

**MEETING OF THE
BOARD OF DIRECTORS OF THE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**
Jointly with the
ADMINISTRATION & FINANCE COMMITTEE
January 10, 2018, 8:30 a.m.
MWDOC Conference Room 101

Committee:

Director Thomas, Chairman
Director Dick
Director Finnegan

Staff: R. Hunter, K. Seckel, C. Harris,
K. Davanaugh, H. Chumpitazi

Ex Officio Member: Director Barbre

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

1. TREASURER'S REPORT
 - a. Revenue/Cash Receipt Report – December 2017
 - b. Disbursement Approval Report for the month of January 2018
 - c. Disbursement Ratification Report for the month of December 2017
 - d. GM Approved Disbursement Report for the month of December 2017
 - e. Water Use Efficiency Projects Cash Flow – December 31, 2017
 - f. Consolidated Summary of Cash and Investment – November 2017
 - g. OPEB Trust Fund monthly statement
2. FINANCIAL REPORT
 - a. Combined Financial Statements and Budget Comparative for the Period ending November 30, 2017

ACTION ITEMS

3. ACWA DC CONFERENCE – FEBRUARY 27-MARCH 1, 2018

DISCUSSION ITEM

4. FY 2018-19 BUDGET

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. DEPARTMENT ACTIVITIES REPORTS
 - a. Administration
 - b. Finance and Information Technology
6. MONTHLY WATER USAGE DATA, TIER 2 PROJECTION, AND WATER SUPPLY INFORMATION

OTHER ITEMS

7. 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
December 2017**

WATER REVENUES

Date	From	Description	Amount
12/01/17	City of La Palma	October 2017 Water deliveries	4,348.27
12/01/17	City of Fountain Valley	October 2017 Water deliveries	267,451.60
12/01/17	City of Huntington Beach	October 2017 Water deliveries	551,823.37
12/01/17	City of Brea	October 2017 Water deliveries	171,138.85
12/07/17	Laguna Beach County Water District	October 2017 Water deliveries	132,663.53
12/07/17	City of Garden Grove	October 2017 Water deliveries	775,944.48
12/08/17	South Coast Water District	October 2017 Water deliveries	480,614.85
12/08/17	City of San Clemente	October 2017 Water deliveries	618,343.68
12/11/17	El Toro Water District	October 2017 Water deliveries	556,673.47
12/11/17	City of Seal Beach	October 2017 Water deliveries	228,116.95
12/11/17	Santa Margarita Water District	October 2017 Water deliveries	2,094,746.04
12/14/17	East Orange County Water District	October 2017 Water deliveries	461,228.56
12/14/17	City of San Juan Capistrano	October 2017 Water deliveries	454,043.79
12/14/17	City of Westminster	October 2017 Water deliveries	255,923.37
12/14/17	City of Orange	October 2017 Water deliveries	859,958.38
12/14/17	Mesa Water	October 2017 Water deliveries	337,981.30
12/15/17	City of Newport Beach	October 2017 Water deliveries	789,602.84
12/15/17	Orange County Water District	October 2017 Water deliveries	4,340,328.00
12/15/17	Irvine Ranch Water District	October 2017 Water deliveries	1,231,779.73
12/15/17	Moulton Niguel Water District	October 2017 Water deliveries	2,220,691.74
12/15/17	Golden State Water Company	October 2017 Water deliveries	890,118.25
12/15/17	Yorba Linda Water District	October 2017 Water deliveries	655,011.22
12/22/17	City of Fountain Valley	November 2017 Water deliveries	122,943.50
12/22/17	Serrano Water District	November 2017 Water deliveries	9,486.94
12/27/17	City of Seal Beach	November 2017 Water deliveries	77,433.45
12/27/17	City of Buena Park	November 2017 Water deliveries	183,225.75
TOTAL REVENUES			\$ 18,771,621.91

Municipal Water District of Orange County
REVENUE / CASH RECEIPT REPORT
December 2017

MISCELLANEOUS REVENUES

Date	From	Description	Amount
12/01/17	Keith Lyon	December 2017 Retiree Health insurance	259.60
12/14/17	Lee Jacobi	Jan-Dec 2018 Retiree Health insurance	502.44
12/14/17	Judy Pfister	Jan-Mar 2018 Retiree Health insurance	121.50
12/18/17	Stan Sprague	January 2018 Retiree Health insurance	243.00
12/29/17	Keith Lyon	January 2018 Retiree Health insurance	278.59
12/14/17	4 Checks	Movie tickets	408.00
12/11/17	Karl Seckel	Movie tickets	153.00
12/27/17	2 Checks	Movie tickets	238.00
12/07/17	US Bank	CAL Card rebate check	535.18
12/27/17	Metropolitan Water District	OC-79 Service connection modifications refund	2,991.62
12/27/17	Santa Ana Police Department	Emergency Water Quality Sample kits grant	1,475.86
12/01/17	Paypal	OCEMO Holiday luncheon	1,505.77
12/29/17	Paypal	OCEMO Holiday luncheon	310.12
12/01/17	Paypal	WEROC Disaster Finance training	2,015.48
12/07/17	Moulton Niguel Water District	WEROC Disaster Finance training	160.00
12/08/17	Western Municipal Water District	WEROC Disaster Finance training	320.00
12/11/17	City of Seal Beach	WEROC Disaster Finance training	640.00
12/15/17	2 Checks	WEROC Disaster Finance training	960.00
12/27/17	Costa Mesa Sanitary District	WEROC Disaster Finance training	160.00
12/29/17	Paypal	WEROC Disaster Finance training	65.42
12/22/17	City of Huntington Beach	October 2017 Smartimer rebate program	9.86
12/01/17	2 Checks	September 2017 Turf Removal rebate program	444.00
12/27/17	City of Garden Grove	September 2017 Turf Removal rebate program	222.00
12/11/17	City of Orange	October 2017 Turf Removal rebate program	111.00
12/18/17	City of Buena Park	October 2017 Turf Removal rebate program	111.00
12/27/17	Moulton Niguel Water District	October 2017 Smartimer and Turf Removal rebate program	6,979.71
12/18/17	El Toro Water District	October 2017 Smartimer, Rain Barrel and Turf Removal rebate program	1,350.77
12/08/17	Department of Water Resources	Apr-Jun 2017 Strategic Turfgrass Removal and Design Assistance	35,676.91
12/11/17	Santa Margarita Water District	September 2017 So Cal Watersmart rebate program	85.00
12/11/17	Moulton Niguel Water District	November 2017 Spray to Drip rebate program	24,091.80
12/18/17	Moulton Niguel Water District	FY 17-18 Choice Programs Billing Invoice	92,237.76
12/15/17	Golden State Water Company	FY 17-18 Choice Programs Billing Invoice	15,666.00
12/15/17	South Coast Water District	Water Loss Control technical assistance - WSO, Inc	32,300.00

TOTAL MISCELLANEOUS REVENUES \$ **222,629.39**

TOTAL REVENUES \$ 18,994,251.30



Robert J. Hunter, General Manager



Hilary Chumitazi, Treasurer

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of January 2018**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
Core Expenditures:		
	Richard C. Ackerman	
1160	December 2017 Consulting on legal and regulatory matters	1,600.00
	*** Total ***	1,600.00
	ALTA FoodCraft	
517089905	12/19/17 Coffee & tea supplies	273.84
	*** Total ***	273.84
	California Landscape Contractors Association	
2018	OC Champion Sponsorship program	1,625.00
	*** Total ***	1,625.00
	CDM Smith	
90033913	10/29/17-11/30/17 Engineering services for O.C. Water Reliability Investigation	4,750.00
	*** Total ***	4,750.00
	CSU Fullerton ASC	
AR167359(Revised)	Updated historic population estimates for MWDOC service area from 2010-2017 and population estimates for South Orange County for proposed Doheny Ocean Desalination plant	1,392.52
	*** Total ***	1,392.52
	Fry's Electronics	
22256398	12/28/17 Computer components	429.49
	*** Total ***	429.49
	GovConnection, Inc.	
55435238	1/6/18-1/5/19 Renewal for Email Security Essential software	1,157.00
	*** Total ***	1,157.00
	HashtagPinpoint Corporation	
1134	December 2017 Social media consultation and services	9,500.00
	*** Total ***	9,500.00
	Immersiv Media, Inc.	
MWDOC 2017-023	October-December 2017 MWDOC website hosting & maintenance	525.00
	*** Total ***	525.00
	International Public Management Assoc	
INV-32715-B9K2Z1	3/1/18-2/28/19 Annual membership renewal	109.00
	*** Total ***	109.00
	James C. Barker, P.C.	
105-1217	December 2017 Federal legislative advocacy services	8,000.00
	*** Total ***	8,000.00

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Disbursement Approval Report
For the month of January 2018**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	<i>Jill Promotions</i>	
10103	MWDOC logo embroidered shirts and jackets for staff	4,856.16
	*** Total ***	4,856.16
	<i>Karen's Detail Custom Frames</i>	
2973	Custom framing for G. Murdoch resolution	120.68
	*** Total ***	120.68
	<i>L. A. Design Studio</i>	
4893	August-December 2017 Services to redesign MWDOC website	13,695.00
	*** Total ***	13,695.00
	<i>Lawnscapes Systems, Inc.</i>	
392229	December 2017 Gardening service for atrium	295.00
	*** Total ***	295.00
	<i>Lewis Consulting Group, LLC</i>	
2017-173	December 2017 Consulting services	3,062.50
	*** Total ***	3,062.50
	<i>Keith Lyon</i>	
OCT-DEC17	October-December 2017 Retiree medical premium	402.00
	*** Total ***	402.00
	<i>Edward G. Means III</i>	
MWDOC-1055	December 2017 MET issues and guidance to Engineering staff	1,009.63
	*** Total ***	1,009.63
	<i>Moulton Niguel Water District</i>	
OC-79-DEC17	Refund unused portion of deposit for OC-79 Service Connection modifications	2,991.62
	*** Total ***	2,991.62
	<i>Norco Delivery Services</i>	
711992	12/1/17 Delivery charges for Board packets	169.36
712081	12/15/17 Delivery charges for Board packets	169.36
	*** Total ***	338.72
	<i>Office Solutions</i>	
I-01287143	12/21/17 Office supplies	350.12
I-01287147	12/21/17 Office supplies	36.93
	*** Total ***	387.05
	<i>County of Orange</i>	
PW180315	FY17-18 Coop agreement for South Orange County Watershed Management Area	8,972.75
	*** Total ***	8,972.75

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of January 2018**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	<i>Orange County Water District</i>	
18370	November 2017 50% share of WACO expense	217.50
18388	November 2017 Postage, shared office & maintenance expense	15,140.34
	*** Total ***	15,357.84
	<i>Patricia Kennedy Inc.</i>	
21637	January 2018 Plant maintenance	214.00
	*** Total ***	214.00
	<i>Judy Pfister</i>	
OCT-DEC17	October-December 2017 Retiree medical premium	321.00
	*** Total ***	321.00
	<i>R. S. Mean Company, LLC</i>	
3173577	2018 Heavy Construction Costs book	240.29
	*** Total ***	240.29
	<i>Staples Advantage</i>	
8047976551	12/23/17 Office supplies	128.08
	*** Total ***	128.08
	<i>U. S. HealthWorks Medical Group</i>	
3232810-CA	11/9/17 Pre-employment exam	173.00
	*** Total ***	173.00
	<i>Union Bank, N.A.</i>	
1070522	September-November 2017 Custodial Bank fees	625.00
	*** Total ***	625.00
	<i>USAFact, Inc.</i>	
7122317	12/16/17 Pre-employment background check	40.06
	*** Total ***	40.06
	<i>Water Systems Optimization, Inc.</i>	
1251	December 2017 Services for Water Loss Control program	367.80
	*** Total ***	367.80
	<i>Pauline D. Wennerstrom</i>	
JAN-MAR18	January-March 2018 Retiree medical premium	339.00
	*** Total ***	339.00
	<i>Total Core Expenditures</i>	<hr/> 83,299.03

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of January 2018**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
Choice Expenditures:		
	<i>Bryton Printing Inc.</i>	
13987	Rebate flyers for member agencies	1,661.66
13988	Bill inserts for member agencies	3,951.45
	*** Total ***	5,613.11
	<i>State of California</i>	
2018-02-01	2/1/18-1/31/19 Lease renewal for Doheny Ocean Desal	27,783.00
	*** Total ***	27,783.00
	<i>Enterprise Information Sys Inc</i>	
MWDOC-22004	11/15/17-12/31/17 Support for California Sprinkler Adjustment Notification System website	1,548.00
	*** Total ***	1,548.00
	<i>Orange County Water District</i>	
18388	November 2017 Postage for rebate programs	43.41
	*** Total ***	43.41
	<i>Top Hat Productions</i>	
93563	12/7/17 Lunch for Water Use Efficiency workgroup meeting	376.69
	*** Total ***	376.69
	<i>Total Choice Expenditures</i>	<u>35,364.21</u>

Other Funds Expenditures:

	<i>California Emergency Services Association</i>	
2354-2018	Annual membership renewal	225.00
	*** Total ***	225.00
	<i>EcoTech Services, Inc.</i>	
1052	11/26/17-12/25/17 Backyard area measurements for Turf Removal program	75.00
1053	11/26/17-12/25/17 One-on-One design assistance for Landscape Design program	2,700.00
	*** Total ***	2,775.00
	<i>The Martinet Group, LLC</i>	
2017-12-03	Trainer for 12/11/17 Special Disaster Purchasing and 12/12/17 Work Process Flow & Photo Documentation workshops	8,000.00
	*** Total ***	8,000.00

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of January 2018**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	<i>Michael Baker International</i>	
998601	November 2017 Orange County Regional Water & Wastewater Multijurisdictional Hazard Mitigation Plan update	2,245.00
	*** Total ***	2,245.00
	<i>Mission RCD</i>	
2381	November 2017 Field verifications for Water Use Efficiency rebate programs	14,817.40
	*** Total ***	14,817.40
	<i>Orange County Fast Print</i>	
55634	Business cards printed for J. Schunk	83.66
	*** Total ***	83.66
	<i>Water Systems Optimization, Inc.</i>	
1251	December 2017 Services for Water Loss Control program	23,025.00
	*** Total ***	23,025.00
	<i>Total Other Funds Expenditures</i>	<hr/> 51,171.06
	<i>Total Expenditures</i>	<hr/> <hr/> 169,834.30

