

MEETING OF THE BOARD OF DIRECTORS OF THE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY  
Jointly with the  
**ADMINISTRATION & FINANCE COMMITTEE**  
May 11, 2022, 8:30 a.m.

**Due to the current state of emergency related to the spread of COVID-19 and pursuant to Government Code Section 54953(e), MWDOC will be holding this Board and Committee meeting by Zoom Webinar and will be available by either computer or telephone audio as follows:**

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

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

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

**A&F Committee:**

Director Seckel, Chair  
Director Thomas  
Director Dick

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

Ex Officio Member: Director Yoo Schneider

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

**ROLL CALL**

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

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

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

**PROPOSED BOARD CONSENT CALENDAR ITEMS**

1. TREASURER'S REPORT
  - a. Revenue/Cash Receipt Report – April 2022
  - b. Disbursement Approval Report for the month of May 2022

- c. Disbursement Ratification Report for the month of April 2022
  - d. GM Approved Disbursement Report for the month of April 2022
  - e. Consolidated Summary of Cash and Investment – March 2022
  - f. OPEB and Pension Trust Fund monthly statement
2. FINANCIAL REPORT
- a. Combined Financial Statements and Budget Comparative for the Period Ending March 31, 2022
  - b. Quarterly Budget Review

### **ACTION ITEMS**

- 3. ANNUAL APPROVAL OF DISTRICT SALARY SCHEDULE
- 4. AUTHORIZE PURCHASE OF NEW COPIER
- 5. APPROVE CHANGES TO RECORDS RETENTION SCHEDULE
- 6. ANNUAL REVIEW OF DISTRICT INVESTMENT POLICY AND GUIDELINES
- 7. ELECTION INFORMATION (CANDIDATE'S STATEMENTS)

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

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

### **OTHER ITEMS**

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

### **ADJOURNMENT**

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

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

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

**Municipal Water District of Orange County  
REVENUE / CASH RECEIPT REPORT  
April 2022**

Item 1a

**WATER REVENUES**

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
4/01/2022	City of Brea	February 2022 Water deliveries	15,117.56
4/01/2022	City of Seal Beach	February 2022 Water deliveries	11,457.03
4/04/2022	City of Buena Park	February 2022 Water deliveries	58,664.82
4/04/2022	City of Fountain Valley	February 2022 Water deliveries	10,421.94
4/04/2022	City of La Habra	February 2022 Water deliveries	7,041.95
4/04/2022	City of La Palma	February 2022 Water deliveries	1,463.71
4/06/2022	Trabuco Canyon Water District	February 2022 Water deliveries	138,369.84
4/07/2022	City of Westminster	February 2022 Water deliveries	17,585.80
4/07/2022	South Coast Water District	February 2022 Water deliveries	403,809.80
4/08/2022	City of San Clemente	February 2022 Water deliveries	660,438.87
4/11/2022	El Toro Water District	February 2022 Water deliveries	498,426.14
4/11/2022	Laguna Beach County Water District	February 2022 Water deliveries	292,820.84
4/11/2022	Santa Margarita Water District	February 2022 Water deliveries	1,781,369.74
4/11/2022	Santa Margarita Water District (ID9)	February 2022 Water deliveries	203,126.39
4/13/2022	City of Garden Grove	February 2022 Water deliveries	396,034.31
4/13/2022	East Orange Co Water District	February 2022 Water deliveries	707,966.60
4/14/2022	City of Orange	February 2022 Water deliveries	815,358.87
4/14/2022	Yorba Linda Water District	February 2022 Water deliveries	645,070.61
4/15/2022	Golden State Water Company	February 2022 Water deliveries	517,045.27
4/15/2022	Irvine Ranch Water District	February 2022 Water deliveries	1,007,750.60
4/15/2022	Moulton Niguel Water District	February 2022 Water deliveries	2,089,174.77
4/15/2022	Orange County Water District	February 2022 Water deliveries	423,775.93
4/28/2022	South Coast Water District	March 2022 Water deliveries	440,754.25
4/29/2022	City of Huntington Beach	March 2022 Water deliveries	631,527.66
4/29/2022	City of Seal Beach	March 2022 Water deliveries	11,342.73
<b>TOTAL WATER REVENUES</b>			<b>\$ 11,785,916.03</b>


**Municipal Water District of Orange County**  
**REVENUE / CASH RECEIPT REPORT**  
**April 2022**

**MISCELLANEOUS REVENUES**

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
4/04/2022	Karl Seckel	April 2022 Retiree Health insurance	179.55
4/04/2022	Patricia Meszaros	April 2022 Retiree Health insurance	43.08
4/28/2022	Keith Lyon	May 2022 Retiree Health insurance	179.55
4/19/2022	Katie Vincent	Apr-May 2022 Retiree Health insurance	359.10
4/04/2022	Judy Pfister	Apr-Jun 2022 Retiree Health insurance	129.24
4/21/2022	Igoe and Company Inc	COBRA and Retiree Vision insurance	47.32
4/04/2022	LG Electronics USA, Inc.	Refund for defective laptop	1,538.36
4/25/2022	South Coast Water District	Reimbursement of Consultant Costs and use of the OC Regional Distribution System Hydraulic Model - Doheny Desalination plant	5,438.00
4/29/2022	Katie Vincent	Reimbursement for annual fee	151.16
4/26/2022	US Bank Custodial Account	National Rural Utilities Coop Interest payment	401.26
4/29/2022	US Bank	Monthly Interest	4.68
4/04/2022	City of Buena Park	January 2022 Turf Removal and Spray to Drip rebate program	333.00
4/08/2022	City of Tustin	February 2022 Turf Removal and Spray to Drip rebate program	555.00
4/11/2022	City of Orange	February 2022 Turf Removal and Spray to Drip rebate program	555.00
4/11/2022	Laguna Beach County Water District	February 2022 Turf Removal and Spray to Drip rebate program	838.43
4/04/2022	City of Newport Beach	October 2021 Turf Removal rebate program	111.00
4/04/2022	City of Newport Beach	December 2021 Turf Removal rebate program	222.00
4/07/2022	City of Fountain Valley	February 2022 Turf Removal rebate program	111.00
4/11/2022	Irvine Ranch Water District	February 2022 Turf Removal rebate program	1,863.00
4/15/2022	City of San Clemente	February 2022 Turf Removal rebate program	333.00
4/11/2022	Moulton Niguel Water District	February 2022 Smartimer and Turf Removal rebate program	14,344.96
4/11/2022	Irvine Ranch Water District	February 2022 Smartimer and Rotating Nozzle rebate program	692.99
4/21/2022	Mesa Water District	February 2022 Smartimer, Turf Removal and Spray to Drip rebate program	403.00
4/04/2022	El Toro Water District	February 2022 So Cal Watersmart rebate program	345.00
4/11/2022	Laguna Beach County Water District	February 2022 So Cal Watersmart rebate program	65.00
4/15/2022	City of San Clemente	February 2022 So Cal Watersmart rebate program	250.00
4/19/2022	Moulton Niguel Water District	March 2022 So Cal Watersmart rebate program	4,600.00
4/28/2022	Laguna Beach County Water District	March 2022 So Cal Watersmart rebate program	195.00
4/25/2022	Department of Water Resources	Apr-Jun 2021 Strategic Turfgrass Removal and Design Assistance program	6,671.25
4/15/2022	City of Fullerton	Dedicated Irrigation Meters Measurement Program FY 2021-22	20,000.00
4/15/2022	City of Seal Beach	Dedicated Irrigation Meters Measurement Program FY 2021-22	9,000.00
4/19/2022	City of Orange	Dedicated Irrigation Meters Measurement Program FY 2021-22	95,444.88
4/22/2022	Trabuco Canyon Water District	Dedicated Irrigation Meters Measurement Program FY 2021-22	18,049.58
4/29/2022	City of San Clemente	Dedicated Irrigation Meters Measurement Program FY 2021-22	80,000.00
4/25/2022	Laguna Beach County Water District	Dedicated Irrigation Meters Measurement Program FY 2021-22	11,662.80
4/18/2022	City of Newport Beach	Water Loss Control Shared Services Year III	324.00
4/18/2022	City of Newport Beach	Water Loss Control Shared Services - Suspected Leak Survey	419.00
4/22/2022	City of Fullerton	Jul-Dec 2021 School Billing	463.50
4/25/2022	City of Fountain Valley	Addition to Choice School program FY 2021-22	2,457.80
4/19/2022	Moulton Niguel Water District	FY 2020-21 O & M Costs of the EOCF No.2	116,156.81
4/13/2022	City of Lake Forest	WEROC Emergency Supplies for COVID-19	311.25

<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>\$ 395,249.55</b>
<b>TOTAL REVENUES</b>	<b>\$ 12,181,165.58</b>

  
 Robert J. Huhter, General Manager

  
 Hilary Chumplitazi, Treasurer

**Municipal Water District of Orange County  
Disbursement Approval Report  
For the month of May 2022**

Item 1b

Vendor/ Invoice	Description	Amount to Pay
<b>Core Disbursements:</b>		
<b>ABSG Consulting Inc</b>		
5108025	March 2022 Owner's Representative services for MWDOC office remodel	9,551.73
***Total***		<u>9,551.73</u>
<b>ACCO Engineered Systems Inc</b>		
20240470	Service and repair VAV #28 and #42	1,383.70
***Total***		<u>1,383.70</u>
<b>Ace Print Agency-Francisco Flores</b>		
3031	Business cards for Director Seckel	67.43
3208	Business cards for two staff members	108.75
***Total***		<u>176.18</u>
<b>Ackerman Consulting-Richard C Ackerman</b>		
1332	April 2022 Legal Consulting on Water Issues	2,300.00
***Total***		<u>2,300.00</u>
<b>Aleshire &amp; Wynder LLP</b>		
67081	March 2022 Legal Services	2,951.50
***Total***		<u>2,951.50</u>
<b>Alta FoodCraft</b>		
12221001	5/3/22 Coffee and creamer supplies	80.38
***Total***		<u>80.38</u>
<b>The Brattle Group Inc</b>		
66795	March 2022 Services for the Economic Benefit Studies and Modeling Work	27,243.75
***Total***		<u>27,243.75</u>
<b>CDM Smith</b>		
90148821	March 2022 Services for water resource planning	9,942.75
***Total***		<u>9,942.75</u>
<b>CSU Fullerton ASC</b>		
AR171880	4/1/22-6/30/22 Center for Demographic Research support	13,797.32
***Total***		<u>13,797.32</u>

**Municipal Water District of Orange County  
Disbursement Approval Report  
For the month of May 2022**

Vendor/ Invoice	Description	Amount to Pay
<b>GovConnection Inc</b>		
72671403	Two additional Adobe Acrobat licenses for new staff	181.34
72714443	April 2022 Exchange Online Migration services	5,683.45
***Total***		<u>5,864.79</u>
<b>Hashtag Pinpoint Corporation</b>		
1559	April 2022 Social Media consultation & service	7,913.00
***Total***		<u>7,913.00</u>
<b>Jill Promotions</b>		
11374	MWDOC Polo shirts for staff	663.07
***Total***		<u>663.07</u>
<b>Lawnscape Systems Inc</b>		
426739	April 2022 Landscape Maintenance for Atrium	495.00
***Total***		<u>495.00</u>
<b>Mega Maids Cleaning Service</b>		
12443	April 2022 Cleaning services for COVID-19 prevention	800.00
***Total***		<u>800.00</u>
<b>Patricia Meszaros</b>		
40522	January-March 2022 Retiree medical premium	510.30
***Total***		<u>510.30</u>
<b>Natural Resource Results LLC</b>		
3856	April 2022 Federal legislative advocacy services	8,000.00
***Total***		<u>8,000.00</u>
<b>NDS</b>		
800524	4/1 & 4/8/22 Board packet delivery service	373.00
800591	4/15/22 Board packet delivery service	186.50
800709	4/29/22 Board packet delivery service	186.50
***Total***		<u>746.00</u>
<b>Office Solutions</b>		
I-01992409	4/13/22 Office supplies	453.45
I-01997103	4/26/22 Display boards in copy room for Human Resources	924.38
I-01998772	4/29/22 Office supplies	35.96
***Total***		<u>1,413.79</u>

**Municipal Water District of Orange County  
Disbursement Approval Report  
For the month of May 2022**

<b>Vendor/ Invoice</b>	<b>Description</b>	<b>Amount to Pay</b>
<b>Optima RPM Inc</b>		
5000472	Partial retention payment for Construction services for MWDOC office seismic improvements and remodel	81,241.33
5000473	Final retention payment for Construction services for MWDOC office seismic improvements and remodel	22,700.00
***Total***		<u>103,941.33</u>
<b>Orange County Water District</b>		
24137	March 2022 Postage, shared office and maintenance expense	7,777.04
***Total***		<u>7,777.04</u>
<b>Paul Redvers Brown Inc</b>		
DOC007	3/28-4/21/22 MWDOC Facilitated Member Agency Discussions Project services	1,667.50
***Total***		<u>1,667.50</u>
<b>Predict Success-Anne Sandberg</b>		
42922	New hire assessments for three employees	300.00
***Total***		<u>300.00</u>
<b>The Regents of the University of CA</b>		
64684504	Year 3 Plant Irrigation Trials	17,500.00
***Total***		<u>17,500.00</u>
<b>Soto Resources-Joey C Soto</b>		
GA-APR-57	April 2022 Grant Research and Acquisition	3,250.00
***Total***		<u>3,250.00</u>
<b>Sunbelt Controls</b>		
63676	HVAC-AHU-5 service to replace faulty controller	3,898.00
***Total***		<u>3,898.00</u>
<b>Vox Civic Communications-Saoirse LLC</b>		
1530	Service to design OC Register Special two page insert	10,650.00
***Total***		<u>10,650.00</u>
<b>Total Core Expenditures</b>		<u>242,817.13</u>



**Municipal Water District of Orange County  
Disbursement Approval Report  
For the month of May 2022**

Vendor/ Invoice	Description	Amount to Pay
<b>Choice Expenditures:</b>		
<b>Building Block Entertainment Inc</b>		
3482-2	April 2022 Choice Elementary School Program grades K-2	13,750.00
***Total***		<u>13,750.00</u>
<b>Jill Promotions</b>		
11374	MWDOC Polo shirts for staff	120.56
***Total***		<u>120.56</u>
<b>Mission RCD</b>		
3195	April 2022 Field inspection and verification for Water Use Efficiency rebate programs	3,173.00
***Total***		<u>3,173.00</u>
<b>Office Solutions</b>		
I-02000226	Gatorade for Water Loss Control Shared Services staff	58.69
***Total***		<u>58.69</u>
<b>Orange County Dept of Education</b>		
94RI4175	March 2022 Choice School Programs for grades 3-5 and 6-8	16,486.58
***Total***		<u>16,486.58</u>
<b>Orange County Water District</b>		
24137	March 2022 Postage for Water Use Efficiency rebate programs	32.94
***Total***		<u>32.94</u>
<b>Total Choice Expenditures</b>		<u><b>33,621.77</b></u>

**Other Funds Expenditures:**

<b>EcoTech Services Inc</b>		
2265	March 15-30, 2022 Landscape Design and Landscape Maintenance Assistance Program	798.25
2296	April 2022 Landscape Design and Landscape Maintenance Assistance Program	3,321.75
***Total***		<u>4,120.00</u>
<b>Mission RCD</b>		
3195	April 2022 Field inspection and verification for Water Use Efficiency rebate programs	5,936.45
***Total***		<u>5,936.45</u>

**Municipal Water District of Orange County  
Disbursement Approval Report  
For the month of May 2022**

Vendor/ Invoice	Description	Amount to Pay
<b>County of Orange</b>		
SC13451	4/1-6/30/22 800 MHz radio operation maintenance and management cost share	312.00
***Total***		312.00
<b>The Plant Nerd</b>		
7162	April 2022 Landscape Design and Maintenance Assistance programs	27,470.00
***Total***		27,470.00
<b>Soto Resources-Joey C Soto</b>		
SA-APR-58	April 2022 Grant Administration Services for Prop 1 North	165.00
***Total***		165.00
<b>Total Other Funds Expenditures</b>		38,003.45
<b>Total Expenditures</b>		314,442.35



**Municipal Water District of Orange County  
Disbursement Ratification Report  
For the Month of April 2022**

Item 1c

Name/ Date	Check/ EFT	Invoice	Description	Amount
<b>Core Disbursements:</b>				
<b>Corodata Records Management Inc</b>				
4/29/2022	EFT	4788469	March 2022 Records Storage fees	76.60
***Total***				76.60
<b>Lina Gunawan</b>				
4/29/2022	EFT	31522	March 2022 Business expense	47.08
***Total***				47.08
<b>Ricoh USA Inc</b>				
4/15/2022	EFT	5064250756	12/29/21-3/28/22 Ricoh copier maintenance	30.36
***Total***				30.36
<b>Spectrum Business</b>				
4/25/2022	140872	343564041022	April 2022 Telephone expense for 1 analog fax line	39.99
4/05/2022	140853	375210033022	April 2022 Telephone and internet expense	1,424.72
***Total***				1,464.71
<b>US Bank</b>				
4/1/2022	140852	0208/4192/4279-FEB22	1/25/22-2/22/22 Cal Card Charges	7,505.07
***Total***				7,505.07
<b>US Bank</b>				
4/29/2022	140930	0208/4192/4279-MAR22	2/23/22-3/22/22 Cal Card Charges	21,844.93
***Total***				21,844.93
<b>Verizon Wireless</b>				
4/05/2022	140854	9902565205	March 2022 4G Mobile broadband unlimited service	114.03
***Total***				114.03
<b>Total Core Disbursements</b>				31,082.78

**Municipal Water District of Orange County  
Disbursement Ratification Report  
For the Month of April 2022**

Name/ Date	Check/ EFT	Invoice	Description	Amount
<b>Choice Disbursements:</b>				
<b>Rachel Davis</b>				
4/29/2022	EFT	32922	March 2022 Business expense	33.23
***Total***				<u>33.23</u>
<b>Home Depot Credit Services</b>				
4/15/2022	140863	9612163	Water pumps and duct tape for Water Loss Control Shared Services	77.42
***Total***				<u>77.42</u>
<b>US Bank</b>				
4/29/2022	140930	4192-MAR22	2/23/22-3/22/22 Cal Card Charges	783.16
***Total***				<u>783.16</u>
<b>US Bank Voyager Fleet Systems</b>				
4/29/2022	EFT	8694349932213	2/25/22-3/24/22 Fuel for Water Loss Control Shared Services vehicles	437.81
***Total***				<u>437.81</u>
<b>Total Choice Disbursements</b>				<u>1,331.62</u>
<b>Other Funds Disbursements:</b>				
<b>AT&amp;T</b>				
4/15/2022	140856	17965413	March 2022 Telephone expense for WEROC N. & S. EOC	433.50
***Total***				<u>433.50</u>
<b>Mesa Water District</b>				
4/15/2022	EFT	10763	February 2022 Credit for Local Resources Program	16,800.00
***Total***				<u>16,800.00</u>
<b>Metropolitan Water District</b>				
4/29/2022	EFT042922	10709	February 2022 Water deliveries	11,328,374.96
***Total***				<u>11,328,374.96</u>
<b>Santa Margarita Water District</b>				
4/29/2022	EFT	22822	February 2022 SCP Pipeline Operation Surcharge	21,407.39
***Total***				<u>21,407.39</u>

**Municipal Water District of Orange County  
Disbursement Ratification Report  
For the Month of April 2022**

<b>Name/ Date</b>	<b>Check/ EFT</b>	<b>Invoice</b>	<b>Description</b>	<b>Amount</b>
<b>Santiago Aqueduct Commission</b>				
4/29/2022	140928	22822	February 2022 SAC Pipeline Operation Surcharge	2,525.77
<b>***Total***</b>				<b>2,525.77</b>
<b>Janine Schunk</b>				
4/29/2022	EFT	20322	February 2022 Business expense	53.24
<b>***Total***</b>				<b>53.24</b>
<b>Spray to Drip Rebate</b>				
4/28/2022	140884	S2D4-C-O-41604-17876	Smoketree Orange HOA (Orange-4 water meters)	18,049.00
4/28/2022	140885	S2D4-C-O-41828-17916	Smoketree Orange HOA (Orange-4 water meters)	18,096.00
4/28/2022	140877	S2D4-R-O-42486-18078	J. Hong	1,202.50
4/28/2022	140876	S2D4-R-TUST-42129-18002	K. Holt	1,788.00
4/28/2022	140887	S2D5-C-IRWD-12274-18403	Irvine Company (16 Technology Dr)	4,810.00
4/28/2022	140888	S2D5-C-IRWD-12274-18441	Irvine Company (15326 Alton Parkway)	2,309.00
4/28/2022	140889	S2D5-C-IRWD-12274-18442	Irvine Company (18 Technology Dr)	4,136.50
4/28/2022	140878	S2D5-C-MESA-42684-18336	Instorage Costa Mesa Lp (Costa Mesa)	3,986.00
4/28/2022	140873	S2D5-C-NWPT-42970-18233	Big Canyon Community Assoc. (Newport Beach)	22,500.00
4/28/2022	140881	S2D5-C-SOCO-42533-18143	Niguel Beach Terrace Condominium Assoc. (Dana Point)	22,500.00
4/28/2022	140891	S2D5-R-HB-44136-18480	T. Warren	527.00
4/28/2022	140883	S2D5-R-HB-44267-18382	V. Schmidt	409.50
4/28/2022	140879	S2D5-R-HB-44402-18249	S. Khaled	369.00
4/28/2022	140874	S2D5-R-HB-45850-18357	K. Carlson	388.50
4/28/2022	140886	S2D5-R-HB-46187-18478	J. Taylor	240.50
4/28/2022	140880	S2D5-R-IRWD-46103-18447	P. Maimone	1,379.00
4/28/2022	140882	S2D5-R-LB-44716-18321	M. Rose	855.00
4/28/2022	140890	S2D5-R-LH-42759-18224	B. Wallace	417.50
4/28/2022	140875	S2D5-R-TUST-44659-18285	K. Cooper Wehage	135.00
<b>***Total***</b>				<b>104,098.00</b>
<b>Turf Rebate</b>				
4/28/2022	140902	TR14-R-O-42486-41192	J. Hong	2,948.00
4/28/2022	140915	TR14-R-TUST-41546-40327	S. Swentek	582.00
4/28/2022	140901	TR14-R-TUST-42129-40871	K. Holt	2,986.00
4/28/2022	140916	TR15-C-IRWD-12274-44569	Irvine Company (15326 Alton Parkway)	14,400.00
4/28/2022	140917	TR15-C-IRWD-12274-44571	Irvine Company (18 Technology Dr)	31,626.00
4/28/2022	140893	TR15-C-NWPT-4463-42970	Big Canyon Community Assoc. (Newport Beach)	146,454.00
4/28/2022	140920	TR15-R-HB-44136-42782	T. Warren	2,664.00
4/28/2022	140912	TR15-R-HB-44267-42901	V. Schmidt	2,457.00
4/28/2022	140903	TR15-R-HB-44402-43051	S. Khaled	2,214.00
4/28/2022	140909	TR15-R-HB-44458-43105	K. Moseley	1,122.00
4/28/2022	140897	TR15-R-HB-45850-44484	K. Carlson	2,331.00
4/28/2022	140904	TR15-R-HB-46495-45136	T. Kleinow	1,053.00
4/28/2022	140914	TR15-R-IRWD-44535-43186	M. Smith	1,800.00

**Municipal Water District of Orange County  
Disbursement Ratification Report  
For the Month of April 2022**

Name/ Date	Check/ EFT	Invoice	Description	Amount
<b>Turf Rebate-Continued</b>				
4/28/2022	140911	TR15-R-LB-43039-41696	M. Rose	2,300.00
4/28/2022	140919	TR15-R-LH-42759-41455	B. Wallace	2,225.96
4/28/2022	140910	TR15-R-MNT-44253-42888	P. Ronaghi	2,867.89
4/28/2022	140892	TR15-R-MNT-44326-42964	V. Balali	1,724.00
4/28/2022	140896	TR15-R-MNT-44346-42995	A. Buloushi	2,128.00
4/28/2022	140894	TR15-R-MNT-44618-43264	L. Bravo	3,564.00
4/28/2022	140895	TR15-R-MNT-44661-43304	G. Briggs	900.00
4/28/2022	140913	TR15-R-MNT-44669-43310	N. Shah	1,628.00
4/28/2022	140899	TR15-R-MNT-46015-44648	R. Cossentine	9,368.00
4/28/2022	140921	TR15-R-MNT-46016-44653	S. Yue	4,408.00
4/28/2022	140918	TR15-R-MNT-46095-44725	D. Van Der Weide	2,692.00
4/28/2022	140900	TR15-R-O-45925-44552	C. Daoussis	15,000.00
4/28/2022	140905	TR15-R-O-46075-44700	D. Klett	3,261.00
4/28/2022	140908	TR15-R-SC-45963-44596	J. Lyons	4,806.00
4/28/2022	140906	TR15-R-SM-44488-43140	E. Lewis	1,590.00
4/28/2022	140898	TR15-R-TUST-44659-43302	K. Cooper Wehage	810.00
4/28/2022	140907	TR15-R-TUST-45964-44597	D. Lopez Pinza	4,902.00
<b>***Total***</b>				<b>276,811.85</b>
<b>US Bank</b>				
4/1/2022	140852	6066-FEB22	1/25/22-2/22/22 Cal Card Charges	28,900.39
<b>***Total***</b>				<b>28,900.39</b>
<b>US Bank</b>				
4/29/2022	140930	4192/6066-MAR22	2/23/22-3/22/22 Cal Card Charges	4,784.36
<b>***Total***</b>				<b>4,784.36</b>
<b>Verizon Wireless</b>				
4/05/2022	140854	9902565205	March 2022 4G Mobile broadband unlimited service	76.02
<b>***Total***</b>				<b>76.02</b>
<b>Total Other Funds Disbursements</b>				<b>11,784,265.48</b>
<b>Total Disbursements</b>				<b>11,816,679.88</b>

