MEETING OF THE BOARD OF DIRECTORS OF THE MUNICIPAL WATER DISTRICT OF ORANGE COUNTY Jointly with the

ADMINISTRATION & FINANCE COMMITTEE

January 8, 2020, 8:30 a.m. Conference Room 101

Teleconference Location: 4519 4th Avenue, N.E. Seattle, WA 98105 (949) 422-2371

(Members of the Public may attend and participate in the meeting at both locations.

A&F Committee:

J. Thomas, Chair

J. Finnegan

R. McVicker

Ex Officio Member: S. Tamaribuchi

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

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

- TREASURER'S REPORT
 - a. Revenue/Cash Receipt Report December 2019
 - b. Disbursement Approval Report for the month of January 2020
 - c. Disbursement Ratification Report for the month of December 2019
 - d. GM Approved Disbursement Report for the month of December 2019
 - e. Water Use Efficiency Projects Cash Flow December 31, 2019
 - f. Consolidated Summary of Cash and Investment November 2019

- g. OPEB and Pension Trust Fund monthly statement
- 2. FINANCIAL REPORT Combined Financial Statements and Budget Comparative for the Period ending November 30, 2019

ACTION ITEMS

3. APPROVE REVISIONS TO THE ADMINISTRATIVE CODE SECTION 1307 AND THE GENERAL MANAGER'S PERFORMANCE EVALUATION GUIDELINES

DISCUSSION ITEMS

- 4. DEPARTMENT ACTIVITIES UPDATES
 - a. Public Affairs Department
 - b. Government Affairs Department
 - c. Administration Department
 - d. Finance Department
- 5. FY 2019-20 BUDGET YEAR END PROJECTIONS & CONCEPTUAL FY 2020-21 BUDGET REVIEW

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.)

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

OTHER ITEMS

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

ADJOURNMENT

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

Accommodations for the Disabled. Any person may make a request for a disability-related

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

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

WATER REVENUES

Date	From	Description	Amount
12/02/19	City of Fountain Valley	October 2019 Water deliveries	10,860.08
12/02/19	City of Buena Park	October 2019 Water deliveries	421,031.65
12/04/19	City of La Habra	October 2019 Water deliveries	4,510.14
12/05/19	Laguna Beach County Water District	October 2019 Water deliveries	118,419.22
12/05/19	City of Westminster	October 2019 Water deliveries	416,651.05
12/06/19	El Toro Water District	October 2019 Water deliveries	555,887.04
12/06/19	City of San Clemente	October 2019 Water deliveries	700,764.26
12/09/19	Santa Margarita Water District	October 2019 Water deliveries	2,270,144.04
12/10/19	City of La Palma	October 2019 Water deliveries	3,298.97
12/10/19	Trabuco Canyon Water District	October 2019 Water deliveries	180,239.15
12/12/19	City of San Juan Capistrano	October 2019 Water deliveries	515,566.24
12/12/19	City of Orange	October 2019 Water deliveries	405,150.22
12/12/19	City of Garden Grove	October 2019 Water deliveries	922,736.65
12/13/19	South Coast Water District	October 2019 Water deliveries	461,200.56
12/13/19	East Orange County Water District	October 2019 Water deliveries	351,287.55
12/13/19	Orange County Water District	October 2019 Water deliveries	364,102.80
12/13/19	City of Seal Beach	October 2019 Water deliveries	299,285.97
12/13/19	City of Brea	October 2019 Water deliveries	14,223.32
12/13/19	Yorba Linda Water District	October 2019 Water deliveries	355,952.25
12/13/19	Moulton Niguel Water District	October 2019 Water deliveries	2,455,517.82
12/13/19	Golden State Water Company	October 2019 Water deliveries	348,771.28
12/13/19	Irvine Ranch Water District	October 2019 Water deliveries	854,524.54
12/20/19	City of Brea	November 2019 Water deliveries	14,223.32
12/23/19	City of La Habra	November 2019 Water deliveries	12,700.14
12/23/19	City of Newport Beach	November 2019 Water deliveries	651,159.20
12/23/19	City of La Palma	November 2019 Water deliveries	3,508.97
12/27/19	City of Huntington Beach	November 2019 Water deliveries	141,103.38
12/30/19	City of Fountain Valley	November 2019 Water deliveries	10,860.08

TOTAL REVENUES \$ 12,863,679.89

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

MISCELLANEOUS REVENUES

Date	From	Description	Amount
12/02/19	US Bank	CAL Card rebate check	1,092.79
12/02/19	Orange County Water District	50% of 11/1/19 WACO meeting speaker hotel expense	101.51
12/09/19	Katie Davanaugh	Personal copies	7.50
12/18/19	8 Checks	Reimbursement for MWDOC apparel purchase	884.12
12/20/19	San Clemente	OC Water Summit Registration	130.00
12/20/19	El Toro Water District	OCEMO Luncheon	38.00
12/30/19	US Healthworks	Refund for overpayment	57.80
12/31/19	US Bank	Monthly interest	24.03
12/05/19	Katie Davanaugh	Movie tickets	18.00
12/06/19	Lee Yoo	Movie tickets	180.00
12/18/19	Cathy Harris	Movie tickets	286.00
	Rachel Davis	Movie tickets	76.00
12/18/19	Lee Jacobi	Jan-Dec 2020 Retiree Health insurance	481.56
12/27/19	Keith Lyon	January 2020 Retiree Health insurance	302.78
12/31/19	Stan Sprague	January 2020 Retiree Health insurance	241.22
12/20/19	City of San Clemente	October 2019 Smartimer rebate program	218.98
12/27/19	Irvine Ranch Water District	October 2019 Smartimer rebate program	2,445.07
12/13/19	Yorba Linda Water District	September 2019 Turf Removal rebate program	111.00
12/13/19	City of La Habra	September 2019 Turf Removal rebate program	222.00
12/30/19	City of Fountain Valley	October 2019 Turf Removal rebate program	333.00
12/31/19	Moulton Niguel Water District	October 2019 Smartimer, Rotating Nozzle and Turf	26,214.96
	3	Removal rebate program	
12/02/19	El Toro Water District	Sep-Oct 2019 So Cal Watersmart rebate program	635.00
12/20/19	City of San Clemente	October 2019 So Cal Watersmart rebate program	620.00
12/20/19	Laguna Beach County Water District	October 2019 So Cal Watersmart rebate program	65.00
12/23/19	Moulton Niguel Water District	October 2019 So Cal Watersmart rebate program	6,800.00
12/27/19	City of Orange	October 2019 Turf Removal and Spray to Drip rebate	333.00
	,	program	
12/06/19	City of San Clemente	Addition to the Choice School Program FY 19-20	292.20
12/03/19	Yorba Linda Water District	FY 2019-2020 Choice Programs Billing Invoice	51,698.11
12/19/19	City of Westminster	AWIA Phase 2 Risk and Resilience Assessment	83,855.00
12/20/19	City of Brea	AWIA Phase 2 Risk and Resilience Assessment	83,855.00
12/20/19	City of La Habra	AWIA Phase 2 Risk and Resilience Assessment	83,855.00

TOTAL MISCELLANEOUS REVENUES \$ 345,474.63

TOTAL REVENUES \$ 13,209,154.52

Robert J. Hunter, General Manager

Hilary Chumpltazl, Treasurer

Item 1b

Invoice#	Vendor / Description	Amount to Pay
Core Expenditure	es:	
	Richard C. Ackerman	
1264	December 2019 Consulting on legal and regulatory matters	1,600.00
	*** Total ***	1,600.00
	Alta FoodCraft	
51924492	12/13/19 Coffee & tea supplies	255.47
	*** Total ***	255.47
	ARC Document Solutions, LLC	
10457093	12/2/19 Electronic file of MWDOC office remodel plan	17.77
	*** Total ***	17.77
	Heather Baez	
121819	Employee computer loan	1,361.36
	*** Tota ***	1,361.36
	Best Best and Krieger LLP	
865621	November 2019 State legislative advocacy services	8,448.96
55401-NOV19	November 2019 Legal services	16,363.14
	*** Total ***	24,812.10
	Black & Veatch	
1311378	11/2/19-11/29/19 Develop OC Distribution System Water Supply Integration	12,893.89
	Hydraulic Model Phase 1	40.000.00
	*** Total ***	12,893.89
	California Landscape Contractors Assoc.	
2020	2020 Annual sponsorship	1,835.00
	*** Total ***	1,835.00
	CDM Smith	
90089078	9/1/19-11/30/19 Water Resource Planning services	8,119.20
	*** Total ***	8,119.20
	CDW Government	
WD V7121	2 Xerox Versalink printers	2,008.11
	*** Total ***	2,008.11
	Constant Contact	
XR8WAECAB36419	Renewal for online event registration software	1,638.00
	*** Total ***	1,638.00
	Dudek	
20198704	10/26/19-11/29/19 Planning level reliability for South County Interconnection	3,506.25
	*** Total ***	3,506.25

Invoice#	Vendor / Description	Amount to Pay
	Ferguson Waterworks #1083	
0700164	3 3/4" Meters for leak detection	606.83
0700104	*** Total ***	606.83
	, occi	000.00
	G/M Business Interiors	045.74
0257096-IN	Humanscale computer sit/stand set-up with dual monitor and keyboard tray	815.71
0257095-IN	Humanscale computer sit/stand set-up with monitor and keyboard tray	592.36
	*** Total ***	1,408.07
	Hashtag Pinpoint Corporation	
1211	December 2019 Strategic digital communications consulting services	7,917.00
	*** Total ***	7,917.00
	Herndon Solutions Group LLC	
100004	November 2019 Services to assist with America's Water Infrastructure Act compliance	4,233.40
	*** Total ***	4,233.40
	IDS Group	
18X093.00-4	October-November 2019 Seismic retrofit design and project support for MWDOC office	1,916.00
188055.00-4	remodel	2,520.00
18X093.00-5	December 2019 Seismic retrofit design and project support for MWDOC office	5,470.00
	remodel	
	*** Total ***	7,386.00
	James C. Barker, P.C.	
105-1219	December 2019 Federal legislative advocacy services	8,000.00
	*** Total ***	8,000.00
	Jill Promotions	
10697	24 Customized boxes with MWDOC logo for speaker gifts	688.26
10711	MWDOC Logo apparel	1,511.64
	*** Total ***	2,199.90
	Karen's Detail Custom Frames, LLC	
3117	Custom framing for B. Hiltscher of MET resolution	136.56
3119	Custom framing for resolution and certificate of recognition	240.35
	*** Total ***	376.91
	Lawnscape Systems, Inc.	
406548	12/13/19 Landscape maintenance for atrium	295.00
400348	*** Total ***	295.00
	Lowis Consulting Group	
2019-162	Lewis Consulting Group December 2019 Consulting services	2,562.50
7012-10 7	*** Total ***	2,562.50
	Total	2,302.30

Invoice#	Vendor / Description	Amount to Pay
X 2 ————————————————————————————————————	Veible trees	
OCT-DEC2019	Keith Lyon October-December 2019 Retiree medical premium	406.50
OC ("DLC2019	*** Total ***	406.50
	Total	400.50
	Edward G. Means III	
MWDOC-1078	December 2019 Consulting on MET issues and guidance to Engineering staff	500.00
	*** Total ***	500.00
	NDS	
720166	11/26/19 Delivery charges for Board packets	142.11
720247	12/6/19 Delivery charges for Board packets	142.11
720348	12/13/19 Delivery charges for Board packets	172.01
	*** Total ***	456.23
	North American Rescue	
1N405658	55 First aid and trauma response kits	7,458.95
	*** Total ***	7,458.95
	Office Depot, Inc.	
417886179001	12/19/19 Office supplies	70.63
	*** Total ***	70.63
	Office Solutions	
I-01682781	12/6/19 Office supplies	218.81
I-01690357	12/20/19 Office supplies	319.88
I-01691640	12/27/19 Office supplies	522.00
I-01691641	12/27/19 Office supplies	130.50
	*** Total ***	1,191.19
	OMB Electrical Engineers, Inc.	
80462	OMB Electrical Engineers, Inc. November 2019 Electrical Engineering services for MWDOC office electrical upgrade	1,350.00
00402	*** Total ***	1,350.00
.	Orange County Fast Print	
58637	1,000 Business cards	112.75
	*** Total ***	112.75
	Orange County Water District	
21074	November 2019 50% share of WACO expense	246.25
21100	November 2019 Postage, shared office and maintenance expense	5,240.92
	*** Total ***	5,487.17
	Patricia Kennedy Inc.	
11188	January 2020 Plant maintenance	214.00
	*** Total ***	214.00

