

MEETING OF THE BOARD OF DIRECTORS OF THE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY  
Jointly with the  
**ADMINISTRATION & FINANCE COMMITTEE**  
March 13, 2024, 8:30 a.m.

Teleconference Site:  
25652 Paseo De La Paz  
San Juan Capistrano, CA 92675  
(Members of the public may attend and participate in the meeting at both in-person locations.)

**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 Crane, Chair  
Director Thomas  
Director Nederhood

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

**Ex Officio Member:** President McVicker

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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 – February 2024
  - b. Disbursement Approval Report for the month of March 2024
  - c. Disbursement Ratification Report for the month of February 2024
  - d. GM Approved Disbursement Report for the month of February 2024
  - e. Consolidated Summary of Cash and Investment – January 2024
  - f. OPEB and Pension Trust Fund statement
2. FINANCIAL REPORT
  - a. Combined Financial Statements and Budget Comparative for the Period Ending January 31, 2024

**PRESENTATION ITEM**

3. OVERVIEW OF BROWN ACT AND AB 2449 EXEMPTIONS BY LEGAL COUNSEL (Oral Report)

**ACTION ITEMS**

4. APPROVE CHANGES TO RECORDS RETENTION POLICY
5. APPROVAL OF PERSONNEL MANUAL REVISIONS
6. AUTHORIZE CONTRACT FOR INFORMATION TECHNOLOGY (IT) CONSULTANT FOR IT SUPPORT SERVICES

**DISCUSSION ITEMS**

7. MWDOC'S SECOND DRAFT BUDGET FOR FY 2024-25

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

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

**OTHER ITEMS**

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

**ADJOURNMENT**

**NOTE:** At the discretion of the Committee, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated, and may be subject to action by the Committee. On those

items designated for Board action, the Committee reviews the items and makes a recommendation for final action to the full Board of Directors; final action will be taken by the Board of Directors. Agendas for Committee and Board meetings may be obtained from the District Secretary. Members of the public are advised that the Board consideration process includes consideration of each agenda item by one or more Committees indicated on the Board Action Sheet. Attendance at Committee meetings and the Board meeting considering an item consequently is advised.

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

**Municipal Water District of Orange County  
REVENUE / CASH RECEIPT REPORT  
February 2024**

Item 1a

**WATER REVENUES**

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
2/01/2024	Laguna Beach County Water District	December 2023 Water deliveries	307,928.35
2/01/2024	Serrano Water District	December 2023 Water deliveries	8,906.38
2/01/2024	South Coast Water District	December 2023 Water deliveries	524,402.34
2/02/2024	Irvine Ranch Water District	December 2023 Water deliveries	777,907.33
2/05/2024	City of Buena Park	December 2023 Water deliveries	23,992.22
2/05/2024	City of La Palma	December 2023 Water deliveries	964.18
2/05/2024	El Toro Water District	December 2023 Water deliveries	241,499.45
2/08/2024	City of Garden Grove	December 2023 Water deliveries	64,535.86
2/09/2024	City of San Clemente	December 2023 Water deliveries	633,357.27
2/13/2024	East Orange Co Water District	December 2023 Water deliveries	493,571.50
2/13/2024	Santa Margarita Water District	December 2023 Water deliveries	1,700,976.94
2/13/2024	Santa Margarita Water District (109)	December 2023 Water deliveries	430,183.51
2/15/2024	City of Orange	December 2023 Water deliveries	145,819.46
2/15/2024	Golden State Water Company	December 2023 Water deliveries	548,387.28
2/15/2024	Moulton Niguel Water District	December 2023 Water deliveries	1,781,569.36
2/15/2024	Orange County Water District	December 2023 Water deliveries	156,733.96
2/15/2024	Yorba Linda Water District	December 2023 Water deliveries	326,255.80
2/23/2024	City of Huntington Beach	January 2024 Water deliveries	298,149.87
2/27/2024	City of Newport Beach	January 2024 Water deliveries	274,223.00
2/28/2024	City of La Habra	January 2024 Water deliveries	6,879.32
2/29/2024	City of Westminster	January 2024 Water deliveries	11,236.61
<b>TOTAL WATER REVENUES</b>			<b>\$ 8,757,479.99</b>



**Municipal Water District of Orange County  
REVENUE/ CASH RECEIPT REPORT  
February 2024**

**MISCELLANEOUS REVENUES**

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
2/13/2024	Steven Andrews Engineering	1/31/2024 Water Policy dinner registration	140.00
2/13/2024	OC Realtors	1/31/2024 Water Policy dinner registrations	420.00
2/02/2024	WePay	1/31/2024 Water Policy dinner registrations	1,054.76
2/02/2024	Square	1/31/2024 Water Policy dinner registrations	251.82
2/22/2024	The Westin South Coast Plaza	Refund for 1/31/2024 Water Policy dinner	1,784.09
2/08/2024	Karl Seckel	February 2024 Retiree Health insurance	187.02
2/20/2024	Igoe and Company Inc	COBRA Health and Vision insurance	869.78
2/27/2024	Keith Lyon	March 2024 Retiree Health insurance	187.02
2/28/2024	Steve Hedges	Mar-Apr 2024 Retiree Health insurance	89.76
2/07/2024	US Bank Custodial Account	Capital One Interest payment	2,836.48
2/12/2024	US Bank Custodial Account	State Bank of India Interest payment	5,734.25
2/20/2024	US Bank Custodial Account	Chase Bank and Societe Generale Interest payment	2,437.50
2/26/2024	US Bank Custodial Account	Bank of America and FHLB Interest payment	1,593.75
2/27/2024	US Bank	Cal Card rebate check	1,038.56
2/29/2024	US Bank	Monthly Interest	81.86
2/09/2024	OC Sherrifs Department	UASI grant funded WEROC - Motorola 800Mhz Portable Radios and Accessories Project	19,664.06
2/13/2024	City of Newport Beach	November 2023 Spray to Drip rebate program	264.39
2/26/2024	City of Seal Beach	November 2023 Turf Removal rebate program	111.00
2/09/2024	City of Fountain Valley	December 2023 Turf Removal rebate program	111.00
2/16/2024	City of Tustin	December 2023 Turf Removal rebate program	222.00
2/20/2024	El Toro Water District	October 2023 High Efficiency Clothes Washers rebate program	575.00
2/20/2024	Mesa Water District	August 2023 Turf Removal and Spray to Drip rebate program	1,221.00
2/20/2024	Mesa Water District	November 2023 Turf Removal and Spray to Drip rebate program	555.00
2/01/2024	City of Westminster	December 2023 Turf Removal and Spray to Drip rebate program	222.00
2/09/2024	Laguna Beach County Water District	December 2023 Turf Removal and Spray to Drip rebate program	222.00
2/14/2024	City of La Habra	December 2023 Turf Removal and Spray to Drip rebate program	222.00
2/16/2024	Irvine Ranch Water District	December 2023 Turf Removal and Spray to Drip rebate program	193,372.50
2/20/2024	City of Buena Park	December 2023 Turf Removal and Spray to Drip rebate program	611.43
2/20/2024	City of Orange	December 2023 Turf Removal and Spray to Drip rebate program	444.00
2/27/2024	City of Newport Beach	December 2023 Turf Removal and Spray to Drip rebate program	222.00
2/07/2024	Irvine Ranch Water District	December 2023 Smartimer and Rotating Nozzles rebate program	529.01
2/09/2024	City of San Clemente	December 2023 Spray to Drip and High Efficiency Clothes Washers rebate program	425.95
2/13/2024	City of Anaheim	Dedicated Irrigation Meters Measurement Program FY 22-23	30,098.43
2/09/2024	Department of Water Resources	Comprehensive Landscape WUE grant retention	25,000.00
2/09/2024	City of San Clemente	Water Loss Control Technical Assistance CY 2023 - E Source	10,120.00
2/20/2024	City of Santa Ana	Jul-Dec 2023 School Billing	16,411.72
2/20/2024	City of Garden Grove	Addition to the Choice School Program FY 23-24	2,196.90
2/09/2024	South Coast Water District	Addition to the Choice School Program FY 23-24	771.98
2/29/2024	City of Westminster	Addition to the Choice School Program FY 23-24	908.80
2/27/2024	City of Anaheim	25% Upfront Lead and Copper Rule Revisions Service Line Inventories Project	46,259.75
2/05/2024	Trabuco Canyon Water District	50% Upfront Lead and Copper Rule Revisions Service Line Inventories Project	49,009.00
2/09/2024	City of La Habra	50% Upfront Lead and Copper Rule Revisions Service Line Inventories Project	107,680.00
2/09/2024	South Coast Water District	50% Upfront Lead and Copper Rule Revisions Service Line Inventories Project	41,204.00
2/29/2024	City of Westminster	50% Upfront Lead and Copper Rule Revisions Service Line Inventories Project	70,280.00

**TOTAL MISCELLANEOUS REVENUES \$ 637,641.57**  
**TOTAL REVENUES \$ 9,395,121.56**



Harvey De La Torre, General Manager



Hilary Chumtazi, Treasurer

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

Vendor/ Invoice	Description	Amount to Pay
<b>Core Disbursements:</b>		
<b>Ackerman Consulting-Richard C Ackerman</b>		
1400	February 2024 Legal and regulatory specialized consulting services	3,500.00
***Total***		<u>3,500.00</u>
<b>Aleshire &amp; Wynder LLP</b>		
84978	February 2024 Legal services	345.00
***Total***		<u>345.00</u>
<b>Alta FoodCraft</b>		
12409540	February 2024 Coffee and tea supplies	155.61
***Total***		<u>155.61</u>
<b>Avram Electric</b>		
02092024	02/01/24 Electrical circuit installation in one cubicle	1,970.00
022624	Electrical conduit work in courtyard	2,140.00
***Total***		<u>4,110.00</u>
<b>Best Best and Krieger LLP</b>		
55401-JAN24	January 2024 Legal services	18,217.65
55401-JAN24	January 2024 Legal services	2,520.00
***Total***		<u>20,737.65</u>
<b>Brown and Caldwell</b>		
12512156	January 2024 Hydraulic model work services for Moulton Niguel Water District	3,856.39
***Total***		<u>3,856.39</u>
<b>Constant Contact Inc</b>		
XR8WAECAB2324	Renewal for online event registration software	2,192.40
***Total***		<u>2,192.40</u>
<b>Green Thumb (Indoor Plant Care) LLC-Dedo Verde Interior</b>		
20240256	March 2024 Indoor plant service and purchase of a plant for office	466.53
***Total***		<u>466.53</u>
<b>E Source Companies LLC</b>		
11863	January 2024 Retail Agency Technical Assistance services	4,960.00
***Total***		<u>4,960.00</u>
<b>GovConnection Inc</b>		
75024188	Increase of cloud storage capacity	839.66
***Total***		<u>839.66</u>

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

<b>Vendor/ Invoice</b>	<b>Description</b>	<b>Amount to Pay</b>
<b>GTS Architecture Inc</b>		
1305	January 2024 MWDOC Office kitchen architectural and engineering services	4,813.68
***Total***		4,813.68
<b>Hashtag Pinpoint Corporation</b>		
1824	February 2024 Social Media consultation and services	7,913.00
***Total***		7,913.00
<b>Hazen and Sawyer, DPC</b>		
2	November 2023 LCRR Service Line Inventory Project	189,152.44
3	December 2023 LCRR Service Line Inventory Project	100,565.60
***Total***		289,718.04
<b>Lee Jacobi</b>		
032924	January-March 2024 Retiree medical premium	524.10
***Total***		524.10
<b>Jill Promotions</b>		
12030	Promotional item - Sunglasses	830.05
***Total***		830.05
<b>Lawnscape Systems Inc</b>		
443794	February 2024 Landscape Maintenance for Atrium	495.00
***Total***		495.00
<b>Natural Resource Results LLC</b>		
4781	February 2024 Federal Advocacy Agreement services and travel expense	8,735.49
***Total***		8,735.49
<b>NDS</b>		
830859	02/05/24 HR pick-up/drop-off of MWDOC property & 02/09/24 Board packet delivery service	208.71
831026	02/16/24 Board packet delivery service	134.72
***Total***		343.43
<b>Occu-Med, Ltd</b>		
02244100a	Preemployment screening	36.00
***Total***		36.00
<b>ODP Business Solutions LLC</b>		
355714010001	02/27/24 Office supplies	552.31
***Total***		552.31

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

<b>Vendor/ Invoice</b>	<b>Description</b>	<b>Amount to Pay</b>
<b>Office Solutions</b>		
I-02199410	02/15/24 Business cards	143.67
I-02201896	02/26/24 Office supplies	75.97
I-02202440	02/28/24 Office supplies	1,460.03
***Total***		<u>1,679.67</u>
<b>Orange County Water District</b>		
26225	January 2024 Postage, shared office & maintenance expense	9,481.98
***Total***		<u>9,481.98</u>
<b>Predict Success-Anne Sandberg</b>		
03624	Team report and employee debrief sessions	2,600.00
***Total***		<u>2,600.00</u>
<b>Red Wing Business Advantage Account</b>		
20240210112477	Boots for Engineer	280.14
***Total***		<u>280.14</u>
<b>Soto Resources-Joey C Soto</b>		
GA-FEB-86	February 2024 Grant Research and Acquisition	3,250.00
***Total***		<u>3,250.00</u>
<b>Ralph Anderson &amp; Associates</b>		
INV-04650	January 2024 Compensation and Benefits Study	16,400.00
***Total***		<u>16,400.00</u>
<b>Spectrum Specialties and Awards</b>		
37537	02/14/24 Promotional items	1,629.98
***Total***		<u>1,629.98</u>
<b>Syrus Devers Advocacy LLC</b>		
1029	February 2024 State Legislative Advocacy services	8,000.00
***Total***		<u>8,000.00</u>
<b>USAFact, Inc</b>		
4023128	February 2024 Background check for new hire	31.39
***Total***		<u>31.39</u>
<b>VC3 Inc</b>		
160974	February 2024 IT Support services	6,985.00
***Total***		<u>6,985.00</u>
<b>Water District Jobs -Stephen Hirano</b>		
1012403	Job posting for Assistant General Manager	145.00
***Total***		<u>145.00</u>

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

<b>Vendor/ Invoice</b>	<b>Description</b>	<b>Amount to Pay</b>
<b>Whittingham Public Affairs Advisors-WPAA</b>		
2332	March 2024 Strategic guidance services on local & regional issues	7,500.00
***Total***		7,500.00
<b>Total Core Expenditures</b>		<b>413,107.50</b>
 <b>Choice Expenditures:</b>		
<b>Bryton Printing Inc</b>		
17744	Water Use Efficiency Spring 2024 bill inserts for member agencies	3,649.25
***Total***		3,649.25
<b>Building Block Entertainment Inc</b>		
3683-4	February 2024 Choice Elementary School Program K-2	5,550.00
***Total***		5,550.00
<b>GardenSoft Corp</b>		
5912	Water wise gardening website upgrades and improvements to 78%	1,460.00
***Total***		1,460.00
<b>Mission RCD</b>		
3396	February Field inspection and verification for Water Use Efficiency rebate programs	3,191.02
***Total***		3,191.02
<b>Orange County Dept of Education</b>		
94TI3013	January 2024 Choice School Programs for grades 3-8	5,957.00
***Total***		5,957.00
<b>Orange County Water District</b>		
26225	January 2024 Postage for water Use Efficiency rebate programs	46.75
***Total***		46.75
<b>Red Wing Business Advantage Account</b>		
20240210112477	Boots for Water Loss Control Technician	284.04
***Total***		284.04
<b>Total Choice Expenditures</b>		<b>20,138.06</b>

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

<b>Vendor/ Invoice</b>	<b>Description</b>	<b>Amount to Pay</b>
<b>Other Funds Expenditures:</b>		
<b>Animal Pest Management Services, Inc</b>		
712226	10-day Mouse Trapping services for the WEROC Alternate EOC beginning on 02/20/24	350.00
712227	Rodent exclusion and sealing of entry points for the WEROC Alternate EOC on 02/20/24	100.00
712515	Beehive removal for the WEROC Alternate EOC on 02/13/24	150.00
***Total***		<u>600.00</u>
<b>E Source Companies LLC</b>		
11863	January 2024 Retail Agency Technical Assistance services	52,695.00
***Total***		<u>52,695.00</u>
<b>Human-I-T</b>		
16254775982	Service costs for donation of color copier from the WEROC Primary EOC	400.00
***Total***		<u>400.00</u>
<b>Mission RCD</b>		
3396	February 2024 Field inspection and verification for Water Use Efficiency rebate programs	5,915.02
***Total***		<u>5,915.02</u>
<b>Santa Margarita Plumbing &amp; Air</b>		
16167-37499	February 2024 Services for Pressure for Regulating Valve program	1,155.00
***Total***		<u>1,155.00</u>
<b>Total Other Funds Expenditures</b>		<u>60,765.02</u>
<b>Total Expenditures</b>		<u><u>494,010.58</u></u>



**Municipal Water District of Orange County  
Disbursement Ratification Report  
For the Month of February 2024**

Name/ Date	Check/ EFT	Invoice	Description	Amount
<b>Core Disbursements:</b>				
<b>Heather Baez</b>				
2/29/2024	EFT	12324	January 2024 Business expense	52.11
***Total***				52.11
<b>Hilary Chumpitazi</b>				
2/29/2024	EFT	12924	January 2024 Business expense	25.58
***Total***				25.58
<b>Corodata Records Management Inc</b>				
2/29/2024	EFT	RS4986991	January 2024 Records Storage Fee	108.60
***Total***				108.60
<b>Larry Dick</b>				
2/29/2024	EFT	13124	January 2024 Business expense	162.14
***Total***				162.14
<b>Leah Frazier</b>				
2/15/2024	EFT	122923	December 2023 Business expense	42.84
***Total***				42.84
<b>Lina Gunawan</b>				
2/29/2024	EFT	121923	December 2023 Business expense	20.00
***Total***				20.00
<b>Melissa Haley</b>				
2/29/2024	EFT	121423	December 2023 Business expense	204.41
***Total***				204.41
<b>Cathleen Harris</b>				
2/29/2024	EFT	111823	November 2023 Business expense	93.46
***Total***				93.46
<b>Robert McVicker</b>				
2/29/2024	EFT	13124	January 2024 Business expense	38.86
***Total***				38.86
<b>Al Nederhood</b>				
2/29/2024	EFT	13124	January 2024 Business expense	261.17
***Total***				261.17
<b>Petty Cash</b>				
2/15/2024	143048	OCT-DEC23	Oct-Dec 2023 Petty Cash reimbursement	60.97
***Total***				60.97
<b>Megan Schneider</b>				
2/29/2024	EFT	12424	January 2024 Business expense	246.45
***Total***				246.45
<b>Karl Seckel</b>				
2/29/2024	EFT	11824	January 2024 Business expense	60.97
***Total***				60.97



**Municipal Water District of Orange County  
Disbursement Ratification Report  
For the Month of February 2024**

<b>Name/ Date</b>	<b>Check/ EFT</b>	<b>Invoice</b>	<b>Description</b>	<b>Amount</b>
<b>Nathan Shepherd</b>				
2/29/2024	EFT	13124	January 2024 Business expense	111.50
<b>***Total***</b>				<b>111.50</b>
<b>Spectrum Business</b>				
2/15/2024	143050	343564021024	February 2024 Telephone expense for one fax line	39.99
2/15/2024	143050	375210013024	February 2024 Telephone and internet expense	2,075.63
<b>***Total***</b>				<b>2,115.62</b>
<b>Jeffery Thomas</b>				
2/29/2024	EFT	13124	January 2024 Business expense	112.56
<b>***Total***</b>				<b>112.56</b>
<b>US Bank</b>				
2/29/2024	143116	2978/4192/8910-JAN24	12/23/23-01/22/24 Cal Card Charges	25,035.31
<b>***Total***</b>				<b>25,035.31</b>
<b>Verizon Wireless</b>				
2/08/2024	143040	9954985946	January 2024 4G Mobile broadband unlimited service	114.03
<b>***Total***</b>				<b>114.03</b>
<b>Katie Vincent</b>				
2/29/2024	EFT	13124	January 2024 Business expense	61.64
<b>***Total***</b>				<b>61.64</b>
<b>Rachel Waite</b>				
2/29/2024	EFT	13024	January 2024 Business expense	399.96
<b>***Total***</b>				<b>399.96</b>
<b>Total Core Disbursements</b>				<b>29,328.18</b>
<b>Choice Disbursements:</b>				
<b>Joseph Berg</b>				
2/29/2024	EFT	13124	January 2024 Business expense	135.23
<b>***Total***</b>				<b>135.23</b>
<b>Petty Cash</b>				
2/15/2024	143048	OCT-DEC23	Oct-Dec 2023 Petty Cash reimbursement	25.61
<b>***Total***</b>				<b>25.61</b>
<b>US Bank Voyager Fleet Systems</b>				
2/15/2024	EFT	8694349932404	12/25/23-1/24/24 Fuel for Water Loss Control Shared Services Vehicles	489.98
<b>***Total***</b>				<b>489.98</b>
<b>Total Choice Disbursements</b>				<b>650.82</b>

**Municipal Water District of Orange County  
Disbursement Ratification Report  
For the Month of February 2024**

Name/ Date	Check/ EFT	Invoice	Description	Amount
<b>Other Funds Disbursements:</b>				
<b>AT&amp;T</b>				
2/15/2024	143042	21175103	January 2024 Telephone expense for WEROC N. EOC	38.09
<b>***Total***</b>				<b>38.09</b>
<b>Mesa Water District</b>				
2/15/2024	EFT	11357	December 2023 Credit for Local Resources Program	19,584.43
<b>***Total***</b>				<b>19,584.43</b>
<b>Santiago Aqueduct Commission</b>				
2/29/2024	143112	122023	December 2023 SAC Pipeline Operation Surcharge	2,120.05
<b>***Total***</b>				<b>2,120.05</b>
<b>Santa Margarita Water District</b>				
2/29/2024	EFT	122023	December 2023 SCP Operation Surcharge	23,295.86
<b>***Total***</b>				<b>23,295.86</b>
<b>Spray to Drip Rebate</b>				
2/28/2024	143073	S2D5-R-SC-47280-18847	B. Hisey	1,913.00
2/28/2024	143090	S2D6-C-IRWD-49032-21760	Orange Tree Patio (Irvine)	25,000.00
2/28/2024	143097	S2D6-C-SC-49691-22101	Seaview Maintenance District (San Clemente)	34,820.00
2/28/2024	143060	S2D6-C-YLWD-51560-22024-PA	City Of Yorba Linda (Yorba Linda)	2,730.00
2/28/2024	143093	S2D6-R-MESA-42278-22056	A. Riordan	523.00
2/28/2024	143068	S2D7-C-FV-48768-22212	R. Edgley (Fountain Valley)	1,253.00
2/28/2024	143061	S2D7-C-YLWD-51759-22117-PA	City Of Yorba Linda (Yorba Linda)	478.50
2/28/2024	143088	S2D7-R-FV-51704-22129	L. O'Connell	990.50
2/28/2024	143102	S2D7-R-LB-53061-22230	G. Unterberger	1,204.00
2/28/2024	143055	S2D7-R-LH-51781-22159	A. Bergman	2,054.00
2/28/2024	143065	S2D7-R-LH-51781-22174	R. Daoudi	1,842.50
2/28/2024	143095	S2D7-R-MESA-47479-22268	D. Schenk	983.14
2/28/2024	143075	S2D7-R-SC-52975-22224	R. Hurley	1,254.00
2/28/2024	143078	S2D7-R-SC-52991-22255	J. Johnson	1,857.00
2/28/2024	143100	S2D7-R-SM-54170-23287	T. Sullivan	275.50
2/28/2024	143070	S2D7-R-TUST-52934-22196	C. Eng	818.50
2/28/2024	143082	S2D7-R-WEST-51893-22181	E. Lammers	684.00
<b>***Total***</b>				<b>78,680.64</b>
<b>Turf Rebate</b>				
2/28/2024	143085	TR15-R-MNT-46190-44818	J. Lee	2,648.00
2/28/2024	143074	TR15-R-SC-47280-45881	B. Hisey	3,411.00
2/28/2024	143080	TR16-C-LH-51347-49788	La Habra Assoc LLC (La Habra)	57,536.00
2/28/2024	143081	TR16-C-LH-51347-49808	La Habra Assoc LLC (La Habra)	54,992.00
2/28/2024	143104	TR16-C-MNT-38663-49831	Valencia Condominium (Mission Viejo)	21,969.00
2/28/2024	143099	TR16-C-MNT-49838-48381-PA	Saddleback College (Mission Viejo)	506,256.00
2/28/2024	143091	TR16-C-NWPT-49459-47973	Plaza Homeowners Community Assoc (Newport Beach)	3,084.00
2/28/2024	143098	TR16-C-SC-49691-50187	Seaview Maintenance District (San Clemente)	27,435.00
2/28/2024	143062	TR16-C-YLWD-51560-50019-PA	City Of Yorba Linda (Yorba Linda)	21,840.00
2/28/2024	143058	TR16-R-BP-51622-50083	C. Chan	10,044.00
2/28/2024	143077	TR16-R-GG-49765-48309	J. Jacobs	2,481.00
2/28/2024	143094	TR16-R-MESA-42278-44930	A. Riordan	1,545.00
2/28/2024	143087	TR16-R-MNT-50889-49449	S. Mohammadi	1,980.00
2/28/2024	143072	TR16-R-MNT-51511-50207	M. Fischetti	2,016.00
2/28/2024	143059	TR16-R-O-49120-47643	L. Charnes	2,550.00
2/28/2024	143057	TR17-C-BREA-42600-51587	Brea-Olinda Master Community Assoc (Brea)	15,468.00

**Municipal Water District of Orange County  
Disbursement Ratification Report  
For the Month of February 2024**

Name/ Date	Check/ EFT	Invoice	Description	Amount
<b>Turf Rebate (continued)</b>				
2/28/2024	143069	TR17-C-FV-48768-51466	R. Edgley (Fountain Valley)	2,788.00
2/28/2024	143052	TR17-C-MNT-51534-51468	Aliso Viejo Community Assoc (Laguna Hills)	5,492.00
2/28/2024	143063	TR17-C-YLWD-51759-50236-PA	City Of Yorba Linda (Yorba Linda)	3,828.00
2/28/2024	143086	TR17-R-ETWD-49341-47860	H. Mayer	9,789.87
2/28/2024	143089	TR17-R-FV-51704-50178	L. O'Connell	5,679.00
2/28/2024	143092	TR17-R-FV-54177-52646	J. Pull	2,964.00
2/28/2024	143064	TR17-R-IRWD-52987-51478	C. Dacquay	830.00
2/28/2024	143105	TR17-R-IRWD-53124-51590	J. Yu	1,270.00
2/28/2024	143103	TR17-R-LB-53061-51515	G. Unterberger	3,625.00
2/28/2024	143066	TR17-R-LH-51781-50278	R. Daoudi	9,564.00
2/28/2024	143056	TR17-R-LH-51781-50343	A. Bergman	12,087.00
2/28/2024	143096	TR17-R-MESA-47479-51554	D. Schenk	6,015.00
2/28/2024	143054	TR17-R-MNT-51849-50330	L. Behm	3,488.00
2/28/2024	143084	TR17-R-MNT-53098-51559	S. Laruffa	4,672.00
2/28/2024	143053	TR17-R-MNT-53122-51586	T. Anderson	2,912.00
2/28/2024	143076	TR17-R-SC-52975-51460	R. Hurley	1,863.00
2/28/2024	143079	TR17-R-SC-52991-51483	J. Johnson	2,250.00
2/28/2024	143101	TR17-R-SM-54170-52636	T. Sullivan	546.00
2/28/2024	143067	TR17-R-SOCO-52944-51426	L. De Bellis	1,956.00
2/28/2024	143071	TR17-R-TUST-52934-51419	C. Eng	4,911.00
2/28/2024	143083	TR17-R-WEST-51893-50378	E. Lammers	3,762.00
<b>***Total***</b>				<b>825,546.87</b>
<b>US Bank</b>				
2/29/2024	143116	6066-JAN24	12/23/23-01/22/24 Cal Card Charges - WEROC	1,709.06
<b>***Total***</b>				<b>1,709.06</b>
<b>Verizon Wireless</b>				
2/08/2024	143040	9954985946	January 2024 4G Mobile broadband unlimited service	116.03
<b>***Total***</b>				<b>116.03</b>
<b>Total Other Funds Disbursements</b>				<b>951,091.03</b>
<b>Total Disbursements</b>				<b>981,070.03</b>

  
Harvey De La Torre, General Manager

  
Hilary Chumita, Treasurer

**Cal Card Charges**  
**Statement Date: January 22, 2024**  
**Payment Date: February 29, 2024**

Date	Description	Amount
<b>General Manager Card:</b>		
12/21/2023	Urban Water Institute Spring Conference 2024 in Palm Springs, CA on February 21-23, 2024 - Registration for H. De La Torre & D. Micalizzi	1,220.25
12/21/2023	Urban Water Institute Spring Conference 2024 in Palm Springs, CA on February 21-23, 2024 - Early registration & PayPal fee for J. Thomas, R. Crane & A. Nederhood	1,830.12
12/28/2023	ACWA Fall Conference in Indian Wells, CA from November 28-30, 2023 - Accommodations for M. Baum-Haley - Refund for incorrect charges	(22.64)
1/02/2024	ACWA DC 2024 Conference in Washington D.C. on February 27-29, 2024 - Registration for H. Baez & M. Baum-Haley	1,650.00
1/02/2024	ACWA DC 2024 Conference in Washington D.C. on February 27-29, 2024 - Registration for K. Seckel & R. Crane	1,650.00
1/03/2024	Urban Water Institute Spring Conference in Palm Springs, CA, on February 21-23, 2024. Accommodations (First Night Room & Tax) for D. Micalizzi & A. Heide	435.00
1/03/2024	Urban Water Institute Spring Conference in Palm Springs, CA, on February 21-23, 2024. Accommodations (First Night Room & Tax) for J. Thomas, A. Nederhood & R. Crane	652.50
1/03/2024	Urban Water Institute Spring Conference in Palm Springs, CA, on February 21-23, 2024. Accommodations (First Night Room & Tax) for two extra rooms. Refund Credit issued 01/17/2024 shown on next billing statement	435.00
1/03/2024	Doodle Poll Pro annual subscription	83.40
1/05/2024	ACWA DC 2024 in Washington D.C. on February 27-29, 2024 - Airfare for H. Baez & M. Baum-Haley	1,511.92
1/05/2024	ACWA DC 2024 in Washington D.C. from February 27-29, 2024 - Airfare for R. Crane	755.96
1/10/2024	01/10/24 Meals for H. De La Torre's Meetings	75.52
1/11/2024	01/11/24 Meals for H. De La Torre Meeting with guest	21.80
1/12/2024	CMUA Capital Days in Sacramento, CA on February 5, 2024 - Airfare for H Baez	496.97
1/12/2024	CMUA Capital Days in Sacramento, CA on February 5, 2024 - Registration for H. Baez	325.00
1/14/2024	CMUA Capital Days in Sacramento, CA on February 5, 2024 - Accommodations for H. Baez	254.47
1/16/2024	AWWA Membership Renewal for J. Berg	321.00
1/18/2024	Controlling Non-Revenue Water in Drinking Water Utilities Certificate Program Registration - G. Zavala & H. Escamilla	920.00
1/19/2024	Meal for H. De La Torre's Meeting with R. Crane	26.05
1/20/2024	Business Expense for H. De La Torre	40.00
1/20/2024	AWWA 2024 Individual Webinar subscription - S. Sriboonlue	195.00
<b>Total:</b>		<b>12,877.32</b>
<b>Public Affairs Card:</b>		
12/28/2023	Supplies for upcoming Scouts BSA Clinic	24.38
12/30/2023	January 2024 Open AI monthly subscription, language processing tool	20.00
1/03/2024	January 2024 Monthly Public Storage Unit for Public Affairs	619.00
1/03/2024	Two folding tables for community and education events	118.27
1/08/2024	Public Affairs team lunch	235.80
1/15/2024	Frames for awards to display in the office	26.08
1/17/2024	Speaker gifts for the Water Policy Dinner on 01/31/24	213.42
1/18/2024	Framing of two scouts certificates for El Toro Water District and retirement gift for M. Marcus	409.69
<b>Total:</b>		<b>1,666.64</b>

**Cal Card Charges**  
**Statement Date: January 22, 2024**  
**Payment Date: February 29, 2024**

Date	Description	Amount
<b>Administration Card:</b>		
12/22/2023	Canva Pro annual subscription	135.62
12/25/2023	UPS delivery fee	8.75
12/25/2023	11/25/23-12/24/23 Monthly charge for web hosting	15.00
12/27/2023	(6) Windows Home to Pro license upgrades for IT	594.00
12/27/2023	Flowers for staff member	96.97
12/28/2023	Entry door maintenance on 12/27/23	451.29
12/29/2023	Chair cleaning service	400.00
1/02/2024	01/02/24-02/01/24 Zoom Video Communications fee with audio licenses	174.93
1/05/2024	(2) Samsung Galaxy Book3 laptops	2,734.60
1/06/2024	Adapters to convert displayport to HDMI for IT	45.60
1/08/2024	Domain name renewal (ocwatersmarthomes.com) for two years	44.34
1/08/2024	FedEx Delivery fee	25.10
1/08/2024	Water Facilities Corporation Biennial California - Statement of Information Form	20.00
1/11/2024	(3) Dell docking stations and power cables	477.09
1/11/2024	(2) Dell Optiplex 7010 Desktop Computers	2,305.48
1/12/2024	ESRI User Conference in San Diego, CA on July 15-19, 2024 - Registration for R. Davis	1,750.00
1/12/2024	Two Staff Anniversary gift cards - 20 year and 30 year	500.00
1/13/2024	Mouse for staff	24.05
1/16/2024	Two wire keyboards for staff	32.60
1/17/2024	Society of Human Resource Managers annual membership renewal for C. Harris	244.00
1/18/2024	Two manual suction water pumps for Water Loss Control Shared Services	124.06
1/18/2024	Staff name plates	248.43
1/20/2024	2023 W2 Federal E-file	39.44
<b>Total:</b>		<b>10,491.35</b>

**WEROC Card:**

1/04/2024	Survey Monkey annual subscription	372.00
1/08/2024	Breakfast for WEROC Quarterly Meeting on 01/09/24	294.71
1/10/2024	Personalized embroidery of tactical jacket for WEROC	243.35
1/15/2024	California Emergency Services Association (CESA) Membership Dues for V. Osborn from 2024 through January 14, 2025.	75.00
1/16/2024	California Emergency Services Association (CESA) Annual Conference Registration Fees on May 6-9, 2024 for J. Schunk	724.00
<b>Total:</b>		<b>1,709.06</b>

**Municipal Water District of Orange County**  
**GM Approved Disbursement Report <sup>(1)</sup>**  
**For the Month of February 2024**

Name/ Date	Check/ EFT	Invoice	Description	Amount
<b>Core Disbursements:</b>				
<b>Aleshire &amp; Wynder LLP</b>				
2/29/2024	EFT	84031	January 2024 Legal services	487.50
***Total***				487.50
<b>E Source Companies LLC</b>				
2/29/2024	EFT	11864	January 2024 Business Implementation services	4,550.00
***Total***				4,550.00
<b>SPS Data Communications</b>				
2/29/2024	143114	22418	Samsung LCD, wall mount, ClickShare 20, camera, and labor for GM office	3,856.95
***Total***				3,856.95
<b>Sunbelt Controls</b>				
2/29/2024	143115	5059024	Replacement of temperature controller in the accounting area	2,075.00
***Total***				2,075.00
<b>Syrus Devers Advocacy LLC</b>				
2/29/2024	EFT	1028	January 2024 State Legislative Advocacy services	8,000.00
***Total***				8,000.00
<b>Total Core Disbursements</b>				<b>18,969.45</b>
<b>Choice Disbursements:</b>				
<b>Total Choice Disbursements</b>				-
<b>Other Funds Disbursements:</b>				
<b>Total Other Funds Disbursements</b>				-
<b>Total Disbursements</b>				<b>18,969.45</b>



Harvey De La Torre, General Manager



Hilary Chumpitazi, 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**  
 January 31, 2024

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

Fund	Book Value	% of Portfolio
Restricted Reserves		
WEROC Operating Fund	\$ 507,458	3.20%
Pension 115 Trust	1,327,664	8.38%
Total Restricted Reserves	\$1,835,122	11.58%
Designated Reserves		
Operating Reserves	\$3,819,350	24.11%
Election Reserve	1,146,947	7.24 %
OPEB Reserve	297,147	1.88%
Total Designated Reserves	\$5,263,444	33.23%
General Operations Fund	\$9,433,861	59.56%
Water Purchase Payments Fund	453,747	2.87%
Conservation Fund	(1,165,997)	(7.36%)
Trustee Activities - AMP	19,008	0.12%
Total Other Funds	\$8,740,619	55.19%
<b>Total</b>	<b>\$15,839,185</b>	<b>100.00%</b>

The funds are invested as follows:

Term of Investment	% of Portfolio	Book Value	Market Value
Cash	0.63%	\$ 100,149	\$ 100,149
Pension 115 Trust	8.38%	1,327,664	1,327,664
Short-term investment			
• LAIF	44.84%	7,102,974	7,102,974
• OCTP	26.57%	4,208,448	4,208,448
Long-term investment			
• US Government Issues	1.58%	249,950	232,875
• Corporate Bond	7.58%	1,200,000	1,120,356
• Certificates of Deposit	10.42%	1,650,000	1,631,856
<b>Total</b>	<b>100.00%</b>	<b>\$15,839,185</b>	<b>\$15,724,322</b>

The average number of days to maturity/call as of January 31, 2024 equaled 136 and the average yield to maturity is 3.725%. During the month of January 2024, the District's average daily balance was \$21,388,306.93. Funds were invested in US Bank, Pension 115 Trust, Negotiable Certificate of Deposits, Corporate Bonds, US Government Issues, Local Agency Investment Funds (LAIF) and Orange County Treasurer's Pool (OCTP).

The (\$114,863) difference between the book value and the market value on January 31, 2024 represents the exchange difference if all investments had been liquidated on that date. Since it is the District's practice to "buy and hold" investments until maturity, the market values are a point of reference, not an indication of actual loss or gain. There are no current plans or cash flow requirements identified in the near future that would require the sale of these securities prior to maturity.

  
 Harvey De La Torre  
 General Manager

  
 Hilary Chumpitazi  
 Treasurer

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 18700 Ward Street  
 Fountain Valley, California 92708

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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

January 31, 2024

1/31/2024	Par Value	Market Value	Book Value	% of Portfolio	Days to Mat/Call	YTM @ Cost
Negotiable Certificate Of Deposit	1,650,000.00	1,631,855.50	1,650,000.00	11.45	1,017	3.126
Corporate Bond	1,200,000.00	1,120,356.00	1,200,000.00	8.33	218	1.518
US Government Issues	250,000.00	232,875.00	249,949.34	1.73	26	0.860
Local Agency Investment Funds	7,102,973.82	7,102,973.82	7,102,973.82	49.29	1	4.012
Orange County Treasurer's Pool	4,208,447.67	4,208,447.67	4,208,447.67	29.20	1	4.276
<b>Total Investments</b>	<b>14,411,421.49</b>	<b>14,296,507.99</b>	<b>14,411,370.83</b>	<b>100.00</b>	<b>136</b>	<b>3.725</b>
<b>Cash</b>						
Cash	100,149.41	100,149.41	100,149.41		1	0.00
Pension 115 Trust	1,327,664.29	1,327,664.29	1,327,664.29		1	0.00
<b>Total Cash and Investments</b>	<b>15,839,235.19</b>	<b>15,724,321.69</b>	<b>15,839,184.53</b>		<b>136</b>	<b>3.725</b>

<b>Total Earnings</b>	<b>Month Ending January</b>	<b>Fiscal Year to Date</b>
<b>Current Year</b>	<b>66,664.73</b>	<b>497,041.93</b>
<b>Average Daily Balance</b>	<b>21,388,306.93</b>	
<b>Effective Rate of Return</b>	<b>3.725%</b>	

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

Date

03/07/24



Hilary Chumipitaji, Treasurer

Date

03/07/2024

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**  
**Portfolio Management**  
**Long-Term Portfolio Details - Investments**  
**January 31, 2024**

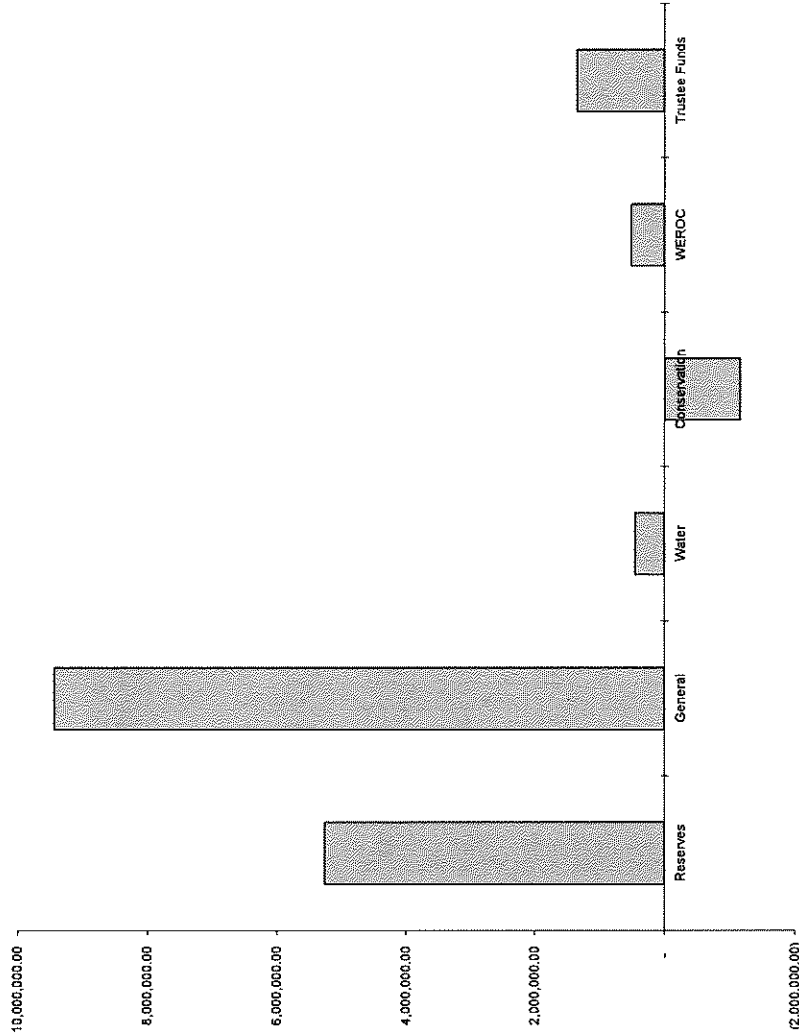
Issuer	CUSIP/Ticker	Settlement Date	Par Value	Market Value	Book Value	Coupon Rate	YTM @ Cost	Days To Call/Maturity	Maturity Date
Negotiable Certificate Of Deposit									
American Express Bank	02589ADE9	7/20/2022	200,000.00	195,054.00	200,000.00	3.350	3.350	1,266	7/20/2027
Capital One Bank	14042TBQ9	8/7/2019	250,000.00	246,465.00	250,000.00	2.250	2.250	189	8/7/2024
Capital One NA	14042RMJ7	7/24/2019	250,000.00	246,637.50	250,000.00	2.200	2.200	175	7/24/2024
Discover Bank	2546736R2	7/26/2023	250,000.00	254,677.50	250,000.00	4.500	4.500	1,636	7/24/2028
Sallie Mae Bank	7954507A7	7/14/2021	200,000.00	184,584.00	200,000.00	1.000	1.000	895	7/14/2026
State Bank of India	8562852Q3	8/10/2023	250,000.00	258,282.50	250,000.00	4.550	4.550	1,653	8/10/2028
Toyota Financial SGS Bank	89235MPD7	9/27/2022	250,000.00	246,155.00	250,000.00	3.650	3.650	1,330	9/22/2027
Sub Total			1,650,000.00	1,631,855.50	1,650,000.00	3.126	3.126	1,017	
US Government Issues									
FHLB	3130ALGR9	3/1/2021	250,000.00	232,875.00	249,949.34	0.850	0.860	26	2/26/2026
Sub Total			250,000.00	232,875.00	249,949.34	0.850	0.860	26	
Corporate Bond									
Bank of America Corp	06048WK41	12/7/2020	250,000.00	230,370.00	250,000.00	0.850	0.800	664	11/25/2025
Citigroup Global Markets	17328WFZ6	9/16/2020	250,000.00	231,810.00	250,000.00	1.000	1.000	45	9/16/2025
JP Morgan Chase	48128GV56	8/18/2020	250,000.00	230,792.50	250,000.00	0.800	0.800	200	8/18/2025
Morgan Stanley Fin LLC	61766YKH3	6/29/2022	200,000.00	194,046.00	200,000.00	4.500	4.500	150	6/29/2027
Societe Generale	83369MD25	8/19/2020	250,000.00	233,337.50	250,000.00	1.150	1.088	19	8/19/2025
Sub Total			1,200,000.00	1,120,356.00	1,200,000.00	1.542	1.518	218	
Total Investments			3,100,000.00	2,985,086.50	3,099,949.34	2.329	2.321	628	
Total Earnings			Month Ending January			Fiscal Year To Date			
Current Year			6,101.15			41,932.87			

**January 31, 2024**

Current Year

**Municipal Water District of Orange County  
Cash and Investments at January 31, 2024**

ALLOCATION	AMOUNT	%
<b>MWDOC</b>		
Restricted Reserves		
WEROC Operating Fund	\$ 507,458	3.20%
Pension 115 Trust	1,327,664	8.38%
Total Restricted Reserves	\$ 1,835,122	11.58%
Designated Reserves		
Operating Reserve	\$ 3,819,350	24.11%
Election Reserve	1,146,947	7.24%
OPEB Reserve	297,147	1.88%
Total Designated Reserves	\$ 5,263,444	33.23%
General Operations Fund	\$ 9,433,861	59.56%
Water Purchase Payments Fund	453,747	2.87%
Conservation Fund	(1,165,997)	-7.36%
Total Other Funds	8,721,611	55.07%
<b>TOTAL MWDOC</b>	<b>15,820,177</b>	<b>99.88%</b>
<b>TRUSTEE ACTIVITIES</b>		
AMP Sales Admin	\$ 19,008	0.12%
<b>TOTAL TRUSTEE ACTIVITIES</b>	<b>\$ 19,008</b>	<b>0.12%</b>
<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>\$ 15,839,185</b>	<b>100.00%</b>





**MUNICIPAL WATER DIST OF ORANGE COUNTY**  
**PARS Post-Employment Benefits Trust****Account Report for the Period**  
**1/1/2024 to 1/31/2024**

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

**Account Summary**

Source	Balance as of 1/1/2024	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 1/31/2024
OPEB	\$2,723,022.87	\$0.00	\$991.15	\$1,313.19	\$0.00	\$0.00	\$2,722,700.83
PENSION	\$1,402,218.81	\$500,000.00	\$773.06	\$676.21	\$0.00	\$0.00	\$1,902,315.66
<b>Totals</b>	<b>\$4,125,241.68</b>	<b>\$500,000.00</b>	<b>\$1,764.21</b>	<b>\$1,989.40</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,625,016.49</b>

**Investment Selection**

Source	
OPEB	Moderate HighMark PLUS
PENSION	Moderate HighMark PLUS

**Investment Objective**

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

**Investment Return**

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	0.04%	12.00%	8.47%	2.20%	6.03%	5.62%	10/26/2011
PENSION	0.04%	12.00%	8.51%	2.21%	6.03%	-	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 JANUARY 31, 2024**

**Municipal Water District of Orange County  
Combined Balance Sheet  
As of January 31, 2024**

	<u><b>Amount</b></u>
<b><u>ASSETS</u></b>	
Cash in Bank	100,149.41
Investments	15,739,035.12
Accounts Receivable	16,129,627.18
Accounts Receivable - Other	354,106.19
Accrued Interest Receivable	108,952.31
Prepays/Deposits	881,925.73
Leasehold Improvements	7,011,190.45
Furniture, Fixtures & Equipment	913,949.69
Less: Accumulated Depreciation	<u>(4,112,749.23)</u>
<b>TOTAL ASSETS</b>	<b><u><u>37,126,186.85</u></u></b>
<b><u>LIABILITIES AND FUND BALANCES</u></b>	
<b><u>LIABILITIES</u></b>	
Accounts Payable	15,622,440.83
Accrued Salaries and Benefits Payable	661,831.24
Other Liabilities	509,102.35
Unearned Revenue	<u>1,164,929.60</u>
<b>TOTAL LIABILITIES</b>	<b><u><u>17,958,304.02</u></u></b>
<b><u>FUND BALANCES</u></b>	
<b><u>Restricted Fund Balances</u></b>	
WERO 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	5,288,550.14
Other Funds	<u>(193,138.14)</u>
<b>TOTAL FUND BALANCES</b>	<b><u><u>19,167,882.83</u></u></b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b><u><u>37,126,186.85</u></u></b>



**Municipal Water District of Orange County**  
**Revenues and Expenditures Budget Comparative Report**  
**General Fund**  
**July 1, 2023 thru January 31, 2024**

	<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	72,050.11	516,333.92	319,410.00	161.65%	0.00	(196,923.92)
<b>Subtotal</b>	<b>72,050.11</b>	<b>10,106,286.17</b>	<b>9,909,362.00</b>	<b>101.99%</b>	<b>0.00</b>	<b>(196,924.17)</b>
Choice Programs	2,546.00	1,429,118.87	1,591,032.00	89.82%	0.00	161,913.13
MWD Revenue - Shared Services	0.00	137,861.00	0.00	0.00%	0.00	(137,861.00)
Miscellaneous Income	0.00	1,906.63	3,000.00	63.55%	0.00	1,093.37
Revenue - Other	3.93	913.94	0.00	0.00%	0.00	(913.94)
School Contracts	1,318.14	41,625.09	435,950.00	9.55%	0.00	394,324.91
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>3,868.07</b>	<b>1,611,426.58</b>	<b>2,434,519.00</b>	<b>66.19%</b>	<b>0.00</b>	<b>823,092.42</b>
<b>TOTAL REVENUES</b>	<b>75,918.18</b>	<b>11,717,712.75</b>	<b>12,343,881.00</b>	<b>94.93%</b>	<b>0.00</b>	<b>626,168.25</b>

**Municipal Water District of Orange County**  
**Revenues and Expenditures Budget Comparative Report**  
**General Fund**  
**July 1, 2023 thru January 31, 2024**

	<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	433,594.26	2,836,248.33	5,135,356.00	55.23%	0.00	2,299,107.67
Salaries & Wages - Grant Recovery	0.00	(10,497.34)	(30,000.00)	(34.99)%	0.00	(19,502.66)
Director's Compensation	21,937.81	151,927.52	275,041.00	55.24%	0.00	123,113.48
MWD Representation	12,442.34	82,839.79	117,875.00	70.28%	0.00	35,035.21
Employee Benefits	136,944.36	829,204.77	1,507,382.00	55.01%	0.00	678,177.23
Employee Benefits - Grant Recovery	0.00	(1,852.47)	0.00	0.00%	0.00	1,852.47
CalPers Unfunded Liability Contribution	500,000.00	500,000.00	207,000.00	241.55%	0.00	(293,000.00)
Director's Benefits	9,936.57	63,385.81	104,447.00	60.69%	0.00	41,061.19
Health Insurance for Retirees	3,623.41	41,443.89	84,847.00	48.85%	0.00	43,403.11
Training Expense	920.00	3,043.99	36,000.00	8.46%	0.00	32,956.01
Tuition Reimbursement	0.00	1,872.30	5,000.00	37.45%	0.00	3,127.70
Temporary Help Expense	0.00	10,503.24	5,000.00	210.06%	0.00	(5,503.24)
<b>Personnel Expenses</b>	<b>1,119,398.75</b>	<b>4,508,119.83</b>	<b>7,447,948.00</b>	<b>60.53%</b>	<b>0.00</b>	<b>2,939,828.17</b>
Engineering Expense	18,090.00	30,482.75	307,000.00	9.93%	145,646.75	130,870.50
Legal Expense	21,225.15	138,048.32	241,000.00	57.28%	102,951.68	0.00
Audit Expense	12,000.00	27,000.00	36,500.00	73.97%	4,500.00	5,000.00
Professional Services	70,901.39	727,441.89	1,798,425.00	40.45%	929,999.48	140,983.63
<b>Professional Fees</b>	<b>122,216.54</b>	<b>922,972.96</b>	<b>2,382,925.00</b>	<b>38.73%</b>	<b>1,183,097.91</b>	<b>276,854.13</b>
Conference - Staff	3,195.25	15,765.25	49,832.00	31.64%	0.00	34,066.75
Conference - Directors	3,480.12	9,010.12	23,065.00	39.06%	0.00	14,054.88
Travel & Accom. - Staff	3,400.09	28,117.83	102,200.00	27.51%	0.00	74,082.17
Travel & Accom. - Directors	1,856.49	11,782.05	42,400.00	27.79%	0.00	30,617.95
<b>Travel &amp; Conference</b>	<b>11,931.95</b>	<b>64,675.25</b>	<b>217,497.00</b>	<b>29.74%</b>	<b>0.00</b>	<b>152,821.75</b>
Membership/Sponsorship	8,224.23	163,257.79	167,366.00	97.55%	0.00	4,108.21
CDR Support	15,608.28	46,824.84	62,433.00	75.00%	15,608.30	(0.14)
<b>Dues &amp; Memberships</b>	<b>23,832.51</b>	<b>210,082.63</b>	<b>229,799.00</b>	<b>91.42%</b>	<b>15,608.30</b>	<b>4,108.07</b>
Business Expense	162.45	1,835.68	2,000.00	91.78%	0.00	164.32
Office Maintenance	10,200.17	83,086.66	175,860.00	47.25%	77,319.37	15,453.97
Building Repair & Maintenance	2,251.38	13,831.99	25,200.00	54.89%	5,631.01	5,737.00
Storage Rental & Equipment Lease	108.60	537.07	1,800.00	29.84%	262.93	1,000.00
Office Supplies	1,677.63	11,562.22	27,000.00	42.82%	1,846.72	13,591.06
Supplies - Water Loss Control	217.56	2,141.14	4,000.00	53.53%	0.00	1,858.86
Postage/Mail Delivery	522.26	4,053.24	11,675.00	34.72%	606.63	7,015.13
Subscriptions & Books	523.92	923.90	1,000.00	92.39%	0.00	76.10
Reproduction Expense	2,174.95	10,257.90	93,000.00	11.03%	2,259.21	80,482.89
Maintenance - Computers	579.34	6,128.55	5,000.00	122.57%	0.00	(1,128.55)
Software Purchase	5,604.67	55,435.53	106,498.00	52.05%	1,574.37	49,488.10
Software Support	0.00	37,277.62	50,185.00	74.28%	0.00	12,907.38
Computers and Equipment	6,408.08	14,952.13	43,000.00	34.77%	0.00	28,047.87
Maintenance Expense	0.00	0.00	6,000.00	0.00%	0.00	6,000.00
Automotive Expense	1,153.04	7,566.96	9,400.00	80.50%	0.00	1,833.04
Vehicle Expense	489.98	8,370.04	12,000.00	69.75%	0.00	3,629.96
Toll Road Charges	40.75	281.87	975.00	28.91%	0.00	693.13
Insurance Expense	16,060.32	113,159.10	182,976.00	61.84%	0.00	69,816.90
Utilities - Telephone	2,913.50	22,406.89	46,438.00	48.25%	1,026.27	23,004.84
Bank Fees	0.00	0.00	2,600.00	0.00%	0.00	2,600.00
Miscellaneous Expense	7,478.62	61,601.21	154,200.00	39.95%	4,982.00	87,616.79
MWDOC's Contrib. to WEROC	24,442.25	171,095.75	293,307.00	58.33%	0.00	122,211.25
Depreciation Expense	9,278.13	64,946.60	0.00	0.00%	0.00	(64,946.60)
<b>Other Expenses</b>	<b>92,287.60</b>	<b>691,452.05</b>	<b>1,254,114.00</b>	<b>55.13%</b>	<b>95,508.51</b>	<b>467,153.44</b>
Election Expense	0.00	0.00	563,020.00	0.00%	0.00	563,020.00
Capital Acquisition	0.00	7,110.56	25,892.00	27.46%	0.00	18,781.44
Building Expense	10,349.02	24,749.33	222,686.00	11.11%	17,268.53	180,668.14
<b>TOTAL EXPENSES</b>	<b>1,380,016.37</b>	<b>6,429,162.61</b>	<b>12,343,881.00</b>	<b>52.08%</b>	<b>1,311,483.25</b>	<b>4,603,235.14</b>
<b>NET INCOME (LOSS)</b>	<b>(1,304,098.19)</b>	<b>5,288,550.14</b>	<b>0.00</b>	<b>0.00%</b>	<b>(1,311,483.25)</b>	<b>(3,977,066.89)</b>

**Municipal Water District of Orange County**  
**Revenues and Expenditures Budget Comparative Report**  
**Water Fund**  
**July 1, 2023 thru January 31, 2024**

	<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	5,352,900.00	67,490,161.00	181,024,108.00	37.28%	113,533,947.00
Readiness to Serve Charge	1,285,972.02	8,140,393.95	13,768,707.00	59.12%	5,628,313.05
Capacity Charge CCF	313,880.00	2,075,600.00	4,816,710.00	43.09%	2,741,110.00
SCP/SAC Pipeline Surcharge	22,428.37	198,767.03	358,000.00	55.52%	159,232.97
<b>TOTAL WATER REVENUES</b>	<b>6,975,180.39</b>	<b>77,904,921.98</b>	<b>199,967,525.00</b>	<b>38.96%</b>	<b>122,062,603.02</b>
<b><u>WATER PURCHASES</u></b>					
Water Sales	5,352,900.00	67,490,161.00	181,024,108.00	37.28%	113,533,947.00
Readiness to Serve Charge	1,285,972.02	8,140,393.95	13,768,707.00	59.12%	5,628,313.05
Capacity Charge CCF	313,880.00	2,075,600.00	4,816,710.00	43.09%	2,741,110.00
SCP/SAC Pipeline Surcharge	22,428.37	198,767.03	358,000.00	55.52%	159,232.97
<b>TOTAL WATER PURCHASES</b>	<b>6,975,180.39</b>	<b>77,904,921.98</b>	<b>199,967,525.00</b>	<b>38.96%</b>	<b>122,062,603.02</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 January 31, 2024**

	<u>Year to Date Actual</u>	<u>Annual Budget</u>	<u>% Used</u>
<b>Spray To Drip Conversion(3423)</b>			
Revenues	386,728.74	613,600.00	63.03%
Expenses	550,638.07	613,600.00	89.74%
Excess of Revenues over Expenditures	(163,909.33)	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	41,613.34	40,000.00	104.03%
Expenses	31,370.00	40,000.00	78.43%
Excess of Revenues over Expenditures	10,243.34	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	3,369,371.60	11,298,000.00	29.82%
Expenses	3,423,322.86	11,298,000.00	30.30%
Excess of Revenues over Expenditures	(53,951.26)	0.00	
<b>Comprehensive Landscape (CLWUE)(3427)</b>			
Revenues	114,231.34	152,400.00	74.95%
Expenses	145,658.48	152,400.00	95.58%
Excess of Revenues over Expenditures	(31,427.14)	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	88,955.00	300,000.00	29.65%
Expenses	88,955.00	300,000.00	29.65%
Excess of Revenues over Expenditures	0.00	0.00	
<b>Pressure Regulation Program(3435)</b>			
Revenues	16,623.00	15,000.00	110.82%
Expenses	16,623.00	15,000.00	110.82%
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 January 31, 2024**

	<u>Year to Date Actual</u>	<u>Annual Budget</u>	<u>% Used</u>
<b>Total WUE Projects</b>			
Revenues	4,059,903.02	13,605,720.00	29.84%
Expenses	<u>4,454,254.84</u>	<u>13,605,720.00</u>	<u>32.74%</u>
Excess of Revenues over Expenditures	(394,351.82)	0.00	
 <b>WEROC</b>			
Revenues	480,559.81	586,614.00	81.92%
Expenses	<u>304,922.24</u>	<u>586,614.00</u>	<u>51.98%</u>
Excess of Revenues over Expenditures	175,637.57	0.00	



**ACTION ITEM**  
March 20, 2024

**TO:** Board of Directors

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

**Harvey De La Torre, General Manager**

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

**STAFF RECOMMENDATION**

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

**COMMITTEE RECOMMENDATION**

To be determined.

