



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

AGENDA
LVMWD BOARD OF DIRECTORS - REGULAR MEETING
TUESDAY, JUNE 18, 2024 – 9:00 AM

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/85748058270>

To join by telephone, please dial (669) 900-6833 or (346) 248-7799 and enter Webinar ID:
857 4805 8270

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. 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 Assistance/Clerk of the Board, at (818) 251-2123 or 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 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.

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: June 18, 2024 (Pg. 5)**

Receive and file.

4.B **Minutes: Regular Meeting of June 4, 2024 (Pg. 68)**

Approve.

4.C **Directors' Per Diem: May 2024 (Pg. 78)**

Ratify.

4.D **American Water Works Association ACE24 Water Conference: Board Member Attendance (Pg. 85)**

Authorize Board Member attendance and per diem compensation for the American Water Works Association ACE24 Water Conference held June 10 through 13, 2024, in Anaheim, California.

4.E **Statement of Revenues, Expenses and Changes in Net Position: April 2024 (Pg. 93)**

Receive and file the Statement of Revenues, Expenses and Changes in Net Position for the period ending on April 30, 2024.

4.F **Fuel Polishing and Pump Repair Services: Contract Amendment (Pg. 97)**

Authorize the General Manager to execute contract amendments with Tait Environmental to increase the annual not-to-exceed amount of the current term and renewal options to \$75,000 for quarterly sampling and annual polishing of diesel fuel, and with Vaughan's Industrial Repair Company, Inc., to increase the annual not-to-exceed amount of the current term and renewal options to \$100,000 for pump repair services.

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

5.A **MWD Representative Report (Pg. 99)**

5.B **Legislative and Regulatory Updates**

6. **TREASURER**

7. **BOARD OF DIRECTORS**

7.A **Naming the Board Room in Honor of Glen D. Peterson: Approval (Pg. 107)**

Approve naming the Board Room in honor of Glen D. Peterson.

8. **FINANCE AND ADMINISTRATION**

8.A **Fiscal Years 2024-26 Proposed Biennial Budget: Approval and Adoption (Pg. 109)**

Approve the proposed Biennial Budget Plan for Fiscal Years 2024-26; adopt the proposed Fiscal Year 2024-25 Budget; and approve the addition of a new Director of Facilities & Engineering position and classification at Salary Range E137, a new Director of Water Operations position and classification at Salary Range E137, and a

new Assistant General Manager classification at Salary Range E149, all on the Executive & Unrepresented Group Salary Schedule.

9. **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*

10. **FUTURE AGENDA ITEMS**

11. **PUBLIC COMMENTS**

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12. **CLOSED SESSION**

12.A **Public Employee Performance Evaluation (Government Code Section 54957)**

Title: General Manager

12.B **Conference with Labor Negotiators (Government Code Section 54957.6)**

Agency Designated Representative: Board of Directors

Unrepresented Employee: General Manager

13. **OPEN SESSION AND ADJOURNMENT**

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

LAS VIRGENES MUNICIPAL WATER DISTRICT

To: ANDY CORADESCHI, TREASURER

Payments for Board Meeting of : June 18, 2024

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. 109893-109993; ACH/ACI Nos. 128-151 were issued in the total amount of: \$ 585,478.58

Payments through direct disbursements as follows:

5/21/2024 Direct Disbursement payment number 24245: \$ 10.30

Payments through wire transfers as follows:

5/21/2024 Wire #127 - Metropolitan Water District payment for water deliveries in the month of April 2024 \$ 1,842,514.60

\$ 1,842,514.60

Total Payments \$ 2,428,003.48

(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/ACH/ACI LISTING FOR BOARD MEETING
6/18/2024**

Company Name	Company No.	Check No. 109893-109943; 128-143 05/21/24	Check No. 109944-109993; 144-151 05/28/24	Total
Potable Water Operations	101	22,368.99	42,887.13	65,256.12
Recycled Water Operations	102		4,602.75	4,602.75
Sanitation Operations	130	5,850.35	323.62	6,173.97
Potable Water Construction	201			-
Water Conservation Construction	203			-
Sanitation Construction	230			-
Potable Water Replacement	301	7,810.90	121,611.90	129,422.80
Recycled Water Replacement	302		9,441.24	9,441.24
Sanitation Replacement	330			-
Internal Service	701	63,060.46	86,579.64	149,640.10
JPA Operations	751	102,627.98	104,532.38	207,160.36
JPA Construction	752			-
JPA Replacement	754	17,071.01	22,526.94	39,597.95
Total Printed		218,789.69	392,505.60	611,295.29
Voided Checks/payment stopped:				
108417	101	(166.71)		(166.71)
48	751	(8,500.00)		(8,500.00)
51	751	(17,000.00)		(17,000.00)
109185	701	(150.00)		(150.00)
Total Voids		(25,816.71)	-	(25,816.71)
Net Total		192,972.98	392,505.60	585,478.58

**DIRECT DISBURSEMENTS LISTING FOR BOARD MEETING
6/18/2024**

		Direct Disb. No. 24245 05/21/24	
Company Name	Company No.	Amount	Total
Potable Water Operations	101	-	-
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	10.30	10.30
Internal Service	701	-	-
JPA Operations	751	-	-
JPA Construction	752	-	-
JPA Replacement	754	-	-
Total Printed		10.30	10.30
Voided Direct Disbursements:			
		-	-
		-	-
Total Voids		-	-
Totals		10.30	10.30

**WIRE LISTING FOR BOARD MEETING
6/18/2024**

		Wire No. 127 05/21/24	
Company Name	Company No.	Amount	Total
Potable Water Operations	101	1,842,514.60	1,842,514.60
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	-	-
	Total Printed	1,842,514.60	1,842,514.60
Voided Wires:		-	-
	Total Voids	-	-
	Totals	1,842,514.60	1,842,514.60

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
128	05/21/2024	EFT	30119 ATS COMMUNICATIONS	4-2024	05/06/2024		052124	2,762.50
			Invoice: 4-2024		APRIL 2024 CELL SITE MGMT Consulting Services			
				2,762.50 701310 552500			CHECK 128 TOTAL:	2,762.50
129	05/21/2024	EFT	2654 FAMCON PIPE	S100122946.001	04/29/2024	2240146	052124	835.87
			Invoice: S100122946.001		METER PARTS Storeroom & Truck Inventory			
				835.87 701 132000				
			Invoice: S100122764.002		MULLER SHELL Genl Supplies/Small Tools			
				7.70 701322 572500			CHECK 129 TOTAL:	843.57
130	05/21/2024	EFT	21659 ONTARIO REFRIGERATION SERVICE, IN	GW29954	04/19/2024		052124	763.09
			Invoice: GW29954		TROUBLESHOOT HVAC WLK P/S 4/10/24 Outside Services			
				763.09 101600 551500				
			Invoice: GW29999		REPAIR HVAC AT LS#1 4/12/24 Outside Services			
				1,030.69 130100 551500				1,030.69
			Invoice: GW29646		TROUBLESHOOT BOILER FEED 3/4/24 Outside Services			
				847.43 701001 551500			CHECK 130 TOTAL:	2,641.21
131	05/21/2024	EFT	2902 QUINN POWER SYSTEM	WON10022314	04/27/2024		052124	3,867.84
			Invoice: WON10022314		PERFORM PM 2 TAPIA #1 Outside Services			
				3,867.84 751810 551500				
			Invoice: WON10022306		PERFORM PM2 #933 Outside Services			
				1,136.92 701325 551500				1,136.92
			Invoice: WON10022307		PERFORM PM 2 #934 Outside Services			
				1,113.92 701325 551500				1,113.92
			Invoice: WON10022295		PERFORM PM 2 LS #1 Outside Services			
				1,336.33 130100 551500				1,336.33
			Invoice: WON10022274		TROUBLESHOOT GENERATOR TAPIA #2 Outside Services			
				161.25 751810 551500				161.25

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								
Invoice: WON10022275			QUINN POWER SYSTEM	WON10022275	04/23/2024		052124	161.25
			161.25 751810 551500		TROUBLESHOOT GENERATOR TAPIA #1 Outside Services			
Invoice: WON10022305			QUINN POWER SYSTEM	WON10022305	04/26/2024		052124	1,154.56
			1,154.56 751820 551500		PERFORM PM 2 RANCHO Outside Services			
					CHECK		131 TOTAL:	8,932.07
132 05/21/2024 EFT			20950 TERRAVERDE ENERGY LLC	1898	04/30/2024		052124	1,218.75
Invoice: 1898			1,218.75 751840 651600		ON-CALL ASSET MGMT SRV APRIL 2024 Other Professional Serv			
					CHECK		132 TOTAL:	1,218.75
133 05/21/2024 EFT			20935 US METRO GROUP, INC.	108600	04/30/2024		052124	14,712.82
Invoice: 108600			7,043.42 701001 551500		JANTRL SRV APRIL 2024 Outside Services			
			3,042.59 701002 551500		Outside Services			
			232.79 101600 551800		Building Maintenance			
			1,555.63 751750 551800		Building Maintenance			
			1,697.61 751810 551800		Building Maintenance			
			1,140.78 751820 551800		Building Maintenance			
					CHECK		133 TOTAL:	14,712.82
134 05/21/2024 EFT			19685 W. LITTEN INC.	24017	04/28/2024		052124	11,423.45
Invoice: 24017			11,423.45 751810 678800		SPRAYFIELD 4/21-4/27/24 District Sprayfield			
					CHECK		134 TOTAL:	11,423.45
135 05/21/2024 EFT			30420 WEST YOST & ASSOCIATES, INC	2057939	05/01/2024		052124	2,924.50
Invoice: 2057939			2,924.50 701210 651600		GRANT MANAGEMENT SERVICES 3/9-4/5/24 Other Professional Serv			
					CHECK		135 TOTAL:	2,924.50
136 05/21/2024 PRD			2526 APPLIED INDUSTRIAL TECHNOLOGIES	7028732442	01/15/2024		052124	834.36
Invoice: 7028732442			834.36 751820 551000		HYDRAULIC PARTS Supplies/Material			
					CHECK		136 TOTAL:	834.36

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	
137	05/21/2024	PRTD	2814 MCMaster-CARR SUPPLY CO	25954101	04/24/2024		052124	729.90	
			Invoice: 25954101	729.90 751810 551000	CONDUIT ADAPTER Supplies/Material				
			Invoice: 26046324	26046324	04/25/2024		052124	455.03	
			Invoice: 25939146	25939146	04/24/2024		052124	218.76	
			Invoice: 26256569	26256569	04/30/2024		052124	282.41	
			Invoice: 26256261	26256261	04/30/2024		052124	142.76	
			Invoice: 25888707	25888707	04/23/2024		052124	109.18	
							CHECK	137 TOTAL:	1,938.04
138	05/21/2024	PRTD	7770 AUTOMATIONDIRECT.COM	16436555	04/29/2024		052124	641.12	
			Invoice: 16436555	641.12 101100 551000	ELECTRICAL SUPPLIES Supplies/Material				
							CHECK	138 TOTAL:	641.12
139	05/21/2024	PRTD	18914 WECK LABORATORIES, INC.	W4D2497	04/30/2024		052124	5,400.43	
			Invoice: W4D2497	5,400.43 751810 571520	MALIBU CREEK (QUARTERLY) Other Laboratory Serv				
			Invoice: W4D1760	W4D1760	04/19/2024		052124	1,498.97	
			Invoice: W4D2308	W4D2308	04/26/2024		052124	235.62	
				235.62 751810 571520	MALIBU CREEK (QUARTERLY) RESAMPLE HG Other Laboratory Serv				
							CHECK	139 TOTAL:	7,135.02

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								
140	05/21/2024	PRTD	20491 BEST BEST & KRIEGER LLP	987355	02/07/2024		052124	8,500.00
	Invoice: 987355			8,500.00 751840 651600	JANUARY 2024 FEDERAL LOBBYING Other Professional Serv			
	Invoice: 989517		BEST BEST & KRIEGER LLP	989517	03/06/2024		052124	8,500.00
				8,500.00 751840 651600	FEBRUARY 2024 FEDERAL LOBBYING Other Professional Serv			
	Invoice: 985673		BEST BEST & KRIEGER LLP	985673	01/16/2024		052124	8,500.00
				8,500.00 751840 651600	DECEMBER 2023 FEDERAL LOBBYING Other Professional Serv			
							CHECK 140 TOTAL:	25,500.00
141	05/21/2024	PRTD	21594 RECYCLED WOOD PRODUCTS	256192	04/29/2024		052124	1,982.50
	Invoice: 256192			1,982.50 751820 541080	130 YD WOODCHIPS Amendment			
							CHECK 141 TOTAL:	1,982.50
142	05/21/2024	PRTD	30387 CINTAS CORPORATION NO. 3	4181850320	01/31/2024		052124	903.17
	Invoice: 4181850320			143.29 701002 551000 759.88 701999 731600	JANUARY 2024 UNIFORMS/MATS/TOWELS Supplies/Material Uniforms			
	Invoice: 4191045694		CINTAS CORPORATION NO. 3	4191045694	04/30/2024		052124	632.30
				129.14 701002 551000 503.16 701999 731600	APRIL 2024 UNIFORMS/MATS/TOWELS Supplies/Material Uniforms			
	Invoice: 4179694036		CINTAS CORPORATION NO. 3	4179694036	01/10/2024		052124	940.59
				129.14 701002 551000 811.45 701999 731600	JANUARY 2024 UNIFORMS/MATS/TOWELS Supplies/Material Uniforms			
	Invoice: 4191045212		CINTAS CORPORATION NO. 3	4191045212	04/30/2024		052124	170.37
				83.66 751820 551000 86.71 701999 731600	APRIL 2024 UNIFORMS/MATS/TOWELS Supplies/Material Uniforms			
	Invoice: 4190905234		CINTAS CORPORATION NO. 3	4190905234	04/29/2024		052124	93.56
				29.47 101600 551000 64.09 701999 731600	APRIL 2024 UNIFORMS/MATS/TOWELS Supplies/Material Uniforms			
	Invoice: 4191045411		CINTAS CORPORATION NO. 3	4191045411	04/30/2024		052124	271.31
				109.32 751810 551000 161.99 701999 731600	APRIL 2024 UNIFORMS/MATS/TOWELS Supplies/Material Uniforms			

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 142 TOTAL:								3,011.30
143	05/21/2024	PRTD	30387 CINTAS CORPORATION NO. 3	4189611438	04/16/2024		052124	79.81
Invoice: 4189611438				15.72 101600 551000	APRIL 2024 UNIFORMS/MATS/TOWELS			
				64.09 701999 731600	Supplies/Material			
					Uniforms			
CHECK 143 TOTAL:								79.81
109893	05/21/2024	PRTD	20389 AIRGAS SPECIALTY PRODUCTS	9149478959	05/01/2024		052124	7,569.53
Invoice: 9149478959				7,569.53 751810 541013	32,740 LBS AMMONIUM HYDROXIDE			
					Aqua Ammonia			
CHECK 109893 TOTAL:								7,569.53
109894	05/21/2024	PRTD	3077 AIRGAS USA, LLC	5507885219	04/30/2024		052124	360.72
Invoice: 5507885219				360.72 701002 551500	CYLINDER RENTAL APRIL 2024			
					Outside Services			
CHECK 109894 TOTAL:								360.72
109895	05/21/2024	PRTD	30339 ALESHIRE & WYNDER, LLP	LVMWD/APRIL '24	05/07/2024		052124	15,745.54
Invoice: LVMWD/APRIL '24				8,526.00 701121 650000	LEGAL SERVICES - APRIL 2024			
				1,572.00 754440 900000	Legal Services			
				82.50 701122 687200	Capital Asset Expenses			
				357.50 701122 687200	Outside Services			
				456.50 701122 687200	Outside Services			
				2,448.00 701122 687200	Outside Services			
				2,303.04 701122 687200	Outside Services			
CHECK 109895 TOTAL:								15,745.54
109896	05/21/2024	PRTD	30314 ALLIANCE SOURCE TESTING LLC	INV57956	04/29/2024		052124	1,320.00
Invoice: INV57956				1,320.00 751820 571520	APRIL 2024 SAMPLING			
					Other Laboratory Serv			
CHECK 109896 TOTAL:								1,320.00
109897	05/21/2024	PRTD	30729 AMAZON CAPITAL SERVICES, INC.	1XHV-LCF6-9HFR	04/02/2024		052124	167.18
Invoice: 1XHV-LCF6-9HFR				167.18 751810 541000	MOUSE TRAPS & RODENT REPELLENT			
					Supplies/Material			
Invoice: 1739-N4MF-KLNR					1739-N4MF-KLNR	04/28/2024	052124	28.46
					CLIPBOARD			

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								
Invoice: 291223			ASTRA BACKFLOW INC	291223	05/02/2024		052124	92.66
				92.66 701226 572500	3/4 IN RUBBER REPAIR KIT			
					Genl Supplies/Small Tools			
							CHECK 109898 TOTAL:	242.66
109899	05/21/2024	PRTD	20695 AT&T A/C -0051	00515552/050524	05/05/2024		052124	1,987.13
			Invoice: 00515552/050524		SRV 5/5-6/4/24			
				105.67 101600 540520	Telephone			
				53.35 130100 540520	Telephone			
				66.98 130100 540520	Telephone			
				812.64 751810 540520	Telephone			
				368.68 701002 540520	Telephone			
				42.30 701001 540520	Telephone			
				110.71 751820 540520	Telephone			
				53.35 101107 540520	Telephone			
				53.35 101107 540520	Telephone			
				53.35 101104 540520	Telephone			
				53.35 101108 540520	Telephone			
				53.35 101117 540520	Telephone			
				53.35 101110 540520	Telephone			
				53.35 101121 540520	Telephone			
				53.35 101123 540520	Telephone			
							CHECK 109899 TOTAL:	1,987.13
109900	05/21/2024	PRTD	9631 AT&T LONG DISTANCE	806368136/050424	05/04/2024		052124	17.81
			Invoice: 806368136/050424		LONG DIST SRV 4/1-4/30/24			
				3.83 701002 540520	Telephone			
				4.93 701420 540520	Telephone			
				9.05 751810 540520	Telephone			
							CHECK 109900 TOTAL:	17.81
109901	05/21/2024	PRTD	16253 AT&T MOBILITY	287319785901X051022405	02/2024		052124	511.81
			Invoice: 287319785901X0510224		MOBILITY FOUNDATION ACCT 4/3-5/2/24			
				-24.20 701331 540520	Telephone			
				-28.99 751810 540520	Telephone			
				96.51 701350 540520	Telephone			
				16.04 701321 540520	Telephone			
				11.25 701410 540520	Telephone			
				152.34 701331 540520	Telephone			
				389.04 701221 540520	Telephone			
				-24.20 701326 540520	Telephone			
				20.83 701322 540520	Telephone			
				-24.20 701440 540520	Telephone			
				-24.20 701226 540520	Telephone			
				-24.20 751820 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
INVOICE DTL DESC								
							CHECK 109906 TOTAL:	1,740.00
109907	05/21/2024	PRTD	18860 CHEMTREAT, INC.	CIN010670097	05/01/2024		052124	748.41
			Invoice: CIN010670097					
				374.21 701001 551000			APRIL 2024 WATER TREATMENT	
				374.20 751820 551000			Supplies/Material	
							Supplies/Material	
							CHECK 109907 TOTAL:	748.41
109908	05/21/2024	PRTD	2565 CONEJO AWARDS	21415	02/05/2024	2240116	052124	3,724.26
			Invoice: 21415					
				3,724.26 701230 660400			PUBLIC OUTREACH SWAG	
							Public Education Programs	
							CHECK 109908 TOTAL:	3,724.26
109909	05/21/2024	PRTD	11330 DIAL SECURITY	470470	05/01/2024		052124	287.26
			Invoice: 470470					
				287.26 751810 551800			MAY 2024 SEC SRV-TAPIA	
							Building Maintenance	
			DIAL SECURITY	469670	04/11/2024		052124	225.00
			Invoice: 469670					
				225.00 751810 551800			SERVICE CALL 4/3/24	
							Building Maintenance	
							CHECK 109909 TOTAL:	512.26
109910	05/21/2024	PRTD	30848 EYAL SIBROWER	085270/050124	05/01/2024		052124	34.39
			Invoice: 085270/050124					
				34.39 101 230500			REFUND DEPOSIT CLOSING BILL ACCT 0002161136-085270	
							Deposit Refd Clearing-Billing	
							CHECK 109910 TOTAL:	34.39
109911	05/21/2024	PRTD	2655 FERGUSON ENTERPRISES	0026642	05/01/2024	2240162	052124	1,689.63
			Invoice: 0026642					
				1,689.63 701 132000			MACROS	
							Storeroom & Truck Inventory	
							CHECK 109911 TOTAL:	1,689.63
109912	05/21/2024	PRTD	6770 G.I. INDUSTRIES	0047940-0283-4	05/01/2024		052124	861.52
			Invoice: 0047940-0283-4					
				861.52 751810 551800			DISP TAPIA 5/1-5/31/24	
							Building Maintenance	
			G.I. INDUSTRIES	0047952-0283-9	05/01/2024		052124	175.00
			Invoice: 0047952-0283-9					
				175.00 751810 541500			DISP TAPIA GRIT 5/1-5/31/24	
							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
INVOICE DTL DESC								
							CHECK 109912 TOTAL:	1,036.52
109913	05/21/2024	PRTD	30845 GALIA PISTOTNIK	086071/050824	05/08/2024		052124	36.98
			Invoice: 086071/050824				REFUND CLOSED ACCT 0002120376-086071	
				36.98 101 230500			Deposit Refd Clearing-Billing	
							CHECK 109913 TOTAL:	36.98
109914	05/21/2024	PRTD	2677 GOVERNMENT FINANCE OFFICERS ASSOC	0218744	02/02/2024		052124	150.00
			Invoice: 0218744				GFOA MEMBERSHIP DUES - J.CORTEZ	
				150.00 701440 710500			Dues, Subsc & Memberships	
							CHECK 109914 TOTAL:	150.00
109915	05/21/2024	PRTD	2701 GRAINGER	9085274091	04/12/2024		052124	538.33
			Invoice: 9085274091				HARNESSES	
				538.33 701326 623000			Safety Equip	
			Invoice: 9081032469				GRAINGER	
				185.11 751820 551000			FILTER	
							Supplies/Material	
			Invoice: 9085274083				GRAINGER	
				254.37 701326 623000			LANYARD	
							Safety Equip	
			Invoice: 9090050080				GRAINGER	
				94.66 101900 572500			SOAP, SPONGE	
							Genl Supplies/Small Tools	
							CHECK 109915 TOTAL:	1,072.47
109916	05/21/2024	PRTD	19548 GRM INFORMATION MANAGEMENT SERVIC	0503068	04/30/2024		052124	418.62
			Invoice: 0503068				MAY 2024 RECORDS STORAGE	
				418.62 701121 623500			Records Management	
							CHECK 109916 TOTAL:	418.62
109917	05/21/2024	PRTD	30846 HASHMAT ALIMI	092788/050824	05/08/2024		052124	444.26
			Invoice: 092788/050824				REFUND ACCT 0000560200-092788	
				444.26 101 230500			Deposit Refd Clearing-Billing	
							CHECK 109917 TOTAL:	444.26

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
109918	05/21/2024	PRTD	30847 JACK COHEN	093495/050124	05/01/2024		052124	173.71
			Invoice: 093495/050124					
				173.71 101 230500			REFUND CLOSED ACCT 0000741845-093495 Deposit Refd Clearing-Billing	
							CHECK 109918 TOTAL:	173.71
109919	05/21/2024	PRTD	30849 JOEL NELSON	013001/050824	05/08/2024		052124	171.24
			Invoice: 013001/050824					
				171.24 101 230500			REFUND ON CLOSED ACCT 0000830664-013001 Deposit Refd Clearing-Billing	
							CHECK 109919 TOTAL:	171.24
109920	05/21/2024	PRTD	2547 LOS ANGELES COUNTY SANITATION DIS	48892/043024	04/30/2024		052124	1,111.40
			Invoice: 48892/043024					
				1,111.40 751810 541500			TAPIA GRIT HAULING APRIL 2024 Outside Services	
							CHECK 109920 TOTAL:	1,111.40
109921	05/21/2024	PRTD	2611 LA DWP	0176980000/051424	05/14/2024		052124	50.54
			Invoice: 0176980000/051424					
				50.54 101700 540510			RECTIFIER 4/15-5/13/24 Energy	
							CHECK 109921 TOTAL:	50.54
109922	05/21/2024	PRTD	2789 LIEBERT CASSIDY WHITMORE	7983	05/09/2024		052124	3,500.00
			Invoice: 7983					
				3,500.00 701430 680000			WORKPLACE VIOLENCE PREVENTION PLAN Safety	
							CHECK 109922 TOTAL:	3,500.00
109923	05/21/2024	PRTD	8484 LINDE GAS AND EQUIPMENT, INC	42414604	04/23/2024		052124	399.86
			Invoice: 42414604					
				399.86 101100 541000			CYLINDER RENT 3/20-4/20/24 Supplies/Material	
							CHECK 109923 TOTAL:	399.86
109924	05/21/2024	PRTD	2839 MOTION INDUSTRIES, INC.	CA22-00751309	11/16/2023		052124	229.68
			Invoice: CA22-00751309					
				229.68 751820 551000			TRI-POWER BELTS Supplies/Material	
			Invoice: CA22-00758015					
			MOTION INDUSTRIES, INC.	CA22-00758015	04/23/2024		052124	109.39
				109.39 751810 551000			V BELTS Supplies/Material	

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								
							CHECK 109924 TOTAL:	339.07
109925	05/21/2024	PRTD	30714 NANCY E LA SOTA	009275/102323	10/23/2023		052124	166.71
			Invoice: 009275/102323				RFND FINAL CR BAL 0000680956-009275	
				166.71 101	230500		Deposit Refd Clearing-Billing	
							CHECK 109925 TOTAL:	166.71
109926	05/21/2024	PRTD	16754 SUSAN REIFER GORDON	8329	03/01/2024		052124	345.00
			Invoice: 8329				MARCH 2024 INTERIOR PLANT CARE FEE	
				345.00 701001	551500		Outside Services	
			SUSAN REIFER GORDON	8381	05/01/2024		052124	235.00
			Invoice: 8381				MAY 2024 INTERIOR PLANT CARE FEE	
				235.00 701001	551500		Outside Services	
							CHECK 109926 TOTAL:	580.00
109927	05/21/2024	PRTD	30003 NV5, INC	381539	03/31/2024		052124	7,810.90
			Invoice: 381539				WATERLINE PRJCT FEBRUARY 2024	
				7,810.90 301440	900000		Capital Asset Expenses	
							CHECK 109927 TOTAL:	7,810.90
109928	05/21/2024	PRTD	2302 ODP BUSINESS SOLUTIONS LLC	362442704001	04/19/2024		052124	152.07
			Invoice: 362442704001				OFFICE SUPPLIES	
				152.07 701410	620000		Forms, Supplies And Postage	
			ODP BUSINESS SOLUTIONS LLC	362472430001	04/22/2024		052124	24.81
			Invoice: 362472430001				SIGNS	
				24.81 701410	620000		Forms, Supplies And Postage	
							CHECK 109928 TOTAL:	176.88
109929	05/21/2024	PRTD	3110 GLEN PETERSON	65	05/02/2024		052124	1,960.00
			Invoice: 65				MWD REP FEES-APRIL 2024	
				1,960.00 701112	651600		Other Professional Serv	
							CHECK 109929 TOTAL:	1,960.00
109930	05/21/2024	PRTD	30458 PIONEER AMERICAS, LLC	10728	04/23/2024		052124	10,594.20
			Invoice: 900406867				4,932 GAL SODIUM HYPOCHLORITE	
				10,594.20 751810	541014		Sodium Hypochlorite	

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								
								CHECK 109930 TOTAL: 10,594.20
109931	05/21/2024	PRTD	30336 PIPE TEC, INC.	11648	09/25/2023		052124	1,320.00
Invoice: 11648				1,320.00	751800	551500	SEWER LINE INSPECTION 9/25/23 Outside Services	
Invoice: 11642				2,385.00	751800	551500	SEWER LINE INSPECTION 9/19/23 Outside Services	2,385.00
Invoice: 11458				3,062.00	130100	551500	CLEAN WET WELL 7/19/23 Outside Services	3,062.00
Invoice: 11279				2,715.00	751820	551500	CLEAN CATCH BASINS 7/18/23 Outside Services	2,715.00
Invoice: 12407				3,749.00	751820	551500	CLEAN DRAINS 4/2/24 Outside Services	3,749.00
								CHECK 109931 TOTAL: 13,231.00
109932	05/21/2024	PRTD	21657 JAMES REID	082599/050824	05/08/2024		052124	196.26
Invoice: 082599/050824				196.26	101	230500	REFUND ON CLOSED ACCT #0000850123-082599 Deposit Refd Clearing-Billing	
								CHECK 109932 TOTAL: 196.26
109933	05/21/2024	PRTD	30621 RINGCENTRAL, INC.	CD_000793286	04/09/2024		052124	843.12
Invoice: CD_000793286				843.12	701420	621500	CONTACT CENTER 4/1-4/30/24 System Support and Maintenance	
								CHECK 109933 TOTAL: 843.12
109934	05/21/2024	PRTD	4586 ROYAL INDUSTRIAL SOLUTIONS	9009-1046471	04/26/2024		052124	2,085.26
Invoice: 9009-1046471				2,085.26	751820	551000	ELECTRICAL SUPPLIES Supplies/Material	
								CHECK 109934 TOTAL: 2,085.26
109935	05/21/2024	PRTD	30843 RS AMERICAS, INC.	9019237487	04/16/2024		052124	409.80
Invoice: 9019237487				409.80	101600	551000	PHOENIX CONTACT QUINT UPS 24VDC Supplies/Material	

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								
							CHECK 109935 TOTAL:	409.80
109936	05/21/2024	PRTD	30117 SOUTHERN CALIFORNIA NEWS GROUP	0000588675	04/30/2024		052124	9,272.72
			Invoice: 0000588675		DIGITAL AD-APRIL 2024			
				9,272.72 101900 660400	Public Education Programs			
							CHECK 109936 TOTAL:	9,272.72
109937	05/21/2024	PRTD	2958 SOUTHERN CALIFORNIA GAS CO (M-bil	14241394924/050824	05/08/2024		052124	15.29
			Invoice: 14241394924/050824		WLK P/S 4/5-5/6/24 0 THERMS			
				15.29 101600 540530	Gas			
							CHECK 109937 TOTAL:	15.29
109938	05/21/2024	PRTD	20412 STERICYCLE, INC.	8007060308	04/30/2024		052124	220.82
			Invoice: 8007060308		APRIL 2024 DOC SHREDDING			
				220.82 701121 623500	Records Management			
							CHECK 109938 TOTAL:	220.82
109939	05/21/2024	PRTD	2780 VALLEY NEWS GROUP	4-18	04/19/2024		052124	250.00
			Invoice: 4-18		DISPLAY AD - SPRING 2024 LANDSCAPE PROGRAM 4-18-24			
				250.00 101900 660400	Public Education Programs			
							CHECK 109939 TOTAL:	250.00
109940	05/21/2024	PRTD	17065 VANTAGE AIR, INC.	63923	04/29/2024		052124	574.79
			Invoice: 63923		MAINT ON HQ ICE MACHINE 4/29/24			
				574.79 751810 551500	Outside Services			
							CHECK 109940 TOTAL:	574.79
109941	05/21/2024	PRTD	21295 VERTICAL ELEVATOR SOLUTIONS, INC.	13825	04/30/2024		052124	290.00
			Invoice: 13825		APRIL 2024 ELEVATOR SRV			
				145.00 701001 551500	outside Services			
				145.00 701002 551500	outside Services			
							CHECK 109941 TOTAL:	290.00
109942	05/21/2024	PRTD	3034 VORTEX INDUSTRIES, LLC	01-1747200	04/26/2024		052124	288.00
			Invoice: 01-1747200		REPAIR WLK ROLL-UP DOOR			
				288.00 101600 551500	Outside Services			
			Invoice: 01-1747153					
			VORTEX INDUSTRIES, LLC	01-1747153	04/26/2024		052124	288.00
					REPAIR WLK ROLL-UP DOOR			

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	11	351													
APP	701-200000			05/21/2024	052124		052124				Accounts Payable			63,060.46	
											AP CASH DISBURSEMENTS JOURNAL				
APP	999-100100			05/21/2024	052124		052124				Cash-General				218,789.69
											AP CASH DISBURSEMENTS JOURNAL				
APP	101-200000			05/21/2024	052124		052124				Accounts Payable			22,368.99	
											AP CASH DISBURSEMENTS JOURNAL				
APP	130-200000			05/21/2024	052124		052124				Accounts Payable			5,850.35	
											AP CASH DISBURSEMENTS JOURNAL				
APP	751-200000			05/21/2024	052124		052124				Accounts Payable			102,627.98	
											AP CASH DISBURSEMENTS JOURNAL				
APP	754-200000			05/21/2024	052124		052124				Accounts Payable			17,071.01	
											AP CASH DISBURSEMENTS JOURNAL				
APP	301-200000			05/21/2024	052124		052124				Accounts Payable			7,810.90	
											AP CASH DISBURSEMENTS JOURNAL				
											GENERAL LEDGER TOTAL			218,789.69	218,789.69
APP	999-207010			05/21/2024	052124		052124				Due to/Due FromInternal Svcs			63,060.46	
											Cash-General				63,060.46
APP	701-100100			05/21/2024	052124		052124				Due to/Due Frm Potable Wtr Ops			22,368.99	
											Cash-General				22,368.99
APP	999-201010			05/21/2024	052124		052124				Due to/Due FrmSanitation Ops			5,850.35	
											Cash-General				5,850.35
APP	130-100100			05/21/2024	052124		052124				Due to/Due FromJPA Operations			102,627.98	
											Cash-General				102,627.98
APP	999-207510			05/21/2024	052124		052124				Due to/Due FromJPA Replacement			17,071.01	
											Cash-General				17,071.01
APP	751-100100			05/21/2024	052124		052124				Due to/Due FrmPotable Wtr Repl			7,810.90	
											Cash-General				7,810.90
APP	999-203010			05/21/2024	052124		052124				Due to/Due FrmPotable Wtr Repl			7,810.90	
											Cash-General				7,810.90
APP	301-100100			05/21/2024	052124		052124				Due to/Due FrmPotable Wtr Repl			7,810.90	
											Cash-General				7,810.90
											SYSTEM GENERATED ENTRIES TOTAL			218,789.69	218,789.69
											JOURNAL 2024/11/351	TOTAL		437,579.38	437,579.38

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 11	351	05/21/2024	Cash-General Accounts Payable		22,368.99
				FUND TOTAL	22,368.99	22,368.99
130 Sanitation Operations 130-100100 130-200000	2024 11	351	05/21/2024	Cash-General Accounts Payable		5,850.35
				FUND TOTAL	5,850.35	5,850.35
301 Potable Wtr Replacement Fund 301-100100 301-200000	2024 11	351	05/21/2024	Cash-General Accounts Payable		7,810.90
				FUND TOTAL	7,810.90	7,810.90
701 Internal Service Fund 701-100100 701-200000	2024 11	351	05/21/2024	Cash-General Accounts Payable		63,060.46
				FUND TOTAL	63,060.46	63,060.46
751 JPA Operations 751-100100 751-200000	2024 11	351	05/21/2024	Cash-General Accounts Payable		102,627.98
				FUND TOTAL	102,627.98	102,627.98
754 JPA Replacement 754-100100 754-200000	2024 11	351	05/21/2024	Cash-General Accounts Payable		17,071.01
				FUND TOTAL	17,071.01	17,071.01
999 Pooled Cash 999-100100 999-201010 999-201300 999-203010 999-207010 999-207510 999-207540	2024 11	351	05/21/2024	Cash-General Due to/Due Frm Potable Wtr Ops Due to/Due Frm Sanitation Ops Due to/Due Frm Potable wtr Repl Due to/Due From Internal Svs Due to/Due From JPA Operations Due to/Due From JPA Replacement		218,789.69
				FUND TOTAL	218,789.69	218,789.69

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		22,368.99
130	Sanitation Operations		5,850.35
301	Potable Wtr Replacement Fund		7,810.90
701	Internal Service Fund		63,060.46
751	JPA Operations		102,627.98
754	JPA Replacement		17,071.01
999	Pooled Cash		
		218,789.69	
TOTAL		218,789.69	218,789.69

** 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
144	05/28/2024	EFT	2654 FAMCON PIPE	S100126155.001	05/06/2024	2240164	052824	1,335.90
			Invoice: S100126155.001					
				1,297.58	101900	572500		
				38.32	701	132000		
			FAMCON PIPE	S100122946.002	05/06/2024	2240146	052824	1,030.01
			Invoice: S100122946.002					
				1,030.01	701	132000		
			FAMCON PIPE	S100117051.002	05/08/2024	2240095	052824	34,867.15
			Invoice: S100117051.002					
				34,867.15	701	132000		
							CHECK 144 TOTAL:	37,233.06
145	05/28/2024	EFT	21558 MKN-MICHAEL K NUNLEY & ASSOCIATES	1039999853	05/01/2024		052824	9,441.24
			Invoice: 1039999853					
				9,441.24	302440	900000		
							CHECK 145 TOTAL:	9,441.24
146	05/28/2024	EFT	30388 WATERWISE CONSULTING, INC	8049	04/30/2024		052824	14,167.90
			Invoice: 8049					
				14,167.90	101800	541500		
							CHECK 146 TOTAL:	14,167.90
147	05/28/2024	PRTD	2727 IDEXX LABORATORIES	3151564381	05/07/2024		052824	802.19
			Invoice: 3151564381					
				802.19	701341	551000		
							CHECK 147 TOTAL:	802.19
148	05/28/2024	PRTD	2814 MCMASTER-CARR SUPPLY CO	26394861	05/02/2024		052824	52.58
			Invoice: 26394861					
				52.58	701341	551000		
							CHECK 148 TOTAL:	52.58
149	05/28/2024	PRTD	7770 AUTOMATIONDIRECT.COM	16439513	04/30/2024		052824	140.16
			Invoice: 16439513					
				140.16	701326	551000		
							CHECK 149 TOTAL:	140.16

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
150	05/28/2024	PRTD	18914 WECK LABORATORIES, INC.	W4E0120	05/02/2024		052824	177.84
			Invoice: W4E0120					
				177.84 101600 571520				
			Invoice: W4E0119	WECK LABORATORIES, INC.	W4E0119		052824	153.89
				153.89 751810 571520				
			Invoice: W4E0121	WECK LABORATORIES, INC.	W4E0121		052824	1,213.04
				1,213.04 751810 571520				
			Invoice: W4E0307	WECK LABORATORIES, INC.	W4E0307		052824	457.53
				457.53 751810 571520				
							CHECK 150 TOTAL:	2,002.30
151	05/28/2024	PRTD	30387 CINTAS CORPORATION NO. 3	4192641631	05/15/2024		052824	269.68
			Invoice: 4192641631					
				109.32 751810 551000				
				160.36 701999 731600				
			Invoice: 4191923321	CINTAS CORPORATION NO. 3	4191923321		052824	650.12
				129.14 701002 551000				
				520.98 701999 731600				
			Invoice: 4189047434	CINTAS CORPORATION NO. 3	4189047434		052824	635.99
				129.14 701002 551000				
				506.85 701999 731600				
			Invoice: 4192641933	CINTAS CORPORATION NO. 3	4192641933		052824	650.12
				129.14 701002 551000				
				520.98 701999 731600				
			Invoice: 4191922691	CINTAS CORPORATION NO. 3	4191922691		052824	170.37
				83.66 751820 551000				
				86.71 701999 731600				
			Invoice: 4191758761	CINTAS CORPORATION NO. 3	4191758761		052824	79.81
				15.72 101600 551000				
				64.09 701999 731600				
			Invoice: 4192481341	CINTAS CORPORATION NO. 3	4192481341		052824	79.81

A/P CASH DISBURSEMENTS JOURNAL

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

INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC				
			CHECK 109946 TOTAL:	7,365.00
109947 05/28/2024 PRTD 2869 AT&T Invoice: 46399044/051424	46399044/051424	05/14/2024	052824	53.35
	53.35 701001 540520	SVCS 5/14-6/13/24 Telephone		
Invoice: 90545245/050524 AT&T	90545245/050524	05/05/2024	052824	232.98
	232.98 101122 540520	SVCS 5/5-6/4/24 Telephone		
			CHECK 109947 TOTAL:	286.33
109948 05/28/2024 PRTD 16253 AT&T MOBILITY Invoice: 992789332X05112024	992789332X05112024	05/03/2024	052824	2,677.65
	43.23 101300 540520	WIRELESS SRV 04/04-05/03/24 Telephone		
	105.32 701221 540520	Telephone		
	95.69 701222 540520	Telephone		
	518.76 701224 540520	Telephone		
	43.23 701230 540520	Telephone		
	97.50 701320 540520	Telephone		
	378.89 701321 540520	Telephone		
	43.23 701322 540520	Telephone		
	86.46 701326 540520	Telephone		
	63.24 701330 540520	Telephone		
	891.77 701331 540520	Telephone		
	168.52 701420 540520	Telephone		
	141.81 751810 540520	Telephone		
			CHECK 109948 TOTAL:	2,677.65
109949 05/28/2024 PRTD 30607 AWARDCO, INC Invoice: INV9450	INV9450	03/19/2024	052824	6,000.00
	6,000.00 701430 681500	EMPLOYEE RECOG SUB 4/21/24-4/20/25 Empl Recognition Functions		
			CHECK 109949 TOTAL:	6,000.00
109950 05/28/2024 PRTD 8091 BROWN AND CALDWELL Invoice: 45521014	45521014	05/15/2024	052824	8,028.94
	8,028.94 754440 900000	RLV FLARE WASTE GAS FLARE 3/29-4/25/24 Capital Asset Expenses		
			CHECK 109950 TOTAL:	8,028.94
109951 05/28/2024 PRTD 21309 CALIFORNIA MUNICIPAL UTILITIES AS 25-0143 Invoice: 25-0143		05/13/2024	052824	5,585.00
	5,585.00 701 135500	MEMBERSHIP DUES FY24-25 Prepaid 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
INVOICE DTL DESC								
Invoice: V207578			DION & SONS, INC	V207578	04/23/2024		052824	5,568.66
			5,568.66 751810 541010		1,500.3 Fuel		GAL RED DYE DIESEL-TAPIA	
							CHECK 109958 TOTAL:	12,433.83
109959 05/28/2024 PRTD	05/28/2024	PRTD	7257 DIRECTV, INC.	015016309X240511	05/11/2024		052824	16.00
Invoice: 015016309X240511				16.00 701001 551500			TV ACCESS FEE 5/10-6/9/24 Outside Services	
Invoice: 017819005X240516			DIRECTV, INC.	017819005X240516	05/16/2024		052824	22.25
			22.25 751810 551500				TV ACCESS FEE 5/15-6/14/24 Outside Services	
Invoice: 017818825X240513			DIRECTV, INC.	017818825X240513	05/13/2024		052824	8.00
			8.00 751820 551500				TV ACCESS FEE 5/12-6/11/24 Outside Services	
							CHECK 109959 TOTAL:	46.25
109960 05/28/2024 PRTD	05/28/2024	PRTD	30852 FARROKH MODABBER	092848/051524	05/15/2024		052824	112.29
Invoice: 092848/051524			112.29 101 230500				REFUND CLOSED ACCT 0000510422-092848 Deposit Refd Clearing-Billing	
							CHECK 109960 TOTAL:	112.29
109961 05/28/2024 PRTD	05/28/2024	PRTD	2658 FEDERAL EXPRESS CORP	9-673-88531	05/09/2024		052824	9.82
Invoice: 9-673-88531			9.82 701410 620000				LATE FEE INV# 8-460-46214 Forms, Supplies And Postage	
							CHECK 109961 TOTAL:	9.82
109962 05/28/2024 PRTD	05/28/2024	PRTD	2655 FERGUSON ENTERPRISES	0026393	05/13/2024		052824	1,254.25
Invoice: 0026393			1,254.25 701224 551000				NEPTUNE PARTS Supplies/Material	
Invoice: 0026726			FERGUSON ENTERPRISES	0026726	05/15/2024		052824	10.40
			10.40 701224 551000				NEPTUNE PARTS, REMAINING BALANCE Supplies/Material	
							CHECK 109962 TOTAL:	1,264.65
109963 05/28/2024 PRTD	05/28/2024	PRTD	19397 FIRST CHOICE SERVICES (DAIOHS USA 943713		05/20/2024		052824	71.12
Invoice: 943713			71.12 701410 620000				MAY 2024 COFFEE SRVCS - WLK Forms, Supplies And Postage	

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								
							CHECK 109963 TOTAL:	71.12
109964	05/28/2024	PRTD	6770 G.I. INDUSTRIES	3119486-0283-5	05/16/2024		052824	2,374.42
			Invoice: 3119486-0283-5		25 YD ROLLOFF DISP 5/1-5/15/24			
				2,374.42 701002 551500				
					Outside Services			
			G.I. INDUSTRIES	0048354-0283-7	05/16/2024		052824	701.65
			Invoice: 0048354-0283-7		DISP TAPIA RAGS 5/1-5/15/24			
				701.65 751810 541500				
					Outside Services			
							CHECK 109964 TOTAL:	3,076.07
109965	05/28/2024	PRTD	2701 GRAINGER	9096634820	04/23/2024		052824	34.14
			Invoice: 9096634820		ELECTRICAL SUPPLIES			
				34.14 751810 551000	Supplies/Material			
			GRAINGER	9098048508	04/25/2024		052824	254.88
			Invoice: 9098048508		TOASTER OVEN			
				254.88 701002 551000	Supplies/Material			
			GRAINGER	9101464635	04/29/2024		052824	9.53
			Invoice: 9101464635		COIN BATTERIES			
				9.53 101900 572500	Genl Supplies/Small Tools			
							CHECK 109965 TOTAL:	298.55
109966	05/28/2024	PRTD	2705 HACH COMPANY	14025944	05/07/2024		052824	3,206.60
			Invoice: 14025944		WLK CHEMICAL SUPPLIES			
				3,206.60 101600 541000	Supplies/Material			
			HACH COMPANY	14020833	05/03/2024		052824	606.00
			Invoice: 14020833		WLK SUPPLIES			
				606.00 101600 541500	Outside Services			
							CHECK 109966 TOTAL:	3,812.60
109967	05/28/2024	PRTD	30837 HAJOCA CORPORATION	S171474272.001	05/06/2024	2240166	052824	3,969.85
			Invoice: S171474272.001		DE FILTER REPLACEMENT COUPLINGS			
				3,969.85 101600 541000	Supplies/Material			
							CHECK 109967 TOTAL:	3,969.85
109968	05/28/2024	PRTD	30263 HIGH VOLT ELECTRIC	RLSRTN/10672	04/02/2024		052824	101,179.34
			Invoice: RLSRTN/10672		RELEASE RETENTION GNRT PW PMP STN			
				4,150.00 301 201000	Contract Retainage			
				1,250.00 301 201000	Contract Retainage			
				3,922.50 301 201000	Contract Retainage			

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								
				775.00 301	201000			
				3,531.60 301	201000			
				3,208.19 301	201000			
				1,191.77 301	201000			
				9,641.92 301	201000			
				1,000.00 301	201000			
				4,086.49 301	201000			
				3,075.37 301	201000			
				3,253.03 301	201000			
				3,480.41 301	201000			
				21,097.99 301	201000			
				2,916.79 301	201000			
				23,032.55 301	201000			
				9,757.76 301	201000			
				1,807.97 301	201000			
						CHECK	109968 TOTAL:	101,179.34
109969	05/28/2024	PRTD	10102 INFOSEND INC.	261769	04/30/2024		052824	10,171.99
			Invoice: 261769			4/2-4/24/24 BILL PAYMENT MAIL		
				10,171.99 701221	622000	Outside Services		
						CHECK	109969 TOTAL:	10,171.99
109970	05/28/2024	PRTD	20823 INVOICE CLOUD INC.	964-2024_4	04/30/2024		052824	11,712.28
			Invoice: 964-2024_4			INVOICE CLOUD FEES APRIL 2024		
				11,712.28 701221	622000	Outside Services		
						CHECK	109970 TOTAL:	11,712.28
109971	05/28/2024	PRTD	2611 LA DWP	8756980000/051524	05/15/2024		052824	16,867.55
			Invoice: 8756980000/051524			TWIN LAKES P/S 3/15-5/15/24		
				16,867.55 101106	540510	Energy		
			LA DWP	5038501000/051524	05/15/2024		052824	44.92
			Invoice: 5038501000/051524			RECTIFIER 4/16-5/14/24		
				44.92 101700	540510	Energy		
						CHECK	109971 TOTAL:	16,912.47
109972	05/28/2024	PRTD	3038 LARRY WALKER & ASSOC	00532.04-11	05/14/2024		052824	4,602.75
			Invoice: 00532.04-11			RW ENG REPORT UPDATE SVCS RENDERED THRU 4/30/24		
				4,602.75 102100	551500	Outside Services		
						CHECK	109972 TOTAL:	4,602.75

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								
							CHECK 109979 TOTAL:	10,314.96
109980	05/28/2024	PRTD	2585 PURETEC	2169447	04/30/2024		052824	273.74
			Invoice: 2169447		14" DI TANK RENTAL 5/1-7/31/24			
				273.74 701341 551500	Outside Services			
							CHECK 109980 TOTAL:	273.74
109981	05/28/2024	PRTD	30621 RINGCENTRAL, INC.	CD_000812183	05/02/2024		052824	843.12
			Invoice: CD_000812183		CONTACT CENTER 5/1-5/31/24			
				843.12 701420 621500	System Support and Maintenance			
							CHECK 109981 TOTAL:	843.12
109982	05/28/2024	PRTD	21637 ROGERS EQUIPMENT SALES, INC	52657	05/08/2024		052824	3,283.17
			Invoice: 52657		480 VOLT SSRV STARTER			
				3,283.17 751810 551000	Supplies/Material			
							CHECK 109982 TOTAL:	3,283.17
109983	05/28/2024	PRTD	20583 RT LAWRENCE CORPORATION	48954	05/10/2024		052824	538.50
			Invoice: 48954		LOCKBOX FEE APRIL 2024			
				538.50 701221 622000	Outside Services			
							CHECK 109983 TOTAL:	538.50
109984	05/28/2024	PRTD	19169 SJM INDUSTRIAL RADIO	266520	05/07/2024		052824	466.25
			Invoice: 266520		SERVICE RADIOS IN VEHICLES 4/14/24			
				466.25 701326 622500	Radio Maintenance Expense			
							CHECK 109984 TOTAL:	466.25
109985	05/28/2024	PRTD	2956 SOUTH COAST AIR QUALITY MGMT DIST	4346921	04/16/2024		052824	161.81
			Invoice: 4346921		ID#66254 AQMD FEE FY 23-24			
				161.81 130100 542000	Permits and Fees			
			Invoice: 4346819		SOUTH COAST AIR QUALITY MGMT DIST 4346819		052824	161.81
				161.81 101600 542000	ID#54773 AQMD FEE FY23-24			
					Permits and Fees			
			Invoice: 4346623		SOUTH COAST AIR QUALITY MGMT DIST 4346623		052824	161.81
				161.81 701001 552000	ID#30439 AQMD FEE FY23-24			
					Permits and Fees			
			Invoice: 4347707		SOUTH COAST AIR QUALITY MGMT DIST 4347707		052824	161.81
					ID#101493 AQMD FEE FY23-24			

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								
							CHECK 109990 TOTAL:	10,442.45
109991	05/28/2024	PRTD	2780 VALLEY NEWS GROUP	5-9	05/09/2024		052824	250.00
	Invoice: 5-9			250.00 101900 660400	DISPLAY AD - WATER WEEK 5/9/24 Public Education Programs			
							CHECK 109991 TOTAL:	250.00
109992	05/28/2024	PRTD	3035 VWR SCIENTIFIC	8815983667	05/03/2024		052824	313.36
	Invoice: 8815983667			313.36 701341 551000	RACK TEST TUBE Supplies/Material			
							CHECK 109992 TOTAL:	313.36
109993	05/28/2024	PRTD	30527 WORLDWIDE EXPRESS	2405006780	05/01/2024		052824	21.18
	Invoice: 2405006780			21.18 701410 620000	OUTGOING UPS FREIGHT Forms, Supplies And Postage			
							CHECK 109993 TOTAL:	21.18
				NUMBER OF CHECKS	58	*** CASH ACCOUNT TOTAL ***		392,505.60
				TOTAL PRINTED CHECKS	COUNT	AMOUNT		
					55	331,663.40		
				TOTAL EFT'S	3	60,842.20		
				*** GRAND TOTAL ***				392,505.60

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 LINE DESC	T OB	DEBIT	CREDIT
2024	11	480								
APP	101-200000	05/28/2024	052824	052824			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		42,887.13	
APP	999-100100	05/28/2024	052824	052824			Cash-General			392,505.60
APP	701-200000	05/28/2024	052824	052824			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		86,579.64	
APP	302-200000	05/28/2024	052824	052824			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		9,441.24	
APP	751-200000	05/28/2024	052824	052824			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		104,532.38	
APP	754-200000	05/28/2024	052824	052824			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		22,526.94	
APP	301-200000	05/28/2024	052824	052824			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		121,611.90	
APP	102-200000	05/28/2024	052824	052824			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		4,602.75	
APP	130-200000	05/28/2024	052824	052824			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		323.62	
GENERAL LEDGER TOTAL									392,505.60	392,505.60
APP	999-201010	05/28/2024	052824	052824			Due to/Due Frm Potable Wtr Ops		42,887.13	
APP	101-100100	05/28/2024	052824	052824			Cash-General			42,887.13
APP	999-207010	05/28/2024	052824	052824			Due to/Due FromInternal Svs		86,579.64	
APP	701-100100	05/28/2024	052824	052824			Cash-General			86,579.64
APP	999-203020	05/28/2024	052824	052824			Due to/Due FrmRec1 wtr Rep1		9,441.24	
APP	302-100100	05/28/2024	052824	052824			Cash-General			9,441.24
APP	999-207510	05/28/2024	052824	052824			Due to/Due FromJPA Operations		104,532.38	
APP	751-100100	05/28/2024	052824	052824			Cash-General			104,532.38
APP	999-207540	05/28/2024	052824	052824			Due to/Due FromJPA Replacement		22,526.94	
APP	754-100100	05/28/2024	052824	052824			Cash-General			22,526.94
APP	999-203010	05/28/2024	052824	052824			Due to/Due FrmPotable Wtr Rep1		121,611.90	
APP	301-100100	05/28/2024	052824	052824			Cash-General			121,611.90
APP	999-201020						Due to/Due Frm Rec1 Wtr Ops		4,602.75	

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
	05/28/2024	052824	052824							
APP 102-100100	05/28/2024	052824	052824			Cash-General			4,602.75	
APP 999-201300	05/28/2024	052824	052824			Due to/Due FrmSanitation Ops		323.62		
APP 130-100100	05/28/2024	052824	052824			Cash-General			323.62	
SYSTEM GENERATED ENTRIES TOTAL									392,505.60	392,505.60
JOURNAL 2024/11/480 TOTAL									785,011.20	785,011.20

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 11	480	05/28/2024	Cash-General Accounts Payable	42,887.13	42,887.13
FUND TOTAL					42,887.13	42,887.13
102 Recycled Water Operations 102-100100 102-200000	2024 11	480	05/28/2024	Cash-General Accounts Payable	4,602.75	4,602.75
FUND TOTAL					4,602.75	4,602.75
130 Sanitation Operations 130-100100 130-200000	2024 11	480	05/28/2024	Cash-General Accounts Payable	323.62	323.62
FUND TOTAL					323.62	323.62
301 Potable Wtr Replacement Fund 301-100100 301-200000	2024 11	480	05/28/2024	Cash-General Accounts Payable	121,611.90	121,611.90
FUND TOTAL					121,611.90	121,611.90
302 Recycled Water Replacement 302-100100 302-200000	2024 11	480	05/28/2024	Cash-General Accounts Payable	9,441.24	9,441.24
FUND TOTAL					9,441.24	9,441.24
701 Internal Service Fund 701-100100 701-200000	2024 11	480	05/28/2024	Cash-General Accounts Payable	86,579.64	86,579.64
FUND TOTAL					86,579.64	86,579.64
751 JPA Operations 751-100100 751-200000	2024 11	480	05/28/2024	Cash-General Accounts Payable	104,532.38	104,532.38
FUND TOTAL					104,532.38	104,532.38
754 JPA Replacement 754-100100 754-200000	2024 11	480	05/28/2024	Cash-General Accounts Payable	22,526.94	22,526.94
FUND TOTAL					22,526.94	22,526.94
999 Pooled Cash	2024 11	480	05/28/2024			

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
999-100100				Cash-General		392,505.60
999-201010				Due to/Due Frm Potable Wtr Ops	42,887.13	
999-201020				Due to/Due Frm Recl Wtr Ops	4,602.75	
999-201300				Due to/Due FrmSanitation Ops	323.62	
999-203010				Due to/Due FrmPotable wtr Repl	121,611.90	
999-203020				Due to/Due FrmRecl Wtr Repl	9,441.24	
999-207010				Due to/Due FromInternal Sys	86,579.64	
999-207510				Due to/Due FromJPA Operations	104,532.38	
999-207540				Due to/Due FromJPA Replacement	22,526.94	
				FUND TOTAL	392,505.60	392,505.60

A/P CASH DISBURSEMENTS JOURNAL
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		42,887.13
102	Recycled Water Operations		4,602.75
130	Sanitation Operations		323.62
301	Potable Wtr Replacement Fund		121,611.90
302	Recycled Water Replacement		9,441.24
701	Internal Service Fund		86,579.64
751	JPA Operations		104,532.38
754	JPA Replacement		22,526.94
999	Pooled Cash		
		392,505.60	
TOTAL		392,505.60	392,505.60

** 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
108417	11/07/2023	VOID	30714 NANCY E LA SOTA	009275/102323	10/23/2023			-166.71
			Invoice: 009275/102323					
				-166.71	101	230500	RFND FINAL CR BAL 0000680956-009275 Deposit Refd Clearing-Billing	
							CHECK 108417 TOTAL:	-166.71
				NUMBER OF CHECKS	1		*** CASH ACCOUNT TOTAL ***	-166.71
				TOTAL VOIDED CHECKS		COUNT	AMOUNT	
						1	166.71	
							*** GRAND TOTAL ***	-166.71

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	11	202							
APP	101-200000	05/14/2024	108417	051424			Accounts Payable		166.71
							AP CASH DISBURSEMENTS JOURNAL		
APP	999-100100	05/14/2024	108417	051424			Cash-General	166.71	
							AP CASH DISBURSEMENTS JOURNAL		
							GENERAL LEDGER TOTAL	166.71	166.71
APP	999-201010	05/14/2024	110723	051424			Due to/Due Frm Potable Wtr Ops		166.71
APP	101-100100	05/14/2024	110723	051424			Cash-General	166.71	
							SYSTEM GENERATED ENTRIES TOTAL	166.71	166.71
							JOURNAL 2024/11/202 TOTAL	333.42	333.42

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	11	202	05/14/2024			
	101-100100					Cash-General	166.71	
	101-200000					Accounts Payable		166.71
						FUND TOTAL	166.71	166.71
999	Pooled Cash	2024	11	202	05/14/2024			
	999-100100					Cash-General	166.71	
	999-201010					Due to/Due Frm Potable Wtr Ops		166.71
						FUND TOTAL	166.71	166.71

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		166.71
999	Pooled Cash	166.71	
	TOTAL	166.71	166.71

** 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
INVOICE DTL DESC								
48	03/12/2024	VOID	20491 BEST BEST & KRIEGER LLP	987355	02/07/2024			-8,500.00
Invoice: 987355					JANUARY 2024			
				-8,500.00	751840	651600	Other Professional Serv	
							CHECK 48 TOTAL:	-8,500.00
51	03/19/2024	VOID	20491 BEST BEST & KRIEGER LLP	989517	03/06/2024			-8,500.00
Invoice: 989517					FEBRUARY 2024			
				-8,500.00	751840	651600	Other Professional Serv	
			BEST BEST & KRIEGER LLP	985673	01/16/2024			-8,500.00
Invoice: 985673					DECEMBER 2023			
				-8,500.00	751840	651600	Other Professional Serv	
							CHECK 51 TOTAL:	-17,000.00
				NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***		-25,500.00
				TOTAL VOIDED CHECKS	COUNT	2	AMOUNT	25,500.00
				*** GRAND TOTAL ***				-25,500.00

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 11	206	APP 751-200000	05/15/2024	48	051524			Accounts Payable AP CASH DISBURSEMENTS JOURNAL			25,500.00
APP 999-100100		05/15/2024	48	051524			Cash-General AP CASH DISBURSEMENTS JOURNAL		8,500.00		
APP 999-100100		05/15/2024	51	051524			Cash-General AP CASH DISBURSEMENTS JOURNAL		17,000.00		
GENERAL LEDGER TOTAL										25,500.00	25,500.00
APP 999-207510		05/15/2024	031224		051524			Due to/Due FromJPA Operations			25,500.00
APP 751-100100		05/15/2024	031224		051524			Cash-General		25,500.00	
SYSTEM GENERATED ENTRIES TOTAL										25,500.00	25,500.00
JOURNAL 2024/11/206 TOTAL										51,000.00	51,000.00

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
751	JPA Operations	2024	11	206	05/15/2024			
	751-100100					Cash-General	25,500.00	
	751-200000					Accounts Payable		25,500.00
						FUND TOTAL	25,500.00	25,500.00
999	Pooled Cash	2024	11	206	05/15/2024			
	999-100100					Cash-General	25,500.00	
	999-207510					Due to/Due From JPA Operations		25,500.00
						FUND TOTAL	25,500.00	25,500.00

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
751	JPA Operations		25,500.00
999	Pooled Cash	25,500.00	
TOTAL		25,500.00	25,500.00

** 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
INVOICE DTL DESC								
109185	02/13/2024	VOID	2677 GOVERNMENT FINANCE OFFICERS ASSOC	0218744	02/02/2024			-150.00
	Invoice: 0218744							
				-150.00	701440	710500	GFOA MEMBERSHIP DUES - J.CORTEZ Dues, Subsc & Memberships	
							CHECK 109185 TOTAL:	-150.00
				NUMBER OF CHECKS	1		*** CASH ACCOUNT TOTAL ***	-150.00
				TOTAL VOIDED CHECKS		COUNT	AMOUNT	
						1	150.00	
							*** GRAND TOTAL ***	-150.00

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296jcortez

YEAR PER	JNL	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
SRC	EFF	DATE	DATE					LINE	DESC				
2024	11		220										
APP 701-200000	05/16/2024			109185	051624			Accounts Payable					150.00
								AP CASH DISBURSEMENTS JOURNAL					
APP 999-100100	05/16/2024			109185	051624			Cash-General				150.00	
								AP CASH DISBURSEMENTS JOURNAL					
								GENERAL LEDGER TOTAL				150.00	150.00
APP 999-207010	05/16/2024	021324			051624			Due to/Due FromInternal Svs					150.00
APP 701-100100	05/16/2024	021324			051624			Cash-General				150.00	
								SYSTEM GENERATED ENTRIES TOTAL				150.00	150.00
								JOURNAL 2024/11/220	TOTAL			300.00	300.00

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	11	220	05/16/2024			
	701-100100					Cash-General	150.00	
	701-200000					Accounts Payable		150.00
						FUND TOTAL	150.00	150.00
999	Pooled Cash	2024	11	220	05/16/2024			
	999-100100					Cash-General	150.00	
	999-207010					Due to/Due From Internal Svs		150.00
						FUND TOTAL	150.00	150.00

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
701	Internal Service Fund		150.00
999	Pooled Cash	150.00	
	TOTAL	150.00	150.00

** 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
24245	05/21/2024	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	4956511	05/08/2024		052124B	10.30
				Invoice: 4956511	TEMP METER 3/27-3/28/24			
				10.30 330440 900000	Capital Asset Expenses			
							CHECK 24245 TOTAL:	10.30
NUMBER OF CHECKS					1	*** CASH ACCOUNT TOTAL ***		10.30
				TOTAL MANUAL CHECKS	COUNT	AMOUNT		
					1	10.30		
							*** GRAND TOTAL ***	10.30

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	11	344									
APP 330-200000		05/20/2024	052124B	052124			Accounts Payable			10.30	
							AP CASH DISBURSEMENTS JOURNAL				
APP 999-100100		05/20/2024	052124B	052124			Cash-General				10.30
							AP CASH DISBURSEMENTS JOURNAL				
							GENERAL LEDGER TOTAL			10.30	10.30
APP 999-203300		05/20/2024	052124B	052124			Due to/Due FrmSanitat Replace			10.30	
APP 330-100100		05/20/2024	052124B	052124			Cash-General				10.30
							SYSTEM GENERATED ENTRIES TOTAL			10.30	10.30
							JOURNAL 2024/11/344	TOTAL		20.60	20.60

A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
330	Sanitation Replacement 330-100100 330-200000	2024	11	344	05/20/2024	Cash-General Accounts Payable		10.30
						FUND TOTAL	10.30	10.30
999	Pooled Cash 999-100100 999-203300	2024	11	344	05/20/2024	Cash-General Due to/Due FrmSanitat Replace		10.30
						FUND TOTAL	10.30	10.30

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
330	Sanitation Replacement		10.30
999	Pooled Cash	10.30	
	TOTAL	10.30	10.30

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

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 11	339	APP 101-200000	05/20/2024	052124A	052124			Accounts Payable		1,842,514.60	
		APP 999-100100	05/20/2024	052124A	052124			AP CASH DISBURSEMENTS JOURNAL			1,842,514.60
								Cash-General			
								AP CASH DISBURSEMENTS JOURNAL			
								GENERAL LEDGER TOTAL		1,842,514.60	1,842,514.60
		APP 999-201010	05/20/2024	052124A	052124			Due to/Due Frm Potable Wtr Ops		1,842,514.60	
		APP 101-100100	05/20/2024	052124A	052124			Cash-General			1,842,514.60
								SYSTEM GENERATED ENTRIES TOTAL		1,842,514.60	1,842,514.60
								JOURNAL 2024/11/339 TOTAL		3,685,029.20	3,685,029.20

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	11	339	05/20/2024			
	101-100100					Cash-General		1,842,514.60
	101-200000					Accounts Payable	1,842,514.60	
						FUND TOTAL	1,842,514.60	1,842,514.60
999	Pooled Cash	2024	11	339	05/20/2024			
	999-100100					Cash-General		1,842,514.60
	999-201010					Due to/Due Frm Potable Wtr Ops	1,842,514.60	
						FUND TOTAL	1,842,514.60	1,842,514.60

A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		1,842,514.60
999	Pooled Cash	1,842,514.60	
TOTAL		1,842,514.60	1,842,514.60

** 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

April 2024	Page No. 1 of 1
Mailed: 05/10/2024	Due Date: 06/28/2024
Invoice Number: 11475	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	932.6
Total Water Untreated Delivered	

SALES	Type	Volume (AF)	Rate (\$ /AF)	Total (\$)
Full Service	Tier 1 Supply Rate	932.6	\$332.00	\$309,623.20
	System Access Rate	932.6	\$389.00	\$362,781.40
	System Power Rate	932.6	\$182.00	\$169,733.20
	Treatment Surcharge	932.6	\$353.00	\$329,207.80
SUBTOTAL				\$1,171,345.60

MISCELLANEOUS SALES		Volume (AF)	Rate (\$ /AF)	Total (\$)
Cyclic Storage	Treated	546.4		\$467,172.00
				\$467,172.00

OTHER CHARGES AND CREDITS	Rate (\$ /AF)	Total (\$)
Capacity Charge(Payment Schedule: M)		\$40,040.00
Readiness To Serve Charge(Payment Schedule: M)		\$163,957.00
SUBTOTAL		\$203,997.00

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)	169,465.5			
Tier 1 Annual Limit (For Current Calendar Year)	24,359.0			
Tier 1 YTD Deliveries (For Current Calendar Year)	3,128.1	12.8		
Tier 1 Current Month Deliveries	932.6			
Purchase Order Commitment (Jan 2015 to Dec 2024)	146,151.0			

INVOICE TOTAL	Volume AF	Amount Now Due
	1,479.0	\$1,842,514.60

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	11475	0	April 2024	1 of 2	05-10-24	06-28-24

Meter No LV-01

Treated Domestic	Constant	Previous Reading	Current Reading	Volume (Cu. Ft.)	Rate Desc.
Chatsworth St. and Andora Ave.	100	23397689	23490795	9310600	Unbundled

--- DELIVERIES ---

	Rate Per AF	Volume AF	Amount
Tier 1 Supply Rate	332.00	213.7	70,948.40
System Access Rate	389.00	213.7	83,129.30
System Power Rate	182.00	213.7	38,893.40
Treatment Surcharge	353.00	213.7	75,436.10
Delivery Subtotal		213.7	268,407.20
LV-01 Total		213.7	268,407.20

Meter No LV-02

Treated Domestic	Constant	Previous Reading	Current Reading	Volume (Cu. Ft.)	Rate Desc.
Terminus of Calabasas Feeder	1,000	23680834	23710347	29513000	Unbundled

--- DELIVERIES ---

	Rate Per AF	Volume AF	Amount
Tier 1 Supply Rate	332.00	677.5	224,930.00
System Access Rate	389.00	677.5	263,547.50
System Power Rate	182.00	677.5	123,305.00
Treatment Surcharge	353.00	677.5	239,157.50
Apr 2024, meter under 10% flow Tier 1 Supply Rate	332.00	0.7	232.40
Apr 2024, meter under 10% flow System Access Rate	389.00	0.7	272.30
Apr 2024, meter under 10% flow System Power Rate	182.00	0.7	127.40
Apr 2024, meter under 10% flow Treatment Surcharge	353.00	0.7	247.10
Delivery Subtotal		678.2	851,819.20

--- ADJUSTMENT ---

	Rate Per AF	Volume AF	Amount
Dec 2023 adj ccop sold (202312 delivery) (Las Virgenes)	855.00	546.4	467,172.00
Adjustment Subtotal		546.4	467,172.00
LV-02 Total		1,224.6	1,318,991.20

Meter No LV-03

Treated Domestic	Constant	Previous Reading	Current Reading	Volume (Cu. Ft.)	Rate Desc.
Chatsworth Park	10	96049165	96226642	1774770	Unbundled

--- DELIVERIES ---

	Rate Per AF	Volume AF	Amount
Tier 1 Supply Rate	332.00	40.7	13,512.40
System Access Rate	389.00	40.7	15,832.30
System Power Rate	182.00	40.7	7,407.40
Treatment Surcharge	353.00	40.7	14,367.10

Agency Name	Invoice No.	Rev.	Bill Period	Page No.	Mailed On	Due On
Las Virgenes Municipal Water District	11475	0	April 2024	2 of 2	05-10-24	06-28-24

Delivery Subtotal	40.7	51,119.20
--------------------------	------	-----------

LV-03 Total	40.7	51,119.20
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--- OTHER CHARGES AND CREDITS ---

Amount

Capacity Charge for current calendar year	40,040.00
Readiness to Serve Charge for current fiscal year	163,957.00

VOLUME TOTAL	INVOICE TOTAL
1,479.0	\$1,842,514.60

This invoice was printed on 5/9/2024 at 7:57:43AM



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

DELIVERIES													
MWD Water	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Year Bal
Program: BASIC													
TREATED FULL SERVICE													
Subtotal	1,846.2	1,597.4	1,338.2	1,417.4	1,414.5	1,001.6	601.6	643.1	840.4	932.6	0.0	0.0	11,633.0
TREATED FULL SERVICE AGENCY TRANSFER													
Subtotal	0.0	0.0	0.0	0.0	0.0	0.0	110.4	0.0	0.0	0.0	0.0	0.0	110.4
TREATED INTERRUPTIBLE (HISTORICAL)													
Subtotal	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
BASIC Total	1,846.2	1,597.4	1,338.2	1,417.4	1,414.5	1,001.6	712.0	643.1	840.4	932.6	0.0	0.0	11,743.4
MWD Water Total	1,846.2	1,597.4	1,338.2	1,417.4	1,414.5	1,001.6	712.0	643.1	840.4	932.6	0.0	0.0	11,743.4

STORAGE - CYC															
Program: CYC Version: CC03 Impl_Code: 001															
	Begin Bal	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Year Bal	End Bal
Deliveries	0.0	0.0	0.0	0.0	0.0	0.0	546.4	0.0	0.0	0.0	0.0	0.0	0.0	546.4	546.4
Sales	0.0	0.0	0.0	0.0	0.0	0.0	(546.4)	0.0	0.0	0.0	0.0	0.0	0.0	(546.4)	(546.4)
Adj/Losses	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0



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

MINUTES
REGULAR MEETING

9:00 AM

June 4, 2024

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was led by Jeremy Wolf.

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
Eric Schlageter, Interim Director of Facilities and Operations
Josie Guzman, Clerk of the Board
Keith Lemieux, District Counsel

2. APPROVAL OF AGENDA

Director Polan moved to approve the agenda. 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

3. PUBLIC COMMENTS

None.

4. CONSENT CALENDAR

Director Caspary pulled Item 4E for discussion.

A List of Demands: June 4, 2024: Receive and file

B Minutes Regular Meeting of May 21, 2024: Approve

C Water Infrastructure Networking Summit: Board Member Attendance

Authorize Board Member attendance, per diem compensation, and travel expenses for the Water Infrastructure Networking Summit held on May 31, 2024.

D Monthly Cash and Investment Report: April 2024

Receive and file the Monthly Cash and Investment Report for April 2024.

F End of Emergency Declaration for Valley Circle Water Main Break and Continuation of Emergency Declaration for Parkmor Road Water Main Break

Ratify the summary of emergency repair costs, in the amount of \$186,077.21, for the 30-inch water main break along Valley Circle Boulevard; and pass, approve, and adopt proposed Resolution No. 2640, continuing a declaration of emergency for a 12-inch water main break located at 5745 Parkmor Drive in the City of Calabasas and ending the emergency for the water main break along Valley Circle Boulevard.

RESOLUTION NO. 2640

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT FINDING THAT AN EMERGENCY WILL NOT PERMIT A DELAY RESULTING FROM A COMPETITIVE SOLICITATION FOR REPAIR OF A 12-INCH WATER MAIN LOCATED AT 5745 PARKMOR DRIVE IN THE CITY OF CALABASAS AND END THE EMERGENCY DECLARATION FOR A 30-INCH WATER MAIN LOCATED ON VALLEY CIRCLE BOULEVARD

(Reference is hereby made to Resolution No. 2640 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

Director Polan moved to approve the Consent Calendar Items 4A, 4B, 4C, 4D, and 4F.

Motion seconded by Director Caspary. Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan

NOES: None

ABSTAIN: None

ABSENT: None

4. CONSENT CALENDAR – SEPARATE ACTION ITEM

E CalPERS Pension and Other Post-Employment Benefit Liabilities: Update

Receive and file an update on CalPERS pension and Other Post-Employment Benefit (OPEB) liabilities, and authorize the General Manager to approve an additional contribution, in the amount of \$1,121,833, for Fiscal Year 2024-25 to reduce the District’s long-term net OPEB liability.

Brian Richie, Finance Manager, responded to questions regarding CalPERS’ long-term investment strategy and assumption on rate of return; OPEB projected unfunded liability status as of June 30, 2023; increase in the total OPEB liability between 2022 to 2023 due to the number of District retirees; and the District’s OPEB funded status of 68.7 percent.

Director Caspary requested a copy of CalPERS’ annual investment report showing the seven percent rate of return.

Director Caspary moved to approve the Consent Calendar Item 4E. Motion seconded by Director Polan.

Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan

NOES: None

ABSTAIN: None

ABSENT: None

Board President Lewitt welcomed Nicole Richardson, Metropolitan Water District of Southern California (MWD) Government and Public Affairs Representative.

5. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

A Water Supply Conditions Update

Joe McDermott, Director of Engineering and External Affairs, presented the report and noted that the 8-Station Index was at 93 percent of normal in the Northern Sierras, and the Colorado River was at 102 percent of normal. However, Lake Power was at 33 percent of normal and Lake Mead was at 35 percent of normal.

General Manager David Pedersen added that statewide reservoirs were nearly 100

percent of capacity, except for Sonoma Reservoir at 68 percent of capacity and San Luis Reservoir at 60 percent of capacity. He stated that these lower levels reflected the challenges of pumping water from the Delta into the State Water Project. He also stated that it was expected that the final State Water Project allocation would remain at 40 percent. He responded to a question regarding how Lakes Powell and Mead would affect water storage at Diamond Valley Lake by stating Diamond Valley Lake is primarily filled from the State Water Project and it does not store water from the Colorado River. He also responded to a question regarding the status of quagga mussels in Diamond Valley Lake by stating that MWD limits the water supply to Diamond Valley Lake from the State Water Project water, and although quagga mussels have been detected in the State Water Project system, they have not flourished.

6. TREASURER

Director Coradeschi stated that he reviewed the expenditures.

7. BOARD OF DIRECTORS

A Appointment of District's MWD Representative

Close nominations and select the individual to serve as the District's MWD Representative on the Board of the Metropolitan Water District of Southern California; and pass, approve, and adopt proposed Resolution No. 2641, appointing the District's Representative to serve on the Board of Directors of the Metropolitan Water District of Southern California.

RESOLUTION NO. 2641

A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT APPOINTING THE DISTRICT'S REPRESENTATIVE TO SERVE ON THE BOARD OF DIRECTORS OF THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

(Reference is hereby made to Resolution No. 2641 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

General Manager David Pedersen presented the report.

There were no further nominations.

Director Caspary moved to close the nominations. 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

Director Coradeschi moved to pass, approve, and adopt Resolution No. 2641 appointing Jay Lewitt as the District's Representative to serve on the Board of Directors of the Metropolitan Water District of Southern California . Motion seconded by Director Polan.

Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan

NOES: None

ABSTAIN: None

ABSENT: None

8. FACILITIES AND OPERATIONS

A Purchase of Chemical Dosing Trailer and Two Water Quality Analyzers: Authorization

Waive the competitive bidding requirements and authorize the General Manager to issue a purchase order to PSI Water Technologies, inc., in the total amount of \$188,300, consisting of \$155,300 for one Monoclor Residual Control Station Trailer and \$33,000 for two water quality station analyzers.

