

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

Jointly with the

ADMINISTRATION & FINANCE COMMITTEE

June 14, 2023, 8:30 a.m.

This meeting will be held in person. As a convenience for the public, the meeting may also be accessed by Zoom Webinar and will be available by either computer or telephone audio as indicated below. Because this is an in-person meeting and the Zoom component is not required, but rather is being offered as a convenience, if there are any technical issues during the meeting, this meeting will continue and will not be suspended.

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 Dick, Chair
Director Thomas
Director Crane

Staff: H. De La Torre, J. Berg, C. Harris,
H. Chumpitazi, M. Baum-Haley,
K. Davanaugh

Ex Officio Member: Director Yoo Schneider

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

ROLL CALL

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

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

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

PROPOSED BOARD CONSENT CALENDAR ITEMS

1. TREASURER'S REPORT
 - a. Revenue/Cash Receipt Report – May 2023
 - b. Disbursement Approval Report for the month of June 2023
 - c. Disbursement Ratification Report for the month of May 2023
 - d. GM Approved Disbursement Report for the month of May 2023
 - e. Consolidated Summary of Cash and Investment – April 2023

- f. OPEB and Pension Trust Fund statements
- 2. FINANCIAL REPORT - Combined Financial Statements and Budget Comparative for the Period Ending April 30, 2023

ACTION ITEM

- 3. ANNUAL APPROVAL OF DISTRICT SALARY SCHEDULE
- 4. AWARD CONTRACT FOR EXECUTIVE SEARCH FIRM SERVICES FOR THE GENERAL MANAGER RECRUITMENT
- 5. AWARD OF CONTRACT FOR STRATEGIC DIGITAL COMMUNICATIONS
- 6. AWARD CONTRACT FOR GRANTS TRACKING AND ACQUISITION SERVICES
- 7. SPONSORSHIP OF URBAN WATER INSTITUTE ANNUAL CONFERENCE

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

- 8. DEPARTMENT ACTIVITIES REPORTS
 - a. Administration
 - b. Finance and Information Technology
- 9. MONTHLY WATER USAGE DATA 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
May 2023**

WATER REVENUES


<u>Date</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
5/01/2023	City of Buena Park	March 2023 Water deliveries	25,103.51
5/01/2023	City of La Palma	March 2023 Water deliveries	672.34
5/05/2023	City of San Clemente	March 2023 Water deliveries	474,657.26
5/05/2023	South Coast Water District	March 2023 Water deliveries	301,157.62
5/08/2023	City of Fountain Valley	March 2023 Water deliveries	6,288.41
5/08/2023	El Toro Water District	March 2023 Water deliveries	251,863.45
5/08/2023	Laguna Beach County Water District	March 2023 Water deliveries	235,110.73
5/10/2023	City of Garden Grove	March 2023 Water deliveries	60,930.36
5/11/2023	City of Orange	March 2023 Water deliveries	51,407.90
5/11/2023	East Orange Co Water District	March 2023 Water deliveries	386,783.64
5/11/2023	Mesa Water District	March 2023 Water deliveries	104.62
5/11/2023	Santa Margarita Water District	March 2023 Water deliveries	1,197,234.92
5/11/2023	Santa Margarita Water District (ID9)	March 2023 Water deliveries	391,413.72
5/15/2023	Golden State Water Company	March 2023 Water deliveries	683,168.36
5/15/2023	Irvine Ranch Water District	March 2023 Water deliveries	692,856.87
5/15/2023	Moulton Niguel Water District	March 2023 Water deliveries	1,552,337.21
5/15/2023	Orange County Water District	March 2023 Water deliveries	295,065.15
5/15/2023	Yorba Linda Water District	March 2023 Water deliveries	76,099.44
5/22/2023	City of La Habra	April 2023 Water deliveries	6,931.31
5/22/2023	City of Newport Beach	April 2023 Water deliveries	146,112.79
5/26/2023	City of Brea	April 2023 Water deliveries	8,826.38
5/26/2023	City of Huntington Beach	April 2023 Water deliveries	494,729.38
5/26/2023	South Coast Water District	April 2023 Water deliveries	326,237.40
5/30/2023	City of Fountain Valley	April 2023 Water deliveries	6,288.41
5/30/2023	Serrano Water District	April 2023 Water deliveries	8,523.47
TOTAL WATER REVENUES \$			7,679,904.65

**Municipal Water District of Orange County
REVENUE / CASH RECEIPT REPORT
May 2023**

MISCELLANEOUS REVENUES

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
5/15/2023	Upper San Gabriel Valley MWD	2/9/2023 Water Policy dinner	850.00
5/01/2023	Keith Lyon	May 2023 Retiree Health insurance	184.29
5/08/2023	Karl Seckel	May 2023 Retiree Health insurance	184.29
5/08/2023	Steve Hedges	May 2023 Retiree Health insurance	46.78
5/30/2023	Keith Lyon	June 2023 Retiree Health insurance	184.29
5/22/2023	Igoe and Company Inc	COBRA Health and Vision insurance	2,751.32
5/26/2023	Harvey De La Torre	Movie Tickets	47.50
5/01/2023	Cathleen Harris	Reimbursement for apparel purchase	48.93
5/30/2023	US Bank	CAL Card rebate check	1,029.80
5/25/2023	US Bank Custodial Account	Bank of America Interest payment	531.40
5/31/2023	US Bank	Monthly Interest	144.04
5/22/2023	Irvine Ranch Water District	March 2023 Smartimer rebate program	360.71
5/22/2023	Santa Margarita Water District	March 2023 Smartimer rebate program	59.70
5/18/2023	City of Westminster	March 2023 Turf Removal rebate program	333.00
5/12/2023	City of Tustin	January 2023 Turf Removal and Spray to Drip rebate program	999.00
5/01/2023	Golden State Water Company	February 2023 Turf Removal and Spray to Drip rebate program	222.00
5/05/2023	City of Tustin	March 2023 Turf Removal and Spray to Drip rebate program	666.00
5/12/2023	City of Brea	March 2023 Turf Removal and Spray to Drip rebate program	222.00
5/12/2023	City of Seal Beach	March 2023 Turf Removal and Spray to Drip rebate program	444.00
5/15/2023	City of Fountain Valley	March 2023 Turf Removal and Spray to Drip rebate program	666.00
5/15/2023	City of La Habra	March 2023 Turf Removal and Spray to Drip rebate program	444.00
5/22/2023	City of Newport Beach	March 2023 Turf Removal and Spray to Drip rebate program	666.00
5/22/2023	Irvine Ranch Water District	March 2023 Turf Removal and Spray to Drip rebate program	89,148.11
5/26/2023	Laguna Beach County Water District	March 2023 Rain Barrels and High Efficiency Clothes Washers rebate program	250.00
5/10/2023	Trabuco Canyon Water District	March 2023 Spray to Drip, High Efficiency Toilets and Clothes Washers rebate program	1,358.00
5/01/2023	El Toro Water District	February 2023 Smartimer, Turf Removal and High Efficiency Clothes Washers rebate program	2,077.39
5/19/2023	City of San Clemente	March 2023 Smartimer, Turf Removal and High Efficiency Clothes Washers rebate program	4,683.00
5/15/2023	Moulton Niguel Water District	March 2023 Smartimer, Rotating Nozzles, Turf Removal, Spray to Drip and High Efficiency Clothes Washers rebate program	40,510.57
5/08/2023	Bureau of Reclamation	Oct 2022 - Mar 2023 OC Sustainable Landscapes Program	520,292.45
5/30/2023	Department of Water Resources	Jul 2022 - Mar 2023 Prop 1 North grant	716,629.64
5/11/2023	Mesa Water District	Water Loss Control Shared Services FY 2022-23	1,347.41
5/12/2023	City of Huntington Beach	Water Loss Control technical assistance CY 2023 - E-Source	10,120.00
5/22/2023	City of Orange	Water Loss Control technical assistance CY 2023 - E-Source	10,120.00
TOTAL MISCELLANEOUS REVENUES			\$ 1,407,621.62
TOTAL REVENUES			\$ 9,087,526.27


Harvey De La Torre, Interim General Manager


Hilary Chummitazi, Treasurer

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of June 2023**

Vendor/ Invoice	Description	Amount to Pay
Core Disbursements:		
Accent Computer Solutions LLC		
157708D1	Final payment for Office365 Hybrid to full Cloud Project	2,100.00
157823	June 2023 IT support services	7,583.00
Total		<u>9,683.00</u>
Ackerman Consulting-Richard C Ackerman		
1373	May 2023 Legal and regulatory specialized consulting services	3,500.00
Total		<u>3,500.00</u>
Aleshire & Wynder LLP		
75650	April 2023 Legal Services	525.00
Total		<u>525.00</u>
Alliant Insurance Services Inc		
2318068	7/1/23-6/30/24 Workers Compensation insurance premium renewal	39,468.01
Total		<u>39,468.01</u>
Alta FoodCraft		
12318011	06/02/23 Coffee and tea supplies	140.59
Total		<u>140.59</u>
Richard Bell		
63023	January-June 2023 Retiree medical premium	1,978.20
Total		<u>1,978.20</u>
Best Best and Krieger LLP		
55401-MAY23	May 2023 Legal Services	9,588.12
967021	May 2023 State Advocacy Agreement services	8,000.00
Total		<u>17,588.12</u>
Black & Veatch		
1399340	May 2023 Hydraulic Model Work with SCWD	768.75
Total		<u>768.75</u>
Boy Scouts of America		
039-S23-2023	Boy Scouts 2023 Friends of Scouting	2,500.00
Total		<u>2,500.00</u>
Building Block Entertainment Inc		
3628-9	05/24/23 Presentation to 2023 Poster Contest classroom winner	750.00
Total		<u>750.00</u>

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of June 2023**

Vendor/ Invoice	Description	Amount to Pay
Cal Desal		
20230446	FY 2023-24 Annual Membership renewal	5,000.00
Total		5,000.00
California Municipal Utilities Assoc		
24-0757	FY 2023-24 Annual membership renewal	10,214.00
Total		10,214.00
CDM Smith		
90179439	May 2023 Services for water resource planning	610.00
90179439	May 2023 Services for water resource planning	1,419.50
Total		2,029.50
Hunter T Cook		
63023	April-June 2023 Retiree medical premium	1,536.00
Total		1,536.00
Green Thumb (Indoor Plant Care) LLC-Dedo Verde Interior		
20230578	June 2023 Indoor plant service	305.50
Total		305.50
Dopudja & Wells Consulting Inc		
1244	April 2023 Consulting services on MET Strategic Issues and Priorities	7,817.50
Total		7,817.50
E Source Companies LLC		
10865	April 2023 Technical Assistance Program services for Water Loss Control	2,560.00
10948	May 2023 Technical Assistance Program services for Water Loss Control	3,280.00
10949	May 2023 Business Plan Implementation services	7,640.00
Total		13,480.00
Girl Scouts of Orange County		
55599-2023	STEM Consortium Sponsorship FY 2022-23	2,500.00
Total		2,500.00
GTS Architecture Inc		
1284	April 2023 MWDOC Office kitchen and ADA ramp architectural and engineering services	675.00
Total		675.00
Hashtag Pinpoint Corporation		
1747	May 2023 Social Media consultation and services	7,913.00
Total		7,913.00

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of June 2023**

Vendor/ Invoice	Description	Amount to Pay
Steve Hedges		
63023	April-June 2023 Retiree medical premium	692.40
Total		692.40
Irvine Window Cleaning		
3932	05/12/23 Office windows & glass walls cleaned	400.00
Total		400.00
Lee Jacobi		
63023	March-June 2023 Retiree medical premium	659.60
Total		659.60
Karens Detail Custom Frames LLC		
3204	Framing 40 posters for annual poster contest winners	2,152.23
Total		2,152.23
Lawnscape Systems Inc		
438463	May 2023 Landscape Maintenance for Atrium	495.00
Total		495.00
Means Consulting-Edward G Means III		
MWDOC-1113	May 2023 MET issues & strategic guidance to staff	937.50
MWDOC-1309	May 2023 East Orange County Feeder #2 Emergency Pilot Project Consulting Services	1,443.75
Total		2,381.25
Natural Resource Results LLC		
4393	May 2023 Federal Advocacy Agreement services	8,000.00
Total		8,000.00
NDS		
818163	5/12/23 Board packet delivery service	134.72
819123	06/02/23 Board packet delivery service	106.97
Total		241.69
Office Solutions		
I-02122183	05/09/23 Office Supplies	58.93
I-02125443	05/18/23 Office supplies	519.55
I-02127536	05/25/23 Office supplies	135.94
I-02128902	05/31/23 Office supplies	327.24
I-02129093	05/31/23 Office supplies	107.03
I-02129379	06/01/23 Office supplies	57.09
Total		1,205.78

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of June 2023**

Vendor/ Invoice	Description	Amount to Pay
Orange County Water District		
25346	April 2023 Postage, shared office & maintenance expense	8,573.82
Total		<u>8,573.82</u>
Judy Pfister		
33123	January-March 2023 Retiree medical premium	494.70
63023	April-June 2023 Retiree medical premium	494.70
Total		<u>989.40</u>
Production Access Group Inc		
3590	Service to tune and optimize a/v system in conference room 101	1,200.00
Total		<u>1,200.00</u>
Soto Resources-Joey C Soto		
GA-MAY-75	May 2023 Grant Research and Acquisition Assistance	3,250.00
Total		<u>3,250.00</u>
Staples Inc		
8070504934	06/03/23 Office supplies	58.81
Total		<u>58.81</u>
USAFact Inc		
3053306	May 2023 Background checks for three new hires	107.70
Total		<u>107.70</u>
Vox Civic Communications-Saoirse LLC		
1610	Design service for OC Register Special two-page insert	11,250.00
Total		<u>11,250.00</u>
Pauline D Wennerstrom		
63023	April-June 2023 Retiree medical premium	494.70
Total		<u>494.70</u>
Whittingham Public Affairs Advisors		
2007	June 2023 Strategic Advisory services	6,000.00
Total		<u>6,000.00</u>
Wyland Foundation		
MAY182023	Wyland National Mayor's Challenge for Water Conservation	10,000.00
Total		<u>10,000.00</u>
Total Core Expenditures		<u>186,524.55</u>

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of June 2023**

Vendor/ Invoice	Description	Amount to Pay
Choice Expenditures:		
Bryton Printing Inc		
17170	Water Use Efficiency Summer 2023 Bill inserts for member agencies	3,707.74
Total		<u>3,707.74</u>
Building Block Entertainment Inc		
3628-3	May 2023 Choice Elementary School Program grades K-2	14,175.00
Total		<u>14,175.00</u>
Droplet Technologies		
1190	May 2023 Rebate Platform Signature Fees	12,650.00
1191	May 2023 Rebate Platform Licensing and Platform Upgrades	17,500.00
Total		<u>30,150.00</u>
GardenSoft Corp		
5847	Water Wise Gardening website license fee July 1, 2023-June 30, 2024	4,000.00
Total		<u>4,000.00</u>
Mission RCD		
3369	May 2023 Field inspection and verification for Water Use Efficiency rebate programs	6,134.82
Total		<u>6,134.82</u>
Office Solutions		
I-02129095	05/31/23 Supplies for Water Loss Control Shared Services	56.93
Total		<u>56.93</u>
Orange County Dept of Education		
94SI4520	April 2023 Choice School Programs for grades 3-8	15,888.53
Total		<u>15,888.53</u>
Orange County Water District		
25346	April 2023 Postage for Water Use Efficiency rebate programs	72.98
Total		<u>72.98</u>
Total Choice Expenditures		<u><u>74,186.00</u></u>
Other Funds Expenditures:		
E Source Companies LLC		
10865	April 2023 Technical Assistance Program services for Water Loss Control	2,460.00
10948	May 2023 Technical Assistance Program services for Water Loss Control	1,090.00
Total		<u>3,550.00</u>

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of June 2023**

Vendor/ Invoice	Description	Amount to Pay
Mission RCD		
3369	May 2023 Field inspection and verification for Water Use Efficiency rebate programs	4,218.00
Total		4,218.00
NV5 Geospatial-Quantum Spatial, Inc		
332981	3/25/22-5/31/23 Dedicated Irrigation Meter Measurement Services for the City of Brea	12,399.84
332988	3/25/22-5/31/23 Dedicated Irrigation Meter Measurement Services for the City of Fountain Valley	8,783.22
332989	3/25/22-5/31/23 Dedicated Irrigation Meter Measurement Services for Moulton Niguel Water District	6,974.91
332990	3/25/22-5/31/23 Dedicated Irrigation Meter Measurement Services for Laguna Beach County Water District	9,558.21
332992	3/25/22-5/31/23 Dedicated Irrigation Meter Measurement Services for the City of Fullerton	48,049.38
332996	3/25/22-5/31/23 Dedicated Irrigation Meter Measurement Services for the City of Anaheim	64,324.17
332999	3/25/22-5/31/23 Dedicated Irrigation Meter Measurement Services for the City of Orange	55,282.62
333001	3/25/22-5/31/23 Dedicated Irrigation Meter Measurement Services for the City of Newport	21,958.05
333003	3/25/22-5/31/23 Dedicated Irrigation Meter Measurement Services for the City of San Clemente	42,366.12
333005	3/25/22-5/31/23 Dedicated Irrigation Meter Measurement Services for the City of Santa Ana	84,215.58
333007	3/25/22-5/31/23 Dedicated Irrigation Meter Measurement Services for the City of Seal Beach	10,591.53
333010	3/25/22-5/31/23 Dedicated Irrigation Meter Measurement Services for South Coast Water District	43,657.77
333013	3/25/22-5/31/23 Dedicated Irrigation Meter Measurement Services for Trabuco Canyon Water District	6,199.92
333017	3/25/22-5/31/23 Dedicated Irrigation Meter Measurement Services for the City of Tustin	27,124.65
Total		441,485.97
Orange County Fire Authority		
S0484708	Base Fee and AF33R Combustible Liquids for Primary EOC on 03/21/23	174.00
Total		174.00
The Plant Nerd		
7922	May 2023 Landscape Design and Landscape Maintenance Assistance Program	11,360.00
Total		11,360.00
Joey C Soto		
SA-MAY-74	May 2023 Grant Administration Services for Prop 1 North	1,031.25
Total		1,031.25
Total Other Funds Expenditures		461,819.22
Total Expenditures		722,529.77

**Municipal Water District of Orange County
Disbursement Ratification Report
For the Month of May 2023**

Name/ Date	Check/ EFT	Invoice	Description	Amount
Core Disbursements:				
Tiffany Baca				
5/31/2023	EFT	42023	April 2023 Business expense	217.62
Total				217.62
Hilary Chumpitazi				
5/31/2023	EFT	40423	April 2023 Business expense	76.47
Total				76.47
Corodata Records Management Inc				
5/15/2023	EFT	RS4904152	April 2023 Records Storage Fees	65.01
Total				65.01
Larry Dick				
5/31/2023	EFT	42923	April 2023 Business expense	246.98
Total				246.98
Tina Jocelyn Fann				
5/31/2023	EFT	41223	April 2023 Business expense	20.31
Total				20.31
Leah Frazier				
5/31/2023	EFT	51823	May 2023 Business expense	18.64
Total				18.64
Melissa Haley				
5/31/2023	EFT	42623	April 2023 Business expense	99.56
5/31/2023	EFT	51123	May 2023 Business expense	358.96
Total				458.52
Robert McVicker				
5/31/2023	EFT	42923	April 2023 Business expense	35.37
Total				35.37
Metropolitan Water District				
5/31/2023	142312	48790	FY 2021-22 Operation and Maintenance Cost of the East Orange County Feeder No. 2	527,408.65
Total				527,408.65
Al Nederhood				
5/31/2023	EFT	42923	April 2023 Business expense	304.29
5/31/2023	EFT	51923	May 2023 Business expense	636.37
Total				940.66
Petty Cash				
5/15/2023	142212	FEB-MAR23	February-March 2023 Petty cash reimbursement	(132.51)
5/15/2023	142212	APR23	April 2023 Petty cash reimbursement	169.20
Total				36.69

**Municipal Water District of Orange County
Disbursement Ratification Report
For the Month of May 2023**

Name/ Date	Check/ EFT	Invoice	Description	Amount
Megan Schneider				
5/31/2023	EFT	42923	April 2023 Business expense	367.34
Total				367.34
Karl Seckel				
5/31/2023	EFT	42923	April 2023 Business expense	189.56
Total				189.56
Nathan Shepherd				
5/31/2023	EFT	42823	April 2023 Business expense	65.87
Total				65.87
Spectrum Business				
5/10/2023	142202	375210043023	May 2023 Telephone and internet expense	1,721.26
5/31/2023	142318	343564051023	May 2023 Telephone expense for one fax line	39.99
Total				1,761.25
US Bank				
5/31/2023	142319	0208/2978/4192/8910-APR23	03/23/23-04/24/23 Cal Card Charges	18,534.26
Total				18,534.26
Verizon Wireless				
5/10/2023	142203	9933259662	April 2023 4G Mobile broadband unlimited service	114.03
Total				114.03
Katie Vincent				
5/31/2023	EFT	52623	May 2023 Business expense	1,019.78
Total				1,019.78
Total Core Disbursements				551,577.01
Choice Disbursements:				
US Bank				
5/31/2023	142319	8910-APR23	03/23/23-04/24/23 Cal Card Charges	182.36
Total				182.36
US Bank Voyager Fleet Systems				
5/15/2023	EFT	8694349932317	03/25/23-04/24/23 Fuel for Water Loss Control Shared Services vehicles	459.31
Total				459.31
Total Choice Disbursements				641.67

**Municipal Water District of Orange County
Disbursement Ratification Report
For the Month of May 2023**


Name/ Date	Check/ EFT	Invoice	Description	Amount
Other Funds Disbursements:				
David Anderson				
5/31/2023	142306	50723	May 2023 Business expense	1,406.86
Total				1,406.86
AT&T				
5/31/2023	142307	19854857	April 2023 Telephone expense for WEROC Primary & N. EOC	471.72
Total				471.72
American Campus Communities				
5/15/2023	142204	WSP4917	WSIP Rebate 10% initial payment for Toilet Leak Detection System at American Campus Communities	1,360.00
Total				1,360.00
Metropolitan Water District				
5/31/2023	EFT053123	11089	March 2023 Water deliveries	6,903,371.80
Total				6,903,371.80
Santa Margarita Water District				
5/31/2023	EFT	33123	March 2023 SCP Operation Surcharge	17,089.92
Total				17,089.92
Santiago Aqueduct Commission				
5/31/2023	142316	33123	March 2023 SAC Pipeline Operation Surcharge	1,235.42
Total				1,235.42
Janine Schunk				
5/31/2023	EFT	50723	May 2023 Business expense	2,019.70
Total				2,019.70
Spray to Drip Rebate				
5/31/2023	142217	S2D5-R-HB-42744-18220	T. Amelotte	308.16
5/31/2023	142290	S2D5-R-HB-47579-18897	T. Spooner	1,168.50
5/31/2023	142299	S2D5-R-SM-47168-18825	J. Verbeerst	1,636.00
5/31/2023	142268	S2D6-C-IRWD-38663-19392	Lake Forest II MHO (Lake Forest)	38,680.00
5/31/2023	142236	S2D6-C-MNT-38663-19650	Colinas de Capistrano Comm Assc (Laguna Niguel)	1,324.40
5/31/2023	142264	S2D6-C-MNT-42600-19562	Laguna Heights Comm Assc (Laguna Niguel)	867.30
5/31/2023	142265	S2D6-C-MNT-42600-19563	Laguna Heights Comm Assc (Laguna Niguel)	1,834.70
5/31/2023	142229	S2D6-C-MNT-49139-19316	Bule Area M LLC (Laguna Niguel)	2,610.30
5/31/2023	142223	S2D6-C-SM-41984-19520	Bella Ventana Maint Corp (Rancho Santa Margarita)	9,307.50
5/31/2023	142240	S2D6-C-SM-49032-19285	Dakota (Trabuco Canyon)	2,076.00
5/31/2023	142241	S2D6-C-SM-49032-21758	Dakota (Trabuco Canyon)	437.00
5/31/2023	142242	S2D6-C-SM-49032-21759	Dakota (Trabuco Canyon)	20,897.50
5/31/2023	142283	S2D6-R-BREA-50982-21808	T. Preston	1,451.00
5/31/2023	142244	S2D6-R-GSWC-51002-21754	J. Ebiya	387.50
5/31/2023	142234	S2D6-R-HB-48814-19216	T. Clark	362.00
5/31/2023	142227	S2D6-R-IRWD-25451-21723	D. Bucka	312.00

