

**MEETING OF THE
BOARD OF DIRECTORS OF THE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**
Jointly with the
ADMINISTRATION & FINANCE COMMITTEE
October 12, 2016, 8:30 a.m.
MWDOC Conference Room 101

Committee:

Director J. Thomas, Chairman
Director J. Finnegan
Director B. Barbre

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

Ex Officio Member: W. Osborne

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

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

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

ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO MEETING --

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

PROPOSED BOARD CONSENT CALENDAR ITEMS

1. TREASURER'S REPORT
 - a. Revenue/Cash Receipt Report – September 2016
 - b. Disbursement Approval Report for the month of October 2016
 - c. Disbursement Ratification Report for the month of September 2016
 - d. GM Approved Disbursement Report for the month of September 2016
 - e. Water Use Efficiency Projects Cash Flow – September 30, 2016
 - f. Consolidated Summary of Cash and Investment – August 2016
 - g. OPEB Trust Fund monthly statement
2. FINANCIAL REPORT - Combined Financial Statements and Budget Comparative for the Period ending August 31, 2016

ACTION ITEMS

3. RECORDS MANAGEMENT POLICIES
4. HEALTH SAVINGS ACCOUNT ELECTIONS FOR 2017

DISCUSSION ITEMS

5. OTHER POST EMPLOYEE BENEFITS (OPEB) ACTUARIAL AS OF JULY 1, 2016

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. HEALTH BENEFIT RATES FOR 2017
7. DEPARTMENT ACTIVITIES REPORTS
 - a. Administration
 - b. Finance and Information Technology
8. MONTHLY WATER USAGE DATA, TIER 2 PROJECTION, AND WATER SUPPLY INFO.

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
September 2016**

WATER REVENUES

Date	From	Description	Amount
09/06/16	City of La Palma	July 2016 Water deliveries	98,411.33
09/06/16	City of San Juan Capistrano	July 2016 Water deliveries	627,459.33
09/08/16	City of Garden Grove	July 2016 Water deliveries	595,129.79
09/08/16	City of La Habra	July 2016 Water deliveries	9,604.67
09/09/16	City of San Clemente	July 2016 Water deliveries	753,889.19
09/12/16	El Toro Water District	July 2016 Water deliveries	761,024.58
09/12/16	South Coast Water District	July 2016 Water deliveries	517,011.03
09/12/16	Santa Margarita Water District	July 2016 Water deliveries	2,784,382.99
09/14/16	City of Buena Park	July 2016 Water deliveries	163,385.23
09/14/16	Laguna Beach County Water District	July 2016 Water deliveries	362,883.38
09/14/16	East Orange County Water District	July 2016 Water deliveries	446,607.17
09/14/16	City of Westminster	July 2016 Water deliveries	245,882.62
09/14/16	City of Orange	July 2016 Water deliveries	508,998.51
09/15/16	Orange County Water District	July 2016 Water deliveries	4,244,942.73
09/15/16	Moulton Niguel Water District	July 2016 Water deliveries	2,538,539.99
09/15/16	Yorba Linda Water District	July 2016 Water deliveries	626,511.12
09/15/16	Golden State Water Company	July 2016 Water deliveries	496,883.70
09/15/16	Irvine Ranch Water District	July 2016 Water deliveries	1,511,351.17
09/15/16	Santiago Aqueduct Commission	July 2016 Water deliveries	134,534.40
09/27/16	Serrano Water District	August 2016 Water deliveries	92,563.02
09/29/16	Trabuco Canyon Water District	August 2016 Water deliveries	17,891.48
09/30/16	City of Fountain Valley	August 2016 Water deliveries	30,844.47
09/30/16	City of Brea	August 2016 Water deliveries	258,000.61

TOTAL REVENUES **\$ 17,826,732.51**

Municipal Water District of Orange County
REVENUE / CASH RECEIPT REPORT
September 2016

MISCELLANEOUS REVENUES

Date	From	Description	Amount
09/12/16	Great Lakes Services/ Great Wolf Lodge	5/20/16 OC Water Summit	1,600.00
09/02/16	Darcy Burke	August 2016 COBRA Health insurance	1,293.82
09/15/16	Judy Pfister	Oct-Dec 2016 Retiree Health insurance	103.05
09/19/16	Stan Sprague	October 2016 Retiree Health insurance	211.41
09/15/16	3 Checks	Movie tickets	253.00
09/02/16	US Bank	CAL Card rebate check	524.34
09/30/16	Paypal	ISDOC Registrations	742.89
09/26/16	Alliance Resources Consulting	Refund for professional fee	4,500.00
09/12/16	Metropolitan Water District	Jan 2015-Mar 2016 FAFP San Juan Basin Authority	140,954.66
09/02/16	Mesa Water	July 2016 Smartimer rebate program	80.00
09/06/16	City of Newport Beach	July 2016 Smartimer rebate program	238.99
09/06/16	Golden State Water Company	July 2016 Smartimer rebate program	75.00
09/09/16	City of Huntington Beach	July 2016 Smartimer rebate program	519.99
09/12/16	El Toro Water District	July 2016 Smartimer rebate program	75.00
09/19/16	Santa Margarita Water District	July 2016 Smartimer rebate program	6,022.34
09/23/16	City of Brea	July 2016 Smartimer rebate program	144.99
09/26/16	Moulton Niguel Water District	July 2016 Smartimer rebate program	16,729.42
09/14/16	City of Buena Park	July 2016 Turf Removal rebate program	111.00
09/14/16	City of Garden Grove	July 2016 Turf Removal rebate program	222.00
09/15/16	City of Orange	July 2016 Turf Removal rebate program	333.00
09/26/16	City of San Juan Capistrano	July 2016 Turf Removal rebate program	111.00
09/26/16	Irvine Ranch Water District	July 2016 Turf Removal rebate program	7,262.01
09/29/16	City of La Habra	July 2016 Turf Removal rebate program	111.00
09/13/16	Irvine Ranch Water District	Additional Jan-Mar 2016 So Cal Watersmart rebate program	52,991.28
09/13/16	Irvine Ranch Water District	Additional June 2016 So Cal Watersmart rebate program	71,842.30
09/19/16	Santa Margarita Water District	Additional June 2016 So Cal Watersmart rebate program	4,715.00
09/26/16	Moulton Niguel Water District	Additional June 2016 So Cal Watersmart rebate program	550.00
09/29/16	Trabuco Canyon Water District	Jul 2016 So Cal Watersmart Residential rebate program	200.00
09/06/16	City of La Palma	Water Loss Control technical assistance - WSO, Inc	9,432.00
09/02/16	City of San Clemente	Addition to the Choice School program FY 15-16	40.15
09/02/16	City of Anaheim	WEROC Funding for FY 16-17	11,430.00
TOTAL MISCELLANEOUS REVENUES			\$ 333,419.64
TOTAL REVENUES			\$ 18,160,152.15


 Robert J. Hunter, General Manager


 Hilary Chumpitazi, Treasurer

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of October 2016**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
Core Expenditures:		
	Richard Ackerman	
1118	September 2016 Consulting for legal & regulatory matters	2,175.00
	*** Total ***	2,175.00
	ACWA	
INV003636	Employment ad for Director of Public Affairs position	400.00
	*** Total ***	400.00
	ACWA Joint Powers	
M005-2016LIAB	10/1/16-10/1/17 Auto and General Liability insurance	85,805.00
	*** Total ***	85,805.00
	Aleshire & Wynder LLP	
38944	August 2016 Legal services	1,036.00
39268	September 2016 Legal services	2,795.00
	*** Total ***	3,831.00
	ALTA FoodCraft	
516090628	9/1/16 Coffee & tea supplies	86.66
516091051	9/12/16 Coffee & tea supplies	321.70
	*** Total ***	408.36
	Arcadis US, Inc.	
0806261	7/1/16-8/15/16 Services for development of Urban Water Management plan	3,897.00
	*** Total ***	3,897.00
	Best Best and Krieger LLP	
779980	August 2016 State legislative advocacy services	7,500.00
55401-AUG16	August 2016 Legal services	11,650.48
	*** Total ***	19,150.48
	Boy Scouts of America	
081916	Sponsorship for Soil & Water Conversation merit badge	5,000.00
	*** Total ***	5,000.00
	CDW Government	
FJP2633	1 Storage area network device with software and support	10,126.36
	*** Total ***	10,126.36
	Demsey, Filliger & Associates, LLC	
3121	October 2016 Actuarial valuation for OPEB	3,000.00
	*** Total ***	3,000.00

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Disbursement Approval Report
For the month of October 2016**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	<i>Drapery Works</i>	
092916	Balance of roller shades for refurbished offices 105 & 107	545.00
	*** Total ***	545.00
	<i>Executive Information Systems, LLC</i>	
1-DLLOI	8/15/16-2/14/17 Addition of 1 user license for JMP statistical software	494.00
	*** Total ***	494.00
	<i>Fry's Electronics</i>	
21600281	9/15/16 Computer supplies	97.19
	*** Total ***	97.19
	<i>GovConnection, Inc.</i>	
54087635	1 Fujitsu FI-6770 flatbed duplex scanner	5,793.68
54117482	1 ImageFormula scanner	943.21
54130415	1 9.7 iPad Pro	849.61
54134628	AppleCare Plus extended warranty for 9.7 iPad Pro	75.00
	*** Total ***	7,661.50
	<i>Independent Special Dist of OC</i>	
092916-SEP16	September 2016 PayPal receipts for 9/29/16 meeting	742.89
ISDOC092916	9/29/16 ISDOC Meeting registration for Directors Barbre, Dick, Hinman, Osborne and Tamaribuchi	85.00
	*** Total ***	827.89
	<i>James C. Barker, P.C.</i>	
105-0916	September 2016 Federal legislative advocacy services	8,000.00
	*** Total ***	8,000.00
	<i>Kustom Imprints</i>	
22963	6 Jackets embroidered with MWDOC logo for Public Affairs and Government Affairs staff	321.24
	*** Total ***	321.24
	<i>Lewis Consulting Group, LLC</i>	
2016-148	September 2016 Consulting services	2,750.00
	*** Total ***	2,750.00
	<i>Edward G. Means III</i>	
MWDOC-1041	September 2016 Support for MET issues & guidance to Engineering staff	1,009.72
	*** Total ***	1,009.72
	<i>Norco Delivery Services</i>	
706418	9/1/16 Delivery for Board packets	141.73
	*** Total ***	141.73

**Municipal Water District of Orange County
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For the month of October 2016**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	Office Solutions	
I-01023948	9/12/16 Office supplies	151.41
I-01030925	9/22/16 Office supplies	49.24
I-01033428	9/28/16 Office supplies	631.23
I-01033583	9/28/16 Office supplies	345.99
I-01037506	10/5/16 Office supplies	27.00
	*** Total ***	1,204.87
	Orange County Fast Print, Inc.	
53413	500 Business cards for Director Finnegan	59.00
53447	500 Business cards for C. Busslinger	59.00
	*** Total ***	118.00
	Orange County Water District	
16694	August 2016 50% share of WACO expense	229.22
16695	August 2016 Postage, shared office & maintenance expense	7,471.53
092116	2016 Health & Wellness Expo sponsorship	100.00
16763	September 2016 50% share of WACO expense	227.50
	*** Total ***	8,028.25
	Patricia Kennedy Inc.	
21006	October 2016 Plant maintenance	214.00
	*** Total ***	214.00
	Petty Cash	
093016	July-September 2016 Petty Cash reimbursement	157.73
	*** Total ***	157.73
	Quick Signs & Graphics	
45514	2 Pull-up banners with water saving and rebate information for MWDOC events	422.28
	*** Total ***	422.28
	Staples Advantage	
8040822529	9/3/16 Office supplies	31.63
	*** Total ***	31.63
	Top Hat Productions	
92071	9/22/16 Lunch for Managers' meeting	435.78
	*** Total ***	435.78
	U. S. HealthWorks Medical Group	
2990633-CA	9/20/16 Pre-employment exam	160.00
	*** Total ***	160.00
	Union Bank, N.A.	
999040	June-August 2016 Custodial Bank fees	625.00
	*** Total ***	625.00

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<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	USAFact, Inc.	
6093128	9/23/16 Pre-employment background check	35.56
	*** Total ***	35.56
	WaterWise Consulting, Inc.	
4784	September 2016 Turf Removal program surveys and audits	600.00
	*** Total ***	600.00
	Total Core Expenditures	<hr/> 167,674.57

Choice Expenditures:

	Bryton Printing Inc.	
12934	85,000 Orange County Association of Realtors water conservation door hangers	4,441.24
	*** Total ***	4,441.24
	Geoscience Support Services	
15025-16-05	September 2016 Doheny Ocean Desal Slant Well decommissioning	9,194.25
	*** Total ***	9,194.25
	Orange County Water District	
16695	August 2016 Postage for rebate programs	105.43
	*** Total ***	105.43
	Total Choice Expenditures	<hr/> 13,740.92

Other Funds Expenditures:

	Claris Strategy	
10160100-01	July-September 2016 WEROC EOC assessment	16,744.64
	*** Total ***	16,744.64
	ConserVision	
LPCP-238	January 2013-November 2015 Retention payment	28,894.25
	*** Total ***	28,894.25
	Mega Maids Cleaning Service	
8123	September 2016 WEROC S. EOC cleaning services	85.00
8124	September 2016 WEROC N. EOC cleaning services	85.00
	*** Total ***	170.00
	Power Plus	
S39816-680795	9/27/16 Inspection and load bank test for generator at WEROC N. EOC	775.07
	*** Total ***	775.07

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Disbursement Approval Report
For the month of October 2016**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
23728	<i>Sandor's Gourmet Catering, Inc.</i>	
	9/29/16 Lunch for WEROC training	306.45
	*** Total ***	306.45
	<i>Total Other Funds Expenditures</i>	<u>46,890.41</u>
	<i>Total Expenditures</i>	<u><u>228,305.90</u></u>

**Municipal Water District of Orange County
Disbursement Ratification Report
For the month of September 2016**

<i>Check #</i>	<i>Date</i>	<i>Vendor # Invoice/CM #</i>	<i>Name / Description</i>	<i>Net Amount</i>
Core Disbursements:				
135970	9/6/16	TIMEWA 5210-SEP16	Time Warner Cable September 2016 Telephone and internet expense	1,280.57
			***Total ***	1,280.57
135971	9/6/16	VERIZO 9770886837	Verizon Wireless August 2016 4G Mobile broadband unlimited service	76.02
			***Total ***	76.02
135983	9/15/16	FINNEG 083116	Joan Finnegan August 2016 Business expense	122.06
			***Total ***	122.06
135986	9/15/16	HINMAN 083116	Susan Hinman August 2016 Business expense	34.47
			***Total ***	34.47
135989	9/15/16	IRONMO MYS7504	Iron Mountain September 2016 Archived document storage fees	372.62
			***Total ***	372.62
135995	9/15/16	OSBORN 083116	Wayne S. Osborne August 2016 Business expense	187.00
			***Total ***	187.00
135998	9/15/16	TIMEWA 3564-SEP16	Time Warner Cable September 2016 Telephone expense for 4	143.17
			***Total ***	143.17
135999	9/15/16	USBANK 4140/5443-AUG16	U.S. Bank 7/22/16-8/22/16 Cal Card charges	14,323.02
			***Total ***	14,323.02
			(See attached sheet for details)	
136001	9/15/16	VOLZKE 083116	Jonathan Volzke August 2016 Business expense	228.88
			***Total ***	228.88
ACH002133	9/15/16	ACKEEX 083116	Linda Ackerman August 2016 Business expense	45.36
			***Total ***	45.36
ACH002135	9/15/16	KANZLE 082616	Andrew Kanzler July-August 2016 Business expense	175.19
			***Total ***	175.19

**Municipal Water District of Orange County
Disbursement Ratification Report
For the month of September 2016**

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
ACH002137	9/15/16	BACATI 083116	Tiffany Baca July-August 2016 Business expense ***Total ***	 344.92 344.92
ACH002138	9/15/16	BARBRE 083116	Brett Barbre August 2016 Business expense ***Total ***	 254.34 254.34
ACH002139	9/15/16	BERGJO 073116	Joseph Berg July 2016 Business expense	112.55
ACH002140	9/15/16	083016	August 2016 Business expense ***Total ***	123.59 236.14
ACH002144	9/15/16	CHUMPI 083116	Hilary Chumpitazi August 2016 Business expense ***Total ***	 100.00 100.00
ACH002145	9/15/16	DICKEY 083116	Larry Dick August 2016 Business expense ***Total ***	 184.14 184.14
ACH002146	9/15/16	DINHPA 083116	Patrick Dinh August 2016 Business expense ***Total ***	 50.22 50.22
ACH002152	9/15/16	LOEWEN 083116	Laura Loewen August 2016 Business expense ***Total ***	 158.85 158.85
ACH002163	9/15/16	ROBERT 073116	Bryce Roberto July 2016 Business expense	36.20
ACH002164	9/15/16	083116	August 2016 Business expense ***Total ***	163.02 199.22
ACH002167	9/15/16	THOMAS 083116	Jeffery Thomas August 2016 Business expense ***Total ***	 170.10 170.10
136007	9/30/16	STALVE 091416	Jeff Stalvey September 2016 Business expense ***Total ***	 11.88 11.88
136079	9/30/16	RICOHMA 5044329227	Ricoh USA, Inc. June-August 2016 Reproduction costs ***Total ***	 740.21 740.21

**Municipal Water District of Orange County
Disbursement Ratification Report
For the month of September 2016**

<i>Check #</i>	<i>Date</i>	<i>Vendor # Invoice/CM #</i>	<i>Name / Description</i>	<i>Net Amount</i>
ACH002174	9/30/16	FAHLBE 093016	Beth Fahl September 2016 Business expense	17.50
			***Total ***	17.50
			Total Core Disbursements	19,455.88
Choice Disbursements:				
136006	9/30/16	SDGE 7768-SEP16	San Diego Gas and Electric 8/18/16-9/19/16 Electric service for Doheny Ocean Desal project	159.94
			***Total ***	159.94
			Total Choice Disbursements	159.94
Other Funds Disbursements:				
135969	9/6/16	ATTEOC 0532-AUG16 4492-AUG16 8200-AUG16	AT&T August 2016 WEROC N. EOC dedicated phone line August 2016 WEROC S. EOC telephone expense August 2016 WEROC N. EOC telephone expense	66.02 323.53 258.78
			***Total ***	648.33
135971	9/6/16	VERIZO 9770886837	Verizon Wireless August 2016 4G Mobile broadband unlimited service	38.01
			***Total ***	38.01
135975	9/15/16	ATTUVEOC 8599-SEP16	AT&T September 2016 U-verse internet service for WEROC N. EOC	55.00
			***Total ***	55.00
135999	9/15/16	USBANK 4140-AUG16	U.S. Bank 7/22/16-8/22/16 Cal Card charges	1,369.44
			***Total *** (See attached sheet for details)	1,369.44
ACH002139	9/15/16	BERGJO 073116	Joseph Berg July 2016 Business expense	4.50
ACH002140	9/15/16	083016	August 2016 Business expense	4.50
			***Total ***	9.00
ACH002153	9/15/16	MESAWA JUL2016	Mesa Water July 2016 Credit for Local Resources program	80,852.07
			***Total ***	80,852.07

