

MEETING OF THE BOARD OF DIRECTORS OF THE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY  
Jointly with the  
**ADMINISTRATION & FINANCE COMMITTEE**  
March 9, 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.

**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 – February 2022
  - b. Disbursement Approval Report for the month of March 2022
  - c. Disbursement Ratification Report for the month of February 2022
  - d. GM Approved Disbursement Report for the month of February 2022

- e. Consolidated Summary of Cash and Investment – January 2022
  - f. OPEB and Pension Trust Fund monthly statement
2. FINANCIAL REPORT
- a. Combined Financial Statements and Budget Comparative for the Period Ending January 31, 2022

### **ACTION ITEMS**

3. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) 2023-2025 BOARD OF DIRECTORS CALL FOR NOMINATIONS – SOUTHERN NETWORK REGION, SEAT B

### **DISCUSSION ITEMS**

4. YEAR (FY) 2022-23 SECOND DRAFT BUDGET
5. RESERVE AND FUND POLICY REVIEW

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

6. SOLE SOURCE CONTRACT WITH STETSON ENGINEERS
7. SOLE SOURCE CONTRACT REGARDING WEBSITE ENHANCEMENTS FOR SEARCH ENGINE OPTIMIZATION
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  
February 2022**

Item 1a

**WATER REVENUES**

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
2/03/2022	City of Fountain Valley	December 2021 Water deliveries	9,884.77
2/03/2022	City of La Palma	December 2021 Water deliveries	2,104.96
2/03/2022	Laguna Beach County Water District	December 2021 Water deliveries	247,584.83
2/03/2022	South Coast Water District	December 2021 Water deliveries	337,718.42
2/04/2022	City of Seal Beach	December 2021 Water deliveries	9,662.13
2/10/2022	Trabuco Canyon Water District	December 2021 Water deliveries	125,744.19
2/11/2022	City of Buena Park	December 2021 Water deliveries	82,190.78
2/11/2022	El Toro Water District	December 2021 Water deliveries	444,993.55
2/11/2022	City of Orange	December 2021 Water deliveries	573,486.58
2/11/2022	Santa Margarita Water District (ID9)	December 2021 Water deliveries	414,639.66
2/11/2022	Santa Margarita Water District	December 2021 Water deliveries	1,381,370.22
2/15/2022	East Orange Co Water District	December 2021 Water deliveries	423,308.79
2/15/2022	Golden State Water Company	December 2021 Water deliveries	426,913.66
2/15/2022	Irvine Ranch Water District	December 2021 Water deliveries	816,563.28
2/15/2022	Moulton Niguel Water District	December 2021 Water deliveries	1,562,192.43
2/15/2022	Orange County Water District	December 2021 Water deliveries	1,547,977.59
2/15/2022	Yorba Linda Water District	December 2021 Water deliveries	1,037,745.32
2/22/2022	City of Newport Beach	January 2022 Water deliveries	332,008.26
2/28/2022	City of La Habra	January 2022 Water deliveries	7,041.95
2/28/2022	Serrano Water District	January 2022 Water deliveries	8,479.42

**TOTAL WATER REVENUES \$ 9,791,610.79**

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

**MISCELLANEOUS REVENUES**

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
2/14/2022	El Toro Water District	2/23/2022 Water Policy dinner	850.00
2/14/2022	Moulton Niguel Water District	2/23/2022 Water Policy dinner	670.00
2/23/2022	Metropolitan Water District	2/23/2022 Water Policy dinner	850.00
2/28/2022	Western Municipal Water District	2/23/2022 Water Policy dinner	670.00
2/03/2022	Susan Hinman	2/23/2022 Water Policy dinner	90.00
2/28/2022	Ackerman Consulting	2/23/2022 Water Policy dinner	100.00
2/28/2022	Paypal	2/23/2022 Water Policy dinner	11,427.13
2/28/2022	US Bank	Monthly Interest	6.82
2/08/2022	US Bank Custodial Account	Capital One and Goldman Sachs Interest payment	7,057.55
2/22/2022	US Bank Custodial Account	National Rural Utilities Coop, Chase Bank and Societe Generale Interest payment	2,666.67
2/28/2022	US Bank Custodial Account	Bank of America and FHLB Interest payment	1,468.75
2/14/2022	Paymac, Inc.	Public Surplus Auctions	30.00
2/28/2022	AT&T	Partial refund from cancelled telephone for WEROC N. EOC	110.82
2/18/2022	Igoe and Company Inc	Refund for COBRA Annual Service fee	610.00
2/18/2022	Igoe and Company Inc	COBRA and Retiree Vision insurance	70.98
2/03/2022	Karl Seckel	February 2022 Retiree Health insurance	179.55
2/28/2022	Stan Sprague	March 2022 Retiree Health insurance	179.55
2/28/2022	Keith Lyon	March 2022 Retiree Health insurance	179.55
2/11/2022	Irvine Ranch Water District	November 2021 Smartimer and Rotating Nozzles rebate program	273.96
2/22/2022	Irvine Ranch Water District	December 2021 Smartimer and Rotating Nozzle rebate program	474.79
2/11/2022	Moulton Niguel Water District	December 2021 Smartimer, Turf Removal and Spray to Drip rebate program	7,871.98
2/11/2022	City of Brea	December 2021 Turf Removal rebate program	111.00
2/11/2022	City of Tustin	December 2021 Turf Removal rebate program	333.00
2/14/2022	City of Fountain Valley	December 2021 Turf Removal rebate program	222.00
2/03/2022	City of Newport Beach	November 2021 Spray to Drip rebate program	369.75
2/11/2022	Irvine Ranch Water District	November 2021 Spray to Drip rebate program	128.00
2/10/2022	City of Westminster	December 2021 Turf Removal and Spray to Drip rebate program	444.00
2/11/2022	Irvine Ranch Water District	December 2021 Turf Removal and Spray to Drip rebate program	1,671.00
2/11/2022	Laguna Beach County Water District	December 2021 Turf Removal and Spray to Drip rebate program	363.00
2/11/2022	City of San Clemente	December 2021 Turf Removal and Spray to Drip rebate program	333.00
2/14/2022	City of Orange	December 2021 Turf Removal and Spray to Drip rebate program	444.00
2/03/2022	Laguna Beach County Water District	December 2021 So Cal Watersmart rebate program	130.00
2/03/2022	Moulton Niguel Water District	December 2021 So Cal Watersmart rebate program	3,000.00
2/11/2022	City of San Clemente	December 2021 So Cal Watersmart rebate program	1,000.00
2/22/2022	Moulton Niguel Water District	January 2022 So Cal Watersmart rebate program	2,800.00
2/03/2022	Metropolitan Water District	WEEA Sponsorship - Educator Workshop	4,700.00
2/11/2022	Yorba Linda Water District	WEROC Emergency Supplies for COVID-19	2,036.00
2/15/2022	East Orange Co Water District	WEROC Emergency Supplies for COVID-19	203.60
2/18/2022	City of Seal Beach	WEROC Emergency Supplies for COVID-19	2,036.00
2/24/2022	City of Westminster	WEROC Emergency Supplies for COVID-19	152.70
2/28/2022	El Toro Water District	WEROC Emergency Supplies for COVID-19	311.25
2/14/2022	SOCWA	WEROC Funding for FY 2021-22	19,786.00

<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>\$</b>	<b>76,424.40</b>
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>9,868,023.19</b>



Robert J. Hunter, General Manager



Hilary Chumpitazi, Treasurer

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

**Item 1b**

<b>Vendor/ Invoice</b>	<b>Description</b>	<b>Amount to Pay</b>
<b>Core Disbursements:</b>		
<b>ABSG Consulting Inc</b>		
5107905	January 2022 Owner's Representative for MWDOC office remodel	9,020.00
<b>***Total***</b>		<b>9,020.00</b>
<b>ACCO Engineered Systems</b>		
20221997	Service and repair a water leak at Variable Air Volume zone box 29	9,148.84
<b>***Total***</b>		<b>9,148.84</b>
<b>Ackerman Consulting-Richard C Ackerman</b>		
1326	February 2022 Legal Consulting on Water Issues	3,075.00
<b>***Total***</b>		<b>3,075.00</b>
<b>Aleshire &amp; Wynder LLP</b>		
66399	January 2022 Legal services	1,847.24
<b>***Total***</b>		<b>1,847.24</b>
<b>Best Best and Krieger LLP</b>		
55401-JAN22	January 2022 Legal Services	10,658.40
927263	January 2022 State Advocacy Agreement services	8,000.00
<b>***Total***</b>		<b>18,658.40</b>
<b>The Brattle Group Inc</b>		
65598	December 2021 Services for the Economic Benefit Studies and Modeling Work	17,680.00
65896	January 2022 Services for the Economic Benefit Studies and Modeling Work	18,090.00
<b>***Total***</b>		<b>35,770.00</b>
<b>California Environmental Education Foundation</b>		
2-16-2022	Sponsorship for CEEF Teacher Institute on Best Practices in Environmental Education and Stewardship	5,000.00
<b>***Total***</b>		<b>5,000.00</b>
<b>CDM Smith</b>		
90146368	February 2022 Services for water resource planning	8,099.75
<b>***Total***</b>		<b>8,099.75</b>
<b>Elevated Health</b>		
February 2022	Pre-employment physical for new staff member	150.00
<b>***Total***</b>		<b>150.00</b>

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

Vendor/ Invoice	Description	Amount to Pay
<b>GovConnection Inc</b>		
72446941	80 licenses for multi-factor authentication for Exchange Online Migration	4,071.20
***Total***		4,071.20
<b>Hashtag Pinpoint Corporation</b>		
1536	February 2022 Social Media consultation & service	7,913.00
***Total***		7,913.00
<b>IDS Group Inc</b>		
18X093.04-2	January 2022 Seismic retrofit design and project support MWDOC office remodel	7,200.00
***Total***		7,200.00
<b>Irvine Window Cleaning</b>		
3745	Office windows & glass walls cleaned	400.00
***Total***		400.00
<b>Means Consulting LLC-Edward G Means III</b>		
MWDOC-1101	February 2022 MET issues & strategic guidance to staff	1,187.50
MWDOC-1306	February 2022 East Orange County Feeder #2 Emergency Pilot Project consulting services	343.75
***Total***		1,531.25
<b>Natural Resource Results LLC</b>		
3778	February 2022 Federal legislative advocacy services	8,000.00
***Total***		8,000.00
<b>NDS</b>		
797489	2/11/22 Board packet delivery service	211.50
***Total***		211.50
<b>Office Depot Inc</b>		
228698109001	2/14/22 Office supplies	395.35
228711126001	2/11/22 Office supplies	27.83
***Total***		423.18
<b>Office Solutions</b>		
I-01967309	#9 Window security envelopes	228.38
I-01969392	2/11/22 Office supplies	72.71
I-01973868	Name badge refills for Public Affairs	78.26
I-01972269	Printer paper	58.69
***Total***		438.04

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

<b>Vendor/ Invoice</b>	<b>Description</b>	<b>Amount to Pay</b>
<b>Optima RPM Inc</b>		
5000461	January 2022 Construction services for MWDOC office seismic Improvements and remodel	28,845.11
***Total***		<u>28,845.11</u>
<b>Orange County Water District</b>		
24012	January 2022 Postage, shared office and maintenance expense	5,924.56
***Total***		<u>5,924.56</u>
<b>Outdoor Dimensions LLC</b>		
512804	Indoor office signage for MWDOC office remodel	4,641.39
***Total***		<u>4,641.39</u>
<b>Paul Redvers Brown Inc</b>		
DOC006	February 2022 MWDOC Facilitated Member Agency Discussions Project services	6,090.00
***Total***		<u>6,090.00</u>
<b>Mary Snow</b>		
2282022	Dec. 2021 - Feb. 2022 Retiree medical premium	445.50
***Total***		<u>445.50</u>
<b>Soto Resources-Joey C Soto</b>		
GA-FEB-54	February 2022 Grant Research and Acquisition assistance	3,250.00
***Total***		<u>3,250.00</u>
<b>Spectrum Business Centers</b>		
222753	3/19/22-3/19/23 Annual maintenance renewal for Ricoh color copier	350.00
***Total***		<u>350.00</u>
<b>The Centre for Org Effectiveness</b>		
TCFOE3751	Public Management Academy from February 1 to May 4, 2022 - Registration for R. Davis	2,249.00
TCFOE3758	Supervisor's Academy from February 8 to April 12, 2022 - Registration for T. Baca and R. Waite	1,550.00
***Total***		<u>3,799.00</u>
<b>USAFact Inc</b>		
2022960	February 2022 Background check for new hire	47.53
***Total***		<u>47.53</u>



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

<b>Vendor/ Invoice</b>	<b>Description</b>	<b>Amount to Pay</b>
<b>Water Systems Optimization Inc</b>		
2172	February 2022 Technical Assistance Program services for Water Loss Control	2,080.00
***Total***		<u>2,080.00</u>
<b>Wyland Foundation</b>		
P-020922A	National Mayor's Challenge for Water Conservation project funding	10,000.00
***Total***		<u>10,000.00</u>
<b>Total Core Expenditures</b>		<u>186,430.49</u>
<b>Choice Expenditures:</b>		
<b>Building Block Entertainment Inc</b>		
3476-1	February 2022 Choice Elementary School Program grades K-2	1,900.00
***Total***		<u>1,900.00</u>
<b>McCall's Meter Sales &amp; Service</b>		
34577	February 2022 Meter Accuracy Testing for City of Newport Beach	1,000.00
***Total***		<u>1,000.00</u>
<b>Mission RCD</b>		
3148	February 2022 Field inspection and verification for Water Use Efficiency rebate programs	3,830.53
***Total***		<u>3,830.53</u>
<b>Orange County Dept of Education</b>		
94RI2943	January 2022 Choice School Programs for grades 3-8	13,266.90
***Total***		<u>13,266.90</u>
<b>Orange County Water District</b>		
24012	January 2022 Postage, shared office and maintenance expense	34.13
***Total***		<u>34.13</u>
<b>Utility Services Associates LLC</b>		
126455	January 2022 Leak Detection services and training	12,002.96
***Total***		<u>12,002.96</u>
<b>Total Choice Expenditures</b>		<u>32,034.52</u>

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

Vendor/ Invoice	Description	Amount to Pay
<b>Other Funds Expenditures:</b>		
<b>EcoTech Services Inc</b>		
2190	Dec. 2021 - Jan. 2022 Landscape Design and Maintenance Assistance programs	6,746.50
***Total***		<u>6,746.50</u>
<b>Herndon Solutions Group LLC</b>		
INV-0000002564	January 2022 Services to assist with America's Water Infrastructure Act compliance	7,000.00
***Total***		<u>7,000.00</u>
<b>Large Plumbing</b>		
25860	January 2022 Services for Pressure Regulating Valve program	2,580.00
***Total***		<u>2,580.00</u>
<b>Mission RCD</b>		
3148	February 2022 Field inspection and verification for Water Use Efficiency rebate programs	4,193.61
***Total***		<u>4,193.61</u>
<b>Office Solutions</b>		
I-01975525	Printer toner for WEROC office	232.91
***Total***		<u>232.91</u>
<b>Soto Resources-Joey C Soto</b>		
SA-FEB-55	February 2022 Grant Administration Services for Prop 1 North	2,318.25
***Total***		<u>2,318.25</u>
<b>Utility Services Associates LLC</b>		
126455	January 2022 Leak Detection services and training	14,090.44
***Total***		<u>14,090.44</u>
<b>Water Systems Optimization Inc</b>		
2172	February 2022 Technical Assistance Program services for Water Loss Control	17,190.00
***Total***		<u>17,190.00</u>
<b>Total Other Funds Expenditures</b>		<u>54,351.71</u>
<b>Total Expenditures</b>		<u><u>272,816.72</u></u>



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

Name/ Date	Check/ EFT	Invoice	Description	Amount
<b>Core Disbursements:</b>				
<b>Harvey De La Torre</b>				
2/28/2022	EFT	12522	January 2022 Business expense	86.19
2/28/2022	EFT	21122	February 2022 Business expense	74.63
***Total***				<u>160.82</u>
<b>Cathleen Harris</b>				
2/28/2022	EFT	10622	January 2022 Business expense	45.75
2/28/2022	EFT	122121	December 2021 Business expense	244.05
***Total***				<u>289.80</u>
<b>Home Depot Credit Services</b>				
2/15/2022	140725	8513239	New employee door entrance floor mat	21.52
***Total***				<u>21.52</u>
<b>Judy Roberts</b>				
2/28/2022	EFT	11122	January 2022 Business expense	69.22
***Total***				<u>69.22</u>
<b>Spectrum Business</b>				
2/15/2022	140731	343564021022	February 2022 Telephone expense for 1 analog fax line	39.99
2/03/2022	140720	375210013022	February 2022 Telephone and internet expense	1,422.37
***Total***				<u>1,462.36</u>
<b>Jeffery Thomas</b>				
2/28/2022	EFT	121621	December 2021 Business expense	301.64
***Total***				<u>301.64</u>
<b>US Bank</b>				
2/28/2022	140787	0208/4192/4279-JAN22	12/23/21-01/24/22 Cal Card Charges	10,923.47
***Total***				<u>10,923.47</u>
<b>Verizon Wireless</b>				
2/03/2022	140721	9898015045	January 2022 4G Mobile broadband unlimited service	114.03
***Total***				<u>114.03</u>
<b>Guillermo Zavala</b>				
2/28/2022	EFT	10922	January 2022 Business expense	150.00
***Total***				<u>150.00</u>
<b>Total Core Disbursements</b>				<u>13,492.86</u>

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

Name/ Date	Check/ EFT	Invoice	Description	Amount
<b>Choice Disbursements:</b>				
<b>US Bank</b>				
2/28/2022	140787	4279-JAN22	12/23/21-01/24/22 Cal Card Charges	295.01
***Total***				295.01
<b>Total Choice Disbursements</b>				295.01
<b>Other Funds Disbursements:</b>				
<b>AT&amp;T</b>				
2/15/2022	140722	17673136	January 2022 Telephone expense for WEROC N. & S. EOC	432.46
***Total***				432.46
<b>Mesa Water District</b>				
2/15/2022	EFT	10709	December 2021 Credit for Local Resources Program	1,872.00
2/28/2022	EFT	10736	January 2022 Credit for Local Resources Program	2,560.00
***Total***				4,432.00
<b>Metropolitan Water District</b>				
2/28/2022	EFT022822	10651	December 2021 Water deliveries	10,861,002.78
***Total***				10,861,002.78
<b>Santa Margarita Water District</b>				
2/28/2022	EFT	DEC2021	December 2021 SCP Pipeline Operation Surcharge	20,455.81
***Total***				20,455.81
<b>Santiago Aqueduct Commission</b>				
2/28/2022	140784	DEC2021	December 2021 SAC Pipeline Operation Surcharge	2,761.89
***Total***				2,761.89
<b>Spray to Drip Rebate</b>				
2/24/2022	140742	S2D4-R-LB-42019-17978	D. Ensminger	215.20
2/24/2022	140769	S2D4-R-MESA-41798-17977	D. Stair	381.53
2/24/2022	140753	S2D4-R-MESA-41935-17947	F. Mansour	591.50
2/24/2022	140744	S2D5-R-BP-42951-18430	A. Fagin	177.00
2/24/2022	140759	S2D5-R-HB-42581-18203	A. Murray	951.50
2/24/2022	140765	S2D5-R-HB-42922-18297	S. Pritzos	532.00
2/24/2022	140737	S2D5-R-HB-7363-18268	P. Clarke	521.00
***Total***				3,369.73

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

<b>Name/ Date</b>	<b>Check/ EFT</b>	<b>Invoice</b>	<b>Description</b>	<b>Amount</b>
<b>Turf Rebate</b>				
2/24/2022	140763	TR13-R-LH-38891-37785	C. Panza	2,957.89
2/24/2022	140775	TR14-C-ETWD-17609-40651	Woodside El Toro HOA (Ramjit Ct, Lake Forest)	1,034.00
2/24/2022	140776	TR14-C-ETWD-17609-40654	Woodside El- Toro HOA	3,724.00
2/24/2022	140748	TR14-R-BP-39968-38786	H. Hoang	5,480.00
2/24/2022	140764	TR14-R-HB-42384-41102	J. Park	1,230.00
2/24/2022	140743	TR14-R-LB-42019-40762	D. Ensminger	1,716.43
2/24/2022	140770	TR14-R-MESA-41798-40540	D. Stair	3,838.00
2/24/2022	140761	TR14-R-SB-41269-40057	M. Narensky	1,408.00
2/24/2022	140768	TR14-R-SB-41708-40466	A. Seard	1,900.00
2/24/2022	140755	TR15-C-HB-4463-43128	Mariners Cove West (Huntington Beach)	21,835.73
2/24/2022	140735	TR15-C-IRWD-38663-42842	Canyon View Maintenance Assn (Blue Spruce, Irvine)	23,244.00
2/24/2022	140736	TR15-C-IRWD-38663-42844	Canyon View Maintenance Assn (Wedgewood, Irvine)	32,340.00
2/24/2022	140771	TR15-C-IRWD-44434-43082	University Community Association (Irvine)	6,522.00
2/24/2022	140734	TR15-C-NWPT-4463-43210	Belcourt Park HOA (Newport Beach)	17,753.60
2/24/2022	140757	TR15-C-SOCO-38850-41405	Monarch Beach Golf Links (Dana Point)	150,000.00
2/24/2022	140745	TR15-R-BP-42951-41604	A. Fagin	1,062.00
2/24/2022	140773	TR15-R-ETWD-42746-41544	K. Vargas	1,444.00
2/24/2022	140774	TR15-R-FV-43040-41694	M. Wellborn	4,560.00
2/24/2022	140760	TR15-R-HB-42581-41276	A. Murray	5,709.00
2/24/2022	140766	TR15-R-HB-42922-41580	S. Pritzos	2,925.00
2/24/2022	140751	TR15-R-HB-44313-42951	S. Lancaster	3,360.00
2/24/2022	140741	TR15-R-HB-45823-44459	T. Davitt	2,469.00
2/24/2022	140749	TR15-R-HB-45854-44489	J. Hunter	690.00
2/24/2022	140738	TR15-R-HB-7363-41622	P. Clarke	3,126.00
2/24/2022	140762	TR15-R-IRWD-42979-41629	A. Noel	1,392.00
2/24/2022	140758	TR15-R-IRWD-44291-42928	J. Morgan	1,432.00
2/24/2022	140767	TR15-R-IRWD-44385-43029	J. Radostits	1,172.00
2/24/2022	140752	TR15-R-IRWD-44741-43372	W. Lee	3,456.00
2/24/2022	140754	TR15-R-MESA-41935-40671	F. Mansour	6,699.00
2/24/2022	140756	TR15-R-MESA-42973-41625	B. Mason	4,443.00
2/24/2022	140747	TR15-R-MNT-44287-42922	C. Hauser	1,080.00
2/24/2022	140772	TR15-R-MNT-44571-43220	R. Valenzuela	1,864.00
2/24/2022	140740	TR15-R-MNT-44598-43243	D. Davies	1,144.00
2/24/2022	140733	TR15-R-SM-44211-42846	N. Adams	2,244.00
2/24/2022	140750	TR15-R-SM-44557-43209	C. Kurachi	1,203.00
2/24/2022	140739	TR15-R-TC-42911-41571	C. Couch	2,325.00
2/24/2022	140746	TR15-R-TUST-44165-42804	S. Gordon	924.00
<b>***Total***</b>				<b>329,706.65</b>
<b>US Bank</b>				
2/28/2022	140787	6066-JAN22	12/23/21-01/24/22 Cal Card Charges WEROC	16,172.30
<b>***Total***</b>				<b>16,172.30</b>

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

Name/ Date	Check/ EFT	Invoice	Description	Amount
<b>Verizon Wireless</b>				
2/03/2022	140721	9898015045	January 2022 4G Mobile broadband unlimited service	76.02
***Total***				<u>76.02</u>
<b>Total Other Funds Disbursements</b>				<u>11,238,409.64</u>
<b>Total Disbursements</b>				<u><u>11,252,197.51</u></u>



Robert J. Hunter, General Manager



Hilary Chumpitazi, Treasurer

**Cal Card Charges**  
**Statement Date: January 24, 2022**  
**Payment Date: February 28, 2022**

Date	Description	Amount
<b>R. Hunter Card:</b>		
1/12/2022	OCWA Annual membership renewal	250.00
<b>Total:</b>		<b>250.00</b>
<b>C. Harris Card:</b>		
12/24/2021	11/25/21-12/24/21 Web hosting service for MWDOC website	15.65
12/28/2021	Complex Documents in Microsoft Word webinar on January 6, 2022 - Registration for T. Dubuque, M. Goldsby, K. Davanaugh, P. Francisco, M. Decasas, L. Frazier, C. Hernandez, and J. Schunk	250.00
12/29/2021	Ergonomic keyboard for Public Affairs Manager and wireless keyboards and mice for staff	165.53
12/30/2021	Rain gear for Water Loss Control Shared Services technician	65.24
1/01/2022	UPS delivery charge on January 1, 2022	30.41
1/03/2022	Five replacement laptops for WEROC	4,349.95
1/03/2022	This is The Year To End Outdated Performance Reviews webinar on January 27, 2022 - Registration for C. Harris	298.00
1/03/2022	Dual monitors for Public Affairs intern	357.98
1/03/2022	Replacement Dual monitors for Water Use Efficiency Analyst	357.98
1/03/2022	CMUA Virtual Capitol Day on February 7, 2022 - Registration for H. Baez	229.00
1/04/2022	Society for Human Resource Management annual membership renewal for C. Harris	219.00
1/05/2022	Rolodex document holders	30.95
1/06/2022	Computer purchase for employee as part of District Loan program	2,486.70
1/07/2022	Wellness Incentive for L. Frazier	25.00
1/08/2022	UPS delivery charge on January 1, 2022	18.45
1/10/2022	Employee 5 year recognition for D. Micalizzi, R. Waite, and J. Schunk	75.00
1/12/2022	Flowers for staff member	75.55
1/12/2022	2021 1099 & W-9 Forms and envelopes	402.78
1/13/2022	January 2022 Pework Screen subscription for Covid-19 Prevention	175.56
1/15/2022	UPS delivery charge on January 1, 2022	13.37
1/17/2022	Water Loss Control Shared Services supplies	69.77
1/17/2022	Sympathy flowers for staff member	87.98
1/17/2022	Sympathy flowers for staff member	78.64
1/17/2022	Rekey entry doors for MWDOC office remodel	511.74
1/18/2022	Brown and Caldwell Water Jobs employment posts for Water Loss Control Technician and Intern positions	600.00 <sup>1</sup>
1/18/2022	Service on Water Loss Control Shared Services van	160.00
1/19/2022	Key tags and sheet protectors	43.38
1/21/2022	Refund for one defective laptop from order 106725677	(787.99)
<b>Total:</b>		<b>10,405.62</b>



**Cal Card Charges**  
**Statement Date: January 24, 2022**  
**Payment Date: February 28, 2022**

Date	Description	Amount
<b>Public Affairs Card:</b>		
1/02/2022	1/2/22-2/1/22 Zoom Video Communications monthly fee with audio licenses	174.93
1/03/2022	January 2022 Public Storage Unit for Public Affairs	360.00
1/10/2022	Name tags for tumblers	27.93
<b>Total:</b>		<b>562.86</b>

**WEROC Card:**

12/10/2021	California Emergency Services Association membership renewal for V. Osborn	75.00
12/27/2021	300 COVID-19 antigen rapid test kits for member agencies	3,065.00
12/29/2021	IAEM annual membership for D. Harrison	195.00
12/29/2021	IAEM annual membership renewal for V. Osborn	195.00
12/29/2021	California Emergency Services Association membership for D. Harrison and J. Schunk	130.00
12/29/2021	AWWA CA/NV annual membership renewal for V. Osborn	294.00
1/04/2022	940 COVID-19 antigen rapid test kits for member agencies	9,565.00
1/07/2022	Repair and service Satphone external antenna at S. EOC	365.38
1/12/2022	WEROC Office supplies	241.13
1/15/2022	10 COVID-19 antigen rapid test kits for staff	462.79
1/17/2022	132 COVID-19 antigen rapid test kits for member agencies	1,584.00
<b>Total:</b>		<b>16,172.30</b>

<sup>1</sup> \$200 duplicate charge to be credited next statement, charge should be \$400

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

**Item 1d**

Name/ Date	Check/ EFT	Invoice	Description	Amount
<b>Core Disbursements:</b>				
<b>Economic Group Pension Services Inc</b>				
2/28/2022	140778	120063	Pension administrative services for 2021 Plan Year	500.00
***Total***				500.00
<b>EEl Systems</b>				
2/07/2022	EFT	15601	Handheld microphone for podium in conference room 101 for MWDOC office remodel	1,737.98
***Total***				1,737.98
<b>Health Equity</b>				
2/15/2022	140724	89qjf3f	July-August 2021 HSA Administrative service fee	17.70
2/15/2022	140724	fu41wyh	November 2021 HSA Administrative service fee	5.90
2/15/2022	140724	uyoh9vj	December 2021 HSA Administrative service fee	5.90
2/15/2022	140724	vq8tqcf	September 2021 HSA Administrative service fee	8.85
2/15/2022	140724	xp7xr17	October 2021 HSA Administrative service fee	8.85
***Total***				47.20
<b>Total Core Disbursements</b>				2,285.18
<b>Choice Disbursements:</b>				
<b>Total Choice Disbursements</b>				-
<b>Other Funds Disbursements:</b>				
<b>Total Other Funds Disbursements</b>				-
<b>Total Disbursements</b>				2,285.18



Robert J. Hunter, General Manager



Hilary Chummitazi, 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.





**Item 1e**

**Municipal Water District of Orange County**  
**Consolidated Summary of Cash and Investment**  
 January 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	23.14%
Grant & Project Cash Flow	1,500,000	9.28%
Election Expense	461,678	2.86%
Building Repair	436,542	2.70%
OPEB	297,147	1.84%
<b>Total Designated Reserves</b>	<b>6,433,872</b>	<b>39.82%</b>
<b>General Fund</b>	<b>\$6,922,854</b>	<b>42.85%</b>
<b>Water Fund</b>	<b>2,497,372</b>	<b>15.46%</b>
<b>Conservation Fund</b>	<b>(955,690)</b>	<b>(5.92%)</b>
<b>WEROC Fund</b>	<b>1,239,554</b>	<b>7.67%</b>
<b>Trustee Activities</b>	<b>19,005</b>	<b>0.12%</b>
<b>Total</b>	<b>\$16,156,967</b>	<b>100.00%</b>

The funds are invested as follows:

Term of Investment	% of Portfolio	Book Value	Market Value
Cash	0.70%	\$112,756	\$112,756
<b>Short-term investment</b>			
• LAIF	11.90%	1,923,159	1,923,159
• OCIP	68.21%	11,020,982	11,020,982
<b>Long-term investment</b>			
• US Government Issues	1.55%	249,901	244,070
• Corporate Bond	8.67%	1,400,169	1,346,270
• Certificates of Deposit	8.97%	1,450,000	1,481,281
<b>Total</b>	<b>100.00%</b>	<b>\$16,156,967</b>	<b>\$16,128,518</b>

The average number of days to maturity/call as of January 31, 2022 equaled 112 and the average yield to maturity is 0.615%. During the month, the District's average daily balance was \$28,948,999.72. 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 January 2022.

