

REGULAR MEETING
OF THE BOARD OF DIRECTORS
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
AND ANNUAL MEETING OF THE BOARD OF DIRECTORS
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
WATER FACILITIES CORPORATION
18700 Ward Street, Fountain Valley, California
September 15, 2021, 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#

AGENDA

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS/PARTICIPATION

At this time, members of the public will be given an opportunity to address the Board concerning items within the subject matter jurisdiction of the Board. Members of the public may also address the Board about a particular Agenda item at the time it is considered by the Board and before action is taken. If the item is on the Consent Calendar, please inform the Board Secretary before action is taken on the Consent Calendar and the item will be removed for separate consideration.

The Board requests, but does not require, that members of the public who want to address the Board complete a voluntary "Request to be Heard" form available from the Board Secretary prior to the meeting.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

Determine need and take action to agendize items(s) which arose subsequent to the posting of the Agenda. (ROLL CALL VOTE: Adoption of this recommendation requires a two-thirds vote of the Board members present, or, if less than two-thirds of the Board members are present, a unanimous vote of those members present.)

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>.

EMPLOYEE SERVICE AWARDS

MWDOC WATER FACILITIES CORPORATION AGENDA ITEMS

WFC-1 FINANCIAL REPORT

- a. Annual Filing of Tax Compliance Reports.

Recommendation: Authorize the annual filing of the tax compliance reports as presented.

WFC-2 REORGANIZATION OF MWDOC WFC BOARD OFFICERS

Recommendation: Consider reorganizing the MWDOC WFC Board officers

ADJOURNMENT -- END MWDOC WFC AGENDA

MWDOC AGENDA

NEXT RESOLUTION NO. 2115

CONSENT CALENDAR (Items 1 to 8)

(All matters under the Consent Calendar will be approved by one motion unless a Board member requests separate action on a specific item)

1. MINUTES

- a. August 4, 2021 Workshop Board Meeting
- b. August 13, 2021 Special Board Meeting
- c. August 18, 2021 Regular Board Meeting

Recommendation: Approve as presented.

2. COMMITTEE MEETING REPORTS

- a. Planning & Operations Committee Meeting: August 2, 2021
- b. Administration & Finance Committee Meeting: August 11, 2021
- c. Executive Committee Meeting: August 19, 2021

Recommendation: Receive and file as presented.

3. TREASURER'S REPORTS

- a. MWDOC Revenue/Cash Receipt Register as of August 31, 2021
- b. MWDOC Disbursement Registers (August/September)

Recommendation: Ratify and approve as presented.

- c. Summary of Cash and Investment and Portfolio Master Summary Report
(Cash and Investment report) as of July 31, 2021
- d. PARS Monthly Statement (OPEB Trust)

Recommendation: Receive and file as presented.

4. FINANCIAL REPORT

- a. Combined Financial Statements and Budget Comparative for the Period ending July 31, 2021

Recommendation: Receive and file as presented.

5. RATIFICATION OF ATTENDANCE AT URBAN WATER INSTITUTE CONFERENCE, SEPTEMBER 8-9, 2021, COSTA MESA

Recommendation: Ratify attendance by Directors and such members of District staff as approved by the General Manager, at the Urban Water Institute Conference held September 8-9, 2021 in Costa Mesa.

6. RATIFICATION FOR EMERGENCY EXPENSE

Recommendation: Ratify the General Manager entering in to a software agreement with CrowdStrike for managed monitoring of all endpoints for \$42,562.32.

7. ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) REGION 10 ELECTION

Recommendation: Authorize President Tamaribuchi, or his designee, to cast the District's ballot for the Nominating Committee's Recommended Slate of candidates for the ACWA Region 10 Board of Directors election.

8. APPROVAL OF THE COUNTY OF ORANGE JOINT AGREEMENT FOR THE 800MHZ COUNTYWIDE COORDINATED COMMUNICATIONS SYSTEM

Recommendation: Approve the General Manager or Director of Emergency Management to execute and to sign the re-written Joint Agreement for the Operation, Maintenance, and Financial Management of the Orange County 800 Megahertz Countywide Coordinated Communications System.

End Consent Calendar

ACTION CALENDAR

9-1 ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) COMMITTEE CONSIDERATION FOR 2022/23

Recommendation: Determine which directors and staff would like to serve on Association of California Water Agencies (ACWA) committees for 2022/23, and direct staff to submit completed Committee Consideration Forms by the September 30 deadline.

9-2 CONSIDERATION OF AMENDMENTS TO GENERAL MANAGER CONTRACT

Recommendation: Discuss the General Manager's Employment Agreement and take action as appropriate.

INFORMATION CALENDAR (All matters under the Information Calendar will be Received/Filed as presented following any discussion that may occur)

10. GENERAL MANAGER'S REPORT, SEPTEMBER 2021 (ORAL AND WRITTEN)

Recommendation: Receive and file report(s) as presented.

11. MWDOC GENERAL INFORMATION ITEMS

- a. Board of Directors - Reports re: Conferences and Meetings
- b. Requests for Future Agenda Topics

Recommendation: Receive and file as presented.

ADJOURNMENT

Note: 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 contacting 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.



Item No. WFC-1

WFC ACTION ITEM

September 15, 2021

TO: Board of Directors, MWDOC Water Facilities Corporation

FROM: Robert Hunter, General Manager Staff Contact: Jeffrey Stalvey

SUBJECT: 2021 Annual Filing of Tax Compliance Reports for the MWDOC Water Facilities Corporation

STAFF RECOMMENDATION

Staff recommends that the Board of Directors Ratify the annual filing of the Water Facilities Corporation tax compliance reports as presented.

COMMITTEE RECOMMENDATION

The MWDOC Administration & Finance Committee concurred with staff recommendation.

SUMMARY

To maintain the Water Facilities Corporation ("Corporation") as an active entity, the following tax compliance reports will be filed on behalf of the Corporation for FY 2020-21, upon review of the Administration & Finance Committee, and concurrence by the Corporation Board of Directors:

- ePostcard of Organization Exempt from Income Tax (IRS Form 990-N). This is allowed since the corporations gross receipts are less than \$50,000.
- ePostcard of California Exempt Organization Annual Information Return (CA Form 199-N). This is allowed since the corporations gross receipts are less than \$50,000.
- Annual Registration Renewal Fee Report to Attorney General of California (CA Form RRF-1)
- The Corporation Board of Directors approved filing these reports for FY 2019-20 on September 16, 2020.

Attachments

- IRS 990-N ePostcard
- CA 199-N ePostcard
- CA Form RRF-1

Budgeted (Y/N): N/A	Budgeted Amount: N/A	Core ____	Choice ____
Action Item Amount: N/A	Line item:		
Fiscal Impact (explain if unbudgeted): N/A			



Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** MUNICIPAL WATER DISTRICT OF ORANGE COUNTY WALTER FACILITIES CORP
- **EIN:** 953500739
- **Tax Year:** 2020
- **Tax Year Start Date:** 07-01-2020
- **Tax Year End Date:** 06-30-2021
- **Submission ID:** 10065520212364882006
- **Filing Status Date:** 08-24-2021
- **Filing Status:** Pending

Note: [Print](#) a copy of this filing for your records. Once you leave this page, you will not be able to do so.

MANAGE FORM 990-N SUBMISSIONS



Confirmation

Print this page for your records. The Confirmation Number below is proof that you successfully filed your 199N e-Postcard.

We received your 199N e-Postcard on 8/23/2021 11:02:52 AM.

Confirmation Number: 084438623509

Entity ID:	0844386
Entity Name:	MUNICIPAL WATER DISTRICT OF ORANGE COUNTY WATER FACILITIES CORPORATION

Account Period Information

Account Period Beginning:	7/1/2020
Account Period Ending:	6/30/2021

This is not your entity's first year in business.

Your entity has not terminated or gone out of business.

Your entity has not changed the account period.

Gross Receipts: \$0

This is not an amended return.

An IRS Form 1023/1024 is not pending.

Entity Information

FEIN:	953500739
Doing Business As:	
Website Address:	mwdoc.com

Entity's Mailing Address

PO Box 20895
Fountain Valley CA 92728

Principal Officer's Information

Hilary Chumpitazi
PO Box 20895
Fountain Valley CA 92728

Contact Information

Name:	Jeff Stalvey
Phone:	7145935022

After we process your 199N e-Postcard, you may receive a bill if the three year [gross receipt average](#) is greater than the amount allowed for filing a 199N e-Postcard.

Print

Log Out



MAIL TO:
Registry of Charitable Trusts
P.O. Box 903447
Sacramento, CA 94203-4470

STREET ADDRESS:
1300 I Street
Sacramento, CA 95814
(916) 210-6400

WEBSITE ADDRESS:
www.oag.ca.gov/charities

ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

Sections 12586 and 12587, California Government Code
11 Cal. Code Regs. sections 301-306, 309, 311, and 312

Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$800, plus interest, and/or fines or filing penalties. Revenue & Taxation Code section 23703; Government Code section 12586.1. IRS extensions will be honored.

(For Registry Use Only)

Municipal Water District of Orange County-Water Facilities Corporation
Name of Organization

Check if:

☐ Change of address

☐ Amended report

List all DBAs and names the organization uses or has used

18700 Ward St

Address (Number and Street)

Fountain Valley, Ca 92708

City or Town, State, and ZIP Code

714.963.3058

Telephone Number

jstalvey@mwdoc.com

E-mail Address

State Charity Registration Number 34561

Corporation or Organization No. D-0844386

Federal Employer ID No. 95-3500739

ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311, and 312) Make Check Payable to Department of Justice

Gross Annual Revenue	Fee	Gross Annual Revenue	Fee	Gross Annual Revenue	Fee
Less than \$25,000	0	Between \$100,001 and \$250,000	\$50	Between \$1,000,001 and \$10 million	\$150
Between \$25,000 and \$100,000	\$25	Between \$250,001 and \$1 million	\$75	Between \$10,000,001 and \$50 million	\$225
				Greater than \$50 million	\$300

PART A - ACTIVITIES

For your most recent full accounting period (beginning 07 / 01 / 2020 ending 06 / 30 / 2021) list:

Gross Annual Revenue \$ 0.00 Noncash Contributions \$ 0.00 Total Assets \$ 0.00
Program Expenses \$ 0.00 Total Expenses \$ 0.00

PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT

Note: All questions must be answered. If you answer "yes" to any of the questions below, you must attach a separate page providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.

	Yes	No
1. During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof, either directly or with an entity in which any such officer, director or trustee had any financial interest?		✓
2. During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?		✓
3. During this reporting period, were any organization funds used to pay any penalty, fine or judgment?		✓
4. During this reporting period, were the services of a commercial fundraiser, fundraising counsel for charitable purposes, or commercial coventurer used?		✓
5. During this reporting period, did the organization receive any governmental funding?		✓
6. During this reporting period, did the organization hold a raffle for charitable purposes?		✓
7. Does the organization conduct a vehicle donation program?		✓
8. Did the organization conduct an independent audit and prepare audited financial statements in accordance with generally accepted accounting principles for this reporting period?		✓
9. At the end of this reporting period, did the organization hold restricted net assets, while reporting negative unrestricted net assets?		✓

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, the content is true, correct and complete, and I am authorized to sign.

Jeff Stalvey
Signature of Authorized Agent

Jeff Stalvey
Printed Name

Deputy Treasurer
Title

8/23/2021
Date



ACTION ITEM
September 15, 2021

TO: Board of Directors, MWDOC Water Facilities Corporation

FROM: Robert Hunter, General Manager Staff Contact: Maribeth Goldsby

SUBJECT: Annual Reorganization of Board Officers for the MWDOC Water Facilities Corporation

STAFF RECOMMENDATION

Staff recommends that the Board of Directors consider reorganization of Board Officers for the MWDOC Water Facilities Corporation.

MWDOC ADMINISTRATION & FINANCE COMMITTEE RECOMMENDATION

The MWDOC Administration & Finance Committee asked that staff include a list of those MWDOC Directors who have also served as WFC officers in the past; please note that prior to 2010, the MWDOC Board officers also served as the WFC officers. Below is said information since 2010:

Larry Dick (President and Vice President)
Sat Tamaribuchi (President and Vice President)
Jeff Thomas (Vice President)
Megan Yoo Schneider (President)

SUMMARY

In December 2010, the Board of Directors adopted the Amended and Restated By-Laws for the Water Facilities Corporation ("WFC"). An annual reorganization of Corporation Board Officers shall be conducted in accordance with Article IV., Sections 4.02 and 4.03, as excerpted below.

Section 4.02. Appointment. The officers shall be chosen at the annual meeting each year by the Board of Directors and each shall hold their office until they shall resign, be removed, or otherwise disqualified to serve, or a successor shall be qualified and appointed.

Section 4.03. Term of Office. Unless otherwise determined at the discretion of the Board of Directors, the term of office of the President and Vice President of the Corporation shall be for one year. The term of office of the General Manager, Secretary and Treasurer of the Corporation, respectively, shall coincide with each individual's term of employment with the District.

Currently Megan Yoo Schneider serves as President and Director Sat Tamaribuchi serves as Vice President of the MWDOC Water Facilities Corporation.

Budgeted (Y/N): N/A	Budgeted Amount: N/A	Core ____	Choice ____
Action Item Amount: N/A		Line item:	
Fiscal Impact (explain if unbudgeted): N/A			

**MINUTES OF THE WORKSHOP BOARD MEETING
OF THE BOARD OF DIRECTORS OF
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY (MWDOC)
WITH THE MWDOC MET DIRECTORS**

August 4, 2021

At 8:30 a.m., President Tamaribuchi called to order the Regular Meeting of the Municipal Water District of Orange County both in the Board Room at the District facilities located in Fountain Valley, and via the Zoom Webinar application. Director Seckel led the Pledge of Allegiance and Secretary Goldsby called the roll.

MWDOC DIRECTORS

Al Nederhood
Larry Dick*
Karl W. Seckel
Bob McVicker
Sat Tamaribuchi*
Jeffery M. Thomas
Megan Yoo Schneider

STAFF

Robert Hunter, General Manager
Harvey De La Torre, Asst. Gen. Mgr. (absent)
Joe Byrne, Legal Counsel
Maribeth Goldsby, Board Secretary
Melissa Baum-Haley, Prin. Water Resource Analyst
Alex Heide, Water Resources Analyst
Chris Lingad, Associate Engineer
Kevin Hostert, Water Resources Analyst
Joe Berg, Director of Water Use Efficiency
Charles Busslinger, Principal Engineer
Heather Baez, Governmental Affairs Manager
Vicki Osborn, Director of Emergency Management
Tiffany Baca, Public Affairs Manager

*Also MWDOC MET Directors

OTHER MWDOC MET DIRECTORS

Linda Ackerman
Dennis Erdman

OTHERS PRESENT

Adel Hagekhalil
Albert Napoli
Sara Tucker
Garrett Durst
Syrus Devers
Dick Ackerman
Ed Means
Fred Jung
Richard Bell
Dave Youngblood
Kathryn Freshley
Mike Gaskins
Kay Havens
Mark Monin
Jose Vergara
Dennis Cafferty
Mike Dunbar
Steve LaMar

Metropolitan Water District of Southern Calif.
Metropolitan Water District of Southern Calif.
NRR
NRR
Best, Best & Krieger
Ackerman Consulting
Means Consulting
MET Director/City of Fullerton
East Orange County Water District
East Orange County Water District
El Toro Water District
El Toro Water District
El Toro Water District
El Toro Water District
El Toro Water District
El Toro Water District
El Toro Water District
Emerald Bay Service District
Irvine Ranch Water District

Doug Reinhart
 Paul Weghorst
 Keith Van Der Maaten
 Jim Atkinson
 Paul Shoenberger
 Stacy Taylor
 Dick Fiori
 Bill Moorhead
 Sherry Wanninger
 Jose Solorio
 Laura Rocha
 Cathy Green
 Kelly Rowe
 Mike Markus
 John Kennedy
 Bruce Dosier
 Alicia Dunkin
 Adam Hutchinson
 Kevin O'Toole
 Chuck Gibson
 Saundra Jacobs
 Betty Olson
 Frank Ury
 Dan Ferons
 Jim Leach
 Greg Mills
 Brad Reese
 Jerry Vilander
 Fernando Paludi
 Brooke Jones
 Tom Lindsey
 Wayne Miller
 Lisa Ohlund
 Megan Couch
 Kristy Khachigian

Irvine Ranch Water District
 Irvine Ranch Water District
 Laguna Beach County Water District
 Mesa Water
 Mesa Water
 Mesa Water
 Moulton Niguel Water District
 Moulton Niguel Water District
 Moulton Niguel Water District
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 Orange County Water District
 Orange County Water District
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 Santa Margarita Water District
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 Santa Margarita Water District
 Serrano Water District
 Serrano Water District
 Serrano Water District
 Trabuco Canyon Water District
 Yorba Linda Water District
 Yorba Linda Water District
 Yorba Linda Water District
 Ohlund Management & Technical Services
 San Diego County Water Authority
 KK Consulting

PUBLIC PARTICIPATION/PUBLIC COMMENTS

President Tamaribuchi inquired whether any members of the public wished to comment on agenda items.

No public comments were received.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED - Determine need and take action to agendize item(s), which arose subsequent to the posting of the Agenda. (ROLL CALL VOTE: Adoption of this recommendation requires a two-thirds vote of the Board members present or, if less than two-thirds of the Board members are present, a unanimous vote.)

No items were presented.

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

President Tamaribuchi inquired as to whether there were any items distributed to the Board less than 72 hours prior to the meeting.

No items were distributed less than 72 hours prior to the meeting.

PRESENTATION / DISCUSSION / INFORMATION ITEMS**LEGISLATIVE ACTIVITIES****a. Federal Legislative Report (NRR)**

Ms. Sara Tucker provided an overview of her report which was included in the Board packet, highlighting the President's infrastructure packet and the Water Conservation Rebate Parity Act.

Mr. Garrett Durst reported on the appropriations bills, as well as the WEROC Emergency Operations Center funding status.

Discussion ensued regarding drought outreach, Southern California's investments to combat dry years, and the importance of educating the region's legislators on these issues. The Board and audience also discussed the appropriations (and funding for desalination projects), and the Colorado River (and the Salinity Control Program),

The Board received and filed the report.

b. State Legislative Report**c. MWDOC Legislative Matrix**

Mr. Syrus Devers of BBK, reviewed his report, highlighting Northern California's efforts toward the drought, the California Municipal Utilities Association efforts for funding for recycling and overall drought issues/response.

The Board received and filed the report.

INPUT OR QUESTIONS ON MET ISSUES FROM THE MEMBER AGENCIES/MET DIRECTOR REPORTS REGARDING MET COMMITTEE PARTICIPATION

Director Ackerman welcomed MET's new General Manager Adel Hagekhalil to the meeting. She then highlighted the following MET activities: the approval of a \$6 million desert region-wide-area communications network, authorization of \$3.65 million to the State Water Contractors for FY 2021/22, the Integrated Resources Plan (IRP) climate change expert panel workshop, and reports received regarding energy use, innovation approaches for seismic resilience, storage management, treatment systems, the Voluntary Agreements, and the Central Valley Project.

Due to the in-depth report by Director Ackerman, Directors Tamaribuchi Dick, Erdman, and Jung stated they had nothing further to report.

The Board received and filed the reports.

INTRODUCTION OF AND CONVERSATION WITH THE NEW MET GENERAL MANAGER ADEL HAGEKHALIL

MET's General Manager provided an overview of his vision for MET, including issues important to MET's agencies and MET reliability. Topics included, salinity control, collaborative working process, investments toward reliability (including local projects), water storage, outreach and education, and communication with legislators.

A question/answer period followed Mr. Hagekhalil's presentation. Discussion topics ranged from how MET can remain financially solvent when agencies are developing ways/projects to reduce reliance on MET water, and MET's business model (and whether to adjust it); MET's collaboration with Orange County, San Diego, and Los Angeles; MET's use of climate models within the IRP. There was also a general impending drought discussion, which included the following topics: demand management, salinity control, use of recycled water within the service area, State Water Project allocations, groundwater banking projects, water storage investments, drought allocations, MET's plans for capturing more water, outreach/messaging, and coordinated/collaborative efforts when each agency has different needs. Mr. Hagekhalil also highlighted and expanded on his One Water campaign.

Following discussion, the Board received and filed the report as presented.

INFORMATION ITEMS

MWD ITEMS CRITICAL TO ORANGE COUNTY

- a. MET Finance and Rate Issues
- b. MET General Manager Recruitment Process
- c. MET Review of Equal Employment Opportunity Policies and Practices
- d. MET Integrated Resources Plan Update
- e. MET Water Supply Conditions
- f. Colorado River Issues
- g. Delta Conveyance Activities and State Water Project Issues

The Board received and filed the report as presented.

METROPOLITAN (MET) BOARD AND COMMITTEE AGENDA DISCUSSION ITEMS

- a. Summary regarding the July MET Board Meeting
- b. Review items of significance for the upcoming MET Board and Committee Agendas

The report was received and filed.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:20 a.m.

Maribeth Goldsby
Board Secretary

MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
August 13, 2021

At 8:30 a.m., President Tamaribuchi called to order the Special Meeting of the Municipal Water District of Orange County Board of Directors, via the Zoom Webinar application (pursuant to the Governor's Executive Order due to the spread of the COVID-19 virus, the meeting was conducted via Zoom). Director Thomas Tamaribuchi led the Pledge of Allegiance and Secretary Goldsby called the roll.

MWDOC DIRECTORS

Al Nederhood
Larry Dick
Bob McVicker
Karl Seckel
Sat Tamaribuchi
Jeffery M. Thomas
Megan Yoo Schneider

STAFF PRESENT

Robert Hunter, General Manager
Maribeth Goldsby, Board Secretary
Joe Byrne, Legal Counsel
Vicki Osborn, Director of Emergency Mgmt.

ALSO PRESENT

Fred Jung
Mike Markus
Brad Reese

MET Director/City of Fullerton
Orange County Water District
Serrano Water District

PUBLIC COMMENTS

OCWD General Manager Mike Markus commented on the closed session item regarding "Threat to Public Services or Facilities" asking that if there is a threat to the joint facilities, the issue be discussed with the Building Management Committee. It was noted that the item did not pertain to the building/facilities, and because Mr. Markus had exited the meeting, General Manager Hunter was asked to discuss this with him.

CLOSED SESSIONS ITEMS

At 8:37 a.m., the Board adjourned to closed session to discuss the following matters:

THREAT TO PUBLIC SERVICES OR FACILITIES. Consultation with MWDOC General Manager and other appropriate Security Staff Pursuant To Government Code Section 54957

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: General Manager
Government Code Section 54957

Director Yoo Schneider exited the meeting at 11:40 a.m.
Director Thomas exited the meeting at 11:50 a.m.
General Manager Hunter exited the meeting at 11:55 a.m.

CONFERENCE WITH LABOR NEGOTIATORS

District Designated Representatives: Joseph Byrne, Legal Counsel
Unrepresented Employee: General Manager
Government Code Section 54957.6

Director Dick exited the meeting at 12:15 p.m.

RECONVENE

ANNOUNCEMENTS FROM CLOSED SESSION

The Board reconvened from closed session at 12:15 p.m., and President Tamaribuchi announced that no reportable action was taken in closed session.

ADJOURNMENT

At 12:16 p.m., President Tamaribuchi adjourned the special meeting.

Respectfully submitted,

Maribeth Goldsby, Secretary

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
August 18, 2021**

At 8:30 a.m., President Tamaribuchi called to order the Regular Meeting of the Municipal Water District of Orange County, via the Zoom Webinar application (pursuant to the Governor's Executive Order due to the spread of the COVID-19 virus, the meeting was conducted via Zoom). Following a moment of silence, Director Ackerman led the Pledge of Allegiance and Secretary Goldsby called the roll.

MWDOC DIRECTORS

Al Nederhood
Larry Dick
Bob McVicker
Karl Seckel
Sat Tamaribuchi
Jeffery M. Thomas
Megan Yoo Schneider

STAFF

Robert Hunter, General Manager
Harvey De La Torre, Assistant General Manager
Joe Byrne, Legal Counsel
Maribeth Goldsby, Board Secretary
Melissa Baum-Haley, Prin. Water Resources Analyst
Cathy Harris, Director of H.R. & Administration
Alex Heide, Water Resource Analyst
Vicki Osborn, Director of Emergency Management
Joe Berg, Director of Water Use Eff. Programs
Kevin Hostert, Water Resources Analyst
Charles Busslinger, Principal Engineer
Hilary Chumpitazi, Accounting Manager
Tiffany Baca, Public Affairs Manager
Heather Baez, Governmental Affairs Manager

ALSO PRESENT

Linda Ackerman
Dennis Erdman
Dave Youngblood
Kathryn Freshley
Kay Havens
Mark Monin
Jose Vergara
Peer Swan
Paul Weghorst
Keith Van Der Maaten
Jim Atkinson
Bill Moorhead
Sherry Wanninger
Kelly Rowe
Mike Markus
Chuck Gibson
Saundra Jacobs
Justin McCusker
Jim Leach
Bill Green
Fernando Paludi

MWDOC/MET Director
MWDOC/MET Director
East Orange County Water District
El Toro Water District
El Toro Water District
El Toro Water District
El Toro Water District
Irvine Ranch Water District
Irvine Ranch Water District
Laguna Beach County Water District
Mesa Water
Moulton Niguel Water District
Moulton Niguel Water District
Orange County Water District
Orange County Water District
Santa Margarita Water District
Santa Margarita Water District
Santa Margarita Water District
Santa Margarita Water District
South Coast Water District
Trabuco Canyon Water District

Brooke Jones
Tom Lindsey
Wayne Miller
Dick Ackerman
Fred Jung

Yorba Linda Water District
Yorba Linda Water District
Yorba Linda Water District
Ackerman Consulting
MET Director/City of Fullerton

PUBLIC PARTICIPATION/PUBLIC COMMENT

President Tamaribuchi announced that members of the public wishing to comment on agenda items could do so after the item has been discussed by the Board and requested members of the public identify themselves when called on. Mr. Tamaribuchi asked whether any member of the public had any comments on items that are not on the agenda.

SMWD Director Saundra Jacobs highlighted on the increased Colorado River salinity levels, and the lower levels of storage in Lake Mead, commenting on the importance of drought related public outreach, and MET's Salinity Control Program.

OCWD Director Kelly Rowe highlighted MET's Drought Alert and offered OCWD staff to assist MWDOC staff with its water use efficiency efforts.

Considerable discussion ensued regarding salinity control, the fact that MET General Manager Hagekhalil indicated it would be a top issue and that Tanya Trujillo is working on Paradox Valley, as well as water use efficiency efforts and the importance of public outreach.

SCWD Director Bill Green stated that SCWD would be holding a special board meeting on September 2nd at 5:00 pm to address the Doheny Desalination Project financial assessment.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

No items were received.

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

President Tamaribuchi inquired as to whether there were any items distributed to the Board less than 72 hours prior to the meeting.

No items were distributed.

CONSENT CALENDAR

President Tamaribuchi stated all matters under the Consent Calendar would be approved by one MOTION unless a Director wished to consider an item separately.

Secretary Goldsby advised that two minor spelling/attendance changes were made to the Board meeting minutes, and the Planning & Operations Committee meeting minutes.

Upon MOTION by Director Thomas, seconded by Director Seckel, and carried (7-0) the Board approved the following Consent Calendar items, by the following roll call vote:

AYES: Directors Nederhood, Dick, McVicker, Seckel, Tamaribuchi, Thomas & Yoo
Schneider
NOES: None
ABSENT: None
ABSTAIN: None

MINUTES

The following minutes were approved.

July 7, 2021 Workshop Board Meeting
July 21, 2021 Regular Board Meeting

COMMITTEE MEETING REPORTS

The following Committee Meeting reports were received and filed as presented.

Planning & Operations Committee Meeting: July 6, 2021
Administration & Finance Committee Meeting: June 9, 2021
Administration & Finance Committee Meeting: July 14, 2021
Executive Committee Meeting: July 22, 2021
MWDOC/OCWD Joint Planning Committee Meeting: July 28, 2021

TREASURER'S REPORTS

The following items were ratified and approved as presented.

MWDOC Revenue/Cash Receipt Register as of July 31, 2021
MWDOC Disbursement Registers (July/August)

The following items were received and filed as presented.

MWDOC Summary of Cash and Investment and Portfolio Master Summary Report (Cash and Investment report) as of June 30, 2021

PARS Monthly Statement (OPEB Trust)

FINANCIAL REPORT

The following item was received and filed as presented.

Combined Financial Statements and Budget Comparative for the Period ending June 30, 2021

EAST ORANGE COUNTY FEEDER #2 EMERGENCY PILOT PROJECT

The Board approved the Agreement with Means Consulting for work on the East Orange County Feeder #2 Emergency Pilot Project for a total not to exceed amount of \$28,000.

**AUTHORIZATION FOR STAFF TO ATTEND WATER SMART INNOVATIONS
CONFERENCE OCTOBER 6-7, 2021, LAS VEGAS**

The Board authorized attendance by staff at the Water Smart Innovations Conference October 6-7, 2021 in Las Vegas.

**MWDOC STRATEGIC DIGITAL COMMUNICATIONS SERVICES - AUTHORIZING
FIRST EXTENSION OF AGREEMENT FOR FISCAL YEAR 2021-22**

The Board authorized the General Manager to enter into a First Extension of Agreement with HashtagPinpoint® (#P™), for a one-year renewal term to continue providing strategic digital communications services for fiscal year 2021-22.

INFORMATION CALENDAR**GENERAL MANAGER'S REPORT, JULY 2021**

General Manager Hunter advised that the General Manager's report was included in the Board packet.

Mr. Hunter highlighted that the Water Policy dinner would be held on September 30, 2021 (featuring the new MET General Manager Adel Hagekhalil as speaker), and the Orange County Water Summit is scheduled for October 15, 2021, and he encouraged those attending to register early. Director Seckel noted that although Mr. Hagekhalil would speak at both events, he would be speaking on different topics.

Director Nederhood thanked the General Manager and staff for a very informative report.

The Board received and filed the report as presented.

MWDOC GENERAL INFORMATION ITEMS**a. BOARD OF DIRECTORS**

The Board members each reported on their attendance at the regular (and special) MWDOC Board and Committee meetings. In addition to these meetings, the following reports were made on conferences and meetings attended on behalf of the District. Due to COVID 19, most of the meetings outlined were attended virtually.

Director Nederhood advised that he attended all of the regularly scheduled MWDOC meetings (Planning & Operations, Administration & Finance, MWDOC/OCWD Joint Planning, and Executive Committee meetings, as well as the Workshop and Regular Board meetings), the Special Board meeting regarding the General Manager's evaluation, Water Policy dinner, the WACO and WACO Planning meetings, the ISDOC luncheon, and the Yorba Linda Water District Board meeting.

Director Dick reported on attending all of the regularly scheduled MWDOC meetings (Planning & Operations, Administration & Finance, MWDOC/OCWD Joint Planning, and Executive Committee meetings, as well as the Workshop and Regular Board meetings), the regularly scheduled MET Board and Committee meetings, the Special Board meeting regarding the General Manager's evaluation, the ISDOC meeting, the MET Caucus, a special MET meeting regarding the Shaw Report, a meeting with Marcia Scully, MWDOC/MET Directors pre-caucus prep meeting, and a meeting with Carolyn Cavecche of the OC Taxpayers Association.

Director McVicker reported that he attended all of the regularly scheduled MWDOC meetings (Planning & Operations, Administration & Finance, MWDOC/OCWD Joint Planning Committee, and Executive Committee meetings, as well as the Workshop and Regular Board meetings), the Special Board meeting regarding the General Manager's evaluation, the MET IRP and Bay-Delta committee meetings, the ISDOC luncheon and ISDOC Executive Committee meeting, the MET Finance & Insurance, Engineering & Operations, and Water Planning Committee meetings, the WACO meeting, and a meeting with Senator Umberg.

Director Seckel advised that he attended all of the regularly scheduled MWDOC meetings (Planning & Operations, Administration & Finance, MWDOC/OCWD Joint Planning Committee, and Executive Committee meetings, as well as the Workshop and Regular Board meetings), the Special Board meeting regarding the General Manager's evaluation, the OC Water Summit planning meeting, the MET IRP committee meeting, the MET Board meeting, a meeting with Senator Umberg, a presentation by DWR regarding the Delta Fisheries, and the WACO and WACO Planning meetings.

Director Thomas stated that he attended all of the regularly scheduled MWDOC meetings, (Planning & Operations, Administration & Finance, MWDOC/OCWD Joint Planning Committee, and Executive Committee meetings, as well as the Workshop and Regular Board meetings), the Special Board meeting regarding the General Manager's evaluation, SMWD meeting, the OC Water Summit planning meeting, the ISDOC meeting, a meeting with a Director from EOCWD, and the WACO meeting.

Director Yoo Schneider advised that she attended all of the regularly scheduled MWDOC meetings (Planning & Operations, Administration & Finance, MWDOC/OCWD Joint Planning, and Executive Committee meetings, as well as the Workshop and Regular Board meetings), the Special Board meeting regarding the General Manager's evaluation, the OC Water Summit planning meeting, several SCWD Board meetings, the SMWD Board meeting, an Asian American Architects/Engineers Association Women Leaders in Water meeting wherein she was speaker, a MET/City of Los Angeles webinar, the California WEA Executive Committee, Leadership Development, and Planning & Program Development Committee meetings, the WEF Diversity, Equity and Inclusion Board of Trustees subcommittee, as well as its Leadership, and Strategy Roadmap meetings, the LBCWD Commission meeting, the Women in Water planning meeting, the WACO meeting, the South Orange County Watershed Management Area Executive Committee meeting, the Festival of the Butterflies event, and the SMWD Water Quality and Treatment Committee meeting.

Director Tamaribuchi reported on attending the regularly scheduled MWDOC meetings (Planning & Operations, Administration & Finance, MWDOC/OCWD Joint Planning, and Executive Committee meetings, as well as the Workshop and Regular Board meetings), the regularly scheduled MET Board and Committee meetings, the Special Board meeting regarding the General Manager's evaluation, four MWDOC/MET Director meetings, a meeting with staff regarding the August 4, 2021 Board meeting (dry-run), a meeting with staff regarding drought messaging, the DWR Delta Conveyance Fisheries meeting, the Southern California Water Coalition webinar, the ACWA Bay-Delta working group meeting, and the MET Caucus.

a. REQUESTS FOR FUTURE AGENDA TOPICS

No requests were received.

CLOSED SESSION ITEMS

At 9:00 a.m., Legal Counsel Byrne announced that the Board would adjourn to closed session regarding the following items:

THREAT TO PUBLIC SERVICES OR FACILITIES. Consultation with MWDOC General Manager and other appropriate Security Staff Pursuant To Government Code Section 54957

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: General Manager
Government Code Section 54957

CONFERENCE WITH LABOR NEGOTIATORS

District Designated Representatives: Joseph Byrne, Legal Counsel
Unrepresented Employee: General Manager
Government Code Section 54957.6

RECONVENE

ANNOUNCEMENTS FROM CLOSED SESSION

At 10:46 a.m., the Board reconvened into open session and Legal Counsel Byrne announced that no reportable action was taken in closed session.

CONSIDERATION OF AMENDMENTS TO GENERAL MANAGER CONTRACT

Following discussion regarding the General Manager's employment contract, and upon MOTION by Director Tamaribuchi, seconded by Director Yoo Schneider, and carried (7-0), the Board authorized an amendment to the General Managers Employment Agreement to amend Section 4(B) of the agreement as follows:

1. To increase the base salary by \$ 6,707.67 effective July 1, 2021; and
2. To increase the 401(a) Contribution by \$ 6,707.68 effective July 1, 2021 and amend the 401(a) Plan accordingly and authorize the Board

3. President to execute the Plan amendment on behalf of the District; and To amend Section 5 to reinstate the vacation accrual cap to 400 hours and grant the General Manager an additional 40 hours of vacation per year for the next 4 years effective upon execution of an amendment. The 40 hours must be used each year or will be lost. In case of retirement or discontinuation of employment, any accrued hours above 400 hour cap will not be paid out.

Said action was taken by the following roll call vote:

AYES:	Directors Nederhood, Dick, McVicker, Seckel, Tamaribuchi, Thomas & Yoo Schneider
NOES:	None
ABSENT:	None
ABSTAIN:	None

ADJOURNMENT

There being no further business to come before the Board, President Tamaribuchi adjourned the meeting at 10:51 a.m.

Respectfully submitted,

Maribeth Goldsby, Secretary

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

Jointly with the
PLANNING & OPERATIONS
August 2, 2021 – 8:30 a.m. to 10:37 a.m.

In accordance with Executive Order N-08-21 issued by Governor Newsom, the meeting was held via the Zoom Webinar application; all Brown Act requirements were complied with.

Committee:

Director Yoo Schneider, Chair
Director Nederhood
Director Seckel

Staff:

Rob Hunter, Heather Baez, Pari Francisco
Melissa Baum-Haley,
Maribeth Goldsby, Michelle Decasas,
Harvey De La Torre, Chris Lingad, Charles
Busslinger, Rachel Waite, Tina Dubuque, Beth
Fahl, Joe Berg, Alex Heide, Vicki
Osborn, Tiffany Baca, Bryce Roberto

Also, Present:

Director Larry Dick
Director Bob McVicker
Director Jeff Thomas
Director Sat Tamaribuchi
Linda Ackerman, MWDOC MET Dir.
Dennis Erdman, MWDOC MET Dir.
Dick Ackerman, Ackerman Consulting
Mike Gaskin, El Toro WD
Jose Vergara, El Toro WD
Kathryn Freshley, El Toro WD
Alicia Dunkin, Orange County WD
Don Bunts. Santa Margarita WD
John Lewis, Lewis Consulting Group
Saundra Jacobs, Santa Margarita WD
Nate Adams, Santa Margarita WD
Doug Davert, East Orange County WD

Frank Ury, Santa Margarita WD
Charles Gibson, Santa Margarita WD
Keith Van Der Maaten, Long Beach City WD
Peer Swan, Irvine Ranch WD
Sherri Seitz, El Toro WD
Brad Reese, Serrano WD
Jim Leach, Santa Margarita WD
Sherry Wanninger, Moulton Niguel WD
Adam Hutchinson, Orange County WD
Mike Markus, Orange County WD
John Kennedy, Orange County WD
Kelly Rowe, Orange County WD
Laura Rocha, Moulton Niguel WD
Doug Reinhart, Irvine Ranch WD
Kristy Khachigian, KK Consulting
Jim Atkinson, Mesa WD
Dan Ferons, Santa Margarita WD

Chairperson Yoo Schneider called the meeting to order at 8:30 a.m.

Secretary Goldsby conducted a roll call of the Committee members' attendance with Directors Yoo Schneider, Nederhood, Seckel being present, and Directors Dick, Thomas, Tamaribuchi, and McVicker also present.

Chairperson Yoo Schneider outlined Zoom protocols in an effort to assist in keeping the meeting running smoothly.

PUBLIC PARTICIPATION

No comments were received.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

No items were received too late to be agendized.

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

No items were distributed to the Board less than 72 hours prior to the meeting.

PRESENTATION ITEM**PRESENTATION BY SANTA MARGARITA WATER DISTRICT ON WATER USE EFFICIENCY MODELING**

Mr. Nate Adams, Water Reliability Planning Manager at the Santa Margarita Water District (SMWD), provided a PowerPoint presentation on how the State's preliminary water efficiency standards are shaping the Water Use Efficiency Objective that a water retailer's annual water use will be compared. Mr. Adams also shared early modeling efforts for SMWD as an example, along with the model itself, to assess potential compliance strategies and concerns related to these new regulations.

Mr. Adams stated that the Department of Water Resources (DWR) currently uses a one size fits all approach to calculate a water supplies' Urban Water Use Efficiency objective. Many agencies have their service area data that they would like to use to calculate their Urban Water Use Efficiency objectives. An "urban water use efficiency objective" represents what an urban water supplier's total amount of efficiency should use within its service area over a year. Director Seckel asked how the Municipal Water District of Orange County (MWDOC) could influence DWR into allowing agencies to use their data instead of the data supplied by DWR. It was noted that outreach to key legislators to influence DWR staff would be helpful. It was noted that Ms. Heather Baez (Governmental Affairs Manager) would work with SMWD to provide support in this area.

ACTION ITEM**EAST ORANGE COUNTY FEEDER #2 EMERGENCY PILOT PROJECT**

Upon MOTION by Director Seckel, seconded by Director Nederhood, and carried (3-0), the Committee recommends the Board of Directors approve an agreement with Means Consulting for work on the East Orange County Feeder #2 Emergency Pilot Project for a total not to exceed \$28,000.

A roll call vote was taken, with Directors Yoo Schneider, Nederhood, and Seckel voting in favor. This item will be presented to the Board on August 18, 2021.

DISCUSSION ITEMS**UPDATE ON COVID-19 (ORAL REPORT)**

Ms. Vicki Osborn (Director of Emergency Services) shared there has been an increase in positive COVID-19 cases country-wide, state-wide, and nation-wide reported. Ms. Osborn discussed the state policy issued by Governor Newsom that stated state and healthcare workers need to show proof of vaccination. The unvaccinated would have to provide negative COVID-19 test results on a weekly or bi-weekly basis. The California Department of Public Health (CDPH) issued an update on mask protocol, strongly encouraging vaccinated and unvaccinated people to wear masks indoors.

DEVELOP A RESOLUTION CALLING FOR ENHANCED WATER USE EFFICIENCY EFFORTS TO EXTEND REGIONAL WATER SUPPLIES FOR ORANGE COUNTY RESIDENTS AND BUSINESSES

Mr. Harvey De La Torre (Assistant General Manager) provided an overview of this discussion item, explaining that past investments and water use efficiency efforts have provided Southern California with sufficient dry-year storage to meet the demands of the current dry year. Governor Newsom's Executive Order N-10-21 calls for a state-wide voluntary reduction of 15% from 2020 water levels. In response, it is anticipated that Metropolitan (MET) will move to Condition 2 – Water Supply Alert. A Water Supply Alert is the third of four conditions in Metropolitan's framework, indicating the urgency of Southern California's need to save water. This alert calls for consumers and businesses to voluntarily reduce their water use and help preserve the region's storage reserves. A resolution would call for enhanced water use efficiency efforts in the MWDOC service area and provide coordination for messaging and services among our member agencies.

Director Seckel stated that MET has challenges in its State Water Project exclusive areas due to the low Table A allocation. He asked staff to get additional information from MET on what shortage level may develop in these exclusive State Water Project service areas and what that area may face in 2021 and 2022.

Director Tamaribuchi requested that staff provide a list of actions that MWDOC can take to encourage a voluntary reduction in water demand instead of a resolution. He asked that MWDOC work with the member agencies on messaging that includes past efforts, investments made, and what the public can do to conserve and use water more efficiently without a considerable cost. He also asked that all Orange County legislative representatives be educated on the situation in Orange County so that they are well informed. He stated he does not support activating level 2 of the Water Contingency Plan because there is no water shortage within the MET service area.

Mr. Rob Hunter (General Manager) explained activating level 2 of the Water Contingency plan by resolution provides the communication protocol, strategies, and tactics. He suggested providing the Board a detailed action plan, including feedback from the MWDOC member agencies, communication strategies and actions, and a resolution at the September Committee meeting. He went on to say that a resolution could still be prepared and ready to use if and when the Board chooses.

Mr. De La Torre summarized the actions to be taken, which include obtaining input from the MWDOC member agencies to determine what they would like MWDOC to coordinate on messaging and conservation activities, and discussing with Governmental Affairs and Public Affairs the outreach strategy/messaging to the proper stakeholders, including elected officials. Mr. De La Torre stated that he would bring the Board the proposed actions and activities to the next P&O Committee Meeting.

INFORMATION ITEMS

LOCAL LEGISLATIVE ACTIVITIES

- a. County Legislative Report (Lewis)
- b. Legal and Regulatory Report (Ackerman)

The Committee received and filed these reports.

2021 OC WATER SUMMIT UPDATE

The Committee received and filed this report.

WATER POLICY DINNER SPEAKER SERIES

The Committee received and filed this report.