Invoice#	Vendor / Description	Amount to Pay
	Raftelis Financial Consultants, Inc.	
13672	November 2019 Five year monitoring for Budget Based Tiered Rate grant	2,425.00
	*** Total ***	2,425.00
	Resilient Communications	
802473	Cisco Smartnet annual support for 5 user licenses	155.40
502 .75	*** Total ***	155.40
	Roth Staffing Companies, LP	
13828907	12/9/19-12/15/19 Temporary administrative staff	1,004.90
13832106	12/16/19-12/22/19 Temporary administrative staff	1,004.90
	*** Total ***	2,009.80
	Talent Assessment & Development, LLC	
4107	November 2019 Interview assessments for new hire applicants	2,950.00
	*** Total ***	2,950.00
	USAFact, Inc.	
9123207	Pre-employment background checks	89.92
	*** Total ***	89.92
	WageWorks, Inc.	
INV1829638	December 2019 Cafeteria plan administration	196.07
	*** Total ***	196.07
	Water Systems Optimization, Inc.	
1689	November 2019 Water Loss Control program	6,946.42
1700	December 2019 Water Loss Control program	3,100.00
	*** Total ***	10,046.42
	Pauline D. Wennerstrom	
JAN-MAR2020	January-March 2020 Retiree medical premium	382.80
	*** Total ***	382.80
	Total Core Expenditures	128,535.59
Choice Expendit	tures:	
	Above All Catering, Inc.	
C34646	12/5/19 Lunch for Water Use Efficiency Workgroup meeting	456.75
05-10-10	*** Total ***	456.75
	, otal	450.75

Invoice#	Vendor / Description	Amount to Pay
	Orange County Water District	
21100	November 2019 Postage for Water Use Efficiency rebate programs	18.83
	*** Total ***	18.83
	Top Hat Productions	
95690	11/12/19 Lunch for Water Loss Control Workgroup meeting	569.46
	*** Total ***	569.46
	US Bank Voyager Fleet Systems	
4993-NOV19	11/25/19-12/24/19 Fuel and wash for Water Loss Control Shared Services vehicles	178.28
	*** Total ***	178.28
	Total Choice Expenditures	1,223.32
Other Funds Exp	enditures:	
	Herndon Solutions Group LLC	
100004	November 2019 Services to assist with America's Water Infrastructure Act compliance	121,173.77
	*** Total ***	121,173.77
	The Plant Nerd	
5838	November 2019 Services for Landscape Design/Maintenance programs	11,640.00
	*** Tota! ***	11,640.00
	Terraworks Studio	
5838	November 2019 Services for Landscape Design/Maintenance programs	520.00
	*** Total ***	520.00
	Water Systems Optimization, Inc.	
1689	November 2019 Water Loss Control program	18,480.00
1700	November 2019 Water Loss Control program	26,840.00
	*** Total ***	45,320.00
	Total Other Funds Expenditures	178,653.77
	Total Expenditures	308,412.68

Check #	Date	Vendor# Invoice/CM#	Name / Description	Net Amount
Core Disbu	rsements	:		
139353	12/9/19	SPECTB 0375210120119	Spectrum Business December 2019 Telephone and internet expense ***Total ***	1,099.18 1,099.18
139354	12/9/19	VERIZO 9842817862	Verizon Wireless November 2019 4G Mobile broadband unlimited service ***Total ***	114.03 114.03
139360	12/13/19	<i>CORTBU</i> 7043030	Cort Business Services Corp. December 2019 Furniture lease for 5 temporary workstations ***Total ***	561.50 561.50
139364	12/13/19	HOMED1 7785-NOV19	Home Depot Credit Services 11/26/19 Office supplies ***Total ***	19.55 19.55
139365	12/13/19	IRONMO CDZX233	Iron Mountain December 2019 Archived document storage fees ***Total ***	258.26 258.26
ACH004402	12/13/19	BARBRE 113019	Brett Barbre November 2019 Business expense ***Total ***	111,36 111.36
ACH004405	12/13/19	BUIJEA 113019	Jeannie Bui November 2019 Business expense ***Total ***	39.73 39.73
ACH004406	12/13/19	<i>СНИМРІ</i> 111919	Hilary Chumpitazi November 2019 Business expense ***Total ***	25.29 25.29
ACH004408	12/13/19	DICKEX 113019	Larry Dick November 2019 Business expense ***Total ***	142.10 142.10
ACH004412	12/13/19	GUNAWA 103119	Lina Gunawan October 2019 Business expense ***Total ***	56.00 56.00
ACH004415	12/13/19	RICOHMA 5058185908	Ricoh USA, Inc. September-November 2019 Reproduction costs ***Total ***	1,442.25 1,442.25

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
ACH004420	12/13/19	LINGAD	Christopher S. Lingad	
AC11004420	12/13/13	113019	November 2019 Business expense	33.76
		110010	***Total ***	33.76
				22 2
ACH004429	12/13/19	MCVICK	Robert McVicker	
		113019	November 2019 Business expense	40.60
			***Total ***	40.60
ACH004430	12/13/19		Bryce Roberto	06.00
		113019	November 2019 Business expense ***Total ***	96.20
			and lotal and	96.20
ACH004436	12/13/19	TAMARI	Satoru Tamaribuchi	
	,_,_	113019	November 2019 Business expense	157.76
			***Total ***	157.76
ACH004437	12/13/19		Jeffery Thomas	
		113019	November 2019 Business expense	104.40
			***Total ***	104.40
ACH004440	12/13/19	WAITER	Rachel Waite	
7011004440	12,13,13	113019	November 2019 Business expense	103.71
		120013	***Total ***	103.71
139384	12/19/19		Spectrum Business	
		0343564121019	December 2019 Telephone expense for 3 analog fax	108.28
			lines	
			***Tota ***	108.28
139421	12/31/19	LISRANIK	U.S. Bank	
133421	12/31/19	0403/0640/5443-NOV19	10/23/19-11/22/19 Cal Card charges	19,799.45
		0405/0040/5445 110115	***Total ***	19,799.45
			(See attached sheet for details)	15,755715
			,	
ACH004443	12/31/19	ACKEEX	Linda Ackerman	
		113019	November 2019 Business expense	48.72
			***Total ***	48.72
4.00.004444	40/04/40	252		
ACH004444	12/31/19	123119	Joseph Berg December 2019 Business expense	21 21
		125119	***Total ***	21.31 21.31
			iotai	21.31
ACH004447	12/31/19	BUSSLI	Charles Busslinger	
	, -	113019	November 2019 Business expense	105.82
			***Total ***	105.82

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
. AW		DAVISR	Rachel Davis	
ACH004449	12/31/19		November-December 2019 Business expense	228.93
ACH004443			November 2019 Business expense	24.94
AC11004430	12/31/13	113013	***Total ***	253.87
ACH004452	12/31/19	FINNEG	Joan Finnegan	
		113019	November 2019 Business expense ***Total ***	81.38 81.38
				02,00
		HARRIS	Cathleen M. Harris	
ACH004453			November 2019 Business expense	100.00
ACH004454	12/31/19	121219	December 2019 Business expense	117.92
			***Total ***	217.92
		HUNTER	Robert J. Hunter	
ACH004455	12/31/19	121719	December 2019 Business expense	591.54
ACH004456	12/31/19	OCT2019	October 2019 Business expense	1,270.29
			***Total ***	1,861.83
		SCHNEI	Megan Yoo Schneider	
ACH004465	12/31/19	103119	October 2019 Business expense	449.74
ACH004466	12/31/19	113019	November 2019 Business expense	355.42
			***Total ***	805.16
ACH004467	12/31/19	SECKEL	Karl Seckel	
		103119	October 2019 Business expense	14.54
			***Total ***	14.54
			Total Core Disbursements	27,723.96
Choice Dis	bursemen	nts:		
139421	12/31/19	USBANK	U.S. Bank	
		0640-NOV19	10/23/19-11/22/19 Cal Card charges	67.48
			***Tota ***	67.48
			(See attached sheet for details)	
			Total Choice Disbursements	67.48
Other Fund	ds Disburs	sements:		
139354	12/9/19	VERIZO	Verizon Wireless	
	, -, -	9842817862	November 2019 4G Mobile broadband unlimited service	76.02
			***Total ***	76.02

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
139355	12/12/10	ATTUNEOC	AT&T	
133333	12/13/13	ATTUVEOC 1812-DEC19	December 2019 U-verse internet service for WEROC	53.50
			N. EOC	
			***Total ***	53.50
139358	12/13/19	ATTCALN	AT&T	
200000	,,	000013958137	November 2019 WEROC N. & S. EOC telephone expense	311.48
		000013958138	November 2019 WEROC N. EOC telephone expense	108.83
			***Total ***	420.31
		MFHETD	Multi Family HET Direct	
139378	12/13/19	120619-VALENCIA PARK	Valencia Park Association (La Habra)	11,800.00
139379		120619-MEDALLION CRT	Medallion Court, Inc. (Tustin)	6,000.00
139380		120619-JASMINE VILLA	Jasmine Villas L.L.C. (Buena Park)	18,800.00
139381	12/13/19	120619THOMAS HOUSE	Thomas House Temporary Shelter (Garden Grove)	1,700.00
	, ,		***Total ***	38,300.00
ACH004407	12/13/19	LUINITIN	City of Huntington Beach	
ACHOU4407	12/13/13	10002	October 2019 Credit for "In-Lieu" water purchases	607,687.82
		10002	***Total ***	607,687.82
	_			
ACH004421	12/13/19		Mesa Water District	
		OCT2019	October 2019 Credit for Local Resource Program and	165,137.99
			"In-Lieu" water purchases	
			***Total ***	165,137.99
ACH004433	12/13/19	SCHWENE	Leslie Schwene	
		113019	November 2019 Business expense	53.94
			***Total ***	53.94
		TURFRP	Turf Removal Program	
139385	12/20/19	TR12-R-HB-37394-36312	T. Hill	2,020.00
139386	12/20/19	TR12-C-SM-26835-37379	Emerald Pointe C/O Vintage Group (Mission Viejo)	19,134.00
139387		TR12-R-IRWD-38579-37485	B. Baney	751.00
139388		TR13-R-IRWD-38543-37627	S. Weis	640.00
139389		TR13-R-IRWD-8006-37646	H. Wang	543.94
139390		TR13-R-MNT-38770-37673	J. Wong	852.00
139391		TR13-C-TC-38796-37697	Robinson Ranch HOA (Trabuco Canyon)	124,106.05
139392		TR13-R-MNT-38802-37702	R. Taufer	3,264.00
139393		TR13-R-WEST-38799-37715	D. Newton	3,924.00
139394		TR13-R-MNT-38822-37726	E. Martens M. Wehan	1,422.00
139395		TR13-R-MNT-38832-37736 TR13-R-MESA-38847-37749	C. Mayer	4,683.00 2,162.00
139396 139397		TR13-R-MNT-38853-37755	N. Grombchevsky	2,162.00
139397		TR13-R-SM-38866-37767	Q. Nguyen	1,053.00
139399		TR13-R-IRWD-38870-37771	J. Tang	416.00
139400		TR13-R-MNT-38871-37773	S. Olsen	1,680.00
139401		TR13-R-SWD-38905-37798	R. Johnston	897.33
139403	• •	TR13-R-MNT-38916-37808	R. Corona	1,167.00
139404		TR13-R-MNT-38927-37818	J. Snegg	2,667.00