Darrell Johnson, Water Systems Manager, presented the report.

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

Mr. Johnson responded to questions regarding the number of tanks experiencing issues; tank agitators; chloramine residual calibration; nitrification in the tanks; maintaining training documentation and providing appropriate safety gear for staff; and the lack of electric power at most tank sites to run the residual control station, which would generally run on solar power and batteries.

Eric Schlageter, Interim Director of Facilities and Operations, noted that the benefit of mobile trailers would include emergency response to raise the disinfectant residual levels.

Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan

NOES: None

ABSTAIN: None

ABSENT: None

B 2024 Painting and Coatings Program: Contract Authorization

Authorize the General Manager to execute a one-year agreement with Vital Coatings, in the amount of \$100,000, with four one-year renewal options to provide

painting and coating services.

Ken Kuhlman, Water Distribution Operator III, presented the report.

Director Coradeschi moved to approve Item 8B. Motion seconded by Director Caspary.

Mr. Kuhlman responded to questions regarding consulting with the contractor regarding painting equipment with abnormal surfaces and the use of catalyzed paint.

Motion carried 5-0 by the following vote:

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

C On-Call Pipeline Repair and Paving/Concrete Services: Contract Amendment

Authorize the General Manager to execute a contract amendment, in the amount of \$396,000, with Toro Enterprises, Inc., to increase the not-to-exceed amount to \$1,878,154.26 for the current two-year term; re-appropriate funding, in the amount of \$264,000, from CIP No. 10785, and in the amount of \$132,000, from CIP No. 10728 to cover the additional cost; and authorize an increase, in the amount of \$1,200,000, for the second two-year renewal for a total not-to-exceed amount of \$2,000,000 for on-call pipeline repair and paving/concrete services.

Eric Schlageter, Interim Director of Facilities and Operations, provided introductory remarks.

Jim Korkosz, Facilities Manager, presented the report.

Director Coradeschi moved to approve Item 8C. Motion seconded by Director Caspary.

A discussion ensued regarding the upcoming Potable Water Pipeline Rehabilitation and Replacement Study to identify the order of priority for rehabilitation and replacements.

Motion carried 5-0 by the following vote:

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

9. FINANCE AND ADMINISTRATION

A Internal Audit Program: Results of Contract Management and Purchasing Audit, and Approval of Audit Work Plan for Fiscal Year 2024-25

Receive and file the Contract Management and Purchasing Audit Report, and authorize an amendment to the professional services agreement with Eide Bailly LLP, in the amount of \$100,000, to complete the Fiscal Year 2024-25 Internal Audit Work Plan.

Don Patterson, Director of Finance and Administration, provided introductory remarks.

Audrey Donovan, Senior Manager from Eide Bailly, provided a PowerPoint presentation.

Director Caspary moved to approve Item 9A. Motion seconded by Director Burns.

Mr. Patterson responded to questions regarding the use of P-cards for purchases in accordance with the District's purchasing policy.

Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan

NOES: None

ABSTAIN: None

ABSENT: None

10. ENGINEERING AND EXTERNAL AFFAIRS

A City of Calabasas Bark Park Butterfly Garden and Micro-Forest Planting: Memorandum of Understanding

Authorize the General Manager to execute a Memorandum of Understanding with the City of Calabasas and the Malibu Foundation for the planting of a butterfly garden and micro-forest at the Calabasas Bark Park.

Craig Jones, Resource Conservation Manager, presented the report.

Director Polan moved to approve Item 10A. Motion seconded by Director Burns.

Mr. Jones responded to questions regarding the District maintaining the micro-forest, planting schedule, use of recycled water for irrigation, signage, and the types of trees that would be planted by the Malibu Foundation.

Motion carried 5-0 by the following vote:

AYES: Burns, Caspary, Coradeschi, Lewitt, Polan

NOES: None

ABSTAIN: None

ABSENT: None

11. NON-ACTION ITEMS

A Organization Reports

Director Caspary reported that he attended the tour of the Pure Water Demonstration Facility on May 22nd that was provided to representatives from The Bay Foundation and members from the U.S. Environmental Protection Agency (EPA). He noted that the EPA monitors The Bay Foundation's work in the Santa Monica Bay as part of the National Estuary Program. He also noted that one of the major focuses of the Santa Monica Bay Restoration Plan is to minimize the import of water to the area, and the representatives from the EPA were pleased with the progress of the Pure Water Project Las Virgenes-Triunfo.

Board President Lewitt reported that he was assigned to the Association of California Water Agencies Committee for the Elected Officials Reception at the Ronald Reagan Library scheduled in September. He asked for the Board's input for this event.

B Director's Reports on Outside Meetings

Director Burns reported that he, Director Coradeschi, and Mike McNutt, Public Affairs and Communications Manager, provided a presentation at the City of Calabasas City Council Meeting on May 22nd.

Director Coradeschi acknowledged Mr. McNutt on his presentation at the City of Calabasas City Council Meeting. He reported that he attended the Love Run at the City of Westlake Village, where pure water was distributed at the District's booth.

Director Burns suggested taking pure water samples and drinking water glasses to future presentations at City of Calabasas City Council Meetings. He also acknowledged Mr. McNutt's comments during the Pure Water Project Las Virgenes-Triunfo architectural theme workshop regarding trust, transparency, safety, leadership, and legacy.

C General Manager Reports

(1) General Business

General Manager David Pedersen reported that he, Director Burns, Calabasas Councilmember Ed Albrecht, and Joe McDermott, Director of Engineering and External Affairs, visited the Burbank Operable Unit on May 30th. He stated that this was a groundwater treatment facility in the City of Burbank, and the City was awarded a judgment from Lockheed to pay for contamination remediation in the San Fernando Groundwater Basin area south of the Burbank Airport. He also reported that he and Director Polan attended the Water Infrastructure Networking Summit on May 31st, where Senator Alex Padilla was the keynote speaker. He provided a brief update regarding pipeline repairs at the slope on Parkmor Road, and stated that Toro Enterprises had begun emergency repairs which were progressing well.

Joe McDermott, Director of Engineering and External Affairs, responded to a question regarding the status of the Malibou Lake Siphon Replacement Project by stating that work was progressing and was scheduled to be completed in September.

(2) Follow-Up Items

General Manager David Pedersen stated that an item would be brought back at the next Board meeting for the Board to consider naming the Board Room after former Director Glen Peterson.

D Directors' Comments

Board President Lewitt noted that he, General Manager David Pedersen, and Intern Stone Halpern met with Wendy Greuel, former Los Angeles City Controller and Councilmember and attorney with Manatt Phelps & Phillips, who has clients interested in ocean desalination. He noted that a discussion was held regarding ocean desalination and OceanWell technology.

Director Burns asked staff to explore the Administration's \$50 billion water infrastructure investments for possible drinking water grants.

12. FUTURE AGENDA ITEMS

None.

13. PUBLIC COMMENTS

None.

14. ADJOURNMENT

Seeing no further business to come before the Board, the meeting was duly adjourned at **10:41 a.m.**

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

ATTEST:

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

(SEAL)

AGENDA ITEM NO. 4C

June 4, 2024

To: Payroll

From: David W. Pedersen
General Manager

DocuSigned by:
David W. Pedersen
12C6BE2E4EC44E2...

RE: Per Diem Request – May 2024

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 January 16, 2024, the Board adopted Ordinance No. 286, amending the per diem rate to \$245.

	<u>Director</u>	<u>No. of Meetings</u>	<u>Rate</u>	<u>Total</u>
22040	Gary Burns	10	\$245.00	\$2,450.00
8014	Charles Caspary	10	\$245.00	\$2,450.00
22039	Andy Coradeschi	10	\$245.00	\$2,450.00
19447	Jay Lewitt	10	\$245.00	\$2,450.00
18856	Leonard Polan	9	\$245.00	\$2,205.00

*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 Board Director's Name: Jay Lewitt
 Month of: May-24 Division: 5

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

Date(s)	# of Days Claimed			Reimbursible Expenses ² (Y/N)	Check One		Event Title
	Event	Travel ¹	Total		MWD	LVMWD	
5.1.24			1				Senator Ben Allen Zoom
5.2.24		X	1				AWA Board Meeting
5.6-5.9		X	4				Sites Visit and ACWA Conference Sacramento
5.13.24			1				JPA Board Meeting
5.14.24			1				Met Board Meeting
5.16.24			1				AWA Breakfast Meeting
5.21.24			1				LVMWD Board Meeting
5.28.24			1				JPA Architecture Design for Pure Water Workshop
5.29.24			1				Meeting with Wendy Gruel regarding Ocean Water
TOTAL			10				

Date Submitted: 5

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: Jay Lewitt

LAS VIRGENES MUNICIPAL WATER DISTRICT - PER DIEM REPORT



To: Josie Guzman, Clerk of the Board Director's Name: Leonard Polan
 Month of: May 24 Division: #4

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

Date(s)	# of Days Claimed			Reimbursable Expenses ² (Y/N)	Check One		Event Title
	Event	Travel ¹	Total		MWD	LVMWD	
5/7/24	1	----	1	Y	----	Y	ACWA Sacramento
5/8/24	1	----	1	Y	----	Y	ACWA Sacramento
5/9/24	1	----	1	Y	----	Y	ACWA Sacramento
5/13/24	1	----	1	N	----	Y	Special JPA Bd Mtg
5/14/24	1	----	1	N	----	Y	MWD Board Meeting
5/15/24	1	----	0	N	----	Y	LVMWD Tour Siphon Project
5/16/24	1	----	1	Y	----	Y	VCAWA Meeting
5/21/24	1	----	1	N	----	Y	LVMWD Bd Mtg
5/23/24	1	----	0	N	----	Y	Ocean Well Meeting
5/28/24	1	----	1	N	----	Y	Special JPA Bd Mtg
5/31/24	1	----	1	Y	----	Y	Water Infrastructure Networking Summit
TOTAL			9				

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.

Date Submitted: 6/2/24

Director Signature: Leonard E. Polan By Email

Glen Peterson, Director

Metropolitan Water District of Southern California

2936 Triunfo Canyon Rd

Agoura, CA. 91301

email: glenpsop@icloud.com

INVOICE

DATE: 06/01/24
INVOICE # 66
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
5/6-9/24	ACWA Sacramento	\$980.00
5/13/2024	Committee Meetings	\$245.00
5/14/2024	Board Meeting and Committee meetings	\$245.00
5/21/2024	Report to LV Board	\$245.00
5/28/2024	MWD Committees	\$245.00
5/20/2024	Bay Delta Committee	\$245.00
TOTAL		\$2,205.00

Make Check payable to Glen Peterson

Thank you for the opportunity to serve



DATE: June 18, 2024
TO: Board of Directors
FROM: General Manager

SUBJECT: American Water Works Association ACE24 Water Conference: Board Member Attendance

SUMMARY:

Several Board Members attended the American Water Works Association ACE24 Water Conference, which was held June 10 through 13, 2024, in Anaheim, California. The Las Virgenes Municipal Water District Code (Code), Section 2-2.106(d) – Compensation, designates specific organizational events that directors are authorized to attend. The American Water Works Association ACE24 Water Conference is not currently covered by the Code; therefore, the Board would need to consider retroactively authorizing the expenses associated with attendance.

RECOMMENDATION(S):

Authorize Board Member attendance and per diem compensation for the American Water Works Association ACE24 Water Conference held June 10 through 13, 2024, in Anaheim, California.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The cost for registration is \$1,050 per person, not including per diem compensation and travel expenses. Sufficient funds are available in the adopted Fiscal Year 2023-24 Budget.

DISCUSSION:

Several Board Members attended the American Water Works Association ACE24 Water Conference held June 10 through 13, 2024, in Anaheim, California.

The Las Virgenes Municipal Water District Code (Code), Section 2-2.106(d) – Compensation, designates specific organizational events that directors are authorized to attend. The American Water Works Association ACE24 Water Conference is not currently covered by the Code; therefore, the Board would need to consider retroactively authorizing the expenses associated with attendance. The Board Members' attendance at the event enhances their knowledge of critical issues related to providing high-quality, reliable water service to the District's customers.

GOALS:

Provide Safe and Quality Water with Reliable Services

Prepared by: Josie Guzman, Executive Assistant/Clerk of the Board

ATTACHMENTS:

[AWWA ACE24](#)

Register Today!

REGISTER ONLINE

Join us in Anaheim, California

Note the pattern shift for 2024: Pre-Conference workshops are Monday, June 10, and Opening General Session is on **Tuesday, June 11, 2024**.

ACE24 will take place at the Anaheim Convention Center: 800 W Katella Ave, Anaheim, CA

For general registration questions, or to request a PDF registration form please contact AWWA at service@awwa.org or call 800.926.7337 or 303.794.7711
Monday-Friday 8am-5pm Mountain Time

Utility Employees Offer: Register five full-conference attendees, get the 6th free! Use the special [Buy 5 Get 1 Free](#) form. All six forms must be submitted together.

Justification Toolkit: Clearly articulate the connection between your organization's needs and the benefits of attending ACE24!

Download the ACE [Justification Toolkit](#).

ACE24 Registration Options and Fees

Rates below valid until June 9, 2024 at 11:59 p.m. Eastern time.

ACE24 Registration Type	MEMBER Rate (USD)	NON-MEMBER Rate (USD)
Full-Conference	\$1,050	\$1,350
Field Operator Full Conference*	\$550	\$750
Small Utilities Full Conference (under 3500 customers)*	\$550	\$750
Exhibits-Only (non-exhibitors/non-utilities)	\$195	\$195
Water/Wastewater Utility Employee Exhibits-Only*	\$185	\$185
Student Full-Conference*	\$45	\$70

**Eligibility is verified*

Pre-conference Workshops, Tours, and Public Officials

(Available to Full-Conference Registrants Only)

	Member Rate (USD)	Nonmember Rate (USD)	Student (USD)
Workshops (Prices vary - see registration for details)	\$130-185	\$230-285	\$75-85
Technical Facility Tours (SOLD OUT)	\$75	\$75	N/A
Public Officials Courses	\$110 per course	\$210 per course	N/A

ACE24 Registration Category Inclusions

Registration Type	Educational Sessions	Exposition	Online Proceedings	Lunches in Expc Café (2)	Expo Happy Hour Drink Ticket (1)	Wrap Party Drink Tickets (2)
Full-Conference Registration	X	X	X	X	X	X
Exhibits-Only (non-exhibitors)		X	X		X	X
Water/Wastewater Utility Employee Exhibits-Only		X	X		X	X
Full-Conference Student Registration	X	X	X	X	X	X
Field Operator Full-Conference Registration	X	X	X	X	X	X
Small Utilities Full-Conference Registration	X	X	X	X	X	X
Spouse/Guest		X			X	X

For general registration questions, assistance or to request a PDF registration form please contact AWWA Customer Service at service@awwa.org or call 1.800.926.7337 or 303.794.7711 Monday-Friday 8am-5pm MT.

REGISTER ONLINE

Pricing above ends **June 9, 2024** at 11:59 p.m. eastern time. Prices will increase on June 10.

Specially Priced Disneyland Resort Theme Park Tickets will be available exclusively to registered attendees of AWWA ACE24.

Please note these key details and policies:

- To maintain the exclusivity of this offer, **access link to the ACE24 Disneyland Resort Theme Park storefront will only be available in your registration confirmation email.**
- ACE24 Specially Priced Disneyland Resort Theme Park Tickets **MUST** be purchased in advance; our digital Disney storefront **sales will close at 9:00pm PST on Sunday June 9, 2024.** *No discount Disney tickets will be available to purchase onsite or in-person.*
- **Maximum of six (6) tickets per registrant may be purchased;** registration will be verified. An ACE24 convention badge may be required upon entry by one (1) adult member of the visiting party at the park Main Entrance.
- Disneyland Resort maintains a dynamic pricing calendar based on expected park activity. Your pricing will be based on your selected day(s) and ticket type(s). Disneyland Resort requires both a ticket and park reservation to gain access into the parks; details are included in the ticket purchasing process in our storefront.
- On average, conference registrants will see a discount of 3 – 5% on standard ticket pricing. The Disney provided storefront will automatically include the appropriate discount; no additional codes or numbers are required.
- Disneyland Resort uses an electronic ticketing system; your Disney eTickets will be delivered upon verification of the contact information provided during registration. Once they are delivered, Disney eTickets can be scanned directly from your mobile device at the park Main Entrance. Alternatively, you may choose to print them out.
- If it is discovered that the purchaser of the ticket is not attending the conference, it will be considered a misuse of this offer. Consequently, the ticket(s) will be blocked and will not be eligible for a refund. Additionally, these tickets cannot be purchased with the intention of being resold.
- Disney Tickets are nonrefundable, but the amount paid for an unused ticket may be applied towards the purchase of a standard ticket by contacting Disney Ticketing Services.

Other use restrictions may apply and are indicated by Disney in the ticket purchasing process. For ticketing questions, you may contact Disney Ticketing Services directly at (714) 520-7053; Monday – Friday, 8:30am – 5:00pm PST

ACE24 Cancellation Policy:

AWWA must receive cancellations in writing. Phone cancellations are not accepted. All cancellations dated on or before April 20, 2024 will receive a refund, minus a 25% administrative fee. After April 20, 2024 cancellations will not be refunded; however, substitute registrants are welcome. Email requests for substitutions or cancellations to service@awwa.org or fax requests to 303.347.0804.

Information Release, Conference Policies, and Code of Conduct:

By registering for an AWWA event or program, attendees agree to abide by the [conference policies and code of conduct](#). As part of your event registration, personal contact data such as name, address, and email address will be collected and used by AWWA Show Management and approved third-parties affiliates, including exhibitors and sponsors, for ACE. See [AWWA Privacy Policy](#) for additional information. If you do not wish to receive any emails from ACE exhibitors and sponsors,

you may follow their opt out or unsubscribe instructions following receipt of an email from them.

You will not be able to opt out prior to receiving an initial email from our ACE exhibitors and sponsors.

WHAT ATTENDEES ARE SAYING ABOUT ACE

"ACE provides an opportunity to learn from world-class industry professionals about a myriad of subjects ranging from hyper-focused technical information to valuable insight on the world's biggest issues. Attending left me with a renewed sense of duty and provided quality content to help improve the utility (for which I work). The information was pertinent to the issues facing every utility, and the conference provides a forum for the exchange of ideas that is otherwise impossible."

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AWWA Government Affairs Office
1300 Eye St. NW Suite 701
Washington, DC 20005-3314 USA
Phone: 202.628.8303

AWWAIndia Association
New Delhi, India
<https://www.awwa-india.org>

Schedule at a Glance

JUNE 10-13, 2024 IN ANAHEIM, CALIFORNIA

NOTE! Pattern shift for 2024: Opening General Session is on *Tuesday*, June 11, 2024.

Events will take place at Anaheim Convention Center. Schedule is subject to change. Times below are Pacific time.

Monday, June 10, 2024	
7:30 a.m. - 5:00 p.m.	Registration open
6:30 a.m. - 1:30 p.m.	WE ACE24 Golf Tournament at Anaheim Hills Golf Course
7:30 a.m. - 10:00 a.m.	WE RACE for Water commemorating the 50th Anniversary of the Safe Water Drinking Act
9:00 a.m. - 5:00 p.m.	Pre-Conference Workshops (additional fee)
Tuesday, June 11, 2024	
7:00 a.m. - 5:00 p.m.	Registration open
8:30 a.m. - 10:00 a.m.	Opening General Session
10:00 a.m. - 5:00 p.m.	Exhibit Hall open
1:00 p.m. - 5:00 p.m.	Sessions
6:00 - 8:00 p.m.	Water For People Social Splash at Ballast Point Brewing
Wednesday, June 12, 2024	
7:30 a.m. - 5:30 p.m.	Registration open
8:30 a.m. - 4:30 p.m.	Sessions
10:00 a.m. - 5:30 p.m.	Exhibit Hall open
noon - 1:15 p.m.	Water Industry Luncheon
4:30 - 5:30 p.m.	Exhibit Hall Social Hour
5:30 - 7:00 p.m.	International Reception
6:00 - 8:00 p.m.	Emerging Leaders Reception
Thursday, June 13, 2024	
7:30 a.m. - 4:00 p.m.	Registration open
10:00 a.m. - 1:00 p.m.	Exhibit Hall open
9:00 a.m. - 5:00 p.m.	Sessions
5:00 - 6:30 p.m.	Wrap Party

All events tentative and subject to change.

HEAR WHAT ATTENDEES ARE SAYING ABOUT ACE

"A great way to keep up with the water industry and topics important to all of the public water systems."

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AWWA Government Affairs Office
1300 Eye St. NW Suite 701
Washington, DC 20005-3314 USA
Phone: 202.628.8303

AWWAIndia Association
New Delhi, India
<https://www.awwa-india.org>



DATE: June 18, 2024
TO: Board of Directors
FROM: Finance and Administration

SUBJECT: Statement of Revenues, Expenses and Changes in Net Position: April 2024

SUMMARY:

This report provides a year-to-date summary of unaudited Fiscal Year 2023-24 financial results for the District through April 30, 2024.

Through 10 months of Fiscal Year 2023-24, the District generated operating revenues of \$54.6 million, 8.5 percent above prior year operating revenues of \$50.3 million. Year-to-date operating expenses were \$45.3 million for the current fiscal year, 10.8 percent above prior year expenses of \$40.9 million.

The District generated net operating income available for capital projects of \$9.3 million year-to-date through April 30, 2024, in line with prior year's net income of \$9.4 million, and surpassing the annual budgeted net operating income of \$9.2 million for the fiscal year. The District depends on the net operating income to fund capital projects and meet policy-required reserves.

RECOMMENDATION(S):

Receive and file the Statement of Revenues, Expenses and Changes in Net Position for the period ending on April 30, 2024.

FINANCIAL IMPACT:

There is no financial impact associated with the report.

DISCUSSION:

Districtwide operating revenues year-to-date through April 2024 were \$54.6 million, \$4.3 million (or 8.5 percent) above the prior year's revenues of \$50.3 million. The operating revenues encompassed 76.4 percent of the annual budgeted revenues, below expectations through 83 percent of the fiscal year. The increase in revenues, as compared to the prior year, was due to increases in potable water sales of \$5.7 million (or 22.4 percent) and sanitation charges of \$1.0 million (or 6.1 percent), partly offset by a decrease in "other income"

of \$2.5 million. Year-to-date recycled water sales remained consistent year-over-year at \$3.7 million in the current fiscal year and prior fiscal year through April.

Potable water sales were \$30.9 million year-to-date through April 30, 2024, versus \$25.2 million during the same period of the prior year, an increase of \$5.7 million. \$3.6 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 through 10 months of the fiscal year increased 13.2% percent year-over-year (11,711 acre-feet for the current fiscal year versus 10,345 acre-feet during the prior fiscal 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 April 2024.

Sanitation service fees of \$18.3 million through April 30, 2024, were up \$1.0 million (or 6.1 percent), as compared to prior year revenues of \$17.3 million. Year-to-date revenues through April encompassed 87.9 percent of the annual budgeted revenues of \$20.8 million, ahead of expectations through 10 months 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 remaining favorable variance year-over-year was due to the timing of utility billing invoicing as April 2024, which included four regular billing cycles compared to three in April 2023. Timing related increases due to billing cycles will eventually "wash" over the course of the fiscal year.

The District generated revenue from potable water penalties (included in "other income"), in the amount of approximately \$0.3 million year-to-date through April 2024, which was significantly down from prior year's penalties of \$1.8 million through 10 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 April 2024 of \$45.3 million were \$4.4 million (or 10.8 percent) above the prior year's operating expenses of \$40.9 million year-over-year. Overall, operating expenses encompassed 72.7 percent of the \$62.3 million annual operating budget, which is favorable to expectations through 10 months of the fiscal year.

Water operating expenses were \$29.9 million through ten months of the fiscal year, encompassing 68.2 percent of the annual budget of \$43.9 million and favorable to expectations through 83 percent of the fiscal year. Water operating expenses year-to-date were 10.5 percent above prior year expenses, mainly from 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 \$15.4 million through April 2024, up 11.3 percent year-over-year versus prior year expenses of \$13.8 million. Purchased services from the Las Virgenes-Triunfo Joint Powers Authority (JPA) were \$12.3 million and encompassed 81.0% of the annual \$15.2 million budget, favorable to expectations through 83% of the fiscal year.

The District generated net operating income available for capital projects of \$9.3 million year-to-date through April 30, 2024, in line with the prior year's net income of \$9.4 million, and surpassing the annual budgeted net operating income of \$9.2 million for the fiscal year. The District depends on the net operating income to fund capital projects and meet policy-required reserves.

The attached Statement of Revenues, Expenses, and Changes in Net Position, summarizes the District's Fiscal Year 2023-24 year-to-date financial results through April 30, 2024.

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: April 2024](#)

LAS VIRGENES MUNICIPAL WATER DISTRICT
Statements of Revenues, Expenses, and Changes in Net Position
For the Months Ended April 30, 2024 (Preliminary) and 2023
(dollars in thousands)



	Annual Budget	<i>Through 83% of fiscal year</i>		Variance with Prior Year Positive (Negative)
		Actual Year-to-Date		
		2023/24	2022/23	
OPERATING REVENUES:				
Potable water sales and service fees	\$ 41,279	\$ 30,938	\$ 25,269	\$ 5,669
Recycled water sales and service fees	6,638	3,739	3,686	53
Sanitation service fees	20,837	18,320	17,271	1,049
Other income	2,749	1,634	4,110	(2,476)
Total operating revenues	71,503	54,631	50,336	4,295
OPERATING EXPENSES:				
Water expenses:				
Source of supply	25,148	17,368	15,075	2,293
Pumping	2,826	1,720	1,172	548
Transmission and distribution	3,761	3,037	3,082	(45)
Meter	1,156	245	506	(261)
Water conservation	616	95	122	(27)
General and administrative	10,386	7,477	7,145	332
Total water expenses	43,893	29,942	27,102	2,840
Sanitation expenses:				
Share of Joint Powers Authority (expense)	15,215	12,331	10,996	1,335
Other sewage treatment	553	754	702	52
Lift stations	113	100	109	(9)
General and administrative	2,530	2,197	2,014	183
Total sanitation expenses	18,411	15,382	13,821	1,561
Total operating expenses	62,304	45,324	40,923	4,401
NET OPERATING INCOME (LOSS)	9,199	9,307	9,413	(106)
NON-OPERATING REVENUES (EXPENSES):				
Taxes	978	933	934	(1)
Lease income	105	77	82	(5)
Interest income	1,000	3,118	1,699	1,419
Facilities income/ (expense)	572	278	240	38
Other revenues/(expenses)	79	2,780	463	2,317
Non-operating revenues (expenses)	2,734	7,186	3,418	3,768
Capital contributions	833	5,002	1,482	3,520
Change in Net Position	12,766	21,495	14,313	7,182
NET POSITION:				
Beginning of fiscal year	297,087	297,087	286,843	10,244
Ending Net Position	\$ 309,853	\$ 318,582	\$ 301,156	\$ 17,426



DATE: June 18, 2024
TO: Board of Directors
FROM: Facilities and Operations

SUBJECT: Fuel Polishing and Pump Repair Services: Contract Amendment

SUMMARY:

Staff periodically requests amendments to certain contractual service agreements based on the District's operational needs. Board authorization is required when the amendment results in the contract amount equaling or exceeding \$50,000.

Currently, the District has a contract with Tait Environmental, in the amount of \$48,095, for quarterly sampling and annual polishing of diesel fuel. Due to an increase in the number of District assets and equipment, as well as occasionally contaminated fuel deliveries, staff requests an increase to the contract, in the amount of \$26,905, for the current term ending on August 31, 2024, for total annual not-to-exceed amount of \$75,000 for the remainder of the term and future renewal options.

Additionally, the District has a contract with Vaughn's Industrial Repair Company, Inc., for pump repair services, in the amount of \$50,000. Due to higher quantities of aging pumps and needed repairs, staff requests an increase to the contract, in the amount of \$50,000, for the current term ending on August 4, 2024, for a total annual not-to-exceed amount of \$100,000 for the remainder of the term and future renewal options.

RECOMMENDATION(S):

Authorize the General Manager to execute contract amendments with Tait Environmental to increase the annual not-to-exceed amount of the current term and renewal options to \$75,000 for quarterly sampling and annual polishing of diesel fuel, and with Vaughan's Industrial Repair Company, Inc., to increase the annual not-to-exceed amount of the current term and renewal options to \$100,000 for pump repair services.

FISCAL IMPACT:

Yes

ITEM BUDGETED:

Yes

FINANCIAL IMPACT:

The total cost of this action is \$76,905. Sufficient funds for the work are available in the adopted Fiscal Year 2023-24 Budget and will be proposed in future fiscal year budgets.

DISCUSSION:

Contractual service agreements and annual purchase orders (POs) are issued to vendors for frequent, repeat purchases of various supplies and services required to support the operational needs of the District.

Annual POs are issued to vendors that provide goods or off-site services (i.e. pump rebuilds), while contracts are issued to vendors that provide on-site services (i.e. fuel polishing). The contracts provide a high level of protection compared to traditional annual POs by limiting potential liability and ensuring that the required services are clearly defined.

The annual contracts are typically issued for one year with four possible one-year renewals, and they are reviewed at least once every five years. All contracts with an annual amount of \$50,000 or more are brought to the Board for approval following the competitive bidding process every five years, or when an annual increase requires exceeding the previously-approved renewal term amounts.

Currently, the District retains Tait Environmental, in the amount of \$48,095, for quarterly sampling and annual polishing of diesel fuel. The District has installed four new generators at critical pump stations that require additional quarterly fuel services to ensure clean fuel for the reliability of these assets. Due to the additional equipment and occasional contaminated fuel deliveries during this period, staff requests an increase to the current contract, in the amount of \$26,905, for the term ending on August 31, 2024, for an annual not-to-exceed amount of \$75,000 for the remainder of the current term and subsequent renewal options.

Additionally, the District retains Vaughn's Industrial Repair Company, Inc. for pump repair services in the amount of \$50,000. During the current contract, the District has experienced multiple pump failures due to aging pumps and infrastructure based on use. To extend the useful life of these assets, five pumps have been rebuilt under the current contract term with two remaining pumps to be done before the next contract renewal. Due to a growing number of facility assets, which include aging pumps and necessary repairs, staff requests an increase to the current contract, in the amount of \$50,000, for the term ending on August 4, 2024, for an annual not-to-exceed amount of \$100,000 for the remainder of the current term and subsequent renewal options.

GOALS:

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

Prepared by: Shawn Triplett, Facilities Maintenance Supervisor

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.

Board of Directors - Final - Revised 3

June 11, 2024

2:00 PM

<p>Tuesday, June 11, 2024 Meeting Schedule</p>
<p>09:00 a.m. FAM 11:00 a.m. EOP 01:30 p.m. Break 02:00 p.m. BOD</p>

Agendas, live streaming, meeting schedules, and other board materials are available here: <https://mwdh2o.legistar.com/Calendar.aspx>. Written public comments received by 5:00 p.m. (business days) before the meeting is scheduled will be posted under the Submitted Items and Responses tab available here:

<https://mwdh2o.legistar.com/Legislation.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:

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

Long Beach Utilities Department • 1800 E. Willow Road • Long Beach, CA 90807

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

Conference Room • 1545 Victory Blvd 2nd Floor • Glendale, CA 91201

1. Call to Order

- a. Invocation: Director Dennis Erdman, Municipal Water District of Orange County
- b. Pledge of Allegiance: Director Desi Alvarez, West Basin Municipal Water District

2. Roll Call

3. Determination of a Quorum

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

5. OTHER MATTERS AND REPORTS

- A.** Report on Directors' Events Attended at Metropolitan's Expense [21-3393](#)
Attachments: [06112024 BOD 5A Report](#)
- B.** Chair's Monthly Activity Report [21-3394](#)
- C.** General Manager's summary of activities [21-3395](#)
Attachments: [06112024 BOD 5C Report](#)
- D.** General Counsel's summary of activities [21-3396](#)
Attachments: [06112024 BOD 5D](#)
- E.** General Auditor's summary of activities [21-3397](#)
Attachments: [06112024 BOD 5E Report with attachments](#)
- F.** Ethics Officer's summary of activities [21-3398](#)
Attachments: [06112024 BOD 5F Report](#)
- G.** Induction of new Director James Crawford from Central Basin [21-3474](#)
Municipal Water District (ADDED ITEM 6/5/24)
(a) Receive credentials
(b) Report on credentials by General Counsel
(c) File credentials
(d) Administer Oath of Office
(e) File Oath
Attachments: [06112024 BOD 5G Central Basin Municipal Water District - Crawford](#)
- H.** Induction of new Director Jay Lewitt from Las Virgenes Municipal [21-3475](#)
Water District (ADDED ITEM 6/5/24)
(a) Receive credentials
(b) Report on credentials by General Counsel
(c) File credentials
(d) Administer Oath of Office
(e) File Oath
Attachments: [06112024 BOD 5H Las Virgenes Municipal Water District - Lewitt](#)

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

6. CONSENT CALENDAR OTHER ITEMS - ACTION

- A. Approval of the Minutes of the Subcommittee on Audits for January 23, 2024 and Board of Directors Meeting for May 14, 2024 (Copies have been submitted to each Director, any additions, corrections, or omissions) [21-3380](#)
- Attachments:** [06112024 Audits \(01232024\) Minutes](#)
[06112024 BOD 6A \(05142024\) Minutes](#)
- B. Approve Committee Assignments
- C. Approve Commendatory Resolution for Director Michael Gualtieri representing Central Basin Municipal Water District
- D. Approve Commendatory Resolution for Director Glen Peterson representing Las Virgenes Municipal Water District (ADDED ITEM 6/5/24)

7. CONSENT CALENDAR ITEMS - ACTION

- 7-1 Approve General Auditor's Audit Plan for fiscal year 2024/25; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (Exec) [21-3386](#)
- Attachments:** [06112024 Exec 7-1 B-L](#)
[05282024 Exec 7-1 Presentation](#)
- 7-2 Authorize on-call agreements with AECOM, Black & Veatch, and Hazen and Sawyer in amounts not to exceed \$3 million each, for a maximum of three years for engineering services; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (EOT) [21-3402](#)
- Attachments:** [06112024 EOT 7-2 B-L](#)
[06102024 EOT 7-2 Presentation](#)
- 7-3 Award a \$897,469 contract to Exaro Technologies Corporation to construct a cathodic protection system along the Santa Monica Feeder; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (EOT) [21-3404](#)
- Attachments:** [06112024 EOT 7-3 B-L \(updated Attach #2\)](#)
[06102024 EOT 7-3 Presentation](#)

- 7-4** Approve up to \$2.257 million to purchase insurance coverage for Metropolitan's Property and Casualty Insurance Program for fiscal year 2024/25; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA. [REVISED SUBJECT 6/3/2024] (FAM) [21-3441](#)
- Attachments:** [06112024 FAM 7-4 B-L](#)
[06112024 FAM 7-4 Presentation](#)
- 7-5** Approve Metropolitan's Statement of Investment Policy for fiscal year 2024/25, delegate authority to the Treasurer to invest Metropolitan's funds for fiscal year 2024/25; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (FAM) [21-3442](#)
- Attachments:** [06112024 FAM 7-5 B-L](#)
[06112024 FAM 7-5 Presentation](#)
- 7-6** Authorize the General Manager to grant a permanent easement to the Las Virgenes Municipal Water District for water pipeline purposes on Metropolitan fee-owned property in the City of Los Angeles within Assessor Parcel Number 2723-009-905; the General Manager has determined that the proposed action is exempt and not subject to CEQA (FAM) [21-3443](#)
- Attachments:** [06112024 FAM 7-6 B-L](#)
[06112024 FAM 7-6 Presentation](#)
- 7-7** Authorize amending agreements with Hazen and Sawyer for a new not-to-exceed amount of \$2,000,000 and CDM Smith Inc. for a new not-to-exceed amount of \$500,000, and authorize a new agreement with Arup US, Inc. for a not-to-exceed amount of \$500,000 for a period of three years to provide support services in the development and implementation of the CAMP4W; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (FAM) [21-3444](#)
- Attachments:** [06112024 FAM 7-7 B-L](#)
[06112024 FAM 7-7 Presentation](#)

- 7-8** Express support for ballot measure ACA 1: Local government financing; affordable housing and public infrastructure; voter approval; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (Leg) [21-3446](#)

Attachments: [06112024 LEG 7-8 B-L](#)
[06102024 LEG 7-8 Presentation](#)

- 7-9** Express opposition to Initiative 1935: The Taxpayer Protection and Government Accountability Act and express support for ballot measure ACA 13: Voting thresholds; the General Manager has determined that the proposed actions are exempt or otherwise not subject to CEQA (Leg) [21-3447](#)

Attachments: [06112024 LEG 7-9 B-L](#)
[06102024 LEG 7-9 Presentation](#)

- 7-10** Approve the nomination and naming of the Wildflower Trail at Diamond Valley Lake in honor of Metropolitan Board Vice Chair Judy Abdo; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (FNA) [21-3400](#)

Attachments: [06112024 BOD 7-10 B-L](#)
[06112024 LEG 7-10 Attachment Received](#)

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

8. OTHER BOARD ITEMS - ACTION

- 8-1** Approve and appropriate an increase of \$25 million to the Capital Investment Plan for fiscal years 2022/23 and 2023/24 for a new biennium amount of \$625 million; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (EOT) [21-3403](#)

Attachments: [06112024 EOT 8-1 B-L](#)
[06102024 EOT 8-1 Presentation](#)

- 8-2** By a two-thirds vote, authorize two payments of up to \$993,600 for support of the Colorado River Board, Six Agency Committee, and Colorado River Joint Powers Authority for fiscal year 2024/2025 and \$1,023,408 for fiscal year 2025/2026; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (OWS) [21-3408](#)
- Attachments:** [06112024 OWS 8-2 B-L](#)
[06102024 OWS 8-2 Presentation](#)
- 8-3** Authorize entering into a three-year contract with We Are RALLY, LLC for media placement services related to drought awareness and water conservation not to exceed \$10.5 million; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (Leg) [21-3445](#)
- Attachments:** [06112024 LEG 8-3 B-L](#)
[06102024 LEG 8-3 Presentation](#)
- 8-4** Report on San Diego County Water Authority v. Metropolitan Water District of Southern California, et al., San Francisco County Superior Court Case Nos. CPF-10-510830, CPF-12-512466, CPF-14-514004, CPF-16-515282, CPF-16-515391, CGC-17-563350, and CPF-18-516389; the appeals of the 2010 and 2012 actions, Court of Appeal for the First Appellate District Case Nos. A146901, A148266, A161144, and A162168, and California Supreme Court Case No. S243500; the petition for extraordinary writ in the 2010 and 2012 actions, Court of Appeal for the First Appellate District Case No. A155310; the petition for extraordinary writ in the second 2016 action, Court of Appeal for the First Appellate District Case No. A154325 and California Supreme Court Case No. S251025; the Metropolitan Water District of Southern California v. San Diego County Water Authority cross-complaints in the 2014, 2016, and 2018 actions; and the appeals of the 2014, 2016, and 2018 actions, Court of Appeal for the First Appellate District Case No. A170156; authorize initiation of settlement negotiations with SDCWA and provide direction to staff regarding the 2014, 2016, and 2018 actions, including the cross-complaints and appeals, San Francisco County Superior Court Case Nos. CPF-14-514004, CPF-16-515282, and CPF-18-516389 and Court of Appeal for the First Appellate District Case No. A170156; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [Conference with legal counsel – existing litigation; to be heard in closed session pursuant to Gov. Code Section 54956.9(d)(1)] (LC) [21-3438](#)

- 8-5** Authorize an option agreement with The AES Corporation, LLC, for a long-term lease of up to 6,742 acres of land in the Palo Verde Valley, California for possible carbon-free energy production and storage purposes, contingent upon further project permits and approvals; the General Manager has determined that the proposed action of issuing an option agreement is exempt or otherwise not subject to CEQA. The property is located southwest of the city of Blyth in Riverside County and commonly known as the Palo Verde Mesa, Riverside County Assessor Parcel Nos. 879-230-001, 879-230-003; 879-230-005; 879-230-008; 879-230-010; 879-230-011; 879-230-012; 879-230-013; 879-230-014; 879-230-015; 879-230-016; 879-230-017; 879-230-018; 879-230-023; 879-230-024; 879-240-001; 879-240-002; 879-240-037; 879-240-038; 879-250-001; 879-250-008; 879-250-011; 879-250-013; 879-250-014; 879-261-019; 879-261-020; 879-261-021; 879-261-022; [Conference with real property negotiators agency negotiators: Kevin Webb and Kieran Callanan; negotiating parties: The AES Corporation, LLC; under negotiation: price and terms; to be heard in closed session pursuant to Government Code Section 54956.8. [ADDED ITEM 6/3/2024] (FAM) [21-3469](#)

Attachments: [06112024 FAM 8-5 Open Session Presentation](#)

- 8-6** Discussion of correspondence alleging employment violations and provide direction to staff; the General Manager has determined the proposed action is exempt or otherwise not subject to CEQA [Conference with legal counsel—anticipated litigation; based on existing facts and circumstances, including receipt of a correspondence containing allegations of serious Equal Employment Opportunity and other violations; there is significant exposure to litigation against Metropolitan; one potential case; to be heard in closed session pursuant to Gov. Code Section 54956.9 (d)(2)]. [ADDED ITEM 6/7/24] [21-3478](#)

9. BOARD INFORMATION ITEMS

- 9-1** Conservation Report [21-3399](#)

Attachments: [06112024 BOD 9-1 Report](#)

10. OTHER MATTERS

NONE

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: June 18, 2024
TO: Board of Directors
FROM: General Manager

SUBJECT: Naming the Board Room in Honor of Glen D. Peterson: Approval

SUMMARY:

On May 21, 2024, Board President Jay Lewitt requested a future agenda item for the Board to consider naming the Board Room in honor of Glen D. Peterson. Mr. Peterson served on the LVMWD Board of Directors from January 1987 through December 2018, and served as the District's MWD Representative from January 1993 through June 2024. He has been an excellent representative for the District over more than three decades with a steady and reliable level of leadership that reflects the values of the region's residents.

RECOMMENDATION(S):

Approve naming the Board Room in honor of Glen D. Peterson.

FINANCIAL IMPACT:

There would be a minimal cost for installation of signage.

DISCUSSION:

On May 21, 2024, Board President Jay Lewitt requested a future agenda item for the Board to consider naming the Board Room in honor of Glen D. Peterson. Mr. Peterson served on the LVMWD Board of Directors from January 1987 through December 2018, and served as the District's Representative on the Board of Directors of Metropolitan Water District of Southern California (MWD) from January 1993 through June 2024. He announced his retirement from the MWD Board in May 2024.

Mr. Peterson has been an excellent representative for the District over more than three decades with a steady and reliable level of leadership that reflects the values of the region's residents. He served as the Board President for the District from 1991 through 1993, and from 2015 through 2018. He also served on numerous MWD Committees, including Chair of the Engineering and Operations Committee and Special Committee on Bay-Delta. Through his roles with the District and MWD, Mr. Peterson was instrumental in a number of important efforts such as the construction of Diamond Valley Lake, the development of the Inland

Feeder Project, fluoridation of imported water supplies, negotiation of the Quantification Settlement Agreement for MWD on the Colorado River, advocating for California WaterFix and the Delta Conveyance Project, and addressing the challenges faced by Member Agencies serving MWD's State Water Project-dependent areas. He was also instrumental in the completion of the Westlake Filtration Plant, expansion of the Tapia Water Reclamation Facility, completion of the Rancho Las Virgenes Composting Facility, and development of the Pure Water Project Las Virgenes-Triunfo to address the regulatory compliance challenges and create a new, drought-resilient supply of local water for the region.

Prepared by: Josie Guzman, Executive Assistant/Clerk of the Board



DATE: June 18, 2024
TO: Board of Directors
FROM: Finance and Administration

SUBJECT: Fiscal Years 2024-26 Proposed Biennial Budget: Approval and Adoption

SUMMARY:

The proposed two-year combined operating and capital improvements budget is \$137.3 million for Fiscal Year 2024-25 and \$153.0 million for Fiscal Year 2025-26. The Fiscal Year 2024-25 operating budget is \$65.4 million, an increase of \$2.7 million (or 4.3 percent) over the Fiscal Year 2023-24 Budget. The proposed operating budget for Fiscal Year 2025-26 is \$68.8 million, an increase of \$6.1 million (or 9.1 percent) over the Fiscal Year 2023-24 Budget. Working capital projections are sufficient to cover the proposed capital improvements for the next two years.

Staff proposes a phased implementation of the recently completed Organizational Assessment and Staffing Analysis. The Fiscal Year 2024-25 Operating Budget was increased by \$300,000 over the amount presented to the Board on May 21, 2024, to initiate the implementation process. For Fiscal Year 2025-26, staff proposes an increase of \$1.3 million over the total budgeted amount previously presented to the Board for the second year of implementation.

RECOMMENDATION(S):

Approve the proposed Biennial Budget Plan for Fiscal Years 2024-26; adopt the proposed Fiscal Year 2024-25 Budget; and approve the addition of a new Director of Facilities & Engineering position and classification at Salary Range E137, a new Director of Water Operations position and classification at Salary Range E137, and a new Assistant General Manager classification at Salary Range E149, all on the Executive & Unrepresented Group Salary Schedule.

FINANCIAL IMPACT:

The proposed two-year combined operating and capital improvements budget is \$137.3 million for Fiscal Year 2024-25 and \$153.0 million for Fiscal Year 2025-26.

DISCUSSION:

Background:

The District has prepared a biennial budget since 2016. Following review of the proposed budget, staff incorporates any recommended changes in a final version that is presented to the Board for approval. The Board adopts the budget for the first year and approves the budget plan for the second year. Prior to commencement of the second year, the Board is presented with an updated budget for adoption. The Fiscal Years 2024-26 Proposed Biennial Budget represents the proposed budget for the next two fiscal years.

Budget Assumptions:

The development of the Fiscal Years 2024-26 budget coincides with drastically improved supplies from the State Water Project following two years of above normal precipitation and snowfall. Despite this wet period, it is imperative that customers of the District continue to utilize water as efficiently as possible. A major component of the District's Strategic Plan is to educate customers and provide them with tools to help them make conservation a way of life to meet the demands of a changing and increasingly variable climate.

One of the first steps in preparation of the Fiscal Years 2024-26 Proposed Biennial Budget was to review the significant budget factors and assumptions. The Board met on February 13, 2024, to review the current Strategic Plan and discuss the priorities of the District over the next several years. The meeting formed the basis for some of the "one-time" costs included in the Fiscal Year 2024-25 Proposed Budget, including a Water Supply Diversification Study.

Purchased water costs from the Metropolitan Water District of Southern California (MWD) represent the largest expense included in the proposed biennial budget. The MWD Board approved increases to its full service treated volumetric rates for purchased water, effective on January 1st of 2025 and 2026. These rate increases have been incorporated into the District's proposed budget, resulting in an increase to source of supply costs within the operating budget along with offsetting favorability reflected in higher "pass-through" revenues within Fiscal Year 2024-25 and Fiscal Year 2025-26.

Labor cost increases included in the biennial budget are based on currently approved Memoranda of Understanding (MOU), factoring in reasonable cost of living increases in line with Consumer Price Index trends in the Los Angeles area.

The District continues to reflect the trend of increasing energy costs in the proposed biennial budget. Projected energy expenses are based on the most recently-approved rate increase of eight percent as of January 1, 2024, from Southern California Edison, reflected as an increase of eight percent in Fiscal Year 2024-25 and again in Fiscal Year 2025-26.

The Fiscal Year 2024-26 proposed budget also includes a continuation of optional, additional payments, in the amount of \$1.1 million annually, to continue reduction of the District's unfunded liability for Other Post-Employment Benefits (OPEB).

Revenues:

Potable Water:

Fiscal Year 2024-25 water sales budget incorporates the current three-year average volume of water deliveries (Fiscal Year 2021-22 through Fiscal Year 2023-24), which equates to

12,920 acre feet (AF) annually. Additionally, a five percent annual rate increase per the Board-approved five-year rate study for Fiscal Year 2024-25, and MWD pass-through revenues have been included in the budget. The final January 1, 2026, rate will be determined via a new rate study scheduled to be completed in 2025.

The Fiscal Year 2025-26 water sales budget also incorporates the current three-year average of 12,920 AF in projected water deliveries, along with a five percent annual rate increase and MWD pass-through revenues. The proposed budget does not include Wasteful Water Use Penalty revenue as a source of revenue.

Recycled Water:

The Fiscal Year 2024-25 recycled water sales budget is based on usage from the current three-year average with an eight percent annual rate increase per the five-year rate study. The final January 1, 2026 rate will be determined via a new rate study scheduled to be completed in 2025.

The Fiscal Year 2025-26 recycled water sales budget remain consistent with the previous year's budget and also includes an eight percent annual rate increase.

Sanitation:

The Fiscal Year 2024-25 Sanitation revenues include a 3.75 percent annual rate increase per the Board-approved five-year rate study.

The Fiscal Year 2025-26 Sanitation revenues remain consistent with the previous year's budget and also include a 3.75 percent annual rate increase. The final January 1, 2026 rate will be determined via a new rate study scheduled to be completed in 2025.

Expenses:

Potable Water:

Overall, the Fiscal Year 2024-25 budgeted operating expenses were materially in-line with the Fiscal Year 2023-24 Budget. Though MWD rate increases have been incorporated into the budget, resulting in an increase in source of supply costs, water deliveries are also projected to decrease versus the previous budget cycle, resulting in an offsetting decrease within source of supply costs from the Fiscal Year 2023-24 Budget to the Fiscal Year 2024-25 Budget.

Recently approved MWD rate increases for Fiscal Year 2024-25 and Fiscal Year 2025-26 are factored into the budget, resulting in higher purchased water costs versus Fiscal Year 2023-24 estimated actuals. Additionally, in the proposed Fiscal Year 2024-25 budget, there is an increase in outside services costs related to potential on-call services for emergency repairs and professional services for a one-time Water Supply Diversification Study.

Recycled Water:

Fiscal Year 2024-25 budgeted operating expenses increased 7.4 percent compared to the Fiscal Year 2023-24 budget, and an increase versus Fiscal Year 2023-24 estimated actuals by 25.7 percent. Continuing a low growth expenditure budget in Fiscal Year 2024-25 aligns

the budgeted amount with the actual expenses experienced.

Fiscal Year 2025-26 budgeted expenses reflect an increase of 9.5 percent from the Fiscal Year 2023-24 budget and an increase of 28.2 percent when compared to Fiscal Year 2023-24 estimated actuals.

Sanitation:

Fiscal Year 2024-25 budgeted operating expenses reflect an increase of 6.7 percent over Fiscal Year 2023-24 budget, and a 12.0 percent increase when compared to Fiscal Year 2023-24 estimated actuals. The 12.0 percent increase in the Fiscal Year 2024-25 budget versus Fiscal Year 2023-24 estimated actuals is driven primarily from an increase in the District's share of JPA net expenses that in turn results in higher purchased service costs billed to the Sanitation Enterprise.

Fiscal Year 2025-26 budgeted expenses reflect an increase of 7.8 percent over Fiscal Year 2023-24 budget, and a 13.1 percent increase versus Fiscal Year 2023-24 estimated actuals. The increased Fiscal Year 2023-24 budget is due to projected JPA purchased services cost increases as mentioned above. Additionally, the Fiscal Year 2025-26 budget includes increased professional service costs for sewer system modeling.

Internal Service Fund:

Actual expenses are often lower than budget due to non-cash impacted year-end accounting adjustments to pension and OPEB expenses required by the Governmental Accounting Standards Board (GASB). Additionally, budgeted expenses will often be higher than actuals as a result of vacant positions that are included in the budget and result in salary savings when unfilled during the current year.

The increase in the Fiscal Year 2024-25 Budget versus the Fiscal Year 2023-24 Budget is a function of labor increases that includes cost of living adjustment (COLA) increases in line with the current MOUs, five percent step increases, projected CalPERS contributions, and the phased implementation of the Organizational Assessment and Staffing Analysis.

On-going Review of Budget and Ability to Adjust to Economic Conditions :

As part of the budget process, staff provides the Board with monthly reports that reflect budget-to-actual results during the fiscal year. During the Fiscal Year 2024-25, these monthly reports will be critical to assess whether or not the District's revenues and expenditures are in-line with budget projections. As staff continues to monitor the District's financial position, any proposed adjustments will be presented to the Board with an analysis of the anticipated impacts to the organization and its customers, both in the near and long-terms. This approach will support the Board to adapt the District's response to the most current financial conditions, while minimizing the impact on the essential services provided to customers.

Capital Improvements Program (CIP):

Proposed CIP Projects for Fiscal Year 2024-25 are budgeted at \$70.6 million and include \$45.8 million in carryforwards and \$24.9 million in new appropriations. The Pure Water Project Las Virgenes-Triunfo (Pure Water Project) accounts for \$28.9 million (29.7 percent) of

the total CIP. Staff proposes the use of assigned cash reserves, previously approved by the Board, to fund the District's portion, net of any grant funding received, for the Pure Water Project costs.

The Fiscal Year 2025-26 proposed CIP is \$82.9 million and includes \$58.5 million for the Pure Water Project.

The CIP projects recommended for funding are consistent with the District and JPA Infrastructure Investment Plans and serve to implement the District's Strategic Plan objectives.

Organizational Assessment and Staffing Analysis:

The District's Organizational Assessment and Staffing Analysis has culminated in recommendations for organizational changes that have been reviewed by staff and were presented to the Board on May 21, 2024. The Board concurred with staff's recommendation to pursue moving toward a flatter organizational structure (labeled as "Model B"), characterized by a wider span of authority, which can lead to faster decisions as well as more direct input and control over operations. Further, the broader organizational hierarchy can offer more opportunities for operational exposure and employee growth, supporting the District's succession planning efforts. The final report for the study is attached and contains an organizational chart depicting Model B.

The new organizational structure would separate the District into four departments: (1) Facilities and Engineering, (2) Water Operations, (3) External Affairs, and (4) Administration. Each department would have a department director, and the department directors would report to one of two Assistant General Managers (AGMs). The AGMs would assist the General Manager with strategic oversight of District operations, oversee day-to-day operations for their assigned portion of the District, and provide an active reporting structure for department directors. The Director of Facilities & Engineering and Director of Water Operations would report to the AGM overseeing Facilities, Engineering, and Water Operations; and the Director of External Affairs and Director of Administration would report to the AGM overseeing External Affairs and Administration.

Staff recommends implementing this model over the next two fiscal years. Specifically, in early Fiscal Year 2024-25, upon receiving Board approval, staff recommends filling the Director of Facilities and Engineering, Director of Water Operations, and Assistant General Manager of Facilities, Engineering, & Water Operations positions to address immediate needs. Staff recommends filling the Assistant General Manager of Administration & External Affairs position in early Fiscal Year 2025-26. Positions will be filled via an open or promotional competitive recruitment process in accordance with the District's Hiring Policy. Attached for reference is a copy of the Executive & Unrepresented Group Salary Schedule reflecting the proposed salary placement for the new positions.

Division-level changes will be evaluated and implemented once the overall organizational structure is in place. Some changes will be more immediate, while others will be implemented over the next 10 years as reflected in the 10-year staffing plan included in the attached report. Any changes involving new positions will continue to be presented to the Board for approval.

GOALS:

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Debbie Rosales, Financial Analyst II

ATTACHMENTS:

[Fiscal Years 2024-26 Proposed Biennial Budget](#)

[Organizational Assessment and Staffing Analysis - Final Report](#)

[Appendix B - Organizational Assessment and Staffing Analysis](#)

[Executive & Unrepresented Group Salary Schedule](#)

PROPOSED BIENNIAL BUDGET

FISCAL YEARS
2024-25/2025-26



LAS VIRGENES MUNICIPAL WATER DISTRICT



OUR COMMITMENTS



High level
of Customer
Satisfaction



Transparency
and Community
Engagement



Highly Effective
Workforce



Maximum Reuse
and Resource
Recovery



Sound financial
Management



Reliable Water
Supply and
Service



Sound planning
and appropriate
investment



Innovative
and Efficient
Operations



Protection of Public
Health and the
Environment



Safe, High Quality
Water

**Las Virgenes Municipal Water District
Fiscal Year 2024-25 / 2025-26
Board of Directors**



Jay Hewitt
President
Director,
Division 5



Leonard E. Polan
Vice President
Director,
Division 4



Andy Coradeschi
Treasurer
Director,
Division 2



Charles Caspary
Director,
Division 1



Gary Burns
Secretary
Director
Division 3

Executive Team

David Pedersen, P.E. - General Manager
W. Keith Lemieux - Counsel
Joe McDermott, P.E. - Director, Engineering and External Affairs
Eric Schlageter, P.E. - Interim Director, Facilities and Operations
Donald Patterson, CPFO CCMT - Director, Finance and Administration

Management Team

Engineering and External Affairs

Ursula Bosson, Customer Service Manager
Mike McNutt, Public Affairs & Communications Manager
Craig Jones, Resource Conservation Manager

Facilities and Operations

Veronica Hurtado, Water Reclamation Manager
Darrell Johnson, Water Systems Manager
Jim Korkosz, Facilities Operations Manager

Finance and Administration

Sophia Crocker, Human Resource Manager
Ivo Nkwenji, Information Systems Manager
Brian Richie, Finance Manager

READER'S GUIDE

The budget is intended to address many different audiences, both internally and externally. It serves as a policy document, financial plan, operational guide, and a communication document. It has been formatted to enhance readability and provide users with extractable sections that can stand on their own. The document is intended to reflect the emphasis that Las Virgenes Municipal Water District places on excellent services delivered in an efficient, respectful, and courteous manner.

The District

The District section provides background and historical information about Las Virgenes Municipal Water District. It provides statistical community information, such as areas served, population and demographics. Included is the agency organization chart, staffing, a staffing chart, financial policies, and budget awards are also included.

Budget Discussion

Budget Discussion section provides information on the overall financial stability of the organization. This includes the budget overview, process and calendar. The District's strategic plan and planning process are included in this section.

Operations Section

Operations section provides the reader with information about the agency's three enterprise funds - Potable Water, Recycled Water, and Sanitation; with business unit detail. The section includes discussion of business unit functions and line item details. Also included is

summary financial data for each business unit and enterprise for two prior fiscal years including prior year actuals, current year budget and estimated actuals, and Fiscal Years 2024-25 and 2025-26 budget.

Internal Services

Internal Services section provides information on all costs associated with the General Administration of the District. Includes all personnel related costs as well as general operations and maintenance expenses. All net accumulated costs are allocated to the enterprise, capital projects, and the Joint Powers Authority (JPA)

Capital Improvement Plan

Capital Improvement Plan is provided to capture all current capital projects contained in the budget. The Capital Improvement Projects Budget includes anticipated spending in the next two years by fund. The Capital Improvement Detail includes a detail of each project including project descriptions, costs, established priorities, status, and project funding.





DATE: June 18,2024

TO: LVMWD Customers
Board of Directors

It is my privilege to present the proposed operating and capital improvement projects budget plan for Fiscal Years 2024-25 and 2025-26. The District prepares a biennial budget to improve long-range and strategic planning. The Board approves the two-year budget plan and adopts the Fiscal Year 2024-25 budget. In the spring of 2025, the Board will be presented with budget-to-actuals for the current year and will be asked to consider any modifications to the proposed budget for Fiscal Year 2025-26.

This two-year budget represents the concerted efforts of staff over the past several months to estimate the financial needs of the District for the next two fiscal years to continue to provide high quality water and sanitation services to the District's customers. This budget is also aligned with the District's adopted Strategic Plan Goals and Objectives and its Financial Policies.

The development of the Fiscal Years 2024-26 budget coincides with drastically improved supplies from the State Water Project following two years of above normal precipitation and snowfall. Despite this wet period, it is imperative that customers of the District continue to utilize water as efficiently as possible. A major component of the District's Strategic Plan is to educate customers and provide them with tools to help them make conservation a way of life to meet the demands of a changing and increasingly variable climate.

The District has taken several actions over the past several years to ensure financial resiliency for various economic and hydrological conditions. Steps taken include increasing the percentage of fixed cost recovered from fixed fees, implementation of water budgets to encourage making water efficiency a way of life, and creating an \$8 million rate stabilization fund to temporarily address any short-term revenue shortfalls.

Diversification of Water Supply Portfolio

The District continues to sharpen its focus on plans to implement infrastructure improvements by its wholesaler, Metropolitan Water District of Southern California (MWD), and construct an interconnection with Los Angeles County Waterworks District No. 29, Malibu. These efforts are essential to provide the District with additional sources of supply that are independent of the State Water Project, including access to stored water in Diamond Valley Lake and available supplies from both the Colorado River Aqueduct and MWD's future Pure Water Southern California. Staff will also continue advocating at the state and federal levels for investments and improvements to the State Water Project and other projects/programs that would improve the reliability of water supply to the District.

Long-Term Water Reliability Improvements

As the District looks to address the effects of climate change, it continues to look at ways to diversify its water portfolio. The most significant efforts to date in this area are the development of the Pure Water Project Las Virgenes – Triunfo that will eventually provide up to 30% of the District's drinking water supply at build out.

In 2020 the Las Virgenes-Triunfo Joint Powers Authority (JPA) began operation of the Pure Water Demonstration Project. During that same period, the JPA engaged a firm to provide owner's advisor/program management services to the JPA for the Pure Water Project Las Virgenes-Triunfo. During Fiscal Year 2023-24, the District developed design criteria for the project, certified the Programmatic Environmental Impact Report, engaged in public outreach activities, and awarded a Phase 1 progressive design-build contract for the project.

In the next two-year budget cycle, the JPA will continue to develop the project and move towards construction. The remainder of 2024 will include securing grant funding and low-interest loans for the project; performing additional outreach to agencies, local tribes, and the community; completing the preliminary design of the project; obtaining regulatory approvals and permits for the work; and preparing to begin construction of the Advanced Water Purification Facility (AWPF) and the associated pipelines. It is anticipated that the final design of the facility and pipelines will continue into Fiscal Year 2025-26 with the goal to start construction by 2026. The JPA will continue to pursue funding and financing opportunities throughout this period.

The District also continues to look at innovative ways to further diversify its water portfolio. Earlier this year, the District partnered with the California-based company OceanWell to study the feasibility of harvesting drinking water from desalination pods placed on the ocean floor, which if successful would add another layer of long-term water reliability to the District's portfolio. Concurrent with this effort, the District is initiating a separate study to determine the optimal mix of alternative water supplies that will bolster reliability in a cost-effective and environmentally sensitive manner.

Focus on Developing and Supporting the District's Workforce

In October 2018, the District prepared and implemented a comprehensive Succession Plan to ensure the continuity of leadership for the organization. The Fiscal Years 2024-25 and 2025-26 Budget Plan provides resources to attract the most qualified new employees, retain its high-quality employees and transfer institutional knowledge through training resources and educational reimbursement opportunities. In 2021, the District completed negotiating the terms of successor Memorandums of Understanding (MOUs) with each of its four represented groups. The agreements are now in place through December 31, 2024. Negotiations for the next period, beginning January 1, 2025, are planned with modest cost-of living allowances included in the Fiscal Year 2024-25 Budget. The District also continues to dedicate resources towards employee recognition strategies, as well as diversity and inclusion initiatives.

The District completed an organizational structure and staffing analysis that evaluated current staffing levels, workforce risks and future staffing needs based on anticipated changes to District operations over the next 10 years. Right-sizing the organization and optimizing the reporting structure is essential to providing excellent service. Phased implementation of the plan is included in the Fiscal Years 2024-25 and 2025-26 budgets.

Focus on Efficiency and Financial Resiliency

The District continues to focus on ensuring responsible management of its ratepayers' funds by completing a new five-year rate study that will commence later this year. The drinking water, wastewater, and recycled water enterprises continue to exceed reserve policy levels for the current fiscal year 2023-24 as well as projected reserve requirements for the upcoming Fiscal Year 2024-25, increasing the available funding for capital projects.

The District continually seeks ways to reduce costs and improve the efficiency of operations to keep rates affordable. The construction of the JPA's 5-megawatt solar farm on Las Virgenes Road is one of many examples of efforts that have recently been made to reduce costs. This project alone is projected to save customers \$35 million over the life of the project. On the administrative end, the District plans to continue contributing additional quarterly payments towards its unfunded liability for other post-employment benefits (OPEB), totaling about \$1.1 million annually. These payments will pay down the unfunded liability, which will also reduce the long-term cost to ratepayers.

Ongoing Review of Budget and Ability to Adjust to Economic Conditions

With potential uncertainties regarding the future impacts of economic conditions, staff will proactively monitor the situation and its impact on the District. Additionally, the following cost saving measures have been identified for implementation as necessary due to worsening conditions:

- ▷ Forego one or more of the optional, additional contributions to other post-employment benefits (four quarterly payments of approximately \$280,000, for a total of \$1.1 million);
- ▷ Defer and/or re-prioritize capital improvement projects;
- ▷ Implement a temporary hiring freeze for vacant positions;
- ▷ Reduce investments in customer incentive programs for water-use efficiency.

Within the context discussed above, the proposed budget continues to address key District priorities that ensure the continued delivery of high-quality service that the District's customers have come to expect.

Investments in the Future

The proposed budget also includes investment in a number of other important projects, in addition to the Pure Water Project, to ensure the reliability of the District's service to its customers in the future. The following are a few examples of those projects:

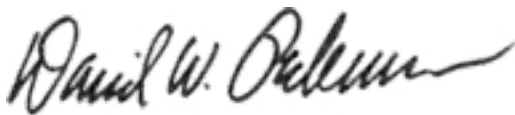
- Completion of a pipeline condition assessment, study and master plan to identify and initiate proactive replacements;
- Cornell Pump Station Improvement Project – pump station improvements to provide added reliability and redundancy to the District's drinking water system during planned and unplanned system outages
- Various water tank and pump station rehabilitations
- Design and construction of a flow equalization basin at the Tapia Water Reclamation Facility

In summary, this budget represents the continued efforts to provide safe, reliable water and sanitation services to customers by focusing on developing and supporting the District's workforce, improving water reliability by bringing water full circle, supporting customers to meet water-use efficiency standards, focusing on efficiency and financial resiliency and investing in the future. The District is well-positioned to improve its financial resiliency and continue to deliver reliable service to its customers.

ACKNOWLEDGEMENTS

This budget document represents the hard work and dedication of many employees throughout the District who thoughtfully and carefully considered the resources needed to achieve the quality of service expected, while remaining stewards of the District's funds.

Very Truly Yours,



David W. Pedersen, P.E.

General Manager

TABLE OF CONTENTS

PROPOSED BUDGET / LAS VIRGENES MUNICIPAL WATER DISTRICT

Executive Summary i
 Reader’s Guide ii
 Transmittal Letter iii

THE DISTRICT

District Profile 2
 District Map 2
 Demographics 6
 Fund Structure 7
 Staffing Plan 8
 Financial Policies 9
 Awards 13

BUDGET DISCUSSION

Budget Overview 15
 Major Priorities and Issues 19
 Budget Calendar 20
 Budget Process 20
 Basis of Accounting 21
 Debt 22
 Strategic Plan 24

OPERATIONS

Summary of All Units 28
 Potable Water Operations Summary 30
 Potable Water Operations by Business Unit 32
 Recycled Water Operations Summary 41
 Sanitation Operations Summary 44

INTERNAL SERVICES

District Organization 47
 Internal Service Summary 48
 Facilities and Operations 66
 Finance and Administration 85

CAPITAL IMPROVEMENT PROGRAM

Introduction 96
 CIP Priority and Justification 97
 Project Details 102





The District

PROPOSED BUDGET / LAS VIRGENES MUNICIPAL WATER DISTRICT

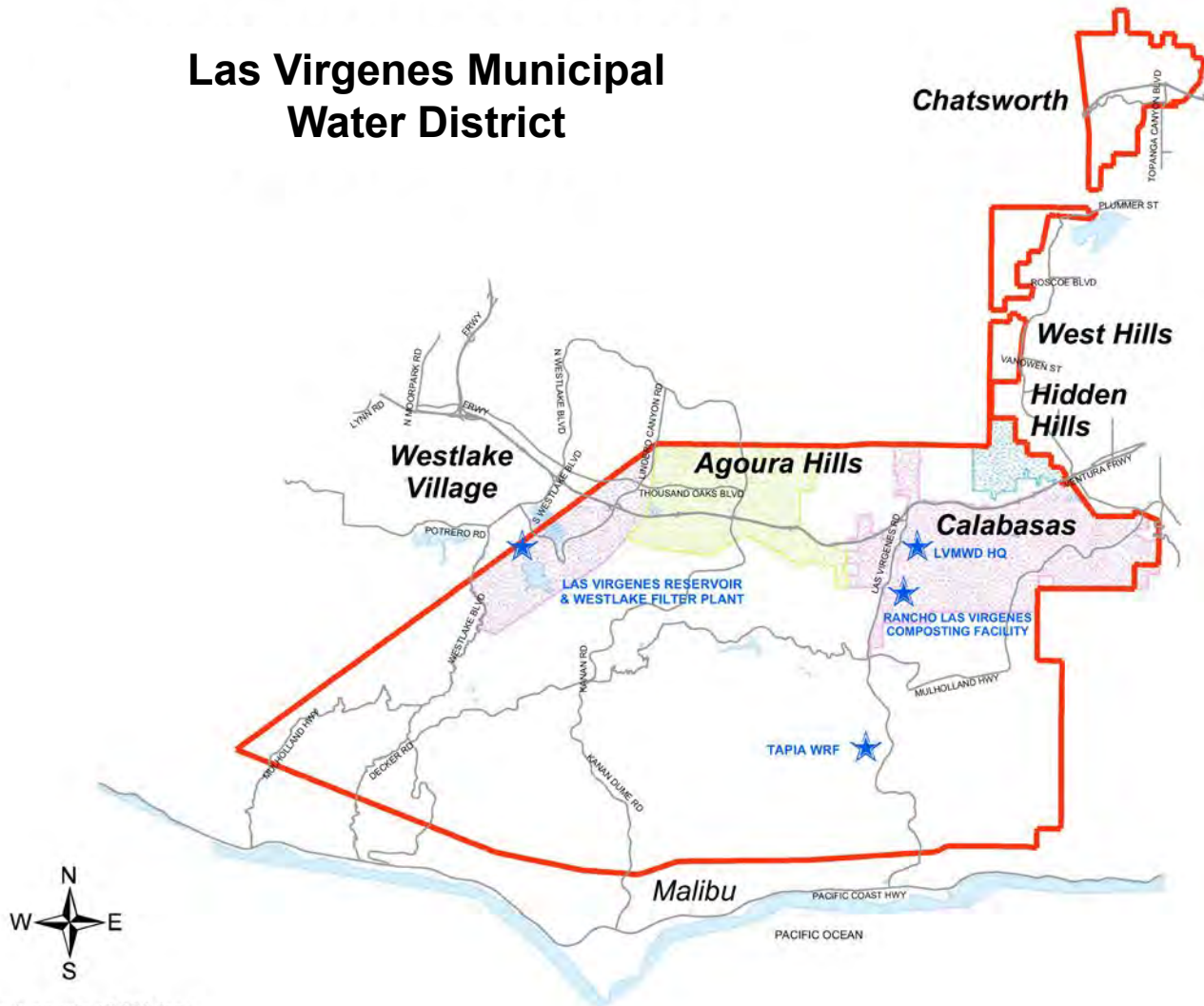


DISTRICT PROFILE

Background

Las Virgenes Municipal Water District (LVMWD) is a California Special District formed by local residents in 1958 to secure a reliable source of high-quality water for the portion of Los Angeles County located between the City of Los Angeles boundary at the west end of the San Fernando Valley, to the Ventura County line to the west and north, and south to the Malibu city limit. The District was created during a drought that saw local wells run dry. LVMWD rose from a grassroots effort to find a water supply without annexing to the City of Los Angeles. Upon its creation by voters, the District sought, and ultimately achieved annexation to the Metropolitan Water District of Southern California, which is currently the only source of potable water to LVMWD’s 122 square-mile service area.

Las Virgenes Municipal Water District



1 inch equals 15,000 feet

The District provided its first water deliveries to local customers in 1963; the initial connection was to the Agoura Fire Station on Cornell Road. That same year, the District formed a sanitation district to address emerging wastewater issues. In 1964, the Las Virgenes – Triunfo Joint Powers Authority (JPA) was established with Triunfo Sanitation District, which processes a portion of Ventura County. The JPA cooperatively treats wastewater for the region, which lies primarily in the Malibu Creek watershed. With the JPA agreement in place, construction commenced on the wastewater treatment plant that is now the Tapia Water Reclamation Facility.

Serving a relatively small area, Tapia began processing some half-million gallons of wastewater per day in 1965. The treated effluent was sprayed on a nearby hillside and the extracted biosolids were used to fertilize feed crops by local farmers. With these disposal activities, Las Virgenes Municipal Water District began its development of the beneficial reuse of materials formerly considered “waste.” Three years later, Tapia was expanded to a capacity of two million gallons per day to support the needs of the region’s growing local population.

Because there are no local potable water sources, in 1972, LVMWD completed the Las Virgenes Reservoir in Westlake Village to provide a backup supply of potable water for customers and to provide a means to meet peak-season demands. That same year, the District began the practice of supplying recycled water from Tapia to local landscapes, becoming a pioneer in water reuse. By 1976, due to growth in the region, it was necessary to again expand Tapia, this time to a capacity of six million gallons per day.

Water recycling continued to expand, with the addition of golf courses and school facilities to the list of recycled water irrigation customers. In 1982, Tapia grew to a capacity of eight million gallons per day. That same year, a farm was created on District lands at Rancho Las Virgenes, providing 91 acres for the injection of biosolids extracted from wastewater processed at Tapia, diverting those materials from landfills.

In 1984, the JPA commenced tertiary (three-step) wastewater treatment at Tapia, bringing the plant’s effluent to Department of Public Health Title 22 standards, which certifies the water as safe for full body contact. This step led to the approval of year-round discharges to Malibu Creek, adjacent to Tapia. Four years later, the Tapia Water Reclamation Facility was awarded the United States Environmental Protection Agency’s top national award for operations and maintenance.

When more stringent drinking water regulations were adopted, the need arose to further process already-treated water stored in the open Las Virgenes Reservoir. In 1989, the Westlake Filtration Plant was added at the site to “polish” stored potable water supplies before delivery to customers.

In light of a rapidly-growing local population in the late 1980s and early 1990s, Tapia’s capacity was again expanded in 1993, this time to a capacity of 16 million gallons per day. One year later, the JPA began operations at its Rancho Las Virgenes Composting Facility, which transforms biosolids extracted from wastewater into USEPA “Class A – Exceptional Quality” soil amendment. Rancho’s opening advanced the Districts’ goal of maximizing beneficial reuse.

Services Today

Las Virgenes Municipal Water District has grown considerably from its modest beginnings, today providing water, wastewater, recycled water and biosolids composting services to more than 70,000 residents in its service area. The Las Virgenes – Triunfo Joint Powers Authority serves approximately 100,000 people throughout the District’s service area and extreme western Ventura County.

In addition to the major facilities that include Las Virgenes Reservoir, Westlake Filtration Plant, Tapia Water Reclamation Facility and Rancho Las Virgenes Composting Facility, Las Virgenes Municipal Water District’s potable water system includes 25 storage tanks, 24 pumping stations, and some 396 miles of main water lines; a recycled water system comprised of three storage tanks, four pumping stations, two reservoirs and 66 miles of purple-pipe; and a sanitation system with 2 lift stations and 56 miles of trunk sewer lines.

LVMWD serves approximately 20,000 acre-feet of potable water annually and nearly 5,000 acre-feet of recycled water (one acre-foot = 325,900 gallons). The Tapia WRF receives and treats to an average of 6 million gallons per day (mgd) of sewage, including 3 million gallons per day from Triunfo Water & Sanitation District. The Rancho Las Virgenes Composting Facility produces over 15,000 cubic yards of compost annually, diverting some 80,000 gallons per day of biosolids from our landfills.

Governance

Las Virgenes Municipal Water District is organized under the Municipal Water District Act of 1911 (California Water Code 7100). A five-member board of directors, each elected by geographic divisions, provides governance.

Directors serve overlapping four-year terms, and every two years - concurrent with installation of the newly elected board – they select board officers. The board also selects a local representative from LVMWD to serve on the Board of Directors of the Metropolitan Water District of Southern California.

Local Economic Conditions and Outlook

The LVMWD service area includes the cities of Agoura Hills, Calabasas, Hidden Hills and Westlake Village, and adjacent unincorporated portions of western Los Angeles County.

The region is highly desirable for both residences and businesses, with exceptional natural attributes, known to be among the most picturesque areas in southern California. Much of the service area lies within or adjacent to the Santa Monica Mountains, with their associated rugged terrain; wildlife habitat, mountain and ocean views; and moderate Mediterranean climate.

Open space and recreational opportunities abound, with considerable local acreage. Nearly forty percent of the LVMWD service area is permanently dedicated as national and state parkland or privately held open space. Numerous beaches lie within minutes of any location in the area. Varied academic institutions are proximate and easily accessible, including Pepperdine University's Malibu campus; California Lutheran University in Thousand Oaks; California State University, Northridge; California State University, Channel Islands; along with junior colleges; Moorpark College and Pierce College.

The LVMWD service area contains some of the highest assessed values for property in Los Angeles County. Most are relatively new communities with recently-installed infrastructure and an award-winning K-12 school system. A number of private elementary and secondary schools may also be found within the District's boundaries.

Low crime rates and well-managed amenities make the area attractive to residences and businesses. The region has an excellent reputation for safety and security, comparable with the neighboring City of Thousand Oaks, which is consistently rated as one of the safest cities in the nation with a population greater than 100,000. Recreation and parklands abound in the community and there is a strong desire by residents and land use authorities to preserve and maintain open space and environmentally sensitive areas.

Primarily residential, the region is also home to notable corporations and commercial activities. Located within the service area are concentrations of finance, high tech and defense contractors, including the national headquarters of Dole Food Company, Guitar Center, and The Cheesecake Factory, among others. The region is also served by a wide variety of quality hotels and motels, most built recently to serve the expanding business base. The area is statistically shown to be a source of quality jobs, having endured the recent economic downturn with fewer impacts than many other regions.