  
Robert J. Hunter, General Manager

  
Hilary Chumpitazi, Treasurer

**Cal Card Charges**  
**Statement Date: February 22, 2022**  
**Payment Date: April 1, 2022**

Date	Description	Amount
<b>R. Hunter Card:</b>		
2/15/2022	The Toll Roads account payment	100.00
2/18/2022	R. Hunter business breakfast meeting	56.84
<b>Total:</b>		<b>156.84</b>
<b>C. Harris Card:</b>		
1/18/2022	Water Facilities Corporation biennial California Statement of Information form	20.00
1/24/2022	Price adjustment on ACWA Fall Conference in Pasadena, CA from 11/30/21-12/2/21 - Accommodations for H. De La Torre and H. Baez	(444.53)
1/24/2022	12/25/21-1/24/22 Web hosting service for MWDOC website	15.65
1/24/2022	Urban Water Institute Spring Conference webinar on February 16-17, 2022 - Registration for Director Nederhood & Director Thomas	500.00
1/25/2022	Renew Mwdoc.com domain 1/25/22-1/24/27	199.95
1/31/2022	Duplicate charge refund from Brown and Caldwell Water Jobs for 1/18/22 employment post for Water Loss Control Technician position	(200.00)
2/01/2022	Two Self inking MWDOC address stamps	54.39
2/02/2022	Water Audit Validator renewal workshop from February 24-25, 2022 - Registration for J. Berg	200.00
2/02/2022	Urban Water Institute Spring Conference webinar from February 16-17, 2022 - Registration for Director Seckel	250.00
2/03/2022	Price adjustment from CMUA Virtual Capitol Day on February 7, 2022 - Registration for H. Baez	(100.00)
2/08/2022	Excel: Useful Formulas webinar on February 10, 2022 - Registration for T. Dubuque, M. DeCasas, L. Fraizer, C. Hernandez, and K. Davanaugh	500.00
2/08/2022	AMWA Water Policy Conference in Washington, DC from March 7-9, 2022 - Registration for R. Hunter	925.00
2/08/2022	Additional six Security Awareness training annual software subscriptions	111.06
2/10/2022	DocuSign Business Pro annual subscription renewal	2,760.00
2/13/2022	February 2022 Pework Screen subscription for Covid-19 prevention	175.56
2/14/2022	South Orange County Economic Coalition Speaker Spotlight lunch at the San Juan Capistrano Community Center on February 25, 2022 - Registration for Director Tamaribuchi	75.00
<b>Total:</b>		<b>5,042.08</b>



**Cal Card Charges**  
**Statement Date: February 22, 2022**  
**Payment Date: April 1, 2022**

Date	Description	Amount
<b>Public Affairs Card:</b>		
1/25/2022	Kahoot online learning software annual subscription renewal	720.00
1/25/2022	Grammarly writing and editing software annual subscription renewal	450.00
2/02/2022	2/2/22-3/1/22 Zoom Video Communications monthly fee with audio licenses	174.93
2/03/2022	February 2022 Monthly Public Storage Unit for Public Affairs	360.00
2/10/2022	Table easels and sandbags for Poster Contest	225.02
2/10/2022	Easels for Poster Contest	326.20
2/17/2022	Speaker gift for 2/23/22 Water Policy Forum & Dinner	50.00
<b>Total:</b>		<b>2,306.15</b>

**WEROC Card:**

1/24/2022	Supplies for WEROC S. EOC	420.45
1/24/2022	1,800 COVID-19 antigen rapid test kits for member agencies	22,400.00
1/25/2022	Partial payment on 600 COVID-19 antigen rapid test kits for member agencies	5,730.00
2/10/2022	February 2022 California Specialized Training Institute Emergency Management training and certificates for member agencies	326.25
2/12/2022	Office supplies for office	23.69
<b>Total:</b>		<b>28,900.39</b>

**Cal Card Charges**  
**Statement Date: March 22, 2022**  
**Payment Date: April 29, 2022**

Date	Description	Amount
<b>R. Hunter Card:</b>		
2/23/2022	AMWA Water Policy Conference in Washington, DC from March 7-9, 2022 - Airfare for R. Hunter	872.20 <sup>1</sup>
3/18/2022	Two laptops for staff	1,749.98
3/18/2022	Three laptops for hybrid meetings	2,520.81 <sup>2</sup>
<b>Total:</b>		<b>5,142.99</b>
<b>C. Harris Card:</b>		
2/22/2022	ACWA 2022 Virtual Legislative Symposium on March 10, 2022 - Registration for H. Baez	155.00
2/22/2022	ACWA Spring Conference from May 3-5, 2022 in Sacramento, CA - Registration for R. Hunter, H. Beaz, H. De La Torre, Director McVicker, Director Nederhood, and Director Seckel	4,650.00
2/22/2022	OCBC Sacramento Advocacy Trip from March 21-22, 2022 in Sacramento, CA - Airfare for H. Baez	371.96
2/22/2022	Duplicate charge refund from Brown and Caldwell Water Jobs for 1/18/22 employment post	(200.00)
2/24/2022	Year-end 2021 Tax Form Upload Fee	117.00
2/24/2022	1/25/22-2/24/22 Web hosting service for MWDOC website	15.65
2/28/2022	Five sets of wireless keyboards and mice for staff	179.40
3/02/2022	California Emergency Services Association Conference on May 2-5, 2022 in San Diego, CA - Registration for V. Osborn	724.00
3/04/2022	Government Finance Officers Association membership renewal for H. Chumpitazi	160.00
3/07/2022	Uniforms for Water Loss Control Shared Services Technician	414.74
3/07/2022	California Society of Municipal Finance Officers membership renewal for H. Chumpitazi	110.00
3/09/2022	Web camera upgrade and monitor privacy screen for staff	130.47
3/10/2022	Twelve wireless mice for laptops	88.56
3/10/2022	Five laptops for hybrid meetings	4,968.02 <sup>3</sup>
3/10/2022	Two laptops for hybrid meetings	1,987.21 <sup>4</sup>
3/10/2022	Stay Interviews Webinar on April 21, 2022 - Registration for C. Harris	219.00
3/13/2022	March 2022 Subscription for prework screening for COVID-19 prevention	175.56
3/14/2022	Wellness Incentive Grant cookbooks for all employees	637.99
3/14/2022	Computer for Water Loss Control Shared Services Interns	1,098.36
3/16/2022	Ten computer speakers for staff	219.10
3/16/2022	Headphones, chargers, and miscellaneous computer supplies for WEROC	294.21
3/17/2022	Pry bars for Water Loss Control Shared Services	53.21
3/17/2022	Wastebaskets for directors' office, privacy room & two conference rooms	119.92
3/17/2022	Supplies for Water Loss Control Shared Services	66.62
3/17/2022	OCFRIENDLYLANDSCAPES.COM domain renewal for 5 years	145.80
<b>Total:</b>		<b>16,901.78</b>

**Cal Card Charges**  
**Statement Date: March 22, 2022**  
**Payment Date: April 29, 2022**

Date	Description	Amount
<b>Public Affairs Card:</b>		
2/22/2022	Public Affairs Team Lunch	79.00
2/23/2022	2/23/22 Water Policy Forum & Dinner supplies	11.36
2/23/2022	Hotel Room for Speaker E. Esquivel for 2/23/22 Water Policy Forum & Dinner	321.39
2/25/2022	Golden State Water Company vehicle magnets for Water Loss Control Shared Services	136.84
3/02/2022	3/2/22-4/1/22 Zoom Video Communications monthly fee with audio licenses	174.93
3/03/2022	March 2022 Public Storage Unit for Public Affairs	360.00
3/03/2022	Ricky Raindrop cleaning and repairs at Alicia's Costumes	350.00
3/14/2022	Ricky Raindrop replacement clothing	63.57
3/18/2022	Summit Planning Committee Kickoff lunch	104.44
<b>Total:</b>		<b>1,601.53</b>
<b>WEROC Card:</b>		
2/22/2022	Final payment on 600 COVID-19 antigen rapid test kits for member agencies	1,800.00
2/25/2022	Credit from Walmart for 1/26/22 missing office supply item	(29.61)
3/08/2022	California Emergency Services Conference from May 2-5, 2022 in San Diego, CA - Registration for J. Schunk and D. Harrison	1,198.00
3/08/2022	Breakfast for WEROC Quarterly Cybersecurity Member Agency meeting	60.31
3/09/2022	California Emergency Services Conference from May 2-5, 2022 in San Diego, CA - Accommodation deposit for V. Osborn, J. Schunk & D. Harrison	639.57
3/16/2022	YubiKey 5 NFC two pack	97.88
<b>Total:</b>		<b>3,766.15</b>

<sup>1</sup> Received airline credit for cancelled flight.

<sup>2</sup> Three laptops returned for better pricing. Full refund received on 4/5/22.

<sup>3</sup> Five laptops returned for better pricing. Full refund received on 3/31/22.

<sup>4</sup> Both laptops returned for better pricing. Full refund received on 3/31/22.

**Municipal Water District of Orange County  
GM Approved Disbursement Report <sup>(1)</sup>  
For the Month of April 2022**

Item 1d

Name/ Date	Check/ EFT	Invoice	Description	Amount
<b>Core Disbursements:</b>				
<b>The Westin South Coast Plaza</b>				
4/01/2022	140851	84SC7013742	Event facility for February 23, 2022 Water Policy Forum & Dinner	18,930.44
***Total***				18,930.44
<b>Total Core Disbursements</b>				18,930.44
<b>Choice Disbursements:</b>				
<b>Total Choice Disbursements</b>				-
<b>Other Funds Disbursements:</b>				
<b>Total Other Funds Disbursements</b>				-
<b>Total Disbursements</b>				18,930.44

  
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 Item 1e Consolidated Summary of Cash and Investment March 31, 2022

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](http://www.mwdoc.com)

Megan Yoo Schneider, P.E.  
President

Bob McVicker, P.E., D.WRE  
Vice President

Al Nederhood  
Director

Larry D. Dick  
Director

Karl W. Seckel, P.E.  
Director

Sat Tamaribuchi  
Director

Jeffrey 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  
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
<b>Designated Reserves</b>		
General Operations	\$3,738,505	27.84%
Grant & Project Cash Flow	1,500,000	11.17%
Election Expense	461,678	3.44%
Building Repair	436,542	3.25%
OPEB	297,147	2.21%
<b>Total Designated Reserves</b>	<b>6,433,872</b>	<b>47.91%</b>
<b>General Fund</b>	<b>\$5,502,304</b>	<b>40.97%</b>
<b>Water Fund</b>	<b>1,779,594</b>	<b>13.25%</b>
<b>Conservation Fund</b>	<b>(1,511,190)</b>	<b>(11.25%)</b>
<b>WEROC Fund</b>	<b>1,205,776</b>	<b>8.98%</b>
<b>Trustee Activities</b>	<b>18,878</b>	<b>0.14%</b>
<b>Total</b>	<b>\$13,429,234</b>	<b>100.00%</b>

The funds are invested as follows:

Term of Investment	% of Portfolio	Book Value	Market Value
Cash	0.47%	\$62,847	\$62,847
<b>Short-term investment</b>			
• LAIF	16.67%	2,238,158	2,238,158
• OCIP	59.77%	8,028,222	8,028,222
<b>Long-term investment</b>			
• US Government Issues	1.86%	249,905	235,588
• Corporate Bond	10.43%	1,400,102	1,314,977
• Certificates of Deposit	10.80%	1,450,000	1,449,770
<b>Total</b>	<b>100.00%</b>	<b>\$13,429,234</b>	<b>\$13,329,562</b>

The average number of days to maturity/call as of March 31, 2022 equaled 125 and the average yield to maturity is 0.724%. During the month, the District's average daily balance was \$19,379,076.76. Funds were invested in US Bank Money Market, Negotiable Certificate of Deposits, Corporate Bonds, US Government Issues, the Local Agency Investment Funds (LAIF) and the Orange County Investment Pool (OCIP) during the month of March 2022.

The (\$99,672) difference between the book value and the market value on March 31, 2022 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 March 31, 2022

3/31/2022	Par Value	Market Value	Book Value	% of Portfolio	Days to Mat/Call	YTM @ Cost
Negotiable Certificate Of Deposit	1,450,000.00	1,449,769.50	1,450,000.00	10.85	709	2.440
Corporate Bond	1,400,000.00	1,314,977.00	1,400,101.91	10.48	444	1.341
US Government Issues	250,000.00	235,587.50	249,904.43	1.87	56	0.860
Local Agency Investment Funds	2,238,158.38	2,238,158.38	2,238,158.38	16.74	1	0.358
Orange County Investment Pool	8,028,221.96	8,028,221.96	8,028,221.96	60.06	1	0.404
<b>Total Investments</b>	<b>13,366,380.34</b>	<b>13,266,714.34</b>	<b>13,366,386.68</b>	<b>100.00</b>	<b>125</b>	<b>0.724</b>
<b>Cash</b>						
Cash	62,847.18	62,847.18	62,847.18		1	0.00
<b>Total Cash and Investments</b>	<b>13,429,227.52</b>	<b>13,329,561.52</b>	<b>13,429,233.86</b>		<b>125</b>	<b>0.724</b>

Total Earnings	Month Ending March	Fiscal Year to Date
Current Year	10,727.91	98,903.55
Average Daily Balance	19,379,076.76	
Effective Rate of Return	0.724%	

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

5/5/2022  
Date

  
Hilary Chumtazi, Treasurer

05/05/2022  
Date

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**  
**Portfolio Management**  
**Long-Term Portfolio Details - Investments**  
**March 31, 2022**

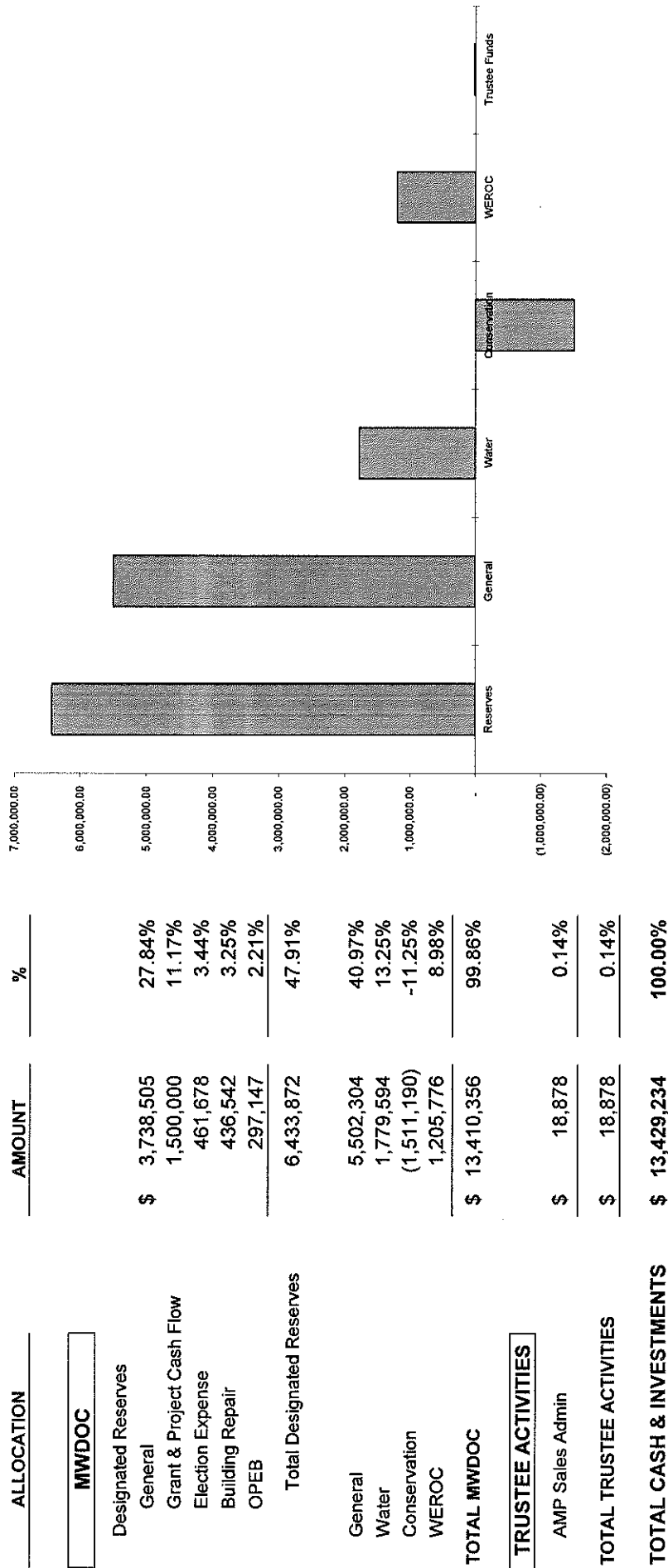
Issuer	CUSIP/Ticker	Settlement Date	Par Value	Market Value	Book Value	Coupon Rate	YTM @ Cost	Days To Call/Maturity	Maturity Date
Negotiable Certificate Of Deposit									
Barclays Bank	06740KKY2	9/27/2017	250,000.00	251,730.00	250,000.00	2.250	2.250	180	9/27/2022
Capital One Bank	14042TBQ9	8/7/2019	250,000.00	249,855.00	250,000.00	2.250	2.250	860	8/7/2024
Capital One NA	14042FMJ7	7/24/2019	250,000.00	249,667.50	250,000.00	2.200	2.200	846	7/24/2024
Discover Bank	254673RV0	7/25/2018	250,000.00	255,660.00	250,000.00	3.300	3.300	481	7/25/2023
Goldman Sachs Bank	38148PT98	8/8/2018	250,000.00	255,885.00	250,000.00	3.350	3.350	495	8/8/2023
Salife Mae Bank	7954507A7	7/14/2021	200,000.00	186,972.00	200,000.00	1.000	1.000	1,566	7/14/2026
Sub Total			1,450,000.00	1,449,769.50	1,450,000.00	2.440	2.440	709	
US Government Issues									
FHLB	3130ALGR9	3/1/2021	250,000.00	235,587.50	249,904.43	0.850	0.860	56	2/26/2026
Sub Total			250,000.00	235,587.50	249,904.43	0.850	0.860	56	
Corporate Bond									
Bank of America Corp	06048WK41	12/7/2020	250,000.00	227,567.50	250,000.00	0.650	0.800	1,335	11/25/2025
Citigroup Global Markets	17328WZF6	9/16/2020	250,000.00	228,690.00	250,000.00	1.000	1.000	77	9/16/2025
JP Morgan Chase	48128GV56	8/18/2020	250,000.00	228,997.50	250,000.00	0.800	0.800	871	8/18/2025
National Rural Utili Coop	63743FE51	7/27/2017	200,000.00	199,558.00	200,000.00	2.500	2.500	106	7/15/2022
Societe Generale	83369MD25	8/19/2020	250,000.00	229,490.00	250,000.00	1.000	1.088	49	8/19/2025
Westpac Banking Corp	961214DQ3	7/25/2017	200,000.00	200,674.00	200,101.91	2.500	2.278	89	6/28/2022
Sub Total			1,400,000.00	1,314,977.00	1,400,101.91	1.330	1.341	444	
Total Investments			3,100,000.00	3,000,334.00	3,100,006.34	1.810	1.816	537	
Total Earnings			Month Ending March		Fiscal Year To Date				
Current Year			4,873.12		41,979.02				



**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**  
**Portfolio Management**  
**Short-Term Portfolio Details - Cash and Investments**  
**March 31, 2022**

Investments	CUSIP/Ticker	Settlement Date	Par Value	Market Value	Book Value	Coupon Rate	YTM @ Cost	Days To Call/Maturity	Maturity Date
<b>Local Agency Investment Funds</b>									
LAIF LGIP	LAIF	6/30/2010	2,238,158.38	2,238,158.38	2,238,158.38	0.358	0.358	1	N/A
<b>Sub Total</b>			<b>2,238,158.38</b>	<b>2,238,158.38</b>	<b>2,238,158.38</b>	<b>0.358</b>	<b>0.358</b>	<b>1</b>	
<b>Orange County Investment Pool</b>									
County of Orange LGIP	OCIP	6/29/2005	8,028,221.96	8,028,221.96	8,028,221.96	0.404	0.404	1	N/A
<b>Sub Total</b>			<b>8,028,221.96</b>	<b>8,028,221.96</b>	<b>8,028,221.96</b>	<b>0.404</b>	<b>0.404</b>	<b>1</b>	
<b>Total Investments</b>			<b>10,266,380.34</b>	<b>10,266,380.34</b>	<b>10,266,380.34</b>	<b>0.394</b>	<b>0.394</b>		
<b>Cash</b>									
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	62,347.18	62,347.18	62,347.18	0.000	0.000	1	N/A
<b>Total Cash</b>			<b>62,847.18</b>	<b>62,847.18</b>	<b>62,847.18</b>	<b>0.000</b>	<b>0.000</b>	<b>1</b>	
<b>Total Cash and Investments</b>			<b>10,329,227.52</b>	<b>10,329,227.52</b>	<b>10,329,227.52</b>	<b>0.394</b>	<b>0.394</b>	<b>1</b>	
<b>Total Earnings</b>									
Current Year			Month Ending March	Fiscal Year To Date					
			5,854.79	56,924.53					

**Municipal Water District of Orange County  
Cash and Investments at March 31, 2022**





MUNICIPAL WATER DIST OF ORANGE COUNTY  
PARS Post-Employment Benefits TrustAccount Report for the Period  
3/1/2022 to 3/31/2022Hilary Chumpitazi  
Accounting Manager  
Municipal Water Dist of Orange County  
18700 Ward Street  
Fountain Valley, CA 92708

## Account Summary

Source	Balance as of 3/1/2022	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 3/31/2022
OPEB	\$2,691,609.33	\$0.00	-\$5,917.97	\$1,350.46	\$0.00	\$0.00	\$2,684,340.90
PENSION	\$947,252.16	\$0.00	-\$2,082.70	\$475.26	\$0.00	\$0.00	\$944,694.20
<b>Totals</b>	<b>\$3,638,861.49</b>	<b>\$0.00</b>	<b>-\$8,000.67</b>	<b>\$1,825.72</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,629,035.10</b>

## 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	-0.22%	-4.97%	1.58%	8.34%	7.61%	7.05%	10/26/2011
PENSION	-0.22%	-4.97%	1.55%	8.31%	-	-	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

ITEM 2a

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY  
COMBINED FINANCIAL STATEMENTS  
AND  
BUDGET COMPARATIVE  
JULY 1, 2021 THRU MARCH 31, 2022**

**Municipal Water District of Orange County  
Combined Balance Sheet  
As of March 31, 2022**

	<u><b>Amount</b></u>
<b><u>ASSETS</u></b>	
Cash in Bank	62,847.18
Investments	13,366,386.68
Accounts Receivable	27,067,762.80
Accounts Receivable - Other	564,796.45
Accrued Interest Receivable	26,441.06
Prepays/Deposits	315,823.54
Leasehold Improvements	6,059,805.67
Furniture, Fixtures & Equipment	780,261.60
Less: Accumulated Depreciation	<u>(3,534,557.17)</u>
<b>TOTAL ASSETS</b>	<b><u><u>44,709,567.81</u></u></b>
<b><u>LIABILITIES AND FUND BALANCES</u></b>	
<b><u>LIABILITIES</u></b>	
Accounts Payable	25,547,034.97
Accounts Payable - Other	64.82
Accrued Salaries and Benefits Payable	676,836.09
Other Liabilities	2,784,600.34
Unearned Revenue	<u>443,410.26</u>
<b>TOTAL LIABILITIES</b>	<b><u><u>29,451,946.48</u></u></b>
<b><u>FUND BALANCES</u></b>	
<b><u>Restricted Fund Balances</u></b>	
Water Fund - T2C	<u>1,035,970.82</u>
Total Restricted Fund Balances	<u><u>1,035,970.82</u></u>
<b><u>Unrestricted Fund Balances</u></b>	
<b><u>Designated Reserves</u></b>	
General Operations	3,738,505.00
Grant & Project Cash Flow	1,500,000.00
Election Expense	461,678.00
Building Repair	436,542.00
OPEB	<u>297,147.00</u>
Total Designated Reserves	<u><u>6,433,872.00</u></u>
General Fund	5,028,867.71
General Fund Capital	373,228.00
WEROC Capital	145,193.58
WEROC	<u>246,196.60</u>
Total Unrestricted Fund Balances	<u><u>12,227,357.89</u></u>
<b><u>Excess Revenue over Expenditure</u></b>	
Operating Fund	1,988,635.71
Other Funds	<u>5,656.91</u>
<b>TOTAL FUND BALANCES</b>	<b><u><u>15,257,621.33</u></u></b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b><u><u>44,709,567.81</u></u></b>

**Municipal Water District of Orange County**  
**Revenues and Expenditures Budget Comparative Report**  
**General Fund**  
**July 1, 2021 thru March 31, 2022**

	<u>Month to Date</u>	<u>Year to Date</u>	<u>Annual Budget</u>	<u>% Used</u>	<u>Encumbrance</u>	<u>Budget Remaining</u>
<b><u>REVENUES</u></b>						
Retail Connection Charge	0.00	8,357,232.00	8,357,232.00	100.00%	0.00	0.00
Ground Water Customer Charge	0.00	335,385.00	335,385.00	100.00%	0.00	0.00
<b>Water Rate Revenues</b>	<b>0.00</b>	<b>8,692,617.00</b>	<b>8,692,617.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>
Interest Revenue	10,781.56	98,202.30	220,000.00	44.64%	0.00	121,797.70
<b>Subtotal</b>	<b>10,781.56</b>	<b>8,790,819.30</b>	<b>8,912,617.00</b>	<b>98.63%</b>	<b>0.00</b>	<b>121,797.70</b>
Choice Programs	0.00	1,264,125.23	1,515,775.00	83.40%	0.00	251,649.77
Miscellaneous Income	776.19	3,215.99	3,000.00	107.20%	0.00	(215.99)
Revenue - Other	0.00	1,360.00	0.00	0.00%	0.00	(1,360.00)
School Contracts	9,179.20	37,597.28	120,895.00	31.10%	0.00	83,297.72
Transfer-In from Reserve	0.00	0.00	95,745.00	0.00%	0.00	95,745.00
<b>Subtotal</b>	<b>9,955.39</b>	<b>1,306,298.50</b>	<b>1,735,415.00</b>	<b>75.27%</b>	<b>0.00</b>	<b>429,116.50</b>
<b>TOTAL REVENUES</b>	<b>20,736.95</b>	<b>10,097,117.80</b>	<b>10,648,032.00</b>	<b>94.83%</b>	<b>0.00</b>	<b>550,914.20</b>