		Vendor#	Name /	No. 4 A
Check #	Date	Invoice/CM #	Description	Net Amount
139405	12/20/19	TR13-R-IRWD-38941-37834	P. Sivaruban	312.00
139406	• •	TR13-R-MNT-38958-37848	E. Kornegay	2,205.00
139407		TR13-R-MNT-38962-37853	B. Delehanty	1,716.00
139408		TR13-R-MNT-38983-37869	R. Rosenberg	1,077.00
139409	12/20/19	TR13-R-ETWD-38984-37870	K. Whitesell	940.00
139410	12/20/19	TR13-R-MNT-39056-37942	R. Alves	3,045.00
			***Total ***	183,194.32
WIRE-191230	12/30/19	METWAT	Metropolitan Water District	
		9885	October 2019 Water deliveries	12,249,234.78
			***Total ***	12,249,234.78
139412	12/31/19	HARRISD	Daniel Harrison	
		113019	November 2019 Business expense	281.28
		120919	December 2019 Business expense	288.44
			***Total ***	569.72
139419	12/31/19	SANTI1	Santiago Aqueduct Commission	
		OCT2019	October 2019 SAC Pipeline Operation surcharge	2,538.47
			***Total ***	2,538.47
139421	12/31/19	USBANK	U.S. Bank	
		0640-NOV19A	10/23/19-11/22/19 Cal Card charges	737.09
			***Total ***	737.09
			(See attached sheet for details)	
		TURFRP	Turf Removal Program	
139423	12/31/19	TR13-R-MNT-38911-37805A	S. Russell	801.00
139424	12/31/19	TR13-R-MNT-39038-37925	L. Wilson	4,707.00
			***Total ***	5,508.00
ACH004468	12/31/19	SANTAM	Santa Margarita Water District	
		OCT2019A	October 2019 SCP Pipeline Operation surcharge	28,017.88
			***Total ***	28,017.88
			Total Other Funds Disbursements	13,281,529.84
			Total Disbursements	13,309,321.28

Robert J. Hunter, General Manager

Hilary Chumpitazi, Treasurer

Cal Card Charges

Statement Date: November 22, 2019 Payment Date: December 31, 2019

Date	Description	 Amount
Public Affairs C	<u>ard</u>	
10/22/2019	Lunch meeting with Agendum Ventures	\$ 64.76
10/24/2019	GlobalTrend Marketing Awards shipping charge for trophy and certificates	35.00
10/29/2019	10/28/19-1/27/20 Subscription for Wordtracker search engine optimization software	81.00
10/30/2019	Camera flash kit	282.74
11/1/2019	12/1/19-11/30/20 Public Relations Society of America annual membership for T. Baca	400.00
11/8/2019	Supplies for Children's Water Festival and Science, Technology, Engineering and Mathematics Expo	97.83
11/8/2019	Coffee and donuts for inspection trip	49.11
11/12/2019	Supplies for Children's Water Festival and Science, Technology, Engineering and Mathematics Expo	184.72
11/12/2019	Annual subscription for password security license for 5 users	240.00
11/13/2019	12/1/19-11/30/20 Public Relations Society of America annual membership for T. Muldoon	295.00
11/14/2019	2 Carpets for Science, Technology, Engineering and Mathematics activity for Girl Scout program	58.72
11/17/2019	MET Colorado River and Hoover Dam Inspection trip from Nov. 15-17, 2019 - Parking for B. Roberto	60.00
11/20/2019	3 Stamps with the MWDOC logo	33.60
11/20/2019	Photograph of Director Osborne	1.16
	Total	\$ 1.883.64

Cal Card Charges

Statement Date: November 22, 2019 Payment Date: December 31, 2019

Date	Description	A	mount
K. Seckel Card			
12/23/2019	Public Relations Society of America International conference in	\$	64.01
	San Diego, CA from Oct. 20-22, 2019 - Parking for S. Wilson		
10/24/2019	Office supplies		82.60
10/24/2019	8/23/19-9/24/19 Web hosting service for MWDOC website		15.65
10/24/2019	California Emergency Services Association conference in Rohnert Park, CA from Oct. 20-24, 2019 - Accommodations for D. Harrison		982.08
10/25/2019	Office supplies		141.25
10/28/2019	2 Thomas Brothers map books returned for refund		(41.94)
10/30/2019	FedEx delivery charges for Jeep Chrysler Dodge of Ontario on Oct. 25, 2019		19.04
10/30/2019	Christmas tree for MWDOC office		165.16
10/30/2019	Department of Water Resources meeting in Sacramento, CA on Nov. 19, 2019 - Airfare for R. Waite		449.96
11/1/2019	Initial lease and installation for 5 work stations		1,180.35
11/4/2019	American Water Works Association California-Nevada Section conference workshop in San Diego, CA on Oct. 24, 2019 - Registration for J. Berg		149.00
11/4/2019	Association of California Cities - Orange County Sacramento Advocacy trip in Sacramento, CA from Jan. 27-28, 2020 - Registration for H. Baez		795.00
11/4 / 2019	California Special Districts Association Legislative Committee meeting in Sacramento, CA on Mar. 6, 2020 - Airfare for H. Baez		549.96
11/4/2019	Association of California Cities - Orange County Sacramento Advocacy trip in Sacramento, CA from Jan. 27-28, 2020 - Airfare for H. Baez		549.96
11/4/2019	California Special Districts Association Legislative Committee meeting in Sacramento, CA on Apr. 3, 2020 - Airfare for H. Baez		549.96
11/5/2019	11/1/19-11/30/19 E-mail service for California Sprinkler Adjustment Notification system		14.95
11/5/2019	ACWA Legislative meeting in Sacramento, CA on Feb. 21, 2020 - Airfare for H. Baez		549.96
11/5/2019	ACWA Legislative meeting in Sacramento, CA on Jan. 24, 2020 - Airfare for H. Baez		549.96
11/6/2019	Plumbing service to clear clogged drain		400.00
11/7/2019	11/8/19-11/6/20 Sacramento Bee online subscription		99.99
11/8/2019	California Society of Municipal Finance Officers OC Chapter meeting in Aliso Viejo, CA on Dec. 5, 2019 - Registrations for H. Chumpitazi, L. Gunawan M. Snow and J. Stalvey	,	120.00
11/12/2019	FedEx delivery charges for Human Resources Department on Nov. 8, 2019		41.34
11/15/2019	Food for staff development meeting		30.49
11/16/2019	Annual software subscription and support for ACT! software		1,995.00
11/13/2019	Erroneous charge from DoubleTree hotel refunded		(200.01)
11/19/2019	Supplies for Water Loss Control Shared Services		23.32
11/20/2019	Supplies for Water Loss Control Shared Services		29.21
11/21/2019	Lunch for America's Water Infrastructure Act training		236.00
11/21/2019	Office supplies		22.72
11/21/2019	Office supplies		15.16
	Total	\$	9,580.13

Cal Card Charges

Statement Date: November 22, 2019 Payment Date: December 31, 2019

Date	Description	Amount
. Hunter Card		
10/23/19-11/22/19	Meals for R. Hunter's meetings	45.71
10/22/2019	MET Director's retreat in Pasadena, CA from Oct. 21-22, 2019 - Parking for M. Baum Haley	21.00
10/22/2019	Legislative activities in Washington, DC from Oct. 23-25, 2019 - Airfare for Director Barbre	1,728.59
10/24/2019	Association of Metropolitan Water Agencies Executive Management conference in Newport, RI from Oct. 20-23, 2019 - Transportation for R. Hunter	340.44
10/23/2019	California Environmental Dialogue Plenary meeting in Sacramento, CA from Oct. 22-23, 2019 - Airfare change for Director Yoo Schneider	118.99
10/23/2019	Association of Metropolitan Water Agencies Executive Management conference in Newport, RI from Oct. 20-23, 2019 - Parking for R. Hunter	118.25
10/25/2019	California Special Districts Association and ACWA Legislative Committee meetings in Sacramento, CA on Oct. 24-25, 2019 - Accommodations for H. Bae:	249.93 z
10/26/2019	Legislative activities in Washington, DC from Oct. 23-25, 2019 - Accommodations for Director Barbre	1,907.54
10/28/2019	3 Cisco phones and computer supplies	426.72
10/29/2019	50 Regal movie tickets for employee purchase	450.00
10/29/2019	Public Policy Institute of California event in Sacramento, CA from Oct. 28-29, 2019 - Accommodations for Director Tamaribuchi	162.82
10/30/2019	Colorado River Water Users Association conference in Las Vegas, NV from Dec. 11-13, 2019 - Accommodations deposit for Director Barbre	362.82
10/31/2019	Flowers for Director Osborne memorial service	181.44
11/4/2019	Flowers for Director Royce memorial service	181.44
11/8/2019	Legislative activities in Washington, DC from Jan. 8-10, 2020 - Airfare for Director Barbre	1,363.60
11/12/2019	California Environmental Dialogue Plenary meeting in Sacramento, CA on Dec. 1-3, 2019 - Airfare for Director Tamaribuchi	415.96
11/18/2019	Orange County Water Association membership for Director McVicker	70.00
11/18/2019	Orange County Water Association Industry Insight presentation in Irvine, CA on Nov. 20, 2019 - Registration for Director McVicker	45.00
11/18/2019	Class A training course and truck rental for J. Thorsell	950.00
	Total	9,140.25

Director Barbre reimbursed MWDOC \$1,068.99

Director Barbre reimbursed MWDOC \$1,355.78

Director Barbre to reimburse MWDOC \$957.01

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

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
Core Disbu	rsements	:		k1
400070	40/0/40	150404	Comments of the Land	
139352	12/9/19	121019	Legacy Media Lab, Inc. 12/10/19 Training services for The Art & Craft of	2,000.00
		121019	Persuasive Speaking workshop	2,000.00
			***Total ***	2,000.00
139377	12/12/10	IRONMO	Iron Mountain	
1393//	12/13/13	99C4976	Final withdrawal of archived documents	1,372.80
		3304370	***Total ***	1,372.80
			Total	1,572.00
139422	12/31/19	OFFICED	Office Depot, Inc.	
		412359768001	12/9/19 Office supplies	416.01
			***Total ***	416.01
		ULTIMS	Roth Staffing Companies, LP	
ACH004462	12/31/19	13822503	11/25/19-12/1/19 Temporary administration staff	395.76
ACH004463	12/31/19	13822503A	11/25/19-12/1/19 Temporary administration staff	197.88
ACH004464	12/31/19	13827319	12/2/19-12/8/19 Temporary administration staff	989.40
			***Total ***	1,583.04
			Total Core Disbursements	5,371.85
Choice Disi	bursemen	ts:		
				*
			Total Choice Disbursements	
Other Fund	ds Disburs	ements:		
			Total Other Funds Disbursements	
			Total Disbursements	5,371.85

Robert J. Hunter General Manager

Hilary Champitazi, 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.

Page 1

nicipal Water District of Orange County
VATER USE EFFICIENCY PROJECTS
Cash Flow as of 12/31/19

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							00 00E F
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850.00 2,125.00 765.00							6,290.00
Expenditures 36.489.44 118.918.56 150.261.08 211.565.50 150.396.88	258.609.62				,	1	\$ 926.241.08



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

November 30, 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

> > Sat Tamaribuchi President

Joan C. Finnegan Vice President

> Brett R. Barbre Director

> > Larry D. Dick Director

Bob McVicker, P.E., D.WRE

Megan Yoo Schneider, P.E. 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	\$3,830,240	20.98%
Grant & Project Cash Flow	1,500,000	8.22%
Election Expense	608,000	3.81%
Building Repair	444,186	2.43%
OPEB	297,147	1.63%
Total Designated Reserves	6,767,573	37.07%
General Fund	9,381,065	51.38%
Water Fund	2,159,575	11.83%
Conservation Fund	(726,406)	(3.98%)
WEROC Fund	647,265	3.54%
Trustee Activities	29,608	0.16%
Total	\$18,258,680	100.00%

The funds are invested as follows:

Term of Investment	% of Portfolio	Book Value	Market Value
Cash	0.61%	\$112,199	\$112,199
Short-term investment			
 LAIF 	55.75%	\$10,179,064	\$10,179,064
 OCIP 	26.65%	4,865,935	4,865,935
Long-term investment			
 Corporate Bond 	6.31%	1,151,482	1,154,280
 Certificates of Deposit 	10.68%	1,950,000	1,992,144
Total	100.00%	\$18,258,680	\$18,303,622

The average number of days to maturity/call as of November 30, 2019 equaled 141 and the average yield to maturity is 2.131%. During the month, the District's average daily balance was \$25,929,661.19. Funds were invested in Federal Agency Issues, Certificates of Deposit, Negotiable CD's, Miscellaneous Securities, the Local Agency Investment Funds (LAIF) and the Orange County Investment Pool (OCIP) during the month of November 2019.