**Municipal Water District of Orange County
Disbursement Ratification Report
For the month of December 2017**

<i>Check #</i>	<i>Date</i>	<i>Vendor # Invoice/CM #</i>	<i>Name / Description</i>	<i>Net Amount</i>
Core Disbursements:				
137503	12/7/17	SPECTB 0375210112017	Spectrum Business December 2017 Telephone and internet expense ***Total ***	1,098.04 1,098.04
137504	12/7/17	VERIZO 9796863232	Verizon Wireless November 2017 4G Mobile broadband unlimited service ***Total ***	114.03 114.03
137516	12/15/17	HOMED1 7785-NOV17	Home Depot Credit Services 11/7/17 Small tools ***Total ***	63.44 63.44
137518	12/15/17	IRONMO PNB1900	Iron Mountain December 2017 Archived document storage fees ***Total ***	195.29 195.29
137527	12/15/17	SPECTB 0343564120117	Spectrum Business December 2017 Telephone expense for 3 analog fax lines ***Total ***	107.63 107.63
ACH002907	12/15/17	ACKEEX 113017	Linda Ackerman November 2017 Business expense ***Total ***	59.92 59.92
ACH002910	12/15/17	BAEZHE 103117	Heather Baez October 2017 Business expense ***Total ***	83.83 83.83
ACH002911	12/15/17	BARBRE 113017	Brett Barbre November 2017 Business expense ***Total ***	57.16 57.16
ACH002912	12/15/17	BAUMHA 103117	Melissa Baum-Haley October 2017 Business expense ***Total ***	143.05 143.05
ACH002916	12/15/17	LINGAD 102617	Christopher S. Lingad October 2017 Business expense ***Total ***	117.87 117.87
ACH002918	12/15/17	DELATO 111017	Harvey De La Torre November 2017 Business expense ***Total ***	58.26 58.26

**Municipal Water District of Orange County
Disbursement Ratification Report
For the month of December 2017**

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
ACH002919	12/15/17	DICKEX	Larry Dick	
		113017	November 2017 Business expense	161.61
			***Total ***	161.61
ACH002922	12/15/17	FINNEG	Joan Finnegan	
		113017	November 2017 Business expense	132.20
			***Total ***	132.20
ACH002924	12/15/17	HUNTER	Robert J. Hunter	
		110717	October-November 2017 Business expense	194.31
			***Total ***	194.31
ACH002934	12/15/17	SCHNEI	Megan Yoo Schneider	
		113017	November 2017 Business expense	755.67
			***Total ***	755.67
ACH002938	12/15/17	TAMARI	Satoru Tamaribuchi	
		113017	November 2017 Business expense	192.61
			***Total ***	192.61
ACH002940	12/15/17	THOMAS	Jeffery Thomas	
		113017	November 2017 Business expense	177.62
			***Total ***	177.62
ACH002941	12/15/17	THOMAS	Jeffery Thomas	
		083117A	August 2017 Business expense-UWI conference hotel	293.44
			***Total ***	293.44
EFT-171226	12/26/17	WAGEWO	Wageworks	
		INV399987	November 2017 Cafeteria plan administration	181.25
			***Total ***	181.25
137576	12/29/17	USBANK	U.S. Bank	
		4140/5443-NOV17	10/24/17-11/22/17 Cal Card charges	18,621.05
			***Total ***	18,621.05
ACH002942	12/29/17	BACATI	Tiffany Baca	
		120717	October-December 2017 Business expense	115.82
			***Total ***	115.82
ACH002943	12/29/17	BAEZHE	Heather Baez	
		113017	November 2017 Business expense	149.64
			***Total ***	149.64
ACH002944	12/29/17	BERGJO	Joseph Berg	
		113017	November 2017 Business expense	585.05
			***Total ***	585.05

**Municipal Water District of Orange County
Disbursement Ratification Report
For the month of December 2017**

<i>Check #</i>	<i>Date</i>	<i>Vendor # Invoice/CM #</i>	<i>Name / Description</i>	<i>Net Amount</i>
ACH002947	12/29/17	BUSSLI 113017	Charles Busslinger November 2017 Business expense ***Total ***	 33.32 33.32
Total Core Disbursements				<hr/> 23,692.11
Choice Disbursements:				
Total Choice Disbursements				<hr/> 0.00
Other Funds Disbursements:				
137504	12/7/17	VERIZO 9796863232	Verizon Wireless November 2017 4G Mobile broadband unlimited service ***Total ***	 38.01 38.01
137505	12/15/17	BUENAP 9348	City of Buena Park October 2017 Credit for In-Lieu water purchases ***Total ***	 399,049.35 399,049.35
137507	12/15/17	ATTEOC 0532-NOV17	AT&T November 2017 WEROC N. EOC telephone expense ***Total ***	 69.64 69.64
137508	12/15/17	ATTUVEOC 8599-DEC17	AT&T December 2017 WEROC N. EOC U-verse internet service ***Total ***	 60.00 60.00
137530	12/15/17	TURFRP TR11-R-YLWD-21081-20997	Turf Removal Program W. Legacy (Re-issue) ***Total ***	 2,000.00 2,000.00
ACH002935	12/15/17	SOTOFR 103117	Francisco Soto October 2017 Business expense ***Total ***	 85.81 85.81
ACH002936	12/15/17	SOTOFR 111617	Francisco Soto November 2017 Business expense-IAEM conference ***Total ***	 135.00 135.00
ACH002937	12/15/17	SOTOFR 101117	Francisco Soto October 2017 Business expense-CESA conference ***Total ***	 372.26 372.26

**Municipal Water District of Orange County
Disbursement Ratification Report
For the month of December 2017**

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
	12/20/17	TURFRP	Turf Removal Program	
137532	12/20/17	TR10-C-YLWD-13541-13486	Rancho Dominguez HOA (Yorba Linda)	4,804.80
137533	12/20/17	TR11-C-IRWD-21033-20946	Foothill Business First Service Residential (Foothill Ranch)	50,000.00
137534	12/20/17	TR11-R-IRWD-17746-17694	G. Leung	1,080.00
137535	12/20/17	TR10-R-IRWD-17668-17620	F. Biemann	2,000.00
137536	12/20/17	TR11-R-IRWD-17879-17801	J. Esposito	900.00
137537	12/20/17	TR11-R-IRWD-18905-18821	E. Rhodes	1,362.00
137538	12/20/17	TR11-R-IRWD-18918-18835	R. Cassuto	456.00
137539	12/20/17	TR11-R-IRWD-20937-20856	A. Shih	1,508.00
137540	12/20/17	TR11-R-IRWD-21120-21034	S. Sajjadi	386.00
137541	12/20/17	TR10-R-FV-13409-13358	K. Lin	988.00
137542	12/20/17	TR11-R-BP-20952-20871	C. Tuong	834.00
137543	12/20/17	TR11-R-HB-20964-20883	B. Adamo	321.00
137544	12/20/17	TR11-R-WEST-20987-20902	M. Duignan	393.00
137545	12/20/17	TR11-R-TUST-21054-20967	A. Shaller	1,496.00
137546	12/20/17	TR11-R-TUST-21116-21031	K. Davis	2,000.00
137547	12/20/17	TR11-R-BP-3143-21056	A. Mahalingam	278.00
137548	12/20/17	TR11-R-BREA-21160-21073	M. Butler	1,499.00
137549	12/20/17	TR11-R-BREA-17582-21095	C. Valls	1,198.00
137550	12/20/17	TR11-R-O-22194-22108	A. Kuchta	281.00
137551	12/20/17	TR10-R-O-13524-13470-ADJ	J. Spence	374.00
137552	12/20/17	TR11-R-MNT-13528-13504	L. Calderon	3,154.00
137553	12/20/17	TR10-R-MNT-17573-17518	R. Rohwer	1,392.00
137554	12/20/17	TR10-R-MNT-17648-17597	M. Chao	1,324.98
137555	12/20/17	TR11-R-MNT-17751-17699	J. Curie	3,930.00
137556	12/20/17	TR11-R-MNT-20973-20892	L. Feng	944.00
137557	12/20/17	TR11-R-SC-20938-20857	D. Juneau	2,090.00
137558	12/20/17	TR11-R-SM-21019-20932	P. Heydenrych	487.00
137559	12/20/17	TR11-R-SM-21087-21003	J. Moore	301.00
137560	12/20/17	TR11-R-SM-17844-17755	C. Martinez	746.00
137561	12/20/17	TR11-R-SM-20940-20859	T. Leininger	526.00
137562	12/20/17	TR11-R-SM-21142-21054	M. Goodbrand	444.00
137563	12/20/17	TR11-R-SM-21143-21055	P. Konopasky	894.00
137564	12/20/17	TR11-R-SM-21154-21067	K. Tanioka	1,702.00
137565	12/20/17	TR11-R-SM-22184-22095	T. Tsubaki	673.00
137566	12/20/17	TR11-R-SM-22210-22127	J. Chiappone	389.00
137567	12/20/17	TR11-R-SM-22240-22154	J. Eagle	850.00
137568	12/20/17	TR11-R-SM-23275-23186	N. Gabaldon	329.00
137569	12/20/17	TR11-C-SOCO-18911-18829	The Village At Dana Point	5,124.00
			***Total ***	97,458.78
137570	12/20/17	DRIPPR	Spray to Drip Program	
		S2D1-C-YLWD-13541-13049C	Rancho Dominguez Community (Yorba Linda)	750.00
			***Total ***	750.00

**Municipal Water District of Orange County
Disbursement Ratification Report
For the month of December 2017**

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
137572	12/29/17	CATALI 0015001	Catalina Island Conservancy December 2017 WEROC radio repeater site lease ***Total ***	1,718.29 1,718.29
137574	12/29/17	SANTI1 OCT2017	Santiago Aqueduct Commission October 2017 SAC Pipeline Operation surcharge ***Total ***	3,736.04 3,736.04
137575	12/29/17	SCHUNK 121217	Janine Schunk November-December 2017 Business expense ***Total ***	79.91 79.91
137576	12/29/17	USBANK 4140-NOV17	U.S. Bank 10/24/17-11/22/17 Cal Card charges ***Total ***	35.00 35.00
ACH002944	12/29/17	BERGIO 113017	Joseph Berg November 2017 Business expense ***Total ***	4.50 4.50
ACH002951	12/29/17	HUBBAR 113017	Kelly Hubbard November 2017 Business expense ***Total ***	77.34 77.34
ACH002958	12/29/17	SANTAM OCT2017	Santa Margarita Water District October 2017 SCP Pipeline Operation surcharge ***Total ***	27,242.14 27,242.14
ACH002959	12/29/17	SOTOFR 113017	Francisco Soto November 2017 Business expense ***Total ***	115.48 115.48
EFT-171229	12/29/17	METWAT 9185	Metropolitan Water District October 2017 Water deliveries ***Total ***	18,146,698.40 18,146,698.40
Total Other Funds Disbursements				18,679,725.95
Total Disbursements				18,703,418.06



Robert J. Hunter, General Manager



Hilary Chumbitazi, Treasurer

Cal Card Statement Detail
Statement Date: November 22, 2017
Payment Date: December 29, 2017

Date	Description	Amount
<u>K. Seckel Card</u>		
10/22/02	Legislative activities in Washington, DC from Nov. 15-17, 2017 - Airfare for Director Thomas	\$ 622.40 ¹
10/25/17	Case for Microsoft Surface Pro for J. Berg	28.99
10/27/17	Water Environment & Reuse Foundation workshop in Beverly Hills, CA on Nov. 8, 2017 - Registration for J. Berg	40.00
10/30/17	ACWA Fall conference in Anaheim, CA from Nov. 28-Dec. 1, 2017 - Registration for C. Busslinger	555.00
10/30/17	UPS delivery charges for Board packets on Oct. 27, 2017	7.31
10/31/17	ACWA Fall conference in Anaheim, CA from Nov. 28-Dec. 1, 2017 - Registration for Director Yoo Schneider	555.00
10/31/17	Colorado River Water Users Association Annual conference in Las Vegas, NV from Dec. 13-15, 2017 - Accommodations for Director Barbre	402.96
10/31/17	Colorado River Water Users Association Annual conference in Las Vegas, NV from Dec. 13-15, 2017 - Accommodations for H. De La Torre	402.96
10/31/17	Qualified Water Efficient Landscaper Training Beta Test workshop in Santa Rosa, CA from Nov. 12-14, 2017 - Airfare for M. Conway	279.96
11/01/17	GovernmentJobs job posting for Public Affairs Assistant position	175.00
11/01/17	GovernmentJobs job posting for Public Affairs Specialist position	175.00
11/01/17	Brown and Caldwell job posting for Public Affairs Assistant position	200.00
11/01/17	Brown and Caldwell job posting for Public Affairs Specialist position	200.00
11/01/17	California Society of Municipal Finance Officers meeting in Aliso Viejo, CA on Dec. 6, 2017 - Registrations for H. Chumpitazi, L. Gunawan and M. Snow	90.00
11/02/17	Lunch for Boy Scout clinic on Nov. 4, 2017	351.05
11/02/17	11/22/17-8/3/18 Subscription for Acrobat Pro software	2,720.38 ²
11/02/17	Clear Law Institute Account Payable Best Practices online training on Nov. 7, 2017 - Registration for M. Snow	99.00
11/05/17	11/6/17-12/5/17 SurveyMonkey subscription	35.00
11/06/17	Lunch for team building meeting	168.91
11/06/17	California Landscape Contractors Association Technology in Landscaping training in Irvine, CA on Nov. 8, 2017 - Registration for M. Conway	40.00
11/06/17	UPS delivery charges for Board packets on Oct. 27 & Nov. 1, 2017	94.14
11/07/17	FedEx delivery charges for Metropolitan Water District on Nov. 2, 2017	13.99
11/07/17	1 Indoor security camera	130.49
11/07/17	Office supplies from Costco	372.35

Cal Card Statement Detail
Statement Date: November 22, 2017
Payment Date: December 29, 2017

