

MEETING OF THE BOARD OF DIRECTORS OF THE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Jointly with the
ADMINISTRATION & FINANCE COMMITTEE

August 12, 2020, 8:30 a.m.

Due to the spread of COVID-19 and as authorized by the Governor's Executive Order, MWDOC will be holding all upcoming Board and Committee meetings by Zoom Webinar and will be available by either computer or telephone audio as follows:

Computer Audio: You can join the Zoom meeting by clicking on the following link:

<https://zoom.us/j/8828665300>

Telephone Audio: (669) 900 9128 fees may apply
(877) 853 5247 Toll-free
Webinar ID: 882 866 5300#

A&F Committee:

Director Thomas, Chair
Director Finnegan
Director Dick

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

Ex Officio Member: Director Tamaribuchi

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

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

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

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

PROPOSED BOARD CONSENT CALENDAR ITEMS

1. TREASURER'S REPORT
 - a. Revenue/Cash Receipt Report – July 2020
 - b. Disbursement Approval Report for the month of August 2020
 - c. Disbursement Ratification Report for the month of July 2020

- d. GM Approved Disbursement Report for the month of July 2020
 - e. Water Use Efficiency Projects Cash Flow – July 31, 2020
 - f. Consolidated Summary of Cash and Investment – June 2020
 - g. OPEB and Pension Trust Fund monthly statement
2. FINANCIAL REPORT
- a. Combined Financial Statements and Budget Comparative for the Period ending June 30, 2020
 - b. Quarterly Budget Review (deferred to FY 2019-20 Audited Annual Financials)

ACTION ITEM

- 3. AWARD CONSTRUCTION CONTRACT FOR ADMINISTRATION BUILDING SEISMIC RETROFIT AND REMODEL
- 4. APPROVAL OF ALLEN MCCOLLOCH PIPELINE (AMP) CAPACITY FLOW WAIVER FOR THE CITY OF SAN CLEMENTE
- 5. REVISIONS TO ADMINISTRATIVE CODE SECTIONS 8000 TO 8005 REGARDING CONTRACTS

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

- 6. UPDATE ON CONSTRUCTION AND DESIGN FLEXIBILITY TO ADDRESS COVID-19 SAFETY ISSUES (Oral Report)
- 7. SEMI-ANNUAL OVERTIME REPORT
- 8. DIRECTORS ACTIVITIES REPORT
- 9. DEPARTMENT ACTIVITIES REPORTS
 - a. Administration
 - b. Finance and Information Technology
- 10. MONTHLY WATER USAGE DATA, TIER 2 PROJECTION, AND WATER SUPPLY INFORMATION

OTHER ITEMS

- 11. 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
July 2020**

WATER REVENUES

Date	From	Description	Amount
07/02/20	City of Westminster	May 2020 Water deliveries	111,370.39
07/03/20	City of Huntington Beach	May 2020 Water deliveries	574,612.76
07/06/20	City of La Habra	May 2020 Water deliveries	5,020.33
07/06/20	City of La Palma	May 2020 Water deliveries	3,611.48
07/06/20	Laguna Beach County Water District	May 2020 Water deliveries	251,061.07
07/06/20	City of Newport Beach	May 2020 Water deliveries	23,365.88
07/07/20	Trabuco Canyon Water District	May 2020 Water deliveries	128,090.00
07/09/20	City of San Juan Capistrano	May 2020 Water deliveries	544,655.42
07/10/20	City of San Clemente	May 2020 Water deliveries	703,257.57
07/13/20	City of Buena Park	May 2020 Water deliveries	46,749.60
07/13/20	El Toro Water District	May 2020 Water deliveries	690,980.01
07/13/20	Santa Margarita Water District	May 2020 Water deliveries	2,432,472.65
07/13/20	South Coast Water District	May 2020 Water deliveries	486,153.54
07/14/20	East Orange County Water District	May 2020 Water deliveries	397,863.89
07/14/20	City of Orange	May 2020 Water deliveries	842,158.50
07/15/20	Orange County Water District	May 2020 Water deliveries	411,669.69
07/15/20	Yorba Linda Water District	May 2020 Water deliveries	2,007,604.82
07/15/20	Moulton Niguel Water District	May 2020 Water deliveries	2,335,079.10
07/15/20	Golden State Water Company	May 2020 Water deliveries	348,203.46
07/15/20	Irvine Ranch Water District	May 2020 Water deliveries	1,115,970.12
07/20/20	City of Seal Beach	May 2020 Water deliveries	8,393.65
07/24/20	City of Huntington Beach	June 2020 Water deliveries	544,105.36
07/27/20	City of Buena Park	June 2020 Water deliveries	227,961.40
07/27/20	City of Fountain Valley	June 2020 Water deliveries	12,260.96
07/27/20	City of Newport Beach	June 2020 Water deliveries	23,365.88
07/27/20	Trabuco Canyon Water District	June 2020 Water deliveries	47,220.00
07/29/20	City of La Habra	June 2020 Water deliveries	59,028.13
07/30/20	Serrano Water District	June 2020 Water deliveries	11,361.73
07/30/20	City of Westminster	June 2020 Water deliveries	133,577.19
07/31/20	City of Brea	June 2020 Water deliveries	16,546.81

TOTAL WATER REVENUES **\$ 14,543,771.39**

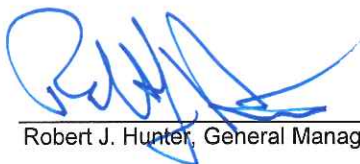
Municipal Water District of Orange County
REVENUE / CASH RECEIPT REPORT
July 2020

MISCELLANEOUS REVENUES

Date	From	Description	Amount
07/27/20	Stan Sprague	August 2020 Retiree Health insurance	241.22
07/30/20	Keith Lyon	August 2020 Retiree Health insurance	253.60
07/13/20	Judy Pfister	Jul-Sep 2020 Retiree Health insurance	117.99
07/06/20	ACWA	Refund for ACWA Spring Conference registrations for 5 employees and 3 directors	5,800.00
07/31/20	US Bank	Monthly Interest	7.49
07/15/20	Cathy Harris	June 2020 COBRA	901.97
07/31/20	Cathy Harris	July 2020 COBRA	901.97
07/13/20	Keith Lyon	July 2020 Retiree Health insurance	253.60
07/20/20	Irvine Ranch Water District	May 2020 Smartimer rebate program	69.99
07/10/20	City of Tustin	February 2020 Turf Removal rebate program	111.00
07/13/20	City of Newport Beach	March 2020 Turf Removal rebate program	111.00
07/06/20	City of Orange	February 2020 Spray to Drip rebate program	111.00
07/27/20	Laguna Beach County Water District	May 2020 Rain Barrels rebate program	40.00
07/06/20	Moulton Niguel Water District	May 2020 Smartimer, Rotating Nozzle and Turf Removal rebate program	15,351.82
07/06/20	El Toro Water District	April 2020 So Cal Watersmart rebate program	230.00
07/06/20	El Toro Water District	April 2020 So Cal Watersmart rebate program	60.00
07/24/20	City of San Clemente	May 2020 So Cal Watersmart rebate program	250.00
07/06/20	County of Orange	Oct 2012-Sep 2015 South OC Water Smart Landscape Project	124,617.14
07/27/20	South Coast Water District	AWIA Phase 2 Risk and Resilience Assessment	83,855.00
07/06/20	Irvine Ranch Water District	AWIA Phase 3 Emergency Response Plan	14,945.00
07/20/20	Moulton Niguel Water District	AWIA Phase 3 Emergency Response Plan	61,886.00
07/24/20	City of Huntington Beach	AWIA Phase 3 Emergency Response Plan	61,886.00
07/27/20	South Coast Water District	AWIA Phase 3 Emergency Response Plan	33,229.00
07/06/20	City of Orange	FY 2018-19 O & M Costs of the EOCF #2	49,904.17
07/20/20	City of Fountain Valley	FY 2020-21 Annual Retail Service Connection Charge	205,509.00
07/20/20	City of La Palma	FY 2020-21 Annual Retail Service Connection Charge	53,314.00
07/27/20	City of Buena Park	FY 2020-21 Annual Retail Service Connection Charge	234,874.40
07/27/20	City of Newport Beach	FY 2020-21 Annual Retail Service Connection Charge	334,548.40
07/27/20	Trabuco Canyon Water District	FY 2020-21 Annual Retail Service Connection Charge	49,727.20
07/28/20	Irvine Ranch Water District	FY 2020-21 Annual Retail Service Connection Charge	1,379,783.40
07/29/20	Golden State Water Company	FY 2020-21 Annual Retail Service Connection Charge	513,766.40
07/30/20	Serrano Water District	FY 2020-21 Annual Retail Service Connection Charge	27,706.20
07/10/20	City of Tustin	Water Loss Control Shared Services program FY 2019-20	968.48
07/13/20	City of Orange	Water Loss Control Shared Services program FY 2019-20	347.00
07/07/20	Trabuco Canyon Water District	Water Loss Control Shared Services program FY 2020-21	4,611.00
07/13/20	City of Santa Ana	Water Loss Control Shared Services program FY 2020-21	2,000.00
07/03/20	City of Fullerton	Water Loss Control Shared Services program FY 2020-21	2,000.00
07/17/20	City of Fullerton	Water Loss Control Technical Assistance program - Year V	9,372.00
07/06/20	El Toro Water District	Water Loss Control Technical Assistance program - Year V	9,372.00
07/07/20	Trabuco Canyon Water District	Water Loss Control Technical Assistance program - Year V	17,572.00
07/20/20	City of Fountain Valley	Water Loss Control Technical Assistance program - Year V	3,388.71
07/31/20	City of Huntington Beach	Water Loss Control Technical Assistance program - Year V	6,204.50

TOTAL MISCELLANEOUS REVENUES **\$ 3,310,199.65**

TOTAL REVENUES \$ 17,853,971.04


Robert J. Hunter, General Manager


Hilary Chumplitazi, Treasurer

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of August 2020**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
Core Expenditures:		
	<i>ABSG Consulting Inc.</i>	
5106580	June 2020 Owner's Representative preconstruction services for office remodel	13,502.00
	*** Total ***	13,502.00
	<i>Richard C. Ackerman</i>	
1284	July 2020 Consulting on legal and regulatory matters	2,825.00
	*** Total ***	2,825.00
	<i>ACWA Joint Powers</i>	
0007293	7/1/20-6/30/21 Property insurance renewal	4,031.70
	*** Total ***	4,031.70
	<i>Aleshire & Wynder LLP</i>	
57515	June 2020 Legal services	810.00
	*** Total ***	810.00
	<i>Association of California Cities</i>	
2602	August 2020-July 2021 Annual membership renewal	5,000.00
	*** Total ***	5,000.00
	<i>Barker Leavitt PLLC</i>	
105-0720	July 2020 Federal legislative advocacy services	8,000.00
	*** Total ***	8,000.00
	<i>Best Best and Krieger LLP</i>	
881309	June 2020 State legislative advocacy services	8,000.00
55401-JUN20	June 2020 Legal services	14,434.20
	*** Total ***	22,434.20
	<i>Black & Veatch</i>	
1325730	5/29/20-7/3/20 OC Distribution System Water Supply Hydraulic Model Phase 2	3,082.50
	*** Total ***	3,082.50
	<i>The Brattle Group, Inc.</i>	
057432	March 2020 Service to provide scoping document for value of water supply reliability	11,600.00
	*** Total ***	11,600.00
	<i>CDM Smith</i>	
90102443	1/26/20-6/27/20 Water Resource Planning services	1,534.00
90104007	6/28/20-7/25/20 Water Resource Planning services	6,115.00
	*** Total ***	7,649.00
	<i>CDW Government</i>	
ZHW2291	2019 Windows server license upgrade	3,276.18
	*** Total ***	3,276.18

Municipal Water District of Orange County
Disbursement Approval Report
For the month of August 2020

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	Commercial Door of Orange County	
24895	Furnished and installed new employee door for MWDOC office	2,797.54
	*** Total ***	2,797.54
	G & G Trophy Co.	
6524	32 Gold name plates for Poster Contest winners' framed artwork	113.10
072320	1 Gold name plate for Poster Contest winner's framed artwork	3.53
	*** Total ***	116.63
	GovConnection, Inc.	
70124055	Annual subscription for cloud storage	2,763.54
70171333	7/10/20-7/9/23 35 Licenses for endpoint security protection for remote devices	1,345.05
	*** Total ***	4,108.59
	Hashtag Pinpoint Corporation	
1255	July 2020 Strategic digital communications consulting services	7,913.00
	*** Total ***	7,913.00
	Herndon Solutions Group LLC	
100011	June 2020 Services to assist with America's Water Infrastructure Act compliance	2,310.34
	*** Total ***	2,310.34
	Jill Promotions	
10920	2 Name badges for new employees	30.40
	*** Total ***	30.40
	Karen's Detail Custom Frames, LLC	
3141	32 Custom framings for Poster Contest winners	1,344.87
	*** Total ***	1,344.87
	L.A. Design Studio	
5272	April-June 2020 MWDOC Website support and enhancement	600.00
	*** Total ***	600.00
	Lawnscapes Systems, Inc.	
411350	7/1/20 Landscape maintenance for atrium	295.00
411963	7/16/20 Landscape maintenance for atrium	495.00
412401	7/28/20 Landscape maintenance for atrium	395.00
	*** Total ***	1,185.00
	Phil Letrong	
APR-JUN2020	April-June 2020 Retiree medical premium	433.80
	*** Total ***	433.80
	Lewis Consulting Group	
2020-129	July 2020 Consulting services	2,937.50
	*** Total ***	2,937.50

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of August 2020**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	Edward G. Means III	
MWDOC-1085	July 2020 Consulting on MET issues and guidance to Engineering staff	1,750.00
	*** Total ***	1,750.00
	Mega Maids Cleaning Service	
11345	July 2020 Cleaning services for COVID-19 prevention	1,035.00
	*** Total ***	1,035.00
	NDS	
722873	6/26/20 Delivery charges for Board packets	172.01
722979	7/2/20 & 7/10/20 Delivery charges for Board packets	344.02
723046	7/17/20 Delivery charges for Board packets	172.01
	*** Total ***	688.04
	Office Depot, Inc.	
104877976001	7/15/20 Office supplies	252.95
106869321001	7/20/20 Office supplies	138.91
109494075001	7/23/20 Office supplies	60.58
	*** Total ***	452.44
	Office Solutions	
I-01772540	7/10/20 Office supplies	151.02
I-01780803	8/5/20 30 Storage boxes for MWDOC remodel	61.99
	*** Total ***	213.01
	County of Orange	
GA20210059	FY 2019-20 LAFCO Costs	35,646.64
	*** Total ***	35,646.64
	Orange County Council of Governments	
2020-201	High-resolution aerial imagery of Orange County	50,000.00
	*** Total ***	50,000.00
	Orange County Water District	
21689	2019 OC Summit cost share	2,734.20
21893	June 2020 Postage, shared office and maintenance expense	5,921.11
	*** Total ***	8,655.31
	PARS	
6746050100-2020	FY 2020-21 Unfunded pension liability contribution	207,000.00
	*** Total ***	207,000.00
	Patricia Kennedy Inc.	
32667	July 2020 Plant maintenance	214.00
	*** Total ***	214.00

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of August 2020**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	<i>PlanetBids, Inc.</i>	
720249	1 Year of online support services for construction bid management	3,875.00
	*** Total ***	3,875.00
	<i>Raftelis Financial Consultants, Inc.</i>	
14605	June 2020 Five year monitoring for Budget Based Tiered Rate grant	2,875.83
	*** Total ***	2,875.83
	<i>Joey C. Soto</i>	
MWDOC#026	June 2020 Grant research and acquisition assistance	3,000.00
MWDOC#027	July 2020 Grant research and acquisition assistance	3,250.00
	*** Total ***	6,250.00
	<i>Stetson Engineers Inc.</i>	
1543-29-2019	Technical services provided for the 2019 Consumer Confidence report	37,256.00
	*** Total ***	37,256.00
	<i>C2, LLC (Tracker)</i>	
08-04218	8/1/20-8/1/21 Investment tracking software renewal	2,820.00
	*** Total ***	2,820.00
	<i>WageWorks, Inc.</i>	
INV2213349	July 2020 Cafeteria plan administration	201.48
	*** Total ***	201.48
	<i>Water Systems Optimization, Inc.</i>	
1758	June 2020 Water Loss Control program	440.00
1759	June 2020 Water Loss Control Shared Services template development	7,610.00
	*** Total ***	8,050.00
	<i>Total Core Expenditures</i>	472,971.00

Choice Expenditures:

	<i>ACWA Joint Powers</i>	
0007293	7/1/20-6/30/21 Property insurance renewal	286.99
	*** Total ***	286.99
	<i>Bryton Printing Inc.</i>	
15710	204,800 Water Use Efficiency bill inserts for member agencies	3,763.30
	*** Total ***	3,763.30
	<i>Grainger</i>	
9596347352	7/21/20 Water Loss Control Shared Services supplies	13.01
	*** Total ***	13.01

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of August 2020**

<i>Invoice#</i>	<i>Vendor / Description</i>	<i>Amount to Pay</i>
	<i>Orange County Water District</i>	
21893	June 2020 Postage, shared office and maintenance expense	21.52
	*** Total ***	21.52
	<i>US Bank Voyager Fleet Systems</i>	
869434993030	6/25/20-7/24/20 Fuel and wash for Water Loss Control Shared Services vehicles	302.16
	*** Total ***	302.16
	<i>Total Choice Expenditures</i>	<u>4,386.98</u>
 <i>Other Funds Expenditures:</i>		
	<i>Herndon Solutions Group LLC</i>	
100011	June 2020 Services to assist with America's Water Infrastructure Act compliance	97,440.21
	*** Total ***	97,440.21
	<i>Mission RCD</i>	
2868	June 2020 Field verifications for Water Use Efficiency rebate programs	3,069.00
2870	July 2020 Field verifications for Water Use Efficiency rebate programs	7,866.25
	*** Total ***	10,935.25
	<i>Water Systems Optimization, Inc.</i>	
1758	June 2020 Water Loss Control program	6,270.00
	*** Total ***	6,270.00
	<i>Total Other Funds Expenditures</i>	<u>114,645.46</u>
	<i>Total Expenditures</i>	<u><u>592,003.44</u></u>

**Municipal Water District of Orange County
Disbursement Ratification Report
For the month of July 2020**

<i>Check #</i>	<i>Date</i>	<i>Vendor # Invoice/CM #</i>	<i>Name / Description</i>	<i>Net Amount</i>
Core Disbursements:				
139755	7/13/20	SPECTB 0375210070120	Spectrum Business July 2020 Telephone and internet expense ***Total ***	1,407.73 1,407.73
139756	7/13/20	VERIZO 9857300423	Verizon Wireless June 2020 4G Mobile broadband unlimited service ***Total ***	114.03 114.03
139760	7/15/20	CORTBU 1190642-7232420 1170235-7287295	Cort Business Services Corp. June 2020 Furniture lease for 2 Workstations for Water Use Efficiency office July 2020 Furniture lease for 5 temporary workstations ***Total ***	294.56 561.50 856.06
139766	7/15/20	USBANK 0403/7659-JUN20	U.S. Bank 5/23/20-6/22/20 Cal Card charges ***Total *** (See attached sheet for details)	4,498.15 4,498.15
ACH004836	7/15/20	FRAZIE 063020	Leah Frazier June 2020 Business expense ***Total ***	1.15 1.15
ACH004837	7/15/20	GUNAWA 063020	Lina Gunawan June 2020 Business expense ***Total ***	20.00 20.00
ACH004859	7/15/20	THOMAS 063020	Jeffery Thomas June 2020 Business expense ***Total ***	18.98 18.98
139768	7/21/20	SPECTB 0343564071020	Spectrum Business July 2020 Telephone expense for 3 analog fax lines ***Total ***	109.18 109.18
139803	7/31/20	CORODA RS4610715	Corodata Records Management, Inc. June 2020 Archived document storage fees ***Total ***	51.88 51.88
ACH004867	7/31/20	FINNEG 063020	Joan Finnegan June 2020 Business expense ***Total ***	40.00 40.00
ACH004868	7/31/20	HARRIS 033120	Cathleen M. Harris March 2020 Business expense	348.33
ACH004869	7/31/20	053120	May 2020 Business expense ***Total ***	91.58 439.91