**Municipal Water District of Orange County
Disbursement Ratification Report
For the Month of May 2023**

Name/ Date	Check/ EFT	Invoice	Description	Amount
Spray to Drip Rebate - Continued				
5/31/2023	142273	S2D6-R-IRWD-39905-19473	D. Minx	136.80
5/31/2023	142221	S2D6-R-IRWD-44245-19582	T. Beckett-Maines	885.60
5/31/2023	142231	S2D6-R-IRWD-48440-19114	P. Chin	329.60
5/31/2023	142280	S2D6-R-IRWD-48954-19272	C. Pierce	293.79
5/31/2023	142254	S2D6-R-IRWD-51016-21785	J. Herrick	709.60
5/31/2023	142232	S2D6-R-IRWD-51018-21769	T. Chue	229.60
5/31/2023	142258	S2D6-R-NWPT-47742-21846	K. Jaggers	348.50
5/31/2023	142272	S2D6-R-SM-49641-19537	L. Mellinger	727.50
5/31/2023	142238	S2D6-R-SM-50874-21739	N. Curiel	394.00
5/31/2023	142291	S2D6-R-TUST-46201-21813	V. Tambayong	1,923.00
Total				89,637.85
Turf Rebate				
5/31/2023	142266	TR15-C-MNT-42600-46636	Laguna Heights Comm Assc (Laguna Niguel)	7,863.00
5/31/2023	142267	TR15-C-MNT-42600-46657	Laguna Heights Comm Assc (Laguna Niguel)	4,263.00
5/31/2023	142301	TR15-R-GG-47989-46558	F. Villalpando	6,114.00
5/31/2023	142218	TR15-R-HB-42744-41424	T. Amelotte	3,378.00
5/31/2023	142228	TR15-R-IRWD-25451-45273	D. Bucka	1,008.00
5/31/2023	142248	TR15-R-MESA-44128-45325	C. Flynn	6,849.00
5/31/2023	142259	TR15-R-NWPT-47742-46327	K. Jaggers	2,091.00
5/31/2023	142282	TR15-R-SC-47322-45924	K. Prather	1,872.00
5/31/2023	142300	TR15-R-SM-47168-45772	J. Verbeerst	7,275.00
5/31/2023	142230	TR16-C-ETWD-38663-46888	Casa De Laguna Owners Assc (Laguna Hills)	15,478.00
5/31/2023	142269	TR16-C-IRWD-38663-47252	Lake Forest II MHO (Lake Forest)	227,202.00
5/31/2023	142289	TR16-C-IRWD-4463-48220	Smoketree Serrano Assc (Lake Forest)	36,253.27
5/31/2023	142304	TR16-C-IRWD-46078-47462	Xylem Inc-Flow Control LLC (Irvine)	53,258.99
5/31/2023	142237	TR16-C-IRWD-48953-47478	Colony Club Homeowners Assc (Irvine)	4,725.00
5/31/2023	142288	TR16-C-IRWD-49021-47539	Simpson Irvine Inc (Irvine)	68,200.00
5/31/2023	142294	TR16-C-IRWD-49691-48225	Turtle Rock Crest Comm Assc (18880 Ridgeline, Irvine)	33,075.43
5/31/2023	142295	TR16-C-IRWD-49691-48236	Turtle Rock Crest Comm Assc (2 Altair, Irvine)	23,690.00
5/31/2023	142296	TR16-C-IRWD-49691-48237	Turtle Rock Crest Comm Assc (4 Altair, Irvine)	20,367.91
5/31/2023	142297	TR16-C-IRWD-49691-48238	Turtle Rock Crest Comm Assc (18990 Ridgeline, Irvine)	14,070.00
5/31/2023	142303	TR16-C-IRWD-49870-48430	Woodbridge Village Assc (Irvine)	8,724.75
5/31/2023	142277	TR16-C-NWPT-335-49577-PA	City of Newport Beach (10 La Vida, Newport Beach)	10,670.43
5/31/2023	142285	TR16-C-SC-4463-48229	Rancho Del Rio Master Assc (San Clemente)	71,040.00
5/31/2023	142321	TR16-C-SC-49849-48399	Ken Hite (San Clemente)	4,524.00
5/31/2023	142253	TR16-C-SOCO-38652-48183	Harbor Creek Comm Assc (Dana Point)	9,038.00
5/31/2023	142278	TR16-C-SOCO-42533-48300	Niguel Beach Terrace Condo Assc (Dana Point)	14,170.00
5/31/2023	142270	TR16-C-SOCO-4463-47670	Marluna HOA (Dana Point)	1,302.00
5/31/2023	142246	TR16-C-YLWD-4463-48063	Fairmont Hill Comm Assc (Yorba Linda)	45,836.51
5/31/2023	142224	TR16-R-BP-50902-49461	J. Bird	4,269.00
5/31/2023	142284	TR16-R-BREA-50982-49546	T. Preston	7,452.00
5/31/2023	142275	TR16-R-FV-47770-46354	J. Moore	1,077.00
5/31/2023	142245	TR16-R-GSWC-51002-49572	J. Ebiya	1,452.00
5/31/2023	142235	TR16-R-HB-48814-47335	T. Clark	1,803.00
5/31/2023	142293	TR16-R-HB-49678-48212	D. Taylor	4,857.00
5/31/2023	142243	TR16-R-HB-50952-49711	K. Duclos	672.00
5/31/2023	142274	TR16-R-IRWD-39905-46913	D. Minx	855.00
5/31/2023	142322	TR16-R-IRWD-48416-46954	Q. Dinh	2,155.00

**Municipal Water District of Orange County
Disbursement Ratification Report
For the Month of May 2023**

Name/ Date	Check/ EFT	Invoice	Description	Amount
Turf Rebate - Continued				
5/31/2023	142281	TR16-R-IRWD-48954-47480	C. Pierce	2,354.26
5/31/2023	142222	TR16-R-IRWD-49624-48145	T. Beckett-Maines	3,720.00
5/31/2023	142252	TR16-R-IRWD-49668-48198	L. Hall	1,875.00
5/31/2023	142225	TR16-R-IRWD-49787-48329	L. Boulard	7,450.00
5/31/2023	142279	TR16-R-IRWD-49855-48413	G. Noneman	6,570.00
5/31/2023	142257	TR16-R-IRWD-50911-49472	M. Hutchings	4,241.49
5/31/2023	142260	TR16-R-IRWD-50941-49507	P. Jiang	369.32
5/31/2023	142255	TR16-R-IRWD-51016-49588	J. Herrick	4,805.00
5/31/2023	142233	TR16-R-IRWD-51018-49591	T. Chue	825.00
5/31/2023	142261	TR16-R-IRWD-51134-49721	C. Keenan	7,190.00
5/31/2023	142256	TR16-R-IRWD-51139-49725	A. Hsu	1,340.00
5/31/2023	142286	TR16-R-LH-48550-47084	H. Raymond	1,872.00
5/31/2023	142298	TR16-R-MESA-48571-47096	M. Twitchell	2,442.00
5/31/2023	142249	TR16-R-MNT-48360-46906	G. Fuller	1,468.00
5/31/2023	142271	TR16-R-MNT-49712-48254	J. Martinez	2,134.01
5/31/2023	142226	TR16-R-MNT-51051-49631	L. Brown	3,376.00
5/31/2023	142250	TR16-R-MNT-51081-49662	C. Grandy	2,544.00
5/31/2023	142220	TR16-R-MNT-51361-49803	R. Balogh	8,716.00
5/31/2023	142247	TR16-R-NWPT-48868-47392	J. Fife	516.00
5/31/2023	142276	TR16-R-SM-49437-47953	F. Najafloo	3,396.00
5/31/2023	142239	TR16-R-SM-50874-49436	N. Curiel	2,364.00
5/31/2023	142302	TR16-R-SM-50905-49465	I. Williams	1,197.00
5/31/2023	142262	TR16-R-SM-50934-49498	A. Keith	1,446.00
5/31/2023	142219	TR16-R-SM-51123-49709	P. Arefi	1,290.00
5/31/2023	142292	TR16-R-TUST-46201-46715	V. Tambayong	6,060.00
5/31/2023	142251	TR16-R-YLWD-48922-47448	C. Greenfield	1,965.00
5/31/2023	142287	TR16-R-YLWD-49576-48090	D. Reich	2,379.00
Total				810,836.37
US Bank				
5/31/2023	142319	6066-APR23	03/23/23-04/24/23 Cal Card Charges	2,396.13
Total				2,396.13
Verizon Wireless				
5/10/2023	142203	9933259662	April 2023 4G Mobile broadband unlimited service	76.02
Total				76.02
Total Other Funds Disbursements				7,829,901.79
Total Disbursements				8,382,120.47


Harvey De La Torre, Interim General Manager


Hilary Chumprazi, Treasurer

Cal Card Charges
Statement Date: April 24, 2023
Payment Date: May 31, 2023

Date	Description	Amount
Administration Card:		
3/23/2023	Survey Monkey annual subscription renewal	468.00
3/23/2023	Principal Engineer job posting with Water District Jobs	145.00
3/23/2023	Predict Success Harrison Assessments for new hired staff	1,216.00
3/24/2023	Web hosting annual renewal fee and March 2023 Web hosting service for MWDOC website	1,395.51
3/27/2023	ACWA DC 2023 in Washington DC from February 28-March 2, 2023 - Airfare credits for canceled return flight for H. Baez and M. Haley	(945.60)
3/28/2023	Tanaka Farms veggie baskets for 3 staff members from Wellness Grant	111.00
3/29/2023	03/27/23 Maintenance on MWDOC entry doors	451.29
3/30/2023	Government Finance Officers Association membership renewal for H. Chumpitazi	160.00
3/30/2023	MWDOC All Staff Luncheon	289.10
3/31/2023	Oil change for Water Loss Control Shared Services truck	71.68
4/03/2023	Portable Hard Drive for Cycle 2 OCDAP Aerial Imagery Data	65.24
4/03/2023	FedEx shipment on 04/03/23	11.62
4/07/2023	2022 Use tax on purchases	186.19
4/07/2023	Meal for Special Board meeting held on 04/06/23	804.95
4/09/2023	Two Dell Latitude laptops for staff	2,876.95
4/11/2023	Toner cartridge for office printer	34.08
4/11/2023	FedEx shipment on 04/11/23 for Water Loss Control Shared Services	110.68
4/11/2023	Principal Engineer job posting with Brown and Caldwell	100.00
4/12/2023	Windows 11 operating system upgrade for staff laptop	99.99
4/12/2023	Two toner cartridges for check printer	120.73
4/13/2023	Orange County Register E-edition annual renewal	338.00
4/18/2023	Four 6-outlet surge protectors for IT	50.00
4/19/2023	AWWA Sustainable Water Management Conference in Minneapolis, MN from April 16-19, 2023 - Accommodations for J. Berg and R. Davis	1,019.40
Total:		9,179.81

Public Affairs Card:

4/02/2023	04/02/23-05/01/23 Zoom Video Communications fee with audio licenses	174.93
4/03/2023	April 2023 Public Storage Unit for Public Affairs	485.00
4/11/2023	Two heavy duty wagons for community events	245.02
4/14/2023	UPS mailing for Poster Contest honorable mention prizes	143.02
4/14/2023	Clear storage boxes for storage unit	83.43
4/14/2023	Storage shelving unit for storage unit	128.22
4/19/2023	Final payment to Christopher Todd/Studios for website headshots of MWDOC staff and board	975.00
4/19/2023	Fiverr translation services for WEEA career brochures	12.55
Total:		2,247.17

Cal Card Charges
Statement Date: April 24, 2023
Payment Date: May 31, 2023

Date	Description	Amount
General Manager Card:		
4/10/2023	Delta Air refund for canceled AWWA Water Policy Conference in Washington DC from March 29-April 02, 2020 - Airfare for R. Hunter	(516.40)
Total:		(516.40)

Interim General Manager Card:

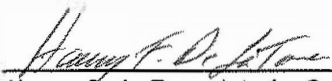
3/21/2023	CSMFO Orange County Chapter Meeting on April 20, 2023 in Orange, CA - Registration for H. Chumpitazi	45.00
3/21/2023	Online Supervisor Harassment Prevention training - Registration for Directors Yoo Schneider and McVicker	47.98
3/27/2023	AWWA Sustainable Water Management Conference in Minneapolis, MN from April 16-19, 2023 - Registration for J. Berg	385.00
3/27/2023	AWWA Sustainable Water Management Conference in Minneapolis, MN from April 16-19, 2023 - Registration for R. Davis	385.00
3/30/2023	Deposit for Office 365 Hybrid to Cloud Migration project	2,100.00
3/31/2023	Water Use Efficiency I Webinar from April 25-27, 2023 - Registration for C. Castro, L. Aguilar, C. Johnson, and M. Hurtado	1,400.00
4/10/2023	CSDA Special Districts Legislative Days in Sacramento, CA from May 16-17, 2023 - Registration for H. Baez	300.00
4/10/2023	CSDA Special Districts Legislative Days in Sacramento, CA from May 16-17, 2023 - Airfare for H. Baez	186.95
4/10/2023	ACWA Spring Conference from May 9-11, 2023 in Monterey, CA - Airfare for H. Baez	186.95
4/10/2023	ACWA Spring Conference in Monterey, CA from May 9-11, 2023 - Airfare for Directors Nederhood and Crane	439.92
4/17/2023	ACWA Spring Conference from May 9-11, 2023 in Monterey, CA - Airfare for M. Haley and A. Heide	424.90
4/20/2023	04/06-4/20/23 Meals for H. De La Torre's meetings	223.86
4/21/2023	CAPIO 2023 Annual Conference in Monterey, CA from May 1-4, 2023 - Accommodations for T. Baca and S. Wilson	1,680.48
Total:		7,806.04

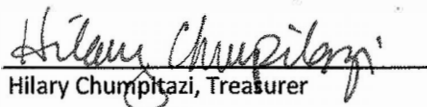
WEROC Card:

3/21/2023	CESA Conference from April 30-May 4, 2023 in Lake Tahoe, CA - Deposit for accommodations for D. Anderson	348.23
4/06/2023	Zoll AED Plus Refresh Pack for EOC	325.17
4/11/2023	Three large capacity surge protectors for EOC	126.03
4/18/2023	California Specialized Training Institute Emergency Management training and certificates for member agencies	1,305.00
4/18/2023	Two ethernet switches with power over ethernet for EOC	99.82
4/23/2023	QR Code Generator Pro annual plan for training and evaluation materials	191.88
Total:		2,396.13

Municipal Water District of Orange County
GM Approved Disbursement Report ⁽¹⁾
For the Month of May 2023

Name/ Date	Check/ EFT	Invoice	Description	Amount
Core Disbursements:				
E Art Consulting				
5/31/2023	142310	1435F	Final payment for Office Artwork on canvas and installation	7,347.59
Total				7,347.59
Total Core Disbursements				7,347.59
Choice Disbursements:				
Total Choice Disbursements				-
Other Funds Disbursements:				
Total Other Funds Disbursements				-
Total Disbursements				7,347.59


 Harvey De La Torre, Interim General Manager


 Hilary Chumitazi, Treasurer

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



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

April 30, 2023

District investments and cash balances are held in various funds designated for certain purposes as follows:

Fund	Book Value	% of Portfolio
Restricted Reserves		
WEROC Operating Fund	\$388,769	3.19%
Designated Reserves		
Operating Reserves	\$5,675,047	46.58%
Election Reserve	461,678	3.79%
OPEB Reserve	297,147	2.44%
Total Designated Reserves	\$6,433,872	52.81%
General Operations Fund	\$6,589,790	54.09%
Water Purchase Payments Fund	335,689	2.75%
Conservation Fund	(1,583,071)	(12.99%)
Trustee Activities - AMP	18,673	0.15%
Total Other Funds	\$5,361,081	44.00%
Total	\$12,183,722	100.00%

The funds are invested as follows:

Term of Investment	% of Portfolio	Book Value	Market Value
Cash	0.86%	\$105,114	\$105,114
Short-term investment			
• LAIF	40.09%	4,883,875	4,883,875
• OCIP	33.61%	4,094,802	4,094,802
Long-term investment			
• US Government Issues	2.05%	249,931	227,880
• Corporate Bond	9.85%	1,200,000	1,082,889
• Certificates of Deposit	13.54%	1,650,000	1,585,332
Total	100.00%	\$12,183,722	\$11,979,892

The average number of days to maturity/call as of April 30, 2023 equaled 140 and the average yield to maturity is 2.892%. During the month, the District's average daily balance was \$16,799,664.01. Funds were invested in US Bank Checking Account, Negotiable Certificate of Deposits, Corporate Bonds, US Government Issues, Local Agency Investment Funds (LAIF) and Orange County Investment Pool (OCIP) during the month of April 2023.

The (\$203,830) difference between the book value and the market value on April 30, 2023 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.

Harvey F. De La Torre
Harvey De La Torre
Interim General Manager

Hilary Chumtazi
Hilary Chumtazi
Treasurer

Street Address:
18700 Ward Street
Fountain Valley, California 92708

Mailing Address:
P.O. Box 20895
Fountain Valley, CA 92728-0895

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Fax: (714) 964-9389
www.mwdoc.com

Megan Yoo Schneider, P.E.
President

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

Randall Crane, Ph.D.
Director

Larry D. Dick
Director

Al Nederhood
Director

Karl W. Seckel, P.E.
Director

Jeffery M. Thomas
Director

Harvey De La Torre
Interim 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



MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Portfolio Management - Portfolio Summary April 30, 2023

4/30/2023	Par Value	Market Value	Book Value	% of Portfolio	Days to Mat/Call	YTM @ Cost
Negotiable Certificate Of Deposit	1,650,000.00	1,585,331.50	1,650,000.00	13.66	739	2.762
Corporate Bond	1,200,000.00	1,082,888.50	1,200,000.00	9.93	380	1.518
US Government Issues	250,000.00	227,880.00	249,930.87	2.07	26	0.860
Local Agency Investment Funds	4,883,875.66	4,883,875.66	4,883,875.66	40.44	1	2.861
Orange County Investment Pool	4,094,801.71	4,094,801.71	4,094,801.71	33.90	1	3.509
Total Investments	12,078,677.37	11,874,777.37	12,078,608.24	100.00	140	2.892
Cash						
Cash	105,114.22	105,114.22	105,114.22		1	0.00
Total Cash and Investments	12,183,791.59	11,979,891.59	12,183,722.46		140	2.892

Total Earnings	Month Ending April	Fiscal Year to Date
Current Year	38,809.47	395,488.20
Average Daily Balance	16,799,664.01	
Effective Rate of Return	2.892%	

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.


Harvey De La Torre, Interim General Manager

06/08/2023
Date


Hilary Chantapazi, Treasurer

06/08/2023
Date

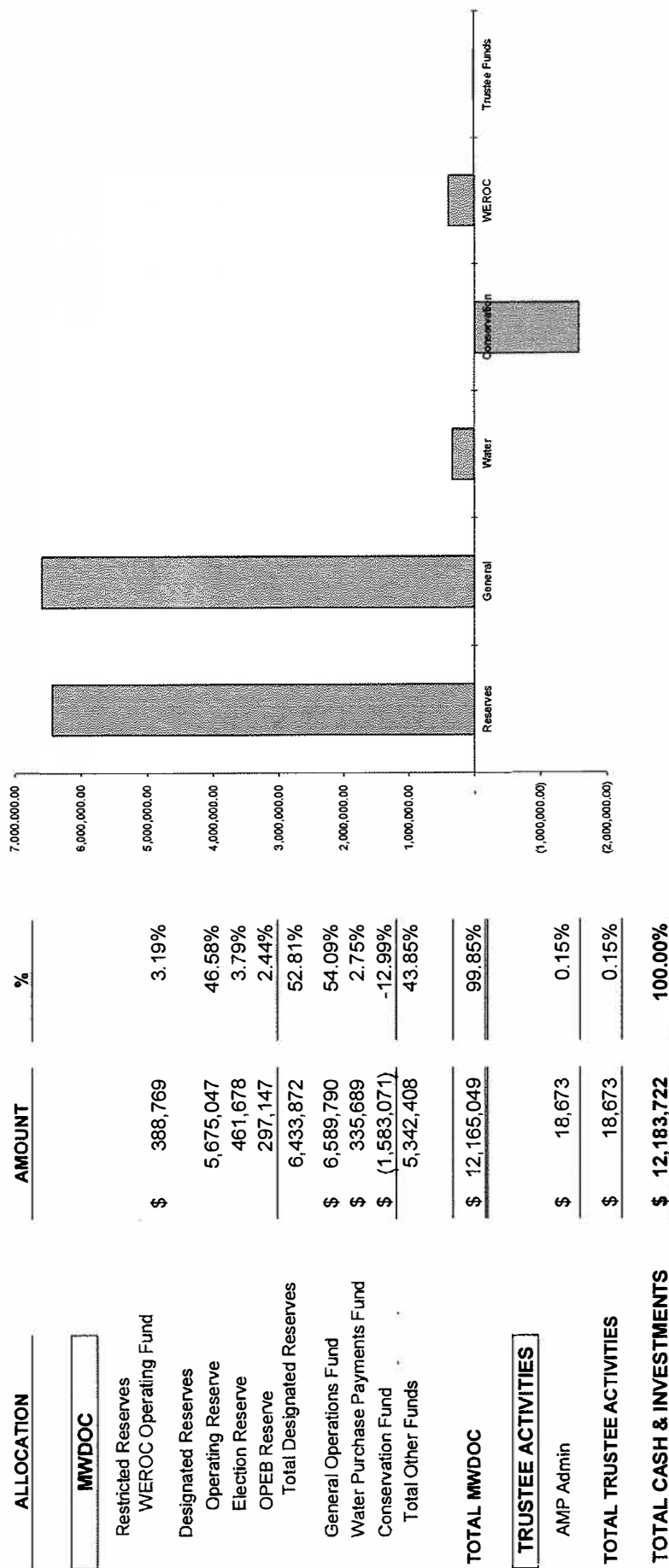
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Portfolio Management
Long-Term Portfolio Details - Investments
April 30, 2023

Issuer	CUSIP/Ticker	Settlement Date	Par Value	Market Value	Book Value	Coupon Rate	YTM @ Cost	Days To Call/Maturity	Maturity Date
Negotiable Certificate Of Deposit									
American Express Bank	02589ADE9	7/20/2022	200,000.00	188,640.00	200,000.00	3.350	3.350	1,542	7/20/2027
Capital One Bank	14042TBC8	8/7/2019	250,000.00	241,845.00	250,000.00	2.250	2.250	465	8/7/2024
Capital One NA	14042RMJ7	7/24/2019	250,000.00	241,950.00	250,000.00	2.200	2.200	451	7/24/2024
Discover Bank	254673RV0	7/25/2018	250,000.00	248,950.00	250,000.00	3.300	3.300	86	7/25/2023
Goldman Sachs Bank	38148PT98	8/8/2018	250,000.00	248,832.50	250,000.00	3.350	3.350	100	8/8/2023
Sallie Mae Bank	7954507A7	7/14/2021	200,000.00	176,904.00	200,000.00	1.000	1.000	1,171	7/14/2026
Toyota Financial SGS Bank	89235MPD7	9/27/2022	250,000.00	238,210.00	250,000.00	3.650	3.650	1,606	9/22/2027
Sub Total			1,650,000.00	1,585,331.50	1,650,000.00	2.762	2.762	739	
US Government Issues									
FHLB	3130ALGR9	3/1/2021	250,000.00	227,880.00	249,930.87	0.850	0.860	26	2/26/2028
Sub Total			250,000.00	227,880.00	249,930.87	0.850	0.860	26	
Corporate Bond									
Bank of America Corp	06048WK41	12/7/2020	250,000.00	221,030.00	250,000.00	0.850	0.800	940	11/25/2025
Citigroup Global Markets	17328WFZ8	9/16/2020	250,000.00	227,412.50	250,000.00	1.000	1.000	47	9/16/2025
JP Morgan Chase	48128GV56	8/18/2020	250,000.00	221,000.00	250,000.00	0.800	0.800	476	8/18/2025
Morgan Stanley Fin LLC	61766YKH3	6/29/2022	200,000.00	192,096.00	200,000.00	4.500	4.500	426	6/29/2027
Societe Generale	83369MD25	8/19/2020	250,000.00	221,350.00	250,000.00	1.000	1.088	19	8/19/2025
Sub Total			1,200,000.00	1,082,888.50	1,200,000.00	1.510	1.518	380	
Total Investments			3,100,000.00	2,896,100.00	3,099,930.87	2.123	2.127	543	
Total Earnings									
Current Year			Month Ending April		Fiscal Year To Date				
			5,379.15		53,689.59				

