital. He stated that he attended events by the City of Agoura Hills where water filling stations were provided, and he suggested that the District provide pure water at city events. Joe McDermott, Director of Engineering and External Affairs, stated that there were limitations on dispensing pure water; however, staff would follow-up.

Director Burns noted that he and Director Coradeschi began their terms one year ago, and he acknowledged the Department Directors for providing assistance. He stated that Eastern Municipal Water District provides water filling stations for schools, and he suggested that the District consider providing water filling stations for schools as well.

Director Caspary stated that the State Water Resources Control Board would receive public comments in February or March for *Making Conservation a California Way of Life* regulations. He also stated that the State Water Resources Control Board would consider adopting the regulations in the summer, which would become effective January 2025. He suggested asking District customers to become involved in this rule-making process.

Director Polan read from a flyer he received from Assemblywoman Jacqui Irwin’s office regarding greenhouse gas emissions regulations.

**11. FUTURE AGENDA ITEMS**

None.

**12. PUBLIC COMMENTS**

None.

**13. ADJOURNMENT**

Seeing no further business to come before the Board, the meeting was duly adjourned at **11:11 a.m.**

---

Jay Lewitt, President  
Board of Directors  
Las Virgenes Municipal Water District

ATTEST:

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Gary Burns, Secretary  
Board of Directors  
Las Virgenes Municipal Water District

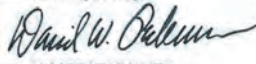
(SEAL)

**AGENDA ITEM NO. 4C**

December 6, 2023

To: Payroll

From: David W. Pedersen  
General Manager

DocuSigned by:  
  
 12C8BE2E4EC44E2...

**RE: Per Diem Request – November 2023**

Attached are the Director statements of attendance for meetings, conferences, and miscellaneous functions, which are summarized in the table below. If you have any questions, please contact me. Thank you.

On April 25, 2017, the Board adopted Resolution No. 2513, amending the per diem rate to \$220.

	<u>Director</u>	<u>No. of Meetings</u>	<u>Rate</u>	<u>Total</u>
22040	Gary Burns (Includes per diem compensation report for October, which was submitted late, and November.)	19	\$220.00	\$4,180.00
8014	Charles Caspary	10	\$220.00	\$2,200.00
22039	Andy Coradeschi	10	\$220.00	\$2,200.00
19447	Jay Lewitt	10	\$220.00	\$2,200.00
18856	Leonard Polan	6	\$220.00	\$1,320.00

\*LVMWD Code Section 2-2.106(a): “not exceeding a total of ten (10) days in any calendar month”

\*\*LVMWD Code Section 2-2.106(b): MWD director “not exceeding a total of ten (10) additional days in any calendar month.”



## LAS VIRGENES MUNICIPAL WATER DISTRICT - PER DIEM REPORT

To: Josie Guzman, Clerk of the BoardDirector's Name: Gary BurnsMonth of: 31-OctDivision: 3

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

Date(s)	# of Days Claimed		Reimbursible Expenses <sup>2</sup> (Y/N)	Check One		Event Title
	Event	Travel <sup>1</sup>		Total	MWD	
10/2/2023			1			JPA Board Meeting
10/3/2023			1			LVMWD Board Meeting
10/9/2023			1	1		MWD One Water Meeting
10/10/2023			1	1		MWD Board Meeting
10/11/2023			1		1	ACWA Chromium Webinar
10/12/2023					1	Dave Roberts Garden Memorial
10/17/2023			1		1	LVMWD Board Meeting
10/19/2023			1		1	AWAVC Meeting
10/24/2023			1	1		MWD Executive Meeting
10/26/2023					1	United Water Conservation District Summit IV:
10/30/2023					1	LVMWD Reservoir Site Visit
10/30/2023			1		1	JPA Special Board Meeting
			TOTAL			9

Date Submitted: 12/5/2023

65

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

Director Signature: Gary Burns via email











**Glen Peterson, Director**

*Metropolitan Water District of Southern California*

2936 Triunfo Canyon Rd

Agoura, CA. 91301

email: glenpsop@icloud.com

# INVOICE

**DATE:** 12/02/23  
**INVOICE #** 60  
**FOR:** Director fees

**Bill To:**

**Las Virgenes Municipal Water District**

4232 Las Virgenes Rd

Calabasas, CA. 91302

attn: Josie Guzman, Clerk of the Board

818-251-2100

Date	Description	fee
11/1/2023	One Day inspection trip to SR Plateau and DVL	\$220.00
11/7/2023	Report to LVMWD Board	\$220.00
11/9/2023	Northern Caucus	\$220.00
11/13/2023	Committee Meetings MWD	\$220.00
11/14/2023	Committee and Board Meetings	\$220.00
11/16/2023	E and O inspection trip	\$220.00
11/20/2023	Teams Call in re LVMWD Organization	\$220.00
11/21/2023	Report to LVMWD Board	\$220.00
11/27-30/23	Travel to and ACWA Conference in Indian Wells	\$440.00
	<b>TOTAL</b>	<b>\$2,200.00</b>

Make Check payable to Glen Peterson

**Thank you for the opportunity to serve**



**DATE:** December 19, 2023  
**TO:** Board of Directors  
**FROM:** Finance and Administration

---

**SUBJECT: Statement of Revenues, Expenses and Changes in Net Position: October 2023**

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**SUMMARY:**

To ensure effective utilization of the public's assets and money, a monthly Statement of Revenues, Expenses and Changes in Net Position (Statement) is provided to the Board for review. The report is a high-level overview that summarizes the District's financial status through the end of the referenced month and can be used as a supplement to the additional detailed analysis provided in the quarterly financial reports. The data is formatted to mirror the presentation in the Annual Comprehensive Financial Report, which consists of an operating financial section, a non-operating financial section and year-to-date changes in net position. The report is unaudited and preliminary due to the timing of its preparation versus month-end closing for the reported month.

**RECOMMENDATION(S):**

Receive and file the Statement of Revenues, Expenses and Changes in Net Position for the period ending on October 31, 2023.

**FINANCIAL IMPACT:**

There is no financial impact associated with the report.

**DISCUSSION:**

Districtwide operating revenues year-to-date through October 2023 were \$24.4 million, \$1.9 million (or 8.2 percent) above the prior year's revenues of \$22.5 million. The operating revenues encompass 33.1 percent of the annual budgeted revenues, in-line with expectations through 33 percent of the fiscal year. The increase in revenues as compared to the prior year was due to increases in potable water sales of \$3.0 million (or 27.8 percent) and sanitation charges of \$0.3 million (or 3.6 percent), partly offset by a decrease in "other income" of \$1.3 million. Recycled water sales remained flat year-over-year at \$2.0 million through October 2023.



Potable water sales were \$13.6 million year-to-date through October of Fiscal Year 2023-24 versus \$10.6 million during the same period of the prior year, an increase of \$3.0 million. \$2.0 million of the favorable result was due to sales resulting from increased residential customer "efficient outdoor" water use versus the prior year. Overall, potable water use by customers increased 13.1 percent year-over-year (6,313 acre-feet for the current year versus 5,580 acre-feet during the prior year). The increase was expected and due to the District being in Stage 3 of its Water Shortage Contingency Plan during the first seven months of the prior fiscal year, resulting in customer outdoor water budgets being reduced by 50 percent. The District has since transitioned back to Stage 2 of its Water Shortage Contingency Plan, which allows for increased customer outdoor water use. Additionally, per the District's adopted five-year rate study, potable water rates increased 5.0 percent in Fiscal Year 2023-24 versus the prior year, resulting in higher revenues year-over-year through October 2023.

Sanitation service fees of \$8.0 million through October 2023 of Fiscal Year 2023-24 were up \$0.3 million (or 3.6 percent), as compared to prior year revenues of \$7.7 million. Year-to-date revenues through October encompassed 34.9 percent of the annual budgeted revenues of \$22.9 million, ahead of expectations through 33 percent of the fiscal year. Per the District's adopted five-year rate study, sanitation rates increased 3.75 percent versus the prior year, which was the primary driver of increased revenues year-over-year.

The District generated revenue from potable water penalties (included in "other income"), in the amount of approximately \$125,000 year-to-date through October 2023, which was significantly down from prior year's penalties of \$1.0 million through the first four months of the fiscal year. The decrease in penalty revenue year-over-year was expected as the District moved back to Stage 2 of its Water Shortage Contingency Plan during February 2023 after being in Stage 3 for a little over a year. Penalties for wasteful water usage are imposed as a violation of the law and independent of the cost to provide water service. As a result, penalty revenues are unrestricted and may be used for a wide variety of items subject to Board approval, including enhanced funding for water conservation programs, funding for the Pure Water Project Las Virgenes-Triunfo and one-time payment(s) to CalPERS for unfunded pension liabilities.

Districtwide operating expenses year-to-date through October 2023 of \$20.9 million were \$2.3 million (or 12.5 percent) above the prior year's operating expenses of \$18.6 million year-over-year. Overall, operating expenses encompassed 32.3 percent of the \$64.8 million annual operating budget, which is favorable to expectations through 33 percent of the fiscal year.

Water operating expenses were \$15.0 million through the first four months of the fiscal year, encompassing 33.5 percent of the annual budget of \$44.7 million and in-line with expectations through 33 percent of the fiscal year. Water operating expenses year-to-date were 11.9 percent above prior year expenses. Driving the increase year-over-year was higher source of supply costs due to the aforementioned increase in efficient outdoor water usage by the District's residential customers, resulting in an increase in purchased water deliveries.

Sanitation operating expenses were \$5.9 million through October 2023, up 14.2 percent year-over-year versus prior year expenses of \$5.2 million. During the prior year, operating expenses were reduced due to a one-time billing decrease in purchased service costs from the Las Virgenes-Triunfo Joint Powers Authority (JPA). In August 2022, the JPA received an insurance claim payment of \$581,000. The payment compensated the JPA for building damage repair costs at the Rancho Las Virgenes Composting Facility that resulted from the

Woolsey Fire in 2018. The one-time revenue received by the JPA reduced the net expenses invoiced to the District and Triunfo Water & Sanitation District for sanitation services. The savings to the District from its share of the JPA payment resulted in a \$0.4 million reduction in operating expenses for the first quarter of the prior year.

The District generated net operating income available for capital projects of \$3.4 million year-to-date through October of Fiscal Year 2023-24, slightly below the prior year's net income of \$3.5 million, but on pace to surpass the annual budgeted net operating income of \$8.8 million for the fiscal year. The District depends on the net operating income to fund capital projects and meet policy-required reserves.

Within the attached report, the "Current Budget" column pertains to the current fiscal year budget that was adopted and/or amended by the Board. The "Actual Year-to-Date" columns presents the cumulative year-to-date revenues and expenses for both the current fiscal year and prior fiscal year. Lastly, the "Variance with Prior Year" column calculates the net difference between the current fiscal year-to-date balance and the prior fiscal year-to-date balance.

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Brian Richie, Finance Manager

**ATTACHMENTS:**

[Statement of Revenues, Expenses and Changes in Net Position: October 2023](#)

**LAS VIRGENES MUNICIPAL WATER DISTRICT**  
**Statements of Revenues, Expenses, and Changes in Net Position**  
**For the Months Ended October 31, 2023 (Preliminary) and 2022**  
(dollars in thousands)



	<b>Annual Budget</b>	<i>Through 33% of fiscal year</i>		<b>Variance with Prior Year Positive (Negative)</b>
		<b>Actual Year-to-Date</b>		
	<u>2023/24</u>	<u>2023/24</u>	<u>2022/23</u>	<u>2023/24 to 2022/23</u>
<b>OPERATING REVENUES:</b>				
Potable water sales and service fees	\$ 41,279	\$ 13,581	\$ 10,628	\$ 2,953
Recycled water sales and service fees	6,638	1,966	2,034	(68)
Sanitation service fees	22,889	7,979	7,705	274
Other income	2,737	830	2,148	(1,318)
<b>Total operating revenues</b>	<b>73,543</b>	<b>24,356</b>	<b>22,515</b>	<b>1,841</b>
<b>OPERATING EXPENSES:</b>				
<b>Water expenses:</b>				
Source of supply	25,848	10,027	8,790	1,237
Pumping	2,838	554	283	271
Transmission and distribution	3,764	1,377	1,230	147
Meter	1,156	120	264	(144)
Water conservation	800	37	103	(66)
General and administrative	10,323	2,887	2,739	148
<b>Total water expenses</b>	<b>44,729</b>	<b>15,002</b>	<b>13,409</b>	<b>1,593</b>
<b>Sanitation expenses:</b>				
Share of Joint Powers Authority (expense)	16,834	5,055	4,402	653
Other sewage treatment	553	-	6	(6)
Lift stations	113	54	60	(6)
General and administrative	2,528	830	733	97
<b>Total sanitation expenses</b>	<b>20,028</b>	<b>5,939</b>	<b>5,201</b>	<b>738</b>
<b>Total operating expenses</b>	<b>64,757</b>	<b>20,941</b>	<b>18,610</b>	<b>2,331</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>8,786</b>	<b>3,415</b>	<b>3,905</b>	<b>(490)</b>
<b>NON-OPERATING REVENUES (EXPENSES):</b>				
Taxes	978	-	13	(13)
Lease income	105	31	30	1
Interest income	1,000	1,035	457	578
Facilities income/ (expense)	572	111	96	15
Other revenues/(expenses)	79	2,749	463	2,286
<b>Non-operating revenues (expenses)</b>	<b>2,734</b>	<b>3,926</b>	<b>1,059</b>	<b>2,867</b>
Capital contributions	833	634	82	552
<b>Change in Net Position</b>	<b>12,353</b>	<b>7,975</b>	<b>5,046</b>	<b>2,929</b>
<b>NET POSITION:</b>				
Beginning of fiscal year	297,087	297,087	286,843	10,244
<b>Ending Net Position</b>	<b>\$ 309,440</b>	<b>\$ 305,062</b>	<b>\$ 291,889</b>	<b>\$ 13,173</b>



**DATE:** December 19, 2023  
**TO:** Board of Directors  
**FROM:** Finance and Administration

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**SUBJECT: CIS Software: Annual Support and Maintenance Agreement**

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**SUMMARY:**

The District has used the Advanced Utility Systems Customer Information System (CIS) since 2002. CIS functions include customer account information, rates, bill processing, collections, service orders and payments. The maintenance contract includes software updates and patches, together with on-going technical support. For an additional cost, Advanced Utility Systems will also perform as-needed programming to meet the District's billing requirements. As-needed services were required as part of the District's emergency drought response that resulted in the need for specialized programming. Similar programming changes could be required at any time depending on billing requirements or projects affecting CIS. As a result, staff recommends renewal of the annual support and maintenance agreement, in the amount of \$135,000, which includes \$34,569.04 for as-needed programming costs.