**Municipal Water District of Orange County
Disbursement Ratification Report
For the month of July 2020**

<i>Check #</i>	<i>Date</i>	<i>Vendor # Invoice/CM #</i>	<i>Name / Description</i>	<i>Net Amount</i>
ACH004876	7/31/20	MULDOO	Traci L. Muldoon	
		063020	June 2020 Business expense	13.56
			***Total ***	13.56
Total Core Disbursements				7,570.63

Choice Disbursements:

139766	7/15/20	USBANK	U.S. Bank	
		7659-JUN20	5/23/20-6/22/20 Cal Card charges	51.48
			***Total ***	51.48
			(See attached sheet for details)	
ACH004836	7/15/20	FRAZIE	Leah Frazier	
		063020	June 2020 Business expense	19.06
			***Total ***	19.06
ACH004881	7/31/20	THORSE	Jason Thorsell	
		073120	July 2020 Business expense	245.43
			***Total ***	245.43
Total Choice Disbursements				315.97

Other Funds Disbursements:

139756	7/13/20	VERIZO	Verizon Wireless	
		9857300423	June 2020 4G Mobile broadband unlimited service	76.02
			***Total ***	76.02
139757	7/15/20	ATTUVEOC	AT&T	
		1812-JUL20	July 2020 U-verse internet service for WEROC N. EOC	53.50
			***Total ***	53.50
139759	7/15/20	ATTCALN	AT&T	
		000014952836	June 2020 Telephone expense for WEROC N. & S. EOC	319.16
		000014952837	June 2020 Telephone expense for WEROC N. EOC	109.35
			***Total ***	428.51
139763	7/15/20	MFHETD	Multi Family HET Direct	
		062320LANDMARK	Windmill Landmark, LLC (Westminster)	16,400.00
			***Total ***	16,400.00
139766	7/15/20	USBANK	U.S. Bank	
		7659-JUN20A	5/23/20-6/22/20 Cal Card charges	379.71
			***Total ***	379.71
			(See attached sheet for details)	

Municipal Water District of Orange County
Disbursement Ratification Report
For the month of July 2020

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
ACH004849	7/15/20	MESAWA	Mesa Water District	
		10196	May 2020 Credit for Local Resources Program	153,398.84
			***Total ***	153,398.84
		DRIPPR	Spray to Drip Program	
139769	7/27/20	S2D3-R-HB-39084-17443	M. Schlichter	265.00
139770	7/27/20	S2D3-R-HB-38934-17492	E. Laksberger	648.50
139771	7/27/20	S2D3-C-IRWD-39335-17542	University Community Association (Irvine)	3,191.50
139772	7/27/20	S2D3-R-TUST-39350-17552	N. Gorman	810.00
139773	7/27/20	S2D3-R-IRWD-39442-17577	S. Young	701.30
139774	7/27/20	S2D3-R-SC-39061-17665	T. Strange	2,378.00
			***Total ***	7,994.30
		TURFRP	Turf Removal Program	
139775	7/27/20	TR12-R-NWPT-38587-37492	L. Painter	1,365.00
139776	7/27/20	TR12-C-MNT-38652-37558	Bear Brand Master (Laguna Niguel)	29,325.00
139777	7/27/20	TR13-R-SC-39061-37946	T. Strange	15,000.00
139779	7/27/20	TR13-R-HB-39083-37963	M. Schlichter	1,437.00
139780	7/27/20	TR13-R-SM-39179-38044	T. Lin	3,846.00
139781	7/27/20	TR13-R-HB-38934-38054	E. Laksberger	3,765.00
139782	7/27/20	TR13-R-ETWD-39194-38062	S. Poovakan	5,664.00
139783	7/27/20	TR13-R-HB-39230-38099	C. Dunn	4,503.00
139784	7/27/20	TR13-R-YLWD-39297-38164	C. Gomez	2,142.00
139785	7/27/20	TR13-C-IRWD-39335-38172	University Community Association (Irvine)	9,492.00
139786	7/27/20	TR13-C-MNT-4463-38182	Bear Brand Ranch HOA (Laguna Niguel)	101,459.29
139787	7/27/20	TR13-R-TUST-39350-38188	N. Gorman	4,839.00
139788	7/27/20	TR13-R-IRWD-39442-38286	B. Young	5,976.00
139789	7/27/20	TR13-R-LH-39448-38292	J. Ford	5,379.00
139790	7/27/20	TR13-R-ETWD-39579-38421	E. Mammen	1,182.00
139791	7/27/20	TR13-R-MNT-39647-38477	C. Swanson	2,101.20
139792	7/27/20	TR13-R-MNT-39727-38555	K. Hebel	5,949.00
139793	7/27/20	TR13-R-SM-39736-38564	J. Blackstock	2,184.00
139794	7/27/20	TR13-R-ETWD-39744-38573	G. Vargas	2,208.00
139795	7/27/20	TR13-R-MNT-39747-38575	A. Johnson	900.00
			***Total ***	208,716.49
139802	7/29/20	TURFRP	Turf Removal Program	
		TR13-R-SM-39075-37958A	E. Oldroyd (Re-issue)	1,596.00
			***Total ***	1,596.00
139796	7/31/20	HARRISD	Daniel Harrison	
		063020	June 2020 Business expense	94.36
			***Total ***	94.36

Municipal Water District of Orange County
Disbursement Ratification Report
For the month of July 2020

Check #	Date	Vendor # Invoice/CM #	Name / Description	Net Amount
139799	7/31/20	MOULTO	Moulton Niguel Water District	
		3626075	7/1/18-6/30/20 Project WET Program	9,497.00
		3626073	7/1/18-6/30/20 Watershed Education Program	58,600.00
		3626074	7/1/19-6/30/20 Proactive Leak Detection Survey	12,510.00
		3626076	7/1/18-6/30/20 School Device Retrofit Program	74,815.00
			***Total ***	155,422.00
139800	7/31/20	SANTI1	Santiago Aqueduct Commission	
		MAY2020	May 2020 SAC Pipeline Operation Surcharge	2,650.12
			***Total ***	2,650.12
139801	7/31/20	TRABUC	Trabuco Canyon Water District	
		INV2325-11/1/19	Refund overpayment for invoice 2325	111.00
			***Total ***	111.00
ACH004878	7/31/20	SANTAM	Santa Margarita Water District	
		MAY2020	May 2020 SCP Pipeline Operation Surcharge	28,090.32
			***Total ***	28,090.32
WIRE-200731	7/31/20	METWAT	Metropolitan Water District	
		10089	May 2020 Water deliveries	14,354,441.41
			***Total ***	14,354,441.41
Total Other Funds Disbursements				14,929,852.58
Total Disbursements				14,937,739.18

Robert J. Hunter, General Manager

Hilary Chumpitazi, Treasurer

Cal Card Charges
Statement Date: June 22, 2020
Payment Date: July 15, 2020

<u>Date</u>	<u>Description</u>	<u>Amount</u>
<u>Public Affairs Card</u>		
6/2/2020	6/2/20-7/1/20 Zoom Video Communications monthly fee with audio licenses	\$ 174.95
6/7/2020	Annual subscription for CoSchedule Marketing Suite to manage projects	720.00
6/9/2020	Dry cleaning for Ricky Raindrop costume	27.00
6/15/2020	Adjustments for Ricky Raindrop costume	75.00
Total		<u>\$ 996.95</u>

Cal Card Charges
Statement Date: June 22, 2020
Payment Date: July 15, 2020

Date	Description	Amount
<u>K. Seckel Card</u>		
5/23/2020	Supplies for Water Loss Control Shared Services	\$ 3.72
5/24/2020	4/24/20-5/23/20 Web hosting service for MWDOC website	15.65
5/25/2020	Supplies for Water Loss Control Shared Services	13.02
5/27/2020	Annual online subscription for Los Angeles Times	103.48
5/27/2020	American Water Works Association California-Nevada Section Water Audity Validator Certificate training in Rancho Cucamonga, CA from Jul. 21-22, 2020 - Registration for R. Davis	2,000.00 ¹
5/28/2020	4 No touch thermometers and batteries for COVID-19 monitoring	379.71
5/28/2020	ACWA DC conference in Washington, DC from Feb. 24-27, 2020 - Airfare refund for H. Baez	(514.00)
5/30/2020	Supplies for Water Loss Control Shared Services	34.74
6/2/2020	Water District Jobs employment posting for Water Use Efficiency Analyst II	145.00 ²
6/5/2020	Refund for office supplies returned to Staples	(20.43)
6/5/2020	Supplies for binding machine	95.79
6/9/2020	Laptop with 3 year protection plan for A. Heide	1,110.16
6/10/2020	Annual domain name renewal for OCWATERSURVEY.COM	18.17
6/15/2020	UPS Delivery charges Director Finnegan on Jun. 10, 2020	8.74
6/15/2020	Best Best and Krieger, LLP Ethics Training webinar on Jul. 15, 2020 - Registration for Director Tamaribuchi	75.00
6/18/2020	City of Fountain Valley permit fees for MWDOC office remodel	337.50
6/19/2020	Office Professional 2019 software	126.14
Total		\$ 3,932.39

- ¹ Training canceled, refund received on 7/9/2020
² Job posting from January 2020, charge to card was delayed

Cai Card Charges
Statement Date: June 22, 2020
Payment Date: July 15, 2020

Date	Description	Amount
<u>R. Hunter Card</u>		
	No Charges	
	Total	<u>\$ -</u>

Municipal Water District of Orange County
GM Approved Disbursement Report ⁽¹⁾
For the month of July 2020

<i>Check #</i>	<i>Date</i>	<i>Vendor # Invoice/CM #</i>	<i>Name / Description</i>	<i>Net Amount</i>
Core Disbursements:				
ACH004879	7/31/20	STEVEN 0432502-IN	Steven Enterprises, Inc. 8/26/20-8/25/21 Service agreement for HP DesignJet printer ***Total ***	549.00 549.00
Total Core Disbursements				<u>549.00</u>
Choice Disbursements:				
Total Choice Disbursements				<u>-</u>
Other Funds Disbursements:				
Total Other Funds Disbursements				<u>-</u>
Total Disbursements				<u><u>549.00</u></u>



Robert J. Hunter, General Manager



Hilary Chumplitazi, Treasurer

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

Municipal Water District of Orange County
WATER USE EFFICIENCY PROJECTS
Cash Flow as of 7/31/20

	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	TOTALS
Cash - Beginning Balance	\$ (662,317.98)	\$ (712,925.82)	\$ (712,925.82)	\$ (712,925.82)	\$ (712,925.82)	\$ (712,925.82)	\$ (712,925.82)	\$ (712,925.82)	\$ (712,925.82)	\$ (712,925.82)	\$ (712,925.82)	\$ (712,925.82)	
REVENUES:													
BUREC													\$ -
City of Brea													-
City of Buena Park													-
City of Fountain Valley													-
City of Huntington Beach													-
City of San Clemente	250.00												250.00
City of San Juan Capistrano													-
City of Tustin	111.00												111.00
City of Newport Beach	111.00												111.00
City of Orange	111.00												111.00
City of Westminster													-
County of Orange	124,617.14												124,617.14
Department of Water Resources													-
El Toro Water District	290.00												290.00
Irvine Ranch Water District	69.99												69.99
Laguna Beach County Water District	40.00												40.00
Mesa Water District													-
Metropolitan Water District	221,040.00												221,040.00
Moulton Niguel Water District	15,351.82												15,351.82
Orange County Water District													-
Santa Margarita Water District													-
Trabuco Canyon Water District													-
Yorba Linda Water District													-
Miscellaneous Revenues													
Miscellaneous													-
Interest Revenue													-
Total Revenues	361,991.95	-	-	-	-	-	-	-	-	-	-	-	\$ 361,991.95
EXPENDITURES:													
Budget Based Tiered Rates, Ratfells													-
Ecolech, Ferguson	8,800.00												8,800.00
IRWD													-
GardenSoft Corp													-
Large Plumbing													-
Metropolitan Water District													-
MNWD	155,422.00												155,422.00
Mission RCD													-
Multi Family HET Direct	16,400.00												16,400.00
Plant Nerd	13,560.00												13,560.00
Recycled Water On Site Retrofit program													-
Spray to Drip program	7,994.30												7,994.30
TerraWorks Studio													-
Turf Removal	210,312.49												210,312.49
Trabuco Canyon WD	111.00												111.00
Water Systems Optimization													-
Miscellaneous Expenses													
Miscellaneous													-
Interest Expense													-
Salary & Benefit													-
Total Expenditures	412,599.79	-	-	-	-	-	-	-	-	-	-	-	\$ 412,599.79
Cash - Ending Balance	\$ (712,925.82)	\$ (712,925.82)	\$ (712,925.82)	\$ (712,925.82)	\$ (712,925.82)	\$ (712,925.82)	\$ (712,925.82)	\$ (712,925.82)	\$ (712,925.82)	\$ (712,925.82)	\$ (712,925.82)	\$ (712,925.82)	



Municipal Water District of Orange County
Consolidated Summary of Cash and Investment
 June 30, 2020

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

Division I
 Vacant

Larry D. Dick
 Director

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

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	24.22%
Grant & Project Cash Flow	1,500,000	9.48%
Election Expense	696,000	4.40%
Building Repair	444,186	2.81%
OPEB	297,147	1.88%
Total Designated Reserves	6,767,573	42.79%
General Fund	5,918,224	37.43%
Water Fund	2,326,512	14.71%
Conservation Fund	(662,318)	(4.19%)
WEROC Fund	1,435,037	9.07%
Trustee Activities	29,911	0.19%
Total	\$15,814,939	100.00%

The funds are invested as follows:

Term of Investment	% of Portfolio	Book Value	Market Value
Cash	1.35%	\$213,716	\$213,716
Short-term investment			
• LAIF	51.02%	\$8,069,687	\$8,069,687
• OCIP	31.18%	4,930,558	4,930,558
Long-term investment			
• Corporate Bond	4.12%	650,978	664,065
• Certificates of Deposit	12.33%	1,950,000	2,050,217
Total	100.00%	\$15,814,939	\$15,928,243

The average number of days to maturity/call as of June 30, 2020 equaled 128 and the average yield to maturity is 1.428%. During the month, the District's average daily balance was \$20,545,192.74. 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 June 2020.

The \$113,304 difference between the book value and the market value on June 30, 2020 represents the exchange difference if all investments had been liquidated on that date. Since it is the District's practice to "buy and hold" investments until maturity, the market values are a point of reference, not an indication of actual loss or gain. There are no current plans or cash flow requirements identified in the near future that would require the sale of these securities prior to maturity.


 Robert J. Hunter
 General Manager


 Hilary Chumpitazi
 Treasurer



MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Portfolio Management - Portfolio Summary

June 30, 2020

6/30/2020	Par Value	Market Value	Book Value	% of Portfolio	Days to Mat/Call	YTM @ Cost
Negotiable Certificate Of Deposit	1,950,000.00	2,050,216.50	1,950,000.00	12.50	847	2.519
Corporate Bond	650,000.00	664,065.00	650,977.75	4.17	515	2.397
Local Agency Investment Funds	8,069,686.92	8,069,686.92	8,069,686.92	51.72	1	1.215
Orange County Investment Pool	4,930,558.61	4,930,558.61	4,930,558.61	31.61	1	1.216
Total Investments	15,600,245.53	15,714,527.03	15,601,223.28	100.00	128	1.428
Cash						
Cash	213,715.64	213,715.64	213,715.64		1	0.00
Total Cash and Investments	15,813,961.17	15,928,242.67	15,814,938.92		128	1.428

Total Earnings	Month Ending June	Fiscal Year to Date
Current Year	24,525.18	483,439.56
Average Daily Balance	20,545,192.74	
Effective Rate of Return	1.428%	

We certify that this report reflects the cash and investments of the Municipal Water District of Orange County and is in conformity with the Government Code requirements and the District Investment Policy and Guidelines in effect at the time of investment. The Investment Program herein shown provides sufficient cash flow liquidity to meet the next six month's estimated expenditure. The source for the market values are from Union Bank. Per Resolution 2059 there are no compliance exceptions to report.


Robert J. Hunter, General Manager

Date

8-6-2020


Hilary Chumplitazi, Treasurer

Date

08/06/2020

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Portfolio Management
Long-Term Portfolio Details - Investments
June 30, 2020

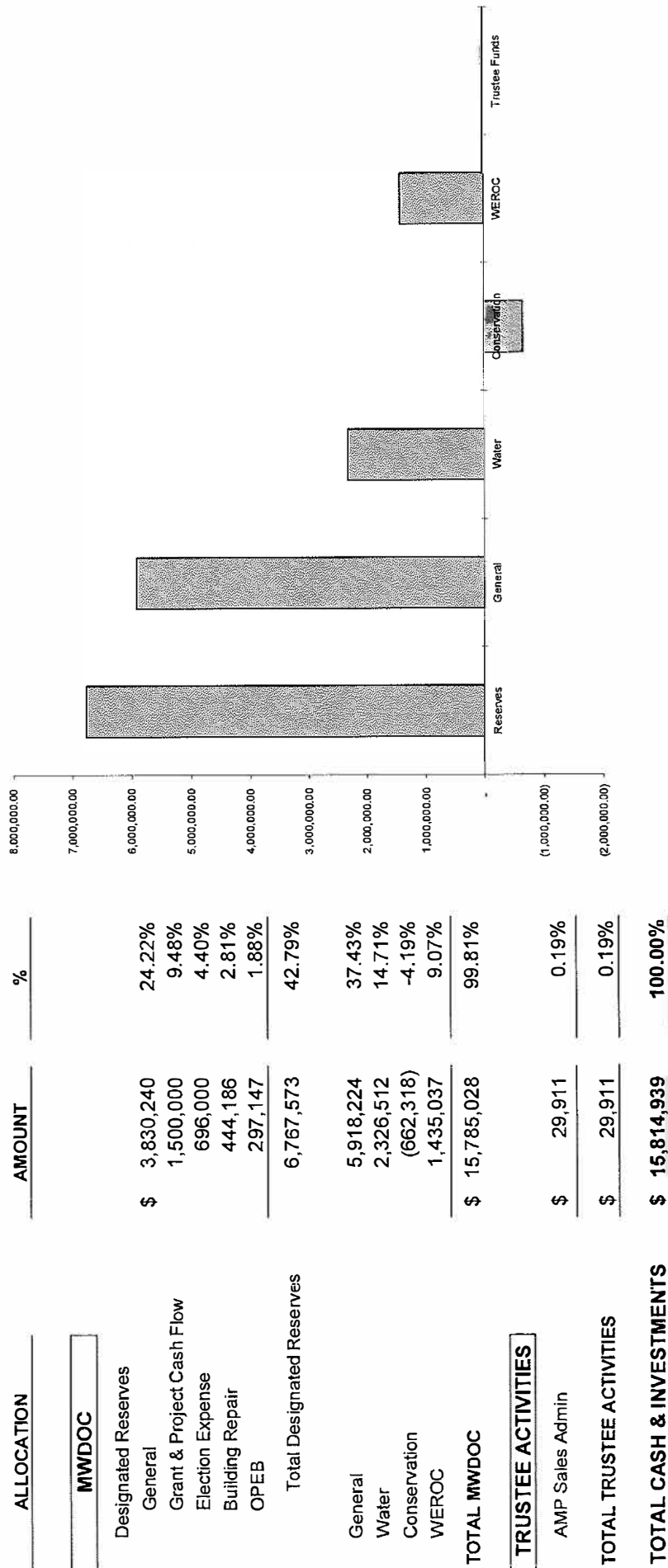
Issuer	CUSIP/Ticker	Settlement Date	Par Value	Market Value	Book Value	Coupon Rate	YTM @ Cost	Days To Call/Maturity	Maturity Date
Barclays Bank DE 2.25 9/27/2022									
Barclays Bank	06740KKY2	9/27/2017	250,000.00	261,247.50	250,000.00	2.250	2.250	819	9/27/2022
Capital One Bank	14042TBQ9	8/7/2019	250,000.00	267,955.00	250,000.00	2.250	2.250	1,499	8/7/2024
Capital One NA	14042RMJ7	7/24/2019	250,000.00	267,372.50	250,000.00	2.200	2.200	1,485	7/24/2024
Citibank	17294XUN4	7/31/2019	250,000.00	250,457.50	250,000.00	2.200	2.200	31	7/31/2024
Comerity Capital	20033AUX2	7/25/2017	200,000.00	203,834.00	200,000.00	2.000	2.000	381	7/16/2021
Discover Bank	254673RV0	7/25/2018	250,000.00	272,615.00	250,000.00	3.300	3.300	1,120	7/25/2023
Goldman Sachs Bank	38148PT98	8/8/2018	250,000.00	273,245.00	250,000.00	3.350	3.350	1,134	8/8/2023
Morgan Stanley Bank	61747MJ36	2/1/2018	250,000.00	253,490.00	250,000.00	2.500	2.500	216	2/1/2021
Sub Total			1,950,000.00	2,050,216.50	1,950,000.00	2.519	2.519	847	
Corporate Bond									
National Rural Util Coop	63743FE51	7/27/2017	200,000.00	203,908.00	200,000.00	2.500	2.500	745	7/15/2022
Wells Fargo	94974BGR5	1/13/2016	250,000.00	252,315.00	250,144.13	2.550	2.409	160	12/7/2020
Westpac Banking Corp	961214DQ3	7/25/2017	200,000.00	207,842.00	200,833.62	2.500	2.278	728	6/28/2022
Sub Total			650,000.00	664,065.00	650,977.75	2.519	2.397	515	
Total Investments			2,600,000.00	2,714,281.50	2,600,977.75	2.519	2.489	764	

