

MEETING OF THE
BOARD OF DIRECTORS OF THE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Jointly with the
ADMINISTRATION & FINANCE COMMITTEE
August 10, 2011, 5:00 p.m.
MWDOC Conference Room 101

Committee:

Director Thomas, Chairman
Director Royce
Director Barbre

Staff: K. Hunt, K. Seckel, P. Letrong,
C. Harris, K. Davanaugh

Ex Officio Member: J. Finnegan

MWDOC Committee meetings are noticed and held as joint meetings of the Committee and the entire Board of Directors and all members of the Board of Directors may attend and participate in the discussion. Each Committee has designated Committee members, and other members of the Board are designated alternate committee members. If less than a quorum of the full Board is in attendance, the Board meeting will be adjourned for lack of a quorum and the meeting will proceed as a meeting of the Committee with those Committee members and alternate members in attendance acting as the Committee.

PUBLIC COMMENTS - Public comments on agenda items and items under the jurisdiction of the Committee should be made at this time.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED - Determine there is a need to take immediate action on item(s) and that the need for action came to the attention of the District subsequent to the posting of the Agenda. (Requires a unanimous vote of the Committee)

ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO MEETING --
Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection in the lobby of the District's business office located at 18700 Ward Street, Fountain Valley, California 92708, during regular business hours. When practical, these public records will also be made available on the District's Internet Web site, accessible at <http://www.mwdoc.com>.

PROPOSED BOARD CONSENT CALENDAR ITEMS-ACTION

1. TREASURER'S REPORT
 - a. Revenue/Cash Receipt Register – July 31, 2011
 - b. Approval of disbursements - August 2011
 - c. Ratification of disbursements – as of July 31, 2011
 - d. GM approved Disbursement Report – July 2011
 - e. Consolidated Summary of Cash and Investment – June 30, 2011
 - f. Water Use Efficiency Projects Cash Flow – July 31, 2011

2. DISTRICT CONFERENCES
 - a. California Special Districts Association Annual Conference, Monterey, CA, October 10-13, 2011
 - b. CA-NV AWWA Annual Fall Conference, October 17-20, 2011, Reno, NV

PRESENTATION

3. UPDATE (BY DIEHL EVANS) REGARDING FY 2010-11 AUDIT (oral report)

DISCUSSION ITEMS

4. UPDATE REGARDING BOARD COMPENSATION TRANSPARENCY LINK ON WEBSITE

INFORMATION ITEMS – (THE FOLLOWING ITEMS ARE FOR INFORMATIONAL PURPOSES ONLY – BACKGROUND INFORMATION IS INCLUDED IN THE PACKET. DISCUSSION IS NOT NECESSARY UNLESS REQUESTED BY A DIRECTOR.)

5. SEMI-ANNUAL OVERTIME REPORT
6. UPDATE ON MET MEMBER AGENCIES WORKING GROUP CONTRACT WITH MALCOLM PIRNIE
7. DIRECTORS' ACTIVITIES REPORT
8. ANNUAL FILING OF WATER FACILITIES CORPORATION TAX COMPLIANCE REPORTS
9. MONTHLY WATER USAGE DATA, TIER 2 PROJECTION & WATER SUPPLY INFORMATION
10. PENDING ITEMS
 - a. Administration
 - b. Finance and Information Technology
11. ACH PAYMENT SURVEY AND COST

OTHER ITEMS

12. REVIEW ISSUES REGARDING DISTRICT ORGANIZATION, PERSONNEL MATTERS, EMPLOYEE BENEFITS FINANCE AND INSURANCE

ADJOURNMENT

NOTE:At the discretion of the Committee, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated, and may be subject to action by the Committee. On those items designated for Board action, the Committee reviews the items and makes a recommendation for final action to the full Board of Directors; final action will be taken by the Board of Directors. Agendas for Committee and Board meetings may be obtained from the District Secretary. Members of the public are advised that the Board consideration process includes consideration of each agenda item by one or more Committees indicated on the Board Action Sheet. Attendance at Committee meetings and the Board meeting considering an item consequently is advised.

Accommodations for the Disabled. Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning Maribeth Goldsby, District Secretary, at (714) 963-3058, or writing to Municipal Water District of Orange County at P.O. Box 20895, Fountain Valley, CA 92728. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that District staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the District to provide the requested accommodation.

**Municipal Water District of Orange County
REVENUE / CASH RECEIPT REPORT
July 2011**

WATER REVENUES

Date	From	Description	Amount
7/1/2011	City of Fountain Valley	May 2011 water deliveries	276,540.05
7/5/2011	City of La Palma	May 2011 water deliveries	73,193.19
7/5/2011	City of Seal Beach	May 2011 water deliveries	6,138.31
7/7/2011	City of La Habra	May 2011 water deliveries	202,168.07
7/8/2011	Serrano Water District	May 2011 water deliveries	1,895.77
7/8/2011	South Coast Water District	May 2011 water deliveries	411,092.13
7/8/2011	City of San Juan Capistrano	May 2011 water deliveries	305,502.97
7/11/2011	El Toro Water District	May 2011 water deliveries	667,969.85
7/11/2011	Trabuco Canyon Water District	May 2011 water deliveries	11,634.06
7/11/2011	Santa Margarita Water District	May 2011 water deliveries	1,949,990.46
7/12/2011	City of Newport Beach	May 2011 water deliveries	414,360.30
7/13/2011	Laguna Beach County Water District	May 2011 water deliveries	257,476.86
7/13/2011	City of Orange	May 2011 water deliveries	676,491.94
7/14/2011	East Orange County Water District	May 2011 water deliveries	209,285.03
7/14/2011	City of Garden Grove	May 2011 water deliveries	616,696.11
7/14/2011	City of Westminster	May 2011 water deliveries	201,865.32
7/14/2011	Yorba Linda Water District	May 2011 water deliveries	726,740.76
7/14/2011	Santiago Aqueduct Commission	May 2011 water deliveries	78,354.50
7/15/2011	Orange County Water District	May 2011 water deliveries	703,688.03
7/15/2011	Golden State Water Company	May 2011 water deliveries	771,373.60
7/15/2011	Moulton Niguel Water District	May 2011 water deliveries	2,067,623.06
7/15/2011	Irvine Ranch Water District	May 2011 water deliveries	937,206.90
7/15/2011	Mesa Consolidated Water District	May 2011 water deliveries	1,055,497.85
7/22/2011	City of Buena Park	June 2011 Water deliveries & FY 11-12 Choice budget	418,295.79
7/22/2011	City of San Clemente	June 2011 Water deliveries	522,451.90

TOTAL WATER REVENUES \$ 13,563,532.81

Municipal Water District of Orange County
REVENUE / CASH RECEIPT REPORT
July 2011

MISCELLANEOUS REVENUES

Date	From	Description	Amount
7/1/2011	2 Checks	7/21/11 Water policy dinner	675.00
7/7/2011	2 Checks	7/21/11 Water policy dinner	150.00
7/11/2011	Serrano WD	7/21/11 Water policy dinner	450.00
7/13/2011	4 Checks	7/21/11 Water policy dinner	450.00
7/18/2011	4 Checks	7/21/11 Water policy dinner	375.00
7/20/2011	3 Checks	7/21/11 Water policy dinner	375.00
7/22/2011	7 Checks	7/21/11 Water policy dinner	525.00
7/21/2011	Joan Finnegan	Apr-Jun 11 Director's pension reimbursement	782.87
7/25/2011	Susan Hinman	Apr-Jun 11 Director's pension reimbursement	782.87
7/1/2011	Claire Seckel	July 2011 COBRA medical premium	605.21
7/28/2011	Beverly Crowe	August 11 Retiree medical premium	227.95
7/20/2011	Stan Sprague	Jul-Aug 2011 Retiree medical premium	442.82
7/1/2011	South Coast Water District	FY 10-11 School Billing	495.60
7/11/2011	Trabuco Canyon Water District	FY 10-11 School Billing	118.00
7/15/2011	City of Orange	FY 10-11 School billing	2,218.40
7/15/2011	City of Huntington Beach	FY 10-11 School billing	11,997.65
7/21/2011	City of La Palma	FY 10-11 School billing	672.60
7/25/2011	City of Tustin	FY 10-11 School billing	3,498.70
7/18/2011	City of San Juan Capistrano	FY 10-11 School Billing & Mar 2011 Smartimer rebate program	2,461.25
7/11/2011	El Toro Water District	FY 10-11 School Billing & May 2011 Smartimer rebate program	2,696.90
7/21/2011	Trabuco Canyon Water District	FY 11-12 Annual Retail Service Connection charge	24,712.50
7/22/2011	South Coast Water District	FY 11-12 Annual Retail Service Connection charge	75,075.00
7/22/2011	City of Buena Park	FY 11-12 Annual Retail Service Connection charge	115,937.50
7/25/2011	El Toro Water District	FY 11-12 Annual Retail Service Connection charge	61,281.25
7/25/2011	City of Brea	FY 11-12 Annual Retail Service Connection charge	74,337.50
7/26/2011	City of Westminster	FY 11-12 Annual Retail Service Connection charge	126,612.50
7/28/2011	Laguna Beach County Water District	FY 11-12 Annual Retail Service Connection charge	53,587.50
7/29/2011	City of San Clemente	FY 11-12 Annual Retail Service Connection charge	107,568.75
7/29/2011	Orange County Water District	FY 11-12 Water Incremental charge	210,271.75
7/8/2011	Jamba Juice	Community partnership campaign rebate	64.58
7/14/2011	Environmental Protection Agency	Jul 10 - Mar 11 Phase 3 Extended pumping & pilot plant testing	457,249.65
7/5/2011	Department of Water Resources	Jul-Sep 10 Phase 3 Extended pumping & pilot plant testing	176,669.10
7/25/2011	Moulton Niguel Water District	Custom WUE bill inserts with MNWD logo	435.00
7/22/2011	City of San Clemente	Custom WUE bill inserts with San Clemente logo	163.12
7/15/2011	South Coast Water District	Custom WUE bill inserts with SCWD logo	141.37
7/7/2011	Irvine Ranch Water District	May 2011 Residential WUE rebate program	56,600.00
7/29/2011	Bureau of Reclamation	Apr-Jun 11 Residential & Commercial Smartimer	12,329.15
7/1/2011	State Water Resource Control Board	Dec 10 - Feb 11 Smartimer rebate funding program	63,188.95
7/11/2011	Golden State Water Company	Mar 11 & May 11 Smartimer rebate program	189.00
7/1/2011	City of San Clemente	May 2011 Smartimer rebate program	450.00
7/5/2011	2 Checks	May 2011 Smartimer rebate program	189.00
7/6/2011	City of Westminster	May 2011 Smartimer rebate program	27.00
7/8/2011	2 Checks	May 2011 Smartimer rebate program	306.00
7/12/2011	City of Newport Beach	May 2011 Smartimer rebate program	54.00
7/18/2011	2 Checks	May 2011 Smartimer rebate program	234.00
7/22/2011	City of Huntington Beach	May 2011 Smartimer rebate program	108.00
7/8/2011	Western Municipal Water District	MET GM workgroup assistance from Malcolm Pirnie phase 2 (FY 10-11)	7,000.00
7/28/2011	City of Anaheim	MET GM workgroup assistance from Malcolm Pirnie phase 2 (FY 10-11)	1,000.00

Municipal Water District of Orange County
REVENUE / CASH RECEIPT REPORT
July 2011

MISCELLANEOUS REVENUES

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
7/1/2011	Western Municipal Water District	Strategic assistance on MET issues	4,000.00
			<u>TOTAL MISCELLANEOUS REVENUES \$ 1,659,782.99</u>
			<u>TOTAL REVENUES \$ 15,223,315.80</u>



Kevin P. Hunt, General Manager



Phil Letrong, Treasurer

**Municipal Water District of Orange County
Disbursement Approval Report
for the month of August 2011**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	<i>ACWA/Joint Powers Insurance Authority</i>	
M005-071911	October 2011 - September 2012 General liability insurance	80,860.00
	***Total ***	80,860.00
	<i>Adapt Consulting, Inc</i>	
1443B	Promotional items for Water Awareness	3,346.52
	***Total ***	3,346.52
	<i>Hunter T. Cook</i>	
072111	May - July 2011 Coastal retiree health benefit	1,200.00
	***Total ***	1,200.00
	<i>Federal Express Corporation</i>	
7-555-53136	6/30/11 Delivery charges	44.49
7-563-01846	7/8/11 Delivery charges	43.92
7-570-89961	7/13/11, 7/14/11, 7/18/11 Delivery charges	49.59
	***Total ***	138.00
	<i>Foodcraft Coffee & Refreshment</i>	
5-505657	7/14/11 Coffee/tea supplies	203.98
	***Total ***	203.98
	<i>Fry's Electronics</i>	
18186356	7/26/11 Computer supplies	111.26
	***Total ***	111.26
	<i>Johnson & Turner Ptg. Co, Inc</i>	
6275-01	Painting and repair of water damage for WEROC N. EOC	2,875.00
	***Total ***	2,875.00
	<i>Jungle Promotions</i>	
523892	5000 Water awareness bracelets to promote - Water: Do More With Less campaign	1,021.19
	***Total ***	1,021.19

**Municipal Water District of Orange County
Disbursement Approval Report
for the month of August 2011**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	Noah's Cleaning Service	
073011	July 11 Bi-Monthly cleaning service for WEROC N. EOC and S. EOC	190.00
	***Total ***	190.00
	The Orange County Register	
7003-JUN11	Publish notice of Public Hearing for Urban Water Management Plan	184.00
130001836-2011	Annual subscription renewal	260.13
	***Total ***	444.13
	Orange County Water District	
10006	June 2011 Office expense, postage and copies	14,537.29
	***Total ***	14,537.29
	Office Solutions	
I-00239856	7/8/11 Office supplies	172.65
I-00244148	7/22/11 Office supplies	717.10
	***Total ***	889.75
	Orange County Printing	
100848	Water Use Efficiency bill inserts for City of Tustin	1,133.53
	***Total ***	1,133.53
	Patricia Kennedy Inc.	
2543-A	August 2011 Plant maintenance	214.00
	***Total ***	214.00
	Pinnacle Radio Inc.	
16277	Repair of WEROC radio repeater	4,825.57
	***Total ***	4,825.57
	Signature Awards	
16236	7/21/11 Water Policy dinner crystal globe for speaker	129.41
	***Total ***	129.41

**Municipal Water District of Orange County
Disbursement Approval Report
for the month of August 2011**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	<i>SPS Data Communications</i>	
00071102	Parts and labor to secure network server rack to wall	300.00
	***Total ***	300.00
	<i>Staples Advantage</i>	
8019194250	6/10/11 Office supplies	18.05
	***Total ***	18.05
	<i>So. Cal. Water Committee</i>	
070711	July 2011 - June 2012 Annual membership	850.00
	***Total ***	850.00
	<i>Top Hat Productions</i>	
82499	7/7/11 Catering for WUE Workgroup meeting	434.77
	***Total ***	434.77
	<i>Toyo Landscaping Co.</i>	
5922E	Trim and remove excess canes on wisterias and install cross wires	550.00
5824	Patio cleaning	100.00
	***Total ***	650.00
	<i>The Westin South Coast Plaza</i>	
072111A	Final payment for Water Policy dinner on 7/21/11	6,025.21
	***Total ***	6,025.21
	<i>James C. Barker, P.C.</i>	
105-0711	July 2011 Federal legislative advocacy services	7,000.00
	***Total ***	7,000.00
	<i>Diehl, Evans & Company, LLC</i>	
1024796	First interim billing for audit of F/Y 10/11 Financial statements	5,000.00
	***Total ***	5,000.00

**Municipal Water District of Orange County
Disbursement Approval Report
for the month of August 2011**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	<i>Discovery Science Center</i>	
063011MWDOC	June 2011 School program	9,144.22
	***Total ***	9,144.22
	<i>Malcolm Pirnie, Inc.</i>	
0393580	June 2011 Consulting services on MET issues	8,337.00
0393683	2/21/11 - 7/17/11 Professional services for MET Member Agency workgroup	1,421.00
0394347	3/8/11 - 7/17/11 Consulting services for Alternative Project Delivery workshop for SOCOD Desal project	16,920.00
	***Total ***	26,678.00
	<i>Nossaman LLP</i>	
386310	June 2011 Legal services	3,500.00
	***Total ***	3,500.00
	<i>A and N Technical Services, Inc.</i>	
JUN2011PS5	June 2011 Professional services for Reserve Sustainability project	21,190.00
	***Total ***	21,190.00
	<i>Coastal Groundwater Consulting</i>	
122	5/4/11 - 7/25/11 Groundwater Age Project: Radium Isotope analyses for SOCOD Desal project	1,000.00
122B	5/4/11 - 7/25/11 Tracer Release experiment for SOCOD Desal project	4,000.00
	***Total ***	5,000.00
	<i>Geoscience Support Services</i>	
1274-11-04	June 2011 Groundwater modeling for SOCOD Desal project	46,974.00
1273-10-05	June 2011 Regional Water Quality Control Board compliance sampling for SOCOD Desal project - Phase 3	1,827.00
	***Total ***	48,801.00
	<i>MBC Applied Environmental Sciences</i>	
20393	6/14/11 Toxicity testing for SOCOD Desal project	4,200.00
	***Total ***	4,200.00