**Municipal Water District of Orange County**  
**Revenues and Expenditures Budget Comparative Report**  
**General Fund**  
**July 1, 2021 thru March 31, 2022**

	<u>Month to Date</u>	<u>Year to Date</u>	<u>Annual Budget</u>	<u>% Used</u>	<u>Encumbrance</u>	<u>Budget Remaining</u>
<b><u>EXPENSES</u></b>						
Salaries & Wages	402,651.77	3,207,347.40	4,178,542.00	76.76%	0.00	971,194.60
Salaries & Wages - Grant Recovery	(18,175.79)	(35,717.85)	(18,665.00)	(191.36)%	0.00	17,052.85
Director's Compensation	22,592.67	196,458.00	288,800.00	68.03%	0.00	92,342.00
MWD Representation	12,442.34	106,742.18	165,029.00	64.68%	0.00	58,286.82
Employee Benefits	124,278.48	1,004,403.07	1,356,730.00	74.03%	0.00	352,326.93
Employee Benefits - Grant Recovery	(4,263.46)	(8,743.97)	0.00	0.00%	0.00	8,743.97
CalPers Unfunded Liability Contribution	0.00	207,000.00	207,000.00	100.00%	0.00	0.00
Director's Benefits	9,248.19	84,869.23	161,248.00	52.63%	0.00	76,378.77
Health Insurance for Retirees	9,298.80	64,313.66	101,099.00	63.61%	0.00	36,785.34
Training Expense	219.00	17,527.50	52,000.00	33.71%	908.10	33,564.40
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
<b>Personnel Expenses</b>	<b>558,292.00</b>	<b>4,844,199.22</b>	<b>6,501,783.00</b>	<b>74.51%</b>	<b>908.10</b>	<b>1,656,675.68</b>
Engineering Expense	41,624.00	314,386.50	380,000.00	82.73%	157,561.75	(91,948.25)
Legal Expense	10,376.30	125,461.36	225,000.00	55.76%	99,538.64	0.00
Audit Expense	0.00	39,066.00	30,220.00	129.27%	18,500.00	(27,346.00)
Professional Services	115,808.10	641,010.92	1,475,640.00	43.44%	776,215.31	58,413.77
<b>Professional Fees</b>	<b>167,808.40</b>	<b>1,119,924.78</b>	<b>2,110,860.00</b>	<b>53.06%</b>	<b>1,051,815.70</b>	<b>(60,880.48)</b>
Conference - Staff	2,480.00	10,524.00	44,560.00	23.62%	0.00	34,036.00
Conference - Directors	2,325.00	8,055.00	16,845.00	47.82%	0.00	8,790.00
Travel & Accom. - Staff	1,244.16	13,780.06	69,825.00	19.74%	0.00	56,044.94
Travel & Accom. - Directors	0.00	1,838.59	21,250.00	8.65%	0.00	19,411.41
<b>Travel &amp; Conference</b>	<b>6,049.16</b>	<b>34,197.65</b>	<b>152,480.00</b>	<b>22.43%</b>	<b>0.00</b>	<b>118,282.35</b>
Membership/Sponsorship	270.00	128,892.27	143,041.00	90.11%	0.00	14,148.73
CDR Support	0.00	41,391.99	65,249.00	63.44%	13,797.32	10,059.69
<b>Dues &amp; Memberships</b>	<b>270.00</b>	<b>170,284.26</b>	<b>208,290.00</b>	<b>81.75%</b>	<b>13,797.32</b>	<b>24,208.42</b>
Business Expense	0.00	1,156.03	2,500.00	46.24%	0.00	1,343.97
Office Maintenance	9,497.13	82,743.03	147,400.00	56.14%	59,814.78	4,842.19
Building Repair & Maintenance	2,894.25	30,180.97	15,000.00	201.21%	10,445.29	(25,626.26)
Storage Rental & Equipment Lease	76.60	1,558.18	1,800.00	86.57%	241.82	0.00
Office Supplies	2,155.54	10,936.16	35,000.00	31.25%	3,586.34	20,477.50
Supplies - Water Loss Control	1,071.07	2,230.12	4,000.00	55.75%	0.00	1,769.88
Postage/Mail Delivery	576.66	8,290.11	9,243.00	89.69%	1,028.73	(75.84)
Subscriptions & Books	0.00	120.00	1,000.00	12.00%	0.00	880.00
Reproduction Expense	186.96	3,055.07	82,700.00	3.69%	4,271.63	75,373.30
Maintenance - Computers	617.53	4,036.19	8,000.00	50.45%	1.08	3,962.73
Software Purchase	3,973.37	49,619.46	36,040.00	137.68%	524.79	(14,104.25)
Software Support	8,370.75	53,725.34	48,640.00	110.46%	6,771.40	(11,856.74)
Computers and Equipment	12,674.38	39,426.66	23,450.00	168.13%	4,525.53	(20,502.19)
Maintenance Expense	0.00	0.00	6,000.00	0.00%	0.00	6,000.00
Automotive Expense	118.37	1,008.15	16,000.00	6.30%	0.00	14,991.85
Vehicle Expense	437.81	2,603.59	5,800.00	44.89%	0.00	3,196.41
Toll Road Charges	0.00	287.06	1,250.00	22.96%	0.00	962.94
Insurance Expense	13,355.45	112,037.31	130,000.00	86.18%	0.00	17,962.69
Utilities - Telephone	2,938.74	26,354.72	42,840.00	61.52%	342.09	16,143.19
Bank Fees	0.00	1,817.55	3,200.00	56.80%	0.00	1,382.45
Miscellaneous Expense	5,733.41	34,107.42	85,181.00	40.04%	1,510.96	49,562.62
MWDOC's Contrb. to WEROC	21,695.50	195,259.50	260,346.00	75.00%	0.00	65,086.50
Depreciation Expense	5,860.67	52,745.62	0.00	0.00%	0.00	(52,745.62)
<b>Other Expenses</b>	<b>92,234.19</b>	<b>713,298.24</b>	<b>965,390.00</b>	<b>73.89%</b>	<b>93,064.44</b>	<b>159,027.32</b>
Capital Aquisition	0.00	270,307.36	267,256.00	101.14%	77,443.28	(80,494.64)
Building Expense	16,210.03	956,270.58	441,973.00	216.36%	35,788.76	(550,086.34)
<b>TOTAL EXPENSES</b>	<b>840,863.78</b>	<b>8,108,482.09</b>	<b>10,648,032.00</b>	<b>76.15%</b>	<b>1,272,817.60</b>	<b>1,266,732.31</b>
<b>NET INCOME (LOSS)</b>	<b>(820,126.83)</b>	<b>1,988,635.71</b>	<b>0.00</b>	<b>0.00%</b>	<b>(1,272,817.60)</b>	<b>(715,818.11)</b>



**Municipal Water District of Orange County**  
**Revenues and Expenditures Budget Comparative Report**  
**Water Fund**  
**July 1, 2021 thru March 31, 2022**

	<u>Month to Date</u>	<u>Year to Date</u>	<u>Annual Budget</u>	<u>% Used</u>	<u>Budget Remaining</u>
<b><u>WATER REVENUES</u></b>					
Water Sales	12,199,084.10	134,842,732.90	155,126,337.00	86.92%	20,283,604.10
Readiness to Serve Charge	1,038,910.00	8,672,781.32	11,142,354.00	77.84%	2,469,572.68
Capacity Charge CCF	449,671.67	3,715,319.99	4,732,610.00	78.50%	1,017,290.01
SCP/SAC Pipeline Surcharge	25,359.25	257,113.70	315,000.00	81.62%	57,886.30
Interest Revenue	403.70	2,743.99	10,500.00	26.13%	7,756.01
<b>TOTAL WATER REVENUES</b>	<b>13,713,428.72</b>	<b>147,490,691.90</b>	<b>171,326,801.00</b>	<b>86.09%</b>	<b>23,836,109.10</b>
<b><u>WATER PURCHASES</u></b>					
Water Sales	12,199,084.10	134,842,732.90	155,126,337.00	86.92%	20,283,604.10
Readiness to Serve Charge	1,038,910.00	8,672,781.32	11,142,354.00	77.84%	2,469,572.68
Capacity Charge CCF	449,671.67	3,715,319.99	4,732,610.00	78.50%	1,017,290.01
SCP/SAC Pipeline Surcharge	25,359.25	257,113.70	315,000.00	81.62%	57,886.30
<b>TOTAL WATER PURCHASES</b>	<b>13,713,025.02</b>	<b>147,487,947.91</b>	<b>171,316,301.00</b>	<b>86.09%</b>	<b>23,828,353.09</b>
<b>EXCESS OF REVENUE OVER EXPENDITURE</b>	<b>403.70</b>	<b>2,743.99</b>	<b>10,500.00</b>	<b>26.13%</b>	<b>7,756.01</b>

**Municipal Water District of Orange County**  
**Revenues and Expenditures Budget Comparative Report**  
**Water Use Efficiency**  
**July 1, 2021 thru March 31, 2022**

	<u>Year to Date Actual</u>	<u>Annual Budget</u>	<u>% Used</u>
<b>Spray To Drip Conversion</b>			
Revenues	89,482.73	117,480.00	76.17%
Expenses	103,613.84	117,480.00	88.20%
Excess of Revenues over Expenditures	(14,131.11)	0.00	
<b>Member Agency Administered Pass-Thru</b>			
Revenues	64,512.00	573,201.00	11.25%
Expenses	47,022.00	573,201.00	8.20%
Excess of Revenues over Expenditures	17,490.00	0.00	
<b>ULFT Rebate Program</b>			
Revenues	290.00	2,000.00	14.50%
Expenses	350.00	2,000.00	17.50%
Excess of Revenues over Expenditures	(60.00)	0.00	
<b>HECW Rebate Program</b>			
Revenues	45,513.79	84,300.00	53.99%
Expenses	45,435.00	84,300.00	53.90%
Excess of Revenues over Expenditures	78.79	0.00	
<b>CII Rebate Program</b>			
Revenues	1,400.00	6,500.00	21.54%
Expenses	1,400.00	6,500.00	21.54%
Excess of Revenues over Expenditures	0.00	0.00	
<b>Turf Removal Program</b>			
Revenues	1,470,606.79	993,924.00	147.96%
Expenses	1,491,304.06	993,924.00	150.04%
Excess of Revenues over Expenditures	(20,697.27)	0.00	
<b>Comprehensive Landscape (CLWUE)</b>			
Revenues	233,713.19	303,100.00	77.11%
Expenses	242,629.00	303,100.00	80.05%
Excess of Revenues over Expenditures	(8,915.81)	0.00	
<b>Recycled Water Program</b>			
Revenues	13,406.25	40,000.00	33.52%
Expenses	13,406.25	40,000.00	33.52%
Excess of Revenues over Expenditures	0.00	0.00	
<b>WSIP - Industrial Program</b>			
Revenues	0.00	45,000.00	0.00%
Expenses	0.00	45,000.00	0.00%
Excess of Revenues over Expenditures	0.00	0.00	
<b>Land Design Program</b>			
Revenues	215,278.75	297,330.00	72.40%
Expenses	215,278.75	297,330.00	72.40%
Excess of Revenues over Expenditures	0.00	0.00	
<b>Pressure Regulation Program</b>			
Revenues	5,555.00	66,919.00	8.30%
Expenses	23,045.00	66,919.00	34.44%
Excess of Revenues over Expenditures	(17,490.00)	0.00	
<b>Smart Water Monitoring Devices(Flume)</b>			
Revenues	65,615.48	89,000.00	73.73%
Expenses	65,615.48	89,000.00	73.73%
Excess of Revenues over Expenditures	0.00	0.00	
<b>Dedicated Irrigation Meters Measurement Project (DIMM)</b>			
Revenues	0.00	636,202.00	0.00%
Expenses	0.00	636,202.00	0.00%
Excess of Revenues over Expenditures	0.00	0.00	

**Municipal Water District of Orange County**  
**Revenues and Expenditures Budget Comparative Report**  
**Water Use Efficiency**  
**July 1, 2021 thru March 31, 2022**

	<u>Year to Date Actual</u>	<u>Annual Budget</u>	<u>% Used</u>
<b>Total WUE Projects</b>			
Revenues	2,205,373.98	3,254,956.00	67.75%
Expenses	<u>2,249,099.38</u>	<u>3,254,956.00</u>	<u>69.10%</u>
Excess of Revenues over Expenditures	(43,725.40)	0.00	
 <b>WEROC</b>			
Revenues	455,605.50	520,692.00	87.50%
Expenses	<u>401,983.48</u>	<u>520,692.00</u>	<u>77.20%</u>
Excess of Revenues over Expenditures	53,622.02	0.00	



## Item 2b

### Memorandum

**DATE:** May 11, 2022

**TO:** Administrative & Finance Committee  
(Directors Seckel, Thomas, Dick)

**FROM:** Robert Hunter

**SUBJECT:** Quarter ending March 2022 Fiscal YTD Financials Actual versus Budget

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The following reports are attached:

- Revenues and Expenditures Actual versus Budget for the General Fund
- Revenues and Expenditures Actual versus Budget Detailed Comparative Report for the General Fund
- Revenues and Expenditures Actual versus Budget for Water Funds
- Revenues and Expenditures Actual versus Budget for Other Funds
- Revenues and Expenditures Actual versus Budget for the Water Use Efficiency Projects

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY  
Revenues and Expenditures Actual versus Budget Summary Report  
Fiscal Year to Date ending March 2022 (Unaudited)  
( \$000 Omitted )  
General Fund and Reserve Fund

GENERAL FUND

	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>% Used</u>
<u>REVENUES</u>			
Water Rate revenues:			
Retail Connection Charge	8,357	8,357	100.00%
Ground Water Customer Charge	336	336	100.00%
Subtotal	<u>8,693</u>	<u>8,693</u>	<u>100.00%</u>
Other Revenues:			
Interest Income <sup>(1)</sup>	98	220	44.64%
Choice Programs	1,264	1,516	83.40%
School Contracts <sup>(2)</sup>	38	121	31.10%
Other Income <sup>(3)</sup>	4	3	135.87%
Transfer in from Reserve <sup>(4)</sup>	0	95	0.00%
Subtotal	<u>1,404</u>	<u>1,955</u>	<u>71.81%</u>
<b>TOTAL REVENUES</b>	<u><u>10,097</u></u>	<u><u>10,648</u></u>	<u><u>94.82%</u></u>
<u>EXPENSES</u>			
Personnel Expenses (incl. Dir.)	4,844	6,502	74.51%
Professional Services <sup>(5)</sup>	680	1,506	45.16%
Outside Engineering	315	380	82.79%
Legal Expense	126	225	55.80%
Travel & Conference <sup>(6)</sup>	34	153	22.41%
Dues and Memberships	170	208	81.75%
General & Admin Expense	713	965	73.84%
Building Repair & Expense <sup>(7)</sup>	956	442	216.36%
Capital Acquisition (not including building repairs) <sup>(7)</sup>	270	267	101.14%
<b>TOTAL EXPENSES</b>	<u><u>8,108</u></u>	<u><u>10,648</u></u>	<u><u>76.15%</u></u>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<u><u>1,989</u></u>		

RESERVE FUND

Beginning Balance	7,305
Nov 2021 - draw from FY 2020-21 Reserves	(871)
<b>TOTAL RESERVE FUND</b>	<u><u>6,434</u></u>

- (1) Interest rates lower due to pandemic  
(2) School Contracts began in September  
(3) Other Income - JPIA Wellness Grant, sold furn/equip, CalCard Rebates  
(4) Transfer in from Reserves is moved at year-end  
(5) Professional Services - Projects in process  
(6) Travel is lower due to pandemic  
(7) Remodel is complete and used all carryover funds

Municipal Water District of Orange County  
Revenues and Expenditures Actual vs Budget Line Item Report  
Fiscal Year to Date ending March 2022 (Unaudited)  
General Fund

	YTD ACTUAL	ANNUAL BUDGET	% Used
<b>REVENUES</b>			
Retail Connection Charge	8,357,232	8,357,232	100.00%
Ground Water Customer Charge	335,385	335,385	100.00%
<b>Water Rate Revenues</b>	<b>8,692,617</b>	<b>8,692,617</b>	<b>100.00%</b>
Choice Programs	1,264,125	1,515,775	83.41%
Interest Revenue	98,203	220,000	44.64%
Miscellaneous Income	4,576	3,000	152.53%
School Contracts	37,597	120,895	31.10%
Transfer in from Reserve	0	95,745	0.00%
<b>Other Revenues</b>	<b>1,404,501</b>	<b>1,955,415</b>	<b>71.83%</b>
<b>TOTAL REVENUES</b>	<b>10,097,118</b>	<b>10,648,032</b>	<b>94.83%</b>

<b>OPERATING EXPENSES</b>			
Salaries & Wages	3,207,347	4,178,542	76.76%
less Recovery's	(35,718)	(18,665)	191.36%
Directors' Compensation	196,458	288,800	68.03%
MWD Representation	106,742	165,029	64.68%
Employee Benefits	1,004,403	1,356,730	74.03%
less Recovery's	(8,744)	0	0.00%
CALPERS Unfunded Liability Contribution	207,000	207,000	100.00%
Directors Benefits	84,869	161,248	52.63%
Health Insurances for Retirees	64,314	101,099	63.61%
Training Expense	17,528	52,000	33.71%
Tuition Reimbursement	0	5,000	0.00%
Temporary Help Expense	0	5,000	0.00%
<b>Personnel Expenses</b>	<b>4,844,199</b>	<b>6,501,783</b>	<b>74.51%</b>
Engineering Expense	314,387	380,000	82.73%
Legal Expense	125,461	225,000	55.76%
Audit Expense	39,066	30,220	129.27%
Professional Services	641,011	1,475,640	43.44%
<b>Professional Fees</b>	<b>1,119,925</b>	<b>2,110,860</b>	<b>53.06%</b>
Conference-Staff	10,524	44,560	23.62%
Conference-Directors	8,055	16,845	47.82%
Travel & Accom.-Staff	13,780	69,825	19.74%
Travel & Accom.-Directors	1,839	21,250	8.65%
<b>Travel &amp; Conference</b>	<b>34,198</b>	<b>152,480</b>	<b>22.43%</b>
Membership/Sponsorship	128,892	143,041	90.11%
CDR Support	41,392	65,249	63.44%
<b>Dues &amp; Memberships</b>	<b>170,284</b>	<b>208,290</b>	<b>81.75%</b>

Municipal Water District of Orange County  
Revenues and Expenditures Actual vs Budget Line Item Report  
Fiscal Year to Date ending March 2022 (Unaudited)  
General Fund

	YTD ACTUAL	ANNUAL BUDGET	% Used
Business Expense	1,156	2,500	46.24%
Maintenance Office	82,743	147,400	56.14%
Building Repair & Maintenance	30,181	15,000	201.21%
Storage Rental & Equipment Lease	1,558	1,800	86.56%
Office Supplies	10,936	35,000	31.25%
Supplies - Water Loss Control	2,230	4,000	55.75%
Postage/Mail Delivery	8,290	9,243	89.69%
Subscriptions & Books	120	1,000	12.00%
Reproduction Expense	3,055	82,700	3.69%
Maintenance-Computers	4,036	8,000	50.45%
Software Purchase	49,619	36,040	137.68%
Software Support	53,725	48,640	110.45%
Computers and Equipment	39,427	23,450	168.13%
Maintenance Expense	0	6,000	0.00%
Automotive Expense	1,008	16,000	6.30%
Vehicle Expense	2,604	5,800	44.90%
Toll Road Charges	287	1,250	22.96%
Insurance Expense	112,037	130,000	86.18%
Utilities - Telephone	26,355	42,840	61.52%
Bank Fees	1,818	3,200	56.81%
Miscellaneous Expense	34,107	85,181	40.04%
MWDOC's Contribution to WEROC	195,260	260,346	75.00%
Depreciation Expense	52,746	0	0.00%
MWDOC Building Expense	956,271	441,973	216.36%
Capital Acquisition	270,307	267,256	101.14%
<b>Other Expenses</b>	<b>1,939,876</b>	<b>1,674,619</b>	<b>115.84%</b>
<b>TOTAL EXPENSES</b>	<b>8,108,482</b>	<b>10,648,032</b>	<b>76.15%</b>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>1,988,636</b>	<b>0</b>	

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY  
Statement of Revenues and Expenditures  
Fiscal Year to Date ending March 2022 (Unaudited)  
Water Funds

	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>Balance</u>
<b><u>Water Revenues</u></b>			
Water Sales	134,842,733	155,126,337	(20,283,604)
Readiness to Serve Charge	8,672,781	11,142,354	(2,469,573)
Capacity Charge CCF	3,715,320	4,732,610	(1,017,290)
SCP/SAC Pipeline Surcharge	257,114	315,000	(57,886)
Interest	<u>2,744</u>	<u>10,500</u>	<u>(7,756)</u>
Total Water Revenues	<u>147,490,692</u>	<u>171,326,801</u>	<u>(23,836,109)</u>
 <b><u>Water Purchases</u></b>			
Water Sales	134,842,733	155,126,337	(20,283,604)
Ready to Serve Charge	8,672,781	11,142,354	(2,469,573)
Capacity Charge CCF	3,715,320	4,732,610	(1,017,290)
SCP/SAC Pipeline Surcharge	<u>257,114</u>	<u>315,000</u>	<u>(57,886)</u>
Total Water Purchases	<u>147,487,948</u>	<u>171,316,301</u>	<u>(23,828,353)</u>
 EXCESS OF REVENUES OVER EXPENDITURES	<u>2,744</u>	<u>10,500</u>	<u>(7,756)</u>



MUNICIPAL WATER DISTRICT OF ORANGE COUNTY  
Revenues and Expenditures Actual versus Budget  
Fiscal Year to Date ending March 2022 (Unaudited)  
Other Funds

	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>Balance</u>
<b><u>WEROC</u></b>			
Revenues	455,606	520,692	(65,087)
Expenditures	401,983	520,692	(118,709)
Excess of Revenues over Expenditures	<u>53,622</u>	<u>0</u>	<u>53,622</u>

**WUE Projects (details on next page)**

Revenues	2,205,374	3,254,956	(1,049,582)
Expenditures	2,249,099	3,254,956	(1,005,857)
Excess of Revenues over Expenditures	<u>(43,725)</u>	<u>0</u>	<u>(43,725)</u>

Footnote:

- 1) The excess of expense over revenue is waiting for reimbursement.
- 2) USBR (Federal) Grant is billed in October and April with funds being received one month later.
- 3) DWR is billed quarterly to county and takes a few months to a year to receive funds.

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY  
Revenues and Expenditures Actual versus Budget  
Fiscal Year to Date ending March 2022 (Unaudited)  
Water Use Efficiency Projects

	<u>Actual</u>	<u>Variance %</u>	<u>Fiscal Year Budget</u>	<u>% of Budget</u>	<u>Projected Final FY Budget</u>
<b><u>Spray to Drip Conversion</u></b>					
Revenues	89,483		117,480	76.17%	247,335
Expenditures	103,614		117,480	88.20%	247,335
Excess of Revenues over Expenditures	(14,131)	-16%			

Actual Variance: All reporting current. Payments to Program Participants slightly ahead of Grant (DWR & USBR), Metropolitan (on water bill), and Retail Water Agencies reimbursements.

Budget Variance: This program is expected to end at a much higher level than when the Fiscal Year Budget number was developed last year. In updating the Final FY Budget, Staff used data from the program over the first 9 months of this FY; we also considered the amount of applications in the queue, projecting them out over the final 3 months of this fiscal year. Altogether this accounts for the increase to the Project Final FY Budget number.

**Member Agency Administered Pass thru**

Revenues	64,512		573,201	11.25%	438,728
Expenditures	47,022		573,201	8.20%	438,728
Excess of Revenues over Expenditures	17,490	27%			

Actual Variance: Some MWDOC projects have been billed to Metropolitan, others, like those for the Retail Water Agencies have not begun reporting their projects.

Budget Variance: Adjustments were made that reduced the amount of funds directed at this program. Retail Water Agencies have begun to invoice for their programs and MWDOC's programs are just now beginning to be reported to Metropolitan.

**ULFT Rebate Program**

Revenues	290		2,000	14.50%	2,000
Expenditures	350		2,000	17.50%	2,000
Excess of Revenues over Expenditures	(60)	-21%			

Actual Variance: This tracks MWDOC member agencies activities to provide supplemental funding to increase activity in their service territories.

Budget Variance: Stated budget number is a yearly number, actual number is for the 3rd quarter. It is anticipated that by year's end Actual will be closer to Budget.

**HECW Rebate Program**

Revenues	45,514		84,300	53.99%	56,415
Expenditures	45,435		84,300	53.90%	56,415
Excess of Revenues over Expenditures	79	0%			

Actual Variance: This tracks MWDOC member agencies activities to provide supplemental funding to increase activity in their service territories.

Budget Variance: Projected Final FY Budget was adjusted down by \$26,000. This was due to an anticipated lower overall number of HECW's when Staff tracked numbers from the first 3 quarters of the FY.

**CII Rebate Program**

Revenues	1,400		6,500	21.54%	1,000
Expenditures	1,400		6,500	21.54%	1,000
Excess of Revenues over Expenditures	0	0%			

Actual Variance: This tracks MWDOC member agencies activities to provide supplemental funding to increase activity in their service territory.

Budget Variance: Agencies have yet to provide their stated funding for activity in their service territory, and in discussing program activity with Agencies, it is expected the FY end number will be less.

Notes:

- 1) Variance from Revenues to Expenses. When greater than 5%, an explanation is provided.
- 2) Fiscal year budget versus Actual
- 3) With each quarterly report the projected fiscal year end budget may be re-adjusted.

