MEETING OF THE BOARD OF DIRECTORS OF THE MUNICIPAL WATER DISTRICT OF ORANGE COUNTY Jointly with the **ADMINISTRATION & FINANCE COMMITTEE** December 11, 2019, 8:30 a.m. Conference Room 101

A&F Committee:

J. Thomas, Chair J. Finnegan R. McVicker Staff: R. Hunter, K. Seckel, J. Berg, H. De La Torre, K. Davanaugh, C. Harris, H. Chumpitazi

Ex Officio Member: Director Barbre

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

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

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

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

PROPOSED BOARD CONSENT CALENDAR ITEMS

- 1. TREASURER'S REPORT
 - a. Revenue/Cash Receipt Report November 2019
 - b. Disbursement Approval Report for the month of December 2019
 - c. Disbursement Ratification Report for the month of November 2019
 - d. GM Approved Disbursement Report for the month of November 2019
 - e. Water Use Efficiency Projects Cash Flow November 30, 2019
 - f. Consolidated Summary of Cash and Investment October 2019
 - g. OPEB and Pension Trust Fund monthly statement
- 2. FINANCIAL REPORT Combined Financial Statements and Budget Comparative for the Period ending October 31, 2019

ACTION ITEMS

- 3. PERFORMANCE MANAGEMENT MUNICIPAL RESOURCE GROUP (MRG) AUTHORIZE STAFF TRAINING
- 4. PARTICIPATION IN THE CALIFORNIA WATER ENVIRONMENT ASSOCIATION (CWEA)

DISCUSSION ITEMS

5. FY 2020-21 BUDGET

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

- 6. STATUS UPDATE RE OFFICE CONSTRUCTION/REHAB/SEISMIC RETROFIT
- 7. DEPARTMENT ACTIVITIES REPORTS
 - a. Administration
 - b. Finance and Information Technology
- 8. MONTHLY WATER USAGE DATA, TIER 2 PROJECTION, AND WATER SUPPLY INFORMATION

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.

<u>Accommodations for the Disabled.</u> 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 November 2019

WATER REVENUES

Date	From	Description	Amount
11/01/19	City of La Palma	September 2019 Water deliveries	2,566.05
11/01/19	City of San Clemente	September 2019 Water deliveries	708,776.70
11/04/19	City of Fountain Valley	September 2019 Water deliveries	7,933.24
11/04/19	City of Buena Park	September 2019 Water deliveries	534,468.41
11/06/19	Laguna Beach County Water District	September 2019 Water deliveries	92,237.80
11/07/19	City of Westminster	September 2019 Water deliveries	214,620.35
11/08/19	City of La Habra	September 2019 Water deliveries	4,397.56
11/08/19	El Toro Water District	September 2019 Water deliveries	579,529.54
11/12/19	City of Seal Beach	September 2019 Water deliveries	288,905.20
11/12/19	Mesa Water	September 2019 Water deliveries	156,368.98
11/13/19	Santa Margarita Water District	September 2019 Water deliveries	2,385,278.79
11/13/19	City of Garden Grove	September 2019 Water deliveries	907,806.07
11/14/19	City of San Juan Capistrano	September 2019 Water deliveries	527,239.05
11/14/19	City of Orange	September 2019 Water deliveries	472,026.59
11/15/19	Orange County Water District	September 2019 Water deliveries	311,424.73
11/15/19	South Coast Water District	September 2019 Water deliveries	460,783.61
11/15/19	East Orange County Water District	September 2019 Water deliveries	360,649.20
11/15/19	Golden State Water Company	September 2019 Water deliveries	389,207.33
11/15/19	Moulton Niguel Water District	September 2019 Water deliveries	2,432,425.00
11/15/19	Yorba Linda Water District	September 2019 Water deliveries	387,651.05
11/15/19	Irvine Ranch Water District	September 2019 Water deliveries	2,682,176.26
11/22/19	City of Brea	September 2019 Water deliveries	11,265.77
11/25/19	City of Newport Beach	October 2019 Water deliveries	1,137,729.20
11/26/19	Serrano Water District	October 2019 Water deliveries	9,478.63

TOTAL REVENUES \$ 15,064,945.11

Municipal Water District of Orange County REVENUE / CASH RECEIPT REPORT November 2019

MISCELLANEOUS REVENUES

Date	From	Description	Amount
11/15/19	James/Sylvia Ellis	OCEMO Luncheon	76.00
11/22/19	Derek Gard	OCEMO Luncheon	38.00
11/29/19	Paypal	OCEMO Luncheon	1,575.88
11/29/19	Paypal	Girl Scouts Patch Clinic	218.04
11/22/19	ACWA	Refund for cancelled ACWA registration for Director Yoo-Schneider	650.00
11/22/19	Robert Hunter	Reimbursement for AMWA spouse registration	50.00
11/25/19	Trabuco Canyon Water District	Invoice paid in error	111.00
11/07/19	City of Westminster	Late payment penalty for May 2019 Water deliveries	2,224.00
11/22/19	City of Brea	Partial late payment penalty for September 2019 Water deliveries	112.66
11/29/19	US Bank	Monthly Interest	10.83
11/15/19	Stan Sprague	Nov-Dec 2019 Retiree Health insurance	489.54
11/27/19	Keith Lyon	December 2019 Retiree Health insurance	288.99
11/22/19	Laguna Beach County Water District	September 2019 Smartimer rebate program	178.00
11/22/19	Mesa Water	September 2019 Smartimer rebate program	198.00
11/25/19	Trabuco Canyon Water District	September 2019 Smartimer rebate program	266.99
11/04/19	City of Buena Park	July 2019 Smartimer and Turf Removal rebate program	130.00
11/04/19	City of Buena Park	August 2019 Smartimer and Turf Removal rebate program	161.00
11/01/19	City of La Habra	August 2019 Turf Removal and Spray to Drip rebate program	222.00
11/22/19	City of San Clemente	September 2019 Smartimer and Rotating Nozzle rebate program	291.30
11/25/19	Irvine Ranch Water District	September 2019 Smartimer and Rotating Nozzle rebate program	2,451.37
11/25/19	Moulton Niguel Water District	September 2019 Smartimer, Rotating Nozzle and Turf Removal rebate program	15,324.86
11/22/19	City of San Clemente	September 2019 So Cal Watersmart rebate program	500.00
11/22/19	Laguna Beach County Water District	September 2019 So Cal Watersmart rebate program	130.00
11/25/19	Irvine Ranch Water District	September 2019 So Cal Watersmart rebate program	660.00
11/25/19	Moulton Niguel Water District	September 2019 So Cal Watersmart rebate program	6,800.00
11/15/19	City of San Clemente	Leak Detection Shared Services Elections for FY 19-20	10,075.00
11/15/19	City of Tustin	Leak Detection Shared Services Elections for FY 19-20	3,614.00
11/15/19	City of La Palma	Addition to the Choice School Program FY 19-20	501.61
11/04/19	City of Buena Park	FY 2019-2020 Choice Programs Billing Invoice	20,432.96
11/25/19	City of Newport Beach	AWIA Scope of Services Selection Phase 1 Crosswalk	15,205.00

TOTAL MISCELLANEOUS REVENUES \$ 82,987.03 TOTAL REVENUES \$ 15,147,932.14

Robert J. Hunter, General Manager

Hilary Chumpitazi, Treasurer

Item 1b

Invoice#	Vendor / Description	Amount to Pay
Core Expenditu	res:	
	Above All Catering, Inc.	
C34513	11/21/19 Lunch for Managers' meeting	465.72
	*** Total ***	465.72
	ACCO Engineered Systems, Inc.	
PB358839	Services to install new air conditioning unit for MWDOC computer room	71,029.00
	*** Total ***	71,029.00
	Richard C. Ackerman	
1260	November 2019 Consulting on legal and regulatory matters	1,975.00
	*** Total ***	1,975.00
	Aleshire & Wynder LLP	
54421	November 2019 Legal services	540.00
	*** Total ***	540.00
	Alta FoodCraft	
51922558	11/13/19 Coffee & tea supplies	238.86
	*** Total ***	238.86
	ARC Document Solutions, LLC	
10431719	Plan copies of floor layout for MWDOC office remodel	23.08
	*** Total ***	23.08
	Awards & Trophies Co., Inc.	
2079	2 Brass plates engraved for Directors Osborne & McVicker picture frames	24.49
	*** Total ***	24.49
	Best Best and Krieger LLP	
863401	October 2019 State legislative advocacy services	8,000.00
55401-OCT19	October 2019 Legal services	23,793.46
	*** Total ***	31,793.46
	Black & Veatch	
1308296	8/3/19-11/1/19 Develop OC Distribution System Water Supply Integration	11,507.50
	Hydraulic Model Phase 1	
	*** Total ***	11,507.50
22421455	California Environmental Education Foundation	
2019 WEEA	2019 Southern California Water, Energy, Education Alliance sponsorship	2,500.00
	*** Total ***	2,500.00
	CDW Government	
VWM5853	11/25/19-11/24/20 Annual license renewal for web security filter	2,369.10
	*** Total ***	2,369.10

Invoice#	Vendor / Description	Amount to Pay
	Hunter T. Cook	
OCT-DEC2019	October-December 2019 Retiree medical premium	1,536.00
	*** Total ***	1,536.00
	Davis Farr LLP	
6595	July-October 2019 Financial consulting services	4,040.00
	*** Total ***	4,040.00
	Marie Davis	
110119WACO	Reimbursement for 11/1/19 WACO meeting speaker's hotel	203.03
	*** Total ***	203.03
	Dudek	
20197945	9/28/19-10/25/19 Planning level reliability for South County Interconnection	2,247.50
	*** Total ***	2,247.50
	G/M Business Interiors	
0256180-IN	Humanscale sit/stand computer dual monitor and keyboard stand	701.45
0256181-IN	Humanscale sit/stand computer single monitor and keyboard stand	649.12
	*** Total ***	1,350.57
	Hashtag Pinpoint Corporation	
1207	November 2019 Strategic digital communications consulting services	7,917.00
	*** Total ***	7,917.00
	Hazen and Sawyer	
0000003	5/1/19-8/30/19 Consulting services for support of White Papers	3,000.00
	*** Total ***	3,000.00
	Herndon Solutions Group LLC	
100003A	October 2019 Services to assist with America's Water Infrastructure Act compliance	2,747.07
	*** Total ***	2,747.07
	James C. Barker, P.C.	
105-1119	November 2019 Federal legislative advocacy services	8,000.00
	*** Total ***	8,000.00
	Jill Promotions	
10698	1,000 Promotional Ricky Raindrop decals printed	593.87
10699	1,000 Promotional youth construction hats	1,457.15
	*** Total ***	2,051.02
	L.A. Design Studio	
5162	October-December 2019 MWDOC Website support and enhancement	600.00
	*** Total ***	600.00
	Lewis Consulting Group	
2019-158	November 2019 Consulting services	2,500.00
	*** Total ***	2,500.00

Invoice#	Vendor / Description	Amount to Pay
	Lighthouse Fire Protection	
23030	Fire extinguisher training for 30 staff members	540.00
	*** Total ***	540.00
	Edward G. Means III	
MWDOC-1077	November 2019 Consulting on MET issues and guidance to Engineering staff	3,909.80
	*** Total ***	3,909.80
	Mission RCD	
2779	November 2019 Field verifications for Water Use Efficiency rebate programs	4,445.70
	*** Total ***	4,445.70
	Monsido, Inc.	
INV-18267	11/18/19-11/17/20 Scanning and compliance services for MWDOC website	3,200.00
	*** Total ***	3,200.00
	NDS	
719940	11/4/19 & 11/9/19 Delivery charges for Board packets	344.02
720018	11/15/19 Delivery charges for Board packets	172.01
	*** Total ***	516.03
	Office Depot, Inc.	
404852399001	11/19/19 Office supplies	103.82
	*** Total ***	103.82
	Office Solutions	
I-01674527	11/19/19 Office supplies	82.63
I-01674977	11/20/19 Office supplies	33.71
I-01675857	11/21/19 Office supplies	210.92
I-01676501	11/22/19 Office supplies	43.49
I-01679293	4 Boxes collated 5 tab dividers for Board packets	870.00
I-01679880	12/3/19 Office supplies *** Total ***	130.47 1,371.22
	Orange County Fact Drint	
58578	Orange County Fast Print	110 75
56576	1,000 Business cards *** Total ***	112.75 112.75
	Orango County Water District	
20959	Orange County Water District October 2019 Postage, shared office and maintenance expense	9,812.10
20939	*** Total ***	9,812.10
	Law Office of Amy L Osborne	
153	<i>Law Office of Amy J. Osborne</i> November 2019 Legal services	4,717.50
1.5.5	*** Total ***	4,717.50
		4,717.30
44450	Patricia Kennedy Inc.	24.4.22
11153	December 2019 Plant maintenance	214.00
	*** Total ***	214.00