The \$44,942 difference between the book value and the market value on November 30, 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

Hilary Chumpitazi



MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Portfolio Management - Portfolio Summary

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11/30/2019	Par Value	Market Value	Book Value	% of Portfolio	Days to Mat/Call	YTM @ Cost
Negotiable Certificate Of Deposit	1,950,000.00	1,992,144.00	1,950,000.00	10.75	1,060	2.519
Corporate Bond	1,150,000.00	1,154,280.50	1,151,482.30	6.34	421	2.290
Local Agency Investment Funds	10,179,063.61	10,179,063.61	10,179,063.61	56.10	1	2.095
Orange County Investment Pool	4,865,934.50	4,865,934.50	4,865,934.50	26.82	1	2.014
Total Investments	18,144,998.11	18,191,422.61	18,146,480.41	100.01	141	2.131
Cash Cash	112,199.18	112,199.18	112,199.18		1	0.00
Total Cash and Investments	18,257,197.29	18,303,621.79	18,258,679.59		141	2.131
Total Earnings	Month Ending November	Fiscal Year to Date				
Current Year	43,843.65	238,597.92				
Average Daily Balance Effective Rate of Return	25,929,661.19 2.131%					

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

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(t	Robert J. Hunter, General Manager	Hilay Chuston	Hilary Chymnitazi Treasure

12 31 2019

Date

Date

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY Portfolio Management Long-Term Portfolio Details - Investments November 30, 2019

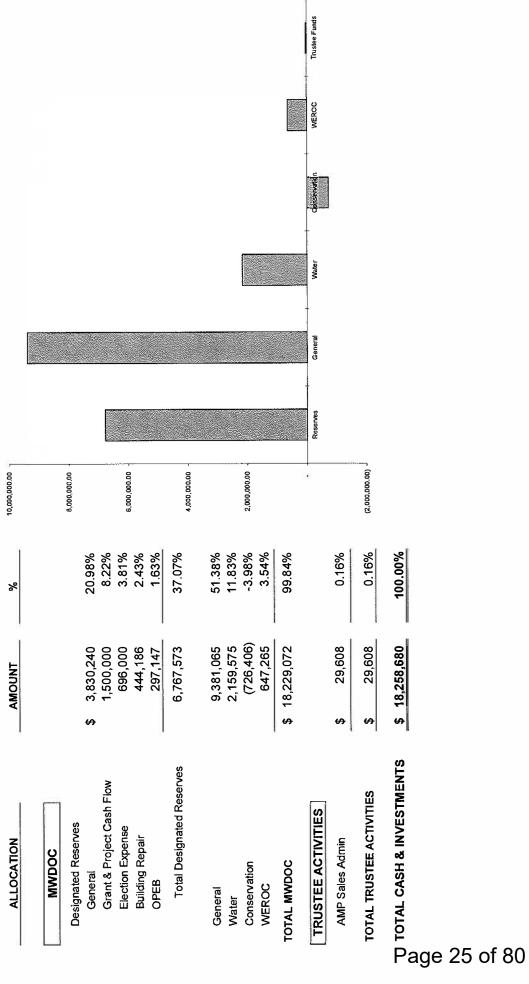
Issuer	CUSIP/Ticker	Settlement Date	Par Value	Market Value	Book Value	Coupon Rate	YTM @ Cost	Days To Call/Maturity	Maturity Date
Negotiable Certificate Of Deposit		Town Tradition (MOS)							
Barclays Bank	06740KKY2	9/27/2017	250,000.00	253,107.50	250,000.00	2.250	2.250	1,032	9/27/2022
Capital One Bank	14042TBQ9	8/7/2019	250,000.00	253,787.50	250,000.00	2.250	2,250	1,712	8/7/2024
Capital One NA	14042RMJ7	7/24/2019	250,000.00	253,272.50	250,000.00	2.200	2.200	1,698	7/24/2024
Citibank	17294XUN4	7/31/2019	250,000.00	251,340.00	250,000.00	2.200	2.200	244	7/31/2024
Comenity Capital	20033AUX2	7/25/2017	200,000.00	201,124.00	200,000.00	2.000	2.000	594	7/16/2021
Discover Bank	254673RV0	7/25/2018	250,000.00	263,155.00	250,000.00	3.300	3.300	1,333	7/25/2023
Goldman Sachs Bank	38148PT98	8/8/2018	250,000.00	263,742.50	250,000.00	3.350	3.350	1,347	8/8/2023
Morgan Stanley Bank	61747MJ36	2/1/2018	250,000.00	252,615.00	250,000.00	2.500	2.500	429	2/1/2021
Sub Total			1,950,000.00	1,992,144.00	1,950,000.00	2.519	2.519	1,060	Exp out of c
Corporate Bond									
JP Morgan Chase	46625HKA7	11/2/2015	500,000.00	500,060.00	500,068.77	2.250	2.152	23	1/23/2020
National Rural Util Coop	63743FE51	7127/2017	200,000.00	200,612.00	200,000.00	2.500	2.500	958	7/15/2022
Wells Fargo	94974BGR5	1/13/2016	250,000.00	251,442.50	250,336.01	2.550	2.409	373	12/7/2020
Westpac Banking Corp	961214DQ3	7/25/2017	200,000.00	202,166.00	201,077.52	2.500	2.278	941	6/28/2022
Sub Total			1,150,000.00	1,154,280.50	1,151,482.30	2.402	2.290	421	
Total Investments			3,100,000.00	3,146,424.50	3,101,482.30	2.476	2.434	823	

otal Earnings	Month Ending November	Fiscal Year 10 Date
urrent Year	6,163,63	33,713.40

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY Portfolio Management Short-Term Portfolio Details - Cash and Investments November 30, 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	LAF	6/30/2010	10,179,063.61	10,179,063.61	10,179,063.61	2.095	2.095	+	N. N.
Sub Total			10,179,063.61	10,179,063.61	10,179,063.61	2.095	2.095	•	
Orange County Investment Pool County of Orange LGIP	OCIP	6/29/2005	4,865,934.50	4,865,934.50	4,865,934.50	2.014	2.014	-	N/A
Sub Total			4,865,934.50	4,865,934.50	4,865,934.50	2.014	2.014	C. Tribon	
Total Investments			15,044,998.11	15,044,998.11	15,044,998.11	2.069	2.069		
Cash									
Petty Cash Cash	CASH	7/1/2010	200.00	500.00	500.00	0.000	0.000	7	N/A
US Bank Cash	CASHUSBANK	7/25/2018	111,699.18	111,699.18	111,699.18	0.000	0.000	•	N/A
Total Cash			112,199.18	112,199.18	112,199.18	0.000	0.000	•	0
Total Cash and Investments			15,157,197.29	15,157,197.29	15,157,197.29	2.069	2.069	٠	
			With the second						
Total Earnings		Monti	Month Ending November	ij	Fiscal Year To Date	Y			
Current Year			37,680.02		204,884.52				

Cash and Investments at November 30, 2019 Municipal Water District of Orange County





Item 1g

Account Report for the Period 11/1/2019 to 11/30/2019

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

		Accoun	t Summary				
Source	Beginning Balance as of 11/1/2019	Contributions	Earnings	Expenses	Distributions	Transfers	Ending Balance as of 11/30/2019
OPEB PENSION	\$2,254,559.14 \$432,331.72	\$0.00 \$0.00	\$37,368.29 \$7,166.53	\$1,087.97 \$150.83	\$0.00 \$0.00	\$0.00 \$0.00	\$2,290,839.46 \$439,347.42
Totals	\$2,686,890.86	\$0.00	\$44,534.82	\$1,238.80	\$0.00	\$0.00	\$2,730,186.88

	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	1.66%	3.58%	11.23%	8.29%	5.88%	-	10/26/2011
PENSION	1.66%	3.58%	11.30%	-	-	-	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 NOVEMBER 30, 2019

Municipal Water District of Orange County Combined Balance Sheet As of November 30, 2019

ASSETS Cash in Bank Investments Accounts Receivable Accounts Receivable - Other Accrued Interest Receivable Prepaids/Deposits Leasehold Improvements Furniture, Fixtures & Equipment Less: Accum Depreciation	Amount 112,199.18 18,146,480.41 23,338,821.02 114,659.32 127,426.14 385,781.16 3,833,004.08 573,533.87 (3,135,471.83)
TOTAL ASSETS	\$43,496,433.35
LIABILITIES AND FUND BALANCES Liabilities Accounts Payable Accounts Payable - Other Accrued Salaries and Benefits Payable Other Liabilities Unearned Revenue Total Liabilities	23,535,308.77 558.16 445,837.06 489,754.23 802,012.18 25,273,470.40
Fund Balances Restricted Fund Balances Water Fund - T2C Total Restricted Fund Balances	1,015,885.56 1,015,885.56
Designated Reserves General Operations Grant & Project Cash Flow Election Expense Building Repair OPEB Total Designated Reserves	3,830,240.00 1,500,000.00 696,000.00 444,186.00 297,147.00 6,767,573.00
General Fund General Fund Capital WEROC Capital WEROC Total Unrestricted Fund Balances	3,453,610.06 682,542.68 140,436.58 225,385.05 11,269,547.37
Excess Revenue over Expenditures Operating Fund Other Funds Total Fund Balance TOTAL LIABILITIES AND FUND BALANCES	5,864,211.74 73,318.28 18,222,962.95 43,496,433.35

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

	Month to Date	Year to Date	Annual Budget	% Used	Encumbrance	Budget Remaining
<u>REVENUES</u>						
Retail Connection Charge	0.00	7,888,929.60	7,888,930.00	100.00%	0.00	0.40
Ground Water Customer Charge	0.00	598,248.00	598,248.00	100.00%	0.00	0.00
Water rate revenues	0.00	8,487,177.60	8,487,178.00	100.00%	0.00	0.40
Interest Revenue	43,342.51	234,585.95	580,000.00	40.45%	0.00	345,414.05
Subtotal	43,342.51	8,721,763.55	9,067,178.00	96.19%	0.00	345,414.45
Choice Programs	0.00	1,195,073.28	1,472,622.00	81.15%	0.00	277,548.72
Miscellaneous Income	(0.04)	12,782.78	3,000.00	426.09%	0.00	(9,782.78)
Revenue Other	218.04	1,698.97	0.00		0.00	(1,698.97)
School Contracts	1,407.43	12,618.17	118,213.00	10.67%	0.00	105,594.83
Delinquent Payment Penalty	225.32	225.32	0.00		0.00	(225.32)
Transfer-In From Reserve	0.00	0.00	(42,870.00)	0.00%	0.00	(42,870.00)
Subtotal	1,850.75	1,222,398.52	1,550,965.00	78.82%	0.00	328,566.48
TOTAL REVENUES	45,193.26	9,944,162.07	10,618,143.00	93.65%	0.00	673,980.93

