

**SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF THE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**
Jointly with the
ADMINISTRATION & FINANCE COMMITTEE
January 8, 2014, 8:30 a.m.
MWDOC Conference Room 101

Committee:

Director Thomas, Chairman
Director Barbre
Director Osborne

Staff: R. Hunter, K. Seckel, C. Harris,
K. Davanaugh, J. Pfister

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 Report – December 2013
 - b. Disbursement Approval Report for the month of January 2014
 - c. Disbursement Ratification Report for the month of December 2013
 - d. GM Approved Disbursement Report for the month of December 2013
 - e. Water Use Efficiency Projects Cash Flow – December 31, 2013
 - f. Consolidated Summary of Cash and Investment – November 2013
 - g. OPEB Trust Fund monthly statement (to be emailed separately)

2. FINANCIAL REPORT
 - a. Combined Financial Statements and Budget Comparative for the period ending November 30, 2013
3. DISTRICT CONFERENCES
 - a. California Special District's Association "How to Become an Effective Board Member," January 23, 2014 at MWDOC

ACTION ITEMS

4. ADOPT RESOLUTION ESTABLISHING THE DISTRICT'S RETIREE HEALTH AND MEDICAL EXPENSE REIMBURSEMENT PLAN

FULL BOARD TO CONVENE FOR ACTION ON THE FOLLOWING ITEM:

5. AUTHORIZE GENERAL MANAGER TO EXECUTE CHANGE ORDER FOR ACCO ENGINEERED SYSTEMS, INC. TO INSTALL THREE NEW VARIABLE AIR VALVE BOXES (VAV) FOR THE DISTRICT'S HVAC SYSTEM

BOARD ADJOURNS

ADMINISTRATION & FINANCE COMMITTEE RESUMES

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.)

6. MONTHLY WATER USAGE DATA, TIER 2 PROJECTION & WATER SUPPLY INFORMATION
7. FY 2014/15 BUDGET SCHEDULE
8. DEPARTMENT ACTIVITIES REPORTS
 - a. Administration
 - b. Finance and Information Technology

OTHER ITEMS

9. 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 2013

WATER REVENUES

Date	From	Description	Amount
12/02/13	City of Seal Beach	October 2013 Water deliveries	128,630.17
12/02/13	City of La Palma	October 2013 Water deliveries	115,843.21
12/06/13	South Coast Water District	October 2013 Water deliveries	442,574.68
12/06/13	East Orange County Water District	October 2013 Water deliveries	563,745.35
12/06/13	City of Fountain Valley	October 2013 Water deliveries	388,260.01
12/06/13	City of Buena Park	October 2013 Water deliveries	256,756.17
12/06/13	City of Brea	October 2013 Water deliveries	303,450.19
12/06/13	City of Huntington Beach	October 2013 Water deliveries	730,442.83
12/06/13	City of San Clemente	October 2013 Water deliveries	744,814.59
12/09/13	El Toro Water District	October 2013 Water deliveries	735,320.39
12/09/13	City of Garden Grove	October 2013 Water deliveries	668,256.19
12/10/13	City of Newport Beach	October 2013 Water deliveries	842,301.55
12/11/13	Serrano Water District	October 2013 Water deliveries	183,438.61
12/11/13	City of Westminster	October 2013 Water deliveries	511,080.15
12/12/13	Santa Margarita Water District	October 2013 Water deliveries	2,286,323.15
12/12/13	Yorba Linda Water District	October 2013 Water deliveries	846,228.57
12/12/13	City of Orange	October 2013 Water deliveries	795,123.17
12/13/13	Laguna Beach County Water District	October 2013 Water deliveries	304,056.79
12/13/13	Orange County Water District	October 2013 Water deliveries	4,545,483.09
12/13/13	City of San Juan Capistrano	October 2013 Water deliveries	430,085.61
12/13/13	Trabuco Canyon Water District	October 2013 Water deliveries	12,413.17
12/13/13	Irvine Ranch Water District	October 2013 Water deliveries	413,370.69
12/13/13	Moulton Niguel Water District	October 2013 Water deliveries	2,356,587.64
12/13/13	Golden State Water Company	October 2013 Water deliveries	446,135.92
12/13/13	Mesa Water	October 2013 Water deliveries	631,394.81
12/13/13	Santiago Aqueduct Commission	October 2013 Water deliveries	176,788.13
12/18/13	City of La Habra	November 2013 Water deliveries	12,819.05
12/20/13	City of Huntington Beach	November 2013 Water deliveries	268,502.00
12/23/13	City of Buena Park	November 2013 Water deliveries	191,627.03
12/27/13	City of Brea	November 2013 Water deliveries	197,594.08
TOTAL REVENUES			\$ 20,529,446.99

Municipal Water District of Orange County
REVENUE / CASH RECEIPT REPORT
December 2013

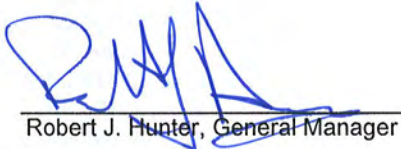
MISCELLANEOUS REVENUES

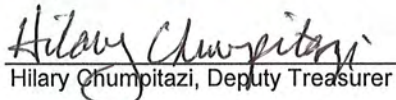
Date	From	Description	Amount
12/26/13	Jemal Public Affairs	10/23/13 Water policy dinner	75.00
12/06/13	Stan Sprague	December 2013 Retiree medical premium	250.13
12/26/13	Stan Sprague	January 2014 Retiree medical premium	259.97
12/23/13	Phil Letrong	Jan-Mar 2014 Retiree medical premium	39.60
12/30/13	Lorraine Roy	Jan-Mar 2014 Retiree medical premium	31.94
12/26/13	Beverly Crowe	Jan-May 2014 Retiree medical premium	35.80
12/23/13	Susan Hunt	January 2014 COBRA Health premium	617.96
12/13/13	Anthony Carreira	Movie tickets	96.00
12/18/13	Kelly Hubbard	Movie tickets	56.00
12/23/13	5 Checks	Movie tickets	292.50
12/26/13	3 Checks	Movie tickets	415.00
12/16/13	NSFE LLC	Refund for job posting	100.00
12/23/13	Irvine Ranch Water District	Additional deposit for plan check	70,200.00
12/02/13	Moulton Niguel Water District	August 2013 Smartimer rebate program	225.00
12/02/13	Moulton Niguel Water District	September 2013 Smartimer rebate program	136.55
12/13/13	City of Huntington Beach	October 2013 Smartimer rebate program	75.00
12/16/13	Santa Margarita Water District	October 2013 Smartimer rebate program	225.00
12/20/13	2 Checks	October 2013 Smartimer rebate program	225.00
12/23/13	2 Checks	October 2013 Smartimer rebate program	150.00
12/06/13	City of Orange	October 2013 Smartimer & Turf Removal rebate program	180.00
12/09/13	Golden State Water Company	October 2013 Turf Removal rebate program	105.00
12/02/13	Golden State Water Company	October 2013 So Cal Watersmart rebate program	2,162.94
12/16/13	Santa Margarita Water District	October 2013 So Cal Watersmart rebate program	3,108.94
12/30/13	Golden State Water Company	November 2013 So Cal Watersmart rebate program	355.00
12/03/13	Bureau of Reclamation	Apr-Oct 2013 Spray to Drip Conversion Pilot Project	1,447.61
12/03/13	Bureau of Reclamation	Apr-Sep 2013 CA Sprinkler Adjustment Subscription system	10,834.50
12/03/13	Bureau of Reclamation	Apr-Sep 2013 HOA Training, Certification & Retrofit program	16,820.47
12/03/13	Bureau of Reclamation	Apr-Sep 2013 Hotel Water Smart program	50,546.50
12/03/13	Bureau of Reclamation	Apr-Sep 2013 Industrial Process Water Use phase 1	13,822.58
12/03/13	Bureau of Reclamation	Apr-Sep 2013 Industrial Process Water Use phase 2	5,549.91
12/03/13	Bureau of Reclamation	Apr-Sep 2013 Smart Irrigation Timer rebate program	27,311.50
12/03/13	Bureau of Reclamation	Apr-Sep 2013 Water Efficient Site Certification & Smartimer program	2,903.35
12/11/13	Irvine Ranch Water District	October 2013 Landscape Performance Certification program	750.00
12/16/13	South Coast Water District	FY 12-13 O & M Costs of the EOCF #2	1,087.76
12/17/13	City of Newport Beach	FY 12-13 O & M Costs of the EOCF #2	8,590.48
12/17/13	Irvine Ranch Water District	FY 12-13 O & M Costs of the EOCF #2	66,628.21
12/18/13	East Orange County Water District	FY 12-13 O & M Costs of the EOCF #2	17,772.33
12/19/13	City of Orange	FY 12-13 O & M Costs of the EOCF #2	14,339.96
12/20/13	City of Huntington Beach	FY 12-13 O & M Costs of the EOCF #2	8,671.09
12/20/13	City of San Clemente	FY 12-13 O & M Costs of the EOCF #2	1,223.72
12/23/13	City of San Juan Capistrano	FY 12-13 O & M Costs of the EOCF #2	20,395.41
12/23/13	Laguna Beach County Water District	FY 12-13 O & M Costs of the EOCF #2	2,039.54
12/23/13	Moulton Niguel Water District	FY 12-13 O & M Costs of the EOCF #2	61,186.24
12/23/13	Santa Margarita Water District	FY 12-13 O & M Costs of the EOCF #2	24,606.23
12/26/13	Mesa Water	FY 12-13 O & M Costs of the EOCF #2	19,240.04

Municipal Water District of Orange County
REVENUE / CASH RECEIPT REPORT
December 2013

MISCELLANEOUS REVENUES

Date	From	Description	Amount
12/02/13	City of San Juan Capistrano	FY 13-14 Choice billing	59,745.49
12/02/13	Yorba Linda Water District	FY 13-14 Choice billing	19,327.42
12/09/13	City of Seal Beach	FY 13-14 Choice billing	7,699.93
12/13/13	City of Huntington Beach	FY 13-14 Choice billing	72,152.17
TOTAL MISCELLANEOUS REVENUES			<u>\$ 614,185.77</u>
TOTAL REVENUES			<u><u>\$ 21,143,632.76</u></u>


Robert J. Hunter, General Manager


Hilary Chumipitazi, Deputy Treasurer

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of January 2014**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
Core Expenditures:		
OCT-DEC13	ACWA Joint Powers	
	October-December 2013 Workers Compensation insurance	5,351.00
	*** Total ***	5,351.00
26233/26234	Aleshire & Wynder LLP	
	November 2013 Legal services	4,968.50
	*** Total ***	4,968.50
10006 10052	Awards & Trophies Co., Inc.	
	Office name plate for H. Chumpitazi	15.88
	Service award for J. Pfister	135.00
	*** Total ***	150.88
55401-NOV13	Best Best and Krieger LLP	
	November 2013 Legal services	29,247.01
	*** Total ***	29,247.01
HP92986	CDW	
	Backup software for exchange server	649.00
	*** Total ***	649.00
XR8WAECAB36413	Constant Contact	
	January-December 2014 Constant Contact e-mail marketing service	1,638.00
	*** Total ***	1,638.00
5-537139	FoodCraft Coffee & Refreshment	
	12/2/13 Coffee & tea supplies	249.88
	*** Total ***	249.88
19964326	Fry's Electronics	
	12/10/13 Computer supplies	8.63
	*** Total ***	8.63
1793242	Humanscale Corporation	
	Ergonomic keyboard tray with installation for L. Gunawan	267.24
	*** Total ***	267.24
105-1213	James C. Barker, P.C.	
	December 2013 Federal legislative advocacy services	7,000.00
	*** Total ***	7,000.00
2456	Karen's Detail Custom Frames	
	Framing of service certificate for K. Seckel	97.20
	*** Total ***	97.20

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of January 2014**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	<i>Lewis Consulting Group, LLC</i>	
1293	December 2013 Professional services	3,125.00
	*** Total ***	3,125.00
	<i>Metropolitan Water District</i>	
40563	FY 12-13 Operation & maintenance cost for East Orange County Feeder #2	245,781.01
	*** Total ***	245,781.01
	<i>Norco Delivery Services</i>	
557799	11/27/13 Delivery charges for Board packets	206.98
	*** Total ***	206.98
	<i>Orange County Fast Print, Inc.</i>	
48724	1,000 Printed business cards	108.00
	*** Total ***	108.00
	<i>Orange County Water District</i>	
13334	November 2013 Office expense, postage & window replacement	15,082.13
	*** Total ***	15,082.13
	<i>Patricia Kennedy Inc.</i>	
5333	January 2014 Plant maintenance	214.00
	*** Total ***	214.00
	<i>Petty Cash</i>	
121331	November-December 2013 Petty Cash reimbursement	203.96
	*** Total ***	203.96
	<i>Robert Half International</i>	
39000380	10/14/13-10/18/13 Services for Finance Department transition review	1,422.00
39211501	11/13/13 Services for Finance Department transition review	474.00
	*** Total ***	1,896.00
	<i>Top Hat Productions</i>	
88325	12/19/13 Lunch for Managers' meeting	673.11
	*** Total ***	673.11
	<i>Townsend Public Affairs, Inc.</i>	
9288	December 2013 State and Federal legislative advocacy services	12,500.00
	*** Total ***	12,500.00
	<i>Tustin Irvine Medical Group</i>	
00703324	11/20/13 New hire pre-employment exam	160.00
	*** Total ***	160.00

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of January 2014**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	<i>Union Bank, N.A.</i>	
840368	September-November 2013 Custodial bank services	625.00
	*** Total ***	625.00
	<i>Pauline D. Wennerstrom</i>	
121613	January-March 2014 Retiree medical premium	803.55
	*** Total ***	803.55
	<i>Total Core Expenditures</i>	331,006.08

Choice Expenditures:

	<i>Adapt Consulting, Inc</i>	
21465B	250 Window clings for Water Smart Home program	271.81
	*** Total ***	271.81
	<i>Discovery Science Center</i>	
113013MWDOC	November 2013 School program	14,755.75
	*** Total ***	14,755.75
	<i>Top Hat Productions</i>	
88237	12/5/13 Lunch for WUE workgroup meeting	430.76
	*** Total ***	430.76
	<i>Total Choice Expenditures</i>	15,458.32

Other Funds Expenditures:

	<i>ACWA Joint Powers</i>	
OCT-DEC13	October-December 2013 Workers compensation insurance	242.00
	*** Total ***	242.00
	<i>AquaFicient Consulting</i>	
02-055	November 2013 Landscape Performance Certification program funded by IRWD & MET	1,500.00
	*** Total ***	1,500.00
	<i>Arizona Trailer Specialists</i>	
12428	1 Potable water trailer	33,152.00
	*** Total ***	33,152.00
	<i>The Boeing Company</i>	
121113B	Incentive payment for Industrial Process Water Use Reduction program-Phase II	37,924.96
	*** Total ***	37,924.96

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of January 2014**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	ConserVision Consulting, LLC	
LPCP-213	November 2013 Consulting services for Landscape Performance Certification program	7,029.00
	*** Total ***	7,029.00
	City of Newport Beach	
24370	10/1/13-10/30/13 Activity for residential WBIC & Rotating Nozzle installation program	3,668.00
24372	10/15/13-11/14/13 Activity for commercial WBIC & Rotating Nozzle installation program	5,370.00
	*** Total ***	9,038.00
	Turf Removal Program	
TR4-ET-001	K. Pascoo-Moreno	1,379.00
TR4-GSWC-002	E. Woo	708.00
TR4-HB-006	M. Sugranes	761.00
TR4-HB-008	A. Boucher	1,090.00
TR4-IRWD-009	Z. Brenner	802.50
TR4-IRWD-011	K. Pan	3,555.00
TR4-IRWD-013	I. Morrell	1,800.00
TR4-IRWD-017	K. Huxman	721.50
TR4-MESA-001	D. Haynes	616.50
TR4-SC-003	N. Ryffel	889.00
TR4-SC-004	J. Shultz	3,392.00
TR4-SC-005	K. Wright	1,107.00
TR4-SC-009	J. Elston	1,000.00
TR4-SC-010	K. Wareham	410.00
TR4-SM-006	J. Clark	962.00
TR4-SOCO-003	K. Shoaf	1,375.00
TR4-SOCO-006	N. Erhardt	1,509.00
TR4-TC-004	R. Goodbrand	509.00
	*** Total ***	22,586.50
	URS Corporation Americas	
5736918	October 2013 Professional services for Industrial Process Water Use Reduction program	2,390.00
	*** Total ***	2,390.00
	WaterWise Consulting, Inc.	
2968	December 2013 Professional services for Hotel program	6,820.00
	*** Total ***	6,820.00
	Total Other Funds Expenditures	120,682.46
	Total Expenditures	467,146.86