STATUS REPORTS

- a. Ongoing MWDOC Reliability and Engineering/Planning Projects
- b. WEROC
- c. Water Use Efficiency Projects
- d. Public and Government Affairs

The Committee received and filed these reports.

REVIEW OF ISSUES RELATED TO PLANNING OR ENGINEERING PROJECTS, WEROC, WATER USE EFFICIENCY, FACILITY AND EQUIPMENT MAINTENANCE, WATER STORAGE, WATER QUALITY, CONJUNCTIVE USE PROGRAMS, EDUCATION, PUBLIC AFFAIRS PROGRAMS AND EVENTS, PUBLIC INFORMATION PROJECTS, PUBLIC INFORMATION CONSULTANTS, DISTRICT FACILITIES, and MEMBER-AGENCY RELATIONS

ADJOURNMENT

There being no further business brought before the Committee, Chairperson Yoo Schneider adjourned the meeting at 10:37 a.m.

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF THE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Jointly with the
ADMINISTRATION & FINANCE COMMITTEE
August 11, 2021 – 8:30 a.m. to 11:35 a.m.

In accordance with Executive Order N-08-21 issued by Governor Newsom on June 11, 2021, the meeting was held via the Zoom Webinar application; all Brown Act requirements were complied with.

A&F Committee:

Director Bob McVicker
Director Larry Dick
Director Jeff Thomas

Staff:

Rob Hunter, Alex Heide, Beth Fahl,
Bryce Roberto, Charles Busslinger,
Chris Lingad, Christina Hernandez,
Heather Baez, Hilary Chumpitazi,
Maribeth Goldsby, Janine Schunk,
Judy Roberts, Katie Davanaugh, Joe Berg,
Katie Vincent, Kevin Hostert, Tiffany Baca,
Michelle DeCasas, Rachel Davis,
Rachel Waite, Melissa Baum-Haley,
Sam Fetter, Sarah Wilson, Vicki Osborn

Also Present:

Director Al Nederhood
Director Karl Seckel
Director Megan Yoo Schneidier
Director Sat Tamaribuchi

Linda Ackerman, MWDOC Met Director
Dennis Erdman, MWDOC Met Director

Brad Reese, Serrano Water District
Dennis Cafferty, El Toro Water District
Fernando Paludi, Trabuco Canyon Water District
Greg Mills, Serrano Water District
Jim Atkinson, Mesa Water
Jim Leach, Santa Margarita Water District
Joe Byrne, BBK, MWDOC legal counsel
John Kennedy, Orange County Water District
Johnathan Cruz, Moulton Niguel Water District
Jose Vergara, El Toro Water District
Justin McCusker, Santa Margarita Water District
Kaden Young, Moulton Niguel Water District

Kay Havens, El Toro Water District
Mark Monin, El Toro Water District
Marwan Khalifa, Mesa Water
Medha Paliwal, Orange County Water District
Michael Markus, Orange County Water District
Pasquale Talarico, HashtagPinpoint
Paul Weghorst, Irvine Ranch Water District
Peer Swan, Irvine Ranch Water District
Saundra Jacobs, Santa Margarita Water Dist.
Sherri Seitz, El Toro Water District
Sherry Wanninger, Moulton Niguel Water Dist.
Tim Kearns, HashtagPinpoint

At 8:30 a.m., Director McVicker called the meeting to order, via the Zoom webinar application. Secretary Goldsby conducted a roll call attendance of the Committee members with Directors McVicker, Thomas and Dick acknowledging attendance for the Committee; and Directors Seckel, Nederhood, Tamaribuchi and Yoo Schneider also present.

Director McVicker outlined the meeting protocol for participation via Zoom.

PUBLIC COMMENTS

No public comments were made.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

No items were presented.

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

No items were distributed.

PROPOSED BOARD CONSENT CALENDAR ITEMS**TREASURER'S REPORT**

- a. Revenue/Cash Receipt Report – July 2021
- b. Disbursement Approval Report for the month of August 2021
- c. Disbursement Ratification Report for the month of July 2021
- d. GM Approved Disbursement Report for the month of July 2021
- e. Consolidated Summary of Cash and Investment – June 2021
- f. OPEB and Pension Trust Fund monthly statement

The Committee reviewed the Treasurer's Report. Upon MOTION by Director Thomas seconded by Director Dick and carried (3-0), the Committee recommended approval of the Treasurer's Report at the August 18, 2021 Board meeting. The vote was taken via roll call with Directors Thomas, Dick and McVicker all voting in favor.

FINANCIAL REPORT

- a. Combined Financial Statements and Budget Comparative for the Period Ending June 30, 2021
- b. Quarterly Budget Review (deferred to FY 2020-21 Audited Annual Financials)

The Committee reviewed the Financial Report. Upon MOTION by Director Thomas seconded by Director Dick and carried (3-0), the Committee recommended approval of the Financial Report at the August 18, 2021 Board meeting. The vote was taken via roll call with Directors McVicker, Dick, and Thomas all voting in favor.

ACTION ITEMS**MWDOC STRATEGIC DIGITAL COMMUNICATIONS SERVICES - AUTHORIZING FIRST EXTENSION OF AGREEMENT FOR FISCAL YEAR 2021-22**

General Manager Hunter reported that Ms. Baca, Public Affairs Manager, would provide a presentation illustrating the services provided by HashtagPinpoint and that staff is requesting a contract extension with HashtagPoint for Strategic Digital Communications Services.

Ms. Baca provided the Committee with a comprehensive presentation and report on the activities and deliverables by HashtagPinpoint® (#P™) during the past year. The presentation

reviewed, a program overview, the current social climate, benefits of the services to member agencies and the community, statistics on viewership and audiences reached, top societal worries and concerns, etc. Ms. Baca went on to review service and cost comparisons, the benefits of a strategic digital communications plan; a review of comparative media costs; media outreach efforts from inception of the program to date; the cohesive working partnership between MWDOC and HashtagPoint staff illustrating roles and responsibilities; the target audiences that the program is reaching; and a summary of the key collateral videos and outreach campaigns.

Tim Kearns of HashtagPinpoint also highlighted information on the strategic campaign themes for MWDOC including important messaging information that has been developed specifically for MWDOC. He reviewed a few of the video materials that were developed as part of their services; including messaging and engagement practices.

Ms. Baca reported that strategic digital communications are a vital piece of the plan to communicate important messages in the MWDOC service area, such as drought messaging. She noted that she reached out to MWDOC Directors in the past month to make sure that any concerns of the program were addressed in her presentation and to answer any questions that were raised.

Director Dick requested that presentation materials be provided in advance of the meeting given the volume of materials to be reviewed prior to the meeting. Ms. Baca responded that due to a rapid flow of incoming information regarding COVID-19 and how people receive communications, and poll results reflecting public impressions of the drought, the presentation changed multiple times during the previous week. A copy of the presentation would be made available to staff after the meeting.

The Committee held discussion on the various methods of messaging and reaching out to the public, noting the challenges due to COVID-19 and many individuals still working at home. Some of the benefits of the digital communications plan include the ability to reach a large audience, building trust and credibility, the ability to share information quickly, active social listening and having shared campaign messaging within the southern California region.

The Committee reviewed the comparative media costs within the presentation indicating that social media, including paid advertisements on Facebook, are highly cost effective. The District is presently using Facebook, Instagram, YouTube, Twitter, Linked-In and the District's e-Currents newsletter for outreach efforts to reach a variety of audiences. Director Tamaribuchi inquired whether the measurable results and statistics noted in the presentation were accurate, noting that Ms. Baca stated that results are hard to measure in some instances. Tim Kearns noted that HashtagPinpoint monitors the reactions from followers on Facebook and Instagram ("likes") to determine whether the messaging is well-received.

Director Tamaribuchi requested that the Digital Communications Plan be updated/combined with the District's Annual Communications Plan. Discussion was also held regarding consistent messaging with the existing "Family of Orange County Water Agencies" program, noting that many of MWDOC member agencies also have unique and separate media and messaging programs.

Upon MOTION by Director Thomas seconded by Director Dick and carried (3-0), the Committee recommended the Board approve the Authorization of the First Extension of Agreement for Fiscal Year 2021-22 for the Strategic Digital Communications Services at the August 18, 2021

Board meeting. The vote was taken via roll call with Directors McVicker, Dick, and Thomas all voting in favor.

Director Dick noted that HashtagPinpoint provides high value in the product and services they provide.

**AUTHORIZATION FOR STAFF TO ATTEND WATER SMART INNOVATIONS
CONFERENCE OCTOBER 6-7, 2021, LAS VEGAS**

Upon MOTION by Director Dick seconded by Director Thomas and carried (3-0), the Committee recommended the Board authorize attendance at the October 6-7 Water Smart Innovations Conference at the August 18, 2021 Board meeting. The vote was taken via roll call with Directors McVicker, Dick, and Thomas all voting in favor.

INFORMATION ITEMS

2022 DENTAL INSURANCE RENEWAL RATES

2022 LIFE INSURANCE RENEWAL RATES

SEMI-ANNUAL OVERTIME REPORT

DIRECTORS ACTIVITIES REPORT

DEPARTMENT ACTIVITIES REPORTS

- a. Administration
- b. Finance and Information Technology

**MONTHLY WATER USAGE DATA, TIER 2 PROJECTION, AND WATER SUPPLY
INFORMATION**

All of the informational reports were received and filed without discussion or comment.

OTHER ITEMS

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

No matters were presented.

CLOSED SESSION

At 10:43 a.m., Legal Counsel Byrne announced that the Board would adjourn to closed session to discuss the following matter:

THREAT TO PUBLIC SERVICES OR FACILITIES. Consultation with MWDOC General Manager and other appropriate Security Staff Pursuant To Government Code Section 54957

RECONVENE

At 11:34 a.m., the Committee reconvened and President Tamaribuchi announced that no reportable action was taken in closed session.

ADJOURNMENT

There being no further business brought before the Committee, the meeting was adjourned at 11:35 a.m.

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF THE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
jointly with the
EXECUTIVE COMMITTEE
August 19, 2021, 8:30 a.m. to 9:55 a.m.
Zoom Webinar Application

Committee:

Director Tamaribuchi, President
Director Yoo Schneider, Vice President
Director Dick, Immediate Past President

Staff:

R. Hunter, M. Goldsby

Also Present:

Director Nederhood
Director Seckel
Director McVicker
Director Thomas (absent)
Sherry Wanninger, MNWD
Justin McCusker, SMWD
Jim Leach, SMWD

At 8:30 a.m., President Tamaribuchi called the meeting to order via the Zoom Webinar application (pursuant to the Governor's Executive Order due to the spread of the COVID-19 virus, the meeting was conducted via Zoom). Secretary Goldsby called the roll.

PUBLIC PARTICIPATION

No public comments were made.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

No items were presented.

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

General Manager Hunter advised that the draft agendas for the upcoming month were distributed to the Board and made available to the public.

EXECUTIVE COMMITTEE REVIEW OF FUTURE AGENDAS

The Committee reviewed and discussed the draft agendas for each of the meetings and made revisions/additions as listed below.

a. Planning & Operations Committee

The Committee discussed the ACWA Region 10 elections and potential candidates.

The Committee also held considerable discussion on the drought outreach messaging, the need to engage the member agencies in developing a common theme/message on the drought, how the Water Supply Report (which is sent monthly to member agency elected officials) can be expanded to highlight drought issues, and the need to convert the document to a friendlier format (tailored to its audience). Staff advised they would work through the Public Affairs Workgroup regarding messaging.

b. Workshop Board Meeting

Discussion was held regarding the presentation on Colorado River issues, and the Committee asked that Bill Hasencamp (MET) be available for questions following the presentation; staff advised that an inquiry would be made as to his availability.

c. Administration & Finance Committee meeting

General Manager Hunter advised that due to broad language in the Administrative Code, he would be presenting a Sole Source Procurement for ACCO regarding the air handling system. He asked for clarification regarding whether the Board would like to have the item as Action or Information. Following discussion regarding the amount of the procurement (\$9,000), the Committee suggested it go on the agenda as an Information item.

Mr. Hunter also highlighted some upcoming conferences that were not included in the first half FY 2021/22 budget due to the COVID-19 pandemic and travel restrictions (which are now lifted), noting these conferences would be presented for approval (as they will now be held in-person).

The Committee then asked that information regarding the Census and how that may affect division boundaries be added to the agenda.

(Director Yoo Schneider left the meeting at 9:30 a.m.)

DISCUSSION REGARDING UPCOMING ACTIVITIES OF SIGNIFICANCE

General Manager Rob Hunter highlighted the September 30, 2021 Water Policy dinner (featuring MET General Manager Hagekhalil), the OC Water Summit, and the progress on the office construction. He also noted that the Governor's Order would expire on September 30th thereby requiring in-person meetings.

President Tamaribuchi noted that the MWDOC MET Directors would be meeting with MET General Manager Hagekhalil on September 10th and asked whether any of the MWDOC Directors had questions he could convey to Mr. Hagekhalil.

MEMBER AGENCY RELATIONS

Mr. Hunter reported on the process facilitated by Paul Redvers Brown, noting Mr. Brown will work with member agencies and the Board regarding the “role of MWDOC,” and that the process underway.

Mr. Jim Leach (SMWD) announced that LAFCO recently approved the annexation of the San Juan Capistrano water department functions to SMWD.

GENERAL MANAGER’S REPORTS

No new information was presented.

REVIEW AND DISCUSS DISTRICT AND BOARD ACTIVITIES

No new information was presented.

ADJOURNMENT

There being no further business to be brought before the Committee, the meeting adjourned at 9:55 a.m.

**Municipal Water District of Orange County
REVENUE / CASH RECEIPT REPORT
August 2021**

WATER REVENUES

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
8/02/2021	Serrano Water District	June 2021 Water deliveries	191,427.80
8/04/2021	City of La Palma	June 2021 Water deliveries	2,624.29
8/05/2021	City of La Habra	June 2021 Water deliveries	197,023.11
8/06/2021	City of San Clemente	June 2021 Water deliveries	805,330.74
8/09/2021	City of Buena Park	June 2021 Water deliveries	187,532.99
8/09/2021	Santa Margarita Water District	June 2021 Water deliveries	2,677,612.43
8/09/2021	South Coast Water District	June 2021 Water deliveries	542,081.82
8/10/2021	Trabuco Canyon Water District	June 2021 Water deliveries	160,969.97
8/11/2021	El Toro Water District	June 2021 Water deliveries	678,982.07
8/11/2021	City of Garden Grove	June 2021 Water deliveries	561,309.08
8/11/2021	Laguna Beach County Water District	June 2021 Water deliveries	350,605.26
8/11/2021	Mesa Water District	June 2021 Water deliveries	3,436.75
8/12/2021	City of Orange	June 2021 Water deliveries	1,409,121.70
8/12/2021	City of San Juan Capistrano	June 2021 Water deliveries	602,799.59
8/13/2021	East Orange Co Water District	June 2021 Water deliveries	1,156,559.25
8/13/2021	Golden State Water Company	June 2021 Water deliveries	694,257.00
8/13/2021	Irvine Ranch Water District	June 2021 Water deliveries	1,897,831.66
8/13/2021	Moulton Niguel Water District	June 2021 Water deliveries	2,631,576.36
8/13/2021	Orange County Water District	June 2021 Water deliveries	419,108.73
8/13/2021	City of Seal Beach	June 2021 Water deliveries	265,380.98
8/13/2021	Yorba Linda Water District	June 2021 Water deliveries	2,185,900.54
8/20/2021	City of Huntington Beach	July 2021 Water deliveries	578,132.32
8/23/2021	City of Fountain Valley	July 2021 Water deliveries	9,884.77
8/23/2021	City of Newport Beach	July 2021 Water deliveries	329,283.27
8/23/2021	City of Seal Beach	July 2021 Water deliveries	396,614.13
8/26/2021	City of La Habra	July 2021 Water deliveries	186,547.52
8/27/2021	City of San Clemente	July 2021 Water deliveries	921,600.78
8/27/2021	City of Westminster	July 2021 Water deliveries	15,667.87

TOTAL WATER REVENUES \$ 20,059,202.78

**Municipal Water District of Orange County
REVENUE / CASH RECEIPT REPORT
August 2021**

MISCELLANEOUS REVENUES

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
8/02/2021	Lewis Consulting Group	7/14/21 Water Policy dinner registrations	180.00
8/09/2021	Metropolitan Water District	7/14/21 Water Policy dinner registrations	1,700.00
8/02/2021	Karl Seckel	August 2021 Retiree Health insurance	241.40
8/02/2021	Meszaros, Patricia	August 2021 Retiree Health insurance	40.63
8/23/2021	Stan Sprague	September 2021 Retiree Health insurance	241.40
8/30/2021	Keith Lyon	September 2021 Retiree Health insurance	271.85
8/23/2021	Igoe and Company Inc	COBRA and Retiree vision insurance	70.98
8/04/2021	Health Equity	2019-20 FSA Plan Funding reconciliation	2,980.55
8/02/2021	ACWA-JPIA	2021 Wellness Grant	1,360.00
8/17/2021	Igoe and Company Inc	Net refund for FSA	238.58
8/09/2021	US Bank Custodial Account	Capital One and Goldman Sachs Interest payment	6,942.57
8/19/2021	US Bank Custodial Account	National Rural Utilities Coop, JP Morgan Chase Bank and Societe Generale Interest payment	2,666.67
8/26/2021	US Bank Custodial Account	Bank of America and FHLB interest payment	1,468.75
8/31/2021	US Bank	Monthly Interest payment	4.04
8/30/2021	Watersmart Innovations	Refund for R Waite registration for Watersmart Innovations	335.00
8/23/2021	Paymac, Inc.	Public Surplus Auctions	806.00
8/09/2021	Metropolitan Water District	WEEA Sponsorship	7,500.00
8/27/2021	Mesa Water District	June 2021 Smartimer rebate program	26.99
8/30/2021	El Toro Water District	June 2021 Smartimer rebate program	78.00
8/30/2021	Laguna Beach County Water District	June 2021 Smartimer rebate program	20.00
8/23/2021	Irvine Ranch Water District	June 2021 Spray to Drip rebate program	105.00
8/17/2021	Moulton Niguel Water District	June 2021 Smartimer and Rotating Nozzle rebate program	9,616.15
8/23/2021	Irvine Ranch Water District	June 2021 Smartimer and Rotating Nozzle rebate program	41,233.08
8/02/2021	El Toro Water District	June 2021 So Cal Watersmart rebate program	1,987.39
8/09/2021	Moulton Niguel Water District	June 2021 So Cal Watersmart rebate program	14,200.00
8/17/2021	El Toro Water District	June 2021 So Cal Watersmart rebate program	460.00
8/17/2021	Laguna Beach County Water District	June 2021 So Cal Watersmart rebate program	65.00
8/20/2021	City of San Clemente	June 2021 So Cal Watersmart rebate program	625.00
8/09/2021	City of Newport Beach	Water Loss Control Shared Services Year III	3,456.00
8/17/2021	City of La Habra	Water Loss Control Shared Services Year III	10,800.00
8/20/2021	City of Brea	Water Loss Control Shared Services Year III	33,120.00
8/23/2021	East Orange Co Water District	Water Loss Control Shared Services Year III	3,600.00
8/23/2021	City of La Palma	Water Loss Control Shared Services Year III	7,711.00
8/30/2021	City of Orange	Water Loss Control Shared Services Year III	4,255.00
8/17/2021	El Toro Water District	Water Loss Control technical assistance - WSO, Inc. Year VI	5,795.00
8/17/2021	City of La Habra	Water Loss Control technical assistance - WSO, Inc. Year VI	10,785.68
8/23/2021	City of La Palma	Water Loss Control technical assistance - WSO, Inc. Year VI	24,425.00
8/09/2021	City of Newport Beach	Leak Detection Shared Services elections FY 2021-22	419.00
8/06/2021	City of Fullerton	Jan-Jun 2021 School Billing	803.40
8/09/2021	City of Santa Ana	Jan-Jun 2021 School Billing	20,558.80
8/30/2021	City of Anaheim	Jan-Jun 2021 School Billing	5,567.15
8/02/2021	Moulton Niguel Water District	FY 2020-21 & FY 2021-22 AMP Administration Costs	5,936.89
8/02/2021	City of San Juan Capistrano	FY 2020-21 & FY 2021-22 AMP Administration Costs	329.61
8/04/2021	City of Orange	FY 2020-21 & FY 2021-22 AMP Administration Costs	656.80
8/10/2021	Trabuco Canyon Water District	FY 2020-21 & FY 2021-22 AMP Administration Costs	269.31
8/13/2021	City of San Clemente	FY 2020-21 & FY 2021-22 AMP Administration Costs	461.53
8/17/2021	Santa Margarita Water District	FY 2020-21 & FY 2021-22 AMP Administration Costs	9,193.28
8/17/2021	Yorba Linda Water District	FY 2020-21 & FY 2021-22 AMP Administration Costs	172.82
8/23/2021	City of Anaheim	FY 2020-21 & FY 2021-22 AMP Administration Costs	516.06
8/23/2021	East Orange Co Water District	FY 2020-21 & FY 2021-22 AMP Administration Costs	362.39
8/30/2021	Irvine Ranch Water District	FY 2020-21 & FY 2021-22 AMP Administration Costs	3,937.92

**Municipal Water District of Orange County
REVENUE / CASH RECEIPT REPORT
August 2021**

MISCELLANEOUS REVENUES

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
8/02/2021	City of San Juan Capistrano	FY 2021-22 Annual Retail Service Connection Charge	151,892.00
8/06/2021	City of Brea	FY 2021-22 Annual Retail Service Connection Charge	167,661.00
8/10/2021	Trabuco Canyon Water District	FY 2021-22 Annual Retail Service Connection Charge	53,014.00
8/17/2021	Moulton Niguel Water District	FY 2021-22 Annual Retail Service Connection Charge	685,269.00
8/19/2021	City of La Habra	FY 2021-22 Annual Retail Service Connection Charge	194,116.00
8/30/2021	Orange County Sanitation District	WEROC Funding for FY 2021-22	51,029.00

TOTAL MISCELLANEOUS REVENUES	\$	1,551,578.67
TOTAL REVENUES	\$	21,610,781.45


Robert J. Hunter, General Manager


Hilary Chumpitazi, Treasurer

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of September 2021**

Vendor/ Invoice	Description	Amount to Pay
Core Disbursements:		
ABSG Consulting Inc		
5107468	July 2021 Owner's Representative services for MWDOC office remodel	13,080.00
Total		<u>13,080.00</u>
Acco Engineered Systems		
20155299	Air balance on the airflow in MWDOC office restrooms	2,058.00
Total		<u>2,058.00</u>
Richard C Ackerman		
1312	August 2021 Legal Consulting on Water Issues	2,825.00
Total		<u>2,825.00</u>
Alison Loukeh & Associates		
MWDOC 2021-01	7/26/21 & 7/29/21 Educator Workshops	7,470.00
Total		<u>7,470.00</u>
Best Best and Krieger LLP		
912410	July 2021 Legal Services	11,009.10
Total		<u>11,009.10</u>
CDM Smith		
90131292	July 2021 Services for water resource planning	426.50
Total		<u>426.50</u>
Demsey Filliger & Associates LLC		
202108232029	GASB 75 Financial Note report for retiree health insurance program as of June 30, 2021	750.00
Total		<u>750.00</u>
Fenagh LLC		
5828-4	July 2021 Services for on-site testing and inspection of structural steel and concrete for MWDOC office remodel	1,980.57
Total		<u>1,980.57</u>
GovConnection Inc		
71702366	ARCServe UDP backup software annual renewal	794.12
Total		<u>794.12</u>
Governmentjobs.com		
INV-23149	Annual subscription fee for online job postings and Insight	4,209.64
Total		<u>4,209.64</u>
Hashtag Pinpoint Corporation		
1468	August 2021 Strategic digital communications consulting services	7,913.00
Total		<u>7,913.00</u>

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of September 2021**

Vendor/ Invoice	Description	Amount to Pay
IDS Group Inc		
18X093.0-13	June 2021 Seismic retrofit design and project support MWDOC office remodel	1,596.00
18X093.0-14	July 2021 Seismic retrofit design and project support MWDOC office remodel	6,500.50
Total		<u>8,096.50</u>
Lewis Consulting Group		
2021-125	August 2021 Consulting services	2,562.50
Total		<u>2,562.50</u>
Liebert Cassidy Whitmore		
203506	7/9/21 Harassment training for staff	1,850.00
Total		<u>1,850.00</u>
Means Consulting-Ed Means		
MWDOC-1096	August 2021 Consulting on MET issues and guidance to Engineering staff	2,125.00
MWDOC-1301	August 2021 EOCF#2 Support services	2,200.00
Total		<u>4,325.00</u>
Mega Maids Cleaning Service		
12015	August 2021 Cleaning services for COVID-19 prevention	540.00
Total		<u>540.00</u>
Natural Resource Results LLC		
3547	August 2021 Federal legislative advocacy services	8,000.00
Total		<u>8,000.00</u>
NDS		
788945	8/6/21 Board packet delivery service	186.50
789284	8/13/21 Board packet delivery service	186.50
Total		<u>373.00</u>
Office Depot Inc		
2518142334	8/26/21 Blue file folders	7.11
Total		<u>7.11</u>
Optima RPM Inc		
5000414	August 2021 Construction services for MWDOC office seismic improvements and remodel	90,489.13
Total		<u>90,489.13</u>
Orange Coast Plumbing Inc		
23732	Drain clearing and men's restroom toilet replacement	1,125.00
Total		<u>1,125.00</u>
Orange County Water District		
23362	July 2021 Postage, shared office and maintenance expense	10,069.83
Total		<u>10,069.83</u>

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of September 2021**

Vendor/ Invoice	Description	Amount to Pay
Paul Redvers Brown Inc		
DOC001	August 2021 Facilitate member agency discussions project	1,015.00
Total		<u>1,015.00</u>
PeopleSpace		
DEPEST24612.1	Furniture accessories for MWDOC office remodel	1,663.88
DEPSO1035213.1	Phase 1 and 2 furniture for MWDOC office remodel	4,000.25
Total		<u>5,664.13</u>
Ricoh USA Inc		
1089065051	8/10/21 Copier repair	965.53
Total		<u>965.53</u>
Karl Seckel		
93021	September 2021 Retiree medical premium	657.60
Total		<u>657.60</u>
Stetson Engineers Inc		
1543-29-2020	FY20-21 Member Agency Consumer Confidence Reports	38,964.50
Total		<u>38,964.50</u>
Steven Enterprises, Inc		
0444506-IN	8/26/21-8/25/22 Maintenance agreement renewal for plotter	576.00
Total		<u>576.00</u>
Vasquez and Company LLP		
2210720-IN	First progress billing for fiscal year ended June 30, 2021 Financial Audit	5,000.00
Total		<u>5,000.00</u>
Water Systems Optimization Inc		
2019	August 2021 Technical Assistance Program services for Water Loss Control	38,525.00
2020	August 2021 Services for Water Loss Control Shared Services template development	640.00
Total		<u>39,165.00</u>
Pauline D Wennerstrom		
093021	July-Sept. 2021 Retiree medical premium	397.50
Total		<u>397.50</u>
Total Core Expenditures		<u>272,359.26</u>
 Choice Expenditures:		
Bryton Printing		
16228	WUE Fall 2021 Bill inserts for member agencies	3,647.21
Total		<u>3,647.21</u>

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of September 2021**

Vendor/ Invoice	Description	Amount to Pay
Logic 1 Engineering		
3430	Correlating logger battery replacement	494.00
Total		<u>494.00</u>
McCalls Meter Sales & Service		
34051	July 2021 Meter Accuracy Testing for South Coast Water District	1,500.00
Total		<u>1,500.00</u>
Orange County Water District		
23362	July 2021 Postage for Water Use Efficiency rebate programs	21.08
Total		<u>21.08</u>
Total Choice Expenditures		<u>5,662.29</u>
Other Funds Expenditures:		
EcoTech Services Inc		
2005	July 2021 Landscape Design and Maintenance Assistance programs	4,396.75
Total		<u>4,396.75</u>
Herndon Solutions Group LLC		
INV-0000001379	July 2021 Services to assist with America's Water Infrastructure Act compliance	40,053.55
Total		<u>40,053.55</u>
Large Plumbing		
25705	July 2021 Services for Pressure Regulating Valve program	4,370.00
Total		<u>4,370.00</u>
Moulton Niguel Water District		
4364216	7/1/20-6/30/22 Smart Timer Direct Installation Program	18,240.00
4364217	7/1/20-6/30/22 Naturescape Turf-to-Native Garden Program	28,782.00
Total		<u>47,022.00</u>
The Plant Nerd		
6711	August 2021 Landscape Design and Maintenance Assistance programs	12,480.00
Total		<u>12,480.00</u>
Joey C Soto		
2021-MWDOC-SA- JUL-42	July 2021 Grant Administration Services for Prop 1 North	2,970.00
Total		<u>2,970.00</u>
Total Other Funds Expenditures		<u>111,292.30</u>
Total Expenditures		<u><u>389,313.85</u></u>

**Municipal Water District of Orange County
Disbursement Ratification Report
For the Month of August 2021**

Name/ Date	Check/ EFT	Invoice	Description	Amount
Core Disbursements:				
Joseph Berg				
8/13/2021	EFT	73021	July 2021 Business expense	171.59
Total				171.59
Corodata Records Management Inc				
8/13/2021	EFT	RS4719374	July 2021 Records storage fees	52.25
Total				52.25
Harvey De La Torre				
8/31/2021	EFT	72621	July 2021 Business expense	22.81
Total				22.81
Tina Dubuque				
8/31/2021	EFT	72421	July 2021 Business expense	150.00
Total				150.00
Lina Gunawan				
8/31/2021	EFT	71921	July 2021 Business expense	20.00
Total				20.00
Al Nederhood				
8/31/2021	EFT	71421	July 2021 Business expense	35.62
Total				35.62
Ricoh USA Inc				
8/13/2021	EFT	5062285697	3/29/21-6/28/21 Reproduction costs	28.61
Total				28.61
Spectrum Business				
8/13/2021	140415	343564081021	August 2021 Telephone expense for one analog fax line	39.99
8/06/2021	140400	375210073021	August 2021 Telephone and internet expense	1,411.54
Total				1,451.53
US Bank				
8/31/2021	140447	4192/4279-JUL21	6/23/21-7/22/21 Cal Card Charges	6,229.87
Total				6,229.87
Verizon Wireless				
8/06/2021	140401	9884778842	July 2021 4G Mobile broadband unlimited service	114.03
Total				114.03
Total Core Disbursements				8,276.31

**Municipal Water District of Orange County
Disbursement Ratification Report
For the Month of August 2021**

Name/ Date	Check/ EFT	Invoice	Description	Amount
Choice Disbursements:				
US Bank				
8/31/2021	140447	4279-JUL21	6/23/21-7/22/21 Cal Card Charges	100.00
Total				100.00
Total Choice Disbursements				100.00
Other Funds Disbursements:				
AT&T				
8/13/2021	140402	291831812-AUG21	August 2021 U-Verse internet service for WEROC N. EOC	64.20
Total				64.20
AT&T				
8/13/2021	140404	16811147	July 2021 Telephone expense for WEROC N. & S. EOC	388.37
8/13/2021	140404	16811148	July 2021 Telephone expense for WEROC N. EOC	117.54
Total				505.91
Metropolitan Water District				
8/31/2021	WIRE	10475	June 2021 Water deliveries	18,218,132.19
Total				18,218,132.19
Santa Margarita Water District				
8/31/2021	EFT	JUN2021	June 2021 SCP Pipeline Operation Surcharge	29,745.99
Total				29,745.99
Santiago Aqueduct Commission				
8/31/2021	140444	JUN2021	June 2021 SAC Pipeline Operation Surcharge	3,022.88
Total				3,022.88
Spray to Drip Rebate				
8/30/2021	140424	S2D3-R-FV-39242-17515	B. Gorsic	700.00
8/30/2021	140421	S2D4-C-YLWD-42144-18005	City of Yorba Linda	2,957.00
8/30/2021	140419	S2D4-R-EOCWD-38800-18058	F. Cabrera	1,905.59
8/30/2021	140434	S2D4-R-HB-42345-18044	T. Morris	198.50
8/30/2021	140433	S2D4-R-O-549-18014	M. Mayhew	485.50
8/30/2021	140430	S2D4-R-TUST-41675-17925	J. Konishi	1,230.00
Total				7,476.59

**Municipal Water District of Orange County
Disbursement Ratification Report
For the Month of August 2021**

Name/ Date	Check/ EFT	Invoice	Description	Amount
Turf Rebate				
8/30/2021	140418	TR12-C-SC-38444-37361	Baycliff Village North (San Clemente)	13,537.00
8/30/2021	140420	TR13-R-EOCWD-38800-37700	F. Cabrera	14,984.21
8/30/2021	140425	TR13-R-FV-39242-38111	B. Gorsic	3,336.00
8/30/2021	140428	TR13-R-SB-39696-38522	S. Hirsch	6,282.00
8/30/2021	140436	TR14-C-IRWD-42104-40849	Orangetree Master HOA (Irvine)	15,108.00
8/30/2021	140438	TR14-R-FV-41192-39990	G. Sonoda	1,772.00
8/30/2021	140440	TR14-R-HB-41267-40055	G. Wahl	1,268.00
8/30/2021	140435	TR14-R-HB-42345-41058	T. Morris	794.00
8/30/2021	140426	TR14-R-IRWD-42207-40938	T. Haferling	1,126.00
8/30/2021	140423	TR14-R-LB-42305-41027	W. Fried	5,700.00
8/30/2021	140439	TR14-R-MESA-39572-38414	L. Vujnovich	2,457.00
8/30/2021	140427	TR14-R-MNT-42017-40763	K. Hakim	1,640.00
8/30/2021	140437	TR14-R-O-41774-40521	M. Parvar	2,569.73
8/30/2021	140422	TR14-R-SB-116-40720	S. Cooper	950.59
8/30/2021	140429	TR14-R-TC-41040-39893	M. Khan	7,152.00
8/30/2021	140432	TR14-R-TC-41697-40828	M. Krasowski	952.00
8/30/2021	140431	TR14-R-TUST-41675-40437	J. Konishi	3,106.00
Total				82,734.53
US Bank				
8/31/2021	140447	6066-JUL21	6/23/21-7/22/21 Cal Card Charges	335.02
Total				335.02
Verizon Wireless				
8/06/2021	140401	9884778842	July 2021 4G Mobile broadband unlimited service	76.02
Total				76.02
Total Other Funds Disbursements				18,342,093.33
Total Disbursements				18,350,469.64



Robert J. Hunter, General Manager



Hilary Chumpitazi, Treasurer

Cal Card Charges
Statement Date: July 22, 2021
Payment Date: August 31, 2021

Date	Description	Amount
C. Harris Card:		
5/31/2021	Relocated furniture to WEROC for MWDOC office remodel	689.75
6/23/2021	Toll Road replenishment charge for Water Loss Control Shared Services vehicles	100.00
6/25/2021	5/25-6/24/21 Web hosting service for MWDOC website	15.65
6/28/2021	UPS delivery charge on June 14, 2021	1.93
6/29/2021	WaterSmart Innovations conference in Las Vegas, NV from Oct. 6-7, 2021 - Accommodations for, J. Berg, R. Davis, R. Waite and S. Fetter	423.75
6/29/2021	WaterSmart Innovations conference in Las Vegas, NV from Oct. 6-7, 2021 - Registration for J. Berg, R. Davis, R. Waite, and S. Fetter	1,290.00
7/03/2021	UPS delivery charge on June 28, 2021	17.19
7/07/2021	Walkie talkies for exit doors	54.36
7/08/2021	7/8/21 Office supplies	37.34
7/08/2021	10 Windows rescreened at MWDOC office	310.00
7/13/2021	July 2021 Subscription for prework screening for COVID-19 prevention	175.56
7/16/2021	Public Procurement training from Aug. 12-16, 2021 and Capital Asset training from Aug. 17-26, 2021 - Registration for J. Roberts	595.00
7/20/2021	CAPIO 2021 Annual conference in North Tahoe, CA from Nov. 2-5, 2021 - Registration for T. Baca and S. Wilson	1,020.00
7/20/2021	CAPIO 2021 Annual conference in North Tahoe, CA from Nov. 2-5, 2021 - Accommodations for T. Baca and S. Wilson	223.27
Total:		4,953.80
Public Affairs Card:		
6/30/2021	ACWA Drought Messaging Webinar on June 30, 2021 - Registration for T. Baca	50.00
7/01/2021	Storage unit boxes and supplies	77.71
7/01/2021	Storage bins for storage unit	35.29
7/02/2021	7/2-8/1/21 Zoom Video Communications monthly fee with audio licenses	124.95
7/03/2021	July 2021 Public Storage Unit for Public Affairs	294.00
7/07/2021	Canva.com yearly subscription	119.40
7/12/2021	Speaker gift at Water Policy Forum and Dinner on 7/14/21 for J. Kightlinger	41.90
7/14/2021	Sharpie pens for Water Policy Forum and Dinner on 7/14/21	4.30
7/14/2021	Disposable masks for the office	131.05
7/14/2021	LED tealights for Water Policy Forum and Dinner on 7/14/21	47.39
7/14/2021	Decorations for Water Policy Forum and Dinner on 7/14/21	16.08
7/19/2021	Gift for speaker J. Kightlinger at Water Policy Dinner and Forum on 7/14/21	99.00
7/19/2021	Public Relations Society of America membership renewal for S. Wilson	335.00
Total:		1,376.07
WEROC Card:		
6/29/2021	Breakfast for WEROC Fire Training at the EOC on June 29, 2021	150.00
7/19/2021	WEROC N. EOC cleaning and maintenance supplies	185.02
Total:		335.02

Municipal Water District of Orange County
GM Approved Disbursement Report ⁽¹⁾
For the Month of August 2021

Name/ Date	Check/ EFT	Invoice	Description	Amount
Core Disbursements:				
AccuFund Inc				
8/25/2021	EFT	20211353	9/1/21-8/30/22 Accufund maintenance	5,760.75
Total				5,760.75
CALPERS				
8/30/2021	EFT	100000016512062	Fees for GASB-68 reports and schedules	700.00
Total				700.00
EEL Systems				
8/10/2021	EFT	15582	Ceiling conduit for new AV system in conference room 101 and 102 for MWDOC office remodel	3,832.86
Total				3,832.86
PeopleSpace				
8/13/2021	EFT	DEPEST23494.1	50% Deposit on Furniture for Phase 2 & 3 of MWDOC office remodel	2,987.25
8/10/2021	EFT	DEPEST23997.1	50% Deposit on WEROC furniture order for MWDOC office remodel	6,924.42
8/25/2021	EFT	DEPEST24877.1	50% Deposit for Furniture and accessories for MWDOC office remodel	3,684.74
8/25/2021	EFT	DEPEST24880.1	50% Deposit for Furniture for Phase 1 & 2 of MWDOC office remodel	5,000.31
Total				18,596.72
Karl Seckel				
8/31/2021	EFT	83121	August 2021 Retiree medical premium	657.60
Total				657.60
Total Core Disbursements				29,547.93
Choice Disbursements:				
Total Choice Disbursements				-

**Municipal Water District of Orange County
GM Approved Disbursement Report ⁽¹⁾
For the Month of August 2021**

Name/ Date	Check/ EFT	Invoice	Description	Amount
Other Funds Disbursements:				
Mission RCD				
8/31/2021	EFT	3032	Revised July 2021 Field inspection and verification for WUE rebate programs-original approval \$8,531.45 vs. \$8,935.29	403.84
Total				403.84
Total Other Funds Disbursements				403.84
Total Disbursements				29,951.77


Robert J. Hunter, General Manager


Hilary Chumpitazi, Treasurer

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



Municipal Water District of Orange County
Consolidated Summary of Cash and Investment
 July 31, 2021

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

Megan Yoo Schneider, P.E.
 Vice President

Al Nederhood
 Director

Larry D. Dick
 Director

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

Karl W. Seckel, 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	\$3,738,505	19.71%
Grant & Project Cash Flow	1,500,000	7.91%
Election Expense	1,333,000	7.03%
Building Repair	436,542	2.30%
OPEB	297,147	1.57%
Total Designated Reserves	7,305,194	38.52%
General Fund	9,210,031	48.55%
Water Fund	1,692,539	8.92%
Conservation Fund	(655,958)	(3.46%)
WEROC Fund	1,423,616	7.50%
Trustee Activities	(4,858)	(0.03%)
Total	\$18,970,564	100.00%

The funds are invested as follows:

Term of Investment	% of Portfolio	Book Value	Market Value
Cash	0.46%	\$87,768	\$87,768
Short-term investment			
• LAIF	34.35%	\$6,516,719	\$6,516,719
• OCIP	48.85%	9,265,809	9,265,809
Long-term investment			
• US Government Issues	1.32%	249,888	249,778
• Corporate Bond	7.38%	1,400,380	1,389,884
• Certificates of Deposit	7.64%	1,450,000	1,511,425
Total	100.00%	\$18,970,564	\$19,021,383

The average number of days to maturity/call as of July 31, 2021 equaled 99 and the average yield to maturity is 0.635%. During the month, the District's average daily balance was \$23,209,440.80. Funds were invested in US Bank Money Market, Negotiable Certificate of Deposit's, Corporate Bonds, US Government Issues, the Local Agency Investment Funds (LAIF) and the Orange County Investment Pool (OCIP) during the month of July 2021.

The \$50,819 difference between the book value and the market value on July 31, 2021 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

July 31, 2021

7/31/2021	Par Value	Market Value	Book Value	% of Portfolio	Days to Mat/Call	YTM @ Cost
Negotiable Certificate Of Deposit	1,450,000.00	1,511,425.00	1,450,000.00	7.68	952	2.440
Corporate Bond	1,400,000.00	1,389,884.00	1,400,380.17	7.41	329	1.341
US Government Issues	250,000.00	249,777.50	249,888.17	1.32	26	0.860
Local Agency Investment Funds	6,516,718.58	6,516,718.58	6,516,718.58	34.51	1	0.216
Orange County Investment Pool	9,265,809.04	9,265,809.04	9,265,809.04	49.08	1	0.535
Total Investments	18,882,527.62	18,933,614.12	18,882,795.96	100.00	99	0.635
Cash						
Cash	87,768.45	87,768.45	87,768.45		1	0.00
Total Cash and Investments	18,970,296.07	19,021,382.57	18,970,564.41		99	0.635

Total Earnings	Month Ending July	Fiscal Year to Date
Current Year	11,190.80	11,190.80
Average Daily Balance	23,209,440.80	
Effective Rate of Return	0.635%	

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 U.S. Bank. Per Resolution 2059 there are no compliance exceptions to report.