Total Earnings	Fiscal Year To Date
Current Year	77,711.52

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Portfolio Management
Short-Term Portfolio Details - Cash and Investments
June 30, 2020

Investments	CUSIP/Ticker	Settlement Date	Par Value	Market Value	Book Value	Coupon Rate	YTM @ Cost	Days To Call/Maturity	Maturity Date
Local Agency Investment Funds									
LAIF LGIP	LAIF	6/30/2010	8,069,686.92	8,069,686.92	8,069,686.92	1.215	1.215	1	N/A
Sub Total			8,069,686.92	8,069,686.92	8,069,686.92	1.215	1.215	1	
Orange County Investment Pool									
County of Orange LGIP	OCIP	6/29/2005	4,930,558.61	4,930,558.61	4,930,558.61	1.216	1.216	1	N/A
Sub Total			4,930,558.61	4,930,558.61	4,930,558.61	1.216	1.216	1	
Total Investments			13,000,245.53	13,000,245.53	13,000,245.53	1.215	1.215		
Cash									
Petty Cash Cash	CASH	7/1/2010	500.00	500.00	500.00	0.000	0.000	1	N/A
US Bank Cash	CASHUSBANK	7/25/2018	213,215.64	213,215.64	213,215.64	0.000	0.000	1	N/A
Total Cash			213,715.64	213,715.64	213,715.64	0.000	0.000	1	
Total Cash and Investments			13,213,961.17	13,213,961.17	13,213,961.17	1.215	1.215	1	
Total Earnings									
Current Year			18,369.42		405,728.04				

Municipal Water District of Orange County
Cash and Investments at June 30, 2020



MUNICIPAL WATER DIST OF ORANGE COUNTY
PARS Post-Employment Benefits Trust**Account Report for the Period**
6/1/2020 to 6/30/2020Rob Hunter
General Manager
Municipal Water Dist of Orange County
18700 Ward Street
Fountain Valley, CA 92708**Account Summary**

Source	Balance as of 6/1/2020	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 6/30/2020
OPEB	\$2,240,089.19	\$0.00	\$47,063.54	\$1,070.03	\$0.00	\$0.00	\$2,286,082.70
PENSION	\$429,614.38	\$0.00	\$9,026.06	\$205.22	\$0.00	\$0.00	\$438,435.22
Totals	\$2,669,703.57	\$0.00	\$56,089.60	\$1,275.25	\$0.00	\$0.00	\$2,724,517.92

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

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	2.10%	12.79%	3.89%	5.74%	5.62%	-	10/26/2011
PENSION	2.10%	12.79%	3.97%	-	-	-	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

MUNICIPAL WATER DIST OF ORANGE COUNTY
PARS Post-Employment Benefits TrustAccount Report for the Period
7/1/2019 to 6/30/2020Rob Hunter
General Manager
Municipal Water Dist of Orange County
18700 Ward Street
Fountain Valley, CA 92708

Account Summary

Source	Balance as of 7/1/2019	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 6/30/2020
OPEB	\$2,212,236.86	\$0.00	\$85,732.20	\$11,886.36	\$0.00	\$0.00	\$2,286,082.70
PENSION	\$217,414.37	\$207,000.00	\$16,156.15	\$2,135.30	\$0.00	\$0.00	\$438,435.22
Totals	\$2,429,651.23	\$207,000.00	\$101,888.35	\$14,021.66	\$0.00	\$0.00	\$2,724,517.92

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

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	2.10%	12.79%	3.89%	5.74%	5.62%	-	10/26/2011
PENSION	2.10%	12.79%	3.97%	-	-	-	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

PARS DIVERSIFIED PORTFOLIOS MODERATE

Q2 2020

WHY THE PARS DIVERSIFIED MODERATE PORTFOLIO?

Comprehensive Investment Solution

HighMark® Capital Management, Inc.'s (HighMark) diversified investment portfolios are designed to balance return expectations with risk tolerance. Key features include: sophisticated asset allocation and optimization techniques, four layers of diversification (asset class, style, manager, and security), access to rigorously screened, top tier money managers, flexible investment options, and experienced investment management.

Rigorous Manager Due Diligence

Our manager review committee utilizes a rigorous screening process that searches for investment managers and styles that have not only produced above-average returns within acceptable risk parameters, but have the resources and commitment to continue to deliver these results. We have set high standards for our investment managers and funds. This is a highly specialized, time consuming approach dedicated to one goal: competitive and consistent performance.

Flexible Investment Options

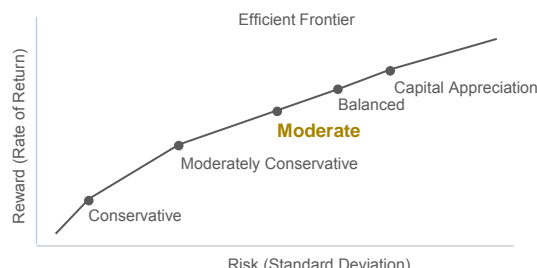
In order to meet the unique needs of our clients, we offer access to flexible implementation strategies: HighMark Plus utilizes actively managed mutual funds while Index Plus utilizes index-based securities, including exchange-traded funds. Both investment options leverage HighMark's active asset allocation approach.

Risk Management

The portfolio is constructed to control risk through four layers of diversification – asset classes (cash, fixed income, equity), investment styles (large cap, small cap, international, value, growth), managers and securities. Disciplined mutual fund selection and monitoring process helps to drive return potential while reducing portfolio risk.

INVESTMENT OBJECTIVE

To provide current income and moderate capital appreciation. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important.



ASSET ALLOCATION — MODERATE PORTFOLIO

	Strategic Range	Policy	Tactical
Equity	40 - 60%	50%	48%
Fixed Income	40 - 60%	45%	48%
Cash	0 - 20%	5%	4%

ANNUALIZED TOTAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

HighMark Plus Composite (Active)

Current Quarter*	12.73%
Blended Benchmark*, **	11.27%
Year To Date*	-1.32%
Blended Benchmark*, **	-0.85%
1 Year	3.96%
Blended Benchmark**	4.75%
3 Year	5.77%
Blended Benchmark**	6.03%
5 Year	5.67%
Blended Benchmark**	5.91%
10 Year	7.48%
Blended Benchmark**	7.59%

Index Plus Composite (Passive)

Current Quarter*	10.92%
Blended Benchmark*, **	11.27%
Year To Date*	-0.94%
Blended Benchmark*, **	-0.85%
1 Year	4.54%
Blended Benchmark**	4.75%
3 Year	5.69%
Blended Benchmark**	6.03%
5 Year	5.60%
Blended Benchmark**	5.91%
10 Year	7.39%
Blended Benchmark**	7.59%

* Returns less than one year are not annualized. ** Breakdown for Blended Benchmark: From 10/1/2012 – Present: 26.5% S&P500, 5% Russell Mid Cap, 7.5% Russell 2000, 3.25% MSCI EM (net), 6% MSCI EAFE (net), 33.50% BBG Barclays US Agg, 10% ICE BofA 1-3 Yr US Corp/Gov't, 1.50% ICE BofA US High Yield Master II, 1.75% Wilshire REIT, and 5% FTSE 1 Mth T-Bill. From 4/1/2007 – 9/30/2012: the blended benchmark was 43% S&P 500, 2% Russell 2000, 5% MSCI EAFE (net), 15% ICE BofA 1-3 Year Corp./Gov't, 30% BBG Barclays US Agg, 5% FTSE 1 Mth T-Bill. Prior to April 2007: the blended benchmark was 50% S&P 500, 15% ICE BofA 1-3Yr Corp/Gov, 30% BBG Barclays US Agg, and 5% FTSE 1 Mth T-Bill.

ANNUAL RETURNS (Gross of Investment Management Fees, but Net of Embedded Fund Fees)

HighMark Plus Composite (Active)

2008	-22.88%
2009	21.47%
2010	12.42%
2011	0.55%
2012	12.25%
2013	13.06%
2014	4.84%
2015	0.14%
2016	6.45%
2017	13.19%
2018	-4.03%
2019	17.71%

Index Plus Composite (Passive)

2008	-18.14%
2009	16.05%
2010	11.77%
2011	2.29%
2012	10.91%
2013	12.79%
2014	5.72%
2015	-0.52%
2016	7.23%
2017	11.59%
2018	-4.03%
2019	17.52%

PORTFOLIO FACTS

HighMark Plus (Active)

Composite Inception Date	10/2004
No of Holdings in Portfolio	19

Index Plus (Passive)

Composite Inception Date	05/2006
No of Holdings in Portfolio	12

HOLDINGS

HighMark Plus (Active)

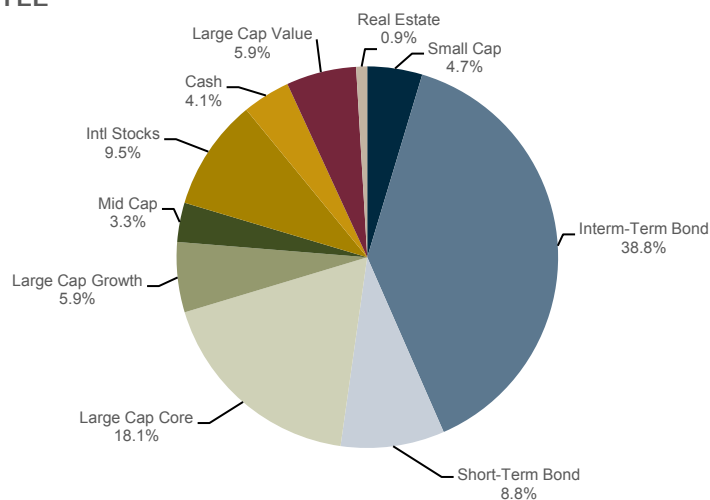
Columbia Contrarian Core I3
Vanguard Growth & Income Adm
Dodge & Cox Stock Fund
iShares S&P 500 Value ETF
Harbor Capital Appreciation - Retirement
T. Rowe Price Growth Stock - I
iShares Russell Mid-Cap ETF
Vanguard Real Estate ETF
Undiscovered Managers Behavioral Value-R6
Victory RS Small Cap Growth - R6
DFA Large Cap International Portfolio
Dodge & Cox International Stock
MFS International Growth - R6
Hartford Schroders Emerging Markets Eq
Vanguard Short-Term Invest-Grade Adm
PIMCO Total Return Fund - Inst
PGIM Total Return Bond - R6
DoubleLine Core Fixed Income - I
First American Government Obligations Z

Index Plus (Passive)

iShares Core S&P 500 ETF
iShares S&P 500 Value ETF
iShares S&P 500 Growth ETF
iShares Russell Mid-Cap ETF
Vanguard Real Estate ETF
iShares Russell 2000 Value ETF
iShares Russell 2000 Growth ETF
iShares MSCI EAFE ETF
Vanguard FTSE Emerging Markets ETF
Vanguard Short-Term Invest-Grade Adm
iShares Core U.S. Aggregate
First American Government Obligations Z

Holdings are subject to change at the discretion of the investment manager.

STYLE



The performance records shown represent size-weighted composites of tax exempt accounts that meet the following criteria: Accounts are managed by HighMark Capital Advisors (HCA) with full investment authority according to the PARS Moderate active and passive objectives.

The adviser to the PARS portfolios is US Bank, and HighMark serves as sub-adviser to US Bank to manage these portfolios. US Bank may charge clients as much as 0.60% annual management fee based on a sliding scale. US Bank pays HighMark 60% of the annual management fee for assets sub-advised by HighMark under its sub-advisory agreement with US Bank. The 0.36% paid to HighMark, as well as other expenses that may be incurred in the management of the portfolio, will reduce the portfolio's returns. Assuming an investment for five years, a 5% annual total return, and an annual sub-advisory fee rate of 0.36% deducted from the assets at market at the end of each year, a \$10 million initial value would grow to \$12.53 million after fees (Net-of-Fees) and \$12.76 million before fees (Gross-of-Fees). Gross returns are presented before management and custodial fees but after all trading expenses and reflect the reinvestment of dividends and other income. A client's return will be reduced by the advisory fees and other expenses it may incur as a client. Additional information regarding the firm's policies and procedures for calculating and reporting performance results is available upon request. Performance results are calculated and presented in U.S. dollars and do not reflect the deduction of investment advisory fees, custody fees, or taxes but do reflect the deduction of trading expenses. Returns are calculated based on trade-date accounting.

Blended benchmarks represent HighMark's strategic allocations between equity, fixed income, and cash and are rebalanced monthly. Benchmark returns do not reflect the deduction of advisory fees or other expenses of investing but assumes the reinvestment of dividends and other earnings. An investor cannot invest directly in an index. The unmanaged S&P 500 Index is representative of the performance of large companies in the U.S. stock market. The MSCI EAFE Index is a free float-adjusted market capitalization index designed to measure developed market equity performance, excluding the U.S. and Canada. The MSCI Emerging Markets Index is a free float-adjusted market capitalization index that is designed to measure equity market performance in the global emerging markets. The Russell Midcap Index measures the performance of the mid-cap segment of the U.S. equity universe. The Russell 2000 Index measures the performance of the small-cap segment of the U.S. equity universe. The ICE BofA US High Yield Master II Index tracks the performance of below investment grade U.S. dollar-denominated corporate bonds publicly issued in the U.S. domestic market. Wilshire REIT index measures U.S. publicly traded Real Estate Investment Trusts. The unmanaged Bloomberg Barclays U.S. Aggregate Bond Index is generally representative of the U.S. taxable bond market as a whole. The ICE BofA 1-3 Year U.S. Corporate & Government Index tracks the bond performance of the ICE BofA U.S. Corporate & Government Index, with a remaining term to final maturity less than 3 years. The unmanaged FTSE 1-Month Treasury Bill Index tracks the yield of the 1-month U.S. Treasury Bill.

HighMark Capital Management, Inc. (HighMark), an SEC-registered investment adviser, is a wholly owned subsidiary of MUFG Union Bank, N.A. (MUB). HighMark manages institutional separate account portfolios for a wide variety of for-profit and nonprofit organizations, public agencies, and public and private retirement plans. MUB, a subsidiary of MUFG Americas Holdings Corporation, provides certain services to HighMark and is compensated for these services. Past performance does not guarantee future results. Individual account management and construction will vary depending on each client's investment needs and objectives. Investments employing HighMark strategies are NOT insured by the FDIC or by any other Federal Government Agency, are NOT Bank deposits, are NOT guaranteed by the Bank or any Bank affiliate, and MAY lose value, including possible loss of principal.

HIGHMARK CAPITAL MANAGEMENT

350 California Street
Suite 1600
San Francisco, CA 94104
800-582-4734

ABOUT THE ADVISER

HighMark® Capital Management, Inc. (HighMark) has 100 years (including predecessor organizations) of institutional money management experience with \$8.6 billion in assets under management and \$8.1 billion in assets under advisement*. HighMark has a long term disciplined approach to money management and currently manages assets for a wide array of clients.

ABOUT THE PORTFOLIO MANAGEMENT TEAM

Andrew Brown, CFA®

Senior Portfolio Manager
Investment Experience: since 1994
HighMark Tenure: since 1997
Education: MBA, University of Southern California; BA, University of Southern California

Salvatore "Tory" Milazzo III, CFA®

Senior Portfolio Manager
Investment Experience: since 2004
HighMark Tenure: since 2014
Education: BA, Colgate University

J. Keith Stribling, CFA®

Senior Portfolio Manager
Investment Experience: since 1985
HighMark Tenure: since 1995
Education: BA, Stetson University

Christiane Tsuda

Senior Portfolio Manager
Investment Experience: since 1987
HighMark Tenure: since 2010
Education: BA, International Christian University, Tokyo

Anne Wimmer, CFA®

Senior Portfolio Manager
Investment Experience: since 1987
HighMark Tenure: since 2007
Education: BA, University of California, Santa Barbara

Randy Yurchak, CFA®

Senior Portfolio Manager
Investment Experience: since 2002
HighMark Tenure: since 2017
Education: MBA, Arizona State University; BS, University of Washington

Asset Allocation Committee

Number of Members: 17
Average Years of Experience: 26
Average Tenure (Years): 14

Manager Review Group

Number of Members: 7
Average Years of Experience: 17
Average Tenure (Years): 8

*Assets under management ("AUM") include assets for which HighMark provides continuous and regular supervisory and management services. Assets under advisement ("AUA") include assets for which HighMark provides certain investment advisory services (including, but not limited to, investment research and strategies) for client assets of its parent company, MUFG Union Bank, N.A.