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Portfolio Management
Short-Term Portfolio Details - Cash and Investments
April 30, 2023

Investments	CUSIP/Ticker	Settlement Date	Par Value	Market Value	Book Value	Coupon Rate	YTM @ Cost	Days To Call/Maturity	Maturity Date
Local Agency Investment Funds									
LAIF LGIP	LAIF	6/30/2010	4,883,875.66	4,883,875.66	4,883,875.66	2.861	2.861	1	N/A
Sub Total			4,883,875.66	4,883,875.66	4,883,875.66	2.861	2.861	1	
Orange County Investment Pool									
County of Orange LGIP	OCIP	6/29/2005	4,094,801.71	4,094,801.71	4,094,801.71	3.509	3.509	1	N/A
Sub Total			4,094,801.71	4,094,801.71	4,094,801.71	3.509	3.509	1	
Total Investments			8,978,677.37	8,978,677.37	8,978,677.37	3.157	3.157		
Cash									
Petty Cash Cash	CASH	7/1/2010	500.00	500.00	500.00	0.000	0.000	1	N/A
US Bank Cash	CASHUSBANK	7/25/2018	104,614.22	104,614.22	104,614.22	0.000	0.000	1	N/A
Total Cash			105,114.22	105,114.22	105,114.22	0.000	0.000	1	
Total Cash and Investments			9,083,791.59	9,083,791.59	9,083,791.59	3.157	3.157	1	
Total Earnings									
Current Year			33,430.32		Fiscal Year To Date				
									341,798.61

**Municipal Water District of Orange County
Cash and Investments at April 30, 2023**



MUNICIPAL WATER DIST OF ORANGE COUNTY
PARS Post-Employment Benefits Trust**Account Report for the Period**
4/1/2023 to 4/30/2023Hilary Chumpitazi
Accounting Manager
Municipal Water Dist of Orange County
18700 Ward Street
Fountain Valley, CA 92708**Account Summary**

Source	Balance as of 4/1/2023	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 4/30/2023
OPEB	\$2,502,204.80	\$0.00	\$17,672.83	\$1,208.65	\$0.00	\$0.00	\$2,518,668.98
PENSION	\$1,089,144.77	\$0.00	\$7,692.52	\$526.09	\$0.00	\$0.00	\$1,096,311.20
Totals	\$3,591,349.57	\$0.00	\$25,365.35	\$1,734.74	\$0.00	\$0.00	\$3,614,980.18

Investment Selection

Source	
OPEB	Moderate HighMark PLUS
PENSION	Moderate HighMark PLUS

Investment Objective

Source	
OPEB	The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.
PENSION	The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	0.71%	-0.10%	-0.05%	5.74%	4.68%	5.40%	10/26/2011
PENSION	0.71%	-0.10%	-0.02%	5.70%	-	-	7/31/2018

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.
Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.
Account balances are inclusive of Trust Administration, Trustee and Investment Management fees

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
COMBINED FINANCIAL STATEMENTS
AND
BUDGET COMPARATIVE
JULY 1, 2022 THRU APRIL 30, 2023**

**Municipal Water District of Orange County
Combined Balance Sheet
As of April 30, 2023**

	<u>Amount</u>
<u>ASSETS</u>	
Cash in Bank	105,114.22
Investments	12,078,608.24
Accounts Receivable	17,103,906.49
Accounts Receivable - Other	471,818.66
Accrued Interest Receivable	70,504.08
Prepays/Deposits	244,158.71
Leasehold Improvements	7,001,517.44
Furniture, Fixtures & Equipment	885,094.81
Less: Accumulated Depreciation	<u>(3,829,331.69)</u>
TOTAL ASSETS	<u>34,131,390.96</u>
<u>LIABILITIES AND FUND BALANCES</u>	
<u>LIABILITIES</u>	
Accounts Payable	16,651,450.86
Accrued Salaries and Benefits Payable	693,973.96
Other Liabilities	1,124,390.80
Unearned Revenue	<u>1,062,950.06</u>
TOTAL LIABILITIES	<u>19,532,765.68</u>
<u>FUND BALANCES</u>	
<u>Restricted Fund Balances</u>	
WERO Reserve	<u>240,442.01</u>
Total Restricted Fund Balances	<u>240,442.01</u>
<u>Unrestricted Fund Balances</u>	
<u>Designated Reserves</u>	
Operating Reserve	5,675,047.00
Election Reserve	461,678.00
OPEB Reserve	<u>297,147.00</u>
Total Designated Reserves	<u>6,433,872.00</u>
General Fund	5,811,879.95
General Fund Capital	<u>83,747.32</u>
Total Unrestricted Fund Balances	<u>12,329,499.27</u>
<u>Excess Revenue over Expenditure</u>	
Operating Fund	2,363,306.47
Other Funds	<u>(334,622.47)</u>
TOTAL FUND BALANCES	<u>14,598,625.28</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>34,131,390.96</u>

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
General Fund
July 1, 2022 thru April 30, 2023

	<u>Month to Date</u>	<u>Year to Date</u>	<u>Annual Budget</u>	<u>% Used</u>	<u>Encumbrance</u>	<u>Budget Remaining</u>
REVENUES						
Retail Connection Charge	0.00	8,885,401.25	8,885,401.25	100.00%	0.00	0.00
Ground Water Customer Charge	0.00	367,806.00	367,805.72	100.00%	0.00	(0.28)
Water Rate Revenues	0.00	9,253,207.25	9,253,206.97	100.00%	0.00	(0.28)
Interest Revenue	42,198.71	413,197.51	145,971.00	283.07%	0.00	(267,226.51)
Subtotal	42,198.71	9,666,404.76	9,399,177.97	102.84%	0.00	(267,226.79)
Choice Programs	9,307.41	1,307,388.57	1,328,114.20	98.44%	0.00	20,725.63
MWD Revenue - Shared Services	0.00	62,730.00	0.00	0.00%	0.00	(62,730.00)
Miscellaneous Income	23.44	2,240.86	3,000.00	74.70%	0.00	759.14
School Contracts	14,370.54	97,575.22	429,837.67	22.70%	0.00	332,262.45
Delinquent Payment Penalty	0.00	3,597.63	0.00	0.00%	0.00	(3,597.63)
Transfer-In from Reserve	0.00	0.00	457,061.00	0.00%	0.00	457,061.00
Subtotal	23,701.39	1,473,532.28	2,218,012.87	66.43%	0.00	744,480.59
TOTAL REVENUES	65,900.10	11,139,937.04	11,617,190.84	95.89%	0.00	477,253.80

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
General Fund
July 1, 2022 thru April 30, 2023

	<u>Month to Date</u>	<u>Year to Date</u>	<u>Annual Budget</u>	<u>% Used</u>	<u>Encumbrance</u>	<u>Budget Remaining</u>
<u>EXPENSES</u>						
Salaries & Wages	310,495.05	3,649,753.18	4,429,129.50	82.40%	0.00	779,376.32
Salaries & Wages - Grant Recovery	0.00	(4,511.35)	(20,000.00)	(22.56)%	0.00	(15,488.65)
Director's Compensation	22,920.10	223,962.12	275,041.20	81.43%	0.00	51,079.08
MWD Representation	11,787.48	117,219.94	157,166.40	74.58%	0.00	39,946.46
Employee Benefits	104,447.13	1,133,656.57	1,441,831.24	78.63%	0.00	308,174.67
Employee Benefits - Grant Recovery	0.00	(908.93)	0.00	0.00%	0.00	908.93
CalPers Unfunded Liability Contribution	0.00	207,000.00	207,000.00	100.00%	0.00	0.00
Director's Benefits	8,844.66	88,488.37	132,976.50	66.54%	0.00	44,488.13
Health Insurance for Retirees	4,061.03	61,081.77	94,554.00	64.60%	0.00	33,472.23
Training Expense	1,445.00	6,974.58	53,000.00	13.16%	0.00	46,025.42
Tuition Reimbursement	0.00	2,653.00	5,000.00	53.06%	0.00	2,347.00
Temporary Help Expense	0.00	0.00	5,000.00	0.00%	0.00	5,000.00
Personnel Expenses	464,000.45	5,485,369.25	6,780,698.84	80.90%	0.00	1,295,329.59
Engineering Expense	27,122.32	175,970.32	410,000.00	42.92%	76,531.28	157,498.40
Legal Expense	14,168.02	133,769.73	235,750.00	56.74%	121,230.27	(19,250.00)
Audit Expense	0.00	27,000.00	35,000.00	77.14%	4,500.00	3,500.00
Professional Services	104,908.61	926,919.31	1,516,256.00	61.13%	940,800.21	(351,463.52)
Professional Fees	146,198.95	1,263,659.36	2,197,006.00	57.52%	1,143,061.76	(209,715.12)
Conference - Staff	1,070.00	18,430.00	56,205.00	32.79%	0.00	37,775.00
Conference - Directors	0.00	11,009.72	23,905.00	46.06%	0.00	12,895.28
Travel & Accom. - Staff	5,882.91	40,690.91	90,325.00	45.05%	0.00	49,634.09
Travel & Accom. - Directors	666.85	12,002.52	32,900.00	36.48%	0.00	20,897.48
Travel & Conference	7,619.76	82,133.15	203,335.00	40.39%	0.00	121,201.85
Membership/Sponsorship	160.00	144,503.24	145,847.00	99.08%	0.00	1,343.76
CDR Support	14,365.50	57,462.00	57,462.00	100.00%	0.00	0.00
Dues & Memberships	14,525.50	201,965.24	203,309.00	99.34%	0.00	1,343.76
Business Expense	89.39	1,074.85	2,500.00	42.99%	0.00	1,425.15
Office Maintenance	8,765.27	135,133.78	151,400.00	89.26%	25,797.85	(9,531.63)
Building Repair & Maintenance	1,002.55	20,868.34	22,056.00	94.62%	10,809.32	(9,621.66)
Storage Rental & Equipment Lease	65.01	591.24	1,800.00	32.85%	208.76	1,000.00
Office Supplies	1,640.65	22,608.96	35,000.00	64.60%	1,593.32	10,797.72
Supplies - Water Loss Control	162.41	6,456.85	4,000.00	161.42%	0.00	(2,456.85)
Postage/Mail Delivery	495.06	7,011.82	11,300.00	62.05%	986.91	3,301.27
Subscriptions & Books	806.00	1,009.40	1,000.00	100.94%	0.00	(9.40)
Reproduction Expense	54.09	14,776.27	84,000.00	17.59%	3,503.88	65,719.85
Maintenance - Computers	50.00	4,668.22	7,000.00	66.69%	0.00	2,331.78
Software Purchase	3,809.03	84,786.87	95,093.00	89.16%	349.86	9,956.27
Software Support	1,889.51	32,110.53	55,615.00	57.74%	0.00	23,504.47
Computers and Equipment	2,876.95	26,037.36	43,950.00	59.24%	0.00	17,912.64
Maintenance Expense	0.00	0.00	6,000.00	0.00%	0.00	6,000.00
Automotive Expense	1,235.97	5,309.12	13,500.00	39.33%	0.00	8,190.88
Vehicle Expense	530.99	8,400.21	7,343.00	114.40%	0.00	(1,057.21)
Toll Road Charges	28.96	259.14	2,100.00	12.34%	0.00	1,840.86
Insurance Expense	14,953.21	152,225.20	140,000.00	108.73%	0.00	(12,225.20)
Utilities - Telephone	4,472.64	31,430.05	43,690.00	71.94%	228.06	12,031.89
Bank Fees	100.79	881.37	2,600.00	33.90%	0.00	1,718.63
Miscellaneous Expense	12,010.15	54,215.51	69,520.00	77.99%	970.00	14,334.49
MWDOC's Contrb. to WEROC	24,690.83	246,908.34	296,290.00	83.33%	0.00	49,381.66
Depreciation Expense	7,951.21	79,513.00	0.00	0.00%	0.00	(79,513.00)
Other Expenses	87,680.67	936,276.43	1,095,757.00	85.45%	44,447.96	115,032.61
Election Expense	0.00	643,450.91	300,728.00	213.96%	0.00	(342,722.91)
Capital Acquisition	8,054.47	123,916.66	113,280.00	109.39%	43,022.18	(53,658.84)
Building Expense	12,956.29	39,859.57	723,077.00	5.51%	58,383.50	624,833.93
TOTAL EXPENSES	741,036.09	8,776,630.57	11,617,190.84	75.55%	1,288,915.40	1,551,644.87
NET INCOME (LOSS)	(675,135.99)	2,363,306.47	0.00	0.00%	(1,288,915.40)	(1,074,391.07)

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
Water Fund
July 1, 2022 thru April 30, 2023

	<u>Month to Date</u>	<u>Year to Date</u>	<u>Annual Budget</u>	<u>% Used</u>	<u>Budget Remaining</u>
<u>WATER REVENUES</u>					
Water Sales	7,514,220.40	120,383,034.70	157,620,717.70	76.38%	37,237,683.00
Readiness to Serve Charge	1,141,583.00	10,652,583.19	11,142,354.00	95.60%	489,770.81
Capacity Charge CCF	293,620.00	3,870,069.86	5,396,060.00	71.72%	1,525,990.14
SCP/SAC Pipeline Surcharge	23,932.46	269,247.43	318,000.00	84.67%	48,752.57
Interest Revenue	0.00	0.00	4,547.00	0.00%	4,547.00
TOTAL WATER REVENUES	8,973,355.86	135,174,935.18	174,481,678.70	77.47%	39,306,743.52
<u>WATER PURCHASES</u>					
Water Sales	7,514,220.40	120,383,034.70	157,620,717.70	76.38%	37,237,683.00
Readiness to Serve Charge	1,141,583.00	10,652,583.05	11,142,354.00	95.60%	489,770.95
Capacity Charge CCF	293,620.00	3,870,070.00	5,396,060.00	71.72%	1,525,990.00
SCP/SAC Pipeline Surcharge	23,932.46	269,247.43	318,000.00	84.67%	48,752.57
TOTAL WATER PURCHASES	8,973,355.86	135,174,935.18	174,477,131.70	77.47%	39,302,196.52
EXCESS OF REVENUE OVER EXPENDITURE	0.00	0.00	4,547.00	0.00%	4,547.00

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
Water Use Efficiency
July 1, 2022 thru April 30, 2023

	<u>Year to Date Actual</u>	<u>Annual Budget</u>	<u>% Used</u>
Spray To Drip Conversion			
Revenues	355,492.47	434,927.51	81.74%
Expenses	471,106.45	434,927.51	108.32%
Excess of Revenues over Expenditures	(115,613.98)	0.00	
Member Agency Administered Pass-Thru			
Revenues	0.00	255,000.00	0.00%
Expenses	0.00	255,000.00	0.00%
Excess of Revenues over Expenditures	0.00	0.00	
ULFT Rebate Program			
Revenues	280.00	1,000.00	28.00%
Expenses	280.00	1,000.00	28.00%
Excess of Revenues over Expenditures	0.00	0.00	
HECW Rebate Program			
Revenues	49,896.84	60,000.00	83.16%
Expenses	42,960.00	60,000.00	71.60%
Excess of Revenues over Expenditures	6,936.84	0.00	
CII Rebate Program			
Revenues	399.00	2,000.00	19.95%
Expenses	399.00	2,000.00	19.95%
Excess of Revenues over Expenditures	0.00	0.00	
Turf Removal Program			
Revenues	5,177,576.33	6,061,364.00	85.42%
Expenses	5,484,106.38	6,061,364.00	90.48%
Excess of Revenues over Expenditures	(306,530.05)	0.00	
Comprehensive Landscape (CLWUE)			
Revenues	103,264.62	321,700.00	32.10%
Expenses	108,007.35	321,700.00	33.57%
Excess of Revenues over Expenditures	(4,742.73)	0.00	
Recycled Water Program			
Revenues	1,582.75	50,000.00	3.17%
Expenses	1,582.75	50,000.00	3.17%
Excess of Revenues over Expenditures	0.00	0.00	
WSIP - Industrial Program			
Revenues	0.00	32,645.00	0.00%
Expenses	0.00	32,645.00	0.00%
Excess of Revenues over Expenditures	0.00	0.00	
Land Design Program			
Revenues	269,177.50	331,303.00	81.25%
Expenses	316,381.90	331,303.00	95.50%
Excess of Revenues over Expenditures	(47,204.40)	0.00	
Pressure Regulation Program			
Revenues	21,675.00	26,960.50	80.40%
Expenses	21,675.00	26,960.50	80.40%
Excess of Revenues over Expenditures	0.00	0.00	
Rotating Nozzle			
Revenues	15.70	1,750.00	0.90%
Expenses	0.00	1,750.00	0.00%
Excess of Revenues over Expenditures	15.70	0.00	
Dedicated Irrigation Meters Measurement Project (DIMM)			
Revenues	0.00	966,624.00	0.00%
Expenses	0.00	966,624.00	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, 2022 thru April 30, 2023

	<u>Year to Date Actual</u>	<u>Annual Budget</u>	<u>% Used</u>
Rain Barrel			
Revenues	180.00	0.00	0.00%
Expenses	180.00	0.00	0.00%
Excess of Revenues over Expenditures	0.00	0.00	
 Total WUE Projects			
Revenues	5,979,540.21	8,545,274.01	69.97%
Expenses	6,446,678.83	8,545,274.01	75.44%
Excess of Revenues over Expenditures	(467,138.62)	0.00	
 WEROC			
Revenues	516,559.36	565,941.00	91.27%
Expenses	599,457.09	565,941.00	105.92%
Excess of Revenues over Expenditures	(82,897.73)	0.00	



ACTION ITEM

June 21, 2023

TO: Board of Directors

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

Harvey De La Torre, Interim General Manager

Staff Contact: Cathy Harris, Director of Human Resources &
Administration

SUBJECT: Annual Approval of District Salary Schedule

STAFF RECOMMENDATION

It is recommended that the Board of Directors approve the proposed Pay Structure, as presented, effective July 1, 2023; adjusting the salary ranges by 7.45%, as approved during the budget process; and approve changes to positions, as noted. (Option1)

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

SUMMARY

Pursuant to recently approved 2023-24 Budget, attached is the proposed Pay Structure, adjusting the Salary Ranges by 7.45%. The schedule is effective as of July 1. This is an adjustment to the salary ranges only and not to individual salaries.

In addition, positions and titles were added and or reclassified due to recent organizational changes and to allow for career progression within job families.

The annual adjustment to the ranges keeps the salary ranges consistent with the market to avoid falling behind. Without the annual adjustment to the pay structure, a significant gap can develop and requires a significant adjustment to the pay structure during the Total Compensation Assessment, which is performed every three years. The next comprehensive salary survey, to evaluate market practices and job grading will be initiated in November

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

2023 for completion in spring of 2024. The last comprehensive study was completed in spring 2021.

In compliance with the Public Employees Retirement Law, the District is required to maintain a publicly available pay schedule that is approved by the Board.

BOARD OPTIONS

- Option #1** It is recommended that the Board of Directors approve the proposed Pay Structure, as presented, effective July 1, 2023; adjusting the salary ranges by 7.45%, as approved during the budget process; and approve changes to positions, as noted. (Option1)
- Option #2** Do not approve.
This will cause the District's positions and salary ranges to fall behind the market, causing a future financial impact in having to make several position reclassification adjustments to salary ranges.

MWDOC PAY STRUCTURE - EFFECTIVE JULY 1, 2023 (7.45% range adjustment)

Grade	Dept	Status	Job Classification		Range Min \$	25th % \$	Mid \$	75th % \$	Range Max \$
INT			Intern (varies by department)	hourly	19.38	21.07	22.76	24.47	26.14
R1	ADMIN	Open		annually	43,329	47,111	50,895	54,701	58,460
				monthly	3,610	3,926	4,241	4,558	4,872
				hourly	20.83	22.65	24.47	26.30	28.11
R2	ADMIN	NE	Office Assistant	annually	46,579	50,639	54,701	58,808	62,846
				monthly	3,881	4,220	4,558	4,901	5,237
				hourly	22.39	24.35	26.30	28.27	30.21
R3			WUE Program Assistant	annually	50,059	54,446	58,808	63,218	67,558
			WLC Program Assistant	monthly	4,171	4,538	4,901	5,268	5,630
				hourly	24.07	26.18	28.27	30.39	32.48
R4	ADMIN	NE	Database Coordinator	annually	53,818	58,530	63,242	67,929	72,687
				monthly	4,485	4,877	5,270	5,660	6,057
				hourly	25.87	28.14	30.40	32.66	34.95
R5	FIN	NE	Accounting Technician	annually	57,858	62,916	67,952	73,058	78,117
	PA	NE	Public Affairs Assist	monthly	4,821	5,244	5,663	6,088	6,509
				hourly	27.82	30.25	32.67	35.12	37.56
R6	ADM	NE	Administrative Assistant	annually	62,197	67,604	73,081	78,535	83,966
				monthly	5,183	5,634	6,090	6,545	6,997
				hourly	29.90	32.50	35.14	37.76	40.37
R7	ADM	NE	Sr. Admin Assistant	annually	66,838	72,733	78,559	84,430	90,255
R7	PA	NE	Public Affairs Coordinator I	monthly	5,570	6,061	6,547	7,036	7,522
R7	WUE	NE	Water Loss Control Programs Tech I	hourly	32.13	34.97	37.77	40.59	43.39
R8	ADM	NE	Records Coordinator	annually	71,898	78,163	84,454	90,743	96,985
				monthly	5,991	6,514	7,038	7,562	8,082
				hourly	34.57	37.58	40.60	43.63	46.63
R9	PA	NE	Public Affairs Coordinator II	annually	77,282	84,012	90,766	97,542	104,319
	WUE	NE	Water Loss Control Program Tech II	monthly	6,441	7,001	7,563	8,129	8,694
				hourly	37.15	40.39	43.64	46.90	50.15
R10	WUE	NE	WUE Analyst I	annually	83,037	90,348	97,589	104,877	112,140
R10	ADM	NE	Executive Assistant	monthly	6,920	7,529	8,133	8,740	9,345
R10	ENG	NE	Assoc. Water Resources Analyst	hourly	39.92	43.44	46.92	50.42	53.91
R10	FIN	NE	Accountant						
R10	WEROC	NE	WEROC Emergency Coordinator						
R11	PA	NE	Public Affairs Specialist	annually	89,304	97,125	104,877	112,697	120,518
R11	WUE	NE	WUE Analyst II	monthly	7,442	8,094	8,740	9,391	10,043
R11	WEROC	NE	WEROC Specialist	hourly	42.93	46.69	50.42	54.18	57.94
R11	WUE	NE	Water Loss Control Program Lead						
R11	FIN	E	IT System Analyst I						
R12	ENG	E	Water Resources Analyst	annually	95,987	104,389	112,767	121,168	129,570
R12	FIN	NE	Sr. Accountant	monthly	7,999	8,699	9,398	10,097	10,798
				hourly	46.15	50.19	54.21	58.25	62.29
R13	FIN	E	Fin. Analyst/Database Analyst	annually	103,158	112,233	121,214	130,312	139,316
R13	FIN	E	IT System Analyst II (Network Systems Engineer)	monthly	8,597	9,352	10,101	10,859	11,610
R13	ADM	NE	Sr. Executive Assistant	hourly	49.60	53.96	58.28	62.65	66.98
R13	WUE	NE	Sr. WUE Analyst						
R13	PA	E	Public Affairs Supervisor						
R14	FIN	E	Accounting Supervisor	annually	110,934	120,612	130,358	140,036	149,737
R14	ENG	E	Sr. Water Resources Analyst	monthly	9,245	10,051	10,863	11,670	12,478
R14	ENG	E	Associate Engineer	hourly	53.33	57.99	62.67	67.33	71.99
R15	WUE	E	WUE Program Supervisor	annually	119,265	129,662	140,105	150,549	160,970
R15	ADM	E	District Secretary	monthly	9,939	10,805	11,676	12,546	13,414
R15	WUE	E	Water Loss Control Programs Supv	hourly	57.34	62.34	67.36	72.38	77.39
R15	WEROC	E	WEROC Programs Manager						
R15	FIN	E	Sr. Fin. Analyst/Database Analyst						
R16	ENG	E	Sr. Engineer	annually	128,177	139,410	150,619	161,828	173,014
R16	PA	E	Public Affairs Manager	monthly	10,682	11,617	12,551	13,486	14,418
R16	ADM	E	Executive Assist. to the GM & District Secretary	hourly	61.62	67.02	72.41	77.80	83.18
R17	ENG	E	Principal Water Resources Analyst	annually	137,785	149,829	161,898	173,966	186,034
R17	WUE	E	WUE Program Manager	monthly	11,482	12,486	13,491	14,497	15,503
R17	FIN	E	Accounting Manager/IT	hourly	66.24	72.03	77.84	83.64	89.44

title change

new position

new position

new position

title change

range adj. (R12)

range adj (R13)

range adj. (R14)

new position

MWDOC PAY STRUCTURE - EFFECTIVE JULY 1, 2023 (7.45% range adjustment)

R17	GA	E	Governmental Affairs Mgr.						
R18	ENG	E	Principal Engineer	annually	148,136	161,086	174,058	187,032	199,982
R18	ADMIN	E	Administrative Services Manager	monthly	12,345	13,424	14,505	15,586	16,665
				hourly	71.22	77.44	83.68	89.92	96.15
R19			OPEN	annually	159,252	173,154	187,102	201,050	214,928
				monthly	13,271	14,429	15,592	16,755	17,911
				hourly	76.56	83.25	89.95	96.66	103.33
R20	FIN	E	Director of Finance/IT	annually	171,204	186,150	201,142	216,111	231,103
R20	PA	E	Director of Public Affairs	monthly	14,267	15,513	16,762	18,009	19,259
R20	WUE	E	Director of Water Use Efficiency	hourly	82.31	89.50	96.70	103.90	111.11
R20	WEROC	E	Director of Emergency Management						
R20	GA	E	Director of Government Affairs						
R20	ENG	E	Director of Engineering/District Engineer						
R20	ENG	E	Director of Metropolitan Issues & Policy						
R20	ADMIN	E	Director of Human Resources & Administration						
R21	ENG	E	Associate General Manager	annually	184,015	200,121	216,227	232,310	248,439
				monthly	15,334	16,677	18,019	19,359	20,703
				hourly	88.47	96.21	103.96	111.69	119.44
R22	ENG	E	Assistant General Manager	annually	193,716	213,071	232,472	251,828	271,183
				monthly	16,143	17,756	19,373	20,986	22,599
				hourly	93.13	102.44	111.77	121.07	130.38
R23			OPEN		208,244	229,051	249,908	270,715	291,522
					17,354	19,088	20,826	22,560	24,294
					100.12	110.12	120.15	130.15	140.15
GM			General Manager		249,908				349,872

Rev 4.19.23

range adj (R19)

range adj (R19)

range adj (R19)

range adj (R19)

new position

new position

range adj (R19)

range adj (R20)



ACTION ITEM

June 21, 2023

TO: Board of Directors

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

President Yoo-Schneider

Staff Contact: Cathy Harris, Director of Human Resources &
Administration

SUBJECT: **Award Contract for Executive Search Firm Services for the General
Manager Recruitment**

STAFF RECOMMENDATION

It is recommended that the Board of Directors receive recommendation from the Ad Hoc Committee (who will meet on June 12) and take action, as appropriate.