**Municipal Water District of Orange County
Disbursement Ratification Report
For the month of December 2013**

<i>Check #</i>	<i>Date</i>	<i>Vendor # Invoice/CM #</i>	<i>Name / Description</i>	<i>Net Amount</i>
Core Disbursements:				
125428	12/5/13	TIMEWA 5210-DEC13	Time Warner Cable December 2013 Telephone and internet expense ***Total ***	929.73 929.73
125429	12/13/13	ACKEEX/ACKERC 113013	Linda Ackerman November 2013 Business expense	63.28
125430		NOV2013	November 2013 MET Director's compensation ***Total ***	1,861.60 1,924.88
125436	12/13/13	C3OFFI INV22328	C3 Office Solutions LLC November 2013 Copier maintenance ***Total ***	216.72 216.72
125438	12/13/13	CLARKW 113013	Wayne Clark November 2013 Business expense ***Total ***	116.39 116.39
125440	12/13/13	DELAGE 20182626	De Lage Landen Public Finance December 2013 Copier lease ***Total ***	509.00 509.00
125450	12/13/13	IRONMO JBD1646	Iron Mountain December 2013 Storage/retrieval of archived documents ***Total ***	470.07 470.07
125458	12/13/13	HUNTER 091813 102913	Robert J. Hunter September 2013 Business expense July & October 2013 Business expense ***Total ***	175.84 1,341.63 1,517.47
125463	12/13/13	TIMEWA 3564-DEC13	Time Warner Cable December 2013 Telephone expense for 4 analog fax lines ***Total ***	126.73 126.73
125484	12/13/13	VERIZO 9715521147	Verizon Wireless November 2013 4G Mobile broadband unlimited service ***Total ***	38.01 38.01
125485	12/13/13	LAMVIV 112613	Vivian Lam October 2013 Business expense ***Total ***	41.81 41.81
ACH000761	12/13/13	BARBCO 113013	Brett Barbre November 2013 MET Director's compensation ***Total ***	2,327.00 2,327.00

**Municipal Water District of Orange County
Disbursement Ratification Report
For the month of December 2013**

<i>Check #</i>	<i>Date</i>	<i>Vendor # Invoice/CM #</i>	<i>Name / Description</i>	<i>Net Amount</i>
	12/13/13	DICKCO	Larry Dick	
ACH000763		NOV2013	November 2013 MET Director's compensation	2,094.30
ACH000764		113013	November 2013 Business expense	161.63
			***Total ***	2,255.93
	12/13/13	HINMAN	Susan Hinman	
ACH000766		113013	November 2013 Business expense	279.03
			***Total ***	279.03
	12/13/13	OUWERK	Jessica H. Ouwerkerk	
ACH000771		113013	November 2013 Business expense	94.54
			***Total ***	94.54
	12/13/13	THOMAS	Jeffery Thomas	
ACH000773		113013	November 2013 Business expense	174.81
			***Total ***	174.81
	12/30/13	C3OFFI	C3 Office Solutions LLC	
125487		INV22627	December 2013 Copier maintenance	216.72
			***Total ***	216.72
	12/30/13	HEDGES	Steve Hedges	
125491		120513	October-December 2013 Business expense	186.13
			***Total ***	186.13
	12/30/13	USBANK	U.S. Bank	
125497		NOV2013	10/23/13-11/22/13 Cal Card charges	3,124.94
			***Total ***	3,124.94
			(See attached sheet for details)	
	12/30/13	BERGJO	Joseph Berg	
ACH000777		121013	November-December 2013 Business expense	491.32
			***Total ***	491.32
	12/30/13	DELATO	Harvey De La Torre	
ACH000778		121713	November-December 2013 Business expense	914.59
			***Total ***	914.59
			Total Core Disbursements	15,955.82

**Municipal Water District of Orange County
Disbursement Ratification Report
For the month of December 2013**

<i>Check #</i>	<i>Date</i>	<i>Vendor # Invoice/CM #</i>	<i>Name / Description</i>	<i>Net Amount</i>
Choice Disbursements:				
ACH000771	12/13/13	OUWERK 113013	Jessica H. Ouwerkerk November 2013 Business expense	126.70
			***Total ***	126.70
			Total Choice Disbursements	126.70
Other Funds Disbursements:				
125425	12/5/13	ATTEOC 4492-NOV13 8200-NOV13 0532-NOV13	AT&T November 2013 S. EOC telephone expense November 2013 N. EOC telephone expense November 2013 N. EOC dedicated phone line ***Total ***	215.62 151.53 108.49 475.64
125445	12/13/13	GALYON 113013	Brent Galyon November 2013 Business expense ***Total ***	209.65 209.65
125447	12/13/13	HOMED1 7785-NOV13	Home Depot Credit Services Push broom for WEROC N. EOC ***Total ***	29.14 29.14
125448	12/13/13	HUBBAR 101813/103113A 113013	Kelly Hubbard October 2013 Business expense November 2013 Business expense ***Total ***	259.86 233.55 493.41
125489	12/30/13	CATALI 0009474	Catalina Island Conservancy December 2013 WEROC radio repeater site lease ***Total ***	1,413.64 1,413.64
125492	12/30/13	HUBBAR 093013	Kelly Hubbard August-September 2013 Business expense ***Total ***	147.35 147.35
125495	12/30/13	SANTAM OCT2013	Santa Margarita Water District October 2013 SCP Operation surcharge ***Total ***	31,080.15 31,080.15
125497	12/30/13	USBANK NOV2013	U.S. Bank 10/23/13-11/22/13 Cal Card charges ***Total *** (See attached sheet for details)	692.63 692.63

**Municipal Water District of Orange County
Disbursement Ratification Report
For the month of December 2013**

<i>Check #</i>	<i>Date</i>	<i>Vendor # Invoice/CM #</i>	<i>Name / Description</i>	<i>Net Amount</i>
WIRE-131230	12/30/13	METWAT 7840	Metropolitan Water District October 2013 Water deliveries	19,652,766.71
			***Total ***	19,652,766.71
Total Other Funds Disbursements				<u>19,687,308.32</u>
Total Disbursements				<u><u>19,703,390.84</u></u>


Robert J. Hunter, General Manager


Hilary Chumpitazi, Deputy Treasurer

Cal Card Statement Detail
Statement Date: November 22, 2013
Payment Date: December 30, 2013

Date	Description	Amount
<u>Karl's Card</u>		
10/22/13	UPS delivery charges for Board & Committee packets on Oct. 8, 10 & 15, 2013	\$ 113.78
10/22/13	Lunch for CPR & First Aid training	158.50
10/29/13	FedEx delivery charges for CSDA on Oct. 25, 2013	22.52
10/30/13	Staff development luncheon on Oct. 31, 2013	87.58
10/31/13	Flowers for MWDOC Director	83.13
11/05/13	UPS delivery charges for Board & Committee packets on Oct. 29, 2013	67.58
11/06/13	ACWA Fall conference in Los Angeles, CA from Dec. 3-6, 2013 - Refund for reduced registration for Director Hinman	(420.00)
11/06/13	Lunch for Administration staff training	56.57
11/07/13	Sandwiches for Elected Officials meeting on Nov. 7, 2013	673.73
11/12/13	UPS delivery charges for Board & Committee packets on Oct. 31, 2013	61.69
11/14/13	Annual subscription for Jobs Available service	30.00
11/14/13	Lunch for O.C. MET Caucus on Nov. 14, 2013	207.00
11/15/13	California Department of Parks & Recreation meeting in Sacramento, CA on Jan. 13, 2014 - Airfare for R. Hunter	153.80
11/15/13	California Urban Water Conservation Council Plenary meeting in Santa Rosa, CA from Dec. 10-12, 2013 - Airfare for J. Berg	156.80
11/19/13	Breakfast for WEROC training on Nov. 19, 2013	274.95
11/19/13	Lunch for WEROC training on Nov. 19, 2013	365.89
11/19/13	UPS delivery charges for Board & Committee packets on Nov. 14, 2013	5.91
11/19/13	Office supplies from Costco	428.16
11/19/13	Get well flowers for staff member	77.73
11/19/13	Annual subscription for Adobe PDF to Word converter	23.88
11/20/13	Emergency supplies	436.67
Total		<u>\$ 3,065.87</u>

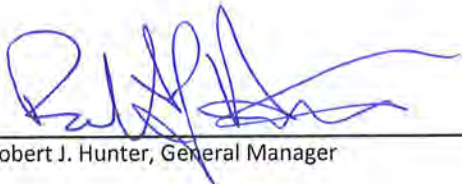
Cal Card Statement Detail
Statement Date: November 22, 2013
Payment Date: December 30, 2013

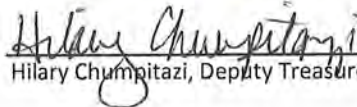
<u>Date</u>	<u>Description</u>	<u>Amount</u>
<u>Rob's Card</u>		
10/22/13-11/22/13	Meals for R. Hunter's meetings on various dates	\$ 651.70
11/20/13	Fastrak toll roads	100.00 ¹
	Total	<u>\$ 751.70</u>

¹ Prepayment for Fastrak, R. Hunter to reimburse MWDOC for any personal charges

Municipal Water District of Orange County
GM Approved Disbursement Report (1)
For the month of December 2013

<i>Check #</i>	<i>Date</i>	<i>Vendor # Invoice/CM #</i>	<i>Name / Description</i>	<i>Net Amount</i>
Core Disbursements:				
125426	12/5/13	DAVANK 111313	Kathryn Davanaugh Employee personal computer purchase loan	547.00
			***Total ***	547.00
125427	12/5/13	GOLDSB 120313	Maribeth Goldsby Employee personal computer purchase loan	1,579.82
			***Total ***	1,579.82
125482	12/13/13	USPOST 20895-2014	U.S. Postal Service 2014 Annual fee for P.O. Box rental	1,120.00
			***Total ***	1,120.00
125498	12/30/13	METOTH 122613	Metropolitan Water District Additional deposit for plan check to install an interconnection from Baker Treatment Plant to South County Pipeline	70,200.00
			***Total ***	70,200.00
Total Core Disbursements				<u>73,446.82</u>
Choice Disbursements:				
Total Choice Disbursements				<u>-</u>
Other Funds Disbursements:				
Total Other Funds Disbursements				<u>-</u>
Total Disbursements				<u><u>73,446.82</u></u>


 Robert J. Hunter, General Manager


 Hilary Chumpitazi, Deputy 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 12/31/13

	Jul 2013	Aug 2013	Sep 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	Jun 2014	TOTALS
Cash - Beginning Balance	\$ (204,195.07)	\$ (120,906.78)	\$ 153,254.44	\$ 203,884.71	\$ 194,437.45	\$ 86,512.97	\$ 306,283.78	\$ 306,283.78	\$ 306,283.78	\$ 306,283.78	\$ 306,283.78	\$ 306,283.78	
REVENUES:													
BUREC						129,236.42							\$ 129,236.42
City of Anaheim, Brea, Buena Park		75.00				75.00							\$ 150.00
City of Fountain Valley, Fullerton				84.96									\$ 84.96
City of Garden Grove, Huntington Beach	75.00	105.00	224.28	394.96		75.00							\$ 874.24
City of La Palma, La Habra, Newport Bch			9.96	150.00									\$ 309.96
City of Santa Ana, San Clemente	300.00	75.00	220.91										\$ 670.91
City of San Juan Capistrano	105.00	315.00		241.92									\$ 661.92
City of Tustin, Westminster	315.00	285.00	75.00	70.91	87.25	150.00							\$ 983.16
City of Orange, CUWCC	945.00	7,842.25	554.85	324.96		180.00							\$ 9,847.06
Department of Water Resources	6,502.95		91,318.70	11,804.40									\$ 109,626.05
East Orange County Water District													\$ -
El Toro Water District	7,198.83		2,743.20	2,796.39	4,569.99								\$ 17,308.41
Golden State Water Company	525.00		892.84	1,039.99	210.00	2,622.94							\$ 5,290.77
Irvine Ranch Water District	55,800.00		1,500.00	43,514.14	2,250.00	750.00							\$ 103,814.14
Laguna Beach County Water District			9.96			75.00							\$ 84.96
Mesa Water District	654.96		75.00			75.00							\$ 804.96
Metropolitan Water District	116,677.96	292,381.42	722.05	5,372.28	22,225.79	158,856.54							\$ 596,236.04
Moulton Niguel Water District, NRCS	234.96	75.00	491.97			361.55							\$ 1,163.48
MWDOC				54,000.00									\$ 54,000.00
Santa Margarita Water District	300.00	534.96	1,106.21	6,402.99	246.99	3,333.94							\$ 11,925.09
Serrano Water District													\$ -
South Coast Water District		143.00											\$ 143.00
State Water Resources Control Board		127,400.00											\$ 127,400.00
Yorba Linda Water District		75.00		159.98									\$ 234.98
Trabuco Canyon Water District													\$ -
Miscellaneous Revenues													
Interest Revenue	1.20												
Total Revenues	189,635.86	429,306.63	99,944.93	126,357.88	29,815.02	295,791.39	-	-	-	-	-	-	\$ 1,170,851.71
EXPENDITURES:													
Alliance for WUE, A&N Technical	11,070.00	3,295.00	2,170.00	1,143.50									17,678.50
Aquaficient, ABG Mktg,	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00							9,000.00
Bridgecreek landscape, Boeing													-
CA Lndscope Contractor, Chang's Lndscp													-
Conservation Consulting, LLC, Earthco	7,659.00	7,105.50	6,858.00	7,818.75	7,326.00	7,175.25							43,942.50
City of Buena Park, City of Newport Bch	54,622.00	31,700.00			95,532.00	16,632.00							198,486.00
City of San Clemente, San Juan Cap		105.00											105.00
City of Tustin, City of Westminster		210.00		439.50									649.50
EOCWD, El Toro WD, Fountain Valley													-
Eco friendly landscape, EIS		8,850.00											8,850.00
Federal Express, Glen's Landscaping													-
Garden Grove, Hotel Prog part, IRWD					6,350.00								6,350.00
MET, MESA, MNWD				8,060.72									8,060.72
Mesa on RCD, Oakley, Paradise Designs	10,398.07	8,684.21	7,246.00	22,135.63		21,301.33							69,765.24
Rhodes Fin Consultants, Santa Rosa													-
SHWD, SCWD				3,115.02									3,115.02
Terra Firma, Turf Removal, URS Corp	16,118.50	90,345.70	21,493.77	84,789.00	23,521.50	29,412.00							265,680.47
Water Landscaping, Waterwise Consult	4,980.00	3,350.00	2,050.00	1,700.00	3,510.00								15,590.00
YSD													-
Miscellaneous Expenses													
Interest Expense				41.86									41.86
Salary & Benefit			7,996.89	5,061.16									13,058.05
Total Expenditures	106,347.57	155,145.41	49,314.66	135,805.14	137,739.50	76,020.58	-	-	-	-	-	-	\$ 660,372.86
Cash - Ending Balance	\$ (120,906.78)	\$ 153,254.44	\$ 203,884.71	\$ 194,437.45	\$ 86,512.97	\$ 306,283.78	\$ 306,283.78	\$ 306,283.78	\$ 306,283.78	\$ 306,283.78	\$ 306,283.78	\$ 306,283.78	



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

November 30, 2013

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

Larry D. Dick
Director

Wayne A. Clark
Director

Susan Hinman
Director

Wayne Osborne
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	1,326,960	14.62%
Grant & Project Cash Flow	1,000,000	11.02%
Building Repair	239,491	2.64%
Total Designated Reserves	2,566,451	28.28%
General Fund	4,994,614	55.05%
Water Fund	1,393,024	15.35%
Conservation Fund	86,513	0.95%
Desalination Feasibility Study Fund	334,062	3.68%
WEROC Fund	126,593	1.40%
Water Trailers Grant	(431,000)	-4.75%
Trustee Activities	4,015	0.04%
Total	9,074,272	100.00%

The funds are invested as follows:

Term of Investment	% of Portfolio	Book Value	Market Value
Cash	0.82%	74,520	\$ 74,520
Short-term investment			
• LAIF	49.97%	4,534,236	4,534,236
• OCIP	26.01%	2,360,238	2,360,238
Long-term investment			
• Misc. Securities	22.10%	2,005,278	2,083,648
• Certificates of Deposit	1.10%	100,000	99,293
Total	100.00%	\$9,074,272	\$9,151,935

The average number of days to maturity/call as of November 30, 2013 equaled 152 and the average yield to maturity is 0.947%. During the month, the District's average daily balance was \$17,781,493.58. 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 2013.