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

	Month to Date	Year to Date	Annual Budget	% Used	Encumbrance	Budget Remaining
<u>EXPENSES</u>						
Salaries & Wages	305,145.09	1,581,122.61	4,052,038.00	39.02%	0.00	2,470,915.39
Salaries & Wages - Grant Recovery	0.00	0.00	(5,500.00)	0.00%	0.00	(5,500.00)
Salaries & Wages - Recovery	(1,142.40)	(5,864.88)	0.00	0.00%	0.00	5,864.88
Director's Compensation	19,957.76	94,487.52	268,132.00	35.24%	0.00	173,644.48
MWD Representation	9,043.36	53,012.80	153,218.00	34.60%	0.00	100,205.20
Employee Benefits	91,116.82	469,846.86	1,261,651.00	37.24%	0.00	791,804.14
CalPers Unfunded Liability Contribution	0.00	207,000.00	207,000.00	100.00%	0.00	0.00
Employee Benefits - Recovery	(217.60)	(1,117.12)	0.00	0.00%	0.00	1,117.12
Director's Benefits	11,399.63	54,077.10	93,947.00	57.56%	0.00	39,869.90
Health Insurance for Retirees	4,048.74	23,728.20	70,287.00	33.76%	0.00	46,558.80
Training Expense	950.00	15,176.42	32,000.00	47.43%	8,895.60	7,927.98
Tuition Reimbursement	0.00	2,552.62	5,000.00	51.05%	0.00	2,447.38
Temporary Help Expense	7,994.86	10,044.66	5,000.00	200.89%	4,005.14	(9,049.80)
Personnel Expenses	448,296.26	2,504,066.79	6,142,773.00	40.76%	12,900.74	3,625,805.47
Engineering Expense	9,841.05	114,726.35	435,000.00	26.37%	215,646.16	104,627.49
Legal Expense	45,414.10	123,275.25	200,000.00	61.64%	125,224.75	(48,500.00)
Audit Expense	4,267.00	19,767.00	29,240.00	67.60%	0.00	9,473.00
Professional Services	68,018.99	360,195.11	1,487,330.00	24.22%	672,059.42	455,075.47
Professional Fees	127,541.14	617,963.71	2,151,570.00	28.72%	1,012,930.33	520,675.96
Conference-Staff	1,064.00	14,661.00	40,535.00	36.17%	449.96	25,424.04
Conference-Directors	(605.00)	5,956.00	28,440.00	20.94%	0.00	22,484.00
Travel & AccomStaff	5,391.86	21,223.96	89,131.00	23.81%	0.00	67,907.04
Travel & AccomDirectors	2,527.99	10,530.83	46,625.00	22.59%	0.00	36,094.17
Travel & Conference	8,378.85	52,371.79	204,731.00	25.58%	449.96	151,909.25
Membership/Sponsorship	52,145.00	118,948.33	114,966.00	103.46%	0.00	(3,982.33)
CDR Support	0.00	25,077.90	50,156.00	50.00%	25,077.90	0.20
Dues & Memberships	52,145.00	144,026.23	165,122.00	87.22%	25,077.90	(3,982.13)
Business Expense	201.57	1,044.34	5,200.00	20.08%	0.00	4,155.66
Maintenance Office	5,427.53	39,769.57	138,527.00	28.71%	95,100.39	3,657.04
Building Repair & Maintenance	604.61	4,296.87	20,000.00	21.48%	5,703.13	10,000.00
Storage Rental & Equipment Lease	258.26	1,276.05	3,616.00	35.29%	1,339.95	1,000.00
Office Supplies	2,702.26	13,738.33	36,000.00	38.16%	9,604.03	12,657.64
Supplies - Water Loss Control	52.53	4,102.11	2,033.00	201.78%	0.00	(2,069.11)
Postage/Mail Delivery	855.13	2,624.99	9,400.00	27.93%	1,725.26	5,049.75
Subscriptions & Books	99.99	380.60	1,500.00	25.37%	0.00	1,119.40
Reproduction Expense	3,455.33	26,433.91	61,000.00	43.33%	1,523.37	33,042.72
Maintenance-Computers	564.72	1,470.61	8,000.00	18.38%	1,948.40	4,580.99
Software Purchase	5,057.10	14,564.46	34,500.00	42.22%	3,678.15	16,257.39
Software Support	4,950.02	24,214.55	59,134.00	40.95%	1,800.00	33,119.45
Computers and Equipment	0.00	19,929.14	49,450.00	40.30%	0.00	29,520.86
Automotive Expense	1,559.28	9,206.44	19,300.00	47.70%	0.00	10,093.56
Vehicle Expense	135.64	943.37	13,160.00	7.17%	0.00	12,216.63
Toll Road Charges	178.45	518.12	2,400.00	21.59%	0.00	1,881.88
Insurance Expense	10,943.13	52,063.97	140,000.00	37.19%	0.00	87,936.03
Utilities - Telephone	1,999.53	9,965.32	25,773.00	38.67%	800.85	15,006.83
Bank Fees	0.00	88.33	1,200.00	7.36%	0.00	1,111.67
Miscellaneous Expense	9,485.50	30,829.33	108,100.00	28.52%	1,287.74	75,982.93
MWDOC's Contrb. to WEROC Depreciation Expense	19,081.50 3,482.30	95,407.50 17,411.48	273,367.00	34.90% 0.00%	0.00 0.00	177,959.50 (17,411.48)
Other Expenses	71,094.38	370,279.39	1,011,660.00	36.60%	124,511.27	516,869.34
·	•					
Building Expense Capital Acquisition	11,869.97 0.00	308,349.17 82,893.25	835,831.00 106,456.00	36.89% 77.87%	212,194.99 0.00	315,286.84 23,562.75
•						
TOTAL EXPENSES	719,325.60	4,079,950.33	10,618,143.00	38.42%	1,388,065.19	5,150,127.48
NET INCOME (LOSS)	(674,132.34)	5,864,211.74	0.00			

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

	Month to Date	Year to Date	Annual Budget	% Used	Budget Remaining
WATER REVENUES					
Water Sales	8,875,326.80	61,317,372.00	232,376,274.00	26.39%	171,058,902.00
Readiness to Serve Charge	838,872.80	4,194,364.00	10,071,282.00	41.65%	5,876,918.00
Capacity Charge CCF	299,996.67	1,499,983.35	3,615,440.00	41.49%	2,115,456.65
SCP/SAC Pipeline Surcharge	27,830.60	159,279.37	350,000.00	45.51%	190,720.63
Interest	1,689.66	9,506.00	20,000.00	47.53%	10,494.00
TOTAL WATER REVENUES	10,043,716.53	67,180,504.72	246,432,996.00	27.26%	179,252,491.28
WATER PURCHASES					
Water Sales	8,875,326.80	61,317,372.00	232,376,274.00	26.39%	171,058,902.00
Readiness to Serve Charge	838,872.80	4,194,364.00	10,071,282.00	41.65%	5,876,918.00
Capacity Charge CCF	299,996.67	1,499,983.35	3,615,440.00	41.49%	2,115,456.65
SCP/SAC Pipeline Surcharge	27,830.60	159,279.37	350,000.00	45.51%	190,720.63
TOTAL WATER PURCHASES	10,042,026.87	67,170,998.72	246,412,996.00	27.26%	179,241,997.28
EXCESS OF REVENUE OVER EXPENDITURES	1,689.66	9,506.00	20,000.00		

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

	Year to Date Actual	Annual Budget	% Used
	7100001	Dauger	70 0 30 u
Spray To Drip Conversion			
Revenues	2,955.39	110,562.00	2.67%
Expenses Excess of Revenues over Expenditures	3,653.85 (698.46)	110,562.00	3.30%
excess of nevertues over experialitures	(038.40)	0.00	
Member Agency Administered Passthru			
Revenues	249,400.00	616,000.00	40.49%
Expenses	191,600.00	616,000.00	31.10%
Excess of Revenues over Expenditures	57,800.00	0.00	
ULFT Rebate Program			
Revenues	3,858.01	27,500.00	14.03%
Expenses	3,793.51	27,500.00	13.79%
Excess of Revenues over Expenditures	64.50	0.00	
HECW Rebate Program			
Revenues	42,102.00	300,000.00	14.03%
Expenses	41,929.98	300,000.00	13.98%
Excess of Revenues over Expenditures	172.02	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			
Revenues	263,236.52	835,776.00	31.50%
Expenses	387,861.54	835,776.00	46.41%
Excess of Revenues over Expenditures	(124,625.02)	0.00	
Comprehensive Landscape (CLWUE)			
Revenues	19,413.00	110,558.00	17.56%
Expenses	31,878.72	116,450.00	27.38%
Excess of Revenues over Expenditures	(12,465.72)	(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	
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	580,964.92	2,370,146.00	24.51%
Expenses	660,447.60	2,376,038.00	27.80%
Excess of Revenues over Expenditures	(79,482.68)	(5,892.00)	
WEROC			
Revenues	324,385.50	652,564.00	49.71%
Expenses	148,816.87	624,478.00	23.83%
Excess of Revenues over Expenditures	175,568.63	28,086.00	



ACTION ITEM

January 15, 2020

TO: Board of Directors

FROM: Administration & Finance Committee

(Directors Thomas, Finnegan, McVicker)

Robert J. Hunter Staff Contact: Cathy Harris,

General Manager Director of Human Resources & Admin.

SUBJECT: Approve Revisions to the Administrative Code Section 1307 and the

General Manager's Performance Evaluation Guidelines

STAFF RECOMMENDATION

It is recommended that the Board of Directors approve the proposed revisions to Administrative Code Section 1307 and to the General Manager's Performance Evaluation Guidelines, as presented.

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

SUMMARY

During the General Manager's evaluation process in November, it was recommended that a change be made to the current timeline of the General Manager's Performance Review to be more in line with the budget fiscal year which runs from July 1 to June 30. Attached are the proposed redline changes for consideration.

DETAILED REPORT

Budgeted (Y/N): Y	Budgeted a	amount: NA	Core X	Choice
Action item amount: NA	4	Line item: NA		
Fiscal Impact (explain if	unbudgete	d):		

BOARD OPTIONS

Option #1 Approve the proposed changes to the General Manager's Performance Review Process to be consistent with the timing of the budget thus improving efficiencies.

Fiscal Impact: None

Option #2 Do not approve the proposed changes to the General Manager's Performance Review Process

Fiscal Impact: None

STAFF RECOMMENDATION

Option # 1 - Approve the proposed changes to the General Manager's Performance Review Process to be consistent with the timing of the budget thus improving efficiencies.

§1307 GENERAL MANAGER

a. Powers and Duties of the General Manager

The Board employs a General Manager to carry out its policies, manage MWDOC operations and provide day-to-day supervision of MWDOC employees and control of MWDOC expenditures, and the Board has determined that clear delineation of the General Manager's authority is essential to effective MWDOC management. The General Manager may appoint a designee to act on his behalf in cases of his temporary absence.

Specifically, the Board delegates to the General Manager or his designee the authority to:

- 1) make and carry out management decisions in conformity with Boardestablished MWDOC policies;
- 2) employ, terminate, assign duties to, and direct the day-to-day activities of all MWDOC employees consistent with California law and the policies and procedures set forth in the MWDOC Personnel Manual. The Board retains authority to employ, terminate, and assign duties to the General Manager, Secretary, Treasurer, and Legal Counsel. The Board retains authority to establish salary ranges for all employees, and to authorize employee travel on MWDOC business outside the State of California;
- establish MWDOC employee job classifications and descriptions, subject to periodic review of overall personnel utilization by Board. The Board retains authority to control overall staffing levels by setting number of authorized positions;
- 4) direct activities of contractors performing services for MWDOC including the authority to retain, define the scope of efforts of, and dismiss consultants;
- 5) manage MWDOC financial operations, oversee the investment of MWDOC funds and assure MWDOC funds are expended in conformity with Boardapproved budgets and applicable laws. Annual budget shall be proposed in form and at level of detail as determined by Board. Upon Board approval of budget, General Manager shall have authority to commit budgeted funds for purposes and up to limits authorized for each budget category. When not authorized by the budget, the General Manager shall seek specific authorization from the Board to expend budgeted sums in excess of \$25,000 for any contract or purchases except as otherwise authorized in Exhibit A (Section 8000); General Manager shall review budget status quarterly with Board, and shall propose corrective action if revenues or expenditures vary materially from budget. The General Manager shall have the authority to move budgeted funds within and between cost centers, however the General Manager must notify the Board when moving funds between cost centers. Board approval is required to move funds from Choice to Core budget items, between Choice programs, and to re-allocate grant funding. Unless the movement of Choice funds is deemed to be an emergency, Member Agencies shall be notified and have the

- opportunity to comment on the proposed action at both a MWDOC Committee and Board meeting.
- 6) expend non-budgeted funds to meet an emergency which adversely affects, directly or potentially, ability of MWDOC to perform its services; which puts MWDOC property or personnel in jeopardy; or which may jeopardize health or property of the community or its residents. General Manager shall determine that an emergency exists and shall inform Board of the emergency, at the earliest opportunity, the steps taken and expenditures incurred to meet it;
- 7) propose and carry out, upon Board approval, MWDOC management objectives and plans;
- 8) remove or prohibit an item that has passed through a Committee from being presented to the full Board (only with the concurrence of the Committee Chair);
- 9) Board retains to itself, sole authority to accept and convey, on behalf of MWDOC, real property or real property rights, and water and capacity rights.

b. Rights and Benefits of General Manager

Unless otherwise set forth in this Administrative Code, the employment rights and benefits for the General Manager are limited to those enumerated in the General Manager's written employment contract with MWDOC. No employment rights or benefits for the General Manager are contained in the MWDOC Personnel Manual.

c. Compensation of General Manager

The salary of the General Manager shall be fixed at a flat rate set by the Board of Directors upon recommendation by the Executive Committee. Merit increases will be instituted in accordance with the approved Pay Increase Guidelines included in the Board Performance Evaluation Policy.

d. General Manager's Evaluation Process

The General Manager's evaluation process shall be in accordance with the Board Performance Evaluation Policy, as follows:

- On a quarterly basis the General Manager is expected to report on progress in attaining goals
- The performance appraisal will cover the prior fiscal year period of July 1 to June 30
- The performance appraisal is completed in October July
- A mid-year update may be conducted in March January of each year
- The Board shall conduct the appraisal interview with the General Manager in closed session

Specific details on the evaluation process is included in the Board Performance Evaluation Policy regarding Evaluation of the General Manager and can be obtained from the District Secretary and Human Resources.