**RECOMMENDATION(S):**

Authorize the General Manager to execute an annual support and maintenance agreement with Advanced Utility Systems, in the amount of \$135,000, for the Customer Information System software.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The total cost of this action is \$135,000. Sufficient funds are available in the adopted Fiscal Year 2023-24 Budget.

**DISCUSSION:**

A new annual support and maintenance agreement is necessary to ensure Advanced Utility Systems will continue to provide support, maintenance and upgrades for CIS. The service will provide essential business continuity for the District and ensure the software suite continues to operate properly. Licensing and maintenance of the CIS software, along with technical support, is proprietary and exclusively available through Advanced Utility Systems.

Additional requirements for customer billing brought on by events such as the drought emergency could introduce new changes that require programming for the District. These changes are not covered through the scope of work for the support agreement. As a result, staff proposes to include \$34,569.04 for as-needed programming to enable the District to act quickly if and when unique billing needs arise.

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Andrew Spear, Principal Technology Analyst

**ATTACHMENTS:**

[CIS Maintenance 2024.pdf](#)



Invoice **ADVMN0000030**  
 Date **11/20/2023**  
 Page **1 of 1**

Remit To: N. Harris Computer Corporation  
 62133 Collections Center Drive  
 Chicago, IL 60693-0621

**Bill to**  
 Las Virgenes Mncpl Water Distr  
 Andrew Spear  
 4232 Las Virgenes Road  
 Calabasas, CA 91302-1994  
 USA

**Ship To**  
 Las Virgenes Mncpl Water Distr  
 Andrew Spear  
 4232 Las Virgenes Road  
 Calabasas, CA 91302-1994  
 USA

PO Number	Customer No.	Salesperson ID	Shipping Method	Payment Terms
	LAS01A		LOCAL DELIVERY	MN JAN

Ordered	Item Number	Description	Unit Price	Ext Price
1.00	AUS - CIS INFINITY	CIS Infinity Support: 1/1/2024 to 12/31/2024	US\$ 88,504.65	US\$ 88,504.65
1.00	AUS - API	SOAP API: 1/1/2024 to 12/31/2024	US\$ 6,429.78	US\$ 6,429.78
1.00	AUS - MN	LMS (maximum of 10 users) and HCTC Registration Fee (1 attendee)	US\$ 4,995.00	US\$ 4,995.00
			Subtotal	US\$ 99,929.43
			Misc	US\$ 0.00
			Tax	US\$ 474.53
			Freight	US\$ 0.00
			Trade Discount	US\$ 0.00
			Total	US\$ 100,403.96

Invoice Questions? Please call Christina Zhong at 613-226-5511 ext 2843 or email HZhong@harriscomputer.com

November 17, 2023

Dear Valued Customer,

I trust this letter finds you well. At Advanced Utility Systems, we appreciate your continued partnership and the trust you place in our services. We are committed to ensuring that you receive not only top-notch support but also added value that contributes to the growth and success of your team.

As part of our ongoing effort to enhance your experience with the Infinity suite of products, we are pleased to inform you of an update to your maintenance plan. Beginning in 2024, there will be a modest increase in the maintenance fees. We believe this adjustment is necessary to continue providing you with the exceptional service you deserve.

However, we understand that value is crucial to our partnership, and we are excited to share the additional benefits that come with this adjustment. We are introducing a comprehensive online learning portal tailored exclusively for our valued customers. This platform will serve as a knowledge hub, allowing you and your team to delve into product insights and best practices at your convenience. We believe this resource will empower your team to contribute to their professional development and career path within your organization.

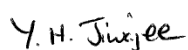
In addition to the online learning portal, we are delighted to include one registration fee for our annual Harris Customer Training Conference starting in 2024. This event presents a unique opportunity for you to connect with a community of like-minded professionals, gain insights into the latest features, and network with both our staff and fellow customers. It's an excellent forum to share experiences, learn from each other, and explore how our product can continue to meet your evolving needs.

We understand that investing in your team's growth and fostering a collaborative community is essential for your success. With these added services, we aim to meet and exceed your expectations.

Please find the detailed breakdown of the revised maintenance plan and the added benefits attached to this letter. If you have any questions or want further clarification, please contact Cesar Teodoro (416-496-0149 x888315) or Yusuf Jiwajee (416-496-0149 x888294).

Thank you for your continued partnership. We look forward to providing unparalleled support and value as we move forward.

Yours Truly,



Yusuf Jiwajee  
Senior Director, Customer Success  
Advanced Utility Systems.

# The Metropolitan Water District of Southern California

# Agenda

The mission of the Metropolitan Water District of Southern California is to provide its service area with adequate and reliable supplies of high-quality water to meet present and future needs in an environmentally and economically responsible way.

## Special Board of Directors - Final

December 5, 2023

8:30 AM

Tuesday, December 5, 2023 Meeting Schedule
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08:30 a.m. Sp BOD
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Agendas, live streaming, meeting schedules, and other board materials are available here: <https://mwdh2o.legistar.com/Calendar.aspx>. If you have technical difficulties with the live streaming page, a listen-only phone line is available at 1-877-853-5257; enter meeting ID: 891 1613 4145. Members of the public may present their comments to the Board on matters within their jurisdiction as listed on the agenda via in-person or teleconference. To participate via teleconference 1-833-548-0276 and enter meeting ID: 815 2066 4276 or click <https://us06web.zoom.us/j/81520664276pwd=a1RTQWh6V3h3ckFhNmDsUWpKR1c2Zz09>

MWD Headquarters Building - 700 N. Alameda Street - Los Angeles, CA 90012

Teleconference Locations:

Gene Pumping Plant • 158000 MWD Road • Parker Dam, CA 92267

Alandale Insurance Agency • 337 W. Foothill Blvd • Glendora, CA 91740

3008 W. 82nd Place • Inglewood, CA 90305

2680 W. Segerstrom Avenue Unit I • Santa Ana, CA 92704

City of Fullerton City Hall • 303 W. Commonwealth Avenue • Fullerton, CA 92832

1005 South Cardiff Street • Anaheim, CA 92806-5024

504 Pier Ave • Santa Monica, CA 90405

Cedars Sinai Medical Center • 8700 Beverly Blvd • Los Angeles, CA 90048

525 Via La Selva • Redondo Beach, CA 90277

30378 Canyon Trail Court • Menifee, CA 92586

1545 Victory Boulevard • Glendale, CA 91201

Douglas/Hicks Law • 5120 W. Goldleaf Circle, #140 • Los Angeles, CA 90056

### 1. Call to Order

- a. Pledge of Allegiance: Director Larry D. Dick, Municipal Water District of Orange County

### 2. Opening Remarks: Chairwoman Amelia Flores, Colorado River Indian Tribal Council

### 3. Roll Call

### 4. Determination of a Quorum

### 5. Opportunity for members of the public to address the Board limited to the items listed on agenda. (As required by Gov. Code §54954.3(a))



**6. OTHER MATTERS AND REPORTS**

- A. Report on Directors' Events Attended at Metropolitan's Expense [21-2849](#)  
**Attachments:** [12052023 BOD 6A Report](#)
  
- B. Chair's Monthly Activity Report [21-2850](#)  
**Attachments:** [12052023 BOD 6B Report](#)
  
- C. General Manager's summary of activities [21-2851](#)  
**Attachments:** [12052023 BOD 6C Report](#)
  
- D. General Counsel's summary of activities [21-2852](#)  
**Attachments:** [12052023 BOD 6D Report](#)
  
- E. General Auditor's summary of activities [21-2853](#)  
**Attachments:** [12052023 BOD 6E Report](#)
  
- F. Ethics Officer's summary of activities [21-2854](#)  
**Attachments:** [12052023 BOD 6F Report](#)

**\*\* CONSENT CALENDAR ITEMS -- ACTION \*\***

**7. CONSENT CALENDAR OTHER ITEMS - ACTION**

- A. Approve Committee Assignments

**8. CONSENT CALENDAR ITEMS - ACTION**

- 7-1** Authorize the General Manager to enter into agreements with the U.S. Bureau of Reclamation, the Quechan Indian Tribe of the Fort Yuma Reservation, Bard Water District, and Palo Verde Irrigation District for system conservation projects under the U.S. Bureau of Reclamation's Lower Colorado River Basin System Conservation and Efficiency Program, and related forbearance and implementing agreements; and adopt CEQA determination that the environmental effects of the conservation efforts in Palo Verde Irrigation District are the subject of proposed actions that were previously addressed in various CEQA documents and related actions, and the General Manager has determined that the other proposed actions are exempt or otherwise not subject to CEQA [21-2840](#)
- Attachments:** [12052023 OWS 7-1 B-L](#)  
[12052023 OWS 7-1 Presentation](#)
- 7-2** Award a \$250,974 contract to Access General Contracting, Inc. for improvements of the courtyard area located at the Metropolitan Headquarters Building; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [21-2841](#)
- Attachments:** [12052023 FAIRP 7-2 B-L](#)  
[12052023 FAIRP 7-2 Presentation](#)
- 7-3** Award a \$698,000 contract to B&K Valves & Equipment Inc. for procurement of five globe valves to be installed at four pressure control structures in the Orange County region of Metropolitan's distribution system; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [21-2842](#)
- Attachments:** [12052023 EOT 7-3 B-L](#)  
[12052023 EOT 7-3 Presentation](#)
- 7-4** Report on litigation in In re: Aqueous Film-Forming Foams Products Liability Litigation, Master Docket No.: 2:18-mn-2873-RMG, and proposed settlements in: (1) City of Camden, et al. v. 3M Company, Civil Action No.: 2:23-cv-03147-RMG; and (2) City of Camden, et al. v. E.I. DuPont De Nemours and Company (n/k/a EIDP, Inc.), et al., Civil Action No.: 2:23-cv-03230-RMG; and authorize an increase in maximum amount payable under contract for legal services with Marten Law LLP in the amount of \$150,000 for a total amount not to exceed \$400,000; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [Conference with legal counsel – existing litigation; may be heard in closed session pursuant to Government Code Section 54956.9(d)(1)] [21-2859](#)

**\*\* END OF CONSENT CALENDAR ITEMS \*\***

**9. BOARD INFORMATION ITEMS**

9-1 Conservation Board Report [21-2843](#)

**Attachments:** [12052023 BOD 9-1 Report](#)

9-2 Capital Investment Plan Quarterly Report for Period Ending September 2023 [21-2846](#)

**Attachments:** [12052023 BOD 9-2 Report](#)

9-3 Update on Water Surplus and Drought Management [21-2847](#)

**Attachments:** [12052023 BOD 9-3 Report](#)

**10. OTHER MATTERS**

10-1 District Housing & Property Improvement Program Update [21-2845](#)

**Attachments:** [12052023 BOD 10-1 Presentation](#)

10-2 Discussion regarding the U.S. Bureau of Reclamation's development of post-2026 Colorado River reservoir operations guidelines and strategies for Lake Powell and Lake Mead. [Conference with legal counsel – anticipated litigation; based on existing facts and circumstances, including potential imposition of significant water use reductions in the Lower Basin under the regulatory authority of the U.S. Bureau of Reclamation could lead to litigation among the United States and one or more Colorado River water users; there is a significant exposure to litigation against Metropolitan: unknown number of potential cases; a portion to be heard in closed session pursuant to Gov. Code Section 54956.9(d)(2)] [21-2844](#)

**Attachments:** [12052023 BOD 10-2 Presentation](#)

**11. FOLLOW-UP ITEMS**

NONE

**12. FUTURE AGENDA ITEMS**

**13. ADJOURNMENT**

**NOTE:** Each agenda item with a committee designation will be considered and a recommendation may be made by one or more committees prior to consideration and final action by the full Board of Directors. The committee designation appears in parenthesis at the end of the description of the agenda item, e.g. (EOT). Board agendas may be obtained on Metropolitan's Web site <https://mwdh2o.legistar.com/Calendar.aspx>

Writings relating to open session agenda items distributed to Directors less than 72 hours prior to a regular meeting are available for public inspection at Metropolitan's Headquarters Building and on Metropolitan's Web site <https://mwdh2o.legistar.com/Calendar.aspx>.