Date	Description	Amount
11/07/17	Legislative activities in Washington, DC from Nov. 15-17, 2017 - Airfare for Director Yoo Schneider	1,147.16
11/08/17	4 Toner cartridges	210.00
11/08/17	Shutterstock Images on Demand for Public Affairs graphic designs	29.00
11/10/17	Food for staff development meeting	30.98
11/10/17	California Environmental Dialogue Plenary meeting in Sacramento, CA from Dec. 13-15, 2017 - Accommodations for Director Tamaribuchi	435.90
11/10/17	California Environmental Dialogue Plenary meeting in Sacramento, CA from Dec. 13-15, 2017 - Accommodations for R. Hunter	435.90
11/13/17	UPS delivery charges for Board packets on Nov. 3, 2017 and Poster Contest winner on Nov. 8, 2017	79.17
11/13/17	State Water Resources Control Board workshop in Sacramento, CA on Nov. 21, 2017 - Airfare for H. Baez	381.96
11/14/17	Annual digital subscription for The Sacramento Bee newspaper	99.99
11/14/17	5 Annual licenses for LastPass software	145.00
11/14/17	Shutterstock Images on Demand for Public Affairs graphic designs	29.00
11/14/17	Annual Adobe PDF Pack subscription	69.99
11/14/17	Qualified Water Efficient Landscaper Training Beta Test workshop Santa Rosa, CA from Nov. 12-14, 2017 - Accommodations for M. Conway	396.72
11/15/17	Small credit from Adobe software cancellation	(0.26)
11/15/17	Colorado River Water Users Association Annual conference in Las Vegas, NV from Dec. 13-15, 2017 - Registration and membership for M. Baum-Haley	505.00
11/15/17	Colorado River Water Users Association Annual conference in Las Vegas, NV from Dec. 13-15, 2017 - Accommodations deposit for M. Baum-Haley	152.95
11/15/17	State Water Resources Control Board workshop in Sacramento, CA on Nov. 21, 2017 - Airfare for J. Berg	411.96
11/16/17	Lunch for Managers' meeting	568.38
11/17/17	National Water Research Institute & Department of Water Resources Precipitation Forecasting workshop in Fountain Valley, CA on Dec. 5, 2017 - Registration for K. Seckel	30.00
11/18/17	National Water Research Institute & Department of Water Resources Precipitation Forecasting workshop in Fountain Valley, CA on Dec. 5, 2017 - Registration for Director Tamaribuchi	30.00
11/18/17	Legislative activities in Washington, DC from Nov. 15-17, 2017 - Accommodations for Director Yoo Schneider	402.38
11/19/17	Legislative activities in Washington, DC from Nov. 15-18, 2017 - Accommodations for Director Barbre	782.38 3
11/21/17	The Irrigation Association 3 online classes - Registration for M Conway	111.00

Cal Card Statement Detail
Statement Date: November 22, 2017
Payment Date: December 29, 2017

Date	Description	Amount
11/21/17	Annual subscription for Act! Premium contact software	1,995.00
11/21/17	100 Regal movie tickets for employee purchase	860.00
Total		<u>\$ 17,099.45</u>

- 1 Flights canceled, funds are available for future flights
- 2 Subscription for Acrobat Pro canceled, full refund received on 11/23/17
- 3 Director Barbre reimbursed MWDOC \$229.00

R. Hunter Card

10/24/17-11/22/17	Meals for R. Hunter's meetings	\$ 328.93
10/24/17	Lunch for OCWD and J. Meral meeting	179.50
11/03/17	Food for Elected Official's meeting	1,048.17
Total		<u>\$ 1,556.60</u>

Municipal Water District of Orange County
GM Approved Disbursement Report ⁽¹⁾
For the month of December 2017

<i>Check #</i>	<i>Date</i>	<i>Vendor # Invoice/CM #</i>	<i>Name / Description</i>	<i>Net Amount</i>
Core Disbursements:				
Total Core Disbursements				<u>0.00</u>
Choice Disbursements:				
Total Choice Disbursements				<u>0.00</u>
Other Funds Disbursements:				
Total Other Funds Disbursements				<u>0.00</u>
Total Disbursements				<u><u>0.00</u></u>

No items to report



Robert J. Hunter, General Manager



Hilary Chumpitazi, 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
WATER USE EFFICIENCY PROJECTS
Cash Flow as of 12/31/17

	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	TOTALS
Cash - Beginning Balance	\$ (72,844.08)	\$ (133,020.86)	\$ (151,184.71)	\$ (326,302.43)	\$ 801,456.49	\$ 865,340.16	\$ 778,972.11	\$ 778,972.11	\$ 778,972.11	\$ 778,972.11	\$ 778,972.11	\$ 778,972.11	
REVENUES:													
BUREC					200,757.65								\$ 200,757.65
City of Brea													-
City of Buena Park		222.00		111.00		333.00							666.00
City of Fountain Valley	333.00	444.00	424.05	222.00		222.00							1,645.05
City of Fullerton													-
City of Garden Grove		888.00	222.00	444.00		222.00							1,776.00
City of Huntington Beach	264.00	379.00	427.19			9.86							1,080.05
City of La Habra		555.00		111.00									666.00
City of San Clemente	1,304.96	233.00	6,460.97	6,044.00	3,419.79								17,462.72
City of San Juan Capistrano													-
City of Tustin													-
City of Newport Beach	406.31	222.00			222.00								850.31
City of Orange	444.00	555.00	333.00		555.00	111.00							1,998.00
City of Westminster		888.00	333.00	444.00	444.00								2,109.00
County of Orange				1,096,511.49									1,096,511.49
Department of Water Resources		1,444.63	15,468.35	9,716.20	2,630.00	35,676.91							62,306.09
El Toro Water District	3,093.98	50.00	1,137.96	1,000.00		1,350.77							9,262.71
Golden State Water Company													-
Irvine Ranch Water District	38,717.96	129,174.28	12,348.45	184,823.79	37,097.77								402,162.25
Laguna Beach County Water District	85.00	90.00		110.00	30.00								315.00
Mesa Water District		500.00											500.00
Metropolitan Water District		25,735.53											25,735.53
Moulton Niguel Water District	37,634.08	3,800.00	14,408.25	38,738.51	27,516.79	31,071.51							153,169.14
Orange County Water District		5,510.86	776.06	32,475.75									38,762.67
Santa Margarita Water District	57.32	197.95		924.98		85.00							1,265.25
Serrano Water District													-
Trabuco Canyon Water District	201.00	39.00	219.99	400.00									859.99
Yorba Linda Water District													-
Miscellaneous Revenues													-
Miscellaneous				810.82									810.82
Interest Revenue	417.16												417.16
Total Revenues	82,968.77	170,928.25	52,559.27	1,372,887.54	272,673.00	69,082.05	-	-	-	-	-	-	\$ 2,021,088.88
EXPENDITURES:													
Budget Based Tiered Rates, Raftelis		59,356.00		7,271.08		1,893.75							66,520.83
DeLorenzo International		5,050.50											5,050.50
Ecotech	900.00	10,275.00	6,750.00	13,500.00	13,500.00	10,500.00							55,425.00
Golden State Water Company	80.00												80.00
City of Huntington Beach					46,172.00								46,172.00
Laguna Beach CWD	480.00				13,676.40								14,156.40
Metropolitan Water District	29,129.40		118,745.58	70,931.38	26,485.72	27,322.22							272,614.30
Mishin RCD		17,627.75	33,812.14	17,041.96		17,525.35							86,007.20
Recycled Water On Site Retrofit program					9,997.00								9,997.00
Sperry to Drip program			1,155.58	525.00	34,530.53	750.00							36,961.11
Turf Removal	60,861.15	96,782.85	63,442.87	135,566.22	64,427.68	97,458.78							518,539.55
Vista Inc			500.00										500.00
Warn National Property Management	51,300.00												51,300.00
Miscellaneous Expenses													-
Interest Expense				292.98									292.98
Salary & Benefit	130.00		3,270.82										3,400.82
Total Expenditures	143,135.55	189,092.10	227,676.99	245,128.62	208,789.33	155,450.10	-	-	-	-	-	-	\$ 1,169,272.69
Cash - Ending Balance	\$ (133,020.86)	\$ (151,184.71)	\$ (326,302.43)	\$ 801,456.49	\$ 865,340.16	\$ 778,972.11	\$ 778,972.11	\$ 778,972.11	\$ 778,972.11	\$ 778,972.11	\$ 778,972.11	\$ 778,972.11	



**Municipal Water District of Orange County
Consolidated Summary of Cash and Investment**
November 30, 2017

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

Brett R. Barbre
President

Joan C. Finnegan
Vice President

Larry D. Dick
Director

Wayne S. Osborne
Director

Megan Yoo Schneider
Director

Sat Tamaribuchi
Director

Jeffery M. Thomas
Director

Robert J. Hunter
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 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	\$3,156,569	20.37%
Grant & Project Cash Flow	1,500,000	9.68%
Election Expense	304,000	1.96%
Building Repair	350,407	2.26%
OPEB	209,006	1.35%
Total Designated Reserves	5,519,982	35.62%
General Fund	7,551,098	48.74%
Water Fund	1,144,353	7.38%
Conservation Fund	865,341	5.58%
Desalination Feasibility Study Fund	(145,165)	(0.94%)
WEROC Fund	532,389	3.44%
Trustee Activities	28,470	0.18%
Total	\$15,496,468	100.00%

The funds are invested as follows:

Term of Investment	% of Portfolio	Book Value	Market Value
Cash	0.97%	\$151,076	\$151,076
Short-term investment			
• LAIF	53.72%	\$8,323,878	\$8,323,878
• OCIP	25.28%	3,917,608	3,917,608
Long-term investment			
• Corporate Bond	7.45%	1,153,906	1,146,994
• Certificates of Deposit	12.58%	1,950,000	1,951,455
Total	100.00%	\$15,496,468	\$15,491,011

The average number of days to maturity/call as of November 30, 2017 equaled 163 and the average yield to maturity is 1.324%. During the month, the District's average daily balance was \$25,544,991.38. 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 November 2017.

The (\$5,457) difference between the book value and the market value on November 30, 2017 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 until 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.


Robert J. Hunter
General Manager


Hilary Chumpitazi
Treasurer



MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Portfolio Management - Portfolio Summary November 30, 2017

11/30/2017	Par Value	Market Value	Book Value	% of Portfolio	Days to Mat/Call	YTM @ Cost
Negotiable Certificate Of Deposit	1,950,000.00	1,951,455.50	1,950,000.00	12.71	598	1.940
Corporate Bond	1,150,000.00	1,146,993.50	1,153,905.47	7.50	1,151	2.290
Local Agency Investment Funds	8,323,878.12	8,323,878.12	8,323,878.12	54.25	1	1.165
Orange County Investment Pool	3,917,608.17	3,917,608.17	3,917,608.17	25.54	1	1.070
Total Investments	15,341,486.29	15,339,935.29	15,345,391.76	100.00	163	1.324

Cash						
Cash	151,076.10	151,076.10	151,076.10		1	0.00
Total Cash and Investments	15,492,562.39	15,491,011.39	15,496,467.86		163	1.324

Total Earnings	Month Ending November	Fiscal Year to Date
Current Year	25,098.60	124,527.52
Average Daily Balance	25,544,991.38	
Effective Rate of Return	1.324%	

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 expenditure. The source for the market values are from Union Bank. Per Resolution 2059 there are no compliance exceptions to report.


Robert J. Hunter, General Manager

Date

1-4-18


Hilary Chumipitazi, Treasurer

Date

01/04/2018

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Portfolio Management
Long-Term Portfolio Details - Investments
November 30, 2017

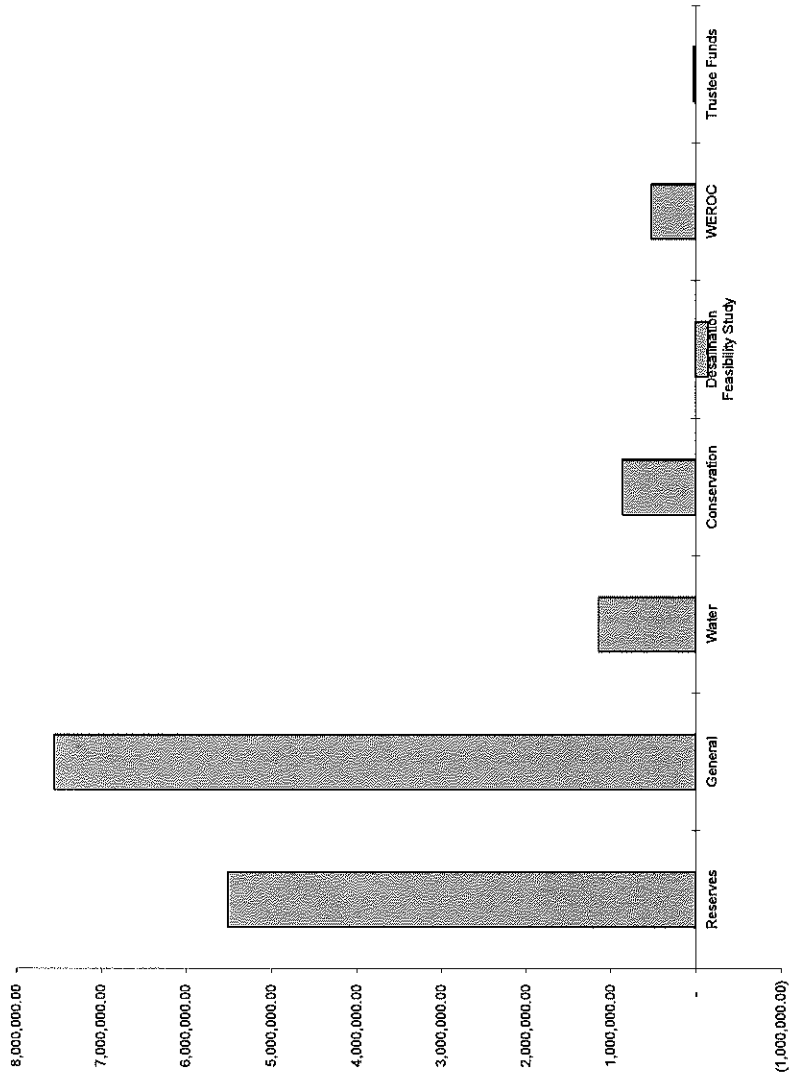
Issuer	CUSIP/Ticker	Settlement Date	Par Value	Market Value	Book Value	Coupon Rate	YTM @ Cost	Days To Call/Maturity	Maturity Date
Negotiable Certificate Of Deposit									
American Express Bank	02587CEA4	7/29/2015	250,000.00	250,122.50	250,000.00	1.450	1.450	60	1/29/2018
Barclays Bank	06740KKY2	9/27/2017	250,000.00	248,830.00	250,000.00	2.250	2.250	1,762	9/27/2022
Capital One Bank	14042E6C9	9/2/2015	250,000.00	251,365.00	250,000.00	1.950	1.950	642	9/3/2019
Capital One Natl Assn	140420TY6	8/5/2015	250,000.00	250,257.50	250,000.00	1.700	1.700	249	8/6/2018
Comenity Capital Bank	20033AUX2	7/25/2017	200,000.00	199,258.00	200,000.00	2.000	2.000	1,324	7/16/2021
Discover Bank	2546712Y5	7/23/2014	250,000.00	250,217.50	250,000.00	1.600	1.600	235	7/23/2018
HSBC Bank	40434AKG5	1/21/2016	250,000.00	250,137.50	250,000.00	1.550	2.534	52	1/21/2021
Synchrony Bank	87164XBY1	7/25/2014	250,000.00	251,267.50	250,000.00	2.050	2.050	607	7/30/2019
Sub Total			1,950,000.00	1,951,455.50	1,950,000.00	1.814	1.940	598	
Corporate Bond									
JP Morgan Chase	46625HKA7	11/2/2015	500,000.00	499,590.00	500,998.42	2.250	2.152	753	1/23/2020
National Rural Util Coop	63743FE51	7/27/2017	200,000.00	197,638.00	200,000.00	2.500	2.500	1,688	7/15/2022
Wells Fargo	94974BGR5	1/13/2016	250,000.00	250,727.50	250,993.62	2.550	2.409	1,103	12/7/2020
Westpac Banking Corp	961214DQ3	7/25/2017	200,000.00	199,038.00	201,913.43	2.500	2.278	1,671	6/28/2022
Sub Total			1,150,000.00	1,146,993.50	1,153,905.47	2.402	2.290	1,151	
Total Investments			3,100,000.00	3,098,449.00	3,103,905.47	2.032	2.070	803	
Total Earnings									
Current Year		Month Ending November	5,033.33	Fiscal Year To Date	25,044.58				