Invoice#	Vendor / Description	Amount to Pay
	Petty Cash	
SEP-NOV2019	September-November 2019 Petty Cash reimbursement	50.81
	*** Total ***	50.81
	Raftelis Financial Consultants, Inc.	
13491	March-October 2019 Five year monitoring for Budget Based Tiered Rate grant	5,562.47
	*** Total ***	5,562.47
	Resilient Communications	
802441	5 Cisco phone licenses for new workstations	693.00
	*** Total ***	693.00
	Lester A. Rosenberg	
19-38	November 2019 Engineering services for replacement of air conditioning unit for MWDOC IT server room	7,500.00
	*** Total ***	7,500.00
	Poth Staffing Companies 1.P	
13816212	<i>Roth Staffing Companies, LP</i> 11/11/19-11/17/19 Temporary administrative staff	802.40
13819504	11/18/19-11/24/19 Temporary administrative staff	998.30
	*** Total ***	1,800.70
	Joey C. Soto	
MWDOC#018	October 2019 Grant Research & Acquisition assistance	3,000.00
MWDOC#019	November 2019 Grant Research & Acquisition assistance	2,998.60
	*** Total ***	5,998.60
	SPS Data Communications	
00111906	11/13/19 Service to repair data jack in B. Fahl's office	138.00
	*** Total ***	138.00
	Steven Enterprises, Inc.	
0422708-IN	Freight for replacement ink cartridge	16.75
	*** Total ***	16.75
	Vasquez and Company LLP	
2190984-IN	October-November 2019 Services for FY 18-19 Financial audit	4,267.00
	*** Total ***	4,267.00
	WageWorks, Inc.	
INV1772958	November 2019 Cafeteria plan administration	196.07
	*** Total ***	196.07
1600	Water Systems Optimization, Inc.	
1680	October 2019 Water Loss Control program *** Total ***	2,440.00
		2,440.00

Invoice#	Vendor / Description	Amount to Pay
	Xylem	
235127	November 2019 Service to repair Water Loss Control equipment	103.27
	*** Total ***	103.27
	Total Core Expenditures	216,367.99
Choice Expendit	ures:	
	Above All Catering, Inc.	
C34009	11/7/19 Lunch for Water Use Efficiency Workgroup meeting	474.15
C34535	11/20/19 Lunch for California Water Efficiency Partnership Board meeting	306.68
	*** Total ***	780.83
	Building Block Entertainment Inc.	
3376-1	November 2019 Elementary school program for grades K-2	6,400.00
	*** Total ***	6,400.00
	Discovery Science Center	
1262	November 2019 Elementary school program for grades 3-6	5,127.32
	*** Total ***	5,127.32
	Enterprise Information System Inc.	
#MWDOC-22014	October-December 2019 Website support for California Sprinkler Adjustment	3,000.00
	Notification System program	
	*** Total ***	3,000.00
	Tim Hogan	
5939	168,650 Winter bill inserts for 11 member agencies	4,931.08
	*** Total ***	4,931.08
	Inland Group, LLC	
192614011	600 Pressure Regulating Valve program door hangers for Laguna Beach County Water District	231.06
	*** Total ***	231.06
	Orange County Water District	
20959	October 2019 Postage for Water Use Efficiency rebate programs	22.80
	*** Total ***	22.80
	Petty Cash	
SEP-NOV2019	September-November 2019 Petty Cash reimbursement	91.79
	*** Total ***	91.79
	US Brink Vourner Floot Sustance	
4993-NOV19	US Bank Voyager Fleet Systems 11/15/19-11/24/19 Fuel for Water Loss Control Shared Services vehicles	43.85
4332-110112	*** Total ***	43.85
	וטנמו	43.85

Invoice#	Vendor / Description	Amount to Pay
	Water Systems Optimization, Inc.	
1684	October 2019 Services for Leak Detection Survey	3,614.00
	*** Total ***	3,614.00
	Total Choice Expenditures	24,242.73
Other Funds Exp	penditures:	
	Herndon Solutions Group LLC	
100003A	October 2019 Services to assist with America's Water Infrastructure Act compliance	106,897.00
	*** Total ***	106,897.00
	Irvine Ranch Water District	
16367	Refund for 2017-2019 uncashed checks for SoCal WaterSmart Residential rebates	1,980.00
	*** Total ***	1,980.00
	Large Plumbing	
25133	November 2019 Services for Pressure Regulating Valve Replacement program	4,060.00
	*** Total ***	4,060.00
	Mission RCD	
2779	November 2019 Field verifications for Water Use Efficiency rebate programs	6,766.30
	*** Total ***	6,766.30
	Raftelis Financial Consultants, Inc.	
13491	March-October 2019 Five year monitoring for Budget Based Tiered Rate grant	3,924.87
	*** Total ***	3,924.87
	Santa Margarita Water District	
SMWDOCT2019	Refund for 2017-2019 uncashed check for Smart Timer rebate *** Total ***	20.00 20.00
	Water Systems Optimization, Inc.	
1680	October 2019 Water Loss Control program	5,830.00
1684	October 2019 Services for Leak Detection Survey	20,761.00
	*** Total ***	26,591.00
	Total Other Funds Expenditures	150,239.17
	Total Expenditures	390,849.89

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
Core Disbu	rsements	;		
<i>139270</i>	11/7/19	SPECTB	Spectrum Business	
		0375210110119	November 2019 Telephone and internet expense	1,099.18
			***Total ***	1,099.18
139271	11/7/19	VERIZO	Verizon Wireless	
		9840765071	October 2019 4G Mobile broadband unlimited service	114.03
			***Total ***	114.03
139275	11/15/19	HOMED1	Home Depot Credit Services	
		7785-OCT19	5 Padlocks for new electrical boxes	28.76
			***Total ***	28.76
139276	11/15/19		Iron Mountain	
		CCMH590	November 2019 Archived document storage fees	258.26
			***Total ***	258.26
ACH004331	11/15/19		Linda Ackerman	
		103119	October 2019 Business expense	64.96
			***Total ***	64.96
АСН004336	11/15/19	BAEZHE	Heather Baez	
		103119	October 2019 Business expense	261.27
			***Total ***	261.27
ACH004341	11/15/19	DICKEX	Larry Dick	
		103119	October 2019 Business expense	69.02
			***Total ***	69.02
ACH004342	11/15/19	FAHLBE	Beth Fahl	
		103119	October 2019 Business expense	40.36
			***Total ***	40.36
ACH004343	11/15/19	FINNEG	Joan Finnegan	
		083019	August 2019 Business expense	74.36
			***Total ***	74.36
ACH004345	11/15/19	HALEY	Melissa Baum Haley	
		103119	October 2019 Business expense	601.16
			***Total ***	601.16
ACH004347	11/15/19	HUNTER	Robert J. Hunter	
		103119	October 2019 Business expense	664.00
			***Tota! ***	664.00
ACH004366	11/15/19	МСVICK	Robert McVicker	
		103119	October 2019 Business expense	161.24
			***Total ***	161.24

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
ACU004267	11/15/10	DOREDT	Bryce Roberto	
ACH004367	11/15/19	103119	October 2019 Business expense	25.91
			***Total ***	25.91
ACH004369	11/15/19	TAMARI	Satoru Tamaribuchi	
		103119	October 2019 Business expense	154.25
			***Total ***	154.25
ACH004370	11/15/19	THOMAS	Jeffery Thomas	
		103119	October 2019 Business expense	154.28
			***Total ***	154.28
ACH004372	11/15/19		Rachel Waite	
		103119	October 2019 Business expense	227.81 227.81
			***Total ***	227,81
ACH004373	11/15/19	WILSON	Sarah C. Wilson	
		103119	October 2019 Business expense	161.38
			***Total ***	161.38
139293	11/20/19	SPECTB	Spectrum Business	
		0343564111019	November 2019 Telephone expense for 3 analog fax	108.66
			lines	108.66
			***Total ***	108.66
139305	11/27/19	USBANK	U.S. Bank	
		0403/0640/5443-OCT19	9/23/19-10/22/19 Cal Card charges	26,661.17
			***Total *** (See attached sheet for details)	26,661.17
ACH004375	11/27/19		Tiffany Baca	24 71
		103119	October 2019 Business expense	31.71 31.71
			***Total ***	51.71
ACH004376	11/27/19		Joseph Berg	
		103119	October 2019 Business expense	290.42
			***Total ***	290.42
ACH004377	11/27/19	BUIJEA	Jeannie Bui	••
		103119	October 2019 Business expense	27.69
			***Total ***	27.69
ACH004379	11/27/19		Charles Busslinger	05.40
		103119	October 2019 Business expense	35.43 35.43
			***Total ***	22.43
ACH004380	11/27/19	DAVISR	Rachel Davis	
		103119	October 2019 Business expense	214.75
			***Total ***	214.75

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
ACH004381	11/27/19	DELATO	Harvey De La Torre	
	,,	111219	November 2019 Business expense	120.33
			***Total ***	120.33
ACH004383	11/27/19	FINNEG	Joan Finnegan	
		103119	October 2019 Business expense	104.52
			***Total ***	104.52
			Total Core Disbursements	31,754.91
Choice Dist	bursemen	its:		
139305	11/27/19	USBANK	U.S. Bank	
		0403/0640-OCT19	9/23/19-10/22/19 Cal Card charges	230.72
			***Total ***	230.72
			(See attached sheet for details)	
ACH004376	11/27/19		Joseph Berg	
		103119	October 2019 Business expense	10.69
			***Total ***	10.69
			- Total Choice Disbursements	241.41
Other Fund	ds Disburs	sements:		
139271	11/7/19	VERIZO	Verizon Wireless	
		9840765071	October 2019 4G Mobile broadband unlimited service	76.02
			***Total ***	76.02
139272	11/15/19	ATTUVEOC	AT&T	
		1812-NOV19	November 2019 U-verse internet service for WEROC	53.50
			N. EOC ***Total ***	53.50
				00,00
139273	11/15/19	ATTCALN	AT&T	
		000013815215	October 2019 Telephone expense for WEROC N. & S. EOC	308.32
		000013815216	October 2019 Telephone expense for WEROC N. EOC	107.38
			***Total ***	415.70

