

MEETING OF THE BOARD OF DIRECTORS OF THE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY  
Jointly with the  
**ADMINISTRATION & FINANCE COMMITTEE**  
January 10, 2024, 8:30 a.m.

**This meeting will be held in person at 18700 Ward Street, Fountain Valley, California, 92708 (Conference Room 101). 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, C. Harris,  
H. Chumpitazi, M. Baum-Haley,  
K. Davanaugh

Ex Officio Member: President

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

## **ROLL CALL**

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

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

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

## **PROPOSED BOARD CONSENT CALENDAR ITEMS**

1. TREASURER'S REPORT
  - a. Revenue/Cash Receipt Report – December 2023
  - b. Disbursement Approval Report for the month of January 2024
  - c. Disbursement Ratification Report for the month of December 2023

- d. GM Approved Disbursement Report for the month of December 2023
  - e. Consolidated Summary of Cash and Investment – November 2023
  - f. OPEB and Pension Trust Fund statement
2. FINANCIAL REPORT - Combined Financial Statements and Budget Comparative for the Period Ending November 30, 2023

### **DISCUSSION ITEMS**

3. FY 2023-24 RESERVES REVIEW AND FY 2024-25 BUDGET PROCESS
4. OPTIONS FOR REFRESHING THE DISTRICTS WEBSITE

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

5. DEPARTMENT ACTIVITIES REPORTS
- a. Administration
  - b. Finance and Information Technology
6. MONTHLY WATER USAGE DATA AND WATER SUPPLY INFORMATION

### **OTHER ITEMS**

7. 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  
December 2023**

Item 1a

**WATER REVENUES**

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
12/01/2023	Laguna Beach County Water District	October 2023 Water deliveries	356,215.13
12/01/2023	South Coast Water District	October 2023 Water deliveries	569,533.70
12/05/2023	City of La Palma	October 2023 Water deliveries	959.96
12/07/2023	Serrano Water District	October 2023 Water deliveries	8,878.78
12/08/2023	Irvine Ranch Water District	October 2023 Water deliveries	1,091,901.60
12/08/2023	City of San Clemente	October 2023 Water deliveries	727,363.60
12/08/2023	City of Seal Beach	October 2023 Water deliveries	11,652.14
12/11/2023	City of Buena Park	October 2023 Water deliveries	57,772.76
12/11/2023	El Toro Water District	October 2023 Water deliveries	575,337.39
12/11/2023	Santa Margarita Water District (ID9)	October 2023 Water deliveries	512,485.63
12/11/2023	Santa Margarita Water District	October 2023 Water deliveries	2,219,156.59
12/12/2023	East Orange Co Water District	October 2023 Water deliveries	678,583.30
12/13/2023	Trabuco Canyon Water District	October 2023 Water deliveries	93,866.63
12/14/2023	City of Orange	October 2023 Water deliveries	199,036.10
12/14/2023	Yorba Linda Water District	October 2023 Water deliveries	416,903.66
12/15/2023	Golden State Water Company	October 2023 Water deliveries	731,710.16
12/15/2023	Moulton Niguel Water District	October 2023 Water deliveries	2,251,519.25
12/15/2023	Orange County Water District	October 2023 Water deliveries	156,048.15
12/22/2023	City of Brea	November 2023 Water deliveries	6,477.01
12/22/2023	Trabuco Canyon Water District	November 2023 Water deliveries	88,712.33
12/26/2023	City of Seal Beach	November 2023 Water deliveries	11,681.24
12/27/2023	City of Fountain Valley	November 2023 Water deliveries	3,325.70
12/27/2023	City of La Palma	November 2023 Water deliveries	964.18
12/29/2023	City of Huntington Beach	November 2023 Water deliveries	345,315.30

**TOTAL WATER REVENUES \$ 11,115,400.29**

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

**MISCELLANEOUS REVENUES**

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
12/04/2023	WePay	Scouts BSA Clinic and OCCEMO 2023 Luncheon	383.79
12/05/2023	Karl Seckel	December 2023 Retiree Health insurance	184.29
12/11/2023	Stan Sprague	December 2023 Retiree Health insurance	187.02
12/29/2023	Keith Lyon	January 2024 Retiree Health insurance	187.02
12/19/2023	Igoe and Company Inc	COBRA Health and Vision insurance	781.66
12/01/2023	US Bank	CAL Card rebate check	764.44
12/29/2023	US Bank Custodial Account	Morgan Stanley Interest payment	4,500.00
12/29/2023	US Bank	Monthly Interest	125.02
12/20/2023	Santa Margarita Water District	August 2023 Smartimer rebate program	117.86
12/20/2023	Santa Margarita Water District	September 2023 Smartimer rebate program	58.98
12/22/2023	Irvine Ranch Water District	October 2023 Smartimer rebate program	320.05
12/20/2023	City of La Habra	October 2023 Turf Removal rebate program	111.00
12/27/2023	Golden State Water Company	August 2023 Turf Removal and Spray to Drip rebate program	222.00
12/08/2023	Irvine Ranch Water District	September 2023 Turf Removal and Spray to Drip rebate program	243.27
12/01/2023	City of Tustin	September 2023 Turf Removal and Spray to Drip rebate program	888.00
12/15/2023	Irvine Ranch Water District	September 2023 Turf Removal and Spray to Drip rebate program	25,433.52
12/21/2023	City of Westminster	September 2023 Turf Removal and Spray to Drip rebate program	222.00
12/27/2023	Golden State Water Company	September 2023 Turf Removal and Spray to Drip rebate program	444.00
12/08/2023	City of Brea	October 2023 Turf Removal and Spray to Drip rebate program	954.01
12/11/2023	City of Fountain Valley	October 2023 Turf Removal and Spray to Drip rebate program	492.01
12/15/2023	City of Tustin	October 2023 Turf Removal and Spray to Drip rebate program	888.00
12/20/2023	Golden State Water Company	October 2023 Turf Removal and Spray to Drip rebate program	333.00
12/20/2023	City of Orange	October 2023 Turf Removal and Spray to Drip rebate program	1,110.00
12/21/2023	City of Westminster	October 2023 Turf Removal and Spray to Drip rebate program	444.00
12/22/2023	Irvine Ranch Water District	October 2023 Turf Removal and Spray to Drip rebate program	134,517.71
12/27/2023	City of Buena Park	October 2023 Turf Removal and Spray to Drip rebate program	505.11
12/27/2023	Laguna Beach County Water District	October 2023 High Efficiency Clothes Washers rebate program	195.00
12/01/2023	Irvine Ranch Water District	August 2023 Smartimer and Rotating Nozzles rebate program	181.05
12/08/2023	Irvine Ranch Water District	September 2023 Smartimer and Rotating Nozzles rebate program	449.60
12/27/2023	Mesa Water District	October 2023 Smartimer, Turf Removal and Spray to Drip rebate program	458.30
12/22/2023	City of San Clemente	October 2023 Smartimer, Turf Removal, Spray to Drip and High Efficiency Clothes Washers rebate program	2,433.44
12/27/2023	Moulton Niguel Water District	October 2023 Smartimer, Rotating Nozzles, Turf Removal, Spray to Drip and High Efficiency Clothes Washers rebate program	45,829.26
12/05/2023	City of La Palma	Water Loss Control Shared Services FY 2023-24	11,543.00
12/11/2023	City of Anaheim	Water Loss Control Shared Services FY 2023-24	990.00
12/11/2023	City of Orange	Water Loss Control Shared Services FY 2023-24	946.00
12/05/2023	City of La Palma	Water Loss Control Technical Assistance CY 2023 - E Source	28,980.00
12/27/2023	Metropolitan Water District	Partial retention Smart Watershed Network Project	2,837.70
12/27/2023	City of Anaheim	FY 2023-24 Choice Programs Billing invoice	703.18
12/11/2023	Yorba Linda Water District	50% Upfront Lead and Copper Rule Revisions Service Line Inventories Project	34,795.50

**TOTAL MISCELLANEOUS REVENUES \$ 304,759.79**  
**TOTAL REVENUES \$ 11,420,160.08**

  
 Harvey De La Torre, General Manager

  
 Hilary Chumplitazi, Treasurer

**Municipal Water District of Orange County  
Disbursement Approval Report  
For the month of January 2024**

Vendor/ Invoice	Description	Amount to Pay
<b>Core Disbursements:</b>		
<b>ACCO Engineered Systems Inc</b>		
20489752	12/01/23-02/28/23 HVAC preventative maintenance	1,882.00
20490692	11/28/23 Diagnosis the accounting area being too warm	610.00
***Total***		<u>2,492.00</u>
<b>Ackerman Consulting-Richard C Ackerman</b>		
1394	December 2023 Legal and regulatory specialized consulting services	3,500.00
***Total***		<u>3,500.00</u>
<b>Alta FoodCraft</b>		
12351376	December 2023 Coffee and tea supplies	128.57
***Total***		<u>128.57</u>
<b>Best Best and Krieger LLP</b>		
55401-NOV23	November 2023 Legal Services	16,867.93
55401-DEC23	December 2023 Legal Services	22,242.84
983797	September 2023 State Advocacy Agreement services	8,000.00
983798	October 2023 State Advocacy Agreement services	8,743.12
983799	November 2023 State Advocacy Agreement services	8,000.00
***Total***		<u>63,853.89</u>
<b>California Landscape Contractors Association - Orange County (CLCAOC)</b>		
1630	CLCA-OC 2024 Membership Renewal	2,250.00
***Total***		<u>2,250.00</u>
<b>California Water Efficiency Partnership-CalWEP</b>		
MD-2024-168	2024 Annual membership renewal	6,134.23
***Total***		<u>6,134.23</u>
<b>Coast to Coast Computer Products</b>		
A2615477	Two color HP Laserjet M455dn printers for shared use - PA and Admin	1,402.88
A2615502	Two sets of color toner cartridges for HP Deskjet M455dn - PA and Admin	1,979.27
***Total***		<u>3,382.15</u>
<b>E Source Companies LLC</b>		
11581	November 2023 Retail Agency Technical Assistance Services	10,160.00
11582	November 2023 Business Plan Implementation services	4,680.00
***Total***		<u>14,840.00</u>

**Municipal Water District of Orange County  
Disbursement Approval Report  
For the month of January 2024**

<b>Vendor/ Invoice</b>	<b>Description</b>	<b>Amount to Pay</b>
<b>Green Thumb (Indoor Plant Care) LLC-Dedo Verde Interior</b>		
20240071	January 2024 Indoor Plant Service	305.50
***Total***		<u>305.50</u>
<b>Hashtag Pinpoint Corporation</b>		
1902	December 2023 Social Media consultation and services	7,913.00
***Total***		<u>7,913.00</u>
<b>Hazen and Sawyer, DPC</b>		
1	October 2023 LCRR Service Line Inventory Project	48,758.44
***Total***		<u>48,758.44</u>
<b>Steve Hedges</b>		
10124	October-December 2023 Retiree medical premium	692.40
***Total***		<u>692.40</u>
<b>Inland Group LLC</b>		
234249011	Printing career brochures in multiple languages for WEEA community and career events	2,831.20
***Total***		<u>2,831.20</u>
<b>Lee Jacobi</b>		
121823	October-December 2023 Retiree medical premium	508.08
***Total***		<u>508.08</u>
<b>Lawnscape Systems Inc</b>		
442695	December 2023 Landscape Maintenance for Atrium	495.00
***Total***		<u>495.00</u>
<b>Keith Lyon</b>		
10424	October-December 2023 Retiree medical premium	989.40
***Total***		<u>989.40</u>
<b>Natural Resource Results LLC</b>		
4719	December 2023 Federal Advocacy Agreement Services	8,000.00
***Total***		<u>8,000.00</u>
<b>NDS</b>		
828097	12/01/23 & 12/08/23 Board packet delivery service	269.44
828168	12/15/23 Board packet delivery service	134.72
828406	12/29/23 Board packet delivery service	134.72
***Total***		<u>538.88</u>

**Municipal Water District of Orange County  
Disbursement Approval Report  
For the month of January 2024**

<b>Vendor/ Invoice</b>	<b>Description</b>	<b>Amount to Pay</b>
<b>Nelco</b>		
8822247	2023 W2 and 1099 Forms and Envelopes	265.47
***Total***		<u>265.47</u>
<b>ODP Business Solutions LLC</b>		
345263557001	12/19/23 Office supplies	252.97
***Total***		<u>252.97</u>
<b>Office Solutions</b>		
I-02182336	12/11/23 Business cards for staff	62.80
I-02182772	12/12/23 Office supplies	21.27
I-02183155	12/13/23 Office supplies	112.91
I-02183912	12/15/23 Office supplies	365.35
I-02185244	12/20/23 Office supplies	29.37
I-02185985	12/27/23 Office supplies	26.30
***Total***		<u>618.00</u>
<b>County of Orange</b>		
PW240348	FY2023-24 Coop Agreement for South OC Watershed Management Area	6,838.98
***Total***		<u>6,838.98</u>
<b>Orange County Water District</b>		
25986	November 2023 Postage, shared office & maintenance expense	12,587.68
***Total***		<u>12,587.68</u>
<b>Predict Success-Anne Sandberg</b>		
12823	Harrison Report - New hire employee assessment	150.00
***Total***		<u>150.00</u>
<b>Ralph Andersen &amp; Associates</b>		
INV-04564	November 2023 Compensation and Benefits Study	4,800.00
***Total***		<u>4,800.00</u>
<b>Karl Seckel</b>		
122823	October-December 2023 Retiree medical premium	1,412.40
***Total***		<u>1,412.40</u>
<b>Mary Snow</b>		
123023	October-December 2023 Retiree medical premium	494.70
***Total***		<u>494.70</u>

**Municipal Water District of Orange County  
Disbursement Approval Report  
For the month of January 2024**

<b>Vendor/ Invoice</b>	<b>Description</b>	<b>Amount to Pay</b>
<b>Roth Staffing Companies LP</b>		
16102480	12/10/23 Week Ending Temporary Employee Services for Finance Department	2,471.60
16105104	12/17/23 Week Ending Temporary Employee Services for Finance Department	1,946.39
***Total***		<u>4,417.99</u>
<b>Soto Resources-Joey C Soto</b>		
GA-DEC-84	December 2023 Grant Research and Acquisition	3,250.00
***Total***		<u>3,250.00</u>
<b>VC3 Inc</b>		
160387	December 2023 IT Support Services	7,084.00
***Total***		<u>7,084.00</u>
<b>Total Core Expenditures</b>		<u>209,784.93</u>
<b>Choice Expenditures:</b>		
<b>Building Block Entertainment Inc</b>		
3702-4	December 2023 Choice Elementary School Program K-2	5,150.00
***Total***		<u>5,150.00</u>
<b>Jill Promotions</b>		
11975	12/11/23 Supplies for Water Loss Control Shared Services	108.18
***Total***		<u>108.18</u>
<b>Mission RCD</b>		
3401	December 2023 Field inspection and verification for Water Use Efficiency rebate programs	3,206.57
***Total***		<u>3,206.57</u>
<b>Office Solutions</b>		
I-02184122	12/15/23 Supplies for Water Loss Control Shared Services	56.93
***Total***		<u>56.93</u>
<b>Orange County Dept of Education</b>		
94TI2402	November 2023 Choice School Program for grades 3-5	2,132.90
94TI2402	November 2023 Choice School Program for grades 6-8	6,353.34
***Total***		<u>8,486.24</u>
<b>Orange County Water District</b>		
25986	November 2023 Postage for Water Use Efficiency rebate programs	53.98
***Total***		<u>53.98</u>



**Municipal Water District of Orange County  
Disbursement Approval Report  
For the month of January 2024**

<b>Vendor/ Invoice</b>	<b>Description</b>	<b>Amount to Pay</b>
<b>Red Wing Brands of America Inc</b>		
20231210112477	Work gear for Water Loss Control Technicians	524.37
***Total***		<u>524.37</u>
<b>Westerly Meter Service Co.-Lane M Matsuno</b>		
17477	December 2023 Meter Accuracy Testing for Fountain Valley	2,200.00
***Total***		<u>2,200.00</u>
<b>Total Choice Expenditures</b>		<u>19,786.27</u>
 <b>Other Funds Expenditures:</b>		
<b>E Source Companies LLC</b>		
11581	November 2023 Retail Agency Technical Assistance Services	52,555.00
***Total***		<u>52,555.00</u>
<b>Mission RCD</b>		
3401	December 2023 Field inspection and verification for Water Use Efficiency rebate programs	3,688.93
***Total***		<u>3,688.93</u>
<b>Santa Margarita Plumbing &amp; Air</b>		
16167-36606	December 2023 Services for Pressure Regulating Valve program	5,172.43
***Total***		<u>5,172.43</u>
<b>RockDove Solutions</b>		
1061	Annual In Case of Crisis cloud-based mobile program for WEROC Member Agencies and MWDOC Staff	9,000.00
***Total***		<u>9,000.00</u>
<b>TerraWorks Studio</b>		
MW0028	September 2023 Landscape Design Assistance Program	3,500.00
***Total***		<u>3,500.00</u>
<b>Total Other Funds Expenditures</b>		<u>73,916.36</u>
<b>Total Expenditures</b>		<u><u>303,487.56</u></u>