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Portfolio Management
Short-Term Portfolio Details - Cash and Investments
November 30, 2017

Investments	CUSIP/Ticker	Settlement Date	Par Value	Market Value	Book Value	Coupon Rate	YTM @ Cost	Days To Call/Maturity	Maturity Date
Local Agency Investment Funds									
LAIF LGIP	LAIF	6/30/2010	8,323,878.12	8,323,878.12	8,323,878.12	1.165	1.165	1	N/A
Sub Total			8,323,878.12	8,323,878.12	8,323,878.12	1.165	1.165	1	
Orange County Investment Pool									
County of Orange LGIP	OCIP	6/29/2005	3,917,608.17	3,917,608.17	3,917,608.17	1.070	1.070	1	N/A
Sub Total			3,917,608.17	3,917,608.17	3,917,608.17	1.070	1.070	1	
Total Investments			12,241,486.29	12,241,486.29	12,241,486.29	1.135	1.135		
Cash									
Bank of America Cash	CASH0547	7/1/2011	150,576.10	150,576.10	150,576.10	0.000	0.000	1	N/A
Petty Cash Cash	CASH	7/1/2011	500.00	500.00	500.00	0.000	0.000	1	N/A
Total Cash			151,076.10	151,076.10	151,076.10	0.000	0.000	1	
Total Cash and Investments			12,392,562.39	12,392,562.39	12,392,562.39	1.135	1.135	1	
Total Earnings									
Current Year		Month Ending November	Fiscal Year To Date						
		20,065.27	99,482.94						

Municipal Water District of Orange County
Cash and Investments at November 30, 2017

ALLOCATION	AMOUNT	%	
MWDOC			
Designated Reserves			
General	\$ 3,156,569	20.37%	
Grant & Project Cash Flow	1,500,000	9.68%	
Election Expense	304,000	1.96%	
Building Repair	350,407	2.26%	
OPEB	209,006	1.35%	
Total Designated Reserves	5,519,982	35.62%	
General	7,551,098	48.74%	
Water	1,144,353	7.38%	
Conservation	865,341	5.58%	
Desalination Feasibility Study	(145,165)	-0.94%	
WEROC	532,389	3.44%	
TOTAL MWDOC	\$ 15,467,998	99.82%	
TRUSTEE ACTIVITIES			
AMP Sales Admin	\$ 28,470	0.18%	
TOTAL TRUSTEE ACTIVITIES	\$ 28,470	0.18%	
TOTAL CASH & INVESTMENTS	\$ 15,496,468	100.00%	



MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
COMBINED FINANCIAL STATEMENTS
AND
BUDGET COMPARATIVE
JULY 1, 2017 THRU NOVEMBER 30, 2017

**Municipal Water District of Orange County
Combined Balance Sheet
As of November 30, 2017**

<u>ASSETS</u>	Amount
Cash in Bank	151,076.10
Investments	15,345,391.76
Accounts Receivable	28,538,060.14
Accounts Receivable - Other	168,057.54
Accrued Interest Receivable	61,017.88
Prepays/Deposits	274,391.32
Leasehold Improvements	3,695,600.68
Furniture, Fixtures & Equipment	457,309.71
Less: Accum Depreciation	(2,793,278.94)
Net OPEB Asset	483,546.00
TOTAL ASSETS	\$46,381,172.19
<u>LIABILITIES AND FUND BALANCES</u>	
Liabilities	
Accounts Payable	28,572,287.85
Accounts Payable - Other	483.31
Accrued Salaries and Benefits Payable	390,602.28
Other Liabilities	147,001.76
Unearned Revenue	1,714,185.93
Total Liabilities	30,824,561.13
Fund Balances	
Restricted Fund Balances	
Water Fund - T2C	975,268.91
Total Restricted Fund Balances	975,268.91
Unrestricted Fund Balances	
OPEB Related Asset Fund	483,546.00
Designated Reserves	
General Operations	3,156,569.42
Grant & Project Cash Flow	1,500,000.00
Election Expense	304,000.00
Building Repair	350,407.45
OPEB	209,006.00
Total Designated Reserves	5,519,982.87
GENERAL FUND	2,406,699.97
WEROC Capital	281,657.00
WEROC	144,717.31
Total Unrestricted Fund Balances	8,836,603.15
Excess Revenue over Expenditures	
Operating Fund	5,970,625.69
Other Funds	(225,886.69)
Total Fund Balance	15,556,611.06
TOTAL LIABILITIES AND FUND BALANCES	\$46,381,172.19

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
General Fund
From July thru November 2017

	Month to Date	Year to Date	Annual Budget	% Used	Encumbrance	Budget Remaining
<u>REVENUES</u>						
Retail Connection Charge	0.00	7,435,834.00	7,435,834.00	100.00%	0.00	0.00
Ground Water Customer Charge	0.00	468,565.00	468,565.00	100.00%	0.00	0.00
Water rate revenues	0.00	7,904,399.00	7,904,399.00	100.00%	0.00	0.00
Interest Revenue	23,339.49	119,646.35	150,000.00	79.76%	0.00	30,353.65
Subtotal	23,339.49	8,024,045.35	8,054,399.00	99.62%	0.00	30,353.65
Choice Programs	0.00	1,094,256.07	1,176,618.00	93.00%	0.00	82,361.93
Miscellaneous Income	0.00	1,445.52	3,000.00	48.18%	0.00	1,554.48
School Contracts	10,913.24	37,269.44	70,000.00	53.24%	0.00	32,730.56
Transfer-In From Reserve	0.00	0.00	138,470.00	0.00%	0.00	138,470.00
Subtotal	10,913.24	1,132,971.03	1,388,088.00	81.62%	0.00	255,116.97
TOTAL REVENUES	34,252.73	9,157,016.38	9,442,487.00	96.98%	0.00	285,470.62

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
General Fund
From July thru November 2017

	Month to Date	Year to Date	Annual Budget	% Used	Encumbrance	Budget Remaining
<u>EXPENSES</u>						
Salaries & Wages	260,272.96	1,378,185.99	3,571,210.00	38.59%	0.00	2,193,024.01
Salaries & Wages - Grant Recovery	0.00	(2,403.18)	(23,279.00)	10.32%	0.00	(20,875.82)
Salaries & Wages - Recovery	0.00	(436.80)	0.00	0.00%	0.00	436.80
Directors' Compensation	18,950.95	87,683.50	243,197.00	36.05%	0.00	155,513.50
MWD Representation	9,899.75	51,195.85	138,969.00	36.84%	0.00	87,773.15
Employee Benefits	75,898.19	397,945.16	1,056,766.00	37.66%	0.00	658,820.84
Employee Benefits - Grant Recovery	0.00	(477.64)	0.00	0.00%	0.00	477.64
Employee Benefits - Recovery	0.00	(83.20)	0.00	0.00%	0.00	83.20
Director's Benefits	6,845.37	33,906.77	81,728.00	41.49%	0.00	47,821.23
Health Ins \$'s for Retirees	3,296.76	21,523.84	59,554.00	36.14%	0.00	38,030.16
Training Expense	99.00	494.00	10,000.00	4.94%	0.00	9,506.00
Tuition Reimbursement	0.00	0.00	5,000.00	0.00%	0.00	5,000.00
Temporary Help Expense	0.00	4,775.18	5,000.00	95.50%	0.00	224.82
Personnel Expenses	375,262.98	1,972,309.47	5,148,145.00	38.31%	0.00	3,175,835.53
Engineering Expense	10,992.40	66,474.84	360,000.00	18.47%	81,063.68	212,461.48
Legal Expense	7,598.70	80,993.82	250,000.00	32.40%	169,006.18	0.00
Audit Expense	0.00	19,000.00	40,000.00	47.50%	0.00	21,000.00
Professional Services	56,430.28	251,789.57	1,539,809.00	16.35%	559,580.15	728,439.28
Professional Fees	75,021.38	418,258.23	2,189,809.00	19.10%	809,650.01	961,900.76
Conference-Staff	1,341.00	7,743.46	38,945.00	19.88%	0.00	31,201.54
Conference-Directors	1,160.00	5,986.00	23,700.00	25.26%	0.00	17,714.00
Travel & Accom.-Staff	3,603.42	15,474.53	95,600.00	16.19%	0.00	80,125.47
Travel & Accom.-Directors	3,817.30	7,069.56	49,850.00	14.18%	0.00	42,780.44
Travel & Conference	9,921.72	36,273.55	208,095.00	17.43%	0.00	171,821.45
Membership/Sponsorship	6,872.00	114,953.60	142,102.00	80.90%	0.00	27,148.40
CDR Support	10,950.64	21,901.28	48,803.00	44.88%	21,901.29	5,000.43
Dues & Memberships	17,822.64	136,854.88	190,905.00	71.69%	21,901.29	32,148.83
Business Expense	419.10	2,287.49	5,200.00	43.99%	0.00	2,912.51
Maintenance Office	13,531.96	40,092.94	123,500.00	32.46%	82,447.06	960.00
Building Repair & Maintenance	1,949.92	14,474.56	11,000.00	131.59%	653.44	(4,128.00)
Storage Rental & Equipment Lease	195.29	974.50	8,400.00	11.60%	4,025.50	3,400.00
Office Supplies	1,563.28	7,370.83	35,580.00	20.72%	2,598.32	25,610.85
Postage/Mail Delivery	703.63	3,036.99	10,500.00	28.92%	2,674.83	4,788.18
Subscriptions & Books	99.99	523.58	1,500.00	34.91%	0.00	976.42
Reproduction Expense	0.00	4,124.40	27,275.00	15.12%	2,734.88	20,415.72
Maintenance-Computers	130.49	1,008.57	10,000.00	10.09%	1,754.27	7,237.16
Software Purchase	1,994.74	9,480.75	44,260.00	21.42%	0.00	34,779.25
Software Support	1,424.66	22,052.73	48,894.00	45.10%	0.00	26,841.27
Computers and Equipment	645.29	10,284.17	33,050.00	31.12%	4,754.57	18,011.26
Automotive Expense	1,691.84	7,103.20	16,400.00	43.31%	0.00	9,296.80
Toll Road Charges	74.97	357.09	1,000.00	35.71%	0.00	642.91
Insurance Expense	9,138.13	44,849.04	110,250.00	40.68%	0.00	65,400.96
Utilities - Telephone	1,494.89	6,758.29	21,300.00	31.73%	0.00	14,541.71
Bank Fees	(200.00)	4,218.97	11,000.00	38.35%	0.00	6,781.03
Miscellaneous Expense	5,185.89	30,039.59	119,650.00	25.11%	0.00	89,610.41
MWDOC's Contrb. To WEROC	14,934.75	356,330.75	460,874.00	77.32%	0.00	104,543.25
Depreciation Expense	794.41	3,972.03	0.00	0.00%	0.00	(3,972.03)
Other Expenses	55,773.23	569,340.47	1,099,633.00	51.78%	101,642.87	428,649.66
MWDOC's Building Expense	16,990.00	39,617.00	356,400.00	11.12%	45,304.85	271,478.15
Capital Acquisition	830.00	13,737.09	249,500.00	5.51%	400.00	235,362.91
TOTAL EXPENSES	551,621.95	3,186,390.69	9,442,487.00	33.75%	978,899.02	5,277,197.29
NET INCOME (LOSS)	(517,369.22)	5,970,625.69	0.00			

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
Water Fund
From July thru November 2017

	Month to Date	Year to Date	Annual Budget	% Used	Budget Remaining
<u>WATER REVENUES</u>					
Water Sales	6,676,702.30	86,541,542.90	154,733,881.00	55.93%	68,192,338.10
Readiness to Serve Charge	863,419.18	4,317,095.90	10,397,278.00	41.52%	6,080,182.10
Capacity Charge CCF	295,400.00	1,477,000.00	3,544,800.00	41.67%	2,067,800.00
SCP/SAC Pipeline Surcharge	25,792.21	153,116.41	423,000.00	36.20%	269,883.59
Interest	885.01	4,322.59	9,400.00	45.99%	5,077.41
TOTAL WATER REVENUES	7,862,198.70	92,493,077.80	169,108,359.00	54.69%	76,615,281.20
<u>WATER PURCHASES</u>					
Water Sales	6,676,702.30	86,541,542.90	154,733,881.00	55.93%	68,192,338.10
Readiness to Serve Charge	863,419.18	4,317,095.90	10,397,278.00	41.52%	6,080,182.10
Capacity Charge CCF	295,400.00	1,477,000.00	3,544,800.00	41.67%	2,067,800.00
SCP/SAC Pipeline Surcharge	25,792.21	153,116.41	423,000.00	36.20%	269,883.59
TOTAL WATER PURCHASES	7,861,313.69	92,488,755.21	169,098,959.00	54.70%	76,610,203.79
EXCESS OF REVENUE OVER EXPENDITURES	885.01	4,322.59	9,400.00		

Municipal Water District of Orange County
WUE Revenues and Expenditures (Actuals vs Budget)
From July thru November 2017

	Year to Date Actual	Annual Budget	% Used
Spray To Drip Conversion			
Revenues	50,558.17	257,371.00	19.64%
Expenses	51,795.84	257,371.00	20.12%
Excess of Revenues over Expenditures	(1,237.67)	0.00	
Member Agency Administered Passthru			
Revenues	0.00	7,200.00	0.00%
Expenses	0.00	7,200.00	0.00%
Excess of Revenues over Expenditures	0.00	0.00	
ULFT Rebate Program			
Revenues	11,333.11	95,000.00	11.93%
Expenses	13,723.15	95,000.00	14.45%
Excess of Revenues over Expenditures	(2,390.04)	0.00	
HECW Rebate Program			
Revenues	113,087.85	340,000.00	33.26%
Expenses	143,071.88	340,000.00	42.08%
Excess of Revenues over Expenditures	(29,984.03)	0.00	
CII Rebate Program			
Revenues	109,230.00	345,000.00	31.66%
Expenses	109,230.00	345,000.00	31.66%
Excess of Revenues over Expenditures	-	0.00	
Turf Removal Program			
Revenues	80,240.43	2,552,302.00	3.14%
Expenses	420,918.83	2,552,302.00	16.49%
Excess of Revenues over Expenditures	(340,678.40)	0.00	
Comprehensive Landscape (CLWUE)			
Revenues	19,995.47	520,000.00	3.85%
Expenses	103,809.06	520,000.00	19.96%
Excess of Revenues over Expenditures	(83,813.59)	0.00	
CII, Large Landscape, Performance (OWOW)			
Revenues	0.00	62,722.00	0.00%
Expenses	2,147.00	62,722.00	3.42%
Excess of Revenues over Expenditures	(2,147.00)	0.00	
WUE Projects			
Revenues	384,445.03	4,179,595.00	9.20%
Expenses	844,695.76	4,179,595.00	20.21%
Excess of Revenues over Expenditures	(460,250.73)	0.00	
WEROC			
Revenues	539,262.57	640,933.00	84.14%
Expenses	158,514.13	640,933.00	24.73%
Excess of Revenues over Expenditures	380,748.44	0.00	



ACTION ITEM
January 17, 2018

TO: Board of Directors

FROM: **Administration & Finance Committee**
(Directors Thomas, Dick, Finnegan)

Robert J. Hunter, General Manager

Staff Contact: Patricia Meszaros

SUBJECT: ACWA DC CONFERENCE – FEBRUARY 27-MARCH 1, 2018

STAFF RECOMMENDATION

It is recommended that the Board of Directors approve an additional attendee (Board) to the ACWA DC Conference.