**Municipal Water District of Orange County
Disbursement Ratification Report
For the month of September 2016**

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
ACH002165	9/15/16	HAGESH 083116	Shenandoah Hage August 2016 Business expense ***Total ***	 114.47 114.47
136002	9/30/16	ATTEOC 4492-SEP16 8200-SEP16 0532-SEP16	AT&T September 2016 WEROC S. EOC telephone expense September 2016 WEROC N. EOC telephone expense September 2016 WEROC N. EOC dedicated phone line ****Total ***	 254.33 189.56 65.12 509.01
136003	9/30/16	CATALI 0013211	Catalina Island Conservancy September 2016 WEROC radio repeater site lease ***Total ***	 1,636.47 1,636.47
		TURFPR	Turf Removal Program	
136009	9/30/16	TR8-R-IRWD-2015-1959	P. Kumar	1,296.00
136010	9/30/16	TR7-R-SJC-4594-4512	V. Malinowski	4,096.00
136011	9/30/16	TR8-R-MNT-7292-7229	W. Hwang	3,422.50
136012	9/30/16	TR7-R-SM-4721-4641	G. Kunst	464.00
136013	9/30/16	TR7-R-MNT-4636-4555	M. Wetterau	6,782.00
136014	9/30/16	TR7-R-YLWD-4579-4499	L. Ma	4,810.00
136015	9/30/16	TR8-R-MNT-5129-5061	E. Seniura	4,602.50
136016	9/30/16	TR8-R-IRWD-5142-5071	S. Patsenhann	600.00
136017	9/30/16	TR8-R-MNT-5246-5177	E. Mercado	6,861.50
136018	9/30/16	TR7-R-MNT-4740-4658	W. Williams	992.00
136019	9/30/16	TR7-R-HB-4424-4342	J. Lee	3,632.00
136020	9/30/16	TR7-R-IRWD-4771-4690	S. Tase	1,060.00
136021	9/30/16	TR8-R-IRWD-4968-4897	M. Bahia	2,042.00
136022	9/30/16	TR8-R-IRWD-5199-5128	Q. Nguyen	2,080.00
136023	9/30/16	TR8-R-MNT-5224-5154	E. Hall	1,909.50
136024	9/30/16	TR8-R-MNT-5225-5155	G. Thompson	2,935.50
136025	9/30/16	TR7-R-WEST-4650-4568	V. Luu	1,572.00
136026	9/30/16	TR7-R-SOCO-4546-4466	E. Weitz	784.00
136027	9/30/16	TR8-R-MNT-5033-4959	R. Casey	4,551.00
136028	9/30/16	TR7-MNT-24938-28642	M. Koosha	630.00
136029	9/30/16	TR8-R-MNT-6302-6229	D. Heyman	767.50
136030	9/30/16	TR7-R-IRWD-4339-4263	L. Sun	506.00
136031	9/30/16	TR7-R-SM-4415-4333	T. Samiadji	1,536.00
136032	9/30/16	TR7-R-MNT-4444-4366	D. Cole	10,500.00
136033	9/30/16	TR8-R-MNT-4595-4513	J. Salorio	1,536.00
136034	9/30/16	TR7-R-GG-4289-4217	T. Dinh	2,140.00
136035	9/30/16	TR7-R-GG-4287-4215	K. Nguyen	2,368.00
136036	9/30/16	TR8-IRWD-24838-6	H. Walujono	856.00
136037	9/30/16	TR7-R-GG-4410-4330	K. Nguyen	2,090.00
136038	9/30/16	TR7-R-HB-4688-4625	J. Pritchett	1,460.98
136039	9/30/16	TR7-R-ETWD-4729-4648	S. Humphrey	828.00
136040	9/30/16	TR7-R-SM-4633-4552	D. Nguyen	740.00
136041	9/30/16	TR7-R-YLWD-4238-4632	C. Caswell	2,200.00
136042	9/30/16	TR7-R-SC-4684-4602	D. Rall	712.00

**Municipal Water District of Orange County
Disbursement Ratification Report
For the month of September 2016**

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
136043	9/30/16	TR7-R-BREA-4714-4634	J. Wood	1,008.00
136044	9/30/16	TR7-R-IRWD-4752-4669	J. Liao	980.00
136045	9/30/16	TR8-R-MNT-6293-6222	C. Marcoux	2,041.00
136046	9/30/16	TR7-R-MNT-4813-4733	R. Rice	3,331.00
136047	9/30/16	TR8-R-IRWD-4850-4773	H. Pham	952.00
136048	9/30/16	TR8-R-MNT-4868-4794	D. Cline	3,757.00
136049	9/30/16	TR8-R-MNT-5164-5093	L. Leite	1,200.00
136050	9/30/16	TR8-R-MNT-4936-4861	M. Maez	940.00
136051	9/30/16	TR8-R-MNT-5002-4931	G. Craig	992.00
136052	9/30/16	TR8-R-IRWD-4944-4870	R. Lu	2,412.00
136053	9/30/16	TR8-R-IRWD-4950-4876	C. Cheung	770.00
136054	9/30/16	TR8-R-MNT-7315-7255	B. Patterson	1,893.50
136055	9/30/16	TR8-R-MNT-6301-6228	T. Cawein	1,183.00
136056	9/30/16	TR8-R-MNT-5209-5138	N. Walsh	2,506.00
136057	9/30/16	TR8-R-MNT-5116-5047	K. Azarbal	876.00
136058	9/30/16	TR8-R-IRWD-5170-5100	D. Soeder	418.00
136059	9/30/16	TR8-R-IRWD-5218-5148	W. Smika	1,508.00
136060	9/30/16	TR8-R-MNT-5150-5079	E. Mudry	2,583.50
136061	9/30/16	TR7-SM-10692-27333	K. Anetsberger	3,652.00
136062	9/30/16	TR8-R-MNT-5220-5150	B. Hufford	1,130.50
136063	9/30/16	TR7-TUST-10661-1291	R. Eidson	1,600.00
136064	9/30/16	TR8-R-MNT-5151-5080	A. Amador	1,080.50
136065	9/30/16	TR8-R-IRWD-5119-5050	M. Wong	1,052.00
136066	9/30/16	TR8-R-MNT-5166-5095	S. Stephens	3,870.00
136067	9/30/16	TR8-R-IRWD-5203-5133	P. Philips	800.00
136068	9/30/16	TR8-R-IRWD-5179-5109	M. Boyes	706.00
136069	9/30/16	TR8-R-IRWD-5162-5091	M. Kraemer	690.00
136070	9/30/16	TR8-R-IRWD-6255-6184	U. Rashid	2,184.00
136071	9/30/16	TR8-R-MNT-5221-5151	G. Mccollom	4,823.00
136072	9/30/16	TR8-R-MNT-7289-7225	L. Taylor	4,265.00
136073	9/30/16	TR8-R-MNT-5239-5168	D. Campbell	4,692.00
136074	9/30/16	TR8-R-MNT-7278-7205	J. Dang	526.00
136075	9/30/16	TR8-R-MNT-6259-6188	J. Leffler	1,929.00
136076	9/30/16	TR8-R-MNT-6296-7228	J. Oren	3,594.00
136077	9/30/16	TR8-R-MNT-7323-7274	A. Nadi	1,479.00
136078	9/30/16	TR7-MESA-23856-1575	Gateway Costa Mesa, Inc. (Costa Mesa)	25,000.00
136080	9/30/16	TR5-MESA-079	E. Shepard (re-issue)	2,746.00
136081	9/30/16	TR7-R-MNT-4336-4260	R. Sadeed (re-issue)	309.23
			***Total ***	178,842.21
		HUBBAR	Kelly Hubbard	
ACH002175	9/30/16	083116	August 2016 Business expense	141.29
ACH002176	9/30/16	073116	July 2016 Business expense	80.61
			***Total ***	221.90
		HAGESH	Shenandoah Hage	
ACH002183	9/30/16	093016	September 2016 Business expense	29.80
			***Total ***	29.80

**Municipal Water District of Orange County
Disbursement Ratification Report
For the month of September 2016**

<i>Check #</i>	<i>Date</i>	<i>Vendor # Invoice/CM #</i>	<i>Name / Description</i>	<i>Net Amount</i>
ACH002184	9/30/16	SANTAM JUL2016	Santa Margarita Water District July 2016 SCP Operation surcharge	34,744.77
			***Total ***	34,744.77
WIRE-160930	9/30/16	METWAT 8764	Metropolitan Water District July 2016 Water deliveries	17,436,989.09
			***Total ***	17,436,989.09
Total Other Funds Disbursements				<u>17,736,059.57</u>
Total Disbursements				<u><u>17,755,675.39</u></u>



Robert J. Hunter, General Manager



Hilary Chumpitazi, Treasurer

Cal Card Statement Detail
Statement Date: August 22, 2016
Payment Date: September 15, 2016

Date	Description	Amount
<u>K. Seckel Card</u>		
07/22/16	Lunch for Records Management meeting	125.41
07/25/16	UPS delivery charges for Board & Committee packets on Jul. 15, 2016	49.68
07/25/16	Lunch for MET Directors' meeting	136.15
07/25/16	Cookies for MET Directors' meeting	30.00
07/27/16	Partition Magic Server software refund	(99.99)
07/27/16	California Emergency Services Association Annual Training and Conference in San Diego, CA from Oct. 4-7, 2016 - Registration for K. Hubbard	695.25
07/27/16	Lunch for Orange County MET Managers' meeting	114.87
07/27/16	Orange County Public Relations Society of America meeting in Anaheim, CA on Aug. 30, 2016 - Registration for T. Baca, L. Loewen, B. Roberto and J. Volzke	155.35
07/31/16	Facebook post employment ad for WEROC Coordinator position	19.97
08/01/16	Roundpeg Illustrator Training Essentials class in Newport Beach, CA from Aug. 22-23, 2016 - Registration for L. Loewen	795.00
08/01/16	4 Dell Inspiron touchscreen laptops	3,899.96 ¹
08/01/16	4 Dell laptop carry-case bags	91.96
08/01/16	UPS delivery charges for Board & Committee packets on Jul. 27, 2016	33.26
08/03/16	FedEx delivery charges for Board & Committee packets on Jul. 29, 2016	33.57
08/03/16	1 Camelbak replacement reservoir for use with Ricki Raindrop costume	31.94
08/03/16	1 Glacier Tek Classic Cool vest for use with Ricki Raindrop costume	193.19
08/03/16	California Emergency Services Association Annual Training and Conference in San Diego, CA from Oct. 4-7, 2016 - Accommodations for K. Hubbard	631.08
08/03/16	Orange County Register annual subscription renewal	95.47
08/04/16	1 Mountain Summit Gear hydration pack for use with Ricki Raindrop costume	31.62
08/04/16	100 Regal movie tickets for employee purchase	858.00
08/05/16	Water District Jobs employment ad for WEROC Coordinator position	145.00
08/05/16	ACWA Legislative meeting in Sacramento, CA on Aug. 12, 2016 - Airfare for H. Baez	513.94
08/07/16	FedEx delivery charges for Board & Committee packets on Aug. 3, 2016	33.73

Cal Card Statement Detail
Statement Date: August 22, 2016
Payment Date: September 15, 2016

Date	Description	Amount
08/08/16	UPS delivery charges for Board & Committee packets on Jul. 29 & Aug. 3, 2016	85.80
08/08/16	State Water Resources Control Board meeting in Sacramento, CA on Aug. 15, 2016 - Airfare for J. Berg	437.96
08/09/16	FedEx delivery charges for Board & Committee packets on Aug. 5, 2016	33.73
08/12/16	Food for Staff development meeting	29.98
08/12/16	Lunch for East Orange County Feeder #2 meeting	79.20
08/15/16	California Society of Municipal Finance Officers meeting in Irvine, CA on Sep. 1, 2016 - Registration for H. Chumpitazi	30.00
08/15/16	UPS delivery charges for Board & Committee packets on Aug. 5, 2016	45.41
08/16/16	FedEx delivery charges for Board & Committee packets on Aug. 12, 2016	33.73
08/17/16	Office supplies from Costco	365.08
08/17/16	5 Dell XPS 8900 Desktop computers	4,960.68
08/17/16	Brown and Caldwell employment ad for Water Use Efficiency Specialist position	200.00
08/18/16	Lunch for Managers' meeting	536.78
Total		<u>15,452.76</u>

1 Credit for price reduction \$432.00 received on 8/24/16

R. Hunter Card

07/22/16-08/22/16	Meals for R. Hunter's meetings	239.70
Total		<u>239.70</u>

Municipal Water District of Orange County
GM Approved Disbursement Report ⁽¹⁾
For the month of September 2016

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
Core Disbursements:				
135976	9/15/16	AYALAS 083016	Sam Ayala August 2016 Atrium landscape maintenance	140.00
			***Total ***	140.00
135981	9/15/16	ECSIMA 11724	ECS Imaging, Inc. 1 Fujitsu and 1 Canon scanner	5,935.80
			***Total ***	5,935.80
ACH002166	9/15/16	SPECIAL 54340	Special Dist. Risk Mgmt. Auth. FY 15-16 Year end audit balance	2,328.31
			***Total ***	2,328.31
ACH002172	9/16/16	USBANK-PARS 081716	U.S. Bank N.A. OPEB Contribution	400,000.00
			***Total ***	400,000.00
136005	9/30/16	MISCEL 092816	Community Food Pantry of Murrieta Donation in honor of D. Burke's father, 50% collected from Directors and Staff	250.00
			***Total ***	250.00
			Total Core Disbursements	408,654.11
Choice Disbursements:				
			Total Choice Disbursements	-
Other Funds Disbursements:				
135992	9/15/16	MEGAMA 7986	Mega Maids Cleaning Service July 2016 WEROC S. EOC cleaning services	94.00
		7998	July 2016 WEROC N. EOC cleaning services	75.00
			***Total ***	169.00
			Total Other Funds Disbursements	169.00
			Total Disbursements	408,823.11



Robert J. Hunter, General Manager



Hilary Chumpitazi, Treasurer

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

Municipal Water District of Orange County
WATER USE EFFICIENCY PROJECTS

Cash Flow as of 06/30/16

	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	TOTALS
Cash - Beginning Balance	\$ (2,257,966.95)	\$ (3,225,466.67)	\$ (2,271,560.26)	\$ (388,614.42)	\$ (388,614.42)	\$ (388,614.42)	\$ (388,614.42)	\$ (388,614.42)	\$ (388,614.42)	\$ (388,614.42)	\$ (388,614.42)	\$ (388,614.42)	
REVENUES:													
BUREC													\$ -
City of Brea	339.97		144.99										484.96
City of Buena Park	332.10		111.00										443.10
City of Fountain Valley													-
City of Fullerton		75.00											75.00
City of Garden Grove			222.00										222.00
City of Huntington Beach	640.85	49.99											1,210.83
City of La Habra	111.00		111.00										222.00
City of San Clemente		111.00											111.00
City of San Juan Capistrano	111.00		111.00										222.00
City of Santa Ana													-
City of Tustin	11,583.00	25,459.59											37,042.59
City of Newport Beach		450.00	238.99										688.99
City of Orange	2,869.43		333.00										3,202.43
City of Westminster													-
County of Orange													-
Department of Water Resources		40,479.67											40,479.67
East Orange County Water District													-
El Toro Water District	75.00	75.00											225.00
East Orange County Water District													-
Golden State Water Company	1,980.00		75.00										2,055.00
Irvine Ranch Water District	93,764.10	542,331.88											768,191.57
Laguna Beach County Water District	1,110.00	1,041.00	132,095.59										2,151.00
Mesa Water District	1,127.37		80.00										1,207.37
Metropolitan Water District			1,934,765.85										1,934,765.85
Moulton Niguel Water District	459,396.32	683,295.61	17,279.42										1,159,971.35
MWDCC													-
Santa Margarita Water District	6,821.55	3,703.49	10,737.34										21,262.38
Serrano Water District	75.00												75.00
South Coast Water District													-
Trabuco Canyon Water District	475.00	150.00	200.00										825.00
Yorba Linda Water District													-
Miscellaneous Revenues													-
Miscellaneous		103.68											103.68
Interest Revenue													-
Total Revenues	580,811.69	1,297,325.91	2,097,100.17	-	-	-	-	-	-	-	-	-	\$ 3,975,237.77
EXPENDITURES:													
Aquaficient	5,400.00												\$ 5,400.00
Autumn Print Group													-
Awards & Trophies													-
Conservation Consulting, LLC													-
City of Newport Beach													-
El Toro WD													-
Enterprise Information Systems													-
Golden State Water Company													-
Hotel Program													-
Industrial Program													-
Inline Ranch Water District													-
Karen's Detail Custom Frames													-
Laguna Beach CWD													-
Metropolitan Water District	229,162.49	111,028.73											340,191.22
MESA													-
Mission RCD	18,300.13	14,225.68	38,367.35										70,893.16
Public Spaces program													-
Santa Margarita Water District													-
South Coast Water District													-
Spray to Drip program													-
Turf Removal	1,287,489.27	214,655.09	175,786.98										1,677,931.34
US Bank													-
URS													-
Waterville Consulting													-
Miscellaneous Expenses													-
Interest Expense	7,579.92												7,579.92
Salary & Benefit	390.00	3,510.00											3,900.00
Total Expenditures	1,548,321.81	343,419.50	214,154.33	-	-	-	-	-	-	-	-	-	\$ 2,105,895.64
Cash - Ending Balance	\$ (3,225,466.67)	\$ (2,271,560.26)	\$ (388,614.42)	\$ (388,614.42)	\$ (388,614.42)	\$ (388,614.42)	\$ (388,614.42)	\$ (388,614.42)	\$ (388,614.42)	\$ (388,614.42)	\$ (388,614.42)	\$ (388,614.42)	



Item 1f

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

August 31, 2016

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

Wayne S. Osborne
President

Brett R. Barbre
Vice President

Larry D. Dick
Director

Joan C. Finnegan
Director

Susan Hinman
Director

Sat Tamaribuchi
Director

Jeffery M. Thomas
Director

Robert J. Hunter
General Manager

MEMBER AGENCIES

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

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

Fund	Book Value	% of Portfolio
Designated Reserves		
General Operations	\$2,494,603	14.40%
Grant & Project Cash Flow	1,480,000	8.54%
Election Expense	215,463	1.24%
Building Repair	500,407	2.89%
Total Designated Reserves	4,690,473	27.07%
General Fund	8,619,291	49.75%
Water Fund	5,818,592	33.58%
Conservation Fund	(2,268,050)	(13.09%)
Desalination Feasibility Study Fund	222,385	1.28%
WEROC Fund	236,362	1.36%
Trustee Activities	8,660	0.05%
Total	\$17,327,713	100.00%

The funds are invested as follows:

Term of Investment	% of Portfolio	Book Value	Market Value
Cash	1.73%	\$300,141	\$300,141
Short-term investment			
• LAIF	0.91%	\$157,777	\$157,777
• OCIP	79.45%	13,766,811	13,766,811
Long-term investment			
• Corporate Bond	4.35%	752,984	764,150
• Certificates of Deposit	13.56%	2,350,000	2,383,722
Total	100.00%	\$17,327,713	\$17,372,601

The average number of days to maturity/call as of August 31, 2016 equaled 153 and the average yield to maturity is 0.941%. During the month, the District's average daily balance was \$25,503,985.20. 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 August 2016.

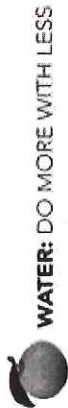
The \$44,888 difference between the book value and the market value on August 31, 2016 represents the exchange difference if all investments had been liquidated on that date. Since it is the District's practice to "buy and hold" investments until maturity, the market values are a point of reference, not an indication of actual loss or gain. There are no current plans or cash flow requirements identified in the near future that would require the sale of these securities prior to maturity.

Robert J. Hunter
General Manager

Hilary Chumpitazi
Treasurer

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Portfolio Management - Portfolio Summary August 31, 2016



8/31/2016	Par Value	Market Value	Book Value	% of Portfolio	Days to Mat/Call	YTM @ Cost
Negotiable Certificate of Deposit	2,350,000.00	2,383,721.50	2,350,000.00	13.81	682	1.697
Local Agency Investment Funds	157,777.38	157,777.38	157,777.38	0.93	1	0.614
Corporate Bond	750,000.00	764,150.00	752,983.54	4.41	1,326	2.238
Orange County Investment Pool	13,766,811.34	13,766,811.34	13,766,811.34	80.85	1	0.745
Total Investments	17,024,588.72	17,072,460.22	17,027,572.26	100.00%	153	0.941
Cash						
Cash	300,140.97	300,140.97	300,140.97		1	0.00
Total Cash and Investments	17,324,729.69	17,372,601.19	17,327,713.23		153	0.941

Total Earnings	Month Ending August	Fiscal Year to Date
Current Year	18,797.19	32,574.26
Average Daily Balance	25,503,985.20	
Effective Rate of Return	0.941%	

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

Date

10-6-2016


Hilary Chumtipitzi, Treasurer

Date

10/6/2016

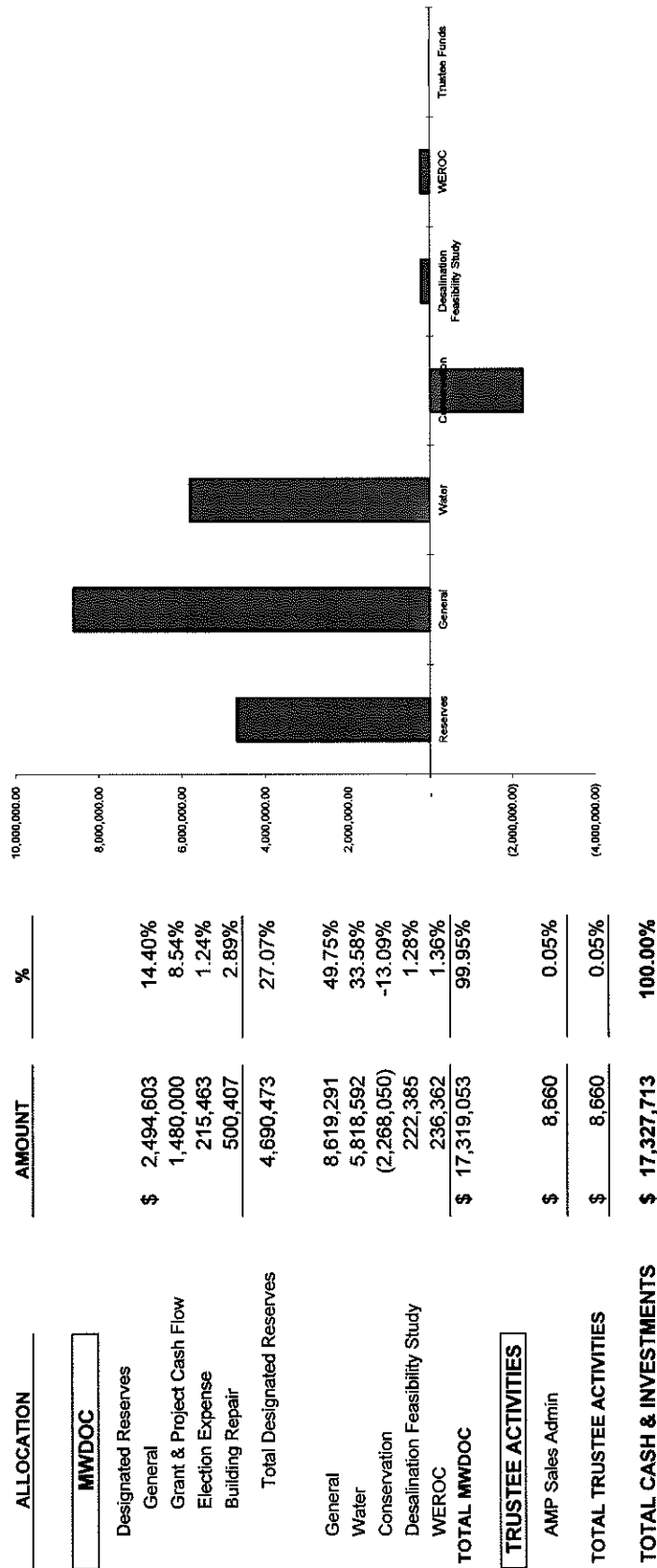
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Portfolio Management
Long-Term Portfolio Details - Investments
August 31, 2016