The \$28,449 difference between the book value and the market value on January 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 January 31, 2022

1/31/2022	Par Value	Market Value	Book Value	% of Portfolio	Days to Mat/Call	YTM @ Cost
Negotiable Certificate Of Deposit	1,450,000.00	1,481,280.50	1,450,000.00	9.04	768	2.440
Corporate Bond	1,400,000.00	1,346,270.00	1,400,169.47	8.73	471	1.341
US Government Issues	250,000.00	244,070.00	249,900.49	1.56	26	0.860
Local Agency Investment Funds	1,923,158.38	1,923,158.38	1,923,158.38	11.99	1	0.228
Orange County Investment Pool	11,020,982.26	11,020,982.26	11,020,982.26	68.68	1	0.344
<b>Total Investments</b>	<b>16,044,140.64</b>	<b>16,015,761.14</b>	<b>16,044,210.60</b>	<b>100.00</b>	<b>112</b>	<b>0.615</b>
<b>Cash</b>						
Cash	112,756.39	112,756.39	112,756.39		1	0.00
<b>Total Cash and Investments</b>	<b>16,156,897.03</b>	<b>16,128,517.53</b>	<b>16,156,966.99</b>		<b>112</b>	<b>0.615</b>

Total Earnings	Month Ending January	Fiscal Year to Date
Current Year	10,207.65	79,731.07
Average Daily Balance	28,948,999.72	
Effective Rate of Return	0.615%	

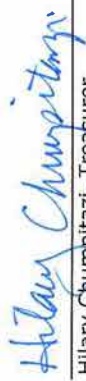
We certify that this report reflects the cash and investments of the Municipal Water District of Orange County and is in conformity with the Government Code requirements and the District Investment Policy and Guidelines in effect at the time of investment. The Investment Program herein shown provides 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

Date

3-3-22



Hilary Chumtipitzi, Treasurer

Date

03/03/2022

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

Issuer	CUSIP/Ticker	Settlement Date	Par Value	Market Value	Book Value	Coupon Rate	YTM @ Cost	Days To Call/Maturity	Maturity Date
<b>Negotiable Certificate Of Deposit</b>									
Barclays Bank	06740KKY2	9/27/2017	250,000.00	253,180.00	250,000.00	2.250	2.250	239	9/27/2022
Capital One Bank	14042TQ09	8/7/2019	250,000.00	257,022.50	250,000.00	2.250	2.250	919	8/7/2024
Capital One NA	14042RMJ7	7/24/2019	250,000.00	256,672.50	250,000.00	2.200	2.200	905	7/24/2024
Discover Bank	254673RV0	7/25/2018	250,000.00	259,442.50	250,000.00	3.300	3.300	540	7/25/2023
Goldman Sachs Bank	38148PT98	8/8/2018	250,000.00	259,785.00	250,000.00	3.350	3.350	554	8/8/2023
Sallie Mae Bank	7954507A7	7/14/2021	200,000.00	195,178.00	200,000.00	1.000	1.000	1,625	7/14/2026
<b>Sub Total</b>			<b>1,450,000.00</b>	<b>1,481,280.50</b>	<b>1,450,000.00</b>	<b>2.440</b>	<b>2.440</b>	<b>768</b>	
<b>US Government Issues</b>									
FHLB	3130ALGR9	3/1/2021	250,000.00	244,070.00	249,900.49	0.850	0.860	26	2/26/2026
<b>Sub Total</b>			<b>250,000.00</b>	<b>244,070.00</b>	<b>249,900.49</b>	<b>0.850</b>	<b>0.860</b>	<b>26</b>	
<b>Corporate Bond</b>									
Bank of America Corp	05048WK41	12/7/2020	250,000.00	231,935.00	250,000.00	0.650	0.800	1,394	11/25/2025
Citigroup Global Markets	17328WFZ6	9/16/2020	250,000.00	238,087.50	250,000.00	1.000	1.000	44	9/16/2025
JP Morgan Chase	49128GV56	8/18/2020	250,000.00	236,955.00	250,000.00	0.800	0.800	930	8/18/2025
National Rural Utili Coop	63743FE51	7/27/2017	200,000.00	200,292.00	200,000.00	2.500	2.500	165	7/15/2022
Societe Generale	83369MD25	8/19/2020	250,000.00	237,402.50	250,000.00	1.000	1.088	19	8/19/2025
Westpac Banking Corp	961214DQ3	7/25/2017	200,000.00	201,598.00	200,169.47	2.500	2.278	148	8/28/2022
<b>Sub Total</b>			<b>1,400,000.00</b>	<b>1,346,270.00</b>	<b>1,400,169.47</b>	<b>1.330</b>	<b>1.341</b>	<b>471</b>	
<b>Total Investments</b>			<b>3,100,000.00</b>	<b>3,071,620.50</b>	<b>3,100,069.96</b>	<b>1.810</b>	<b>1.816</b>	<b>574</b>	

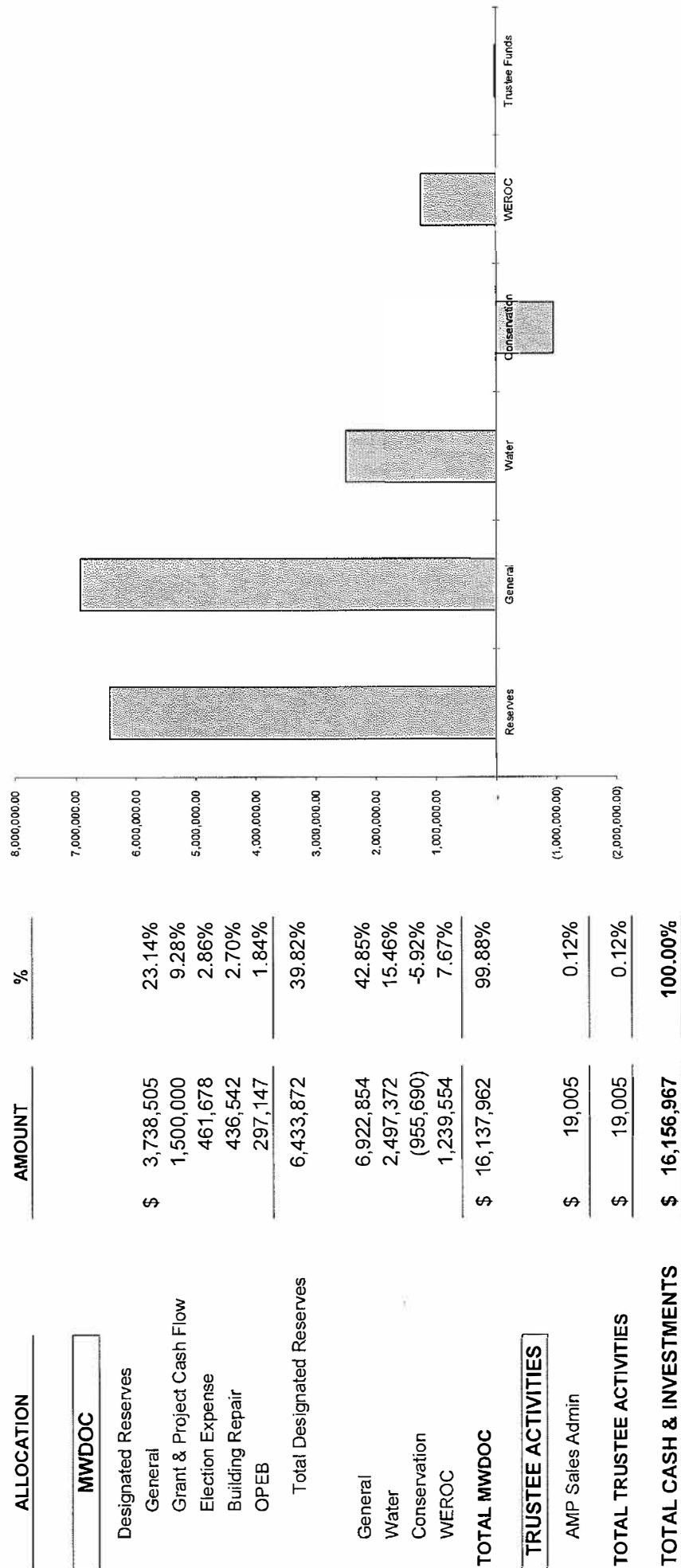
<b>Total Earnings</b>	<b>Month Ending January</b>	<b>Fiscal Year To Date</b>
Current Year	4,700.20	32,866.12

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**  
**Portfolio Management**  
**Short-Term Portfolio Details - Cash and Investments**  
**January 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	1,923,158.38	1,923,158.38	1,923,158.38	0.228	0.228	1	N/A
<b>Sub Total</b>			<b>1,923,158.38</b>	<b>1,923,158.38</b>	<b>1,923,158.38</b>	<b>0.228</b>	<b>0.228</b>	<b>1</b>	
<b>Orange County Investment Pool</b>									
County of Orange LGIP	OCIP	6/29/2005	11,020,982.26	11,020,982.26	11,020,982.26	0.344	0.344	1	N/A
<b>Sub Total</b>			<b>11,020,982.26</b>	<b>11,020,982.26</b>	<b>11,020,982.26</b>	<b>0.344</b>	<b>0.344</b>	<b>1</b>	
<b>Total Investments</b>			<b>12,944,140.64</b>	<b>12,944,140.64</b>	<b>12,944,140.64</b>	<b>0.327</b>	<b>0.327</b>		
<b>Cash</b>									
Petty 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	112,256.39	112,256.39	112,256.39	0.000	0.000	1	N/A
<b>Total Cash</b>			<b>112,756.39</b>	<b>112,756.39</b>	<b>112,756.39</b>	<b>0.000</b>	<b>0.000</b>	<b>1</b>	
<b>Total Cash and Investments</b>			<b>13,056,897.03</b>	<b>13,056,897.03</b>	<b>13,056,897.03</b>	<b>0.327</b>	<b>0.327</b>	<b>1</b>	
<b>Total Earnings</b>									
Current Year		Month Ending January	5,507.45	Fiscal Year To Date	46,864.95				



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







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

## Account Summary

Source	Balance as of 1/1/2022	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 1/31/2022
OPEB	\$2,828,958.71	\$0.00	-\$92,459.34	\$1,392.02	\$0.00	\$0.00	\$2,735,107.35
PENSION	\$995,589.20	\$0.00	-\$32,539.01	\$489.88	\$0.00	\$0.00	\$962,560.31
<b>Totals</b>	<b>\$3,824,547.91</b>	<b>\$0.00</b>	<b>-\$124,998.35</b>	<b>\$1,881.90</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,697,667.66</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	-3.27%	-2.78%	5.96%	9.98%	8.47%	7.66%	10/26/2011
PENSION	-3.27%	-2.78%	5.93%	9.95%	-	-	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 2

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

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

	<u><b>Amount</b></u>
<b><u>ASSETS</u></b>	
Cash in Bank	112,756.39
Investments	16,044,210.60
Accounts Receivable	21,197,995.95
Accounts Receivable - Other	369,332.87
Accrued Interest Receivable	30,117.37
Prepays/Deposits	382,849.01
Leasehold Improvements	6,059,805.67
Furniture, Fixtures & Equipment	780,261.60
Less: Accumulated Depreciation	<u>(3,521,959.23)</u>
<b>TOTAL ASSETS</b>	<b><u><u>41,455,370.23</u></u></b>
<b><u>LIABILITIES AND FUND BALANCES</u></b>	
<b><u>LIABILITIES</u></b>	
Accounts Payable	21,245,226.57
Accounts Payable - Other	64.82
Accrued Salaries and Benefits Payable	613,682.29
Other Liabilities	2,388,157.41
Unearned Revenue	<u>443,410.26</u>
<b>TOTAL LIABILITIES</b>	<b><u><u>24,690,541.35</u></u></b>
<b><u>FUND BALANCES</u></b>	
<b><u>Restricted Fund Balances</u></b>	
Water Fund - T2C	<u>1,035,277.97</u>
Total Restricted Fund Balances	<u>1,035,277.97</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>6,433,872.00</u>
General Fund	5,028,867.71
General Fund Capital	373,228.00
WEROC Capital	159,687.58
WEROC	<u>246,196.60</u>
Total Unrestricted Fund Balances	<u>12,241,851.89</u>
<b><u>Excess Revenue over Expenditure</u></b>	
Operating Fund	3,585,508.96
Other Funds	<u>(97,809.94)</u>
<b>TOTAL FUND BALANCES</b>	<b><u><u>16,764,828.88</u></u></b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b><u><u>41,455,370.23</u></u></b>

**Municipal Water District of Orange County**  
**Revenues and Expenditures Budget Comparative Report**  
**General Fund**  
**July 1, 2021 thru January 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>REVENUES</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	10,089.86	78,981.37	220,000.00	35.90%	0.00	141,018.63
<b>Subtotal</b>	<b>10,089.86</b>	<b>8,771,598.37</b>	<b>8,912,617.00</b>	<b>98.42%</b>	<b>0.00</b>	<b>141,018.63</b>
Choice Programs	1,980.00	1,240,161.23	1,515,775.00	81.82%	0.00	275,613.77
Miscellaneous Income	0.16	2,409.80	3,000.00	80.33%	0.00	590.20
Revenue - Other	0.00	1,360.00	0.00	0.00%	0.00	(1,360.00)
School Contracts	9,401.32	20,607.18	120,895.00	17.05%	0.00	100,287.82
Transfer-In from Reserve	0.00	0.00	95,745.00	0.00%	0.00	95,745.00
<b>Subtotal</b>	<b>11,381.48</b>	<b>1,264,538.21</b>	<b>1,735,415.00</b>	<b>72.87%</b>	<b>0.00</b>	<b>470,876.79</b>
<b>TOTAL REVENUES</b>	<b>21,471.34</b>	<b>10,036,136.58</b>	<b>10,648,032.00</b>	<b>94.25%</b>	<b>0.00</b>	<b>611,895.42</b>

**Municipal Water District of Orange County**  
**Revenues and Expenditures Budget Comparative Report**  
**General Fund**  
**July 1, 2021 thru January 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	349,840.32	2,477,519.05	4,178,542.00	59.29%	0.00	1,701,022.95
Salaries & Wages - Grant Recovery	(3,534.87)	(17,542.06)	(18,665.00)	(93.98)%	0.00	(1,122.94)
Director's Compensation	22,920.10	151,600.09	288,800.00	52.49%	0.00	137,199.91
MWD Representation	12,442.34	81,530.07	165,029.00	49.40%	0.00	83,498.93
Employee Benefits	119,158.58	770,129.32	1,356,730.00	56.76%	0.00	586,600.68
Employee Benefits - Grant Recovery	(939.65)	(4,480.51)	0.00	0.00%	0.00	4,480.51
CalPers Unfunded Liability Contribution	0.00	207,000.00	207,000.00	100.00%	0.00	0.00
Director's Benefits	9,877.29	66,202.11	161,248.00	41.06%	0.00	95,045.89
Health Insurance for Retirees	3,773.10	50,796.26	101,099.00	50.24%	0.00	50,302.74
Training Expense	548.00	12,809.50	52,000.00	24.63%	908.10	38,282.40
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>514,085.21</b>	<b>3,795,563.83</b>	<b>6,501,783.00</b>	<b>58.38%</b>	<b>908.10</b>	<b>2,705,311.07</b>
Engineering Expense	55,525.00	162,092.28	380,000.00	42.66%	309,855.97	(91,948.25)
Legal Expense	12,505.64	103,870.03	225,000.00	46.16%	121,129.97	0.00
Audit Expense	18,500.00	39,066.00	30,220.00	129.27%	23,154.00	(32,000.00)
Professional Services	76,266.00	410,390.66	1,475,640.00	27.81%	851,700.17	213,549.17
<b>Professional Fees</b>	<b>162,796.64</b>	<b>715,418.97</b>	<b>2,110,860.00</b>	<b>33.89%</b>	<b>1,305,840.11</b>	<b>89,600.92</b>
Conference - Staff	229.00	7,219.00	44,560.00	16.20%	0.00	37,341.00
Conference - Directors	0.00	4,905.00	16,845.00	29.12%	0.00	11,940.00
Travel & Accom. - Staff	261.17	12,980.43	69,825.00	18.59%	0.00	56,844.57
Travel & Accom. - Directors	0.00	1,838.59	21,250.00	8.65%	0.00	19,411.41
<b>Travel &amp; Conference</b>	<b>490.17</b>	<b>26,943.02</b>	<b>152,480.00</b>	<b>17.67%</b>	<b>0.00</b>	<b>125,536.98</b>
Membership/Sponsorship	(380.00)	122,592.05	143,041.00	85.70%	0.00	20,448.95
CDR Support	13,797.33	41,391.99	65,249.00	63.44%	13,797.32	10,059.69
<b>Dues &amp; Memberships</b>	<b>13,417.33</b>	<b>163,984.04</b>	<b>208,290.00</b>	<b>78.73%</b>	<b>13,797.32</b>	<b>30,508.64</b>
Business Expense	190.72	1,024.56	2,500.00	40.98%	0.00	1,475.44
Office Maintenance	6,400.51	69,416.26	147,400.00	47.09%	70,541.55	7,442.19
Building Repair & Maintenance	1,064.53	17,789.80	15,000.00	118.60%	12,303.92	(15,093.72)
Storage Rental & Equipment Lease	1,055.59	1,425.98	1,800.00	79.22%	374.02	0.00
Office Supplies	1,327.38	7,611.15	35,000.00	21.75%	4,164.60	23,224.25
Supplies - Water Loss Control	367.92	1,159.05	4,000.00	28.98%	0.00	2,840.95
Postage/Mail Delivery	1,576.57	6,934.18	9,243.00	75.02%	1,284.80	1,024.02
Subscriptions & Books	0.00	120.00	1,000.00	12.00%	0.00	880.00
Reproduction Expense	0.00	1,739.10	82,700.00	2.10%	4,879.78	76,081.12
Maintenance - Computers	165.53	3,418.66	8,000.00	42.73%	1.08	4,580.26
Software Purchase	4,726.99	37,277.77	36,040.00	103.43%	2,450.17	(3,687.94)
Software Support	15.65	41,267.74	48,640.00	84.84%	19,197.70	(11,825.44)
Computers and Equipment	5,645.92	26,752.28	23,450.00	114.08%	4,525.53	(7,827.81)
Maintenance Expense	0.00	0.00	6,000.00	0.00%	0.00	6,000.00
Automotive Expense	0.00	838.30	16,000.00	5.24%	0.00	15,161.70
Vehicle Expense	415.99	1,896.31	5,800.00	32.70%	0.00	3,903.69
Toll Road Charges	0.00	200.00	1,250.00	16.00%	0.00	1,050.00
Insurance Expense	12,654.52	86,226.05	130,000.00	66.33%	0.00	43,773.95
Utilities - Telephone	3,000.84	20,449.59	42,840.00	47.73%	570.15	21,820.26
Bank Fees	560.75	1,817.55	3,200.00	56.80%	0.00	1,382.45
Miscellaneous Expense	2,339.79	26,295.44	85,181.00	30.87%	2,582.08	56,303.48
MWDOC's Contrb. to WEROC	21,695.50	151,868.50	260,346.00	58.33%	0.00	108,477.50
Depreciation Expense	5,860.66	41,024.36	0.00	0.00%	0.00	(41,024.36)
<b>Other Expenses</b>	<b>69,065.36</b>	<b>546,552.63</b>	<b>965,390.00</b>	<b>56.61%</b>	<b>122,875.38</b>	<b>295,961.99</b>
Capital Aquisition	1,737.98	269,810.91	267,256.00	100.96%	80,955.50	(83,510.41)
Building Expense	53,041.41	932,354.22	441,973.00	210.95%	56,496.61	(546,877.83)
<b>TOTAL EXPENSES</b>	<b>814,634.10</b>	<b>6,450,627.62</b>	<b>10,648,032.00</b>	<b>60.58%</b>	<b>1,580,873.02</b>	<b>2,616,531.36</b>
<b>NET INCOME (LOSS)</b>	<b>(793,162.76)</b>	<b>3,585,508.96</b>	<b>0.00</b>	<b>0.00%</b>	<b>(1,580,873.02)</b>	<b>(2,004,635.94)</b>

**Municipal Water District of Orange County**  
**Revenues and Expenditures Budget Comparative Report**  
**Water Fund**  
**July 1, 2021 thru January 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	8,409,652.20	112,726,113.90	155,126,337.00	72.67%	42,400,223.10
Readiness to Serve Charge	1,038,907.29	6,594,961.32	11,142,354.00	59.19%	4,547,392.68
Capacity Charge CCF	449,671.65	2,815,976.65	4,732,610.00	59.50%	1,916,633.35
SCP/SAC Pipeline Surcharge	25,448.97	207,821.29	315,000.00	65.98%	107,178.71
Interest Revenue	242.09	2,051.14	10,500.00	19.53%	8,448.86
<b>TOTAL WATER REVENUES</b>	<b>9,923,922.20</b>	<b>122,346,924.30</b>	<b>171,326,801.00</b>	<b>71.41%</b>	<b>48,979,876.70</b>
<b><u>WATER PURCHASES</u></b>					
Water Sales	8,409,652.20	112,726,113.90	155,126,337.00	72.67%	42,400,223.10
Readiness to Serve Charge	1,038,907.29	6,594,961.32	11,142,354.00	59.19%	4,547,392.68
Capacity Charge CCF	449,671.65	2,815,976.65	4,732,610.00	59.50%	1,916,633.35
SCP/SAC Pipeline Surcharge	25,448.97	207,821.29	315,000.00	65.98%	107,178.71
<b>TOTAL WATER PURCHASES</b>	<b>9,923,680.11</b>	<b>122,344,873.16</b>	<b>171,316,301.00</b>	<b>71.41%</b>	<b>48,971,427.84</b>
<b>EXCESS OF REVENUE OVER EXPENDITURE</b>	<b>242.09</b>	<b>2,051.14</b>	<b>10,500.00</b>	<b>19.53%</b>	<b>8,448.86</b>

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

	<u>Year to Date Actual</u>	<u>Annual Budget</u>	<u>% Used</u>
<b>Spray To Drip Conversion</b>			
Revenues	52,147.97	117,480.00	44.39%
Expenses	78,363.21	117,480.00	66.70%
Excess of Revenues over Expenditures	(26,215.24)	0.00	
<b>Member Agency Administered Pass-Thru</b>			
Revenues	58,432.00	573,201.00	10.19%
Expenses	47,022.00	573,201.00	8.20%
Excess of Revenues over Expenditures	11,410.00	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	32,989.51	84,300.00	39.13%
Expenses	32,925.00	84,300.00	39.06%
Excess of Revenues over Expenditures	64.51	0.00	
<b>CII Rebate Program</b>			
Revenues	0.00	6,500.00	0.00%
Expenses	0.00	6,500.00	0.00%
Excess of Revenues over Expenditures	0.00	0.00	
<b>Turf Removal Program</b>			
Revenues	628,024.83	993,924.00	63.19%
Expenses	783,838.26	993,924.00	78.86%
Excess of Revenues over Expenditures	(155,813.43)	0.00	
<b>Comprehensive Landscape (CLWUE)</b>			
Revenues	163,620.83	303,100.00	53.98%
Expenses	181,556.15	303,100.00	59.90%
Excess of Revenues over Expenditures	(17,935.32)	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	153,769.25	297,330.00	51.72%
Expenses	153,769.25	297,330.00	51.72%
Excess of Revenues over Expenditures	0.00	0.00	
<b>Pressure Regulation Program</b>			
Revenues	4,995.00	66,919.00	7.46%
Expenses	18,985.00	66,919.00	28.37%
Excess of Revenues over Expenditures	(13,990.00)	0.00	
<b>Smart Water Monitoring Devices(Flume)</b>			
Revenues	58,454.25	89,000.00	65.68%
Expenses	58,454.25	89,000.00	65.68%
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 January 31, 2022**

	<u>Year to Date Actual</u>	<u>Annual Budget</u>	<u>% Used</u>
<b>Total WUE Projects</b>			
Revenues	1,166,129.89	3,254,956.00	35.83%
Expenses	<u>1,368,669.37</u>	<u>3,254,956.00</u>	<u>42.05%</u>
Excess of Revenues over Expenditures	(202,539.48)	0.00	
 <b>WEROC</b>			
Revenues	412,214.50	520,692.00	79.17%
Expenses	<u>293,863.12</u>	<u>520,692.00</u>	<u>56.44%</u>
Excess of Revenues over Expenditures	118,351.38	0.00	



**ACTION ITEM**  
March 16, 2022

**TO:** Board of Directors

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

Robert Hunter, General Manager

Staff Contact: Heather Baez

**SUBJECT: CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) 2023-2025  
BOARD OF DIRECTORS CALL FOR NOMINATIONS – SOUTHERN  
NETWORK REGION, SEAT B**

**STAFF RECOMMENDATION**

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Staff recommends the Board of Directors discuss and determine if a member of the MWDOC Board of Directors would like to be nominated and run for the CSDA Board of Directors Southern Network, Seat B.

**COMMITTEE RECOMMENDATION**

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Committee recommends (To be determined at Committee Meeting)

**SUMMARY**

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An 18-member Board of Directors elected from its six geographical networks governs CSDA. Each of the six networks (Northern, Sierra, Bay Area, Central, Coastal and Southern) have three seats on the board with staggered three-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing located within the geographic network they seek to represent.

CSDA is conducting a Call for Nominations for Seat B. The Southern Network Seat B is currently represented by Don Bartz, General Manager for Phelan Pinon Hills Community Services District. He intends to run for reelection.

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the association and to the representation of the common interests of all California's special districts before the Legislature and the state administration.

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

## Commitment and Expectations:

- Attend all Board meetings, held every other month at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.

(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).

- Attend CSDA's two annual events: Special Districts Legislative Days (held in the spring) and the CSDA Annual Conference (held in the fall).
- Complete all four modules of CSDA's Special District Leadership Academy within two years.

(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).

## Nomination Procedure:

Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors) for election to the CSDA Board of Directors. A copy of the member district's resolution or minute action along with the Nomination Form and Candidate Information Sheet must accompany the nomination.

Deadline for receiving nomination applications is April 11, 2022.

Nominations and supporting documentation will be accepted by mail and email. Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will begin electronic voting on June 2, 2022. All votes must be received through the system no later than 5:00 p.m. July 8, 2022. The successful candidates will be notified no later than July 12, 2022. All selected Board Members will be introduced at the Annual Conference in Palm Desert, CA in August 2022.

## BOARD OPTIONS

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### Option #1

- Discuss and determine if a member of the MWDOC Board would like to run for the CSDA Board, Southern Network, Seat B.

**Fiscal Impact:** Travel costs associated with attending the CSDA Board meetings in Sacramento

**Business Analysis:** CSDA provides a strong voice for special districts in Sacramento and throughout California. Serving on their Board of Directors would provide MWDOC with a direct voice for special districts in our region.

**Option #2**

- Take no action

**Fiscal Impact:** None

**Business Analysis:** MWDOC would not have an opportunity to have a Board member on the CSDA Board.

**STAFF RECOMMENDATION**

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Option #1

**Attached:**

CSDA Nomination Form

CSDA Candidate Information Sheet

CSDA Board Commitments and Responsibilities



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2022 BOARD OF DIRECTORS NOMINATION FORM

**Name of Candidate:** \_\_\_\_\_

**District:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Network:** \_\_\_\_\_ (see map)

**Telephone:** \_\_\_\_\_

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Nominated by (optional):** \_\_\_\_\_

**Return this form, a Board resolution/minute action supporting the candidate, and  
Candidate Information Sheet by mail or email to:**

CSDA  
Attn: Amber Phelen  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732

amberp@csda.net

***DEADLINE FOR RECEIVING NOMINATIONS:***

***March 31, 2022 at 5:00 p.m.***



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2022 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

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2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

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3. List local government involvement (such as LAFCo, Association of Governments, etc.):

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4. List civic organization involvement:

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**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 31, 2022 will not be included with the ballot.**



## **Policy 2.16: Board Commitments & Responsibilities**

### **Overview:**

The Board of Directors is responsible for ensuring the Association's long-term financial stability and integrity. Directors ensure the Association fulfills its mission to promote good governance and improved core local services through professional development, advocacy and other services for all types of independent special districts. In order to foster the Association's continued viability and growth, effective member engagement and sufficient revenue are essential. Accordingly, Directors pledge to be active participants and promote the Association and its services.

### **Core Commitments:**

1. Support the approved CSDA mission statement, vision statement, and Board beliefs.
2. Advocate for the Association and its members.
3. Serve as a part of a unified governing body.
4. Govern within Board policies, standards and ethics.
5. Dedicate the time and energy necessary to be effective.
6. Represent and make policy decisions based on the impact to the entire special districts community.
7. Respect the individual views of Directors, then collectively support Board decisions.
8. Communicate as a cohesive Board of Directors with a common vision and voice.
9. Operate with the highest standards of integrity and trust.

Date Approved: 11/8/2013

Date Amended: 03/13/2015, 11/13/15, 09/02/16, 01/20/17, 01/19/18, 1/17/2020



## **Duties & Responsibilities:**

### General Participation

1. Regularly attend Board meetings – a Board member may be dismissed after three unexcused absences.
2. Actively participate in decision-making by being familiar with issues and prepared to address all agenda items.
3. Participate in setting CSDA policy, budget approval and establishing the direction for the Association through the Strategic Plan.
4. Actively participate as a member of at least one and no more than two CSDA committees – Board Officers may participate in more than two committees as required in the CSDA Bylaws and Board Policy Manual.
5. Attend the Association's annual conference and legislative days and participate in other meetings/events.

### Governance & Training

1. Complete all four modules of CSDA's Special District Leadership Academy (SDLA) within 2 years of being elected/appointed to the CSDA Board of Directors prior to the expiration of a CSDA Board Member's full-term of office. If not completed by the end of the full-term, the CSDA Board Member shall be ineligible to run for re-election on the CSDA Board of Directors unless they are registered to attend the next available SDLA event.
2. Attend Board member orientation training provided by CSDA.
3. Provide CSDA electronic certificates for posting on the CSDA website indicating current and successful completion of AB1234 (Ethics Training), AB1825 (Harassment Prevention Training), and graduation from the CSDA Special District Leadership Academy (SDLA).

### Association Programs

1. Actively understand and encourage participation in CSDA partner programs (SDRMA, CSDA Finance Corporation, SDLF) as well as other CSDA endorsed services within your district, chapter, Network service area and statewide.

Date Approved: 11/8/2013

Date Amended: 03/13/2015, 11/13/15, 09/02/16, 01/20/17, 01/19/18, 1/17/2020





### CEO Performance Evaluation

1. Complete and submit the annual Chief Executive Officer (CEO) performance evaluation form by the designated due date. A written request to be excused from submitting the CEO evaluation form may be submitted to the CSDA President for consideration. The CSDA President shall determine if the request is approved or denied using Board Policy: 2.17-Excused Absences as guidance. If the CEO evaluation is not completed by a CSDA Board Member that has not been excused, that individual shall be ineligible to run for re-election on the CSDA Board of Directors upon completion of their term.

### Advocacy, Recruitment & Retention

1. Encourage timely responses from your district and service area to CSDA legislative calls to action and other grassroots efforts. Play an active grassroots role within your service area and participate in grassroots campaigns coordinated by CSDA.
2. Advocate for CSDA with an emphasis on building relationships and furthering the understanding/awareness of special districts and the Association within your service area, chapter and statewide.
3. Promote CSDA membership and engagement opportunities in ways appropriate within your service area (i.e. sponsorships, advertisers, exhibitors, speakers, professional development opportunities, services, programs, etc.).

### Finance

1. Read and understand CSDA financial statements and otherwise assist the Board in fulfilling its fiduciary responsibility.

Date Approved: 11/8/2013

Date Amended: 03/13/2015, 11/13/15, 09/02/16, 01/20/17, 01/19/18, 1/17/2020



**DISCUSSION ITEM**

March 9, 2022

**TO: Board of Directors**

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

**Robert Hunter  
General Manager**

**Staff Contact: Hilary Chumpitazi**

**SUBJECT: Year (FY) 2022-23 Second Draft Budget**

**STAFF RECOMMENDATION**

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Staff recommends the Administration & Finance Committee, MWDOC Board of Directors, Member Agencies, and the public review, discuss and provide input and comments on the second draft of MWDOC's budget for FY 2022-23 (Fiscal Year Ending 2023, FYE'23).

Pertinent aspects of the second draft budget include:

1. The second draft budget includes a proposed increase of \$0.75 (5.8%) to the retail service charge bringing the retail rate to \$13.75 per retail meter. The groundwater customer charge to OCWD increases by \$33,117 (9.6%) to \$368,501. These charges are calculated under the new rate structure adopted by the MWDOC Board last year.
2. The second draft has a budget total of \$194,461,165 (revenue) including Core & Choice, water sales, outside funding, and WEROC. This is an increase of 5.2%. This estimate is likely to increase pending Metropolitan's adoption of new rates. This MET rate increase will not impact the MWDOC rates.
3. The consolidated general fund budget is \$11,160,825 (revenue) with an increase of \$608,540 (5.8%).
4. The total revenue amount for the Core budget is \$9,402,874; an increase of \$487,257 (5.5%) over the current year's budget.
5. Interest revenues are budgeted with a \$74,029 reduction (33.7%) to reflect decreased returns.
6. The proposed second draft budget includes a net planned reserves contribution of \$263,868 consisting of contributions to the Election Reserve of \$300,728 and the Building Reserve of \$437,590 offset by a budgeted

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

- draw of \$474,450. This will result in the reserves being approximately \$374,529 below fully funded target levels.
7. The unfunded CALPERS liability annual payment of \$207,000 is proposed.
  8. The proposed salary contribution pool is at 7.1% of salaries and wages and reflects the rate of inflation (CPI = 3.84%) and merit considerations. No COLA (Cost of Living Adjustment) is being proposed.
  9. There is an increase (1.41 FTE) in the Full-time Employee staffing level (33.66 FTE) driven by an increase in Choice program staffing (1.45 FTE). The total staffing level increases by 1.31 FTE.
  10. The Building Improvement expenses are reduced \$656,489 from the current budget and the carryover funds are expended in the current budget year. The Seismic Retrofit and Remodeling project will be completed in the current fiscal year. FYE'23 includes the remodel of the kitchen and breakroom and the replacement of the wooden trellis in the atrium (termite damage).
  11. The Capital Acquisition expenses decrease by \$197,059 in the FYE'23 budget and the prior year carryover funds are expended in FYE'22.
  12. Outside funding for Water Use Efficiency (WUE) from rebates and grants is budgeted at \$8,545,274; an increase of \$5,926,522 over this year's budget.
  13. Total outside funding (WUE & Local Resource Project (LRP) sources) is budgeted to be approximately \$14,053,268. This is 142% of MWDOC's Core total expenses.
  14. LRP funding is budgeted to be \$1,371,906 (33%) greater than in the previous year's budget.
  15. Expenses are increased for the Core Professional Fee expenses \$50,616 (5.9%) and Outside Consulting Expense \$30,000 (7.9%).
  16. Software Support & Expenses increase by \$65,828 (80%) and Computers and Equipment by \$20,500 (87%) largely related to cybersecurity actions and accelerated computer replacement.
  17. Conference & Travel expenses return to pre-COVID conditions as it is anticipated that in-person meetings will be the norm again in FYE'23.
  18. Similar to last year, the schedule for the budget process impacts the timing of Choice budget elections by Member Agencies. Therefore, the Choice budget estimates in the second draft budget should be considered preliminary.