R1201- 8/24/83; Motion - 4/21/93; Motion - 11/25/96; Motion 5/18/05; Motion 4/18/12; M-6/17/15



Board Performance Evaluation Policy: Evaluation of General Manager

Updated

October 21, 2015 January 15, 2020

1.0 What is the purpose of the General Manager's Performance Appraisal Plan?

- 1.1 There are a number of desired outcomes that can be achieved through the General Manager's Performance Appraisal Plan, including the ability to:
 - Organize and establish Board priorities and link General Manager's goals with the strategic planning, working planning, and budgeting processes.
 - Set specific and objective measures in cooperation with the General Manager, and provide open and meaningful feedback regarding performance expectations.
 - Reference to the duties outlined in the General Manager's Job Description

2.0 GM Performance Appraisal Process

- 2.1 The Performance appraisal will cover the prior fiscal year period of July 1st to June 30th.
- 2.2 Board President or designee discusses the proposed evaluation process with the Board during the month of SeptemberJune with the process completed in the month of October July.
 - 2.2.1 At the Board's discretion, the standard GM Evaluation Form may be used.
- 2.3 The performance appraisal is completed in October July.
- 2.4 At the Board's discretion, a Mid-Year update may be conducted in March January of each year.
- 2.5 At the Board's discretion, a quarterly progress meeting (October, January, April, July) may be held with the GM and the Board to discuss progress on goals.
- 2.6 Based on the GM's overall performance and budget, the Board will determine General Manager's compensation increase. The Board may also take into consideration survey data of comparable GM salaries.
- 2.7 Upon completion of the Performance Appraisal by the Board, a closed session will be held with the Board and the General Manager to discuss the Performance Review.
- 2.8 Based on the outcome of the Performance Appraisal, documentation will be finalized and executed and copies will be provided to the General Manager and placed in the GM's Personnel file accordingly.

3.0 SETTING OF FUTURE GOALS AND OBJECTIVES FOR NEXT PERFORMANCE APPRAISAL PERIOD:

3.1 During the Performance Appraisal process the Board and the General Manager will develop goals and objectives for the next review period.



MWDOC Public Affairs: Focus, Value, Momentum

MWDOC Public Affairs Administration & Finance Committee 01.08.2020

Discussion Items

MWDOC

Who We Are

- MWDOC Public Affairs Staff
 - Responsibilities
 - Professional

Organizations/Accomplishments

Where We've Been 02 Where vve vo ≥ 2019 Snapshot

- - Outreach Programs and Activities
 - Hands-on Water Education
 - Team Achievements/Awards









Certifications and Professional Organizations



J. Lindsey Wolf
PIO Institute Certifications
Just over 100 graduates in the state



Social Media Certified Professionals



Crisis Communications Certified Professional



Event Marketing Certification



Department of Defense -Basic Public Affairs Certification



Department of Defense – Electronic Journalism and Media Certification



State Leadership Council Member



UCI OC Alumni Chapter Marketing Chair





Members: Public
Relations Society of America



Members: OC Public Relations Society of America



Member: International Association of Business Communicators

... brings a powerful, tactical sense to communication planning based in solid research and clear objectives.

Steve Creech, President, Wyland Foundation



Capturing hearts and minds takes creativity and talented people. We are proud to partner with MWDOC."

Wyland, World-Renowned Artist

The Bottom Line

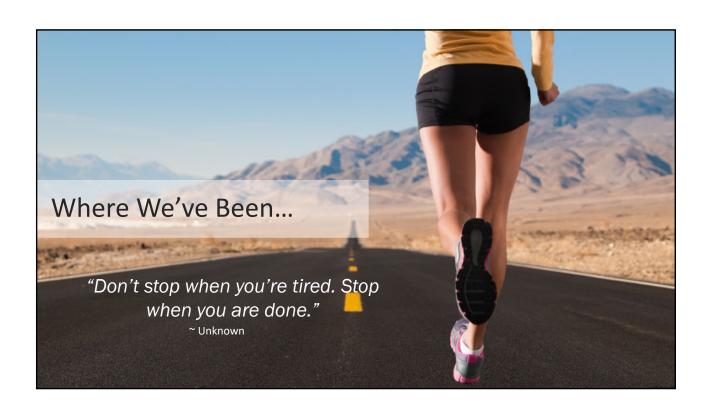
... exuded exceptional leadership and support skills. Passion, enthusiasm, and tenacity are clearly evident.

> Rob Starr, Director Strategic Technologies, Toro

7.7 ... approached the project with an open mind, offering ideas for engagement that would connect young people in a meaningful way.

> Lori Kiesser, Development Officer, Inside the Outdoors

6





2019 Snapshot — Hands-on Water Education









Program Changes

- New program contractors
- New grade levels: K-12
- Teacher-focused feedback

New Opportunities

- WEEA Membership
- NGSS Statewide/OC Rollouts
- Speaking Engagements

Growing Partnerships

- Environmental Literacy
- MWD Education Coordinators
- DWR Water Education Committee

Team Achievements and Awards



MWDOC.com | Social Media | MWDOC-Wyland PSA | Wyland Mayor's Challenge Media Kit Communications Program & Plan | MWDOC Brand Identity | Girl Scouts Patch Program

MWDOC Branding | Social Media Best Use Overall | MWDOC-Wyland Pocket Park

MWDOC Logo Design | Inspection Trip Electronic Invitation

Girl Scouts Patch Program — Patch Design

MWDOC-Hashtag Pinpoint Social Media Strategy — Video Marketing

Digital Media: Website — MWDOC.com

"It is wonderful that your agency is setting such a powerful example to other water districts around the state that education matters."

William Andrews, Founder, CREEC, and California Environmental Education Foundation

Thank you for contributing to the session...The [educators] expressed broad appreciation...you gave them a better understanding of how to work more effectively with community partners."

Dr. Jerry Lieberman, Director, State Education and Environment Roundtable

The Bottom Line

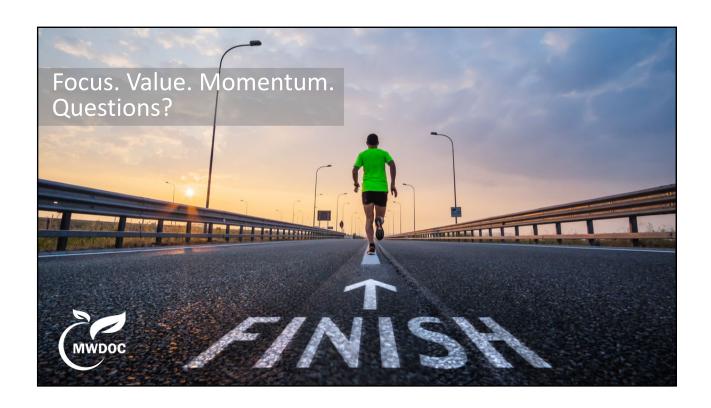
[My children] look forward to crafting their art through your contest each year in hope of evoking emotions to save our planet through water conservation..."

> Wynn Ngo, Parent, MWDOC Poster Contest Winner

77 I liked it so much, I asked them back for next year. The watershed and water quality information is part of the AP Environmental Science curriculum and very helpful for the students."

AP Environmental Science Teacher, El Toro High School

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Department Presentation: Governmental Affairs



Heather Baez, Governmental Affairs Manager Municipal Water District of Orange County

Administration and Finance Committee

January 8, 2020

Department Overview: Governmental Affairs

- Federal Advocacy
- State Advocacy
- Local Advocacy
- Special Projects
- Grants Tracking and Reporting



Department Staff

- One full time employee
- Collaboration with other departments
- Core funded
- Cost Center 31
 - ▶ FY 2019/20 Budget = \$495,902



Heather Baez Governmental Affairs Manager



Department Activities

Advocacy and Outreach

- **Federal**
- State
- Regulatory
- Local

MWDOC

- County
- OC LAFCO
- Regional Coalitions
- Metropolitan
- **Member Agencies**



Jim Barker Federal Advocacy



John Lewis **Local Advocacy**



Syrus Devers State Advocacy



Dick Ackerman Regulatory Advocacy 4





2019 Department Accomplishments

Federa

- Appropriations Language Requests
 - Ensured the \$8.3M Bureau of Reclamation grant for the Doheny Desalination Project was in both the House and Senate Bills
- Colorado River Drought Contingency Plan
 - Engaged in legislation of the Authorization Act consistent with the seven basin states related agreements
- Outreach
 - Met with district staff for the following offices
 - Cisneros, Porter, Correa, Rouda, and Levin
 - Co-hosted two Community Leaders Briefings with MWD
 - Rouda and Correa
 - Arranged a briefing and tour of the Diemer Treatment Plant
 - Cisneros

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2019 Department Accomplishments (Continued)

State

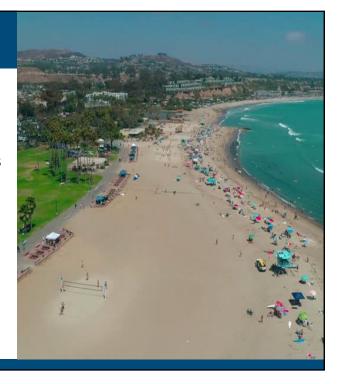
- California WaterFix and EcoRestore
 - Defeated hostile legislation
 - ♦ SB 204 (Dodd)
 - ▲ AB 1194 (Frazier)
- Safe and Affordable Drinking Water
 - Engaged in working group/s on an alternative proposal
 - ♦ SB 669 (Caballero)
 - Opposed proposal/s that include a tax or fee on ratepayers
 - ▲ AB 217 (E. Garcia)
 - Supported effort(s) for a tax alternative solution
 - ♦ SB 200 (Monning/E. Garcia)
 - ▲ AB 74 (Ting)



2019 Department Accomplishments (Continued)

State

- Doheny Desalination Project
 - Worked collaboratively to ensure South Coast Water District could access awarded state bond and revolving funds
 - ▲ AB 1752 (Petrie-Norris)
- Outreach
 - Met with staff of <u>every</u> member in the Orange County delegation in the district and/or Capitol offices



2019 Department Accomplishments (Continued)

Special Projects

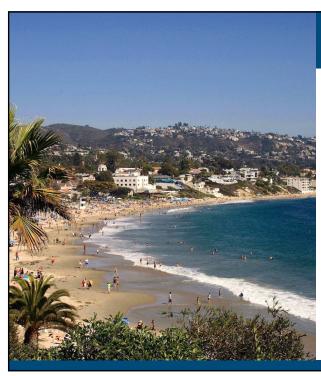
- OC LAFCO Municipal Service Review (MSR)
 - Coordinated meetings and materials for MWDOC's upcoming MSR
- WACO
 - Coordinated the speaker(s) and programs for seven meetings in 2019
- Delta Stewardship Council Meeting
 - Hosted first ever meeting in Southern California September 26
- - Coordinated three working group meetings
 - Worked with legal counsel to have baseline policy written as a guideline for member agencies
 - Had written policy translated into five additional languages
 - Facilitated roundtable discussions



2019 Department Staff Accomplishments

- Heather Baez appointed to 3 Legislative Committees
 - California Special Districts Association (CSDA)
 - California Municipal Utilities Association (CMUA)
 - Association of California Water Agencies (ACWA), State Legislative Committee
- MWDOC recipient of 2 Legislative Outreach Awards
 - Top Outreach Agency in ACWA's Region 10
 - ACWA Most Active Small Agency of 2019





Grants Program 2019 Highlights

About the Program

- 20 Agencies Participating
- - 33 new projects were added in 2019

Program Success

- 10 Agencies inquired about 13 Funding Programs
 - ♦ 23 Go/No-Go evaluations completed
 - 11 Funding applications pursued with Soto Resources
- 4 Grants Awarded and 1 Loan Selected
 - ~\$11.1 Million total funding awarded
 - ~\$110 Million total loan funding
- 3 Grants Pending Results
 - ~\$28 Million total grant funding

11



Questions



12



Administration Department



Cathleen Harris, Director of Human Resources & Administration Municipal Water District of Orange County 01.08.2020

Meet the Team



Director of HR & Admin.