The \$77,663 difference between the book value and the market value on November 30, 2013 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

Judy Pfister
Deputy Treasurer

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY



Portfolio Management - Portfolio Summary November 30, 2013

	Par Value	Market Value	Book Value	% of Portfolio	Days to Mat/Call	YTM @ Cost
Certificates of Deposit - Bank	100,000.00	99,293.00	100,000.00	1.11	1150	1.050
Local Agency Investment Funds	4,534,236.18	4,534,236.18	4,534,236.18	50.41	1	0.263
Miscellaneous Securities - Coupon	2,000,000.00	2,083,647.50	2,005,277.66	22.24	623	3.346
Orange County Investment Pool	2,360,238.34	2,360,238.34	2,360,238.34	26.24	1	0.222
Total Investments	8,994,474.52	9,077,415.02	8,999,752.18	100.00%	152	0.947

Cash						
Passbook Checking	74,520.02	74,520.02	74,520.02		1	0.00
Total Cash and Investments	9,068,994.54	9,151,935.04	9,074,272.20		152	0.947

Total Earnings	Month Ending November	Fiscal Year to Date
Current Year	8,750.38	47,991.16
Average Daily Balance	17,781,493.58	
Effective Rate of Return	0.947%	

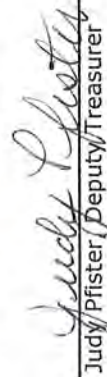
We certify that this report reflects the cash and investments of the Municipal Water District of Orange County and is in conformity with the Government Code requirements and the District Investment Policy and Guidelines in effect at the time of investment. The Investment Program herein shown provides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



Robert J. Hunter, General Manager

12.26.13

Date



Judy Pfister, Deputy Treasurer

12/26/13

Date

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Portfolio Management
Long-Term Portfolio Details - Investments
November 30, 2013

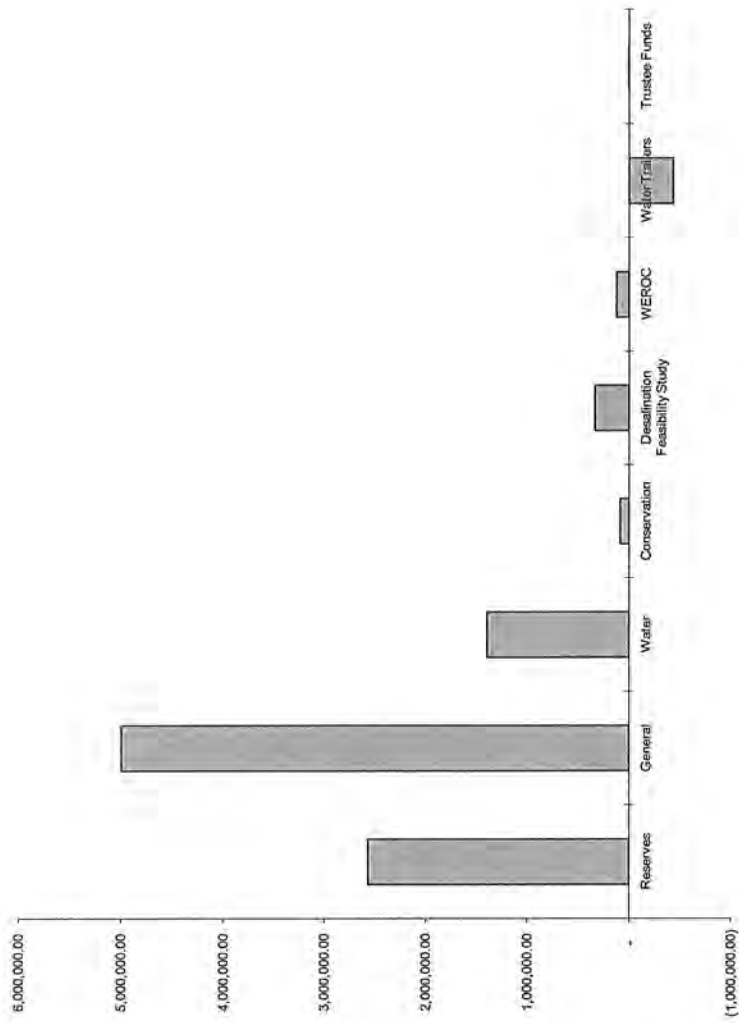
Issuer	CUSIP/Ticker	Settlement Date	Par Value	Market Value	Book Value	Coupon Rate	YTM @ Cost	Days To Call/Maturity	Maturity Date
Certificate of Deposit - Bank									
Goldman Sachs Bank	38143A4T9	1/23/2013	100,000.00	99,293.00	100,000.00	1.050	1.050	1150	1/23/2017
Sub Total			100,000.00	99,293.00	100,000.00	1.050	1.050	1150	
Miscellaneous Securities - Coupon									
Bank of America	06051GED7	10/14/2010	250,000.00	261,852.50	252,828.49	3.700	3.000	640	9/1/2015
JPMorgan Chase	46825HHR4	11/23/2010	250,000.00	259,915.00	252,558.24	3.400	2.700	571	6/24/2015
MetLife Global	59217GAD1	2/25/2011	500,000.00	521,280.00	501,148.68	3.125	3.007	772	1/11/2016
Morgan Stanley	61747YCT0	3/9/2011	500,000.00	522,270.00	499,483.52	3.450	3.508	702	11/2/2015
UBS Financial Services	90261XFY3	6/10/2010	500,000.00	518,330.00	499,258.73	3.500	4.020	411	1/15/2015
Sub Total			2,000,000.00	2,083,647.50	2,005,277.66	3.500	3.346	623	
Total Investments			2,100,000.00	2,182,940.50	2,105,277.66	3.383	3.237	648	
Total Earnings									
Current Year		Month Ending November	5,489.73	Fiscal Year To Date	28,958.30				

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Portfolio Management
Short-Term Portfolio Details - Cash and Investments
November 30, 2013

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	4,534,236.18	4,534,236.18	4,534,236.18	0.263	0.263	1	N/A
Sub Total			4,534,236.18	4,534,236.18	4,534,236.18	0.263	0.263	1	
Orange County Investment Pool									
County of Orange LGIP	OCIP	6/29/2005	2,360,238.34	2,360,238.34	2,360,238.34	0.222	0.222	1	N/A
Sub Total			2,360,238.34	2,360,238.34	2,360,238.34	0.222	0.222	1	
Total Investments			6,894,474.52	6,894,474.52	6,894,474.52	0.249	0.249		
Passbook Checking									
Bank of America Cash	CASH0547	7/1/2011	74,020.02	74,020.02	74,020.02	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			74,520.02	74,520.02	74,520.02	0.000	0.000	1	
Total Cash and Investments			6,968,994.54	6,968,994.54	6,968,994.54	0.249	0.249	1	
Total Earnings									
Current Year		Month Ending November	Fiscal Year To Date						
		3,260.65	19,032.86						

**Municipal Water District of Orange County
Cash and Investments at November 30, 2013**

ALLOCATION	AMOUNT	%
MWDOC		
Designated Reserves		
General	\$ 1,326,960	14.62%
Grant & Project Cash Flow	1,000,000	11.02%
Building Repair	239,491	2.64%
Total Designated Reserves	2,566,451	28.28%
General	4,994,614	55.05%
Water	1,393,024	15.35%
Conservation	86,513	0.95%
Desalination Feasibility Study	334,062	3.68%
WEROC	126,593	1.40%
Water Trailers	(431,000)	-4.75%
TOTAL MWDOC	\$ 9,070,257	99.96%
TRUSTEE ACTIVITIES		
AMP Sales Admin	\$ 4,015	0.04%
TOTAL TRUSTEE ACTIVITIES	\$ 4,015	0.04%
TOTAL CASH & INVESTMENTS	\$ 9,074,272	100.00%



MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
COMBINED FINANCIAL STATEMENTS
AND
BUDGET COMPARATIVE
JULY 1, 2012 THRU NOVEMBER 30, 2013

**Municipal Water District of Orange County
Combined Balance Sheet
As of November 30, 2013**

<u>ASSETS</u>	Amount
Cash in Bank	74,520.02
Investments	8,999,752.18
Accounts Receivable	37,319,096.92
Accounts Receivable - Other	152,982.68
Accrued Interest Receivable	28,257.50
Prepays/Deposits	249,723.47
Leasehold Improvements	2,796,412.08
Furniture, Fixtures & Equipment	536,387.64
Less: Accum Depreciation	(2,364,968.77)
TOTAL ASSETS	<u><u>\$47,792,163.72</u></u>
 <u>LIABILITIES AND FUND BALANCES</u>	
Liabilities	
Accounts Payable	36,537,276.03
Accrued Salaries and Benefits Payable	255,534.48
Other Liabilities	461,981.79
Other post employment benefits (OPEB) liabilities	31,956.00
Unearned Revenue	1,188,194.86
Total Liabilities	<u><u>38,474,943.16</u></u>
 Fund Balances	
Restricted Fund Balances	
Water Fund - T2C	1,010,448.00
Water Fund - CC	90,285.64
Total Restricted Fund Balances	<u><u>1,100,733.64</u></u>
Unrestricted Fund Balances	
Designated Reserves	
General Operations	1,295,004.30
Grant & Project Cash Flow	1,000,000.00
Building Repair	239,491.00
Total Designated Reserves	<u><u>2,534,495.30</u></u>
GENERAL FUND	1,612,576.09
WEROC	49,543.25
Total Unrestricted Fund Balances	<u><u>4,196,614.64</u></u>
Excess Revenue over Expenditures	
Operating Fund	4,074,467.03
Other Funds	(54,594.75)
Total Fund Balance	<u><u>9,317,220.56</u></u>
 TOTAL LIABILITIES AND FUND BALANCES	<u><u>\$47,792,163.72</u></u>

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
General Fund
From July thru November 2013

	Month to Date	Year to Date	Annual Budget	% Used	Encumbrance	Budget Remaining
<u>REVENUES</u>						
Retail Connection Charge	0.00	5,129,804.40	5,121,824.00	100.16%	0.00	(7,980.40)
Water Increment	42,193.00	428,103.69	709,840.00	60.31%	0.00	281,736.31
Water rate revenues	42,193.00	5,557,908.09	5,831,664.00	95.31%	0.00	273,755.91
Interest Revenue	8,471.70	46,703.88	138,000.00	33.84%	0.00	91,296.12
Subtotal	50,664.70	5,604,611.97	5,969,664.00	93.88%	0.00	365,052.03
Choice Programs	0.00	907,845.48	1,040,259.00	87.27%	0.00	132,413.52
Miscellaneous Income	177.53	1,741.16	3,000.00	58.04%	0.00	1,258.84
School Contracts	5,940.48	14,111.76	70,000.00	20.16%	0.00	55,888.24
Subtotal	6,118.01	923,698.40	1,113,259.00	82.97%	0.00	189,560.60
TOTAL REVENUES	56,782.71	6,528,310.37	7,082,923.00	92.17%	0.00	554,612.63

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
General Fund
From July thru November 2013

	Month to Date	Year to Date	Annual Budget	% Used	Encumbrance	Budget Remaining
<u>EXPENSES</u>						
Salaries & Wages	221,966.26	1,161,797.68	2,914,175.00	39.87%	8,000.00	1,744,377.32
Salaries & Wages - Grant Recovery	0.00	(10,039.66)	(20,851.00)	48.15%	0.00	(10,811.34)
Directors' Compensation	13,496.60	67,715.70	200,357.00	33.80%	0.00	132,641.30
MWD Representation	6,282.90	34,672.30	114,490.00	30.28%	0.00	79,817.70
Employee Benefits	64,826.80	333,447.29	982,059.00	33.95%	0.00	648,611.71
OPEB Annual Contribution	0.00	0.00	111,112.00	0.00%	0.00	111,112.00
Employee Benefits - Grant Recovery	0.00	(3,018.39)	0.00	0.00%	0.00	3,018.39
Director's Benefits	6,955.96	34,348.43	87,592.00	39.21%	0.00	53,243.57
Health Ins \$'s for Retirees	2,761.88	21,721.64	44,463.00	48.85%	0.00	22,741.36
Training Expense	370.00	1,361.00	14,200.00	9.58%	0.00	12,839.00
Tuition Reimbursement	0.00	1,969.15	6,000.00	32.82%	0.00	4,030.85
Personnel Expenses	316,660.40	1,643,975.14	4,453,597.00	36.91%	8,000.00	2,801,621.86
Engineering Expense	22,500.00	30,000.00	170,000.00	17.65%	31,500.00	108,500.00
Legal Expense	33,957.01	155,088.79	304,500.00	50.93%	94,152.71	55,258.50
Audit Expense	0.00	15,500.00	23,000.00	67.39%	2,400.00	5,100.00
Professional Services	23,285.07	255,908.82	819,102.00	31.24%	267,899.00	295,294.18
Professional Fees	79,742.08	456,497.61	1,316,602.00	34.67%	395,951.71	464,152.68
Conference-Staff	0.00	3,640.00	12,520.00	29.07%	0.00	8,880.00
Conference-Directors	120.00	1,545.00	7,960.00	19.41%	0.00	6,415.00
Travel & Accom.-Staff	929.19	3,570.86	28,360.00	12.59%	450.00	24,339.14
Travel & Accom.-Directors	0.00	1,557.98	15,950.00	9.77%	0.00	14,392.02
Travel & Conference	1,049.19	10,313.84	64,790.00	15.92%	450.00	54,026.16
Membership/Sponsorship	17,107.00	68,625.70	88,087.00	77.91%	0.00	19,461.30
CDR Support	0.00	19,979.50	39,140.00	51.05%	19,979.50	(819.00)
Dues & Memberships	17,107.00	88,605.20	127,227.00	69.64%	19,979.50	18,642.30
Business Expense	682.70	2,982.41	7,000.00	42.61%	0.00	4,017.59
Maintenance Office	8,592.26	45,262.27	104,880.00	43.16%	54,727.73	4,890.00
Storage Rental & Equipment Lease	1,375.44	5,318.16	14,309.00	37.17%	7,989.84	1,001.00
Office Supplies	2,593.55	9,939.29	24,000.00	41.41%	2,396.30	11,664.41
Postage/Mail Delivery	847.18	3,578.75	15,100.00	23.70%	3,036.70	8,484.55
Subscriptions & Books	30.00	493.62	2,400.00	20.57%	0.00	1,906.38
Reproduction Expense	0.00	9,187.14	68,587.00	13.39%	9,828.45	49,571.41
Maintenance-Computers	588.50	1,233.29	7,500.00	16.44%	807.75	5,458.96
Software Purchase	0.00	1,769.94	9,500.00	18.63%	0.00	7,730.06
Software Support	0.00	9,015.14	54,400.00	16.57%	0.00	45,384.86
Automotive Expense	1,032.24	5,075.39	14,300.00	35.49%	0.00	9,224.61
Toll Road Charges	5.25	500.45	1,290.00	38.79%	0.00	789.55
Insurance Expense	7,078.18	40,593.40	96,000.00	42.28%	0.00	55,406.60
Utilities - Telephone	1,127.28	5,951.77	16,900.00	35.22%	0.00	10,948.23
Bank Fees	861.64	4,521.87	10,560.00	42.82%	0.00	6,038.13
Miscellaneous Expense	6,839.09	25,048.49	80,550.00	31.10%	2,844.74	52,656.77
MWDOC's Contrb. To WEROC	9,068.00	45,344.00	108,820.00	41.67%	0.00	63,476.00
Depreciation Expense	2,941.96	14,709.92	0.00	0.00%	0.00	(14,709.92)
Other Expenses	43,663.27	230,525.30	636,096.00	36.24%	81,631.51	323,939.19
Building Repair & Maintenance	0.00	13,596.00	315,000.00	4.32%	166,575.00	134,829.00
Capital Acquisition	6,559.77	10,330.25	23,500.00	43.96%	3,880.00	9,289.75
TOTAL EXPENSES	464,781.71	2,453,843.34	6,936,812.00	35.37%	676,467.72	3,806,500.94
NET INCOME (LOSS)	(407,999.00)	4,074,467.03	146,111.00			

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
Water Fund
From July thru November 2013

	Month to Date	Year to Date	Annual Budget	% Used	Budget Remaining
<u>WATER REVENUES</u>					
Water Sales	14,895,752.30	80,963,956.80	145,306,842.00	55.72%	64,342,885.20
Readiness to Serve Charge	885,708.68	4,428,543.40	10,293,552.00	43.02%	5,865,008.60
Capacity Charge CCF	261,066.67	1,305,333.35	3,132,800.00	41.67%	1,827,466.65
SCP Surcharge	23,220.98	158,156.15	354,112.00	44.66%	195,955.85
Interest	241.43	1,243.59	4,630.00	26.86%	3,386.41
TOTAL WATER REVENUES	16,065,990.06	86,857,233.29	159,091,936.00	54.60%	72,234,702.71
<u>WATER PURCHASES</u>					
Water Sales	14,895,752.30	80,963,956.80	145,306,842.00	55.72%	64,342,885.20
Readiness to Serve Charge	885,708.68	4,428,543.40	10,293,552.00	43.02%	5,865,008.60
Capacity Charge CCF	261,066.67	1,305,333.35	3,132,800.00	41.67%	1,827,466.65
SCP Surcharge	23,220.98	158,156.15	354,112.00	44.66%	195,955.85
TOTAL WATER PURCHASES	16,065,748.63	86,855,989.70	159,087,306.00	54.60%	72,231,316.30
EXCESS OF REVENUE OVER EXPENDITURES	241.43	1,243.59	4,630.00		