Robert J. Hunter, General Manager

9.2.21
Date


Hilary Chumpitazi, Treasurer

09/02/2021
Date

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Portfolio Management
Long-Term Portfolio Details - Investments
July 31, 2021

Issuer	CUSIP/Ticker	Settlement Date	Par Value	Market Value	Book Value	Coupon Rate	YTM @ Cost	Days To Call/Maturity	Maturity Date
Negotiable Certificate Of Deposit									
Barclays Bank	06740KKY2	9/27/2017	250,000.00	256,127.50	250,000.00	2.250	2.250	423	9/27/2022
Capital One Bank	14042TBO9	8/7/2019	250,000.00	262,605.00	250,000.00	2.250	2.250	1,103	8/7/2024
Capital One NA	14042RMJ7	7/24/2019	250,000.00	262,167.50	250,000.00	2.200	2.200	1,089	7/24/2024
Discover Bank	254673RV0	7/25/2018	250,000.00	264,937.50	250,000.00	3.300	3.300	724	7/25/2023
Goldman Sachs Bank	38148PT98	8/8/2018	250,000.00	265,347.50	250,000.00	3.350	3.350	738	8/8/2023
Sallie Mae Bank	7954507A7	7/14/2021	200,000.00	200,240.00	200,000.00	1.000	1.000	1,809	7/14/2026
Sub Total			1,450,000.00	1,511,425.00	1,450,000.00	2.440	2.440	952	
US Government Issues									
FHLB	3130ALGR9	3/1/2021	250,000.00	249,777.50	249,888.17	0.850	0.860	26	2/28/2026
Sub Total			250,000.00	249,777.50	249,888.17	0.850	0.860	26	
Corporate Bond									
Bank of America Corp	06048WK41	12/7/2020	250,000.00	245,350.00	250,000.00	0.650	0.800	117	11/25/2025
Citigroup Global Markets	17328WFZ6	9/16/2020	250,000.00	246,725.00	250,000.00	1.000	1.000	47	9/16/2025
JP Morgan Chase	48128GV56	8/18/2020	250,000.00	244,942.50	250,000.00	0.800	0.800	1,114	8/18/2025
National Rural Util Coop	63743FE51	7/27/2017	200,000.00	203,230.00	200,000.00	2.500	2.500	349	7/15/2022
Societe Generale	83369MD25	8/19/2020	250,000.00	245,462.50	250,000.00	1.000	1.088	19	8/19/2025
Westpac Banking Corp	961214DQ3	7/25/2017	200,000.00	204,174.00	200,380.17	2.500	2.278	332	6/28/2022
Sub Total			1,400,000.00	1,389,884.00	1,400,380.17	1.330	1.341	329	
Total Investments			3,100,000.00	3,151,086.50	3,100,268.34	1.810	1.816	596	

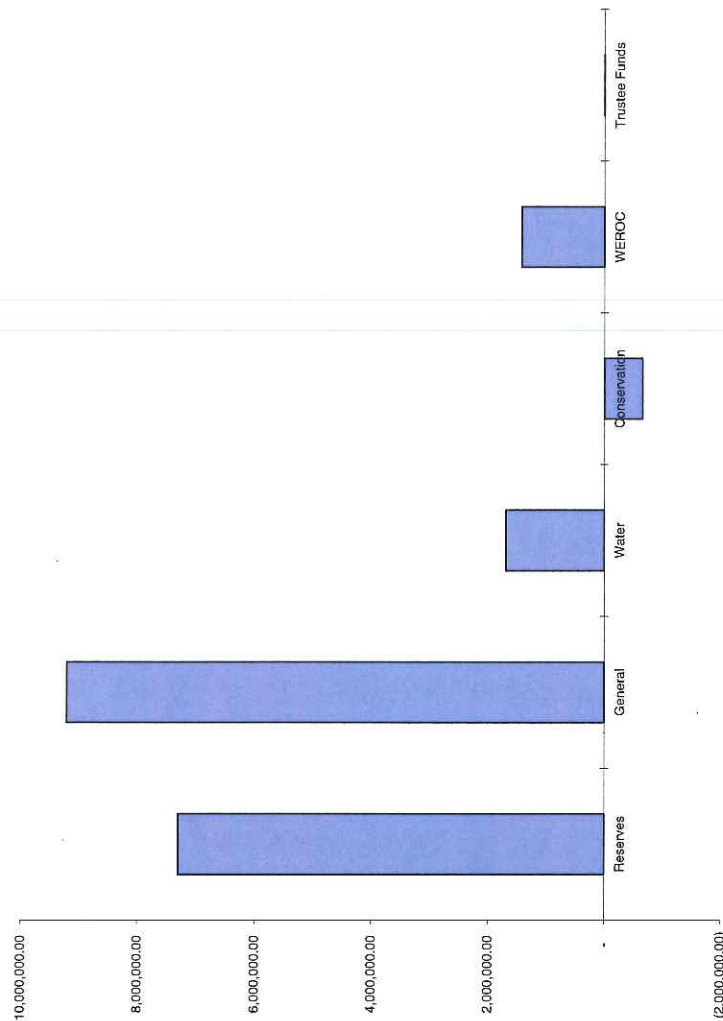
Total Earnings	Month Ending July	Fiscal Year To Date
Current Year	4,856.49	4,856.49

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Portfolio Management
Short-Term Portfolio Details - Cash and Investments
July 31, 2021

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	6,516,718.58	6,516,718.58	6,516,718.58	0.216	0.216	1	N/A
Sub Total			6,516,718.58	6,516,718.58	6,516,718.58	0.216	0.216	1	
Orange County Investment Pool									
County of Orange LGIP	OCIP	6/29/2005	9,265,809.04	9,265,809.04	9,265,809.04	0.535	0.535	1	N/A
Sub Total			9,265,809.04	9,265,809.04	9,265,809.04	0.535	0.535	1	
Total Investments			15,782,527.62	15,782,527.62	15,782,527.62	0.403	0.403		
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	87,268.45	87,268.45	87,268.45	0.000	0.000	1	N/A
Total Cash			87,768.45	87,768.45	87,768.45	0.000	0.000	1	
Total Cash and Investments			15,870,296.07	15,870,296.07	15,870,296.07	0.403	0.403	1	
Total Earnings									
Current Year			6,334.31		6,334.31				

Cash and Investments at July 31, 2021

ALLOCATION	AMOUNT	%
MWDOC		
Designated Reserves		
General	\$ 3,738,505	19.71%
Grant & Project Cash Flow	1,500,000	7.91%
Election Expense	1,333,000	7.03%
Building Repair	436,542	2.30%
OPEB	297,147	1.57%
Total Designated Reserves	7,305,194	38.52%
General	9,210,031	48.55%
Water	1,692,539	8.92%
Conservation	(655,958)	-3.46%
WEROC	1,423,616	7.50%
TOTAL MWDOC	\$ 18,975,422	100.03%
TRUSTEE ACTIVITIES		
AMP Sales Admin	\$ (4,858)	-0.03%
TOTAL TRUSTEE ACTIVITIES	\$ (4,858)	-0.03%
TOTAL CASH & INVESTMENTS	\$ 18,970,564	100.00%



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MUNICIPAL WATER DIST OF ORANGE COUNTY
PARS Post-Employment Benefits Trust**Account Report for the Period**
7/1/2021 to 7/31/2021Rob Hunter
General Manager
Municipal Water Dist of Orange County
18700 Ward Street
Fountain Valley, CA 92708**Account Summary**

Source	Balance as of 7/1/2021	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 7/31/2021
OPEB	\$2,781,098.64	\$0.00	\$13,342.20	\$1,371.32	\$0.00	\$0.00	\$2,793,069.52
PENSION	\$773,721.69	\$0.00	\$3,711.90	\$381.50	\$0.00	\$0.00	\$777,052.09
Totals	\$3,554,820.33	\$0.00	\$17,054.10	\$1,752.82	\$0.00	\$0.00	\$3,570,121.61

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	0.48%	2.39%	19.05%	10.37%	9.38%	-	10/26/2011
PENSION	0.48%	2.39%	18.92%	10.35%	-	-	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 2021

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

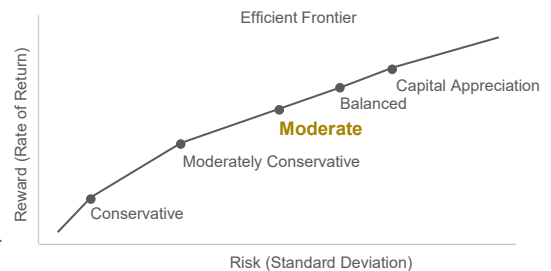
In order to meet the unique needs of our clients, we offer access to flexible implementation strategies: HighMark Plus utilizes actively managed mutual funds while Index Plus utilizes index-based securities, including exchange-traded funds. Both investment options leverage HighMark's active asset allocation 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%	53%
Fixed Income	40 - 60%	45%	46%
Cash	0 - 20%	5%	1%

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

HighMark Plus Composite (Active)

Current Quarter*	4.77%
Blended Benchmark*, **	4.30%
Year To Date*	7.12%
Blended Benchmark*, **	6.66%
1 Year	22.58%
Blended Benchmark**	20.51%
3 Year	10.87%
Blended Benchmark**	10.52%
5 Year	9.90%
Blended Benchmark**	9.43%
10 Year	7.81%
Blended Benchmark**	7.96%

Index Plus Composite (Passive)

Current Quarter*	4.39%
Blended Benchmark*, **	4.30%
Year To Date*	6.76%
Blended Benchmark*, **	6.66%
1 Year	19.88%
Blended Benchmark**	20.51%
3 Year	10.20%
Blended Benchmark**	10.52%
5 Year	9.04%
Blended Benchmark**	9.43%
10 Year	7.55%
Blended Benchmark**	7.96%

* 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 US 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 US T-Bill. Prior to April 2007: the blended benchmark was 50% S&P 500, 15% ICE BofA 1-3Yr Corp/Gov't, 30% BBG Barclays US Agg, and 5% FTSE 1 Mth US 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%
2020	12.92%

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%
2020	11.23%

PORTFOLIO FACTS

HighMark Plus (Active)

Composite Inception Date	10/2004
No of Holdings in Portfolio	20

Index Plus (Passive)

Composite Inception Date	05/2006
No of Holdings in Portfolio	13

HOLDINGS

HighMark Plus (Active)

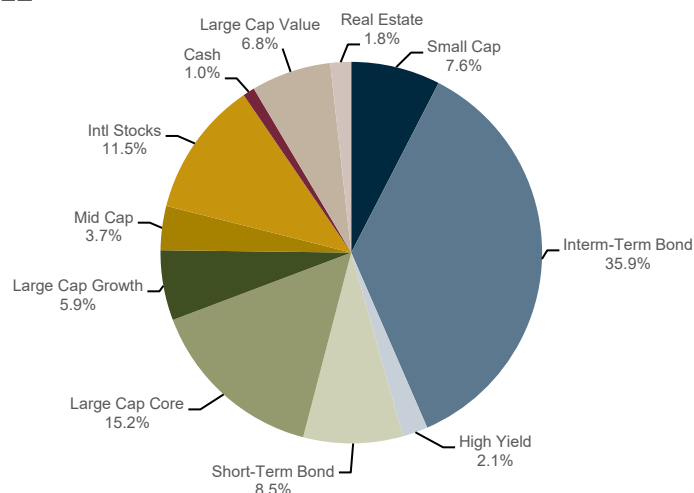
Columbia Contrarian Core I3
Vanguard Growth & Income Adm
Dodge & Cox Stock Fund
iShares S&P 500 Value ETF
Harbor Capital Appreciation - Retirement
T. Rowe Price Growth Stock - I
iShares Russell Mid-Cap ETF
Vanguard Real Estate ETF
Undiscovered Managers Behavioral Value-R6
Victory RS Small Cap Growth - 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 High Yield Instl
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 Core MSCI EAFE ETF
Vanguard FTSE Emerging Markets ETF
Vanguard Short-Term Invest-Grade Adm
iShares Core U.S. Aggregate
Vanguard High-Yield Corp Adm
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 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 U.S. 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 \$9.3 billion in assets under management and \$9.5 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: 8
Average Years of Experience: 20
Average Tenure (Years): 9

*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.

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
COMBINED FINANCIAL STATEMENTS
AND
BUDGET COMPARATIVE
JULY 1, 2021 THRU JULY 31, 2021**

**Municipal Water District of Orange County
Combined Balance Sheet
As of July 31, 2021**

	Amount
<u>ASSETS</u>	
Cash in Bank	87,768.45
Investments	18,882,795.96
Accounts Receivable	41,493,038.35
Accounts Receivable - Other	223,186.21
Accrued Interest Receivable	31,116.11
Asset Clearing	725.00
Prepays/Deposits	431,743.03
Leasehold Improvements	6,059,805.67
Furniture, Fixtures & Equipment	780,261.60
Less: Accumulated Depreciation	<u>(3,484,165.48)</u>
TOTAL ASSETS	<u>64,506,274.90</u>
<u>LIABILITIES AND FUND BALANCES</u>	
<u>LIABILITIES</u>	
Accounts Payable	39,517,566.22
Accounts Payable - Other	38.24
Accrued Salaries and Benefits Payable	575,895.19
Other Liabilities	2,667,076.37
Unearned Revenue	<u>443,410.26</u>
TOTAL LIABILITIES	<u>43,203,986.28</u>
<u>FUND BALANCES</u>	
<u>Restricted Fund Balances</u>	
Water Fund - T2C	<u>1,033,557.17</u>
Total Restricted Fund Balances	<u>1,033,557.17</u>
<u>Unrestricted Fund Balances</u>	
<u>Designated Reserves</u>	
General Operations	3,738,505.00
Grant & Project Cash Flow	1,500,000.00
Election Expense	1,333,000.00
Building Repair	436,542.00
OPEB	<u>297,147.00</u>
Total Designated Reserves	<u>7,305,194.00</u>
General Fund	3,566,614.99
General Fund Capital	964,158.72
WEROC Capital	159,687.58
WEROC	<u>246,196.60</u>
Total Unrestricted Fund Balances	<u>12,241,851.89</u>
<u>Excess Revenue over Expenditure</u>	
Operating Fund	7,802,105.72
Other Funds	<u>224,773.84</u>
TOTAL FUND BALANCES	<u>21,302,288.62</u>
TOTAL LIABILITIES AND FUND	<u>64,506,274.90</u>
BALANCES	

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
General Fund
July 1, 2021 thru July 31, 2021

	Month to Date	Year to Date	Annual Budget	% Used	Encumbrance	Budget Remaining
<u>REVENUES</u>						
Retail Connection Charge	8,357,232.00	8,357,232.00	8,357,232.00	100.00%	0.00	0.00
Ground Water Customer Charge	335,385.00	335,385.00	335,385.00	100.00%	0.00	0.00
Water Rate Revenues	8,692,617.00	8,692,617.00	8,692,617.00	100.00%	0.00	0.00
Interest Revenue	11,052.00	11,052.00	220,000.00	5.02%	0.00	208,948.00
Subtotal	8,703,669.00	8,703,669.00	8,912,617.00	97.66%	0.00	208,948.00
Choice Programs	2,265.00	2,265.00	1,619,194.00	0.14%	0.00	1,616,929.00
Miscellaneous Income	35.00	35.00	3,000.00	1.17%	0.00	2,965.00
Transfer-In from Reserve	0.00	0.00	64,729.00	0.00%	0.00	64,729.00
Subtotal	2,300.00	2,300.00	1,686,923.00	0.14%	0.00	1,684,623.00
TOTAL	8,705,969.00	8,705,969.00	10,599,540.00	82.14%	0.00	1,893,571.00
REVENUES						

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
General Fund
July 1, 2021 thru July 31, 2021

	Month to Date	Year to Date	Annual Budget	% Used	Encumbrance	Budget Remaining
EXPENSES						
Salaries & Wages	349,603.79	349,603.79	4,178,542.00	8.37%	0.00	3,828,938.21
Salaries & Wages - Grant Recovery	0.00	0.00	(18,665.00)	0.00%	0.00	(18,665.00)
Director's Compensation	21,610.38	21,610.38	288,800.00	7.48%	0.00	267,189.62
MWD Representation	9,822.90	9,822.90	165,029.00	5.95%	0.00	155,206.10
Employee Benefits	92,010.91	92,010.91	1,356,730.00	6.78%	0.00	1,264,719.09
CalPers Unfunded Liability Contribution	0.00	0.00	207,000.00	0.00%	0.00	207,000.00
Director's Benefits	9,189.88	9,189.88	128,022.00	7.18%	0.00	118,832.12
Health Insurance for Retirees	6,262.61	6,262.61	101,099.00	6.19%	0.00	94,836.39
Training Expense	2,445.00	2,445.00	52,000.00	4.70%	8,895.60	40,659.40
Tuition Reimbursement	0.00	0.00	5,000.00	0.00%	0.00	5,000.00
Temporary Help Expense	0.00	0.00	5,000.00	0.00%	0.00	5,000.00
Personnel Expenses	490,945.47	490,945.47	6,468,557.00	7.59%	8,895.60	5,968,715.93
Engineering Expense	1,119.50	1,119.50	380,000.00	0.29%	360,918.55	17,961.95
Legal Expense	12,794.60	12,794.60	225,000.00	5.69%	212,205.40	0.00
Audit Expense	0.00	0.00	30,220.00	0.00%	25,220.00	5,000.00
Professional Services	36,928.32	36,928.32	1,460,617.00	2.53%	679,446.53	744,242.15
Professional Fees	50,842.42	50,842.42	2,095,837.00	2.43%	1,277,790.48	767,204.10
Conference - Staff	1,020.00	1,020.00	44,560.00	2.29%	0.00	43,540.00
Conference - Directors	0.00	0.00	16,845.00	0.00%	0.00	16,845.00
Travel & Accom. - Staff	223.27	223.27	69,825.00	0.32%	0.00	69,601.73
Travel & Accom. - Directors	0.00	0.00	21,250.00	0.00%	0.00	21,250.00
Travel & Conference	1,243.27	1,243.27	152,480.00	0.82%	0.00	151,236.73
Membership/Sponsorship	45,531.20	45,531.20	143,041.00	31.83%	0.00	97,509.80
CDR Support	13,797.33	13,797.33	65,249.00	21.15%	41,391.98	10,059.69
Dues & Memberships	59,328.53	59,328.53	208,290.00	28.48%	41,391.98	107,569.49
Business Expense	0.00	0.00	2,500.00	0.00%	0.00	2,500.00
Office Maintenance	11,560.20	11,560.20	147,400.00	7.84%	121,089.80	14,750.00
Building Repair & Maintenance	178.40	178.40	15,000.00	1.19%	13,849.60	972.00
Storage Rental & Equipment Lease	52.25	52.25	1,800.00	2.90%	747.75	1,000.00
Office Supplies	629.84	629.84	35,000.00	1.80%	4,627.34	29,742.82
Supplies - Water Loss Control	36.07	36.07	4,000.00	0.90%	0.00	3,963.93
Postage/Mail Delivery	855.50	855.50	9,000.00	9.51%	2,307.69	5,836.81
Subscriptions & Books	0.00	0.00	1,000.00	0.00%	0.00	1,000.00
Reproduction Expense	0.00	0.00	82,700.00	0.00%	6,200.00	76,500.00
Maintenance - Computers	0.00	0.00	8,000.00	0.00%	0.00	8,000.00
Software Purchase	124.95	124.95	36,040.00	0.35%	624.75	35,290.30
Software Support	122.37	122.37	48,640.00	0.25%	0.00	48,517.63
Computers and Equipment	0.00	0.00	23,450.00	0.00%	0.00	23,450.00
Maintenance Expense	0.00	0.00	6,000.00	0.00%	0.00	6,000.00
Automotive Expense	35.62	35.62	16,000.00	0.22%	0.00	15,964.38
Vehicle Expense	468.03	468.03	5,800.00	8.07%	0.00	5,331.97
Toll Road Charges	0.00	0.00	1,250.00	0.00%	0.00	1,250.00
Insurance Expense	11,976.01	11,976.01	130,000.00	9.21%	0.00	118,023.99
Utilities - Telephone	2,920.56	2,920.56	42,840.00	6.82%	1,254.33	38,665.11
Bank Fees	653.35	653.35	3,200.00	20.42%	0.00	2,546.65
Miscellaneous Expense	5,809.67	5,809.67	85,181.00	6.82%	5,041.44	74,329.89
MWD's Contrb. to WEROC	21,695.50	21,695.50	260,346.00	8.33%	0.00	238,650.50
Depreciation Expense	5,860.63	5,860.63	0.00	0.00%	0.00	(5,860.63)
Other Expenses	62,978.95	62,978.95	965,147.00	6.53%	155,742.70	746,425.35
Capital Aquisition	72,559.68	72,559.68	267,256.00	27.15%	242,028.66	(47,332.34)
Building Expense	165,964.96	165,964.96	441,973.00	37.55%	628,966.69	(352,958.65)
TOTAL EXPENSES	903,863.28	903,863.28	10,599,540.00	8.53%	2,354,816.11	7,340,860.61
NET INCOME (LOSS)	7,802,105.72	7,802,105.72	0.00	0.00%	(2,354,816.11)	(5,447,289.61)

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
Water Fund
July 1, 2021 thru July 31, 2021

	Month to Date	Year to Date	Annual Budget	% Used	Budget Remaining
WATER REVENUES					
Water Sales	19,227,917.90	19,227,917.90	155,126,337.00	12.40%	135,898,419.10
Readiness to Serve Charge	926,009.03	926,009.03	11,142,354.00	8.31%	10,216,344.97
Capacity Charge CCF	394,384.17	394,384.17	4,732,610.00	8.33%	4,338,225.83
SCP/SAC Pipeline Surcharge	35,031.37	35,031.37	315,000.00	11.12%	279,968.63
Interest Revenue	330.34	330.34	10,500.00	3.15%	10,169.66
TOTAL WATER REVENUES	20,583,672.81	20,583,672.81	171,326,801.00	12.01%	150,743,128.19
WATER PURCHASES					
Water Sales	19,227,917.90	19,227,917.90	155,126,337.00	12.40%	135,898,419.10
Readiness to Serve Charge	926,009.03	926,009.03	11,142,354.00	8.31%	10,216,344.97
Capacity Charge CCF	394,384.17	394,384.17	4,732,610.00	8.33%	4,338,225.83
SCP/SAC Pipeline Surcharge	35,031.37	35,031.37	315,000.00	11.12%	279,968.63
TOTAL WATER PURCHASES	20,583,342.47	20,583,342.47	171,316,301.00	12.01%	150,732,958.53
EXCESS OF REVENUE OVER EXPENDITURE	330.34	330.34	10,500.00	3.15%	10,169.66

**Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
Water Use Efficiency
July 1, 2021 thru July 31, 2021**

	Year to Date Actual	Annual Budget	% Used
Spray To Drip Conversion			
Revenues	1,273.75	117,480.00	1.08%
Expenses	<u>2,246.62</u>	<u>117,480.00</u>	<u>1.91%</u>
Excess of Revenues over Expenditures	(972.87)		
Member Agency Administered Pass-Thru			
Revenues	2,225.00	573,201.00	0.39%
Expenses	<u>0.00</u>	<u>573,201.00</u>	<u>0.00%</u>
Excess of Revenues over Expenditures	2,225.00		
ULFT Rebate Program			
Revenues	110.00	2,000.00	5.50%
Expenses	<u>110.00</u>	<u>2,000.00</u>	<u>5.50%</u>
Excess of Revenues over Expenditures	0.00		
HECW Rebate Program			
Revenues	4,420.00	84,300.00	5.24%
Expenses	<u>4,420.00</u>	<u>84,300.00</u>	<u>5.24%</u>
Excess of Revenues over Expenditures	0.00		
CII Rebate Program			
Revenues Expenses	0.00	6,500.00	0.00%
	<u>0.00</u>	<u>6,500.00</u>	<u>0.00%</u>
Excess of Revenues over Expenditures	0.00		
Turf Removal Program			
Revenues	35,571.80	993,924.00	3.58%
Expenses	<u>36,030.89</u>	<u>993,924.00</u>	<u>3.63%</u>
Excess of Revenues over Expenditures	(459.09)		
Comprehensive Landscape (CLWUE)			
Revenues	3,304.99	303,100.00	1.09%
Expenses	<u>12,390.50</u>	<u>303,100.00</u>	<u>4.09%</u>
Excess of Revenues over Expenditures	(9,085.51)		
Recycled Water Program			
Revenues	0.00	40,000.00	0.00%
Expenses	<u>0.00</u>	<u>40,000.00</u>	<u>0.00%</u>
Excess of Revenues over Expenditures	0.00		
WSIP - Industrial Program			
Revenues	0.00	45,000.00	0.00%
Expenses	<u>0.00</u>	<u>45,000.00</u>	<u>0.00%</u>
Excess of Revenues over Expenditures	0.00		
Land Design Program			
Revenues Expenses	0.00	297,330.00	0.00%
	<u>16,036.75</u>	<u>297,330.00</u>	<u>5.39%</u>
Excess of Revenues over Expenditures	(16,036.75)		
Total WUE Projects			
Revenues Expenses	46,905.54	2,462,835.00	1.90%
	<u>71,234.76</u>	<u>2,462,835.00</u>	<u>2.89%</u>
Excess of Revenues over Expenditures	(24,329.22)		
WEROC			
Revenues	282,041.50	520,692.00	54.17%
Expenses	<u>46,622.29</u>	<u>520,692.00</u>	<u>8.95%</u>
Excess of Revenues over Expenditures	235,419.21		



CONSENT CALENDAR ITEM

September 15, 2021

TO: Board of Directors

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

Robert J. Hunter
General Manager

**SUBJECT: RATIFICATION OF ATTENDANCE AT URBAN WATER INSTITUTE
CONFERENCE, SEPTEMBER 8-9, 2021, COSTA MESA**

STAFF RECOMMENDATION

It is recommended that the Board of Directors ratify attendance by Directors and such members of District staff as approved by the General Manager, at the Urban Water Institute Conference held September 8-9, 2021 in Costa Mesa.

COMMITTEE RECOMMENDATION

Committee concurred with staff recommendation.

SUMMARY

The Urban Water Institute conference is scheduled for September 8-9, 2021 at the Westin, Costa Mesa.

Due to the COVID-19 pandemic several conferences were not budgeted for in-person attendance in the first half of the FY 2021/22 budget; the Urban Water Institute conference was among those not budgeted.

Several Directors have expressed a desire to attend the conference and due to the location, costs would be limited to registration costs (\$325 registration fee). As a result, and due to timing of the conference, President Tamaribuchi provided initial approval for attendance. It is however, necessary for the Board to ratify the Board members attendance.

Attached please find the conference registration form, along with the program agenda.

Budgeted (Y/N): N	Budgeted amount: 0	Core X	Choice _
Action item amount: \$1000			
Fiscal Impact (explain if unbudgeted):			



URBAN WATER INSTITUTE 28th ANNUAL WATER CONFERENCE SEPTEMBER 8-9, 2021 | REGISTRATION FORM

NAME: _____ TITLE: _____
 ORGANIZATION: _____
 ADDRESS: _____ CITY/STATE/ZIP: _____
 TEL: _____ FAX: _____ E-MAIL: _____

CONFERENCE REGISTRATION FEES

Registration fees include handouts, breakfast, breaks and reception.

_____ \$325 Urban Water Member Registration Fee for Conference September 8-9, 2021

_____ \$375 Non-Member Registration Fee for Conference September 8-9, 2021

REGISTRATION INFORMATION

LOCATION:

The Annual Water Conference will be conducted in Costa Mesa at the Westin located at:
 686 Anton Blvd., Costa Mesa, CA 92626

WILL YOU STAY AT THE WESTIN COSTA MESA?

Please contact the hotel directly to reserve your room, we have a special conference rate of \$120.00 plus taxes. To make your room reservations, call Marriot Reservations at **1-888-236-2427** and mention you are attending the **Urban Water Institute conference and reservation dates**. Please note the cut-off date for the group rate is **August 27, 2021**.

CONFERENCE REGISTRATION: *(All Registrations Should Be Made in Advance)*

To pay by credit card visit our website www.urbanwater.com. You can register online via PayPal, you may be prompted to create a PayPal account. You may pay with a Visa, MasterCard or American Express. If you prefer to pay by credit card and NOT create a PayPal log in, please fill out the registration form and return to Stacy Davis at stacy@urbanwater.com or fax to (949) 305-9919.

To pay by check, please complete the Registration Form and send it along with a check made payable to:

Urban Water Institute: 24651 Evereve Circle, Suite 1, Lake Forest, CA 92630.

After **September 1, 2021** registrations will be accepted at the door on a space available basis, with an additional \$25 administrative fee.

CANCELLATION POLICY:

Cancellations must be received in writing by **August 25, 2021**. Faxes are accepted at **(949) 305-9919**. Registration fee will be refunded, less a \$50 administrative charge if received by **August 25, 2021**. Substitutes are accepted. **No refunds after August 25, 2021**. The Institute reserves the right to substitute announced speakers and assumes no responsibility for personal expenses.

EXHIBITOR & SPONSORSHIP INFORMATION:

Information on exhibiting and sponsoring may be obtained by calling (949) 679-9676 or can be found on the Urban Water Institute Website www.urbanwater.com.

IF PAYING BY CREDIT CARD:

☐ Visa ☐ MasterCard ☐ American Express

Name on Card: _____

Card Number: _____

Expires (MM/YY): _____ Amount: _____

Security Code: _____

Billing Address: _____

Signature: _____

MAIL CONFERENCE REGISTRATION CHECKS PAYABLE TO:

Urban Water Institute: 24651 Evereve Circle, Suite 1 • Lake Forest, CA 92630

Tax ID # 33-0578523

For More Information Contact Urban Water Institute At (949) 679-9676 Or stacy@urbanwater.com



Wednesday, September 8, 2021

1:00 p.m. Opening Remarks & Introduction

- John Rossi, Chairman, Urban Water Institute

1:05 p.m. Colorado River—Is it Running Dry?

The Colorado River basin is in a severe drought. This panel will discuss the current Colorado River drought, projected near-term reservoir operations, and the implications of a Lower Basin shortage condition and the river operations in 2022. Also, to be discussed are the uncertainty of predictions and of related research efforts and the impacts of climate and drought on streamflow, and longer term outlook for reservoir conditions and how all this will impact the water supply to Southern California.

- Michael Bernardo, River Operations, United States Bureau of Reclamation & Manager, Lower Colorado Basin Region
- Rebecca Smith, Ph.D., Hydrologic Engineer, United States Bureau of Reclamation
- Bill Hasencamp, Manager of Colorado River Resources, Metropolitan Water District of Southern California
- John Thornton, Partner, Water Resource Consultant, Hunt Thornton Resource Strategies, Moderator

1:55 p.m. Weathering the Drought— Local Perspectives

Hear from two perspectives - Central Valley agriculture and Bay Area urban - on how each is being impacted by the current drought, how they're applying lessons learned from past ones, and what's being done to prepare for another potential dry year.

- William Bordeau, Executive Vice President, Harris Ranch
- Ben Horenstein, General Manager, Marin Municipal Water District
- Andree Hunt-Johnson, Project Manager, Woodard & Curran, Moderator

2:40 p.m. Statewide Drought Proofing

Sites is a viable option for agencies to mitigate the challenges of drought - throughout the state. The project is designed to augment supplies, provide storage, meet environmental compliance, manage with an innovative governance structure, to create flexible, enhanced water management opportunities for agricultural and urban users. If the Sites reservoir was already built we would have had 1 MAF in storage to lessen the drought impacts for 2021. Brown and Davis will update us on this unique and timely project that is needed now more than ever.

- Jerry Brown, Executive Director, Sites Project Authority
- Jeff Davis, Chairman, Reservoir Committee, Sites Reservoir
- John Rossi, Chairman, Urban Water Institute, Moderator

3:15 p.m. Networking Break (Costa Mesa) — Sponsored by Mesa Water District

3:30 p.m. Road to Achieving Cybersecurity in Water Agencies

The Cybersecurity Panel will address current mythologies to thwart system hacking and ransomware attacks in a Public Agency and Private Firms.

- Frank Ury, Board Member, Santa Margarita Water District
- Raluca Constantinescu, PE, PMP, Associate Vice President, Arcadis U.S.
- Steve Bucknam, President, Bucknam & Associates, Inc., Moderator

4:30 p.m. Post COVID — Returning Operations to Normality or Hybrid?

A discussion of alternative organizational forms Post COVID, for a Public Water Agency and a Consulting firm serving the water utility business, will be presented by our panel.

- Ron Williams, Senior Vice President, Jacobs
- Shana Epstein, Director of Public Works, City of Beverly Hills
- Steve Bucknam, President, Bucknam & Associates, Inc., Moderator

5:15 p.m. Us Too - Diversity, Equity and Inclusion in the Water Industry

After a year in which COVID-19 had us acknowledging that we are "all in this together," how do we translate that awareness into diversity, equity and inclusion in our workplaces? Please join panelists Rick Callender, and Joone Lopez in a conversation highlighting their successful DEI effort and how to incorporate them industry-wide.

- Joone Lopez, General Manager, Moulton Nigel Water District
- Rick Callender, Chief Executive Officer, Valley Water (Santa Clara Valley Water District)
- Lisa Ohlund, Principal, Ohlund Management & Technical Services, Moderator

6:00 p.m. — 7:30 p.m. Welcome Reception (Lido and Waterfall Terrace) — Sponsored by Dudek



Don't miss out on your opportunity to win an Apple watch! Please pick up your raffle ticket at the registration desk!

Thursday, September 9, 2021

8:30 a.m. Buffet Breakfast (Costa Mesa) — Sponsored by Western Municipal Water District

9:00 a.m. Keynote Speaker: Adel Hagekhalil, General Manager, Metropolitan Water District of Southern California

- Introduction by John Rossi, Chairman, Urban Water Institute

9:30 a.m. Washington Legislative Report

Report from Capitol Hill/ Funding from Washington DC is linked with programs and projects for sustainability in the water industry. Eric will report on the legislative programs, policies and funding that may affect California and Western United States water operations.

- Eric Sapirstein, ENS, Washington DC
- Introduction by John Rossi, Chairman, Urban Water Institute

10:00 a.m. Sacramento Legislative Report

The Sacramento Report/The California legislature is committed to pro-actively addressing climate change. Cori and Eric will share the latest bills, funding proposals including bond measures that will shed light on the opportunities for water utilities going forward.

- Cori Takkinen, Vice President, Townsend Public Affairs
- Eric O'Donnell, Senior Associate, Townsend Public Affairs
- Introduction by John Rossi, Chairman, Urban Water Institute

10:30 a.m. Drought Preparedness, San Diego Style

San Diego County Water Authority General Manager Sandy Kerl closes out our 2021 conference with a discussion on the steps the San Diego region has taken over the past 30 years to confront what seems to be the "new normal" - repeated, extended, and deep droughts in California and the West. Situated in a water cul-de-sac, the region has aggressively pursued desalination, wastewater recycling, and storage, among other solutions to dry conditions. But when a region implements these solutions, what does that mean for broad drought restrictions? Sandy will share the story of San Diego's pursuit of a drought-safe water portfolio and offer a glimpse into our one water future.

- Sandy Kerl, General Manager, San Diego County Water Authority
- Introduction by Dr. Greg Quist, Board Vice President, Rincon del Diablo Municipal Water District

Chairman's Raffle Drawing!

**Conference Adjourns
Thank You For Joining Us!**



CONSENT CALENDAR ITEM

September 15, 2021

TO: Board of Directors

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

Robert J. Hunter, General Manager

Staff Contact: Hilary Chumpitazi; Patrick Dinh

SUBJECT: **Ratification for Emergency Expense**

STAFF RECOMMENDATION

Staff recommends the Board of Directors ratify the General Manager entering in to a software agreement with CrowdStrike for managed monitoring of all endpoints for \$42,562.32.

COMMITTEE RECOMMENDATION

Committee concurred with staff recommendation.

SUMMARY

Staff used Section 8 of our Administrative Code implementing the emergency situation procurement procedures, to purchase CrowdStrike software through CDW-G to protect our IT infrastructure.

CrowdStrike provides complete protection against endpoint, user, and network attacks from sophisticated adversaries by actively monitoring endpoints (servers, PC's, laptops, and other electronic devices) 24 hours a day. It provides protection even when endpoints are offline and offers a fully managed service. They guarantee no breaches for the first year of service for devices having this platform downloaded, which is covered by AIG Insurance.

Staff met with two other companies that offered similar services and received quotes. CrowdStrike offered more services than Malwarebytes and was similar to Mandiant but for much less. Staff also received two quotes from different sources for the purchase of CrowdStrike and CDW-G had the best pricing.

Budgeted (Y/N): N	Budgeted amount:	Core X	Choice _
Action item amount: \$42,562.32			
Fiscal Impact (explain if unbudgeted): Funds will come from Reserves if needed			

BOARD OPTION

Staff recommends the Board of Directors ratify the General Manager entering in to a software agreement with CrowdStrike for managed monitoring of all endpoints in the amount of \$42,562.32.



CONSENT CALENDAR ITEM

September 15, 2021

TO: Board of Directors

FROM: **Planning & Operations Committee**
(Directors Yoo Schneider, Nederhood, and Seckel)

Robert Hunter
General Manager

Staff Contact: Heather Baez

SUBJECT: ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) REGION 10 ELECTION

STAFF RECOMMENDATION

Staff recommends that the Committee review the candidates and authorize President Tamaribuchi, or his designee, to cast the District's ballot for the Nominating Committee's Recommended Slate of candidates for the ACWA Region 10 Board of Directors election.

COMMITTEE RECOMMENDATION

Committee concurred with staff recommendation to authorize President Tamaribuchi (or his designee) to vote for the nominating Committee's recommended slate of candidates.

ACWA ELECTIONS BACKGROUND

The deadline for ACWA member agencies to submit nominating resolutions for qualified candidates to serve as ACWA President and Vice President for the 2022-'23 elected term was Wednesday, September 1. A memo announcing the call for candidates was emailed to ACWA member agency Board Presidents and General Managers on June 1.

Candidates for ACWA President and Vice President must be elected or appointed directors of ACWA member agencies, according to ACWA bylaws and Board of Directors' policy. Nominations must be accompanied by an official nominating resolution from the ACWA member agency on whose board the nominee serves. A statement of qualifications or resume highlighting the proposed candidate's background and qualifications must also be

Budgeted (Y/N): n/a	Budgeted amount: n/a	Core X	Choice ___
Action item amount: None		Line item:	
Fiscal Impact (explain if unbudgeted):			

submitted for the Nominating Committee's review. Additional letters or resolutions of support from other agencies may be submitted, but are not required.

Interviews of candidates for ACWA President and Vice President are tentatively scheduled for Friday, September 17. The recommended slate will be announced at the ACWA Board meeting, Friday, September 24. The election occurs on Wednesday, December 1 at the ACWA Fall Conference.

In a separate effort, ACWA is also currently seeking candidates for its 10 region boards.

REGION 10 ELECTION SUMMARY

On August 2, 2021, region ballots were sent to General Managers and Board Presidents. One ballot per agency will be counted. Completed ballots are due no later than September 30, 2021. On October 4, 2021, election results will be announced. The newly elected Region 10 Board Members will begin their two-year term of service on January 1, 2022.

The Region 10 Nominating Committee has agreed upon a slate of candidates to lead ACWA Region 10 for the 2022-2023 term. The Nominating Committee includes:

- Joone Lopez, Moulton Niguel Water District
- Greg Mills, Serrano Water District
- Elsa Saxod, San Diego County Water Authority
- Doug Wilson, Padre Dam Municipal Water District

The recommended slate is outlined on the attached ACWA Region 10 ballot along with the additional candidates for consideration.

The Region 10 Board is comprised of Chair, Vice Chair and up to five Board Member positions for a total of seven. These seats are split between Orange and San Diego counties. The two counties rotate between Chair and Vice Chair, with the county serving as Vice Chair having the extra seat. This term, Orange County will take over the Chair position, leaving one less seat for an Orange County director and adding one from San Diego County. This term, San Diego County will have four seats, and Orange County will have three.

The leadership of ACWA's ten geographical regions is integral to the leadership of the Association as a whole. The Chair and Vice Chair of Region 10 serve on ACWA's Statewide Board of Directors and recommend all committee appointments for Region 10. The members of the Region 10 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals on behalf of members and serve as a key role in ACWA's grassroots outreach efforts.

You may either vote for the slate recommended by the Region 10 Nominating Committee or vote for individual region board members.

The Nominating Committee's Recommended Slate is as follows:

CHAIR:

- Cathy Green, First Vice President, Orange County Water District (OC)

VICE CHAIR:

- Dana Friehauf, Director, Santa Fe Irrigation District (SD)

BOARD MEMBERS:

- Charles T. Gibson, Director, Santa Margarita Water District (OC)
- Shauna Lorange, Public Utilities Director, City of San Diego (SD)
- George Murdoch, Director, East Orange County Water District (OC)
- Richard L. Vasquez, Vice President, Vista Irrigation District (SD)
- DeAna Verbeke, Board Member, Helix Water District (SD)

BOARD OPTIONS

Option #1

- Authorize President Tamaribuchi or his designee to cast the district's ballot for the Nominating Committee's Recommended Slate of candidates for the ACWA Region 10 Board of Directors.

Fiscal Impact: None

Business Analysis: ACWA is the leading statewide organization representing water agencies in Sacramento and Washington D.C. Having strong candidates representing Orange County on the ACWA Region 10 Board will benefit all water districts throughout the county.

Option #2

- Authorize President Tamaribuchi or his designee to cast the district's ballot for Individual Board Candidate Nominations for the ACWA Region 10 Board of Directors.

Fiscal Impact: None

Business Analysis: Same as option #1

Option #3

- Take no action

Fiscal Impact: None

Business Analysis: MWDOC would not have an opportunity to vote for ACWA's Region 10 Board.

STAFF RECOMMENDATION

Option #1

ATTACHED:

- Election Timeline
- ACWA Region 10 Board Ballot
- Letter from Director Chuck Gibson – Request for Support

2021 ACWA Region Election Timeline 2022-2023 Term

February 26:

NOMINATING COMMITTEES APPOINTED

- With concurrence of the region board, the region chairs appoint at least three region members to serve as the respective region's Nominating Committee
- Those serving on nominating committees are ineligible to seek region offices
- Nominating Committee members are posted online at www.acwa.com

March 1-31:

NOMINATING COMMITTEE TRAINING

- Nominating Committee packets will be e-mailed to each committee member
- ACWA staff will hold a Zoom training session with the nominating committees to educate them on their specific roles and duties
 - Regions 1-10 Nominating Committees: via Zoom

May 3:

CALL FOR CANDIDATES

- The Call for Candidate Nominations packet will be e-mailed to ACWA member agency Board Presidents and General Managers

June 30:

DEADLINE FOR COMPLETED NOMINATION FORMS

- Deadline to submit all Nomination Forms and Board Resolutions of Support for Candidacy for region positions
- Nominating Committee members may need to solicit additional candidates in person to achieve a full complement of nominees for the slate

July 1:

CANDIDATE INFORMATION TO NOMINATING COMMITTEES

- All information submitted by candidates will be forwarded by ACWA staff to the respective region Nominating Committee members with a cover memo explaining their task

July 11 - 31:

RECOMMENDED SLATES SELECTED

- Nominating Committees will meet to determine the recommended individuals for their region. The slate will be placed on the election ballot.
- Nominating Committee Chairs will inform their respective ACWA Regional Affairs Representative of their recommended slate by July 23
- Candidates will be notified of the recommended slate by July 30
- The Nominating Committee Chair will approve the official region ballot

August 2:

ELECTIONS BEGIN

- All 10 official electronic ballots identifying the recommended slate and any additional candidates for consideration for each region will be produced and e-mailed to ACWA member agencies only
- Only one ballot per agency will be counted

September 30:

ELECTION BALLOTS DUE

- ***Deadline for all region elections. All region ballots must be received by ACWA by **September 30, 2021*****

October 4:

ANNOUNCEMENT OF ELECTION RESULTS

- Newly-elected members of the region boards will be contacted accordingly
- An ACWA Advisory will be distributed electronically to all members reporting the statewide region election results
- Results will be posted at acwa.com and will be published in the October issue of ACWA News

OFFICIAL REGION 10 Board Ballot

2022-2023 TERM



**Please return completed
ballot by Sept. 30, 2021**

E-mail: regionelections@acwa.com
Mail: ACWA
980 9th Street, Suite 1000
Sacramento, CA 95814

General Voting Instructions:

1 You may either vote for the slate recommended by the Region 10 Nominating Committee, or vote for individual candidates to serve as chair, vice chair, and board members for each county (please note rules & regulations for specific qualifications). Mark the appropriate box to indicate your decision.

2 Complete your agency information. The authorized representative is determined by your agency in accordance with your agency's policies and procedures.

Region 10 Rules & Regulations:

The chair and vice chair shall be from different counties. The 2022-'23 term shall consist of a chair and 2 board members from Orange County and a vice chair and 3 board members from San Diego County.

1

Nominating Committee's Recommended Slate

☐ I concur with the Region 10 Nominating Committee's recommended slate below.