The prospects for future economic growth in the area are strong. Development is carefully managed by all local cities, and county leadership plays an active role in working to sustain the unique amenities and quality of life that residents have come to expect.

Well-defined zoning, building height restrictions, traffic considerations and architectural standards are some of the criteria employed to assure building and maintaining quality communities. Specialized service niches of local commercial activities are expected to flourish, while offering the strength of diversity, with no single industry dominating the area.

Some of the regional businesses include hospitality, biomedical R & D, financial services, entertainment industry production, medical services, corporate administration, legal services and more. Similarly, regional strengths that have attracted people and companies to the area stand to increase in their lure, as other regions become more fully developed.

Moving forward to locally-sourced water is both a priority and a commitment for the LVMWD and the JPA. The JPA is implementing a visionary project to enhance local water supply reliability and drought resilience while eliminating wastewater discharges to Malibu Creek.

Pure Water Project Las Virgenes - Triunfo

The Pure Water Project relies on indirect potable reuse, a water supply strategy now adopted by many cities and water agencies in California and across the United States to provide local, reliable water supplies.

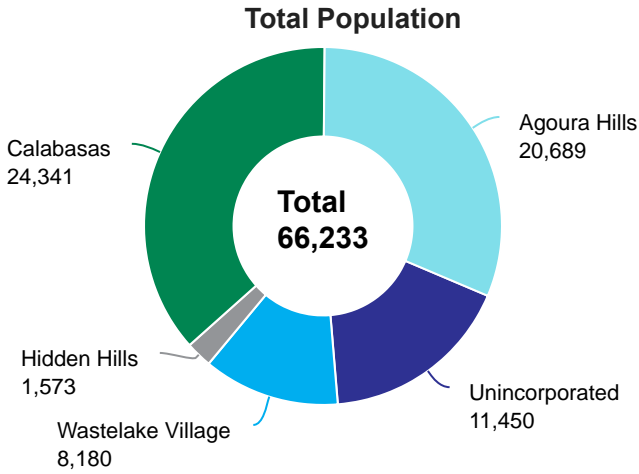
The project begins with the installation of the infrastructure needed to deliver the recycled water to the proposed advanced water treatment facility where proven, state-of-the-art technology will be used to further purify the water.

The project eliminates the discharging of usable wastewater into Malibu Creek and instead becomes a viable source for potable, locally-produced water. The Pure Water Project creates an affordable and reliable local water supply that will be cost-competitive with imported water, stabilize water rates, safeguard the local economy and significantly reduce the uncertainty of supply associated with importing water due to climate change and long-term drought conditions.

This critical reliability improvement project will require public participation and acceptance, regional leadership, and the funding to move from concept to reality.



DEMOGRAPHICS



Median Age
45.6

EDUCATION



High School Graduates
95.9%

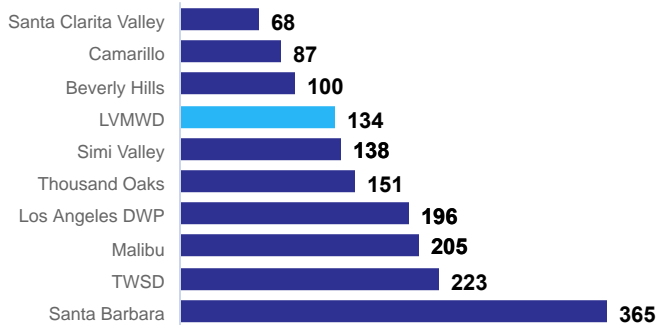


College Degrees
67.8%

How do LVMWD's Rates Compare to those of Nearby Agencies

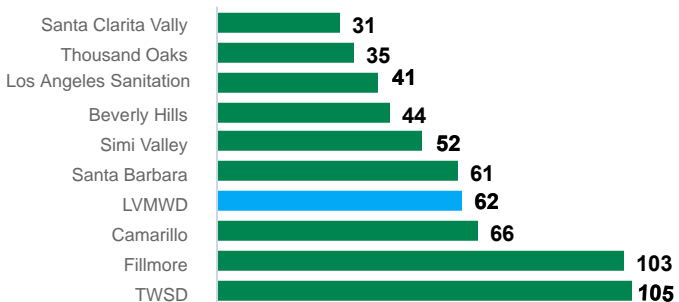
Water Rates Comparison with Neighboring Communities

(Monthly bills based on LVMWD average water consumption = 26 hcf/month)



Sanitation Rates Comparison with Neighboring Communities

(Monthly bill based on LVMWD average of 3 residents/household and similar indoor water consumption estimates)



EMPLOYMENT & ECONOMY



Total Personal Income
\$4,510,983



Per Capita Income
\$99,733



Unemployed
5.4%

FUND STRUCTURE

Internal Reporting Structure

For internal management purposes, the District maintains separate accounting for certain activities, as summarized below.

For outside financial reporting purposes, the accounts are consolidated into one legal reporting entity, which is an enterprise fund.

	Operations		
	Potable	Recycled	Sanitation
Business Units:	101xxx	102xxx	130xxx

	Internal Services	JPA
	Business Units:	701xxx

Capital Projects		
Replacement	Construction	Other
Potable	Potable	
Recycled	Recycled	Debt Service Reserves
Sanitation	Sanitation	
JPA	JPA	

Operations Funds are used to account for the day to day operations of the District. Rates charged customers are the primary revenue source for these funds.

Internal Services Fund is used to account for all costs related to the General Administration of the District. In addition, all personnel related costs, including salaries, benefits, training, etc. are administered through the Internal Services fund.

Joint Powers Authority (JPA) Funds are used to account for all activities which benefit both participants. Revenue and expenses are shared based on participants' flows and capacity rights, as provided in the joint powers agreement.

Capital Project Replacement Funds are used to account for replacement of existing assets and infrastructure that benefit existing customers. Rates charged customers (via a transfer of funds from the operations funds) and grant revenues are the primary revenue sources for these funds.

Capital Project Construction Funds are used to account for construction of assets that benefit new or future customers. Connection Fees charged to new customers are the primary revenue source for these funds.

Debt Service accounts are used for Debt Service payments.

Reserve accounts are used for the District's reserves based on the District's financial policies.

STAFFING PLAN

DISTRICT STAFFING PLAN

FY 2024-25 / FY 2025-26

DIVISION Dept/Section		2022-23 Budgeted Positions	2023-24 Budgeted Positions	2024-25 Proposed Positions	2025-26 Proposed Positions
BOARD & GENERAL MANAGER					
701121	Administration	3.0	3.0	3.0	3.0
	Assistant General Manager, Facilities and Ops	0.0	0.0	1.0	1.0
	Assistant General Manager, Ext Affairs and Admin	0.0	0.0	0.0	1.0
TOTAL GENERAL MANAGER		3.0	3.0	4.0	5.0
ENGINEERING & EXTERNAL AFFAIRS					
701210	Administration	2.0	3.0	3.0	4.0
701220	Customer Service-Administration	2.0	1.0	1.0	1.0
701221	Customer Service Operations	5.0	5.0	5.0	5.0
701222	Customer Service Office	11.0	8.0	8.0	8.0
701223	Resource/Watershed Conservation	3.0	4.0	4.0	4.0
701226	Customer Service Programs	0.0	3.0	3.0	3.0
701230	Public Information	3.0	3.0	3.0	3.0
701350	Technical Services Division	10.0	10.0	10.0	10.0
TOTAL ENGINEERING & EXTERNAL AFFAIRS		36.0	37.0	37.0	38.0
FACILITIES & OPERATIONS					
701310	Administration	3.0	2.0	2.0	2.0
701320	Facilities Maintenance-Admin	1.0	1.0	1.0	1.0
701321	Facilities Maintenance-Maint	9.0	9.0	9.0	9.0
701322	Construction	6.0	6.0	6.0	6.0
701325	Facilities Maintenance-Fleet	1.0	1.0	1.0	1.0
701326	Electrical/Instrumentation-Maint	6.0	6.0	6.0	6.0
701330	Water Division-Admin	1.0	1.0	1.0	1.0
701331	Water Systems Operations	12.0	8.0	8.0	8.0
701332	Water Treatment Operations	-	5.0	5.0	5.0
701340	Reclamation Division-Admin	3.0	3.0	3.0	3.0
701341	Reclamation Division-Lab	6.0	6.0	6.0	6.0
701342	Reclamation Division-Treatment	8.0	7.0	7.0	7.0
701343	Reclamation Division-Composting	7.0	8.0	8.0	8.0
TOTAL FACILITIES & OPERATIONS		63.0	63.0	63.0	63.0
FINANCE & ADMINISTRATION					
701410	Administration	2.0	2.0	2.0	2.0
701420	Information Systems	8.0	9.0	9.0	9.0
701430	Human Resources/Risk Mgmt	2.0	3.0	3.0	3.0
701440	Accounting	9.0	10.0	10.0	10.0
TOTAL FINANCE & ADMINISTRATION		21.0	24.0	24.0	24.0
TOTAL AGENCY STAFF POSITIONS		123.0	127.0	128.0	130.0

FINANCIAL POLICIES

The District's budget is closely aligned with the financial policies established. These policies serve to strengthen the current and long-term financial health of the District and are visited, at a minimum, on an annual basis to ensure they represent the most current and realistic framework for decision making.

POLICY 1: Restricted Cash

The District will maintain cash, to be used solely for its intended purpose, in an amount equal to funds restricted by legal requirements, contractual agreements and trustee requirements.

The District is limited in the means in which it may use certain cash ("restricted cash") due to legal and contractual requirements.

Other reserves/funds are unrestricted; they are established by Board direction to address potential needs as defined in the policies that follow. Unrestricted reserves may be adjusted in amount and directed for needs other than those initially contemplated, but funds described in Policy 7 for replacement/major maintenance must be used only for needs of the enterprise from which the funds were generated.

AB 1600 requires that development impact fees ("capacity fees") and interest generated from such can only be used for capital projects related to expansion, not replacement or enhancement. These funds are maintained separately in the appropriate enterprise Construction Fund.

Vested sick leave results from contractual obligations with employees. Cash is maintained in an amount equal to the vested sick leave obligation. Upon voluntary termination, retirement or death of an employee, the vested sick leave accrual is paid to the employee or their beneficiary.

Trust funds hold cash that has been deposited with the District for future obligations that may or may not occur. These obligations include developer/customer deposits and pre-funding by Triunfo Water and Sanitation District for their portion of JPA capital projects and 3 months operating expense.

Bond covenant is cash held as a surety that the annual bond payment and interest will be made. The official documents of the bond transactions require that funds be deposited and maintained with the trustee until the final bond payment is made or the bond issue is defeased. If the District had to draw on this reserve to pay any portion of the debt service payment before the issue had fully matured, the District would be in technical default and the trustee could require the District to pay off the bondholders at once. The District's refunding bond reserve has been deposited through the bond trustee, Bank of New York, in the state of California's Local Agency Investment Fund ("LAIF"). The current bond coverage required for the district is that net operating income must be at least 110% of the maximum annual debt service.

POLICY 2: Balanced Budget/Annual Board Review

The District will maintain a balanced operating budget for each enterprise fund with annual revenues equal to or greater than annual expenditures. However, the Board may determine that reserves be used to augment operating revenues under certain circumstances. The Board will review annually the working capital, cash, projected income and bond coverage levels to determine the adequacy of each.

If in any given fiscal year operating expenditures will exceed the operating revenue projected in the same year, causing a budget imbalance, cost cutting measures or revenue enhancements may be addressed before spending reserves to support ongoing operations. Cost cutting measures may include reductions in capital improvement projects, reductions in staff or reductions in expenditures for materials, services, or supplies. Such expenditure or staff reductions may result in reduced service levels. Alternatively, the Board may determine that circumstances warrant taking money from reserves to offset expenses larger than operating income.

At year-end, net revenue after expenses ("income") will be transferred to funds as directed by the Board, subject to any legal limitations on the Board's discretion. Funds balances are addressed annually as part of the budgeting process.

Available cash in the various funds reflects the District's ability to pay current bills and commitments, as well as underwriting the risk level the District is willing to accept.

POLICY 3: Rate Stabilization Fund

The District will maintain a Rate Stabilization Fund in an amount of \$8 million to maintain rate stability for customers in times when short or mid-term cash needs are volatile.

The District's potable water operating revenue can vary greatly based on climatic conditions. During periods of heavy rain, potable water revenue drops significantly from the three year average at which revenues are budgeted. During significantly hot, dry periods, a reverse trend is seen wherein significant revenue is generated by higher sales than the three year average.

During periods of extended water shortage, when customers are asked to reduce consumption, the impact on potable water revenue is similar to the effect of heavy rain. Rather than raising water rates on a temporary basis to cover expenses during these times, the Rate Stabilization Fund (RSF) allows the Board to balance operating revenue to operating expenses by a transfer.

POLICY 4: Financing Alternatives

As part of the annual Infrastructure Investment Plan (IIP) budgeting process, the District will examine options available to pay for the proposed projects, including the option of financing.

Each year the Board reviews needs for capital improvements and major maintenance over the next five years (the capital improvement plan "CIP"). Expenditures are projected on an annual basis, but the available fund balance for replacement or major maintenance is not always adequate to cover the need when it arises. The Board favors a pay-as-you-go program for the IIP program, but the District may not have funds available to pay for projects in any given year, or projects anticipated in future years may be of a type that would be difficult to finance. Such considerations may dictate financing as the preferred alternative. If a project requires substantial expenditures over several years and interest rates are low, the District may consider issuing financing now and reserving the available funds for need at times when interest rates are higher.

The Board has determined that debt service should not exceed 15% percent of reliable revenue sources.

POLICY 5: Fiscal Impact Analysis

Staff shall prepare a fiscal impact analysis for each budget appropriation request not included as part of the Annual Budget. Available fund balances are intended to be appropriated only for "one-time" non recurring expenditures not covered by the current annual budget.

When non-budgeted items are brought before the Board for consideration, the resulting fiscal impact will be analyzed. The Board requires all requests for new or supplemental budget appropriations to be accompanied by a fiscal impact statement including:

- ▶ Amount of funds requested
- ▶ Source of funds requested
 - ◆ New revenue
 - ◆ Reallocation of existing appropriations
 - ◆ Grants
- ▶ Impact of Request
 - ◆ New rates or fees
 - ◆ Decrease in one activity to support another activity Effect on fund balance

POLICY 6: Operating Funds Cash Requirement

The District will maintain cash (net of restricted cash) in the Operations Fund of each enterprise equivalent to 25% of the operating budget (and eliminate the requirement for one-year's debt service obligation. This change in policy will increase the potable water reserve balance but should be tempered with a requirement to maintain a working capital reserve for operations and one year's debt service in the sanitation operating fund each year, which would be approximately \$5.2 million.) An available cash reserve to cover operating shortfalls is a prudent management practice to be used for both short term cash flow and contingency planning for unforeseen situations. Examples include:

- ▶ Unexpected increases in costs or declines in revenues
- ▶ Legislative or judicial mandate to provide a new or expanded service or program
- ▶ Natural disaster emergencies which exceed the Emergency/Insurance Fund
- ▶ One-time Board approved non-capital expenditures or capital need if the IIP fund is inadequate
- ▶ Interruptions in billing process to customers

If such unforeseen circumstances occur, staff will present the Board with options for curing the deficiency, including use of this fund.

POLICY 7: Replacement and Major Maintenance Fund by Enterprise (potable water, sanitation, recycled water)

Each of the District's three enterprises will maintain a Replacement Fund for major maintenance, replacement and improvement of facilities and infrastructure not related to growth. The source of funds will be current user fees. Each Replacement Fund will maintain cash levels equal to the most current three- years of actual depreciation expense. If a replacement fund's cash target is exceeded, the Board will consider using the excess for prepayment of outstanding debt, if appropriate.

Prudent stewardship of assets requires that maintenance be performed to postpone or decelerate the aging process. As a general rule, maintenance costs for an item become more expensive as the asset ages. Also, changes in technology could result in replacing an asset with one which provides lower operating expenses or greater revenues or replacement of assets may be required due to changes in regulatory standards.

Major maintenance and replacement are on-going operating costs that should be paid for by user fees. Appropriate cash levels within a Replacement Fund enables the District to pay for planned or unplanned projects in any given year.

The water stand-by charge is levied against developed and undeveloped land and is dedicated to maintenance and replacement of potable water infrastructure and facilities. Recognizing that undeveloped land has added value because of the availability of potable water service, these owners have a vested interest in seeing the system maintained.

POLICY 8: New Construction Fund by Enterprise

The District will pay for expansion or new facilities necessitated by growth from capacity fees collected from new development and maintained in the appropriate enterprise's Construction Fund.

Current ratepayers should not be burdened with costs associated with growth due to new development. The fair share of cost of expansion will be borne by the developers through capacity fees.

The District has a master plan that identifies projected infrastructure and facility needs through build-out and is used as the basis for determining capacity fees. Capacity fees may be pledged for debt service payments, if the need for the expansion occurs before adequate capacity fees can be collected.

Prepaid capacity fees not used are subject to refund with interest, provided the developer has not started his project and the District has not begun construction on the system.

POLICY 9: Internal Service Replacement Fund for Buildings, Vehicles and Equipment

The Internal Service Fund will have revenues (i.e. user charges, interest income and all other income) sufficient to meet operating expenses, maintenance costs, depreciation expense, an inflation factor for other needs not exclusive to one of the three enterprises.

The District uses the internal service fund as an internal accounting and budget mechanism to equitably distribute general operating costs such as for buildings, vehicle and equipment replacement and maintenance costs among District user programs and to assure that adequate funding is on hand to replace or maintain these assets.

POLICY 10: Emergency/Insurance Fund

The District will maintain an Emergency/Insurance Fund to cover claims not covered by insurance, fines and penalties imposed by regulatory agencies and disaster repairs and expenses. The target for this Fund is two percent (2%) of the total value of capital assets, including LVMWD's share of the Joint Power's Authority capital assets. The Board must approve any expenditure from this Fund. Self-insurance retentions will be paid out of operating budgets.

To protect the investment in assets and to ensure continuation of District operations, the District purchases insurance for general liability, property and worker's compensation. The District has the responsibility to pay for deductibles or self insurance retentions. Also, the District has some risks that may not be economically or actually insured, such as certain types of pollution (odor), flood, and mold. Also, the insurance on District's sewer lines or water lines is limited to the cost of emergency clean-up and does not include the cost of repairing the failure. Because of this potential exposure, the District has established the Emergency/Insurance Fund at two- percent of the value of capital assets less the value of land, which amount will be determined annually after the audit. The Fund can only be used when approved by the Board.

This policy is in line with our experience in having to pay damages that are not covered by insurance and cover expenses that are not reimbursed on a timely basis by FEMA. Like the Rate Stabilization Fund, not having the Emergency/Insurance Fund available in the event of a disaster could significantly impact our cash flow and possibly impact future utility rates during troublesome times.

POLICY 11: Assignment or Commitment of Reserves in Excess of Target Balances

When the operating reserves for an enterprise fund exceed the amounts required by these Financial Policies, the Board may assign or commit the funds in excess of the established reserve balance targets for use by the Pure Water Project.

The Board has a policy favoring pay-as-you-go for capital projects. The District considers cash on hand in excess of the reserve levels established by Policy 6 as available for capital or any one-time project. Additionally, GASB 54 establishes specific designations related to the use of fund balance as follows:

- ▶ ***Assigned Fund Balance*** – The assigned fund balance is a designation by the Board or its authorized designated official specifying an intended use of certain funds. These funds are committed for a specific purpose but not necessarily to a specific project or program and its use is not restricted.
- ▶ ***Committed Fund Balance*** – The committed fund balance has stronger restrictions than assigned fund balance in that its use is constrained by the Board and any use of the funds must have explicit approval of the Board, usually in the form of an ordinance or resolution. Committed funds cannot be used for any other purpose without action by the Board.

Funds that are available after the Enterprise has met its requirements for having a cash balance equivalent to 25% of the operating budget and for having funds available for replacement and major maintenance as specified in the annual Infrastructure Investment Plan (reserves equivalent to three years of capital improvement projects) can, at the Board's discretion and upon approval, be assigned or designated for use by the Pure Water Project.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Las Virgenes Municipal Water District
California**

For the Biennium Beginning

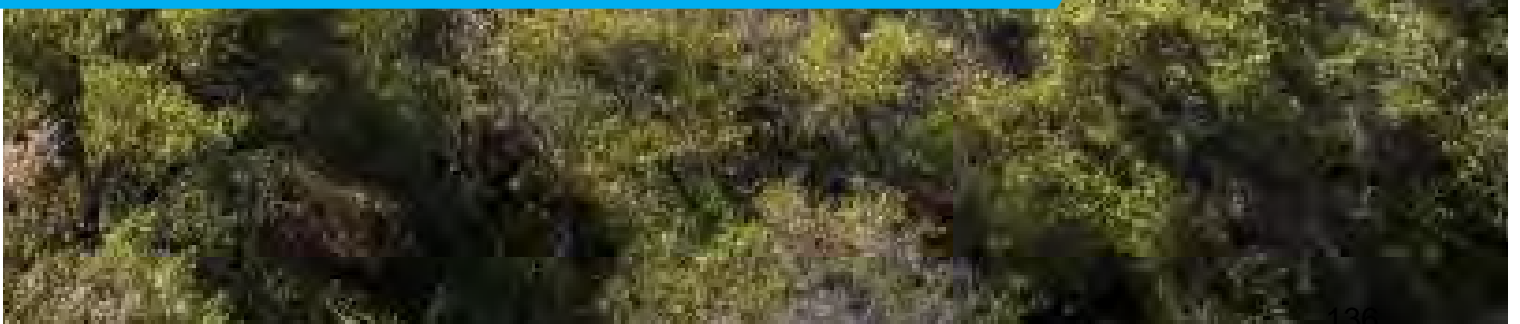
July 01, 2022

Executive Director



PROPOSED BUDGET / **LAS VIRGENES MUNICIPAL WATER DISTRICT**

Budget Discussion



Fiscal Year 2024-26 Budget Overview

Las Virgenes Municipal Water District is fiscally strong and positioned to cope well with fluctuations in the economy and to provide greater flexibility on budgetary issues. The District resolves to be ready to balance revenues and expenses and continue to maintain the high level of service expected by the citizens it serves. The Fiscal Year (FY) 2024-2026 Budget and Operational Plan presents a responsible financial strategy. The priority for each fiscal year's budget is to maintain quality service while observing prudent spending practices. The following pages present an overview of the District's two-year budget for Fiscal Years 2024-2026.

The Proposed two-year budget plan includes \$137.3 million for Fiscal Year (FY) 2024-25, an increase of \$41.4 million or 43.2% over FY 2023-24 budget of \$95.9 million, and \$153.0 million in FY 2025-26, an increase of increase of \$15.7 million or 11.4% over FY 2024-25.



The total operating budget for FY 2024-25 is \$65.4 million, an increase of \$2.7 million or 4.3% over FY 2023-24. FY 2025-26 operating budget is \$68.8 million, an increase of \$6.1million or 9.7% above FY 2023-24.

FY 2024-25 Budgeted Capital Improvements total \$67 million. FY 2023-24 Budgeted Capital Improvements total \$82.9 million.

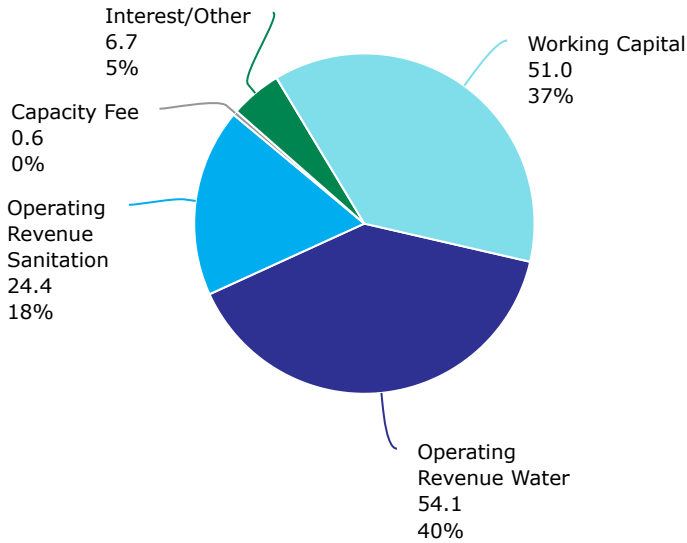
Sources of Funds

In 2020, the District completed a comprehensive cost of services analysis and rate study that served as the basis for establishing proposed rates. On February 2, 2021, the Board successfully went through the Proposition 218 process and approved the proposed rates for potable water, recycled water and sanitation to become effective March 1, 2021 and annually on January 1, 2022 through 2025. The impact of the rate changes are accounted for in the revenue budget estimates. The District is scheduled to undertake a new rate study in the Fall of 2024 with new rates anticipated to take effect on January 1, 2026. Capacity fee revenues for potable, recycled water and sanitation are expected to remain constant from the prior year budget.

For all operations, capital investment and debt service, the total sources of funds in the budget for FY 2025-26 are projected at \$137.3 million. FY 2025-26 projected to be \$153.0 million as shown on the following tables and charts.

The Fiscal Years 2024-26 budget reflects the end of the State's drought emergency and continued focus on conservation. Although the District has seen a small rebound in Potable and Recycled water usage, actual consumption remains below pre-drought levels. The revenues presented in this biennial budget are derived from a three-year average consumption in both Potable Water and Recycled Water. The biennial budget is also reflective of the District's continued commitment to conservation.

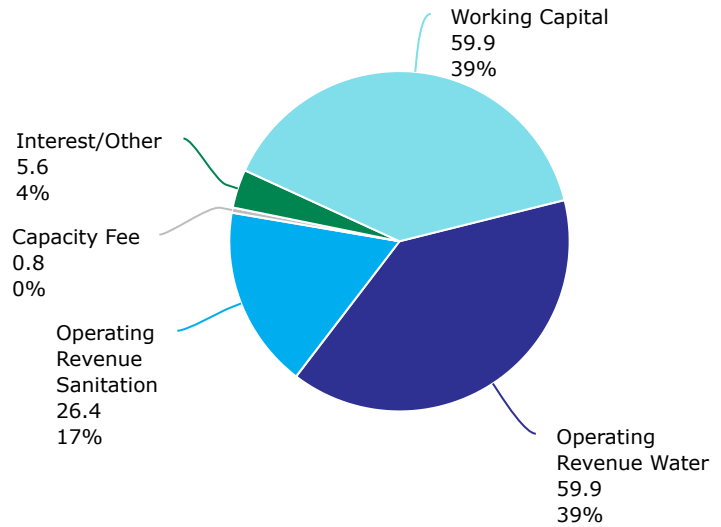
**Fiscal Year 2024-25
Sources of Funds
\$137.3 million**



Operating Revenue	
Potable Water Revenue	48,216,819
Recycled Water Revenue	5,930,646
Sub-Total Recycled Water	5,930,646
Total Water Revenue	54,147,465
Sanitation Revenue	24,438,103
Total Operating Revenue	78,585,568
Capacity Fee	
Potable/Recycled Water	449,472
Sanitation	117,351
Total Capacity Fee	566,823
Standby Charge Revenue	
Replacement fund	512,000
Interest Revenue	1,500,000
Other	
Rental Income	100,000
General 1% Tax Revenue	1,000,000
Rental Charge Facilities & Vehicles	978,237
Insurance/Grant	3,072,401
Miscellaneous	30,400
Total Other	5,181,038
Working Capital Drawn	
Operating/Capital Replacement	50,953,816
Rate Stabilization Reserve	0
Total Working Capital Drawn	50,953,816
Total Sources of Funds	137,299,245

**Fiscal Year 2025-26
Sources of Funds
\$153.0 million**

Operating Revenue	
Potable Water Revenue	53,464,888
Recycled Water Revenue	6,430,432
Sub-Total Recycled Water	6,430,432
Total Water Revenue	59,895,320
Sanitation Revenue	26,374,946
Total Operating Revenue	86,270,266
Capacity Fee	
Potable/Recycled Water	674,208
Sanitation	78,234
Total Capacity Fee	752,442
Standby Charge Revenue	
Replacement fund	512,000
Interest Revenue	1,500,000
Other	
Rental Income	105,000
General 1% Tax Revenue	1,000,000
Rental Charge Facilities & Vehicles	1,116,874
Insurance/Grant	1,820,121
Miscellaneous	45,600
Total Other	4,087,595
Working Capital Drawn	
Operating/Capital Replacement	59,856,673
Rate Stabilization Reserve	0
Total Working Capital Drawn	59,856,673
Total Sources of Funds	152,978,976



Uses of Funds

Districtwide, the total uses of funds in the budget for FY 2024-25 are \$137.3 million. FY 2025-26 is projected to be \$153.0 million as shown on the following tables and charts.

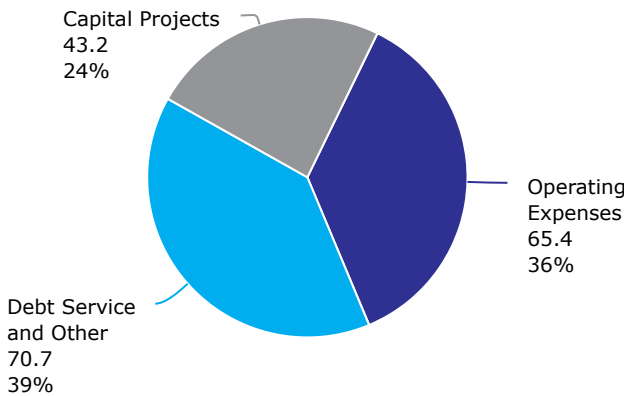
In FY 2024-25 projected operating expenses had an increase of \$2.7 million or 4.3% from FY 2023-24. Purchased water costs from the Metropolitan Water District of Southern California (MWD) represent the largest expense included in the proposed biennial budget. The MWD Board approved increases to its full service treated volumetric rates for purchased water, effective on January 1st of 2025 and 2026. These rate increases have been incorporated into the District's proposed budget, resulting in an increase to source of supply costs within the operating budget.

Labor cost increases included in the biennial budget are based on currently approved Memoranda of Understanding (MOU), factoring in reasonable cost of living increases in line with Consumer Price Index trends in the Los Angeles area.

The District continues to reflect the trend of increasing energy costs in the proposed biennial budget. Projected energy expenses are based on the most recent approved rate increase of eight percent as of January 1, 2024, from Southern California Edison reflected as an increase of eight percent additionally in Fiscal Year 2024-25 and again in Fiscal Year 2025-26.

The Fiscal Year 2024-26 proposed budget also includes a continuation of optional, additional payments, in the amount of \$1.1 million annually, to continue reduction of the District's unfunded liability for Other Post-Employment Benefits (OPEB).

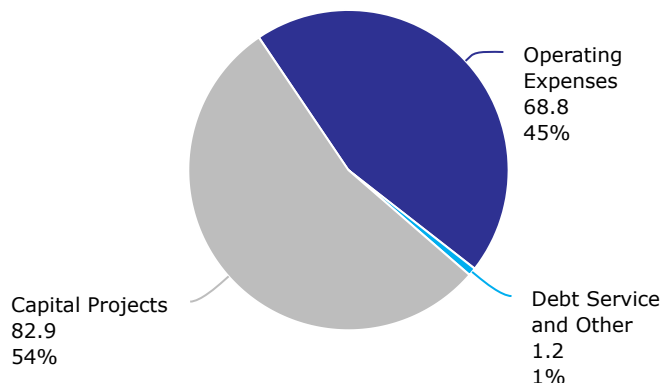
Fiscal Year 2024-25 Uses of Funds \$137.3 million



Operating Expenses	
Potable Water	41,349,975
Recycled Water	4,427,729
Sanitation	19,661,210
Las Virgenes Operating Expenses	65,438,914
Total Operating Expenses	65,438,914
Non-Operating Expenses	
	100,000
Capital Projects	
Potable Water Construction Fund	1,231,365
Potable Water Replacement Fund	23,934,409
Recycled Water Replacement Fund	2,290,944
Sanitation Replacement	43,179,148
Total Capital Projects	70,635,866
Debt Service - Installment Purchase Agmt	1,124,465
Total Uses of Funds	137,299,245

Fiscal Year 2025-26 Uses of Funds \$153.0 million

Operating Expenses	
Potable Water	44,457,432
Recycled Water	4,515,230
Sanitation	19,868,854
Las Virgenes Operating Expenses	68,841,516
Total Operating Expenses	68,841,516
Non-Operating Expenses	
	100,000
Capital Projects	
Potable Water Construction Fund	74,000
Potable Water Replacement Fund	14,304,044
Recycled Water Replacement Fund	1,253,856
Sanitation Replacement	67,280,985
Total Capital Projects	82,912,885
Debt Service - Installment Purchase Agmt	1,124,575
Total Sources of Funds	152,978,976



Capital Projects

The following major projected are included in the proposed FY 2024-25 budget:

Potable Water Enterprise:

- ▶ Cornell Pump Station Upgrade
- ▶ Twin Lakes Pump Station Pipeline Project
- ▶ Water Tank Upgrades
- ▶ Lindero Canyon/Agoura Main Improvements

Sanitation Enterprise:

- ▶ Pure Water Project Las Virgenes-Triunfo
- ▶ Tapia Flow Equalization Project
- ▶ Lift Station Improvements
- ▶ Malibou Lake Siphon Project
- ▶ Site Security Improvements

Recycled Water Enterprise:

- ▶ Calabasas Park Recycled Water Main Extension
- ▶ Recycled Water Tank Rehabilitations

Detailed information on each capital project can be found in the Capital Improvement Plan section of this document.

Change in Working Capital

Change in working capital is a good way to view the financial health of the District. Working capital is the difference between current assets and current liabilities. If a fund has a positive working capital balance, then the fund has more than enough resources to meet its obligations. However, if the working capital balance is negative, then the fund has more obligations than resources. Staff monitors working capital on a monthly basis and has determined that sufficient balances exist.

Summary of Changes in Budget

The following are changes to the budget document from the draft budget that was presented to the Board of Directors on May 21, 2024:

- ▶ Fiscal Year 2024-25 Operating Budget increased by \$300,000 while Fiscal Year 2025-26 saw an increase of \$1.3 Million as a result of the phased implementation of the District's Organizational Study approved by the Board of Directors on May 21, 2024. Implementation of this plan is expected to take place over the next several years.

MAJOR PRIORITIES AND ISSUES

Conservation Measures

Conservation and the efficient use of our limited water supply and diversification of water sources remain high priorities for the District. California's highly variable precipitation and water supply underscore the need for conservation and efficient use of water. This necessity is also reflected in the State of California's water conservation legislation and regulations which are collectively part of the regulatory framework called Making Conservation a California way of life. Based upon staff estimates, projected water use will need to be reduced by as much as 3,000 acre-feet per year in order to align with the state mandated budget by the year 2027. These projections also indicate that we are on track to meet new and emerging mandates but will need to continue implementing conservation measures in order to ensure compliance. The FY 2024-26 budget includes adequate funding for efforts to continue with the implementation of budget based water rates, as well as education and outreach efforts. The budget also includes funding for continuation of the Weather Based Irrigation Controller (WBIC) program, rain barrel giveaway program and additional conservation efforts to help insure compliance with the mandates of Making Conservation a California Way of Life.



The Budget Process



The budget process began in January 2024 with the review of the prior budget process and the introduction of the new GFOA budget reporting standards to staff. Departments were tasked with reviewing the agency's Strategic Plan to ensure continued relevance and begin the process of developing department goals, objectives, and performance measures in support of the plan.

In February staff reviewed major budget assumptions and began the process of developing budget estimates.

In early April 2024, the General Manager met with representatives from each department to discuss and review the budget in detail. The changes made by the General Manager are incorporated in the budget.

In May, staff sought feedback from the Board of Directors and reviewed the budget assumptions on the proposed Operating and Capital Budgets incorporating the feedback into the FY 2024-26 two-year budget. The draft budget was presented to the board for approval.

In June 2024 the Board adopted the FY 2024-25 budget and approved the FY 2025-26 Budget Plan.

The budget process for FY 2025-26 will begin in January 2025. Staff will be directed to identify any significant changes between the approved FY 2024-26 Budget Plan and proposed FY 2025-26 Budget. These significant changes will be then incorporated into the FY 2025-26 proposed Budget.

Developing and monitoring the budget is an ongoing process and the estimates that are developed from this process are modified throughout the budget period to respond to unfolding events. Monthly reports of expenses and revenues are compared to the budget and developed to provide a method for ongoing review at the department level. The Board reviews quarterly financial status reports.

By responding quickly to events that impact the budget, the District is able to maintain consistent levels of service provided to our customers as well as safeguard the financial base against erosion from unforeseen events outside the control of the District.

Basis of Revenue Estimates

The major source of revenue for operations is utility user fees. For potable and recycled water, the District charges a fixed meter service charge. Potable commodity rates have four tiers and may also include a pumping charge for those areas at higher elevations that require additional pumping. Recycled water has a three-tiered rate structure and where applicable, elevation pumping charges. Sanitation has a six-tiered rate structure for single family residential units that is based on the number of occupants, and a four-tiered rate for commercial users based upon effluent strength and flow.

The income from water sales is much more dependent on weather and the economy than on the number of customers or price of water. Because it is nearly impossible to predict weather conditions for the budget year, the District traditionally uses a three-year average of usage and current water rates to estimate budget year revenues.

The estimated revenue for recycled water is based upon a three-year average then increased slightly to recognize new recycled water customers added in the previous year and incorporating current recycled water rates.

The estimated revenue for sanitation is based upon the current number of residential customers factored at the per-person monthly tiered-rate, plus an estimated amount based upon averages of our commercial customers.

Other operating revenues, such as late fees, are minor and are based upon historical averages. Interest income, which is non-operating revenue, is based upon projected cash balances per fund factored by projected interest rate. The District receives a small amount of property tax that is dedicated to the replacement funds. Property tax is estimated by applying a projected growth factor each year.

Capital improvement projects are financed by those benefiting from the improvement. If the improvement is to provide for future customers, the project is financed from capacity fees. If the improvement benefits current customers, the project is financed with operating funds. In some cases, the District receives grant funds from the state or federal government for a project. Some projects that benefit both future and current customers may be paid by a combination of construction, replacement and grant revenue.

Capacity fees for each enterprise are projected based upon deposits from developers and staff appraisal of when the development will be completed so that the deposit can be taken to revenue. Although the District may have deposits on hand, it is very difficult to project when the revenue will become available as the developer may pull the deposit with interest should the development not proceed.

Debt Obligations

The District entered into an installment purchase agreement in June 2020 with the Key Government Finance, Inc. totaling \$10,100.00. The purpose of the installment agreement was to finance the acquisition and installation of smart meters and other water system improvements.

The installment purchase agreement has an interest rate of 1.95% and is scheduled to be paid in full on November 1, 2029. Interest is payable semiannually on May 1 and November 1. The installment purchase agreement is subject to prepayment provisions set forth in the agreement.

Year Ending June 30,	Principal	Interest	Total
2024	\$975,000	\$885,222	\$1,860,222
2025	995,000	133,984	1,128,984
2026	1,010,000	113,465	1,123,465
2027	1,030,000	94,575	1,124,575
2028	1,030,000	94,575	1,124,575
2029-2030	4,295,000	171,159	4,466,159
Total	\$9,335,000	\$1,492,980	\$10,827,980

Cost Allocation

The general and administrative costs of the District are distributed to the three enterprises and capital projects through a cost allocation plan developed in accordance with federal regulations from the Office of Management and Budgets (2 CFR 200). By meeting federal requirements, the plan allows the District to allocate overhead to future federal and state grants. The preliminary budget reflects the allocation of general and administrative costs as shown in the cost allocation plan, which was updated in FY 06-07. Since then, staff has acquired the proprietary software, enabling the allocations to be updated for FY 2024-26. Building rental is allocated based upon square footage. Laboratory expenses are allocated based upon the number of samples collected and analyzed.

Budget Basis and Level of Budgetary Control

The District operates on the accrual basis of accounting and budgeting, following “generally accepted accounting principles” (GAAP), which means that revenues and expenses are recorded in the periods in which the transactions occur, regardless of the timing of cash flows. Exceptions to this are:

- ▶ Principal payments on long-term debt are applied to the outstanding balance of the debt (GAAP). The working capital schedules in the budget document show the use of working capital when the principal payments are due.
- ▶ Capital projects/outlays are recorded as assets when acquired or as projects are completed (GAAP). The working capital schedules in the budget document show the use of working capital as capital improvement projects are projected.
- ▶ Depreciation expense is not budgeted, but is recorded annually for GAAP only.

Budgets are monitored at varying levels of classification detail. However, expenditures cannot exceed total appropriations at the department level.

- ▶ Department heads may transfer resources within a department and within the same enterprise as they see fit, but transfers between departments or enterprises need approval from the Board.

- ▶ If a department experiences an extraordinary unbudgeted expense that may cause it to go over budget by year-end, the General Manager will ask for approval from the Board. This is a frequent occurrence in capital improvement projects and such requests come to the Board in the form of change orders.

Each department and program manager receives a monthly financial status report to monitor and review expenses. The Board reviews a quarterly financial status report.

Proposition 4 (Gann) Appropriation Limit

The District is not subject to the appropriation limit since it did not levy a tax rate greater than \$0.125 per \$100 of assessed valuation and was in existence prior to January 1, 1978.

STRATEGIC PLAN

Las Virgenes Municipal Water District Strategic Plan

Developed in 2016, the Strategic Plan describes LVMWD’s strategy to address the opportunities, challenges and needed investments likely to arise in the next 20 years. The plan provides the basis for making decisions and allocating resources to ensure consistent direction moving forward. The Strategic Plan is intended to be a high level document containing broad goals.

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

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

Development of the Plan

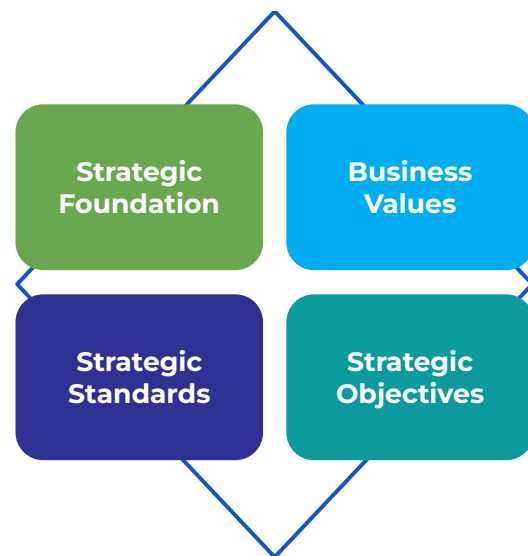
The District hired a consultant to assist with the development of the Strategic Plan. The consultant held one-on-one interviews with 27 employees, from Department Head to Water Reclamation Plant Operator I. Employees were encouraged to provide their perspectives on the most important challenges facing the District over the next 20 years and opportunities for improvement. The interviews resulted in valuable feedback and insights that became the basis for key elements of the draft Strategic Plan.

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

Elements of the Strategic Plan

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

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



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

Standards – Standards are simply rules or service levels that put the business values in operational terms.

To provide consistent service and value to customers, it is important to take a standards-based approach. LVMWD's standards will drive its activities, decisions and proposed investments. Some standards are driven by legal or regulatory requirements (i.e. compliance with the Safe Drinking Water Act); however, others are developed internally to meet the needs of customers.

Strategic Foundation

Together, the mission, vision and behavioral values provide the foundation for all of LVMWD's activities, both now and well into the future.

Business Values

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



Strategic Objectives

Together, the mission, vision and behavioral values provide the foundation for all of LVMWD's activities, both now and well into the future. Strategic objectives constitute the major undertakings planned for the next five years, considering the significant opportunities, challenges or needed investments likely to arise in the next 20 years.

Key Standards

LVMWD's standards will drive its activities, decisions and proposed investments. Some standards are driven by legal or regulatory requirements (i.e. compliance with the Safe Drinking Water Act); however, others are developed internally to meet the needs of customers.

Review and Update of Strategic Plan

An effective strategic plan must be reviewed and updated periodically to address changing circumstances and priorities. LVMWD reviews its strategic plan annually in conjunction with the budget preparation process. At that time, progress toward accomplishment of the strategic objectives is evaluated. This Plan incorporates significant updates

since the time of the original version in 2016 and will be reviewed and updated as needed in future years. LVMWD's Strategic plan can be found in its entirety by clicking the plan here:



Performance Measures

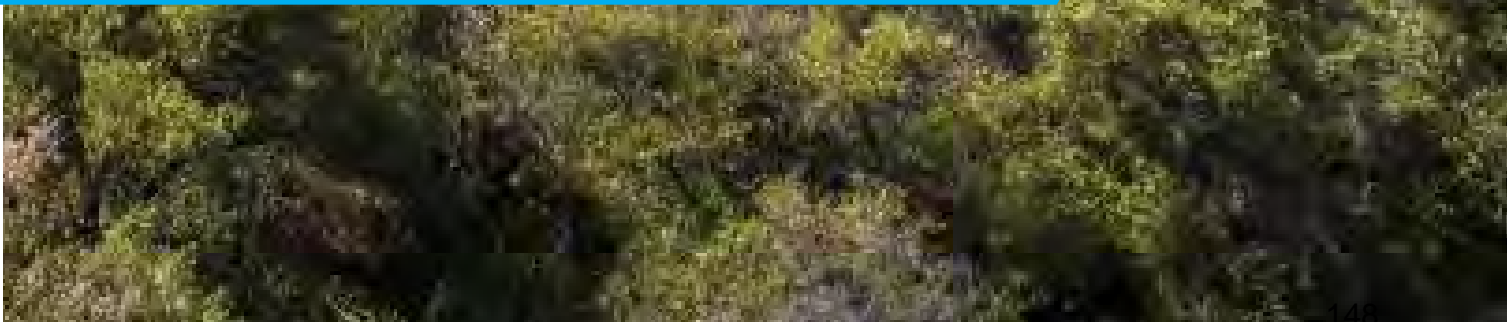
Performance measurements have been integrated into various sections of this document. These performance measurements have been created to coincide with

the Strategic Plan and to highlight certain annual priorities and goals for each program and the agency as a whole.



PROPOSED BUDGET / **LAS VIRGENES MUNICIPAL WATER DISTRICT**

Operations



Potable Water Recycled Water Sanitation



SUMMARY ALL UNITS

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
OPERATING REVENUES					
4000 Water Sales	\$ 34,092,200	\$ 40,331,569	\$ 37,733,971	\$ 46,531,819	\$ 51,714,888
4152 Penalty for Unsustainable Water Use	2,813,423	800,000	744,339	-	-
4155 Temporary Meter Fees	351,684	3,060	59,007	564,974	609,772
4160 Late Payment Fees	211,677	144,383	211,638	245,000	245,000
4170 Water Usage - Accidents	54,047	30,000	21,148	30,000	30,000
4175 PW Supplement to RW	735,490	947,017	647,163	975,000	990,000
4215 RW Sales - Calabasas	359,541	801,680	426,968	461,125	498,015
4220 RW Sales - LV Valley	192,876	406,409	213,046	230,090	248,497
4225 RW Sales - Calabasas MWD	856,685	1,722,697	1,171,277	1,264,979	1,366,178
4230 RW Sales - Western	2,359,344	3,693,630	2,533,220	2,735,877	2,954,747
4260 Sanitation Service Fees	21,048,268	20,660,330	22,127,770	24,169,736	26,096,515
4270 Consol Sewer District Fees	244,950	221,498	257,730	268,367	278,431
4505 Other Income from Operations	1,375,796	1,145,000	1,180,705	1,108,601	1,238,223
4515 Use of Rate Stabilization	-	583,801	-	-	-
TOTAL OPERATING REVENUES	\$ 64,695,981	\$ 71,491,074	\$ 67,327,982	\$ 78,585,568	\$ 86,270,266
ADMINISTRATIVE EXPENSE					
6260 Rental Charge Facility Replacement	189,870	256,874	197,820	229,189	229,189
6511 Outside Services	-	-	76,840	803,750	55,363
7135 Earthquake Insurance	83,043	77,510	106,689	125,759	138,335
7135 Property Insurance	113,757	113,965	196,682	231,838	255,022
7145 Claims Paid	19,489	-	1,364	-	-
7155 Other Expense	3,321	-	2,153	-	-
7203 Allocated Building Maintenance	138,862	105,024	74,306	90,181	90,999
7205 Allocated Legal Expense	139,391	50,000	59,889	75,000	75,000
7225 Allocated Support Services	2,862,916	4,074,781	2,641,419	3,528,404	3,291,079
7226 Allocated Operations Services	9,213,588	10,026,426	8,015,844	10,651,164	11,575,516
Sub-total Administrative Expense	\$ 12,764,237	\$ 14,704,580	\$ 11,373,006	\$ 15,735,285	\$ 15,710,503
MAINTENANCE EXPENSE					
5500 Labor	512,464	731,640	528,212	984,940	999,715
5510 Supplies/Material	213,090	190,600	258,683	197,000	197,000
5515 Outside Services	823,185	710,372	481,692	1,532,944	1,432,944
5518 Building Maintenance	57,585	69,725	60,816	75,000	75,000
5520 Permits and Fees	17,560	32,000	1,743	5,000	5,000
5530 Capital Outlay	-	84,000	-	-	-
Sub-total Maintenance Expense	\$ 1,623,884	\$ 1,818,337	\$ 1,331,146	\$ 2,794,884	\$ 2,709,659
OPERATING EXPENSE					
5400 Labor	1,327,984	1,296,248	1,332,673	1,338,780	1,373,833
5405 Utilities	994,850	1,370,600	1,026,438	1,197,044	1,252,702
5410 Supplies/Material	291,159	297,700	303,560	385,000	385,000
5415 Outside Services	364,554	283,236	191,577	271,000	371,000
5420 Permits and Fees	100,938	99,400	232,400	193,000	193,000
5425 Consulting Services	2,114	5,000	-	-	-
Sub-total Operating Expense	\$ 3,081,599	\$ 3,352,184	\$ 3,086,648	\$ 3,384,824	\$ 3,575,535
PROFESSIONAL SERVICES					
6516 Other Professional Services	-	-	-	-	250,000
Sub-total Professional Services	\$ -	\$ -	\$ -	\$ -	\$ 250,000

SUMMARY ALL UNITS (continued)

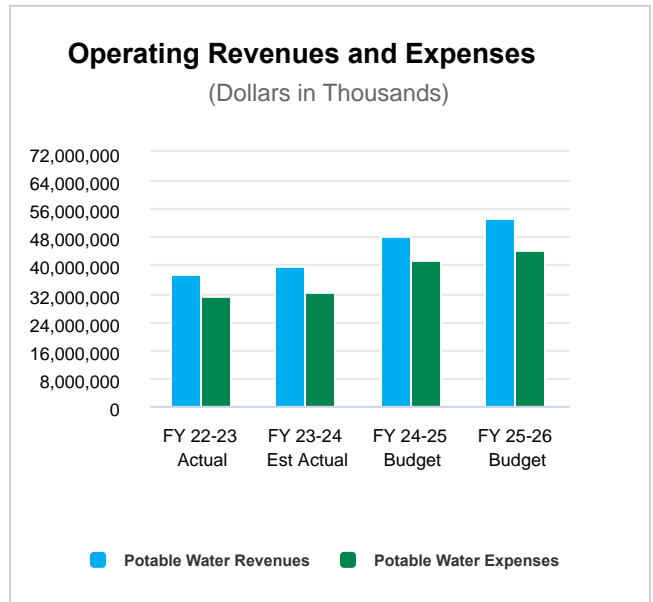
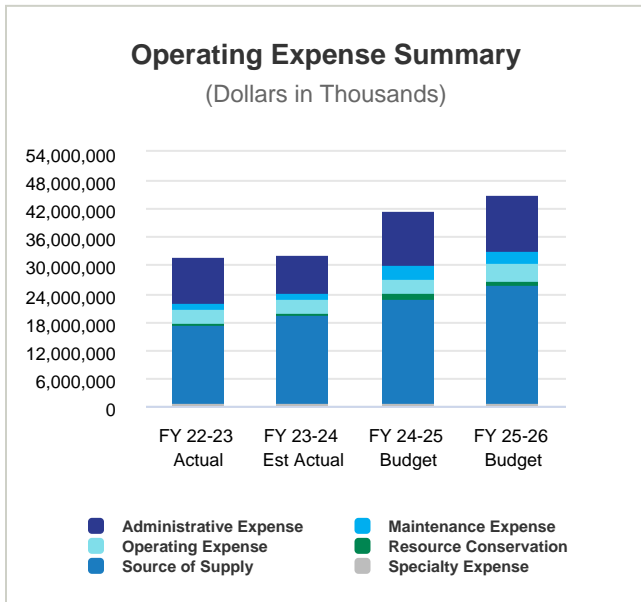
	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
PURCHASED SERVICES					
5735 Share of JPA Net Expenses	14,451,949	15,214,782	14,599,962	15,621,402	15,734,992
5740 City of Los Angeles	737,140	552,552	552,552	783,700	695,800
Sub-total Purchased Services	\$ 15,189,089	\$ 15,767,334	\$ 15,152,514	\$ 16,405,102	\$ 16,430,792
RESOURCE CONSERVATION					
6602 School Education Programs	-	75,000	107,000	124,000	124,000
6604 Public Education Programs	191,914	75,000	108,125	934	962
6606 Community Group Outreach	-	-	-	2,000	2,000
6660 Landscape Programs	236,986	808,000	86,664	704,000	704,000
6749 Residential Customer Training	-	-	-	10,000	10,000
6790 Back Flow Protection	191,991	153,000	204,445	323,423	366,674
Sub-total Resource Conservation	\$ 620,891	\$ 1,111,000	\$ 506,234	\$ 1,164,357	\$ 1,207,636
SOURCE OF SUPPLY					
5000 Purchased Water MWD	16,498,207	21,894,258	18,477,244	21,180,858	24,038,476
5054 Draw from Reservoir	332,028	417,122	516,116	450,000	475,000
5100 Purchased Water - JPA	2,256,805	2,051,967	2,015,967	2,523,025	2,609,184
5105 Purchased Water - Ventura Co.	230,029	291,386	220,550	263,377	265,816
5110 Purchased Water - Simi District #8	41,046	57,891	32,803	52,326	52,811
5115 Purchased Water - Potable Supply	735,490	947,017	674,163	975,000	990,000
5125 Water Supply - LVR Adjustment	(665,459)	187,971	(700,596)	-	-
Sub-total Source Of Supply	\$ 19,428,146	\$ 25,847,612	\$ 21,236,247	\$ 25,444,586	\$ 28,431,287
SPECIALTY EXPENSE					
5700 SCADA Services	21,248	142,057	35,603	45,000	45,000
5710 Technical Services	-	21,000	-	-	-
5715 Laboratory Services	48,279	41,800	35,063	81,247	84,143
5725 General Supplies/Small Tools	29,347	-	26,592	30,000	30,000
7202 Allocated Laboratory Expense	310,375	387,022	335,958	353,629	366,961
Sub-total Specialty Expense	\$ 409,249	\$ 591,879	\$ 433,216	\$ 509,876	\$ 526,104
TOTAL OPERATING EXPENSES	\$ 53,117,095	\$ 63,192,926	\$ 53,119,011	\$ 65,438,914	\$ 68,841,516
NET OPERATING INCOME (LOSS)	\$ 11,578,886	\$ 8,298,148	\$ 14,208,971	\$ 13,146,654	\$ 17,428,750

POTABLE WATER SUMMARY

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
OPERATING REVENUES					
4000 Water Sales	\$ 34,092,200	\$ 40,331,569	\$ 37,733,971	\$ 46,531,819	\$ 51,714,888
4152 Penalty for Unsustainable Water Use	1,797,705	800,000	415,421	-	-
4155 Temporary Meter Fees	1,715	3,060	5,017	5,000	5,000
4160 Late Payment Fees	194,109	139,383	194,722	225,000	225,000
4170 Water Usage - Accidents	54,047	30,000	21,148	30,000	30,000
4175 PW Supplement to RW	735,490	947,017	647,163	975,000	990,000
4505 Other Income from Operations	634,908	400,000	505,433	450,000	500,000
4515 Use of Rate Stabilization	-	583,801	-	-	-
TOTAL OPERATING REVENUES	\$ 37,510,174	\$ 43,234,830	\$ 39,522,875	\$ 48,216,819	\$ 53,464,888
ADMINISTRATIVE EXPENSE					
6260 Rental Charge Facility Replacement	168,743	215,609	173,623	204,554	204,554
6511 Outside Services	-	-	76,840	803,750	55,363
7135 Earthquake Insurance	83,043	77,510	106,689	125,759	138,335
7135 Property Insurance	113,757	113,965	196,682	231,838	255,022
7145 Claims Paid	19,489	-	1,364	-	-
7155 Other Expense	3,321	-	2,153	-	-
7203 Allocated Building Maintenance	138,862	105,024	74,306	90,181	90,999
7205 Allocated Legal Expense	139,391	50,000	59,889	75,000	75,000
7225 Allocated Support Services	2,241,524	3,359,742	2,113,618	2,754,428	2,602,369
7226 Allocated Operations Services	6,642,250	7,219,113	5,597,780	7,453,351	8,379,589
Sub-total Administrative Expense	\$ 9,550,380	\$ 11,140,963	\$ 8,402,944	\$ 11,738,861	\$ 11,801,231
MAINTENANCE EXPENSE					
5500 Labor	505,726	720,720	520,182	973,898	988,656
5510 Supplies/Material	174,554	177,100	200,176	162,000	162,000
5515 Outside Services	721,529	661,900	418,990	1,529,332	1,429,332
5518 Building Maintenance	57,585	69,725	60,816	75,000	75,000
5520 Permits and Fees	17,560	32,000	1,743	5,000	5,000
5530 Capital Outlay	-	44,000	-	-	-
Sub-total Maintenance Expense	\$ 1,476,954	\$ 1,705,445	\$ 1,201,907	\$ 2,745,230	\$ 2,659,988
OPERATING EXPENSE					
5400 Labor	1,318,295	1,294,964	1,325,827	1,332,190	1,367,105
5405 Utilities	872,183	1,263,300	916,519	1,080,150	1,130,515
5410 Supplies/Material	291,159	297,700	303,560	385,000	385,000
5415 Outside Services	264,576	283,236	190,925	271,000	371,000
5420 Permits and Fees	67,231	93,400	205,594	178,000	178,000
5425 Consulting Services	2,114	5,000	-	-	-
Sub-total Operating Expense	\$ 2,815,558	\$ 3,237,600	\$ 2,942,425	\$ 3,246,340	\$ 3,431,620
RESOURCE CONSERVATION					
6602 School Education Programs	-	75,000	107,000	124,000	124,000
6604 Public Education Programs	191,914	75,000	108,125	934	962
6606 Community Group Outreach	-	-	-	2,000	2,000
6660 Landscape Programs	236,986	808,000	86,664	704,000	704,000
6749 Residential Customer Training	-	-	-	10,000	10,000
6790 Back Flow Protection	191,843	150,000	204,191	322,173	365,424
Sub-total Resource Conservation	\$ 620,743	\$ 1,108,000	\$ 505,980	\$ 1,163,107	\$ 1,206,386

POTABLE WATER SUMMARY (continued)

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
SOURCE OF SUPPLY					
5000 Purchased Water MWD	16,498,207	21,894,258	18,477,244	21,180,858	24,038,476
5054 Draw from Reservoir	332,028	417,122	516,116	450,000	475,000
5105 Purchased Water - Ventura Co.	230,029	291,386	220,550	263,377	265,816
5110 Purchased Water - Simi District #8	41,046	57,891	32,803	52,326	52,811
5125 Water Supply - LVR Adjustment	(665,459)	187,971	(700,596)	-	-
Sub-total Source Of Supply	\$ 16,435,851	\$ 22,848,628	\$ 18,546,117	\$ 21,946,561	\$ 24,832,103
SPECIALTY EXPENSE					
5700 SCADA Services	21,248	142,057	35,603	45,000	45,000
5710 Technical Services	-	21,000	-	-	-
5715 Laboratory Services	48,279	41,800	35,063	81,247	84,143
5725 General Supplies/Small Tools	29,347	-	26,592	30,000	30,000
7202 Allocated Laboratory Expense	310,375	387,022	335,958	353,629	366,961
Sub-total Specialty Expense	\$ 409,249	\$ 591,879	\$ 433,216	\$ 509,876	\$ 526,104
TOTAL OPERATING EXPENSES	\$ 31,308,735	\$ 40,632,515	\$ 32,032,589	\$ 41,349,975	\$ 44,457,432
NET OPERATING INCOME (LOSS)	\$ 6,201,439	\$ 2,602,315	\$ 7,490,286	\$ 6,866,844	\$ 9,007,456

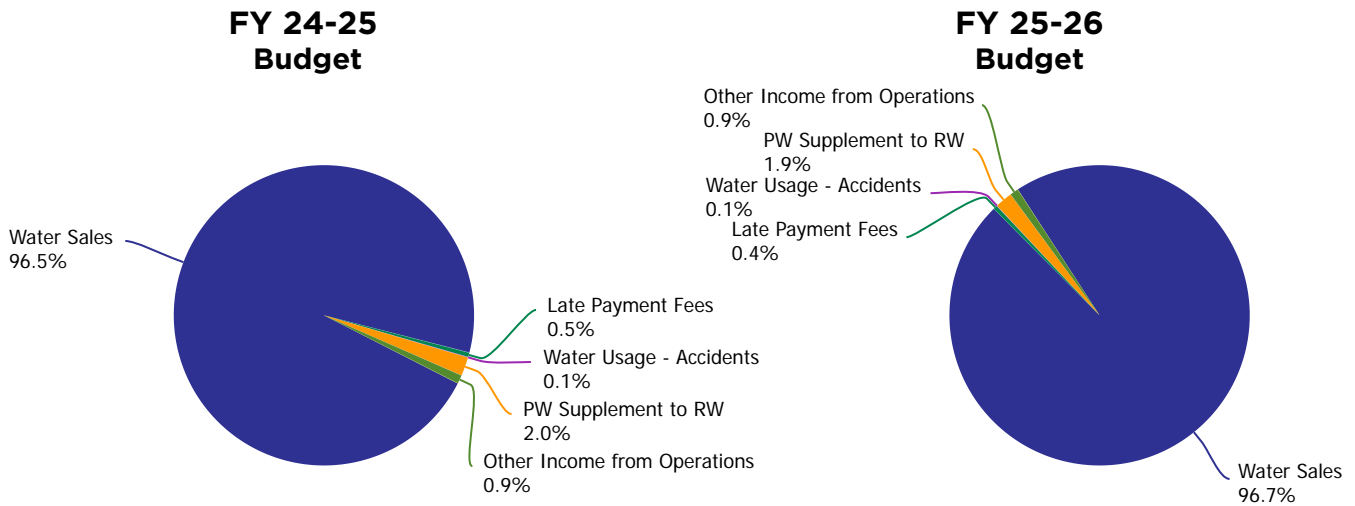


■ Potable Water Revenues - 101001

Potable Water Sales are revenues derived from potable water sales to customers. PW sales provide resources to fund the operation and maintenance of the water system and the replacement of infrastructure and other capital assets.

Potable water sales are projected using the past three years' average demand. Fiscal Year 2024-25 projections include a 35% reduction in water usage from prior three year average due to statewide emergency drought conditions. Fiscal Year 2025-26 projections are a 20% reduction over the prior three year average. District staff continue to monitor state and local water use restrictions for future potential adjustments.

The 2020 rate study projected annual increases of 5% for each of the next two years.

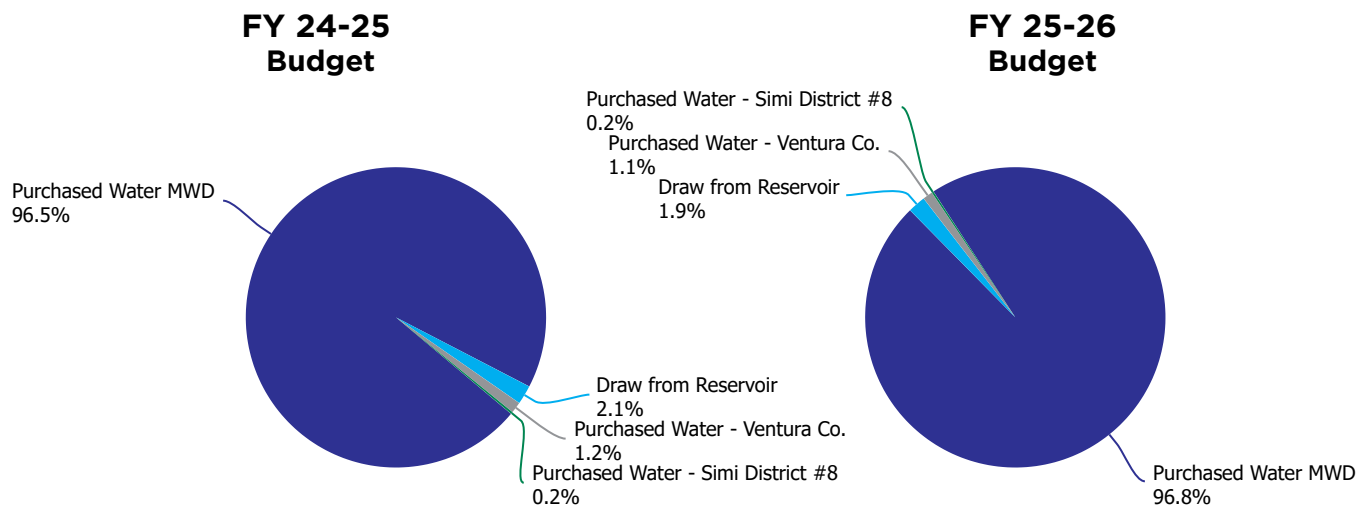


■ Source of Supply - 101001

Purchased Water MWD covers all costs to purchase water from Metropolitan Water District (MWD). Fiscal Year 2024-25 and 2025-26 budgeted costs are based on rates adopted by MWD at their April 17, 2024 board meeting.

Purchased Water - Ventura - funds used to purchase water from Ventura County to serve district customers in the Woolsey Canyon area of Chatsworth.

Purchased Water City of Simi - funds to purchase water from Ventura County to serve a portion of district customers in the Box Canyon area of Chatsworth.



Pump Stations - 101100

Function

To Supply adequate water pressure throughout the potable water distribution system. Provide adequate training, operating, preventive maintenance, and maintenance and repair programs to ensure pump stations and pressure reducing stations are operated and maintained safely and efficiently.

Significant Changes

There are significant changes budgeted for FY 2024-25, percentage change was -29.2%. And there are no significant changes budgeted for FY 2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
ADMINISTRATIVE EXPENSE					
7225 Allocated Support Services	459,102	578,368	419,392	525,560	519,694
7226 Allocated Operations Services	560,403	763,962	479,585	547,360	571,859
Sub-total Administrative Expense	\$ 1,019,505	\$ 1,342,330	\$ 898,977	\$ 1,072,920	\$ 1,091,553
MAINTENANCE EXPENSE					
5500 Labor	69,215	262,319	77,346	145,348	148,172
5510 Supplies/Material	10,200	33,000	50,462	40,000	40,000
5515 Outside Services	14,917	100,000	32,564	-	-
5530 Capital Outlay	-	44,000	-	-	-
Sub-total Maintenance Expense	\$ 94,332	\$ 439,319	\$ 160,372	\$ 185,348	\$ 188,172
OPERATING EXPENSE					
5400 Labor	179,462	204,929	116,802	131,335	134,735
5405 Utilities	7,635	74,200	7,037	8,526	8,526
5410 Supplies/Material	54,601	95,000	78,110	75,000	75,000
5415 Outside Services	88,645	54,000	95,695	86,000	86,000
5420 Permits and Fees	5,626	3,300	8,103	8,500	8,500
Sub-total Operating Expense	\$ 335,969	\$ 431,429	\$ 305,747	\$ 309,361	\$ 312,761
TOTAL OPERATING EXPENSES	\$ 1,449,806	\$ 2,213,078	\$ 1,365,096	\$ 1,567,629	\$ 1,592,486

Line Item Explanations

5405 Utilities – Natural gas powered pump station at Cornell pump station.

5410 Supplies/Material – Funds to purchase materials and supplies for preventive maintenance of pump control valves, pressure reducing and pressure relief valves and appurtenances for more than 60 pump and pressure reducing stations. Gas purchases for generators used during maintenance activities and to provide electricity to pump stations during peak demand periods and outages.

5415 Outside Services – Miscellaneous work including graffiti removal, welding, coring, and similar tasks as needed; water/wastewater data management, and iGreen program.

5420 Permits and Fees – SCAQMD permits for the potable water system.

5515 Outside Services – Outside maintenance providers required to assist in maintaining the pump stations, including HVAC, landscaping and outside mechanical services. Annual air emissions test fees for natural gas engines at Conduit, Cornell, and JBR pump stations and the annual emissions report required by AQMD at Cornell pump station.

■ PW Tanks & Reservoirs - 101200

Function

To provide operating, preventive maintenance, and repair programs on a timely basis to ensure the tanks and reservoirs are operated safely, efficiently, and cost effectively to protect water quality, provide adequate storage for daily and emergency use and ensure fire protection throughout the potable water distribution system.

Significant Changes

There are no significant changes budgeted for FY 2024-25 or FY 2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
ADMINISTRATIVE EXPENSE					
7225 Allocated Support Services	143,355	181,922	130,439	160,241	159,832
7226 Allocated Operations Services	201,250	284,503	173,764	190,995	199,203
Sub-total Administrative Expense	\$ 344,605	\$ 466,425	\$ 304,203	\$ 351,236	\$ 359,035
MAINTENANCE EXPENSE					
5500 Labor	7,032	22,999	16,786	25,246	25,956
5510 Supplies/Material	2,179	8,600	5,502	4,500	4,500
5515 Outside Services	70,998	6,400	2,301	4,038	4,038
Sub-total Maintenance Expense	\$ 80,209	\$ 37,999	\$ 24,589	\$ 33,784	\$ 34,494
OPERATING EXPENSE					
5400 Labor	71,750	78,613	134,786	199,638	204,896
5405 Utilities	-	6,900	-	-	-
5410 Supplies/Material	12,148	10,000	8,462	10,000	10,000
5415 Outside Services	36,336	40,000	3,420	10,000	110,000
5420 Permits and Fees	-	100	-	-	-
Sub-total Operating Expense	\$ 120,234	\$ 135,613	\$ 146,668	\$ 219,638	\$ 324,896
TOTAL OPERATING EXPENSES	\$ 545,048	\$ 640,037	\$ 475,460	\$ 604,658	\$ 718,425

Line Item Explanations

5415 Outside Services – Outside services to inspect and clean potable water storage tanks to preserve water quality. Dirt road maintenance, asphalt repairs, weed abatement, tree trimming and landscape maintenance are also budgeted in this account. FY25–26 includes \$100k for Nitrification study.

5515 Outside Services – Pest control and landscape services at tanks.



PW System Operations - 101300

Function

To provide operating, preventive maintenance and maintenance and repair programs to ensure preservation of district assets and proper operation of the potable water distribution system; including water quality review, operation of Supervisory Control and Data Acquisition (SCADA) systems and other necessary programs.

Significant Changes

There are no significant changes budgeted for FY 2024-25 or FY 2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
ADMINISTRATIVE EXPENSE					
7225 Allocated Support Services	289,950	366,633	263,715	323,214	320,825
7226 Allocated Operations Services	774,348	750,000	654,232	606,068	620,534
Sub-total Administrative Expense	\$ 1,064,298	\$ 1,116,633	\$ 917,947	\$ 929,282	\$ 941,359
MAINTENANCE EXPENSE					
5500 Labor	5,393	48,912	3,099	-	-
5510 Supplies/Material	1,037	500	2,322	2,500	2,500
5515 Outside Services	257	500	-	-	-
Sub-total Maintenance Expense	\$ 6,687	\$ 49,912	\$ 5,421	\$ 2,500	\$ 2,500
OPERATING EXPENSE					
5400 Labor	247,561	270,421	214,770	334,921	341,741
5405 Utilities	21,872	8,200	19,211	26,688	26,688
5410 Supplies/Material	207	1,500	-	-	-
5415 Outside Services	21,701	20,000	20,000	20,000	20,000
5420 Permits and Fees	255	35,000	110,014	100,000	100,000
Sub-total Operating Expense	\$ 291,596	\$ 335,121	\$ 363,995	\$ 481,609	\$ 488,429
SPECIALTY EXPENSE					
5700 SCADA Services	10,436	125,000	16,739	25,000	25,000
5715 Laboratory Services	41,897	40,000	29,343	70,860	73,355
7202 Allocated Laboratory Expense	244,538	304,926	264,694	278,617	289,121
Sub-total Specialty Expense	\$ 296,871	\$ 469,926	\$ 310,776	\$ 374,477	\$ 387,476
TOTAL OPERATING EXPENSES	\$ 1,659,452	\$ 1,971,592	\$ 1,598,139	\$ 1,787,868	\$ 1,819,764

Line Item Explanations

5405 Utilities – Provide funds for miscellaneous leased telephone circuits required for operation of the SCADA system.

5415 Outside Services – Costs associated with production of the Consumer Confidence Report.

5420 Permits and Fees – Funds CA Department of Public Health inspection and permit fees for the potable water system.

Includes funding for statewide potable water discharge NPDES permit.

5510 Supplies/Material – Items necessary to maintain the SCADA and PLC Systems.

5700 SCADA Services – Labor and materials costs for services provided by Information Systems to maintain the SCADA system.

5715 Laboratory Services – Laboratory costs for obtaining water quality samples from the potable water system.

PW Treatment - 101600

Function

To provide operating, preventive maintenance and repair programs to preserve district assets and ensure Westlake Filtration Plant and Pump Station and Las Virgenes Reservoir operate at optimal performance levels to provide the highest quality drinking water to the potable water distribution system while meeting peak summer demands.

Significant Changes

There are no significant changes budgeted for FY 2024-25 or FY 2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
ADMINISTRATIVE EXPENSE					
7225 Allocated Support Services	374,657	474,464	341,679	426,639	424,743
7226 Allocated Operations Services	593,193	812,282	523,425	512,550	534,400
Sub-total Administrative Expense	\$ 967,850	\$ 1,286,746	\$ 865,104	\$ 939,189	\$ 959,143
MAINTENANCE EXPENSE					
5500 Labor	23,691	62,787	79,117	88,696	89,851
5510 Supplies/Material	15,503	55,000	46,834	35,000	35,000
5515 Outside Services	42,438	160,000	19,230	50,294	50,294
5518 Building Maintenance	57,585	69,725	60,816	75,000	75,000
5520 Permits and Fees	2,636	-	-	-	-
Sub-total Maintenance Expense	\$ 141,853	\$ 347,512	\$ 205,997	\$ 248,990	\$ 250,145
OPERATING EXPENSE					
5400 Labor	401,022	329,014	494,779	502,873	517,974
5405 Utilities	255,221	122,900	88,704	106,010	111,083
5410 Supplies/Material	155,622	183,700	64,359	175,000	175,000
5415 Outside Services	67,396	159,236	38,669	150,000	150,000
5420 Permits and Fees	59,487	55,000	83,929	65,000	65,000
Sub-total Operating Expense	\$ 938,748	\$ 849,850	\$ 770,440	\$ 998,883	\$ 1,019,057
SPECIALTY EXPENSE					
5700 SCADA Services	10,812	17,057	18,864	20,000	20,000
5715 Laboratory Services	6,382	1,800	5,720	10,387	10,788
7202 Allocated Laboratory Expense	65,837	82,096	71,264	75,012	77,840
Sub-total Specialty Expense	\$ 83,031	\$ 100,953	\$ 95,848	\$ 105,399	\$ 108,628
TOTAL OPERATING EXPENSES	\$ 2,131,482	\$ 2,585,061	\$ 1,937,389	\$ 2,292,461	\$ 2,336,973

Line Item Explanations

5410 Supplies/Material – Chemical purchases (aqueous ammonia, copper sulfate and citric acid), diatomaceous earth (DE) and supplies for plant operations.

5415 Outside Services – Tank inspections, dam settlement survey, DE disposal, instrument calibration and weed abatement.

5420 Permits and Fees – SCAQMD permits, Dept of Water Resources (DWR) fees for Las Virgenes Reservoir dams and LA County Fire Department California Accidental Release Program (CAL-ARP) fees.

5715 Laboratory Services – Laboratory costs for obtaining water quality samples from the potable distribution system.

PW Distribution - 101700

Function

To provide appropriate training, operating, preventive maintenance, and maintenance and repair programs to preserve district assets and to ensure the safe and reliable delivery of potable water to district customers.

Significant Changes

Fiscal Year 2024-25 increased by 53.8% over FY 2023-24 as a result of increased outside services for maintenance providers for pipeline repairs. There are no significant changes budgeted for FY2025-26 that affect the scope or level of service above FY2023-24.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
ADMINISTRATIVE EXPENSE					
7225 Allocated Support Services	280,823	351,682	256,749	323,753	317,778
7226 Allocated Operations Services	392,527	560,803	342,280	369,047	382,360
Sub-total Administrative Expense	\$ 673,350	\$ 912,485	\$ 599,029	\$ 692,800	\$ 700,138
MAINTENANCE EXPENSE					
5500 Labor	398,503	323,703	341,526	711,588	721,574
5510 Supplies/Material	145,635	80,000	95,056	80,000	80,000
5515 Outside Services	592,919	375,000	364,895	1,475,000	1,375,000
5520 Permits and Fees	14,924	32,000	1,743	5,000	5,000
Sub-total Maintenance Expense	\$ 1,151,981	\$ 810,703	\$ 803,220	\$ 2,271,588	\$ 2,181,574
OPERATING EXPENSE					
5400 Labor	417,662	411,987	363,537	163,423	167,759
5405 Utilities	7,133	2,500	1,627	1,637	1,719
5410 Supplies/Material	68,581	7,500	152,261	125,000	125,000
5415 Outside Services	14,133	10,000	-	-	-
Sub-total Operating Expense	\$ 507,509	\$ 431,987	\$ 517,425	\$ 290,060	\$ 294,478
RESOURCE CONSERVATION					
6790 Back Flow Protection	191,843	150,000	204,191	322,173	365,424
Sub-total Resource Conservation	\$ 191,843	\$ 150,000	\$ 204,191	\$ 322,173	\$ 365,424
SPECIALTY EXPENSE					
5710 Technical Services	-	21,000	-	-	-
Sub-total Specialty Expense	\$ -	\$ 21,000	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENSES	\$ 2,524,683	\$ 2,326,175	\$ 2,123,865	\$ 3,576,621	\$ 3,541,614

Line Item Explanations

- 5410 Supplies/Material – Funds to purchase items used during preventive maintenance and repair or replacement of valves, fire hydrants and other appurtenances including supplies for flushing main lines.
- 5415 Outside Services – Contracted services for traffic control, painting for hydrants, raising valve stacks, valve boxes, manhole covers, and maintainint appurtenances.
- 5510 Supplies/Material – Purchase of valves, pipe, air/vacuum assemblies required to maintain the system. Expenditures vary according to number of PW pipeline breaks in any year.
- 5515 Outside Services – Maintenance providers for pipeline repairs or paving contractors to repair roads following large system repairs.
- 5710 Technical Services – Labor hours by Technical Services personnel for distribution assistance.
- 6790 Back Flow Protection – Testing, repair and certification of back flow prevention devices at sites where the potential risk to the potable water system is other than recycled water.