Item 2

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

**UNAUDITED DRAFT
COMBINED FINANCIAL STATEMENTS**

AND

BUDGET COMPARATIVE

JULY 1, 2019 THRU JUNE 30, 2020

**THE FOLLOWING IS SUBJECT TO CHANGE AND ACTUALS ARE DEFERRED TO THE
AUDITED ANNUAL REPORT
TO BE PRESENTED ON NOVEMBER 12, 2020**

**Municipal Water District of Orange County
Combined Balance Sheet
As of June 30, 2020**

<u>ASSETS</u>	Amount
Cash in Bank	213,715.64
Investments	15,601,223.28
Accounts Receivable	31,490,927.53
Accounts Receivable - Other	58,324.32
Accrued Interest Receivable	82,862.42
Prepays/Deposits	260,367.88
Leasehold Improvements	3,833,004.08
Furniture, Fixtures & Equipment	573,533.87
Less: Accum Depreciation	(3,159,847.89)
TOTAL ASSETS	<u>\$48,954,111.13</u>
<u>LIABILITIES AND FUND BALANCES</u>	
Liabilities	
Accounts Payable	32,081,194.82
Accounts Payable - Other	93.77
Accrued Salaries and Benefits Payable	486,966.29
Other Liabilities	2,002,614.89
Unearned Revenue	799,950.80
Total Liabilities	<u>35,370,820.57</u>
Fund Balances	
Restricted Fund Balances	
Water Fund - T2C	1,026,253.54
Total Restricted Fund Balances	<u>1,026,253.54</u>
Designated Reserves	
General Operations	3,830,240.00
Grant & Project Cash Flow	1,500,000.00
Election Expense	696,000.00
Building Repair	444,186.00
OPEB	297,147.00
Total Designated Reserves	<u>6,767,573.00</u>
General Fund	3,478,748.06
General Fund Capital	682,542.68
WEROC Capital	115,298.58
WEROC	225,385.05
Total Unrestricted Fund Balances	<u>11,269,547.37</u>
Excess Revenue over Expenditures	
Operating Fund	1,370,127.79
Other Funds	(82,638.14)
Total Fund Balance	<u>13,583,290.56</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>48,954,111.13</u>

**Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
General Fund
From July 2019 thru June 2020**

	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	24,056.55	474,772.11	580,000.00	81.86%	0.00	105,227.89
Subtotal	24,056.55	8,961,949.71	9,067,178.00	98.84%	0.00	105,228.29
Choice Programs	74,085.68	1,311,030.67	1,472,622.00	89.03%	0.00	161,591.33
MWD Revenue - Shared Services	11,954.00	80,344.40	0.00	0.00%	0.00	(80,344.40)
Miscellaneous Income	826.53	43,263.17	3,000.00	1442.11%	0.00	(40,263.17)
Revenue Other	0.00	1,574.70	0.00	0.00%	0.00	(1,574.70)
School Contracts	10,329.20	57,140.17	118,213.00	48.34%	0.00	61,072.83
Delinquent Payment Penalty	0.00	2,571.97	0.00	0.00%	0.00	(2,571.97)
Transfer-In From Reserve	0.00	0.00	(42,870.00)	0.00%	0.00	(42,870.00)
Subtotal	97,195.41	1,495,925.08	1,550,965.00	96.45%	0.00	55,039.92
TOTAL REVENUES	121,251.96	10,457,874.79	10,618,143.00	98.49%	0.00	160,268.21

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
General Fund
From July 2019 thru June 2020

	Month to Date	Year to Date	Annual Budget	% Used	Encumbrance	Budget Remaining
<u>EXPENSES</u>						
Salaries & Wages	483,194.70	3,813,495.78	4,052,038.00	94.11%	0.00	238,542.22
Salaries & Wages - Grant Recovery	0.00	(7,132.11)	(5,500.00)	129.67%	0.00	1,632.11
Salaries & Wages - Recovery	(14,746.35)	(23,100.15)	0.00	0.00%	0.00	23,100.15
Director's Compensation	43,548.19	241,176.28	268,132.00	89.95%	0.00	26,955.72
MWD Representation	20,955.52	131,440.14	153,218.00	85.79%	0.00	21,777.86
Employee Benefits	96,448.20	1,169,792.97	1,261,651.00	92.72%	0.00	91,858.03
CalPers Unfunded Liability Contribution	0.00	207,000.00	207,000.00	100.00%	0.00	0.00
Employee Benefits - Grant Recovery	0.00	(1,565.59)	0.00	0.00%	0.00	1,565.59
Employee Benefits - Recovery	(4,757.75)	(6,348.95)	0.00	0.00%	0.00	6,348.95
Director's Benefits	11,646.50	133,637.76	93,947.00	142.25%	0.00	(39,690.76)
Health Insurance for Retirees	6,977.42	63,890.76	70,287.00	90.90%	0.00	6,396.24
Training Expense	0.00	29,004.26	32,000.00	90.64%	9,021.95	(6,026.21)
Tuition Reimbursement	0.00	2,552.62	5,000.00	51.05%	0.00	2,447.38
Temporary Help Expense	0.00	24,051.40	5,000.00	481.03%	0.00	(19,051.40)
Personnel Expenses	643,266.43	5,777,895.17	6,142,773.00	94.06%	9,021.95	355,855.88
Engineering Expense	35,363.01	284,667.40	435,000.00	65.44%	290,553.62	(140,221.02)
Legal Expense	15,244.20	274,897.76	200,000.00	137.45%	1,236.50	(76,134.26)
Audit Expense	0.00	19,767.00	29,240.00	67.60%	0.00	9,473.00
Professional Services	168,589.74	985,482.59	1,487,330.00	66.26%	318,187.05	183,660.36
Professional Fees	219,196.95	1,564,814.75	2,151,570.00	72.73%	609,977.17	(23,221.92)
Conference-Staff	0.00	18,568.00	40,535.00	45.81%	0.00	21,967.00
Conference-Directors	(75.00)	8,975.00	28,440.00	31.56%	0.00	19,465.00
Travel & Accom.-Staff	0.00	43,483.67	89,131.00	48.79%	0.00	45,647.33
Travel & Accom.-Directors	0.00	21,605.80	46,625.00	46.34%	0.00	25,019.20
Travel & Conference	(75.00)	92,632.47	204,731.00	45.25%	0.00	112,098.53
Membership/Sponsorship	0.00	139,510.01	114,966.00	121.35%	0.00	(24,544.01)
CDR Support	0.00	50,155.80	50,156.00	100.00%	0.00	0.20
Dues & Memberships	0.00	189,665.81	165,122.00	114.86%	0.00	(24,543.81)
Business Expense	0.00	2,540.36	5,200.00	48.85%	0.00	2,659.64
Maintenance Office	5,791.71	96,505.49	138,527.00	69.67%	40,959.47	1,062.04
Building Repair & Maintenance	1,423.27	12,206.75	20,000.00	61.03%	0.00	7,793.25
Storage Rental & Equipment Lease	51.88	3,958.99	3,616.00	109.49%	0.00	(342.99)
Office Supplies	1,852.15	29,014.40	36,000.00	80.60%	1,079.27	5,906.33
Supplies - Water Loss Control	99.61	6,276.91	2,033.00	308.75%	0.00	(4,243.91)
Postage/Mail Delivery	616.42	8,624.19	9,400.00	91.75%	0.00	775.81
Subscriptions & Books	103.48	485.25	1,500.00	32.35%	9.95	1,004.80
Reproduction Expense	24,325.06	57,027.82	61,000.00	93.49%	0.36	3,971.82
Maintenance-Computers	0.00	3,929.13	8,000.00	49.11%	1,948.40	2,122.47
Software Purchase	174.95	22,519.60	34,500.00	65.27%	3,276.18	8,704.22
Software Support	5,147.38	47,779.27	59,134.00	80.80%	0.00	11,354.73
Computers and Equipment	1,110.16	30,537.27	49,450.00	61.75%	0.00	18,912.73
Automotive Expense	33.69	15,117.94	19,300.00	78.33%	0.00	4,182.06
Vehicle Expense	451.46	3,796.15	13,160.00	28.85%	0.00	9,363.85
Toll Road Charges	0.00	996.83	2,400.00	41.53%	0.00	1,403.17
Insurance Expense	12,490.19	129,966.76	140,000.00	92.83%	0.00	10,033.24
Utilities - Telephone	3,145.64	27,208.15	25,773.00	105.57%	0.00	(1,435.15)
Bank Fees	0.00	164.78	1,200.00	13.73%	0.00	1,035.22
Miscellaneous Expense	2,307.68	68,142.66	108,100.00	63.04%	0.00	39,957.34
MWDOC's Contrb. to WEROC	19,081.50	273,367.00	273,367.00	100.00%	0.00	0.00
Depreciation Expense	3,043.95	31,267.38	0.00	0.00%	0.00	(31,267.38)
Other Expenses	81,250.18	871,433.08	1,011,660.00	86.14%	47,273.63	92,953.29
Building Expense	43,125.52	504,838.38	835,831.00	60.40%	285,183.04	45,809.58
Capital Acquisition	0.00	86,467.34	106,456.00	81.22%	0.00	19,988.66
TOTAL EXPENSES	986,764.08	9,087,747.00	10,618,143.00	85.59%	951,455.79	578,940.21
NET INCOME (LOSS)	(865,512.12)	1,370,127.79	0.00			

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
Water Fund
From July 2019 thru June 2020

	Month to Date	Year to Date	Annual Budget	% Used	Budget Remaining
<u>WATER REVENUES</u>					
Water Sales	14,960,556.20	146,204,627.00	232,376,274.00	62.92%	86,171,647.00
Readiness to Serve Charge	965,277.30	10,822,974.80	10,071,282.00	107.46%	(751,692.80)
Capacity Charge CCF	324,353.33	3,746,100.00	3,615,440.00	103.61%	(130,660.00)
SCP/SAC Pipeline Surcharge	31,945.94	338,892.16	350,000.00	96.83%	11,107.84
Interest	1,073.66	19,873.98	20,000.00	99.37%	126.02
TOTAL WATER REVENUES	16,283,206.43	161,132,467.94	246,432,996.00	65.39%	85,300,528.06
<u>WATER PURCHASES</u>					
Water Sales	14,960,556.20	146,202,701.80	232,376,274.00	62.92%	86,173,572.20
Readiness to Serve Charge	965,277.30	10,824,900.00	10,071,282.00	107.48%	(753,618.00)
Capacity Charge CCF	324,353.33	3,746,100.00	3,615,440.00	103.61%	(130,660.00)
SCP/SAC Pipeline Surcharge	31,945.94	338,892.16	350,000.00	96.83%	11,107.84
TOTAL WATER PURCHASES	16,282,132.77	161,112,593.96	246,412,996.00	65.38%	85,300,402.04
EXCESS OF REVENUE OVER EXPENDITURES	1,073.66	19,873.98	20,000.00		

Municipal Water District of Orange County
WUE Revenues and Expenditures (Actuals vs Budget)
From July 2019 thru June 2020

	Year to Date Actual	Annual Budget	% Used
Spray To Drip Conversion			
Revenues	20,786.01	110,562.00	18.80%
Expenses	<u>25,389.00</u>	<u>110,562.00</u>	22.96%
Excess of Revenues over Expenditures	(4,602.99)	0.00	
Member Agency Administered Passthru			
Revenues	443,722.00	616,000.00	72.03%
Expenses	<u>416,222.00</u>	<u>616,000.00</u>	67.57%
Excess of Revenues over Expenditures	27,500.00	0.00	
ULFT Rebate Program			
Revenues	4,258.01	27,500.00	15.48%
Expenses	<u>4,193.51</u>	<u>27,500.00</u>	15.25%
Excess of Revenues over Expenditures	64.50	0.00	
HECW Rebate Program			
Revenues	81,040.28	300,000.00	27.01%
Expenses	<u>80,984.45</u>	<u>300,000.00</u>	26.99%
Excess of Revenues over Expenditures	55.83	0.00	
CII Rebate Program			
Revenues	0.00	305,000.00	0.00%
Expenses	<u>(270.00)</u>	<u>305,000.00</u>	-0.09%
Excess of Revenues over Expenditures	270.00	0.00	
Turf Removal Program			
Revenues	1,393,149.86	835,776.00	166.69%
Expenses	<u>1,468,747.37</u>	<u>835,776.00</u>	175.73%
Excess of Revenues over Expenditures	(75,597.51)	0.00	
Comprehensive Landscape (CLWUE)			
Revenues	163,276.78	110,558.00	147.68%
Expenses	<u>196,426.61</u>	<u>116,450.00</u>	168.68%
Excess of Revenues over Expenditures	(33,149.83)	(5,892.00)	
Recycled Water Program			
Revenues	3,627.00	19,750.00	18.36%
Expenses	<u>3,627.00</u>	<u>19,750.00</u>	18.36%
Excess of Revenues over Expenditures	0.00	0.00	
WSIP - Industrial Program			
Revenues	0.00	45,000.00	0.00%
Expenses	<u>27,670.00</u>	<u>45,000.00</u>	61.49%
Excess of Revenues over Expenditures	(27,670.00)	0.00	
WUE Projects			
Revenues	2,109,859.94	2,370,146.00	89.02%
Expenses	<u>2,222,989.94</u>	<u>2,376,038.00</u>	93.56%
Excess of Revenues over Expenditures	(113,130.00)	(5,892.00)	
WEROC			
Revenues	502,345.00	652,564.00	76.98%
Expenses	<u>414,849.96</u>	<u>624,478.00</u>	66.43%
Excess of Revenues over Expenditures	87,495.04	28,086.00	



ACTION ITEM
August 19, 2020

TO: Board of Directors

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

Robert J. Hunter
General Manager

Staff Contact: Charles Busslinger,
Cathy Harris

SUBJECT: Award Construction Contract for Administration Building Seismic Retrofit & Remodel

STAFF RECOMMENDATION

It is recommended that the Board of Directors approve entering into the following subject agreements for improvements to the MWDOC administration building:

- Make a CEQA finding that the project is categorical exempt under: Class 1-Existing Facilities.
- Award Optima RPM, Inc. the "MWDOC Administration Building Seismic Retrofit, ADA Compliance, and Tenant Improvement Project" construction contract in the amount of \$1,606,878.00 plus a 20% contingency for a total Not to Exceed amount of \$1,928,253.60.
- Authorize the General Manager to enter into a license agreement with OCWD for the purposes of constructing the MWDOC administration building improvements, and pay OCWD a one-time license fee of \$1,148.00.
- Authorize an increase in the IDS Architectural, Space Planning, Interior Design and Construction Administration Services Contract in the amount of \$58,667.00 to

Budgeted (Y/N): Y	Budgeted amount: \$2,038,881	Core X	Choice __
Action item amount:	Line item: FY 20-21-8811- Building Improvements \$1,473,901 (Mobilization, Phases 0-3, Exterior Work) FY 21-22-8811- (Phase 4, exterior work, and Demobilization occurring in FY 21-22) <u>\$564,980</u> \$2,038,881		
Fiscal Impact (explain if unbudgeted):			

include additional Architectural, Interior Design and Engineering support services through to the conclusion of the project.

- Authorize an increase in the ABS Owner's Representative Services Contract in the amount of \$36,900.00 to increase the contract scope of work to include move management services through the 4 phases of construction.
- Award SPS Data Communications a contract for IT Support Services for a total Not to Exceed amount of \$13,912.50.

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

SUMMARY

Staff is seeking Board authorization to proceed with seismic improvements and a remodel of the administration building along with changes to the Conference Room 101 to serve as a backup WEROC emergency operations center. The remodel will also address current space inefficiencies with the existing floor plan that will provide additional workspaces within the building.

DETAILED REPORT

In October 2017, staff presented to the Board the initial seismic study results of the MWDOC Administration Building. The Board approved staff to move forward with the seismic recommendations and approved contracts for IDS to prepare plans for non-structural retrofit elements of the Administration Building and additional engineering analysis and evaluation for structural retrofit elements of the building.

In November 2017, the Board authorized the General Manager to enter into a contract with IDS Group for architectural, space planning, interior design and construction administration services to conduct space planning analysis, improve floorplan efficiency, update and relocate conference rooms, relocate and maximize storage, provide for additional workstations, and determine the most favorable balance between shared work areas, private workstations and private offices that allow for collaboration and enhanced work flow processes.

In April 2018, staff presented to the Board a summary of the "Report on the Conceptual Seismic Retrofit Study of the MWDOC Administration Building" by IDS. The Board approved staff to move forward with seismic retrofit improvements of the MWDOC Administration Building, which are designed to bring the building up to a seismic performance level known as 'Damage Control' following American Society of Civil Engineers/Structural Engineering Institute standard 'Seismic Retrofit of Existing Buildings' (ASCE/SEI-41). ASCE/SEI-41 Damage Control level of seismic design is similar to the design standard used for school buildings. The Damage Control level of seismic improvements are designed to allow for re-occupancy of the building shortly after a seismic event and supports having Conference

Room 101 serve as the back-up WEROC Emergency Operations Center. Current seismic codes are designed merely to protect occupants for a sufficient duration to safely exit the building. The ability to re-occupy a building after an earthquake is not considered in the current minimum seismic codes and the seismic codes clearly state that buildings meeting minimum seismic standards will likely require significant repairs (if not demolition and replacement) before re-occupancy.

Subsequent to the determination of the building seismic performance level needed to support WEROC Emergency Operations, IDS strongly recommended that the seismic retrofit and the architectural remodeling efforts be combined. IDS pointed out the two efforts had significant overlap with the amount of ceiling work needed for the retrofit, and the extent of partition wall removal and reconfiguration of office spaces to provide additional workspaces and improve efficiencies identified in the remodel design. IDS cautioned that should the two projects move to construction separately, there would be additional costs incurred that could be avoided by combining efforts into one project. The two efforts were combined into a single project which is now before the Board for consideration of award.

In February 2019, the Board authorized the General Manager to enter into a contract with ABS Consulting to provide Owner's Representative/Project Management services for the administration building seismic retrofit and remodel.

Some elements of the project were determined to provide opportunities for reducing costs by being managed directly by MWDOC staff. These elements are specialty items that would otherwise result in General Contractor mark up and pass-through of the work to sub-contractors, should they have been included in the Construction Schedule of Work Items. These items include directly contracting for:

- Fire Alarm System modifications and interface with the OCWD campus-wide alarm system
- Building Energy Management System modifications for the integrated energy management system between the MWDOC and OCWD buildings
- IT network cabling removal and installation
- Furnishings provider and installation of furniture. The furniture provider and installer contract will be coming to the Board in September 2020 following the recommended changes to the MWDOC Administrative Code that would allow MWDOC to participate in the County of Orange Regional Cooperative Purchasing Program and so resulting in cost savings to the District.

A 20% contingency is based upon recommendations from both IDS and ABS. Both consultants indicate that at minimum, a 15% contingency should be retained for retrofits & remodels and a 20% contingency is recommended. The majority of retrofits/remodels, including this case, do not undergo extensive destructive investigation to determine all of the issues that may be encountered during a retrofit/remodel project, and the contingency is set aside to address those as they occur. Additionally there is one item concerning ADA requirements for backup power to the main lobby glass double doors that is not currently in the scope of work. IDS is currently investigating the type and amount of backup power

needed. This item will be addressed at some point during the 11 month construction schedule in time for final inspection.

Background of Improvements to Date

Dates	Action
2009-2014	Window Replacement & Walkway Handrails
2013-2014	Air Handler Work
2014-2016	Boiler, Chiller & Energy Control System
2015-2016	Bathroom Remodel
2016	Fire System
2015-2016	Entry Area Remodel
2019	Electrical System Rehabilitation
2019	Computer Room Air Conditioner Replacement

Project Bidding

The job was advertised for bidding through PlanetBids. A mandatory pre-bid meeting was held with 17 General Contractors in attendance. Formal bids were received from 7 bidders on July 31, 2020. The Low Bidder is Optima RPM, Inc. Staff is in the process of completing paperwork associated with the bid package and should be fully completed by the time of the Board Meeting.

Bid Summary

1.	RT Contractor Corp.	Garden Grove	\$1,925,000.00
2.	Horizons Construction	Orange	\$2,137,000.00
3.	Faris Construction	Oceanside	\$2,077,000.00
4.	JRH Construction	Irvine	\$2,364,220.00
5.	Courts Construction	Glendora	\$2,042,764.00
6.	Nationwide General	Fountain Valley	\$3,575,000.00
7.	Optima RPM Inc.	Irvine	\$1,606,878.00

Engineer's Estimate	\$1,600,000 - \$2,600,000.00
Average Bid	\$2,246,837.43

Low Bid Breakdown (without Contingency)

No.	ITEM DESCRIPTION	UNIT	ITEM COST
1.	Mobilization	Lump Sum	\$364,623.00
2.	Phases 0-4	Lump Sum	\$1,226,939.00
3.	Exterior Work	Lump Sum	15,225.00

License Agreement with OCWD

OCWD has requested that MWD OC enter into a license agreement to use and occupy common areas of the campus; comprising a portion of the western courtyard and portions of the parking lot on the north side of the campus during construction. OCWD has also requested a one-time license fee of \$1,148.00, which is the standard fee for license agreements on OCWD properties and was previously approved by the OCWD Board as a standard fee. The license agreement was brought to the OCWD Property Management

Committee for approval in June 2020. The agreement was deferred pending additional information to the July 2020 OCWD Property Management Committee. The agreement has been further deferred to the August 28, 2020 OCWD Property Management Committee; pending additional information and an OCWD legal review of the existing MWDOC lease to see if it allows for the construction of a storage room under the existing roof and immediately adjacent to Conference Room 101.

Financial Summary

The table below provides an overall cost summary of the project.