**Municipal Water District of Orange County
Disbursement Approval Report
for the month of August 2011**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	<i>Quality Signs</i>	
6824	Sign explaining red rocks at Doheny beach for SOCOD Desal project	1,114.63
	***Total ***	1,114.63
	<i>Separation Processes, Inc</i>	
6231	June 2011 Pilot Test facility operations for SOCOD Desal project	27,754.67
6232	June 2011 Pretreatment study for SOCOD Desal project	12,515.10
	***Total ***	40,269.77
	<i>AquaFicient Consulting</i>	
02-026	June 2011 Landscape Performance Certification program funded by IRWD and MET	1,500.00
	***Total ***	1,500.00
	<i>Bemus Landscape Inc.</i>	
214023	February 2011 Smartscape Landscape Incentive program	2,500.00
	***Total ***	2,500.00
	<i>Chang's Landscaping Service</i>	
18-20,22,25,26-CHANG	May - June 2011 Smartscape Landscape Incentive program	15,000.00
	***Total ***	15,000.00
	<i>ConserVision Consulting, LLC</i>	
LPCP-183A	June 2011 Consulting services for Landscape Performance Certificate program	8,041.50
	***Total ***	8,041.50
	<i>Glen's Landscape</i>	
Various	May & June 2011 Smartscape Landscape Incentive program	26,883.05
	***Total ***	26,883.05
	<i>Illumiscapes Total Land Care</i>	
LB-03,LB-12	June - July 2011 Smartscape Landscape Incentive program	4,996.05
	***Total ***	4,996.05

**Municipal Water District of Orange County
Disbursement Approval Report
for the month of August 2011**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	<i>Peggy McClure</i>	
C-0811	July 2011 Consulting services for conservation database	787.50
	***Total ***	787.50
	<i>Ritz Carlton</i>	
SAB7722	Hotel program rebate incentive for installation of 422 HETs	42,200.00
	***Total ***	42,200.00
	<i>Terra Firma Landscape Management Inc.</i>	
4447-4448	May 2011 Smartscape Landscape Incentive program	5,000.00
	***Total ***	5,000.00
	<i>Townsend Public Affairs, Inc.</i>	
7096	July 2011 State & Federal legislative advocacy services	10,000.00
	***Total ***	10,000.00
	<i>URS Corporation Americas</i>	
4752254	June 2011 Professional services for Industrial Process Water Use Reduction program	3,445.00
	***Total ***	3,445.00
	Total	<u><u>412,648.38</u></u>

**Municipal Water District of Orange County
Disbursement Ratification Report
for the month of July 2011**

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
122908	7/7/11	FINNEG 063011	Joan Flnnegan June 2011 Business expense	176.73
			***Total ***	176.73
122909	7/7/11	OUWERK 053111	Jessica H. Ouwerkerk April - May 2011 Business expense	1,286.46
			***Total ***	1,286.46
122910	7/7/11	SDG&E 7768-JUN11	SDG & E 5/23/11 - 6/22/11 Electrical service for SOCOD Desal project - Phase 3 operations	5,404.95
			***Total ***	5,404.95
122911	7/11/11	ATTEOC 8200-JUN11 4492-JUN11 0532-JUN11	AT&T June 2011 N. EOC telephone expense June 2011 S. EOC telephone expense June 2011 N. EOC Dedicated phone line	179.87 265.42 72.12
			***Total ***	517.41
122912	7/11/11	BARBCO JUN2011	Brett Barbre June 2011 MET Director's compensation	2,216.20
			***Total ***	2,216.20
122913	7/11/11	DICKCO/DICKEK JUN2011	Larry Dick June 2011 MET Director's compensation	2,216.20
122914		063011	June 2011 Business expense	204.32
			***Total ***	2,420.52
122915	7/11/11	FOLEYJ JUN2011	John V. Foley June 2011 MET Director's compensation	2,216.20
			***Total ***	2,216.20
122916	7/11/11	ROYCE 063011	Ed Royce Sr. June 2011 Business expense	162.20
			***Total ***	162.20

**Municipal Water District of Orange County
Disbursement Ratification Report
for the month of July 2011**

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
122917	7/11/11	SECOVA 07000307312311	Secova July 2011 Health insurance for Director Royce	125.00
			***Total ***	125.00
122918	7/11/11	SILVER 070111	Silver-Script July 2011 Prescription insurance for Director Royce	69.00
			***Total ***	69.00
12919	7/11/11	THOMAS 063011	Jeffery Thomas June 2011 Business expense	243.54
			***Total ***	243.54
122920	7/11/11	TIMEWA 5210-JUL11 3564-JUL11	Time Warner Cable July 2011 Telephone and internet expense June 2011 Telephone expense for 4 analog fax lines	1,228.78 122.94
			***Total ***	1,351.72
122921	7/15/11	ACKERM JUN2011	Linda Ackerman June 2011 MET Director's compensation	2,216.20
			***Total ***	2,216.20
122925	7/15/11	BOFANA 4118-JUN11	Bank of America NA June 2011 Various credit card expenses (see attached sheet for details)	416.03
			***Total ***	416.03
122927	7/15/11	CORPPA 1769-JUN11	Corporate Payment Systems June 2011 Various credit card expenses (see attached sheet for details)	1,922.57
			***Total ***	1,922.57
122937	7/15/11	FRAZIE 063011	Leah Frazier June 2011 Business expense	5.12
			***Total ***	5.12

**Municipal Water District of Orange County
Disbursement Ratification Report
for the month of July 2011**

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
122940	7/15/11	GRECOW 062311	Warren Greco May - June 2011 Business expense	165.15
			***Total ***	165.15
122941	7/15/11	OUWERK 063011	Jessica H. Ouwerkerk June 2011 Business expense	382.24
			***Total ***	382.24
122942	7/15/11	HARRIS 060911	Cathy Harris May 2011 Business expense	20.68
			***Total ***	20.68
122943	7/15/11	HOMED1 7785-JUN11	Home Depot Credit Services Office maintenance supplies	41.83
			***Total ***	41.83
122944	7/15/11	HUNTKE 06/28/11	Kevin Hunt June 2011 Business expense	117.32
			***Total ***	117.32
122945	7/15/11	IKONOF 5018973379	Ikon Office Solutions July 2011 Copier lease	747.05
			***Total ***	747.05
122949	7/15/11	JACOBI 063011 071511	Lee Jacobi June 2011 Business expense July 2011 Business expense	48.45 22.20
			***Total ***	70.65
122957	7/15/11	DINHPA 063011	Patrick Dinh June 2011 Business expense	30.60
			***Total ***	30.60
122958	7/15/11	RAMIRE 063011	Sergio Ramirez June 2011 Business expense	34.68
			***Total ***	34.68

**Municipal Water District of Orange County
Disbursement Ratification Report
for the month of July 2011**

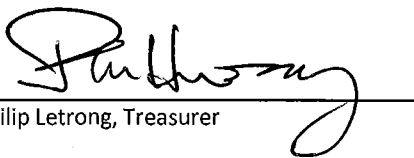
Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
122959	7/15/11	SANTAM MAY2011	<i>Santa Margarita Water District</i> May 2011 SCP operation surcharge	25,824.14
			***Total ***	25,824.14
122964	7/21/11	CONSER LPCP-181	<i>ConserVision Consulting, LLC</i> March 2011 Consulting services for Landscape Performance Certificate program - Check lost re-issued	8,147.25
		LPCP-182	April 2011 Consulting services for Landscape Performance Certificate program - Check lost re-issued	7,557.75
			***Total ***	15,705.00
122968	7/21/11	STAPL1 4362-JUL11	<i>Staples Credit Plan</i> 6/29/11 Office supplies for WEROC	114.33
			***Total ***	114.33
122970	7/29/11	CATALI 0005961	<i>Catalina Island Conservancy</i> July 2011 WEROC radio repeater site lease	1,282.21
			***Total ***	1,282.21
122972	7/29/11	IRONMO DUL9198	<i>Iron Mountain</i> July 2011 Storage/retrieval of archived documents	737.22
			***Total ***	737.22
122976	7/29/11	METWAT 7028	<i>Metropolitan Water District</i> May 2011 Water deliveries	14,105,874.82
			***Total ***	14,105,874.82
122979	7/29/11	SPRINT 320982721-083	<i>Sprint</i> July 2011 WEROC cell phone expense	150.45
			***Total ***	150.45
122982	7/29/11	PUBLI1 21411-AUG11	<i>Public Storage</i> August 2011 Storage rent for unit E034	331.00
			***Total ***	331.00

**Municipal Water District of Orange County
Disbursement Ratification Report
for the month of July 2011**

<i>Check #</i>	<i>Date</i>	<i>Vendor # Invoice/CM #</i>	<i>Name / Description</i>	<i>Net Amount</i>
122983	7/29/11	SANTAM JUN2011	Santa Margarita Water District June 2011 SCP operation surcharge	28,093.58
			***Total ***	28,093.58
			Total Check Amount	<u>14,200,472.80</u>
			Total Void Amount	<u>15,705.00</u>



 Kevin P. Hunt, General Manager



 Philip Letrong, Treasurer

I.M.P.A.C. Government Services (Cal Card) Statement Detail
Statement Date: June 22, 2011
Payment Date: July 15, 2011

Date	Description	Amount
<u>Phil's Card</u>		
5/27/2011	Computer supplies	\$ 37.15
5/31/2011	Computer supplies	86.85
6/20/2011	Computer supplies	364.28
	Subtotal	\$ 488.28
<u>Karl's Card</u>		
5/26/2011	Cookies for Managers' meeting	\$ 40.83
5/26/2011	Government Finance Officers Association Annual conference in San Antonio, TX from May 22-25, 2011 - Accommodations for P. Letrong	371.28
6/1/2011	Write-on magnetic ribbon for WEROC EOC whiteboards - 2 each - Returned	(80.00)
6/1/2011	Book purchase - Desalination of Seawater	84.50
6/7/2011	WEROC's ETWD staff appreciation luncheon	198.49
6/13/2011	CUWCC Business Management Practices Reporting workshop in San Marcos, CA on Apr. 6, 2011 - Refund of registration for M. Baum-Haley	(35.00)
6/16/2011	Harbor Association of Industry & Commerce meeting in Long Beach, CA on Jun. 30, 2011 - Registration for K. Seckel & R. Bell	80.00
6/17/2011	Three-tier rolling cart for WEROC	65.24
6/20/2011	MET Rate Issue Group meeting in Sacramento, CA on Jun. 21, 2011 - Airfare for D. Cordero	419.40
	Subtotal	\$ 1,144.74
<u>Kevin's Card</u>		
5/25/2011	Legislative activities in Washington, DC from May 21-24, 2011 - Accommodations for Director Barbre	\$ 50.93 ¹
5/29/2011	UPS delivery charges for Board & Committee packets - May 5, 2011 - Refund	(25.05)
6/5/2011	UPS delivery charges for Board & Committee packets - May 26, 2011	68.93
6/12/2011	UPS delivery charges for Board & Committee packets - Jun. 2, 2011	60.71
6/18/2011	Pre-employment skills assessment testing from Society for H.R. Management - Refund	(87.75)
6/19/2011	UPS delivery charges for Board & Committee packets - Jun. 8 & 14, 2011	135.11
6/21/2011	Administration staff development lunch	86.67
	Subtotal	\$ 289.55
	Total	\$ 1,922.57

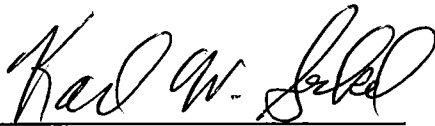
¹ Director Barbre reimbursed MWDOC \$50.93

Bank of America VISA Statement Detail
Statement Date: June 27, 2011
Payment Date: July 15, 2011

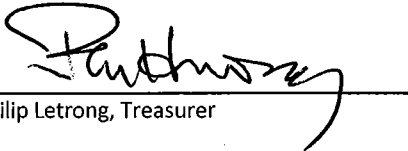
<u>Posting Date</u>	<u>Description</u>	<u>Amount</u>
5/28/11 - 6/27/11	Meals for K. Hunt's meetings on various dates	416.03
	Total	\$ 416.03

**Municipal Water District of Orange County
GM Approved Disbursement Report (1)
for the month of July 2011**

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
122948	7/15/11	ISDOC 062411	<i>Independent Special Districts of OC</i> Reimburse ISDOC for luncheon receipts collected through MWDOC's PayPal account	277.93
			***Total ***	277.93
122962	7/15/11	UNIVER 149617	<i>Universal Laser, Inc.</i> Toner cartridges	237.05
			***Total ***	237.05
122966	7/21/11	MCCLUR PI000021	<i>Peggy McClure</i> June 2011 Consulting services for conservation database	4,410.00
			***Total ***	4,410.00
Total Disbursement Amount				<u>4,924.98</u>



Kevin P. Hunt, General Manager



Philip Letrong, Treasurer

(1) For disbursements that did not make the cut-off of previous month's Disbursement Approval report. Disbursements are approved by GM for payment and need A & F Committee ratification.



Municipal Water District of Orange County Consolidated Summary of Cash and Investment June 2011

Street Address:
18700 Ward Street
Fountain Valley, California 92708

Mailing Address:
P.O. Box 20895
Fountain Valley, CA 92728-0895

(714) 963-3058
Fax: (714) 964-9389
www.mwdoc.com

Joan C. Finnegan
President

Jeffery M. Thomas
Vice President

Brett R. Barbre
Director

Wayne A. Clark
Director

Larry D. Dick
Director

Susan Hinman
Director

Ed Royce, Sr.
Director

Kevin P. Hunt, P.E.
General Manager

MEMBER AGENCIES

City of Brea
City of Buena Park
East Orange County Water District
El Toro Water District
Emerald Bay Service District
City of Fountain Valley
City of Garden Grove
Golden State Water Co.
City of Huntington Beach
Irvine Ranch Water District
Laguna Beach County Water District
City of La Habra
City of La Palma
Mesa Consolidated Water District
Moulton Niguel Water District
City of Newport Beach
City of Orange
Orange County Water District
City of San Clemente
City of San Juan Capistrano
Santa Margarita Water District
City of Seal Beach
Serrano Water District
South Coast Water District
Trabuco Canyon Water District
City of Tustin
City of Westminster
Yorba Linda Water District

District investments and cash balances are held in various funds designated for certain purposes as follows:

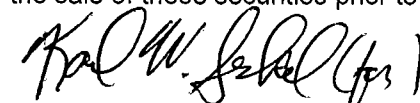
Fund	Book Value	% of Portfolio
Designated Reserves		
General Operations	1,563,282	12.48%
Grant & Project Cash Flow	1,000,000	7.98%
Election Expense	500,000	3.99%
Building Repair	<u>350,000</u>	<u>2.79%</u>
Total Designated Reserves	3,413,282	27.24%
Restricted Reserve for OPEB	500,000	3.99%
General Fund	28,558	0.23%
Water Fund	6,336,340	50.58%
Conservation Fund	142,758	1.14%
Desalination Feasibility Study Fund	522,861	4.17%
WEROC Fund	20,887	0.17%
Trustee Activities Fund	1,563,366	12.48%
Total	12,528,052	100.00%


The funds are invested as follows:

Term of Investment	% of Portfolio	Book Value	Market Value
Cash	0.91%	46,479	\$ 46,479
Short-term investment			
• LAIF	56.78%	7,898,769	7,898,769
• OCIP	9.42%	1,021,007	1,021,007
Long-term investment			
• Federal Agency Issues	11.57%	1,252,599	1,253,030
• Misc. Securities	18.58%	2,012,198	2,032,097
• Certificates of Deposit	2.74%	297,000	303,477
Total	100.00%	\$12,528,052	\$12,554,859

The average number of days to maturity/call as of June 30, 2011 equaled 271 and the average term for the portfolio totaled 493 days. The average yield to maturity is 1.17%, calculated on a 365-day basis. During the month, the District's average daily balance was \$17,176,267. Funds were invested in Federal Agency Issues, Certificates of Deposit, Negotiable CD's, Miscellaneous Securities, the Local Agency Investment Funds (LAIF) and the Orange County Investment Pool (OCIP) during the month of June.

The \$26,807 difference between the book value and the market value at June 2011 represents the exchange difference if all investments had been liquidated on that date. Since it is the District's practice to "buy and hold" investments till maturity, the market values are a point of reference, not an indication of actual loss or gain. There are no current plans or cash flow requirements identified in the near future that would require the sale of these securities prior to maturity.


Kevin P. Hunt
General Manager

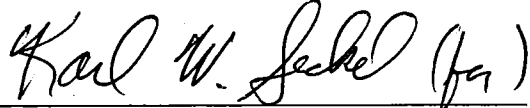

Phil Letrong
Treasurer

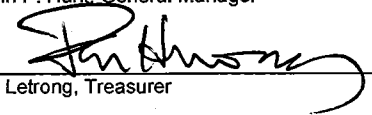
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Portfolio Management
Portfolio Summary
June 30, 2011

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Mat./Call	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Federal Agency Issues - Coupon	250,000.00	251,040.00	252,599.25	2.02	1,827	68	2.968	3.009
Certificates of Deposit - Bank	297,000.00	303,476.69	297,000.00	2.38	1,335	727	2.379	2.412
Local Agency Investment Funds	7,898,768.61	7,898,768.61	7,898,768.61	63.28	1	1	0.442	0.448
Miscellaneous Securities - Coupon	2,000,000.00	2,032,097.50	2,012,198.14	16.12	1,722	1,506	3.336	3.382
Federal Agency Issues - Step-up	1,000,000.00	1,001,990.00	1,000,000.00	8.01	1,826	117	1.627	1.650
Orange County Investment Pool	1,021,006.74	1,021,006.74	1,021,006.74	8.18	1	1	1.108	1.123
Investments	12,466,775.35	12,508,379.54	12,481,572.74	100.00%	493	271	1.155	1.171
Cash								
Passbook/Checking (not included in yield calculations)	46,479.32	46,479.32	46,479.32		1	1	0.000	0.000
Total Cash and Investments	12,513,254.67	12,554,858.86	12,528,052.06		493	271	1.155	1.171

Total Earnings	June 30 Month Ending	Fiscal Year To Date	Fiscal Year Ending
Current Year	13,630.32	204,349.24	204,349.24
Average Daily Balance	17,176,266.66		
Effective Rate of Return	0.97%		

We certify that this report reflects the cash and investments of the Municipal Water District of Orange County and is in conformity with the Government Code requirements and the District Investment Policy and Guidelines in effect at the time of investment. The Investment Program herein shown provides sufficient cash flow liquidity to meet the next six month's estimated expenditures. The source for the market values are from Union Bank.