Municipal Water District of Orange County
WUE Revenues and Expenditures (Actuals vs Budget)
From July thru November 2013

	Year to Date Actual	Annual Budget	% Used
Landscape Performance Certification			
Revenues	93,514.46	116,000.00	80.62%
Expenses	38,515.25	107,000.00	36.00%
Excess of Revenues over Expenditures	54,999.21	0.00	
SmarTimer Program			
Revenues	35,656.24	125,200.00	28.48%
Expenses	38,931.32	125,200.00	31.10%
Excess of Revenues over Expenditures	(3,275.08)	0.00	
Industrial Water Use Reduction			
Revenues	11,047.50	113,478.00	9.74%
Expenses	18,931.65	113,478.00	16.68%
Excess of Revenues over Expenditures	(7,884.15)	0.00	
Rotating Nozzles Rebate			
Revenues	111,866.00	0.00	0.00%
Expenses	111,926.62	0.00	0.00%
Excess of Revenues over Expenditures	(60.62)	0.00	
Hotel Water Use Reduction Program			
Revenues	7,100.00	189,484.00	3.75%
Expenses	18,621.62	189,484.00	9.83%
Excess of Revenues over Expenditures	(11,521.62)	0.00	
ULFT Rebate Program			
Revenues	21,940.89	40,000.00	54.85%
Expenses	26,925.96	40,000.00	67.31%
Excess of Revenues over Expenditures	(4,985.07)	0.00	
HECW Rebate Program			
Revenues	143,682.28	380,000.00	37.81%
Expenses	133,212.28	380,000.00	35.06%
Excess of Revenues over Expenditures	10,470.00	0.00	
Large Landscape Survey			
Revenues	21,928.47	21,600.00	101.52%
Expenses	37,651.96	21,600.00	174.31%
Excess of Revenues over Expenditures	(15,723.49)	0.00	
Indoor-Outdoor Survey			
Revenues	1,411.41	12,150.00	11.62%
Expenses	0.00	12,150.00	0.00%
Excess of Revenues over Expenditures	1,411.41	0.00	
Turf Removal Program			
Revenues	181,901.37	105,000.00	173.24%
Expenses	196,320.18	105,000.00	186.97%
Excess of Revenues over Expenditures	(14,418.81)	0.00	

Municipal Water District of Orange County
WUE & Other Funds Revenues and Expenditures (Actuals vs Budget)
From July thru November 2013

	Year to Date Actual	Annual Budget	% Used
WUE Master Plan			
Revenues	3,313.50	0.00	0.00%
Expenses	3,317.46	0.00	0.00%
Excess of Revenues over Expenditures	(3.96)	0.00	
WEROC			
Revenues	150,251.00	213,577.00	70.35%
Expenses	84,344.00	213,577.00	39.49%
Excess of Revenues over Expenditures	65,907.00	0.00	
WEROC Water Trailers (UASI) Grant			
Revenues	265,232.00	0.00	0.00%
Expenses	397,846.00	0.00	0.00%
Excess of Revenues over Expenditures	(132,614.00)	0.00	
WUE Projects			
Revenues	633,362.12	1,102,912.00	57.43%
Expenses	624,354.30	1,093,912.00	57.08%
Excess of Revenues over Expenditures	9,007.82	9,000.00	
RPOI Distributions			
Revenues	4,447,821.66	1,619,665.00	274.61%
Expenses	4,447,821.66	1,619,665.00	274.61%
Excess of Revenues over Expenditures	0.00	0.00	
Ocean Desalination			
Revenues	47,871.98	115,459.00	41.46%
Expenses	47,871.98	115,459.00	41.46%
Excess of Revenues over Expenditures	0.00	0.00	



CONSENT CALENDAR ITEM

January 15, 2014

TO: Board of Directors

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

SUBJECT: California Special District's Association "How to Become an Effective Board Member" Seminar to be held at MWDOC on January 23, 2014

STAFF RECOMMENDATION

It is recommended that the Board consider authorizing attendance at CSDA's "How to Become an Effective Board Member" seminar to be held at MWDOC on January 23, 2014.

SUMMARY

(Source: Workshop Brochure:)

[How to Be An Effective Board Member](#): January 23, 2014 at the Municipal Water District of Orange County, 18700 Ward Street, Fountain Valley, CA 92708-0895.

Meets AB1234 Training Requirement for District Board Members!

Leading a special district as an experienced or newly elected/appointed official is both exciting and challenging. You have accepted the responsibility of representing your constituents and customers in the most effective and professional manner possible. This will demand that you acquire or maintain the necessary skills to govern a special district.

Attendees will leave this workshop understanding:

- A board member's roles and responsibilities.
- The major legislative issues that affect special districts: property tax funding, public pensions, transparency, consolidations, local control, unfunded mandates, environmental compliance and public works contracting.
- A comprehensive overview of special districts including their history, structure, organizational differences, funding mechanisms and the role that special districts play in communities.
- Intergovernmental issues and relationships between local agencies and the state.

Budgeted (Y/N): No	Budgeted amount:	Core __	Choice __
Action item amount:		Line item:	
Fiscal Impact (explain if unbudgeted): Depending on the number of Directors that choose to attend. Cost is \$225 each, with one complementary attendee.			

- Trends in special districts.
- The general laws that govern special districts and their board members including a discussion of the Ralph M. Brown Act, AB1234 and conflict of interest/ethics laws.

Being an elected or appointed official overseeing an independent special district is a significant responsibility. This one-day seminar will assist you in being an effective board member to the benefit of your constituents. [Click here](#) to download a registration flyer. [Click here](#) to register online.

Earn SDRMA Credit Incentive Points

Is your district budget under \$5 million? You may be eligible for scholarship funds through the [Special District Leadership Foundation](#) (SDLF) 2014 Education Allowance Fund. [Click here](#) to download an application.

The cost for attending is \$225 (for members); MWDOC has been awarded one free attendee (due to the location).



ACTION ITEM
January 15, 2013

TO: Board of Directors

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

Robert J. Hunter
General Manager

Staff Contact: Cathy Harris, Administrative Services Manager

**SUBJECT: ADOPT RESOLUTION ESTABLISHING THE DISTRICT'S RETIREE
HEALTH AND MEDICAL EXPENSE REIMBURSEMENT PLAN**

STAFF RECOMMENDATION

Staff recommends the Board of Directors adopt the proposed resolution establishing the District's Retiree Health and Medical Expense Reimbursement Plan, effective January 15, 2014; and implement the Plan accordingly.

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

DETAILED REPORT

While reviewing the District's Policy regarding Medical and Elective Health and Welfare Coverage Upon Retirement, the following was identified:

- Retirees with a minimum of 10 consecutive years of full-time service and age 55 are eligible for medical coverage until they become eligible for Medicare. Once the retiree becomes Medicare eligible, medical coverage is discontinued and the District reimburses the retiree, in an amount up to \$1,800 per calendar year, for a supplemental Medicare insurance policy and Medicare

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

Prescription Drug Insurance covering the retiree only. The reimbursement by the District is made on a quarterly basis upon submission of proof of payment.

Legal Counsel, Isabel Saffie, of BBK, advised that in order to treat the \$1,800 retiree reimbursement as non-taxable (as MWDOC has been doing), in accordance with IRS guidelines, it is recommended the District adopt a Retiree Health and Medical Expense Reimbursement Plan. Staff coordinated with Legal Counsel on the development of the attached resolution and reimbursement plan.

Attached for the Board's consideration is the Policy and Resolution.

Staff recommends the Board of Directors adopt the proposed resolution establishing the District's Retiree Health and Medical Expense Reimbursement Plan, effective January 15, 2014; and implement accordingly.

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
APPROVING THE ADOPTION OF THE MUNICIPAL WATER
DISTRICT OF ORANGE COUNTY RETIREE MEDICAL
EXPENSE REIMBURSEMENT PLAN**

WHEREAS, the Municipal Water District of Orange County (“District”) desires to establish a health reimbursement arrangement to provide for the reimbursement of certain eligible medical expenses of certain eligible retirees; and

WHEREAS, the Board has reviewed a proposed form of plan document prepared by Best Best & Krieger LLP, to establish a health reimbursement arrangement which allows participating retirees to exclude the value of medical benefits provided by the District from retirees’ income under Internal Revenue Code Section 105(b); and

WHEREAS, the Board desires to authorize the General Manager, or his or her designee, to execute the proposed plan document on behalf of the District, along with any future amendments that contain only non-substantive and/or administrative changes.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Municipal Water District of Orange County as follows:

Section 1. The District hereby adopts the Municipal Water District of Orange County Retiree Medical Expense Reimbursement Plan (“Plan”), effective as of January 15, 2014.

Section 2. The Board hereby authorizes the General Manager, or his or her designee, to duly execute the Plan on behalf of the District, along with any future amendments that contain only non-substantive and/or administrative changes.

Said Resolution was adopted, on roll call, at a public meeting, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I hereby certify the foregoing is a full, true, and correct copy of Resolution No. _____ adopted by the Board of Directors of Municipal Water District of Orange County at its meeting held on January 15, 2014.

_____, District Secretary
Municipal Water District of Orange County

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
RETIREE MEDICARE EXPENSE REIMBURSEMENT PLAN**

The Employer hereby establishes the MUNICIPAL WATER DISTRICT OF ORANGE COUNTY RETIREE MEDICARE EXPENSE REIMBURSEMENT PLAN as of January 15, 2014, on the following terms and conditions.

ARTICLE I
TITLE AND PURPOSE

The Plan is intended as a health reimbursement arrangement to provide reimbursement of eligible medical expenses. The Employer intends that the Plan qualify as an accident and health plan within the meaning of Section 106 of the Internal Revenue Code (the “Code”) so that the Employer’s contributions on behalf of participating Retired Employees will be excludable from gross income for federal income tax purposes and Section 105 of the Code so that the benefits provided under the Plan are eligible for exclusion from the Participant’s income.

ARTICLE II
DEFINITIONS

The following words and phrases as used herein shall have the following meanings, unless a different meaning is plainly required by the context. Pronouns shall be interpreted so that the masculine pronoun shall include the feminine and the singular shall include the plural.

2.1 **Benefits.** “Benefits” means any amounts paid to or on behalf of a Participant for Eligible Medical Expenses.

2.2 **Code.** “Code” means the Internal Revenue Code of 1986, and the same as may be amended from time to time.

2.3 **Effective Date.** “Effective Date” shall mean January 15, 2014, the date this Plan first became effective.

2.4 **Eligible Medical Expenses.** “Eligible Medical Expenses” means amounts paid as premiums under Part B or Part D of Title XVIII of the Social Security Act, relating to medical and prescription drug insurance coverage for the aged, upon becoming eligible for Medicare, or for any supplemental Medicare insurance policy as further specified in Section 4.1.

2.5 **Employer.** “Employer” means the MUNICIPAL WATER DISTRICT OF ORANGE COUNTY, and any other organization which adopts this Plan with the consent of Employer, and any successor of such Employer electing to continue this Plan.

2.6 **Full-Time Service.** “Full-Time Service” means an average of 32 hours per week during the calendar year.

2.7 **Participant.** “Participant” means a Retired Employee who has satisfied the conditions for eligibility to participate in the Plan as set forth in Section 3.1.

2.8 Plan. “Plan” means the Municipal Water District Of Orange County Retiree Medicare Expense Reimbursement Plan, described herein.

2.9 Plan Administrator. “Plan Administrator” or “Administrator” means the Employer. The Human Resources Department shall be responsible for the administration of the Plan, including the delegation of various Plan responsibilities and duties; however, the Employer reserves the right to appoint any person or entity, including an employee of the Employer, to administer the Plan on its behalf.

2.10 Plan Year. “Plan Year” means each twelve-month period commencing each July 1 and ending on June 30.

2.11 Retired Employee. “Retired Employee” means an employee of the Employer who has retired from service with the Employer pursuant to the employee’s application for retirement through the California Public Employees’ Retirement System.

2.12 Spouse. “Spouse” means the person to whom the Participant is legally married but shall not include an individual legally separated from a Participant under a decree of legal separation. Pursuant to the Supreme Court’s decision in *U.S. v. Windsor*, the term “Spouse” shall include both opposite sex and same sex Spouses. The term “Spouse” shall also include a Participant’s registered domestic partner.

ARTICLE III ELIGIBILITY AND PARTICIPATION

3.1 Eligibility. A Retired Employee who has attained age fifty-five (55) years *and* that has become eligible for Medicare shall be eligible to participate in the Plan provided he or she retires with a minimum of ten (10) but no more than twenty-five (25) consecutive years of Full-Time Service with the Employer.

3.2 Commencement of Participation. A Retired Employee shall automatically become a Participant in the Plan on the first day of the month immediately following the date upon which the eligibility requirements of Section 3.1 are satisfied. Upon becoming a Participant, each individual shall for all purposes be deemed as having consented to the provisions of this Plan and to all amendments thereto.

ARTICLE IV AVAILABLE BENEFITS AND FUNDING

4.1 Provision of Benefits. Benefits under this Plan shall take the form of reimbursement for the payment of premiums for a supplemental Medicare insurance policy and/or Medicare Part D coverage of the Participant only, in an amount not to exceed One Thousand Eight Hundred Dollars (\$1,800.00) each calendar year.

4.2 Source of Benefit Payments. The Benefits provided herein shall be paid solely by the Employer; provided, however, that the Employer’s payments for each Participant under the Plan shall be limited to the amount of substantiated Eligible Medical Expenses incurred by the Participant under Section 4.1 which are properly submitted for reimbursement by the Participant in accordance with Section 5.3.

ARTICLE V
PAYMENT OF BENEFITS

5.1 Reimbursement of Eligible Medical Expenses. A Participant must first submit a written claim to the Human Resources Department to receive reimbursement of his or her Eligible Medical Expenses in accordance with Sections 4.1 and 5.3. Reimbursement shall be provided to a Participant only on a quarterly basis for the actual cost of Eligible Medical Expenses incurred while that individual is a Participant in the Plan and shall not exceed the amount of Benefits available to the Participant. The Employer shall establish procedures which shall require the Participant to substantiate the payment of premiums for insurance coverage and/or enrollment in Medicare.

5.2 Participant Accounts. No money shall actually be allocated to any account(s) on behalf of Participants but shall be credited to a separate ledger account in the Participant's name. Such amounts credited to a Participant's account for any Plan Year shall be used only toward the reimbursement of the Participant's Eligible Medical Expenses.

5.3 Claims Procedures.

(a) Written Claim. Each Participant who desires to receive reimbursement under the Plan for his or her Eligible Medical Expenses shall submit a claim, within the time period specified in paragraph (b) below, on a form provided by the Employer, or responses to other supplementary factual requests, containing the following information:

- (1) the name of the person or persons on whose behalf Eligible Medical Expenses have been incurred;
- (2) the nature of the expenses so incurred;
- (3) the date of the expenses so incurred;
- (4) the amount of the requested reimbursement; and
- (5) that such expenses have not otherwise been paid through insurance or reimbursed from any other source.

As soon as is administratively feasible following the end of each month, the Plan Administrator or his or her designated claims administration representative shall review all the forms submitted by Participants during that month in accordance with the foregoing procedures and shall pay each Participant the Benefits which each Participant is entitled to receive under the Plan, in accordance with the Plan.

(b) Time Limit for Submitting Claims. No Eligible Medical Expense shall be reimbursed for any Plan Year unless the Participant submits a claim for such reimbursement within ninety (90) days after the end of such Plan Year.

(c) Claims Processing. The Plan Administrator will review the claim and will advise the Participant of any Benefit to which he or she is entitled. If a Participant believes he or she has not been reimbursed in accordance with the Plan or has not been advised of his or her Benefits, he or she may submit a written request to the Plan Administrator to provide either

an explanation of how Benefits are reimbursed or further information of his Benefits. The Plan Administrator must respond to such a request within a reasonable time.

Additionally, the Plan Administrator will provide to every claimant, who is denied a claim for Benefits, a written notice stating in a format determined to be understood by the claimant:

- (1) the specific reason or reasons for the denial;
- (2) specific reference to pertinent plan provisions on which the denial is based;
- (3) a description of any additional material or information necessary for the claimant to perfect the claim; and
- (4) an explanation of the claim review procedure set forth in Paragraph (d) below.