COMMITTEE RECOMMENDATION

Committee recommends (to be determined at Committee Meeting)

DETAILED REPORT

The FY 2017-18 Budget allows for two (2) directors to attend the ACWA DC Conference, however, three (3) directors have requested to attend. As a result, and because the Administrative Code (1405 Director Authorization to Travel) requires board approval for out of state travel, staff is requesting Board approval for additional Board members who wish to attend the conference in DC.

Staff believes there are sufficient funds in the travel budget to cover three attendees to the conference.

Budgeted (Y/N): Yes*	Budgeted amount: \$9435	Core ____	Choice ____
Action item amount: *\$3000 (approximately per person)	Line item:		
Fiscal Impact (explain if unbudgeted):			



DISCUSSION ITEM
January 10, 2018

TO: Administration & Finance Committee
(Directors Thomas, Dick, Finnegan)

FROM: Robert Hunter, General Manager
Staff Contact: Hilary Chumpitazi

SUBJECT: FY2018-19 Budget Year End Projections &
Conceptual FY2018-19 Budget Review

STAFF RECOMMENDATION

Staff recommends the Administration & Finance Committee: discuss the budget process and assumptions and direct the General Manager as appropriate.

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

DETAILED REPORT

MWDOC Budget Process FY2018-19

MWDOC has made several changes to the annual budget process for FY2018-19. Foremost among these changes is the acceleration of the budget process by one month (schedule attached). Under the new schedule the Year End Projections and Conceptual Budget (assumptions) are discussed at the January Administration & Finance (A&F) Committee meeting with the first draft budget presented at the February 14, 2018 A&F Committee meeting. The final budget is scheduled for approval by the MWDOC Board of Directors at the April 18, 2018 Board meeting.

The schedule changes were implemented in order to facilitate the budget and rate schedules of our Member Agencies. Because the Choice budget elections and commitments will lag behind the new schedule, MWDOC will bring back to the Board of Directors a revised, final Choice budget in September 2018 that will reflect the reconciliations and final program commitments of our Member Agencies. These changes will not impact the rates and charges passed in April for Core activities. Therefore, this discussion item focuses on Core budgets and activities.

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

Another modification to the budget process is the early identification of Reserve Fund impacts. The stated goal of the Board of Directors is to have reserves fully funded and that the budget should be balanced relative to meeting those reserve targets. In other words, if the combination of previous fiscal year's audited reserve balances and the current fiscal year year-end projections indicate that the reserve target will be exceeded then the proposed budget should include a draw from the reserve balance down to the target. Conversely if the projected total will drop the reserve balance below the target then the proposed budget should increase the budgeted contribution to reserves back up to the target. The first half of this process is discussed further below.

It is noted that the Metropolitan Water District of Southern California will be developing their two-year budget this spring with new rates going into effect at the end of calendar year 2018. MWDOC will keep the A&F Committee and our Member Agencies informed of developments.

Projected Year-End Estimates for 2018-19

Staff began preparation of the 2018-19 Budget in December 2017 in concurrence with the revised budget schedule. As part of that process, initial projections have been prepared for the remainder of the current fiscal year in order to calculate the estimated fiscal year 2017-18 Year End Projections. Because the budget schedule has been moved up one month, the projections this year utilize only five months of actual expenditures and estimate seven months. Preliminary variance estimates for the 2017-18 core budget include:

1. The total variance for the Core Budget is projected to be \$387,359 under budget partially offset by a budgeted \$138,470 draw on reserves yielding a net \$248,889 available for contribution to reserves.
2. Due to the change in how we are dealing with the reserves in the budget process, the annual level contribution to the election reserve of \$304,000 is shown as being over-budget this year (i.e., not a budget line-item in the FY2017-18 budget).
3. Salaries and Benefits are the largest projected negative variance item at approximately \$185,000 under budget caused by staffing transitions (as staff have left, the positions have not been filled immediately). We are currently filling the open positions. Salaries and benefits in the second half of the fiscal year will be greater than the first half.
4. Professional Fees originating from departments not related to Engineering and MET are projected to be approximately \$180,000 under budget. The majority of this variance is caused by the Outside Financial Consultant budget item that was established in lieu of hiring a Chief Financial Officer. Other contributing cost centers were Water Use Efficiency (WUE), Public Affairs and Government Affairs.
5. The Engineering Expense line item shows as being approximately \$125,000 under budget in part due to the carryover of funds from the prior year's budget as well as project timing.
6. Capital acquisition expenses are projected to be approximately \$79,000 under budget due to the delays in office refurbishment associated with the space planning and seismic

structural assessment projects. This expense will be carried forward to the FY2018-19 budget.

7. The MWDOC & MWD Director Compensation line items are about \$44,000 under budget due to fewer meetings being submitted than budgeted for the per diem compensation.
8. The Legal Expenses and Audit Expenses are both anticipated to be approximately \$21,000 under budget. The new financial auditor was contracted at a lower than budgeted amount and no WUE grant single audit was required.

Projected Reserve Fund Balances

The MWDOC designated reserve targets for FY2018-19 and the financial audit balances at the beginning of FY2017-18 are summarized below and indicated a total unfunded balance of \$581,257 (i.e., Total Target (-) Total Current Balance). As indicated in #1 (above) a total of \$248,889 is projected to be available for contribution to reserves from the FY2017-18 operations. These funds are allocated to the General Operations and the Building Reserves as indicated in the table column "FY2017-18 Projected Year End Reclass to Reserves". As described in #2 (above) an additional \$304,000 is shown as the annual contribution to the Election Reserve for a total projected contribution of \$552,889. The total unfunded balance after these projected contributions is only \$28,368 (i.e., Target (-) Projected Balance). The theoretical goal for rate setting in the FY2018-19 budget would be to have a budget surplus of \$28,368 to contribute to the reserve. This amount is significantly less than the accuracy of the budget process with a function budget target of and essentially breaking even.

Designated Reserves	# Days Cash	FY 2018-19 Target Reserve*	FY 2017-18 Current Balance	FY 2017-18 Projected Year End Reclass to Reserves	FY 2018-19 Projected Reserve Balance
General Operations	90-180	\$ 3,377,754	\$ 3,156,569	\$ 221,185	\$ 3,377,754
Grant & Project Cash Flow		1,500,000	1,500,000	-	1,500,000
Building Reserve	10-15	406,479	350,407	27,704	378,111
Election Reserve	N/A	608,000	304,000	304,000	608,000
OPEB Reserve est.9/2016	N/A	209,006	209,006	-	209,006
TOTALS		\$ 6,101,239	\$ 5,519,982	\$ 552,889	\$ 6,072,871

Development of 2018-19 Budget Estimates

Looking forward to the Proposed Budget for 2018-19, staff has begun assessing a number of issues and assumptions, including:

- The MWDOC Board of Directors has approved the funding over a ten-year period the unfunded CALPERS liability at an annual payment of \$207,000. This will be a new expense for the FY2018-19 budget and was not included in any previous year's budget.
- MWDOC will have three director positions in the upcoming election cycle with a potential cost of \$522,000. The actual cost will be taken from the election reserve. The proposed budget will also include the normal annual contribution to the election reserve of \$304,000 to fully fund seven elections in a four year cycle.
- The final step of the migration of pension benefit costs from MWDOC to the employees at the rate of 1% per year will be made. We are currently at 6% employee contribution and will move to the final target of 7% in this budget.
- The Comprehensive Salary and Benefits Study is under contract and will be completed during the budget process. We are currently using a salary escalation of 4% of total salary expense for the performance pool.
- No staff additions are anticipated in the budget.

The current preliminary work indicates a small rate increase but less than was projected in the financial model in last year's budget document.

Staff will continue working on preparation of the budget towards publication of the first draft by February 8, 2018 for distribution to the Board and member agencies.

MWDOC BUDGET PROCESS & SCHEDULE

November 2017
<ul style="list-style-type: none"> Notification to Member Agencies of start of budget process and solicitation of input
December 2017
<ul style="list-style-type: none"> MWDOC staff begins preparation of budget hours and costs on program and line-item basis
<ul style="list-style-type: none"> Review of four month actuals and fiscal year-end projections
<ul style="list-style-type: none"> Review budget adjustments for current fiscal year
<ul style="list-style-type: none"> Preparation of internal, draft conceptual budget (review changes for upcoming fiscal year)
January 2018
<ul style="list-style-type: none"> Initial review of budget issues with A&F Committee for feedback (1-10-18)
<ul style="list-style-type: none"> Initial discussion of budget issues with Member Agencies for feedback
<ul style="list-style-type: none"> Request for Member Agencies' <u>PRELIMINARY</u> indication of participation in CHOICE
February 2018
<ul style="list-style-type: none"> Publish and post the FIRST DRAFT Budget in the packet for the A&F Committee (2-8-18)
<ul style="list-style-type: none"> Review Full Draft Budget with A&F Committee (2-14-18)
<ul style="list-style-type: none"> Formally request comments from all Member Agencies
<ul style="list-style-type: none"> <u>DRAFT</u> information completed on prior year CHOICE WUE program benefits to Member Agencies to serve as basis for charging agencies for the upcoming year for CHOICE WUE activities
<ul style="list-style-type: none"> Member Agencies' INITIAL CONFIRMATION of participation in CHOICE Services by February 15. The Updated Agreement by the end of March and after the Elected Officials Meeting
<ul style="list-style-type: none"> Discuss FIRST DRAFT Budget at Member Agency Managers' Meeting (2-22-18)
<ul style="list-style-type: none"> Meet with Member Agencies as requested or scheduled

MWDOC BUDGET PROCESS & SCHEDULE

March 2018

- **REVISED** information completed on prior year **CHOICE WUE** benefits to Member Agencies to serve as basis of charging agencies for the upcoming year for WUE activities
- Discuss SECOND DRAFT Budget in A&F Committee **(3-14-18)**
- Review SECOND DRAFT Budget at Member Agency Managers' Meeting **(3-22-18)**
- **Update CHOICE** Participation
- Member Agencies' submit Formal Comments about the Budget **(3-28-18)**

April 2018

- Conduct meeting with Elected Officials from Member Agencies to discuss budget and other topics **(4-5-18)**
- THIRD DRAFT Budget and Rates presented to A&F Committee **(4-11-18)**
- Member Agencies' Formal Comments presented to A&F Committee
- Board approval of FY2018-19 FINAL Budget and Rates **(4-18-18)**

June 2018

- Member Agencies confirm **FINAL CHOICE** Participation **(6-15-18)**

August 2018

- **Reconciliation of FY 2017-18 WUE & CHOICE Programs**

September 2018

- **REVISED FINAL CHOICE** Budget presented to A&F Committee **(9-12-18)**
- Board approval of FY2018-19 **REVISED FINAL CHOICE** Budget **(9-19-18)**

**Administration Activities Report
December 8, 2017 to January 4, 2018**

Activity	Summary
Administration/Board	<p>Staff worked on the following:</p> <ul style="list-style-type: none"> • Scheduling meetings for Rob Hunter and other various meetings of the Board members. • Assisted Rob/Karl with various write ups and follow-up for the Committees and Board. • Sent the Water Supply Reports to the member agencies. • Assisting management staff with District policy and procedures. • Contact vendors/contractors whose insurance certificates are close to expiration. • Worked with digital media company on logo in Board Room. • Continue to work with Public Affairs and vendor on new website on various calendar and posting issues and recommended revisions to several sections/pages of the new website. • Worked with President Barbre on Committee assignments. • Prepared letter to vendors regarding gifts to District employees/directors. • Scheduled meetings for Rob and Karl and ordered lunches for several meetings. • Prepared write-up for Board for the A&F Committee re ACWA DC. • Registered staff and board members for conferences and events; scheduled travel for ACWA DC Conference, OC Business Council, CED; ACC-OC State Advocacy; ACWA State Leg. Comm.; DC legislative initiatives, ACWA Federal Affairs Committee; CalWEP, Irrigation Org. seminars, and other misc. travel and/or workshops, which includes preparation of purchase requisitions and back-up. • Proofread docs for Water Use Efficiency.
MWDOC/OCWD Joint Administration	Staff coordinating with OCWD on anticipated 2018/19 budget items for the joint facilities.
Health Benefits	No new information to report.
Records Management	The last of the documents in the library have been evaluated and scanned. The next step will be to finish evaluation of the documents remaining in the vault and purge the filing cabinets, which will then be removed.
CalPERS	No new information to report.
Agency Inquiries	No new information to report.

Recruitment /Departures	<ul style="list-style-type: none"> Recruitment efforts continue for the following positions: Public Affairs Assistant, Public Affairs Specialist and Engineering Intern
Other	
Projects and Activities	<ul style="list-style-type: none"> Staff is evaluating patio furniture for the newly renovated area, it is anticipated the atrium will be finished in January. HR staff Continues work with Ralph Anderson on the Classification & Compensation Study. Staff participated in Public Affairs Specialist telephone interviews. Staff is preparing for 2018/19 Budget items. Staff is researching and evaluating implementation of a cell phone reimbursement policy. Staff is researching and evaluating recruitment and performance management systems for implementation in the 2018/19 budget year.

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INFORMATION ITEM

January 10, 2018

TO: Administration & Finance Committee
(Directors Thomas, Dick, Finnegan)

FROM: Robert J. Hunter, General Manager

Staff Contact: Jeff Stalvey

SUBJECT: Finance and IT Pending Items Report

SUMMARY

The following list details the status of special projects that are in-progress or to be completed during FY 2017-18.