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
		MFHETD	Multi Family HET Direct	
139277	11/15/10	103019VILLAP	<i>Multi Family HET Direct</i> Villa Pacifica (Yorba Línda)	16,600.00
139278		103019ULAGUNAG	Laguna Gardens Partners (Laguna Niguel)	56,700.00
139278		103019HAMILTONV	K. Mckay Hamilton Village Apartments (Costa Mesa)	800.00
139280		103019SOCOASTF	South Coast Fountains (Costa Mesa)	1,500.00
139280		103019BAYTIMBERS	R. Haun Bay Timbers Apartments (Costa Mesa)	750.00
139281		103019DOMINGOPINES	Domingo Pines (Newport Beach)	2,400.00
139282		103019CHATEAUGARDENS	Chateau Gardens Apartments (Newport Beach)	2,250.00
200200			***Total ***	81,000.00
ACH004368	11/15/19	SCHWENE	Leslie Schwene	
		103119	October 2019 Business expense	30.16
			***Total ***	30.16
139299	11/27/19	HARRISD	Daniel Harrison	
		102419	October 2019 Business expense	485.89
			***Total ***	485.89
139303	11/27/19		Santiago Aqueduct Commission	
		SEP2019	September 2019 SAC Pipeline Operation surcharge ***Total ***	2,565.85 2,565.85
139305	11/27/19	USBANK	U.S. Bank	
		0640/5443-OCT19	9/23/19-10/22/19 Cal Card charges	3,292.35
			***Total ***	3,292.35
			(See attached sheet for details)	
		DRIPPR	Spray to Drip Program	
139329		\$2D2-R-IRWD-29209-17310	H. Sahni	349.60
139330	• •	S2D2-R-BREA-38661-17380	L. Bent	249.31
139331	11/27/19	S2D2-R-IRWD-38655-17381	D. D'Luna	446.80
			***Total ***	1,045.71
		TURFRP	Turf Removal Program	
139332		TR12-R-IRWD-38655-37563	D. D'Luna	744.00
139333		TR12-R-MNT-38671-37574	P. Hamidi	2,874.00
139334		TR13-R-IRWD-38696-37595	J. Huang	424.00
139335	· · · · ·	TR12-R-IRWD-38685-37619	J. Nakashima	308.00 588.00
<i>139336</i>		TR13-R-IRWD-26524-37620	M. Kazemian P. Weaver	1,431.00
139337		TR13-R-MNT-38740-37642	M. Tsen	2,117.94
139338 139339		TR13-R-MNT-38749-37653 TR13-R-MNT-38751-37655	J. Hill	1,038.00
139339 139340		TR13-R-IRWD-38758-37661	Y. Liang	767.00
139340 139341		TR13-R-IRWD-38784-37686	J. Hamner	682.00
139341 139342		TR13-R-MNT-38805-37705	M. Fong	1,524.00
139342		TR13-R-IRWD-38806-37707	J. Lloyd	405.00
139344		TR13-R-MNT-38827-37731	M. Avdee	4,803.00
139345		TR13-R-MNT-38724-37732	B. Faber	4,242.00
	,,			,

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
139346	11/27/19	TR13-R-MNT-38845-37748	D. Vigil	1,050.00
139347	11/27/19	TR13-R-MNT-38876-37781	K. Moussa	1,713.00
139348	11/27/19	TR13-R-MNT-38912-37804	F. Ornelas	1,446.00
139349	11/27/19	TR13-R-IRWD-38979-37868	S. Cheng	344.00
139350	11/27/19	TR12-R-TUST-29190-29112	L. Bishop	3,468.00
139351	11/27/19	TR12-C-TUST-38553-37455A	Cadigan Pinewood LLC (Tustin)	16,383.00
			***Total ***	46,351.94
ACH004393	11/27/19	SANTAM	Santa Margarita Water District	
		SEP2019	September 2019 SCP Pipeline Operation surcharge	30,264.53
			***Total ***	30,264.53
EFT-191127	11/27/19	METWAT	Metropolitan Water District	
		9856	September 2019 Water deliveries	15,542,843.39
			***Total ***	15,542,843.39
			Total Other Funds Disbursements	15,708,425.04
			Total Disbursements	15,740,421.36

Robert J. Hunter, General Manager

Hilary Chumpitazi, Treasurer

Date	Description	Amount
<u>Public Affairs C</u>	ard	
9/25/2019	3 Cables for audio visual equipment	91.56
9/26/2019	9/27/19 MET inspection trip snacks	17.05
9/27/2019	9/27/19 MET inspection trip snacks	91.65
10/4/2019	10/4/19 Lunch for Public Affairs department meeting	67.00
10/17/2019	MWDOC Logo graphics for Water Loss Control Shared Services van	285.34
	Total	\$ 552.60

Date	Description	Amount
. Seckel Card		
9/23/2019	UPS Delivery charges for Board packets on Sep. 13, 2019	38.67
9/24/2019	California Society of Municipal Finance Officers Chapter meeting in	25.00
	Orange, CA on Oct. 17, 2019 - Registration for H. Chumpitazi	
9/24/2019	California Society of Municipal Finance Officers conference in Anaheim, CA	425.00
	from Jan. 28-31, 2020 - Registration for H. Chumpitazi	
9/25/2019	Computer components	82.37
9/24/2019	8/24/19-9/23/19 Web hosting service for MWDOC website	15.65
9/25/2019	FedEx delivery charges for Xylem Inc. on Sep. 16, 2019	17.88
9/25/2019	FedEx delivery charges for American Airlines on Sep. 20, 2019	39.36
9/24/2019	Colorado River Water Users Association conference in Las Vegas, NV	505.00
	from Dec. 11-13, 2019 - Registration and membership for H. Baez	
9/26/2019	Van rental for Delta Stewardship Council meeting	76.00
9/26/2019	Back-up device for MWDOC computer network	5,581.43
9/25/2019	Custom case for Water Loss Control equipment	213.83
9/26/2019	Coffee for Delta Stewardship Council meeting	103.21
9/27/2019	FedEx delivery charges for Raftelis Financial Consultants on Sep. 24, 2019	18.99
9/26/2019	Ice for Delta Stewardship Council meeting	6.51
9/27/2019	Public Relations Society of America International conference in	674.29
	San Diego, CA from Oct. 20-22, 2019 - Accommodations for T. Baca	
9/27/2019	Public Relations Society of America International conference in	674.29
	San Diego, CA from Oct. 20-22, 2019 - Accommodations for S. Wilson	
9/27/2019	American Water Works Association North American Water Loss conference	365.00
	in Nashville, TN from Dec. 3-5, 2019 - Registration for J. Berg	
9/27/2019	Brown Caldwell Waterjobs posting for Water Loss Control Supervisor position	200.00
9/30/2019	3 First aid kits and trauma supplies for WEROC EOCs	673.64
9/30/2019	UPS Delivery charges for Board packets on Sep. 27, 2019	17.47
10/2/2019	5 Pairs of workpants for Water Loss Control Shared Services employee	(125.01)
	returned	
9/30/2019	Rugged laptop for WEROC	1,496.87
10/1/2019	Pre-employment exams for two prospective employees	230.00
10/1/2019	Public Relations Society of America Crisis Communications Certificate	1,295.00
	Program webinar training course from Oct. 30-Dec. 11, 2019 - Registration	·
	for T. Baca	
9/30/2019	City of Fountain Valley permit fees for MWDOC office remodel	6,940.83
10/1/2019	American Water Works Association North American Water Loss conference	(593.69)
10/11/2010	in Nashville, TN from Dec. 3-5, 2019 - Airfare for J. Berg refunded	(
10/1/2019	American Water Works Association North American Water Loss conference	395.01
10/11/2010	in Nashville, TN from Dec. 3-5, 2019 - Airfare for J. Berg	
10/6/2019	FedEx delivery charges for Raftelis Financial Consultants on Oct. 3, 2019	20.08
10/4/2019	Watersmart Innovations conference in Las Vegas, NV from Oct. 2-3, 2019 -	42.56
10,4,2010	Meals for R. Waite	
10/4/2019	10/1/19-10/31/19 E-mail service for California Sprinkler Adjustment	14.95
10/4/2010	Notification system	1 110 0
10/7/2019	UPS Delivery charges for Board packets on Sep. 27, 2019	48.76
10/1/2010		
	Pa	ge 17 of 63

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Date	Description	Amount
<u>K. Seckel Card</u>	(Continued)	
10/10/2019	Colorado River Water Users Association conference in Las Vegas, NV from Dec. 11-13, 2019 - Accommodations deposit for M. Baum Haley refunded to change hotel reservation	(565.08)
10/10/2019	Colorado River Water Users Association conference in Las Vegas, NV from Dec. 11-13, 2019 - Accommodations deposit for H. De La Torre refunded to change hotel reservation	(565.08)
10/15/2019	FedEx delivery charges for Human Resources department on Oct. 10, 2019	75.10
10/18/2019	3 Safety vests for Water Loss Control Shared Services staff	55.44
10/21/2019	UPS Delivery charges for Board packets on Oct. 27, 2019	36.06
10/18/2019	Erroneous charge from DoubleTree hotel	200.01 1
	Total	\$ 18,755.40

1 Refund for erroneous charge received on 11/13/19

Date	Description	Amount
<u>Hunter Card</u>		
9/23/19-10/22/19	Meals for R. Hunter's meetings	111.37
9/23/2019	ACWA Region 9 Tour & Program in Rancho Cucamonga, CA on Oct. 10, 2019 - Registration for Director McVicker	25.00
9/26/2019	Bond Buyer's California Public Finance conference in San Francisco, CA from from Sep. 22-25, 2019 - Accommodations for Director Barbre	2,727.54
10/1/2019	Orange County Water Association Industry Insight Presentation in Irvine, CA on Oct. 16, 2019 - Registration for Director Barbre	45.00
9/30/2019	California Environmental Dialogue Plenary meeting in Sacramento, CA from Oct. 22-23, 2019 - Airfare for Director Tamaribuchi	231.96
9/30/2019	California Environmental Dialogue Plenary meeting in Sacramento, CA from Oct. 22-23, 2019 - Airfare for Director Yoo Schneider	231.96
9/30/2019	Urban Water Institute Spring Water conference in Palm Springs from Feb. 19-21, 2020 - Accommodations deposit for R. Hunter	388.22
10/2/2019	Orange County Water Association Industry Insight Presentation in Irvine, CA on Oct. 16, 2019 - Registration for Director Yoo Schneider	45.00
10/2/2019	2 Special District Board Member & Trustee handbooks	10.00
10/4/2019	Get Well flowers for MWDOC staff member	76.10
10/3/2019	7 Toner cartridges	349.63
10/3/2019	California Environmental Dialogue Plenary meeting in Sacramento, CA from Oct. 22-23, 2019 - Airfare change for Director Yoo Schneider	30.01
10/8/2019	Government Finance Officers Association Annual Governmental GAAP Update webinar on Dec. 5, 2019 - Registration for H. Chumpitazi	135.00
10/7/2019	California Special Districts Association District of Distinction re-accreditation fee	250.00
10/9/2019	ACWA Keeping Current webinar on Oct. 8, 2019 - Registration for Administration, Information Technology and Public Relations staff members	50.00
10/9/2019	ACWA Regulatory Summit in Sacramento, CA from Oct. 8-9, 2019 - Accommodations for H. Baez	255.86
10/9/2019	California Environmental Dialogue Plenary meeting in Sacramento, CA from Oct. 22-23, 2019 - Accommodations for Director Yoo Schneider	218.64
10/9/2019	California Environmental Dialogue Plenary meeting in Sacramento, CA from Oct. 22-23, 2019 - Accommodations for Director Tamaribuchi	218.64
10/10/2019	Public Policy Institute of California Preparing California's Water System for Climate Extremes event in Sacramento, CA on Nov. 5, 2019 - Airfare for Director Tamaribuchi	549.96
10/10/2019	Brown Caldwell Waterjobs posting for Leak Detection Assistant Intern position	200.00
10/10/2019	Colorado River Water Users Association conference in Las Vegas, NV from Dec. 11-13, 2019 - Accommodations deposit for R. Hunter refunded to change hotel reservation	(149.66
10/10/2019	Colorado River Water Users Association conference in Las Vegas, NV from Dec. 11-13, 2019 - Accommodations deposit for Director Thomas refunded to change hotel reservation	(565.08
10/11/2019	Food for staff development meeting	30.49
10/10/2019	MET Director's retreat in Pasadena, CA from Oct. 21-22, 2019 - Accommodations for M. Baum Haley	286.84