(d) Claims Review. Within sixty (60) days of receipt by a claimant of a notice denying a claim under Paragraph (a), the claimant or his or her duly authorized representative may request in writing a full and fair review of the claim by the Plan Administrator or by the Administrator which may be appointed by the Employer for that purpose. The Plan Administrator may extend the sixty (60) day period where the nature of the benefit involved or other attendant circumstances make such extension appropriate. In connection with such review, the claimant or his or her duly authorized representative may review pertinent documents and may submit issues and comments in writing. The Plan Administrator or Administrator shall make a decision promptly, and not later than 60 days after the Plan Administrator's receipt of a request for review, unless special circumstances (such as the need to hold a hearing, if the Administrator deems one necessary) require an extension of time for processing, in which case a decision shall be rendered as soon as possible, but not later than one hundred twenty (120) days after receipt of a request for review. The decision on review shall be in writing and shall include specific reasons for the decision, written in a manner calculated to be understood by the claimant, and specific references to the pertinent Plan provisions on which the decision is based. If the decision on review is not made within such period, the claim will be considered denied.

ARTICLE VI ADMINISTRATION

6.1 Administrator. The Employer shall be the Plan Administrator of the Plan.

6.2 Fiduciary. The Employer shall be the fiduciary responsible for administration of the Plan. The Employer may, however, delegate any of its powers or duties under the Plan in writing to any person or entity. The delegate shall become the fiduciary for only that part of the administration which has been delegated by the Employer and any references to the Employer shall instead apply to the delegate. However, if the Employer assigns any of the Employer's responsibility to an employee of Employer, it will not be considered a delegation of Employer responsibility but rather how the Employer internally is assigning responsibility.

6.3 Rules of Administration. The Employer may adopt such rules for administration of the Plan as it considers desirable, provided they do not conflict with the Plan, and may construe the Plan, correct defects, supply omissions and reconcile inconsistencies to the extent necessary to effectuate the Plan, and such action shall be conclusive. Records of administration of the Plan shall be kept, and Participants and their beneficiaries may examine records pertaining directly to themselves.

6.4 Services to the Plan. The Employer may contract for legal, actuarial, investment advisory, medical accounting, clerical, claims administration and other services to carry out the Plan. The costs of such services and other administrative expenses shall be paid by the Employer.

6.5 Funding Policy. The Employer may periodically, at its discretion, review and determine the funding policy of the Plan, with the advice of such experts as the Employer deems appropriate.

6.6 Nondiscriminatory Operation. The Plan is intended not to discriminate in favor of “highly compensated individuals” (as defined under Section 105(h) of the Code) as to eligibility to participate, contributions and benefits, and to comply in this respect with the requirements of the Code. All rules, decisions and designations by the Employer and each administrative committee under the Plan shall be made in a nondiscriminatory manner, and persons similarly situated shall be treated alike.

6.7 Liability of Administrative Personnel. Neither the Employer, nor any of its employees, nor any provider of services under Section 6.4 herein, shall be liable for any loss due to an error or omission in administration of the Plan unless the loss is due to the gross negligence or willful misconduct of the party to be charged or is due to the failure of the party to be charged to exercise a fiduciary responsibility, if one is owed, with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent man acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

6.8 Use of Electronic Medium for Participant Notices.

(a) Definition of Electronic Medium. “Electronic Medium” means an electronic method of communication between the Plan Administrator (or its designated representative) and Employee thereby allowing each party to send and receive notices, elections and claims through the same medium. The only form of electronic communication permitted by the Plan shall be via electronic mail on the Employer’s network or intranet, through an interactive website, or to a private e-mail address supplied to the Employer by the Employee for communication purposes. The electronic medium must be designed so that the information provided is no less understandable to the receiving party than a written paper document. The electronic medium shall be designed to alert the Employee, at the time a notice is provided, to the significance of the information in the notice (including identification of the subject matter of the notice), and provide any instructions needed to access the notice, in a manner than is readily understandable. The electronic medium shall be designed to preclude any person, other than the appropriate individual, from making a Participant election or claim, or accessing individual participant account information.

(b) Disclosure and Consent Requirements.

(1) Disclosure Statement. Prior to electronically transmitting any consent or notice to the Employee, the Plan Administrator shall provide a statement which contains the following: (i) informs the Employee of the right to receive a paper document of the notice or other Plan-related material either prior to or after giving consent to electronic transmission; (ii) informs the Employee of the right to withdraw his or her consent at any time and the procedures for withdrawal, including any conditions or consequences arising from such withdrawal; (iii) describes the scope and duration of the consent as it related to various plan transactions; (iv) describes the procedures for updating Employee contact information; and (v) describes the hardware or software requirements needed to access and retain the notice.

(2) Consent. The Plan Administrator shall be exempt from the consent requirements of Section 101(c) of the Electronic Signatures in Global and National Commerce Act (E-SIGN) provided the Electronic Medium used to provide notices and Plan-related material is a medium that the Employee has the effective ability to access and the Employee is advised, each time a notice is transmitted, that he can request to receive the notice in paper form at no charge. The form of Electronic Medium utilized by this Plan shall be through an interactive website requiring the Employee to register an e-mail address for communication purposes.

(3) Changes in Hardware or Software Requirements. In the event of any changes in the hardware or software requirements needed to access the Electronic Medium, the Plan Administrator, or its designated representative, shall provide a statement to each Employee of the revised requirements and the right to withdraw consent to receive electronic delivery of Plan-related materials without consequence.

(c) Participant Claims. The Plan Administrator, or its designated representative, shall be permitted to electronically distribute participant claims by Electronic Medium. Each Employee who is provided with participation or claims information via Electronic Medium will also be informed by the Plan Administrator that he may receive a paper copy of the relevant documents upon request. A participant election will not be treated as being made available to an individual if such individual cannot effectively access the Electronic Medium for purposes of making the claim or election. A claim completed by an Employee via Electronic Medium shall be deemed as being provided in written form so long as the following requirements are satisfied:

(1) The Employee has a reasonable opportunity to review, confirm, modify or rescind the terms of the claim before the claim is submitted; and

(2) The Employee receives, within a reasonable time, a confirmation of the claim either through written paper form or by electronic mail (e-mail).

(d) Timing and Content of Elections and Notices. The provisions of this Section 6.8 shall in no way affect or alter the timing or content requirements applicable to each individual notice or document.

ARTICLE VII MISCELLANEOUS

7.1 Amendment and Termination. The Employer may amend or terminate this Plan at any time by action of the Employer. The Employer may amend or modify this Plan

retroactively to enable the Plan to provide non-taxable medical expense reimbursement benefits under Section 105 of the Code. No amendment shall deprive any Participant or beneficiary of any benefit to which he is entitled under this Plan with respect to contributions previously made, and no amendment shall provide for the use of funds or assets other than for the benefit of Participants and their beneficiaries, except as may be specifically authorized by statute or regulation.

7.2 Employment Relationship. The Plan shall not be deemed to constitute a contract of reemployment between the Employer and any Participant or to be a consideration or an inducement for the reemployment of any Participant. Nothing contained in this Plan shall be deemed to give any Participant or Employee the right to be retained in the service of the Employer.

7.3 Alienation of Benefits. No benefit under this Plan may be voluntarily or involuntarily assigned or alienated.

7.4 Payments to Beneficiary. Any benefits otherwise payable to a Participant following the date of death of such Participant shall be paid to his or her Spouse, or, if there is no surviving Spouse, to the Participant's estate.

7.5 Facility of Payment. If the Employer deems any person incapable of receiving benefits to which he or she is entitled by reason of minority, illness, infirmity, or other incapacity, it may direct that payment be made directly for the benefit of such person or to any person selected by the Employer to disburse it, whose receipt shall be a complete acquittance therefor. Such payments shall, to the extent thereof, discharge all liability of the Employer.

7.6 Proof of Claim. As a condition of receiving benefits under the Plan, any person may be required to submit whatever proof the Employer may require (either directly to the Employer or to any person delegated by it).

7.7 Status of Benefits. The Employer believes that this Plan is written in accordance with Section 105 of the Code and that it provides certain benefits to Participants which are free from Federal income tax under the Code. This Plan has not been submitted to the Internal Revenue Service for approval and thus there can be and is no assurance that intended tax benefits will be available. Any Participant, by accepting a benefit under this Plan, agrees to be liable for any tax plus interest that may be imposed with respect to those Benefits.

7.8 Applicable Law. The Plan shall be construed and enforced according to the laws of the State of California to the extent not pre-empted by any federal law.

7.9 Lost Distributees. Any benefit payable hereunder shall be deemed forfeited if the Employer is unable to locate the Participant to whom payment is due, provided, however, that such benefit shall be reinstated if a claim is made by the Participant for the forfeited benefit.

7.10 Severability. If any provision of this Plan shall be held invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision, and this Plan shall be construed and enforced as if such provision had not been included.

7.11 Heirs and Assigns. This Plan shall be binding upon the heirs, executors, administrators, successors and assigns of all parties, including each Participant and beneficiary.

7.12 Headings and Captions. The headings and captions set forth in the Plan are provided for convenience only, shall not be considered part of the Plan, and shall not be employed in construction of the Plan.

7.13 Multiple Functions. Any person or group of persons may serve in more than one fiduciary capacity with respect to the Plan.

7.14 Source of Payments. The Employer shall be the sole source of Benefits under the Plan. No Participant or beneficiary shall have any right to, or interest in, any assets of the Employer except as provided from time to time under the Plan, and then only to the extent of the Benefits which are payable under the Plan to such Participant or beneficiary.

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the Employer has caused this Plan to be executed on January 15, 2014.

EMPLOYER:

MUNICIPAL WATER DISTRICT OR
ORANGE COUNTY

By: _____

Name: _____

Title: _____

APPROVED AS TO FORM AND
CONTENT:

BEST BEST & KRIEGER LLP

By: _____
Attorneys for Employer

Retiree Name:_____ **Social Security:**_____

Directions: List each expense separately. Attach copy of invoice or receipt reflecting name/address of payee, individuals covered and type of coverage. Canceled checks are not acceptable receipts. Please submit the claim to _____.

Date of Expense	Description of Expense	Covered Persons	Amount
		TOTAL:	

I hereby certify that all expenses submitted for reimbursement comply with the Municipal Water District of Orange County Retiree Medical Expense Reimbursement Plan and such items have not and will not be covered by any plan or program of any employer or other person. Municipal Water District of Orange County does not accept responsibility for direct payment to any individuals other than the retired employee.

Employee Signature: _____ **Date:** _____



ACTION ITEM
January 8, 2014

TO: Board of Directors

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

Robert J. Hunter
General Manager

Staff Contact: Cathy Harris, Administrative Services Manager

SUBJECT: AUTHORIZE THE GENERAL MANAGER TO EXECUTE CHANGE ORDER FOR ACCO ENGINEERED SYSTEMS, INC. TO INSTALL THREE NEW VARIABLE AIR VALVE BOXES (VAV) FOR THE DISTRICT'S HVAC SYSTEM

STAFF RECOMMENDATION

The Board authorize the General Manager to execute the change order for ACCO Engineered Systems in the amount of \$29,790 to install three new VAV boxes for the District's newly installed HVAC System, under the same terms and conditions of the agreed upon contract between MWDOC and ACCO Engineered Systems, Inc.

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

DETAILED REPORT

On December 23rd ACCO Engineered Systems began work on the demolition and installation of the new HVAC System. The system was installed and now minor adjustments are being made before the next phase of work begins. Overall, the demolition and installation was a success and no major issues were identified. Staff was concerned about what might have been identified with the removal of the 40-year old unit. The next phase will require work in the actual work areas/offices and will entail

Budgeted (Y/N): NA	Budgeted amount: NA	Core <input checked="" type="checkbox"/> _x_	Choice <input type="checkbox"/> __
Action item amount: NA		Line item:	
Fiscal Impact (explain if unbudgeted):			

checking the air balance, making adjustments and repairing existing VAV Boxes. The existing HVAC contract provides for the repair of up to 6 of the 12 existing VAV boxes. Les Rosenberg, District consultant is recommending that 3 new VAV boxes be installed in an effort to improve air and temperature output to various offices. Currently, there are a number of offices that are attached to one zone, in one instance there are 6 offices and an open office space attached to one zone. The ideal arrangement for maximum comfort is 3 or maximum of 4 adjacent offices to one zone. The 3 new VAV boxes will be installed in those areas that are currently experiencing inconsistency in heating and cooling. If the new boxes are not installed then those areas that are currently experiencing significant temperature changes will continue to do so.

Based on the success of the demolition and installation, nothing critical was discovered that required additional changes or costs; the Consultant felt that this was an appropriate time to bring the change order for the new VAV boxes for consideration. The next phase of work to begin January 13th will require repair of the existing VAV boxes and this would be the appropriate time to install the new boxes if approved. If there is a delay in the approval of the change order it could require the contractor to have to send out a crew separately for installation of the VAV boxes at a later date which may then require additional costs.

Outlined below is the budgeted amount approved by the Board and project costs. Sufficient funding is available to cover the costs of the new VAV boxes.

At this time in order to allow the contractor to complete the repair work and installation of the new VAV boxes without demobilizing, staff is recommending the Board authorize the General Manager to execute the change order for ACCO Engineered Systems in the amount of \$29,790 to install three new VAV boxes for the District's newly installed HVAC System, under the same terms and conditions of the agreed upon contract between MWDOC and ACCO Engineered Systems, Inc.

Board Approved Overhead Budget for 2012/13			
Item	Budgeted Amount	Amount Spent	Balance Remaining
Carpet for joint board room, entry way and joint reception area	\$ 5,363	0	\$ 5,363
Improve Windows, Ducts, etc.	\$ 39,637	\$ 10,172	\$ 29,465
Replace HVAC	\$270,000	\$162,600	
HVAC Fees/Permits		\$ 27,000	\$ 80,400
Total	\$315,000	\$199,772	\$115,228
Proposed change order		\$ 29,790	\$ 85,438



Mechanical Services

323 / 201-0931 Voice
800 / 998-2226 Service
323 / 201-3674 Fax
6446 E. Washington Blvd.
Commerce, CA 90040

December 26, 2013

Cathleen Harris
Administrative Services Manager
Municipal Water District of Orange County
18700 Ward Street
Fountain Valley, CA 92708

Subject: MWDOC COR#1

Dear Cathy:

ACCO Engineered Systems is pleased to provide this proposal for the above referenced project based on the change order request from R A Consulting Engineers dated December 9, 2013.

All work will be performed after hours Monday-Saturday excluding Sundays and Holidays.

Scope of Work

1. Engineering
2. Heat load calculations
3. Title 24 report
4. Stamped sets of drawings suitable for plan check
5. Plan check and city permits
6. Provide and install 3 new DDC VAV zone box's with reheat
7. Provide and install 3 new ALC digital zone thermostats
8. Provide and install 3 new standalone ALC zone controllers with actuators, including programming. (BACnet Compatible)
9. Necessary power and control wiring
10. Tie the new reheat coils into the buildings hot water loop at the closest point of connection utilizing copper pipe. This proposal is based on the existing hot water shut off valves holding. If the valves do not hold extra fees will apply.
11. Insulate the new hot water piping
12. New hot water control valves
13. Relocate and rework the existing grilles and ductwork
14. Perform commissioning of the 3 new VAV zone boxes
15. Perform a certified air balance
16. Relocate zone 29 thermostat into room 112
17. ACCO will remove and reinstall the ceiling tile as necessary to perform our scope of work

The price for the above work is\$29,790.00 including tax

Exclusions

1. Replacement, repair, insulating or modifications of any existing air distribution or piping other than stated above. It is presumed that the equipment, piping and ducting that we are tying into is in good working condition.
2. Structural calculations. If the city requires a structural review then additional fees will apply.
3. Relocation of any sprinkler piping, electrical, lighting or other general trades associated with the installation.
4. Modifying or programming of the existing ASI control system.

5. Tying the new zone box controls into the existing ASI control system

Qualifications

- General Contractor will provide sufficient space available to install equipment, duct and piping.
- ACCO will dispose of all trash associated with our scope of work. Trash dumpsters provide by others.

TERMS & CONDITIONS

1. Warranties

ACCO agrees to provide the owner with all manufacturers product warranties, which shall not be less than one year from date of completion. Warranties do not include preventive maintenance services.

2. Payment terms

- Payment is due upon completion of the work.
- This proposal is valid for 30 days.
- Overtime / premium time and / or shift work is not included in this proposal unless otherwise stated.

3. Insurance

ACCO agrees to provide and keep in force during the installation and warranty period insurance coverage in the amounts defined herein for ACCO workmanship and liabilities related to this work.

Commercial General Liability Aggregate	\$2,000,000
Automobile Liability	\$1,000,000

Worker's Compensation and employers' Liability, Per Statutory Requirements

This proposal includes the terms and conditions of the agreed upon contract between MWDOC and ACCO Engineered Systems Inc.