Items that are not incorporated in the budget pending Committee discussion and direction include:

- A. Capital funding of the WEROC Primary Emergency Operations Center;
- B. Expenses from the future findings of the IT external audit which will not be completed until April 2022.

The fixed Retail Meter Charge and Rate and the Ground Water Customer Charge presented in this budget are based on the rate structure approved by the MWDOC Board of Directors and implemented for FYE'22.

A reminder that memberships outlined in the Budget (Exhibit D) are approved by the Board with approval of the budget and therefore, each membership will not be brought to

the Board for approval on an individual basis. Any new memberships not included in the budget will be brought to the Board for consideration.

Similar to memberships, budget approval for conferences includes Board and Staff approval for attendance at “standard conferences”. Standard conferences are those listed on Exhibits E and F and approval includes staff travel/attendance at any out of state conferences listed on Exhibits E and F. Subsequent to the budget adoption, any new, out of state conferences will be brought to the Board for consideration.

The detailed draft budget is included as Attachment A.

## **COMMITTEE RECOMMENDATION**

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Committee recommends (To be determined at Committee Meeting)

## **CHANGES FROM THE PRIOR DRAFT TO CURRENT DOCUMENT**

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This is the second draft budget and there are minimal changes from the prior draft. The total core expenses increase by \$26,849 (0.3%) between the first and second draft budgets. The decision during the February A&F meeting to implement a 5% increase in the director per diem rate accounts for \$21,618 (81%) of that change. The increase in the core revenue was only \$1,033 with the difference between the changes in expenses and revenue resulting in a slightly larger draw on reserve (\$25,817).

## **MAJOR YEAR-TO-YEAR CHANGES IN THE CURRENT BUDGET**

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The budgets and rates for the last two years, FYE'21 & FYE'22, have been significantly impacted by COVID-19. FYE'21 had an actual rate reduction for both the Retail Meter Rate (-\$0.20/meter) and the Groundwater Customer Charge (-\$2,925). Under the prior rate structure, the FYE'22 rates would have had relative minor changes for the Retail Meter Rate (increase of \$0.40/meter (3.3%)) and the Groundwater Customer Charge (reduction of \$24,072 (4.0%)). For the proposed FYE'23 budget, COVID-19 impacts are expected to decline but inflation is a more prominent factor, particularly for salary costs.

The year-to-year (YTY) changes in the Core Operating Expenses are an increase of \$284,129 (3.3%). The addition of building and election costs and reserve expenses yields an YTY Core Total Expense increase of \$865,960 (9.6%).

- The largest Core expense is the combined cost categories for Employee, MWDOC Director and MWD Director salaries, wages and benefits with an YTY increase of \$246,927 (4.5%). These combined expense categories constitute 57.6% of the total core expense budget.
- The multi-year seismic retrofit and office remodel project will complete the planned phases in FYE'22. Building expenses are included in the FYE'23 budget for comparatively small projects and significantly lower than in recent years. The Building Reserve is replenished with a \$437,590 contribution.
- The other large core expense increases in descending order are Software Support & Expense (\$65,813), Professional Fees (\$50,616), WEROC

- Contribution (\$35,944), Outside Consulting Expense (\$30,000), Computers and Equipment (\$20,500), and Staff Travel & Accommodations (\$20,500).
- The Membership/Sponsorship expenses only include items previously approved by the Board of Directors.

Choice YTY expenses are largely unchanged at this early point in the budget process. The year-to-year changes in the total Choice expenses between FYE'22 and FYE'23 are an increase of \$121,283 (7.4%).

## **DETAILED REPORT**

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This committee and board item presents information and discusses the MWDOC FYE'23 budget. There is a simultaneous process being conducted to review the MWDOC Reserve Policy that was last updated in June 2017. The Metropolitan District of Southern California (MET) is also working through their budget process. MET's new rate structure may modify MWDOC's budget estimates of the value of water sales but it will not impact the proposed rates and charges in the MWDOC budget.

MWDOC's budget process normally includes three versions of draft budget with the final budget being approved at the April Board of Directors meeting. It is anticipated that the proposed changes to the rates will be approved at the same April 20<sup>th</sup> meeting. The second draft budget presents revenue figures based on the current rate structure.

The FYE'23 MWDOC Budget is developed through a transparent and iterative process. Key topics discussed below include:

1. MWDOC Budget Process & Schedule
2. Budget Principles
3. Reserves
4. Compensation Pool Guidelines
5. Budget Input from Member Agencies
6. Key Priorities & Initiatives for FYE'23
7. Core/Choice Programs
8. Water Rates and Charges
9. Proposed New Items Not Included Pending Committee Discussion

A short discussion on each item follows:

### **1. MWDOC Budget Process & Schedule**

MWDOC's budget schedule is designed to accommodate the budget and rate schedules of our Member Agencies. Under this schedule, the Year-End Projections and Conceptual Budget were discussed at the January Administration & Finance (A&F) Committee. The first draft budget is presented at the February A&F Committee meeting. The second and third draft budgets are scheduled for the March and April committee meetings. The final budget is scheduled for approval by the MWDOC Board of Directors at the April 20, 2022 Board meeting.

Similar to last year, the Choice budget elections and commitments will lag behind this proposed schedule and staff will bring back to the Board a revised Final Choice Budget in September or October 2022 to reflect the reconciliations and final program commitments of our Member Agencies. Changes in Choice programs do not impact the rates and charges passed in April for Core activities.

A budget schedule is included in Attachment A.

## 2. **MWDOC Budget Principles for FYE'23**

Staff continues to utilize the following Budget Principles to develop the draft budget:

- **Principle #1: Budget Investments Align with MWDOC's Priorities & Values**  
The Budget should reflect the mission and goals of MWDOC and align proposed activities with the valued benefits of the Board and our stakeholders. The budget process should be transparent and readily facilitate public review and input.
- **Principle #2: Activities Based on a County-wide Perspective**  
MWDOC's service area extends to Orange County's borders and the budgeted activities must comprehensively address issues, needs, and benefits for the entire service area and our regional involvement in the service area and operations of the Metropolitan Water District of Southern California (MET).
- **Principle #3: Efficient Program Design & Performance**  
The budgeted programs must consider complementary and cooperative designs to maximize benefits from other regional and local water resource programs to maximize value.
- **Principle #4: Full Cost Recovery**  
The budget will be developed so as to support full cost recovery of all expenses via the rates and charges without the unplanned use of reserves.
- **Principle #5: Compliance with Administrative Code**  
The proposed budget and budget process should fully comply with applicable sections of the MWDOC Administrative Code.

FYE'23 Goals and objectives for the eight MWDOC departments (Cost Centers) are included as Attachment D. It is anticipated that these goals and the associated funding levels will be discussed at MWDOC committee meetings. The input from these public meetings are incorporated into future budget drafts.

## 3. **Projected Year-End Reserve Fund Balances, Reserve Targets, and Budget Goals**

One goal of the budget process is the early identification of Reserve Fund impacts. A parallel process is being conducted to review the current MWDOC reserve policy which was adopted by the MWDOC Board of Directors in June 2017.

A stepwise process is utilized to update the target reserve amounts, project expected reserve amounts at the end of the fiscal year, and then determine whether the budget should add to or draw from the reserves to achieve the targets.

### Reserve Targets

Table A summarizes the initial step of updating the reserve target for the FYE'23 budget.

<b>TABLE A: Year-to-Year Reserve Target Adjustment</b>			
<b>Designated Reserves</b>	<b>FYE'22 Target Reserve</b>	<b>Adjustment Factor</b>	<b>FYE'23 Target Reserve</b>
General Operations	\$ 3,727,775	# Days Cash	\$ 3,751,085
Grant & Project Cash Flow	1,500,000		1,500,000
Building Reserve	435,648	# Days Cash	437,590
Election Reserve	362,406	Cycle	762,406
OPEB Reserve est. 9/2018	297,147	Actuarial	297,147
TOTALS	\$ 6,322,976		\$ 6,748,228

The first column of Table A lists MWDOC's specific designated reserve accounts as established in the Administrative Code and the second column lists the reserve account targets from the FYE'22 approved budget. An annual adjustment is made to each account to calculate the new target for the upcoming budget (FYE'23).

General Operations and Grant & Project Cash Flow: The reserve targets for these two accounts are pooled under the reserve policy. The combined total target reserve is set at 180 days cash. The calculation is the Operating Budget divided by 365 days per year multiplied by 180 days. Therefore, the annual reserve target fluctuates with the previous year's operating budget. Amounts held in the General Operations reserve cover fluctuations and differences between revenues and expenses during the year. Grants and Project Cash Flow reserves are available to cover cash flow needs while MWDOC submits requests for reimbursement for expenditures and recovers the funds under various grant agreements and rebate programs.

Building Reserve: The target reserve is set at 15 days cash and is calculated in a similar fashion (Operating Budget divided by 365 days per year multiplied by 15 days). The Building Reserve is intended for unplanned or emergency repairs to the building resulting from accidents or unexpected events.

**Election Reserve:** The district needs to be prepared to fund seven director elections every four years. The election cycle has either three or four directors coming up for election every two years. In order to smooth the rate impacts of the election cycles, the funding of the Election Reserve is set at one fourth of the total potential election cost for seven directors at the unit cost of the last election. The calculation is cost of last single director election multiplied by seven directors divided by four years. The calculation is corrected for elections where a director does not have an opponent and no election costs are incurred. The cost per election has been rising over the last few cycles.

**OPEB Reserve:** The OPEB Reserve was established in 2018 as part of the mechanism to fund “Other Post-Employment Benefits” in combination with a trust account. The reserve is set to cover 5-15% of MWDOC’s outstanding retiree health obligations. Actions regarding the reserve target are taken after review of the biennial actuarial report on the OPEB liability and assets. This budget is in the off-year for the actuarial report.

The calculation for the FYE’23 budget indicates that the designated reserve targets increase by \$425,252 to a total of \$6,748,228. The increase in the Election Reserve target is \$400,000 (94%) of the total target increase.

## Reserve Balances

Table B summarizes the information on current and projected reserve balances.

<b>TABLE B: Current &amp; Projected Reserve Balances</b>			
<b>Designated Reserves</b>	<b>FYE’22 Beginning Reserve Balances</b>	<b>FYE’22 Projected Year End Reclass to Reserves</b>	<b>FYE’22 Projected Ending Reserve Balances</b>
General Operations	\$ 3,738,505	\$ 12,580	\$ 3,751,085
Grant & Project Cash Flow	1,500,000	-	1,500,000
Building Reserve	436,542	(436,542)	-
Election Reserve	461,678	74,104	535,782
OPEB Reserve est. 9/2018	297,147	-	297,147
<b>TOTALS</b>	<b>\$ 6,433,872</b>	<b>\$ (349,858)</b>	<b>\$ 6,084,014</b>

**FYE’22 Beginning Reserve Balances:** The beginning year balances originate from MWDOC’s FYE ’21 reserve amounts as modified by the actual revenues and expenses from that year. The reported balances are reviewed in the annual financial audit and then brought forward as the beginning reserve balances for the following fiscal year (FYE’22).

**FYE’22 Projected Year End Reclass to Reserves:** Based on the year end projections from the current budget process a determination is made as the anticipated draw from or addition



to the beginning reserves. The current projections are that the total reserves will have a draw (reduction) of \$349,858 which was allocated between the General Operations, Building Reserve, and Election Reserves.

FYE'22 Projected Ending Reserve Balances: The projected reserve balance is the sum of the previous two columns.

Table B indicates that the reserve balances are projected to decrease by \$349,858 during FYE'22 to a total of \$6,084,014.

### Budget Reserve Funding Goal

The stated goals of the MWDOC Board of Directors include having the reserves fully funded and that the budget should be balanced relative to meeting those reserve targets. Table C summarizes information relative to funding requirements to meet these goals.

<b>TABLE C: FYE'23 Budget Reserve Funding Goal</b>			
<b>Designated Reserves</b>	<b>FYE'23 Target Reserve</b>	<b>FYE'22 Projected Ending Reserve Balances</b>	<b>FYE'23 Budget Reserve Funding Goal</b>
General Operations	\$ 3,751,085	\$ 3,751,085	\$ -
Grant & Project Cash Flow	1,500,000	1,500,000	-
Building Reserve	437,590	-	437,590
Election Reserve	762,406	535,782	226,624
OPEB Reserve est. 9/2018	297,147	297,147	-
<b>TOTALS</b>	<b>\$ 6,748,228</b>	<b>\$ 6,084,014</b>	<b>\$ 664,214</b>

FYE'23 Target Reserve: From Table A

FYE'22 Projected Ending Reserve Balances: From Table B

FYE'23 Budget Reserve Funding Goal: The amount of funding the proposed budget should generate to either increase or decrease the reserves to reach the target reserve levels.

Table C indicates that the FYE'23 budget should generate enough funds to contribute \$664,214 to the designated reserves in order to fully fund the reserve target levels.

## **FYE'23 Budget Reserve Circumstances**

As noted above, some of MWDOC's reserve targets are based on a "Number of Days Cash" basis and therefore change in proportion to the budget. The Building Seismic Retrofit and Remodeling Project expenses have been relatively large in magnitude and will be non-recurring in nature for MWDOC. We anticipate the budget growth and therefore the reserve targets growth to moderate in future budget cycles. Therefore, the FYE'23 budget does not plan to fully fund the reserves to the full target levels but is designed to reach the anticipated target level over two years and thereby smooth rate impacts.

Normally, the goal for rate setting in the FYE'23 budget would be to have a budget surplus of \$664,214 to fully fund the reserves. The second draft budget includes contributions to the Building Reserve of \$437,590 and the Election Reserve of \$300,728. These contributions are partially offset by the planned draw from reserves of \$474,450, resulting in a net reserve contribution of \$263,868. This leaves an unfunded amount of \$400,346 necessary to fully fund the FYE'23 reserve target.

## **4. Compensation Pool Guidelines**

MWDOC's compensation system includes both job classification-specific salary ranges and person-specific salaries. Annual modifications to both are implemented under different but inter-related practices. A common goal of both practices is to maintain competitive and appropriate salaries and benefits within the Southern California market.

### Job Classification Salary Ranges

MWDOC annually adjusts our salary ranges by the local Consumer Price Index (CPI) for the previous calendar year. The 2021 CPI for the LA/Long Beach/Anaheim area was 3.84%. This is 134% higher than the 2020 number. The CPI of 3.84% falls into MWDOC's moderate inflation range. Every three years MWDOC contracts for a Comprehensive Baseline Survey that reviews our job classifications with similar agencies and job functions. This Benchmark Survey was conducted last fiscal year, appropriate changes were incorporated in the FYE'22 budget and the budget impacts were minor. In general, MWDOC has found limited salary range corrections to be necessary and that the CPI adjustment process performs well. Therefore, we will continue the CPI-based salary range adjustment for FYE'23.

### Employee-Specific Salaries

MWDOC does not have a Cost of Living Adjustment (COLA) and a COLA is not included or proposed in this budget. As part of the budget process, MWDOC establishes a Compensation Pool that facilitates employee salary increases allocated solely on merit. MWDOC conducts an annual direct labor market survey as part of the budget process and most of the water agencies in the survey have both defined merit and COLA components to their annual salary increases. The functional difference is that while both approaches cover both merit and inflation, other agencies will guarantee a COLA pay increase to all employees, while MWDOC employees are at risk of no salary increase depending upon their performance.

There is an objective comparison as to how well MWDOC's salary system has been performing relative to the market. As noted above, MWDOC's salary ranges have been

generally tracking the labor market conditions. In addition, MWDOC salaries have largely maintained a mid-range position with predominately only long-tenured employees bumping up against the range ceiling for their position.

The MWDOC annual survey of approximately 20 water utilities is utilized as a comparison of proposed salary increases. As is usual for the second draft budget, this comparative information is not yet complete with approximately half the utilities having responded. While incomplete, the results generally support the proposed compensation pool figure. These results will be updated in the third draft budget.

MWDOC utilizes a system of CPI based formulas to calculate the proposed Compensation Pool. An analysis of 10-year compensation increases and CPI data was conducted to quantify the past practices that had successfully maintained MWDOC's salaries both competitive and within job classification ranges. The result was a system of four CPI ranges with associated Compensation Pool formulas as summarized below.

<b>COMPENSATION POOL CPI RANGES &amp; FORMULAS</b>		
<b>Category</b>	<b>CPI Range</b>	<b>Formula</b>
Negative	< 0%	2% + (CPI x 0.5)
Low	0% to 2.4%	2% + CPI
Moderate	2.4% to 4.7%	CPI x 1.85
High	> 4.7%	4% + CPI

The 2021 annual CPI was 3.84% for the region which is in the 2.4% to 4.7% "moderate inflation" effective range. Applying the CPI x 1.85 moderate inflation range formula to the 3.84% CPI yields a compensation pool of 7.10% which was used to calculate the employee salary expense increase in the second draft budget.

The Director per diem adjustment is determined by the lesser of the employee increase or 5.0%. The Board set the increase for FYE'23 at 5.0%.

## **5. Budget Input from Member Agencies**

In November 2021, MWDOC sent a letter to all of its member agencies informing them of the start of the MWDOC FY 2021-22 Budget Process, and invited their formal participation in the process which can include suggestions of activities and general comments. The FYE'22 budget year-end projections and the conceptual FYE'23 budget were discussed at the January 2022 Administration & Finance Committee meeting as well as the January 2022 MWDOC Agencies Managers Meeting and the first draft budget during the February 2022 meetings. Comment and request letters on the draft budget are included in Attachment C.

No additional comment letters were received the draft budget since the presentation of the first draft budget in February 2022. Only one comment letter was received earlier in the process and it dealt with the MWDOC reserve policy. General Manager Markus of OCWD requested additional information on the reserve calculation, that the MWDOC Board engage

in discussions regarding the reserve policy, and that the MWDOC reserves remain at current levels until such discussions take place.

The reserve section of the second draft budget has been modified so as to clarify the target and funding process. The foundation of the current MWDOC reserve policy is the June 2010 reserve account categories established by the MWDOC Board and the 2011 settlement agreement between MWDOC and its Member Agencies. That reserve targets and adjustment procedures from the five-year settlement agreement were modified during that period to address specific conditions and were publicly discussed at committee and board meetings. A third party review of the reserve policy was conducted in 2017 and the recommendations were adopted by the MWDOC Board following public discussions. These discussions have continued since then with particular focus during the budget process. The MWDOC reserve policy is currently being reviewed again and the recommendations of that study will be presented and publicly discussed. The reserve policy issue was also specifically included in the interview questions for the Member Agency Facilitated Discussion Project currently underway and every Member Agency was invited to present their views.

## **6. Key Priorities & Initiatives for FYE '2023**

### **MWDOC's MISSION**

To provide reliable, high quality supplies from MWD and other sources  
to meet present and future needs,  
at an equitable and economical cost and  
to promote water use efficiency for all of Orange County

MWDOC was formed in 1951 to serve the majority of Orange County as its MET member agency representative and make imported water available within Orange County. This remains MWDOC's primary purpose. Although this purpose has taken various forms and has evolved over the decades, the emphasis continues to be MET representation and advocacy on behalf of the retail water districts and the residents and businesses of Orange County, to provide water reliability, and to provide value to the residents and ratepayers in Orange County. All functions included in the annual budget address components of MWDOC's mission

MWDOC's key priorities and initiatives are discussed for the following major departments and cost centers:

- Reliability Planning & Engineering (Cost Center 21)
- Metropolitan (MET) Issues & Water Policy (Cost Center 23)
- Water Use Efficiency (WUE) (Cost Centers 35, 62 & 70)
- Water Emergency Response (WEROC) (Cost Center 25)
- Communication/Public Affairs (Cost Center 32 & 63)
- Government Affairs Department (Cost Center 31)
- Administration Department (Cost Centers 11, 12, 13, & 19)
- Finance & Information Technology (Cost Centers 41 & 45)

While MWDOC is organized into several functional departments or cost centers, operationally, there is significant internal support and cooperation on the different tasks of our mission. For example, a critical issue like the Delta Conveyance Project will involve Reliability Planning & Engineering, MET Issues, Government Affairs, Public Affairs, the Board of Directors and Administrative Support.

It should be clear from the following discussion that many of the issues are not addressed in departmental silos but are shared responsibilities under various departments in carrying out MWDOC's overarching mission.

### **Reliability Planning and Engineering (Cost Center 21)**

The Reliability Planning and Engineering (Engineering) Department efforts are varied and aimed at helping MWDOC member agencies navigate and understand the implications of long-term supply and emergency planning as well as the numerous intricacies involved in coordinating with MET to provide imported water (e.g., service connections, metering of water, pipeline operations, water quality, etc.). Engineering Department activities tie directly back to MWDOC's Mission Statement. Engineering activities include:

- shutdown planning,
- coordination of operations and maintenance activities and responsibilities of various regional pipelines in Orange County,
- identification and resolution of water quality issues in the regional distribution system, and
- analysis and planning for Orange County water reliability,
- coordination of MET's pipeline relining program (particularly the AMP),
- developing the ability and protocols to allow for pumping of local water supplies into the East Orange County Feeder #2 pipeline (EOCF#2),
- work on integration aspects of potential, future local water supply projects into the regional water distribution system including Poseidon, Doheny and San Juan Watershed projects.

The Engineering Department also provides internal support to other MWDOC departments; most notably Administration and WEROC by providing project management for MWDOC's office building and EOC improvements. Support is also provided to MET Issues and Water Policy Department as many MET issues overlap between the two departments in covering MET activities and their implications to MWDOC member agencies.

Areas of overlap with MET Issues and Water Policy include:

- analysis of various reliability improvement projects and MET initiatives including the MET Regional Recycled Water Program (Carson Project),
- MET's Local Resources Program (LRP),
- water quality issues in the regional distribution system that may impact MWDOC member agencies,
- MET emergency storage planning,
- emergency use of MET pipelines in circumstances when MET is unable to supply water,

- MET's Water Supply Allocation Plan (WSAP),
- MET System Resiliency Study,
- MET's Integrated Resources Plan (IRP),
- MET rates,
- Coordination with OCWD in examining opportunities to refill the groundwater basin.

### **Regional Water Reliability and OC Water Reliability Studies**

The completion of the OC Water Reliability Study in 2016, which comprehensively evaluated the then current and future water supply and system reliability for all of Orange County, established important components of the analysis methodology for supply and system reliability planning in Orange County. As conditions continued to evolve, and understanding of climate and ecosystem changes improved, an updated Study was completed in 2018.

Now in FYE'22 and FYE'23, efforts to further enhance the OC Water Reliability Study continue through updates to water demand forecasts and additional analysis of the economic impacts of drought reductions and catastrophic disruptions (earthquakes) to Orange County's water supplies. Efforts to mitigate these impacts require that Orange County have a credible estimate of the value of water supply reliability to avoid over-investing or under-investing in water supply projects. This additional economic benefits analysis, currently underway, includes quantification of the impacts these circumstances may have on the economy for both residents and businesses.

### **FYE'23 Priorities**

#### **Emergency Use of East OC Feeder #2**

Complete the necessary water quality impact analyses and develop an operating strategy to put local water supplies into the MET system consistent with MET Administrative Code 4519 - Emergency Deliveries of Member Agency Water Supplies in Metropolitan's System. MWDOC has volunteered to be the first 'test case' for the recent policy to allow emergency use of MET pipelines. A detailed work plan for a pilot project has been developed with MET this year. It is anticipated that this technical demonstration project and the associated development of legal agreements will require substantial effort in FYE'23. This is likely a 2-3 year effort

#### **MET Shutdown Planning**

Continue to coordinate a number of shutdowns this year and to continue work on phasing of the Allen McColloch Pipeline Prestressed Concrete Cylinder Pipe (PCCP) Rehabilitation Program.

- Diemer Shutdown – 7-day plant shutdown to repair a chlorine diffuser pipe – Rescheduled from Feb 2022 but in active discussion as to alternate schedules
- OC Feeder & OC Feeder Extension
- Continue AMP Shutdown Working Group meetings

#### **Reliability Study and Demand Forecast Update**

Periodic updates of the OC Water Reliability Study are anticipated as new information becomes available regarding changing conditions and projects. MET is completing the

update of its IRP. Information from Economic Studies and the MET IRP will be included in this update.

### **GIS – Member Agency and Division Boundary Refinement**

Work with LAFCO, CDR, and member agencies to clear up legacy boundary discrepancies. GIS capabilities have greatly improved and both legal and service area boundaries are in need of refinement. Goal is a common basis for legal and service area boundaries going forward.

### **Primary WEROC EOC Project**

- Support WEROC through completion of design phase of a new Primary EOC building. Notice to Proceed with design issued Nov 23, 2021.
  - 30% Design and Cost Estimate anticipated in March 2022.
- Completion of design and cost estimate anticipated in September 2022.

### **Breakroom/Kitchen & Atrium Trellis Construction Projects**

Provide Project Management support to HR & Administration Department for remodel of the Breakroom/Kitchen and the repair or replacement of the atrium trellis due to termite damage.

### **Metropolitan (MET) Issues and Water Policy (Cost Center 23)**

The Metropolitan (MET) Issues and Water Policy Department leads the District on MET issues and policy, as well as water supply and demand program coordination and analysis. Over the years, this department of four full time employees (FTE) has also become the primary clearinghouse on local, regional, state, and federal water policy issues. It ensures all key policy issues are analyzed and thoroughly evaluated for the MWDOC Board of Directors, our MWDOC-MET Delegation and our member agencies. As it relates to MET issues, the Department represents and advocates for Orange County on local resource projects and programs, water costs and rates, regional storage, water supply reliability management, demand management programs, water use efficiency programs, and water policy implementation. The Department also provides analysis and advocacy for Orange County on water policy issues that extend beyond the scope of MET. Broader water policy issues covered include the State-wide water conservation regulations (such as the “stress-test”), progress and development of the Delta Conveyance Project, the development of additional regional and local resource projects, and the effects of Colorado River demand management measures.

Department routine functions include:

- Support for the MWDOC-MET Delegation in promoting Orange County objectives;
- To act as the District’s liaison for MET information and water policy issues;
- Collaboration with MET staff on the development and management of programs and policies;
- Collaboration with other fellow MET member agencies on MET water policy issues;

- Support and advocate on behalf of our member agencies for issues such as Local Resources Program (LRP) applications and certifications, shutdown coordination, and MET water use programs (e.g., Coastal Pumping and Transfer Program);
- Coordination and monitoring of water supply management projects and programs such as replenishment deliveries (e.g., Conjunctive Use Program (CUP) and In-lieu programs) and MET & MWDOC's Water Supply Allocation Plan for times of drought;
- Development of countywide water supply and demand projections;
- Development of Water Reliability Studies and Reports (e.g., Urban Water Management Plan and water shortage contingency "Stress-Tests");
- Assessment and calculation of MWDOC's annual water rates and charges (e.g., Readiness to Serve, Capacity Charge, and Groundwater Service Charge).

In addition, the Department also provides internal support to other departments, such as water policy and water management review on legislative matters, water use efficiency rules and regulations, and public outreach efforts. The Department also provides critical involvement with WEROC in relation to MET and MWDOC member agency's emergency planning and operations. The Department plays an essential role at both the WEROC Emergency Operation Center (EOC) and as liaisons at the County's Operational Area (OA) emergency operation center to aid in County water and wastewater representation during a disaster.

## **FYE'23 Priorities**

### **Metropolitan's Business Model and Long Term Financial Planning**

As part of the General Manager's Strategic Priorities and the Post IRP Implementation Plan, Metropolitan will engage in reviewing its Business Model and its Long Term Financial Plan. This analysis will include its impacts to Metropolitan's future Rates and Charges as well as assess whether modifications to Metropolitan's rate structure are needed. In addition, there will be Cost of Service Assessment on Metropolitan's Regional Recycling Water Project's full-scale operation and financial configuration. The MWDOC staff will fully engage in this process.

### **MET's Post-Integrated Resource Planning (Phase 2) Implementation Plan and Adaptive Management Plan**

With the expected Metropolitan Board adoption of the 2020 IRP Regional Needs Assessment Report (Phase I) in March 2022, Metropolitan will begin a collaborative IRP implementation phase and adaptive management plan to identify specific actions informed by the needs assessment findings. This phase seeks to bring together imported and local supplies, storage, and demand management plans & activities into one strategic approach. It also expects to monitor core supply conditions, drivers of changes (i.e. population growth, water demands, economic conditions, etc.) as well as track the performance of MET's policies, actions, and programs through a set of metrics to assess whether future actions need to adapt.

MWDOC staff goals include:

- Ensure the outcome of these Post-IRP Plans promote a balance reliability portfolio of core water supply development, storage enhancement, local supply development and water use efficiency.



- Encourage a clear and efficient implementation strategies to achieve MET's 2020 IRP reliability goals (For example, clear understandable IRP metrics that guide the Board in policy discussions).
- Seek input from the MWD OC Board, MET Directors and member agencies on the development of these Post-IRP implementation plans.

### **Colorado River Issues**

The Department of the Interior declared the first-ever Colorado River Basin water shortage for 2022. The Level 1 Shortage Condition at Lake Mead underscored the value of the collaborative agreements we have in place with the seven basin states, Tribes, water users and Mexico in the management of water in the Colorado River Basin.

MET will also startup discussions on the Colorado River Lower Basin's new interim guidelines. These new guidelines need to be agreed upon by 2026.

MWD OC staff goals are to:

- Monitor Drought Contingency Plan shortage reductions and water saving contributions.
- Monitor and attend key meetings and discussions on the Colorado River new interim guidelines.
- Advocate for suitable Colorado River salinity control measures and actions
- Encourage and advocate that MET maintains accessibility and reliability of its core Colorado River supplies, as forecasted in its 2020 IRP.
- Support MET in having access to its ICS storage during all hydrologic conditions on the Colorado River.

### **SWP Delta Conveyance & Infrastructure Improvement Activities**

Completion of the Environmental work, preferred alignment and Record of Decision (ROD) on the Delta Conveyance Project is in-progress. Draft environmental planning documents planned for public release and review in mid-2022. Then activity will begin on which SWP contractors are willing to financially participate in the Project. In addition, MET is currently engaged with the State and other water agencies in further expansion and investments in surface storage projects and groundwater water banking program along the California Aqueduct. As well as, make significant capital improvement investments in the SWP dependent areas of the MET system for operational flexibility.

MWD OC staff goals are to:

- Financially analyze the cost/benefit of MET's participation in the DCP, as well as its cost impact to MWD OC and the member agencies.
- Encourage MET's engagement and investment in further access to storage, in particular its involvement with Sites Reservoir.
- Advocate for MET staff to start renegotiate its current storage and banking programs along the SWP to improve its "take" capacity.
- Support the prioritization of improving the operational flexibility of the SWP dependent areas of the MET system to ensure a balance reliability to all member agencies.

### **Regional Recycled Water Project (RRWP) in Carson**

In partnership with the Sanitation Districts of LA County, MET is developing Regional Recycled Water Project (RRWP) that will purify up to 150 MGD of recycled water to be delivered to groundwater basins and industrial sites throughout the west and central part of LA County as well as Orange County; with the potential to be delivered to two MET treatment Plants (as Direct Potable Reuse, DPR). Prior to full scale Board approval, MET will conduct a Cost of Service Assessment to analyze the project's cost as well as how it will be configured in its rate structure.

MWDOC staff goals are to:

- Advocated & supported the preparation of environmental documentation and technical studies for the program.
- Ensure the option remains available for Orange County to ultimately receive water from the RRWP; either directly or indirectly.
- Evaluate and analyze the project's full-scale operational and financial configuration once it presented to the Board for consideration.
- Support the financial partnerships of Southern Nevada Water Authority (SNWA) and the Central Arizona Project (CAP) in the program, including a potentially water exchange program.

### **Metropolitan's Drought Resilience & Planning**

As a result of the critically low SWP "Table A" allocations and low levels in Lake Mead these past years, MET plans to review and update their Water Surplus and Drought Management (WSDM) Plan. Changes can include the prioritization of "put and take" of MET storage, the location of storage and other water management actions under surplus and drought conditions. In addition, MET plans to prepare a Severe Drought Assessment that will include three consecutive low SWP "Table A" allocations.