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

SUMMARY

A Request for Proposal was issued on May 11, 2023 soliciting proposals from executive search firms for the recruitment and hiring services for the District's General Manager position.

RFP was sent to 12 firms, with a submission deadline of June 2. The District received six proposals. The Ad Hoc Committee is scheduled to meet on June 12th to review the proposals and will present a recommendation to the A&F Committee on June 14.

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



ACTION ITEM

June 21, 2023

TO: Board of Directors

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

Harvey De La Torre
Interim General Manager

Staff Contact: Damon Micalizzi

**SUBJECT: AWARD PROFESSIONAL SERVICE CONTRACT FOR STRATEGIC
DIGITAL COMMUNICATIONS**

STAFF RECOMMENDATION

Staff recommends the Board of Directors authorize the Interim General Manager to enter into a professional services contract with Hashtag*Pinpoint* Inc. (Hashtag) to provide Strategic Digital Communications Services for the Municipal Water District of Orange County's (MWDOC or District) outreach initiatives.

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

SUMMARY

On April 21, 2023, MWDOC issued a Request for Proposals (RFP) to find and contract with an experienced firm to provide strategic digital communications services for the District. The selected firm will work with MWDOC staff to identify, monitor, and engage social audiences and will develop educational, informational, and attention-grabbing content that will highlight MWDOC's programs and services and illustrate the District's mission.

Pursuant to section 8000 of the District's Administrative Code, "All contracts should be reviewed and re-bid at least every five (5) years, except in situations with documented significant benefits to MWDOC." The Strategic Digital Communications Services contract was last competitively bid in 2018; therefore, a competitive RFP process was implemented this year.

Budgeted (Y/N): Y	Budgeted amount: \$120,000	Core X	Choice __
Action item amount: 95,000	Line item: 32-7040		
Fiscal Impact (explain if unbudgeted):			

Staff prepared and issued an RFP for strategic digital communications services, and District received proposals from four qualified firms. After careful review, MWDOC staff invited three firms to participate in a formal interview process. On June 5, an interview panel comprised of MWDOC Public Affairs staff members, the MWDOC Interim General Manager, and the District Manager for OC Vector Control conducted interviews with the top three firms. Based on final scores and following an in-depth discussion with the interview panel, staff recommends that the District retain the services of Hashtag.

REPORT

Why Strategic Digital Communications?

An effective Digital Communications strategy acts as a guide to demonstrate accomplishments, promotes the mission, drives target audiences to engage with the organization, and ultimately helps achieve defined objectives. Digital communications efforts *enhance* and *support* traditional media outreach. Traditional pathways to news and information are still essential. However, much like a 'diverse water portfolio,' digital communications ensures that there are additional tools in the toolbox to reach developing target audiences where they spend time.

Over the past decade, social media has redefined how we communicate with one another, how we share and consume information, and how we interact with organizations and groups. Social networks provide a two-way channel for building relationships with target audience members who spend a great deal of their time online. Additional benefits include:

- Builds trust and establishes credibility
- Engages target audience members in your narrative
- Opportunities exist in real time to obtain real audience insights
- Promotes your content
- Drives traffic to your website and other digital channels

RFP and Interview Process

On April 21, 2023, MWDOC issued an RFP requesting proposals from experienced firms that have demonstrated proficiency in successful strategic digital communications including social media marketing and development. Staff posted the RFP online and invited several respected firms to submit proposals. This opportunity was distributed to 72 different individuals and firms. Using specific criteria, a review panel of MWDOC Public Affairs staff evaluated and graded the four proposals received. Based on this evaluation, MWDOC staff requested that the top three consulting firms - Communications Lab, Kleinfelder Construction Services, and Hashtag - participate in a formal interview process. The interview panel was comprised of MWDOC representatives from Public Affairs, the MWDOC Interim General Manager, and an outside expert whose previous responsibilities included managing strategic traditional and digital communications for OC Vector Control.

Recommendation

While all three firms were impressive, and each outlined a digital communications strategy for the District, Hashtag proposed the most comprehensive plan moving forward. Additionally, Hashtag demonstrated an intimate understanding of issues presently facing the District and proposed additional accouterments and services to help achieve the

District's goals while also presenting the lowest bid. Furthermore, the consultant's ability to be nimble and adapt to the moving targets and priorities of water policy, coupled with their familiarity with the District, Public Affairs staff, and our campaigns and goals, provides seamless continuity. Finally, over the course of their previous contract, MWDOC has enjoyed many successes while partnering with Hashtag. The District, under contract with Hashtag, has won five (5) awards for digital campaigns or content.

The creation and distribution of more original video content is recommended and will be amplified moving forward, as moving graphics and video are far more effective than static graphics. All services proposed by the consultant will be included under their current rate, a monthly retainer of \$7,917 a month, which *includes advertising expenses (boosted posts)*. The consultant proposes this single service retainer fee without escalation for three years.

Based on interviews conducted with the top three firms, a thorough comparison of proposal components, the consultant's previously demonstrated success, and their extremely competitive pricing structure, staff recommends that the Board of Directors authorize the Interim General Manager to enter into a contract with Hashtag to provide Strategic Digital Communications Services for the District.

BOARD OPTIONS

Option #1

- Approve a contract with HashtagPinpoint Inc. to provide Strategic Digital Communications Services to the District **for three years with two consecutive options to renew for one additional year**.

Fiscal Impact: \$95,000/year for three years. (\$120,000 currently budgeted)

Business Analysis: Continuity of business, communications, outreach, and campaigns with a known entity.

Option #2

- Approve a contract with HashtagPinpoint Inc. to provide Strategic Digital Communications Services to the District **for two years with three consecutive options to renew for one additional year**.

Fiscal Impact: \$95,000/year for three years.

Business Analysis: Continuity of business, communications, outreach, and campaigns with a known entity.

Option #3

- Do not renew the contract with HashtagPinpoint Inc.; and seek direction from the Board regarding Strategic Digital Communications Services to the District

Fiscal Impact: \$120,000 would be added to the District's general fund

Business Analysis: Staff would be without critical technical expertise, audio/video, editing, equipment, and production support. Separate services may be needed and may cost the District more funds, depending on the level of services needed.

STAFF RECOMMENDATION

Option #1

Attached: HashtagPinpoint Inc. Proposal



ACTION ITEM

June 21, 2023

TO: Board of Directors

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

Harvey De La Torre
Interim General Manager

Staff Contact: Heather Baez

SUBJECT: AWARD CONTRACT FOR GRANTS TRACKING AND ACQUISITION SERVICES

STAFF RECOMMENDATION

Staff recommends the Board of Directors authorize the Interim General Manager to enter into a professional services contract with Soto Resources to provide grants tracking and acquisition services.

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

REPORT

Pursuant to section 8000 of the Administrative Code, "It is MWDOC's policy that purchasing and contracting shall be conducted in a fair, open, and transparent manner so as to maximize benefits to MWDOC. All contracts should be reviewed and re-bid at least every five (5) years, except in situations with documented significant benefits to MWDOC." The grants tracking and acquisition contract went out for competitive bid in 2018; therefore, a competitive RFP process was implemented this year.

With this in mind, staff led the effort in preparing and issuing a Request for Proposals (RFP) for grants tracking and acquisition services under the schedule below:

Budgeted (Y/N): Y	Budgeted amount: \$39,000	Core X	Choice __
Action item amount: None		Line item: 31-7040	
Fiscal Impact (explain if unbudgeted): Additional \$3,000 for kick-off meeting/s and updated report			

GRANTS PROGRAM RFP PROJECT TIMELINE	
Task Item	Completion Date
1. Release RFP to Potential Vendors (emailed directly to seven firms, and posted on the MWDOC website)	April 12
2. Closing date for submittal of comments and questions by Consultants and Agencies	April 28
3. Proposals Due	May 12 5:00 PM
4. Review Committee met to evaluate and discuss potential interviews	May 15-16
5. Review Committee rankings due	May 16
6. Recommendation to the MWDOC Administration & Finance Committee	June 14
7. Authorization by MWDOC Board	June 21
8. Contract start	July 1, 2023

Proposals and Proposal Evaluation

MWDOC received the following five proposals by the closing date:

- California Consulting, Inc.
- Global Urban Strategies, Inc.
- Hoch Consulting
- Soto Resources
- The Ferguson Group

The Review Committee consisting of Heather Baez and Rachel Waite from MWDOC, and Michael Van Dyke from Irvine Ranch Water District, independently reviewed and scored all five proposals received. The scoring criteria included:

- Qualifications and Experience of Firm and Project Manager
- Demonstration of Grants Tracking, Writing, and Acquisition for Municipals
- Understanding of the District, Functions and Mission, including Success with Water Grants
- Management Plan and Approach to Scope of Work
- Cost of Services

Based on the combined scoring and group discussions, Soto Resources was the unanimous choice for the Committee.

Recommendation

Staff's recommendation is to proceed with a contract with Soto Resources to provide grant tracking and acquisition services. All of the proposing firms were well qualified and capable. Ultimately, the group determined that Soto Resources was the best fit for the District. Their

proposal stood out based on the following qualities the committee felt was important for MWDOC's grants program to continue its success.

1. They have considerable knowledge of Orange County, particularly with MWDOC's member agencies
2. While all proposing firms have had success acquiring grants for water projects, Soto Resources specializes in water and natural resources grants tracking and writing and has a number of successful grants for water projects and programs in Orange County.
3. Their proposal was within MWDOC's budgeted amount, and was significantly lower than the other proposals received.

BOARD OPTIONS

Option #1

- Enter into a five year contract with Soto Resources to provide grants tracking and acquisition services

Fiscal Impact: \$39,000/year for five years, plus a one-time \$3,000 fee for a kick-off meeting and updated comprehensive report.

Business Analysis: Soto Resources has provided consistent and timely grants tracking reports to MWDOC and its member agencies for the last five years. The feedback from our member agencies has been positive and value the services of grant tracking and acquisition.

Option #2

- Do not renew the contract with Soto Resources; and seek direction from the Board regarding grant tracking services program

Fiscal Impact: \$39,000 would be added to the District's general fund

Business Analysis: MWDOC would not have dedicated grants tracking and acquisition services to provide for its member agencies

STAFF RECOMMENDATION

Option #1

Attached: Soto Resources Proposal



Soto Resources
Professional Funding Services
(949) 370-6079
Joey@sotoresources.com

May 11, 2023

Ms. Heather Baez
Governmental Affairs Manager
Municipal Water District of Orange County
18700 Ward Street
Fountain Valley, CA 92708
hbaez@mwdoc.com

Subject: Proposal to Provide MWDOC Grants Tracking and Acquisition Services
RFP No. GA0423-001 & Addendum 1

Dear Ms. Baez,

The Soto Resources team is pleased to present this proposal for Municipal Water District of Orange County (MWDOC) Grant Tracking and Acquisition Services in response to RFP No. GA0423-001, including Addendum 1. Soto Resources provides over 20 years of experience in grant acquisition services for water-related projects throughout Southern California and has helped clients secure more than \$791 million in competitive grant and loan funding while maintaining an ~80-percent grant win rate. Soto Resources collaborates with water districts, cities, counties, and other municipal stakeholders to provide grant acquisition services that include, but are not limited to, funding research and reporting, application preparation and submittal, and funding agreement management.

During 2018-2023, Soto Resources has had the pleasure of working with you and MWDOC staff on the Grant Tracking and Acquisition Services Contract, providing the following services: maintaining a comprehensive project list, monthly funding reporting, go/no-go evaluations, presentations, lobbyist coordination, and communication with MWDOC member agencies and funding agencies (including workshop attendance). Together, these services established a foundational Grants Assistance Program, resulting in MWDOC member agencies winning nearly \$165 million in grant and loan funding via separate Soto Resources contracts for funding application submittals; while agencies have individually secured funding well beyond \$165 million for water projects. Soto Resources is highly qualified and committed to continuing providing MWDOC and its member agencies with professional grant services. The Soto Resources team is excited about the opportunity to continue collaborating with MWDOC and its member agencies, and wants to continue our success securing funding for critical infrastructure projects in our local community.

Sincerely,

A handwritten signature in black ink, appearing to read "Joey Soto", written over a light blue horizontal line.

Ms. Joey Soto, M.S.
Principal Funding Specialist
Soto Resources
30767 Gateway Place, #505
Rancho Mission Viejo, CA 92694
joey@sotoresources.com
(949) 370-6079 (phone) / (949) 558-5721 (fax)



Proposal for Grants Tracking and Acquisition Services

RFP No. GA9423-001 & Addendum 1

in partnership with



Presented to

Municipal Water District of Orange County



May 11, 2023



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Appendix A – Resumes



1. Background Information

❖ Legal name, address, and telephone and fax numbers of the principal office (national headquarters) and local office:

Joey Soto, DBA Soto Resources

30767 Gateway Place, #505, Rancho Mission Viejo, CA 92694 (Serves as local and national office)
(949) 370-6079 (phone), (949) 558-5721 (fax)

❖ Year established: 2011

❖ Type of organization (partnership, corporation, etc.): Sole Proprietorship

❖ Name, title, address, e-mail and telephone and fax number of the person to whom correspondence shall be directed:

Ms. Joey Soto, M.S., Principal Funding Specialist

Soto Resources

30767 Gateway Place, #505, Rancho Mission Viejo, CA 92694

joey@sotoresources.com

(949) 370-6079 (phone), (949) 558-5721 (fax)

❖ Description of the scope of services usually provided: Soto Resources provides grant acquisition services to clients seeking to fund water-related and other municipal projects throughout Southern California. Soto Resources works closely with water districts, cities, counties, and other stakeholders to provide grant acquisition services that include, but are not limited to, funding research, monitoring (tracking), and reporting for federal, state, and local funding opportunities; Go/No-Go evaluations; presentations; funding strategy & lobbyist coordination; funding application preparation and submittal; and funding agreement management.

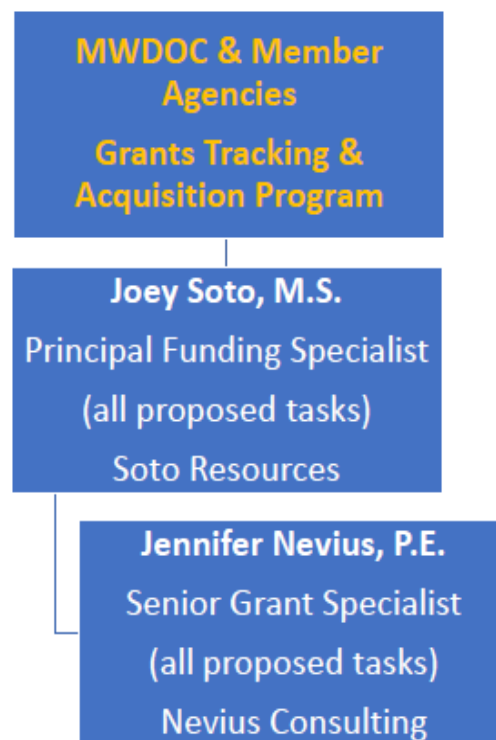
❖ Description of any relevant pending litigation or litigation against the firm, or any of its proposed sub-consultants that was settled in the past three years: None

2. Organization / Project Team / Resumes

Soto Resources with its partner, Nevius Consulting, herein called *The Soto Resources Team*, is highly qualified and organized to continue providing MWDOC with professional grant services in all areas of grant acquisition. The Soto Resources Team provides expert grant professionals with a wide-ranging history in water resource planning, environmental planning, and civil engineering, delivering just the right balance of expertise for grant assistance. As long-time specialists, the Soto Resources Team brings decades of experience to water districts, cities, counties and other special districts. Collectively, the Soto Resources Team has secured approximately **\$170 million in grants** and **\$625 million in loans** for water projects by providing professional grant services to water agencies and cities, and a long history of excellent relationships with funding agencies. As a result, our Team delivers a full-service approach with a solid understanding of how grants leverage the capacity to move projects from planning to completion. The Soto Resources Team maintains the right balance of clients, work and time to be able to provide each client with the services needed. Each Team member manages their time to commit to every client once a contract is executed. Commitment to service is paramount to success. The Soto Resources Team is led by Project Manager and Principal Funding Specialist, Joey Soto, M.S., in partnership with Senior Grant Specialist, Jennifer Nevius, P.E., as shown in the Organization Chart on the following page.



Ms. Joey Soto, the founder and sole proprietor of Soto Resources, has more than 20 years of professional experience providing grant acquisition services to clients for water-related projects in Southern California. She began her consultancy, Soto Resources, in 2010 after a successful career at a large consulting firm in Orange County. Ms. Soto will serve as the Project Manager and Principal Funding Specialist in all aspects of the proposed services, with a management-level role overseeing all tasks described herein. Ms. Soto will maintain 100% availability, as demonstrated by her proven track record and commitment over the past 5 years for the MWDOC Grant Tracking and Acquisition Services Contract.



Ms. Nevius has more than 20 years of professional experience and is a registered professional engineer specializing in civil and environmental engineering. She has led and contributed to grant research, management, and funding application writing. She has secured funding for projects focused in Southern California addressing water supply and reliability, water conservation, emergency power supply, and air quality. Ms. Nevius will serve as the Senior Grant Specialist with 100% availability for supporting all proposed services and as demonstrated by her current efforts supporting the MWDOC Grant Tracking and Acquisition Services Contract.

Resumes for key members of the Soto Resources Team are included in Appendix A.

3. Work Plan / Technical Approach / Project Management

In 2018, Soto Resources developed the Work Plan tasks listed below for the MWDOC Grants Tracking and Acquisition Program. Soto Resources' experience, combined with MWDOC's winning leadership from 2018 to 2023 to implement the tasks below, has resulted in nearly \$165 million in funding success for MWDOC and its member agencies. The following sections present the Work Plan, Technical Approach and Project Management approach for the project, which includes assumptions and desired outcomes based on Soto Resources' direct experience:

Work Plan

Task 1. Project Initiation Meeting

Upon authorization, Soto Resources will host a project initiation meeting with the District to:

- Verify current team members and update points of contact, if needed.
- Evaluate existing MWDOC 2018 to 2023 program processes (e.g., what has been working well

and request suggestions for changes to maximize effectiveness). Confirm project approach and process, including establishing a communication plan, schedule.

- Review/Update current Project List and obtain updated information based on MWDOC and its member agencies' grant needs. The "Project List" includes key project and contact information provided by each participating agency.
- Continue to identify potential funding opportunities for water projects. Assumes only funding for water-related infrastructure projects included, and one Project Initiation Meeting.

Deliverables / Desired Outcomes: Agenda and Meeting Notes

Task 2. Grant Research and Preliminary Report

Based on information generated in Task 1, Soto Resources will conduct research and comprehensively update the existing MWDOC Project List and funding reporting matrices including project matches with potential funding opportunities. The report will provide key information to plan for upcoming opportunities, including funding program name and agency, critical dates/deadlines, funding type (grant, loan, or incentive), project eligibility requirements, funding availability, and cost share requirements. Federal, state and local funding opportunities will be researched for upcoming opportunities, and may include programs presented in Table 1 in Section 3 below. Assumes one standalone Preliminary Grant Research Report presenting a summary of the potential funding opportunities for water-related projects will be provided to the District.

Deliverables / Desired Outcomes: Preliminary Grant Research Report

Task 3. Ongoing Grant Reporting, Go/No-Go Evaluation, and Coordination

Monitor/track local, state, and federal grant funding and low-interest loan opportunities included in the Preliminary Grant Research Report and research new funding opportunities as they are identified or released by funding agencies.

Ongoing Grant Reporting

Ongoing reporting of funding opportunities will be accomplished via the following approach:

- **Project List & Monthly Reporting** – Maintain/update the Project List for funding needs (with agencies' input) and develop a monthly report summarizing potential current and upcoming funding opportunities for each participating agency's project, in a matrix format. The Project List is updated on an ongoing basis, serving as the foundation for monthly research of funding opportunities. The monthly report includes the Project List, a table that matches the Project List to potential funding opportunities, and separate spreadsheets that summarize key funding opportunity information. Attachments in PDF format including, "Potential Funding Opportunities (Current)" and "Potential Funding Opportunities (Programs with Past Deadlines Tracked for Future Funding)" will provide funding program name, total funding available, maximum grant request, cost share requirement, project eligibility, project completion date, and grant deadline for each funding opportunity. An *additional work product*, a summary table titled "Applications with Upcoming Deadlines" is provided to help draw member agencies' attention to near-term funding opportunities for their projects; the table identifies their agency name and encourages closer review of the monthly report. The full monthly report consists of the Summary of Upcoming Funding Deadlines and 3 attachments in spreadsheet and PDF formats. Assumes reports will be submitted electronically to MWDOC.
- **Periodic Funding Alert** – When a funding opportunity is released with a short-term grant application due date, a high priority email summarizing key funding details (similar to those in the Monthly Report) will be sent to MWDOC for distribution to member agencies.

Member Agency Outreach and Project Identification

Soto Resources will provide ongoing coordination and outreach to assist member agencies with funding program understanding in the form of direct emails and/or phone calls about a potential funding opportunity. Assumes member agencies would review the Preliminary and Monthly funding reports, and ask for Go/No-Go Evaluation by Soto Resources.