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY  
Revenues and Expenditures Actual versus Budget  
Fiscal Year to Date ending March 2022 (Unaudited)  
Water Use Efficiency Projects

	<u>Actual</u>	<u>Variance %</u>	<u>Fiscal Year Budget</u>	<u>% of Budget</u>	<u>Projected Final FY Budget</u>
<b><u>Turf Removal Program</u></b>					
Revenues	1,470,607		993,924	147.96%	5,678,694
Expenditures	1,491,304		993,924	150.04%	5,678,694
Excess of Revenues over Expenditures	(20,697)	-1%			

Actual Variance: Posted revenues from Grants (DWR & USBR) lagging slightly behind expenses. All revenue reporting for reimbursement is up to date.

Budget Variance: This program is expected to end at a much higher level than when the Fiscal Year Budget number were developed last year. In updating the Final FY Budget, Staff used data from the program over the first 9 months of this FY; we also considered the amount of applications in the queue, projecting them out over the final 3 months of this fiscal year. Large commercial projects are beginning to finish which is also driving up the total. Altogether this accounts for the increase to the Project Final FY Budget number.

**Comprehensive Landscape (CLWUE)**

Revenues	233,713		303,100	77.11%	316,631
Expenditures	242,629		303,100	80.05%	316,631
Excess of Revenues over Expenditures	(8,916)	-4%			

Actual Variance: Grant funded program. Granting agencies (State) are slow to provide their funding. All reporting is current.

Budget Variance: Stated budget number is a yearly number, actual number is for the 3rd quarter. On track to meet budget.

**Recycled Water Program**

Revenues	13,406		40,000	33.52%	13,406
Expenditures	13,406		40,000	33.52%	13,406
Excess of Revenues over Expenditures	0	0%			

Actual Variance: Projects are currently being implemented with activity reported over the course of the fiscal year.

Budget Variance: Projected Final FY Budget adjusted down due to projects slow in developing. Projects thought to be paid this FY will come in next FY.

**WSIP - Industrial Program**

Revenues	0		45,000	0.00%	2,700
Expenditures	0		45,000	0.00%	2,700
Excess of Revenues over Expenditures	0	0%			

Actual Variance: Projects are currently being implemented with activity reported over the course of the fiscal year.

Budget Variance: Projected Final FY Budget adjusted down due to projects slow in developing. Projects thought to be paid this FY will come in next FY.

**Land Design Program**

Revenues	215,279		297,330	72.40%	331,303
Expenditures	215,279		297,330	72.40%	331,303
Excess of Revenues over Expenditures	0	0%			

Actual Variance: All local, State, and Federal Grant reporting is current.

Budget Variance: This program is tied directly to activity in the turf program. The turf program is expected to increase significantly and this program will increase proportionately. Analyzing the applications in the queue dictates the increase in the Projected Final FY Budget. Activity in this program is expected to come in as budgeted.

Notes:

- 1) Variance from Revenues to Expenses. When greater than 5%, an explanation is provided.
- 2) Fiscal year budget versus Actual
- 3) With each quarterly report the projected fiscal year end budget may be re-adjusted.

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY  
Revenues and Expenditures Actual versus Budget  
Fiscal Year to Date ending March 2022 (Unaudited)  
Water Use Efficiency Projects

	<u>Actual</u>	<u>Variance %</u>	<u>Fiscal Year Budget</u>	<u>% of Budget</u>	<u>Projected Final FY Budget</u>
<b><u>Pressure Regulation Valve Program</u></b>					
Revenues	5,555		66,919	8.30%	35,604
Expenditures	23,045		66,919	34.44%	35,604
Excess of Revenues over Expenditures	(17,490)	-315%			

Actual Variance: Expenses out ahead of grant reimbursements. All local, State, and Federal Grant reporting current.

Budget Variance: This program adjusted down due to slower than anticipated activity. Project is expected to come in at the new lower number.

<b><u>Smart Water Monitoring Devices (Flume)</u></b>					
Revenues	65,615		89,000	73.73%	99,998
Expenditures	65,615		89,000	73.73%	99,998
Excess of Revenues over Expenditures	0	0%			

Actual Variance: Funding to cover expenditures is current.

Budget Variance: Activity in the program adjusted slightly up. Actual is expected to come in as budgeted.

<b><u>Dedicated Irrigation Meters Measurement Project (DIMM)</u></b>					
Revenues	0		636,202	0.00%	318,101
Expenditures	0		636,202	0.00%	318,101
Excess of Revenues over Expenditures	0	0%			

Actual Variance:

Budget Variance: This is a new program developed this FY. Program is currently up and running and it is anticipated that activity at \$318,101 will materialize by the end of this FY.

Notes:

- 1) Variance from Revenues to Expenses. When greater than 5%, an explanation is provided.
- 2) Fiscal year budget versus Actual
- 3) With each quarterly report the projected fiscal year end budget may be re-adjusted.



**ACTION ITEM**

May 18, 2022

**TO:** Board of Directors

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

Robert J. Hunter, General Manager

Staff Contact: Cathy Harris

**SUBJECT:** **Annual Approval of District Salary Schedule**

**STAFF RECOMMENDATION**

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It is recommended that the Board of Directors approve the proposed Salary Schedule, as presented, effective July 1, 2022; adjusting the District salary ranges by 3.84%, as approved during the budget process. (Option 1).

**COMMITTEE RECOMMENDATION**

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Committee recommends (To be determined at Committee Meeting)

**SUMMARY**

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Pursuant to the recently approved 2022-23 Budget and the information presented regarding the Compensation Pool Guidelines, attached is the proposed Salary Schedule, adjusting the District Salary Ranges by 3.84%. The schedule is effective as of July 1. This is an adjustment to the salary ranges only and not to individual salaries.

The annual adjustment to the ranges keeps the salary ranges consistent with the market to avoid falling behind. Without the annual adjustment a significant gap can develop and requires a significant adjustment to the pay structure during the Total Compensation Assessment, which is performed every three years.

A 7.1% merit pool was approved in the 2022/23 MWDOC Budget. In accordance with District Policy, a comprehensive compensation survey is to be conducted every three years to evaluate the market practices and job grading. The next comprehensive salary survey will be initiated in November 2023 for completion in spring of 2024. The last comprehensive study was completed in spring 2021.

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

In addition, to the range adjustments a position was removed from the schedule. .

## **BOARD OPTIONS**

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- Option #1**     Approve the proposed Salary Schedule, as presented, effective July 1, 2022; adjusting the District salary ranges by 3.84%, as approved during the budget process.
- Option #2**     Do not approve.  
This will cause the District's positions and Salary Ranges to fall behind the market, causing a future financial impact in having to make several position reclassification adjustments to salary ranges.

**DRAFT**

**MWDOC PAY STRUCTURE - EFFECTIVE JULY 1, 2022 (3.84% range adjustment)**

Grade	Status	Job Classification		Range Min \$	25th % \$	Mid \$	75th % \$	Range Max \$
INT		Intern (varies by department)	hourly	18.04	19.60	21.18	22.77	24.33
R1		Open	annually	40,325	43,845	47,366	50,908	54,407
			monthly	3,360	3,654	3,947	4,242	4,534
			hourly	19.39	21.08	22.77	24.48	26.16
R2	NE	Office Assistant	annually	43,349	47,128	50,908	54,731	58,489
R2	NE	Education Program Assistant	monthly	3,612	3,927	4,242	4,561	4,874
			hourly	20.84	22.66	24.48	26.31	28.12
R3		Open	annually	46,588	50,671	54,731	58,835	62,874
			monthly	3,882	4,223	4,561	4,903	5,240
			hourly	22.40	24.36	26.31	28.29	30.23
R4	NE	Database Coordinator	annually	50,087	54,472	58,857	63,219	67,647
			monthly	4,174	4,539	4,905	5,268	5,637
			hourly	24.08	26.19	28.30	30.39	32.52
R5	NE	Accounting Technician	annually	53,846	58,554	63,241	67,993	72,701
			monthly	4,487	4,880	5,270	5,666	6,058
			hourly	25.89	28.15	30.40	32.69	34.95
R6	NE	Administrative Assistant	annually	57,885	62,917	68,014	73,090	78,144
			monthly	4,824	5,243	5,668	6,091	6,512
			hourly	27.83	30.25	32.70	35.14	37.57
R7	NE	Sr. Admin Assistant	annually	62,204	67,690	73,112	78,576	83,997
R7	NE	Public Affairs Assist	monthly	5,184	5,641	6,093	6,548	7,000
R7	NE	Water Loss Control Programs Tech	hourly	29.91	32.54	35.15	37.78	40.38
R8	NE	Records Coordinator	annually	66,913	72,744	78,598	84,451	90,261
			monthly	5,576	6,062	6,550	7,038	7,522
			hourly	32.17	34.97	37.79	40.60	43.39
R9	NE	Public Affairs Coordinator	annually	71,924	78,187	84,473	90,779	97,086
			monthly	5,994	6,516	7,039	7,565	8,091
			hourly	34.58	37.59	40.61	43.64	46.68
R10	NE	WUE Analyst I	annually	77,280	84,084	90,823	97,605	104,365
R10	NE	Executive Assistant	monthly	6,440	7,007	7,569	8,134	8,697
R10	NE	Assoc. Water Resources Analyst	hourly	37.15	40.42	43.66	46.93	50.18
R10	NE	Accountant						
R10	NE	WEROC Emergency Coordinator						
R11	NE	Public Affairs Specialist	annually	83,112	90,391	97,605	104,883	112,162
R11	NE	WUE Analyst II	monthly	6,926	7,533	8,134	8,740	9,347
R11	NE	WEROC Specialist	hourly	39.96	43.46	46.93	50.42	53.92
R12	E	Water Resources Analyst	annually	89,332	97,151	104,948	112,767	120,586
R12	NE	Sr. Accountant	monthly	7,444	8,096	8,746	9,397	10,049
R12	NE	Sr. Executive Assistant	hourly	42.95	46.71	50.46	54.21	57.97
R13	E	Fin. Analyst/Database Analyst	annually	96,006	104,451	112,810	121,277	129,657
R13	E	Network Systems Engineer	monthly	8,001	8,704	9,401	10,106	10,805
R13	NE	Sr. WUE Analyst	hourly	46.16	50.22	54.24	58.31	62.34

## DRAFT

## MWDOC PAY STRUCTURE - EFFECTIVE JULY 1, 2022 (3.84% range adjustment)

Grade	Status	Job Classification		Range Min \$	25th % \$	Mid \$	75th % \$	Range Max \$
R13	E	Water Loss Control Programs Supv						
R13	E	Public Affairs Supervisor						
R14	E	Accounting Supervisor	annually	103,242	112,249	121,320	130,327	139,355
R14	E	Public Affairs Manager	monthly	8,604	9,354	10,110	10,861	11,613
R14	E	Sr. Water Resources Analyst	hourly	49.64	53.97	58.33	62.66	67.00
R14	E	Associate Engineer						
R14	E	District Secretary						
R15	E	WUE Program Supervisor	annually	110,996	120,672	130,391	140,111	149,809
R15	E	WEROC Programs Manager	monthly	9,250	10,056	10,866	11,676	12,484
R15	E	Sr. Fin. Analyst/Database Analyst	hourly	53.36	58.02	62.69	67.36	72.02
R16	E	Sr. Engineer	annually	119,290	129,744	140,176	150,608	161,018
			monthly	9,941	10,812	11,681	12,551	13,418
			hourly	57.35	62.38	67.39	72.41	77.41
R17	E	Principal Water Resources Analyst	annually	128,232	139,441	150,673	161,904	173,135
R17	E	WUE Program Manager	monthly	10,686	11,620	12,556	13,492	14,428
R17	E	Accounting Manager	hourly	61.65	67.04	72.44	77.84	83.24
R17	E	Governmental Affairs Mgr.						
R18	E	Principal Engineer	annually	137,865	149,917	161,990	174,064	186,116
R18	E	Administrative Services Manager	monthly	11,489	12,493	13,499	14,505	15,510
			hourly	66.28	72.08	77.88	83.68	89.48
R19	E	Director of Public Affairs	annually	148,210	161,148	174,129	187,110	200,026
R19	E	Director of Water Use Efficiency	monthly	12,351	13,429	14,511	15,593	16,669
R19	E	Director of Emergency Management	hourly	71.26	77.48	83.72	89.96	96.17
R19	E	Director of Human Resources & Administration						
R20	E	Director of Finance/IS	annually	159,334	173,243	187,196	201,127	215,080
R20	E	Associate General Manager	monthly	13,278	14,437	15,600	16,761	17,923
R20	E	Director of Engineering/District Engineer	hourly	76.60	83.29	90.00	96.70	103.40
R21	E	Open	annually	171,256	186,246	201,235	216,203	231,214
			monthly	14,271	15,521	16,770	18,017	19,268
			hourly	82.33	89.54	96.75	103.94	111.16
R22	E	Assistant General Manager	annually	180,285	198,298	216,354	234,368	252,381
			monthly	15,024	16,525	18,030	19,531	21,032
			hourly	86.68	95.34	104.02	112.68	121.34
		General Manager (eff. 7/1/2021)						
GM	E	\$329,071	annually					
REV:								





**ACTION ITEM**  
May 18, 2022

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

**FROM:** Rob Hunter, General Manager

Staff Contact: Katie Davanaugh  
Cathy Harris

**SUBJECT:** Authorize Purchase of New Copier

**STAFF RECOMMENDATION**

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Staff recommends the Board of Directors authorize the General Manager to purchase a Ricoh Pro C5310S color copier at a cost of \$51,190.27 (including tax, software, installation and training) from Ricoh USA Inc., under the Sourcwell Regional Cooperative Purchasing Agreement.

**COMMITTEE RECOMMENDATION**

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Committee concurred with staff recommendation.

**DETAILED REPORT**

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**Background:**

Historically, staff reviews the District's copy needs every 5 years to make an appropriate determination of the timing to purchase or lease a new copier. The District last purchased a color production copier in April 2016 from Ricoh USA, Inc. The current production copier (Ricoh model C5100) is the District's primary high-speed, multi-function copier and is used for copy/scan/print projects, production of packets for Board and Committee packets, Public Affairs and District-sponsored events materials such as fliers, collateral, briefing papers, hand-outs, etc., as well as day-to-day printing needs for all staff.

Staff attended two on-site demonstrations with Ricoh staff to review enhancements to the latest comparable C5310S model, as well as software upgrades. Discussions were held during the meetings to review the District's copy needs and expectations. Additionally, staff reviewed and analyzed the District's existing and proposed print and scan needs, and a review of the criteria and performance expectations, noting that the following factors were considered as important features and deliverables:

<b>Budgeted (Y/N): Y</b>	Budgeted amount: \$45,000 FY – 22/23	Core X
<b>Action item amount: \$51,190.27</b>	Line item: 8810 2000 19	
<b>Fiscal Impact (explain if unbudgeted):</b> Taking into consideration the total cost less the rebate, a total of \$2,190.27 will come from reserves.		

- Workflow production requirements, including large document management which includes Board and Committee packets; and other large document production prints including reports, booklets, manuals and handbooks.
- Contract and government pricing consideration: Ricoh participates in government pricing through the Sourcewell Regional Cooperative Purchasing Agreement.
- Upgrades to the software which are beneficial to staff in preparation of documents and files
- Prompt service call response time
- Reliability of the existing copier (also Ricoh)
- High level of customer service responsiveness
- Scanning capabilities
- Color copy needs
- Print speed
- The high level of satisfaction with product, services, and reliability with previous Ricoh products.
- Review of rebates/concessions. Of note is that Ricoh will be providing the District with a \$4,000 rebate which is valid through May 2022.
- The copier is available as a lease option as well. This option incurs interest which adds to the cost of the unit over time.
- A review of pricing for the annual maintenance agreement was negotiated at a 15% discount, and is based on copy usage volume.

In accordance with District Administrative Code Section 8002, regarding Cooperative Agreements, in an effort to obtain cost savings through economies of scale and improve efficiencies, staff may make use of Cooperative Agreements that would be beneficial for District use. Staff recommendation to purchase the copier from Ricoh USA Inc. is consistent with the District's Administrative Code.

#### **Pricing Breakdown:**

<b>Item</b>	<b>Pricing</b>
Ricoh Pro C5310S	\$37,295.09
5 Software and licensing (Fiery Compose & Training, EFI JobMaster	13,692.35
Data erase on current device (C5100)	202.83
Subtotal	51,190.27
Less rebate	-4,000
Total Cost	\$47,190.27

Based on the reliability of the product and the excellent customer service, staff is recommending purchasing a comparable machine with the latest technology through the same vendor.

#### **Staff Recommendation:**

It is recommended the Board of Directors authorize the General Manager to purchase a Ricoh Pro C5310S color copier at a cost of \$51,190.27 (including tax, software, installation and training) from Ricoh USA Inc., under the Sourcewell Regional Cooperative Purchasing Agreement.



**ACTION ITEM**

May 18, 2022

**TO:** Board of Directors

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

Robert J. Hunter  
General Manager

Staff Contact: Maribeth Goldsby, District Secretary

**SUBJECT: APPROVE CHANGES TO RECORDS RETENTION SCHEDULE**

**STAFF RECOMMENDATION**

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It is recommended that the Board of Directors: review and approve changes to the Records Retention Schedule and authorize staff to incorporate those changes into the Administrative Code.

**COMMITTEE RECOMMENDATION**

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Committee recommends (To be determined at Committee Meeting)

**SUMMARY**

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During the annual review of the District's Records Retention Schedule (Schedule), the District's consultant, Dianne Gladwell (Gladwell Governmental Services), identified areas of the Schedule that need revision. The major changes are as follows:

**Finance:**

- FIN20 – W-9s are now required to be retained until the Vendor is Inactive + 3 years – this has been added as a new item.

**Human Resources**

- HR19 – Recruitment files are now required for 4 years

The remainder of the changes to the Schedule were repeals or additions to legal citations that do not affect retention requirements and are for reference purposes. The red-lined schedule is attached; legal counsel has approved these changes.

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

RECORDS RETENTION SCHEDULE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
Cathy	Administration	ADM01	Drafts, non-District records, and transitory documents not retained in the ordinary course of business	Preliminary drafts, calendars, checklists, e-mail messages unrelated to District business, invitations for non-District events, logs, mailing lists, meeting room registrations, <b>staff video conference chats, notes and recordings</b> , supply inventories, telephone messages, text messages unrelated to District business, transmittal letters, undeliverable envelopes, visitors logs, voice mails,	CA GC 60201, AC 11102	AR	No			
Cathy	Administration	ADM02	Successful Proposals Relating to Real Property	Records related to bid invitations, RFP's, successful proposals and bids, drawings and specifications issued by the District for competitive bid, relating to real property. Successful bid is awarded a contract. This file does not include the original contract or insurance information.	CA GC 60201, CA CCP 337, AC 11100	PE	Yes (Finals Only)	X	X	
Cathy	Administration	ADM03	Successful Proposals Not Relating to Real Property	Records related to construction and service bid invitations, RFP's, successful proposals and bids, drawings and specifications issued by the District for competitive bid. Successful bid is awarded a contract. This file does not include the original contract or insurance information.	CA GC 60201, CA CCP 337, AC 11100	CL+10	Yes (Finals Only)	X	X	
Cathy	Administration	ADM04	Unsuccessful Proposals	Records related to Requests for Proposals issued for competitive bids received and not selected for services.	CA GC 60201, AC 11100	CL+2	No			
Cathy	Administration	ADM05	Business Plan Records	Reports describing long-range planning, District services, and goals of the District. Includes strategic plans and financial planning records	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	
Cathy	Administration	ADM06	Historical Records	Records related to the history of the District. Includes photos, anniversary celebrations, facility dedications, and awards.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		x	
Cathy	Administration	ADM07	Permits & Licenses	Records related to permits and licenses necessary for the operation of the facilities and District. Includes operating permits, NPDES permits, and Department of Health and Safety permits.	CA GC 60201, 40 CFR 122.41, AC 11100	PE	Yes (Finals Only)	x		
Cathy	Administration	ADM08	Administrative Policies and Procedures	Records providing documentation on the implementation of management and administrative policies Includes MWDOC's Rules and Administrative Code.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		x	
Cathy	Administration	ADM09	Safety	Records regarding District Safety Policy & training. Includes employee safety training, special skills of staff, OSHA inspections or citations.	8 CCR 3203, CA GC 60201, 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33, AC 11100	5	No	x		
Cathy	Administration	ADM10	Emergency & Security	Records providing instructions in the event of a disaster, including evacuation information, Emergency & Disaster Plans, Emergency Response Inspection Requirements, Security Policies, Continuity of Operations Plan and related correspondence.	CA GC 60201, AC 11100	SU+3	No	x		
Cathy	Administration	ADM11	Materials Safety Data Sheets / Safety Data Sheets	Records related to the use of hazardous substances.	AC 11103, 8 CCR 3204(d)(1)(A) et seq, (B)(2 and 3), AC 11100	PE	Yes (Finals Only)	x		
Cathy	Administration	ADM12	Public Records Requests	Requests for records under the Public Records Act, includes MWDOC response	CA GC 60201, AC 11100	CL+2	Yes (Finals Only)			
Cathy	Administration	ADM13	Records Management Files	Records related to the management of District records: (a) Documentation of the transfer of records to an offsite records center (b) Destruction Certificates that certify (confirm) the destruction of official records that have been approved for destruction, and attests that destruction was accomplished in accordance with policies and procedures (c) Records Retention Schedule: a legal document listing record series maintained by the District, with associated retention periods, characteristics, the responsible department, and legal citations	CA GC 60201, AC 11100	PE	Yes (Finals Only)		x	

RECORDS RETENTION SCHEDULE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
Cathy	Administration	ADM14	District Insurance Records	Records related to insurance policies purchased by the District, includes the policies and any amendments. Excludes invoices, premium payment information, and general correspondence pertaining to insurance.	CA GC 60201 CCP 337, AC 11100	PE	Yes (Finals Only)	x		
Cathy	Administration	ADM15	Public Notices	Records announcing Requests for Proposals or Requests for Quotes including proofs of publication.	CA GC 60201, AC 11100	2	No			
Cathy	Administration	ADM16	General Correspondence	Records related to internal and external general communications. Includes memos and letters kept in chronological order as a convenience file.	CA GC 60201, 60203 , AC 11100	3	No (only project related is in LF)		x	
Cathy	Administration	ADM17	Reference Files (Not District Records)	Documents used for reference and research, such as books, technical journals, reference materials, reports, studies, magazines, periodicals, and presentations.		AR	No	insurance		
Cathy	Administration	ADM18	Equipment Maintenance & Warranty Information	Records related to the maintenance, & warranty information for equipment & furniture purchased by the District. Does not include purchase or repair invoices (see Finance section).	CA GC 60201 AC 11100	SA	No			
Cathy	Administration	ADM20	MWDOC Member Agencies	Correspondence to and from Member Agencies relating to issues directly impacting MWDOC business and information from Member Agency Manager's Meetings.	CA GC 60201 AC 11100	7	Yes (Finals Only)			
Cathy	Administration	ADM21	Other Agencies	Correspondence to and from other agencies relating to MWDOC business.	CA GC 60201 AC 11100	5	No			
Cathy	Administration	ADM22	Outside Agency Event Information (Not District Records)	Records related to events sponsored by other agencies attended by MWDOC Directors & Staff. Includes conference & seminar information and travel records. Does not include attendance records, expense reports, or payment records.		AR	No			
Cathy	Administration	ADM23	Copies	Photocopies or duplicates of any record	CA GC 60200, AC 11102	AR	No			
Cathy	Human Resources	HR01	Employee Benefit Plans & Programs	Records related to all employee benefits plans and programs, including health and life insurance policies & information, tuition reimbursement, eligibility, illness & Injury Prevention Plan (IIP), and retirement plans. Does not include employee enrollment or other individual forms.	29 CFR 1627.3, CA GC 12946, <b>12960</b> , 60201 29 USC 1027; AC 11100	CL+6	No			
Cathy	Human Resources	HR03	Salary Schedules	Records related to District Salary Schedules as established by the Board.	CA GC 60201(d)(12), 29 CFR 1627.3, AC 11100	SU+7	No	X		
Cathy	Human Resources	HR04	Medical Files	Records related to the medical history of employees, pre-employment physicals, required physicals or drug testing, doctor releases/notes for workers' compensation or other medical absences.	8 CCR 3204, <b>8 CCR 5144</b> , <b>8 CCR 15400.2</b> , 29 CFR 1910.1020(d)(1)(i); GC 12946, <b>12960</b> , 60201, AC 11100	TE+30	No	X		X
Cathy	Human Resources	HR05	Personnel Manual	Records related to Personnel Policies of the District.	CA GC 12946, <b>12960</b> 60201, AC 11100	SU+3	No			
Cathy	Human Resources	HR06	Personnel Administration records	Records related to the overall administration of personnel activities. Includes studies, surveys, and reports.	CA GC 60201, AC 11100	4	No			
Cathy	Human Resources	HR07	Personnel Files	Records related to individual employees. Includes employment applications, training records, performance evaluations, driving records, awards or certificates, salary information, insurance enrollment, beneficiary designations and other forms, and separation documents.	CA GC 3105, 12946, <b>12960</b> , 60201, 29 CFR 1602.14, 1602.31 & 1627.3, 29 USC 1113, AC 11100	TE+7	No	X		X
Cathy	Human Resources	HR08	Deferred Compensation Statements, Pension Plan Statements	Employer Statements	GC 60201; AC 11100	7	No			X