**SUMMARY**

During the annual review of the District's Records Retention Schedule (Schedule), the District's consultant, Dianne Gladwell (Gladwell Governmental Services), identified the a few areas on the retention schedule that need revision (note that the areas outlined mainly deal with citations). The remainder of the Retention Schedule remains unchanged; the red-lined document is attached; legal counsel has approved these changes.

**ALIGNMENT WITH BOARD STRATEGIC PRIORITIES**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Clarifying MWD OC's mission and role; defining functions and actions.            | <input type="checkbox"/> Work with member agencies to develop water supply and demand objectives. |
| <input type="checkbox"/> Balance support for Metropolitan's regional mission and Orange County values and interests. | <input type="checkbox"/> Solicit input and feedback from member agencies.                         |
| <input type="checkbox"/> Strengthen communications and coordination of messaging.                                    | <input type="checkbox"/> Invest in workforce development and succession planning.                 |

**List of Attachments/Links:**

**Attachment 1:** [Redlined version of Records Retention Schedule](#)

<b>Budgeted:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Budgeted amount: N/A	Core: <input type="checkbox"/>	Choice: <input type="checkbox"/>
<b>Action item amount:</b>		Movement between funds: <input type="checkbox"/> Yes <input type="checkbox"/> No	

RECORDS RETENTION SCHEDULE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
Cathy	Administration	ADM01	Drafts, non-District records, and transitory documents not retained in the ordinary course of business/ <b>District records where the content does NOT relate in a substantive way to the conduct of the public's business.</b>	Preliminary drafts, calendars, checklists, e-mail messages unrelated to District business, invitations for non-District events, logs, mailing lists, meeting room registrations, staff video conference chats, notes and recordings, supply inventories, telephone messages, text messages unrelated to District business, transmittal letters, undeliverable envelopes, visitors logs, voice mails, etc., <b>where the content does NOT relate in a substantive way to the conduct of the public's business.</b>	CA GC 60201, AC 11102; <b>City of San Jose v. Superior Court (Smith)</b> , <b>\$218066. Supreme Court of California 2017</b>	AR	No			
Cathy	Administration	ADM02	Successful Proposals Relating to Real Property	Records related to bid invitations, RFP's, successful proposals and bids, drawings and specifications issued by the District for competitive bid, relating to real property. Successful bid is awarded a contract. This file does not include the original contract or insurance information.	CA GC 60201, CA CCP 337, AC 11100	PE	Yes (Finals Only)	X	X	
Cathy	Administration	ADM03	Successful Proposals Not Relating to Real Property	Records related to construction and service bid invitations, RFP's, successful proposals and bids, drawings and specifications issued by the District for competitive bid. Successful bid is awarded a contract. This file does not include the original contract or insurance information.	CA GC 60201, CA CCP 337, AC 11100	CL+10	Yes (Finals Only)	X	X	
Cathy	Administration	ADM04	Unsuccessful Proposals	Records related to Requests for Proposals issued for competitive bids received and not selected for services.	CA GC 60201, AC 11100	CL+2	No			
Cathy	Administration	ADM05	Business Plan Records	Reports describing long-range planning, District services, and goals of the District. Includes strategic plans and financial planning records	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	
Cathy	Administration	ADM06	Historical Records	Records related to the history of the District. Includes photos, anniversary celebrations, facility dedications, and awards.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		x	
Cathy	Administration	ADM07	Permits & Licenses	Records related to permits and licenses necessary for the operation of the facilities and District. Includes operating permits, NPDES permits, and Department of Health and Safety permits.	CA GC 60201, 40 CFR 122.41, AC 11100	PE	Yes (Finals Only)	x		
Cathy	Administration	ADM08	Administrative Policies and Procedures	Records providing documentation on the implementation of management and administrative policies Includes MWDOC's Rules and Administrative Code.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		x	
Cathy	Administration	ADM09	Safety	Records regarding District Safety Policy & training. Includes employee safety training, special skills of staff, OSHA inspections or citations.	8 CCR 3203, CA GC 60201, 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33, AC 11100	5	No	x		
Cathy	Administration	ADM10	Emergency & Security	Records providing instructions in the event of a disaster, including evacuation information, Emergency & Disaster Plans, Emergency Response Inspection Requirements, Security Policies, Continuity of Operations Plan and related correspondence.	CA GC 60201, AC 11100	SU+3	No	x		
Cathy	Administration	ADM11	Materials Safety Data Sheets / Safety Data Sheets	Records related to the use of hazardous substances.	AC 11103, 8 CCR 3204(d)(1)(A) et seq, (B)(2 and 3), AC 11100	PE	Yes (Finals Only)	x		
Cathy	Administration	ADM12	Public Records Requests	Requests for records under the Public Records Act, includes MWDOC response	CA GC 60201, AC 11100	CL+2	Yes (Finals Only)			
Cathy	Administration	ADM13	Records Management Files	Records related to the management of District records: (a) Documentation of the transfer of records to an offsite records center (b) Destruction Certificates that certify (confirm) the destruction of official records that have been approved for destruction, and attests that destruction was accomplished in accordance with policies and procedures (c) Records Retention Schedule: a legal document listing record series maintained by the District, with associated retention periods, characteristics, the responsible department, and legal citations	CA GC 60201, AC 11100	PE	Yes (Finals Only)		x	

RECORDS RETENTION SCHEDULE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
Cathy	Administration	ADM14	District Insurance Records	Records related to insurance policies purchased by the District, includes the policies and any amendments. Excludes invoices, premium payment information, and general correspondence pertaining to insurance.	CA GC 60201 CCP 337, AC 11100	PE	Yes (Finals Only)	x		
Cathy	Administration	ADM15	Public Notices	Records announcing Requests for Proposals or Requests for Quotes including proofs of publication.	CA GC 60201, AC 11100	2	No			
Cathy	Administration	ADM16	General Correspondence, if the content relates in a SUBSTANTIVE way to the conduct of the public's business	Records related to internal and external general communications. Includes memos and letters kept in chronological order as a convenience file <b>ONLY if the content relates in a substantive way to the conduct of the public's business.</b>	CA GC 60201, 60203 , AC 11100; <b>City of San Jose v. Superior Court (Smith), S218066, Supreme Court of California, 2017</b>	3	No (only project related is in LF)		x	
Cathy	Administration	ADM17	Reference Files (Not District Records)	Documents used for reference and research, such as books, technical journals, reference materials, reports, studies, magazines, periodicals, and presentations.		AR	No	insurance		
Cathy	Administration	ADM18	Equipment Maintenance & Warranty Information	Records related to the maintenance, & warranty information for equipment & furniture purchased by the District. Does not include purchase or repair invoices (see Finance section).	CA GC 60201 AC 11100	SA	No			
Cathy	Administration	ADM20	MWDOC Member Agencies	Correspondence to and from Member Agencies relating to issues directly impacting MWDOC business and information from Member Agency Manager's Meetings.	CA GC 60201 AC 11100	7	Yes (Finals Only)			
Cathy	Administration	ADM21	Other Agencies	Correspondence to and from other agencies relating to MWDOC business.	CA GC 60201 AC 11100	5	No			
Cathy	Administration	ADM22	Outside Agency Event Information (Not District Records)	Records related to events sponsored by other agencies attended by MWDOC Directors & Staff. Includes conference & seminar information and travel records. Does not include attendance records, expense reports, or payment records.		AR	No			
Cathy	Administration	ADM23	Copies	Photocopies or duplicates of any record	CA GC 60200, AC 11102	AR	No			
Cathy	Human Resources	HR01	Employee Benefit Plans & Programs	Records related to all employee benefits plans and programs, including health and life insurance policies & information, tuition reimbursement, eligibility, illness & Injury Prevention Plan (IIPP), and retirement plans. Does not include employee enrollment or other individual forms.	29 CFR 1627.3, CA GC 12946, 12960, 60201 29 USC 1027; AC 11100	CL+6	No			
Cathy	Human Resources	HR03	Salary Schedules	Records related to District Salary Schedules as established by the Board.	CA GC 60201(d)(12), 29 CFR 1627.3, AC 11100	SU+7	No	X		
Cathy	Human Resources	HR04	Medical Files	Records related to the medical history of employees, pre-employment physicals, required physicals or drug testing, doctor releases/notes for workers' compensation or other medical absences.	8 CCR 3204, 8 CCR 5144, 8 CCR 15400.2, 29 CFR 1910.1020(d)(1)(i); GC 12946, 12960, 60201, AC 11100	TE+30	No	X		X
Cathy	Human Resources	HR05	Personnel Manual	Records related to Personnel Policies of the District.	CA GC 12946, 12960 60201, AC 11100	SU+4	No			
Cathy	Human Resources	HR06	Personnel Administration records	Records related to the overall administration of personnel activities. Includes studies, surveys, and reports.	CA GC 60201, AC 11100	4	No			
Cathy	Human Resources	HR07	Personnel Files	Records related to individual employees. Includes employment applications, training records, performance evaluations, driving records, awards or certificates, salary information, insurance enrollment, beneficiary designations and other forms, and separation documents.	CA GC 3105, 12946, 12960, 60201, 29 CFR 1602.14, 1602.31 & 1627.3, 29 USC 1113, AC 11100	TE+7	No	X		X
Cathy	Human Resources	HR08	Deferred Compensation Statements, Pension Plan Statements	Employer Statements	GC 60201; AC 11100	7	No			X



RECORDS RETENTION SCHEDULE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
Cathy	Human Resources	HR09	Drug & Alcohol Tests	Employee Results (Positive & Negative)	29 CFR 1627.3(b)(1)(v), GC 12946, 12960, 60201; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71, AC 11100	5	No			X
Cathy	Human Resources	HR10	Employee Training Records (District-Sponsored)	Course Material and Sign In Sheets for employee training	8 CCR 3203 et seq., 29 CFR 1602.31, CA LC 6429(c); CA GC 12946, 12960, 60201, 53235.2(b), AC 11100	5	No			X
Cathy	Human Resources	HR11	I-9s		INA 274A(b)(3); INS Rule 274a.1(b)(2); 29 CFR 1627.3(b)(1), CA GC 12946, 12960, 60201; INA 274A(b)(3), AC 11100	TE+3	No			X
Cathy	Human Resources	HR12	Organizational Chart	Records related to District organizational structure.	CA GC 60201(d)(1), AC 11100	PE	No			
Cathy	Human Resources	HR13	Retiree Benefits	Records regarding benefits offered to retirees	CA GC 60201(d)(12), 29 CFR 1627.3, AC 11100	DEATH + 5	No			
Cathy	Human Resources	HR14	Background Checks	Records related to background checks for newly hired employees.	CA GC 60201, AC 11100	TE+7	No			X
Cathy	Human Resources	HR16	Risk Management / Workers Compensation Claims	Records related to Worker's Compensation Claims, Disability Claims, and Incident/Accident Reports.	8 CCR 10102; 8 CCR 15400.2, 8 CCR 3204(d)(1) et seq., 29 CFR 1910.1020, CA GC 12946, 12960, 60201, CA CCP 337, AC 11100	TE+30	No			X
Cathy	Human Resources	HR17	Employee Complaints	Records related to employee complaints, includes MWDOC response and disciplinary action.	CA GC 12946, 12960, 60201, 29 CFR 1602.31, AC 11100	TE+5	No			X
Cathy	Human Resources	HR18	Recruitment Records	Records regarding the advertisement of available positions. Includes job descriptions, job postings, advertising, interviews, resumes, applications, testing questions and results.	29 CFR 1602.32, 29 CFR 1627.3, 2 CCR 11013(c) CA GC 12946, 12960, 60201, AC 11100	CL+4-	No			X
Cathy	Human Resources	HR19	COVID-19 Notifications to Employees	Financial records related to the general ledger posting. The Financial Database can re-create reports upon demand.	LC 6409.6(k), GC 60201	CL+3	No			X
Finance	Finance	FIN01	General Ledger	Records describing the financial status of the District. Includes financial, fiscal, and monthly reports, worksheets, printouts, and statements on the financial position and condition of the District. The Financial Database can re-create reports upon demand.	CA GC 60201, AC 11101	AU	No			
Finance	Finance	FIN02	Interim Financial Reports	Records related to reviewing the District's activities to ensure compliance with policies, procedures, and standards.	CA GC 60201, AC 11102	AU+7	No			
Finance	Finance	FIN03	Audit Records	Records describing the financial status of the District, including the Annual Financial Report and the Final Audit Report.	CA GC 60201, AC 11100	AU+7	No			
Finance	Finance	FIN04	Annual Financial Report & Auditor Report		CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	
Finance	Finance	FIN05	Draft MWDOC Budget	Records related to internal financial planning and management. Includes final budget vs. cost reports, summaries, worksheets, and goals and objectives.	CA GC 60201, AC 11102	AU	No			

RECORDS RETENTION SCHEDULE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?  (Finals Only)	V	H	C
Finance	Finance	FIN06	Final MWDOC Budget	Records related to the Final MWDOC Annual Budget and milestones for the final approved budget. Final budget is approved by the Board.	CA GC 60201, AC 11100	PE	Yes		X	
Finance	Finance	FIN07	Accounts Payable / 1099, 1096, DE542 (California Report of Independent Contractors)	Records related to payment of financial obligations (money owed by the District). Includes vendor invoices, bills, check requests, statements including credits/refunds, disbursement reports, completed purchase orders & purchase requisitions, travel & expense reports, membership renewal payments, and petty cash.	CA GC 60201, AC 11100	AU+7	No			
Finance	Finance	FIN08	Accounts Receivable	Records related to accounting for money owed to the District. Includes cash receipts, check copies, uncollectible debts, MWDOC invoices and bankruptcies. Excludes Water Billing.	CA GC 60201, AC 11100	AU+7	No	X		
Finance	Finance	FIN09	Payroll Records	Records related to payment of labor costs. Includes employee timesheets, completed request for leave forms, salary, wage, and deferred compensation; deduction, garnishment, and retirement contribution.	29 CFR 516.5, 29 CFR 516.6, CA GC 60201(d)(12), 60203 IRS Reg 31.6001-1(e)(2), R&T 19530; LC 1174(d); 8 CCR 11040.7(7)(C), AC 11100	AU+7	No	X		X
Finance	Finance	FIN10	Payroll Tax Records	Records related to Annual & Quarterly payroll tax filings, includes W-2 forms.	CA GC 60201, 29 CFR 516.5, 516.6, AC 11100	AU+7	No			X
Finance	Finance	FIN11	Banking Record	Records related to bank transactions. Includes deposits of funds, cancelled checks, check registers, bank advices, wire transfers, bank statements, and reconciliations.	AC 11100, CA GC 60201, 26 CFR 31.6001-1	AU+7	No			
Finance	Finance	FIN12	Cash & Investment Record	Records related to portfolio investments. Includes cash flow statement, transaction records, and investment pool statements.	CA GC 60201, AC 11100	AU+7	No			
Finance	Finance	FIN13	Water Billing	Records related to the processing of the monthly water billing. Includes Metropolitan invoices, invoices issued, and reconciliation reports.	CA GC 60201, AC 11100	AU+7	No	X		
Finance	Finance	FIN14	Fixed Asset Record	Records related to the acquisition, depreciation, and accruals of fixed assets. Includes purchase and sale or disposition information.	CA GC 60201, AC 11100	SA+7	No			
Finance	Finance	FIN15	Grant Records / Conservation Grants	Records related to accepted/approved federal or state grants, includes financial records.	CA GC 60201, GC 8546.7; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133 AC 11100	CL+5	No			
Finance	Finance	FIN16	Old Business	Records related to previously closed finance-related issues not included in other record categories. Includes the OC Bankruptcy.	CA GC 60201, AC 11100	AU+7	No			
Finance	Finance	FIN19	Payroll Report by Employee	Cumulative Report by Employee	CA GC 60201, AC 11100	PE	No		X	
Finance	Finance	FIN20	W-9s	Vendor W-9s Forms (Taxpayer ID Number and Certification)	CA GC 60201	CL+3	No		X	
Finance	Information Technology	IT01	Computer Systems Records	Records and manuals related to District hardware records, maintenance files, software application files, database programs and <b>disaster recovery</b> backups. Excludes data contained in any of the above programs.	CA GC 60201, AC 11102	AR	No			
Finance	Information Technology	IT02	Network Operating Manual	Records related to the operation of the District Information Technology.	CA GC 60201, AC 11102	AR	No			

RECORDS RETENTION SCHEDULE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

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

RECORDS RETENTION SCHEDULE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

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

RECORDS RETENTION SCHEDULE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

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

RECORDS RETENTION SCHEDULE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

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

RECORDS RETENTION SCHEDULE  
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

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



Code	Event Name	Description
+	Plus	Some retention periods consist of two or more components; i.e. CL+6 means they should be kept until closed plus 6 years.
AR	After Review	Subject to review to determine if record has continued value.
AU	After Audit	Retain until audit has been performed.
CL	Closed; Completed	Retain until closed or project completion date.
CU	Current Year	A period of time starting after the end of the current calendar year – December 31.
EX	Expiration / end of usefulness	Retain until file has expired or is no longer useful or relevant.
M	Month	Additional retention period of 1 calendar month
PE	Permanent	Record retained Permanently
SA	Sale or Disposal	Retain until item is sold, disposed, demolished or removed from service.
ST	Settlement	Final Settlement or Resolution
SU	Superseded	Record is maintained until made obsolete by the creation or receipt of a newer version.
TE	Termination	Retain until termination or separation from the District

Code	Characteristic Name	Description
V	Vital	A record identified as essential for the continuation or survival of the organization if a disaster strikes. Such records are necessary to re-create the organization's legal and financial status and to determine the rights and obligations of employees, customers, stockholders, and citizens.
H	Historical	The value attributed to a record which preserves documentation on significant historical events including the organization's operations, origin, policies, authorities, functions, and organizations, as well as significant administrative decisions.
C	Confidential	A record requiring protection against unauthorized disclosure, modification, or destruction. A document with restricted access.





**ACTION ITEM**

March 20, 2024

**TO:** Board of Directors

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

**Harvey De La Torre, General Manager**

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

**SUBJECT: Approval of Personnel Manual Revisions**

**STAFF RECOMMENDATION**

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It is recommended that the Board of Directors: Approve revisions to the Personnel Manual, as presented.

**COMMITTEE RECOMMENDATION**

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Committee recommends (To be determined at Committee Meeting)

**SUMMARY**

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Proposed revisions to the Personnel Manual are being presented for review and approval. The Personnel Manual is reviewed by the Human Resources Team, the General Manager and Labor Counsel. Due to recent laws in effect as of January 1, 2024, updates to the Personnel Manual are necessary and those sections are included in the proposed revisions. In addition, during the review process, there were additional sections that Labor Counsel recommended. Human Resources also made revisions based on consistency with current business practices, clarification, and redundancy.

Attached is the Redlined version of the Personnel Manual for review and consideration. Staff has outlined changes to the Personnel Manual referencing page numbers and title of section. Please note that significant changes to the Personnel Manual are specifically noted however, punctuation, grammar, spelling, etc. are not.

<b>Budgeted:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Budgeted amount: NA	Core: <input checked="" type="checkbox"/>	Choice: <input type="checkbox"/>
Action item amount: NA		Movement between funds: <input type="checkbox"/> Yes <input type="checkbox"/> No	

## **DETAILED REPORT**

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The following outlines the recommended changes to the Personnel Manual:

**Page 3                      PURPOSE & MWDOC WORKPLACE GOALS**

- Revised language.
- Added language at the beginning of the document to contact Human Resources and removed the redundancy in other sections throughout document.

**Page 5                      THE MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

- Revised number.

**Page 6                      SELECTION OF EMPLOYEES**

- Revised language for clarification.

**Pages 6 & 7              INTRODUCTORY PERIOD**

- Revised language for clarification and consistency with current business practice.

**Page 7                      REGULAR FULL-TIME EMPLOYEES**

- Revised language for clarification.

**Page 7                      REGULAR PART-TIME EMPLOYEES**

- Added language for clarification and consistency with business practice.

**Page 8                      INTERNS**

- Revised language for consistency with current business practice.

**Page 9                      RECORD OF WORK HOURS**

- Revised language for clarification and consistency with current business practice.

**Page 9                      OVERTIME**

- Revised language for consistency with current business practice.

**Page 11                    TELECOMMUTING**

- Revised language for consistency with current business practice.

**Page 11                    PAYROLL DEDUCTIONS**

- Revised language for clarification.

**Page 11                    COMPENSATION AND BENEFITS SURVEYS AND PAY STRUCTURE**

- Revised language to be consistent with current practice.

**Page 12                    ANNUAL MERIT INCREASES**

- Revised language for clarification.

**Page 12                      PERFORMANCE APPRAISAL**

- Revised language for consistency with current practice.

**Pages 12 & 13            PERFORMANCE CRITERIA AND DEFINITIONS**

- Revised to include ratings consistent with current practice.

**Pages 16 & 17            EMPLOYEE ASSISTANCE**

- Revised language for clarification.

**Page 17                    EMPLOYEE RECOGNITION PROGRAMS/SERVICE  
AWARDS/EMPLOYEE TEAM EXCELLENCE**

- Revised language for consistency with current business practice.

**Pages 17 to 21          PAID SICK LEAVE/MANDATORY PAID  
SICK/LEAVE/REPRODUCTIVE LOSS EVENT LEAVE**

- Revised language in compliance with Healthy Workplace Healthy Family Act (AB1522) and recent mandates.

**Pages 22 & 23          LONG-TERM DISABILITY LEAVE**

- Revised language to be consistent with current business practice and clarification.

**Page 27                    MEDICAL CERTIFICATION**

- Deleted language for consistency and clarification.

**Page 31                    MILITARY LEAVE**

- This section was moved to the current section.

**Page 31                    VOTING LEAVE**

- Labor Counsel added this section.

**Pages 32 & 33          LEAVES RELATED TO DOMESTIC VIOLENCE, SEXUAL  
ASSAULT, OR STALKING/CRIME VICTIMS' LEAVE/LEAVE FOR  
ORGAN AND BONE MARROW DONATION/SCHOOL ACTIVITY  
LEAVE**

- Labor Counsel added these sections.

**Page 34 & 35          KIN CARE LEAVE**

- Labor Counsel added this section.

**Page 35                    PERSONAL LEAVE OF ABSENCE WITHOUT PAY**

- Revised language for consistency with business practices and defer to benefits administrator guidelines.

**Page 35 & 36          EXECUTIVE LEAVE**

- Revised title and language to be consistent with intent of the leave.

**Page 37                    OTHER LEAVES**

- Labor Counsel added language.

**Page 38                    MILITARY LEAVE**

- This section was moved to page 31.

**Page 40                    MEDICAL DENTAL AND VISION INSURANCE**

- Revise language for clarification.
- Deleted language that is addressed elsewhere in appropriate section.

**Pages 40 & 41            HEALTH SAVINGS ACCOUNT (HAS)**

- Revised language for clarification.

**Page 41                    LIFE INSURANCE**

- Deleted duplicate language and made revision for clarification.

**Page 42                    10 YEARS OF SERVICE**

- Revised language for clarification and reorganized bullet point.

**Page 45                    RETIREMENT PROGRAMS/MEDICARE COVERAGE**

- Added language for clarification regarding participation in Social Security.

**Page 45                    DEFINED CONTRIBUTION PENSION PLAN**

- Deleted repeat language elsewhere in the document.

**Pages 46 & 47            CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM (CALPERS)**

- Revised language for consistency and deleted language repeated elsewhere in document.

**Pages 48 & 49            CELL PHONE ALLOWANCE**

- Revised language for clarification.

**Page 49                    UNIFORMS/TOOLS-FIELD PERSONNEL**

- Revised language for clarification and consistency with business practices.

**Pages 51 to 53            AUTOMOBILE ALLOWANCES**

- Revised language for clarification.

**Page 53                    MWDOC DIRECTORS/DISABILITY LEAVE**

- Revised language for clarification.

**Page 54                    WORKERS COMPENSATION (WORK-RELATED ILLNESS OR INJURY)**

- Revised language for clarification.

**Page 55                    FLEXIBLE BENEFITS SPENDING PLAN/HEALTH SAVINGS ACCOUNT (HSA)/LIFE INSURANCE**

- Revised language for clarification.

- Page 57**                      **DEFINED CONTRIBUTION PENSION PLAN (401A-MONEY PURCHASE PENSION PLAN)**
- Deleted language.
- Page 58**                      **MWDOC-MET DIRECTOR BENEFITS/DISABILITY LEAVE /SHORT-TERM DISABILITY LEAVE**
- Deleted language as it is not applicable.
- Pages 60, 62 & 63**      **EQUAL OPPORTUNITY EMPLOYMENT & PROHIBITION AGAINST DISCRIMINATION AND HARASSMENT/SEXUAL HARASSMENT**
- Labor Counsel revised.
- Page 66**                      **GRIEVANCE STEP 4**
- Labor Counsel revised.
- Page 69**                      **CORRECTIVE ACTIONS**
- Labor Counsel revised.
- Page 70**                      **DRUG AND ALCOHOL-FREE WORKPLACE/GENERAL PROHIBITION AGAINST USE OR POSSESSION/DRUG & ALCOHOL TESTING**
- Labor counsel revised based on recent law changes.
- Pages 72 & 73**              **POST-ACCIDENT TESTING/RETURN TO DUTY TESTING/PROCEDURES FOR DRUG TESTING**
- Labor Counsel revised based on recent law changes.
- Pages 74 & 75**              **INTERNET USE/PASSWORDS AND SECURITY MEASURES**
- Added new section addressing internet use and revised language regarding passwords and security measures.
- Page 76**                      **ARTIFICIAL INTELLIGENCE (AI) TECHNOLOGIES**
- Added new section addressing AI.

## ALIGNMENT WITH BOARD STRATEGIC PRIORITIES

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- |  |   |
|--|---|
| <input type="checkbox"/> Clarifying MWDOC's mission and role; defining functions and actions.                        | <input type="checkbox"/> Work with member agencies to develop water supply and demand objectives. |
| <input type="checkbox"/> Balance support for Metropolitan's regional mission and Orange County values and interests. | <input type="checkbox"/> Solicit input and feedback from member agencies.                         |
| <input type="checkbox"/> Strengthen communications and coordination of messaging.                                    | <input checked="" type="checkbox"/> Invest in workforce development and succession planning.      |

Additional Comments:

## BOARD OPTIONS

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**Option #1:** Approve revisions to the Personnel Manual, as presented.

**Fiscal Impact:** NA

**Option #2:** Do not approve the proposed revisions, as presented.

**Fiscal Impact:** NA

List of Attachments/Links:
<b>Attachment 1:</b> <i>Personnel Manual</i>



# PERSONNEL MANUAL

Effective date: ~~January 18, 2023~~ March 20, 2024

Table of Contents **TO BE UPDATED when finalized**



<b>1000 INTRODUCTION</b>	<b>1000 - 1600</b>
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## **1100 PURPOSE & MWDOC WORKPLACE GOALS**

This Personnel Manual is intended to provide important information, guidance and insight into the work culture of MWDOC and the policies, benefits and behavioral expectations of the organization. ~~It may not be your most exciting read of the year but it~~ The guidance is essential for ~~you and MWDOC employees~~ to improve and excel. And that is at the heart of MWDOC's workplace goals. In order to maximize value to Orange County, Southern California, our Staff and Directors, the workplace needs to support the professional growth and personal development of everyone in our organization. This requires the commitment of all involved and an emphasis on continuous improvement. It also requires that we respect each other and adhere to fundamental rules of behavior.

If you have any questions, need clarification or additional information on any of the content contained herein, please contact Human Resources.

## **1200 PERSONNEL MANUAL ORGANIZATION**

There is a very diverse set of information, policies and procedures in this manual. They have been organized into four main sections beyond this introductory piece.

- Rules & Definitions (Section 2000)
- Benefits (Section 3000)
- Policies, Protections & Process (Section 4000)
- Behavior & Consequences (Section 5000)

## **1300 EMPLOYEES AND DIRECTORS**

Different portions of this manual apply to Employees, Directors, the General Manager and our associated partners including consultants, contractors and vendors. We have attempted to make the distinctions clear where they exist. For example, the benefits available to MWDOC Directors are distinctly different from those available to MWDOC Employees. In addition, the grievance and corrective action process is different for Employees, the General Manager and Directors. Specifically, grievances against the GM or a Director are made to the President of the Board, Executive Committee or the entire Board of Directors. The Board always retains the authority to discipline itself.

The MWDOC Board of Directors (Board of Directors, Board, Directors Board Members) and the MWDOC Metropolitan Water District Directors (MWDOC-MET Directors) are considered employees and therefore Director compensation is subject to Social Security taxation.

Directors are eligible to participate in a qualifying public retirement system in accordance with IRS guidelines and are eligible for benefits in accordance with applicable statutes and District policies. In addition, Directors are subject to sections in the Personnel Manual related to conduct and decorum. In all other aspects, Directors shall be subject to the laws and regulations as applicable to such officials.

## **1400 ADMINISTRATIVE CODE & CONTRACTS MANUAL**

The Personnel Manual is one of three documents that primarily establishes the rules for MWDOC personnel (outside of local, state, and federal law).

The Administrative Code is the codification of the organization and operation of MWDOC. At its most basic level, the Administrative Code identifies the Board of Directors as the policy setting body which also hires the General Manager. The General Manager is responsible for the Employees and operation of the organization.

Particularly relevant to the Personnel Manual are the Administrative Code sections covering Ethics (Chapter 7). There is significant interplay between Ethics in the Administrative Code and some of the provisions in Sections 4000 and 5000 of the Personnel Manual (i.e., Section 5100 Standards of Conduct, Section 4102 Prohibition Against Discrimination and Harassment, Section 4200 Grievance Procedure, Section 5101 Corrective Actions).

The MWDOC Contracts Manual outlines specific policies and procedures the Board of Directors has adopted relative to contracts and procurements. Those policies and procedures are outlined in the Administrative Code (Sections 8000 through 8004).

## **1500 LEGAL DISCLAIMERS**

This Personnel Manual describes policies as set by the Board of Directors of the Municipal Water District of Orange County. These policies supersede any preceding or contradictory policies except where expressly authorized by the Board. This Manual is not a guarantee, expressed or implied, of continued employment for any specific duration. These policies are intended to be in compliance with applicable law and should be interpreted as such.

MWDOC reserves the right to make changes to this Personnel Manual and to any employment policy, practice, work rule, or benefit, at any time without prior notice. Except as otherwise provided in this Personnel Manual, no one has the authority to make any promise or commitment contrary to what is in this Personnel Manual.

Employees are responsible for knowing about and understanding those changes once they have been disseminated. MWDOC also reserves the right to interpret the provisions of this Manual. For this reason, employees should check with the Human Resources to obtain information regarding specific employment guidelines, practices, policies, or procedures.

In addition, this Personnel Manual is not intended to cover all possible situations that may arise in your employment relationship with MWDOC. This Personnel Manual is the property of MWDOC, and it is intended for the personal use and reference by employees of MWDOC.

This Personnel Manual is designed to help employees get acquainted with MWDOC. It describes some of the basic terms and conditions of employment with MWDOC.

**Employees should sign the acknowledgement form at the back of this Personnel Manual, tear it out, and return it to Human Resources. This will provide MWDOC with a record that each employee has received this Personnel Manual.**

### **1600 THE MUNICIPAL WATER DISTRICT OF ORANGE COUNTY (MWDOC)**

The Municipal Water District of Orange County (MWDOC) was formed by Orange County voters in 1951 under the Municipal Water District Act of 1911. Today, MWDOC is Metropolitan Water District of Southern California's (MET's) third largest member agency, providing and managing the imported water supplies used by over 2-million residents in Orange County.

The Municipal Water District of Orange County (MWDOC) is an independent public water agency that serves Orange County's regional imported water wholesaler. Our efforts focus on sound planning and appropriate investments in water supply development, water reliability, water resources management, and water use efficiency, public information, legislative advocacy, water education, and emergency preparedness. MWDOC's service area covers all of Orange County, with the exception of the cities of Anaheim, Fullerton and Santa Ana. We serve Orange County through ~~27~~28 member agencies who in turn provide water to the public.

MWDOC is governed by a seven-member Board of Directors. Each Director is elected by the public to represent a specific portion of Orange County. MWDOC also appoints four representatives to advocate the interests of Orange County on the Metropolitan Board. MWDOC holds key leadership positions on the MET Board of Directors that oversee policy development, finances, strategy and implementation.

The General Manager is directly responsible to the Board of Directors for the administration of policies established by the Board.

<b>2000 RULES &amp; DEFINITIONS</b>
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<b>2100-2310</b>
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## **2100 EMPLOYMENT**

The Municipal Water District of Orange County is an at-will employer and as such, employment with the District is without a specified term and may be terminated at the will of either the District or the employee, with or without cause and with or without prior notice to the other. Employees of the District are not entitled to due process procedures, hearings, or any so-called Skelly rights related to their employment. This policy of employment at-will can be changed only in a formal written contract signed by the employee and an authorized representative of the Board of Directors. No other representative of the District has any authority to make any agreement contrary to the foregoing.

### **2101 SELECTION OF EMPLOYEES**

All persons considered for employment with the Municipal Water District of Orange County must be qualified to perform the duties of the position for which they are employed. All new ~~Employees, in certain classifications,~~ after receiving a conditional offer of employment, will be required to complete a pre-employment job-related medical examination consistent with business necessity and, based on the safety sensitive nature of their job duties, a pre-employment drug screening before reporting for work. All employees shall be required to affirm Section 3, Article 20, first paragraph of the Oath of Allegiance pursuant to State law.

As required by law, all new employees must provide necessary documentation to prove identity and the right to work in the United States in accordance with federal and state laws. Failure to provide such documentation in a timely manner will result in disqualification from selection and is grounds for immediate termination.

### **2102 INTRODUCTORY PERIOD**

The first six months of employment with the District represents an introductory period during which newly hired employees can demonstrate that they can meet the requirements of their position. This period may be extended upon notice by the supervisor to the employee. This period may also be waived, upon the General Manager's approval, when an employee is converted from temporary or intern status to full-time status. During this period, work habits, performance and attendance will be reviewed by the employee's supervisor and appropriate management staff, and written performance appraisal reports may be completed.

A newly hired employee shall become a regular full-time or part-time employee only upon receipt of written confirmation from the supervisor and appropriate management staff that this introductory period has been satisfactorily completed.

During this review period, an employee is not eligible to take paid vacation time. Employees who successfully complete their introductory period may be eligible for a salary increase, based on performance during the introductory period. This is not automatic and will be reviewed on a case-by-case basis and approved by the General Manager. ~~or receive a~~

~~salary increase unless an adjustment of ranges indicates that the employee's current salary is below the adjusted range.~~ The employee's original date of hire will be the anniversary date for computation of salary and benefits.

Successful completion of this initial six-month evaluation period in no way changes or modifies the employee's at-will status with the District.

### **2103 REGULAR FULL-TIME EMPLOYEES**

An employee who has satisfactorily served the required six-month introductory period, who is regularly scheduled to work at least 32 hours per week in an established position on a regular basis is considered a regular full-time employee. Such employees are eligible for full benefits as provided herein; although, benefits ~~as required by law~~ shall be provided consistent with ~~the~~ requirements of the law.

Regular full-time employees who have worked less-than 40 hours per week (i.e. 32 to 39 hours per week) on a regular basis accrue paid leaves predicated on the number of hours worked and are eligible for holiday pay on a pro-rated basis, only if the holiday falls on a regularly scheduled workday.

No employee hired to work a 40-hour workweek can reduce their work schedule without written approval of the General Manager.

### **2104 REGULAR PART-TIME EMPLOYEES**

An employee who regularly and customarily works less than 32 hours per week is considered a regular part-time employee and is not eligible for any benefits other than those mandated by law. Regular part time employees working 20 hours or more per week (1,000 hours or more in a fiscal year) are enrolled in CalPERS.

### **2105 TEMPORARY EMPLOYEES**

An employee serving in a position in which the requirements of the services performed are of a temporary nature shall be classified as a temporary employee for a period not to exceed twelve months. This classification includes, but is not limited to, personnel employed for seasonal peak workloads, emergency extra workloads, necessary vacation or leave of absence relief, or special investigative study workloads. Temporary employees are not eligible for any benefits other than those mandated by law.

### **2106 LIMITED-TERM EMPLOYEES**

A limited-term employee is an individual who is temporarily employed by entering into an employment contract for a specified period of time as approved by the Board of Directors. Limited-term employees are eligible for benefits as provided for in the employment contract. All limited-term employment contracts and renewals require Board approval.

### **2107 INTERNS**

The District's Internship Program is designed to meet specific limited-term organizational needs while providing meaningful training and work experience for college students pursuing academic studies. The District will recruit and hire interns based on authorized budget expenditures and a specific purpose, program and project in accordance with the District's strategic goals and objectives and in accordance with the intern policy guidelines. Interns may be employed for a period of up to six months after their graduation. Interns are not eligible for benefits except as required by law. An intern's pay rate is established based on the District's classification schedule ~~and in accordance with their level in college~~. Upon completion of one year of employment/service, interns may be eligible for a pay increase based on the recommendation of their supervisor or department head upon the discretionary approval of the General Manager. Interns are not eligible for merit increases on the same basis as regular full-time and part-time employees.

For employees that transition from Part-Time, Temporary, Limited-Term or Intern status to Full-Time, the actual date of hire to Full-Time status will be the anniversary date for computation of leave accruals. Benefits will go into effect in accordance with the policies of the Benefits Administrator.

## **2200 WORK HOURS, WORKWEEK AND OVERTIME**

### **2201 WORKWEEK**

The legal definition of a workweek, as defined pursuant to the Fair Labor Standards Act (FLSA) is any consecutive 168-hour (equivalent to 7 days) period. For purposes of defining the legal workweek, the official workweek for all employees on a standard schedule shall begin at 12:01 a.m. each Monday and end at Midnight the following Sunday.

For all employees working a 9/80 work schedule, their legal workweek shall begin exactly four hours into the 8-hour shift on the day of the week which constitutes their alternating regular day off. 9/80 employees should note that their timesheets will reflect the District's pay period and not the legal workweek for overtime calculations.

### **2202 REST PERIODS**

Employees are allowed rest periods not to exceed 15 minutes during each four consecutive hours of work. The time of each employee's rest period will be determined by the department supervisor. Rest periods shall be considered hours worked but employees shall be relieved of all duties and responsibilities during breaks.

### **2203 LUNCH PERIODS**

Lunch periods are unpaid and shall be staggered to permit the office to remain open during the lunch period. Any employee who works for at least five (5) hours in a ~~work-day~~ workday is required to take a thirty (30) minute lunch within the first five (5) hours of work, and employees who work more than ten (10) hours in one day are eligible for a second meal period. An employee who works less than six (6) total hours in a day may waive such unpaid



meal period. All other employees must take a thirty (30) minute lunch break within the first five (5) hours of the workday. Meal periods shall be duty-free with no restrictions placed on such periods.

## **2204 RECORD OF WORK HOURS**

All employees must record their time worked on a standard electronic time sheet for payroll purposes. Each employee is responsible for the daily recording of all time worked and reported as sick, vacation, etc., and for allocating the hours to the appropriate time codes. Timesheets are to be submitted electronically by 10:00 a.m. every Monday, unless requested earlier. Employees are responsible for reviewing their time records and confirming that their paychecks accurately reflect the actual hours worked.

Supervisors are also responsible for reviewing all time records submitted by subordinates. An employee must report time-sheet or paycheck errors immediately in writing to the Human Resources to the Payroll Department. Any pay correction will be included in the pay period for the time period in which the correction occurred, unless otherwise stated at the time of the correction.

Making any false statement in connection with time or payroll records and continuous errors may result in immediate discharge or other discipline.

## **2205 OVERTIME**

As a governmental agency, the District is obligated to be in compliance with the requirements of the federal Fair Labor Standards Act (FLSA), and it shall be applied to all employees as defined as Exempt and Non-Exempt (See District Salary Schedule). The FLSA does not require overtime to be paid for hours worked over eight in a day. FLSA overtime is required only when the work actually performed exceeds 40 hours in the legal workweek – defined as a consecutive 168 hour period. For employees working a 9/80 work schedule, their workweek shall begin exactly four hours into their eight hour shift on the day of the week which constitutes their alternating regular day off. Contact the Payroll Department Human Resources if you have questions regarding the calculation of overtime. Non-~~e~~Exempt employees can accrue a maximum of 40 hours of compensatory time.

Overtime must be approved by the Supervisor prior to working. However, all overtime hours in excess of the allowable maximum will be paid, regardless of prior approval.

For purposes of defining overtime, employees are identified by the following two categories:

### **2205.1 Non-exempt employee**

Any employee may be directed to work in excess of the regular workday by the General Manager or their supervisor. The District will pay all Non-Exempt employees at the rate of one and a half times the regular rate of pay for all hours physically worked in excess of 40 in a workweek. Because paid leave hours (vacation, holiday, sick leave, bereavement leave,

jury duty, etc.) do not constitute hours actually worked, they will not be included when assessing overall hours in a workweek in the overtime calculation.

Non-exempt employees shall receive cash reimbursement or Compensatory Time Off (CTO) accrual. Maximum total accrued for any eligible employee shall not exceed forty hours.

#### **2205.2 Exempt employee**

Exempt employees are not eligible for additional compensation or compensating time off for hours worked in excess of 40 hours in the designated workweek and are required to work the hours necessary to fulfill the responsibilities of the position. Exempt employees are executive, administrative or professional employees and perform office or non-manual work and perform one or more of the exempt duties of an executive, administrative or professional employee, in accordance with the Fair Labor Standards Act guidelines.

Exempt employees shall not be subject to docking of pay for absences of less than a full day, except as provided by law. However, pursuant to District's sick leave policy, sick leave balances will be charged for absences greater than four hours in a work day.

#### **2206 PAYMENT OF OVERTIME IN EVENT OF SEPARATION**

In accordance with the Fair Labor Standards Act (FLSA), the use of accrued compensatory time to extend employment when an employee has actually vacated a position due to termination is not considered employment. Therefore, an employee separating from employment with the District who has performed authorized overtime service for which he/she has not been compensated as provided for, shall be paid at the employee's last regular rate of pay for such accrued service or the average regular rate of pay that the employee received during his last three years of employment, whichever is higher.

#### **2207 MAKE-UP TIME**

If a Non-Exempt employee needs to take time off for personal reasons and desires to make up the time rather than be docked or have the time charged to the appropriate accumulated leave balance, said employee may make up the time, with the approval of the employee's supervisor, provided said time is made up within the workweek in which the time off was taken and provided that making up such time does not cause the employee to exceed 40 hours in a workweek.

#### **2208 HOLIDAY TIME**

An employee may be required to work on a holiday, if approved at the discretion of the General Manager. Any employee working on a District-recognized holiday will be compensated at the employee's hourly rate in addition to any holiday pay he or she may otherwise receive. See the District Holiday policy section.

#### **2209 TELECOMMUTING**



Employees may work a hybrid work schedule depending on the suitability of their job. Hybrid work schedule is determined by the General Manager.~~are required to perform their job responsibilities at the District office unless their job duties require them to perform work at a location outside of the District office. An employee requesting to work from home or another location to perform their normal work duties must seek final approval from the General Manager.~~

## **2300 PAY PRACTICES**

### **2301 PAYDAYS**

District paydays will be every two calendar weeks. Paychecks will be inclusive of pay for all hours in the two preceding calendar weeks. In the event a payday falls on a holiday, the direct deposit or paycheck will be distributed on the day prior to the holiday.

### **2302 PAYROLL DEDUCTIONS**

Payroll deductions are taken from the pay of all employees in compliance with all mandated state and federal laws based on employee's earnings, marital status, and number of exemptions claimed. Payroll deductions also include required pension and health and welfare benefits and employee voluntary contributions. Garnishments will be applied only as required by law. ~~Employees hired after April 1, 1986 are required to contribute to Medicare tax is withheld as mandated and payroll deductions are made accordingly.~~

### **2303 COMPENSATION AND BENEFITS SURVEYS AND PAY STRUCTURE ADJUSTMENTS**

The compensation philosophy guiding the District's decisions related to employee compensation and benefits is that of desiring to provide salary ranges and benefit practices that are competitive with market practices. In conducting compensation surveys, the District establishes its salary ranges by considering the median of the marketplace. In administering benefits surveys, the District considers prevailing and emerging practices related to the District's labor market. This approach has been adopted in an effort to attract and retain the best available staff and continue in its commitment to quality service to the District's member agencies.

Human Resources ~~shall~~ conducts a planned pay structure adjustment survey in ~~November-February~~ of each year of the direct labor market agencies to determine the percentage adjustment to the Pay Structure ranges for the upcoming fiscal year to go into effect July 1.

A comprehensive compensation and benefits survey shall be conducted every three years to evaluate market practices and job grading. Human Resources may conduct interim market analyses for newly established or modified job classifications between the comprehensive annual reviews.

### **2304 ANNUAL MERIT INCREASES**

Merit increases for regular full-time and part-time employees are granted, in part, in proportion to an employee's demonstrated job performance and current placement within the employee's salary range. Supervisors and managers will establish performance standards and communicate these expectations to each of their staff. In addition, supervisors and managers will engage in a discussion with each employee concerning his or her performance during that employee's performance review process.

### **2305 MERIT GUIDELINES**

The amount of each merit increase will be determined, in part, by the performance of the employee, as documented on the Performance Appraisal. The performance review should provide a fair and accurate evaluation of the employee's performance in the preceding fiscal year.