CHAIR:

- **Cathy Green**, First Vice President, Orange County Water District (OC)

VICE CHAIR:

- **Dana Frieauf**, Director, Santa Fe Irrigation District (SD)

BOARD MEMBERS:

- **Charles T. Gibson**, Director, Santa Margarita Water District (OC)
- **Shauna Lorange**, Public Utilities Director, City of San Diego (SD)
- **George Murdoch**, Director, East Orange County Water District (OC)
- **Richard L. Vasquez**, Vice President, Vista Irrigation District (SD)
- **DeAna Verbeke**, Board Member, Helix Water District (SD)

OR

Individual Board Candidate Nominations

(See Rules & Regulations before selecting)

☐ I do not concur with the Region 10 Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

CANDIDATES FOR CHAIR: (CHOOSE ONE)

- ☐ **Cathy Green**, First Vice President, Orange County Water District (OC)

CANDIDATES FOR VICE CHAIR: (CHOOSE ONE)

- ☐ **Dana Frieauf**, Director, Santa Fe Irrigation District (SD)

SAN DIEGO COUNTY CANDIDATES FOR BOARD MEMBERS: (MAX OF 3 CHOICES)

- ☐ **Dana Frieauf**, Director, Santa Fe Irrigation District (SD)
- ☐ **Shauna Lorange**, Public Utilities Director, City of San Diego (SD)
- ☐ **Richard L. Vasquez**, Vice President, Vista Irrigation District (SD)
- ☐ **DeAna Verbeke**, Board Member, Helix Water District (SD)

ORANGE COUNTY CANDIDATES FOR BOARD MEMBERS: (MAX OF 2 CHOICES)

- ☐ **Charles T. Gibson**, Director, Santa Margarita Water District (OC)
- ☐ **Mark Lewis**, Chairman, Laguna Beach County Water District (OC)
- ☐ **George Murdoch**, Director, East Orange County Water District (OC)

2

AGENCY NAME

AUTHORIZED REPRESENTATIVE

DATE

BOARD OF DIRECTORS
PRESIDENT CHARLES T. GIBSON
VICE PRESIDENT JUSTIN McCUSKER
FRANK URY
SAUNDRA F. JACOBS
BETTY H. OLSON, PH.D.

DANIEL R. FERONS
GENERAL MANAGER

RECEIVED

JUL 19 2021

MWD OF OC



Santa Margarita Water District

July 14, 2021

President Sat Tamaribuchi
Municipal Water District of Orange County
18700 Ward St.
Fountain Valley, CA 92708

RE: ACWA Region 10 Board

Dear President Tamaribuchi,

I am delighted to announce my candidacy for re-election to the ACWA Region 10 Board of Directors is endorsed by the Santa Margarita Water District Board of Directors. I would be honored to have your and your agency's support for this important seat. The Region 10 Nominating Committee has already been selected by ACWA. On August 2, 2021, the recommended slate and any additional candidates' names (one ballot) will be e-mailed to each member agency in Region 10 to vote. Only one ballot per agency will be counted. I respectfully request that you consider voting for me.

Since my election to the Santa Margarita Water District Board of Directors in 2012, I have actively participated in ACWA at both the Region 10 level and on the statewide Federal Affairs Committee. Over my last two terms on the Region 10, I have heard the unique water policy needs of our region and have contributed to helping address them. I have worked to develop the Region's work programs, policy initiatives and educational events. I have served occasionally as an alternate to the ACWA Board representing Region 10, and I participated in State-level meetings in that capacity. Currently, I am the designated Region 10 Director to report on federal matters in my capacity on ACWA's statewide Federal Affairs Committee.

I look forward to continuing my contributions to ACWA through my technical skills as a policymaker and manager--applying over 30 years of experience in both the public and private sectors. I have worked toward the mutual goals of water reliability and efficient water use. I also coordinate with leaders throughout ACWA's other regions, including those in allied industries, and nationally.

I have enclosed some background information on my experience as well as my platform for re-election to the Region 10 Board. I would be delighted to appear at one of your upcoming meetings to discuss my candidacy and answer any questions you may have. Please contact SMWD Board Secretary Kelly Radvansky if you would like me to appear, and I will do my best to be available at your convenience. It would be my honor serving on the Region 10 Board, and I humbly ask for your vote and support.

I hope you will contact Ms. Radvansky at 949/459-6642 or at kellyr@smwd.com – or me at 949/485-0658 or at charlesg@smwd.com if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Charles T. Gibson". The signature is written in a cursive, slightly slanted style.

Charles T. "Chuck" Gibson
Santa Margarita Water District
Board of Directors

cc: Robert Hunter, General Manager



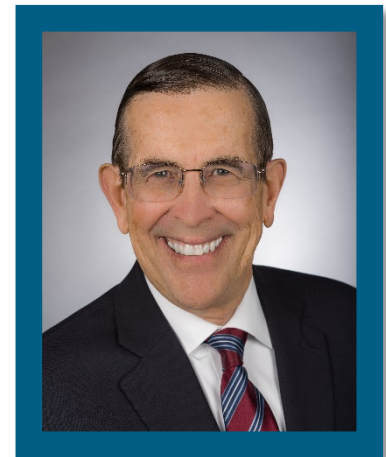
Santa Margarita Water District

BOARD OF DIRECTORS

PRESIDENT CHARLES T. GIBSON
VICE PRESIDENT JUSTIN McCUSKER
FRANK URY
SAUNDRA F. JACOBS
BETTY H. OLSON, PH.D.

DANIEL R. FERONS
GENERAL MANAGER

Charles T. Gibson Candidate for Association of California Water Agencies Region 10 Board of Directors



Special District Organizations

- Santa Margarita Water District, President (Current; Elected Board Member since 2012) also serve as Chair of Finance and Administration Committee
- Association of California Water Agencies (ACWA) Region 10 Board Member (Current; since 2016)
- ACWA Region 10 Federal Affairs Committee, Member (Current, since 2012)
- California Special Districts Association, Member
- Orange County Water Association, Member
- Santiago Aqueduct Commission, Alternate Board Member
- Santa Margarita Dana Point Authority, Board Member

Platform

Since my election as Director of Santa Margarita Water District in 2012, I have actively participated in ACWA at both the Region 10 level and on the statewide Federal Affairs Committee, as well as a variety of ad hoc committees. Over the last two terms, I have been on the Region 10 Board of Directors. I contributed to and encouraged participation in meetings, helped develop the Region's work program and events, occasionally attended state board meetings as an alternate representing Region 10. Currently, I am also the designated Region 10 Director to report on federal matters, as well as serving on ACWA's statewide Federal Affairs Committee. I coordinate with other committee members, ACWA's general membership and regional agencies serving both Orange County and San Diego County toward the mutual goals of water reliability and to strengthen water use efficiency measures, particularly through conservation programs and recycled water projects. I continue to coordinate with other leaders throughout ACWA's regions, including those in allied industries, and with others in the west and nationally. I seek to continue

to contribute to ACWA using my skills as a policymaker and manager, applying over 30 years of experience in the private sector and public sector combined.

I am an energetic advocate for local water supply projects including a diverse portfolio of collaborative and innovative approaches to cost-effective water service. I believe we need to protect infrastructure investments made by local and regional agencies from laws and/or regulatory mandates that might reduce productivity or curtail operations. I also encourage robust public outreach to engage the general public in matters of high priority concerning water quality and reliability of water supply.

Charles T. “Chuck” Gibson

Candidate for re-election, ACWA Region 10 Board of Directors

Special District Organizations

- Santa Margarita Water District, Board President (Elected Board Member since 2012)
- Association of California Water Agencies (ACWA) Region 10, Alternate Board Member (Current; since 2016)
- ACWA Region 10 Federal Affairs Committee, Member (Current, since 2012)
- California Special Districts Association, Member
- Orange County Water Association, Member
- Santiago Aqueduct Commission, Alternate Board Member
- Santa Margarita Dana Point Authority, Board Member

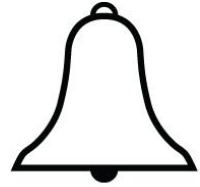
Platform

Since my election as Director of Santa Margarita Water District in 2012, I have actively participated in ACWA at both the Region 10 level and on the statewide Federal Affairs Committee based on the guiding principles of active listening and fostering collaboration among ACWA members and stakeholders. In my years on the Region 10 Board of Directors, I helped develop the Region's work program and events, occasionally attended state board meetings as an alternate representing Region 10, and participated in a variety of ad hoc committees for infrastructure and environmental matters, while encouraging active participation by ACWA's membership and stakeholders. Currently, I am also the designated Region 10 Director to report on federal matters, as well as serving on ACWA's statewide Federal Affairs Committee. I coordinate with other committee members, ACWA's general membership and related agencies and stakeholders toward the mutual goals of water reliability and water quality throughout the region. I have contributed to strengthen public awareness of water use efficiency measures, by highlighting exemplary conservation programs, desalination, water storage, water transfers and recycled water projects that are operational or approaching implementation in our region. I continue to coordinate with other leaders throughout ACWA's regions, including those in allied industries, and with others in the west and nationally to provide cost effective, reliable water. I seek to continue to contribute to ACWA using my technical skills as a policymaker and manager, applying over 30 years of experience in the private sector and public sector combined.

BOARD OF DIRECTORS

CHARLES T. GIBSON
SAUNDRA F. JACOBS
JUSTIN McCUSKER
BETTY H. OLSON, PH.D
FRANK URY

DANIEL R. FERONS
GENERAL MANAGER



Santa Margarita Water District

August 31, 2021

Director Megan Yoo-Schneider
Municipal Water District of Orange County
18700 Ward St.
Fountain Valley, CA 92708

Dear Director Yoo-Schneider,

I'm writing to let you know, regretfully, I will be out of town and unable to attend MWDOC's Planning and Operations Committee meeting on September 7th. I respectfully ask that the Committee recommend voting for my re-election. I will virtually attend MWDOC's September 15th Board meeting and look forward to an opportunity to address the Board on my candidacy for re-election to Association of California Water Agencies Region 10 Board of Directors.

I've enclosed some background information on my experience as well as my platform for re-election to the Region 10 Board. I'm delighted to attend the September 15th Board meeting, to answer any questions you or your Board may have. I would be honored to have your agency's support for this important seat and respectfully request that you consider voting for me.

Sincerely,

Charles T. "Chuck" Gibson
President
Santa Margarita Water District



CONSENT CALENDAR ITEM

September 15, 2021

TO: Board of Directors

FROM: **Planning & Operations Committee**
(Directors Yoo Schneider, Nederhood, Seckel)

Robert Hunter, General Manager

Staff Contact: Vick Osborn

SUBJECT: Approval of the County of Orange Joint Agreement for the 800MHz Countywide Coordinated Communications System

STAFF RECOMMENDATION

Staff recommends the Board of Directors approve the General Manager or Director of Emergency Management to execute and to sign the re-written Joint Agreement for the Operation, Maintenance, and Financial Management of the Orange County 800 Megahertz Countywide Coordinated Communications System.

COMMITTEE RECOMMENDATION

Committee concurred with staff recommendation.

SUMMARY

Over the course of the past two years, the 800 MHz Governance Committee (Governance Committee) oversees the operation of the CCCS. The Governance Committee is currently comprised of four City Managers and three County representatives. The proposed re-write of the Joint Agreement establishes the technical, operational, and financial requirements for all agencies participating in the CCCS. This includes establishing financial parameters for the year to year cost and for the costs of necessary system upgrades in the future. This also includes establishing Bylaws for the Governance Committee.

The re-written Agreement will replace and supersede previous versions, including all amendments. Once approved by the Board, the re-written Agreement will then be forwarded to all Partner Agencies' Governing Authorities approval and adoption.

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

The re-written agreement encompasses the all the amendments incorporated over the course of the past 20+ years, and outlines the continues cost sharing practice to ensure the backbone systems and functionality remains in place.

Annual cost to MWDOC for the maintenance operations of the five radios in operation for FY 21/22 is estimated at 1502.0 annually. **Note FY 20/21 cost was 1581.00

HISTORICAL BACKGROUND

On February 6, 1996, the Board of Supervisors (Board) approved the original Joint Agreement (Agreement) for the Implementation and Operation of the OC 800 MHz Countywide Coordinated Communications System (CCCS). The Sheriff-Coroner Department (Sheriff) operates and maintains the 800 MHz CCCS, which provides centralized, interoperable voice radio communications for the County and its 34 cities, including all public safety and public service agencies, as well as a number of private, state and federal agencies that provide support to the above agencies and/or have relevant communications requirements. The 800 MHz CCCS is funded by the CCCS partnership in accordance with the financial requirements outlined in the Agreement. The original agreement addressed city and County partnership responsibilities and financial obligations for the implementation of the 800 MHz CCCS in Orange County. It was executed by the then 31 cities and the Orange County Fire Authority (OCFA). The agreement was amended by the Board on June 24, 2003, to include the capital improvement cost-sharing agreement negotiated by the County with the 34 cities and OCFA and replaced the original Joint Agreement.

On November 23, 2004, the current Joint Agreement for the Operation, Maintenance and Financial Management of the CCCS was entered into by the County, its 34 cities and other partnership agencies, replacing the original 1996 Agreement and subsequent 2003 amendment with the intent to define the post-implementation operational, technical and financial requirements and guidelines for the CCCS going forward. On June 2, 2015 Board approved the current version of the Joint Agreement currently in place.

The 800 MHz Governance Committee (Governance Committee) oversees the operation of the CCCS. The Governance Committee is currently comprised of four City Managers and three County representatives. The proposed re-write of the Joint Agreement establishes the technical, operational, and financial requirements for all agencies participating in the CCCS. This includes establishing financial parameters for the year to year cost and for the costs of necessary system upgrades in the future. This also includes establishing Bylaws for the Governance Committee.

In 2017, the MWDOC Board approved moving forward for the WEROC radio system to transition to the Countywide system. Historical information on that process is included below

The old VHF WEROC Radio System struggled with clarity of communications for many years. WEROC staff has spent significant time and money in researching, troubleshooting and replacing individual aspects of the system. WEROC presented the Board with five possible solutions to solve the radio issues. The Board of Directors directed staff to explore each of the solutions and propose the best radio replacement solution for WEROC, including, holding discussions with WEROC funding agencies and the MWDOC member agencies.

After much discussion with the County and MWDOC member agencies, staff recommends that WEROC join the Orange County 800 MHz Countywide Coordinated Communications System (800 MHz CCCS) as a participating agency. In order to do so, WEROC submitted a formal request for

permission from the OC 800Mhz CCCS Governance Committee to join and was approved on April 13, 2017 included the following:

Establishment of the 800 MHz CCCS WEROC Channel

A “WEROC Channel” within the current 800 MHz system was established and is used by WEROC and its Member Agencies. There are many benefits to this system:

1. It provides a WEROC specific channel, with the ability to be “patched in” with other operations, such as fire, law, public works, etc. at the time of a disaster.
2. Clear communications are expected throughout the County for WEROC Member Agencies and when issues arise, the County Communications Staff facilitate solutions.
3. There are annual operational cost savings in switching to this system. Annual maintenance is provided through the County Communications staff, saving WEROC and its agencies money and time for repairs. Additionally, WEROC will no longer an individual repeater on Catalina Island which cost \$20,000+ annual lease for Catalina.
4. Annual maintenance of the system and individual agency radio maintenance is provided through the OC Sheriff’s Communications and Technology Division ensuring a consistent and reliable system.

Orange County Sheriff’s Participating Agency Joint Agreement

To use the County’s system, the Orange County Sheriff’s Division of Communications requires each agency utilizing the radio system to sign the Joint Agreement for the Operation, Maintenance, and Financial Management of the Orange County 800 Megahertz Countywide Coordinated Communications System with the Sheriff’s Department. This is a standard agreement from the County that is signed by all 800 MHz CCCS participating agencies. The agreement cannot be modified individually and must be signed as presented. The agreement outlines appropriate use of the system and requires each agency to maintain their own radio system to include, an Annual Access Rate Fee, and Flat Annual Maintenance Fee. Additionally, each agency acquiring a new radio will be responsible for future cost of parts and/or repairs not included in annual maintenance. The original Agreement WEROC signed in 2017 consisted of the following three (3) documents:

- Joint Agreement for the Operation, Maintenance and Financial Management of the Orange County 800 MHz Countywide Coordinated Communications System November 2004 – Details the operation, maintenance, and financial responsibilities of the County and Participating Agencies.
- Amendment to the Joint Agreement for the Operation, Maintenance and Financial Management of the Orange County 800 MHz Countywide Coordinated Communications System (June 2015) – Details the changes made to the 2004 Joint Agreement to incorporate the 2014-2019 system infrastructure update and cost sharing concepts.
- New Participating Agency Rider to Joint Agreement for the Operation, Maintenance and Financial Management of the Orange County 800 MHz Countywide Coordinated Communications System – Details each New Participating Agency’s (defined as any agency who joined after the systems initial creation in 2004) responsibilities to the previous two aforementioned documents and current cost principals.

The WEROC Radio system provides radio communications for 33 of the 37 member agencies who opted in during the 2017 WEROC project. Additionally, this system serves as backup communions to Metropolitan Water District of Orange County in the event, their MARS system goes down. Finally, WEROC has made an official request to be added to this committee for future coordination and representation for the WEROC member agencies.

Attachments:

A: 2021 Orange County 800MHz Joint Operations Agreement

B: 2021 Agreement Signature Page

C: 2017 WEROC 800MHz Governance Approval

JOINT AGREEMENT
FOR THE OPERATION, MAINTENANCE AND FINANCIAL MANAGEMENT OF THE ORANGE
COUNTY
800-MEGAHERTZ COUNTYWIDE COORDINATED COMMUNICATIONS SYSTEM

This agreement is entered into on _____, 2021, by and between the executing Partner agencies. This agreement replaces the 2005 Agreement as amended, and to the extent there is a conflict, this Agreement controls.

RECITALS:

Whereas, the Next Generation installation and implementation of the 800 MHz Countywide Coordinated Communications System (800 MHz CCCS) has been completed; and,

Whereas, the original Joint Agreement for the Operation, Operation Maintenance, and Financial Management of the Orange County 800 MHz Countywide Coordinated Communications System was executed September 19, 1995, and related Amendments Nos. 1, 2, 3, 4, 5, and appropriate change orders thereto followed (the "1995 Joint Agreement"), and;

Whereas, a subsequent Joint Agreement for the Operation, Operation Maintenance, and Financial Management of the Orange County 800 MHz Countywide Coordinated Communications System was executed in November 2005, and related Amendments Nos. 1 and appropriate change orders thereto followed (the "2005 Joint Agreement"), thereby superseding the original 1995 Joint Agreement, and;

Whereas, the Partner agencies now desire to execute a new Joint Agreement (the "2021 Joint Agreement") to supersede all previous Joint Agreements; and,

Now, therefore, in consideration of the mutual covenants, conditions, agreements, and stipulations hereinafter expressed, the Partner agencies hereby agree as follows:

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1.0 GENERAL

1.1 System

The 800 MHz Countywide Coordinated Communications System (800 MHz CCCS) will be referred to as the “System.” The System shall be maintained by the Orange County Sheriff-Coroner Department’s Technology Division (hereinafter referred to as “Lead Agency”).

1.2 Definition of Terms

- “System” is defined as a multichannel digital trunked radio communications system enabling interoperability among all participating City and County law, fire, public works, and lifeguard/marine safety departments. The System components also include transmitting /receiving sites, microwave networks, IP networks, dispatch consoles, control stations, and field equipment (mobile and portable radios).
- “Governance Committee” is established by the Board of Supervisors and Partner Agencies to the Joint Agreement to facilitate the operation, maintenance, and financial management of the system. The Governance Committee is comprised of nine (9) members as identified in the Governance Committee Bylaws, attached hereto as Attachment A.
- “Governing Authorities” are the City Councils, the Orange County Board of Supervisors, and the Orange County Fire Authority Board of the Partner Agencies, responsible for approving certain substantive modifications or amendments to this agreement where such approval authority has not been expressly delegated to the Governance Committee.
- “Law Enforcement Agency” is defined as all governmental Law Enforcement Agencies operating primarily within the limits of Orange County, including, but not limited to: Orange County Sheriff-Coroner Department, Orange County City Police Departments, Orange County District Attorney’s Office, and Orange County Probation Department.
- “Lead Agency” is designated to be the Orange County Sheriff’s Department (OCSD) Technology Division that will be responsible to manage, maintain, and enhance the System and its respective Standard Operating Procedures (SOP).
- “Marine Safety” is defined as and shall include all governmental and private lifeguard agencies operating primarily within the limits of Orange County.

- “Member Agency” is defined as an agency authorized by the Governance Committee to use the System. Members include the Lead Agency and Partner Agencies.
- “Mobile Radio” is defined as two-way radio equipment installed in a vehicle to provide communications for the vehicle operator.
- “Mutual Aid Provider” is any governmental organization not otherwise defined in this Agreement that will provide short term assistance across jurisdictional boundaries during an emergency or planned event that exceeds local resources. Mutual aid use of the System will be restricted to the timeframe of the mutual aid incident.
- “New Partner Agency” are Partner Agencies added after the adoption of this Joint Agreement.
- “Parties” are all those entities that are authorized users of the System and have signed this agreement.
- “Partner Agency” are authorized subscribers to the system who agree to share in the System Operational Costs to administer, maintain, and upgrade the technology by providing recurring rate schedule payments.
- “Portable Radio” is a two-way radio equipment that is rechargeable, and handheld or belt carried.
- “Radio Site” is defined as a location, which consists of a building, systems within the building, and a tower.
- “Sponsored Agency” is any agency approved to use the System under sponsorship of a Partner Agency.
- “Sponsoring Partner Agency” is a Partner Agency that wishes to sponsor a Sponsored Agency.
- “Subscriber Unit” is defined as the subscriber radios and other devices that utilize the System. This includes dispatch operator positions, mobile radios, portable radios, cellular based devices and any other device that allows a user to communicate over the System.
- “System infrastructure” is defined as all associated radio and support equipment required to establish a radio network on which user radios can operate to communicate throughout the County of Orange. System infrastructure includes, but is not limited to, servers, switches, routers, data lines, base station radios, microwave technology, and firewalls.
- “System Operational Costs” are the expenses required to administer, maintain, and update the System.

- “System Modification” is any change in operational procedure or technology that requires alteration to the System.
- “System Subscriber Equipment” is defined as all equipment used to support user access to the System including Subscriber Units and other supporting equipment such as dispatch center console equipment, antennas, batteries, etc.
- “System User” is defined as an individual or agency authorized to access the System.
- “System Watch Network Operation Center” is a Lead Agency staffed support center responsible for the 24/7 support of the System. This includes but not limited to, live monitoring, notifications, troubleshooting, callouts, and repair.
- “Talkgroups” are used to identify groups of users who communicate together on a trunked radio system.

1.3 Amendment Process

The Governance Committee is authorized to make future updates, amendments, or modifications to the Agreement and its attachments without further action of the Governing Authorities, so long as the updates, amendments, or modifications to the Agreement and its attachments would result in minor, non-substantive changes that do not create or increase the financial obligations of the Partner Agencies. Where the Governance Committee is authorized to make such updates, amendments, or modification, such delegated authority shall be expressly granted in this agreement.

This agreement may also be amended or modified by the consent of all of the Governing Authorities representing the Partner Agencies.

1.4 Liability

Each Party of this Agreement (the “Indemnitor”) shall indemnify, defend, and hold all other Parties, and their agents and employees (the “Indemnitees”) harmless from all claims, liabilities, damages, and losses to the Indemnitees arising out of any acts or omissions of itself and its agents and employees in connection with the performance of this agreement which acts or omissions constitute gross negligence.

1.5 Withdrawal from System

Any Party may withdraw from this Agreement by serving written notice to the Governance Committee of their intent to withdraw. Due to the cost distribution model used to fund the operation of the System, any Party withdrawing from this Agreement will financially impact the remaining Parties. As such, Parties wishing to withdraw from this Agreement shall do the following:

- 1) Withdrawing Party provides written notice twelve months prior of withdrawal after meeting its financial obligations under this agreement.

- 2) Withdrawing Party will attend the Governance Committee meeting following their submittal to discuss withdrawal process.
- 3) Withdrawing Party will work with the Lead Agency to effect the withdrawal.
- 4) Withdrawing Party will make all Operational Cost payment obligations for the full fiscal year of the withdrawal.
- 5) Withdrawing Party will be responsible for all Lead Agency Costs associated with the withdrawal process.

Withdrawing Party will not be responsible for any financial obligations assumed by the other Partner agencies subsequent to withdrawal and upon fulfillment of existing financial obligations. Similarly, it is understood that the County of Orange has ownership of the System and certain sites as well as FCC licenses presently issued to the County, and upon any withdrawal by any Parties to the Agreement, any and all right, title, and interests in the System, those sites and FCC licenses shall remain with the County. Should the County of Orange wish to withdraw, an orderly transition to the remaining Parties must be affected.

2.0 GOVERNANCE COMMITTEE

2.1 Governance Committee Authority

The Governance Committee shall be governed in accordance with the Governance Committee Bylaws attached hereto as Attachment A. Any future updated revisions or amendments to the Governance Committee Bylaws shall be deemed adopted by this agreement without further action of the Governing Authorities.

2.2 Governance Committee Member Appointment

The Governance Committee shall be comprised of nine (9) members, as identified below. It will also be responsible for coordinating with their appropriate associations/agencies on issues involving the appropriate Governing Authorities approvals:

- Four City Managers appointed by the Orange County City Managers' Association
- Orange County Chief Executive Officer, or Designee
- Orange County Sheriff-Coroner, or Designee
- Orange County Public Works Deputy Director, or Designee
- Orange County Chief of Police & Sheriffs Association (OCCOPSA) Chief or Designee not from a city currently represented on the governance committee
- Orange County Fire Chiefs Association (OCFCA) Fire Chief or Designee not from a city currently represented on the governance committee

2.3 Governance Committee Purpose

The Governance Committee oversees all aspects of the implementation, operation, and fiscal management of the system, including but not limited to, the following:

- Approving System operational policies
- Addressing System operational issues

- Resolving operational policy or fiscal matter disputes of Partner Agencies.
- Addressing System facilities development
- Reviewing and approving modification and enhancement plans
- Approving contract pricing changes
- Approving Annual System Operational Budget and Cost Sharing Allocations.
- Approving 10 year capital plans and allocation of Reserve Fund for required upgrades.
- Approving New Partner Agencies.
- Approving Sponsored Agencies.

3.0 MEMBERS TO THE SYSTEM

Members are all agencies authorized by the Governance Committee to use the system and who have signed this agreement.

3.1 Lead Agency

The lead agency is designated to be the Orange County Sheriff's Department Technology Division and will manage, maintain, and enhance the system. Lead Agency is responsible for System Administration as outlined in Section 4 below.

3.2 Partner Agencies

Partner Agencies are authorized subscribers to the System who have signed this Joint Agreement or added as New Partner Agencies via the process outlined in 3.2.1 below. Partner agencies agree to share in the System Operational Costs and System Maintenance Costs as outlined in Section 5 below.

3.2.1 New Partner Agencies

Agencies that wish to become an authorized subscriber to the System may be added as a New Partner Agency via the following steps:

- 1) The prospective New Partner Agency submits an official request, in writing, to the Lead Agency requesting to join as a Partner Agency.
- 2) Lead Agency gathers additional information from requesting New Partner Agency to determine the feasibility of the request and the potential impact on the System operation and the existing Members.
- 3) The Lead Agency processes the request to obtain approval.
- 4) Lead Agency presents the request to the Governance Committee along with previous approvals from appropriate Governing Authorities. Governance Committee will determine final approval or denial of the request.
- 5) Once all approvals have been obtained, requesting New Partner Agency will execute a copy of this agreement along with the associated New Partner Agency forms identified in Attachment B.
- 6) The approved New Partner Agency will purchase necessary radio equipment and arrange to pay associated New Partner Agency costs described in in 5.2 below.

3.2.2 Sponsored Agencies

Partner Agencies may, with Lead Agency review and Governance Committee Approval, sponsor non-partner agencies to participate in the system.

3.2.2.1 Sponsored Agencies Approval Process:

- 1) Sponsoring Partner Agency submits to the Lead Agency an official written request to add a Sponsored Agency.
- 2) Lead Agency gathers relevant information from Sponsoring Partner Agency to determine the feasibility of the request and the potential impact on the System Operation and the existing Members.
- 3) Lead Agency reviews all available information to determine the feasibility of the request to add the Sponsored Agency. Lead Agency shall work with the Sponsoring Partner Agency to determine the additional costs to the Sponsoring Partner Agency.
- 4). Lead Agency presents the request to the Governance Committee at a Governance Committee Meeting. Governance Committee shall approve or deny the addition of the Sponsored Agency.

3.2.2.2 Sponsored Agency Access and Limitations

Sponsored Agencies are only allowed access to use the common talkgroups/channels and select agency specific talkgroups/channels of the sponsoring Partner Agency, as recommended by the Lead Agency and approved by the Governance Committee. Sponsored Agencies do not have a role in defining the operation of the System. The inclusion or exclusion of Sponsored Agencies in the System will be determined by the Governance Committee and will be reviewed annually or as needed. Partner Agencies shall be responsible for any System use by a Sponsored Agency. Sponsored Agencies must use the same common talkgroups as the sponsoring Partner Agency.

3.2.2.3. Sponsored Agency Financial Responsibilities

Sponsored Agency financial responsibilities are outlined in section 5.2.4 below.

3.3 Mutual Aid Agencies

Certain governmental agencies may, with Lead Agency review and Governance Committee Approval, be granted access to the System for the express purpose of providing mutual aid to Partner Agencies. Mutual Aid agencies are limited to and identified within ATTACHMENT C

3.3.1 Mutual Aid Agency Approval Process:

- 1) Any Partner Agency may submit to the Lead Agency an official written request to add a Mutual Aid Agency.

2) Lead Agency gathers relevant information to determine the feasibility of the request and the potential benefit to existing Partner Agencies and overall public safety in Orange County.

4) Lead Agency presents the request to the Governance Committee at a Governance Committee meeting. The Governance Committee shall approve or disapprove the addition of the Mutual Aid Agency.

3.3.2 Mutual Aid Agency Access and Limitations

Mutual Aid Agencies are only allowed access to use the common talkgroups/channels and the mutual aid channels associated with other systems that are included in our radio programming. Mutual Aid Agency use of the System is restricted to the actual duration of a mutual aid incident. Mutual Aid Agencies do not have a role in defining the operation of the System. The inclusion or exclusion of Mutual Aid Agencies in the System will be determined by the Governance Committee and will be reviewed annually or as needed.

3.3.3 Mutual Aid Agency Financial Responsibilities

Mutual Aid Agency financial responsibilities are outlined in section 5.2.5 below.

4.0 SYSTEM ADMINISTRATION

The Lead Agency shall have the authority and responsibility to maintain the proper operation of the System. The Lead Agency shall be responsible for maintaining, managing, and operating the System, which includes staffing the System Watch Network Operations Center on a continual basis (e.g., 24x7x365), assuring the seamless operation of the System.

4.1 System Equipment

The Lead Agency shall approve and evaluate all equipment and new technology for use with the system to ensure that it meets the requisite technical standards and requirements. Approved equipment must meet the standards set by the Federal Communication Commission as well as any Federal, State, and Local Laws.

4.2 System Subscriber Equipment

Each Member Agency is responsible for the maintenance, management, and operation of its System Subscriber Equipment. A Member Agency may establish a System Subscriber Equipment maintenance contract with the Lead Agency.

Prior to making any modifications to System Subscriber Equipment, including but not limited to adding radios or alteration to dispatch center equipment, Member Agencies must request such modifications to be reviewed and approved by the Lead Agency as outlined in section 4.4.

4.3 Dispatch Centers

Member Agencies may operate their own Dispatch Centers at their discretion. Individual Member Agencies that manage their own Dispatch Centers shall be responsible for the day to day maintenance, management, and operation of those Dispatch Centers, equipment and associated facilities. Day to day dispatch operations and protocols shall be left to the individual Members

Agencies. The Lead Agency will not be responsible for the maintenance or management of Members Agencies' individual Dispatch Centers unless a Member User contracts with the Lead Agency for maintenance, management, or operations.

4.3.1 Dispatch Center Equipment

Dispatch Center Equipment must meet the technical standards as outlined in Section 4.1.

4.3.1.1 Dispatch Center Required Equipment Upgrades

The Governance Committee may mandate equipment upgrades for Member Agencies Dispatch Center Equipment. If the Governance Committee mandates an Equipment Upgrade to Members Agencies' Dispatch Center Equipment, then the Members Agencies must upgrade their equipment as directed by the Governance Committee.

4.3.1.2 Dispatch Center Non-Required Equipment Upgrades

Members Agencies may upgrade their Dispatch Center equipment and associated facilities at their own cost without coordination with the Lead Agency so long as the upgrade will not adversely affect the System itself. However, Member Agencies must coordinate with the Lead Agency as outlined in the System Modifications section 4.4, below, when upgrading or modifying any Dispatch Center equipment vital to the operation of the System. Dispatch Center Equipment modification requiring coordination with the Lead Agency includes, but is not limited to: computer equipment, software, consoles, routers, switches, gateways, firewalls, control stations, and antenna systems.

4.4 System Modifications

The System will require occasional routine modifications, which shall be conducted as outlined in this section.

4.4.1 System Modifications requiring Governance Committee Approval

The following System Modifications require the pre-approval of the Governance Committee, as outlined in the Governance Committee By-Laws:

- A. Addition of any New Member Agencies to the System.
- B. Any modification that adds a financial burden shared by the Member Agencies.
- C. Any modification that would affect a System User other than the requesting Member Agency.

The Lead Agency is required to provide a report and recommendation to the Governance Committee on any proposed System Modification that requires Governance Committee approval. The Lead Agency report and recommendation must provide a financial analysis of the System Modification, if appropriate, and an estimated timeline to complete the System Modification.

The Lead Agency is responsible for implementing any Governance Committee approved modification.

4.4.2 System Modification by Lead Agency

The Lead Agency is authorized to perform System Modifications, as necessary. The Lead Agency has the discretion to implement System Modifications without prior Governance Committee Approval, so long as the modification does not require Governance Committee approval as listed in Section 4.4.1 of this agreement, and does not cause unanticipated or unbudgeted costs to Member Agencies.

4.4.3 System Modifications requested by Partners Agencies

Partner Agencies may request system modifications. System Modification requests from Partner Agencies must be submitted in writing to the Lead Agency for review and approval.

If the Lead Agency grants a Partner Agency modification request, and the request does not require Governance Committee Approval as outlined in Section 4.4.1, then the Lead Agency shall provide the Partner Agency with a formal approval, including all costs of the requested modification. If a Member Agency agrees with the official permission, the Member Agency may request the Lead Agency to implement the System Modification. Any and all costs associated with implementing the System Modification will be the sole responsibility of the System User requesting the modification.

If a Member Agency modification request requires Governance Committee approval per Section 4.4.1 above, then the Lead Agency and the Member Agency requesting the modification shall present the modification request to the Governance Committee for approval. The modification request shall include the reason for the modification, the Lead Agency's recommendation and cost analysis of implementing the modification.

4.4.4 Appeal of Modification Request Denial

If the Lead Agency denies a Member Agency's modification request, the Lead Agency shall provide the Member Agency, in writing, the reasons for the denial. Members Agencies may submit a written appeal of the decision of the Lead Agency to the Governance Committee within 90 days of the denial notification. The Lead Agency will ensure the appeal is added to the next Governance Committee meeting agenda for action.

4.4.5 Notification of System Modifications to Governance Committee

Lead agency is required to provide a list of implemented, pending and requested System Modifications at each Governance Committee Meeting.

4.5 Security

The Lead agency has in place a Security Plan for the System (Attached as Attachment D.) Member Agencies and System Users are required to protect the security of the System as set forth in the Security Plan.

System Users are required to contact System Watch for any actual or potential security breach to the System as soon as the actual or potential security threat is known. The Lead Agency must evaluate any reported security breaches and is authorized to implement measures to remediate the

security breach. If appropriate, the Lead Agency shall inform the Governance Committee of any reported breach and steps taken to remediate.

4.6 Maintenance & Service Contracts

Within approved and adopted budget, the Lead Agency is authorized to enter into contracts with vendors as needed for the ongoing execution of this agreement. Such contracts include, but are not limited to, the purchase or lease of equipment, installation of equipment, service and/or maintenance of equipment, and System upgrades. All contracts shall comply with applicable law and purchasing policies and guidelines. Appropriate shared costs will be included in System Operational Costs cost-sharing allocations. The Lead Agency shall negotiate and enter into contracts with vendors as intended in this agreement and shall make payments due and payable under such contracts on behalf of the parties.

The Lead Agency will serve as an administrative liaison between the other Member Agencies and the contracted vendors.

4.7 System Standard Operating Procedures

The Lead Agency is responsible for the development and maintenance of the Standard Operating Procedures ("SOP") (Attachment E) for the system. The Lead Agency shall coordinate with System Users, including but not limited to Law Enforcement, Fire Services, Marine Safety, and Public Works in developing and updating the SOP. The SOP, and any amendments to the SOP, must be approved by the Governance Committee. All Member Agencies must follow the SOP and any amendments to the SOP once approved by the Governance Committee.

4.8 Partner Agency Operational Policies and Procedures

Member Agencies must inform the Lead Agency of any changes to their operational policy or procedures, in writing and prior to any implementation of such changes, if the change of operational policy or procedure affects or may affect the System. The Lead Agency will work with Member Agencies to ensure that operational policies and procedures are compatible with the System. The Lead Agency shall work collaboratively with Member Agencies to settle any disputes regarding Member Agency Operational Policies and Procedures. The Lead Agency shall bring any dispute to Member Agency Operational Policies and Procedures to the Governance Committee for review and resolution if a dispute cannot be resolved between the Lead Agency and the Member Agency.

5.0 FINANCIAL ADMINISTRATION

5.1 Governance Committee Financial Authority

The Governance Committee shall have the authority to allocate available budgeted funds as they deem appropriate for the operation, maintenance, and management of the system. Governance Committee has the authority to approve the System Operations Budget, set rates and fees, and approve use of the Reserve Fund for necessary expenditures and upgrades. Governance Committee has the authority to approve capital expenditure funding and approved sources of the reserve fund.

5.2 Partner Agencies Financial Obligations

Partner Agencies and New Partner Agencies are responsible for certain financial obligations including, but not limited to, the following.

5.2.1 System Operational Costs

All Partner Agencies shall contribute to the System Operational Costs via the Systems Operations Budget and administered as described in section 5.3 below.

5.2.2 System Entry Fees/Upgrade Fees

Some Partner Agencies must pay System Entry Fees when they enter/register a radio into the System for activation based on the System Entry Fee established by the Governance Committee. The Lead Agency shall submit their recommendation of the System Entry Fees for Governance Committee approval at the same time the System Operations Budget (Section 5.3) is submitted for approval annually.

The System Entry Fees are necessary to recoup/offset costs that were required during the previous System upgrade. Partner Agencies that financially contributed to the previous System Upgrade are not required to pay System Entry Fees. Legacy Partner Agencies that are not required to pay System Entry Fees are listed in attachment C. Partner Agencies not listed in attachment C and any New Partner Agencies are required to pay the System Entry Fee for each radio they add to the System.

System Entry Fees are billed on a per radio basis. The Lead Agency shall invoice the Partner Agency or New Partner Agency for any System Entry Fees at the approved per radio rate when a new radio is entered into the System on behalf of that Partner or New Partner.

System Entry fees shall be deposited into the Reserve Fund as outlined in section 5.6 below.

Over-the-air upgrade programming of radio equipment will not be charged and limited to two annually per Member Agency. Any additional upgrades past the two annually will incur a cost.

5.2.3 Miscellaneous Rates and fees

As stated in 5.1 above, the Governance Committee has authority to set rates and fees as necessary. The Lead Agency may charge Partner Agencies and New Partner Agencies via invoice. Partner Agencies shall pay invoice within thirty (60) days of the date of the invoice.

Governance Committee shall set any Miscellaneous Rates and Fees annually. Lead Agency shall submit their recommendation for Miscellaneous Rates and Fees at the same time they submit the System Operations Budget (Section 5.3) for approval.

5.2.4 Mutual Aid Agencies

Mutual Aid Agencies are not authorized to use the System for day-to-day communications but are limited to use of the System only when providing emergency assistance to Partner Agencies. As such, Mutual Aid Agencies are not included in the System Operations cost share calculations or System Entry Fees. Mutual Aid Agency equipment and programming costs will be the responsibility of the Mutual Aid Agency.

5.2.4 Sponsored Agencies

The sponsoring Partner Agency is responsible for the costs, rates, and fees of any Sponsored Agency it sponsors on the System, unless otherwise approved by the Governance Committee. System Entry Fees per 5.2.2 above shall not apply to System Subscriber equipment for a Sponsored Agency.

5.3 System Operations Budget

The Lead Agency will submit the proposed System Operations Budget for approval to the Governance Committee no later than one hundred and twenty (120) days prior to the beginning of the fiscal year. Governance Committee shall be responsible for approving the System Operation Budget no later than ninety (90) days prior to the fiscal year.

5.3.1 Partner Agency Cost

The Lead Agency shall submit the Partner Agency Cost Share to the Governance Committee along with the System Operations Budget in 5.2 above. The Governance Committee shall be responsible for approving the Partner Agency Cost Share, along with the System Operations Budget.

Partner Agency Cost Share shall be calculated based on the number of Subscriber Units each agency operates on the System as a percentage of the total number of Subscriber Units operating on the System. This will determine the agency's share of the annual System Operations Budget.

5.3.2 Payment Remittance

Partner Agencies are required to remit payments to the Lead Agency for their contribution for use of the System. The Lead Agency shall invoice Partner Agencies quarterly. Lead Agency shall issue invoices no later than thirty (30) days after the beginning of each quarter. Partner Agencies shall pay invoice within thirty (30) days of the date of the invoice.

5.4 Year End Settlement

At the end of each fiscal year, the Lead Agency shall submit a financial review with the actual System Operational Costs from the previous fiscal year to the Governance Committee. The findings of the financial review shall be reported in writing to the Partner Agencies on the system. Thereafter, to the extent there have been contributions made by the Partner Agencies which exceed the actual System Operations Costs, the number of said excess contributions shall be deposited into the Reserve Fund (see 5.5), unless the Governance Committee deems otherwise. In the event of a shortfall, each Partner Agency shall be billed its pro-rata share of the shortfall, which shall be paid in the first quarter payment for the next fiscal year following the fiscal year of the shortfall.

5.5 Ten-Year Plan

The Governance Committee, in conjunction with the Lead Agency, will be responsible for evaluating and planning for future upgrades. Doing so will ensure the continued structural

integrity of System equipment and Sites and any necessary maintenance or repairs, and allocating for unforeseen events which may lead to additional expenses outside of the standard operational costs. Such items will be defined within a Ten-Year Plan, which will be presented to and approved annually by the Governance Committee.

The Lead Agency shall submit an updated Ten-Year Plan to the Governance Committee annually for review and approval.

5.6 Reserve Fund

The Governance Committee shall review and approve a long-term financial plan to ensure funds are available for the System's capital needs as defined in the annually updated Ten-Year Plan, as well as for any unforeseen emergency expenses. A Reserve Fund has been established to ensure adequate funds are available for ongoing maintenance, upgrades, and unforeseen expenses which may arise outside of operational costs.

5.6.1 The Reserve Fund shall be funded in the following manner:

5.6.1.1 Contributions by Partner Agencies

The Partner Agencies are responsible for providing funds for deposit to the Reserve Fund. The Lead Agency shall submit the cost of each Partner Agency along with the Fiscal Year Budget described in section 5.3. The Governance Committee shall approve the Reserve Fund contributions as part of the annual budget review and adoption process.

5.6.1.2 System Entry Fees

All System Entry Fees collected per 5.2.2 of this Agreement shall be deposited into the Reserve Fund.

5.6.1.3 System Operation Budget Surplus

In the event of a System Operation Budget Surplus at the Year-End Settlement, that System Operation Budget Surplus shall be deposited into the Reserve Fund.

5.7 System Modification Cost

Any costs associated with System Modifications shall be addressed as outlined in section 4.4 of this agreement.

IN WITNESS WHEREOF, the Partner agencies hereto have set their hands and seals on the date set forth opposite their respective signatures on identical counterparts of this instrument, each which shall for all purposes be deemed an original thereof.

COUNTY OF ORANGE

By: _____

Board of Supervisors

Dated: _____

Approved As to Form:

County Counsel

APPROVED AS TO FORM


**COUNTY COUNSEL OF
ORANGE COUNTY, CALIFORNIA**

CITY OF: _____

ATTEST:

By: _____

By: _____

City Clerk

Dated: _____

Approved As to Form:

City Attorney

By: _____

Chairman

Dated: _____

ATTEST:

Clerk of the Authority

IN WITNESS WHEREOF, the Partner agencies hereto have set their hands and seals on the date set forth opposite their respective signatures on identical counterparts of this instrument, each which shall for all purposes be deemed an original thereof.