PW Conservation - 101800

Function

These programs provide quantifiable, cost effective water savings through hardware retrofits and changes in water use practices.

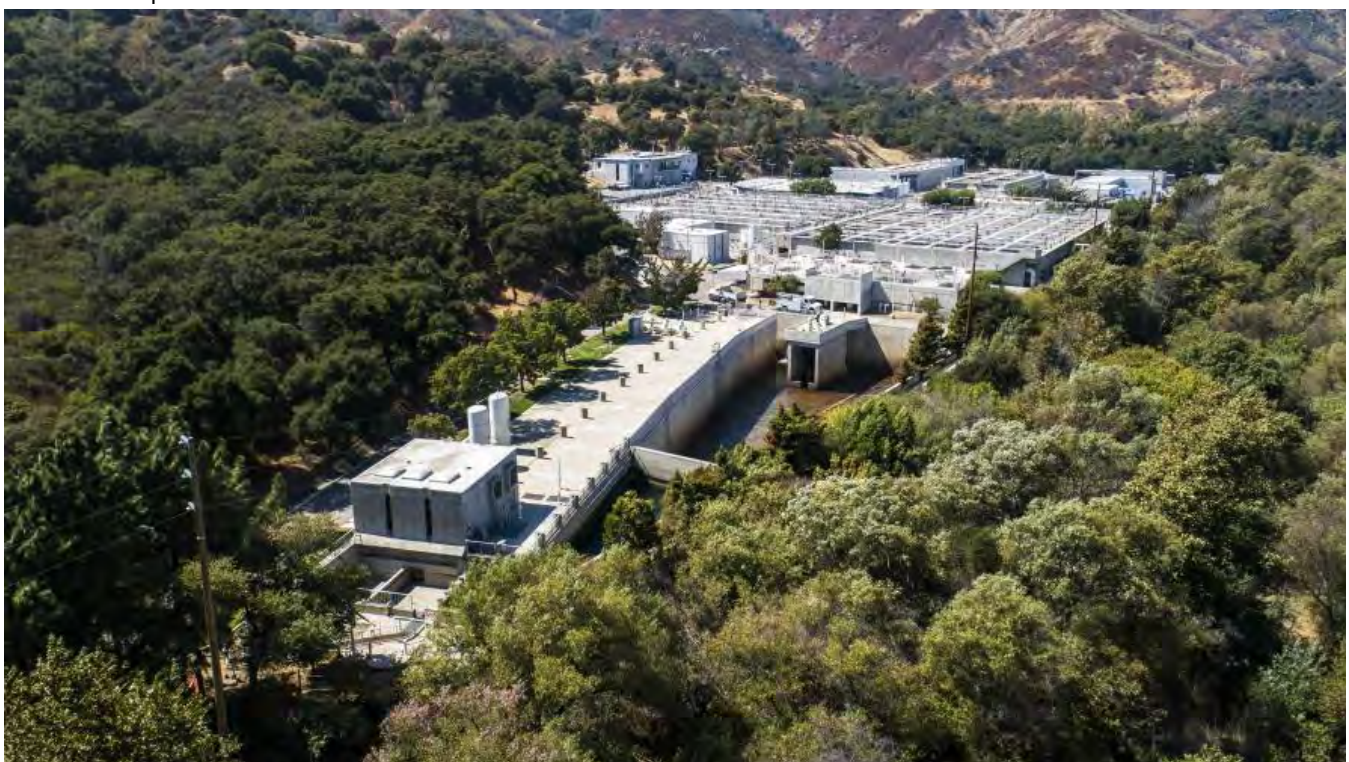
Significant Changes

There are no significant changes budgeted for FY2024-25 or FY2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
ADMINISTRATIVE EXPENSE					
7225 Allocated Support Services	5,442	6,678	5,063	6,868	6,606
7226 Allocated Operations Services	36,090	56,179	44,213	15,994	16,257
Sub-total Administrative Expense	\$ 41,532	\$ 62,857	\$ 49,276	\$ 22,862	\$ 22,863
OPERATING EXPENSE					
5415 Outside Services	36,365	-	33,141	5,000	5,000
5420 Permits and Fees	621	-	887	1,000	1,000
Sub-total Operating Expense	\$ 36,986	\$ -	\$ 34,028	\$ 6,000	\$ 6,000
RESOURCE CONSERVATION					
6660 Landscape Programs	236,986	808,000	86,664	704,000	704,000
Sub-total Resource Conservation	\$ 236,986	\$ 808,000	\$ 86,664	\$ 704,000	\$ 704,000
TOTAL OPERATING EXPENSES	\$ 315,504	\$ 870,857	\$ 169,968	\$ 732,862	\$ 732,863

Line Item Explanations

5415 Outside Services – Includes district wide water conservation efforts, landscaping initiatives, and conservation education.
 6660 Landscape Programs – Includes rain barrel program, irrigation controllers, native plant kits, drip irrigation kits, and landscape transformations and customer education.



PW Administration - 101900

Function

To fund general and administrative expenses that are specific to Potable Water Operations.

Significant Changes

Fiscal Year 2024-25 budget increased by 28.9% to include water hydraulic modeling and water diversification study. There are no significant changes budgeted in FY2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
ADMINISTRATIVE EXPENSE					
6260 Rental Charge Facility Replacement	168,743	215,609	173,623	204,554	204,554
6511 Outside Services	-	-	76,840	803,750	55,363
7135 Earthquake Insurance	83,043	77,510	106,689	125,759	138,335
7135 Property Insurance	113,757	113,965	196,682	231,838	255,022
7145 Claims Paid	19,489	-	1,364	-	-
7155 Other Expense	3,321	-	2,153	-	-
7203 Allocated Building Maintenance	138,862	105,024	74,306	90,181	90,999
7205 Allocated Legal Expense	139,391	50,000	59,889	75,000	75,000
7225 Allocated Support Services	688,195	1,399,995	696,581	988,153	852,891
7226 Allocated Operations Services	4,084,439	3,991,384	3,380,281	5,211,337	6,054,976
Sub-total Administrative Expense	\$ 5,439,240	\$ 5,953,487	\$ 4,768,408	\$ 7,730,572	\$ 7,727,140
MAINTENANCE EXPENSE					
5500 Labor	716	-	2,308	3,020	3,103
5515 Outside Services	-	20,000	-	-	-
Sub-total Maintenance Expense	\$ 716	\$ 20,000	\$ 2,308	\$ 3,020	\$ 3,103
OPERATING EXPENSE					
5400 Labor	286	-	1,153	-	-
5405 Utilities	18	-	-	-	-
5410 Supplies/Material	-	-	368	-	-
5425 Consulting Services	2,114	5,000	-	-	-
Sub-total Operating Expense	\$ 2,418	\$ 5,000	\$ 1,521	\$ -	\$ -
RESOURCE CONSERVATION					
6602 School Education Programs	-	75,000	107,000	124,000	124,000
6604 Public Education Programs	191,914	75,000	108,125	934	962
6606 Community Group Outreach	-	-	-	2,000	2,000
6749 Residential Customer Training	-	-	-	10,000	10,000
Sub-total Resource Conservation	\$ 191,914	\$ 150,000	\$ 215,125	\$ 136,934	\$ 136,962
SPECIALTY EXPENSE					
5725 General Supplies/Small Tools	29,347	-	26,592	30,000	30,000
Sub-total Specialty Expense	\$ 29,347	\$ -	\$ 26,592	\$ 30,000	\$ 30,000
TOTAL OPERATING EXPENSES	\$ 5,663,635	\$ 6,128,487	\$ 5,013,954	\$ 7,900,526	\$ 7,897,205

Line Item Explanations

5725 General Supplies/Small Tools – Warehouse Supplies – gate valves, PPE items, etc.

6511 Outside Services – Water Smart Software Agreement. FY24–25 includes \$250k for hydraulic modeling and \$500k water diversification Study.

6602 School Education Programs – LVUSD water science education school initiative; annual primary school poster contest, elementary school theatrical presentations and related take-home support materials; secondary school outreach program, and annual library book program.

6604 Public Education Programs – Water conservation-related display advertising, shut down notifications and other incident specific notices to customers; conservation education to hotels, restaurants and businesses; chamber directions and “water supply only”. District quarterly tours for potable water, production of annual water quality report, construction project notifications and outreach.

■ Recycled Water - 102001 / 102100

Function

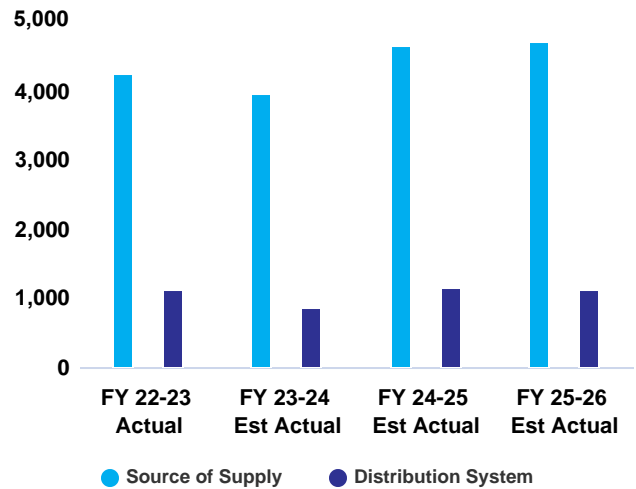
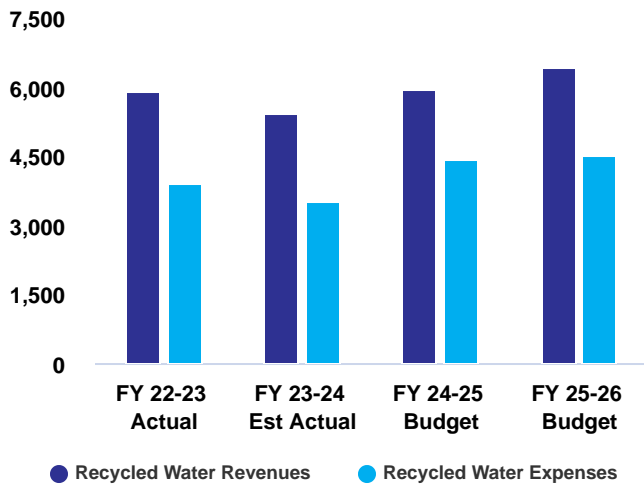
To ensure the integrity of the recycled water distribution system, appropriate and legal use of recycled water, and protection against backflow and cross connections. This includes system surveillance, test and repair of backflow devices, landscape irrigation system plan checks for new services, water quality and system pressure tests to ensure quality of service, training local landscape maintenance and grounds supervisors in cross-connection prevention.

Recycled Water Operations Summary (Dollar in Thousands)

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
Recycled Water Revenues	5,893	7,374	5,420	5,931	6,430
Recycled Water Expenses	3,916	4,124	3,522	4,428	4,515
Net Operating Income	\$ 1,976	\$ 3,250	\$ 1,897	\$ 1,503	\$ 1,915

Operating Expense Summary (Dollar in Thousands)

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
Distribution System	924	1,125	832	930	916
Source of Supply	2,992	2,999	2,690	3,498	3,599
Total Recycled Water	\$ 3,916	\$ 4,124	\$ 3,522	\$ 4,428	\$ 4,515



Revenues

RW Sales are revenues derived from retail recycled water sales to customers. They are shown by area as a result of requirements for reporting under MWD's Local Projects Programs. The 2020 rate study projected annual rate increases of 8% for each of the next two years. The District is scheduled to undertake a five-year rate study setting rates effective January 1, 2026.

Acre Feet Billed	FY 22-23 Actual	FY 23-24 Projected	FY 24-25 Budget	FY 25-26 Budget
4215 Calabasas	367	286	390	347
4220 LV Valley	164	177	204	182
4225 Cib-MWD	816	833	949	866
4230 Western	1,536	1,563	1,843	1,647
Total	2,883	2,859	3,386	3,042

■ Recycled Water - 102001 / 102100 (continued)

Source of Supply

Purchased Water JV RWTR - wholesale cost to purchase LVMWD’s allocation of recycled water for sale to district customers. Wholesale rates are set by the JPA to recover costs of operating and administering the Recycled Water backbone distribution system. An additional amount, equal to the value of annual depreciation expense on the recycled water distribution system is also included in the wholesale recycled water rate. The difference between purchased and billed acre-feet is due to purchased Potable Water Supplement and the timing of customer bills.

	FY 22-23 Actual	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
LV Valley	153	133	204	181
LVMWD East	2430	1815	1344	1215
LVMWD West	1411	1481	1844	1648
Total LVMWD	3,994	3,429	3,392	3,044



RECYCLED WATER SUMMARY

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
OPERATING REVENUES					
4152 Penalty for Unsustainable Water Use	1,015,718	-	328,918	-	-
4155 Temporary Meter Fees	349,969	-	53,990	559,974	604,772
4160 Late Payment Fees	17,568	5,000	16,916	20,000	20,000
4215 RW Sales - Calabasas	359,541	801,680	426,968	461,125	498,015
4220 RW Sales - LV Valley	192,876	406,409	213,046	230,090	248,497
4225 RW Sales - Calabasas MWD	856,685	1,722,697	1,171,277	1,264,979	1,366,178
4230 RW Sales - Western	2,359,344	3,693,630	2,533,220	2,735,877	2,954,747
4505 Other Income from Operations	740,888	745,000	675,272	658,601	738,223
TOTAL OPERATING REVENUES	\$ 5,892,589	\$ 7,374,416	\$ 5,419,607	\$ 5,930,646	\$ 6,430,432
ADMINISTRATIVE EXPENSE					
6260 Rental Charge Facility Replacement	855	13,265	964	863	863
7225 Allocated Support Services	188,331	225,868	163,548	224,685	209,463
7226 Allocated Operations Services	589,649	866,251	640,274	680,296	681,488
Sub-total Administrative Expense	\$ 778,835	\$ 1,105,384	\$ 804,786	\$ 905,844	\$ 891,814
MAINTENANCE EXPENSE					
5500 Labor	230	2,600	-	389	401
5510 Supplies/Material	2,135	1,500	-	-	-
5515 Outside Services	25,696	-	-	-	-
Sub-total Maintenance Expense	\$ 28,061	\$ 4,100	\$ -	\$ 389	\$ 401
OPERATING EXPENSE					
5400 Labor	744	1,284	228	-	-
5405 Utilities	7,937	8,500	6,879	7,221	7,581
5415 Outside Services	99,978	-	652	-	-
5420 Permits and Fees	8,149	3,000	19,479	15,000	15,000
Sub-total Operating Expense	\$ 116,808	\$ 12,784	\$ 27,238	\$ 22,221	\$ 22,581
RESOURCE CONSERVATION					
6790 Back Flow Protection	148	3,000	254	1,250	1,250
Sub-total Resource Conservation	\$ 148	\$ 3,000	\$ 254	\$ 1,250	\$ 1,250
SOURCE OF SUPPLY					
5100 Purchased Water - JPA	2,256,805	2,051,967	2,015,967	2,523,025	2,609,184
5115 Purchased Water - Potable Supply	735,490	947,017	674,163	975,000	990,000
Sub-total Source Of Supply	\$ 2,992,295	\$ 2,998,984	\$ 2,690,130	\$ 3,498,025	\$ 3,599,184
TOTAL OPERATING EXPENSES	\$ 3,916,147	\$ 4,124,252	\$ 3,522,408	\$ 4,427,729	\$ 4,515,230
NET OPERATING INCOME (LOSS)	\$ 1,976,442	\$ 3,250,164	\$ 1,897,199	\$ 1,502,917	\$ 1,915,202

Line Item Explanations

4152 Penalty for Unsustainable Water Use – Penalties assessed for excessive recycled water usage. Assessment of penalties commenced in January 2021 and are not a budgeted item.

5115 Purchased Water – Potable Supply – Retail cost to purchase potable water supplement from LVMWD for use in the recycled water system as necessary. The cost of potable water supplement is set to recover the full cost of providing potable water.

5415 Outside Services – Delivery costs for the Emergency Recycled Water Distribution Program. Intended to support the cities and customers served by the District to utilize recycled water, to the extent that it is available, to offset their potable water usage and reduce the impacts of watering restrictions.

5420 Permits and Fees – Expenses for California DPH plan review fees for recycled water expansion plans.

6790 Back Flow Protection – Testing and certification of backflow prevention devices at sites where both recycled and potable water are in use.

Sanitation - 130001 / 130100

Function

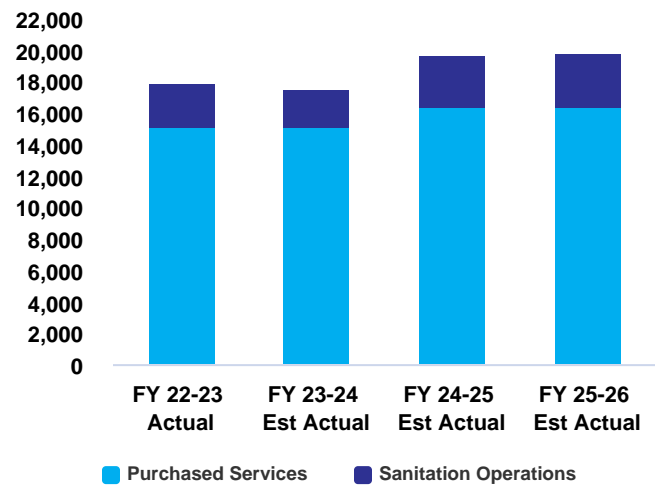
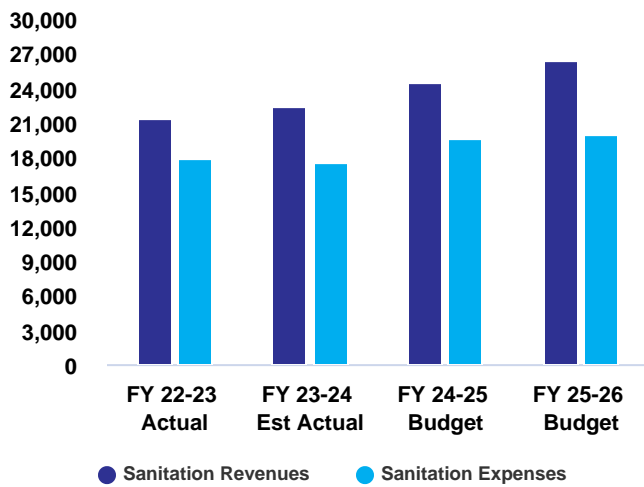
To provide wastewater services including sewer maintenance and lift station operations and maintenance to District customers within the U-1, U-2, U-3, B, and D Sanitation Districts

Sanitation Operations Summary (Dollars in Thousands)

	FY 22-23	FY 23-24	FY 23-24		FY 25-26
	Actual	Budget	Est	Budget	Budget
Sanitation Revenues	21,293	20,882	22,386	24,438	26,375
Sanitation Expenses	17,892	18,436	17,564	19,661	19,869
Net Operating Income	\$ 3,401	\$ 2,446	\$ 4,821	\$ 4,777	\$ 6,506

Operating Expense Summary (Dollars in Thousands)

	FY 22-23	FY 23-24	FY 23-24		FY 25-26
	Actual	Budget	Est	Budget	Budget
Purchased Services	15,189	15,767	15,153	16,405	16,431
Sanitation Operations	2,703	2,669	2,412	3,256	3,438
Total Sanitation	\$ 17,892	\$ 18,436	\$ 17,564	\$ 19,661	\$ 19,869



PURCHASED SERVICES

Share of JPA Net Expenses - The District's share of the net operating expenses of the Joint Powers Authority. City of Los Angeles - This is the annual operations and maintenance costs paid to the City of Los Angeles for U-3, B and a portion of U-2 Districts. It also includes rental payments for sewage discharge at the El Canon Intertie. Los Angeles provides a cost estimate for the year which is based on flow from previous years.

Acre Feet Billed	FY 22-23 Actual	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
U-3/B/El Canon Sewage Disposal	737,140	552,552	783,700	695,800



SANITATION SUMMARY

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
OPERATING REVENUES					
4260 Sanitation Service Fees	\$ 21,048,268	\$ 20,660,330	\$ 22,127,770	\$ 24,169,736	\$ 26,096,515
4270 Consol Sewer District Fees	244,950	221,498	257,730	268,367	278,431
TOTAL OPERATING REVENUES	\$ 21,293,218	\$ 20,881,828	\$ 22,385,500	\$ 24,438,103	\$ 26,374,946
ADMINISTRATIVE EXPENSE					
6260 Rental Charge Facility Replacement	20,272	28,000	23,233	23,772	23,772
7225 Allocated Support Services	433,061	489,171	364,253	549,291	479,247
7226 Allocated Operations Services	1,981,689	1,941,062	1,777,790	2,517,517	2,514,439
Sub-total Administrative Expense	\$ 2,435,022	\$ 2,458,233	\$ 2,165,276	\$ 3,090,580	\$ 3,017,458
MAINTENANCE EXPENSE					
5500 Labor	6,508	8,320	8,030	10,653	10,658
5510 Supplies/Material	36,401	12,000	58,507	35,000	35,000
5515 Outside Services	75,960	48,472	62,702	3,612	3,612
5530 Capital Outlay	-	40,000	-	-	-
Sub-total Maintenance Expense	\$ 118,869	\$ 108,792	\$ 129,239	\$ 49,265	\$ 49,270
OPERATING EXPENSE					
5400 Labor	8,945	-	6,618	6,590	6,728
5405 Utilities	114,730	98,800	103,040	109,673	114,606
5420 Permits and Fees	25,558	3,000	7,327	-	-
Sub-total Operating Expense	\$ 149,233	\$ 101,800	\$ 116,985	\$ 116,263	\$ 121,334
PROFESSIONAL SERVICES					
6516 Other Professional Services	-	-	-	-	250,000
Sub-total Professional Services	\$ -	\$ -	\$ -	\$ -	\$ 250,000
PURCHASED SERVICES					
5735 Share of JPA Net Expenses	14,451,949	15,214,782	14,599,962	15,621,402	15,734,992
5740 City of Los Angeles	737,140	552,552	552,552	783,700	695,800
Sub-total Purchased Services	\$ 15,189,089	\$ 15,767,334	\$ 15,152,514	\$ 16,405,102	\$ 16,430,792
TOTAL OPERATING EXPENSES	\$ 17,892,213	\$ 18,436,159	\$ 17,564,014	\$ 19,661,210	\$ 19,868,854
NET OPERATING INCOME (LOSS)	\$ 3,401,005	\$ 2,445,669	\$ 4,821,486	\$ 4,776,893	\$ 6,506,092

Line Item Explanations

4260 Sanitation Service Fees – Revenues received from residential and commercial customers within the U1, U2, U3, B, and D sanitation districts. Service fees provide resources for the operation of the wastewater treatment facilities and for replacement of sanitation capital assets and infrastructure.

5735 Share of JPA Net Expenses – The District's share of the net operating expenses of the Joint Powers Authority. Details of the JPA revenue and expense allocations can be found in the Las Virgenes–Triunfo Joint Powers Authority budget book.

5740 City of Los Angeles – Annual O&M costs paid to the City of Los Angeles for U3, B and a portion of U2 districts. Includes rental payments for sewage discharge at the El Canon Intertie. Los Angeles provides a cost estimate for the year based on flow from previous years.

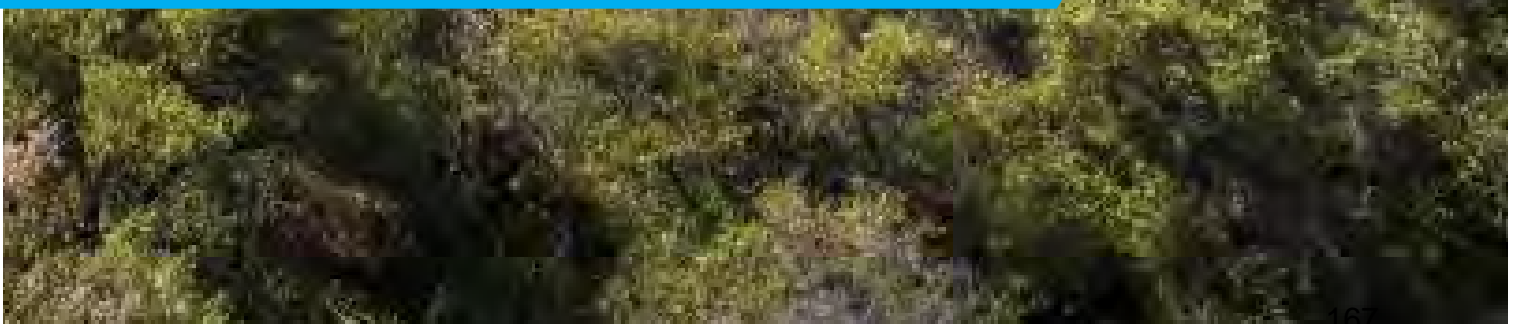
6516 Other Professional Services – FY2025/26 includes sewer system modeling.





PROPOSED BUDGET / **LAS VIRGENES MUNICIPAL WATER DISTRICT**

Internal Services

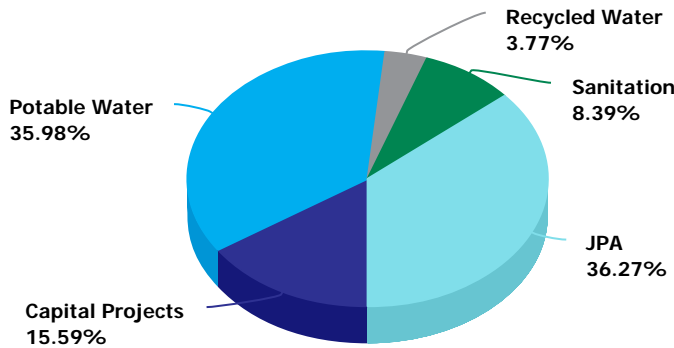


INTERNAL SERVICES

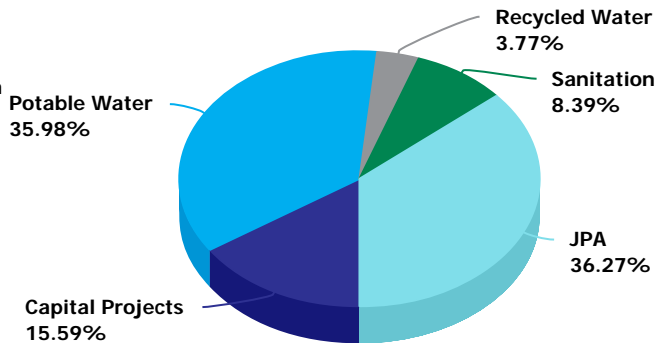
The Internal Service fund is used to account for all costs related to the General Administration of the District. In addition, all personnel related costs, including salaries, benefits, training, etcetera, are administered through the Internal Service fund. Personnel working in the various enterprises account for their workload distribution through the timekeeping system. Labor costs are charged to each enterprise as determined and credits are posted to the Internal Service fund. All net accumulated costs are allocated to the various enterprise and capital project funds as described below.

The Joint Powers Authority (JPA) agreement between Las Virgenes Municipal Water District (LV) and Triunfo Water Sanitation District (TW&SD) calls for allocation of General and Administrative costs based on the actual cost of labor. General and administrative costs are defined as accounting, personnel and general management expenses. As such, Internal Service costs which are not related to the function of the JPA are excluded from the allocation process. These excluded costs include all costs for the LV Board of Directors, some of the General Manager's office costs, administration and operation of Customer Service activities, including a portion of Information Services costs, water meter maintenance, water conservation activities and new customer planning and coordination.

**Internal Services G&A
Allocation
FY 2024-25 Budget**



**Internal Services G&A
Allocation
FY 2025-26 Budget**



All remaining costs are allocated between LV enterprises (potable water, recycled water, and non-JPA sanitation), Capital Improvement Projects, and the JPA operations. The allocation is based on the labor charged through the timekeeping system to each of these operations or projects. The allocation of costs is performed monthly with a final reconciliation at year-end. Each agency's share of the allocated costs for JPA operations is billed monthly as provided in the JPA agreement.

The allocated costs are shown in the budget reports as Allocated Support Services and Allocated Operations Services. Allocated Support Services are costs which originate from cost centers that provide general central service. These cost centers include general management, departmental administration, accounting, payroll, human resources, information systems, and public information administration. Allocated Operations Services are costs which originate in operations related cost centers. These cost centers include water administration, water treatment, facilities maintenance, electrical maintenance, construction services, laboratory services, wastewater treatment, composting, and technical services.

INTERNAL SERVICES SUMMARY

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
BOARD EXPENSE					
6000 Directors' Fees	84,920	90,000	97,680	102,900	105,987
6005 Directors' Benefits	85,914	131,722	96,995	139,981	144,180
6010 Directors' Conference Expense	92,346	53,000	78,753	83,000	83,000
6015 Directors' Miscellaneous	3,315	5,000	4,089	5,000	5,000
6020 Election Expense	33,593	60,000	-	60,000	-
Sub-total Board Expense	\$ 300,088	\$ 339,722	\$ 277,517	\$ 390,881	\$ 338,167
HUMAN RESOURCES					
6800 Safety	23,798	25,000	21,170	25,000	25,000
6810 Recruitment Expense	19,890	20,000	27,606	30,000	30,000
6812 Retired Employees Benefits	987,346	1,396,542	1,003,258	1,384,815	1,384,815
6815 Employee Recognition	15,093	15,000	27,760	35,000	35,000
6820 Employee Assistance Program	900	1,000	-	1,000	1,000
6825 Employee Wellness Program	1,950	7,500	4,105	7,500	7,500
6830 Training & Professional Services	169,721	212,100	168,677	252,510	256,970
6840 DOT Testing	1,446	1,000	441	1,000	1,000
6872 Outside Services	138,390	185,000	66,688	75,000	75,000
Sub-total Human Resources	\$ 1,358,534	\$ 1,863,142	\$ 1,319,705	\$ 1,811,825	\$ 1,816,285
MAINTENANCE EXPENSE					
5500 Labor	279,033	818,875	136,137	193,592	199,176
5510 Supplies/Material	492,859	564,500	524,465	606,500	611,500
5515 Outside Services	661,048	498,400	462,237	610,000	615,000
5520 Permits and Fees	21,745	26,300	27,896	33,500	35,500
5525 Consulting Services	37,182	3,500	24,275	70,000	35,000
5536 Inventory Expense	22,863	10,000	20,100	20,000	20,000
6255 Rental Charge - Vehicles	322,235	225,000	349,900	424,873	563,510
Sub-total Maintenance Expense	\$ 1,836,965	\$ 2,146,575	\$ 1,545,010	\$ 1,958,465	\$ 2,079,686
OFFICE EQUIPMENT & POSTAGE					
6200 Forms, Supplies and Postage	53,466	86,500	35,833	71,520	72,035
6205 Equipment Rental	12,411	19,500	15,228	35,000	35,000
6210 Equipment Repairs	1,796	9,500	11,214	7,500	7,500
6215 System Support and Maintenance	726,157	752,000	1,089,072	1,100,000	1,100,000
6220 Outside Services	620,045	462,700	364,615	659,200	459,200
6225 Radio Maintenance Expense	25,860	17,100	19,316	32,500	32,500
6230 Safety Equipment	27,230	43,425	42,804	55,775	56,125
6235 Records Management	8,914	10,000	8,147	10,000	10,000
Sub-total Office Equipment & Postage	\$ 1,475,879	\$ 1,400,725	\$ 1,586,229	\$ 1,971,495	\$ 1,772,360
OPERATING EXPENSE					
5400 Labor	245,180	349,125	74,291	159,171	163,152
5405 Utilities	409,303	373,370	331,247	395,971	403,540
5415 Outside Services	69,639	-	-	-	-
5430 Capital Outlay	75,493	122,500	102,146	102,500	102,500
5725 General Supplies/Small Tools	-	3,000	-	3,000	3,000
Sub-total Operating Expense	\$ 799,615	\$ 847,995	\$ 507,684	\$ 660,642	\$ 672,192
OTHER G&A EXPENSES					
7100 Provision For Uncollectible Accts	189,084	100,000	151,200	150,000	150,000
7105 Dues, Subsc & Memberships	208,951	156,700	266,642	251,850	254,000
7110 Employee Travel / Misc Expense	35,124	41,200	13,744	35,000	35,915
7135 Automobile Insurance	126,165	132,142	141,811	167,160	183,876
7135 Earthquake Insurance	90,098	119,371	115,753	136,444	150,089
7135 Excess Liability Insurance	953,267	1,108,005	1,005,291	1,184,987	1,303,486

INTERNAL SERVICES SUMMARY (continued)

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
7135 Liability Insurance	296,189	289,697	324,615	364,630	401,093
7135 Property Insurance	123,422	208,642	213,393	251,537	276,690
7152 LAFCO Charges	26,412	24,000	44,573	27,000	28,000
Sub-total Other G&A Expenses	\$ 2,048,712	\$ 2,179,757	\$ 2,277,022	\$ 2,568,608	\$ 2,783,149
PAYROLL EXPENSE					
6100 Staff Salaries	9,770,128	15,411,377	10,133,047	16,261,305	17,399,850
6102 Staff Overtime	271,665	346,161	219,689	219,014	225,587
6105 OPEB	2,492,415	1,438,144	1,438,141	1,075,974	1,108,244
6105 Staff Benefits	1,051,208	8,904,896	4,153,002	8,214,783	8,730,688
6110 Staff Taxes	932,243	1,680,969	972,415	1,539,935	1,431,045
6115 Staff Costs Recovered	-	(8,273,274)	2,265	(8,077,042)	(8,244,977)
Sub-total Payroll Expense	\$ 14,517,659	\$ 19,508,273	\$ 16,918,559	\$ 19,233,969	\$ 20,650,437
PROFESSIONAL SERVICES					
6500 Legal Services	128,512	149,450	163,543	302,312	154,767
6505 Legal Advertising	1,648	4,000	643	4,000	4,000
6516 Other Professional Services	125,676	547,500	476,922	982,750	587,750
6517 Audit Fees	36,410	35,450	44,914	41,410	50,000
6522 Management Consulting Fees	40,524	62,000	46,452	225,000	175,000
Sub-total Professional Services	\$ 332,770	\$ 798,400	\$ 732,474	\$ 1,555,472	\$ 971,517
RESOURCE CONS/PUBLIC OUTREACH					
6602 School Education Programs	228,212	18,000	5,533	-	-
6604 Public Education Programs	46,084	150,000	55,342	251,206	251,264
6606 Community Group Outreach	118	10,000	128	-	-
Sub-total Resource Cons/Public Outreach	\$ 274,414	\$ 178,000	\$ 61,003	\$ 251,206	\$ 251,264
SPECIALTY EXPENSE					
5725 General Supplies/Small Tools	66,968	51,500	36,153	54,500	55,000
Sub-total Specialty Expense	\$ 66,968	\$ 51,500	\$ 36,153	\$ 54,500	\$ 55,000
ALLOCATED EXPENSES					
Allocated Building Maintenance	\$ (277,723)	\$ (210,048)	\$ (153,993)	\$ (180,362)	\$ (181,999)
Allocated Customer Service Expense	\$ (709,279)	\$ (850,111)	\$ (874,423)	\$ (975,992)	\$ (996,625)
Allocated Information Systems Services	\$ 515,095	\$ 636,054	\$ 681,427	\$ 795,310	\$ 810,152
Allocated Laboratory Expense	\$ (963,435)	\$ (1,188,918)	\$ (994,742)	\$ (1,070,604)	\$ (1,111,004)
Allocated Legal Expense	\$ (139,391)	\$ (50,000)	\$ (77,001)	\$ (75,000)	\$ (75,000)
Allocated Operations Services	\$ (12,025,180)	\$ (14,250,083)	\$ (13,660,270)	\$ (16,807,709)	\$ (17,904,516)
Allocated Support Services	\$ (9,605,875)	\$ (13,615,040)	\$ (10,375,350)	\$ (12,323,388)	\$ (12,117,538)
Allocated Technical Services	\$ 194,184	\$ 214,057	\$ 192,996	\$ 180,682	\$ 186,473
TOTAL ALLOCATED EXPENSES	\$ (23,011,604)	\$ (29,314,089)	\$ (25,261,356)	\$ (30,457,063)	\$ (31,390,057)
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -

BOARD OF DIRECTORS AND GENERAL MANAGER

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
BOARD EXPENSE					
6000 Directors' Fees	84,920	90,000	97,680	102,900	105,987
6005 Directors' Benefits	85,914	131,722	96,995	139,981	144,180
6010 Directors' Conference Expense	92,346	53,000	78,753	83,000	83,000
6015 Directors' Miscellaneous	3,315	5,000	4,089	5,000	5,000
6020 Election Expense	33,593	60,000	-	60,000	-
Sub-total Board Expense	\$ 300,088	\$ 339,722	\$ 277,517	\$ 390,881	\$ 338,167
HUMAN RESOURCES					
6812 Retired Employees Benefits	111,482	219,145	100,015	125,000	125,000
6815 Employee Recognition	411	5,000	2,974	5,000	5,000
6830 Training & Professional Services	18,020	18,000	18,951	18,000	18,000
6872 Outside Services	138,390	185,000	66,688	75,000	75,000
Sub-total Human Resources	\$ 268,303	\$ 427,145	\$ 188,628	\$ 223,000	\$ 223,000
OFFICE EQUIPMENT & POSTAGE					
6235 Records Management	8,914	10,000	8,147	10,000	10,000
Sub-total Office Equipment & Postage	\$ 8,914	\$ 10,000	\$ 8,147	\$ 10,000	\$ 10,000
OPERATING EXPENSE					
5405 Utilities	1,405	3,500	1,105	1,505	1,505
Sub-total Operating Expense	\$ 1,405	\$ 3,500	\$ 1,105	\$ 1,505	\$ 1,505
OTHER G&A EXPENSES					
7105 Dues, Subsc & Memberships	188,332	128,000	238,419	228,000	230,000
7110 Employee Travel / Misc Expense	5,740	5,000	3,330	5,000	5,000
7135 Liability Insurance	33,474	33,333	36,320	42,812	47,093
7152 LAFCO Charges	26,412	24,000	44,573	27,000	28,000
Sub-total Other G&A Expenses	\$ 253,958	\$ 190,333	\$ 322,642	\$ 302,812	\$ 310,093
PAYROLL EXPENSE					
6100 Staff Salaries	576,893	508,257	527,169	985,352	1,665,620
6105 OPEB	75,934	23,040	23,010	17,376	17,897
6105 Staff Benefits	205,896	237,301	165,140	367,845	648,286
6110 Staff Taxes	38,727	39,140	35,430	67,691	104,598
Sub-total Payroll Expense	\$ 897,450	\$ 807,738	\$ 750,749	\$ 1,438,264	\$ 2,436,401
PROFESSIONAL SERVICES					
6500 Legal Services	98,229	99,450	88,753	102,312	104,767
6505 Legal Advertising	1,648	4,000	643	4,000	4,000
6516 Other Professional Services	41,943	70,000	153,025	312,700	87,700
Sub-total Professional Services	\$ 141,820	\$ 173,450	\$ 242,421	\$ 419,012	\$ 196,467
ALLOCATED EXPENSES					
Allocated Legal Expense	\$ (139,391)	\$ (50,000)	\$ (77,001)	\$ (75,000)	\$ (75,000)
Allocated Vehicle Expense	\$ 7,139	\$ 8,145	\$ 6,396	\$ 9,897	\$ 11,272
TOTAL ALLOCATED EXPENSES	\$ (132,252)	\$ (41,855)	\$ (70,605)	\$ (65,103)	\$ (63,728)
TOTAL EXPENSES	\$ 1,739,686	\$ 1,910,033	\$ 1,720,604	\$ 2,720,371	\$ 3,451,905

■ General Manager's Office (100%LV) - 70112

Function

Provide policy direction to the administration of the District in order to promote the most cost effective, environmentally sensitive management of potable and recycled water and wastewater processes which will serve the best interests of the community and governmental agencies. The board of Directors also has oversight responsibility for the financial audits of the District. These costs are accounted for in the Finance and Administration Department.

Significant Changes

There are no significant changes budgeted for FY 2024-25 or FY 2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
BOARD EXPENSE					
6000 Directors' Fees	\$ 84,920	\$ 90,000	\$ 97,680	\$ 102,900	\$ 105,987
6005 Directors' Benefits	85,914	131,722	96,995	139,981	144,180
6010 Directors' Conference Expense	92,346	53,000	78,753	83,000	83,000
6015 Directors' Miscellaneous	3,315	5,000	4,089	5,000	5,000
6020 Election Expense	33,593	60,000	-	60,000	-
Sub-total Board Expense	\$ 300,088	\$ 339,722	\$ 277,517	\$ 390,881	\$ 338,167
OTHER G&A EXPENSES					
7105 Dues, Subsc & Memberships	1,000	-	-	-	-
7135 Liability Insurance	33,474	33,333	36,320	42,812	47,093
Sub-total Other G&A Expenses	\$ 34,474	\$ 33,333	\$ 36,320	\$ 42,812	\$ 47,093
PAYROLL EXPENSE					
6110 Staff Taxes	7,011	6,958	8,114	7,450	7,674
Sub-total Payroll Expense	\$ 7,011	\$ 6,958	\$ 8,114	\$ 7,450	\$ 7,674
PROFESSIONAL SERVICES					
6516 Other Professional Services	34,151	25,000	35,261	62,700	62,700
Sub-total Professional Services	\$ 34,151	\$ 25,000	\$ 35,261	\$ 62,700	\$ 62,700
TOTAL EXPENSES	\$ 375,724	\$ 405,013	\$ 357,212	\$ 503,843	\$ 455,634

Line Item Explanations

6000 Directors' Fees – Per Diem for days worked on behalf of LVMWD.

6020 Election Expense – Actual cost is determined by County, based on number of elections held. Fiscal Year 24–25 includes anticipated costs for November 2024 elections in Divisions 1 and 4.

6516 Other Professional Services – Professional services which do not benefit the Joint Powers Authority. Includes video recording of Board meetings by a third-party professional.

7135 Liability Insurance – Public Officials Liability insurance coverage.



General Manager’s Office - 701121

Function

Provide overall direction in the administration of District Programs, develop policy in accordance with the Board’s direction and maintain an open, positive relationship with the community.

Significant Changes

There are significant changes budgeted for FY 2024-25, percentage change was 41.7%. And there are no significant changes budgeted for FY 2025-26.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6815 Employee Recognition	\$ 411	\$ 5,000	\$ 2,974	\$ 5,000	\$ 5,000
6830 Training & Professional Services	18,020	18,000	18,951	18,000	18,000
6872 Outside Services	-	135,000	-	-	-
Sub-total Human Resources	\$ 18,431	\$ 158,000	\$ 21,925	\$ 23,000	\$ 23,000
OFFICE EQUIPMENT & POSTAGE					
6235 Records Management	8,914	10,000	8,147	10,000	10,000
Sub-total Office Equipment & Postage	\$ 8,914	\$ 10,000	\$ 8,147	\$ 10,000	\$ 10,000
OTHER G&A EXPENSES					
7105 Dues, Subsc & Memberships	39,165	48,000	73,419	48,000	50,000
7110 Employee Travel / Misc Expense	5,740	5,000	3,330	5,000	5,000
Sub-total Other G&A Expenses	\$ 44,905	\$ 53,000	\$ 76,749	\$ 53,000	\$ 55,000
PAYROLL EXPENSE					
6100 Staff Salaries	576,893	508,257	527,169	985,352	1,665,620
6105 OPEB	75,934	23,040	23,010	17,376	17,897
6105 Staff Benefits	205,896	237,301	165,140	367,845	648,286
6110 Staff Taxes	31,716	32,182	27,316	60,241	96,924
Sub-total Payroll Expense	\$ 890,439	\$ 800,780	\$ 742,635	\$ 1,430,814	\$ 2,428,727
PROFESSIONAL SERVICES					
6500 Legal Services	98,229	99,450	88,753	102,312	104,767
6505 Legal Advertising	1,473	2,000	240	2,000	2,000
6516 Other Professional Services	1,718	20,000	-	-	-
Sub-total Professional Services	\$ 101,420	\$ 121,450	\$ 88,993	\$ 104,312	\$ 106,767
ALLOCATED EXPENSES					
Allocated Vehicle Expense	\$ 7,139	\$ 8,145	\$ 6,396	\$ 9,897	\$ 11,272
NET ALLOCATED SUPPORT SERVICES	\$ 7,139	\$ 8,145	\$ 6,396	\$ 9,897	\$ 11,272
TOTAL EXPENSES	\$ 1,071,248	\$ 1,151,375	\$ 944,845	\$ 1,631,023	\$ 2,634,766

Line Item Explanations

6235 Records Management – District-wide program including 5 facilities, library, and offsite storage.

6505 Legal Advertising – Miscellaneous notices, calls for bids, etc. that are required to be published in the newspaper.

6815 Employee Recognition – District-wide recognition functions.

6872 Outside Services – Outside Services – All litigation, settlements, attorney fees, court costs and legal costs which are allocable to both LVMWD and the Joint Powers Authority.

7105 Dues, Subsc & Memberships – Dues and membership in ACWA, CASA and POWER.

■ Board/General Manager - 701122

Function

Provide policy direction to the administration of the District in order to promote the most cost effective, environmentally sensitive management of potable and recycled water and wastewater processes which will serve the best interests of the community and governmental agencies. The board of Directors also has oversight responsibility for the financial audits of the District. These costs are accounted for in the Finance and Administration Department.

Significant Changes

Fiscal Year (FY) 2024-25 budget increased over FY2023-24 to provide funding for Phase 3 White Paper development. There are no significant changes budgeted in FY2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6812 Retired Employees Benefits	\$ 111,482	\$ 219,145	\$ 100,015	\$ 125,000	\$ 125,000
6872 Outside Services	138,390	50,000	66,688	75,000	75,000
Sub-total Human Resources	\$ 249,872	\$ 269,145	\$ 166,703	\$ 200,000	\$ 200,000
OPERATING EXPENSE					
5405 Utilities	1,405	3,500	1,105	1,505	1,505
Sub-total Operating Expense	\$ 1,405	\$ 3,500	\$ 1,105	\$ 1,505	\$ 1,505
OTHER G&A EXPENSES					
7105 Dues, Subsc & Memberships	148,167	80,000	165,000	180,000	180,000
7152 LAFCO Charges	26,412	24,000	44,573	27,000	28,000
Sub-total Other G&A Expenses	\$ 174,579	\$ 104,000	\$ 209,573	\$ 207,000	\$ 208,000
PROFESSIONAL SERVICES					
6505 Legal Advertising	175	2,000	403	2,000	2,000
6516 Other Professional Services	6,074	25,000	117,764	250,000	25,000
Sub-total Professional Services	\$ 6,249	\$ 27,000	\$ 118,167	\$ 252,000	\$ 27,000
ALLOCATED EXPENSES					
Allocated Legal Expense	\$ (139,391)	\$ (50,000)	\$ (77,001)	\$ (75,000)	\$ (75,000)
NET ALLOCATED SUPPORT SERVICES	\$ (139,391)	\$ (50,000)	\$ (77,001)	\$ (75,000)	\$ (75,000)
TOTAL EXPENSES	\$ 292,714	\$ 353,645	\$ 418,547	\$ 585,505	\$ 361,505

Line Item Explanations

6812 Retired Employees Benefits – Separated from staff benefits to improve transparency of costs of retired non–JPA staff.

6872 Outside Services – All litigation, settlements, attorney fees, court costs and legal costs which are not allocable to the Joint Powers Authority.

7152 LAFCO Charges – District’s share of LAFCO operating expense. Costs vary each year based on LAFCO calculation.



ENGINEERING AND EXTERNAL AFFAIRS

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	30,318	39,100	49,360	38,710	40,670
Sub-total Human Resources	\$ 30,318	\$ 39,100	\$ 49,360	\$ 38,710	\$ 40,670
MAINTENANCE EXPENSE					
5500 Labor	231,328	697,178	22,794	164,462	169,365
5510 Supplies/Material	123,092	125,000	221,867	150,000	150,000
5515 Outside Services	75,808	75,000	59,778	75,000	75,000
Sub-total Maintenance Expense	\$ 430,228	\$ 897,178	\$ 304,439	\$ 389,462	\$ 394,365
OFFICE EQUIPMENT & POSTAGE					
6200 Forms, Supplies and Postage	5,206	20,000	5,637	10,020	10,535
6210 Equipment Repairs	435	2,000	-	-	-
6220 Outside Services	610,403	452,500	359,562	650,000	450,000
6230 Safety Equipment	4,997	2,950	3,757	4,550	4,800
Sub-total Office Equipment & Postage	\$ 621,041	\$ 477,450	\$ 368,956	\$ 664,570	\$ 465,335
OPERATING EXPENSE					
5400 Labor	230,499	349,125	69,473	159,171	163,152
5405 Utilities	23,922	11,320	19,909	26,132	26,132
5415 Outside Services	69,639	-	-	-	-
Sub-total Operating Expense	\$ 324,060	\$ 360,445	\$ 89,382	\$ 185,303	\$ 189,284
OTHER G&A EXPENSES					
7100 Provision For Uncollectible Accounts	189,084	100,000	151,200	150,000	150,000
7105 Dues, Subsc & Memberships	11,381	18,100	16,173	3,300	3,400
7110 Employee Travel / Misc Expense	24,920	25,000	4,829	18,600	19,415
7110 Employee Travel / Miscellaneous Expense	-	4,500	290	200	300
Sub-total Other G&A Expenses	\$ 225,385	\$ 147,600	\$ 172,492	\$ 172,100	\$ 173,115
PAYROLL EXPENSE					
6100 Staff Salaries	3,153,441	3,972,594	3,356,148	4,376,853	4,508,159
6102 Staff Overtime	146,195	52,746	124,536	108,504	111,759
6105 OPEB	383,228	349,168	412,458	269,321	277,401
6105 Staff Benefits	1,385,750	2,230,474	1,365,468	2,191,314	2,257,052
6110 Staff Taxes	266,891	426,732	288,049	410,288	332,597
6115 Staff Costs Recovered	-	(1,255,768)	2,265	(1,084,683)	(1,117,258)
Sub-total Payroll Expense	\$ 5,335,505	\$ 5,775,946	\$ 5,548,924	\$ 6,271,597	\$ 6,369,710
PROFESSIONAL SERVICES					
6516 Other Professional Services	41,634	75,000	17,718	308,500	188,500
Sub-total Professional Services	\$ 41,634	\$ 75,000	\$ 17,718	\$ 308,500	\$ 188,500
RESOURCE CONS/PUBLIC OUTREACH					
6602 School Education Programs	228,212	18,000	5,533	-	-
6604 Public Education Programs	46,084	150,000	55,342	251,206	251,264
6606 Community Group Outreach	118	10,000	128	-	-
Sub-total Resource Cons/Public Outreach	\$ 274,414	\$ 178,000	\$ 61,003	\$ 251,206	\$ 251,264
SPECIALTY EXPENSE					
5725 General Supplies/Small Tools	14,900	11,200	18,351	16,500	17,000
Sub-total Specialty Expense	\$ 14,900	\$ 11,200	\$ 18,351	\$ 16,500	\$ 17,000
ALLOCATED EXPENSES					
Allocated Customer Service Expense	\$ (194,184)	\$ (214,057)	\$ (192,996)	\$ (180,682)	\$ (186,473)
Allocated Information Systems Services	\$ 515,095	\$ 636,054	\$ 681,427	\$ 795,310	\$ 810,152
Allocated Technical Services	\$ 194,184	\$ 214,057	\$ 192,996	\$ 180,682	\$ 186,473
Allocated Vehicle Expense	\$ 135,513	\$ 153,618	\$ 107,926	\$ 167,007	\$ 190,219
TOTAL ALLOCATED EXPENSES	\$ 650,608	\$ 789,672	\$ 789,353	\$ 962,317	\$ 1,000,371
TOTAL EXPENSES	\$ 7,948,093	\$ 8,751,591	\$ 7,419,978	\$ 9,260,265	\$ 9,089,614

■ EEA Administration - 701210

Function

Provide leadership and direction to ensure effective engineering and technical services, customer service, community outreach, public information, media relations, school and public education programs, legislative and regulatory monitoring, planning, conservation, cross-connection control, and watershed activities on behalf of the District.

Significant Changes

There are no significant changes budgeted for FY 2024-25 or FY 2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ 3,371	\$ 3,000	\$ 18,095	\$ 11,210	\$ 11,770
Sub-total Human Resources	\$ 3,371	\$ 3,000	\$ 18,095	\$ 11,210	\$ 11,770
OFFICE EQUIPMENT & POSTAGE					
6200 Forms, Supplies and Postage	164	10,000	3,082	1,000	1,000
6220 Outside Services	-	75,000	-	-	-
Sub-total Office Equipment & Postage	\$ 164	\$ 85,000	\$ 3,082	\$ 1,000	\$ 1,000
OPERATING EXPENSE					
5405 Utilities	-	720	-	-	-
Sub-total Operating Expense	\$ -	\$ 720	\$ -	\$ -	\$ -
OTHER G&A EXPENSES					
7105 Dues, Subsc & Memberships	8,810	100	13,655	500	500
7110 Employee Travel / Misc Expense	13,316	3,000	2,962	4,000	4,200
Sub-total Other G&A Expenses	\$ 22,126	\$ 3,100	\$ 16,617	\$ 4,500	\$ 4,700
PAYROLL EXPENSE					
6100 Staff Salaries	447,348	383,920	541,672	579,734	597,126
6102 Staff Overtime	1,173	1,574	-	637	656
6105 OPEB	27,155	20,837	20,853	26,063	26,845
6105 Staff Benefits	178,624	189,491	200,937	251,720	259,271
6110 Staff Taxes	26,959	25,032	31,081	38,894	40,061
6115 Staff Costs Recovered	-	-	-	(7,327)	(7,547)
Sub-total Payroll Expense	\$ 681,259	\$ 620,854	\$ 794,543	\$ 889,721	\$ 916,412
PROFESSIONAL SERVICES					
6516 Other Professional Services	37,210	25,000	17,718	-	-
Sub-total Professional Services	\$ 37,210	\$ 25,000	\$ 17,718	\$ -	\$ -
TOTAL EXPENSES	\$ 744,130	\$ 737,674	\$ 850,055	\$ 906,431	\$ 933,882

Line Item Explanations

6220 Outside Services – District Sprayfield repurpose study was transferred to JPA after FY2023–24.

6830 Training & Professional Services – Includes District share of expenses for staff participation on AWWA, ACWA, CASA, WaterReuse, and CAPIO.



Customer Service - Administration - 701220

Function

To plan and coordinate field and office customer service and water surveillance functions. Design and implement programs and services to further customer service, conservation goals and objectives, and provide administrative assistance to the department head.

Significant Changes

Fiscal Year (FY) 2024-25 budget increased 14.1% over FY2023-24 budget for the one-time development of AMI network business case and water budget audits. There are no significant changes budgeted for FY2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ 2,543	\$ 3,000	\$ 3,941	\$ 2,500	\$ 2,600
Sub-total Human Resources	\$ 2,543	\$ 3,000	\$ 3,941	\$ 2,500	\$ 2,600
OFFICE EQUIPMENT & POSTAGE					
6200 Forms, Supplies and Postage	-	-	270	270	285
6220 Outside Services	-	-	-	200,000	-
6230 Safety Equipment	153	250	-	200	200
Sub-total Office Equipment & Postage	\$ 153	\$ 250	\$ 270	\$ 200,470	\$ 485
OPERATING EXPENSE					
5405 Utilities	507	1,000	629	834	834
Sub-total Operating Expense	\$ 507	\$ 1,000	\$ 629	\$ 834	\$ 834
OTHER G&A EXPENSES					
7110 Employee Travel / Misc Expense	-	-	647	300	315
Sub-total Other G&A Expenses	\$ -	\$ -	\$ 647	\$ 300	\$ 315
PAYROLL EXPENSE					
6100 Staff Salaries	259,076	330,162	217,221	218,933	225,501
6102 Staff Overtime	20,625	2,333	-	-	-
6105 OPEB	34,101	23,041	23,010	8,688	8,949
6105 Staff Benefits	88,468	166,357	46,378	86,158	88,742
6110 Staff Taxes	20,565	41,419	15,413	15,859	16,335
6115 Staff Costs Recovered	-	(99,802)	-	-	-
Sub-total Payroll Expense	\$ 422,835	\$ 463,510	\$ 302,022	\$ 329,638	\$ 339,527
TOTAL EXPENSES	\$ 426,038	\$ 467,760	\$ 307,509	\$ 533,742	\$ 343,761

Line Item Explanations

6220 Outside Services – Development of AMI network business case and water budget audit.

6830 Training & Professional Services – Training/Professional Development in connection with customer service week, CIS Conference, CWEA, AWWA, and miscellaneous training.



Office Customer Service - 701221

Function

Provide exceptional customer service within the District by efficiently answering telephone calls and offering effective resolution to customer issues and concerns. Bill customers for District services and process payments. Process requests to initiate and end service, ensuring all customer orders are completed and satisfactorily resolved. Provide emergency notifications to customers when required.

Significant Changes

Fiscal Year (FY) 2024-25 budget increased 10.2% over FY2023-24 as a result of an increase to outside services for infosend door tag program. There are no significant changes budgeted for FY2025-26 that affect the scope or level of service

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ 1,780	\$ 4,500	\$ 5,110	\$ 2,800	\$ 3,000
Sub-total Human Resources	\$ 1,780	\$ 4,500	\$ 5,110	\$ 2,800	\$ 3,000
OFFICE EQUIPMENT & POSTAGE					
6200 Forms, Supplies and Postage	1,930	10,000	2,200	1,900	2,000
6210 Equipment Repairs	435	2,000	-	-	-
6220 Outside Services	607,293	350,000	357,637	450,000	450,000
6230 Safety Equipment	225	-	-	250	300
Sub-total Office Equipment & Postage	\$ 609,883	\$ 362,000	\$ 359,837	\$ 452,150	\$ 452,300
OPERATING EXPENSE					
5400 Labor	6	-	-	-	-
5405 Utilities	1,653	3,000	2,362	3,018	3,018
Sub-total Operating Expense	\$ 1,659	\$ 3,000	\$ 2,362	\$ 3,018	\$ 3,018
OTHER G&A EXPENSES					
7100 Provision For Uncollectible Accounts	189,084	100,000	151,200	150,000	150,000
7105 Dues, Subsc & Memberships	-	500	-	-	-
7110 Employee Travel / Misc Expense	3,827	4,000	-	3,500	3,700
Sub-total Other G&A Expenses	\$ 192,911	\$ 104,500	\$ 151,200	\$ 153,500	\$ 153,700
PAYROLL EXPENSE					
6100 Staff Salaries	363,745	418,968	380,911	447,926	461,364
6102 Staff Overtime	31,425	7,227	9,179	16,559	17,056
6105 OPEB	47,878	57,602	57,670	43,439	44,742
6105 Staff Benefits	181,498	287,120	179,160	258,411	266,164
6110 Staff Taxes	31,974	52,070	32,672	40,232	41,439
6115 Staff Costs Recovered	-	-	2,265	(28,143)	(28,987)
Sub-total Payroll Expense	\$ 656,520	\$ 822,987	\$ 661,857	\$ 778,424	\$ 801,778
ALLOCATED EXPENSES					
Allocated Information Systems Services	\$ 515,095	\$ 636,054	\$ 681,427	\$ 795,310	\$ 810,152
Allocated Technical Services	\$ 194,184	\$ 214,057	\$ 192,996	\$ 180,682	\$ 186,473
NET ALLOCATED SUPPORT SERVICES	\$ 709,279	\$ 850,111	\$ 874,423	\$ 975,992	\$ 996,625
TOTAL EXPENSES	\$ 2,172,032	\$ 2,147,098	\$ 2,054,789	\$ 2,365,884	\$ 2,410,421

Line Item Explanations

6200 Forms, Supplies and Postage – Includes bill stock, overdue and disconnection notices, welcome packets, water survey packets, and customer service satisfaction surveys.

6220 Outside Services – Annual Contract to fold, stuff, post and mail bills and delinquent notices; customer newsletters and notifications; online subscriptions to locate, identify and collect bad debt accounts. Broadcast emergency notifications.

7100 Provision For Uncollectible Accounts – Annual expense associated with maintaining Reserve for uncollectible receivables.

Field Customer Service - 701222

Function

Provide exceptional customer service within the District by efficiently reading meters, providing meter maintenance and repairs, performing water use surveys and evaluating high bill complaints. Respond to service orders by checking for leaks, starting and stopping service. Process door tag notifications for residents and disconnections for past due accounts.

Significant Changes

There are no significant changes budgeted for FY2024-25 or FY2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	5,647	3,100	5,414	6,100	6,400
Sub-total Human Resources	\$ 5,647	\$ 3,100	\$ 5,414	\$ 6,100	\$ 6,400
OFFICE EQUIPMENT & POSTAGE					
6230 Safety Equipment	3,401	1,900	2,728	2,600	2,800
Sub-total Office Equipment & Postage	\$ 3,401	\$ 1,900	\$ 2,728	\$ 2,600	\$ 2,800
OPERATING EXPENSE					
5400 Labor	70,129	91,264	50,450	131,302	134,471
5405 Utilities	4,925	5,000	3,408	4,305	4,305
Sub-total Operating Expense	\$ 75,054	\$ 96,264	\$ 53,858	\$ 135,607	\$ 138,776
OTHER G&A EXPENSES					
7110 Employee Travel / Misc Expense	-	3,000	-	1,500	1,600
Sub-total Other G&A Expenses	\$ -	\$ 3,000	\$ -	\$ 1,500	\$ 1,600
PAYROLL EXPENSE					
6100 Staff Salaries	481,003	467,621	507,532	680,324	700,734
6102 Staff Overtime	50,659	13,322	74,574	41,430	42,673
6105 OPEB	63,312	63,362	126,700	43,439	44,742
6105 Staff Benefits	255,597	320,089	268,782	435,592	448,660
6110 Staff Taxes	57,899	73,527	63,210	97,580	10,507
6115 Staff Costs Recovered	-	(548,763)	-	(299,801)	(308,772)
Sub-total Payroll Expense	\$ 908,470	\$ 389,158	\$ 1,040,798	\$ 998,564	\$ 938,544
SPECIALTY EXPENSE					
5725 General Supplies/Small Tools	8,971	10,000	12,656	10,000	10,000
Sub-total Specialty Expense	\$ 8,971	\$ 10,000	\$ 12,656	\$ 10,000	\$ 10,000
ALLOCATED EXPENSES					
Allocated Vehicle Expense	\$ 106,188	\$ 121,194	\$ 82,476	\$ 127,626	\$ 145,365
NET ALLOCATED SUPPORT SERVICES	\$ 106,188	\$ 121,194	\$ 82,476	\$ 127,626	\$ 145,365
TOTAL EXPENSES	\$ 1,107,731	\$ 624,616	\$ 1,197,930	\$ 1,281,997	\$ 1,243,485

Line Item Explanations

5725 General Supplies/Small Tools – Supplies and small tools used for meter maintenance and backflow installation.

6830 Training & Professional Services – Attendance at training courses including preparation for backflow certification training and/or professional meetings.

Field Customer Programs - 701226

Function

Provide project management for a variety of programs that directly relate to customer service functions, District compliance requirements, and analytical responsibilities for data supporting customer service. Includes Backflow Prevention, coordination of the AMR/AMI Implementation Program, emergency and scheduled shutdown coordination, support of the District CIS program, data collection, and analysis of customer service functions.

Significant Changes

There are no significant changes budgeted for FY 2024-25 or FY 2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ -	\$ 1,000	\$ -	\$ 2,000	\$ 2,000
Sub-total Human Resources	\$ -	\$ 1,000	\$ -	\$ 2,000	\$ 2,000
OFFICE EQUIPMENT & POSTAGE					
6220 Outside Services	-	-	-	3,000	3,000
6230 Safety Equipment	-	1,900	-	1,000	1,000
Sub-total Office Equipment & Postage	\$ -	\$ 1,900	\$ -	\$ 4,000	\$ 4,000
OPERATING EXPENSE					
5405 Utilities	-	2,000	-	-	-
5725 General Supplies/Small Tools	-	3,000	-	3,000	3,000
Sub-total Operating Expense	\$ -	\$ 5,000	\$ -	\$ 3,000	\$ 3,000
OTHER G&A EXPENSES					
7110 Employee Travel / Misc Expense	-	1,000	-	1,000	1,000
Sub-total Other G&A Expenses	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
PAYROLL EXPENSE					
6100 Staff Salaries	-	467,621	108,316	355,108	365,761
6102 Staff Overtime	-	13,322	1,836	4,686	4,827
6105 OPEB	-	63,362	-	26,063	26,845
6105 Staff Benefits	1,190	320,089	47,092	179,086	184,458
6110 Staff Taxes	-	73,527	8,925	11,780	12,133
6115 Staff Costs Recovered	-	(548,763)	-	(184,854)	(190,561)
Sub-total Payroll Expense	\$ 1,190	\$ 389,158	\$ 166,169	\$ 391,869	\$ 403,463
ALLOCATED EXPENSES					
Allocated Vehicle Expense	\$ -	\$ -	\$ 12,658	\$ 19,587	\$ 22,310
NET ALLOCATED SUPPORT SERVICES	\$ -	\$ -	\$ 12,658	\$ 19,587	\$ 22,310
TOTAL EXPENSES	\$ 1,190	\$ 398,058	\$ 178,827	\$ 421,456	\$ 435,773

Line Item Explanations

5725 General Supplies/Small Tools – Supplies and small tools used for meter maintenance and backflow installation.

6830 Training & Professional Services – Attendance at training courses including preparation for backflow certification training and/or professional meetings.

Meter Services - 701224

Function

Obtain accurate meter readings from all meters in the District, verify proper operation and maintain all meters and appurtenances.

Significant Changes

There are no significant changes budgeted for FY 2024-25 or FY 2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ 950	\$ -	\$ -	\$ -	\$ -
Sub-total Human Resources	\$ 950	\$ -	\$ -	\$ -	\$ -
MAINTENANCE EXPENSE					
5500 Labor	231,328	697,178	22,794	164,462	169,365
5510 Supplies/Material	123,092	125,000	221,867	150,000	150,000
5515 Outside Services	30,258	75,000	4,209	-	-
Sub-total Maintenance Expense	\$ 384,678	\$ 897,178	\$ 248,870	\$ 314,462	\$ 319,365
OPERATING EXPENSE					
5400 Labor	160,201	257,861	19,023	26,702	27,479
5405 Utilities	15,702	-	11,325	15,217	15,217
5415 Outside Services	69,639	-	-	-	-
Sub-total Operating Expense	\$ 245,542	\$ 257,861	\$ 30,348	\$ 41,919	\$ 42,696
SPECIALTY EXPENSE					
5725 General Supplies/Small Tools	2,945	1,000	5,695	6,000	6,500
Sub-total Specialty Expense	\$ 2,945	\$ 1,000	\$ 5,695	\$ 6,000	\$ 6,500
TOTAL EXPENSES	\$ 634,115	\$ 1,156,039	\$ 284,913	\$ 362,381	\$ 368,561

Line Item Explanations

5415 Outside Services – Cost of contracted meter reading services for monthly billing while AMI implementation was being completed.

5510 Supplies/Material – Purchase of supplies and parts for incidental repairs of meter and vault services, including meter boxes, ball valves, and pressure regulators from 1" through 2". Meter replacements and installs not covered by CIP for damaged non-functional meters are charged to this account.

5515 Outside Services – Finds to hire a contractor to assist in the repairs of vault lids which could include painting, welding, or fabrication to bring to OSHA standards, and painting of above ground meters. Also covers the testing and replacement process for larger meters.



Resource/Watershed Conservation - 701223

Function

The Resource Conservation Unit has three primary functions: (1) develop and implement programs that help customers use water efficiently; (2) advance the District's watershed stewardship mission; and (3) manage the effluent disposal program at the Rancho Las Virgenes sprayfields. The unit also provides scientific review and strategic analysis to support scientifically-based watershed management and regulatory compliance.

Significant Changes

There are no significant changes budgeted for FY 2024-25 or FY 2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ 1,127	\$ 4,500	\$ 563	\$ 1,300	\$ 1,400
Sub-total Human Resources	\$ 1,127	\$ 4,500	\$ 563	\$ 1,300	\$ 1,400
MAINTENANCE EXPENSE					
5515 Outside Services	45,550	-	55,569	75,000	75,000
Sub-total Maintenance Expense	\$ 45,550	\$ -	\$ 55,569	\$ 75,000	\$ 75,000
OFFICE EQUIPMENT & POSTAGE					
6200 Forms, Supplies and Postage	1,689	-	-	6,600	7,000
6220 Outside Services	2,133	2,500	1,925	-	-
6230 Safety Equipment	403	500	1,029	1,000	1,000
Sub-total Office Equipment & Postage	\$ 4,225	\$ 3,000	\$ 2,954	\$ 7,600	\$ 8,000
OPERATING EXPENSE					
5405 Utilities	-	500	-	-	-
Sub-total Operating Expense	\$ -	\$ 500	\$ -	\$ -	\$ -
OTHER G&A EXPENSES					
7105 Dues, Subsc & Memberships	2,077	16,500	889	1,300	1,400
7110 Employee Travel / Miscellaneous Expense	-	4,500	290	200	300
Sub-total Other G&A Expenses	\$ 2,077	\$ 21,000	\$ 1,179	\$ 1,500	\$ 1,700
PAYROLL EXPENSE					
6100 Staff Salaries	255,719	431,189	425,238	517,660	533,190
6102 Staff Overtime	-	4,981	108	14,406	14,838
6105 OPEB	33,659	34,561	34,515	34,751	35,794
6105 Staff Benefits	109,811	234,292	179,195	256,482	264,176
6110 Staff Taxes	19,335	57,336	34,839	45,408	46,770
6115 Staff Costs Recovered	-	-	-	(1,206)	(1,243)
Sub-total Payroll Expense	\$ 418,524	\$ 762,359	\$ 673,895	\$ 867,501	\$ 893,525
PROFESSIONAL SERVICES					
6516 Other Professional Services	4,424	25,000	-	308,500	188,500
Sub-total Professional Services	\$ 4,424	\$ 25,000	\$ -	\$ 308,500	\$ 188,500
ALLOCATED EXPENSES					
Allocated Vehicle Expense	\$ 7,139	\$ 8,148	\$ 6,396	\$ 9,897	\$ 11,272
NET ALLOCATED SUPPORT SERVICES	\$ 7,139	\$ 8,148	\$ 6,396	\$ 9,897	\$ 11,272
TOTAL EXPENSES	\$ 483,066	\$ 824,507	\$ 740,556	\$ 1,271,298	\$ 1,179,397

Line Item Explanations

5515 Outside Services – Includes tree trimming services, pest control management and landscape maintenance of facilities.

6200 Forms, Supplies and Postage – Includes stover seed, perch. owl box building materials, and water efficiency swag purchases for events/workshops.

6516 Other Professional Services – Consulting services for grant writing, water loss audit validation, and conservation regulations compliance. FY24-25 includes \$120k for UWMP agreement for strategic conservation plan.

Public Information - 701230

Function

Facilitate community awareness and involvement with issues and challenges related to the reliable delivery of potable water, recycled water and wastewater treatment services. Includes building the awareness of ratepayers, stakeholders and government agencies to the District's conservation and environmental activities.

Fiscal Year (FY) 2024-25 budget saw an increase over FY2023-24 of 15.%. Public Education Programs budget is increased to meet expectations in communicating with the public as well as creating a virtual tour of LVMWD facilities. There are no significant changes budgeted for FY2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ 5,688	\$ 9,000	\$ 7,726	\$ 4,800	\$ 5,000
Sub-total Human Resources	\$ 5,688	\$ 9,000	\$ 7,726	\$ 4,800	\$ 5,000
OFFICE EQUIPMENT & POSTAGE					
6200 Forms, Supplies and Postage	1,211	-	-	-	-
Sub-total Office Equipment & Postage	\$ 1,211	\$ -	\$ -	\$ -	\$ -
OPERATING EXPENSE					
5400 Labor	163	-	-	1,167	1,202
5405 Utilities	519	500	445	565	565
Sub-total Operating Expense	\$ 682	\$ 500	\$ 445	\$ 1,732	\$ 1,767
OTHER G&A EXPENSES					
7105 Dues, Subsc & Memberships	494	1,000	1,629	1,500	1,500
7110 Employee Travel / Misc Expense	6,246	7,000	351	5,300	5,400
Sub-total Other G&A Expenses	\$ 6,740	\$ 8,000	\$ 1,980	\$ 6,800	\$ 6,900
PAYROLL EXPENSE					
6100 Staff Salaries	462,431	501,805	475,202	509,646	524,935
6102 Staff Overtime	38,704	4,594	37,050	23,431	24,134
6105 OPEB	60,750	34,561	34,515	26,063	26,845
6105 Staff Benefits	167,686	252,343	150,624	224,781	231,524
6110 Staff Taxes	37,008	41,434	39,958	42,987	44,277
Sub-total Payroll Expense	\$ 766,579	\$ 834,737	\$ 737,349	\$ 826,908	\$ 851,715
PROFESSIONAL SERVICES					
6516 Other Professional Services	-	25,000	-	-	-
Sub-total Professional Services	\$ -	\$ 25,000	\$ -	\$ -	\$ -
RESOURCE CONS/PUBLIC OUTREACH					
6602 School Education Programs	228,212	18,000	5,533	-	-
6604 Public Education Programs	46,084	150,000	55,342	251,206	251,264
6606 Community Group Outreach	118	10,000	128	-	-
Sub-total Resource Cons/Public Outreach	\$ 274,414	\$ 178,000	\$ 61,003	\$ 251,206	\$ 251,264
TOTAL EXPENSES	\$ 1,055,314	\$ 1,055,237	\$ 808,503	\$ 1,091,446	\$ 1,116,646

Line Item Explanations

- 6516 Other Professional Services – FY2023–24 budget included staff augmentation via consulting services for outreach efforts due to drought.
- 6602 School Education Programs – LVUSD water science education school initiative; annual primary school poster contest, elementary school theatrical presentations and related take-home support materials; secondary school outreach program, and annual library book program. Budget moved to Potable Water after FY2023–24.
- 6604 Public Education Programs – Includes community outreach, community booth events and activities, printing and production of customer newsletters, website costs, district brochures and handout materials, video production costs, digital advertising, television ads, conservation initiatives and other education programs not directly attributable to a specific program.
- 6606 Community Group Outreach – Includes funding for community forums and workshops, meetings and fees for speaker's bureau, chamber events and luncheons, and community liason expenses.

■ Planning and Technical Services - 701350

Function

Provide technical and engineering support, facility inspection and project management in support of all District functions.