 (for) 8-4-11
 Kevin P. Hunt, General Manager

 8-4-11
 Phil Letrong, Treasurer

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Portfolio Management
Long-Term Portfolio Summary
June 30, 2011

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Mat./Call	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Federal Agency Issues - Coupon	250,000.00	251,040.00	252,599.25	7.09	1,827	68	2.968	3.009
Certificates of Deposit - Bank	297,000.00	303,476.69	297,000.00	8.34	1,335	727	2.379	2.412
Miscellaneous Securities - Coupon	2,000,000.00	2,032,097.50	2,012,198.14	56.49	1,722	1,506	3.336	3.382
Federal Agency Issues - Step-up	1,000,000.00	1,001,990.00	1,000,000.00	28.08	1,826	117	1.627	1.650
Investments	3,547,000.00	3,588,604.19	3,561,797.39	100.00%	1,727	949	2.750	2.789

Total Earnings	June 30 Month Ending	Fiscal Year To Date	Fiscal Year Ending
Current Year	8,192.28	129,613.65	129,613.65

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Portfolio Management
Long-Term Portfolio Details - Investments
June 30, 2011

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 360	YTM/C 365	Days to Mat./Call	Maturity Date
Federal Agency Issues - Coupon												
3136FRCT8	20110307-006	FNMA		03/07/2011	250,000.00	251,040.00	252,599.25	3.250	2.968	3.009	68	03/07/2016
Subtotal and Average			252,621.60		250,000.00	251,040.00	252,599.25		2.968	3.009	68	
Certificates of Deposit - Bank												
36161ND39	20100910-001	GE Money Bank		09/10/2010	200,000.00	201,940.00	200,000.00	1.400	1.381	1.400	802	09/10/2013
939379W90	20080123-008	Chase Bank		01/23/2008	97,000.00	101,536.69	97,000.00	4.500	4.438	4.500	572	01/23/2013
Subtotal and Average			297,000.00		297,000.00	303,476.69	297,000.00		2.379	2.412	727	
Miscellaneous Securities - Coupon												
06051GED7	20101014-003	Bank of America Corp		10/14/2010	250,000.00	252,035.00	256,727.38	3.700	3.274	3.320	1,523	09/01/2015
46625HHR4	20101123-004	JP Morgan		11/23/2010	250,000.00	256,662.50	256,509.69	3.400	2.663	2.700	1,454	06/24/2015
59217GAD1	20110225-005	Met Life Global		02/25/2011	500,000.00	506,210.00	502,459.85	3.125	2.966	3.007	1,655	01/11/2016
61747YCT0	20110309-007	Morgan Stanley		03/09/2011	500,000.00	495,285.00	498,833.68	3.450	3.460	3.508	1,585	11/02/2015
90261XFY3	20100610-010	UBS Financial Services, Inc		06/10/2010	500,000.00	521,905.00	497,667.54	3.875	3.965	4.020	1,294	01/15/2015
Subtotal and Average			2,012,313.54		2,000,000.00	2,032,097.50	2,012,198.14		3.336	3.382	1,506	
Federal Agency Issues - Step-up												
3133712G0	20100929-002	FHLB		09/29/2010	500,000.00	500,200.00	500,000.00	1.250	1.233	1.250	90	09/29/2015
3136FHTN5	20090521-005	FNMA		05/21/2009	500,000.00	501,790.00	500,000.00	2.050	2.022	2.050	143	05/21/2014
Subtotal and Average			1,000,000.00		1,000,000.00	1,001,990.00	1,000,000.00		1.627	1.650	117	
Total and Average			3,561,935.15		3,547,000.00	3,588,604.19	3,561,797.39		2.750	2.789	949	

Report Ver. 7.3.2

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Portfolio Management
Short-Term Portfolio Summary
June 30, 2011

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Mat./Call	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Local Agency Investment Funds	7,898,768.61	7,898,768.61	7,898,768.61	88.55	1	1	0.442	0.448
Orange County Investment Pool	1,021,006.74	1,021,006.74	1,021,006.74	11.45	1	1	1.108	1.123
Investments	8,919,775.35	8,919,775.35	8,919,775.35	100.00%	1	1	0.518	0.525
<hr/>								
Cash								
Passbook/Checking (not included in yield calculations)	46,479.32	46,479.32	46,479.32		1	1	0.000	0.000
Total Cash and Investments	8,966,254.67	8,966,254.67	8,966,254.67		1	1	0.518	0.525
<hr/>								
Total Earnings	June 30 Month Ending	Fiscal Year To Date	Fiscal Year Ending					
Current Year	5,438.04	74,735.59	74,735.59					

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Portfolio Management
Short-Term Portfolio Details - Investments
June 30, 2011

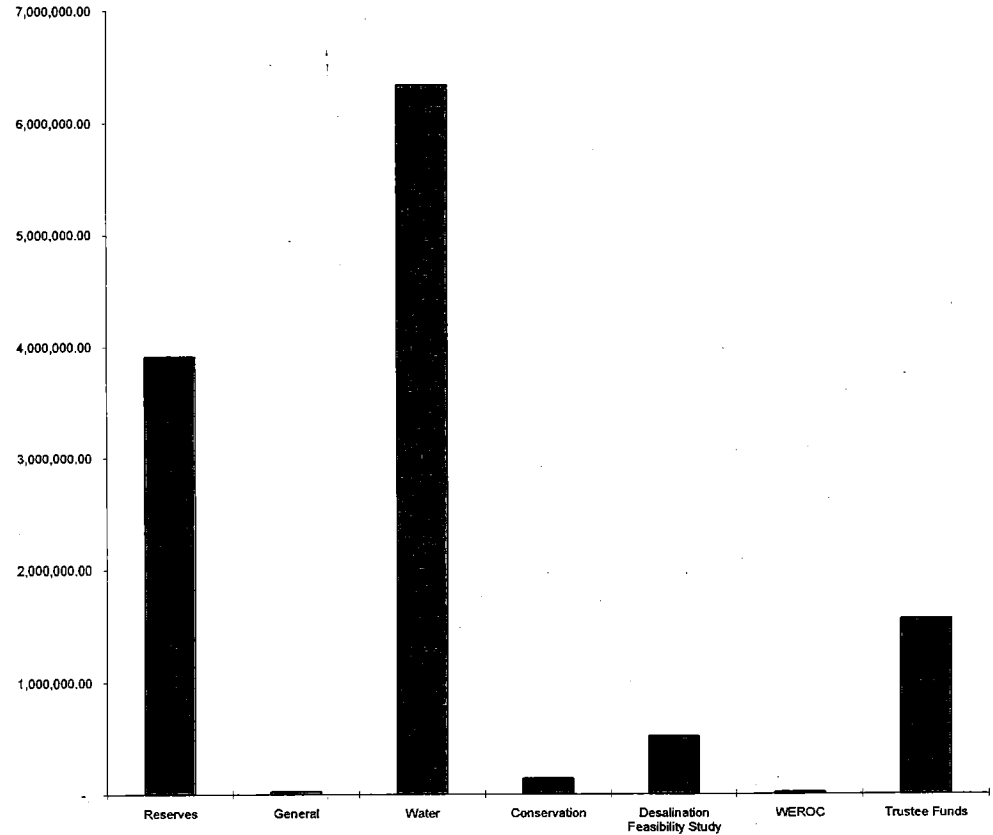
CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 360	YTM/C 365 Mat/Call	Days to Maturity Date
Local Agency Investment Funds											
SYS000000001LAI	000000001LAI	Local Agency Investment Fund			7,898,768.61	7,898,768.61	7,898,768.61	0.448	0.442	0.448	1
Subtotal and Average			12,209,601.94		7,898,768.61	7,898,768.61	7,898,768.61		0.442	0.448	1
Orange County Investment Pool											
SYSOCIP	OCIP	County of Orange		06/29/2005	1,021,006.74	1,021,006.74	1,021,006.74	1.123	1.108	1.123	1
Subtotal and Average			1,020,701.83		1,021,006.74	1,021,006.74	1,021,006.74		1.108	1.123	1
Total and Average			13,614,331.51		8,919,775.35	8,919,775.35	8,919,775.35		0.518	0.525	1

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Portfolio Management
Short-Term Portfolio Details - Cash
June 30, 2011

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM/C 360	YTM/C 365	Days to Mat/Call
Passbook/Checking Accounts											
SYS00000CHK-GEN	00000CHK-GEN	Bank of America		07/01/2010	45,979.32	45,979.32	45,979.32		0.000	0.000	1
SYSZ0000PCV-GEN	Z0000PCV-GEN	Petty Cash		07/01/2010	500.00	500.00	500.00		0.000	0.000	1
		Average Balance	0.00								1
Total Cash and Investments			13,614,331.51		8,966,254.67	8,966,254.67	8,966,254.67		0.518	0.525	1

Cash and Investments at June 30, 2010

<u>ALLOCATION</u>	<u>AMOUNT</u>	<u>%</u>
MWDOC		
Designated Reserves		
General	\$ 1,563,282	12.48%
Grant & Project Cash Flow	1,000,000	7.98%
Election Expense	500,000	3.99%
Building Repair	350,000	2.79%
Total Designated Reserves	3,413,282	27.24%
Restricted Reserves for O&S	500,000	3.99%
General	28,558	0.23%
Water	6,336,340	50.58%
Conservation	142,758	1.14%
Desalination Feasibility Study	522,861	4.17%
WEROC	20,887	0.17%
TOTAL MWDOC	\$ 10,964,686	87.52%
TRUSTEE ACTIVITIES		
AMP Sales Admin	\$ 6,010	0.05%
RPOI	1,320,869	10.54%
Urban Water Management Plan	236,488	1.89%
TOTAL TRUSTEE ACTIVITIES	\$ 1,563,366	12.48%
TOTAL CASH & INVESTMENTS	\$ 12,528,052	100.00%



Municipal Water District of Orange County
WATER USE EFFICIENCY PROJECTS
Cash Flow as of 7/31/11

	Jul 2011	Aug 2011	Sep 2011	Oct 2011	Nov 2011	Dec 2011	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	Jun 2012	TOTALS
Cash - Beginning Balance	\$ 142,757.79	\$ 133,585.86	\$ 133,585.86	\$ 133,585.86	\$ 133,585.86	\$ 133,585.86	\$ 133,585.86	\$ 133,585.86	\$ 133,585.86	\$ 133,585.86	\$ 133,585.86	\$ 133,585.86	
REVENUES:													
BUREC	12,329.15												\$ 12,329.15
City of Anaheim, Brea, Buena Park													-
City of Fountain Valley, Fullerton													-
City of Garden Grove, Huntington Beach	198.00												198.00
City of La Palma, La Habra, Newport Bch	54.00												54.00
City of Santa Ana, San Clemente	522.00												522.00
City of San Juan Capistrano	234.00												234.00
City of Tustin, Westminster	27.00												27.00
City of Orange, DWR	99.00												99.00
East Orange County Water District													-
El Toro Water District	36.00												36.00
Golden State Water Company	189.00												189.00
Irvine Ranch Water District	56,600.00												56,600.00
Laguna Beach County Water District													-
Mesa Consolidated Water District													-
Metropolitan Water District													-
Moulton Niguel Water District, NRCS	162.00												162.00
MWDOC													-
Santa Margarita Water District													-
Serrano Water District	108.00												108.00
South Coast Water District	198.00												198.00
State Water Resources Control Board	63,188.95												63,188.95
Yorba Linda Water District													-
Trabuco Canyon Water District													-
Miscellaneous Revenues													
Interest Revenue													-
Total Revenues	133,945.10	-	-	-	-	-	-	-	-	-	-	-	\$ 133,945.10
EXPENDITURES:													
A&N Technical services, Autumn Print													\$ -
Aquaficient, ABG Mrktg, Bryton Printing	1,500.00												1,500.00
Bemus, Brad Lancaster	5,000.00												5,000.00
CA Lndscope Contractor, Chang's Lndscp	7,500.00												7,500.00
Conservation Consulting, LLC, Earthco	6,513.75												6,513.75
Electric Gas Industries Assoc., Fortech	3,997.60												3,997.60
Federal Express, Glen's Landscaping	4,942.60												4,942.60
Geotivity, Hotel Program participant													-
Malcolm Pirnie Inc.													-
Metropolitan Water District	86,836.12												86,836.12
Mission RCD	21,604.46												21,604.46
Raftelis Financial Consultants													-
Prudential Overall Supply, Rajan Brown													-
Sierra Analytical Labs, Spero Strategies													-
Terra Firma, Turf Removal, URS Corp													-
Wade Landscaping													-
Waterwise Consulting, Inc.	5,222.50												5,222.50
Miscellaneous Expenses													
Interest Expense													-
Total Expenditures	143,117.03	-	-	-	-	-	-	-	-	-	-	-	\$ 143,117.03
Cash - Ending Balance	\$ 133,585.86	\$ 133,585.86	\$ 133,585.86	\$ 133,585.86	\$ 133,585.86	\$ 133,585.86	\$ 133,585.86	\$ 133,585.86	\$ 133,585.86	\$ 133,585.86	\$ 133,585.86	\$ 133,585.86	



CONSENT CALENDAR - ACTION ITEM

August 17, 2011

To: Board of Directors

From: Administration & Finance Committee
Directors Thomas, Royce and Barbre

Subject: CSDA Fall Conference
Monterey, NV
October 10-13, 2011

STAFF RECOMMENDATION

Staff recommends the Board of Directors consider authorizing appropriate staff and Directors' attendance at the CSDA fall conference.

COMMITTEE RECOMMENDATION

Committee recommends (to be determined at Committee meeting)

SUMMARY

Hotel	\$779 (@ 4 nights)
Flight	\$270 (American via LAX/MRY)
Registration	\$525
Approx	\$1600 / per person (minimum)



2011 CSDA Annual Conference & Exhibitor Showcase

The leadership conference for special districts.

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Schedule

October 10 – 13, 2011 Monterey Marriott Hotel & Monterey Conference Center



Exhibitor Information
Why should you exhibit?



Sponsorship Information
Name Recognition and Exposure.



Keynote Speaker: Libby Gill on CSDA Conference

Monday

9:00 – 11:00 a.m. (optional)

Special District Administrator (SDA) Exam – by the Special District Leadership Foundation – must be scheduled prior to conference)

9:00 a.m. – 4:00 p.m. (optional)

Pre-Conference Workshop #1: Special District Leadership Academy Module 1: Governance Foundations

Leadership of most Special Districts know that the more strategic they are in their planning, the better off they are in dealing with future challenges and issues. This course is taught by THE trainer of strategic plans for Special Districts in California, Brent Ives. Attendees will understand the who, what, why, and how of a proper and practical strategic plan. If there is one project that will help a District with a number of big-picture and directional issues, it's a strategic plan.

Earn SDRMA CIPs
\$225 Member \$300 Non-member

9:00 a.m. – 4:00 p.m. (optional)

Pre-Conference Workshop #2: Effective Strategic Planning for Your Special District

\$225 Member \$300 Non-member

12:00 – 5:00 p.m. (11:00 a.m. check-in) (optional)

CSDA Annual Golf Tournament Black Horse Golf Course

\$125 includes golf with cart, range, lunch and prizes!

The annual conference always gives me something I can use in my role as a Board Member.

Michael Seaman, Director Fulton-El Camino Recreation & Park District

1:30 – 4:30 p.m. (optional)

The Elkhorn Slough Safari and Moss Landing Harbor District Tour Includes transportation to/from hotel and boat tour on the Elkhorn Slough Safari

Only registered CSDA conference attendees or registered guests are eligible to attend.

\$48.00 for conference attendees

6:00 – 8:00 p.m.

CSDA Conference Kickoff Reception

(All attendees welcome.)

Tuesday

9:00 – 10:45 a.m.

Opening Keynote Presentation and Continental Breakfast

"The Power of Great Relationships" by Tim Sanders Tim Sanders, a former Yahoo! Executive, is a corporate consultant and bestselling author of *Love is the Killer App*, *The Likeability Factor*, and *Saving the World at Work*.

Tim Sanders speaks for strong business relationships, both internal and external. His relevant point of view makes him one of the most in demand keynote speakers on the conference and convention circuit. His company, Deeper Media, conducts research on business trends, new media and human behavior. He has valuable experience in cutting-edge businesses, sales and marketing. Tim was the Chief Solutions Officer at Yahoo! and later their Leadership Coach. Tim also created and led the Yahoo! ValueLab, an in-house "think tank."

11:00 a.m. – 12:00 p.m. (Breakout Sessions)

What Every Public Agency Should Know About the Prevailing Wage

Contractor Compliance and Monitoring, Inc.

New changes in prevailing wage laws and regulations require constant updating. Agencies who collect and monitor certified payrolls or operate a labor compliance program can get the most up to date information, forms, and changes.

Update on Proposition 218 and the Impacts to Local Governments

Best Best & Krieger

This presentation will provide an update of the most recent legislation implementing and court decisions interpreting Proposition 218 and the impacts of such legislation and court decisions on taxes, assessments, fees and charges imposed by local agencies.

Navigating the CEQA Process with Your Attorney and Consulting Team – From Selection of the Environmental Document and Public Review to Project Approval

Best Best & Krieger, Rancho California Water District and LSA Associates

This session will provide an overview of the California Environmental Quality Act (CEQA) review process from the perspective of the special district and its attorney and consultant team. The speakers will highlight the common dilemmas and concerns associated with selecting the appropriate environmental document, the public review process, project approval, and coordination of regulatory permits through example projects and experiences. The presentation will emphasize ways in which the project team can improve communication and efficiency during the environmental review process while still recognizing the practicality of real life budgetary and timing pressures.

Power, Position, Influence: Leading with Courage and Power

Novato Fire Protection District

Power – Position – Influence covers the following necessary elements to be able to lead with power: Mission- Vision-Values; Patterns of Dependence; Trust - Desire – Fear; Sources of Power; Influence Strategies; The science behind all leadership Political, Influence & Management Models. Furthermore this presentation covers the three legs of politics; power, position, and influence. Each leg requires an in-depth understanding and is often considered separate but in reality is very much interconnected.