### **2306 PERFORMANCE APPRAISAL**

The purposes of the performance appraisal process is to provide employees with an understanding of personal goals, reasonable standards of performance and ~~timely frequent~~ feedback and communication to facilitate professional ~~improvement~~ development. The emphasis is on growth and improvement with coaching to modify behavior instead of corrective or disciplinary actions. This is a two-way communication process between the employee and supervisor and a collaborative engagement based on past performance but focused on future actions. The performance appraisal can result in the development of Performance Improvement Plans.

Newly hired or promoted employees will be appraised at six months from date of hire for position. Thereafter, employees will have regular check-ins with their manager to discuss goals, objectives, development and performance consisting of a formal mid-year check-in and an end of year check-in (end of fiscal year) ~~performance will be appraised annually during the months of June and July, consistent with the timing of the annual merit increase process. Managers will meet with employees during the year to review the performance appraisal and assess performance and progress. Communication should be frequent and frank.~~

### **2307 PERFORMANCE CRITERIA AND DEFINITIONS**

Performance criteria should be tied to specific employee goals and serve to provide ongoing feedback throughout the fiscal year. While the District reserves the right to modify the performance criteria, an example criteria framework includes:

- ~~1 = Unsatisfactory. Performance is below job requirements and level expected and it appears the employee is either unwilling or unable to perform successfully.~~
- ~~2 = Needs Improvement. Performance meets some, but not all job requirements. Improvement is needed to meet requirements. Employee has potential for successful performance.~~
- ~~3 = Successful. Performance meets job requirements. Overall performance has been at the level expected for the position.~~

~~4 = Exceeds Expectations. Performance consistently meets and frequently exceeds some job requirements.~~

Rating Name	Definition
Exceptional	Consistently delivers outcomes rarely achieved by others. Always exceeds standards. This rating is a special commendation for the employee who offers truly outstanding overall performance.
Exceeds Expectations	Consistently exceeds expected job requirements and frequently surpasses established goals. Delivers outcomes that are superior majority of the time. This rating recognizes overall performance that consistently exceeds standards.
Successful	Consistently achieves expected job requirements and established goals. Employee is a solid contributor to the success of the department/MWDOC agency by completing expected outcomes.
Below Expectations	Meets many, but not all established goals and job requirements. Outcomes are generally less than expected, with improvement required in one or more specific area affecting their performance or behavior.
Unacceptable	Work does not meet job expectations in most, if not all, areas. This is considered a rating where significant improvements are immediately required in overall performance or behavioral areas/soft skills.

## **2308 MERIT INCREASE PROCEDURES**

Merit increases become effective the first full pay period following July 1. Employees, with the exception of the General Manager, with a minimum of six full calendar months of employment with the District may be eligible for merit increase consideration. Merit increases, within the established salary ranges, are not automatic, but will be granted based, in part, upon employee performance and budgetary considerations, as determined by the General Manager.

Merit increases will be granted within the established Salary Range only. If an employee has reached the maximum rate of the Salary Range, the employee's salary shall be frozen (remain unchanged) until such time that the Board of Directors approves a salary range adjustment that would result in the employee's pay rate being less than the range maximum. In the event that the employee is paid at the maximum rate of the salary range any additional compensation that is paid would be at the General Manager's discretion to grant in the form of a lump sum performance payment in accordance with the merit increase guidelines.

## **2309 PROMOTIONS**

A promotion is defined as the movement of an employee from one classification to another classification in a higher salary range, i.e. Administrative Assistant to Senior Administrative Assistant. An employee who is promoted will receive, at the discretion of the General Manager, a promotional salary increase at least to the salary range minimum. The General Manager may, however, grant greater increases.

A promoted employee will be required to serve a six-month review period in the new position; retention of the employee in the promoted classification may be determined at any time during this review period. The six-month review period will have no effect on the timing of the promoted employee's annual salary review for merit consideration or salary range adjustments. If the promoted employee fails this review period, he or she would not have the automatic right to return to his/her former classification, unless there is a vacant position in said former classification. If an employee is returned to his/her former classification, the employee will return to their original pay status in the former classification.

### **2310 POSITION RECLASSIFICATION**

A position reclassification is the change of a position from one salary range to another salary range and will be implemented under the General Manager's authority in the management of the District.

If an employee is in a position that is reclassified to a higher salary range, the employee will maintain his/her current salary rate unless his/her current salary rate is below the minimum salary of the new range, in which case the employee will, at the discretion of the General Manager, be eligible to receive the beginning salary in the new range.

If an employee is in a position that is reclassified to a lower salary range, said employee will be placed at a salary level within the lower range at the discretion of the General Manager.

## **3000 BENEFITS**

**3000 - 3706**

### **3100 EMPLOYEE BENEFITS**

#### **3101 VACATION**

In order to realize the full benefit and purpose of a vacation policy, employees are encouraged to take at least a portion of their annual earned vacation time off each year, in a block of time preferably five consecutive working days. The scheduling of an employee's vacation time or the extension of accrued vacation beyond the designated 12-month accrual period will be at the discretion of the General Manager based on the needs of the District.

##### **3101.1 Accrual Rate**

Regular full-time employees working 40 hours per week shall earn vacation time off with pay in accordance with the following schedule. Employees working less than 40 hours a week but more than 32 hours per week, shall accrue vacation on a prorated basis.

Part-time employees who later convert to full-time employees will begin to accrue vacation time beginning on the date of their full-time status. No vacation credit will be earned during any pay period an employee is absent without pay. Regular full-time employees who are temporarily working part-time may accrue vacation leave on a prorated basis, at the District's discretion. When an approved holiday falls within a vacation period, an employee on vacation shall be entitled to the holiday and will not be required to use vacation hours that day.

<u>Years of Service</u>	<u>Hours Earned Biweekly</u>	<u>Yearly Equivalent</u>
Beginning with 1 <sup>st</sup> Year	3.08	80 Hours
Beginning with 4 <sup>th</sup> Year	4.62	120 Hours
Beginning with 11 <sup>th</sup> Year	5.23	136 Hours
Beginning with 15 <sup>th</sup> Year	6.15	160 hours
Beginning with 20 <sup>th</sup> Year	6.46	168 hours

##### **3101.2 Accrual Cap**

Once an employee's vacation accrual reaches twice his or her yearly annual accrual rate, the employee shall cease being eligible to accrue further vacation until such time as the accrual drops back below that figure. The General Manager maintains discretion to approve the raising of the accrual cap or authorize partial payout of accrued amounts to reduce below the maximum accrual. Unused vacation will be paid out to an employee, or his or her designated beneficiary, at the time he or she separates from employment based on the individual's then-current rate of pay.

#### **3102 HOLIDAYS**

All eligible regular full-time employees are granted the following paid holidays (total of 12 days/96 hours). In order to be entitled to holiday pay, an employee must be eligible for full

pay for the scheduled workday both before and after said paid holiday. The following dates are recognized District holidays:

New Year's Day	January 1
Martin Luther King Day	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving	4 <sup>th</sup> Thursday in November
Day after Thanksgiving	4 <sup>th</sup> Friday in November
Christmas Eve	December 24
Christmas Day	December 25
One Floating Holiday	Designated by the employee each year

The granting of holiday pay does not guarantee any employee the day off. The General Manager may elect to maintain a minimum staff on any holiday.

(Rev, Board approved-2/15/2023)

### **3103 HOLIDAYS OCCURRING ON A DATE SCHEDULED OFF**

When a paid holiday falls on a Sunday, the following Monday shall be deemed the holiday. When a paid holiday falls on a Saturday, the preceding Friday shall be deemed the paid holiday. When a paid holiday falls on an employee's scheduled day off per the modified work week schedule, the employee will receive eight hours of CTO accrual in lieu of the following day off.

If the floating holiday is not used within the calendar year it will be credited to the employee's CTO or vacation accrual.

### **3104 EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The EAP provides confidential, professional assistance ~~program for use~~ when personal problems affect an employee's life and work. The program provides information, consultation, and counseling for employees, dependents, and domestic partners, as well as ~~offering~~ training and consultation to management.

The EAP encourages employees to use services early in the progression of a problem before situations significantly impact work. This is accomplished by promoting service for "normal problems in living" such as relationships, stress, legal and financial problems, career concerns, anxiety and depression. The EAP also services more serious concerns such as alcohol and drug problems, family violence, and threats of suicide. This benefit is provided for all regular full-time employees. The District pays for the monthly premiums as determined by the Board and in accordance with insurance policy guidelines. ~~The District will pay a portion toward the cost of the monthly premiums based on the amounts approved by the~~

~~Board and in accordance with insurance policy guidelines.~~ This benefit goes into effect on the first day of the month following 30 days of service.

~~Please contact Human Resources for additional information.~~

### **3105 EMPLOYEE RECOGNITION PROGRAMS**

#### **3105.1 Service Awards**

The Service Award Program is designed to formally recognize all regular full and part-time employees for continuous years of dedicated service with the District. Employees will be ~~formally~~ recognized at completion of five-years of service and at five-year increments thereafter. ~~Upon Following~~ completion of the required years of service, an employee is recognized at either a ~~certificate will be presented to the employee at the Board meeting~~ Board or staff meeting during the employee's anniversary month.

At completion of five years, the employee will be granted one compensation day (8 hours) to be used within the following 12 months. At completion of ten years and every five years thereafter, the employee will be granted two compensation days (16 hours) to be used within the following 12 months. These compensation days will be allocated to CTO ~~or vacation~~ accrual if not used within the 12 month period. Eligible employees will select a gift card of their choice to be purchased by HR, not to exceed the value of \$10 per year of service (i.e., 5 years = \$50, 10 years years = \$100, etc.)

#### **3105.2 Employee/Team Excellence**

This program has been established to recognize ~~outstanding~~ District employees, encourage teamwork and acknowledge contributions to the District. The goal is to encourage quality work, continuous improvement, teamwork, efficiency, customer service, and a high level of dedication. The program recognizes that District employees are the source of our strength, reputation, and innovation.

Recipient/s will receive recognition at either a District Staff meeting or Regular Board Meeting ~~by way of an Outstanding Performance Certificate~~ and either a gift card of choice or ~~check~~ up to a maximum of \$200 for individuals, and larger awards to departments or groups, as determined by the General Manager. Based upon the act or accomplishment, the General Manager may grant a special award of up to \$1,000.

Award amounts over \$25 are taxable in accordance with IRS guidelines.

### **3200 LEAVE PROVISIONS**

#### **3201 PAID SICK LEAVE**

Paid sick leave is granted as a benefit to eligible regular, full-time employees to be used for illness or injury; the employee or a family member, for preventive care or diagnosis, care or treatment of an existing health condition, or for specified purposes if the employee is a victim of domestic violence, sexual assault or stalking. It is not to be used as vacation or an earned



right to time off from work. Eligible employees begin immediately accruing leave at the start of employment and are entitled to use this sick leave following completion of thirty days of employment.-

Employees on sick leave will be paid from their accumulated sick leave hours. After employees have exhausted five days or 40 hours of sick leave per year, Ffor any absences of five working days or more, a request for leave and/or a medical certification, stating expected date of return, must be submitted to Human Resources. Upon return to work, a written doctor's release must be submitted to Human Resources. Sick leave may also be used to attend to the illness or injury, or due to medical and dental office appointments, of an employee's immediate family member. For purposes of this section, immediate family member shall mean the employee's spouse, child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), parent (a biological, adoptive or foster parent, stepparent, parent-in-law, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), registered domestic partner or any family member with whom the employee resides, biological or foster children, stepchildren and stepparents, legal wards and guardians, children of domestic partners, siblings, parent-in-law, and grandparents, and a designated person which is a person identified by the employee at the time the employee requests paid sick days. Additionally, sick leave may be used for an employee who is a victim of domestic violence, sexual assault or stalking.

### **3201.1 Method of Accrual**

Regular, eligible full-time employees working 40 hours per week shall accrue 3.69 hours (equivalent to 96 hours per year) of sick leave with pay for each biweekly pay period of service. ~~Eligible employees working less than 40 hours per week shall accrue sick leave on a prorated basis, but shall accrue at least 24 hours of sick leave by the 120th calendar day of employment and 40 hours by the 200th calendar day of employment.~~ An employee on leave of absence without pay shall earn no sick leave during the absence without pay. Employees on a leave of absence and or temporarily working part-time due to a medical disability shall accrue sick leave on a prorated basis, based on the number of hours actually worked (see section under Disability for clarification of use while on disability leave). Employees are required to allocate the number of hours to sick time accordingly on their electronic time sheet.

### **3201.2 Maximum Accrual**

A maximum of 488 hours of sick leave may be accumulated. Any non-exempt employee accumulating sick leave in excess of 488 hours will be cashed out for those excess sick leave hours on the first check of each September at the rate expressed in the chart below; thereafter, the employee's leave accrual will be reduced down to the 488 hour maximum. Exempt employees, on the other hand, will have their sick leave accrual capped at 488 hours, and will cease to be eligible for sick leave accrual until such time as their sick leave accrual drops back below 488 hours. Employees will not be paid for any accrued but unused sick leave upon termination of employment.



Hours of sick leave used in preceding 12 months excess from July 1 to June 30

Cash out of hours in of 488

0 hours sick leave	50%
8 hours of sick leave	33.33%
9-32 hours of sick leave	25%
33-64 hours of sick leave	8.33%
65 or more hours of sick leave	0%

### **3201.3 Partial Day Absence**

Exempt employees shall be required to use sick leave to cover any absence of four hours or greater on a regular work day. Non-Exempt employees shall use sick leave to cover any absence ~~in~~ in one-half hour increments. Upon request, the employee may utilize paid vacation time in lieu of sick leave, at the discretionary approval of the District.

### **3202 MANDATORY PAID SICK LEAVE**

Employees who are not otherwise provided paid sick leave are entitled to sick leave ~~as pursuant to Section 3201 are entitled to paid sick leave by the Healthy Workplaces/Healthy Families Act (required by the Healthy Workplaces/Healthy Families Act of 2014 ("HWHF").") Paid Sick Leave. Any non-exempt employee not otherwise provided paid sick leave pursuant to the District's policy or practice shall be entitled to paid sick leave pursuant to this policy,~~ as follows:

~~An employee qualifies to accrue paid sick leave under this policy upon the start of the employee's employment. An employee shall be entitled to use any accrued and available paid sick leave as of the 90th day of employment. Eligible employees shall accrue paid sick leave at the rate of one hour for every 30 hours worked, not to exceed six days (48 hours). Once the employee accrues six days of sick leave, accrual will cease until the employee uses leave and brings his or her accrual balance below six days. Accrued but unused sick leave shall carry over year to year. Upon hire and then at the beginning of each calendar year thereafter, the District will provide each eligible employee with five (5) days or 40 hours of paid sick leave. Paid sick leave hours reset on an annual basis on January 1st of each year. -Unused paid sick leave does not carry over from one calendar year into the next, and will therefore expire at the end of the 12 month period. Paid sick days are paid at the non--exempt employees' normal rate of pay earned during regular work hours. Employees are not entitled to any pay out of sick leave accrual upon separation from employment,; although if an employee is re-hired within a year, the previously accrued but unused sick leave will be reinstated.~~

Leave may be used for any purpose where sick leave is otherwise typically used at the District, including but not limited to the diagnosis, care, or treatment of an existing health condition of, or preventive care for the employee or the employee's family member. An employee who is a victim of domestic violence, sexual assault, or stalking, may also use this leave to: (1) attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare

of the victim or his or her child; (2) seek medical attention for injuries caused by domestic violence, sexual assault, or stalking; (3) obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking; (4) obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or (5) participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

A "family member" for the purposes of this policy is defined as a child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), a parent (a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), a spouse or registered domestic partner, a grandparent, grandchild and sibling, a designated person which is a person identified by the employee at the time the employee requests paid sick days.

The District reserves the right to require further documentation depending on the qualifying reason the employee is requesting leave under this policy.

If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable.

### **3203 BEREAVEMENT LEAVE**

In the event of a death of a member of an employee's immediate family, employees are eligible to take up to five days under this policy. Five days will be paid time off.

"Employee" in this instance, means a person employed by the District for at least 30 days prior to the commencement of the leave. Employees are to allocate the number of hours to Bereavement Leave accordingly on their electronic time sheet.

The District may require documentation to support the leave.

For purposes of this policy, a family member is defined as a spouse, registered domestic partner, child, ~~step-child~~ stepchild, parent, ~~step-parent~~ stepparent, brother, sister, step- brother, step-sister, grandparent, grandchild, father-in-law, or mother-in-law, or any family member with whom the employee resides, foster children, legal wards and guardians, children of domestic partners.

### **3204 REPRODUCTIVE LOSS EVENT LEAVE-**

All employees who have been employed by the District for at least 30 days are entitled to an unpaid leave of absence up to five (5) days in total following a reproductive loss event. -Such leave must be taken within three (3) months of the reproductive loss event.- If an employee experiences more than one reproductive loss event within a 12-month period, the District will

grant the employee a cumulative total of up to of 20 (twenty) unpaid days of leave; subject to the limitation that each unpaid leave of absence shall not exceed five (5) days.

A reproductive loss event is defined as: failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. If the employee would have been recognized as a parent if the aforementioned events were successful, the employee will be covered under this definition. This includes the employee, the employee's current spouse or domestic partner, or another individual if the person would have been a parent of a child as a result of the event.

The leave of absence following a reproductive loss event is unpaid, though an employee may elect to utilize any accrued and available paid sick leave, vacation, personal leave, or compensatory time off that is otherwise available to the employee.

### **32045 SERIOUS FAMILY ILLNESS LEAVE**

Following completion of 30 days of employment, regular full-time employees are eligible to take up to four days with pay per fiscal year for serious family illness to attend the birth of an employee's child, operation of an immediate family member, to attend to the serious illness or injury of an immediate family member, or where death of an immediate family member appears imminent. Immediate family includes those mentioned in the Bereavement Leave policy above. This form of leave does not extend the leave period provided under the family leave laws. Employees are to allocate the number of hours to Serious Family Illness Leave accordingly on their electronic time sheet.

### **32056 JURY OR WITNESS DUTY LEAVE**

Jury Duty is considered an excused absence. Any regular, full-time employee of the District who is called or required to serve as a trial juror or witness will be excused from work during the period of such service or while present in court as a result of such a call. Eligible full-time employees required to serve as jurors are granted jury duty leave with pay, less any fees paid to them by the court, except mileage up to a maximum period of thirty (30) working days. Employees serving on a jury exceeding the thirty (30) day period shall do so without pay. This benefit is effective immediately upon employment. An employee serving jury duty must obtain an attendance slip from the court and submit it to the accounting department in order to be eligible for pay for those hours. Employees are to allocate the number of hours to Jury Duty Leave accordingly on their electronic time sheet. Any employee relieved from jury duty after less than 3 hours shall report to work unless impracticable because of travel time. If the employee is unable to return to work, time will be taken as unpaid, or vacation or compensatory time.

An employee who is subpoenaed to appear in court in a matter regarding an event or transaction which he or she perceived or investigated in the course of his or her job duties will do so without loss of compensation. An employee will not be paid to appear in court in a matter unrelated to his/her duties or in a matter initiated by the employee.

### **32067 DISABILITY LEAVE**

### **32067.1 Short-Term Disability Leave**

The District participates in the State of California, Employment Development Department (EDD) Disability Insurance program. Workers who suffer a loss of wages when they are unable to work due to a non-work-related illness or injury, pregnancy or childbirth, may be eligible for disability insurance benefits. Generally, the program goes into effect on the eighth day of disability (since SDI requires a seven-day waiting period) up to a maximum of 52 weeks (as determined by EDD) based on the requirements of the Plan. Visit <http://edd.ca.gov/> for complete program details, eligibility, weekly benefit amount, exclusions, etc.

The weekly and maximum benefit amounts are based on the wages paid during a specific 12--month base period, which is determined based on the date the claim begins. Use of sick leave accruals may be coordinated with the SDI benefit to make up the difference between disability benefits and an employee's regular pay. In cases where there is not sufficient sick leave to make up the difference, an employee may elect to use vacation and/or compensatory time off to supplement the difference. The program is administered by the EDD, and employees should seek clarification as to eligibility and scope of benefits from the EDD. EDD guidelines and rulings supersede any statement made herein.

### **32067.2 Long-Term Disability leave**

Long term disability insurance (LTD) is an insurance policy that provides partial income replacement in the event that an employee is unable to work due to illness, injury, or accident for an extended period of time. All regular, full-time employees are eligible for long-term disability insurance per the terms of the insurance policy in force. See Human Resources for a complete outline of coverage, exclusions, and policy information. ~~An employee receiving long-term disability benefits may elect to apply accrued earned leave time to make up the difference between disability benefits received and the employee's regular salary~~

### **32067.3 Employee Filing Requirements**

It is the employee's responsibility to file for disability insurance benefits as soon as possible in order to eliminate undue delay in ~~the~~ receipt of their disability pay. See Human Resources on where to obtain the appropriate forms.

### **32067.4 Verification of Disability**

Employees are required to provide Human Resources with a certification of disability from a licensed physician within fifteen days of the District's request for such certification. The employee may be asked to provide re-certifications as allowed by law.

### **32067.5 Employee Benefits While on Disability Leave**

Employees on an authorized medical leave of absence without pay may continue disability, health, and life insurance coverage for a period in which the leave is protected by law, during which time the employee will continue to pay ~~his or her~~ their portion of the benefits premium. Where the leave is not protected by law, the employee may continue, if eligible, and in accordance with the benefit administrator's guidelines. ~~such coverage upon the District's approval for a period of no more than four months, during which time the employee will continue to pay his or her portion of the benefits premium.~~

The employee's failure to pay his or her portion of the benefit premium may subject the employee to loss of coverage. Upon return to work, the employee will become eligible to have coverage reinstated in accordance with the terms of agreement with the carriers then in effect.

An employee on disability leave without pay from the District will not be eligible to accrue vacation or sick leave and shall not be eligible for any paid leaves or pension plan contributions. An employee on paid leave will accrue vacation and sick leave based on the number of hours being paid.

### **32078 FAMILY/MEDICAL LEAVE OF ABSENCE (FMLA/CFRA) CALIFORNIA & FEDERAL FAMILY MEDICAL LEAVE**

In accordance with the Federal Family and Medical Leave Act ("FMLA"), the FMLA's Service member leave provisions ("Service member FMLA"), and the California Family Rights Act ("CFRA"), the District has adopted the following policy regarding the rights and responsibilities of employees absent for a family leave purpose. This policy shall supersede the provisions of any District policy, practice, rule or procedure to the extent that such policy, practice, rule or procedure is in conflict or inconsistent with this policy.

#### **32078.1 Qualifying Reasons for Leave and Eligibility-**

#### **FMLA LEAVE**

In accordance with the FMLA, Service member FMLA and this Policy, the District shall provide up to twelve (12) work weeks of FMLA leave to any "eligible employee" who requests leave for any of the following purposes:

- The birth or adoption of a child by the employee or placement of a child in foster care with the employee (all family leave taken for one of these purposes must be concluded within one year of the event);
- To care for a child, parent, or spouse of the employee who has a serious health condition;
- For an employee's own serious health condition which makes the employee unable to perform the essential functions of the employee's position, including incapacity due to pregnancy and for prenatal medical care; or
- For the care of a covered family member's injuries or qualifying exigencies stemming from qualifying service in the Armed Forces as provided for under the Service member FMLA's provisions.
- Up to 26 weeks, (1,040 hours) in a rolling year of leave is permitted for:
  - Care of an employee's spouse, child, parent, or next of kin who is a covered service member with a serious illness or injury.

An employee is eligible for FMLA leave if the employee:

- Has been employed by the District for at least 12 months.

- Has worked for at least 1,250 hours during the 12-month period immediately preceding the leave.
- Is employed at a worksite that has 50 or more employees within 75 miles

### **CFRA LEAVE**

In accordance with the CFRA and this Policy, the District shall provide up to twelve (12) work weeks of CFRA leave to any “eligible employee” who requests leave for any of the following purposes:

- The birth or adoption of a child by the employee or placement of a child in foster care with the employee (all family leave taken for one of these purposes must be concluded within one year of the event);
- To care for a child, parent, parent-in-law, spouse, registered domestic partner, or designated person of the employee who has a serious health condition;
- For an employee’s own serious health condition which makes the employee unable to perform the essential functions of the employee’s position; or
- Leave because of a qualifying exigency related to the covered active duty or call to covered active duty of an employee’s spouse, domestic partner, child, or parent in the Armed Forces of the United States.
- For purposes of this policy, a designated person, means any individual related by blood or whose association with the employee is the equivalent of a family relationship. A designated person may be identified by the employee at the time the employee requests paid sick days.

An employee is eligible for CFRA leave if the employee:

- Has been employed by the District for at least 12 months.
- Has worked for at least 1,250 hours during the 12-month period immediately preceding the leave.

### **32078.2 Special Rules for Pregnancy Disability Leave**

The right to take CFRA/FMLA leave is separate and distinct from the right to take a pregnancy disability leave. In other words, leave taken by an employee disabled by pregnancy, childbirth or related medical conditions is not family leave under the CFRA, even though it may be FMLA leave.

In light of the above, the District may require that pregnancy disability and FMLA leave run concurrently (hereinafter “pregnancy disability/FMLA leave”), but CFRA leave can never run concurrently with a pregnancy disability leave. This means that, at the end of the employee’s period(s) of pregnancy disability or pregnancy disability/FMLA leave, whichever occurs first, a CFRA eligible employee may take up to 12 workweeks of CFRA leave due to the birth of ~~her~~a child or for other family leave purposes.

Where an employee has exhausted ~~her~~ entitlement to pregnancy disability/FMLA leave prior to the birth of ~~her~~a child, and ~~her~~the health care provider certifies that continued leave is



medically necessary, the District may, but is not required to, allow the employee to utilize CFRA leave prior to the birth of ~~her a~~ child.

The maximum combined leave entitlement for pregnancy disability, FMLA and CFRA leave for the birth of a child is four months and 12 workweeks. This assumes that the employee has exhausted all four months of pregnancy disability leave; ~~and she~~ exhausted ~~her~~ entitlement to up to 12 weeks of FMLA leave during the period of pregnancy disability leave; and the employee requested and was eligible for a 12 week CFRA leave following the child's birth. ~~of her child.~~

~~For more information regarding rights to pregnancy disability leave contact the Human Resources Department.~~

### **32078.3 Special Rules Regarding Employment of Spouses**

If both employees work for the District and are required to take leave pursuant to FMLA, their combined leave entitlement shall be limited to twelve (12) workweeks in a 12-month period.

If both employees work for the District and are required to take leave pursuant to CFRA, each employee is entitled to twelve (12) workweeks of CFRA bonding leave.

### **32078.4 Calculating the 12-month Period**

For the purpose of this Policy, "12-month period" shall mean a 12-month period measured backward from the date employee first uses family leave. The District uses a "backward rolling" calculation.

### **32078.5 Notice Requirements**

The employee, or a representative for the employee (e.g., spouse, adult family member, or other responsible party), must notify Human Resources, preferably in writing, as soon as it becomes apparent that the employee will be needing leave for a family leave purpose.

Employees must provide at least 30 calendar days advance notice before leave is to begin if the need for leave is foreseeable, or notice as soon as practicable under the circumstances.

The employee must consult with ~~his or her~~ their supervisor regarding the need for a leave and must make a reasonable effort to schedule any planned medical treatment or supervision so as to minimize disruption of District operations. Actual scheduling is, however, subject to the approval of the patient's health care provider.

Failure to comply with these notice requirements is grounds for, and may result in, deferral of the requested leave until the employee complies with these provisions. However, the District shall not deny a leave, the need for which is an emergency or is otherwise unforeseeable, on the basis that the employee did not provide advance notice of the need for the leave.

Where leave is requested on the basis of a serious health condition affecting an employee's family member, the District may require evidence of the family relationship.

**32078.6**

**District Determination and Notification**

It is up to the District to designate leave, paid or unpaid, as CFRA or CFRA/FMLA leave based on information provided by the employee or the employee's representative.

In the event that the District determines that a leave of absence is for a FMLA/CFRA family leave purpose, the District shall, within two business days, if feasible, notify the employee in writing of its determination that the leave constitutes FMLA or CFRA leave.

Where CFRA leave is running separate and apart from FMLA leave (such as following a pregnancy disability/FMLA leave), the District shall respond to the leave request as soon as possible and, in any event, no later than 10 calendar days after receiving the request. Once given, approval of CFRA leave shall be deemed retroactive to the first day of the leave.

The District's written notice to the employee shall, among other things:

- Specify the obligations of the employee while on family leave and explain the consequences of a failure to meet these obligations;
- Provide notice to the employee in the event that a period of paid leave is to be counted as family leave;
- Provide notice to the employee in the event that the District requires paid leave to be substituted for unpaid leave.

Where the employee fails to provide sufficient information until after the leave commenced, the District may make a preliminary determination that the employee's absence is for a family leave purpose, subject to later confirmation by medical certification.

If either the District or the employee designate an absence as family leave after the leave of absence has begun, such as when an employee advises the District during the leave of absence or after his/her return to work that the entire leave of absence or any part of it was for a family leave purpose, that portion of the leave period which was for a family leave purpose may be retroactively counted as family leave.

If the employee fails to advise the District that a leave of absence was for a family leave purpose either before, during or within two days after he/she returns to work, the employee will not be able to assert the protections of the family leave laws for the leave of absence.

Any dispute between the District and an employee as to whether paid leave qualifies as family leave should be resolved through discussions between the employee and Human Resources.

**32087.87 Medical Certification**

An employee's request for leave due to a serious health condition affecting the employee or the employee's child, parent or spouse must be supported by a medical certification issued by the health care provider of the individual requiring care.

For leave to care for the employee's child, parent, or spouse, this certification need not identify the serious health condition involved, but shall contain:



- The date, if known, on which the serious health condition commenced;
- The probable duration of the condition;
- An estimate of the amount of time which the health care provider believes the employee needs to care for the child, parent or spouse; and
- A statement that the serious health condition warrants the participation of the employee to provide care during a period of treatment or supervision of the child, parent or spouse.

For leave to care for the employee's own serious health condition, this certification ~~need not, but may, at the employee's option, identify the serious health condition involved.~~ It shall contain:

- The date, if known, on which the serious health condition commenced;
- The probable duration of the condition; and
- A statement that, due to the serious health condition, the employee is unable to work at all or is unable to perform any one or more of the essential functions of his or her position.

This type of medical certification is not required where leave is requested for the birth, adoption or placement of a child in foster care with the employee.

Medical certification must be provided within 15 calendar days of the District's request and generally prior to the commencement of a foreseeable leave of absence, unless it is not practicable to do so despite the employee's diligent, good faith efforts to do so.

With regard to leave due to the employee's own serious health condition:

- Where the District has reason to doubt the validity of the employee's medical certification, the District may require, at the District's expense, that the employee obtain a second medical opinion from a health care provider designated by the District and who is not regularly used by the District; and
- Where the second opinion differs from the first, the District may require that the employee obtain a third and binding medical opinion, again at the District's expense, from a health care provider designated or approved jointly by the District and the employee.

The District may require recertification only where additional leave is requested.

The District may also require certification at the time the employee seeks reinstatement from family leave due to the employee's own serious health condition that the employee is fit for duty and able to return to work.

### **32078.8 Minimum Period of Leave**

Leave may be taken in one or more periods and does not have to cover a continuous period of time.

Where leave is taken due to the serious health condition of the employee or his/her parent, child or spouse, the minimum leave increment shall be the shortest period of time the District's payroll system uses to account for absences or use of leave.

Where CFRA leave is running separate and apart from FMLA leave (such as CFRA leave following pregnancy disability/FMLA leave), the minimum duration for leave taken in connection with the birth, adoption or foster care placement of a child is two weeks, except that the District shall grant a request for CFRA leave of less than two weeks on any two occasions during the one year period following the birth or placement of the child with the employee.

### **32078.9 Substitution of Leave**

The District may require that sick leave be used to provide pay during any period of otherwise unpaid family leave due to the employee's own serious health condition. Sick leave may also be used in connection with family leave taken for other purposes in accordance with applicable District Policy (ies), California Labor Code section 233, and upon the mutual agreement of the District and the employee. The District may require that vacation and other accrued time off (other than sick leave and compensatory time off) be used for any family leave qualifying event other than pregnancy disability leave. Where pregnancy disability leave and FMLA leave are running concurrently, accrued vacation or compensatory time may be used at the employee's option. CFRA and FMLA leave may also run concurrently with a leave of absence covered by workers' compensation or temporary disability. Upon reinstatement, all employee benefits will be resumed without any new qualification period, physical examination or exclusion of preexisting conditions.

### **32078.10 Reinstatement**

Where a definite date of reinstatement has been agreed upon at the beginning of the leave, the employee will be reinstated to the same or a comparable position by the date agreed upon. If the reinstatement date differs from the District's and employee's original agreement, the employee will be reinstated to the same or a comparable position within two business days, where feasible, after the employee notifies the District of his or her readiness to return. The employee's use of family leave may not result in the loss of any employment benefit that the employee earned or was entitled to before going on family leave. Upon reinstatement, all employee benefits will be resumed without any new qualification period, physical examination or exclusion of preexisting conditions.

### **32078.11 Denial of Reinstatement**

An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during family leave. For example, if an employee is laid off while on family leave, the District's responsibility to maintain group health plan benefits and reinstate the employee ceases at the time the employee is laid off.

The District may also deny reinstatement to:

- An employee who gives notice that he or she no longer desires to return to employment with the District;
- An employee who fails to provide certification that he or she is fit for duty and able to return to work after taking family leave based on the employee's own serious health condition; or

### **32098 SERVICEMEMBERSERVICE MEMBER FAMILY & MEDICAL LEAVE**

The federal Family and Medical Leave Act (FMLA) entitles eligible employees to take leave for a covered family member's service in the Armed Forces. This Policy supplements our FMLA Policy and provides general notice of employee rights to this leave. Except as stated below, such rights and obligations for Service member FMLA are governed by our existing FMLA Policy. Service member FMLA runs concurrent with other leave entitlements provided under federal, state and local law.

#### **32089.1 Entitlement to Service member FMLA**

Service member FMLA provides eligible employees unpaid leave for any one, or combination, of the following reasons:

- A 'Qualifying Exigency' arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan: or
- To care for a covered family member who has incurred an injury or illness while in the Armed Forces provided that such injury or illness renders the family member medically unfit to perform duties of the member's office, grade, rank or rating and is certified by the service member's health care provider.

#### **32089.2 Duration of Service member FMLA**

(1) When leave is due because of a 'Qualified Exigency' concerning the military duty of a family member: an eligible employee may take up to 12 workweeks of leave during any 12-month period. (2) When leave is to care for an injured or ill service member: an eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 workweeks in a single 12-month period. (3) Where spouses are both employed by the District, they may take up to, in aggregate, 26 workweeks of service member FMLA, provided that any portion of the aggregate leave that is not for care of a family service member does not exceed 12 workweeks.

#### **32089.3 Notice of Intent to take Service member FMLA**

In any case where it is foreseeable that an employee will need service member FMLA, that employee must provide notice of his or her intent to take leave as soon as reasonably possible and provide certification of either the 'qualified exigency' or family service member's need for care as soon as practicable.

### **320910 PREGNANCY DISABILITY LEAVE**

Any employee who is disabled by pregnancy, childbirth, or related conditions may take a Pregnancy-Related Disability leave for the period of actual disability of up to four months, in

addition to any family care or medical leave to which the employee may be entitled. Pregnancy-Related Disability Leaves may be taken intermittently, or on a reduced-hours schedule, as medically necessary.

Moreover, an employee is entitled to a reasonable accommodation for pregnancy, childbirth, or related medical conditions if ~~she so request~~eds and provides the District with medical certification from ~~her~~their health care provider. In addition to other forms of reasonable accommodation, a pregnant employee is entitled to transfer temporarily to a less strenuous or hazardous position or to less hazardous or strenuous duties if ~~she so request~~eds, the transfer request is supported by proper medical certification, and the transfer can be reasonably accommodated.

### **320910.1 Substitution of Paid Leave for Pregnancy-Related Disability**

#### **Leave**

An employee taking Pregnancy-Related Disability Leave must substitute any available sick pay for ~~her~~ leave and may, ~~at her option,~~ substitute any accrued vacation time. ~~for her leave.~~ The substitution of paid leave for Pregnancy-Related Disability Leave does not extend the total duration of the leave to which an employee is entitled.

### **320910.2 Leave's Effect on Benefits**

During a Pregnancy-Related Disability Leave, the District will continue to pay for the employee's participation in the District's group health plans, to the same extent and under the same terms and conditions as would apply had the employee continued in employment continuously for the leave period.

Thus, the employee must continue to pay their ~~his or her~~ share of the health plan premiums during the leave. If paid sick leave is substituted for any portion of the leave that is unpaid leave, such payments will be deducted from the employee's pay through the regular payroll deductions. Otherwise, the employee must make arrangements with the District for the payment of such premiums.

The District may recover from ~~the employee,~~ the premiums that the District paid to maintain coverage for the employee under the group health plan if the employee fails to return from leave after the period of leave has expired and the employee's failure to return is for a reason other than: (i) the employee is taking (i.e., has transitioned over to) leave under the California Family Rights Act, unless the employee chooses not to return after the CFRA leave, in which case the District can recover such premiums; (ii) the continuation, recurrence, or onset of a health condition that entitles the employee to Pregnancy-Related Disability Leave, unless the employee chooses not to return after the Pregnancy-Related Disability Leave, in which case the District can recover such premiums; (iii) non-pregnancy related medical conditions requiring further leave, unless the employee chooses not to return to work following the leave, in which case the District can recover such premiums, or (iv) other circumstances beyond the employee's control.

It is the District's policy that, similar to other unpaid leaves, during any unpaid portion of a Pregnancy-Disability Leave, employees will accrue employment benefits, such as sick leave

and vacation leave, only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.

Employee benefits may be continued during the unpaid portion of the Pregnancy- Disability Leave according to the provisions of the District's various employee benefit plans.

### **320910.3 Return to Work Certification**

Consistent with the District's practice for other employees returning from a disability leave for reasons other than pregnancy, the District requires that an employee returning from Pregnancy-Related Disability Leave provide a release to return to work from their healthcare provider stating ~~she~~ they is-are able to resume their original job or duties.

### **320910.4 Leave's Effect on Reinstatement**

Employees returning from Pregnancy-Related Disability Leave generally are entitled to be reinstated in the same position, subject to certain conditions, and consistent with applicable law.

## **3211 MILITARY LEAVE**

Military leave shall be granted in accordance with State and Federal law.

### 3213.1 Active Service

An employee who is engaged in military duty ordered for purposes of active military training or encampment is entitled to military leave with pay for up to 30 days per calendar year.

### 3213.2 Inactive Service

An employee who is required to attend scheduled service drill periods or perform other inactive duty reserve obligations is entitled to military leave without pay, not to exceed 180 calendar days per year. Such employee may, at his or her option, elect to use accrued vacation or compensatory time to attend the scheduled reserve drill periods or to perform other inactive drill period obligations.

## **3212 VOTING LEAVE**

The District encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to reach a polling place during their non-working hours, the District will grant reasonable time off with pay to vote, up to two hours, in any general or direct primary or presidential primary election, in accordance with Elections Code section 14000 et seq.

Employees must request time off to vote from their immediate supervisors prior to Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule. Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

### **3213 LEAVES RELATED TO DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING**

The District will provide time off to an employee who has been the victim of domestic violence, sexual assault or stalking to seek any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child. This includes time off for court proceedings, services from a domestic violence shelter, program or rape crisis center, counseling, medical attention, and participation in safety planning programs. The District requires reasonable advance notice of the leave when feasible. If time off is taken due to an emergency, the employee must, within 15 days of the absence, provide the District with certification of the need for the leave such as a police report, court order, documentation from a healthcare provider, victims advocate, or counselor.

Employees eligible for paid sick leave benefits under California law may take any such available paid time off, consistent with such law, for the purposes set forth in this policy. For more information, please see the sick leave policy. In the event paid sick leave benefits are not available, employees taking leave under this policy may elect to apply accrued and unused vacation to such time. Unless an employee elects to utilize their accrued time off, leave taken pursuant to this policy shall be unpaid.

The District prohibits discrimination, discharge, or retaliation against an employee for taking time off or requesting an accommodation under this policy, or based on the employee's status as a victim of domestic violence, sexual assault, and/or stalking.

### **3214 CRIME VICTIMS' LEAVE**

The District will provide time off to an employee to attend judicial proceedings related to a crime, if that employee is a victim of crime, an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim. The District requires that where feasible, in advance of taking leave, the employee provide a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice. If advance notice is not possible, the employee is required to provide the District with a copy of the notice within a reasonable time.

No employee who is absent from work pursuant to this provision will be discharged or otherwise discriminated against in compensation or other terms, conditions or privileges of employment, because of such absence. Such leave is unpaid. Employees taking leave under this policy may elect to apply vacation time to such leave.

### **3215 LEAVE FOR ORGAN AND BONE MARROW DONATION**

The District will grant an employee the following leaves of absence:

- Bone Marrow Donation: A paid leave of absence of up to five business days in any one-year period for the purpose of donating the employee's bone marrow to another person.
- Organ Donation:



- A paid leave of absence of up to 30 business days in any one-year period for the purpose of the employee donating the employee's organ to another person.
- An additional unpaid leave of absence, not exceeding 30 business days in a one-year period, for the purpose of the employee donating the employee's organ to another person.

Leaves of absence under this policy are unpaid unless an employee utilizes their accrued time off, such as earned and unused sick or vacation time. If an employee decides to utilize their accrued time off, the employee is required to first use up to five days of such paid sick or vacation time for a bone marrow donation and up to two weeks of sick or vacation time for organ donation.

In order to receive a leave of absence pursuant to this policy, the employee must provide written verification to the District that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

Any leave taken for the donation of an organ or bone marrow will not constitute a break in service for purposes of the employee's right to salary adjustments, sick leave, vacation, annual leave, or seniority. During any leave taken under this policy, the District will maintain and pay for coverage under any group health plan, for the full duration of this leave.

Leave provided under this policy may be taken in one or more periods. Leave taken under this policy will not run concurrently with any leave taken pursuant to the federal Family and Medical Leave Act or the California Family Rights Act.

Upon expiration of a leave of absence authorized by this policy, the District will restore the employee to the position held by the employee when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment. The District may decline to restore an employee because of reasons unrelated to the employee's exercise of rights under this policy.

### **3216 School Activity Leave**

An employee is eligible to take School Activity Leave (SAL) if the employee:

- Is the parent or guardian of a student;
- Is the parent, guardian, or custodial grandparent of a child in kindergarten, grade school, or licensed day care.

"Parent" for purposes of this policy, means a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in loco parentis to, a child.

#### **Qualification For Leave:**

To qualify for this leave, an employee must be a parent and:

- Find, enroll, or reenroll their child in a school or with a licensed childcare provider;
- Participate in activities of the school or licensed childcare provider of their child;

- Address a childcare provider or school emergency.

California law prohibits the District from discharging or discriminating against an employee who both: is the parent or guardian of a student; and takes time off, with reasonable notice, to appear at school because the student was suspended.

#### Duration of Leave

An employee may take a maximum to take up to 40 hours off per year, with reasonable notice to take SAL. The time off cannot exceed 8 hours in any calendar month of the year. An employee must elect to use paid accrued leaves concurrently (e.g. sick leave, vacation, etc.) in the same way they could for other qualifying purposes under the District's policies. Otherwise, such leave under this policy will be unpaid.

#### Notice Requirement

The employee is required to provide the District with reasonable notice of the need for SAL. The District may ask for proof that the employee utilized the time for child related-activities permitted under California law.

### **3217 KIN CARE LEAVE**

Pursuant to California law, employees who accrue sick leave are eligible for Kin Care Leave (KCL). An employee may use KCL for the following reasons:

- Diagnosis, care, or treatment of an existing health condition of the employee, or preventive care for, an employee or an employee's covered family member.
- For obtaining relief if the employee is a victim of domestic violence, sexual assault, or stalking.
- If the employee is a victim of domestic violence, sexual assault, or stalking, the employee may take time off to: obtain medical treatment, counseling or other victims' services, obtain or attempt to obtain any relief to help ensure the health, safety, or welfare of the employee or the employee's child, such as a temporary restraining order, restraining order, or other injunctive relief.

The number of days an employee can take off as KCL is calculated as an amount not less than the sick leave that the employee would accrued during 6 months of the employee's then-current rate of entitlement. Employees are able to use up to half of their sick leave for KCL, but no more than one-half of an employee's annual accrued sick leave benefits can be counted as KCL.

To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy. If the need for leave is not foreseeable, an employee must provide notice as soon as practicable.



A “family member” for the purposes of this policy is defined as a child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), a parent (a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), a spouse or registered domestic partner, a grandparent, grandchild and sibling.

KCL is unpaid, unless an employee elects to utilize their accrued time off. This statute runs concurrently with paid sick leave, and CFRA leave.

### **32143218 PERSONAL LEAVE OF ABSENCE WITHOUT PAY**

Upon written request, approved by the General Manager’s sole discretion, a regular full-time employee may be granted a personal leave of absence without pay not to exceed 30 working days. The General Manager, based on the District’s needs and requirements, will determine conditions of such leave of absence. ~~The Board of Directors must approve requests for personal leaves of absence longer than 30 days’ duration. This benefit is effective following successful completion of six months of service.~~

No sick or vacation leave will be accrued during any pay period an employee is absent without pay.

Continuation of benefits during a Personal Leave of Absence will be in accordance with enrollment requirements and benefits administrator plan guidelines.

~~The employee and the District will each continue to pay its share of the premiums in accordance with District policy for qualified employees on authorized personal leave of absence without pay for up to 30 days on such leave. Thereafter, continuing such premium payments will be at the sole discretion of the Board of Directors. Should coverage be terminated under the District’s long-term disability plan, coverage may be converted to an individual plan at the expense of the employee. Upon return to work, employees become eligible for reinstatement in accordance with the terms of the agreement with the insurance carrier then in effect.~~

Refer to the appropriate sections regarding continuation of health and welfare benefits and associated premium payments for disability, medical, dental, vision and life insurance coverage while on other leave of absences ~~without pay.~~

### **32163219 DISCRETIONARY EXECUTIVE LEAVE**

All executive Management employees, including the General Manager and Assistant General Manager shall be eligible for five days Executive Leave per calendar year. Any such leave not used within the calendar year will be credited to the employee’s CTO or vacation accrual. Employees eligible for paid Executive Leave are required to obtain approval from the General Manager prior to the scheduled use of paid Executive Leave. The use of any paid Executive Leave must be recorded in the District’s payroll records for each calendar year.

~~At the General Manager's discretion, the District may provide up to five days of paid executive leave to its executive management employees. This leave is meant for business-related purposes as a means of encouraging full-time management employees to participate in and attend meetings, activities, and events on behalf of the District, and to spend time outside of normal working hours otherwise in the service of the District. Paid executive leave is not considered vacation and is a privilege of paid time away from the work place. Employees eligible for paid executive leave are required to obtain approval from the General Manager or designee prior to the scheduled use of paid executive leave. The use of any paid executive leave must be recorded in the District's payroll records for each calendar year. Paid executive leave does not accrue or cash out upon termination.~~

### **3217-3220 CATASTROPHIC LEAVE**

The District has adopted a program that allows employees who have accrued vacation, CTO or sick leave hours the option to voluntarily donate hours to another employee who has exhausted his/her sick, vacation and CTO leaves, due to a non-work related catastrophic illness or injury to allow the employee to recover from their illness or injury. The calculation for the hours will be based on the number of hours donated times the donor's hourly rate divided by the recipient's hourly rate. The Program guidelines and forms can be obtained from Human Resources.

### **3218-3221 WORKER'S COMPENSATION (WORK-RELATED ILLNESS OR INJURY)**

Whenever an employee sustains an injury or disability arising out of, and in the course of, District employment and requires medical care, the employee shall obtain treatment according to the provisions of the California Labor Code, sections 4600 et seq. and shall receive compensation for hours not worked while obtaining such medical care without loss of accrued leave hours. Employees are required to immediately report a work-related injury/incident to their supervisor and Human Resources. The supervisor of the affected employee shall ensure that the report is made.

Whenever, due to a work-related injury, an employee is compelled by direction of his or her physician to be absent from duty on account of such injury or disability, such employee will be placed on a Medical Leave of Absence under Workers' Compensation Leave. The employee will receive full compensation for the first three (3) calendar working days following the date of the injury without loss of accrued leave hours.

Thereafter, the employee may elect to apply pro-rated sick leave first, vacation, or Compensatory Time Off (CTO), if sick leave is exhausted, to such absence to receive compensation in an amount equal to the difference between the compensation to which he/she is entitled under Workers' Compensation Act and his or her regular pay, not to exceed the amount of accrued leave.

Workers' Compensation benefits begin with the fourth full consecutive calendar day of missed work (including weekends); however, if the absence continues beyond fourteen (14) days, Workers' Compensation will then pay the applicable benefits for the first three days of missed work. When this occurs, the employee will be docked for the first three (3) days the

District previously paid him/her in an amount equal to the Workers' Compensation benefits received.

An employee, who is on Workers' Compensation leave of absence and covered by disability insurance when the work related injury occurred, may be eligible for disability benefits. (Compensation to which an employee is entitled from Workers' Compensation and disability shall not exceed an employee's regular pay).

Supervisors are required to complete the required reporting forms whenever an employee is injured and/or placed on Workers' Compensation Leave. A doctor's release must be provided to the District upon the employee's return to work from a Workers' Compensation Leave. See Human Resources for the appropriate forms.

### **3222 OTHER LEAVES-**

Except where pay is required by law, the District will provide unpaid leave as required by state and/or federal law.

### **32113223 BENEFIT ACCRUALS WHILE ON UNPAID LEAVE**

Employees on family leave, pregnancy disability leave or any other leave, with the exception of Military Leave, do not accrue vacation, sick leave, or other seniority based benefits during any portion of the leave that is unpaid. Upon completion of family leave, pregnancy disability leave or any other leave, any entitlement to benefits shall be governed by the applicable leave policy. Benefit accruals while on Military Leave are provided in accordance with USERRA and the California Military and Veterans Code, Section 395, et seq.

### **32123224 NO RETALIATION & WHISTLEBLOWER PROTECTIONS**

#### **321224.1                      No Retaliation**

The District's policy and state and federal laws forbid retaliation against employees because they have exercised their rights under law, protested any violation of law, or participated in any proceeding under law. The U.S. Department of Labor and the California Civil Rights Department (CRD) are authorized to investigate and resolve complaints of any violation of the PDL, FMLA, CFRA, and other laws. Employees also have the right to bring a civil action for violations of the PDL, FMLA, CFRA, and other laws.

#### **321224.2                      Whistleblower Protections**

The District is committed to operating in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its Board of Directors, officers, employees, agents, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes violate a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to District business and does not relate to private acts of an individual not connected to District business.

If an employee has a reasonable belief that an employee, District officer, or other District agent has engaged in any action that violates any applicable law or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the Director of Human Resources. If the employee does not feel comfortable reporting the information to the Director of Human Resources, he or she is expected to report the information to the General Manager. If the employee does not feel comfortable reporting the information to the General Manager, he or she is expected to report the conduct to the Board of Directors, either collectively or by relaying the information to any individual Director to be relayed to the Board. All reports should be submitted in writing to properly characterize the concerns.

The District will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to Human Resources, General Manager, the Board of Directors or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

The District may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy. The District will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel, or court, truthful information relating to the commission or possible commission by District or any of its employees of a violation of any applicable law or regulation. Supervisors will be trained on this policy and the District's prohibition against retaliation in accordance with this policy.

### **3213 MILITARY LEAVE**

~~Military leave shall be granted in accordance with State and Federal law.~~

#### **3213.1 Active Service**

~~An employee who is engaged in military duty ordered for purposes of active military training or encampment is entitled to military leave with pay for up to 30 days per calendar year.~~

#### **3213.2 Inactive Service**

~~An employee who is required to attend scheduled service drill periods or perform other inactive duty reserve obligations is entitled to military leave without pay, not to exceed 180 calendar days per year. Such employee may, at his or her option, elect to use accrued vacation or compensatory time to attend the scheduled reserve drill periods or to perform other inactive drill period obligations.~~

### **32153225 UNAUTHORIZED ABSENCE**

Any unauthorized absence from work is considered cause for immediate dismissal. Absence from work without permission and without notification to the District for three consecutive days will be considered a voluntary resignation.

### **32493226 RETURN TO WORK (RTW) FROM INDUSTRIAL INJURY OR ILLNESS**

The decision to return an employee to work or place an employee back on the job, with or without modified work, shall be made by the District, independent of any decision made in the Workers' Compensation process, as follows:

- The employee shall submit to a fitness-for-duty assessment.
- Where there is an indication of continued physical or mental limitations, the employee and the District shall engage in the interactive process to determine whether reasonable accommodations to the limitations exist.
- If there is no permanent disability, no work restrictions, and the absence has not been longer than thirty days, the employee shall be returned to work.
- If there is no permanent disability, but temporary work restrictions, or there has been an absence of thirty days or more, a review of the employee's medical records from the Workers' Compensation case and RTW medical evaluation may be conducted. An employee shall be returned to work if the work restrictions are compatible with job demands or modified job demands, if available pursuant to reasonable accommodations.
- If there is a permanent disability, placement of the employee in the position last held by the employee will be considered following a RTW medical evaluation and complete assessment of potential reasonable accommodations.