Requests for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting should be made to the Board Executive Secretary in advance of the meeting to ensure availability of the requested service or accommodation.



**DATE:** December 19, 2023  
**TO:** Board of Directors  
**FROM:** Finance and Administration

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**SUBJECT: Update to Las Virgenes Municipal Water District Code Pertaining to Board Compensation: Public Hearing, Introduction and First Reading**

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**SUMMARY:**

On October 17, 2023, the Board expressed support of an update to the medical insurance contribution and per diem rate for Board Members. Specifically, the Board supported an update to the District-paid contribution to medical insurance premiums for Board Members to be equal to the amount provided to current active employees for compliance with ACWA/JPIA requirements. The Board also supported an adjustment to the per diem rate from \$220 to \$245 based on data from a per diem rate survey of comparable agencies. The Board had not adjusted its per diem rates since 2017, when it increased the rate from \$200 to \$220.

An ordinance amending Section 2-2.106 of the Las Virgenes Municipal Water District Code is required to enact the changes to Board compensation. If approved, the update to the medical insurance premiums for Board Members would become effective on January 1, 2024. The update to the the per diem rate would become effective for the first Board meeting in January 2024. The Board also expressed an interest to add the Colorado River Water Users Association Conference to the list of qualifying events for Board Member compensation. The addition is reflected in proposed Ordinance No. 286, together with the changes to the medical insurance premium and per diem rate.

**RECOMMENDATION(S):**

Conduct a public hearing, and introduce and call for proposed Ordinance No. 286 to be given first reading by title only, amending Section 2-2.106 of the Las Virgenes Municipal Water District Code to reflect updates to Board compensation.

**ORDINANCE NO. 286**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT AMENDING THE ADMINISTRATIVE CODE AS IT RELATES TO DIRECTORS' COMPENSATION**

(Reference is hereby made to Ordinance No. 286 on file in the District's Ordinance Book and

by this reference the same is incorporated herein.)

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The total annual financial impact of increasing the per diem rate from \$220 to \$245 is estimated to be \$15,000 if all Board Members were to attend the maximum of 10 allowable meetings per month.

**DISCUSSION:**

Section 2-2.106 of the Las Virgenes Municipal Water District Code (Code) provides that Board Members shall receive a District-paid contribution toward their medical insurance premiums benchmarked at 98% of the Kaiser HMO Family rate. The District receives its medical insurance benefits from ACWA/JPIA, and employers must adhere to certain requirements set forth by ACWA/JPIA to remain eligible for the benefits program. Specifically, ACWA/JPIA requires that the District's contribution toward single coverage be the same for Board Members and employees. Additionally, ACWA/JPIA requires that contributions for the dependents of active employees and dependents of Board Members be identical.

Due to recent changes to the District's Memorandums of Understanding (MOUs) related to cost-sharing of increases in medical insurance premiums, the District is no longer in compliance with ACWA/JPIA's requirements because Board Members receive a slightly higher contribution than employees. To address this issue, staff presented a recommendation to the Board on October 17, 2023 to consider an amendment to Section 2-2.106 of the Code at a future meeting, adjusting the District-paid contribution toward the medical insurance premiums for Board Members to match that provided for employees.

In addition, staff evaluated the current per diem rate provided to Board Members because the Code calls for the annual review and adjustment of the rate at the first Board meeting in January of each year. The last time the per diem rate was adjusted was in 2017, when it was increased from \$200 to \$220. In 2017, staff completed a per diem rate survey using a list of comparable agencies approved by the Board to help inform the rate adjustment. Staff updated the results of the 2017 survey and presented the results for the Board's consideration.

On October 17, 2023, the Board considered both updates and authorized staff to initiate the process for amending Section 2-2.106 of the Code to align the District's contribution toward medical benefits for Board Members with that provided to current active employees and increase the Board's per diem rate to \$245. The Board also expressed an interest in adding the Colorado River Water Users Association Conference to the list of qualified events for which Board Members may be compensated.

On November 21, 2023, the Board engaged in further discussion regarding the per diem rate

and expressed interest to further amend Section 2-2.106 of the Code to state that, rather than increases to the per diem rate requiring approval by the Board each year, Board Members' per diem rate be increased by the October-to-October All Urban Consumer Price Index for Los Angeles-Long Beach-Anaheim, up to a maximum of five percent (5%), subject to annual review by the Board.

Attached for reference are clean and red-lined versions of proposed Ordinance No. 286, reflecting the changes to the Code.

A Notice of Public Hearing was published in the *Las Virgenes-Calabasas Enterprise* on November 30, 2023 and December 7, 2023.

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Sophia Crocker, Human Resources Manager

**ATTACHMENTS:**

[Proposed Ordinance No. 286 - Clean Version](#)

[Proposed Ordinance No. 286 - Red-lined Version](#)

**ORDINANCE NO. 286**

**AN ORDINANCE OF THE BOARD OF DIRECTORS  
OF LAS VIRGENES MUNICIPAL WATER DISTRICT  
RELATING TO DIRECTORS' COMPENSATION**

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

**Section 1. Purpose.**

This Ordinance provides Directors' compensation shall be changed.

**Section 2. Findings.**

The Board finds that the following is true and correct:

(a) The Secretary has published notice of a public hearing to consider this Ordinance at least twice in the newspaper of general circulation within the District;

(b) At the time and place stated in the Notice of Hearing, this Board has conducted a hearing concerning this Ordinance;

(c) The adoption of this Ordinance is advantageous to the District.

**Section 2. "2-2.106 COMPENSATION**

(a) Each Director shall be paid \$245.00 for each day's attendance ("per diem compensation") at meetings of the Board, and for each day's service rendered as Director by request of the Board, not exceeding a total of ten (10) days in any calendar month. A Director shall be compensated for no more than one authorized meeting per day even if more than one meeting is attended in one day.

(b) Each representative of the District on the Board of Directors of the Metropolitan Water District of Southern California shall be paid \$245.00 for each day's attendance at meetings of the Board of Directors of the Metropolitan Water District of Southern California or committees thereof, and for each day's service rendered as Director, not exceeding a total of ten (10) additional days in any calendar month. The representative shall be compensated for no more than one meeting per day even if more than one meeting is attended in one day.

(c) Each Director, not a representative on the Board of Directors of the Metropolitan Water District of Southern California, shall be paid \$245.00 for each day's attendance at meetings of the Board of Directors of the Metropolitan Water District of Southern California or committees thereof, not exceeding a total of three (3) days in any calendar month. The Director shall be compensated for no more than one meeting per day even if more than one meeting is attended in one day.

(d) On the first Board meeting in January of each year, compensation to each Director and each representative of the District on the Metropolitan Water



District of Southern California Board of Directors shall be increased prospectively by the October-to-October All Urban Consumer Price Index for LA-Long Beach-Anaheim, up to a maximum of five percent (5%), subject to annual review by the Board each calendar year following the operative date of the last adjustment.

(e) Directors, other than Directors who have not been reelected to office, and including Directors-elect, may be compensated for attending the following meetings:

(1) General meetings and educational seminars conducted by Association of California Water Agencies (ACWA), the California Association of Sanitation Agencies (CASA), California Water Policy Planning Committee, Association of Water Agencies of Ventura County (AWA), WaterReuse Association, Southern California Water Coalition, California Special Districts Association (CSDA), and Colorado River Water Users Association. At least annually the Board shall determine meetings for which the Board shall be compensated.

(2) Any meeting as appointed to serve by the Board as the Board's delegate/member.

(3) Directors may request, verbally to the General Manager or in writing that the Board authorize attendance at meetings and seminars conducted by other organizations on subjects related to District operations. Such request shall be considered by the Board at a meeting of the Board prior to the subject meeting or seminar. In those cases where it is not practical to consider attendance at a meeting of the Board prior to the subject meeting or seminar, the request may be considered at the next subsequent regular meeting of the Board.

(f) Directors shall submit claims for compensation. The Secretary of the Board shall authorize payment for meetings and service and shall report such payments at a regular meeting following the month of submittal at which time the Board may ratify or disapprove payment of the claim(s).

(g) Directors shall be entitled to per diem compensation for actual travel associated with authorized meetings or educational seminars as follows:

(1) For travel outside California, up to one day prior to the start of the event and one day following conclusion of the event;

(2) For travel in California but outside Los Angeles, Orange and Ventura Counties, up to one day prior to the start of the event or one day following conclusion of the event; or

(3) For travel in Los Angeles, Orange and Ventura Counties, per diem compensation is not normally provided for travel except under extenuating circumstances as approved by the Board.

(h) Directors shall receive a District-paid contribution to medical insurance premiums equal to the amount that is provided to current active employees.

(i) Directors shall receive District-paid dental insurance for themselves, their spouse or domestic partner and unmarried eligible dependent children.

(j) Directors shall receive District-paid vision insurance for themselves. Additional coverage for dependents may be purchased.

(k) Life insurance coverage equal to the sum of \$25,000 is provided by the District subject to the age reduction schedule included in the District provided

plan. Directors not applying within 30 days of the start of their term will be required to provide medical evidence of insurability.”

Except as provided herein, Resolution No. 2468 (Administrative Code) is reaffirmed and readopted.

**PASSED, APPROVED, AND ADOPTED** this 16<sup>th</sup> day of January, 2024.

\_\_\_\_\_  
Jay Lewitt, President

ATTEST:

\_\_\_\_\_  
Gary Burns, Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
W. Keith Lemieux, District Counsel

(SEAL)

**ORDINANCE NO. 286**

**AN ORDINANCE OF THE BOARD OF DIRECTORS  
OF LAS VIRGENES MUNICIPAL WATER DISTRICT  
RELATING TO DIRECTORS' COMPENSATION**

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

Section 1. **Purpose.**

This Ordinance provides Directors' compensation shall be changed.

Section 2. **Findings.**

The Board finds that the following is true and correct:

(a) The Secretary has published notice of a public hearing to consider this Ordinance at least twice in the newspaper of general circulation within the District;

(b) At the time and place stated in the Notice of Hearing, this Board has conducted a hearing concerning this Ordinance;

(c) The adoption of this Ordinance is advantageous to the District.

Section 2. **"2-2.106 COMPENSATION**

(a) Each Director shall be paid \$~~220~~245.00 for each day's attendance ("per diem compensation") at meetings of the Board, and for each day's service rendered as Director by request of the Board, not exceeding a total of ten (10) days in any calendar month. A Director shall be compensated for no more than one authorized meeting per day even if more than one meeting is attended in one day.

(b) Each representative of the District on the Board of Directors of the Metropolitan Water District of Southern California shall be paid \$~~220~~245.00 for each day's attendance at meetings of the Board of Directors of the Metropolitan Water District of Southern California or committees thereof, and for each day's service rendered as Director, not exceeding a total of ten (10) additional days in any calendar month. The representative shall be compensated for no more than one meeting per day even if more than one meeting is attended in one day.

(c) Each Director, not a representative on the Board of Directors of the Metropolitan Water District of Southern California, shall be paid \$~~220~~245.00 for each day's attendance at meetings of the Board of Directors of the Metropolitan Water District of Southern California or committees thereof, not exceeding a total of three (3) days in any calendar month. The Director shall be compensated for no more than one meeting per day even if more than one meeting is attended in one day.

(d) On the first Board meeting in January of each year, compensation

to each Director and each representative of the District on the Metropolitan Water District of Southern California Board of Directors ~~may~~ shall be increased prospectively by the October-to-October All Urban Consumer Price Index for LA-Long Beach-Anaheim, up to a maximum of five percent (5%), ~~upon approval~~ subject to annual review by the Board each calendar year following the operative date of the last adjustment.

(e) Directors, other than Directors who have not been reelected to office, and including Directors-elect, may be compensated for attending the following meetings:

(1) General meetings and educational seminars conducted by Association of California Water Agencies (ACWA), the California Association of Sanitation Agencies (CASA), California Water Policy Planning Committee, Association of Water Agencies of Ventura County (AWA), WaterReuse Association, Southern California Water Coalition, ~~and~~ California Special Districts Association (CSDA), and Colorado River Water Users Association. At least annually the Board shall determine meetings for which the Board shall be compensated.

(2) Any meeting as appointed to serve by the Board as the Board's delegate/member.

(3) Directors may request, verbally to the General Manager or in writing that the Board authorize attendance at meetings and seminars conducted by other organizations on subjects related to District operations. Such request shall be considered by the Board at a meeting of the Board prior to the subject meeting or seminar. In those cases where it is not practical to consider attendance at a meeting of the Board prior to the subject meeting or seminar, the request may be considered at the next subsequent regular meeting of the Board.

(f) Directors shall submit claims for compensation. The Secretary of the Board shall authorize payment for meetings and service and shall report such payments at a regular meeting following the month of submittal at which time the Board may ratify or disapprove payment of the claim(s).

(g) Directors shall be entitled to per diem compensation for actual travel associated with authorized meetings or educational seminars as follows:

(1) For travel outside California, up to one day prior to the start of the event and one day following conclusion of the event;

(2) For travel in California but outside Los Angeles, Orange and Ventura Counties, up to one day prior to the start of the event or one day following conclusion of the event; or

(3) For travel in Los Angeles, Orange and Ventura Counties, per diem compensation is not normally provided for travel except under extenuating circumstances as approved by the Board.

(h) Directors shall receive a District-paid contribution to medical insurance premiums ~~benchmarked to 98% of Kaiser Permanente HMO Family rate~~ equal to the amount that is provided to current active employees.