Date	Description	Amount
R. Hunter Card	(Continued)	
10/10/2019	Colorado River Water Users Association conference in Las Vegas, NV	379.82
	from Dec. 11-13, 2019 - Accommodations deposit for Director Thomas	
10/10/2019	Colorado River Water Users Association conference in Las Vegas, NV	379.82
	from Dec. 11-13, 2019 - Accommodations deposit for H. De La Torre	
10/10/2019	Colorado River Water Users Association conference in Las Vegas, NV	379.82
	from Dec. 11-13, 2019 - Accommodations deposit for M. Baum Haley	
10/10/2019	Colorado River Water Users Association conference in Las Vegas, NV	379.82
	from Dec. 11-13, 2019 - Accommodations deposit for R. Hunter	
10/10/2019	Colorado River Water Users Association conference in Las Vegas, NV	379.82
	from Dec. 11-13, 2019 - Accommodations deposit for H. Baez	
10/10/2019	3 Custom cases for Water Loss Control equipment	641.48
10/10/2019	California Municipal Utilities Association Strategic Outlook meeting in	363.96
	Oakland, CA on Nov. 13, 2019 - Airfare for H. Baez	
10/14/2019	Orange County Water Association Industry Insight Presentation in Irvine, CA	45.00
	on Oct. 16, 2019 - Registration for Director McVicker	
10/15/2019	Lunch for WEROC CS300 training	522.22
10/16/2019	Breakfast for WEROC CS300 training	352.00
10/17/2019	Association of Metropolitan Water Agencies Executive Management	975.00
	conference in Newport, RI from Oct. 20-23, 2019 - Registration for R. Hunter	
10/21/2019	Southern California Water Coalition Annual Dinner in Long Beach, CA on	325.00
	Oct. 24, 2019 - Registration for Director Tamaribuchi	
	Total	\$ 10,876.24

Director Barbre reimbursed MWDOC \$1,611.69 Duplicate reservation to be refunded

1 2

Municipal Water District of Orange County GM Approved Disbursement Report ⁽¹⁾ For the month of November 2019

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
Core Disbu	rsements	:		
139268	11/6/19	PDCINT	PDC Interiors	
	, -, -,	2793-19	Deposit to replace Joint Boardroom door with new MWDOC logo	2,016.54
			***Total ***	2,016.54
ACH004330	11/15/19	ACCOEN	ACCO Engineered Systems, Inc.	
		1792923	September-October 2019 Services to replace exhaust fans in breakroom, electrical room and restrooms	9,479.00
			***Total ***	9,479.00
ACH004391	11/27/19	ULTIMS	Roth Staffing Companies, LP	
	,,	13810290	10/29/19-11/3/19 Temporary administrative staff	791.52
			***Total ***	791.52
ACH004392	11/27/19	ULTIMS	Roth Staffing Companies, LP	
		13813383	11/4/19-11/10/19 Temporary administrative staff	1,006.88
			***Total ***	1,006.88
			Total Core Disbursements	13,293.94
Choice Disl	bursemen	its:		
			Total Choice Disbursements	
Other Fund	ds Disburs	ements:		
			Total Other Funds Disbursements	
			Total Disbursements	13,293.94
Sly	AB	t		
Robert J. Hun	ter, 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.

					Cash Fi	Cash Flow as of 11/30/19							
	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	TOTALS
Cash - Beginning Balance	\$ (592,088.66) \$	\$ (564,751.37) \$	(605,357.98) \$	(568,531.76) \$	(703,896.86) \$	(725,046.19)	\$ (725,046.19) \$	(725,046.19) \$	(725,046.19) \$	(725,046.19) \$	(725,046.19) \$	(725,046.19)	
REVENUES:	_			=			-	_	_	_	-		
BUREC			49,393.62										\$ 49,393.62
	111 00	150.00			00 100								
City of Buena Pairs	111.00	00.061	11100		791.00								2025.00
City of Fullerton	0.111		- 14.00					The second s			The set of the second se		00.622
City of Garden Grove													
City of Huntington Beach													
City of La Habra		222.00			222.00								444.00
Citv of San Clemente	515.00	444.99	455.00	553.73	791.30								2.760.02
City of San Juan Capistrano													•
City of Santa Ana													
City of Tustin													
City of Newport Beach													
City of Orange		333.00	111.00										444 00
City of Westminster				111 00									111 00
County of Orange													
Denartment of Water Becources		30 204 36											30 204 36
East Orande County Water District		00,204.00											00,404,00
El Toro Water District	2.614.00	1.924.00	924.00	384.19									5.846.19
Irvine Ranch Water District	6,632.11	18,446.65	6,790.00	11,748.75	3,111.37								46,728.88
Laguna Beach County Water District					308.00								308.00
Mesa Water District		306.45	207.24	166.48	198.00								878.17
Metropolitan Water District	17,249.94	878.64	115,504.83		100,463.03								234,096.44
Moulton Niguel Water District	36,055.78	25,127.90	13,476.61	62,561.25	22,124.86								159,346.40
Orange County Water District													
Santa Margarita Water District													
Trabuco Canyon Water District	537.90	273.96		675.00	377.99								1,864.85
Yorba Linda Water District			111.00										111.00
Miscellaneous Revenues													
Miscellaneous													
Interest Kevenue	0 <u>7 000 00</u>	70 211 DE		76 000 40	107 007 EE								
	03,820.73	08.11.80	181,081.30	10,200.40	cc. / 98/, /21							•	
EXPENDITURES:	_			=	00 000 0		-	_	_	_	-		00 000 0
Budget Based Tiered Rates, Raftelis					9,580.00								9,580.00
Droplet													
				00 001 01									
				00.000,81									00.000,81
													•
City of Huntington Beach Lacting Reach CWD													
l arde Diumhind					2 305 M								2 305 M
Metropolitan Water District				21.663.40	2000								21.663.40
Mission RCD	6,476.15	8,985.40		810.35	8,664.23								24,936.13
Multi Family HET Direct			110,600.00		81,000.00								191,600.00
Pollard Water													I
Recycled Water On Site Retrofit program													
South Coast Water District													•••••••••••••••••••••••••••••••••••••••
Spray to Drip program		1,031.68	324.60	220.40	1,045.71								2,622.39
SMWD		01 100 101	07 7 1 2 0 0		10 110 01								
lurr Removal	GG:6ZN'GZ	101,394.48	38,571.48	139,467.00	40,351.94								3/0,815.01
Water Savings Internive Program Water Sveteme Ontimization		00.202.00		5 218 62									5,302.00
Water Systems Optimization Miscellaneous Expenses				70.01 2,C									20.012,6
Miscellaneous	1,720.00												1,720.00
Interest Expense	2,413.74			3,495.17									5,908.91
Salary & Benefit	850.00	2,125.00	/65.00	1,190.00									
Total Expenditures	36,489.44				149,036.88								\$ 666,271.46
Cash - Ending Balance	\$ (564,751.37) \$	\$ (605,357.98) \$	(568,531.76) \$	\$ (703,896.86) \$	(725,046.19) \$	(725,046.19) \$	\$ (725,046.19) \$	\$ (725,046.19) \$	\$ (725,046.19) \$	\$ (725,046.19) \$	\$ (725,046.19) \$	\$ (725,046.19)	

Municipal Water District of Orange County WATER USE EFFICIENCY PROJECTS Cash Flow as of 11/30/19

O:/Finance/A&F COMM/FY 19-20/CF by

Page 22 of 63

Item 1e

Page 1



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

October 31, 2019

Street Address: 18700 Ward Street Fountain Valley, California 92708

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

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

> > Brett R. Barbre President

Joan C. Finnegan Vice President

> Larry D. Dick Director

Bob McVicker, P.E., D.WRE Director

Megan Yoo Schneider, P.E. Director

> Sat Tamaribuchi Director

Jeffery M. Thomas Director

Robert J. Hunter General Manager

MEMBER AGENCIES

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

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

Fund	Book Value	% of Portfolio
Designated Reserves		
General Operations	\$3,341,910	16.83%
Grant & Project Cash Flow	1,500,000	7.55%
Election Expense	608,000	3.06%
Building Repair	385,408	1.94%
OPEB	297,147	1.50%
Total Designated Reserves	6,132,465	30.88%
General Fund	10,839,949	54.60%
Water Fund	2,770,767	13.96%
Conservation Fund	(703,897)	(3.55%)
WEROC Fund	785,621	3.96%
Trustee Activities	29,608	0.15%
Total	\$19,854,513	100.00%

The funds are invested as follows:

% of Portfolio	Book Value	Market Value
0.51%	\$101,335	\$101,335
59.38%	\$11,789,064	\$11,789,064
24.49%	4,862,532	4,862,532
5.80%	1,151,582	1,155,167
9.82%	1,950,000	1,989,506
100.00%	\$19,854,513	\$19,897,604
	Portfolio 0.51% 59.38% 24.49% 5.80% 9.82%	Portfolio Book Value 0.51% \$101,335 59.38% \$11,789,064 24.49% 4,862,532 5.80% 1,151,582 9.82% 1,950,000

The average number of days to maturity/call as of October 31, 2019 equaled 154 and the average yield to maturity is 2.206%. During the month, the District's average daily balance was \$29,131,811.65. 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 October 2019.

The \$43,091 difference between the book value and the market value on October 31, 2019 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

aly Churchton

Hilary Chumpitazi Treasurer

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

MWDOC

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Portfolio Management - Portfolio Summary

October 31, 2019

10/31/2019	Par Value	Market Value	Book Value	% of Portfolio	Days to Mat/Call	YTM @ Cost
Negotiable Certificate Of Deposit	1,950,000.00	1,989,506.50	1,950,000.00	9.87	1,278	2.519
Corporate Bond	1,150,000.00	1,155,167.00	1,151,581.88	5.82	465	2.290
Local Agency Investment Funds	11,789,063.61	11,789,063.61	11,789,063.61	59.69	1	2.182
Orange County Investment Pool	4,862,531.91	4,862,531.91	4,862,531.91	24.62	1	2.118
Total Investments	19,751,595.52	19,796,269.02	19,753,177.40	100.00	154	2.206
Cash						
Cash	101,335.34	101,335.34	101,335.34		7	0.00
Total Cash and Investments	19,852,930.86	19,897,604.36	19,854,512.74		154	2.206

Total Earnings	Month Ending October	(a) 2.1 "22.2 m (diright)
Current Year	53,185.96	Fiscal 9 ed. fb Date
Average Daily Balance	29,131,811.65	
Effective Rate of Return	2.206%	

We certify that this report reflects the cash and investments of the Municipal Water District of Orange County and is in conformity with the Government Code requirements and the District Investment Policy and Guidelines in effect at the time of investment. The Investment Program herein shown provides sufficient cash flow liquidity to meet the next six month's estimated expenditure. The source for the market values are from Union Bank. Per Resolution 2059 there are no compliance exceptions to report.	12/4/2019	Date	Date 12 04 2019
We certify that this report reflects the cash and investments of the District Investment Policy and Guidelines in effect at the time six month's estimated expenditure. The source for the market v	CHERK	Robert J. Hunter, General Manager	Hilary Churgerthy Hilary Churgerter