	Current Board Action Items:	
1.	Construction Contract with 20% Contingency – Optima RPM, Inc.	\$1,928,253.60
2.	License Agreement - OCWD	\$1,148
3.	Additional Construction Support through Completion - IDS	\$58,667
4.	Move Management - ABS	\$36,900
5.	I.T. Support Services – SPS Data Communications	\$13,912.50
	Total Project Items this Action:	\$2,038,881
	Previously Approved Project Items:	
1.	ABS Owners Rep Services	\$257,706
2.	Architecture & Engineering Services IDS	\$103,366
3.	Asbestos Testing	\$4,700
4.	Sunbelt Controls Energy Mgmt. System modifications	\$4,449
5.	Fire Alarm System Modifications	\$18,600
6.	City Permits	\$7,278
	Total of Project Items Previously Approved:	\$396,099
Total Project Cost		\$2,434,980

BOARD OPTIONS

Option #1

- Make a CEQA finding that the project is categorical exempt under: Class 1-Existing Facilities.
- Award Optima RPM, Inc. the “MWDOC Administration Building Seismic Retrofit, ADA Compliance, and Tenant Improvement Project” construction contract in the amount of \$1,606,878.00 plus a 20% contingency for a total Not to Exceed amount of \$1,928,253.60.
- Authorize the General Manager to enter into a license agreement with OCWD for the purposes of constructing the MWDOC administration building improvements, and pay OCWD a one-time license fee of \$1,148.00.
- Authorize an increase in the IDS Architectural, Space Planning, Interior Design and Construction Administration Services Contract in the amount of \$58,667.00 to include additional Architectural, Interior Design and Engineering support services through to the conclusion of the project.

- Authorize an increase in the ABS Owner's Representative Services Contract in the amount of \$36,900.00 to increase the contract scope of work to include move management services through the 4 phases of construction.
- Award SPS Data Communications a contract for IT Support Services for a total Not to Exceed amount of \$13,912.50.

Fiscal Impact:

Business Analysis: Improve the seismic resilience of the building to accommodate use of Conference Room 101 as a WEROC emergency operations center, and continued business operations in the building following a major earthquake. Additionally, the project is designed to improve floorplan efficiency and provide for additional workstations for staffing flexibility.

Option #2

- Do not authorize the work.

Fiscal Impact:

Business Analysis: Continue to work in a less resilient building and risk the building becoming unusable as a WEROC emergency operations center following a major earthquake. Continue to deal with a floorplan that does not provide efficiencies or the needed number of workstations for all staff members.

STAFF RECOMMENDATION

Option #1

Bidder Name: Optima RPM Inc.

**DOCUMENT 00310
BIDDING SHEET**

Price for construction of MWDOC Administration Building Improvements

Item	Description	Amount (Lump Sum)
1	Mobilization by General Contractor, General Contractor Bonds, General Contractor Overhead and Profit, General Contractor General Conditions	\$ <u>364,623.00</u>
2	Construction of all work in the contract for Phases 0 through 4 as included in Table 1 of this section, except for work covered under the other bid items on this bidding sheet, as specified and shown on the drawings for the lump sum of	\$ <u>1,226,939.00</u>
3	Exterior work including parking lot refinishing and ADA parking lot improvements.	\$ <u>15,225.00</u>
Total of Items 1 through 3:		\$ <u>1,606,878.00</u>

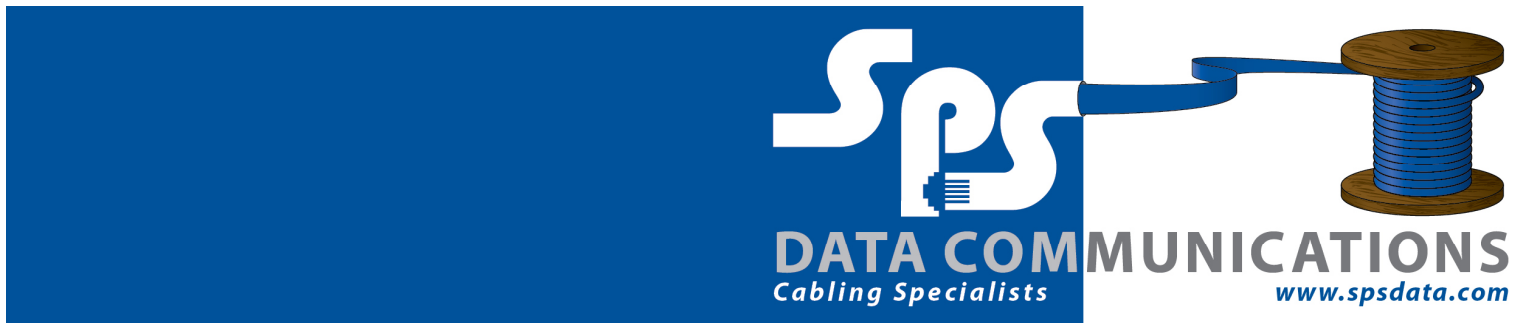
Bidders shall complete Document 00310 "Bidding Sheet" and submit with other bid documents by the deadline Friday, July 31 at 2:00 PM. Bidders shall complete Table 1 on the following pages and submit by Monday, August 3 at 2:00 PM. Bid amounts on Table 1 and Bidding sheet may be handwritten. Illegible bids will be rejected.

IDS SCOPE - Additional Construction Support through Completion

MWDOC Seismic & TI Bidding-CA Phase Additional Fees

Phase	Architectural	Structural	Mechanical HVAC	Plumbing	Electrical
Bid					
Construction	\$6,256.00	\$4,690.00	\$4,276.00	\$527.00	\$3,543.00
Meetings	\$9,272.00	\$556.00	\$540.00	\$974.00	\$3,028.00
	\$3,620.00	\$760.00	\$380.00	\$0.00	\$2,485.00
Total	\$36,908.00	\$6,006.00	\$5,196.00	\$1,501.00	\$9,056.00

Rate	Position	Arch		Struct		Mech		Plumbing		Elect		MWDOC	Rounded to:
		Hrs	Sub-Total	Hrs	Sub-Total	Hrs	Sub-Total	Hrs	Sub-Total	Hrs	Sub-Total		
3	Bid												
190	Principal	4	\$760.00	3	\$1,140.00	6	\$1,140.00			4	\$760.00		
135	PM/P.Arch./P.Eng.	24	\$3,240.00	16	\$2,160.00	0	\$0.00	1	\$135.00	8	\$1,080.00		
135	Cost Estimating	8	\$1,080.00		\$0.00		\$0.00			1	\$135.00		
98	Designer/Draftsperson	12	\$1,176.00	20	\$1,960.00	32	\$3,136.00	4	\$392.00	16	\$1,568.00		
	Subtotal	48	\$6,256.00	39	\$4,690.00	38	\$4,276.00	5	\$527.00	29	\$3,543.00	\$19,292.00	
4	FF&E												
190	Principal	16	\$3,040.00										
135	PM/P.Arch./P.Eng.	80	\$10,800.00										
135	Cost Estimating	0	\$0.00										
98	Designer/Draftsperson	40	\$3,920.00										
	Subtotal		\$17,760.00									\$17,760.00	
5	Construction Administration												
190	Principal	8	\$1,520.00	1	\$190.00			1	\$190.00	2	\$380.00		
135	PM/P.Arch./P.Eng.	40	\$5,400.00	2	\$270.00	4	\$540.00			8	\$1,080.00		
135	Cost Estimating	0	\$0.00		\$0.00								
98	Designer/Draftsperson	24	\$2,352.00	4	\$96.00	4	\$784.00	8	\$784.00	16	\$1,568.00		
	Subtotal	72	\$9,272.00	7	\$540.00	8	\$540.00	9	\$974.00	26	\$3,028.00	\$14,370.00	
6	Meetings												
190	Principal	2	\$380.00	4	\$760.00	2	\$380.00			1	\$190.00		
135	PM/P.Arch./P.Eng.	24	\$3,240.00		\$0.00					17	\$2,295.00		
135	Cost Estimating	0	\$0.00		\$0.00								
98	Designer/Draftsperson	0	\$0.00		\$0.00								
	Subtotal	26	\$3,620.00	4	\$380.00	2	\$380.00	0	\$0.00	18	\$2,485.00	\$7,245.00	
	Grand Total	146	\$36,908.00		\$5,196.00		\$5,196.00		\$1,501.00		\$9,056.00	\$58,667.00	



Quote # 20200801

August 5, 2020

Project Name: Office Remodel Rev. a

Item	Qty	Description	Unit Price	Extended Price
1	10,000	Cat 6 cable	\$0.28	\$2,800.00
2	50	Cat 6 conn.	\$7.25	\$362.50
3	125	Labor	\$85.00	\$10,625.00
4	1	Misc Parts (velcro, Hooks etc)	\$125.00	\$125.00
Grand Total				\$13,912.50

Scope of Project: Demo cables prior to construction, Recycle cables that are appropriate , install new cables where old can't be used (island cubicles, Conference room). My price does include sales tax, my knowledge of your facility, and over 15 year relationship with MWDOC.

Sincerely

Steve Snyder

SPS Data Communications

Notice of Exemption**Appendix E**

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk

County of: _____

From: (Public Agency): _____

(Address)

Project Title: _____

Project Applicant: _____

Project Location - Specific:

Project Location - City: _____ Project Location - County: _____

Description of Nature, Purpose and Beneficiaries of Project:

Name of Public Agency Approving Project: _____

Name of Person or Agency Carrying Out Project: _____

Exempt Status: **(check one):**

- ☐ Ministerial (Sec. 21080(b)(1); 15268);
- ☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));
- ☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- ☐ Categorical Exemption. State type and section number: _____
- ☐ Statutory Exemptions. State code number: _____

Reasons why project is exempt:

Lead Agency _____

Contact Person: _____ Area Code/Telephone/Extension: _____

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ☐ Yes ☐ No

Signature: _____ Date: _____ Title: _____

☐ Signed by Lead Agency ☐ Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

August 5, 2020

Mr. Charles Busslinger
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
18700 Ward Street
Fountain Valley, CA 92728

Ph: (714) 292-2405
Email: cbusslinger@mwdoc.com

Subject: *Proposal to Provide Additional Move Planning and Scheduling for Phases Two Through Four Occupants at Municipal Water District of Orange County Administration Building*
(ABSG Consulting Inc. Proposal No. 4385398-005)

Dear Mr. Busslinger:

ABSG Consulting Inc. (ABS Consulting) is pleased to present this proposal to provide the subject move planning and scheduling services. The purpose of these services is to provide Phase 2 through Phase 4 move planning and scheduling services for Municipal Water District of Orange County (MWDOC) with ABS Consulting's Sub-Consultant, Blackman and Forsyth.

The services being provided by Blackman and Forsyth are for Phases 2 to 4 only. A complete breakdown of services being provided are included in Exhibit A. The additional services for Phases 2 through 4 are not within the ABS Consulting's 5% contingency fee for the project and are a change order to the contract budget and scope. The additional scope of work is identified in Exhibit A. For a complete fee breakdown, see Table 1.

SCOPE OF WORK

The scope of work consists of the following task:

CO #2.doc

Task 5 Perform Move Planning and Scheduling Services for Phases Two Through Four (Exhibit A).

Below is a general move planning and scheduling scope of work for the project. For a comprehensive description of the services, see **Exhibit A**.

1. Attend client move-team meetings and conference calls.
2. Maintain the move matrix (From/To).
3. Assist with move vendor selection.
4. Prepare migration schedule.
5. Prepare relocation package and pack/label instructions

EXCLUSIONS

- All Phase 1 move-out services (included in a separate change order).
- Move vendor costs.
- ABS Consulting staff attendance at meetings and conference calls.

COST & SCHEDULE

The following section presents ABS Consulting's proposed fee breakdown for performing the project as described in our proposed scope of work. The proposed **Time and Materials Fees** includes all labor costs, travel costs and expenses to perform the proposed scope of work.

Description	Fee	Basis
Client Move Team Coordination	\$24,000	Time and Materials
Maintain Move Matrix	\$1,350	Time and Materials
Mover Coordination	\$900	Time and Materials
Migration Schedule	\$1,800	Time and Materials
Relocation Packaging	\$3,000	Time and Materials
B&F Sub-total Fee	\$31,050	Time and Materials
B&F Expenses (5%)	\$1,553	Time and Materials
B&F Total Fee	\$32,603	Time and Materials
ABS Consulting Mark-Up (10%)	\$3,260	Time and Materials
ABS Consulting Management (contract, invoices, etc.)	\$1,037	Time and Materials
Total	\$36,900	Time and Materials

Mr. Charles Busslinger

August 5, 2020

Page 3

This fee is valid for a period of 60 days from the date of this proposal, after which ABS Consulting reserves the right to retain or modify this cost to reflect changing economic conditions. Work performed by ABS Consulting will be billed monthly based on the actual expenses incurred.

REQUIRED INFORMATION

Prior to commencement of work, we will need the following documents sent to our office:

- An executed change order.

Please execute and return to us a copy of this letter contract to acknowledge your understanding of our proposal and to formally authorize us to proceed.

We look forward to working with MWDOC on this important project. If you have any questions regarding this proposal, please do not hesitate to call.

Sincerely,

ABSG Consulting Inc.



Daniel J. Dopudja, S.E.
Group Manager

Enclosures: *Exhibit A – B&F Scope of Work*

APPROVED FOR MWDOC CORPORATION

Task 5: _____

By: _____

Title: _____

Date: _____

Exhibit A

July 27, 2020

Dan Dopudja
ABS Consulting
300 Commerce Drive, Suite 150
Irvine, CA 92602
Email: ddopudja@absconsulting.com

Subject: MWDOC - Blackman & Forsyth Proposal for Relocation Management

Dear Dan,

Thank you for requesting a relocation project management proposal for your client, MWDOC from Blackman & Forsyth. Blackman & Forsyth provides comprehensive move planning services for businesses and agencies. We know that advanced, thorough planning is essential for an effective and efficient move. Blackman & Forsyth is uniquely skilled to provide our move consulting services to manage an effective and efficient move plan for MWDOC.

We understand the project is as follows: MWDOC will initiate a seismic upgrade and tenant improvement project that delivers new paint, carpet and furniture at their current office, located at 18700 Ward Street, Fountain Valley. Notice to proceed is scheduled for late August 2020 and projected completion is September 2021.

The construction plan is scheduled into (4) phases, running from the West to East in the building. To support this construction activity, we suggest a (5) phase relocation plan that moves groups out prior to construction and back once construction in their area is completed. Construction durations by phase range from 2-4 months.

2. Move Back Phase 1 + Move Out Phase 2
3. Move Back Phase 2 + Move Out Phase 3
4. Move Back Phase 3 + Move Out Phase 4
5. Move Back Phase 4

This project is considered a multi-phase contents and equipment move for MWDOC's full floor and entire staff of approximately 45 employees. Furniture removal will follow each move-out, and is the responsibility of the general contractor.

Blackman & Forsyth proposes to initiate Move Team Meetings immediately to address critical details by discipline to develop a comprehensive plan for the project. Swing space needs, workplace prospects and storage options are essential criteria for evaluation. The details of this plan need to be resolved in order to hire supporting vendors (mover resource and possibly a furniture liquidator / disposal resource) and prior to engaging with employees on move instructions and expectations. Blackman & Forsyth understands that each move phase will involve different parameters determined by each phased impact zone. Move Team meetings will be scheduled at regular intervals for the duration of the project, with an estimated +/- 20 meetings total.

Prior to each move, Blackman & Forsyth will craft a migration schedule that details all of MWDOC's relocation activity by responsible party so that roles and objectives are clearly defined and achieved. Blackman & Forsyth will also provide Relocation Kits, packing and labeling instructions, for each employee affected in each move phase.

The Basic Scope of Services will include:

2. Client Move Team Coordination
3. Move Matrix: From-To(s)
4. Mover Selection
5. Migration Schedule(s)
6. Relocation Package / Pack & Label Instructions

Project activities by initiative are as follows:

- 2. Client Move Team Meetings:** We will initiate Move Team communication exchanges with the firm's representatives from Facilities, IT, HR, Operations and other relevant groups as they surface. Our Move Team meetings ensure two-way information exchange and facilitate discovery and resolution on all move-related

topics. Output from these meetings develops the relevant data for completing all of the move documentation. Blackman & Forsyth will manage these meetings from start to finish. Critical tasks involved are creating agendas, fostering and facilitating dialog, imparting expertise, providing notes and tracking follow-ups.

3. **Maintain the Move Matrix, From/To:** Blackman & Forsyth documents each staff member and their belongings, IT equipment, file cabinets as well as storage and common rooms to ensure thorough planning prior to the move and to verify proper delivery during the move. Mapping is the process of determining who and what is moving and where it is moving. Significant time and attention is spent in the discovery phase. Finally, all belongings and equipment are mapped to their final destination. In this process we augment your floor plans by adding colors for specific floors or areas and unique numbers for each user. These colors and numbers will expedite your move and minimize the occurrence of errors.
4. **Mover & Vendor Selection:** Blackman & Forsyth will develop and coordinate the RFP (Request for Proposal) process for Mover. With the Move Team we will develop the project scope for the request for proposal for the movers and we will conduct a job walk with qualified vendors, providing the RFP and a Basis of Estimate spreadsheet for their bids. Blackman & Forsyth will provide a qualitative and quantitative analysis of all bids to support the selection process and work with MWDOC to negotiate the "best" price.
5. **Migration Schedules:** The key to a successful move is ensuring that all of the players are following a clear schedule and responding quickly when changes are needed. Blackman & Forsyth will craft a Migration Schedule for each move phase that details all the move activities for the entire move period. The Migration Schedule has a clear sequencing order and accountability component. It is our job to communicate this schedule to all parties involved in the move.
6. **Relocation Package / Pack & Label Instructions:** Blackman & Forsyth will create comprehensive, personalized relocation kits for each employee affected in the move. The relocation kit is customized with the individuals unique move labels based on their destination address. The kit contains information on what to pack, what not to pack and how to pack and label belongings.

We are committed to using your budget in the most efficient, economical manner. Therefore, we will bill you only for hours expended and not necessarily the entire amount of the budget. Should you require fewer hours and services and your staff can handle additional tasks the fees will decrease accordingly. If the hours spent increase the fees due beyond those estimated in this agreement, we will notify you in writing and obtain your written consent before incurring any excess fees.

Our fees are \$150 per hour for a Principal, \$125 per hour for a Project Manager and \$100 per hour for a Site Supervisor. Expenses are not included in the fees as stipulated above. We are to be compensated for reimbursable expenses incurred in connection with the project. Expenses include: office services @ \$35 per hour, mileage @ \$0.575 cents per mile (or the prescribed rate); parking, copies, etc. to be invoiced at actual cost. Expenses are not to exceed 5% of fees unless authorized by you.



ACTION ITEM
August 19, 2020

TO: Board of Directors

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

Robert J. Hunter
General Manager

Staff Contact: Karl Seckel,
Charles Busslinger

**SUBJECT: APPROVAL OF ALLEN MCCOLLOCH PIPELINE (AMP) CAPACITY
FLOW WAIVER FOR THE CITY OF SAN CLEMENTE**

STAFF RECOMMENDATION

Staff recommends the Board of Directors approve/grant an AMP capacity flow waiver for the City of San Clemente (CSC) due to temporary operational conditions caused by a shutdown of the Joint Transmission Main (JTM) for emergency repairs. The shutdown of the JTM caused both the SCWD and the CSC to increase their flow from the Allen McColloch Pipeline (AMP) into the South County Pipeline (SCP).

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

SUMMARY

MWD OC has the obligation to enforce both the Allen McColloch Pipeline (AMP) Sales Agreement and the AMP Proceeds Agreement; these two separate agreements designated the terms and conditions for the transfer/sale of the AMP from the local agencies to MET in 1995.

One of the provisions of the Proceeds Agreement (excerpt attached) is for MWD OC and the AMP Participants to limit the capacity usage on the AMP by each participant to the capacity they held in the AMP at the time of transfer of the facility to MET. Below are the capacities from Exhibit B of the AMP Proceeds Agreement, reorganized for agency consolidations that have occurred since that time.