Issuer	CUSIP/Ticker	Settlement Date	Par Value	Market Value	Book Value	Coupon Rate	YTM @ Cost	Days To Call/Maturity	Maturity Date
Negotiable Certificate of Deposit									
Ally Bank	02006LFV0	7/23/2014	250,000.00	250,930.00	250,000.00	1.150	1.150	327	7/24/2017
American Express Bank	02587CEA4	7/29/2015	250,000.00	252,140.00	250,000.00	1.450	1.450	516	1/29/2018
Barclays Bank	06740KJP3	9/24/2015	250,000.00	256,870.00	250,000.00	1.900	1.900	1118	9/23/2019
Capital One Bank	140420TY6	8/5/2015	250,000.00	253,097.50	250,000.00	1.700	1.700	705	8/6/2018
Capital One Natl Assn	14042E6C9	9/2/2015	250,000.00	257,187.50	250,000.00	1.950	1.950	1098	9/3/2019
Discover Bank	2546712Y5	7/23/2014	250,000.00	252,935.00	250,000.00	1.600	1.600	691	7/23/2018
Goldman Sachs Bank	38143A4T9	1/23/2013	100,000.00	100,209.00	100,000.00	1.050	1.050	145	1/23/2017
Goldman Sachs Bank	36163FJC8	7/25/2014	250,000.00	250,927.50	250,000.00	1.200	1.200	328	7/25/2017
HSBC Bank	40434AK65	1/21/2016	250,000.00	252,622.50	250,000.00	1.550	2.534	508	1/21/2021
Synchrony Bank	87164XBY1	7/25/2014	250,000.00	256,802.50	250,000.00	2.050	2.050	1063	7/30/2019
Sub Total			2,350,000.00	2,383,721.50	2,350,000.00	1.593	1.697	682	
Corporate Bond									
JPMorgan Chase	46625HKA7	11/2/2015	500,000.00	507,005.00	501,579.13	2.250	2.152	1,209	1/23/2020
Wells Fargo	94974BGR5	1/13/2016	250,000.00	257,145.00	251,404.41	2.550	2.409	1,559	12/7/2020
Sub Total			750,000.00	764,150.00	752,983.54	2.350	2.238	1,326	
Total Investments			3,100,000.00	3,147,871.50	3,102,983.54	1.776	1.828	838	
Total Earnings									
Current Year		Month Ending August	4,579.92	Fiscal Year To Date	9,208.75				

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Portfolio Management
Short-Term Portfolio Details - Cash and Investments
August 31, 2016

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	157,777.38	157,777.38	157,777.38	0.614	0.614	1	N/A
Sub Total			157,777.38	157,777.38	157,777.38	0.614	0.614	1	
Orange County Investment Pool									
County of Orange LGIP	OCIP	6/28/2005	13,766,811.34	13,766,811.34	13,766,811.34	0.745	0.745	1	N/A
Sub Total			13,766,811.34	13,766,811.34	13,766,811.34	0.745	0.745	1	
Total Investments			13,924,588.72	13,924,588.72	13,924,588.72	0.744	0.744		
Cash									
Bank of America Cash	CASH0547	7/1/2011	299,640.97	299,640.97	299,640.97	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			300,140.97	300,140.97	300,140.97	0.000	0.000	1	
Total Cash and Investments			14,224,729.69	14,224,729.69	14,224,729.69	0.744	0.744	1	
Total Earnings									
Current Year			14,217.27		23,365.51				

**Municipal Water District of Orange County
Cash and Investments at August 31, 2016**



MUNICIPAL WATER DIST OF ORANGE COUNTY
PARS OPEB Trust Program**Monthly Account Report for the Period**
8/1/2016 to 8/31/2016Rob Hunter
General Manager
Municipal Water Dist of Orange County
18700 Ward Street
Fountain Valley, CA 92708***Account Summary***

Source	Beginning Balance as of 8/1/2016	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 8/31/2016
Employer Contribution	\$1,430,436.59	\$0.00	\$5,678.10	\$300.00	\$0.00	\$0.00	\$1,435,814.69
Totals	\$1,430,436.59	\$0.00	\$5,678.10	\$300.00	\$0.00	\$0.00	\$1,435,814.69

Investment Selection

Moderate HighMark PLUS

Investment Objective

The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.

Investment Return

1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
			3-Years	5-Years	10-Years	
0.40%	3.53%	6.09%	6.09%	-	-	10/26/2011

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.

Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.
Account balances are inclusive of Trust Administration (unless invoiced), Trustee and Investment Management fees

Item 2

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
COMBINED FINANCIAL STATEMENTS
AND
BUDGET COMPARATIVE
JULY 1, 2016 THRU AUGUST 31, 2016

**Municipal Water District of Orange County
Combined Balance Sheet
As of August 31, 2016**

<u>ASSETS</u>	Amount
Cash in Bank	300,140.97
Investments	17,027,572.26
Accounts Receivable	38,796,333.89
Accounts Receivable - Other	88,188.76
Accrued Interest Receivable	25,004.90
Prepays/Deposits	501,421.17
Leasehold Improvements	3,415,059.92
Furniture, Fixtures & Equipment	447,719.37
Less: Accum Depreciation	(2,655,055.28)
Net OPEB Asset	117,790.00
	<hr/>
TOTAL ASSETS	\$58,064,175.96
	<hr/>
<u>LIABILITIES AND FUND BALANCES</u>	
Liabilities	
Accounts Payable	36,885,372.61
Accounts Payable - Other	569.80
Accrued Salaries and Benefits Payable	415,832.33
OCWD CUP Balance Payable	3,117,524.80
Other Liabilities	883,497.45
Unearned Revenue	2,076,778.49
Total Liabilities	43,379,575.48
	<hr/>
Fund Balances	
Restricted Fund Balances	
Water Fund - T2C	963,691.80
Total Restricted Fund Balances	963,691.80
	<hr/>
Unrestricted Fund Balances	
Designated Reserves	
General Operations	2,612,392.51
Grant & Project Cash Flow	1,480,000.00
Election Expense	215,463.03
Building Repair	500,407.45
Total Designated Reserves	4,808,262.99
	<hr/>
GENERAL FUND	2,803,673.61
WEROC	101,241.62
Total Unrestricted Fund Balances	7,713,178.22
	<hr/>
Excess Revenue over Expenditures	
Operating Fund	5,954,656.05
Other Funds	53,074.41
Total Fund Balance	14,684,600.48
	<hr/>
TOTAL LIABILITIES AND FUND BALANCES	\$58,064,175.96
	<hr/>

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
General Fund
From July thru August 2016

	Month to Date	Year to Date	Annual Budget	% Used	Encumbrance	Budget Remaining
<u>REVENUES</u>						
Retail Connection Charge	0.00	6,786,864.75	6,786,865.00	100.00%	0.00	0.25
Ground Water Customer Charge	0.00	392,666.00	392,666.00	100.00%	0.00	0.00
Water rate revenues	0.00	7,179,530.75	7,179,531.00	100.00%	0.00	0.25
Interest Revenue	19,759.09	34,900.31	123,000.00	28.37%	0.00	88,099.69
Subtotal	19,759.09	7,214,431.06	7,302,531.00	98.79%	0.00	88,099.94
Choice Programs	0.00	0.00	1,494,789.00	0.00%	0.00	1,494,789.00
Choice Prior Year Carry Over	0.00	0.00	44,416.00	0.00%	0.00	44,416.00
Miscellaneous Income	25.37	50.74	3,000.00	1.69%	0.00	2,949.26
School Contracts	0.00	0.00	70,000.00	0.00%	0.00	70,000.00
Transfer-In From Reserve	0.00	0.00	535,873.00	0.00%	0.00	535,873.00
Subtotal	25.37	50.74	2,148,078.00	0.00%	0.00	2,148,027.26
TOTAL REVENUES	19,784.46	7,214,481.80	9,450,609.00	76.34%	0.00	2,236,127.20

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
General Fund
From July thru August 2016

	Month to Date	Year to Date	Annual Budget	% Used	Encumbrance	Budget Remaining
<u>EXPENSES</u>						
Salaries & Wages	258,236.26	505,100.98	3,444,620.00	14.66%	0.00	2,939,519.02
Salaries & Wages - Grant Recovery	0.00	0.00	(31,600.00)	0.00%	0.00	(31,600.00)
Salaries & Wages - Recovery	(2,948.40)	(3,276.00)	0.00	0.00%	0.00	3,276.00
Directors' Compensation	17,779.08	35,019.40	231,937.00	15.10%	0.00	196,917.60
MWD Representation	10,236.44	19,664.74	132,535.00	14.84%	0.00	112,870.26
Employee Benefits	67,053.90	134,273.92	968,160.00	13.87%	0.00	833,886.08
Employee Benefits - Recovery	(561.60)	(624.00)	0.00	0.00%	0.00	624.00
OPEB Annual Contribution	0.00	0.00	105,249.00	0.00%	0.00	105,249.00
Director's Benefits	5,404.53	10,374.97	66,297.00	15.65%	0.00	55,922.03
Health Ins \$'s for Retirees	2,042.03	5,641.00	50,326.00	11.21%	0.00	44,685.00
Training Expense	795.00	960.00	12,000.00	8.00%	0.00	11,040.00
Tuition Reimbursement	0.00	0.00	5,000.00	0.00%	0.00	5,000.00
Personnel Expenses	358,037.24	707,135.01	4,984,524.00	14.19%	0.00	4,277,388.99
Engineering Expense	34,454.61	34,454.61	405,000.00	8.51%	126,444.95	244,100.44
Legal Expense	12,686.48	26,459.85	320,000.00	8.27%	293,540.15	0.00
Audit Expense	0.00	7,000.00	24,000.00	29.17%	11,437.00	5,563.00
Professional Services	34,504.71	78,292.49	1,496,997.00	5.23%	601,002.28	817,702.23
Professional Fees	81,645.80	146,206.95	2,245,997.00	6.51%	1,032,424.38	1,067,365.67
Conference-Staff	185.35	1,367.10	22,125.00	6.18%	0.00	20,757.90
Conference-Directors	0.00	1,100.00	10,725.00	10.26%	0.00	9,625.00
Travel & Accom.-Staff	1,186.04	3,340.01	71,130.00	4.70%	0.00	67,789.99
Travel & Accom.-Directors	187.00	1,050.46	38,250.00	2.75%	0.00	37,199.54
Travel & Conference	1,558.39	6,857.57	142,230.00	4.82%	0.00	135,372.43
Membership/Sponsorship	5,000.00	63,456.78	134,458.00	47.19%	0.00	71,001.22
CDR Support	9,992.88	9,992.88	39,972.00	25.00%	29,978.62	0.50
Dues & Memberships	14,992.88	73,449.66	174,430.00	42.11%	29,978.62	71,001.72
Business Expense	543.32	811.81	6,000.00	13.53%	0.00	5,188.19
Maintenance Office	6,718.63	12,895.61	123,185.00	10.47%	107,644.39	2,645.00
Building Repair & Maintenance	838.08	1,407.66	11,000.00	12.80%	6,592.34	3,000.00
Storage Rental & Equipment Lease	372.62	744.71	7,000.00	10.64%	5,255.29	1,000.00
Office Supplies	1,243.53	3,538.52	38,280.00	9.24%	2,971.77	31,769.71
Postage/Mail Delivery	731.16	1,497.19	11,400.00	13.13%	4,292.45	5,610.36
Subscriptions & Books	95.47	95.47	2,000.00	4.77%	0.00	1,904.53
Reproduction Expense	1,429.66	1,429.66	36,225.00	3.95%	8,259.79	26,535.55
Maintenance-Computers	0.00	183.58	10,000.00	1.84%	1,778.63	8,037.79
Software Purchase	0.00	12,375.80	31,300.00	39.54%	1,987.82	16,936.38
Software Support	10,809.92	15,667.64	46,000.00	34.06%	0.00	30,332.36
Computers and Equipment	13,179.02	13,179.02	32,500.00	40.55%	0.00	19,320.98
Automotive Expense	1,436.56	2,443.87	13,828.00	17.67%	0.00	11,384.13
Toll Road Charges	20.91	42.74	1,100.00	3.89%	0.00	1,057.26
Insurance Expense	10,993.44	19,366.86	90,000.00	21.52%	0.00	70,633.14
Utilities - Telephone	1,621.46	3,243.39	19,200.00	16.89%	0.00	15,956.61
Bank Fees	980.37	2,081.52	10,500.00	19.82%	0.00	8,418.48
Miscellaneous Expense	9,468.96	10,721.90	114,020.00	9.40%	613.98	102,684.12
MWDOC's Contrb. To WEROC	12,532.50	25,065.00	150,390.00	16.67%	0.00	125,325.00
Depreciation Expense	607.56	1,215.13	0.00	0.00%	0.00	(1,215.13)
Other Expenses	73,623.17	128,007.08	753,928.00	16.98%	139,396.46	486,524.46
Election Expense	0.00	0.00	592,000.00	0.00%	0.00	592,000.00
MWDOC's Building Expense	598.08	186,440.00	495,000.00	37.66%	4,004.14	304,555.86
Capital Acquisition	11,729.48	11,729.48	62,500.00	18.77%	10,126.36	40,644.16
TOTAL EXPENSES	542,185.04	1,259,825.75	9,450,609.00	13.33%	1,215,929.96	6,974,853.29
NET INCOME (LOSS)	(522,400.58)	5,954,656.05	0.00			

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
Water Fund
From July thru August 2016

	Month to Date	Year to Date	Annual Budget	% Used	Budget Remaining
<u>WATER REVENUES</u>					
Water Sales	17,538,160.20	35,451,825.00	121,881,702.00	29.09%	86,429,877.00
Readiness to Serve Charge	1,055,607.64	2,111,215.28	12,674,093.00	16.66%	10,562,877.72
Capacity Charge CCF	402,482.50	804,965.00	4,829,790.00	16.67%	4,024,825.00
SCP Surcharge	33,255.15	67,999.92	365,000.00	18.63%	297,000.08
Interest	652.70	1,280.17	4,800.00	26.67%	3,519.83
TOTAL WATER REVENUES	19,030,158.19	38,437,285.37	139,755,385.00	27.50%	101,318,099.63
<u>WATER PURCHASES</u>					
Water Sales	17,538,160.20	35,451,825.00	121,881,702.00	29.09%	86,429,877.00
Readiness to Serve Charge	1,055,607.64	2,111,215.28	12,674,093.00	16.66%	10,562,877.72
Capacity Charge CCF	402,482.50	804,965.00	4,829,790.00	16.67%	4,024,825.00
SCP Surcharge	33,255.15	67,999.92	365,000.00	18.63%	297,000.08
TOTAL WATER PURCHASES	19,029,505.49	38,436,005.20	139,750,585.00	27.50%	101,314,579.80
EXCESS OF REVENUE OVER EXPENDITURES	652.70	1,280.17	4,800.00		

Municipal Water District of Orange County
WUE Revenues and Expenditures (Actuals vs Budget)
From July thru August 2016

	Year to Date Actual	Annual Budget	% Used
Landscape Performance Certification			
Revenues	52.75	118,900.00	0.04%
Expenses	0.00	118,900.00	0.00%
Excess of Revenues over Expenditures	52.75	0.00	
Industrial Water Use Reduction			
Revenues	0.00	91,236.00	0.00%
Expenses	0.00	91,236.00	0.00%
Excess of Revenues over Expenditures	0.00	0.00	
Spray To Drip Conversion			
Revenues	0.00	468,552.34	0.00%
Expenses	6.52	468,552.34	0.00%
Excess of Revenues over Expenditures	(6.52)	0.00	
Water Smart Landscape for Public Property			
Revenues	0.00	168,588.80	0.00%
Expenses	0.00	168,588.80	0.00%
Excess of Revenues over Expenditures	0.00	0.00	
Member Agency Administered Passthru			
Revenues	0.00	150,000.00	0.00%
Expenses	0.00	150,000.00	0.00%
Excess of Revenues over Expenditures	0.00	0.00	
ULFT Rebate Program			
Revenues	18,026.00	205,000.00	8.79%
Expenses	18,026.00	205,000.00	8.79%
Excess of Revenues over Expenditures	0.00	0.00	
HECW Rebate Program			
Revenues	52,474.23	432,000.00	12.15%
Expenses	52,474.95	432,000.00	12.15%
Excess of Revenues over Expenditures	(0.72)	0.00	
CII Rebate Program			
Revenues	212,190.00	325,000.00	65.29%
Expenses	212,190.00	325,000.00	65.29%
Excess of Revenues over Expenditures	0.00	0.00	
Large Landscape Survey			
Revenues	200.90	30,000.00	0.67%
Expenses	0.00	30,000.00	0.00%
Excess of Revenues over Expenditures	200.90	0.00	

Municipal Water District of Orange County
WUE & Other Funds Revenues and Expenditures (Actuals vs Budget)
From July thru August 2016

	Year to Date Actual	Annual Budget	% Used
Indoor-Outdoor Survey			
Revenues	0.00	3,500.00	0.00%
Expenses	6.78	3,500.00	0.19%
Excess of Revenues over Expenditures	(6.78)	0.00	
Turf Removal Program			
Revenues	264,518.30	1,750,000.00	15.12%
Expenses	313,186.54	1,750,000.00	17.90%
Excess of Revenues over Expenditures	(48,668.24)	0.00	
Comprehensive Landscape (CLWUE)			
Revenues	57,866.48	399,751.00	14.48%
Expenses	32,413.43	399,751.00	8.11%
Excess of Revenues over Expenditures	25,453.05	0.00	
CII, Large Landscape, Performance (OWOW)			
Revenues	0.00	121,210.00	0.00%
Expenses	14,365.52	121,210.00	11.85%
Excess of Revenues over Expenditures	(14,365.52)	0.00	
WUE Projects			
Revenues	605,328.66	4,263,738.14	14.20%
Expenses	642,669.74	4,263,738.14	15.07%
Excess of Revenues over Expenditures	(37,341.08)	0.00	
WEROC			
Revenues	175,455.00	300,780.00	58.33%
Expenses	37,664.34	293,780.00	12.82%
Excess of Revenues over Expenditures	137,790.66	7,000.00	



ACTION ITEM
October 19, 2016

TO: Board of Directors

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

Robert J. Hunter, General Manager

STAFF: Cathy Harris, Administrative Services Manager
Katie Davanaugh, Sr. Executive Assistant

SUBJECT: RECORDS MANAGEMENT POLICIES

STAFF RECOMMENDATION

It is recommended that the Board of Directors approve the following:

- 1) The Trustworthy Electronic Records Policy; and
- 2) Electronic Mail (E-Mail) Policy; and
- 3) Revisions to the Administrative Code, as presented.

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

DETAILED REPORT

As part of the District Records Management Program goals established for 2016, to improve the current District Records Management Program processes and procedures, staff has been working with Records Management Consultant Diane Gladwell of Gladwell Governmental Services. One of the first steps in this process was to revise the District's Retention Schedule which was approved last month (September). The next step is establishing processes and procedures on how to handle files, official district records and e-mails. Based on its evaluation of the policies and current District practices, staff is proposing the following:

Budgeted (Y/N): Y	Budgeted amount: \$72,900	Core X	Choice __
Action item amount: 0		Line item: 2000-7040-12	
Fiscal Impact (explain if unbudgeted):			

- Implementation of a Trustworthy Electronic Records Policy. This policy provides guidance on the scanning, importing, creating, modifying, or deleting information whereby the electronic document is to serve as the District's official record.
- Approval of e-mail policy that addresses how e-mails are to be handled and implements a schedule in which the District will auto-delete e-mails left in mail boxes on a routine basis. Effective January 1, 2017, the District will begin auto-deleting e-mails kept longer than 24 months and thereafter, reducing the timeline until the period has been transitioned to a 90-day retention period effective July 1, 2018.
- Revisions to the District Administrative Code to reflect proposed changes in policies and procedures.
 - Staff is recommending deletion of Section 11102 to avoid duplication, as this information is currently addressed in the recently revised Records Retention Schedule.
 - In addition, rather than including the entire policy documents in the Administrative Code, a point of contact is included where applicable, referencing the Administrative Services Manager as the point of contact for the policies.
 - In streamlining processes and procedures and improving efficiencies, staff is recommending the Records Retention Schedule not be included in the Administrative Code. This will allow for consistency in obtaining all of the policy documents from one point of contact (Administrative Services Manager) who is responsible for overseeing the District records.