COUNTY OF ORANGE

By: _____
Board of Supervisors

Dated: _____

Approved As to Form:
County Counsel

CITY OF: _____

ATTEST:

By: _____

By: _____

City Clerk

Dated: _____

Approved As to Form:
City Attorney

By: _____
Chairman

Dated: _____

ATTEST:

Clerk of the Authority

ORANGE COUNTY AGENCY

APPROVED AS TO FORM:

By: _____

Authority Counsel

Dated: _____

By: _____

Chairman

Dated: _____

ATTEST:

Clerk of the Authority

ATTEST:

Clerk of the Authority

APPROVED AS TO FORM:

By: _____

Authority Counsel

Dated: _____

APPROVED AS TO FORM:

By: _____

Authority Counsel

Dated: _____

**BYLAWS
800 MHz GOVERNANCE COMMITTEE**

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Article 1 Name

Section 1. The name of this body is the 800 MHz GOVERNANCE COMMITTEE, hereinafter referred to as the "Governance Committee."

Article 2. Purpose and Authority

Section 1. It is the purpose of the Committee to oversee implementation and operation of the 800 MHz Countywide Coordinated Communications System (the "System"), including Member Agency compliance with payment schedules, addressing operational issues affecting System operation and site development, reviewing and approving conversion, modification and enhancement plans, approving contract pricing changes, resolving disputes between Member Agencies, operational and fiscal matters necessary for the operation and maintenance of the System, and performing any other responsibilities required to implement the Joint Agreement. The Governance Committee shall be responsible for approving the 800 MHz Project System Operations Budget operating and Reserve Fund that are jointly funded by the Parties to the Joint Agreement.

Section 2. The Governance Committee was established November 23, 2004, and amended June 2, 2015, by the Orange County Board of Supervisors (the "Board") and Parties to the Joint Agreement to facilitate the operation, maintenance and financial management of the 800 MHz CCCS.

Section 3. This Governance Committee will operate under the revised Board authorization of the re-written Joint Agreement to facilitate the operation, maintenance, and financial management of the 800 MHz CCCS established on _____

Article 3. General Operating Mandated Regulations and Statutes

Section 1. The Governance Committee must adhere to all local, state and federal regulations and statutes that may, from time to time, apply.

Section 2. The Committee shall be subject to the provisions of The Brown Act (commencing with Section 54950 of the Government Code) relating to public meetings of local governmental advisory boards.

Section 3. The Governance Committee must comply with the County's non-discrimination and zero tolerance sexual harassment policies.

Section 4. The Governance Committee must comply with the County's Code of Ethics, which outlines the County's clear expectations for behavior in relation to the members' duties as public servants.

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800 MHz GOVERNANCE COMMITTEE

Page 2

Section 5. The Governance Committee shall operate strictly within its designated purpose.

Article 4. Membership and Term of Office

Section 1. Appointment. The Committee shall be comprised of nine (9) members, as identified below, and will also be responsible for coordinating with their appropriate associations/agencies on issues involving the appropriate Governing Authorities approvals:

- Four City Managers appointed by the Orange County City Managers' Association
- County Executive Officer, County of Orange, or Designee
- Sheriff-Coroner, or Designee
- Orange County Public Works Resources and Development Management Department Director, or Designee
- Orange County Chief of Police & Sheriffs Association (OCCOPSA) Executive Director, or Designee
- Orange County Fire Chiefs Association (OCFCA) Fire Chief or Designee

Each member must designate and name an alternate as a voting member if member cannot attend.

Section 2. Terms. Committee members shall be appointed for a two (2) year term. Members may serve for multiple additional two (2) year terms upon reappointment to each new term in accordance with Article 4, Section 1 above.

Section 3. Removal. The Governance Committee, by majority vote, may remove members of the Committee any time without cause. In addition, if a committee member misses three (3) consecutive Governance Committee meetings (whether regular or special meetings), said Governance Committee member will be deemed automatically removed without further Governance Committee action.

Section 4. Vacancies. A vacancy on the Governance Committee shall be filled by majority vote of the Governance Committee in accordance with Article 4, Section 1 above. Such vacancy should, if possible, be filled within 30 days of vacancy.

Article 5. Meetings

Section 1. Regular meetings shall be held on a quarterly basis. Governance Committee meetings shall be fixed on the first month of each quarter (January, April, July, and

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October) on the fourth Wednesday at 1:30 PM unless a majority of the Committee members determine that an alternate fixed meeting day and time within the designated months is required to maximize member attendance. At least 72-hours prior to a regular meeting, an agenda shall be posted that contains a brief general description of each item to be covered in the meeting.

Section 2. Special meetings may be held on 24-hour public notice, including a binding agenda with brief general description of items to be covered at the meeting. Any special meeting notice must be publicly posted in accordance with all applicable laws and must be received by Committee members at least 24 hours in advance (Government Code Section 54956).

Section 3. A majority five (5) of the members shall constitute a quorum to conduct business.

Section 4. Only Governance Committee members may vote on items on the Agenda and each member may have only one vote.

Section 5. Governance Committee meetings may be rescheduled or canceled in accordance with the Brown Act. Orange County Sheriff Technology staff shall act as the Clerk of the Board for meeting rescheduling purposes.

Article 6. Officers

Section 1. The officers shall consist of a Chairperson and Vice Chairperson. The elected Chairperson shall conduct the meetings.

Section 2. The elected Vice Chairperson shall conduct regular Governance Committee meetings in the absence of the Chairperson; and do everything necessary to assist the Chairperson in related duties. In the event that both the Chairperson and the Vice Chairperson are absent from the same committee meeting, the remaining Governance Committee members present may appoint one of them to be the Chairperson for that meeting.

Section 3. Elections for Chairperson and Vice Chairperson shall be conducted by the full Governance Committee and shall occur in April of each year. The Chairperson shall call for nominations from the Governance Committee members and the Chairperson will initiate a vote. A majority vote of the Committee members present is required for each candidate to be elected as Chairperson and Vice Chairperson.

Article 7. Staffing

Section 1. Orange County Sheriff Technology staff secretary will provide secretarial support to the Governance Committee. Orange County Sheriff Technology staff secretary shall prepare and publish the Committee's agenda for each meeting. Orange County

BYLAWS
800 MHz GOVERNANCE COMMITTEE

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Sheriff Technology staff shall call for attendance at the beginning of each meeting, keep the minutes, and perform other clerical duties as appropriate to the position. He/she shall retain the attendance records including the minutes.

Article 8. Compensation

Section 1. Governance Committee members shall receive no compensation for their service.

Article 9. Amendments, Review, Dissolution and Effective Date

Section 1. This Committee will operate as established by the Board of Supervisors on November 23, 2004 and revised by the Board of Supervisors in _____, 2021

Section 2. These Bylaws shall supersede all previous Bylaws and shall become effective on upon the approval of the Board of Supervisors.

Section 3. These Bylaws shall remain in effect until amended, revised or terminated by the Board of Supervisors and Parties to the Joint Agreement.

Section 4. The Board of Supervisors and Parties to the Joint Agreement may make amendments to the Bylaws at any time.

Section 5. This Governance Committee can be terminated at any time, without cause, by action of the Board of Supervisors and Parties to the Joint Agreement.



Project No:
Project Name:
Project Location:

NEW PARTNER AGENCY RIDER TO JOINT AGREEMENT FOR THE OPERATION, MAINTENANCE AND FINANCIAL MANAGEMENT OF THE ORANGE COUNTY 800 MEGAHERTZ COUNTYWIDE COORDINATED COMMUNICATIONS SYSTEM

This New Partner Agency Rider ("**NPA Rider**") is entered into on _____, ("**Effective Date**"), by and between _____ (hereinafter referred to as "**NEW PARTNER AGENCY**") and the Orange County 800 Megahertz Countywide Coordinated Communications System Governance Committee (hereinafter referred to as "**GOVERNANCE COMMITTEE**"). For the purposes of this agreement, the GOVERNANCE COMMITTEE represents the Partners (hereinafter referred to as "**JOINT AGREEMENT PARTNERS**") of the Joint Agreement for the Operation, Maintenance and Financial Management of the Orange County 800 Megahertz Countywide Coordination Communications System (hereinafter referred to as "**JOINT AGREEMENT**") (Section 1.4.1 of the JOINT AGREEMENT). GOVERNANCE COMMITTEE and NEW PARTNER AGENCY may be referred to individually herein as a "**Partner**" or collectively as the "**Partners.**"

RECITALS

- I. WHEREAS, JOINT AGREEMENT PARTNERS entered into the JOINT AGREEMENT in 2020; and,
- II. WHEREAS, NEW PARTNER AGENCY, executed a copy of the JOINT AGREEMENT in accordance with Section 3.2.1 of the JOINT AGREEMENT on _____; and,
- III. WHEREAS, NEW PARTNER AGENCY executed a copy of the New Partner Agency Agreement per Section 3.2.1 of the JOINT AGREEMENT on _____; and,
- IV. WHEREAS, Section 2.1, "Governance Committee Authority", and Section 3.2.1, "Adding New Partner Agencies", of the JOINT AGREEMENT grants the GOVERNANCE COMMITTEE the authority to enter into a separate agreement with NEW PARTNER AGENCY to establish additional terms, conditions, and costs for entry into the Countywide Coordinated Communications System (the "CCCS"); and,
- V. WHEREAS, the JOINT AGREEMENT in Section 1.4 "Liability" provides for indemnification only between those Partners listed in Exhibit A of the JOINT AGREEMENT (and would not include NEW PARTNER AGENCY); and,
- VI. WHEREAS, Section 1.4.1 of the JOINT AGREEMENT, "New Agency Liability Rider", grants the GOVERNANCE COMMITTEE the authority to enter into a Liability Rider that shall, for all intents and purposes, make the NEW PARTNER AGENCY, a Partner in Section 1.4.

VII. WHEREAS, the GOVERNANCE COMMITTEE and NEW PARTNER AGENCY now desire to enter into a separate agreement (this NPA Rider) to establish additional terms and conditions by including NEW PARTNER AGENCY in the indemnity provision of the JOINT AGREEMENT per Section 1.4;

NOW THEREFORE, in consideration of the Recitals above, the receipt of which the Partners acknowledge herein, and which are incorporated herein by this reference, and the mutual covenants and agreements hereinafter contained, the GOVERNANCE COMMITTEE and NEW PARTNER AGENCY do hereby agree as follows:

A. NEW PARTNER AGENCY LIABILITY.

NEW PARTNER AGENCY shall now be included as a Partner as stated in Section 1.4 of the JOINT AGREEMENT.

Except as otherwise expressly set forth herein, all terms and conditions contained in the JOINT AGREEMENT, including any amendments/modifications, are hereby incorporated herein by this reference as if fully set forth herein and shall remain in full force and effect.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the Partners have executed this New Partner Agency Rider on the day and year first written above.

GOVERNANCE COMMITTEE

By: _____

Date: _____

NEW PARTNER AGENCY

By: _____

Date: _____

A. LEGACY PARTNER AGENCIES – Partner Agencies that financially contributed to the previous System Upgrade:

Aliso Viejo, Anaheim, Brea, Buena Park, Costa Mesa, Cypress, Dana Point, Fountain Valley, Fullerton, Garden Grove, Huntington Beach, Irvine, La Habra, La Palma, Laguna Beach, Laguna Hills, Laguna Niguel, Laguna Woods, Lake Forest, Los Alamitos, Metronet, Mission Viejo, Newport Beach, Orange, Placentia, Rancho Santa Margarita, San Clemente, San Juan Capistrano, Santa Ana, Seal Beach, Stanton, Tustin, Villa Park, West-Comm, Westminster, Yorba Linda, Orange County Fire Authority, CEO, District Attorney, Health Care Agency, John Wayne Airport, Animal Control, OC Lifeguard, OC Parks, OC Waste & Recycling, OC Public Works, Probation, OC Sheriff, Social Services Agency, Orange County Transportation District, Irvine Valley College Police, Santa Ana Unified School District Police, Saddleback College Police

B. MUTUAL AID AGENCIES

ATF, CA State Parks, California Corrections & Rehabilitation, CHP, Downey Fire, Lake Mission Viejo LG, Loaners, Long Beach Fire, Long Beach PD, Los Alamitos Armed Forces Reserve, LA County Fire, LA Sheriff, San Diego Sheriff Aviation, Santa Fe Springs Fire, Signal Hill PD, DOJ, UCI Irvine, US Marshals, USMC Camp Pendleton Fire

**COUNTY OF ORANGE
CALIFORNIA**

800 MHz CCCS
(Countywide Coordinate Communications System)

STANDARD OPERATING PROCEDURES



**PREPARED AND DISTRIBUTED
BY:**

**ORANGE COUNTY
LEAD AGENCY**

January 2021

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1.0 INTRODUCTION

The 800 MHz Countywide Coordinated Communications System (CCCS) Standard Operating Procedures (SOP) provides National Incident Management System (NIMS) compliant procedures that are applicable to multi-agency, multi-discipline, all-hazard responses throughout the County of Orange. This SOP ensures consistent protocols and formalizes the operation and usage of the 800 MHz Radio System (System). This SOP will be utilized by CCCS emergency response and support personnel, communications operational and technical personnel, local/State/Federal government representatives, non-governmental organizations, and other System users as authorized by 800 MHz CCCS Governance Committee.

All System users shall comply with this SOP.

2.0 PURPOSE

The System is an 800 MHz trunked simulcast radio communications system designed to meet the needs of Orange County law enforcement, fire, lifeguard and public works responders and any other authorized users who are supporting these services.

This SOP addresses procedural and operational aspects of the System to include:

- Operational guidelines.
- Technology specifications and requirements.
- Usage guidelines.
- Training and exercises.
- Maintenance and repair.

2.1 Governance

The CCCS is governed by the 800 MHz CCCS Governance Committee which was established November 23, 2004 and amended June 2, 2015, by the Orange County Board of Supervisors and Parties to the Joint Agreement to facilitate the operation, maintenance and financial management of the 800 MHz CCCS. The Governance Committee is comprised of nine members including four City Managers, and designees from the County Executive Officer, Sheriff-Coroner, Public Works Director, Orange County Chiefs' of Police & Sheriff's Association and Orange County Fire Chief's Association. The Governance Committee responsibilities include the establishment and enforcement of these Standard Operating Procedures.

Additional information on the 800 MHz CCCS Governance Committee membership and responsibilities are documented in the 800 MHz CCCS Governance Committee Bylaws.

2.2 Users Group

The 800 MHz CCCS Users Group meetings occur once each quarter. The Users Group meetings allow for the sharing of information from the Lead Agency (Orange County Sheriff's Department Technology Division) regarding the System operations and any upgrade or enhancement projects proposed or in progress. These meetings also allow for Partner Agencies to discuss current concerns or provide input regarding future enhancements. All Partner Agencies are welcome to participate in the quarterly 800 MHz Users Group meetings.

2.3 800 MHz CCCS Radio System

The 800 MHz CCCS Radio System (System) is an advanced digital radio communications system built to the Association of Public-Safety Communications Officials (APCO) Project 25 (P25) digital radio standards. The System utilizes radio frequencies in the 800 MHz radio spectrum under the rules and regulations of the Federal Communications Commission (FCC). The System consists of the following major components:

- Radio Communications sites located throughout the County (towers, equipment shelters, generators & site security).
- Radio infrastructure (transmitters, receivers, combiners, antennas, etc).
- Radio spectrum in the 800 MHz frequency band and microwave radio frequency spectrum.
- Microwave radio links between the radio sites and the Loma Ridge Master Site.
- Subscriber Units (mobile radios, portable radios, control stations, dispatch consoles).
- System Watch Network Operations Center (NOC).

The System is designed to provide 95% portable radio coverage, 95% of the time within the Orange County operating area.

2.4 Eligible Users

The primary purpose for the System is to support Orange County public-safety and local government agencies' day-to-day operations by providing dependable, interoperable radio communication. Orange County public safety and local government agencies as well as applicable State and Federal government agencies may be eligible for access to the System. System access will be determined by the 800 MHz CCCS Governance Committee in compliance with the 800 MHz CCCS Joint Agreement and with consideration of System capacity.

2.5 Acceptable Usage/Radio Discipline

All System users shall follow these policies.

The System is to be used for day-to-day operations, emergency response calls, incidents, missions and disasters. The System may also be utilized for planned events, training and exercises with consideration of channel capacity and available talkgroups.

This policy clearly defines the discipline for agencies and individuals to follow when using radios on the System. Each Agency is responsible for ensuring their users adhere to proper radio discipline.

Misuse of the System shall be reported to the Lead Agency Director to handle directly with the Department Head of the agency involved. The reporting party's contact information should be provided in the notification. No profanity, playing music, personal conversations or activities not directly related to agency business will be permitted on the System.

All agencies and individuals shall utilize these communications resources professionally and keep radio conversations as concise as possible.

All agencies and individuals utilizing the System must abide by all FCC regulations as stated in Title 47 Part 90 Land Mobile Communications.

3.0 SCOPE

This SOP applies to the operational, technical and usage aspects of the System. It is therefore applicable to any user of the System, and applies to government agencies at the local, County, State and Federal levels, as well as authorized non-government users.

3.1 SOP Approval

This SOP and subsequent revisions require approval of the 800 MHz CCCS Governance Committee after review by the Lead Agency.

3.2 SOP Change Process

Annual Review Requirement

The SOP will be reviewed on an annual basis to assess the need for updates or revisions. The Lead Agency Director or designee will be assigned the task of reviewing the SOP, identifying applicable updates, and submitting a draft of the revised SOP for Governance Committee approval.

Operational Context

The 800 MHz CCCS Governance Committee is charged with approving standards, protocols and procedures for optimal operations between and among the users of the System.

Submitting Change Requests

Requests to delete, add, and/or change adopted standards, policies and/or procedures may be submitted in writing to the Governance Committee at any time. If the requested change is time critical, the Governance Committee may direct a request for immediate consideration to the Lead Agency Director.

Change Request Contents

A written request for any change to the SOP submitted to the Governance Committee shall include:

- A full description of the deletion, addition, or change including section and subsection references.
- The reason for the change (including the potential consequences if the request is not approved).

- A preliminary assessment of impact on other System users and an estimate of associated costs, if any.

The Governance Committee may direct the Lead Agency Director to conduct an assessment to address:

- Technical impact to current and future System performance including which system or subsystems will be or may be affected.
- Operational impact to current and future system performance including effects on System capacity and determination of those systems or subsystems that will be or may be affected.
- Degree of conformance with Governance Committee approved plans and standards.
- Cost impact to current participants.
- Potential alternatives.

The Lead Agency Director shall forward the completed assessment to the Governance Committee along with recommendations including strategies to mitigate negative impacts, if appropriate.

The Governance Committee shall notify all agencies of all requests along with potential impact and invite their comments.

The Governance Committee will approve, deny, or modify the requested SOP change.

If approved, the Governance Committee will incorporate the applicable SOP modifications and inform System users.

Management of Change Process

The Governance Committee Chair will manage this process.

4.0 RADIO SYSTEM MANAGEMENT

4.1 Radio System Architecture

The System is an advanced digital radio communications system built to the Association of Public-Safety Communications Officials (APCO) Project 25 (P25) digital radio standards. The P25 System is a standards based system, and different vendor subscriber radios may be able to access and use it. Due to manufacturer differences outside of the defined P25 standard, not all manufacturer radio features may work with the System. Some radios may interact differently with the existing infrastructure and can potentially exhibit undesirable operational characteristics.

As a result, the following procedures must be followed:

- All manufacturer's radios must be tested and approved by the Lead Agency prior to being used on the System.
- A listing of tested and approved radio models will be maintained by the Lead Agency.

Operational Context

The System is dedicated primarily to public safety agencies, the agencies that support public safety and public utility and service agencies.

Protocol / Standard

The System utilizes the APCO Project 25 Phase 1 digital radio standard for the voice and control channels. The microwave radio system is a digital system that adheres to Telecommunications Industry Association (TIA) / Electronic Industry Alliance (EIA) standards.

4.2 Radio System Management

The Lead Agency is responsible for System administration and the day-to-day management, operation and oversight of the System and for the maintenance of this SOP. While their specific duties are not detailed in this document, their general duties include:

- Monitoring the System and components for normal operations.
- Diagnosing System performance, problems, and developing corrective action recommendations.
- Dispatching appropriate repair services in the event of a malfunction of System equipment.
- Managing the database elements, including subscriber IDs, talkgroup IDs, and the various parameters that relate to their effective operation.
- Working with all agencies and their technical staff to diagnose and resolve problems that involve radio operations, maintenance or repair of the equipment.
- Serving as the point of contact (POC) with equipment manufacturers for issues related to the radio System.
- Providing timely information to System users on issues that arise, or repair/maintenance issues related to System equipment that would affect normal radio operations.
- Monitoring System databases for normal operations and conducting regular database backups.
- Programming of all subscriber radios and dispatch consoles with System access.
- Encryption management including managing and maintaining encryption keyloaders.

The Lead Agency makes decisions on issues related to the day-to-day operation of the System and addresses urgent or emergency operational, maintenance, or repair decisions.

An urgent or emergency situation is one where immediate decision authority is needed to allow the System as a whole, or any of the subsystem components, to continue supporting normal wide-area voice communications services. It is recognized that Lead Agency may have to obtain authorizations from the CCCS Governance Committee to make longer-term or non-emergency capital or repair expenditure decisions.

Due to the complexity and distributed administration and maintenance of the System, problems can typically occur when changes are made to hardware or software. In order to keep all System users informed of any updates, notifications will be sent to all dispatch centers and designated User Agency contacts when the following actions occur:

- Planned maintenance work is being performed on the System that will impact performance or System operations
- Equipment malfunctions or failures that affect System performance or operation
- Configuration changes in equipment or software by any user agency that may impact operations of any other agency

4.3 Network Management

Purpose or Objective

Defines the responsibilities for network management.

Technical Background

The System is comprised of, but not limited to, channel banks, hubs, switches, routers, servers, local area networks, and wide area network links connecting sites together. The network sites are interconnected by usage of microwave radio equipment, fiber, Ethernet or telecom T1 circuits. The radio network is monitored with network management tools provided by the equipment manufacturers and/or other vendors.

The radio System architecture is primarily constructed around the APCO Project 25 standard. The microwave system is composed of industry standard equipment, which also provides flexibility and a large variety of management and diagnostic tools.

The System network is complex. Unusual problems may be difficult to identify and resolve. System documentation shall be kept up to date or it will lose its value in supporting the System network.

The System is protected from all other agency data networks to manage the security and functionality of the System. If there is a connection to another data network, it shall be through a manufacturer specified and configured firewall, and approved by the Lead Agency.

Operational Context

The components of the System are considered as "owned" by the Partnership with responsibility for maintenance of the sites and equipment delegated to the Lead Agency by the authority of the 800 MHz CCCS Governance Committee and the 800 MHz CCCS Joint Agreement. Any required maintenance contractor agreements will be negotiated by the Lead Agency and presented to the 800 MHz CCCS Governance Committee for approval.

The backbone of the System is structured on an integrated network. Any infrastructure hardware and software upgrades or changes that may impact the System require reasonable discussion, approval and oversight by the Lead Agency, and the 800 MHz CCCS Governance Committee.

All maintenance work being scheduled that may affect System performance is preceded by reasonable and appropriate notification to the user agencies.

The configurations for each of the components of the System are documented primarily for the purpose of maintenance, but also affect future planning. The manufacturer provides the original 'as-built' documentation.

The other defined standards for maintenance, documentation, notification, changes, security, and training also pertain to the network portion of the System.

Procedure

The methods for performing detailed System operations are defined in the technical resource manuals and training documentation for the System. The technical resource manuals are classified as 'Restricted Information' and are not available to the general public except by formal written request approved by the 800 MHz CCCS Governance Committee, the Lead Agency and County Counsel.

Management

The Lead Agency is responsible for managing the System network.

4.4 Advanced System Keys

Purpose or Objective

To outline the procedures for the production, and usage of both the Software and Advanced System Keys (ASK) for the System.

Technical Background

A system key allows for the programming of a radio for use on the System and is used to maintain System security. The System key keeps unauthorized units from gaining access to the System. Most radio equipment manufacturers provide a software based system key unique to each trunked radio system. The System key is required for a radio (subscriber unit) to be programmed so that the radio can be recognized by the System and the user can access the System.

Operational Context

The Lead Agency will maintain and safeguard all Master ASKs, regardless of manufacturer and is responsible for the production and issuing of all secondary keys to authorized users. Manufacturers' radios that do not require a system key will not be approved for operation on the System.

An agency using subscriber radios other than the System manufacturer (Motorola) must acquire and provide to the Lead Agency the manufacturer's Master ASK for the 800 MHz System and all necessary software and key hardware to program secondary keys as needed.

The safeguarding of these keys is paramount and should at all times be treated as restricted, public safety sensitive information with access closely guarded.

Management

The Lead Agency Director is responsible for maintaining the security of and access to the System keys.

4.5 Database Management

Purpose or Objective

Defines the aspects and assignment of responsibilities for managing the System's databases.

Technical Background

The management of the System and subsystem databases is assigned to Lead Agency staff with responsibility for the various aspects of the System operations.

The databases contain information for the System and subsystems defining the operational characteristics of:

- Subscriber Radios
- Radio Users
- Talkgroups
- Profiles for Radio Users and Talkgroups
- System portion of the fleet map programming
- System and Subsystem equipment operational parameters
- Security Group structures
- Login User accounts and privileges

The databases contain the operational personality of the entire System. Because of this critical function, the data must be properly managed for System functionality and archived regularly in case of data loss or corruption.

Operational Context

The System databases are partitioned to facilitate the distributed management of the data contained in them. The database management responsibilities of the Lead Agency include the following:

- The Lead Agency is responsible for maintaining and archiving copies of all radio codeplug data and System databases.
- Database backups are made once per week and are stored "off-site" on a backed-up server in the event of a disaster.
- Database restoration will be performed by trained technical staff and only in the event of System software reloading and version changes, System database corruption, or as defined in the Disaster Recovery Plan.
- Database restoration is performed when a non-critical condition exists and if approved by the Lead Agency Director.
- The Lead Agency notifies agencies of any database issues that adversely impact their normal operations.

Procedure

The methods for performing the database operations are defined in the manufacturer's technical resource manuals. The technical resource manuals are classified as 'Restricted Information' and are not available to the general public except by formal written request to the Lead Agency.

The procedure for this standard is at the discretion of the Lead Agency.

Management

The Lead Agency is responsible for managing the data attributes and is responsible for backing up the System databases.

4.6 Subscriber Radio Inventory/Fleetmap

Purpose or Objective

Establishes the policy to ensure all radios activated on the System are properly accounted for, assigned, and managed.

Technical Background

Each radio operating on the System must be assigned a unique 7-digit IUID number allowing the radio to affiliate and communicate on the System. The System's controller provides individual access to the System for each assigned radio.

Operational Context

The Lead Agency manages the subscriber radio inventory and is responsible for assigning and tracking all IUID numbers. Each 7-digit IUID number can only be used with an individual radio and shall not be duplicated or "cloned" to another radio.

IUID management and subscriber radio inventory are critical to the operational integrity of the System. Accurate subscriber radio inventory is also important as this is the basis for the equitable distribution of the costs associated with System operations and maintenance.

Protocol / Standard

The Lead Agency is the only authorized source for IUID assignment and subscriber radio programming. The Lead Agency establishes and maintains the Fleetmap Inventory database and conducts annual inventory verification with each Partner Agency. This annual inventory is also provided to Lead Agency Financial for use in the various budget and billing calculations for Partner Agencies.

Management

The Lead Agency is responsible for IUID issuance and management of the subscriber radio inventory/Fleetmap.

4.7 Lost or Stolen Radio Notifications

Purpose or Objective

Establishes the policy to ensure the System's operational integrity and security by providing users with a procedure for reacting to incidents of missing, lost or stolen radio units.

Each agency shall develop internal guidelines for dealing with incidents of lost, stolen or missing radio equipment, to include notification to the Lead Agency.

Technical Background

The System's controller provides individual access to the System for each assigned radio. The controller provides the ability to disable the radio altogether with the 'inhibit' feature.

The target radio must be turned on and affiliated with the System for the actions to be processed. If the target radio is not active, the requested action can be put into the passive mode. When the target radio does attempt to affiliate with the System, the pending action is initiated.

Operational Context

All agencies are required to make immediate notification to the Lead Agency upon receiving information, notification, or recognition that an assigned radio is misplaced, lost or stolen. Delay in providing notification could result in unauthorized persons causing interference and/or receiving confidential information.

Protocol/Standard

The Lead Agency shall be immediately notified of the situation by a phone call and submission of a Lost/Stolen Radio Report Form.

The request to inhibit a lost/stolen radio must be specified on the Lost/Stolen Radio Report and must be accompanied by a copy of the Police report.

Lost and stolen radio information will be passed on to user agencies and local radio shops in case the radio is located or turned in.

The Lead Agency will invoice the agency for the replacement cost of the radio if owned by the Lead Agency (ie., a loan pool radio).

Management

The Lead Agency is responsible for managing this policy.

4.8 System Management Access

Purpose or Objective

Defines the types and areas of individual access to the management functions of the System.

Technical Background

Every login user of the System has a minimum of one login account and possibly more if multiple levels of access rights are needed for different purposes, such as administrative or general use. Every account can be individually set with the security and application rights needed to meet the needs of each user. All user account IDs shall be unique as the System's

databases do not permit the use of duplicate IDs. The user login aliases are limited to a specific length.

Operational Context

Personnel who log into the systems to use management applications and support tools are referred to as "Login Users". These are technical support staff such as the System Manager, administrators, technicians, etc. This is different that "Radio User" as referred to in other standards. Every user's login ID on the system is unique. Every login user of the System has a user ID that is only for that specific agency's or individual's use. Based on the types of access required an individual may need more than one login ID.

The types of access fall into the following areas:

- System Management
- Infrastructure Maintenance
- Subscriber Administration
- Dispatch Management
- Asset Management

The areas of access are based on the physical locations of the equipment and individual need.

Access to System, Network, and Asset Management terminals will be limited to Lead Agency staff and approved vendors.

Lead Agency may review personnel with System access at any time to ensure that only the appropriate levels of access have been granted based on their currently assigned business needs.

Protocol

Each Login User account must be requested from and approved by the Lead Agency Director. The account will be assigned a login name and access level based on the requirements of the request. Access will be immediately rescinded for any unauthorized actions or change of employment status.

Management

The Lead Agency is responsible for the creation of administrative accounts, designating the areas of access allowed for each account, and the review of access granted.

4.9 Requesting System Access

Purpose or Objective

To establish the procedure for an eligible agency to apply to participate on the 800 MHz CCCS.

Operational Context

The 800 MHz CCCS Governance Committee has determined the requirements and procedure for potential new applicants desiring access to the 800 MHz CCCS. Those procedures are documented in the 800 MHz CCCS Joint Agreement.

Management

The Lead Agency Director is responsible for managing the process of potential new System User applications in accordance with protocols established by the Governance Committee and documented in the 800 MHz CCCS Joint Agreement.

4.10 Alias List Standards**Purpose or Objective**

To establish a standard for the use of Subscriber alias for identifying radio users.

Operational Context

An alias is a common alphanumeric name used to identify a radio, talkgroup, site, etc. rather than referencing the assigned 7-digit IUID number.

The Lead Agency does not maintain alias names for Partner Agencies.

Each Partner Agency shall maintain their own alias database and their alias names will only appear on their local dispatch consoles and subscriber radios.

Management

Each User Agency is responsible for establishing and maintaining any alias lists used by that agency.

4.11 Member Agency Operational Policy Changes**Purpose or Objective**

Defines a process to mitigate negative impact to this SOP, other Member Agencies or the overall operation of the System when Member Agencies make changes to their individual Agency operational policies.

Operational Context

The 800 MHz CCCS Governance Committee is charged with approving standards and determining protocols and procedures for optimal operations between and among the users of the System.

Member Agency operational policies must not be contrary to this established SOP nor should they knowingly impact other Member Agencies in a negative manner. There will be occasions or incidents that might result in the need for a Member Agency to make changes to their operational policies. Member Agencies must ensure that any change made to their internal operational policies harmonizes with the established SOP and fellow Member Agencies.

Protocol

Member Agencies are expected to understand the potential for their policies to impact other Agencies on an integrated communications system. As a result, any Member Agency planning to make changes to their operational policy must take into account the impact on the System. If the operational policy change is likely to have an impact on the System and/or on other

Member Agencies, or, if it is unknown whether the change will have such an impact, the Agency planning to make the change shall submit the planned policy change in writing to the Lead Agency for evaluation.

The Lead Agency will address Member Agency policy change notices with respect to their impact on the System and other Agencies. The Lead Agency will inform the Governance Committee Chair of the decision regarding the policy change if it is determined that the change will impact the System or other Member Agencies.

A written notice of any planned operational policy change submitted to the Lead Agency shall include:

- Description of the policy being changed
- Reason for the planned policy change (including the potential consequences if the request is not approved)
- Preliminary assessment of impact to other System users, and an estimate of any associated costs to implement the request

An assessment shall be conducted by the Lead Agency technical and management staff and shall address:

- Technical impact to the current and future System performance including which systems or subsystems are affected
- Operational impact including capacity impact to current and future System performance
- The degree of conformance with established policies and standards
- Cost impact to current participants
- Potential alternative solutions

The Lead Agency Director shall forward the completed assessment to the requesting Member Agency along with recommendations including ways to mitigate negative impact where applicable. If the assessment reveals a negative impact to the System or to other Member Agencies, the Lead Agency will advise the requesting Agency against enacting the change. The requesting Agency may appeal the decision to the Governance Committee for resolution if desired.

The Governance Committee shall then review the requested policy change and approve, deny or modify the request. If approved or modified, the Governance Committee shall set forth operational and/or financial responsibility as appropriate and notify all affected parties of the decision.

Management

The Lead Agency Director, acting on behalf of the Governance Committee, shall manage this process.

4.12 Infrastructure Equipment Standards

Purpose or Objective

Sets the minimum technical and performance standards for infrastructure equipment operating on or interfacing with the System and establishes a policy preventing premature obsolescence of the same.

Technical Background

The 800 MHz CCCS is an APCO P25 standards-based System constructed by Motorola Solutions, Inc. It consists of radio communications sites utilizing 800 MHz radio spectrum. The Master Site is located at the Loma Ridge Facility where the Lead Agency Radio Microwave Unit is collocated along with the County Emergency Operations Center and the OCSD PSAP/Dispatch Center. Microwave links between the Master Site and the radio sites utilize redundant methods in the construction of the System to provide for a public safety grade of service.

Vendors' equipment often utilizes different operating software and may interact differently with the existing infrastructure which can potentially exhibit undesirable operational characteristics.

It is also possible that new, untested radios, equipment and/or software can exhibit performance and functionality characteristics that are destructive to the performance, capacity and/or security of the System.

Operational Context

Participants desiring to connect or interface with the System any type of fixed equipment such as a radio or console product must receive approval from the Lead Agency. Prior to approval, the System manufacturer must prove equipment compatibility. All equipment must be installed in compliance with all rules, regulations and codes applicable to its operation and location. Industry accepted radio site installation and equipment grounding practices, such as R56 or approved equivalent in effect at the time of installation, shall be used.

Protocol

To ensure the reliability of the System, all infrastructure equipment directly interfaced with the System's core must maintain the same level of software revision.

Requests shall be submitted in writing to the Lead Agency signed by the requesting agency director or department head.

Procedure

The request shall provide an outline of plans the requesting agency has developed for equipment integration. The written request shall indicate the name and contact information for the person designated to lead the project.

The Lead Agency Director will review the request and make the final decision.

If a technical use plan is already in place, the agency shall submit the plan to the Lead Agency for review to ensure compliance and compatibility with CCCS policy, standards and procedures. If a technical use plan is not in place, Lead Agency shall assist the requesting agency in developing a plan. Costs associated with the development of a technical plan are borne by the requesting agency. When the plan is complete it is submitted to the Lead Agency Director, who shall review the plan for compliance and compatibility with CCCS policies and procedures.

Management

The Lead Agency is responsible for management of infrastructure equipment standards and integration.

4.13 Subscriber Equipment Standards**Purpose or Objective**

Sets the minimum technical and performance standards for subscriber radios operating on the System including:

- Establishing a policy to prevent premature obsolescence of subscriber radios.
- Establishing procedures for Lead Agency to measure, test, certify and publish a list of subscriber radios that are approved for use on the System.
- Ensuring that decommissioned subscriber radios are properly deprogrammed before disposal to prevent interference with public safety communications.

Technical Background

The System utilizes digital communication technology with the primary use being voice communications using the APCO P25 Phase 1 protocol with 9600-baud control channels.

Subscriber radios from various vendors often utilize different operating software providing a variety of services, features, functionality and performance to the users. Many of these radios interact differently with the infrastructure and can potentially exhibit undesirable operational characteristic. It is possible that untested radios and/or software can exhibit performance and/or functionality characteristics that are destructive to the overall performance, capacity and/or security of the System. Users are prohibited from using radios or accessories that may be destructive to the System.

Partner Agencies shall deliver any retired radio subscriber equipment to the Lead Agency for decommissioning and deprogramming. Decommissioned radios that are not properly deprogrammed could pose interference issues with public safety communications. Radios removed from the System for decommissioning purposes shall be deprogrammed so as to remove all System related information, ID's, and conventional channels, leaving only an idle frequency of 851.0000 MHz to prevent potential interference issues with public safety communications.

Management

The Lead Agency is responsible for maintaining all testing, managing radio equipment manufacturer initiated submittals, coordinating activities of the test team, and the proper deprogramming of subscriber radios. Any Agency purchasing new subscriber equipment is encouraged to work with the Lead Agency first to ensure the new equipment meets System standards and is properly equipped to operate on the System.

4.14 System Administrator Standards**Purpose or Objective**

Establishes the minimum training standards for System administration and staff. This ensures that System functionality and integrity are maintained by restricting System administrative functions to trained, qualified and authorized personnel only.

Protocol

The Lead Agency is responsible for maintaining System configuration databases for System or subsystem infrastructure, subscriber databases and console configuration databases.

4.15 Dispatch Center Personnel Training

Purpose or Objective

Establishes minimum training standards for the public-safety dispatch center personnel with access to System resources. This ensures that personnel performing communications dispatch operations are properly trained by the Lead Agency.

Operational Context

System functionality and integrity shall be maintained by ensuring that only qualified personnel perform dispatch functions using console equipment connected to the System core.

Protocol/Standard

Public safety dispatch center personnel shall be familiar with all applicable mutual aid requirements, interoperability requirements, trunk system patching and all established SOPs.

Other recommended training that each agency's communications center personnel should have include:

- COML.
- ICS courses 100, 200, 700.B, 800 or others as required by employing agency

Recommended Procedure

This policy does not contain specific training procedures or training modules.

Management

The communications / 9-1-1 center manager within each agency is responsible to ensure personnel with radio console access to resources on the System comply with the following:

- Public safety communications / 9-1-1 center personnel receive the appropriate training before accessing System resources.
- Public safety communications / 9-1-1 center personnel maintain familiarity with features and functions of communications consoles in order to rapidly and effectively

communicate with public safety personnel and are able to identify and establish interoperability solutions when appropriate or directed.

- Only qualified personnel perform dispatch functions on System resources.
- Public safety communications / 9-1-1 center personnel maintain familiarity with all applicable sections of the SOP.

4.16 Incident / Tactical Dispatcher Training

Purpose or Objective

Establishes minimum training standards for those performing incident or tactical dispatch functions with access to System resources. This ensures that System communications incident/tactical dispatcher operations are performed by properly trained dispatch personnel.

Operational Context

System functionality and integrity shall be maintained by ensuring that only qualified personnel perform incident/tactical dispatch functions.

Protocol or Standard

Incident/tactical dispatch personnel shall successfully complete appropriate training on the console system, mobile radios or control stations in the Mobile Command/Communications Units. Appropriate training shall, at a minimum, include formal training either by an incident/tactical dispatch trainer who has completed the training from a qualified instructor or by a qualified radio technical staff member familiar with the Mobile Command/Communications Unit's (MCU) operations.

Incident/tactical dispatch personnel shall be familiar with all applicable mutual aid requirements, interoperability requirements, trunked system patching, gateway and other communications equipment in the MCU as well as all established standard operating procedures.

Other recommended incident/tactical dispatcher training should include:

- COML.
- COMT.
- ICS courses 100, 200, 300, 400, 700.B, 800 or others as required by their employing agency.
- Any other developmental, technical or safety courses deemed necessary by employing agency.

Procedure

This policy does not contain specific training procedures or training modules.

Management

The Communications Center Manager within each agency is responsible to ensure personnel with access to MCU resources on the System comply with the following:

- Incident/tactical dispatch personnel or those acting in that capacity receive the appropriate training before accessing System resources.

- Incident/tactical dispatch personnel maintain familiarity with features and functions of MCU in order to rapidly and effectively communicate with public safety personnel and are also able to identify and establish interoperability solutions when appropriate or directed.
- Only qualified personnel perform incident/tactical dispatch functions on System resources.
- Incident/tactical dispatch personnel maintain familiarity with all applicable sections of the SOP.

4.17 Radio (Subscriber) User Training

Purpose or Objective

Establishes the minimum training standards for radio users, which ensures proper operation of radios on the System.

Operational Context

System functionality and integrity shall be maintained by ensuring that only trained personnel operate radio equipment.

Protocol/Standard

Radio users shall successfully complete appropriate training on assigned radios before being allowed to operate on the System. Appropriate training shall include formal training from a qualified instructor or approved media and, at a minimum, include the following:

- Radio users shall be trained on the technical operation of assigned radios. Training will be required biennial.
- Radio users shall be trained on how to operate the radio within the System along with any special features of the System they will use, e.g., emergency button, call alert, etc.
- Radio users shall be trained on and demonstrate proficiency with all applicable mutual aid and interoperable communications resources and standard operating procedures.
- Radio users shall maintain awareness of the mutual aid, interoperability channels or talkgroups in their radios, as well as how to navigate to them when necessary.
- User agencies will make an effort to conduct ongoing refresher training for radio users periodically following their initial training (e.g., build into in-service training, dispatch centers conduct random tests, roll call training, on-shift training, etc.).

Lead Agency staff assists user agencies in identifying training needs and implementing training programs to meet those needs. The Lead Agency also employs a qualified training officer who is available to provide this training to authorized System users.

Procedure

This SOP does not contain specific training procedures or training modules, however, Lead Agency staff assists with radio user training when requested.

Management

Each User Agency is responsible to ensure that:

- Personnel assigned radios shall receive the appropriate training with emphasis on awareness of and how to navigate to mutual aid and interoperability channels or talkgroups (initial and ongoing refresher training).
- Only trained and qualified personnel shall operate radio equipment.
- Radio users are familiar with sections of the SOP.

4.18 Interoperability and non-CCCS Radio Users

Purpose or Objective

Establishes the minimum training standards for radio users having access to interoperable resources of the System. This ensures the proper operation of radios on the System and safeguards against improper utilization of interoperability resources.

Operational Context

System functionality and operability is maintained by ensuring that only properly trained personnel use the interoperable resources on the System for mutual aid communications. If agencies do not have appropriate training, then communications failure or a degradation of the System resources may occur.

Protocol/Standard

Radio users shall have a demonstrated knowledge of Section 6 Interoperability Standards, and have successfully completed appropriate initial and ongoing refresher training including:

- User training emphasizing:
 - The use of interoperable channels and how to navigate their radio.
 - How a user's radio experiences can be affected by the selected interoperability channel (digital, analog, non-trunked, etc.).
- Dispatch and supervisory training emphasizing:
 - The use of interoperable channels.
 - The use of patching and patch channels.
 - The use of cross band repeaters and gateway devices.
 - The use of RF control stations.
 - How a user's radio experiences can be affected by the selected interoperability channel (digital, analog, non-trunked, etc.).