SB90 State Mandated Cost Revenue for Special Districts

Nichols Consulting and Local Government Consultants

Informational meeting on State of California reimbursement to Special Districts through SB90/State Mandated Cost Process. Describe activities to be reimbursed and likely dollar amounts for : 1) Brown

Act Agenda Preparation 2) Election Costs - Absentee Ballots 3) LAFCO, etc.

AB 1234 Required Ethics Training (Part 1)

Meyers Nave (attendees must attend parts 1 & 2 to receive completion certificate) Earn SDRMA CIPs
Under AB 1234, California law mandates ethics training for elected and appointed officials. For newly elected and appointed officials, the requirement is to receive this training within one year of assuming office. Thereafter, recertification is required every two years from the date of your last training. This two-part training session will fulfill your duty to comply with the State law mandate and a certificate of completion will be issued to each attendee following the completion of both sessions.

12:00 – 1:45 p.m.

Exhibitor Showcase Grand Opening & Lunch

2:00 – 3:15 p.m.

Super Session: "Inspiring High-Passion and High-Performance at All Levels of Your Organization"

by Libby Gill

An entertainment industry veteran, Libby is now an internationally respected executive coach, brand strategist and bestselling author. Her proven "Clarify, Simplify & Execute" process inspires individuals and organizations to maximize their "Leadership DNA," build high-passion, high-performance teams and increase employment engagement.

3:30 – 4:30 p.m. (Breakout Sessions)

Good Governance Principles for Boards: Best Practices and Problem Areas for Board Dynamics

BHI Management Consulting

All board members want to do the right things to serve their public by moving the organizational mission forward. This seminar carefully examines the role of the Board in an honest and different way, from the viewpoint of self-examination with the perspective of experienced public servants to optimize how we can serve the public. This seminar helps Board members better understand their role, provides a different perspective to Board performance, looks at the relationship with staff and the executive, examines the pitfalls of Boards making decisions with the wrong motivations, helps Board members achieve their goals.

Creative Options for Delivering Public Works Projects: Design/Build and Public-Private Partnerships

Hanson Bridgett, LLP

The terms "design/build" and "public-private partnerships" are appearing with increasing frequency in discussions of ways to rebuild our nation's public infrastructure. The design/build method of procurement provides an innovative approach to obtaining synergy in the design and construction processes. PPP's are sometimes posited as a magic panacea for the financial and contracting challenges public agencies face when trying to build new infrastructure. It is important that public officials, and those who advise them, educate themselves about these methods, which can provide effective alternatives for constructing and financing public infrastructure.

Financial Accountability: Good Decisions are Based on Good Information

James Marta & Company, Certified Public Accountants

Understanding the board's role in monitoring fiscal reporting and controls. How can the board fulfill its role of fiscal accountability? What information should management be providing to the board? What questions should the board ask? How do you know what questions to ask? What should you be asking your consultants (financial auditor, investment advisor, broker, etc.)

Exceptional Public Outreach: Best Practices & Examples You Can Use in Your District

Eckery Associates and Novato Fire Protection District

This topic covers the steps necessary to have a comprehensive internal and external communication plan that focuses on integrating approach to disseminating education, information and receiving feedback from the communities that we serve. The following elements for such a plan were necessary and therefore will be discussed: Organizational Branding, Web Page design, Social Media, PSA's, Emergency notifications, Community Newsletters, Surveys, Print adds, Internal newsletters, etc.

Strategic Workforce Management: More than Counting Heads

CPS Human Resource Services

Go beyond succession planning and create a long term plan to develop and manage an optimal

workforce for your organization today and into the future. This presentation will give you the tools and techniques to proactively manage your workforce on an on-going basis so you are prepared for the inevitable fluctuations in your workforce and the labor market. Using this approach to workforce management, you can lead your organization through a systematic process to ensure the right people are in the right seats at the right time. In this interactive session, we will present a Strategic Workforce Management Model that will take you from Strategy to Data Collection and Analysis, Gap Analysis, Gap Closing Strategies and Evaluation. We will explore how to be more strategic with your workforce plan and management, examine each of the steps in our model, and present free tools that you can use at each stage. You will walk away from the presentation with over 30 practical tools and templates that you can use and adapt for your organization.

AB 1234 Required Ethics Training (Part 2)

Meyers Nave (attendees must attend parts 1 & 2 to receive completion certificate) Earn SDRMA CIPs
The two-part training covers general ethics principles and state laws related to: personal financial gain by public servants; conflicts of interest, bribery and nepotism; gift, travel and mass-mailing restrictions; honoraria, financial interest disclosure and competitive bidding; prohibitions on the use of public resources for personal or political purposes; the Political Reform Act; The Brown Act open meeting law; The California Public Records Act.

5:30 – 7:00 p.m.

President's Reception in the Exhibit Hall

(All attendees welcome.)

Wednesday

8:00 – 8:30 a.m.

SDRMA Annual Meeting

8:30 – 9:00 a.m.

SDRMA Sponsored Full Plated Breakfast (All attendees welcome.)

9:00 – 10:45 a.m.

SDRMA General Session/Safety Awards/Keynote

Don McMillan – "The 3 Keys to Leadership" Sponsored by SDRMA

In this time of change, business leaders must demonstrate an unprecedented level of passion, determination, foresight, dedication and fearlessness. In "The 3 Keys to Leadership," Don will share how to ramp up your leadership style and make effective changes.

11:00 a.m. – 12:00 p.m. (Breakout Sessions)

Understanding the Tort Claims Process

SDRMA, Low, Ball & Lynch Earn SDRMA CIPs

This presentation will discuss what is a "Claim for Damages"? Is a letter from an attorney a Claim? An individual presents a repair bill to your agency for payment, what is the proper response? Does a Board have to formally reject every claim? How long does someone have to file a claim against a public entity? These are some of the issues that will be addressed in this presentation.

Understanding Board Member & District Liability (Part 1) SDRMA Earn SDRMA CIPs

This presentation will discuss the role of the Board and the individual Board members. When is a Board member acting as a "Public Official"? When are they not? Can Board members be held individually liable for their actions? Mr. Timoney will review specific sections of the California Government Code that define and outline the Boards legal duty and functions.

Workers' Compensation Updates & Volunteer Coverage

SDRMA, York Insurance Services Group Earn SDRMA CIPs

This presentation will discuss the current status of the California Workers' Compensation system and volunteer coverage. Are volunteers considered "employees"? Should your agency provide workers' compensation coverage for "volunteers"? Can anyone be a volunteer? Do you need to track the hours "worked" by the volunteers? What is the benefit of providing workers' compensation coverage for volunteers?

Public Works Projects: Minimizing Risks & Reducing Costs – Proven Methodologies*Bergman & Dacey*

This one hour program will focus on how every construction project presents a public entity with certain risks: political, pragmatic, and financial. R.I.S.C. (Research, Initiative, Selection, Contracts) is a comprehensive method that blends pragmatic problem solving with applicable legal principles to achieve fair and economically reasonable results.

Bridging the Gap Between Your District and the Capitol*CSDA Legislative Department*

Learn how to partner with CSDA's legislative team in order to strengthen the voice of special districts on critical issues that impact your agency. Gain valuable insight into the legislative process and equip yourself with the tools that CSDA offers your district to stay informed and engaged in the State Capitol. This is a great opportunity to meet and ask questions to CSDA's in-house lobbyists.

Funding Mission-Critical Capital Projects: A Panel Discussion*CSDA Finance Corporation*

Expert consultants from the CSDA Finance Corporation are joined by senior staff from three special districts in a panel discussion. Hear how these districts found solutions to funding their capital projects in challenging times.

12:00 – 1:30 p.m. Lunch on your own**12:00 – 1:30 p.m.****Optional Lunch & Keynote: The Significance of Special District Governments in the Local Economy**

– A Census Perspective – *Steve Owens, US Census Bureau (advance registration required)*

1:30 – 3:00 p.m.**Exhibitor Showcase Finale - Dessert /Grand Prizes****3:15 – 4:15 p.m. (Breakout Sessions)****Communication Protocols for Board & Staff***Liebert Cassidy Whitmore*

Do your staff members and board members speak the same language? This interactive workshop will discuss guidelines and practical tips that will assist the Board of Directors, General Manager and staff members with effective communications. We will also discuss how certain legalities can impact your agency. Remember, communication is key, so learn how to use it to your advantage.

Understanding Board Member & District Liability (Part 2) – SDRMA Earn SDRMA CIPs

This presentation will discuss the role of the Board and the individual Board members. When is a Board member acting as a "Public Official"? When are they not? Can Board members be held individually liable for their actions? Mr. Timoney will review specific sections of the California Government Code that define and outline the Boards legal duty and functions. (part 2)

Proposition 26: What it Requires and How to Protect Your Agency*Kronick Moskovitz Tiedemann & Girard and Eco: Logic Engineering*

This program is designed to provide attendees with a detailed description of the provisions of Proposition 26. Enacted this November, Proposition 26 changed the definition of what constitutes a tax. Now many exactions that we previously thought were fees may be taxes subject to voter approval.

Risk Identification & Scenario Mitigation Planning*BHI Management Consulting Earn. SDRMA CIPs*

A District that wants to be best prepared must know what risks and vulnerabilities face them. This seminar discusses a methodology for agencies to identify potential risks in their future considering the broad set of potentialities, properly analyze those, rank them and deal with those ranking highest in a comprehensive and deliberate way. This seminar is helpful for all Districts, but is particularly useful for those who strategic plan well yet wonder if they have considered all potential areas of vulnerability.

Management Discussion & Analysis - Effectively Communicating Results*James Marta & Company, Certified Public Accountants*

This session not only helps you understand what is required to be included in your management

discussion and analysis, but how to communicate results that demonstrates where your organization has been, where you stand now and expectations for the future. Using graphs and charts to better understand the financial trends and direction of the organization.

3:15 – 5:00 p.m.

Legislative Committee Meeting – limited seating available for non-committee members.

6:00 – 7:00 p.m.

Chapters Reception. CSDA Chapter of the Year Award will be presented. (All attendees welcome.)

7:00 – 9:00 p.m.

CSDA Awards Banquet and Entertainment

Entertainment by Robert Strong

Robert has been crisscrossing the world since 1985, entertaining audiences large and small, formal and casual, and everything in between! Recently voted "San Francisco's Funniest Prop Comedian" and the "Bay Area's Best Performer," Robert has appeared on CBS This Morning, performed for the U.S. Congress, and taken his act to more than 30 different countries.

Thursday

8:00 – 10:00 a.m. (Breakout Session)

CSDA Chapter's Roundtable (All attendees welcome.)

9:00 – 10:00 a.m. (Breakout Session)

Hiring and Keeping Great Employees

Liebert Cassidy Whitmore

Personnel is a District's greatest resource, but finding and keeping great employees isn't as easy as it seems. It's a tough job finding the perfect employee but sometimes it's an even tougher job keeping them. This session will overview the hiring process including screening, interviewing and reference checks. We will also discuss retention tips and strategies for keeping these employees.

The Electronic Workplace: Traps for the Unwary

Kronick Moskovitz Tiedemann & Girard

The sharp increase in electronic communication and the use of computers and new technology to conduct business has led to a unique set of concerns and questions for government agencies. What potential liabilities and pitfalls for public agencies are created by the rapidly increasing use of electronic communication and social media? Do you have to pay overtime to an employee who checks her blackberry in the evening? Can you fire an employee for making unflattering statements about his boss on his Facebook page? What issues under the First, Fourth, and Fourteenth Amendments to the U. S. Constitution do public agencies face as a result of increased use of electronic media in the workplace? These questions (and many more) will be answered in this informative seminar on the challenges faced by public agencies in following California and federal law as specifically applied to the unique issues created by the electronic workplace.

Fish, the Delta, and Your Water Supply

Best Best & Krieger and Hanson Environmental

In December 2010, a federal court ruled in favor of water users seeking to set aside a biological opinion designed to protect delta smelt. By May or June 2011, the same court is expected to rule on a federal biological opinion designed to protect salmon. The panel will address the impact of these two decisions and "interim remedies" that will follow. Dr. Hanson will discuss the status of efforts by the state and federal governments, environmental groups and water contractors to negotiate a long-term solution to the Delta issues via the "Bay-Delta Conservation Plan."

Tapping into the Network of State Infrastructure Financing Resources – *IBank, Clean Water RLF and the Drinking Water RLF*

"There are so many potential funding resources at the State level, that is can be overwhelming to local agency representatives. This panel will provide insight into state funding programs every agency should have on speed-dial."

Stop Playing Retaliation Roulette: How to Protect Your District From Employee Retaliation Claims

Best Best & Krieger. Earn SDRMA CIPs

Retaliation is one of the fastest growing area of employment claims by employees. The number of retaliation claims now exceeds discrimination claims filed with state and federal agencies. In part, this is because it is much easier to state and prove a claim of retaliation in employment than discrimination or harassment. Another factor is that retaliation is more common in these economic times where more employees are being laid off or having their hours and/or benefits reduced. Further, there are more legal bases to bring retaliation claims. This is particularly true for public agencies who face claims of violation of first amendment free speech rights and whistleblower claims (which will be two of the main types of claims discussed). The session will use both discussion of the law and new cases and hypotheticals with audience participation using power point and providing extensive written materials on the law and cases.

10:15 a.m. – 12:00 p.m.

CSDA Keynote Program & Closing Brunch

Ralph Heim, Public Policy Advocates and Pete Peterson, Davenport Institute for Public Engagement and Civil Leadership

Join us for a closing brunch as Pete Peterson, executive director of the Davenport Institute for Public Engagement and Civil Leadership shares "Public Engagement: The Vital Leadership Skill." CSDA Legislative Advocate Ralph Heim will also give attendees the most up-to-date information on the state of the state budget and special district revenues.



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About CSDA

The California Special Districts Association (CSDA) is a 501c(6), not-for-profit association that was formed in 1969 to ensure the continued existence of local, independent special districts.

For 40 years, CSDA has been offering its members cost-efficient programs and representation at the State Capitol and boasts a membership of over 1,000 organizations throughout California. We are the only statewide association representing all types of independent special districts including irrigation, water, park

General Information

[Register](#)

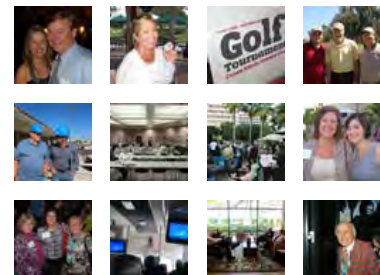
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[Hotel & Location](#)

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Flickr Photostream



and recreation, cemetery, fire, police protection,
library, utility, harbor, healthcare and community
services districts...just to name a few.

CSDA Website

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CONSENT CALENDAR - ACTION ITEM

August 17, 2011

To: Board of Directors

**From: Administration & Finance Committee
(Directors Thomas, Royce and Barbre)**

**Subject: AWWA (CA-NV Section)
Annual Fall conference
Reno, NV
October 17-20, 2011**

STAFF RECOMMENDATION

Staff recommends the Board of Directors consider authorizing appropriate staff and Directors' attendance at the AWWA annual conference.

COMMITTEE RECOMMENDATION

Committee recommends (to be determined at Committee meeting)

SUMMARY

Hotel	\$79/night
Flight	\$294
Registration	\$435



DISCUSSION ITEM

August 10, 2011

TO: Board of Directors

FROM: Administration & Finance Committee
(Directors Thomas, Royce, Barbre)

Kevin Hunt
General Manager

Staff Contact:

SUBJECT: UPDATE REGARDING BOARD COMPENSATION TRANSPARENCY LINK ON WEBSITE

STAFF RECOMMENDATION

Staff recommends the Board of Directors select one of the three options presented regarding board compensation information on the MWDOC website

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

DETAILED REPORT

In July of 2011, the 2010-2011 Orange County Grand Jury (Grand Jury) released a report entitled Compensation Survey of Orange County Water and Sanitation Districts. Due to recent investigations and media coverage of “excessive” compensation, the Grand Jury reviewed eighteen water and sanitation special districts, their financials, board and general manager compensation including benefits, and ease of access to this information.

Overall the Grand Jury noted that the water and sanitation districts were efficient in their business operations. The primary area of concern of the report focuses on the ease of access to financial and compensation. It was noted in the report that there was a wide disparity on information available on water and sanitation district websites. As a result, the Grand Jury recommended minimum standards for information access on district websites. Specifically, the recommendations included the following minimum features:

Budgeted (Y/N):	Budgeted amount:
Action item amount:	Line item:
Fiscal Impact (explain if unbudgeted):	

- A clearly labeled link or links on the website's home page to all financial and compensation information.
- Compensation data should be provided for the board of directors and general manager listing all types of compensation (salary and other benefits) in a clear, understandable manner.
- If the general manager operates under a contract, then a copy of the current contract should be posted on the district's website.
- The current and previous fiscal year budgets should be posted. If available, the district's Comprehensive Annual Financial Report (CAFR) should be included.
- Public meeting information, including dates, times, location, agendas and minutes should be listed and rigorously updated.

Most of the recommendations are already easily accessible on our website, There are only two elements we need to add to our website based on the above recommendations; compensation data for the board of directors and the general manager and the general manager's contract.

The general manager's contract will be linked under the About Us tab, pending attorney confirmation.

At the last Administration and Finance Committee, the Committee directed staff to come up with options on how to clearly post compensation data in a easy to use and understand format. After reviewing the recommended model, Costa Mesa Sanitation District, and considering input from the Committee discussion, staff has developed a comprehensive narrative overview that explains the categories of compensation and benefits available to MWDOC Board members, Metropolitan Directors and the general manager. This narrative contains an annual amount of compensation and benefits by director. In addition, a hyper link from each director would provide quarterly detail by category in an excel spreadsheet *or* scanned copies of submitted expense reports by director.

Compensation information would be linked from a number of points on the website including under the Board of Directors homepage tab, under each division on the Board of Directors page and under the About Us homepage tab.

The following is a draft narrative that meets the requirements of the Orange County Grand Jury:

**Municipal Water District of Orange County
Compensation Summary – Fiscal Year 2010-11**

Introduction

The purpose of the following information is to provide an overview of the compensation received by our Board of Directors and General Manager. This document is updated annually, or as policy changes are made.