RECORDS RETENTION SCHEDULE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
Cathy	Human Resources	HR09	Drug & Alcohol Tests	Employee Results (Positive & Negative)	29 CFR 1627.3(b)(1)(v), GC 12946, 12960, 60201; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71, AC 11100	5	No			X
Cathy	Human Resources	HR10	Employee Training Records (District-Sponsored)	Course Material and Sign In Sheets for employee training	8 CCR 3203 et seq., 29 CFR 1602.31, CA LC 6429(c); CA GC 12946, 12960, 60201, 53235.2(b), AC 11100	5	No			X
Cathy	Human Resources	HR11	I-9s		INA 274A(b)(3); INS Rule 274a.1(b)(2); 29 CFR 1627.3(b)(1), CA GC 12946, 12960, 60201; INA 274A(b)(3), AC 11100	TE+3	No			X
Cathy	Human Resources	HR12	Organizational Chart	Records related to District organizational structure.	CA GC 60201(d)(1), AC 11100	PE	No			
Cathy	Human Resources	HR13	Retiree Benefits	Records regarding benefits offered to retirees	CA GC 60201(d)(12), 29 CFR 1627.3, AC 11100	DEATH + 5 CL+7	No			
Cathy	Human Resources	HR14	Background Checks	Records related to background checks for newly hired employees.	CA GC 60201, AC 11100	TE+7	No			X
Cathy	Human Resources	HR16	Risk Management / Workers Compensation Claims	Records related to Worker's Compensation Claims, Disability Claims, and Incident/Accident Reports.	8 CCR 10102; 8 CCR 15400.2, 8 CCR 3204(d)(1) et seq., 29 CFR 1910.1020, CA GC 12946, 12960, 60201, CA CCP 337, AC 11100	TE+30	No			X
Cathy	Human Resources	HR17	Employee Complaints	Records related to employee complaints, includes MWDOC response and disciplinary action.	CA GC 12946, 12960, 60201, 29 CFR 1602.31, AC 11100	TE+5	No			X
Cathy	Human Resources	HR18	Recruitment Records	Records regarding the advertisement of available positions. Includes job descriptions, job postings, advertising, interviews, resumes, applications, testing questions and results.	29 CFR 1602.32, 29 CFR 1627.3. 2 CCR 11013(c) CA GC 12946, 12960, 60201, AC 11100	CL+43	No			X
Cathy	Human Resources	HR19	COVID-19 Notifications to Employees	Financial records related to the general ledger posting. The Financial Database can re-create reports upon demand.	LC 6409.6(k), GC 60201	CL+3	No			X
Finance	Finance	FIN01	General Ledger	Records describing the financial status of the District. Includes financial, fiscal, and monthly reports, worksheets, printouts, and statements on the financial position and condition of the District. The Financial Database can re-create reports upon demand.	CA GC 60201, AC 11101	AU	No			
Finance	Finance	FIN02	Interim Financial Reports	Records related to reviewing the District's activities to ensure compliance with policies, procedures, and standards.	CA GC 60201, AC 11102	AU+7	No			
Finance	Finance	FIN03	Audit Records	Records describing the financial status of the District, including the Annual Financial Report and the Final Audit Report.	CA GC 60201, AC 11100	AU+7	No			
Finance	Finance	FIN04	Annual Financial Report & Auditor Report	Records related to internal financial planning and management. Includes final budget vs. cost reports, summaries, worksheets, and goals and objectives.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	
Finance	Finance	FIN05	Draft MWDOC Budget		CA GC 60201, AC 11102	AU	No			

RECORDS RETENTION SCHEDULE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?  (Finals Only)	V	H	C
Finance	Finance	FIN06	Final MWDOC Budget	Records related to the Final MWDOC Annual Budget and milestones for the final approved budget. Final budget is approved by the Board.	CA GC 60201, AC 11100	PE	Yes		X	
Finance	Finance	FIN07	Accounts Payable / 1099, 1096	Records related to payment of financial obligations (money owed by the District). Includes vendor invoices, bills, check requests, statements including credits/refunds, disbursement reports, completed purchase orders & purchase requisitions, travel & expense reports, membership renewal payments, and petty cash.	CA GC 60201, AC 11100	AU+7	No			
Finance	Finance	FIN08	Accounts Receivable	Records related to accounting for money owed to the District. Includes cash receipts, check copies, uncollectible debts, MWDOC invoices and bankruptcies. Excludes Water Billing.	CA GC 60201, AC 11100	AU+7	No	X		
Finance	Finance	FIN09	Payroll Records	Records related to payment of labor costs. Includes employee timesheets, completed request for leave forms, salary, wage, and deferred compensation; deduction, garnishment, and retirement contribution.	29 CFR 516.5; 29 CFR 516.6, CA GC 60201(d)(12) , 60203 IRS Reg 31.6001-1(e)(2), R&T 19530; LC 1174(d); 8 CCR 11040.7(7)(C), AC 11100	AU+7	No	X		X
Finance	Finance	FIN10	Payroll Tax Records	Records related to Annual & Quarterly payroll tax filings, includes W-2 forms.	CA GC 60201, 29 CFR 516.5, 516.6, AC 11100	AU+7	No			X
Finance	Finance	FIN11	Banking Record	Records related to bank transactions. Includes deposits of funds, cancelled checks, check registers, bank advices, wire transfers, bank statements, and reconciliations.	AC 11100, CA GC 60201, 26 CFR 31.6001-1	AU+7	No			
Finance	Finance	FIN12	Cash & Investment Record	Records related to portfolio investments. Includes cash flow statement, transaction records, and investment pool statements.	CA GC 60201, AC 11100	AU+7	No			
Finance	Finance	FIN13	Water Billing	Records related to the processing of the monthly water billing. Includes Metropolitan invoices, invoices issued, and reconciliation reports.	CA GC 60201, AC 11100	AU+7	No	X		
Finance	Finance	FIN14	Fixed Asset Record	Records related to the acquisition, depreciation, and accruals of fixed assets. Includes purchase and sale or disposition information.	CA GC 60201, AC 11100	SA+7	No			
Finance	Finance	FIN15	Grant Records / Conservation Grants	Records related to accepted/approved federal or state grants, includes financial records.	CA GC 60201, GC 8546.7; 2 CFR 200.33; <del>7-CFR-3046-42; 24 CFR 1403.36 &amp; 1403.42(h);</del> 24 CFR <del>95.42;</del> 91.105(h), 92.505, 570.490, & 570.502( <del>844</del> ), <del>28-CFR-66-42;</del> 29 CFR 97.42; <del>40-CFR 31-42; 44-CFR 13-42; 45-CFR 92-42;</del> OMB Circular A-110 & A-133 AC 11100	CL+5	No			
Finance	Finance	FIN16	Old Business	Records related to previously closed finance-related issues not included in other record categories. Includes the OC Bankruptcy.	CA GC 60201, AC 11100	AU+7	No			
Finance	Finance	FIN19	Payroll Report by Employee	Cumulative Report by Employee	CA GC 60201, AC 11100	PE	No		X	
Finance	Finance	FIN20	<del>W-9s</del>	<del>Vendor W-9s Forms (Taxpayer ID Number and Certification)</del>	CA GC 60201	CL+3	No		X	
Finance	Information Technology	IT01	Computer Systems Records	Records and manuals related to District hardware records, maintenance files, software application files, database programs and backup tapes. Excludes data contained in any of the above programs.	CA GC 60201, AC 11102	AR	No			
Finance	Information Technology	IT02	Network Operating Manual	Records related to the operation of the District Information Technology.	CA GC 60201, AC 11102	AR	No			

RECORDS RETENTION SCHEDULE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
Engineering	ENG01	Engineering Projects	Records related to major projects or capital improvements for District services.	CA GC 60201, CA CCP 337 AC 11100	PE	Yes (Finals Only)			
Engineering	ENG02	Local Water Operations and Water Usage Databases	Records related to non-Metropolitan water operations. Includes water usage & production information and joint facility operations & maintenance allocations.	CA GC 60201, AC 11100	PE	N/A	X		
Engineering	ENG03	Drawings & Maps	Record Drawings / As-Builts & As-Bids, Records of graphic depictions (drawings, sketches) of facilities. Includes bid set drawings marked up by contractors during construction to show how facility or component is actually constructed, base maps for service areas, Director divisions, and atlases.	CA GC 60201, AC 11100	PE	Yes (Finals Only)	X	X	
Engineering	ENG04	Facilities Maps	Record Drawings / As-Builts & As-Bids, Records related to planning of District facilities that are geographical in nature and show pipelines and other waterworks facilities.	CA GC 34090, AC 11100	PE	Yes (Finals Only)	X	X	
Engineering	ENG05	Research & Planning	Records related to planning of District projects and programs. Includes water reliability & drought issues, Water Demand Forecast, Five Year Water Projections, and water supply alternatives.	CA GC 60201, AC 11100	10+AR	No	X	X	
Engineering	ENG06	Service Connections & Plans & Specifications	Records related to service connections, local distribution systems, and Allen McColloch Pipeline (AMP). Does not include records regarding sale of AMP.	CA GC 60201, AC 11100	PE	Yes (Finals Only)	X	X	
Engineering	ENG07	Rates, Fees and Charge Records	Records related to determining rates and fees charged by the District, includes annual water rates survey, tracking budget.	CA GC 60201, AC 11100	10+AR	No	X		
Engineering	ENG08	Engineering Plans, Reports & Studies	Reports & Studies conducted by the Engineering Department, Water Rate Survey, Master Plans, Fixed Treatment Charge Project Files, Conveyance of Local Water, etc.	CA GC 60201, AC 11100	PE	Yes (Finals Only)			
Engineering	ENG09	Plan Checks - Pipeline	Construction within the District's Easements / Rights of Way	CA GC 60201, CA CCP 337, AC 11100	PE	Yes (Finals Only)	X		
Engineering	ENG10	Engineering Projects - Administration Files	Project Administration, Project Schedules, Certified Payrolls, Cost of Construction, Logs, Insurance Certificates from Contractors, Correspondence, Advertising, Labor Compliance, Temporary Encroachment Permits, etc.	CA GC 60201, CA CCP 337, AC 11100	CL+10	Yes (Finals Only)			
Engineering	ENG11	Connections & Interties - East Orange County, Doheny, etc.	Drawings and Specifications, etc.	CA GC 60201, CA CCP 337, AC 11100	PE	Yes (Finals Only)	X		
Metropolitan Water District of Southern California	MET01	Metropolitan Administrative Correspondence	Records related to Metropolitan issues of vital interest to MWDOC business that are not easily obtained or readily available through other means.	CA GC 60201, AC 11100	5+AR	(Selected Important Records)			
Metropolitan Water District of Southern California	MET02	Operations & Service Interruptions	Records related to Metropolitan water operations that are of vital interest to MWDOC business. Includes shutdown information & chlorination notifications & reports, treatment facilities, distribution system (including maps, capacity diagrams, & detailed schematics), water quality, and water reliability.	CA GC 60201, AC 11100	5+AR	No			
Metropolitan Water District of Southern California	MET03	Projects & Programs	Records related to Metropolitan projects and programs that are of vital interest to MWDOC business. Includes Capital Improvement Program, desalination projects, water supply projects, Interim Agricultural Water Program, Local Resources Program, power related projects, groundwater Conjunctive Use Programs, and Community Partnering Program.	CA GC 60201, AC 11100	CL of Met Contract + 5	Yes (Finals Only)			
Metropolitan Water District of Southern California	MET04	Water Transfers & Wheeling	Records related to Water Transfers and Wheeling that are of vital interest to MWDOC business.	CA GC 60201, AC 11100	PE	Yes (Finals Only)			
Board of Directors	BOD01	Board of Directors Administrative Records	Records related to the Board of Directors. Includes general correspondence and reports, Informal Proclamations	CA GC 60201, AC 11100	2	No			



RECORDS RETENTION SCHEDULE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
Maribeth	Board of Directors	BOD02	Board and Internal Policies	Policy set by Board of Directors, Formal Proclamations	CA GC 60201, AC 11100	PE	Yes (Finals Only)	x	x	
Maribeth	Board of Directors	BOD03	Ordinances and Resolutions	Records related to regulations for the District that are approved or adopted by the Board of Directors, and the normal expression of the will, opinion, and intent voted by the Board of Directors.	CA GC 60201, AC 11100	PE	Yes (Finals Only)	x	x	
Maribeth	Board of Directors	BOD04	Board & Committee Meetings, Agendas, Packets	Records related to information provided to the official Board of Directors for consideration and action at official proceedings. Includes agendas, and staff reports ("Agenda Packet")	CA GC 60201	PE	Yes (Finals Only)	x	x	
Maribeth	Board of Directors	BOD05	Board & Committee Meeting Minutes	Records related to actions and decisions of the Board of Directors. Includes minutes, administrative orders, minute orders, and minute actions.	CA GC 60201, AC 11100	PE	Yes (Finals Only)	x	x	
Maribeth	Board of Directors	BOD06	Board & Committee Meeting Notes	Records include shorthand notebooks, stenotype records, and keys to audio tapes (Preliminary drafts)	CA GC 60201, AC 11102	EX	No			
Maribeth	Board of Directors	BOD07	Board & Committee Meeting audio recordings	Records include audio recordings of Board & Committee Meetings made for whatever purpose (e.g., minute preparation)	CA GC AC 11100, CA GC 54953.5(b)	30 days	No			
Maribeth	Board of Directors	BOD08	Election Records	Records related to the election process. Includes maps, directors' divisions, and election results.	CA GC 60201, CA EC 17100, AC 11100	PE	Yes (Finals Only)			
Maribeth	Board of Directors	BOD09	Oath of Office	Records of the Oaths of Office, Election Certificates, and related materials depicting the authenticity of the appointment of any of the Directors or Executive Officers of MWDOC.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		x	
Maribeth	Board of Directors	BOD10	Public Notices, Legal Advertising, Proof of Publication	Proof of publications, notices, Brown Act notices, mailing lists, etc.	CA GC 60201, AC 11100	2	No			
Maribeth	Improvement District No. 1	ID101	Improvement Bonds & COPS	Records related to interest-bearing certificates issued by the District to raise revenues. Includes certificates of participation (COPS).	CA GC 60201, CA CCP 336, 337.5, AC 11100	CL+10	No			
Maribeth	Improvement District No. 1	ID102	Property Tax Filing	Records related to the filing of Property Taxes with the County of Orange.	CA GC 60201, AC 11100	AU+7	No			
Maribeth	Legal	LGL01	Annexation Files	Records related to receiving or transferring land within District boundaries.	CA GC 60201	PE	Yes (Finals Only)		X	
Maribeth	Legal	LGL02	Formation Files	Records documenting the terms under which the District was formed, organized, re-organized or consolidated. Includes directives from LAFCO on boundaries or services.	CA GC 60201 AC 11100	PE	Yes (Finals Only)		X	
Maribeth	Legal	LGL03	Property Owned by the District	Records related to real property. Includes deeds, easements, and similar documents related to property which MWDOC holds or owns.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	
Maribeth	Legal	LGL04	Legal Opinions	Records related to legal opinions on issues, problems, and policies impacting the organization.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	X
Maribeth	Legal	LGL05	Litigation Files	Records related to threatened or actual litigation or government investigations. Includes subpoenas, pleadings, discovery files, work product, exhibits, final judgments, and court documents.	CA GC 60201, CA CCP 337 AC 11100	CL+5	No			
Maribeth	Legal	LGL06	Subpoenas	Records related to subpoenas received by the District, where MWDOC is a third party. Includes the District's response.	CA GC 60201, AC 11100	CL+2	No			
Maribeth	Legal	LGL07	Fair Political Practices Commission Filings (Form 700s)	Records related to annual conflict of interest filings (Form 700) for Board members, employees, and consultants; assuming/leaving statements; and lobbyist registration.	CA GC 81009(e)(g), AC 11100	7	No			
Maribeth	Legal	LGL08	Contracts & Agreements, Relating to Real Property - <b>Includes RFPs, Final Award / Successful Proposal</b>	Records related to obligations defined in contracts and agreements relating to real property. Includes promissory agreements, contracts for services, purchases and sales, certificates of insurance from vendors, and change orders.	CA GC 60201, CA CCP 337, AC 11100	PE	Yes (Finals Only)		X	

RECORDS RETENTION SCHEDULE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
Maribeth	Legal	LGL09	Contracts & Agreements, Construction - <b>Includes RFPs, Final Award / Successful Proposal</b>	Records related to obligations defined in construction contracts and agreements. Includes promissory agreements, contracts for services, purchases and sales not relating to real property, certificates of insurance from vendors, and change orders.	CA GC 60201, CA CCP 337, AC 11100	PE	Yes - including addendums / amendments	X		
Maribeth	Legal	LGL10	Contracts & Agreements, General	Records related to obligations defined in contracts and agreements. Includes software licenses, promissory agreements, contracts for services, purchases, and sales, certificates of insurance from vendors, and change orders. Excludes construction contracts.	CA GC 60201, CA CCP 337, AC 11100	CL+10	Yes - including addendums / amendments	X		
Maribeth	Legal	LGL11	FPPC Campaign Statements (Forms 460, 470, 501, etc.) - Elected Officials		GC 81009(b)&(g), 60201	PE	No			
Maribeth	Legal	LGL12	FPPC Campaign Statements (Forms 460, 470, 501, etc.) - NOT Elected		GC 81009(b)&(g), 60201	5	No			
Maribeth	Legal	LGL13	FPPC Form 801 (Gift to Agency Report)		2 CCR 18944(c)(3)(G); CA GC 81009(e), 60201	7	No			
Maribeth	Legal	LGL14	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)		CA GC 81009(e), 60201	7	No			
Maribeth	Legal	LGL15	FPPC Form 803 (Behested Payment Report)		CA GC 81009(e), 60201	7	No			
Maribeth	Legal	LGL16	FPPC Form 804 (Agency Report of New Positions)		FPPC Regulation 18734(c); CA GC 81009(e), 60201	PE	No			
Maribeth	Legal	LGL17	FPPC Form 805 (Agency Report of Consultants)		FPPC Regulation 18734(c); CA GC 81009(e), 60201	PE	No			
Maribeth	Legal	LGL18	FPPC Form 806 (Agency Report of Public Official Appointments)		<b>2 CCR 18702.5(b)(3)</b> CA GC 81009(e), 60201	7	No			
Maribeth	Legal	LGL19	Ethics Training Certificates / <b>Harassment Prevention Training Certificates</b>	Ethics Training Certificates / <b>Harassment Prevention Training Certificates</b> for Board Members and Others	GC 53235.2(b), <b>GC 53237.2(b)</b> , AC 11100	5	No			
Maribeth	Legal	LGL20	Claims	Records related to Claims filed against, or by the District	CA GC 60201, CA CCP 337, AC 11100	CL+5	No			
Maribeth	Water Facilities Corporation	WFC01	Water Bonds & Certificates of Participation - Other Documents	Records related to interest-bearing certificates issued by the District to raise revenues. Includes interest & redemption vouchers and Certificates of Participation (COPS). Does not include Official Statement.	CA GC 60201 CA CCP 336, 337.5, AC 11103	CL+10	No			
Maribeth	Water Facilities Corporation	WFC02	Water Bonds & Certificates of Participation - Official Statement	Records including final official statement for Bond or COPS issuance.	CA GC 60201, CA CCP 336, 337.5, AC 11100	CL+10	No			
Maribeth	Water Facilities Corporation	WFC03	Allen McColloch Pipeline Sale to Metropolitan	Records related to the sale of the AMP to Metropolitan. Includes the Sales Proceed Agreement; RPOI distribution to the participants.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	
PA	Governmental Affairs	GA01	Federal Legislation	Information regarding House and Senate Bills.		AR	No			
PA	Governmental Affairs	GA02	State Legislation	Information regarding Assembly & State Senate Bills and Ballot Initiatives.		AR	No			
PA	Governmental Affairs	GA03	Legislative Correspondence	Records of correspondence related to State & Federal Legislation, including support & oppose letters and floor alerts.	CA GC 60201, AC 11100	2	No			
PA	Governmental Affairs	GA04	Lobbyist Correspondence	Information regarding lobbyist activities & related correspondence. Does not include FPPC filings/Lobbyist registrations.	CA GC 60201, AC 11100	2	No			
PA	Public Affairs	PA01	Inspection Trips & Events	Records related to District sponsored trips/tours and other events. Includes venue information, invitations, agendas, and final attendee list. Does not include expense or cost reports or other financial information (see Finance section).	CA GC 60201, AC 11100	CL+5	No			

RECORDS RETENTION SCHEDULE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
PA	Public Affairs	PA02	Public Relations Information	Records related to preparing public information, brochures describing District activities, and advertising materials that promote District events or programs. Includes samples of promotional items, newspaper clippings and photographs, artwork, videos, news releases and newsletters.	CA GC 60201, AC 11100	4+AR	No			
	Public Affairs	PA03	MWDOC Website / <b>Microsites</b>	Records relating to the creation & maintenance of the official MWDOC website.	CA GC 60201, AC 11102	AR	No			
	Public Affairs	PA04	Public Complaint Files	Records related to verbal and written public complaints. Including water quality complaints (odor, color, etc.) Includes documentation regarding MWDOC's response. Does not include government and/or legal claims.	CA GC 60201, 40 CFR 122.41(j)(2) & 40 CFR 141.33(b), 22 CCR 66470, AC 11100	CL+5	No			
PA	Public Affairs	PA05	Speeches & Presentations	Records related to the preparation of presentation materials by staff. Includes text of speeches, presentation materials, and computer presentation software files.	CA GC 60201, AC 11102	AR	No			
PA	Public Affairs	PA06	School Program	Includes information from Discovery Science Center, contests, school presentations, and information from other education related events.	CA GC 60201, AC 11100	5+AR	No			
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER01	Program Organization & History	Records relating to the development and administrative functions of WEROC, including Steering Committee & Executive Committee Meeting information & minutes, and Indemnification Agreements.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	
	Water Emergency Response Organization of Orange County (WEROC)	WER02	Emergency Response Plans	Records relating to the Standardized Emergency Management System, National Incident Management System, Hazard Mitigation Plan, and Vulnerability Assessments & Emergency Response Plans. <b>Risk &amp; Resiliency Assessment</b> , <b>Hazard Mitigation Plan</b> .	CA GC 60201, AC 11100	SU+5	No	X		
	Water Emergency Response Organization of Orange County (WEROC)	WER03	Volunteer Information & Training Documentation	Records relating to WEROC volunteers & training. Includes contact information forms and training records.	CA GC 60201, AC 11100	TE+5	No			
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER04	Facilities / Listing of Equipment / Asset Lists	Records related to the Emergency Operations Center. Includes information on maintenance and maps & equipment, including radio systems. Retained for the Useful Life of the Equipment.	CA GC 60201, AC 11100	EX+5	No	X		
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER05	WEROC Member Agencies	Records related to communications, Quarterly Meetings	CA GC 60201, AC 11100	10	No			
PA	Water Emergency Response Organization of Orange County (WEROC)	WER06	County, State & Federal Emergency Services	Records related to Orange County Emergency Management Organization & Operational Area Executive Board, State of California Office of Emergency Services, Federal Emergency Management Agency, Water/Wastewater Agency Response Network, California Utility Emergency Association, and Infragard.	CA GC 60201, AC 11100	AR	No			

RECORDS RETENTION SCHEDULE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER08	Disaster Response	Records containing documentation for individual events that we have responded to, filed by incident. Includes activation records and communications. After action reports.	CA GC 60201, AC 11100	CL + 10	Yes (Finals Only)		X	
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER09	CalWARN	Agreements, communications related to CalWARN (MWDOC agreed to hold them verbally). If agency no longer exists, agreement can be destroyed.		T + AR	Yes (Finals Only)			
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER10	Grant Purchases	Agreements, Equipment lists, grant required documentation		CL + 10	Yes (Finals Only)			
WUE	Water Use Efficiency	WUE01	Conservation & Landscape Programs (Commercial & Residential)	Records related to conservation and landscape programs facilitated by the District to encourage efficient use of water. Includes exchange and rebate programs, turf removal, performance certification and training programs, and surveys.	CA GC 60201, AC 11100	CL of Met Contract + 5	LF - old Droplet new		X	
WUE	Water Use Efficiency	WUE02	Water Use Efficiency Administrative Records	Records related to general WUE program correspondence, Choice Program, and workgroup meeting information.	CA GC 60201, AC 11100	5+AR	No		X	
WUE	Water Use Efficiency	WUE03	Conservation Research Activities	Records related to District research activities in the area of conservation and water use efficiency.	CA GC 60201, AC 11100	10+AR	No		X	
WUE	Water Use Efficiency	WUE04	Grants - Unsuccessful / Unfunded	Applications, research, Grant Information, etc.	CA GC 60201, AC 11100	2+AR	No			
WUE	Water Use Efficiency	WUE05	Grants - Successful / Funded	Applications, Grant Reports, Grant Information, etc.	CA GC 60201, AC 11100	5+AR	Agreement only			
WUE	Water Use Efficiency	WUE06	Water Use Efficiency Plans, Studies and Reports	R3 Studies, etc.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	



**ACTION ITEM**

May 18, 2022

**TO:** Board of Directors

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

Robert J. Hunter, General Manager

Staff Contact: Hilary Chumpitazi

**SUBJECT:** **Annual Review of District Investment Policy and Guidelines**

**STAFF RECOMMENDATION**

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It is recommended that the Board of Directors receive and file Investment Policy Guidelines.

**COMMITTEE RECOMMENDATION**

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Committee recommends (To be determined at Committee Meeting)

**SUMMARY**

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MWDOC's Administrative Code requires an annual review of this policy and the Board Resolution No. 2114, May 2021, establishing the District's Investment Policy and Guidelines. The 2022 Local Agency Investment Guidelines had minor formatting and grammatical changes that do not affect our investment policy and the County of Orange did not have any changes. Attached is the resolution.

**STAFF RECOMMENDATION**

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Staff recommends no changes at this time.

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

**RESOLUTION NO. 2114  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY  
INVESTMENT POLICY AND GUIDELINES**

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**RESOLUTION NO. 2114  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY  
INVESTMENT POLICY AND GUIDELINES  
2021**

BE IT RESOLVED by the Board of Director of the Municipal Water District of Orange County that the following is the policy and guidelines of the District for investment of funds and rescinds prior Resolution No. 2084, dated May 15, 2019.

**SECTION 2100 - PURPOSE**

The purpose of this policy is to set forth the investment and operational policies for the management of the public funds of Municipal Water District of Orange County. These policies have been adopted by, and can be changed only by a majority vote of the Board of Directors.

These policies are designed to ensure the prudent management of public funds, the safety of principal, the availability of operating funds when needed, and an investment return competitive with those of comparable funds and financial market indexes.