Description	% of Completion	Estimated Completion date	Status
<u>Finance</u>			
Further Implementation of WUE Landscape Programs Databases and Web Site.	On-going	On-going	In Progress
Government Compensation in California Report 2017	0%	03-30-18	Not Started
Preparation of documents for FY18-19 budget process.	20%	04-30-18	In Progress
2017 W-9 collection for water rebates. Currently not holding any rebate checks, awaiting a completed W-9 form	On-going	On-going	In Progress
Prepare, mail and file 2017 1099-MISC forms for rebate checks and accounts payable	10%	01-31-18	In Progress
Preparing an RFP for new banking services	5%	01-31-18	In Progress

Description	% of Completion	Estimated Completion date	Status
<u>Information Technology</u>			
Network security issues (hackers, viruses and spam emails)	On-going	On-going	Continuous system monitoring
Purchase and implement Intrusion detection and prevention for District Network.	0%	06-30-17	Not Started
Purchase and implement 2 Cisco Power Over Ethernet switches and Cisco Router into existing Network.	70%	03-31-17	In Progress
Implement Backups and Disaster Recovery for VOIP telephone System.	20%	03-31-17	In Progress

Description	% of Completion	Estimated Completion date	Status
<u>FY 2017-18 Completed Special Tasks</u>			
<u>Finance</u>			
Tax filing for Water Facilities FY16-17	100%	09-15-17	Completed
Annual Financial Statement Report FY16-17	100%	11-02-17	Completed
Working with Davis Farr to write our grant policy to comply with audit guidelines	100%	10-31-17	Completed
Fiscal Year 2016/17 Annual Audit by Vazquez CPA	100%	11-02-17	Completed
State Controller Report preparation FY16-17	100%	11-30-17	Completed
<u>Information Technology</u>			
Purchase and implement 2 UPS units for IT Server room.	100%	09-30-17	Completed
Purchase and upgrade DATA Server.	100%	12-31-17	Completed



INFORMATION ITEM

January 10, 2017

TO: **Administration & Finance Committee**
(Directors Thomas, Dick, Finnegan)

FROM: Robert Hunter, General Manager

Staff Contact: Kevin Hostert

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

STAFF RECOMMENDATION

Staff recommends the Administration & Finance Committee receive and file this information.

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

REPORT

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

- Fig. 1 OC Water Usage, Monthly by Supply MWD imported water was the main supply in November, imported usage has increased due to the In Lieu program.
- Fig. 2 OC Water Usage, Monthly, Comparison to Previous Years Water usage in November 2017 was slightly above average compared to the last 5 years with the months of November 2015 and November 2016 showing lower usage. We are seeing a slight increase in overall water usage compared to the previous Fiscal Year. In June 2016, all water conservation became voluntary for MWDOC agencies and the Great California Drought was declared over by the Governor in April 2017.
- Fig. 3 Historical OC Water Consumption OC water consumption is projected to be 544,000 AF in FY 2017-18 (*this includes ~15 TAF of agricultural usage and non-retail water agency usage*). This is about 25,000 AF more than FY 2016-17 and is about 53,000 AF more than FY 2015-16 (During the SWRCB mandatory water restrictions). Water usage per person is projected to be

Budgeted (Y/N): N	Budgeted amount: N/A	Core <u>X</u>	Choice <u> </u>
Action item amount: N/A		Line item:	
Fiscal Impact (explain if unbudgeted):			

slightly higher than in FY 2017-18 for Orange County at 152 gallons per day (This includes recycled water). Although OC population has increased 20% over the past two decades, water usage has not increased, on average. A long-term decrease in per-capita water usage is attributed mostly to Water Use Efficiency (water conservation) efforts.

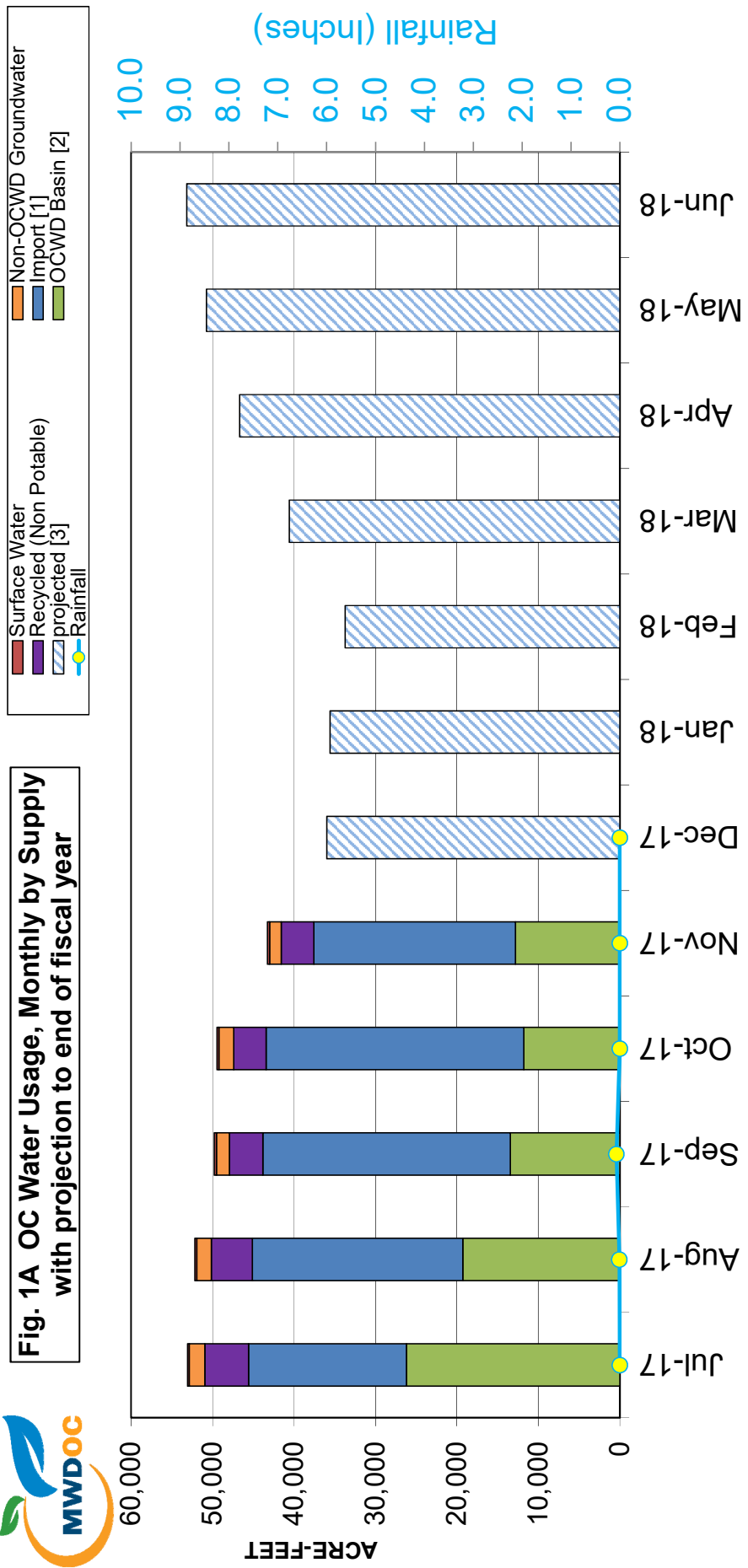
MWDOC “Firm” Water Purchases, 2016 “Firm” water above the Tier 1 limit will be charged at the higher Tier 2 rate. Tier 2 purchases are zero in 2017.

Water Supply Information Includes data on Rainfall in OC; the OCWD Basin overdraft; Northern California and Colorado River Basin hydrologic data; the State Water Project (SWP) Allocation, and regional storage volumes. The data have implications for the magnitude of supplies from the three watersheds that are the principal sources of water for OC. Note that a hydrologic year is Oct. 1st through Sept. 30th.

- Orange County’s accumulated rainfall through Early December was well below average for this period. Orange County saw rainfall 8 inches above normal in WY 2017.
- Northern California accumulated precipitation through Early January was around 68% of normal for this period. Water Year 2017 was the wettest water year on record. The Northern California snowpack was 21% of normal as of January 3rd. The State of California was in a declared Drought Emergency that started January 2014 and just recently ended in April of 2017. As of early January, only 12.7% of California is experiencing moderate drought conditions while 44% of the state is experiencing abnormally dry conditions. The State Water Project Contractors initial Table A Allocation was set at 15% as of the end of November.
- Colorado River Basin accumulated precipitation through early December was 56% average for this period. The Upper Colorado Basin snowpack was 57% of normal as of January 2nd. The Colorado River Basin saw above average conditions in WY 2017 but the region has been still trying to rebound from the previous long term drought. Lake Mead and Lake Powell combined have about 68% of their average storage volume for this time of year. If Lake Mead’s level falls below a “trigger” limit 1,075 ft. at the end of a calendar year, then a shortage will be declared by the US Bureau of Reclamation (USBR), impacting Colorado River water deliveries to the Lower Basin states. As of late December, Lake Mead levels were 5.9’ above the “trigger” limit. The USBR predicts that the end of 2017 or the end of 2018 will not hit the “trigger” level.



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



- [1] Imported water for consumptive use. Includes "In-Lieu" deliveries and CUP water extraction. Excludes "Direct Replenishment" deliveries of spreading water, "Barrier Replenishment" deliveries, and deliveries into Irvine Lake.
- [2] GW for consumptive use only. Excludes In-Lieu water deliveries and CUP water extraction that are counted with Import. BPP in FY '16-17 is 75%.
- [3] MWD OC's estimate of monthly demand is based on the projected FY 15-16 "Retail" water demand and historical monthly demand patterns.
- [4] Total water usage includes IRWD groundwater agricultural use and usage by non-retail water agencies.



Fig. 1B O.C. Historical Water Usage

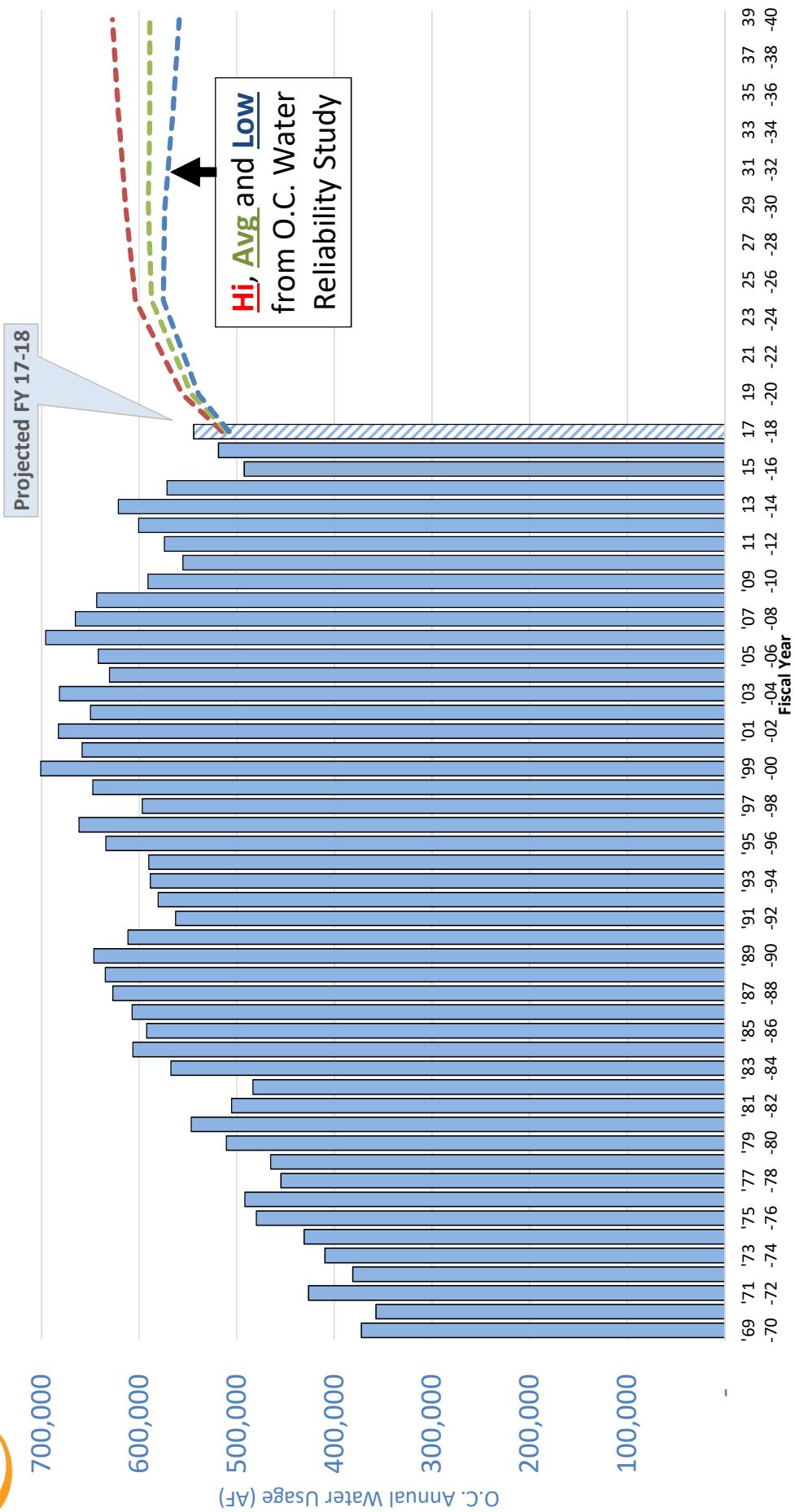
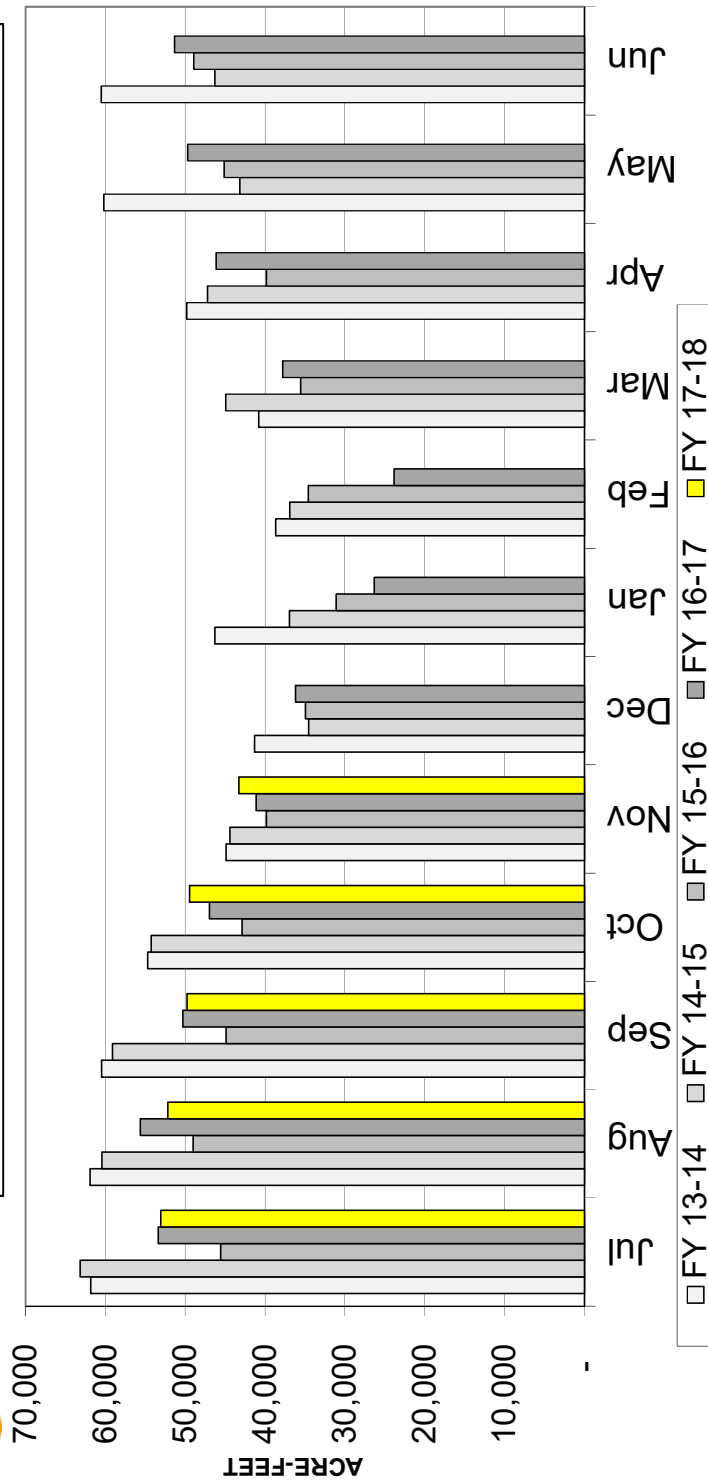
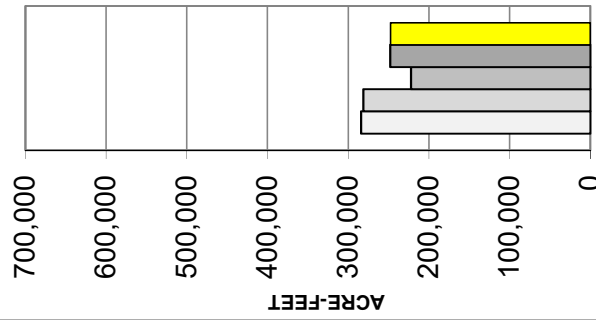