(i) Directors shall receive District-paid dental insurance for themselves, their spouse or domestic partner and unmarried eligible dependent children.

(j) Directors shall receive District-paid vision insurance for themselves. Additional coverage for dependents may be purchased.

(k) Life insurance coverage equal to the sum of \$25,000 is provided by the District subject to the age reduction schedule included in the District provided plan. Directors not applying within 30 days of the start of their term will be required to provide medical evidence of insurability.”

Except as provided herein, Resolution No. 2468 (Administrative Code) is reaffirmed and readopted.

**PASSED, APPROVED, AND ADOPTED** this 16<sup>th</sup> day of January, 2024.

\_\_\_\_\_  
Jay Lewitt, President

ATTEST:

\_\_\_\_\_  
Gary Burns, Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
W. Keith Lemieux, District Counsel

(SEAL)



**DATE:** December 19, 2023  
**TO:** Board of Directors  
**FROM:** General Manager

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**SUBJECT: Salary Resolution and Management Handbook Update: Approval**

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**SUMMARY:**

Annually, the Board adopts a resolution establishing salary ranges for all District positions based on approved Memorandums of Understanding (MOUs). On December 7, 2021, the Board approved a three-year MOU with the Management Unit. Subsequently, on December 21, 2021, the Board approved a three-year MOU with the Supervisor, Professional and Confidential Unit, and on February 15, 2022, the Board approved a three-year MOU with the Service Employees International Union (SEIU). The terms of the MOUs call for salary increases of 2.4 percent, effective on January 1, 2024, based on the October 2022 to October 2023 All Urban Consumer Price Index for Los Angeles-Long Beach-Anaheim California.

In addition, the General Manager recommends that the Board approve the same salary adjustment (2.4 percent increase) for the District's unrepresented employees, effective January 1, 2024. No change is proposed for the General Manager. Also, the General Manager recommends minor updates to the Management Handbook, which outlines the benefits provided to unrepresented employees. Attached are proposed Resolution No. 2632, reflecting the salaries of District employees as of January 1, 2024, and a red-lined version of the Management Handbook showing the proposed changes.

**RECOMMENDATION(S):**

Pass, approve and adopt proposed Resolution No. 2632, establishing salaries for employees; and approve the updated Management Handbook.

**RESOLUTION NO. 2632**

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

(Reference is hereby made to Resolution No. 2632 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

Sufficient funds for this action are available in the adopted Fiscal Year 2023-24 Budget and will be recommended in future fiscal year budgets.

**DISCUSSION:**

The District's employees are represented by four bargaining units: (1) the General Unit; (2) the Office Unit; (3) the Supervisor, Professional and Confidential Unit; and (4) the Management Unit. Department Directors and the Human Resources Manager are unrepresented. The terms and conditions of employment for unrepresented employees are governed by the Management Handbook.

Salary Resolution:

Annually, the Board adopts a resolution to document the approved salaries for District employees. Attached is proposed Resolution No. 2632 that reflects salaries previously approved by the Board for the District's represented employees, adjusted pursuant to the terms of the existing MOUs (2.4 percent increase) and incorporating the same adjustment for the District's four unrepresented employees.

Management Handbook:

Unrepresented employees currently receive benefits outlined in the Management Handbook. Revisions to the Management Handbook are proposed as it relates to deferred compensation, retiree medical insurance coverage, sick leave cash-out and seniority bonuses. The proposed deferred compensation change would bring the language into compliance with IRS regulations and specify the ability of employees to defer taxes on cashable leave by directing the funds into the 401(a) program upon separation from the District. The proposed change to the medical insurance coverage provision would provide clarity and consistency for determination of the benefit as the lowest cost plan can change from year to year. The proposed change to sick leave cash-out would provide greater flexibility on the number of sick leave hours that employees can cash out. Finally, the proposed change to the "Seniority Bonus" amounts would reflect the effects of inflation and better align with the District's Succession Plan initiatives related to employee retention.

**GOALS:**

Assure a Quality, Continually Improving Workforce

Prepared by: David Pedersen, General Manager

**ATTACHMENTS:**

Proposed Resolution No. 2632

Proposed Updates to Management Handbook



**RESOLUTION NO: 2632**

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

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

**Section 1. Purpose and Scope**

This resolution establishes salary levels for employees.

**Section 2. General and Office Unit Classifications: Effective January 1, 2024**

(a) Effective January 1, 2024, classifications in the General Unit and Office Unit shall be paid between the following starting and ending salaries.

**General Unit**

<b>Classification</b>	<b>Range</b>	<b>Time Base</b>	<b>Starting Salary</b>	<b>Ending Salary</b>
Backflow Inspector	59	Hourly	\$37,190.00	\$51,277.50
		Monthly	\$6,446.27	\$8,888.10
		Annual	\$77,355.20	\$106,657.20
Collection Systems Mechanic I	43	Hourly	\$31,722.30	\$43,731.00
		Monthly	\$5,498.53	\$7,580.04
		Annual	\$65,982.28	\$90,960.48
Collection Systems Mechanic II	58	Hourly	\$36,828.60	\$50,780.50
		Monthly	\$6,383.62	\$8,801.95
		Annual	\$76,603.54	\$105,623.44
Compliance Inspector	59	Hourly	\$37,190.00	\$51,277.50
		Monthly	\$6,446.27	\$8,888.10
		Annual	\$77,355.20	\$106,657.20
Cross Connection Inspector	64	Hourly	\$39,087.90	\$53,898.40
		Monthly	\$6,775.24	\$9,342.40
		Annual	\$81,302.78	\$112,108.62
Electrical/Instrumentation Technician I	51	Hourly	\$34,343.10	\$47,357.30
		Monthly	\$5,952.81	\$8,208.61
		Annual	\$71,433.70	\$98,503.08
Electrical/Instrumentation Technician II	66	Hourly	\$39,878.70	\$54,983.00
		Monthly	\$6,912.30	\$9,530.38
		Annual	\$82,947.80	\$114,364.64
Electrician	56	Hourly	\$36,071.60	\$49,741.10
		Monthly	\$6,252.42	\$8,621.79
		Annual	\$75,028.98	\$103,461.54
Facilities Inspector	68	Hourly	\$40,680.90	\$56,090.00
		Monthly	\$7,051.36	\$9,722.27
		Annual	\$84,616.22	\$116,667.20
Facilities Maintenance Worker	40	Hourly	\$30,784.60	\$42,443.30
		Monthly	\$5,335.99	\$7,356.84
		Annual	\$64,032.02	\$88,281.96

Field Operations Technician I	22	Hourly	\$25.7348	\$35.4842
		Monthly	\$4,460.70	\$6,150.59
		Annual	\$53,528.28	\$73,807.24
Field Operations Technician II	32	Hourly	\$28.4347	\$39.2010
		Monthly	\$4,928.68	\$6,794.84
		Annual	\$59,144.28	\$81,538.08
Fleet Coordinator	50	Hourly	\$34.0043	\$46.8943
		Monthly	\$5,894.07	\$8,128.35
		Annual	\$70,728.84	\$97,540.04
Laboratory Assistant	43	Hourly	\$31.7223	\$43.7310
		Monthly	\$5,498.53	\$7,580.04
		Annual	\$65,982.28	\$90,960.48
Laboratory Technician I	53	Hourly	\$35.0323	\$48.3064
		Monthly	\$6,072.27	\$8,373.11
		Annual	\$72,867.08	\$100,477.26
Laboratory Technician II	68	Hourly	\$40.6809	\$56.0900
		Monthly	\$7,051.36	\$9,722.27
		Annual	\$84,616.22	\$116,667.20
Maintenance Mechanic I	43	Hourly	\$31.7223	\$43.7310
		Monthly	\$5,498.53	\$7,580.04
		Annual	\$65,982.28	\$90,960.48
Maintenance Mechanic II	58	Hourly	\$36.8286	\$50.7805
		Monthly	\$6,383.62	\$8,801.95
		Annual	\$76,603.54	\$105,623.44
Resource Conservation Specialist I	32	Hourly	\$28.4347	\$39.2010
		Monthly	\$4,928.68	\$6,794.84
		Annual	\$59,144.28	\$81,538.08
Resource Conservation Specialist II	46	Hourly	\$32.6825	\$45.0641
		Monthly	\$5,664.97	\$7,811.11
		Annual	\$67,979.60	\$93,733.38
Sr. Field Customer Service Representative	54	Hourly	\$35.3826	\$48.7922
		Monthly	\$6,132.98	\$8,457.31
		Annual	\$73,595.86	\$101,487.88
Sr. Electrical/Instrumentation Technician	74	Hourly	\$43.1776	\$59.5470
		Monthly	\$7,484.11	\$10,321.48
		Annual	\$89,809.46	\$123,857.76
Sr. Maintenance Mechanic	66	Hourly	\$39.8787	\$54.9830
		Monthly	\$6,912.30	\$9,530.38
		Annual	\$82,947.80	\$114,364.64
Sr. Water Construction Specialist	63	Hourly	\$38.7038	\$53.3675
		Monthly	\$6,708.66	\$9,250.37
		Annual	\$80,503.80	\$111,004.40
Sr. Water Distribution Operator	70	Hourly	\$41.4942	\$57.2085
		Monthly	\$7,192.33	\$9,916.14
		Annual	\$86,308.04	\$118,993.68
Sr. Water Reclamation Plant Operator	70	Hourly	\$41.4942	\$57.2085
		Monthly	\$7,192.33	\$9,916.14
		Annual	\$86,308.04	\$118,993.68
Sr. Water Treatment Plant Operator	74	Hourly	\$43.1776	\$59.5470
		Monthly	\$7,484.11	\$10,321.48
		Annual	\$89,809.46	\$123,857.76

Water Distribution Operator I	32	Hourly	\$28,434.7	\$39,201.0
		Monthly	\$4,928.68	\$6,794.84
		Annual	\$59,144.28	\$81,538.08
Water Distribution Operator II	42	Hourly	\$31,405.9	\$43,301.8
		Monthly	\$5,443.69	\$7,505.64
		Annual	\$65,324.22	\$90,067.64
Water Distribution Operator III	64	Hourly	\$39,087.9	\$53,898.4
		Monthly	\$6,775.24	\$9,342.40
		Annual	\$81,302.78	\$112,108.62
Water Reclamation Plant Operator I	32	Hourly	\$28,434.7	\$39,201.0
		Monthly	\$4,928.68	\$6,794.84
		Annual	\$59,144.28	\$81,538.08
Water Reclamation Plant Operator II	42	Hourly	\$31,405.9	\$43,301.8
		Monthly	\$5,443.69	\$7,505.64
		Annual	\$65,324.22	\$90,067.64
Water Reclamation Plant Operator III	62	Hourly	\$38,319.7	\$52,836.5
		Monthly	\$6,642.09	\$9,158.32
		Annual	\$79,705.08	\$109,899.92
Water Reclamation Plant Operator in Training	22	Hourly	\$25,734.8	\$35,484.2
		Monthly	\$4,460.70	\$6,150.59
		Annual	\$53,528.28	\$73,807.24
Water Treatment Plant Operator I	32	Hourly	\$28,434.7	\$39,201.0
		Monthly	\$4,928.68	\$6,794.84
		Annual	\$59,144.28	\$81,538.08
Water Treatment Plant Operator II	42	Hourly	\$31,405.9	\$43,301.8
		Monthly	\$5,443.69	\$7,505.64
		Annual	\$65,324.22	\$90,067.64
Water Treatment Plant Operator III	64	Hourly	\$39,087.9	\$53,898.4
		Monthly	\$6,775.24	\$9,342.40
		Annual	\$81,302.78	\$112,108.62

## Office Unit

Classification	Range	Time Base	Starting Salary	Ending Salary
Accounting Technician	40	Hourly	\$30,784.6	\$42,443.3
		Monthly	\$5,335.99	\$7,356.84
		Annual	\$64,032.02	\$88,281.96
Accounting Technician (Payroll)	61	Hourly	\$37,935.7	\$52,316.8
		Monthly	\$6,575.52	\$9,068.24
		Annual	\$78,906.36	\$108,818.84
Administrative Assistant	42	Hourly	\$31,405.9	\$43,301.8
		Monthly	\$5,443.69	\$7,505.64
		Annual	\$65,324.22	\$90,067.64
Administrative Specialist - Risk Management	61	Hourly	\$37,935.7	\$52,316.8
		Monthly	\$6,575.52	\$9,068.24
		Annual	\$78,906.36	\$108,818.84
Customer Service Representative	33	Hourly	\$28,717.2	\$39,596.2
		Monthly	\$4,977.64	\$6,863.35
		Annual	\$59,731.88	\$82,360.20

Engineering Technician I	53	Hourly	\$35.0323	\$48.3064
		Monthly	\$6,072.27	\$8,373.11
		Annual	\$72,867.08	\$100,477.26
Engineering Technician II	63	Hourly	\$38.7038	\$53.3675
		Monthly	\$6,708.66	\$9,250.37
		Annual	\$80,503.80	\$111,004.40
GIS Coordinator	80	Hourly	\$45.8324	\$63.1960
		Monthly	\$7,944.28	\$10,953.97
		Annual	\$95,331.34	\$131,447.68
Network and Security Technician	52	Hourly	\$34.6934	\$47.8320
		Monthly	\$6,013.52	\$8,290.88
		Annual	\$72,162.22	\$99,490.56
Purchasing/Warehouse Specialist	46	Hourly	\$32.6825	\$45.0641
		Monthly	\$5,664.97	\$7,811.11
		Annual	\$67,979.60	\$93,733.38
Senior Accounting Technician	61	Hourly	\$37.9357	\$52.3168
		Monthly	\$6,575.52	\$9,068.24
		Annual	\$78,906.36	\$108,818.84
Systems Coordinator	80	Hourly	\$45.8324	\$63.1960
		Monthly	\$7,944.28	\$10,953.97
		Annual	\$95,331.34	\$131,447.68
Technology Support Specialist	52	Hourly	\$34.6934	\$47.8320
		Monthly	\$6,013.52	\$8,290.88
		Annual	\$72,162.22	\$99,490.56

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

**Section 3. Supervisor, Professional & Confidential Unit Classifications: Effective January 1, 2024**

(a) Effective January 1, 2024, classifications in the Supervisor, Professional & Confidential Unit shall be paid between the following starting and ending salaries.