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY Portfolio Management Long-Term Portfolio Details - Investments October 31, 2019
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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									
Barclays Bank	06740KKY2	9/27/2017	250,000.00	252,550.00	250,000.00	2.250	2.250	1,062	9/27/2022
Capital One Bank	14042TBQ9	8/7/2019	250,000.00	253,532.50	250,000.00	2.250	2.250	1,742	8/7/2024
Capital One NA	14042RMJ7	7/24/2019	250,000.00	252,965.00	250,000.00	2.200	2.200	1,728	7/24/2024
Citibank	17294XUN4	7/31/2019	250,000.00	251,475.00	250,000.00	2,200	2.200	274	7/31/2024
Comenity Capital	20033AUX2	7/25/2017	200,000.00	200,844.00	200,000.00	2.000	2.000	624	7/16/2021
Discover Bank	254673RVD	7/25/2018	250,000.00	262,570.00	250,000.00	3.300	3.300	1,363	7/25/2023
Goldman Sachs Bank	38148PT98	8/8/2018	250,000.00	263,150.00	250,000.00	3,350	3.350	1,377	8/8/2023
Morgan Stanley Bank	61747MJ36	2/1/2018	250,000.00	252,420.00	250,000.00	2.500	2.500	459	2/1/2021
Sub Total			1,950,000.00	1,989,506.50	1,950,000.00	2.519	2.519	1,090	
Corporate Bond									
JP Morgan Chase	46625HKA7	11/2/2015	500,000.00	500,220.00	500,106.97	2.250	2.152	53	1/23/2020
National Rural Util Coop	63743FE51	7/27/2017	200,000.00	199,948.00	200,000.00	2.500	2.500	986	7/15/2022
Wells Fargo	94974BGR5	1/13/2016	250,000.00	251,875.00	250,363.04	2.550	2.409	403	12/7/2020
Westpac Banking Corp	961214DQ3	7/25/2017	200,000.00	203,124.00	201,111.87	2.500	2.278	971	6/28/2022
Sub Total		I	1,150,000.00	1,155,167.00	1,151,581.88	2.402	2.290	451	-
Total Investments			3,100,000.00	3,144,673.50	3,101,581.88	2.476	2.434	853	

Fiscal Year To Date	27,549.77
Month Ending October	6,448.27
Total Earnings	Current Year

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY Portfolio Management Short-Term Portfolio Details - Cash and Investments October 31, 2019

investments	CUSIP/Ticker	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	11,789,063.61	11,789,063.61	11,789,063.61	2.182	2.182	←	N/A
Sub Total			11,789,063.61	11,789,063.61	11,789,063.61	2,182	2.182	-	
Orange County Investment Pool County of Orange LGIP	OCIP	6/29/2005	4,862,531.91	4,862,531.91	4,862,531.91	2.118	2.118	~	N/A
Sub Total			4,862,531.91	4,862,531.91	4,862,531.91	2.118	2.118	+	
Total Investments			16,651,595.52	16,651,595.52	16,651,595.52	2.163	2.163		
Cash									
Petty Cash Cash	CASH		500.00	500.00	500.00	0.000	0,000	. .	A/N
US Bank Cash	CASHUSBANK		100,835.34	100,633.34	100,033.34			~ *	
Total Cash			101,335.34	101,335.34	101,335.34	00070	0.000	H	
Total Cash and Investments			16,752,930.86	16,752,930.86	16,752,930.86	2.163	2.163	~	
Total Faminus		Wo	Month Ending October	Fis	Fiscal Year To Date				

Date	50	
Fiscal Year To Date	167,204.50	
Month Ending October	46,737.69	
Total Earnings	Current Year	

Municipal Water District of Orange County Cash and Investments at October 31, 2019

								Water donservation WEROC Trustee Funds		
12,000,000.00	10, 500, 000, 00	- 00 000 '00' '	e, obo, obo. 60		4,000,000.30	2,000,000,00		. Reserves General	(2,000,000,00)	
% 12,	10.83%			30.88%	54.60% 13.96%	.55% .96%	99.85%	0.15%	0.15%	100.00%
AMOUNT	\$ 3.341,910	1,500,000 608,000	385,408 297,147	6,132,465	10,839,949 2.770.767	(703,897) 785,621	\$ 19,824,905	\$ 29,608	\$ 29,608	\$ 19,854,513
ALLOCATION	MWDOC Designated Reserves General	Grant & Project Cash Flow Election Expense	Building Repair OPEB	Total Designated Reserves	General Water	Conservation WEROC	TOTAL MWDOC	TRUSTEE ACTIVITIES AMP Sales Admin	TOTAL TRUSTEE ACTIVITIES	TOTAL CASH & INVESTMENTS

Page 27 of 63



MUNICIPAL WATER DIST OF ORANGE COUNTY PARS Post-Employment Benefits Trust

Rob Hunter General Manager Municipal Water Dist of Orange County 18700 Ward Street Fountain Valley, CA 92708 Account Report for the Period 10/1/2019 to 10/31/2019

		Accoun	t Summary				
Source	Beginning Balance as of 10/1/2019	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 10/31/2019
OPEB PENSION	\$2,229,539.85 \$427,534.05	\$0.00 \$0.00	\$25,483.78 \$4,886.74	\$464.49 \$89.07	\$0.00 \$0.00	\$0.00 \$0.00	\$2,254,559.14 \$432,331.72
Totals	\$2,657,073.90	\$0.00	\$30,370.52	\$553.56	\$0.00	\$0.00	\$2,686,890.86

Investment Selection						
Source						
OPEB	Moderate HighMark PLUS					
PENSION	Moderate HighMark PLUS					
	Investment Objective					
Source						
OPEB	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.					
PENSION	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					

				A	nnualized Retu	rn	
Source	1-Month	3-Months	1-Year	3-Years	5-Years	10-Years	Plan's Inception Date
OPEB	1.14%	1.47%	10.69%	7.88%	5.80%	-	10/26/2011
PENSION	1.14%	1.54%	10.77%	-	-	-	7/31/2018

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, Trustee and Investment Management fees

Headquarters - 4350 Von Karman Ave., Suite 100, Newport Beach, CA 92660 800.540.6369 Fax 949.250.1250 www.pars.org

Item 2

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

COMBINED FINANCIAL STATEMENTS

AND

BUDGET COMPARATIVE

JULY 1, 2019 THRU OCTOBER 31, 2019

Municipal Water District of Orange County Combined Balance Sheet As of October 31, 2019

<u>ASSETS</u>	Amount
Cash in Bank	101,335.34
Investments	19,753,177.40
Accounts Receivable	28,375,315.00
Accounts Receivable - Other	100,948.14
Accrued Interest Receivable	87,652.90
Prepaids/Deposits	409,336.63
Leasehold Improvements	3,833,004.08
Furniture, Fixtures & Equipment	573,533.87
Less: Accum Depreciation	(3,131,989.53)
TOTAL ASSETS	\$50,102,313.83
LIABILITIES AND FUND BALANCES	
Liabilities	
Accounts Payable	29,484,732.48
Accounts Payable - Other	559.05
Accrued Salaries and Benefits Payable	426,680.00
Other Liabilities	504,509.23
Unearned Revenue	802,012.18
Total Liabilities	31,218,492.94
Fund Balances Restricted Fund Balances	
Water Fund - T2C	1,014,195.90
Total Restricted Fund Balances	1,014,195.90
	1,011,100.00
Designated Reserves	
General Operations	3,341,910.36
Grant & Project Cash Flow	1,500,000.00
Election Expense	608,000.00
Building Repair	385,407.45
OPEB	297,147.00
Total Designated Reserves	6,132,464.81
General Fund	4,246,251.93
General Fund Capital	525,009.00
WEROC Capital	115,298.58
WEROC	250,898.05
Total Unrestricted Fund Balances	11,269,922.37
Excess Revenue over Expenditures	
Operating Fund	6,538,344.08
Other Funds	61,358.54
Total Fund Balance	18,883,820.89
TOTAL LIABILITIES AND FUND BALANCES	50,102,313.83
	, , 2

Municipal Water District of Orange County Revenues and Expenditures Budget Comparative Report General Fund From July thru October 2019

	Month to Date	Year to Date	Annual Budget	% Used	Encumbrance	Budget Remaining
REVENUES						
Retail Connection Charge Ground Water Customer Charge	0.00 0.00	7,888,929.60 598,248.00	7,888,930.00 598,248.00	100.00% 100.00%	0.00 0.00	0.40 0.00
Water rate revenues	0.00	8,487,177.60	8,487,178.00	100.00%	0.00	0.40
Interest Revenue	52,343.03	191,243.44	580,000.00	32.97%	0.00	388,756.56
Subtotal	52,343.03	8,678,421.04	9,067,178.00	95.71%	0.00	388,756.96
Choice Programs Miscellaneous Income	1,207.76 0.00	1,195,073.28 12,782.82	1,472,622.00 3,000.00	81.15% 426.09%	0.00	277,548.72 (9,782.82)
Revenue Other School Contracts Transfer-In From Reserve	392.93 5,064.80 0.00	1,480.93 11,210.74 0.00	0.00 118,213.00 (42,870.00)	0.00% 9.48% 0.00%	0.00 0.00 0.00	(1,480.93) 107,002.26 (42,870.00)
Subtotal	6,665.49	1,220,547.77	1,550,965.00	78.70%	0.00	330,417.23
TOTAL REVENUES	59,008.52	9,898,968.81	10,618,143.00	93.23%	0.00	719,174.19

Municipal Water District of Orange County Revenues and Expenditures Budget Comparative Report General Fund From July thru October 2019

	Month to Date	Year to Date	Annual Budget	% Used	Encumbrance	Budget Remaining
EXPENSES				/* •••••		
Salaries & Wages	326,914.52	1,275,977.52	4,052,038.00	31.49%	0.00	2,776,060.48
Salaries & Wages - Grant Recovery	0.00	0.00	(5,500.00)	0.00%	0.00	(5,500.00)
Salaries & Wages - Recovery	(999.60)	(4,722.48)	0.00	0.00%	0.00	4,722.48
Director's Compensation	17,774.88	74,529.76	268,132.00	27.80%	0.00	193,602.24
MWD Representation	11,849.92	43,969.44	153,218.00	27.00%	0.00	109,248.56
Employee Benefits	91,531.84	378,730.04	1,261,651.00	30.02%	0.00	882,920.96
CalPers Unfunded Liability Contribution	0.00	207,000.00	207,000.00	100.00%	0.00	0.00
Employee Benefits - Recovery	(190.40)	(899.52)	0.00	0.00%	0.00	899.52
Director's Benefits	11,679.02	42,677.47	93,947.00	45.43%	0.00	51,269.53
Health Insurance for Retirees	4,416.24	19,679.46	70,287.00	28.00%	0.00	50,607.54
Training Expense	10,879.40	14,226.42	32,000.00	44.46%	8,895.60	8,877.98
Tuition Reimbursement	0.00	2,552.62	5,000.00	51.05%	0.00	2,447.38
Temporary Help Expense	2,049.80	2,049.80	5,000.00	41.00%	12,000.00	(9,049.80)
Personnel Expenses	475,905.62	2,055,770.53	6,142,773.00	33.47%	20,895.60	4,066,106.87
	-					
Engineering Expense	28,053.76	104,885.30	435,000.00	24.11%	225,487.21	104,627.49
Legal Expense	1,814.10	77,861.15	200,000.00	38.93%	152,638.85	(30,500.00)
Audit Expense	0.00	15,500.00	29,240.00	53.01%	4,267.00	9,473.00
Professional Services	72,125.72	292,176.12	1,487,330.00	19.64%	732,069.44	463,084.44
Professional Fees	101,993.58	490,422.57	2,151,570.00	22.79%	1,114,462.50	546,684.93
Conference-Staff	2,987.00	13,597.00	40,535.00	33.54%	0.00	26,938.00
Conference-Directors	536.00	6,561.00	28,440.00	23.07%	0.00	21,879.00
Travel & AccomStaff	4,213.23	15,832.10	89,131.00	17.76%	0.00	73,298.90
Travel & AccomDirectors	2,541.12	8,002.84	46,625.00	17.16%	0.00	38,622.16
Travel & Conference	10,277.35	43,992.94	204,731.00	21.49%	0.00	160,738.06
Membership/Sponsorship	5,030.00	66,803.33	114,966.00	58.11%	0.00	48,162.67
CDR Support	12,538.95	25,077.90	50,156.00	50.00%	25,077.90	0.20
Dues & Memberships	17,568.95	91,881.23	165,122.00	55.64%	25,077.90	48,162.87
Business Expense	169.37	842.77	5,200.00	16.21%	0.00	4,357.23
Maintenance Office	9,436.20	34,342.04	138,527.00	24.79%	100,127.92	4,057.04
Building Repair & Maintenance	730.97	3,692.26	20,000.00	18.46%	6,307.74	10,000.00
Storage Rental & Equipment Lease	258.26	1,017.79	3,616.00	28.15%	1,598.21	1,000.00
Office Supplies	3,100.55	11,036.07	36,000.00	30.66%	3,734.51	21,229.42
Supplies - Water Loss Control	22.17	4,049.58	2,033.00	199.19%	0.00	(2,016.58)
Postage/Mail Delivery	643.23	1,769.86	9,400.00	18.83%	1,861.87	5,768.27
Subscriptions & Books	0.00	280.61	1,500.00	18.71%	0.00	1,219.39
Reproduction Expense	21,444.20	22,978.58	61,000.00	37.67%	2,965.62	35,055.80
Maintenance-Computers	115.38	905.89	8,000.00	11.32%	1,948.40	5,145.71
Software Purchase	0.00	9,507.36	34,500.00	27.56%	4,371.15	20,621.49
Software Support	1,750.02	19,264.53	59,134.00	32.58%	1,800.00	38,069.47
Computers and Equipment	0.00	19,929.14	49,450.00	40.30%	0.00	29,520.86
Automotive Expense	1,832.52	7,647.16	19,300.00	39.62%	0.00	11,652.84
Vehicle Expense	477.65	807.73	13,160.00	6.14%	0.00	12,352.27
Toll Road Charges	36.44	339.67	2,400.00	14.15%	0.00	2,060.33
Insurance Expense	10,943.13	41,120.84	140,000.00	29.37%	0.00	98,879.16
Utilities - Telephone	2,066.54	7,965.79	25,773.00	30.91%	914.88	16,892.33
Bank Fees	0.00	88.33	1,200.00	7.36%	0.00	1,111.67
Miscellaneous Expense	4,562.76	21,343.83	108,100.00	19.74%	1,349.83	85,406.34
MWDOC's Contrb. to WEROC	19,081.50	76,326.00	273,367.00	27.92%	0.00	197,041.00
Depreciation Expense	3,482.29	13,929.18	0.00	0.00%	0.00	(13,929.18)
Other Expenses	80,153.18	299,185.01	1,011,660.00	29.57%	126,980.13	585,494.86
Building Expense	55,283.13	296,479.20	835,831.00	35.47%	216,109.56	323,242.24
Capital Acquisition	82,498.36	82,893.25	106,456.00	77.87%	0.00	23,562.75
TOTAL EXPENSES	823,680.17	3,360,624.73	10,618,143.00	31.65%	1,503,525.69	5,753,992.58
NET INCOME (LOSS)	(764,671.65)	6,538,344.08	0.00			
	<u> </u>					