Fig. 2A OC Monthly Water Usage [1]: Comparison to Last 4 Fiscal Years

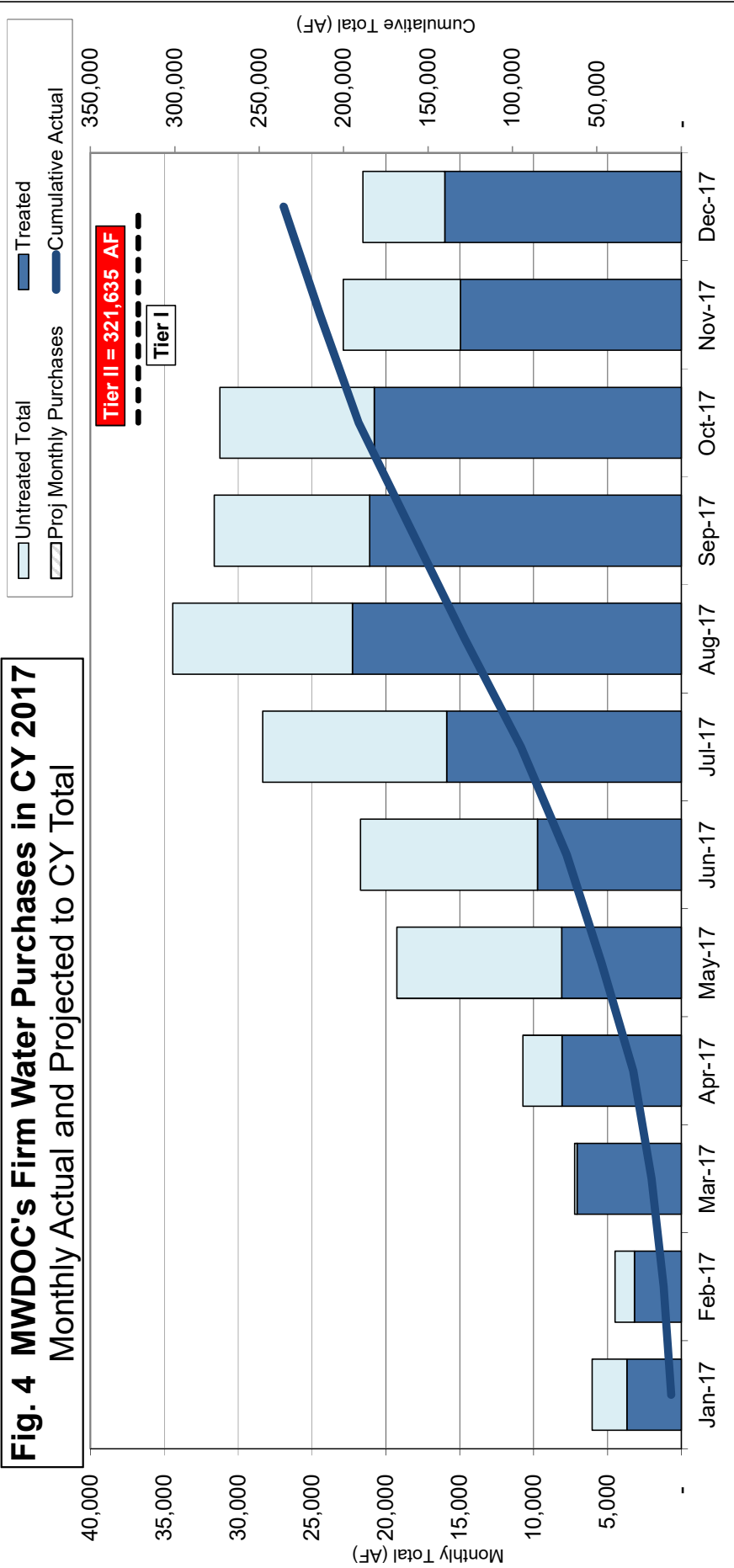


Partial Year Subtotals



[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.) Recent months numbers include some estimation.

Fig. 4 MWDOC's Firm Water Purchases in CY 2017
Monthly Actual and Projected to CY Total



Notes

1. "Firm" includes Full Service (both Treated and Untreated) and Barrier water.
2. Basin Pumping Percentage (BPP) is the percentage of a retail water agency's total water demand that they are limited to pump from the OCWD-managed groundwater basin. BPP pertains to Basin agencies only. For example, if a Basin agency's total demand is 10,000 AF/yr and OCWD sets the BPP at 72%, then the agency is limited to 7,200 AF of groundwater that year. There may be certain exceptions and/or adjustments to that sample calculation. OCWD sets the BPP for the Basin agencies, usually as of July 1st.

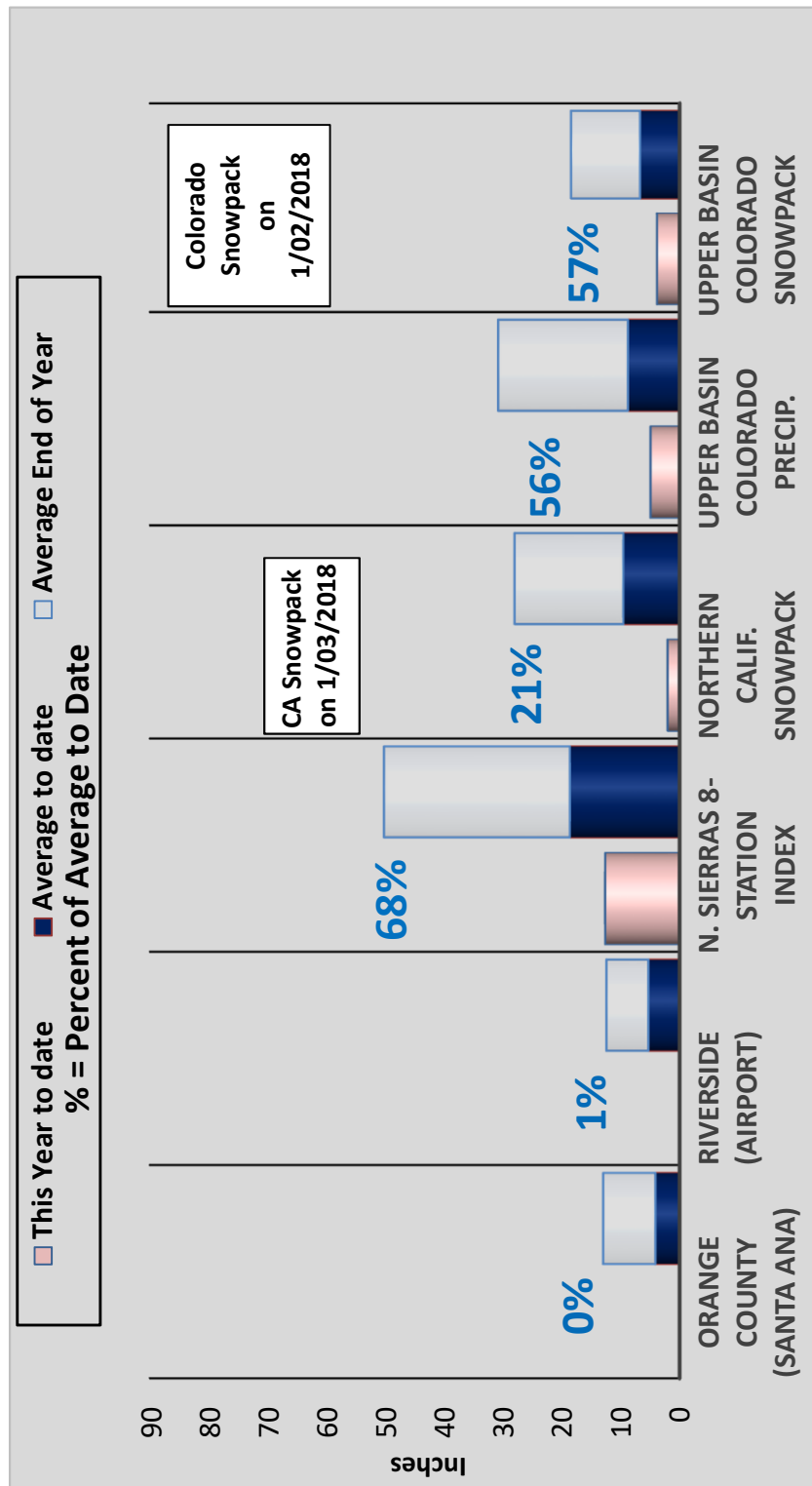


prepared by the Municipal Water District of Orange County

**numbers are subject to change*

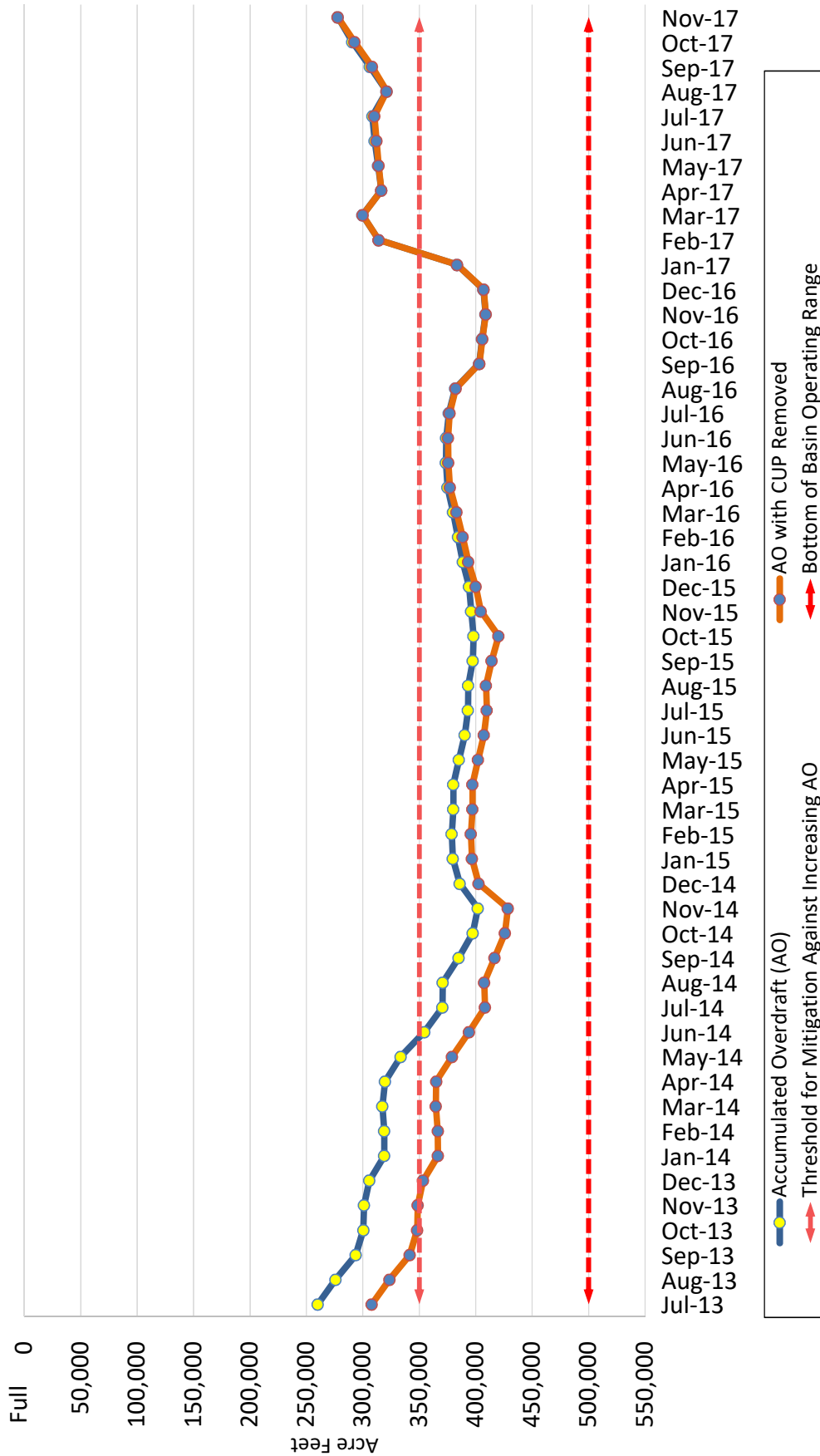
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Accumulated Precipitation for the Oct.-Sep. water year, through Early January 2018



* The date of maximum snowpack accumulation (April 1st in Northern Calif. , April 15th in the Upper Colorado Basin) is used for year to year comparison.