MWDOC staff goals are to:

- Engage in the analysis of modification to MET's WSDM Plan. The WSDM Plan was last updated in 1999.
- Ensure proper signals that result in fair and equitable distribution of water to the MET service area during times of drought allocation and system constraints.
- Promote a balance distribution of "put and take" supplies to ensure a regional reliability and operational flexibility.

### **Water Use Efficiency (WUE) Department (Cost Centers 35, 62 & 70)**

The Water Use Efficiency Department consists of both Core and Choice budgets and focuses primarily on two programs: Water Use Efficiency Program and Water Loss Control Shared Services Program. Both programs benefit from the Metropolitan Water District of Southern California's Conservation Credits Program; a program that provides financial incentives to member agencies to implement water use efficiency programs. This funding is focused on programs that provide the broadest benefits throughout the service area and

enhance developing long-term programs such as water loss control. Outside funding for WUE programs was budgeted at \$2,618,752 for FYE'22 but is projected to increase to \$8,307,490. The FYE'23 outside funding budget is \$8,545,274. This exceptional increase in funding is associated with rebates (MET + local matching funds) and increased BOR grant funding.

Water Use Efficiency mandates continue to evolve from the 20% by 2020 framework adopted in 2009 to the new efficiency standards-based approach. Providing the technical and policy expertise and program support along with securing funds for water use efficiency efforts is a priority for MWDOC. MWDOC has been providing this function since 1991. In partnership with our member agencies, MWDOC and MET will continue to implement a comprehensive portfolio of water use efficiency programs that include incentives and educational programs to all customer sectors. Emphasis will be on landscape water saving opportunities as irrigation accounts for approximately 50% of urban water use in Orange County. MWDOC will maximize access to Conservation Credits Program funding from MET and grant funding from the California Department of Water Resources (DWR) and US Bureau of Reclamation (BOR). Areas of focus include:

- Staff will continue to provide legislative and regulatory process leadership. California's new Long Term Water Use efficiency framework will require significant research to better understand and inform stakeholders and policy makers as the final standard setting occurs. This research may be focused locally or through partnerships beyond Orange County such as the California Water Efficiency Partnership and Alliance for Water Efficiency. Also, it is anticipated that new legislative proposals will be introduced. Staff will actively work to shape proposals in a way that benefits our member agencies.
- Metropolitan WUE policy development will be a main focus for the department especially in helping to prepare agencies for compliance with new state mandates. Staff will advocate for Program refinements at MET that ensure Orange County program needs are met and continue to evolve.
- Staff will participate in the update or establishment of device, appliance or fixture water use standards contained in the Cal Green Plumbing Code, Public Utilities Commission, and EPA WaterSense Program.
- MWDOC will continue to promote the Water Savings Incentive and Recycled Water Retrofit Programs including the addition of supplemental grant funding whenever available.
- MWDOC will continue to use the Droplet rebate administration platform for both Turf Removal and Spray-to-Drip rebate processing including electronic signatures.
- Staff will provide Landscape Design and Maintenance Assistance for rebate program participants.
- Staff will provide leadership for the California Water Efficiency Partnership Board and committees.
- MWDOC will work to secure program funding from outside sources.

### **Water Loss Control Shared Services**

Since 2016, MWDOC has been coordinating a water loss control program for our Member Agencies. This program has moved beyond water loss technical assistance such as audits into shared services field activities including meter testing and distribution system leak

detection. Orange County is now a state leader in terms of experience and data. This has allowed MWDOC to provide hard data to state regulatory agencies to influence developing regulations. MWDOC's expertise has also been beneficial in workgroups addressing the numerous water use efficiency legislative and regulatory proposals. Implementation of Water Loss Control Shared Services per the business plan adopted by the Board in December 2018 will continue and expand. These services will be provided through a combination of Core services currently funded by MWDOC and Choice services funded by participating agencies. Core services that are currently funded by MWDOC include Water Balance Validation, Leak Detection Equipment lending, and state-wide water loss policy monitoring and development. The Choice Shared Services will include Meter Accuracy Testing, Distribution System Leak Detection, Distribution System Pressure Surveys and Distribution System Flushing. These Choice services will be provided by the combination of increased field staff and contracted services.

Looking toward the next 3 – 5 years, staff anticipates continued focus on three main areas. These include Member Agency compliance assistance with the new water use efficiency mandates, implementation of water loss control shared services and technical assistance programs, and legislative and regulatory process leadership.

### **Water Emergency Response (WEROC) (Cost Center 25)**

MWDOC provides the administrative umbrella for the Water Emergency Response Organization of Orange County (WEROC). The services and support provided by WEROC are intended to be an extension of Member Agency staffing in their preparedness efforts, and a resource during emergencies to ensure representation and recovery. WEROC staff works with its member agencies on emergency plans and standard operating procedure development and review; state and federal required trainings for grant eligibility and disaster readiness; disaster exercise development; grant identification and application; and response and recovery coordination. WEROC also maintains two emergency operation centers, its own response plans, and trained staff. In providing these services, WEROC continues to be a strong leader for regional water and wastewater emergency coordination and response.

The WEROC program provided major COVID-19 support function in FYE'21 and '22; all the while continuing to move projects forward while supporting water and wastewater agencies. WEROC staff continues to develop and provide the resources, tools, and trainings targeted at enhancing Member Agency preparedness and resilience.

### **Some of WEROC's Key Initiatives for FYE'23**

#### **Enhance Response Readiness**

Maintain WEROC and OC water and wastewater agencies in a state of readiness to respond to emergency situations. This priority is the foundation to build upon agency resiliency and is on-going. One major component is the implementation of the WEROC Assessment Report action items focusing on key aspects including training, exercises, and updating emergency plans as part of the revision and review schedule in coordination with member agencies.

#### **WEROC Emergency Operation Center Phase 2**

- Continue to seek funding from other mechanisms such as grants or appropriation requests.
- Once Design & Engineering (D&E) and Costs Analysis is completed, present to the MWDOC Member agencies and MWDOC Board of Directors.
- Approval D&E and Cost Analysis for this project to move forward.

### **Cyber Security**

Implementation and training on the Regional Cyber Security Coordination Annex as part the WEROC EOP.

- Train agencies on the plan
- Conduct one regional workshop/tabletop on the plan specific
- Continue quarterly Cyber Security Working Group meetings.

### **Planning and Operational Procedures**

Update and revision of WEROC Hazard or Functional Specific Annexes or Standard Operating Procedures in line with the WEROC revision schedule including Communications, Drought, Earthquake, and Tsunami.

### **Finish Development and Implementation of the Logistics Plan**

The Logistics Plan will incorporate how personnel, supplies, and equipment are requested, procured, tracked, and supported within the WEROC Organization.

### **Training & Test Exercises**

Maintain the training and test exercise programs to improve the state of readiness, capabilities and resiliency of member agencies by Increase training on basic emergency management.

### **Points of Distribution (PODS) – Commodities**

Work with the County, water and wastewater agencies by region to establish the responsibilities, process and procedures for Points of Distribution (PODS) for water, and other supplies to residents and businesses.

### **Communication - Public Affairs Department (Cost Centers 32 & 63)**

The MWDOC Public Affairs Department's (Department) charge is to elevate public awareness about critical water issues, showcase the District's activities and programs, and continue to provide opportunities and resources that offer significant value to the region. While the purpose is multifold, the priority is District transparency. The last decade has seen a dramatic shift in the way people receive information. In a world where truth is sacrificed or, in some cases, neglected to win the race of who publishes first, regardless of accuracy, content is available at lightning speed. Today, anyone, no matter their experience or expertise, can disseminate information to the public. With the public's trust of government and the media arguably at an all-time low, water providers are under pressure to prove themselves relevant, trustworthy, and necessary. We continue to garner public trust by

communicating value to stakeholders using a wider variety of tools and channels to meet them where they are – online, at community events, in schools, on social media, and through an array of partnerships.

Establishing and maintaining credibility and creating confidence in the District's decisions, expertise, and offerings continue through MWDOC's outreach efforts. Additional support comes from award-winning recognition by reputable local and international organizations for outstanding programs and communications activities. Creating a memorable, meaningful impression with stakeholders and others establishes the trust and credibility needed to place MWDOC in a visible leadership position as the go-to voice for Orange County water.

Over the past few years, the Department has invested significant time, talent, and resources to build and enhance MWDOC's communications tools and programs. A reputable online presence has been established and supported through the District's website and social media platforms. The Department will evaluate the various essential tools, materials, and communications channels currently used and identify gaps or areas for improvement. The annual social media audit, new website auditing tool results, Search Engine Optimization (SEO) effort, along with recommendations provided by current contractors, will drive the progress or shifts needed in these areas.

### **Key Initiatives for Public Affairs 21/22**

#### **Imported Water: Delta Conveyance Project & Colorado River Aqueduct**

MWDOC will continue the programs designed to educate stakeholders on the importance of reliable deliveries from the State Water Project and the Colorado River. This is a multi-faceted approach which includes social media, videos, the speakers bureau, and the Water Policy Forum. Priority target audiences will include Orange County elected officials, business leaders and organizations. This work will dovetail with the efforts of Government Affairs. In addition to the agreement negotiation and supply issues for the Colorado River information will also include salinity considerations.

#### **Strengthen MWDOC Speakers Bureau**

As organizations begin to return to face-to-face meetings, Public Affairs is ready to strengthen and expand the MWDOC Speakers Bureau.

Presentations on various topics will be formalized, added to the Department event calendar, and incorporated into the Communications Program & Plan. These presentations will be available for the Board of Directors and staff for (virtual and in-person) presentations to be made to various target audiences.

The Speakers Bureau may also serve as the area for developing components for a future Orange County Water Academy for more comprehensive public programs.

#### **Website Refresh**

MWDOC's "new" website is now five-years old and is scheduled for a refresh. This is a significant updating but short of a major overhaul to include content and performance improvements.

## **Public Sentiment Analysis for Orange County (Survey)**

Public Affairs plans to utilize FlashVote to perform scientific surveys with targeted audiences to gauge public sentiment regarding water issues. The information and data will be critical to MWDOC and our Member Agencies as we advance reliability issues and address public concerns.

## **Education**

For FYE'23, the Department will invest time and resources towards advancing the District's water education initiatives and implementing environmental literacy – an education strategy that uses the local environment as the context for learning. By guiding students towards a deeper understanding of how social, economic, and civic decisions affect the water resources Orange County depends on, sound investments in water infrastructure, resource planning, and good water stewardship will make more sense now and far into adulthood.

The Department will examine, evaluate, and amend all District outreach programs and activities that target MWDOC's youngest water users. These programs include the K-12 Choice School Programs, Scouts programs, Water Energy Education Alliance, community events, partnerships, and post-secondary education efforts. MWDOC and education partners such as the Orange County Department of Education, the State Education and Environment Roundtable, and others will reintroduce the environmental literacy rollout plan initially proposed in FYE'21. The rollout, whose initial execution was impeded by COVID-19, includes formal instruction and materials for MWDOC Choice School Program contractors and select Orange County teachers and administrators.

The Water Energy Education Alliance (WEEA) has proven to be an extremely successful endeavor, supported by nearly 60 organizations across the State. These organizations are made up of water, energy, and education leaders working to build and strengthen workforce pathways for high school students in the Energy, Environment, and Utility Sectors (EEU). While this effort reinforces work being done across Southern California, Orange County is a notable beneficiary. New, commanding education and business connections have been made, and working groups are being formed and led through WEEA that are advancing workforce pathways for MWDOC and its 28 member agencies. Additional work is being done to implement environmental literacy guidelines into Career Technical Education programs at the state level, further securing the need and appreciation for water education in high schools.

MWDOC will continue to promote participation in the Wyland National Mayor's Challenge for Water Conservation. However, to reinforce the new direction of the MWDOC education programs, the incentive will shift from community city park to school project opportunity. This will include a new initiative linking schools, organizations and artists for public display programs.

Finally, the Department will identify opportunities through these partnerships and others that not only support and advance the goals and mission of the District but also provide value to the region.

## **Water Policy Forums/Dinners**

One of MWDOC's hallmark programs, Water Policy Dinners, will also be evaluated and refined. Maximizing relationships with entities such as OCBC, ACC-OC, local chambers,

and others, the Department looks to increase event attendance by promoting a specific schedule and speakers/topics planned for the entire fiscal year. With a set schedule and speakers, attendees can calendar accordingly, and staff will be able to plan logistics, promotions, and secure appropriate speakers. This initially was a priority for the previous fiscal year, however, like most everything else, COVID-19 forced a transition to Virtual Water Policy Forums. The Department looks to establish a partnership with another venue to host the more formal dinners when social distance mandates are lifted.

### **Governmental Affairs Department (Cost Center 31)**

Governmental Affairs continues to work at the local, state and national levels with our Member Agencies, regional partners (three cities, Metropolitan, MET Member Agencies), organizations, delegations, regulatory agencies and bureaus to advance Orange County's agenda. Central to this effort are policy, legislative and regulatory developments and opportunities.

The department will rely on our local, state, and federal advocates to track, monitor and assist in education outreach on these issues. In addition, our Grants Program continues to be an asset for our Member Agencies and provide helpful information and tools for them, along with MWDOC to obtain funding for various programs and infrastructure.

The shutdown of the California Legislature forced Government Affairs to adopt novel ways to advocate for MWDOC's interests. Lobbying over Zoom and social distancing requirements made for a challenging environment, but we successfully adjusted and achieved important goals. One of the most significant accomplishments of the past two years was learning how to be effective in an environment that prevented us from using most of the traditional tools of advocacy. There is no denying that the shutdown impacted our legislative efforts but we are now seeing the beginning of the reemergence of face-to-face meetings.

#### Priorities for FYE'23

- Actively engage on issues, legislative and regulatory, that will affect the Delta Conveyance Project
- Actively engage on the ongoing concerns with the indoor and total water use standards in cooperation with the WUE group and our Member Agencies and industry associations
- Actively engage and advocate for federal funding for the Army Corps of Engineers, the Bureau of Reclamation, the EPA, and WIFIA Programs
- Advocate for changes in the IRS Code with respect to turf removal programs.
- Advocate for cost effective reliability and local resources projects that benefit Orange County.
- Actively engage on regulations at SCAQMD related to wildfires and Public Safety Power Shutoffs (PSPS) that impact water districts.
- Actively engage on legislation and regulatory proceedings related to Constituents of Emerging Concern (CECs).
- Actively engage on regulations implementing the Low Income Rate Assistance, or "LIRA", program.



- Actively engage on SB 200 (disadvantaged and noncompliant water systems) implementation.
- Continue our outreach efforts with Orange County's delegation on the federal, state and local level.

### **Administration Department (Cost Centers 11, 12, 13, &19)**

The Administrative Department is comprised of Board Administration, General Administration, Personnel and Overhead. The Administration Department provides support to the entire District to ensure operations run smoothly and efficiently. Fundamental activities include:

- Staff attendance, preparation and compilation of Board and Committee Agendas and minutes;
- Ensure compliance with the District Administrative Code, Contracts Manual and publication of required legal notices and coordination of all Public Records requests.
- The oversight and maintenance of the Electronic Records Management System for the District; ensure that all required documents are retained in accordance with the retention schedule and legal requirements as well as train staff on policies related to accessing, storing and transmitting electronic records;
- The oversight and maintenance of the District's Database Management System in an effort to provide a centralized database for staff in improving efficiencies;
- Personnel activities include recruitment, screening, selection, employee orientation, benefits and compensation administration, employee documentation, performance management, research and surveys, employee training and development;
- Oversight of the Safety and Risk Management and the District's Workers Compensation, Liability and Property Insurance Programs;
- Oversight of all items related to building facilities management.

Key initiatives in the coming year include:

- Continued COVID-19 policy evolution and transition back into the MWDOC office environment;
- Oversee building remodel improvements t kitchen area and atrium trellis (termite damage);
- Implement Individual staff training and development;
- Implementation and training of Performance Evaluation Process;
- Succession Planning for upcoming retirements (WUE);
- Increase Employee Engagement and implement Organizational Values;

### **MWDOC Building Improvements**

Administration, Engineering, and WEROC staff have worked together to coordinate multiple improvement projects at the MWDOC Administration Building that will be completed in FYE'22. Comparatively minor construction projects in FYE'23 include the renovation of the Kitchen/lunchroom area and the likely replacement of the trellis in the atrium due to termite damage.

## **Finance & Information Technology (Cost Centers 41 & 45)**

The Finance department includes Accounting and Information Technology (IT). The Department provides support to MWDOC through payroll, accounts payable/receivable, fixed assets, investments, grant funding, reconciliations and technology. Staff provides support to WEROC for disaster recovery at both the District office and the Emergency Operation Center. Finance and IT's priorities are Financial Stewardship and Auditing & Controls, which is demonstrated by receiving an unmodified opinion from our annual audit process.

Finance also provides monthly accounting to our Member Agencies through monthly billing of water deliveries, in-lieu credits, LRP payments, conservation rebates and choice programs.

IT provides uninterrupted service for our phones and computers with firewall protection to prevent threats, viruses and hackers from penetrating our system. As well as, providing & maintaining properly working office equipment. Significant modifications to the cybersecurity operations were identified and implemented in FYE'22 and will continue into FYE'23.

Key Initiatives in the coming year include:

- Maintain functional operations and support while staff is working remotely and hybrid meetings are being conducted;
- Implement the findings of the third-party IT audit;
- Upgrade the IT systems to Windows 11 and Microsoft Office 365
- Continue with IT's PC/Printer refresh program and security updates which, exchanges out equipment after it's useful like to prevent the loss of any data;
- Continue training on our new financial software;
- Continue with ongoing professional training;
- IT system security and back up testing;
- Continue to assist staff in maneuvering through our new financial software;
- Support the District with any future financing needs.

## **7. Core/Choice Programs for FY 2020-21**

As noted above, the Choice Programs for FY 2020-21 are offered in both the Public Affairs and Water Use Efficiency Departments. The programs include:

- School Program - As discussed above the School Program represents a continuum of options from kindergarten through high school. Substantial efforts are underway to with Orange County teachers and State organizations to integrate critical water messages within the required curriculum structure with the goal of increasing the utility and acceptance of our programs. Also included are programs focusing on career path recruitment and training.
- Water Use Efficiency - Will continue to access MET WUE funding and grants from other sources for implementation programs for OC.

- Water Loss Control Shared Services – This program was developed in conjunction with our Member Agencies and continues significant expansion with increase funding through MET.

## **8. Water Rates and Charges**

MWDOC's revenue funding for its Core Budget derives from the Retail Meter Service Charge and the Groundwater Customer Charge. The rate structure was initially developed as part of the 2016 rate study and was implemented by the MWDOC Board of Directors for FYE'17. The rate structure was reevaluated in 2021 and was adopted by the MWDOC Board for the FYE'22 budget and rate process. No changes are proposed to the rate structure and process.

### **Proposed New Rates**

Based on the Proposed Budget and the current rate structure:

For FYE'23 the proposed Retail Meter Service Charge is \$13.75 per meter.

For FYE'23 the proposed Groundwater Customer Charge is \$368,501.

All other charges cover the cost of water supply including MET water purchases and MET associated charges (i.e. Readiness-to-Serve (RTS) and Capacity Charge). The proposed Total Water Purchases expense for FYE'23 is budgeted at \$174,477,132.

## **9. Proposed New Items Not Included Pending Committee Discussion**

By convention, proposed new items are not incorporated in the budget until concurrence is reached at the committee level. These items for the second draft budget are:

- A. Construction funding of the WEROC Primary Emergency Operations Center
- B. Expenses from the future findings of the IT external audit which will not be completed until April 2022.

### **Attachments:**

Attached hereto are the following:

Attachment A - MWDOC detailed draft budget for the coming fiscal year

Attachment B - Budget Schedule

Attachment C - Comment and request letters

Attachment D - Departmental goals for FYE'23



## **Annual Budget for Fiscal Year 2022-23**

**Second Draft**

**MWDOC's mission is:**

***To provide reliable, high-quality supplies from MWD and other sources to meet present and future needs, at an equitable and economical cost, and to promote water use efficiency for all of Orange County***

**Exhibit A2**  
**SUMMARY OF REVENUES AND EXPENSES BY LINE ITEMS**  
**CORE FUND**

	FY 2021-2022 ADOPTED BUDGET	FY 2021-2022 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY 2022-2023 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO FY 2021-2022 BUDGET	
<b>OPERATING EXPENSES:</b>							
Salaries & Wages	\$ 3,629,660	\$ 3,639,452	\$ 9,793	\$ 3,835,412	\$ 195,959	\$ 205,752	(1)
Employee Benefits	1,193,667	1,214,738	21,071	1,260,901	46,163	67,234	(2)
Director Compensation	288,800	271,112	(17,688)	288,793	17,681	(7)	
Director Benefits	161,248	125,019	(36,230)	135,201	10,182	(26,048)	
MWD Representation	165,029	150,945	(14,084)	165,025	14,080	(4)	
CALPERS Unfunded Liability Contribution	207,000	207,000	-	207,000	-	-	
Overhead Reimbursement	(305,425)	(337,327)	(31,903)	(333,099)	4,228	(27,674)	
Health Insurance Coverage for Retirees	101,099	85,448	(15,651)	94,554	9,106	(6,545)	
Audit Expense	30,220	57,566	27,346	35,000	(22,566)	4,780	
Automotive & Toll Road Expenses	17,050	1,600	(15,450)	14,400	12,800	(2,650)	
Conference Expense - Staff	44,560	41,295	(3,265)	56,205	14,910	11,645	
Conference Expense - Directors	16,845	17,825	980	25,155	7,330	8,310	
Outside Consulting Expense	380,000	236,000	(144,000)	410,000	174,000	30,000	
Insurance Expense	130,000	135,000	5,000	140,000	5,000	10,000	
Legal Expense - General	225,000	229,221	4,221	235,750	6,529	10,750	
Maintenance Expense	153,400	98,800	(54,600)	155,400	56,600	2,000	
Membership / Sponsorship	143,041	140,295	(2,746)	145,847	5,552	2,806	
CDR Participation	65,249	55,189	(10,060)	57,462	2,273	(7,787)	
Miscellaneous Expense	76,381	49,020	(27,361)	60,120	11,100	(16,261)	
Postage / Mail Delivery	8,600	9,614	1,014	10,900	1,286	2,300	
Professional Fees	865,859	827,196	(38,664)	916,475	89,280	50,616	
Rents & Leases	1,800	1,660	(140)	1,800	140	-	
Outside Printing, Subscription & Books	83,700	75,800	(7,900)	85,000	9,200	1,300	
Office Supplies	35,000	15,000	(20,000)	35,000	20,000	-	
Building Repair & Maintenance	15,000	15,000	-	22,056	7,056	7,056	
Computer Maintenance	8,000	8,000	-	7,000	(1,000)	(1,000)	
Business Expense	2,500	2,048	(452)	2,500	452	-	
Software Support & Expense	82,580	125,580	43,000	148,408	22,828	65,828	
Computers and Equipment	23,450	23,450	-	43,950	20,500	20,500	
Telecommunications Expense	41,400	36,805	(4,595)	40,790	3,985	(610)	
Temporary Help Expense	5,000	-	(5,000)	5,000	5,000	-	
Training Expense	50,000	40,087	(9,914)	45,000	4,914	(5,000)	
Tuition Reimbursement	5,000	-	(5,000)	5,000	5,000	-	

**Exhibit A2**  
**SUMMARY OF REVENUES AND EXPENSES BY LINE ITEMS**  
**CORE FUND**

	FY 2021-2022 ADOPTED BUDGET	FY 2021-2022 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY 2022-2023 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO FY 2021-2022 BUDGET
<b>OPERATING EXPENSES: continued</b>						
Travel & Accommodations - Staff	69,825	45,877	(23,948)	90,325	44,448	20,500
Travel & Accommodations - Directors	21,250	19,136	(2,114)	32,900	13,764	11,650
MWDOC's Contribution to WEROC: Operations	260,346	260,346	-	296,290	35,944	35,944
Capital Acquisition (excluding building)	273,059	540,996	267,937	76,000	(464,996)	(197,059)
Capital Acq Prior Year Carryover Dr/(Cr)	(5,803)	(208,991)	(203,188)	-	208,991	5,803
<b>OPERATING EXPENSES</b>	<b>\$ 8,569,390</b>	<b>\$ 8,255,801</b>	<b>\$ (313,589)</b>	<b>\$ 8,853,519</b>	<b>\$ 597,718</b>	<b>\$ 284,129</b>
MWDOC's Building Expense	\$ 903,089	\$ 1,082,686	\$ 179,597	\$ 246,600	\$ (836,086)	\$ (656,489)
Building Expense Prior Year Carryover Dr/(Cr)	\$ (461,116)	\$ (164,236)	\$ 296,880	\$ 476,477	\$ 640,713	\$ 937,593
Contribution to Election Reserve	\$ -	\$ -	\$ -	\$ 300,728	\$ 300,728	\$ 300,728
<b>TOTAL EXPENSES</b>	<b>\$ 9,011,363</b>	<b>\$ 9,174,251</b>	<b>\$ 162,888</b>	<b>\$ 9,877,323</b>	<b>\$ 703,072</b>	<b>\$ 865,960</b>
<b>REVENUES:</b>						
Retail Meter Charge	\$ 8,357,232	\$ 8,357,232	\$ -	\$ 8,885,401	\$ 528,169	\$ 528,169
Ground Water Customer Charge	335,385	335,385	-	368,501	33,117	33,117
Interest Revenue	220,000	128,777	(91,223)	145,971	17,194	(74,029)
Miscellaneous Income	3,000	3,000	-	3,000	-	-
<b>TOTAL REVENUES</b>	<b>\$ 8,915,617</b>	<b>\$ 8,824,394</b>	<b>\$ (91,223)</b>	<b>\$ 9,402,874</b>	<b>\$ 578,480</b>	<b>\$ 487,257</b>
<b>EFFECT ON RESERVES:</b>						
<b>TOTAL CONTRIBUTION (DRAW) FROM RESERVES</b>	<b>\$ (95,747)</b>	<b>\$ (349,858)</b>	<b>\$ (254,111)</b>	<b>\$ (474,450)</b>	<b>\$ (124,592)</b>	<b>\$ (378,703)</b>

(1) Total FY2022-2023 Salaries & Wages includes \$18,394 for intern support

(2) Total FY2022-2023 Benefits includes \$1,745 for intern support. Total Benefits also includes a Calpers contribution for full time employees of 10.87% for Classic employees and 7.47% for PEPRA employees. A further assumption is that medical, dental and vision insurance rates will increase by 4% for FY22-23.

(3) Of the \$476,477, \$437,590 is to replenish the building reserve thru FY22/23.

(4) Based on FY21-22 projections and FY22-23 MWDOC designated reserve target, designated reserves will be essentially fully funded in a few years.

**Exhibit A3**  
**SUMMARY OF REVENUES AND EXPENSES BY LINE ITEMS**  
**CHOICE FUNDS**

	FY 2021-2022 ADOPTED BUDGET	FY 2021-2022 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY 2022-2023 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO FY 2021-2022 BUDGET
<b>OPERATING EXPENSES:</b>						
Salaries & Wages	\$ 548,882	\$ 611,678	\$ 62,796	\$ 593,718	\$ (17,960)	\$ 44,836
less for Recovery from Grants	(18,665)	(30,874)	(12,209)	(20,000)	10,874	(1,335)
Employee Benefits	163,063	174,632	11,569	180,931	6,299	17,867
Director Compensation	-	-	-	-	-	-
Director Benefits	-	-	-	-	-	-
MWD Representation	-	-	-	-	-	-
Overhead Reimbursement	305,425	337,327	31,903	333,099	(4,228)	27,674
Health Insurance Coverage for Retirees	-	-	-	-	-	-
Audit Expense	-	-	-	-	-	-
Automotive & Toll Road Expenses	200	500	300	1,200	700	1,000
Vehicle Expense	5,800	4,343	(1,457)	7,343	3,000	1,543
Conference Expense - Staff	-	-	-	-	-	-
Conference Expense - Directors	-	-	-	-	-	-
Outside Consulting Expense	-	-	-	-	-	-
Insurance Expense	-	-	-	-	-	-
Legal Expense - General	-	-	-	-	-	-
Maintenance Expense	-	-	-	-	-	-
Membership / Sponsorship	-	-	-	-	-	-
Miscellaneous Expense	12,000	12,000	-	12,000	-	-
Postage / Mail Delivery	643	400	(243)	400	-	(243)
Professional Fees	609,781	620,770	10,989	599,781	(20,989)	(10,000)
Rents & Leases	-	-	-	-	-	-
Outside Printing, Subscription & Books	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-
Supplies - Water Loss Control	4,000	4,000	-	4,000	-	-
Computer Maintenance	-	-	-	-	-	-
Software Support & Expense	2,100	2,300	200	2,300	-	200
Telecommunications Expense	1,440	1,170	(270)	2,900	1,730	1,460
Computers and Equipment	-	-	-	-	-	-
Temporary Help Expense	-	-	-	-	-	-
Training Expense	2,000	2,000	-	8,000	6,000	6,000
Tuition Reimbursement	-	-	-	-	-	-

(1)

(2)

**Exhibit A3**  
**SUMMARY OF REVENUES AND EXPENSES BY LINE ITEMS**  
**CHOICE FUNDS**

	FY 2021-2022 ADOPTED BUDGET	FY 2021-2022 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY 2022-2023 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO FY 2021-2022 BUDGET
<b>OPERATING EXPENSES: continued</b>						
Travel & Accommodations - Staff	-	-	-	-	-	-
Travel & Accommodations - Directors	-	-	-	-	-	-
Capital Acquisition	-	-		32,280	32,280	32,280
Subtotal Expenses	\$ 1,636,669	\$ 1,740,247	\$ 103,577	\$ 1,757,952	\$ 17,705	121,282.65
<b>TOTAL EXPENSES</b>	<b>\$ 1,636,669</b>	<b>\$ 1,740,247</b>	<b>\$ 103,577</b>	<b>\$ 1,757,952</b>	<b>\$ 17,705</b>	<b>\$ 121,283</b>

<b>REVENUES:</b>						
Choice Revenue	\$ 1,636,669	\$ 1,740,247	\$ 103,577	\$ 1,757,952	\$ 17,705	\$ 121,283
<b>TOTAL REVENUES</b>	<b>\$ 1,636,669</b>	<b>\$ 1,740,247</b>	<b>\$ 103,577</b>	<b>\$ 1,757,952</b>	<b>\$ 17,705</b>	<b>\$ 121,283</b>

- (1) Total FY2022-2023 Salaries & Wages includes \$92,435 for intern support
- (2) Total FY2022-2023 Benefits includes \$8,764 for intern support. Total Benefits also includes a Calpers contribution for full time employees of 10.87% for Classic employees and 7.47% for PEPRA Calpers employees. A further assumption is that medical, dental and vision insurance rates will increase by 4% for FY22-23.