Radio users with access to interoperable channels must be familiar with all applicable mutual aid and interoperable requirements and procedures.

Procedure

This SOP does not contain specific training procedures or training modules.

Management

The Lead Agency will provide training materials upon request for initial training and ongoing refresher training. Additionally, as resources permit, the Lead Agency will assist user agencies

with developing plans and methods on incorporating ongoing radio refresher training into various activities for the most effective delivery to personnel. The Lead Agency also employs a qualified training officer who is available to provide this training to authorized System users.

Agencies requesting and/or using the interoperable talkgroups are responsible to ensure that:

- The use of mutual aid/interoperability channels and talkgroups is properly coordinated and approved through the Control One.
- Radio users successfully complete appropriate initial and on-going refresher training and demonstrate knowledge of proper communications procedures before being allowed to operate the interoperable resources.
- Radio users are familiar with all applicable interoperable sections of this manual.
- Radio users are familiar with all applicable mutual aid requirements and interoperable SOPs.

4.19 System Upgrade Notification

Purpose or Objective

Establishes notification procedure prior to major System upgrades.

Protocol/Standard

System software upgrades will be performed as needed contingent upon available funding and/or technical requirements. The Lead Agency will be responsible for ensuring that all System user agencies that may be impacted by the upgrade are notified by email and/or other written form.

Recommended Procedure

Planned upgrade procedures will be communicated to all System users as follows:

- At least 30 days prior to a planned major System upgrade that will cause a System or site outage, the Lead Agency will notify all System user agencies that may be impacted by the upgrade.
- The Lead Agency will send an email reminder to all potentially impacted System user agencies a week prior to the System upgrade.
- Control One will communicate upgrade instructions and status to all System users before, during and upon completion of the upgrade.

User agencies must notify the Lead Agency Director in writing if the planned upgrade dates will interfere with any major planned events.

Management

The Lead Agency is responsible for managing System upgrades and the necessary notifications associated with each upgrade.

4.20 In-building Coverage (Bi-Directional Amplifiers)

Purpose or Objective

Establishes policy on usage of Bi-Directional Amplifiers (BDA) and awareness of all locations utilizing BDAs for the purpose of mitigating interference issues.

Technical Background

The System is designed for mobile and portable radio coverage but cannot provide 100% coverage in all places. BDAs are a device that aims to improve radio access within a confined space such as high-density buildings. Although the use of a BDA may improve in-building coverage, it may also create interference issues with the overall System. Tracking the locations of all BDAs will aid in quickly locating offending BDA equipment.

Protocol/Standard

It is not the intent for the Lead Agency or Governance Committee to approve or regulate BDAs. It is important for the Lead Agency to maintain a list of facilities that do have BDAs used with the System.

Any agency or department installing a BDA will provide the Lead Agency with the location of the device prior to installation if possible. This will include the physical address, emergency contact information, building name, location within the building, manufacturer and model number.

It is the responsibility of the equipment/facility owner to comply with all requirements of the FCC, including licensing, location reporting, and interference mitigation.

Recommended Procedure

Agencies installing BDAs will submit to the Lead Agency a list of locations where BDAs are installed that are supplementing the System. BDAs not supplementing the System do not need to be reported. This list will be updated periodically.

Management

The Lead Agency will maintain the list of BDAs supplementing the System. Each agency will maintain a list of BDAs within their jurisdiction along with contact information for the equipment/facility owner to allow access should the BDA interfere with the System.

4.21 Aircraft Radio Installations and Operation

Purpose or Objective

Sets the policy regarding aircraft subscriber radio installation, programming, and operation on the System.

Technical Background

Due to the elevated altitude of operation, aircraft radios have a greater coverage footprint. This allows a radio operated in the air to access sites as far away as 150 to 200 miles, while mobile radios operated in vehicles on the ground typically have ranges limited to 30 to 40 miles. Radios in aircraft operating with the System function slightly different than radios on the ground.

Due to the interference potential from the larger coverage footprint of aircraft operated radios, the FCC rules for operation of these radios limits the output power to help reduce interference, as frequency reuse is applicable in the CCCS and other radio systems.

Installation of aircraft mounted radios is governed by the Federal Aviation Administration (FAA) and permanent installations must be performed by FAA certified personnel.

Operational Context

Subscribers that acquire a large coverage footprint due to high altitude operations need to take into consideration potential interference due to frequency reuse in other systems. This could cause interference to their users. This interference could appear as an interruption, loss of communications, or as tailgating to other talkgroup transmissions on other sites.

Protocol/Standard

All permanently installed aircraft radios shall comply with the FCC 90.423 power output limitation of 10 watts, the Effective Radiated Power (ERP) being no more than 5 watts. Only unity gain antennas will be allowed.

Permanently mounted aircraft radios should be programmed with the following:

- BER threshold of 2.5%

For aircrews that are assigned portable radios, these portable radios should be programmed for the following:

- 2.5% or 2.9% BER threshold

These settings apply for both aircraft installed radios using remote mounted mobile or portable radios and Technisonic-type aircraft control panel mounted avionics packages using internal portable radios.

Procedures for landing zone areas where communications with ground personnel are conducted are recommended on a simplex, non-trunked, channel.

In addition to the SOP training requirement, training for users of aircraft radios shall include a description of the issues surrounding airborne operation of System radios including:

- Issues of potential interference to other systems due to frequency reuse;
- Personnel using portable radios in a limited capacity (observers, guests, etc.) and the potential for FAA and FCC rule violation, and interference.

Recommended Procedure

Installation and programming should be performed as outlined in this section. Operation of Aircraft landing zone coordination should be performed as outlined in this section. In-flight transmissions should be as brief as possible due to the potential interference.

Management

The Lead Agency Director will be responsible for the oversight and compliance of this standard. Due to the potential of interference issues to expand beyond a specific region or into another County, Lead Agency staff should also be notified if any interference is detected and is believed to have originated from a CCCS radio equipped aircraft.

4.22 In-building Coverage

Purpose or Objective

Establishes policy on the approval, usage and regulation of in-building coverage enhancement devices on System frequencies and the tracking of all locations utilizing these devices for the purpose of mitigating interference issues. In-building coverage systems include Emergency Responder Radio Communications Systems (ERRCS), Bi-Directional Amplifiers (BDA), and Distributed Antenna Systems (DAS).

Technical Background

The System is designed for mobile and portable radio coverage but cannot provide 100% coverage in all places. In-building coverage devices aim to improve radio access within a confined space such as high-density buildings. Although the use of in-building coverage devices may improve in-building coverage, it may also create interference issues with the overall System. Tracking the locations of all in-building coverage devices will aid in quickly locating offending equipment.

Protocol/Standard

The Lead Agency must approve and regulate in-building coverage systems on frequencies licensed to the County of Orange. It is important for the Lead Agency to maintain a list of facilities that have in-building coverage devices used with the System.

Any agency or department planning to install an in-building coverage system will submit their plans to the Lead Agency as described in the current OCSD ERRCS Guidelines document. This will include the physical address, emergency contact information, building name, location within the building, manufacturer and model number. The Lead Agency must review and approve operation of the installed in-building coverage system to ensure proper installation and operation and to mitigate any adverse effect on the System.

It is the responsibility of the equipment/facility owner to comply with all requirements of the National Fire Protection Association (NFPA), California Fire Code (CFC) and Federal Communications Commission (FCC) including licensing, location reporting, and interference mitigation.

Recommended Procedure

Agencies planning to install an in-building coverage system shall contact the Lead Agency for guidance and to begin the approval process. All agencies shall submit to the Lead Agency a list of locations where BDA, DAS or other ERRCS systems are installed that are supplementing the System. In-building coverage devices not supplementing the System do not need to be reported. This list will be updated periodically.

Management

The Lead Agency will manage the In-Building Coverage policy and maintain the list of in-building devices supplementing the System. Each agency will maintain a list of in-building coverage devices within their jurisdiction along with contact information for the equipment/facility owner to allow access should the equipment interfere with the System.

5.0 CONFIGURATIONS AND ALLOCATION**5.1 Zone and Talkgroup Naming Standards****Purpose or Objective**

A well-defined method of naming radio programming zones and talkgroups/channels aids in user interoperability by allowing all users to understand the designated use of individual talkgroups/channels and how to find those talkgroups/channels in their radio.

Operational Context

In addition to agency-specific zones and talkgroups, all System users have certain talkgroups/channels programmed into their radios that are common to all System users to allow for operational interoperability. The ability to quickly locate these common talkgroups/channels for interoperability requires a uniform programming methodology to place the talkgroups/channels in specific zones in all radio on the System.

Protocol/Standard

The Lead Agency, in conjunction with User Agencies, and with the authority of the Governance Committee has established the zone and talkgroup naming structure used by all System users. The zone/talkgroup/Channel names and radio template structure is provided in the Official Communications Handbook (Radio Code Book) for each System Discipline (Law, Fire, Lifeguard/Marine Safety, Public Works).

Requests for additional zones or talkgroups must be submitted to the Lead Agency for consideration and analysis as to their potential impact on the System.

Management

The Lead Agency shall maintain the Official Communications Handbook and associated records related to zone and talkgroup/channel naming.

5.2 Radio IUID Allocation

Purpose or Objective

Allocates radio Item Unit Identification number (IUID) ranges for the individual agencies. This allows the Lead Agency to manage the pool of IUIDs as radio users and console positions are configured. This simplifies the management of the IUIDs and provides an easier indication of what IUIDs belong to which agency in the event that a radio user alias is not available.

Technical Background

These IUIDs are the same IUIDs that users type in for call alert pages. Also, these are the IUIDs that are displayed on the subscriber radios if the "ID Display" feature is enabled. These IUIDs are also displayed at the console if the console alias feature is not available.

Operational Context

The Lead Agency will allocate radio IUID ranges to agencies based on the number of units the agency will have active on the System and will be shown on the master agency IUID list.

Protocol/Standard

Only radio IUIDs allocated to an individual agency can be used in the programming of that agency's radios and consoles. The Lead Agency is responsible for the programming of all radios on the System.

Procedure

The Lead Agency maintains the master list of IUID distribution and will allocate IUIDs to agencies based on each agency's radio count and need. If an agency requires additional IUIDs beyond the initial allocation, a request shall be made to the Lead Agency. The Lead Agency will evaluate the request and conduct an analysis to determine impact to the System. Upon completion of the analysis, the Lead Agency may approve or deny the request, or ask for additional information.

Management

The Lead Agency manages the IUID ranges for day-to-day activities, and manages the IUID ranges for reserve or future allocation.

5.3 Fleetmap Standards

Purpose or Objective

Defines the process used to document the Fleetmap information for the effective management of the System.

System Fleetmap configuration information is classified as 'Restricted Information' and is not released to the public.

Technical Background

The Fleetmap is parameter information programmed into the System infrastructure and into the subscriber radios to control how those radios perform on the System.

The Fleetmap spreadsheet is a documented matrix of the talkgroups in the System and the departments or agencies that use and control user access to these talkgroups. The Fleetmap contains the following information:

- Talkgroup Name – Name of the talkgroup as it is programmed into the System.
- Talkgroup Alias – Abbreviated naming of the talkgroup to fit within the 8 or 14 character radio display.
- Talkgroup ID – Numerical designation of the talkgroup in decimal and/or hexadecimal.
- Failsoft Channel – The System channel designated for the talkgroup when in the failsoft mode.
- Owner – The primary user agency with access control of the talkgroup.
- Priority – Priority level of the talkgroup.
- On Console – If the talkgroup is available as a console resource.
- Trunked Alternate – A talkgroup to be used when the user's primary system is unavailable.

Operational Context

The Lead Agency will establish and manage the Fleetmap database information for all users of the System.

Protocol/Standard

A detailed matrix is maintained by the Lead Agency on the System database. Each agency's radio representative maintains a Fleetmap spreadsheet containing data on their talkgroups and the users for whom they are responsible.

Procedure

If an individual agency desires to make updates and changes to their Fleetmap standards, the changes shall be requested through the Lead Agency.

- The Lead Agency will evaluate any requests for changes and conduct an analysis to determine its feasibility and impact on the System.
- The Lead Agency will decide if the request will be approved or denied and proceed accordingly with notification to the requesting agency.

The disclosure of the Fleetmap configuration information, including talkgroup IDs, user IDs, user privileges and other related System information could substantially jeopardize the security of the System. This disclosure makes it more susceptible to sabotage and unauthorized access to the contents of confidential voice and data communications. Therefore, the master Fleetmap data shall be classified as 'Restricted Information' and is not available to the general public except by formal written request to the 800 MHz CCCS Governance Committee.

Management

The Lead Agency manages the Fleetmap and System programming for all agencies.

5.4 Subscriber Template Management

Purpose of Objective

Defines the process that is used to document the radio subscriber template information for the effective management of the System. The System contains a large number of talkgroups to support the various agencies that subscribe to the System. Subscriber template configuration information is classified as 'Restricted Information' and is not released to the general public.

Technical Background

The subscriber template is parameter information programmed into the individual subscriber radios to control how those radios perform on the System.

An agency's subscriber template is developed and maintained by the Lead Agency with the input of each agency's radio representative. This is to ensure the agency gets the talkgroups, features, and functionality desired from the radios, while maintaining the overall functionality and integrity of the System.

The radio subscriber template is usually specific to a particular agency, but an agency can elect to have different versions of the template based on the department's needs and operations.

The templates normally contain the following information:

- Radio Configuration – Specific information related to a particular model of radio, including but not limited to: button assignment, display options, menu items, and other radio wide parameters.
- Conventional – Personality information that determines the radio's operation in the conventional mode such as frequencies, tones, and signaling options.
- Trunking – Identifies System and talkgroup specifics that the subscriber radio has access to, as well as System and unit-specific ID numbers relating to the radios operation.
- Scan – Defines the limits and lists of the subscriber radio's scan function, when equipped.
- Zone Assignment – Where talkgroups are combined into specifically labeled 'zones' within the radio that represent or reflect operations of a particular agency or operation. The zone designation reflects an acronym, which should easily identify the zone as belonging to a particular agency.

Operational Context

The Lead Agency creates and manages all subscriber templates to ensure uniformity and proper operation on the System.

Protocol/Standard

User Agencies may have multiple subscriber templates based upon their operational needs. The Lead Agency shall maintain a subscriber template spreadsheet for each of the agency's template versions.

The Lead Agency will work with each user agency to develop the subscriber templates for that agency. All subscriber template creation and modification shall be done by the Lead Agency. The Lead Agency shall maintain all associated documentation for each subscriber template.

Procedure

If individual agencies desire to make updates and/or changes to their subscriber templates, those change requests shall be submitted to the Lead Agency for review. The Lead Agency will approve or deny the request after reviewing impact to the System and other users. If approved, the costs for template change and subsequent reprogramming of subscriber radios will be borne by the requesting agency.

The disclosure of the subscriber template configuration information, including talkgroup IDs, user IDs, user privileges and other related System information could substantially jeopardize the security of the System. This disclosure makes it more susceptible to tampering, sabotage, unauthorized use, jamming, hacking, unauthorized access to the contents of confidential voice and data communications. Therefore, the subscriber template spreadsheets shall be classified as 'Restricted Information' and are not available to the general public except by formal written request to the 800 MHz CCCS Governance Committee.

Management

The Lead Agency manages all subscriber templates and programming for all agencies and maintains records of the process. Access is strictly controlled and is considered 'Restricted Information'.

5.5 Talkgroup Assignments

Purpose or Objective

Defines the assignment/usage of agency-specific, common and interoperable/mutual aid talkgroups and resources, and provides a standard so that the Lead Agency will have a firm guideline on allowing particular talkgroups programmed into radios.

Operational Context

Talkgroups are considered assigned by the agency for which the talkgroup was specifically created. The process for pre-defined sharing authorizations is explained in Section 5.6.

Recommended Protocol/Standard

There are three types of talkgroups that are programmed into the System:

- **Agency-Specific** – Created for, and controlled by, individual agencies for their day-to-day operations. These talkgroups cannot be accessed by other System users without express permission granted by the assigned agency. The process for obtaining this permission is outlined in Section 5.6.
- **Common Resources** – Talkgroups/channels created for common use among discipline specific agencies (law, fire, general) as needed. These talkgroups/channels are not controlled by any individual agency but are available for use by all Partner Agencies and are coordinated by the Control One.

- **Interoperable/Mutual Aid Resources** – These talkgroups/channels are established interoperable or mutual aid resources available to all System users based upon specific discipline (law, fire, general) and allow communications with non-CCCS System agencies as needed. These talkgroups/channels include the ability to be patched to non-800 MHz resources for greater interoperability. These talkgroups/channels are coordinated locally through the Control One.

Procedure

- The Lead Agency will control all talkgroup generation and access parameters. Agencies shall immediately notify the Lead Agency when changes to an agency-specific talkgroup are required or the talkgroup is no longer required.

Management

The Lead Agency is responsible for the management of the Talkgroup Ownership policy.

5.6 Talkgroup Sharing

Purpose or Objective

Defines how System Partner Agencies can permit other agencies to access to their agency-specific talkgroups.

Technical Background

Radios must be P25 compliant and compatible with the System. Refer to Section 4.13 of this SOP for additional details on subscriber equipment standards.

Operational Context

Partner agencies have the authority and control to define who is allowed access to their agency-specific talkgroups/channels. This process is accomplished with a formal written request to the Lead Agency from the requesting agency which is passed to the agency-specific talkgroup owner for approval. The request should include the specific talkgroup name desired and the intended purpose and potential users of the talkgroup.

Protocol/Standard

Agency-specific talkgroups/channels shall not be programmed into any other radios without the written permission from the controlling agency. Documented written approval letters shall be maintained by the Lead Agency for each talkgroup sharing agreement.

Procedure

The Lead Agency working with the talkgroup 'owner' will process the request and, upon approval, make the necessary modifications to the requesting agency template. The Lead Agency will maintain all supporting documentation regarding the requested change. All costs associated with the template change and reprogramming will be borne by the requesting agency.

Management

The Lead Agency is responsible for the management of this procedure.

5.7 Talkgroup and Radio User Priorities

Purpose or Objective

Establishes varying priority levels for talkgroups to assure the most critical talkgroups on the System are granted a channel as quickly as possible when the System is experiencing busy conditions.

Technical Background

The System priorities can be managed both at the radio user level and at the talkgroup level.

Operational Context

Priority levels in the System are managed at the talkgroup level. The goal is to distribute priorities across the System talkgroups in a way that maximizes the ability for critical groups to communicate and minimizes the number of talkgroups with high priority.

5.9 Failsoft Assignments

Purpose or Objective

Creates and assigns System resources in a manner which maximizes System utility to users consistent with each user's mission and needs for radio communications during certain System failure situations.

Technical Background

When the System's main controllers detect certain failure conditions in the radio System, all available channels revert from a trunking mode into a conventional repeater type of operation that is given the term 'failsoft'. During failsoft, talkgroups are assigned to a specific radio channel (frequency) if so programmed, which allows the users to continue voice communication while repairs are made to the System.

There are a limited number of channels available in the System, which results in a number of talkgroups being combined on each channel while in failsoft. This requires the radio users to share those channels between numerous agencies. This congestion of radio traffic happens only during the failsoft condition.

If a talkgroup is not given a failsoft assignment, radios using that talkgroup will hear the low pitched 'out-of-range' tone when the System is in failsoft, and will not be able to communicate on that talkgroup.

Operational Context

The radio programming template failsoft assignments are configured to balance the ability for users to achieve an acceptable level of communications while maintaining the individual agency's privacy when possible. While in the failsoft condition, effected radios will display the

word 'FAILSOFT' on the radio display and emit a short high-pitched tone every 10-15 seconds to indicate to the user that normal trunked operation is unavailable.

Protocol/Standard

It is the policy of the Lead Agency to provide a failsoft assignment for every 'primary' talkgroup on the System to prevent loss of communications for users. Failsoft channel assignments are based on the needs of System users consistent with each user's mission and need for radio communications.

The Lead Agency makes determinations concerning Failsoft channel assignments.

During a Failsoft condition, dispatchers may need to announce instructions to radio users and remind them that operations may be combined among several agencies and to implement radio discipline to reduce radio traffic.

Management

The Lead Agency is the responsible authority for failsoft assignments and management. Agencies desiring additional information on failsoft assignments may request the information from the Lead Agency.

5.10 Scanning

Purpose or Objective

Identifies operational procedures and responsible authorities governing scanning System talkgroups.

Technical Background

The network infrastructure and subscriber units are configured to permit managed user scanning of talkgroups. Including a talkgroup in a non-priority scan list does not necessarily result in the user hearing traffic on that talkgroup. Talkgroups are only active if there is at least one user affiliated who has the talkgroup of interest as their selected channel.

Subscriber units can scan a talkgroup, a talkgroup in another zone, or another trunked radio system if compatible. An entire radio can be set up as receive only.

Operational Context

Scanning by multiple subscriber units can quickly overwhelm a trunked radio system creating system busies. As a result, scanning on the System has been limited to the Fire Services as a legacy feature allowing scanning of their Dispatch Talkgroup and primary tacticals.

Protocol/Standard

Before scanning and/or monitoring of System talkgroups is allowed, permission must be obtained from the Lead Agency and the agency 'owning' the talkgroup. Scanning must also be approved by the requestor's agency in their template design.

Scanning can only be enabled in the programming template by the Lead Agency.

Management

The Lead Agency is responsible for authorizing, programming and managing scanning in subscriber templates.

5.11 Emergency Button

Technical Background

The emergency button feature allows a radio user to send an emergency notification by pressing a button on the radio. The notifications audibly and visually alert dispatch console positions that have the initiating radio's talkgroup in their active configuration. Other subscriber radios on the same talkgroup also receive the emergency notification once the 'emergency' radio is keyed which will display the IUID (or alias if available) of the radio generating the emergency.

Emergency calls are also automatically assigned the highest priority available by the System controller and are the first available from the queue if the System is in a busy situation.

Operational Context

The orange button on a portable or mobile radio will be programmed with the emergency feature for all agencies. Each agency should establish their own policy on how this feature might be used, taking into consideration how it will impact the System and other users including the Control One. The emergency feature can be used to alert dispatch and other users of an emergency situation and simultaneously allow the activated radio to have priority over other subscriber radios on the same talkgroup.

Protocol/Standard

The use of the emergency button as an emergency signaling option shall be available to any agency on the System, subject to certain conditions and provisions including:

- Agencies must provide training to all users to ensure the safe and effective use of this feature. The Lead Agency can also provide training and training materials.
- It is the individual agency's responsibility to determine how an emergency alarm will be deployed for their operation and the subsequent response to the alarm.
- If a user is temporarily assigned a radio other than their normal issued equipment, it is essential that their designated monitoring point be made aware of the radio identification to cross-reference it to the correct user in the event an emergency button activation occurs.
- All agencies implementing the emergency feature shall have a plan in place to respond to emergency button activation.

All emergency button response plans must include the following:

- An established radio monitoring point with the necessary console hardware/software to receive, display and acknowledge the alert.
- Established monitoring point must be capable of identifying which radio user pushed the button and capable of responding to the user in need. (Dispatch Center or Control One)

- In the event that the monitoring point is not the same agency as the radio user, an agreement on policy, monitoring, use, and response, shall be in place among the agencies.
- Established monitoring points shall be available during any/all hours that personnel are using the System, or have an established after-hours arrangement with another monitoring point.
- No dispatcher shall clear an emergency without ascertaining what action is necessary to handle said emergency and taking the appropriate actions to do so.

Control One receives all emergency button activations and will contact originating radio user's agency for follow-up when activations occur on common/interoperable talkgroups that are not assigned specifically to the agency in question.

Management

The Lead Agency will manage the overall Emergency Button policy. Agencies desiring to use the emergency key function shall coordinate with agency resources that receive the emergency calls. The receiving agencies shall have an appropriate plan in place and documented as to the process to handle the emergency calls.

5.12 Encryption

Purpose or Objective

Establishes guidelines for the use of encryption on the System.

Technical Background

Encryption is an option on digital radio equipment that must be specially ordered and manually configured. System users may or may not be capable of encryption depending on their equipment configuration and operational needs. AES is the approved standard for encryption on the System.

Operational Context

The use of encryption in the System is strapped to the specific talkgroups determined by the System users to provide secure communications. Encryption is not a feature that can be enabled or defeated at the user level. Each talkgroup is pre-determined to be either encrypted or clear and is programmed as such in the subscriber template.

Radios transmitting with encryption cannot be heard by non-encrypted radios.

An encrypted talkgroup that is patched to a non-encrypted talkgroup or channel is no longer considered secure communications as the encrypted audio is decrypted when pushed over the patched non-encrypted talkgroup/channel. Likewise, audio fed to an internet streaming application will not be secure.

Protocol/Standard

Only the Lead Agency is authorized to program encryption into radios on the System.

Each agency shall determine if encryption will be used on its own agency-specific talkgroups.

Certain common/interoperable talkgroups allocated to specific disciplines such as law/fire will be encrypted in all System radios. Non-encrypted common/interoperable talkgroups will also be available to System users who do not have encrypted radios.

Care should be taken when assigning encrypted talkgroups to incident communications to ensure all applicable users have encrypted radios.

Management

The Lead Agency manages the encryption policy and the programming of encryption into all radios on the System.

6.0 INTEROPERABILITY STANDARDS

6.1 Interoperable Communications Requirements

Purpose or Objective

Establishes a minimum requirement for interoperable communications resources for all radios using the System.

Technical Background

For the purpose of this document, the terms 'mutual aid' and 'interoperability' will be used interchangeably. The term 'channel' will refer to a conventional resource.

The planners of the System recognized the need to make common interoperable talkgroups available to all subscribers primarily for interagency and incident command communications. Therefore, in addition to agency-specific talkgroups, the System also provides talkgroups that are common to like-disciplined agencies (law, fire, public works, lifeguard) as well as talkgroups that are available to all System users to provide interoperability between disciplines.

In addition to common System talkgroups, subscriber radios will also be programmed with local, state and national conventional interoperable channels. Most of these conventional interoperable channels are not encrypted but there are a few 700MHz encrypted channels available in encryption-capable radios.

Operational Context

Interoperable talkgroups & channels are used when there is a need to coordinate activities between different agencies and/or personnel assigned to work an event. Efforts should be made to utilize the lowest level of interoperable talkgroup/channel first if possible. For example, OC law agencies needing to coordinate with other law agencies should use the CCCS law interoperability talkgroups/channels before considering national level interoperable channels. If the coordination includes agencies that do not have access to the CCCS interoperable law talkgroups, statewide or national interoperable channels would be selected.

Additional information on the operational use of these interoperable talkgroups/channels can be found in the 'Official Communications Handbook' (Radio Code Book).

Protocol/Standard

All radios will be programmed to include the 'general use' interoperable talkgroups and channels located in specific zones in the radio template. These talkgroups and channels will be programmed into predetermined specific zones in all System radios to provide uniformity in programming for ease of locating the talkgroups/channels when needed.

Radio templates will also include discipline-specific interoperable talkgroups (ie. Orange, Gray, Black talkgroups for Law) in templates for all like-discipline agencies (law, fire, lifeguard, public works). These discipline-specific interoperable talkgroups/channels will be programmed into predetermined specific zones in all like-disciplined agency radios to provide uniformity in programming and ease of use.

Additional information on the location of these interoperable talkgroups/channels in the radio programming templates can be found in the 'Official Communications Handbook' (Radio Code Book) for each discipline.

Procedure

Coordination of all interoperable talkgroups and channels in Orange County is managed by the Control One. Any agency requiring interoperable talkgroups or channels should contact Control One for assistance with selecting and reserving these resources to meet their needs.

Management

The Lead Agency is responsible for managing this policy and ensuring interoperable channels are available and operational.

The Countywide Coordinated Communication Center (Control One) is responsible for managing the assignment and use of the interoperable talkgroups and channels in Orange County.

6.2 Radio Console Patching of Talkgroups/Channels**Purpose or Objective**

Establishes policy for use of a console patch between System talkgroups and/or other resources on the dispatch console.

Technical Background

Most public safety communications/9-1-1 centers have the capability to initiate a console patch but patches that include a common System resource shall be accomplished on a console at Control One. Console patches can be established between multiple System talkgroups and/or between a System Talkgroup and a non-System resource. The resources can be conventional or trunked but must be an existing radio resource on the dispatch console.

Patches can be established without a radio dispatch console by using a deployable audio gateway, such as an ACU-1000. Approval is required prior to creating any patch. A talkgroup can only be in one patch at a time. A conventional channel can only be in one patch at a time.

Great care must be used in deciding what talkgroups and other resources can be patched together as a patch can have an unexpected consequential impact on other System resources.

The patch shall be monitored for continued coordination through Incident Command and/or dispatch personnel.

Operational Context

Console Patches should only be used when there is an operational need for communications between personnel that cannot be accomplished using common communications resources. Use of conventional resources in a patch must be in compliance with the rules governing mutual aid channel usage. Console patching will only be permitted when approved by agency Watch Commander/Incident Commander and after notification to the Control One supervisor.

A patch involving agency-specific talkgroups/channels can be initiated on the local agency's console with approval by that agency's Watch Commander.

Any patch involving a common System resource should be initiated by Control One.

Protocol/Standard

Each agency must develop written console patch and/or gateway device patch procedures addressing their unique operation and resource capabilities. These procedures shall be consistent with this policy. All communications center personnel shall receive initial and continuing training on the use of this procedure.

Procedure

When an incident requires interagency coordination that is not available on a common talkgroup or channel, a request for a patch can be initiated. If the desired resource to be patched is a local agency resource and their agency-specific talkgroup/channel, the requesting agency can initiate the patch on their local console with their Watch Commander's approval and notification to Control One.

If the desired resource to be patched is a common System resource, the patch request must be directed to Control One after obtaining local agency Watch Commander approval. Control One will then initiate the patch from their console.

Before initiating a System patch, check to make sure the radio resource being patched is not already being used by another agency.

Radio console patches shall be used only if other suitable means for interagency communicating are unavailable or insufficient.

Any time a console patch has been established, someone in the requesting agency's communications center must continually monitor the patch to address and mitigate communications problems.

Management

The Lead Agency is responsible for managing this policy. All agencies electing to use console patching are responsible for establishing and managing internal patch procedures and complying with this policy.

6.3 Use of the Statewide and National Interoperability Channels

Purpose or Objective

Defines the procedures for the use of the conventional Statewide and National interoperable radio channels for communications between radio users of disparate radio systems and/or different frequency bands.

Technical Background

The FCC has designated certain VHF, UHF, 700 MHz & 800 MHz frequency pairs to be used exclusively for conventional interoperable communications between public safety radio users. Each frequency band includes a calling/hailing channel to be used in contacting the coordination center for the local operational area. Additionally, each frequency band includes channels for tactical operations in both repeater and direct "talkaround" modes. In the Orange County Operational Area, these channels are coordinated by the Control One.

All CCCS Partner Agency radios include many of the 700 MHz and 800 MHz interoperability channels in their standard radio programming template. Additional information on these channels, including channel names and general use, can be found in the discipline specific Orange County Official Communications Handbook (Radio Code Book) available to Partner Agencies through the Lead Agency.

The Lead Agency also maintains repeater systems with Interoperable channels in the VHF and UHF frequency bands which are available to CCCS Partner Agency users through a gateway patch on the Control One radio console. This allows CCCS radio users to be patched to a non-800 MHz radio system for interoperable communications with the users of that system.

Operational Context

These designated interoperable communications resources can be used for day-to-day interagency coordination, for urgent or emergency mutual aid situations, and/or for other purposes where coordination between radio users on separate 800 MHz radio systems or non-800 MHz radio systems must communicate to perform assigned duties.

These channels shall not be used for regular communications between radio users with full access to the CCCS, except when authorized and assigned by Incident Command.

Protocol/Standard

The 700 MHz and 800 MHz interoperability channels are programmed into the radio template of all CCCS subscriber radios. These channels may be used when traveling outside the coverage area of the CCCS System and are used to communicate with another 800 MHz radio system with base and/or mobile radios on those channels.

Control One shall monitor the interoperability hailing/calling channels at all times.

Procedure

When an incident requires the use of a Statewide or National 700 MHz or 800 MHz interoperability resource, the requesting unit or agency will contact Control One to request the assignment of an interoperable tactical channel. Control One will assign an appropriate channel and monitor for any issues.

When an incident requires the use of a Statewide or National VHF or UHF interoperability resource, the requesting unit or agency will contact Control One to request the assignment of a tactical radio channel in the appropriate frequency band. Control One will initiate a patch between the requested VHF or UHF resource and the 800 MHz talkgroup/channel used in the patch.

Control One shall monitor all interoperability hailing/calling channels 24/7 to provide immediate assistance when requested.

Management

The Lead Agency will manage this policy and the coordination and maintenance of interoperable radio resources in Orange County.

CCCS agencies are responsible for providing training to their personnel on the proper use of these Statewide and National Interoperable communications resources.

6.4 Control Station Usage on Interoperability Channels**Purpose or Objective**

Establishes procedures for the use of control stations for gateway patching.

Technical Background

A control station is a radio that is set up like a portable or mobile radio, typically with a limited number of talkgroups or conventional radio channels. It can be connected to a radio console or used stand alone.

A control station can function on only one talkgroup or conventional channel at a time.

Use of a control station with a radio console to patch System resources can have a wide area impact. This type of patch can be easily accomplished, but may take up multiple trunked radio channels, causing the System to experience busies or possibly create radio interference. Control station usage must comply with parameters listed on the agency's FCC license.

Operational Context

There are a number of uses for control stations including:

- Installed at an agency that does not have a dispatch console to communicate with a conventional repeater or trunked radio system.
- Connected to a dispatch console at a communications center.

- Installed in a Mobile Communications Unit/Vehicle.
- Installed at an Incident Communications Center or Command Post.

Protocol/Standard

Radio control stations are permissible in the following circumstances:

- Connected to a radio console to be used to access the System by non-System user agencies for interoperability purposes.
- Installed in a MCU/MCV.
- Installed temporarily in an Incident Communications Center or Command Post.
- Connected to a radio console to be used to access the System by user agencies for interoperability purposes.
- Used with an audio logger to record transmitted or received audio.

All communications personnel performing the dispatch function shall be trained on the usage and constraints of the control station. They should receive continued training to maintain proficiency and understanding of the procedures.

A radio technician, COMT or other authorized person shall be involved in the configuration, installation and testing of control stations, whether a temporary or permanent installation.

Limitations

- Control stations should not be used to patch a System talkgroup to another System talkgroup except when approved by the Communications Center Supervisor and the Control One Supervisor.
- Control station antennas must not exceed 20' in height. If an antenna requires more height than 20' to access the System or mutual aid repeater, then a FCC license is required.
- No control station antenna may exceed 200' in height.
- Control stations should use Yagi (directional) antennas when possible.
- Antennas should use the lowest gain possible.
- Control station power should be kept as low as possible.

Procedure

Any agency wanting to use one or more control stations at the same location is only permitted to use that configuration if the design is compliant with this SOP. The process for obtaining permission is to submit a written request for control station usage to the Lead Agency Director.

- The request shall describe the location, desired talkgroups/channels, antenna height, power, antenna type, antenna gain and feed line type of each control station.
- The Lead Agency may approve, deny or request modifications to the request.

Management

The Lead Agency will manage this policy.

Each Dispatch Agency Manager will ensure their personnel are properly trained on the use of control stations for gateway patching.

6.5 Required Monitoring of Interoperability Channels

Purpose or Objective

Establishes procedures for monitoring mutual aid/interoperability channels at communications centers and command posts.

Operational Context

Monitoring of mutual aid channels is imperative for the benefit of users needing assistance. Many channels have been identified to use for interoperability but not all of them will be monitored when not in use. Due to the fact that these Statewide and National interoperable channels do not belong to any one agency, there is no channel 'owner' monitoring them. As a result, a designated monitoring center should be established in each Operational Area.

Protocol/Standard

Control One is the designated monitoring center in Orange County for all Statewide and National interoperability calling/hailing channels available. Control One will monitor and respond to any unit requesting assistance on the calling/hailing channel and assign an appropriate tactical channel as necessary.

Dispatch Centers are responsible for monitoring any Statewide or National Interoperable channel assigned to them for an incident. The local Dispatch Center will monitor and respond to any communications traffic on the assigned interoperable channel until the completion of the incident.

Once the incident has been terminated and the interoperable resource is no longer needed, the Dispatch Center will notify Control One and release their responsibility for monitoring the tactical channel.

Management

The Lead Agency will manage this policy. The Emergency Communications Coordinator will work with Control One to identify specific interoperable channels to be monitored 24/7 by Control One.

Each Dispatch Agency Manager will ensure their personnel are properly trained on the use of Statewide and National interoperability resources.

7.0 MAINTENANCE RESPONSIBILITIES

7.1 System Maintenance

Purpose or Objective

Defines the System maintenance responsibilities and roles. The maintenance levels for the 800 MHz Radio System and its subsystems shall be set to a standard to protect the overall functionality and integrity of the System for all users.

Operational Context

The 800 MHz CCCS System is a complex network of radio sites and equipment that require highly trained engineering and technical personnel to constantly monitor the System and intervene as required to prevent System failure and quickly restore the System should any equipment experience failure. The CCCS Governance Committee has designated the Lead Agency as the primary agency responsible for the maintenance of the System. Agreements between the Lead Agency and maintenance contractors are at the Lead Agency's discretion, but the Lead Agency is ultimately responsible for the System maintenance.

Recommended Procedure

Any maintenance issues affecting the System will be addressed and resolved by the Lead Agency. The Lead Agency may, at its discretion, involve contract vendors in the process as necessary.

For emergency and urgent repairs, the Lead Agency may request and expect cooperation from support resources (e.g. – support staff and/or parts) from other agencies to restore equipment/systems to normal operation.

For day-to-day maintenance, the Lead Agency or its contract vendor shall maintain the equipment.

Repair of any equipment not normally maintained by the Lead Agency requires the notification and consent of the owning agency.

The Lead Agency and/or their contracted service providers are responsible for:

- FAA registrations, FCC ASR registrations and FCC licenses, ensuring that equipment is properly licensed and copies of the licenses are posted at the sites as required by regulations.
- Maintaining equipment within the limits of County of Orange FCC licenses.
- Notifying the responsible personnel of equipment and location issues that require attention.
- Managing the inventory of the radio subscriber and infrastructure equipment.
- Ensuring that equipment at the tower sites that is not part of the System inventory shall be clearly labeled to indicate agency ownership.
- Routine equipment maintenance logs are kept at the sites.
- Maintaining current copies of all as-built documentation at each site and at the Lead Agency office. Lead Agency is responsible for ensuring the accuracy of all as-built data related to the infrastructure equipment and any changes shall be immediately documented. Lead Agency shall distribute the updated information as required.
- Coordinating, implementing and/or overseeing configuration changes affecting the System infrastructure.

- Any work being scheduled affecting the System and/or subsystems performance and reasonable notification to the System's users of same.
- Ensuring all technicians assigned to work on System equipment have successfully completed appropriate training on the equipment. Training requirements are referenced in the training section of the SOP.
- Following a preventive maintenance plan as defined in the preventative maintenance section of the manufacturers' manuals.
- Maintaining a list of the qualifications and contact information of technical staff in the event of an emergency.
- Maintaining a list of the available spare parts/equipment pertaining to the System and subsystems.
- Ensuring any equipment upgrades or changes affecting normal operations of the System are discussed and approved by the Governance Committee.
- Determining how critical an equipment failure is operationally, determining the appropriate action, and escalating or de-escalating the repair process as needed.

Management

The Lead Agency is responsible for managing the maintenance of the System equipment and sites and managing the repair responsibilities in emergency situations.

7.3 Maintenance / Repair Notifications

Purpose or Objective

Defines the procedure for notifications of scheduled and unanticipated maintenance activities having an impact on normal System operations, System interruptions, and System outages.

It is the policy of the Lead Agency to provide guidelines for user notifications for any maintenance actions having a potential for System interruptions.

Technical Background

Typically, equipment functionality can change when hardware and software configuration alterations or other maintenance activities are performed. Advanced notification of planned maintenance activities that impact the normal operation of the System allows user agencies and subscribers to make preparations as needed. Notification will also be made to user agencies when a catastrophic failure happens.

If the notification process is difficult and lengthy, it can become a barrier to making notification to user agencies.

Failure to make proper notification to user agencies can result in unneeded confusion, disruption or loss of public safety communications, and possible compromise of any special operations communications.

Operational Context

Affected agencies shall be notified of maintenance activities that impact their subscribers on the System. Agency notification of radio maintenance activities to their individual subscribers is at the discretion of the user agency's designated representative.

Protocol / Standard

The Lead Agency is responsible for monitoring the System on a 24-hour basis, through various methods including on-site staff in the System Watch unit. Maintenance activities, planned or unplanned, that could impact the subscribers usage of the System requires notification to the affected agency's radio representatives.

In the event of planned maintenance, all efforts should be made to conduct this type of activity during off-peak hours where radio utilization is as low as possible. If an emergency or high priority incident is in progress at the time of scheduled maintenance, it may be necessary to reschedule or delay the maintenance until the situation has stabilized and can be safely moved to alternate talkgroups or channels.

Procedure

A reasonable advance notice shall precede planned maintenance activities that affect the agencies using the System. The notification methods shall be by phone, e-mail, radio, or any combination of the same. The notification will consist of:

- The type of planned maintenance activity.
- When the maintenance will be conducted.
- The amount of time anticipated to complete the activity.
- The anticipated impact to the System and subsystems.

If a known activity has a significant operational impact upon any specific agency, a confirmation of receipt of notification shall be obtained. It is the responsibility of the Lead Agency to ensure that all affected users are notified will in advance of any such operations. Whenever possible, these operations shall be scheduled when the normal radio traffic is slowest.

Prior to commencing the maintenance operation, personnel from the Lead Agency shall coordinate with Control One to contact each affected dispatch center's supervisor for a last minute situational briefing.

Once maintenance operations begin, if dispatch operations recognize a need to terminate the operation, or if unexpected problems occur, a communications supervisor must call Control One to have the technical staff notified of the situation.

Unanticipated maintenance or equipment failures affect the agencies on the System and require notification to the affected agency's radio representative.

Upon notification of an equipment outage, Lead Agency technical staff is expected to:

- Determine the impact of the impairment to the operation of the System. A minor failure is something that either does not affect or minimally affects user functionality. A major failure is something that seriously affects or risks user functionality of the System.

- Determine if there are internal or external factors that alter the priority of System impairment, such as weather, subscriber loading unique public safety activities or impending events, etc.
- Determine if manual intervention is required. A serious failure requires initiating repair processes regardless of the time of day. Minor failures can wait until normal business hours or other convenient time before repair. The determination is at the discretion of the Lead Agency, and shall be based on internal System functionality and external subscriber needs.
- Determine if additional external resources are required.

Once the operation or repairs are complete, Lead Agency personnel shall contact Control One for an update and user feedback.

When requested by the Governance Committee, the details of the recovery processes may be reviewed for improvements.

Management

The Lead Agency is responsible for maintaining this policy and ensuring representatives from all affected agencies are notified as appropriate. Each agency's radio representatives are responsible for notifications within their respective agencies.

7.4 System Coverage

Purpose or Objective

Establishes the requirements for regular outdoor testing and verification of System signal quality and coverage.

Technical Background

Signal coverage of the System fluctuates constantly and is influenced by many conditions including but not limited to:

- Terrain.
- Weather.
- Vegetation.
- Building Construction.
- Equipment Condition.
- Location.

Regular sampling of signal quality and strength at pre-designated locations will help to confirm adequate coverage, or if a problem might have developed in certain locations due to changes in one of the above conditions.

Operational Context

Periodic coverage testing is a critical component of System operation and maintenance, and will continue toward identifying and mitigating any signal coverage issues, including any potential effects of new building construction and development.

Protocol / Standard

Lead Agency staff performs comprehensive signal coverage test to evaluate the System's signal strength and quality across the service area. The locations and number of individual test points shall be based on the area's building density and known areas of poor coverage.

The results of each test will be compared to previous results and monitored for signal degradation. Test results will be stored on a shared data server for historical comparisons.

Management

The Lead Agency Director oversees the process, evaluates the results, develops remediation strategies, and reports significant findings to the Governance Committee.