Municipal Water District of Orange County Revenues and Expenditures Budget Comparative Report Water Fund From July thru October 2019

	Month to Date	Year to Date	Annual Budget	% Used	Budget Remaining
WATER REVENUES					
Water Sales	11,235,081.00	52,442,045.20	232,376,274.00	22.57%	179,934,228.80
Readiness to Serve Charge	838,872.80	3,355,491.20	10,071,282.00	33.32%	6,715,790.80
Capacity Charge CCF	299,996.67	1,199,986.68	3,615,440.00	33.19%	2,415,453.32
SCP/SAC Pipeline Surcharge	30,556.35	131,448.77	350,000.00	37.56%	218,551.23
Interest	1,828.39	7,816.34	20,000.00	39.08%	12,183.66
TOTAL WATER REVENUES	12,406,335.21	57,136,788.19	246,432,996.00	23.19%	189,296,207.81
WATER PURCHASES					
Water Sales	11,235,081.00	52,442,045.20	232,376,274.00	22.57%	179,934,228.80
Readiness to Serve Charge	838,872.80	3,355,491.20	10,071,282.00	33.32%	6,715,790.80
Capacity Charge CCF	299,996.67	1,199,986.68	3,615,440.00	33.19%	2,415,453.32
SCP/SAC Pipeline Surcharge	30,556.35	131,448.77	350,000.00	37.56%	218,551.23
TOTAL WATER PURCHASES	12,404,506.82	57,128,971.85	246,412,996.00	23.18%	189,284,024.15
EXCESS OF REVENUE OVER EXPENDITURES	1,828.39	7,816.34	20,000.00		
	,	,	,		

Municipal Water District of Orange County WUE Revenues and Expenditures (Actuals vs Budget) From July thru October 2019

	Year to Date	Annual	
	Actual	Budget	% Used
Spray To Drip Conversion			
Revenues	1,909.68	110,562.00	1.73%
Expenses	2,339.64	110,562.00	2.12%
Excess of Revenues over Expenditures	(429.96)	0.00	
Member Agency Administered Passthru			
Revenues	203,400.00	616,000.00	33.02%
Expenses	191,600.00	616,000.00	31.10%
Excess of Revenues over Expenditures	11,800.00	0.00	
ULFT Rebate Program			
Revenues	3,582.81	27,500.00	13.03%
Expenses	3,518.31	27,500.00	12.79%
Excess of Revenues over Expenditures	64.50	0.00	
HECW Rebate Program			
Revenues	35,987.45	300,000.00	12.00%
Expenses	35,829.98	300,000.00	11.94%
Excess of Revenues over Expenditures	157.47	0.00	
CII Rebate Program			
Revenues	0.00	305,000.00	0.00%
Expenses	(270.00)	305,000.00	-0.09%
Excess of Revenues over Expenditures	270.00	0.00	
Turf Removal Program	222 274 52	025 776 00	26 720
Revenues	223,371.52	835,776.00	26.73%
Expenses	<u>337,513.35</u> (114,141.83)	835,776.00	40.38%
Excess of Revenues over Expenditures	(114,141.03)	0.00	
Comprehensive Landscape (CLWUE)			
Revenues	18,323.97	110,558.00	16.57%
Expenses	22,741.67	116,450.00	19.53%
Excess of Revenues over Expenditures	(4,417.70)	(5,892.00)	
Recycled Water Program Revenues	0.00	19,750.00	0.00%
Expenses	0.00	19,750.00	0.00%
Excess of Revenues over Expenditures	0.00	0.00	0.007
WSIP - Industrial Program			
Revenues	0.00	45,000.00	0.00%
Expenses	0.00	45,000.00	0.00%
Excess of Revenues over Expenditures	0.00	0.00	
WUE Projects			
Revenues	486,575.43	2,370,146.00	20.53%
Expenses	593,272.95	2,376,038.00	24.97%
Excess of Revenues over Expenditures	(106,697.52)	(5,892.00)	

WEROC			
Revenues	305,304.00	652,564.00	46.79%
Expenses	131,051.98	624,478.00	20.99%
Excess of Revenues over Expenditures	174,252.02	28,086.00	

MWDOC

Item No. 3

ACTION ITEM December 18, 2019

TO: Board of Directors

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

> Robert J. Hunter General Manager

Staff Contact: Cathy Harris, Director of Human Resources and Administration

SUBJECT: PERFORMANCE MANAGEMENT – MUNICIPAL RESOURCE GROUP (MRG) –AUTHORIZE STAFF TRAINING

STAFF RECOMMENDATION

It is recommended that the Board of Directors authorize \$36,000 for staff training outside of the original scope of work with MRG for the Performance Management System, Option #1.

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

SUMMARY

DETAILED REPORT

In May 2019, Board approved entering into a contract with the Municipal Resource Group (MRG) in the amount of \$18,000 to review the current Performance Management System, District practices, and to recommend new approaches and assist in the implementation of an improved performance management system. To date, the following progress has been made:

- Focus group meeting was held with Managers/Supervisors
- Focus group meeting was held consisting of an employee representing each department

Budgeted (Y/N): Y	Budgeted amount: 18,000		Core _X_	Choice	
Action item amount: \$36,000		Line item: 13-6205-2000			
Fiscal Impact (explain if unbudgeted): \$48,000 from reserves.					

• Organization wide survey was completed to seek input from everyone in the organization regarding the Performance Management System

Some of the areas that were identified as a result of the input from the various focus groups and survey identified the following:

- Employees want more coaching and real-time check-ins as opposed to traditional annual performance management approach once a year check the box
- More collaborative conversations on goal setting
- Incorporate more career development and personal growth development into the performance management process
- More focused conversations on how employees' roles/project/tasks align to and support needs/objectives of the organization and to the departments
- Revise current rating categories
- Employees aren't accustomed to having constructive conversations with mangers or each other
- Training on how to hold conversations is important

Prior to implementing a Performance Management System and based on some of the input noted above, it is important that training on coaching and communications take place as an important step in the process. The additional training was not a part of the initial contract with MRG, therefore staff is recommending the Board authorize \$36,000 for training sessions on Communication and Interpersonal Skills, Building Trust/Crucial Conversations and Coaching. Based on 37 Regular Full and Part-Time employees this is an investment of \$973 per employee. Trainings will be held in January – March time frame.

In the upcoming budget year, we will include additional funding for staff training in an effort to improve the skill sets of all employees and to improve upon communication, interpersonal skills, coaching and leadership development.

Upon completion of the training sessions, a test group will be selected for a pilot-study in order to gather feedback on the proposed Performance Management Prototype in April-May. During this time, improvements will be made and agency-wide training will be held with full implementation of new Performance Management System by October 2020.

Description	Cost
Current contract with MRG	\$18,000
Content Development/Training Facilitation (4 to 6 sessions)	\$36,000
Total	\$54,000

BOARD OPTIONS

Option #1

• It is recommended that the Board of Directors authorize \$36,000 for staff training outside of the original scope of work with MRG for the Performance Management System.

Fiscal Impact: \$36,000

Business Analysis: This is a critical component in implementing a successful Performance Management System. This will also help with developing staff communication and interpersonal skills.

Option #2

- Do not approve
- Fiscal Impact: None

Business Analysis: If not approved, this will impact the successful outcome of the Performance Management System.

STAFF RECOMMENDATION

Option #1





ACTION ITEM December 18, 2019

TO: Board of Directors

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

> Robert J. Hunter General Manager

SUBJECT: PARTICIPATION IN THE CALIFORNIA WATER ENVIRONMENT ASSOCIATION (CWEA)

RECOMMENDATION

It is recommended that the Board of Directors: review, discuss, and consider authorizing Director Yoo Schneider's candidacy for the CWEA Board of Directors as Vice President of the South (to be President in the third year of a four year term).

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

SUMMARY

Director Yoo Schneider has asked for the Board's support in her candidacy for the California Water Environment Association (CWEA) Vice President of the South (to be President in the third year of a four year term).

Per the website, CWEA is a not-for-profit public benefit association of 10,000-plus water quality professionals who work for public agencies and collection systems, engineering firms, and equipment and service suppliers. CWEA members are responsible for cleaning California's water and returning it safely to the environment. CWEA educates and certifies water quality professionals, disseminates technical information, and promotes sound policies to benefit society through protection and enhancement of our water environment.

Budgeted (Y/N): No	Budgeted amount: \$6,500.00	Core X	Choice		
Action item amount: Line item: 70-8810					
Fiscal Impact (explain if unbudgeted): Not applicable					

CWEA is also a member association of the Water Environment Federation (WEF). Per its website, WEF is a not-for-profit technical and educational organization of 35,000 individual members and 75 affiliated Member Associations representing water quality professionals around the world. Since 1928, WEF and its members have protected public health and the environment. As a global water sector leader, our mission is to connect water professionals; enrich the expertise of water professionals; increase the awareness of the impact and value of water; and provide a platform for water sector innovation.

WEF and its global network of members and Member Associations (MAs) provide water quality professionals around the world with the latest in water quality education, training, and business opportunities. WEF's diverse membership includes scientists, engineers, regulators, academics, utility managers, plant operators, and other professionals. WEF uses this collective knowledge to further a shared goal of improving water quality around the world.

Participation and leadership within CWEA provides MWDOC with access to resources and the ability to provide input and guidance on statewide water issues. CWEA's 2020 Strategic Plan includes the following goals:

Goal 1: Our Impact to the Public

- 1. Developing interest in the water profession
- 2. Increasing the awareness of the finite water supply
- 3. Increasing sustainable practices in the water sector
- 4. Increasing public support for initiatives that promote quality supply and availability.