A copy of this policy will be provided to all investment brokers and investment managers doing business with the Municipal Water District of Orange County. Receipt of this policy, including confirmation that it has been reviewed by persons dealing directly with the Municipal Water District of Orange County's account will be received prior to any organization providing investment services to the Municipal Water District of Orange County.

**SECTION 2101 - STATUTORY AND DELEGATED AUTHORITY**

Authority to manage the investment of surplus funds is derived from California Government Code Sections 53601, et seq. In accordance with Section 53607 of the Government Code of the State of California, the authority of the Board of Directors to invest public funds may be delegated to the Treasurer for a one-year period, which may be renewed annually.

The Municipal Water District of Orange County (MWDOC) Board of Directors has expressly delegated the investment authority of the Board of Directors to the Treasurer pursuant to Resolution No. 1166. By Resolution No. 1277, the Board of Directors created the office of Deputy Treasurer and delegated to the Deputy Treasurer the authority to direct investment of MWDOC funds under the circumstances set forth in said Resolution, and to make a monthly report of those transactions to the Board. The Board of Directors created the office of Alternate Deputy Treasurer by Resolution No. 1434 and specified circumstances under which the Alternate Deputy Treasurer would have authority to direct the investment of MWDOC funds.

No person may engage in an investment transaction on behalf of MWDOC unless he or she has been duly appointed by the Board of Directors to the office of Treasurer, Deputy Treasurer, or Alternate Deputy Treasurer, and subject to the limitations and conditions set forth in the Resolutions establishing those offices and the terms of this policy. Notwithstanding the foregoing, upon the occurrence of a vacancy in the office of Treasurer, the Board of Directors may appoint an Acting Treasurer, who shall have and exercise the authority delegated to the Treasurer until appointment of a successor Treasurer by the Board of Directors.

The delegations in Resolution Nos. 1277 and 1434 are renewed on the adoption of this Policy. The Treasurer shall be responsible for all transactions undertaken and shall establish procedures and a system of internal controls to regulate the activities of subordinate officials.

### **SECTION 2101.5 – COMPLIANCE EXCEPTIONS REPORTING**

Any compliance exceptions with the Investment Policy and Guidelines (IPG) will be reported within 72 hours to the General Manager, Board President, and the Chair of the Administration & Finance Committee. At the time of reporting, a recommended resolution to the matter shall be included. Notification shall also be included in the monthly Treasurer's Report to the Board of Directors with the resolution noted.

### **SECTION 2102 - ORGANIZATION**

The organizational structure of the investment functions of MWDOC shall consist of the Board of Directors, the Administration & Finance Committee, the Treasurer and Deputy Treasurers. The responsibilities of these groups are as follows:

Board of Directors - the elected body responsible for the administration and investment of the assets of MWDOC. The Board may acquire, hold, manage, purchase, sell, assign, trade, transfer and/or dispose of any security, evidence of debt, or other investment in which MWDOC's assets may be invested by law. To assist them in discharging their responsibilities, the Board shall appoint a Treasurer, Deputy Treasurers and custodians of assets.

Administration & Finance Committee - appointed by the Board to review transactions, performance and asset mix, monitor, recommend policy, and propose adjustments for Board approval.

Treasurer - responsible for the administration and the investment of the funds, subject to the policies and restrictions set by the Board. The Treasurer as investment officer of MWDOC is granted full authority and responsibility by the Board in the purchase, sale, assignment, exchange and transfer of securities and for the safe custody of security holdings, subject to Board policies, rules, regulations and directives consistent with regulatory and statutory limitations. The Treasurer is responsible for interpreting, administering and advising on legal requirements, investment policies and strategies; collecting income, preparation of reports. Also responsible for Deputy Treasurer, and investment staff compliance with this Investment Policy and guidelines.

Deputy Treasurers - act in the absence of the Treasurer as specified within the Resolution of appointment to fulfill the duties and responsibilities as assigned by the Treasurer.

### **SECTION 2103- INVESTMENT PHILOSOPHY**

Except where specifically directed by the State Constitution, statutes or regulations, the general investment policies of MWDOC will be guided by the prudent investor standard ("Standard") set forth in California Government Code Section 53600.3. Under this Standard, those with investment responsibility for public funds are trustees and, as trustees, shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of MWDOC, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a



like character and with like aims to safeguard the principal and maintain the liquidity needs of the agency.

This Standard shall be applied in the context of managing the overall investment portfolio. The investment officer, acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

#### **SECTION 2104 - SCOPE**

It is intended that this Investment Policy cover all funds and investment activities of MWDOC. Any reference to the portfolio shall mean the collection of MWDOC securities held by the Treasurer. Those securities held in Trust or escrow by a third-party Trustee or escrow agent on behalf of MWDOC are invested under the Treasurer's direction in accordance with this Investment Policy and the terms of the specific escrow or trust agreements related to the funds.

MWDOC funds are divided into two categories, and the investment objectives and policies vary with the nature of the fund.

- Operating and Fiduciary Funds - These funds are to provide for the ordinary annual operating expenses of MWDOC (General Fund, Water Fund) and Funds to provide for trustee functions and expenditures (WFC, with the exception of the Debt Service Reserve) and other specified recurring and non-recurring purposes where MWDOC serves in a fiduciary role. These funds are considered "short-term" for investment purposes and will be invested to provide the safety and liquidity to meet all anticipated expenditures.
- Reserve funds – These funds are designated for contingencies or emergencies and may be used to supplement the other funds as necessary. These funds may be invested "longer-term" as defined in this Investment Policy.

#### **SECTION 2105- INVESTMENT OBJECTIVES**

When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing MWDOC's funds, the primary objective is to safeguard the principal of the funds. The secondary objective is to meet the liquidity needs of MWDOC. The third objective is to achieve a maximum return on invested funds (California Government Code Section 53600.5.). It is the policy of MWDOC to invest funds in a manner to obtain the highest yield possible while meeting the daily cash flow demands of MWDOC as long as investments meet the criteria established by this investment policy for safety and liquidity and conform to all laws governing the investment of MWDOC's funds.

##### **Safety of Principal.**

Safety of principal is the foremost objective of MWDOC. Each investment transaction shall seek to first ensure that capital losses are avoided, whether they arise from securities defaults, institution default, broker-dealer default, or erosion of market value of securities. MWDOC shall mitigate the risk to the principal of invested funds by limiting credit and interest rate risks. Credit risk is the risk of loss due to the failure of a security's issuer or

backer. Interest rate risk is the risk that the market value of the MWDOC's portfolio will change due to an increase/decrease in general interest rates.

1) Credit risk will be mitigated by:

- (a) Limiting investments to only the most creditworthy types of permissible investments as described in Section 2106;
- (b) By pre-qualifying the financial institutions with which the Agency will do business; and
- (c) By diversifying the investment portfolio so that the potential failure of any one issue or issuer will not place an undue financial burden on the District.

2) Interest rate risk will be mitigated by:

- (a) Structuring the portfolio so that securities mature to meet the District's cash requirements for ongoing obligations, thereby reducing the possible need to sell securities on the open market at a loss prior to their maturity to meet those requirements; and
- (b) Investing primarily in shorter term securities.

### **Liquidity**

Availability of sufficient cash to pay for current expenditures shall be maintained. An adequate percentage of the portfolio shall be maintained in liquid short-term securities which can be converted to cash as necessary to meet disbursement requirements. Since cash requirements cannot always be anticipated, sufficient investments in securities with active secondary or resale markets shall be utilized.

### **Rates of Return**

Yield on investments shall be considered only after the basic requirements of safety and liquidity have been met. The investment portfolio shall be designed to attain a market average rate of return throughout budgetary and economic cycles, taking into account the MWDOC's risk constraints, the composition and cash flow characteristics of the portfolio, and applicable laws.

## **SECTION 2106- INVESTMENT POLICY GUIDELINES**

MWDOC authorized investment types, amounts, maturities, and other characteristics are stated in the Government Code Section 53601 (as periodically amended), and with the following exceptions as noted below.

- Collective Investment Pools - Assets of any of the funds may be invested in collective investment pools run and managed by other public bodies and banks that are approved by the Board of Directors. However, no such investment shall be made in a pool where the investment objectives differ from the investment objectives listed in Section 2105 of this investment policy, nor should any investment be made in a fund that engages in market timing or anticipating interest rate changes or that uses derivatives or other securities other than as a hedge against interest rate risk. The investment shall not exceed 20% of portfolio in effect immediately after such investment and no more than 10% in one pool.

- Money Market Mutual Funds - Investment in shares of money market mutual funds may be made if the investments meet the same restrictions as those of collective investment pools. In addition, purchase of these funds must not result in payment of a purchase premium or commission. These mutual funds must attain the highest ranking of two nationally recognized ratings services and the investment adviser must be registered with the Securities and Exchange Commission (SEC) as an investment adviser with not less than five years' experience managing market mutual funds with investment portfolios of greater than \$500 million. An investment shall not exceed 20% of portfolio in effect immediately after such investment.
- Cash Holdings - The portfolio will hold sufficient cash equivalent investments to ensure availability of sufficient funds to meet known obligations for the next three months. Idle cash will be invested to the fullest extent practicable in interest-bearing investments.
- Other permissible investments for the Operating and Fiduciary funds are:
  - Bank checking accounts, time deposits or certificates of deposit not to exceed the current Federal Deposit Insurance Corporation (FDIC) limit without being collateralized.
  - Negotiable Certificates of Deposit shall not exceed 30% of portfolio in effect immediately after such investment and no more than 5% in one issuer.
  - U.S. Treasury obligations.
  - U.S. Government Agency obligations and, U.S. Government Instrumentality obligations. May not invest more than 50% of portfolio from one issuer.
  - Prime Commercial Paper rated A-1/P-1/F-1 by Moody's, Standard and Poor's or Fitch. May not exceed 25% of portfolio in effect immediately after such investment and may purchase no more than 10% of the outstanding commercial paper of any single issuer. The maximum maturity for Commercial Paper is 270 days.
  - Prime Banker's Acceptances rated A-1/P-1/F-1 by Moody's, Standard and Poor's or Fitch shall not exceed 40% of portfolio in effect immediately after such investment and no more than 5% may be of any one commercial bank. The maximum maturity is 180 days.
  - Corporate Securities (Medium-Term Notes) with a rating of "A" or better by at least two nationally recognized rating services. Shall not exceed 30% of portfolio in effect immediately after such investment with no more than 10% in one issuer.
  - Loans with an agreement for the collateral to be repurchased by the borrower (Repurchase Agreements); the amount of such instruments will not exceed 20% of the market value of the portfolio with no more than 10% from one issuer. Maximum maturity is 1 year. U.S. Treasury and Agency securities are acceptable collateral with a market value of at least 102% of the value of the Repurchase Agreement. Prior to investment, a Master Repurchase Agreement will be signed with the qualified counterparty.
- Permissible investments for Reserve Funds are:
  - All investments permitted for the Operating and Fiduciary funds, except maturities may not exceed five years without Board approval prior to investment.
- Prohibited Investments and Investment Practices - The following are prohibited:

- Purchases on margin or short sales.
  - "Derivative" securities of any type.
  - Lending securities with an agreement to buy them back after a stated period of time (Reverse Repurchase Agreements).
  - Futures, Options and Margin Trading
  - In no instance shall a swap be used in speculation. Losses are only acceptable if the proposed swap or trade can clearly enhance quality or yield (value) over the life of the new security on a Total Return basis.
  - Investments are limited to maturities of five years or less without express authorization of the Board prior to the investment.
- Diversification - The investment portfolio will be diversified to avoid undue concentration in securities of one type or securities of one financial institution, so that no single investment or class of investments can have a disproportionate impact on the total portfolio. This restriction does not apply to U.S. Treasury securities.
  - Exemptions - Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by the current policy.

#### **SECTION 2107 - EXECUTION**

The responsibility for the execution of security transactions shall rest with such qualified members of the investment staff as designated by the Board. The selection of the broker-dealer for a specific transaction shall be based on price and yield quotations. Every effort shall be made to obtain appropriate discounts on individual orders.

Security orders shall be placed on the basis of accepted investment practices. All security transactions, including for repurchase agreements, entered into by MWDOC shall be on a Delivery-vs.-Payment (DVP) basis, i.e. payment will be made upon receipt of the securities to the safekeeping or trust account or custodial facility. All securities shall be held in MWDOC's name pursuant to an agreement and all financial institutions are instructed to mail confirmation and safekeeping receipts directly to MWDOC within three business days after the trade.

Receipts for the confirmation of trades of authorized securities will include information on trade date, par value, maturity, interest rate, price, yield, settlement date, description of securities purchased, agency's name, amount due, and third party custodial information.

#### **SECTION 2108 - PERSONAL CONDUCT**

The Board of Directors of Municipal Water District of Orange County is acutely aware of the responsibilities the staff has in administering the investment assets of MWDOC.

Members of the Board of Directors, the Treasurer, Deputy Treasurers and members of the investment staff may not have a direct or indirect interest in the gains or profits of any investment made by MWDOC and may not receive any pay or emolument (profit arising from office or employment usually in the form of compensation or perquisites) for services other than as designated by MWDOC for compensation and authorized expenses.

All persons responsible for investment decisions or who are involved in the management of MWDOC assets shall be governed in their personal investment activities by the codes of conduct established by the applicable state statutes, the Financial Industry Regulatory Authority (FINRA), the Securities and Exchange Commission, and the Code of Ethics and Standards of Professional Conduct of the Association for Investment Management and Research.

All persons responsible for investment decisions or who are involved in the management of MWDOC assets shall refrain from any personal business activity that could conflict with the proper execution and management of the MWDOC investment program, or that could impair their ability to make impartial investment decisions.

### **SECTION 2109 - REPORTING**

The Treasurer shall prepare an investment report monthly, including a management summary that provides the status of the current investment portfolio and transactions made over the last month. The Report shall be submitted within forty-five (45) days following the month ended. The report should be provided to and reviewed by the General Manager, the Administration & Finance Committee and provided to the Board of Directors. The report will include the following:

- A listing of individual securities held at the end of the reporting period;
- Average weighted yield to maturity of portfolio on MWDOC investments;
- Listing of investments by maturity date;
- Market values of current investments;
- Percentage of the total portfolio which each type of investment represents.

This investment policy shall be reviewed by the Administration and Finance Committee annually and as frequently as necessary, to enable the Treasurer to respond to changing economic and market conditions.

### **SECTION 2110 - GLOSSARY**

**AGENCIES:** Federal agency securities and/or Government-sponsored enterprises.

**ASKED:** The price at which securities are offered.

**BANKERS' ACCEPTANCE (BA):** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

**BENCHMARK:** A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

**BID:** The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

**BROKER:** A broker brings buyers and sellers together for a commission.

**BROKER-DEALER:** A person or firm acting as a principal in securities transaction as either a broker or a dealer depending on the transaction. Technically, a broker is only an agent who executes orders on behalf of clients, whereas a dealer acts as a principal and trades from the

firm's own account. Transaction confirmations must disclose this information. Because most brokerage firms act as both brokers and principals, the term broker-dealer is commonly used to describe them.

**CASH EQUIVALENTS (CE):** Highly liquid and safe instruments or investments that can be converted into cash immediately. Examples include bank accounts, money market funds, and Treasury bills.

**CERTIFICATE OF DEPOSIT (CD):** A time deposit with a specific maturity that usually pays interest. Also referred to as Negotiable CD's, they are insured by FDIC up to \$250,000, but they are not collateralized beyond that amount.

**COLLATERAL:** Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**COMMERICAL PAPER:** Short-term unsecured promissory note issued by corporations or municipalities with maturities ranging from 2 to 270 days.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR):** It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

**COUPON:** (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

**DEALER:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

**DEBENTURE:** A bond secured only by the general credit of the issuer.

**DELIVERY VERSUS PAYMENT:** There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

**DERIVATIVES:** (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

**DISCOUNT:** The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

**DISCOUNT SECURITIES:** Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value (e.g., *U.S. Treasury Bills*.)

**DIVERSIFICATION:** Dividing investment funds among a variety of securities offering independent returns.

**DURATION:** A measure of the sensitivity of the price (the value of principal) of a fixed-income investment to a change in interest rates. Duration is expressed as a number of years. Rising interest rates mean falling bond prices, while declining interest rates mean rising bond prices.

**FEDERAL CREDIT AGENCIES:** Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC):** A federal agency that insures bank deposits, currently up to \$250,000 per entity.

**FEDERAL FUNDS RATE:** The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

**FEDERAL HOME LOAN BANKS (FHLB):** Government sponsored wholesale banks (currently 12 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

**FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA):** FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

**FEDERAL OPEN MARKET COMMITTEE (FOMC):** Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

**FEDERAL RESERVE SYSTEM:** The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 3,543 commercial banks that are members of the system.

**FITCH, INC.:** (See Nationally Recognized Statistical Rating Organization)

**GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae):** Residential mortgage-backed security (MBS) instruments influencing the volume of bank credit guaranteed by GNMA and issued by geographically diverse mortgage companies, commercial banks, and thrifts of all sizes, as well as state housing finance agencies.. Security holder is protected by full

faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FHA mortgages. The term "pass-throughs" is often used to describe Ginnie Maes.

**LIQUIDITY:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

**LOCAL GOVERNMENT INVESTMENT POOL (LGIP):** The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

**MARKET VALUE:** The price at which a security is trading and could presumably be purchased or sold.

**MASTER REPURCHASE AGREEMENT:** A written contract covering all future transactions between the parties to repurchase—reverse repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller borrower.

**MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.

**MEDIUM TERM NOTES:** Debt securities issued by a corporation or depository institution with a maturity of five years or less. This can also include debt securities originally issued for maturities longer than five years, but which have now fallen within the five year maturity range. If issued by a bank they are also referred to as "bank notes".

**MOODY'S INVESTORS SERVICES, INC.:** (See Nationally Recognized Statistical Rating Organization)

**MONEY MARKET:** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

**NATIONALLY RECOGNIZED STATISTICAL RATING ORGANIZATION:** Firms that review the creditworthiness of the issuers of debt securities and express their opinion in the form of letter ratings (e.g. AAA, AA, A, BBB, etc.). The primary rating agencies are the following Standard & Poor's Corporation, Moody's Investor Services, Inc., and Fitch, Inc.

**OFFER:** The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

**OPEN MARKET OPERATIONS:** Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.



**OPTIONS:** A contract that gives the buyer the right to buy or sell an obligation at a specified price for a specified time.

**PORTFOLIO:** Collection of securities held by an investor.

**PRIMARY DEALER:** A group of government securities dealers who submit weekly reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

**PRUDENT PERSON RULE:** An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state—the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

**QUALIFIED PUBLIC DEPOSITORIES:** A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

**RATE OF RETURN:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

**REPURCHASE AGREEMENT (REPO):** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security “buyer” in effect lends the “seller” money for the period of the agreement, and the terms of the agreement are structured to compensate him for this.

**REVERSE REPURCHASE AGREEMENT (REVERSE REPO):** A reverse-repurchase agreement (reverse repo) involves an investor borrowing cash from a financial institution in exchange for securities. The investor agrees to repurchase the securities at a specified date for the same cash value plus an agreed upon interest rate. Although the transaction is similar to a repo, the purpose of entering into a reverse repo is quite different. While a repo is a straightforward investment of public funds, the reverse repo is a borrowing.

**SAFEKEEPING:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank’s vaults for protection.

**SECONDARY MARKET:** A market made for the purchase and sale of outstanding issues following the initial distribution.

**SECURITIES & EXCHANGE COMMISSION:** Agency created by Congress to protect investors in securities transactions by administering securities legislation.

**SEC RULE 15(C) 3-1:** See Uniform Net Capital Rule.

**STANDARD & POOR'S CORPORATION:** (See Nationally Recognized Statistical Rating Organization)

**STRUCTURED NOTES:** Notes issued by Government Sponsored Enterprises (FHLB, FNMA, SLMA, etc.) and Corporations, which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

**TOTAL RETURN:** A measure of performance, Total Return is the actual rate of return of an investment or a pool of investments, over a given evaluation period. Total Return accounts for two categories of return: income and capital appreciation. Income includes interest paid by fixed-income investments, distributions or dividends. Capital appreciation represents the change in the market price of an asset.

**TREASURY BILLS:** A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

**TREASURY BONDS:** Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

**TREASURY NOTES:** Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

**TREASURY SECURITIES:** Securities issued by the U.S. Treasury and backed by the full faith and credit of the United States. Treasuries are considered to have no credit risk and are the benchmark for interest rates on all other securities in the U.S. and overseas. The Treasury issues both discounted securities and fixed coupon notes and bonds.

**UNIFORM NET CAPITAL RULE:** Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

**U.S. GOVERNMENT AGENCY SECURITIES:** Debt securities issued by U.S. Government sponsored enterprises and federally related institutions (FHLB, Federal Home Loan Mortgage Corporation (FHLMC or Freddie Mac), FNMA).

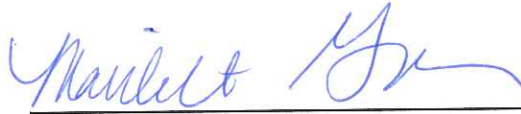
**YIELD:** The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

**BE IT FURTHER RESOLVED** the investment policy shall be reviewed by the Administration and Finance Committee annually, and as frequently as necessary, to enable the Treasurer to respond to changing market conditions;

Said Resolution was adopted, upon roll call, by the following vote:

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

I certify the foregoing is a true, full and correct copy of Resolution No. 2114 adopted by the Board of Director of Municipal Water District of Orange County at its Regular meeting held on May 19, 2021.



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Maribeth Goldsby, District Secretary  
Municipal Water District of Orange County



**ACTION ITEM**

May 18, 2022

**TO:** Board of Directors

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

Robert J. Hunter, General Manager

Staff Contact: Maribeth Goldsby, Board Secretary

**SUBJECT: ELECTION INFORMATION (CANDIDATE'S STATEMENTS)**

**STAFF RECOMMENDATION**

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Staff recommends the Board of Directors review the information presented and decide whether to limit candidate statements to either 200 or 400 words and authorize staff to submit the information to the Registrar of Voters, along with a statement that the District will either pay or not pay for the statements.

**COMMITTEE RECOMMENDATION**

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To be determined.

**SUMMARY**

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Each election, the Registrar of Voters requests information relative to the Candidate's Statements. This information includes whether or not the District will pay the Candidate's Statement cost, and whether the District will limit statements to either 200 or 400 words.

Historically, the Board limits candidate statements to 200 words, and does not authorize payment by the District.

Attached is the paperwork received from the OC Registrar; it is due back by May 20, 2022.

<b>Budgeted (Y/N): N</b>	Budgeted amount:	Core __	Choice __
<b>Action item amount:</b>	Line item:		
<b>Fiscal Impact (explain if unbudgeted):</b> Candidate’s Statements range in price (depending on length and number of candidates). For a 200 word statement the range could run \$1500-2500 each.			



**REGISTRAR OF VOTERS**  
1300 South Grand Avenue, Bldg. C  
Santa Ana, California 92705  
(714) 567-7600  
FAX (714) 567-7627  
ocvote.gov

**BOB PAGE**  
Registrar of Voters

Mailing Address:  
P.O. Box 11298  
Santa Ana, California 92711

April 28, 2022

**TO: General Manager/Director**

**FM: Marcia Nielsen, Candidate & Voter Services Manager**

**RE: Election Information for the November 8, 2022 General Election**

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Enclosed is a Transmittal of Election Information form to be completed and returned to the Registrar of Voters' office by **May 20, 2022**.

On the Transmittal of Election Information form, please **list the name(s) of Director(s)** whose term(s) expire and whose seat(s) will be scheduled for election on November 8, 2022. This would include any Director(s) appointed since your last election. Appointed Directors must file for the two-year unexpired term if they were appointed to fill a vacancy which would not have been scheduled for election until 2024.

We also need to know if your District **will** or **will not** pay for a Candidate's Statement of Qualifications and if the **District is authorizing 200 or 400 words** to be used in that statement.

Please send the completed Transmittal of Election Information form to me at Registrar of Voters, 1300 South Grand Avenue, Building C, Santa Ana, CA 92705 or email to **Marcia.Nielsen@ocvote.gov**.

Pursuant to Elections Code § 10522, the District is required to submit a map showing the current district boundary lines, with divisions (if any), regardless if changes have occurred by May 20, 2022. We would prefer to receive the map in **shape file format** by email to Matthew Eimers at **Matthew.Eimers@ocvote.gov**.

Candidate Filing for the November 8, 2022 General Election will be July 18, 2022 through August 12, 2022, 5:00 p.m. The Candidate's Handbook will be on our website before the filing period begins. We ask that you post this information to advise your members of these important dates.

If you have any questions, please contact me at **Marcia.Nielsen@ocvote.gov** or (714) 567-7568. Thanks for your assistance.

Enclosure



## MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

### **DISTRICT BOUNDARIES:**

Choose One:

**(Note: This is the Registrar of Voters' preferred method of transmittal.)**

☐ Attached is a map showing the boundaries of this District and the boundaries of the Divisions of the District, if any, in which a Director is to be elected at the November 8, 2022 General Election.

Choose One:

Voters in the District will be voting: ☐ At-large ☒ By Division

**THE ELECTIVE OFFICES FOR WHICH AN ELECTION WILL BE HELD WITHIN THE SPECIAL DISTRICT ON NOVEMBER 8, 2022 ARE:**

Choose One:

$\frac{3}{(\text{\# of directors})}$  Director(s) to be elected at-large

**OR**

Director(s) to be elected in the following Divisions:

$$\frac{1}{(\text{\# of directors})} \text{ in Division } \frac{1}{(\text{\# of division})}$$
$$\frac{1}{(\# \text{ of directors})} \text{ in Division } \frac{2}{(\# \text{ of division})}$$
$$\frac{1}{(\# \text{ of directors})} \text{ in Division } \frac{5}{(\# \text{ of division})}$$

\_\_\_\_\_ in Division \_\_\_\_\_  
 (# of directors)                      (# of division)

Please list below the names of the Incumbents/Appointed Incumbents for the above-mentioned positions:

(Name) Al Nederhood ☒ Elected ☐ Appointed (If appointed, the term ends in 20\_\_.)