Prepared for
ACCO Engineered Systems

Darren Schwartz
Project Manager

ACCEPTED FOR SELLER:

By _____

(NAME/TITLE)

Date _____

ACCEPTED FOR BUYER:

By _____

(NAME/TITLE)

Date _____



INFORMATION ITEM

January 8, 2014

TO: **Administration & Finance Committee**
(Directors Thomas, Barbre, Osborne)

FROM: Robert Hunter, General Manager

Staff Contact: Lee Jacobi

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 Groundwater was the main supply in November.

Fig. 2 OC Water Usage, Monthly, Comparison to Previous Years Water usage in November 2013 was a little above average compared to the previous four Novembers. This is consistent with weather that was dry, with normal temperature.

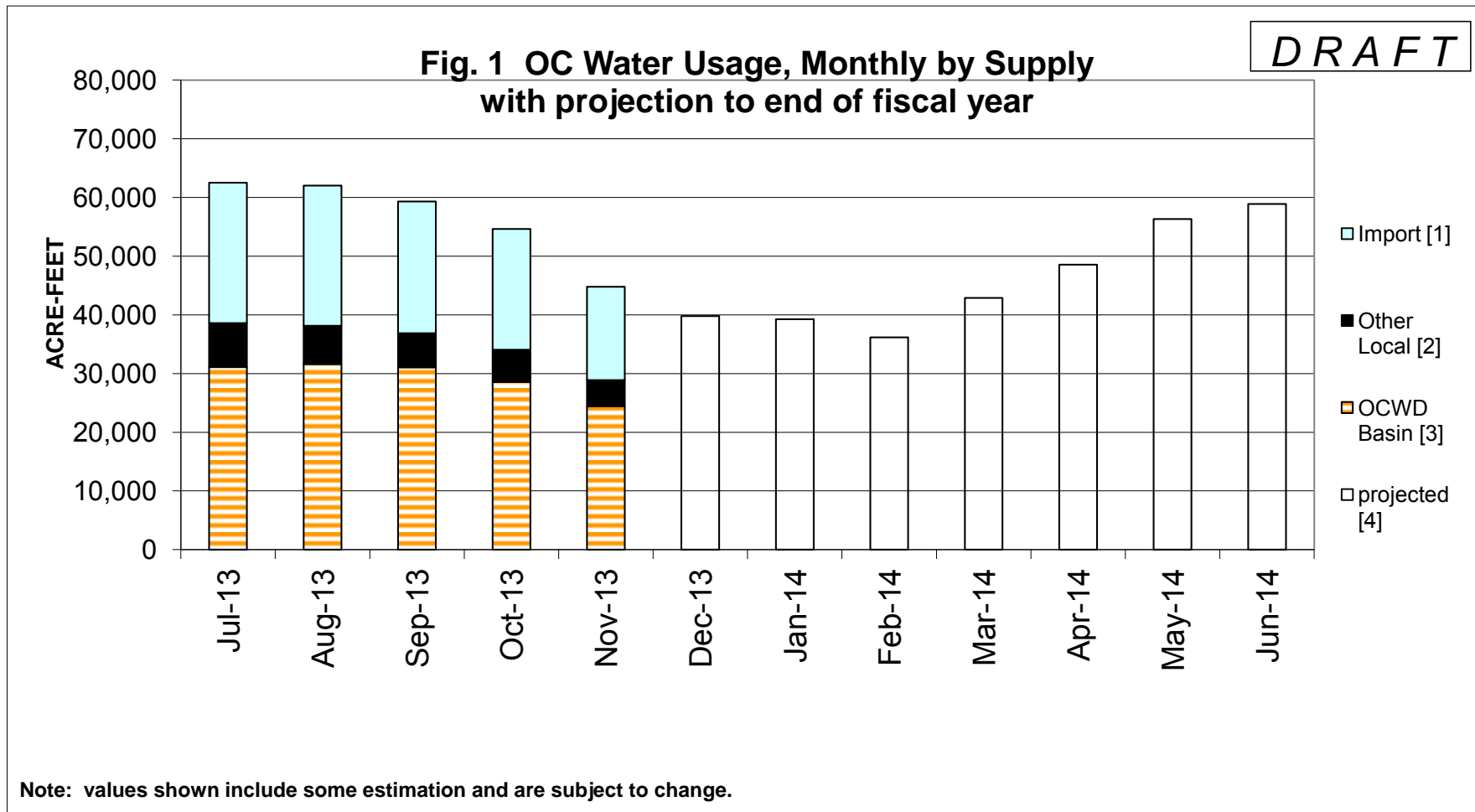
Fig. 3 Historical OC Water Consumption OC water consumption of about 601,000 AF in FY 2012-13 was up about 5% from FY 2011-12 but still below the long-term average of 630,000 AF/yr. Although OC population has increased 20% over the past two decades, water usage has not increased on average. A long-term decrease in per-capita water usage is attributed mostly to Water Use Efficiency (water conservation) efforts.

Fig. 4 MWDOC "Firm" Water Purchases, 2013 "Firm" water above the Tier 1 limit will be charged at the higher Tier 2 rate. Our current projection of Tier 2 purchases is zero.

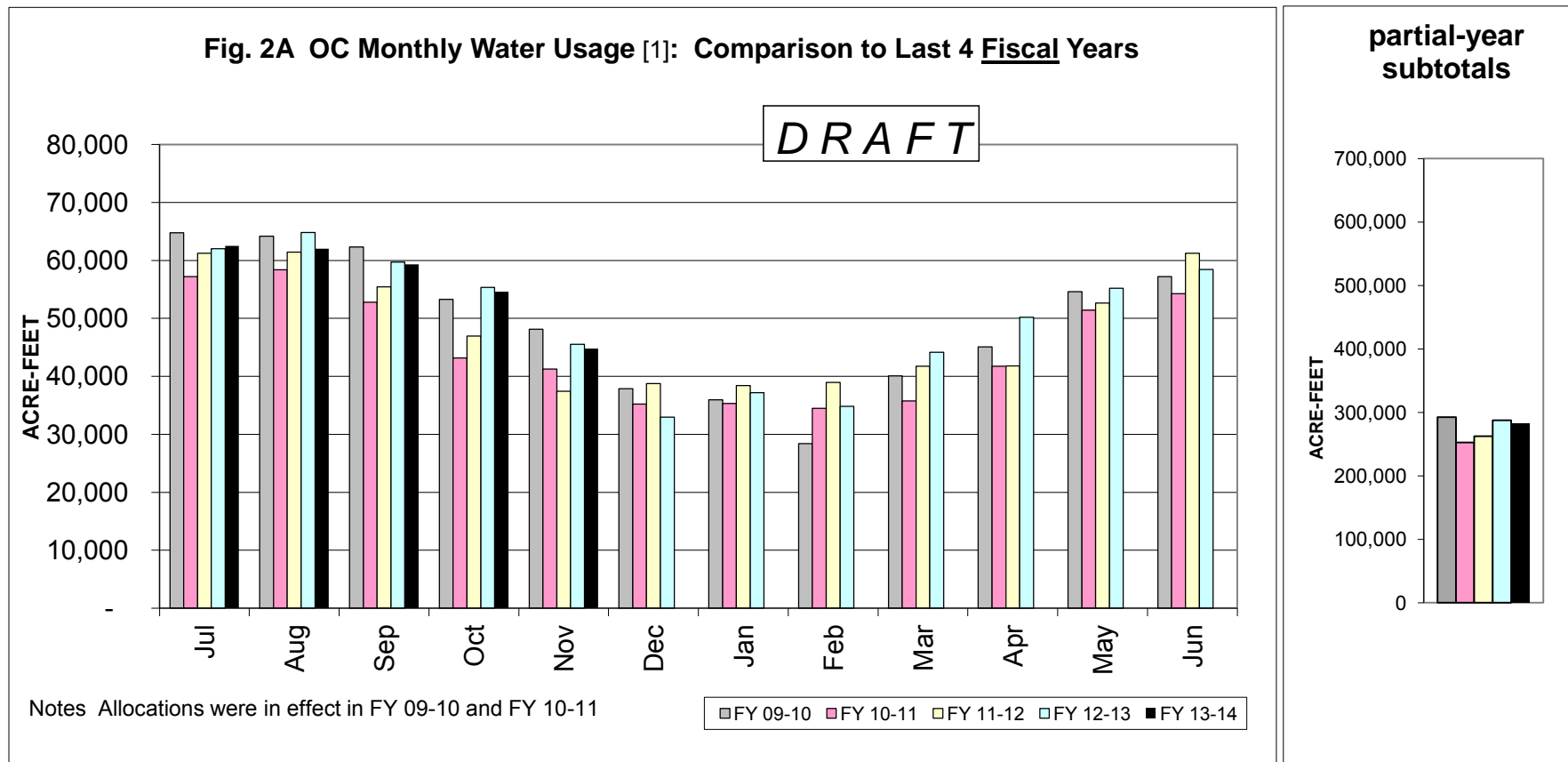
Budgeted (Y/N): N	Budgeted amount: N/A	Core <u>X</u>	Choice <u> </u>
Action item amount: N/A		Line item:	
Fiscal Impact (explain if unbudgeted):			

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 has 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 in October through December was less than half of the average for this period. This continues the impact of the previous two hydrologic years' below-normal rainfall in reducing those local supplies that are derived from local runoff.
- Northern California accumulated precipitation in October through December was about a quarter of normal for this period. This follows two below-average hydrologic years. The State initialized the State Water Project Contractors Table A Allocation at a very low 5%. Such a low initial Table A allocation will likely result in less State Project water deliveries to MET and the other Contractors than in previous years.
- Colorado River Basin accumulated precipitation in October through December was about average for this period. However, this follows two below-average hydrologic years, and this watershed is in a long-term drought. Lake Mead and Lake Powell combined have about 60% of their average storage volume for this time of year. If Lake Mead's level falls below a "trigger" limit, then a shortage will be declared by the US Bureau of Reclamation (USBR), impacting Colorado River water deliveries for the Lower Basin states. The USBR predicts that the "trigger" limit could be reached as early as 2015.



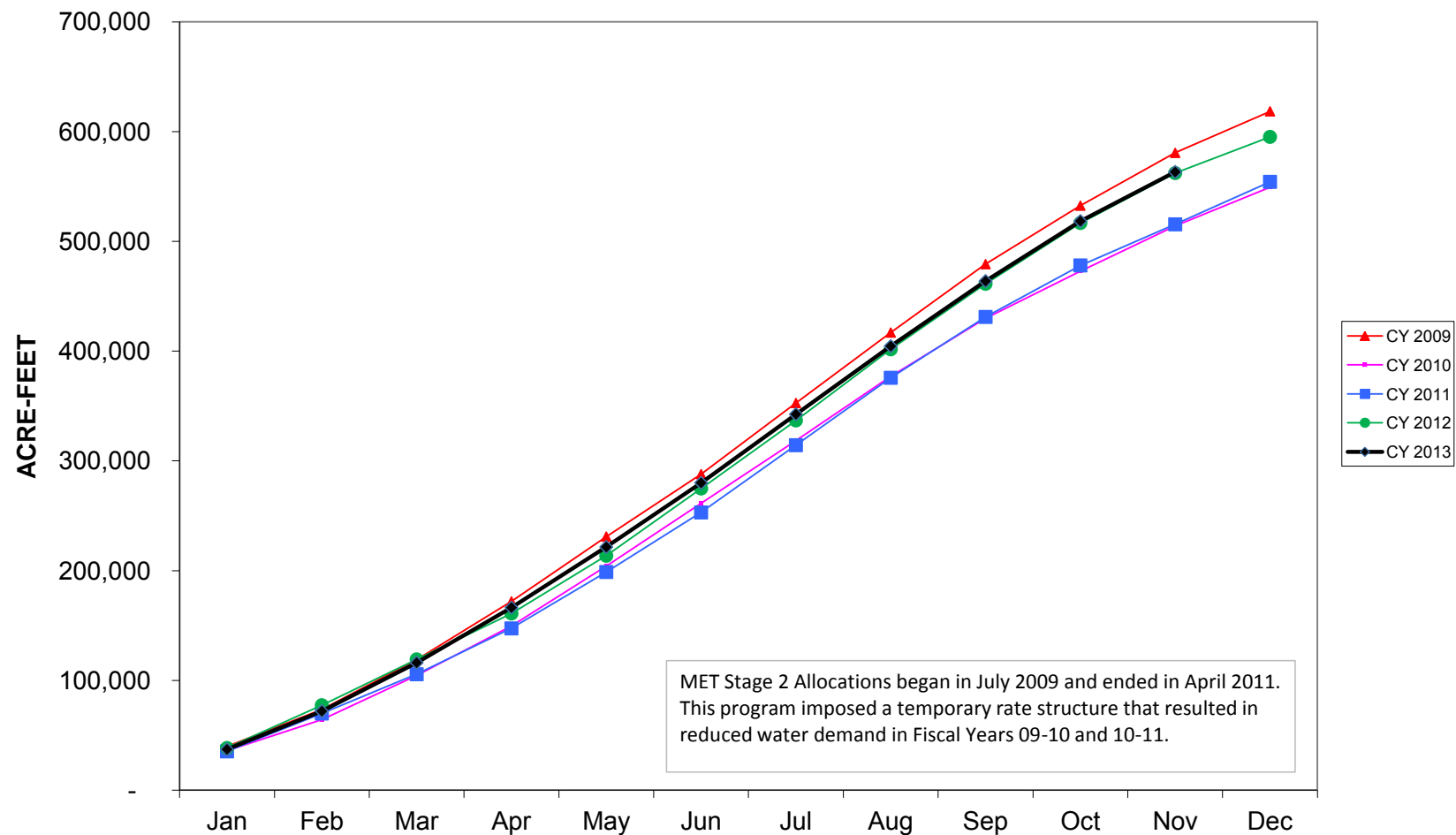
- [1] Imported water for consumptive use. Includes "In-Lieu" deliveries and CUP water extraction. Excludes "Direct Replenishment" deliveries of spreading water, "Barrier Replenishment" deliveries, and deliveries into Irvine Lake.
- [2] Other local includes recycled water, local basin water, Irvine Lake 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 '13-14 is 70%.
- [4] MWDOC's estimate of monthly demand is based on the projected FY 13-14 "Retail" water demand and historical monthly demand patterns.



[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.

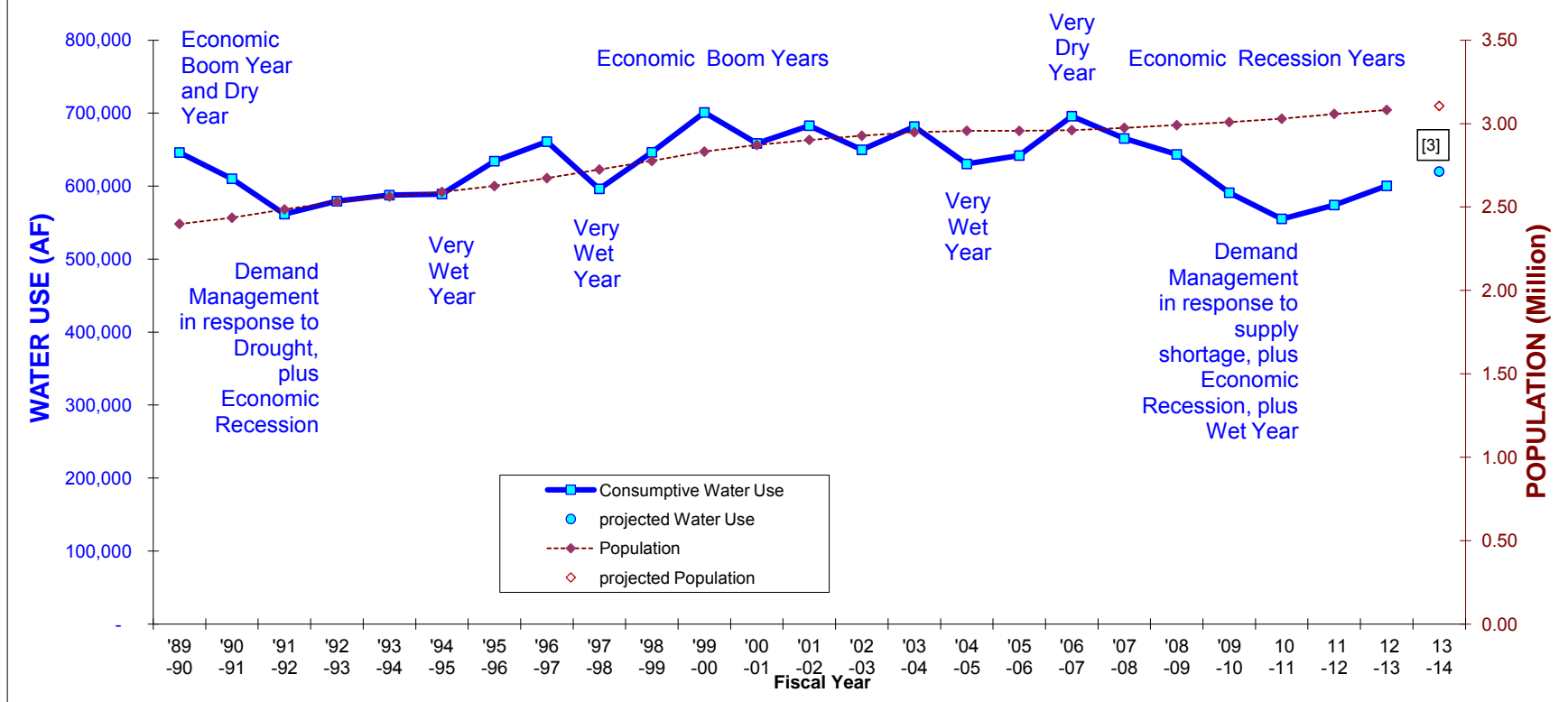
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**Fig. 2B Orange County Cumulative Monthly Consumptive Water Usage [1]:
present year compared to last 4 calendar years**



[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 and waste brine from water quality pumping projects).