Go/No-Go Evaluation

When requested by MWDOC or a member agency, Soto Resources will provide a recommendation on whether or not to proceed with a grant proposal. Soto Resources will review grant funding guidelines (state grants), proposal solicitation package (state grants), or funding opportunity announcement (federal grants) against application evaluation criteria. In addition, Soto Resources would contact the funding agency to discuss the project eligibility and evaluation criteria. A Go/No-Go decision would be made based on the following assessment criteria:

- Project eligibility: *Does the project meet what the agency is looking to fund?*
- Maximum funding award amount: *Is the potential grant award a large enough portion of the overall project budget to be worthwhile?*
- Timeframe for completing the project: *Can the project realistically be completed by the deadline?*
- Cost/level of effort to prepare the grant proposal: *Is the potential grant amount worth the cost of preparing an application?*
- Proposal due date: *Do we have the required project information to prepare a competitive application in time?*
- Competitiveness: *How many grant awards are anticipated for the specified region?*

Upon a “Go” decision to submit a funding application, application preparation will be performed under separate contract with the applicant as discussed under Task 4.

Coordination with Lobbyists and Attendance at Funding Workshops or Other Meetings

A key component of winning grants and loans is coordination with lobbyists on upcoming funding legislation. Soto Resources would work closely with MWDOC or its member agencies’ lobbyists to strategize funding opportunities for priority projects throughout service areas. In addition, attendance at funding agency public workshops is critical for establishing and maintaining a solid relationship with funding program managers. As authorized, Soto Resources would attend funding workshops to connect with funding program key personnel, discuss and promote project concepts, and obtain insight on funding priorities. This coordination effort may also include attendance of meetings for grant-related efforts including, but not limited to, Board Meetings, Committee Meetings, or other District events, as requested. Assumes, annually, no more than one presentation or update on program successes to the MWDOC Board of Directors, one other presentation, and 4 workshops attended. Assumes MWDOC will serve as the point of contact for Task 3 deliverables.

Deliverables / Desired Outcomes: Monthly or Periodic Funding Report, Funding Alert Emails, Email Correspondence, Workshop Notes, Presentations.

Task 4. Grant / Funding Application Preparation and Submission

As-Needed Application Preparation and Submission / Review and Comment

When a decision is made to pursue a funding opportunity (as discussed in Task 3), Soto Resources will provide a proposal under separate contract for MWDOC or its member agency to prepare and submit an application. This includes detailed review of the evaluation criteria included in the funding

opportunity announcement with a focus on the highest weighted (most points) components of the grant application. The project scope, budget, and schedule will be reviewed to ensure these elements coincide with each other, as these components are the backbone of any grant application. A draft and final application will be prepared for review by MWDOC or its member agency. Soto Resources can also provide review and comment services on an application prepared by MWDOC or a member agency upon request. Assumes adequate time is provided for a thorough review.

Deliverables / Desired Outcomes: Grant or Loan Application.

Technical Approach / Project Management

The Soto Resources Team's winning, all-inclusive, technical approach includes:

- **Identifying and prioritizing projects:** Our Team's experience working with MWDOC and its member agencies for 20+ years provides a high level of efficiency and knowledge for maintaining the Project List. Understanding projects/programs provides the foundation to conduct targeted and productive funding searches. The Project List assists in project planning, understanding financial needs of the project, establishing relationships and partnerships, and planning a funding strategy.
- **Researching and tracking funding opportunities:** Our Team is continually tracking more than 175 funding opportunities at the local, state, and federal levels, including active, planned, and archived opportunities, that can be a direct time and cost saving to the District.
- **Building relationships with funding agencies:** Our Team's long history of well-established funding agency relationships is valuable for project awareness, application guidance from an insider perspective, and preparing highly competitive applications. Moreover, these positive professional working relationships with funding agencies lead to repeat funding opportunities for clients.
- **Applying a strong and *realistic* Go/No-Go decision process:** The Soto Resources Team has a proven grant acquisition strategy that relies on a preliminary screening process and adequate cost/benefit assessment of grant opportunities that results in high win rates. The screening process includes a set of criteria to follow to assist the client in the decision to pursue a grant opportunity, such as meeting eligibility criteria; history of awards – to whom, what projects, and how much; project competitiveness based on meeting the funding goals and objectives; financially feasible award amount and meets the funding strategy for a project; sufficient capacity and time to prepare the application; manage the award, and complete the project in the required timeframe; and other criteria. The Soto Resources Team would advise pursuing only those grants that have a high likelihood of being awarded, and advise against pursuing grants that have little chance of success.
- **Performing comprehensive application development (via separate contract):** A front-to-back review of the funding solicitation is essential to understanding the application requirements for the application framework; identify and submit questions to the funding agency early; participate in pre-application webinars, as available; provide a comprehensive data request to the client for quality information needed to prepare a competitive application; communicate with the client throughout application development; and submit funding applications early.

4. Qualifications and Experience

✓ **Extensive Experience and Knowledge of MWDOC and its Member Agencies:** Our Team has over 20 years of experience working with MWDOC and many of its member agencies with a particular emphasis in Orange County. **Since 2010, nearly 70% of Soto Resources' clients have included MWDOC and its member agencies.** Notably, from **2018 to 2023, Soto Resources** worked closely with **MWDOC on the Grant Tracking and Acquisition Services Contract**, resulting in MWDOC



member agencies winning nearly **\$165 million in grant and loan funding** via separate Soto Resources' contracts for funding application submittal. This brings an elevated level of efficiency and in-depth knowledge about the member agencies, their projects, relationships, and unique interests. Established familiarity with MWDOC and its member agencies has been cultivated over the years, making communication effective with proven results. Additionally, the Team understands MWDOC's role in helping its member agencies leverage funding for each project to maximize outside funding support.

✓ **Proven Regional Success in Funding Water Projects:** The Soto Resources' Team provides grant acquisition services to clients seeking to fund water-related and other municipal projects throughout Southern California, with **80% of current clients located in Orange County**. Soto Resources works closely with water districts, cities, counties, and other stakeholders to provide grant acquisition services that include, but are not limited to, monitoring and reporting of federal, state, and local funding opportunities for priority projects, application preparation and submittal, and grant award agreement management. Soto Resources maintains a strong **80% grant win rate** and has won more than **\$170 million in competitive grants** and is on track to secure approximately **\$625 million in loan funding for water-related projects**, as demonstrated in Table 1 below. This achievement is a result of over 20 years of funding experience and a grant acquisition strategy that relies on a preliminary screening process (Go/No-Go Process) to assess competitiveness.

Table 1. Grants Tracking and Acquisition Services Summary of Past Funding Opportunities

Funding Source	Funding Program Name	Amount Awarded
CA Dept. of Water Resources	Prop 1, Water Quality, Supply/Infrastructure	\$3,599,368
	Prop 50, Clean Drinking Water/Coastal	\$1,500,000
	Prop 13, Watershed Protection	\$5,650,000
	Prop 13, Groundwater Storage Construction	\$10,788,000
	Prop 50, 84, 1 Integrated Regional Water Management	\$39,115,811
	Water Energy Grant Program	\$1,396,500
	Prop 1 Water Desalination Grant Program	\$10,000,000
	Urban and Multibenefit Drought Relief Grant Program	\$4,572,750
CA Dept. of Health Services	Proposition 50, Reduce Demand on the Colorado River	\$1,500,000
	Proposition 50, UV and Ozone Treatment	\$600,000
CA Dept. of State Parks	Proposition 40, California Clean Water/Parks	\$125,000
	Murray-Hayden Urban Parks and Youth Service Program	\$945,821
	Urban Park Act of 2001	\$6,000,000
	Youth Soccer and Recreation Development Program	\$101,815
U.S. Bureau of Reclamation	Title XVI, Water Reclamation and Reuse Program	\$10,353,615
	WaterSMART: Water and Energy Efficiency Program	\$5,750,000
	WaterSMART: Desalination Construction Projects WIIN Act	\$20,000,000
	CALFED Water Use Efficiency Grant	\$749,960
	Water Conservation Field Services Program	\$100,000
	WaterSMART Drought Response: Drought Resiliency	\$4,749,981
	WaterSMART: Small-Scale Water Efficiency Projects	\$75,000
State Water Resources Control Board	CALFED Drinking Water Quality Program	\$4,198,000
	Prop 13, Nonpoint Source Pollution Control	\$3,300,000
	Water Recycling Funding	\$15,000,000
	Prop 50 Water Recycling Funding	\$1,897,213
	Prop 1 Round 2 Storm Water Grant Program	\$5,967,691
	Division of Financial Assistance / Earmark	\$1,050,000
	Watershed Restoration Grant & Delta Water Quality	\$65,000
CA Dept. of Fish & Wildlife	COVID-19 Fiscal Relief for Special Districts	\$53,500
CA Dept. of Finance	Future Supply Actions Funding Program	\$350,000
Metropolitan Water District of So. Cal.	STAG Grant Community Project Funding / Earmarks	\$7,850,000
US EPA	Power Resiliency Program PSPS	\$150,000
Cal OES	Total Grants	\$167,555,025
US EPA SWRCB	WIFIA Loans (In Process)	\$419,523,400
	SRF Loans	\$204,823,515
	Total Loans	\$624,346,915
	Total Grants and Loans	\$791,901,940

✓ **Focused Water Project Experience:** The Soto Resources Team has successfully secured funding and assisted with project implementation for a large variety of water-related projects, including water and stormwater infrastructure, flood control, hazard mitigation, conservation and water use efficiency, parks and open space, groundwater programs, public education, and many others. The Soto Resources Team has a specific focus, interest, and experience in water-related planning and implementation projects. The Team collaborates strategically with each client to identify an optimized project funding package based on project timing, funding availability, cost to pursue the funding, eligibility of pairing funding sources together, and eligible use of funds.

5. Client References / Current Clients

Below is a list of current clients and reference/contact information. In addition, current Soto Resources Team's clients include the Upper San Gabriel Valley Municipal Water District and Amador Water Agency.

Table 2. Client References/Current Clients

Reference	Client Contracts/Services Information
Heather Baez, Governmental Affairs Manager, MWDOC	Contracts/Services: 1) \$39,000/year FY 18-23 - Grant tracking and acquisition services: Maintaining a comprehensive project list, monthly funding reporting, Go/No-Go evaluations, presentations, lobbyist coordination, and communication with MWDOC member agencies and funding agencies (including workshop attendance). 2) \$46,200 4/2021-3/2023 - Grant administration services for the SAWPA Regional Comprehensive Landscape Rebate Project for MWDOC under Proposition 1 IRWM Implementation Grant Funding. Team: Joey Soto, Jennifer Nevius
Jerry Vilander, General Manager, Serrano Water District	18021 East Lincoln Street, Villa Park, CA 92861 (714) 538-0079 jerryv@serranowater.org Contracts/Services: \$42,000 4/2022-4/2023 – District Representative for Lobbyist(s) and Funding Strategy Services, including grants/loans research and application services. Team: Joey Soto, Jennifer Nevius
Dan Ferons, General Manager, Santa Margarita Water District	26111 Antonio Parkway, Rancho Santa Margarita, CA (949) 459-6602 danf@smwd.com Contracts/Services: 1) \$39,750 3/2023 -3/2024 – General Grant Assistance Services: Researching funding opportunities, funding agency coordination, reporting for seven funding agreements, presentations/meetings, and other as-needed efforts. 2) \$33,620 FY 21-22- General Grant Assistance Services: same as above description. *Other contracts issued over the past 2 years for application preparation/submittal. Team: Joey Soto, Jennifer Nevius, Amy Griffin.
Rick Shintaku, General Manager, South Coast Water District	31592 West St, Laguna Beach, CA 92651 (949) 342-1152 rshintaku@scwd.org Contracts/Services: 1) \$74,625 FY 21-22 - Funding Strategy Services: Funding tracking/reporting, funding strategy team management, and lobbyist coordination. 2) \$77,800 FY 20-23 – General Grant Assistance Services: Grant agreement management & reporting. *Other separate contracts have been issued over the past 2 years for grant application preparation and submittal. Team: Joey Soto, Jennifer Nevius, Amy Griffin
Thomas Crowley, Utilities Manager, City of Rialto	150 S. Palm Avenue, Rialto, CA 92376 (909) 820-2869 tjcrowley@rialtoca.gov Contracts/Services: \$250,000 2021-2023 - Funding Strategy Services: Funding reporting, funding strategy team management, application preparation, grant management. Team: Joey Soto, Jennifer Nevius



6. Cost / Pricing Information

As a standard practice, Soto Resources does not typically charge mileage or other direct costs and is located in Orange County. Therefore, direct expenses, such as mileage, travel, etc., are anticipated to be low, and Soto Resources will pass on these savings to MWDOC and its member agencies. Our estimated costs assume no travel out of Orange County, but that could be provided for an additional expense, if requested by MWDOC or a member agency. Labor costs are encompassed in the team's hourly rates.

Table 3. Estimated Fee

Task	Rate	Estimated Cost ⁽¹⁾
<i>Task 1. Project Initiation Meeting</i>		\$3,000 FIXED FEE
<i>Task 2. Grant Research and Preliminary Report</i>		\$9,000 FIXED FEE
<i>Task 3. Ongoing Grant Reporting, Go/No-Go Evaluation, and Coordination</i>		\$3,250: MONTHLY FIXED FEE \$0: TRAVEL & OTHER DIRECT EXPENSES
<i>Task 4. Grant/Funding Application Preparation and Submission</i>	\$175/hr.- \$190/hr.	\$5,000-\$8,000: REVIEW/COMMENT ONLY \$12,000-\$22,000: FULL APPLICATION

Note: (1) *The Soto Resources Team reserves the right to adjust fees annually based on a minimum of the US Department of Labor, Bureau of Labor Statistics, Consumer Price Index for All Urban Consumers.*

7. Acceptance Statement

The Soto Resources team has reviewed the District's Standard Consultant Agreement and the General Insurance Requirements, and if selected, Soto Resources will execute the said agreement and Soto Resources and any subconsultants will fulfill the insurance requirements; and provide the required insurance documents and the additional insured endorsements as specified.



Appendix A – Resumes

Joey Soto, Principal Funding Specialist

Grant Acquisition and Management Consultant

Ms. Soto provides grant acquisition services to clients seeking to fund water-related projects throughout California. Joey Soto has helped clients secure \$170 million in competitive grant funding and \$620 million in loan funding over more than 20 years of grant and water planning services. Ms. Soto works closely with water districts, cities, counties, and other stakeholders when providing them with grant acquisition services, such as grant research, application preparation and submittal, and grant management for project implementation. The emphasis that Soto Resources places on establishing positive working relationships with funding agencies leads to repeat funding opportunities for clients. Soto Resources collaborates with project managers, grant managers, accounting/finance departments, and engineering teams to ensure across-the-board compliance with the terms of grant agreements. Ms. Soto maintains an 80-percent grant win rate. This achievement is due to a grant acquisition strategy that relies on a preliminary screening process and adequate cost/benefit assessment of grant opportunities. Further, Ms. Soto advises her clients to pursue only those grants that have a high likelihood of being awarded; conversely, clients are also advised against pursuing grants that have little chance of success. This strategy has ensured a high win rate for Soto Resources' clients.



SOTO RESOURCES

Joey Soto, M.S.

Principal Funding Specialist

Senior Grant Writer and Grant Manager

Joey@sotoresources.com

(949) 370-6079

Education:

M.S., Environmental Policy and Planning, California State University, Fullerton, 2007

B.A., Environmental Studies, University of California, Santa Barbara, 2002

Certifications: MBE/WBE, SBE

Office: Orange County, CA

Years of Experience: 20

Relevant Grant Experience

- \$170 million in successful grant acquisition
- \$625 million in low interest loans secured
- Over 20 years of grant and low-interest loan acquisition experience

Grant Writing and Management, Santa Margarita Water District. Rancho Santa Margarita, CA, 2010–Present. ***Awarded \$145 million in grants and low-interest loans.*** Providing funding acquisition and grant management services for grant agreements from state and federal agencies. Awarded **\$4.6 million** in California Department of Water Resources' (DWR) Urban and Multibenefit Drought Relief Grant Funding for the Ranch Water Filtration Plant. Awarded nearly **\$10 million** in United States Bureau of Reclamation (USBR) WaterSMART Title XVI funding for the San Juan Watershed Project. Awarded **\$6 million** in Prop 1 Storm Water Grant Program Funding for the San Juan Watershed Project, which would capture stormwater for groundwater recharge and reuse. In addition, secured funding for Trampas Canyon Reservoir Dam Project, including a **\$96 million** SRF loan and **\$15 million** grant from SWRCB Prop 1 Water Recycling Funding. Secured **\$750,000** federal grant from USBR and **\$500,000** state grant from the DWR Prop 1 IRWM Program for the Las Flores Enhanced Water Reliability Project. Awarded **\$750,000** USBR federal grant and **\$1 million** DWR 2015 IRWM Grant for the 3A /Oso Water Recycling Plant Tertiary Expansion Project. Successfully secured a Prop 50 SWRCB grant in the amount of **\$2.5 million** and a Prop 1E DWR grant in the amount of **\$5 million** for the Gobernadora Multipurpose Basin Project. In addition, secured a DWR IRWM Drought grant of approximately **\$500,000** for the Califia Recycled Water Project and **\$1 million** award from the DWR 2015 IRWM Implementation grant for the Oso Water Recycling Plant Tertiary Expansion Project. Secured a USBR Title XVI feasibility study grant for **\$225,000** in 2014 to fund research related to the San Juan Groundwater Basin. Awarded **\$2 million** Prop 50 Water Recycling Grant from SWRCB for the Middle Chiquita Recycled Water Facilities Project.

Professional Services in Grant Consulting, Acquisition, and Management

Grant Writing and Management, South Coast Water District, Laguna Beach, CA, 2010-Present. *Awarded \$40 million in grants, on track for \$215 million in low-interest loans.* Providing grant acquisition and management services for District projects, including grant application preparation, lobbyist coordination, and grant management for funding agreements. Awarded **\$3.45 million** in EPA STAG Community Grant Funding for the Del Obispo Water Recycling Project. Awarded **\$53,500** in Covid-19 Fiscal Relief for Special Districts Funding. Awarded **\$2 million** in USBR WaterSMART Drought Resiliency Grant Funding for Recycled Water Distribution Improvements Phase II Project. Awarded **\$2.4 million** in EPA STAG Community Grants Funding for Doheny Ocean Desalination Phase 1 Slant Well Project. Awarded **\$20 million** in federal grants from USBR and a **\$10 million** state grant from the DWR for the Doheny Ocean Desalination Phase 1 Project. Awarded **\$75,000** from USBR WaterSMART Grant Funding for the Targeted Water Conservation Program. Awarded **\$150,000** for the Pump Station 9 Emergency Generator Project from the Cal OES Power Resiliency Program PSPS. Awarded **\$300,000** from USBR WaterSMART Grant Program for an Advanced Metering Infrastructure Implementation Program Phase 1 Project. Awarded **\$750,000** in DWR IRWM funding for the Recycled Water Distribution Upgrade Project. Awarded **\$500,000** in DWR IRWM Drought Grant Funding for the Recycled Water System Extension Project. Awarded **\$236,000** in Prop 84 DWR IRWM funding for the Targeted Water Conservation Program. Awarded **\$103 million** from SWRCB CWSRF funding for the Tunnel Stabilization and Pipeline Replacement Project. Selected for **\$110 million** in EPA WIFIA Loan funding for the Doheny Desalination Project.

Municipal Water District of Orange County Grant Assistance Services, Fountain Valley, CA. 2018-2023. Providing grant acquisition services, including reporting and funding assistance to 26 member agencies to identify funding opportunities, provide guidance on deciding whether to pursue a funding opportunity or not, and presenting funding opportunities regularly to Orange County water agencies. Secured nearly **\$160 million** in grant and loan funding via separate Soto Resources' contracts for funding application submittal. In 2011, secured **\$1.3 million** for the South Orange County Water Smart Landscape Project via the DWR prop 84 IRWM Grant program. Awarded **\$709,000** in 2013 for the Comprehensive Landscape Water Use Efficiency Program from the DWR Prop 84 IRWM Grant Program. Also awarded **\$3 million** in 2015 from the DWR IRWM Grant Program for the Strategic Turfgrass Removal and Design Assistance Program.

Grant Writing and Management, City of Rialto, CA, 2021 - Present. Providing grant writing services involving state and federal funding programs. Awarded a **\$2.0 million** federal grant from the USBR Water and Energy Efficiency Grant Program for Rialto's Advanced Metering Infrastructure Project, a **\$2.0 million** federal grant from the USBR Drought Resiliency Projects Program for the City Well 3A Treatment System Project and a **\$2.15 million** state grant from the DWR Proposition 1, Round 2 Integrated Regional Water Management (IRWM) Grant Program, and **\$1.05 million** in Congressional Earmark Funding, and **\$2.0 million** in EPA Community Project Funding for the Lake Rialto Habitat Management and Community Open Space Project.

Grant Assistance Services, Upper San Gabriel Valley Municipal Water District, Monrovia, CA, 2014-2023. Providing grant research and writing services for various projects. Services include funding research to identify grant/loan funding opportunities, State, and federal grant proposal development and submittal. Awarded Secured **\$1,000,000** from USBR's WaterSMART Grant Program; **\$100,000** from USBR's Water Conservation Field Services Grant Program; and **\$1,396,500** from California DWR's Water-Energy Grant Fund for the Large Landscape Survey and Retrofit Program. Awarded **\$65,000** from CA Department of Fish and Wildlife's Prop 1 Watershed Restoration & Delta Water Quality and Ecosystem Restoration Grant Program. Awarded a **\$150,000** federal grant from the USBR Water and Energy Efficiency Grant Program for Upper District's Water Smart Home Kit Project.

Grant Assistance Services, Trabuco Canyon Water District, Trabuco Canyon, CA. 2018-2021. Awarded a **\$500,000** federal grant from USBR's WaterSMART: Water and Energy Efficiency Grant Program for the Automatic Meter Reading / Advanced Metering Infrastructure Implementation Project

Grant Writing Services, City of Newport Beach, Newport Beach, CA. 2017-2019. Provided grant research and writing services and was awarded a **\$1.5 million** federal grant for the Advanced Metering Infrastructure Implementation Program Phase 2 Project from USBR's WaterSMART Grants: Water and Energy Efficiency Grants.

Professional Services in Grant Consulting, Acquisition, and Management

Grant Writing and Management, Laguna Beach County Water District, Laguna Beach, CA 2015–2016. Providing grant writing and management services for the water district's various projects. Services include funding research to identify grant/loan funding opportunities, state and federal grant proposal development and submittal. Secured **\$300,000** from USBR's WaterSMART Water And Energy Efficiency Grants Program for an Advanced Metering Infrastructure upgrade project.

Grant Assistance Services, County of Orange Department of Public Works, OC Watersheds, CA, 2005–2017. Provided watershed planning, project development, and grant services. Secured over **\$28 million** in grant funding from Props 50, 84, and 1E for South Orange County IRWM Group for various water supply, water recycling, water conservation, habitat restoration, and environmental protection projects. Awarded a 2014 IRWM Drought Grant for **\$1.5 million** for three projects. Secured a 2013 DWR Prop 84 IRWM Round 2 Implementation Grant for **\$1.78 million** for the four projects. Secured a 2011 DWR Prop 84 IRWM Round 1 Implementation Grant for **\$1.3 million** for three projects. Wrote the 2005 and 2010 Update and assisted with the 2017 Update of the South Orange County Watershed Management Area IRWM Plan in accordance with the State guidelines.

Grant Assistance Services, City of Oceanside, CA, 2016. Provided grant application preparation and submittal to the San Diego Integrated Regional Watershed Management (IRWM) Group for Prop 1 IRWM Disadvantaged Communities (DAC) Project Concept funding for the City of Oceanside's Improving Water Quality by Reducing Pollution from Homeless Encampments Project and the Coast Highway Corridor Study. Proposal was recommended for funding under San Diego IRWM DAC funding.

Grant Writing Services, Rancho Mission Viejo, LLC, Rancho Mission Viejo, CA, 2012. Completed a grant application for Gobernadora Multipurpose Basin Project in coordination with Rancho Mission Viejo, LLC and Santa Margarita Water District. Awarded **\$5.0 million** under the California Department of Water Resource's Proposition 1E IRWM Stormwater and Flood Management Grant Program.

Grant Management, County of San Luis Obispo, San Luis Obispo, CA, 2014–2016. Provided funding management for San Luis Obispo County's **\$200,000** Caltrans State Transportation Improvement Program (STIP) funding for the Templeton to Atascadero Connector, a multiuse bicycle and pedestrian pathway. Grant administration included maintenance of project files, grant management, and close-out processes consistent with FHA and Caltrans standards. Coordinated with County of San Luis Obispo and Caltrans STIP grant project managers.