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

Item 1c

Name/ Date	Check/ EFT	Invoice	Description	Amount
<b>Core Disbursements:</b>				
<b>Tiffany Baca</b>				
12/29/2023	EFT	112123	November 2023 Business expense	145.04
***Total***				145.04
<b>Joseph Berg</b>				
12/29/2023	EFT	112923	November 2023 Business expense	105.55
***Total***				105.55
<b>Hilary Chumpitazi</b>				
12/29/2023	EFT	111623	November 2023 Business expense	29.65
***Total***				29.65
<b>Corodata Records Management Inc</b>				
12/29/2023	EFT	RS4968369	November 2023 Records Storage Fee	65.14
***Total***				65.14
<b>Randall Crane</b>				
12/29/2023	EFT	113023	November 2023 Business expense	232.98
***Total***				232.98
<b>Larry Dick</b>				
12/29/2023	EFT	111723	November 2023 Business expense	113.45
***Total***				113.45
<b>Hugo Escamilla</b>				
12/29/2023	EFT	110423	November 2023 Business expense	60.00
12/29/2023	EFT	120923	08/21/23-12/09/23 Education reimbursement	311.30
***Total***				371.30
<b>Sam Fetter</b>				
12/29/2023	EFT	81123	07/03/23-08/11/23 Education reimbursement	1,561.00
***Total***				1,561.00
<b>Lina Gunawan</b>				
12/29/2023	EFT	101923	October 2023 Business expense	20.00
***Total***				20.00
<b>Claire Johnson</b>				
12/29/2023	EFT	110423	November 2023 Business expense	29.08
***Total***				29.08
<b>Robert McVicker</b>				
12/29/2023	EFT	113023	November 2023 Business expense	182.81
***Total***				182.81
<b>Damon Micalizzi</b>				
12/29/2023	EFT	120823	Computer loan program	1,454.70
***Total***				1,454.70
<b>Al Nederhood</b>				
12/29/2023	EFT	113023	November 2023 Business expense	365.54
***Total***				365.54

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

Name/ Date	Check/ EFT	Invoice	Description	Amount
<b>Alana Salas-Yoshii</b>				
12/29/2023	EFT	110423	November 2023 Business expense	27.38
<b>***Total***</b>				<b>27.38</b>
<b>Megan Schneider</b>				
12/29/2023	EFT	112023	November 2023 Business expense	257.63
<b>***Total***</b>				<b>257.63</b>
<b>Karl Seckel</b>				
12/29/2023	EFT	112023	November 2023 Business expense	44.57
<b>***Total***</b>				<b>44.57</b>
<b>Spectrum Business</b>				
12/15/2023	142897	343564121023	December 2023 Telephone expense for one fax line	39.99
12/07/2023	142880	375210113023	December 2023 Telephone and internet expense	1,727.04
<b>***Total***</b>				<b>1,767.03</b>
<b>Jeffery Thomas</b>				
12/29/2023	EFT	111723	November 2023 Business expense	125.76
<b>***Total***</b>				<b>125.76</b>
<b>US Bank</b>				
12/29/2023	142873	2978/4192/8910-NOV23	10/24/23-11/22/23 Cal Card Charges	24,355.08
<b>***Total***</b>				<b>24,355.08</b>
<b>Verizon Wireless</b>				
12/07/2023	142881	9950045448	November 2023 4G Mobile broadband unlimited service	114.03
<b>***Total***</b>				<b>114.03</b>
<b>Total Core Disbursements</b>				<b>31,367.72</b>
<b>Choice Disbursements:</b>				
<b>Joseph Berg</b>				
12/29/2023	EFT	112923	November 2023 Business expense	129.45
<b>***Total***</b>				<b>129.45</b>
<b>US Bank Voyager Fleet Systems</b>				
12/15/2023	EFT	8694349932347	10/25/23-11/24/23 Fuel for Water Loss Control Shared Services	484.25
<b>***Total***</b>				<b>484.25</b>
<b>Total Choice Disbursements</b>				<b>613.70</b>

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

Name/ Date	Check/ EFT	Invoice	Description	Amount
<b>Other Funds Disbursements:</b>				
<b>City of Big Bear Lake</b>				
12/29/2023	142961	112723	Prop 1 Project Partner Reimbursement per Report 10	140.00
<b>***Total***</b>				<b>140.00</b>
<b>AT&amp;T</b>				
12/15/2023	142884	20880971	November 2023 Telephone expense for WEROC N. EOC	39.32
<b>***Total***</b>				<b>39.32</b>
<b>Mesa Water District</b>				
12/15/2023	EFT	11303	October 2023 Credit for Local Resources program	12,992.26
<b>***Total***</b>				<b>12,992.26</b>
<b>Metropolitan Water District</b>				
12/29/2023	EFT	12292021 11298	October 2023 Water deliveries	11,127,733.95
<b>***Total***</b>				<b>11,127,733.95</b>
<b>San Bernardino Valley Municipal WD</b>				
12/29/2023	142964	112723C	Prop 1 Project Partner Reimbursement per Report 10	10,428.47
<b>***Total***</b>				<b>10,428.47</b>
<b>Santiago Aqueduct Commission</b>				
12/29/2023	142965	102023	October 2023 SAC Pipeline Operation Surcharge	2,527.28
<b>***Total***</b>				<b>2,527.28</b>
<b>Santa Margarita Water District</b>				
12/29/2023	EFT	102023	October 2023 SCP Operation Surcharge	25,986.14
<b>***Total***</b>				<b>25,986.14</b>
<b>Spray to Drip Rebate</b>				
12/28/2023	142928	S2D6-C-HB-44331-19632	Huntington Landmark Assoc (Huntington Beach)	19,093.00
12/28/2023	142919	S2D6-C-IRWD-38663-22071	Grandview Crest HOA (Lake Forest)	40,000.00
12/28/2023	142942	S2D6-C-IRWD-44331-19203	Pelican Crest Community Assoc (Newport Beach)	8,457.50
12/28/2023	142901	S2D6-C-MNT-38652-19677	Bear Brand HOA (Laguna Higuell)	4,782.40
12/28/2023	142902	S2D6-C-MNT-38652-21902	Bear Brand HOA (Laguna Higuell)	1,529.50
12/28/2023	142913	S2D6-C-WEST-49430-19435	Driftwood Mobile Park (Westminster)	218.50
12/28/2023	142911	S2D6-R-BREA-51694-22092	L. Douge	1,905.50
12/28/2023	142936	S2D6-R-FV-51607-22047	S. Neilsen	362.00
12/28/2023	142926	S2D6-R-IRWD-51379-22053	L. Hingco	356.00
12/28/2023	142940	S2D6-R-IRWD-51481-21987	B. Peck	688.80
12/28/2023	142908	S2D6-R-IRWD-51537-22011	J. Cerny	1,176.80
12/28/2023	142946	S2D6-R-NWPT-51156-21885	R. and M. Dutch	1,654.00
12/28/2023	142924	S2D6-R-TUST-51338-21956	R. Haskell	1,435.50
12/28/2023	142916	S2D7-R-IRWD-47218-22154	J. Gamboa	2,110.40
12/28/2023	142933	S2D7-R-IRWD-51836-22240	J. Mangione	261.60
12/28/2023	142956	S2D7-R-MESA-51774-22132	T. Wiegandt	641.00
12/28/2023	142921	S2D7-R-NWPT-51872-22173	C. Greenberg	541.00
12/28/2023	142929	S2D7-R-O-51741-22215	J. Ketcham	1,465.50
12/28/2023	142906	S2D7-R-SM-51578-22245	L. Briggs	297.00
12/28/2023	142949	S2D7-R-SM-51860-22194	S. Stragler	417.00
<b>***Total***</b>				<b>87,393.00</b>

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

Name/ Date	Check/ EFT	Invoice	Description	Amount
<b>Turf Rebate</b>				
12/28/2023	142943	TR15-C-IRWD-44331-45904	Pelican Crest Community Assoc (Newport Beach)	30,946.00
12/28/2023	142955	TR15-C-WEST-46517-45159-PA	City Of Westminster (Westminster)	14,796.00
12/28/2023	142915	TR15-R-IRWD-44677-43319	C. Flynn	3,075.57
12/28/2023	142899	TR16-C-BREA-49670-49780	Alterra Castile HOA (Brea)	10,362.00
12/28/2023	142923	TR16-C-HB-51121-49707	Greystone Landing HOA (Huntington Beach)	3,190.00
12/28/2023	142920	TR16-C-IRWD-38663-47821	Grandview Crest HOA (Lake Forest)	250,000.00
12/28/2023	142945	TR16-C-IRWD-46437-49569	Portola Hills Community Assoc (Lake Forest)	22,400.00
12/28/2023	142903	TR16-C-MNT-38652-48298	Bear Brand Master (Laguna Higuell)	16,245.00
12/28/2023	142904	TR16-C-MNT-38652-48427	Bear Brand Master (Laguna Higuell)	6,555.00
12/28/2023	142954	TR16-C-TUST-38663-48286	Tustin Grove Homeowner Assoc (Tustin)	32,770.00
12/28/2023	142912	TR16-R-BREA-51694-50167	L. Douge	9,927.00
12/28/2023	142937	TR16-R-FV-51607-50069	S. Neilsen	906.00
12/28/2023	142953	TR16-R-FV-51644-50106	A. Truong	2,148.00
12/28/2023	142939	TR16-R-GG-49482-47998	M. Park	4,413.00
12/28/2023	142927	TR16-R-IRWD-51379-49825	L. Hingco	8,145.00
12/28/2023	142941	TR16-R-IRWD-51481-49940	B. Peck	1,895.00
12/28/2023	142909	TR16-R-IRWD-51537-49997	J. Cerny	3,550.00
12/28/2023	142947	TR16-R-NWPT-51156-49742	R. and M. Dutch	6,351.00
12/28/2023	142914	TR16-R-SB-51536-49996	First United Methodist Church of Seal Beach (Seal Beach)	1,881.00
12/28/2023	142948	TR16-R-SM-51471-49932	A. Siclare	2,304.00
12/28/2023	142952	TR16-R-TUST-49642-49843	T. Tang	12,378.00
12/28/2023	142925	TR16-R-TUST-51338-49777	R. Haskell	8,697.00
12/28/2023	142931	TR16-R-WEST-51364-49805	B. Lowe	2,998.94
12/28/2023	142958	TR17-C-IRWD-49870-51464	Woodbridge Village Assoc (Irvine)	2,012.00
12/28/2023	142959	TR17-C-IRWD-49870-51490	Woodbridge Village Assoc (Irvine)	2,550.00
12/28/2023	142935	TR17-R-ETWD-51838-50320	P. Naghizadeh	1,420.00
12/28/2023	142900	TR17-R-GG-52937-51421	J. Barolet	4,419.00
12/28/2023	142951	TR17-R-GG-52960-51447	Sure & Pure LLC (Garden Grove)	5,940.00
12/28/2023	142917	TR17-R-IRWD-47218-45815	J. Gamboa	11,860.00
12/28/2023	142905	TR17-R-IRWD-51733-50214	S. Bredall	1,917.00
12/28/2023	142910	TR17-R-IRWD-51772-50250	B. Donahue	4,610.00
12/28/2023	142934	TR17-R-IRWD-51836-50318	J. Mangione	1,975.00
12/28/2023	142957	TR17-R-MESA-51774-50249	T. Wiegandt	3,381.00
12/28/2023	142938	TR17-R-MESA-51844-50327	C. Park	7,803.00
12/28/2023	142922	TR17-R-NWPT-51872-50359	C. Greenberg	2,181.00
12/28/2023	142930	TR17-R-O-51741-50223	J. Ketcham	8,793.00
12/28/2023	142944	TR17-R-SC-51784-50259	M. Pereira	6,966.43
12/28/2023	142907	TR17-R-SM-51578-50039	L. Briggs	1,782.00
12/28/2023	142950	TR17-R-SM-51860-50345	S. Stragier	2,292.00
12/28/2023	142932	TR17-R-TUST-52942-51425	M. Malaviya	1,224.00
12/28/2023	142918	TR17-R-TUST-52984-51474	S. Gordon	1,248.00
<b>***Total***</b>				<b>528,306.94</b>
<b>US Bank</b>				
12/29/2023	142873	6066-NOV23	10/24/23-11/22/23 Cal Card Charges	4,519.55
<b>***Total***</b>				<b>4,519.55</b>
<b>Verizon Wireless</b>				
12/07/2023	142881	9950045448	November 2023 4G Mobile broadband unlimited service	76.02
<b>***Total***</b>				<b>76.02</b>

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

Name/ Date	Check/ EFT	Invoice	Description	Amount
Western Municipal Water District				
12/29/2023	142969	112723C	Prop 1 Project Partner Reimbursement per Report 10	18,901.99
***Total***				18,901.99
Total Other Funds Disbursements				11,819,044.92
Total Disbursements				11,851,026.34

  
\_\_\_\_\_  
Harvey De La Torre, General Manager

  
\_\_\_\_\_  
Hilary Chumpitazi, Treasurer

**Cal Card Charges**  
**Statement Date: November 22, 2023**  
**Payment Date: December 29, 2023**

Date	Description	Amount
<b>Interim General Manager Card:</b>		
10/23/2023	Colorado River Water Users Association Annual Conference in Las Vegas, NV on 12/13/23-12/15/23 - Registration for H. De La Torre, M. Baum-Haley & A. Heide	1,650.00
10/23/2023	North American Water Loss Conference 2023 in Denver, CO from 12/05/23-12/07/23 - Registration for J. Berg & G. Zavala	890.00
10/23/2023	Colorado River Water Users Association Annual Conference in Las Vegas, NV on 12/13/23-12/15/23 - Registration for A. Nederhood & J. Thomas	1,100.00
10/25/2023	CSDA Legislative Committee Annual Meeting & ACC-OC Legislative Meeting in Sacramento, CA on October 26, 2023 - Accommodations for H. Baez	359.04
10/25/2023	Colorado River Water Users Association Annual Conference in Las Vegas, NV on 12/13/23-12/15/23 - Accommodations for H. De La Torre, M. Baum-Haley & A. Heide	438.78
10/25/2023	Colorado River Water Users Association Annual Conference in Las Vegas, NV on 12/13/23-12/15/23 - Accommodations for A. Nederhood & J. Thomas	292.52
10/26/2023	2023 Annual Government Tax and Employee Benefit Webinar on 12/05/23-12/06/23 - Registration for L. Gunawan	495.00
11/03/2023	CSMFO Annual Conference from 01/30/24-02/02/24-Registration for H. Chumpitazi	550.00
11/03/2023	CSMFO Orange County Chapter Meeting in Fountain Valley, CA on 12/05/23 -Registration for H. Chumpitazi, L. Gunawan, T. Plaganas, D. Anderson & S. Hung	300.00
11/15/2023	California Council for Environmental and Economic Balance (CCEEB) & Legislative in Sacramento, CA on November 27, 2023 - Airfare for H. Beaz	579.96
11/15/2023	Colorado River Water Users Association Annual Conference in Las Vegas, NV from 12/13/23-12/15/23 - Registration for H. Baez	650.00
11/16/2023	Colorado River Water Users Association Annual Conference in Las Vegas, NV from 12/13/23-12/15/23 - Accommodations for H. De La Torre, M. Baum-Haley & H. Baez	1,296.66
11/16/2023	Colorado River Water Users Association Annual Conference in Las Vegas, NV from 12/13/23-12/15/23 - Accommodations for J. Thomas & A. Nederhood	864.44
11/16/2023	CALWep Plenary & Board Meeting in San Francisco, CA on December 12-13, 2023 - Airfare for J. Berg	457.80
11/17/2023	ACWA Fall Conference in Indian Wells, CA from 11/28/23-11/30/23 - Accommodations for A. Nederhood, B. McVicker, J. Thomas	1,821.54
11/17/2023	ACWA Fall Conference in Indian Wells, CA from 11/28/23-11/30/23 - Accommodations for M. Baum-Haley, H. Baez, D. Micalizzi, J. Berg	1,821.54
11/20/2023	11/01/23-11/20/23 Meals for H. De La Torre	119.70
11/21/2023	Colorado River Water Users Association Annual Conference in Las Vegas, NV from 12/13/23-12/15/23 - Accommodations for H. Baez, M. Baum-Haley & A. Heide	213.25
<b>Total:</b>		<b>13,900.23</b>
<b>WEROC Card:</b>		
10/23/2023	Dell Precision 7680 Workstation for WEROC Director	4,080.58
11/02/2023	Summit Meeting with CalOES Director Nancy Ward in Sacramento, CA from 11/27/23-11/29/23 - Airfare for V.Osborn	438.97
<b>Total:</b>		<b>4,519.55</b>

**Cal Card Charges**  
**Statement Date: November 22, 2023**  
**Payment Date: December 29, 2023**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
<b>Administration Card:</b>		
10/23/2023	Job posting for WEROC Specialist position	169.00
10/23/2023	(10) VPN licenses (IPSec) for Watchguard firewall	487.98
10/24/2023	09/25/23-10/24/23 Monthly charge for web hosting	15.00
10/30/2023	UPS shipping supplies for Water Loss Control Shared Services	16.19
11/01/2023	Windows Server 2019 Std license (upgrade key) for Navision upgrade project	428.99
11/01/2023	11/02/23-12/01/23 Zoom Video Communications fee with audio licenses	174.93
11/03/2023	ACWA Fall Conference in Indian Wells, CA from 11/28/23-11/30/23 - Accomodations for R. Crane (advance deposit) - Refund	(600.46)
11/06/2023	Purchase of items from Amazon for MWDOC Staff Go-Bags	179.99
11/06/2023	11/06/23 Management Staff luncheon	572.07
11/06/2023	Windshield Wiper Blades for WLC Vehicles	85.16
11/07/2023	Annual subscription for cloud-based log management (all servers, desktops, and appliances) and Security Information and Event Management (SIEM) with Advanced Threat Analytics add-on	1,095.00
11/07/2023	11/07/23 Water Loss Control Shared Services supplies	69.60
11/07/2023	Repair of damaged laptop screen hinge for WEROC Staff	225.00
11/07/2023	Power supply for desktop computer	123.95
11/09/2023	Deposit for 2023 MWDOC Staff Holiday Luncheon at the Rusty Pelican on December 20, 2023	500.00
11/09/2023	Purchase from Ready America for MWDOC Staff Go Bags	449.82
11/11/2023	Windows 2022 Std OS Server upgrade for management server and logging	577.99
11/13/2023	11/03/23 Office supplies	43.86
11/14/2023	Ergonomic keyboard and mouse for Staff	171.11
11/14/2023	Employee ten-year anniversary gift card	50.00
11/15/2023	Wired headset and HDMI adapter for Staff	69.96
11/16/2023	11/16/23 All Staff luncheon	1,382.37
11/16/2023	Samsung Galaxy Book laptop for Staff	1,250.61
11/16/2023	Purchase from SOS Survival Products of Go Bag items for MWDOC Staff	552.84
11/16/2023	E-waste pickup of obsolete computer surplus with Certificate of Destruction (15 drives)	60.00
11/17/2023	11/15/23 Office supplies	40.23
11/18/2023	Alchemer Annual Renewal	315.00
11/21/2023	Sewerin T10 leak detection equipment repairs	553.00
11/21/2023	HDMI/Display port adapter for Staff	51.09
<b>Total:</b>		<b>9,110.28</b>
<b>Public Affairs Card:</b>		
10/24/2023	PRSA Membership renewal for T. Baca	342.00
10/30/2023	November 2023 Open AI monthly subscription, language processing tool	20.00
11/01/2023	November 2023 Monthly Public Storage Unit for Public Affairs	619.00
11/01/2023	10/30/23 PA Supplies	117.46
11/02/2023	Review of all activities and planning Public Affairs team lunch	136.40
11/07/2023	11/07/23 Meals for T. Baca	62.60
11/08/2023	Spanish translation for Ricky Booklets	7.78
11/14/2023	11/14/23 Meals for T. Baca	14.95
11/14/2023	Supplies for STEM Activity for Scouts Clinic	24.38
<b>Total:</b>		<b>1,344.57</b>