There are no significant changes in FY2024-25 or FY2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ 9,212	\$ 12,000	\$ 8,511	\$ 10,000	\$ 10,500
Sub-total Human Resources	\$ 9,212	\$ 12,000	\$ 8,511	\$ 10,000	\$ 10,500
OFFICE EQUIPMENT & POSTAGE					
6200 Forms, Supplies and Postage	212	-	85	250	250
6220 Outside Services	977	25,000	-	-	-
6230 Safety Equipment	815	300	-	500	500
Sub-total Office Equipment & Postage	\$ 2,004	\$ 25,300	\$ 85	\$ 750	\$ 750
OPERATING EXPENSE					
5405 Utilities	616	600	1,740	2,193	2,193
Sub-total Operating Expense	\$ 616	\$ 600	\$ 1,740	\$ 2,193	\$ 2,193
OTHER G&A EXPENSES					
7110 Employee Travel / Misc Expense	1,531	8,000	869	4,000	4,200
Sub-total Other G&A Expenses	\$ 1,531	\$ 8,000	\$ 869	\$ 4,000	\$ 4,200
PAYROLL EXPENSE					
6100 Staff Salaries	884,119	1,438,929	808,372	1,422,630	1,465,309
6102 Staff Overtime	3,609	18,715	3,625	12,041	12,402
6105 OPEB	116,373	115,204	115,195	86,878	89,484
6105 Staff Benefits	404,066	780,782	340,392	678,170	698,515
6110 Staff Taxes	73,151	135,914	70,876	129,328	133,208
6115 Staff Costs Recovered	-	(607,203)	-	(748,206)	(770,709)
Sub-total Payroll Expense	\$ 1,481,318	\$ 1,882,341	\$ 1,338,460	\$ 1,580,841	\$ 1,628,209
SPECIALTY EXPENSE					
5725 General Supplies/Small Tools	2,984	200	-	500	500
Sub-total Specialty Expense	\$ 2,984	\$ 200	\$ -	\$ 500	\$ 500
ALLOCATED EXPENSES					
Allocated Customer Service Expense	\$ (194,184)	\$ (214,057)	\$ (192,996)	\$ (180,682)	\$ (186,473)
Allocated Vehicle Expense	\$ 22,186	\$ 24,276	\$ 19,054	\$ 29,484	\$ 33,582
NET ALLOCATED SUPPORT SERVICES	\$ (171,998)	\$ (189,781)	\$ (173,942)	\$ (151,198)	\$ (152,891)
TOTAL EXPENSES	\$ 1,325,667	\$ 1,738,660	\$ 1,175,723	\$ 1,447,086	\$ 1,493,461

Line Item Explanations

5725 General Supplies/Small Tools – miscellaneous equipment required by inspectors.

6115 Staff Costs Recovered – direct charge time for managing capital improvement and developer funded projects.

6220 Outside Services – local hazard mitigation plan budgeted at \$25,000 in Fiscal Year 2023–24

Facilities and Operations

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	48,247	65,500	27,937	91,800	94,300
Sub-total Human Resources	\$ 48,247	\$ 65,500	\$ 27,937	\$ 91,800	\$ 94,300
MAINTENANCE EXPENSE					
5500 Labor	47,705	121,697	113,343	29,130	29,811
5510 Supplies/Material	369,767	439,500	302,598	456,500	461,500
5515 Outside Services	585,240	423,400	402,459	535,000	540,000
5520 Permits and Fees	21,745	26,300	27,896	33,500	35,500
5525 Consulting Services	37,182	3,500	24,275	70,000	35,000
6255 Rental Charge - Vehicles	322,235	225,000	349,900	424,873	563,510
Sub-total Maintenance Expense	\$ 1,383,874	\$ 1,239,397	\$ 1,220,471	\$ 1,549,003	\$ 1,665,321
OFFICE EQUIPMENT & POSTAGE					
6225 Radio Maintenance Expense	25,860	17,100	19,316	32,500	32,500
6230 Safety Equipment	22,008	38,350	38,822	50,000	50,100
Sub-total Office Equipment & Postage	\$ 47,868	\$ 55,450	\$ 58,138	\$ 82,500	\$ 82,600
OPERATING EXPENSE					
5400 Labor	14,681	-	4,818	-	-
5405 Utilities	273,680	255,800	203,326	227,152	234,721
Sub-total Operating Expense	\$ 288,361	\$ 255,800	\$ 208,144	\$ 227,152	\$ 234,721
OTHER G&A EXPENSES					
7105 Dues, Subsc & Memberships	2,135	1,600	2,686	2,600	2,600
7110 Employee Travel / Misc Expense	2,594	3,000	3,153	8,500	8,500
Sub-total Other G&A Expenses	\$ 4,729	\$ 4,600	\$ 5,839	\$ 11,100	\$ 11,100
PAYROLL EXPENSE					
6100 Staff Salaries	3,505,330	7,501,553	3,509,709	7,234,661	7,451,699
6102 Staff Overtime	109,606	240,516	81,983	88,313	90,964
6105 OPEB	511,385	749,125	749,273	554,707	571,349
6105 Staff Benefits	1,767,502	4,465,440	1,524,576	3,883,006	3,999,544
6110 Staff Taxes	435,743	879,490	431,688	786,952	710,598
6115 Staff Costs Recovered	-	(6,279,327)	-	(6,803,553)	(6,933,088)
Sub-total Payroll Expense	\$ 6,329,566	\$ 7,556,797	\$ 6,297,229	\$ 5,744,086	\$ 5,891,066
PROFESSIONAL SERVICES					
6516 Other Professional Services	32,079	-	-	-	-
Sub-total Professional Services	\$ 32,079	\$ -	\$ -	\$ -	\$ -
SPECIALTY EXPENSE					
5725 General Supplies/Small Tools	52,068	40,300	17,802	38,000	38,000
Sub-total Specialty Expense	\$ 52,068	\$ 40,300	\$ 17,802	\$ 38,000	\$ 38,000
ALLOCATED EXPENSES					
Allocated Building Maintenance	\$ (277,723)	\$ (210,048)	\$ (153,993)	\$ (180,362)	\$ (181,999)
Allocated Laboratory Expense	\$ (963,435)	\$ (1,188,918)	\$ (994,742)	\$ (1,070,604)	\$ (1,111,004)
Allocated Vehicle Expense	\$ (150,707)	\$ (169,911)	\$ (133,376)	\$ (206,388)	\$ (235,073)
TOTAL ALLOCATED EXPENSES	\$ (1,391,865)	\$ (1,568,877)	\$ (1,282,111)	\$ (1,457,354)	\$ (1,528,076)
TOTAL EXPENSES	\$ 6,794,927	\$ 7,648,967	\$ 6,553,449	\$ 6,286,287	\$ 6,489,032

F&O Administration - 701310

Significant Changes

There are no significant changes budgeted for FY 2024-25 or FY 2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ 12,123	\$ 4,800	\$ 2,033	\$ 9,800	\$ 9,800
Sub-total Human Resources	\$ 12,123	\$ 4,800	\$ 2,033	\$ 9,800	\$ 9,800
MAINTENANCE EXPENSE					
5525 Consulting Services	36,345	3,500	24,275	70,000	35,000
Sub-total Maintenance Expense	\$ 36,345	\$ 3,500	\$ 24,275	\$ 70,000	\$ 35,000
OTHER G&A EXPENSES					
7105 Dues, Subsc & Memberships	2,135	1,000	2,002	2,000	2,000
7110 Employee Travel / Misc Expense	28	-	2,387	3,500	3,500
Sub-total Other G&A Expenses	\$ 2,163	\$ 1,000	\$ 4,389	\$ 5,500	\$ 5,500
PAYROLL EXPENSE					
6100 Staff Salaries	517,637	528,914	473,250	391,238	402,975
6102 Staff Overtime	6,104	-	8,422	4,229	4,356
6105 OPEB	68,134	34,561	34,515	17,376	17,897
6105 Staff Benefits	252,647	276,277	179,241	169,994	175,094
6110 Staff Taxes	34,540	37,620	26,655	25,088	25,841
Sub-total Payroll Expense	\$ 879,062	\$ 877,372	\$ 722,083	\$ 607,925	\$ 626,163
PROFESSIONAL SERVICES					
6516 Other Professional Services	32,079	-	-	-	-
Sub-total Professional Services	\$ 32,079	\$ -	\$ -	\$ -	\$ -
ALLOCATED EXPENSES					
Allocated Vehicle Expense	\$ 7,139	\$ 8,148	\$ 6,396	\$ 9,897	\$ 11,272
NET ALLOCATED SUPPORT SERVICES	\$ 7,139	\$ 8,148	\$ 6,396	\$ 9,897	\$ 11,272
TOTAL EXPENSES	\$ 968,911	\$ 894,820	\$ 759,176	\$ 703,122	\$ 687,735

Line Item Explanations

5525 Consulting Services – Management of cell site contracts. FY2024–25 includes \$35k for hazard mitigation plan update.

6516 Other Professional Services – FY2023–23 included solar power and energy portfolio analysis.

6830 Training & Professional Services – Funds to attend conferences and seminars.



Facilities Maintenance Administration - 701320

Significant Changes

There are no significant changes budgeted for FY 2024-25 or FY 2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ 7,980	\$ 8,000	\$ -	\$ 10,000	\$ 10,000
Sub-total Human Resources	\$ 7,980	\$ 8,000	\$ -	\$ 10,000	\$ 10,000
OFFICE EQUIPMENT & POSTAGE					
6230 Safety Equipment	5,929	4,700	9,602	5,000	5,000
Sub-total Office Equipment & Postage	\$ 5,929	\$ 4,700	\$ 9,602	\$ 5,000	\$ 5,000
OPERATING EXPENSE					
5405 Utilities	1,776	300	997	1,267	1,267
Sub-total Operating Expense	\$ 1,776	\$ 300	\$ 997	\$ 1,267	\$ 1,267
OTHER G&A EXPENSES					
7105 Dues, Subsc & Memberships	-	600	684	600	600
Sub-total Other G&A Expenses	\$ -	\$ 600	\$ 684	\$ 600	\$ 600
PAYROLL EXPENSE					
6100 Staff Salaries	189,474	200,792	191,426	204,773	210,916
6105 OPEB	24,940	11,520	11,505	8,688	8,949
6105 Staff Benefits	86,220	99,236	77,663	88,670	91,330
6110 Staff Taxes	12,963	22,567	12,420	22,369	23,040
Sub-total Payroll Expense	\$ 313,597	\$ 334,115	\$ 293,014	\$ 324,500	\$ 334,235
SPECIALTY EXPENSE					
5725 General Supplies/Small Tools	836	-	132	1,000	1,000
Sub-total Specialty Expense	\$ 836	\$ -	\$ 132	\$ 1,000	\$ 1,000
ALLOCATED EXPENSES					
Allocated Vehicle Expense	\$ 4,982	\$ 5,686	\$ 4,464	\$ 6,907	\$ 7,867
NET ALLOCATED SUPPORT SERVICES	\$ 4,982	\$ 5,686	\$ 4,464	\$ 6,907	\$ 7,867
TOTAL EXPENSES	\$ 335,100	\$ 353,401	\$ 308,893	\$ 349,274	\$ 359,969

Line Item Explanations

6830 Training & Professional Services – Funds to attend conferences and seminars.



Maintenance - 701321

Function

Provide proactive maintenance support and planning for all district physical assets, including the wastewater treatment facilities, potable water treatment facilities, potable water pumping and storage facilities, recycled water pumping and storage facilities, sanitary sewer pumping and transmission facilities, administrative facilities and fleet.

Significant Changes

There are no significant changes budgeted for FY 2024-25 or FY 2025-26 that affect scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ 6,845	\$ 10,000	\$ 5,006	\$ 10,000	\$ 10,000
Sub-total Human Resources	\$ 6,845	\$ 10,000	\$ 5,006	\$ 10,000	\$ 10,000
MAINTENANCE EXPENSE					
5510 Supplies/Material	734	1,200	-	500	500
Sub-total Maintenance Expense	\$ 734	\$ 1,200	\$ -	\$ 500	\$ 500
OFFICE EQUIPMENT & POSTAGE					
6230 Safety Equipment	8,795	13,000	23,213	20,000	20,000
Sub-total Office Equipment & Postage	\$ 8,795	\$ 13,000	\$ 23,213	\$ 20,000	\$ 20,000
OPERATING EXPENSE					
5405 Utilities	5,555	400	4,702	5,989	5,989
Sub-total Operating Expense	\$ 5,555	\$ 400	\$ 4,702	\$ 5,989	\$ 5,989
PAYROLL EXPENSE					
6100 Staff Salaries	291,164	981,423	268,140	998,200	1,028,146
6102 Staff Overtime	16,026	31,067	13,215	14,587	15,025
6105 OPEB	38,325	103,684	103,690	78,190	80,536
6105 Staff Benefits	178,293	595,971	131,783	518,838	534,403
6110 Staff Taxes	56,195	123,611	53,288	109,884	113,181
6115 Staff Costs Recovered	-	(1,481,614)	-	(1,084,777)	(1,084,777)
Sub-total Payroll Expense	\$ 580,003	\$ 354,142	\$ 570,116	\$ 634,922	\$ 686,514
SPECIALTY EXPENSE					
5725 General Supplies/Small Tools	19,669	10,000	1,257	10,000	10,000
Sub-total Specialty Expense	\$ 19,669	\$ 10,000	\$ 1,257	\$ 10,000	\$ 10,000
ALLOCATED EXPENSES					
Allocated Vehicle Expense	\$ 141,658	\$ 161,678	\$ 126,913	\$ 196,388	\$ 223,684
NET ALLOCATED SUPPORT SERVICES	\$ 141,658	\$ 161,678	\$ 126,913	\$ 196,388	\$ 223,684
TOTAL EXPENSES	\$ 763,259	\$ 550,420	\$ 731,207	\$ 877,799	\$ 956,687

Line Item Explanations

5725 General Supplies/Small Tools – Purchase small tools and various consumables by the maintenance staff. Supplies and Small Tools is allocated to both Las Virgenes and Joint Powers Authority Budgets.
 6230 Safety Equipment – Purchase and maintain safety equipment such as crane supplies.

■ Building 8 Maintenance - 701001

Function

To provide operations and maintenance services for Building 8 (Headquarters).

Significant Changes

There are no significant changes budgeted for FY 2024-25 or FY 2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
MAINTENANCE EXPENSE					
5500 Labor	\$ 10,749	\$ 33,795	\$ 6,436	\$ 6,750	\$ 6,869
5510 Supplies/Material	17,951	20,500	26,382	30,000	30,000
5515 Outside Services	231,928	188,000	272,648	250,000	250,000
5520 Permits and Fees	5,228	11,000	9,307	11,000	11,000
Sub-total Maintenance Expense	\$ 265,856	\$ 253,295	\$ 314,773	\$ 297,750	\$ 297,869
OPERATING EXPENSE					
5405 Utilities	199,466	190,000	149,959	164,515	171,009
Sub-total Operating Expense	\$ 199,466	\$ 190,000	\$ 149,959	\$ 164,515	\$ 171,009
TOTAL EXPENSES	\$ 465,322	\$ 443,295	\$ 464,732	\$ 462,265	\$ 468,878

Line Item Explanations

5515 Outside Services – janitorial service, air conditioning maintenance, computerized building management systems, refuse collection and other services required to maintain the building.

5520 Permits and Fees – Los Angeles County CUPA fire fee.



■ Building 7 and Yard Maintenance - 701002

Function

To provide operations and maintenance services for Building 7 (Operations) and the Operations Yard.

Significant Changes

There are no significant changes budgeted for FY 2024-25 or FY 2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
MAINTENANCE EXPENSE					
5500 Labor	\$ 27,916	\$ 79,548	\$ 95,766	\$ 22,380	\$ 22,942
5510 Supplies/Material	14,711	12,900	-	15,000	15,000
5515 Outside Services	167,927	65,000	-	100,000	100,000
5520 Permits and Fees	2,958	4,600	5,114	5,500	5,500
Sub-total Maintenance Expense	\$ 213,512	\$ 162,048	\$ 100,880	\$ 142,880	\$ 143,442
OPERATING EXPENSE					
5400 Labor	14,681	-	4,818	-	-
5405 Utilities	49,531	48,000	33,487	37,482	38,557
Sub-total Operating Expense	\$ 64,212	\$ 48,000	\$ 38,305	\$ 37,482	\$ 38,557
TOTAL EXPENSES	\$ 277,724	\$ 210,048	\$ 139,185	\$ 180,362	\$ 181,999
ALLOCATED EXPENSES					
Allocated Building Maintenance	\$ (277,723)	\$ (210,048)	\$ (153,993)	\$ (180,362)	\$ (181,999)
NET ALLOCATED SUPPORT SERVICES	\$ (277,723)	\$ (210,048)	\$ (153,993)	\$ (180,362)	\$ (181,999)

Line Item Explanations

5515 Outside Services – janitorial service, air conditioning maintenance, computerized building management systems, refuse collection and other services required to maintain the building.

5520 Permits and Fees – South Coast Air Quality Management Districts (SCAQMD) fees for internal combustion engine (ICE) backup generators, spray booth, and fuel dispensing system.



Fleet Maintenance - 701325

Function

To coordinate and provide preventive maintenance and emergency repairs to the district's fleet of vehicles, motorized equipment, and emergency equipment.

Significant Changes

There are no significant changes budgeted for FY 2024-25 or FY 2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ 2,204	\$ 1,200	\$ -	\$ 3,000	\$ 3,000
Sub-total Human Resources	\$ 2,204	\$ 1,200	\$ -	\$ 3,000	\$ 3,000
MAINTENANCE EXPENSE					
5500 Labor	581	8,354	7,278	-	-
5510 Supplies/Material	228,362	275,300	169,197	275,000	275,000
5515 Outside Services	166,822	142,100	121,242	150,000	150,000
5520 Permits and Fees	484	5,000	675	1,000	1,000
6255 Rental Charge - Vehicles	322,235	225,000	349,900	424,873	563,510
Sub-total Maintenance Expense	\$ 718,484	\$ 655,754	\$ 648,292	\$ 850,873	\$ 989,510
OFFICE EQUIPMENT & POSTAGE					
6225 Radio Maintenance Expense	-	2,100	2,100	15,000	15,000
6230 Safety Equipment	-	500	500	2,000	2,000
Sub-total Office Equipment & Postage	\$ -	\$ 2,600	\$ 2,600	\$ 17,000	\$ 17,000
OPERATING EXPENSE					
5405 Utilities	(35)	400	-	-	-
Sub-total Operating Expense	\$ (35)	\$ 400	\$ -	\$ -	\$ -
PAYROLL EXPENSE					
6100 Staff Salaries	7,047	98,748	616	85,709	88,280
6102 Staff Overtime	-	3,409	51	117	121
6105 OPEB	928	11,520	11,505	8,688	8,949
6105 Staff Benefits	3,618	60,940	1,861	49,792	51,285
6110 Staff Taxes	1,043	12,832	829	10,729	11,051
Sub-total Payroll Expense	\$ 12,636	\$ 187,449	\$ 14,862	\$ 155,035	\$ 159,686
SPECIALTY EXPENSE					
5725 General Supplies/Small Tools	1,216	1,300	3,050	5,000	5,000
Sub-total Specialty Expense	\$ 1,216	\$ 1,300	\$ 3,050	\$ 5,000	\$ 5,000
TOTAL EXPENSES	\$ 734,505	\$ 848,703	\$ 668,804	\$ 1,030,908	\$ 1,174,196
ALLOCATED EXPENSES					
Allocated Vehicle Expense	\$ (743,612)	\$ (848,703)	\$ (666,204)	\$ (1,030,909)	\$ (1,174,196)
NET ALLOCATED SUPPORT SERVICES	\$ (743,612)	\$ (848,703)	\$ (666,204)	\$ (1,030,909)	\$ (1,174,196)

Line Item Explanations

5510 Supplies/Material – Gasoline and diesel fuel for district vehicles.

5520 Permits and Fees – Underground storage tank fees, CA Highway Patrol vehicle inspections, smog tests, and CUPA permit fees.

6225 Radio Maintenance Expense – Funding for radio system maintenance and repairs.

Construction - 701322

Function

Provide preventive maintenance, emergency response, repair and new facility installation to the District's potable and recycled water distribution and transmission systems and trunk sewers and other piping systems. Provide Underground Service Alert locations, large leak detection, trunk sewer oversight and maintenance, and specialized construction support services.

Significant Changes

There are no significant changes budgeted for FY 2024-25 or FY 2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ 1,568	\$ 1,500	\$ 309	\$ 2,000	\$ 2,000
Sub-total Human Resources	\$ 1,568	\$ 1,500	\$ 309	\$ 2,000	\$ 2,000
OFFICE EQUIPMENT & POSTAGE					
6230 Safety Equipment	899	2,600	471	3,000	3,000
Sub-total Office Equipment & Postage	\$ 899	\$ 2,600	\$ 471	\$ 3,000	\$ 3,000
OPERATING EXPENSE					
5405 Utilities	1,463	2,500	1,205	1,488	1,488
Sub-total Operating Expense	\$ 1,463	\$ 2,500	\$ 1,205	\$ 1,488	\$ 1,488
PAYROLL EXPENSE					
6100 Staff Salaries	221,948	620,131	209,108	524,544	540,280
6102 Staff Overtime	12,520	15,701	8,151	10,729	11,051
6105 OPEB	29,214	69,122	69,175	69,502	71,587
6105 Staff Benefits	113,540	387,625	97,166	261,005	268,835
6110 Staff Taxes	39,250	79,864	34,029	66,078	68,060
6115 Staff Costs Recovered	-	(335,052)	-	(435,052)	(435,052)
Sub-total Payroll Expense	\$ 416,472	\$ 837,391	\$ 417,629	\$ 496,806	\$ 524,761
SPECIALTY EXPENSE					
5725 General Supplies/Small Tools	20,137	15,000	5,482	10,000	10,000
Sub-total Specialty Expense	\$ 20,137	\$ 15,000	\$ 5,482	\$ 10,000	\$ 10,000
ALLOCATED EXPENSES					
Allocated Vehicle Expense	\$ 184,118	\$ 210,139	\$ 164,953	\$ 255,253	\$ 290,731
NET ALLOCATED SUPPORT SERVICES	\$ 184,118	\$ 210,139	\$ 164,953	\$ 255,253	\$ 290,731
TOTAL EXPENSES	\$ 624,657	\$ 1,069,130	\$ 590,049	\$ 768,547	\$ 831,980

Line Item Explanations

5405 Utilities – Funds for cellular phone equipment and pagers and associated charges.

6230 Safety Equipment – Purchase of respirators and cartridges and other miscellaneous safety equipment.

6830 Training & Professional Services – Funds to provide training for staff members, including costs to bring trainers to district.

■ Electrical/Instrumentation Maintenance - 701326

Function

To provide proactive maintenance support and planning for all District physical assets, including the wastewater treatment facilities, potable water treatment facilities, potable water pumping and storage facilities, recycled water pumping and storage facilities, sanitary sewer pumping and transmission facilities, administrative facilities and fleet.

Significant Changes

There are no significant changes budgeted for FY 2024-25 or FY 2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ 3,975	\$ 3,000	\$ 564	\$ 2,000	\$ 2,000
Sub-total Human Resources	\$ 3,975	\$ 3,000	\$ 564	\$ 2,000	\$ 2,000
MAINTENANCE EXPENSE					
5500 Labor	8,459	-	3,863	-	-
5510 Supplies/Material	179	100	2,873	1,000	1,000
5525 Consulting Services	837	-	-	-	-
Sub-total Maintenance Expense	\$ 9,475	\$ 100	\$ 6,736	\$ 1,000	\$ 1,000
OFFICE EQUIPMENT & POSTAGE					
6225 Radio Maintenance Expense	25,860	15,000	17,216	17,500	17,500
6230 Safety Equipment	1,092	5,000	1,033	5,000	5,000
Sub-total Office Equipment & Postage	\$ 26,952	\$ 20,000	\$ 18,249	\$ 22,500	\$ 22,500
OPERATING EXPENSE					
5405 Utilities	1,445	2,500	1,324	1,576	1,576
Sub-total Operating Expense	\$ 1,445	\$ 2,500	\$ 1,324	\$ 1,576	\$ 1,576
PAYROLL EXPENSE					
6100 Staff Salaries	353,383	686,165	329,576	721,370	743,011
6102 Staff Overtime	6,438	21,188	4,432	2,697	2,778
6105 OPEB	46,514	69,122	69,175	52,127	53,691
6105 Staff Benefits	176,614	406,843	139,261	367,153	378,167
6110 Staff Taxes	49,723	88,847	47,391	76,181	78,447
6115 Staff Costs Recovered	-	(466,195)	-	(601,162)	(619,227)
Sub-total Payroll Expense	\$ 632,672	\$ 805,970	\$ 589,835	\$ 618,366	\$ 636,867
SPECIALTY EXPENSE					
5725 General Supplies/Small Tools	6,705	11,000	7,472	6,000	6,000
Sub-total Specialty Expense	\$ 6,705	\$ 11,000	\$ 7,472	\$ 6,000	\$ 6,000
ALLOCATED EXPENSES					
Allocated Vehicle Expense	\$ 42,460	\$ 48,461	\$ 38,035	\$ 58,865	\$ 67,047
NET ALLOCATED SUPPORT SERVICES	\$ 42,460	\$ 48,461	\$ 38,035	\$ 58,865	\$ 67,047
TOTAL EXPENSES	\$ 723,684	\$ 891,031	\$ 662,215	\$ 710,307	\$ 736,990

Line Item Explanations

6225 Radio Maintenance Expense – Funding for radio system maintenance and repairs.

6230 Safety Equipment – Purchase of respirators and cartridges and other miscellaneous safety equipment.

Water Administration - 701330

Function

To provide administrative direction and support to the Water Distribution and Treatment sections; including goal setting and research and project development.

Significant Changes

There are no significant changes budgeted for FY 2024-25 or FY 2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ 1,248	\$ 9,000	\$ 767	\$ 10,000	\$ 10,000
Sub-total Human Resources	\$ 1,248	\$ 9,000	\$ 767	\$ 10,000	\$ 10,000
OPERATING EXPENSE					
5405 Utilities	708	800	650	826	826
Sub-total Operating Expense	\$ 708	\$ 800	\$ 650	\$ 826	\$ 826
PAYROLL EXPENSE					
6100 Staff Salaries	196,898	222,252	201,620	215,111	221,564
6105 OPEB	25,917	11,821	11,793	8,688	8,949
6105 Staff Benefits	94,536	116,831	79,013	91,163	93,898
6110 Staff Taxes	12,927	23,905	12,589	23,011	23,701
Sub-total Payroll Expense	\$ 330,278	\$ 374,809	\$ 305,015	\$ 337,973	\$ 348,112
ALLOCATED EXPENSES					
Allocated Vehicle Expense	\$ 2,082	\$ 2,376	\$ 1,865	\$ 2,887	\$ 3,288
NET ALLOCATED SUPPORT SERVICES	\$ 2,082	\$ 2,376	\$ 1,865	\$ 2,887	\$ 3,288
TOTAL EXPENSES	\$ 334,316	\$ 386,985	\$ 308,297	\$ 351,686	\$ 362,226

Line Item Explanations

6830 Training & Professional Services – Funds to attend AWWA and other conferences.



■ Water Distribution Operations - 701331

Function

To properly operate the potable and recycled water distribution systems, to perform maintenance as needed to enhance system reliability and preserve District assets, to meet the needs of District customers for sufficient supplies of potable and recycled water and to meet and maintain water quality standards that comply with regulatory requirements governing potable and recycled water distribution systems.

Significant Changes

There are no significant changes budgeted for FY2024-25 or FY2025-26 that affect the scope or level of service. Training & Professional Services budget increased to allow for staff to attend water quality training, conferences, workshops or trainings. This increase is offset by the number of labor hours that staff is direct charging to programs.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ 10,619	\$ 8,400	\$ 5,530	\$ 10,000	\$ 10,000
Sub-total Human Resources	\$ 10,619	\$ 8,400	\$ 5,530	\$ 10,000	\$ 10,000
OFFICE EQUIPMENT & POSTAGE					
6230 Safety Equipment	1,489	5,250	1,174	5,000	5,000
Sub-total Office Equipment & Postage	\$ 1,489	\$ 5,250	\$ 1,174	\$ 5,000	\$ 5,000
OPERATING EXPENSE					
5405 Utilities	13,550	10,500	11,002	14,009	14,009
Sub-total Operating Expense	\$ 13,550	\$ 10,500	\$ 11,002	\$ 14,009	\$ 14,009
PAYROLL EXPENSE					
6100 Staff Salaries	597,035	914,007	614,725	874,949	901,197
6102 Staff Overtime	34,316	31,992	18,565	18,732	19,294
6105 OPEB	78,585	101,610	101,677	69,502	71,587
6105 Staff Benefits	319,279	573,641	276,994	468,937	483,005
6110 Staff Taxes	79,111	118,309	80,605	104,894	108,041
6115 Staff Costs Recovered	-	(652,756)	-	(1,168,625)	(1,203,719)
Sub-total Payroll Expense	\$ 1,108,326	\$ 1,086,803	\$ 1,092,566	\$ 368,389	\$ 379,405
SPECIALTY EXPENSE					
5725 General Supplies/Small Tools	3,505	1,500	409	3,500	3,500
Sub-total Specialty Expense	\$ 3,505	\$ 1,500	\$ 409	\$ 3,500	\$ 3,500
ALLOCATED EXPENSES					
Allocated Vehicle Expense	\$ 76,518	\$ 86,565	\$ 68,553	\$ 106,080	\$ 120,825
NET ALLOCATED SUPPORT SERVICES	\$ 76,518	\$ 86,565	\$ 68,553	\$ 106,080	\$ 120,825
TOTAL EXPENSES	\$ 1,214,007	\$ 1,199,018	\$ 1,179,234	\$ 506,978	\$ 532,739

Line Item Explanations

5725 General Supplies/Small Tools – Funds for miscellaneous small hand tools.

6230 Safety Equipment – Safety equipment such as rain gear, road signs, respiratory equipment and other safety items.

6830 Training & Professional Services – Cellular phone equipment and pagers and associated service charges.

Water Treatment Operations - 701332

Function

To properly operate Westlake Filtration Plant, to perform maintenance as needed to enhance system reliability and preserve District assets, to meet the needs of District customers for sufficient supplies of potable water and to meet and maintain water quality standards that comply with regulatory requirements governing water treatment and potable water distribution systems.

Significant Changes

There are no significant changes budgeted for FY2024-25 or FY2025-26 that affect the scope or level of service. Training & Professional Services budget increased to allow for staff to attend the Weftec or other wastewater or water reuse related conferences, workshops or trainings. This increase is offset by the number of labor hours that staff is direct charging to programs.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ -	\$ 8,400	\$ -	\$ 10,000	\$ 10,000
Sub-total Human Resources	\$ -	\$ 8,400	\$ -	\$ 10,000	\$ 10,000
OFFICE EQUIPMENT & POSTAGE					
6230 Safety Equipment	568	5,000	-	5,000	5,000
Sub-total Office Equipment & Postage	\$ 568	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
PAYROLL EXPENSE					
6100 Staff Salaries	14,049	536,798	23,059	591,380	609,121
6102 Staff Overtime	-	18,789	-	9,241	9,518
6105 OPEB	51,842	59,676	59,683	43,439	44,742
6105 Staff Benefits	4,915	336,900	14,824	305,109	314,262
6110 Staff Taxes	14,458	69,483	19,584	71,052	73,184
6115 Staff Costs Recovered	-	(388,015)	-	(626,203)	(645,012)
Sub-total Payroll Expense	\$ 85,264	\$ 633,631	\$ 117,150	\$ 394,018	\$ 405,815
SPECIALTY EXPENSE					
5725 General Supplies/Small Tools	-	1,500	-	2,500	2,500
Sub-total Specialty Expense	\$ -	\$ 1,500	\$ -	\$ 2,500	\$ 2,500
ALLOCATED EXPENSES					
Allocated Vehicle Expense	\$ 41,485	\$ 50,840	\$ 39,306	\$ 60,824	\$ 69,278
NET ALLOCATED SUPPORT SERVICES	\$ 41,485	\$ 50,840	\$ 39,306	\$ 60,824	\$ 69,278
TOTAL EXPENSES	\$ 127,317	\$ 699,371	\$ 156,456	\$ 472,342	\$ 492,593

Line Item Explanations

5725 General Supplies/Small Tools – Funds for miscellaneous small hand tools.

6230 Safety Equipment – Safety equipment such as rain gear, road signs, respiratory equipment and other safety items.

6830 Training & Professional Services – Cellular phone equipment and pagers and associated service charges.

Water Reclamation Administration - 701340

Function

To provide administrative direction and support to the Wastewater Treatment and Composting section and the Laboratory including scheduling, goal setting, research and project development.

Significant Changes

There are no significant changes budgeted for FY 2024-25 or FY 2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ 1,610	\$ 3,000	\$ 8,672	\$ 5,000	\$ 5,000
Sub-total Human Resources	\$ 1,610	\$ 3,000	\$ 8,672	\$ 5,000	\$ 5,000
OPERATING EXPENSE					
5405 Utilities	221	400	-	-	-
Sub-total Operating Expense	\$ 221	\$ 400	\$ -	\$ -	\$ -
OTHER G&A EXPENSES					
7110 Employee Travel / Misc Expense	2,566	3,000	766	5,000	5,000
Sub-total Other G&A Expenses	\$ 2,566	\$ 3,000	\$ 766	\$ 5,000	\$ 5,000
PAYROLL EXPENSE					
6100 Staff Salaries	221,448	422,814	300,271	411,427	423,770
6102 Staff Overtime	2,577	3,486	2,364	2,024	2,085
6105 OPEB	29,148	34,561	34,515	26,063	26,845
6105 Staff Benefits	106,320	234,500	35,063	199,800	205,794
6110 Staff Taxes	17,175	38,418	9,427	10,898	11,281
6115 Staff Costs Recovered	-	-	-	(1,183)	(1,219)
Sub-total Payroll Expense	\$ 376,668	\$ 733,779	\$ 381,640	\$ 649,029	\$ 668,556
ALLOCATED EXPENSES					
Allocated Vehicle Expense	\$ 16,063	\$ 16,125	\$ 12,658	\$ 19,587	\$ 22,310
NET ALLOCATED SUPPORT SERVICES	\$ 16,063	\$ 16,125	\$ 12,658	\$ 19,587	\$ 22,310
TOTAL EXPENSES	\$ 397,128	\$ 756,304	\$ 403,736	\$ 678,616	\$ 700,866

Line Item Explanations

6830 Training & Professional Services – Funds for attending CWEA, WEF, US Composting Council, and miscellaneous biosolids treatment specialty conferences.

7110 Employee Travel / Misc Expense – Expenses associated with attending meetings of the LA RQOCB, SCAWMD, CalRecycle, SCAP and other wastewater treatment-related organizations.



■ Water Quality Laboratory - 701341

Function

To provide certified laboratory services in support of operations, compliance and source control (pre-treatment program) activities in potable water, recycled water, wastewater, and watershed programs.

Significant Changes

There are no significant changes budget for FY2024-25 or FY2024-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ 75	\$ 3,200	\$ 231	\$ 5,000	\$ 5,000
Sub-total Human Resources	\$ 75	\$ 3,200	\$ 231	\$ 5,000	\$ 5,000
MAINTENANCE EXPENSE					
5510 Supplies/Material	107,830	129,500	104,146	135,000	140,000
5515 Outside Services	18,563	28,300	8,569	35,000	40,000
5520 Permits and Fees	13,075	5,700	12,800	16,000	18,000
Sub-total Maintenance Expense	\$ 139,468	\$ 163,500	\$ 125,515	\$ 186,000	\$ 198,000
OFFICE EQUIPMENT & POSTAGE					
6230 Safety Equipment	772	800	1,329	1,500	1,600
Sub-total Office Equipment & Postage	\$ 772	\$ 800	\$ 1,329	\$ 1,500	\$ 1,600
PAYROLL EXPENSE					
6100 Staff Salaries	471,819	676,659	500,743	649,092	668,565
6102 Staff Overtime	27,199	19,687	17,581	20,627	21,246
6105 OPEB	62,104	69,122	69,175	52,127	53,691
6105 Staff Benefits	196,598	396,054	213,643	508,502	523,807
6110 Staff Taxes	51,271	76,131	53,867	69,194	71,270
6115 Staff Costs Recovered	-	(232,360)	-	(441,025)	(454,485)
Sub-total Payroll Expense	\$ 808,991	\$ 1,005,293	\$ 855,009	\$ 858,517	\$ 884,094
ALLOCATED EXPENSES					
Allocated Laboratory Expense	\$ (963,435)	\$ (1,188,918)	\$ (994,742)	\$ (1,070,604)	\$ (1,111,004)
Allocated Vehicle Expense	\$ 14,129	\$ 16,125	\$ 12,658	\$ 19,587	\$ 22,310
NET ALLOCATED SUPPORT SERVICES	\$ (949,306)	\$ (1,172,793)	\$ (982,084)	\$ (1,051,017)	\$ (1,088,694)
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -

Line Item Explanations

5510 Supplies/Material – Funds for laboratory equipment calibration and maintenance.

5515 Outside Services – Includes water quality analysis and testing.

5520 Permits and Fees – Annual California Department of Public Health permit.

6830 Training & Professional Services – Funds for attending CWEA, CWEA/AWWA specialty conferences/workshops and special skills training classes.

■ Wastewater Treatment Facility - 701342

Function

To properly operate and maintain wastewater treatment processes which meet the needs and requirements of the environment, public, staff, Joint Powers Authority, and regulatory agencies. Dedicated to providing technical support necessary to achieve reliable efficient goals, troubleshoot problems and develop efficient and cost effective solutions.

Significant Changes

There are no significant changes budgeted for FY2024-25 or FY2025-26 that affect the scope or level of service. Training & Professional Services budget increased to allow for staff to attend the Weftec or other wastewater or water reuse related conferences, workshops or trainings. This increase is offset by the number of labor hours that staff is direct charging to programs.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ -	\$ 5,000	\$ 4,825	\$ 10,000	\$ 10,000
Sub-total Human Resources	\$ -	\$ 5,000	\$ 4,825	\$ 10,000	\$ 10,000
OFFICE EQUIPMENT & POSTAGE					
6230 Safety Equipment	1,789	1,500	86	2,000	2,000
Sub-total Office Equipment & Postage	\$ 1,789	\$ 1,500	\$ 86	\$ 2,000	\$ 2,000
PAYROLL EXPENSE					
6100 Staff Salaries	254,192	877,180	162,035	749,186	771,662
6102 Staff Overtime	641	55,831	5,653	3,308	3,407
6105 OPEB	33,458	92,163	92,185	50,815	52,339
6105 Staff Benefits	130,291	524,194	180,934	407,030	419,241
6110 Staff Taxes	36,756	102,641	44,332	108,303	11,552
6115 Staff Costs Recovered	-	(1,412,018)	-	(1,119,785)	(1,153,386)
Sub-total Payroll Expense	\$ 455,338	\$ 239,991	\$ 485,139	\$ 198,857	\$ 104,815
ALLOCATED EXPENSES					
Allocated Vehicle Expense	\$ 27,339	\$ 32,251	\$ 25,316	\$ 39,175	\$ 44,619
NET ALLOCATED SUPPORT SERVICES	\$ 27,339	\$ 32,251	\$ 25,316	\$ 39,175	\$ 44,619
TOTAL EXPENSES	\$ 484,466	\$ 278,742	\$ 515,366	\$ 250,032	\$ 161,434

Line Item Explanations

6230 Safety Equipment – Rain gear, respirators, filter cartridges, dust masks, etc.

6830 Training & Professional Services – Staff attendance at Weftec or other wastewater, composting, or water reuse related conferences, workshops, or trainings.

■ Composting Facility - 701343

Function

To properly operate and maintain solids handling and compost processes which meet the needs and requirements of the environment, public, staff, Joint Powers Authority, and regulatory agencies. Dedicated to providing technical support necessary to achieve reliable efficiency goals, troubleshoot problems and develop efficient and cost-effective solutions.

Significant Changes

Fiscal Year 2024-25 is an increase of 23.5% as a result of establishing Training & Professional Services budgeted expense for staff to attend the Weftec Conference or other composting related conferences, workshops or trainings.

Fiscal Year 2025-26 has no significant changes budgeted over FY2024-25 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ -	\$ -	\$ -	\$ 5,000	\$ 7,500
Sub-total Human Resources	\$ -	\$ -	\$ -	\$ 5,000	\$ 7,500
OFFICE EQUIPMENT & POSTAGE					
6230 Safety Equipment	675	-	1,414	1,500	1,500
Sub-total Office Equipment & Postage	\$ 675	\$ -	\$ 1,414	\$ 1,500	\$ 1,500
PAYROLL EXPENSE					
6100 Staff Salaries	169,236	735,670	235,140	817,682	842,212
6102 Staff Overtime	3,785	39,366	3,549	2,022	2,083
6105 OPEB	22,276	80,643	80,680	69,502	71,587
6105 Staff Benefits	104,631	456,428	97,130	447,013	460,423
6110 Staff Taxes	30,331	85,262	36,672	89,271	91,949
6115 Staff Costs Recovered	-	(1,311,317)	-	(1,325,741)	(1,336,211)
Sub-total Payroll Expense	\$ 330,259	\$ 86,052	\$ 453,171	\$ 99,749	\$ 132,043
ALLOCATED EXPENSES					
Allocated Vehicle Expense	\$ 34,932	\$ 40,398	\$ 31,711	\$ 49,071	\$ 55,892
NET ALLOCATED SUPPORT SERVICES	\$ 34,932	\$ 40,398	\$ 31,711	\$ 49,071	\$ 55,892
TOTAL EXPENSES	\$ 365,866	\$ 126,450	\$ 486,296	\$ 155,320	\$ 196,935

Line Item Explanations

6230 Safety Equipment – Rain gear, respirators, filter cartridges, dust masks, etc.

6830 Training & Professional Services – Staff attendance at Weftec or other wastewater, composting, or water reuse related conferences, workshops, or trainings.

FINANCE AND ADMINISTRATION

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6800 Safety	23,798	25,000	21,170	25,000	25,000
6810 Recruitment Expense	19,890	20,000	27,606	30,000	30,000
6812 Retired Employees Benefits	875,864	1,177,397	903,243	1,259,815	1,259,815
6815 Employee Recognition	14,682	10,000	24,786	30,000	30,000
6820 Employee Assistance Program	900	1,000	-	1,000	1,000
6825 Employee Wellness Program	1,950	7,500	4,105	7,500	7,500
6830 Training & Professional Services	73,136	88,500	72,429	102,000	102,000
6840 DOT Testing	1,446	1,000	441	1,000	1,000
Sub-total Human Resources	\$ 1,011,666	\$ 1,330,397	\$ 1,053,780	\$ 1,456,315	\$ 1,456,315
OFFICE EQUIPMENT & POSTAGE					
6200 Forms, Supplies and Postage	48,260	66,500	30,196	61,500	61,500
6205 Equipment Rental	12,411	19,500	15,228	35,000	35,000
6210 Equipment Repairs	1,361	7,500	11,214	7,500	7,500
6215 System Support and Maintenance	726,157	752,000	1,089,072	1,100,000	1,100,000
6220 Outside Services	9,642	10,200	5,053	6,200	6,200
6230 Safety Equipment	225	225	225	225	225
Sub-total Office Equipment & Postage	\$ 798,056	\$ 855,925	\$ 1,150,988	\$ 1,210,425	\$ 1,210,425
OPERATING EXPENSE					
5405 Utilities	110,296	100,750	106,907	141,182	141,182
5430 Capital Outlay	75,493	122,500	102,146	102,500	102,500
Sub-total Operating Expense	\$ 185,789	\$ 223,250	\$ 209,053	\$ 243,682	\$ 243,682
OTHER G&A EXPENSES					
7105 Dues, Subsc & Memberships	7,103	9,000	9,364	17,950	18,000
7110 Employee Travel / Misc Expense	1,870	2,700	2,142	1,700	1,700
7135 Automobile Insurance	126,165	132,142	141,811	167,160	183,876
7135 Earthquake Insurance	90,098	119,371	115,753	136,444	150,089
7135 Excess Liability Insurance	953,267	1,108,005	1,005,291	1,184,987	1,303,486
7135 Liability Insurance	262,715	256,364	288,295	321,818	354,000
7135 Property Insurance	123,422	208,642	213,393	251,537	276,690
Sub-total Other G&A Expenses	\$ 1,564,640	\$ 1,836,224	\$ 1,776,049	\$ 2,081,596	\$ 2,287,841
PAYROLL EXPENSE					
6100 Staff Salaries	2,534,464	2,961,352	2,631,705	3,309,331	3,408,611
6102 Staff Overtime	15,864	39,577	11,334	17,511	18,037
6105 OPEB	332,802	253,449	253,400	208,507	214,752
6105 Staff Benefits	1,085,657	1,651,592	1,050,726	1,593,532	1,641,348
6110 Staff Taxes	190,882	262,080	208,323	263,224	271,119
6115 Staff Costs Recovered	-	(189,416)	-	(3,952)	(4,070)
Sub-total Payroll Expense	\$ 4,159,669	\$ 4,978,634	\$ 4,155,488	\$ 5,388,153	\$ 5,549,797
PROFESSIONAL SERVICES					
6500 Legal Services	30,283	50,000	74,790	200,000	50,000
6516 Other Professional Services	10,020	402,500	306,179	361,550	311,550
6517 Audit Fees	36,410	35,450	44,914	41,410	50,000
6522 Management Consulting Fees	40,524	62,000	46,452	225,000	175,000
Sub-total Professional Services	\$ 117,237	\$ 549,950	\$ 472,335	\$ 827,960	\$ 586,550
ALLOCATED EXPENSES					
Allocated Customer Service Expense	\$ (515,095)	\$ (636,054)	\$ (681,427)	\$ (795,310)	\$ (810,152)
Allocated Vehicle Expense	\$ 8,055	\$ 8,148	\$ 6,396	\$ 9,897	\$ 11,272
TOTAL ALLOCATED EXPENSES	\$ (507,040)	\$ (627,906)	\$ (675,031)	\$ (785,413)	\$ (798,880)
TOTAL EXPENSES	\$ 7,330,017	\$ 9,146,474	\$ 8,142,662	\$ 10,422,718	\$ 10,535,730

Administration - 701410

Function

Support the District’s mission and General Manager’s initiatives and provide overall supervision and staff assistant support services to finance, information systems, human resources, and risk management.

Significant Changes

Fiscal Year 2024-25 budget saw an increase of 14.5% over FY2023-24. This increase is a result of a one-time increase in management consulting fees for an agency-wide five year rate study. Also included in management consulting fees is ongoing internal audit services being performed. Outside services budget decreased by 80% due to the termination of armored car services.

Fiscal Year 2025-26 includes the final preparation of the rate study and is a reduction of 25% in management consulting fees as compared to FY2024-25. There are no additional significant changes to the FY2025-26 budget that will affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ 11,526	\$ 8,500	\$ 9,324	\$ 12,000	\$ 12,000
Sub-total Human Resources	\$ 11,526	\$ 8,500	\$ 9,324	\$ 12,000	\$ 12,000
OFFICE EQUIPMENT & POSTAGE					
6200 Forms, Supplies and Postage	38,287	55,000	25,348	50,000	50,000
6205 Equipment Rental	4,277	4,500	7,094	5,000	5,000
6220 Outside Services	5,708	5,000	1,095	1,000	1,000
Sub-total Office Equipment & Postage	\$ 48,272	\$ 64,500	\$ 33,537	\$ 56,000	\$ 56,000
OPERATING EXPENSE					
5405 Utilities	988	750	828	1,051	1,051
Sub-total Operating Expense	\$ 988	\$ 750	\$ 828	\$ 1,051	\$ 1,051
OTHER G&A EXPENSES					
7105 Dues, Subsc & Memberships	3,125	500	500	2,950	3,000
7110 Employee Travel / Misc Expense	1,376	2,000	2,000	1,000	1,000
7135 Automobile Insurance	126,165	132,142	141,811	167,160	183,876
7135 Earthquake Insurance	90,098	119,371	115,753	136,444	150,089
7135 Excess Liability Insurance	953,267	1,108,005	1,005,291	1,184,987	1,303,486
7135 Liability Insurance	262,715	256,364	288,295	321,818	354,000
7135 Property Insurance	123,422	208,642	213,393	251,537	276,690
Sub-total Other G&A Expenses	\$ 1,560,168	\$ 1,827,024	\$ 1,767,043	\$ 2,065,896	\$ 2,272,141
PAYROLL EXPENSE					
6100 Staff Salaries	371,450	376,652	376,015	398,526	410,482
6102 Staff Overtime	811	1,379	1,273	475	489
6105 OPEB	48,893	23,041	23,010	17,376	17,897
6105 Staff Benefits	155,491	186,120	138,528	169,883	174,980
6110 Staff Taxes	21,265	24,382	18,005	25,394	26,156
Sub-total Payroll Expense	\$ 597,910	\$ 611,574	\$ 556,831	\$ 611,654	\$ 630,004
PROFESSIONAL SERVICES					
6522 Management Consulting Fees	40,524	62,000	46,452	200,000	150,000
Sub-total Professional Services	\$ 40,524	\$ 62,000	\$ 46,452	\$ 200,000	\$ 150,000
TOTAL EXPENSES	\$ 2,259,388	\$ 2,574,348	\$ 2,414,015	\$ 2,946,601	\$ 3,121,196

Line Item Explanations

6220 Outside Services – Annual fees for compliance hot line.

6522 Management Consulting Fees – Consultation on arbitrage calculations, post-employment benefits actuarial study, tax advisory, and risk assessment services.

7135 Property Insurance – General Insurance includes insurance premiums for general liability, auto, property and earthquake insurance that is allocated across the agency. Potable Water Administrative Division and Joint Powers Authority also pay a portion of property and earthquake insurance.

Information Systems - 701420

Function

Provide support and advisory services for all district automated information and communication systems, financial software, customer information software, internet services, office automation, local and wide area networks, phone systems, GIS, and SCADA.

Significant Changes

FY2024-25 budget is an 18.4% increase over FY2023-24 as a result of increased SaaS subscriptions and software maintenance agreements. There are no significant changes budgeted for FY2025-26 over FY2024-25 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ 19,793	\$ 25,000	\$ 45,184	\$ 30,000	\$ 30,000
Sub-total Human Resources	\$ 19,793	\$ 25,000	\$ 45,184	\$ 30,000	\$ 30,000
OFFICE EQUIPMENT & POSTAGE					
6200 Forms, Supplies and Postage	7,739	10,000	4,675	10,000	10,000
6205 Equipment Rental	8,134	15,000	8,134	30,000	30,000
6210 Equipment Repairs	1,361	7,500	11,214	7,500	7,500
6215 System Support and Maintenance	726,157	752,000	1,089,072	1,100,000	1,100,000
Sub-total Office Equipment & Postage	\$ 743,391	\$ 784,500	\$ 1,113,095	\$ 1,147,500	\$ 1,147,500
OPERATING EXPENSE					
5405 Utilities	109,308	100,000	106,079	140,131	140,131
5430 Capital Outlay	74,995	120,000	97,193	100,000	100,000
Sub-total Operating Expense	\$ 184,303	\$ 220,000	\$ 203,272	\$ 240,131	\$ 240,131
OTHER G&A EXPENSES					
7105 Dues, Subsc & Memberships	423	3,000	5,109	5,000	5,000
Sub-total Other G&A Expenses	\$ 423	\$ 3,000	\$ 5,109	\$ 5,000	\$ 5,000
PAYROLL EXPENSE					
6100 Staff Salaries	796,148	1,084,627	853,704	1,143,011	1,177,301
6102 Staff Overtime	10,356	19,719	8,218	9,117	9,391
6105 OPEB	104,794	92,163	92,185	26,063	26,845
6105 Staff Benefits	346,680	602,861	341,183	618,380	636,931
6110 Staff Taxes	60,891	106,235	67,172	93,666	96,475
6115 Staff Costs Recovered	-	(178,089)	-	-	-
Sub-total Payroll Expense	\$ 1,318,869	\$ 1,727,516	\$ 1,362,462	\$ 1,890,237	\$ 1,946,943
PROFESSIONAL SERVICES					
6516 Other Professional Services	3,670	250,000	139,945	250,000	250,000
Sub-total Professional Services	\$ 3,670	\$ 250,000	\$ 139,945	\$ 250,000	\$ 250,000
ALLOCATED EXPENSES					
Allocated Customer Service Expense	\$ (515,095)	\$ (636,054)	\$ (681,427)	\$ (795,310)	\$ (810,152)
Allocated Vehicle Expense	\$ 8,055	\$ 8,148	\$ 6,396	\$ 9,897	\$ 11,272
NET ALLOCATED SUPPORT SERVICES	\$ (507,040)	\$ (627,906)	\$ (675,031)	\$ (785,413)	\$ (798,880)
TOTAL EXPENSES	\$ 1,763,409	\$ 2,382,110	\$ 2,194,036	\$ 2,777,455	\$ 2,820,694

Line Item Explanations

5405 Utilities – Includes cost for internet and connections to remote sites.

5430 Capital Outlay – Replacement of equipment not capitalized such as printers, computers, servers, and network hardware.

6215 System Support and Maintenance – License and maintenance agreements for software and hardware. Largest items are maintenance for GIS, Customer Information System (CIS), disaster recovery for financial and CIS; and ERP and Job Cost Software.

6516 Other Professional Services – Technical assistance associated with the implementation of system changes.

Human Resources - 701430

Function

To recruit, develop, support and motivate a highly qualified and diverse staff by providing competitive compensation and benefits; ensure consistent application of and compliance with District policies and procedures and applicable laws and regulations; ensure a safe, productive and injury free worksite; and to foster a collaborative and inclusive work place and positive labor relations.

Significant Changes

FY2024-25 budget increased by 10.3% over FY2023-24 budget due to an overall increase in professional services for fees related to MOU labor negotiations as well as consulting fees for executive search firm services to aid in recruitment. There are no significant changes budget for FY2025-26 that affect the scope or level of service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6800 Safety	\$ 23,798	\$ 25,000	\$ 21,170	\$ 25,000	\$ 25,000
6810 Recruitment Expense	19,890	20,000	27,606	30,000	30,000
6812 Retired Employees Benefits	875,864	1,177,397	903,243	1,259,815	1,259,815
6815 Employee Recognition	14,682	10,000	24,786	30,000	30,000
6820 Employee Assistance Program	900	1,000	-	1,000	1,000
6825 Employee Wellness Program	1,950	7,500	4,105	7,500	7,500
6830 Training & Professional Services	16,372	30,000	3,379	30,000	30,000
6840 DOT Testing	1,446	1,000	441	1,000	1,000
Sub-total Human Resources	\$ 954,902	\$ 1,271,897	\$ 984,730	\$ 1,384,315	\$ 1,384,315
OFFICE EQUIPMENT & POSTAGE					
6200 Forms, Supplies and Postage	-	500	-	500	500
6220 Outside Services	3,934	5,200	3,958	5,200	5,200
Sub-total Office Equipment & Postage	\$ 3,934	\$ 5,700	\$ 3,958	\$ 5,700	\$ 5,700
OPERATING EXPENSE					
5430 Capital Outlay	498	2,500	4,953	2,500	2,500
Sub-total Operating Expense	\$ 498	\$ 2,500	\$ 4,953	\$ 2,500	\$ 2,500
OTHER G&A EXPENSES					
7105 Dues, Subsc & Memberships	1,445	3,000	1,209	7,500	7,500
7110 Employee Travel / Misc Expense	355	500	124	500	500
Sub-total Other G&A Expenses	\$ 1,800	\$ 3,500	\$ 1,333	\$ 8,000	\$ 8,000
PAYROLL EXPENSE					
6100 Staff Salaries	382,766	412,331	409,089	472,403	486,575
6102 Staff Overtime	631	3,769	-	333	343
6105 OPEB	50,382	34,561	34,515	86,878	89,484
6105 Staff Benefits	171,145	230,403	180,723	154,170	158,795
6110 Staff Taxes	28,259	33,922	39,757	36,666	37,765
Sub-total Payroll Expense	\$ 633,183	\$ 714,986	\$ 664,084	\$ 750,450	\$ 772,962
PROFESSIONAL SERVICES					
6500 Legal Services	30,283	50,000	74,790	200,000	50,000
6516 Other Professional Services	-	150,000	152,263	50,000	50,000
6522 Management Consulting Fees	-	-	-	25,000	25,000
Sub-total Professional Services	\$ 30,283	\$ 200,000	\$ 227,053	\$ 275,000	\$ 125,000
TOTAL EXPENSES	\$ 1,624,600	\$ 2,198,583	\$ 1,886,111	\$ 2,425,965	\$ 2,298,477

Line Item Explanations

- 6220 Outside Services – FSA and Cobra Program Fees
- 6500 Legal Services – Includes legal fees for employee litigation and MOU negotiations.
- 6522 Management Consulting Fees – Executive search firm services.
- 6800 Safety – Safety training and First Aid Kit maintenance at all locations.
- 6812 Retired Employees Benefits – Retired staff benefits.
- 6830 Training & Professional Services – CLU Supervisory training classes and HR conferences.
- 7110 Employee Travel / Misc Expense – New hire tours with General Manager and other meeting items.

■ Finance and Accounting - 701440

Function

To maintain financial oversight of all District funds and accounts and to provide accounting, financial, purchasing and warehouse services throughout the District. Responsible for the processing of accounts payable and payroll, managing cash flow and investments, producing financial reports performing purchasing and warehousing functions, as well as coordinating the budget process and annual financial audit.

Significant Changes

Finance and Accounting FY2024-25 budget is an increase of 14.5% over FY2023-24. This is a result of the increase of one Management Analyst Position transferred from Facilities and Operations as well as a one-time cost for the development of an updated cost allocation plan.

There are no significant changes budgeted for FY2025-26 over FY2024-25 that affect the scope of level or service.

	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Est Actual	FY 24-25 Budget	FY 25-26 Budget
HUMAN RESOURCES					
6830 Training & Professional Services	\$ 25,445	\$ 25,000	\$ 14,542	\$ 30,000	\$ 30,000
Sub-total Human Resources	\$ 25,445	\$ 25,000	\$ 14,542	\$ 30,000	\$ 30,000
OFFICE EQUIPMENT & POSTAGE					
6200 Forms, Supplies and Postage	2,234	1,000	173	1,000	1,000
6230 Safety Equipment	225	225	225	225	225
Sub-total Office Equipment & Postage	\$ 2,459	\$ 1,225	\$ 398	\$ 1,225	\$ 1,225
OTHER G&A EXPENSES					
7105 Dues, Subsc & Memberships	2,110	2,500	2,546	2,500	2,500
7110 Employee Travel / Misc Expense	139	200	18	200	200
Sub-total Other G&A Expenses	\$ 2,249	\$ 2,700	\$ 2,564	\$ 2,700	\$ 2,700
PAYROLL EXPENSE					
6100 Staff Salaries	984,100	1,087,742	992,897	1,295,391	1,334,253
6102 Staff Overtime	4,066	14,710	1,843	7,586	7,814
6105 OPEB	128,733	103,684	103,690	78,190	80,526
6105 Staff Benefits	412,341	632,208	390,292	651,099	670,642
6110 Staff Taxes	80,467	97,541	83,389	107,498	110,723
6115 Staff Costs Recovered	-	(11,327)	-	(3,952)	(4,070)
Sub-total Payroll Expense	\$ 1,609,707	\$ 1,924,558	\$ 1,572,111	\$ 2,135,812	\$ 2,199,888
PROFESSIONAL SERVICES					
6516 Other Professional Services	6,350	2,500	13,971	61,550	11,550
6517 Audit Fees	36,410	35,450	44,914	41,410	50,000
Sub-total Professional Services	\$ 42,760	\$ 37,950	\$ 58,885	\$ 102,960	\$ 61,550
TOTAL EXPENSES	\$ 1,682,620	\$ 1,991,433	\$ 1,648,500	\$ 2,272,697	\$ 2,295,363

Line Item Explanations

6200 Forms, Supplies and Postage – General accounting supplies, AP/Payroll envelopes and 1099 misc tax forms.

6516 Other Professional Services – Includes cost allocation plan development, Debtbook subscription, Gov tax seminar, Ca Muni Svcs-ACFR schedules.

6517 Audit Fees – Annual financial audit expenses.

6830 Training & Professional Services – GFOA, CSMFO, CMTA, and CAPPO conferences and other in person trainings.

7105 Dues, Subsc & Memberships – Annual membership dues for GFOA, CSMFO, CMTA, and CAPPO.



Capital Improvement Program

PROPOSED BUDGET

LAS VIRGENES MUNICIPAL WATER DISTRICT

Capital Improvement Projects Introduction

Each year the District prepares a Ten-Year Infrastructure Investment Plan (IIP) as a planning document used to identify the future facility improvements or replacement projects required by the District to maintain and improve the level of service to customers, or to achieve regulatory compliance. Annual funding approval is requested from design through construction and to the acceptance and ultimate use of the facility. The District appropriates funds as needed on an annual basis as detailed in the IIP. If unforeseen delays in work result in an appropriation remaining unspent on a continuing project at the end of the fiscal year, that unspent appropriation will continue to be available for that project until the project is completed or canceled as specified in the IIP. The projected annual expenditures shown in the following pages represent the total working capital requirements needed to complete the projects as scheduled. The FY 2024-25 and FY 2025-26 appropriations amounts represent additional funds needed in each of the upcoming fiscal years.

Each project is funded by one or more Capital Funds. A description of each of the Capital funds is below:

- ▶ Potable Water Construction Fund – Provides for increases in capacity/size/capability of component facilities or new systems required to support new development, new demands, or new customers of the potable water system. Primary source of revenue for this Fund is the component of the Water Capacity Fees for new development related to potable water.
- ▶ Potable Water Replacement Fund – Provides for the orderly replacement, upgrade, and repair of existing facilities serving present customers of the potable water system. Sources of revenue for this Fund are Potable Water Rates and the Potable Water Standby Charge.
- ▶ Recycled Water Conservation Fund – Similar to Potable Water Construction Fund in nature and use. Provides for construction of new facilities or services to support new users, as well as conservation programs, such as low flow toilet rebates. Source of revenue for this Fund is a component of the Water Capacity Fee for the Water Conservation Fund.
- ▶ Recycled Water Replacement Fund – This fund is similar to the Potable Water Replacement Fund. It provides for the repair, upgrade, and replacement of component facilities in the existing recycled water system. Source of revenue for this Fund is Recycled Water Rates.
- ▶ Sanitation Construction Fund – Similar to other construction funds, it provides for construction projects related to the Sanitation System to support new demands or requirements. Source of revenue for this Fund is the Sewer Capacity Fee.
- ▶ Sanitation Replacement Fund – Similar to other replacement funds, it provides for projects to repair, upgrade and replace component facilities in the Sanitation System. Source of revenue for this Fund is Sewer Rates.

Many of the projects identified in the Recycled Water Funds and Sanitation Funds have shared funding responsibility of the District and Triunfo Water and Sanitation District consistent with the Joint Powers Authority Agreement. Allocation of costs between the two agencies for Joint Powers Authority construction or replacement costs is typically governed by the JPA agreement and is based on capacity rights, flow amounts and other defined criteria.

Priority and Justification Criteria

Priority

This identifies projects with a vocabulary of timelines and need sensitivity. The higher priorities reflect projects that are typically driven by external needs or regulations rather than district needs. The overall Capital Program is achieved by a blend of projects in all Priorities consistent with fund availability.

1. Essential Projects

- ◆ Required by law, regulation, or court mandate to be accomplished immediately.
- ◆ Disaster recovery work needed to restore service.
- ◆ Emergency repairs to maintain/restore service reliability, or to resolve or correct a hazardous situation.

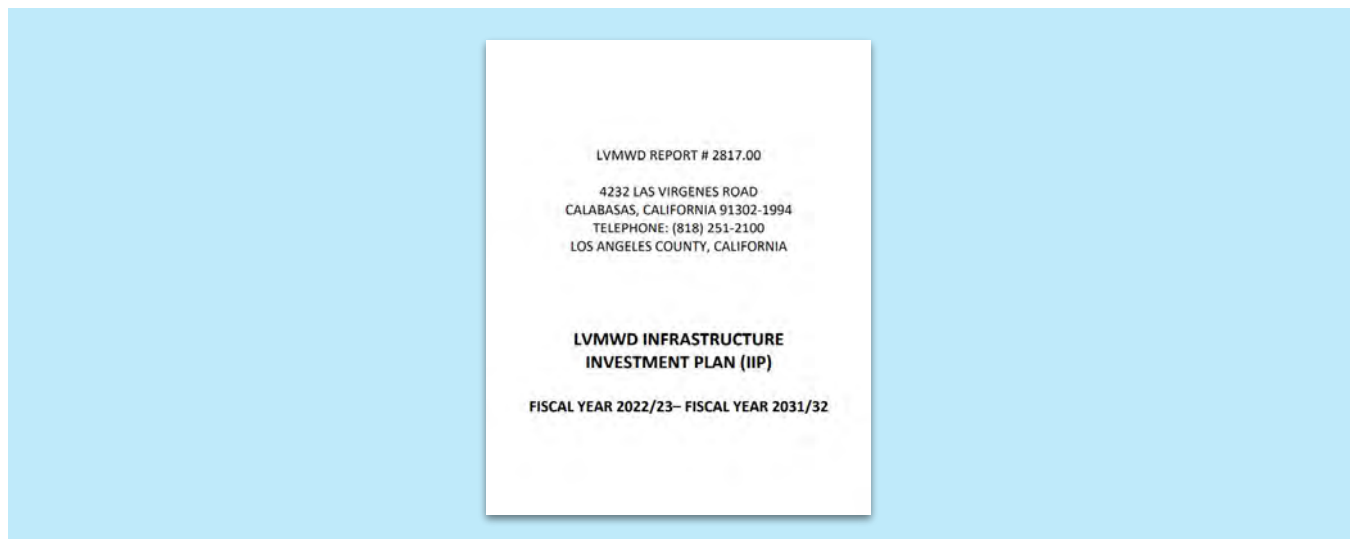
2. Necessary Projects

- ◆ High need for scheduled repair, replacement, or upgrade to maintain or improve service reliability.
- ◆ Safety improvement to protect life of property.
- ◆ Improvement to protect facilities, equipment, and structures.
- ◆ Cost related efficiency improvements.
- ◆ Conservation of resources.
- ◆ Water quality improvements – no regulatory requirement.
- ◆ Matching funding available (grants, reimbursements).
- ◆ Current demand related improvements.

3. Desirable or Deferrable Projects.

- ◆ Routine improvements or repairs to systems.
- ◆ No direct cost benefit.
- ◆ Cosmetic improvements.
- ◆ Future demand related improvements.

The IIP can be viewed by clicking the link:



Capital Improvement Project Detail

Fiscal Years 2024-26

Potable Water

Twin Lakes Pump Station Pipeline Project-CIP10430

Project Manager	Leu
Priority	2
Project to Date Budget	3,011,564
Project to Date Expenditures	1,072,225
Carryforward	1,939,339

Project Description:

The new pipeline is part of the District's strategy to increase water reliability by providing additional water supply to the Twin Lakes service area. The Twin Lakes Pump Station is currently supplied via the District's LV-3 interconnection with Metropolitan Water District of Southern California (MWD) West Valley Feeder No.2. A new 16-inch pipeline will be installed to connect to an existing 30 inch water transmission main, which is supplied by MWD's West Valley Feeder No.2 via LV-1. The pipeline will be used to provide additional capacity to the pump station.

	FY 2024-25 Appropriations	FY 2024-25 Budget	FY 2025-26 Appropriations	Future Year Appropriations	Project Total
PW Construction (37.0%)	111,000	828,555	74,000	-	
PW Replacement (63.0%)	189,000	1,410,784	126,000	-	
Project Totals	300,000	2,239,339	200,000	-	3,511,564

SCADA System Communication Upgrades (LV Only)-CIP10521

Project Manager	Nkwenji
Priority	2
Project to Date Budget	1,183,496
Project to Date Expenditures	507,794
Carryforward	675,702

Project Description:

Migration of the existing communication system from a serial radio network to an Ethernet based radio network. Provides redundant data paths for uninterrupted communication. Eliminates need to rely on telephone company equipment.

	FY 2024-25 Appropriations	FY 2024-25 Budget	FY 2025-26 Appropriations	Future Year Appropriations	Project Total
PW Replacement (100%)	-	675,702	-	-	
Project Totals	-	675,702	-	-	1,183,496

Interconnection With CMWD-CIP10556

Project Manager	Slosser
Priority	2
Project to Date Budget	8,389,243
Project to Date Expenditures	6,375,195
Carryforward	2,014,048

Project Description:

This continues to be an imperative project that will enhance the reliability of both the District's and CMWD's water supplies. Once completed, this pipeline interconnection between the two agencies will provide a backup supply in the event either agency's main supply source is compromised. The interconnection facilities for the District include 5,000 feet of 24- inch pipe in Lindero Canyon Blvd from Thousand Oaks Blvd to the county line and a pressure reducing station.

This project is being offset by reimbursements from City of Westlake Village and Prop 84 IRWM grant.

	FY 2024-25 Appropriations	FY 2024-25 Budget	FY 2025-26 Appropriations	Future Year Appropriations	Project Total
PW Construction (20.0%)	-	402,810	-	-	
PW Replacement (80.0%)	-	1,611,238	-	-	
Project Totals	-	2,014,048	-	-	8,389,243
				Project Offset	(3,005,097)
				Net Project	6,884,146

Tank Renovation: Equestrian Tank-CIP10651

Project Manager	Soderberg
Priority	3
Project to Date Budget	0
Project to Date Expenditures	0
Carryforward	0

Project Description:

Condition assessment, investigation of existing tank conditions, and design repairs of concrete columns in Equestrian Tank.

	FY 2024-25 Appropriations	FY 2024-25 Budget	FY 2025-26 Appropriations	Future Year Appropriations	Project Total
PW Replacement (100%)	-	-	100,000	512,000	
Project Totals	-	-	100,000	512,000	612,000

Cornell Pump Station Upgrades-CIP10655

Project Manager	Leu
Priority	2
Project to Date Budget	7,354,808
Project to Date Expenditures	673,998
Carryforward	6,680,810

Project Description:

Pump station improvements to provide additional reliability and redundancy at a critical facility in the District's backbone potable water system. The improvements will replace the existing natural gas engine, electric motor, two pumps and emergency generator. This project will address deteriorating equipment, install a bypass line, plus update electrical and HVAC components in the pump station. These upgrades collectively provide added security that the pump station will deliver water in both the west-east or east-west directions, during planned and unplanned water system outages.