Staff is recommending the Board of Directors approve:

- 1) The Trustworthy Electronic Records Policy; and
- 2) Electronic Mail (E-Mail) Policy; and
- 3) Revisions to the Administrative Code, as presented.

TRUSTWORTHY ELECTRONIC RECORDS POLICY

PURPOSE

This policy provides guidance and applies to all District employees, contractors, and volunteers of the District that are authorized to scan, import, create, modify or delete information in the District's system where the electronic document is to serve as the District's official record.

GOALS

- Legal Compliance
- Provide fast and accurate archival research capabilities and document retrieval.
- Provide disaster recovery capabilities.
- Facilitate the widest access to records in the most efficient and effective manner.
- Ensure the system is implemented with a wide access, long-term perspective.
- Avoid duplication of effort and resources

It is critical that issues affecting system administration, database integrity, security, system functionality, efficiency and end-users (which may include the public) are implemented in a consistent, well-planned manner.

DEFINITIONS

For the purpose of this policy, the following terms are defined as provided below:

ECMS: Electronic Content Management System

EDMS: Electronic Document Management System

Official Records¹: Those defined as such in applicable statutes and in business practices of the entity responsible for retaining said documents or records. In the absence of applicable statutes, official records or documents are those defined in the entity's business practices.

Records Retention Period: The length of time an official record is retained, according to the records retention schedule adopted by the District Board.

Records Series: A group of like records (see "Records Description" in the Records Retention Schedules.)

Trustworthy Electronic Records²: Those electronic records that are intended to serve as the District's official records / the final record (rather than preliminary drafts or copies, where the official record is maintained in paper / hard copy format.)

Write Once, Read Many (WORM) (unalterable) media.

POLICY

1. The District will be in full compliance with all applicable laws to ensure the integrity of official records.
2. The Administrative Services Manager is responsible for developing policies and procedures for the management of records in all media formats for the District. Written

¹ California Code of Regulations, 22620.3(h)

² California Code of Regulations, 22620, Government Code 34090.5, 12168.7, Evidence Code 1550

policies and procedures are mandated by law as one of the components required to rely on an electronic record as the “official record³” of the District.

3. Prior to relying on an electronic record as the District's official record, written procedures in compliance with this policy must be developed and followed by each department, and be approved by the Administrative Services Manager or his/her designee prior to implementation. Convenience copies and preliminary drafts are excluded from this requirement.
4. The District has purchased and supports selected system(s) (Laserfiche) as their ECMS, which serves as the repository for the District's Official Records. No department may acquire a system intended to store “Trustworthy Electronic Records,” Electronic Content Management Software, Electronic Document Imaging Software, or Workflow software without the approval of the General Manager, Administrative Services Manager and Information Technology departments.
5. Retention periods for electronic records must be designed into the software (or procedures) and approved by the Administrative Services Manager prior to commencement of any new project.
6. Whether scanning is done “in-house” (by District employees,) or “outsourced” (by contracted services,) any new records series to be imaged or which is intended to serve as the District's official record must be approved by the Administrative Services Manager prior to commencement. Coordination with Information Technology to ensure there is adequate space on the District's file servers is required prior to commencing any outsourced service bureau projects.
7. Records Management will import or scan all official records into the District's ECMS (Laserfiche.)
8. Prior to destroying the paper version of a record to rely on the image, or the electronic version of a record as the District's official record, an approval form is required to ensure compliance with the law.
9. If a system is purchased that stores electronic official records, it is essential to plan, budget, and then execute the conversion of all the documents that have been stored in an older system to the new system. The conversion is critical in complying with the Public Records Act. (If paper records have been destroyed and the conversion is not performed, the old system must be maintained and supported.)
10. The number of years that optical media lasts without deteriorating has not been proven; the quality of Optical Disks (CD-r or DVD-r) purchased affect the “life” of a disk. To ensure Optical Disks do not deteriorate, they will be “refreshed” (copied onto new media) every 10 years. If using WORM, the media and system that writes to WORM must stay current with technology, and the system must be updated at least every 10 years.

³ California Code of Regulations, 22620.3 (h) “Official documents” or “official records”

PROCEDURE

1. Ensure required approvals have been made prior to scanning, importing or creating electronic records that are to serve as the District's official record.
2. As the electronic official record is created (whether electronically generated or scanned,) the following steps must be complied with prior to destruction of the paper version:
 - a. Images have been quality checked, and contain all significant details from the original and are an adequate substitute for the original document for all purposes for which the document was created or maintained.
 - b. Indexing has been verified / quality checked.
 - c. Images have been stored on unalterable media: DVD-R, Blu-Ray-R, CD-R, WORM media or microfiche / microfilm.
 - d. The selected unalterable media has been stored in a safe and separate location.
3. Records Management Shall:
 - a. Have a template and document naming standard for each records series
 - b. Ensure the retention period for the document (as provided in the District's records retention schedule) has been provided for either in the template data or folder name. Records Series that have a permanent retention are excluded from this requirement.
 - c. Have written procedures to ensure compliance with quality checking of the images and indexes.
4. Coordinate destruction of the paper version of records with the Records Coordinator's office, if the department wishes to destroy the paper version to rely on the electronic record as the official record.

E-MAIL POLICY

Electronic telecommunications systems (e-mail, voice mail, fax systems, PDAs, Internet, etc.) are a media for transport of communication and are methods to send, receive, or temporarily store correspondence. Communications generated through these systems are not District records retained in the ordinary course of business or subject to records retention policies until the communication has been downloaded into a local file folder or printed and retained and specifically recognized as a District record.

This is the same manner in which paper mail is managed: Employees determine what is a record that needs to be retained pursuant to the District's records retention schedule, what records are preliminary drafts, copies, or non-records; and then file or dispose of the record based upon the District's records retention policies and procedures.

Retention of an e-mail, electronic, or paper record is determined because it is either (1) a legal requirement or (2) because it is necessary or convenient to the discharge of the public officer's duties, and was made or retained for the purpose of preserving its informational content for future reference.¹

E-mail is a business tool which will be used in accordance with generally accepted business practices and current law reflected in the California Public Records Act to provide an efficient and effective means of intra-agency and inter-agency communications.

These procedures apply to all employees, board members, contractors, interns, volunteers, and others when they are using District-provided electronic technology.

Users are solely responsible for the management of their mailboxes, just as they are responsible for sorting through paper mail in their in-boxes from the US Post Office or inter-office memoranda. E-mail is not a permanent storage medium and staff are expressly forbidden to use it as such. E-mail in-boxes and out-boxes shall be emptied on a regular basis, after records have been appropriately saved, as outlined in this policy.

Official Records

E-mail messages which are intended to be retained in the ordinary course of the District's business are recognized as official records that need protection / retention in accordance with the California Public Records Act. Because the e-mail system is not designed for long term storage, e-mail communications which are intended to be retained as an official record (those that are made or retained for the purpose of preserving the informational content for future reference) should be 1) saved in an electronic subject / project folder or 2) should be printed out and the hard copy filed in the appropriate subject / project file.

¹ California Attorney General's Opinion, 64 Ops. Cal. Atty. Gen. 317

Retention

The District will maintain all e-mail messages determined by staff to be official records (those that ARE made or retained for the purpose of preserving the informational content for future reference) for the period of time designated in the District's retention schedule, based upon the content of the e-mail,) by saving them electronically in a subject / project folder, or by printing and saving them in a paper subject / project file.

Professional Communications

All District policies (e.g. harassment policies) apply to electronic media. Make sure all of your communications are appropriate and are within District policy. Employees are to use professional, courteous communications, and to abide by all laws and District policies.

Deletion of E-mail

E-mail communications that are NOT required to be retained by law nor by the District's Records Retention policies, and were NOT made or retained for the purpose of preserving the informational content for future reference (preliminary drafts, notes, transitory correspondence, interagency or intra-agency memoranda not retained in the ordinary course of business,) will be deleted in accordance with the following schedule:

Effective 1/1/17:	inbox, sent and deleted items prior to 1/1/15 will be deleted
Effective 7/1/17:	inbox, sent and deleted items prior to 7/1/16 will be deleted
Effective 1/1/18:	inbox, sent and deleted items prior to 7/1/17 will be deleted
Effective 7/1/18:	inbox, sent and deleted items will be deleted after 90 days

Text Messages

Text messages regarding important District business (those that ARE made or retained for the purpose of preserving the informational content for future reference) should not be conducted via personal cell-phones, or smart devices, as they cannot be properly managed and retained. If a text contains informational content that needs to be preserved, it should be memorialized via another record (memorandum, letter, or e-mail) that is saved for its retention period (based upon the content of the record.) Employees may ask sender of important text messages to send an e-mail to their District e-mail account, or forward important text messages to their District e-mail account to ensure it is properly retained, if the content warrants it.

Forwarding E-mails

E-mails may only be sent or forwarded to appropriate persons with a need to know the information in order to conduct District business.

Use Links Rather than Attachments

To avoid multiple copies of the same document being downloaded and stored in numerous locations, employees are encouraged to use links / hyperlinks to documents rather than attachments to e-mail.

Confidential E-mail

Confidential e-mails should go only to appropriate persons with a need to know the information, and include "Confidential" on protected e-mail. Do not "interfile" e-mail or other privileged correspondence from the attorney's office with public documents (documents that are accessible to the public). These e-mails may be subject to the Attorney-Client and or the Attorney Work Product privileges, and the contents should not be disclosed without first checking with the Administrative Services Manager.

Litigation Holds / Other Types of Holds

E-mails subject to litigation (including a reasonable expectation of litigation,) claims, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after settlement or completion of the triggering hold).

All Records Must be Stored on District Computers

Employees shall not store official District records on removable disks (thumb drives, CDs, DVDs, etc.) or on personal computers, as it would be difficult to fully comply with the Public Records Act and properly manage the records. Employees may NOT copy District Records to personal computer equipment, disks or drives without prior permission from their supervisor.

Prohibited Uses

- Any activity prohibited by local, state or federal law
- Messages in support or opposition to campaigns for candidates for an elected office or a ballot measure
- Messages of a religious nature or promoting or opposing religious beliefs.
- Messages containing language with is insulting, offensive, disrespectful, demeaning, or sexually suggestive.
- Messages containing harassment of any form, sexual or ethnic slurs, obscenities, or any representation of obscenities.

Separation of Employees

Departments must inform both Human Resources and Information Technology as soon as an employee, volunteer, intern, or other e-mail user separates from the District. Human Resources will ensure / confirm that Information Technology knows an e-mail user has been terminated.

Information Technology shall ensure that employees that separate from the District do not have access to District e-mail on any device immediately after notification from the Human Resources Department, and that the Supervisor has access to the former employee's e-mail account.

The records stored in the e-mail account of an employee who separates shall be the responsibility of that employee's (former) supervisor. The Supervisor shall review the e-mails of the former employee, ensure the content of their e-mail account are preliminary drafts not retained in the ordinary course of business, then authorize their deletion after appropriate records are retained for their retention period, if appropriate.

E-mails that remain in an account (that are not saved in a subject / project file folder outside the e-mail system) will be deleted in accordance with District policy.

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY ADMINISTRATIVE CODE

RECORDS RETENTION ~~POLICY~~ /~~DESTRUCTION SCHEDULE~~ §11100-§11104

The purpose of this policy is to provide for the maintenance, retention and disposal of MWDOC's historical, administrative, legal, and financial records while complying with the legal requirements and the needs of MWDOC. All official District records should be inventoried and analyzed to ensure that valuable records are adequately preserved; and non-records and obsolete records are destroyed in accordance with the approved records retention schedule and all other applicable laws, including Government Code Sections 60200 through 60204.

§11100 ~~PERMANENT~~ RETENTION OF ORIGINAL RECORDS/RECORDS RETENTION SCHEDULE

Records which shall be retained permanently in their original form include resolutions, ordinances and orders of the Board, minutes of meetings of the Board, deeds, easements, records that are determined by an executive officer of MWDOC to be of very significant and lasting historical, administrative, engineering, legal, fiscal or research value and records required by law to be filed and preserved as advised by General Counsel. These records will be identified in an approved records retention schedule, which shall determine the period of time original records are to be retained by the District, including those with permanent retention. -Changes to the records retention schedule shall be presented to the Board of Directors for approval. -The attached chart, made a part of this section, should be referenced as it is more comprehensive and easier to use. See Administrative Services Manager for Records Retention Schedule.

§11101 DESTRUCTION OF PAPER RECORDS WHERE ALTERNATE ARCHIVING IS REQUIRED (TRUSTWORTHY ELECTRONIC RECORDS)

The following Paper records may be destroyed at any time to rely on the electronic record as the official record of the District, provided they are first archived on alternate media in accordance with the requirements of Government Code Section 60203, and imaged in accordance with laws and the District policy regarding Trustworthy Electronic Records Policy.:

- a. Records not expressly required to be preserved pursuant to state statute as advised by General Counsel;
- b. Financial records summarizing the financial status of MWDOC;
- c. Oaths of office and related materials depicting the authenticity of the appointment of any of the directors or executive officers of MWDOC;
- d. All canceled checks for payments;
- e. Any records not otherwise provided for in this chapter.

See Administrative Services Manager for Trustworthy Electronic Records Policy.

~~§11102 DESTRUCTION OF PRELIMINARY DRAFTS, COPIES AND NOTES ORIGINAL DOCUMENTS WHERE ALTERNATE ARCHIVING IS NOT REQUIRED~~

~~The following records may be authorized for destruction without archiving to alternate media when the use for such records has passed (Government Code Section 60201):~~

- ~~a. Rough drafts, notes and working papers (preliminary drafts not retained in the ordinary course of business.) accumulated in preparation of a communication, study or other document unless of a formal nature contributing significantly to preparation of a document representing the work of any department of MWDOC;~~
- ~~b. Cards, listings, nonpermanent indices, other papers used for controlling work and transitory files including letters of transmittal, suspense letters and tracer letters;~~
- ~~c. Copies or Duplicate records, after the officer or employee authorizing destruction of a record is certain that the original record or at least one copy thereof is available within MWDOC;~~
- ~~d. Any records, other than those included in Section 11101, whose content is substantially found in another record.~~

§11103 CUSTODIAN OF MWDOC RECORDS / DESTRUCTION OF ORIGINAL RECORDS AFTER APPROVAL

While the District Secretary is the official custodian of MWDOC records, each Department Head or Division Head shall be the custodian of records which are permanently filed in that particular department. and may determine that ~~OO~~original records, in accordance with this Code, may be destroyed only on prior approval given by the Department Head or Division Head and the District's Administrative Services Manager. Further, records that are still active and/or needed for reference may be kept beyond the time frame set forth in MWDOC's Records Retention Schedule and this Code upon prior approval by the Department Head or Division Head Administrative Services Manager.

§11104 ELECTRONIC MAIL (E-MAIL) RETENTION POLICY

E-mail messages and their attachments (which may include executable, video, and/or voice files) are records which are created, stored, and delivered in an electronic format. Similar to paper-based records, they may contain information pertaining to District business, necessitating retention and disposal in accordance with the District's rRecords Rretention sSchedule and E-mail policy. See Administrative Services Manager for policy.

~~E-mail messages which are considered transitory are preliminary drafts non-records that should not be retained after they have fulfilled their purpose. These messages do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt; rather, they are informal communications with no historical significance or public importance.~~

~~Motion 10/19/05; 10/20/10~~



ACTION ITEM
October 19, 2016

TO: Administration & Finance Committee

FROM: Robert Hunter, General Manager

Staff Contacts: Cathy Harris, Administrative Services Manager
Katie Davanaugh, Sr. Executive Assistant

SUBJECT: Health Savings Account Elections for 2017

STAFF RECOMMENDATION

It is recommended that the Board of Directors:

- 1) Establish contribution amounts to the employee Health Savings Accounts (HSA) as presented in Table A; and
- 2) Establish the frequency of contributions to the participant's Health Savings Account on an annual basis at the beginning of each calendar year for existing employees, and upon eligibility for new hires on a prorated basis.

COMMITTEE RECOMMENDATION

Committee recommends (to be determined at Committee meeting)

DETAILED REPORT

Background:

Staff received the Health Benefits renewal information for 2017. Health insurance premiums have increased by 12% for the Anthem PPO and HMO plans, 2.41% for Kaiser, and -8.35% for the Kaiser Consumer Driven Health Plans (CDHP). Prescription drugs continue to be higher than medical claims every year, causing the premiums to have a larger incremental increases for the HMO and PPO plans.

In October 2015, the Board of Directors approved adding the CDHP to the medical plan options to eligible participants, effective January 2016. To encourage participation in this plan, JPIA has analyzed and formulated suggested contribution amounts to participant's Health Savings Account (HSA) to maximize participation and boost cost savings to the District. The recommended contributions amounts for calendar year 2017 are listed in Table A:

Budgeted (Y/N): Y	Budgeted amount: \$520,131	Core <u>X</u>	Choice
Action item amount: 0	Line item:		
Fiscal Impact (explain if unbudgeted):			

For 2016, the District had four employees participating in the CDHP which resulted in a savings to the District of approximately \$1900. If enrollment in CDHP remains the same in 2017, the savings amount will be approximately \$3400.

Table A			
Plan	2017 Recommended Annual HSA Contributions by District		
	Employee only	Employee +1	Family
Anthem PPO CDHP	\$1,150	\$2,050	\$2,400
Kaiser CDHP	\$1,300	\$2,600	\$2,400

With the contributions listed in Table A, the following medical plan premium savings to the District would be realized, per enrollment in the Consumer Directed Health Plans:

Table B			
Plan	Annual Savings to District per Enrollee		
	Employee only	Employee +1	Family
Anthem PPO CDHP	441.39	573.07	1872.12
Kaiser CDHP	510.08	901.04	1775.76

The Board requested that this item be returned for consideration of annual contribution amounts and frequency of the distribution. The District contributions to the HSA could be made annually (at the beginning of 2017) or monthly. JPIA recommends making the contributions at the beginning of the plan year in order to encourage participation and to minimize exposure to the participant.



DISCUSSION ITEM

October 12, 2016

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

FROM: Robert Hunter, General Manager

Staff Contact: Hilary Chumpitazi

SUBJECT: Other Post Employee Benefits (OPEB) Actuarial as of July 01, 2016

STAFF RECOMMENDATION

Staff recommends the Administration & Finance Committee: Hold any further contributions to OPEB (expect for the required Service Cost At Year-End payment) to remain at a range between 85-95% funded; reimburse the District for the current Retirees health benefits paid by the District each fiscal year and re-evaluate at year end to true up our funding percentage. If the Board chooses we can also set aside dedicated funds for OPEB in a specific reserve account with the remaining \$209,006 to equal our current Unfunded Liability.

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

DETAILED REPORT

Attached is the GASB 45 actuarial valuation of the District's retiree health insurance program as of July 1, 2016.

The report includes the following information:

- MWDOC's actuarial liability for District-paid retiree benefits is \$2,293,846. An increase of \$159,739 compared to the prior valuation in 2014, primarily due to fewer retirements.
- The District's unfunded accrued liability was \$609,006 as of July 1, 2016. A decrease of \$15,290 since 2014.
- All schedules continue to assume a 6.0% per annum in its investments.

As noted in the report the District has paid a lump sum of \$400,000 into the plan thus reducing our Unfunded Liability to 89.56% funded.

The next actuarial evaluation will be completed as of July 1, 2018.