7.5 Repair Parts Inventory**Purpose or Objective**

Establishes an inventory control procedure for infrastructure and subscriber repair parts.

It is the policy of the Lead Agency to ensure that planning is in place and available resources identified to expedite the recovery of the System and related components in the case of disaster, catastrophic failure or other major incident that affects operations of the System.

Operational Context

Lead Agency will maintain an inventory of spare parts for regular repairs to the System and subscriber radios.

Protocol / Standard

The spare parts inventory for infrastructure and subscriber units shall be kept at Lead Agency facilities for ready access when needed.

Management

The Lead Agency maintains and manages the repair parts inventory.

7.6 Disaster Recovery**Purpose or Objective**

Establishes the minimum requirements for a System disaster recovery plan.

It is the policy of the Governance Committee and Lead Agency to ensure that planning is in place and resources identified and available to expedite the recovery of the System and related components in the case of disaster, catastrophic failure or other major incident that affects operations of the System.

Operational Context

Lead Agency personnel will maintain a comprehensive plan for restoration of the System during times of disaster. If the Operational Area EOC is activated, the Emergency Communications

Coordinator (ECC) must be notified of any System problem so that it can be logged into WebEOC.

Management

The Lead Agency maintains and manages the Disaster Recovery Plan.

8.0 SITE AND SYSTEM SECURITY

8.1 Site Security

Purpose or Objective

Establishes the minimum requirement to provide site security and protect the integrity of the System's radio towers equipment shelters and equipment.

Technical Background

Security measures have the overall benefit of protecting the functionality, integrity and operation of the System. Details of specific security measures cannot be placed within a public document as this would compromise measures used in monitoring and maintaining security.

Operational Context

The physical security of equipment, facilities, and structures making up the core of the radio System infrastructure is paramount to the reliability and availability of communications carried on the System. Each site is within a fenced, gated and locked compound, with shelter entry monitored and reported to a central monitoring point. A remote controlled camera systems are installed and monitored for any unauthorized entry or security concerns.

Protocol / Standard

Access to the sites are tightly controlled and entry to those sites is granted only to those personnel with proper authorization from the Lead Agency. All personnel requiring site access must be accompanied by Lead Agency staff. Unaccompanied access to any System site is not authorized. Entry alarms for the remote sites are received at Systems Watch and sent immediately to Lead Agency technical support staff.

Procedure

Notification to Lead Agency Technical staff and Systems Watch is required of all agencies and vendors prior to gaining site access. Any person requiring access to the tower sites for any reason shall have full clearance from the Lead Agency and be accompanied and monitored by Lead Agency personnel while on site. Law enforcement personnel will be immediately notified and dispatched to any site with unexpected or unexplained alarms or unidentified personnel viewed remotely from the camera systems.

Any agency or vendor requiring access to any tower site or equipment location shall make immediate notification to the Lead Agency of urgent issues such as discharged employees or cancelled contracts.

When a site has been vandalized or broken into, the jurisdictional law enforcement agency should be notified. The person who discovers the event has the responsibility to preserve the crime scene and not contaminate it. He/she should have Systems Watch log the time when the event was discovered and any other pertinent information relating to the site/scene. Systems Watch should notify the appropriate local law enforcement agency as well as the Orange County Sheriff's Department Watch Commander and Control One. Other agencies may be notified if they own equipment at the site. Lead Agency will notify all affected agencies as soon as possible.

When the site is off the air due to a crime, the technician should refrain from making entry unless permission has been given by the Lead Agency Director due to extreme circumstances taking place that requires coverage from the site.

If a radio technician should arrive at a site and an unauthorized vehicle or person is on the property, they should back off, notify Systems Watch and call 911. The technician should give the 911 call taker the street address and advise them of the situation. If there is no cell service on site, the technician should radio the information to Systems Watch and request law enforcement response. Systems Watch personnel should immediately contact the appropriate law enforcement agency to request response. Systems Watch personnel will also notify Lead Agency supervisors and management. At no time should the technician put themselves at risk of harm.

If a technician has to respond to a vandalized remote site after normal business hours, it is recommended for safety reasons that a minimum of two persons respond to the site. Law enforcement may be requested to go to the site with the technician.

Management

The Lead Agency Director is responsible for managing this procedure.

8.2 Network Operational Security

Purpose or Objective

Establishes the specific security measures for System and subsystem equipment and to define site security policy.

Technical Background

Security measures have the overall benefit of protecting the functionality, integrity and operation of the System. Details of specific security measures cannot be placed within a public document as this would compromise measures used in monitoring and maintaining security.

Protocol / Standard

All items identified as 'Restricted Information' will be maintained in secure areas within the control of the Lead Agency and is not available outside of the Lead Agency except by formal written request.

Technical information that can compromise System security is considered 'Restricted Information'.

The System's network is protected from other data networks by isolation or by using System manufacturer specified and configured firewall with the approval of the Lead Agency.

All remote access points to the System are kept secure and are coordinated with the Lead Agency.

Passwords protect the System and subsystem equipment for the purpose of preventing unauthorized access to equipment. The Lead Agency issues and manages the passwords.

User login accounts are protected with passwords providing an appropriate level of protection. If a password is suspected of being compromised, it must be immediately updated or the user account will be disabled pending resolution.

External devices (computers, modems, routers, data storage, etc.) shall not be connected to the System network, computers, or consoles without the approval of the Lead Agency Director. Any such device must also be supplied, supported, and maintained by the user Agency's Information Technology department or service provider to ensure the most current device security software and virus protection is in place.

At no time will any personally owned device be connected to any port or connector on the System. Any such action may result in the immediate revocation of access privileges for the offender and/or agency.

It is recommended that computers used for programming or maintenance not be connected to the internet to help reduce possibility of virus infection.

A 'Group Policy' shall be implemented on the System to prevent the use of external USB ports on all dispatch consoles.

Procedure

All agencies, contractors, and personnel that require access to Lead Agency controlled sites, equipment or networks must pass a comprehensive background check before access is allowed and must be accompanied by Lead Agency staff while on site.

Violations of System security policy or procedures may jeopardize the System and result in the loss of a technician's, agency's or vendor's privileges to access the System.

System documentation is classified as 'Restricted Information'.

Management

The Lead Agency Director is responsible for the network, equipment, and site security of the System.

8.3 Software, Firmware and Document Security

Purpose or Objective

Establishes the minimum security measures and procedures to protect the integrity of the System software and programming.

Technical Background

The documentation, service and technical manuals, databases, spreadsheets and software of the System contain critical operational and technical information that could compromise the System if obtained by unauthorized personnel and is classified as 'Restricted Information'.

Operational Context

The documentation and software of the System changes as the System evolves. Those changes and revision must be documented and maintained in a central location for quick and easy access for the technical support staff.

Protocol Standard

In the best interest of public safety, all documentation, service and technical manuals, databases, spreadsheets and software of the System are considered 'Restricted Information'.

Software relating to the programming of any System component shall only be installed on authorized government owned computers or Lead Agency authorized contractors' computers.

Procedure

All items identified as 'Restricted Information' will be maintained in secure areas within the control of the Lead Agency Director. These items will only be shared with those who require knowledge of it for operational purposes. This information is not available to anyone outside of the Lead Agency. An exception may be made with a formal written request and approval from the Governance Committee. This information is not to be released to any personnel who do not have a legitimate and appropriate need for it.

Management

The Lead Agency Director is responsible for managing this procedure.

9.0 APPENDIX

9.1 Lead Agency Contact Information

Normal Working Hours – Monday-Friday 7:30AM – 4:30PM

Customer Service – 714-704-7999

- Radio repair request
- Radio programming request
- Radio/accessories purchase request
- Dispatch console repair request

Systems Watch – 714-628-7020

- Lost/Stolen radio notification
- Radio deactivation
- Radio transmission history/statistics

After Normal Working Hours

Systems Watch – 714-628-7020

- Lost/Stolen radio notification
- Radio System coverage issues
- Emergency radio repair requests
- Emergency dispatch console repair requests

Control One – 714-834-7008

- Operational issues
- Request restricted talkgroup assignment
- Interoperability assistance
- Emergency radio or console repair requests

Physical Address:OCSD/Technology Division – Administration & Radio Repair

840 N. Eckhoff St.
Suite 104
Orange, CA 92868

9.2 Glossary – Definitions and Acronyms

Item/Acronym	Definition
700MHz	For Public Safety LMR, digital P25 voice radio channels between 769/775 MHz and 799/805 MHz. Channels have 30 MHz separation between Tx & Rx when repeated. FCC designated low power channels can be used analog voice.
7CALL / 7TAC	Nationwide 700 MHz Calling and Tactical channels
800MHz	For Public Safety LMR, analog or digital voice or data radio channels between 806/816 and 851/860 MHz. Channels have 45 MHz separation between Tx & Rx when repeated.
8CALL / 8TAC	Nationwide 800 MHz Calling and Tactical channels
ACU-1000	An audio gateway device capable of connecting disparate radio systems, channels, or talkgroups together during on-scene operations, similar to a console patch between talkgroups
AES	Advanced Encryption Standard
Alias	A common alphanumeric name used to identify a radio, talkgroup, site, etc. rather than referencing the assigned 6 digit ID number
ANSI	American National Standards Institute
APCO	Association of Public-Safety Communications Officials
APCO P25	A public-safety digital radio standard

Item/Acronym	Definition
ASK	Advanced System Key
BDA	Bi-Directional Amplifier, relays radio signals into and out of a building
BER	Bit Error Rate
CCCS	Countywide Coordinated Communications System
Channel	A pair of frequencies, transmit and receive, that are used for a single communications path
Channel Bank	A device that combines multiple data and/or audio inputs into TDMA format so that it can be transmitted over microwave or T1 circuit and shared between transmitter sites
Code plug	The file containing a specific radio's programming parameters
COMC	Communications Coordinator
COML	Communications Unit Leader
COMT	Incident Communications Technician
Console Patching	Ability to connect channels via dispatch consoles
Consolette	A mobile radio mounted into a case with power supply and converted for desk-top use
Control Station	An installed radio unit, sometimes a mobile radio, normally found at a desk or common work area indoors or directly connected to a console or other fixed transmitting location
DAS	Distributed Antenna System, relays radio signals into and out of a building
Digital radio	Digital radios turns sound (by signal processing) into patterns of digits (numbers) rather than the radio waves which are used for analog transmissions.
Dispatch Console	A fixed radio operator position with multiple radio resources and features that can access any subset of talkgroups and/or conventional channels
ECC	Emergency Communications Coordinator
EIA	Electronic Industry Alliance
EMS	Emergency Medical Services
EOC	Emergency Operations Center
FAA	Federal Aviation Administration
FCC	Federal Communication Commission
Fixed	Radio equipment that is installed at a radio site or dispatch center
Fleetmap	The master spreadsheet plan of the talkgroups, zones, Failsoft assignments, alias information and other pertinent System and radio programming
FM	Frequency Modulation
Gateway	A device that allows two or more radio or voice devices to be connected together
IAP	Incident Action Plan

Item/Acronym	Definition
IC	Incident Command
ICALL	Calling Channel for ITAC
ICC	Incident Communications Center
ICP	Incident Command Post
ICS	Incident Command System
ICS 205	Incident Radio Communications Plan
ICS 217	Communications Resource Availability Worksheet
ID	Identification
Infrastructure	All of the fixed electrical and mechanical equipment, towers and building structures, generators, transmitters, controllers, antennas, microwave and ancillary equipment that comprise the operational backbone of the radio System
Inter-agency	Located or occurring between two or more agencies
Interoperability	The ability of Public Safety responders to share information via voice and data communications systems on demand, in real time, when needed, and as authorized.
Interoperable	Ability of a system to use the parts or equipment of another system
ITAC	Conventional mutual aid channel 800 Mhz
ITS	Information Technology Services
IUID	Item Unit Identification number is a unique number assigned to each individual subscriber radio authorized to have access to the System.
Lead Agency	Agency primarily responsible for maintenance, management, operation and enhancement of the CCCS System. The CCCS Governance Committee has designated the Orange County Sheriff Department Technology Division as the Lead Agency.
LMR	Land Mobile Radio
Logging	The act of recording radio conversations for replay as required
MCC	Mobile Communicaiton Center
MCU	Mobile Communications Unit
MCV	Mobile Communications Vehicle
MHz	Abbreviation for megahertz. 5 MHz = 5,000,000 Hz or 5,000 kHz. A unit of measure for the number of times a frequency makes one complete cycle in one second
Mission Critical	For mission critical applications, users have an expectation of "immediate" communication with their dispatch or command center and little to no end-to-end audio delays.
Mobile Radio	A vehicular mounted radio with an power source and antenna
Mutual Aid	Personnel, equipment, or services provided to another jurisdiction

Item/Acronym	Definition
NECP	National Emergency Communications Plan
NGOs	Non-Governmental Organizations
NIMS	National Incident Management System
OCCOPSA	Orange County Chiefs of Police and Sheriff's Association
OTAP	Over the Air Programming
OTAR	Over the Air Rekeying
P25	A suite of standards for digital radio communications for use by federal, state and local public safety agencies in North America to enable them to communicate with different vendor radio systems using a common platform
Patch	Electrically connecting two or more radio channels or talkgroups so that those users of those separate resources are able to communicate with each other
POC	Point of Contact
Portable	A lightweight, completely self-contained radio unit usually worn on user's belt
Public Safety	An agency, department, or individual directly involved with the health, safety, and/or security of the public including, but not limited to police, fire, emergency management, and medical personnel and responders
Public Service	An agency, department, or individual involved with providing non-emergency type services to the public including, but not limited to utilities, transportation, education, and other governmental services, supporting public safety
Restricted Information	Documentation, service and technical manuals, databases, spreadsheets and software of the System containing critical operational and technical information that could compromise the System if obtained by unauthorized personnel. All items identified as 'Restricted Information' will be maintained in secure areas within the control of the Lead Agency and is not available outside of the Lead Agency except by formal written request.
RF	Radio Frequency
SCIP	Statewide Communications Interoperability Plan
SEOC	State Emergency Operations Center
Simplex	Radio to radio communications on one frequency. Also called Direct
Simulcast	A type of radio communications in which voice communications are transmitted from multiple radio sites and can be received simultaneously by field units to provide wide area coverage
Site	The physical location of an antenna tower, equipment shelter and radio System infrastructure equipment
SOP	Standard Operating Procedure
SOW	Site on Wheels
Subscriber Unit	A mobile, hand held or control station radio used on a trunked radio system
System User	An individual operating a radio authorized to access the System.

Item/Acronym	Definition
System Watch	Lead Agency unit responsible for 24/7 monitoring of CCCS and responding to any System issues. This includes notifications, troubleshooting, callouts, repair, etc., resulting in System restoration.
TAC	Tactical on scene operation
Talk Around	Radio to Radio communications on one frequency, usually the same frequency on which a repeater transmits. Similar to Direct or Simplex
Talkgroup	Term usually used with trunked radio systems. A talkgroup is a predefined list of radios/users assigned a unique ID which allows them to communicate with each other over a trunked radio system.
Talkgroup Alias	Abbreviated naming of the talkgroup to fit within the 8 or 14 character radio display
Talkgroup Failsoft Channel	The system channel designated for a talkgroup when in the failsoft mode
Talkgroup ID	Numerical designation of the talkgroup in decimal and/or hexadecimal
Talkgroup Name	Name of the talkgroup as it is programmed into the system
TIA	Telecommunications Industry Association
Trunking/Trunked	The automatic and dynamic sharing of a number of communications channels between large numbers of radio users
UHF	Ultra High Frequency – Range of 300 to 3,000 MHz for public safety LMR usually refers to two bands. 380 to 460 MHz (low) and 460 to 512 MHz (high).
UPS	Uninterruptible Power Source – a battery back-up device that provides emergency power to connected equipment when utility power is not available.
User Agency	An agency authorized to operate a radio on the System.
VHF	Very High Frequency – For public safety LMR, usually refers to VHF High Band with a range of 136 to 164MHz. VHF Low Band has a frequency range below 100MHz.
Zone	An area in the radio / template containing positions for 16 individual talkgroups or conventional radio channels which is normally labeled by an acronym that closely represents the owner agency

IN WITNESS WHEREOF, the Partner agencies hereto have set their hands and seals on the date set forth opposite their respective signatures on identical counterparts of this instrument, each which shall for all purposes be deemed an original thereof.

[Name of Partner Agency]

By: _____
[Governing Authority authorized signature ex. General Manager or Board Chairperson]

Dated: _____

Approved as to From

By: _____
Attorney

Attest: _____
[Clerk of Authority]

SHERIFF-CORONER DEPARTMENT
COUNTY OF ORANGE
CALIFORNIA



800 MHz Countywide Coordinated Communications System (CCCS)
Governance Committee



800 MHz CCCS Governance Committee

April 13, 2017 Meeting

Agenda Item III.A – WEROC Request for Agency Participation on the CCCS

RECOMMENDED ACTION:

Approve the addition of WEROC members as Participating Agencies

SUMMARY:

The Water Emergency Response Organization of Orange County (WEROC) coordinates and supports an effective emergency response to a major disaster on behalf of all Orange County water and wastewater agencies. WEROC currently operates a Low Band system that is plagued with interference, has limited radio coverage, is difficult to maintain and is in need of replacement. Interoperable communications is accomplished through Control One and is very limited with other emergency services. WEROC is planning to purchase approximately 25 new 800 MHz radios for the independent Water Districts that operate within Orange County and will re-program the existing City Water District (Partner Agencies) 800 MHz radios currently operating on the CCCS. They are requesting to join the CCCS as a Participating Agency under the guidelines of the Joint Agreement. Staff is recommending approval and for all of the independent Water Districts to sign the Joint Agreement as necessary.

ATTACHMENTS:

- 1) Request for Agency Participation Letter
- 2) WEROC Communications System White paper

Agenda Item III A (1)



Kelly Hubbard
Emergency Services Manager

**Municipal Water District
of Orange County**

Street Address:
18700 Ward Street
Fountain Valley, CA
92708

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

Office: (714) 593-5010
Cell: (714) 715-0283
Fax: (714) 964-9389

Email:
khubbard@mwdoc.com

Member Agencies

Anaheim
Brea
Buena Park
East Orange County
Water District
El Toro Water District
Fountain Valley
Fullerton
Garden Grove
Golden State Water Company
Huntington Beach
Irvine Ranch Water District
La Habra
La Palma
Laguna Beach
County Water District
Mesa Consolidated
Water District
Moulton Niguel Water District
Municipal Water District
of Orange County
Newport Beach
Orange
Orange County
Sanitation District
Orange County Water District
San Clemente
San Juan Capistrano
Water District
Santa Ana
Santa Margarita Water District
Seal Beach
Serrano Water District
South Coast Water District
South Orange County
Wastewater Authority
Trabuco Canyon Water District
Tustin
Westminster
Yorba Linda Water District

March 15, 2017

Dave Fontneau, Director
Communications and Technology Division
Orange County Sheriff's Department
840 N. Eckhoff St. Suite 104
Orange, Ca 92868-1021

Subject: Request for Agency Participation in 800 MHz Radio System

Dear Mr. Fontneau:

The Water Emergency Response Organization of Orange County (WEROC), a program of the Municipal Water District of Orange County, is requesting approval to become a "Participating Agency" in the County's 800MHz radio system.

WEROC is a mutual assistance program for all of the water and wastewater utilities within Orange County (35 agencies). We currently have an FCC license for a low-band radio system to communicate and coordinate with all of our member agencies during a disaster. Our current radio system has been plagued with clarity issues for years and is nearing the end of its lifespan, making this an ideal time to replace the system.

WEROC would like to request a Talkgroup within the 800MHz system, which would include acquiring approximately 22 new radios, as well as programing the requested new Talkgroup into approximately 17 existing radios. This would allow the water and wastewater utilities to communicate directly with each other following a disaster to ensure a critical health safety resource.

Please accept this letter as a formal request to join the 800MHz Radio System as a Participating Agency.

Sincerely,

Kelly Hubbard
WEROC Emergency Manager
(714) 593-5010
khubbard@mwdoc.com

Water Emergency Response Orange County (WERO) Communications System White Paper

Overview:

WERO is interested in joining the 800 MHz CCCS as a "Participating Agency." The Joint Agreement for the Operation, Maintenance and Financial Management of the Orange County 800 MHz Countywide Coordinated Communications System, revised November 2004, provides the guidance on adding non-City/non-County Participating Agencies. Section 16.3 of the agreement states that:

- Newly formed Non-City/Non-County Participating Agencies that do not participate in the System in its initial implementation may desire to use the System. County shall work with any such Participating Agency to develop an appropriate system design and implementation plan to transition to the System after approval is recommended by Orange County Chiefs of Police & Sheriff's Association (OCCOPSA), Orange County Fire Chief's Association (OCFCA), and approved by the Governance Committee.
- An agency that does not participate in the original purchase and cost sharing of the System Backbone shall contribute a share of the System cost consistent with Section 13.1:
 - System Entry Fee: \$2,480 per radio (for the life of the agreement)
 - Radio Template Development Fee: \$2,840 (one time cost, per template)
 - Radio Programming Fee: \$50 per radio (for the life of the agreement)
 - Flat Rate Fee: \$96 for mobile/portables; \$132 for control stations (per radio for the life of the agreement)
 - Equipment is purchased by agency directly with Motorola using approved equipment as provided in the Orange County Equipment Price Book (~\$3500 per radio + installation)
 - Operational, Backbone Upgrade and Sustainability Fund costs are estimated at ~ \$250 per radio annually paid to 800 MHz Partnership (15L)

Talkgroup and Channel Access:

All radios will have the basic level of interoperability (Tan, SILVER, BROWN). Additional interoperability will be approved on a case-by-case basis. WERO would have a dedicated SILVER talkgroup for their use.

Flat Rate Repair consists of the following:

- Perform a full FCC specifications check and alignment on new equipment, program new equipment and activate it on the system.
- Provide materials and labor for field repairs, with field service performed at a location specified by the user. Perform functional test and reprogram the radio if needed. Hot swap spare radios are available for vehicles and motorcycles.
- Provide materials and labor for shop repairs, with functional testing and standard reprogramming provided if needed after repair.
- Track repairs for each radio so that a cost analysis of repair versus replacement is tracked on an ongoing basis.
- Maintain a periodic maintenance schedule for each agency that includes FCC checks, alignment and repair of equipment as necessary.

Exclusions under the flat rate program include the following and will be billed on a time and material basis:

- Intentional misuse, vandalism or unauthorized modifications (physical or programming) by users or contracted service providers, causing damage to radio equipment on the 800 MHz CCCS. Agencies will be charged the total cost of repairs to the equipment and system.
- Template modifications that require agency-wide reprogramming such as the addition of talkgroups or modifications to the agency specific zone.
- Physical damage such as dropped radios or water damage.
- Replacement of batteries, knobs, antennas, and accessories such as speaker microphones.
- Engraving on a large-scale basis.

Current Public Works Users operating on the 800 MHz CCCS only require programming. The independent water districts will purchase new radios to operate on the system.

WEROC Agencies are as follows:

Current 800 Participants Requiring Programming	Agencies Requiring New Radios:
Anaheim	Costa Mesa Sanitary District
Brea	East Orange County WD
Buena Park	El Toro Water District
Fountain Valley	Golden State Water Company
Fullerton	Irvine Ranch WD
Garden Grove	Laguna Beach CWD
Huntington Beach	Mesa WD
La Habra	Midway City Sanitary District
La Palma	Moulton Niguel WD
Newport Beach	MWDOC (2 sites)
Orange	Orange County Sanitation District
San Clemente	Orange County WD
San Juan Capistrano	Santa Margarita WD
Santa Ana	Serrano WD
Seal Beach	SOCWA
Tustin	South Coast WD
Westminster	Trabuco Canyon WD
	Yorba Linda WD

- WD= Water District

In addition to the above listed Public Works agencies all law enforcement, fire protection, marine safety and hospitals operate on the 800 MHz CCCS as well as OCTA and several colleges and schools.

The system provides countywide portable in-building, highly-reliable radio communications with multiple levels of redundancy in case of major catastrophic events.



ACTION ITEM
September 15, 2021

TO: Board of Directors

FROM: Robert J. Hunter, General Manager

Staff Contact: Maribeth Goldsby

**SUBJECT: ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)
COMMITTEE CONSIDERATION FOR 2022/23**

STAFF RECOMMENDATION

Staff recommends the Board of Directors: Determine which directors would like to serve on Association of California Water Agencies (ACWA) committees for 2022/23, and direct staff to submit completed Committee Consideration Forms by the September 30 deadline.

COMMITTEE RECOMMENDATION

This item was not reviewed by a Committee.

SUMMARY

The Association of California Water Agencies (ACWA) is seeking members to participate on its various committees for the 2022/23 term. There are 13 committees for which members (directors and staff) may serve. All consideration forms require the signature of either the member agency general manager or board president before they are submitted to ACWA. The incoming ACWA Region Chairs and Vice Chairs will review the consideration forms and send recommendations to the new ACWA President and Vice President by December 2nd. ACWA will then send official appointment letters to new committee members by December 31st.

The following individuals have expressed interest in serving on ACWA Committees:

Budgeted (Y/N): N/A	Budgeted amount:	Core ____	Choice ____
Action item amount:		Line item:	
Fiscal Impact (explain if unbudgeted): Not applicable			

Federal Affairs:	Linda Ackerman
Water Management	Bob McVicker
Groundwater:	Bob McVicker
Water Quality	Bob McVicker Megan Yoo Schneider Robert Hunter
State Legislative:	Heather Baez

It should be noted that MET has historically paid the expenses for Director Ackerman's participation in ACWA activities.

Attached is a copy of the information received from ACWA, along with the Committee Consideration forms.



JOIN A COMMITTEE AND GET INVOLVED

ACWA has 13 standing committees that members can join and get involved. This is a great way for members to engage in state and local issues and influence policy and legislation. Committees are structured to include representation from all 10 ACWA Regions, bringing together diverse voices on technical and policy matters. **Take action, join a committee!**

COMMITTEE APPOINTMENT PROCESS TIMELINE

2022 - 2023 TERM

Committee consideration forms emailed to member agency general managers and board presidents.

13

JULY

Region Chair and Vice Chair recommendation deadline.

18

NOV

Incoming ACWA President appoints members of committees.

13

DEC

30

SEPT

All completed consideration forms due.
Any consideration submitted after deadline will be put on a waiting list.

2

DEC

Region recommendations given to incoming ACWA President.

31

DEC

ACWA notifies committee members of appointments and rosters posted on acwa.com.

COMMITTEE COMPOSITION

Committee members are appointed for two-year terms that begin on Jan. 1 of even-numbered years. You can learn more about ACWA's 13 standing committees below. For more information and bylaws, visit www.acwa.com. If you have any questions, please contact Region and Member Engagement Specialist Ana Javid at anaj@acwa.com.

Committee	Description	Composition	Meetings Per Year	Liaison
Agriculture	<ul style="list-style-type: none"> Makes recommendations to the Board of Directors, State Legislative Committee, Federal Affairs Committee or other committees, as appropriate, regarding agricultural issues affecting the interests of ACWA and its members. 	Unlimited	4	Lauren Bernadett Regulatory Advocate II laurenb@acwa.com
Business Development	<ul style="list-style-type: none"> Develops and recommends to the Board of Directors programs and activities to be provided or administered by the association that generate non-dues revenue and provide a service or benefit to association members. 	Unlimited	2	Tiffany Giammona Senior Director of Operations & Member Engagement tiffanyg@acwa.com
Communications	<ul style="list-style-type: none"> Develops and recommends to the Board of Directors and ACWA staff regarding communications and public affairs programs. Promotes sound public information and education programs and practices among member agencies. Prepares and distributes materials for use by member agencies in their local outreach efforts. Provides input and guidance to ACWA's Communications Department. 	Limited to 40	4	Heather Engel Director of Communications heathere@acwa.com
Energy	<ul style="list-style-type: none"> Recommends policies and programs to the Board of Directors, the State Legislative Committee and the Federal Affairs Committee as appropriate. 	Unlimited	4	Nick Blair Regulatory Advocate nickn@acwa.com
Federal Affairs	<ul style="list-style-type: none"> Coordinates with other ACWA committees regarding input on federal issues before both Congress and the federal administrative branches. 	Limited to 5 per Region	2	David Reynolds Director of Federal Relations davidr@acwa.com
Finance	<ul style="list-style-type: none"> Makes recommendations to the Board of Directors regarding annual budgets, investment strategies, annual audits and auditor selection, dues formula and schedule, and other financial matters. 	Limited to 2 per Region (1 Region Chair/ Vice Chair and 1 with financial experience)	4 - 5	Dan Gumpert Controller dang@acwa.com
Groundwater	<ul style="list-style-type: none"> Makes recommendations to the Board of Directors on groundwater policy issues. Monitors state and federal regulations and legislation affecting the quality and management of groundwater. Conducts studies and gathers data on groundwater issues. Develops policies regarding groundwater management. Coordinates with other committees on groundwater issues. 	Unlimited	4	Lauren Bernadett Regulatory Advocate II laurenb@acwa.com

Committee	Description	Composition	Meetings Per Year	Liaison
Legal Affairs	<ul style="list-style-type: none"> Acts on requests for assistance on legal matters of significance to ACWA member agencies. Reviews proposed ACWA bylaw revisions and works with staff to produce publications to assist member agencies in complying with state and federal laws. Files amicus curiae filing on important cases, comments on proposed regulations and guidelines of state agencies such as the Fair Political Practices Commission and monitors and engages in water rights matters of interest to member agencies. 	Limited to 45	2 - 3	Kris Anderson Legislative Advocate II krisa@acwa.com
Local Government	<ul style="list-style-type: none"> Makes recommendations to the Board of Directors and the State Legislative Committee on local government matters affecting water agencies, including planning issues, local government organization, and finance. Gathers and disseminates information on the value of special districts, and shares information promoting excellence in local government service delivery. 	Limited to 3 per Region	2	Julia Hall Senior Legislative Advocate juliah@acwa.com
Membership	<ul style="list-style-type: none"> Makes recommendations to the Board of Directors regarding membership policies, eligibility and applications for membership. Assists staff in developing membership recruitment and retention programs and reviews and makes recommendations to the Finance Committee regarding an equitable dues structure. 	Unlimited	2	Katie Dahl Member Svcs Manager katied@acwa.com
State Legislative	<ul style="list-style-type: none"> Reviews relevant introduced and amended legislation, and develops positions and provides recommendations to the Board of Directors on ballot measures and other major statewide policy issues. Works with staff amendments to bills and provides direction for staff on legislative matters. 	Limited to 4 per Region	10 - 12	Adam Quiñonez Director of State Legislative Relations adamq@acwa.com
Water Management	<ul style="list-style-type: none"> Makes recommendations to the Board of Directors on policy and programs related to water management. Reviews and recommends positions on legislation and regulations as requested by other committees. Assists in gathering and disseminating information regarding agricultural and urban water management, water conservation and water use efficiency, development and use of water resources, wastewater treatment and water recycling and reuse. 	Limited to 4 per Region	4	Chelsea Haines Regulatory Relations Manager chelseah@acwa.com
Water Quality	<ul style="list-style-type: none"> Makes recommendations to the Board of Directors, the State Legislative Committee and the Federal Affairs Committee on policy and programs regarding water quality issues. Promotes cost-effective state and federal water quality regulations and provides a forum for members to work together to develop and present unified comments on water quality regulations. Develops and recommends positions and testimony on water quality regulatory issues. 	Unlimited	4	Adam Quiñonez Director of State Legislative Relations adamq@acwa.com

COMMITTEE CONSIDERATION FORM

PLEASE PRINT LEGIBLY

Agency Name (DO NOT use acronyms or abbreviations)	Phone
Municipal Water District of Orange County	714/593-5006
Agency Address	City, State & Zip
P.O. Box 20895	Fountain Valley, CA 92728

BELOW PLEASE LIST ALL THOSE INTERESTED IN BEING ON ACWA COMMITTEES FOR YOUR AGENCY. FOR ADDITIONAL RECOMMENDATIONS PLEASE FILL OUT ANOTHER FORM.

**If an individual is not an agency employee or director, please indicate company affiliation.*

Name	Title/Company*	Email Address
Robert McVicker	Director	bmcvicker@mwdoc.com
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice
Water Management	Water Quality	Groundwater
Name	Title/Company*	Email Address
Megan Yoo Schneider	Director	mschneider@mwdoc.com
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice
Water Quality		
Name	Title/Company*	Email Address
Linda Ackerman	Metropolitan Water Dist. of SC	lackerman@mwdoc.com
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice
Federal Affairs		
Name	Title/Company*	Email Address
Robert J. Hunter	General Manager	rhunter@mwdoc.com
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice
Water Quality		
Name	Title/Company*	Email Address
Heather Baez	Governmental Affairs Manager	hbaez@mwdoc.com
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice
State Legislative	Federal Affairs	
Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice

Signature (Agency/District General Manager or Board President signature required) Title Date

QUESTIONS?

Contact Region and Member Engagement Specialist II
Ana Javaid at anaj@acwa.com or (916) 441-4545

980 9th Street, Suite 1000
Sacramento, CA 95814
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GENERAL MANAGER'S REPORT OF STAFF ACTIVITIES SEPTEMBER 2021

MWDOC Agencies Managers Meeting	<p>MWDOC held its Member Agency Managers' meeting at its office in Fountain Valley on August 19, 2021.</p> <p>In attendance were: M. McGee – Buena Park, D. Youngblood – EOCWD, D. Cafferty – ETWD, M. Dunbar – Emerald Bay SD, M. Sprague & H. Jin Lee – Fountain Valley, C. Pasillas – Garden Grove, P. Cook & P. Weghorst – IRWD, K. Van Der Maaten – Laguna Beach CWD, J. Chavira – La Palma, P. Shoenberger – Mesa WD, L. Rocha & K. Young – Moulton Niguel WD, S. Catron – Newport Beach, A. Hutchinson – Orange County WD, D. Rebensdorf – San Clemente, E. Bauman – San Juan Capistrano, D. Ferons & J. Leach – Santa Margarita WD, G. Pennington, C. Newton & T. Kjolsing – South Coast WD, F. Paludi – Trabuco Canyon WD, M. Grisso – Tustin, S. Miller & J. Ngo – Westminster, R. Weston & D. Davert – Yorba Linda WD.</p> <p>Staff in attendance were: R. Hunter, H. De La Torre, A. Heide, C. Lingad, C. Busslinger, V. Osborn, M. Baum-Haley, J. Berg, K. Hostert, R. Waite, H. Baez, T. Baca, T. Victoria (CDR), D. Diep (CDR)</p> <p>Information/Discussion Items:</p> <ol style="list-style-type: none"> 1. MWDOC Orange County Boundary Review and Approval 2. Presentation by Debra Diep, CDR 3. MWDOC Board Draft Agendas 2-3. MWDOC's Role and Mission – Status Update 4. Metropolitan Water Supply Update and declaration of 5. "Condition 2 – Water Supply Alert" 6. Orange County Drought Messaging Discussion 7. AMWA Update to Env. Working Group's Tap Water Database <p>The next meeting will tentatively be held on September 16, 2021.</p>
Meetings	<ul style="list-style-type: none"> • MWDOC staff and ABS Consulting, IDS Group, and Optima RPM participated in several construction progress meetings in August regarding the admin building seismic retrofit and remodel. Weekly progress meetings will continue through the completion of the project. • Charles Busslinger and Chris Lingad hosted an AMP Participants meeting on August 19, 2021, to discuss the upcoming working group planning meetings for the AMP Prestressed Concrete Cylinder Pipe (PCCP) Program, as well as some of MWDOC's continuing responsibilities for monitoring AMP flow capacities. • Rob Hunter, Charles Busslinger, and Chris Lingad met with EOCWD and MET on August 9, 2021, to discuss the results of the OC-70 meter testing. • Chris Lingad, Rachel Waite, and Sam Fetter attended a meeting with several of MWDOC's member agencies and MET on August 17, 2021, to discuss a

Meetings - continued	<p>new project MET is pursuing to map recycled water within MWDOC's service area.</p> <ul style="list-style-type: none"> Charles Busslinger and Chris Lingad hosted a meeting of the AMP Participants on August 19, 2021, to discuss upcoming working group planning meetings for the AMP Prestressed Concrete Cylinder Pipe (PCCP) Rehabilitation Program, as well as some of MWDOC's continuing responsibilities for monitoring flow capacities for the AMP.
ENGINEERING & PLANNING	
Economic Benefit Studies and Modeling Work to Quantify the Benefits of Local Projects in the Context of MET's 2020 Integrated Resources Plan (IRP)	<p>MWDOC staff is working with the Brattle Group and CDM Smith on the Economic Benefits Studies and modeling work.</p> <p>Wallace Walrod, the economist for Orange County Business Council and sub-consultant for the Brattle Group, leads the business survey portion of the economic benefit studies. The business survey instrument has been completed. Cal State University, Fullerton's Social Science Research Center (CSUF)'s Institutional Review Board has reviewed and approved the survey. CSUF is currently conducting the business survey.</p> <p>At the recommendation of some of our agencies, staff also developed messaging regarding the survey to provide member agencies to display on their websites if they choose to do so.</p> <p>The current schedule anticipates completing the survey of 400 Orange County businesses by October 2021 and completing the economic studies report by November 2021.</p>
OC-70 Meter Testing Update	<p>MWDOC staff continues to work with staff from MET and EOCWD on finalizing the investigation of the accuracy of the billing meter at Service Connection OC-70. Final testing for the OC-70 meter at the Utah Water Research Lab (UWRL) has been completed, and the results were sent to MET.</p> <p>MET provided a summary presentation of the OC-70 meter accuracy results to MWDOC and EOCWD on August 9, 2021, where MET reported that the OC-70 service connection meter is over registering by 5%. MET confirmed that reimbursement is due to MWDOC and EOCWD but has been unable to identify the exact source of the error. MET has indicated they are now making a 5% adjustment to all future meter reads at OC-70 to compensate for the metering error. MET will continue to investigate the source of the error and, when operational feasible for EOCWD, will shut down OC-70 to do an internal 3D scan of the inside dimensions of the venturi meter as one final possible source of the error.</p> <p>MET is currently working on a final report of the meter error and the proposed retroactive billing adjustment. Once the final report is received, MWDOC will work with EOCWD to review MET's proposed adjustment.</p>
Doheny Ocean Desalination Project	<p>South Coast Water District (SCWD) continues to develop the Doheny Ocean Desalination Project. SCWD is currently working through multiple due diligence items to move the project forward, including: permitting, plant sizing and siting, financing, and project delivery method. SCWD anticipates having all necessary</p>

Doheny Ocean Desalination Project – continued	<p>permits by the end of the 1st Quarter of 2022 and estimates an online date of early 2026 if approved by the SCWD Board.</p> <p>On July 22, 2021, SCWD conducted its 7th workshop on the SCWD Integrated Water Resources Plan (IWRP). Included in that plan was considering a strategy for various options for the Doheny Ocean Desalination Project. The SCWD Board approved an adaptive management strategy that includes efforts to secure partners for a 5 MGD Doheny Ocean Desalination Project. If SCWD is unsuccessful in securing partners, SCWD will construct a smaller 2 MGD project that does not have future expansion capabilities.</p> <p>SCWD is scheduled to hold a Special Board Meeting on September 2, 2021, to discuss the financial implications of the project. Staff will provide a recap once the meeting is completed.</p>
Strand Ranch Project	<p>IRWD presented the Strand Ranch project at the July MWDOC Agencies Managers Meeting. A follow-up meeting was held with agencies to provide more information to interested agencies on August 30, 2021.</p>
Poseidon Resources Huntington Beach Ocean Desalination Project	<p>On April 29, 2021, the Santa Ana Regional Water Quality Control Board (SARWQCB) conditionally renewed Poseidon's permit governing the seawater intake and waste discharges. The SARWQCB order requires Poseidon to minimize negative impacts on marine life by directing them to undertake a series of mitigation measures and prohibiting the intake of seawater and the discharge of concentrated brine until certain conditions are met.</p> <p>To comply with the plan's requirements, Poseidon agreed to install fine mesh, wedge wire screens on the plant's intake pipe and affix a diffuser to its discharge structure to reduce marine mortality and impacts of the brine effluent to the ocean. Poseidon also agreed to expand its mitigation plans at the Bolsa Chica Wetlands to achieve 59.2 acres of mitigation credit and create an artificial reef offshore of Palos Verdes to restore the rocky reef habitat buried by recent landslides for an additional 41.3 acres of mitigation credits.</p> <p>To incentivize Poseidon to implement the mitigation measures as quickly as possible, the order prohibits the facility from intaking seawater and discharging return water into the ocean until they have completed several permit requirements to the satisfaction of the SARWQCB, including; developing cost estimates, timeline estimates, and completing 60 percent design plans for the mitigation projects.</p> <p>The next step for Poseidon includes seeking permits from the California Coastal Commission (CCC), anticipated to occur later this year.</p>
Shutdowns	<p>Orange County Feeder</p> <p>MET is planning to reline and replace valves in a section of the Orange County Feeder from Bristol Ave to Corona Del Mar – this is the last section of this 80-year-old pipeline to be lined.</p> <p>MET has further delayed the relining project and has proposed new shutdown dates of September 15, 2022, through June 15, 2023.</p>

Shutdowns – continued	<p>Orange County Feeder Extension</p> <p>MET plans to reline 300-linear feet of the OC Feeder extension affecting the City of Newport Beach, IRWD, and LBCWD. MWDOC and the City are meeting with MET staff to review details of the Traffic Control Plan.</p> <p>MET has delayed the relining project by one year and has proposed new shutdown dates of June 16, 2023, through July 10, 2023.</p> <p>Orange County Reservoir (OC Feeder)</p> <p>MET plans to decommission the Orange County Reservoir from November 1, 2021, through November 6, 2021. This work will affect the cities of Brea and La Habra.</p> <p>Lake Mathews Facility Shutdown</p> <p>MET is planning rehabilitation work on Lake Mathews facilities from March 1, 2022, through March 10, 2022. Work on Lake Mathews will affect untreated downstream lines. During the shutdown, the following agencies will be affected: OCWD, YLWD, Serrano WD, IRWD, TCWD, ETWD, SMWD, MNWD, and the City of San Clemente.</p> <p>Allen-McColloch Pipeline</p> <p>MET has completed 50% of the preliminary design of the AMP PCCP rehabilitation and is expected to be complete with the design by 2023. Preliminary design work currently underway includes identifying priority reaches, developing access locations, conducting geotechnical assessments, modeling a surge analysis, conducting real property assessments, identify permitting requirements, and developing a feeder isolation plan. A draft project schedule will be developed at the completion of the preliminary design. Rehabilitation of individual reaches will be based on the ongoing condition assessments, priorities, and shutdown schedules.</p> <p>Staff will be setting up a working group in September 2021 with MET and the impacted AMP agencies to coordinate the shutdown planning.</p>
<h2 style="text-align: center;">MET ITEMS CRITICAL TO ORANGE COUNTY</h2>	
MET Finance and Rate Issues	<p><u>Current Update</u></p> <p>Water Transactions for June 2021 totaled 153.8 thousand acre-feet (TAF), which was 7.6 TAF higher than the budget of 146.2 TAF. This translates to \$139.9 million in revenues for June 2021, which were \$9.2 million lower than the budget of \$149.1 million.</p> <p>Year-to-date water transactions through June 2021 were 1,574.0 TAF, which was 26.0 TAF lower than the budget of 1,600.0 TAF. Year-to-date water transactions through June 2021 were \$1,404.7 million, which was \$39.8 million lower than the budget of \$1,444.5 million.</p> <p>On June 4, 2021, TD Bank, N.A., replaced the existing Standby Bond Purchase Agreement (SBPA) for the \$82,905,000, Special Variable Rate Water Revenue Refunding Bonds, 2016 Series B-1 and B-2, and the \$90,070,000 Special Variable</p>

MET Finance and Rate Issues – continued	<p>Rate Water Revenue Refunding Bonds, 2018 Series A-1 and A-2 (“The Bonds”). On June 4, 2021, TD Securities (USA) LLC will be the remarketing agent for The Bonds.</p> <p>On June 16, 2021, Metropolitan issued \$221,600,000, Variable Rate Subordinate Water Revenue Refunding Bonds, 2021 Series A (Federally Taxable). Bond proceeds refunded the \$175,000,000, Subordinate Water Revenue Bonds, 2016 Authorization, Series A; \$46,800,000, Short-Term Revenue Refunding Certificates, 2019 Series A; and funded issuance costs. An SBPA will support the 2021 Series A bonds with Bank of America (BoFA), N.A., and BoFA Securities will serve as remarketing agent for the bonds.</p> <p>On June 30, 2021, Metropolitan issued \$35,645,000, Index Notes (Taxable and New Money), Subseries B-3 (“the Index Notes”), evidencing a \$35,645,000 draw made by Metropolitan under the RBC Short-Term Revolving Credit Facility for purposes of refunding \$35,645,000, Subordinate Water Revenue Refunding Bonds, 2017 Series B, callable on July 1, 2021. The Index Notes mature on June 29, 2022, but are expected to be refunded from proceeds of the Water Revenue Refunding Bonds, 2021 Series B, to be issued in July 2021.</p> <p>Metropolitan staff prudently manages the investment of Metropolitan's funds in accordance with policy guidelines and liquidity considerations. As of June 30, 2021, Metropolitan's investment portfolio balance was \$1,476.9 million.</p>
MET Review of Equal Employment Opportunity Policies and Practices	<p>In December 2020, the Shaw Law Group (Firm) began a board-directed independent review of allegations of systemic Equal Employment Opportunity-related discrimination, harassment, and retaliation, and related concerns. In July 2021, the Firm presented its observations and recommendations during a special meeting of the Organization, Personnel, and Technology (OP&T) Committee. This agenda item allows directors to discuss the Firm's recommendations, adopt the Firm's recommendations as proposed or with modifications, and direct Metropolitan staff to implement any recommendations accepted by the Board.</p> <p>On August 17, the Metropolitan Board approved having the Equal Employment Opportunity (EEO) Officer report to the General Manager and having the EEO Officer and General Manager develop a Shaw Report implementation program and budget for review and approval by the OP&T Committee and Board and report monthly to the OP&T Committee on implementation progress. It authorized an increase in the maximum amount payable to the Shaw Law Group by \$25,000, to a maximum payable of \$575,000.</p>
MET Integrated Resources Plan Update	<p>The next Integrated Water Resources Plan (IRP) Committee meeting will be held on September 28.</p> <p>Upcoming steps will include Metropolitan staff working with Member Agencies to develop portfolio action options. The proposed portfolios (Supply Categories and Elements) and a draft Adaptive Management Plan is anticipated to return to the Board for feedback in September. This Board feedback and policy discussion will help to refine the portfolio actions and the Adaptive Management Plan.</p> <p>Below is the current proposed schedule:</p>

MET Integrated Resources Plan Update - continued

Month	Member Agency Collaboration	IRP Board Committee
JUL	• Portfolio Approach	• Portfolio Approach
AUG	• Determine Portfolio Actions Mix of Supply Categories and Elements • Identify Signposts Adaptive Management Strategy	
SEP	• Draft Adaptive Management Plan Mix of Supply Categories and Elements	• Portfolio Recommendation Discuss Policy Implications • Review of Adaptive Management Strategy Feedback on approach
Public Workshop – Focus on Portfolios		
OCT	• Follow-up Items As needed	• Finalize Portfolios and Adaptive Management Strategy
NOV	• Review Draft IRP	• Review Draft IRP
DEC		• Adopt IRP

At the July 27 Integrated Water Resources Plan (IRP) Committee meeting, the Metropolitan staff presentation reviewed the key scenario assumption refinements and discussed the portfolio planning approach.