**Exhibit A4**  
**SUMMARY OF REVENUES AND EXPENSES BY LINE ITEMS**  
**CONSOLIDATED**

	FY 2021-2022 ADOPTED BUDGET	FY 2021-2022 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY 2022-2023 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO FY 2021-2022 BUDGET
<b>OPERATING EXPENSES:</b>						
Salaries & Wages	\$ 4,178,542	\$ 4,251,131	\$ 72,589	\$ 4,429,130	\$ 177,999	\$ 250,588
less for Recovery from Grants	(18,665)	(30,874)	(12,209)	(20,000)	10,874	(1,335)
Employee Benefits	1,356,730	1,389,370	32,640	1,441,831	52,461	85,101
Director Compensation	288,800	271,112	(17,688)	288,793	17,681	(7)
Director Benefits	161,248	125,019	(36,230)	135,201	10,182	(26,048)
MWD Representation	165,029	150,945	(14,084)	165,025	14,080	(4)
CALPERS Unfunded Liability Contribution	207,000	207,000	-	207,000	-	-
Overhead Reimbursement	-	-	-	-	-	-
Health Insurance Coverage for Retirees	101,099	85,448	(15,651)	94,554	9,106	(6,545)
Audit Expense	30,220	57,566	27,346	35,000	(22,566)	4,780
Automotive & Toll Road Expenses	17,250	2,100	(15,150)	15,600	13,500	(1,650)
Vehicle Expense - Water Loss Control	5,800	4,343	(1,457)	7,343	3,000	1,543
Conference Expense - Staff	44,560	41,295	(3,265)	56,205	14,910	11,645
Conference Expense - Directors	16,845	17,825	980	25,155	7,330	8,310
Outside Consulting Expense	380,000	236,000	(144,000)	410,000	174,000	30,000
Insurance Expense	130,000	135,000	5,000	140,000	5,000	10,000
Legal Expense - General	225,000	229,221	4,221	235,750	6,529	10,750
Maintenance Expense	153,400	98,800	(54,600)	155,400	56,600	2,000
Membership / Sponsorship	143,041	140,295	(2,746)	145,847	5,552	2,806
CDR Participation	65,249	55,189	(10,060)	57,462	2,273	(7,787)
Miscellaneous Expense	88,381	61,020	(27,361)	72,120	11,100	(16,261)
Postage / Mail Delivery	9,243	10,014	771	11,300	1,286	2,057
Professional Fees	1,475,640	1,447,966	(27,675)	1,516,256	68,291	40,616
Rents & Leases	1,800	1,660	(140)	1,800	140	-
Outside Printing, Subscription & Books	83,700	75,800	(7,900)	85,000	9,200	1,300
Office Supplies	35,000	15,000	(20,000)	35,000	20,000	-
Supplies - Water Loss Control	4,000	4,000	-	4,000	-	-
Building Repair & Maintenance	15,000	15,000	-	22,056	7,056	7,056
Computer Maintenance	8,000	8,000	-	7,000	(1,000)	(1,000)
Business Expense	2,500	2,048	(452)	2,500	452	-
Software Support & Expense	84,680	127,880	43,200	150,708	22,828	66,028
Computers and Equipment	23,450	23,450	-	43,950	20,500	20,500
Telecommunications Expense	42,840	37,975	(4,865)	43,690	5,715	850
Temporary Help Expense	5,000	-	(5,000)	5,000	5,000	-
Training Expense	52,000	42,087	(9,914)	53,000	10,914	1,000
Tuition Reimbursement	5,000	-	(5,000)	5,000	5,000	-

(1)

(2)

**Exhibit A4**  
**SUMMARY OF REVENUES AND EXPENSES BY LINE ITEMS**  
**CONSOLIDATED**

	FY 2021-2022 ADOPTED BUDGET	FY 2021-2022 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY 2022-2023 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO FY 2021-2022 BUDGET
<b>OPERATING EXPENSES: continued</b>						
Travel & Accommodations - Staff	69,825	45,877	(23,948)	90,325	44,448	20,500
Travel & Accommodations - Directors	21,250	19,136	(2,114)	32,900	13,764	11,650
MWDOC's Contribution to WEROC: Operations	260,346	260,346	-	296,290	35,944	35,944
Capital Acquisition (excluding building)	273,059	540,996	267,937	108,280	(432,716)	(164,779)
Capital Acq Prior Year Carryover Dr/(Cr)	(5,803)	(208,991)	(203,188)	-	208,991	5,803
<b>OPERATING EXPENSES</b>	<b>\$ 10,206,060</b>	<b>\$ 9,996,048</b>	<b>\$ (210,012)</b>	<b>\$ 10,611,471</b>	<b>\$ 615,423</b>	<b>\$ 405,411</b>
MWDOC's Building Expense	\$ 903,089	\$ 1,082,686	\$ 179,597	\$ 246,600	\$ (836,086)	\$ (656,489)
Building Expense Prior Year Carryover Dr/(Cr)	\$ (461,116)	\$ (164,236)	\$ 296,880	\$ 476,477	\$ 640,713	\$ 937,593
Contribution to Election Reserve	\$ -	\$ -	\$ -	\$ 300,728	\$ 300,728	\$ 300,728
<b>TOTAL EXPENSES</b>	<b>\$ 10,648,033</b>	<b>\$ 10,914,498</b>	<b>\$ 266,465</b>	<b>\$ 11,635,275</b>	<b>\$ 720,778</b>	<b>\$ 987,243</b>

(3)

<b>REVENUES:</b>						
Retail Meter Charge	\$ 8,357,232	\$ 8,357,232	\$ -	\$ 8,885,401	\$ 528,169	\$ 528,169
Ground Water Customer Charge	335,385	335,385	-	368,501	33,117	33,117
Interest Revenue	220,000	128,777	(91,223)	145,971	17,194	(74,029)
Miscellaneous Income	3,000	3,000	-	3,000	-	-
Choice Revenue	1,636,669	1,740,247	103,577	1,757,952	17,705	121,283
<b>TOTAL REVENUES</b>	<b>\$ 10,552,286</b>	<b>\$ 10,564,640</b>	<b>\$ 12,354</b>	<b>\$ 11,160,825</b>	<b>\$ 596,185</b>	<b>\$ 608,540</b>

<b>EFFECT ON RESERVES:</b>						
<b>TOTAL CONTRIBUTION (DRAW) FROM RESERVES</b>	<b>\$ (95,747)</b>	<b>\$ (349,858)</b>	<b>\$ (254,111)</b>	<b>\$ (474,450)</b>	<b>\$ (124,592)</b>	<b>\$ (378,703)</b>

(4)

- (1) Total FY2022-2023 Salaries & Wages includes \$110,829 for intern support
- (2) Total FY2022-2023 Benefits includes \$10,509 for intern support. Total Benefits also includes a Calpers contribution for full time employees of 10.87% for Classic employees and 7.47% for PEPRA Calpers employees. A further assumption is that medical, dental and vision insurance rates will increase by 4% for FY22-23.
- (3) Of the \$476,477, \$437,590 is to replenish the building reserve thru FY22/23.
- (4) Based on FY21-22 projections and FY22-23 MWDOC designated reserve target, designated reserves will be essentially fully funded in several years.

**Exhibit A5**  
**SUMMARY OF REVENUES AND EXPENSES BY LINE ITEMS**  
**WATER FUND**

	FY 2021-2022 ADOPTED BUDGET	FY 2021-2022 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY 2022-2023 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO FY 2021-2022 BUDGET
<b>Water Revenues</b>						
Water Sales	\$ 159,262,425	\$ 169,882,775	\$ 10,620,350	\$ 163,128,712	\$ (6,754,064)	\$ 3,866,286
Local Resource Program Incentives	(4,136,088)	(5,511,964)	(1,375,876)	(5,507,994)	3,970	(1,371,906)
Readiness-To-Serve Charge	11,142,354	10,849,877	(292,477)	11,142,354	292,477	-
Capacity Charge	4,732,610	5,064,335	331,725	5,396,060	331,725	663,450
Interest Revenue - Tier 2 Cont.	10,500	3,789	(6,711)	4,547	758	(5,953)
SCP/SAC Pipeline Surcharge	315,000	339,939	24,939	318,000	(21,939)	3,000
<b>TOTAL WATER REVENUES</b>	<b>\$ 171,326,801</b>	<b>\$ 180,628,751</b>	<b>\$ 9,301,949</b>	<b>\$ 174,481,679</b>	<b>\$ (6,147,072)</b>	<b>\$ 3,154,877</b>
<b>Water Expenses</b>						
Water Purchases	\$ 159,262,425	\$ 169,882,775	\$ 10,620,350	\$ 163,128,712	\$ (6,754,064)	\$ 3,866,286
Local Resource Program Incentives	(4,136,088)	(5,511,964)	(1,375,876)	(5,507,994)	3,970	(1,371,906)
Readiness-To-Serve Charge	11,142,354	10,849,877	(292,477)	11,142,354	292,477	-
Capacity Charge	4,732,610	5,064,335	331,725	5,396,060	331,725	663,450
SCP/SAC Pipeline Surcharge	315,000	339,939	24,939	318,000	(21,939)	3,000
<b>TOTAL WATER EXPENSES</b>	<b>\$ 171,316,301</b>	<b>\$ 180,624,962</b>	<b>\$ 9,308,660</b>	<b>\$ 174,477,132</b>	<b>\$ (6,147,830)</b>	<b>\$ 3,160,830</b>
<b>Changes to Fund Balance:</b>						
Tier 2 Contingency	\$ 10,500	\$ 3,789	\$ (6,711)	\$ 4,547	\$ 758	\$ (5,953)

**Exhibit A6**  
**SUMMARY OF FUNDING AND EXPENSES**  
**For All Water Use Efficiency Programs**

	FY 2021-2022 ADOPTED BUDGET	FY 2021-2022 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY 2022-2023 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO FY 2021-2022 BUDGET
<b>Funding</b>						
Metropolitan Water District	\$ 1,459,112	\$ 4,931,111	\$ 3,471,998	\$ 5,643,486	\$ 712,376	\$ 4,184,374
USBR	122,020	1,117,192	995,172	780,262	(336,930)	658,243
DWR	748,233	818,730	70,497	367,919	(450,811)	(380,314)
Member Agencies	239,387	1,390,457	1,151,070	1,703,607	313,149	1,464,220
MWDOC	50,000	50,000	0	50,000	-	0
<b>TOTAL OUTSIDE FUNDING</b>	<b>\$ 2,618,752</b>	<b>\$ 8,307,490</b>	<b>\$ 5,688,738</b>	<b>\$ 8,545,274</b>	<b>\$ 237,784</b>	<b>\$ 5,926,522</b>
<b>Program Expenses Funded from Outside Sources</b>						
Installation Verification	\$ 68,600	\$ 108,261	\$ 39,662	\$ 108,369	\$ 108	\$ 39,770
Rebate Incentives	2,252,822	7,458,441	5,205,619	6,518,281	(940,161)	4,265,458
<b>TOTAL PROGRAMS EXPENSES</b>	<b>\$ 2,618,752</b>	<b>\$ 8,307,490</b>	<b>\$ 5,688,738</b>	<b>\$ 8,545,274</b>	<b>\$ 237,784</b>	<b>\$ 5,926,522</b>

**Exhibit B**  
**Expenditures by Program**

Cost Center	PROGRAM	FY 2021-2022 BUDGET FTE	FY 2022-2023 BUDGET FTE	FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET
11	Administrative - Board	1.58	1.56	\$ 1,269,023	\$ 1,123,473	\$ 1,266,451
12	Administrative - General	3.97	3.97	789,058	709,839	839,870
13	Personnel / Staff Development	1.69	1.81	393,261	351,668	429,925
19	Overhead	4.15	4.23	1,355,294	1,308,195	1,206,523
21	Reliability Planning and Engineering	2.57	2.67	679,793	711,835	797,116
23	Metropolitan Issues and Water Policy	3.98	3.81	959,009	801,501	935,272
31	Governmental Affairs	0.85	0.85	495,760	489,437	471,604
35	Water Use Efficiency (Core)	0.95	1.06	465,589	550,050	484,084
32	Public Affairs	4.76	4.59	1,006,360	965,501	1,140,950
41	Finance	3.37	3.19	583,812	624,322	601,942
45	Information Technology	0.99	0.99	312,086	359,637	383,491
25	MWDOC's Contribution to WEROC	3.11	3.10	260,346	260,346	296,290
<b>CORE TOTAL</b>		<b>31.97</b>	<b>31.83</b>	<b>\$ 8,569,390</b>	<b>\$ 8,255,801</b>	<b>\$ 8,853,519</b>
62	Water Use Efficiency Program	4.90	4.69	915,132	1,013,220	831,328
63	School Programs	0.06	0.06	430,221	380,924	429,838
70	Water Loss Control	1.39	3.05	291,317	346,103	496,786
<b>CHOICE TOTAL</b>		<b>6.35</b>	<b>7.80</b>	<b>\$ 1,636,669</b>	<b>\$ 1,740,247</b>	<b>\$ 1,757,952</b>
<b>CORE &amp; CHOICE TOTAL</b>		<b>38.32</b>	<b>39.63</b>	<b>\$ 10,206,060</b>	<b>\$ 9,996,048</b>	<b>\$ 10,611,471</b>
Includes:	Full-time employees	32.25	33.66	(2)		
	Part-time employees	1.52	0.00			
	Interns	1.44	2.87			
	WEROC Full-time employees	3.11	3.10			

(1)

(1) Total Operational Costs of WEROC is allocated among MWDOC, OCWD, OCSD, Anaheim, Santa Ana, Fullerton and South Orange County Wastewater Authority. Capital Expenditures are provided by MWDOC. Dollars shown are MWDOC's share only.

(2) FTE's for 2021-2022 are calculated based on 2088 hours of work for the year. FTE's for 2022-2023 are calculated based on 2088 hours worked for the year. This corresponds to the actual working days for the fiscal year which varies year to year. MWDOC and WEROC combined are budgeted to have a total of 37 full-time employees, 0 part-time employee and 6 interns. Several full-time employees are budgeted to work less than 40 hours a week which explains the fractions of an FTE for full time employees. The decrease in part-time employees from 3 to 0 is due to the change in status of 2 PT public affairs employees (one left and one was converted to full-time) and the change in status of an admin employee from PT to FT. This also explains the increase of 2 full-time employees. There is also an increase in interns from 3 to 6 (one addition to public affairs and 2 new interns positions in Conservation.)

**Municipal Water District of Orange County**  
**2022-2023 FISCAL MASTER PLAN PROJECTIONS**  
(in thousands)

	Projected ACTUALS FY21-22	BUDGET FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28
Beginning Designated Reserve Balance - MWDOC	\$6,434	\$ 6,084	\$ 5,615	\$ 5,990	\$ 6,601	\$ 7,250	\$ 7,950
less OPEB Reserve	297	297	297	297	297	297	297
Adjusted Reserve Balance	6,137	5,787	5,318	5,693	6,304	6,953	7,653
<b>Revenues</b>							
Water Rate Revenues:							
Retail Meter Agency Charge	8,357	8,885	9,253	9,621	9,830	10,039	10,250
Ground Water Customer Charge	335	369	378	387	396	406	416
Subtotal	8,693	9,254	9,630	10,008	10,226	10,445	10,666
Other Revenues:							
Choice Revenues	1,740	1,758	1,801	1,846	1,891	1,937	1,985
Interest Earnings	129	146	174	215	269	337	421
Misc./Reimbursements	3	3	3	3	3	3	3
Subtotal	1,872	1,907	1,978	2,064	2,163	2,277	2,409
<b>Total Revenues</b>	10,565	11,161	11,608	12,072	12,389	12,722	13,076
<b>Expenses</b>							
Core Expenses	7,924	8,778	8,993	9,215	9,441	9,674	9,912
Choice Expenses	1,740	1,758	1,801	1,846	1,891	1,937	1,985
Capital Acquisitions (not including building)	332	108	20	20	20	20	20
<b>Total Expenses w/o Building &amp; Election</b>	9,996	10,644	10,815	11,080	11,352	11,631	11,917
<b>Revenue Over Expenses w/o Building &amp; Election</b>	569	517	793	992	1,037	1,091	1,159
<b>ELECTION Reserve Beginning Balance</b>	462	462	110	491	1	382	110
<b>Annual Election Reserve Contribution</b>	-	301	381	381	381	381	381
<b>Annual Election Expense</b>	-	653	-	871	-	653	-
<b>Election Reserve Ending Balance</b>	462	110	491	1	382	110	491
<b>BUILDING Reserve Beginning Balance</b>	437	-	438	426	416	413	413
<b>Annual Building Reserve Contribution</b>	442	685	38	-	7	10	10
<b>Annual Building Expense</b>	918	247	50	10	10	10	10
<b>Building Reserve Ending Balance</b>	-	438	426	416	413	413	413
<b>CASH FLOW Reserve Beginning Balance</b>	1,500	1,500	1,500	1,500	1,500	1,500	1,500
<b>Annual Cash Flow Reserve Contribution</b>	-	-	-	-	-	-	-
<b>Cash Flow Reserve Ending Balance</b>	1,500	1,500	1,500	1,500	1,500	1,500	1,500
<b>Ending General Fund &amp; Cash Flow Reserves</b>	\$ 5,325	\$ 4,770	\$ 4,776	\$ 5,887	\$ 6,158	\$ 7,130	\$ 7,517
Document does not reflect MWDOC's irrevocable trust towards OPEB liability							
<b>MWDOC Water Rates</b>							
Total Retail Customer Meters	642,864	646,211	649,300	652,300	655,300	658,300	661,300
<b>Connection Charge</b>	\$ 13.00	\$ 13.75	\$ 14.25	\$ 14.75	\$ 15.00	\$ 15.25	\$ 15.50
Fixed Charge %		100%	100%	100%	100%	100%	100%
<b>Rate Increase Proposal:</b>							
Connection Charge		\$ 0.75	\$ 0.50	\$ 0.50	\$ 0.25	\$ 0.25	\$ 0.25

- 1 Assumptions for FMP: five year rolling average Inflation rate: 2.46% per year
- Rate of return on Investment of portfolio: 1.00% per year

**Working Capital and Interest Revenue Projections**

	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28
<b>Working Capital:</b>					
Designated Reserve Fund	5,615	5,990	6,601	7,250	7,950
Average Revenue from Agencies	4,815	5,004	5,113	5,223	5,333
WUE use of fund	(200)	(200)	(200)	(200)	(200)
Water Payment Float	7,138	7,163	7,188	7,213	7,238
Average Working Capital	17,368	17,957	18,702	19,486	20,321
Interest rate	1.00%	1.20%	1.44%	1.73%	2.07%
<b>Interest Revenue Projections:</b>					
Interest income - General	174	215	269	337	421
<b>Total Interest Revenue Projections</b>	174	215	269	337	421

## Total Core Expenses

		FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET
6010	Salaries & Wages - Admin	3,629,660	3,639,452	3,835,412
6090	Directors Compensation - MWDOC	288,800	271,112	288,793
6095	Directors Compensation - MWD	165,029	150,945	165,025
6105	Benefits - Admin	1,193,667	1,214,738	1,260,901
6109	CALPERS Unfunded Liability Contribution	207,000	207,000	207,000
6111	Overhead Reimbursement	(305,425)	(337,327)	(333,099)
6115	Benefits - Directors	161,248	125,019	135,201
6120	Health Insurance Coverage for Retirees	101,099	85,448	94,554
6205	Training	50,000	40,087	45,000
6210	Tuition Reimbursement	5,000	-	5,000
6220	Temporary Help	5,000	-	5,000
7010	Outside Consulting Services	380,000	236,000	410,000
7020	Legal - General	225,000	229,221	235,750
7030	Audit	30,220	57,566	35,000
7040	Other Professional Fees	865,859	827,196	916,475
7110	Conference - Employee	44,560	41,295	56,205
7115	Conference - Directors	16,845	17,825	25,155
7150	Travel & Accommodations - Employee	69,825	45,877	90,325
7155	Travel & Accommodations - Director	21,250	19,136	32,900
7210	Membership / Sponsorship	143,041	140,295	145,847
7250	CDR Participation	65,249	55,189	57,462
7305	Business Expense	2,500	2,048	2,500
7310	Office Maintenance	147,400	96,000	149,400
7315	Building Repair & Maintenance	15,000	15,000	22,056
7320	Rents & Leases	1,800	1,660	1,800
7330	Office Supplies	35,000	15,000	35,000
7340	Postal / Mail Delivery	8,600	9,614	10,900
7350	Subscriptions / Books	1,000	900	1,000
7360	Reproduction Expense	82,700	74,900	84,000
7410	Computer & Peripherals Maint	8,000	8,000	7,000
7430	Software Purchase	33,940	76,940	92,793
7440	Software Support	48,640	48,640	55,615
7450	Computers and Equipment	23,450	23,450	43,950
7580	Maintenance Expense	6,000	2,800	6,000
7610	Automotive / Mileage	16,000	1,400	13,500
7615	Toll Road Charges	1,050	200	900
7620	Insurance Expense	130,000	135,000	140,000
7640	Utilities - Telephone	41,400	36,805	40,790
7650	Bank Fees	3,200	2,600	2,600
7670	Miscellaneous Expenses	73,181	46,420	57,520
8810	Capital Acquisition	273,059	540,996	76,000
	<b>Total Expenditure</b>	<b>8,314,847</b>	<b>8,204,446</b>	<b>8,557,229</b>
	MWDOC's Contribution to WEROC Oper	260,346	260,346	296,290
	MWDOC's Contribution to Election Rsrv	-	-	300,728
	Capitol Acq Prior Year Carryover Dr/(Cr)	(5,803)	(208,991)	-
	MWDOC's Building Expense (8811)	903,089	1,082,686	246,600
	Building Prior Year Carryover Dr/(Cr)	(461,116)	(164,236)	476,477
		<u>9,011,363</u>	<u>9,174,251</u>	<u>9,877,323</u>

### Total Choice Revenue and Expense

		FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET
4215	Choice Revenue	1,231,890	1,190,854	1,757,952
4205	School Contracts	120,895	120,895	-
4705	Prior Year Carry Over	283,884	213,153	-
		-	-	-
	Choice billing over/under	-	215,345	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	<b>Total Revenue</b>	<b>1,636,669</b>	<b>1,740,247</b>	<b>1,757,952</b>

		FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET
6010	Salaries & Wages - Admin	548,882	611,678	593,718
	S & B Reimb. DSC or Recov from Grants	(18,665)	(30,874)	(20,000)
6090	Directors Compensation - MWDOC	-	-	-
6095	Directors Compensation - MWD	-	-	-
6105	Benefits - Admin	163,063	174,632	180,931
6111	Overhead Reimbursement	305,425	337,327	333,099
6115	Benefits - Directors	-	-	-
6120	Health Insurance Coverage for Retirees	-	-	-
6205	Training	2,000	2,000	8,000
6210	Tuition Reimbursement	-	-	-
6220	Temporary Help	-	-	-
7010	Outside Consulting Services	-	-	-
7020	Legal - General	-	-	-
7030	Audit	-	-	-
7040	Other Professional Fees	192,100	251,300	182,100
	Other Professional Fees - School Programs	417,681	369,470	417,681
7110	Conference - Employee	-	-	-
7115	Conference - Directors	-	-	-
7150	Travel & Accommodations - Employee	-	-	-
7155	Travel & Accommodations - Director	-	-	-
7210	Membership / Sponsorship	-	-	-
7250	CDR Participation	-	-	-
7310	Office Maintenance	-	-	-
7320	Rents & Leases	-	-	-
7330	Office Supplies	-	-	-
7332	Supplies - Water Loss Control	4,000	4,000	4,000
7340	Postal / Mail Delivery	643	400	400
7350	Subscriptions/Books	-	-	-
7360	Reproduction Expense	-	-	-
7410	Computer & Peripherals Maint	-	-	-
7430	Software Purchase	2,100	2,300	2,300
7440	Software Support	-	-	-
7450	Computers and Equipment	-	-	-
7580	Maintenance Expense	-	-	-
7610	Automotive / Mileage	-	-	-
7612	Vehicle Expense	5,800	4,343	7,343
7615	Toll Road Charges	200	500	1,200
7620	Insurance Expense	-	-	-
7640	Utilities - Telephone	1,440	1,170	2,900
7650	Bank Fees	-	-	-
7670	Miscellaneous Expenses	12,000	12,000	12,000
8410	Overhead Reimbursement	-	-	-
8610	Depreciation Expense	-	-	-
8710	Election Expenses	-	-	-
8810	Capital Acquisition	-	-	32,280
	<b>Total Expenditure</b>	<b>1,636,669</b>	<b>1,740,247</b>	<b>1,757,952</b>



## Total Core and Choice Expenses

		FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET
6010	Salaries & Wages - Admin	4,178,542	4,251,131	4,429,130
	S & B Reimb. DSC or Recov from Grants	(18,665)	(30,874)	(20,000)
6090	Directors Compensation - MWDOC	288,800	271,112	288,793
6095	Directors Compensation - MWD	165,029	150,945	165,025
6105	Benefits - Admin	1,356,730	1,389,370	1,441,831
6109	CALPERS Unfunded Liability Contribution	207,000	207,000	207,000
6111	Overhead Reimbursement	-	-	-
6115	Benefits - Directors	161,248	125,019	135,201
6120	Health Insurance Coverage for Retirees	101,099	85,448	94,554
6205	Training	52,000	42,087	53,000
6210	Tuition Reimbursement	5,000	-	5,000
6220	Temporary Help	5,000	-	5,000
7010	Outside Consulting Services	380,000	236,000	410,000
7020	Legal - General	225,000	229,221	235,750
7030	Audit	30,220	57,566	35,000
7040	Other Professional Fees	1,057,959	1,078,496	1,098,575
	Other Professional Fees - School Programs	417,681	369,470	417,681
7110	Conference - Employee	44,560	41,295	56,205
7115	Conference - Directors	16,845	17,825	25,155
7150	Travel & Accommodations - Employee	69,825	45,877	90,325
7155	Travel & Accommodations - Director	21,250	19,136	32,900
7210	Membership / Sponsorship	143,041	140,295	145,847
7250	CDR Participation	65,249	55,189	57,462
7305	Business Expense	2,500	2,048	2,500
7310	Office Maintenance	147,400	96,000	149,400
7315	Building Repair & Maintenance	15,000	15,000	22,056
7320	Rents & Leases	1,800	1,660	1,800
7330	Office Supplies	35,000	15,000	35,000
7332	Supplies - Water Loss Control	4,000	4,000	4,000
7340	Postal / Mail Delivery	9,243	10,014	11,300
7350	Subscriptions / Books	1,000	900	1,000
7360	Reproduction Expense	82,700	74,900	84,000
7410	Computer & Peripherals Maint	8,000	8,000	7,000
7430	Software Purchase	36,040	79,240	95,093
7440	Software Support	48,640	48,640	55,615
7450	Computers and Equipment	23,450	23,450	43,950
7580	Maintenance Expense	6,000	2,800	6,000
7610	Automotive / Mileage	16,000	1,400	13,500
7612	Vehicle Expense	5,800	4,343	7,343
7615	Toll Road Charges	1,250	700	2,100
7620	Insurance Expense	130,000	135,000	140,000
7640	Utilities - Telephone	42,840	37,975	43,690
7650	Bank Fees	3,200	2,600	2,600
7670	Miscellaneous Expenses	85,181	58,420	69,520
8810	Capital Acquisition	273,059	540,996	108,280
	<b>Total Expenditure</b>	<b>9,951,517</b>	<b>9,944,693</b>	<b>10,315,181</b>
	MWDOC's Contribution to WEROC Oper	260,346	260,346	296,290
	MWDOC's Contribution to Election Rsrv	-	-	300,728
	Capitol Acq Prior Year Carryover Dr/(Cr)	(5,803)	(208,991)	-
	MWDOC's Building Expense (8811)	903,089	1,082,686	246,600
	Building Prior Year Carryover Dr/(Cr)	(461,116)	(164,236)	476,477
		<b>10,648,033</b>	<b>10,914,498</b>	<b>11,635,275</b>

**Administrative - Board**  
**11**

		FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET
6010	Salaries & Wages - Admin	254,524	202,951	253,955
6090	Directors Compensation - MWDOC	288,800	271,112	288,793
6095	Directors Compensation - MWD	165,029	150,945	165,025
6105	Benefits - Admin	81,036	68,115	80,397
6115	Benefits - Directors	161,248	125,019	135,201
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General	215,000	221,400	225,750
7030	Audit			
7040	Other Professional Fees			
7110	Conference - Employee			
7115	Conference - Directors	16,845	17,825	25,155
7150	Travel & Accommodations - Employee			
7155	Travel & Accommodations - Director	21,250	19,136	32,900
7210	Membership / Sponsorship	37,840	37,056	36,776
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery	5,000	6,714	7,000
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computers & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage	11,000	600	9,000
7615	Toll Road Charges	650	100	500
7620	Insurance Expense			
7640	Utilities - Telephone	300		
7650	Bank Fees			
7670	Miscellaneous Expenses	10,500	2,500	6,000
8410	Overhead Reimbursement			
8610	Depreciation Expense			
8710	Election Expenses			
8810	Capital Acquisition			
	<b>Total Expenditure</b>	<b>1,269,023</b>	<b>1,123,473</b>	<b>1,266,451</b>

1	• Best, Best & Krieger	\$ 210,000
	• Aleshire & Wynder	\$ 15,750
		<u>\$ 225,750</u>
2	• Best, Best & Krieger	\$ 200,722
	• Aleshire & Wynder	\$ 20,678
		<u>\$ 221,400</u>
3	• See Exhibit F.	
4	• See Exhibit D.	

MWDOC's Contribution to Election Reserve			300,728
	<u>1,269,023</u>	<u>1,123,473</u>	<u>1,567,179</u>

**Administrative - General**  
**12**

		FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET
6010	Salaries & Wages - Admin	346,964	325,895	356,645
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	140,159	132,496	153,562
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help	5,000		5,000
7010	Outside Consulting Services			
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees	1,200	1,200	1,200
7110	Conference - Employee	44,560	41,295	56,205
7115	Conference - Directors			
7150	Travel & Accommodations - Employee	69,825	45,877	90,325
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship	105,201	103,239	109,071
7250	CDR Participation	65,249	55,189	57,462
7305	Business Expense	2,500	2,048	2,500
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books	1,000	900	1,000
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage	5,000	800	4,500
7615	Toll Road Charges	400	100	400
7620	Insurance Expense			
7640	Utilities - Telephone			
7650	Bank Fees			
7670	Miscellaneous Expenses	2,000	800	2,000
8810	Capital Acquisition			
	<b>Total Expenditure</b>	<b>789,058</b>	<b>709,839</b>	<b>839,870</b>

1 • See Exhibit J.

2 • See Exhibit E.

3 • See Exhibit D.