The employee must obtain a release to work or be properly discharged from the medical provider utilized by the District prior to returning to his or her job. If it is determined that the job demands of the position last held by the employee are not compatible with the employee's restrictions and the employee is willing to return to work, placement in an alternative position, if available, will be considered. The employee shall be reclassified as "medically disqualified" and placed on unpaid leave while alternative positions are being considered. However, the employee may elect to use accrued leave hours, such as vacation, to receive compensation. Placement of an employee in an alternate position requires a pre-placement medical evaluation for the alternative job.

## **3300 INSURANCE PROGRAMS**

### **3301 MEDICAL INSURANCE**

Group medical insurance is provided to eligible regular full-time District employees or where otherwise required by law (including the Affordable Care Act or the state paid sick leave laws). Coverage is also offered to spouses, dependents and registered domestic partners of eligible employees in accordance with the terms of the plan documents. The District pays a portion toward the monthly premiums based on employee and dependent status for medical coverage as approved by the Board and in accordance with the District Benefit

Administrator's policy guidelines. Employees are required to contribute toward their monthly

medical insurance premiums, which are typically paid through payroll deduction(s). This benefit goes into effect on the first day of the month following 30 days of service.

### **3302 DENTAL INSURANCE**

Group dental insurance is provided to eligible for all regular full-time employees and their dependents ~~by the District~~ as specified in the dental insurance policyies. The District will pay a portion toward the cost of the monthly premiums based on the amounts approved by the Board and in accordance with the District's Benefit Administrator's policy guidelines. Employees are required to contribute a portion toward their monthly dental insurance premiums, which are typically paid through payroll deduction(s). This benefit goes into effect on the first day of the month following 30 days of service.

### **3303 VISION INSURANCE**

Group vision insurance is provided ~~for to eligible all~~ regular full-time employees and their dependents ~~by the District~~ as specified in the vision insurance policy. The District will pay a portion towards the cost of the monthly premiums based on the amounts approved by the Board and in accordance with the District's bBenefit aAdministrator's policy guidelines. This benefit goes into effect on the first day of the month following 30 days of service.

~~Employees on an authorized medical leave of absence without pay may continue medical, dental, and vision coverage for the duration of any protected leave or, discretionary leave up to four months, with the District paying its share of the premiums and the employee paying their respective portions of the premiums. Thereafter, coverage is terminated under the District's group plans unless continuation coverage is elected as explained below. Upon return to work, employees become eligible for re-enrollment in accordance with the benefit administrator's policy guidelines. (removed as it is addressed under the leave sections)~~

### **3304 FLEXIBLE BENEFITS SPENDING PLAN**

The Flexible Benefits Spending Plan is a voluntary program and is available to all full-time employees. -The plan allows eligible participants the opportunity to defer a portion of their compensation to pay for certain health-related and dependent care expenses on a pre-tax basis. -The plan also allows for employee contributions for District-sponsored ~~group~~ health insurance premiums to be deducted from earnings on a pre-tax basis.

### **3305 HEALTH SAVINGS ACCOUNT (HSA)**

A Health Savings Account (HSA) is available to employees who are enrolled in a Consumer Driven Health Plan (CDHP). An employee must be enrolled in a CDHP in order to participate in an HSA. Contributions to the HSA account are tax-free as long as the withdrawals from the account are used for eligible medical expenses. The District makes a contribution to eligible HSA accounts, as determined by the Board of Directors and in compliance with IRS guidelines. ~~Contact Human Resources for additional information about this plan together with~~



~~enrollment forms.~~ The plan is administered by a third party administrator ~~outside consultant.~~

These benefits are available on the first of the month following 30 days of employment.

For employees enrolled in the Consumer Driven Health Plan, the District will deposit contributions, based on the amount approved by the Board, into the employee's HSA on the first payroll in January for employees enrolled in a CDHP, or switched to the CDHP during open enrollment. Employees hired in January and thereafter will receive a pro-rated initial contribution to their HSA effective with their benefit eligibility date. Employees already enrolled in an HSA and have increased coverage during the calendar year will receive partial proration, not to exceed maximum tier contribution.

The MWDOC Board of Directors reserves the right to review, revise and alter the District's contributions to HSAs, depending on the cost of the program and the fiscal condition of the District.

(Rev. Board approved October 21, 2020)

### **3306 LIFE INSURANCE**

Group life insurance, which may include death and dismemberment benefits, is provided to eligible regular full-time employees. The District will pay a portion toward the cost of the monthly premiums based on the amounts approved by the Board and in accordance with the benefit administrator's policy guidelines. This benefit becomes effective on the first day of the month following 30 days of service. The current coverage is two times the eligible employee's annual salary to a maximum of \$300,000 coverage. See benefit administrator's policy guidelines for details on policy benefits and restrictions.-

Voluntary and ~~,~~ supplemental life insurance coverage is also available to regular full-time employees as a voluntary benefit with the employee paying 100% of the cost, which may be made through payroll deductions.

Employees on an authorized medical leave of absence without pay may continue basic and supplemental coverage for the period of any protected leave or, if discretionary leave up to four months, with the District paying its share of the premiums and the employee paying their respective share of the premiums for basic coverage only, based on the amounts approved by the Board and in accordance with the benefit's administrator's policy guidelines.

~~Employees are responsible for paying 100% for supplemental life insurance coverage.~~

Thereafter, coverage is terminated under the District's group plan unless individual coverage is available ~~elected~~. Upon return to work, such employees become eligible for re-enrollment in accordance with the terms of agreement with the insurance carriers then in effect.

### **3307 RETIREE MEDICAL BENEFITS**

*\*\*Retiree health and welfare benefits upon retirement (Applies to Regular Full- Time employees hired prior to July 1, 2012)\*\**

The District shall provide retiree health and welfare benefits as set forth in this policy for retired employees who are at least 55 years of age, including their spouses or domestic partner registered with the State of California (at the time of retirement), and that have accrued a specified number of years of service.

In order to be eligible for retiree medical benefits, there shall be no lapse in service. Employee must transfer directly from active status directly to retired status.

### **3307.1 10 Years of Service**

Employees with a minimum of 10 consecutive years of full-time service with the District shall receive retiree medical benefits on the following terms:

- Retirees are not eligible for District paid dental and vision benefits.
- Retiree will have the option to continue participation in dental and vision coverage at their own cost in accordance with the Consolidated Omnibus Reconciliation Act (COBRA).
- The District shall pay health coverage premiums for retiree only or couples coverage on the same basis as active employees.
- ~~➤ The District does not make contributions to Health Savings Accounts (HSAs) on behalf of retirees.~~
- Once the retiree becomes Medicare eligible, coverage will cease for the retiree and any enrolled dependents. COBRA enrollment will be offered at that time to any eligible dependents.
- Upon becoming Medicare eligible, the retiree must enroll in Medicare in order to obtain reimbursement from the District. The District will not reimburse the retiree for any penalties associated with deferred-late enrollment in Medicare.
- In the event a spouse or registered domestic partner survives a retiree before the District-paid group coverage would normally end, the District will continue paying the premium for the surviving spouse or registered domestic partner for retiree only coverage until the earliest to occur of the following: remarriage or enrollment under another plan, or becoming eligible for Medicare.
- ~~➤ If retiree discontinues enrollment in a retiree medical ~~care~~ plan, re-enrollment is not permitted.~~
- ~~➤ The District does not make contributions to Health Savings Accounts (HSAs) on behalf of retirees.~~
- Annual open enrollment is not offered to retirees.

### **3307.2 25 Years of Service**

Employees with a minimum of 25 consecutive years of full-time service with the District shall receive retiree medical benefits on the following terms:


- The District shall pay health coverage premiums for retiree only or couples coverage on the same basis as active employees.
- The District does not make contributions to Health Savings Accounts (HSAs) on behalf of retirees.



- Retirees and spouses or registered domestic partners are eligible to participate in the District's Dental and Vision Insurance Plan as follows:
- **Dental**
- Retiree Only Coverage: The District shall pay the monthly insurance premiums on the same basis as active employees.
- Couples Coverage: The District shall pay 80% of the monthly premium for retiree plus spouse or registered domestic partner.
- **Vision**
- Retiree Only Coverage: The District shall pay the monthly insurance premiums on the same basis as active employees.
- Couples Coverage: The District shall pay 80% of the monthly insurance premiums.
- Retirees and their spouses are required to enroll in Medicare parts A and B upon eligibility. This must occur when both criteria are met, Medicare eligible and retired. The District will not reimburse the retiree for any penalties associated with deferred enrollment in Medicare.
- In the event a spouse or registered domestic partner survives a retiree, the District will continue paying the premium for the surviving spouse or registered domestic partner for retiree only coverage until the earliest to occur of the following: remarriage or enrollment in another group medical plan.
- If retiree discontinues enrollment in a retiree medical care plan, re-enrollment is not permitted.
- Annual open enrollment is not offered to retirees.

### **3307.3 Process for Reimbursement**

- Retirees with 10 years of service; the District will reimburse retiree, up to \$3,080.82 per calendar year, for a Medicare Advantage Plan, a supplemental Medigap insurance policy, Medicare Prescription Drug Insurance (Part D) or Medicare Part B coverage covering the retiree only.
- Retirees with 25 years of service; the District will reimburse for Medicare Part B for both retiree and his/her eligible spouse or registered domestic partner after submitting verification to the District of official enrollment in Medicare Part B.
- Reimbursements will be made on a quarterly to yearly basis, upon submission of proper documentation.
- Proper documentation for reimbursement includes a written or email request to the Finance Department, with the time period requested, amount to be reimbursed and proof of payment.
- Retirees may submit their requests no sooner than the last month of the coverage period being requested.
- Reimbursements submitted with proper documentation will be issued at the end of the following month from the date the request is received.
- Reimbursements are issued via check and mailed to retirees or by ACH payment.
- Reimbursements for eligible expenses incurred in a calendar year must be submitted no later than 30 days after the conclusion of that calendar year.

Retiree Health and Welfare contribution amounts are established in accordance with benefit administrator's plan  Guidelines then in effect and as approved by the MWDOC Board.

Employees hired on or after July 1, 2012, are not eligible to receive District-paid retiree health and welfare benefits.

Any variance from these benefits and requirements requires approval by the MWDOC Board of Directors and is subject to approval by benefits administrator in compliance with its policy guidelines.

(Rev. Board approved December 8, 2021)

### **3308 CONTINUED MEDICAL, DENTAL AND VISION COVERAGE**

Medical, dental and vision coverage may be continued if an individual's group health benefits end due to a "qualifying event" and if the employee elects to continue coverage under the plan. In order to continue coverage, the individual will be required to pay the total monthly premium payment plus two percent for administrative costs.

#### **3308.1 Qualifying Events**

For the employee: Termination of employment (other than for gross misconduct) or reduction of hours worked so as to render the employee ineligible for coverage. (2) For dependents: (a) Death of the employee; (b) Divorce or legal separation; (c) Loss of coverage due to the employee becoming entitled for Medicare, or (d) For a dependent child, ceasing to qualify as a dependent under the plan.

#### **3308.2 Period of Coverage**

If coverage is elected, the continued coverage will end on the earliest of the following:

- 18 months after the date of termination of employment (other than for gross misconduct) or reduction of hours worked so as to render the employee ineligible for coverage.
- Up to 29 months after termination of employee due to total disability within the meaning of the Social Security Act at the time of the qualifying event.
- 36 months after the date of any other qualifying event.
- The date the employee or dependent fails to make any required premium payment when due.
- The date the employee or dependent becomes covered under any other group health plan unless the new plan contains any exclusion or limitation with respect to any pre-existing conditions in which event the individual may remain eligible for continued coverage in accordance with the Health Insurance Portability and Accountability Act (HIPAA) as amended.
- The date the employee or dependent becomes eligible for Medicare.
- In the case of a divorced or widowed spouse, the date on which the individual remarries and becomes covered by any other group medical plan unless the new plan contains any exclusion or limitation with respect to any pre-existing conditions in which event the individual may remain eligible for continued coverage in accordance with the Health Insurance Portability and Accountability Act (HIPAA), as amended.

The District and third-party Benefits Administrators have the responsibility of billing and collecting premiums for individuals who have terminated from the District's group health plans.

The foregoing is merely a summary of certain rules and regulations concerning COBRA, which are subject to revision at any time. Employees and others participating in the District's group medical plan should contact the District for further information at or before the time of a qualifying event in order to assure they understand the full extent of their rights and obligations under COBRA.

### **3308.3 Cost of Coverage**

The monthly premiums are subject to change whenever the premiums are changed for active employees.

### **3308.4 Notification of Election to Continue Coverage**

Employees are required to notify Human Resources of a qualifying event for themselves or dependents. The District will then begin the appropriate notification procedure. The eligible COBRA participant must provide an election notice and premium payment to the District within 60 days of notification of their right to continue coverage.

## **3400 RETIREMENT PROGRAMS**

The District and its employees do not participate in Social Security subject to the following exceptions.

### **3401 MEDICARE COVERAGE**

All District employees hired after April 1, 1986 are required by the passage of the Consolidated Omnibus Budget Reconciliation Act (COBRA), to contribute to the Medicare portion of the Social Security Program. Those employees shall contribute 1.45% of their salary with the District matching the fund by contributing 1.45% of the employee's salary, unless changed by federal law.

Social Security participation is required for those employees such as part-time employees who are not eligible for the District retirement plans. Non-participation in Social Security may affect employee's Social Security retirement and disability benefits. Please check with a local Social Security Administration Office to find out how this may impact your benefits.

### **3402 DEFINED CONTRIBUTION PENSION PLAN (401A – MONEY PURCHASE PENSION PLAN)**

Effective March 3, 2003, this plan is no longer offered to District employees. The only eligible participants in this Plan are MWDOC Board of Directors, MWDOC/MET Board of Directors and the General Manager.

For details of the plan contact Human Resources.

## **3403 CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM (CALPERS)**

### **3403.1 CalPERS Applicability**

The District became a member of CalPERS effective March 3, 2003. In lieu of Social Security, the District offers to its eligible employees a retirement plan under (CalPERS). This policy is intended to comply with CalPERS regulations and the District's own CalPERS related Resolutions and should be interpreted accordingly. Where in contradiction, the CalPERS regulations and CalPERS interpretation of those regulations supersede.

### **3403.2 Persons Eligible**

Regular full-time employees, and part-time employees reaching the minimum requirement of 1,000 hours in a fiscal year (July 1 to June 30).

### **3403.3 Waiting Period**

Eligible from the first day of employment.

### **3403.4 Employee/Member Contribution**

The maximum required employee/member contribution amount depends on the employee's hire date in accordance with Board approved policy and the Public Employee Pension Reform Act (PEPRA) as follows:

Per the Public Employees' Pension Reform act of 2012 (PEPRA), "classic members" currently employed in a reciprocal public agency are enrolled in a 2% at 55 CalPERS pension plan with a 7% employee contribution. "New members", either new to the public sector, or whose date of separation was more than 6 months before the start date with the District, are enrolled in a 2% at 62 CalPERS pension plan and fall under the Public Employees Pension Reform Act (PEPRA) with a required employee and employer contribution, as determined by CalPERS. of approximately 50% of the "normal cost".

~~Employees working 1,000 or more hours during the plan year (July 1 to June 30) are eligible to participate.~~

~~Qualifying employees are eligible immediately upon hire by the District.~~

### **3403.5 Vesting Provisions**

Participants become vested after completion of five years of public service, be it with the District or another public employer with reciprocity. Vesting means funds may be left on deposit for future retirement. Upon termination, an employee may withdraw their contributions or leave them with CalPERS. The employer contributions are only paid upon retirement.

### **3403.6 Benefits Provided**

Employees are eligible to retire upon completing five years of service and having attained the appropriate age based on the retirement formula. Retirement date can be any date the employee chooses; however, the amount of the monthly allowance can be affected.

CalPERS will calculate retirement benefits based on three factors, (1) years of service, (2) percentage factor determined by age at retirement, and (3) the final average monthly pay rate based on the CalPERS formula.

Employees nearing retirement are urged to avail themselves of the retirement pre-~~---~~ counseling and planning ~~services available to them~~ offered by CalPERS. CalPERS requires at least 90 days' notice in advance of planned retirement ~~(as does Social Security for any previous services)~~. However, the District strongly urges employees anticipating retirement to make their inquiries at least six months to one year in advance to avoid any unnecessary delays.

For additional information regarding CalPERS Options for the 2%@55 and 2%@62 Contracts, please see Human Resources or the calpers.org website.

#### **3404 DEFERRED COMPENSATION PLAN (457 Plan)**

A voluntary non-qualified deferred compensation Section 457 plan is available to any eligible employee who elects, pursuant to the plan, to defer a portion of his or her compensation and who fulfills the requirements for participation in the plan. Information on the plan is available through Human Resources. The District does not make any contributions to this plan.

#### **3500 ADDITIONAL BENEFITS**

##### **3501 EDUCATION REIMBURSEMENT**

The education reimbursement program is designed to provide financial assistance to regular, full-time employees with one or more years of ~~service; service~~, who wish to continue their formal education, training ~~or and~~ certification and to assist employees in obtaining skills or knowledge to become better qualified for their current work or for advancement in the District.

Courses must be related to the employee's position, occupation, or advancement within the District as determined by the Supervisor, General Manager and Human Resources. This includes courses that are prerequisites for work-related courses and those that are required to obtain a degree in a work-related field. Eligible courses are those taken at an accredited institution.

Correspondence courses from reputable institutions will be considered when equivalent courses are not available at local accredited schools, or when the employee's circumstances prevent attendance at courses offered locally.

Courses must be taken on the employee's time, unless special circumstances warrant otherwise and prior arrangements have been made with the supervisor and approved by the General Manager.

Requests for tuition reimbursement may be denied based on ~~district~~ District budgeting constraints for that particular fiscal year.

Employees may not use District computers to complete classes online or complete homework assignments during working hours.

Eligible expenses are tuition, parking, books, registration fees and laboratory/materials fees. The annual limit each year for educational expenses shall be based on the Cal State Fullerton adopted program fee schedule for undergraduate and graduate programs given the program which the employee is enrolled. Expenses for travel and other incidental costs are not reimbursable. Written approval for reimbursement must be obtained from Human Resources, the employee's supervisor and the General Manager prior to or within 30 days of enrollment in the course.

Funds received from outside sources such as scholarship grants or Veterans educational benefits must be applied toward the cost of the course before the District's reimbursement is applied.

Evidence of successful completion of the course with a minimum grade of "B" or higher and receipts for the allowable expenses must be submitted prior to reimbursement.

Expenses reimbursed may be considered taxable income and subject to tax withholding.

If an employee voluntarily terminates employment or is terminated for cause within 24 ~~months~~ of completing a course in which educational reimbursement has been paid, the employee shall reimburse the District based on the following pro-rated service requirement:

- Voluntary termination or termination for cause within one year of completing a course ~~=~~ = 100% reimbursement to the District.
- Voluntary termination or termination for cause within 13 to 24 months of completing a course = 50% reimbursement to the District.

If an employee fails to reimburse the District, the District may sue the employee for breach of Agreement.

### **3502 COMPUTER LOAN PROGRAM**

Interest-free loans to assist employees with the financing of a personal computer system are available to regular full-time employees who have completed one year of service. Loans can be in amounts from \$300 to \$2,000.

### **3503 CELL PHONE ALLOWANCE**

~~MWD OG~~ The District has identified a business need for eligible employees to use cell phones for certain business communications while away from the office, for emergency operations and after-hours communications. To meet this business need, ~~MWD OG~~ the District will provide a cell phone allowance to eligible employees. The policy is intended to define

eligibility requirements for assignments of a cell phone allowance based on business necessity, define allowance levels and amounts, terms for usage and responsibility, and accommodate changes and advances in mobile technology. As used in the policy, a cell phone is a smart phone capable of cellular phone calls and data communication.

The policy does not cover tablets, such as iPads or surfaces or air cards. No further reimbursement for cell phone costs is available to employees who receive such an allowance. ~~Contact Human Resources for Policy details.~~

Please note, all District employees, regardless of eligibility for an allowance under this policy, are ~~not prohibited from accessing~~ permitted to access their mobile device or other communications device, to get emergency assistance, assess a situation's safety, or communicate with someone to verify their safety.-

### **3504 UNIFORMS/TOOLS – FIELD PERSONNEL**

The District provides uniforms to employees who are required to wear uniforms as a condition of their employment. The uniforms are provided as a ready substitute for the personal attire employees would otherwise have to acquire and maintain.

- Employees are responsible for laundering the uniforms and are to maintain them so that they are clean, neat and professional when employees are representing the District.
- Employees are responsible for the safekeeping of all uniforms they are furnished.
- Non-District issued shirts, pants, shorts, hats, etc. are not permitted.
- Normal wear and tear is expected; however, abuse or loss of a garment may result in replacement cost to employees and/or may be subject to discipline.
- Upon termination, such furnished clothing and equipment provided to employees must be turned in to the District or the depreciated cost thereof ~~will~~ may be ~~deducted from employee's final paycheck or~~ otherwise charged to employees.
- District-issued uniforms, tools, equipment, etc. are only for District business related use and may not be used for personal use at any time.
- Employees will be reimbursed per fiscal year for one pair of shoes/boots of each type required based on job requirements. If employees spend less than the amount eligible for reimbursement for each type required, the remaining amount will not be carried forward or accumulated for reimbursement toward future purchases.
- If employees purchase shoes from a store designated by the District, they must first confirm that the shoes meet the job and safety requirements by reviewing with their immediate Supervisor. ~~After obtaining approval from Supervisor, employee must complete a business expense report and submit for reimbursement.~~
- If for some reason ~~the~~ shoes for which employees have been reimbursed are worn out due to working conditions before the fiscal year end, the District will consider a request for replacement on a ~~case-by-case n-exception~~ basis.
- Employees may submit a request for reimbursement of expenses incurred for the purchase of tools necessary to perform the essential functions of the job duties as pre-approved by the immediate Supervisor.

### **3505 VEHICLE POLICY**



Employees whose job duties require them to drive their own vehicle or are required to drive a District owned vehicle for District business will be required to follow the guidelines as outlined. The employee maintains a duty to notify the District of any license restriction or lapse of adequate insurance coverage. The District requires strict adherence to state and federal laws law regarding the operation of motor vehicles. The District participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who are required to drive as part of their job.

### **3505.1 Driver Responsibility**

The District requires strict adherence to state and federal laws law regarding the operation of motor vehicles.

All employees are to possess and maintain a valid California driver's license, as well as automobile insurance.

It is the responsibility of all employees who drive vehicles on District business to practice safe and defensive driving and follow all traffic laws.

All employees who drive vehicles on District business are to attend, at District cost, a defensive driver training course every four years or more often if driving record so dictates.

Employees may not use cellular devices while driving, in accordance with the law. It is against the law to drive while reading, writing, or sending a text message.

Employees are responsible for any driving infractions or fines as a result of their driving. Seatbelts must be used by the driver and all passengers. Violation of these or any vehicle code or traffic law is grounds for discipline.

### **3506 USE OF DISTRICT VEHICLES**

Employees that are required to operate a District vehicle to fulfill the responsibilities of their job must comply with all applicable state and federal laws, insurance requirements and District guidelines.

Employees involved in a vehicle accident while operating a District vehicle will report such accident to their immediate Supervisor and the Human Resources Department before leaving the scene of the accident. The District employee-driver is required to provide pertinent information to other non-District drivers involved in the accident.

**Employees are forbidden to use District-owned vehicles for personal use at any time.**

District vehicles are subject to remote monitoring. Remote monitoring is intended to provide the District with the ability to account for vehicles at all times. Remote monitoring includes, but is not limited to, the ability to monitor vehicle location, vehicle starts and stops and vehicle speed.



### **3507 MILEAGE REIMBURSEMENT**

Employees may be reimbursed for mileage when using their private automobile while on official District business. Mileage will be reimbursed at the standard rate established by the IRS. Cost of gasoline or oil purchases, vehicle repairs or maintenance and vehicle insurance are incorporated into the mileage reimbursement rate. No employee who receives an automobile allowance shall receive mileage reimbursement. A business expense report must be completed and submitted in a timely manner in order to be reimbursed for mileage. Mileage should ordinarily be computed between the employee's worksite and the destination. Reimbursable mileage is calculated based on the lesser amount of miles driven from home to event or office to event.

### **3508 AUTOMOBILE ALLOWANCES**

The General Manager and Assistant General Manager receive an automobile allowance in an amount established by resolution of the Board of Directors. The payment of automobile allowance is subject to review during the Total Benchmark and Compensation Study or at the Board's discretion.

#### **3508.1 Exceptions**

The General Manager may authorize exceptions to any of the provisions herein set forth and shall give written notification to the Administration & Finance Committee of such exception within 30 days of the date such exception is authorized. All exceptions shall be reviewed by the General Manager annually to determine whether continuation of such exception is justified.

#### **3508.2 Implementation**

The provisions of this policy will be implemented and administered by the General Manager. ~~Annually,~~ the General Manager shall conduct a review of automobile allowances to assure that continuation is justified. During this review, the following should be considered: employee's duties and responsibilities, including "on-call" duties, type of vehicle, classification, location of employee's residence ~~and work station~~, justification for allowance and average monthly business mileage.

New requests for automobile allowance shall be made through the annual budget process and may be made from time to time as necessary throughout the year following the above review procedures. Requests may be made during the year when ~~required by~~ circumstances warranted. All requests made as the result of the creation of a new position within the District are subject to the approval of the Administration & Finance Committee of the Board.

The General Manager shall submit an annual report to the Administration & Finance Committee listing employees receiving a vehicle allowance for use of privately-owned vehicles as defined in the Operating Rules for Automobile Allowance Section of this policy, and a listing of exceptions to the provisions of this policy authorized under the Exceptions Section of this policy.

The General Manager may authorize the payment of an automobile allowance to others in an amount not to exceed that established by resolution of the Board of Directors for executive use, when the interest of the District would best be served by paying an allowance rather than mileage; providing, however the following criteria are met:

1. Nature of Job Classification: Employee has specific job duties requiring the performance of official District business outside of regular working hours on a recurring basis and who meet the following criteria:
2. On-call availability
  - a) Frequent attendance at conferences, seminars, meetings, and community affairs (after normal working hours); or
  - b) Frequent participation in public affairs activities, such speaking engagements (after normal working hours); or
  - c) Regular and frequent travel during working hours.
3. Nature of Work Activity: An automobile allowance may be offered to other management personnel for two-year renewable periods upon a review of the individual personnel requirements for an allowance based upon the criteria indicated in Section (1). This review shall be performed and documented by the Department Manager and approval of an assignment for automobile allowance shall be made only by the General Manager. The assignment shall be effective for a maximum period of two-years and shall be reviewed at that time to determine continued justification.

### **3508.3 Operating Rules for Automobile Allowance**

1. Automobile allowance may only be provided to appropriate management positions as defined above.
2. An employee receiving an Automobile Allowance must provide a car which is in appropriate condition, well maintained, and capable of comfortably accommodating four adults.
3. Employees receiving an Automobile Allowance must maintain insurance to cover their normal private use of the vehicle (pursuant to Insurance Requirements outlined in this section).
4. The Automobile Allowance will be provided coinciding with the first pay period of the month following the month of use.

5. An employee receiving an Automobile Allowance is expected to use his or her personal automobile on all required District business.
6. An employee receiving an Automobile Allowance shall not be entitled to receive any additional remuneration for the cost of gasoline, repairs or maintenance on his/her vehicle. Mileage expense claims of any type are prohibited.

#### **3508.4 Insurance requirements**

Employees who are paid an automobile allowance or mileage reimbursement for use of privately-owned automobile for District business, shall possess and maintain insurance on such automobile with liability coverage acceptable to the District. Each employee shall provide private automobile insurance information, which shall be maintained by the Human Resources Department and shall be reviewed and updated annually. The record maintained shall contain the following current information: ~~n~~Name of employee, insurance company, policy number, description of coverage, and license number and expiration date, and description of vehicle (make, model and year).

The provision of the Automobile Allowance is and shall remain at the discretion of the District.

### **3600 MWDOC DIRECTOR BENEFITS**

#### **3601 DISABILITY LEAVE**

##### **3601.1 Short-Term Disability Leave**

The District participates in the State of California, Employment Development Department (EDD) Disability Insurance program. Workers who suffer a loss of wages when they are unable to work due to a non-work-related illness or injury, pregnancy or childbirth, may be eligible for disability insurance benefits. Generally, the program goes into effect on the eighth day of disability (since SDI requires a seven-day waiting period) up to a maximum of 52 weeks (as determined by EDD) based on the requirements of the Plan. Visit <http://edd.ca.gov/> for complete program details, ~~eligibility, weekly benefit amount, exclusions, etc.~~

The weekly and maximum benefit amounts are based on the wages paid during a specific 12-month base period, which is determined based on the date the claim begins. The program is administered by the EDD. ~~and~~ Directors should seek clarification as to eligibility and scope of benefits from the EDD. EDD guidelines and rulings supersede any statement made herein.

#### **3602 WORKER'S COMPENSATION (WORK-RELATED ILLNESS OR INJURY)**

Whenever a Director sustains an injury or disability arising out of, and in the course of, District employment and requires medical care, the Director shall obtain treatment according to the provisions of the California Labor Code, sections 4600 et seq. Directors are required

to immediately report a work-related injury/incident to Human Resources. Human Resources shall ensure that the report is made.

This Program is administered by the District's third party administrator ~~Plan Administrator~~ and Directors should seek clarification as to eligibility and scope of Worker's Compensation benefits. Administrator guidelines and rules supersede any statements made herein.

### **3603 RETURN TO WORK (RTW) FROM INDUSTRIAL INJURY OR ILLNESS**

The decision to return a Director to work or place a Director back on the job, with or without modified work, shall be made by the District, independent of any decision made in the Workers' Compensation process.

The Director must obtain a release to work or be properly discharged from the medical provider utilized by the District prior to returning to their ~~his or her~~ job.

### **3604 MEDICAL INSURANCE**

Group medical insurance is provided to eligible Directors or where otherwise required by law (including the Affordable Care Act or the state paid sick leave laws). Coverage is also offered to spouses, dependents and registered domestic partners of eligible Directors in accordance with the terms of the plan documents. The District pays a portion toward the monthly premiums based on Director and dependent status for medical coverage as approved by the Board and in accordance with the District's Benefit Aadministrator's policy guidelines. Directors are required to contribute toward their monthly medical insurance premiums. This benefit goes into effect on the first day of the month following 30 days of service.

### **3605 DENTAL INSURANCE**

Group dental insurance is provided for Directors and their dependents by the District as specified in the dental insurance policies. The District will pay a portion toward the cost of the monthly premiums based on the amounts approved by the Board and in accordance with the District's Benefit Aadministrator's policy guidelines. Directors are required to contribute a portion toward their monthly dental insurance premiums. This benefit goes into effect on the first day of the month following 30 days of service.

### **3606 VISION INSURANCE**

Group vision insurance is provided for Directors and their dependents by the District as specified in the vision insurance policy. The District will pay a portion towards the cost of the monthly premiums based on the amounts approved by the Board and in accordance with the benefit administrator's policy guidelines. This benefit goes into effect on the first day of the month following 30 days of service.

Directors on an authorized medical leave of absence without pay may continue medical, dental, and vision coverage for the duration of any protected leave or, discretionary leave up to four months, with the District paying its share of the premiums and the Directors paying

their respective portions of the premiums. Thereafter, coverage is terminated under the District's group plans unless continuation coverage is elected ~~as explained below~~. Upon return to work, Directors become eligible for re-enrollment in accordance with the benefit administrator's policy guidelines.

### **3607 FLEXIBLE BENEFITS SPENDING PLAN**

The Flexible Benefits Spending Plan is a voluntary program and is available to Directors. The plan allows eligible participants the opportunity to defer a portion of their compensation to pay for certain health-related and dependent care expenses on a pre-tax basis. The plan also allows for Director contributions for District group health insurance premiums to be deducted from earnings on a pre-tax basis through payroll deduction(s).

### **3608 HEALTH SAVINGS ACCOUNT (HSA)**

A Health Savings Account (HSA) is available to Directors who are enrolled in a Consumer Driven Health Plan (CDHP). A Director ~~must~~ be enrolled in a CDHP in order to participate in an HSA. Contributions to the HSA account are tax-free as long as the withdrawals from the account are used for eligible medical expenses. The District makes a contribution to eligible HSA accounts, as determined by the Board of Directors and in compliance with IRS guidelines. ~~Contact Human Resources for additional information about this plan together with enrollment forms.~~ The plan is administered by ~~an outside consultant~~ a third party administrator.

These benefits are available on the first of the month following 30 days of employment.

### **3609 LIFE INSURANCE**

Group life insurance, which may include death and dismemberment benefits, is provided to eligible Directors. The District ~~will~~ may pay a portion toward the cost of the monthly premiums based on the amounts approved by the Board and in accordance with the benefit administrator's policy guidelines. This benefit becomes effective on the first day of the month following 30 days of service. The current coverage the maximum is up to \$25,000, subject to ~~reductions policy limitations.~~ ~~See benefit administrator's policy guidelines for details on benefits and restrictions.~~

Directors on an authorized medical leave of absence without pay may continue basic coverage for the period of any protected leave or, if discretionary leave up to four months, with the District paying its share of the premiums and the Director paying their respective share of the premiums for basic coverage only, based on the amounts approved by the Board and in accordance with the benefit's administrator's policy guidelines. Thereafter, coverage is terminated under the District's group plan unless individual coverage is elected. Upon return to work, such Directors become eligible for re-enrollment in accordance with the terms of agreement with the insurance carriers then in effect.

### **3610 CONTINUED MEDICAL, DENTAL AND VISION COVERAGE**

Medical, dental and vision coverage may be continued if an individual's group health benefits end due to a "qualifying event" and if the Director elects to continue coverage under the plan. In order to continue coverage, the individual will be required to pay the total monthly premium payment plus two percent for administrative costs.

### **3610.1 Qualifying Events**

For the Director: Termination of employment (other than for gross misconduct) or reduction of hours worked so as to render the Director ineligible for coverage. (2) For dependents: (a) Death of the Director; (b) Divorce or legal separation; (c) Loss of coverage due to the Director becoming entitled for Medicare, or (d) For a dependent child, ceasing to qualify as a dependent under the plan.

### **3610.2 Period of Coverage**

If coverage is elected, the continued coverage will end on the earliest of the following:

- 18 months after the date of termination of employment (other than for gross misconduct) or reduction of hours worked so as to render the Director ineligible for coverage.
- Up to 29 months after termination of Director due to total disability within the meaning of the Social Security Act at the time of the qualifying event.
- 36 months after the date of any other qualifying event.
- The date the Director or dependent fails to make any required premium payment when due.
- The date the Director or dependent becomes covered under any other group health plan unless the new plan contains any exclusion or limitation with respect to any pre-existing conditions in which event the individual may remain eligible for continued coverage in accordance with the Health Insurance Portability and Accountability Act (HIPAA) as amended.
- The date the Director or dependent becomes eligible for Medicare.
- In the case of a divorced or widowed spouse, the date on which the individual remarries and becomes covered by any other group medical plan unless the new plan contains any exclusion or limitation with respect to any pre-existing conditions in which event the individual may remain eligible for continued coverage in accordance with the Health Insurance Portability and Accountability Act (HIPAA), as amended.

The District and third-party Benefits Administrators have the responsibility of billing and collecting premiums for individuals who have terminated from the District's group health plans.

The foregoing is merely a summary of certain rules and regulations concerning COBRA, which are subject to revision at any time. Directors and others participating in the District's group medical plan should contact the District for further information at or before the time of a qualifying event in order to assure they understand the full extent of their rights and obligations under COBRA.

### **3610.3 Cost of Coverage**

The monthly premiums are subject to change whenever the premiums are changed for active Directors.

### **3610.4 Notification of Election to Continue Coverage**

Directors are required to notify Human Resources of a qualifying event for themselves or dependents. The District will then begin the appropriate notification procedure. The eligible COBRA participant must provide an election notice and premium payment to the District within 60 days of notification of their right to continue coverage.

## **3611 MEDICARE COVERAGE**

All hires after April 1, 1986 are required by the passage of the Consolidated Omnibus Budget Reconciliation Act (COBRA), to contribute to the Medicare portion of the Social Security Program. Directors shall contribute 1.45% of their salary with the District matching the fund by contributing 1.45% of the Director's salary, unless changed by federal law.

## **3612 DEFINED CONTRIBUTION PENSION PLAN (401A – MONEY PURCHASE PENSION PLAN)**

The only eligible participants in this Plan are MWDOC Board of Directors, MWDOC/MET Board of Directors and the General Manager.

~~Details of the plan are outlined in the Plan Document and Summary Plan Description. Contact Human Resources for additional information.~~

## **3613 DEFERRED COMPENSATION PLAN (457 Plan)**

A voluntary non-qualified deferred compensation Section 457 plan is available to any eligible Director who elects, pursuant to the plan, to defer a portion of his or her compensation and who fulfills the requirements for participation in the plan. Information on the plan is available through Human Resources. The District does not make any contributions to this plan.

## **3614 COMPUTER LOAN PROGRAM**

Interest-free loans to assist Directors with the financing of a personal computer system are available to Directors who have completed one year of service. Loans can be in amounts from \$300 to \$2,000.

## **3700 MWDOC-MET DIRECTOR BENEFITS**

### **3701 DISABILITY LEAVE**

#### **3701.1 Short-Term Disability Leave**

The District participates in the State of California, Employment Development Department (EDD) Disability Insurance program. Workers who suffer a loss of wages when they are unable to work due to a non-work-related illness or injury, pregnancy or childbirth, may be



eligible for disability insurance benefits. Generally, the program goes into effect on the eighth day of disability (since SDI requires a seven-day waiting period) up to a maximum of 52 weeks (as determined by EDD) based on the requirements of the Plan. Visit <http://edd.ca.gov/> for complete program details, eligibility, weekly benefit amount, exclusions, etc.

The weekly and maximum benefit amounts are based on the wages paid during a specific 12-month base period, which is determined based on the date the claim begins. ~~Use of sick leave accruals may be coordinated with the SDI benefit to make up the difference between disability benefits and an employee's regular pay. In cases where there is not sufficient sick leave to make up the difference, an employee may elect to use vacation and/or compensatory time off to supplement the difference.~~ The program is administered by the EDD, and Directors should seek clarification as to eligibility and scope of benefits from the EDD. EDD guidelines and rulings supersede any statement made herein.

### **3702 WORKER'S COMPENSATION (WORK-RELATED ILLNESS OR INJURY)**

Whenever a Director sustains an injury or disability arising out of, and in the course of, District employment and requires medical care, the Director shall obtain treatment according to the provisions of the California Labor Code, sections 4600 et seq.

**Directors are required to immediately report a work-related injury/incident to Human Resources. Human Resources shall ensure that the report is made.**

This Program is administered by the Plan Administrator and Directors should seek clarification as to eligibility and scope of Worker's Compensation benefits. Administrator guidelines and rules supersede any statements made herein.

### **3703 RETURN TO WORK (RTW) FROM INDUSTRIAL INJURY OR ILLNESS**

The decision to return a Director to work or place a Director back on the job, with or without modified work, shall be made by the District, independent of any decision made in the Workers' Compensation process.

The Director must obtain a release to work or be properly discharged from the medical provider utilized by the District prior to returning to his or her job.

### **3704 MEDICARE COVERAGE**

All hires after April 1, 1986 are required by the passage of the Consolidated Omnibus Budget Reconciliation Act (COBRA), to contribute to the Medicare portion of the Social Security Program. Directors shall contribute 1.45% of their salary with the District matching the fund by contributing 1.45% of the Director's salary, unless changed by federal law.

### **3705 DEFINED CONTRIBUTION PENSION PLAN (401A – MONEY PURCHASE PENSION PLAN)**



The only eligible participants in this Plan are MWDOC Board of Directors, MWDOC/MET Board of Directors and the General Manager.

Details of the plan are outlined in the Plan Document and Summary Plan Description.

~~Contact Human Resources for additional information.~~

### **3706 DEFERRED COMPENSATION PLAN (457 Plan)**

A voluntary non-qualified deferred compensation Section 457 plan is available to any eligible Director who elects, pursuant to the plan, to defer a portion of his or her compensation and who fulfills the requirements for participation in the plan. Information on the plan is available through Human Resources. The District does not make any contributions to this plan.

<b>4000 POLICIES, PROTECTIONS &amp; PROCESSES</b>
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<b>4000 - 4202</b>
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#### **4100 EQUAL OPPORTUNITY EMPLOYMENT**

It is the District's policy to provide equal employment opportunity for all applicants and employees. The District does not unlawfully discriminate on the basis of race and associated traits (including hair textures and hairstyles), color, religion, religious creed (including religious dress and religious grooming practices), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression (including transgender expression), because an individual has transitioned (to live as the gender with which they identify), is transitioning, (or is perceived to be transitioning), sex stereotyping, reproductive health decision making (protected under section 12920 of the Government Code in California), national origin, ancestry, citizenship, age (40 years and over), mental disability and physical disability (including HIV and AIDS), legally protected medical condition or information (including genetic information), protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), military and/or veteran status, service, or obligation, reserve status, national guard status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages or otherwise exercising rights protected under the California Fair Pay Act, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, state, or federal laws.

Consistent with the law, the District also makes reasonable accommodations for disabled applicants and employees; for pregnant employees who request an accommodation [with the advice of their health care providers] for pregnancy, childbirth, or related medical conditions; for employees who are victims of domestic violence, sexual assault, or stalking; and for applicants and employees based on their religious beliefs and practices.

The District prohibits sexual harassment and the harassment of any individual on any of the other bases listed above. The District also prohibits retaliation against a person who reports or assists in reporting suspected violations of this policy, cooperates in investigations or proceedings arising from a violation of this policy, or engages in other activities protected under this policy.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, disciplinary action, and social and recreational programs. It is the responsibility of every manager and employee to conscientiously follow this policy. Any employee having any questions regarding this policy should discuss them with Human Resources.

#### **4101 REASONABLE ACCOMMODATION OF DISABILITIES**

The District complies with the Americans with Disabilities Act of 1990, the state Fair Employment and Housing Act, and all laws governing the treatment of employees with

disabilities and the provision of protected medical leave when necessary. This policy protects any individual with a physical or mental impairment that limit major life activities such as walking, seeing, hearing, speaking, communicating, and caring for themselves provided the individual can perform the essential functions of the job safely and efficiently with or without reasonable accommodations. Depending on the particular employee's condition, this can include not only persons who traditionally have been regarded as disabled - such as those with impaired vision, hearing, or speech - but also those with "invisible" disabilities, such as AIDS or HIV-positive, cancer, or learning disabilities. These protections may apply if the individual currently suffers from a disability, or has a history or record of a disability, or is perceived by the employer to have a disability (even if that is not the case), or associates with persons with disabilities.

In accordance with the relevant laws, the District's policy strictly forbids all forms of intentional discrimination against qualified applicants or employees with disabilities, and requires reasonable accommodation if necessary, for such individuals to perform the essential functions of the job safely and efficiently, without serious risk to health and safety.

#### **4101.1 Confidential Nature of Medical Diagnoses**

Applicant or employee medical diagnoses and conditions are confidential, and the District prohibits any employee from attempting to require disclosure of such private information. Applicants or employees may be questioned only in the context of their ability to perform the essential functions of a particular job, and are not to be asked about specific diagnoses, medications, or if they are "disabled." Applicants or employees who indicate they have a physical or mental impairment that interferes with job performance will be directed to the interactive process and may be asked for medical certification of the purported limitation.

#### **4101.2 The Interactive Process**

The District is committed to making reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. Applicants and employees who have disabilities or limitations affecting their ability to perform the essential functions of their job must inform the District of the issue and request an interactive process meeting to discuss possible accommodations. In many cases, the District will have no way of knowing whether an individual has a limitation unless he or she requests accommodation. Any applicant or employee who has physical or mental limitations that require an accommodation in order to participate in the application process or to perform the essential functions of the job should contact Human Resources and request such an accommodation. Human Resources shall engage the applicant or employee interactively to determine what, if any, reasonable accommodations are available.

The law requires only reasonable accommodation, which does not result in an undue hardship to the District or a direct threat to health and safety, and the individual must be able to perform the essential functions of the position. Whether a certain accommodation meets these standards must be determined on a case-by-case basis, after consultation with the individual and consideration of all the particular facts and circumstances.

### **4102 PROHIBITION AGAINST DISCRIMINATION AND HARASSMENT**

The District strictly prohibits and has “zero tolerance” for discrimination and harassment in any phase of the employment relationship and will investigate and take action as appropriate, including but not limited as to recruitment, testing, hiring, upgrading, promotion/demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training. This includes sexual harassment (which includes harassment based on sex, pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), as well as harassment, discrimination, and retaliation based on such factors as race, color, religion, religious creed (including religious dress and religious grooming practices), sex, national origin, ancestry, citizenship, age (40 years and older), mental disability and physical disability (including HIV and AIDS), legally-protected medical condition or information (including genetic information), protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), military and/or veteran status, service, or obligation, reserve status, national guard status, marital status, domestic partner status, gender, gender identity (including transgender identity), gender expression (including transgender expression), because an individual has transitioned (to live as the gender with which they identify), is transitioning, or is perceived to be transitioning), sex stereotyping, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages or otherwise exercising rights protected under the California Fair Pay Act, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by federal, state, or local laws.

The District strongly disapproves of and will not tolerate harassment, discrimination, or retaliation against applicants, employees, interns, or volunteers by managers, supervisors, co-workers or third parties with whom employees come into contact, consistent with applicable law. Similarly, the District will not tolerate harassment, discrimination, or retaliation by its employees directed toward non-employees with whom the District’s employees have a business, service, or professional relationship (such as independent contractors, vendors, clients, volunteers, or interns).

#### **4103 TYPES OF HARASSMENT**

##### **4103.1 Harassment includes, but is not limited to, the following:**

➤ **Verbal Forms of Harassment**

Epithets, derogatory comments or slurs, propositions based upon a person’s protected status.

➤ **Physical Forms of Harassment**

Assault, impeding or blocking movement, grabbing, patting, leering, mimicking, taunting or any physical interference with normal work or movement when directed at an individual on the basis of their protected status.

➤ **Visual Forms of Harassment**

Derogatory posters, cartoons or drawings or emails based on a person’s protected status.

➤ Sexual Harassment

Conduct includes esing, but ~~is~~ not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (1) submission to such conduct includes either an explicit or implicit condition of employment; (2) submission to or rejection of such conduct is used as the basis for an employment decision affecting the harassed employee; or (3) the harassment substantially interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment. Examples include unwelcome sexual propositions, hugging, kissing, or other offensive physical contact of a sexual nature; lewd gestures, remarks or innuendoes, unwelcome discussions of sexual practices or anatomy, and sexually offensive posters, photographs, drawings, cartoons, jokes, stories, nicknames, or comments about appearance.

Examples of Sexual Harassment: For the purpose of clarification, examples of what may constitute prohibited sexual harassment include, but are not limited to, the following:

- Making unsolicited sexual advances written, verbal, physical, or visual contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Verbal examples: derogatory comments, slurs, jokes, epithets. Physical examples: touching, assault blocking or impeding access, leering gestures, display of sexually suggestive objects or pictures, cartoons or posters.)
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
- Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. (For example, implying or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed.)
- Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, or work environment of another employee.
- Offering favors or employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors. (Similar conduct when applied to other protected classes including but not limited to race, color, creed, national origin, age, disability, medical condition, religion, sexual orientation, or marital status may constitute harassment and a violation of this policy. For example, racial jokes or degrading comments about age or ethnic background can constitute harassment under this policy). Accordingly, in order to avoid the risk of discipline, such acts should be avoided in all circumstances.

#### **4103.2 Internal Complaint Procedure**

Any applicant or employee who believes that he or she has been the victim of sexual or other prohibited discrimination or harassment by co-workers, supervisors, clients or customers, visitors, vendors, Board Members or others must immediately notify his or her supervisor, or another supervisor or manager, depending on which individual the employee feels most comfortable contacting and the Director of Human Resources of the alleged conduct. In the event the complaint is against the Director of Human Resources, then the employee may report the incident to the General Manager or in the event the complaint is against the General Manager, the employee may report the incident to the Board President, Executive

Committee or the full Board of Directors. Complaints will be investigated by Human Resources or, where appropriate, a designated neutral party, and the complainant will be advised of the general outcome of the investigation. In each case, the employee reporting the problem will receive an oral or written reply from management on the general results of the investigation and that remedial action has been taken, if any.

#### **4103.3 Option to Report to Outside Administrative Agencies**

Applicants, officials, contractors and employees may file complaints about harassment or other employment discrimination with any of the local offices of the U.S. Equal Employment Opportunity Commission (EEOC) or the Civil Rights Department (CRD), whose addresses may be found in the local telephone directory.

The EEOC and CRD are authorized to accept and investigate complaints of employment discrimination and to mediate settlements. These agencies have authority to issue accusations against employers, conduct formal hearings, and award reinstatement, back pay, damages, and other affirmative relief. State and federal law also prohibit retaliation against employees because they have filed a complaint with the EEOC, CRD, or other relevant agency for participating in an investigation, proceeding, or hearing with the agency, or opposing any practice made unlawful by federal or state law.

#### **4103.4 Corrective Action**

If any violation of this policy is found to have occurred, the District will take appropriate corrective action which may include discipline against the individual(s) involved. Violations of this policy will likely result in immediate termination. See Section 5101 for further discussion of corrective actions.

If an employee is not satisfied with the reply presented by the Director of Human Resources, they may file a grievance pursuant to the steps outlined in the Grievance Procedures, Section 4200.

#### **4103.5 Cooperation**

All employees are required to cooperate fully and in good faith with the District in any investigation under this policy. Knowingly making a false charge of harassment or a false statement in connection with an investigation, or deliberately interfering with any such investigation, is also a violation of this policy and grounds for discipline, up to and including termination.

#### **4103.6 Confidentiality**

The District will attempt to keep complaints and investigations under this policy confidential to the greatest extent possible, but some disclosure may be necessary to conduct a proper investigation and take appropriate corrective action. Employees are encouraged to use discretion in discussing complaints or investigations under this policy with others since unnecessary disclosure may prevent a fair investigation.

#### **4103.7 No Retaliation**

No employee will be subject to any form of retaliation for reporting any violation or participating in any investigation under this policy truthfully and in good faith. Employees



who believe they have been retaliated against in violation of this policy should utilize the same complaint procedure described in Sections 4103.2 or 4200.

#### **4103.8 Contractors, Consultants, Vendors, Customers and Other Third Parties**

This policy applies to leased employees and individuals providing service to the District under contract such as consultants and other independent contractors. This policy also applies to vendors, customers and other third parties who are present in any workplace where District employees are performing duties (depending on degree of control that the District has over such individual).

### **4200 GRIEVANCE PROCEDURE**

The grievance procedure provides a means for settling grievances or complaints that arise over the application of this manual as quickly as possible and at the lowest possible level of authority. Each step in the procedure must be completed before the next step may be taken. Failure to take the next step within the timeframes allotted herein will result in the conclusion that the prior step resolved the grievance and waiver of the right to continue the grievance. Grievance procedures are not used for contesting disciplinary actions or performance assessments, unless said actions are alleged to be pretextual.

A grievance must be filed within ten (10) calendar days of the occurrence of the event or within ten (10) calendar days following the date the grieving party could have reasonably known of the occurrence of the act or omission giving rise to the grievance. Any supervisor or other member of management who receives a grievance must notify Human Resources of the grievance as soon as practicable. The facts concerning the grievance and the grievance process are to remain confidential, to the extent possible given the requirements of District business.

### **4201 GRIEVANCE STEPS**

The following are the "steps" utilized in grievance reporting. Grievances concerning the Director of Human Resources will be immediately reported to the General Manager. In ~~if~~ the event the grievance is against the General Manager or a Board Member, the employee may report the incident to the Board President, the Executive Committee or the full Board of Directors and the Director of Human Resources, pursuant to Step 4 as stated in this policy.

#### **Step 1**

The employee should initially try to resolve any item of concern informally with his or her direct supervisor. The direct supervisor should hold a conference with the employee as soon as reasonably practicable, following the employee's request and attempt to informally resolve the issue. If the grievance is against the direct supervisor, the matter shall be taken directly to Step- 2.

#### **Step 2**

If successful resolution is not reached in Step 1, the employee shall reduce his or her concern to writing and submit it to his or her department head. A copy of the formal written grievance must also be provided to Human Resources. This formal written grievance must

be submitted within ten (10) calendar days of the date of the occurrence giving rise to the grievance or the right to file a grievance is waived. The manager, or his or her designee, shall meet with the grievant, and after the initial meeting, the manager or his or her designee will investigate the complaint. This investigation may involve separate conversations or meeting of all parties at the manager's discretion.