Grant Writing Services, Hi-Desert Water District, Yucca Valley, CA, 2013–2014. Secured **\$500,000** from a USBR Title XVI grant application to fund a \$190 million wastewater treatment and reuse facility. Services included working closely with the USBR regional office and district staff to complete the grant application complied with USBR's requirements.

Grant Writing Services, South Orange County Wastewater Authority, Orange County, CA, 2013. Completed a Prop 1E grant application requesting \$1.5 million for the South Orange County Wastewater Authority's Sulphur and Aliso Creek Stabilization Project. Coordinated with project partners to plan permitting in compliance with CEQA.

Psomas Consulting, Water Resources Planner and Grant Writer (2003–2010)

Funding Management, City of Los Angeles Department of Public Works, Bureau of Engineering, CA, 2007–2010. Managed stormwater quality project implementation program funded by the **\$500 million** Prop O Stormwater Bond Program. Projects include eight demonstration stormwater treatment projects throughout the City of Los Angeles. Provided project management, pre-design report preparation, agency coordination for permitting, and subconsultant coordination.

Grant Writing Services, Elsinore Valley Municipal Water District, Elsinore, CA, 2004–2005. Submitted multiple grant applications for Elsinore Valley Municipal Water District for funding under the California Department of Public Health Prop 50 Funding Program for the following projects: Security Enhancement Project requesting \$289,955; Arsenic Treatment Facility Project requesting \$1.5 million; Nitrate Well Project requesting \$262,500; and UV Disinfection Project requesting \$750,000.

Professional Services in Grant Consulting, Acquisition, and Management

Grant Writing Services, Central Basin Municipal Water District, Carson, CA, 2004–2005. Prepared grant applications to the California Department of Health Care Services 2004 Water Security Funding Program for Central Basin’s member agencies. Completed grant proposal to the SWRCB’s Water Recycling Construction Program for \$3.8 million to fund Central Basin’s Montebello Loop Phase I Water Recycling Project and for Central Basin’s Commercial Landscape Wireless Valve End Use Management Research Project to the California DWR’s 2004 Water Use Efficiency Program for \$492,155 in funding.

Grant Writing Services, El Toro Water District, Lake Forest, CA, 2004. Completed a grant application for El Toro Water District’s Security Enhancement Project requesting \$250,450 in funding from the California Department of Health Services Prop 50 Funding Program. Submitted grant application for \$3.4 million in funding on behalf of the El Toro Water District, Irvine Ranch Water District, and Moulton Niguel Water District Recycled Water Project for California Department of Health Services 2004 Water Recycling Construction Funding Program.

Funding Services, Los Angeles County Department of Public Works, Alhambra, CA, 2003–2005. Completed research, review, and preparation of grants, loans, and other alternative funding opportunities from federal, State, and local funding agencies. Tracked legislation to identify future funding opportunities. Prepared reports, a Labor Compliance Program, conducted grant writing workshops, and communicated with funding agencies.

Water System Funding, Los Angeles Department of Water and Power, Los Angeles, CA, 2003– 2004. Assisted in the research, review, and preparation of three grant applications to the Metropolitan Water District of Southern California for the West Basin Wells Project, Sepulveda Basin Water Recycling Project, and Hansen Area Water Recycling Project.

Grant Assistance, City of Bell, CA, 2004. Provided research, review, and preparation of three California Department of Parks and Recreation grant applications for the City of Bell for the following multi-benefit projects: 1) A new 4.4-acre, multiuse sports complex with grant value of \$10.7 million; 2) a new, 5-acre community library / performing arts facility with grant value of \$28.6 million; 3) and a new soccer field with grant value of \$1.8 million.

Grant Writing Services, City of Los Angeles Department of Recreation and Parks, Los Angeles, CA, 2003. Submitted two grant proposals to California Department of Parks and Recreation for the Harvard Recreation Center Pool and Bathhouse Replacement Project for \$2.5 million.

Grant Writing Services, Eastern Municipal Water District, Perris, CA, 2003. Assisted in the preparation of a Proposition 13 Groundwater Storage Construction Grant application submitted to the California DWR requesting \$4,397,750 for the Hemet/San Jacinto Recharge and Recovery Program. Project included construction of 15 recharge ponds on a 100-acre site in the San Jacinto River channel, new pipelines, pump station upgrades, and new monitoring wells.

Water Supply Assessment, Rothbart Development Corporation, Los Angeles, CA, 2005. Wrote a water supply assessment for a 60-acre, 650,000-square-foot proposed development, “The HomeStretch,” at Hollywood Park in the City of Inglewood. The water supply assessment information was included in the environmental impact report for the project.

Urban Water Management Plans, Southern California, 2005. Prepared 2005 Urban Water Management Plan Updates to ensure compliance with State requirements and eligibility for grant funding. Included data collection, analysis of existing and planned development, and analysis of required water supply for 15 agencies.

Seawater Desalination Research, Los Angeles Department of Water and Power, Los Angeles, and West Basin Municipal Water District, Carson, CA, 2003. Conducted research on legislation applicable to seawater desalination projects and related permitting issues for siting and operating proposed seawater desalination plants. Compiled legislative requirements and evaluated permitting strategy for proposed LADWP and West Basin Municipal Water District desalination projects.

Jennifer Nevius, Senior Grant Specialist

Grant, Engineering, and Project Management Consultant

Ms. Nevius is a registered professional engineer specializing in geotechnical and environmental engineering. She has led and contributed to grant and low interest loan research, management, and writing projects for more than six years, securing tens of millions of dollars in funding for projects addressing water supply and reliability, water conservation, water quality, emergency power supply, and air quality. As a civil/environmental engineer, Ms. Nevius has managed and contributed to a wide variety of municipal and commercial water and wastewater infrastructure projects, giving her a unique perspective when pursuing funding opportunities and preparing grant applications. She has experience coordinating with staff and submitting technical documents to state and federal agencies (both funding agencies and regulatory agencies) on behalf of her clients and their priority projects. She also has experience preparing engineering cost estimates, making her an ideal team member to prepare funding pursuit budgets and quantifying project benefits for funding applications.



NEVIUS CONSULTING
Jennifer Nevius, P.E.
Senior Grant Specialist
neviusjen@gmail.com
(858) 705-5273

Relevant Grant & Engineering Experience

- Over \$31 million in successful grant acquisition
- Over \$350 million in low interest loans
- Over 6 years of grant and low-interest loan research and application preparation experience
- Over 21 years of project management and civil and environmental engineering experience
- Engineering cost estimates – construction, monitoring, and reporting

Education:

M.S., Civil Engineering, Virginia Polytechnic Institute and State University, Blacksburg, VA, 2000

B.S., Civil Engineering, California Polytechnic State University, San Luis Obispo, CA, 1999

Professional Registrations:

Professional Engineer,
Geotechnical, No. 2825 & Civil,
No. 64932, CA

Years of Experience: 21

Grant Assistance Services, Municipal Water District of Orange County (MWD OC), Fountain Valley, CA, 2020 – Present. Providing grant reporting and assistance services to 27 member agencies to identify federal, state, and local opportunities, providing guidance on deciding whether to pursue a funding opportunity, and presenting funding opportunities regularly to multiple Orange County water agencies. Secured over **\$22.0 million** in grant funding via separate Soto Resources' contracts for funding application submittal.

Grant Writing and Management, South Coast Water District, Laguna Beach, CA, 2020 – Present. Providing comprehensive funding assistance for South Coast Water District capital improvement plan projects, including grant research, identification and tracking of federal and state grant opportunities, grant application preparation and grant management. Awarded **\$3.5 million** in Environmental Protection Agency (EPA) STAG Community Grant Funding for the Del Obispo Water Recycling Project. Awarded **\$2.4 million** in EPA STAG Community Grants Funding for Doheny Ocean Desalination Slant Well Project. Awarded **\$53,500** in Covid-19 Fiscal Relief for Special Districts Funding. Awarded **\$150,000** for the Pump Station Emergency Generator Project from the Cal Office of Emergency Services (Cal OES) Community Power Resiliency Program, **\$2.0 million** for the Bottleneck No. 2 Recycled Water Distribution Project from the USBR Drought Resiliency Grant Program, and **\$75,000** for the Targeted Water Conservation Incentive Program from the USBR Small-Scale Water Efficiency Program.

Grant Writing, Santa Margarita Water District, Rancho Santa Margarita, CA, 2019 – Present. Providing grant writing services primarily for DWR and USBR funding programs. Awarded a **\$500,000** state grant from the DWR Proposition 1, Round 1 IRWM Grant Program for the Las Flores Enhanced Water Reliability Project. Awarded **\$4.6 million** in California Department of Water Resources' (DWR) Urban and Multibenefit Drought Relief Grant Funding for the Ranch Water Filtration Plant. Awarded nearly **\$10 million** in United States Bureau of Reclamation (USBR) WaterSMART Title XVI funding for the San Juan Watershed Project.

Grant Writing and Management, City of Rialto, CA, 2021 – Present. Providing grant writing services including California DWR and USBR funding programs. Awarded a **\$2.0 million** federal grant from the USBR Water and Energy Efficiency Grant Program for Rialto's Advanced Metering Infrastructure Project, a **\$2.0 million** federal grant from the USBR Drought Resiliency Projects Program for the City Well 3A Treatment System Project and a **\$2.15 million** state grant from the DWR Proposition 1, Round 2 Integrated Regional Water Management (IRWM) Grant Program, and **\$1.05 million** in Congressional Earmark Funding, and **\$2.0 million** in EPA Community Project Funding for the Lake Rialto Habitat Management and Community Open Space Project.

Grant Research and Writing Services, Pacific Marine Mammal Center, 2018-2023. Providing grant writing and project management services. Awarded a **\$500,000** state grant from the DWR Proposition 1, Round 1 IRWM Grant Program for the PMMC Water Treatment and Recycling Project.

Grant Assistance Services, Upper San Gabriel Valley Municipal Water District, Monrovia, CA, 2021–Present. Providing grant research and writing services for various projects. Services include funding research to identify grant/loan funding opportunities, state, and federal grant proposal development and submittal. Awarded a **\$150,000** federal grant from the USBR Water and Energy Efficiency Grant Program for Upper District's Water Smart Home Kit Project.

Grant Assistance Services, Serrano Water District, Villa Park, CA, 2022 – Present. Providing loan and grant reporting and assistance services to research and identify funding opportunities, providing guidance on deciding whether to pursue a funding opportunity, and regular reporting on funding opportunities. Grant and low-interest loan application preparation and submittal (currently under agency review).

Grant Assistance Services, El Toro Water District, El Toro, CA, 2021 – 2023. Providing grant reporting and assistance services to research and identify funding opportunities, providing guidance on deciding whether to pursue a funding opportunity, and regularly presenting tracked funding opportunities in a summary report.

Grant Research and Writing, Amador Water Agency, CA, 2021 – Present. Providing grant research and writing services including bi-monthly research and reporting on upcoming funding opportunities and preparation of Notices of Interest and Grant Applications for the Cal OES/FEMA Hazard Mitigation Grant Program for five agency water and sewer infrastructure projects.

Engineering & Engineering Instruction Experience

Nevius Consulting, PC, San Diego, CA, September 2017 – 2023. As President, providing grant consulting, civil engineering consulting, and project management services to nonprofit, municipal, and commercial clients.

Geosyntec Consultants, San Diego, CA, May 2010 – May 2017. As a Senior Engineer, contributed project management and engineering expertise to a wide variety of project types including site characterization, foundation/retaining wall design, slope stability evaluation, liquefaction assessment, grading design, earthwork and construction materials special inspection, feasibility studies for alternative energy, and waste containment permitting and design. Responsible for project scoping, proposal preparation, client communication, and technical work execution for geotechnical and environmental projects.

AECOM (formerly URS Corporation), San Diego, CA, January 2001 – April 2010. As a Senior Engineer, similar expertise as noted for Geosyntec, with responsibilities focused on public infrastructure, utility, and commercial projects. As a Project Manager, responsible for project scoping, proposal preparation, client communication,

staff training, and technical work execution for geotechnical and environmental projects.

San Diego City College, San Diego County, CA, August 2017 – 2023. As an Adjunct Instructor in the Manufacturing and Engineering Technologies Department and the Math, Science, and Engineering Department, teaching Introduction to Engineering and Properties of Materials.

Southwestern College, Chula Vista, CA, August 2018 – May 2020. As an Adjunct Instructor in the Math, Science, and Engineering Department, taught Introduction to Engineering and Engineering Graphics.

Representative Engineering Project Experience

Los Angeles International Airport Argo Drain Project, Los Angeles, CA. Prepared the geotechnical investigation report addressing stormwater pollution associated with the North Westchester/LAX watershed. The project will divert stormwater flows from LAX to underground stormwater storage and infiltration facilities.

Midway Atoll Stormwater Unit Design, U.S. Fish and Wildlife Service, Midway Atoll. Designed hydraulic barrier and erosion protection layer final cover system components for this approximately 33,000 cubic yard waste containment unit on Sand Island within the Midway Atoll National Wildlife Refuge/Battle of Midway Memorial. Prepared drawings and technical specifications for demolition, earthwork, geotextile and geomembrane, and stormwater conveyance. Developed an innovative, cost-effective design solution for backfilling an existing stormwater retention vault while retaining water storage capacity using a proprietary water storage product; conventional design solutions were less desirable due to the remote site location and material transportation constraints.

Pasco Landfill Engineering Evaluation and Cost Estimate, Washington Department of Ecology, WA. Performed an evaluation reviewing portions of a Focused Feasibility Study for the 200-acre Pasco Landfill National Priorities List site. The site includes several former industrial and municipal waste disposal areas, and others prepared the Focused Feasibility Study to select the appropriate closure remedy. On behalf of the lead regulatory agency, performed a site reconnaissance, document review, and an independent evaluation to support preparation of an engineer's cost estimate with detailed backup for selected remediation alternatives.

San Diego Gas & Electric Substation and Transmission Line Improvement Projects, San Diego County, CA. Performed geotechnical investigations and provided design recommendations, for several projects upgrading existing electrical power transmission lines. Geotechnical exploration programs included geotechnical borings, seismic refraction traverses, and test pit excavations. Investigation reports presented geologic hazard evaluations, foundation design parameters, and construction considerations.

San Vicente Dam Raise, San Diego County, CA. The project raised the existing San Vicente Dam to increase water storage for the San Diego County Water Authority. Designed grading plans for a test quarry to evaluate the proposed aggregate source for dam construction roller compacted concrete and for a new marina.

Twin Oaks Valley Water Treatment Plant, San Diego County, CA. Performed geotechnical field investigation, developed the geotechnical laboratory testing program, and prepared geotechnical engineering calculations for a proposed new 30-acre, 50-100 million gallon per day water treatment plant. Recommendations provided for earthwork, foundations, retaining walls, slabs-on-grade, pipelines, and flexible pavements.

Willamette Egg Farms Wastewater Storage Lagoon, Canby, OR. Project Engineer for the geotechnical investigation and civil design for an additional geosynthetic-lined wastewater lagoon for managing wash water generated at the existing processing plant. The 5.3-acre lagoon was designed to provide wash water storage capacity of approximately 10.7 million gallons.



ACTION ITEM

June 21, 2023

TO: Board of Directors

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

Harvey De La Torre, Interim General Manager

SUBJECT: SPONSORSHIP OF URBAN WATER INSTITUTE (UWI) ANNUAL CONFERENCE

STAFF RECOMMENDATION

It is recommended that the Board of Directors consider sponsoring the UWI Annual Conference (and determine the sponsorship amount).

COMMITTEE RECOMMENDATION

To be determined.

SUMMARY

The District has been a long-time supporter of the Urban Water Institute (UWI), and regularly attends the conferences. This year, UWI reached out to see if MWDOC would be willing to be a sponsor at the upcoming Annual UWI Conference (this year's Annual Conference is a 30-year celebration for UWI).

UWI has two conferences every year; a fall Conference in August (Annual Conference) and a spring conference in February. The upcoming conference theme is "Every drop, not everywhere, and not all at once" and will take place at the Hyatt Regency Mission Bay in San Diego from August 23-25, 2023.

There are various levels of sponsorship (from \$2,000 to \$10,000); attached for your review is the sponsorship registration form and the sponsorship opportunities form.

A MWDOC Board member asked that this opportunity to be a sponsor be brought to the Administration & Finance Committee for consideration.

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



URBAN WATER INSTITUTE 30TH ANNUAL CONFERENCE
AUGUST 23-25, 2023 – Hyatt Regency Mission Bay, San Diego

SPONSORSHIP REGISTRATION FORM

Contact Name: _____ Title: _____

Organization: _____

Address: _____

Phone: _____

Email: _____

Premium Sponsorships Available

- ☐ 30th Anniversary Sponsor - \$10,000
- ☐ Platinum Sponsorship - \$5,000
- ☐ Gold Sponsorship - \$4,000
- ☐ Silver Sponsorship - \$3,000
- ☐ Bronze Sponsorship - \$2,000

Single Sponsorships Available

- ☐ Afternoon Networking Break Sponsor: August 23rd - \$2,000 **SECURED!**
- ☐ Welcome Reception Sponsor: August 23rd - \$3,500
- ☐ Continental Breakfast Sponsor: August 24th - \$3,500
- ☐ Luncheon Sponsor: August 24th - \$5,000
- ☐ Afternoon Networking Break Sponsor: August 24th - \$2,000 **SECURED!**
- ☐ Chairwoman's Reception Sponsor: August 24th - \$4,000 **SECURED!**
- ☐ Buffet Breakfast Sponsor: August 25th - \$4,000
- ☐ Poster Signs for Conference Sponsor: \$1,250 **SECURED!**
- ☐ Audio Visual Sponsor \$2,000 (Several Needed)
- ☐ Program Printing Sponsor: \$2,000 **SECURED!**
- ☐ Social Media Sponsor - \$1,250 **SECURED!**
- ☐ Wi-Fi Sponsor: \$2,500 **SECURED!**
- ☐ Lanyard Sponsor: \$1,250 **SECURED!**
- ☐ Folder Sponsor: \$1,500 **SECURED!**

- ☐ **Pay By Mail:** Please make checks payable to Urban Water Institute & mail to:
Urban Water Institute
24651 Evereve Circle, Suite 1 • Lake Forest, CA 92630

- ☐ **Pay By Credit Card:** ☐ Visa ☐ Mastercard ☐ American Express

Please Fax This Form To: (949) 305-9919

Name on Card: _____ Card Number: _____

Signature: _____ Expiration Date: _____ Security Code: _____

Billing Address: _____

For more information, contact the Urban Water Institute at (949) 679-9676 or stacy@urbanwater.com



URBAN WATER INSTITUTE 30TH ANNUAL CONFERENCE
AUGUST 23-25, 2023 – Hyatt Regency Mission Bay, San Diego

PREMIUM SPONSORSHIP OPPORTUNITIES

30TH ANNIVERSARY SPONSOR: \$10,000

- Company logo listed in all promotional materials
- Company logo on cover of program
- Company logo projected on presentation screens
- Company logo displayed during all conference events
- Company logo displayed in registration area
- Company banner on display
- Exhibitor table; can be used at Spring and Annual Conference
- Speaking opportunity (Lunch or Reception)
- Verbal recognition at all conference events (Lunch and Receptions)
- A commemorative gift will be given out on your company's behalf
- 1 Complimentary hotel room for 2 nights
- 4 conference registrations
- Sponsor acknowledgment in the UWI Newsletter
- Recognition on representative's name badges
- Company logo on 30th Anniversary Sponsor individual poster board
- UWI website to link sponsors website
- Receive pre/post conference attendee list

PLATINUM SPONSOR: \$5,000

- Company logo listed in all promotional materials
- Company logo on cover of program
- Company logo projected on presentation screens
- Company logo displayed during all conference events
- Company logo displayed in registration area
- Sponsor Acknowledgement in the UWI Newsletter
- Company logo on Platinum Sponsor poster board
- UWI Website to link sponsors website
- Receive pre/post conference attendee list
- Exhibitor table
- 3 conference registrations

GOLD SPONSOR: \$4,000

- Company logo listed in promotional materials
- Company logo on cover of program
- Company logo projected on presentation screens
- Company logo displayed during all conference events
- Company logo displayed in registration area
- Company logo on Gold Sponsor poster board
- UWI Website to link sponsors website
- Receive pre/post conference attendee list
- 2 conference registrations

SILVER SPONSOR: \$3,000

- Company logo listed in promotional materials
- Company logo on cover of program
- Company logo projected on presentation screens
- Company logo displayed during all conference events
- Company logo displayed in registration area
- Company logo on Silver Sponsor poster board
- 1 conference registration

BRONZE SPONSOR: \$2,000

- Company logo listed in promotional materials
- Company logo on cover of program
- Company logo projected on presentation screens
- Company logo displayed in registration area

ADDITIONAL SPONSORSHIP OPPORTUNITIES

- ~~Afternoon Networking Break Sponsor~~ – August 23rd **\$2,000 SECURED!**
- Welcome Reception Sponsor – August 23rd **\$3,500** (Bring Own Marketing Materials)
- Continental Breakfast Sponsor – August 24th **\$3,500**
- Luncheon Sponsor – August 24th **\$5,000**
- ~~Afternoon Networking Break Sponsor~~ – August 24th **\$2,000 SECURED!**
- ~~Chairwoman's Reception Sponsor~~ – August 24th **\$4,000 SECURED!**
- Buffet Breakfast Sponsor – August 25th **\$4,000**
- ~~Poster Signs for Conference Sponsor~~ **\$1,250 SECURED!**
- Audio Visual Sponsor **\$2,000 (Several Needed)**
- ~~Program Printing Sponsor~~ **\$2,000 SECURED!**
- ~~Social Media Sponsor~~ **\$1,250 SECURED!**
- ~~Wi-Fi Sponsor~~ **\$2,500 SECURED!**
- ~~Lanyard Sponsor~~ **\$1,250 SECURED!**
- ~~Folder Sponsor~~ **\$1,500 SECURED!**

ALL SPONSORSHIP OPPORTUNITIES INCLUDE THE FOLLOWING BENEFITS

- Company logo will be included in conference program agenda
- Company logo will be projected on our presentation screens
- Customized company poster will be displayed during the sponsored event
- Company logo will be displayed in the registration area
- Company logo will appear on the Urban Water Institute website

To sponsor the Urban Water Institute conference, please see the attached registration form or contact the Urban Water Institute at (949) 679-9676 or stacy@urbanwater.com



Administration Activities Report

May 9, 2023 – June, 8, 2023

Activity	Summary
Administration/ Board	<p>Administration team worked on the following:</p> <ul style="list-style-type: none"> • Scheduled meetings for Harvey De La Torre and Board members (including Special Board meetings and Ad Hoc meetings). • Assisted Harvey with various write-ups and follow-up for the Committees and Board. • Continue to send the Water Supply Reports to the member agencies. • Processed and reviewed agreements for appropriate Board approval and insurance requirements as well as execution following approval; conferred with staff on processes. • Responded to two Public Records Act requests. • Worked with legal counsel on records retention for litigation files. • Made various updates/changes to the website including WACO items, District calendar, Transparency items, etc. • Coordinated various updates to database; created new lists. • Researched the Administrative Code for management staff on various issues. • Met with IT staff and consultant regarding IT needs for Board Room and Conference Room 101. • Worked with Public Affairs on sole source forms and requirements. • Assisted Ad Hoc Committee re GM Recruitment efforts on meeting scheduling. • Coordinated with OCWD regarding Maintenance Contract/attendance days. • Coordinated ACWA/JPIA voting. • Coordinated CSDA Election materials, mail-out (including email). • Coordinated One Water Award attendance. • Solicited availability and scheduled both in-person and Zoom meetings for the Interim General Manager and Director of Engineering. • Registered Staff and Directors for various conferences, made travel accommodations and processed business expenses. • Hosted ISDOC Executive Meeting. • Followed-up and gathered speaker information and presentation material for the ISDOC Virtual Quarterly Meeting. • Began preparation of the ISDOC Quarterly Meeting presentation.