**Personnel / Staff Development**  
**13**

		FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET
6010	Salaries & Wages - Admin	240,032	226,790	274,174
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	73,818	69,892	81,251
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training	50,000	40,087	45,000
6210	Tuition Reimbursement	5,000		5,000
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General	10,000	5,000	10,000
7030	Audit			
7040	Other Professional Fees			-
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accommodations - Employee			
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone			
7650	Bank Fees			
7670	Miscellaneous Expenses	14,411	9,900	14,500
8810	Capital Acquisition			
	<b>Total Expenditure</b>	<b>393,261</b>	<b>351,668</b>	<b>429,925</b>

1 • Staff Technical Training & Leadership Development Training

2 • Best, Best & Krieger

3 • Employee Recognition \$ 2,200  
 • Applicant Background Checks & Physical \$ 1,500  
 • Team Building, Lunch meetings \$ 600  
 • Holiday Lunch \$ 3,000  
 • OCWD Health Fair \$ 200  
 • Employee Flu Shots \$ 100  
 • Job Ads Recruiting \$ 2,500  
 • Workforce Development testing \$ 2,000  
 • COVID-19 Online Pre-Screen \$ 2,400  
**\$ 14,500**

**Overhead**  
**19**

		FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET	
6010	Salaries & Wages - Admin	540,477	550,738	567,507	1 • For 15 Retirees
6090	Directors Compensation - MWDOC				
6095	Directors Compensation - MWD				
6105	Benefits - Admin	171,726	175,471	178,480	2 • Pension Plan administration by Dissinger Associates \$ 4,000
6109	CALPERS Unfunded Liability Contribution	207,000	207,000	207,000	• Cafeteria Plan IGOE \$ 700
6111	Overhead Reimbursement from Choice	(305,425)	(337,327)	(333,099)	• Health Equity \$ 125
6115	Benefits - Directors				\$ 4,825
6120	Health Insurance Coverage for Retirees	101,099	85,448	94,554	1
6205	Training				
6210	Tuition Reimbursement				3 • Window Cleaning \$ 2,000
6220	Temporary Help				• OCWD \$ 78,000
7010	Outside Consulting Services				• Receptionist \$ 24,000
7020	Legal - General				• Maint. Labor \$ 7,800
7030	Audit				• Plant Maintenance \$ 5,000
7040	Other Professional Fees	4,760	4,000	4,825	• Landscape/Maintenance Atrium \$ 12,000
7110	Conference - Employee				• Binding Machine Renewal \$ 800
7115	Conference - Directors				• Carpet & Extra Office Cleaning \$ 9,800
7150	Travel & Accommodations - Employee				• Contingency \$ 10,000
7155	Travel & Accommodations - Director				\$ 149,400
7210	Membership / Sponsorship				
7220	CUWA Participation				4 • Sewer Flush \$ 1,800
7240	AWWARF Participation				• Emergency Lighting Maint. \$ 2,400
7250	CDR Participation				• HVAC and Misc. Repairs Maint \$ 17,856
7310	Office Maintenance	147,400	96,000	149,400	\$ 22,056
7315	Building Repair & Maintenance	15,000	15,000	22,056	3
7320	Rents & Leases	1,800	1,660	1,800	4
7330	Office Supplies	35,000	15,000	35,000	5 • Corodata \$ 800
7340	Postal / Mail Delivery	3,600	2,900	3,900	• El Toro Water District (South EOC Site) \$ 1,000
7350	Subscriptions / Books				\$ 1,800
7360	Reproduction Expense	6,200	4,900	6,500	6
7410	Computer & Peripherals Maint				7 • Coffee \$ 3,000
7430	Software Purchase				• Supplies \$ 32,000
7440	Software Support				\$ 35,000
7450	Software Development				
7510	Site Maintenance				7 • OCWD \$ 1,900
7450	Computers and Equipment				• Norco/FedEx/UPS \$ 500
7580	Maintenance Expense	6,000	2,800	6,000	• POB \$ 1,500
7610	Automotive / Mileage				\$ 3,900
7615	Toll Road Charges				
7620	Insurance Expense	130,000	135,000	140,000	8 Ricoh Copier
7640	Utilities - Telephone	40,200	36,000	40,000	9 Generator Maintenance
7650	Bank Fees	3,200	2,600	2,600	10 • Spectrum \$ 14,040
7670	Miscellaneous Expenses	4,000	3,000	4,000	• Verizon \$ 480
8410	Overhead Reimbursement				• EE Cell Reimb \$ 25,480
8610	Depreciation Expense				\$ 40,000
8710	Election Expenses				
8810	Capital Acquisition	249,059	516,996	76,000	11 Wall Displays, Copier, Kitchen remodel
	<b>Total Expenditure</b>	<b>1,361,097</b>	<b>1,517,186</b>	<b>1,206,523</b>	
	Capitol Acq Prior Year Carryover Dr/(Cr)	(5,803)	(208,991)	-	12 • FY21-22 & FY22-23 carryover Debit/(Credit) are the cumulative
	MWDOC's Building Expense (8811)	903,089	1,082,686	246,600	dollars from prior years that were unspent and will be
	Building Prior Year Carryover Dr/(Cr)	(461,116)	(164,236)	476,477	12 applied toward work projected to be completed in future years.
		<u>1,797,267</u>	<u>2,226,645</u>	<u>1,929,600</u>	

**Reliability Planning and Engineering**  
**21**

		FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET	
6010	Salaries & Wages - Admin	359,247	379,719	397,327	
6090	Directors Compensation - MWDOC				
6095	Directors Compensation - MWD				
6105	Benefits - Admin	114,046	117,410	123,374	
6115	Benefits - Directors				
6120	Health Insurance Coverage for Retirees				
6205	Training				
6210	Tuition Reimbursement				
6220	Temporary Help				
7010	Outside Consulting Services	200,000	214,000	275,000	1 1 See Exhibit J
7020	Legal - General				
7030	Audit				
7040	Other Professional Fees				
7110	Conference - Employee				
7115	Conference - Directors				
7150	Travel & Accommodations - Employee				
7155	Travel & Accommodations - Director				
7210	Membership / Sponsorship				
7250	CDR Participation				
7310	Office Maintenance				
7320	Rents & Leases				
7330	Office Supplies				
7340	Postal / Mail Delivery				
7350	Subscriptions / Books				
7360	Reproduction Expense				
7410	Computer & Peripherals Maint				
7430	Software Purchase				
7440	Software Support				
7450	Computers and Equipment				
7580	Maintenance Expense				
7610	Automotive / Mileage				
7615	Toll Road Charges				
7620	Insurance Expense				
7640	Utilities - Telephone	500	305	315	
7650	Bank Fees				
7670	Miscellaneous Expenses	6,000	400	1,100	
8810	Capital Acquisition				
	<b>Total Expenditure</b>	<b>679,793</b>	<b>711,835</b>	<b>797,116</b>	

# Metropolitan Issues and Water Policy

23

		FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET
6010	Salaries & Wages - Admin	583,428	580,325	598,871
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	195,580	199,026	201,152
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services	180,000	22,000	135,000
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees			
7045	Other Professional Fees - MET			
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accommodations - Employee			
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone			
7650	Bank Fees			
7670	Miscellaneous Expenses		150	250
8810	Capital Acquisition			
	<b>Total Expenditure</b>	<b>959,009</b>	<b>801,501</b>	<b>935,272</b>

1 1 See Exhibit J

**Government Affairs**  
**31**

		FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET
6010	Salaries & Wages - Admin	134,709	131,661	142,924
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	47,551	47,776	48,680
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees	309,000	309,000	276,000
7115	Conference - Directors			
7150	Travel & Accommodations - Employee			
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone			
7650	Bank Fees			
7670	Miscellaneous Expenses	4,500	1,000	4,000
8410	Overhead Reimbursement			
8610	Depreciation Expense			
8710	Election Expenses			
8810	Capital Acquisition			
	<b>Total Expenditure</b>	<b>495,760</b>	<b>489,437</b>	<b>471,604</b>

1 • BB&K \$ 96,000  
 • NRR \$ 96,000  
 • Ackerman \$ 42,000  
 • Grant Research & Acquisition \$ 42,000  
**\$ 276,000**

2 • WACO \$ 2,000  
 • Outreach \$ 2,000  
**\$ 4,000**



**Public Affairs**  
**32**

		FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET	
6010	Salaries & Wages - Admin	486,932	477,383	513,866	
6090	Directors Compensation - MWDOC				
6095	Directors Compensation - MWD				
6105	Benefits - Admin	146,879	147,975	154,008	
6115	Benefits - Directors				
6120	Health Insurance Coverage for Retirees				
6205	Training				
6210	Tuition Reimbursement				
6220	Temporary Help				
7010	Outside Consulting Services				
7020	Legal - General				
7030	Audit				
7040	Other Professional Fees	272,949	249,543	378,500	1
7047	Prof Service-Grant Recovery				
7110	Conference - Employee				
7115	Conference - Directors				
7150	Travel & Accommodations - Employee				
7155	Travel & Accommodations - Director				
7210	Membership / Sponsorship				
7220	CUWA Participation				
7240	AWWARF Participation				
7250	CDR Participation				
7310	Office Maintenance				
7320	Rents & Leases				
7330	Office Supplies				
7340	Postal / Mail Delivery				
7350	Subscriptions / Books				
7360	Reproduction Expense	76,500	70,000	77,500	2
7410	Computer & Peripherals Maint				
7430	Software Purchase				
7440	Software Support				
7450	Software Development				
7510	Site Maintenance				
7450	Computers and Equipment				
7580	Maintenance Expense				
7610	Automotive / Mileage				
7615	Toll Road Charges				
7620	Insurance Expense				
7640	Utilities - Telephone	400	500	475	
7650	Bank Fees				
7670	Miscellaneous Expenses	22,700	20,100	16,600	3
8810	Capital Acquisition				
	<b>Total Expenditure</b>	<b>1,006,360</b>	<b>965,501</b>	<b>1,140,950</b>	

1 Public Affairs Activities:

• Resolutions/Proclamations	\$	5,000
• Consumer Confidence Reports	\$	50,000
• Delta Conveyance Program Support	\$	30,000
• Wyland Mayors Challenge	\$	10,000
• Scouts Program	\$	7,500
• Education Initiatives	\$	35,000
Subtotal	\$	137,500

Communications Plan Activities:

• Strategic Digital Outreach	\$	95,000
• Advertising	\$	20,000
• Website Refresh	\$	50,000
• Polling Public Sentiment Analysis	\$	25,000
• Special events(OC Water summit, WPD Reg/AV support, Poster Slogan awards, event displays)	\$	51,000
Subtotal	\$	241,000
Total	\$	378,500

2 • Promotional Items, Branded Materials	\$	45,000
• Info Items Handouts, Books, Folders	\$	32,500
	\$	77,500
3 • Ricki Maint and Repair	\$	2,000
• Sponsorship Contingency Fund	\$	5,000
• Storage Facility	\$	3,500
• Science Fair Sponsorship	\$	100
• Member Agency Workshops PAW	\$	6,000
	\$	16,600

**Water Use Efficiency  
(Core)  
35**

		FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET
6010	Salaries & Wages - Admin	157,145	217,151	186,878
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	47,444	71,899	61,206
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees	255,000	255,000	230,000
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accommodations - Employee			
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone			
7650	Bank Fees			
7670	Miscellaneous Expenses	6,000	6,000	6,000
8810	Capital Acquisition			
	<b>Total Expenditure</b>	<b>465,589</b>	<b>550,050</b>	<b>484,084</b>

1 • General Research	\$	75,000
• Water Loss Control Work Grp	\$	55,000
• WLC Business Plan Implement	\$	25,000
• Aerial Imagery & LiDAR Study	\$	75,000
	\$	230,000

**General Finance**  
**41**

		FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET	
6010	Salaries & Wages - Admin	399,902	418,972	407,817	
6090	Directors Compensation - MWDOC				
6095	Directors Compensation - MWD				
6105	Benefits - Admin	129,740	138,832	132,175	
6115	Benefits - Directors				
6120	Health Insurance Coverage for Retirees				
6205	Training				
6210	Tuition Reimbursement				
6220	Temporary Help				
7010	Outside Consulting Services				
7020	Legal - General				
7030	Audit	30,220	57,566	35,000	1
7040	Other Professional Fees	22,950	8,453	25,950	2
7110	Conference - Employee				
7115	Conference - Directors				
7150	Travel & Accommodations - Employee				
7155	Travel & Accommodations - Director				
7210	Membership / Sponsorship				
7250	CDR Participation				
7310	Office Maintenance				
7320	Rents & Leases				
7330	Office Supplies				
7340	Postal / Mail Delivery				
7350	Subscriptions / Books				
7360	Reproduction Expense				
7410	Computer & Peripherals Maint				
7430	Software Purchase				
7440	Software Support				
7450	Computers and Equipment				
7580	Maintenance Expense				
7610	Automotive / Mileage				
7615	Toll Road Charges				
7620	Insurance Expense				
7640	Utilities - Telephone				
7650	Bank Fees				
7670	Miscellaneous Expenses	1,000	500	1,000	
8810	Capital Acquisition				
	<b>Total Expenditure</b>	<b>583,812</b>	<b>624,322</b>	<b>601,942</b>	

1 • Annual Audit	\$ 25,000
• Single Audit	\$ 5,000
• WUE Grant Review	\$ 5,000
	<u>\$ 35,000</u>

2 • Custodial Bank fees	\$ 6,500
• Financial Consulting	\$ 15,000
• OPEB Actuarial	\$ 3,750
• CalPERS GASB 68 Report	\$ 700
	<u>\$ 25,950</u>

**Information Technology**  
**45**

		FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET	
6010	Salaries & Wages - Admin	126,298	127,868	135,448	1 • Computer, iPad, Server hardware maintenance
6090	Directors Compensation - MWDOC				
6095	Directors Compensation - MWD				2 • Various software upgrades and license
6105	Benefits - Admin	45,687	45,848	46,616	
6115	Benefits - Directors				3 • Cisco Smartnet for Phone system (hardware and software)
6120	Health Insurance Coverage for Retirees				• Cisco Smartnet for POE and non-POE switches
6205	Training				• Cisco Smartnet for Voice Gateway/Router
6210	Tuition Reimbursement				• Cisco Smartnet for Firewall
6220	Temporary Help				• Wireless APs and router
7010	Outside Consulting Services				• ECS Laserfiche annual support
7020	Legal - General	-	2,821		• Laserfiche WORM Storage Cloud backup
7030	Audit				• Mwdoc Website Support (LA Design Studio)
7040	Other Professional Fees				• Mwdoc.com Web hosting service
7110	Conference - Employee				• Arcserv UDP license renewal (11 licenses)
7115	Conference - Directors				• Support for Recruiting Insight Software for HR
7150	Travel & Accommodations - Employee				• ACTI
7155	Travel & Accommodations - Director				• Exchange + AD monitoring software (renew in May)
7210	Membership / Sponsorship				• Annual support for Finance AccuFund software
7220	CUWA Participation				• Exchange online annual licenses
7240	AWWARF Participation				• Tracker investment software usage cost
7250	CDR Participation				
7310	Office Maintenance				
7320	Rents & Leases				4 • RICOH color printer annual maintenance (3/19/21-3/19/22)
7330	Office Supplies				• Replace 2 Department network printers
7340	Postal / Mail Delivery				• Maintenance for Plotter
7350	Subscriptions / Books				• 10 laptops to replace WEROC borrowed laptops
7360	Reproduction Expense				• 10 Replacement Computers with monitors or laptops for Staff
7410	Computers & Peripherals Maint	8,000	8,000	7,000	1
7430	Software Purchase	33,940	76,940	92,793	2
7440	Software Support	48,640	48,640	55,615	3
7510	Site Maintenance				
7450	Computers and Equipment	23,450	23,450	43,950	4
7580	Maintenance Expense				
7610	Automotive / Mileage				
7615	Toll Road Charges				
7620	Insurance Expense				
7640	Utilities - Telephone				
7650	Bank Fees				
7670	Miscellaneous Expenses	2,070	2,070	2,070	5
8810	Capital Acquisition	24,000	24,000	-	
	<b>Total Expenditure</b>	<b>312,086</b>	<b>359,637</b>	<b>383,491</b>	

**Water Use Efficiency  
(choice)  
62**

		FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET
4215	Choice Revenue	844,401	803,364	831,328
4705	Prior Year Carry over	70,731		
	Choice billing over/under		209,856	
	<b>Total Revenue</b>	915,132	1,013,220	831,328

Choice billing over/under reflects revenue overage or shortfall to be reconciled with participating member agencies. Final charges will be revised by August 2022 to reflect the new budget year charges plus/minus prior year over/under.

		FY 2020-2021 PROPOSED BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET
6010	Salaries & Wages - Admin	431,097	499,047	388,480
6012	Salaries & Benefits - Recovery from Grants	(18,665)	(30,874)	(20,000)
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	128,773	138,177	113,498
6111	Overhead Reimbursement	240,184	273,369	215,850
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees	127,100	127,100	127,100
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accomodations - Employee			
7155	Travel & Accomodations - Director			
7210	Membership / Sponsorship			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery	643	400	400
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone			
7650	Bank Fees			
7670	Miscellaneous Expenses	6,000	6,000	6,000
8810	Capital Acquisition			
	<b>Total Expenditure</b>	915,132	1,013,220	831,328

- |  |                   |
|--|-------------------|
| 1 • Marketing of WUE programs                  | \$ 40,000         |
| • Residential Installation Verification Inspec | \$ 50,000         |
| • Droplet Rebate Processing & E-Signature      | \$ 37,100         |
|  | <u>\$ 127,100</u> |

**School Program  
(choice)  
63**

		FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET
4215	Choice Revenue	96,173	96,173	429,838
4205	School Contracts	120,895	120,895	
4705	Prior Year Carry over	213,153	213,153	
	Choice billing over/under		(49,297)	
	<b>Total Revenue</b>	<b>430,221</b>	<b>380,924</b>	<b>429,838</b>

Choice billing over/under reflects revenue overage or shortfall to be reconciled with participating member agencies. Final charges will be revised by August 2022 to reflect the new budget year charges plus/minus prior year over/under.

		FY 2020-2021 PROPOSED BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET
6010	Salaries & Wages - Admin	6,559	6,064	6,441
6105	Benefits - Admin	2,216	1,951	2,060
6111	Overhead Reimbursement	3,765	3,438.61	3,656
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees			
7040	Other Professional Fees - School Programs	417,681	369,470	417,681
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accommodations - Employee			
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone			
7650	Bank Fees			
7670	Miscellaneous Expenses			
8810	Capital Acquisition			
	<b>Total Expenditure</b>	<b>430,221</b>	<b>380,924</b>	<b>429,838</b>

1 • High Schools	\$ 63,930
• Elementary Schools	\$ 288,310
• Middle Schools	\$ 65,441
	<b>\$ 417,681</b>

**Water Loss Control**  
(choice)  
70

		FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET
4215	Choice Revenue	291,317	291,317	496,786
4705	Prior Year Carry over			
	Choice billing over/under		54,786	
	<b>Total Revenue</b>	291,317	346,103	496,786

		FY 2020-2021 PROPOSED BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET
6010	Salaries & Wages - Admin	111,226	106,567	198,797
6012	Salaries & Wages - Reimb. from Grants			
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	32,075	34,503	65,373
6111	Overhead Reimbursement	61,476	60,519	113,593
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training	2,000	2,000	8,000
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees	65,000	124,200	55,000
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accomodations - Employee			
7155	Travel & Accomodations - Director			
7210	Membership / Sponsorship			
7220	CUWA Participation			
7240	AAWARF Participation			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7332	Supplies - Water Loss Control	4,000	4,000	4,000
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase	2,100	2,300	2,300
7440	Software Support			
7450	Computers and Equipment	-		
7510	Site Maintenance			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7612	Vehicle Expense	5,800	4,343	7,343
7615	Toll Road Charges	200	500	1,200
7620	Insurance Expense			
7640	Utilities - Telephone	1,440	1,170	2,900
7650	Bank Fees			
7670	Miscellaneous Expenses	6,000	6,000	6,000
8410	Overhead Reimbursement			
8610	Depreciation Expense			
8710	Election Expenses			
8810	Capital Acquisition			32,280
	<b>Total Expenditure</b>	291,317	346,103	496,786

1 • Meter Testing \$ 35,000  
• USA Leak detection \$ 20,000  
\$ 55,000

2 • Vehicle Fuel & Oil \$ 7,000  
• Auto Insurance \$ 343  
\$ 7,343

3 • Leak Det. Equip \$ 32,280  
(3XSewerin Aqua Test  
T10 Ground Mic's)

**WEROC**  
**25**

		FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET
4320	MWDOC Contribution to Operations	260,346	260,346	296,290
4210	WEROC Contracts	260,346	260,346	269,651
4205				
4230	Reimbursements			
4240				
4410				
4805				
	<b>TOTAL WEROC Revenue</b>	<b>520,692</b>	<b>520,692</b>	<b>565,941</b>

1 • OCSD	\$	52,852
• SOCWA	\$	20,493
• OCWD	\$	134,826
• 3 Cities -- \$20,493/ea	\$	61,480
	\$	269,651

		FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET
6010	Salaries & Wages - Admin	350,504	334,065	374,337
6012	Salaries & Benefits - Reimbursed	(11,750)		
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	125,727	125,379	132,314
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training	8,200	6,150	8,200
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General			
7030	Audit			
7110	Conference - Employee	3,800	3,176	3,200
7115	Conference - Directors			
7150	Travel & Accommodations - Employee	4,750	4,227	9,500
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship	850	889	880
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office & Radio Supplies	1,500	900	1,000
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense	1,000	250	250
7410	Computer & Peripherals Maint	5,060	5,040	5,060
7430	Software Purchase			
7440	Software Support	9,300	9,481	9,800
7450	Computers and Equipment		280	-
7510	Site Maintenance	700	640	700
7580	Maintenance - Generators	1,000	980	1,000
7581	Maintenance - Radios	2,000	1,900	2,000
7582	Maintenance - EOC's	2,000	2,200	2,200
7610	Automotive / Mileage	2,000	1,158	1,500
7615	Toll Road Charges	50	-	-
7620	Insurance Expense			
7640	Utilities - Telephone	10,000	9,900	10,000
7650	Bank Fees			
7670	Miscellaneous Expenses	1,001	1,400	1,000
7671	Miscellaneous Training	3,000	3,100	3,000
8810	Capital Acquisition			
	Capital Expenditures			
	<b>TOTAL Expenditures</b>	<b>520,692</b>	<b>511,115</b>	<b>565,941</b>

2 • Cert Meetings Exercises

3 • See Exhibit E

4 • See Exhibit D



**AMP Proceeds Agreement Administration**  
**61**

		FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET
4020	Interest Revenue			
4050	O & M Maintenance Deposit			
4230	Reimbursement	11,622	4,128	4,567
4680	Miscellaneous Income			
	Prior Year Carryover			
	<b>Total Revenue</b>	11,622	4,128	4,567

		FY 2021-2022 BUDGET	FY 2021-2022 PROJECTED ACTUALS	FY 2022-2023 PROPOSED BUDGET
6010	Salaries & Wages - Admin	3,238	3,251	3,596
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	883	876	971
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General	6,000	-	-
7030	Audit			
7040	Other Professional Fees			
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accomodations - Employee			
7155	Travel & Accomodations - Director			
7210	Membership / Sponsorship			
7220	CUWA Participation			
7240	AAWARF Participation			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone			
7650	Bank Fees			
7670	Miscellaneous Expenses			
8810	Capital Acquisition			
	<b>Total Expenditure</b>	10,121	4,128	4,567

**Exhibit D**

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY  
Proposed District Participation Costs  
Fiscal Year 2022-2023**

	Budget FY 2021-2022	Projected FY 2021-2022 Actuals	Budget FY 2022-2023	Approval included in Budget Approval
<b>Required Participation or Service</b>				
LAFCO	\$ 37,500	\$ 36,716	\$ 36,716	√
<b>Subtotal Cost Center 11</b>	\$ 37,500	\$ 36,716	\$ 36,716	
Association of Calif. Water Agencies (ACWA)	\$ 23,000	\$ 23,000	\$ 23,000	√
South OC Watershed Management Area Dues	\$ 10,800	\$ 10,800	\$ 11,250	√
<b>Subtotal Cost Center 12</b>	\$ 33,800	\$ 33,800	\$ 34,250	
<b>Subtotal - Required Participation or Service</b>	<b>\$ 71,300</b>	<b>\$ 70,516</b>	<b>\$ 70,966</b>	
<b>Elective Participation</b>				
Colorado River Water Users Assn. (CRWUA 2-Directors)	\$ 60	\$ 60	\$ 60	√
Orange County Water Association (OCWA 4 Directors)	\$ 280	\$ 280	\$ -	√
<b>Subtotal Cost Center 11</b>	\$ 340	\$ 340	\$ 60	
Association of California Cities- Orange County (ACCOC)	\$ 5,100	\$ 5,100	\$ 5,100	√
American Water Works Association (AWWA)	\$ 1,800	\$ 1,800	\$ 1,800	√
Association of Metropolitan Water Agencies (AMWA)	\$ 21,876	\$ 21,876	\$ 21,876	√
CA Chamber of Commerce (HR California)	\$ 580	\$ 580	\$ 580	√
Cal Desal	\$ 5,100	\$ 5,000	\$ 5,100	√
California Association of Public Information Officers (CAPIO)	\$ 840	\$ 275	\$ 825	√
California Environmental Literacy Initiative	\$ -	\$ -	\$ 600	√
California Municipal Treasurers Association (CMTA)	\$ 175	\$ 175	\$ 175	√
California Municipal Utilities Association (CMUA)	\$ 6,480	\$ 6,480	\$ 6,480	√
California Society of Municipal Finance Officers (CSMFO)	\$ 120	\$ 120	\$ 120	√
California Special Districts Association (CSDA)	\$ 8,100	\$ 8,100	\$ 8,100	√
California Water Efficiency Partnership (CalWEP)	\$ 6,100	\$ 6,100	\$ 6,030	√
California Water, Energy and Education Alliance (CWEEA)	\$ -	\$ -	\$ 1,200	√
Colorado River Water Users Assn.	\$ 92	\$ 92	\$ 100	√
Department of Water Resources Education Committee	\$ -	\$ -	\$ 1,500	√
Government Finance Officers Association (GFOA)	\$ 170	\$ 170	\$ 170	√
Indep. Special Districts of Or. Co. (ISDOC)	\$ 50	\$ 50	\$ 50	√
International Association of Business Communicators (IABC)	\$ 375	\$ 375	\$ 375	√
International Personnel Management Association (IPMA)	\$ 60	\$ 60	\$ 60	√
National Water Resources Assn., Mun. Caucus	\$ 545	\$ 545	\$ 545	√
OC Chapter-Calif. Landscape Contractors Assoc.	\$ 1,900	\$ 1,900	\$ 2,250	√
Orange County Business Council (OC Chamber)	\$ 5,250	\$ 5,250	\$ 5,250	√
Orange County Public Affairs Association (OCPAA)	\$ 625	\$ 625	\$ 625	√
Orange County Water Association (OCWA)	\$ 115	\$ 115	\$ 250	√
Public Relations Society of America/O.C. (PRSA)	\$ 1,632	\$ 335	\$ 1,340	√
Society of Human Resources Management (SHRM)	\$ 225	\$ 225	\$ 229	√
Southern California Personnel Management Assoc. (SCPMA)	\$ 60	\$ 60	\$ 60	√
South Orange County Economic Coalition (SOCEC)	\$ 1,630	\$ 1,630	\$ 1,630	√
Southern California Water Coalition (SCWC)	\$ 1,020	\$ 1,020	\$ 1,020	√
Urban Water Institute	\$ 1,326	\$ 1,326	\$ 1,326	√
Water Environment Federation	\$ 55	\$ 55	\$ 55	√
<b>Subtotal Cost Center 12</b>	\$ 71,401	\$ 69,439	\$ 74,821	
<b>Subtotal - Elective Participation</b>	<b>\$ 71,741</b>	<b>\$ 69,779</b>	<b>\$ 74,881</b>	
International Association of Emergency Managers	\$ 460	\$ 390	\$ 390	√
AWWA CA/NV Sec Spring 2023		294	\$ 196	√
California Emergency Services Association	\$ 390	\$ 205	\$ 294	√
<b>WEROC Program Total</b>	850	889	880	
<b>GRAND TOTAL - General Fund</b>	<b>\$ 143,041</b>	<b>\$ 140,295</b>	<b>\$ 145,847</b>	

# Exhibit E

## MUNICIPAL WATER DISTRICT OF ORANGE COUNTY Summary of Proposed Staff Registration & Travel Budget <sup>(1)</sup> Fiscal Year 2022-2023

Conference / Meeting	Location/Date/Staff	Registration	Travel <sup>(1)</sup>	Approval included in Budget Approval
Association of California Water Agencies (ACWA)	DC Conference, July 12-14, 2022	\$ 4,400	\$ 8,100	✓
	DC Conference, February 2023	\$ 4,400	\$ 10,800	✓
	Fall Conference, Nov. 29 - Dec. 2, 2022, Indian Wells, Ca	\$ 5,960	\$ 4,000	✓
	Spring Conference, TBD	\$ 4,470	\$ 6,000	✓
	Region 10, TBD	\$ 80		✓
	Legislative Symposium, Sacramento, TBD	\$ 285	\$ 600	✓
Association of California Cities- Orange County (ACCOC)	Sacramento, TBD	\$ 1,600	\$ 1,000	✓
	Washington DC, TBD	\$ 5,100	\$ 3,000	✓
Association of Metropolitan Water Agencies(AMWA)	Misc. Conference TBD	\$ 950	\$ 1,800	✓
	Water Policy Conference TBD	\$ 950	\$ 1,800	✓
	Executive Mgmt Conference, Oct. 30-Nov.2, 2022, Savannah, Georgia	\$ 950	\$ 1,800	✓
American Water Works Association (AWWA)	Cal Nevada Fall Conference, Oct 24-26, 2022 Sacramento, Ca	\$ 1,750	\$ 1,200	✓
	Cal Nevada Section Annual Conference, San Diego, Ca TBD	\$ 1,750	\$ 1,600	✓
	Sustainable Water Management TBD	\$ 575	\$ 1,200	✓
California Association of Public Information Officials (CAPIO)	Annual Conference, TBD	\$ 1,120	\$ 2,250	✓
Cal Desal	Annual Conference, TBD	\$ 250	\$ 500	✓
California Environmental Literacy Initiative	Sacramento Ca, TBD		\$ 1,500	✓
California Employees Public Retirement System(CalPERS)	Annual Employer Education Forum, 2022, November 1-3, 2022, Anaheim Ca	\$ 800		✓
California Municipal Utilities Association (CMUA) Capitol Days	Capital Days, Sacramento, TBD	\$ 195	\$ 800	✓
California Municipal Utilities Association (CMUA) Annual Conference	Annual Conference, April 16-18, 2023, Sacramento, Ca	\$ 900	\$ 800	✓
Colorado River Water Users Association (CRWUA)	Annual Conference, December 14-16, 2022, Las Vegas, NV	\$ 2,020	\$ 2,400	✓
California Special Districts Association (CSDA)	Legislative Days, May 2023, Sacramento, Ca	\$ 275	\$ 800	✓
	Annual Spring Conference, August 22-25, 2022, Palm Springs, Ca	\$ 500	\$ 800	✓
California Water Efficiency Partnership (CalWEP) Membership(fmr: CUWCC)	Membership Meetings, 1=No. Cal & 2=So. Cal		\$ 600	✓
	Board Meetings, 2=No. Cal & 2=So. Cal		\$ 450	✓
	Peer to Peer, TBD	\$ 2,250	\$ 2,925	✓
Department of Water Resources Education Committee	Sacramento, TBD		\$ 2,500	✓
Department of Water Resources (DWR)/State Water Resources Control Board (SWRCB)	Urban Advisory Group Meetings, Sacramento		\$ 1,600	✓
Legislative Advocacy	Sacramento		\$ 6,000	✓
	Washington DC		\$ 8,000	✓
Liebert, Cassidy Whitmore	Annual Public Sector Conference, TBD	\$ 1,200		✓
Multi-State Salinity Coalition	Annual Salinity Summit, February 2023, Las Vegas, NV	\$ 300	\$ 800	✓
Orange County Business Council (OCBC)	Advocacy, Sacramento, TBD	\$ 900	\$ 3,200	✓
	Advocacy, DC, TBD	\$ 3,600	\$ 1,600	✓
Public Relations Society of America	Annual Conference, TBD	\$ 1,900	\$ 1,000	✓
Urban Water Institute	Fall Conference, TBD	\$ 1,300	\$ 400	✓
	Spring Conference, TBD	\$ 975	\$ 1,500	
Water Smart Innovations	Annual Conference, Las Vegas NV, TBD	\$ 1,000	\$ 3,000	
Miscellaneous*		\$ 3,500	\$ 4,000	✓
<b>General Fund Total **</b>		<b>\$ 56,205</b>	<b>\$ 90,325</b>	
<b>Conferences/Meetings/Trainings</b>				
International Assoc. of Emergency Managers	Savannah, GA November 11-17, 2022	\$ 1,500	\$ 4,850	✓
California Emergency Services Association (Fall)	TBD Northern California	\$ 1,200	\$ 3,450	✓
AWWA CA/NV Section	Spring 2023, TBD	\$ 500	\$ 1,200	✓
<b>WEROC Program Total</b>		<b>\$ 3,200</b>	<b>\$ 9,500</b>	
<b>PROPOSED GENERAL FUND BUDGET</b>		<b>\$ 56,205</b>	<b>\$ 90,325</b>	

\* Includes OCWA lunch meetings, ISDOC, OCBC, SCWC, League of Cities, Misc. Assoc/Committee meetings and related business meeting expenses.

\*\* Excludes automotive mileage.

(1) Includes all modes of travel (except automotive mileage), room accommodations, meals, and related misc. expenses.

**Exhibit F**

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY  
Summary of Proposed Board Registration & Travel Budget<sup>(1)</sup>  
Fiscal Year 2022-2023**

<b>Conference</b>	<b>Location/Date/Directors</b>	<b>Registration</b>	<b>Travel <sup>(1)</sup></b>	<b>Approval included in Budget Approval</b>
Association of California Water Agencies (ACWA)	DC Conference, July 12-14, 2022	\$ 2,200	\$ 5,400	✓
	DC Conference, February 2023	\$ 2,200	\$ 5,400	
	Fall Conference, Indian Wells, Nov. 29 - December 2, 2022	\$ 3,725	\$ 2,500	✓
	Spring Conference, TBD	\$ 2,235	\$ 3,000	✓
	Region 10, TBD	\$ 80		✓
Association of California Cities- Orange County (ACCOC)	Sacramento, TBD	\$ 800	\$ 500	✓
	Washington DC, TBD	\$ 2,550	\$ 1,500	✓
American Water Works Association/Water Environment Federation (AWWA/WEF)	Utility Management Conference, TBD	\$ 875	\$ 1,200	✓
Bond Buyers	Conference, TBD	\$ 300	\$ 200	✓
California Special Districts Association (CSDA)	Legislative Days, Sacramento, May 2023	\$ 275	\$ 800	✓
Cal Desal	Annual Conference, TBD	\$ 2,500	\$ 2,500	✓
Colorado River Water Users Association (CRWUA)	Annual Conference, December 14-16, 2022, Las Vegas, NV	\$ 1,515	\$ 1,800	✓
Legislative Advocacy	Sacramento		\$ 1,500	✓
	Washington DC		\$ 2,000	✓
Orange County Business Council (OCBC)	Advocacy Trip, Sacramento, TBD	\$ 950	\$ 500	✓
	Advocacy Trip-DC, TBD	\$ 1,800	\$ 800	✓
Urban Water Institute	Fall Conference, TBD	\$ 975	\$ 300	✓
	Spring Conference, TBD	\$ 975	\$ 1,500	✓
Miscellaneous*		\$ 1,200	\$ 1,500	✓
<b>TOTAL**</b>		<b>\$ 25,155</b>	<b>\$ 32,900</b>	

**PROPOSED GENERAL FUND BUDGET**

<b>\$ 25,155</b>	<b>\$ 32,900</b>
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\* Includes OCWA lunch meetings, ISDOC, OCBC, SCWC, League of Cities, Misc. Assoc/Committee meetings and related business meeting expenses.

\*\* Excludes automotive mileage.

(1) Includes all modes of travel (except automotive mileage), room accommodations, meals, and related misc. expenses.