**Municipal Water District of Orange County**  
**GM Approved Disbursement Report <sup>(1)</sup>**  
**For the Month of December 2023**

Name/ Date	Check/ EFT	Invoice	Description	Amount
<b>Core Disbursements:</b>				
<b>Nina H. Spencer</b>				
12/29/2023	EFT	1061	25% Retainer Fee for MWDOC General Manager Search Services	33,850.00
<b>***Total***</b>				<b>33,850.00</b>
<b>GovConnection Inc</b>				
12/29/2023	EFT	74792026	Email Protection (Malware and Spam); Annual renewal for 65 email accounts	452.40
<b>***Total***</b>				<b>452.40</b>
<b>Roth Staffing Companies LP</b>				
12/29/2023	EFT	16099804	12/03/23 Week Ending Temporary Employee Services for Finance Department	2,440.71
<b>***Total***</b>				<b>2,440.71</b>
<b>The Westin South Coast Plaza</b>				
12/01/2023	EFT	113023	Deposit for the Westin South Coast Plaza January Water Policy Dinner	5,000.00
<b>***Total***</b>				<b>5,000.00</b>
<b>Total Core Disbursements</b>				<b>41,743.11</b>
<b>Other Funds Disbursements:</b>				
<b>County of Orange</b>				
12/08/2023	EFT	STCS002282	07/01/23-09/30/23 WEROC Radio System operations and maintenance costs	636.50
<b>***Total***</b>				<b>636.50</b>
<b>Total Other Funds Disbursements</b>				<b>636.50</b>
<b>Total Disbursements</b>				<b>42,379.61</b>

  
 Harvey De La Torre, General Manager

  
 Hilary Chumplitazi, Treasurer

<sup>(1)</sup> 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**  
November 30, 2023

Item 1e

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

Fund	Book Value	% of Portfolio
Restricted Reserves		
WERO Operating Fund	\$554,089	3.05%
Pension 115 Trust	1,327,664	7.32%
Total Restricted Reserves	1,881,753	10.37%
Designated Reserves		
Operating Reserves	3,819,350	21.05%
Election Reserve	1,146,947	6.32 %
OPEB Reserve	297,147	1.64%
Total Designated Reserves	5,263,444	29.01%
General Operations Fund	11,938,565	65.80%
Water Purchase Payments Fund	476,808	2.63%
Conservation Fund	(1,435,897)	(7.91%)
Trustee Activities - AMP	18,809	0.10%
Total Other Funds	10,998,285	60.62%
<b>Total</b>	<b>\$18,143,482</b>	<b>100.00%</b>

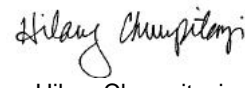
The funds are invested as follows:

Term of Investment	% of Portfolio	Book Value	Market Value
Cash	1.66%	\$300,418	\$300,418
Pension 115 Trust	7.32%	1,327,664	1,327,664
Short-term investment			
• LAIF	50.90%	9,235,691	9,235,691
• OCTP	23.04%	4,179,763	4,179,763
Long-term investment			
• US Government Issues	1.38%	249,946	229,643
• Corporate Bond	6.61%	1,200,000	1,102,803
• Certificates of Deposit	9.09%	1,650,000	1,578,526
<b>Total</b>	<b>100.00%</b>	<b>\$18,143,482</b>	<b>\$17,954,508</b>

The average number of days to maturity/call as of November 30, 2023 equaled 129 and the average yield to maturity is 3.667%. During the month of November 2023, the District's average daily balance was \$25,660,118.04. Funds were invested in US Bank, Negotiable Certificate of Deposits, Corporate Bonds, US Government Issues, Local Agency Investment Funds (LAIF) and Orange County Treasurer's Pool (OCTP).

The (\$188,974) difference between the book value and the market value on November 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 investment s 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 De La Torre  
General Manager

  
Hilary Chumpitazi  
Treasurer

Street Address:  
18700 Ward Street  
Fountain Valley, California 92708

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

(714) 963-3058  
Fax: (714) 964-9389  
[www.mwdoc.com](http://www.mwdoc.com)

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

Jeffery M. Thomas  
Vice President

Randall Crane, Ph.D.  
Director

Larry D. Dick  
Director

Al Nederhood  
Director

Karl W. Seckel, P.E.  
Director

Megan Yoo Schneider, P.E.  
Director

Harvey F. De La Torre  
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

November 30, 2023

11/30/2023	Par Value	Market Value	Book Value	% of Portfolio	Days to Mat/Call	YTM @ Cost
Negotiable Certificate Of Deposit	1,650,000.00	1,578,526.50	1,650,000.00	9.99	1,079	3.126
Corporate Bond	1,200,000.00	1,102,803.00	1,200,000.00	7.27	261	1.518
US Government Issues	250,000.00	229,642.50	249,945.19	1.51	88	0.860
Local Agency Investment Funds	9,235,691.09	9,235,691.09	9,235,691.09	55.92	1	3.843
Orange County Treasurer's Pool	4,179,762.94	4,179,762.94	4,179,762.94	25.31	1	4.277
Total Investments	16,515,454.03	16,326,426.03	16,515,399.22	100.00	129	3.667
Cash						
Cash	300,418.06	300,418.06	300,418.06		1	0.00
Pension 115 Trust	1,327,664.29	1,327,664.29	1,327,664.29		1	0.00
Total Cash and Investments	18,143,536.38	17,954,508.38	18,143,481.57		129	3.667

Total Earnings	Month Ending November	Fiscal Year to Date
Current Year	76,103.68	351,501.88
Average Daily Balance	25,660,118.04	
Effective Rate of Return	3.667%	

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, General Manager

01/04/2024

Date



Hilary Chumplitazi, Treasurer

01/04/2024

Date

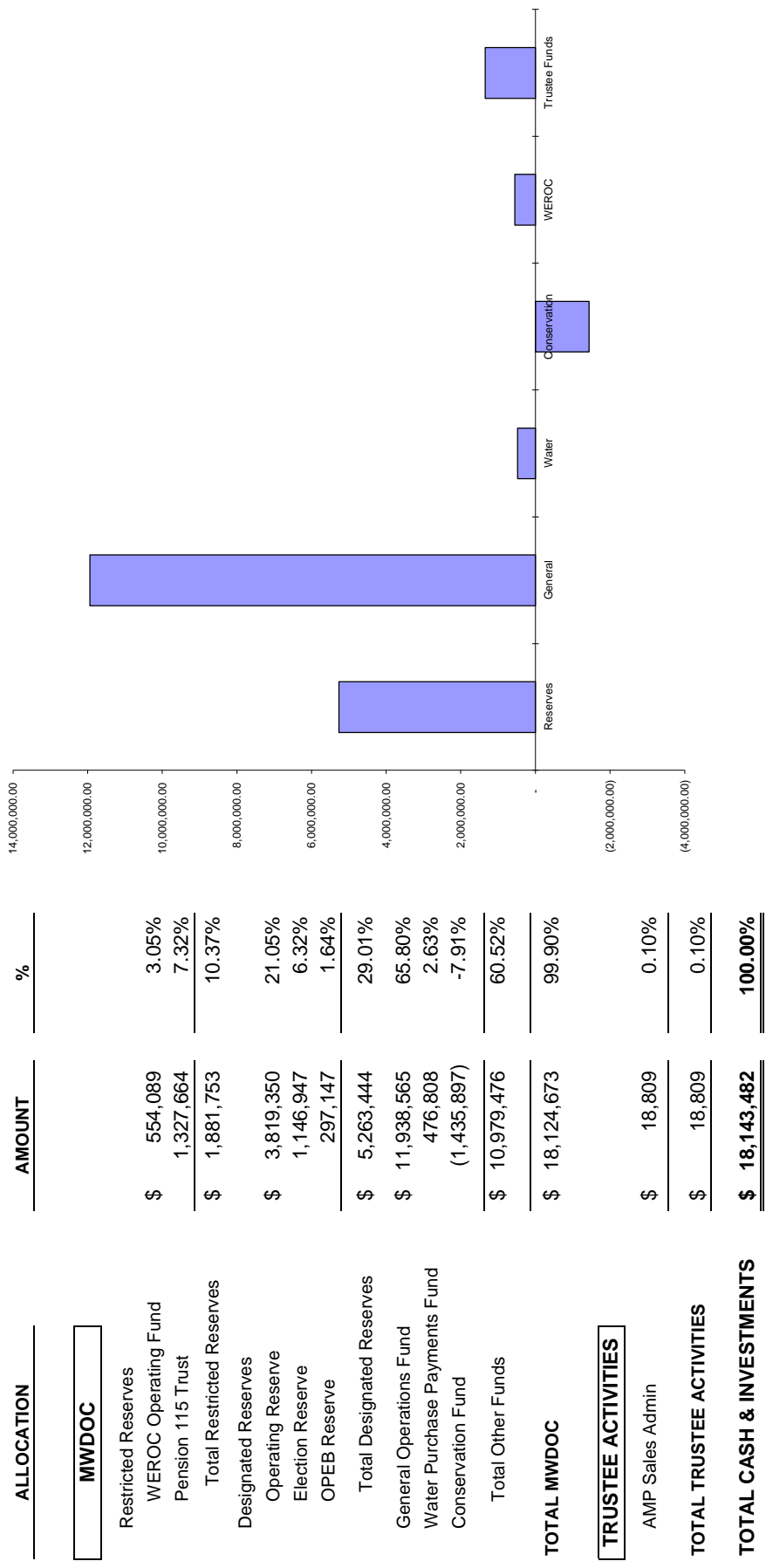
**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**  
**Portfolio Management**  
**Long-Term Portfolio Details - Investments**  
**November 30, 2023**

Issuer	CUSIP/Ticker	Settlement Date	Par Value	Market Value	Book Value	Coupon Rate	YTM @ Cost	Days To Call/Maturity	Maturity Date
<b>Negotiable Certificate Of Deposit</b>									
American Express Bank	02589ADE9	7/20/2022	200,000.00	187,362.00	200,000.00	3.350	3.350	1,328	7/20/2027
Capital One Bank	14042TBO9	8/7/2019	250,000.00	244,522.50	250,000.00	2.250	2.250	251	8/7/2024
Capital One NA	14042RMJ7	7/24/2019	250,000.00	244,767.50	250,000.00	2.200	2.200	237	7/24/2024
Discover Bank	2546736R2	7/26/2023	250,000.00	241,452.50	250,000.00	4.500	4.500	1,698	7/24/2028
Sallie Mae Bank	7954507A7	7/14/2021	200,000.00	179,722.00	200,000.00	1.000	1.000	957	7/14/2026
State Bank of India	8562852Q3	8/10/2023	250,000.00	244,900.00	250,000.00	4.550	4.550	1,715	8/10/2028
Toyota Financial SGS Bank	89235MPPD7	9/27/2022	250,000.00	235,800.00	250,000.00	3.650	3.650	1,392	9/22/2027
<b>Sub Total</b>			<b>1,650,000.00</b>	<b>1,578,526.50</b>	<b>1,650,000.00</b>	<b>3.126</b>	<b>3.126</b>	<b>1,079</b>	
<b>US Government Issues</b>									
FHLB	3130ALGR9	3/1/2021	250,000.00	229,642.50	249,945.19	0.850	0.860	88	2/26/2026
<b>Sub Total</b>			<b>250,000.00</b>	<b>229,642.50</b>	<b>249,945.19</b>	<b>0.850</b>	<b>0.860</b>	<b>88</b>	
<b>Corporate Bond</b>									
Bank of America Corp	06048WK41	12/7/2020	250,000.00	227,970.00	250,000.00	0.850	0.800	726	11/25/2025
Citigroup Global Markets	17328WFZ6	9/16/2020	250,000.00	227,615.00	250,000.00	1.000	1.000	16	9/16/2025
JP Morgan Chase	48128GV56	8/18/2020	250,000.00	227,415.00	250,000.00	0.800	0.800	262	8/18/2025
Morgan Stanley Fin LLC	61766YKH3	6/29/2022	200,000.00	189,958.00	200,000.00	4.500	4.500	212	6/29/2027
Societe Generale	83369MD25	8/19/2020	250,000.00	229,845.00	250,000.00	1.150	1.088	81	8/19/2025
<b>Sub Total</b>			<b>1,200,000.00</b>	<b>1,102,803.00</b>	<b>1,200,000.00</b>	<b>1.542</b>	<b>1.518</b>	<b>261</b>	
<b>Total Investments</b>			<b>3,100,000.00</b>	<b>2,910,972.00</b>	<b>3,099,945.19</b>	<b>2.329</b>	<b>2.321</b>	<b>683</b>	
<b>Total Earnings</b>									
Current Year			5,902.86		29,673.25				

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**  
**Portfolio Management**  
**Short-Term Portfolio Details - Cash and Investments**  
**November 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	9,235,691.09	9,235,691.09	9,235,691.09	3.843	3.843	1	N/A
Sub Total			9,235,691.09	9,235,691.09	9,235,691.09	3.843	3.843	1	
Orange County Treasurer's Pool									
County of Orange LGIP	OCIP	6/29/2005	4,179,762.94	4,179,762.94	4,179,762.94	4.277	4.277	1	N/A
Sub Total			4,179,762.94	4,179,762.94	4,179,762.94	4.277	4.277	1	
Total Investments			13,415,454.03	13,415,454.03	13,415,454.03	3.978	3.978		
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	299,918.06	299,918.06	299,918.06	0.000	0.000	1	N/A
Pension 115 Trust	PENSION115TRUST	7/31/2018	1,327,664.29	1,327,664.29	1,327,664.29	0.000	0.000	1	N/A
Total Cash			1,628,082.35	1,628,082.35	1,628,082.35	0.000	0.000	1	
Total Cash and Investments			15,043,536.38	15,043,536.38	15,043,536.38	3.978	3.978	1	
Total Earnings									
Current Year			70,200,822		Fiscal Year To Date		321,828.63		

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



**MUNICIPAL WATER DIST OF ORANGE COUNTY**  
**PARS Post-Employment Benefits Trust****Account Report for the Period**  
**11/1/2023 to 11/30/2023**

Hilary Chumpitazi  
Accounting Manager  
Municipal Water Dist of Orange County  
18700 Ward Street  
Fountain Valley, CA 92708

**Account Summary**

Source	Balance as of 11/1/2023	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 11/30/2023
OPEB	\$2,434,465.75	\$0.00	\$166,609.42	\$1,220.34	\$0.00	\$0.00	\$2,599,854.83
PENSION	\$1,253,626.50	\$0.00	\$85,795.41	\$628.41	\$0.00	\$0.00	\$1,338,793.50
<b>Totals</b>	<b>\$3,688,092.25</b>	<b>\$0.00</b>	<b>\$252,404.83</b>	<b>\$1,848.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,938,648.33</b>

**Investment Selection**

Source	
OPEB	Moderate HighMark PLUS
PENSION	Moderate HighMark PLUS

**Investment Objective**

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

**Investment Return**

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	6.84%	0.86%	5.99%	1.46%	5.27%	5.12%	10/26/2011
PENSION	6.84%	0.86%	6.04%	1.48%	5.27%	-	7/31/2018

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

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

Item 2

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



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

	<u><b>Amount</b></u>
<b><u>ASSETS</u></b>	
Cash in Bank	300,418.06
Investments	17,843,063.51
Accounts Receivable	21,607,877.41
Accounts Receivable - Other	837,597.05
Accrued Interest Receivable	181,973.95
Prepays/Deposits	461,917.27
Leasehold Improvements	7,011,190.45
Furniture, Fixtures & Equipment	913,949.69
Less: Accumulated Depreciation	<u>(4,094,193.12)</u>
<b>TOTAL ASSETS</b>	<b><u><u>45,063,794.27</u></u></b>
<b><u>LIABILITIES AND FUND BALANCES</u></b>	
<b><u>LIABILITIES</u></b>	
Accounts Payable	21,600,200.56
Accrued Salaries and Benefits Payable	563,336.15
Other Liabilities	440,131.80
Unearned Revenue	<u>1,215,054.08</u>
<b>TOTAL LIABILITIES</b>	<b><u><u>23,818,722.59</u></u></b>
<b><u>FUND BALANCES</u></b>	
<b><u>Restricted Fund Balances</u></b>	
WEROC Reserve	317,999.82
Pension 115 Trust	<u>1,120,664.29</u>
Total Restricted Fund Balances	<u>1,438,664.11</u>
<b><u>Unrestricted Fund Balances</u></b>	
<b><u>Designated Reserves</u></b>	
General Operations	3,819,350.00
Election Expense	1,146,947.00
OPEB	<u>297,147.00</u>
Total Designated Reserves	<u>5,263,444.00</u>
General Fund	7,284,339.52
General Fund Capital	<u>86,023.20</u>
Total Unrestricted Fund Balances	<u>12,633,806.72</u>
<b><u>Excess Revenue over Expenditure</u></b>	
Operating Fund	7,292,190.35
Other Funds	<u>(119,589.50)</u>
<b>TOTAL FUND BALANCES</b>	<b><u><u>21,245,071.68</u></u></b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b><u><u>45,063,794.27</u></u></b>