The manager shall attempt to provide his or her written decision with ten (10) calendar days of the date of the first meeting with the employee.

### **Step 3**

If the employee believes the decision of the manager does not adequately resolve the issue, the employee may submit a written appeal of that decision to the General Manager. This appeal must be submitted within ten (10) calendar days of the date of the manager's written decision or the right to appeal is waived. The General Manager shall meet with the grievant and, after the initial meeting, the General Manager or his or her designee will investigate the complaint. This investigation may involve separate conversations or meeting of all parties, at the General Manager's discretion. The General Manager shall attempt to provide his or her written decision with ten (10) calendar days of the date of the first meeting with the employee.

### **Step 4**

In order to submit an appeal to either the Board President, the Executive Committee or full Board of Directors, an employee must first go through Steps 1 through 3. If the employee believes the decision of General Manager does not adequately resolve the issue, the employee may request reconsideration. The written request must be submitted within ten (10) calendar days of the General Manager's decision. The Board President, Executive Committee or full Board of Directors will be furnished with the then-existing written record. The Executive Committee or full Board of Directors will meet as soon as practicable to consider the grievance. The Executive Committee or full Board of Directors may, in its discretion, rely on the existing record or conduct a hearing in whatever way deemed appropriate under the circumstances. The Committee or full Board of Directors may call any witnesses or parties, if it deems such testimony necessary. If the employee desires, he or she may be represented. The ~~decision of the~~ Executive Committee or full Board of Directors shall attempt to provide its decision in writing within ten (10) calendar days of its review of the existing records or the close of ~~the any~~ hearing. The action of the Executive Committee or full Board of Directors is final and binding.

## **4202 PERSONNEL FILES**

The District recognizes the confidentiality of personnel information and its obligation to maintain procedures to ensure the integrity of such files. Employees have the right to inspect or receive a copy of the personnel records. Any request to inspect or copy personnel records must be made in writing to Human Resources. If an employee requests a copy of the contents of their file, they will be charged the actual cost of copying. Employees can obtain a form for making such a written request from Human Resources.

Employees may designate a representative to conduct the inspection of the record or receive a copy of the records. However, any designated representative must be authorized by the



employee in writing. ~~MWD OG~~The District may take reasonable steps to verify the identity of any representative and the scope of the authorization.

The personnel records may be made available to the employee either at the place where they work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available within the timeframe required by law; typically not later than 21 days.

Unauthorized disclosure of personnel information to outside sources, other than the employee's designated representative is prohibited and may form the basis of discipline. However, ~~MWD OG~~the District will cooperate with a request from authorized law enforcement or local, state, or federal agencies conducting official investigations as legally required.

<b>5000 BEHAVIOR &amp; CONSEQUENCES</b>
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<b>5000 - 5309</b>
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### **5100 STANDARDS OF CONDUCT**

The following examples are given in order to provide some guidance concerning unacceptable behavior. If the District chooses to correct an employee who engages in unacceptable behavior, the employee may be subject to corrective action up to and including termination. Please note that it is impossible to provide an exhaustive list of behaviors that are not acceptable. The following is therefore intended to simply provide some examples:

1. Actions contrary to the rules and policies of the District, including but not limited to the safety rules set forth in the District's Illness Injury Prevention Program (IIPP).
2. Inefficiency, incompetence, inattention to or dereliction of duty, failure to perform assigned duties in a satisfactory manner.
3. Insubordination or failure to comply with District rules and policies.
4. Accepting gratuities or tips.
5. Dishonesty.
6. Theft or unauthorized use of District property.
7. Fighting, threat of injury, or horse play while on duty or on District premises.
8. Frequent or habitual tardiness, unexcused absences or unsatisfactory attendance.
9. Conducting non-District business activities during working hours.
10. Harassment or discrimination in any form.
11. Consumption of alcoholic beverages or drugs while on duty or on District premises.
12. Being under the influence of alcohol or drugs while on duty.
13. Use of, possession of, or transfer or sale of, non-prescribed drugs or narcotics while on duty or on District premises.
14. Disorderly, indecent or immoral conduct while on duty or while in District uniform.
15. Discourteous treatment of the public or other District employees.
16. Issuance of defaming or derogatory remarks, unrelated to performance issues, regarding a co-worker's character or personal life.
17. Conviction of any felony or of a misdemeanor involving moral turpitude, dishonesty or immoral conduct.
18. Unauthorized absence from work or excessive absences and tardiness.
19. Neglect of duty.
20. Actions incompatible with or offensive to the image or the goals of the District.
21. Failure to follow safe working practices.
22. Failure to report an injury or accident promptly.
23. Failure to report significant unsafe working practices to supervisor.
24. Misrepresentations in obtaining employment with or promotion within the District.
25. Misuse of District money or resources.
26. Falsification of forms, records, or reports; including, but not limited to, time sheets, employment applications and District documents.

27. Possessing or bringing firearms or weapons onto District property.
28. Destroying or willfully damaging District or employee property, records, or other materials.
29. Unauthorized opening or tampering with locks in desks, doors, cabinets, etc., or unauthorized use or duplication of keys.
30. Failure to immediately report the loss of driving privileges due to suspension, withdrawal, forfeiture, or confiscation by any authorized party, including court of law or the California Department of Motor Vehicles, by employees who must maintain such a license as a condition of employment.
31. Failure to maintain license or certification required for position. An employee will be subject to discipline, up to and including termination without progressive discipline, for the failure to maintain a license or certification required for that employee's job duties.
32. Violation of any established District rule, policy, or procedure.

These rules do not list every imaginable form of misconduct, and employment may be terminated due to lack of work, reorganization, or for any other reason in the discretion of the District. Corrective action or discipline is left to the sole discretion of the District, and nothing in this Manual requires the District to issue a warning or suspension prior to discharging any employee.

### **5101 CORRECTIVE ACTIONS**

A range of corrective or disciplinary actions are available to the ~~General Manager and the Board of Directors~~ District for application to employee cases based on administrative investigation and processes. These include but are not limited to:

- Formal Counseling
- Mandatory Training
- Verbal Warning/Reprimand
- Written Warning/Reprimand
- Formal Improvement Plan
- Suspension with Pay
- Suspension without Pay
- Reassignment
- Demotion
- Dismissal

The focus of the corrective action program is to make a positive improvement on behavior where possible but to impose consequences when necessary. The goal is to maintain a professional, respectful, safe, productive, and equitable work environment for everyone at ~~MWD~~ the District.

### **5200 DRUG AND ALCOHOL FREE WORKPLACE**

#### **5201 GENERAL PROHIBITION AGAINST USE OR POSSESSION**

At no time shall employees use, possess, carry, or transport alcoholic beverages, non-prescribed drugs, narcotics (including marijuana, whether obtained via prescription or not), or any other regulated item during working hours or on District premises, nor shall an employee

report for work under the influence of alcoholic beverages, non-prescribed drugs or narcotics (including marijuana, whether obtained via prescription or not).

Human Resources may request information in written form from a doctor certifying that any prescribed drugs or medication that an employee is taking will not affect the employee's performance or the safety of the employee or others. Such use or possession is absolutely forbidden and will result in discharge or other discipline as the District deems appropriate.

PLEASE NOTE: Despite Proposition 64's legalization of marijuana under California law, it is unlawful for employees to possess, and be impaired, or use marijuana on the job. Furthermore, the District still considers marijuana an illegal drug for purposes of this policy and any use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of marijuana including being under the influence ~~impaired~~ while at work or testing positive for the presence of the psychoactive chemical compounds of marijuana are grounds for discipline, up to and including termination. ~~Any positive test for marijuana—regardless of level of intoxication—is grounds for termination.~~

With prior approval of management and in management's sole discretion, the District may allow employees to consume moderate amounts of alcohol at District-sponsored social events outside of normal business hours where such use is appropriate in the circumstances or possess or transport alcohol for use at District sponsored events.

## **5202 PRESCRIPTION DRUGS**

Where the usage of a drug, even where the drug is prescribed, affects District safety or an employee's ability to perform the essential functions of his or her job, the affected employee must notify the District. In the event there is a question regarding an employee's ability to perform assigned duties safely and effectively while under the influence of prescribed drugs, clearance from a licensed health care provider may be required before the employee is allowed to resume the employee's regular duties.

## **5203 DRUG & ALCOHOL TESTING**

It is the policy of the District to prohibit its employees from using or being under the influence of alcohol or illegal drugs (including, without limitation, marijuana – whether or not the employee maintains a prescription for the same) in connection with their employment, as it constitutes a threat to the safe and efficient performance of employee's duties. At no time shall any employee be under the influence of any controlled drug or alcohol while on the job. (Employees who are taking medication pursuant to a physician's prescription ~~—other than for medical marijuana—~~ who ~~have~~ hashave also certified that they may perform their duties without jeopardizing the health or safety of others will not be considered to have violated this policy for taking such prescription medicine within the range prescribed.)

### **5203.1 Prohibitions**

The following conduct is prohibited and may result in discipline, up to and including termination:

- Using or possessing alcohol or any illegal drug (including being impaired from use of marijuana, whether or not the employee maintains a prescription for the same) while on duty;
- Reporting for duty or remaining on duty when the employee used alcohol or controlled substance, except if the use is pursuant to the instructions of a physician who has advised the employee that the substance (~~other than medical marijuana~~) does not adversely affect the employee's ability to safely operate a vehicle or otherwise perform the employee's job;
- Reporting for duty or remaining on duty if the employee tests as having a blood alcohol concentration of 0.04 or greater (or a blood alcohol concentration of 0.02 if the employee's duties require him or her to possess a valid Class A driver's license or otherwise be subject to the 0.02 limitation);
- Reporting for duty or remaining on duty if the employee tests positive for controlled substances (including testing positive for the presence of the psychoactive chemical compounds of marijuana, whether or not the employee maintains a prescription for the same);
- Refusing to submit to any alcohol or controlled substances test required by this Policy. An employee who refuses to submit to a required drug/alcohol test will be treated in the same manner as an employee who failed a blood alcohol test or tested positively for a controlled substances test. A "refusal to submit" to an alcohol or controlled substances test required by this Policy includes, but is not limited to:
  - An explicit or implied refusal to provide a urine sample for a drug test;
  - An inability to provide a urine sample without a valid medical explanation;
  - A refusal to complete and sign the breath alcohol testing form, or otherwise to cooperate with the testing process in a way that prevents the completion of the test;
  - An inability to provide breath or to provide an adequate amount of breath without a valid medical explanation;
  - Tampering with or attempting to adulterate the urine specimen or collection procedure;
  - Not reporting to the collection site in the time allotted by the supervisor or manager who directs the employee to be tested; or
  - Leaving the scene of an accident without a valid authorization.

Employees are obligated to report violations of this Policy to Human Resources. In addition to the above prohibitions, employees are reminded of their obligations under the Federal Drug Free Workplace Act of 1988. All employees covered by this Policy have previously been provided with a copy of the District's Drug Free Workplace Statement and have signed an acknowledgment that they have read the Statement and agree to comply with it.

#### **5204 PRE-EMPLOYMENT TESTING**

Applicants for positions designated as "safety sensitive" will be required to submit to pre-employment drug and/or alcohol testing.

#### **5205 REASONABLE SUSPICION TESTING**

All employees may be required to submit to an alcohol or drug test if a supervisor has reasonable suspicion to believe the employee is under the influence of alcohol or controlled substances. Reasonable suspicion shall be reported to Human Resources which shall

arrange the testing. The observation should generally be based on short-term indicators, such as behavior that is inconsistent with the normal work status and including, but not limited to, blurry vision, slurred speech or alcohol on the breath. Reasonable suspicion alcohol and drug testing will generally be administered within two (2) hours of the observation. If not, the supervisor should provide written documentation as to why the test was not promptly conducted.

## **5206 POST-ACCIDENT TESTING**

Employees will be required to undergo alcohol or controlled substance testing if they are involved in an on-duty accident and the District has reasonable suspicion to believe the employee is under the influence of alcohol or controlled substances.

In addition, a post-accident test will be conducted if an accident results in injuries requiring transportation to a medical treatment facility; or where one or more vehicles incurs disabling damage that requires towing from the site; and the employee receives a citation under State or local laws for a moving traffic violation arising from the accident. Following an accident, the ~~safety-sensitive~~ employee will be tested as soon as practicable (generally within 2 hours), but not to exceed eight (8) hours for alcohol and thirty-two (32) hours for controlled substances. Any employee who leaves the scene of the accident without appropriate authorization prior to submission to controlled substance and alcohol testing will be considered to have refused the test and subject to termination. Post-accident testing of safety-sensitive employees will include not only the operation personnel, but any other covered employees whose performance could have contributed to the accident.

## **5207 RETURN TO DUTY TESTING**

All employees who have failed an alcohol test or tested positive for controlled substances, if retained, are unable and unfit to report to work until it can be verified that they are not under the influence of alcohol or controlled substances. Employees must be certified as being fit for duty and evaluated and released to duty by the Substance Abuse Professional (SAP) before being allowed to return to duty.

### **5207.1 Consequences of Failing an Alcohol or Drug Test**

A positive result from a drug or alcohol test may result in disciplinary action, up to and including termination, even for a first offense. The District also reserves the right to discipline or terminate an employee convicted of an offense which involves the use, distribution, or possession of illegal drugs ~~(including medical marijuana)~~. If an employee is not terminated, the employee:

- Must be removed from performing any job function and immediately placed in an unpaid status for 1 day (unless they elect to use paid leave). If the employee does not obtain a fitness for duty certification within that day, or if the employee fails his or her alcohol or drug test, the employee shall remain on unpaid leave (unless they elect to use paid leave) until reinstatement or termination of employment;
- Must submit to an examination by a substance abuse professional. Upon a determination by the substance abuse professional, the employee may be required to

undergo treatment for his or her alcohol or drug abuse. The District is not required to pay for this treatment;

- Shall not be returned to his or her former position until the employee submits to a return-to-duty controlled substance or blood alcohol test (depending on which test the employee failed) which indicates an alcohol concentration level of less than 0.02 or a negative result on a controlled substance test; and
- Will be required to submit to unannounced follow-up testing if he or she has been returned to his or her position.

### **5207.2 Compliance with State or Federal Law**

At all times, the District will comply with current applicable state or federal law concerning drug and alcohol testing. Issues or inconsistencies that are not addressed in this Policy will be determined by referring to state or federal law and regulations governing drug and alcohol testing. The District reserves the right to make changes to this Policy at any time, for the purpose of complying with state or federal laws and regulations as it exists now or as it may be amended.

### **5207.3 Procedures for Drug Testing**

The District will refer the applicant or employee to an independent, National Institute on Drug Abuse (NIDA)-certified medical clinic or laboratory, which will administer the test. The District will pay the cost of the test and reasonable transportation costs to the testing facility. The employee will have the opportunity to alert the clinic or laboratory personnel to any prescription or non-prescription drugs that he or she has taken that may affect the outcome of the test. All drug testing will be performed by urinalysis unless some other form of test is determined by the District or the clinic or laboratory to be more appropriate. Initial screening will be done by EMIT II. Positive results will be confirmed by gas chromatography/mass spectrometry or as otherwise appropriate. The clinic or laboratory will inform the District as to whether the applicant passed or failed the drug test. If an employee fails the test, he or she will be considered to be in violation of this Policy and will be subject to discipline accordingly.

The District maintains the right to require any employee to re-submit to testing, pursuant to the same terms and procedures as set forth for the initial test, where the employee's initial test results are inconclusive because of a diluted sample or any other reason.

## **5208 DRUG AND ALCOHOL REHABILITATION PROGRAMS**

Employees may not avoid discipline or termination for violation of the District's Drug and Alcohol Free Workplace Policy by seeking leave to attend rehabilitation after a violation has occurred. However, prior to any violation, employees may contact Human Resources for information about the District's Employee Assistance Program.

## **5300 OFFICE EQUIPMENT POLICY**

The District provides a wide variety of office and telecommunications equipment for employee use, including telephones with voice mail, computers with email and internet access, fax machines, photocopiers, postage meters, and other equipment. All employees are expected to comply with this policy when using any of this office equipment.



### **5301 BUSINESS USE ONLY**

All office equipment is intended strictly for business use in the course of performing assigned duties and responsibilities. All office equipment, as well as the content of voicemail, email, and other files, are District property. We recognize that some personal use cannot be avoided, as in the case of family, personal, or medical emergencies, but employees have no expectation of privacy of such messages. All such personal use should be kept to an absolute minimum and must not interfere with work performance.

#### **XXXX INTERNET USE**

The District provides all employees with Internet access on District owned computers and mobile devices. Internet access is primarily for official purposes and compliance with all applicable laws and regulations is mandatory. The use of agency resources for personal gain or illegal activities is strictly prohibited. Limited personal use is allowed during non-work hours if it does not interfere with official duties.

Respect for the privacy and rights of others is paramount, and users are expected to maintain security by safeguarding their accounts and reporting suspicious activities. Prohibited activities include accessing illegal content, personal financial gain, unauthorized software, and excessive bandwidth use. Violations may lead to loss of access privileges or disciplinary actions.

### **5302 DISTRICT'S RIGHT OF ACCESS AND EMPLOYEE PRIVACY**

All District voicemail, email, hard drives, and other electronic data storage is solely the property of the District, regardless of the nature of the email, physical location, or how maintained. The District, as owner has at all times the right to access all email, voicemail, or other data, including email protected by security measures. Human Resources may access email within any department or office. When necessary, assistance in obtaining authorized access shall be provided by the IT Administrator.

The accessing of a department's email shall be coordinated with the department's Manager, unless Human Resources determines that the access should remain confidential. Email users shall cooperate in the access of email when requested by Human Resources. Employees should be aware that, as a public entity, all communications and data within the District's possession is potentially subject to a Public Records Act request. No employee has an expectation of privacy in any District email account, voicemail, hard drive, or other electronic data storage device.

### **5303 PASSWORDS AND SECURITY MEASURES**

The District requires employees to use passwords or other security measures on its office equipment in order to channel communications to the proper persons. Unless authorized by Human Resources pursuant to District business, employees are expected to honor passwords and other security measures, and are not to access information unless it was intended for them. Passwords will adhere to strong complexity standards, remain unique for each system/account, and securely stored to protect District systems and sensitive information. The



District retains the right to override passwords and other security measures in order to assure full access to all office equipment. Employees must comply with all District requests for access to District-owned equipment, communications, or data.

~~The District requires employees to use passwords or other security measures on its office equipment in order to channel communications to the proper persons. Unless authorized by Human Resources pursuant to District business, employees are expected to honor passwords and other security measures, and are not to access information unless it was intended for them. The District retains the right to override passwords and other security measures in order to assure full access to all office equipment. Employees must comply with all District requests for access to District-owned equipment, communications, or data.~~

### **5304 UNLAWFUL HARASSMENT OR DISCRIMINATION**

Employees are forbidden from using the District's office equipment for any form of unlawful harassment or discrimination based on race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, age, pregnancy or childbirth, religion, political beliefs, disability, marital status, veteran status, or any other criteria prohibited by District policy or applicable law.

### **5305 OTHER MISCONDUCT**

Use of office and telecommunications systems is subject at all times to all other District rules concerning employee conduct. Under no circumstances are these systems to be used for pornography, gambling, sports, shopping, stock trading, hobbies, criminal or fraudulent activity, buying or selling goods and services, outside activities, or any other non-work related purpose.

### **5306 CONFIDENTIAL INFORMATION**

Employees are expected to use special caution in handling any confidential or proprietary information. In general, email should not be used to transmit confidential information outside of the District unless extraordinary precautions are taken to assure confidentiality.

### **5307 GOOD JUDGMENT**

Employees are expected to exercise good judgment and professional demeanor when using the District's voicemail, email, or internet systems, and must resist the temptation to use these systems for any purpose that violates this policy even when a client, applicant, or vendor initiates or welcomes inappropriate messages. Employees should not forward chain letters that are sent by email, even if they appear to be for a legitimate cause. Employees must also be careful in the overall tone and content of all messages they send. Unprofessional messages can prove embarrassing when read by an unintended recipient. Emails should include a clear and concise subject line for easy identification. They should be kept to a minimum in length, and proofread carefully before being sent.

### **5308 INTELLECTUAL PROPERTY RIGHTS**

The District's computer systems are not to be used to violate or infringe copyrights, trademarks, or other intellectual property rights of third parties. Employees are forbidden from installing or downloading software on to the District's computer system without authorization of management and the IT Administrator and must refrain from utilizing trademarks or other copyrighted material without proper permission from the owner.

### XXXX ARTIFICIAL INTELLIGENCE (AI) TECHNOLOGIES

It is the District's policy to conduct responsible and ethical use of artificial intelligence (AI) technologies that can produce text, video, images, and other types of content . The primary objective is to ensure the lawful, accountable, and transparent deployment of AI systems while safeguarding individual rights, data rights, and agency reputation.

This AI policy includes, but not limited to:

- Data Privacy and Security: staff must comply with all data privacy and security standards, including protecting personally identifiable, protected health, and sensitive information.
- Informed Consent: Members of the public should be informed when they are interacting with an AI tool and have an opt-out alternative.
- Responsible Use: AI tools and systems shall only be used in an ethical manner.
- Avoiding Bias: AI practices should be monitored for bias and regularly reviewed to ensure fairness and accuracy.
- Decision Making: AI tools should not be used to make impactful decisions.
- Accountability: Employees are solely responsible for ensuring the quality, accuracy, and regulatory compliance of all AI generated content utilized in the scope of employment.

The District continues to monitor AI platforms and provide more guidance as the technology evolves, including potential changes to the policy for acceptable uses.

### **5309 PENALTIES**

Any violation of this ~~p~~Policy can result in immediate termination or other discipline.

### **5310 HEALTH AND SAFETY**

The District is concerned about the health and safety of all employees. Employees are expected to share that concern by practicing safe working habits for their own benefit, as well as that of their fellow employees.

The District policy and federal law require that employees be provided with the proper tools and equipment necessary to accomplish their work assignments in a safe manner and a workplace free from recognized safety hazards. Employees must immediately notify their supervisor of any safety risks they are aware of in their work area.

Under California law, in the event of an emergency condition, the District will not take or threaten adverse action against any employee for refusing to report to, or leaving, a workplace because the employee has a “reasonable belief that the workplace is unsafe.” The law requires employees to, “when feasible,” notify employers in advance of the emergency condition that requires they either leave the workplace or refuse to report to work. If it’s not feasible, then the employee must notify the employer as soon as possible.

In accordance with applicable law, the District has adopted an Illness and Injury Prevention Program Plan (IIPP) which sets out the Districts safety policies and practices in more detail.

Under this policy, “emergency condition” means conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act. ~~And,~~ an order to evacuate a workplace, worksite, worker’s home, or the school of a worker’s child due to natural disaster or a criminal act.

Under this policy, “a reasonable belief” ~~means~~ that the workplace or worksite is unsafe” means that a reasonable person, under the circumstances known to the employee at the time, would conclude there is a real danger of death or serious injury if that person enters or remains on the premises. The existence of any health and safety regulations specific to the emergency condition and an employer’s compliance or noncompliance with those regulations shall be a relevant factor if this information is known to the employee at the time of the emergency condition or the employee received training on the health and safety regulations mandated by law specific to the emergency condition.

## AT-WILL AGREEMENT

### Acknowledgment of Personnel Manual Receipt and Compliance

I agree that I am employed by the Municipal Water District of Orange County on an at-will basis, and that my employment can be terminated at any time with or without cause or advance notice either by me or the District. I maintain no right to any due process hearing or so-called Skelly process prior to separation from employment or discipline.

I also acknowledge that I have received a copy of the Personnel Manual and have read, understood, and agree to comply with all of its provisions. I acknowledge that the District retains the right and sole discretion to modify, delete, or add to any of the policies set forth in the Personnel Manual, though I will be apprised of any such changes. I acknowledge that this agreement for employment at-will can be amended or modified only in a written contract signed by me and an authorized representative of the Board of Directors. I understand that no other party or entity has the authority to modify, delete, or add to the policies in the Personnel Manual or to change the at-will nature of my employment, and that in the event of a conflict between the terms of the Personnel Manual and anything told to me by a supervisor or co-employee, the terms of the Personnel Manual shall control.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

NOTE: This original signed document is to be filed in the employee's personnel file

## **EMPLOYEE DESIGNATIONS – MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

The designations of employees ~~into~~ the categories of EXEMPT; Not eligible for Overtime and NON-EXEMPT; eligible for overtime shall be in accordance with the FLSA and with the approval of the General Manager. The General Manager shall revise the designations as necessary in compliance with the FLSA and District policy. The designations are noted on the MWDOC Pay Structure which can be found ~~on the District's website~~ or employees may contact Human Resources.

## **DISTRICT PAY STRUCTURE – MUNICIPAL WATER DISTRICT OF ORANGE COUNTY –**

This document can be found on the District's website ~~or contact Human Resources.~~

**DISTRICT ORGANIZATIONAL CHART - MUNICIPAL WATER DISTRICT OF ORANGE COUNTY –** This document can be found on the District's website ~~or contact Human Resources.~~



**ACTION ITEM**

March 20, 2024

**TO:** Board of Directors

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

**Harvey De La Torre, General Manager**

Staff Contact: Hilary Chumpitazi, Director of Finance/IT  
Dave Anderson, IT Analyst II

**SUBJECT: AUTHORIZE CONTRACT FOR INFORMATION TECHNOLOGY (IT)  
CONSULTANT FOR IT SUPPORT SERVICES**

**STAFF RECOMMENDATION**

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It is recommended that the Board of Directors: authorize the General Manager to enter into a contract with Systems Management Specialist Data Center ("SMS Data Center"), LLC, to provide IT support, as outlined, in the amount not to exceed \$70,000 for a one-year term with an option to renew (less the startup cost).

**COMMITTEE RECOMMENDATION**

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Committee recommends (To be determined at Committee Meeting)

**SUMMARY**

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Information Technology (IT) has expanded and grown beyond the capability and workload of a single IT staff member. To assist the Director of Finance/Information Technology with oversight, the best alternative is to use the services of an IT consultant to support and co-manage computers, infrastructure, and security.

**DETAILED REPORT**

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In 2023, the Board approved the use of a Managed Service Provider (MSP) to support the IT Department. Since entering into a contract with an MSP nearly a year ago, the District experienced many positive changes such as modernization of the District's firewall, cybersecurity assessment, consolidation of IT-related services, and migration of Microsoft

<b>Budgeted:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Budgeted amount: FY2024-25 \$70,000	Core: <input checked="" type="checkbox"/>	Choice: <input type="checkbox"/>
<b>Action item amount: \$70,000</b>		Movement between funds: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Exchange to the cloud. Therefore, the use of an MSP to support IT is regarded to be a positive enhancement to District's operations and efficacy.

In August of 2023, a new IT Analyst filled the vacated position by the MWDOC IT Systems Engineer. The selection of a new analyst provided an opportunity to survey the overall position and effectiveness of the IT Department including strengths, weaknesses, and opportunities. The assessment included an evaluation of how the District was using the current MSP, opportunities for improvement and to reduce scope. As the District approached renewal of the existing MSP contract, it was determined it would be best to initiate a Request for Proposal (RFP) process given the reduced scope and District needs.

The RFP process for a new MSP included the following steps:

#### I. Definition of RFP scope

- **Cybersecurity:** Backup, Business Continuity/Disaster Recovery, network support, patch management, server/network management and monitoring, technical assistance, and vulnerability scanning
- **Governance:** Compliance/Regulation, reporting, Strategic Planning
- **Support:** Break/fix services for critical systems, desktop/staff support when IT Analyst is unavailable
- **Special Projects:** Assist with project management and technical engineering services with special projects, as identified.

#### II. RFP Distribution

- The RFP was posted to the MWDOC website. In addition, the following vendors were provided courtesy notifications of the process:
  - Vendors who participated in the 2023 MSP process
  - Vendors that are currently in use by partner Orange County water agencies
  - Top vendors as identified through search engine results.
- A process to receive and respond to written RFP questions was established, and all responses were posted to MWDOC website.

#### III. Proposal Evaluations

- Ten proposals were received from Managed Service Providers
- Phase I (Minimum Requirements) – of the ten proposals received, four did not meet the minimum requirements as identified in the RFP and were not advanced in the process.
- Phase II (Proposal Grading) – Four MWDOC staff were used to grade six proposals. The proposals were independently evaluated and scored on the dimensions of Approach to Work, Team Qualifications and References, and Contract Costs and Terms.
- Phase III (Panel Interview) – As there was a sizable separation between the scores of the fourth and fifth place proposals from phase II, the top four vendors were invited to panel interviews. The panel included three MWDOC staff and one technical expert from OCWD. The panel asked

questions about the proposals, inquired about company and work experience, and asked probing questions about communications, processes, and technologies.

### III. Final Selection

- The panel interview team unanimously identified SMS Data Center as the top candidate. SMS Data Center also was the lowest responsive proposer.
- A Non-Disclosure Agreement signed with SMS Data Center, which allowed final contract negotiations after a review of MWDOC infrastructure.
- Reference checks were conducted, and all feedback was positive.

SMS Data Center is prepared to provide 24x7 oversight and support for our network and staff, have a local nearby, and have extensive background in backup, cybersecurity, maintenance/monitoring of systems, and technology planning. They also provided hourly rates if the District elected to contract them for specialty projects beyond the scope of the RFP.

Based on this thorough review and selection process, staff recommended that the Board of Directors authorize the General Manager to enter into a contract with SMS Data Center in the amount not to exceed \$70,000 for a one-year term with an option to renew.

### ALIGNMENT WITH BOARD STRATEGIC PRIORITIES

---

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Clarifying MWDOC's mission and role; defining functions and actions.             | <input type="checkbox"/> Work with member agencies to develop water supply and demand objectives. |
| <input type="checkbox"/> Balance support for Metropolitan's regional mission and Orange County values and interests. | <input type="checkbox"/> Solicit input and feedback from member agencies.                         |
| <input type="checkbox"/> Strengthen communications and coordination of messaging.                                    | <input checked="" type="checkbox"/> Invest in workforce development and succession planning.      |

### BOARD OPTIONS

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**Option #1:** Authorize the General Manager to enter into a contract with SMS Data Center to provide IT support services, in the amount not to exceed \$70,000 for a one-year term with an option to renew (less the start-up cost).

**Fiscal Impact:** \$70,000 for FY 2024-25, with option to renew (not to exceed five percent annually).

**Option #2:** Do not authorize the General Manager to enter a contract with SMS Data Center and direct staff how to proceed.

**Fiscal Impact:** Without additional support for IT, we could have delays with meeting staff requests. Additionally, equipment and processes will take longer creating vulnerabilities and increase costs in the near term. Staff would need to purchase additional software/services for centralized logging, patch management, and device management.





**DISCUSSION ITEM**

March 13, 2024

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

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

Staff Contact: Hilary Chumpitazi

**SUBJECT:** MWDOC's 2<sup>nd</sup> Draft Budget for FY 2024-25

**STAFF RECOMMENDATION**

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Staff recommends the Administration & Finance Committee to review, discuss, and provide comments & direction to staff on MWDOC's first draft budget for Fiscal Year (FY) 2024-25.

**COMMITTEE RECOMMENDATION**

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Committee recommends (To be determined at Committee Meeting)

**SUMMARY**

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MWDOC's Budget schedule was implemented to facilitate the budget and rate schedules of our member agencies. On February 14, staff presented the 1<sup>st</sup> Draft Budget to the A&F Committee. The 2<sup>nd</sup> Draft Budget, incorporating comments from the February A&F Committee discussion will be presented on March 13. The Final Draft Budget presentation is scheduled for the April 10 A&F Committee meeting, with anticipated adoption of the FY 2024-25 Budget at the April 17 Board meeting.

This 2<sup>nd</sup> Draft Budget maintains a modest rate increase, only necessary to recover MWDOC's costs while maintaining existing service levels. Included is a Budget Narrative list of proposed key financial changes, adjustments, and annotations, along with the updated reserve policy targets and the proposed employee merit pool percentage. The Budget Narrative also includes a detailed description of each department's key priorities and initiatives for FY 2024-25.

Pertinent aspects of MWDOC's 2<sup>nd</sup> Draft Budget for FY 2024-25 include:

<b>Budgeted:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Budgeted amount: N/A	Core: <input checked="" type="checkbox"/>	Choice: <input type="checkbox"/>
Action item amount: N/A		Movement between funds: <input type="checkbox"/> Yes <input type="checkbox"/> No	

## Proposed Rates and Charges

1. Charges are calculated under the rate structure methodology adopted by the MWDOC Board in 2021.
  - An increase to the proposed retail service rate of \$0.50 (3.50%) to \$14.75 per retail meter for FY 2024-25. This is consistent with last year's budget projected rate increase; adhering to the notion of modest and gradual rate increases.
  - An increase to the groundwater customer charge to OCWD of \$21,766 (5.67%) to \$405,463.

## Revenue Highlights

2. Budget total of \$235,844,493 (revenue) includes Core, Choice, water sales, outside funding, and WEROC. This is an overall increase of 4.44% mainly due to the initial water sales assumptions. This changed from in the 1<sup>st</sup> draft budget with the incorporation of the proposed Metropolitan Rates and Charges for Calendar Year (CY) 2025.
3. The Consolidated (Core and Choice) budget is \$12,772,721 (revenue) with an increase of \$833,378 (7.0%).
4. The total revenue amount for the Core budget is \$10,808,241; an increase of \$895,879 (9.0%) over the current year's budget. The largest driver of increased Core revenue is from anticipated interest revenues.
5. Interest revenues are budgeted at \$738,960 which is a \$419,550 increase (131.4%) to reflect current market earnings.
6. Outside funding for Water Use Efficiency (WUE) from rebates and grants is budgeted at \$10,872,042; a decrease of \$2,733,678 (-20.1%) funding over this year's budget. This is mainly due to a decrease in anticipated activity in the Metropolitan regional rebate program.

## Expense Highlights

7. The total expenses amount for the Core budget is \$10,921,013; an increase of \$604,114 (5.9%) over the current year's budget. The largest drivers of increased Core expenses are from contributions to election reserves and employee salaries/benefits.
8. The Building Improvement expenses for FY 2024-25 include the needed roof replacement, which will be covered by carryover credit.
9. The increase to the Maintenance Expenses includes replacements and upgrades to the Joint Board Room audio-video equipment with OCWD.

## Impacts on Reserves

10. The proposed 2<sup>nd</sup> Draft Budget estimates a net planned reserve draw of \$112,772.

## Other Highlights

11. The proposed salary contribution pool is at 6.48% of salaries and wages and reflects the rate of inflation (2023 CPI annual average = 3.50%) along with merit

considerations. No COLA (Cost of Living Adjustment) is being proposed.

12. Total staffing level slightly decreases by 0.12 FTE. There is a net decrease of 0.57 FTE in the Full-time Employees due to unfilled position carryover. Part-time and intern Employee staffing level is driven Choice program staffing and includes the new part-time employee for the Finance Department.

### **New Items Included**

The following are “new key items” have been incorporated in the FY 2024-25 Budget, per February 14 Committee direction:

#### **Pilot MWDOC “Ambassador Program” (\$40,000)**

As prescribed by the Board Strategic Priorities, the creation of an MWDOC Water Ambassador Program will aim to empower key stakeholders with knowledge and tools to become champions of water stewardship and sustainability in their communities.

#### **CA Water for All (\$20,000)**

Contribution of funds for a second year to the “CA Water for All” legislative and advocacy campaign (stemming from the Solve the Water Crisis coalition).

#### **CA Data Collaborative (\$16,500)**

Participation in the CA Data Collaborative, a non-profit organization which focuses on using technology and data analytics tools to enhance a water saving effort, help meet upcoming state conservation regulations, and improve reliability planning.

#### **Environmentally Friendly Diversion Pilot (\$20,000)**

Participation in the pilot project to adapt subsurface diversion technology to water diversions in the Delta without harming the Delta ecosystem nor endangered fish. This is contingent upon other partners’ participation.

#### **Additional Resources (Choice-funded)**

Addition of one part-time employee to the Finance Department to assist with accounting for WUE Choice programs. Due to the increase needs of financial management and assistance related to the Choice program, this employee will be funded through the Choice Program.

#### **New WUE Shared Services (Choice-funded; pending Member Agencies Choice participation)**

Advanced Metering Infrastructure (AMI) One-on-one Technical Assistance and Grant Funding Assistance for installation; CII Best Management Plan (BMP) Implementation Plans and Customer Classification.

The 2<sup>nd</sup> Draft Budget also includes the proposed Metropolitan rates and charges for CY 2025 (link below). The initial Metropolitan proposed rates and charges are subject to change pending Metropolitan Board approval.

Staff is seeking any additional direction prior to the Final Draft Budget development. The Final Draft Budget presentation is scheduled for the April 10 A&F Committee meeting, with anticipated adoption of the FY 2024-25 Budget at the April 17 Board meeting.

### **ALIGNMENT WITH BOARD STRATEGIC PRIORITIES**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> <i>Clarifying MWDOC's mission and role; defining functions and actions.</i>             | <input type="checkbox"/> <i>Work with member agencies to develop water supply and demand objectives.</i> |
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| <input type="checkbox"/> <i>Strengthen communications and coordination of messaging.</i>                                    | <input checked="" type="checkbox"/> <i>Invest in workforce development and succession planning.</i>      |

**Additional Comments:** In November 2023, MWDOC sent a letter to all of its member agencies informing them of the start of the MWDOC FY 2024-25 Budget Process, and invited their formal participation in the process which can include suggestions of activities and general comments. The Draft Budget was presented to the Member Agencies at the February Managers Meeting. Additionally, the Draft Budget will be presented at the April 10 Elected Officials Forum.

#### **List of Attachments/Links:**

**Attachments:** (1) FY 2024-25 2<sup>nd</sup> Draft Budget Narrative  
 (2) FY 2024-25 2<sup>nd</sup> Draft Budget  
 (3) FY 2024-25 2<sup>nd</sup> Draft Presentation

**Links:** Metropolitan Budget Documents (<https://www.mwdh2o.com/budget-finance/>)

# 2<sup>nd</sup> Draft Budget for Fiscal Year 2024-25



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# KEY TOPICS

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# EXECUTIVE SUMMARY

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## BUDGET HIGHLIGHTS

Pertinent aspects of MWDOC's 2<sup>nd</sup> Draft Budget for FY 2024-25 include:

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1. Charges are calculated under the rate structure methodology adopted by the MWDOC Board in 2021.
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- CII Best Management Plan (BMP) Implementation Plans and Customer Classification

The 2<sup>nd</sup> Draft Budget also includes the proposed Metropolitan rates and charges for CY 2025<sup>1</sup>. The initial Metropolitan proposed rates and charges are subject to change pending Metropolitan Board approval.

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<sup>1</sup> <https://www.mwdh2o.com/budget-finance/>

# GENERAL MANAGER'S TRANSMITTAL LETTER

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## MWDOC ANNUAL BUDGET FOR FISCAL YEAR 2024-2025

As we start the budget process for Fiscal Year (FY) 2024-25, I want to thank you for your participation and input this past year in updating MWDOC's Reserve Policy, and development of the Board Strategic Priorities, both which were developed following the completion of the Facilitated Member Agency process. Based on these endeavors, MWDOC will continue to be a more productive and responsive agency in the coming years.

MWDOC seeks to adopt its final budget in April, in an effort to facilitate the budget and Prop 218 processes of our member agencies. Please note that the draft budget will also be reviewed at the Elected Officials Forum which will be scheduled for early April 2024, with final Board adoption tentatively scheduled for later that month.

As always, we invite and welcome formal participation in the development of our FY2024-25 draft budget through your initial suggestion of activities and subsequent comments. This input is vital to ensure the services and resources we provide meet the needs of our service area.

I look forward to our budget discussions.

Sincerely,



Harvey F. De La Torre  
General Manager  
Municipal Water District of Orange County

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"I am honored and excited to lead MWDOC into the future. Ensuring a sustainable and reliable water supply for Orange County is a responsibility I take very seriously. We have a great team, and together, we will continue to innovate and excel in our service to our partner agencies and the public we serve."

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## DISTRICT OVERVIEW

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

### ***MWDOC's Mission***

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

In June 2023, the MWDOC Board identified seven (7) Strategic Priorities in a public multi-session process that incorporated feedback and input from various stakeholders, including member agency representatives. This effort was intentionally built upon the foundational work completed through the Member Agency Facilitated Discussions Project to ensure MWDOC's Strategic Priorities aligned with the needs of the community and MWDOC member agencies. Through a facilitated process these key priorities were developed to be consistent with MWDOC's authority, mission and roles.

Topic Area	Board Strategic Priorities
<b><i>MWDOC's Mission</i></b>	Clarify MWDOC's mission and roles by defining those functions and actions that help provide cost-effective, long-term water reliability and security for its member agencies and Orange County constituents.
<b><i>Metropolitan Policy Positions</i></b>	Balance support for Metropolitan's regional mission and Orange County values and interests, with an emphasis on completing the IRP and shaping a sustainable business model.
<b><i>Metropolitan Director Consultation</i></b>	Ensure that Metropolitan Directors regularly reach out to and collaborate with MWDOC's member agencies to represent their interests and needs at Metropolitan.
<b><i>Reliability Planning</i></b>	Work with member agencies to develop water supply and demand objectives that take a broad view of cost-effective options to increase supply and manage demands.
<b><i>Member Agency Collaboration</i></b>	Solicit input and feedback from member agencies to support their needs and create opportunities that benefit Orange County's water future.
<b><i>Communications</i></b>	Strengthen communications and coordination of messaging with member agencies, tailored to large and small agency needs.
<b><i>Staff Development</i></b>	Invest in workforce development and succession planning to continuously strengthen and renew MWDOC's staff capabilities.



In September 2023, the Board adopted the Staff Implementation Plan<sup>2</sup>, which outlines the “means” (actions/programs) that staff have developed to help achieve these overarching Board Priorities. The Implementation Plan is a cornerstone for the General Manager's annual goal-setting process. Integrating the strategic priorities into the General Manager's goals ensures that the top leadership of MWDOC is fully committed to, and accountable for, driving these priorities forward. It also provides clear direction as to what is expected by the Board.

The Implementation Plan also identifies resource needs, which will be integrated into the annual budgeting process. It ensures that resources, whether financial, personnel, or technological, are allocated efficiently to support the strategic priorities. Information has been utilized to identify on whether a resource gap exists that could hinder progress, and if necessary, gives guidance on whether additional resources should be recommended during the budget setting process.

To utilize the lessons learned through the 2022 Member Agency Facilitated Discussions<sup>3</sup>, a number of member agencies comments and suggestions were woven into the Implementation Plan. This included the core objective: for MWDOC and its member agencies to work together in a more collaborative manner. Through this process, there was consensus in feedback from the member agencies that MWDOC should avoid setting up a process that is perceived as “telling agencies what is needed,” but rather seeking out what the agencies want and need MWDOC to provide for them. This has been reflected in the improved methods of communication in how MWDOC developed the programs, studies, and shared services in the Choice Programs for FY 2024-25.



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<sup>2</sup> Staff Implementation Plan: [https://www.mwdoc.com/wp-content/uploads/2023/06/Strategic-Goals-Implementation-Plan\\_September-2023-3.pdf](https://www.mwdoc.com/wp-content/uploads/2023/06/Strategic-Goals-Implementation-Plan_September-2023-3.pdf)

<sup>3</sup> Facilitated Discussions with MWDOC Member Agencies, Phase 1 (February 2022) <https://tinyurl.com/4yp97vde>;  
Facilitated Discussions, with MWDOC Member Agencies, Phase 2 (December 2022) <https://tinyurl.com/mrrtmd26>

# 1. MWDOC BUDGET PROCESS & SCHEDULE

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MWDOC's Budget 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. The Draft Budgets presented to the A&F Committee. The 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Draft Budgets are scheduled for the February, March, and April A&F Committee meetings.

The 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.

Similar to last year, the Choice budget elections and commitments will lag behind this proposed schedule and staff will bring back to the Board a revised Final Choice Budget in September or October 2024 to reflect the reconciliations and final program commitments of our member agencies. It should be noted that changes in Choice programs do not have an impact on the rates and charges passed in April for Core activities.

## FY 2024-25 BUDGET SCHEDULE

### NOVEMBER 2023

- Notification to member agencies of start of budget process and solicitation of input

### DECEMBER 2023

- MWDOC staff begins preparation of budget hours and costs on program and line-item basis
- Review of four-month actuals and fiscal year-end projections
- Review budget adjustments for current fiscal year
- Preparation of internal, draft conceptual budget (review changes for upcoming fiscal year)

### JANUARY 2024

- Initial review of budget issues with A&F Committee for feedback (1-10-24)
- Initial discussion of budget issues with member agencies for feedback
- Request for member agencies' preliminary indication of participation in Choice

## **FEBRUARY 2024**

- Publish and post the FIRST DRAFT Budget in the packet for the A&F Committee (2-9-24)
- Review First Draft Budget with A&F Committee (2-14-24)
- Formally request comments from all member agencies
- DRAFT information completed on prior year Choice WUE program benefits to member agencies to serve as basis for charging agencies for the upcoming year for Choice WUE activities
- Member Agencies' INITIAL CONFIRMATION of participation in Choice Services (2-20-24) with updated Agreement by the end of March or after the Elected Officials Meeting
- Discuss FIRST DRAFT Budget at Member Agency Managers' Meeting (2-22-24)
- Meet with member agencies as requested or scheduled

## **MARCH 2024**

- Revised information completed on prior year Choice WUE benefits to member agencies to serve as basis of charging agencies for the upcoming year for WUE activities
- Discuss SECOND DRAFT Budget in A&F Committee (3-13-24)
- Review SECOND DRAFT Budget at Member Agency Managers' Meeting (3-21-24)
- Update Choice Participation
- Member Agencies submit Formal Comments on the Budget (3-29-24)

## **APRIL 2024**

- Conduct meeting with Elected Officials from member agencies to discuss budget and other topics
- THIRD DRAFT Budget and Rates presented to A&F Committee (4-10-24)
- Member agencies' Formal Comments presented to A&F Committee (4-10-24)
- Board approval of FY2024-25 FINAL Budget and Rates (4-17-24)

## **JUNE 2024**

- Member agencies confirm final Choice Participation (6-14-24)

## **AUGUST 2024**

- Reconciliation of FY 2023-24 (previous) WUE & Choice Programs

## **SEPTEMBER 2024**

- REVISED FINAL Choice Budget presented to A&F Committee, if needed (9-11-24)
- Board approval of FY2024-25 REVISED FINAL Choice Budget, if needed (9-18-24)

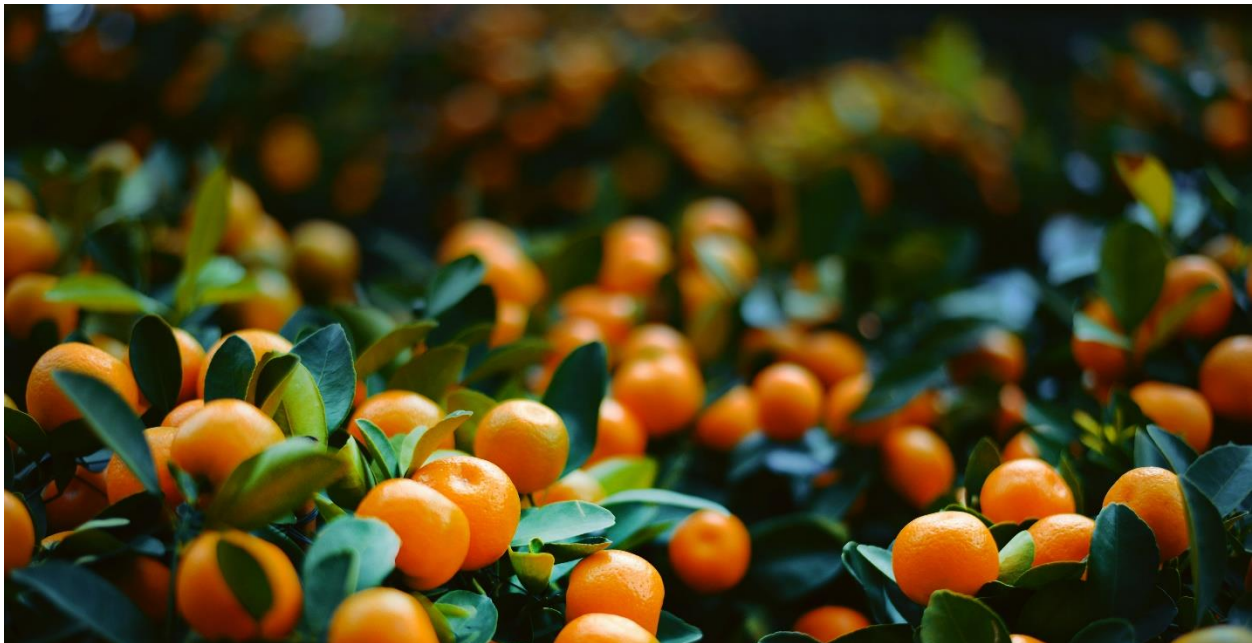


## 2. MWDOC BUDGET PRINCIPLES

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

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



### 3. DISTRICT RESERVES

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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.

Additional reserves funds are as follows:

- General Operations Fund - Funds used to pay for District annual operating expenses. Revenue generated from this fund includes annual meter charges and groundwater charges.
- Water Purchase Payments Fund - Fund that holds amounts paid by Member Agencies for water purchases in advance of the Metropolitan payment date.
- Conservation Fund - Includes grants, Metropolitan and Member Agency payments for Water Use Efficiency. These funds may have a negative balance as MWDOC pays upfront for Rebates and invoices.
- Trustee Activities - Hold funds for specific trustee activities, such as the AMP.

**Municipal Water District of Orange County**  
**Consolidated Summary of Cash and Investment**  
December 31, 2023

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

Fund	Book Value	% of Portfolio
Restricted Reserves		
WEROC Operating Fund	\$525,930	3.14%
Pension 115 Trust	1,327,664	7.94%
Total Restricted Reserves	1,853,594	11.08%
Designated Reserves		
Operating Reserves	3,819,350	22.83%
Election Reserve	1,146,947	6.86 %
OPEB Reserve	297,147	1.78%
Total Designated Reserves	5,263,444	31.47%
General Operations Fund	11,071,835	66.19%
Water Purchase Payments Fund	165,016	0.98%
Conservation Fund	(1,644,973)	(9.83%)
Trustee Activities - AMP	18,809	0.11%
Total Other Funds	9,610,687	57.45%
<b>Total</b>	<b>\$16,727,725</b>	<b>100.00%</b>

**General Fund Cash breakdown**

General Operations Fund	\$ 11,071,835
Conservation Fund	(1,644,973)
Remaining Budget FY 2023-24	(6,601,257)
Pension Contribution (Jan 2024)	(1,000,000)
WEROC Mobile EOC	(500,000)
Programs/Projects from Reserve Policy	(500,000)
Project Carryover from prior FY	(976,149)
Prepays/Deposits	(314,827)
Projected Draw on Reserves	<b>\$ (465,371)</b>

## 4. COMPENSATION POOL GUIDELINES

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

### Job Classification Salary Ranges.

MWDOC annually adjusts our salary ranges by the local Consumer Price Index (CPI) for the previous calendar year. The 2023 CPI average for the LA/Long Beach/Anaheim area was 3.50%. This is 47% lower than the 2022 number of 7.45%. The CPI of 3.50% falls into MWDOC's moderate inflation range.

Every three years MWDOC contracts for a Comprehensive Benchmark Survey that reviews our job classifications with similar agencies and job functions. During the 2021 Comprehensive Benchmark Survey, MWDOC found limited salary range corrections to be necessary, which supported the CPI adjustment process.

We are currently undergoing a Benchmark Survey. Any classification and salary range adjustments will be incorporated into FY 2024-25.

### Employee-Specific Salaries

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

There is an objective comparison as to how well MWDOC's salary system has been performing relative to the market. As noted above, MWDOC's salary ranges have been generally tracking the labor market conditions. In addition, MWDOC salaries have largely maintained a mid-range position with predominately only long-tenured employees bumping up against the range ceiling for their position.

The MWDOC annual survey of approximately 20 water utilities is utilized as a comparison of proposed salary increases. As is usual for the first draft budget, this comparative information is not yet available from the other utilities but will be provided in later drafts.

MWDOC utilizes a system of CPI based formulas to calculate the proposed Compensation Pool. An analysis of 10-year compensation increases and CPI data was conducted to quantify the past practices that had successfully maintained MWDOC's salaries both competitive and within job classification ranges. The formula uses current inflation percentages but is also apply a merit component to properly align with

current market conditions. For example, 0% CPI would calculate as a 0% compensation pool increase and would obviously not reward merit as intended. At the other end of the range, other problems arise. For example, in 1980 the CPI was 13.5% and this would calculate at the unlikely compensation pool of 25%.

The result was a system of four CPI ranges with associated Compensation Pool formulas as summarized below.

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

The 2023 annual CPI was 3.50% for the region which is in the *Moderate* inflation effective range (2.4% to 4.7%). Applying the *Moderate* inflation range formula (CPI x 1.85) to the 3.50% CPI yields a compensation pool of 6.48% which was used to calculate the employee salary expense increase in the first draft budget.