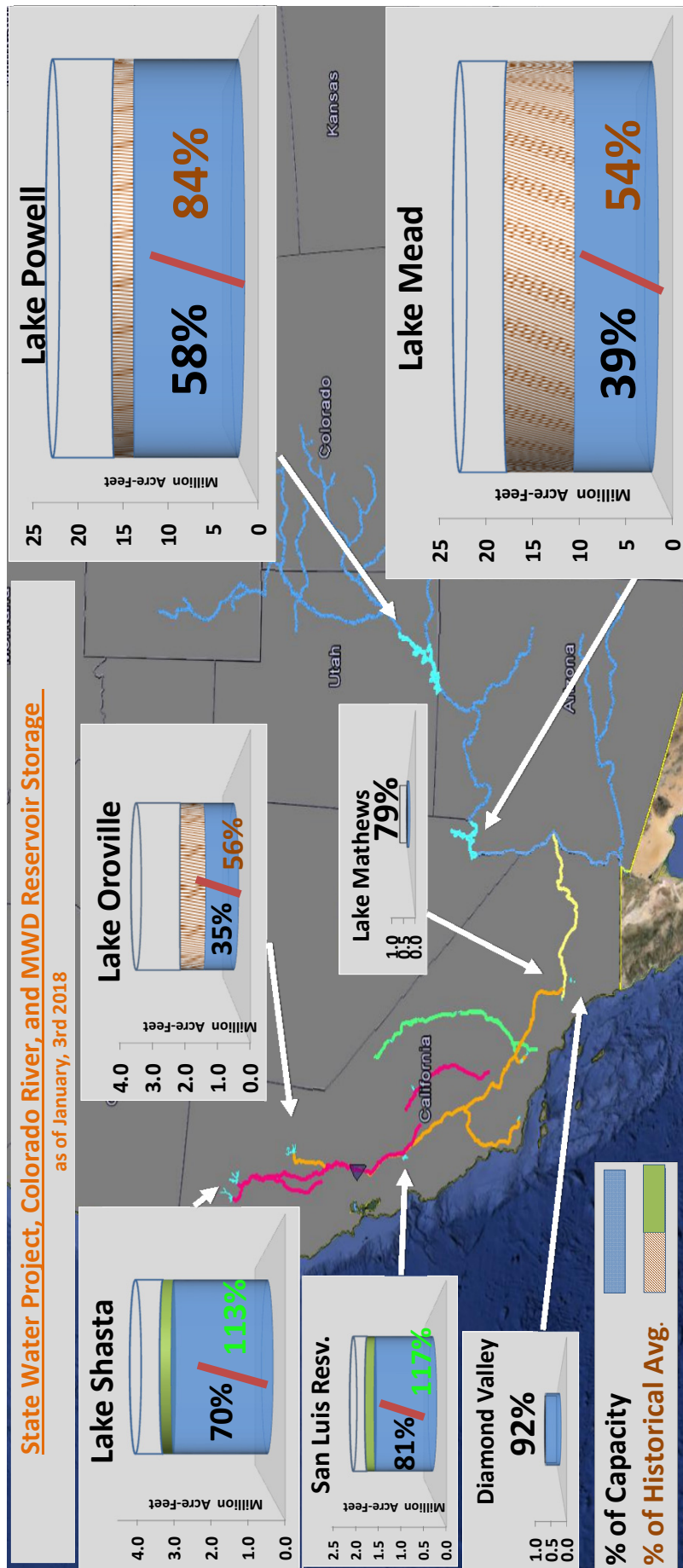
Accumulated Overdraft of the OCWD Groundwater Basin as of November 2017



	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
AO (AF)	376,310	381,800	403,047	405,635	408,729	406,832	383,548	314,004	299,755	316,286	313,468	310,434
AO w/CUP removed (AF)	376,864	382,340	403,223	405,811	408,906	407,009	383,548	314,004	299,931	316,462	314,009	312,164
AO (AF)	308,488	321,131	306,280	290,800	277,691							
AO w/CUP removed (AF)	310,216	321,131	308,007	292,522	277,691							



State Water Project, Colorado River, and MWD Reservoir Storage as of January, 3rd 2018



Prepared by the Municipal Water District of Orange County
 *Number are Subject to Change

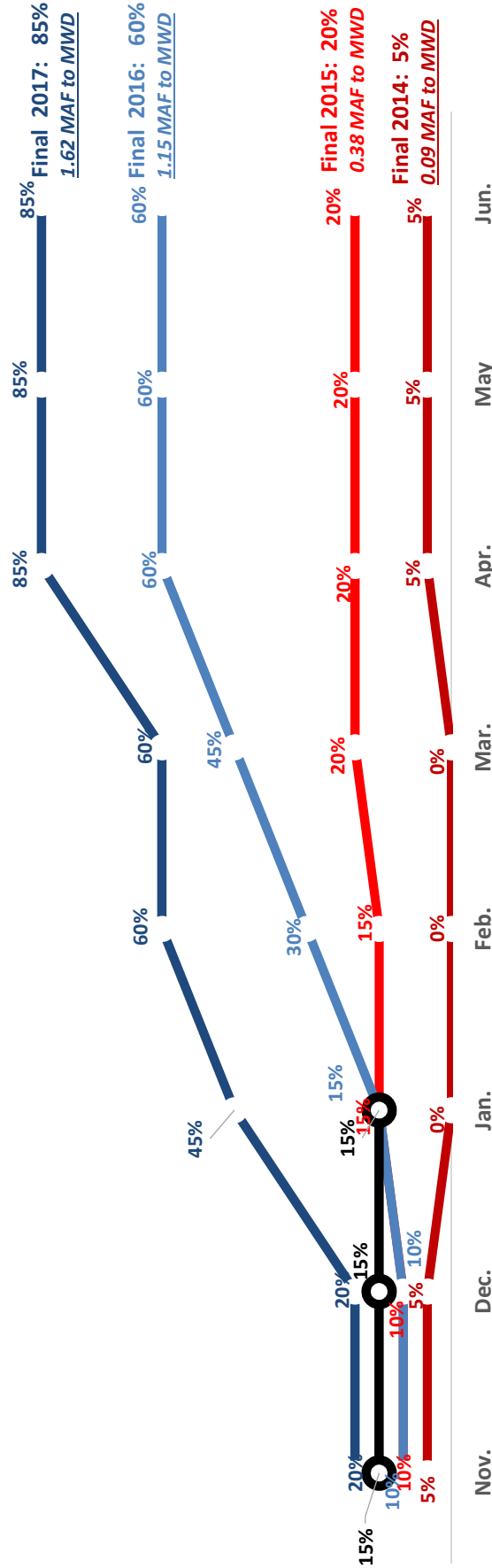




SWP TABLE A ALLOCATION

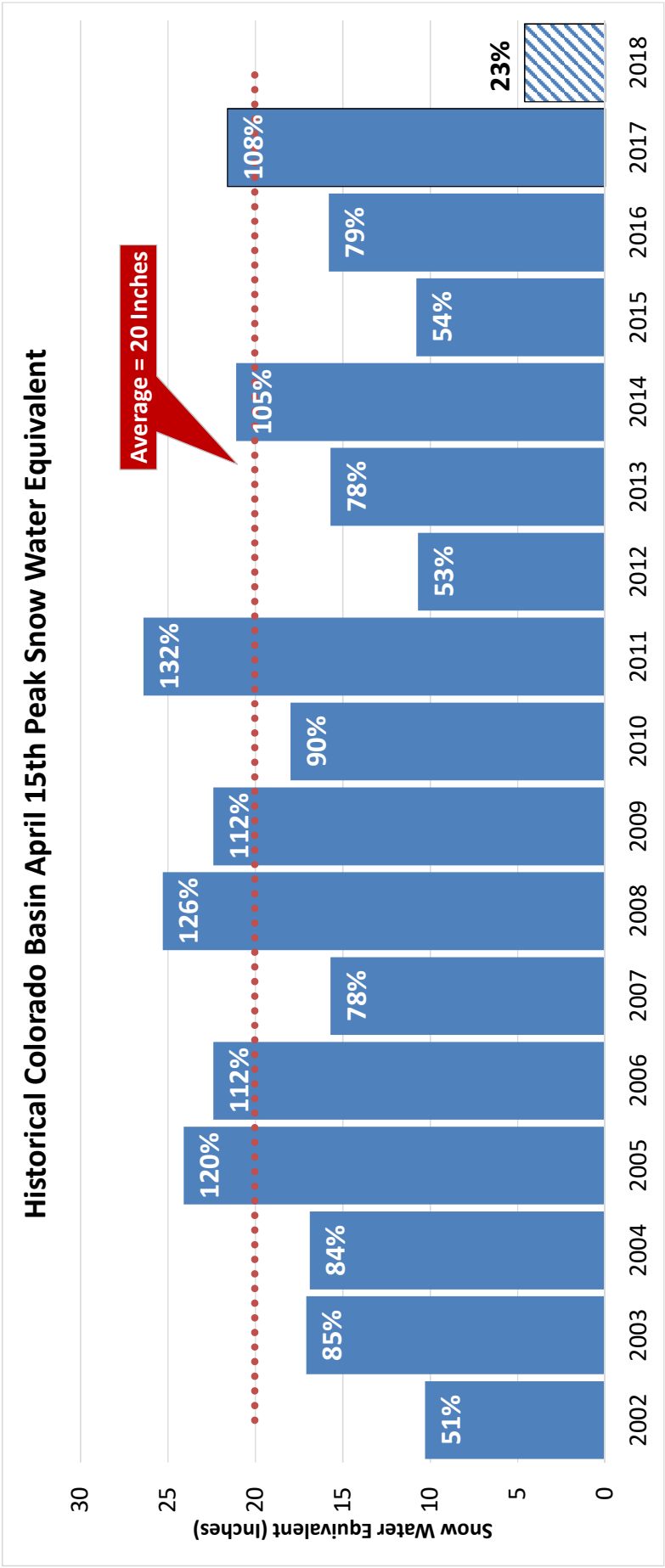
FOR STATE WATER PROJECT CONTRACTORS

Final 2018: ???



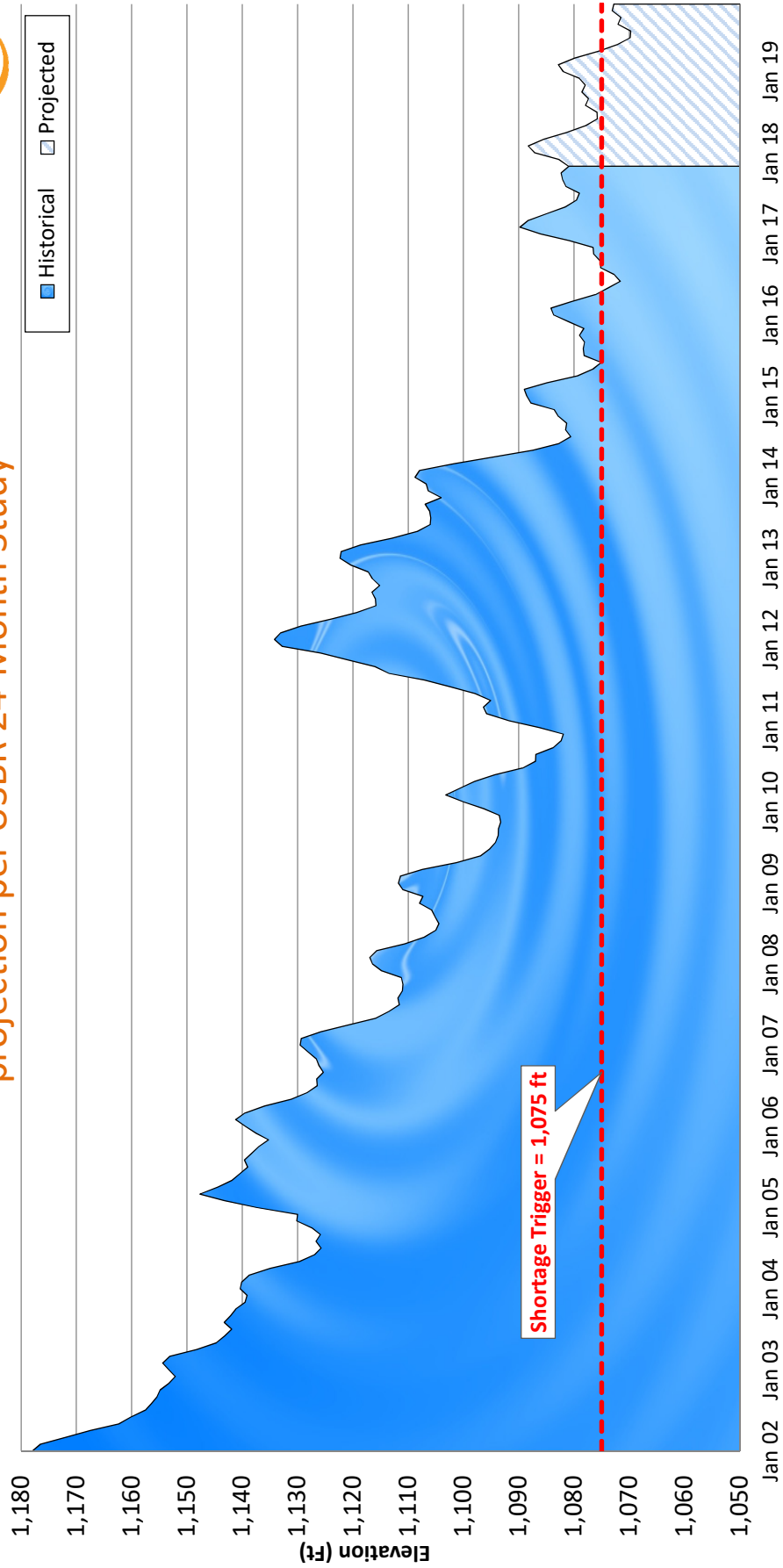
Historical Northern California April 1st Peak Snow Water Equivalent







Lake Mead Levels: Historical and Projected projection per USBR 24-Month Study





Lake Powell Levels: Historical and Projected projection per USBR 24-Month Study