	FY 2024-25 Appropriations	FY 2024-25 Budget	FY 2025-26 Appropriations	Future Year Appropriations	Project Total
PW Replacement (100%)	-	6,680,810	-	-	
Project Totals	-	6,680,810	-	-	7,354,808

Capital Improvement Project Detail

Fiscal Years 2024-26 (continued)

Potable Water System PLC Upgrade Phase I-CIP10662					
Project Manager	Nkwenji	Project Description:			
Priority	3	Upgrade half of the potable water system programmable logic controllers (PLC's) to replace old PLC's that are no longer supported.			
Project to Date Budget	100,000				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		-	-	100,000	-
Project Totals		-	-	100,000	-
100,000					
Pressure Reducing Station #32 (Old Chimney) Rehabilitation-CIP10675					
Project Manager	Leu	Project Description:			
Priority	2	Relocate existing pressure reducing station into the public right of way and Install new supply piping, pressure reducing valves (Cla-Val) and isolation valves with corrosion control coatings applied.			
Project to Date Budget	390,739				
Project to Date Expenditures	21,487				
Carryforward	369,252				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		-	369,252	-	-
Project Totals		-	369,252	-	-
390,739					
Building No. 8 Office Space Rehability-CIP10694					
Project Manager	Korkosz	Project Description:			
Priority	3	Replace carpet, paint, and other interior features are showing wear and have reached their useful life.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		-	-	330,000	630,000
Project Totals		-	-	330,000	630,000
960,000					
Pressure Regulating Station Rehabilitation #55-CIP10705					
Project Manager	Johnson	Project Description:			
Priority	2	Install new piping and isolation valves with corrosion control coatings applied.			
Project to Date Budget	130,782				
Project to Date Expenditures	1,218				
Carryforward	129,564				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		-	129,564	-	-
Project Totals		-	129,564	-	-
130,782					
Three Inch (3") & Larger Meter Replacement-CIP10718					
Project Manager	Bosson	Project Description:			
Priority	2	Replace all 3"-10" meters in preparation for automated meter reading infrastructure integration. There are approximately 40 three inch (3") meters; 26 four inch (4") meters; 22 six inch (6") meters; four (4) eight inch (8") meters; and two (2) ten inch (10") meters that will be replaced as part of this program.			
Project to Date Budget	400,000				
Project to Date Expenditures	0				
Carryforward	400,000				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		-	400,000	-	-
Project Totals		-	400,000	-	-
400,000					
Meter Vault Upgrades-CIP10719					
Project Manager	Bosson	Project Description:			
Priority	2	Meter vault upgrades. Raising meters above grade and upgrading area safety.			
Project to Date Budget	356,400				
Project to Date Expenditures	0				
Carryforward	356,400				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		-	356,400	-	-
Project Totals		-	356,400	-	-
356,400					

Capital Improvement Project Detail

Fiscal Years 2024-26 (continued)

Multi Site Security Assessment and Improvement- LV Only-CIP10723					
Project Manager	Nkwenji	Project Description:			
Priority	2	Security assessment of various District sites and facilities. Includes access control and security camera installations and improvements.			
Project to Date Budget	989,000				
Project to Date Expenditures	39,728				
Carryforward	249,272				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		50,728	300,000	1,000,000	1,030,000
Project Totals		50,728	300,000	1,000,000	1,030,000
					Project Total
					2,369,728

Wildlife Corridor Utility Relocation-CIP10725					
Project Manager	Leu	Project Description:			
Priority	2	Mainline relocation for Wallis Annenberg Wildlife Crossing project.			
Project to Date Budget	594,000				
Project to Date Expenditures	48,371				
Carryforward	545,629				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		-	545,629	-	-
Project Totals		-	545,629	-	-
					Project Total
					594,000
					Project Offset
					(594,000)
					Net Project
					-

Stunt Road Pump Station Improvements-CIP10727					
Project Manager	Johnson	Project Description:			
Priority	2	Installation of surge tanks at the Stunt Road Pump Station to reduce future breaks along the 1,640-foot-zone transmission main along Mulholland Hwy.			
Project to Date Budget	292,854				
Project to Date Expenditures	292,854				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		-	-	735,000	-
Project Totals		-	-	735,000	-
					Project Total
					1,027,854

Potable Water System Pipe Rehabilitation and Replacement Program-CIP10728					
Project Manager	McDermott	Project Description:			
Priority	2	Condition assessment, study and master plan to identify replacement priorities.			
Project to Date Budget	263,940				
Project to Date Expenditures	0				
Carryforward	263,940				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		-	263,940	-	-
Project Totals		-	263,940	-	-
					Project Total
					263,940

CIS Mobile Capability-CIP10733					
Project Manager	Spear	Project Description:			
Priority	2	Implement Mobile Solution for CIS service orders and streamline service order creation and completion by field and office staff.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		-	-	225,000	-
Project Totals		-	-	225,000	-
					Project Total
					225,000

Pressure Regulating Station Valve Replacement (Multiple Stations)-CIP10734					
Project Manager	Johnson	Project Description:			
Priority	2	Project to replace isolation valves that are no longer functioning properly.			
Project to Date Budget	150,480				
Project to Date Expenditures	633				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		155,760	155,760	161,040	1,090,320
Project Totals		155,760	155,760	161,040	1,090,320
					Project Total
					1,407,753

Capital Improvement Project Detail

Fiscal Years 2024-26 (continued)

Emergency Pipeline Construction Repair and Replacements-CIP10736					
Project Manager	Johnson	Project Description:			
Priority	1	This project consists of responding to emergency repair and replacement of existing pipeline repair on ancillary paving and concrete caused by leaks and failures.			
Project to Date Budget	396,000				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		-	-	396,000	2,376,000
Project Totals		-	-	396,000	2,376,000
2,772,000					
Water Tank Rehab- Jed Smith / McCoy-CIP10757					
Project Manager	Soderberg	Project Description:			
Priority	2	Condition assessment, inspection, and rehabilitation of the Jed Smith and McCoy Potable Tanks. Rehabilitation work will include any upgrades needed to the steel tanks, deteriorated valves, piping, and other items associated with the tanks. The interior and exterior coating will be rehabilitated as needed.			
Project to Date Budget	1,751,767				
Project to Date Expenditures	199,718				
Carryforward	1,552,049				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		750,000	2,302,049	250,000	-
Project Totals		750,000	2,302,049	250,000	-
2,751,767					
Dump Truck Replacement-CIP10761					
Project Manager	Triplett	Project Description:			
Priority	2	Replace District's dump truck to meet new emission requirements. The dump truck is a 2001 model year with over 50,000 miles.			
Project to Date Budget	226,068				
Project to Date Expenditures	0				
Carryforward	226,068				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		-	226,068	-	-
Project Totals		-	226,068	-	-
226,068					
Building 1 Improvements-CIP10771					
Project Manager	Korkosz	Project Description:			
Priority	2	In an effort to maximize revenue derived from all District assets, staff will use existing architectural plans to perform due diligence and further investigate the potential to modify, upgrade, and modernize Building 1 for rental purposes.			
Project to Date Budget	673,000				
Project to Date Expenditures	29,796				
Carryforward	643,204				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		-	643,204	-	-
Project Totals		-	643,204	-	-
673,000					
Cla-Val Repair Truck-CIP10773					
Project Manager	Johnson	Project Description:			
Priority	1	Specialized piece of equipment for repair of Cla-Val Valves.			
Project to Date Budget	150,654				
Project to Date Expenditures	74,096				
Carryforward	76,558				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		-	150,654	-	-
Project Totals		-	150,654	-	-
150,654					
Customer Service Security Improvements-CIP10775					
Project Manager	Bosson	Project Description:			
Priority	1	Replace existing front counter security glass with security glass.			
Project to Date Budget	200,040				
Project to Date Expenditures	0				
Carryforward	200,040				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		-	200,040	-	-
Project Totals		-	200,040	-	-
200,040					

Capital Improvement Project Detail

Fiscal Years 2024-26 (continued)

Skidsteer-CIP10776					
Project Manager	Triplett	Project Description:			
Priority	2	Purchase Skidsteer loader with grinder and water tank and sweeper.			
Project to Date Budget	23,132				
Project to Date Expenditures	0				
Carryforward	23,132				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		201,868	225,000	-	-
Project Totals		201,868	225,000	-	-
Upgrade Wireless Communications Backhaul System-CIP10777					
Project Manager	Nkwenji	Project Description:			
Priority	1	Upgrade District wireless communications network based on roadmap and priorities from submitted Master Plan.			
Project to Date Budget	1,001,000				
Project to Date Expenditures	0				
Carryforward	1,001,000				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		239,000	1,240,000	1,500,000	-
Project Totals		239,000	1,240,000	1,500,000	-
Westlake Reservoir Water Quality Equipment-CIP10779					
Project Manager	Johnson	Project Description:			
Priority	1	Installation of reservoir water quality equipment.			
Project to Date Budget	300,000				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		-	-	600,000	-
Project Totals		-	-	600,000	-
LV2 Drives-CIP10781					
Project Manager	Leu	Project Description:			
Priority	1	Replacement of obsolete VFD drives.			
Project to Date Budget	678,026				
Project to Date Expenditures	45,119				
Carryforward	632,907				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		-	632,907	-	-
Project Totals		-	632,907	-	-
IT Capital Purchases-CIP10783					
Project Manager	Nkwenji	Project Description:			
Priority	3	Purchase of Information Technology related software and equipment.			
Project to Date Budget	75,000				
Project to Date Expenditures	75,000				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		75,000	75,000	80,000	544,000
Project Totals		75,000	75,000	80,000	544,000
PW System Small Valve Replacement -CIP10784					
Project Manager	Johnson	Project Description:			
Priority	2	Replacement of potable water system feeder valves. Activity in fiscal years 2023-2032 are typically 16" and larger.			
Project to Date Budget	150,480				
Project to Date Expenditures	175,000				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		175,000	175,000	175,000	1,104,840
Project Totals		175,000	175,000	175,000	1,104,840

Capital Improvement Project Detail

Fiscal Years 2024-26 (continued)

PW System Rehabilitation-CIP10785					
Project Manager	Arenas	Project Description:			
Priority	2	Programatic identification and replacement of portions of the potable water system. The goal is to repair and replace portions of the system to prevent system failures.			
Project to Date Budget	264,000				
Project to Date Expenditures	264,000				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		300,000	300,000	3,163,900	25,015,330
Project Totals		300,000	300,000	3,163,900	25,015,330
					28,479,230
Pressure Vessel Maintenance Program-CIP10786					
Project Manager	Johnson	Project Description:			
Priority	2	Assess, repair, and replace surge protection vessels.			
Project to Date Budget	99,000				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		100,000	100,000	100,000	450,000
Project Totals		100,000	100,000	100,000	450,000
					650,000
Fire Hardening-LVMWD Facilities-CIP10787					
Project Manager	Korkosz	Project Description:			
Priority	2	Identify and implement fire hardening strategies for facilities that are prone to wildfire related damage and/or service interruption. Fire hardening strategy for LVMWD facilities includes preventive measures and protection systems for both internal and external sources of fire. Potential facility improvements include 1) employing advanced detectors and utilizing a plant fire safety system; and 2) evaluation and, if feasible, installation of a premier fire defense system. Fire Hardening also includes creating larger defensible space around critical structures and providing wider access roads and preventative improvements to facilities.			
Project to Date Budget	204,600				
Project to Date Expenditures	0				
Carryforward	204,600				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		-	204,600	-	-
Project Totals		-	204,600	-	-
					204,600
					Project Offset (204,600)
					Net Project -
Potable System Coatings Program-CIP10788					
Project Manager	Johnson	Project Description:			
Priority	2	Implement a proactive painting and coatings program for the protection of District potable water system assets.			
Project to Date Budget	100,320				
Project to Date Expenditures	100,320				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		104,280	104,280	104,280	732,600
Project Totals		104,280	104,280	104,280	732,600
					941,160
Cathodic Protection Program-CIP10789					
Project Manager	Johnson	Project Description:			
Priority	2	Assessment, repair, and replacement (if needed) of approximately 274 cathodic protection test points throughout the District's potable water transmission and storage system.			
Project to Date Budget	99,000				
Project to Date Expenditures	68,500				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		99,000	99,000	99,000	396,000
Project Totals		99,000	99,000	99,000	396,000
					594,000

Capital Improvement Project Detail

Fiscal Years 2024-26 (continued)

Woolsey Fire Landscape Restoration-CIP10790					
Project Manager	Jones	Project Description:			
Priority	2	Restoration of Woolsey Fire damaged landscaping on District property. Work will include planting of trees and repair/replace irrigation systems where needed. New landscape will incorporate fire resistant design, if applicable.			
Project to Date Budget	132,000				
Project to Date Expenditures	132,000				
Carryforward	0				
		FY 2024-25 Appropriations	FY 2024-25 Budget	FY 2025-26 Appropriations	Future Year Appropriations
PW Replacement (100%)		132,000	132,000	132,000	792,000
Project Totals		132,000	132,000	132,000	792,000
					Projct Offset (924,000)
					Net Project -

Vehicle Replacement Program-CIP10792					
Project Manager	Triplett	Project Description:			
Priority	2	Annual fleet vehicle replacements. Increases FY23-24 reflect accelerated purchases of certain heavy vehicles in response to new electric fleet purchasing requirements.			
Project to Date Budget	300,000				
Project to Date Expenditures	300,000				
Carryforward	0				
		FY 2024-25 Appropriations	FY 2024-25 Budget	FY 2025-26 Appropriations	Future Year Appropriations
PW Replacement (100%)		300,000	300,000	300,000	1,800,000
Project Totals		300,000	300,000	300,000	1,800,000
					2,400,000

Analyzers on District Tanks-CIP10814					
Project Manager	Johnson	Project Description:			
Priority	1	Purchase distribution system tank analyzers for water quality.			
Project to Date Budget	66,000				
Project to Date Expenditures	0				
Carryforward	66,000				
		FY 2024-25 Appropriations	FY 2024-25 Budget	FY 2025-26 Appropriations	Future Year Appropriations
PW Replacement (100%)		-	66,000	-	-
Project Totals		-	66,000	-	-
					66,000

Mixing Systems for Distribution Tanks-CIP10815					
Project Manager	Johnson	Project Description:			
Priority	1	Purchase distribution system tank mixers for water quality.			
Project to Date Budget	132,000				
Project to Date Expenditures	0				
Carryforward	132,000				
		FY 2024-25 Appropriations	FY 2024-25 Budget	FY 2025-26 Appropriations	Future Year Appropriations
PW Replacement (100%)		-	132,000	-	-
Project Totals		-	132,000	-	-
					132,000

Chlorination Trailer/Skid Package-CIP10816					
Project Manager	Johnson	Project Description:			
Priority	1	Purchase distribution system water quality chlorination trailer.			
Project to Date Budget	303,600				
Project to Date Expenditures	0				
Carryforward	303,600				
		FY 2024-25 Appropriations	FY 2024-25 Budget	FY 2025-26 Appropriations	Future Year Appropriations
PW Replacement (100%)		-	303,600	-	-
Project Totals		-	303,600	-	-
					303,600

Westlake Top of Dam Road Repair-CIP10817					
Project Manager	Johnson	Project Description:			
Priority	1	Repair low point on top of damn road identified by state as requiring gravel fill.			
Project to Date Budget	79,200				
Project to Date Expenditures	23,390				
Carryforward	55,810				
		FY 2024-25 Appropriations	FY 2024-25 Budget	FY 2025-26 Appropriations	Future Year Appropriations
PW Replacement (100%)		-	55,810	-	-
Project Totals		-	55,810	-	-
					79,200

Capital Improvement Project Detail

Fiscal Years 2024-26 (continued)

Lindero Canyon/Agoura Road Potable Main Relocation-CIP10819					
Project Manager	Leu	Project Description:			
Priority	1	Environmental Investigation of extent of soil contamination within the intersection of Lindero Canyon Road & Agoura Road, and its potential effects on the District's potable main. Relocate and/or replace the potable main as needed.			
Project to Date Budget	277,774				
Project to Date Expenditures	0				
Carryforward	277,774				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		1,110,240	1,388,014	660,000	-
Project Totals		1,110,240	1,388,014	660,000	-
					Project Total
					2,048,014
Westlake Pump Station Painting Project-CIP10820					
Project Manager	Johnson	Project Description:			
Priority	1	Inside and outside painting of Westlake Pump Station for customer tours.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		79,200	79,200	-	-
Project Totals		79,200	79,200	-	-
					Project Total
					79,200
Potable Water Tank Rehabilitation-CIP10821					
Project Manager	Soderberg	Project Description:			
Priority	2	Condition Assessment, design, and rehabilitation of Twin Lake 1 and Upper Twin Lakes Tanks.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		200,000	200,000	1,887,864	11,020,013
Project Totals		200,000	200,000	1,887,864	11,020,013
					Project Total
					13,107,877
Westlake Treatment Plant Paving/Repair-CIP10822					
Project Manager	Korkosz	Project Description:			
Priority	1	Westlake treatment plant paving repair and overlay.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		165,000	165,000	-	-
Project Totals		165,000	165,000	-	-
					Project Total
					165,000
Building No. 7 Balcony Floor Replacement-CIP101823					
Project Manager	Korkosz	Project Description:			
Priority	1	Remove and replace failing flooring on bldg 7 balcony.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		-	-	25,000	198,000
Project Totals		-	-	25,000	198,000
					Project Total
					223,000
HQ Fire Alarm Replacement-CIP10824					
Project Manager	Korkosz	Project Description:			
Priority	1	Replace Fire alarm panel due to obsolescence and compatibility with VOIP.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		10,000	10,000	150,000	-
Project Totals		10,000	10,000	150,000	-
					Project Total
					160,000

Capital Improvement Project Detail

Fiscal Years 2024-26 (continued)

CIS Upgrade-CIP10825		Project Description:				
Project Manager	Spear	Upgrade of Customer Information System to a cloud based system.				
Priority	2					
Project to Date Budget	0					
Project to Date Expenditures	0					
Carryforward	0					
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year	Project Total
		Appropriations	Budget	Appropriations	Appropriations	
PW Replacement (100%)		-	-	700,000	30,000	
Project Totals		-	-	700,000	30,000	730,000
Asset Inventory and Management Platform-CIP10826		Project Description:				
Project Manager	Nkwenji	Implement Comprehensive Asset Inventory, Tracking, and Management Platform - Tracks assets from intake to field installation.				
Priority	2					
Project to Date Budget	0					
Project to Date Expenditures	0					
Carryforward	0					
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year	Project Total
		Appropriations	Budget	Appropriations	Appropriations	
PW Replacement (100%)		-	-	300,000	300,000	
Project Totals		-	-	300,000	300,000	600,000
District 29 Interconnection Malibu Canyon Rd-CIP10827		Project Description:				
Project Manager	Schlageter	This project includes the interconnection of District 29 and LVMWD potable water systems to convey water in either direction during times of planned or unplanned outages. In addition, this interconnection provides LVMWD access to Colorado River water as an alternative supply sources when State Water Project supply is limited. The proposed project is multi-phased and includes possible LVMWD financial participation for the upsizing of pipeline facilities related to the Ranch Francisco development. Project elements include pipeline conveyance, multiple pump stations and pressure reducing stations and supporting appurtenances. Financial participation by other agencies could include District 29, Calleguas and MWD.				
Priority	2					
Project to Date Budget	0					
Project to Date Expenditures	0					
Carryforward	0					
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year	Project Total
		Appropriations	Budget	Appropriations	Appropriations	
PW Replacement (100%)		100,000	100,000	200,000	-	
Project Totals		100,000	100,000	200,000	-	300,000
Alternative Water Supply Development-CIP10827		Project Description:				
Project Manager	Schlageter	This is a project placeholder to plan for and budget projects identified to support alternative water supplies and diversification of our water supply portfolio. Projects could include interconnections, ocean desalination, groundwater storage, others etc. Focused in IIP out years for consideration in rate study.				
Priority	2					
Project to Date Budget	0					
Project to Date Expenditures	0					
Carryforward	0					
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year	Project Total
		Appropriations	Budget	Appropriations	Appropriations	
PW Replacement (100%)		100,000	100,000	100,000	-	
Project Totals		100,000	100,000	100,000	-	200,000
Conduit Pump Station Settling Repairs-CIP101828		Project Description:				
Project Manager	Johnson	Repair access and structures at Conduit Pump Station due to settling at the facility and improve safety measures for staff.				
Priority	2					
Project to Date Budget	0					
Project to Date Expenditures	0					
Carryforward	0					
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year	Project Total
		Appropriations	Budget	Appropriations	Appropriations	
PW Replacement (100%)		300,000	300,000	-	-	
Project Totals		300,000	300,000	-	-	300,000

Capital Improvement Project Detail

Fiscal Years 2024-26 (continued)

Cold Canyon Surge Tank-CIP10829					
Project Manager	Johnson	Project Description:			
Priority	1	Cold Canyon surge tank has failed annual inspection and is in need of replacement to ensure water system protections.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		204,000	204,000	-	-
Project Totals		204,000	204,000	-	-
Westlake Raw Water Reservoir Cover-CIP10830					
Project Manager	Jackson	Project Description:			
Priority	2	This project is to cover the Westlake Raw Water reservoir with a permanent cover to improve water quality and aid in the reduction of disinfection byproducts in the facility.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		396,000	396,000	-	-
Project Totals		396,000	396,000	-	-
Westlake Torchwood Tank Analyzer Repairs-CIP10831					
Project Manager	Jackson	Project Description:			
Priority	2	Upgrade the tank analyzers and the structure to improve reliability and safety.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		150,000	150,000	-	-
Project Totals		150,000	150,000	-	-
Westlake Torchwood Tank Slope Repairs-CIP10832					
Project Manager	Jackson	Project Description:			
Priority	1	Repair and improve the slope behind Torchwood tank to eliminate falling rock hazard and improve safety to the tank.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		-	-	200,000	-
Project Totals		-	-	200,000	-
Treatment Reliability-CIP10833					
Project Manager	Johnson	Project Description:			
Priority	3	Reliability fund for needed projects within the treatment division for unplanned equipment replacements.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		100,000	100,000	100,000	800,000
Project Totals		100,000	100,000	100,000	800,000
Distribution Reliability-CIP10834					
Project Manager	Johnson	Project Description:			
Priority	3	Reliability fund for needed projects within the treatment division for unplanned equipment replacements.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		100,000	100,000	100,000	800,000
Project Totals		100,000	100,000	100,000	800,000

Capital Improvement Project Detail

Fiscal Years 2024-26 (continued)

JBR Pump Sta Surge Tank Removal and VFD Upgrade-CIP10835					
Project Manager	Johnson	Project Description:			
Priority	2	JBR surge tank is approaching its end of service life and is not performing well in annual testing. Removal of the surge tank and improved VFD operations.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
PW Replacement (100%)		150,000	150,000	-	-
Project Totals		150,000	150,000	-	-
					Project Total
					150,000

Potable Water Summary

	FY 2024-25	FY 204-25	FY 2024-25	FY 2025-26	Future Year
	Carryforward	Appropriations	Budget	Appropriations	Appropriations
PW Construction	1,120,365	111,000	1,231,365	74,000	-
PW Replacement	17,898,333	6,036,076	23,934,409	14,304,044	49,621,103
Total Potable Water	19,018,698	6,147,076	25,165,774	14,378,044	49,621,103

Sanitation

SCADA System Communications Upgrade-CIP10520					
Project Manager	Nkwenji	Project Description:			
Priority	2	Migration of the existing communication system from a serial radio network to an ethernet based radio network. Provide redundant data paths for uninterrupted communication. Eliminate need to rely on telephone company equipment.			
Project to Date Budget	737,100				
Project to Date Expenditures	73,753				
Carryforward	663,347				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
Sanitation Replacement (100%)					
LV Share Amount (70.6%)		-	468,323	221,684	1,330,104
TWSD Share Amount (29.4%)		-	195,024	92,316	553,896
Project Totals		-	663,347	314,000	1,884,000
					Project Total
					2,935,100

Pure Water Project-CIP10635					
Project Manager	Slosser	Project Description:			
Priority	2	The PWP includes construction of an advanced water purification facility (AWPF) to treat tertiary effluent from TWRP for indirect potable reuse, through reservoir water augmentation. New pipelines will convey source water from the recycled water system to the AWPF for treatment, purified water from the AWPF to the Las Virgenes Reservoir for storage, reverse osmosis concentrate for ultimate discharge to the ocean, and residuals to the sewer.			
Project to Date Budget	30,821,536				
Project to Date Expenditures	10,024,133				
Carryforward	20,797,403				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
Sanitation Replacement (100%)					
LV Share Amount (70.6%)		14,002,081	28,685,048	58,531,696	163,158,318
TWSD Share Amount (29.4%)		5,830,895	11,945,331	24,374,389	67,944,116
Project Totals		19,832,976	40,630,379	82,906,085	231,102,434
					Project Total
					364,663,031
					Project Offset
					(10,199,637)
					Net Project
					354,463,394

Rancho Las Virgenes Storm Water Diversion-CIP10668					
Project Manager	Hurtado	Project Description:			
Priority	2	Replacement of two storm water diversion structures at the Rancho Las Virgenes Composting Facility. Structures have lifted and need to be addressed. The drainage from the V- ditch goes to a discharge point in Las Virgenes Creek. There is a concern that sludge and/or reclaimed water entering into the V-ditch could enter the creek via the drainage from the V-ditch. An open/close valve should be installed at the drainage area so that operators control the contents of the V-ditch. A sump pump system with discharge piping should also be included so that the contents can be pumped either to the field or offsite.			
Project to Date Budget	175,646				
Project to Date Expenditures	3,746				
Carryforward	171,900				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
		Appropriations	Budget	Appropriations	Appropriations
Sanitation Replacement (100%)					
LV Share Amount (70.6%)		-	121,361	-	-
TWSD Share Amount (29.4%)		-	50,539	-	-
Project Totals		-	171,900	-	-
					Project Total
					175,646

Capital Improvement Project Detail

Fiscal Years 2024-26 (continued)

Tapia Tertiary Filter Rehab-CIP10703					
Project Manager	Hurtado	Project Description:			
Priority	2	Tertiary Filters concrete rehabilitation. Approximately 25 locations that require a 1 square foot patching with rebar repair. Replace 45 metal plates (2' X 4') on the filter deck and fix concrete around the plates with proper joint sealer. Also include the repair of an electrical panel in the Filter gallery. Replace existing electric actuators at filter structure with new electric actuators. Program plant control system to function with both remote PLC control of actuators and local actuator control. Upgrade local controls to replace old filter annunciator panels which are currently located on the top deck of the filter structure.			
Project to Date Budget	50,000				
Project to Date Expenditures	0				
Carryforward	50,000				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		279,576	314,876	-	-
TWSD Share Amount (29.4%)		116,424	131,124	-	-
Project Totals		396,000	446,000	-	-

Multi Site Security Assessment and Improvement JPA-CIP10724					
Project Manager	Nkwenji	Project Description:			
Priority	2	Security Assessment of various District sites and facilities. This will include access controls and security camera installations and improvements.			
Project to Date Budget	448,200				
Project to Date Expenditures	7,853				
Carryforward	440,347				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		42,115	353,000	353,000	100,647
TWSD Share Amount (29.4%)		17,538	147,000	147,000	41,913
Project Totals		59,653	500,000	500,000	142,560

Tapia Flow Equalization-CIP10737					
Project Manager	Slosser/Leu	Project Description:			
Priority	1	This project consists of the development of a preliminary design report to evaluate the storage and conveyance of Tapia primary effluent to help store and equalize the diurnal peak flows that Tapia sees between dry and wet weather events. This maximizes effluent available for the AWT and also improves and provides consistent water quality for the feed water to the AWT.			
Project to Date Budget	3,780,000				
Project to Date Expenditures	710				
Carryforward	3,779,290				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		-	2,668,179	2,350,980	-
TWSD Share Amount (29.4%)		-	1,111,111	979,020	-
Project Totals		-	3,779,290	3,330,000	-

Concrete Corrosion/Crack Repair-Tapia-CIP10741					
Project Manager	Triplett	Project Description:			
Priority	1	Repair failing concrete at the Tapia Water Reclamation Facility.			
Project to Date Budget	314,000				
Project to Date Expenditures	0				
Carryforward	314,000				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		-	221,684	-	-
TWSD Share Amount (29.4%)		-	92,316	-	-
Project Totals		-	314,000	-	-

Lift Station Improvements-CIP10742					
Project Manager	Korkosz / Soderberg	Project Description:			
Priority	2	Repair and rehabilitate aging lift stations.			
Project to Date Budget	932,400				
Project to Date Expenditures	229,415				
Carryforward	702,985				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (100%)		200,000	902,985	2,000,000	-
Project Totals		200,000	902,985	2,000,000	-

Capital Improvement Project Detail

Fiscal Years 2024-26 (continued)

Fire Hardening- JPA Facilities-CIP10743					
Project Manager	Korkosz	Project Description:			
Priority	2	Fire hardening strategy for JPA facilities includes preventive measures and protection systems for both internal and external sources of fire. Potential facility improvements include: 1) employing advanced detectors and utilizing a plant fire safety systems; and 2) evaluation and, if feasible, installation of a perimeter fire defense system. Fire Hardening also includes creating larger defensible space around critical structures and providing wider access roads and preventative improvements to facilities.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		186,384	186,384		931,920
TWSD Share Amount (29.4%)		77,616	77,616		388,080
Project Totals		264,000	264,000		1,320,000
Discharge Point Rehab-CIP10745					
Project Manager	Hurtado	Project Description:			
Priority	1	Evaluate and repair failed 003 Discharge point pipeline (into Malibu Creek). Contract for inspection, an engineering study and a design report to determine the most cost effective means to repair failed 24" potable water pipeline from the Tapia Water Reclamation Facility to Malibu Creek. The pipeline will be used to supply potable supplement to the Malibu Creek during low flow periods. Approximately one (1) mile of pipeline needs to be and preventative improvements to facilities.			
Project to Date Budget	828,080				
Project to Date Expenditures	140,139				
Carryforward	687,941				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		-	485,686	-	-
TWSD Share Amount (29.4%)		-	202,255	-	-
Project Totals		-	687,941	-	-
New RAS Wet Well and Pumps-CIP10747					
Project Manager		Project Description:			
Priority	2	Replace RAS wet well and pumps to increase pumping capacity and reliability.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		84,720	84,720	947,452	-
TWSD Share Amount (29.4%)		35,280	35,280	394,548	-
Project Totals		120,000	120,000	1,342,000	-
Centrate Tank Inspection and Rehabilitation Assesment-CIP10748					
Project Manager	Soderberg	Project Description:			
Priority	2	Tank inspections and recommendations for rehabilitation.			
Project to Date Budget	132,000				
Project to Date Expenditures	46,775				
Carryforward	85,225				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		35,300	95,469	35,300	-
TWSD Share Amount (29.4%)		14,700	39,756	14,700	-
Project Totals		50,000	135,225	50,000	-
Tapia Influent Pump Replacement-CIP10749					
Project Manager		Project Description:			
Priority	2	Replacement of two (2) influent pumps with dry pit submersible pumps. Dry pit submersible pumps will improve staff's ability to maintain and improve staff safety when performing maintenance.			
Project to Date Budget	0	This project was identified in the 2017 Carollo study.			
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		-	-	70,600	1,175,490
TWSD Share Amount (29.4%)		-	-	29,400	489,510
Project Totals		-	-	100,000	1,665,000

Capital Improvement Project Detail

Fiscal Years 2024-26 (continued)

Lift Station No.1 Pump Replacement-CIP10750					
Project Manager	Triplett	Project Description:			
Priority	2	Replacement of (3) pumps			
Project to Date Budget	396,000				
Project to Date Expenditures	2,673				
Carryforward	393,327				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (100%)		-	393,327	-	-
Project Totals		-	393,327	-	-
396,000					
Lift Station No.2 Pump Replacement-CIP10751					
Project Manager		Project Description:			
Priority	2	Replacement of (3) pumps			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (100%)		396,000	396,000	-	-
Project Totals		396,000	396,000	-	-
396,000					
Tapia Sludge Wet Well Re-Circulation-CIP10752					
Project Manager	Triplett	Project Description:			
Priority	2	The re-circulation (mixing) piping at the Tapia sludge wet wells is corroded and develops leaks. This project replaces this piping.			
Project to Date Budget	112,800				
Project to Date Expenditures	0				
Carryforward	112,800				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		48,855	128,492	-	-
TWSD Share Amount (29.4%)		20,345	53,508	-	-
Project Totals		69,200	182,000	-	-
182,000					
Tapia Air Line Repair-CIP10753					
Project Manager	Soderberg	Project Description:			
Priority	1	The air line which conveys compressed air to the treatment process has leaks which not only allow air to escape, but also allow contaminants to enter into the pipeline and potentially the air diffusers. A large portion of this line was repaired, however a section of the pipeline was not addressed. This section needs to be addressed to stop leakage and protect the diffuser membranes.			
Project to Date Budget	330,000				
Project to Date Expenditures	0				
Carryforward	330,000				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		-	232,980	-	-
TWSD Share Amount (29.4%)		-	97,020	-	-
Project Totals		-	330,000	-	-
330,000					
Trunk Sewer System Improvements-CIP10756					
Project Manager	Korkosz	Project Description:			
Priority	2	Annual program to replace or rehabilitate trunk sewer system components based on CCTV, condition assessment & SSMP, end of useful life, or obsolescence.			
Project to Date Budget	501,600				
Project to Date Expenditures	37,802				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		465,960	465,960	465,960	4,384,260
TWSD Share Amount (29.4%)		194,040	194,040	194,040	1,825,740
Project Totals		660,000	660,000	660,000	6,210,000
7,530,000					
Tapia Secondary Clarifier Rehabilitation-CIP10794					
Project Manager	Soderberg	Project Description:			
Priority	1	Repair the secondary clarifiers. The current launders are leaking and need to have the wall seal repaired. Replacement on the inlet diffusers and skimming tubes is also necessary as they are corroded and leaking. Recaulking the expansion joints and structural repairs to catwalks are needed as they are separating from the wall.			
Project to Date Budget	847,000				
Project to Date Expenditures	113,118				
Carryforward	733,882				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		211,800	729,921	70,600	-
TWSD Share Amount (29.4%)		88,200	303,961	29,400	-
Project Totals		300,000	1,033,882	100,000	-
1,247,000					

Capital Improvement Project Detail

Fiscal Years 2024-26 (continued)

Tapia Effluent Pump Station Rehabilitation-CIP10795					
Project Manager	Leu	Project Description:			
Priority	3	Increase reliability and safety of electrical feed as well as upgrade motor starting capabilities and pumps.			
Project to Date Budget	1,290,028				
Project to Date Expenditures	0				
Carryforward	1,290,028				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		-	910,760	-	-
TWSD Share Amount (29.4%)		-	379,268	-	-
Project Totals		-	1,290,028	-	-
1,290,028					
Tapia Control Building Improvements-CIP10796					
Project Manager	Hurtado	Project Description:			
Priority	2	The control building at Tapia is aging and in need of significant repairs, remodeling, and other improvements.			
Project to Date Budget	841,380				
Project to Date Expenditures	239,260				
Carryforward	602,120				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		-	425,097	-	-
TWSD Share Amount (29.4%)		-	177,023	-	-
Project Totals		-	602,120	-	-
841,380					
JPA Condition Assessment and Rehabilitation Planning-CIP10797					
Project Manager	Korkosz/Leu	Project Description:			
Priority	2	Hire engineering firm to assess all electrical systems and make recommendations on necessary rehab or replacement of switch gear, VFD's transformers, switching, etc.			
Project to Date Budget	100,000				
Project to Date Expenditures	783				
Carryforward	99,217				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		-	70,047	-	-
TWSD Share Amount (29.4%)		-	29,170	-	-
Project Totals		-	99,217	-	-
100,000					
Centrifuge Controls Upgrade-CIP10798					
Project Manager	Korkosz	Project Description:			
Priority	1	Rancho centrifuge controls need replacement. Replacement would improve operational functionality and efficiency.			
Project to Date Budget	527,300				
Project to Date Expenditures	0				
Carryforward	527,300				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		-	372,274	-	-
TWSD Share Amount (29.4%)		-	155,026	-	-
Project Totals		-	527,300	-	-
527,300					
Rancho Reliability Improvements-CIP10799					
Project Manager	Rabaja	Project Description:			
Priority	2	Replace or rehabilitate facilities and equipment at the Rancho facility based on failure, beyond useful life, or obsolescence. Specific projects are identified for each fiscal year.			
Project to Date Budget	132,000				
Project to Date Expenditures	293,223				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		199,092	199,092	205,093	932,273
TWSD Share Amount (29.4%)		82,908	82,908	85,407	388,227
Project Totals		282,000	282,000	290,500	1,320,500
1,893,000					

Capital Improvement Project Detail

Fiscal Years 2024-26 (continued)

Tapia Water Reclamation Facility Improvements-CIP10800					
Project Manager	Bril	Project Description:			
Priority	2	Replace or rehabilitate facilities and equipment at the Tapia facility based on failure, beyond useful life, or obsolescence. Specific projects are identified for each fiscal year.			
Project to Date Budget	132,000				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		93,192	93,192	93,192	559,152
TWSD Share Amount (29.4%)		38,808	38,808	38,808	232,848
Project Totals		132,000	132,000	132,000	792,000
1,056,000					
Tapia Aluminum Sulfate Tank Replacement-CIP10801					
Project Manager	Hurtado	Project Description:			
Priority	1	Replace aging sodium bisulfite tank that is leaking. Project includes feed pump and delivery pipeline.			
Project to Date Budget	832,500				
Project to Date Expenditures	74,842				
Carryforward	757,658				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		-	534,907	-	-
TWSD Share Amount (29.4%)		-	222,751	-	-
Project Totals		-	757,658	-	-
832,500					
Malibou Lake Siphon Project-CIP10803					
Project Manager	Leu	Project Description:			
Priority	1	Repair Malibou Lake Siphon to address inflow and infiltration at the site.			
Project to Date Budget	4,967,164				
Project to Date Expenditures	756,595				
Carryforward	4,210,569				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (28.93%)		72,325	1,290,443	-	-
TWSD Share Amount (71.07%)		177,675	3,170,126	-	-
Project Totals		250,000	4,460,569	-	-
5,217,164					
Rancho Las Virgenes - New Flare-CIP10804					
Project Manager	Hurtado	Project Description:			
Priority	1	Design and install a new larger flare that can handle all of the digester gas flow (over 100 scfm). The current flare, which has a limited capacity of 75 scfm will remain in place to provide redundancy. The current flare does not have the capacity to dispose of all of the digester gas.			
Project to Date Budget	705,000				
Project to Date Expenditures	37,851				
Carryforward	667,149				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		-	471,007	-	1,059,000
TWSD Share Amount (29.4%)		-	196,142	-	441,000
Project Totals		-	667,149	-	1,500,000
2,205,000					
Grit Chamber Mixing System Replacement-CIP10805					
Project Manager	Leu	Project Description:			
Priority	3	Replace grit chamber mixing system with a more efficient mixing system.			
Project to Date Budget	198,000				
Project to Date Expenditures	0				
Carryforward	198,000				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		-	139,788	-	-
TWSD Share Amount (29.4%)		-	58,212	-	-
Project Totals		-	198,000	-	-
198,000					

Capital Improvement Project Detail

Fiscal Years 2024-26 (continued)

Rancho Las Virgenes SCADA Improvements-CIP10807					
Project Manager	Nkwenji	Project Description:			
Priority	2	Upgrade Process Control and Instrumentatin System (PCIS) at Rancho. Rancho's PLC and HMI systems are inconsistent with current District Standards for Operational Technology.			
Project to Date Budget	1,119,000				
Project to Date Expenditures	595,110				
Carryforward	523,890				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		-	369,866	-	-
TWSD Share Amount (29.4%)		-	154,024	-	-
Project Totals		-	523,890	-	-
					1,119,000
Tapia Flood Wall Improvements-CIP10813					
Project Manager	Leu	Project Description:			
Priority	2	Hydraulic analysis of Malibu Creek and its flooding effects at Tapia. This study will also include the analysis of the new Malibu Canyon Bridge from LA County Public Works, effects of flooding with the future removal of Rindge Dam, and analysis of potential floodwall for Tapia.			
Project to Date Budget	198,000				
Project to Date Expenditures	0				
Carryforward	198,000				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		-	139,788	-	-
TWSD Share Amount (29.4%)		-	58,212	-	-
Project Totals		-	198,000	-	-
					198,000
Rancho Distribution Screw Conveyor #1-CIP10818					
Project Manager	Soderberg	Project Description:			
Priority	2	Replacement of the trough and shaftless screw conveyor in the reactor building.			
Project to Date Budget	371,178				
Project to Date Expenditures	57,304				
Carryforward	313,874				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		-	221,595	-	-
TWSD Share Amount (29.4%)		-	92,279	-	-
Project Totals		-	313,874	-	-
					371,178
Pavement Restoration Tapia-CIP10836					
Project Manager	Korkosz	Project Description:			
Priority	3	Pavement restoration/slurry seal at Tapia.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		304,992	304,992	-	-
TWSD Share Amount (29.4%)		127,008	127,008	-	-
Project Totals		432,000	432,000	-	-
					-
Tapia and Rancho Fire Alarm Replacement-CIP10837					
Project Manager	Korkosz	Project Description:			
Priority	1	Replace Fire alarm panel due to obsolescence and compatability with VOIP.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		-	-	7,060	105,900
TWSD Share Amount (29.4%)		-	-	2,940	44,100
Project Totals		-	-	10,000	150,000
					160,000

Capital Improvement Project Detail

Fiscal Years 2024-26 (continued)

Tapia Primary Clarifiers Rehabilitation-CIP10838					
Project Manager	Hurtado	Project Description:			
Priority	3	Tapia primary clarifier covers 1-5 replacement. Existing covers are FRP roof covers.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		52,950	52,950	1,175,490	-
TWSD Share Amount (29.4%)		22,050	22,050	489,510	-
Project Totals		75,000	75,000	1,665,000	-
1,740,000					
Tapia Sulzer Blower Check Valve Replacement-CIP10839					
Project Manager	Hurtado	Project Description:			
Priority	2	Sulzer blower check valve failed. Remove check valve, install actuator on butterfly valve. Sulzer high speed unit replacement requires crane rental for roof removal. Coordinate roof repairs with hatch removal.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		69,894	69,894	-	-
TWSD Share Amount (29.4%)		29,106	29,106	-	-
Project Totals		99,000	99,000	-	-
99,000					
Tapia Tertiary Filter Influent Valve/Backwash Control Replacement-CIP10840					
Project Manager	Hurtado	Project Description:			
Priority	2	Filter influent valve (12) redesign and replacement. Include baffle replacement. Backwash controls upgrade.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		17,650	17,650	205,022	-
TWSD Share Amount (29.4%)		7,350	7,350	85,378	-
Project Totals		25,000	25,000	290,400	-
315,400					
Tapia Bisulfite Line Replacement-CIP10841					
Project Manager	Hurtado	Project Description:			
Priority	3	Trench from the chemical building to the Tapia Effluent Pump Station to replace existing bisulfite chemical line and install a second chemical line for the purpose of dechlorinating TMDL and REW at the same time. Currently, only one pathway can be dechlorinated. When TMDL is online, it will take priority as a regulatory requirement to dechlorinate for creek discharge.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		14,120	14,120	167,322	-
TWSD Share Amount (29.4%)		5,880	5,880	69,678	-
Project Totals		20,000	20,000	237,000	-
257,000					
Tapia Group Seating-CIP10842					
Project Manager	Hurtado	Project Description:			
Priority	3	Seating area for school groups and tours to gather during a guided tour of Tapia.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		10,590	10,590	139,788	-
TWSD Share Amount (29.4%)		4,410	4,410	58,212	-
Project Totals		15,000	15,000	198,000	-
213,000					

Capital Improvement Project Detail

Fiscal Years 2024-26 (continued)

Rancho Las Virgenes SCADA Improvements-CIP10807					
Project Manager	Nkwenji	Project Description:			
Priority	2	Upgrade Process Control and Instrumentatin System (PCIS) at Rancho. Rancho's PLC and HMI systems are inconsistent with current District Standards for Operational Technology.			
Project to Date Budget	1,119,000				
Project to Date Expenditures	595,110				
Carryforward	523,890				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		-	369,866	-	-
TWSD Share Amount (29.4%)		-	154,024	-	-
Project Totals		-	523,890	-	1,119,000
Tapia Flood Wall Improvements-CIP10813					
Project Manager	Leu	Project Description:			
Priority	2	Hydraulic analysis of Malibu Creek and its flooding effects at Tapia. This study will also include the analysis of the new Malibu Canyon Bridge from LA County Public Works, effects of flooding with the future removal of Rindge Dam, and analysis of potential floodwall for Tapia.			
Project to Date Budget	198,000				
Project to Date Expenditures	0				
Carryforward	198,000				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		-	139,788	-	-
TWSD Share Amount (29.4%)		-	58,212	-	-
Project Totals		-	198,000	-	198,000
Rancho Distribution Screw Conveyor #1-CIP10818					
Project Manager	Soderberg	Project Description:			
Priority	2	Replacement of the trough and shaftless screw conveyor in the reactor building.			
Project to Date Budget	371,178				
Project to Date Expenditures	57,304				
Carryforward	313,874				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		-	221,595	-	-
TWSD Share Amount (29.4%)		-	92,279	-	-
Project Totals		-	313,874	-	371,178
Pavement Restoration Tapia-CIP10836					
Project Manager	Korkosz	Project Description:			
Priority	3	Pavement restoration/slurry seal at Tapia.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		304,992	304,992	-	-
TWSD Share Amount (29.4%)		127,008	127,008	-	-
Project Totals		432,000	432,000	-	-
Tapia and Rancho Fire Alarm Replacement-CIP10837					
Project Manager	Korkosz	Project Description:			
Priority	1	Replace Fire alarm panel due to obsolescence and compatability with VOIP.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		-	-	7,060	105,900
TWSD Share Amount (29.4%)		-	-	2,940	44,100
Project Totals		-	-	10,000	150,000

Capital Improvement Project Detail

Fiscal Years 2024-26 (continued)

Tapia Primary Clarifiers Rehabilitation-CIP10838					
Project Manager	Hurtado	Project Description:			
Priority	3	Tapia primary clarifier covers 1-5 replacement. Existing covers are FRP roof covers.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
					Project Total
	LV Share Amount (70.6%)	52,950	52,950	1,175,490	-
	TWSD Share Amount (29.4%)	22,050	22,050	489,510	-
Project Totals		75,000	75,000	1,665,000	-
					1,740,000
Tapia Sulzer Blower Check Valve Replacement-CIP10839					
Project Manager	Hurtado	Project Description:			
Priority	2	Sulzer blower check valve failed. Remove check valve, install actuator on butterfly valve. Sulzer high speed unit replacement requires crane rental for roof removal. Coordinate roof repairs with hatch removal.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
					Project Total
	LV Share Amount (70.6%)	69,894	69,894	-	-
	TWSD Share Amount (29.4%)	29,106	29,106	-	-
Project Totals		99,000	99,000	-	-
					99,000
Tapia Tertiary Filter Influent Valve/Backwash Control Replacement-CIP10840					
Project Manager	Hurtado	Project Description:			
Priority	2	Filter influent valve (12) redesign and replacement. Include baffle replacement. Backwash controls upgrade.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
					Project Total
	LV Share Amount (70.6%)	17,650	17,650	205,022	-
	TWSD Share Amount (29.4%)	7,350	7,350	85,378	-
Project Totals		25,000	25,000	290,400	-
					315,400
Tapia Bisulfite Line Replacement-CIP10841					
Project Manager	Hurtado	Project Description:			
Priority	3	Trench from the chemical building to the Tapia Effluent Pump Station to replace existing bisulfite chemical line and install a second chemical line for the purpose of dechlorinating TMDL and REW at the same time. Currently, only one pathway can be dechlorinated. When TMDL is online, it will take priority as a regulatory requirement to dechlorinate for creek discharge.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
					Project Total
	LV Share Amount (70.6%)	14,120	14,120	167,322	-
	TWSD Share Amount (29.4%)	5,880	5,880	69,678	-
Project Totals		20,000	20,000	237,000	-
					257,000
Tapia Group Seating-CIP10842					
Project Manager	Hurtado	Project Description:			
Priority	3	Seating area for school groups and tours to gather during a guided tour of Tapia.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
					Project Total
	LV Share Amount (70.6%)	10,590	10,590	139,788	-
	TWSD Share Amount (29.4%)	4,410	4,410	58,212	-
Project Totals		15,000	15,000	198,000	-
					213,000

Capital Improvement Project Detail

Fiscal Years 2024-26 (continued)

Tapia Generator Replacement-CIP10843					
Project Manager	Hurtado	Project Description:			
Priority	2	Tapia generators due for replacement. This will be a long term project requiring an RFP for design, SCAQMD permitting (2yrs), selection of new generators, and construction. Lead time on generators is upward of 18 months.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Carryforward	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		-	-	105,900	4,130,100
TWSD Share Amount (29.4%)		-	-	44,100	1,719,900
Project Totals		-	-	150,000	5,850,000
6,000,000					
Rancho Dust Collector Retrofit-CIP10844					
Project Manager	Leu	Project Description:			
Priority	2	Upsize the airlock for the Rancho dust collector.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		46,596	46,596	-	-
TWSD Share Amount (29.4%)		19,404	19,404	-	-
Project Totals		66,000	66,000	-	-
66,000					
Rancho Boiler Replacement-CIP10845					
Project Manager	Hurtado	Project Description:			
Priority	2	New boiler and digester gas scrubber. Design needed to size evaluate scrubber options, select suitable manufacturer, put together plans and specs for construction. Realign piping for new boiler, scrubber. Refurbish existing boiler for redundancy. SCAQMD permit for new boiler.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		425,718	425,718	-	-
TWSD Share Amount (29.4%)		177,282	177,282	-	-
Project Totals		603,000	603,000	-	-
603,000					
Rancho Control Building Improvements-CIP10846					
Project Manager	Hurtado	Project Description:			
Priority	2	Cabinets and appliances in kitchen and lunchroom need replacement.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		36,147	36,147	-	-
TWSD Share Amount (29.4%)		15,053	15,053	-	-
Project Totals		51,200	51,200	-	-
51,200					
Rancho Dewatering-Reactor Building Patio Cover-CIP10847					
Project Manager	Hurtado	Project Description:			
Priority	2	Protection from rain needed over sludge hauling truck. Awning or patio cover to extend over the truck dump hopper between dewatering building and reactor building.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		10,590	10,590	46,596	-
TWSD Share Amount (29.4%)		4,410	4,410	19,404	-
Project Totals		15,000	15,000	66,000	-
81,000					

Capital Improvement Project Detail

Fiscal Years 2024-26 (continued)

Rancho Metering Bin Replacement-CIP10848					
Project Manager	Hurtado	Project Description:			
Priority	2	Amendment Metering Bin and Recycle Metering Bin Rehabilitation/Replacement. Assessment of the metering bins to establish a basis for design. Design for the replacement or rehabilitation of the bins. Include motors, screw conveyors, bucket elevator, control system upgrades, new steel bins or new coatings, and other mechanical and structural components.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Sanitation Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
	LV Share Amount (70.6%)	17,650	17,650	88,250	1,724,052
	TWSD Share Amount (29.4%)	7,350	7,350	36,750	717,948
Project Totals		25,000	25,000	125,000	2,442,000

Sanitation Summary

	FY 2024-25	FY 2024-25	FY 2024-25	FY 2025-26	Future Year
	Carryforward	Appropriations	Budget	Appropriations	Appropriations
Sanitation Replacement (100%)					
	25,854,850	17,324,297	43,179,147	67,280,985	179,591,217
	12,795,402	7,113,732	19,909,134	27,185,000	74,787,277
Project Totals	38,650,252	24,438,029	63,088,281	94,465,985	254,378,494

Recycled Water

Calabasas Park Recycled Water Main Extension-CIP10666					
Project Manager	Leu	Project Description:			
Priority	2	Install approximately 1,200 linear feet of 6-8 inch pipeline to loop the existing recycled water system.			
Project to Date Budget	1,040,200				
Project to Date Expenditures	157,862				
Carryforward	882,338				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Recycled Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
	LV Share Amount (100.0%)	900,000	1,782,338	-	-
Project Totals		900,000	1,782,338	-	1,940,200

Recycled Water Tank Rehabilitation-Parkway Tank-CIP10849					
Project Manager	Soderberg	Project Description:			
Priority	3	Rehabilitation of the Parkway Tank.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Recycled Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
	LV Share Amount (70.6%)	423,886	423,886	372,768	-
	TWSD Share Amount (29.4%)	176,519	176,519	155,232	-
Project Totals		600,405	600,405	528,000	1,128,405

Recycled Water Tank Rehabilitation-Indian Hills-CIP10850					
Project Manager	Soderberg	Project Description:			
Priority	3	Rehabilitation of the Indian Hills Tank.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Recycled Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
	LV Share Amount (70.6%)	-	-	669,288	404,369
	TWSD Share Amount (29.4%)	-	-	278,712	168,391
Project Totals		-	-	948,000	572,760

Reclaimed Valve Box Raising and Repairs-CIP10851					
Project Manager	Johnson	Project Description:			
Priority	1	Raising and repairs of reclaimed valve boxes to ensure safety.			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Recycled Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
	LV Share Amount (70.6%)	35,300	35,300	-	-
	TWSD Share Amount (29.4%)	14,700	14,700	-	-
Project Totals		50,000	50,000	-	50,000

Capital Improvement Project Detail

Fiscal Years 2024-26 (continued)

Upgrade Wireless Communications Backhaul System (RW)-CIP10852					
Project Manager	Nkwenji	Project Description:			
Priority	2	District Wireless Backhaul System - Upgrade to ethernet based system - Recycled Water Facilities			
Project to Date Budget	0				
Project to Date Expenditures	0				
Carryforward	0				
		FY 2024-25	FY 2024-25	FY 2025-26	Future Year
Recycled Replacement (100%)		Appropriations	Budget	Appropriations	Appropriations
LV Share Amount (70.6%)		49,420	49,420	211,800	-
TWSD Share Amount (29.4%)		20,580	20,580	88,200	-
Project Totals		70,000	70,000	300,000	-
					370,000

Recycled Water Summary

	FY 2024-25	FY 2024-25	FY 2024-25	FY 2025-26	Future Year
	Carryforward	Appropriations	Budget	Appropriations	Appropriations
Recycled Water Replacement					
LV Share Amount	882,338	1,408,606	2,290,944	1,253,856	404,369
TWSD Share Amount	-	211,799	211,799	522,144	168,391
Project Totals	-	720,405	2,502,743	1,776,000	572,760

GRAND TOTAL CIP

	FY 2024-25	FY 2024-25	FY 2024-25	FY 2025-26	Future Year
	Carryforward	Appropriations	Budget	Appropriations	Appropriations
Potable Water	19,018,698	6,147,076	25,165,774	14,378,044	49,621,103
Recycled Water (LV Only)	882,338	1,408,606	2,290,944	1,253,856	404,369
Sanitation (LV Only)	25,854,850	17,324,297	43,179,147	67,280,985	179,591,217
Project Totals	45,755,885	24,879,979	70,635,865	82,912,885	229,616,688



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FINAL REPORT

Las Virgenes Municipal Water District

ORGANIZATIONAL STRUCTURE AND STAFFING ANALYSIS

May 30, 2024

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Table of Contents

I. Executive Summary	1
Background, Scope, and Methodology	1
Summary of Observations and Recommendations	2
II. Introduction	6
Background	6
Scope and Methodology	6
Main Themes	9
Commendations	9
III. Observations and Recommendations	11
Organizational Structure and Staffing	11
Pure Water Staffing Needs	33
Management Considerations	35
Appendix A: LVMWD 10-Year Staffing Plan	40
Appendix C: Employee Survey Results	44
Appendix D: Peer Benchmarking	51
Appendix E: Implementation Plan	56



I. EXECUTIVE SUMMARY

BACKGROUND, SCOPE, AND METHODOLOGY

The Las Virgenes Municipal Water District (LVMWD, the District) engaged Moss Adams LLP (Moss Adams) to conduct an organizational and staffing analysis to identify opportunities for organizational changes to promote operational efficiency. The assessment evaluates and analyzes the staffing levels, roles, responsibilities, and overall structure of the District to determine whether LVMWD has the right people in the right positions, and with the appropriate skills and expertise to effectively achieve its goals and objectives.

This work took place between September 2023 and April 2024 and was carried out across the following four phases:

1

Project Planning consisted of collaborative project planning with LVMWD management, including determining who would be interviewed, what documents would be reviewed, which peers to benchmark, and how to distribute an all-staff survey. Project planning also addressed how project updates will be communicated and how results will be shared.

2

Fact Finding activities included reviewing provided documentation, interviews with LVMWD management and staff, an all-staff online survey, and peer benchmarking. The goal of this phase was to gain an understanding of the current environment including challenges, opportunities, as well as in progress and upcoming work.

3

Analysis based on input gained during the fact-finding phase. We evaluated the importance, impact, and scope of our observations to develop recommendations for management considerations, organizational structure models, and staffing. The analysis was informed by industry research, peer benchmarking, our experience working with similarly situated water districts, and input from LVMWD staff.

4

Reporting included preparation of preliminary observations to verify facts as well as preliminary recommendations. Preliminary observations were reviewed with LVMWD management and feedback incorporated into a draft report. The draft report was reviewed by LVMWD leadership and feedback integrated into an updated draft report which was presented to the Board of Directors (the Board). Feedback from the Board was incorporated before finalizing the report.



SUMMARY OF OBSERVATIONS AND RECOMMENDATIONS

Summarized observations, recommendations, and recommended staffing levels for each division are provided in the following tables. Detailed observations and recommendations are provided in [Observations and Recommendations](#).

OBSERVATIONS AND RECOMMENDATIONS	
Organizational Structure and Staffing	
1. Observation	The District's organizational structure has been incrementally adjusted over time to prioritize equal distribution of division and employee oversight. This has led to atypical functional alignment, and suboptimal positioning of the District to manage future operational growth.
Recommendations	<ul style="list-style-type: none"> A. Collaboratively, District leadership, management, and staff should evaluate the models outlined in the assessment to determine the target structure for the District. B. The District should then develop supportive implementation and change management materials to communicate updates to impacted policies, procedures, and processes to make sure employees stay informed of any upcoming changes. C. On a regular basis, such as annually or biannually, the District should evaluate changes to its staffing and structures and conduct an updated needs analysis. This can help ensure that the trajectory of the District's structure remains responsive to its operating environment.
2. Observation	Some divisions and services have been added or shifted, based on managerial interpersonal relationships or capacity, and are not always aligned to maximize collaboration, coordination, and service delivery.
Recommendations	<ul style="list-style-type: none"> A. Working collaboratively between directors and managers, develop a prioritized list of recommended division changes to optimize operational efficiencies. B. Division-level changes over time should follow the same implementation tactics and regular evaluation strategies described in Recommendation 1.
3. Observation	The District has taken steps to evaluate its current workforce, including identifying additional budgeted positions to address staffing shortages in some divisions, but has not yet compared data to industry benchmarks or evaluated workloads to determine whether employee perceptions of understaffing are related to a lack of budgeted roles or challenges recruiting.
Recommendation	On an annual basis, work across the District to develop a prioritized list of staffing needs to address both high-impact needs and long-standing vacancies to promote operational continuity, appropriate workloads, and adequate staffing for new initiatives, such as the Pure Water Project.



OBSERVATIONS AND RECOMMENDATIONS	
Management Considerations	
4.	<p>Observation As part of its annual budget cycle, the District conducts strategic planning to identify major capital projects to undertake in the coming year. The process is consensus-driven and does not incorporate a process by which to prioritize initiatives, which contributes to a reactive operating environment.</p> <p>Recommendation LVMWD leadership should develop a prioritization framework to ensure essential operations and new project initiatives are resourced appropriately.</p>
5.	<p>Observation Challenges with recruiting and retaining employees have contributed to high workloads and the potential for operational disruption.</p> <p>Recommendations</p> <ul style="list-style-type: none"> A. Review the results of the in-progress compensation study and develop an action plan to address any recommended changes to compensation. B. Continue to conduct regular salary studies to ensure the District is an employer of choice in an increasingly competitive market. C. Consider implementing position grading, as recommended in Staffing Levels Analysis, to support employee growth and retention. D. Pursue strategies identified in the Annual Employee Survey to reinforce employee engagement in the workplace culture.
6.	<p>Observation LVMWD has many positions (46% of FTE) eligible to retire in the next five years, placing it at increased risk of institutional knowledge loss and potentially contributing to increased workloads when combined with a challenging recruitment environment.</p> <p>Recommendation Continue to standardize succession planning procedures and formalize processes taking place across the organization to enhance the effectiveness of the District's succession planning efforts.</p>
7.	<p>Observation Although the District thoughtfully invests in employee training and development, there are several areas where the District relies on a single employee to meet essential certification requirements.</p> <p>Recommendation LVMWD should continue to prioritize investments in employee development to prepare the organization for advances in technology, specifically the operationalization of the Pure Water Facility, by considering additional incentives for obtaining job certifications.</p>

STAFFING LEVEL RECOMMENDATIONS BY DIVISION	
Legislative Program	No recommended updates
Public Affairs and Communications	No recommended updates



STAFFING LEVEL RECOMMENDATIONS BY DIVISION	
Resource Conservation	No recommended updates
Customer Service	Two staffing level options to consider (pages 12, and 13 of Appendix B)
Engineering	To accommodate workloads, add one additional Engineering staff. Consider adding one more additional Engineering staff in the future as the District continues to plan for infrastructure expansion, updates, and replacements. This decision can be informed by continued evaluation of the workload contained in the CIP and the volume of unforeseen projects in the future.
Water Systems	<ul style="list-style-type: none">• Monitor deferred projects and increase staffing or contracted services if deferred projects consistently increase.• Continue to incentivize and support staff certifications.• If the valve maintenance function remains with Water Systems, consider adding another Operator I/II position. If valve maintenance moves to Construction, evaluate whether additional resources are needed in that Division.
Water Reclamation	<ul style="list-style-type: none">• <i>Plant:</i> Add a Senior Water Reclamation Plant Operator to the Water Reclamation team to support succession planning for the Chief Water Reclamation Plant Operator and to balance that position's workload.• <i>Compost:</i> Add a Senior Plant Operator position to the Compost team to provide overlapping coverage for time spent out of office.• <i>Water Quality:</i> Add a Lab Lead in Water Quality in anticipation of increased workloads as the Pure Water Facility is operationalized and testing requirements expand. As testing requirements from the state evolve, consider whether the District would be better served by adding temporary and/or contract lab staff for short-term needs. This tactic can help keep initiatives moving forward but does not commit the district to ongoing staffing costs.
Facilities	<ul style="list-style-type: none">• Add the following positions to address understaffing:<ul style="list-style-type: none">○ One additional Maintenance Mechanic I/II,○ One additional Collection Systems Mechanic I/II,○ One additional Senior Collection Systems Mechanic.○ Two FTE positions to the Construction team.• For time-limited construction needs, such as the construction of the Pure Water facility, continue to weigh the benefits of working with contractors to balance workloads. However, once the Pure Water facility begins requiring preventative and ongoing maintenance, the District will need to add additional Construction staff to avoid project delays, overtime costs, and deferred maintenance. See Appendix A.
Human Resources	<ul style="list-style-type: none">• Add one HR FTE to align the District with industry standards.• As staffing levels across the District increase over time, continually evaluate the ratio of HR staff to total district staff to maintain alignment with industry standard-HR staffing ratios.• For short-term initiatives, such as recruitment sprints, succession planning, or other work, the District can consider engaging outside resources to support HR. This tactic can help keep initiatives moving forward but does not commit the district to ongoing staffing costs.



STAFFING LEVEL RECOMMENDATIONS BY DIVISION	
	<ul style="list-style-type: none">• During the course of this assessment, the Administrative Specialist, Risk Management moved from a Department-wide role in Finance and Administration to the Human Resources Division.
Finance	<ul style="list-style-type: none">• If the District would like to strategically pursue grants to support current and future initiatives, add a Grants Supervisor to the Finance team to act as a centralized resource for the District.• If the District would like to centralize procurement roles and responsibilities, add a Senior Contract Specialist.
Information Systems	<ul style="list-style-type: none">• Consistent with recommendations detailed in the Information Systems Organizational Assessment, create a SCADA Supervisor position to supervise the SCADA Analyst.• Recruit an additional Jr. SCADA analyst to support operational continuity and expansion
Administrative Assistants	<p>The District should explore options to standardize how Administrative Assistants are deployed, including potential updates to job descriptions, reclassifications, reporting structures, and training for management on District standards and expectations for this role. The District could also consider updating Administrative Assistants' titles to reflect how the function of this role has evolved.</p>



II. INTRODUCTION

BACKGROUND

LVMWD is a water district in Los Angeles County serving over 75,000 residents in Agoura Hills, Calabasas, Hidden Hills, Westlake Village, and the greater western Los Angeles County area. The District provides potable water, wastewater treatment, recycled water, and biosolids composting. The District currently has three departments (Engineering and External Affairs, Facilities and Operations, and Finance and Administration) and approximately 120 full and part-time employees.

The District is anticipating significant changes to its workforce stemming from the following:

- Expected retirements of long-tenured employees
- Increased operational pressures due to periods of drought and the effects of climate change
- Aging infrastructure that requires rehabilitation and renewal
- Development of the Pure Water Project to provide local and reliable water supply to District customers

LVMWD engaged Moss Adams to perform an organizational structure and staffing analysis to evaluate staffing levels, workforce risks, and future staffing needs based on these anticipated impacts on District operations. A structure and staffing assessment is the first step to help the organization plan for future staffing and structure updates. The assessment maps the current state of the organization and provides information to guide future staffing and structure decisions. The assessment provides information to guide future staffing and structure decisions. Recommendations aim to:

- Optimize District operations, service delivery, safety practices, training, and span of control
- Strengthen the District's ability to comply with federal, state, and local regulations and certification requirements
- Enable the District to maintain competitive rates and program recommendations

This assessment reflects the anticipated needs of the District over the next ten years. The final organizational structure, position titles, and depth and breadth of responsibilities for individual positions are subject to change based on organizational needs, individual skill sets, funding availability, recruitment landscape, and other factors. Some recommendations may warrant near-term action, while others may require implementation over multiple years.

The contents of the assessment do not commit LVMWD to a singular action. The District may choose to retain the organizational structure in its current state or adopt select changes incrementally over time. Implementation of any recommendations will be made collaboratively with leadership and management over the next ten years. The District does not desire to downgrade or eliminate any currently filled positions.

SCOPE AND METHODOLOGY

This staffing assessment was designed to systematically evaluate the District's organizational structure, staffing levels, work schedules, overtime and standby pay usage, and consultant and



contractor usage. To provide a comprehensive review of the District’s organizational structure and staffing levels, Moss Adams completed the following:

- Evaluated LVMWD’s existing structure, reporting lines, staffing levels, and capacity
- Assessed the purpose, role, and core function that each department/program performs within the District
- Analyzed functions of existing roles to identify gaps and overlaps
- Compared LVMWD structure and staffing levels to 10 selected peer water districts
- Identified options for an optimal organizational design (including functional alignment by department, division, and position) to support LVMWD’s current needs and future goals
- Provided the District with a 10-year staffing plan

Analysis was informed by individual interviews with District staff and leadership, focus groups, an employee survey, document review, peer benchmarking, and research on industry best practices. The study was conducted between September 2023 and April 2024, and consisted of four major phases:

PROJECT PHASES	
Phase	Description
1 Project Planning	Phase 1 included a kickoff meeting with District leadership to confirm expectations and discuss overall project scope, logistics, deliverables, timing, and progress reporting requirements. Planning also served to clarify responsibilities between Moss Adams and District personnel, timing of project activities, and format of deliverables. We conducted project management throughout the engagement and ensured all deliverables received a quality assurance review.
2 Fact Finding	<p>This phase consisted of activities designed to help Moss Adams gain an understanding of the District’s current state and anticipated operational changes. Fact finding activities were designed to gather both qualitative and quantitative information to form the foundation for recommendations. For this engagement, fact finding activities included:</p> <ul style="list-style-type: none"> • Interviews: We interviewed 48 members of LVMWD’s Board, management, staff, and other key stakeholders to gain each person’s perspective of the current structure, operational and organizational environment, gaps, future priorities, and opportunities for improvement. • Document Review: We gathered relevant documentation for review including current organization charts, job descriptions, succession plans, and human capital data including turnover rates, overtime utilization, and standard operating procedures. • Survey: We distributed a confidential online survey to all District employees between November 15 and November 27, 2023. Out of 116 employees invited to take the survey, 76 individuals submitted either full or partial responses (a participation rate of 66%). • Industry Best Practice: We conducted research into industry best practices for related topics such as appropriate staffing ratios, functional alignment, and



PROJECT PHASES	
Phase	Description
	<p>management span of control. Standards included those outlined by the Society of Human Resources and the American Water Works Association (AWWA)¹.</p> <ul style="list-style-type: none"> ● Peer Benchmarking: We conducted peer benchmarking for 10 entities identified in collaboration with LVMWD, including: <ul style="list-style-type: none"> ○ Cucamonga Valley Water District ○ Dublin San Ramon Services District ○ Eastern Municipal Water District ○ Irvine Ranch Water District ○ Moulton-Niguel Water District ○ Otay Water District ○ Padre Dam Municipal Water District ○ Santa Margarita Water District ○ Vallecitos Water District ○ Western Municipal Water District
3	<p>Analysis</p> <p>Based on our initial findings, we evaluated the overall organization and functional alignment of each department, division, and position. Our assessment is forward-looking to help position LVMWD to meet current and future needs. Areas of focus included:</p> <ul style="list-style-type: none"> ● The District's organizational structure and functions ● Functional assignments and staffing levels required to perform current duties and anticipated future needs of each department and division to meet the desires of the organization and LVMWD customers ● Interdepartmental communication, coordination, and collaboration ● Administrative strengths and identification of areas requiring additional staffing or reduction of staffing
4	<p>Reporting</p> <p>Based on our analysis, we prepared preliminary observations and recommendations. Organizational structure options were reviewed with District leadership and the project team. Feedback on the preliminary observations and recommendations was incorporated into the development of the draft report, which was reviewed by District leadership and the assigned project team.</p>

In addition to this assessment, the District also advanced three organizational development initiatives:

- Employee Engagement Survey
- IT Master Plan development (including an Information Systems Organizational Assessment)
- Classification and Total Compensation Study

As available, results of the survey, assessments, and changes to classifications were integrated into the observations and recommendations in the report. Updates to position titles and vacancies reflect information obtained through April 24, 2024. Further updates should be identified and incorporated into future implementation work.

¹ <https://www.awwa.org/>



A proposed implementation plan is included in [Appendix E](#).

MAIN THEMES

The following themes inform the staffing and structure recommendations detailed in this report and in the organizational charts that are attached as a separate file (see Appendix B: Organizational Charts attached separately):

- **Functional Alignment:** As the District prepares for the Pure Water Project, which is the largest capital improvement project in its recent history, and regulatory requirements continue to increase, functional alignment and integration are more important than ever.
- **Upcoming Staffing Needs:** Of current LVMWD staff, 46% are eligible to retire in the next five years. As the District continues to plan for its Pure Water plant, it will need to increase its staffing to operationalize the facility, backfill vacant roles, and maintain balanced workloads.
- **Right-Sizing Resources:** The District has historically taken a lean approach to staffing. As the District continues to grow, this has begun to impact employee retention and work-life balance. LVMWD should consider opportunities to incrementally increase staffing to enable manageable on-call schedules when employees are out of office, particularly for teams with continuous on-call schedules.
- **Centralized Internal Services:** LVMWD would benefit from robust centralized internal services for grant management and contract management to strengthen oversight and optimize resource utilization as operations continue to grow.
- **Overtime and Standby:** Standby and overtime hours have fluctuated in recent years, rising from FY21 to FY22 and declining from FY22 to FY23. The District's tracking of standby and overtime hours likely does not fully capture actual hours, because managers or supervisors who are not eligible for overtime and standby pay often step in to cover those functions when staffing is limited and roles are vacant.

COMMENDATIONS

We'd like to extend our gratitude to District leadership and staff for their active engagement and valuable participation during this assessment. The success of this work has been underpinned by several commendable traits, including:

- **Dedication:** The commitment of every individual involved throughout this assessment has been instrumental in setting the foundation for success. Individuals across LVMWD have generously offered their time, resources, and insights through interviews, documents, and surveys, creating a diverse and comprehensive pool of knowledge.
- **Expertise:** The expertise contributed by departmental staff has provided a multifaceted perspective that has proven essential to understanding the needs and desires of the Pure Water Project as more information is gathered and decisions have been made. Through active involvement in interviews, surveys, and requests, each staff member has played an instrumental role in generating the essential data and observations that form the foundation of our recommendations.
- **Investment in Employee Training and Development:** The District recognizes the importance of ensuring that employees can develop their skills and follow a meaningful career ladder within the organization. To support this, LVMWD invests in employee training and development, provides support for employees who wish to pursue additional certifications, and prioritizes its status as an



industry leader. Investment in employee training and development was central to the District's 2018 Succession Plan and remains an ongoing and actively supported commitment for the District.

- **Workplace Culture:** In the most recent Annual Employee Survey conducted in 2023, the vast majority of respondents reported that they felt their ideas were respected and considered, their teams work together well, and employees treat each other with respect. Nearly all respondents said their working relationship with their supervisor was very good (70%) or good (20%).

The achievements of this assessment reflect the power of dedication, expertise, shared vision, and a commitment to excellence. The contributions of staff have formed a strong foundation from which LVMWD can continue to strengthen its staffing and structure.



III. OBSERVATIONS AND RECOMMENDATIONS

Based on the input gathered from interviews, document reviews, and surveys, as well as comparisons to best practices and peer districts, we prepared the following comprehensive set of observations and recommendations.

Observations are grouped into two categories 1) organizational structure and staffing, and 2) management considerations. See Appendix C for full employee survey results.

ORGANIZATIONAL STRUCTURE AND STAFFING

Observations and recommendations in this section address the organizational structure and functional alignment of the District. It addresses areas of overlap, gaps, or where departments or divisions could be realigned to 1) optimize District operations, service delivery, safety practices, training, and span of control, 2) strengthen the District's ability to comply with federal, state, and local regulations and certification requirements, and 3) enable the District to maintain competitive rates and program recommendations.

Department Structure

<p>1. Observation</p>	<p>The District's organizational structure has been incrementally adjusted over time to prioritize equal distribution of division and employee oversight. This has led to atypical functional alignment, and suboptimal positioning of the District to manage future operational growth.</p>
<p>Recommendations</p>	<p>A. Collaboratively, District leadership, management, and staff should evaluate the models outlined in the assessment to determine the target structure for the District.</p> <p>B. The District should then develop supportive implementation and change management materials to communicate updates to impacted policies, procedures, and processes to make sure employees stay informed of any upcoming changes.</p> <p>C. On a regular basis, such as annually or biannually, the District should evaluate changes to its staffing and structures and conduct an updated needs analysis. This can help ensure that the trajectory of the District's structure remains responsive to its operating environment.</p>

Three department structure options are presented in this assessment that can help position the District to respond to changes in its operating environment, including upcoming retirements, operationalization of the Pure Water facility, and impacts of more extreme drought and flooding season. Each structure has differing strengths and weaknesses, outlined below. The accompanying organizational chart for these models can be found in the separately attached Appendix B.



Models A and B both add additional executive leadership roles to support the General Manager. The General Manager implements policies adopted by the Board and oversees the business of the District. This includes overseeing the administration of District programs and customer needs; coordinating the effective use of facilities, finances, and personnel to achieve District goals and objectives; and informing the Board, as needed or required. The General Manager is also engaged with the community and pushes initiatives forward at the state and local levels. This work can limit the General Manager's capacity to oversee day-to-day operations. Staff interviewed and surveyed reported a desire for an Assistant General Manager or similar role to provide support for day-to-day activities and decisions and to provide support to the General Manager in overseeing the District.

Model C presents the option that no department changes will occur in the next ten years, but that division or staffing levels may incrementally change over time.

In all models, the title "Director of Finance and Administration" should be updated to "Director of Administration." The current title has led to a common misconception across the District that there is a high degree of financial influence on administrative decisions. Updating the title resolves any misperception and is more accurate and inclusive of the full scope of oversight for this role.

Model A: Two Departments, Deputy Director Structure



Narrow Hierarchical Structure

Model A is a hierarchical structure, characterized by several reporting layers, and increasingly narrow leadership towards the top.

A hierarchical organizational structure provides clear lines of authority, facilitating efficient decision-making and accountability. It enables specialization and expertise in specific roles, promoting skill development. This structure can impede communication across different levels, create a rigid environment that hinders adaptability, and lead to slower response times in dynamic business environments.

Model A was informed by the following observations:

- Peer districts generally do not organize Engineering and External Affairs in the same department. Engineering is most often functionally aligned with Water and Wastewater Operations and Facilities.
- Customer billing and reports are currently conducted by Customer Service. Finance has limited insight into these processes or related policies. Most peers place Customer Service within a Finance or Administrative Services department.
- Position titles for this model were not altered but could be revised based on the results of the compensation study that is currently underway. Changes to titles at the top of the organization should then cascade down through the reporting lines to update Director, Manager, and Supervisor roles accordingly.

To address these conditions, Model A:

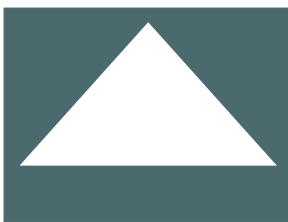
- Separates the District into two departments: (1) Facilities, Water Operations, and Engineering, and (2) Administration and External Affairs. Each department has a Director and Deputy Director to support succession planning best practices and manage the span of control among District leadership.



- Organizes Facilities, Water Systems, Water Reclamation, and Engineering into the Facilities, Water Operations, and Engineering department.
- Organizes Human Resources (HR), Finance, Information Systems, Customer Service, Resource Conservation, Public Affairs, and the Legislative Program into the Administrative Services and External Affairs department.

There are several options for how functions could report to a Deputy Director while maintaining an appropriate span of control. In the organizational chart for Model A, a dotted line extends from Deputy Directors to Managers, which demonstrates that this role could oversee any combination of Managers. The ultimate reporting decision should be made collaboratively between the Director and the Deputy, based on the experience and competencies of a future Deputy Director.

Model B: Four Departments and AGM(s) (Preferred)



Flat Organizational Structure

Model B represents a flatter organizational structure, characterized by few management layers with a wider span of authority. During reviews with LVMWD leadership and staff, this model was identified as the preferred option for the District.

This structure can lead to faster decisions as well as more direct input and control over operations. The flat line management technique offers a flexible and efficient environment for organizations. Flat organizations can be challenging for managers, as the number of direct reports is often greater. Flat organizations can also be more challenging to scale.

Model B was informed by the following observations:

- Interviewed and surveyed staff consistently expressed a desire for an Assistant General Manager (AGM). Adding an AGM would allow the General Manager (GM) to focus on higher-level strategic and communications needs. Of the peer districts assessed, 60% employ an AGM. In similarly sized districts, several peers had multiple AGM positions that oversee Operations, External Affairs and HR, or Administrative Services. For peers where there is a single AGM, this role typically oversees either Operations or External Affairs.
- Across peers, it is unusual to have Customer Service functionally aligned with Engineering. In seven peer districts this division is found alongside finance, two it's aligned under operations, and in one district there is an AGM for Communications and Customer Service. Through the assessment review process, staff expressed a desire to move Customer Service under External Affairs. Though atypical, this shift may have benefits due to the Organization's culture, interpersonal relationships, and specific needs of the division. In this structure, it will be important to maintain a high degree of collaboration as Customer Service interacts the most with Finance.
- Most peers between four and seven departments. Most peers structured Engineering as its own department or organized it with other technical services (e.g., Planning, Construction, Water Quality, CIPs, and Maintenance).

To address these conditions, Model B:

- Separates the District into four departments: (1) Facilities and Engineering, (2) Water Operations, (3) Administration, and (4) External Affairs. Each Department would have a Director. A four-department structure broadens the organizational hierarchy. This can offer more opportunities for operational exposure and employee growth.



- Organizes Facilities and Engineering into the Facilities and Engineering department.
- Organizes Construction, Water Systems, and Water Reclamation into the Water Operations department.
- Organizes Resource Conservation, Public Affairs and Communications, Customer Service, and the Legislative Program into the External Affairs department.
- Organizes Finance and Information Systems into the Administration department.
- Adds an AGM to assist the GM with strategic oversight of District operations. An AGM could oversee day-to-day operations at the District as well as provide an active reporting structure for department Directors.
- Organizes Human Resources directly under an AGM.

Appendix B shows an example of which functions could report to an AGM. The dotted line indicates that this AGM could oversee any combination of departments and that there could be two AGMs in the future. The ultimate reporting decision should be made collaboratively between the GM and a future AGM, based on experience and competencies.

Model C: Maintain Structure

A third option for the District is to maintain its current structure and adopt changes over time as District operations grow and Pure Water becomes operational.

Model Selection

To determine the target structure for the organization to move towards over the next decade, District management should convene meetings or workshops involving representatives from various stakeholder groups to review the models outlined in the assessment. These sessions should encourage active participation and discussion to ensure diverse perspectives are considered. The group should analyze the strengths and weaknesses of each model in relation to the District's goals, objectives, and operational needs. Discussions should include the feasibility, practicality, and potential outcomes of adopting each model. Additionally, through consensus-building and decision-making processes, stakeholders should identify the most suitable target structure for the District. This may involve synthesizing elements from different models or developing a custom approach tailored to the District's unique circumstances.

Once a consensus has been reached, LVMWD should document the rationale behind the chosen target structure and establish a clear plan for its implementation, including timelines, responsibilities, and milestones. Regular communication and feedback mechanisms should be established to ensure alignment and accountability throughout the implementation process.

On a regular basis, such as annually or biannually, the District should evaluate the changes that have been made and update its needs analysis. This helps ensure that the trajectory of the District's structure remains responsive to its operating environment. Assessing the impact of the changes on operational efficiency, employee satisfaction, customer/client experience, and overall organizational performance can significantly improve long-term implementation and change outcomes. Reviewing goals and objectives to assess whether the changes align with the District's strategic goals and objectives and determining if adjustments are needed can help the District make sure it stays aligned with the evolving needs of the organization and its stakeholders. Future analysis could evaluate data related to key performance indicators (KPIs) to measure the success of the implemented changes,



comparing current performance metrics with baseline data to identify trends and areas for improvement.

Division Structure

2.	Observation	Some divisions and services have been added or shifted, based on managerial interpersonal relationships or capacity, and are not always aligned to maximize collaboration, coordination, and service delivery.
	Recommendations	<p>A. Working collaboratively between directors and managers, develop a prioritized list of recommended division changes to optimize operational efficiencies.</p> <p>B. Division-level changes over time should follow the same implementation tactics and regular evaluation strategies described in Recommendation 1.</p>

The District is composed of three departments and 11 divisions. Those interviewed noted that some reporting lines were determined based on the person in the leadership position, rather than considering how divisions collaborate or functionally align. For example, divisions like Engineering and Customer Service rarely interact on a daily basis but are organized within the same department. These functions would be better aligned with the divisions they consistently work with. Overall, a structure that does not align similar functions can create challenges in efficient and effective collaboration, coordination, and service delivery.

When making organizational structure decisions, the District should focus on functional alignment across divisions and departments. Functional alignment refers to organizing teams, departments, and divisions so that groups with similar or interdependent goals, skills, and functions are grouped with each other. For example, when engineering and facilities divisions are aligned together, they can ensure that facilities are updated and maintained. In addition, staff may be cross-trained to support both groups (see [Training and Development](#)). This type of alignment is important because it can reduce silos, enhance communication, provide clearer career ladders, and increase overall efficiency and productivity. Additionally, this alignment helps avoid conflicts and promotes a shared understanding of the District’s mission and vision.

Division Structure Analysis

The following are division-level recommendations for staffing and structural changes to the District, organized by department. See Appendix B: Organizational Charts, provided separately, for related current and proposed organizational charts.

DIVISION	CURRENT STATE OBSERVATIONS	RECOMMENDATION
ENGINEERING AND EXTERNAL AFFAIRS		
Legislative Program	No Division-level structure observations.	No recommended Division-level updates.



DIVISION	CURRENT STATE OBSERVATIONS	RECOMMENDATION
Public Affairs and Communications	No Division-level structure observations.	No recommended Division-level updates.
Resource Conservation	No Division-level structure observations.	No recommended Division-level updates.
Customer Service	<ul style="list-style-type: none"> Interviewed staff reported that the lack of position leveling for Customer Service Representatives (for example, Representative I, II, III) limits staff career growth potential. Of the peer districts with available customer service details, all combine customer service and metered/field services staff, typically under a Customer Services Supervisor. The District is currently aligned with this practice. The proposed Model A illustrates the shift of Customer Service to align with Administrative services. The proposed Model B illustrates the shift of Customer Service under the Director of External Affairs. Typically Customer Service is found with Finance due to the close relationship with these functions however, Customer Service may function under External Affairs due to the Organization's specific needs and interpersonal relationships. 	<p>Option 1:</p> <ul style="list-style-type: none"> Consider implementing position leveling for front office Customer Service (for example, Representative I, II, III) to encourage career growth and retention. <p>Option 2:</p> <ul style="list-style-type: none"> Implement position leveling in all three teams within the division. This includes renaming Senior or Lead positions to a level III. Transition Limited-Term Technicians to full-time. Promote and shift one Field Operations Technician II from Customer Operations to Customer Service Programs to provide level III support for this division. Up-level one Customer Service Representative I/II to III.
Engineering	<ul style="list-style-type: none"> Interviewed staff reported a need for a dedicated Administrative Assistant, as staff reported that there is not currently someone assigned to assist Engineering. Half of analyzed peer districts have an Administrative Assistant assigned to their Engineering division. 	<ul style="list-style-type: none"> See Appendix B for a centralized Administrative Assistant structure that will provide support to each division, including Engineering. Per Board memo, reclassify Technical Services Support Specialist and Planning and New Development Technician positions to Engineering Technician I/II positions.
FACILITIES AND OPERATIONS		
Water Systems	The Water Systems division is structured similarly to peers.	No recommended Division-level updates. Staffing level changes identified in Staffing Levels Analysis .
Water Reclamation	<ul style="list-style-type: none"> The Water Reclamation division is structured similarly to peers. Staff note that the Collections System Mechanic position may be better situated to report under Water Reclamation as the work and required 	<ul style="list-style-type: none"> Potentially shift the Collections Systems Mechanic position from Facilities to Water Reclamation if Facilities does not need the support of this position. Staffing level changes identified in Staffing Levels Analysis.



DIVISION	CURRENT STATE OBSERVATIONS	RECOMMENDATION
	<p>certifications are aligned. If the role was to move, this team could still support the Facilities division for the District.</p>	
<p>Facilities</p>	<p>The roles and responsibilities of Construction employees may be different from peer to peer. Most peer districts house Construction under Engineering, while other peers group Facilities with Maintenance and Electrical. The District's Construction team primarily works with water-related operations.</p>	<ul style="list-style-type: none"> • See Models A and B in Appendix B for alternative organizational structures for the Construction team. • Consider shifting the Collections Systems Mechanics to report under Water Reclamation.
<p>FINANCE AND ADMINISTRATION</p>		
<p>Human Resources</p>	<ul style="list-style-type: none"> • Several staff reported discomfort with the perception that HR reports to Finance. This is addressed through a title change for the Director represented throughout all proposed organizational changes. • This is also addressed in Model B where HR is organized directly under the AGM rather than within the same department as Finance. • Over time, the Administrative/Risk Management specialist role has changed from supporting the Director of the department to conducting more risk management-related work. This role also supports additional HR activities. The current reporting structure of this role to the Director is no longer necessary. • Most peers structure Risk Management/Safety Supervisor outside of HR, either directly reporting to the Director of Administration or directly to the GM. Two out of the 10 peers have the Risk/Safety position report to HR. 	<ul style="list-style-type: none"> • Shift the Administrative Specialist – Risk Management role to under the Human Resources Manager. • If the District were to move forward with Model A, and the Risk Management function were to grow, it could move risk management work under the AGM to reflect the centralized nature of that work.
<p>Finance</p>	<p>No Division-level structure observations.</p>	<ul style="list-style-type: none"> • If the District would like to strategically pursue grants to support current and future initiatives, add a Grants Supervisor to the Finance team to act as a centralized resource for the District. • If the District would like to centralize procurement roles and responsibilities, add a Senior Contract Specialist.
<p>Information Systems</p>	<ul style="list-style-type: none"> • Several interviewees reported the Supervisory Control and Data Acquisition (SCADA) position may be a better fit under Operations. Based on our review, most peers structure the 	<ul style="list-style-type: none"> • Implement the recommendations contained in the Information Systems Organizational Assessment related to the SCADA positions. No other recommended Division-level updates.