The Director per diem adjustment is determined by the lesser of the employee increase or 5.0%. This budget does not include a director per diem increase at this time.

## 5. BUDGET INPUT FROM MEMBER AGENCIES

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In November 2023, MWDOC sent a letter to all of its member agencies informing them of the start of the MWDOC FY 2024-25 Budget Process, and invited their formal participation in the process which can include suggestions of activities and general comments. The FY 2023-24 budget year-end projections and the conceptual FY 2024-25 budget were discussed at the January and February 2024 Administration & Finance Committee meetings.

At the February 14 Administration & Finance Committee meeting, there was a request for further detail on the Reserve Policy and Cash breakdown. Additional information regarding the General Fund C

ash breakdown can be found in Section 3. District Reserves (page 14).

At this time, MWDOC has not received any comment letters from the member agencies.

## 6. KEY DEPARTMENTAL PRIORITIES & INITIATIVES

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MWDOC's key departmental priorities and initiatives for FY 2024-25 are discussed for the following major departments and cost centers:

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

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

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

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## RELIABILITY PLANNING AND ENGINEERING

COST CENTER 21

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

### KEY INITIATIVES FOR FY 2024-25

#### **Lead and Copper Rule Revisions/Improvements & Service Line Inventory** *(new initiative)*

A new shared service to assist Orange County water agencies in their compliance efforts with US EPA Federal regulations known as the *National Primary Drinking Water Regulation: Lead and Copper Rule Revisions* and the pending *Lead and Copper Rule Improvements*. This shared service program focuses on service line inventory in compliance with the Lead and Copper Rule revisions and improvements.

MWDOC staff actions include:

- Project management and agency coordination
- **Board Strategic Priority:** Member Agency Collaboration

#### **Supplemental Reliability Analysis of Water Supplies** *(new initiative)*

Following the 2023 OC Water Reliability Study, periodic supplemental analysis of Metropolitan and Orange County's water reliability are anticipated as new information becomes available regarding changing conditions and likelihood of various projects moving, or not moving, forward.

MWDOC staff goals include:

- Identification of appropriate timing of significant changed water supply conditions meriting additional analysis
- Explore technology advances regarding reliability planning and modeling
- Identification of consultants to leverage technology advances for supplemental reliability analysis
- **Board Strategic Priorities:** MWDOC's Mission and Reliability Planning



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## METROPOLITAN (MET) ISSUES AND WATER POLICY

COST CENTER 23

The Metropolitan (MET) Issues and Water Policy Department provides analysis on regional issues and policy, as well as water supply and demand coordination and analysis. Over the years, this department has also become the primary clearinghouse on local, regional, state, and federal water policy issues. It ensures all key policy issues are analyzed and thoroughly evaluated for the MWDOC Board of Directors, our MWDOC-MET Delegation and MWDOC's member agencies. As it relates to MET issues, the Department represents and advocates for Orange County on local resource projects and programs, water costs and rates, regional storage, water supply reliability management, demand management programs, water use efficiency programs, and water policy implementation.

### KEY INITIATIVES FOR FY 2024-25

#### MET CAMP4W

Metropolitan is analyzing additional long-term improvements that will be presented through the Climate Adaptation Master Plan for Water (CAMP4W) process. The goal is to create a drought-resilient network of facilities that strengthens the region's water supply reliability.

MWDOC staff actions include:

- Fully engage in this process and evaluate the Time-Bound Targets, Framework for Climate Decision-Making, new policies/initiatives, and alignment with the MET Business Model
- Continue the dialogue and develop meaningful long-term objectives
- Reinforce our collective dedication to the pursuit of advancing the objectives outlined in the Metropolitan mission statement
- **Board Strategic Priorities:** MWDOC's Mission, Metropolitan Policy Position, Metropolitan Director Consultation, Member Agency Collaboration

#### MET's Long-Term Financial Plan and Business Model

MET will engage in reviewing its Business Model and its Long-Term Financial Plan. This analysis will include its impacts to MET's future Rates and Charges as well as assess whether modifications to MET's rate structure are needed. In addition, there may be Cost of Service Assessment on MET's Pure Water Southern California full-scale operation and financial configuration.

MWDOC staff goals include:

- Fully engage in this process and evaluate the Business Model or adjustments to future rates and charges may impact MWDOC and our member agencies.
- Ensure MET considers the predictability of rate requirements, strategies to ensure cost-effectiveness, and how member agencies rely upon MET financial forecasts to inform their own resources and financial planning.
- **Board Strategic Priorities:** MWDOC's Mission, Metropolitan Policy Position, Metropolitan

**Broader Water Policy Issues**

The Department provides analysis and advocacy for Orange County on water policy issues that extend beyond the scope of MET. Broader water policy issues covered include the State-wide water conservation regulations, Urban Water Management Plans, Water Shortage Contingency Plans, progress and development of the Delta Conveyance Project, Colorado River issues, and the development of additional regional and local resource projects, such as Pure Water Southern California.

MWDOC staff actions include:

- Financially analyze the cost/benefit of MET's participation in the DCP, as well as its cost impact to MWDOC and the member agencies.
- Encourage MET's engagement and investment in further access to storage, in particular its involvement with Sites Reservoir.
- Advocate for MET staff to renegotiate its current storage and banking programs along the SWP to improve its "take" capacity.
- Support the prioritization of improving the operational flexibility of the SWP dependent areas of the MET system to ensure a balance reliability to all member agencies.
- Monitor and attend key meetings and discussions on the Colorado River issues.
- Advocate for suitable Colorado River salinity control measures and actions.
- Evaluate and analyze Pure Water Southern California's full-scale operational and financial configuration once it is presented to the MET Board for consideration.
- **Board Strategic Priorities:** MWDOC's Mission, Metropolitan Policy Position, Metropolitan Director Consultation, Member Agency Collaboration

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## WATER USE EFFICIENCY (WUE)

COST CENTERS 35, 62, 70

The Water Use Efficiency Department offers Core and Choice programs that include Water Use Efficiency and Water Loss Control Programs. Both are designed to assist member agencies to comply with the Conservation as a California Way of Life Framework (Framework) promulgated through Senate Bill 606 and Assembly Bill 1668. In addition to these efforts, MWDOC is also helping member agencies to prepare for compliance with the Framework by assisting with basic Framework understanding, dedicated landscape irrigation meter and residential landscape area measurements, Commercial, Industrial and Institutional (CII) Best Management Practice Implementation Plans, CII Customer Classifications and acquisition of new aerial imagery.

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### WATER USE EFFICIENCY PROGRAM IMPLEMENTATION

MWDOC collaborates with local water agencies, cities, and stakeholders to promote water use efficiency and sustainable water practices. MWDOC advocates for water-related policies at the state level, pushing for regulations and legislation that promote responsible water use. Conservation and efficient use of water has been the underpinning of a comprehensive long-term water supply reliability strategy for California.

MWDOC and Metropolitan offer a broad menu of incentive, education, pay-for-performance, and technical assistance programs to all customer classes. Metropolitan's Conservation Credits Program provides foundational funding for these programs and MWDOC supplements Metropolitan's incentives with additional local, state, and federal funding. Together, these funding contributions greatly minimize or eliminate funding requirements from member agencies. Member agencies can, however, provide additional funding for their customers if desired. With approximately 60 percent of Orange County's total water use being applied to irrigate landscapes, the majority of our program implementation efforts focus on landscape water efficiency.

### KEY INITIATIVES FOR FY 2024-25

#### Landscape Programs Implementation

Collaborate with member agencies to emphasize the importance of and promote all landscape water use efficiency programs to consumers including Turf Removal, Smart Irrigation Timers, Spray-to-Drip Irrigation Conversions, Low-volume Sprinkler Nozzles, Residential Landscape Design and Maintenance Assistance, and Landscape Management trainings.

MWDOC staff goals include:

- Maximize access to grant funding for program implementation
- **Board Strategic Priorities:** MWDOC's Mission Statement, Member Agency Collaboration, and Communications

### **Compliance with the Conservation as a California Way of Life Framework**

With the Conservation as a California of Life framework scheduled to be adopted by the State Water Board in the summer of 2024, a key initiative MWDOC will be focusing on is assisting member agencies to prepare for and achieve compliance with the framework. Obtaining and finalizing landscape area measurements for residential and dedicated irrigation meters and developing CII BMP implementation plans and customer classification systems will be the primary focus. MWDOC already has a consultant, NV5 under contract to assist with area measurements. A new consultant will be needed to focus on the CII Performance Measures. In both cases, these consultant services are offered to member agencies using the Choice-based framework.

MWDOC staff goals include:

- Completing Dedicated Irrigation Meter Area Measurements in partnership with member agencies and NV5
- Initiating a new choice-based services for member agencies to develop Commercial, Industrial and Institutional (CII) Best Management Practice Implementation Plans and CII Customer Classifications (*new choice initiative*)
- In partnership with the OC Data Acquisition Partnership, acquire new Aerial imagery to assist with landscape area measurements, evaluation of changes in landscape pallet over time, water use efficiency program quality control and share imagery with member agencies (*new core initiative*)
- **Board Strategic Priorities:** MWDOC's Mission Statement and Member Agency Collaboration

### **Advanced Metering Infrastructure** (*new initiative*)

A new initiative for FY 24-25 will focus on offering Advanced Metering Infrastructure as a choice service to member agencies including two components: One-on-one Technical Assistance from a consulting firm specializing in AMI and Grant Funding Assistance for installation of AMI. Agencies can choose to participate in one or both components, depending on their individual needs.

The Technical Assistance will include a feasibility study to evaluate the various technologies, infrastructure needs, implementation costs, and overall benefits. The Grant Funding Assistance would follow on the heels of the Technical Assistance and will include MWDOC acquisition of grant funding for installation of the AMI system. MWDOC's role will be to facilitate the overall AMI Choice Services Program on behalf of the member agencies. It is anticipated that member agencies will choose from a variety of Technical Assistance tasks/services from the consultant, as needed.

MWDOC staff goals include:

- RFP process and obtaining Board authorization to contract for technical assistance
- Offer AMI Choice service program to member agencies
- Facilitate member agency access to all Water Loss Control Technical Assistance and Shared Services in a timely and efficient manner
- **Board Strategic Priorities:** MWDOC's Mission Statement and Member Agency Collaboration

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## WATER LOSS CONTROL PROGRAMS

### **Distribution System Water Loss**

MWDOC offers a variety of Water Loss Services designed to assist agencies in obtaining compliance with the water loss mandate adopted by the legislature through Senate Bill (SB) 555 in 2015 including one-on-one Technical Assistance from a consultant specializing in water loss reduction and MWDOC provided shared services. These services have been refined from year-to-year to meet member agency needs; adding new services and removing services that are not used. Notably, Distribution System Leak Detection has seen year-over-year growth starting with 500 miles to now more than 1,300 miles per year.

## KEY INITIATIVES FOR FY 2024-25

### **One-on-One Technical Assistance**

The Water Loss Control Technical Assistance Program will provide a variety of one-on-one technical assistance tasks for FY 2024-25. Annually agencies select the services they plan to access. Please note, this list below is not exhaustive of all department routine activities, but significant, or initiatives.

MWDOC staff goals include:

- SWRCB Water Loss Standard Assistance
- Water Audit Compilation and Annual Water Balance Validations
- Source or Production Meter Volumetric Accuracy Testing
- Water Loss Compliance Plan Development
- Distribution System Leak Detection and Suspected Leak Detection
- Leak Simulation Model
- Billing Data Chain Assessment
- **Board Strategic Priorities:** MWDOC's Mission Statement and Member Agency Collaboration

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## WATER EMERGENCY RESPONSE (WEROC)

COST CENTER 25

MWDOC provides the administrative umbrella for the Water Emergency Response Organization of Orange County (WEROC). The services and support provided by WEROC are intended to be an extension of Member Agency staffing in their preparedness efforts, and a resource during emergencies and recovery. WEROC staff works with member agencies on emergency plans and standard operating procedure development and review; state and federal required trainings for grant eligibility and disaster readiness; disaster exercise development; grant identification and application; and response and recovery coordination.

### KEY INITIATIVES FOR FY 2024-25

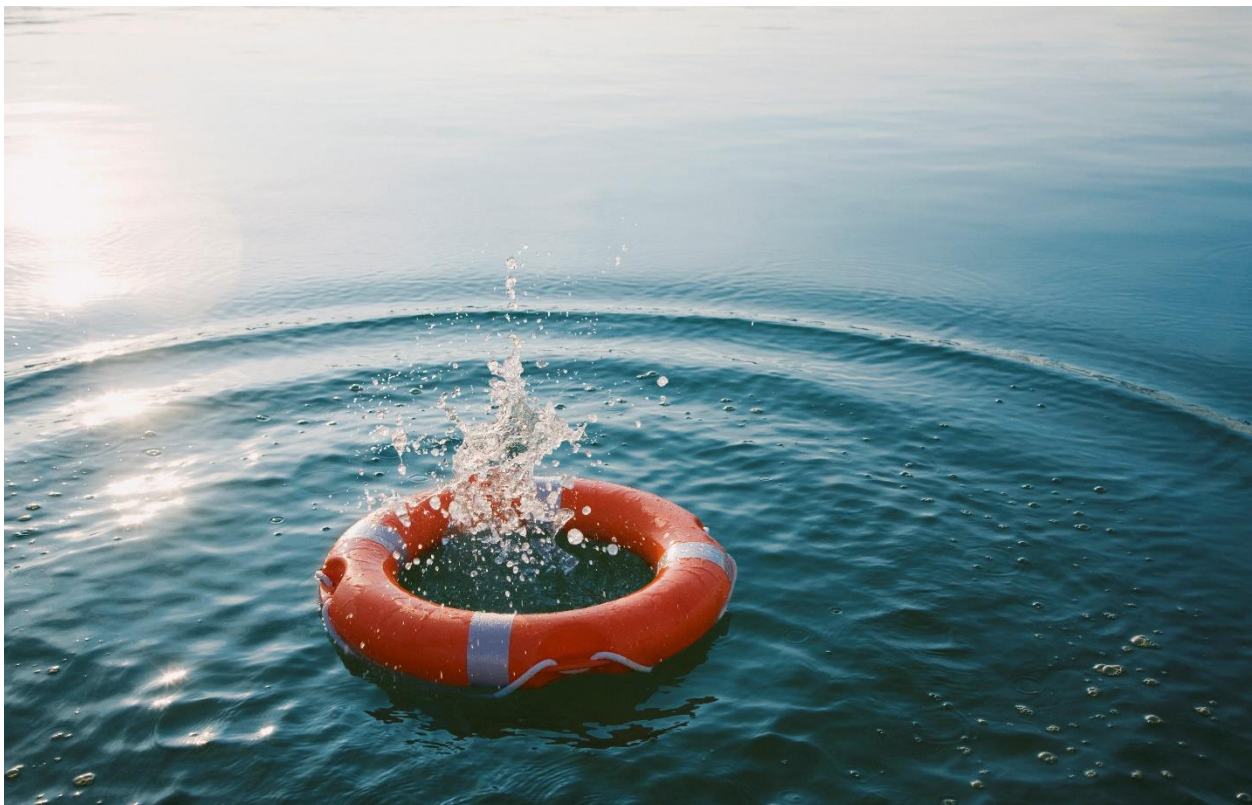
Below highlights some of the goals for the upcoming fiscal year as already presented and approved by the seven (7) WEROC funding agencies. WEROC continues to use the 2020 WEROC Assessment Report as a strategic plan for the WEROC program.

Maintain WEROC and OC water and wastewater agencies in a state of readiness to respond to emergencies. Key aspects include staffing, training, exercises, updating plans and procedures.

- Continue implementation of the WEROC Assessment Plan and continue to build upon the lessons learned from various training, exercises, and real events. In 2025, Director of Emergency Management will do an updated Strategic Plan.
- Development and implementation of the Logistics Plan with after action items captured from the Regional Tabletop Exercise that will incorporate how resources are coordinated within the WEROC Organization.
- Development of a GIS dashboard allowing for visibility of information in a non-linear form using open-source information and current in-house mapping information. Also develop out the Damage Assessment as the tool was qualified during the 2023 May Exercise.
- Finalize and implement WEROC Emergency Water Distribution Plan by working with the County, cities, and water agencies by region to establish the responsibilities, process and procedures based on outcomes of testing the plan during the May 23<sup>rd</sup>, 2023, Operational Area Exercise.
- Update the WEROC Map Atlas. These maps contain critical information for both water and wastewater. Additionally, jurisdiction areas are divided into the Public Safety Power Shutoff Zones. Project will include incorporation of hardcopy and GIS layers. These maps were updated back in 2017 and infrastructure and water system oversight in some areas have changed. This is a carryover project. Additional costs so this project can contain GIS layers will come out of the WEROC reserves.
- Development of the Regional Water and Wastewater Fuel Plan. Agencies have provided their preliminary information.
- Establish a contract for the update of the Orange County Regional Water and Wastewater Hazard Mitigation Plan and AWIA. This is a choice contract. For AWIA, agencies will be able to opt in for risk assessment again as required every 5 years by EPA.

MWDOC staff goals include:

- Daily administration, including the WEROC staff's work area, day-to-day management, technical support, and accounting services.
- MWDOC staff will spend an estimated 800+ hours participating in WEROC training, exercises, and programs.
- MWDOC's Engineering Department staff will continue to support technical projects and planning as it relates to WEROC and emergency planning.
- MWDOC Member Agencies contribute to the program by providing technical support throughout the year for items such as generator maintenance, technical expertise for a request for proposals development, exercise staffing assistance, and more.





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## COMMUNICATIONS/PUBLIC AFFAIRS

COST CENTERS 32, 63

The Public Affairs Department (PA or Department) of the Municipal Water District of Orange County (MWDOC or District) promotes and delivers water-centric and water-saving resources and opportunities that impact the region. PA highlights the District's activities and priorities, enhancing public knowledge about critical water issues through various events, materials, presentations, programs, and activities. The Department collaborates closely with MWDOC member agencies and the Three Cities (Santa Ana, Anaheim, and Fullerton) to ensure that valuable programs, initiatives, and incentives reach all corners of the County.

- **Consumer Confidence Reports:** For decades, MWDOC has provided coordination and professional consulting services to MWDOC's member agencies and the Three Cities to prepare mandated water quality Consumer Confidence Reports (CCRs). This effort saves participating agencies time and money and provides a consistent regional, water quality message throughout Orange County.
- **Regional Communications Collaboration and Support:** MWDOC hosts quarterly meetings of the Public Affairs Workgroup for MWDOC's 27-member agency Public Information Officers (PIOs), other industry PIOs, and partners throughout Southern California. These meetings provide critical updates to programs and activities, facilitate unified regional messaging, and provide professional communications support and training.
- **Community Engagement and Social Media:** MWDOC further engages the public by actively seeking out and participating in highly visible community events – with and without MWDOC's Ricky the Rambunctious Raindrop (Ricky) mascot – having an active speaker's bureau, and engaging the public through a robust, award-winning social media presence that focuses on social targeting, listening, and Edvocacy™.
- **Digital Outreach and Publications:** MWDOC produces public service announcements and educational collateral that include videos, media and tool kits, flyers, news articles, presentations, and briefing papers to ensure our stakeholders are adequately equipped with sharable information and well-versed on significant issues facing the water industry.
- **Special Events:** Every year, MWDOC coordinates and presents its signature Policy Forum & Dinner events and co-hosts an annual O.C. Water Summit with the Orange County Water District to engage and educate elected officials, community and business leaders, water industry professionals, and the general public about water issues affecting Orange County and the rest of the state.

### KEY INITIATIVES FOR FY 2024-25

#### 'Ricky Turns 50'

For the upcoming fiscal year, MWDOC Public Affairs plans to launch an engaging water awareness campaign centered around 'Ricky Turns 50.' Celebrating the 50th birthday of long-time water stewardship



mascot Ricky the Rambunctious Raindrop, this campaign will inform, educate, and inspire our Orange County communities to prioritize water use efficiency and conservation. With Ricky's charismatic presence and celebrity status, he will lead a year-long series of events, workshops, and educational programs to underscore the significance of preserving our limited water resources and inspire community members to make conscious choices to protect and preserve our water supply.

MWDOC staff goals include:

- Mwdoc.com website and social media
  - 'Ricky Turns 50' landing page (information, resources, metrics)
  - Introduce quizzes, polls, and contests for giveaways (engagement, metrics)
- Media engagement opportunities
  - News releases and articles
  - 50th Anniversary giveaways
  - 'Special appearances'
- Education initiatives
  - Handouts
  - Grab and Go activities
- **Board Strategic Priorities:** MWDOC's Mission, Member Agency Collaboration, Communications

#### Orange County Water Ambassador Program (*new initiative*)

As prescribed by the Board Strategic Priorities, the creation of an MWDOC Water Ambassador Program will aim to empower key stakeholders with knowledge and tools to become champions of water stewardship and sustainability in their communities.

'Water Ambassadors' will undergo comprehensive training, including attendance at MWDOC Water Policy Dinners, Metropolitan Inspection Trips, and Water 101 presentations. These experiences will give them insights into water policy, infrastructure, and the broader water landscape. Additionally, the program will enable 'Water Ambassadors' to see the various entities responsible for delivering quality water service.

MWDOC staff goals include:

- Increase public awareness about Orange County water supply challenges, the benefits of good water stewardship, and investments towards long-term water reliability for the region.
- Promote responsible water use.
- Foster community engagement and advocacy for water-related issues.
- Build a network of informed individuals who can educate others.
- **Board Strategic Priorities:** MWDOC's Mission, Metropolitan Policy Positions, Member Agency Collaboration, Communications

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## GOVERNMENTAL AFFAIRS

COST CENTER 31

Governmental Affairs continues to work at the local, state and national levels with our member agencies, regional partners (three cities, Metropolitan, MET Member Agencies), organizations, delegations, regulatory agencies and bureaus to advance Orange County's agenda. Central to this effort are policy, legislative, and regulatory developments and opportunities. This department relies on local, state, and federal advocates to track, monitor, and assist in educational outreach. In addition, our Grants Program continues to be an asset for our member agencies and provide helpful information and tools, along with MWDOC to obtain funding for various programs and infrastructure.

### KEY INITIATIVES FOR FY 2024-25

The first part of the legislative session will focus on legislation held over from 2023. Two of the three water rights bills are still pending in the Senate: AB 1337 (Wicks) and AB 460 (Bauer-Kahan). Of the two, AB 1337 is the more likely one to still move. One of the initiatives below also relates to legislation from last session; SB 366 (Caballero)—the Solve the Water Crisis bill.

### Budget and Climate Bond

The Budget and Climate bond presents important opportunities to provide support for recycling and other programs important to water agencies and special districts.

MWDOC staff goals related to the Budget and Climate Bond include:

- Meet with legislative budget subcommittees and advocate for restoring the \$174 million cut from the budget earmarked for groundwater and recycling programs
- Coordinate and participate in advocacy efforts with regional partners and organizations
- Continue engagement in various working groups seeking to maintain and/or increase resource funding pots that are important to MWDOC and its member agencies
- Monitor budget subcommittees for attempts to restrict special district's authority over budget reserves and/or property tax revenue
- **Board Strategic Priority:** MWDOC's mission

### Solve the Water Crisis

SB 366 (Caballero) is the vehicle for the effort that MWDOC joined, and help fund, starting in 2022 that would establish long-term water supply targets, including new supply sources and expanding water storage. The goal remains to move past defensive actions and identify a path to expanding California's water supply.

MWDOC staff goals include:

- Support CMUA (sponsor of SB 366) by attending member meetings with policy committee

members and staff

- Meet with members of the Orange County Delegation and ask for support for SB 366
- Engage and participate in related working groups
- Support advocacy requests from ACWA relating to Sites Reservoir
- **Board Strategic Priority:** MWDOC's mission

### **Colorado River – Post 2026 Operations**

Several reservoir and water management documents and agreements that govern the operation of the Colorado River facilities and management of the Colorado River are set to expire at the end of 2026. These include interim guidelines and drought contingency plans, among others. In an effort to support Metropolitan, the water rights holder for MWDOC's imported water from the Colorado River, it is critical that MWDOC staff remain engaged.

MWDOC staff goals include:

- Identify opportunities for engagement with the CA congressional delegation to support any related legislation that helps California and/or the Basin
- Continue to ensure that IRA dollars help California
- Continue to raise the visibility of the salinity control program both at the state level and across the Basin and support S. 2514, the Salinity Control Act Fix, co-sponsored by Senators Romney and Bennet
- **Board Strategic Priority:** MWDOC's mission

### **Grant Procurement and Advocacy**

Government Affairs works collaboratively with Reliability Planning & Engineering, Water Use Efficiency, and WEROC to enhance MWDOC's program by highlighting its success while actively working to increase federal funding opportunities, identifying, and seeking funding. Currently the Bureau of Reclamation's (Bureau) WaterSMART grant program does not include grants for distribution system leak detection, only residential. This will be an ongoing effort.

MWDOC staff goals include:

- Meet with members of the Orange County delegation to discuss the program benefits and water savings, and our work with the Bureau laying the foundation for a future Congressionally Directed Spending request
- Meet with the WaterSMART program staff and others at the Bureau about the program to request funding
- Seek to have infrastructure upgrades covered by grants
- Work with Bureau staff or Congress to change funding criteria
- **Board Strategic Priority:** Member Agency Collaboration

### Conservation as a California Way of Life Regulations

The State Water Resources Control Board (Board) has proposed Outdoor Water Use Efficiency standards, however, the proposed regulations are not yet adopted.

MWDOC staff goals include:

- Continue lobbying the SWRCB to consider a higher LFT in 2030 and more flexibility in land classification and calculation of the outdoor water budget
- Meet with key legislative staff to lay the groundwork for legislation next session to modify the outdoor water use efficiency standards if unsuccessful at the SWRCB
- Participate in coalition meetings and working groups with regional partners and associations
- Monitor related proposed legislation
- **Board Strategic Priority:** MWDOC's Mission and Member Agency Collaboration

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## ADMINISTRATION

COST CENTERS 11, 12, 13, 19

The Administrative Department is comprised of Board Administration, General Administration, Human Resources and Overhead. The Administration Department provides support to the entire District to ensure operations run smoothly and efficiently.

Fundamental activities include:

- Staff attendance, preparation and compilation of Board and Committee Agendas and minutes
- Ensure compliance with the District Administrative Code, Contracts Manual and publication of required legal notices and coordination of all Public Records requests
- The oversight and maintenance of the Electronic Records Management System for the District ensure that all required documents are retained in accordance with the retention schedule and legal requirements as well as train staff on policies related to accessing, storing and transmitting electronic records
- The oversight and maintenance of District email and mailing lists in an effort to provide a centralized database for staff in improving efficiencies
- Personnel activities include recruitment, screening, selection, employee orientation, benefits and compensation administration, employee documentation, performance management, research and surveys, employee training and development
- Oversight of the Safety and Risk Management and the District's Workers Compensation, Liability and Property Insurance Programs
- Oversight of purchasing of office supplies, furniture and equipment
- Coordination of District Travel and Accommodations for Board and Staff <sup>4</sup>
- Oversight of all items related to building facilities management

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<sup>4</sup> A reminder that memberships outlined in the budget's Exhibit D are approved by the Board with the adoption of the budget. Therefore, such memberships will not be brought to the Board for individual approval. However, any new memberships not included in Exhibit D will need to be brought to the Board for consideration and approval.

Similar to memberships, standard conferences for Board and staff (as those listed in Exhibits E & F) are approved by the Board with adoption of the budget. This approval includes staff travel/attendance for any out-of-state conferences listed on Exhibits E & F. After the budget adoption, any new out-of-state conferences will be brought to the Board for consideration and approval.

## KEY INITIATIVES FOR FY 2024-25

### **Building Maintenance and Upgrades**

- Evaluate existing tile roof and seek proposals to replace office roof
- Coordinate with OCWD to replace Joint Boardroom audio-visual equipment (*new initiative*)

### **Training, Coaching, and Development** (*new initiative*)

- Initiate Behavior Assessments for all staff. Based on review of assessment, coaching, training and development plans will be implemented.
- Hold an all- staff training
- **Board Strategic Priority:** Staff Development

### **Evaluate 401 and 457 Plans** (*new initiative*)

- Review of District's 401 and 457 Plans by financial advisor to determine whether it would be in District's best interest to solicit an RFP for new 457 and 401 Plan providers and assess whether to have both plans under one provider.
- **Board Strategic Priority:** Staff Development (and retention)

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## FINANCE & INFORMATION TECHNOLOGY

COST CENTERS 41, 45

The Finance department includes Accounting and Information Technology (IT). Finance and IT staff provides support to WEROC for disaster recovery at both the District office and the Emergency Operation Center. Finance and IT's priorities are Financial Stewardship and Auditing & Controls, which is demonstrated by receiving an unmodified opinion from our annual audit process.

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### FINANCE

The Finance department provides support to MWDOC through payroll, accounts payable/receivable, fixed assets, investments, grant funding, reconciliations and technology. Finance also provides monthly accounting to our Member Agencies through monthly billing of water deliveries, in-lieu credits, LRP payments, conservation rebates shared services programs, and other choice programs.

#### KEY INITIATIVES FOR FINANCE IN FY 2024-25

##### Add to Staff (*new initiative*)

Due to the increase in conservation rebates over the last two years and the success of shared services, accounting needs a part-time accountant to process the transactions for these choice programs. There has been a 30% increase in transactions over the last three years and we forecast this to remain the same or slightly increase over time.

MWDOC staff goals include:

- To be funded through the Choice Program
- Support the District with any financial needs
- **Board Strategic Priority:** MWDOC's Mission and Staff Development

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### INFORMATION TECHNOLOGY

Information technology administers computers, software, networks, and other electronic devices to enable staff to leverage information. It encompasses a wide range of technologies and applications, which reside on-premises, in the cloud, and hybrid environments. Paramount to the success of the Information Technology Department is having cybersecurity at the forefront to protect assets, maintain trust, and ensure business continuity.

#### KEY INITIATIVES FOR IT IN FY 2024-25

##### Infrastructure Modernization/Optimization

As IT equipment approaches end-of-life, it is necessary to replace infrastructure with new equipment to strengthen cybersecurity defenses, ensure high availability, and improve efficiencies.

MWDOC staff goals include:

- Replacement of Wireless Access Points (AP)
- Replacement of Storage Area Network (SAN) used for backup/archival
- Consolidation of networks and firewalls
- **Board Strategic Priority:** MWDOC's Mission

### Cybersecurity

By prioritizing cybersecurity, the IT department actively works to mitigate the risk of data breaches, financial loss, and reputation damage.

MWDOC staff goals include:

- Conduct weekly Cyber Hygiene scans in coordination with Department of Homeland Security (DHS)
- Conduct cyber vulnerability scans and analysis with our Managed Service Provider (MSP)
- Test the reliability and effectiveness of backup systems (integrity testing)
- Implement enhanced Security Information and Event Management (SIEM) software
- Monitor intelligent end-point detection and response systems for real-time and historical visibility
- Conduct periodic security awareness training and testing
- **Board Strategic Priority:** MWDOC's Mission



## 7. CHOICE PROGRAMS FOR FY 2024-25

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MWDOC also offers several programs through a shared service via the Choice Program format.<sup>5</sup> This provides MWDOC's member agencies with the framework to pool resources together to get a high-quality program with an economies-of-scale approach. Many of these program offerings provide member agencies with a pathway to meet regulatory requirements, best-management practices, and other common water utility functions at a fraction of the cost or administrative burden compared to administering the program on an individual level. Additionally, by participating in these programs, MWDOC's member agencies can customize these programs to suite their individual needs while ensuring a level of consistency and integration across MWDOC's service area.

### K-12 WATER EDUCATION PROGRAM

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Through interactive assemblies and in-class, inquiry-based activities that align with academic standards, Orange County's youngest water users build a solid foundation of water knowledge that prepares them to make informed decisions about how water is used and how best to protect the long-term quality and quantity of water. The MWDOC Choice School Programs save participating Orange County water providers significant time and money and provide consistent, vetted, water-centric educational programming for all Orange County students receiving the programs.

### WATER USE EFFICIENCY

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MWDOC's Water use Efficiency Program is implemented as a hybrid program with policy, work group and grant acquisition related activities funded as a Core activity through MWDOC General Fund and all other activities are Choice activities funded by participating retail agencies. All Orange County retail agencies actively participate in MWDOC's choice-based Water Use Efficiency Programs.

MWDOC is continuing to develop, implement, and evaluate a broad menu of water use efficiency programs on behalf of its member agencies. These programs focus on all customer classes and types of water use, with an emphasis on landscape water saving opportunities; approximately 65% (and sometimes up to 80%) of total water use in Orange County is applied to landscaping. Staff will continue to maximize grant funding to minimize local funding needs.

### WATER LOSS CONTROL SHARED SERVICES

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Distribution System Leak Detection services have expanded significantly since 2020. There has been more than a 250% increase in miles of distribution system surveyed from FY 2019-20 to FY 2023-24, resulting in a total of 5,006 miles. Additionally, the number of agencies accessing these services each year has also

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<sup>5</sup> The schedule for the budget process impacts the timing of Choice budget elections by member agencies. Therefore, the Choice budget estimates in the Draft Budget should be considered preliminary.

been increasing over time. In FY 2023-24, 24 out of 29 retail water agencies (83%) in Orange County have accessed these services.

To date, 2,198 hidden leaks (leaks that have not surfaced) have been found through this program. Water savings is estimated at more than 683 acre-feet per year with a value of \$557,205 annually (based on variable production cost). Additionally, MWDOC has secured funding from Metropolitan to offset costs to participating retail agencies. In addition to the variable costs, MWDOC's Water Loss Control Program has saved MWDOC's member agencies significant capital costs by detecting and repairing system leaks before they do potentially catastrophic damage to facilities, assets or private property.



## LIMITED-TERM PROGRAMS

### ADVANCED METERING INFRASTRUCTURE (AMI) TECHNICAL ASSISTANCE

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A new initiative for FY 24-25 will focus on offering Advanced Metering Infrastructure (AMI) as a choice service to member agencies including two components: One-on-one Technical Assistance from a consulting firm specializing in AMI and Grant Funding Assistance for installation of AMI. The Technical Assistance will include a feasibility study to evaluate the various technologies, infrastructure needs, implementation costs, and overall benefits. The Grant Funding Assistance would follow on the heels of the Technical Assistance and will include MWDOC acquisition of grant funding for installation of the AMI system. Agencies can choose to participate in one or both components, depending on their individual needs.

### AMERICA'S WATER INFRASTRUCTURE ACT (AWIA)

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In 2022 WEROC completed an effort to facilitate a contract with participating WEROC member agencies to address the requirements of America's Water Infrastructure Act (AWIA). Per Section 2013 of Title II, the AWIA requires utilities to conduct a Risk and Resilience Assessment of their community water systems and develop a corresponding Emergency Response Plan.

- 26 agencies participated in the Phase 1 Crosswalk Compliance.
- 24 agencies participated in the Phase 2 Risk and Resilience Assessments and Phase 3 Emergency Response Plans.

All agencies successfully self-certified both their Risk and Resilience Assessment and Emergency Response Plans with the US Environmental Protection Agency (EPA) by the regulatory due date.

#### LEAD & COPPER RULE REVISION SHARED SERVICES PROGRAM

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In 2023, at the request of multiple Orange County water agencies, MWDOC added a new shared service to assist Orange County water agencies in their compliance efforts with US EPA Federal regulations known as the *National Primary Drinking Water Regulation: Lead and Copper Rule Revisions and pending Lead and Copper rule Improvements*. This joint effort yields savings of both cost and time through economies of scale. Thirteen agencies in Orange County are participating in this program.

#### URBAN WATER MANAGEMENT PLANS (UWMP)

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Since 2010 MWDOC has led the selection and administration of a consultant to assist over 22 Orange County agencies in complying with state mandated Urban Water Management Plans (UWMP) requirements. This cooperative provides a tremendous cost savings to participating agencies through economy of scale. Savings on a per agency basis ranges between \$20,000 to \$40,000. Moreover, this sharing of services provides efficiency and water planning consistently among all of the agencies. In fall of 2025, MWDOC will begin the process of selecting a consultant to update both the MWDOC and the member agencies UWMPs.

As an early step in this process, MWDOC assists in the development of the service area's retail demands, which focuses on near term and long term imported water demands. Population and demand projections may commence at the tail end of FY 2024-25 in preparation for the next UWMP.

## 8. WATER RATES AND CHARGES

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MWDOC's rates and fees generally fall into three categories: (1) the pass through of costs from Metropolitan for imported water rates and charges; (2) specific charges for services contracted by our member agencies (Choice Budget); and (3) charges for MWDOC services that apply to all our member agencies (Core Budget).

MWDOC's revenue funding for its Core Budget derives from the Retail Meter Service Charge and the Groundwater Customer Charge. The rate structure was initially developed as part of the 2016 rate study and was implemented by the MWDOC Board of Directors for FY 2016-17. The rate structure was reevaluated in 2021 with modification to the groundwater customer charge's methodology. This 2021 rate structure is used for the FY 2024-25 budget and rates.

### PROPOSED NEW RATES

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Based on the Proposed Budget and the current rate structure:

- **For FY 2024-25 the proposed Retail Meter Service Charge is \$14.75 per meter**
- **For FY 2024-25 the proposed Groundwater Customer Charge is \$405,463**

All other charges cover the cost of water supply including Metropolitan water purchases and Metropolitan associated charges (i.e., Readiness-to-Serve (RTS) and Capacity Charge).

The proposed Total Water budget for FY 2024-25 is \$199,525,663, which includes Water Purchases, Local Resource Program incentives, RTS and Capacity Charges, and the SCP/SAC Surcharge.







## **Annual Budget for Fiscal Year 2024-25**

**Draft 2**

**MWDOC's mission is:**

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

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

	FY23/24 ADOPTED BUDGET	FY23/24 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY24/25 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO ADOPTED BUDGET
<b>OPERATING EXPENSES:</b>						
Salaries & Wages	\$ 4,372,578	\$ 4,543,359	\$ 170,780	\$ 4,674,242	\$ 130,883	\$ 301,664
Employee Benefits	1,291,472	1,364,639	73,167	1,359,165	(5,474)	67,693
Director Compensation	275,041	271,439	(3,602)	275,041	3,602	-
Director Benefits	104,447	130,360	25,913	149,557	19,197	45,110
MWD Representation	117,875	142,433	24,558	157,166	14,733	39,292
CALPERS Unfunded Liability Contribution	207,000	207,000	-	207,000	-	-
Overhead Reimbursement	(439,274)	(442,965)	(3,691)	(416,570)	26,395	22,704
Health Insurance Coverage for Retirees	84,847	83,788	(1,059)	81,349	(2,439)	(3,498)
Audit Expense	36,500	31,500	(5,000)	36,500	5,000	-
Automotive & Toll Road Expenses	9,575	9,835	260	12,100	2,265	2,525
Conference Expense - Staff	49,832	38,382	(11,450)	40,002	1,620	(9,830)
Conference Expense - Directors	23,065	15,835	(7,230)	16,955	1,120	(6,110)
Outside Consulting Expense	307,000	147,000	(160,000)	293,000	146,000	(14,000)
Insurance Expense	182,976	132,875	(50,101)	198,000	65,125	15,024
Legal Expense - General	241,000	236,000	(5,000)	260,000	24,000	19,000
Maintenance Expense	181,860	169,871	(11,989)	348,680	178,809	166,820
Membership / Sponsorship	167,366	188,900	21,534	293,688	104,788	126,322
CDR Participation	62,433	62,433	-	67,789	5,356	5,356
Miscellaneous Expense	147,800	126,900	(20,900)	150,700	23,800	2,900
Postage / Mail Delivery	11,275	7,100	(4,175)	9,600	2,500	(1,675)
Professional Fees	1,191,325	1,133,652	(57,673)	1,101,750	(31,902)	(89,575)
Rents & Leases	1,800	894	(906)	1,200	306	(600)
Outside Printing, Subscription & Books	94,000	95,700	1,700	119,000	23,300	25,000
Office Supplies	27,000	22,000	(5,000)	30,000	8,000	3,000
Building Repair & Maintenance	25,200	20,000	(5,200)	30,200	10,200	5,000
Computer Maintenance	5,000	5,000	-	17,500	12,500	12,500
Business Expense	2,000	4,000	2,000	5,000	1,000	3,000
Software Support & Expense	154,483	154,483	-	86,188	(68,295)	(68,295)
Computers and Equipment	43,000	43,000	-	29,250	(13,750)	(13,750)
Telecommunications Expense	43,918	32,980	(10,938)	43,006	10,026	(912)
Temporary Help Expense	5,000	9,639	4,639	5,000	(4,639)	-
Training Expense	35,000	35,000	-	40,000	5,000	5,000

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

	FY23/24 ADOPTED BUDGET	FY23/24 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY24/25 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO ADOPTED BUDGET
Tuition Reimbursement	5,000	4,000	(1,000)	6,000	2,000	1,000
<b>OPERATING EXPENSES: continued</b>						
Travel & Accommodations - Staff	102,200	68,426	(33,774)	89,580	21,154	(12,620)
Travel & Accommodations - Directors	42,400	28,584	(13,816)	39,925	11,341	(2,475)
MWDOC's Contribution to WEROC: Operations	293,307	296,290	2,983	300,808	4,518	7,501
Election Expense	-	-	-	-	-	-
Capital Acquisition (excluding building)	25,892	222,686	196,794	37,000	(185,686)	11,108
Capital Acq Prior Year Carryover Dr/(Cr)	-	-	-	-	-	-
<b>OPERATING EXPENSES</b>	<b>\$ 9,531,193</b>	<b>\$ 9,643,019</b>	<b>\$ 111,826</b>	<b>\$ 10,195,371</b>	<b>\$ 552,353</b>	<b>\$ 664,178</b>
MWDOC's Building Expense	\$ 389,000	\$ 222,686	\$ (166,314)	\$ 366,376	\$ 143,690	\$ (22,624)
Building Expense Prior Year Carryover Dr/(Cr)	\$ (166,314)	\$ (123,307)	\$ 43,007	\$ (366,376)	\$ (243,069)	\$ (200,062)
Contribution to Election Reserve	\$ 563,020	\$ 664,360	\$ 101,340	\$ 725,642	\$ 61,282	\$ 162,622
<b>TOTAL EXPENSES</b>	<b>\$10,316,899</b>	<b>\$10,406,758</b>	<b>\$ 89,859</b>	<b>\$ 10,921,013</b>	<b>\$ 514,256</b>	<b>\$ 604,114</b>

<b>REVENUES:</b>						
Retail Meter Charge	\$ 9,206,255	\$ 9,206,255	\$ -	\$ 9,580,818	\$ 374,563	\$ 374,563
Ground Water Customer Charge	383,697	383,697	-	405,463	21,766	21,766
Reimb for PARS OPEB Trust Reimbursement	-	80,000	80,000	80,000	-	80,000
Interest Revenue	319,410	728,429	409,020	738,960	10,531	419,550
Miscellaneous Income	3,000	3,000	-	3,000	-	-
<b>TOTAL REVENUES</b>	<b>\$ 9,912,362</b>	<b>\$10,401,381</b>	<b>\$ 489,020</b>	<b>\$ 10,808,241</b>	<b>\$ 406,860</b>	<b>\$ 895,880</b>

<b>EFFECT ON RESERVES:</b>						
<b>TOTAL CONTRIBUTION (DRAW) FROM RESERVES</b>	<b>\$ (404,537)</b>	<b>\$ (5,376)</b>	<b>\$ 399,161</b>	<b>\$ (112,772)</b>	<b>\$ (107,396)</b>	<b>\$ 291,765</b>



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

	FY23/24 ADOPTED BUDGET	FY23/24 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY24/25 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO ADOPTED BUDGET
<b>OPERATING EXPENSES:</b>						
Salaries & Wages	\$ 762,777	\$ 778,617	\$ 15,840	\$ 736,644	\$ (41,973)	\$ (26,133)
less for Recovery from Grants	(30,000)	(40,000)	(10,000)	(65,000)	(25,000)	(35,000)
Employee Benefits	215,911	208,294	(7,616)	200,121	(8,173)	(15,789)
Director Compensation	-	-	-	-	-	-
Director Benefits	-	-	-	-	-	-
MWD Representation	-	-	-	-	-	-
Overhead Reimbursement	439,274	442,965	3,691	416,570	(26,395)	(22,704)
Health Insurance Coverage for Retirees	-	-	-	-	-	-
Audit Expense	-	-	-	-	-	-
Automotive & Toll Road Expenses	800	500	(300)	600	100	(200)
Vehicle Expense	12,000	10,000	(2,000)	12,000	2,000	-
Conference Expense - Staff	-	-	-	-	-	-
Conference Expense - Directors	-	-	-	-	-	-
Outside Consulting Expense	-	-	-	-	-	-
Insurance Expense	-	-	-	-	-	-
Legal Expense - General	-	-	-	-	-	-
Maintenance Expense	-	-	-	-	-	-
Membership / Sponsorship	-	-	-	-	-	-
Miscellaneous Expense	9,000	8,000	(1,000)	8,500	500	(500)
Postage / Mail Delivery	400	400	-	500	100	100
Professional Fees	607,100	466,467	(140,633)	628,700	162,233	21,600
Rents & Leases	-	-	-	-	-	-
Outside Printing, Subscription & Books	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-
Supplies - Water Loss Control	4,000	4,000	-	4,500	500	500
Computer Maintenance	-	-	-	-	-	-
Software Support & Expense	2,200	2,425	225	2,825	400	625
Telecommunications Expense	2,520	1,560	(960)	2,520	960	-
Computers and Equipment	-	-	-	-	-	-
Temporary Help Expense	-	-	-	-	-	-
Training Expense	1,000	60	(940)	1,000	940	-

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

	FY23/24 ADOPTED BUDGET	FY23/24 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY24/25 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO ADOPTED BUDGET
Tuition Reimbursement	-	-	-	-	-	-
<b>OPERATING EXPENSES: continued</b>						
Capital Acquisition	-	-		15,000	15,000	15,000
Subtotal Expenses	\$ 2,026,982	\$ 1,883,289	\$ (143,693)	\$ 1,964,480	\$ 81,192	(62,501.46)
<b>TOTAL EXPENSES</b>	<b>\$ 2,026,982</b>	<b>\$ 1,883,289</b>	<b>\$ (143,693)</b>	<b>\$ 1,964,480</b>	<b>\$ 81,192</b>	<b>\$ (62,501)</b>

<b>REVENUES:</b>						
Choice Revenue	\$ 2,026,982	\$ 1,883,289	\$ (143,693)	\$ 1,964,480	\$ 81,192	\$ (62,501)
<b>TOTAL REVENUES</b>	<b>\$ 2,026,982</b>	<b>\$ 1,883,289</b>	<b>\$ (143,693)</b>	<b>\$ 1,964,480</b>	<b>\$ 81,192</b>	<b>\$ (62,501)</b>

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

	FY23/24 ADOPTED BUDGET	FY23/24 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY24/25 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO ADOPTED BUDGET
<b>OPERATING EXPENSES:</b>						
Salaries & Wages	\$ 5,135,355	\$ 5,321,976	\$ 186,620	\$ 5,410,886	\$ 88,910	\$ 275,530
less for Recovery from Grants	(30,000)	(40,000)	(10,000)	(65,000)	(25,000)	(35,000)
Employee Benefits	1,507,382	1,572,933	65,551	1,559,286	(13,647)	51,904
Director Compensation	275,041	271,439	(3,602)	275,041	3,602	-
Director Benefits	104,447	130,360	25,913	149,557	19,197	45,110
MWD Representation	117,875	142,433	24,558	157,166	14,733	39,292
CALPERS Unfunded Liability Contribution	207,000	207,000	-	207,000	-	-
Overhead Reimbursement	-	-	-	-	-	-
Health Insurance Coverage for Retirees	84,847	83,788	(1,059)	81,349	(2,439)	(3,498)
Audit Expense	36,500	31,500	(5,000)	36,500	5,000	-
Automotive & Toll Road Expenses	10,375	10,335	(40)	12,700	2,365	2,325
Vehicle Expense - Water Loss Control	12,000	10,000	(2,000)	12,000	2,000	-
Conference Expense - Staff	49,832	38,382	(11,450)	40,002	1,620	(9,830)
Conference Expense - Directors	23,065	15,835	(7,230)	16,955	1,120	(6,110)
Outside Consulting Expense	307,000	147,000	(160,000)	293,000	146,000	(14,000)
Insurance Expense	182,976	132,875	(50,101)	198,000	65,125	15,024
Legal Expense - General	241,000	236,000	(5,000)	260,000	24,000	19,000
Maintenance Expense	181,860	169,871	(11,989)	348,680	178,809	166,820
Membership / Sponsorship	167,366	188,900	21,534	293,688	104,788	126,322
CDR Participation	62,433	62,433	-	67,789	5,356	5,356
Miscellaneous Expense	156,800	134,900	(21,900)	159,200	24,300	2,400
Postage / Mail Delivery	11,675	7,500	(4,175)	10,100	2,600	(1,575)
Professional Fees	1,798,425	1,600,119	(198,306)	1,730,450	130,331	(67,975)
Rents & Leases	1,800	894	(906)	1,200	306	(600)
Outside Printing, Subscription & Books	94,000	95,700	1,700	119,000	23,300	25,000
Office Supplies	27,000	22,000	(5,000)	30,000	8,000	3,000
Supplies - Water Loss Control	4,000	4,000	-	4,500	500	500
Building Repair & Maintenance	25,200	20,000	(5,200)	30,200	10,200	5,000
Computer Maintenance	5,000	5,000	-	17,500	12,500	12,500
Business Expense	2,000	4,000	2,000	5,000	1,000	3,000
Software Support & Expense	156,683	156,908	225	89,013	(67,895)	(67,670)
Computers and Equipment	43,000	43,000	-	29,250	(13,750)	(13,750)
Telecommunications Expense	46,438	34,540	(11,898)	45,526	10,986	(912)

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

	FY23/24 ADOPTED BUDGET	FY23/24 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY24/25 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO ADOPTED BUDGET
Temporary Help Expense	5,000	9,639	4,639	5,000	(4,639)	-
Training Expense	36,000	35,060	(940)	41,000	5,940	5,000
Tuition Reimbursement	5,000	4,000	(1,000)	6,000	2,000	1,000
<b>OPERATING EXPENSES: continued</b>						
Travel & Accommodations - Staff	102,200	68,426	(33,774)	89,580	21,154	(12,620)
Travel & Accommodations - Directors	42,400	28,584	(13,816)	39,925	11,341	(2,475)
MWDOC's Contribution to WEROC: Operations	293,307	296,290	2,983	300,808	4,518	7,501
Election Expense	-	-	-	-	-	-
Capital Acquisition (excluding building)	25,892	222,686	196,794	52,000	(170,686)	26,108
Capital Acq Prior Year Carryover Dr/(Cr)	-	-	-	-	-	-
<b>OPERATING EXPENSES</b>	<b>\$ 11,558,175</b>	<b>\$ 11,526,307</b>	<b>\$ (31,867)</b>	<b>\$ 12,159,852</b>	<b>\$ 633,544</b>	<b>\$ 601,677</b>
MWDOC's Building Expense	\$ 389,000	\$ 222,686	\$ (166,314)	\$ 366,376	\$ 143,690	\$ (22,624)
Building Expense Prior Year Carryover Dr/(Cr)	\$ (166,314)	\$ (123,307)	\$ 43,007	\$ (366,376)	\$ (243,069)	\$ (200,062)
Contribution to Election Reserve	\$ 563,020	\$ 664,360	\$ 101,340	\$ 725,642	\$ 61,282	\$ 162,622
<b>TOTAL EXPENSES</b>	<b>\$ 12,343,881</b>	<b>\$ 12,290,046</b>	<b>\$ (53,834)</b>	<b>\$ 12,885,494</b>	<b>\$ 595,447</b>	<b>\$ 541,613</b>

<b>REVENUES:</b>						
Retail Meter Charge	\$ 9,206,255	\$ 9,206,255	\$ -	\$ 9,580,818	\$ 374,563	\$ 374,563
Ground Water Customer Charge	383,697	383,697	-	405,463	21,766	21,766
Reimb for PARS OPEB Trust Reimbursement	-	80,000	80,000	80,000	-	80,000
Interest Revenue	319,410	728,429	409,020	738,960	10,531	419,550
Miscellaneous Income	3,000	3,000	-	3,000	-	-
Choice Revenue	2,026,982	1,883,289	(143,693)	1,964,480	81,192	(62,501)
<b>TOTAL REVENUES</b>	<b>\$ 11,939,343</b>	<b>\$ 12,284,670</b>	<b>\$ 345,327</b>	<b>\$ 12,772,721</b>	<b>\$ 488,052</b>	<b>\$ 833,378</b>

<b>EFFECT ON RESERVES:</b>						
<b>TOTAL CONTRIBUTION (DRAW) FROM RESERVES</b>	<b>\$ (404,537)</b>	<b>\$ (5,376)</b>	<b>\$ 399,161</b>	<b>\$ (112,772)</b>	<b>\$ (107,396)</b>	<b>\$ 291,765</b>

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

	FY 23-24 ADOPTED BUDGET	FY 23-24 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY 24-25 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO FY 23-24 BUDGET
<b>Water Revenues</b>						
Water Sales	\$ 185,749,302	\$ 137,365,827	\$ (48,383,475)	\$ 196,990,933	\$ 59,625,106	\$ 11,241,631
Local Resource Program Incentives	(4,725,194)	(5,033,060)	(307,866)	(4,661,958)	371,102	63,236
Readiness-To-Serve Charge	13,768,707	12,940,558	(828,149)	14,147,663	1,207,106	378,957
Capacity Charge	4,816,710	4,457,310	(359,400)	4,949,280	491,970	132,570
SCP/SAC Pipeline Surcharge	358,000	328,000	(30,000)	471,000	143,000	113,000
<b>TOTAL WATER REVENUES</b>	<b>\$ 199,967,525</b>	<b>\$ 150,058,635</b>	<b>\$ (49,908,890)</b>	<b>\$ 211,896,919</b>	<b>\$ 61,838,283</b>	<b>\$ 11,929,394</b>
<b>Water Expenses</b>						
Water Purchases	\$ 185,749,302	\$ 137,365,827	\$ (48,383,475)	\$ 196,990,933	\$ 59,625,106	\$ 11,241,631
Local Resource Program Incentives	(4,725,194)	(5,033,060)	(307,866)	(4,661,958)	371,102	63,236
Readiness-To-Serve Charge	13,768,707	12,940,558	(828,149)	14,147,663	1,207,106	378,957
Capacity Charge	4,816,710	4,457,310	(359,400)	4,949,280	491,970	132,570
SCP/SAC Pipeline Surcharge	358,000	328,000	(30,000)	471,000	143,000	113,000
<b>TOTAL WATER EXPENSES</b>	<b>\$ 199,967,525</b>	<b>\$ 150,058,635</b>	<b>\$ (49,908,890)</b>	<b>\$ 211,896,919</b>	<b>\$ 61,838,283</b>	<b>\$ 11,929,394</b>
<b>Changes to Fund Balance:</b>						
Tier 2 Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

	FY 2023-2024 ADOPTED BUDGET	FY 2023-2024 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY 2024-2025 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO ADOPTED BUDGET
<b>Funding</b>						
Metropolitan Water District	\$ 10,067,500	\$ 4,757,923	\$ (5,309,577)	\$ 7,743,000	\$ 2,985,077	\$ (2,324,500)
USBR	939,000	289,990	(649,010)	880,902	590,912	(58,098)
DWR	1,190,980	500,444	(690,536)	749,855	249,411	(441,125)
Member Agencies	1,408,240	1,383,580	(24,660)	1,498,286	114,706	90,046
MWDOC	-	-	-	-	-	-
<b>TOTAL OUTSIDE FUNDING</b>	<b>\$ 13,605,720</b>	<b>\$ 6,931,937</b>	<b>\$ (6,673,784)</b>	<b>\$ 10,872,042</b>	<b>\$ 3,940,106</b>	<b>\$ (2,733,678)</b>
<b>Program Expenses Funded from Outside Sources</b>						
Project Administration - Staff Time	\$ 10,000	\$ -	\$ (10,000)	\$ 53,642	\$ 53,642	\$ 43,642
Installation Verification	105,000	99,723	(5,277)	91,000	(8,723)	(14,000)
Rebate Incentives	11,426,720	6,368,770	(5,057,950)	10,159,400	3,790,630	(1,267,320)
Surveys and Audits	2,064,000	462,000	(1,602,000)	568,000	106,000	(1,496,000)
<b>TOTAL PROGRAMS EXPENSES</b>	<b>\$ 13,605,720</b>	<b>\$ 6,930,493</b>	<b>\$ (6,675,227)</b>	<b>\$ 10,872,042</b>	<b>\$ 3,941,550</b>	<b>\$ (2,733,678)</b>

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

Cost Center	PROGRAM	FY23/24 BUDGET FTE	FY24/25 BUDGET FTE	FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
11	Administrative - Board	1.79	1.88	\$ 1,298,250	\$ 1,356,986	\$ 1,404,336
12	Administrative - General	4.60	4.79	1,035,641	1,051,702	1,204,916
13	Personnel / Staff Development	1.66	1.85	498,697	537,779	548,272
19	Overhead	4.70	4.07	1,238,833	1,123,664	1,394,033
21	Reliability Planning and Engineering	2.68	2.73	817,059	754,668	873,020
23	Metropolitan Issues and Water Policy	2.43	2.10	753,069	563,673	654,565
31	Governmental Affairs	0.85	0.90	657,611	632,573	626,265
35	Water Use Efficiency (Core)	1.09	1.22	457,818	528,693	582,765
32	Public Affairs	5.50	5.76	1,329,287	1,393,260	1,401,430
41	Finance	3.22	3.54	659,023	740,368	745,868
45	Information Technology	1.00	1.00	492,222	466,570	459,093
25	MWDOC's Contribution to WEROC	3.05	3.00	293,307	296,290	300,808
<b>CORE TOTAL</b>		<b>32.57</b>	<b>32.84</b>	<b>\$ 9,530,818</b>	<b>\$ 9,446,225</b>	<b>\$ 10,195,371</b>
62	Water Use Efficiency Program	5.89	6.29	1,039,923	1,148,718	989,455
63	School Programs	0.05	0.06	435,950	287,489	456,647
70	Water Loss Control	3.37	2.57	551,109	447,081	518,379
<b>CHOICE TOTAL</b>		<b>9.31</b>	<b>8.92</b>	<b>\$ 2,026,982</b>	<b>\$ 1,883,289</b>	<b>\$ 1,964,480</b>
<b>CORE &amp; CHOICE TOTAL</b>		<b>41.88</b>	<b>41.76</b>	<b>\$ 11,557,800</b>	<b>\$ 11,329,513</b>	<b>\$ 12,159,852</b>
Includes:	Full-time employees	34.65	34.08	(2)		
	Part-time employees	2.25	2.29			
	Interns	1.92	2.39			
	WEROC employees	3.05	3.00			

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

(2) FTE's for 2023-2024 are calculated based on 2080 hours of work for the year. FTE's for 2024-2025 are calculated based on 2088 hours worked for the year. This corresponds to the actual working days for the fiscal year which varies year to year.