Administration/ Board (continued)	<ul style="list-style-type: none"> • Prepared agreements, followed-up for insurance forms and solicited signatures for Interim GM, Government Affairs Manager and Director of Engineering. • Formatted and sent letters for Government Affairs Manager. • Prepared and submitted expenses for Interim GM & Government Affairs Manager. • Attended WebEOC Training. • Completed Introduction to Data Protection Training
Records Management	<ul style="list-style-type: none"> • Continued to review incoming mail and log necessary documents into the Laserfiche system. • Staff continues to review documents and update information in Laserfiche.
Health and Welfare Benefits	<ul style="list-style-type: none"> • Staff will be applying for the 2023-24 Wellness grant through JPIA. As in the current fiscal year, we anticipate participating in activities that promote Wellness and Well-being with healthy food and fitness incentives for the next fiscal year.
Recruitment / Departures	<ul style="list-style-type: none"> • Recruitment activities for the IT Analyst continue as many applications were received which are being evaluated. An Interview schedule is in process for this phase of recruitment. • The Principal Engineer recruitment has been filled. The new Principal Engineer will start on June 26th. • Alondra Renteria and Alex Cavazos began their WUE internship with the District on June 5th. • Interviews are under way for the Public Affairs Coordinator and will continue through mid-June.
Projects/ Activities	<p>Administration Team worked on the following:</p> <ul style="list-style-type: none"> • Harassment Prevention training is scheduled for June 27th and June 29th. All staff will participate in the training. • Assisted with WACO on Meetings via Zoom, PowerPoint presentations, preparing for hybrid meetings, various correspondence and note taking. Coordinating with WACO president and speakers. • Participated in planning meetings with consultant regarding Kitchen Remodel and Atrium Project on May 16th and June 7th. • Attended Board Meetings and Committee Meetings. • Met with Ad-Hoc Committee regarding GM Recruitment. • Finalized and released RFP on May 11. • Preparing for employee BBQ event on June 14. • Updated Salary Schedule for Board review and approval in June.



	<ul style="list-style-type: none">• Helped Finance Department with filing and purchase requisitions.• Coordinated installation of office artwork on May 16th.• Hosted Member Agency HR Meeting on May 18th.• MWDOC all staff meeting was held on May 25th.• Attended presentation with Finance on June 1, to review Infor.com, Enterprise Resource Planning system software.• Attended Ad Hoc Committee Meeting on June 5th to review and discuss proposals for GM Recruitment Executive Search firms.• Presenting rollout of Performance Management/Coaching Connections Guide to departments.
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**INFORMATION ITEM**

June 14, 2023

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

FROM: Harvey De La Torre, Interim General Manager
Staff Contact: Steven Hung

SUBJECT: Finance and IT Pending Items Report

SUMMARY

The following list details the status of special projects that are in-progress or to be completed during FY 2022-23.

Finance

Description (sorted by % of completion)	% of Completion	Estimated/Actual Completion date	Status
2023-Q2 KnowBe4 training	38%	06-30-2023	In Progress
RFP for Custodial Services	0%	09-30-2023	Not Started
Further Implementation of WUE Landscape Programs Databases and Web Site.	On-going	On-going	On-going
2023 W-9 collection for conservation rebates. Currently holding 5 rebate checks awaiting a W-9 form.	On-going	On-going	On-going

Information Technology

Description (sorted by % of completion)	% of Completion	Estimated/Actual Completion date	Status
Replace End-Of-Life Cisco Voice Gateway router (hardware and software)	100%	06-01-2023	Completed
Onboarding of Accent Computer Solutions	98%	06-30-2023	In Progress
Microsoft Office 365 software upgrade	97%	06-30-2023	In Progress

Description (sorted by % of completion)	% of Completion	Estimated/Actual Completion date	Status
Replace computers/laptops for Staff	85%	On-Going	On-Going
Windows Operating systems software upgrade for all Servers	45%	06-30-2023	In Progress
Main Firewall replacement	1%	06-30-2023	On-Going
Replace Wireless Access Controller for wireless network	0%	06-30-2023	Not Started
Network security issues (hackers, viruses and spam emails)	On-going	On-going	On-Going



INFORMATION ITEM

June 14, 2023

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

FROM: **Harvey De La Torre, Interim 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 April.**
- Estimated OC Water Usage, Monthly, Comparison to Previous Years Water usage in April **2023 was below average compared to the last 5 years.** We are projecting a decrease in overall water usage compared to FY 2021-22. On March 24th 2023, state officials eased back drought emergency provisions that were in place since July 2021.
- Historical OC Water Consumption Orange County M & I water consumption is **projected to be 499,000 AF in FY 2022-23** (this includes ~11 TAF of agricultural usage and non-retail water agency usage). This is about **47,500 AF less than FY 2021-22** and is about **61,000 AF less than FY 2020-21**. Water usage per person is projected to be slightly lower in **FY 2022-23 for Orange County at 142 gallons per day** (This includes recycled water usage). Although OC population has increased

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):			

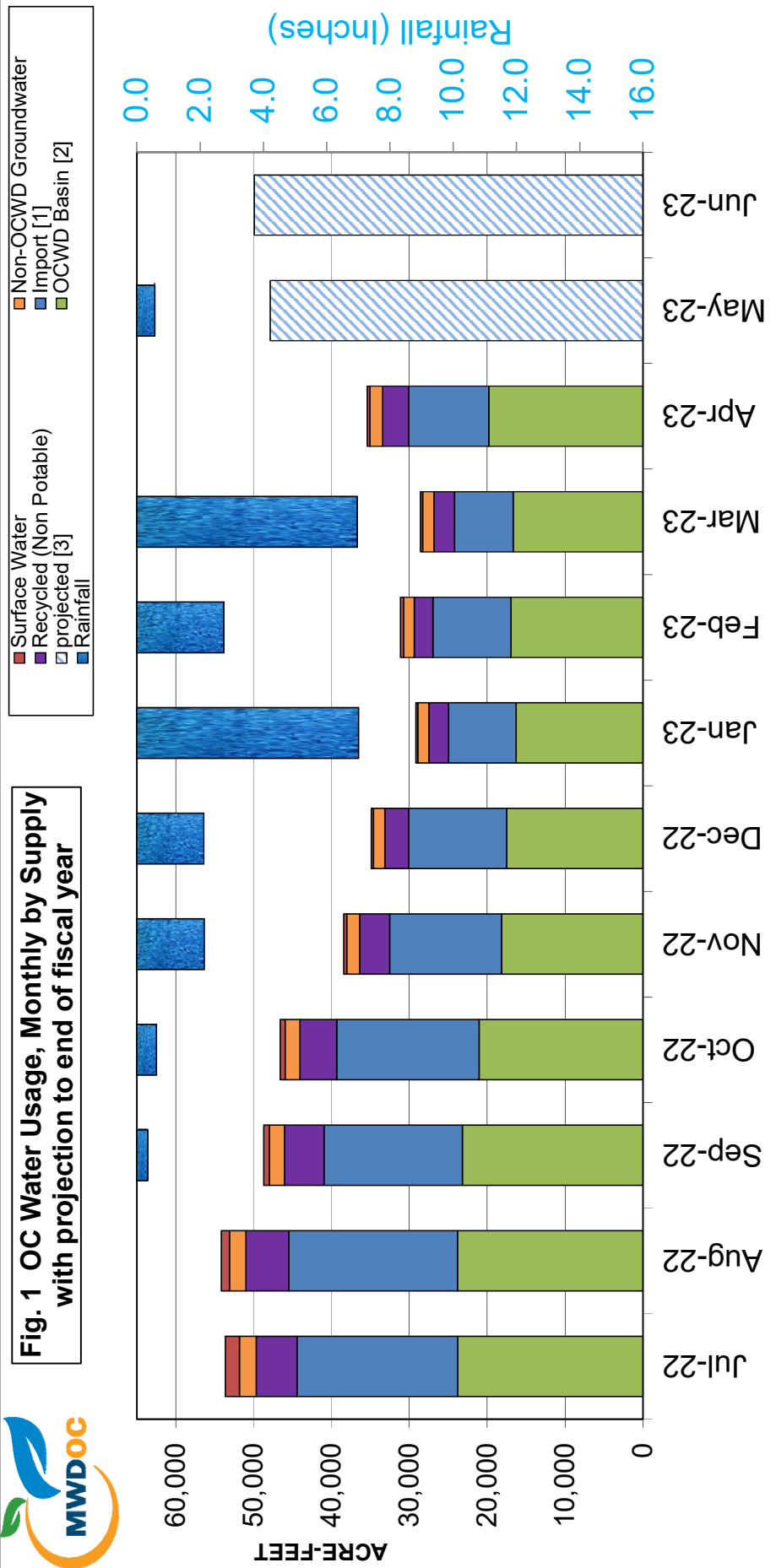
20% over the past two decades, water usage has not increased, on average. A long-term decrease in per-capita water usage is attributed mostly to Water Use Efficiency (water conservation) efforts. ***O.C. Water Usage has declined significantly since the FY 2013-14. Since FY 2013-14 average O.C. Annual Water usage is 535,000 AF, a decline of 86,500 AF since FY 2013-14.***

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

- Orange County's accumulated precipitation through ***early June was above average*** for this period. Water year to date rainfall in Orange County is ***22.64 inches***, which is ***179% of normal***.
- Northern California accumulated precipitation through ***early June was 131% of normal for this period***. Water Year 2022 was 48% of normal while water year 2021 was 86% of normal. The ***Northern California snowpack was 215% of normal as of April 9th, 2023. As of early June, 4.63% of California is experiencing moderate drought conditions. 0.0% of California is experiencing severe to exceptional drought conditions.*** The State Water Project Contractors Table A Allocation was increased to 100% as of April for WY 2023.
- Colorado River Basin accumulated precipitation through ***early June was 120% of normal*** for this period. The ***Upper Colorado Basin snowpack was 131% of normal*** as of April 10th 2023. ***Lake Mead and Lake Powell*** combined have about ***47.0% of their average storage volume*** for this time of year and are at ***32.6% of their total capacity***. Lake Mead's ***levels have been below the "trigger" limit of 1,075 ft. since the start of CY 2022.*** The US Bureau of Reclamation (USBR) has declared a shortage at Lake Mead, impacting Colorado River water deliveries to the Lower Basin states. Lake Mead as of early June was ***20.53' BELOW the "trigger" limit***. The USBR has declared a ***shortage on the Colorado River that started on January 1st 2022. There is a 93% chance of shortage continuing in 2024, 57% in 2025 and 47% in 2026.*** Lake Mead as of early June was ***9.47' ABOVE the State of California "trigger" limit. There is a 0% chance of mandatory cutbacks for California in 2024, 3% in 2025 and 16% 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.

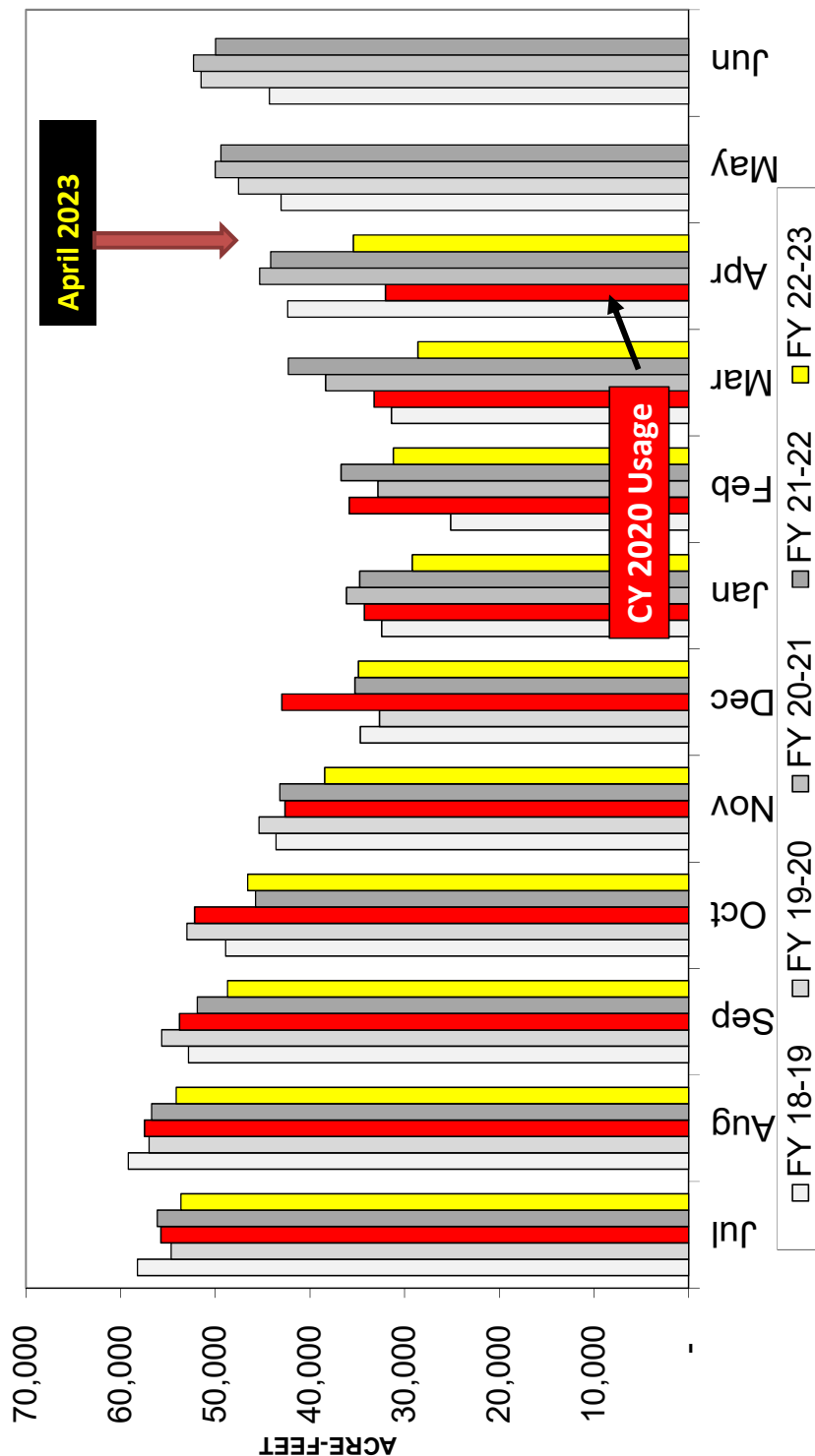
[2] GW for consumptive use only. Excludes In-Lieu water deliveries and CUP water extraction that are counted with Import. BPP in FY '22-23 is 85%.

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

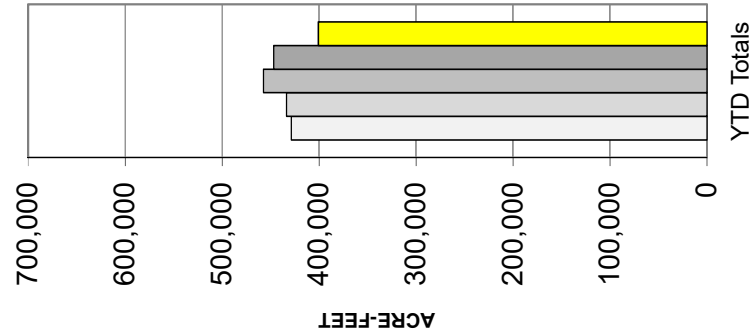
[4] Total water usage includes IRWD groundwater agricultural use and usage by non-retail water agencies.



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

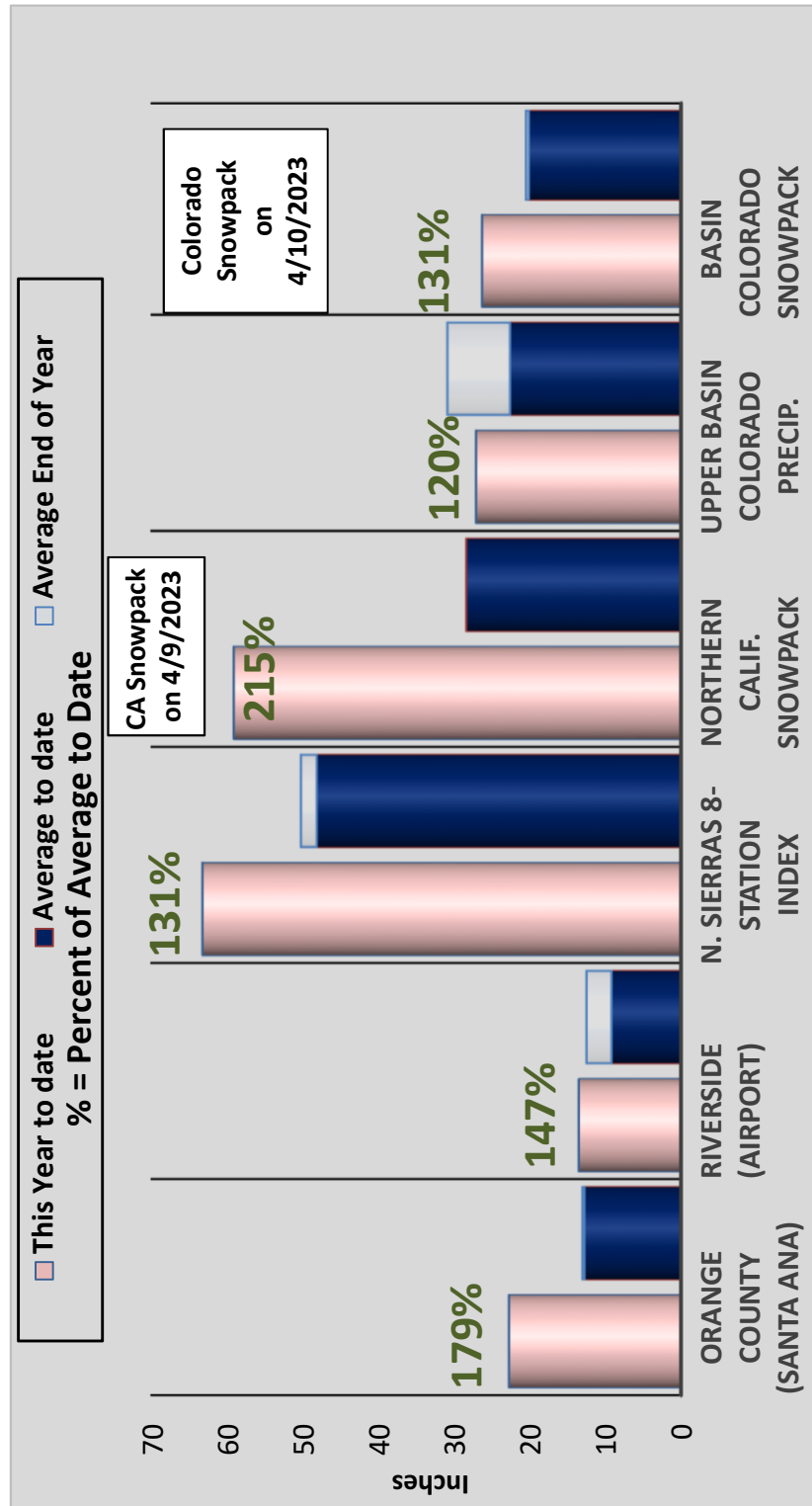


Partial Year Subtotals



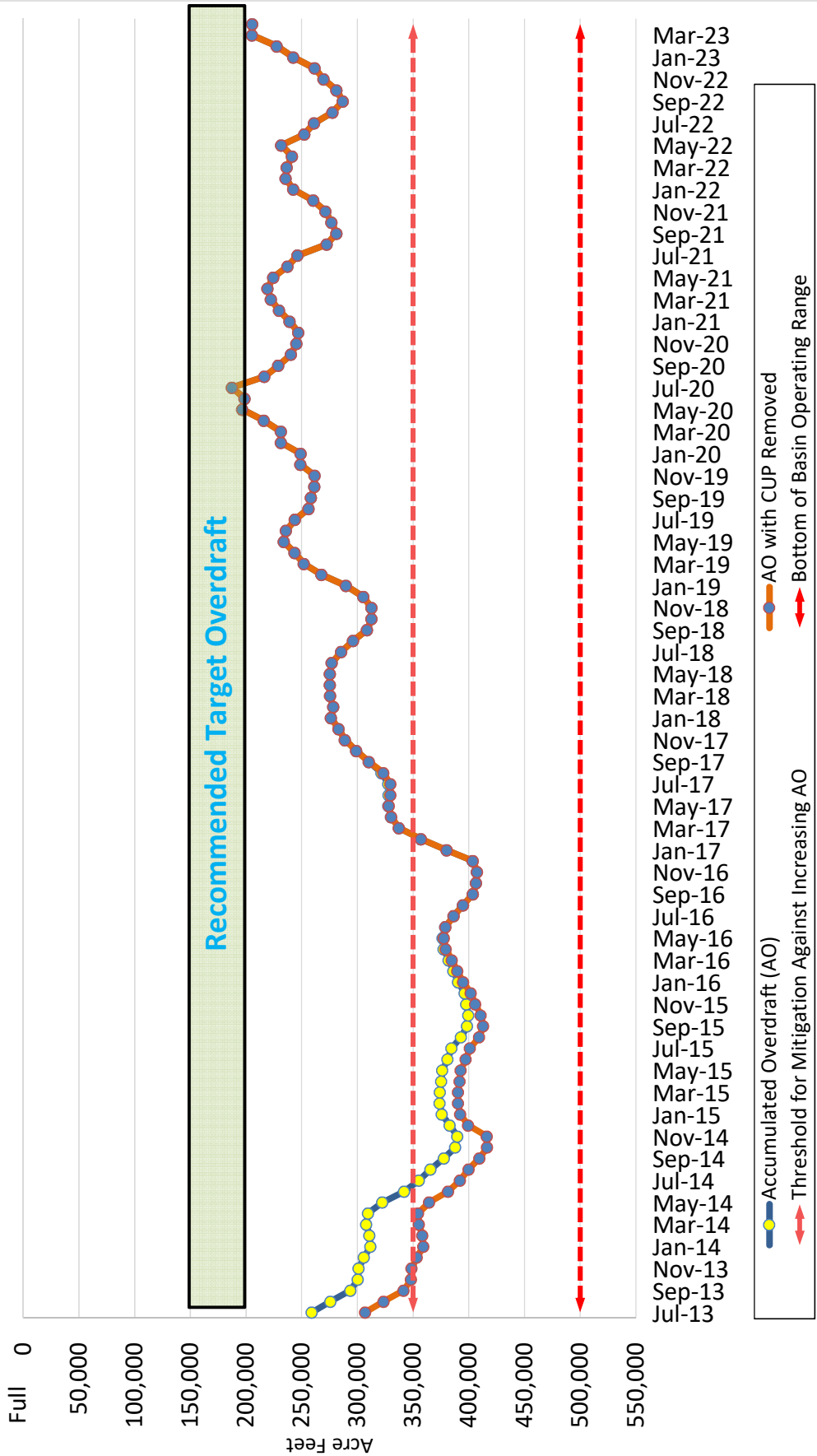
[1] Sum of Imported water for consumptive use (includes "In-Lieu" deliveries; excludes "Direct Replenishment" and "Barrier Replenishment") and Local water for consumptive use (includes recycled and non-potable water and excludes GWRS production) Recent months numbers include some estimation.