Budgeted (Y/N): Y	Budgeted amount:	Core <u> X </u>	Choice <u> </u>
Action item amount:	Line item: 7040-41		
Fiscal Impact (explain if unbudgeted):			



INFORMATION ITEM

October 12, 2016

TO: Administration & Finance Committee

FROM: Robert Hunter, General Manager

Staff Contacts: Cathy Harris, Administrative Services Manager &
Katie Davanaugh, Sr. Executive Assistant

SUBJECT: Health Benefit Rates for 2017

STAFF RECOMMENDATION

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

COMMITTEE RECOMMENDATION

Committee recommends (to be determined at Committee meeting)

DETAILED REPORT

Open enrollment for 2017 health benefits runs from October 3, 2016 through November 11, 2016. The health plan information is being reviewed and will be provided to eligible participants no later than October 20th. Rate changes by benefit plan are listed below:

Benefit Plan	Administrator	Carrier	% Rate Change
Health Insurance	JPIA	Anthem Blue Cross Classic PPO	12%
"	"	Anthem Blue Cross CalCare HMO	12%
"	"	Anthem Blue Cross Consumer Driven Health Plan	12%
"	"	Kaiser	2.41%
"	"	Kaiser Consumer Driven Health Plan	-8.35%
Vision	"	VSP	0
Dental	SDRMA	Delta Dental	4%
EAP	Alliant	GuidanceResources/ComPsych	0

Budgeted (Y/N): Y	Budgeted amount: \$520,131	Core <u>X</u>	Choice
Action item amount: 0	Line item:		
Fiscal Impact (explain if unbudgeted):			

Plan rates for the 2017 are shown below:

Plan	Total Monthly \$			Employee Monthly \$			District Monthly \$		
	Single	2-Party	Family	Single	2-Party	Family	Single	2-Party	Family
PPO	816.06	1,662.54	2,234.93	43.13	332.51	446.99	772.93	1,330.03	1,787.94
HMO	701.55	1,393.20	1,868.30	31.68	278.64	373.66	669.87	1,114.56	1,494.64
Anthem CDHP	654.82	1,332.01	1,789.93	27.01	266.40	357.99	627.81	1,065.61	1,431.94
Kaiser	538.43	1,066.97	1,505.65	15.37	213.39	301.13	523.06	853.58	1,204.52
Kaiser CDHP	384.72	759.57	1,070.68	0.00	151.91	214.14	384.72	607.66	856.54
Dental	54.00	90.00	137.00	5.40	9.00	13.70	48.60	81.00	123.30
Vision	14.76	23.46	45.71	0.00	0.00	0.00	14.76	23.46	45.71

The amount budgeted for FY 2016-17 for medical, dental and vision benefits is \$520,131
Based on the plan premium increases/decreases for 2017, the projected totals for 2016-17
will be \$522,879 which results in an estimated increase of 0.53% or \$2,748.

Administration Activities Report
September 9, 2106 to October 6, 2016

Activity	Summary
Administration/Board	<ul style="list-style-type: none"> • Maribeth has been scheduling meetings for Rob Hunter and other various meetings of the Board members. • Maribeth has been assisting Rob/Karl with various write ups and follow-up for the Committees and Board, as well as a couple of comprehensive research projects. • Maribeth received confirmation that the District was awarded the CSDA/SDLF Transparency of Excellence award and orchestrated the award presentation; • Maribeth prepared and submitted the District's Biennial Review of the Conflict of Interest Code to the Board of Supervisors. • Maribeth continues to send the Water Supply Reports to the member agencies. • Maribeth has been collecting records and responding to four Public Records Act requests. • Pat has been scheduling meetings for Rob, Karl, Keith and Harvey, MET Directors' luncheon meeting, OC MET Managers, and ordering lunches for several meetings. • Pat proofed and formatted letters for Rob, Karl, Joe, Heather and Keith. • Pat registered staff and board members for conferences and events; scheduled travel for AWWA, ACWA Conf., DC legislative initiatives, ACWA Federal Affairs and Legislative Committees; CCEEB, CUWCC; and other misc. travel and/or workshops, which includes preparation of purchase requisitions and back-up. • Pat proofed e-Currents and Committee items for Public Affairs. • Pat prepared a number of annual consultant agreements and change orders for rate increases for legal, special counsel, MET issues, strategic issues, State legislative advocacy, and Federal legislative advocacy. Also prepared purchase requisitions for all of these.
MWDOC/OCWD Joint Administration	<ul style="list-style-type: none"> • No items to report.
Health Benefits	<ul style="list-style-type: none"> • Open Enrollment information will be provided to eligible participants by October 21st and is currently being reviewed. • Evaluation of the Health Savings Account contributions for 2017 is included in this month's A&F packet.
Records Management	<ul style="list-style-type: none"> • Sarah trained Ryan, Jessica, & Charles on Laserfiche. • Sarah reviewed retention schedule changes. • Sarah reviewed records management draft policies. • Sarah, Cathy, Katie, Jeff and Patrick participated in demos, conference calls, and completed research for Laserfiche's upgrade. The upgrade to Records

Records Management (Continued)	<p>Management system, Laserfiche (Avante) is underway and anticipated to be completed by the end of October.</p> <ul style="list-style-type: none"> • Sarah processed district agreements & quality checked scanned documents. • Katie has been working with the consultant to schedule training sessions with staff on new processes and procedures regarding file naming conventions and best practices for email management which will be conducted in October and November. • As part of the budget approved Records Management project, staff is preparing to initiate a "strike team" to assist with implementing the revised records retention schedule that was approved by the Board in September 2016.
CalPERS	No information to report.
Agency Inquiries	Responded to inquiry by Eastern Municipal Water District regarding General Manager's compensation and benefits.
Recruitment /Departures	<ul style="list-style-type: none"> • Recruitment for the WUE Specialist position continues and applications are being reviewed. • Recruitment for the Director of Public Affairs position has been extended to October 21. • Recruitment for a WEROC/Admin Assistant has been placed due to a temporary vacancy attributed to a leave of absence of an employee. • Recruitment for the WEROC Coordinator position will continue.
Other	
Projects and Activities	<ul style="list-style-type: none"> • Cathy and Katie attended an OC HR workgroup hosted on campus with several member agencies to review HR trends, salary survey options, current practices and to share general concerns that face water agencies within Orange County. • Flu shots were provided to 11 employees at the District on October 6th. • Cathy and Leah are obtaining quotes for paint, carpet, window coverings to refresh two offices. • Cathy participated in the WEROC Action Planning Meeting on September 13th. • Cathy participated in the WEROC and Countywide Exercise on September 29th at the South EOC. • Cathy coordinated with Lou Filliger of Demsey, Filliger and Associates on completion of the GASB 45 Valuation. • Cathy has been researching the process and procedures and recently registered with the Department of Industrial Relations on behalf of the District. This is in compliance with Prevailing Wage Law, Labor Code 1720 through 1780. This will apply to projects initiated by the District that involve "Public Work", where the project costs \$1,000 or more and whereby the public work project involves construction, installation, improvement, demolition, repair or maintenance, or other work as identified in the statute.

**INFORMATION ITEM****October 12, 2016**

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

FROM: Robert J. Hunter, General Manager

Staff Contact: Jeff Stalvey

SUBJECT: **Finance and IT Pending Items Report**

SUMMARY

The following list details the status of special projects that are in-progress or to be completed during FY 2016-17.

Description	% of Completion	Estimated Completion date	Status
<u>Finance</u>			
Further Implementation of WUE Landscape Programs Databases and Web Site.	On-going	On-going	In Progress
Government Compensation in California Report 2016	0%	03-30-17	Not Started
State Controller Report preparation FY15-16	0%	11-30-16	Not Started
State Tax filing for Water Facilities FY15-16	100%	11-30-16	Completed
FY2015-16 Annual Audit by Vavrinek, Trine, Day & Company	90%	10-19-16	Pending review of draft financials
Annual Financial Statement Report FY2015-16	95%	10-19-16	Pending auditors review
Preparation of documents for FY17-18 budget process.	0%	5-31-17	Not Started
2016 W-9 collection for water rebates. Currently holding 1 July, 1 August and 7 September rebate checks, awaiting completed W-9's.	98%	On-going	In Progress

<u>Information Technology</u>			
Network security issues (hackers, viruses and spam emails)	On-going	On-going	Continuous system monitoring
Get quotes and have Fire Suppression system installed in IT Server room	10%	6/30/17	In Progress
Upgrade Server software for Data Server.	100%	3/31/17	Completed
Upgrade and deploy new Backup software with Cloud backup.	100%	3/31/17	Completed
Upgrade District Firewall.	100%	6/30/17	Completed
Upgrade and Migrate Record Management Server to Storage Area Network (SAN) Box, purchase new scanners.	70%	3/31/17	In Progress
Upgrade computers and monitors for Staff.	80%	3/31/17	In Progress
Purchase and install enclosed Server Racks.	10%	6/30/17	In Progress
Upgrade HR ABRA Server (software)	100%	3/31/17	Completed

Description	% of Completion	Estimated Completion date	Status
<u>FY 2016-17 Completed Special Tasks</u>			
<u>Finance</u>			
<u>Information Technology</u>			
Upgrade Exchange E-mail Server to the latest version	100%	6/30/16	Completed
Upgrade District Desktop Computers to Windows 10	100%	6/30/16	Completed



Item No. ,

INFORMATION ITEM

October 12, 2016

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

FROM: Robert Hunter, General Manager

Staff Contact: Kevin Hostert

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

STAFF RECOMMENDATION

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

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

REPORT

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

- Fig. 1 OC Water Usage, Monthly by Supply OCWD Groundwater water was the main supply in August.
- Fig. 2 OC Water Usage, Monthly, Comparison to Previous Years Water usage in August 2016 was low compared to the last 5 years with the exception of August 2015. Lower usage is primarily due to strong conservation efforts and mandatory restrictions set by the Governor for the period of June 2015 to May 2016. In June 2016 all water conservation became voluntary for MWDOC agencies.
- Fig. 3 Historical OC Water Consumption OC water consumption is projected to be 519,000 AF in FY 2016-17 (*this includes ~15 TAF of agricultural usage and non-retail water agency usage*). This is about 20,000 AF more than FY 2015-16 and is about 53,000 AF less than FY 2014-15. Water usage per person is projected to be slightly higher than in FY 2015-16 for Orange County at 145 gallons per day (This includes recycled water). Although OC population has increased 20% over the past two decades, water usage has not increased, on

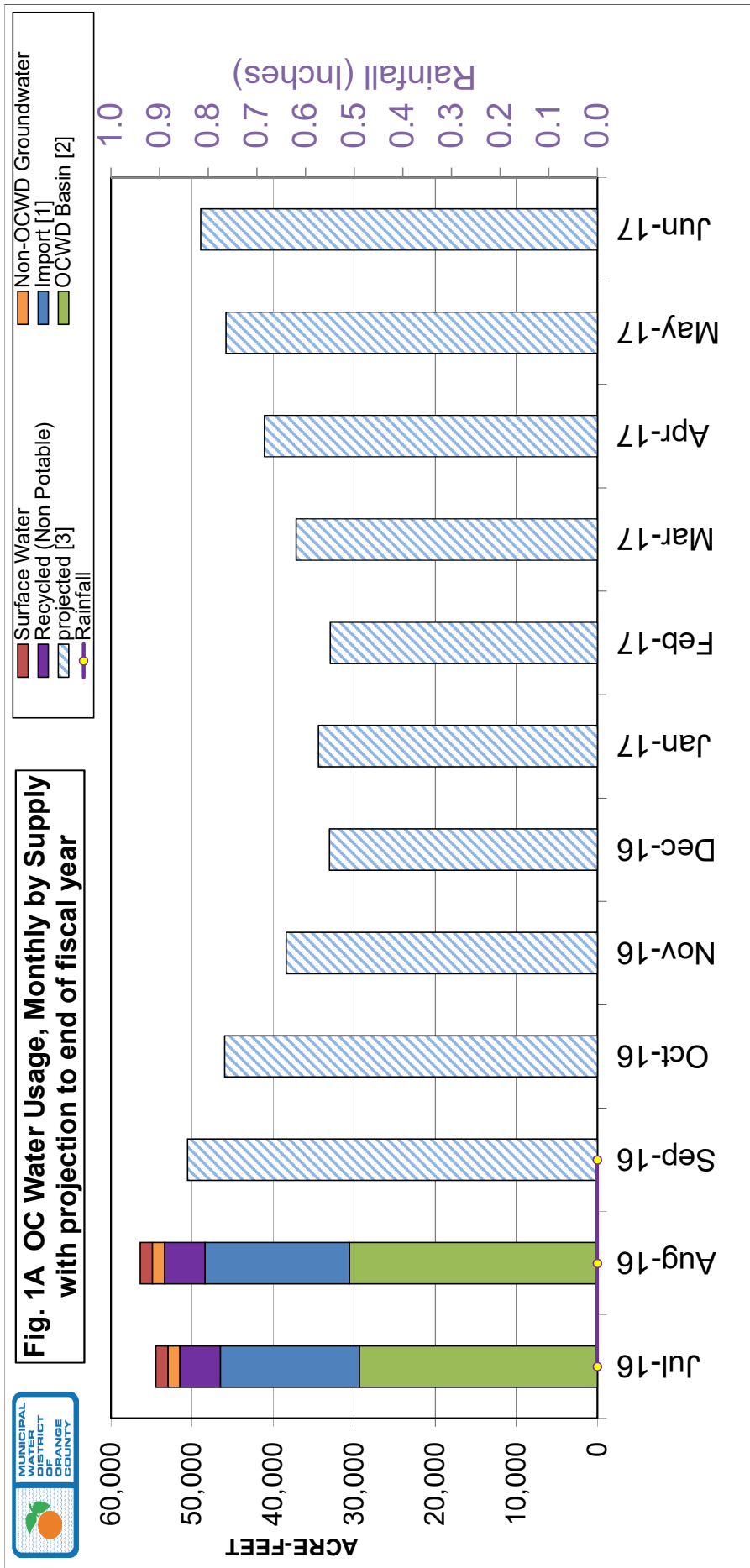
Budgeted (Y/N): N	Budgeted amount: N/A	Core <u>X</u>	Choice <u> </u>
Action item amount: N/A	Line item:		
Fiscal Impact (explain if unbudgeted):			

average. A long-term decrease in per-capita water usage is attributed mostly to Water Use Efficiency (water conservation) efforts.

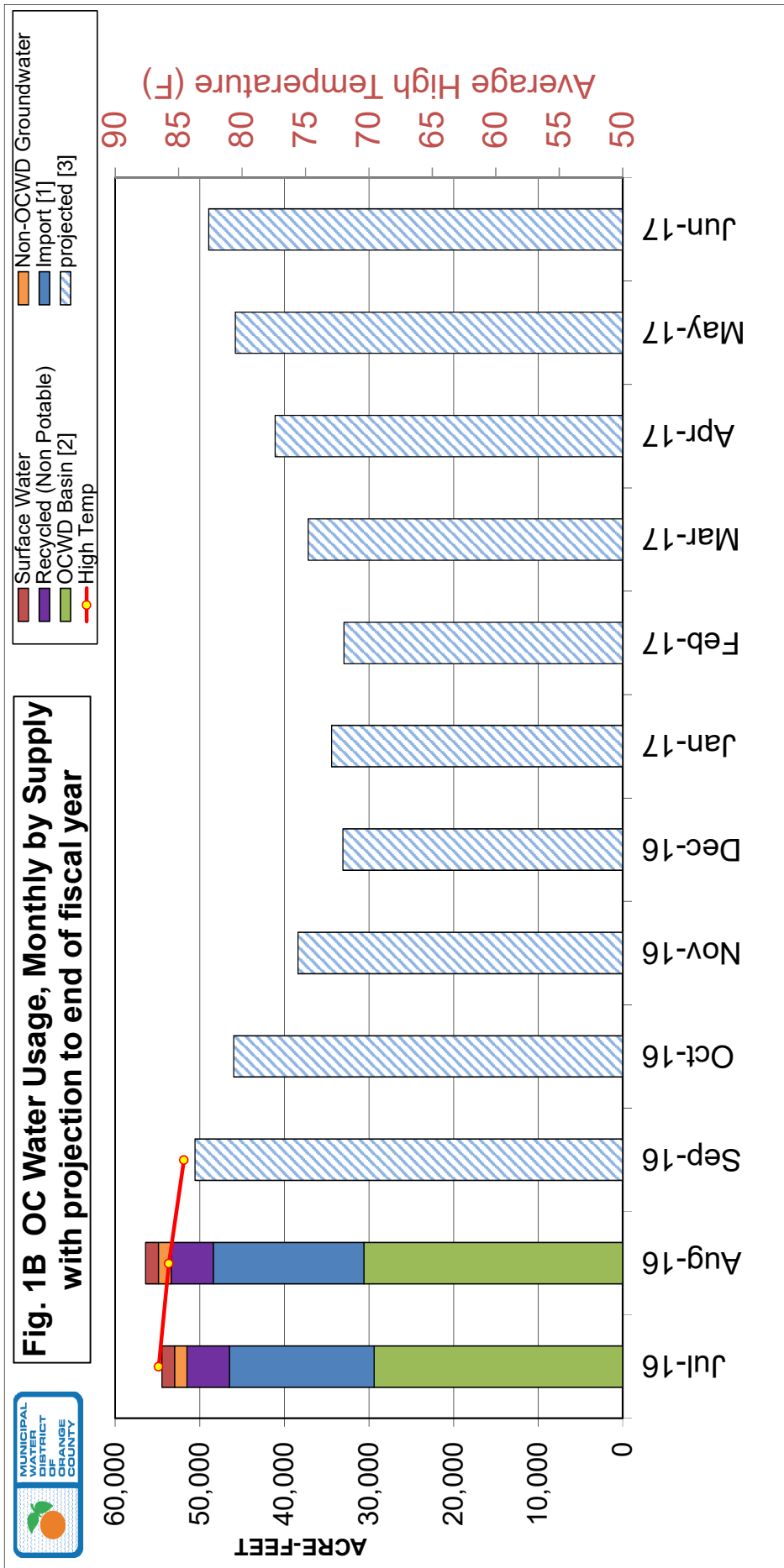
Fig. 4 MWDOC “Firm” Water Purchases, 2016 “Firm” water above the Tier 1 limit will be charged at the higher Tier 2 rate. Our current projection of Tier 2 purchases is zero in 2016.

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 through September was well below average for this period. This continues the impact of the previous four hydrologic years’ below-normal rainfall in reducing those local supplies that are derived from local runoff. El Nino conditions have diminished and NOAA has shifted its prediction from La Nina to a greater chance of neutral conditions for the 2016-17 winter (La Nina is generally associated with cool dry winters in Southern California).
- Northern California accumulated precipitation in September was around 115% of normal for this period. The Northern California snowpack is 97% of normal as of April 1st. This follows three below-average hydrologic years. The State of California has been in a declared Drought Emergency since January 2014. The State Water Project Contractors Table A Allocation is at 60% as of the end of June.
- Colorado River Basin accumulated precipitation in September was 96% average for this period. The Upper Colorado Basin snowpack was 85% of normal as of April 15th. This follows two below-average hydrologic years, the Colorado River Basin is in the recovery of a long term drought. Lake Mead and Lake Powell combined have about 61% of their average storage volume for this time of year. If Lake Mead’s level falls below a “trigger” limit 1,075 ft. at the end of a calendar year, then a shortage will be declared by the US Bureau of Reclamation (USBR), impacting Colorado River water deliveries for the Lower Basin states. As of late September Lake Mead levels were hovering right at the “trigger” limit but fortunately levels are expecting to increase due to water releases schedule at Lake Powell. The USBR predicts that the “trigger” level will not be hit by the end of 2016.



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



[1] Imported water for consumptive use. Includes "In-Lieu" deliveries and CUP water extraction. Excludes "Direct Replenishment" deliveries of spreading water, "Barrier Replenishment" deliveries, and deliveries into Irvine Lake.

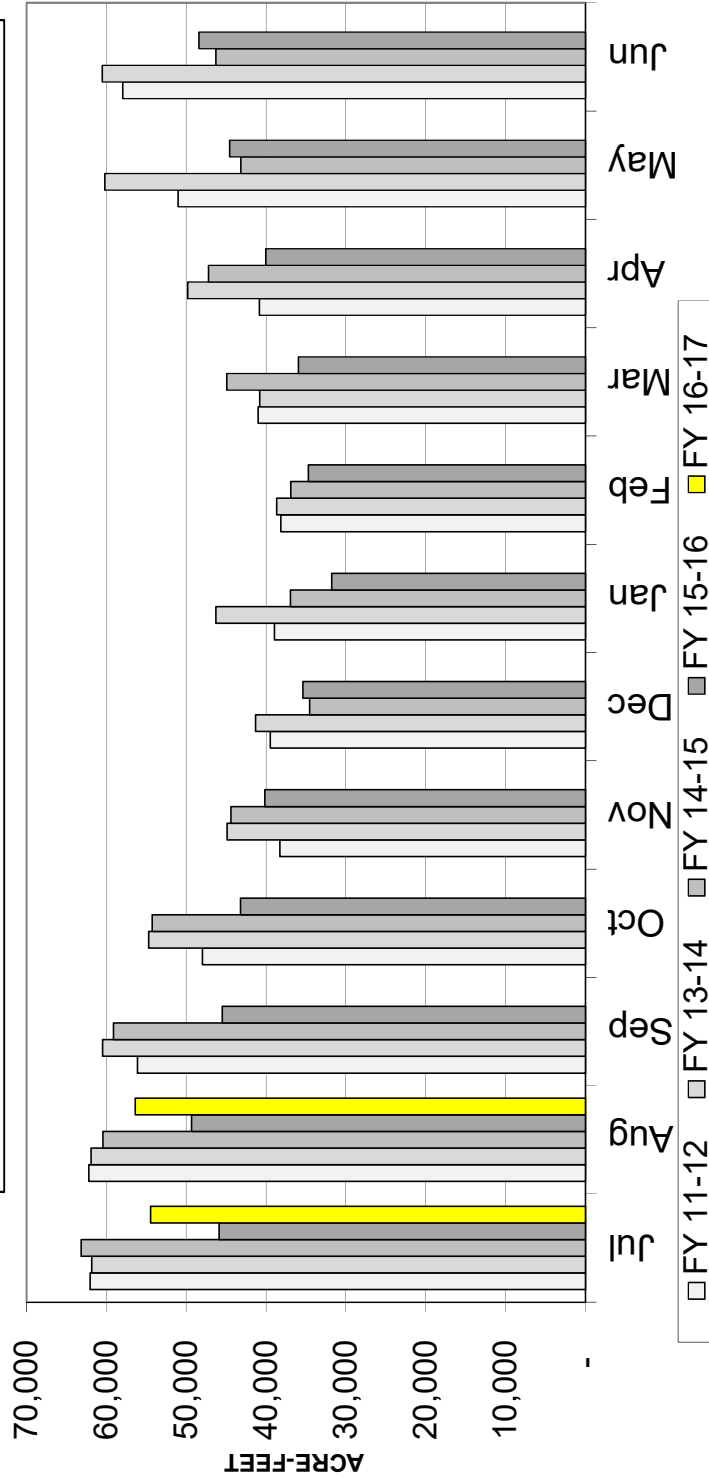
[2] GW for consumptive use only. Excludes In-Lieu water deliveries and CUP water extraction that are counted with Import. BPP in FY '15-16 is 75%.