Goal 2: Our Impact for Water Professionals

- 1. Increase the number and effectiveness of instructors and training materials
- 2. Increase the number of training events and locations
- 3. Increase certificants' understanding of the certification path and exam

Goal 3: Our Impact for Agencies and Firms

- 1. Increasing understanding of agency and firms' mission-critical needs
- 2. Increasing agency and firms' support of CWEA membership
- 3. Increase the value of certification and membership

Goal 4: Our Impact for Regulators

- 1. Increasing awareness of implementation costs on regulated community
- 2. Highlighting the sound science behind the regulations
- 3. More meaningful and understandable communication of science
- 4. Reducing negative public perceptions and pressures that result in the development of reactionary regulations
- 5. Increase the technical resources available to regulators

Goal 5: Our Impact for Sustainable Water Resources

- 1. Increasing public understanding of the value of long-term integrated water planning
- 2. Increase the funding for water resources

Many of CWEA's strategic goals align with MWDOC's mission and vision, and a leadership role within CWEA would allow MWDOC to lead and partner with many other stakeholders to help shape the future of water in a number of ways.

Director Yoo Schneider's authorized participation would include payment of travel (transportation and hotel, etc.) to various Board meetings which are held five times per year at various locations within the state, as well as regular and common business expenses and compensation. The CWEA Board meets four times a calendar year, once each in June (tentatively scheduled to be in Oakland or Los Angeles in 2020), October (in Oakland in 2020), and January (in San Diego in 2020), and once in April/May (held concurrently with the CWEA Annual Conference in Reno, NV, in 2020), with the Executive Committee meeting the evening prior to or morning of each meeting.

The CWEA Director's term is four years, starting as Vice President of the South and serving as President in the third year, and as the immediate Past-President in the fourth year. The term would commence April 2020, with elections held at the CWEA Annual Conference in April 2020.

Option #1

• Provide a letter of support and authorize Director Yoo Schneider's participation on the CWEA Board of Directors as Vice President of the South.

Fiscal Impact: The fiscal impact for FY 2019-2020 would be approximately \$6,000. Business Analysis: Helps further MWDOC's involvement and impact on current water issues that influence the future of Orange County's water.

Option #2

 .Do not provide a letter of support and do not authorize Director Yoo Schneider's participation on the CWEA Board of Directors as Vice President of the South.
 Fiscal Impact: None.

STAFF RECOMMENDATION

Option #1

Item No. 5



DISCUSSION ITEM December 11, 2019

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

FROM: Robert Hunter, General Manager

Staff Contact: Hilary Chumpitazi

SUBJECT: FY 2020-21 Budget

STAFF RECOMMENDATION

Staff recommends the Administration & Finance Committee: discuss the budget schedule, activities and/or projects and suggest any additions or changes in the budget, and direct the General Manager as appropriate.

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

DETAILED REPORT

MWDOC instituted a new budget process and schedule two years ago. The General Manager sent the notification letter regarding the initiation of the budget process to our Member Agencies in November. This letter included this year's budget schedule (attached) and invited the Member Agencies to provide their initial budget suggestions and actively participate in the process. Staff has subsequently initiated the program/project planning and line-item budgeting process. The initial review of budget issues with the A&F Committee is scheduled for January 8, 2020 and the review of the first draft budget at the February 12, 2020 A&F meeting. Approval of the final budget and rates is scheduled for April 15, 2020 at the Board Meeting.

An important component of the budget process is the early input of the MWDOC Directors as to policy and program modifications they believe should be included in the budget process. A practice was instituted two years ago by which any proposed additions to the

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

budget would be included in the text for discussion and agreement before the expenses were included in the budget financial model.

Staff within each department are working on projections for the remainder of this fiscal year and beginning the financial estimates for the new budget year.

MWDOC's reserves will be fully funded and the revenue goal of the budget will be to be balanced with no draw or addition to reserves.

MWDOC BUDGET SCHEDULE

November 2019

• Notification to Member Agencies of start of budget process and solicitation of input

December 2019

- MWDOC staff begins preparation of budget hours and costs on program and line-item basis
- Review of four month actuals and fiscal year-end projections
- Review budget adjustments for current fiscal year
- Preparation of internal, draft conceptual budget (review changes for upcoming fiscal year

January 2020

- Initial review of budget issues with A&F Committee for feedback (1-8-20)
- Initial discussion of budget issues with Member Agencies for feedback
- Request for Member Agencies' preliminary indication of participation in Choice

February 2020

- Publish and post the FIRST DRAFT Budget in the packet for the A&F Committee (2-7-20)
- Review Full Draft Budget with A&F Committee (2-12-20)
- Formally request comments from all Member Agencies
- <u>DRAFT</u> information completed on prior year Choice WUE program benefits to Member Agencies to serve as basis for charging agencies for the upcoming year for Choice WUE activities
- Member Agencies' INITIAL CONFIRMATION of participation in Choice Services by February 22. The Updated Agreement by the end of March and after the Elected Officials Meeting
- Discuss FIRST DRAFT Budget at Member Agency Managers' Meeting (2-20-20)
- Meet with Member Agencies as requested or scheduled

MWDOC BUDGET SCHEDULE

March 2020

- Revised information completed on prior year Choice WUE benefits to Member Agencies to serve as basis of charging agencies for the upcoming year for WUE activities
- Discuss SECOND DRAFT Budget in A&F Committee (3-11-20)
- Review SECOND DRAFT Budget at Member Agency Managers' Meeting (3-19-20)
- Update Choice Participation
- Member Agencies' submit Formal Comments about the Budget (3-25-20)

April 2020

- Conduct meeting with Elected Officials from Member Agencies to discuss budget and other topics (4-2-20)
- THIRD DRAFT Budget and Rates presented to A&F Committee (4-8-20)
- Member Agencies' Formal Comments presented to A&F Committee (4-8-20)
- Board approval of FY2020-20 FINAL Budget and Rates (4-15-20)

June 2020

• Member Agencies confirm final Choice Participation (6-12-20)

August 2020

Reconciliation of FY 2019-20 WUE & Choice Programs

September 2020

- REVISED FINAL Choice Budget presented to A&F Committee (9-9-20)
- Board approval of FY2020-20 REVISED FINAL Choice Budget (9-16-20)

Item No. 6



INFORMATION ITEM

December 11, 2019

- **TO:**Administration & Finance Committee
(Directors Thomas, Finnegan, McVicker)
- FROM: Robert Hunter, General Manager Staff Contact: Charles Busslinger

SUBJECT: STATUS UPDATE RE OFFICE CONSTRUCTION/REHAB/SEISMIC RETROFIT

STAFF RECOMMENDATION

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

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

DETAILED REPORT

IDS Group and staff have been working to obtain a building permit for the seismic retrofit and building remodel of the administration building. Additionally staff has released a Request for Proposals (RFP) for professional services for an Owner's Representative with building inspection and construction expertise to coordinate and monitor construction activities during the upcoming construction work.

Recent Activities:

- 1. 90% Plans and supporting documentation were submitted to the City for review on September 30, 2019.
- IDS submitted corrected plans and additional documentation to the City (2nd Submittal) to address City comments on December 4, 2019.

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

	Anticipated Completion Schedule:	
1	City Plan Check completion	January 2020
2	Response Deadline for Owner's Representative RFP	December 18, 2019
3	Recommendation for Board Award of Professional Services Agreement for Owner's Representative	February 12, 2020
4	Value Engineering Review	February 28, 2020
5	Notice Inviting Bids for Construction	March 31, 2020
6	Bid Opening	May 6, 2020
7	A&F Approval	May 13, 2020
8	Board Consideration of Award of Construction Contract	May 20, 2020
9	Notice to Proceed with Construction	June 3, 2020
10	Substantial Completion (based on IDS Schedule estimate)	January 6, 2021



Administration Activities Report

November 8 – December 5, 2019

Activity	Summary
Administration/Board	 Staff worked on the following: Scheduled meetings for Rob Hunter, Karl Seckel and Board members. Assisted Rob/Karl with various write-ups and follow-up for the Committees and Board. Continue to send the Water Supply Reports to the member agencies. Processed and reviewed agreements for appropriate Board approval and insurance requirements. Review Insurance documents for all District Agreements. Coordinated with CSDA on awards and publications. Responded to one Public Records Act request. Continued review of Laserfiche filing system improvements. Consolidation of 2018-2019 Conference and Travel Budget figures. Registration and travel arrangements for D.C. Trips, October and December CED Meetings, AWWA No. American Water Loss Conf., CESA Conference, ACWA DC 2020, AMWA Water Policy Conference, ACWA 2020 Legislative Symposium, CRWUA Conference, 2020 CSMFO Conference and CALWEP Plenary Meeting, Director's speaking engagement at the CFEE Water Conference.
Records Management	 Review and reorganization of electronic documents in Laserfiche continues. Staff is in the process of transitioning document storage from Iron Mountain to Corodata.
Recruitment /Departures	 Rachel Davis was promoted to fill the Water Loss Control Supervisor, and staff will be recruiting to fill the Water Use Efficiency Analyst II. Recruitment efforts continue for the Intern (Leak Detection Assistant) as well as the Director of Emergency Management. The Sr. Engineer position is still being evaluated.



Projects and Activities	 Coordination efforts continue with IDS Consultants, and Engineering, regarding building improvements and seismic retrofits. Staff met with IDS to discuss comments received from the City and date for resubmittal of plans. Staff also reviewed revisions made to office design layout, construction phasing plan and relocation of staff during construction. Staff is evaluating workstations and furnishings for office renovations. IDS resubmitted plans to the City with comments and corrections on December 4th. New IT Server Air Conditioning unit installation is completed. Staff is working with the Municipal Resource Group (MRG) on staff training workshops, dates will be finalized upon Board approval In an effort to assess areas requiring improvement at MWDOC as it relates to employee engagement, morale and culture, staff coordinated with MRG in distributing a Workplace Climate Survey to all employees. Employees are to provide their input via Survey Monkey. All responses
	are being gathered by MRG.
	All Staff Meeting was held on December 2.
	 Staff will participate in Operation Santa for holiday giving. The annual staff holiday luncheon will be held on December 18th.
	 The District will be closed for the holidays on December 24th and 25, and January 1st.
	 Revised Personnel Manual was distributed to all employees.
	 Mandatory Employee training on Harassment Avoidance and the District's Grievance Policy and Procedures will be held on December 17th.
Health Benefits	 Open Enrollment for the Flexible Spending Accounts for 2020 will close on December 13th.





INFORMATION ITEM

December 11, 2019

TO:	Administration & Finance Committee (Directors Thomas, Finnegan, McVicker)	
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 2019-20.

Finance

Description	% of Completion	Estimated Completion date	Status
Further Implementation of WUE Landscape Programs Databases and Web Site.	On-going	On-going	In Progress
2019 W-9 collection for water rebates. Currently holding no rebate checks awaiting W-9 form.	On-going	On-going	In Progress
Assisting Mesa Water District with reviewing proposals received from their RFP for new Banking Services. Also assisting with interviewing the top four proposers.	100%	11-12-19	Completed
Government Compensation in California Report 2019	0%	03-30-20	Not Started
State Controller Report preparation FY18-19	0%	01-31-20	Not Started
Preparation of documents for FY20-21 budget process.	15%	04-30-20	In Progress

Information Technology

Description	% of Completion	Estimated Completion date	Status
Network security issues (hackers, viruses and spam emails)	On-going	On-going	Continuous system monitoring
Purchase and upgrade Conference room 101 with Interactive board, sound system and microphones.	0%	06-30-20	Not Started
Upgrade WUE Web Server(Software upgrade)	10%	06-30-20	In Progress
Upgrade software for Data Server	10%	06-30-20	In Progress
Upgrade 5 computers and monitors for Staff	90%	12-31-19	In Progress
Disposal of non-functional and obsolete electronic equipment	10%	03-31-20	In Progress
Replace network color printer and 2 Department printers	10%	03-31-20	In Progress
Perform annual Business Continuity Plan Exercise and Testing.	10%	03-31-20	In Progress

FY 2019-20 Completed Special Tasks

Description	% of Completion	Estimated Completion date	Status
Finance			
State Tax filing for Water Facilities FY18-19	100%	11-30-19	Completed
Year End procedures; Prepare Annual Financials and Final Audit week of 09- 16-19.	100%	09-20-19	Completed
Information Technology			
Upgrade Wi-Fi Network equipment	100%	09-30-19	Completed
Upgrade Network Attached Storage device for Backups	100%	12-31-19	Completed



INFORMATION ITEM

December 11, 2019

- **TO:**Administration & Finance Committee
(Directors Thomas, McVicker, Finnegan)
- FROM: Robert Hunter, General Manager Staff Contact: Kevin Hostert
- SUBJECT: Monthly Water Usage Data 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 Imported Water Sales for MWDOC, and selected water supply information.