Budgeted (Y/N): NA	Budgeted amount: NA	Core X	Choice _
Action item amount: NA	N		
Fiscal Impact (explain if unbudgeted): Not applicable			

AMP Participant Agency	Reach D1
YLWD	30.04
Anaheim	28.72
Orange	22.74
EOCWD	9.57
IRWD	70.67
MNWD	83.77
ETWD	26.33
SMWD	124.46
TCWD	4.01
San Juan Capistrano	4.91
San Clemente	6.87
SCWD	3.90
	415.99

Section 3.06 (starting on page 20 of the AMP Proceeds Agreement) explains the financial implications for exceeding peak day usage on the AMP, and includes a provision allowing MWDOC to **“not consider peak flows resulting from emergency situations, inadvertent flow changes or operational adjustments required by Metropolitan or other agencies” (see attachment).**

Since 1995, MWDOC has provided approximately 11 “waivers” for agencies who exceeded their peak AMP capacity or who might exceed their AMP capacity if a situation was known in advance. This has primarily occurred when local facilities were; out of operation due to an emergency, construction work impacting facilities, or due to planned shutdowns. Some waivers have been requested in advance and then were subsequently not needed. In emergency events, the flow exceedance may have occurred and then MWDOC notified the AMP Participants of the event to see if they had any concerns. There was also a waiver at one point to allow more in-lieu storage water to be taken by agencies to increase the groundwater storage in the OC Basin. The most recent waiver was provided to YLWD and EOCWD in June 2020 for the potential increase in flows due to PFAS impacts to their wells.

As operator of the Joint Transmission Main (JTM), SCWD notified MWDOC of a leak detected on the JTM on June 19, 2020 and shortly thereafter shut down the JTM for inspection and repair. The JTM was successfully repaired as of July 5, 2020. Additional leak detection methods were completed following the repair and filling of the pipeline and all results indicate a successful repair of the leak. SCWD provided advanced notice that there was a potential they could increase flows on the South County Pipeline (SCP), which is supplied by the AMP, to meet demands during the shutdown. SCWD shares a service connection, SC-5B, on the SCP with the CSC and combined they have a total allocated capacity of 10.77 cfs on the AMP. During the emergency shutdown of the JTM, the max flow through SC-5B was 20.8 cfs. The final flow analysis showed that of the 20.8 cfs taken, 3.0 cfs was allocated to SCWD and 17.8 cfs was allocated to the CSC. SCWD remained below their capacity ownership of 3.90 cfs and the CSC exceeded their capacity ownership of 6.87 cfs by 10.93 cfs. Therefore, a flow waiver is requested for only the CSC.

Staff will inform the AMP Participants to see if any issues arise due to the recommendation of the flow waiver.

BOARD OPTIONS

Option #1: Approve/grant the flow waiver for the CSC

Fiscal Impact: None.

Business Analysis: Increase in flow on the AMP/SCP was due to an emergency and was necessary to meet demands.

Option #2: Do NOT approve/grant the flow waiver

Fiscal Impact: Cost to the CSC for capacity exceedance in AMP Reaches D1 through S5 escalated at 4% = \$954,395 per CFS, for each CFS rounded to the nearest CFS of exceedance.

Business Analysis: Should the Board decide not to grant the flow waiver, then the above costs would be levied to the CSC and would be distributed among the other AMP Participants, based on which agencies are not using their full capacity in the AMP.

STAFF RECOMMENDATION

Option # 1

Agreement, and all other documents connected therewith, the services of consultants and staff time ("Negotiation Costs") shall be allocated among the Participants and Leasing Agencies on the basis of their cfs-foot ownership under the Adjusted Capacities (as shown on Exhibit "B"). At the Closing Date, upon receipt of the Initial Payment from Metropolitan, MWDOC shall determine the total Negotiation Costs to be reimbursed to MWDOC and shall calculate each Participant's and Leasing Agency's share of said Negotiation Costs. MWDOC shall deduct each Participant's and Leasing Agency's share of the Negotiation Costs from its share of the Initial Payment prior to distribution or, with respect to those Leasing Agencies with a negative RPOI, shall either add such Participant's or Leasing Agency's share of the Negotiation Costs to its lump-sum payment under Section 3.02 or invoice the Participant or Leasing Agency separately for such share of the Negotiation Costs which will be paid within sixty (60) days of such invoice. In the event all of the Negotiation Costs to be reimbursed to MWDOC have not been determined at the time of the first distribution of Sale Proceeds, deductions and invoices for the remaining Negotiation Costs will be made at the time of subsequent distributions of sale proceeds.

section 3.06. Readjustment of Capacities.

During the term of this Agreement and until such time as Metropolitan augments the capacity of the AMP in any manner, including, but not limited to, construction of the Diemer Pump Station or other capital facility, MWDOC shall monitor each

Participant's and Leasing Agency's usage. At any time prior to augmentation of capacity in the AMP by Metropolitan, any Participant or Leasing Agency whose peak day flow exceeds its Adjusted Capacity, shall be required to pay for an additional full cubic foot per second (cfs) of capacity for the amount by which it exceeded its Adjusted Capacity rounded to the nearest cfs.

For purposes of determining whether a Participant or Leasing Agency has exceeded its capacity, MWDOC shall not consider peak flows resulting from emergency situations, inadvertent flow changes or operational adjustments required by Metropolitan or other agencies. The Peak Flow shall be defined as the most recent three-year moving average peak day flow in each reach of the AMP.

calculation of payment for use of additional capacity will be made in the same manner as Section 3.02, except that the price of capacity shall be escalated from 1993 to the year in which the readjustment is made at the annual interest rate of 4.0% and payment shall be made in cash at the time of the readjustment.

The readjustment of capacities hereunder and the payments shall not affect the Participants' and Leasing Agencies' RPOI or Debt Service Payments as provided herein. Payment for additional capacity purchases and the readjustment of capacities shall be shared among Participants and Leasing Agencies using less than their Adjusted Capacities in proportion to unused capacity calculated on the most recent three-year moving average of actual flows compared to the Adjusted capacities on a cfs-foot weighting system. Notwithstanding the reallocation provided herein, any

Participant or Leasing Agency may elect to forego any portion of the readjustment payment and retain the full amount of its Adjusted Capacity allocation. After Metropolitan completes any project which augments the capacity of the AMP in any amount, no further readjustment of capacity shall be made.

ARTICLE IV

OBLIGATIONS OF MWDOC

Section 4.01 Administration-of Proceeds Allocation.

MWDOC shall be responsible for and shall perform or provide for the performance of all functions necessary to administer the collection and allocation of funds under this Agreement. Said functions shall include:

- (a) Calculation of all amounts due from each Financing Participant at each rental payment date and notification of each Financing Participant of the amount and payment instructions thereof at least ten (10) days prior to the payment date.
- (b) Receipt of each installment payment from Metropolitan to be paid to MWDOC.
- (c) Calculation and distribution of each Participant's and Leasing Agency's share of Sale Proceeds based upon their RPOI and collection of the payments due from those Participants and Leasing Agencies with negative RPOIs.
- (d) Monitor peak day usage as provided in Section 3.06 and calculate readjusted capacities, and payments due to and from each Participant and Leasing Agency for the readjustment of



ACTION ITEM
August 19, 2020

TO: Board of Directors

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

Robert J. Hunter, General Manager

Staff Contact: Hilary Chumpitazi, Accounting Manager
Cathy Harris, Director of Human Resources & Admin.

**SUBJECT: REVISIONS TO ADMINISTRATIVE CODE SECTIONS 8000 TO 8005
REGARDING CONTRACTS**

STAFF RECOMMENDATION

It is recommended that the Board of Directors review the proposed revisions to the Administrative Code as presented and approve.

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

SUMMARY

In reviewing the Administrative Code, staff identified various areas that require revisions to be consistent with current business practices.

In addition, in an effort to achieve cost savings through economies of scale and improve efficiencies, staff is proposing a section be added to the Administrative Code addressing the District's Policy on Cooperative Agreements. Cooperative Agreements are used by governmental entities to purchase goods and services from Agreements awarded by other governmental entities or programs to take advantage of volume purchasing and reduce administrative expenses. Adding language to the Administrative Code permits the District to participate in Cooperative Agreements and ensures that appropriate guidelines are in place when entering into such Agreements, specifically Agreements that are above the

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

General Manager's authority. Legal Counsel reviewed the revised section and concurred with the proposed section.

STAFF RECOMMENDATION

It is recommended that the Board of Directors review the proposed revisions to the Administrative Code as presented and approve.

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
ADMINISTRATIVE CODE**

CONTRACTS	§8000- §80045
------------------	--------------------------

§8000 CONTRACTS

Contract documents shall consist of such documents as the General Manager may deem desirable and ~~as~~ approved as to form by MWDOC's Legal Counsel in addition to those required by law. The contract documents may include, among others, a notice inviting bids, proposal, bidder's bond, form of agreement, performance bond, payment bond, specifications and drawings. Whenever an award is made by the Board, such award shall constitute approval of the contract documents and contractor or consultant shall be authorized to proceed with the provision of services or materials described in the contract document, subject to compliance with the insurance and bonding requirements, execution of all documents and, where applicable, issuance by MWDOC of a Notice to Proceed.

It is MWDOC's policy that purchasing and contracting shall be conducted in a fair, open, and transparent manner so as to maximize benefits to MWDOC. All contracts should be reviewed and re-bid at least every five (5) years, except in situations with documented significant benefits to MWDOC, or in those instances where the services being provided are unique or highly specialized with an extremely limited number of qualified vendors.

The procedures for entering into contracts shall be pursuant to the laws governing MWDOC and those policies outlined in MWDOC's Contracts Manual.

M-6/17/15; M-8/15/18

§8001 APPROVING AUTHORITY FOR PURCHASES/CONTRACT SERVICES

Approving authorities listing the standards and procedures for various purchases and contract services are listed in the matrix attached to this section as Exhibit A.

~~The General Manager shall have the authority to authorize Change Orders up to 10% or \$10,000, of the original authorization, whichever is greater, but in no event shall it exceed \$25,000.~~ The General Manager may delegate all purchasing approval authorities to the Assistant General Manager during periods when the General Manager is absent.

M-6/17/15

§8002 COOPERATIVE AGREEMENTS

In an effort to obtain cost savings through economies of scale and improve efficiencies, staff may identify and make use of competitive and negotiated Cooperative Agreements of another Federal, Local or State public entity that would be beneficial for District use, provided the following guidelines are followed:

1. The initial procurement the District is relying upon is consistent with District policy,

- regarding purchasing agreements and professional services;
2. Cooperative purchases are made under the terms, and conditions of another public agency's agreement in which that agreement includes a provision that extends its pricing, terms and conditions to other public agencies;
 3. Utilization of Cooperative Agreements shall be consistent with the amounts and approving authority listed in Exhibit "A".
 4. Cooperative Agreement amounts above the General Manager's authority, will go before the Board for consideration. Prior to the Board's review, the Agreement will be reviewed by Legal Counsel to determine the Agreement is in compliance with the District guidelines and that the Cooperative Agreement followed an appropriate RFP/Bidding process.
 5. Upon approval by the General Manager and/or Board, the District shall enter into a new contract with the vendor based on the initial public entity's Agreement.
 6. The Cooperative Agreement shall specify the cost, quality and specification of the goods and services;

§8003 CHANGE ORDER

A Change Order is work that is added to the original Contract's Scope of Work of a Contract, which alters the original contract amount and/or completion date and must be signed by the contractor/consultant and General Manager. The General Manager shall have the authority to authorize Change Orders up to 10% or \$10,000, of the original authorization, whichever is greater, but in no event shall it exceed \$25,000. If it exceeds \$25,000 the Change Order must be presented to the Board for approval.

~~, the must be completed executed by . the Change Order includes an e to , n online completed and the department authorizing an to~~

§800~~3~~4 STANDARD AGREEMENT FOR CONSULTANT SERVICES

During the budget approval process, each fiscal year, a listing of all proposed contracts_

with consultants to provide ongoing or new professional services such as auditing, legal or engineering services shall be included in the budget for approval. After Board approval, a "Standard Agreement for Consultant Services" shall be prepared and completed, including receipt of all required insurance documents, before services are initiated. The Agreement shall have a scope of work attached and incorporated into the Agreement by reference, specifically setting out the tasks to be completed. Tasks other than those specifically described shall not be performed without prior written approval of the General Manager.

Work performed under such Agreement is to be billed and paid for at rates set forth in the consultant's fee schedule or schedule. ~~of charges and invoices must reference the appropriate Purchase Order number as referenced in the Agreement.~~

MWDOC's Ethics Policy (Section 7100-7111) shall be incorporated in to the Standard Agreement for Consultant Services, as an Exhibit.

Motion – 12/9/92; 7/21/93; 7/16/97; 11/21/01; 06/15/11; 02/15/12; M-6/17/15

Selection of Consultants

The following criteria shall be used to qualify candidates for professional services.

1. Specialized experience and technical competence of the consultant and its personnel considering the type of services required and the complexity of the project.
2. The consultant's familiarity with types of problems applicable to the project.
3. Past record of performance on projects with MWDOC, other governmental agencies or public bodies and with private industry, including such factors as control of costs, quality of work and ability to meet schedules.
4. The consultant's capacity to perform the work (including any specialized services) within the time limitations and with proposed staff, considering the firm's current and planned workload.
5. The consultant's level of financial responsibility.
6. The consultant's documentation of no personal or organizational conflicts of interest prohibited under State or local law.
7. Types of guarantees or warranties offered by the consultant.
8. Estimate of the range of proposed services and costs.

Procedure for Contracts Between \$3,000 and \$25,000 Awarded Under the General Manager's Authority

In the event that sole source Professional Service contracts between \$3,000 and \$25,000 are awarded pursuant to the General Manager's authority, the Sole Source Procurement Justification Form (included in the District's Contracts Manual) shall be completed and submitted to the next Board or Committee meeting as an informational

item, prior to starting the work. If time constraints occur, the General Manager shall submit the Sole Source Procurement Justification Form and any supporting documentation to the Board President at least a week prior to starting the contract work and then will still include the Form on the next Board or Committee agenda as an informational item.

On competitively based contracts for professional services between \$3,000 - \$25,000, the General Manager shall ~~report to the Board via email or~~ provide as an informational item to the Board or a Committee meeting regarding the nature of the contract. The General Manager shall submit an annual written status report on all contracts executed under .

the General Manager's authority to the Administration & Finance Committee.

Procedures for Developing Requests for Proposals

Staff will prepare a description of the proposed project, its purpose, location, and other pertinent facts and shall request interested consultants to submit proposals; consultants may be requested to submit a statement of qualifications for certain activities. The proposals shall contain detailed information, including, but not limited to, the firm's ability to perform the job within the designated timeframe, the firm's design team, the firm's proposed use of sub-contractors, the firm's proposed scope of work, level of effort and estimated cost range, and contract documents.

M-6/15/11; M-6/17/15; M-9-20/17

\$800~~35~~ REQUISITIONS AND PURCHASE ORDERS

All requests for purchases require the ~~submission completion~~ of a requisition via the District's Financial Management System in our accounting system and signed approval ~~ed~~ by the appropriate Cost Center Manager. If the Cost Center Manager is not available, the Assistant General Manager or General Manager may sign approve the requisition. ~~All requisitions for purchases over \$3,000 require the issuance of a purchase order. A copy of the purchase order is to be provided to the Cost Center Manager. The Accounting Manager may authorize~~ approves all purchases up to \$3,000 and purchases over \$3,000 require an approval by the ~~The~~ General Manager or Assistant General Manager and the Accounting Manager required to jointly sign for ~~purchases over \$3,000.~~

In the absence of the Accounting Manager or General Manager, ~~the Assistant Manager and/or~~ the Alternate Deputy Treasurer(s) are authorized to approve purchase orders. It is normally expected that neither the General Manager nor the Accounting Manager nor those signing approving in their absence shall approve their own purchase orders. ~~However, if the authorized signees use whose signatures approvals are normally required~~ are not available, the yCost Center Manager may approve their own purchase orders provided the purchase is ratified upon the return of the one who would normally approve.

A. Procurement Policy

A.

Every attempt will be made to obtain the best quality materials, equipment supplies and services in the optimum time frame for the minimum price. Quality of performance Page 62 of 85

| product, as well as lowest cost, will be considered in the process.

B. Online Requisitions Forms

~~The A~~ purchase requisition ~~form~~ shall be ~~used~~ submitted via the online Financial Management system for requesting the purchase of supplies, material, equipment, labor or services. The requisition ~~form shall~~ should be submitted accurately, and sufficiently in advance of the date the supplies, materials, equipment, labor or services are needed, in order to allow time for processing ~~of a purchase order~~.

Requisitions are to clearly specify the type, quantity, ~~quality~~ and cost of the goods or services required. Common-use items should be described by their popular names, supplemented by number, size, style or other identifying data. In the case of items or services regularly needed in MWDOC operations, where experience and convenience have indicated the most economical and convenient place of purchase, ~~the requisition~~ choose the ~~should indicate the name and address of the~~ customarily used vendor. If the vendor is not ~~incorporated, their Tax ID number must be indicated on the form listed then request a Vendor Number from the A~~ Accounting Department. A tax ID number or a Accounting will follow up for new vendor information, including a W-9 form is to be provided to the Accounting Department in order to process a new vendor. ~~If transportation costs are involved, the manner in which the goods are to be shipped is to be shown on the requisition together with the approximate cost if MWDOC is to pay those costs.~~ If items requisitioned need to be installed or assembled, it should be stated on the requisition uploaded supporting documentation whether MWDOC or the vendor is to do the installing or assembling. Any unusual conditions in connection with delivery and/or installation/assembly should be indicated.

C. ~~Chargeable Account~~ General Ledger Coding

Each requisition will specify the general ledger account number, fund, cost center, entity, activity code, program, region and class code if applicable ~~program and activity~~ for which the supplies, materials, equipment or services are necessary so that the costs of such purchase may be charged to the proper account. The Cost Center Manager approving the requisition shall insure there are sufficient unencumbered funds in the proper account to cover the cost of the purchase.

D. **Inspection and Acceptance of Order**

The requisitioner in all cases is responsible for inspecting and for accepting or rejecting deliveries and for determining that both the quality and quantity of the delivery are as ordered specified on the purchase order. The requisitioner shall sign and date the delivery ticket and submit it to Accounting as certification that the goods were received and accepted. If the goods delivered ~~do not conform to the specifications indicated on the purchase order~~ are not accepted and returned, the requisitioner shall ~~immediately~~ notify the vendor and ~~the Accounting Department, that the delivery is rejected and will require satisfactory replacement or a supplemental delivery or a credit for returned goods.~~

M-6/15/11; 6/17/15

All contracts shall contain provisions as contained in Administrative Code Section 7105 with regard to reporting of gifts.

Exhibit A
AUTHORIZATION PROCEDURES FOR PURCHASES, CONTRACTS, AND
CONSULTING & PROFESSIONAL SERVICES ^{(1) (2) (3)}

TABLE 1 – REGULAR SITUATIONS

Dollar Amount	Requires Preparation of:	Signed By	Approving Authority
Up to \$31,000 (no quotes needed) <u>\$1,001 - \$3,000</u>	<ul style="list-style-type: none"> 2 written quotes on purchases Selection based on qualifications for professional services <u>2 written quotes on purchases</u> 	<u>Program-Cost Center</u> Manager & Accounting Manager	N/A
\$3,001 - \$25,000 ⁽²⁾	<ul style="list-style-type: none"> Competitive bidding process on purchases <u>or 3 written quotes</u> Competitive proposals on professional services contracts. If competitive proposals are not utilized, a Sole Source Procurement Justification form must be completed and submitted to the next Board meeting as an informational item. 	<u>Program-Cost Center</u> Manager & GM	N/A
Over \$25,000 ⁽³⁾	<ul style="list-style-type: none"> Request for competitive proposals or bidding as appropriate or justification of a sole source contract to be included in the Board Action write up 	General Manager	Committee and Board of Directors

(1) Any aggregate work that will exceed \$25,000 for any one consultant over a one year period requires a report of activities to be presented to the appropriate Committee and the Board of Directors for the work to be authorized.

(2) The General Manager shall have the authority to authorize Change Orders up to 10% or \$10,000, of the original authorization, whichever is greater, but in no event shall it exceed \$25,000, without Board approval.

(3) Sole source contracts that go to the Board for approval shall not require the completion and submittal of the Sole Source Procurement Justification form. The justification for the sole source will be included in the write up to the Board.