Board of Directors Compensation Items

- **Meeting Compensation:**

- **Municipal Water District of Orange County (MWDOC/The District):** Each Board member receives \$221.62 per meeting-day. There is a maximum of one compensated meeting per day. The maximum number of meeting-days for which a Board member may receive compensation shall not exceed ten in any calendar month.

The types of meetings that are pre-authorized include MWD Board and Committee meetings, MWDOC member agency Board and Committee meetings, and meetings with legislators. Board members' attendance at conferences, conventions, workshops, seminars, etc., outside the MWD service area requires prior authorization of the Board.

- **Metropolitan Water District of Southern California (MWD):** Each Board member receives \$221.62 per meeting-day they attend on behalf of MWD, not to exceed a total of 10 meetings per month.
- For Board members who are both MWDOC and MWD Directors, the meeting-day limits are additive and can reach up to twenty meeting-days per month.
- **Pension Plan:** Board members are eligible to participate in a 401(a) plan paid by the District at a rate of 13.5% of their compensation. Board members are not eligible to participate in the CalPERS retirement benefit which is provided to District employees.
 - Two of MWDOC's seven Board members reimburse the District at the rate of 7.5% (the difference between the 13.5% paid by the District and the 6.2% mandated FICA tax).
- **Medicare:** The District pays for Board members' Medicare expenses at a rate of 1.45%.
- **Health Insurance:** Board members are eligible to participate in the health and welfare benefits provided by MWDOC. The District pays 80-100% of the costs for the Board members' medical insurance, depending on whether the plan is for the individual or a family plan. One hundred percent of the costs of dental and vision insurance are paid for by the District.
 - * Two of MWDOC's seven Board members do not participate in the District's health insurance plan, and they reimburse the District for 100% of the costs of the dental and vision insurance plans.
- **Travel and Transportation:** When necessary during the course of a Board member's official duties, travel and transportation costs are funded by the District. Board members use their own vehicles and are reimbursed for mileage driven when on official District business at the current rate permitted by the IRS. (Board members are not eligible to receive an Automobile

Allowance.) Travel and attendance at conferences and seminars by Board members requires prior approval by the Board.

- **Office Equipment/Services:** Board members are eligible to receive office equipment, such as computers, printers, and fax machines that are used for official District business only. Expenses for home office supplies and services – such as computer ink/toner and internet/fax machine (telephone) service – that are used to conduct District business may also be-reimbursed.
- **Loans:** The District offers interest-free loans for personal computers that are used to conduct official District business. The maximum loan amount is \$2,000.
- **Life Insurance:** Board members do not receive any life insurance benefits.
- **Vacation/Holiday/Sick Leave:** Board members do not receive any compensation for vacation time, holiday pay, or sick leave.

The following table summarizes the annual compensation received by the MWDOC and MWD Board members during Fiscal Year 2010-11 (July 1, 2010 - June 30, 2011).

<u>MWDOC Board Member</u>	<u>Salary</u>	<u>Benefits</u>	<u>Total Compensation</u>
Wayne A. Clark	\$25,929.00	\$11,910.00	\$37,839.00
Joan C. Finnegan	\$24,600.00	\$2,544.00	\$27,144.00
Susan Hinman	\$23,270.00	\$2,448.00	\$25,718.00
Ed Royce, Sr.	\$25,265.00	\$9,693.00	\$34,958.00
Jeffery M. Thomas	\$23,048.00	\$19,662.00	\$42,710.00
<u>MWDOC/MWD Board Members</u>			
Brett R. Barbre	\$51,859.00	\$17,435.00	\$69,294.00
Larry D. Dick	\$50,529.00	\$17,194.00	\$67,723.00
<u>MWD Board Members</u>			
Linda Ackerman	\$24,821.00	\$0	\$24,821.00
John V. Foley	\$21,497.00	\$0	\$21,497.00

GENERAL MANAGER

- **Annual Salary:** \$219,701.77
- **Benefits:** \$66,973.20

A suggestion was made at the last Administration and Finance Committee to add all the details and or back-up reports as well. Staff is recommending a hyperlink be created from the total compensation figure to a detailed excel spreadsheet or scanned copies of submitted expense reports. A copy of both is attached for the director's consideration.

Municipal Water District of Orange County
Semi-annual Comparison for Overtime Hours Worked
for the Six Month Periods Ending June 2011 and 2010

Employee	1/1/11 - 6/30/11		1/1/10 - 6/30/10	
	Hours Worked	Dollar Equivalent (1)	Hours Worked	Dollar Equivalent (1)
Baca, Tiffany	7.00		2.00	
Davanaugh, Katie	5.00		0.00	
Dinh, Patrick	33.00	(2)	0.00	
Goldsby, Maribeth	2.00		0.00	
Gunawan, Lina	3.00		10.50	
Hayes, Magaly	0.00		1.50	
Ramirez, Sergio	20.50		0.00	
TOTAL	70.50	\$ 3,330	14.00	\$ 786

(1) Dollar equivalent calculated at 1.5 x hourly rate.

(2) Time spent on telephone system conversion from Siemens PBX to Cisco IP Phone.

Municipal Water District of Orange County
Account Receivable Reconciliation
Project: Metropolitan Member Agencies Working Group (Phase 2)
Vendor: Malcom Pirnie
As of 8-03-2011

Agency	Invoice amount	Payment	
		Amount	Paid date
City of Anaheim	\$ 1,000	\$ 1,000	7/28/2011
City of Beverly Hills	1,000	1,000	4/4/2011
City of Glendale	1,000	1,000	4/4/2011
City of Santa Ana	1,000	1,000	6/13/2011
City of Torrance	1,000	1,000	3/25/2011
Eastern MWD	7,000	7,000	3/21/2011
Inland Empire Utilities Agency	7,000	7,000	4/11/2011
Las Virgenes MWD	7,000	7,000	3/31/2011
LA Dept of Water & Power	1,000		(1)
Three Valleys MWD	7,000	7,000	1/28/2011
Upper San Gabriel Valley MWD	7,000	7,000	10/25/2011
West Basin MWD	7,000	7,000	5/20/2011
Western MWD	<u>7,000</u>	<u>7,000</u>	7/8/2011
Total	\$ 55,000	\$ 54,000	

(1) Payment delayed due to deployment of new electronic procurement process.

**Municipal Water District of Orange County
Director's Activity Report
For the 12-month period ending June 30, 2011**

Activity Description	MWDOC Directors								MET Director's					Director's Total
	Thomas	Barbre	Clark	Dick	Finnegan	Hinman	Royce	Subtotal	Barbre	Ackerman	Foley	Dick	Subtotal	
Per Diem (1)														
MWDOC Committee & Board mtg	21,249	18,854	21,089	21,263	13,605	16,300	19,471	131,832	1,108	3,989	2,881	1,108	9,086	140,918
MET Committee & Board mtg	-	-	-	-	-	267	299	566	9,530	8,200	9,751	9,973	37,454	38,020
Meetings with Member Agencies	3,270	13,254	3,338	3,305	5,388	4,926	315	33,795					-	33,795
Other Misc meetings & activities	18,191	11,700	13,411	17,447	11,107	7,099	15,027	93,983	14,849	12,632	8,865	14,627	50,973	144,956
Benefit Reimbursement by Director	-	-	-	-	(2,956)	(2,875)	-	(5,830)					-	(5,830)
Subtotal-Per Diem	42,710	43,808	37,839	42,015	27,144	25,718	35,112	254,346	25,486	24,821	21,497	25,708	97,513	351,859
Travel & Conferences (2)														
ACWA	1,133	-	3,298	-	2,121	2,373	1,254	10,179						10,179
AWWA	-	-	-	-	-	-	-	-						-
CRWUA	-	565	20	-	415	-	-	1,000						1,000
CSDA	-	-	550	-	550	-	-	1,100						1,100
CUWA	-	-	-	-	-	-	-	-						-
CUWCC	-	-	-	-	-	-	-	-						-
Legislative Activities	-	5,358	-	-	-	-	-	5,358						5,358
ISDOC	64	64	-	48	80	16	64	336						336
MET Legislative	-	-	-	-	-	-	-	-						-
NWRA	-	-	994	-	-	-	-	994						994
OCWA	-	-	-	-	-	65	-	65						65
Urban Water Coalition	-	-	-	-	-	-	-	-						-
Urban Water Institute	-	-	1,371	-	-	-	-	1,371						1,371
So Cal Water Committee	-	-	-	-	-	70	-	70						70
Water Education Foundation	-	-	-	-	-	-	-	-						-
Other Travel Expenses	552	1,787	1,105	721	86	327	-	4,577						4,577
Mileage	1,494	267	1,288	1,283	1,282	3,134	1,064	9,812						9,812
Toll Charges	93	-	-	-	-	447	-	540						540
Subtotal-Travel & Conferences	3,336	8,040	8,625	2,052	4,535	6,431	2,382	35,400						35,400
Total	46,046	51,848	46,464	44,066	31,679	32,149	37,494	289,746	25,486	24,821	21,497	25,708	97,513	387,259

(1) Per Diem for MWDOC Directors includes benefits

(2) Includes conference registration, travel, lodging, meals, transportations, mileage and other miscellaneous related costs; does not include Per Diem.



INFORMATION ITEM

August 10, 2011

TO: MWDOC Water Facilities Corporation Board of Directors

FROM: Kevin Hunt
General Manager

Staff Contact: Phil Letrong

SUBJECT: Annual filing of Water Facilities Corporation Tax compliance reports

STAFF RECOMMENDATION

For information only; receive and file.

SUMMARY

To keep the corporation active, the following reports for the fiscal year ending June 30, 2010 were filed on 10/18/10 and 10/26/10 on behalf of the Water Facilities Corporation:

- o Return of Organization Exempt from Income Tax (IRS Form 990)
- o California Exempt Organization annual Information Return (CA Form 199)
- o Annual Registration Renewal Fee Report to Attorney General of California (Form RRF-1)
- o State Controller Report

Fiscal year 10-11 reports will be filed in the month of October 2011.

Budgeted (Y/N): N/A	Budgeted amount:
Action item amount:	Line item:
Fiscal Impact (explain if unbudgeted):	

Form **990-EZ**

**Short Form
Return of Organization Exempt From Income Tax**

OMB No. 1545-1150

2009

**Open to Public
Inspection**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except black lung benefit trust or private foundation)
▶ Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990. All other organizations with gross receipts less than \$500,000 and total assets less than \$1,250,000 at the end of the year may use this form.
▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

Department of the Treasury
Internal Revenue Service

A For the 2009 calendar year, or tax year beginning July 1 , 2009, and ending June 30 , 20 10

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	Please use IRS label or print or type. See Specific Instructions.	C Name of organization		D Employer identification number
		Municipal Water District of Orange County - Water Facilities Corporation		95-3500739
		Number and street (or P.O. box, if mail is not delivered to street address) Room/suite		E Telephone number
		18700 Ward Street		714-593-5021
City or town, state or country, and ZIP + 4		F Group Exemption Number ▶		
Fountain Valley, CA 92708				

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

G Accounting Method: Cash Accrual
Other (specify) ▶

I Website: ▶ N/A

H Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

J Tax-exempt status (check only one) – 501(c) () ◀ (insert no.) 4947(a)(1) or 527

K Check if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$25,000. A Form 990-EZ or Form 990 return is not required, but if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts; if \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions for Part I.)

Revenue	1 Contributions, gifts, grants, and similar amounts received	1	0
	2 Program service revenue including government fees and contracts	2	0
	3 Membership dues and assessments	3	0
	4 Investment income	4	0
	5a Gross amount from sale of assets other than inventory	5a	
	5b Less: cost or other basis and sales expenses	5b	
	5c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6 Special events and activities (complete applicable parts of Schedule G). If any amount is from gaming, check here ▶ <input type="checkbox"/>		
	a Gross revenue (not including \$ _____ of contributions reported on line 1)	6a	
b Less: direct expenses other than fundraising expenses	6b		
6c Net income or (loss) from special events and activities (Subtract line 6b from line 6a)	6c		
7a Gross sales of inventory, less returns and allowances	7a		
b Less: cost of goods sold	7b		
7c Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c	0	
8 Other revenue (describe ▶ _____)	8	0	
9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8 ▶	9	0	
Expenses	10 Grants and similar amounts paid (attach schedule)	10	
	11 Benefits paid to or for members	11	
	12 Salaries, other compensation, and employee benefits	12	
	13 Professional fees and other payments to independent contractors	13	
	14 Occupancy, rent, utilities, and maintenance	14	
	15 Printing, publications, postage, and shipping	15	
	16 Other expenses (describe ▶ _____)	16	
17 Total expenses. Add lines 10 through 16 ▶	17	0	
Net Assets	18 Excess or (deficit) for the year (Subtract line 17 from line 9)	18	0
	19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	
	20 Other changes in net assets or fund balances (attach explanation)	20	
	21 Net assets or fund balances at end of year. Combine lines 18 through 20 ▶	21	0

Part II Balance Sheets. If Total assets on line 25, column (B) are \$1,250,000 or more, file Form 990 instead of Form 990-EZ. (See the instructions for Part II.)

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	0 22	0
23 Land and buildings	23	
24 Other assets (describe ▶ _____)	24	
25 Total assets	0 25	0
26 Total liabilities (describe ▶ _____)	0 26	0
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	0 27	0

Part V Other Information (Note the statement requirements in the instructions for Part V.)

		Yes	No
33	Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity		✓
34	Were any changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the changes		✓
35	If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, attach a statement explaining why the organization did not report the income on Form 990-T.		
a	Did the organization have unrelated business gross income of \$1,000 or more or was it subject to section 6033(e) notice, reporting, and proxy tax requirements?		✓
b	If "Yes," has it filed a tax return on Form 990-T for this year?		
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions. ▶ 37a _____		
b	Did the organization file Form 1120-POL for this year?		✓
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the period covered by this return?		✓
b	If "Yes," complete Schedule L, Part II and enter the total amount involved 38b _____		
39	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on line 9 39a _____		
b	Gross receipts, included on line 9, for public use of club facilities 39b _____		
40a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ _____ ; section 4912 ▶ _____ ; section 4955 ▶ _____		
b	Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or is it aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		✓
c	Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ _____		
d	Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ _____		
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T.		✓
41	List the states with which a copy of this return is filed. ▶ _____		
42a	The organization's books are in care of ▶ <u>Phil Letrong</u> Telephone no. ▶ <u>714-593-5021</u> Located at ▶ <u>18700 Ward St Fountain Valley, CA</u> ZIP + 4 ▶ <u>92708</u>		
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		✓
	If "Yes," enter the name of the foreign country: ▶ _____ See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts .		
c	At any time during the calendar year, did the organization maintain an office outside of the U.S.? If "Yes," enter the name of the foreign country: ▶ _____		✓
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 —Check here ▶ <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43 _____		
44	Did the organization maintain any donor advised funds? If "Yes," Form 990 must be completed instead of Form 990-EZ		✓
45	Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If "Yes," Form 990 must be completed instead of Form 990-EZ		✓

Part VI **Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only.** All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 46-49b and complete the tables for lines 50 and 51.

- | | Yes | No |
|--|------------|----|
| 46 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I | 46 | |
| 47 Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II | 47 | |
| 48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E | 48 | |
| 49a Did the organization make any transfers to an exempt non-charitable related organization? | 49a | |
| b If "Yes," was the related organization a section 527 organization? | 49b | |
- 50** Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances

f Total number of other employees paid over \$100,000 ▶ _____

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation

d Total number of other independent contractors each receiving over \$100,000 . . . ▶ _____

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

▶ Signature of officer *Phil Letrong* Date 10-26-10

▶ **Phil Letrong** Treasurer
Type or print name and title

Paid Preparer's Use Only

Preparer's signature ▶ _____ Date _____ Check if self-employed

Firm's name (or yours if self-employed), address, and ZIP + 4 ▶ _____ EIN ▶ _____ Phone no. ▶ _____

May the IRS discuss this return with the preparer shown above? See instructions ▶ Yes No

FEDERAL STATEMENTS
Municipal Water District of Orange County
Water facilities Corporation
95-3500739
Year 2009

STATEMENT 1
FORM 990EZ, PART IV
LIST OF OFFICERS, DIRECTORS, TRUSTEES, AND KEY EMPLOYEES

Name and Address	Title & average hrs/week devoted to position	Compensation	Contributions to employee benefits & def comp	Expense a/c & other allowances
Brett Barbre 21670 Waterford Dr Yorba Linda, CA 92887	Director	0	0	0
Wayne Clark 7 Bascom St Irvine, CA 92612	Director	0	0	0
Larry Dick 12760 Nutwood St Garden Grove, CA 92840	Director	0	0	0
Joan Finnegan 258 Sherwood St Costa Mesa, CA 92627	President	0	0	0
Susan Hinman 33072 Sea Lion Dr Dana Point, CA 92629	Director	0	0	0
Ed Royce, Sr 7717 Misty Brook Circle Stanton, CA 90680	Director	0	0	0
Jeffery Thomas 2831 Watson Tustin, CA 92782	Vice President	0	0	0

2009

California Exempt Organization Annual Information Return

199

Calendar Year 2009 or fiscal year beginning month 07 day 01 year 2009, and ending month 06 day 30 year 2010

A First Return Filed? B Type of organization Exempt under Section 23701 F (insert letter) IRC Section 4947(a)(1) trust

Corporation/Organization Name Municipal Water District of Orange County - Water Facilities Corporation

Address 18700 Ward Street

City Fountain Valley State CA ZIP Code 92708

C Amended Return? D Are you a subordinate/affiliate in a group exemption? E Final return? F Check the box if the organization filed the following federal forms or schedule: G If organization is exempt under R&TC Section 23701d and is exclusively religious, educational, or charitable...

H Accounting method used (1) Cash (2) Accrual (3) Other I If exempt under R&TC Section 23701d, has the organization during the year: (1) participated in any political campaign or (2) attempted to influence legislation or any ballot measure, or (3) made an election under R&TC Section 23704.5... J Did the organization have any changes in its activities... K Is the organization exempt under R&TC Section 23701g? L Is the organization under audit by the IRS... M Is the organization a Limited Liability Company? N Did the organization file Form 100 or Form 109 to report taxable income?