[3] MWDOC's estimate of monthly demand is based on the projected FY 15-16 "Retail" water demand and historical monthly demand patterns.

[4] Total water usage includes IRWD groundwater agricultural use and usage by non-retail water agencies.



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



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

Partial Year Subtotals

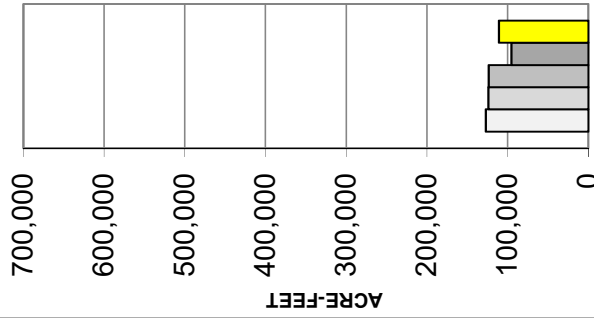
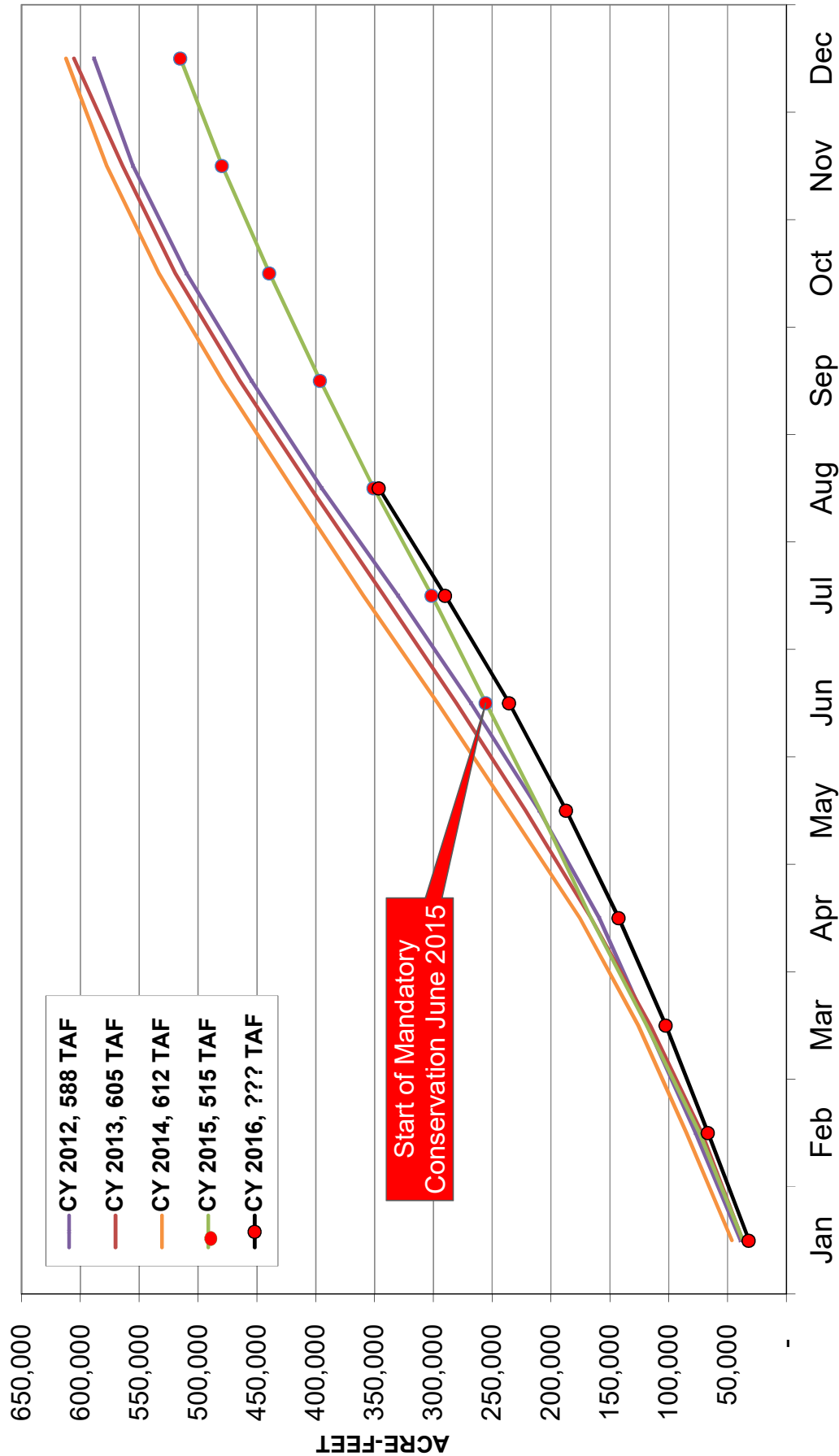
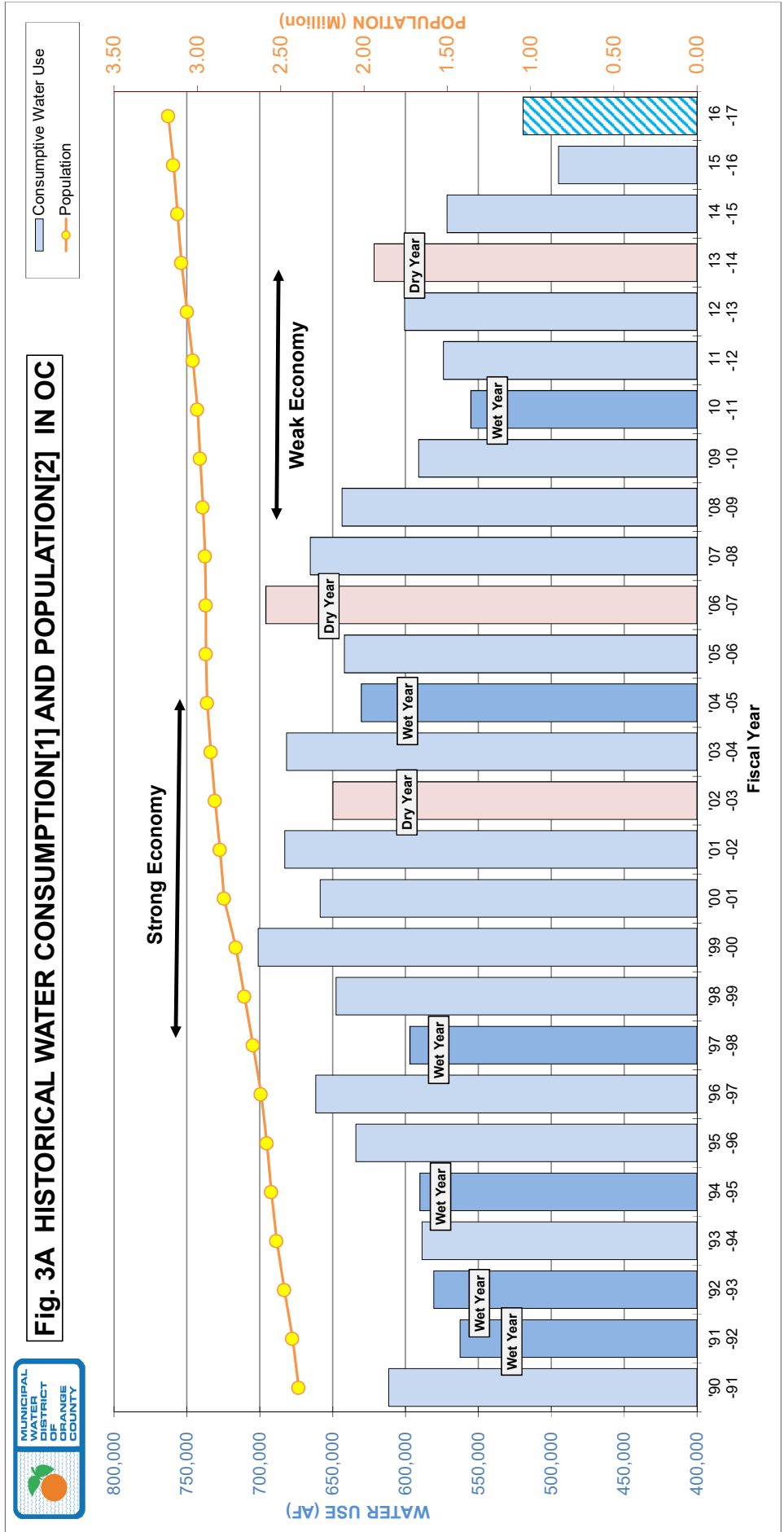




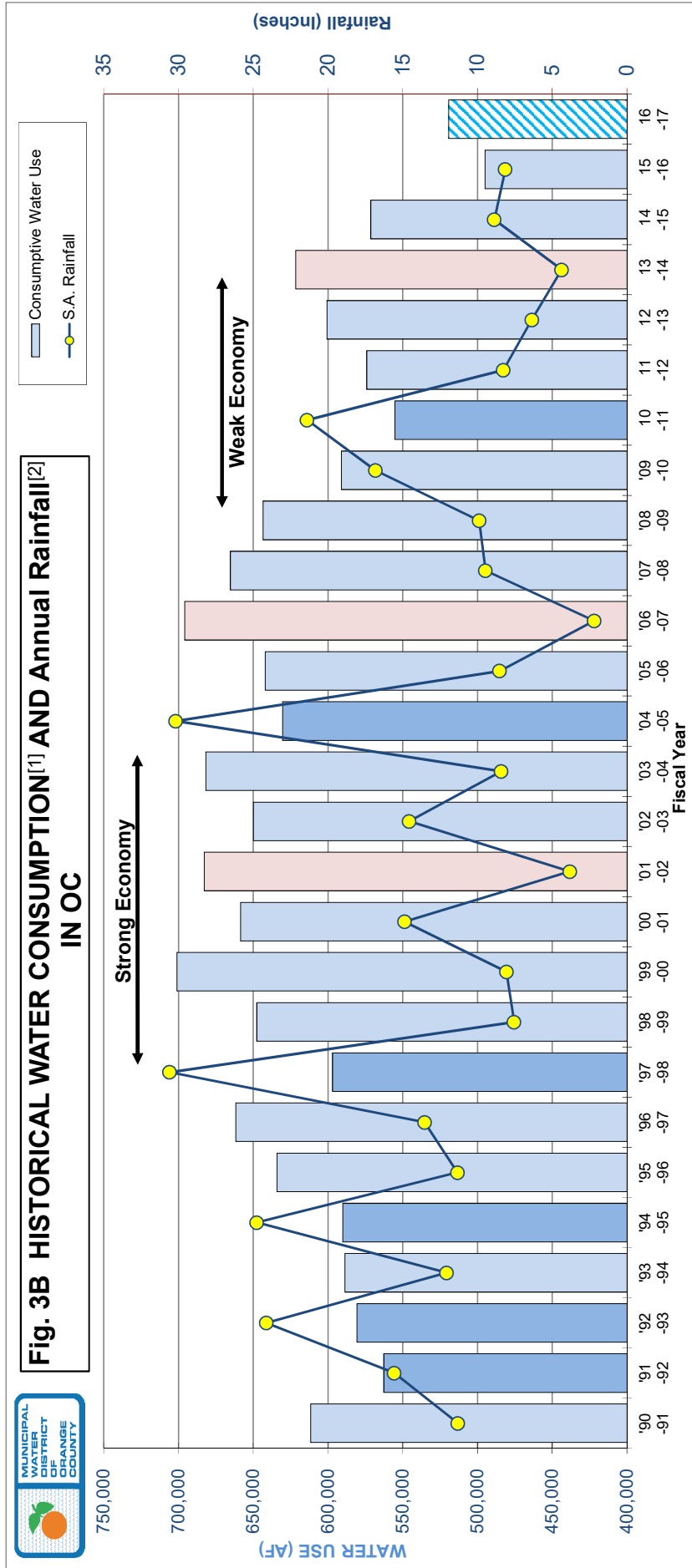
Fig. 2B Orange County Cumulative Monthly Consumptive Water Usage [1]:
present year compared to last 4 calendar years



[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).

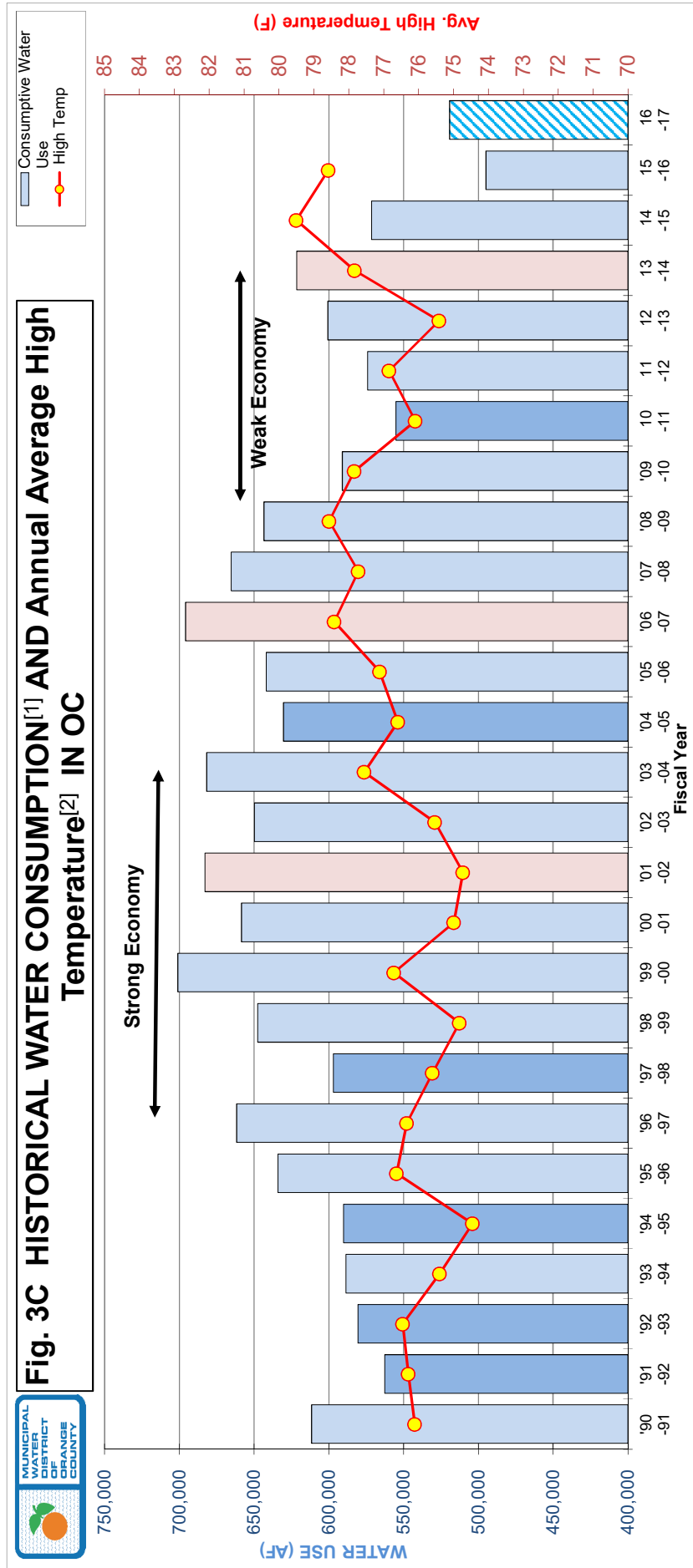


[1] Consumption includes potable, recycled and non-potable usage; excludes Barrier and Spreading water. The most recent data involve some estimation.
 [2] Population estimates in the 2000s decade were revised by the State Dept. of Finance to reflect the 2010 Census counts.
 [3] Projection of FY 15-16 water use estimated by MWDOC based on partial-year data.



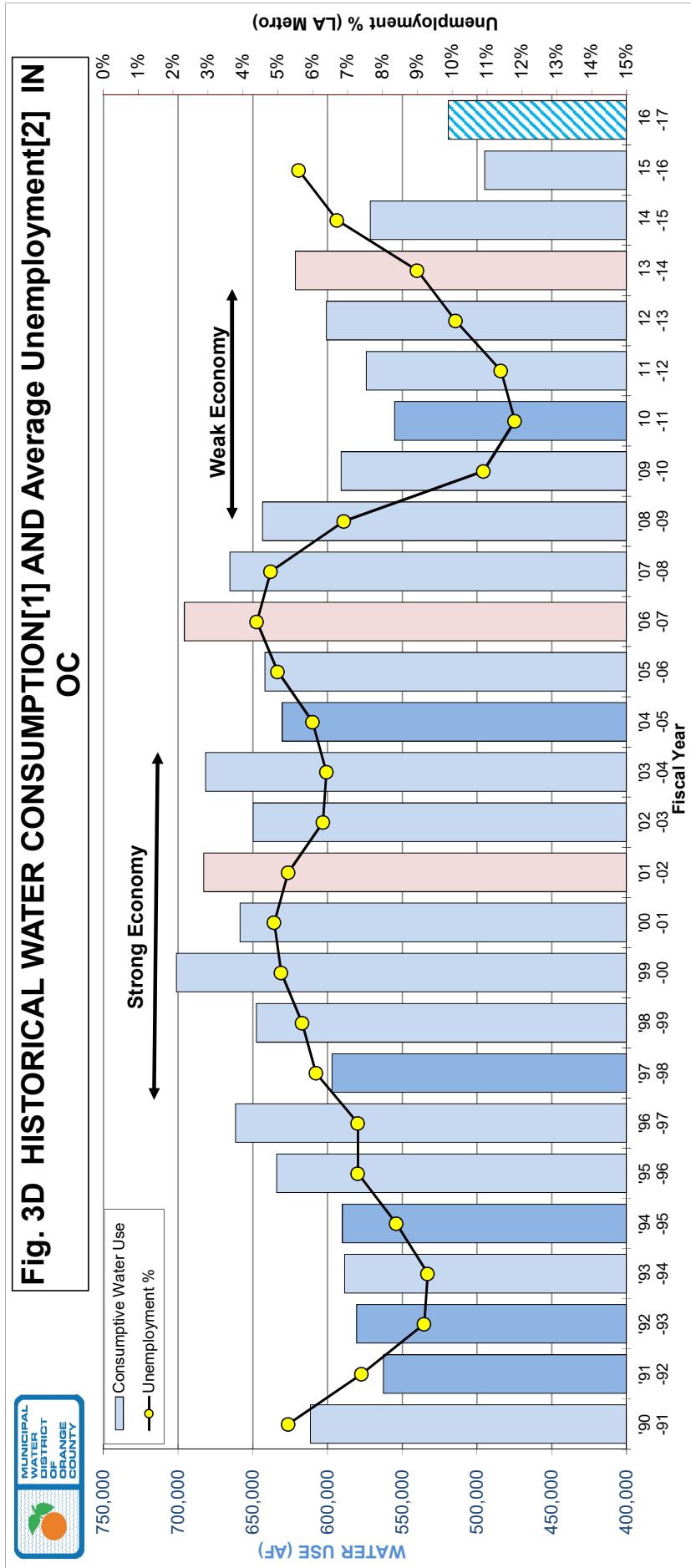
[1] Consumption includes potable, recycled and non-potable usage; excludes Barrier and Spreading water. The most recent data involve some estimation.