(Name) Larry Dick ☒ Elected ☐ Appointed (If appointed, the term ends in 20   .)

(Name) Satoru Tamaribuchi ☒ Elected ☐ Appointed (If appointed, the term ends in 20\_\_.)

(Name) \_\_\_\_\_ ☐ Elected ☐ Appointed (If appointed, the term ends in 20\_\_.)

The District authorizes the Candidate's Statement of Qualifications to contain no more than:

**(Circle one)** (200) or (400) words.

The District (will) or (will not) pay for a Candidate's Statement of Qualifications.

Dated 5/18/22

(Signature)

(District Seal)

Maribeth Goldsby, District Secretary

(Print Name)

Phone #: 714-593-5006      Email: [mgoldsby@mwdoc.com](mailto:mgoldsby@mwdoc.com)

**NOTE:** Please return the above information no later than **May 20, 2022** to the Registrar of Voters' office, 1300 South Grand Avenue, Building C, Santa Ana, CA 92705, Attn: Marcia Nielsen or email to **Marcia.Nielsen@ocvote.gov**. Send the boundary map to Matthew Eimers at 1300 South Grand Avenue, Building C, Santa Ana, CA 92705 or at **Matthew.Eimers@ocvote.gov**.

**Administration Activities Report****April 8, 2022 – May 5, 2022**

Activity	Summary
<b>Administration/ Board</b>	<p>Staff worked on the following:</p> <ul style="list-style-type: none"><li>• Scheduled meetings for Rob Hunter, Harvey De La Torre and Board members.</li><li>• Assisted Rob and Harvey with various write-ups and follow-up for the Committees and Board.</li><li>• Continue to send the Water Supply Reports to the member agencies.</li><li>• Processed and reviewed agreements for appropriate Board approval and insurance requirements as well as execution following approval</li><li>• Reviewed Insurance documents for all District Agreements.</li><li>• Coordinated with staff on 5 year contracts; prepared the appropriate documentation and RFP amendments for staff review</li><li>• Coordinated additional OCWA memberships for staff</li><li>• Responded to three Public Records Act requests.</li><li>• Updated Board related information on the website regarding division boundaries, financial information, forms, etc.</li><li>• Participated in the office art work committee.</li><li>• Coordinated Conf. Room 101 training with new system.</li><li>• Completed Form 700 filings with the County</li><li>• Conferred with MET Ethics personnel regarding Form 700s.</li><li>• Conducted coordination efforts for the Elected Officials Forum.</li><li>• Updated the District Calendars.</li><li>• Worked with Legal Counsel regarding AB 361, budget, Ordinance 54, and various other issues</li><li>• Coordinated Public Hearing notice with the OC Register; prepared draft Ordinance for Board review</li><li>• Coordinated/assisted with budget coordination, rates resolution</li><li>• Solicited availability, set-up and hosted Zoom meetings for Asst. General Manager &amp; Engineering.</li><li>• Solicited availability and scheduled meetings with MWD OC Managers with the Asst. General Manager.</li><li>• Processed agreements for Engineering &amp; Accounting.</li><li>• Registered Staff and Directors for various training and conferences, made travel accommodations and handled expenses.</li><li>• Made updates to the ISDOC Directory.</li><li>• Followed-up with the ISDOC Quarterly Meeting speakers to assure their attendance and that they provided their bios and presentations.</li></ul>



	<ul style="list-style-type: none"> <li>• Created the slide deck and agenda for the ISDOC Quarterly Meeting.</li> <li>• Hosted the ISDOC Quarterly Meeting.</li> </ul>
<b>Records Management</b>	<p>Staff worked on the following:</p> <ul style="list-style-type: none"> <li>• Continued to review incoming mail and log necessary documents into the Laserfiche system.</li> <li>• Staff continues to review documents and update information in Laserfiche.</li> <li>• Prepared updated Records Retention Schedule with Gladwell Governmental Services' recommendations.</li> <li>• Set up new Records Retention file cabinet in file room.</li> <li>• Assisted WUE with review and disposal of older documents.</li> </ul>
<b>Health and Welfare Benefits</b>	<ul style="list-style-type: none"> <li>• Staff is working with the Flexible Benefits Administrator, Igoe, to make an adjustment to the plan document for ease in processing claims for participants.</li> </ul>
<b>Recruitment / Departures</b>	<ul style="list-style-type: none"> <li>• Water Use Efficiency Analyst II, Andrea Antony-Morr will be leaving the District as of May 13<sup>th</sup>.</li> <li>• Public Affairs Coordinator, Bryce Roberto left the District on April 15<sup>th</sup>.</li> <li>• HR is coordinating with Department heads on recruitment efforts.</li> </ul>
<b>Projects/ Activities</b>	<p>Staff worked on the following:</p> <ul style="list-style-type: none"> <li>• Coordinating with the Flexible Benefits Administrator, Igoe, to make an adjustment to the plan document for ease in processing claims for participants.</li> <li>• Continue to coordinate safety training opportunities for the Water Loss Control team.</li> <li>• Reconciled the 2021-22 Wellness grant in anticipation for the new application for the upcoming year.</li> <li>• Met and conferred with the landscaper to ensure the atrium plants are thriving.</li> <li>• Continue to coordinate with the furniture vendor on punch list items and back order of items to be delivered.</li> <li>• Continue to evaluate concepts for artwork to be displayed throughout the office.</li> <li>• The General Manager continues to hold bi-monthly staff meetings via Zoom.</li> <li>• Continue to coordinate with the Director of Emergency Management on COVID-19 protocols, OSHA ETS and State guidelines.</li> <li>• Met with copier vendor to review new copier and to review software.</li> <li>• Hosting of Board, Committee and Department meetings via zoom.</li> <li>• Update changes to the District Act Database and to the District Contacts in Outlook.</li> </ul>



<b>Projects/ Activities</b>	<ul style="list-style-type: none"> <li>• Assist with WACO on the following items: Meetings via Zoom, PowerPoint presentations and various correspondence.</li> <li>• Coordinating with OCWD staff on the preparation of Board of Director parking signs.</li> <li>• Obtained quotes for HVAC air duct cleaning and are currently under review.</li> <li>• Continue to research and evaluate various options in replacing/repairing the wood trellis in the atrium.</li> <li>• The following employees completed the following training through the Centre for Organization: <ul style="list-style-type: none"> <li>○ Foundations of Excellence Academy <ul style="list-style-type: none"> <li>▪ Steven Hung</li> </ul> </li> <li>○ Regional Supervisors Academy <ul style="list-style-type: none"> <li>▪ Tiffany Baca</li> <li>▪ Rachel Waite</li> </ul> </li> <li>○ Public Management Academy <ul style="list-style-type: none"> <li>▪ Rachel Davis</li> </ul> </li> </ul> </li> <li>• Responded to EMWD re General Manager salary information.</li> <li>• Provided information to Santa Margarita WD re GM Compensation.</li> <li>• Obtained quotes for office window coverings for exterior offices.</li> <li>• Obtained quotes for Plant services.</li> <li>• A representative from Empower (457 Plan) presented information at an in-person Lunch and Learn at the District office on April 12.</li> <li>• Administration team participated in on online Word training class on April 12</li> <li>• Participated in a Critical Security Controls Review Meeting on April 28<sup>th</sup> with Rob, Hilary, Patrick and Vicki.</li> </ul>
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## INFORMATION ITEM

May 11, 2022

**TO:** Administration & Finance Committee  
(K. Seckel (Chair), J. Thomas, L. Dick)

**FROM:** Robert J. Hunter, General Manager

Staff Contact: Steven Hung

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

### **SUMMARY**

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The following list details the status of special projects that are in-progress or to be completed during FY 2021-22.

### **Finance**

Description	% of Completion	Estimated Completion date	Status
Further Implementation of WUE Landscape Programs Databases and Web Site.	On-going	On-going	In Progress
2022 W-9 collection for conservation rebates. Currently holding 4 rebate checks awaiting a W-9 form.	On-going	On-going	On-going
Government Compensation in California FY 2020-21	90%	04-30-2022	In Progress
State Controller Report preparation FY 2020-21	100%	03-17-2022	Completed
Preparation of documents for FY 2022-23 budget process.	90%	04-30-2022	In Progress
RFP for new Annual Financial Statement Auditors	95%	04-20-2022	In Progress
Prepare RFP for new Financial Consultant	10%	06-30-2022	In Progress

## **Information Technology**

<b>Description</b>	<b>% of Completion</b>	<b>Estimated Completion date</b>	<b>Status</b>
Network security issues (hackers, viruses and spam emails)	On-going	On-going	Continuous system monitoring
Batteries replacement for UPS	<b>10%</b>	06-30-2022	In Progress
Replace End-Of-Life Cisco Voice Gateway router (hardware and software)	<b>30%</b>	3-30-2022	In Progress
Upgrade backbone Gigabit network switch (hardware)	<b>30%</b>	3-30-2022	In Progress
Software and hardware upgrade for Hyper-V Virtual Server	<b>50%</b>	6-30-2022	In Progress
Exchange E-mail Online Migration for the District	<b>90%</b>	03-31-2022	In Progress
Critical Security Controls Review by Tevora	<b>90%</b>	03-31-2022	In Progress

## **FY 2021-22 Completed Special Tasks**

<b>Description</b>	<b>% of Completion</b>	<b>Completion date</b>	<b>Status</b>
<b><u>Finance</u></b>			
Preparation of documents for FY2021-22 revised budget.	<b>100%</b>	10-31-2021	Completed
Annual audit of our financial statements. Final audit week of Sept 13 <sup>th</sup> .	<b>100%</b>	11-04-2021	Completed
Prepare Annual Financials	<b>100%</b>	11-02-2021	Completed
<b><u>Information Technology</u></b>			
Upgrade 2 IT laptops for check-out	<b>100%</b>	12-31-2021	Completed
Upgrade Conference room 101 and 102 with new Audio/Video equipment.	<b>100%</b>	10-31-2021	Completed
Replace 10 computers and monitors for Staff	<b>100%</b>	12-31-2021	Completed



INFORMATION ITEM

May 11, 2022

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

FROM: **Robert Hunter, General Manager**

Staff Contact: Kevin Hostert

SUBJECT: **Monthly Water Usage Data and Water Supply Info.**

**STAFF RECOMMENDATION**

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

**COMMITTEE RECOMMENDATION**

Committee recommends (To be determined at Committee Meeting)

**REPORT**

The attached figures show the recent trend of water consumption in Orange County (OC), an estimate of Imported Water Sales for MWD OC, and selected water supply information.

- OC Water Usage, Monthly by Supply **OCWD Groundwater was the main supply in March.**
- Estimated OC Water Usage, Monthly, Comparison to Previous Years Water usage in March **2022 was above average compared to the last 5 years.** We are projecting a decrease in overall water usage compared to FY 2020-21. On July 8<sup>th</sup> 2021, state officials have ask California residents to voluntary reduce their water usage by 15% compared to 2020 levels.
- Historical OC Water Consumption Orange County M & I water consumption is **projected** to be **539,000 AF in FY 2021-22** (this includes ~11 TAF of agricultural usage and non-retail water agency usage). This is about **21,000 AF less than FY 2020-21** and is about **6,000 AF more than FY 2019-20**. Water usage per person is projected to be slightly lower in **FY 2021-22 for Orange County at 152 gallons per day** (This includes recycled water usage). Although OC population has increased 20% over the past two decades, water usage has not increased, on average. A long-term decrease in per-capita water usage is attributed mostly to Water Use

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

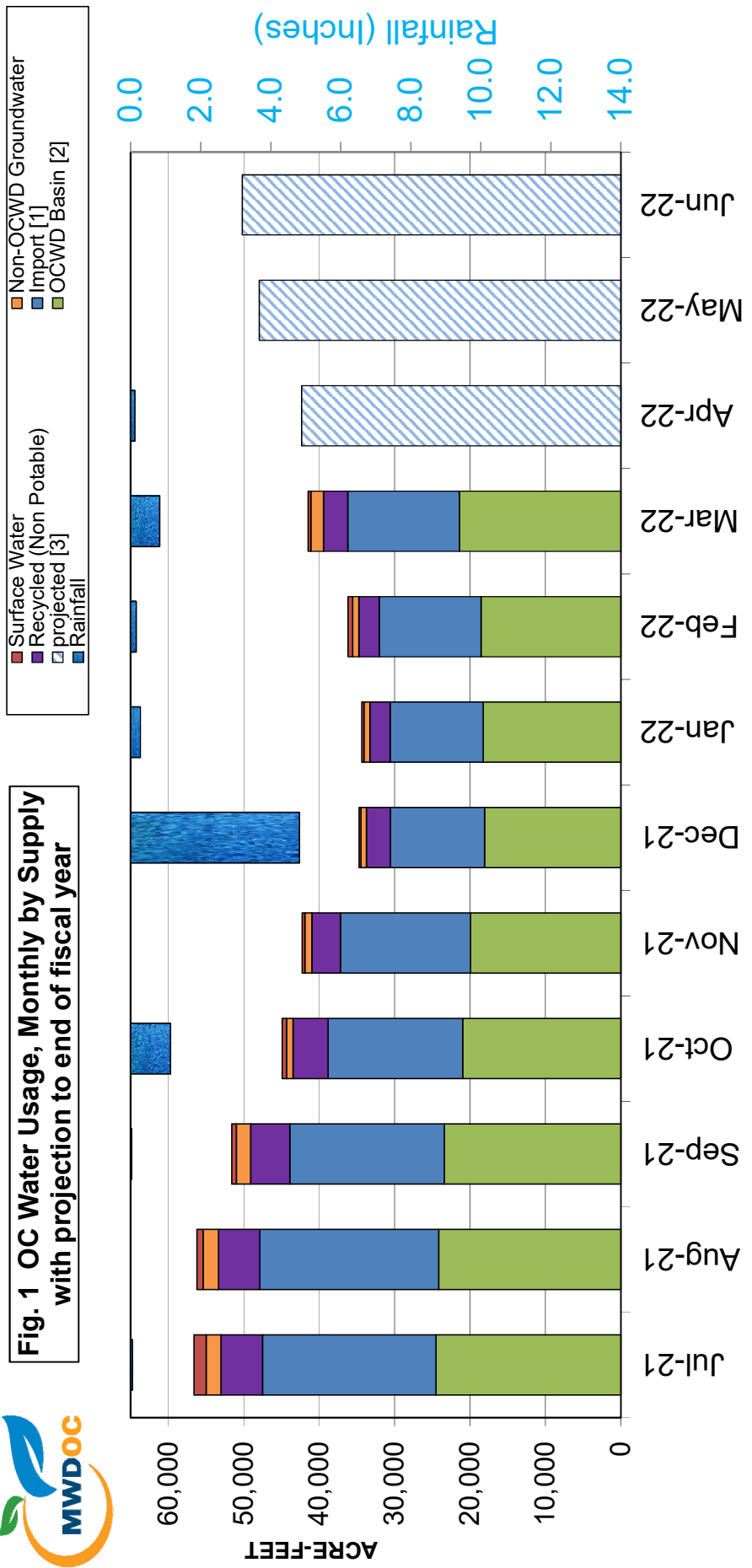
Efficiency (water conservation) efforts. ***O.C. Water Usage for the period of Fiscal Years FY 2015-16 to FY 2019-20 was the lowest since the 1982-83 Fiscal Year*** (FY 1982-83 was the third wettest year on record). ***O.C. Water Usage in FY 2020-21 was the highest since FY 2010-11.***

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

- Orange County's accumulated precipitation through ***early May was below average*** for this period. Water year to date rainfall in Orange County is ***7.43 inches***, which is ***60% of normal***.
- Northern California accumulated precipitation through ***early May was 85% of normal for this period***. Water Year 2021 was 48% of normal while water year 2020 was 63% of normal. The ***Northern California snowpack was 27% as April 1<sup>st</sup>, 2022. As of late March, 100.0%*** of California is experiencing ***moderate to extreme drought conditions***. The State Water Project Contractors Table A Allocation was decreased in March to 5% for WY 2022.
- Colorado River Basin accumulated precipitation through ***early May was 94% of normal*** for this period. The ***Upper Colorado Basin snowpack was 86% of normal*** as of April 15<sup>th</sup> 2022. ***Lake Mead and Lake Powell*** combined have about ***41.0% of their average storage volume*** for this time of year and are at ***27.4% of their total capacity***. For the first time on the Colorado River, Lake Mead's ***levels have fallen below the "trigger" limit of 1,075 ft. at the end of a calendar year***. The US Bureau of Reclamation (USBR) has declared a shortage at Lake Mead, impacting Colorado River water deliveries to the Lower Basin states. Lake Mead as of early May, were ***20.79' BELOW the "trigger" limit***. The USBR has declared a ***shortage on the Colorado River starting January 1<sup>st</sup> 2022. There is and a 100% chance of shortage continuing in 2023, 93% in 2024, 93% in 2025 and 93% in 2026.***



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



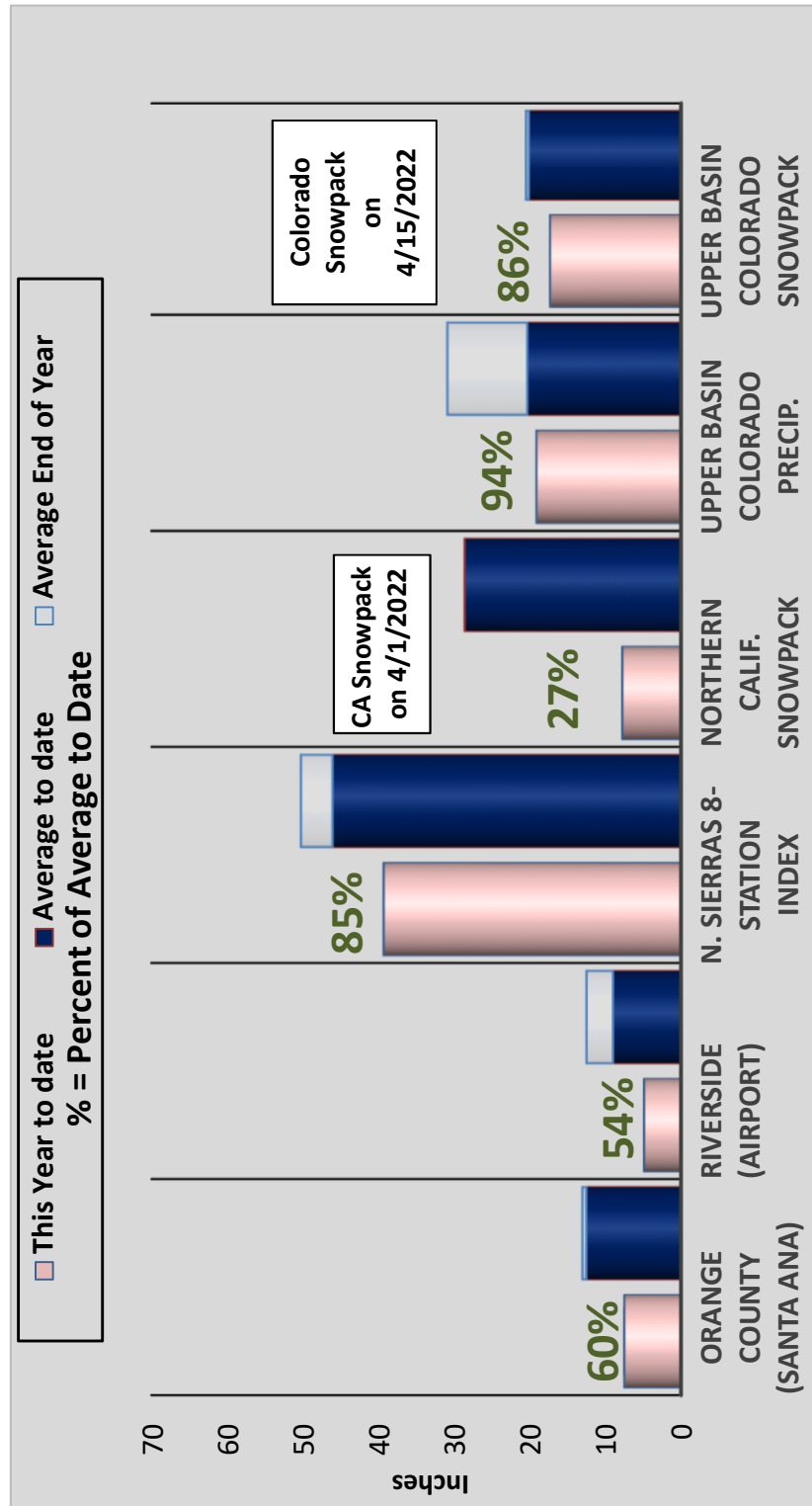
[1] Imported water for consumptive use. Includes "In-Lieu" deliveries and CUP water extraction. Excludes "Direct Replenishment" deliveries of spreading water and deliveries into Irvine Lake.

[2] GW for consumptive use only. Excludes In-Lieu water deliveries and CUP water extraction that are counted with Import. BPP in FY '21-22 is 77%.

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

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

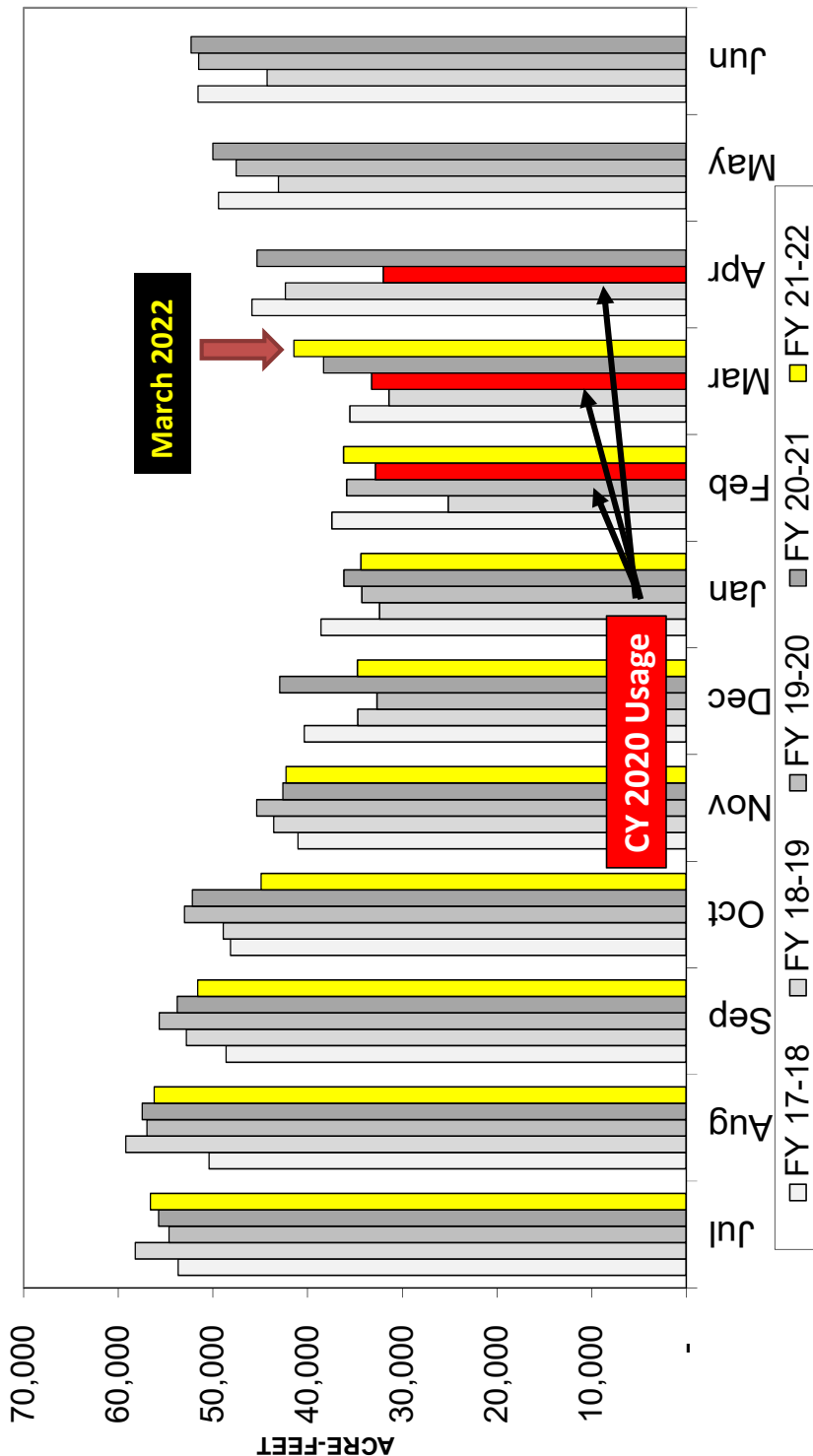
# Accumulated Precipitation for the Oct.-Sep. water year, early May 2022



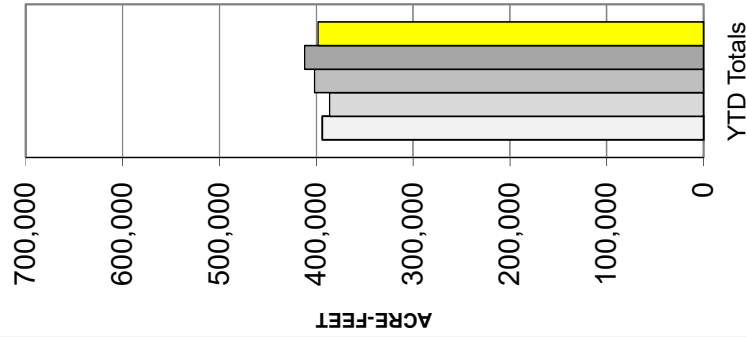
\* The date of maximum snowpack accumulation (April 1st in Northern Calif. , April 15th in the Upper Colorado Basin) is used for year to year comparison.