TABLE 2 – EMERGENCY SITUATIONS**

Dollar Amount	Requires Preparation of:	Signed By	Approving Authority
Up to \$100,000	Purchase order/Agreement or Contract	General Manager	Board of Directors ratification at next regular meeting or earliest special meeting
Over \$100,000	Agreement or Contract	General Manager	Board of Directors

**Events requiring immediate extraordinary action to protect public health, safety, welfare and property

M-6/15/11; 02/15/12; 6/17/15; 9/20/17

Item 7

Municipal Water District of Orange County
Semi-Annual Comparison for Overtime Hours Worked
for the six-month periods ending June 2020 and 2019

Employee	1/1/20 - 6/30/20		1/1/19 - 6/30/19	
	Hours Worked	Dollar Equivalent ⁽¹⁾	Hours Worked	Dollar Equivalent ⁽¹⁾
Dubuque, Tina	1.00		3.50	
Fahl, Beth	1.50		3.25	
Gunawan, Lina	1.00		0.00	
Harrison, Daniel	26.75		0.00	
Hernandez, Christina	0.50		0.50	
Muldoon, Traci	5.25		18.50	
Roberto, Bryce	4.75		21.75	
Schunk, Janine	2.50		0.00	
Snow, Mary	8.00		4.00	
Soto, Francisco	0.00		4.00	
Thorsell, Jason	2.50		0.00	
Waite, Rachel	14.50		5.00	
Wilson, Sarah	13.25		28.25	
TOTAL	81.50	\$4,844	88.75	\$ 4,697

(1) Dollar equivalent calculated at 1.5 x hourly rate

(2) Overtime hours at straight time

Municipal Water District of Orange County
Director's Activity Report
Reporting Period from 07/01/19 to 06/30/20

Activity Description		MWDOC Director's							MET Director's				Director's		
		Thomas	Barbre	McVicker	Dick	Finnegan	Yoo Schneider	Tamaribuchi	Subtotal	Barbre	Ackerman	McKenney	Dick	Subtotal	Total
Per Diem															
MWDOC Committee & Board mtg		19,739	21,688	22,936	19,802	17,634	19,490	21,673	142,962	-	4,147	6,081	639	10,867	153,829
MET Committee & Board mtg		-	-	3,212	-	-	-	655	3,867	11,179	13,082	14,033	11,538	49,832	53,699
Meetings with Member Agencies		1,279	2,822	312	1,606	-	10,150	312	16,481	-	-	-	-	-	16,481
Other Misc meetings & activities		15,592	14,376	10,493	8,248	4,147	8,560	14,313	75,729	23,154	19,724	16,839	13,066	72,783	148,512
Benefits		26,958	21,398	20,335	20,619	3,632	21,819	5,129	119,890	3,416	3,910	3,910	2,512	13,748	133,638
Subtotal-Per Diem		63,568	60,284	57,288	50,275	25,413	60,019	42,082	358,929	37,749	40,863	40,863	27,755	147,230	506,159
Travel, Conferences & Misc. (1)															
ACWA		1,572	-	1,718	-	-	2,599	2,402	8,291		196	135		331	8,622
Association of CA Cities - OC		-	-	-	-	-	1,541	-	1,541		-	-		-	1,541
CCEEB		-	-	-	-	-	2,782	2,263	5,045		-	-		-	5,045
CRWUA		1,260	1,072	-	-	-	-	-	2,332		-	-		-	2,332
CSDA		-	-	18	-	-	-	-	18		-	-		-	18
Bond Buyers Conf		-	1,744	-	-	-	-	-	1,744		-	-		-	1,744
Legislative Activities in Sacramento		-	-	-	-	-	604	-	604		-	-		-	604
Washington DC Legislative Trips		-	2,536	-	-	-	-	-	2,536		-	-		-	2,536
ISDOC		17	-	17	17	34	-	-	85		-	-		-	85
OCWA		-	205	175	-	-	90	-	470		-	90		90	560
Urban Water Institute		2,046	-	2,053	53	-	971	999	6,122		-	-		-	6,122
So Cal Water Committee		-	-	-	-	-	-	325	325		-	-		-	325
Other Travel Expenses		-	-	50	-	5	61	1,070	1,186		31	-		31	1,217
Mileage		1,350	1,577	789	1,088	381	2,825	1,095	9,105		680	-		680	9,785
Toll Charges		-	-	-	-	-	441	-	441		-	-		-	441
Telephone/Fax/Cable		-	-	-	-	498	-	-	498		-	-		-	498
Subtotal-Travel, Conferences & Misc.		6,245	7,134	4,820	1,158	918	11,914	8,154	40,343		907	225	-	1,132	41,475
Total		69,813	67,418	62,108	51,433	26,331	71,933	50,236	399,272	37,749	41,770	41,088	27,755	148,362	547,634

(1) Includes conference registration, travel, lodging, meals, transportations, mileage and other miscellaneous related costs; does not include Per Diem.

8/5/2020

**Administration Activities Report****July 3, 2020 – August 6, 2020**

Activity	Summary
Administration/Board	<ul style="list-style-type: none">• 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 as well as execution following approval• Reviewed Insurance documents for all District Agreements.• Responded to one Public Records Act request.• Review Admin Code for various issues for Rob Hunter and Legal Counsel• Various consultations with legal counsel regarding Brown Act, minutes, and Board issues• Prepared appropriate documentation for MET and the OC Registrar of Voters• Submitted Conflict of Interest Code amendments to the County; conducted appropriate follow-up• Conducted research regarding Division 1 vacancy• Coordinated with WEROC on Operational Area Agreement• Prepared Board write ups and worked with President Tamaribuchi on various issues• Coordinated/submitted Director Barbre Leaving Office Statement• Updated various portions of the website; including updating Zoom Board and Committee meetings, ISDOC and WACO• Formatted letter for Government Affairs• ACWA Virtual Conference registration• Signed up Directors for compliance training

Records Management	<ul style="list-style-type: none"> • Trained new employees on Records Management procedures. • Review and reorganization of electronic documents in Laserfiche continues. • Began process of reviewing/scanning documents that are to be removed from offices to prepare for the office remodel.
Recruitment/Departures	<ul style="list-style-type: none"> • Judy Roberts, Accountant, began her first day with the District on July 21st.
Projects and Activities	<ul style="list-style-type: none"> • Staff continues coordination efforts in working with Engineering staff, IDS and ABS, on planning for the Office Seismic Retrofit and Tenant Improvements. • Staff continues with evaluation and coordination on the planning, scheduling, move management and IT requirements during various construction phases. • The General Manager continues to hold bi-monthly staff meetings via Zoom. • Management meetings have been held to discuss Organizational Values and Culture. Staff meetings will be held to discuss the development of organizational values. • Staff is coordinating closely with the Director of Emergency Management in evaluating the return to work phasing plan in accordance with state and local guidelines. Keeping in mind the safety and well-being of employees. • Staff continues to research and participate in webinars relating to COVID-19.

**INFORMATION ITEM**

August 12, 2020

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

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 2020-21.

Finance

Description	% of Completion	Estimated Completion date	Status
Further Implementation of WUE Landscape Programs Databases and Web Site.	On-going	On-going	In Progress
2020 W-9 collection for water rebates. Currently holding 10 rebate checks awaiting W-9 form.	On-going	On-going	In Progress
Perform demo testing of new accounting software from Accufund	100%	07-31-2020	Completed
Government Compensation in California Report 2020	0%	03-30-2021	Not Started
State Controller Report preparation FY19-20	0%	11-30-2020	Not Started
State Tax filing for Water Facilities FY19-20	0%	11-30-2020	Not Started
Preparation of documents for FY21-22 budget process.	0%	04-30-2021	Not Started
GASB 75 Biennial OPEB Actuarial report	0%	08-31-2020	No Started
Prepare for our annual Interim Audit the week of July 6 th , 2020	100%	07-10-2020	Completed

Year End procedures; Prepare Annual Financials and Final Audit week of 09-14-20	10%	09/18/2020	In Progress
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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%	06-30-2020	Not Started
Upgrade WUE Web Server (Software upgrade)	50%	06-30-2020	In Progress
Upgrade software for Data Server	50%	06-30-2020	In Progress
Disposal of non-functional and obsolete electronic equipment	75%	03-31-2020	In Progress
Replace network color printer and 2 Department printers	100%	06-30-2020	Completed

FY 2020-21 Completed Special Tasks

Description	% of Completion	Completion date	Status
<u>Finance</u>			
Preparation of documents for FY20-21 budget process.	100%	06-30-2020	Completed
<u>Information Technology</u>			



INFORMATION ITEM

August 12, 2020

TO: **Administration & Finance Committee**
(Directors Thomas, Dick, 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 MWD OC, and selected water supply information.

- OC Water Usage, Monthly by Supply **OCWD Groundwater was the main supply in June.**
- OC Water Usage, Monthly, Comparison to Previous Years Water usage in **June 2020 was 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 39 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 **519,000 AF in FY 2019-20** (this includes ~15 TAF of agricultural usage and non-retail water agency usage). This is about **3,000 AF more than FY 2018-19** and is about **21,000 AF less than FY 2017-18**. Water usage per person is projected to be slightly higher in **FY 2019-20 for Orange County at 142 gallons per day** (This includes recycled water). Although OC population has increased 20% over the past two decades, water usage has not increased, on average. A long-term decrease in per-capita water usage is attributed mostly to Water Use Efficiency

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

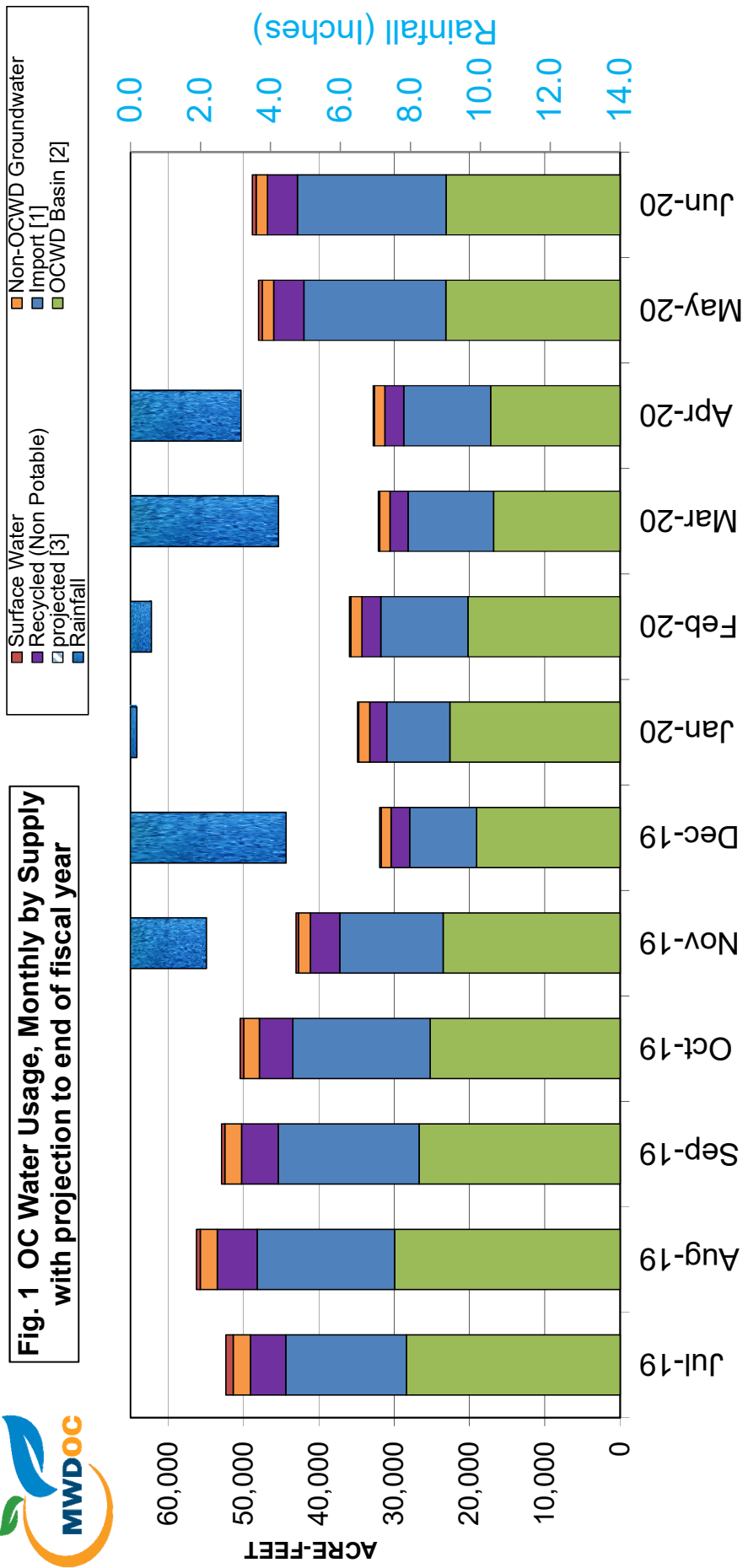
(water conservation) efforts. ***O.C. Water Usage for the last four Fiscal Years is the lowest since the 1982-83 Fiscal Year*** (FY 1982-83 was the third wettest year on record).

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

- Orange County's accumulated precipitation through ***early June*** was average for this period. Water year to date rainfall in Orange County is ***14.79 inches***, which is ***116% of normal***.
- Northern California accumulated precipitation through ***early June*** was ***65% 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 ***71% of normal*** as of April 8th. ***As of late July, 50.38%*** of California is experiencing ***moderate to extreme drought conditions*** while 59.66% of the state is experiencing abnormally dry conditions. The State Water Project Contractors Table A Allocation was increased to 20% in May 2020.
- Colorado River Basin accumulated precipitation through ***late July*** was ***83% of normal*** for this period. The ***Upper Colorado Basin snowpack*** was ***100% of normal*** as of April 6th. ***Lake Mead and Lake Powell*** combined have about ***64% of their average storage volume*** for this time of year and are at ***45.2% of their total capacity***. If Lake Mead's ***level falls below a "trigger" limit 1,075 ft. at the end of a calendar year***, then a shortage will be declared by the US Bureau of Reclamation (USBR), impacting Colorado River water deliveries to the Lower Basin states. As of early March, Lake Mead levels were ***14.48' above the "trigger" limit***. The USBR predicts that the start of 2020 will not hit the "trigger" level but there is ***a 0% chance that the trigger level will be hit in 2021 and a 9% chance in 2022***.



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



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

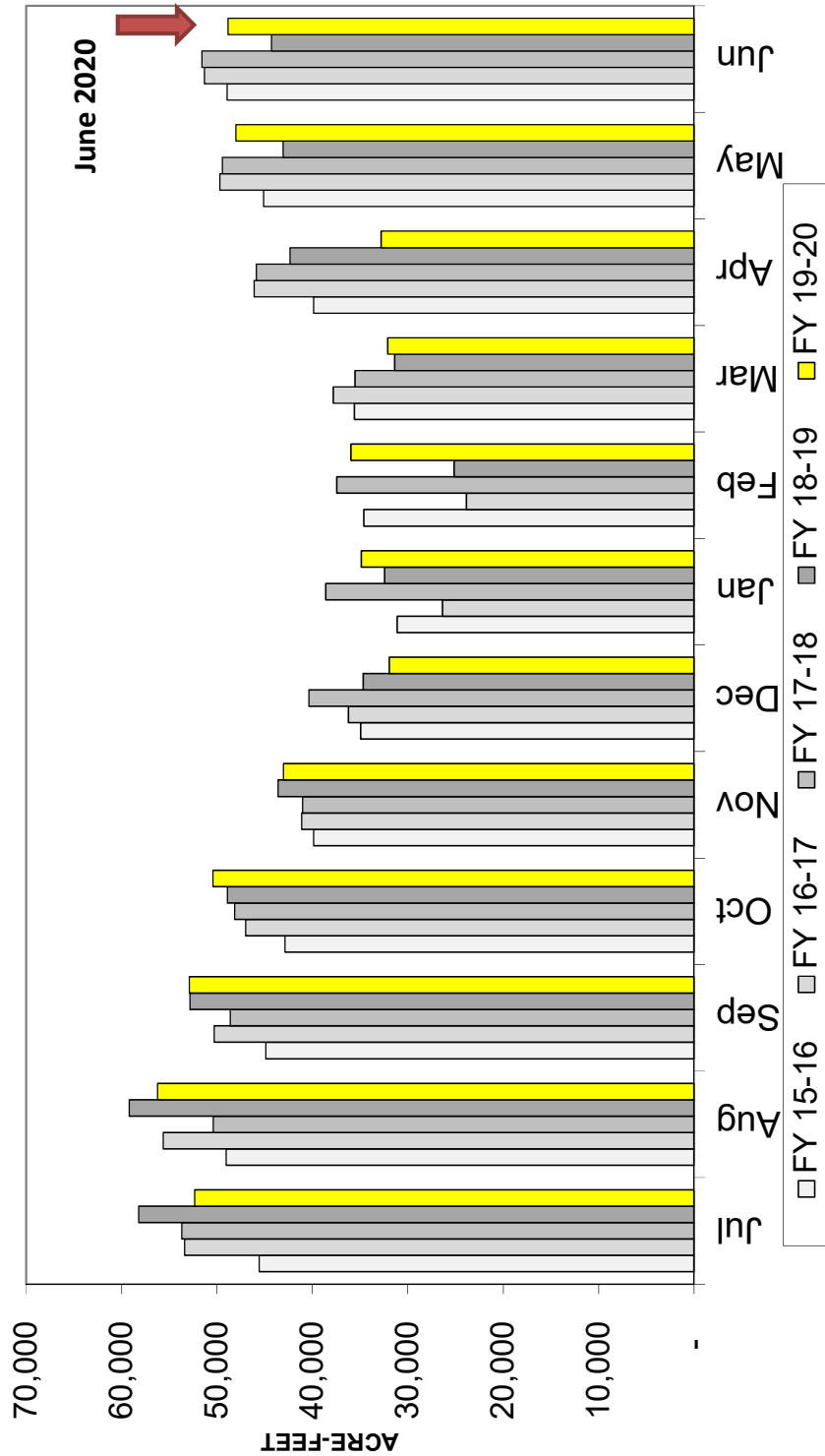
[2] GW for consumptive use only. Excludes In-Lieu water deliveries and CUP water extraction that are counted with Import. BPP in FY '19-20 is 77%.

[3] MWD OC's estimate of monthly demand is based on the projected 5 Year historical retail water demand and historical monthly demand patterns.

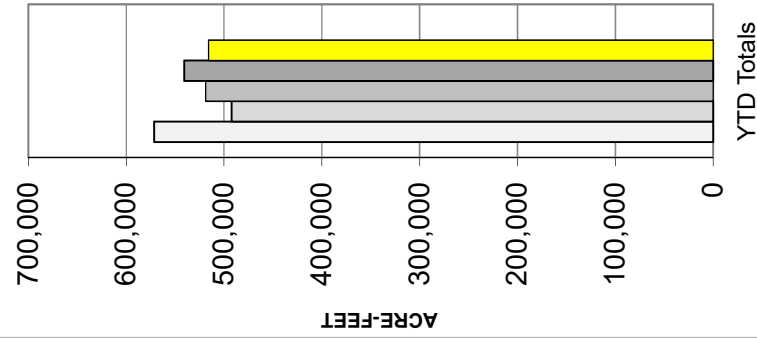
[4] Total water usage includes IRWD groundwater agricultural use and usage by non-retail water agencies.