Classification	Range	Time Base	Starting Salary	Ending Salary
Accountant	M66	Hourly	\$44.2359	\$57.5155
		Monthly	\$7,667.55	\$9,969.35
		Annual	\$92,010.62	\$119,632.24
Accounting Supervisor	M98	Hourly	\$60.5834	\$78.7696
		Monthly	\$10,501.13	\$13,653.39
		Annual	\$126,013.42	\$163,840.82
Assistant Engineer	M79	Hourly	\$50.3607	\$65.4678
		Monthly	\$8,729.18	\$11,347.75
		Annual	\$104,750.36	\$136,172.92
Associate Engineer	M92	Hourly	\$57.3051	\$74.5165
		Monthly	\$9,932.88	\$12,916.20
		Annual	\$119,194.66	\$154,994.32

Chief Water Reclamation Plant Operator	M88	Hourly	\$55.0789	\$71.6148
		Monthly	\$9,547.01	\$12,413.23
		Annual	\$114,564.06	\$148,958.68
Compost Operations Supervisor	M87	Hourly	\$54.5473	\$70.9059
		Monthly	\$9,454.86	\$12,290.35
		Annual	\$113,458.28	\$147,484.22
Construction Supervisor	M87	Hourly	\$54.5473	\$70.9059
		Monthly	\$9,454.86	\$12,290.35
		Annual	\$113,458.28	\$147,484.22
Customer Service Office Supervisor	M85	Hourly	\$53.4618	\$69.4993
		Monthly	\$9,266.72	\$12,046.54
		Annual	\$111,200.44	\$144,558.44
Customer Service Operations Supervisor	M87	Hourly	\$54.5473	\$70.9059
		Monthly	\$9,454.86	\$12,290.35
		Annual	\$113,458.28	\$147,484.22
Customer Service Programs Supervisor	M87	Hourly	\$54.5473	\$70.9059
		Monthly	\$9,454.86	\$12,290.35
		Annual	\$113,458.28	\$147,484.22
Electrical/Instrumentation Supervisor	M87	Hourly	\$54.5473	\$70.9059
		Monthly	\$9,454.86	\$12,290.35
		Annual	\$113,458.28	\$147,484.22
Engineering Program Manager	M114	Hourly	\$71.2381	\$92.6140
		Monthly	\$12,347.94	\$16,053.10
		Annual	\$148,175.30	\$192,637.12
Facilities Maintenance Supervisor	M87	Hourly	\$54.5473	\$70.9059
		Monthly	\$9,454.86	\$12,290.35
		Annual	\$113,458.28	\$147,484.22
Financial Analyst I	M63	Hourly	\$42.9511	\$55.8321
		Monthly	\$7,444.86	\$9,677.56
		Annual	\$89,338.34	\$116,130.82
Financial Analyst II	M77	Hourly	\$49.3528	\$64.1830
		Monthly	\$8,554.49	\$11,125.05
		Annual	\$102,653.72	\$133,500.64
Human Resources Analyst I	M63	Hourly	\$42.9511	\$55.8321
		Monthly	\$7,444.86	\$9,677.56
		Annual	\$89,338.34	\$116,130.82
Human Resources Analyst II	M77	Hourly	\$49.3528	\$64.1830
		Monthly	\$8,554.49	\$11,125.05
		Annual	\$102,653.72	\$133,500.64
Human Resources Coordinator	M50	Hourly	\$37.3674	\$48.5738
		Monthly	\$6,477.02	\$8,419.46
		Annual	\$77,724.14	\$101,033.40
Legislative Program Manager	M108	Hourly	\$67.1956	\$87.3753
		Monthly	\$11,647.23	\$15,145.05
		Annual	\$139,766.90	\$181,740.52
Management Analyst I	M63	Hourly	\$42.9511	\$55.8321
		Monthly	\$7,444.86	\$9,677.56
		Annual	\$89,338.34	\$116,130.82
Management Analyst II	M77	Hourly	\$49.3528	\$64.1830
		Monthly	\$8,554.49	\$11,125.05
		Annual	\$102,653.72	\$133,500.64

Network & Security Engineer	M98	Hourly	\$60.5834	\$78.7696
		Monthly	\$10,501.13	\$13,653.39
		Annual	\$126,013.42	\$163,840.82
Principal Technology Analyst	M98	Hourly	\$60.5834	\$78.7696
		Monthly	\$10,501.13	\$13,653.39
		Annual	\$126,013.42	\$163,840.82
Public Affairs Associate I	M63	Hourly	\$42.9511	\$55.8321
		Monthly	\$7,444.86	\$9,677.56
		Annual	\$89,338.34	\$116,130.82
Public Affairs Associate II	M77	Hourly	\$49.3528	\$64.1830
		Monthly	\$8,554.49	\$11,125.05
		Annual	\$102,653.72	\$133,500.64
Purchasing Supervisor	M85	Hourly	\$53.4618	\$69.4993
		Monthly	\$9,266.72	\$12,046.54
		Annual	\$111,200.44	\$144,558.44
Resource Conservation Supervisor	M87	Hourly	\$54.5473	\$70.9059
		Monthly	\$9,454.86	\$12,290.35
		Annual	\$113,458.28	\$147,484.22
Senior Engineer	M108	Hourly	\$67.1956	\$87.3753
		Monthly	\$11,647.23	\$15,145.05
		Annual	\$139,766.90	\$181,740.52
SCADA Analyst	M85	Hourly	\$53.4618	\$69.4993
		Monthly	\$9,266.72	\$12,046.54
		Annual	\$111,200.44	\$144,558.44
Technical Services Supervisor	M87	Hourly	\$54.5473	\$70.9059
		Monthly	\$9,454.86	\$12,290.35
		Annual	\$113,458.28	\$147,484.22
Water Quality Supervisor	M88	Hourly	\$55.0789	\$71.6148
		Monthly	\$9,547.01	\$12,413.23
		Annual	\$114,564.06	\$148,958.68
Water Systems Supervisor	M87	Hourly	\$54.5473	\$70.9059
		Monthly	\$9,454.86	\$12,290.35
		Annual	\$113,458.28	\$147,484.22
Water Treatment Supervisor	M87	Hourly	\$54.5473	\$70.9059
		Monthly	\$9,454.86	\$12,290.35
		Annual	\$113,458.28	\$147,484.22

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

**Section 4. Management Unit Classifications: Effective January 1, 2024**

(a) Effective January 1, 2024, classifications in the Management Unit shall be paid between the following starting and ending salaries.

<b>Classification</b>	<b>Range</b>	<b>Time Base</b>	<b>Starting Salary</b>	<b>Ending Salary</b>
Customer Service Manager	E114	Hourly	\$67.1951	\$94.0871
		Monthly	\$11,647.16	\$16,308.43
		Annual	\$139,765.86	\$195,701.14
Executive Assistant/Clerk of the Board	E96	Hourly	\$56.1805	\$78.6478
		Monthly	\$9,737.95	\$13,632.27
		Annual	\$116,855.36	\$163,587.26
Facilities Manager	E114	Hourly	\$67.1951	\$94.0871
		Monthly	\$11,647.16	\$16,308.43
		Annual	\$139,765.86	\$195,701.14
Facilities Manager/Engineer	E122	Hourly	\$72.7759	\$101.8733
		Monthly	\$12,614.49	\$17,658.03
		Annual	\$151,373.85	\$211,896.31
Finance Manager	E114	Hourly	\$67.1951	\$94.0871
		Monthly	\$11,647.16	\$16,308.43
		Annual	\$139,765.86	\$195,701.14
Finance Manager/CPA	E122	Hourly	\$72.7759	\$101.8733
		Monthly	\$12,614.49	\$17,658.03
		Annual	\$151,373.85	\$211,896.31
Information Systems Manager	E122	Hourly	\$72.7759	\$101.8733
		Monthly	\$12,614.49	\$17,658.03
		Annual	\$151,373.85	\$211,896.31
Principal Engineer	E122	Hourly	\$72.7759	\$101.8733
		Monthly	\$12,614.49	\$17,658.03
		Annual	\$151,373.85	\$211,896.31
Public Affairs & Communications Manager	E114	Hourly	\$67.1951	\$94.0871
		Monthly	\$11,647.16	\$16,308.43
		Annual	\$139,765.86	\$195,701.14
Resource Conservation Manager	E114	Hourly	\$67.1951	\$94.0871
		Monthly	\$11,647.16	\$16,308.43
		Annual	\$139,765.86	\$195,701.14
Water Reclamation Manager	E114	Hourly	\$67.1951	\$94.0871
		Monthly	\$11,647.16	\$16,308.43
		Annual	\$139,765.86	\$195,701.14
Water Reclamation Manager/Engineer	E122	Hourly	\$72.7759	\$101.8733
		Monthly	\$12,614.49	\$17,658.03
		Annual	\$151,373.85	\$211,896.31
Water Systems Manager	E114	Hourly	\$67.1951	\$94.0871
		Monthly	\$11,647.16	\$16,308.43
		Annual	\$139,765.86	\$195,701.14
Water Systems Manager/Engineer	E122	Hourly	\$72.7759	\$101.8733
		Monthly	\$12,614.49	\$17,658.03
		Annual	\$151,373.85	\$211,896.31

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

**Section 5. Unrepresented Classifications: Effective January 1, 2024**

(a) Effective January 1, 2024, classifications that are unrepresented shall be paid between the following starting and ending salaries.

<b>Classification</b>	<b>Range</b>	<b>Time Base</b>	<b>Starting Salary</b>	<b>Ending Salary</b>
Director of Facilities & Operations	E142	Hourly	\$90.2525	\$137.7116
		Monthly	\$15,643.77	\$23,870.01
		Annual	\$187,725.19	\$286,440.12
Director of Finance & Administration	E142	Hourly	\$90.2525	\$137.7116
		Monthly	\$15,643.77	\$23,870.01
		Annual	\$187,725.19	\$286,440.12
Director of Engineering & External Affairs	E142	Hourly	\$90.2525	\$137.7116
		Monthly	\$15,643.77	\$23,870.01
		Annual	\$187,725.19	\$286,440.12
Human Resources Manager	E122	Hourly	\$72.7759	\$101.8733
		Monthly	\$12,614.49	\$17,658.03
		Annual	\$151,373.85	\$211,896.31

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

### **Section 6. Employment Contract Positions**

(a) The General Manager position will be paid in accordance with a signed and approved employment contract to be amended by the Board as deemed necessary.

<b>Classification</b>	<b>Hourly Rate</b>	<b>Annual Salary</b>
General Manager	\$168.5704	\$350,626.40

### **Section 7. Temporary Positions**

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

(b) Student Workers shall be paid in accordance with the current California Minimum Wage.

(c) Interns:

(1) Candidates for Bachelor degree programs shall be paid \$16.50 per hour.

(2) Candidates for Master degree programs shall be paid \$18.50 per hour.

(3) Candidates for Doctoral degree programs shall be paid \$20.50 per hour.