## Exhibit G

### MUNICIPAL WATER DISTRICT OF ORANGE COUNTY Proposed Total Membership that Includes Registration & Travel Costs<sup>(1)</sup> Fiscal Year 2022-2023

Conference / Meeting	Membership	Registration	Travel	Total
American Water Works Assoc./Water Env. Federation (AWWA/WEF)	\$ 1,855	\$ 4,950	\$ 5,200	\$ 12,005
Association of Calif. Water Agencies (ACWA)	\$ 23,000	\$ 30,035	\$ 45,800	\$ 98,835
Association of California Cities- Orange County (ACCOC)	\$ 5,100	\$ 10,050	\$ 6,000	\$ 21,150
Association of Metropolitan Water Agencies (AMWA)	\$ 21,876	\$ 2,850	\$ 5,400	\$ 30,126
Cal Desal	\$ 5,100	\$ 2,750	\$ 3,000	\$ 10,850
California Association of Public Information Officers (CAPIO)	\$ 825	\$ 1,120	\$ 2,250	\$ 4,195
California Environmental Literacy Initiative	\$ 600		\$ 1,500	\$ 2,100
California Municipal Utilities Association (CMUA)	\$ 6,480	\$ 1,095	\$ 1,600	\$ 9,175
California Special Districts Assn. (CSDA)	\$ 8,100	\$ 1,050	\$ 2,400	\$ 11,550
California Water Efficiency Partnership (CalWEP)	\$ 6,030	\$ 2,250	\$ 3,975	\$ 12,255
Colorado River Water Users Assn. (CRWUA)	\$ 160	\$ 3,535	\$ 4,200	\$ 7,895
Department of Water Resources (DWR)	\$ 1,500		\$ 4,100	\$ 5,600
Orange County Business Council (OC Chamber)	\$ 5,250	\$ 7,250	\$ 6,100	\$ 18,600
Public Relations Society of America	\$ 1,340	\$ 1,900	\$ 1,000	\$ 4,240
Urban Water Institute	\$ 1,326	\$ 4,225	\$ 3,700	\$ 9,251
<hr/>				
<b>Grand Total for Memberships with Conferences/Travel:</b>	<b>\$ 88,542</b>	<b>\$ 73,060</b>	<b>\$ 96,225</b>	<b>\$ 257,827</b>

(1) Includes all modes of travel (except automotive mileage), room accommodations, meals, and related misc. expenses.

## Exhibit H

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**  
**Schedule of Capital Expenditures**  
**Fiscal Year 2022-2023**

	<b>Proposed Budget</b>	<b>Approval included in <u>Budget Approval</u></b>
<b>Furniture and Fixtures- 19-8810:</b>		
MWDOC Office Improvements (Wall Displays, Copier, Kitchen Remodel)	\$ 76,000	√
<b>Subtotal 8810 Improvements</b>	<b>\$ 76,000</b>	
 <b>Building Improvements- 19-8811:</b>		
Shade Structures/Kitchen Remodel/Design Fees/Window Coverings	\$ 246,600	√
<b>Subtotal 8811 Improvements</b>	<b>\$ 246,600</b>	
 <b>New Realized Costs - Cost Center 19</b>	<b>\$ 322,600</b>	
 <b>Water Loss Control- 70-8810:</b>		
Leak Det. Equip(3XSewerin Aqua Test T10 Ground Mic's)	\$ 32,280	√
<b>Total - Cost Center 70</b>	<b>\$ 32,280</b>	

**Exhibit J**  
**Professional / Special Services Authorized**  
**Core Fund**

Department	Consultant	Service	Budget FY 21-22	Budget FY 22-23	* Approval included in Budget Approval
<b>Engineering Expenses</b>					
<b>Planning &amp; Operation (21)</b>	CDR	GIS Retail & Division Boundary Corrections	\$ -	\$ 15,000	√
	CDM Smith	Economic Studies/Reliability Study	\$ 50,000	\$ 100,000	√
	(To be determined)	On Call Work	\$ 75,000	\$ 10,000	
	Hazen, Ed Means Consulting	EOCF#2 Emergency Pilot	\$ 75,000	\$ 150,000	√
<b>Total Planning &amp; Operations Expenses</b>			<b>\$ 200,000</b>	<b>\$ 275,000</b>	
<b>Met Issues &amp; Special Projects (23)</b>	Ed Means Consulting	Consulting on MET issues	\$ 30,000	\$ 25,000	√
	(To be determined)	Financial & Rate Consulting	\$ 75,000	\$ 35,000	
	(To be determined)	MET and Reliability Planning (IRP & Delta)	\$ 75,000	\$ 50,000	
	(To be determined)	Financial Model for MWD	\$ -	\$ 25,000	
<b>Total MET Issues &amp; Special Projects Expenses</b>			<b>\$ 180,000</b>	<b>\$ 135,000</b>	
<b>Total Engineering Expenses</b>			<b>\$380,000</b>	<b>\$410,000</b>	
<b>Legal Expenses</b>					
<b>Administration (11 &amp; 13)</b>	Best, Best & Krieger	General Legal Counsel Services	\$ 200,000	\$ 210,000	√
	Aleshire & Wynder	Legal Counsel Services Regarding San Diego CWA	\$ 15,000	\$ 15,750	√
	Best, Best & Krieger	Labor Counsel Services	\$ 10,000	\$ 10,000	√
<b>Total Legal Expenses</b>			<b>\$225,000</b>	<b>\$235,750</b>	
<b>Audit Expenses</b>					
<b>Finance (41)</b>	Vasquez & Company LLP	Annual Financial Audit and Federal Single Audit	\$ 30,220	\$ -	√
	(To be determined)	Annual Financial Audit and Federal Single Audit	\$ -	\$ 35,000	
<b>Training</b>					
<b>Administration (13)</b>	Cal State University Fullerton/Municipal Resources Group/Centre for Organization Effectiveness	Staff Development/Technical Training/Leadership Training	\$ 50,000	\$ 45,000	√
<b>Professional Fees</b>					
<b>Administration (12 &amp; 13 &amp; 19)</b>	Economic Group Pension Services (EGPS) formerly Dissinger Associates	Pension Plan Administration	\$ 4,000	\$ 4,000	√
	IGOE	Cafeteria Plan Administration	\$ 660	\$ 700	√
	Gladwell Services	Records Management Consulting	\$ 1,200	\$ 1,200	√
	Health Equity	Health Equity	\$ 100	\$ 125	√
<b>Governmental Affairs (31)</b>	BBK Legislation	State Legislative Advocate	\$ 96,000	\$ 96,000	√
	Lewis Consulting	County Issues Consulting	\$ 42,000	\$ -	√
	Soto Services	Grant Research and Acquisition Assistance	\$ 39,000	\$ 42,000	√
	Ackerman	Legal and Regulatory	\$ 36,000	\$ 42,000	√
	Natural Resource Results	Federal Legislative Advocate	\$ 96,000	\$ 96,000	√
<b>Public Affairs (32)</b>	Stetson Engineers	Consumer Confidence Report (CCR) Technical Water Quality Advisor	\$ 43,449	\$ 50,000	√
	So Cal Water Coalition	Delta Conveyance Program Support	\$ 30,000	\$ 30,000	√
	(To be determined)	Collateral materials update and resolutions/proclamations	\$ 4,500	\$ 5,000	
	(To be determined)	Event Registration Fees	\$ 12,500	\$ -	
	Hashtag Pinpoint	Strategic Digital Outreach Contract	\$ 95,000	\$ 95,000	√
	(To be determined)	CA Water, Energy & Education Alliance	\$ 5,000	\$ -	
	(To be determined)	Polling Public Sentiment Analysis	\$ -	\$ 25,000	
	(To be determined)	Education Initiatives	\$ -	\$ 35,000	
	(To be determined)	Website Research	\$ -	\$ 50,000	
	(To be determined)	Wyland Mayors Challenge	\$ 10,000	\$ 10,000	
	PSAV	Special Events AV Support	\$ 20,000	\$ 51,000	√
	(To be determined)	Advertising	\$ 20,000	\$ 20,000	
	(To be determined)	Environmental Literacy Initiative	\$ 25,000	\$ -	
	(To be determined)	Scouts Program	\$ 7,500	\$ 7,500	
<b>WUE - Core (35)</b>	(To be determined)	General WUE Research	\$ 75,000	\$ 75,000	
	Water Systems Optimization	Water Loss Control Work Grp (WLC)	\$ 55,000	\$ 55,000	√
	Water Systems Optimization	WLC Business Plan Implementation	\$ 25,000	\$ 25,000	√
	(To be determined)	Water Conservation Potential Study	\$ 100,000	\$ -	
	OC Data Acquisition P/S (OCDAP)	Aerial Imagery and Landscape Measurement Project	\$ -	\$ 75,000	√
<b>Finance &amp; IT (41 &amp; 45)</b>	U.S. Bank	Custodial Bank fees	\$ 6,500	\$ 6,500	√
	CalPERS	CalPERS GASB 68 Report	\$ 700	\$ 700	√
	Davis Farr	Financial Consulting	\$ 15,000	\$ -	√
	(To be determined)	Financial Consulting	\$ -	\$ 15,000	
	Demsey Filliger & Assoc., LLC	OPEB Actuarial	\$ 750	\$ 3,750	√
<b>Total Professional Fees</b>			<b>\$865,859</b>	<b>\$916,475</b>	

\* Approval of the budget constitutes authorization for spending within the policy guidelines set out in Chapter 8, Contracts section of the Administrative code including authorization limitations. A check mark indicates final board approval of the expenditure.

**Exhibit J1**  
**Professional / Special Services Authorized**  
**Choice Funds**

Department	Consultant	Service	Budget FY 21-22	Budget FY 22-23	* Approval included in Budget Approval
<b>Training</b>					
<b>Water Loss Control (70)</b>	(To be determined)	Water lost training	\$ 2,000	\$ 8,000	√
<b>Professional Fees</b>					
<b>Water Loss Control (70)</b>	USA Leak Detection	Leak Detection		\$ 20,000	√
	Westerley & McCall's	Meter Accuracy Testing	\$ 65,000	\$ 35,000	√
<b>Water Use Efficiency (62)</b>	Various Printers	Printing of marketing materials for all WUE programs	\$ 40,000	\$ 40,000	√
	Droplet	Web Based Rebate Processing Platform (Turf & Drip)	\$ 30,000	\$ 30,000	√
	Droplet	E-Signature Rebate Processing	\$ 7,100	\$ 7,100	√
	Mission Resource Cnsvr District	Residential Installation Verification Inspections	\$ 50,000	\$ 50,000	√
<b>School Program (63)</b>	Discovery Cube/Shows That	Assemblies (Elementary School)	\$ 290,807	\$ 288,310	√
	Bolsa Chica Conservancy	Assemblies (High School)	\$ 66,142	\$ 63,930	√
	Discovery Cube	Assemblies (Middle School)	\$ 45,709	\$ 65,441	√
<b>Total Professional Fees</b>			<b>\$ 594,758</b>	<b>\$ 579,781</b>	

\* Approval of the budget constitutes authorization for spending within the policy guidelines set out in Chapter 8, Contracts section of the Administrative code including authorization limitations. A check mark indicates final board approval of the expenditure.



**Municipal Water District of Orange County**  
**Fiscal Year 2021-2022 Consolidated Budget Summary**

	Core & Choice	Water Fund	WUE Grants and Outside Funding	WEROC	AMP Proceeds Agreement Administration	Total with Inter-Fund Transfers	Less Inter-Fund Transfers <sup>(1)</sup>	Consolidated Budget Total
<b>Revenues:</b>								
Water Sales		\$ 175,452,389				\$ 175,452,389		\$ 175,452,389
Local Resource Program Incentives		(4,136,088)				(4,136,088)		(4,136,088)
Retail Meter Charge	8,357,232					8,357,232		8,357,232
Ground Water Customer Charge	335,385	10,500				335,385		335,385
Interest Revenue	220,000					230,500		230,500
MWDOC's Contribution				260,346		260,346	(260,346)	-
Outside Fundings	-		2,618,752	260,346	11,622	2,890,720		2,890,720
Choice Revenue	1,636,669					1,636,669		1,636,669
Miscellaneous Income	3,000					3,000		3,000
<b>Total Revenues</b>	<b>10,552,286</b>	<b>171,326,801</b>	<b>2,618,752</b>	<b>520,692</b>	<b>11,622</b>	<b>185,030,153</b>	<b>(260,346)</b>	<b>184,769,807</b>
<b>Expenses:</b>								
Water Purchases	-	171,316,301				171,316,301		171,316,301
Salaries & Wages	4,178,542			350,504	3,238	4,532,284		4,532,284
less S & W Reimb. DSC or Recov from Grants	(18,665)			(11,750)		(30,415)		(30,415)
Employee Benefits	1,563,730			125,727	883	1,690,340		1,690,340
Engineering Expense	380,000					380,000		380,000
Professional Fees	1,475,640		2,618,752	-		4,094,392	-	4,094,392
Contribution to Election Reserve	-					-		-
Legal Expense - General	225,000			-	6,000	231,000		231,000
Maintenance Expense	168,400			3,700		172,100		172,100
Insurance Expense	130,000			-		130,000		130,000
Membership / Sponsorship	143,041			850		143,891		143,891
Director Compensation	288,800					288,800		288,800
MWDOC Contribution to WEROC Operations	260,346					260,346	(260,346)	-
<b>Others:</b>								
MWD Representation	165,029					165,029		165,029
Director Benefits	161,248					161,248		161,248
Health Insurance Coverage for Retirees	101,099				-	101,099		101,099
Audit Expense	30,220				-	30,220		30,220
Automotive & Toll Road Expenses	23,050			2,050		25,100		25,100
Conference Expense - Staff	44,560			3,800		48,360		48,360
Conference Expense - Directors	16,845					16,845		16,845
CDR Participation	65,249					65,249		65,249
Business Expense	2,500					2,500		2,500
Miscellaneous Expense	88,381			6,001	-	94,382		94,382
Postage / Mail Delivery	9,243					9,243		9,243
Rents & Leases	1,800			-		1,800		1,800
Outside Printing, Subscription & Books	83,700			1,000		84,700		84,700
Office Supplies	39,000			1,500		40,500		40,500
Computer Maintenance	8,000			5,060		13,060		13,060
Software Support & Expense	84,680			9,300		93,980		93,980
Computers and Equipment	23,450			-		23,450		23,450
Telecommunications Expense	42,840			10,000		52,840		52,840
Temporary Help Expense	5,000					5,000		5,000
Training Expense	52,000			8,200		60,200		60,200
Tuition Reimbursement	5,000					5,000		5,000
Travel & Accommodations - Staff	69,825			4,750		74,575		74,575
Travel & Accommodations - Directors	21,250					21,250		21,250
Depreciation Expense (annualized)	-					-		-
Overhead Reimbursement	-				-	-		-
MWDOC Building Expense	441,973					441,973		441,973
Capital Acquisition	267,256			-		267,256		267,256
All Other Expenses	1,853,198		-	51,661	-	1,904,859		1,904,859
<b>Total Expenses</b>	<b>10,648,033</b>	<b>171,316,301</b>	<b>2,618,752</b>	<b>520,692</b>	<b>10,121</b>	<b>185,113,899</b>	<b>(260,346)</b>	<b>184,853,552</b>
<b>EFFECT ON RESERVES / FUND BALANCE</b>	<b>\$ (95,747)</b>	<b>\$ 10,500</b>	<b>(2) \$ -</b>	<b>\$ -</b>	<b>\$ 1,501</b>	<b>\$ (83,746)</b>	<b>\$ -</b>	<b>\$ (83,746)</b>

1 Adjustment for MWDOC's contributions to other funds.  
2 Net change to restricted reserves for interest revenue.

**Municipal Water District of Orange County**  
**Fiscal Year 2022-2023 Consolidated Budget Summary**

	Core & Choice	Water Fund	WUE Grants and Outside Funding	WEROC	AMP Proceeds Agreement Administration	Total with Inter-Fund Transfers	Less Inter-Fund Transfers <sup>(1)</sup>	Consolidated Budget Total
<b>Revenues:</b>								
Water Sales		\$ 179,985,126				\$ 179,985,126		\$ 179,985,126
Local Resource Program Incentives		(5,507,994)				(5,507,994)		(5,507,994)
Retail Meter Charge	8,885,401					8,885,401		8,885,401
Ground Water Customer Charge	367,670					367,670		367,670
Interest Revenue	145,971	4,547				150,518		150,518
MWDOC's Contribution			8,545,274			296,290	(296,290)	-
Outside Fundings	-				4,567	8,819,493		8,819,493
Choice Revenue	1,757,952					1,757,952		1,757,952
Miscellaneous Income	3,000					3,000		3,000
<b>Total Revenues</b>	<b>11,159,994</b>	<b>174,481,679</b>	<b>8,545,274</b>	<b>565,941</b>	<b>4,567</b>	<b>194,757,455</b>	<b>(296,290)</b>	<b>194,461,165</b>
<b>Expenses:</b>								
Water Purchases	-	174,477,132				174,477,132		174,477,132
Salaries & Wages	4,429,130			374,337	3,596	4,807,063		4,807,063
less S & W Reimb. DSC or Recov from Grants	(20,000)			-		(20,000)		(20,000)
Employee Benefits	1,648,831			132,314	971	1,782,116		1,782,116
Engineering Expense	410,000					410,000		410,000
Professional Fees	1,516,256		8,545,274			10,061,530		10,061,530
Contribution to Election Reserve	300,728					300,728		300,728
Legal Expense - General	235,750				-	235,750		235,750
Maintenance Expense	177,456			3,700		181,156		181,156
Insurance Expense	140,000					140,000		140,000
Membership / Sponsorship	145,847			880		146,727		146,727
Director Compensation	275,041					275,041		275,041
MWDOC Contribution to WEROC Operations	296,290					296,290	(296,290)	-
<b>Others:</b>								
MWD Representation	157,166					157,166		157,166
Director Benefits	135,201					135,201		135,201
Health Insurance Coverage for Retirees	94,554				-	94,554		94,554
Audit Expense	35,000				-	35,000		35,000
Automotive & Toll Road Expenses	22,943			1,500		24,443		24,443
Conference Expense - Staff	56,205			3,200		59,405		59,405
Conference Expense - Directors	25,155					25,155		25,155
CDR Participation	57,462					57,462		57,462
Business Expense	2,500					2,500		2,500
Miscellaneous Expense	72,120			6,200		78,320		78,320
Postage / Mail Delivery	11,300					11,300		11,300
Rents & Leases	1,800					1,800		1,800
Outside Printing, Subscription & Books	85,000			250		85,250		85,250
Office Supplies	39,000			1,000		40,000		40,000
Computer Maintenance	7,000					7,000		7,000
Software Support & Expense	150,708			5,060		160,508		160,508
Computers and Equipment	43,950			9,800		53,750		53,750
Telecommunications Expense	43,690					43,690		43,690
Temporary Help Expense	5,000			10,000		15,000		15,000
Tuition Reimbursement	53,000			8,200		61,200		61,200
Travel & Accommodations - Staff	5,000					5,000		5,000
Travel & Accommodations - Directors	90,325			9,500		99,825		99,825
Depreciation Expense (annualized)	32,900					32,900		32,900
Overhead Reimbursement	-					-		-
MWDOC Building Expense	-					-		-
Capital Acquisition	723,077					723,077		723,077
All Other Expenses	108,280					108,280		108,280
<b>Total Expenses</b>	<b>11,613,665</b>	<b>174,477,132</b>	<b>8,545,274</b>	<b>565,941</b>	<b>4,567</b>	<b>195,206,579</b>	<b>(296,290)</b>	<b>194,910,289</b>
<b>EFFECT ON RESERVES / FUND BALANCE</b>	<b>\$ (453,671)</b>	<b>\$ 4,547</b>	<b>(2) \$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (449,124)</b>	<b>\$ -</b>	<b>\$ (449,124)</b>

1 Adjustment for MWDOC's contributions to other funds.  
2 Net change to restricted reserves for interest revenue.



**DISCUSSION ITEM**

March 9, 2022

**TO: Board of Directors**

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

**Robert Hunter  
General Manager**

**Staff Contact: Hilary Chumpitazi**

**SUBJECT: Reserve & Fund Policy Review**

**STAFF RECOMMENDATION**

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Staff recommends the Administration & Finance Committee, MWDOC Board of Directors, Member Agencies, and the public review, discuss and provide input and comments on the Reserve Policy Review Report. These discussions should continue through the April meeting cycle in order to allow all parties sufficient time to review the report and discuss possible actions. The committee should direct General Manager to:

Include in the third draft budget any reserve actions that can be decided at this time with regards to the rates and projected draw on reserves (e.g., Tier 2 Reserves);

Disaggregate the General Fund into an active carry-over project/program component, a non-active project/program component with use conditions, and a non-active project/program component without use conditions;

**DETAILED REPORT**

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The final report for the Reserve and Fund Policy Review was not available at the time of the initial posting of the meeting packet. This agenda item will be updated and posted as soon as the final report is available.

<b>Budgeted (Y/N): NA</b>	Budgeted amount:	Core __	Choice __
<b>Action item amount:</b>	Line item:		
<b>Fiscal Impact (explain if unbudgeted):</b>			

# MUNICIPAL WATER DISTRICT OF ORANGE COUNTY


*Fiscal Year 2019-20*

## ***Sole Source Procurement Justification for Projects under \$25,000\****



- A. Supplier Information/Name of Company and Prime Contact at the Supplier and at MWDOC: **Stetson Engineering**
- B. Contract awards to Supplier over prior 36-months:
- C. Product(s) or Service(s) to be provided and Deliverables: **Water Quality Consumer Confidence Report Technical Consulting Services**
- D. Justification Definition – **(Background)** Stetson Engineering has been developing and designing Consumer Confidence Reports for MWDOC's Member Agencies since 2006. The previous bid process in 2017, did not produce competitors. Additionally, Stetson has special technical expertise working with the OC Groundwater Basin and familiarity with the Member Agencies and their representatives.
- E. Narrative Explanation – **The 2017 Request for Proposal for Professional Services for Water Quality Consumer Confidence Report Technical Consulting Services was adopted in February 2017 for FY2016/17. The information regarding that contract was not readily available and mistakenly identified as adopted for FY2017/18. With the incorrect start date, the contract for Water Quality Consumer Confidence Report Tech Technical Consulting Services was extended for FY2021/22 and work began. The contract was extended in error outside of the Municipal Water District of Orange County administrative code.**
- F. Budget Line Item Reference & Amount: **7040 – Consumer Confidence Reports \$43,440**
- G. Core or Choice designation: **CORE**

H. Signature/Approvals:

Requestor  3/3/22  
Date

General Manager

Date

\* Projects over \$25,000 must go to a Committee of the Board.

\*\* Possible justifications include but are not limited to: Only qualified bidder; Proprietary item; Urgent necessity; Bid process did not produce competitors; Governmental agency, association or Utility; Prior phase of professional services contract completed successfully by same Consultant; and Special technical expertise by Consultant for tasks desired.

\* Projects over \$25,000 must go to a Committee of the Board.

\*\* Possible justifications include but are not limited to: Only qualified bidder; Proprietary item; Urgent necessity; Bid process did not produce competitors; Governmental agency, association or Utility; Prior phase of professional services contract completed successfully by same Consultant; and Special technical expertise by Consultant for tasks desired.

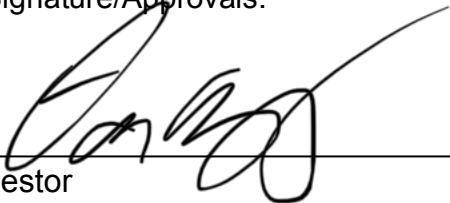
# MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

*Fiscal Year 2019-20*

## ***Sole Source Procurement Justification for Projects under \$25,000\****



- A. Supplier Information/Name of Company and Prime Contact at the Supplier and at MWDOC: **LA Design Studio**
- B. Contract awards to Supplier over prior 36-months:
- C. Product(s) or Service(s) to be provided and Deliverables: **MWDOC Website Support & Enhancements**
- D. Justification Definition – **Proprietary item. Prior phase of professional services contract completed successfully by the same Consultant with special technical expertise.**
- E. Narrative Explanation: **LA Design Studio built and maintains the MWDOC website, and their institutional knowledge and backend support has been critical in maintaining the award-winning website. The MWDOC Website Support & Enhancements request was in addition to the ongoing maintenance and support originally awarded as part of the website RFP. Rather than distributing the cost of the enhancements monthly over the course of a year, the entire amount was billed on one invoice combined with the ongoing maintenance cost.**
- F. Budget Line Item Reference & Amount: **IT – 7440 – MWDOC Website Support & Enhancements \$15,000**
- G. Core or Choice designation: **Core**
- H. Signature/Approvals:


3/3/22  
 Requestor Date

\_\_\_\_\_  
 General Manager Date

\* Projects over \$25,000 must go to a Committee of the Board.

\*\* Possible justifications include but are not limited to: Only qualified bidder; Proprietary item; Urgent necessity; Bid process did not produce competitors; Governmental agency, association or Utility; Prior phase of professional services contract completed successfully by same Consultant; and Special technical expertise by Consultant for tasks desired.

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\*\* Possible justifications include but are not limited to: Only qualified bidder; Proprietary item; Urgent necessity; Bid process did not produce competitors; Governmental agency, association or Utility; Prior phase of professional services contract completed successfully by same Consultant; and Special technical expertise by Consultant for tasks desired.

**Administration Activities Report****February 5, 2022 – March 3, 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 and Board members.</li><li>• Assisted Rob 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; worked with Public Affairs regarding Agreements.</li><li>• Reviewed Insurance documents for all District Agreements.</li><li>• Responded to four Public Records Act requests.</li><li>• Reviewed Administrative Code and budget regarding conference attendance; worked with staff re Admin Code policies.</li><li>• Worked with legal counsel regarding division boundary/census issues</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>• Began the Form 700 process and coordinated the Form 460/470 filings with Registrar.</li><li>• Conferred with MET Ethics personnel regarding Form 700s.</li><li>• Prepared and posted Form 806.</li><li>• Commenced coordination efforts for the Elected Officials Forum.</li><li>• Updated the District Calendars.</li><li>• Worked with Legal Counsel regarding AB 361 issues.</li><li>• Coordinated Zoom meetings and solicited availability, set-up and hosted Zoom Meetings for General Manager, Engineering, Public Affairs and Governmental Affairs.</li><li>• Processed agreements for Engineering.</li><li>• Registered Staff and Directors for various training and conferences, made travel accommodations and handled expenses.</li><li>• Transcribed interview notes from the MA Facilitated discussions.</li><li>• Reviewed and provide input for the MA Facilitated Discussions report.</li><li>• Updated ISDOC 2022 Membership/Directory.</li><li>• Hosted Zoom ISDOC Executive Committee Meeting.</li><li>• Attended Excel Formula Training webinar.</li><li>• Attended Conference Room 101 Training.</li></ul>





<b>Records Management</b>	<p>Staff worked on the following:</p> <ul style="list-style-type: none"> <li>• Reorganized/updated Records Management documents and folder in Shared drive.</li> <li>• Continue to review incoming mail and log necessary documents into the Laserfiche system.</li> <li>• Continue to review documents and update information in Laserfiche.</li> <li>• Reviewed proposal from ECS to transition to Laserfiche Cloud.</li> <li>• Worked on setting up new file structure in Laserfiche for Engineering Department to facilitate easier access to certain agreements and documents. Also modified file structure for Board of Directors for the same purpose.</li> </ul>
<b>Health and Welfare Benefits</b>	<ul style="list-style-type: none"> <li>• All flexible spending plan claims must be submitted no later than March 31<sup>st</sup> for the 2021 plan year. See HR staff for assistance in submitting claims or questions.</li> </ul>
<b>Recruitment / Departures</b>	<ul style="list-style-type: none"> <li>• Recruiting efforts continue for two Water Loss Control Interns. The Water Loss Control Technician will be starting on March 7<sup>th</sup>.</li> <li>• Sr. Financial Analyst/Database Analyst, Jeff Stalvey will be retiring on March 31<sup>st</sup>.</li> </ul>
<b>Projects/ Activities</b>	<p>Staff worked on the following:</p> <ul style="list-style-type: none"> <li>• Continues to coordinate with the contractor on completing punch list items.</li> <li>• Continues to coordinate with the furniture vendor on punch list items and back order of items to be delivered.</li> <li>• Administrative Staff attended an additional training session for Excel and Acrobat.</li> <li>• A committee comprised of staff from various departments are meeting 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>• Coordinate closely with the Director of Emergency Management on COVID-19 protocols, OSHA ETS and State guidelines.</li> <li>• Continue review and completion of applications for Cyber, Property and Excess Crime insurance policies for the upcoming fiscal year 2022-23.</li> <li>• Staff met with copier vendor to review new copier and to review software.</li> <li>• Coordinate additional office cleanings in the office twice a week.</li> <li>• Hosting of Board, Committee and Department meetings via zoom.</li> <li>• Hold weekly virtual meetings with the Administration Team.</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>• Compiling information and reaching out to Cities and water agencies in preparing for the 2022 Orange County Cities and Water Agency Directory.</li><li>• Prepared letters and mail merge for Elected Officials Meeting in April.</li><li>• Staff is 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 coordinate with OCWD staff to review the landscape areas at the building entrance. Staff will be following up and hold another meeting to discuss.</li><li>• The proposed fumigation of both MWDOC and OCWD Administrative buildings has been cancelled until further notice.</li><li>• Compiled budget costs for cost centers, 11, 12, 13 and 19 for FY-2022-23 budget.</li><li>• Continue to research and evaluate various options in replacing/repairing the wood trellis in the atrium.</li><li>• HR staff participated in interviews for the Water Loss Control Intern and Technician positions.</li><li>• Two staff members have been registered to attend the Centre for Organization Effectiveness Supervisor's Academy.</li><li>• One staff member has been registered to attend the Centre for Organization Effectiveness Public Management Academy</li><li>• Two staff members have been registered to attend the Leadership Development Academy through Cal State Fullerton.</li></ul>
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**INFORMATION ITEM****March 9, 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**

<b>Description</b>	<b>% of Completion</b>	<b>Estimated Completion date</b>	<b>Status</b>
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 no rebate checks awaiting a W-9 form.	On-going	On-going	On-going
Government Compensation in California FY 2020-21	<b>25%</b>	04-30-2022	In Progress
State Controller Report preparation FY 2020-21	<b>90%</b>	03-17-2022	In Progress
Preparation of documents for FY 2022-23 budget process.	<b>85%</b>	04-30-2022	In Progress
Prepare RFP for new Annual Financial Statement Auditors	<b>0%</b>	05-31-2022	Not Started
Prepare RFP for new Financial Consultant	<b>0%</b>	06-30-2022	Not Started

## **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>30%</b>	6-30-2022	In Progress
Exchange E-mail Online Migration for the District	<b>60%</b>	03/31/2022	In Progress
Critical Security Controls Review by Tevora	<b>75%</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

March 9, 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 January.**
- Estimated OC Water Usage, Monthly, Comparison to Previous Years Water usage in January **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 **529,000 AF in FY 2021-22** (this includes ~11 TAF of agricultural usage and non-retail water agency usage). This is about **30,000 AF less than FY 2020-21** and is about **4,000 AF less than FY 2019-20**. Water usage per person is projected to be slightly lower in **FY 2021-22 for Orange County at 150 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):			

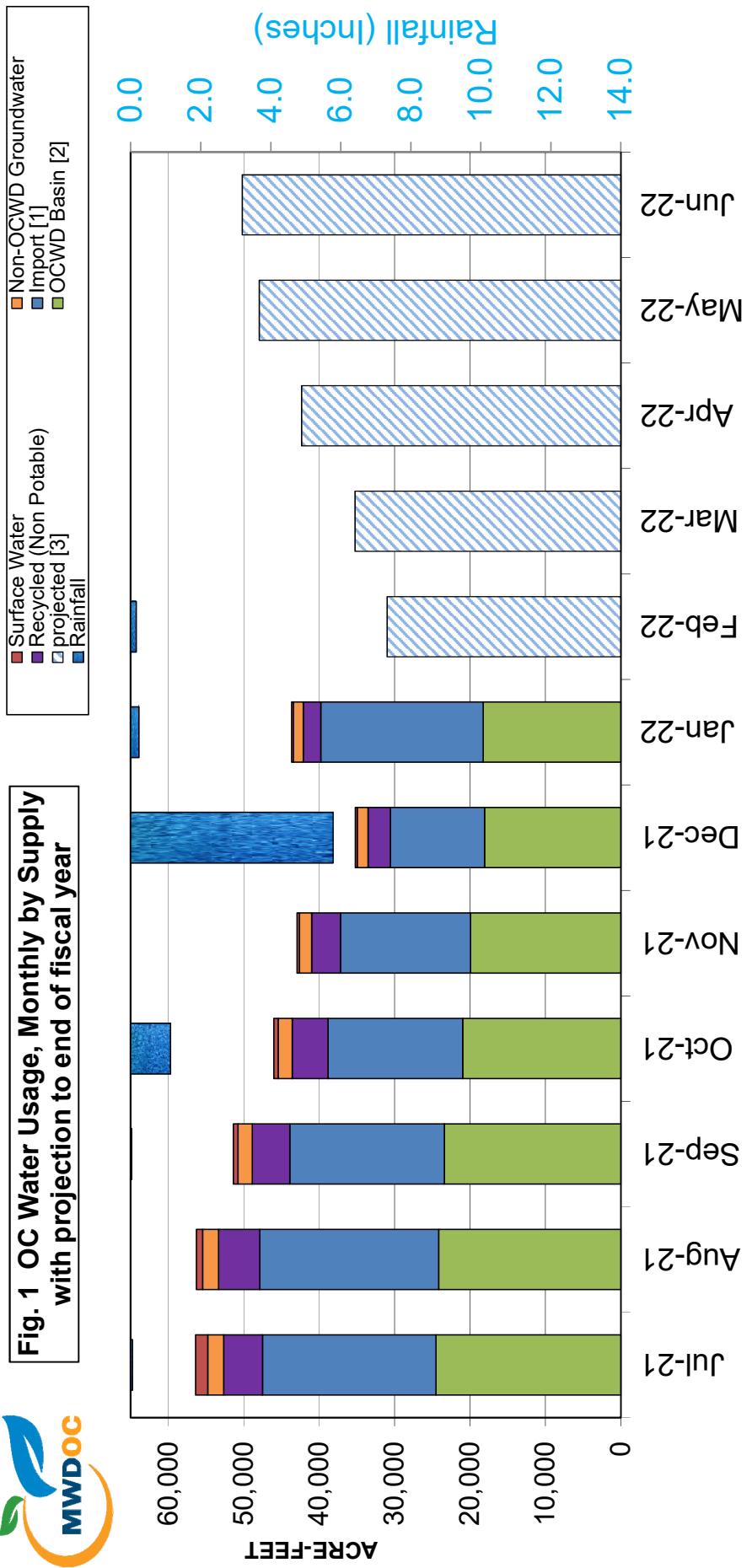
Efficiency (water conservation) efforts. ***O.C. Water Usage for the period of Fiscal Years FY 2015-16 to FY 2019-20 was the lowest since the 1982-83 Fiscal Year*** (FY 1982-83 was the third wettest year on record). ***O.C. Water Usage in FY 2020-21 was the highest since FY 2010-11.***

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 ***late February was below average*** for this period. Water year to date rainfall in Orange County is ***6.44 inches***, which is ***68% of normal***.
- Northern California accumulated precipitation through ***late February was 91% 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 60% as February 28<sup>th</sup>, 2022. As of late February, 100.0% of California is experiencing moderate to extreme drought conditions***. The State Water Project Contractors Table A Allocation was increased in January to 15% for WY 2022.
- Colorado River Basin accumulated precipitation through ***late February was 98% of normal*** for this period. The ***Upper Colorado Basin snowpack was 90% of normal*** as of February 2<sup>nd</sup> 2021. ***Lake Mead and Lake Powell*** combined have about ***44.0% of their average storage volume*** for this time of year and are at ***29.9% 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 late February, were ***8.19' 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 97% chance of shortage continuing in 2023, 95% in 2024, 96% 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.