Part I Complete Part I unless not required to file this form. See General Instructions B and C.

Table with 15 rows for Receipts and Revenues, Expenses, and Filing Fee. Includes line numbers 1-15 and corresponding amounts.

Sign Here: Under penalties of perjury, I declare that I have examined this return... Signature of officer: [Signature] Title: Treasurer Date: 10-26-10 Telephone: (714) 593-5021

Part II Organizations with gross receipts of more than \$25,000 and private foundations regardless of amount of gross receipts — complete Part II or furnish substitute information. See Specific Line Instructions.

Receipts from Other Sources	1	Gross sales or receipts from all business activities. See instructions	●	1	000
	2	Interest	●	2	00
	3	Dividends	●	3	00
	4	Gross rents	●	4	00
	5	Gross royalties	●	5	00
	6	Gross amount received from sale of assets (See Instructions)	●	6	00
	7	Other income. Attach schedule	●	7	00
	8	Total gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1.		8	000
Expenses and Disbursements	9	Contributions, gifts, grants, and similar amounts paid. Attach schedule	●	9	00
	10	Disbursements to or for members	●	10	00
	11	Compensation of officers, directors, and trustees. Attach schedule	●	11	000
	12	Other salaries and wages	●	12	00
	13	Interest	●	13	00
	14	Taxes	●	14	00
	15	Rents	●	15	00
	16	Depreciation and depletion (See instructions)	●	16	00
	17	Other. Attach schedule	●	17	00
	18	Total expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9.		18	000

Schedule L Balance Sheets	Beginning of taxable year		End of taxable year	
	(a)	(b)	(c)	(d)
Assets				
1 Cash				●
2 Net accounts receivable				●
3 Net notes receivable. Attach schedule				●
4 Inventories				●
5 Federal and state government obligations				●
6 Investments in other bonds. Attach schedule				●
7 Investments in stock. Attach schedule				●
8 Mortgage loans (number of loans _____)				●
9 Other investments. Attach schedule				●
10 a Depreciable assets				
b Less accumulated depreciation	()	()	()	
11 Land				●
12 Other assets. Attach schedule				●
13 Total assets		0		0
Liabilities and net worth				
14 Accounts payable				●
15 Contributions, gifts, or grants payable				●
16 Bonds and notes payable. Attach schedule				●
17 Mortgages payable				●
18 Other liabilities. Attach schedule				
19 Capital stock or principle fund				●
20 Paid-in or capital surplus. Attach reconciliation				●
21 Retained earnings or income fund				●
22 Total liabilities and net worth		0		0

Schedule M-1 Reconciliation of income per books with income per return
Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than \$25,000

1	Net income per books	●	7	Income recorded on books this year not included in this return. Attach schedule	●
2	Federal income tax	●	8	Deductions in this return not charged against book income this year. Attach schedule	●
3	Excess of capital losses over capital gains	●	9	Total. Add line 7 and line 8	
4	Income not recorded on books this year. Attach schedule	●	10	Net income per return. Subtract line 9 from line 6	
5	Expenses recorded on books this year not deducted in this return. Attach schedule	●			
6	Total. Add line 1 through line 5	●			

CALIFORNIA STATEMENTS
Municipal Water District of Orange County
Water facilities Corporation
D-0844386
Year 2009

STATEMENT 1

FORM 199, PART II, LINE 11

LIST OF OFFICERS, DIRECTORS, TRUSTEES, AND KEY EMPLOYEES

Name and Address	Title & average hrs/week devoted to position	Compensation	Contributions to employee benefits & def comp	Expense a/c & other allowances
Brett Barbre 21670 Waterford Dr Yorba Linda, CA 92887	Director	0	0	0
Wayne Clark 7 Bascom St Irvine, CA 92612	Director	0	0	0
Larry Dick 12760 Nutwood St Garden Grove, CA 92840	Director	0	0	0
Joan Finnegan 258 Sherwood St Costa Mesa, CA 92627	President	0	0	0
Susan Hinman 33072 Sea Lion Dr Dana Point, CA 92629	Director	0	0	0
Ed Royce, Sr 7717 Misty Brook Circle Stanton, CA 90680	Director	0	0	0
Jeffery Thomas 2831 Watson Tustin, CA 92782	Vice President	0	0	0

Municipal Water District of OC
FRANCHISE TAX BOARD

10/27/2010

Check No 121970

Invoice	Inv Date	Description	Amount
102510	10/25/10	09-10 WFC State Tax Filing Fee	10.00

Total 10.00



18700 Ward Street
P O Box 20895
Fountain Valley, CA 92708
714-963-3058

Bank of America
Commercial Banking Office 1458
675 Anton Boulevard Second Floor
Costa Mesa, CA 92626
United States

16-66/1220

121970

Date 10/27/2010
Amount *****10.00

PAY: ****TEN AND 0/100 DOLLARS

TO THE FRANCHISE TAX BOARD
ORDER PO BOX 942857
OF: SACRAMENTO, CA 942570701

Ed Royce, Sr

Ed Royce, Sr

⑈ 1 2 1 9 7 0 ⑈ ⑆ 1 2 2 0 0 0 6 6 1 ⑆ 1 4 5 8 2 ⑈ 5 0 5 4 7 ⑈

MAIL TO:
 Registry of Charitable Trusts
 P.O. Box 903447
 Sacramento, CA 94203-4470
 Telephone: (916) 445-2021

WEB SITE ADDRESS:
<http://ag.ca.gov/charities/>

ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

Sections 12586 and 12587, California Government Code
 11 Cal. Code Regs. sections 301-307, 311 and 312

Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$800, plus interest, and/or fines or filing penalties as defined in Government Code section 12586.1. IRS extensions will be honored.



State Charity Registration Number <u>34561</u> <u>Municipal Water District of Orange County-Water Facilities Corporation</u> Name of Organization <u>18700 Ward Street</u> Address (Number and Street) <u>Fountain Valley, CA 92626</u> City or Town, State and ZIP Code	Check if: <input type="checkbox"/> Change of address <input type="checkbox"/> Amended report Corporate or Organization No. <u>D-0844386</u> Federal Employer I.D. No. <u>95-3500739</u>
--	---

ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311 and 312)
 Make Check Payable to Attorney General's Registry of Charitable Trusts

Gross Annual Revenue	Fee	Gross Annual Revenue	Fee	Gross Annual Revenue	Fee
Less than \$25,000	0	Between 100,001 and \$250,000	\$50	Between \$1,000,001 and \$10 million	\$150
Between \$25,000 and \$100,000	\$25	Between \$250,001 and \$1 million	\$75	Between \$10,000,001 and \$50 million	\$225
				Greater than \$50 million	\$300

PART A - ACTIVITIES

For your most recent full accounting period (beginning 07 / 01 / 09 ending 06 / 30 / 10) list:
 Gross annual revenue \$ 0 Total assets \$ 0

PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT

Note: If you answer "yes" to any of the questions below, you must attach a separate sheet providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.

	Yes	No
1. During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof either directly or with an entity in which any such officer, director or trustee had any financial interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. During this reporting period, did non-program expenditures exceed 50% of gross revenues?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. During this reporting period, were any organization funds used to pay any penalty, fine or judgment? If you filed a Form 4720 with the Internal Revenue Service, attach a copy.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. During this reporting period, were the services of a commercial fundraiser or fundraising counsel for charitable purposes used? If "yes," provide an attachment listing the name, address, and telephone number of the service provider.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. During this reporting period, did the organization receive any governmental funding? If so, provide an attachment listing the name of the agency, mailing address, contact person, and telephone number.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. During this reporting period, did the organization hold a raffle for charitable purposes? If "yes," provide an attachment indicating the number of raffles and the date(s) they occurred.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Does the organization conduct a vehicle donation program? If "yes," provide an attachment indicating whether the program is operated by the charity or whether the organization contracts with a commercial fundraiser for charitable purposes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Did your organization have prepared an audited financial statement in accordance with generally accepted accounting principles for this reporting period?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Organization's area code and telephone number (714) 593 - 5021
 Organization's e-mail address Pletrong@mwdoc.com

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, it is true, correct and complete.

	Phil Letrong	Treasurer	10/26/2010
Signature of authorized officer	Printed Name	Title	Date

SPECIAL DISTRICTS FINANCIAL TRANSACTIONS REPORT

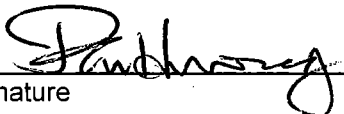
COVER PAGE

Municipal Water District of Orange County Water Facilities Corporation

SCO Reporting Year 2010 ID Number: 12543013500

Submitted by the Reporting Entity

Fiscal Year Ended 6-30-10 (MM/DD/YY)


Signature

Director of Finance
Title

PHIL UTRONZ
Name (Please Print)

10-18-10
Date

Per Government Code section 53891, this report is due within 90 days after the end of the fiscal year. If filed in electronic format, the report is due within 110 days after the end of the fiscal year.

Per Government Code section 26909, a copy of the independent audit is to be filed with the Controller within 12 months after the close of the fiscal year.

To File Electronically:

1. Complete all forms as necessary.
2. Transmit the completed output file using a File Transfer Protocol (FTP) program or via diskette.
3. A responsible member of the agency must sign this cover page and mail it to either address below.

Report will not be considered filed until receipt of this signed cover page.

To File A Paper Report:

1. Complete all forms as necessary.
2. A responsible member of the agency must sign this cover page and mail it to either address below.

Mailing Address:

State Controller's Office
Division of Accounting and Reporting
Local Government Reporting Section
P. O. Box 942850
Sacramento, CA 94250

Express Mailing Address:

State Controller's Office
Division of Accounting and Reporting
Local Government Reporting Section
3301 C Street, Suite 700
Sacramento, CA 95816

Supplement to the Annual Report of Special Districts

Special District ID Number:	12543013500
Name of District:	Municipal Water Dist of Orange County Water Facilities Corp

Mark the appropriate box below to indicate the ending date of your agency's fiscal year. Report data for that period only.

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> July 2009 | <input type="checkbox"/> October 2009 | <input type="checkbox"/> January 2010 | <input type="checkbox"/> April 2010 |
| <input type="checkbox"/> August 2009 | <input type="checkbox"/> December 2009 | <input type="checkbox"/> February 2010 | <input type="checkbox"/> May 2010 |
| <input type="checkbox"/> September 2009 | | <input type="checkbox"/> March 2010 | <input checked="" type="checkbox"/> June 2010 |

Return this form to the **California State Controller's Office**. If you have any questions regarding this form please contact:

U.S. Bureau of the Census, Shannon Doyle, 1-800-242-4523

A. Personnel Expenditures

Please report your government's total expenditures for salaries and wages during the year, including amounts paid on force account construction projects.

Z00:	\$	0
-------------	----	---

B. Capital Outlay Expenditures for Enterprise Activities

Please report your government's capital outlay expenditures for the following enterprise activities, if applicable:

Airport Enterprise	Amount
Land and Equipment (Census Code G01)	\$
Construction (Census Code F01)	\$

Electric Enterprise	Amount
Land and Equipment (Census Code G92)	\$
Construction (Census Code F92)	\$

Harbor and Port Enterprise	Amount
Land and Equipment (Census Code G87)	\$
Construction (Census Code F87)	\$

Hospital Enterprise	Amount
Land and Equipment (Census Code G36)	\$
Construction (Census Code F36)	\$

Municipal Water District of Orange County Water Facilities Corporation Special Districts Financial Transactions Report

General Information

Fiscal Year 2010

Mailing Address

Street 1 18700 Ward Street Is Address Changed?
 Street 2
 City Fountain Valley State CA Zip 92708-
 Email pletrong@mwdoc.com

Members of the Governing Body

	First Name	Middle Initial	Last Name	Title
Member	Wayne	A	Clark	Director
Member	Joan	C	Finnegan	President
Member	Jeffrey		Thomas	Vice President
Member	Brett	R	Barbre	Director
Member	Larry	D	Dick	Director
Member	Susan		Hinman	Director
Member	Ed		Royce, Sr.	Director
Member				
Member				

Other Officials

First Name	Middle Initial	Last Name	Title
Maribeth		Goldsby	Secretary
Kevin	P	Hunt	Manager
Russell	G	Behrens	Attorney
Phil		LeTrong	Fiscal Officer

Report Prepared By

First Name	Middle Initial	Last Name	Phone No
Jeffrey		Stalvey	(714) 593-5022

Independent Auditor

First Name	Middle Initial	Last Name	Phone No
Nitin		Patel	(949) 399-0600

**Municipal Water District of Orange County Water Facilities Corporation
Special Districts Financial Transactions Report - Non-Enterprise Activity**

Revenues, Expenditures, Sources and Uses

Fiscal Year	2010	General and	Debt Service	Capital Projects
		Special Revenue	Funds	Funds
		Funds		
		A	B	C
Non-Enterprise Activity		Financing or Constructing Facilities		
Taxes and Assessments				
Current Secured and Unsecured (1%)			0	
Voter Approved Taxes			0	
Property Assessments			0	
Special Assessments (Mello/Roos, Mark/Roos)			0	
Prior Year Taxes and Assessments			0	
Penalties and Cost on Delinquent Taxes and Assessments			0	
Licenses, Permits, and Franchises				
Fines, Forfeits, and Penalties				
Revenue From Use of Money and Property				
Interest Income		0	0	0
Rents, Concessions and Royalties		0	0	
Federal				
Aid for Construction			0	
Other Federal			0	
State				
Aid for Construction			0	
State Water Project			0	
Homeowners Property Tax Relief			0	
Timber Yield			0	
Other State			0	
Other Governmental Agencies				
Redevelopment Pass-Through			0	
Other			0	
Charges for Current Services			0	
Contributions From Property Owners			0	
Self Insurance Only				
Member Contributions				
Claim Adjustments				
Other Revenues			0	
Total Revenues		\$0	\$0	\$0
Expenditures				
Salaries and Wages				
Employee Benefits				
Services and Supplies				
Self Insurance Only - Claims Paid				

**Municipal Water District of Orange County Water Facilities Corporation
Special Districts Financial Transactions Report - Non-Enterprise Activity**

Revenues, Expenditures, Sources and Uses

Fiscal Year	2010	General and	Debt Service	Capital Projects
		Special Revenue Funds	Funds	Funds
		A	B	C
Contributions to Outside Agencies				
Debt Service				
	Retirement of Long-Term Debt		0	
	Interest on Long-Term Debt		0	
	Interest on Short-Term Notes and Warrants		0	
Fixed Assets				
	Other Expenditures		0	
	Total Expenditures	\$0	\$0	\$0
	Revenues Over (Under) Expenditures	\$0	\$0	\$0
Financing Sources and Uses				
	Proceeds of Long-Term Debt	0		
	Proceeds of Refunding Debt		0	
	Payments to Refunded Debt Escrow Agent		0	
	Inception of Lease Purchase Agreements	0		
	Other Financing Sources	0	0	
	Other Financing Uses		0	
	Operating Transfers in (Intra-District)		0	
	Operating Transfers Out (Intra-District)		0	
	Total Other Financing Sources (Uses)	\$0	\$0	\$0
	Revenues/Sources Over (Under) Expenditures/Uses	\$0	\$0	\$0
	Fund Equity, Beginning of Period			
	Prior Period Adjustments		0	
	Residual Equity Transfers		0	
	Other		0	
	Fund Equity, End of Period	\$0	\$0	\$0

Municipal Water District of Orange County Water Facilities Corporation
Special Districts Financial Transactions Report
Consolidation of Fund Equities and Transfers
Consolidation of Fund Equities and Transfers

Fiscal Year 2010

	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds
Consolidation of Fund Equities				
Non-Enterprise Activities	\$0	\$0	\$0	
Enterprise Fund Equities				
Airport				\$0
Electric				\$0
Harbor and Port				\$0
Hospital				\$0
Waste Disposal				\$0
Water				\$0
Total Ending Fund Equities	\$0	\$0	\$0	\$0

	Transfers In A	Transfers Out B	Net C
Consolidation of Transfers In and Transfer Out			
General and Special Revenue Funds	\$0	\$0	
Debt Service Funds	\$0	\$0	
Capital Projects Funds	\$0	\$0	
Enterprise Activities			
Airport	\$0	\$0	
Electric	\$0	\$0	
Harbor and Port	\$0	\$0	
Waste Disposal	\$0	\$0	
Water	\$0	\$0	
Total	\$0	\$0	\$0

**Municipal Water District of Orange County Water Facilities Corporation
Special Districts Financial Transactions Report - Consolidated Balance Sheet**

Fiscal Year	2010	Assets							Total Memorandum Only
		General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	General Fixed Assets	General Long-Term Debt		
Assets									
Cash and Cash Equivalents				0					\$0
Taxes Receivable									\$0
Interest Receivable									\$0
Accounts Receivable									\$0
Loans, Notes, and Contracts Receivable									\$0
Due from Other Funds									\$0
Inventory of Materials and Supplies									\$0
Other Current Assets									
Lease Payments Receivable									
Unearned Finance Charges									
Investments									\$0
Restricted Assets									
Deferred Charges									
Unamortized Discount on Long-Term Debt									
Other Assets									\$0
Fixed Assets									
Land									\$0
Buildings and Improvements									\$0
Equipment									\$0
Construction in Progress									\$0
Total Fixed Assets					\$0	\$0			\$0
Accumulated Depreciation									\$0
Net Fixed Assets					\$0	\$0			\$0
Other Debits									
Amount Available in Debt Service Funds									
Amount to be Provided									
Total Assets		\$0	\$0	\$0	\$0	\$0	\$0		\$0

**Municipal Water District of Orange County Water Facilities Corporation
Special Districts Financial Transactions Report - Consolidated Balance Sheet**

Liabilities and Equity

Fiscal Year	2010	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	General Fixed Assets	General Long-Term Debt	Total Memorandum Only
Liabilities and Equity								
Accounts/Warrants Payable				0				\$0
Loans and Notes Payable								\$0
Interest Payable - Matured/Accrued								\$0
Other Current Liabilities								\$0
Compensated Absences Payable								\$0
Due to Other Governments								\$0
Due to Other Funds								\$0
Long-Term Debt								
General Obligation Bonds								\$0
Revenue Bonds								\$0
Certificates of Participation								\$0
Special Assessment								\$0
Federal								\$0
State								\$0
Time Warrants								\$0
Other Long-Term Indebtedness								\$0
Unamortized Premium on Long-Term Debt								
Advances for Construction								
Deferred Revenue								\$0
All Other Non-Current Liabilities								
Total Liabilities		\$0	\$0	\$0	\$0		\$0	\$0
Fund Equity								
Contributed Capital								
Investments in General Fixed Assets								
Retained Earnings								
Reserved								
Unreserved								
Fund Balances								
Reserved								\$0
Unreserved Designated								\$0
Unreserved Undesignated								\$0
Total Fund Equity		\$0	\$0	\$0	\$0			\$0
Total Liabilities and Fund Equity		\$0	\$0	\$0	\$0		\$0	\$0



INFORMATION ITEM
Committee Meeting 08/10/2011

TO: Board of Directors

FROM: **Administration and Finance Committee**
Directors Thomas, Royce, Barbre

Kevin Hunt
General Manager

Staff Contact: Lee Jacobi

SUBJECT: Monthly Water Usage Data, Tier 2 Projection, & Water Supply Info.