**Municipal Water District of Orange County**  
**Revenues and Expenditures Budget Comparative Report**  
**General Fund**  
**July 1, 2023 thru November 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>
<b><u>REVENUES</u></b>						
Retail Connection Charge	0.00	9,206,255.25	9,206,255.00	100.00%	0.00	(0.25)
Ground Water Customer Charge	0.00	383,697.00	383,697.00	100.00%	0.00	0.00
<b>Water Rate Revenues</b>	<b>0.00</b>	<b>9,589,952.25</b>	<b>9,589,952.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>(0.25)</b>
Interest Revenue	77,938.88	359,740.42	319,410.00	112.63%	0.00	(40,330.42)
<b>Subtotal</b>	<b>77,938.88</b>	<b>9,949,692.67</b>	<b>9,909,362.00</b>	<b>100.41%</b>	<b>0.00</b>	<b>(40,330.67)</b>
Choice Programs	11,279.32	1,415,996.79	1,591,032.00	89.00%	0.00	175,035.21
MWD Revenue - Shared Services	0.00	117,631.00	0.00	0.00%	0.00	(117,631.00)
Miscellaneous Income	27.58	1,142.19	3,000.00	38.07%	0.00	1,857.81
Revenue - Other	114.90	898.22	0.00	0.00%	0.00	(898.22)
School Contracts	8,443.46	27,389.08	435,950.00	6.28%	0.00	408,560.92
Delinquent Payment Penalty	0.00	1.05	0.00	0.00%	0.00	(1.05)
Transfer-In from Reserve	0.00	0.00	404,537.00	0.00%	0.00	404,537.00
<b>Subtotal</b>	<b>19,865.26</b>	<b>1,563,058.33</b>	<b>2,434,519.00</b>	<b>64.20%</b>	<b>0.00</b>	<b>871,460.67</b>
<b>TOTAL REVENUES</b>	<b>97,804.14</b>	<b>11,512,751.00</b>	<b>12,343,881.00</b>	<b>93.27%</b>	<b>0.00</b>	<b>831,130.00</b>

**Municipal Water District of Orange County**  
**Revenues and Expenditures Budget Comparative Report**  
**General Fund**  
**July 1, 2023 thru November 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>
<b><u>EXPENSES</u></b>						
Salaries & Wages	411,284.05	2,011,971.00	5,135,356.00	39.18%	0.00	3,123,385.00
Salaries & Wages - Grant Recovery	0.00	0.00	(30,000.00)	0.00%	0.00	(30,000.00)
Director's Compensation	21,610.38	116,237.65	275,041.00	42.26%	0.00	158,803.35
MWD Representation	12,442.34	53,371.09	117,875.00	45.28%	0.00	64,503.91
Employee Benefits	93,927.63	571,590.84	1,507,382.00	37.92%	0.00	935,791.16
CalPers Unfunded Liability Contribution	0.00	0.00	207,000.00	0.00%	0.00	207,000.00
Director's Benefits	8,780.00	43,835.42	104,447.00	41.97%	0.00	60,611.58
Health Insurance for Retirees	3,566.33	25,567.35	84,847.00	30.13%	0.00	59,279.65
Training Expense	495.00	1,993.99	36,000.00	5.54%	0.00	34,006.01
Tuition Reimbursement	0.00	1,561.00	5,000.00	31.22%	0.00	3,439.00
Temporary Help Expense	0.00	10,503.24	5,000.00	210.06%	0.00	(5,503.24)
<b>Personnel Expenses</b>	<b>552,105.73</b>	<b>2,836,631.58</b>	<b>7,447,948.00</b>	<b>38.09%</b>	<b>0.00</b>	<b>4,611,316.42</b>
Engineering Expense	756.25	12,392.75	307,000.00	4.04%	78,646.75	215,960.50
Legal Expense	16,867.93	93,830.33	241,000.00	38.93%	147,169.67	0.00
Audit Expense	0.00	15,000.00	36,500.00	41.10%	16,500.00	5,000.00
Professional Services	123,557.40	544,822.16	1,798,425.00	30.29%	1,027,730.64	225,872.20
<b>Professional Fees</b>	<b>141,181.58</b>	<b>666,045.24</b>	<b>2,382,925.00</b>	<b>27.95%</b>	<b>1,270,047.06</b>	<b>446,832.70</b>
Conference - Staff	4,040.00	12,570.00	49,832.00	25.22%	0.00	37,262.00
Conference - Directors	1,100.00	5,530.00	23,065.00	23.98%	0.00	17,535.00
Travel & Accom. - Staff	5,272.58	15,129.02	102,200.00	14.80%	0.00	87,070.98
Travel & Accom. - Directors	2,450.29	7,822.25	42,400.00	18.45%	0.00	34,577.75
<b>Travel &amp; Conference</b>	<b>12,862.87</b>	<b>41,051.27</b>	<b>217,497.00</b>	<b>18.87%</b>	<b>0.00</b>	<b>176,445.73</b>
Membership/Sponsorship	342.00	144,770.58	167,366.00	86.50%	0.00	22,595.42
CDR Support	0.00	15,608.28	62,433.00	25.00%	46,824.86	(0.14)
<b>Dues &amp; Memberships</b>	<b>342.00</b>	<b>160,378.86</b>	<b>229,799.00</b>	<b>69.79%</b>	<b>46,824.86</b>	<b>22,595.28</b>
Business Expense	83.45	1,402.18	2,000.00	70.11%	0.00	597.82
Office Maintenance	13,324.61	62,988.00	175,860.00	35.82%	95,872.00	17,000.00
Building Repair & Maintenance	277.91	6,341.15	25,200.00	25.16%	6,202.85	12,656.00
Storage Rental & Equipment Lease	65.14	363.33	1,800.00	20.19%	436.67	1,000.00
Office Supplies	1,558.36	7,233.87	27,000.00	26.79%	2,098.09	17,668.04
Supplies - Water Loss Control	69.60	1,654.93	4,000.00	41.37%	0.00	2,345.07
Postage/Mail Delivery	509.08	2,755.99	11,675.00	23.61%	1,022.28	7,896.73
Subscriptions & Books	0.00	399.98	1,000.00	40.00%	0.00	600.02
Reproduction Expense	1,250.00	8,082.95	93,000.00	8.69%	2,951.62	81,965.43
Maintenance - Computers	416.11	3,077.43	5,000.00	61.55%	0.00	1,922.57
Software Purchase	7,615.63	44,140.81	106,498.00	41.45%	1,749.30	60,607.89
Software Support	3,733.38	31,866.86	50,185.00	63.50%	0.00	18,318.14
Computers and Equipment	1,250.61	10,511.82	43,000.00	24.45%	0.00	32,488.18
Maintenance Expense	0.00	0.00	6,000.00	0.00%	0.00	6,000.00
Automotive Expense	1,345.46	5,456.61	9,400.00	58.05%	0.00	3,943.39
Vehicle Expense	569.41	7,402.57	12,000.00	61.69%	0.00	4,597.43
Toll Road Charges	92.80	225.54	975.00	23.13%	0.00	749.46
Insurance Expense	15,905.36	81,424.81	182,976.00	44.50%	0.00	101,551.19
Utilities - Telephone	2,016.06	16,212.33	46,438.00	34.91%	1,026.27	29,199.40
Bank Fees	0.00	0.00	2,600.00	0.00%	0.00	2,600.00
Miscellaneous Expense	6,123.89	40,399.93	154,200.00	26.20%	5,220.00	108,580.07
MWDOC's Contrb. to WEROC	24,442.25	122,211.25	293,307.00	41.67%	0.00	171,095.75
Depreciation Expense	9,278.17	46,390.49	0.00	0.00%	0.00	(46,390.49)
<b>Other Expenses</b>	<b>89,927.28</b>	<b>500,542.83</b>	<b>1,254,114.00</b>	<b>39.91%</b>	<b>116,579.08</b>	<b>636,992.09</b>
Election Expense	0.00	0.00	563,020.00	0.00%	0.00	563,020.00
Capital Acquisition	0.00	1,510.56	25,892.00	5.83%	0.00	24,381.44
Building Expense	0.00	14,400.31	222,686.00	6.47%	22,082.21	186,203.48
<b>TOTAL EXPENSES</b>	<b>796,419.46</b>	<b>4,220,560.65</b>	<b>12,343,881.00</b>	<b>34.19%</b>	<b>1,455,533.21</b>	<b>6,667,787.14</b>
<b>NET INCOME (LOSS)</b>	<b>(698,615.32)</b>	<b>7,292,190.35</b>	<b>0.00</b>	<b>0.00%</b>	<b>(1,455,533.21)</b>	<b>(5,836,657.14)</b>

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

	<u>Month to Date</u>	<u>Year to Date</u>	<u>Annual Budget</u>	<u>% Used</u>	<u>Budget Remaining</u>
<b><u>WATER REVENUES</u></b>					
Water Sales	8,745,731.00	54,706,920.70	181,024,108.00	30.22%	126,317,187.30
Readiness to Serve Charge	1,143,238.00	5,711,183.93	13,768,707.00	41.48%	8,057,523.07
Capacity Charge CCF	293,620.00	1,468,100.00	4,816,710.00	30.48%	3,348,610.00
SCP/SAC Pipeline Surcharge	26,415.42	150,922.75	358,000.00	42.16%	207,077.25
<b>TOTAL WATER REVENUES</b>	<b>10,209,004.42</b>	<b>62,037,127.38</b>	<b>199,967,525.00</b>	<b>31.02%</b>	<b>137,930,397.62</b>
<b><u>WATER PURCHASES</u></b>					
Water Sales	8,745,731.00	54,706,920.70	181,024,108.00	30.22%	126,317,187.30
Readiness to Serve Charge	1,143,238.00	5,711,183.93	13,768,707.00	41.48%	8,057,523.07
Capacity Charge CCF	293,620.00	1,468,100.00	4,816,710.00	30.48%	3,348,610.00
SCP/SAC Pipeline Surcharge	26,415.42	150,922.75	358,000.00	42.16%	207,077.25
<b>TOTAL WATER PURCHASES</b>	<b>10,209,004.42</b>	<b>62,037,127.38</b>	<b>199,967,525.00</b>	<b>31.02%</b>	<b>137,930,397.62</b>
<b>EXCESS OF REVENUE OVER EXPENDITURE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>

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

	<u>Year to Date Actual</u>	<u>Annual Budget</u>	<u>% Used</u>
<b>Spray To Drip Conversion(3423)</b>			
Revenues	310,730.70	613,600.00	50.64%
Expenses	418,153.02	613,600.00	68.15%
Excess of Revenues over Expenditures	(107,422.32)	0.00	
<b>Member Agency Administered Pass-Thru(3425)</b>			
Revenues	0.00	338,000.00	0.00%
Expenses	0.00	338,000.00	0.00%
Excess of Revenues over Expenditures	0.00	0.00	
<b>ULFT Rebate Program(3410)</b>			
Revenues	520.00	1,000.00	52.00%
Expenses	740.00	1,000.00	74.00%
Excess of Revenues over Expenditures	(220.00)	0.00	
<b>HECW Rebate Program(3411)</b>			
Revenues	29,444.73	40,000.00	73.61%
Expenses	22,405.00	40,000.00	56.01%
Excess of Revenues over Expenditures	7,039.73	0.00	
<b>CII Rebate Program(3416)</b>			
Revenues	0.00	1,000.00	0.00%
Expenses	0.00	1,000.00	0.00%
Excess of Revenues over Expenditures	0.00	0.00	
<b>Turf Removal Program(3418)</b>			
Revenues	2,617,964.98	11,298,000.00	23.17%
Expenses	2,651,018.04	11,298,000.00	23.46%
Excess of Revenues over Expenditures	(33,053.06)	0.00	
<b>Comprehensive Landscape (CLWUE)(3427)</b>			
Revenues	65,921.82	152,400.00	43.26%
Expenses	86,947.26	152,400.00	57.05%
Excess of Revenues over Expenditures	(21,025.44)	0.00	
<b>Recycled Water Program(3433)</b>			
Revenues	0.00	50,000.00	0.00%
Expenses	23,608.00	50,000.00	47.22%
Excess of Revenues over Expenditures	(23,608.00)	0.00	
<b>WSIP - Industrial Program(3432)</b>			
Revenues	0.00	53,720.00	0.00%
Expenses	0.00	53,720.00	0.00%
Excess of Revenues over Expenditures	0.00	0.00	
<b>Land Design Program(3431)</b>			
Revenues	45,125.00	300,000.00	15.04%
Expenses	68,375.00	300,000.00	22.79%
Excess of Revenues over Expenditures	(23,250.00)	0.00	
<b>Pressure Regulation Program(3435)</b>			
Revenues	11,450.57	15,000.00	76.34%
Expenses	11,450.57	15,000.00	76.34%
Excess of Revenues over Expenditures	0.00	0.00	
<b>Dedicated Irrigation Meters Measurement Project (DIMM)(3439)</b>			
Revenues	41,860.00	743,000.00	5.63%
Expenses	173,339.43	743,000.00	23.33%
Excess of Revenues over Expenditures	(131,479.43)	0.00	

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

	<u>Year to Date Actual</u>	<u>Annual Budget</u>	<u>% Used</u>
<b>Total WUE Projects</b>			
Revenues	3,123,017.80	13,605,720.00	22.95%
Expenses	<u>3,456,036.32</u>	<u>13,605,720.00</u>	<u>25.40%</u>
Excess of Revenues over Expenditures	(333,018.52)	0.00	
 <b>WEROC</b>			
Revenues	412,011.25	586,614.00	70.24%
Expenses	<u>222,542.59</u>	<u>586,614.00</u>	<u>37.94%</u>
Excess of Revenues over Expenditures	189,468.66	0.00	



## Item No. 3

### DISCUSSION ITEM

January 10, 2024

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

**FROM:** Harvey De La Torre, General Manager

Staff Contact: Hilary Chumpitazi

**SUBJECT:** FY 2023-24 Reserves Review and FY 2024-25 Budget Process

#### STAFF RECOMMENDATION

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Staff recommends the Administration & Finance Committee review the upcoming budget process & key assumptions for FY 2024-25, and direct staff as appropriate.

#### COMMITTEE RECOMMENDATION

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Committee recommends (To be determined at Committee Meeting)

#### REPORT

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MWDOC staff has initiated the budget process for Fiscal Year (FY) 2024-25, with the final budget approval scheduled for the April 17 MWDOC Board of Directors meeting. Staff will present the 1<sup>st</sup> Draft Budget at the February 14 Administration & Finance (A&F) Committee meeting.

In development of the FY 2024-25 budget, staff is finalizing the financial projections for the remaining months of FY 2023-24 to calculate Year-End estimates. These estimates will also be further discussed at the February 14 A&F Committee meeting. It is important to note, these projections utilize only four months of actual expenditures and estimate the remaining eight months to meet the budget schedule.

Additionally, Staff has begun assessing the following key additions and assumptions. Any proposed budgetary additions will be presented to the A&F Committee for discussion and agreement before such expenses are included in the proposed budget.

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

## **Projected Reserve Fund Balances**

One goal of the budget process is the early identification of reserve fund impacts. The stated goals of the Board of Directors are to have reserves fully funded and the budget should be balanced relative to meeting those reserve targets. In essence, if the combination of previous Fiscal Year's audited reserve balances and the current Fiscal Year's Year-End estimates indicates that the reserve target will be exceeded, then the proposed budget should include a draw from the reserve balance down to the target. Conversely, if the projected total reserve balance drops below the target, the proposed budget should increase the budgeted contribution to bring the reserves back up to the target.

Last year the Board undertook a comprehensive review of its Reserve Policy, which involved several work group meetings and committee discussions. The goal was to better align the Reserve Funds and their targets with the District's needs and priorities. The result clarified the use and function of each reserve account. Additionally, the Board consolidated and revised MWDOC's Designated Reserves into the following three funds, each serving a specific purpose and described as follows:

- **Operating Reserve** - The Operating Reserve has been established to fund emergency expenditures, cover unbudgeted and unanticipated costs, and provide working capital if needed. MWDOC has established a target for the Operating Reserve to equal 120 days cash on hand.
- **Election Reserve** - The Election Reserve manages to fund seven elections every four years. The estimated cost of elections and needed reserve levels shall be updated annually as part of the budget process. If the amounts in the Election Reserve exceeds the estimated costs, the Board may consider other uses that would lower the long-term costs of the District.
- **OPEB Reserve** - The Board requested staff to fully fund the OPEB liability in 2016. The Actuarial recommendation is to fund between 85% to 95% of the liability and put the remaining amount in a reserve fund, so as not to overfund the OPEB trust. This recommendation was implemented in September 2016 with the reserve balance of \$209,000 to equal MWDOC's Unfunded Liability at that time. The reserve will be re-evaluated every two years beginning in 2018 after each actuarial study, and funds may be transferred to the OPEB trust to stay within the funding range.

Based on the newly adopted Reserve Policy and revised targets, the current designated reserve funds for FY 2023-24 are projected to total \$5.263 million by the end of the fiscal year.

As shown below, both the Operating and Election Reserve targets are expected to increase for this upcoming budget (FY 2024-25).

- The Operating Reserve target is projected to increase by \$238,912 due to the increase in the 120 days cash on hand based on the FY 2023-24 budgeted consolidated expenses.