[2] Rainfall data from Santa Ana Station #121



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

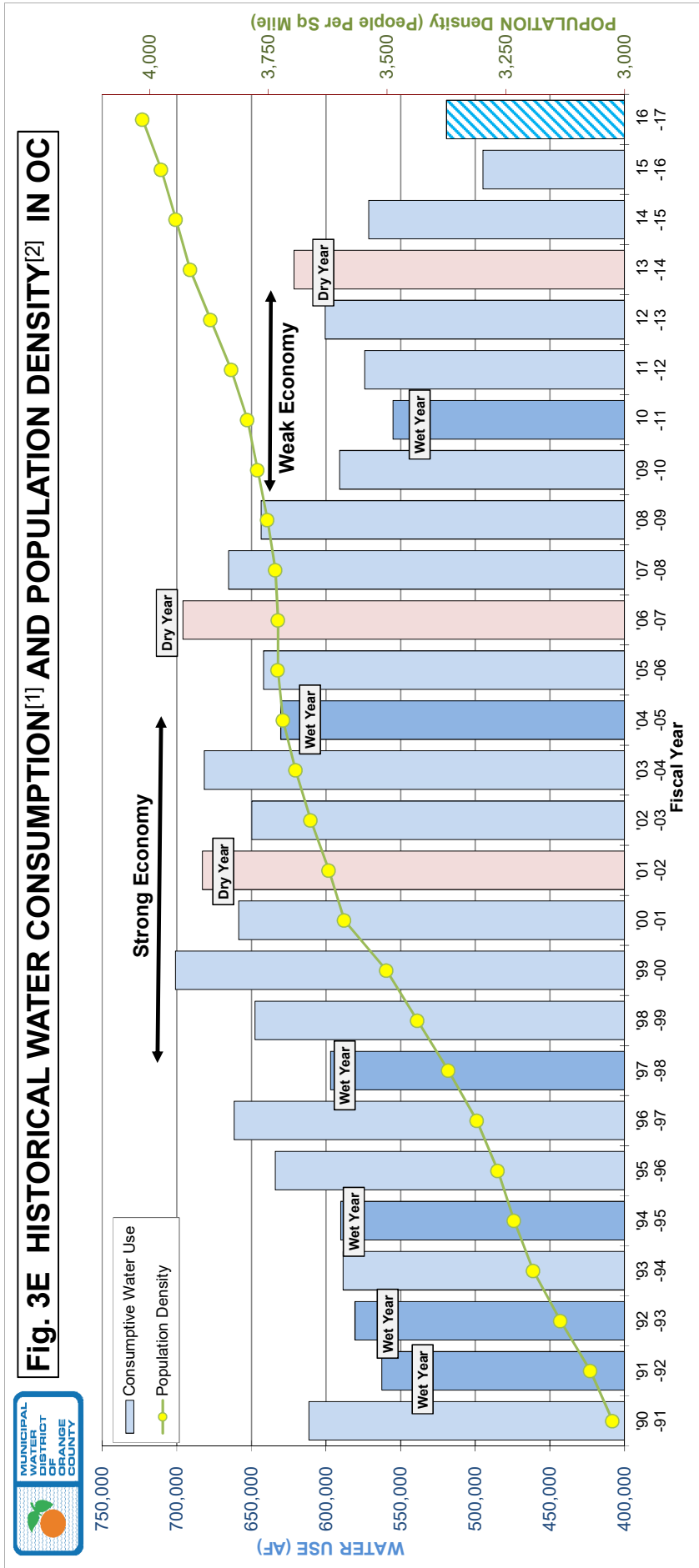
[2] Temperature data is from Santa Ana Fire Station, elevation 135'



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

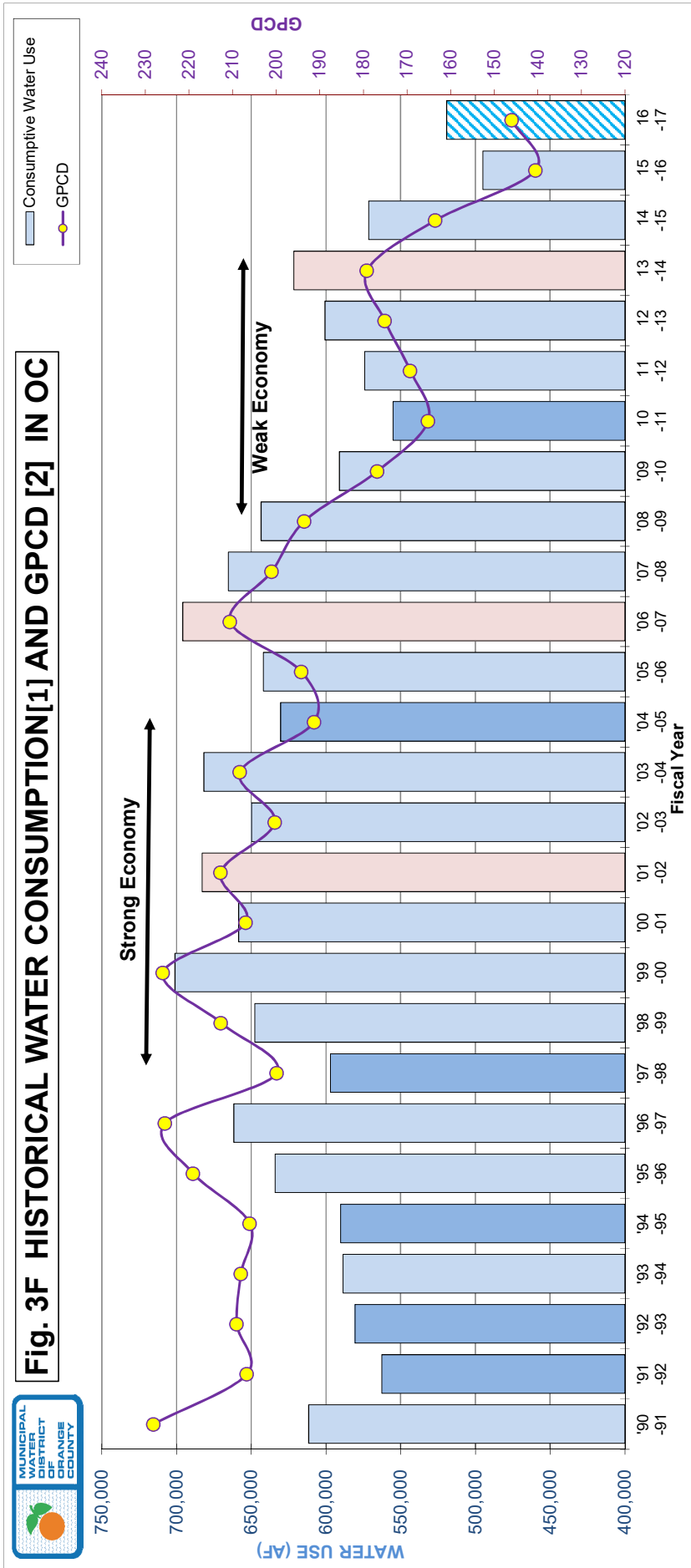
[2] Employment Data source Bureau of Labor Statistic for Long Beach-L.A.-Santa Ana Metro Area

<http://www.bls.gov/lau/>



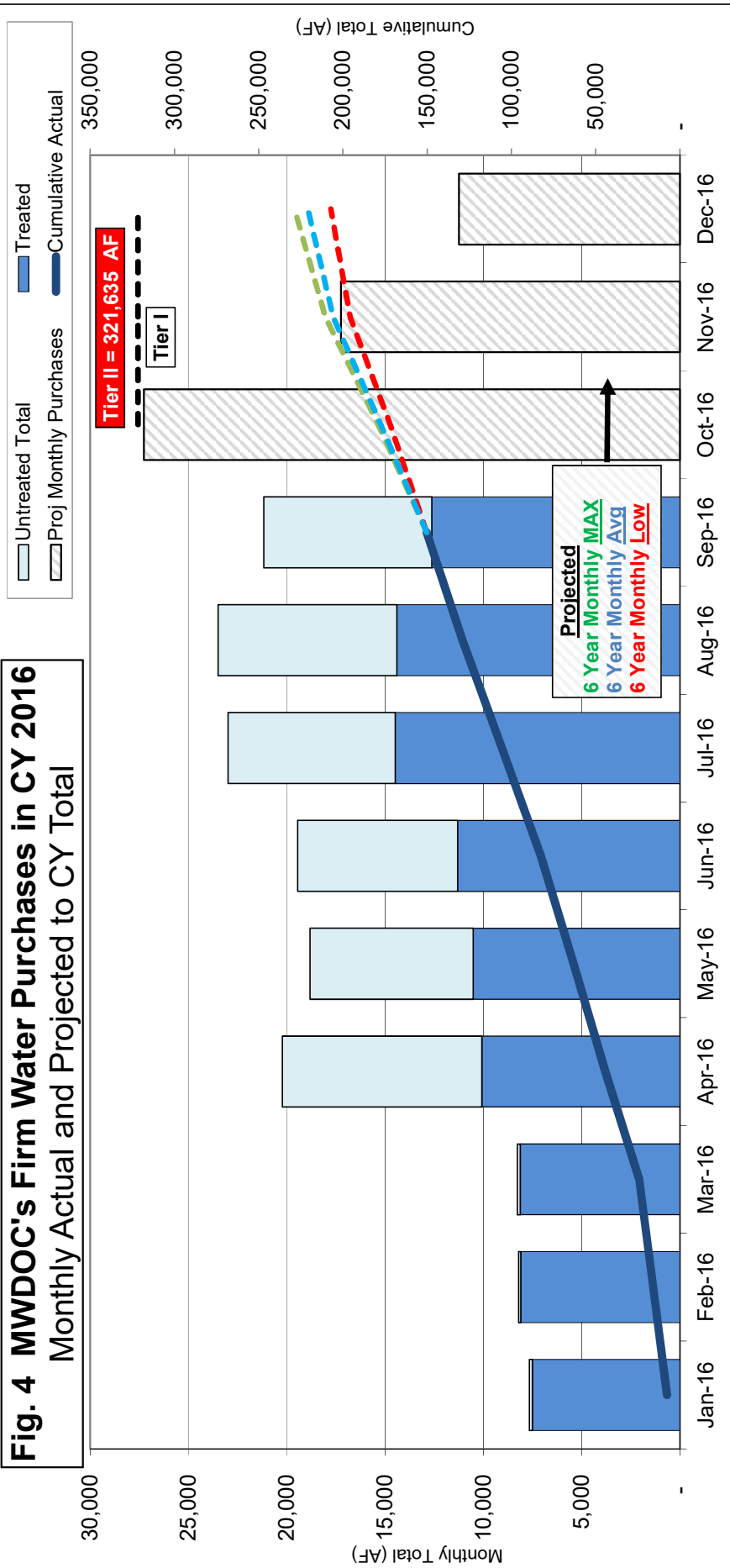
[1] Consumption includes potable, recycled and non-potable usage; excludes Barrier and Spreading water. The most recent data involve some estimation.

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



[1] Consumption includes potable, recycled and non-potable usage; excludes Barrier and Spreading water. The most recent data involve some estimation.
 [2] Gallon per Capita Daily (includes all types of water usage and all type of water users).

Fig. 4 MWDOC's Firm Water Purchases in CY 2016
Monthly Actual and Projected to CY Total



Notes

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

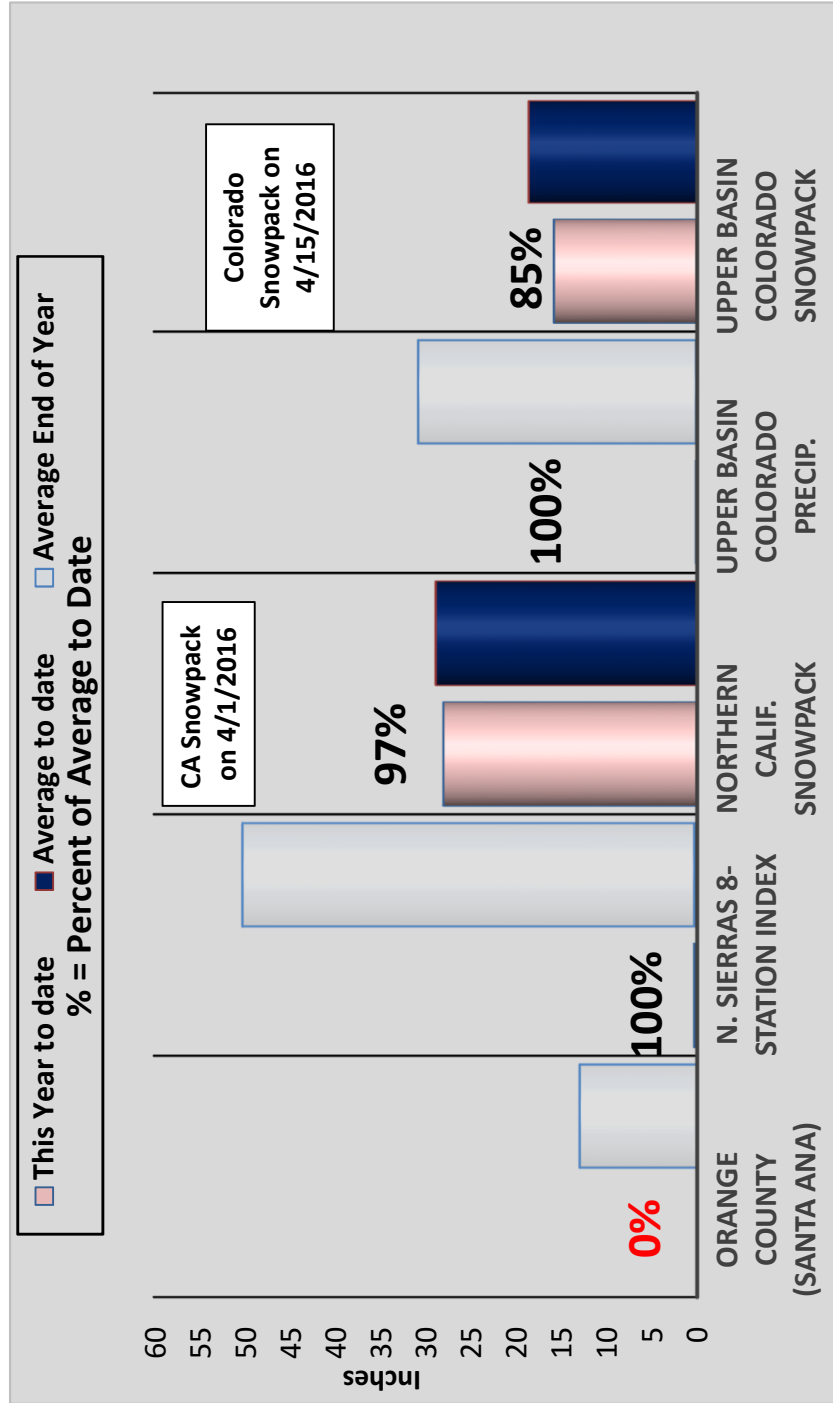


prepared by the Municipal Water District of Orange County

**numbers are subject to change*

printdate 10/3/2016

Accumulated Precipitation for the Oct.-Sep. water year, through Early October 2016

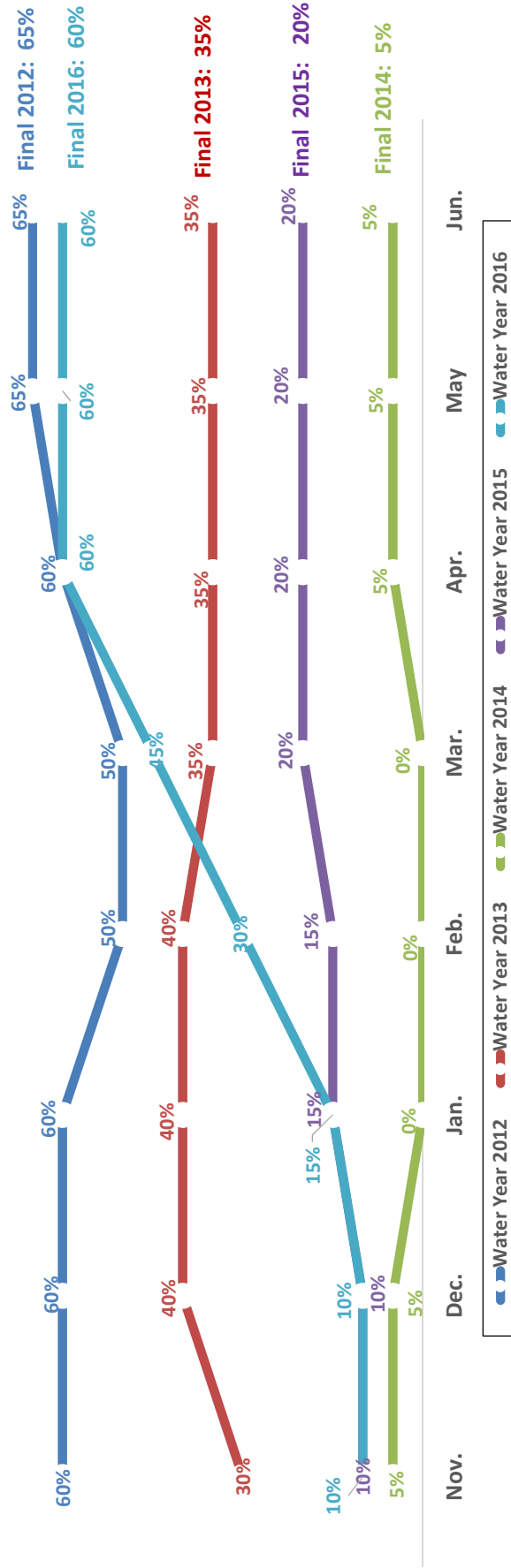


* The date of maximum snowpack accumulation (April 1st in Northern Calif. , April 15th in the Upper Colorado Basin) is used for year to year comparison.