Key Scenario Assumptions

The scenario assumptions were refined through the interactions with the expert panels and Member Agency technical feedback. The gap analyses and subsequent portfolios will be based on the refined input assumptions. The key scenario assumption refinements are noted below:

PRELIMINARY	REFINED
<ul style="list-style-type: none"> Climate migration support for high growth Generalized rebound assumptions Approximated scenario driver impacts to local supplies using economic conditions and professional judgement Imported supply assumptions used recent USBR/DWR modeling with scenario considerations 	<ul style="list-style-type: none"> CCSCE's demographic forecasts Rebound is a result of driver impacts: structural and behavioral Incorporated feedback from climate change experts and member agency engagement groups for local supplies Utilized expert input to identify climate impacts on imported watersheds

Portfolio Planning

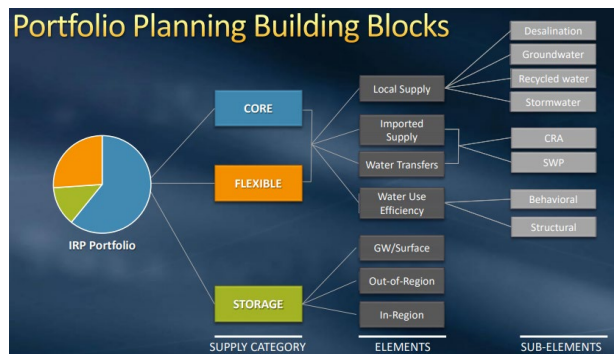
The portfolio planning approach begins with the assessment of categories of investments at a high level. A portfolio is the result of a set of investments and actions to meet given objectives over a period of time. It consists of existing supplies and programs and future investments or actions. For the 2020 IRP, water reliability has been identified as a primary goal, and the time frame is 25 years to 2045.

Three portfolio planning categories are identified: Core Supply, Flexible Supply, and Storage. A *core supply* is generally available and used every year to meet demands under normal conditions. It has a high level of reliability and value if used often. Otherwise, it is expensive. A *flexible supply* is implemented on an as-needed basis and may or may not be available for use each year. It would be considered expensive if used too much or too often, resulting in better value if only used occasionally. *Storage* is the capability to save water supplies to meet demands at a later time. It is the means to convert a core supply into a flexible supply, thereby evening out variability in supply and demand. The portfolio planning categories can be broken into building blocks, as illustrated below.

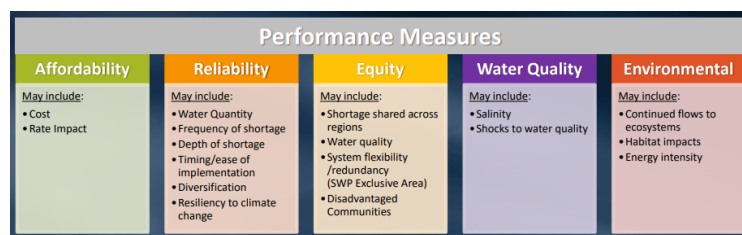
Additionally, a successful portfolio will address reliability challenges, such as areas of the system that are constrained to only State Water Project water and may need a combination of all three categories.

MET Integrated Resources Plan Update – continued

The portfolio modeling incorporates Metropolitan's Water Surplus and Drought Management (WSDM) Plan, taking into account the programs, facilities, and operations that are currently in place. Considerations include WSDM actions; put and take capabilities, total storage capacities; and distribution system constraints such as area only served by SWP water.



The portfolio building approach will first identify the desired supply category mix for each scenario and iteratively test the supply category mix to confirm that it addresses the reliability goal. Next, elements and sub-elements within each supply category will be decided on. Finally, the portfolios will be evaluated based on set performance measures. Performance measures can pertain to evaluating portfolios and future specific actions.



More information and background on Metropolitan's IRP can be found at: <http://www.mwdwatertomorrow.com/IRP/index.html>

MET's Water Supply Conditions

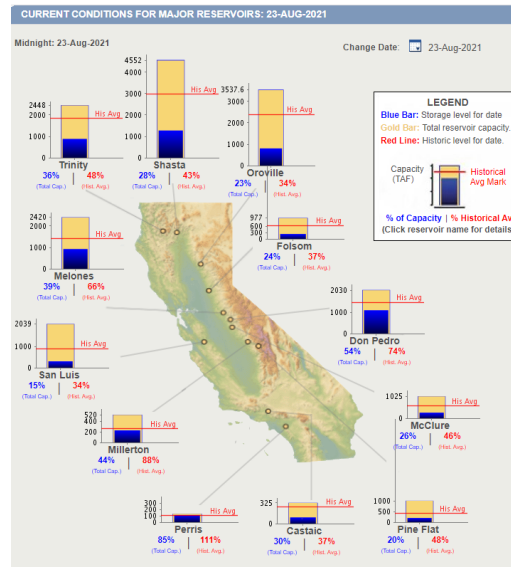
The 2020-21 Water Year (2020-21 WY) officially started on October 1, 2020. Thus far, the Northern California accumulated precipitation (8-Station Index) reports **23.2 inches or 47% of normal** as of August 23rd. For 2020-21 WY, the Northern Sierra Snow Water Equivalent peaked at **20.2 inches on March 24th**, which is **71% of normal** for that day. Due to the below-average precipitation/snowfall in 2020-21 WY, the Department of Water Resources (DWR) has set the State Water Project (SWP) **"Table A" allocation at 5%**. This allocation provides Metropolitan with approximately **96,575 AF in SWP deliveries this water year**. DWR's SWP Allocation considers several factors: existing storage in SWP, conservation reservoirs, SWP operational, regulatory constraints, and the 2021 contractor demands. A Table A allocation of 5% is tied for the lowest allocation dating back to 1968. The last time DWR had a Table A Allocation of 5% was in 2014.

The Upper Colorado River Basin accumulated precipitation reports 23.6 inches or 82% of normal as of August 23rd. The Upper Colorado River Basin Snow Water Equivalent reported **16.4 inches as of April 1st**, which is **86% of normal** for that day. Due to the below-average precipitation/snowfall in 2020-21 WY, the United States

MET's Water Supply Conditions – continued

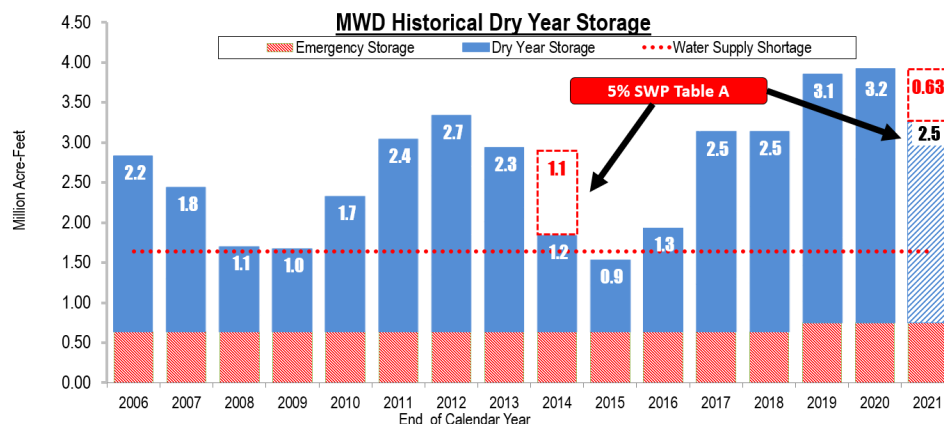
Bureau of Reclamation **declared a shortage at Lake Mead starting January 1st 2022**. There is and a 97% chance of shortage continuing in 2023.

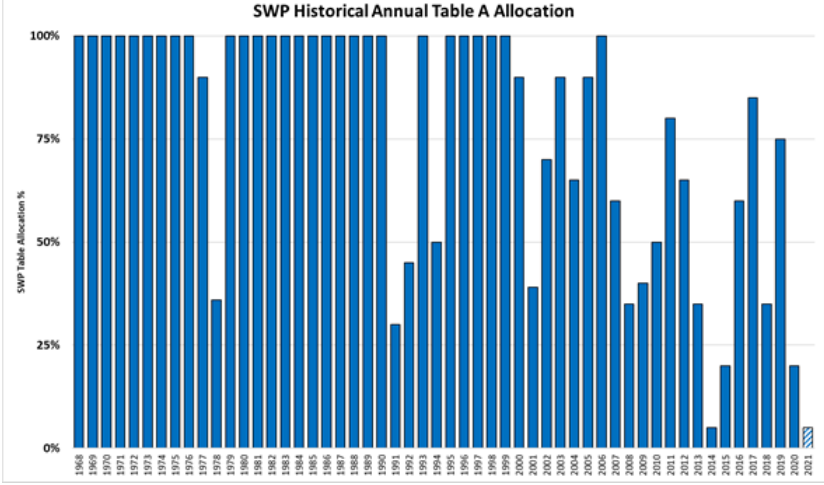
As of August 23rd, Lake Oroville storage is at **23% of total capacity and 34% of normal**. As of August 23rd, San Luis Reservoir has a current volume of **15% of the reservoir's total capacity and is 34% of normal**.



With estimated total demands and losses of 1.78 million acre-feet (MAF) and a 5% SWP Table A Allocation, Metropolitan is projecting that demands will exceed supply levels in Calendar Year (CY) 2021. Based on this, the estimated total dry-year storage for Metropolitan at the end of **CY 2021 will go down to approximately 2.5 MAF**.

A projected dry-year storage supply of **2.5 MAF will be the fourth-highest amount for Metropolitan, a very impressive accomplishment given that the last two years have been exceptionally dry in Northern California**. A large factor in maintaining a high water storage level is lower than expected water demands. We are seeing regional water demands reaching a 38-year low.



MET's Water Supply Conditions - continued	
Colorado River Issues	<p>Delivery of Supplemental Water to Lake Powell Under Upper Basin Drought Contingency Plan</p> <p>The U.S. Bureau of Reclamation (Reclamation) made additional releases from three reservoirs in the Upper Basin in the amount of 181,000 acre-feet pursuant to the terms in the Drought Response Operations Agreement (DROA), part of the Upper Basin's Colorado River Drought Contingency Plan. The additional releases are expected to augment Lake Powell's elevation by approximately three feet. In consultation with the Upper Division States, Reclamation found that the additional releases should be made after the July 24-Month Study showed that unregulated inflow had decreased 2.5 million acre-feet in the six months between January and July 2021. The current forecast for the water year 2021 is for total inflow into Lake Powell of just 3.23 million acre-feet, 30 percent of the thirty-year average. Further, five-year projections predict a 79 percent chance that Lake Powell will fall below the DROA target elevation of 3,525 feet within the following year. That elevation provides a thirty-five-foot buffer above the elevation of 3,490 feet, the minimum power pool at Glen Canyon Dam. In a statement that accompanied the additional DROA releases, Reclamation stated its commitment to reducing the collective risk of Lake Powell and Lake Mead falling to critical elevations.</p>
Delta Conveyance Activities and State Water Project Issues	<p>Delta Conveyance</p> <p>The California Department of Water Resources (DWR) continues to develop an Environmental Impact Report (EIR) under the California Environmental Quality Act. DWR conducted the first of four technical webinars to inform the public and interested stakeholders about the current progress related to preparing the Draft EIR. The first webinar on July 14 provided public information on the State Water Project and Delta Conveyance operations. More information regarding the webinars is available on DWR's website: https://water.ca.gov/-/media/DWR-Website/Web-Pages/Programs/Delta-Conveyance/Public-Information/DCP_EJSurvey-Report-5-28-2021_Final_508.pdf.</p> <p>Joint Powers Authorities</p> <p>During the July 15, 2021, Delta Conveyance Design and Construction Authority (DCA) Board of Directors Meeting, the board approved an initial budget adjustment for fiscal year (FY) 2021/22. The budget change increased the adopted FY 2021/22 budget from \$21.5 million to \$23.5 million using funds remaining from the last fiscal</p>

<p>Delta Conveyance Activities and State Water Project Issues – continued</p>	<p>year. The Delta Conveyance Finance Authority regularly scheduled July meeting was canceled.</p> <p>Regulatory Activities</p> <p>Metropolitan staff continued to participate in the collaborative groups called for in the 2019 Biological Opinions for the State Water Project (SWP) and Central Valley Project, and in the 2020 Incidental Take Permit (ITP) for Long-term Operation of the SWP, to address science needs and inform management and operation of the water projects. In July, Metropolitan staff continued work with state and federal agencies to develop a Juvenile Production Estimate for Spring run Chinook salmon as a condition as required by the ITP. Current efforts are focused on developing a problem statement through focused discussions on what triggered the problem, why a decision must be made, and why the decision matters. These discussions are to ensure that the multiple state, federal, and water agencies participating in this effort all agree on why we need to develop a monitoring program to estimate juvenile production of spring-run and agree on what the goals and objectives of this effort are before working on the details of a monitoring program. In August 2021, a final version of the problem statement will be circulated to the group for approval.</p> <p>Sites Reservoir</p> <p>In July meetings, the Sites Project Authority Board (Authority Board) and the Sites Reservoir Committee (Reservoir Committee) authorized the release of the Revised Draft EIR/Supplemental Draft Environmental Impact Statement (RDEIR/SDEIS) as soon as the document is ready, including authorizing the Executive Director to file a Notice of Completion with the State Clearinghouse and complete other noticing requirements to initiate the public review process.</p> <p>Science Activities</p> <p>Metropolitan staff continued collaboration with the State Water Contractors (SWC) Science Program. On July 15, the SWC released its FY 2020/21 Science Report highlighting the importance of investing in research to provide California more reliable water supply while protecting, restoring, and enhancing the Sacramento-San Joaquin Bay-Delta ecosystem.</p> <p>Metropolitan staff also continued participating in the Collaborative Science and Adaptive Management Program (CSAMP), including participation on the Collaborative Adaptive Management Team (CAMT). At the July 20 meeting, CAMT discussions focused on the potential roles and responsibilities of a proposed Delta smelt science program manager that would assist CAMT with the interface between the investigators who generate the science and the managers who use the science. CAMT also discussed a possible approach to develop recommendations regarding Delta monitoring needs.</p> <p>Metropolitan staff is leading a CSAMP effort to collaboratively develop a scientific definition of salmon recovery, expressed as a suite of clear, measurable objectives and landscape-level quantitative targets. Metropolitan staff is planning and participating in a series of technical workshops with experts in salmonid ecology to develop this definition. Some of the outcomes of those workshops include: (1) the decision to use the viable salmonid population (VSP) concept as a base for establishing objectives for recovery of salmonids in a broad sense; (2) identification of four parameters that are key to evaluating population viability status -- abundance, population growth rate, spatial population structure, and diversity; (3) agreement that</p>
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Delta Conveyance Activities and State Water Project Issues - continued	<p>goals to recover salmon should go beyond delisting of the species and include supporting long-term harvest; (4) that goals should be distinguished between fish of hatchery and non-hatchery origins; and (5) that the group consensus on these goals is desired. The workshop participants will reconvene in October 2021 to review, complete, and finalize these objectives.</p> <p>UC Davis researchers completed a study funded by Metropolitan to develop methods for identifying the sources of important zooplankton food for juvenile Chinook salmon. The researchers analyzed the feasibility of using genomic sequencing, a laboratory procedure that determines the unique DNA fingerprint of an organism, to identify which floodplains are the source of <i>Daphnia pulex</i> (<i>D. pulex</i>), which is an important zooplankton food resource for juvenile Chinook Salmon. They observed that <i>D. pulex</i> from the Butte, Knaggs, and Cosumnes basins have a genetic signature that is distinctive and clearly differentiated from one another. These results could ultimately be applied to quantify the production and export of fish food generated in off-channel habitats, such as floodplains, and evaluate how the fish food moves through the system under various management actions such as habitat restoration and pulse flows, managed agricultural floodplains, and other actions.</p> <p>Metropolitan staff also participated in other collaborative Delta science forums to provide input to work plans and studies, including the Delta Independent Science Board and the Delta Science Program Science Actions Workshop to develop the 2022-2026 Science Action Agenda.</p>
<h2 style="text-align: center;">EMERGENCY PREPAREDNESS</h2>	
COVID-19 (Corona Virus) Coordination	<ul style="list-style-type: none"> • WEROC continues to monitor the CDC, State, and County for changing information and is sharing information with agencies. • Current data in Orange County showed COVID-19 cases have continued to rise in Orange County and that unvaccinated individuals continue to be six times more likely to become infected with COVID-19 than those who are fully vaccinated. • At the time of this report, Between July 28 and August 5, Orange County experienced an increase in the seven-day average case rate, from 10.2 to 15.7 per 100,000 people, with the average number of daily COVID-19 cases rising from 328 to 507. The positivity rate increased from 5.5 to 7.9 percent, hospitalizations from 236 to 454 per day, and ICU admissions from 56 to 69 per day. Between August 10 and August 17, the seven-day average case rate jumped from 19.4 to 21.1 per 100,000 people, with the average number of daily COVID-19 cases rising from 627 to 681. The positivity rate decreased slightly from 8.3 to 8.1 percent; hospitalizations increased from 495 to 568 per day, and ICU admissions from 91 to 119 per day. • The Orange County Health Officer, in concurrence with the State Health Officer, strongly recommends everyone to continue taking the following precautions to limit the risk of catching or spreading COVID-19 and to protect those who are most at risk of contracting COVID-19, particularly the elderly and those with underlying health conditions: <ul style="list-style-type: none"> ○ Regardless of your vaccination status, wear a mask if you're indoors

COVID-19 (Corona Virus) Coordination – continued	<ul style="list-style-type: none"> ○ Avoid crowded areas and events, especially those that are indoors. ○ Maintain physical distancing in poorly ventilated areas. ○ Wash your hands and use hand sanitizer regularly. ○ Get tested if you are exposed to or experience symptoms of COVID-19 ● On August 18, the California Department of Public Health issued several updates to its Beyond the Blueprint guidance for Industry and Business sectors: ● Applied vaccine verification or negative testing requirements to Indoor Mega Events involving 1,000 or more participants. ● Removed self-attestation as a mode for both vaccine verification and for verification of negative COVID-19 test for indoor events scheduled after September 20, 2021. ● Extended date for requirements and recommendations to remain in place to November 1, 2021. ● WEROC continues to hold bi-weekly conference calls on Tuesdays with member agencies, as requested by the agencies, to continue to share information. WEROC is providing updated information as received. ● WEROC continues to support agencies with COVID-19 related questions and guidance needs. ● On 8/11, WEROC sent a survey out at the request of a couple of agencies to see what other agencies are doing regarding mask requirements and discussion about mandating vaccinations. ● Vicki participates in the CalOSHA Standards Board ETS 3205 Subcommittee meetings, making changes to the 3205 standards. At this time, permanent recommendations are slated to be released in December 2021. However, in the interim, on August 25th, CalOSHA issued a press release, encouraging employers and workers to follow the updated CDPH Guidance recommending face coverings indoors regardless of vaccination status. While this contradicts the current ETS 3295 guidance, OSHA cannot just change the verbiage as they only have one more time to update the current emergency standard in place in accordance with the law (which allows three times total). Therefore, they issued a press release instead of strongly encouraging people to follow the CDPH guidance.
August Incidents/ Events	<ul style="list-style-type: none"> ● WEROC coordinated with the OCIAC and two member agencies on an identified vulnerability during August. One Agency required more response from state and federal resources to resolve the issue. WEROC assisted with incident coordination on actions items. ● CalWarn Activation and Coordination for the Dixie Fire. CalWarn Region 3 has been coordinating mutual aid requests for personnel and equipment resources to assist the area's water and waste water agencies. All requests have been filled with agencies in Northern California. If the situation changes, we will share information with CalWarn agencies to assist as required. WEROC continues to monitor this event and the other fire in Northern California. At this time, WEROC is only

August Incidents/ Events - continued	watching as requests are still be fulfilled by our Northern California partners
Coordination/ Participation With Member Agencies And Outside Agencies	<ul style="list-style-type: none"> On 8/3, Vicki participated in the OA call specific to Mutual Aid and the COVID response. Good discussion on the challenges with getting this agreement thru both state and federal agencies. What the county learned will benefit water and wastewater future responses where infrastructure is impacted, and coordination is required under the WEROC agreement. On 8/4, Vicki participated and provided feedback to OC Sanitation District After Action Report Meeting in follow-up to the Interplant Pipeline Exercise held in April. Vicki was an exercise evaluator for this event. On 8/7, Vicki and Janine attended the monthly OCEMO (Orange County Emergency Management Organization) meeting. Topics of discussion were focused on training and exercise and the upcoming National Preparedness Month Activities. On 8/8, Vicki attended the WACO meeting and provided a WEROC update. The speaker for this group was the Orange County Fire Authority and YLWD regarding fire preparedness and their activities. On 8/12, Vicki attended the Orange County Operational Area Executive Board Meeting as the Water and Wastewater Mutual Aid Coordinator. Vicki provided a water and wastewater activity report to the group. Topics of interest included; Unified County of Orange and Orange County Operational Area Emergency Operations Plan updates, Mutual Aid updates, OCIAC Update, Technology Systems Update, and the OA Manager Report. On 8/17, Vicki attended the CalWarn Monthly Board Meeting as the Region 1 Chair. Topics of interest included discussion on supply chain impacts, coordination of mutual aid resources to the Dixie Fire, updating of the Mutual Aid processes and plans. On 8/18, Vicki coordinated with the County regarding the County 800 MHz Joint Radio Agreement to clarify information contained within the agreement, process, and funding in regards to questions received from agencies during the WEROC coordination call on 8/17 On 8/19, Vicki attended the MWDOC Managers Meeting. On 8/23, Vicki attended the meeting with the County Executive Officer regarding the WEROC EOC Funding with Director Megan Yoo-Schneider, Director Dick Ackerman, GM Rob Hunter, CEO Frank Kim, CEO Government & Community Relations Director Jessica Witt, and MWDOC Governmental Affairs Manager Thank you to MWDOC Government Affairs for assisting with the coordination of the meeting and MWDOC Public Affair with the design of the WEROC Briefing Flyer. WEROC and MWDOC Governmental Affairs will be working on the next steps with scheduling the County Board of Supervisors Meetings. On 8/24, Vicki WUSMA (WATER UTILITY SAFETY MANAGERS' ASSOCIATION) Meeting. Topics from the meeting included lone worker safety, wildland fire smoke advisory protocols.

Coordination/ Participation With Member Agencies And Outside Agencies – continued	<ul style="list-style-type: none"> On 8/26 and 8/27, Vicki and Janine attended the PSPS Partner Portal Training provided by San Diego Gas and Electric related to the changes requiring implementation by 9/1 in accordance with CPUC regulations. On 8/27, Vicki attended the County of Orange Logistics Tabletop Exercise/Workshop focusing on processes, procurement, and coordination. Based on her past work in Logistics when she was at the county, Vicki was invited to build on processes for working with the OA Water and Wastewater Coordinator. Daniels continues to share cyber information received from the OCIAC and DHS with member agencies.
America's Water Infrastructure Act (AWIA) Project	<ul style="list-style-type: none"> WEROC and its consultant, Herndon Solutions Group (HSG), continue to work with WEROC agencies to comply with America's Water Infrastructure Act (AWIA). Tier II agencies all submitted their Emergency Response Plans due June 30, 2021. Tier III agencies all submitted their RRAs due June 30, 2021. The last phase for Tier III ERPs is in process and is due December 31, 2021. The final phases of this project continue to progress without issue. During August, one change order of scope of work was submitted and approved for an agency's Emergency Response Plan work being performed.
Other Planning Efforts	<ul style="list-style-type: none"> Daniel completed the final draft of the MWDOC Cyber Plan. This plan is currently with MWDOC IT for review. The WEROC Public Safety Power Shutoff Standard Operating Procedures are being updated to match the changes to the Utilities Partner Portal requirements implemented effective September 1st. WEROC Smoke Advisory protocols are being updated to make changes issued by AQMD processes. Other Coordination topics discussed and planning efforts outside of COVID conducted on the Bi-Weekly coronation calls included: <ul style="list-style-type: none"> Supply Chain Issues Cyber Drought Communications and Coordination Training PSPS Protocols Mutual Aid and Logistics
Emergency Operations Center Readiness And Systems	<ul style="list-style-type: none"> Daniel continues ongoing maintenance of the EOC systems to ensure WEROC maintains the operational function for the EOC. In August, this included: <ul style="list-style-type: none"> Fixing the AV System at the South EOC On 8/24, Daniel met with the Orange County Fire Authority Inspector at the South EOC. No violations or fines were issued

Emergency Operations Center Readiness And Systems – continued	<ul style="list-style-type: none"> ○ On 8/25, the annual Fire Extinguisher inspection and recertification was performed for the north and south EOC fire extinguishers ○ In August, Daniel had the old UHF WEROC handhelds re-programmed to be backup OA 1 EOC radios
Training and Exercises	<ul style="list-style-type: none"> • Vicki conducted the following training. Thank you to Yorba Linda Water District for hosting and providing a location for the training: <ul style="list-style-type: none"> ○ G611M - EOC Management Section Overview ○ G611O – EOC Operations Section Overview • Unfortunately, in concurrence with the member agencies, the following courses which were to be conducted in-person have been postponed due to COVID: <ul style="list-style-type: none"> ○ G611P – EOC Planning Section Overview ○ G611F – EOC Finance Section Overview ○ G611L – EOC Logistics Section Overview ○ ICS 300 – Intermediate Incident Command System • Vicki offered virtual EOC or ICS training to any member agency. Member agencies indicated they want these courses in person and not virtually so staff can obtain the full benefits of these course. For a state-certified course, there needs to be a six-week notification period. They will be rescheduled at a later date. • WEROC is providing information on free Cyber Training being offered in September by EPA and the OCIAC. • Daniel completed and graduated from the National Emergency Management Advanced Academy (NEMAA). This is national offered class targets California representatives from Federal, State, City, County, Local, Tribal, and Territorial Governments, along with Emergency Managers from Higher Education, DOD, Private Sector, American Red Cross, Public Health, and Volunteers.
WATER USE EFFICIENCY	
Water Data Collaborative Meeting	<p>On August 10, Rachel Waite attended the Water Data Collaborative meeting hosted by San Antonio Water System (SAWS). This meeting aims for data analysts across the country to discuss and share topical water use efficiency projects, analyses, and information. Discussion items included cooling tower efficiency, water softeners, and upcoming projects/analyses.</p> <p>The next meeting will be scheduled for a date in November.</p>

North OC Integrated Regional Watershed Management (IRWM) Ad Hoc Committee Meeting	<p>On August 10 and September 2, Rachel W. attended the North OC IRWM Ad Hoc Committee meetings. The purpose of the Ad Hoc is to complete specific work products on behalf of the North OC IRWM Stakeholder group, which includes reviewing the procedure for prioritizing and selecting projects in preparation for the Proposition 1 Round 2 project selection process. The Ad Hoc is made up of staff from the following stakeholders: Orange County Public Works, Orange County Parks, MWDOC, Orange County Water District, Orange County Sanitation District, Irvine Ranch Water District, and the City of Santa Ana. Topics on the agendas included:</p> <ul style="list-style-type: none"> • Revised goal weights • Comparison of approaches to revise the strategy scoring and weights • Selection of approaches to revise the strategy scoring and weights • Next steps <p>The recommendations from the Ad Hoc Committee will be presented to the North OC IRWM Stakeholders at a future date.</p>
Project Agreement (PA) 22 Advisory Workgroup Meeting	<p>On August 16, Rachel W. attended the PA 22 Advisory Workgroup meeting, hosted by Santa Ana Watershed Project Authority (SAWPA). Staff from MWDOC and the SAWPA member agencies attended the meeting. Topics on the agenda included:</p> <ul style="list-style-type: none"> • SARCCUP Water Use Efficiency Invoices • Prop 1 Enhanced Decision Support Tool Update • SARCCUP Water Budget Assistance Project Update • September Committee Meeting <p>The next meeting is scheduled for September 20.</p>
Recycled Water GIS Mapping Meeting	<p>On August 17, Rachel W. and Sam Fetter attended a Recycled Water GIS Mapping meeting hosted by Metropolitan. This meeting discussed how Metropolitan could support expanded participation by Orange County water suppliers in Metropolitan programs focused on recycled water, such as the On-Site Retrofit Program. Orange County retailer and Metropolitan staff discussed a potential mapping program led by Metropolitan.</p> <p>A follow-up meeting is scheduled for September 22.</p>
Alliance for Water Efficiency (AWE) Research Committee Meeting	<p>On August 18, Rachel W. attended the AWE Research Committee meeting. Staff from more than 30 agencies across the United States and Canada attended the meeting. Topics on the agenda included:</p> <ul style="list-style-type: none"> • Research Committee Activity • Research Committee Work Plan for 2021 • AWE Project Updates • Evaporative Cooler Water Use • CalWEP Research and Evaluation Committee Update • Committee Member Research Activity Updates <p>The next meeting is tentatively scheduled for October 5.</p>

CalWEP Research and Evaluation Committee Meeting	<p>On August 18, Joe Berg and Rachel W. attended the CalWEP Research and Evaluation Committee meeting. Staff from numerous water agencies across the state attended the meeting. Topics on the agenda included:</p> <ul style="list-style-type: none"> • CUWCC's Feasibly Tool for Dedicated Irrigation Meters • Drought Studies Highlights • Drought Roundtable • AWE Research Committee Updates • Committee Member Research Activity Updates and Share Out <p>The next meeting is scheduled for November 10.</p>
Metropolitan Water Use Efficiency Coordinator Workgroup Meeting	<p>On August 19, Joe, Rachel W., Rachel Davis, Beth Fahl, Andrea Antony-Morr, and Sam participated in Metropolitan's Water Use Efficiency Workgroup meeting. Topics on the agenda included:</p> <ul style="list-style-type: none"> • Conservation Board Report • Water Supply Alert Presentation • External Affairs Update • New Launched SoCal Gas/Metropolitan Incentive Program: Multi-Family Vended Washer Rebates <p>The next Workgroup meeting is scheduled for September 23.</p>
California Water Efficiency Partnership (CalWEP) Program Committee Meeting	<p>On August 19, Andrea participated in the CalWEP Program Committee meeting. Topics on the agenda included:</p> <ul style="list-style-type: none"> • CalWEP Updates <ul style="list-style-type: none"> ○ Fall Plenary ○ QWEL for CalWEP Members ○ Tracking Tool - CA Version Update ○ Jumpstart Water Shortage (Drought) Toolkit: • Leak Detection Certification Training • Drought Programs • Task Force Updates <ul style="list-style-type: none"> ○ Landscape ○ AMI ○ CII • Announcements <p>The next meeting is scheduled for October 21.</p>
Department of Water Resources (DWR) Outdoor Water Use Stakeholder Meeting	<p>On August 25, Joe, Rachel W., Beth, Andrea, and Sam attended the DWR Outdoor Water Use Stakeholder meeting concerning the Conservation Framework. This meeting was the fourth meeting of the technical workgroup on Standards, Methodologies, and Performance Measures to inform the development of the outdoor water use standard recommendation. DWR Staff and the technical team shared analysis results to address and respond to stakeholder feedback on the outdoor standard. Topics on the agenda included:</p> <ul style="list-style-type: none"> • Overview of the Legislative Background and Approach <ul style="list-style-type: none"> ○ Legislative Background and MWELO Principles ○ Proposed Provisional Standard ○ Stakeholders Feedback Received to Date

Department of Water Resources (DWR) Outdoor Water Use Stakeholder Meeting – continued	<ul style="list-style-type: none"> ○ Update on LAM Data Revisions ● Review of analysis results in response to stakeholder feedback provided at previous meetings <ul style="list-style-type: none"> ○ Buffer Revisited ○ Merits for Buffer Cap ○ Questions and Comments ○ Land Cover Type ○ Ramping Down the Standard ○ Questions and Comments ● Next Steps for Outdoor Standards <p>A follow-up meeting on this topic is not currently scheduled.</p>
One Water One Watershed (OWOW) Proposition 1 Round 2 Webinar	<p>On August 26, Rachel W. attended the OWOW Proposition 1 Round 2 webinar, which provided information to stakeholders on the Proposition 1 Round 2 process. Topics discussed included:</p> <ul style="list-style-type: none"> ● Available grant funding from Proposition 1 Round 2 IRWM and the schedule for the OWOW Call for Projects ● Possible updates to the Round 2 ranking criteria that would be used to score Round 2 project proposals ● Summary of the feedback we've received so far from past workshops and the OWOW Steering Committee regarding Round 2 ranking criteria ● In-depth background on the state's Disadvantaged Community criteria and GIS mapping tool ● Highlights of other upcoming grant programs to be managed by the Department of Water Resources ● Input from stakeholders <p>A follow-up meeting is anticipated in the future but is not currently scheduled.</p>
Metropolitan Water Use Efficiency Program Advisory Committee (PAC) Meeting	<p>On September 1, Rachel W. attended the Metropolitan Water Use Efficiency PAC Meeting. Topics on the agenda included:</p> <ul style="list-style-type: none"> ● Dedicated Irrigation Meters – Recommendation Review ● Minimum Device Quantity for Rotating Nozzle Rebates ● AWE Rachio Program Compatibility with SCWS Rebates ● Cooling Towers <ul style="list-style-type: none"> ○ AWE Model ○ Newer technologies ● Two-tiered Large Landscape Surveys <ul style="list-style-type: none"> ○ In-person vs. virtual inspections ● Devices/Technologies Roundtable <p>The next meeting will be scheduled for a date in December.</p>
MWDOC Water Use Efficiency Workgroup Meeting	<p>On September 2, Joe, Steve Hedges, Rachel W., Rachel D., Beth, Andrea, and Sam hosted MWDOC's Water Use Efficiency Workgroup meeting. Topics on the agenda included:</p> <ul style="list-style-type: none"> ● MWDOC Updates ● Program Solving Roundtable ● Metropolitan Update

MWDOC Water Use Efficiency Workgroup Meeting – continued	<ul style="list-style-type: none"> ○ Conservation Board Report ○ Water Supply Alert • Drought Messaging <ul style="list-style-type: none"> ○ Drought and Our Programs ○ Developing a Regional Message • Conservation as a California Way of Life <ul style="list-style-type: none"> ○ Water Use Efficiency Standards Update ○ Dedicated Irrigation Meter Measurements Project ○ DWR Monthly Water Loss Webinar • Water Use Efficiency Updates <ul style="list-style-type: none"> ○ Addenda Follow Up ○ Program Activity Update ○ Grant Funding Update ○ PAC Update • CalWEP Update <p>The next Workgroup meeting is scheduled for October 7.</p>
<h2 style="margin: 0;">PUBLIC/GOVERNMENT AFFAIRS</h2>	
Member Agency Relations	<p>Public Affairs Staff:</p> <ul style="list-style-type: none"> • Attended Orange County Water District's webinar "How Today's Drought Conditions Affect Southern California." • Hosted a Drought Messaging and Outreach workshop for the MWDOC Public Affairs Workgroup • Prepared and distributed a Drought Messaging and Outreach survey to gather information from MWDOC member agencies related to agency drought priorities • Met with Trabuco Canyon Water District staff to discuss public outreach efforts • Presented at Mesa Water's Board Meeting on drought messaging and outreach • Produced, printed, and delivered member agency bill inserts to promote the following rebate programs: turf removal, spray-to-drip irrigation, rain barrels/cisterns, and weather-based irrigation timers <p>Government Affairs Staff:</p> <ul style="list-style-type: none"> • Participated in the OC Met Managers meeting • Circulated the DWR survey to assess the needs and readiness of prospective grant applicants for the funding forthcoming DWR Urban and Multibenefit Drought Relief program to all member agencies • Coordinated with the Water Loss Control staff and sent out a save the date notice to member agencies inviting them to a grants program update at the following Water Loss Control Working Group meeting
Community Relations	<p>Public Affairs Staff:</p> <ul style="list-style-type: none"> • Prepared and distributed the August 2021 eCurrents newsletter

Community Relations – continued	<ul style="list-style-type: none"> • Met with OC Stormwater to discuss potential partnership opportunities for water education resources • Created MWDOC Water Awareness Poster Contest flyer for 2022 contest <p>Governmental Affairs Staff:</p> <ul style="list-style-type: none"> • Attended the ACC-OC Energy, Environment, and Water Committee meeting
Education	<p>Public Affairs Staff</p> <ul style="list-style-type: none"> • Participated in a meeting with BAY WORK and IEWorks to discuss regional collaboration on Career Technical Education (CTE) programs • Hosted meetings with MWDOC Choice School Program contractors, Orange County Department of Education's Inside the Outdoors and Shows That Teach to discuss lesson plans and activities for the upcoming school year • Attended in the Metropolitan Water District of Southern California's (Metropolitan) Education Coordinator's meeting • Participated in the California Environmental Literacy Initiative Green Career Innovation Hub bi-weekly meeting • Participated in a meeting with Tomorrow's Talent to discuss workforce pathway opportunities • Sent each MWDOC Choice School Program participating agency list of eligible schools in their respective service areas for edits and approval • Worked with Orange County Department of Education's Inside the Outdoors (OCDE's ITO) on scripts for groundwater video projects in partnership with Metropolitan Water District of Southern California • Finalized water education videos with Hashtag Pinpoint to be used for MWDOC Scouts program resources and other water education opportunities • Provided information to City of Anaheim regarding Boeing Grant opportunity awarded to OCDE's ITO • Provided information to Elsinore Valley Municipal Water District regarding MWDOC Choice School Program student and family resources • Provided Irvine Ranch Water District with information regarding a request from a teacher for water education programs • Hosted one water workshop with Metropolitan and Alison Loukeh & Associates, "Get in the Water: CTE Careers with a future" for high school science teachers
Special Projects	<p>Public Affairs Staff:</p> <ul style="list-style-type: none"> • Presented on drought outreach efforts at the Metropolitan Water District of Southern California's (Metropolitan) Public Information Officers meeting • Participated in the OC Water Summit committee meeting • Attended Metropolitan's Public Information Officer working group on their drought outreach efforts • Met with Metropolitan staff to discuss Water-Energy Education Alliance progress • Prepared and distributed first invite to the MWDOC Water Policy Dinner on September 30 at the Westin South Coast Plaza featuring Adel Hagekhalil, General Manager and Chief Executive Officer, the Metropolitan Water District of Southern California

Special Projects – continued	<ul style="list-style-type: none"> • Coordinated event logistics with The Westin South Coast Plaza Hotel for the MWDOC Water Policy Dinner on September 30 • Accepted ongoing registration and completed a variety of event logistics for the MWDOC Water Policy Dinner on September 30 • Created a brand-new briefing paper highlighting the value and impact of the Water Emergency Response Organization of Orange County <p>Governmental Affairs Staff:</p> <ul style="list-style-type: none"> • Staffed the ISDOC Quarterly Luncheon meeting • Staffed the ISDOC Executive Committee meeting • Along with Tina Dubuque, coordinated new ISDOC Associate Member request to join applications • Staffed the WACO monthly meeting • Invited Tim Quinn to speak at the September WACO meeting • Staffed the WACO Planning Committee meeting • Along with Director Yoo Schneider and Vicki Osborn, met with the CEO and Assistant CEO for the County of Orange to discuss funding for the WEROC EOC • Working with Charles Busslinger, met with CDR's Deborah Diep to discuss redistricting
Legislative Affairs	<p>Governmental Affairs Staff:</p> <ul style="list-style-type: none"> • Participated in the Metropolitan Member Agency, Legislative Coordinators call • Along with Directors Seckel and McVicker, met with Senator Tom Umberg to discuss regional budget requests for drought and additional recycled water funding, along with our conservation efforts • Participated in the ACWA Federal Affairs Committee Infrastructure Working Group • Drafted a letter of support for community organizations to send to the County Board of Supervisors in support of funding for the WEROC EOC • With Vicki Osborn, drafted talking points and agenda for a meeting with County CEO Frank Kim and Assistant CEO Jessica Witt • Attended the CMUA Regulatory Committee meeting • Participated in the CSDA Legislative Committee meeting • Attended the Southern California Water Coalition Legislative Task Force meeting • Participated in the ACWA State Legislative Committee special meeting re: SB 222 (Dodd) • Coordinated with staff from Metropolitan to obtain signatures on a coalition letter seeking drought funding from the state for Southern California • Attended the ACWA Region 10 State Legislative Committee pre-meeting call • Participated in the regular meeting of the ACWA State Legislative Committee

INFORMATION CALENDAR

**MWDOC GENERAL INFORMATION
ITEMS**

MWDOC BOARD OF DIRECTORS

- Al Nederhood
- Larry D. Dick
- Bob McVicker
- Karl W. Seckel
- Sat Tamaribuchi
- Jeffery M. Thomas
- Megan Yoo Schneider