STAFF RECOMMENDATION

Staff recommends the Board of Directors read and file.

COMMITTEE RECOMMENDATION

Committee recommends (to be determined at Committee Meeting)

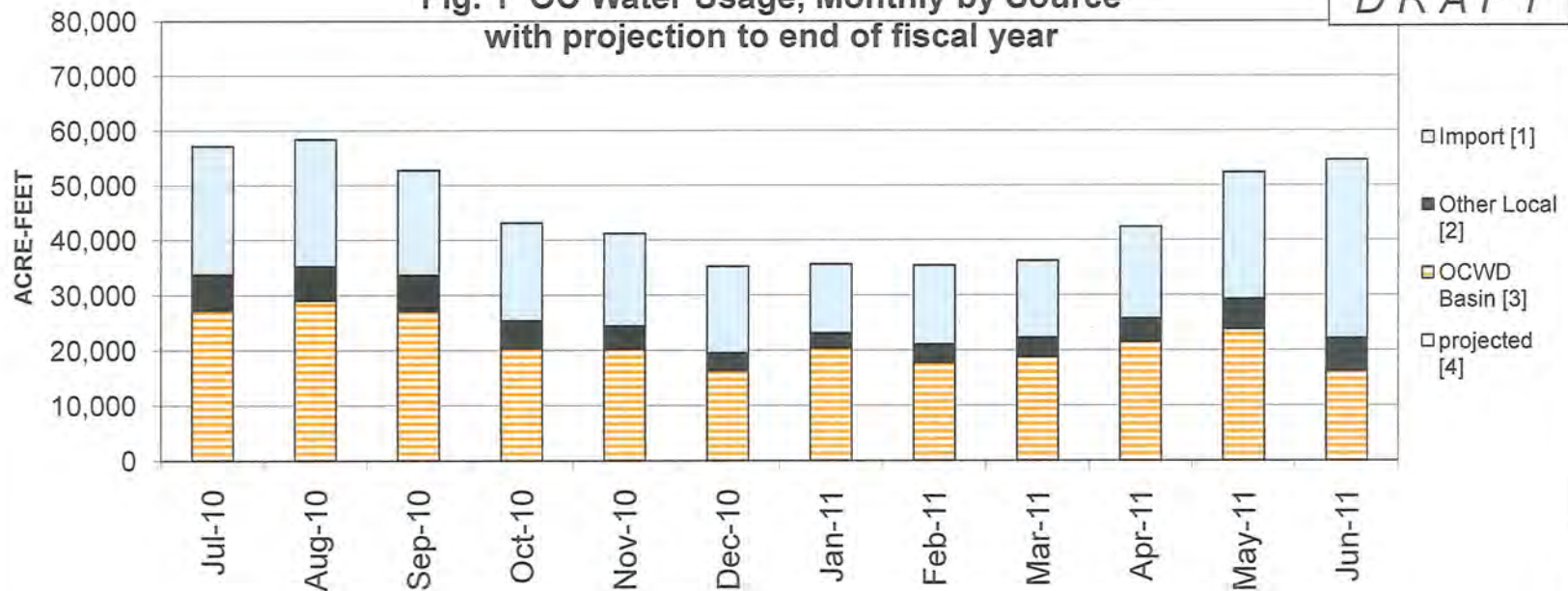
REPORT

The five attached figures show the recent trend of water consumption in Orange County, an estimate of Tier 2 volume for MWDOC, and selected water supply information.

- Fig. 1 OC Water Usage, Monthly by Source June water usage was below the projection that was accumulated from the water agencies.
- Fig. 2 OC Water Usage, Monthly, Comparison to Previous Years Water usage in June 2011 was lower than in the last three Junes. This is due to a combination of factors— weather, retail water rate increases, and the economic recession.
- Fig. 3 Historical OC Water Consumption OC water consumption has been in a generally declining trend since peaking in FY1999-00 (a dry year) even though population has increased over the past decade. The long-term decreasing water usage can be credited mostly to water use efficiency (water conservation) efforts.
- Fig. 4 MWDOC “Firm” Water Purchases, 2011 “Firm” water above the Tier 1 limit will be charged at the higher Tier 2 rate. Our current projection of Tier 2 volume is zero. This projection is subject to the variability of demands and the variability in the usage of local supplies versus imported water.
- Fig. 5 Water Supply Information Includes data on: Rainfall in OC; the OCWD Basin overdraft; Northern Calif. and Colorado R. Basin precipitation data; the State Water Project (SWP) Allocation, and Colorado, State and MET storage volumes.

**Fig. 1 OC Water Usage, Monthly by Source
with projection to end of fiscal year**

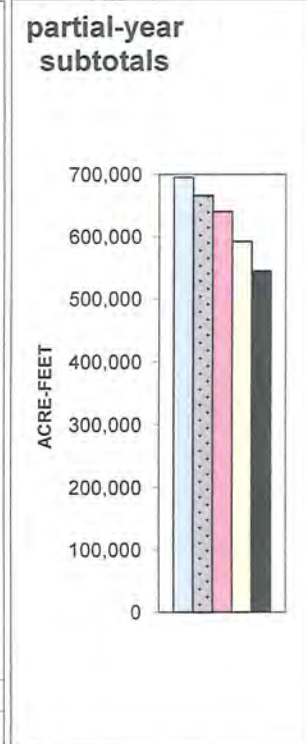
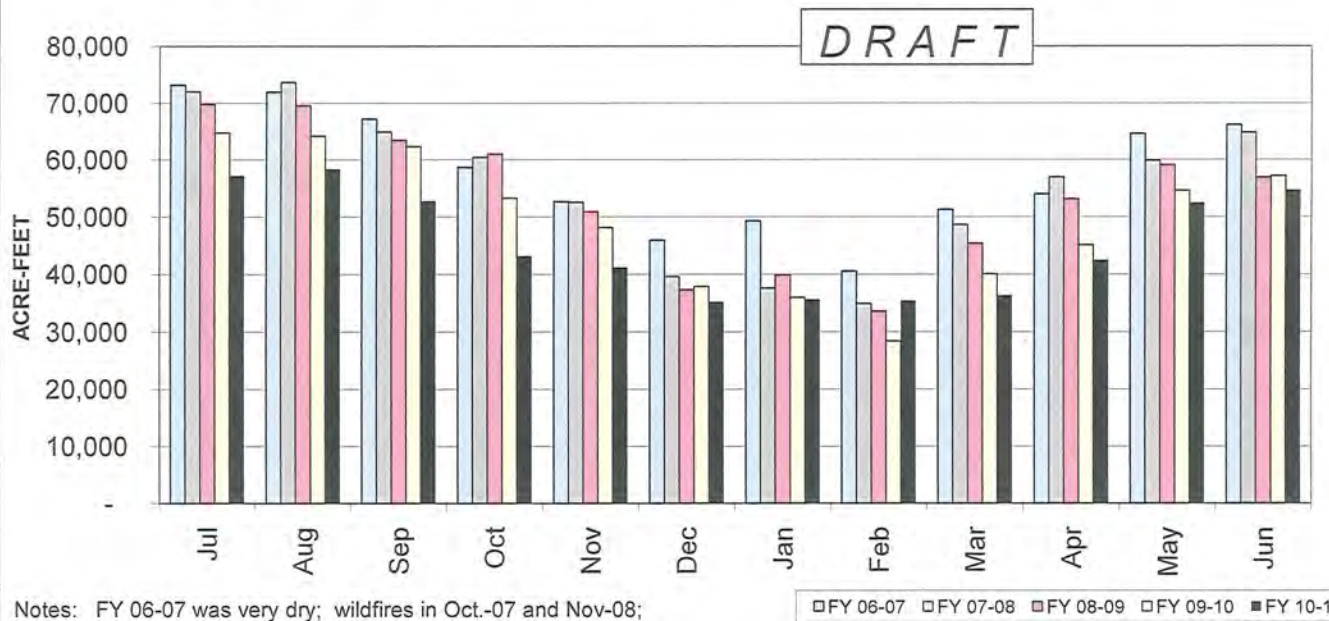
DRAFT



Note: numbers include some estimation and are subject to change.

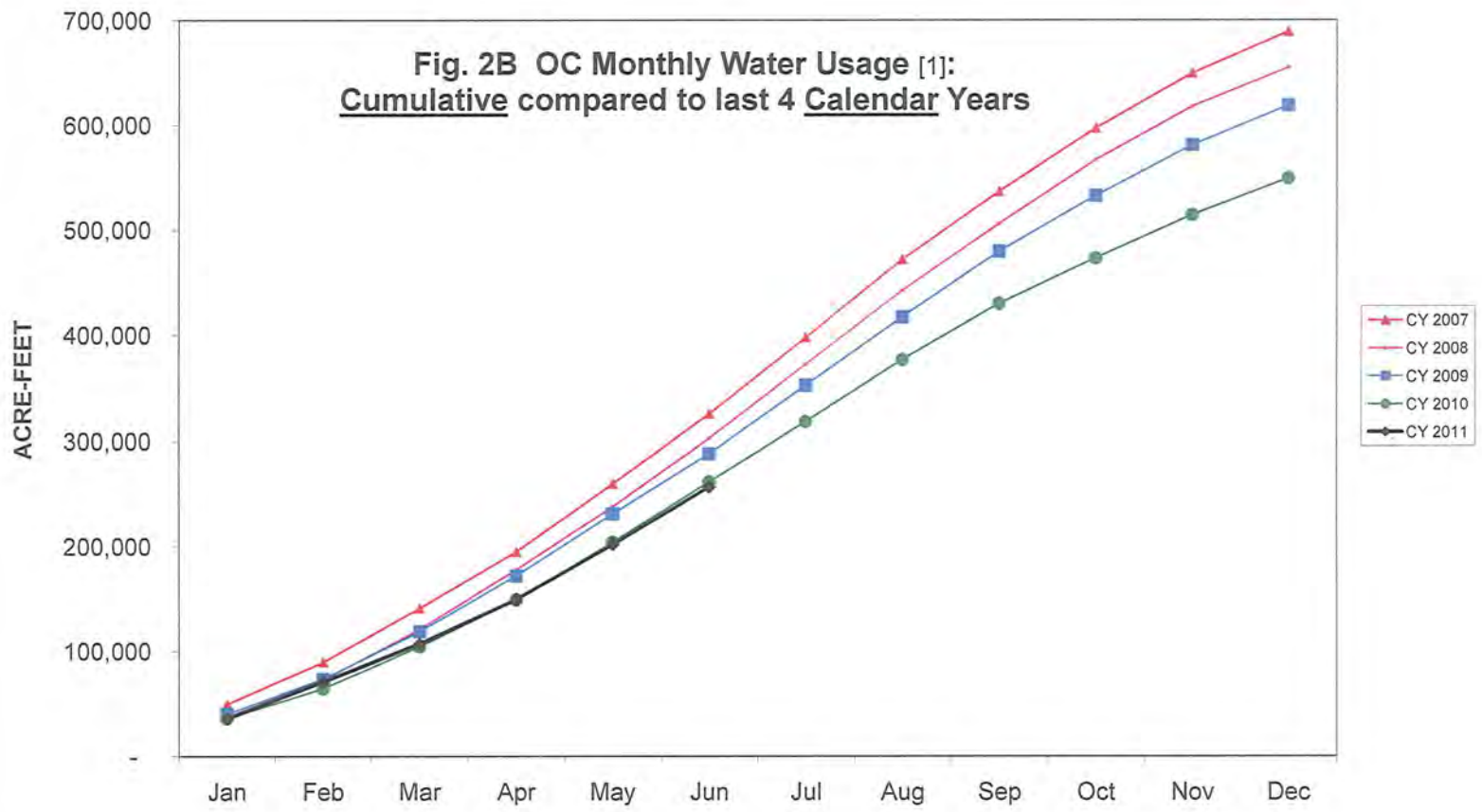
- [1] Imported water for consumptive use. Includes "In-Lieu" deliveries and CUP water extraction. Excludes "Direct Replenishment", "Barrier Replenishment", and deliveries into Irvine Lake.
- [2] Other local includes recycled water, local basin water, Irvine Lake water extraction, and Cal Domestic deliveries. Excludes recycled water used for Barrier recharge. Numbers are estimates until data collection is completed.
- [3] GW for consumptive use only. Excludes In-Lieu water deliveries and CUP water extraction that are counted with Import. BPP in FY '10-11 is 62%.
- [4] MWDOC estimate of monthly demand is based on the projected FY10-11 "Retail" water demand and historical monthly demand pattern.

Fig. 2A OC Monthly Water Usage [1]: Comparison to Last 4 Fiscal Years



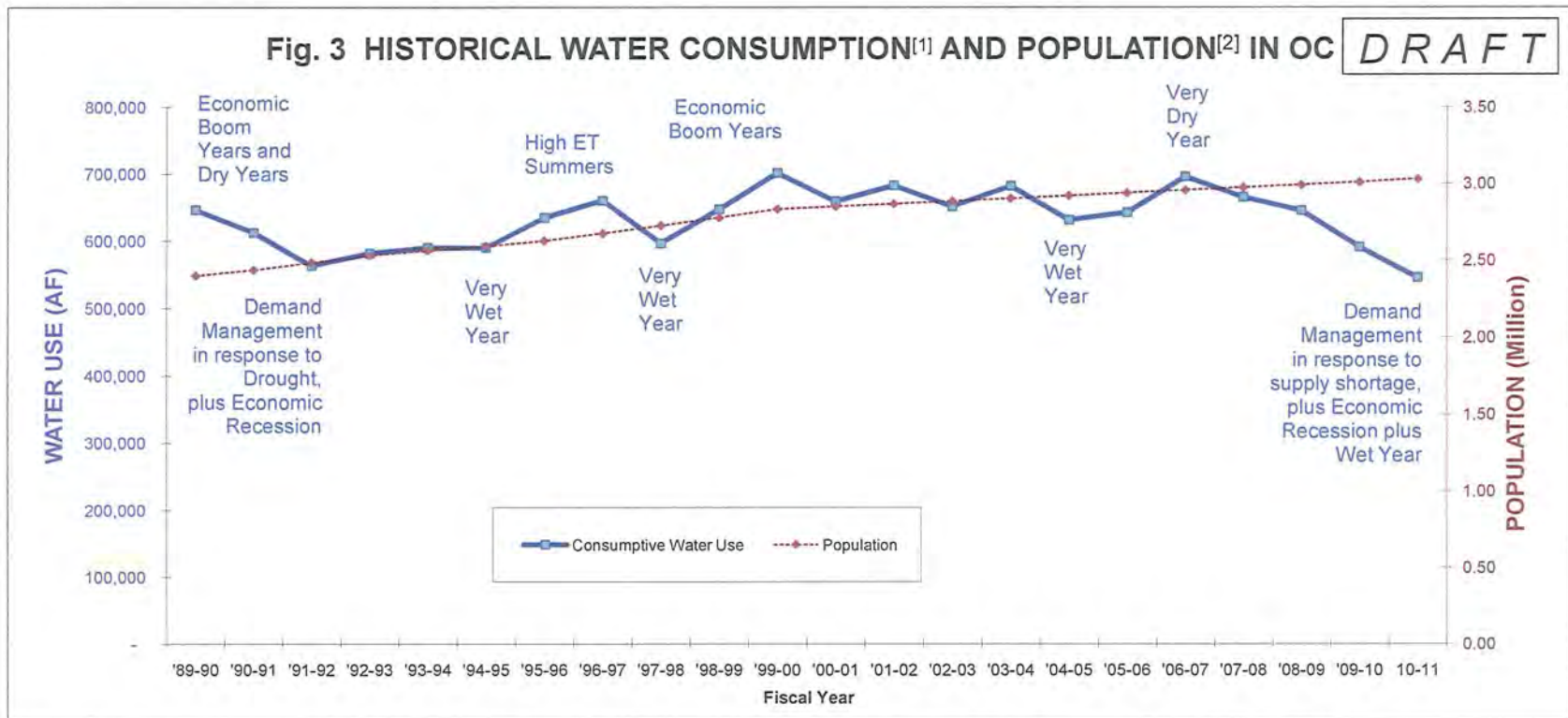
[1] Sum of Imported water for consumptive use (includes "In-Lieu" deliveries; excludes "Direct Replenishment" and "Barrier Replenishment") and Local water for consumptive use (includes recycled and non-potable water; excludes GWRS production, groundwater pumped to waste, and waste brine from water treatment projects).

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[1] Sum of Imported water for consumptive use (includes "In-Lieu" deliveries; excludes "Direct Replenishment" and "Barrier Replenishment") and Local water for consumptive use (includes recycled and non-potable water; excludes GWRS production and waste brine from water quality pumping projects).