**PASSED, APPROVED AND ADOPTED** this 19th day of December 2023.

\_\_\_\_\_  
Board President

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
District Counsel

(SEAL)



**MANAGEMENT HANDBOOK OF BENEFITS**  
**As required by Section 2-4.103 of the LVMWD Administrative Code**

**For**

**Department Directors  
& Human Resources Manager**

**Effective January 1, 202~~4~~<sup>3</sup>**

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## LVMWD LEADERSHIP MODEL

Leadership Principle	Supporting Behavior
Being Fair	<p><i>I will</i></p> <ol style="list-style-type: none"> <li>1. Assign duties fairly</li> <li>2. Promote fairness in the application of District policies and procedures</li> <li>3. Willingly explain to others the basis for my decisions</li> <li>4. Show consistency in my actions</li> <li>5. Treat others as I would like to be treated</li> </ol>
Demonstrating Commitment	<p><i>I will</i></p> <ol style="list-style-type: none"> <li>1. Support decisions made by my Department, the District or the Board</li> <li>2. Support the efforts of other Departments</li> <li>3. Support and follow through on my commitments and decisions to my Employees</li> <li>4. Make timely decisions</li> </ol>
Being Responsible and Accountable	<p><i>I will</i></p> <ol style="list-style-type: none"> <li>1. Lead by example</li> <li>2. Accept total responsibility for my own actions</li> <li>3. Acknowledge my own mistakes and not blame others</li> <li>4. Provide input on topics of concern <i>before</i> decisions are made</li> <li>5. Inform others as soon as I know when I cannot keep a commitment or promise.</li> <li>6. Regularly give my employees complete and accurate information on their performance along with clear and concise expectation of future performance.</li> <li>7. Continue my personal growth in management, my professional field, as well as water/wastewater management through education, certification and participation in professional associations</li> </ol>
Having Integrity	<p><i>I will</i></p> <ol style="list-style-type: none"> <li>1. Keep my word and commitments</li> <li>2. Say what I mean and mean what I say; have the courage to be forthright and straightforward</li> <li>3. Set and enforce high standards for services and products we receive from others or distribute from my work group</li> <li>4. Set/develop high standards for hiring/promoting people</li> <li>5. Support and follow the intent of District policies and procedures</li> <li>6. Conduct myself at the highest level of ethical standards</li> </ol>
Being an Effective Communicator	<p><i>I will</i></p> <ol style="list-style-type: none"> <li>1. Speak clearly and concisely; make my message and intent easy to understand</li> <li>2. Regularly and frequently inform those who should know of my work progress and intentions</li> <li>3. Regularly and frequently give each member of my staff pertinent feedback on how they are performing with suggestions for improvement when appropriate</li> <li>4. Be an active listener, demonstrating understanding without judging or criticizing the other person</li> <li>5. Be an active participant in meetings; when I have nothing to add I will invite quiet members to contribute</li> </ol>

Leadership Principle	Supporting Behavior
Being Innovative and Encouraging Innovation	<p><i>I will</i></p> <ol style="list-style-type: none"> <li>1. Ask myself and employees “What is the right thing to be doing” before starting any new assignment</li> <li>2. Not whine about what is wrong; I will look for ways to be part of the solution</li> <li>3. Encourage new ideas and methods from others</li> <li>4. Not criticize new ideas; I will help others think through their ideas by asking for the “pros’ and “cons” of new ideas</li> <li>5. Spend at least 5% of my work time staying up-to-date on industry trends by reading, attending conferences, visiting other agencies, ..... talking with others in the industry, etc.</li> </ol>
Being a Mentor	<p><i>I will</i></p> <ol style="list-style-type: none"> <li>1. Review the developmental needs of each employee at least annually and work with each employee to create a development plan that is appropriate for him or her</li> <li>2. Make sure employees get the training opportunities they need and I will meet with each of them before and after training to make sure they use the training</li> <li>3. Work with other groups and Departments to make sure employees receive needed cross-training</li> <li>4. When an employee makes a mistake ask what he or she learned and how can it be prevented from happening again</li> <li>5. Be available to other employees outside my own work area to be a good active listener or to share my experiences, strategies and successes</li> </ol>
Developing and Supporting Effective Teams	<p><i>I will</i></p> <ol style="list-style-type: none"> <li>1. Hold a team meeting at least once every two weeks; stay within time limits (e.g. 30 minutes)</li> <li>2. Share what I know from other District sources</li> <li>3. Invite each person in the team to participate by sharing what they are doing or by asking questions</li> <li>4. Recognize those who make contributions, especially those who have new or different ideas</li> <li>5. Not tolerate disparaging comments by team members toward each other or other staff</li> <li>6. Ask the team at each meeting if there is anything we can be doing better</li> </ol>

## WHAT POSITIONS ARE COVERED BY THE MANAGEMENT HANDBOOK?

Positions covered by benefits contained in this Management Handbook are:

	<b>Supervisory Responsibility</b>	<b>Exempt Under FLSA</b>
<b>Department Director</b>		
Director of Engineering & External Affairs	<b>Yes</b>	<b>Yes</b>
Director of Facilities & Operations	<b>Yes</b>	<b>Yes</b>
Director of Finance & Administration	<b>Yes</b>	<b>Yes</b>
<b>Other</b>		
Human Resources Manager	<b>Yes</b>	<b>Yes</b>

## **BEREAVEMENT LEAVE**

A Department Director or unrepresented management employee may be provided up to three (3) days paid leave for bereavement as a result of the death of a member of the employee's immediate family. An employee that must travel more than 500 miles one way to attend services of the employee's immediate family member may be provided up to 40 hours paid leave. "Immediate family" is designated as the spouse/domestic partner, child (including step and foster), parent (including step and foster), sibling (including step and foster) or grandparent (including step and foster) of the employee or the employee's spouse/domestic partner. If additional time off is required, the employee may request sick leave as provided in the Sick Leave benefit provisions.

## **CELLULAR TELEPHONE**

In lieu of a District-provided cellular telephone, Department Directors will receive a stipend of \$60 per month, payable monthly through the District's payroll system. Cellular telephones must be capable of voice, text, and data communications, including the sending and receiving of District electronic mail.



## DEFERRED COMPENSATION PLAN

Unrepresented management employees may elect to participate in the District's Deferred Compensation Plan. The purpose of the Plan is to defer a portion of the employee's compensation for his/her use at retirement. Social Security taxes are paid at the time wages are earned while Federal and State income taxes are deferred until the employee withdraws the funds.

Participation in deferred compensation commences the month following sign-up for new employees.

Department Directors are eligible to have 3% of their base salary matched per 24 pay periods on a \$1 to \$1 basis. The Human Resources Manager is eligible to have 3% of their salary matched per pay period on a \$1 to \$1 basis.

For employees newly promoted or hired to positions at a date other than January 1, the district payment per calendar year shall be pro-rated for partial year employment.

All participation is optional to employees and is in accordance with plan rules and IRS regulations applicable to IRC Sections 401(a) and 457(b) deferred compensation plans. All employees considering participation in any deferred compensation plan are encouraged to consult with a tax accountant and/or attorney as the district neither promotes nor recommends employee participation.

In compliance with IRS regulations, new or promoted employees, upon initial eligibility for enrollment into the 401(a) plan, will have the one-time option to opt out for the lifetime of the plan. Employees who exercised their right to opt out do not have the option to opt back in during the lifetime of the plan. The enrollment status of the participant (active contributor or optout non-participant) will remain in effect for the lifetime of the plan. If opted in to the 401(a) plan, the District match specified above will be deposited into the 401(a) plan.

### Upon an employee's separation from the District:

- If the employee is age 55 or older on the separation date, all cashable leave time must be contributed to the employee's 401(a) account, up to the IRS limit. After that contribution, the employee may elect to contribute any remaining cashable leave to their 457(b) account up to the IRS limit. Any cashable leave not contributed to the employee's 401(a) or 457(b) accounts will be disbursed to the employee in cash.
- If the employee is under age 55 on the separation date, the employee may elect to contribute their cashable leave to their 457(b) account, up to the IRS limit. Any cashable leave not contributed to the employee's 457(b) account will be disbursed to the employee in cash."

Additional details are available in the brochures in the Human Resources Office.

## **EDUCATIONAL ASSISTANCE PROGRAM**

General Manager may authorize attendance of employees at classes at District expense where the direct benefit to the District warrants. A refund of expenditures, to a maximum of \$685.00 per class, for registration and course supplies will be made to the employee upon presentation of proof of completion with a passing grade.

## **FAMILY AND MEDICAL LEAVE**

Employees are granted rights for Family Medical Leave as provided under state and federal laws and pursuant to the Family Medical Leave Policy of the District.

## HOLIDAYS

The district shall observe the holidays listed below and upon which the district is normally closed:

January 1  
Martin Luther King Jr. Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day and the following Friday  
December 24  
December 25  
December 31

If any of the holidays set forth above falls on the first day of a weekend, the holiday will be observed on the previous ~~work day~~workday.

If any of the holidays set forth above falls on the last day of a weekend, the holiday will be observed on the following ~~work day~~workday.

If any of the holidays set forth above falls on an employee's alternate Friday off, the employee will receive a floating holiday. Any floating holiday must be used by the end of the fiscal year.

## INSURANCE

### LIFE INSURANCE

Life insurance equivalent to the sum of \$50,000 plus one year's salary is provided by the District for each regular full-time employee upon completion of one month of continuous employment with the District and upon submission of application for membership. Employees not applying within thirty (30) days will be required to provide medical evidence of insurability. (NOTE: There is a tax liability for life insurance in excess of \$50,000 per year.)

### DENTAL INSURANCE

The District provides dental insurance for regular, full-time employees, their spouses, domestic partner and unmarried dependent children who are under 26 years or who have a physical or mental disability regardless of age. Employees are eligible for dental coverage on the first of the month following the date of hire. Coverage for the employee's dependents becomes effective at the same time as the employee's personal coverage. Subscribing members may add new dependents within thirty-one (31) days of marriage or domestic partnership, in the case of a new spouse or registered domestic partner, or the date of birth or adoption, in the case of a child.

### DISABILITY INSURANCE

The District shall provide short and long-term disability insurance for each employee. The District retains the right to select a plan(s) different from the current plan. Coverage commences after the employee has completed one month of continuous employment with the District and upon submission of an application for membership.

An employee eligible for disability benefits shall use available sick leave to cover time off during the 30-calendar day elimination period. After the elimination period, the employee has the option of using the balance of his/her sick leave or vacation leave to coordinate with gross income. The monthly benefit for the long-term disability plan will be two-thirds of the employee's monthly base up to a maximum of:

Department Directors	\$10,600
HR Manager	\$7,300

### MEDICAL COVERAGE

The District shall make every reasonable effort to provide health insurance coverage to employees in this Group subject to the District retaining the right to select a plan(s) different from the current plan.

Effective January 1, ~~2023~~2024, the District shall pay up to ~~\$1,860.48~~1,953.50 per month for the employee's selected medical insurance plan.

Effective January 1, ~~2024~~2025, and each January 1 thereafter, the District's contribution towards the employee's selected medical insurance plan shall be adjusted based on the average change among the District's offered plans (Anthem Blue Cross PPO, Anthem Blue Cross Advantage PPO, Anthem Blue Cross California Care HMO, or Kaiser Permanente HMO Plans) from the prior year's monthly premium. The adjustment will not be less than 0% and will not exceed 5.0%. In the event the average change in monthly premium exceeds

5.0%, the excess shall be paid by the employee through automatic pre-tax payroll deductions as permitted by IRS Code Section 125.

The employee, his/her spouse, domestic partner and unmarried dependent children who are under 26 years or children who have a physical or mental disability regardless of age are eligible for medical insurance coverage on the first of the month following the date of hire. Subscribing members may add new dependents without a health statement within thirty-one (31) days of marriage or domestic partnership, in the case of a new spouse or domestic partner, or the date of birth or adoption, in the case of a child.

### **EXTENSION OF COVERAGE**

The District will continue to contribute to an employee's medical, dental, vision, disability and basic life insurance premiums up to six (6) months duration during sickness or injury on the same terms and conditions as prior to the period of absence. Insurance will not be continued for leave-of-absence without pay for causes other than sickness or injury.

### **RETIREE MEDICAL**

If the District changes plans or providers, there shall be no change to the level of health insurance benefits provided for District retirees.

- a. Employees hired prior to March 31, 2006, who have at least five years of District service, shall have a retiree medical contribution equal to 100% of either the employee only (if the employee does not have a dependent) or the employee plus one (if the employee has a dependent) of any District plan (then being provided). If the employee has a dependent, the employee must designate the dependent at the time of retirement.
- b. Retirees and covered dependents who reach the age of 65 must enroll in Medicare Part A and B no later than one month prior to their 65th birthday. Enrollment in Part D will be required if the provider of the health plan offers premium subsidies or incentives or requires enrollment in Medicare Part D. The District will be obligated to contribute the cost of the medical premiums only for those covered as provided herein.
- c. Employees hired after March 31, 2006, and prior to January 1, 2014, and retire with at least 10 years of District service and are age 55 or older at retirement shall receive a retiree medical contribution in the amount of 75% of the Classic PPO rate of either the employee only Classic PPO rate (if the employee does not have a dependent) or the employee plus one Classic PPO rate (if the employee has a dependent).
- d. Employees hired after January 1, 2014, with at least 10 years of District service who are age 55 or older at retirement, shall receive a retiree medical benefit in the amount of 75% of the ~~least expensive Kaiser Permanate Traditional HMO plan offered by the District at the time of retirement~~ at the employee only level.

Employees have agreed to contribute \$230 per pay period plus 100% of cashable sick leave upon separation towards a Post-Employment Health Plan (PEHP).

## **VISION CARE**

The district will provide a vision program through a third party vendor at no cost to the employee. The employee may elect to cover their spouse, domestic partner, and unmarried dependent children who are under 26 years or who have a physical or mental disability regardless of age. Employees and eligible dependents are eligible for vision coverage on the first of the month following the date of hire, by paying for such coverage. Subscribing members may add new dependents within thirty-one (31) days of marriage or domestic partnership, in the case of a new spouse or registered domestic partner, or the date of birth or adoption, in the case of a child.

## **JURY DUTY**

Full-time, regular employees will be paid his/her regular salary while he/she is on jury duty for up to 240 hours per fiscal year, less the amount received from the Court for such service as a juror. An attendance record from the Court for the time spent on jury duty and a copy of the check for such service must be submitted to the District's payroll section. The amount received from the Court for service as a juror will be deducted from the employee's paycheck following completion of such service.



## **LEAVE OF ABSENCE**

A leave of absence without pay may be granted by department Directors for up to 40 hours within a fiscal year. Such leaves do not require General Manager approval.

Such leave without pay must be pre-approved before the time can actually be used. Also, such leaves may be taken even if the employee has existing comp time or vacation on the books. In no case, may a leave of absence without pay exceed 40 hours in a fiscal year without the General Manager's approval.