- In alignment with the updated Election Reserve Policy, the Election Reserve target for FY 2024-25 will be increasing by \$563,020. According to the County of Orange, the estimated cost for the upcoming 2024 election can range between \$1,772,893 and \$2,091,276 for MWDOC.

<b>Designated Reserves</b>	<b># Days Cash</b>	<b>FY 2024-25<sup>(1)</sup> Target Reserve</b>	<b>FY 2023-24<sup>(2)</sup> Current Reserve</b>	<b>Difference in Reserves</b>
Operating Reserve	120	\$ 4,058,262	\$ 3,819,350	\$ 238,912
Election Reserve	N/A	1,709,967	1,146,947	563,020
OPEB Reserve est.9/2018	N/A	297,147	297,147	-
<b>TOTALS</b>		<b>\$ 6,065,376</b>	<b>\$ 5,263,444</b>	<b>\$ 801,932</b>

(1) Target based on FYE'24 Consolidated Total Expenses

(2) Current FY Reserve Balance

### **MWDOC Budget Process FY2024-25**

As presented last month, our schedule seeks to adopt the FY 2024-25 Budget at the April 17 Board meeting. This timeline was implemented to facilitate the budget and rate schedules of our member agencies. On February 14, staff will present the 1<sup>st</sup> Draft Budget to the A&F Committee.

The 1<sup>st</sup> Draft Budget will include a list of proposed key financial changes, adjustments, and annotations, along with updates to the reserve targets and the proposed merit pool percentage (based on the final 12-month CPI-U average).

Furthermore, there will be a detailed description of each department's key priorities and initiatives for FY 2024-25. As part of the budget process, the General Manager is currently meeting with each department head to review their current and projected department budgets, including anticipated Choice budget activity. The goal of these discussions is to identify what funds are needed and/or not needed for the coming year to help achieve the Board's strategic priorities and District mission.

All of this information will drive the proposed rates and charges for the retail meter service charge and groundwater customer charge for FY 2024-25.

### **Proposed Key Additions & Assumptions for the 1<sup>st</sup> Draft Budget**

In preparation of the proposed budget for FY 2024-25, staff has begun assessing the following key additions and assumptions:

- Propose a budget estimate to initiate a MWDOC 'Ambassador Program' in FY 2024-25.
- Estimate the cost of adding a part-time accountant to the Finance Department due to increased WUE Choice activities and shared service programs.
- Include an estimated budget amount for upgrades to the audio and visual systems in the boardroom and conference rooms. According to OCWD's estimations, MWDOC's cost share could range between \$150,000 to \$175,000, depending on the final design specifications.

- Discuss the request for MWDOC to contribute funds for a second year to the "CA Water for All" legislative and advocacy campaign (stemming from the Solve the Water Crisis coalition). The member agency contribution request is \$20,000 (last year MWDOC contributed \$20,000).
- This upcoming budget will utilize the moderate inflation category formula of  $CPI \times 1.85$  for the working assumption of the employees' compensation merit pool, which currently totals 6.6%. This is based on the 10-month (Jan-Oct 2023) CPI-U average for LA/Riverside/Anaheim area of 3.57%  $\times$  1.85. This number will be updated once the final 12-month CPI average is available in mid-January along with survey information from our other agencies.

As past practice, staff will present any proposed budgetary additions to the A&F Committee for discussion and agreement before such expenses are included in the proposed budget.



**DISCUSSION ITEM**

January 10, 2024

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

**FROM:** Harvey De La Torre, General Manager

Staff Contact: Damon Micalizzi and Tiffany Baca

**SUBJECT:** Options for Refreshing the District's website

**STAFF RECOMMENDATION**

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Staff recommends the Administrative and Finance Committee review and discuss the proposed options for refreshing the Municipal Water District of Orange County's (MWDOC or District) website, mwdoc.com, and provide direction to bring one of the options back as an action item at a future committee meeting.

**COMMITTEE RECOMMENDATION**

---

Committee recommends (To be determined at Committee Meeting)

**REPORT**

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**Overview and Purpose**

A company's website is one, if not the, most powerful communications tool an organization has for providing reliable, accurate information and building brand awareness and advocacy. Generally, all outreach efforts, including relationship marketing, should direct traffic to one place – the website. For MWDOC, this includes information about District actions and activities, board and committee meetings, rebates, events, and content from articles, newsletters, social media, campaigns, and more.

Over the past year, the MWDOC Public Affairs department (PA or Staff) has received feedback from several MWDOC Directors, internal staff, and others that website response time has slowed, navigation has become more challenging, and there is an increased interest in adding more video content to the site. Additionally, American

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

Disability Act (ADA) improvements have been identified that need to be explored further and addressed expediently, such as color palette, alternative text tags, text contrast, audio alternatives, and more. Additionally, pending legislation will likely require MWDOC to change its domain name to end with “gov” instead of our current “com.” However, more importantly, as the Board completed its Strategic Priorities this past year, there was a request to update its Communications Plan. The District’s website will be a key vehicle in promoting and driving new or revised messages to MWDOC’s service area.

## Background

As is typical in the industry, websites require a simple refresh or, in some cases, a rebuild every 3-5 years. For MWDOC, the current website has been operational since 2017, and Staff is seeking input on the changes the Board desires. To provide some clarity on the differences between a refresh and rebuild, below is a brief description of the two types:

**A website refresh** is the process of evaluating the current site, updating content, navigation, and response issues to improve performance and modernize the experience for visitors.

**A website rebuild** involves a complete overhaul of layout, design, content, and coding, which usually changes the overall structure of the site and requires a significant amount of additional planning, time, and money.

Based on the needs Staff has identified for the website as well as cost and time-saving considerations, Staff has planned to embark on a website refresh project for [mwdoc.com](http://mwdoc.com) that teeters between a less intensive refresh and a more complex redesign project. Staff contacted three (3) potential vendors – including the original website architect, [L.A. Design Studio](#) – and obtained quotes for a **website refresh** for [mwdoc.com](http://mwdoc.com). The information received was taken to the MWDOC Executive Committee in November 2023, which recommended that the District opt for a sole source contract with L.A. Design Studio instead of a formal RFP process.

The MWDOC Board raised questions at the Administration and Finance (A&F) Committee discussion in December 2023 and asked Staff to return in 2024 with additional information, including project scope and options for approaching the impending website refresh project.

Per the A&F Committee request, below is a simplified project scope involved in a typical website refresh project. These components were discussed with potential vendors when obtaining quotes. (Note that many complex steps are involved, and most are not explicitly named in the steps below to avoid using industry jargon and to provide a clear, general description of the scope of work). Also included are three (3) suggested options for how to proceed with refreshing the website.

## Scope

Broken out into two (2) phases to align with the options presented below, Phase I focuses on the basic components of refreshing the website, including meeting the ADA

requirements. Phase II includes more robust features, which change the project from a refresh to a rebuild, which was not part of the scope of the original quotes.

## **PHASE I**

**Audit, Analysis, and Project Outline:** Evaluate the current website's performance, user experience, and content throughout. Develop clear goals and objectives. Create a project outline.

**Discovery:** Define key audience groups and the content they consume. Perform a competitive industry analysis. Solicit general input from the MWDOC Board of Directors and form an internal committee of department representatives to better understand specific needs and challenges.

**Content Strategy:** Determine what content exists and what is needed to support project objectives and visitor needs. Develop new content as necessary. Define key messages for each page. Review, edit, and optimize.

**Information Architecture:** Organize and structure content to help users find information and complete tasks, including site navigation, functionality and behaviors, page content, and flow.

**Design:** Gather assets and address ADA compliance requirements to ensure a seamless user experience.

**Testing and Quality Assurance:** Thoroughly test the website, including desktop and mobile devices, functionality across internet browsers, usability, and compatibility, to identify and resolve any issues before a live launch. Refine as needed.

**Launch and Promotion:** Deploy and promote the refreshed website through various channels. Train designated staff.

## **PHASE II**

After Phase I, if it is determined that more robust features be added, the complete website structure needs an overhaul, and the design should change, Phase II will be implemented. At this juncture, this would be considered a website redesign project.

**Complete a Formal Request For Proposals (RFP) Process:** Includes drafting a formal RFP, soliciting vendors, reviewing proposals, selecting potential vendors for interviews, and presenting options to the MWDOC Board for contract approval.

**Repeat the Steps Included in Phase I:** Dive deeper into the steps included in Phase I and add the following additional steps.

**Design:** Select a visually appealing, user-friendly design that aligns with brand identity and meets additional goals in response to an updated MWDOC Communications Plan.

**Structural Development:** Build the framework for the front and backends - the content visitors see and the tools needed for content managers. Test functionality to ensure the website is technically sound, including responsive design for various devices, Search Engine Optimization (SEO), and security enhancements.

## Options

The staff has prepared three (3) options for refreshing the District's website. The estimated costs and timelines below were taken directly from the quotes received. Additionally, per the MWDOC Board's request, yearly maintenance, hosting, and compliance costs have been separated, although they are part of the comprehensive process and have been extracted from each of the quotes received.

### Option A:

Select L.A. Design Studio as the vendor for Phase I, through a sole source contract and begin the process of refreshing basic website components. Assuming Phase II is not needed or urgent, with the vendor in place, they are primed to begin work immediately on additional recommendations from the MWDOC Board following the completion and approval of an updated MWDOC Communications Plan. This contractor is the original architect of mwdoc.com 2017, has a repository of assets on hand, and is familiar with the brand, architecture, and codebase of the current website, including customizations, plugins, and integrations.

**Total project cost quoted:** \$32,000

**Total yearly maintenance, hosting, and compliance costs:** Not to exceed \$6,300.

**Estimated timeline for completion:** three (3) to six (6) months.

### Option B:

Conduct a formal Request for Proposals (RFP) for Phase I and II.

**Total project cost:** Unknown. For comparison purposes, two (2) additional quotes were received from qualified vendors for a website refresh ranging from \$35,300 to \$79,000.

**Total yearly maintenance, hosting, and compliance costs:** Unknown. Two additional quotes were received from qualified vendors for a website refresh ranging from \$11,025 to 14,000 annually.

**Estimated timeline:** Unknown. Two additional quotes were received from qualified vendors for a website refresh ranging from seven (7) to nine (9) months to complete the project. A formal RFP process from development to review, interview, and selection can take anywhere from two (2) to three (3) months.

**Option C:**

Conduct a formal Request for Proposals (RFP) for Phase I and II following the completion and approval of an updated District Communications Plan.

**Estimated cost:** Unknown.

**Estimated timeline:** Unknown.

**Attachment:** Information on LA Design Studio

LOS ANGELES

# DESIGN STUDIO

L.A. Design Studio is a digital design and marketing firm offering web design, graphic design, branding, photography, video production and digital marketing services.

Established in 1998, we are known for creativity, collaboration, and customer service. We'll lead with creative concepts, stand-out design options, compelling content and information architecture that reflect your business.

We listen to your feedback and take your ideas to the next level to create a dynamic website. We have extensive experience and a total dedication to making it happen, when you want it, how you want it.

Best of all, a team of specialists is assembled to address each client's specific needs. So you won't be paying for overhead or services you don't want. You'll get a high-quality website for less money. What could be better?

Just one thing: trust. Our over-arching philosophy is to always do the right thing for each client and their business. Honesty and integrity are our guiding principles. And that's the truth.



PUBLIC RELATIONS

ABOUT US





## Services

## Our services include:

## Digital Media

- ▶ Website Design
- ▶ Website Analytics
- ▶ User Experience
- ▶ Information Architecture
- ▶ Content Management Systems
- ▶ Ecommerce
- ▶ Custom Apps
- ▶ Encrypted & Secured Content
- ▶ Email Campaigns

## Branding & Identity

- ▶ Brand Positioning
- ▶ Brand Strategy
- ▶ Brand Guidelines
- ▶ Logo Development

## Asset Creation

- ▶ Photography
- ▶ Copy Writing
- ▶ Video Production

## Graphic Design

- ▶ Stationary Systems
- ▶ Brochures
- ▶ Press Kits
- ▶ Annual Reports
- ▶ Presentations
- ▶ Packaging
- ▶ Tradeshow Graphics
- ▶ Signage

## Marketing & Advertising

- ▶ Banners
- ▶ Print Campaigns
- ▶ Outdoor Advertising
- ▶ Pay Per Click Management
- ▶ Search Engine Optimization
- ▶ Social Media Marketing
- ▶ Public Relations



## OUR SERVICES

## Our Work

### Website URLs

Clay Lacy Aviation - <https://www.claylacy.com>  
DVO - <https://www.dvosuspension.com>  
DRT Strategies - <https://www.drtstrategies.com>  
Saiful Bouquet - <https://www.saifulbouquet.com>  
Fair Wind Air Charter - <https://flyfairwind.com>  
Castle Green - <https://castlegreen.com>  
Ignite IT Services - <https://www.igniteitservices.com>  
Aeroplex Group Partners - <https://www.aeroplex.net>  
Loren Academic - <https://www.lorenacademic.com>  
AgRisk Advisors - <https://agriskadvisors.com>  
National Health Foundation - <https://nationalhealthfoundation.org>  
Great Western Trailer - <https://www.greatwesterntrailer.com>  
MWDOC - <https://www.mwdoc.com>  
Chrysalis - <https://www.changelives.org>  
Cypher Analytics - <https://www.cypheranalytics.com>  
NY Design Studio - <https://www.nydesignstudio.com>  
Digifier - <https://www.digifier.com>  
Mercury Magnetics - <https://www.mercurymagnetics.com>  
Inglewood Park Cemetery - <https://www.inglewoodparkcemetery.com>  
All Pro Bicycles - <https://allprobicycles.com>  
Child & Family Center: <https://www.childfamilycenter.org>  
Suntrek Solar - <http://www.suntreksolar.com>  
Gardner Exhaust Systems - <https://www.gardnerexhaust.com>  
Quaker City Plating - <http://www.qcpent.com>  
Crown Point Systems - <https://www.crownpointsystems.com>

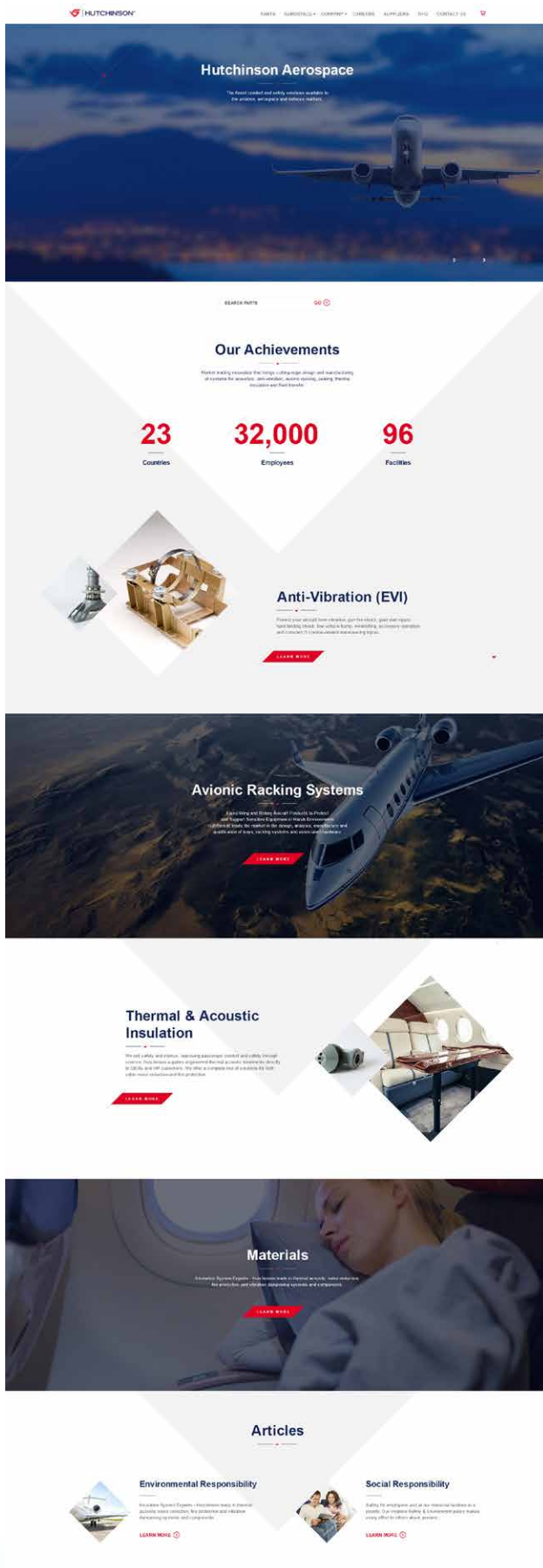
### Our YouTube Channel (video production)