DIVISION	CURRENT STATE OBSERVATIONS	RECOMMENDATION
	<p>SCADA position under Operations rather than IT.</p> <ul style="list-style-type: none"> Other staff and an external consultant who evaluated the organization's IT structure, reported SCADA may be a better fit under IT, but as a separate team within the division. 	

Staffing Levels Analysis

3. Observation	<p>The District has taken steps to evaluate its current workforce, including identifying additional budgeted positions to address staffing shortages in some divisions, but has not yet compared data to industry benchmarks or evaluated workloads to determine whether employee perceptions of understaffing are related to a lack of budgeted roles or challenges recruiting.</p>
Recommendation	<p>On an annual basis, work across the District to develop a prioritized list of staffing needs to address both high-impact needs and long-standing vacancies to promote operational continuity, appropriate workloads, and adequate staffing for new initiatives, such as the Pure Water Project.</p>

The following is an analysis of each division's staffing levels that provides a summary of the following:

- **Results from the employee survey.** This information can provide useful insight into staff perceptions of over- or understaffing. Combined with the other information in the analysis, this can help the District identify the root cause of potential workload issues and appropriate remediation efforts.
- **New roles that have been approved by the District's Board.** These are roles that are already approved as additions.
- **The division's vacancy rate.** The vacancy rate captures the ratio of vacant roles to budgeted positions. This data can help the District determine whether additional budgeted roles are needed, or whether more effort should be made to improve recruitment for open roles.
- **Staffing observations.** This information captures additional roles that are commonly found in similarly situated agencies and other staffing gaps identified by District staff.
- **Industry benchmark data.** Because there is a high degree of variability in the services provided by a division across similar entities, reliable industry benchmark data is not available for all divisions. Where divisions are commonly aligned, industry benchmark data is provided. Where industry benchmarks are not provided, data in the other areas of the table will provide the District with a robust understanding of its staffing levels.
- **Peer Staffing Analysis:** Ten peer districts were analyzed for this assessment. These districts were selected based on similar operating budget size, staff size, water operation services, and location in California. Though these peers were selected because they are similar to LVMWD, all peer districts have different organizational structures and no other selected peer is currently building a pure water facility. Notable differences in the staffing analysis are indicated as applicable. See Appendix D for full Peer Benchmarking results.



A component of the peer staffing analysis was informed by a division's FTE ratio, which is calculated by dividing the total staff in the organization by the total staff of the specific department. Data for the analysis includes the LVMWD ratio, the peer average, and data from the American Water Works Association (AWWA) Utility Benchmarking performance management for Water and Wastewater results from 2022.² This report summarizes performance results for participating utilities across the United States providing potable water, wastewater, and/or stormwater services for fiscal year 2021.

A staffing level analysis for each division is below.

Legislative Program Employee Survey Rating	
<p>100%</p>	
<ul style="list-style-type: none"> ■ Very understaffed: We consistently do not have enough staff to get the work done. ■ Somewhat understaffed: We generally do not have enough staff to get the work done. ■ Adequately staffed: We have enough staff to get the work done. ■ Somewhat overstaffed: We generally have more than enough staff to get the work done. ■ Very overstaffed: We consistently have more than enough staff to get the work done, and many staff do not have enough work to do. 	
New Approved Roles	N/A
Vacancies	None
Staffing Observations	None
Industry Benchmark Data	Not available
Peer Staffing Analysis	Not available
Recommendations	No recommended updates.

Public Affairs and Communications Employee Survey Rating	
Not available, no one from Public Affairs responded to the survey.	
New Approved Roles	N/A
Vacancies	None
Staffing Observations	Through interviews, staff indicated that there was sufficient staff to execute the District's current work. Additional staff may be needed to support an

² <https://www.awwa.org/Resources-Tools/Programs/Benchmarking>



Public Affairs and Communications Employee Survey Rating	
	expanded digital presence and community outreach initiatives; however, this work could also be supported by outsourced resources.
Industry Benchmark Data	Not available
Peer Staffing Analysis	<p>LVMWD staffing levels generally align with peers; both LVMWD and peers are slightly above the AWWA median.</p> <p>FTE Ratio – Public Relations Staff to Total Staff</p> <p>LVMWD: 2.50%</p> <p>Peer Average: 2.26%</p> <p>AWWA Median: 0.90%</p>
Recommendations	No recommended updates.

Resource Conservation Employee Survey Rating	
<p>100%</p>	
<ul style="list-style-type: none"> ■ Very understaffed: We consistently do not have enough staff to get the work done. ■ Somewhat understaffed: We generally do not have enough staff to get the work done. ■ Adequately staffed: We have enough staff to get the work done. ■ Somewhat overstaffed: We generally have more than enough staff to get the work done. ■ Very overstaffed: We consistently have more than enough staff to get the work done, and many staff do not have enough work to do. 	
New Approved Roles	N/A
Vacancies	None
Staffing Observations	Upcoming regulatory changes contained in the <i>Make Conservation a California Way of Life</i> legislation may increase the burden on this team if passed.
Industry Benchmark Data	Not available
Peer Staffing Analysis	Resource Conservation positions are not common in peer districts. One peer city, Vallecitos, has a similar position filled by one FTE around conservation outreach and education. Another peer, Moulton Niguel outsources conservation outreach services.
Recommendations	No recommended updates.



Customer Service Employee Survey Rating	
<p>50% (Orange) 50% (Yellow)</p> <ul style="list-style-type: none"> ■ Very understaffed: We consistently do not have enough staff to get the work done. ■ Somewhat understaffed: We generally do not have enough staff to get the work done. ■ Adequately staffed: We have enough staff to get the work done. ■ Somewhat overstaffed: We generally have more than enough staff to get the work done. ■ Very overstaffed: We consistently have more than enough staff to get the work done, and many staff do not have enough work to do. 	
New Approved Roles	N/A
Vacancies	Two FTE vacancies; and two limited-term vacancies
Staffing Observations	None
Industry Benchmark Data	Customer Service staff is typically evaluated on the Customer Service cost per account. Typical services provided to customers include activating accounts, bill preparation and delivery, payment processing, account collections, and complaint management. Data for this analysis was not provided by peer districts
Peer Staffing Analysis	<p>Each Customer Service staff at LVMWD serves approximately 5,000 individuals in the community, while other district's Customer Service staff serve a greater number of individuals in the community.</p> <p>Population / Community Served to Customer Service Staff</p> <p>LVMWD: 5,000 Peer Average: 23,700 AWWA Median: N/A</p> <p>LVMWD has a higher ratio of Customer Service staff, but Customer Service staffing may differ from peer districts due to roles and responsibilities and the number of services provided to customers. At LVMWD, Customer Service staff handle billing, while these responsibilities may be handled by Finance in other districts.</p> <p>FTE Ratio – Customer Service Staff to Total Staff</p> <p>LVMWD: 12.50% Peer Average: 10.48% AWWA Median: 8.30%</p>
Recommendations	<p>There are two staffing-level options to consider. In Option 1 (page 12 of Appendix B), the recommendation is to update the current Customer Service Representative roles to Customer Service Representative I/II roles.</p> <p>Option 2 (page 13 of Appendix B) includes:</p>



Customer Service Employee Survey Rating	
	<ul style="list-style-type: none"> Updated title for the Senior Field Customer Service Representative to Field Operations Technician III Promotes and moves a Field Operations Technician II under the Customer Service Operations Supervisor to a Field Operations Technician III under the Customer Service Programs Supervisor This option also transitions the limited-term positions to full-time. Promotes one Customer Service Representative I/II to III.

Engineering Employee Survey Rating	
<ul style="list-style-type: none"> Very understaffed: We consistently do not have enough staff to get the work done. Somewhat understaffed: We generally do not have enough staff to get the work done. Adequately staffed: We have enough staff to get the work done. Somewhat overstaffed: We generally have more than enough staff to get the work done. Very overstaffed: We consistently have more than enough staff to get the work done, and many staff do not have enough work to do. 	
New Approved Roles	N/A
Vacancies	None
Staffing Observations	<ul style="list-style-type: none"> LVMWD typically determines staffing for Engineering based on the number of capital improvement projects. However, Engineering workloads have recently increased due to unforeseen projects that are not included in capital improvement plans and therefore not accounted for when determining staffing needs. Staff report Engineering workloads are very high, particularly for Senior Engineers and Inspectors. Staff shared that Engineering previously had more Engineers, Junior Engineers, and a dedicated Administrative Assistant.
Industry Benchmark Data	N/A
Peer Staffing Analysis	<p>LVMWD has 10 Engineering staff, which is less than most peer districts. Peer district Engineering FTE ranges from 14 to 81 Engineers with most similarly sized districts at approximately 15 engineering FTE.</p> <p>FTE Ratio – Engineering Staff to Total Staff</p> <p>LVMWD: 7.50%</p> <p>Peer Average: 13.68%</p> <p>AWWA Median: 8.30%</p> <p>At LVMWD, the ratio of CIP budget to Engineering staff is \$2,333,333. This is lower than the average of peer districts however, only half of the peer</p>



Engineering Employee Survey Rating	
	<p>districts have a higher ratio. The other half has a ratio of about \$1,000,000 per Engineering staff.</p> <p>CIP Budget per Engineering Staff</p> <p>LVMWD: \$2,333,333</p> <p>Peer Average: \$3,700,000</p> <p>AWWA Median: N/A</p>
Recommendation	To accommodate workloads, add one additional Engineering staff. Consider adding one more additional Engineering staff in the future as the District continues to plan for infrastructure expansion, updates, and replacements. This decision can be informed by continued evaluation of the workload contained in the CIP and the volume of unforeseen projects in the future.

Water Systems Employee Survey Rating	
<p>A horizontal stacked bar chart with a red segment on the left labeled '25%' and a yellow segment on the right labeled '75%'.</p>	
<ul style="list-style-type: none"> ■ Very understaffed: We consistently do not have enough staff to get the work done. ■ Somewhat understaffed: We generally do not have enough staff to get the work done. ■ Adequately staffed: We have enough staff to get the work done. ■ Somewhat overstaffed: We generally have more than enough staff to get the work done. ■ Very overstaffed: We consistently have more than enough staff to get the work done, and many staff do not have enough work to do. 	
New Approved Roles	N/A
Vacancies	None
Staffing Observations	<ul style="list-style-type: none"> ● Current staffing numbers do not allow for workloads to be covered when staff are out on leave, resulting in deferred projects. ● The Facilities and Operations Department has logged 25,528 overtime hours and 35,248 standby hours between 2021 and 2023. ● Staff reported valve maintenance would better align with Construction responsibility rather than in Water Systems. If this work stays within Water Systems, staff report the need for another Operator I/II to cover valve maintenance. If the work moves to Construction, an additional role may be needed to handle the increased workload. ● Division supervisors are near retirement and the Department has yet to formalize its succession plans. This is particularly important to ensure staff have the required certifications (specifically the Grade V Wastewater Treatment Plant Operator Certification issued by the California Water Resources Control Board) to be promoted into supervisory positions. Staff shared that succession planning for these positions is underway. The District developed a succession plan in 2018 and has made



Water Systems Employee Survey Rating	
	significant efforts to cross-train employees in advance of planned retirements.
Industry Benchmark Data	Not available
Peer Staffing Analysis	<p>LVMWD has proportionately less staff in Water Systems than peer districts. In each of these metrics, the variance in LVMWD to peer districts may be different based on how Water Systems is organizationally structured.</p> <p>FTE Ratio – Water Systems Staff to Total Staff</p> <p>LVMWD: 12.50%</p> <p>Peer Average: 18.88%</p> <p>AWWA Median for Water Systems: 9.90%</p> <p>AWWA Median for water transmission and distribution: 30.10%</p> <p>LVMWD Water Systems staff process substantially more water per water system staff than peer districts.</p> <p>Millions of gallons per day (MGD) of water produced per Water Systems Staff</p> <p>LVMWD: 3.19</p> <p>Peer Average: 0.35</p> <p>AWWA Median: N/A</p> <p>LVMWD has a higher ratio of miles of pipe per Water Systems staff.</p> <p>Miles of pipe managed per Water Systems Staff</p> <p>LVMWD: 74</p> <p>Peer Average: 57</p> <p>AWWA Median: N/A</p>
Recommendation	<ul style="list-style-type: none"> ● Monitor deferred projects and increase staffing or contracted services if deferred projects consistently increase. ● Continue to incentivize and support staff certifications. ● If the valve maintenance function remains with Water Systems, consider adding another Operator I/II position. If valve maintenance moves to Construction, evaluate whether additional resources are needed in that Division.



Water Reclamation Employee Survey Rating	
<ul style="list-style-type: none"> ■ Very understaffed: We consistently do not have enough staff to get the work done. ■ Somewhat understaffed: We generally do not have enough staff to get the work done. ■ Adequately staffed: We have enough staff to get the work done. ■ Somewhat overstaffed: We generally have more than enough staff to get the work done. ■ Very overstaffed: We consistently have more than enough staff to get the work done, and many staff do not have enough work to do. 	
New Approved Roles	N/A
Vacancies	None
Staffing Observations	<p>Plant Team</p> <ul style="list-style-type: none"> ● The Chief Water Reclamation Plant Operator has a high workload, particularly with the upcoming operationalization of the Pure Water Plant. ● The Chief Water Reclamation Plant Operator is the only Grade 5 certified staff at the District. This certification is required to run water treatment plants; this creates a single point of failure if this position is unexpectedly vacant. ● There are only three FTEs who share the standby rotation. Staff reported this is a heavy burden for those employees. The Facilities and Operations Department, as a whole, logged 9,390 standby hours in 2023, a slight decrease from 2022 (9,758 hours) and 2021 (8,555 hours). <p>Compost Team</p> <ul style="list-style-type: none"> ● Staff reported this team lacks coverage when staff are out, resulting in reliance on overtime to complete work. The Facilities and Operations department logged 7,214 overtime hours in 2023. <p>Water Quality Team</p> <ul style="list-style-type: none"> ● Staff reported that this team doesn't have a lead position under the supervisor to help manage workloads and perform quality assurance.
Industry Benchmark Data	Not available
Peer Staffing Analysis	<p>LVMWD has proportionately less staff in Water Reclamation than in peer districts. This difference may be different based on how other districts structure Water Reclamation.</p> <p>FTE Ratio – Water Reclamation and Water Treatment Staff to Total Staff</p> <p>LVMWD: 10.00%</p> <p>Peer Average: 17.40%</p> <p>AWWA Median: 18.10%</p> <p>LVMWD Wastewater staff process more wastewater than the peer districts.</p>



Water Reclamation Employee Survey Rating	
	<p>MGD of wastewater processed per wastewater FTE</p> <p>LVMWD: 0.73</p> <p>Peer Average: 0.51</p> <p>AWWA Median: N/A</p>
Recommendation	<ul style="list-style-type: none"> ● <i>Plant:</i> Add a Senior Water Reclamation Plant Operator to the Water Reclamation team to support succession planning for the Chief Water Reclamation Plant Operator and to balance that position's workload. ● <i>Compost:</i> Add a Senior Plant Operator position to the Compost team to provide overlapping coverage for time spent out of office. ● <i>Water Quality:</i> Add a Lab Lead in Water Quality in anticipation of increased workloads as the Pure Water Facility is operationalized and testing requirements expand. As testing requirements from the state evolve, consider whether the District would be better served by adding temporary and/or contract lab staff for short-term needs. This tactic can help keep initiatives moving forward but does not commit the district to ongoing staffing costs.

Facilities Employee Survey Rating	
<ul style="list-style-type: none"> ■ Very understaffed: We consistently do not have enough staff to get the work done. ■ Somewhat understaffed: We generally do not have enough staff to get the work done. ■ Adequately staffed: We have enough staff to get the work done. ■ Somewhat overstaffed: We generally have more than enough staff to get the work done. ■ Very overstaffed: We consistently have more than enough staff to get the work done, and many staff do not have enough work to do. 	
New Approved Roles	N/A
Vacancies	Three vacancies
Staffing Observations	<ul style="list-style-type: none"> ● Interviewed staff indicated that the Maintenance Division is somewhat understaffed, in part due to the difficulty of attracting workers to fill vacancies at the current pay rate. As a result, staff reported Westlake Treatment Plant outsources maintenance workers at the plant because internal maintenance workers often do not have the capacity to support Westlake. ● Many interviewees reported that the Collections Systems Mechanic II, currently under Facilities Maintenance, may be a better fit under Water Reclamation as the work and required certifications are aligned. This role can still support the Mechanic team when needed and the position performs similar roles and responsibilities as District Mechanics.



Facilities Employee Survey Rating	
	<ul style="list-style-type: none">● Staff report the Construction team tends to work reactively and, due to understaffing, relies on the Toro Enterprises contract for emergencies 18–20 times per year, as the team can't easily handle two leaks at a time. Construction staff estimate that the team would benefit from two additional positions.● The Facilities and Operations department as a whole logged 7,214 overtime hours in 2023.
Industry Benchmark Data	Facilities staffing ratios are typically calculated by comparing the number of maintenance or custodial staff to square feet under maintenance. Factors that influence the size of the facilities team include the total number of buildings, the age of infrastructure, and the range of services managed. While these factors are highly variable, the APPA generally recommends a ratio of at least one maintenance role per 67,400 square feet, one custodial role per 16,700 square feet, and one groundskeeper role per 2.5 acres of managed land (or 25 acres of open land). ³
Peer Staffing Analysis	LVMWD has proportionately less staff in Facilities than peer districts. This difference may be due to the number and size of Facilities in peer districts. FTE Ratio – Facilities Staff to Total Staff LVMWD: 14.17% Peer Average: 22.44% AWWA Median: 2.20%
Recommendation	<ul style="list-style-type: none">● Add the following positions to address understaffing:<ul style="list-style-type: none">○ One additional Maintenance Mechanic I/II,○ One additional Collection Systems Mechanic I/II,○ One additional Senior Collection Systems Mechanic.○ Two FTE positions to the Construction team.● For time-limited construction needs, such as the construction of the Pure Water facility, continue to weigh the benefits of working with contractors to balance workloads. However, once the Pure Water facility begins requiring preventative and ongoing maintenance, the District will need to add additional Construction staff to avoid project delays, overtime costs, and deferred maintenance. See Appendix A.

³ https://www.wku.edu/facilities/appa_standards.pdf



Human Resources Employee Survey Rating



- Very understaffed: We consistently do not have enough staff to get the work done.
- Somewhat understaffed: We generally do not have enough staff to get the work done.
- Adequately staffed: We have enough staff to get the work done.
- Somewhat overstaffed: We generally have more than enough staff to get the work done.
- Very overstaffed: We consistently have more than enough staff to get the work done, and many staff do not have enough work to do.

New Approved Roles	N/A
Vacancies	None
Staffing Observations	None
Industry Benchmark Data	For organizations with up to 250 FTEs, the industry-standard staffing ratio is 3.4 HR FTE per 100 FTEs ⁴ . At 116 FTEs and three dedicated HR FTEs, the District is slightly understaffed in comparison to this ratio. Adding one HR FTE would align the District with this standard.
Peer Staffing Analysis	<p>LVMWD HR staff support less staff than most other peer districts.</p> <p>FTE Ratio – Total Staff to HR Staff</p> <p>LVMWD: 40</p> <p>Peer Average: 63</p> <p>AWWA Median: N/A</p>
Recommendation	<ul style="list-style-type: none"> ● Add one HR FTE to align the District with industry standards. ● As staffing levels across the district increase over time, continually evaluate the ratio of HR staff to total district staff to maintain alignment of with industry-standard HR staffing ratios. ● For short-term initiatives, such as recruitment sprints, succession planning, or other work, the District can consider engaging outside resources to support HR. This tactic can help keep initiatives moving forward but does not commit the district to ongoing staffing costs. ● During this assessment, the Administrative Specialist, Risk Management moved from a Department-wide role in Finance and Administration to the Human Resources Division.

⁴ <https://www.aihr.com/blog/hr-to-employee-ratio/#:~:text=Organizations%20with%20fewer%20than%20250,have%20a%20fraction%20of%20this.>



Finance Employee Survey Rating



- Very understaffed: We consistently do not have enough staff to get the work done.
- Somewhat understaffed: We generally do not have enough staff to get the work done.
- Adequately staffed: We have enough staff to get the work done.
- Somewhat overstaffed: We generally have more than enough staff to get the work done.
- Very overstaffed: We consistently have more than enough staff to get the work done, and many staff do not have enough work to do.

New Approved Roles	N/A
Vacancies	One vacancy
Staffing Observations	<ul style="list-style-type: none"> ● Grant management is decentralized across the District, which can limit the volume of overall grants the District can pursue and manage. Decentralized grant management also puts the District at higher risk of grant noncompliance. As the District grows, grants can be strategically used to support current and future initiatives. A dedicated Grants Manager position to help the organization apply for and manage grants would help support this work. Grant Manager positions are typically a self-support role because they help bring grant dollars into the organization. No analyzed peer districts have a Grants Manager position, although these responsibilities may be overseen by an individual with a different title, such as a Contract Administrator, Accountant, or Program Manager. ● Accounts Payable staff reported they have a hard time keeping up with invoices due to challenges with getting complete and accurate data from other divisions. ● Procurement processes are also decentralized. Several staff reported the desire to centralize contracting and procurement to help manage RFPs, contracting, and buying. If the organization decides to centralize procurement, the Division would need a Contract Manager and additional staff to handle the increased workload.
Industry Benchmark Data	Finance and Accounting departments are typically structured and sized based on the number of people served (e.g., vendors, employees, community members), the revenue of the organization, and the variety of finance and accounting tasks or responsibilities. Staffing size can vary depending on the sophistication of the systems environment, staff experience, and areas of oversight within the department. This can make Finance staff ratios difficult to effectively benchmark. There are select productivity metrics that can be used to create internal benchmarks that could be useful when evaluating workloads and staffing requirements. These could include invoices processed per employee per month, time to process month-end close, or total grant funds under management.
Peer Staffing Analysis	LVMWD is aligned with the proportion of finance staff in peer districts.



Finance Employee Survey Rating	
	<p>FTE Ratio – Finance Staff to Total Staff</p> <p>LVMWD: 7.50%</p> <p>Peer Average: 7.33%</p> <p>AWWA Median: 3.60%</p> <p>LVMWD Finance staff managed an average of \$7,300,000 per Finance staff, which is less than the peer average of \$9,600,000.</p> <p>2022 Expenditures to Finance Staff</p> <p>LVMWD: \$7,300,000</p> <p>Peer Average: \$9,600,000</p> <p>AWWA Median: N/A</p>
Recommendation	<ul style="list-style-type: none"> ● If the District would like to strategically pursue grants to support current and future initiatives, add a Grants Supervisor to the Finance team to act as a centralized resource for the District. ● If the District would like to centralize procurement roles and responsibilities, add a Senior Contract Specialist.

Information Systems Employee Survey Rating	
<ul style="list-style-type: none"> ■ Very understaffed: We consistently do not have enough staff to get the work done. ■ Somewhat understaffed: We generally do not have enough staff to get the work done. ■ Adequately staffed: We have enough staff to get the work done. ■ Somewhat overstaffed: We generally have more than enough staff to get the work done. ■ Very overstaffed: We consistently have more than enough staff to get the work done, and many staff do not have enough work to do. 	
New Approved Roles	LVMWD management is prioritizing SCADA Supervisor and Jr. SCADA Analyst positions for Board approval.
Vacancies	Two vacancies
Staffing Observations	<ul style="list-style-type: none"> ● The SCADA Analyst position is currently vacant, and the work is contracted out. The District has identified an urgent need for a SCADA analyst, specifically ahead of the Pure Water facility completion. ● The network and security Technician role is also vacant. ● Interviewed Operations staff reported the occasional need for SCADA assistance after business hours, which is difficult with outsourced SCADA technicians. When the SCADA position is filled, the District should consider incentives for how this position can best support after-hours needs.



Information Systems Employee Survey Rating	
	<ul style="list-style-type: none"> IT consultants recommend a total of three SCADA FTEs with the number of facilities, upcoming major projects, and on-call needs of the organization.
Industry Benchmark Data	IT staffing ratios are typically calculated by comparing the number of front-line IT staff to the overall number of employees they support. For organizations with a complex systems environment, a common ratio is one IT role to 45 FTE. ⁵ The actual size of the IT division will depend on the complexity of LVMWD’s IT infrastructure, range of technology services provided, and level of IT support required.
Peer Staffing Analysis	<p>Proportional IT staffing at LVMWD is slightly higher than peers and the AWWA Median. This may be due to where the SCADA position is organized, since most peers staff SCADA in operations rather than in IT.</p> <p>FTE Ratio – IT Staff to Total Staff</p> <p>LVMWD: 5.86%</p> <p>Peer Average: 4.85%</p> <p>AWWA Median: 3.40%</p>
Recommendation	<ul style="list-style-type: none"> The ultimate staffing recommendations should be considered alongside the final Information Systems Organizational Assessment. The recommendations here represent known high-priority roles that are unlikely to change with the final ITS Assessment. It’s recommended to create a SCADA Supervisor position to supervise the SCADA Analyst. Recruit an additional Jr. SCADA analyst to support operational continuity and expansion

Administrative Assistants

Administrative Assistants have differing roles and responsibilities based on their location within the organizational structure and the needs of the director, department, or division. While all department Directors have an Administrative Assistant, in some instances, divisions also have a dedicated Administrative Assistant. In several instances, the roles and responsibilities of Administrative Assistants have evolved beyond the duties typical of the role, such as contracting support.

Because of this decentralization, it’s challenging for the District to provide sufficient backup, cross-train employees, and understand workloads. The District should explore options to standardize how Administrative Assistants are deployed, including potential updates to job descriptions, reclassifications, reporting structures, and training for management on District standards and expectations for this role. The District could also consider updating Administrative Assistants’ titles to reflect how the function of this role has evolved.

Overtime and Standby

Standby and overtime hours have fluctuated in recent years, rising between FY21 and FY22 and declining between FY22 and FY23, as shown in the following tables. The District’s tracking of standby

⁵ Robert Half. "How Many Help Desk Tier 1 Personnel Do You Need?" Robert Half Blog. Accessed June 24, 2023. URL: <https://www.roberthalf.com/blog/management-tips/how-many-help-desk-tier-1-personnel-do-you-need>.



and overtime hours likely does not fully capture actual hours, because managers or supervisors who are not eligible for overtime and standby pay often step in to cover those functions when staffing is limited and roles are vacant. The total overtime hours for the District in FY23 (10,227 hours) represent 4.9 additional FTE at 2,080 per year per FTE.

OVERTIME HOURS BY DEPARTMENT FY21-FY23

DEPARTMENT	FY21	FY22	FY23	TOTAL
Engineering and External Affairs	3,222	6,209	2,808	12,238
Finance and Administration	430	361	205	995
Facilities and Operations	8,555	9,759	7,214	25,528
TOTAL	12,206	16,329	10,227	38,762

OVERTIME PAY BY DEPARTMENT FY21-23

DEPARTMENT	FY21	FY22	FY23	TOTAL
Engineering and External Affairs	\$178,990	\$359,465	\$177,677	\$716,132
Finance and Administration	\$25,776	\$22,075	\$13,630	\$61,481
Facilities and Operations	\$584,407	\$662,300	\$502,562	\$1,749,268
TOTAL	\$789,173	\$1,043,840	\$693,869	\$2,526,882

STANDBY HOURS BY DEPARTMENT FY21-FY23

DEPARTMENT	FY21	FY22	FY23	TOTAL
Engineering and External Affairs	2,153	3,368	2,131	7,652
Facilities and Operations	12,389	13,470	9,390	35,249
TOTAL	14,452	16,838	11,521	42,901

STANDBY PAY BY DEPARTMENT FY21-23

DEPARTMENT	FY21	FY22	FY23	TOTAL
Engineering and External Affairs	\$10,765	\$16,840	\$10,655	\$38,260



DEPARTMENT	FY21	FY22	FY23	TOTAL
Facilities and Operations	\$61,943	\$67,351	\$46,951	\$176,244
TOTAL	\$72,708	\$84,191	\$57,606	\$214,504

The District should continue monitoring overtime and standby levels to identify potential areas of concern and take proactive measures to address them before they become larger issues. Proactive measures may include contracting out work or hiring additional personnel.

PURE WATER STAFFING NEEDS

Staffing estimates for the Pure Water Project are provided in the following table. Staffing for the Pure Water project will depend on forthcoming decisions, including:

- The operating cycle of the Pure Water plant (year-round, seasonal with reduced operations off-season, or seasonal with full shutdown off-season)
- Potential changes to the operating cycle of the Westlake Filter Plant
- Feasibility of integrating staffing between Pure Water and Westlake (based on operating cycles)
- Planned advancements to the Pure Water Plant’s technology environment

It is important to keep in mind that the additional FTE estimate in the following table does not necessarily indicate that new personnel will need to be added. Once the District resolves the unknowns in the list above and has a clear idea of Pure Water’s staffing needs, it can develop a plan to achieve the necessary staffing levels through a mix of internal and external recruitments and up-leveling existing staff. For example, the District could hire new staff at lower levels who can be trained over several years to fill future needs and encourage existing staff to develop the certifications needed to step into these roles. A suggested implementation plan for these roles is included in [Appendix A](#).

DIVISION	ADDITIONAL FTE ESTIMATE	PURE WATER STAFFING NEEDS ASSESSMENT
Engineering and External Affairs		
Legislative Program	0	No additional staffing needs identified at this time
Public Affairs and Communications	0–1	Pure Water will continue to solidify LVMWD’s role as an industry leader, which may increase the public communication burden on this team.
Resource Conservation	0	No additional staffing needs identified at this time
Customer Service	1	Pure Water news releases cause an increase in customer questions. Although Customer Service can hire temporary staff when high volumes are predictable (for example, four temporary staff were brought in during the recent drought, a relatively more



DIVISION	ADDITIONAL FTE ESTIMATE	PURE WATER STAFFING NEEDS ASSESSMENT
		<p>time-limited situation), the need for Pure Water customer service-related activities may be consistent and large enough that it will be more cost-effective to hire additional full-time staff.</p> <p>Some Field staff have been volunteering to train on Pure Water as a promotional opportunity, so Customer Service positions may become vacant if individuals transfer to the facility full-time. While this would not increase the total amount of needed FTE, the possibility of increased turnover is worth keeping in mind.</p>
Engineering	3–4	<p>To continue work on other essential projects and staff Pure Water, Engineering leadership estimates they will need:</p> <ul style="list-style-type: none"> ● One additional Inspector ● At least one additional Engineer ● One Junior Engineer/Intern
TOTAL	4–6	
Facilities and Operations		
Water Systems	3–5	<p>If the Pure Water plant operates year-round, staff will be needed to run this plant full-time. Staff reported it typically takes five staff to run a plant but if there is downtime between the plants or Pure Water is run seasonally, some staff could cross over to support both plants. Certified standby staff will also be needed to support the Pure Water plant.</p>
Water Reclamation	1–3	<p>If the Pure Water plant has a lab onsite, additional staffing, including a supervisory position and Lab Technician(s), will be needed to run the lab and conduct the additional testing requirements for Pure Water. If the Pure Water plant does not have a lab onsite, additional Lab Technicians will be needed to manage the increase in testing requirements.</p>
Maintenance	0–2	<p>Maintenance management estimates the team will need additional staff with expertise in the filtration and treatment used at the Pure Water plant. Maintenance staffing ratios are typically based on the square footage of facilities. This could be used to refine this estimate.</p>
Electrical	0–2	<p>If the Pure Water plant runs year-round, additional staff may be needed to manage the increase in electrical maintenance at each facility. If it runs seasonally, staff may rotate between facilities and additional staffing may not be necessary.</p>
Construction	2	<p>In the first few years of Pure Water plant operations, Construction staffing will not need to increase. However, as pipe maintenance needs increase at the plant, additional Mechanics and Construction staff will be needed to handle the increase in aging pipes and infrastructure.</p>



DIVISION	ADDITIONAL FTE ESTIMATE	PURE WATER STAFFING NEEDS ASSESSMENT
TOTAL	6–15	
Finance and Administration		
Human Resources	0–1	Additional staff may be needed to handle increases in hiring and retaining staff.
Finance	Potentially 2	Additional staff may be needed to handle the increased volume of transactions and purchases in Accounting (1) and Purchasing (1). Staff noted that LVMWD’s debt for the Pure Water project has strict reporting requirements, and there is not currently anyone on staff with the relevant reporting expertise.
Information Systems	Potentially 2	IT staff estimate that additional staffing may be needed to support increased system complexity and cyber security threats resulting from an additional plant. Staff shared that additional SCADA support will likely be needed with expanded operations of any kind.
TOTAL	4–5	
GRAND TOTAL	14–26	

MANAGEMENT CONSIDERATIONS

Observations and recommendations in this section identify opportunities for LVMWD to support ongoing organizational development.

Prioritization Framework

4. Observation	As part of its annual budget cycle, the District conducts strategic planning to identify major capital projects to undertake in the coming year. The process is consensus-driven and does not incorporate a process by which to prioritize initiatives, which contributes to a reactive operating environment.
Recommendation	LVMWD leadership should develop a prioritization framework to ensure essential operations and new project initiatives are resourced appropriately.

Many staff relayed a sense of pride that LVMWD is considered an industry leader, but that the drive to maintain this standing can sometimes compete with the District’s core value—to serve customers. Staff shared the perception that while other nearby agencies are focused on water provision, LVMWD’s multiple initiatives can be overwhelming and distracting. With the District’s limited resources spread thin, some essential operating basics are not consistently prioritized, including:

- **Aging Infrastructure:** There is not a clear approach to comprehensively and proactively track and maintain the District’s aging infrastructure. Board members reported that the replacement



budget is fully funded, but staff shared the perception that maintenance and replacement for aging infrastructure is generally deprioritized.

- **Preventative Maintenance:** Staff report that staffing is not sufficient to conduct preventative maintenance, resulting in significant infrastructure issues and deferred projects. When extreme infrastructure issues arise, the District often relies on a contractor to address them. This is a particular issue in the Water Systems team. Contractors can be a great resource when staff lack capacity or expertise but can also increase expenses and delay turnaround times.
- **Regulatory Compliance:** The District is required to comply with state regulations for valve flushing and maintenance, but staff report that these activities are not currently occurring due to other priorities.

The District should develop an initiative prioritization framework to help ensure that tasks essential to operations are funded and staffed prior to the introduction of new initiatives and projects. A prioritization framework is a structured approach to evaluating and ranking potential initiatives or projects based on their strategic alignment, feasibility, potential impact, and available resources. Such a framework can help to objectively evaluate possible initiatives and projects and help organizations allocate their resources effectively. Key elements of an initiative prioritization framework include criteria (for example, cost, timeline, and staff hours required), a scoring system that assigns a numerical value and weight to each criterion, and a formal evaluation and decision-making process.

Such a framework would help the District understand its relative capacity for taking on new initiatives and assess a potential initiative's impact on workloads, the resources required to undertake the initiative, and the initiative's alignment with the District's goals and mission. The District should only undertake new initiatives after understanding the impact on staff and either providing the necessary resources or deprioritizing other initiatives as needed to maintain reasonable staff workloads.

Communication and collaboration are essential for a prioritization framework to be a success. Departments will need to communicate clearly with District leadership about what resources are available for potential projects.



Recruitment and Retention

5.	Observation	Challenges with recruiting and retaining employees have contributed to high workloads and the potential for operational disruption.
	Recommendations	<p>A. Review the results of the in-progress compensation study and develop an action plan to address any recommended changes to compensation.</p> <p>B. Continue to conduct regular salary studies to ensure the District is an employer of choice in an increasingly competitive market.</p> <p>C. Consider implementing position grading, as recommended in Staffing Levels Analysis, to support employee growth and retention.</p> <p>D. Pursue strategies identified in the Annual Employee Survey to reinforce employee engagement in the workplace culture.</p>

Utility districts nationally are experiencing extreme competition to recruit and retain qualified individuals. Combined with an aging workforce and subsequent retirements, the overall recruitment and retention environment facing LVMWD is extremely challenging. Some interviewed and surveyed staff identified recruitment and retention as a challenge within the organization. Specifically, LVMWD is experiencing issues in the following areas:

- **Availability of Qualified Candidates:** Many interviewed staff shared that a key recruiting challenge is the limited availability of qualified candidates within the region.
- **Compensation:** Many interviewed employees noted that compensation is a critical factor that negatively impacts employee recruitment. Staff perceive salary levels to be less competitive than they once were and believe that employees often leave for similar better-paid opportunities with other agencies or private employers. Although the most recent total compensation study was conducted in 2018, a refreshed study is in progress at the time of this report. In a highly competitive environment, it is important for the District to regularly review and update its total rewards to minimize the risk of losing key staff and qualified candidates. This is particularly important for departments like Water Operations that require staff with high-level certifications that are often highly sought after (see [Succession Planning](#)).
- **Position Grading:** Staff also reported that the lack of position grading on some teams contributes to challenges with employee growth and retention. Some positions in the organization do not offer step levels, particularly in Engineering, Water Systems, Customer Service, and the Front Office. This means that employees can easily experience or perceive that advancement opportunities are only available if they move to another agency. The recommendations contained in the previous section include implementing position grading in several divisions to address this.

In addition, although about 90% of respondents to the 2023 Annual Employee Survey reported that they felt very (21%), somewhat (30%), or generally engaged (40%), survey respondents also responded positively to proposed strategies to increase engagement, including more communication from supervisors/managers (38%), team building activities (62%), employee interest/activity groups (42%), and employee recognition (33%).

To support strong recruitment and retention, the District should:



- Review the results of the in-progress compensation study and develop an action plan to address any recommended changes to compensation.
- Continue to conduct regular salary studies to ensure the District is an employer of choice in an increasingly competitive market.
- Consider implementing position grading as recommended in [Staffing Levels Analysis](#) to support employee growth and retention.
- Pursue strategies identified in the Annual Employee Survey to reinforce employee engagement in the workplace culture.

Succession Planning

6.	Observation	LVMWD has many positions (46% of FTE) eligible to retire in the next five years, placing it at increased risk of institutional knowledge loss and potentially contributing to increased workloads when combined with a challenging recruitment environment.
	Recommendation	Continue to standardize succession planning procedures and formalize processes taking place across the organization to enhance the effectiveness of the District's succession planning efforts.

LVMWD has 35 employees who are currently eligible for retirement and 18 employees who will be eligible for retirement in the next five years (30.4% and 15.6% of current staffing, respectively). As a result, the District is at risk of losing institutional knowledge and employees with the required high-level certifications to maintain continuous operations of the District's facilities.

LVMWD is aware of these upcoming retirements and prepared a comprehensive Succession Plan in October 2018 that is currently being implemented. The plan focuses on attraction, retention, and knowledge sharing across the District. Prior to the development of this plan, interviewees reported succession planning typically occurred at the division level and did not follow standard procedures or formal processes. This is particularly an issue for positions that require specialized knowledge and certifications that take a significant time investment to acquire and are required from a regulatory standpoint for operations (see [Training and Development](#)).

Due to current challenges with recruitment, the District typically does not have the ability to hire replacements in time for the incumbent to adequately train and transfer knowledge from the departing staff members. As the District develops its approach to succession planning, it must develop succession strategies for key positions that prioritize the retention of staff knowledge with this in mind.



Training and Development

7.	Observation	Although the District thoughtfully invests in employee training and development, there are several areas where the District relies on a single employee to meet essential certification requirements.
	Recommendation	LVMWD should continue to prioritize investments in employee development to prepare the organization for advances in technology, specifically the operationalization of the Pure Water Facility, by considering additional incentives for obtaining job certifications.

LVMWD thoughtfully invests in employee development and cross-training to support employee growth. This includes supporting employees in obtaining and maintaining certifications, licenses, and professional designations, including CPA licenses and PE licenses. However, there is a shortage of staff with some key certifications required to maintain plant operations. For example, Wastewater Treatment Plants require certain certification grades based on the plant classification, and few staff in Water Systems and Reclamation have obtained these certification levels. Staff reported that Grade III is required to run the Plant but only one person has this certification level, risking delays or stops in plant operations. Although the District offers a bonus to employees who obtain certifications that are not required for their current position, staff report that this incentive structure is not sufficient to pursue higher-level certifications.

Several departments, including Water Systems, Construction, and Accounting, reported they support cross-training opportunities for staff to learn a different position. This provides staff with employee development opportunities and relieves capacity constraints in times of heavy workloads. Cross-training is an effective strategy for lean organizations to train staff to fill in where needed, but it does not work well for highly specialized roles.

Management should work to identify and prioritize appropriate training opportunities and resources to expand the knowledge base of staff, particularly positions that currently need or may need certifications in the future. As part of this work, LVMWD should develop a standard process by which staff can request external training and a clear set of criteria by which related decisions are made to ensure equitable allocation of resources, strategic use of LVMWD funds, and transparency for all staff. The District should also consider opportunities to offer additional incentives to staff for obtaining certifications at every level.



APPENDIX A: LVMWD 10-YEAR STAFFING PLAN

BUSINESS DIVISION TEAM	POSITIONS	URGENCY/PLAN	FY25	FY26/FY27	FY28/FY29	FY30-FY35	DEPENDENCIES
Board & General Manager							
Administration							
Deputy Director of Facilities, Water Operations, and Engineering	1	Model A	1				
Deputy Director of Administration and External Affairs	1	Model A	1				
Assistant General Manager	1	Model B	1				
Assistant General Manager	1	Model B				1	
Director of External Affairs	1	Model B	1				
Total General Manager – Model A	2						
Total General Manager – Model B	3						
Engineering & External Affairs							
Administration							
Customer Service – Administration							
Customer Service Operations							
Customer Service Office							
Additional Staffing	1	Pure Water		1			Pure Water may increase customer questions – additional staff should be onboarded before Pure Water is operational.
Resource/Watershed Conservation							
Public Information							
Additional Staffing	0 to 1	Pure Water		1			Pure Water may increase the public communication burden on this team
Technical Services Division							
Engineer	1 to 2	Moderate		1			As the District continues to plan for infrastructure expansion, updates, and replacements
Inspector	1	Pure Water		1			Prior to Pure Water being operational
Engineer	1+	Pure Water		1			
Junior Engineer/Intern	1	Pure Water				1	



BUSINESS DIVISION TEAM	POSITIONS	URGENCY/PLAN	FY25	FY26/FY27	FY28/FY29	FY30-FY35	DEPENDENCIES
Total Engineering & External Affairs – General	1 to 2						
Total Engineering & External Affairs – Pure Water	4 to 6						
Facilities & Operations							
Administration							
Additional Administrative Support	0 to 1	Pure Water		1			
Facilities Maintenance – Administrative							
Electrical/Instrumentation – Maintenance							
Additional Staffing	0 to 2	Pure Water					If the Pure Water plant runs year-round, additional staff may be needed to manage the increase in electrical maintenance at each facility. If it runs seasonally, staff may rotate between facilities and additional staffing may not be necessary.
Facilities Maintenance – Maintenance							
Senior Collection Systems Mechanic	1	High	1				
Collection Systems Mechanic I/II	1	High	1				
Maintenance Mechanic I/II	1	High	1				
Filtration and Treatment Staff	0 to 2	Pure Water		2			Maintenance management estimates the team will need additional staff with expertise in the filtration and treatment used at the Pure Water plant. Maintenance staffing ratios are typically based on sq. ft. of facilities. This could be used to refine this estimate.
Facilities Maintenance – Fleet							
Water Division – Administrative							
Water Systems Operations							
Water Distribution Operator I/II	1	Low		1			Consider adding if the valve maintenance function remains with Water Systems.
Water Treatment Operations							
Construction							
Construction Worker	2	High	2				
Additional Staffing	2	Pure Water				2	In the first few years of the Pure Water plant operations construction staffing will not need to increase. However, as pipe maintenance needs increase at the plant, additional mechanics and



BUSINESS DIVISION TEAM	POSITIONS	URGENCY/PLAN	FY25	FY26/FY27	FY28/FY29	FY30-FY35	DEPENDENCIES
							construction staff will be needed to handle the increase in aging pipes and infrastructure.
Reclamation Division – Administrative							
Reclamation Division – Lab							
Lab Lead	1	High	1				This position is needed now but will also support Pure Water.
Water Quality Staff	1 to 3	Pure Water					If the Pure Water plant has a lab onsite, additional staffing, including a supervisory position and lab technicians, will be needed to run the lab and conduct the additional testing requirements for Pure Water. If the Pure Water plant does not have a lab onsite, additional lab technicians will be needed to manage the increase in testing requirements.
Reclamation Division – Treatment							
Senior Water Reclamation Plant Operator	1	Critical	1				
Reclamation Division – Composting							
Senior Plant Operator	1	High		1			
Pure Water Plant Operations							
Plant Operations Staff	3 to 5	Pure Water		3 to 5			If the Pure Water plant operates year-round, staff will be needed to run this plant full-time. Staff reported it typically takes 5 staff to run a plant but if there is downtime between the plants or Pure Water is run seasonally, some staff could cross over to support both plants. Certified standby staff will also be needed to support the Pure Water plant.
Total Facilities & Operations – General	9						
Total Facilities & Operations – Pure Water	6 to 15						
Finance & Administration							
Administration							
Information Systems							
SCADA Supervisor	1	High	1				Management is currently prioritizing this position for Board approval.
Jr. SCADA Analyst	1	Moderate	1				Management is currently prioritizing this position for Board approval.
Additional SCADA support	0 to 2	Pure Water					IT staff estimate that additional staffing may be needed to support increased system complexity and cyber security threats resulting



BUSINESS DIVISION TEAM	POSITIONS	URGENCY/PLAN	FY25	FY26/FY27	FY28/FY29	FY30-FY35	DEPENDENCIES
							from an additional plant. Staff shared that additional SCADA support will likely be needed with expanded operations of any kind.
Human Resources/Risk Management							
Human Resources Coordinator	1	Moderate		1			
Additional Staffing	0 to 1	Pure Water		1			Additional staff may be needed to handle the increase in hiring and retaining staff.
Accounting							
Grants Supervisor	1	Low			1		This position is needed if the District would like to prioritize strategically using grants to support current and future activities
Senior Contract Specialist	1	Low			1		This position is needed if the District decides to centralize procurement.
Accounting Staff	1	Pure Water		1			Additional staff may be needed to handle the increased volume of transactions and purchases in Accounting (1) and Purchasing (1). Staff noted that LVMWD's debt for the Pure Water project has strict reporting requirements, and there is not currently anyone on staff with the relevant reporting expertise.
Purchasing Staff	1	Pure Water		1			Additional staff may be needed to handle the increased volume of transactions and purchases in Accounting (1) and Purchasing (1). Staff noted that LVMWD's debt for the Pure Water project has strict reporting requirements, and there is not currently anyone on staff with the relevant reporting expertise.
Total Finance & Administration – General	5						
Total Finance & Administration – Pure Water	4 to 5						
Total Additional Agency Staff Positions – General	15 to 16						
Total Additional Agency Staff Positions – Pure Water	14 to 26						
Total Additional Model A	2						
Total Additional Model B	3						

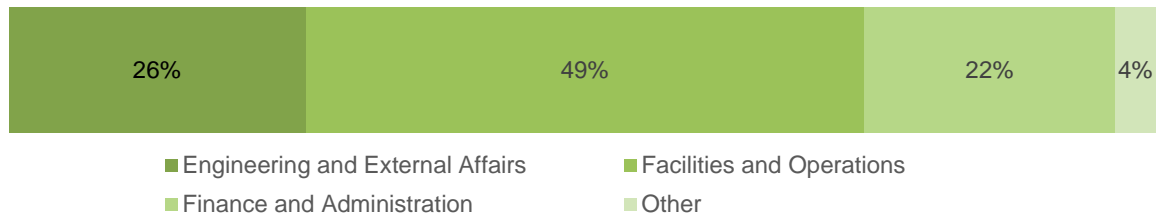


APPENDIX C: EMPLOYEE SURVEY RESULTS

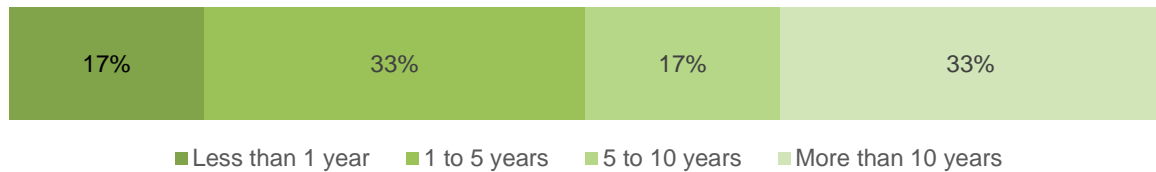
We distributed a confidential online survey to full- and part-time District employees between November 14 and November 22, 2023. Out of 116 employees invited to take the survey, 76 individuals submitted either full or partial responses (a participation rate of 66%).

DEMOGRAPHICS

Please select the Department you work in



Approximately how long have you been working at LVMWD?



What best describes your role at LVMWD?



[Managers] How many direct reports do you have?





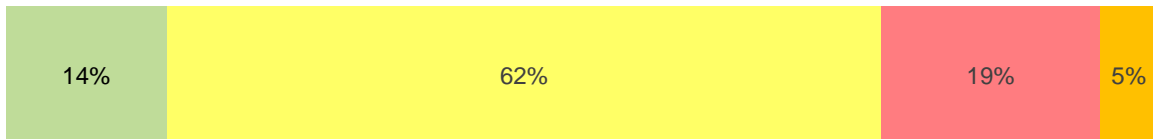
WORKPLACE CULTURE

What are three words or phrases that you would use to describe the overall workplace culture at LVMWD?



STAFFING

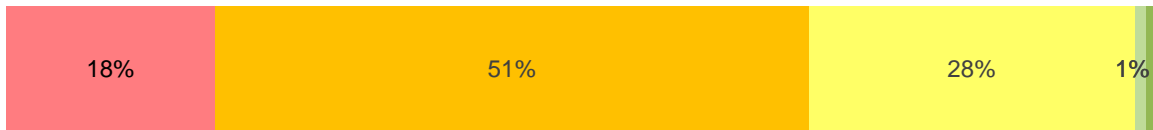
How would you rate the District’s current organizational structure? (i.e., are Departments, and divisions appropriately set up to effectively operate and deliver services?)



- Well-developed: Reporting structures and team groupings across the organization appropriately align similar functions
- Somewhat developed: Most reporting structures and team groupings across the organization appropriately align, but I have questions or concerns about some reporting lines
- Poorly developed: Reporting structures and team groupings across the organization do not appear to align similar functions
- I don't know

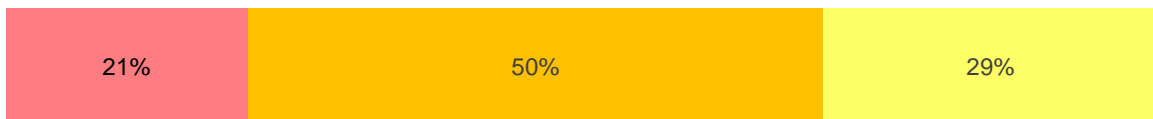


How would you rate the adequacy of current staffing levels (aka are there enough people to perform the work) across the District as a whole?



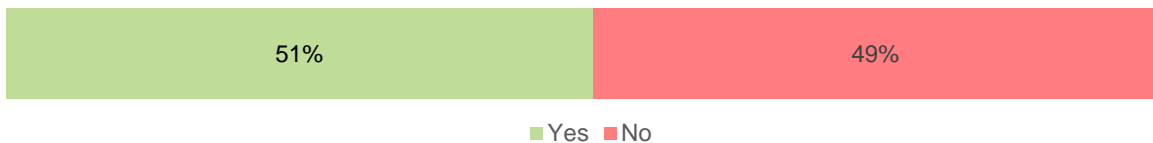
- Very understaffed: We consistently do not have enough staff to get the work done.
- Somewhat understaffed: We generally do not have enough staff to get the work done.
- Adequately staffed: We have enough staff to do the work we need to get done.
- Somewhat overstaffed: We generally have more than enough staff to get the work done.
- Very overstaffed: We consistently have more than enough staff to get the work done, and many staff do not have enough work to do.

How would you rate the adequacy of current staffing levels within your department?



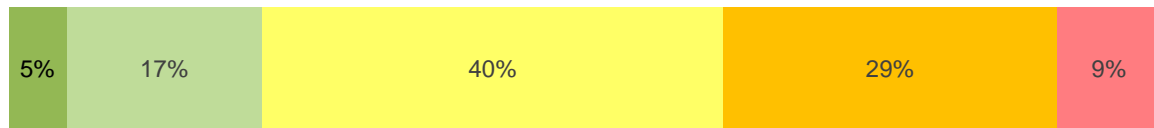
- Very understaffed: We consistently do not have enough staff to get the work done.
- Somewhat understaffed: We generally do not have enough staff to get the work done.
- Adequately staffed: We have enough staff to do the work we need to get done.
- Somewhat overstaffed: We generally have more than enough staff to get the work done.
- Very overstaffed: We consistently have more than enough staff to get the work done, and many staff do not have enough work to do.

Are there any positions within your department that are sole contributors (i.e., there is no backup for that role)?





How would you rate the level of succession planning that takes place in the District?



- Excellent: Succession plans are in place for all critical roles, and the District develops qualified candidate pipelines across all functions.
- Good: Succession plans are in place for the majority of critical roles, and the District develops qualified candidate pipelines across the majority of functions.
- Average: Succession plans are in place for some critical roles, and the District develops qualified candidate pipelines across some functions.
- Poor: Succession plans are not in place for most critical roles, and the District does not develop qualified candidate pipelines for most functions.
- Terrible: There are no succession plans in place for any critical roles, and the District does not develop qualified candidate pipelines for any function.

How would you rate the level of cross-training and backup within your program or department? For example, if someone who handles an important process is unexpectedly out of office, are there other people in your department who could take over for them?



- Excellent: There's a backup plan in place for each critical function in my department, and multiple people who know how to step in if needed.
- Good: There's a backup plan in place for most critical functions in my department, and at least one person who knows how to step in if needed:
- Average: There's a backup plan in place for some critical functions in my department, and some people who could probably step in if needed.
- Poor: There are backup plans in place for very few critical functions in my department and only a few people can step in if needed.
- Terrible: There aren't any backup plans in place in my department, and no one could step in if needed.



How would you rate the quality of your individual job descriptions used by LVMWD in terms of defining roles, responsibilities, qualification criteria, and position goals?



- Excellent: Job descriptions consistently capture each role's responsibilities, use accurate qualification criteria, and define reasonable expectations for the position.
- Good: Job descriptions usually capture each role's responsibilities, use accurate qualification criteria, and define reasonable expectations for the position.
- Average: Job descriptions sometimes capture most of each role's responsibilities, use accurate qualification criteria, and define reasonable expectations for the position, but there are some exceptions.
- Poor: Job descriptions usually do not capture each role's responsibilities, use accurate qualification criteria, or define reasonable expectations for the position.
- Terrible: Job descriptions never capture each role's responsibilities, use accurate qualification criteria, or define reasonable expectations for the position.

PURE WATER

Outside of the Pure Water Project, are there any other upcoming major initiatives or considerations that will affect your team's staffing needs over the next ten years?

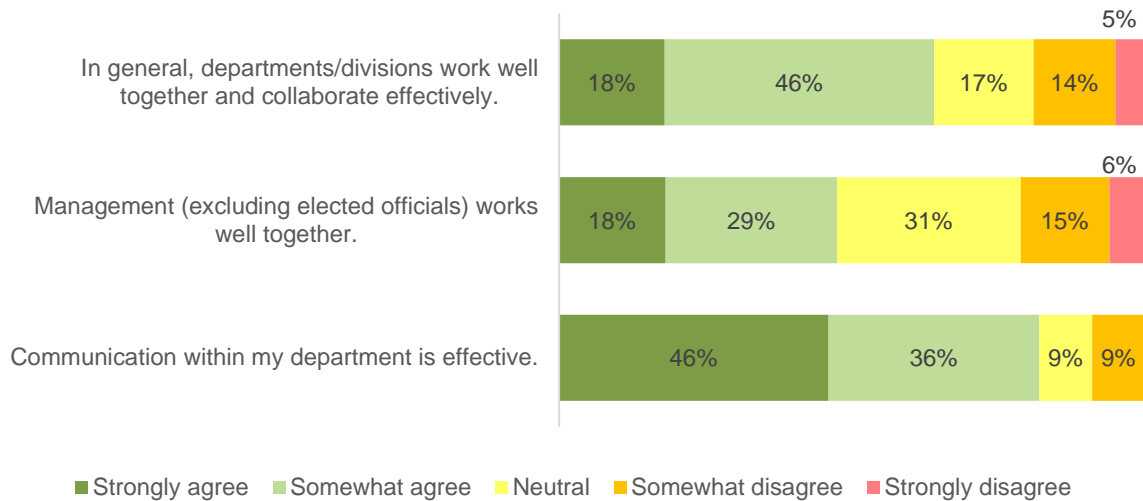


■ Yes ■ No



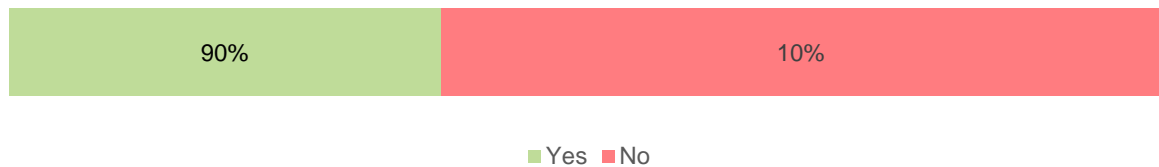
COMMUNICATION

Please rate your level of agreement with the following statements about the level of communication and collaboration within the District:

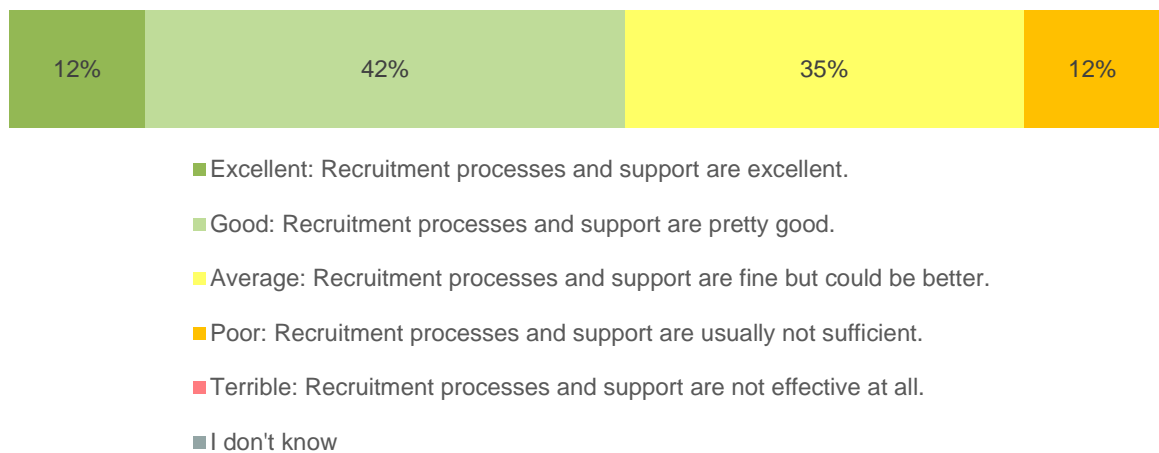


RECRUITMENT

[Managers] Have you been involved with recruiting or hiring new members of your team?

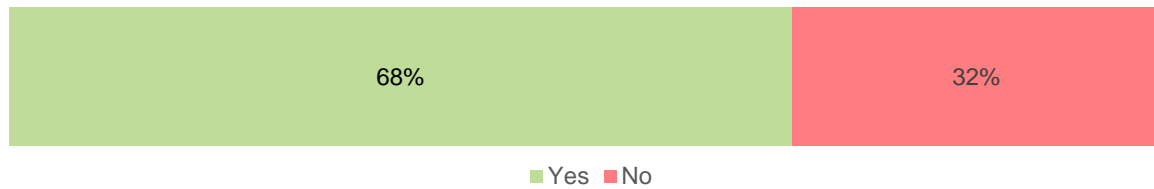


How would you rate LVMWD's recruitment processes and support?

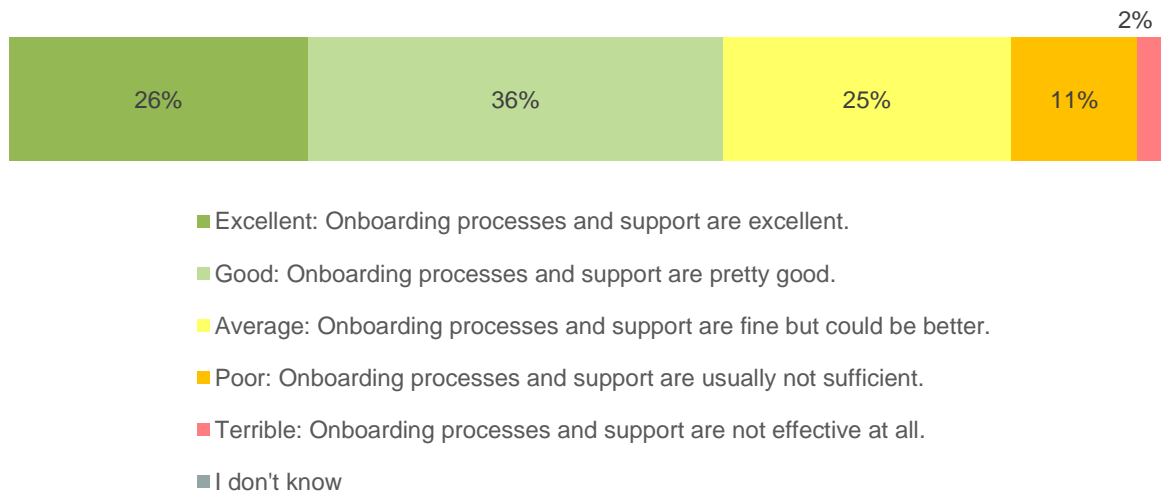




Have you been involved with onboarding new members onto your team, or joined LVMWD within the past three years?

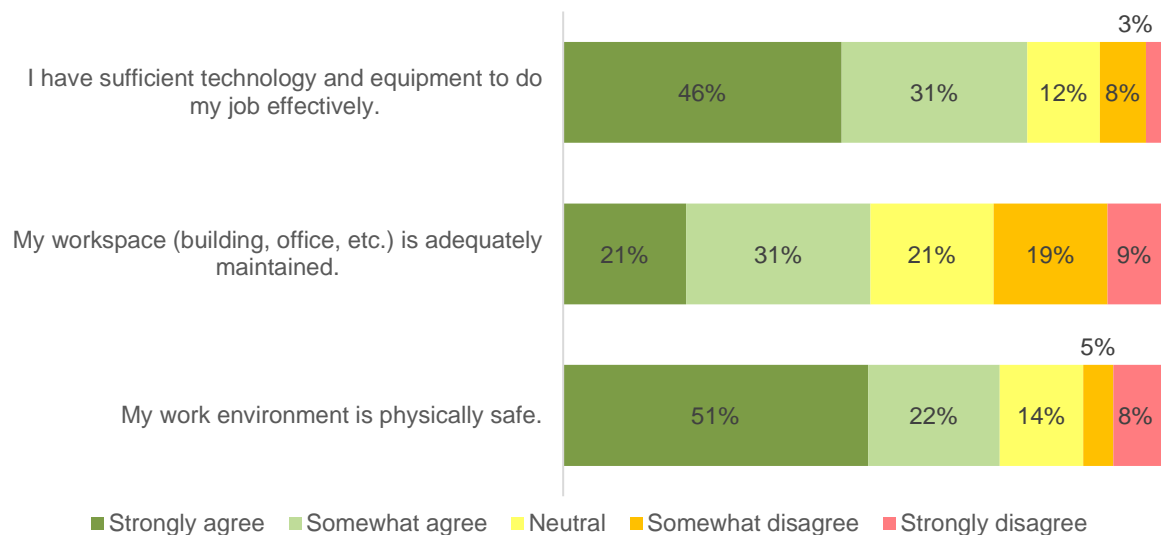


How would you characterize onboarding practices at LVMWD?



WORKPLACE RESOURCES AND SUPPORT

Please rate your level of agreement with the following statements about the resources and support provided by the District:





APPENDIX D: PEER BENCHMARKING

We analyzed the organizational structure and staffing performance metrics of 10 entities.

ORGANIZATIONAL STRUCTURE

Performance Metrics	Las Virgenes Municipal Water District	Western Municipal Water District	Otay Water District	Padre Dam Municipal Water District	Irvine Ranch Water District	Vallecitos Water District	Santa Margarita Water District	Cucamonga Valley Water District	Moulton-Niguel Water District	Dublin San Ramon Services District	Eastern Municipal Water District
County	Los Angeles	Riverside	San Diego	San Diego	Orange	San Diego	Orange	San Bernardino	Orange	Alameda	Riverside
Revenues 2022	\$82,359,270	\$153,749,262	\$120,722,412	\$84,047,223	\$271,872,000	\$77,021,026	\$117,190,705	\$105,294,446	\$107,098,343	\$71,453,749	\$422,671,775
Expenditures 2022	\$65,937,095	\$155,106,203	\$114,519,861	\$64,507,670	\$280,462,000	\$70,762,179	\$121,151,943	\$91,889,715	\$113,948,774	\$72,996,792	\$382,433,457
Service Area Served (sm)	122	527	125	73	181	45.37	97	46	37	N/A	558
Population/Community Served	75,000	1,000,000	226,000	101,655	670,000	108,000	203,000	192,000	170,000	173,000	1,000,000
District FTE	124	152	145	166	407	104	205	126	180	141	625
District Division Overview	<ul style="list-style-type: none"> Engineering and External Affairs Facilities and Operations Finance and Administration 	<ul style="list-style-type: none"> Water Resources, Engineering, Operations Communications and Customer Service Finance and IS HR 	<ul style="list-style-type: none"> Water Operations Engineering Admin Services Finance Officer Communications Secretary 	<ul style="list-style-type: none"> Advanced Water Purification AWP Operations and Water Quality Engineering Finance Park and Rec HR & Admin Services 	<ul style="list-style-type: none"> Operations Water Resources & Policy Technical Services (Engineering, CIP, water quality, planning) Finance & Admin Strategic Communications & Advocacy HR Legal Counsel 	<ul style="list-style-type: none"> Engineering O&M Technology Admin (HR, Risk Management, Public Info) Finance (Customer Service and Accounting) 	<ul style="list-style-type: none"> Deputy General Manager (Treatment Plants, Water Efficiency, Engineering, Inspection/Construction) Finance (including Customer Service and IT) Operations Assistant to the GM (External Affairs, HR, Secretary to the Board) 	<ul style="list-style-type: none"> Finance and Technology (and customer service) HR/Risk Management Services Operation Services Government and Public Affairs and Engineering 	<ul style="list-style-type: none"> Accounting & Purchasing Engineering Financial Planning & Innovation Operations Water Resources & Efficiency HR IT 	<ul style="list-style-type: none"> Engineering & Technical Services Admin (Finance, Utility Billing & Customer Services, IT, Exec) HR & Risk Management and Public Affairs Operations 	<ul style="list-style-type: none"> Exec/Public and Governmental Affairs Operations and Maintenance Planning, Engineering, and Construction Branch Administrative Services



FTE COUNTS

Performance Metrics	Las Virgenes Municipal Water District	Western Municipal Water District	Otay Water District	Padre Dam Municipal Water District	Irvine Ranch Water District	Vallecitos Water District	Santa Margarita Water District	Cucamonga Valley Water District	Moulton-Niguel Water District	Dublin San Ramon Services District	Eastern Municipal Water District
Admin FTE count	10	20	13	12	4	11	51	9	12	19	48
Public Relations/ Communications FTE count	3	6	2	3	9	2	0	4	0	2	12
Legal/admin FTE count	0	0	0	0	2	1	0	0	0	1	0
Safety & Security FTE count	0	2	1	1	4	1	0	1	0	0	4
Risk/claims & Compliance FTE count	0	0	0	2	1	1	0	1	0	1	20
Customer service FTE count	17	9	19	15	37	12	0	20	20	7	74
Finance FTE count	9	13	12	6	34	6	18	9	15	6	55
HR FTE count	3	3	4	2	8	1	0	3	0	5	5
IT FTE count	8	6	11	9	19	0	0	5	0	6	22
Lab service FTE count	6	0	2	7	33	0	0		0	10	13
Engineering FTE count	10	14	20	12	43	17	21	19	36	20	108
Total Facilities	20	0	43	0	90	27	0	30	13	28	0
Construction FTE count	6	0	5	0	24	11	0	0	0	0	0
Electrical FTE count	6	0	8	0	16	9	0	0	0	11	0
Maintenance FTE count	9	0	30	0	50	7	0	0	0	17	0
Total Operations	38	79	18	51	123	25	115	25	84	36	175
Water Systems FTE count	8	49	14	0	0	6	0	0	0	16	74
Water Treatment FTE count	5	30	0	0	0	19	0	0	0	20	0
Water Reclamation FTE count	8	0	4	0	0	0	0	0	0	0	101
Compost FTE count	7	0	0	0	0	0	0	0	0	0	0
Other	8	0	0	46	0	0	0	0	0	0	0
Watershed Conservation FTE count	4	0	0	0	0	0	0	0	0	0	0



Performance Metrics	Las Virgenes Municipal Water District	Western Municipal Water District	Otay Water District	Padre Dam Municipal Water District	Irvine Ranch Water District	Vallecitos Water District	Santa Margarita Water District	Cucamonga Valley Water District	Moulton-Niguel Water District	Dublin San Ramon Services District	Eastern Municipal Water District
Advanced Water Purification (AWP) FTE count	0	0	0	17	0	0	0	0	0	0	0
Parks & Recreation FTE count	0	0	0	29	0	0	0	0	0	0	0
TOTAL	124	152	145	166	407	104	205	126	180	141	536

PERFORMANCE RATIOS

Performance Metrics	Las Virgenes Municipal Water District	Western Municipal Water District	Otay Water District	Padre Dam Municipal Water District	Irvine Ranch Water District	Vallecitos Water District	Santa Margarita Water District	Cucamonga Valley Water District	Moulton-Niguel Water District	Dublin San Ramon Services District	Eastern Municipal Water District
FTE % – Admin	13.33%	13.16%	8.97%	7.23%	0.98%	10.58%	24.88%	7.14%	6.67%	13.48%	8.96%
FTE % – Public Relations	2.50%	3.95%	1.38%	1.81%	2.21%	1.92%	0.00%	3.17%	0.00%	1.42%	2.24%
FTE % – Legal/admin	0.00%	0.00%	0.00%	0.00%	0.49%	0.96%	0.00%	0.00%	0.00%	0.71%	0.00%
FTE % – Safety & Security	0.00%	1.32%	0.69%	0.60%	0.98%	0.96%	0.00%	0.79%	0.00%	0.00%	0.75%
FTE % – Risk/claims	0.00%	0.00%	0.00%	1.20%	0.25%	0.96%	0.00%	0.79%	0.00%	0.71%	3.73%
FTE % – Customer service	12.50%	5.92%	13.10%	9.04%	9.09%	11.54%	0.00%	15.87%	11.11%	4.96%	13.81%
FTE % – Finance	7.50%	8.55%	8.28%	3.61%	8.35%	5.77%	8.78%	7.14%	8.33%	4.26%	10.26%
FTE % – HR	2.50%	1.97%	2.76%	1.20%	1.97%	0.96%	0.00%	2.38%	0.00%	3.55%	0.93%
FTE % – IT	5.83%	3.95%	7.59%	5.42%	4.67%	0.00%	0.00%	3.97%	0.00%	4.26%	4.10%
FTE % – Lab service/compliance	5.00%	0.00%	1.38%	4.22%	8.11%	0.00%	0.00%	0.00%	0.00%	7.09%	2.43%
FTE % – Engineering	7.50%	9.21%	13.79%	7.23%	10.57%	16.35%	10.24%	15.08%	20.00%	14.18%	20.15%
FTE % – Facilities	14.17%	0.00%	29.66%	0.00%	22.11%	25.96%	0.00%	23.81%	7.22%	19.86%	0.00%
FTE % – Construction	4.17%	0.00%	3.45%	0.00%	5.90%	10.58%	0.00%	0.00%	0.00%	0.00%	0.00%
FTE % – Electrical	4.17%	0.00%	5.52%	0.00%	3.93%	8.65%	0.00%	0.00%	0.00%	7.80%	0.00%
FTE % – Maintenance	5.83%	0.00%	20.69%	0.00%	12.29%	6.73%	0.00%	0.00%	0.00%	12.06%	0.00%
FTE % – Operations	22.50%	51.97%	12.41%	30.72%	30.22%	24.04%	56.10%	19.84%	46.67%	25.53%	32.65%
FTE % – Water Systems	5.83%	32.24%	9.66%	0.00%	0.00%	5.77%	0.00%	0.00%	0.00%	11.35%	13.81%



Performance Metrics	Las Virgenes Municipal Water District	Western Municipal Water District	Otay Water District	Padre Dam Municipal Water District	Irvine Ranch Water District	Vallecitos Water District	Santa Margarita Water District	Cucamonga Valley Water District	Moulton-Niguel Water District	Dublin San Ramon Services District	Eastern Municipal Water District
FTE % – Water Treatment/ Reclamation	4.17%	19.74%	0.00%	0.00%	0.00%	18.27%	0.00%	0.00%	0.00%	14.18%	0.00%
FTE % – Water Reclamation	6.67%	0.00%	2.76%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	18.84%
FTE % – Compost	5.83%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Water Systems (includes water transmission and distribution)	12.50%	32.24%	12.41%	0.00%	0.00%	5.77%	0.00%	0.00%	0.00%	11.35%	32.65%
Total Water Reclamation (includes compost)	10.00%	19.74%	0.00%	0.00%	0.00%	18.27%	0.00%	0.00%	0.00%	14.18%	0.00%
Other	6.67%	0.00%	0.00%	27.71%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
FTE % – Watershed Conservation	3.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
FTE % – Advanced Water Purification (AWP)	0.00%	0.00%	0.00%	10.24%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
FTE % – Parks & Recreation	0.00%	0.00%	0.00%	17.47%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Population/Community Served to Customer Service Staff	5,000.00	111,111	11,895	6,777	18,108	9,000	-	9,600	8,500	24,714	13,514
HR per total FTE	2.50%	1.97%	2.76%	1.20%	1.97%	0.96%	N/A	2.38%	N/A	3.55%	0.93%
Total FTE to HR Staff	40	51	36	83	51	104	0	42	0	28	107
2022 Expenditures to Finance FTE	\$7,385,199	\$12,304,789	\$9,496,026	\$11,912,777	\$7,897,352	\$13,069,758	\$5,742,201	\$10,835,431	\$7,032,701	\$12,352,035	\$6,865,915
Water Systems FTE per Water Produced in millions of gallons per day (mgd)	31.39%	680.56%	1272.73%	N/A	N/A	N/A	0.00%	0.00%	N/A	197.29%	151.02%
Water Treatment FTE per Wastewater processed in millions of gallons per day (mgd)	52.63%	303.03%	N/A	0.00%	0.00%	380.00%	N/A	N/A	N/A	148.92%	0.00%
Miles of Pipe per Maintenance Worker	1.35%	N/A	3.62%	N/A	1.22%	1.10%	N/A	N/A	N/A	2.64%	N/A
CIP Budget per Engineer	\$2,333,333	\$2,869,034	\$630,000	\$4,400,000	\$2,499,186	\$8,576,823	\$13,100,000	\$749,915	\$1,636,712	\$1,270,000	\$1,195,204
Miles of pipe managed per WS FTE	74	13.08	59.14	0.00	0.00	105.67	0.00	0.00	0.00	40.31	65.12



Performance Metrics	Las Virgenes Municipal Water District	Western Municipal Water District	Otay Water District	Padre Dam Municipal Water District	Irvine Ranch Water District	Vallecitos Water District	Santa Margarita Water District	Cucamonga Valley Water District	Moulton-Niguel Water District	Dublin San Ramon Services District	Eastern Municipal Water District
MGD water processed per WW FTE	3.19	0.15	0.08	0.00	0.00	0.00	0.00	0.00	0.00	0.51	0.66
MGD wastewater processed per WW FTE	0.73	0.33	0.00	0.00	0.00	0.26	0.00	0.00	0.00	0.67	0.76



APPENDIX E: IMPLEMENTATION PLAN

We have prepared a suggested plan to guide the implementation of the recommendations provided in this assessment. The recommendations are listed in order of priority informed by impact and urgency, but much of this work may overlap. The implementation plan includes the observed priority (critical, high, medium, or low) of the recommendation. This implementation plan should be viewed as a living document that District leadership will discuss, reorganize, and adjust to create a feasible timeline. This plan does not incorporate any recommendations pertaining to the Pure Water project as captured in Appendix A.

The Primary Responsible party is the lead in coordinating activities to accomplish the line item. This individual may or may not directly execute the work detailed but will be responsible for moving the work forward. Involved Parties are groups or individuals who should be informed, consulted, or responsible for elements of accomplishing the work.