In addition, leave without pay may be granted by the General Manager and shall not exceed a continuous period of 30 calendar days, except for extended unpaid sick leave, military leave, pregnancy leave, parental leave, and family and medical leave.

Vacation and sick leave benefits are not earned nor holidays paid during leave without pay. Leave of absence without pay includes unpaid sick leave, military leave, pregnancy leave, parental leave, and family and medical leave or any other leave where the District is not paying wages to the employee.

## MANAGEMENT LEAVE

Department Directors receive 88 hours and the Human Resources Manager receives 72 hours management leave, which is granted each fiscal year beginning July 1 and is for use within the fiscal year it is granted ending June 30.

At the end of each fiscal year the following shall occur:

All management leave must be used; or

Department Directors may sell back up to 60 hours and the Human Resources Manager may sell back up to 50 hours of unused management leave, respectively, provided they have used 80 hours of vacation and/or management leave within the fiscal year ending June 30; and

In lieu of forfeiture, the employee may donate any unused management leave to the Catastrophic Leave Bank.

## **PARENTAL LEAVE**

An employee may be granted an unpaid leave of absence for not more than 1,040 hours to care for or to bond with their newly born or adopted child. Such leave is to be completed within one year after the date of birth or adoption.

An employee who is granted such leave must use it concurrently with FMLA/CFRA. However, once the employee has exhausted the 12 weeks of leave as provided by FMLA/CFRA, the employee will be responsible for the cost of group insurance (medical, dental, vision, disability and life).

## PHYSICAL FITNESS PROGRAM

An amount of \$500 shall be made available to Department Directors and unrepresented managers every July 1 for payment of costs with primary emphasis on preventive health maintenance, relative to obtaining/receiving a comprehensive physical examination, memberships to private gym facilities, purchase of home gym equipment, or membership fees for at-home fitness programs. Gym and at-home fitness memberships and purchase of home gym equipment will be reimbursed following proof of payment. Expenses will be reimbursed to the employee after they are incurred relative to receipt of a medical examination and required exam-related follow up procedures/activities to the extent such expenses are not covered by the employee's district-provided medical insurance coverage. Gym memberships will be reimbursed following proof of payment. Costs not covered by the dental or vision care programs are not reimbursable under this benefit.

Documentation must be provided to the General Human Resources Manager of medical examination by a licensed physician before reimbursement will be authorized.

## **PREGNANCY LEAVE**

The district will provide pregnancy leave for an employee as required by State and Federal law.

Employees who are temporarily unable to perform their usual and customary work due to a pregnancy-related disability, will be granted a pregnancy leave of absence.

Pregnancy Leaves will be granted on the basis of a physician's written statement that an employee is no longer able to work due to a pregnancy-related disability.

An employee who is granted a pregnancy leave is required to utilize accrued sick leave, if available, until the commencement of disability payments. The employee may then coordinate salary and disability payments as provided in STD Insurance. The District will continue to pay group insurance premiums while the employee is on paid leave. Once the employee is in an unpaid status, insurance premiums will be the responsibility of the employee.

An employee who plans to take a pregnancy leave must provide the District reasonable notice of the date the leave will commence, the estimated duration of the leave, and the date on which it is expected the employee will be able to return to work. When an unplanned medical situation or emergency occurs that does not allow the employee to provide advance notification of the need for a pregnancy leave, the employee must cause the District to be notified of the situation within three working days. Without notification to the District, the employee will be considered to have voluntarily resigned.

Pregnancy disability leave may be granted up to a maximum of four months in duration. Employees returning to work after any pregnancy leave must have a written release from a physician verifying that they are able to return to work and safely perform their duties.

Employees who return to work from a Pregnancy Leave will be accorded the same reinstatement rights as an employee returning from any other form of disability leave.

## **PROFESSIONAL ORGANIZATIONS REIMBURSEMENT**

Employees may be reimbursed for personal memberships in professional organizations which benefit both the employee's field of expertise and the District by the employee's direct involvement in the organization as approved by the General Manager.

## **RETIREMENT – Public Employees Retirement System**

The District contracts with CalPERS to provide retirement benefits to employees. Employees who are described as “classic employees” under the Public Employees’ Retirement Law, receive the 2% at 55 benefit formula. The District provides Full Formula CalPERS coverage for past and future service of its employees. Employees are eligible to retire at age 50.

Employees hired on or after January 1, 2013 who are “new members” as defined in the Public Employees’ Pension Reform Act of 2013 (PEPRA), are provided the following retirement benefits: 2% @ 62 benefit formula with a three year (36 month) final compensation period. Employees may designate the highest 36 month period. Employees will pay one-half of the total normal cost rate as determined by CalPERS.

The District pays the required employer contribution for employees’ retirement benefit as required by CalPERS.

Effective March 15, 2014, employees shall pay their seven percent (7%) member contribution. On this date, since the classic employees will be paying the entire employee/member contribution, the District will no longer report member contribution as compensation earnable to CalPERS.

If any employee terminates employment with the District before retirement, his/her contributions plus accrued interest may be refunded upon application to the Public Employees Retirement System. Contributions may be left on deposit until normal retirement age is reached if the employee has a vested interest; i.e., 5 years’ service. Employees who expect to commence employment with another PERS-covered agency are not permitted by PERS to withdraw their contributions.

Additional details are available in the PERS brochures in the Human Resources Office.

## **RETIREMENT – Social Security/Medicare**

The District also participates in the Social Security program of the Federal government. FICA/Medicare tax will be deducted from an employee's pay as required by Federal law.



## **SALARY ADMINISTRATION**

The District maintains a Salary Program for all Department Directors, unrepresented management employees which:

Establishes externally competitive and internally equitable pay levels.

Enables the District to control compensation costs in proper relation to total costs.

Complies with applicable federal and state laws.

The major elements of the base salary program are:

- A. Organization Structure
- B. Position Definition
- C. Position Evaluation
- D. Salary Structure
- E. Performance Appraisal
- F. Salary Review
- G. Promotional Increase
- H. Performance Incentive

Through utilizing the following procedures, management can be assured that employees:

- Are being treated equitably with regard to salary matters;
- Are being paid externally and internally competitive salaries; and
- Have the opportunity to be rewarded for performance in a systematic non-discriminatory manner.

### **POSITION EVALUATION**

Based upon the approved position definition, each position is periodically evaluated to ensure external and internal compensation equity for District.

#### 1. Externally Competitive

External competitiveness is determined by periodically surveying the marketplace for average salaries paid. The approved position definition is used to compare the scope and responsibility of the position being surveyed. Private and published surveys of labor market competitors are used to determine the average salary paid in the market place based on markets in which the district competes for talent and the level at which we will compete.

#### 2. Internal Equity

Internal equity is evaluated by grouping positions of similar scope and responsibility within the organization. This is accomplished through successively higher levels of management aligning positions of relatively comparable value based upon such factors as knowledge and skill required for the position, complexity and supervisory responsibility exercised.

Based upon the above factors, positions are evaluated and assigned a base salary range that provides employees an opportunity to earn a salary that is externally competitive and internally equitable.

## **SALARY STRUCTURE**

The salary structure consists of a series of salary ranges. Each position has a dollar rate range with an established maximum pay control point. Human Resources will maintain current salary schedules.

## **EMPLOYEE COMMUNICATION**

To achieve the objectives of the Salary Program and its potential benefits, each employee should know what the program is intended to accomplish and how it affects him/her. At a minimum, each employee should know:

- The salary range of his/her position;
- His/her place in that range;
- The rationale and evidence for any salary adjustment decision;
- The manager's view of how well the employee is accomplishing the objectives of the position and the long range outlook for position and salary advancement.

The communications supporting salary administration should be a two-way process. Each employee should be encouraged to discuss his/her work assignment or work relationship and opportunities for advancement. Depending on individual circumstances, the manager may wish to schedule a separate meeting for such a discussion.

## **INITIAL HIRING AND SALARY RANGE PLACEMENT**

Before an applicant may be hired for any position, the position definition must be prepared and approved. In addition, the position itself must have been approved by the Board of Directors. Management will review the position and evaluate the current need to fill the position.

As a general rule the hiring salary for new employees shall be at that point in the salary range which reflects his/her experience, knowledge, skills, and abilities he/she brings to the job under consideration.

**SENIORITY BONUS**

The District recognizes seniority and provides for the following cash sums payable annually as of January 1st of each year:

After 10 years of District Service	<del>\$400</del> <u>1,000</u>
After 15 years of District Service	<del>\$600</del> <u>1,500</u>
After 20 years of District Service	<del>\$800</del> <u>2,000</u>

## SICKLEAVE

Full-time, regular employees are provided sick leave with pay under the conditions outlined below.

- A. If an employee has accumulated sick leave, it shall be used for the following:
  - 1. When an employee is ill.
  - 2. When a member of an employee's immediate family is ill, and the employee must care for such ill family member subject to Family Medical Leave Act policy limits.
  - 3. For visits to doctors, dentists and optometrists for physicals, treatment or preventative care.
  - 4. For funerals in the immediate family. "Immediate family" is designated as the spouse/domestic partner, child, parent, sibling or grandparent of the employee or employee's spouse/domestic partner.
  - 5. Any reason permitted by law.
- B. Sick leave accrual will be cumulative, without limit as to time, and if not taken in any given year, will be usable in subsequent year's employment, the purpose being to make accrued sick leave available to an employee in times of urgent need.
- C. The amount of sick leave an employee is entitled to is computed to include weekends, holidays, paid vacation time and paid sick leave as continuous service.
- D. Accrual of sick leave will be at the rate of eight hours per calendar month beginning with the date of hire and computed to the date of termination, prorated to the nearest hour.
- E. The smallest unit for which sick leave will be granted will be one half-hour.
- F. An employee who is absent on sick leave may be contacted by his/her Supervisor. For absences due to illness in excess of 5 days, or less, if justified in the opinion of the employee's supervisor, the employee must obtain a statement from his/her doctor stating: (a) that the employee could not work during the period of absence; and (b) that the employee is now able to return to work.
- G. Frequent use of short periods of sick leave is indicative of inability to perform as expected by the District and may result in dismissal for lack of reliability.

### SICK LEAVE PAYOFF

Annually, in December employees may submit an irrevocable election to receive payment of accrued sick leave up to the number of hours in the schedule below provided the employee maintains a sick leave balance of one hundred and twelve (112) hours following the payment. Payment shall be made the following December. For example, the irrevocable election form submitted in December 2023 will be for December 2024 payment. Human Resources will adjust the final number of hours cashed out, up to the number of hours elected, based on the table below and requirement to maintain 112 hours. For example, if any employee selects to cash out 96 hours and the employee took one day of sick leave, the cash out will be adjusted to 88 hours.

<u>Sick Leave Days Used in the</u> <u>Fiscal Year</u>	<u>Sick Leave Hours Payable at</u> <u>Fiscal Year End</u>
<u>0</u>	<u>96</u>
<u>1</u>	<u>88</u>
<u>2</u>	<u>80</u>
<u>3</u>	<u>72</u>
<u>4</u>	<u>64</u>
<u>5</u>	<u>56</u>

<u>6</u>	<u>48</u>
<u>7</u>	<u>40</u>
<u>8</u>	<u>32</u>
<u>9</u>	<u>24</u>
<u>10</u>	<u>16</u>
<u>11</u>	<u>8</u>
<u>12</u>	<u>0</u>

Annually, in December employees may submit an irrevocable election form to receive payment of accrued sick leave under the following conditions:

1. The employee must have earned and have current credit for one hundred and sixty (160) hours of unused sick leave, and the employee must have used 48 or fewer sick leave hours during the twelve months prior to the leave cash out. If each of these conditions is met, the employee may elect receive pay at his or her base rate up to 48 hours of unused sick leave with the second paycheck in December following the submission of an irrevocable election form in the December prior to the cash out. For example, irrevocable election forms submitted in December 2021 will be for the December 2022 cash out. The up to 48 hours of sick leave which are converted to pay shall be deducted from the employee's sick leave accrual bank. The remaining unused and unpaid sick leave shall remain in the sick leave bank.
2. The employee must have earned and have current credit for two hundred (200) hours of unused sick leave, and the employee must have used no sick leave during the twelve months prior to the leave cash out. If each of the conditions is met, the employee shall receive pay at his/her base rate for up to 96 hours of unused sick leave with the second paycheck in December following the submission of an irrevocable election form in the December prior to the cash out. For example, irrevocable election forms submitted in December 2019 will be for the December 2020 cash out. The up to 96 hours of sick leave which are converted to pay shall be deducted from the employee's sick leave accrual bank. The remaining unused and unpaid sick leave shall remain in the sick leave bank.

Irrevocable election forms will be provided by Human Resources.

Employees covered by this Handbook have agreed to contribute \$240 per pay period towards a post-employment health savings plan (PEHP). Upon separation, cashed out sick leave must be contributed to the PEHP account.

#### UPON VOLUNTARY TERMINATION OF EMPLOYMENT

A program is provided for payment, upon voluntary resignation with notice, retirement or death, for accrued but unused sick leave earned after July 1, 1974. Vesting in the sick leave program and payment therefore will be on the following basis. The District and unrepresented employees have identified and shall participate in a post-employment health plan (PEHP) account for any amounts cashed out upon termination.

- A. After five years of full-time, regular employment with the District (the sixth year), an employee will be paid, upon voluntary termination, retirement or death, for 25% of all hours of accrued but unused sick leave at the rate of his/her then current base rate. An additional 5% of all hours of accrued but unused sick leave of his/her salary will be paid for each additional completed year of service.
- B. Upon completion of 20 years of service with the District, the employee would be paid for 100% of unused sick leave.