Fig. 3 HISTORICAL WATER CONSUMPTION^[1] AND POPULATION^[2] IN OC DRAFT

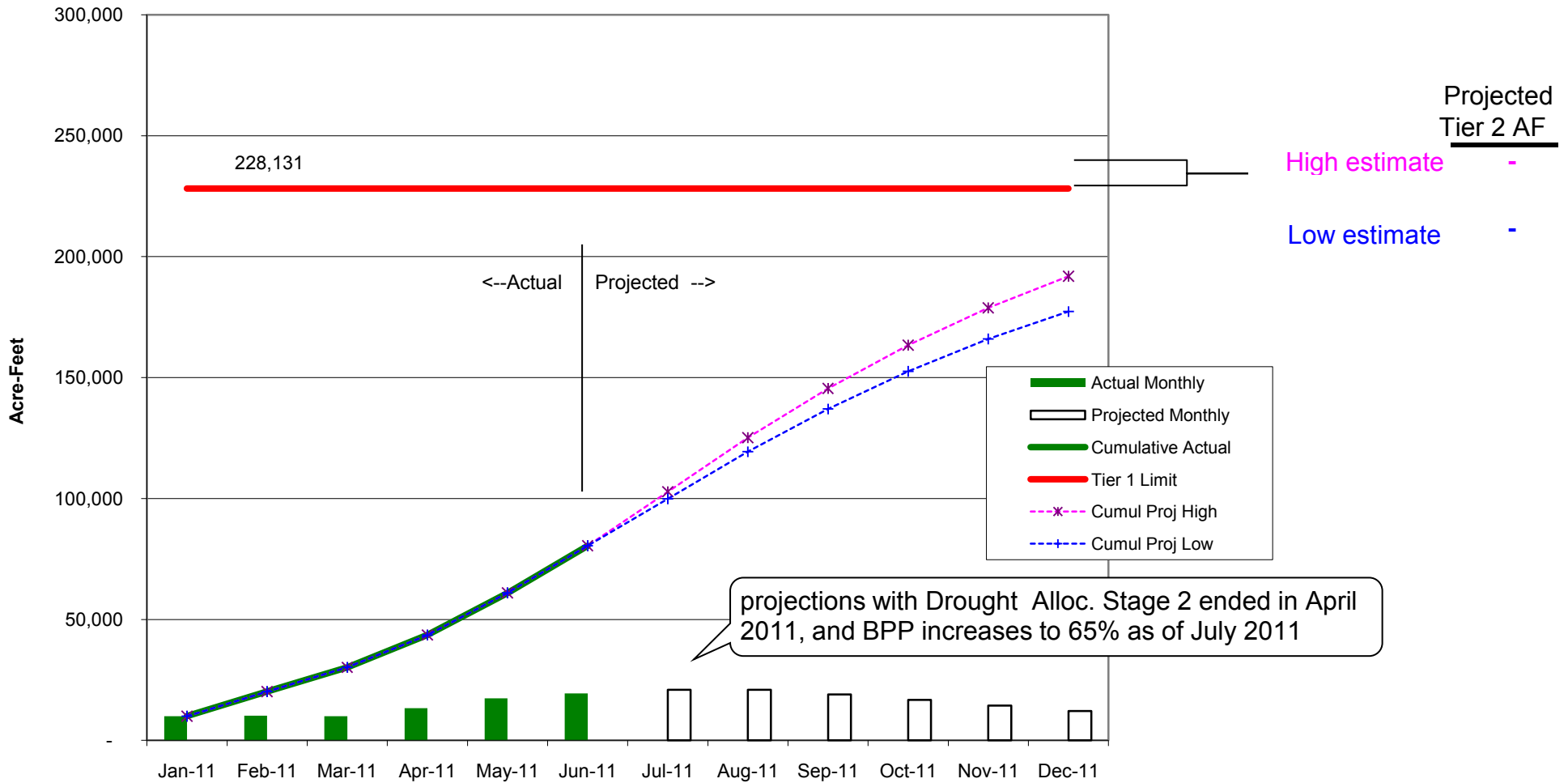


[1] Consumption includes potable, recycled and non-potable usage; excludes Barrier water and Spreading water. FY 2010-11 numbers involve some estimation.

[2] Population in the 2000s decade was estimated by MWDOC awaiting revised estimates by the State Dept. of Finance that will reflect the 2010 Census counts.

Fig. 4 MWDOC's Firm Water Purchases, CY 2011

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Notes

1. "Firm" includes Full and Barrier; excludes Long-Term Replenishment (both In-Lieu and Direct).
2. Import demands for Jan.-Jun. projected by MWDOC with BPP 62%.
 Import demands for Jul.-Dec. projected by MWDOC with BPP 65%.

Figure 5. Selected Water Supply Information

Rainfall in Orange County [1]	FY 08-09	FY 09-10	FY 10-11
as of date	6/30/2009	6/30/2010	6/30/2011
Cumulative Rainfall (inches) since July 1st	9.88	16.82	21.39
Percent of Normal for this date	78%	133%	171%

[1] Rainfall at Santa Ana (Station #121) accumulated since July 1st. Rainfall amount may vary considerably within the County, generally more at higher elevation.

OCWD Basin Accumulated Overdraft [2]	as of 6/30/2008	as of 6/30/2009	as of 6/30/2010	estimated for 6/30/2011
Accumulated Overdraft (AF)	306,000	347,000	323,000	232,000
MET storage in Basin (AF)	49,000	23,000	-	16,500
Accum. Overdraft absent MET storage (AF)	355,000	370,000	323,000	248,500

[2] Amount of water necessary to be replaced into the groundwater basin to prevent seawater intrusion. Number is estimated by OCWD.

Large Basin Information				
Area	4 Rivers Runoff, accumulated [3]		Snowpack (SWE) [4]	
	Pct. of 50-Yr Avg.	as of date	Pct. of Normal	as of date
California- Northern Sierras	134%	6/30/2011	173%	4/1/2011
Colorado R. Basin- above Lk. Powell			115%	4/15/2011

[3] Runoff, accumulated since October 1st, of Sacramento R. above Bend Bridge, Feather R. at Oroville (below Lk. Oroville), Yuba R. near Smartville and American R. below Folsom Lk. 50-Year average is for 1956-2006.
 [4] SWE= Snow Water Equivalent, the liquid content of the snow on the ground. Percent shown compares to the historical normal amount found at this date of the year. *This statistic loses validity later than 4/01 (N Sierras) or 4/15 (Upper Colorado).

State Water Project Allocation			
SWP Allocation [5] as of date	5/20/2009	6/23/2010	4/20/2011
	40% final **	50% final **	80% preliminary

[5] SWP Allocation is for long-term SWP Contractors, including MET. The percentage applies to the contracted delivery amount of the Contractor. **SWP Allocation would have been higher if not for the Wanger court judgement of Dec. 2007.

Colorado and Calif. Reservoir Storage	Colorado Basin		Northern Sierras	
	Lk. Mead	Lk. Powell	Lk. Shasta	Lk. Oroville
as of date	6/29/2011	6/29/2011	6/29/2011	6/29/2011
Volume now in Storage (Million AF)	11.7	17.0	4.41	3.53
Pct. of Full	45%	70%	97%	100%

California, primarily MET, now has the right to store up to 1.5 Million Acre-Feet in Lake Mead.

MET Storage	Diamond Valley Lk. (DVL)	MET Dry Year Storage (exclud. Emergency Storage)	estimated for
as of date	6/30/2011	as of date	Jan-2011
Volume in Storage (AF)	782,200	Million AF	1.7
Pct. of Full	96%		2.3 - 2.5

Disclaimer: MWDOC cannot guarantee the accuracy of this data gathered from several sources.

Administration Activities Report July 8, 2011 to August 4, 2011

Activity	Summary	Target Date
Administration	Pat Meszaros is coordinating speaking requests and meetings for MET Chairman Foley.	Ongoing
MWDOC/OCWD Joint Administration	Karl, Cathy, Darcy and Phil met with Bruce Dosier of OCWD to discuss the details of OCWD's proposal on updating the Audio Visual Equipment for the Joint Boardroom and conference rooms.	Ongoing
Property/Liability/Workers Compensation Insurance	South EOC Claim on the December 2010 flooding is still open. Staff is compiling all receipts and documentation for repair work and supply and equipment replacement costs and will submit to JPIA for reimbursement.	Ongoing
Records Management	<ul style="list-style-type: none"> • Sarah is continuing to coordinate with staff in transferring files from their offices into the electronic records management system. • Sarah assisted Maribeth with public information requests. 	Ongoing
Review of District Standard Agreement	Maribeth is currently working with Karl on creating a comprehensive checklist for internal use to assure that those initiating Agreements are familiar with the processes and procedures.	10/31/11
Board	Staff assisted with coordination of Board/Committee meeting activities.	Ongoing
Human Resources		
Benefits	No activity to report.	
Retirement	On July 12, The Pension Plan Committee comprised of Phil Letrong, Pat Meszaros, Joe Berg and Cathy Harris met with ING Representatives to review the status of the District 401(a) Pension Plan. ING Representatives were asked to provide additional information on Investment Funds for the Committee's review. Based upon its review of the investments, staff Committee will provide a summary and investment fund recommendations, if any to the A&F Committee in October. A meeting will be scheduled later in the Fall for all Participants.	10/30/11
CalPERS	No activity to report this month.	
Job Classifications/Career Progression	<p>Katie and Cathy continue the evaluation of all job descriptions and classifications to allow for growth and career progression within the District where possible.</p> <p>As part of the District's Strategic Plan, staff initiated a succession planning survey to employees created via Adobe form tracker, seeking input on employee's current skills, interest in acquiring additional skills, cross training, growing with the Organization, etc. Responses are being collected and will be evaluated by Management.</p>	8/30/11
Personnel Manual	Staff is undergoing a complete review of the Personnel Manual to assure legal compliance and consistency with internal processes and procedures.	10/31/11

Activity	Summary	Target Date
Human Resources (Continued)		
Recruitment	On August 8, Alexander Tachiki, will begin employment assisting the Water Resources/Planning Department. Alexander currently has his Bachelor's degree in Political Science from Cal Poly Pomona.	8/8/11
Outside Requests for Information	Cathy and Katie responded to the following: <ul style="list-style-type: none"> • El Toro Water District requested a copy of the District's Salary Schedule. • Walnut Valley WD requested information regarding sick leave payout upon retirement. • OCWD requested information regarding General Manager's Salary and benefits. 	Ongoing
Special Projects/Other Tasks		
Performance Evaluations	Performance evaluations for 2010 were successfully completed by July 29.	7/30/11
Staff Meeting	Staff Meeting was held on July 28 and the following items were discussed: <ul style="list-style-type: none"> • Status of OCWD/MWDOC Consolidation • Strategic Plan Update • Fall Employee Newsletter • Performance Reviews and One-Time Pay-For-Performance Payments 	7/28/11



INFORMATION ITEM

(August 10, 2011)

TO: Administration & Finance Committee
(Directors Thomas, Royce and Barbre)

FROM: Kevin Hunt
General Manager

Staff Contact: Phil Letrong

SUBJECT: Finance and Information Technology Pending items

SUMMARY

Attached is a list of **Special Tasks** that are in-progress or to be completed within fiscal year 2011-12. Items highlighted below reflect changes from last month.

Description	% of Completion	Estimated Completion date	Status
<u>Finance</u>			
Annual financial audit conducted by Diehl, Evans & Co.	15%	11-30-11	In Progress
Preparation of Audited Financial Statement Report	0%	11-30-11	Not started
State Controller Report preparation and filing	0%	11-30-11	Not started
State Tax filing for Water Facilities Corporation	0%	11-30-11	Not started
State Mandated Cost filing	0%	01-31-12	Not started
Budget preparation process for FY 2012-13, tentatively submitted for final Board approval on May 16, 2012	0%	05-16-12	Not started
Customized improvements of Financial Management System (Serenic)	80%	08-31-11	In Progress
Implementation of PARS OPEB Plan Trust	75%	08-31-11	In Progress

Maintaining database application for the administration of Smartimer, Save-a-Buck, Commercial and Residential Rotating Nozzle and Synthetic Turf program	On-going	Unknown	Constantly updating and improving database application.
Assist WUE with new Database application (including testing, history conversion and on-going reporting requirements)	40%	09-30-11	In Progress

<u>Information Technology</u>			
Replace Exchange E-mail Server hardware	0%	06-30-12	Not started
Migrate to Windows Server 2008	10%	12-31-11	In Progress
Implement Network Server Virtualization for optimum efficiency	0%	03-31-12	Not started
Upgrade workstations to Windows 7 - Phase 2	10%	12-31-11	In Progress
Installation of overhead projector in Conference room 102	20%	09-30-11	In Progress
Implement IT Disaster Recovery Plan (including Backup Executive software upgrade)	60%	12-31-11	In Progress
Upgrade Network Attached Storage devices for data backup	0%	10-31-11	Not started
Select and install Multi-feed Scanner for Accounting	0%	12-31-11	Not started
Upgrade 4 desktop workstations	0%	03-31-12	Not started
Network security issues (hackers, viruses and spam emails).	On-going	Unknown	Constantly monitoring system vulnerability.



INFORMATION ITEM

August 17, 2011

TO: Board of Directors

FROM: **Administration & Finance Committee**
(Directors Thomas, Royce, Barbre)

Kevin Hunt
General Manager

Staff Contact: Phil Letrong

SUBJECT: **ACH payment survey and cost**

SUMMARY REPORT

Per A & F committee request, staff conducted a survey among the active vendors to obtain information on how many will accept ACH payments (**A**utomated **C**learing **H**ouse: direct payment transfer from District bank account to vendor bank account in lieu of payment by check).

Sixty five vendors (active within the last 12 months) were surveyed, 71% would accept ACH payment and the other 29% would rather receive check payment.

The monthly processing costs for the two payment methods based on an average of 120 monthly payments are as follow:

- Paper Check payment method: Presently used. Average monthly cost is around \$75 for bank charge (9 cents per check), postage (44 cents per check) and check stock cost (10 cents per check).
- ACH payment method: Bank charges a fixed cost of \$140 per month and an average cost of 9 cents per check for a total monthly cost of \$150.

Staff time spent on processing either payment method is expected to be about the same.

The main difference between the two methods is the extra cost of \$75 per month for using the ACH payment method.

Municipal Water District of Orange County
ACH Payment Vendor Survey
July 2011

Name	Yes	No	Comments
City of Anaheim	X		Charges a 1% fee for ACH pmt For non-water payments only Prefer Check payment
East Orange Co Water District	X		
El Toro Water District		X	
City of Garden Grove		X	
Irvine Ranch Water District	X		
Metropolitan Water District	X		
Moulton Niguel Water District	X		
City of Orange	X		
Orange County Water District		X	
Santa Margarita Water District	X		
Trabuco Canyon Water District	X		
Yorba Linda Water District	X		
Total responses - Member Agencies	9	3	
Percentage	75%	25%	
ACWA		X	
ACWA/Joint Powers Insurance Authority	X		
Adapt Consulting, Inc	X		
Alston & Bird LLP	X		
AquaFicient Consulting		X	
Autumn Print Group	X		
CA Urban Water Conservation Council		X	
California Special Districts Assn		X	
Carollo Engineers, Inc.	X		
ConserVision Consulting, LLC		X	
Cordoba Corporation	X		
Corporate Payment Systems	X		
CSU Fullerton ASC	X		
Diehl, Evans & Company, LLC		X	
Discovery Science Center	X		
Dissinger Associates		X	
eCivis, Inc.	X		
Finley & Cook PLLC	X		
Foodcraft Coffee & Refreshment	X		
Fort Dearborn		X	
Fortech Software Consulting, Inc	X		
Fry's Electronics		X	
Geoscience Support Services	X		
GHD, Inc.	X		
Glenn Reiter & Associates, Inc.		X	
Ikon Office Solutions - Capital Lease	X		
Ikon Office Solutions - Maintenance	X		

Municipal Water District of Orange County
ACH Payment Vendor Survey
July 2011

Name	Yes	No	Comments
James C. Barker, P.C.	X		
Karen's Detail Custom Frames	X		
Kidman Behrens & Tague, LLP		X	
Lewis Consulting Group, LLC	X		
Liebert Cassidy Whitmore		X	
Luis Alvarado Design	X		
MBC Applied Environmental Sciences	X		
Mission Resource Conservation District	X		
MJF Consulting, Inc.		X	
Noah's Cleaning Service	X		
Norco Delivery Services	X		
Nossaman LLP	X		
Office Solutions	X		
Orange County Printing		X	
Patricia Kennedy Inc.	X		
Raftelis Financial Consultants	X		
Robert W. Crooks & Associates	X		
RW Beck, Inc.	X		
San Diego Gas and Electric	X		
SCW Contracting Corp.		X	
Separation Processes, Inc	X		Prefer Check payment
Sierra Analytical Labs, Inc.	X		
Signature Awards		X	
SPS Data Communications	X		
Wade Landscaping	X		
Waterwise Consulting, Inc.	X		
Total responses - Vendors	37	16	
Percentage	70%	30%	
Recap :			
Total responses	46	19	
Percentage	71%	29%	

Other comments:

ACH payments make it difficult to identify the invoice being paid.

One vendor indicated a 1% fee would be charged for ACH payments.

Vendors were concerned about not receiving backup documentation.

Municipal water District of Orange County
 Analysis of Bank monthly charges on Vendor payment
 ACH payment versus Paper Check
 (based on an average of 120 checks a month)

		<u>Total</u>
<u>ACH payment charge</u>		
Monthly Maintenance Fee	\$ 100.00	\$ 100.00
File transmission fee (2 per month)	\$ 20.00	\$ 40.00
Per item charge (120 checks per month)	\$ 0.09	<u>\$ 10.80</u>
Estimated ACH monthly charge		\$ 150.80

<u>Paper Check Charge</u>		
Charge for check processing	\$ 0.09	\$ 10.80
Check stock cost	\$ 0.10	\$ 12.00
Postage	\$ 0.44	<u>\$ 52.80</u>
Estimated paper check monthly charge		\$ 75.60