<https://www.youtube.com/c/Ladesignstudio/videos>

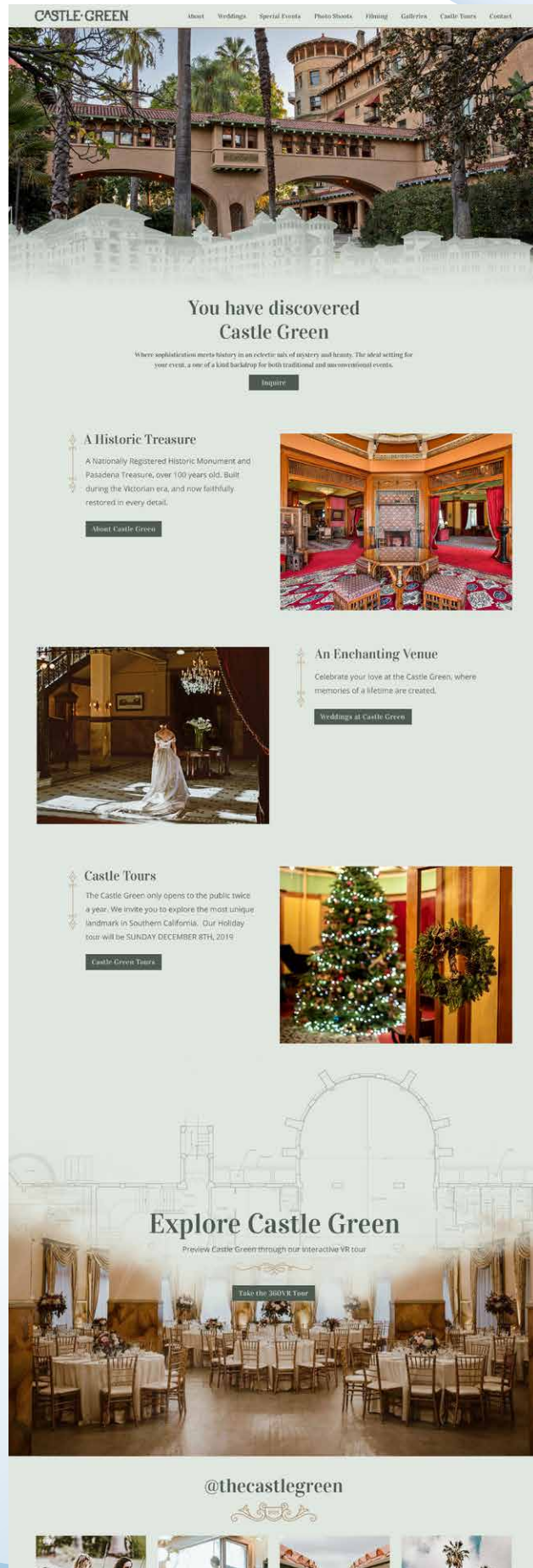
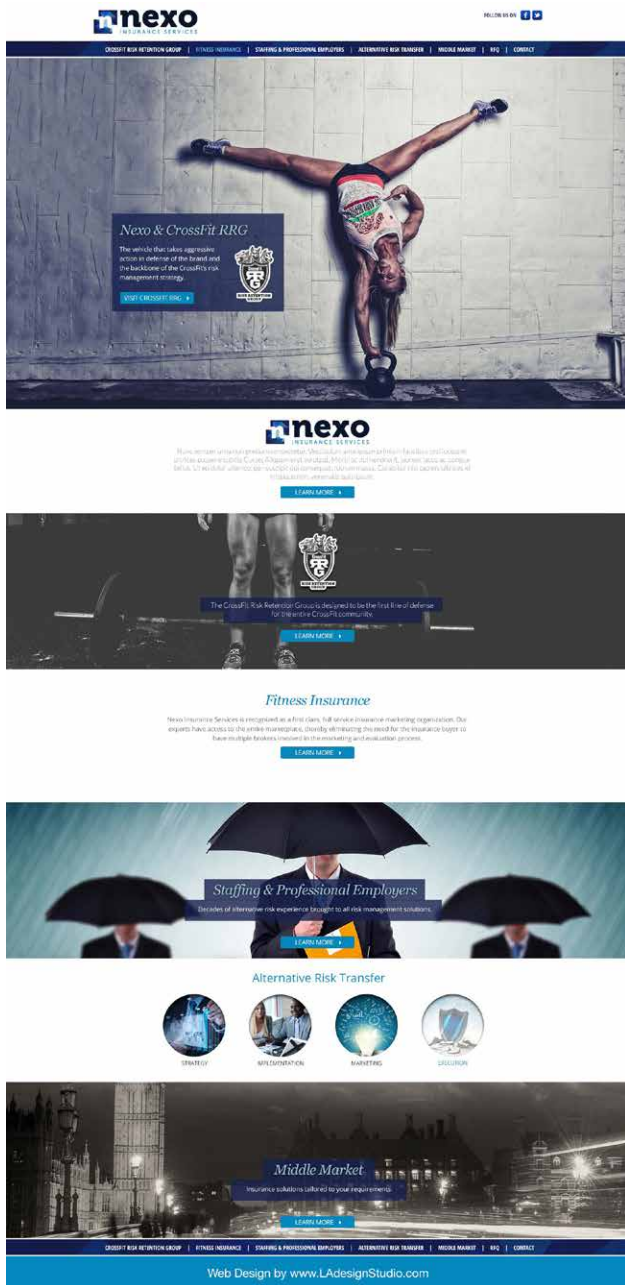
### Virtual Tour Production

<https://www.virtualtourphotography.com>





OUR WORK



OUR WORK





### 1 PLAN A BUSINESS

Curabitur aliquet quam id dui posuere blandit. Vivamus suscipit tortor eget felis porttitor volutpat. Maecenas blandit aliquet elit, eget tincidunt nibh pulvinar a. Nulla quis lorem ut libero malesuada feugiat. Nulla porttitor accumsan tincidunt.

[Learn more >](#)

### 2 STRUCTURE

Curabitur aliquet quam id dui posuere blandit. Vivamus suscipit tortor eget felis porttitor volutpat. Maecenas blandit aliquet elit, eget tincidunt nibh pulvinar a. Nulla quis lorem ut libero malesuada feugiat. Nulla porttitor accumsan tincidunt.

[Learn more >](#)

### 3 FINANCE

Curabitur aliquet quam id dui posuere blandit. Vivamus suscipit tortor eget felis porttitor volutpat. Maecenas blandit aliquet elit, eget tincidunt nibh pulvinar a. Nulla quis lorem ut libero malesuada feugiat. Nulla porttitor accumsan tincidunt.

[Learn more >](#)

### 4 MANAGE & GROW

Curabitur aliquet quam id dui posuere blandit. Vivamus suscipit tortor eget felis porttitor volutpat. Maecenas blandit aliquet elit, eget tincidunt nibh pulvinar a. Nulla quis lorem ut libero malesuada feugiat. Nulla porttitor accumsan tincidunt.

[Learn more >](#)



### BUSINESS ASSESSMENT TOOL

Curabitur aliquet quam id dui posuere blandit. Vivamus suscipit tortor eget felis porttitor volutpat. Maecenas blandit aliquet elit, eget tincidunt nibh pulvinar a. Nulla quis lorem ut libero malesuada feugiat. Nulla porttitor accumsan tincidunt.

### WHAT'S NEW

QUE QUIS NULLA MAURIS  
LOREM IPSUM SIT AMET

suscipit tortor eget felis porttitor volutpat. Maecenas blandit aliquet elit, eget tincidunt nibh pulvinar a. Nulla quis lorem ut libero malesuada feugiat. Nulla porttitor accumsan tincidunt. Vivamus suscipit.

[Learn more >](#)

### CALENDAR OF EVENTS

QUE QUIS NULLA MAURIS  
JANUARY 20, 2016

suscipit tortor eget felis porttitor volutpat. Maecenas blandit aliquet elit, eget tincidunt nibh pulvinar a. Nulla quis lorem ut libero malesuada feugiat. Nulla porttitor accumsan tincidunt. Vivamus suscipit.

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Web Design by [www.LAdesignStudio.com](http://www.LAdesignStudio.com)



OUR WORK

## Overview

Our team will work with your team to create a website that will market, promote and inform.

### A. Creativity

We'll lead with creative concepts, stand-out design options, compelling content and information architecture that reflect your business.

### B. Collaboration

We'll follow your lead with design and creative content — you know your business and your customers best. We'll listen, brainstorm, and take it to the next level.

### C. Perseverance

We'll get the job done — we have extensive experience and a total dedication to making it happen, when you want it, how you want it.

### D. Service and Support

We'll be there for the long haul — with continued flexibility to keep content updated, efficient and easy to use.

## Process

### A. Strategic Planning

1. Determine audience and objectives
2. Creative exploration
3. Functional exploration
4. Determine technical requirements

### B. Content Development & Design

1. Explore options and possibilities
2. Determine components and media to pursue
3. Information architecture
4. Image manipulation and optimization
5. Navigation and functional strategies
6. Creative development and comps

### C. Production

1. Content development
2. Technology implementation
3. Web design
4. Web optimization
5. Testing – platform, browser and bandwidth

# T.C. BADALATO

HOME / T.C. BADALATO



## FOUNDER, CEO

L.A. Design Studio brings corporate stories to life. For over 20 years, T.C. Badalato's inspirational work in website design and development, photography, video and film, and print media has helped companies achieve their branding, lead generation, and digital user experience objectives.

T.C. founded the L.A. Web Design Studio in 1998, which has grown to be one of the west coast's most trusted firms for developing clean, innovative design for digital assets and print media. Delivering for well-known brands including CBS, Discovery, Joe Weider Enterprises, recording artist, Rihanna, McDonald's, Carl's Jr, Kidd Global, DRT Strategies, OpenGate Capital, and more, T.C. knows the importance of good design in building real value for a business, product, or service.

Prior to starting his own enterprise, T.C. honed his creative and story-telling skills in Hollywood earning credits as a assistant director for James Cameron on the blockbuster, Titanic and other movies including the John Travolta film, Broken Arrow and the long running series, X-Files.

T.C. graduated from Dartmouth College and was a NCAA Division 1 athlete in both American football and skiing. T.C. grew up in upstate New York and today lives outside Los Angeles, California. He is a passionate mountain biker and pioneer in helping establish youth and high school lacrosse in Southern California.

## OUR TEAM



T.C. Badalato  
FOUNDER, CEO



Mike Kidd  
MARKETING & BRANDING CONSULTANT



Stacy Geere  
PUBLIC RELATIONS & MARKETING CONSULTANT



William Beaumont  
SENIOR PROGRAMMER



Amy Wong  
SENIOR DESIGNER



**Administration Activities Report****December 8, 2023 – January 4, 2024**

Activity	Summary
<b>Administration/ Board</b>	<p>Administration team worked on the following:</p> <ul style="list-style-type: none"><li>• Scheduled meetings for Harvey De La Torre and Board members (including Special meetings and Ad Hoc meetings).</li><li>• Assisted Harvey with various write-ups and follow-up for the Committees and Board.</li><li>• Continue to send the Water Supply Reports to the member agencies.</li><li>• Processed and reviewed agreements for appropriate Board approval and insurance requirements as well as execution following approval.</li><li>• Responded to two Public Records Act requests.</li><li>• Prepared and sent various letters on behalf of President Yoo Schneider supporting member agency projects.</li><li>• Made various updates/changes to the website including WACO items, District calendar, Transparency items, etc.</li><li>• Solicited availability and scheduled in-person and Zoom meetings for the Interim GM, Director of MET Issues &amp; Policy, Engineering Department, and staff.</li><li>• Registered Staff and Directors for various conferences, training, made travel accommodations, processed business expenses, and budget spreadsheet.</li><li>• Attended PlanetBids training.</li><li>• Assisted in preparing the construction manual for the upcoming kitchen remodel and trellis removal.</li><li>• Prepared agreements and solicited signatures for the Principal Engineer.</li><li>• Formatted a letter for IT.</li><li>• Hosted the ISDOC Executive Meeting</li><li>• Assisted with preparations for the in-person ISDOC Quarterly Luncheon on January 25, 2024</li></ul>
<b>Records Management</b>	<ul style="list-style-type: none"><li>• Updating the Records Retention Schedule with changes recommended by our consultant, Gladwell Governmental Services. After review, it will be sent to the Board for approval.</li><li>• Reviewing records in Laserfiche for end-of-year destruction. Forms will be sent to responsible parties for approval.</li><li>• Continue to review incoming mail and log necessary documents into the Laserfiche system.</li><li>• Continue to review documents and update information in Laserfiche.</li></ul>
<b>Health and Welfare Benefits</b>	<ul style="list-style-type: none"><li>• No information to present.</li></ul>
<b>Recruitment / Departures</b>	<ul style="list-style-type: none"><li>• Recruitment efforts for the WEROC Specialist have not been successful due to the small pool of qualified applicants, which is</li></ul>





	<p>consistent throughout the industry for those seeking to fill similar positions. HR is working with the Director of Emergency Management on timing of the next recruitment effort.</p> <ul style="list-style-type: none"><li>• Interviews were conducted for the Water Loss Control Program Intern. It is anticipated that the intern will begin on January 16<sup>th</sup> following pre-employment steps.</li></ul>
<b>Projects/ Activities</b>	<p>Administration Team worked on the following:</p> <ul style="list-style-type: none"><li>• Assisted with WACO on Meetings via Zoom, PowerPoint presentations, preparing for hybrid meetings, various correspondence and note taking. Coordinating with WACO president and speakers.</li><li>• Attended Board Meetings and Committee Meetings, as well as preparation for these meetings, including packet preparation, meeting setup/take-down, Zoom coordination, etc.</li><li>• Assisted Finance Department with filing, processing of invoices, purchase requisitions, business expense reports and credit card reconciliations.</li><li>• HR is working with the Classification and Compensation Study consultant and is in the process of conducting the study.</li><li>• Coordinating MWDOC Logo Apparel for purchase by employees.</li><li>• HR is working with Anne Sandberg of Predict Success to schedule Executive team Assessments, team building and training exercises.</li><li>• Working on the 2024 Orange County Cities and Water Agencies Directory.</li><li>• HR is reviewing items and vendors in putting together a new hire welcome kit.</li><li>• Name plates for private offices have been ordered and due for installation in mid-January.</li><li>• Coordinating with Heather Baez, Governmental Affairs on assistance with upcoming projects.</li><li>• Coordinated purchase of Director name plates with the new President and Vice President and letterhead with the updated Director titles and new General Manager.</li><li>• Coordinated cleaning of all meeting room chairs and staff chairs.</li><li>• Coordinating the painting of employee entrance steps with a yellow strip on the edge for safety.</li><li>• Participated in MWDOC/OCWD Building Management Committee Meeting.</li><li>• Participated in ACWA/JPIA Webinar regarding New 2024 HR Laws.</li><li>• Participated in MWDOC Employee Holiday Luncheon held on December 20<sup>th</sup>.</li><li>• HR is working with Legal Counsel and review of Personnel Manual and implementing recent mandated changes.</li></ul>



## INFORMATION ITEM

January 10, 2024

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

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

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

### SUMMARY

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The following list details the status of special projects in progress or to be completed during this Fiscal Year.

#### **Finance**

Accounting	Rebate Program(s)	W-9 collection for conservation rebates. Currently holding 6 rebate check(s) awaiting W-9 form(s).
	Audit	FY22/23 audit is 99% complete (awaiting single audit report)
	Other	RFP for Custodial Services
Finance	Cyber Security Training (Knowbe4)	For this Quarter, training completion by all MWDOC Staff (and Directors) is 82% complete
	Budget	The FY24/25 Budget is 45% complete

#### **Information Technology (IT)**

Hardware	Printers	Modernized two LaserJet printers serving Administration and Public Affairs
	Routers/Switches	Project initiated to gather vendor proposals to replace aging network routers and switches
	Phones	Beginning research on Voice over IP (VoIP) phone systems, features, and assessing potential benefits to the District
Services	Backup	Finalized annual contract renewal
	Internet Provider	After analysis, right-sized Internet provisioning to match workload and contain costs
	Managed Services Provider	Conducted end-of-year review with Managed Services Provider to assess strengths, areas of opportunity, and future efforts
Security	Vulnerability Scanning	Weekly DHS vulnerability scans report no identified vulnerabilities
Service	Device Provisioning	Two laptops provisioned and readied for staff; we continue to consolidate devices to docking stations where possible



INFORMATION ITEM

January 10, 2024

**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 November.**
- Estimated OC Water Usage, Monthly, Comparison to Previous Years Water usage in November **2023 was slightly above average compared to the last 5 years.** We are projecting an increase in overall water usage compared to FY 2022-23. On March 24<sup>th</sup> 2023, state officials eased back drought emergency provisions that were in place since July 2021.
- Historical OC Water Consumption Orange County M & I projected water consumption is **520,500 AF for FY 2023-24** (this includes ~7 TAF of agricultural usage and non-retail water agency usage). This is about **40,500 AF more than FY 2022-23** and is about **25,800 AF less than FY 2021-22**. Water usage per person is projected to be slightly lower in **FY 2022-23 for Orange County at 148 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):			

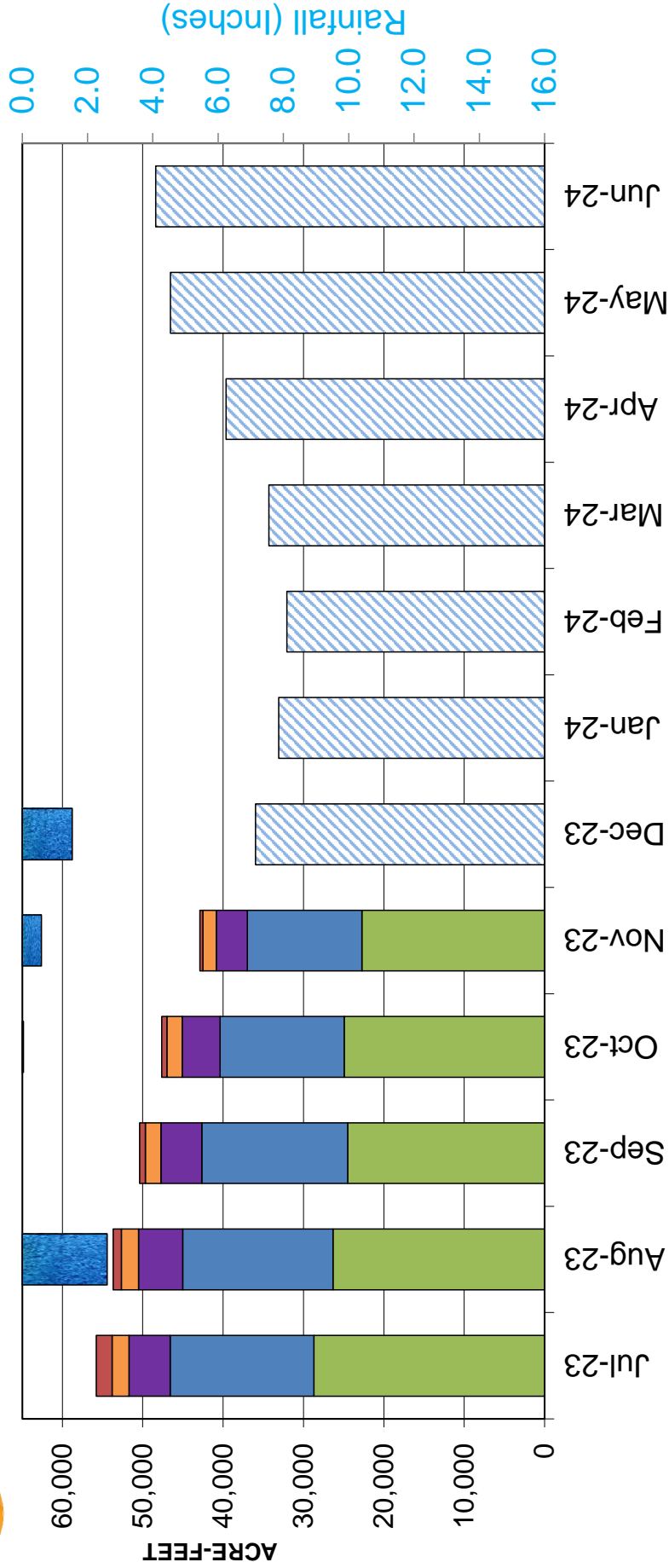
20% over the past two decades, water usage has not increased, on average. A long-term decrease in per-capita water usage is attributed mostly to Water Use Efficiency (water conservation) efforts. ***O.C. Water Usage has declined significantly since the end of FY 2013-14. Since FY 2013-14 average O.C. Annual Water usage is 528,500 AF, a decline of 93,000 AF since FY 2013-14. FY 2022-23 Orange County M & I water consumption was the lowest since FY 1978-79 (44 Years).***