## **TELEWORKING**

The District encourages, in appropriate circumstances, the creation of telework opportunities for employees. Telework has been found to benefit society by reducing energy consumption, decreasing environmental pollution and reducing traffic congestion. Additionally, telework has been found to benefit employers and employees by reducing office costs, saving commuting costs, allowing flexibility in work schedules and promoting a positive work/life balance. The General Manager may approve occasional or regular partial or full day telecommuting schedules that meet the operational needs and policies of the District.

## VACATIONSCHEDULE

Vacations are subject to approval. Employees will be granted vacation leave with pay, if they have enough accrued vacation time to cover the amount of leave requested.

### ENTITLEMENT

The number of hours an employee is entitled to for vacation leave with pay is computed as follows:

- A. Full-time regular employees shall accrue vacation on the following basis. Part-time regular employees shall accrue vacation on a pro-rated basis.

During Service Years	Annual Entitlement Hours	Hours Accrued at end of Each Pay Period <u>(based on 26 pay periods)</u>
1,2&3	104	4.00
4,5 & 6	112	4.31
7, 8 & 9	120	4.62
10, 11 & 12	128	4.92
13,14 & 15	136	5.23
16, 17 & 18	144	5.54
19, 20 & 21	152	5.85
22, 23 & 24	160	6.15
25 & above	168	6.46

The maximum number of vacation hours that may be earned in any year is 168.

Accrual of vacation time will be by month beginning with the date of hire and computed to the date of termination, pro-rated to the nearest one-half day.

- B. The vacation leave time earned each year will be available to the employee for vacation or may be accrued, wholly or partially, in the employee's Leave Account.
- C. Normally, no more than 311 hours will be permitted to accrue in an employee's Leave Account.
- D. The maximum vacation an employee can take is 21 consecutive working days, unless special circumstances warrant approval by the General Manager for a longer period.



- E. Pay during vacation leave will be at the monthly rate currently paid the employee at the time the vacation is taken.
- F. When an employee is discharged or terminated, he/she will be paid for his/her accumulated vacation leave at his/her then current rate of pay.
- G. In computing the amount of vacation leave entitlement, holidays, weekends, paid vacation time and paid sick leave will be included as continuous service.
- H. Vacation generally cannot be taken in lieu of sick leave except in certain family leave qualifying events.
- I. Employees shall have the option to cash out up to 40 hours of accrued vacation leave in November of each year, provided 80 hours of vacation or management leave time has been used as time off during the preceding 12 months. Pursuant to IRS regulations, a non-revocable election must be made prior to December 31 of the preceding year for cash out at the conclusion of the calendar year.



**DATE:** December 19, 2023  
**TO:** Board of Directors  
**FROM:** Facilities and Operations

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**SUBJECT: iGreen Software for Facility Operation Data Management, Analytics and Decision Making: Agreement Renewal**

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**SUMMARY:**

Since 2019, the District has been working with IOsight to systematically and progressively implement its iGreen cloud services platform (Software-as-a-Service or SaaS) to manage operational data, analytics and decision-making processes. The implementation has been very successful and has supported Operations staff to effectively and efficiently manage the increasingly complex operational needs for potable and recycled water systems, water treatment at the Westlake Filtration Plant and the Pure Water Demonstration Facility. A demonstration run for the Tapia Water Reclamation Facility (Tapia) also showed an additional 10 percent improvement in energy efficiency could be achieved from the current energy efficiency level of 87 percent. The existing three-year SaaS agreement with IOsight will expire on December 31, 2023. Staff recommends continuing the existing iGreen SaaS service and expanding its deployment to include both Tapia and the future Pure Water Project Las Virgenes-Triunfo.

**RECOMMENDATION(S):**

Authorize the General Manager to execute a one-year professional services agreement with IOsight, in the amount of \$48,840, with three one-year renewal options to continue existing iGreen Software-as-a-Service; approve a one-time cost of \$183,000 to expand the iGreen deployment to the Tapia Water Reclamation Facility and future Pure Water Project Las Virgenes-Triunfo, together with providing artificial intelligence/machine learning services; and authorize a future increase of iGreen Software-as-a-Service by \$57,000 annually, with three one-year renewal options for the expanded deployment.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

## **FINANCIAL IMPACT:**

Upon full deployment, the total annual cost of iGreen SaaS would be \$105,840, consisting of \$48,840 for continuation of existing services and \$57,000 for proposed expanded services to Tapia and the future Pure Water Project Las Virgenes-Triunfo. In addition, there would be a one-time total cost of \$183,000, consisting of \$133,000 for engineering work associated with the expansion of services and \$50,000 for artificial intelligence/machine learning (AI/ML) work. The cost of the services and work would be allocated to LVMWD and the JPA based on the facilities that they are intended to support. Services and work for the potable water system and Westlake Filtration Plant would be LVMWD-only and amount to \$12,500 per year. AI/ML costs would be allocated to LVMWD or the JPA depending on the facilities that are evaluated. The remaining costs would be allocated to the JPA. iGreen SaaS may provide needed regulatory compliance reporting and automated data submissions, which would result in an annual cost-savings of \$41,000 by eliminating the need for an existing separate specialty software for this purpose.

## **DISCUSSION:**

iGreen is a user-friendly data management, analytics and decision support system for water and wastewater utilities. The system allows utility operators to aggregate data from multiple discrete sources to generate trends and dashboards that support operational decision making. The solution is provided in the form of Software-as-a-Service (SaaS), which is cloud-based and avoids the need for investment in new hardware or software. In addition, iGreen is physically isolated from the District's operating SCADA system, providing a secure means to access operational data without exposure of the SCADA system to outside Internet traffic. The District retains control of all operating data generated and security of the data.

With the successful implementation of iGreen for the potable and recycled water systems, the Westlake Filtration Plant and the Pure Water Demonstration Facility, staff proposes to expand the deployment to include Tapia and the future Pure Water Project Las Virgenes-Triunfo to meet the future operational needs of these facilities.

One of the innovative projects IOsight and staff implemented using iGreen is to safeguard water quality by connecting water usage data from the newly-installed AMR/AMI meters to the water distribution SCADA system. This flow of supply and demand information, which is easily accessible from any mobile device, enables Operations staff to forecast next-day water demand and mitigate any potential water quality issues in the distribution system due to aging water sitting in the pipe network as a result of signification reductions in water usage through a very successful conservation program. Aging water quality issues have impacted many water districts, including Metropolitan Water District of Southern California, during the drought experienced in 2022. The District was able to avoid this issue by implementing the iGreen system, which is capable of connecting the "digital dots" from discrete operating systems.

Staff believes iGreen can provide digital integration for the future Pure Water Project Las Virgenes-Triunfo and Tapia Water Reclamation Facility. The integration would provide Operations staff with the next generation of tools to work efficiently and make timely decisions based on easily accessible operational data across multiple discrete platforms.

With the completion of SCADA upgrades at Tapia, the timing is right to expand iGreen to

include Tapia operations data as well as the future Pure Water Project Las Virgenes-Triunfo when it is complete. Staff recommends bringing Tapia operations data into iGreen for a one-time engineering fee of \$28,000 and an annual SaaS fee of \$15,000, and for the Pure Water Project Las Virgenes-Triunfo, when it is completed, a one-time engineering fee of \$105,000 and an annual SaaS fee of \$42,000. Staff also recommends an as-needed engineering contingency fee of \$50,000 to perform artificial intelligence and machine learning (AI/ML) work using District operations data on the iGreen platform. The \$50,000 budget would serve as matching funds for IOsight and the District to apply for available AI/ML grants, taking advantage of IOsight team's expertise and the District's operational data and flexibilities to advance AI/ML for the water and wastewater industry.

**GOALS:**

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

Prepared by: John Zhao, Director of Facilities and Operations



**DATE:** December 19, 2023  
**TO:** Board of Directors  
**FROM:** Finance and Administration

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**SUBJECT: Establishment of Limited Term Field Operations Technician Positions**

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**SUMMARY:**

The District utilizes temporary staff, either through contracts with temporary staffing agencies, or by hiring its own temporary staff directly when additional resources are needed on a short-term basis. Temporary staff provide a cost-effective means to address short-term operational needs when full-time employees leave the District or additional coverage is required due to workload. During the current and previous fiscal years, the Customer Service Division has used temporary staff to assist with workload. The temporary assignments last authorized by the Board have concluded or nearly concluded, but the need for temporary assistance in the field customer service area remains. As a result, staff recommends the establishment of two six-month limited term positions to provide temporary assistance to meet the operational needs of the Customer Service Division.

**RECOMMENDATION(S):**

Approve the establishment of two limited term Field Operations Technician I/II positions.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The total cost of this action is \$67,864 based on the top of the Field Operations Technician II salary range per the General Unit Salary Schedule, effective January 1, 2024. Sufficient funds are available in the adopted Fiscal Year 2023-24 Budget for this purpose due to salary savings associated with vacant positions. For Fiscal Year 2024-25, the cost is also anticipated to be covered by salary savings achieved due to vacant positions.

**DISCUSSION:**

On March 21, 2023, the Board approved the establishment of two six-month limited term Field Customer Service Representative I/II (now titled Field Operations Technician I/II) positions to assist with Stage 2 flow restrictor enforcement and backlog functions, including pressure regulator inspections and replacements, and considering that the District was in the process of filling two Field Customer Service Representative I/II permanent vacancies at the time. The two permanent vacancies have since been filled, and the two limited term positions have concluded or nearly concluded. However, the need for temporary assistance remains.

There are currently two new vacancies in the unit due to a promotion and a resignation. The promotion resulted in a Senior Field Customer Service Representative position becoming vacant, and the resignation resulted in a Field Operations Technician II position becoming vacant. The Department has decided to await the results of the Districtwide Organizational Assessment and Staffing Analysis that is currently underway before filling the Senior Field Customer Service Representative vacancy. As such, the position is anticipated to remain vacant for at least another six months.

The limited term positions will assist with completing installation of the last pressure regulators remaining from the Division's initial inspections and will assist with providing coverage while the District is in the process of assessing long-term needs and filling vacancies within the Division.

**GOALS:**

Provide Excellent Services that Exceed Customer's Expectation

Prepared by: Sophia Crocker, Human Resources Manager



**DATE:** December 19, 2023  
**TO:** Board of Directors  
**FROM:** Engineering and External Affairs

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**SUBJECT: WaterSmart Leak Alert Program Update**

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**SUMMARY:**

With the Advanced Meter Reading/Advanced Metering Infrastructure (AMR/AMI) Project fully deployed for over a year, the next step has been to utilize the technology and software to assist customers with water conservation efforts. The new smart meters and customer interface portal, WaterSmart, are being used to quickly identify leaks and/or continuous water use. Staff has been using specific messaging to reach customers individually through WaterSmart, phone calls, emails or door tags regarding potential leaks. Customers have also been encouraged to sign up for WaterSmart to identify future leaks quickly and manage their water usage moving forward. Since launching the WaterSmart Leak Alert Program in July 2023, millions of gallons of water have been saved.

**RECOMMENDATION(S):**

Receive and file the WaterSmart Leak Alert Program Update.

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

There is no financial impact associated with this action.

**DISCUSSION:**

The goal of this new program is to manage the data being reported by the new WaterSmart customer interface software and use it to help eliminate wasteful water practices – leaks and accidental continuous use in particular. By focusing on the largest leaks each month, staff aims to save millions of gallons of water annually. Additionally, by using WaterSmart to notify and educate, customers should see significant savings on their water bills by conserving water and becoming more aware of their individual water usage patterns. To date, field staff's personal interactions regarding leak notifications have helped to strengthen the District's

relationship with customers, while simultaneously gathering important updated customer information. These benefits have been seen for all account types including commercial, irrigation, non-potable irrigation and single-family residential.

Customer Service staff initiated this program in July 2023, and the results to date in 2023 have been tremendous. Most of the leaks identified through WaterSmart have been occurring without customers being aware of them. This indicates that without the data provided by WaterSmart and staff intervention, the water loss would most likely continue. To date, 81 customers have been notified through this new program, and three accounts have been disconnected for lack of a response. The program has saved the District and its customers an estimated 47 million gallons that would have been wasted had these leaks not been repaired. The largest leak to date started on June 12th at around 190 gallons per hour (gph) and went unnoticed until the District notified the customer on July 11th, at which point the leak was using 1,147 gph.

The table below provides metrics that are included with monthly reports furnished to the Board. To make the program more manageable, staff currently focuses on the worst 20 leaks each month.

Customer Side Leaks	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Running Total
Large Leak Notifications	N/A	0	0	0	0	1	20	20	20	20	81
Estimated Annual Gallons Saved (millions)	N/A	0	0	0	0	9.8	28.8	2.96	5.6		47.16

Another important issue highlighted by this program is an improved ability to update customer account information. Customers will often change phone numbers or email addresses without notifying the District, and staff has found that for some accounts, the person listed as the account contact is not the person who would monitor the water usage. If staff is not able to contact a customer, a door tag is left or a field visit is performed, and staff is able to obtain updated customer contact information at that time. This ensures that in the future customers can be contacted quickly should another leak occur.

**GOALS:**

Provide Excellent Services that Exceed Customer's Expectation

Prepared by: Cason Gilmer, Customer Service Programs Supervisor