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



[1] Consumption includes potable, recycled and non-potable usage; excludes Barrier water and Spreading water. The most recent data involve some estimation and are subject to change.

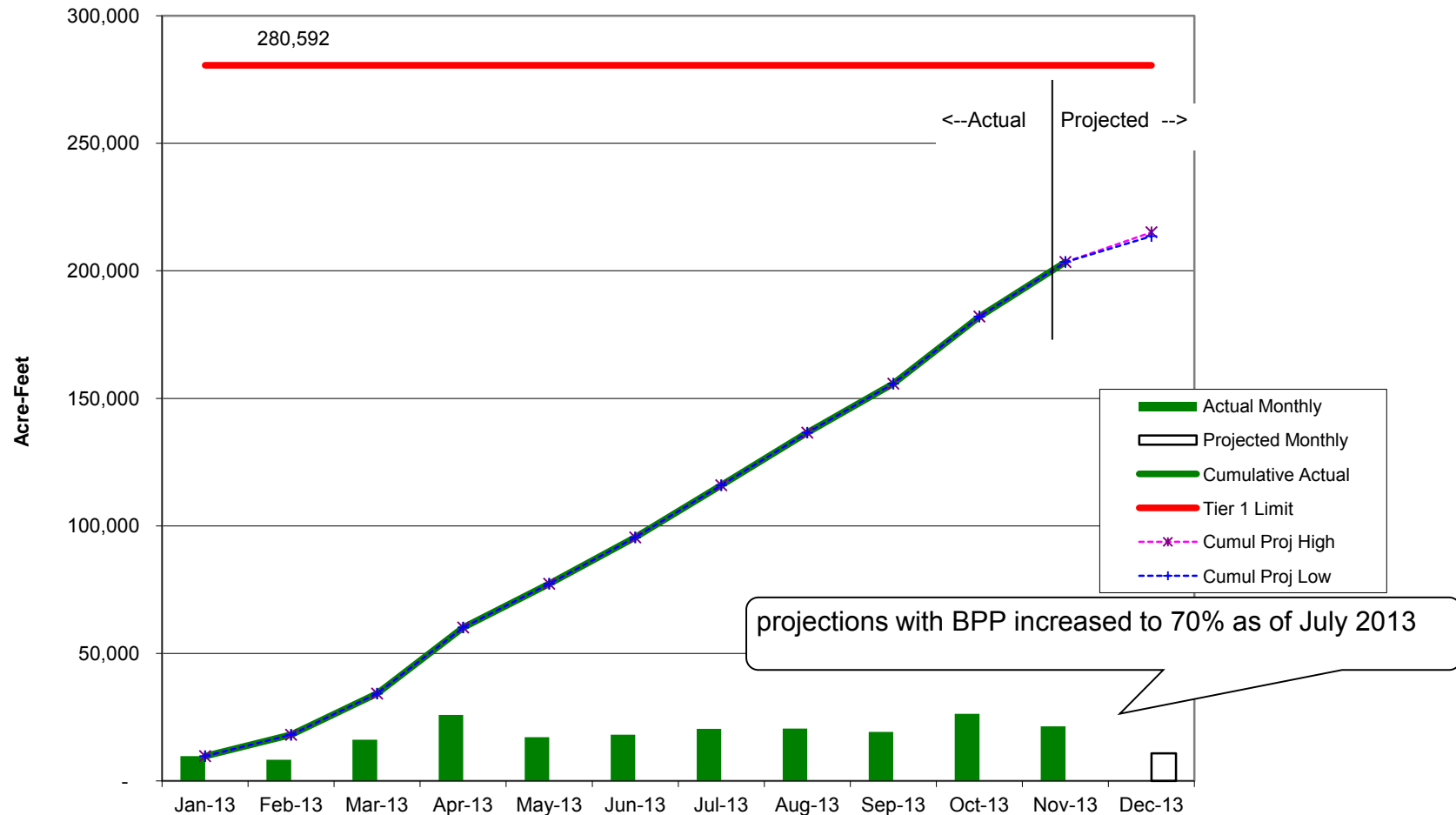
[2] Population estimates in the 2000s decade were revised by the State Dept. of Finance to reflect the 2010 Census counts.

[3] Projection of FY 13-14 water use estimated by MWD OC based on partial-year data.

Projection of FY 13-14 population estimated by MWD OC continues historical trend.

Fig. 4 MWDOC's Firm Water Purchases, CY 2013

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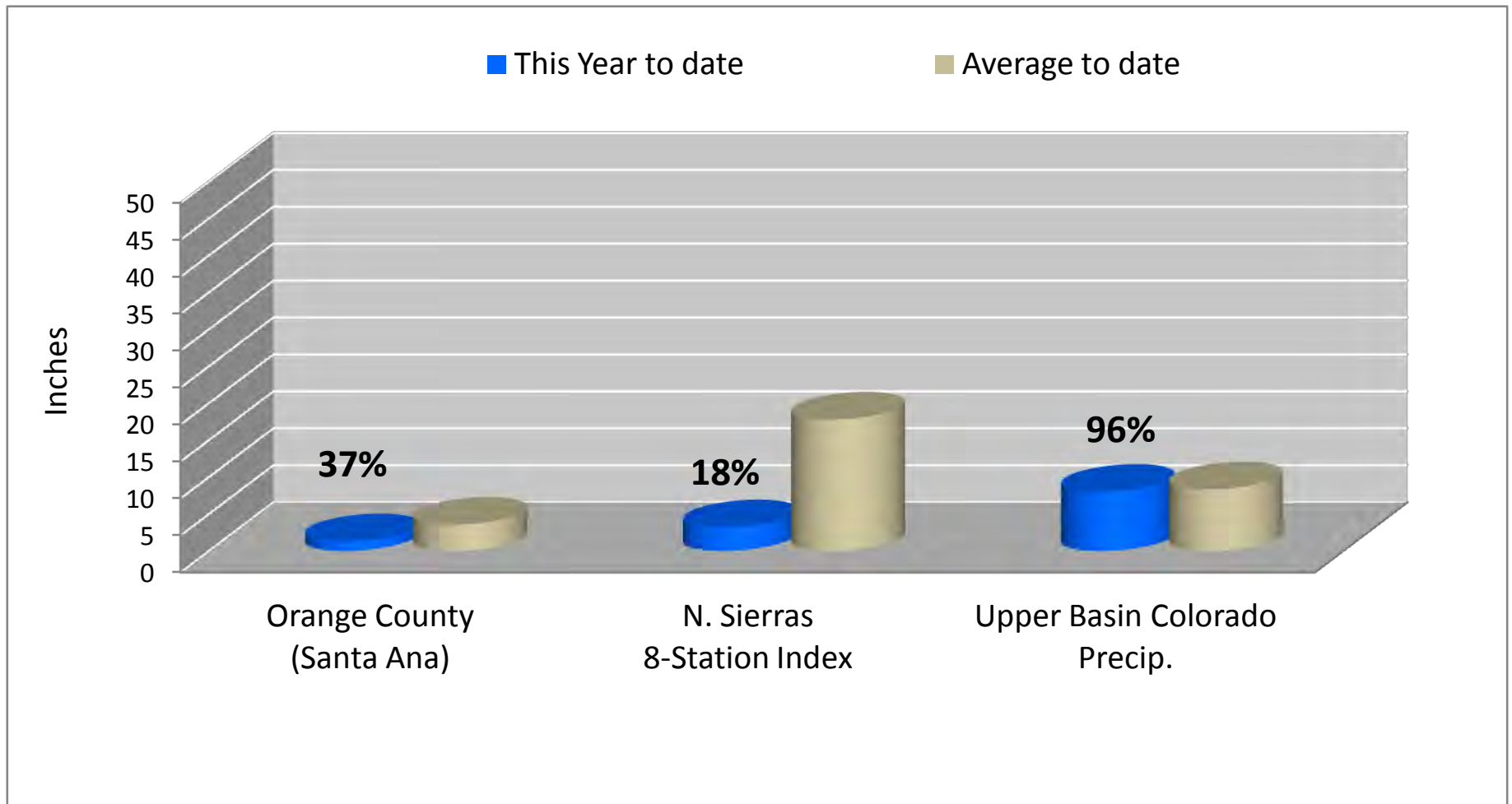


Notes

1. "Firm" includes Full and Barrier; excludes Long-Term Replenishment (both In-Lieu and Direct).
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 68%, then the agency is limited to 6,800 AF of groundwater that year. There may be certain exceptions and/or adjustments to that simple calculation. OCWD sets the BPP for the Basin agencies, usually as of July 1st. Import demands for Jan.-Jun. were with BPP of 68% for Basin agencies; for Jul.-Dec. they are projected with BPP of 70%.

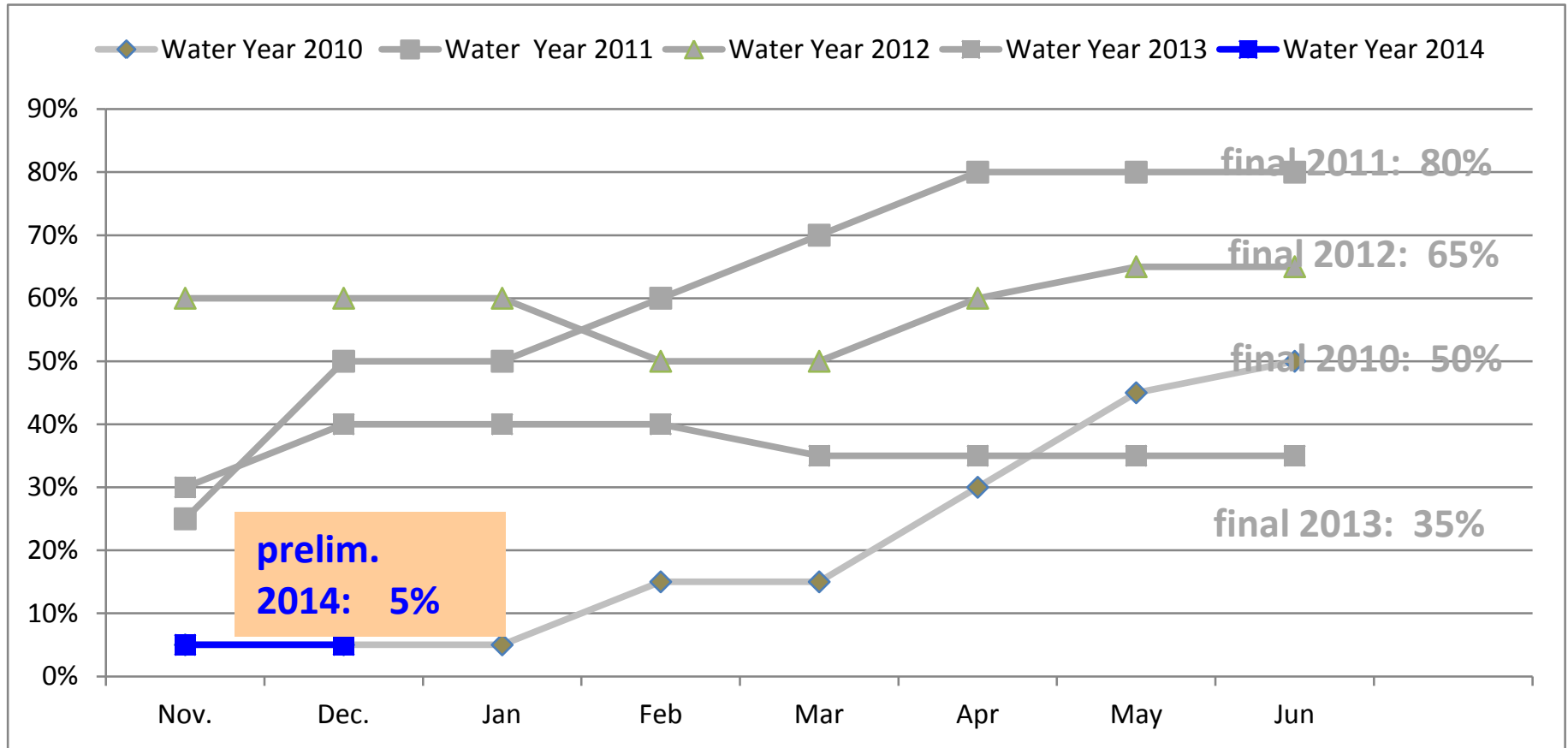
Accumulated Precipitation for the Oct.-Sep. water year, through Dec-2013

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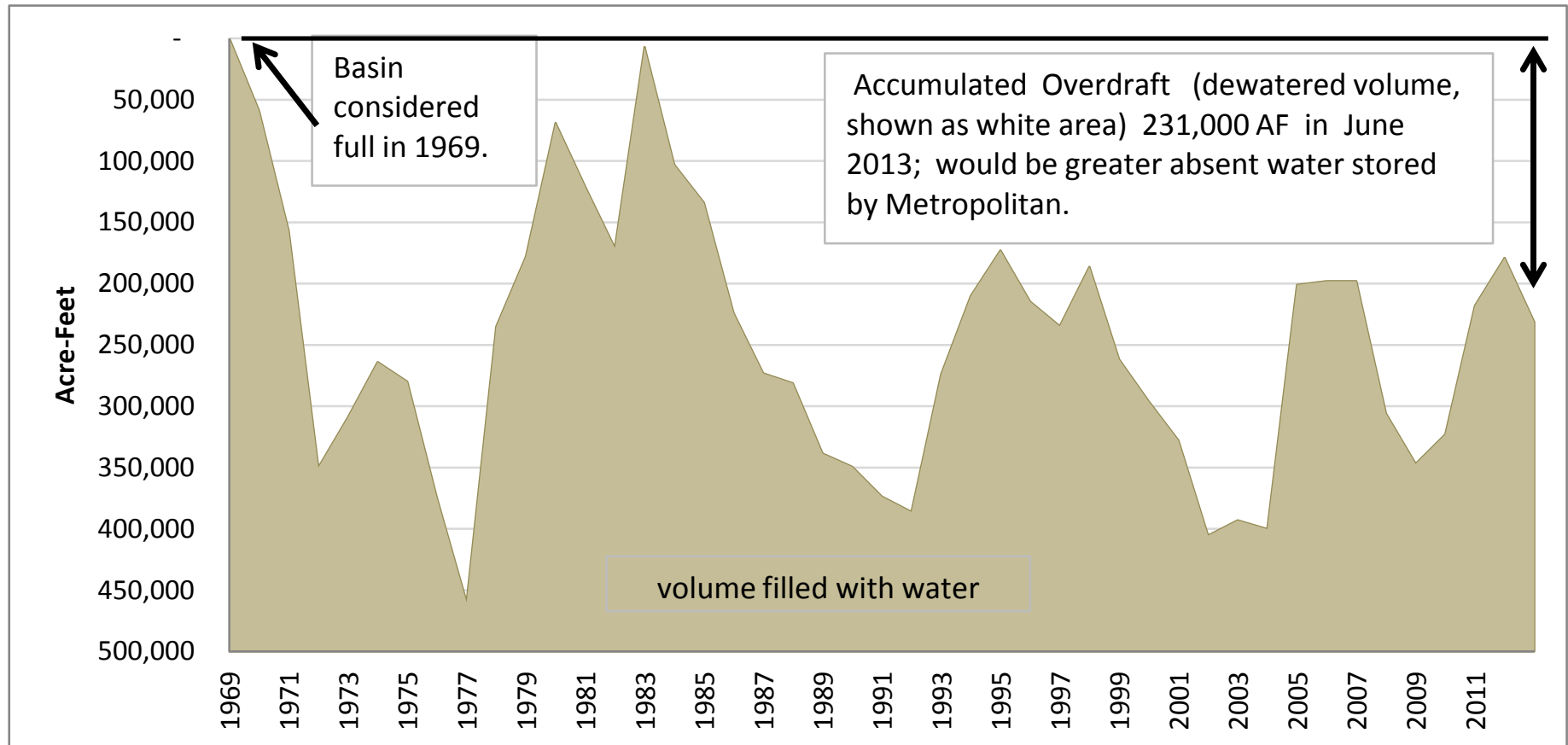
SWP Table A Allocation