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



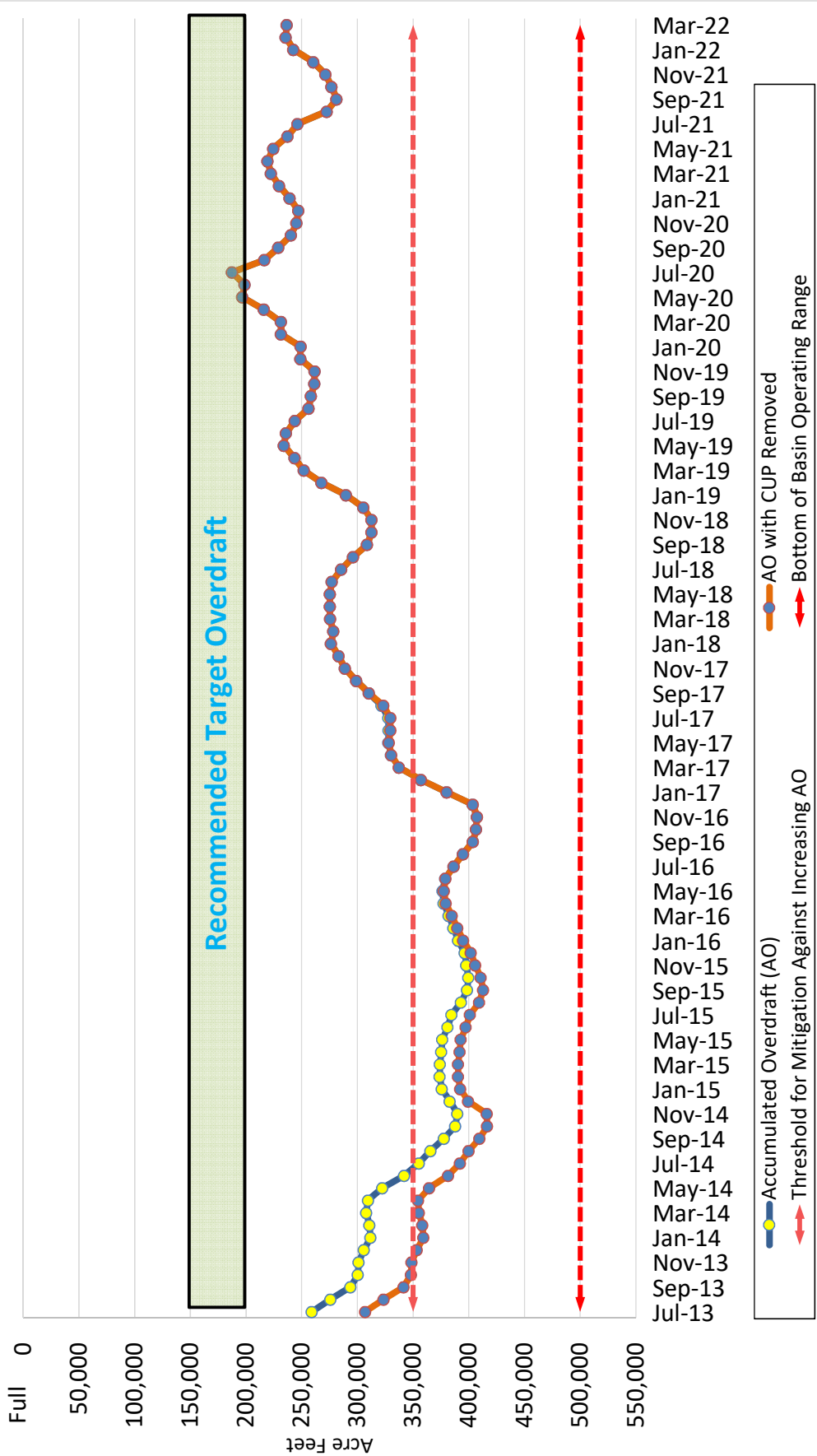
**Partial Year Subtotals**



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



## Accumulated Overdraft of the OCWD Groundwater Basin as of March 2022

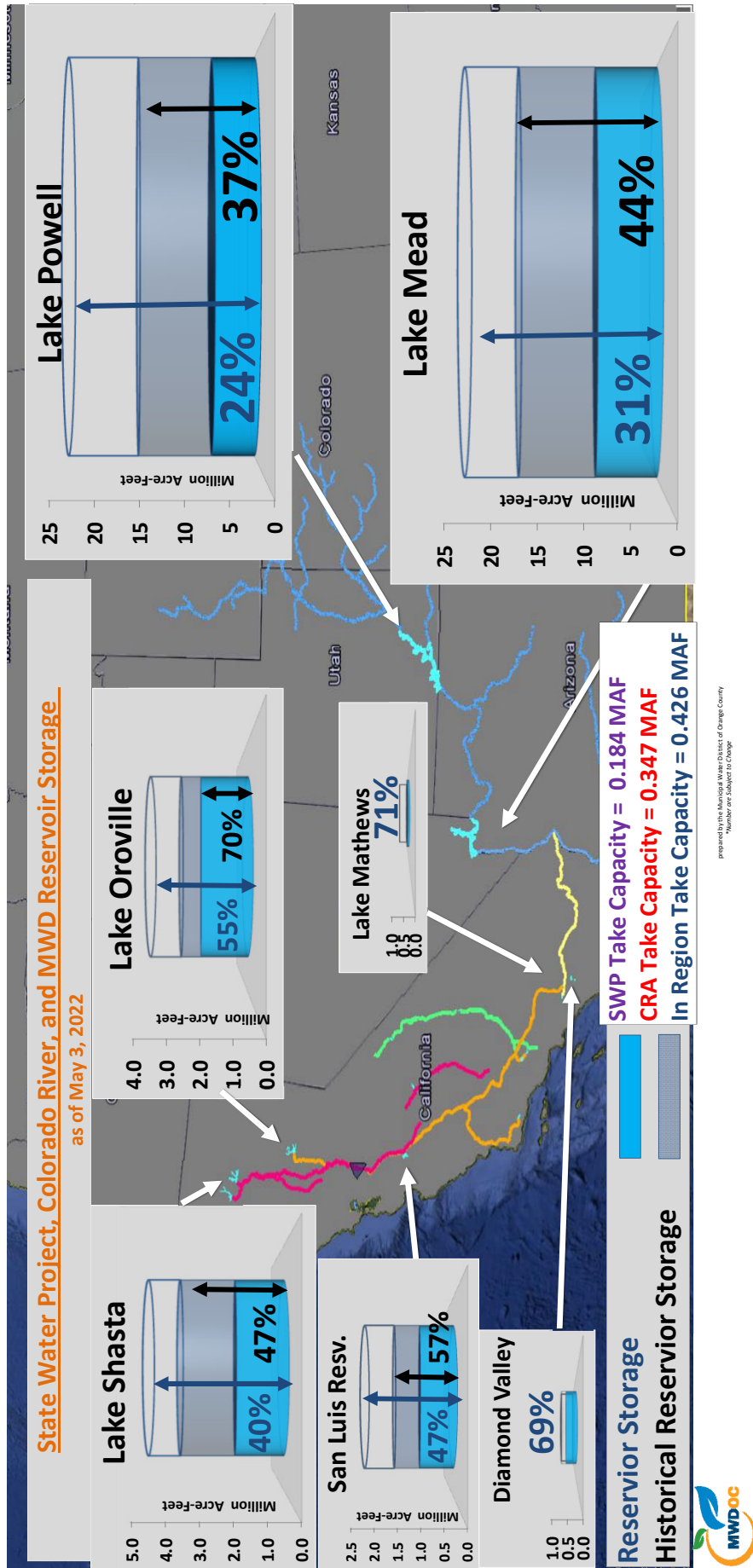


	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
AO (AF)	187,392	216,548	229,124	240,414	245,441	246,998	239,329	229,738	222,470	219,388	224,458	237,335
AO w/CUP removed (AF)	187,392	216,548	229,124	240,414	245,441	246,998	239,329	229,738	222,470	219,388	224,458	237,335
	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
AO (AF)	246,350	272,443	281,354	276,909	271,455	260,387	242,511	235,744	236,708			
AO w/CUP removed (AF)	246,350	272,442	281,354	276,909	271,455	260,387	242,510	235,744	236,708			

\* Source ~ OCWD Monthly Board of Directors Packet, Water Resources Summary

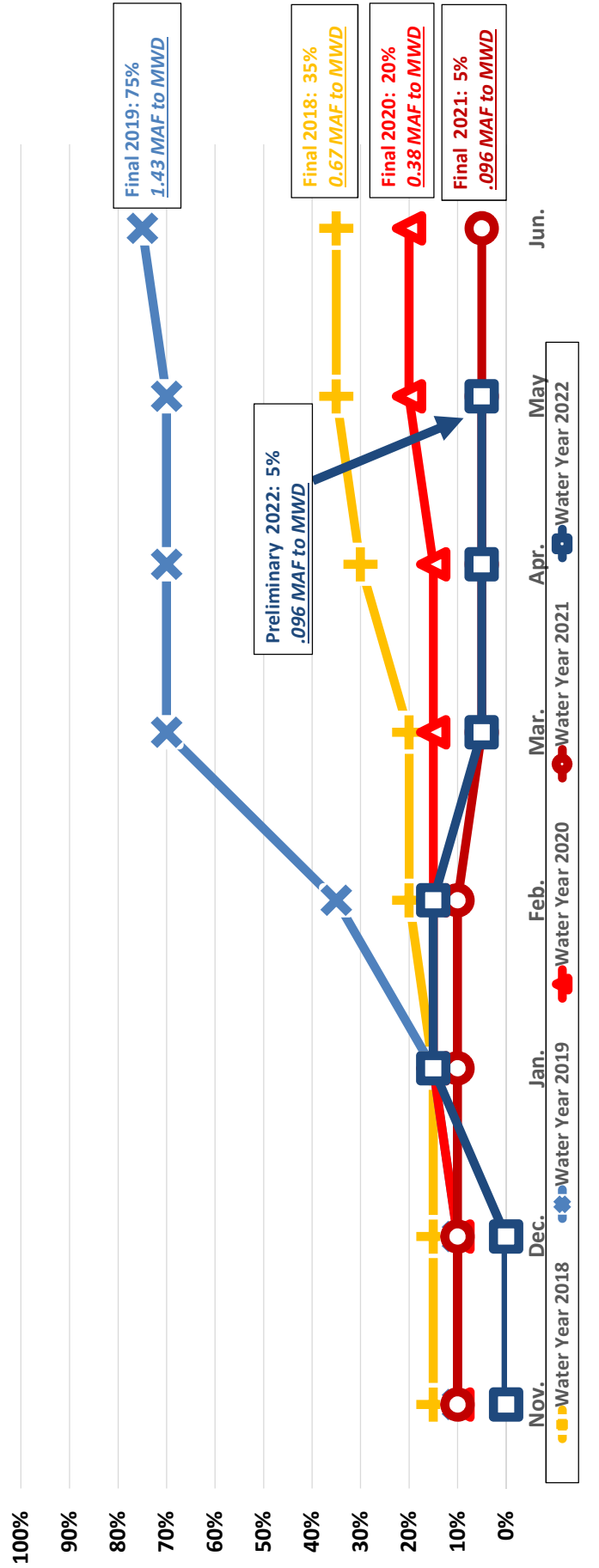


# State Water Project, Colorado River, and MWD Reservoir Storage as of May 3, 2022

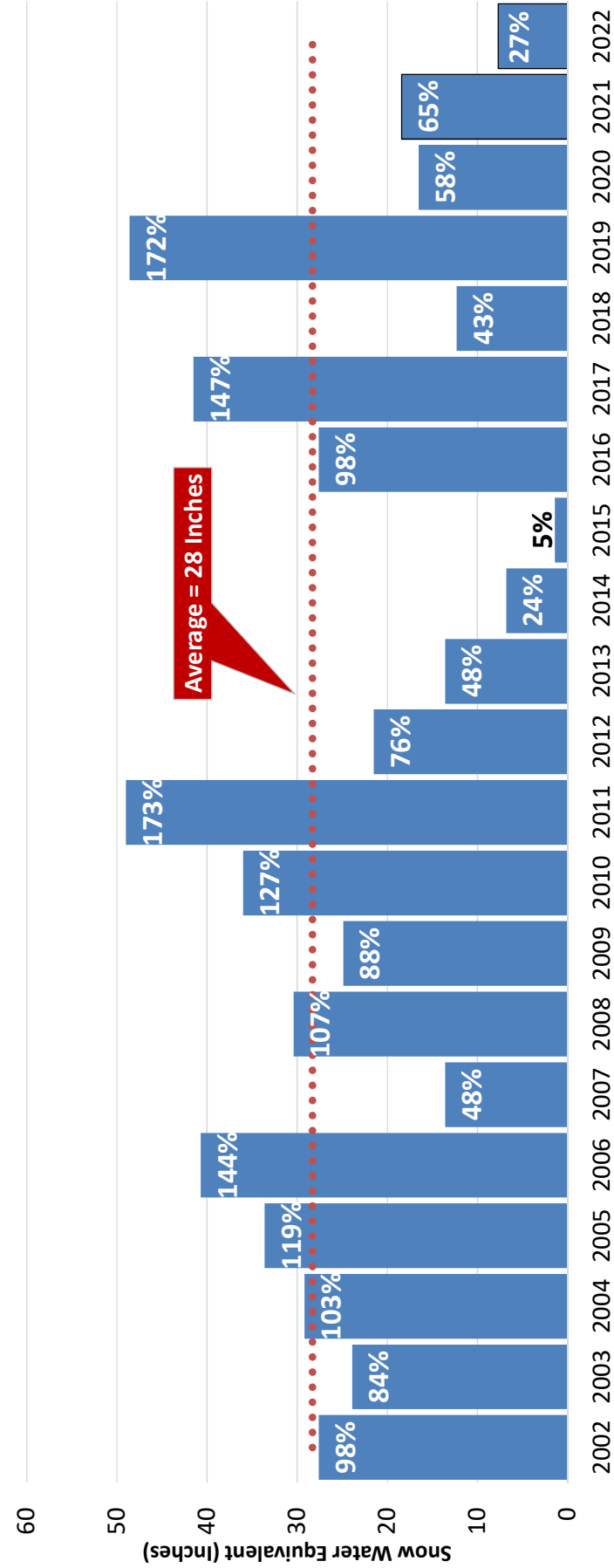


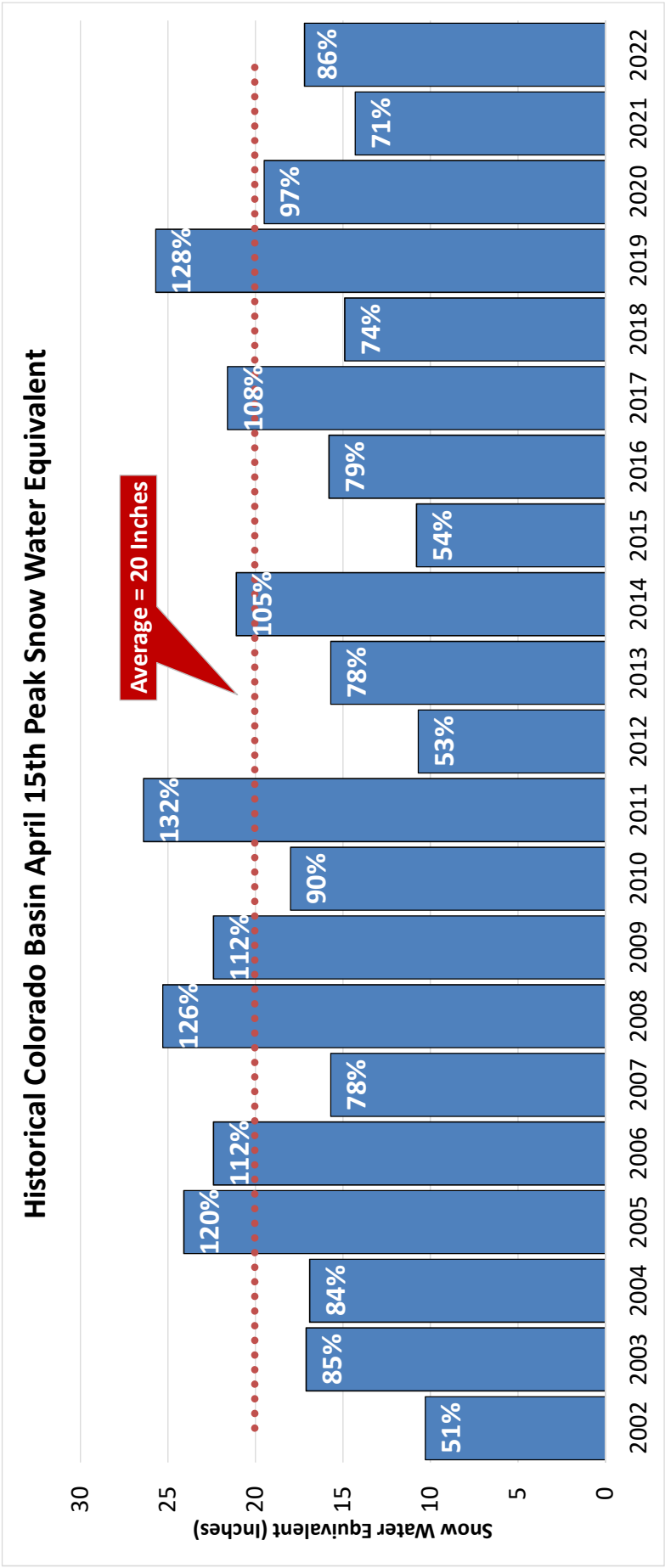
# SWP TABLE A ALLOCATION PERCENTAGE

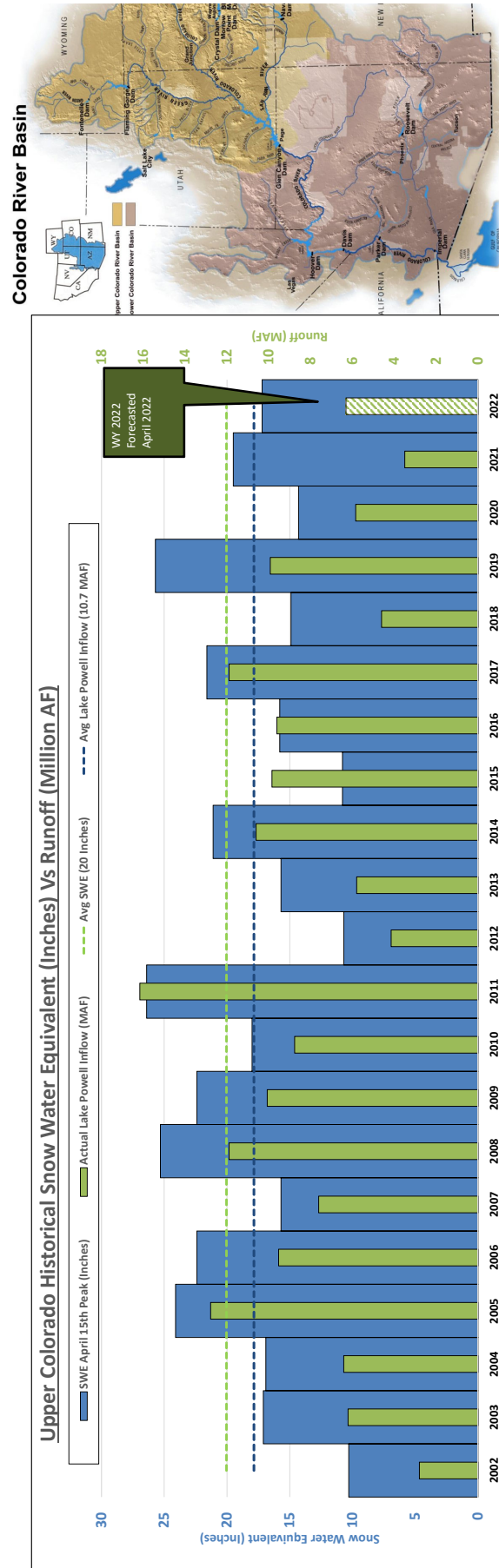
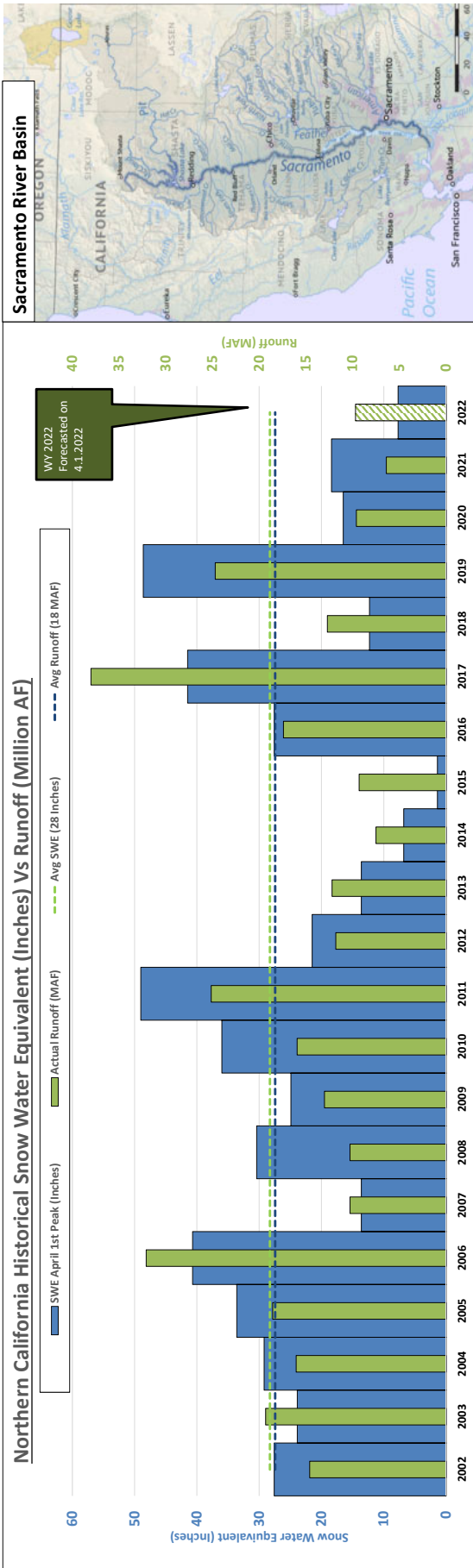
FOR STATE WATER PROJECT CONTRACTORS



# Historical Northern California April 1st Peak Snow Water Equivalent

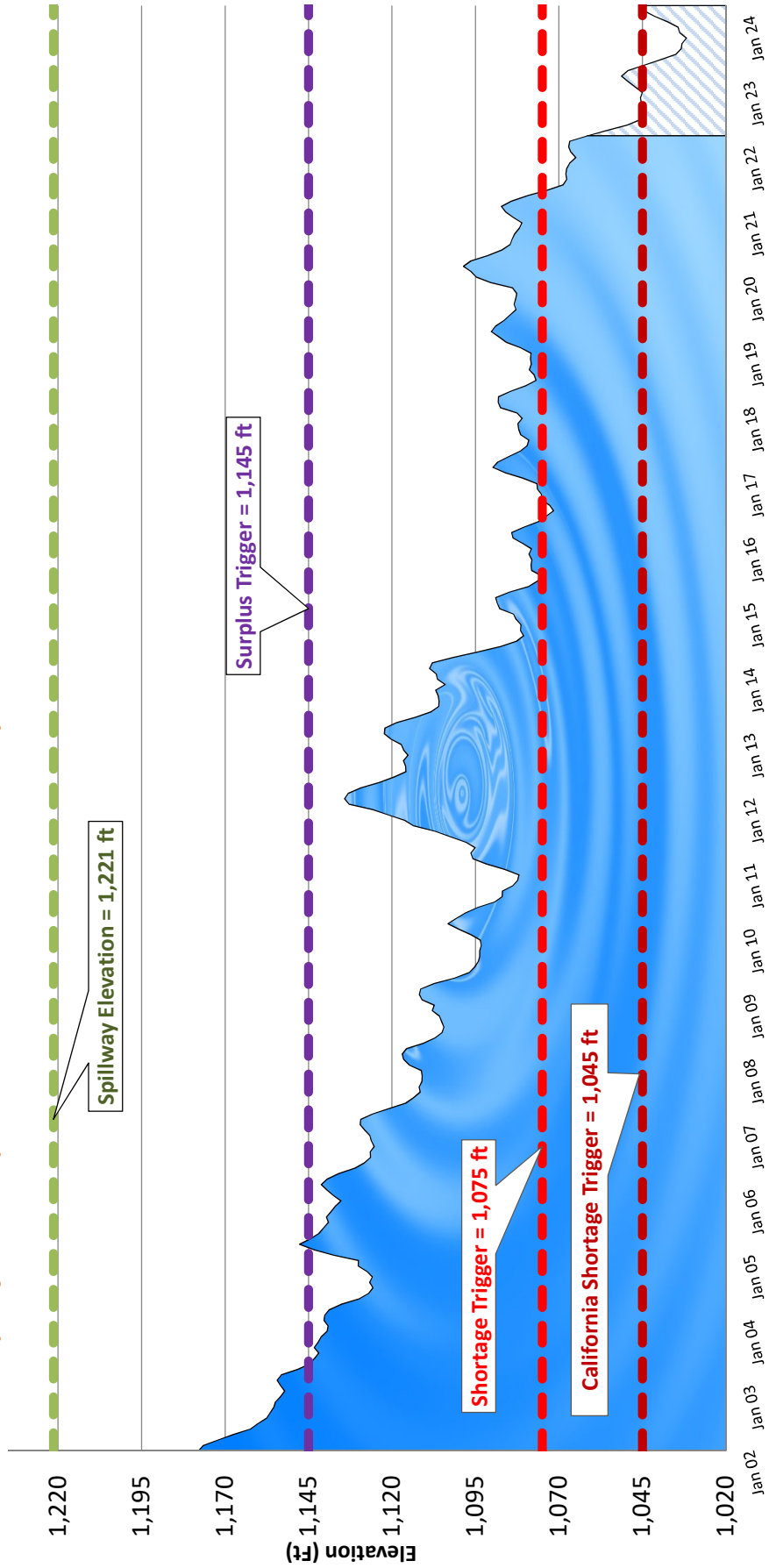








## Lake Mead Levels: Historical and Projected projection per USBR 24-Month Study





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

Historical    Projected