**Municipal Water District of Orange County  
FY24/25 FISCAL MASTER PLAN PROJECTIONS**

(in thousands)

Projected ACTUALS FY23/24		BUDGET FY24/25	FISCAL MASTER PLAN PROJECTIONS <sup>1</sup>				
			FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
Beginning Designated Reserve Balance - MWDOC	\$5,263	\$ 5,277	\$ 5,069	\$ 4,933	\$ 4,833	\$ 4,766	4,733.13
Net OPEB Asset	0	0	0	0	0	0	0
less OPEB Reserve	297	297	297	297	297	297	297
Adjusted Reserve Balance	4,966	4,980	4,772	4,636	4,535	4,469	4,436
<b>Revenues</b>							
Water Rate Revenues:							
Retail Meter Agency Charge	9,206	9,581	9,936	10,293	10,653	11,014	11,377
Ground Water Customer Charge***	384	405	420	434	450	465	482
Subtotal	9,590	9,986	10,356	10,728	11,102	11,479	11,859
Other Revenues:							
Choice Revenues	1,883	1,964	2,033	2,104	2,178	2,254	2,333
Interest Earnings	728	739	765	797	837	888	952
Misc./Reimbursements	3	3	3	3	3	3	3
Subtotal	2,615	2,706	2,801	2,904	3,018	3,145	3,288
Total Revenues	12,205	12,693	13,157	13,632	14,120	14,624	15,147
<b>Expenses</b>							
Core Expenses	9,420	10,158	10,514	10,882	11,263	11,657	12,065
Choice Expenses	1,883	1,964	2,033	2,104	2,178	2,254	2,333
Capital Acquisitions (not including building)	223	52	20	20	20	20	20
Total Expenses w/o Election	11,526	12,175	12,567	13,006	13,461	13,931	14,418
Revenue Over Expenses w/o Election	678	518	590	626	660	693	729
ELECTION Reserve Beginning Balance	483	1,147	163	889	315	1,041	57
Annual Election Reserve Contribution	664	726	726	726	726	726	726
Annual Election Expense	-	1,710	-	1,300	-	1,710	-
Election Reserve Ending Balance	1,147	163	889	315	1,041	57	783
<b>Ending General Fund &amp; Designated Reserve: \$ 3,833 \$ 4,609 \$ 3,747 \$ 4,221 \$ 3,428 \$ 4,379 \$ 3,656</b>							
Document does not reflect MWDOC's irrevocable trust towards OPEB Pension liability							
<b>MWDOC Water Rates</b>							
Total Retail Customer Meters	646,053	649,547	651,547	653,547	655,547	657,547	659,547
Connection Charge	\$ 14.25	\$ 14.75	\$ 15.25	\$ 15.75	\$ 16.25	\$ 16.75	\$ 17.25
Fixed Charge %		100%	100%	100%	100%	100%	100%
Rate Increase Proposal:							
Connection Charge		\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50

1 Assumptions for FMP: Projected Inflation rate: 3.50% per year

Rate of return on Investment of portfolio: 3.50% per year

### Working Capital and Interest Revenue Projections

	FISCAL MASTER PLAN PROJECTIONS				
	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
<b><u>Working Capital:</u></b>					
Designated Reserve Fund	5,069	4,933	4,833	4,766	4,733
Average Revenue from Agencies	5,178	5,364	5,551	5,740	5,929
WUE use of fund	(800)	(800)	(500)	(500)	(500)
Water Payment Float	2,669	2,694	2,719	2,744	2,769
Average Working Capital	12,116	12,191	12,603	12,750	12,931
Interest rate	3.50%	4.20%	5.04%	6.05%	7.26%
<b><u>Interest Revenue Projections:</u></b>					
Interest income - General	424	512	635	771	939
<b>Total Interest Revenue Projections</b>	<b>424</b>	<b>512</b>	<b>635</b>	<b>771</b>	<b>939</b>



## Exhibit H

### MUNICIPAL WATER DISTRICT OF ORANGE COUNTY Schedule of Capital Expenditures Fiscal Year 2024-25

	Proposed Budget	Approval included in <u>Budget Approval</u>
<b>Capital Acquisition-19-8810:</b>		
VOIP Project	\$ 25,000	√
<b>Subtotal 8810 Improvements</b>	<u>\$ 25,000</u>	
<b>Building Improvements-19-8811:</b>		
Roof and wall display	\$ 366,376	√
<b>Subtotal 8811 Improvements</b>	<u>\$ 366,376</u>	
<b>IT - 45-8810:</b>		
Project Wireless Access Point Upgrade (Prof Fees and Equipment)	\$ 12,000	√
<b>Subtotal Cost Center 45</b>	<u>\$ 12,000</u>	
<b>WLC - 70-8810:</b>		
Correlating noise loggers	\$ 15,000	√
<b>Subtotal Cost Center 45</b>	<u>\$ 15,000</u>	
<b>Total</b>	<u>\$ 418,376</u>	

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY  
Summary of Conference/Meeting Budget  
Proposed District Participation Costs**

Grouping	Conference / Meeting	Approval included in Budget Approval	Exh D Proposed District Participation Costs			Exh E Proposed Staff Registration & Travel Budget*		Exh F Proposed Board Registration & Travel Budget*		Exh G Proposed Total Membership that Includes Registration & Travel Cost*			
			Adopted Budget FY23/24	Projected Actuals FY23/24	Proposed Budget FY24/25	Registration	Travel	Registration	Travel	Memberships	Registration	Travel	Total
Board Related	Association of California Cities-Orange County (ACCOG)	✓	-	-	-	-	-	1,000	3,800	-	-	-	-
	Association of California Water Agencies (ACWA)	✓	-	-	-	-	-	7,080	14,000	-	-	-	-
	Cal Desal	✓	-	-	-	-	-	500	1,000	-	-	-	-
	California Council for Environmental and Economic Balance (CCEEB)	✓	-	-	-	-	-	-	5,000	-	-	-	-
	California Special Districts Association (CSDA)	✓	-	-	-	-	-	325	1,000	-	-	-	-
	Colorado River Water Users Association (CRWUA)	✓	-	-	-	-	-	2,300	3,300	-	-	-	-
	LAPCO	✓	39,795	43,016	45,000	-	-	-	-	45,000	-	-	45,000
	Legislative Advocacy	✓	-	-	-	-	-	-	3,800	-	-	-	-
	Orange County Business Council (OCBC)	✓	-	-	-	-	-	1,250	2,000	-	-	-	-
	Urban Water Institute	✓	-	-	-	-	-	2,500	3,625	-	-	-	-
Board Related Total	Miscellaneous	✓	-	-	-	-	-	2,000	2,400	-	-	-	-
			39,795	43,016	45,000	-	-	16,955	39,925	45,000	-	-	45,000
	(DWR)/State Water Resources Control Board (SWRCB)	✓	-	-	-	-	1,800	-	-	-	-	-	-
	American Water Works Association (AWWA)	✓	2,056	2,037	2,056	6,250	18,000	-	-	2,056	6,250	18,000	26,306
	Association of California Cities- Orange County (ACCOG)	✓	5,200	5,200	5,200	1,000	2,000	-	-	1,000	1,000	2,000	8,200
	Association of California Water Agencies (ACWA)	✓	25,641	25,395	25,641	10,080	20,600	-	-	25,641	10,080	20,600	56,321
	CA Chamber of Commerce (HR California)	✓	904	904	950	-	-	-	-	950	-	-	950
	CA Water for all	New	-	-	20,000	-	-	-	-	20,000	-	-	20,000
	Cal Desal	✓	5,200	5,000	5,200	250	500	-	-	5,200	250	500	5,950
	California Association of Public Information Officers (CAPIO)	✓	982	982	982	1,100	1,680	-	-	982	1,100	1,680	3,762
Staff Related	California Council for Environmental and Economic Balance (CCEEB)	✓	31,500	31,500	29,000	-	5,000	-	-	29,000	-	5,000	34,000
	California Employees Public Retirement System(CalPERS)	✓	-	-	-	1,347	300	-	-	-	-	-	-
	California Environmental Literacy Initiative	✓	624	624	640	-	1,500	-	-	640	-	1,500	2,140
	California Municipal Treasurers Association (CMTA)	✓	182	175	185	-	-	-	-	185	-	-	185
	California Municipal Utilities Association (CMUA)	✓	9,657	10,214	10,520	350	1,000	-	-	10,520	350	1,000	11,870
	California Society of Municipal Finance Officers (CSMFO)	✓	125	125	130	-	-	-	-	130	-	-	130
	California Special Districts Association (CSDA)	✓	9,162	9,050	9,300	1,725	3,000	-	-	9,300	1,725	3,000	14,025
	California Water Efficiency Partnership (CalWEP)	✓	6,271	6,271	6,459	1,250	5,300	-	-	6,459	1,250	5,300	13,009
	California Water, Energy and Education Alliance (CWEEA)	✓	1,248	1,248	1,285	-	-	-	-	1,285	-	-	1,285
	California Data Collaboration	New	-	-	16,500	-	-	-	-	16,500	-	-	16,500
	Colorado River Water Users Association (CRWUA)	✓	-	-	-	2,300	3,800	-	-	-	-	-	-
	Department of Water Resources Education Committee	✓	1,560	1,560	1,600	-	2,400	-	-	1,600	-	2,400	4,000
	Environmental Friendly diversion Project	New	-	-	20,000	-	-	-	-	20,000	-	-	20,000
	ESRI-GIS	✓	2,500	2,500	2,500	2,075	1,000	-	-	2,500	-	-	2,500
	Festival of Butterflies Sponsorship	✓	177	177	182	-	-	-	-	182	-	-	182
	Government Finance Officers Association (GFOA)	✓	52	52	-	-	-	-	-	-	-	-	-
	Indep. Special Districts of Or. Co. (ISDOC)	✓	-	-	150	-	-	-	-	150	-	-	150
	Information Systems Audit and Control Association (ISACA)	New	390	390	400	-	-	-	-	400	-	-	400
	International Association of Business Communicators (IABC)	✓	-	-	2,500	-	-	-	-	2,500	-	-	2,500
	League of California Cities	New	-	-	-	-	5,200	-	-	-	-	-	-
	Legislative Advocacy	✓	-	-	-	-	-	-	-	-	-	-	-
	Liebert, Cassidy Whitmore	✓	-	-	-	1,200	200	-	-	-	-	-	-
	Multi-State Salinity Coalition	✓	-	-	-	245	500	-	-	-	-	-	-
	National Water Resources Assn., Mun. Caucus	✓	567	525	557	-	-	-	-	557	-	-	557
	OC Chapter-Calif. Landscape Contractors Assoc.	✓	2,340	2,340	2,400	-	-	-	-	2,400	-	-	2,400
	Orange County Business Council (OCBC)	✓	5,200	5,000	5,150	1,000	1,600	-	-	5,150	1,000	1,600	7,750
	Orange County Public Affairs Association (OCPAA)	✓	650	650	650	-	-	-	-	650	-	-	650
	Orange County Water Association (OCWA)	✓	260	260	500	-	-	-	-	500	-	-	500
	Pilot MWD/OC Ambassador Program	New	-	-	40,000	-	-	-	-	40,000	-	-	40,000
	Public Relations Society of America/O.C. (PRSA)	✓	1,394	1,394	1,394	900	400	-	-	1,394	900	400	2,694
	Public Sector HR Assoc	✓	124	62	64	-	-	-	-	64	-	-	64
	Radio and Television News Directors Association	✓	75	75	75	-	-	-	-	75	-	-	75
	Society of Human Resources Management (SHRM)	✓	238	238	245	-	-	-	-	245	-	-	245

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

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**  
**Summary of Conference/Meeting Budget**  
**Proposed District Participation Costs**

Grouping	Conference / Meeting	Approval included in Budget Approval	Exh D Proposed District Participation Costs			Exh E Proposed Staff Registration & Travel Budget*		Exh F Proposed Board Registration & Travel Budget*		Exh G Proposed Total Membership that Includes Registration & Travel Cost*		
			Adopted Budget FY23/24	Projected Actuals FY23/24	Proposed Budget FY24/25	Registration	Travel	Registration	Travel	Memberships	Registration	Travel Total
Staff Related	South OC Watershed Management Area Dues	✓	9,100	9,100	9,300	-	-	-	-	9,300	-	9,300
	South Orange County Economic Coalition (SOCEC)	✓	1,695	1,695	1,745	-	-	-	-	1,745	-	1,745
	Southern California Water Coalition (SCWC)	✓	1,061	1,061	1,092	-	-	-	-	1,092	-	1,092
	Urban Water Institute	✓	1,379	5,000	6,000	3,125	5,200	-	-	6,000	3,125	5,200
	Water Environment Federation	✓	57	57	60	-	-	-	-	60	-	60
	Water Smart Innovations	✓	-	-	-	1,305	2,600	-	-	-	-	-
Staff Related Total	WaterISAC (International Security And Network)	New	-	-	-	-	-	-	-	550	-	550
	Miscellaneous	✓	-	-	-	4,500	6,000	-	-	-	-	-
	AWWA CA/NV Section	✓	127,571	130,661	231,162	40,002	89,580	-	-	231,162	27,030	68,180
	California Emergency Services Association	✓	311	311	311	1,450	1,700	-	-	-	-	-
WEROC Related	International Association of Emergency Managers	✓	239	-	239	1,650	8,000	-	-	-	-	-
		✓	400	326	400	800	4,500	-	-	-	-	-
<b>WEROC Related Total</b>			<b>950</b>	<b>326</b>	<b>950</b>	<b>3,900</b>	<b>14,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Grand Total</b>			<b>168,316</b>	<b>174,003</b>	<b>277,112</b>	<b>43,902</b>	<b>103,780</b>	<b>16,955</b>	<b>39,925</b>	<b>276,162</b>	<b>27,030</b>	<b>68,180 371,372</b>

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

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

Department	Consultant	Service	Budget FY 23-24	Budget FY 24-25	* Approval included in Budget Approval
<b>Outside Consulting Expense</b>					
<b>Planning &amp; Operation (21)</b>	CDR	GIS Work	\$ 20,000	\$ 28,000	✓
	(To be determined)	Supplemental Analysis of Water Supplies	\$ 65,000	\$ 50,000	✓
	(To be determined)	On Call Work	\$ 35,000	\$ 25,000	✓
	(To be determined)	Demand Projections 2025 UWMP by Oct 2025	\$ -	\$ 65,000	New
	Hazen, Ed Means Consulting	EOCF#2 Pilot Project	\$ 75,000	\$ 20,000	✓
<b>Met Issues &amp; Special Projects (23)</b>	Ed Means Consulting	Consulting on MET issues	\$ 25,000	\$ -	✓
	(To be determined)	Financial & Rate Consulting	\$ -	\$ 25,000	New
	Dopudja & Wells Consulting- Paul Jones	MET and Reliability Planning (IRP & Delta)	\$ 67,000	\$ 80,000	✓
	(To be determined)	Financial Model for MWD	\$ 20,000	\$ -	✓
<b>Total Outside Consulting Expense</b>			<b>\$ 307,000</b>	<b>\$ 293,000</b>	
<b>Legal Expenses</b>					
<b>Administration (11 &amp; 13)</b>	Best, Best & Krieger	General Legal Counsel Services	\$ 200,000	\$ 219,000	✓
	Aleshire & Wynder	Legal Counsel Services Regarding San Diego CWA	\$ 16,000	\$ 16,000	✓
	Best, Best & Krieger	Labor Counsel Services	\$ 25,000	\$ 25,000	✓
<b>Total Legal Expenses</b>			<b>\$ 241,000</b>	<b>\$ 260,000</b>	
<b>Audit Expenses</b>					
<b>Finance (41)</b>	Davis Farr, LLP	Annual Financial Audit and Federal Single Audit	\$ 36,500	\$ 36,500	✓
<b>Training</b>					
<b>Administration (13)</b>	Cal State University Fullerton/Municipal Resources Group/Centre for Organization Effectiveness/HR Strategic Competitive Gains/Predict Success	Staff Development/Technical Training/Leadership Training	\$ 35,000	\$ 40,000	✓
<b>Professional Fees</b>					
<b>Administration (12 &amp; 13 &amp; 19)</b>	Economic Group Pension Services (EGPS)	Pension Plan Administration	\$ 4,000	\$ 4,500	✓
	(To be determined)	Advisor to assist with review of 401a and 457 Plans and investments	\$ 50,000	\$ 25,000	✓
	(To be determined)	Consultant to assist with Strategic Planning Workshop and Facilitation	\$ 50,000	\$ -	✓
	(To be determined)	Triennial Benchmark Salary and Benefits Study	\$ 45,000	\$ -	✓
	(To be determined)	Various Lunch and learn+training	\$ -	\$ 6,000	New
	IGOE	Cafeteria Plan Administration	\$ 750	\$ 795	✓
	Docusign	Docusign	\$ -	\$ 7,000	✓
	Gladwell Services	Records Management Consulting	\$ 600	\$ 3,000	✓
<b>Governmental Affairs (31)</b>	Health Equity	Health Equity	\$ 125	\$ 205	✓
	BBK Legislation	State Legislative Advocate	\$ 96,000	\$ 96,000	✓
	Natural Resource Results	Federal Legislative Advocate	\$ 96,000	\$ 96,000	✓
	Dopudja & Wells	Legislative and Local GA Assistance	\$ 60,000	\$ 25,000	✓
	Whittingham Public Affairs Adv.	County Advocate	\$ 90,000	\$ 90,000	✓
	Soto Services	Grant Research and Acquisition Assistance	\$ 39,000	\$ 39,000	✓
	Ackerman	Legal and Regulatory	\$ 42,000	\$ 42,000	✓
	Travel	Travel	\$ 5,000	\$ 5,000	✓
<b>Public Affairs (32)</b>	Stetson Engineers	Consumer Confidence Report	\$ 55,000	\$ 60,000	✓
	So Cal Water Coalition	Delta Conveyance Program Support	\$ 30,000	\$ -	✓
	(To be determined)	Collateral materials update and	\$ 5,000	\$ -	New
	Hashtag Pinpoint	Strategic Digital Consulting Services	\$ 120,000	\$ 95,000	✓
	Ricky Turns 50	Water Awareness Campaign	\$ -	\$ 30,000	New
	(To be determined)	Website Maintenance	\$ -	\$ 5,000	New
	(To be determined)	Drought Campaign	\$ 50,000	\$ -	✓
	(Various)	Special Events	\$ 40,000	\$ 50,000	✓
<b>WUE - Core (35)</b>	VoxCivic, SCNG, etc.	Advertising	\$ 40,000	\$ 40,000	✓
	(To be determined)	General WUE Research	\$ 75,000	\$ 75,000	New
	E Source	Water Loss Control Work Grp (WLC)	\$ 55,000	\$ 55,000	✓
	E Source	WLC Business Plan Implementation	\$ 35,000	\$ 35,000	✓
	OC Data Acquisition P/S (OCDAP)	Aerial Imagery and Landscape Measurement Project	\$ -	\$ 75,000	✓
	U.S. Bank	Custodial Bank fees	\$ 12,000	\$ 10,000	✓
<b>Finance (41)</b>	CalPERS	CalPERS GASB 68 Report	\$ 700	\$ 700	✓
	Demsey Filliger & Assoc., LLC	OPEB Actuarial	\$ 750	\$ 3,750	✓
	Tracker C2	Investment Tracking	\$ -	\$ 3,300	✓
	(To be determined)	Managed Service Provider	\$ 95,000	\$ 70,000	✓
<b>IT (45)</b>	(To be determined)	IT Projects	\$ -	\$ 19,500	New
	CrowdStrike	Cybersecurity	\$ -	\$ 45,000	✓
<b>Total Professional Fees</b>			<b>\$ 1,191,925</b>	<b>\$ 1,111,750</b>	

**WEROC**

Department	Consultant	Service	Budget FY 23-24	Budget FY 24-25	* Approval included in Budget Approval
<b>Professional Fees</b>					
<b>WEROC (25)</b>	CDR	Mapping Project	\$ 4,000	\$ -	New
<b>Total Professional Fees</b>			<b>4,000</b>	<b>-</b>	

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

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

Department	Consultant	Service	Budget FY 23-24	Budget FY 24-25	* Approval included in Budget Approval
<b>Training</b>					
<b>Water Loss Control (70)</b>	(To be determined)	Water loss training	\$ 1,000	\$ 1,000	√
<b>Professional Fees</b>					
<b>Water Loss Control (70)</b>	(To be determined)		\$ -	\$ -	√
	Westerley & McCall's	Meter Accuracy Testing	\$ 35,000	\$ 55,000	√
<b>Water Use Efficiency (62)</b>	Various Printers	Printing of marketing materials for all WUE programs	\$ 60,000	\$ 40,000	√
	Droplet	Web Based Rebate Processing Platform (Turf & Drip)	\$ 30,000	\$ 37,100	√
	Droplet	E-Signature Rebate Processing	\$ 7,100	\$ -	√
	Mission Resource Cnsvr District	Residential Installation Verification Inspections	\$ 50,000	\$ 50,000	√
<b>School Program (63)</b>	Shows that teach/The OC Department of Education	Assemblies (Elementary School)	\$ 293,400	\$ 286,600	√
	The OC Department of Education	Assemblies (High School)	\$ 65,000	\$ 70,000	√
	The OC Department of Education	Assemblies (Middle School)	\$ 66,600	\$ 90,000	√
<b>Total Professional Fees</b>			<b>\$ 608,100</b>	<b>\$ 629,700</b>	

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

## Total Core Expenses

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
6010	Salaries & Wages - Admin	4,372,578	4,543,359	4,674,242
6090	Directors Compensation - MWDOC	275,041	271,439	275,041
6095	Directors Compensation - MWD	117,875	142,433	157,166
6105	Benefits - Admin	1,291,472	1,364,639	1,359,165
6109	CALPERS Unfunded Liability Contribution	207,000	207,000	207,000
6111	Overhead Reimbursement	(439,274)	(442,965)	(416,570)
6115	Benefits - Directors	104,447	130,360	149,557
6120	Health Insurance Coverage for Retirees	84,847	83,788	81,349
6205	Training	35,000	35,000	40,000
6210	Tuition Reimbursement	5,000	4,000	6,000
6220	Temporary Help	5,000	9,639	5,000
7010	Outside Consulting Services	307,000	147,000	293,000
7020	Legal - General	241,000	236,000	260,000
7030	Audit	36,500	31,500	36,500
7040	Other Professional Fees	1,191,325	1,133,652	1,101,750
7110	Conference - Employee	49,832	38,382	40,002
7115	Conference - Directors	23,065	15,835	16,955
7150	Travel & Accommodations - Employee	102,200	68,426	89,580
7155	Travel & Accommodations - Director	42,400	28,584	39,925
7210	Membership / Sponsorship	167,366	188,900	293,688
7250	CDR Participation	62,433	62,433	67,789
7305	Business Expense	2,000	4,000	5,000
7310	Office Maintenance	175,860	169,871	348,680
7315	Building Repair & Maintenance	25,200	20,000	30,200
7320	Rents & Leases	1,800	894	1,200
7330	Office Supplies	27,000	22,000	30,000
7340	Postal / Mail Delivery	11,275	7,100	9,600
7350	Subscriptions / Books	1,000	900	10,000
7360	Reproduction Expense	93,000	94,800	109,000
7410	Computer & Peripherals Maint	5,000	5,000	17,500
7430	Software Purchase	104,298	104,298	81,540
7440	Software Support	50,185	50,185	4,648
7510	Site Maintenance	-	-	-
7450	Computers and Equipment	43,000	43,000	29,250
7580	Maintenance Expense	6,000	-	-
7610	Automotive / Mileage	9,000	9,500	11,500
7615	Toll Road Charges	575	335	600
7620	Insurance Expense	182,976	132,875	198,000
7640	Utilities - Telephone	43,918	32,980	43,006
7650	Bank Fees	2,600	2,600	2,400
7670	Miscellaneous Expenses	145,200	124,300	148,300
8810	Capital Acquisition	25,892	25,892	37,000
	<b>Total Expenditure</b>	<b>9,237,886</b>	<b>9,149,935</b>	<b>9,894,564</b>
	MWDOC's Contribution to WEROC Oper	293,307	296,290	300,808
	MWDOC's Contribution to Election Rsr	563,020	664,360	725,642
	MWDOC's Building Expense (8811)	389,000	222,686	366,376
	Building Prior Year Carryover Dr/(Cr)	(166,314)	(123,307)	(366,376)
		<b>10,316,899</b>	<b>10,209,964</b>	<b>10,921,013</b>

## Total Choice Revenue and Expense

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
4215	Choice Revenue	2,026,982	1,190,854	1,964,480
4205	School Contracts	-	-	-
4705	Prior Year Carry Over	-	-	-
		-	-	-
	Choice billing over/under	-	692,435	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	<b>Total Revenue</b>	2,026,982	1,883,289	1,964,480

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
6010	Salaries & Wages - Admin	762,777	778,617	736,644
	S & B Reimb. DSC or Recov from Grants	(30,000)	(40,000)	(65,000)
6090	Directors Compensation - MWDOC	-	-	-
6095	Directors Compensation - MWD	-	-	-
6105	Benefits - Admin	215,911	208,294	200,121
6111	Overhead Reimbursement	439,274	442,965	416,570
6115	Benefits - Directors	-	-	-
6120	Health Insurance Coverage for Retirees	-	-	-
6205	Training	1,000	60	1,000
6210	Tuition Reimbursement	-	-	-
6220	Temporary Help	-	-	-
7010	Outside Consulting Services	-	-	-
7020	Legal - General	-	-	-
7030	Audit	-	-	-
7040	Other Professional Fees	182,100	189,004	182,100
	Other Professional Fees - School Programs	425,000	277,463	446,600
7110	Conference - Employee	-	-	-
7115	Conference - Directors	-	-	-
7150	Travel & Accommodations - Employee	-	-	-
7155	Travel & Accommodations - Director	-	-	-
7210	Membership / Sponsorship	-	-	-
7250	CDR Participation	-	-	-
7310	Office Maintenance	-	-	-
7320	Rents & Leases	-	-	-
7330	Office Supplies	-	-	-
7332	Supplies - Water Loss Control	4,000	4,000	4,500
7340	Postal / Mail Delivery	400	400	500
7350	Subscriptions/Books	-	-	-
7360	Reproduction Expense	-	-	-
7410	Computer & Peripherals Maint	-	-	-
7430	Software Purchase	2,200	2,425	2,825
7440	Software Support	-	-	-
7450	Computers and Equipment	-	-	-
7580	Maintenance Expense	-	-	-
7610	Automotive / Mileage	400	300	400
7612	Vehicle Expense	12,000	10,000	12,000
7615	Toll Road Charges	400	200	200
7620	Insurance Expense	-	-	-
7640	Utilities - Telephone	2,520	1,560	2,520
7650	Bank Fees	-	-	-
7670	Miscellaneous Expenses	9,000	8,000	8,500
8410	Overhead Reimbursement	-	-	-
8610	Depreciation Expense	-	-	-
8710	Election Expenses	-	-	-
8810	Capital Acquisition	-	-	15,000
	<b>Total Expenditure</b>	2,026,982	1,883,289	1,964,480

## Total Core and Choice Expenses

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
6010	Salaries & Wages - Admin	5,135,355	5,321,976	5,410,886
	S & B Reimb. DSC or Recov from Grants	(30,000)	(40,000)	(65,000)
6090	Directors Compensation - MWDOC	275,041	271,439	275,041
6095	Directors Compensation - MWD	117,875	142,433	157,166
6105	Benefits - Admin	1,507,382	1,572,933	1,559,286
6109	CALPERS Unfunded Liability Contribution	207,000	207,000	207,000
6111	Overhead Reimbursement	-	-	-
6115	Benefits - Directors	104,447	130,360	149,557
6120	Health Insurance Coverage for Retirees	84,847	83,788	81,349
6205	Training	36,000	35,060	41,000
6210	Tuition Reimbursement	5,000	4,000	6,000
6220	Temporary Help	5,000	9,639	5,000
7010	Outside Consulting Services	307,000	147,000	293,000
7020	Legal - General	241,000	236,000	260,000
7030	Audit	36,500	31,500	36,500
7040	Other Professional Fees	1,373,425	1,322,656	1,283,850
	Other Professional Fees - School Programs	425,000	277,463	446,600
7110	Conference - Employee	49,832	38,382	40,002
7115	Conference - Directors	23,065	15,835	16,955
7150	Travel & Accommodations - Employee	102,200	68,426	89,580
7155	Travel & Accommodations - Director	42,400	28,584	39,925
7210	Membership / Sponsorship	167,366	188,900	293,688
7250	CDR Participation	62,433	62,433	67,789
7305	Business Expense	2,000	4,000	5,000
7310	Office Maintenance	175,860	169,871	348,680
7315	Building Repair & Maintenance	25,200	20,000	30,200
7320	Rents & Leases	1,800	894	1,200
7330	Office Supplies	27,000	22,000	30,000
7332	Supplies - Water Loss Control	4,000	4,000	4,500
7340	Postal / Mail Delivery	11,675	7,500	10,100
7350	Subscriptions / Books	1,000	900	10,000
7360	Reproduction Expense	93,000	94,800	109,000
7410	Computer & Peripherals Maint	5,000	5,000	17,500
7430	Software Purchase	106,498	106,723	84,365
7440	Software Support	50,185	50,185	4,648
7450	Computers and Equipment	43,000	43,000	29,250
7580	Maintenance Expense	6,000	-	-
7610	Automotive / Mileage	9,400	9,800	11,900
7612	Vehicle Expense	12,000	10,000	12,000
7615	Toll Road Charges	975	535	800
7620	Insurance Expense	182,976	132,875	198,000
7640	Utilities - Telephone	46,438	34,540	45,526
7650	Bank Fees	2,600	2,600	2,400
7670	Miscellaneous Expenses	154,200	132,300	156,800
8810	Capital Acquisition	25,892	25,892	52,000
	<b>Total Expenditure</b>	<b>11,264,868</b>	<b>11,033,223</b>	<b>11,859,044</b>
	MWDOC's Contribution to WEROC Oper	293,307	296,290	300,808
	MWDOC's Contribution to Election Rsrv	563,020	664,360	725,642
	MWDOC's Building Expense (8811)	389,000	222,686	366,376
		<b>12,343,881</b>	<b>12,093,252</b>	<b>12,885,494</b>



# Administrative - Board

11

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
6010	Salaries & Wages - Admin	325,575	321,465	373,108
6090	Directors Compensation - MWDOC	275,041	271,439	275,041
6095	Directors Compensation - MWD	117,875	142,433	157,166
6105	Benefits - Admin	85,603	87,804	93,283
6115	Benefits - Directors	104,447	130,360	149,557
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General	216,000	221,000	235,000
7030	Audit			
7040	Other Professional Fees	50,000	81,250	-
7110	Conference - Employee			
7115	Conference - Directors	23,065	15,835	16,955
7150	Travel & Accommodations - Employee			
7155	Travel & Accommodations - Director	42,400	28,584	39,925
7210	Membership / Sponsorship	39,795	43,016	45,000
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery	7,675	4,600	6,000
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computers & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage	4,500	6,500	7,000
7615	Toll Road Charges	275	300	300
7620	Insurance Expense			
7640	Utilities - Telephone			
7650	Bank Fees			
7670	Miscellaneous Expenses	6,000	2,400	6,000
8410	Overhead Reimbursement			
8610	Depreciation Expense			
8710	Election Expenses	-	-	-
8810	Capital Acquisition			
<b>Total Expenditure</b>		<b>1,298,250</b>	<b>1,356,986</b>	<b>1,404,336</b>

1 • Best, Best & Krieger \$ 219,000  
• Aleshire & Wynder \$ 16,000  
\$ 235,000

2 • See Exhibit F

2 • See Exhibit F

3 • See Exhibit D

4 • \$1,709,967 is the est election expense. This amount is will not be budgeted as the election expense will be drawn from our Election Reserve

MWDOC's Contribution to Election Reserve	563,020	664,360	725,642
	<u>1,861,270</u>	<u>2,021,346</u>	<u>2,129,978</u>

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

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
6010	Salaries & Wages - Admin	459,888	513,305	519,308
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	168,917	190,846	200,775
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help	5,000	9,639	5,000
7010	Outside Consulting Services			
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees	50,000	25,275	25,000
7110	Conference - Employee	49,832	38,382	40,002
7115	Conference - Directors			
7150	Travel & Accommodations - Employee	102,200	68,426	89,580
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship	127,571	130,661	231,162
7250	CDR Participation	62,433	62,433	67,789
7305	Business Expense	2,000	4,000	5,000
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books	1,000	900	10,000
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage	4,500	3,000	4,500
7615	Toll Road Charges	300	35	300
7620	Insurance Expense			
7640	Utilities - Telephone			
7650	Bank Fees			
7670	Miscellaneous Expenses	2,000	4,800	6,500
8810	Capital Acquisition			
	<b>Total Expenditure</b>	<b>1,035,641</b>	<b>1,051,702</b>	<b>1,204,916</b>

- 1 • See Exhibit J.  
2 • See Exhibit E.  
2  
3 • See Exhibit D.

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

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget	
6010	Salaries & Wages - Admin	289,068	330,910	347,729	
6090	Directors Compensation - MWDOC				
6095	Directors Compensation - MWD				
6105	Benefits - Admin	81,629	90,068	90,744	
6115	Benefits - Directors				
6120	Health Insurance Coverage for Retirees				
6205	Training	35,000	35,000	40,000	1
6210	Tuition Reimbursement	5,000	4,000	6,000	
6220	Temporary Help				
7010	Outside Consulting Services				
7020	Legal - General	25,000	15,000	25,000	2
7030	Audit				
7040	Other Professional Fees	45,000	42,800	6,000	2
7110	Conference - Employee				
7115	Conference - Directors				
7150	Travel & Accommodations - Employee				
7155	Travel & Accommodations - Director				
7210	Membership / Sponsorship				
7250	CDR Participation				
7310	Office Maintenance				
7320	Rents & Leases				
7330	Office Supplies				
7340	Postal / Mail Delivery				
7350	Subscriptions / Books				
7360	Reproduction Expense				
7410	Computer & Peripherals Maint				
7430	Software Purchase				
7440	Software Support				
7450	Computers and Equipment				
7580	Maintenance Expense				
7610	Automotive / Mileage				
7615	Toll Road Charges				
7620	Insurance Expense				
7640	Utilities - Telephone				
7650	Bank Fees				
7670	Miscellaneous Expenses	18,000	20,000	32,800	
8810	Capital Acquisition				
	<b>Total Expenditure</b>	<b>498,697</b>	<b>537,779</b>	<b>548,272</b>	

1 • Staff Development/Technical Training  
& Leadership Training

2 • See Exhibit J.

**Overhead**  
**19**

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
6010	Salaries & Wages - Admin	682,474	663,673	644,599
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	195,747	186,811	177,075
6109	CALPERS Unfunded Liability Contribution	207,000	207,000	207,000
6111	Overhead Reimbursement from Choice	(439,274)	(442,965)	(416,570)
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees	84,847	83,788	81,349
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees	4,875	4,858	5,500
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accommodations - Employee			
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship			
7220	CUWA Participation			
7240	AWWAF Participation			
7250	CDR Participation			
7310	Office Maintenance	175,860	169,871	348,680
7315	Building Repair & Maintenance	25,200	20,000	30,200
7320	Rents & Leases	1,800	894	1,200
7330	Office Supplies	27,000	22,000	30,000
7340	Postal / Mail Delivery	3,600	2,500	3,600
7350	Subscriptions / Books			
7360	Reproduction Expense	6,000	7,800	9,000
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Software Development			
7510	Site Maintenance			
7450	Computers and Equipment			
7580	Maintenance Expense	6,000		
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense	182,601	132,875	198,000
7640	Utilities - Telephone	42,612	32,068	42,000
7650	Bank Fees	2,600	2,600	2,400
7670	Miscellaneous Expenses	4,000	4,000	5,000
8410	Overhead Reimbursement			
8610	Depreciation Expense			
8810	Capital Acquisition	25,892	25,892	25,000
	<b>Total Expenditure</b>	<b>1,238,833</b>	<b>1,123,664</b>	<b>1,394,033</b>

1 • For 13 Retirees

2 • See Exhibit J.

3 • Binding Machine	\$ 800
• Atrium Maintenance	\$ 14,400
• Building Cleaning	\$ 6,800
• Interior Plant Maintenance	\$ 4,000
• OCWD Shared costs/receptionist/maint/	\$ 154,680
• OCWD A/V Joint boardroom upgrade	\$ 168,000
	<u>\$ 348,680</u>

4 • Roof	350,000
• Wall Display	16,376
	<u>\$ 366,376</u>

MWDOC's Building Exp. (8811)	389,000	222,686	366,376
Building Exp. Prior Year Carryover Dr/(Cr)	(166,314)	(123,307)	(366,376)
	<u>1,461,519</u>	<u>1,223,043</u>	<u>1,394,033</u>

# Reliability Planning and Engineering

21

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
6010	Salaries & Wages - Admin	494,609	547,016	538,294
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	125,476	171,770	140,726
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services	195,000	35,000	188,000
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees		881	
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accommodations - Employee			
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense	375		
7640	Utilities - Telephone	-	-	0
7650	Bank Fees			
7670	Miscellaneous Expenses	1,600	-	6,000
8810	Capital Acquisition			
	<b>Total Expenditure</b>	<b>817,059</b>	<b>754,668</b>	<b>873,020</b>

1 • See Exhibit J.

**Metropolitan Issues and Water Policy**  
**23**

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
6010	Salaries & Wages - Admin	504,932	347,443	434,306
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	134,681	102,774	113,804
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services	112,000	112,000	105,000
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees			
7045	Other Professional Fees - MET			
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accommodations - Employee			
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone	456	456	456
7650	Bank Fees			
7670	Miscellaneous Expenses	1,000	1,000	1,000
8810	Capital Acquisition			
	<b>Total Expenditure</b>	<b>753,069</b>	<b>563,673</b>	<b>654,565</b>

1 • See Exhibit J.

**Government Affairs**  
**31**

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
6010	Salaries & Wages - Admin	158,928	163,712	181,762
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	48,183	50,533	50,003
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees	428,000	416,328	393,000
7115	Conference - Directors			
7150	Travel & Accommodations - Employee			
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone			
7650	Bank Fees			
7670	Miscellaneous Expenses	22,500	2,000	1,500
8410	Overhead Reimbursement			
8610	Depreciation Expense			
8710	Election Expenses			
8810	Capital Acquisition			
	<b>Total Expenditure</b>	<b>657,611</b>	<b>632,573</b>	<b>626,265</b>

1 Ackerman, Richard C	\$ 42,000
SDA	\$ 96,000
Dopudja & Wells Consulting Inc	\$ 25,000
NRR	\$ 96,000
Soto, Joey C	\$ 39,000
Whittingham Public Affairs Advisors	\$ 90,000
Travel	\$ 5,000
	<u>\$ 393,000</u>

**Public Affairs**

**32**

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
6010	Salaries & Wages - Admin	631,067	718,143	725,661
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	188,645	200,561	214,719
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees	340,000	305,000	280,000
7047	Prof Service-Grant Recovery			
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accommodations - Employee			
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship			
7220	CUWA Participation			
7240	AWWARF Participation			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense	87,000	87,000	100,000
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Software Development			
7510	Site Maintenance			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone	475	456	550
7650	Bank Fees			
7670	Miscellaneous Expenses	82,100	82,100	80,500
8810	Capital Acquisition			
	<b>Total Expenditure</b>	<b>1,329,287</b>	<b>1,393,260</b>	<b>1,401,430</b>

1 • See Exhibit J.