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



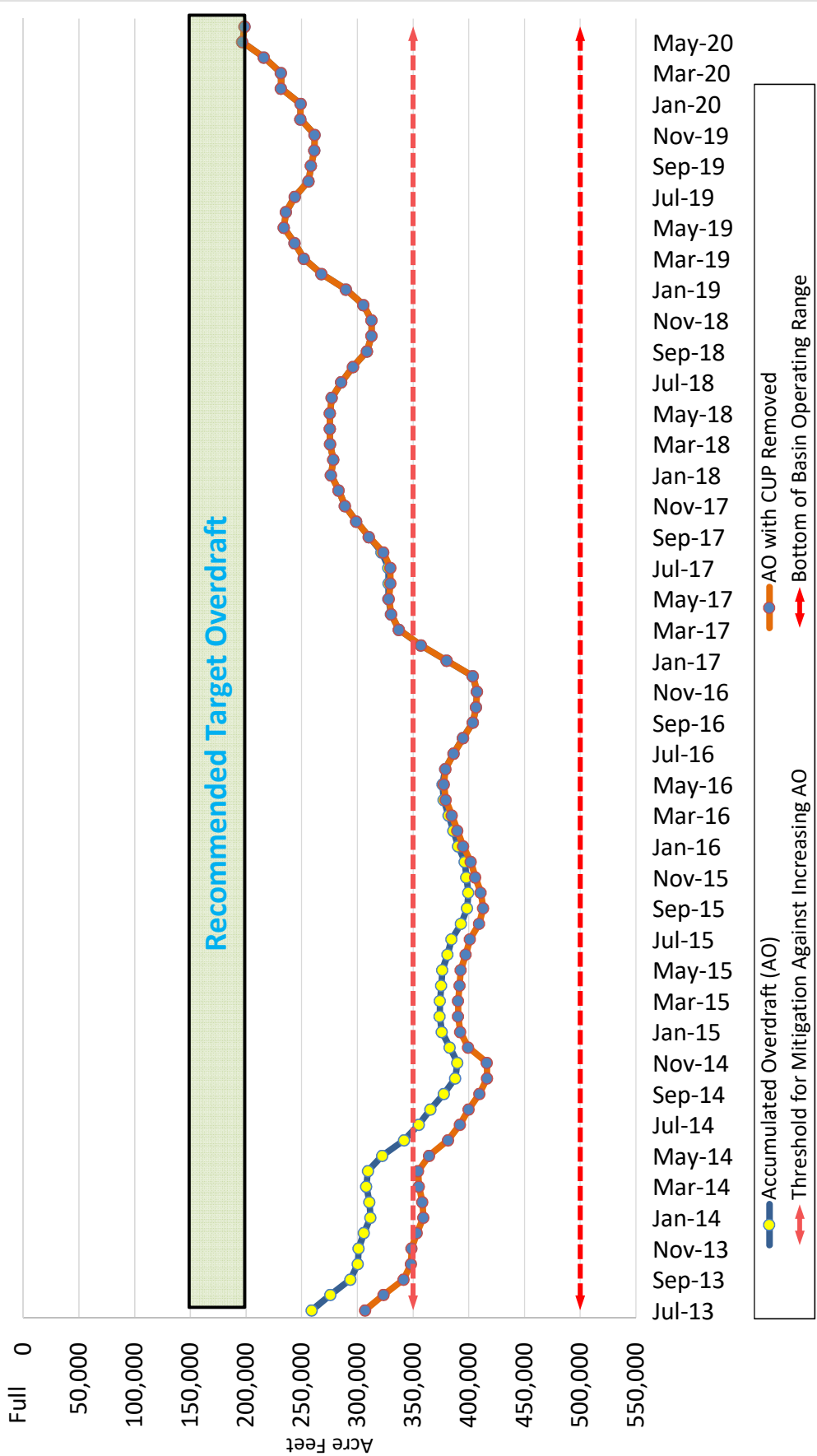
Partial Year Subtotals



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

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Accumulated Overdraft of the OCWD Groundwater Basin as of June 2020

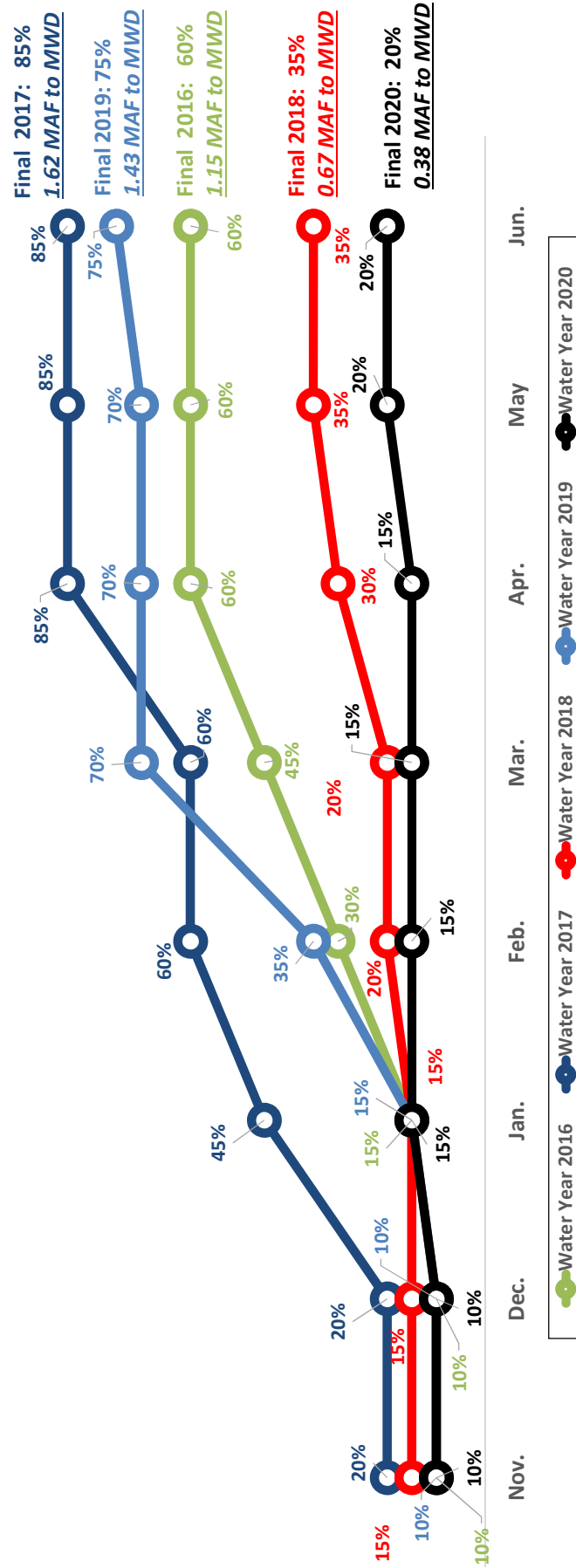


* Source ~ OCWD Monthly Board of Directors Packet

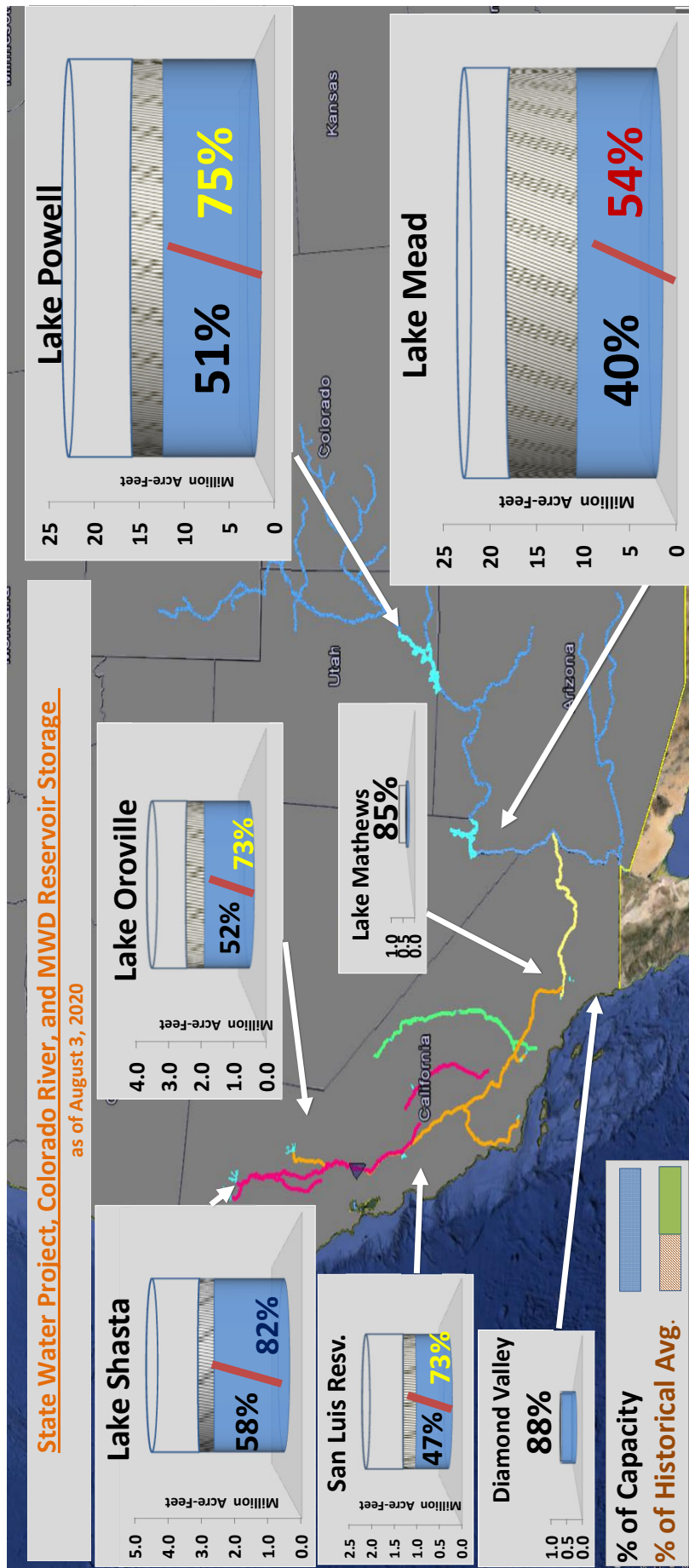


SWP TABLE A ALLOCATION

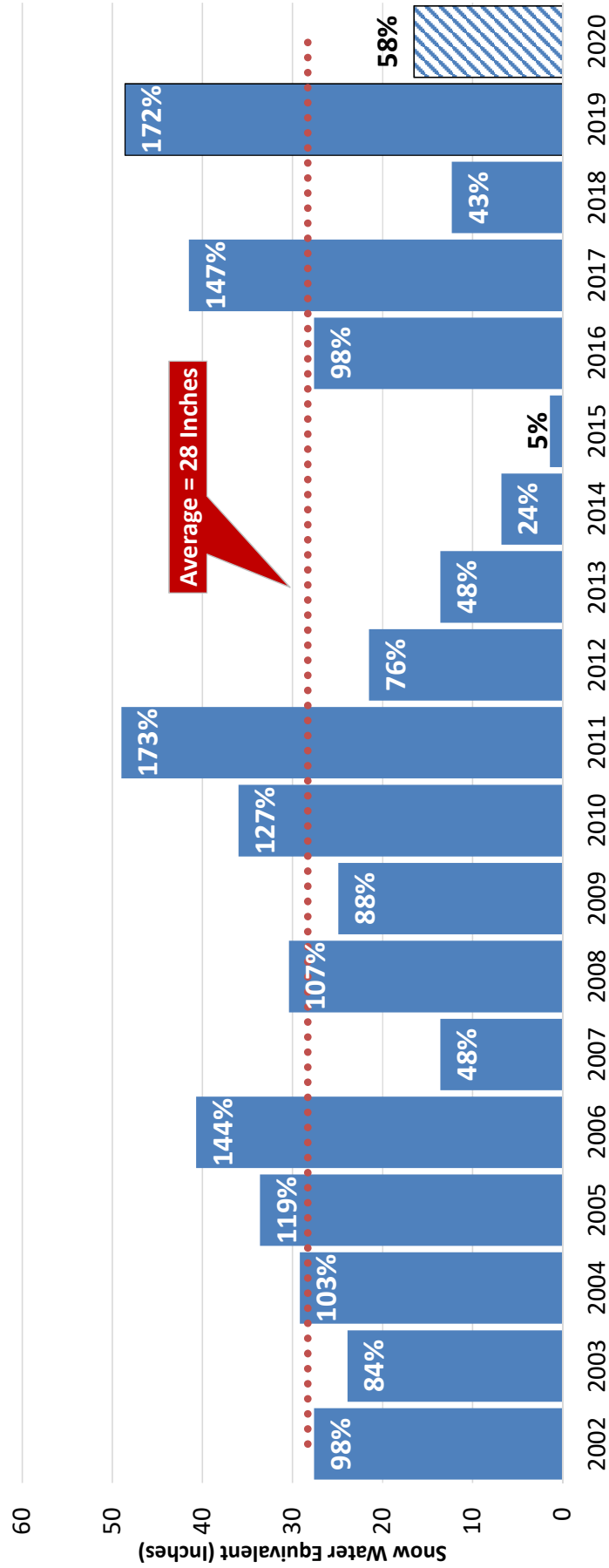
FOR STATE WATER PROJECT CONTRACTORS

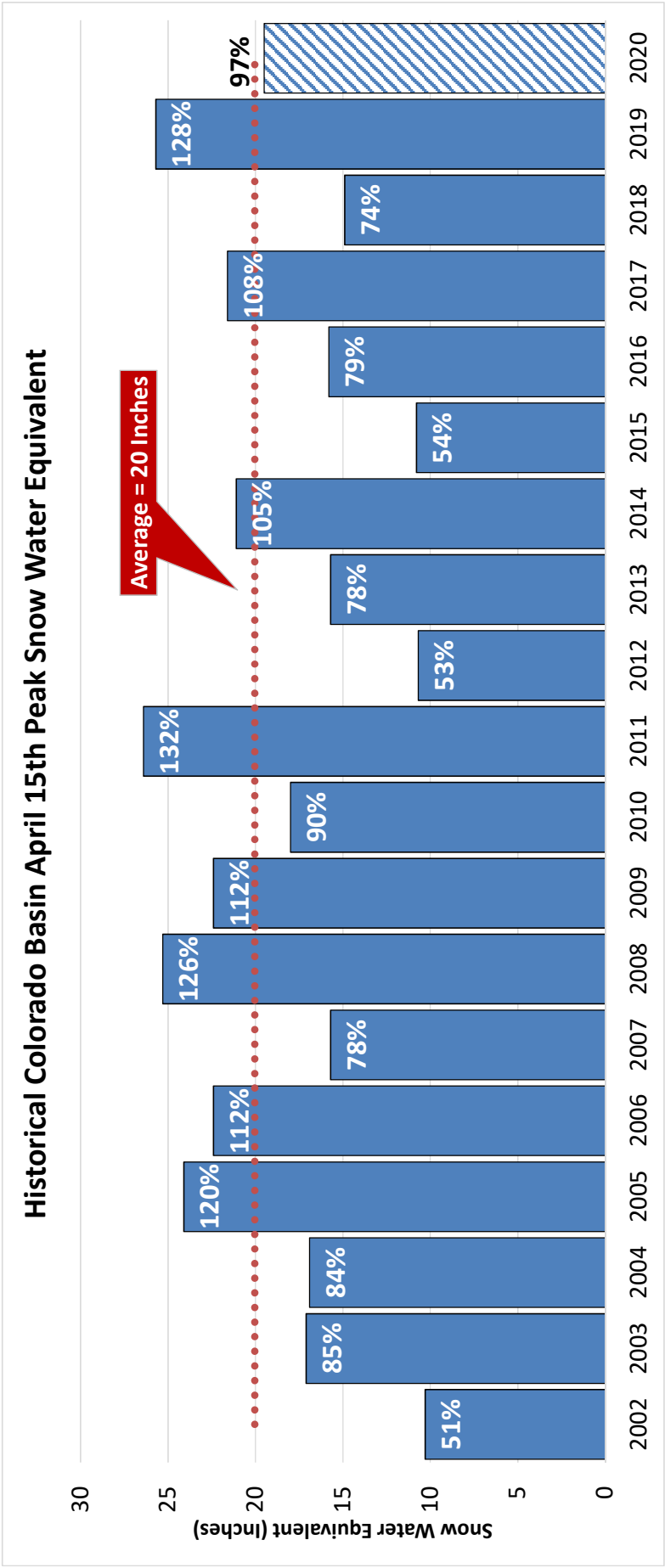


State Water Project, Colorado River, and MWD Reservoir Storage as of August 3, 2020



Historical Northern California April 1st Peak Snow Water Equivalent

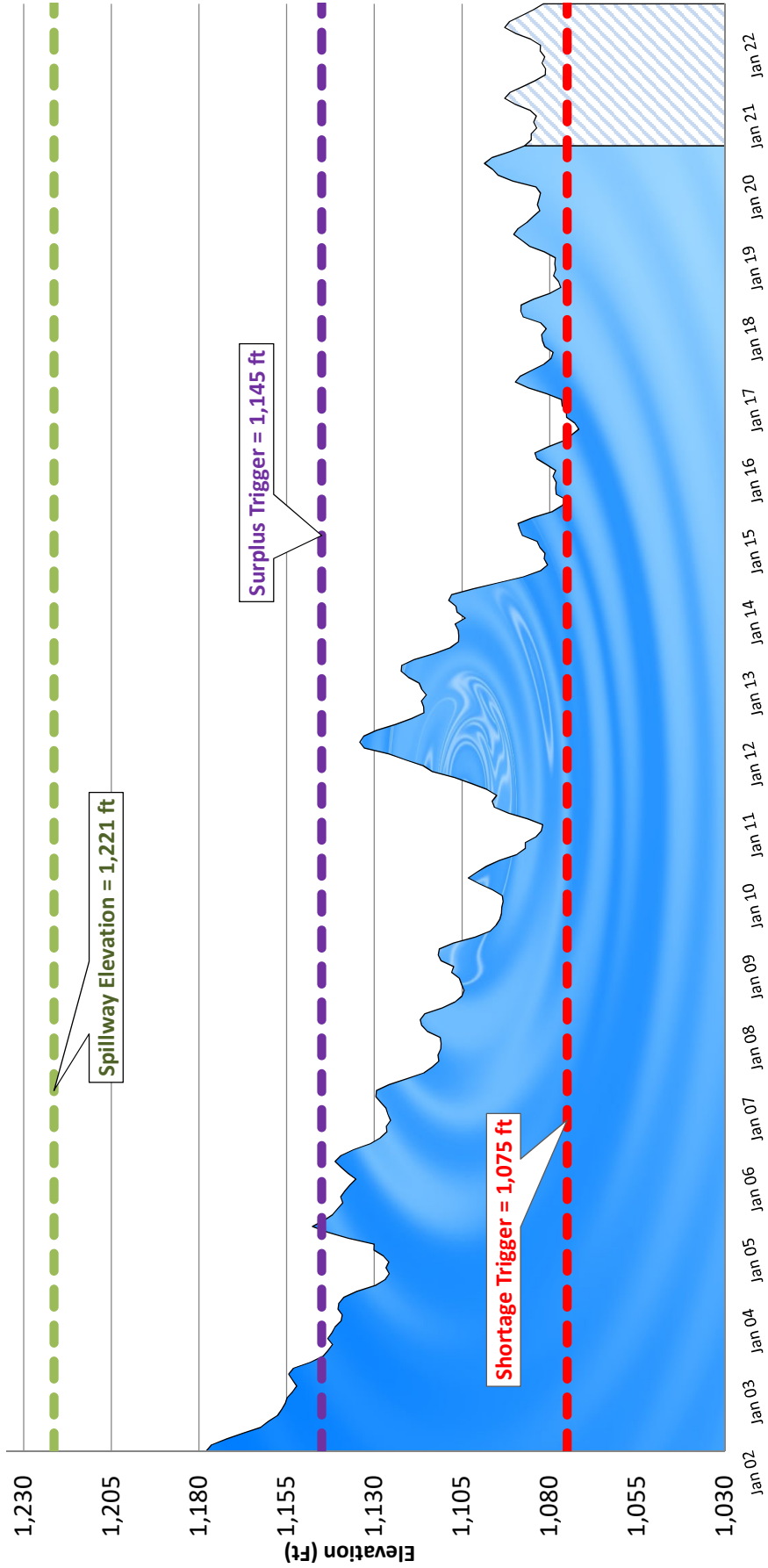






Lake Mead Levels: Historical and Projected projection per USBR 24-Month Study

■ Historical □ Projected





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

■ Historical □ Projected