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

- Orange County's accumulated precipitation through ***early January was below average*** for this period. Water year to date rainfall in Orange County is ***2.39 inches***, which is ***59% of normal***.
- Northern California accumulated precipitation through ***early January was 62% of normal for this period***. Water Year 2023 was 133% of normal while water year 2022 was 48% of normal. The ***Northern California snowpack was 32% of normal as of January 3<sup>rd</sup>, 2024. As of early January, 0.00% of California is experiencing moderate drought conditions. 0.0% of California is experiencing severe to exceptional drought conditions.*** The State Water Project Contractors Initial Table A Allocation was set at 10% as of December for WY 2024.
- Colorado River Basin accumulated precipitation through ***early January was 73% of normal*** for this period. The ***Upper Colorado Basin snowpack was 65% of normal*** as of January 3<sup>rd</sup> 2024. ***Lake Mead and Lake Powell*** combined have about ***53.0% of their average storage volume*** for this time of year and are at ***34.8% 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 January was ***6.62'BELOW the trigger" limit***. The USBR has declared a ***shortage on the Colorado River that started on January 1<sup>st</sup> 2022. There is a 100% chance of shortage continuing in 2024, 93% in 2025 and 77% in 2026.*** Lake Mead as of early January was ***23.35'ABOVE the State of California trigger'limit . There is a 0% chance of mandatory cutbacks for California in 2024, 0% in 2025 and 20% 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.

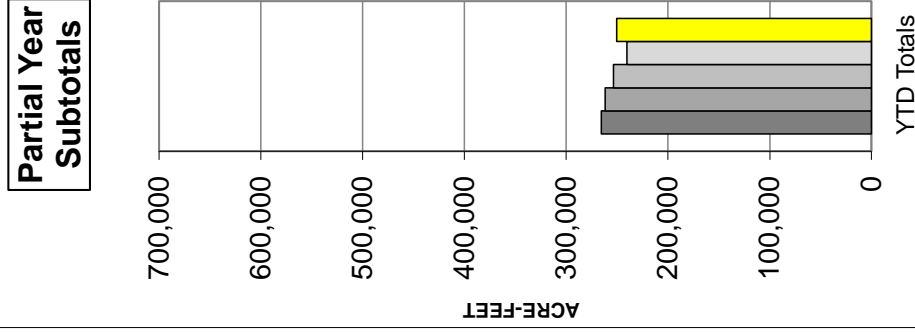
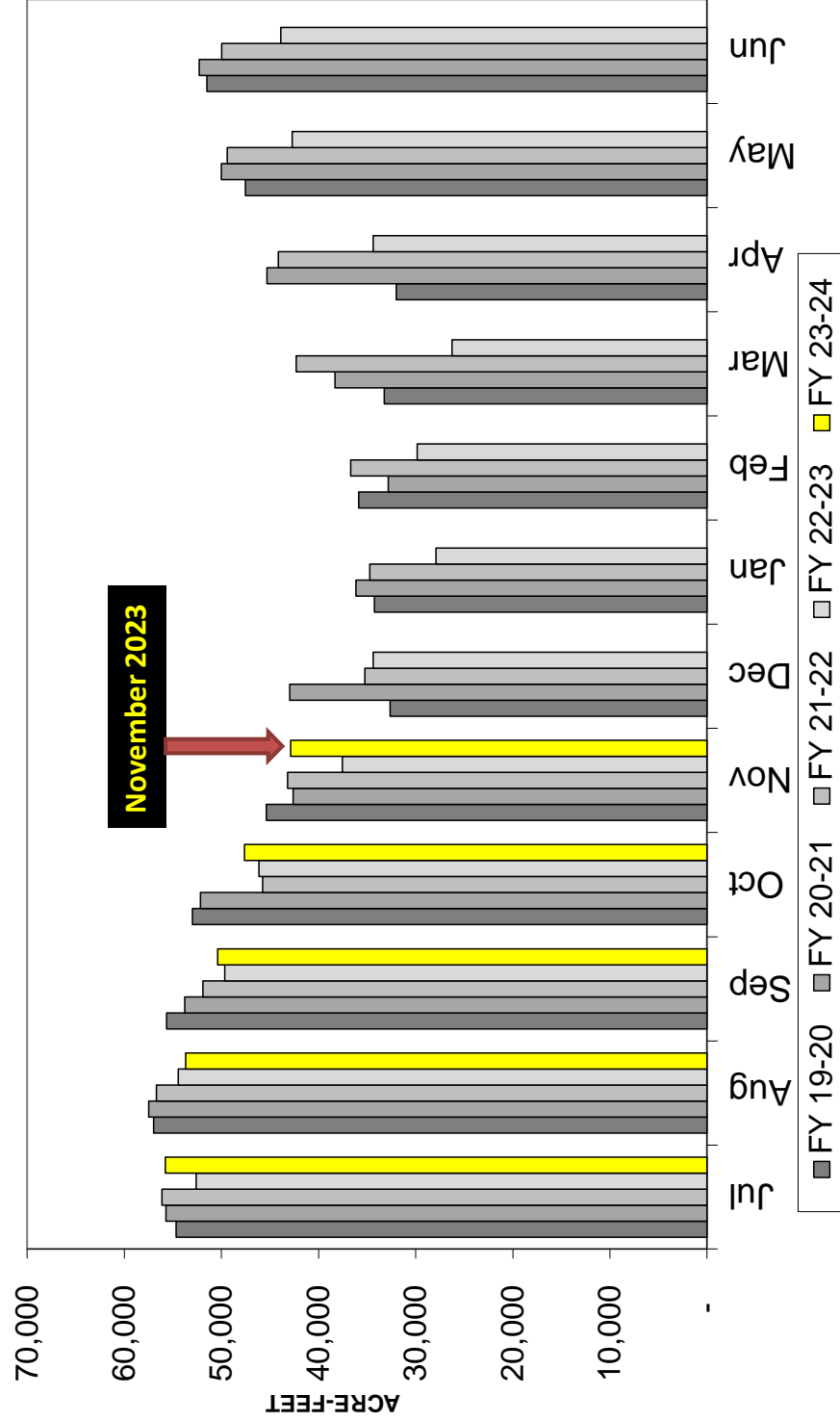
[2] GW for consumptive use only. Excludes In-Lieu water deliveries and CUP water extraction that are counted with Import. BPP in FY '23-24 is 85%.

[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.



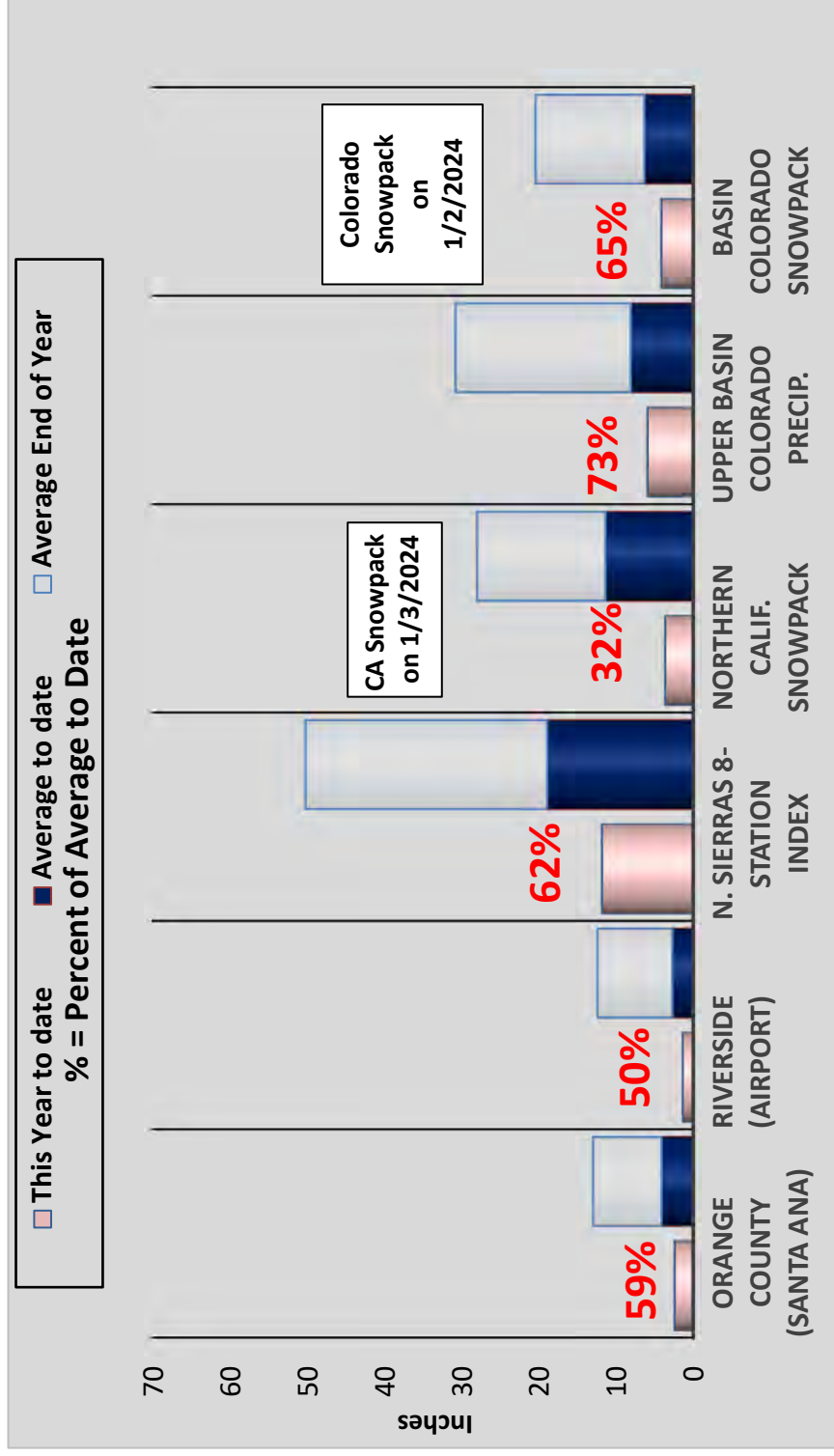
**Fig. 2 OC Monthly Water Usage [1]: Comparison to Last 4 Fiscal Years**



[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 GW/RS production) Recent months numbers include some estimation.

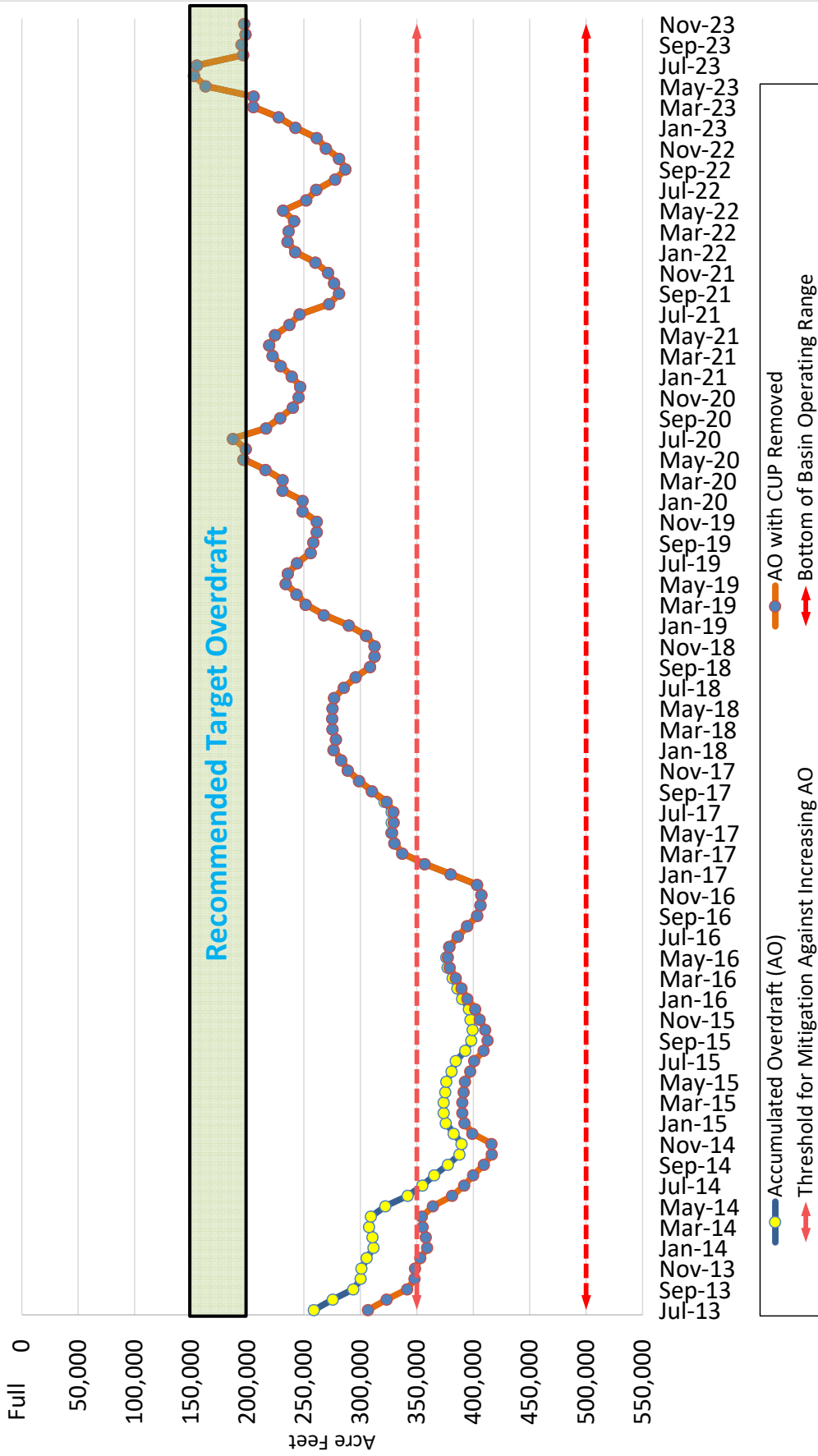
# Accumulated Precipitation

## for the Oct.-Sep. water year, early of Janaury 2024



\* 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.