Maribeth Goldsby Sr. Executive Asst. to the Board



Katie Davanaugh Sr. Executive Assistant



Tina Dubuque **Executive Assistant**





Michelle DeCasas Administrative Assistant



Pari Francisco



Leah Frazier Administrative Assistant





2

Administration Department

- Administration Department Core Budget = \$3,635,704
- 34% of Budget
- Portion of other staff salaries and benefits are charged to the Administration Department

Board Admin \$1.2m General Admin Personnel \$0.3m Overhead \$0.6m \$1.5m

Board

General Administration

Department Budget

Overhead

Personnel

3

Administration Department Provides Support in the following areas:

- Board Administration
 - Director Support
 - Attend, prepare and compile Board and Committee Agendas and minutes to ensure compliance with all applicable State and Federal laws
 - Ensure compliance with District Administrative Code and Contracts Manual and ensure publication of required legal notices





Administration Department Provides Support in the following areas:

- **General Administration**
 - Provide support to all departments
 - Coordinate with OCWD on front desk coverage
 - Coordinate meeting set-ups
- **Records Management**

MWDOC

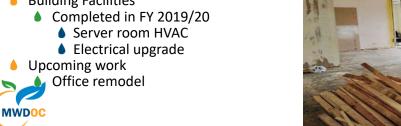
- Oversee and maintain the Electronic Records Management System - Laserfiche
- Train staff on policies related to accessing, storing and transmitting electronic records
- Ensure all required documents are retained in accordance with retention schedule & legal requirements





Administration Department Provides Support in the following areas:

- **Database Management**
 - Oversee and maintain ACT Database Management System used as the repository for District contacts for various lists used for outreach efforts, i.e. mass mailings and the MWDOC Member Agency Directory
 - Provide a centralized database as a resource for staff in improving efficiencies
- Overhead
 - **Building Facilities**





Administration Department Provides Support in the following areas:

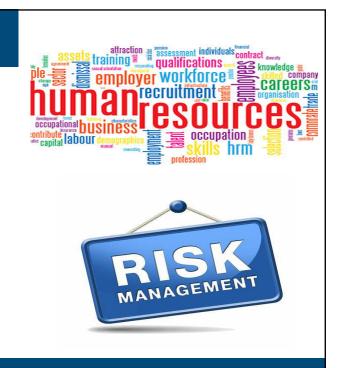
Personnel

- Recruitment, selection, screening and orientation
- Utilize Neogov software for recruitment and tracking of applicants
- Benefits Administration
- Compensation Administration
- General Personnel Administration Keeping all required documentation on Employees
- Employee Training
- Participate in Health Fair with OCWD & Received Wellness Grant through ACWA/JPIA

Safety and Risk Management

- Workers Compensation, Liability and Property Insurance
- Safety oversight





Administration Department Provides Support in the following areas:

- Currently working on
 - Improving the Performance Evaluation Process
 - Implement a new format
 - Employee Training on Communication and Interpersonal Skills, Building Trust/Crucial Conversations
 - Prototype to be rolled out in May and full implementation in Fall 2020
 - Implementation of training for all Managers and Supervisors
 - Succession Planning for upcoming retirements
 - Implementation of new policies and procedures for new field staff continuing effort in monitoring and identifying training and policies
 - Coordination with engineering staff and consultant on building remodel efforts
- Future
 - Continued staff training and development
 - Workplace Climate Survey distributed to staff in early December –anticipating survey results to review and determine focus areas for FY 20/21
 - Building improvements





Questions?
Thank you!



Finance and Information Technology (IT)



Hilary Chumpitazi, Accounting Manager Municipal Water District of Orange County

January 08, 2019

Meet the Team



Hilary Chumpitazi Accounting Manager



Lina Gunawan Sr. Accountant



Mary Snow Accountant



Jeff Stalvey Sr. Financial/Database Analyst



Patrick Dinh Network Systems Engineer

5 Full Time Employees Provide support to all District staff



Finance Department provides support in the following areas:

Accounting

- Process on average \$14.4 million in revenues and expenses monthly
- ▶ Earn on average \$46,000 of interest monthly
- Employee and Director payroll and business expense reimbursement
- Accounts Payable and Receivable
- Fixed Assets
- Approve turf and spray to drip rebates in Droplet
- Process all WUE's conservation rebates
- Invest all receivables within one business day
- Monitor investments monthly to ensure compliance with our Administrative Code
- Monthly and annual financials
- Annual Audit
- File 600 1099-MISC forms with IRS yearly
- Ad Hoc reports
- Provide the accounting for other departments events
- Respond to all requests in the same day





Finance Department provides support in the following areas:

Finance/Database Analysis

- Annual Budget
- Produce timely water billing to our member agencies
- Work closely with WUE and their grants
- Balance WUE funds
- Maintain WUE's website
- Bank reconciliation
- Create Ad Hoc reports from our accounting software
- Assist in the financial development of new Shared Services
- ▲ Annual State Reporting
- Backup for IT and Payroll





IT Department provides support in the following areas:

- Prevents 117,100 external threats on our server monthly
- Blocks 24,534 emails monthly
- Rejects 16 threats/viruses monthly
- Monitors IT equipment in server room 24/7
- Disaster Recovery and support for the District WEROC and their EOC's
- Ensures uninterrupted service to the districts phones, computers, internet and equipment. Including network security and connectivity
- Purchases equipment with the best quality for the best value
- Responds to requests and resolves quickly





5

Questions? Thank you!







DISCUSSION ITEM

January 8, 2020

TO: Administration & Finance Committee

(Directors Thomas, Finnegan, McVicker)

FROM: Robert Hunter, General Manager

Staff Contact: Hilary Chumpitazi

SUBJECT: Fiscal Year (FY) 2019-20 Budget Year-End Projections & Conceptual FY

2020-21 Budget Review

STAFF RECOMMENDATION

Staff recommends the Administration & Finance Committee discuss the budget year-end projections, upcoming budget process & key assumptions, and direct the General Manager as appropriate.

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

REPORT

Projected Year-End Estimates for FY 2019-20

As staff begins preparation for the upcoming budget, initial projections have been prepared for the remaining months of the current fiscal year in order to calculate the FY 2019-20 Year-End estimates. It is important to note, these projections utilize only five months of actual expenditures and estimate the remaining seven months in order to meet the budget schedule. Preliminary variance estimates for the FY2019-20 core budget include:

1. The total variance for the Core Budget is projected to be \$38,978 (0.4%) over budget including revenues being \$57,400 under budget and expenses being \$18,422 under budget. The budgeted contribution to reserves was \$42,870 but the projected contribution to reserves is only \$3,892. Of much greater significance than this budget variance was the required change to the election reserve necessitated by the October 30, 2019 correspondence from the Orange County Registrar of Voters

Budgeted (Y/N): N	Budgeted a	amount: n/a	Core _X_	Choice
Action item amount: No	one	Line item:		
Fiscal Impact (explain if	unbudgete	d):		

which indicated the new projected election cost would be in the range of approximately \$262,000 to just over \$333,000 per division. This brings the estimated maximum cost for four division elections to \$1,332,740. An additional election reserve contribution of \$637,000 is included in the projected expenses for FY 2019-20.

- 2. On the revenue side, interest revenue is projected to be \$70,000 less than budgeted but miscellaneous income will be approximately \$12,000 greater than budgeted. Overall revenue variance is expected to be 0.6% below budget.
- 3. On the expense side and including the significant shift in election reserve contributions, expenses are projected to be 0.2% below budget. Major below budget expense categories include Engineering Expenses (\$157,400), Salaries & Wages (\$148,120), and Professional Fees (\$129,149).
- 4. The MWDOC building project is progressing but has been delayed by several necessary system improvements to the electrical and HVAC systems. The renovation plans are now in the second review cycle with the Fountain Valley Permitting Department and the bulk of the construction work will occur in both this but mostly next fiscal year. Therefore, \$859,057 in Building Expense has been carried over into the FY 2020-21 budget.

Projected Reserve Fund Balances

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

The MWDOC designated reserve targets for FY20-21 and the planned reserve balances for FY2019-20 (financial audit balances + Election Reserve projected funding) are summarized in the table below. The total unfunded balance is \$109,715 (i.e., Total Target (-) Total Planned Balance). As indicated in #1 (above) a total of \$3,892 is projected to be available for contribution to reserves from the FY2019-20 operations. These funds are allocated to the General Operations Reserves as indicated in the table column "FY2019-20 Projected Year End Reclass to Reserves". This will result in an unfunded total reserve balance of \$105,823.

Therefore, the goal for rate setting in the FY2020-21 budget will be to have a budget surplus of \$105,823 to fully fund the reserves.

Designated Reserves	# Days Cash	FY 2020-21 Target Reserve	FY 2019-20 Planned Reserve Balance	FY 2019-20 Projected Year End Reclass to Reserves	FY 2020-21 Projected Reserve Balance
General Operations Grant & Project Cash Flow	90- 180	\$ 3,931,515	\$ 3,830,240	\$ 3,892	\$ 3,834,132
Building Reserve	10-15	452,626	444,186	-	444,186
Election Reserve	N/A	1,332,740	1,332,740	-	1,332,740
OPEB Reserve est.9/2018	N/A	297,147	297,147	-	297,147
TOTALS		\$ 7,514,028	\$ 7,404,313	\$ 3,892	\$ 7,408,205

MWDOC Budget Process FY 2019-20

Again this year, MWDOC will operate under the accelerated budget schedule under which deadlines are moved up one month from previous years. This schedule change, to adopt the final MWDOC budget one month earlier (April), was implemented to facilitate the budget and rate schedules of our member agencies. Under this schedule, the Year-End Projections and Conceptual Budget (assumptions) are discussed at the January 8th Administration & Finance (A&F) Committee, followed by the first draft budget presented at the February 12, 2020 A&F Committee meeting. The final budget is scheduled for approval by the MWDOC Board of Directors at the April 15, 2020 Board meeting.

Similar to last year, the Choice budget elections and commitments will lag behind this proposed schedule and staff will bring back to the Board a revised Final Choice Budget in September 2020 to reflect the reconciliations and final program commitments of our Member Agencies. These changes will not impact the rates and charges passed in April for Core activities.

Proposed Key Additions & Assumptions for Developing the FY 2019-20 Draft Budget

In preparation of the Proposed Budget for FY 2019-20, staff has begun assessing the following key additions and assumptions:

- Based on the formula adopted in last year's budget process, the working Compensation Pool increase for the budget is 5.9% based on a projected annual regional CPI of 3.2%.
- No new FTEs are proposed at this stage of the budget process for FY2020-21.
- It is believed that several new organization memberships and conferences will be considered during the budget process based on the number of additions granted in FY2019-20.
- Four division seats are up for election in the coming fiscal year and will be funded in the budget.

- The bulk of the building remodel construction and expenses will be realized in FY2020-21.
- Metropolitan activities will focus on the Integrated Resource Plan, rate considerations, and the delta conveyance issues.
- Engineering staff will focus on water supply projects, the coordination of Metropolitan repair projects and the water system operations and potential water quality impacts of supply projects.
- Work is expected to increase associated with the small non-compliant water systems issue.
- Priority work will also include efforts related to the pump-in of the EOCF#2, the IRWD Regional South County Interconnection work, and the development of a hydraulic model of the OC regional distribution system and incorporation of water quality modules into the hydraulic model.
- Next fiscal year is expected to include major milestones in the permitting for both the Poseidon and Doheny desal projects.
- The Water Loss program will enter its second year of operation with several adjustments in services.

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



Administration Activities Report

December 6 - December January 2, 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. Responded to two Public Records Act request. Continued review of Laserfiche filing system improvements. Continued to work with staff training/cross training. Coordinated logistics for Special Board meeting Consolidation of 2018-2019 Conference and Travel Budget figures. Registration and travel arrangements for D.C. Trips, CESA Conference, ACWA DC 2020, AMWA Water Policy Conference, AWMA Meeting, AWWA Cal Nevada & National Conf. Spring, ACWA 2020 Legislative Symposium, Working with Government Affairs on scheduling travel for ACWA, CMUA, and CSDA Legislative Committees. Barker Leavitt, BBK & Lewis Consulting 2020 Agreements. 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, ACWA 2020 CSMFO Conference, PRSA Conference, GFOA Seminar, CalDesal 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.
	 Staff is in the process of transitioning document storage from Iron Mountain to Corodata.