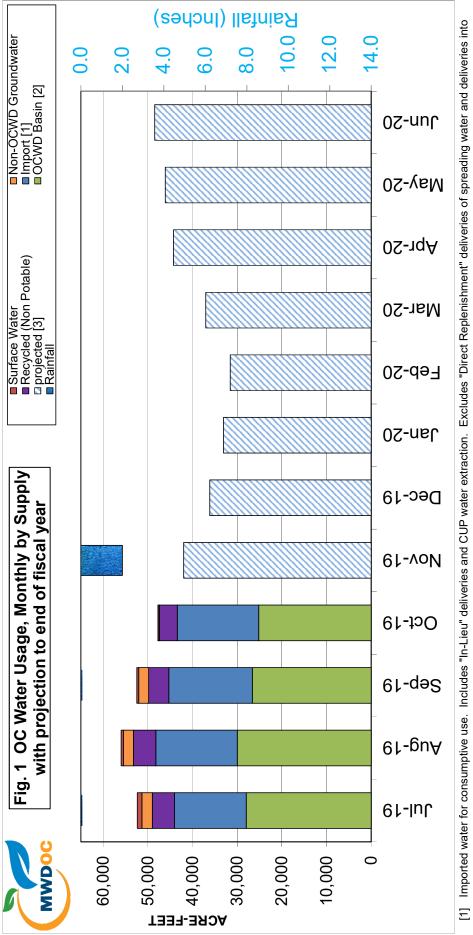
- <u>OC Water Usage, Monthly by Supply</u> **OCWD Groundwater was the main supply** *in October.*
- <u>OC Water Usage, Monthly, Comparison to Previous Years</u> Water usage in October 2019 was slightly above average compared to the last 5 years. We are projecting a slight increase in overall water usage compared to FY 2018-19. It has been 32 months since all mandatory water restrictions were lifted by the California State Water Resources Control Board.
- <u>Historical OC Water Consumption</u> Orange County M & I water consumption is estimated to be 527,000 AF in FY 2019-20 (this includes ~15 TAF of agricultural usage and non-retail water agency usage). This is about 11,000 AF more than FY 2018-19 and is about 13,000 AF less than FY 2017-18. Water usage per person is projected to be slightly higher in FY 2018-19 for Orange County at 144 gallons per day (This includes recycled water). Although OC population has increased 20% over the past two decades, water usage has not increased, on average. A long-term decrease in per-capita water usage is attributed mostly to Water Use Efficiency

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

(water conservation) efforts. **O.C. Water Usage for the last four Fiscal Years is the lowest since the 1982-83 Fiscal Year** (FY 1982-83 was the third wettest year on record).

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

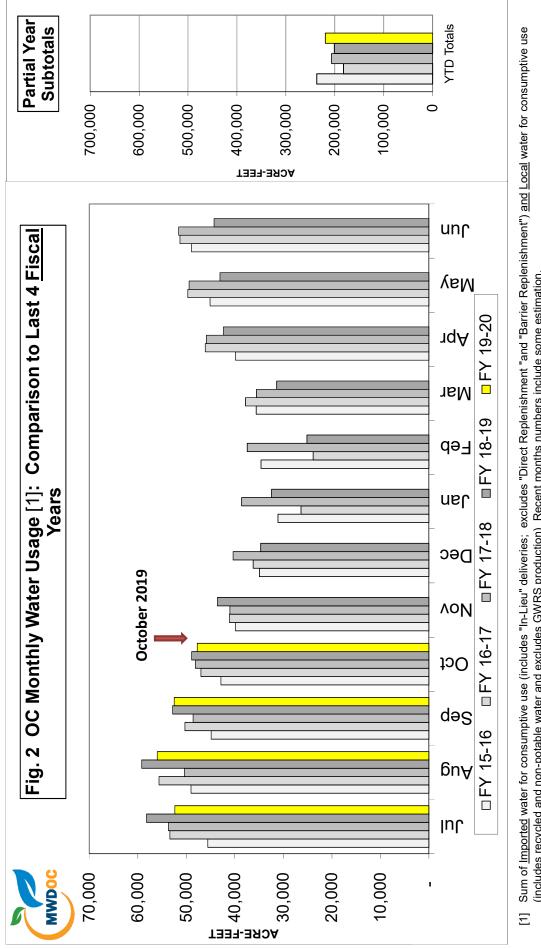
- <u>Orange County's</u> accumulated precipitation through *late November* was above average for this period. Water year to date rainfall in Orange County is *2.20 inches*, which is *129% of normal*.
- <u>Northern California</u> accumulated precipitation through *early December* was 54% of normal for this period. Water Year 2019 was 137% of normal while water year 2018 was 82% of normal. The Northern California snowpack was 76% of normal as of December 2nd. As of late November, 3.31% of California is experiencing moderate drought conditions while 90.78% of the state is experiencing abnormally dry conditions. The State Water Project Contractors Table A Allocation was increased to 75% in June 2019 (The Initial Table A Allocation for 2020 has not been set)
- <u>Colorado River Basin</u> accumulated precipitation through *late November was 81%* of normal for this period. The Upper Colorado Basin snowpack was 100% of normal as of December 2nd. Lake Mead and Lake Powell combined have about 65% of their average storage volume for this time of year and are at 46.2% of their total capacity. If Lake Mead's level falls below a "trigger" limit 1,075 ft. at the end of a calendar year, then a shortage will be declared by the US Bureau of Reclamation (USBR), impacting Colorado River water deliveries to the Lower Basin states. As of early December, Lake Mead levels were 8.14' above the "trigger" limit. The USBR predicts that the start of 2019 will not hit the "trigger" level but there is a 0% chance that the trigger level will be hit in 2020 and a 4% chance in 2021.





GW for consumptive use only. Excludes In-Lieu water deliveries and CUP water extraction that are counted with Import. BPP in FY '19-20 is 77%. MWDOC's estimate of monthly demand is based on the projected 5 Year historical retail water demand and historical monthly demand patterns.

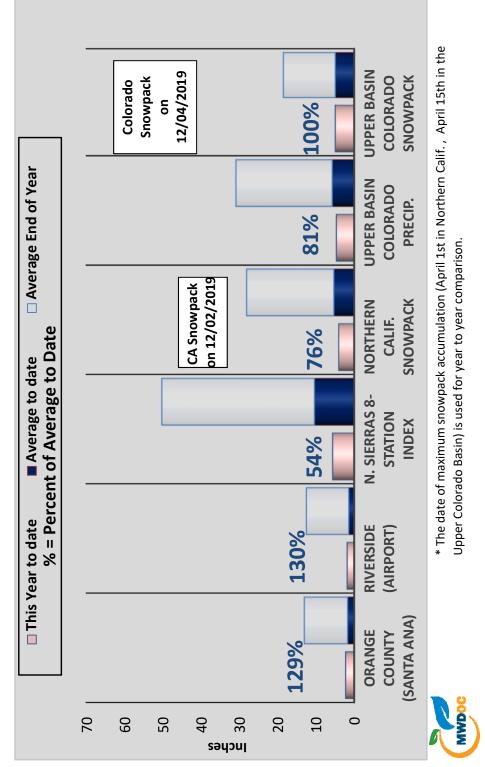
Total water usage includes IRWD groundwater agricultural use and usage by non-retail water agencies.

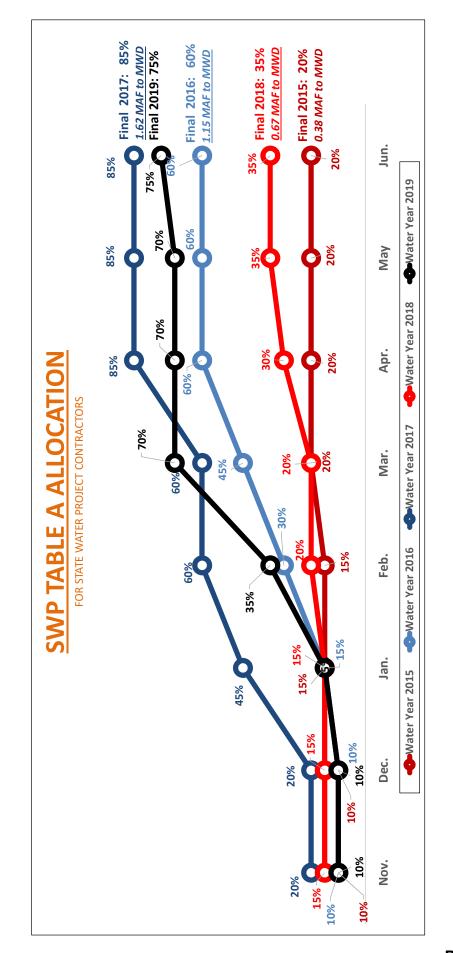


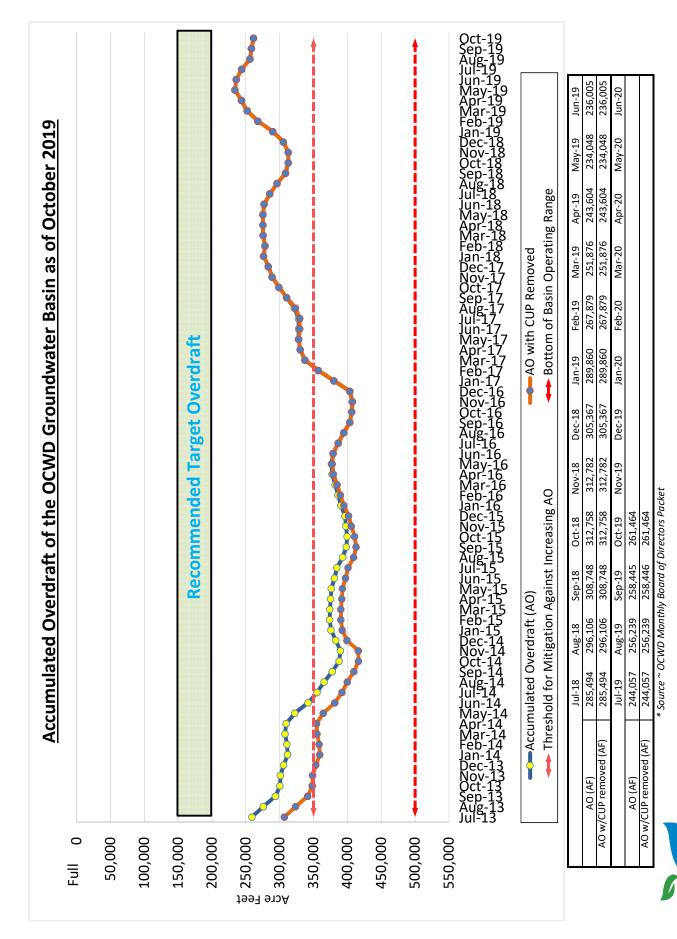


Accumulated Precipitation

for the Oct.-Sep. water year, through November 2019







Page 57 of 63

MWDOC