Accumulated Precipitation for the Oct.-Sep. water year, early of June 2023



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

Accumulated Overdraft of the OCWD Groundwater Basin as of April 2023

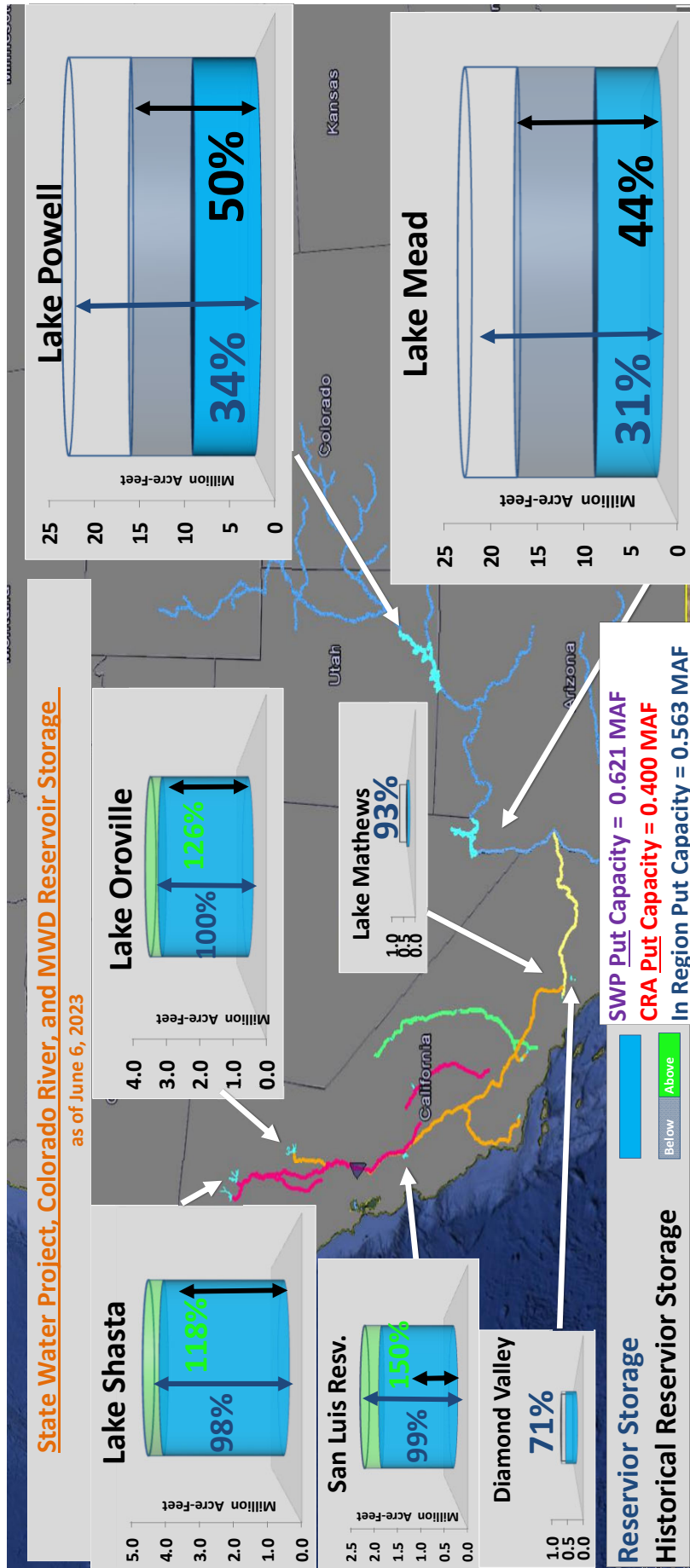


AO (AF)		Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
AO w/CUP removed (AF)		246,350	272,443	281,354	276,909	271,455	260,387	242,511	235,744	236,708	241,450	231,699	252,348
AO (AF)		246,350	272,442	281,354	276,909	271,455	260,387	242,510	235,744	236,708	241,450	231,699	252,348
AO w/CUP removed (AF)		261,145	277,756	286,988	281,407	269,746	261,614	242,610	227,738	205,331	205,717	205,717	205,717
AO (AF)		261,145	277,756	286,986	281,407	269,746	261,614	242,610	227,738	205,331	205,717	205,717	205,717

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

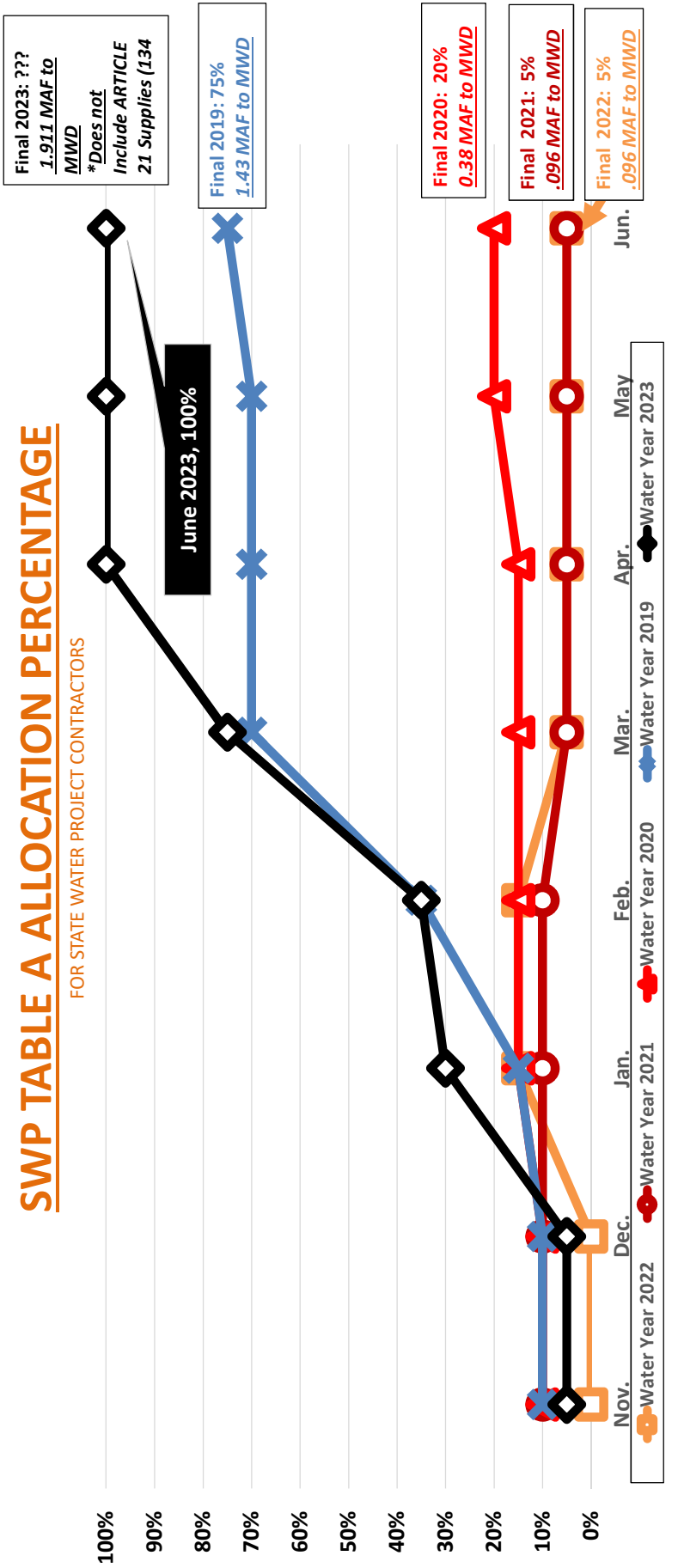


State Water Project, Colorado River, and MWD Reservoir Storage as of June 6, 2023

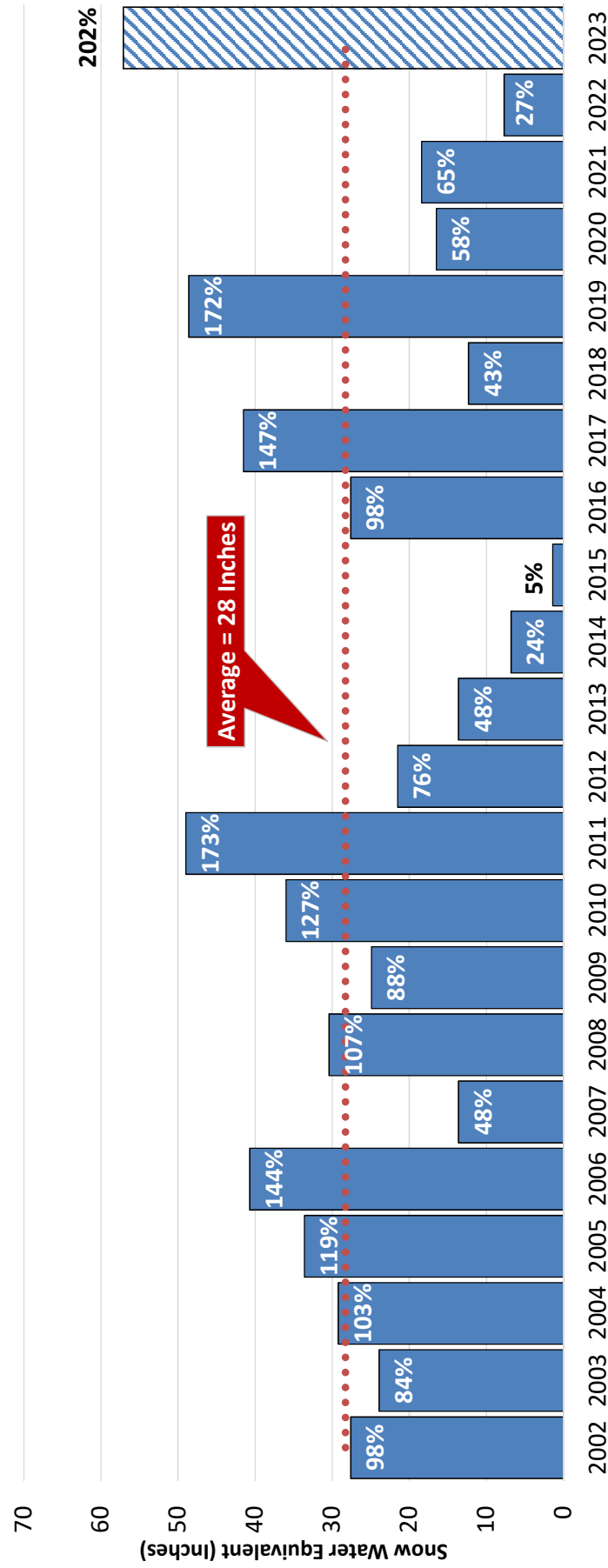


SWP TABLE A ALLOCATION PERCENTAGE

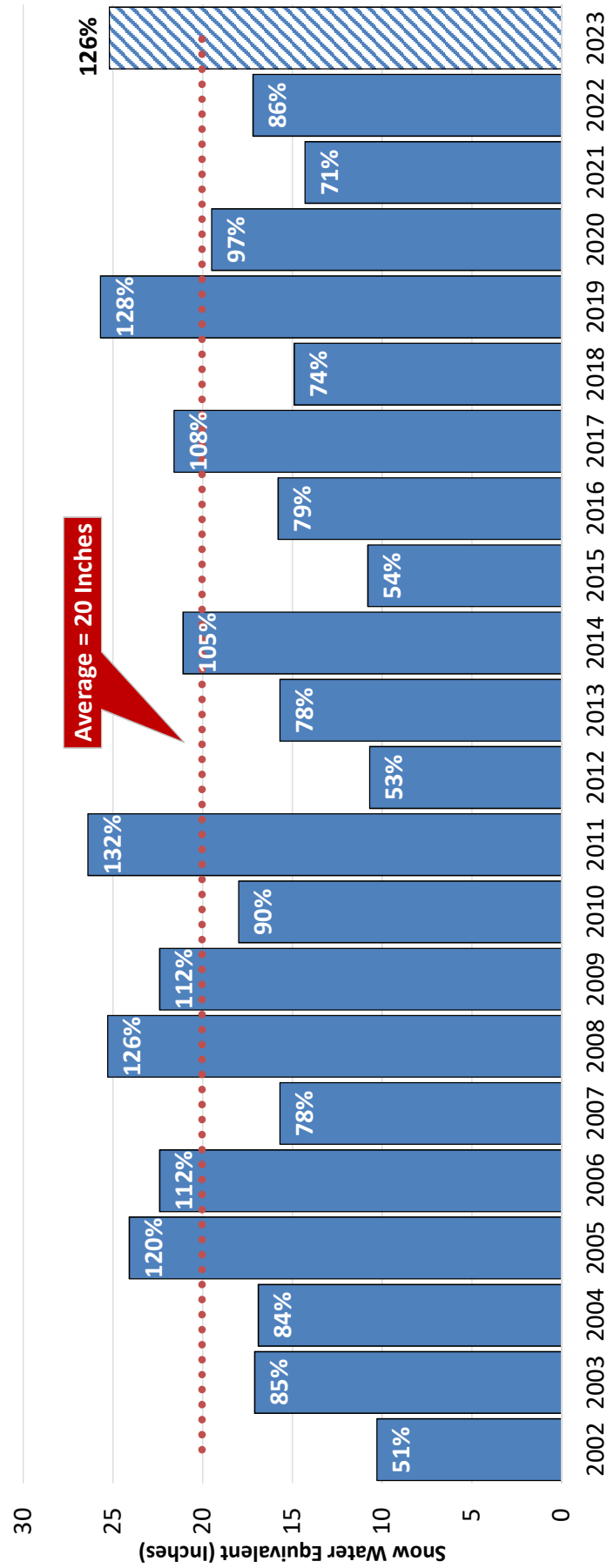
FOR STATE WATER PROJECT CONTRACTORS

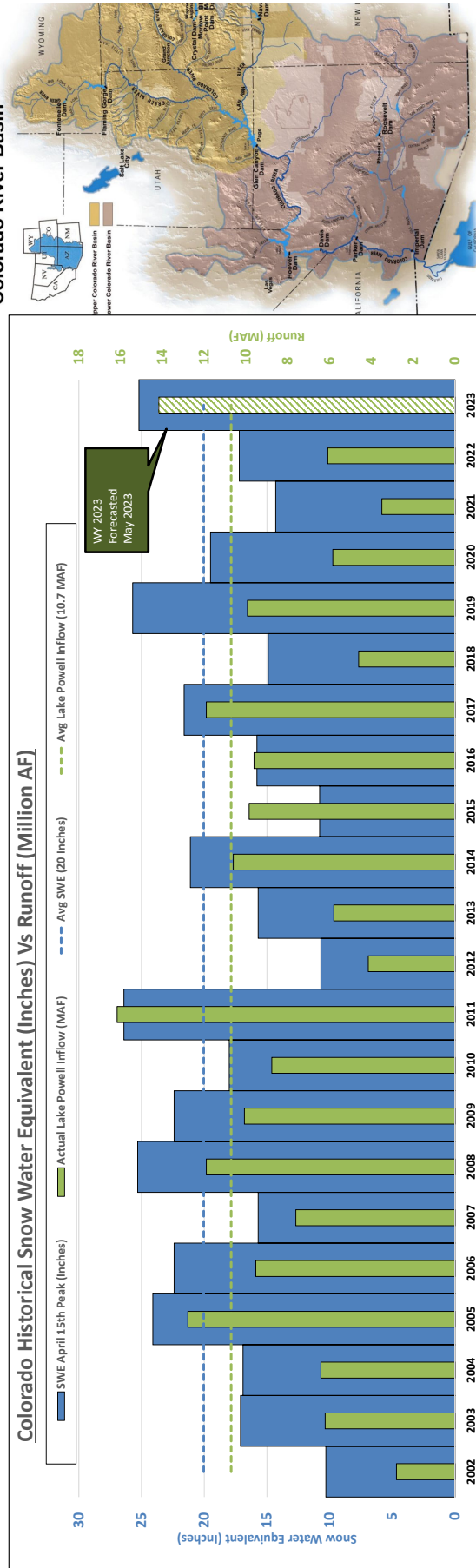
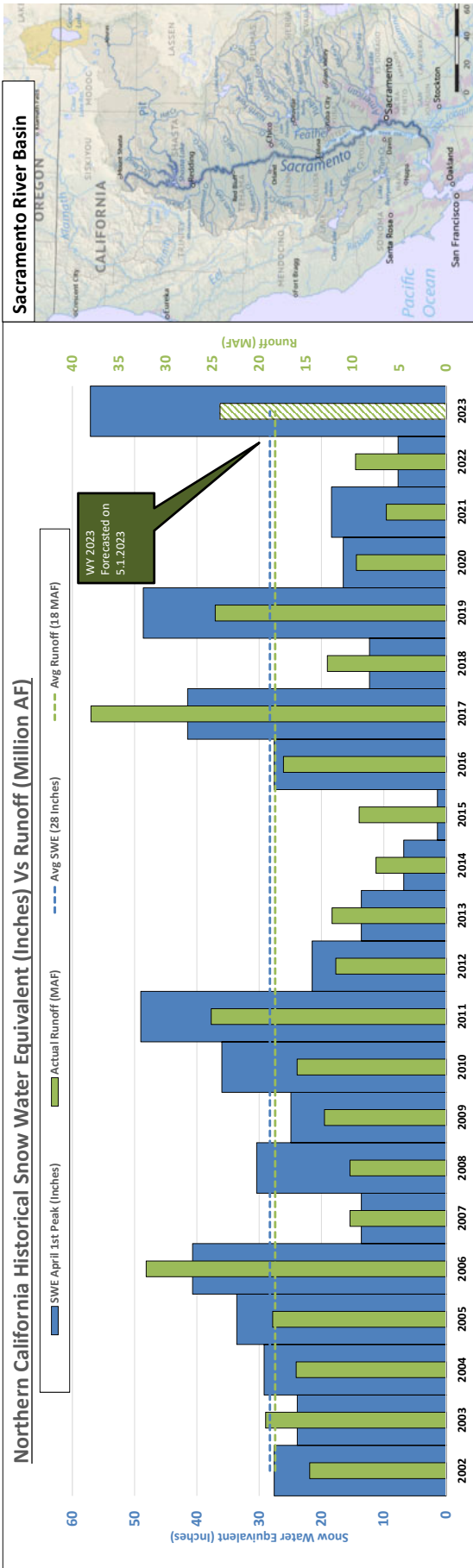


Historical Northern California April 1st Peak Snow Water Equivalent



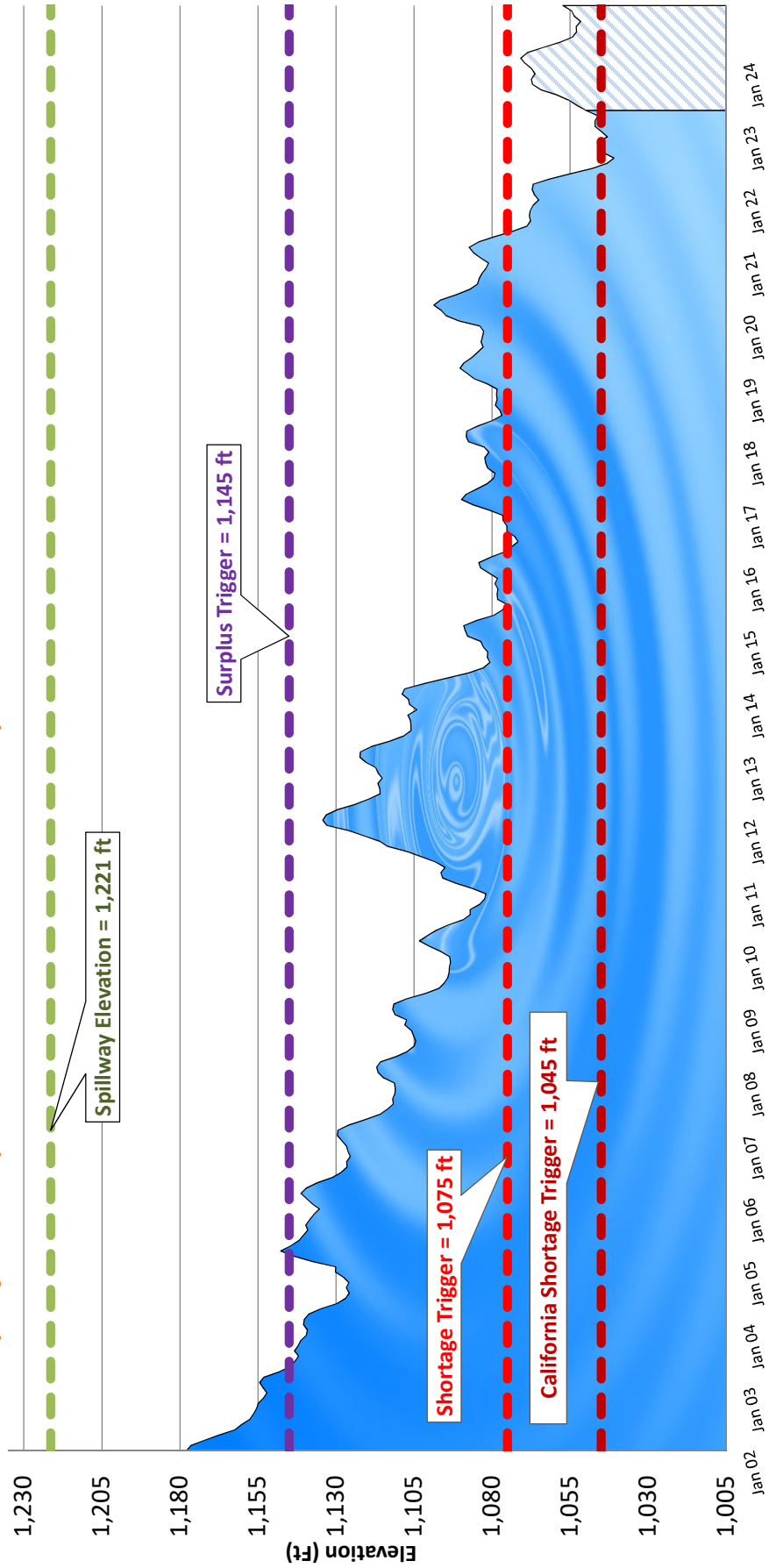
Historical Colorado Basin April 15th Peak Snow Water Equivalent







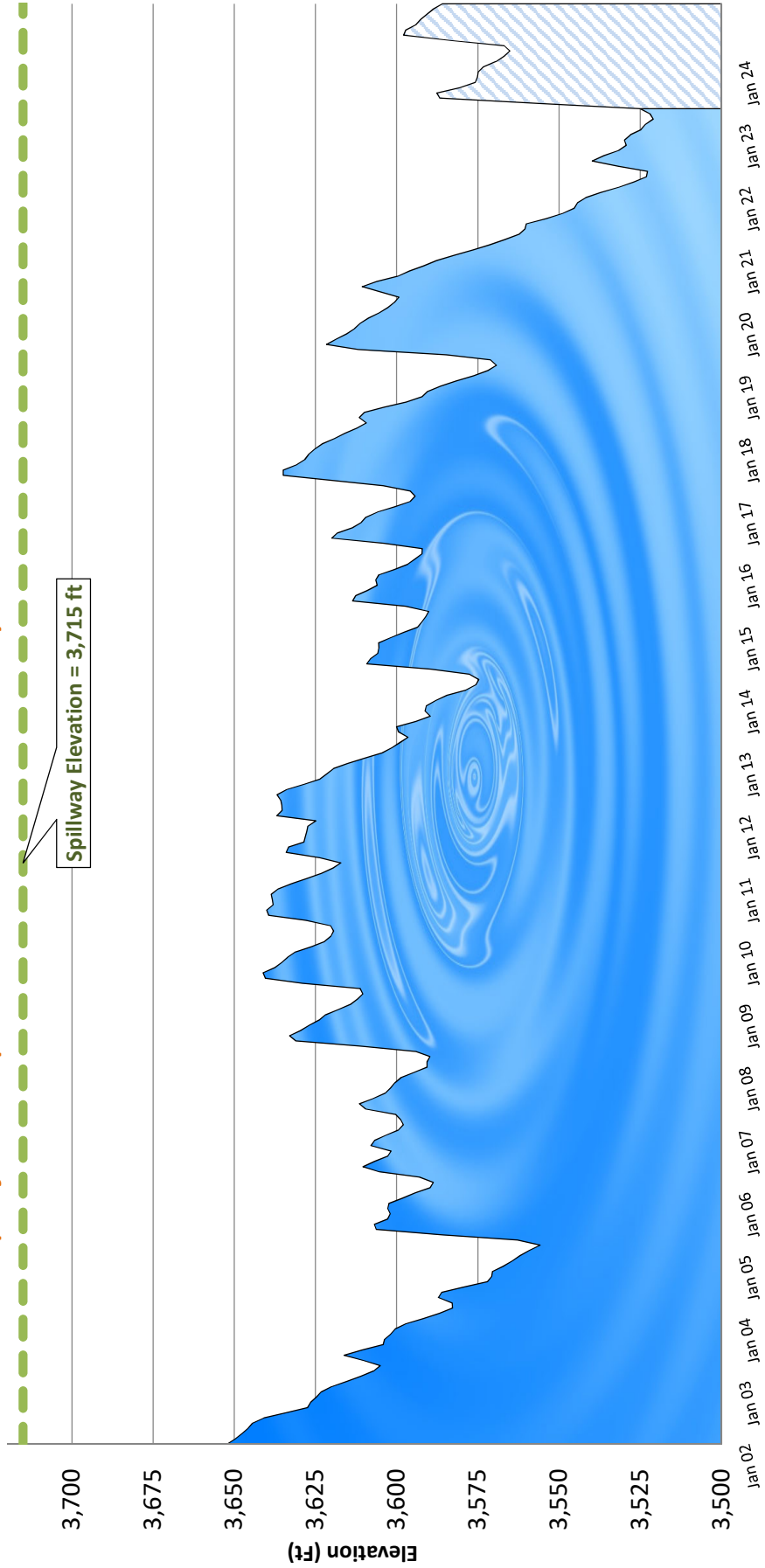
Lake Mead Levels: Historical and Projected projection per USBR 24-Month Study





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

■ Historical □ Projected



Lake Mead Historical Water Elevation Level