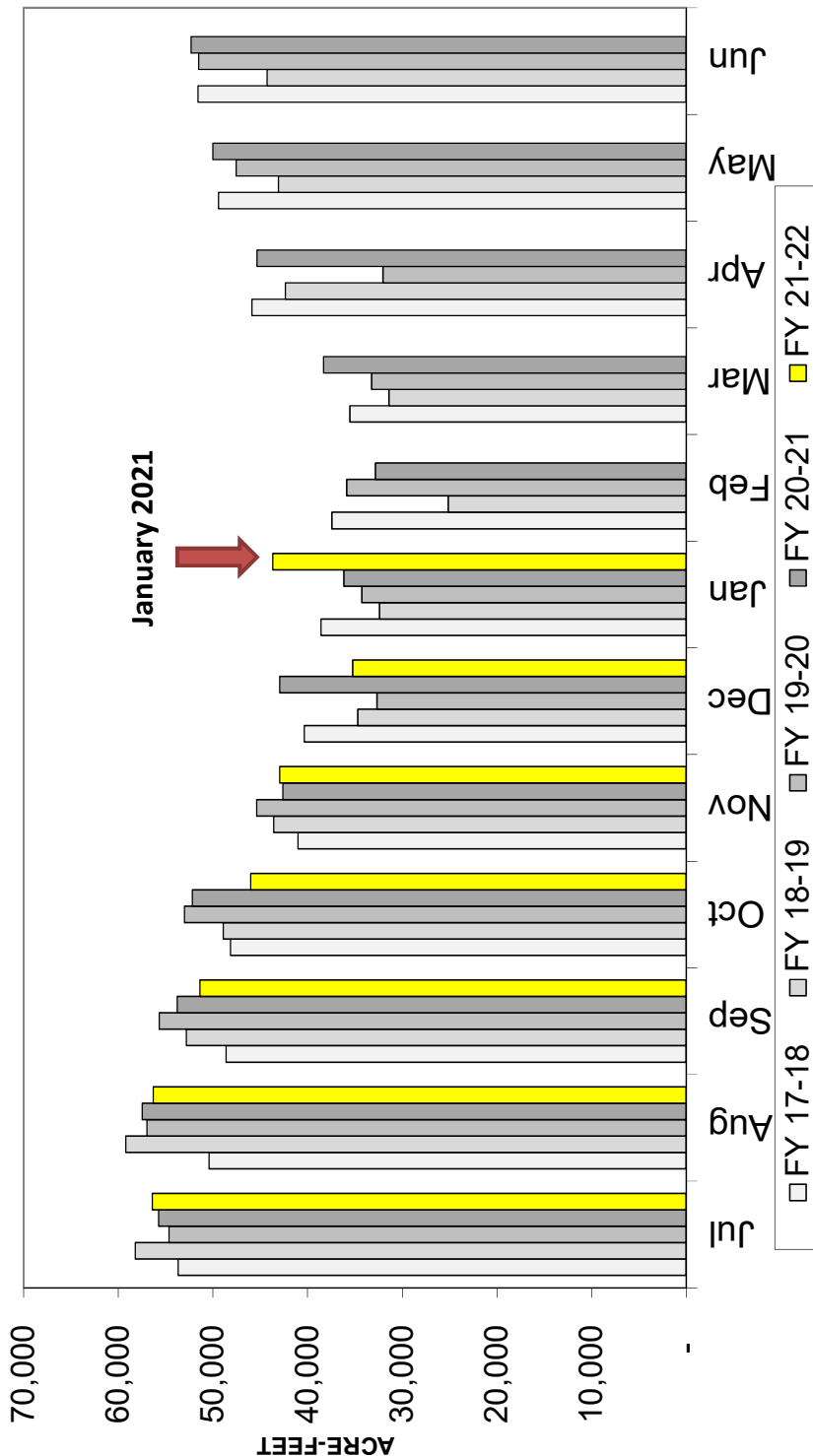
[2] GW for consumptive use only. Excludes In-Lieu water deliveries and CUP water extraction that are counted with Import. BPP in FY '21-22 is 77%.

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

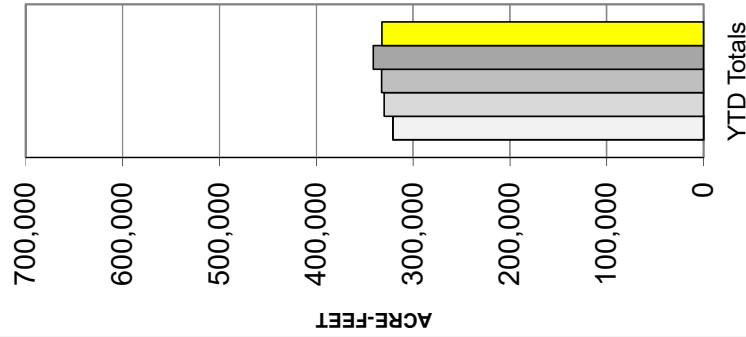
[4] Total water usage includes IRWD groundwater agricultural use and usage by non-retail water agencies.



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



**Partial Year Subtotals**

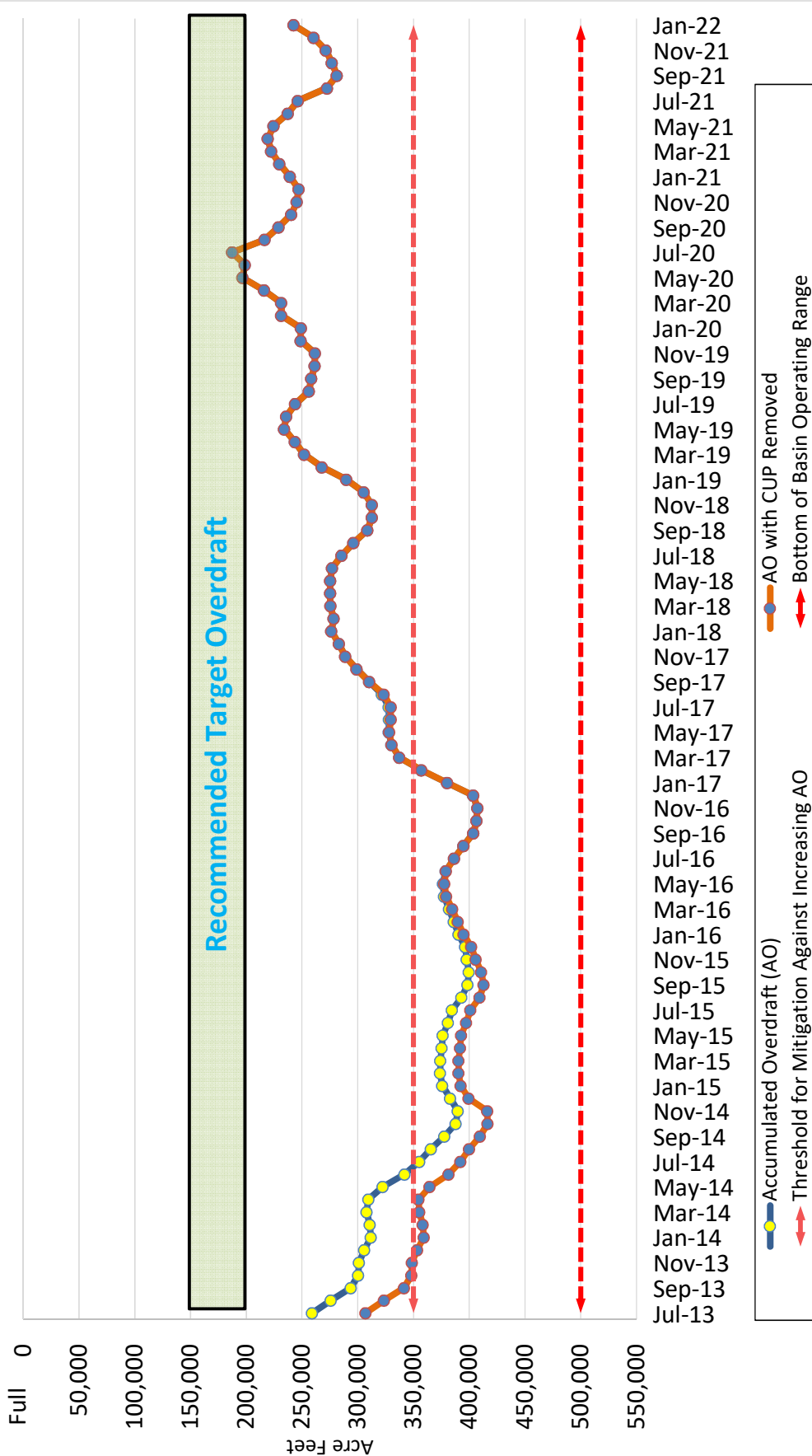


[1] Sum of Imported water for consumptive use (includes "In-Lieu" deliveries; excludes "Direct Replenishment" and "Barrier Replenishment") and Local water for consumptive use (includes recycled and non-potable water and excludes GWRS production) Recent months numbers include some estimation.





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



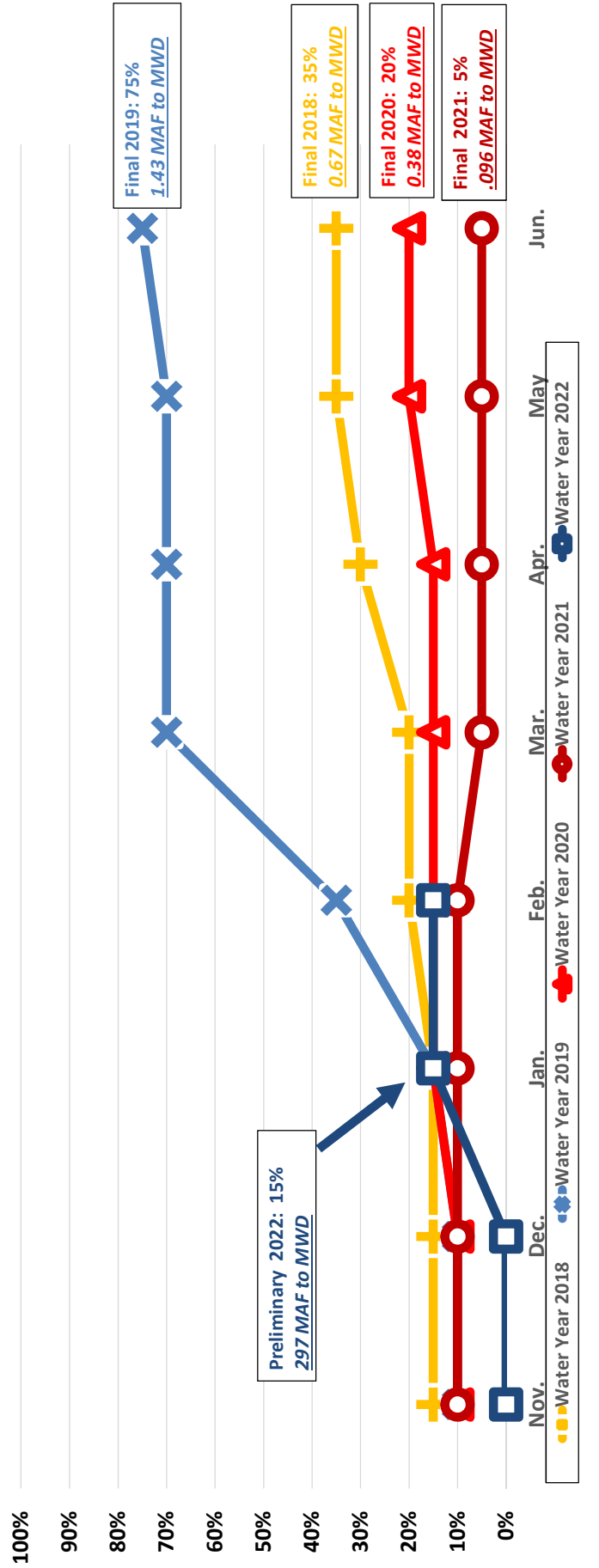
	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
AO (AF)	187,392	216,548	229,124	240,414	245,441	246,998	239,329	229,738	222,470	219,388	224,458	237,335
AO w/CUP removed (AF)	187,392	216,548	229,124	240,414	245,441	246,998	239,329	229,738	222,470	219,388	224,458	237,335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

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

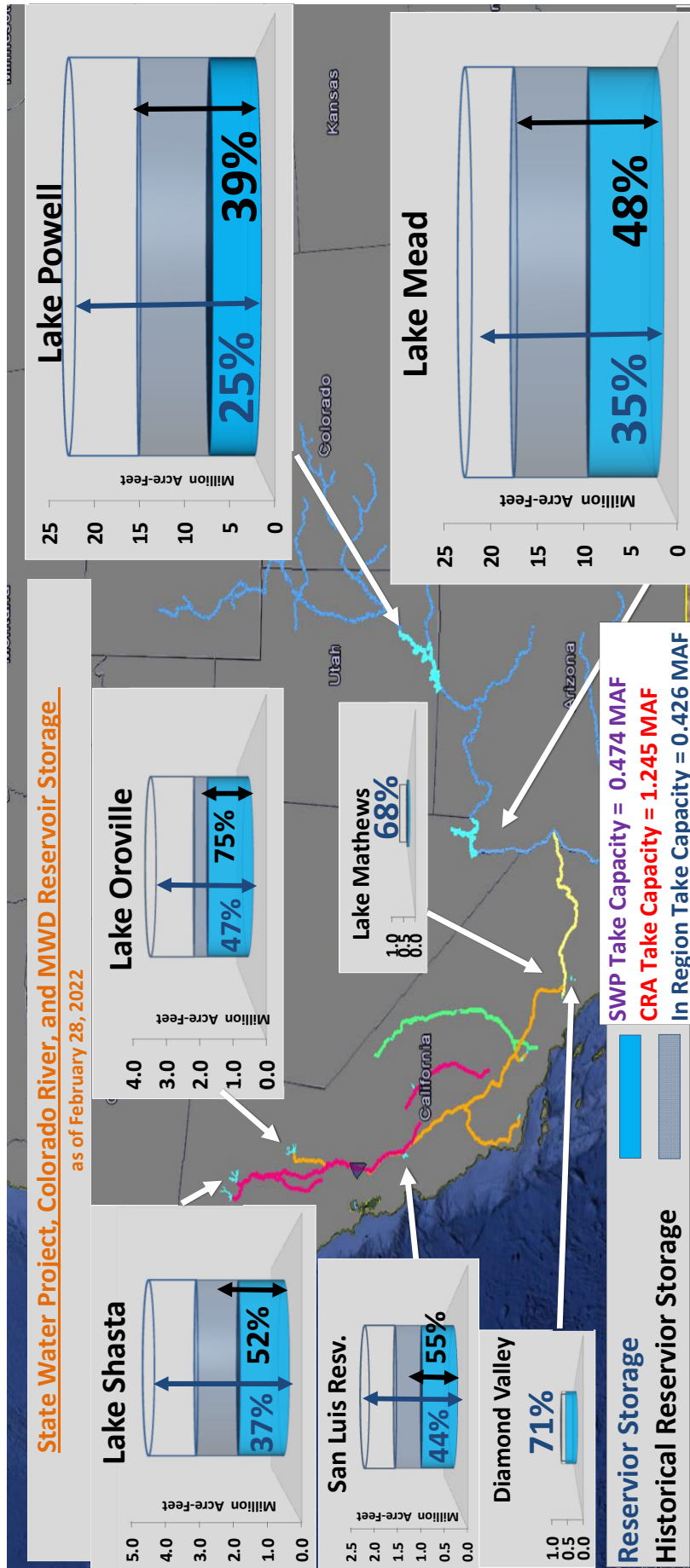


# SWP TABLE A ALLOCATION PERCENTAGE

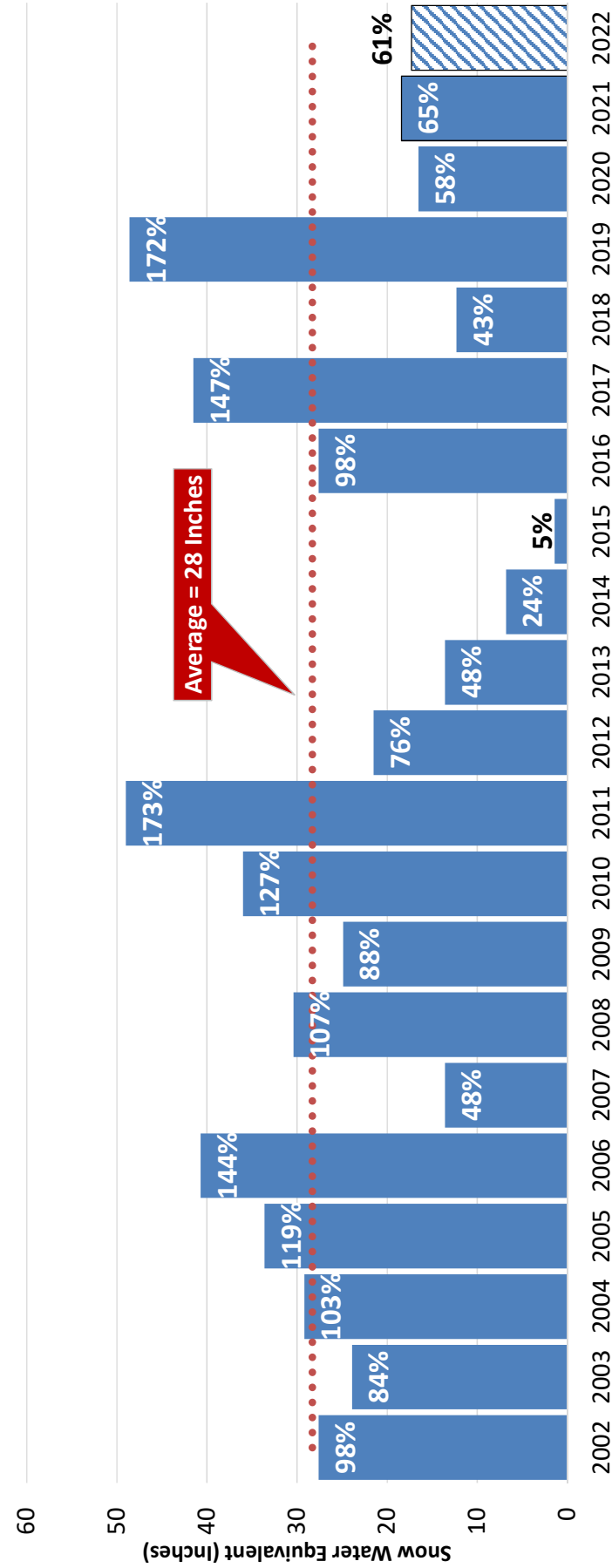
FOR STATE WATER PROJECT CONTRACTORS

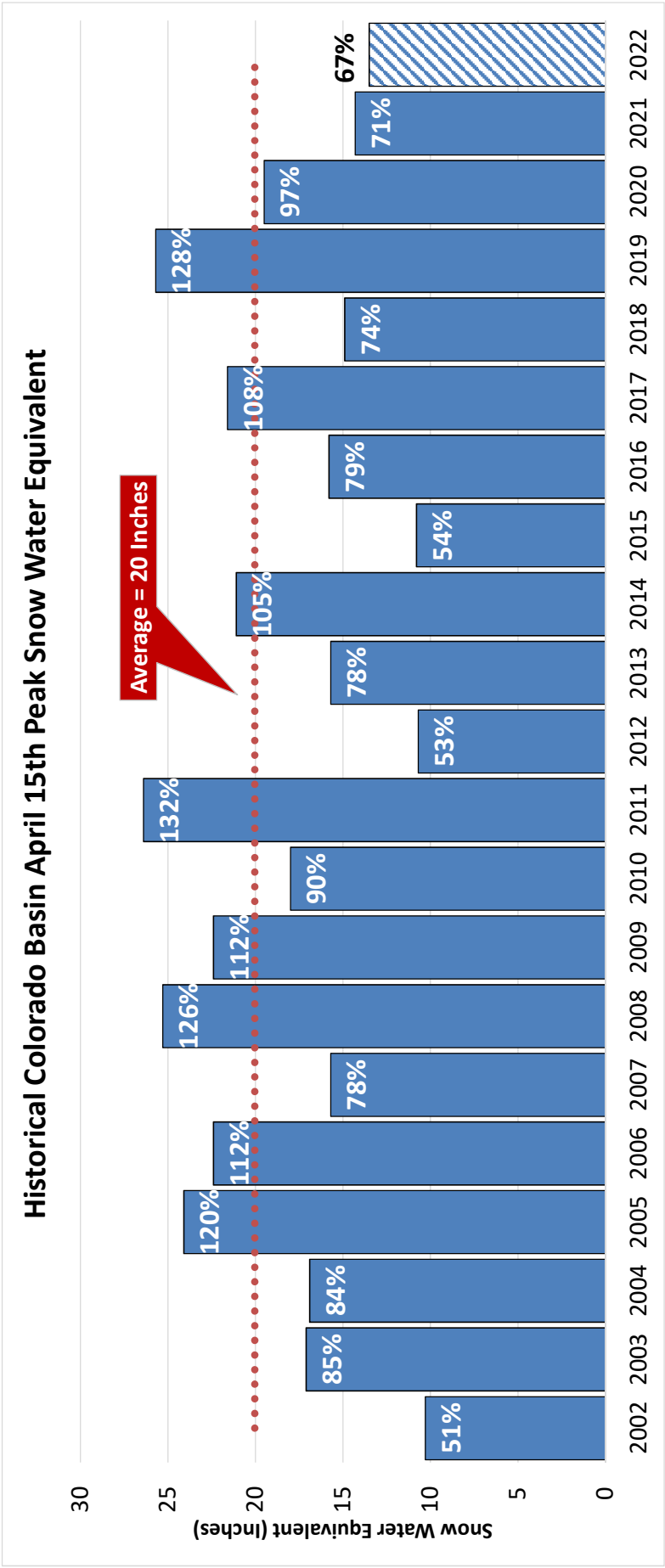


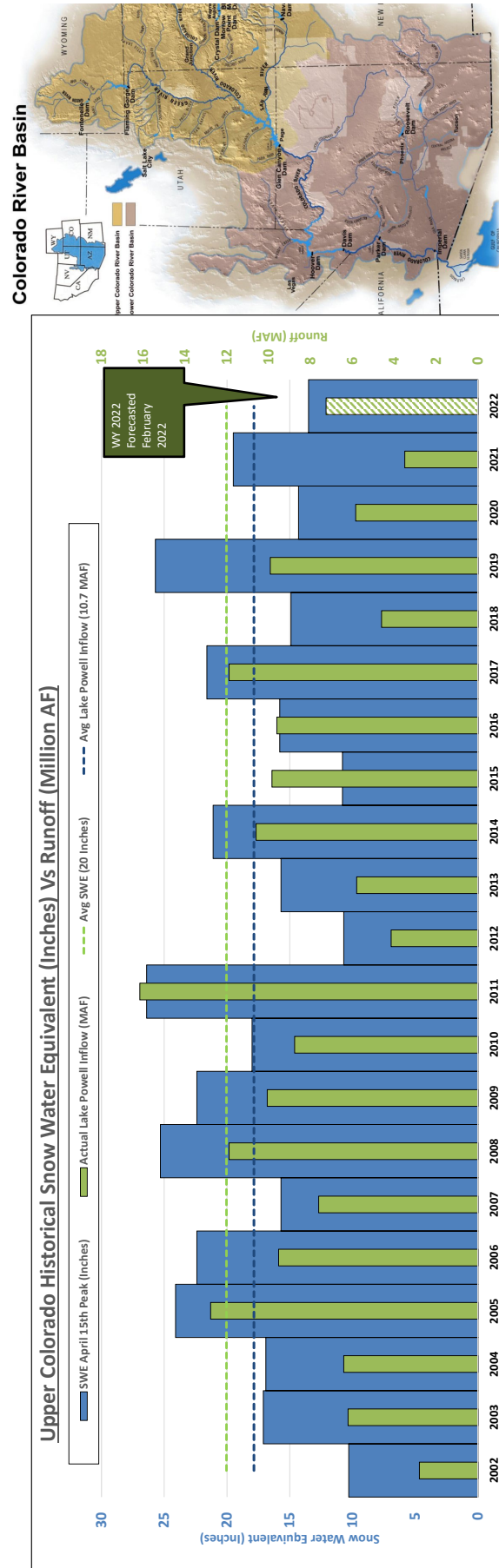
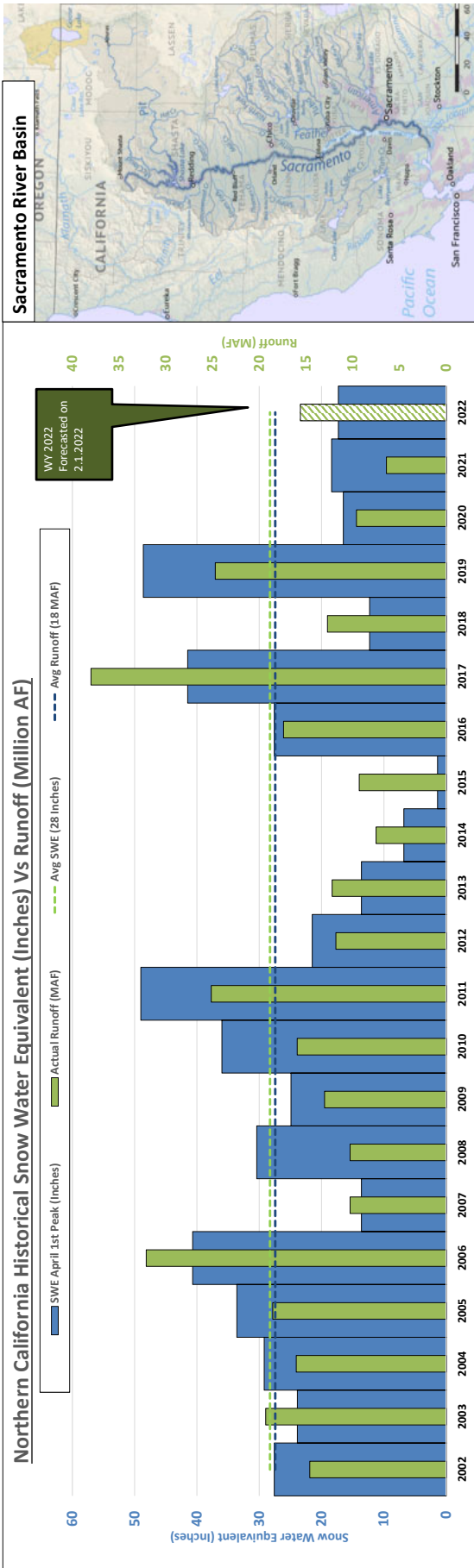
# **State Water Project, Colorado River, and MWD Reservoir Storage** as of February 28, 2022



# Historical Northern California April 1st Peak Snow Water Equivalent

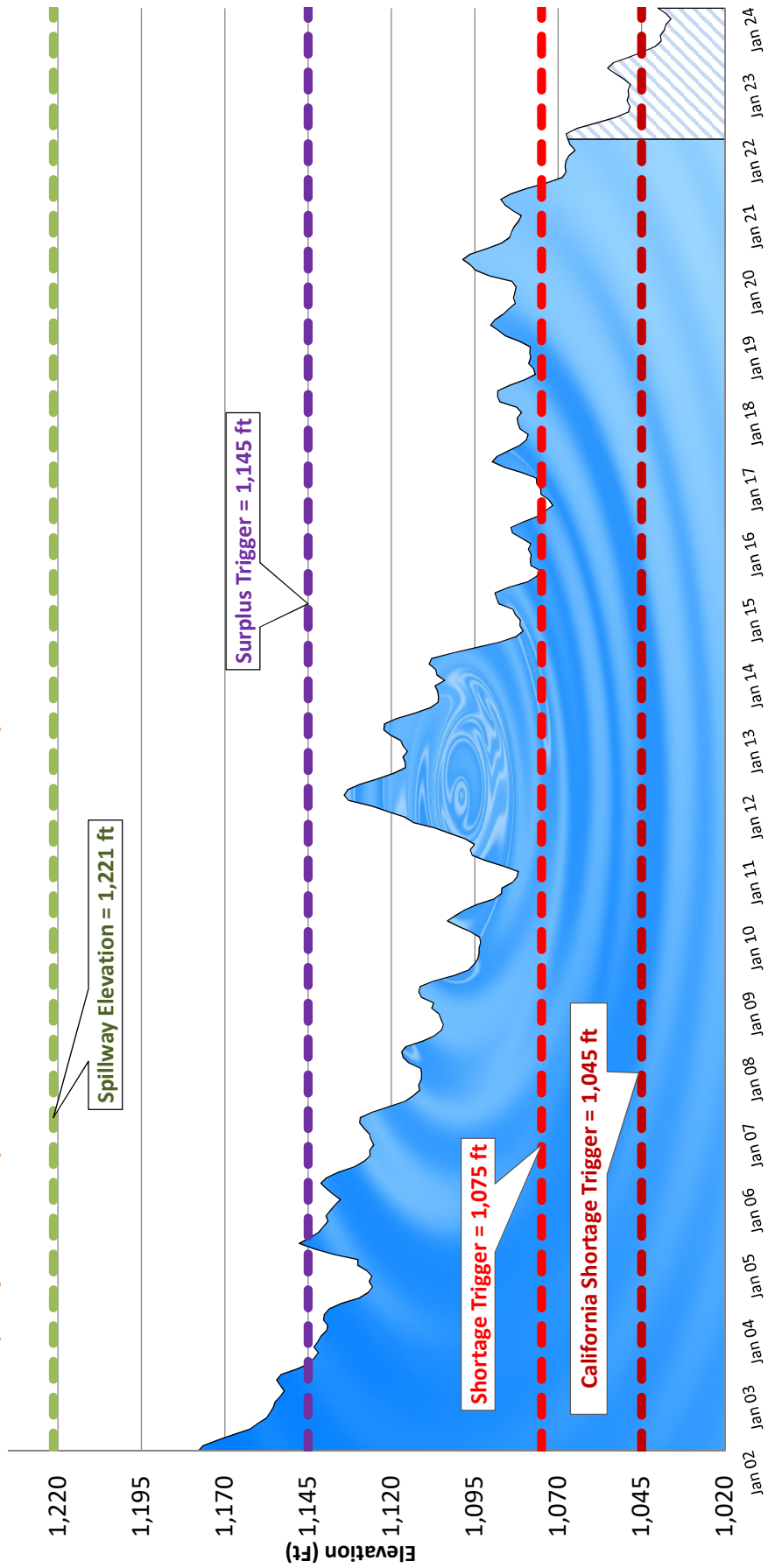








## Lake Mead Levels: Historical and Projected projection per USBR 24-Month Study







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

■ Historical    □ Projected