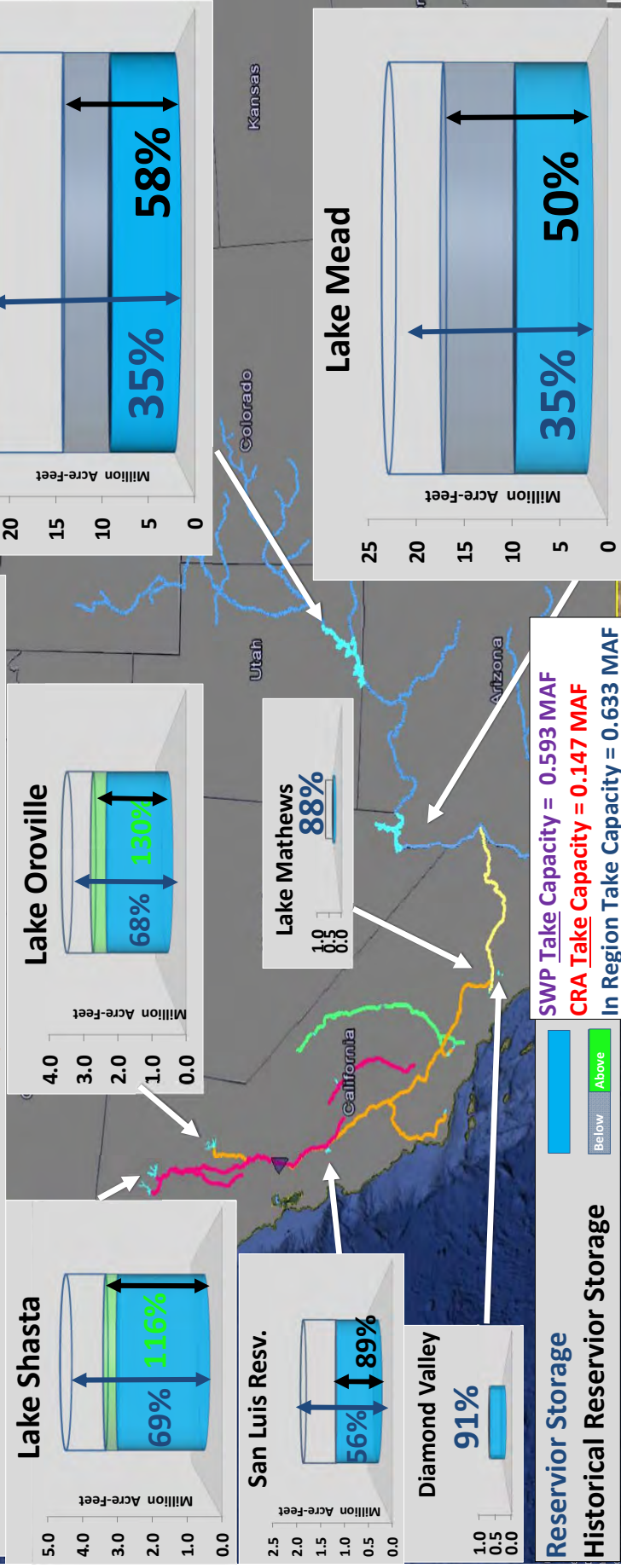
## Accumulated Overdraft of the OCWD Groundwater Basin as of November 2023



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



# State Water Project, Colorado River, and MWD Reservoir Storage as of January 2, 2024

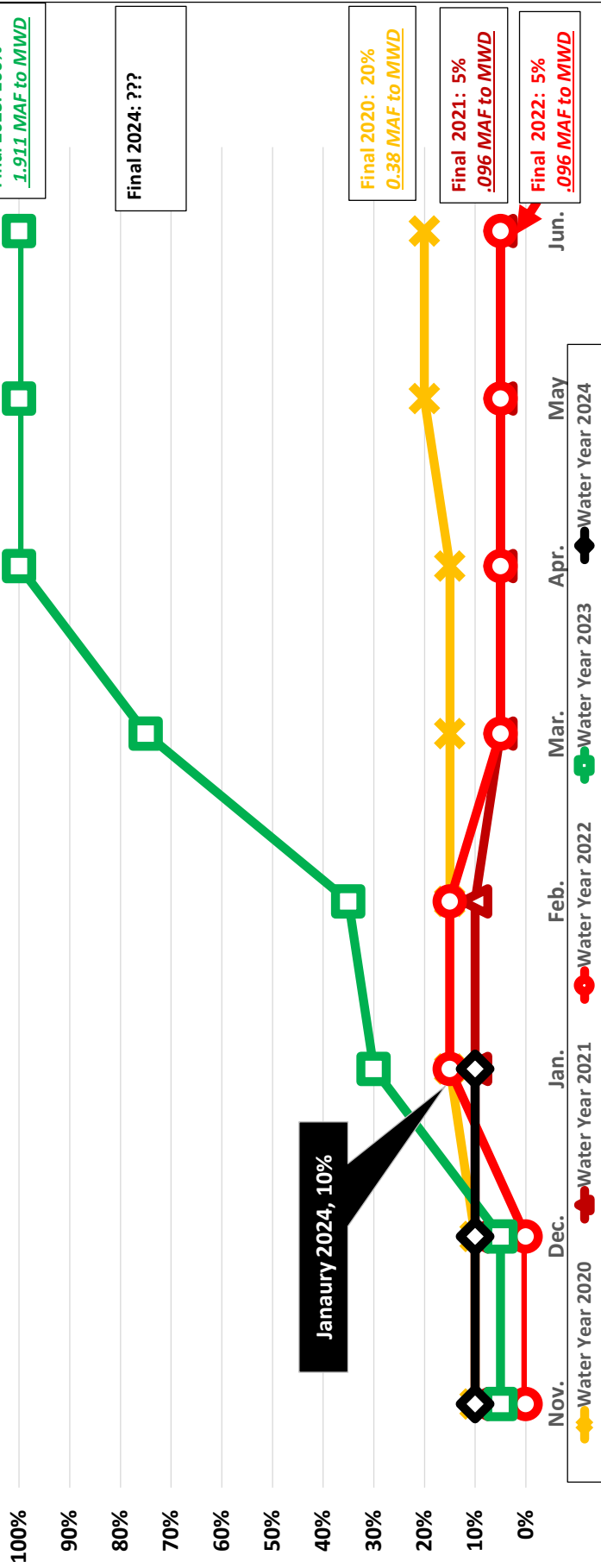


Prepared by the Municipal Water District of Orange County  
Numbers are subject to change

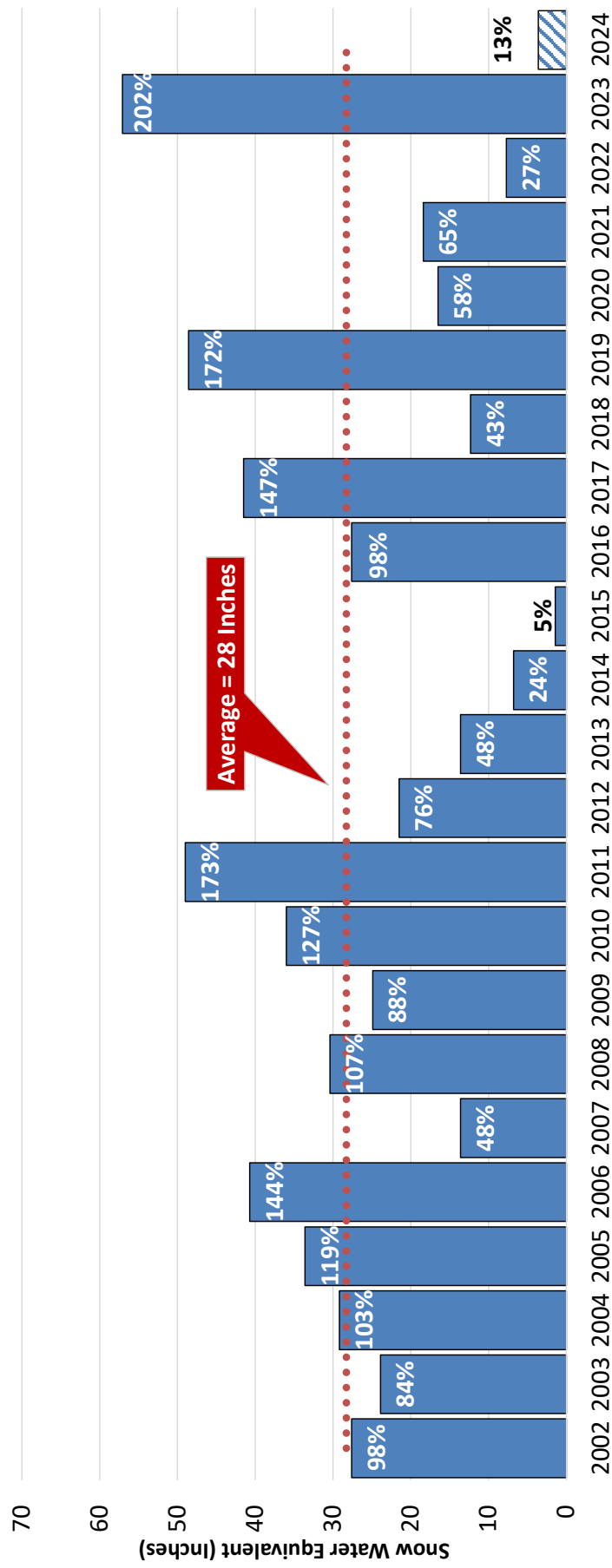


# SWP TABLE A ALLOCATION PERCENTAGE

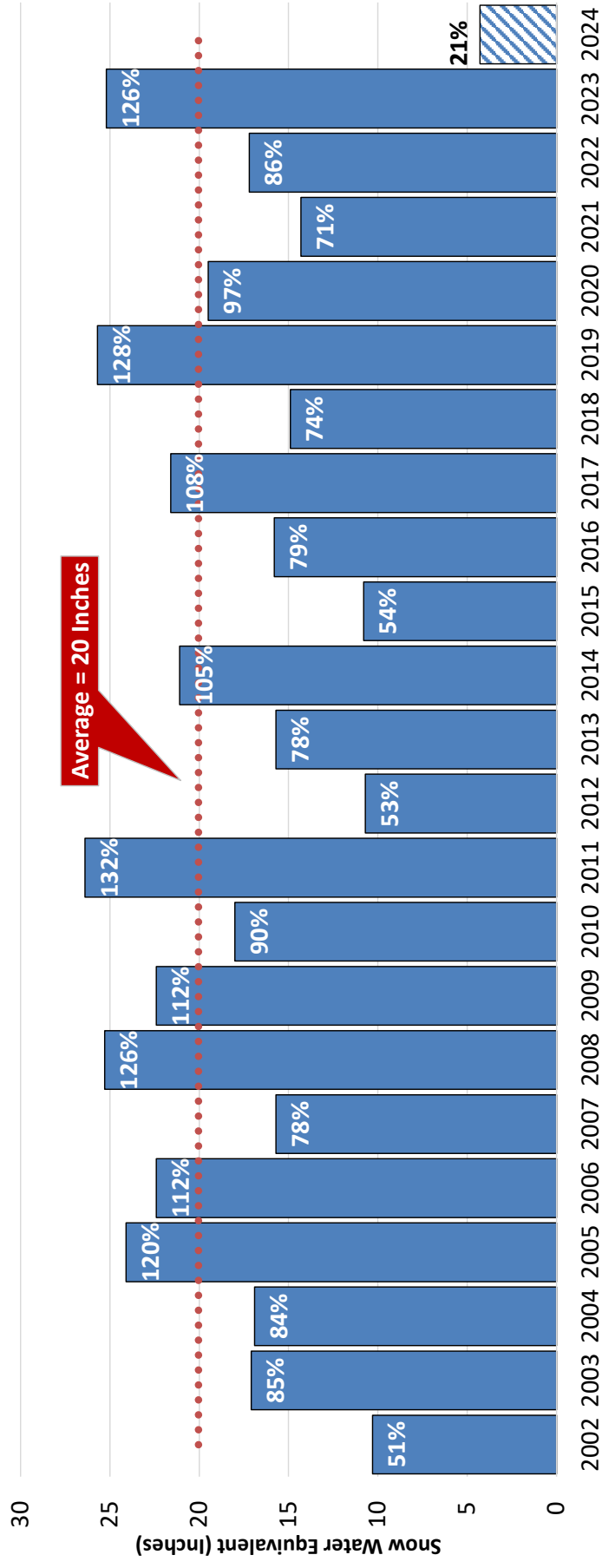
FOR STATE WATER PROJECT CONTRACTORS



# Historical Northern California April 1st Peak Snow Water Equivalent

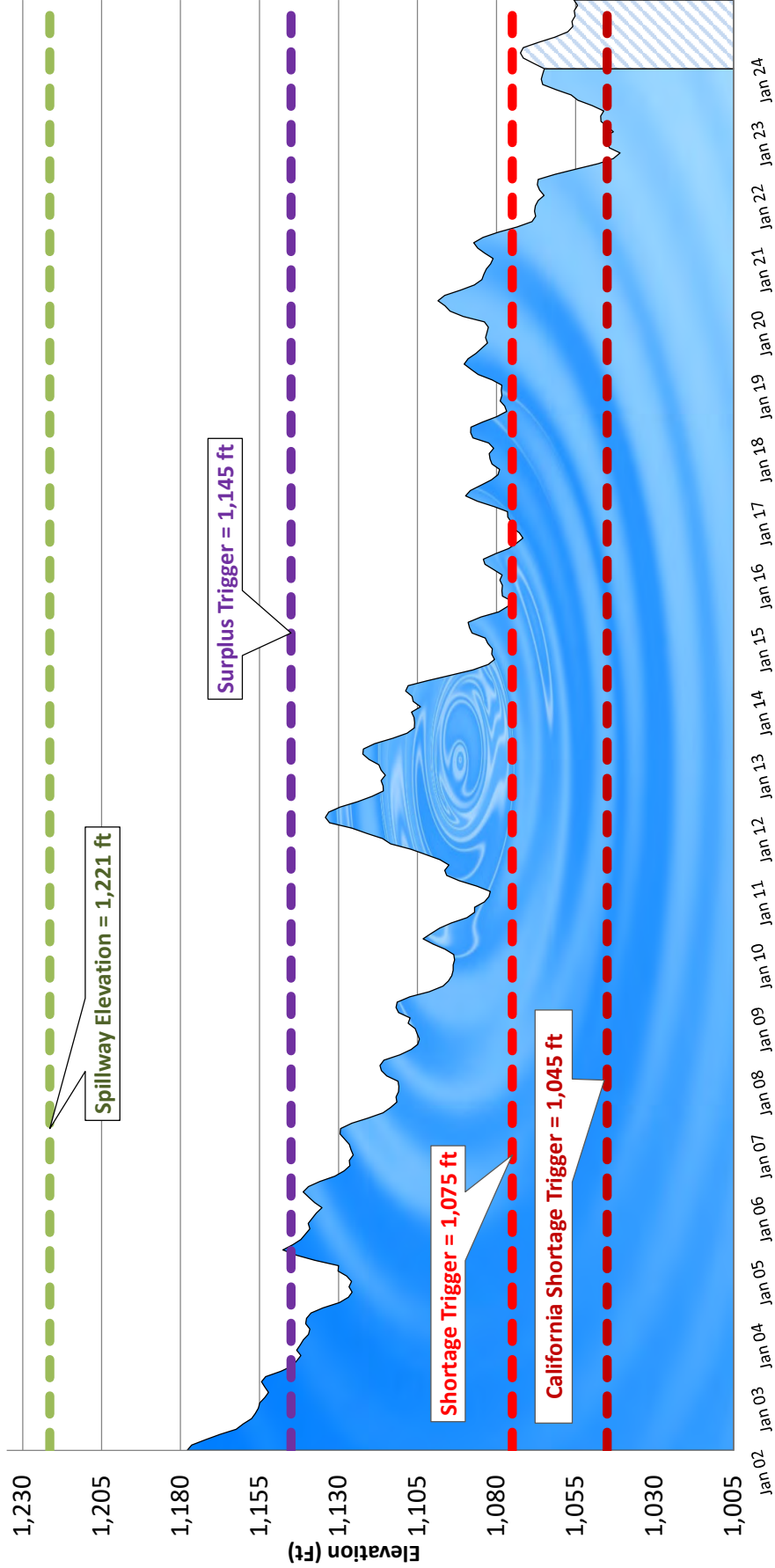


## Historical Colorado Basin April 15th Peak Snow Water Equivalent





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

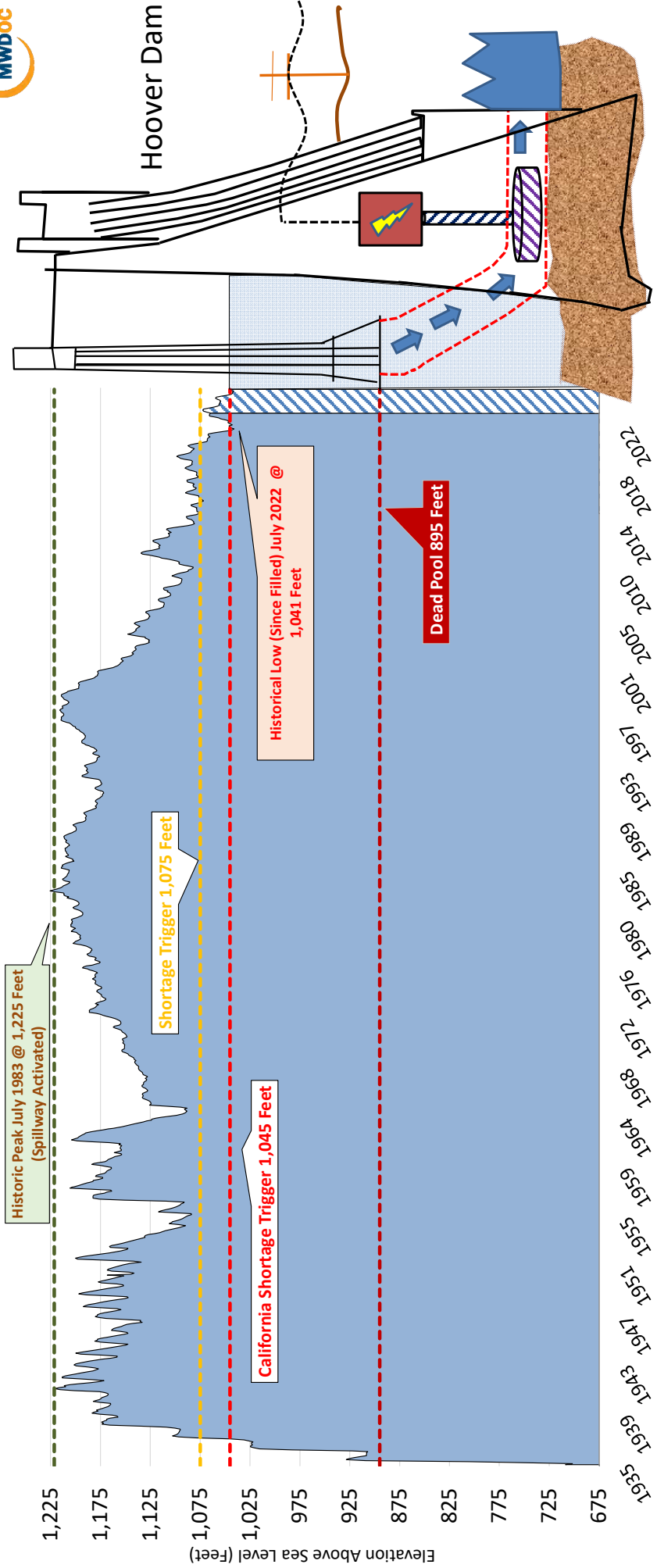




## Lake Mead Historical Water Elevation Level

Intake Tower

Hoover Dam





## Lake Mead Storage Level