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Records Management	 Purge of documents slated for destruction on 12/31/2019 is in process.
	Staff will schedule the annual Records Management
	review/audit for April.
Recruitment/Departures	Recruitment is under way to fill the Water Use Efficiency
	Analyst II.
	The Intern, Leak Detection Assistant is anticipated to start on January 7 th
	The Director of Emergency Management position has been
	filled.
	Jeannie Bui, Student Intern for Public Affairs, will be
	departing on January 13 th and staff will begin recruitment
	for a replacement
	The Sr. Engineer position is being evaluated.
Projects and Activities	Coordination efforts continue with IDS Consultants and
	Engineering, regarding building improvements and seismic retrofits.
	Staff is evaluating workstations and furnishings for office renovations.
	Staff is working with the Municipal Resource Group (MRG) on staff training workshops.
	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. All responses
	are being gathered by MRG.
	Staff participated in Operation Santa for holiday giving.
	The annual staff holiday luncheon was held on December 18 th .
	Mandatory Employee training on Harassment and the
	District's Grievance Policy and Procedures was held on December 17 th .
	Staff participated in interviews for the Leak Detection Intern position.
	 Staff is working on budget projections and upcoming budget for 2020/21.
Health Benefits	The representative from Colonial Life met with staff to
	review current voluntary benefit options, such as cancer
	insurance, accident insurance and life insurance.



INFORMATION ITEM January 8, 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
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.	20%	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	100%	12-31-19	Completed
Disposal of non-functional and obsolete electronic equipment	10%	03-31-20	In Progress
Replace network color printer and 2 Department printers	60%	03-31-20	In Progress
Perform annual Business Continuity Plan Exercise and Testing.	30%	03-31-20	In Progress

FY 2019-20 Completed Special Tasks

Description	% of Completion	Estimated Completion date	Status
<u>Finance</u>			
State Tax filing for Water Facilities FY18-19	100%	11-30-19	Completed
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
Information Technology			
Upgrade Network Attached Storage device for Backups	100%	12-31-19	Completed



January 8, 2020

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.

- OC Water Usage, Monthly by Supply in November.

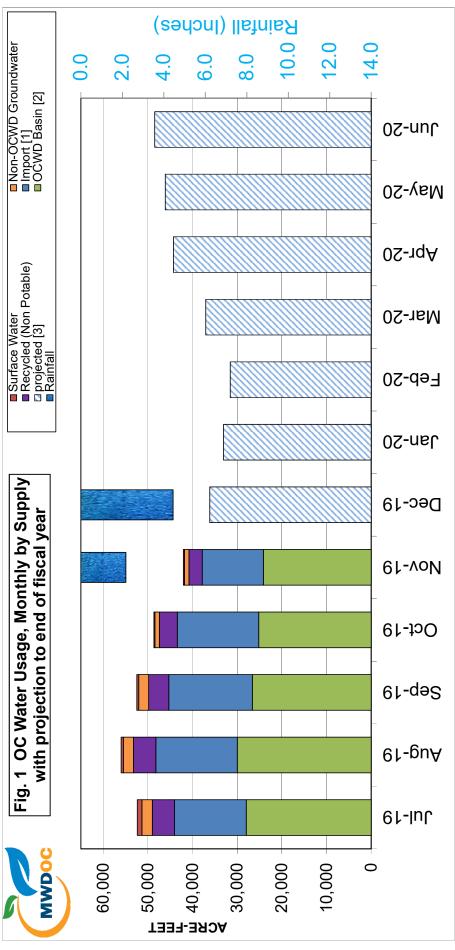
 OCWD Groundwater was the main supply in November.
- OC Water Usage, Monthly, Comparison to Previous Years
 Water usage in November 2019 was slightly above average compared to the last 5 years. We are projecting a slight increase in overall water usage compared to FY 2018-19. It has been 33 months since all mandatory water restrictions were lifted by the California State Water Resources Control Board.
- Historical OC Water Consumption Orange County M & I water consumption is estimated to be 528,000 AF in FY 2019-20 (this includes ~15 TAF of agricultural usage and non-retail water agency usage). This is about 12,000 AF more than FY 2018-19 and is about 12,000 AF less than FY 2017-18. Water usage per person is projected to be slightly higher in FY 2019-20 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 a	amount: N/A	Core X	Choice
Action item amount: N/	A	Line item:		
Fiscal Impact (explain if	unbudgete	d):		

(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.

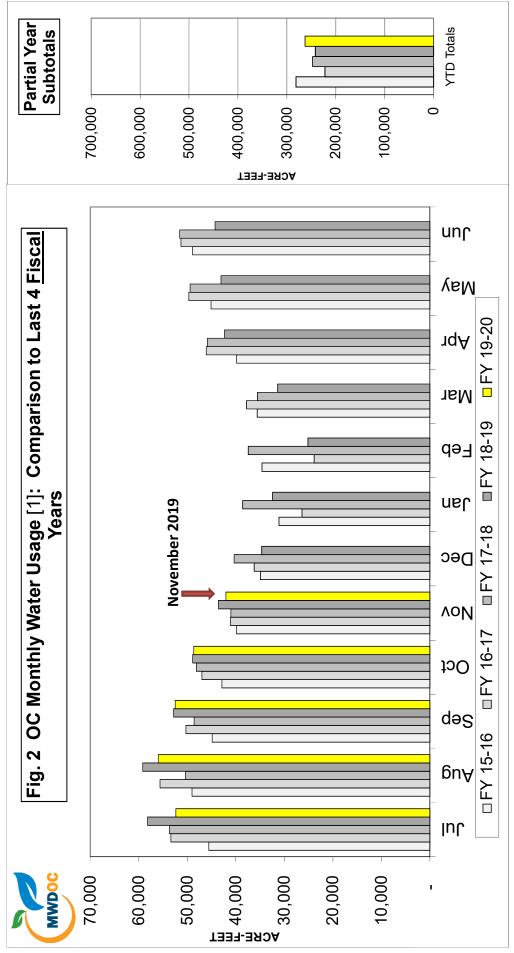
- Orange County's accumulated precipitation through *late December* was above average for this period. Water year to date rainfall in Orange County is 6.62 inches, which is 179% of normal.
- Northern California accumulated precipitation through *late December* was 72% of normal for this period. Water Year 2019 was 137% of normal while water year 2018 was 82% of normal. The *Northern California snowpack* was 82% of normal as of December 31st. As of late December, 0.00% of California is experiencing moderate drought conditions while 3.57% of the state is experiencing abnormally dry conditions. The State Water Project Contractors Table A Allocation was initially set at 10% in December 2019.
- Colorado River Basin accumulated precipitation through late December was 92% of normal for this period. The Upper Colorado Basin snowpack was 120% of normal as of December 30th. Lake Mead and Lake Powell combined have about 66% of their average storage volume for this time of year and are at 46.8% 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 late December, Lake Mead levels were 15.28' above the "trigger" limit. The USBR predicts that the start of 2020 will not hit the "trigger" level but there is a 4% chance that the trigger level will be hit in 2021 and a 24% chance in 2022.



Imported water for consumptive use. Includes "In-Lieu" deliveries and CUP water extraction. Excludes "Direct Replenishment" deliveries of spreading water and deliveries into Ξ

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 water demand and historical monthly demand patterns. <u>2</u> € 4

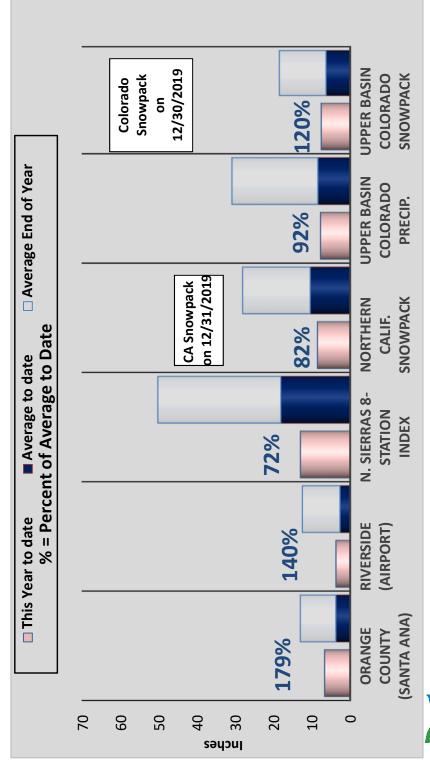
Total water usage includes IRWD groundwater agricultural use and usage by non-retail water agencies.



Sum of <u>Imported</u> 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 and excludes GWRS production). Recent months numbers include some estimation. Ξ

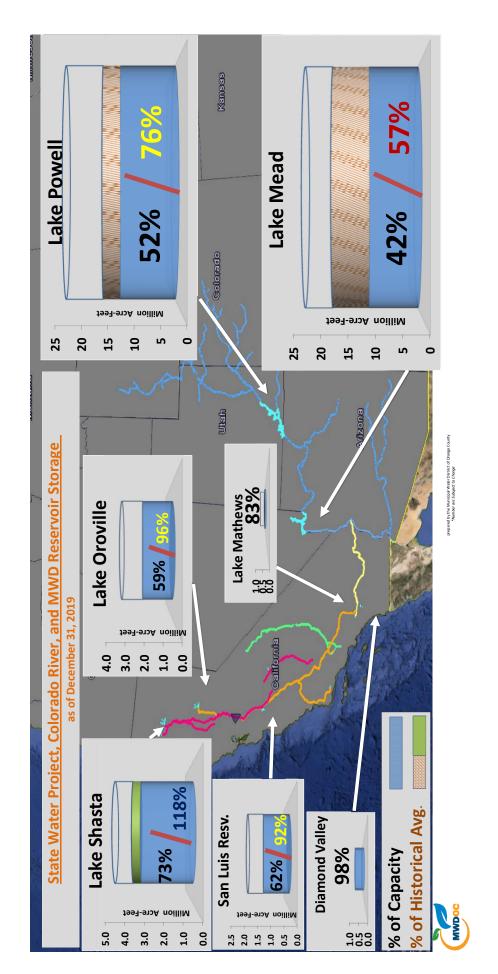
Accumulated Precipitation

for the Oct.-Sep. water year, late December 2019

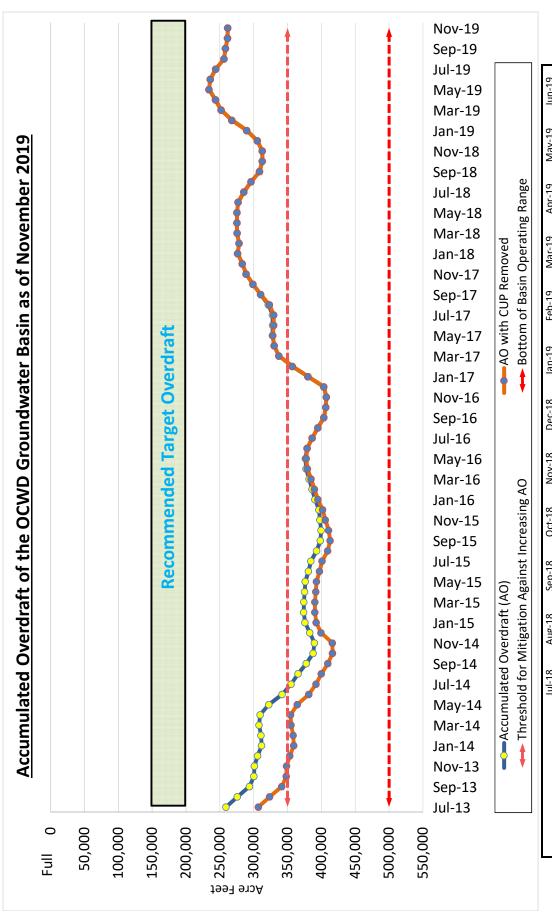




* The date of maximum snowpack accumulation (April 1st in Northern Calif., April 15th in the Upper Colorado Basin) is used for year to year comparison.







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							261,645	261,464	258,446	256,239	244,057	AO w/CUP removed (AF)
							261,645	261,464	258,445	256,239	244,057	AO (AF)
Jun-20	Apr-20 May-20		Mar-20	Feb-20	Jan-20	Nov-19 Dec-19	Nov-19	Oct-19	Sep-19	Aug-19	Jul-19	
236,005	234,048	243,604	251,876	267,879	289,860	305,367	312,782	312,758	308,748	296,106	285,494	AO w/CUP removed (AF)
236,005	234,048	243,604	251,876	267,879	289,860	305,367	312,782	312,758	308,748	296,106	285,494	AO (AF)
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