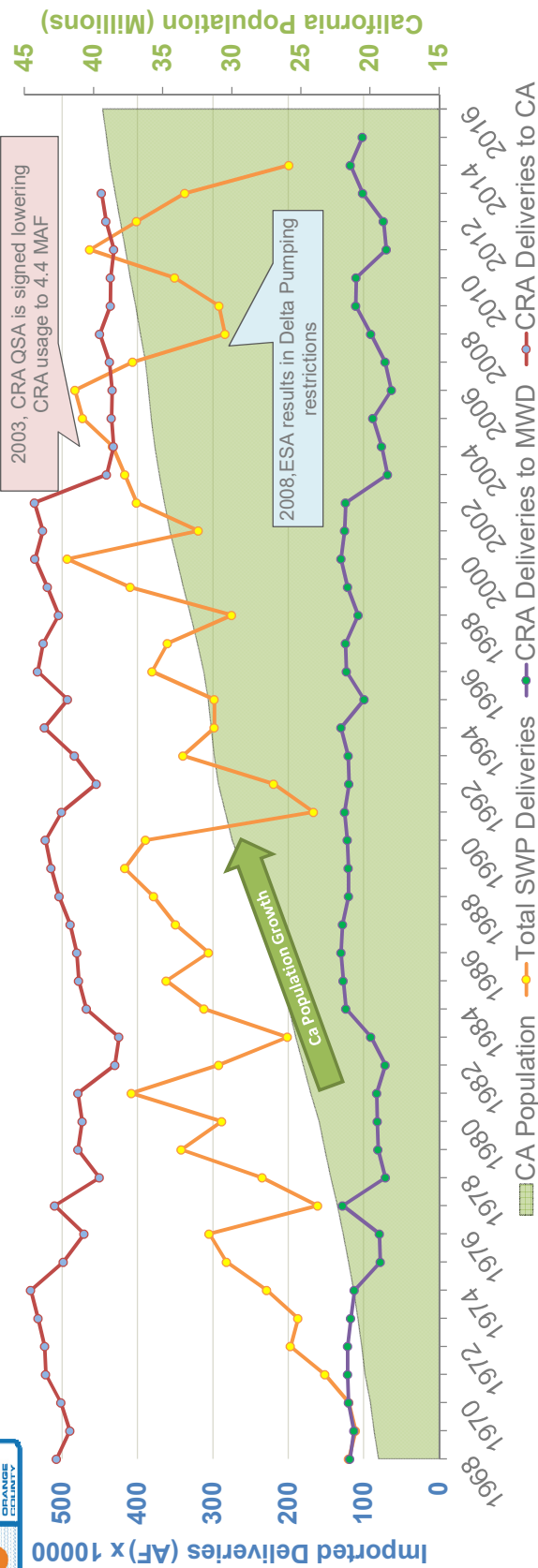
SWP TABLE A ALLOCATION

FOR STATE WATER PROJECT CONTRACTORS

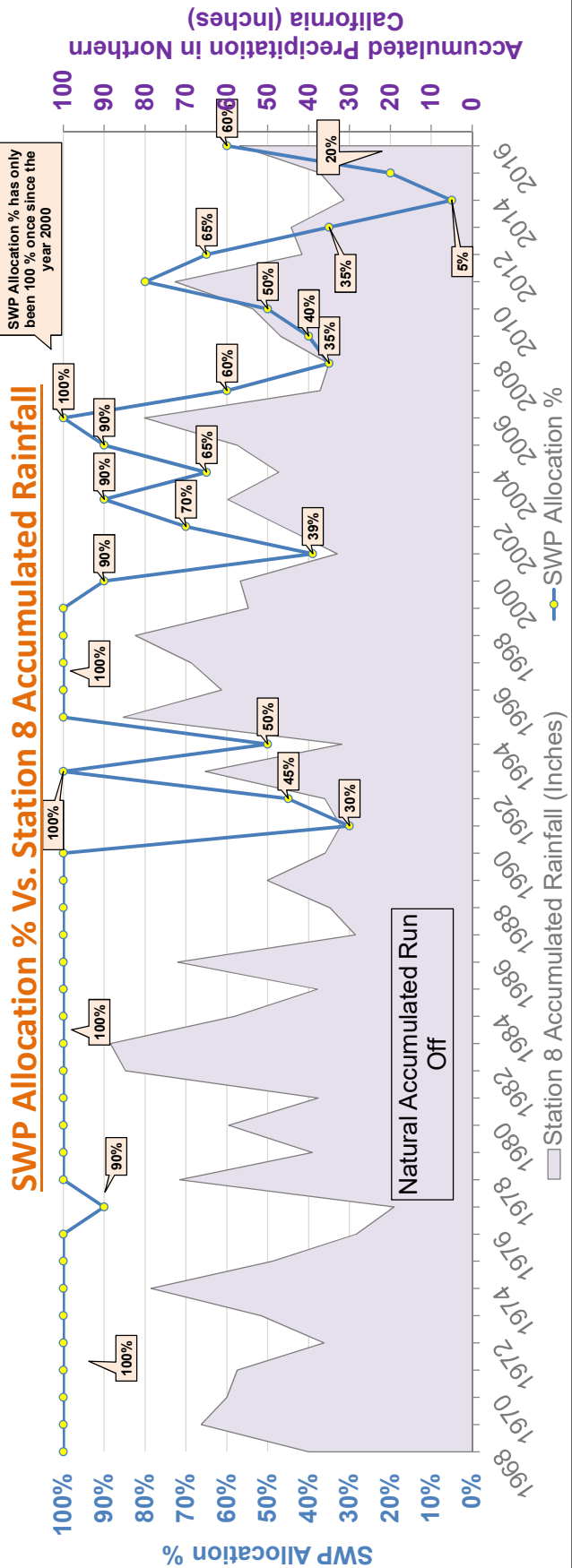




Imported Water Deliveries Vs. California Population Growth



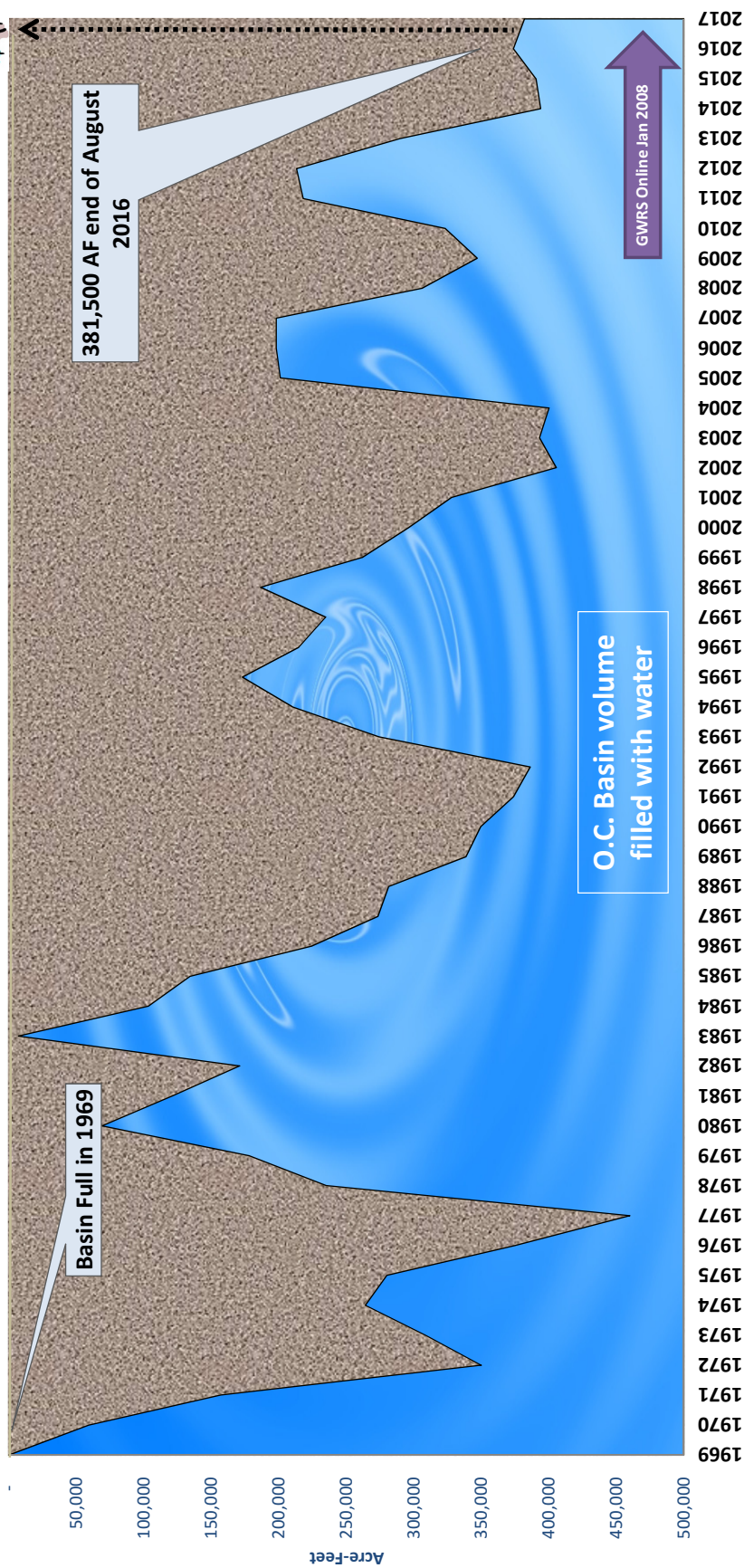
SWP Allocation % Vs. Station 8 Accumulated Rainfall





O.C. Basin Accumulated Overdraft

Annual, 1969 to Present

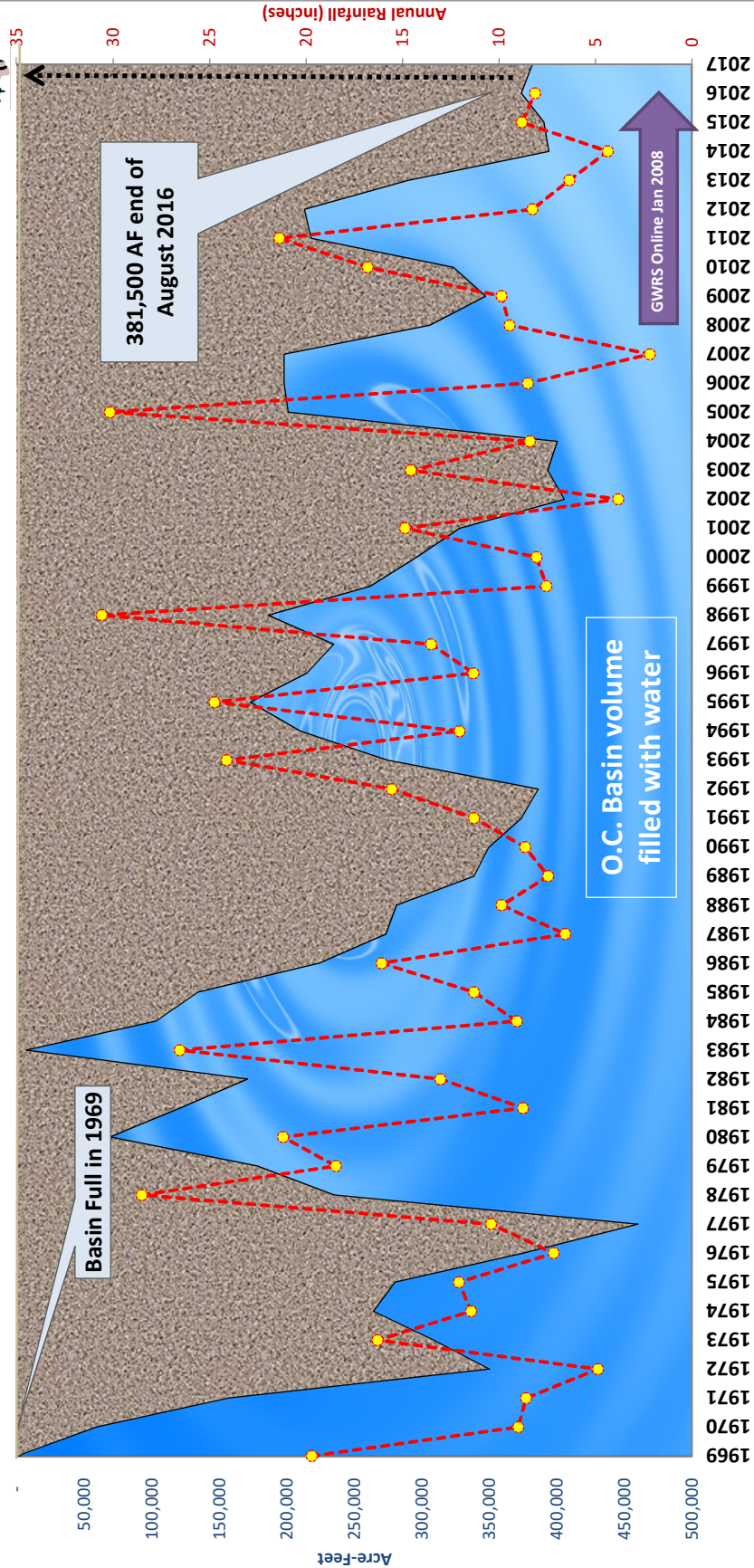
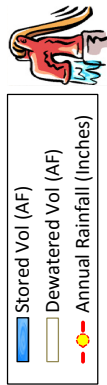


~ Accumulated Overdraft (dewatered volume) shown as white area, excluding the volume stored by Metropolitan. source: OCWD



O.C. Basin Accumulated Overdraft Vs. Annual Rainfall

Annual, 1969 to Present

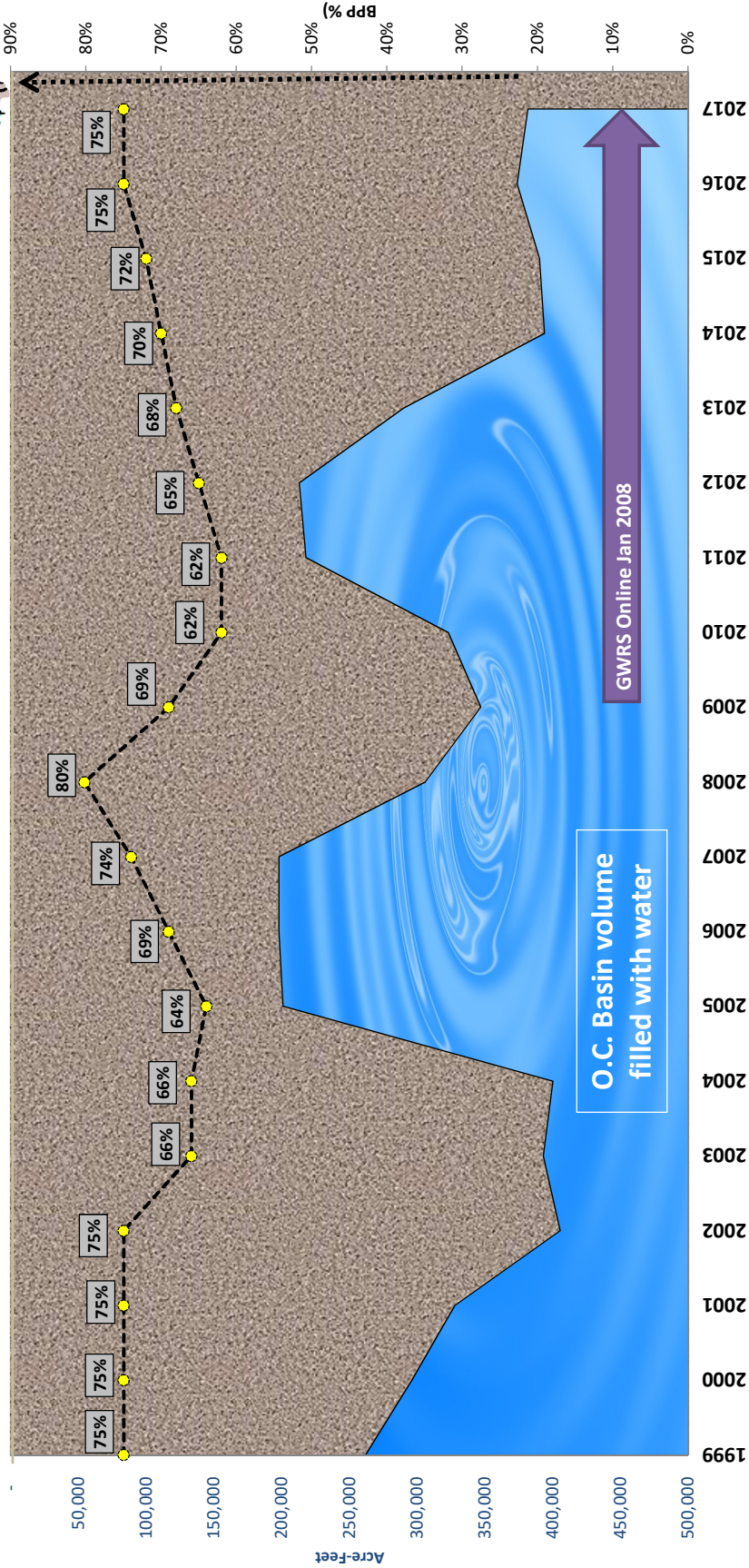
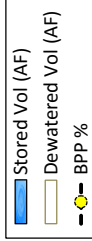


~ Accumulated Overdraft (dewatered volume) shown as white area, excluding the volume stored by Metropolitan. source: OCWD

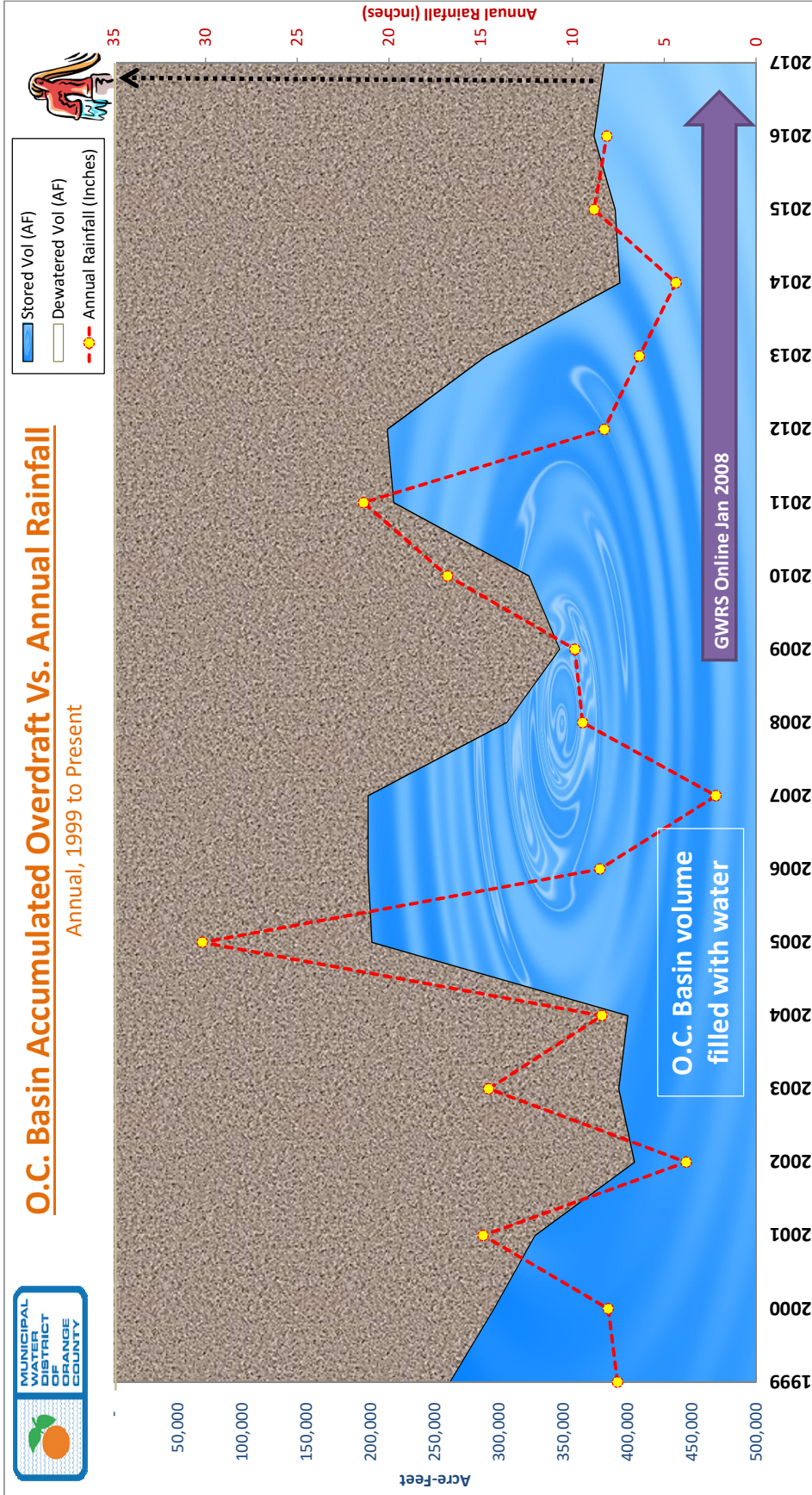


O.C. Basin Accumulated Overdraft Vs. BPP %

Annual, 1999 to Present

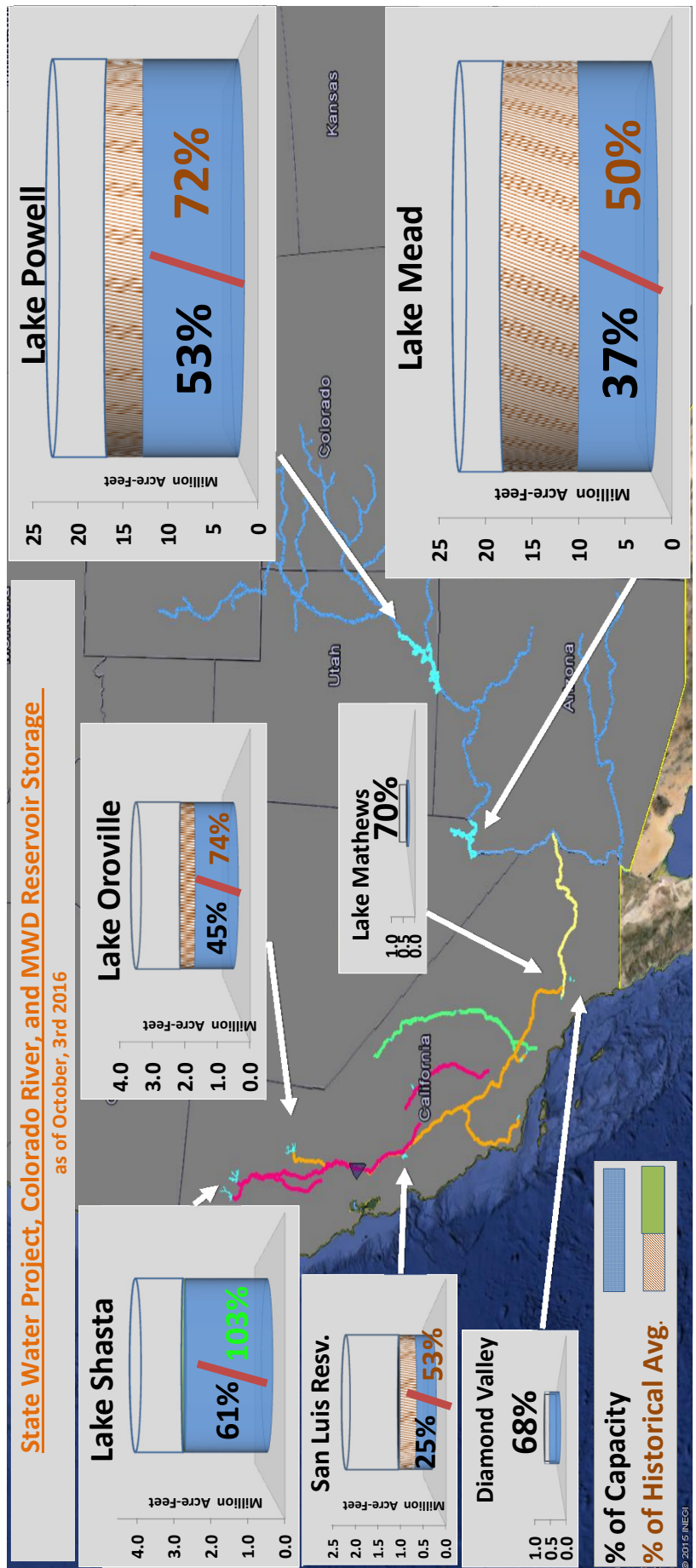


~ Accumulated Overdraft (dewatered volume) shown as white area, excluding the volume stored by Metropolitan. source: OCWD



~ Accumulated Overdraft (dewatered volume) shown as white area, excluding the volume stored by Metropolitan. source: OCWD

State Water Project, Colorado River, and MWD Reservoir Storage as of October, 3rd 2016





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