Organizational Structure and Management Considerations Implementation Plan

TOPIC	RECOMMENDATION	PRIMARY RESPONSIBILITY	PRIORITY
1. A.	Collaboratively, District leadership, management, and staff should evaluate the models outlined in the assessment to determine the target structure for the District.	District leadership	Critical
1. B.	The District should develop supportive implementation and change management materials to communicate updates to impacted policies, procedures, and processes to make sure employees stay informed of any upcoming changes.	District leadership	High
2. A.	Working collaboratively between directors and managers, develop a prioritized list of recommended division changes to optimize operational efficiencies. Detailed recommended staffing implementation suggestions are in the table below.	Management	High
2. B.	Division-level changes over time should follow the same implementation tactics and regular evaluation strategies described in Recommendation 1.	Management	High
3.	On an annual basis, work across the District to develop a prioritized list of staffing needs to address both high-impact needs and long-standing vacancies to promote operational continuity, appropriate workloads, and adequate staffing for new initiatives, such as the Pure Water Project.	Management	High
4.	LVMWD leadership should develop a prioritization framework to ensure essential operations and new project initiatives are resourced appropriately.	District leadership	High
5. A.	Review the results of the in-progress compensation study and develop an action plan to address any recommended changes to compensation.	District leadership and HR	High
1. C.	On a regular basis, such as annually or biannually, the District should evaluate changes to its staffing and structures and conduct an updated needs analysis. This can help ensure that the trajectory of the District's structure remains responsive to its operating environment.	District leadership	Moderate
5. B.	Continue to conduct regular salary studies to ensure the District is an employer of choice in an increasingly competitive market.	District leadership and HR	Moderate
5. C.	Consider implementing position grading, as recommended in Staffing Levels Analysis , to support employee growth and retention.	HR	Moderate
5. D.	Pursue strategies identified in the Annual Employee Survey to reinforce employee engagement in the workplace culture.	HR	Moderate
6.	Continue to standardize succession planning procedures and formalize processes taking place across the organization to enhance the effectiveness of the District's succession planning efforts.	HR	Moderate



TOPIC	RECOMMENDATION	PRIMARY RESPONSIBILITY	PRIORITY
7.	LVMWD should continue to prioritize investments in employee development to prepare the organization for advances in technology, specifically the operationalization of the Pure Water Facility, by considering additional incentives for obtaining job certifications.	District leadership and HR	Moderate

Staffing Level Recommendations Implementation Plan

TOPIC	RECOMMENDATION	PRIMARY RESPONSIBILITY	PRIORITY
Water Reclamation Staffing Levels	<i>Plant:</i> Add a Senior Water Reclamation Plant Operator to the Water Reclamation team to support succession planning for the Chief Water Reclamation Plant Operator and to balance that position's workload.	Water Reclamation and HR	Critical
Water Reclamation Staffing Levels	<i>Compost:</i> Add a Senior Plant Operator position to the Compost team to provide overlapping coverage for time spent out of office.	Water Reclamation and HR	High
Water Reclamation Staffing Levels	<i>Water Quality:</i> Add a Lab Lead in Water Quality in anticipation of increased workloads as the Pure Water Facility is operationalized and testing requirements expand. As testing requirements from the state evolve, consider whether the District would be better served by adding temporary and/or contract lab staff for short-term needs. This tactic can help keep initiatives moving forward but does not commit the district to ongoing staffing costs.	Water Reclamation and HR	High
Facilities Staffing Levels	Add the following positions to address understaffing: <ul style="list-style-type: none"> One additional Maintenance Mechanic I/II, One additional Collection Systems Mechanic I/II, One additional Senior Collection Systems Mechanic. Two FTE positions to the Construction team. 	Facilities and HR	High
Information Systems Staffing Levels	Consistent with recommendations detailed in the Information Systems Organizational Assessment, create a SCADA Supervisor position to supervise the SCADA Analyst.	Information Systems and HR	High
Engineering Staffing Levels	To accommodate workloads, add one additional Engineering staff. Consider adding one more additional Engineering staff in the future as the District continues to plan for infrastructure expansion, updates, and replacements. This decision can be informed by continued evaluation of the workload contained in the CIP and the volume of unforeseen projects in the future.	Engineering and HR	Moderate
Water Systems Staffing Levels	Monitor deferred projects and increase staffing or contracted services if deferred projects consistently increase.	Water Systems	Moderate
Water Systems Staffing Levels	Continue to incentivize and support staff certifications.	Water Systems and HR	Moderate
Human Resources Staffing Levels	Add one HR FTE to bring the District into alignment with industry standards.	HR	Moderate
Information Systems Staffing Levels	Recruit an additional Jr. SCADA analyst to support operational continuity and expansion	Information Systems and HR	Moderate
Administrative Assistants Staffing Levels	The District should explore options to standardize how Administrative Assistants are deployed, including potential updates to job descriptions, reclassifications, reporting structures, and training for management on District standards and expectations for this role. The District could also consider updating Administrative Assistants' titles to reflect how the function of this role has evolved.	HR	Moderate



TOPIC	RECOMMENDATION	PRIMARY RESPONSIBILITY	PRIORITY
Water Systems Staffing Levels	If the valve maintenance function remains with Water Systems, consider adding another Operator I/II position. If valve maintenance moves to Construction, evaluate whether additional resources are needed in that Division.	Water Systems	Low
Facilities Staffing Levels	For time-limited construction needs, such as the construction of the Pure Water facility, continue to weigh the benefits of working with contractors to balance workloads. However, once the Pure Water facility begins requiring preventative and ongoing maintenance, the District will need to add additional Construction staff to avoid project delays, overtime costs, and deferred maintenance. See Appendix A .	Facilities and HR	Low
Human Resources Staffing Levels	As staffing levels across the district increase over time, continually evaluate the ratio of HR staff to total district staff to maintain alignment with industry standard-HR staffing ratios.	HR	Low
Human Resources Staffing Levels	For short-term initiatives, such as recruitment sprints, succession planning, or other work, the District can consider engaging outside resources to support HR. This tactic can help keep initiatives moving forward but does not commit the district to ongoing staffing costs.	HR	Low
Human Resources Staffing Levels	During the course of this assessment, the Administrative Specialist, Risk Management moved from a Department-wide role in Finance and Administration to the Human Resources Division.	HR	Low
Finance Staffing Levels	If the District would like to strategically pursue grants to support current and future initiatives, add a Grants Supervisor to the Finance team to act as a centralized resource for the District.	Finance and HR	Low
Finance Staffing Levels	If the District would like to centralize procurement roles and responsibilities, add a Senior Contract Specialist.	Finance and HR	Low



MOSSADAMS



MOSSADAMS

Appendix B: Organizational Structure & Staffing Assessment Draft Report Analysis

Las Virgenes Municipal Water District
May 30, 2024

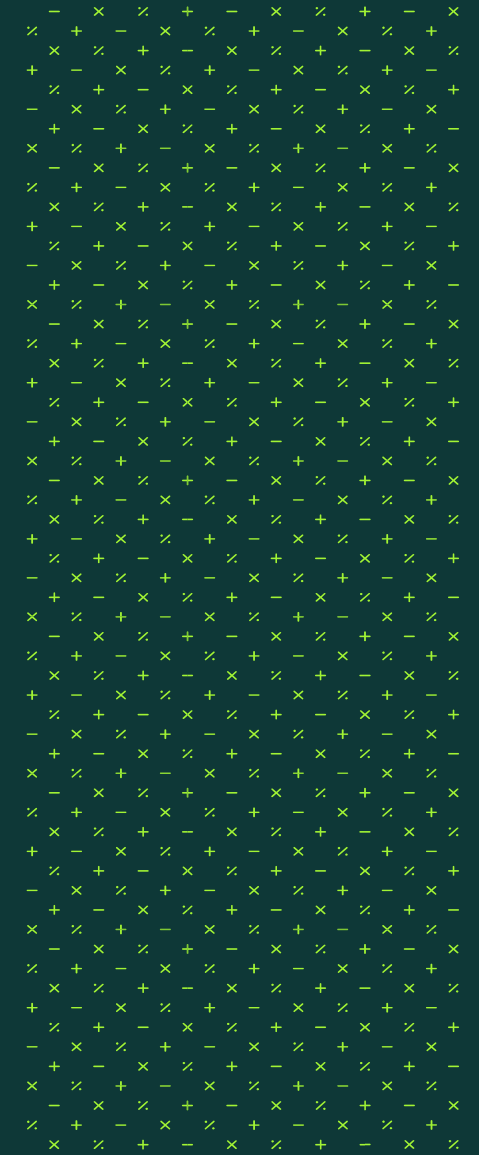




Table of Contents

District Structure – Analysis & Comparative Models	4 – 10
Division Level Analysis	9 – 28





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LEGEND



Indicates a current role that has changed (moved or been renamed) within the organizational structure



Indicates a vacancy



Indicates a proposed position



Indicates a proposed position with flexible reporting structure

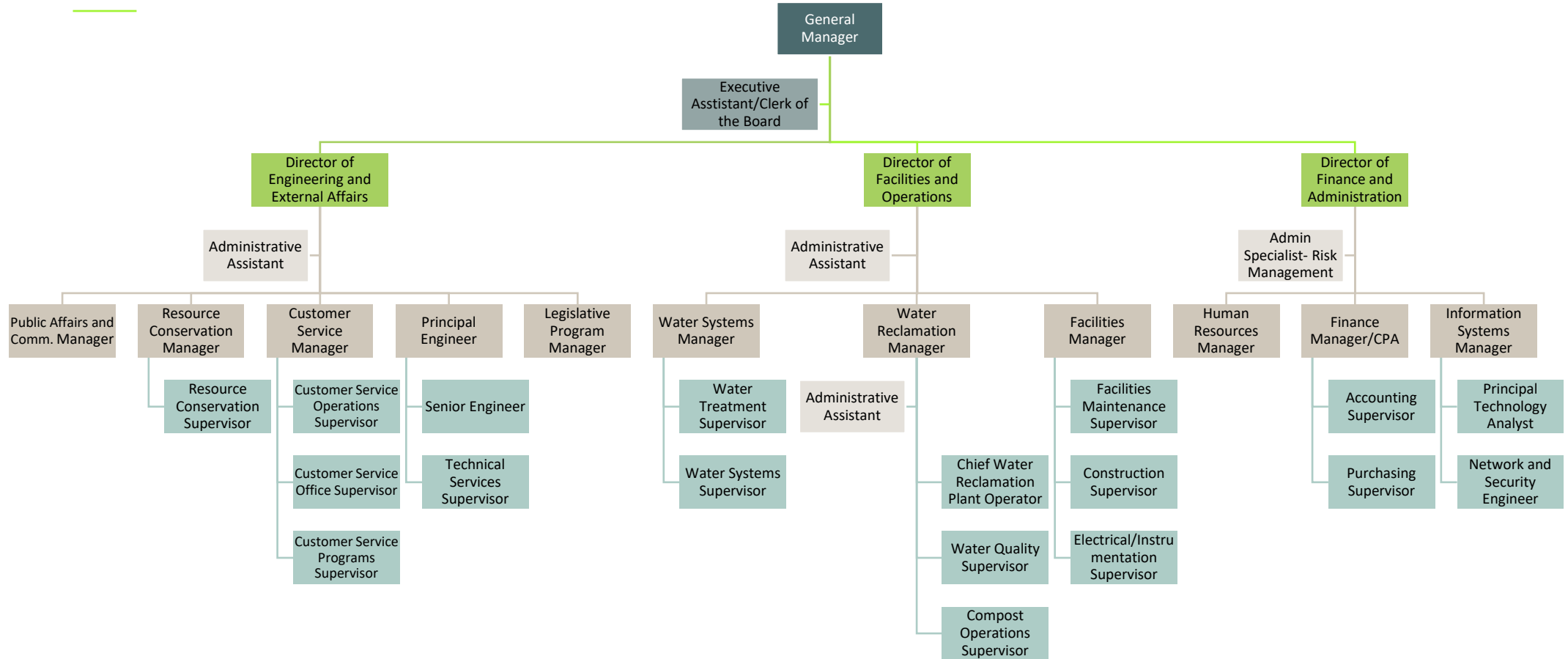


District Structure

ANALYSIS & COMPARATIVE MODELS



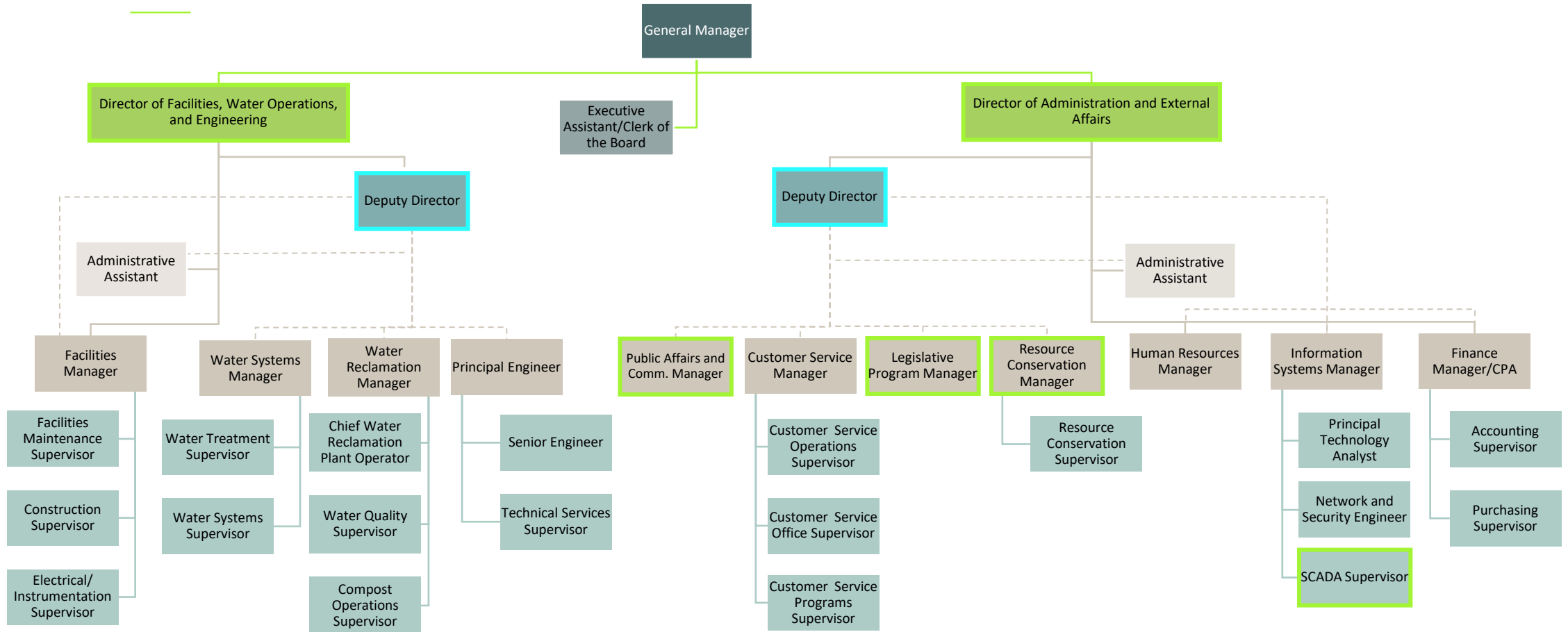
Current District Structure



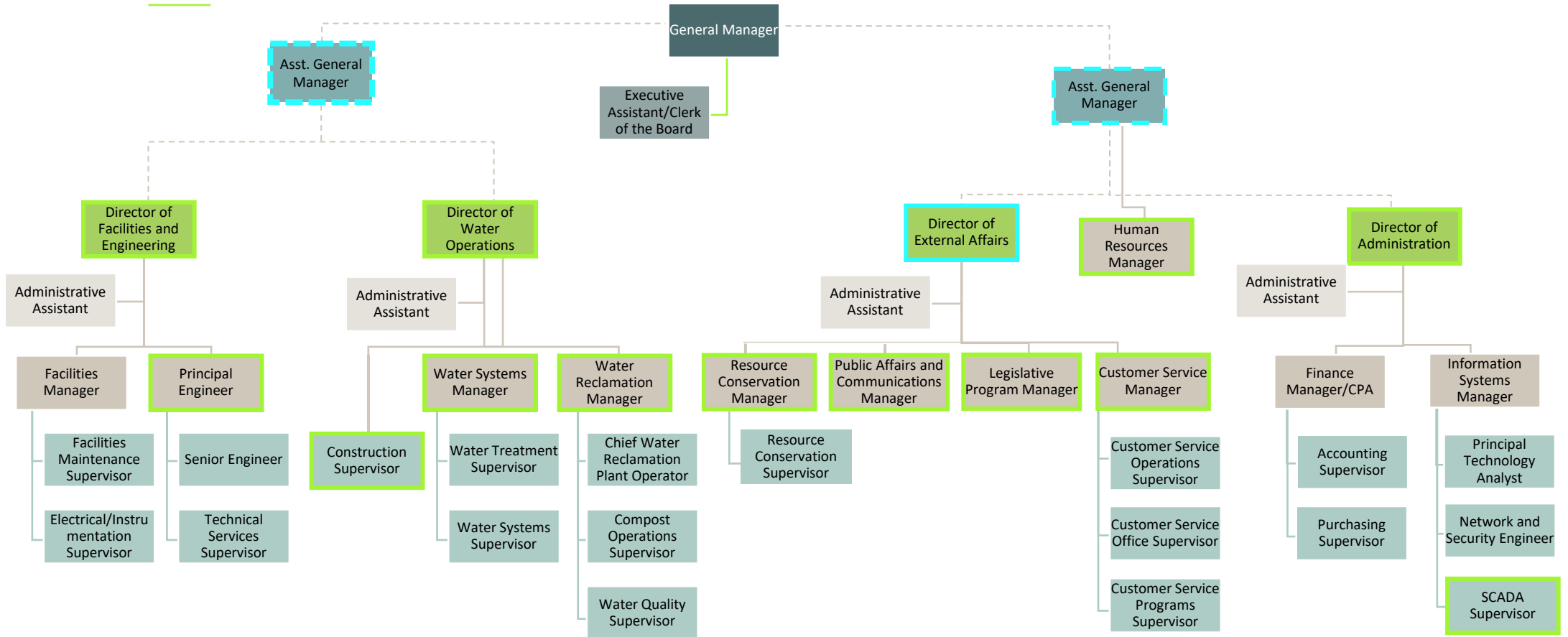
The above chart reflects the organizational structure to the supervisor level and does not include all roles at the District. Additional detail is provided in the division Analysis Section.



Model A: Two Departments, Deputy Director Structure



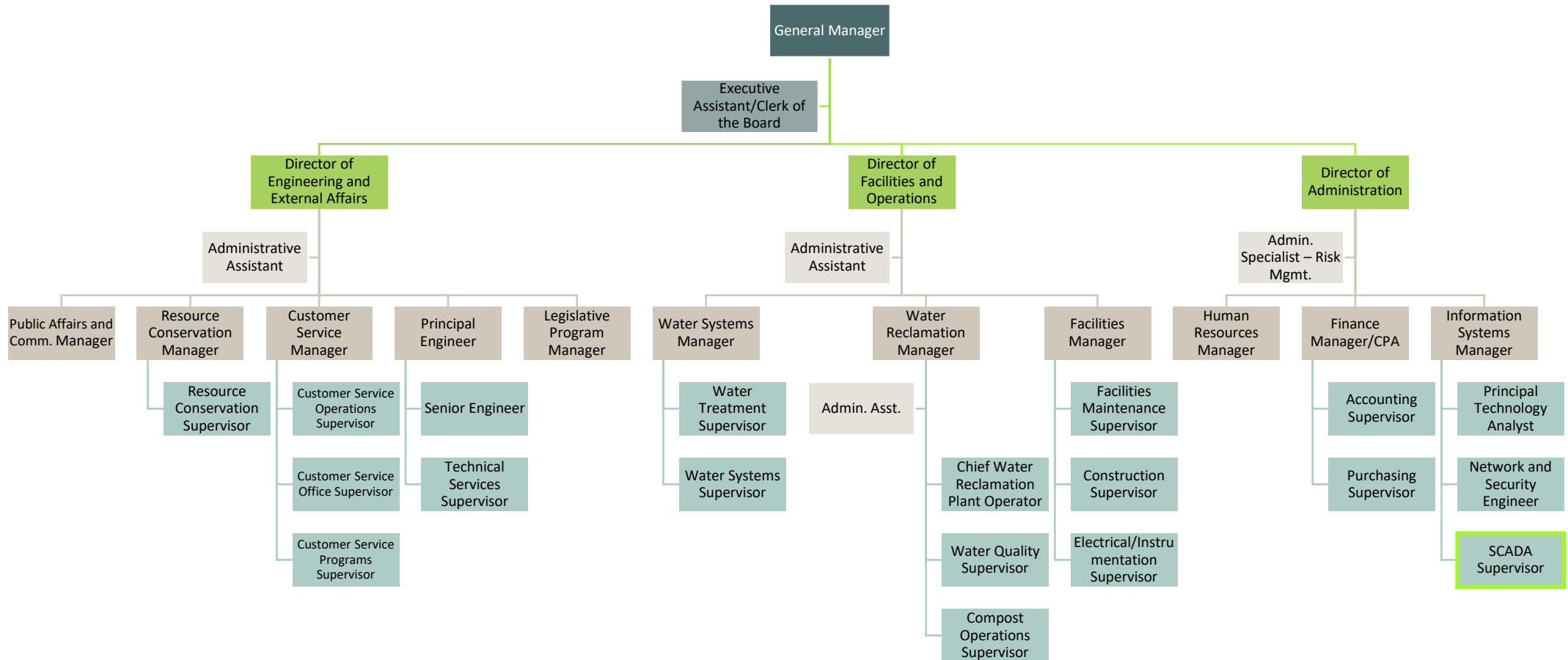
Model B: Four Departments and AGM(s)



The reporting structure of department Directors to the GM or AGM would ultimately be determined collaboratively between the AGM and the GM, based on area of expertise and level of experience.



Model C: Maintain Structure



This third option illustrates a path for the District to make no structural changes at this time, and adopt select changes over time as District operations grow and Pure Water becomes operational.

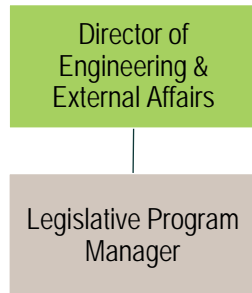


Division-Level Analysis

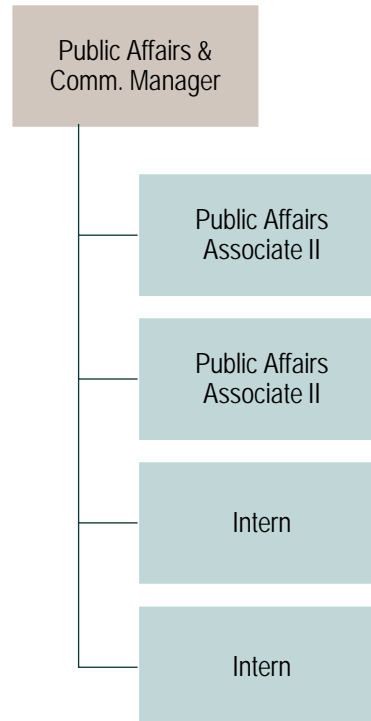


Divisions with No Recommended Changes

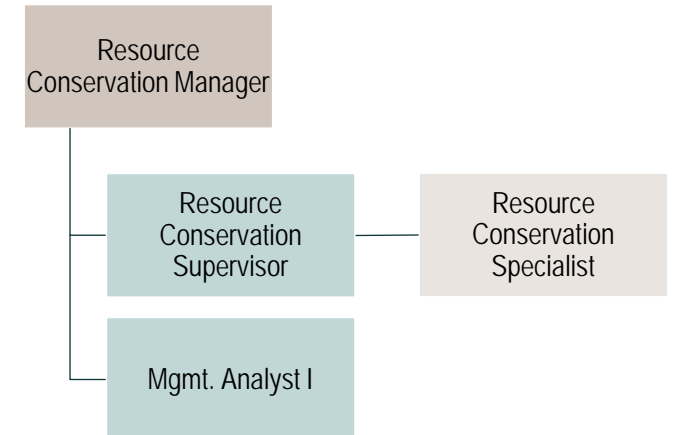
LEGISLATIVE PROGRAM



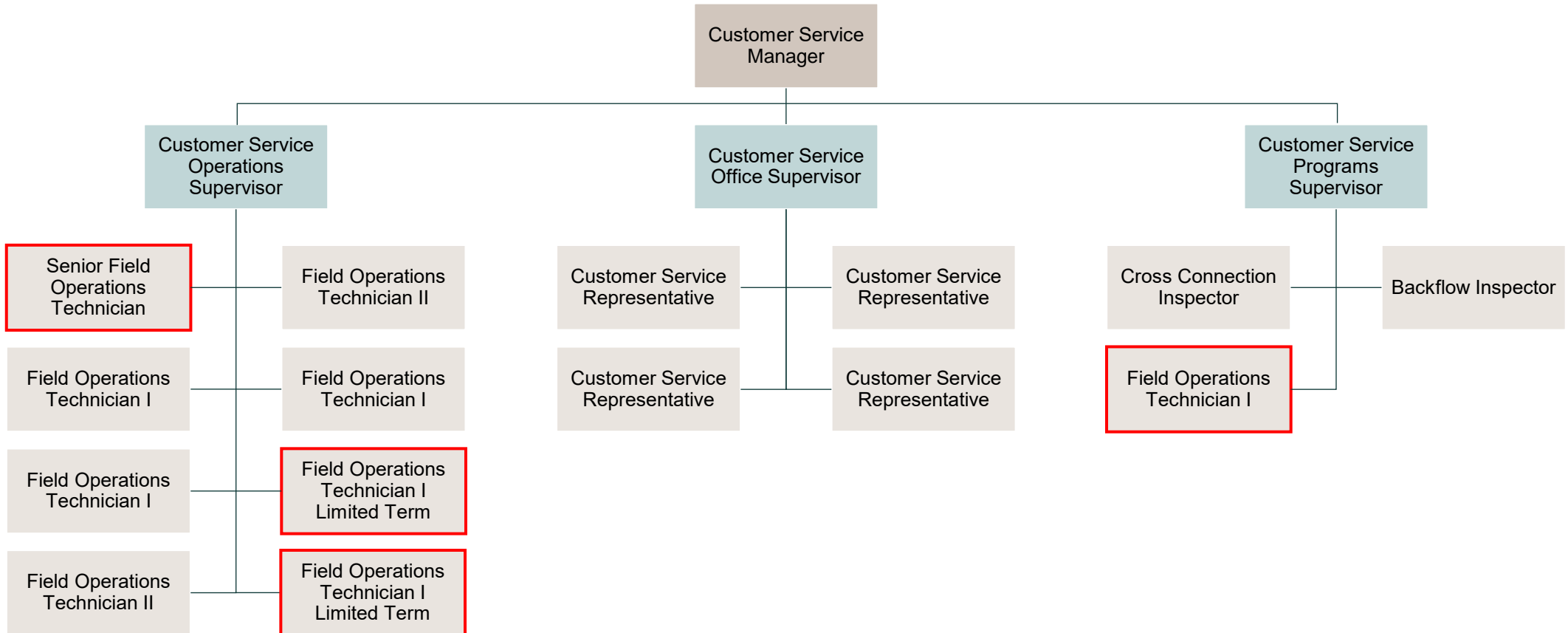
PUBLIC AFFAIRS & COMMUNICATIONS



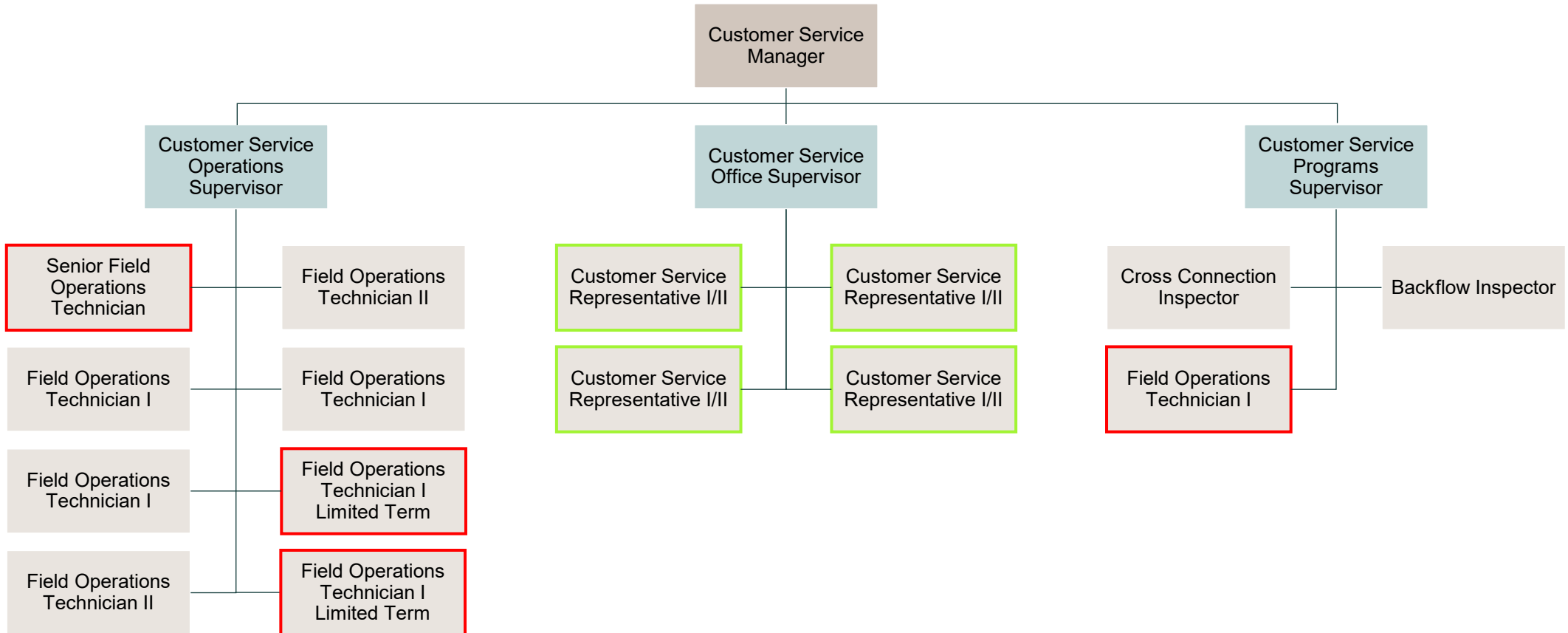
RESOURCE CONSERVATION



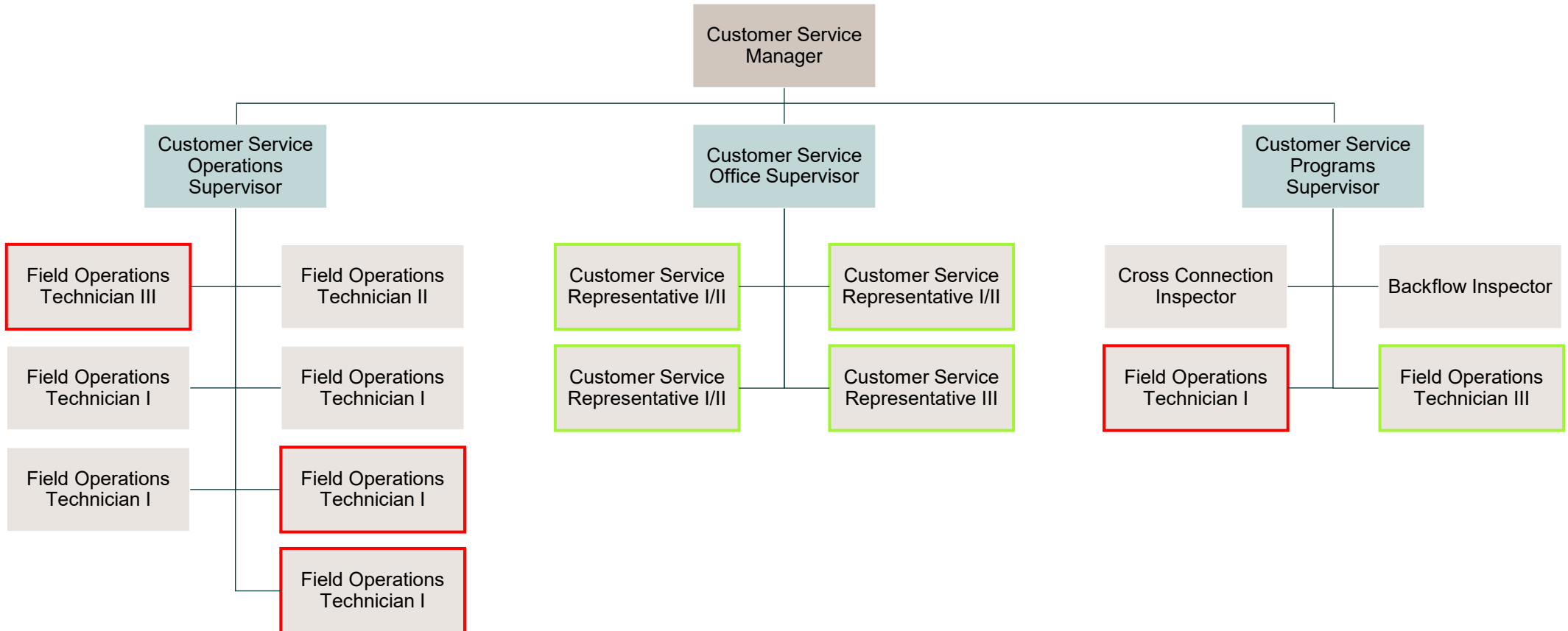
Customer Service – Current Structure



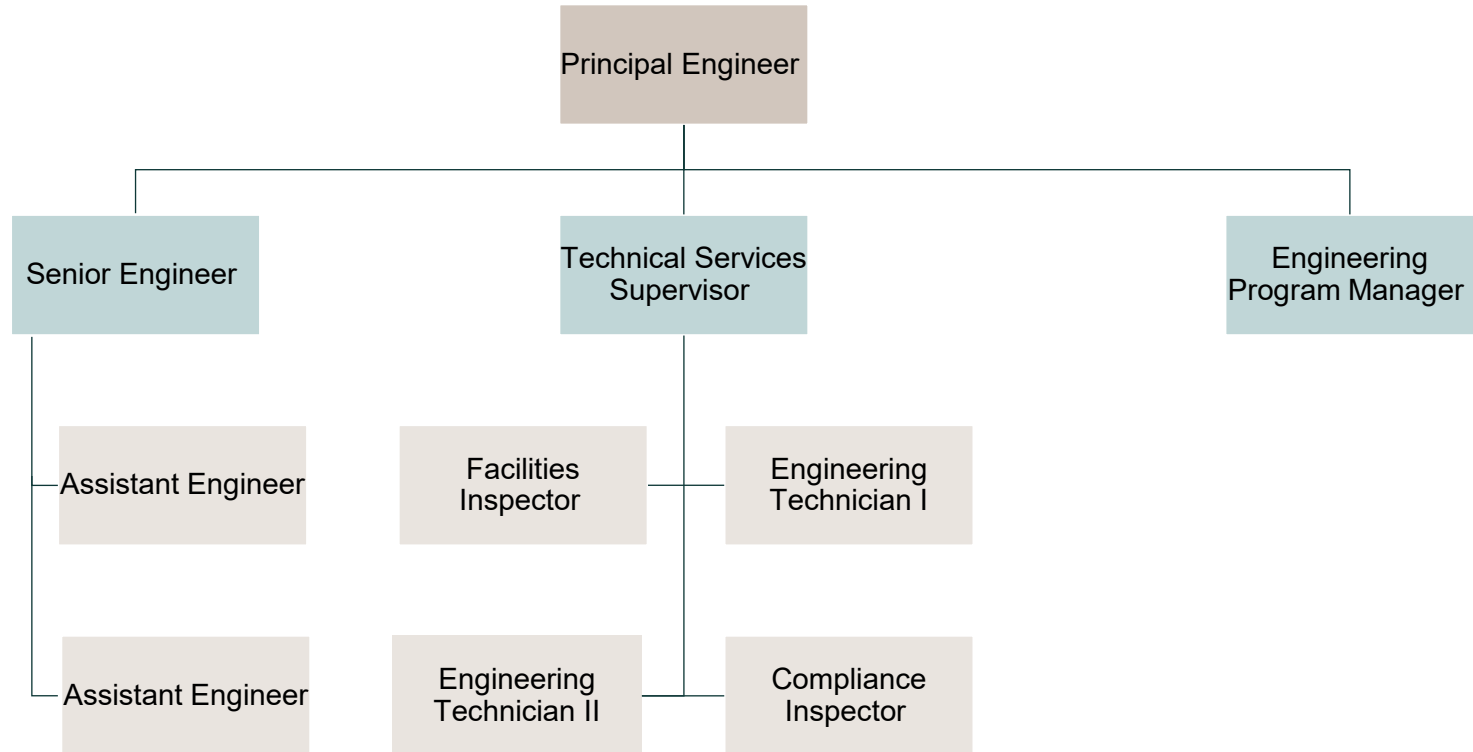
Customer Service – Proposed Structure Option 1



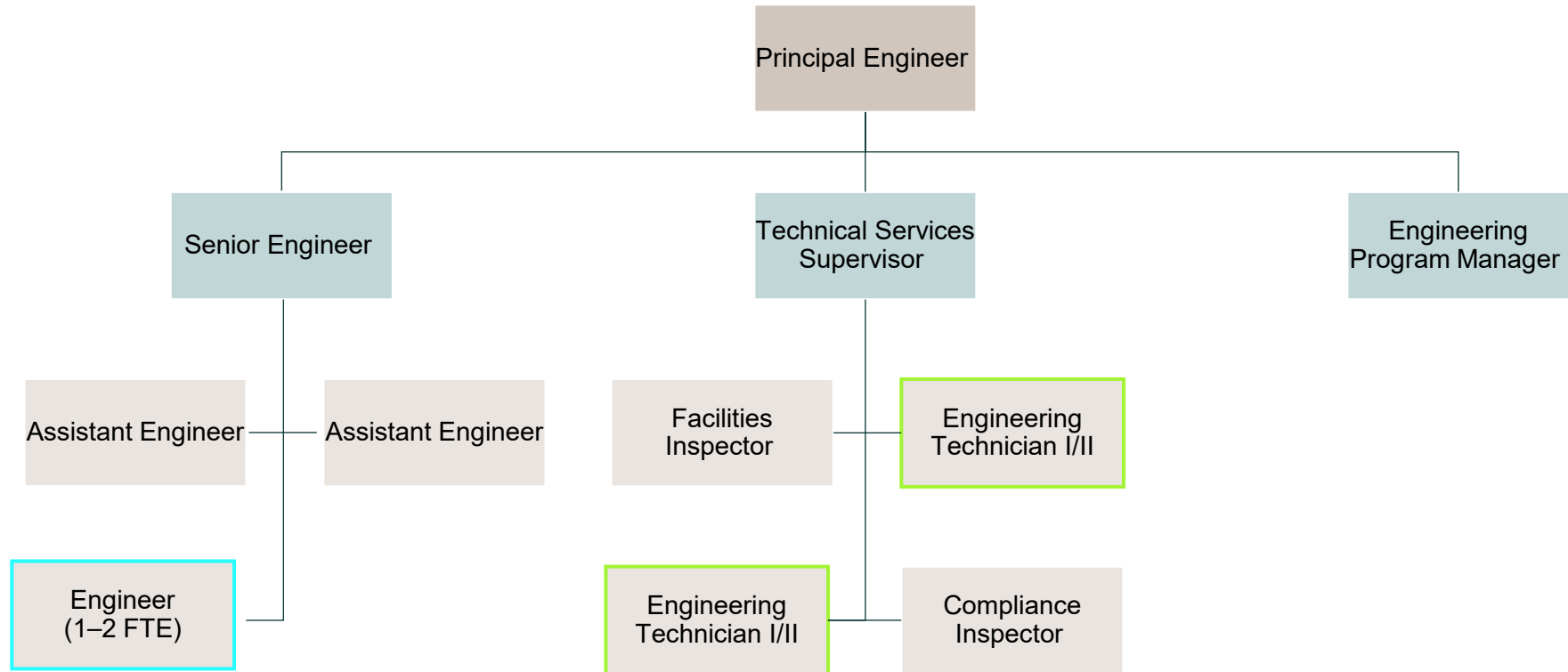
Customer Service – Proposed Structure Option 2



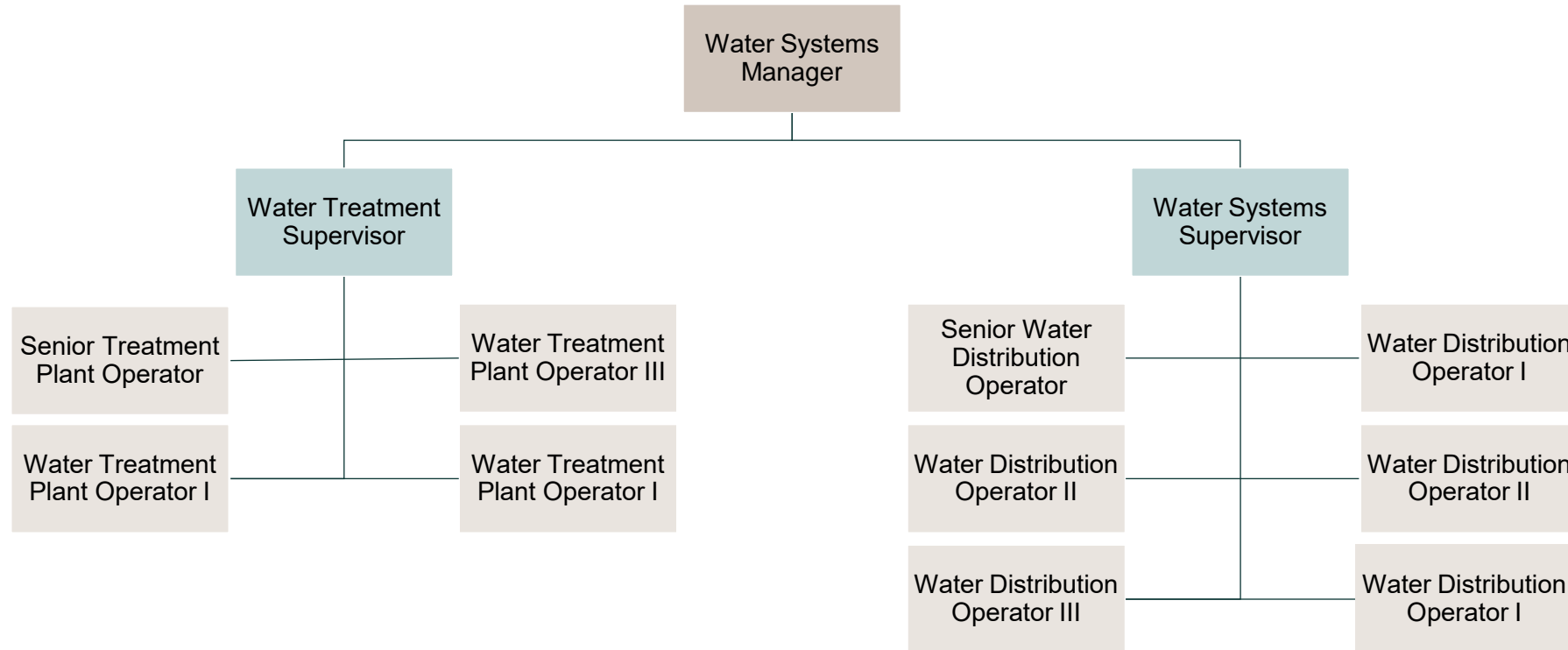
Engineering – Current Structure



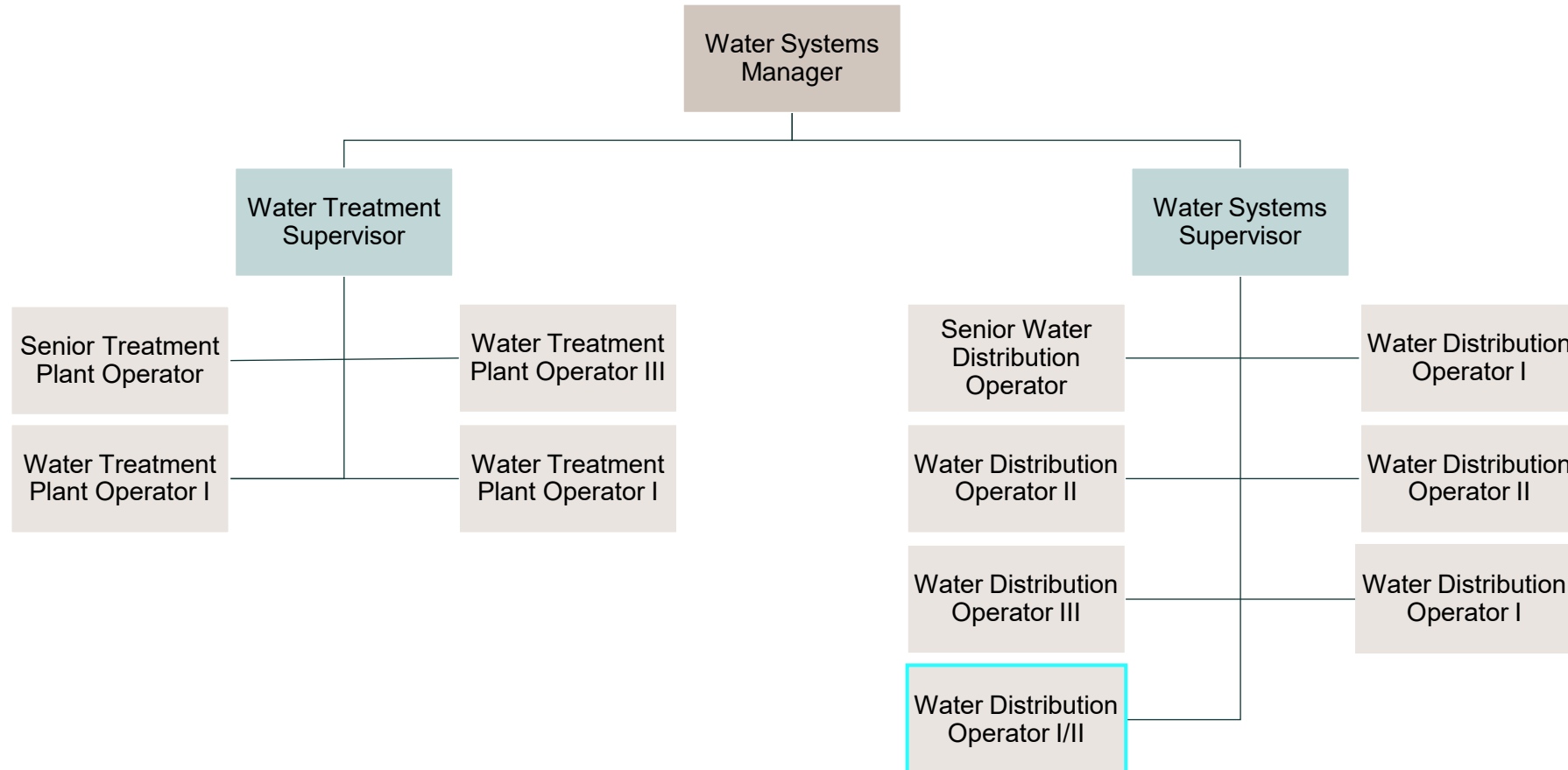
Engineering – Proposed Structure



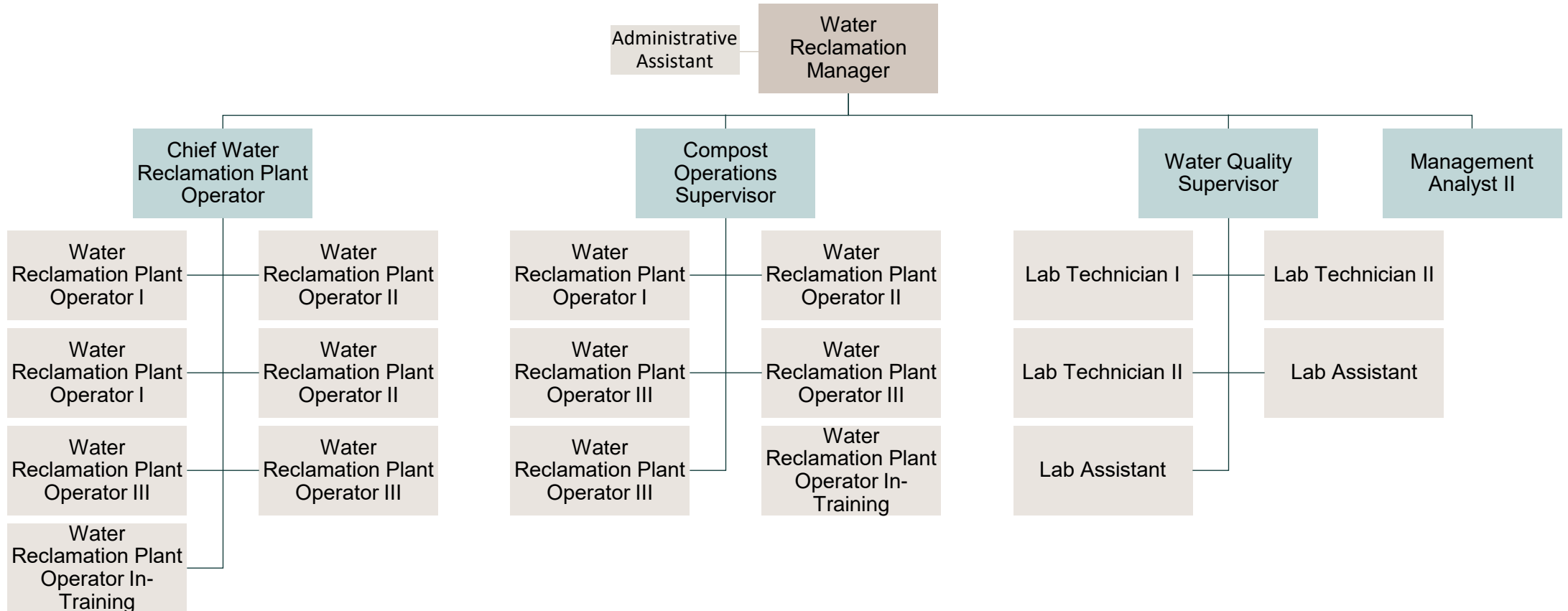
Water Systems – Current Structure



Water Systems – Proposed Structure

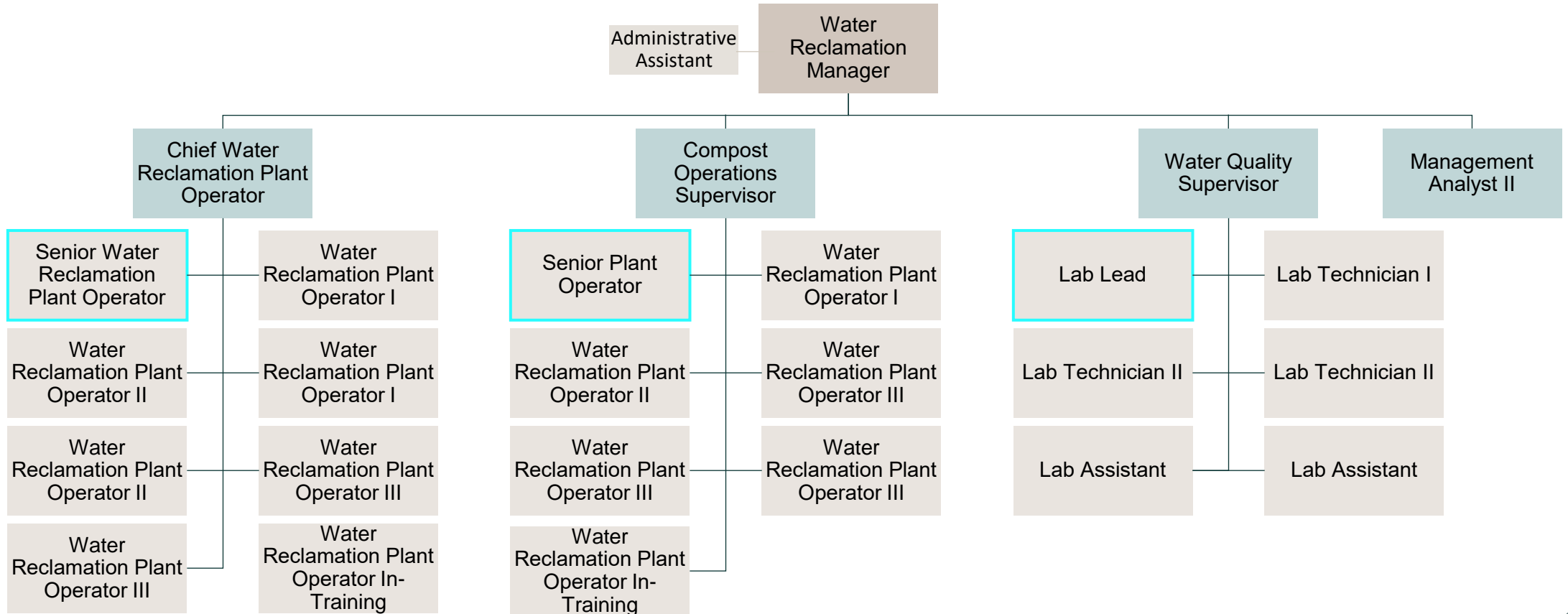


Water Reclamation – Current Structure



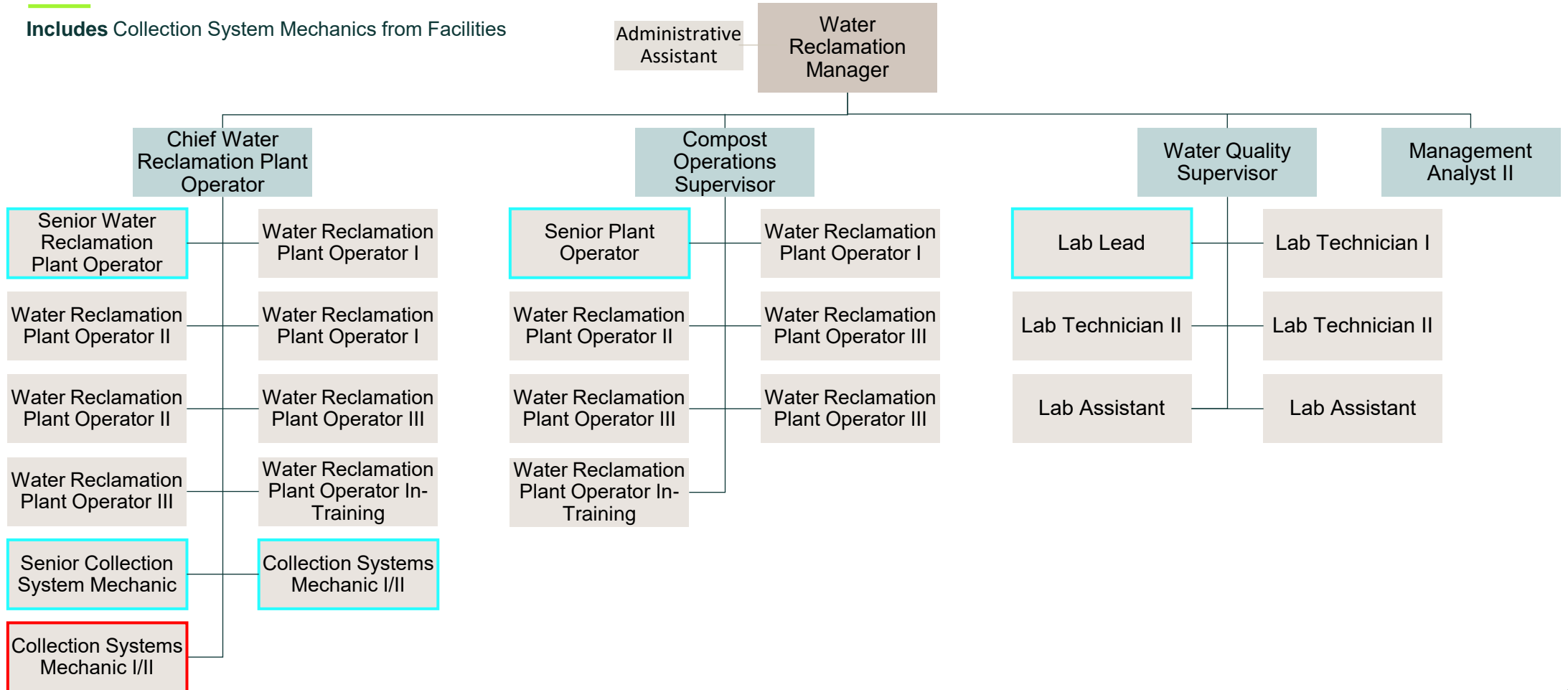
Water Reclamation – Proposed Structure Option 1

Does not include Collection System Mechanics from Facilities

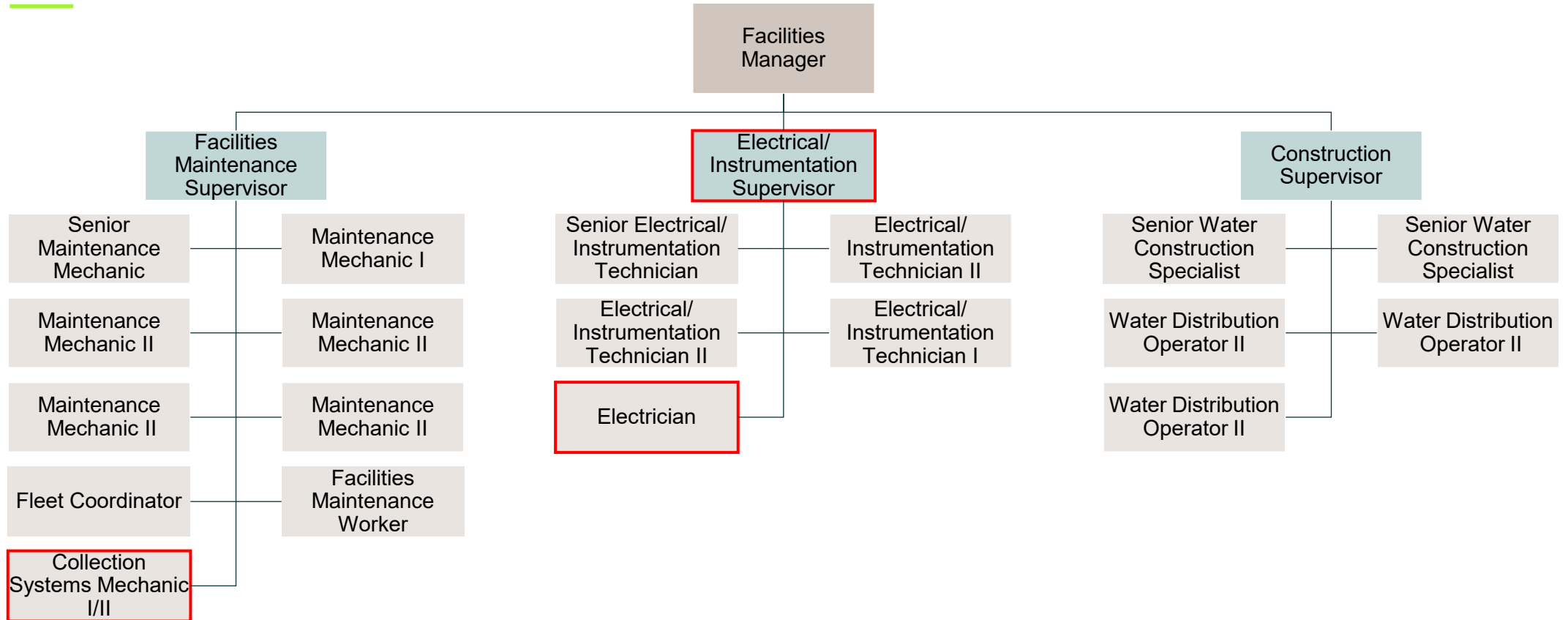


Water Reclamation – Proposed Structure Option 2

Includes Collection System Mechanics from Facilities

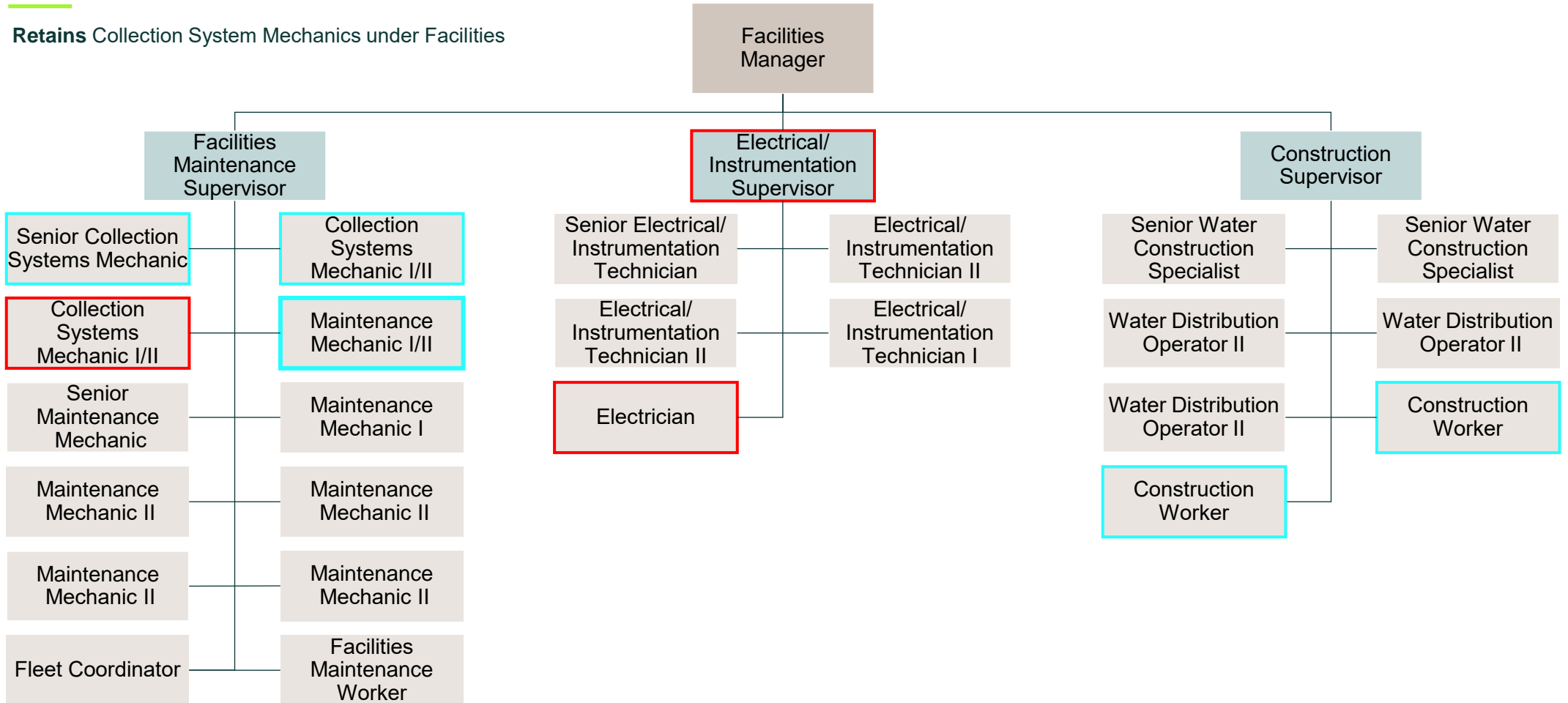


Facilities – Current Structure



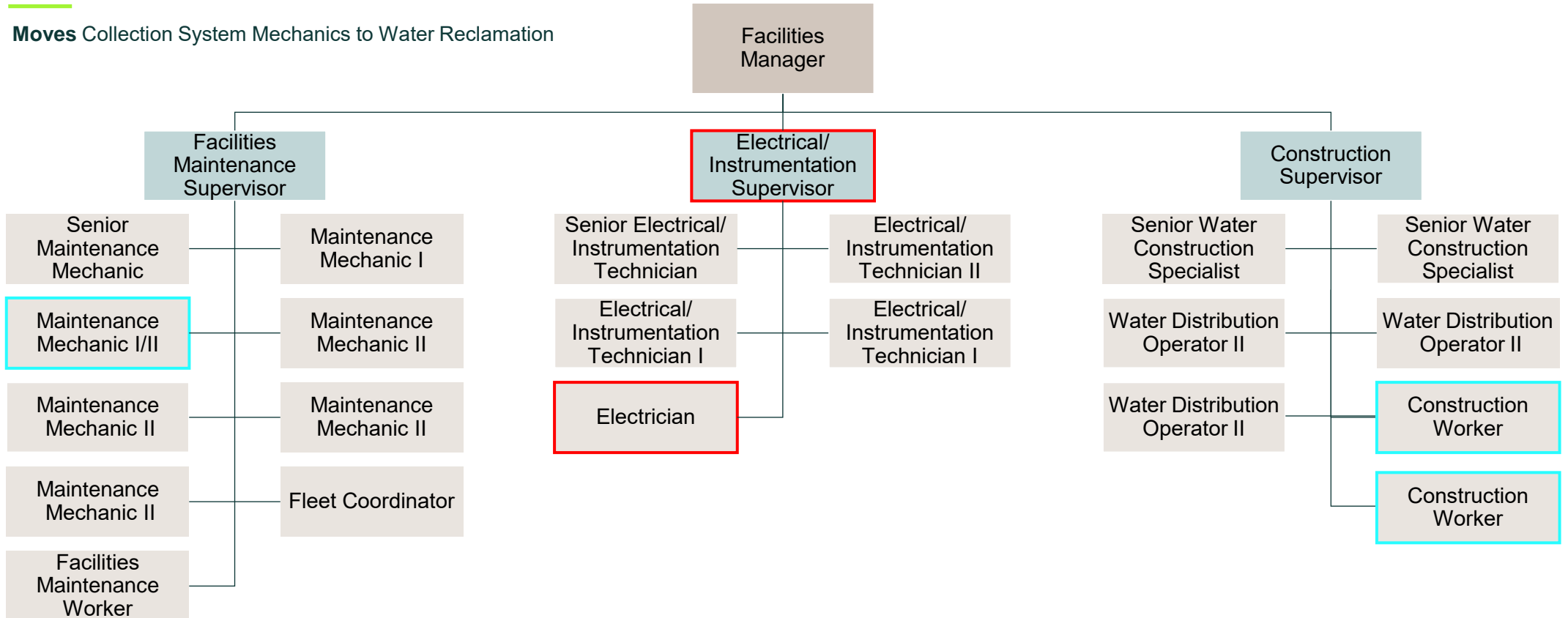
Facilities – Proposed Structure Option 1

Retains Collection System Mechanics under Facilities



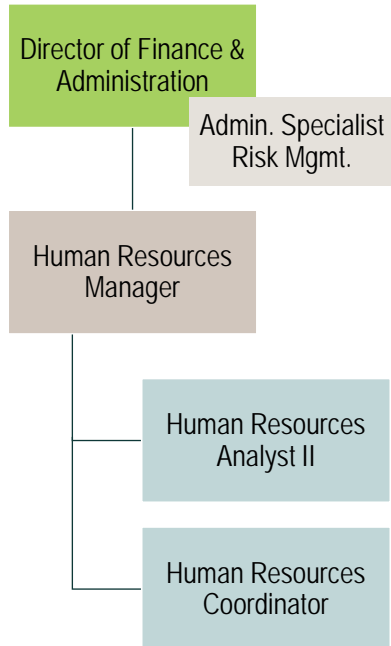
Facilities – Proposed Structure Option 2

Moves Collection System Mechanics to Water Reclamation

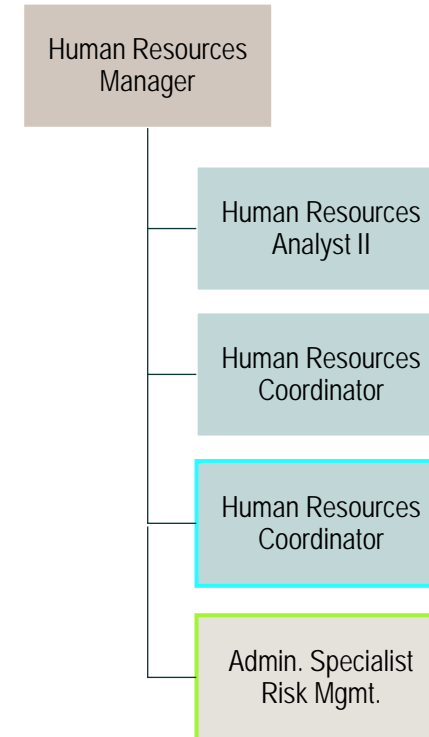


Human Resources

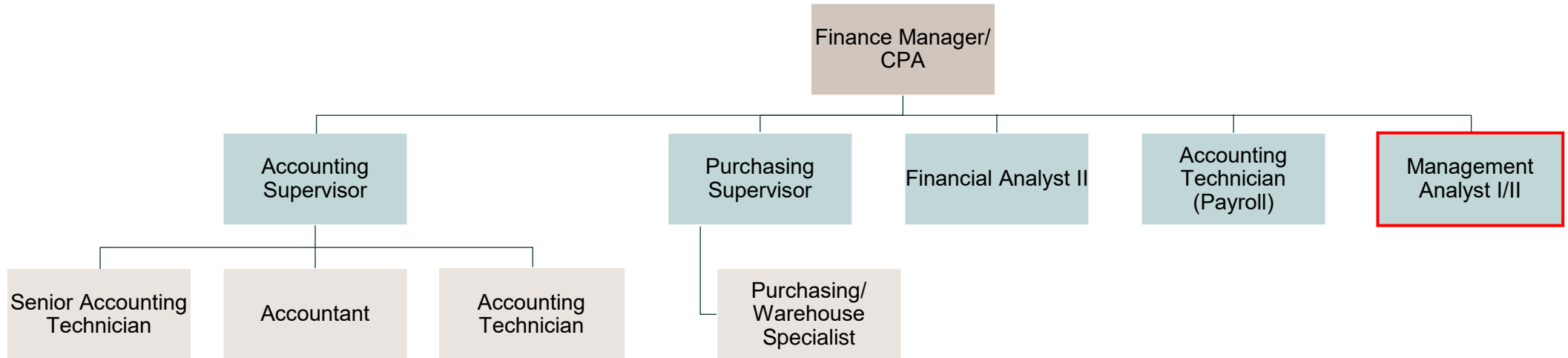
CURRENT STRUCTURE



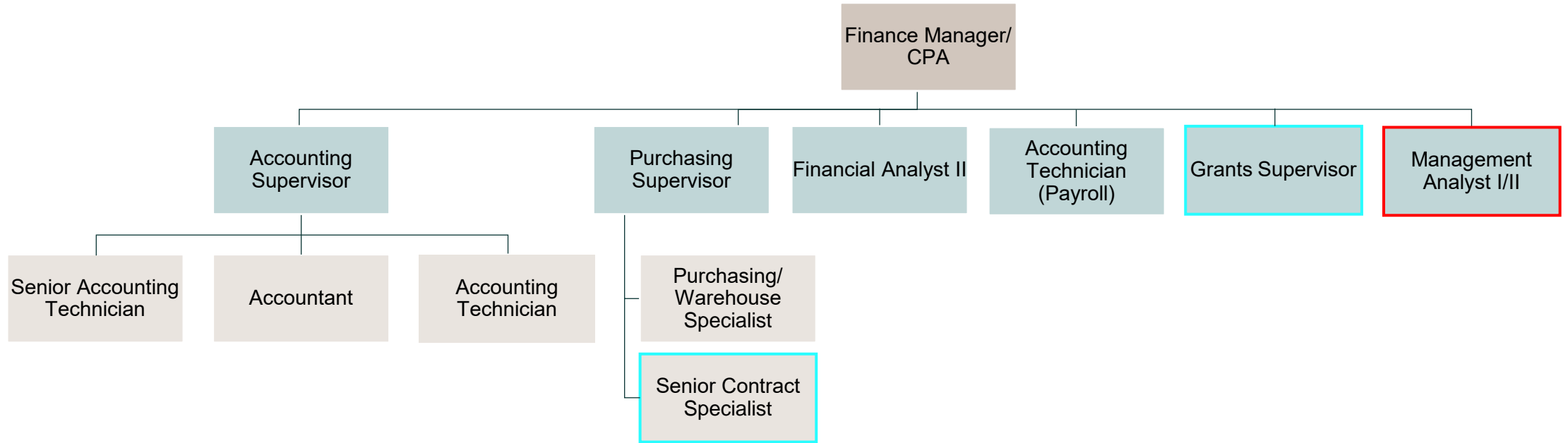
PROPOSED STRUCTURE



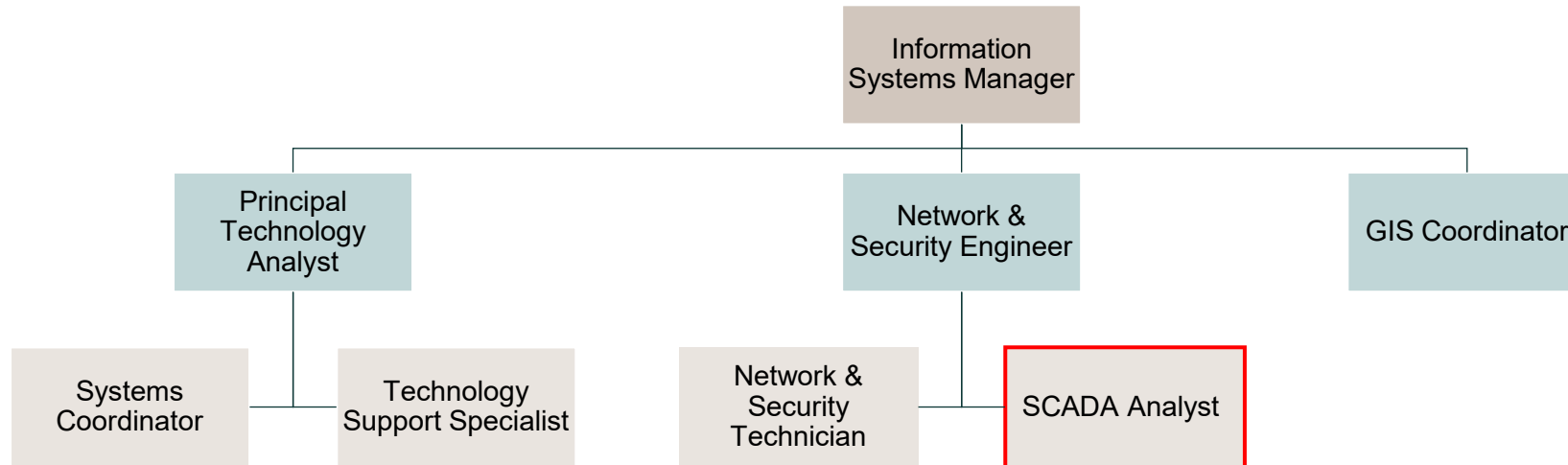
Finance – Current Structure



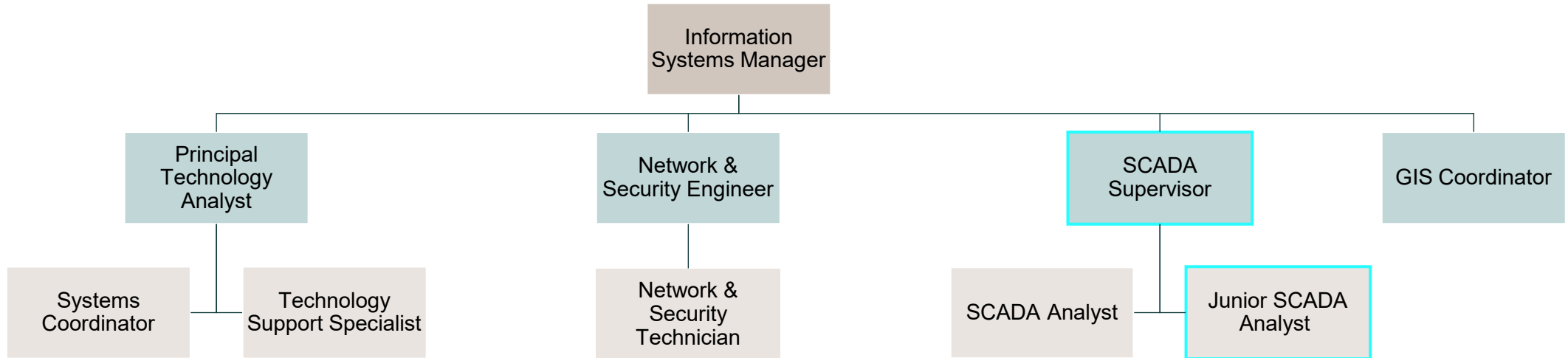
Finance – Proposed Structure



Information Systems – Current Structure



Information Systems – Proposed Structure



Executive Group/Unrepresented Salary Schedule

EXECUTIVE & UNREPRESENTED GROUP SALARY SCHEDULE

Effective 1/1/2024

Revised 6/18/2024

Classification	Range	Time Base	Entry	Top
Assistant General Manager (Proposed)	E149	Hourly	\$ 96,028.60	\$ 146,525.10
		Monthly	\$ 16,644.97	\$ 25,397.69
		Annual	\$ 199,739.60	\$ 304,772.29
Director of Engineering & External Affairs	E142	Hourly	\$ 90,252.50	\$ 137,711.60
		Monthly	\$ 15,643.77	\$ 23,870.01
		Annual	\$ 187,725.19	\$ 286,440.12
Director of Facilities & Operations	E142	Hourly	\$ 90,252.50	\$ 137,711.60
		Monthly	\$ 15,643.77	\$ 23,870.01
		Annual	\$ 187,725.19	\$ 286,440.12
Director of Finance & Administration	E142	Hourly	\$ 90,252.50	\$ 137,711.60
		Monthly	\$ 15,643.77	\$ 23,870.01
		Annual	\$ 187,725.19	\$ 286,440.12
Director of Facilities & Engineering (Proposed)	E137	Hourly	\$ 85,739.90	\$ 130,826.00
		Monthly	\$ 14,861.58	\$ 22,676.51
		Annual	\$ 178,338.93	\$ 272,118.11
Director of Water Operations (Proposed)	E137	Hourly	\$ 85,739.90	\$ 130,826.00
		Monthly	\$ 14,861.58	\$ 22,676.51
		Annual	\$ 178,338.93	\$ 272,118.11
Human Resources Manager	E122	Hourly	\$ 72,775.90	\$ 101,873.30
		Monthly	\$ 12,614.49	\$ 17,658.03
		Annual	\$ 151,373.85	\$ 211,896.31

GENERAL MANAGER

Effective 7/2/2023

Classification	Time Base	
General Manager	Hourly	\$ 168,570.40
	Annual	\$ 350,626.40