for State Water Project Contractors



OCWD Basin Accumulated Overdraft

Annual, 1969 to present



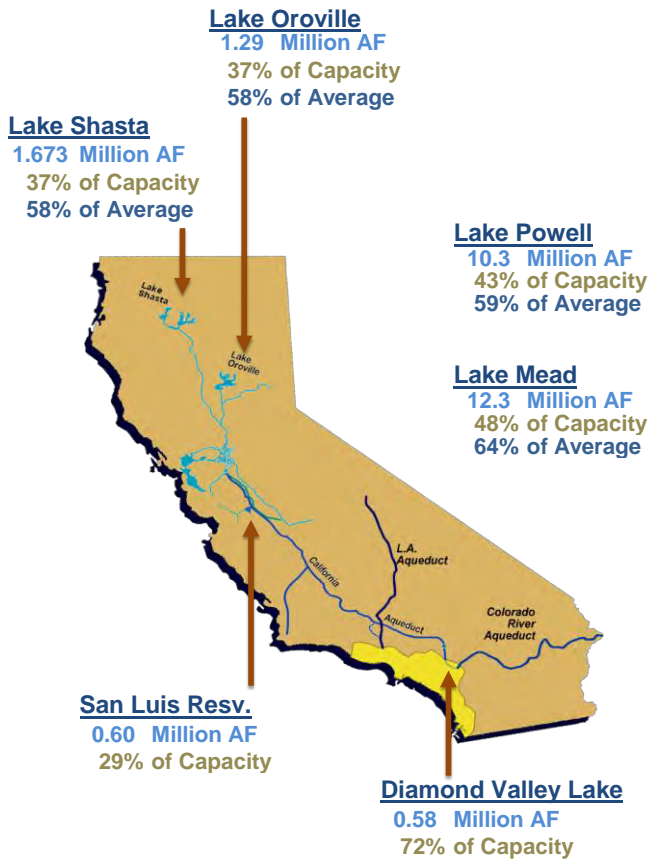
values as of June 30th

source: OCWD



California, Colorado R., and MET Reservoir Storage

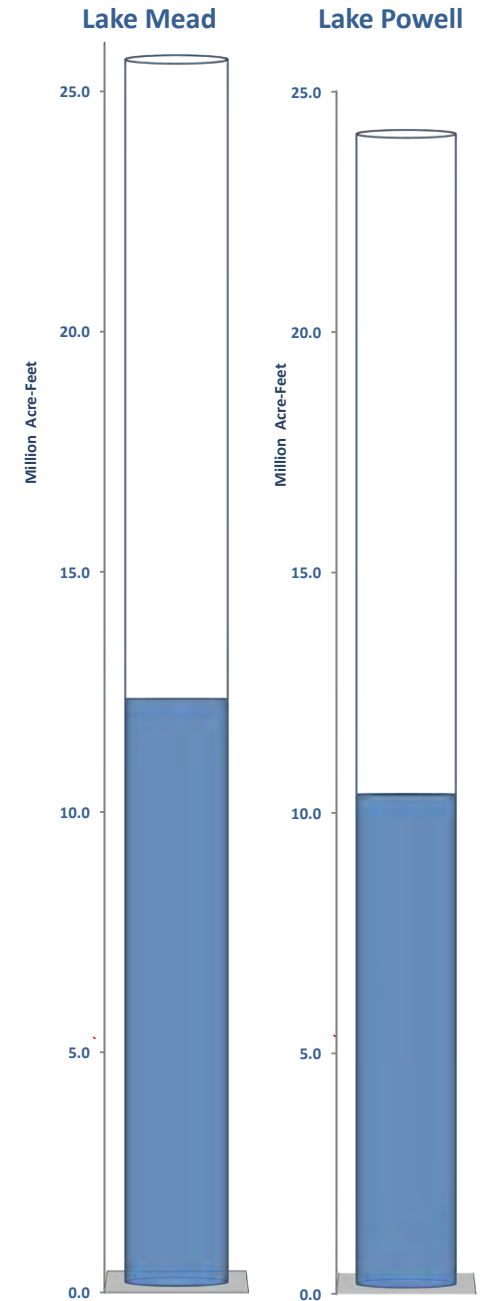
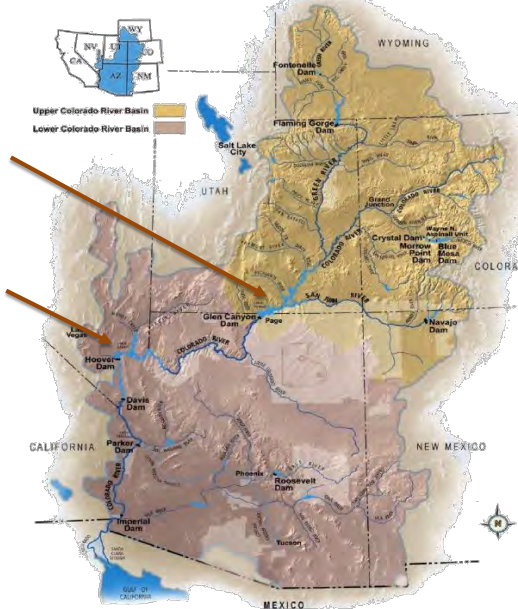
As of end Dec. 2013



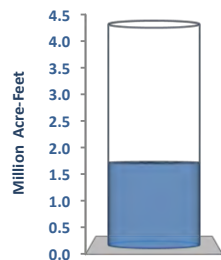
Lake Powell
10.3 Million AF
43% of Capacity
59% of Average

Lake Mead
12.3 Million AF
48% of Capacity
64% of Average

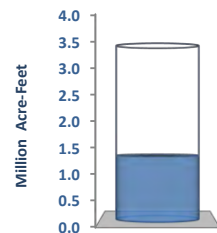
Colorado River Basin



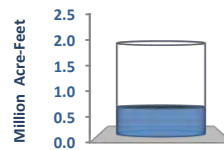
Lake Shasta



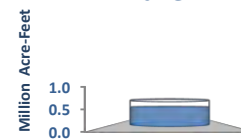
Lake Oroville



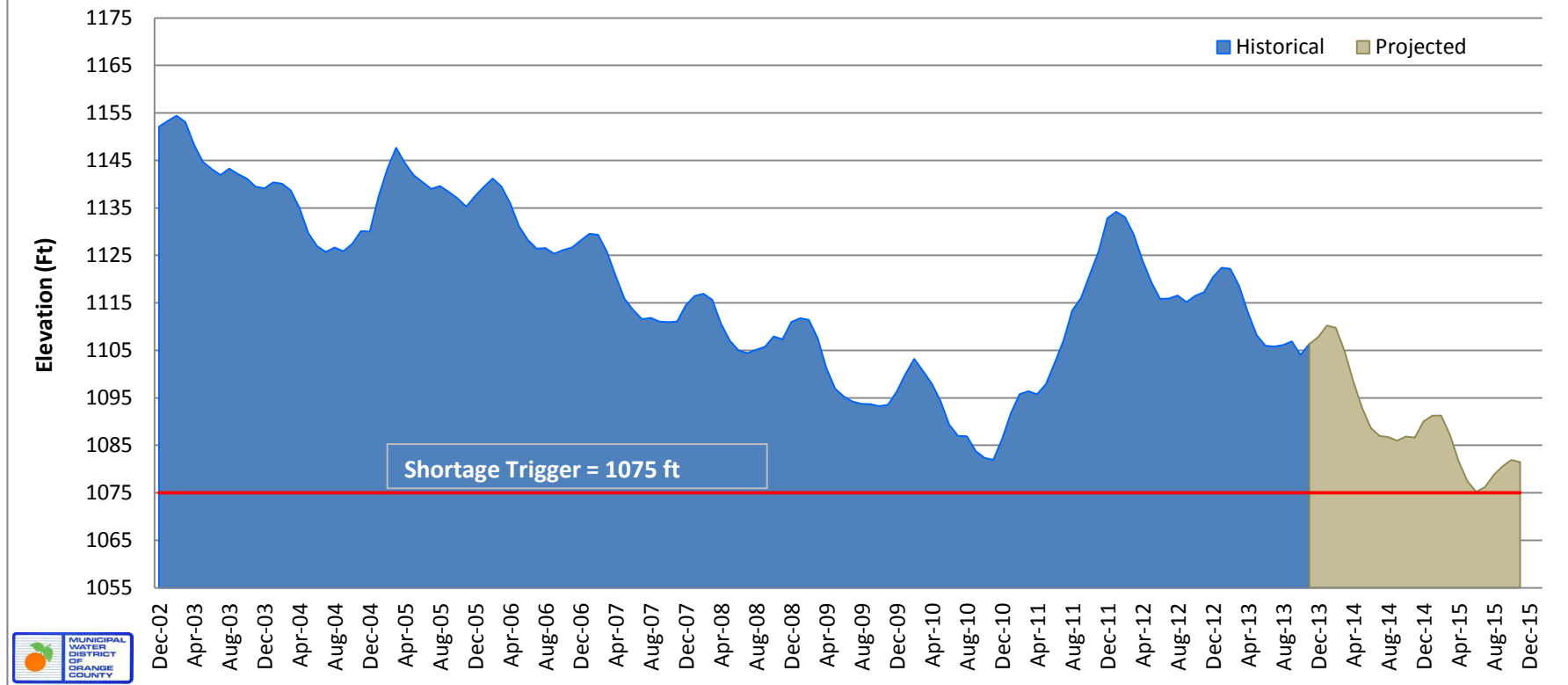
San Luis Resv.



Diamond Valley Lake



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



MWDOC FY 2014-15 CORE and CHOICE Budget Preparation Schedule

December 2013

- Present Budget preparation schedule and solicit initial input from Board and Member Agencies.
- Staff to send out memo to Member Agencies on initiatives for the upcoming year.

January 2014

- MWDOC staff begins preparation of budget hours and costs on program and line-item basis
- Review of five month actuals and fiscal year-end projections
- Review budget adjustments for current fiscal year
- Review changes for upcoming fiscal year
- Discussion on CORE and CHOICE activities with MWDOC Board and Member Agencies.
- Discussion on the Second Lower Cross Feeder as a CORE or CHOICE activity.

February 2014

- Information completed on prior year WUE benefits to member agencies to serve as basis of charging agencies for the upcoming year for WUE activities
- Review budget issues with A&F Committee for feedback.
- Review budget issues with Member Agencies for feedback.
- Member Agencies preliminary indication of participation in CHOICE Services.
- Publish Official First Draft of Budget on or before March 1

March 2014

- Publish Official First Draft of Budget on or before March 1
- Review Full Draft Budget with A&F Committee.
- Formally request comments from all Member Agencies.
- Member Agencies confirm participation in CHOICE Services by March 15 (staff suggestion is to move this date to the end of April, allowing time for the Elected Officials meeting)

April 2014

- Member Agencies' submit Formal Comments about the Budget before April 15.
- Review Final Draft Budget and MWDOC's rates with Member Agencies.
- Conduct meeting with electeds from Member Agencies to discuss budget and other topics before the end of April
- Confirm CHOICE Participation

May 2014

- Final Draft Budget and Rates presented to A&F Committee.
- Member Agencies' Formal Comments presented to A&F Committee.
- Board approval of FY2014-15 Budget and Rates.

**Administration Activities Report
December 6, 2013 to December 30, 2013**

Activity	Summary
Administration/Board	<ul style="list-style-type: none"> • Maribeth has been working with Legal counsel on implementing new Brown Act requirements per SB 751. • Maribeth has been working with Townsend Public Affairs on scheduling meetings with Assemblymembers Allen and Mansoor • Maribeth attended a seminar/training at Best Best and Krieger regarding Form 700 filings • Pat has been working with Richard on Doheny Desal change orders and close-out letters • Pat has been scheduling meetings for Karl, Harvey and Keith • Pat has been coordinating with Chairman Foley on various meetings. • Maribeth has been scheduling meetings for Rob Hunter.
MWDOC/OCWD Joint Administration	<ul style="list-style-type: none"> • No new information to report.
Property/Liability/Workers Compensation Insurance	<ul style="list-style-type: none"> • Katie is coordinating with Alliant to complete the preliminary applications for General Liability, Property and Workers' Compensation insurance quotes. Alliant will return with quotes in late January or early February.
Records Management	<ul style="list-style-type: none"> • Sarah continues to enter new documents into the system as well as scan hard copy documents into the system. She also continues to purge and shred documents in accordance with the retention schedule.
Office HVAC System	<ul style="list-style-type: none"> • ACCO Systems began the HVAC demolition on Monday December 23rd and installation of the new system on Thursday, December 26 through 30th. Balancing of the system and repairs will take place the first few weeks in January.
Human Resources	
Health Benefits and Health and Wellness	<p>Katie has been coordinating the following:</p> <ul style="list-style-type: none"> • Elections for the Flexible Benefits Plan for 2014 have been submitted to WageWorks. Keep in mind that all 2013 claims must be submitted by the end of March, with services rendered by March 15. The newly approved carry over provision starts with plan year 2014. • The Flexible Benefits Summary Plan Document has been emailed to all participants. • As a reminder employees can now access their medical

and vision enrollment via:

<https://secure.bswift.com/default.aspx?abbrev=jpia>

Activity	Summary
CalPERS	Staff received the District's valuation report for the period ending June 30, 2012. Staff will be scheduling a meeting in January to meet with the District's CalPERS Actuary Representative to discuss the Districts valuation report.
Review of 401 and 457 Plan Investment Funds	No new information to report.
Retiree Health Benefits	Cathy coordinated with legal counsel on the development of a Retiree Health and Medical Expense Reimbursement Policy for Board review and approval. The item is included in the January A&F Packet.
Recruitment /Departures	<ul style="list-style-type: none"> The recruitment deadline for the Director of Finance position closed on December 6. Alliance presented the list of candidates on December 20th. Staff is reviewing the list and will be scheduling interviews.
Other	
Agency Requests	No information to report this month.
Projects and Activities	<ul style="list-style-type: none"> Katie provided Act Database training to some of the Administrative staff. Katie is reviewing software for Performance Appraisals and Applicant Tracking through Neogov as well as a Leave of Absence Tracking Program through J.J. Keller.
Other	<ul style="list-style-type: none"> Katie coordinated collection for Operation Santa and gifts were picked up on December 18. The annual Staff Holiday luncheon was held on December 18 at Newport Landing.



INFORMATION ITEM

January 8, 2014

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

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 2013-14.

Description	% of Completion	Estimated Completion date	Status
<u>Finance</u>			
Further Implementation of WUE Landscape Programs Database and Web Site.	On-going	On-going	In Progress
Implementation of WUE Landscape Programs Database for inspection agencies.	85%	6-30-14	In Progress
Annual financial audit conducted by Vavrinek, Trine, Day & Company	95%	1-31-14	In Progress
Preparation of Audited Financial Statement Report	95%	1-31-14	In Progress
Upgrade Serenic ERP Software from version 5 to version 7	10%	3-31-14	In Progress
Preparation of documents for FY14-15 budget process.	15%	6-30-14	In Progress

<u>Information Technology</u>			
Network security protection for the District from Cyber threats, intruders/hackers, and viruses/malwares/spam e-mail attacks.	On-going	On-going	Continuous system monitoring
Upgrade existing Windows Server Operating Systems from 2003 and 2008 versions to 2012 version (software upgrade).	60%	1-31-14	In Progress
Purchase and upgrade 4 Desktop computers.	50%	1-31-14	In Progress
Purchase and upgrade District Record Management Database Server (hardware and software).	10%	6-31-14	In Progress
Purchase and upgrade Finance database Server (hardware and software) to run new version of Serenic application (64-bit).	50%	3-31-14	In Progress
Purchase and upgrade Primary Domain Network Server to Windows Server 2012 64-bit (hardware and software).	90%	1-31-14	In Progress

FY 2013-14 Completed Special Tasks			
Description	% of Completion	Estimated Completion date	Status
<u>Information Technology</u>			
Upgrade and maintain Disaster Recovery Plan for the District (software and hardware). Install, configure and deploy new Disaster Recovery Server (hardware and software) for Finance Department at the South EOC.	100%	09-31-13	Completed
Purchase and upgrade Overhead projector for Conference room 102.	100%	10-31-13	Completed
Purchase and upgrade MS Office 2007 to 2013 version (5 licenses).	100%	12-31-13	Completed
<u>Finance</u>			
Preparation of documents for FY13-14 budget process.	100%	06-30-13	Completed
State Tax filing for Water Facilities	100%	11-30-13	Completed
State Controller Report preparation	100%	11-30-13	Completed
Government Compensation in California report	100%	11-30-13	Completed