**Water Use Efficiency  
(Core)  
35**

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
6010	Salaries & Wages - Admin	215,610	261,155	248,008
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	71,208	81,314	71,231
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees	165,000	165,000	240,000
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accommodations - Employee			
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship		15,223	17,526
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone			
7650	Bank Fees			
7670	Miscellaneous Expenses	6,000	6,000	6,000
8810	Capital Acquisition			
	<b>Total Expenditure</b>	<b>457,818</b>	<b>528,693</b>	<b>582,765</b>

1 General Research	\$	75,000
Water Loss Control		
Work Group Support	\$	55,000
Business Plan Implementation		
Support	\$	35,000
Aerial Imagery & LiDAR		
OC Data Acquisition Partnership	\$	75,000
	\$	240,000

2 See Exhibit J.

**General Finance**  
**41**

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget	
6010	Salaries & Wages - Admin	462,570	542,578	528,507	
6090	Directors Compensation - MWDOC				
6095	Directors Compensation - MWD				
6105	Benefits - Admin	145,503	157,841	162,111	
6115	Benefits - Directors				
6120	Health Insurance Coverage for Retirees				
6205	Training				
6210	Tuition Reimbursement				
6220	Temporary Help				
7010	Outside Consulting Services				
7020	Legal - General				
7030	Audit	36,500	31,500	36,500	1
7040	Other Professional Fees	13,450	7,450	17,750	2
7110	Conference - Employee				
7115	Conference - Directors				
7150	Travel & Accommodations - Employee				
7155	Travel & Accommodations - Director				
7210	Membership / Sponsorship				
7250	CDR Participation				
7310	Office Maintenance				
7320	Rents & Leases				
7330	Office Supplies				
7340	Postal / Mail Delivery				
7350	Subscriptions / Books				
7360	Reproduction Expense				
7410	Computer & Peripherals Maint				
7430	Software Purchase				
7440	Software Support				
7450	Computers and Equipment				
7580	Maintenance Expense				
7610	Automotive / Mileage				
7615	Toll Road Charges				
7620	Insurance Expense				
7640	Utilities - Telephone				
7650	Bank Fees				
7670	Miscellaneous Expenses	1,000	1,000	1,000	
8810	Capital Acquisition				
	<b>Total Expenditure</b>	<b>659,023</b>	<b>740,368</b>	<b>745,868</b>	

1 • Annual Audit	\$ 27,000
• Single Audit	\$ 4,500
• WUE Grant Review	\$ 5,000
	<u>\$ 36,500</u>

2 • Custodial Bank fees	\$ 10,000
• OPEB Actuarial	\$ 3,750
• CalPERS GASB 68 Report	\$ 700
• Investment Tracking(trackerC2)	\$ 3,300
	<u>\$ 17,750</u>

**Information Technology**  
**45**

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget	
6010	Salaries & Wages - Admin	147,859	133,959	132,962	
6090	Directors Compensation - MWDOC				1 • See Exh J
6095	Directors Compensation - MWD				
6105	Benefits - Admin	45,879	44,318	44,693	2 • Computer, iPad, Server and other hardware maintenance
6115	Benefits - Directors				
6120	Health Insurance Coverage for Retirees				3 • Various software upgrades and license
6205	Training				
6210	Tuition Reimbursement				4 • District's ERP
6220	Temporary Help				• Laserfiche
7010	Outside Consulting Services				\$ 2,898
7020	Legal - General				\$ 1,750
7030	Audit				\$ 4,648
7040	Other Professional Fees	95,000	84,810	134,500	1
7110	Conference - Employee				
7115	Conference - Directors				
7150	Travel & Accommodations - Employee				
7155	Travel & Accommodations - Director				
7210	Membership / Sponsorship				
7220	CUWA Participation				
7240	AWWARF Participation				
7250	CDR Participation				
7310	Office Maintenance				
7320	Rents & Leases				
7330	Office Supplies				
7340	Postal / Mail Delivery				5 • Various long term Hardware replacement/repair
7350	Subscriptions / Books				
7360	Reproduction Expense				
7410	Computers & Peripherals Maint	5,000	5,000	17,500	2
7430	Software Purchase	104,298	104,298	81,540	3
7440	Software Support	50,185	50,185	4,648	4
7510	Site Maintenance				
7450	Computers and Equipment	43,000	43,000	29,250	5
7580	Maintenance Expense				
7610	Automotive / Mileage				
7615	Toll Road Charges				
7620	Insurance Expense				
7640	Utilities - Telephone				
7650	Bank Fees				
7670	Miscellaneous Expenses	1,000	1,000	2,000	
8810	Capital Acquisition	-	-	12,000	
	<b>Total Expenditure</b>	<b>492,222</b>	<b>466,570</b>	<b>459,093</b>	

**Water Use Efficiency  
(choice)  
62**

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
4215	Choice Revenue	1,039,923	803,364	989,455
4705	Prior Year Carry over			
	Choice billing over/under	-	345,355	-
	<b>Total Revenue</b>	1,039,923	1,148,718	989,455

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
6010	Salaries & Wages - Admin	500,332	573,679	506,978
6012	Salaries & Benefits - Recovery from Grants	(30,000)	(40,000)	(65,000)
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	131,500	140,836	130,429
6111	Overhead Reimbursement	283,591	320,703	283,448
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees	147,100	147,100	127,100
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accomodations - Employee			
7155	Travel & Accomodations - Director			
7210	Membership / Sponsorship			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery	400	400	500
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone			
7650	Bank Fees			
7670	Miscellaneous Expenses	7,000	6,000	6,000
8810	Capital Acquisition			
	<b>Total Expenditure</b>	1,039,923	1,148,718	989,455

1	Marketing of WUE Programs	\$ 40,000
	Installation Verification Inspections	\$ 50,000
	Droplet Rebate Processing Platform	\$ 37,100
		\$ 127,100

**School Program  
(choice)  
63**

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
4215	Choice Revenue	435,950	96,173	456,647
4205	School Contracts			
4705	Prior Year Carry over			
	Choice billing over/under	-	191,316	-
	<b>Total Revenue</b>	435,950	287,489	456,647

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
6010	Salaries & Wages - Admin	5,838	5,491	5,086
6105	Benefits - Admin	1,720	1,429	1,869
6111	Overhead Reimbursement	3,392	3,106	3,092
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees			
7040	Other Professional Fees - School Programs	425,000	277,463	446,600
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accommodations - Employee			
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone			
7650	Bank Fees			
7670	Miscellaneous Expenses			
8810	Capital Acquisition			
	<b>Total Expenditure</b>	435,950	287,489	456,647

1 • High Schools	\$ 70,000
• Elementary Schools	\$ 286,600
• Middle Schools	\$ 90,000
	<b>\$ 446,600</b>

**Water Loss Control  
(choice)**

70

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
4215	Choice Revenue	551,109	291,317	518,379
4705	Prior Year Carry over			
	Choice billing over/under	-	155,764	-
	<b>Total Revenue</b>	551,109	447,081	518,379

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
6010	Salaries & Wages - Admin	256,608	199,447	224,581
6012	Salaries & Wages - Reimb. from Grants			
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	82,691	66,029	67,824
6111	Overhead Reimbursement	152,291	119,156	130,029
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training	1,000	60	1,000
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees	35,000	41,904	55,000
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accomodations - Employee			
7155	Travel & Accomodations - Director			
7210	Membership / Sponsorship			
7220	CUWA Participation			
7240	AAWARF Participation			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7332	Supplies - Water Loss Control	4,000	4,000	4,500
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase	2,200	2,425	2,825
7440	Software Support			
7450	Computers and Equipment			
7510	Site Maintenance			
7580	Maintenance Expense			
7610	Automotive / Mileage	400	300	400
7612	Vehicle Expense	12,000	10,000	12,000
7615	Toll Road Charges	400	200	200
7620	Insurance Expense			
7640	Utilities - Telephone	2,520	1,560	2,520
7650	Bank Fees			
7670	Miscellaneous Expenses	2,000	2,000	2,500
8410	Overhead Reimbursement			
8610	Depreciation Expense			
8710	Election Expenses			
8810	Capital Acquisition		-	15,000
	<b>Total Expenditure</b>	551,109	447,081	518,379

**WEROC  
25**

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
4320	MWDOC Contribution to Operations	293,307	296,290	300,808
4210	WEROC Contracts	293,307	269,651	300,808
4205				
4230	Reimbursements			
4240				
4410				
4805				
	<b>TOTAL WEROC Revenue</b>	<b>586,614</b>	<b>565,941</b>	<b>601,615</b>

1 • OCSD	\$	58,958
• SOCWA	\$	22,861
• OCWD	\$	150,404
• 3 Cities -- \$22,861/ea	\$	68,584
	\$	300,808

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
6010	Salaries & Wages - Admin	400,778	326,342	412,741
6012	Salaries & Benefits - Reimbursed			
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	121,886	118,840	135,674
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training	8,200	6,000	6,000
7040	Other Professional Fees	4,000	4,000	
7110	Conference - Employee	5,800	2,300	2,000
7115	Conference - Directors			
7150	Travel & Accomodations - Employee	4,500	4,600	6,200
7155	Travel & Accomodations - Director			
7210	Membership / Sponsorship	950	934	950
7330	Office & Radio Supplies	1,000	1,000	1,000
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense	100		
7410	Computer & Peripherals Maint	4,000	7,352	4,000
7430	Software Purchase		700	-
7440	Software Support	12,000	11,554	12,000
7510	Site Maintenance	700	500	350
7580	Maintenance - Generators	1,000	900	1,000
7581	Maintenance - Radios	3,000	2,551	3,000
7582	Maintenance - EOC's	2,200	2,080	2,200
7610	Automotive / Mileage	1,500	600	1,500
7640	Utilities - Telephone	10,000	6,900	8,000
7650	Bank Fees			
7670	Miscellaneous Expenses	3,000	3,000	3,000
7671	Miscellaneous Training	2,000	1,800	2,000
	<b>Operations Expenditure</b>	<b>586,614</b>	<b>501,954</b>	<b>601,615</b>
	Contribution to Operating Reserves			
	<b>Total Operations Budget</b>	<b>586,614</b>	<b>501,954</b>	<b>601,615</b>
	Capital Expenditures			
	<b>TOTAL Expenditures</b>	<b>586,614</b>	<b>501,954</b>	<b>601,615</b>

- 2 • Cert Meetings Exercises
- 3 • See Exhibit J
- 4 • See Exhibit E
- 5 • See Exhibit D

**AMP Proceeds Agreement Administration**  
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		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
4020	Interest Revenue			
4050	O & M Maintenance Deposit			
4230	Reimbursement	1,815	1,992	1,906
4680	Miscellaneous Income			
	Prior Year Carryover			
	<b>Total Revenue</b>	4,567	1,992	1,906

		FY 2023-2024 Budget	FY 2023-2024 Projected Actuals	FY 2024-2025 Proposed Budget
6010	Salaries & Wages - Admin	1,492	1,568	1,491
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	323	424	415
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General	-	-	-
7030	Audit			
7040	Other Professional Fees			
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accomodations - Employee			
7155	Travel & Accomodations - Director			
7210	Membership / Sponsorship			
7220	CUWA Participation			
7240	AAWARF Participation			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone			
7650	Bank Fees			
7670	Miscellaneous Expenses			
8810	Capital Acquisition			
	<b>Total Expenditure</b>	1,815	1,992	1,906



**Municipal Water District of Orange County**  
**FY24/25 Consolidated Budget Summary**

	Core & Choice	Water Fund	WUE Grants and Outside Funding	WEROC	AMP Proceeds Agreement Administration	Total with Inter-Fund Transfers	Less Inter-Fund Transfers <sup>(1)</sup>	Consolidated Budget Total
<b>Revenues:</b>								
Water Sales		\$ 216,558,877				\$ 216,558,877		\$ 216,558,877
Local Resource Program Incentives		(4,661,958)				(4,661,958)		(4,661,958)
Retail Meter Charge	9,580,818					9,580,818		9,580,818
Ground Water Customer Charge	405,463					405,463		405,463
Reimb for PARS OPEB Trust Reimbursement	80,000					80,000		80,000
Interest Revenue	738,960	-				738,960		738,960
MWDOC's Contribution								
Outside Fundings			10,872,042	300,808		300,808	(300,808)	-
Choice Revenue	1,964,480			300,808	1,906	11,174,756		11,174,756
Miscellaneous Income	3,000					1,964,480		1,964,480
<b>Total Revenues</b>	<b>12,772,721</b>	<b>211,896,919</b>	<b>10,872,042</b>	<b>601,615</b>	<b>1,906</b>	<b>236,145,203</b>	<b>(300,808)</b>	<b>235,844,396</b>
<b>Expenses:</b>								
Water Purchases		211,896,919				211,896,919		211,896,919
Salaries & Wages	5,410,886			412,741	1,491	5,825,118		5,825,118
less S & W Reimb. DSC or Recov from Grants	(65,000)			-		(65,000)		(65,000)
Employee Benefits	1,766,286			135,674	415	1,902,375		1,902,375
Outside Consulting Expense	293,000					293,000		293,000
Professional Fees	1,730,450					1,730,450		1,730,450
Contribution to Election Reserve	725,642		10,872,042	-		12,602,492		12,602,492
Legal Expense - General	260,000			-		260,000		260,000
Maintenance Expense	378,880			4,350		383,230		383,230
Insurance Expense	198,000			-		198,000		198,000
Membership / Sponsorship	293,688			950		294,638		294,638
Director Compensation	275,041					275,041		275,041
MWDOC Contribution to WEROC Operations	300,808					300,808	(300,808)	-
<b>Others:</b>								
MWD Representation	157,166					157,166		157,166
Director Benefits	149,557					149,557		149,557
Health Insurance Coverage for Retirees	81,349					81,349		81,349
Audit Expense	36,500					36,500		36,500
Automotive & Toll Road Expenses	24,700			1,500		26,200		26,200
Conference Expense - Staff	40,002			2,000		42,002		42,002
Conference Expense - Directors	16,955					16,955		16,955
CDR Participation	67,789					67,789		67,789
Business Expense	5,000					5,000		5,000
Miscellaneous Expense	159,200			7,200		166,400		166,400
Postage / Mail Delivery	10,100					10,100		10,100
Rents & Leases	1,200			-		1,200		1,200
Outside Printing, Subscription & Books	119,000			-		119,000		119,000
Office Supplies	34,500			1,000		35,500		35,500
Computer Maintenance	17,500			4,000		21,500		21,500
Software Support & Expense	89,013			12,000		101,013		101,013
Computers and Equipment	29,250			-		29,250		29,250
Telecommunications Expense	45,526			8,000		53,526		53,526
Temporary Help Expense	5,000					5,000		5,000
Training Expense	41,000			6,000		47,000		47,000
Tuition Reimbursement	6,000					6,000		6,000
Travel & Accommodations - Staff	89,580			6,200		95,780		95,780
Travel & Accommodations - Directors	39,925					39,925		39,925
Depreciation Expense (annualized)	-			-		-		-
Overhead Reimbursement	-			-		-		-
MWDOC Building Expense	-			-		-		-
Capital Acquisition	-			-		-		-
All Other Expenses	1,317,813			47,900		1,365,713		1,365,713
<b>Total Expenses</b>	<b>12,885,494</b>	<b>211,896,919</b>	<b>10,872,042</b>	<b>601,615</b>	<b>1,906</b>	<b>236,257,975</b>	<b>(300,808)</b>	<b>235,957,168</b>
<b>EFFECT ON RESERVES / FUND BALANCE</b>	<b>\$ (112,773)</b>	<b>\$ -</b>	<b>(2) \$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (112,772)</b>	<b>\$ -</b>	<b>\$ (112,772)</b>

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

**Municipal Water District of Orange County**  
**FY23/24 Consolidated Budget Summary**

	Core & Choice	Water Fund	WUE Grants and Outside Funding	WEROC	AMP Proceeds Agreement Administration	Total with Inter-Fund Transfers	Less Inter-Fund Transfers <sup>(1)</sup>	Consolidated Budget Total
<b>Revenues:</b>								
Water Sales		\$ 204,692,719				\$ 204,692,719		\$ 204,692,719
Local Resource Program Incentives		(4,725,194)				(4,725,194)		(4,725,194)
Retail Meter Charge	9,206,255					9,206,255		9,206,255
Ground Water Customer Charge	383,697					383,697		383,697
Reimb for PARS OPEB Trust Reimbursement	-					-		-
Interest Revenue	319,410	-				319,410		319,410
MWDOC's Contribution				293,307		293,307	(293,307)	-
Outside Fundings	-		13,605,720	293,307	1,815	13,900,842		13,900,842
Choice Revenue	2,026,982					2,026,982		2,026,982
Miscellaneous Income	3,000					3,000		3,000
<b>Total Revenues</b>	<b>11,939,343</b>	<b>199,967,525</b>	<b>13,605,720</b>	<b>586,614</b>	<b>1,815</b>	<b>226,101,018</b>	<b>(293,307)</b>	<b>225,807,711</b>
<b>Expenses:</b>								
Water Purchases		199,967,525				199,967,525		199,967,525
Salaries & Wages	5,135,355			400,778	1,492	5,537,626		5,537,626
less S & W Reimb. DSC or Recov from Grants	(30,000)			-		(30,000)		(30,000)
Employee Benefits	1,714,382			121,886	323	1,836,591		1,836,591
Outside Consulting Expense	307,000					307,000		307,000
Professional Fees	1,798,425			4,000		15,408,145		15,408,145
Contribution to Election Reserve	563,020		13,605,720			563,020		563,020
Legal Expense - General	241,000			-		241,000		241,000
Maintenance Expense	207,060			4,700		211,760		211,760
Insurance Expense	182,976			-		182,976		182,976
Membership / Sponsorship	167,366			950		168,316		168,316
Director Compensation	275,041					275,041		275,041
MWDOC Contribution to WEROC Operations	293,307					293,307	(293,307)	-
<b>Others:</b>								
MWD Representation	117,875					117,875		117,875
Director Benefits	104,447					104,447		104,447
Health Insurance Coverage for Retirees	84,847					84,847		84,847
Audit Expense	36,500					36,500		36,500
Automotive & Toll Road Expenses	22,375			1,500		23,875		23,875
Conference Expense - Staff	49,832			5,800		55,632		55,632
Conference Expense - Directors	23,065					23,065		23,065
CDR Participation	62,433					62,433		62,433
Business Expense	2,000					2,000		2,000
Miscellaneous Expense	156,800			7,200		164,000		164,000
Postage / Mail Delivery	11,675					11,675		11,675
Rents & Leases	1,800			-		1,800		1,800
Outside Printing, Subscription & Books	94,000			100		94,100		94,100
Office Supplies	31,000			1,000		32,000		32,000
Computer Maintenance	5,000			4,000		9,000		9,000
Software Support & Expense	156,683			12,000		168,683		168,683
Computers and Equipment	43,000			-		43,000		43,000
Telecommunications Expense	46,438			10,000		56,438		56,438
Temporary Help Expense	5,000					5,000		5,000
Training Expense	36,000			8,200		44,200		44,200
Tuition Reimbursement	5,000					5,000		5,000
Travel & Accommodations - Staff	102,200			4,500		106,700		106,700
Travel & Accommodations - Directors	42,400					42,400		42,400
Depreciation Expense (annualized)	-					-		-
Overhead Reimbursement	-					-		-
MWDOC Building Expense	222,686			-		222,686		222,686
Capital Acquisition	25,892			-		25,892		25,892
All Other Expenses	1,486,948			54,300		1,543,248		1,543,248
<b>Total Expenses</b>	<b>12,343,881</b>	<b>199,967,525</b>	<b>13,605,720</b>	<b>586,614</b>	<b>1,815</b>	<b>226,505,555</b>	<b>(293,307)</b>	<b>226,212,248</b>
<b>EFFECT ON RESERVES / FUND BALANCE</b>	<b>\$ (404,538)</b>	<b>\$ -</b>	<b>(2) \$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (404,537)</b>	<b>\$ -</b>	<b>\$ (404,537)</b>

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



# MWDOC FY 2024-25 BUDGET

## 2<sup>nd</sup> Draft Budget

MWDOC Administration & Finance Committee Meeting

Municipal Water District of Orange County

03.13.2024



## Budget Presentation Agenda

- Budget Schedule
- Items Incorporated in 2<sup>nd</sup> Draft
- MWDOC 2<sup>nd</sup> Draft Budget Overview
- Questions and Answers
- Metropolitan Rates Update
- Discussion & Direction for Final Draft



# MWDOC FY 2024-25 Budget - Schedule

## January 2024

- Year-End Projections & Conceptual Budget Review @ A&F Committee (1-10)
- Member Agency preliminary participation in Choice

## February 2024

- First Draft Budget @ A&F Committee (2-14)
- Member Agency Managers Meeting (2-16)
- Initial Member Agency Choice Participation Confirmation (2-20)

## March 2024

- Second Draft Budget @ A&F Committee (3-13)
- CHOICE Program Discussions (staff-level)
- Member Agency Managers Meeting (3-21)
- Member Agencies invited to submit formal Comments on Budget (3-29)

## April 2024

- Elected Officials Meeting (4-10)
- Final Draft Budget & Member Agency comments presented @ A&F Committee Meeting (4-10)
- Board Approval of Final Budget & Rates (4-17)

## June 2024

- Member Agencies Confirm Final Choice participation (6-14)

## August 2024

- Reconciliation of FY 2023-24 WUE & Choice Programs

## September 2024

- Revised Final Choice Budget @ A&F Committee (9-11)
- Board Approval of Revised Final FY 2024-25 Choice Budget (9-28)

## Direction Received for 2<sup>nd</sup> Draft Budget

### Feb 14 A&F Committee and Board Direction

- Items incorporated in 2<sup>nd</sup> Draft
  - Pilot MWDOC “Ambassador Program”
  - CA Water for All
  - CA Data Collaborative
  - Environmentally Friendly Diversion Pilot
  - Additional Part-Time Employee for Finance Department
  - New WUE Shared Service

### Budget Refinements

- Metropolitan proposed rates and charges for CY 2025
- Choice program refinements



# Items Incorporated in 2<sup>nd</sup> Draft

## **Pilot MWDOC “Ambassador Program” (\$40,000)**

- As prescribed by the Board Strategic Priorities, the creation of an MWDOC Water Ambassador Program will aim to empower key stakeholders with knowledge and tools to become champions of water stewardship and sustainability in their communities.

## **CA Water for All (\$20,000)**

- Contribution of funds for a second year to the “CA Water for All” legislative and advocacy campaign (stemming from the Solve the Water Crisis coalition).

## **CA Data Collaborative (\$16,500)**

- Participation in the CA Data Collaborative, a non-profit organization which focuses on using technology and data analytics tools to enhance a water saving effort, help meet upcoming state conservation regulations, and improve reliability planning.



# Items Incorporated in 2<sup>nd</sup> Draft (cont.)

## **Environmentally Friendly Diversion Pilot (\$20,000)**

- Participation in the pilot project to adapt subsurface diversion technology to water diversions in the Delta without harming the Delta ecosystem nor endangered fish. This is contingent upon other partners’ participation.

## **Additional Resources (Choice-Funded)**

- Addition of one part-time employee to the Finance Department to assist with accounting WUE Choice programs. Due to the increase needs of financial management and assistance related to the Choice program, this employee will be funded through the Choice Program.

## **New WUE Shared Services (Choice-Funded; pending final numbers)**

- Advanced Metering Infrastructure (AMI) One-on-one Technical Assistance and Grant Funding Assistance for installation
- CII Best Management Plan (BMP) Implementation Plans and Customer Classification



# MWDOC FY 2024-25 Budget Overview

## RATES

- Fixed Meter Charge @ \$14.75 – YTY Increase of 3.5% or \$0.50
- OCWD Contribution @ \$405,463 – YTY Increase of 5.67% or \$21,766

## REVENUES

- Core Revenues @ \$10,808,241 – YTY Increase of 9.0% or \$895,879  
(Interest Revenue \$738,960 – YTY Increase of \$419,550)

## OPERATING EXPENSES

- Core Expenses @ \$10,921,013 – YTY Increase of 5.9% or \$604,114

## CHANGE IN STAFF LEVELS (MWDOC + WEROC)

- Total Staffing level YTY decrease (-0.12 FTE)
- Full-time Staffing level YTY decrease (-0.57 FTE)

# MWDOC FY 2024-25 Budget Overview (cont.)

## EXPENSE CATEGORY Y-T-Y CHANGE HIGHLIGHTS

- Staff Salaries & Benefits (+) \$327,435 (4.93%)
- Director Salaries & Benefits (+) \$84,401 (17.0%)
- Software Support (-) \$68,295 (-44.2%)
- Maintenance Expense (+) \$166,820 (91.7%)
- Contribution to Election Reserve (+) \$162,622 (28.9%)

## TOTAL OUTSIDE WUE FUNDING

@ 10,872,042 (-) \$2,733,678 (-20.1%)

## INITIAL CHOICE Y-T-Y EXPENSES

@ 1,964,480 (-) \$62,501 (-3.1%)

# Questions & Answers

## 5 Year Total Full-Time Equivalent

	(FTE)
FY20/21	39.74
FY21/22	38.32
FY22/23	39.63
FY23/24	41.88
FY23/25	41.76



# Questions & Answers

## Water Energy Education Alliance (In-Kind Staff Time)



- WEEA is administered by MWDOC and supported through in-kind staff time.
- It is a collection of over 175 professional organizations that include water and energy agencies, departments of education, school districts, colleges, and technical trade schools working together to build and bolster career pathways to water and energy jobs for all California students.

## 2023/24 WEEA Sponsors (\$25,000)



California Environmental Education Foundation | California Community Colleges



# Questions & Answers

## Municipal Water District of Orange County Consolidated Summary of Cash and Investment December 31, 2023

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

Fund	Book Value	% of Portfolio
<b>Restricted Reserves</b>		
WEROC Operating Fund	\$525,930	3.14%
Pension 115 Trust	1,327,664	7.94%
<b>Total Restricted Reserves</b>	<b>1,853,594</b>	<b>11.08%</b>
<b>Designated Reserves</b>		
Operating Reserves	3,819,350	22.83%
Election Reserve	1,146,947	6.86%
OPEB Reserve	297,147	1.78%
<b>Total Designated Reserves</b>	<b>5,263,444</b>	<b>31.47%</b>
General Operations Fund	11,071,835	66.19%
Water Purchase Payments Fund	165,016	0.98%
Conservation Fund	(1,644,973)	(9.83%)
Trustee Activities - AMP	18,809	0.11%
<b>Total Other Funds</b>	<b>9,610,687</b>	<b>57.45%</b>
<b>Total</b>	<b>\$16,727,725</b>	<b>100.00%</b>

### General Fund Cash breakdown

General Operations Fund	\$ 11,071,835
Conservation Fund	(1,644,973)
Remaining Budget FY 2023-24	(6,601,257)
★ Pension Contribution (Jan 2024)	(1,000,000)
★ WEROC Mobile EOC	(500,000)
★ Programs/Projects from Reserve Policy	(500,000)
Project Carryover from prior FY	(976,149)
Prepays/Deposits	(314,827)
<b>Projected Draw on Reserves</b>	<b>\$ (465,371)</b>

★ Created as part of Reserve Policy 2023 distribution of funds.

## Proposed MET Key Budget Assumptions

**NOTE:** These are MET Proposed (Feb 2024) Rates and subject to change.

Fiscal Year	2024-25	2025-26
Overall increase January	13.0%	8.0%
Total Water Transactions*	1.44 MAF	1.44 MAF
State Water Project Allocation	51% / 49%	49% / 48%
Colorado River Aqueduct Diversions	830 TAF	845 TAF
Capital Investment Plan (CIP)	\$312 M	\$324 M
PAYGO (% of CIP)	40%	54%

\* Includes water sales, exchanges, and wheeling





# Proposed MET Rates & Charges (subject to change)

Rates & Charges Effective Jan. 1	2024 (Approved)	2025 (Proposed)	2026 (Proposed)
Supply Rate (\$/AF)	\$332	\$353	\$375
Tier 2 Supply Rate (\$/AF)	\$531	--	--
System Access Rate (\$/AF)	\$389	\$463 (19%)	\$491
System Power Rate (\$/AF)	\$182	\$190	\$203
Full Service Untreated Volumetric Costs (\$/AF)			
Tier 1	\$903	\$1,006	\$1,069
Tier 2	\$1,102	--	--
Treatment Surcharge (\$/AF)	\$353	\$459	\$518
Full Service Treated Volumetric Costs (\$/AF)			
Tier 1	\$1,256	\$1,465 (17%)	\$1,587
Tier 2	\$1,455	--	--
Readiness-to-Serve Charge (\$M)	\$167	\$167	\$185
Capacity Charge (\$/cfs)	\$11,200	\$10,800	\$12,800
Overall Rate Increase	5%	13%	8%

**NOTE:** On Nov. 14, 2023, the MET Staff proposes to not renew the 2014 Purchase Order, which will end on December 31, 2024. As a result, the Tier 2 rate is not included in the proposed rates and charges. Metropolitan can revisit Purchase Order commitments and structure as needed during the business model review through the CAMP4W process.



## Discussion & Direction for Final Draft

### March 13 A&F Committee and Board Direction

- Committee Feedback
- Modifications to Items Incorporated in 2<sup>nd</sup> Draft
  - Pilot MWDOC "Ambassador Program"
  - CA Water for All
  - CA Data Collaborative
  - Environmentally Friendly Diversion Pilot
  - Additional Part-Time Employee for Finance Department
  - New WUE Shared Service

### Budget Refinements

- Choice program refinements



**Administration Activities Report****February 9, 2024 – March 7, 2024**

Activity	Summary
<b>Administration/ Board</b>	<p><b>Administration team worked on the following:</b></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; worked with Records Management on expired information.</li><li>• Reviewed Records Retention Schedule with consultant and staff for presenting to the Board for revision.</li><li>• Responded to four Public Records Act requests.</li><li>• Made various updates/changes to the website including WACO items, District calendar, Transparency items, posting RFP, etc.</li><li>• Worked with IT regarding several computer/software related issues.</li><li>• Revised and updated Board and Committee write-up forms.</li><li>• Responded to various member agencies requests including an outline on MWDOC's Board/Committee structure, Ethics Training possibilities (as the FPPC no longer offers this on-line training), and MWDOC's acronym glossary.</li><li>• Coordinated updated mailing lists.</li><li>• Assisted Board and staff with issues relating to Form 700.</li><li>• Worked with Legal Counsel regarding Brown Act/AB 2449. clarification and information to provide to Board (Rules for Remote Participation).</li><li>• Assisted WUE with research regarding Sole Source Agreements, etc.</li><li>• Responded to Board Compensation Survey from Central Basin.</li><li>• Completed and submitted contact forms for OCBC.</li><li>• Developed invitation and email mailing list for the Elected Officials Forum.</li></ul>

<b>Administration/ Board (continued)</b>	<ul style="list-style-type: none"> <li>• Conferred with Legal Counsel re upcoming closed sessions.</li> <li>• Solicited availability and scheduled in-person and Zoom meetings for the Engineering Department, and staff. Hosted Zoom meetings for Engineering.</li> <li>• Registered Staff and Directors for various conferences, training, made travel accommodations, processed business expenses, and updated the travel budget spreadsheet.</li> <li>• Assisted Engineering with sending the Notice to Proceeds for the LCRR and updating spreadsheets.</li> <li>• Assisted with the Breakroom Remodel paperwork.</li> <li>• Prepared agreements solicited signatures and requested insurance documents for Engineering.</li> <li>• Hosted the ISDOC Executive Meeting</li> <li>• Hosted the WACO Zoom Meeting</li> </ul>
<b>Records Management</b>	<ul style="list-style-type: none"> <li>• Records Destruction for 2023 has been completed.</li> <li>• Continued to review incoming mail and log necessary documents into the Laserfiche system.</li> <li>• Staff continue to review documents and update information in Laserfiche.</li> <li>• Records Management Training refresher for all staff was held via Zoom on March 7<sup>th</sup>.</li> </ul>
<b>Health and Welfare Benefits</b>	<ul style="list-style-type: none"> <li>• March 31st will be the last date to submit 2023 claims for the Flexible Spending plan (Igoe). Don't delay in submitting your claim(s). Any rollover funds will be available in April 2024.</li> </ul>
<b>Recruitment / Departures</b>	<ul style="list-style-type: none"> <li>• Recruitment efforts for the WEROC Specialist are on hold.</li> <li>• The Assistant General Manager job recruitment activities are underway, and the job posting is now active, through March 22.</li> </ul>
<b>Projects/ Activities</b>	<ul style="list-style-type: none"> <li>• Assisted with WACO on Meetings via Zoom, PowerPoint presentations, preparing for hybrid meetings, various correspondence, note taking and 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> </ul>

<p><b>Projects/ Activities (continued)</b></p>	<ul style="list-style-type: none"> <li>• HR continues to work with Ralph Andersen &amp; Associates on the Classification and Compensation Study. A report will be presented at the April Administration and Finance Committee Meeting.</li> <li>• Coordinating MWDOC Logo Apparel for purchase by employees and anticipating delivery of items.</li> <li>• Coordinating purchase of new promotional items for distribution to all employees and to present to new employees as part of their Welcome to MWDOC Orientation Package.</li> <li>• HR continues working with Anne Sandberg of Predict Success in coordinating behavioral assessments. The Executive Team Assessments were recently completed. An Executive Team meeting will be held in early May to review the team's assessment results, areas of strength and development and next steps in developing the Executive Leadership team. HR team will also begin working with Predict Success in performing department behavior assessments. This is consistent with MWDOC Board Strategic Priorities, Staff Development.</li> <li>• Working on the 2024 Orange County Cities and Water Agencies Directory.</li> <li>• HR continues to assist with Budget information in preparation for 24/25 draft budget.</li> <li>• The Lunch and Learn Committee met on February 21st, to discuss topics of interest based on a staff survey that was recently completed. The Committee established topics and dates for this year's Lunch and Learns. This is consistent with MWDOC Board Strategic Priorities, Staff Development.</li> <li>• HR is compiling its annual COLA/Merit Member Agency Survey in preparation for the upcoming Budget Merit Pool. Results will be finalized in April.</li> <li>• HR initiated a survey of member agencies regarding Employee Excellence programs protocol.</li> <li>• Final redlines and revisions have been completed to the Personnel Manual and are included in this month's A&amp;F packet. Legal Counsel was included in the review process and their recommended changes were incorporated.</li> <li>• HR met with the Director of Finance on February 23rd to discuss and review the District's property insurance renewal</li> </ul>
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	<p>application.</p> <ul style="list-style-type: none"><li>• Assisting with preparation of Elected Officials mailing in Constant Contact.</li><li>• Met with Paul Jones and GM De La Torre on February 12<sup>th</sup>, regarding Needs Assessment Project.</li><li>• HR met with GM De La Torre' to discuss workload and projects, Harrison Assessments and next steps and goals and objective of Needs Assessment.</li></ul>
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**INFORMATION ITEM**

March 13, 2024

**TO:** Board of Directors

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

**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 no rebate check(s) awaiting W-9 form(s).
	Audit	FY22/23 audit is 100% complete
	Other	RFP for Custodial Services – on hold
Finance	Cyber Security Training (Knowbe4)	For this Quarter, training completion by all MWDOC Staff (and Directors) is 61% complete
	Budget	The FY24/25 Budget is 85% complete

**Information Technology (IT)**

Security	Governance	Initiating efforts to implement IT Governance to best align infrastructure and practices with District priorities
	Windows 11 Pro	Upgraded four machines to the latest version of Windows Pro
	Vulnerability Scanning	Weekly DHS vulnerability scans report no identified vulnerabilities
Service	Device Provisioning	Two laptops were provisioned and readied for staff; continuing to consolidate devices to docking stations where possible

	Managed Services Provider	Finalizing RFP process for Managed Service Provider (MSP) and bringing recommendation to upcoming A&F. Conducted one site visit as part of assessment.
	Video Conferencing	Video conferencing capabilities added to GM office
Training	Cybersecurity	IT Analyst attended OC Corporate Security and Cyber League of Orange County (CYBLOC) trainings
		IT Analyst joined Multi-State Information Sharing and Analysis Center (MS-ISAC) to coordinate, collaborate, and communicate with federal, state, and local partners

<b>Budgeted:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Budgeted amount:	Core: <input type="checkbox"/>	Choice: <input type="checkbox"/>
<b>Action item amount:</b>		Movement between funds: <input type="checkbox"/> Yes <input type="checkbox"/> No	



INFORMATION ITEM

March 13, 2024

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

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

Staff Contact: Kevin Hostert

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

**STAFF RECOMMENDATION**

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

**COMMITTEE RECOMMENDATION**

Committee recommends (To be determined at Committee Meeting)

**REPORT**

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

- OC Water Usage, Monthly by Supply **OCWD Groundwater was the main supply in January.**
- Estimated OC Water Usage, Monthly, Comparison to Previous Years Water usage in January **2024 was slightly below 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 **521,200 AF for FY 2023-24 (this includes ~7 TAF of agricultural usage and non-retail water agency usage).** This is about **41,400 AF more than FY 2022-23** and is about **25,000 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):			



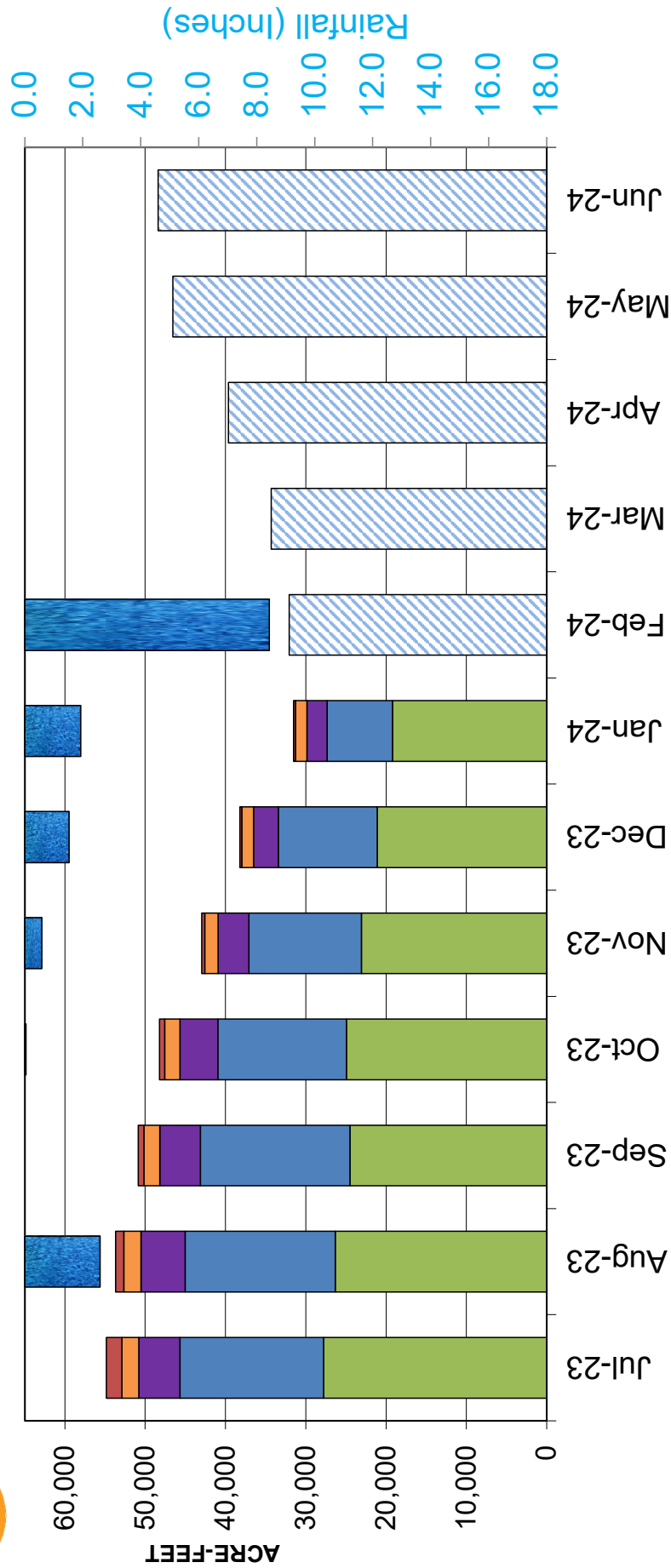
20% over the past two decades, water usage has not increased, on average. A long-term decrease in per-capita water usage is attributed mostly to Water Use Efficiency (water conservation) efforts. ***O.C. Water Usage has declined significantly since the end of FY 2013-14. Since FY 2013-14 average O.C. 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 March was above average*** for this period. Water year to date rainfall in Orange County is ***13.00 inches***, which is ***130% of normal***.
- Northern California accumulated precipitation through ***early March was 104% 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 116% of normal as of March 5<sup>th</sup>, 2024. As of early March, 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 Table A Allocation was increased to 15% as of February for WY 2024.
- Colorado River Basin accumulated precipitation through ***early March was 102% of normal*** for this period. The ***Upper Colorado Basin snowpack was 86% of normal*** as of March 6<sup>th</sup> 2024. ***Lake Mead and Lake Powell*** combined have about ***55.0% of their average storage volume*** for this time of year and are at ***35.1% 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 March was ***1.58' ABOVE 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, 90% in 2025 and 83% in 2026.*** Lake Mead as of early March was ***31.58' ABOVE the State of California "trigger" limit. There is a 0% chance of mandatory cutbacks for California in 2024, 0% in 2025 and 10% 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.

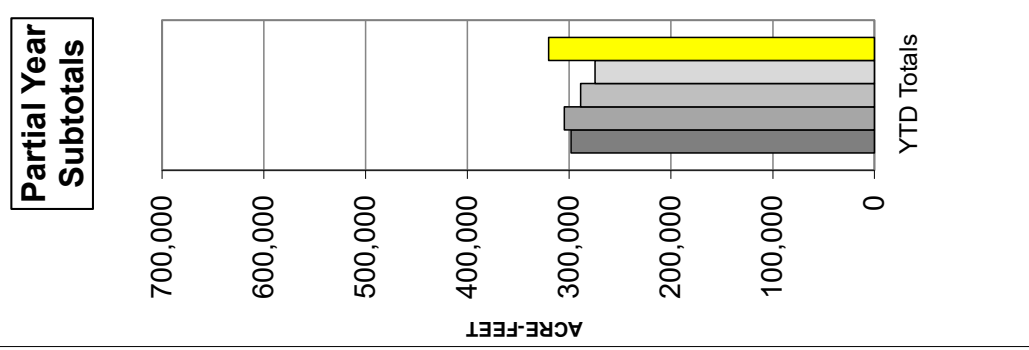
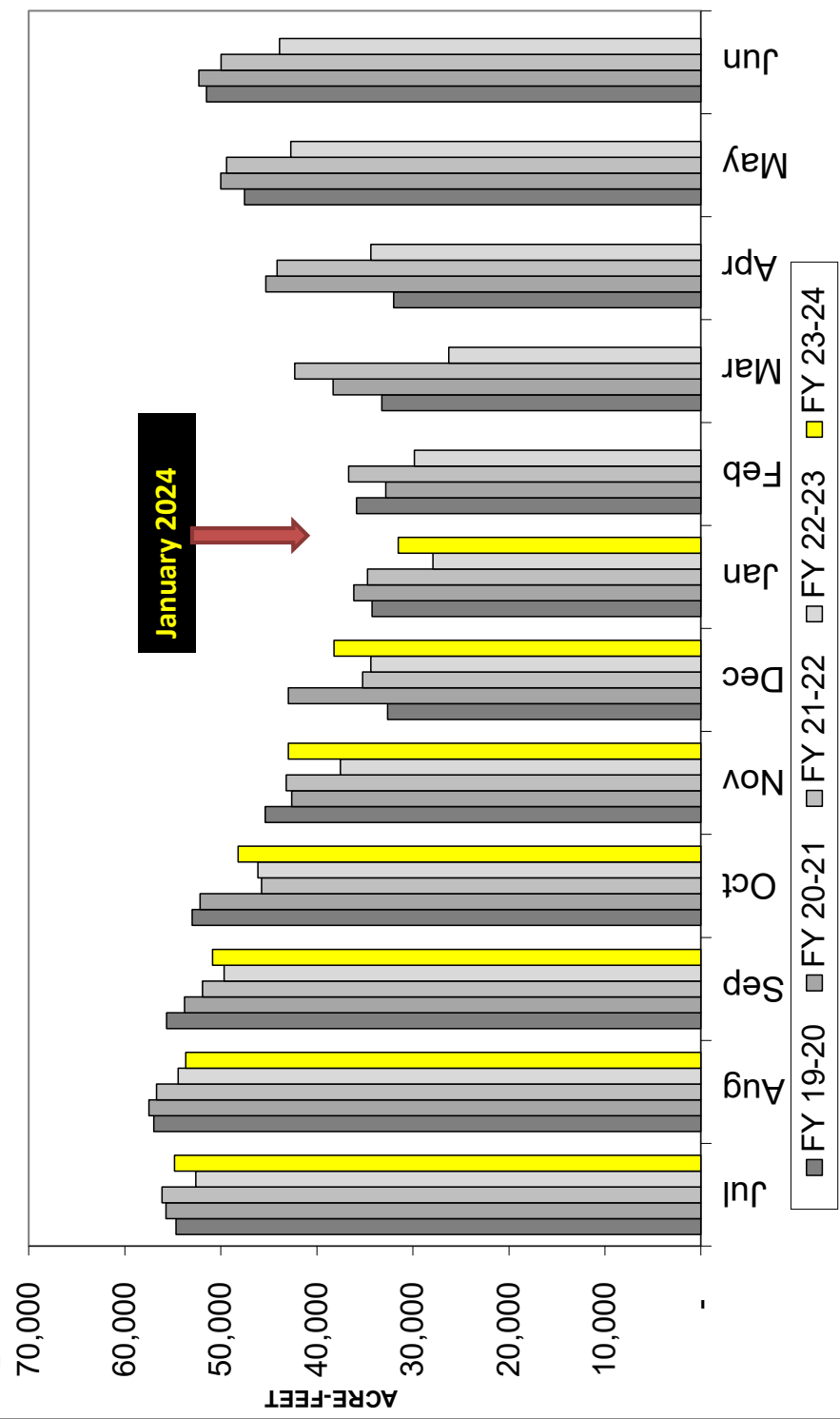
[2] GW for consumptive use only. Excludes In-Lieu water deliveries and CUP water extraction that are counted with Import. BPP in FY '23-24 is 85%.

[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.

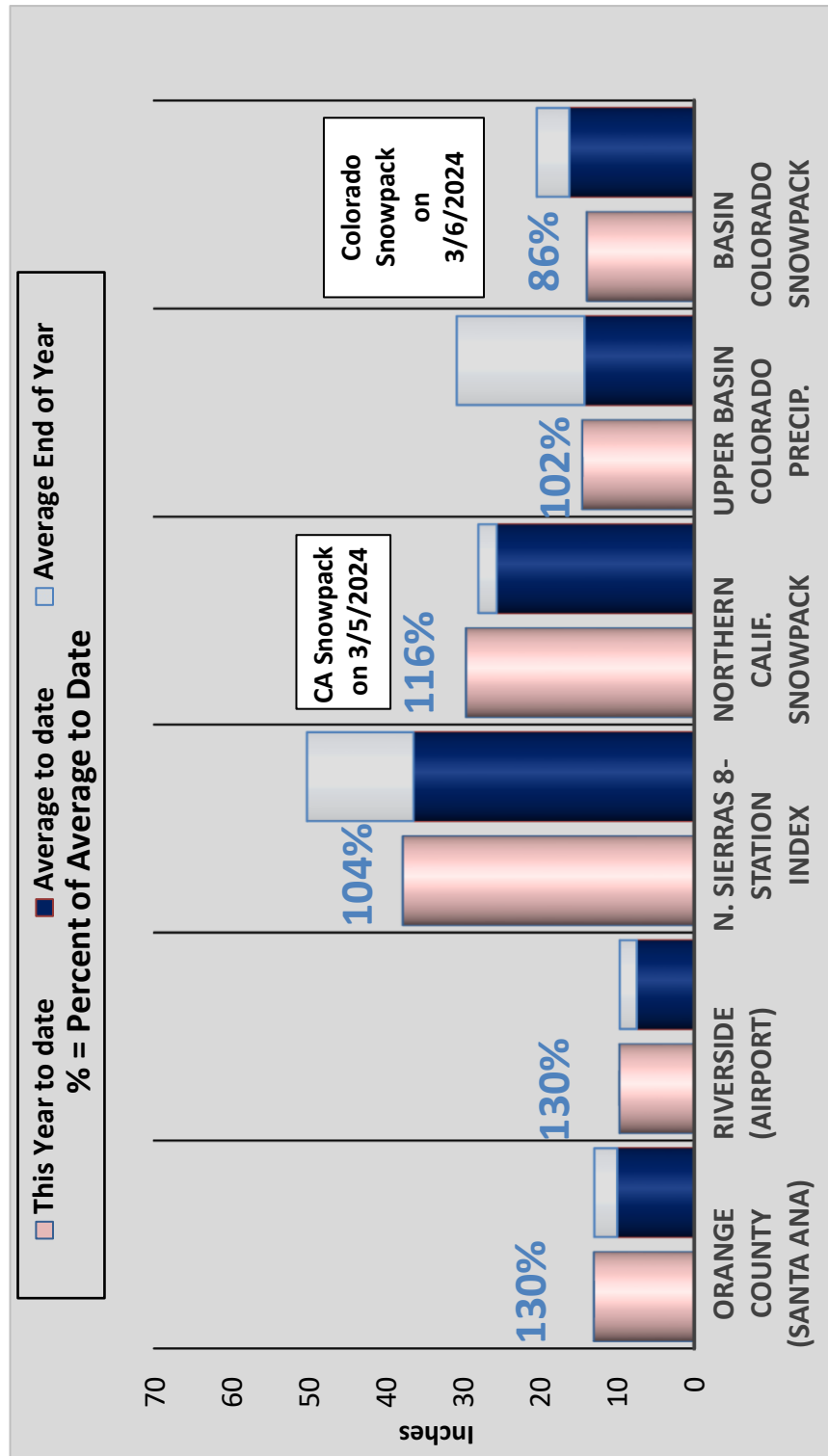


**Fig. 2 OC Monthly Water Usage [1]: Comparison to Last 4 Fiscal Years**



[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.

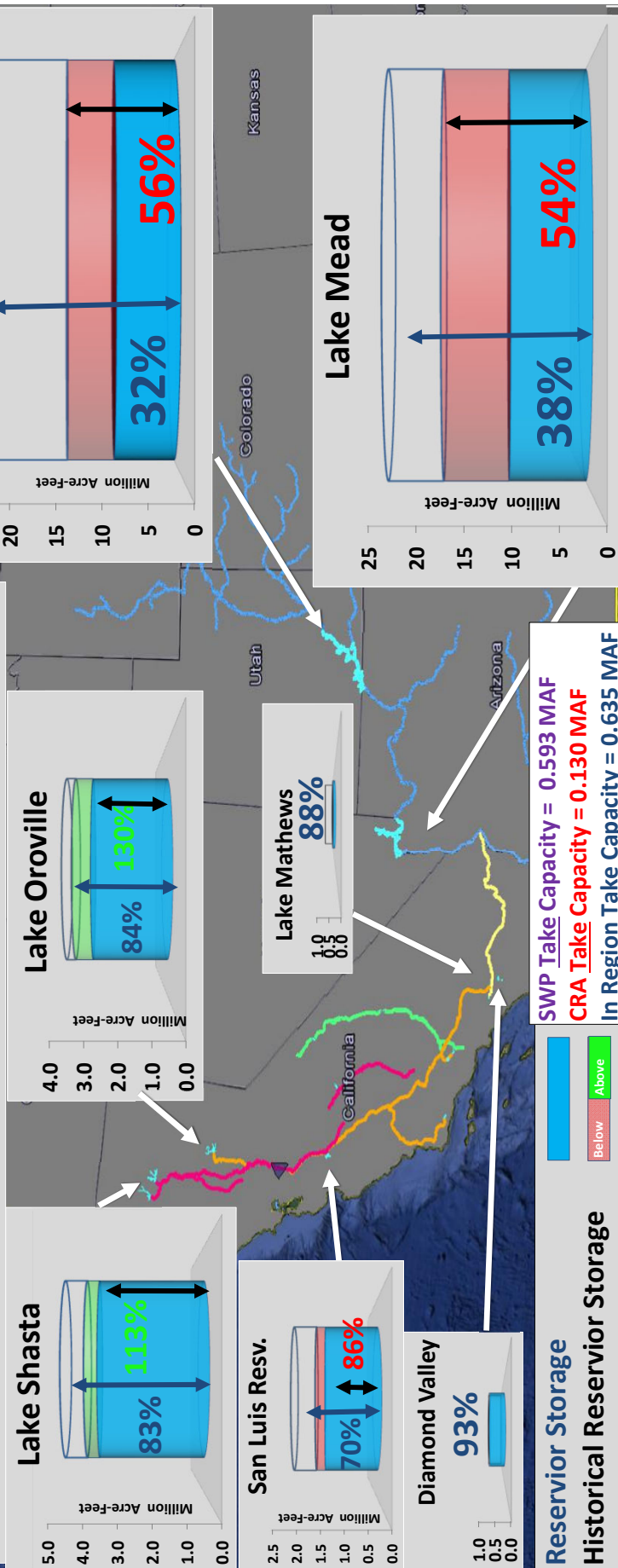
## Accumulated Precipitation for the Oct.-Sep. water year, as of early March 2024



\* 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.

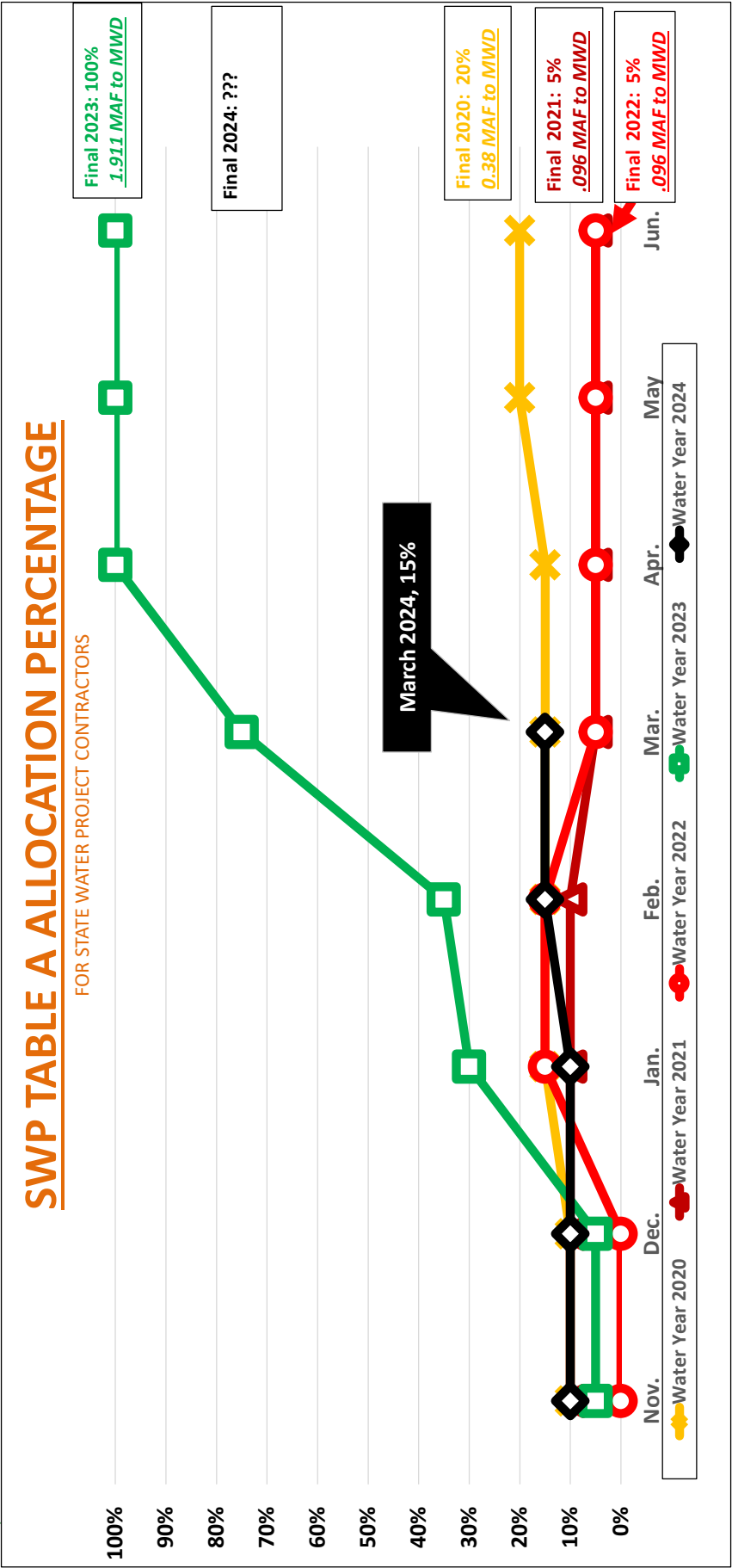
# State Water Project, Colorado River, and MWD Reservoir Storage

as of March 6, 2024

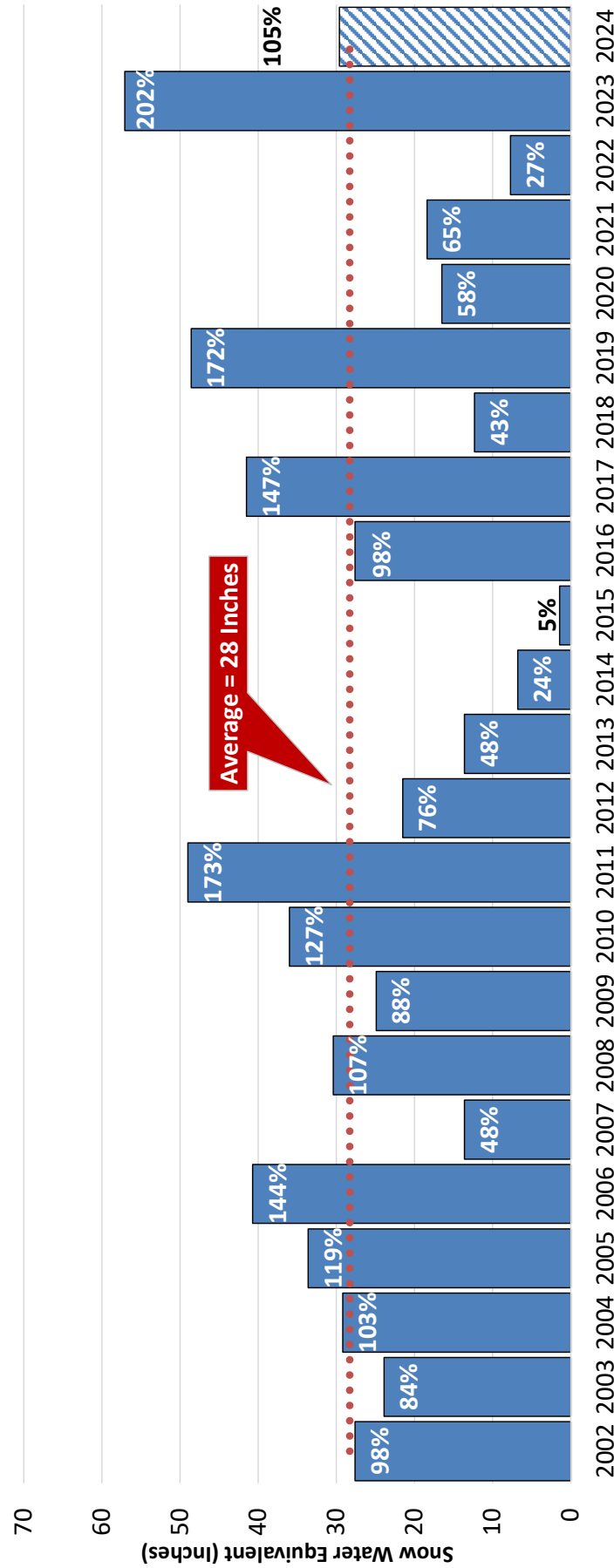


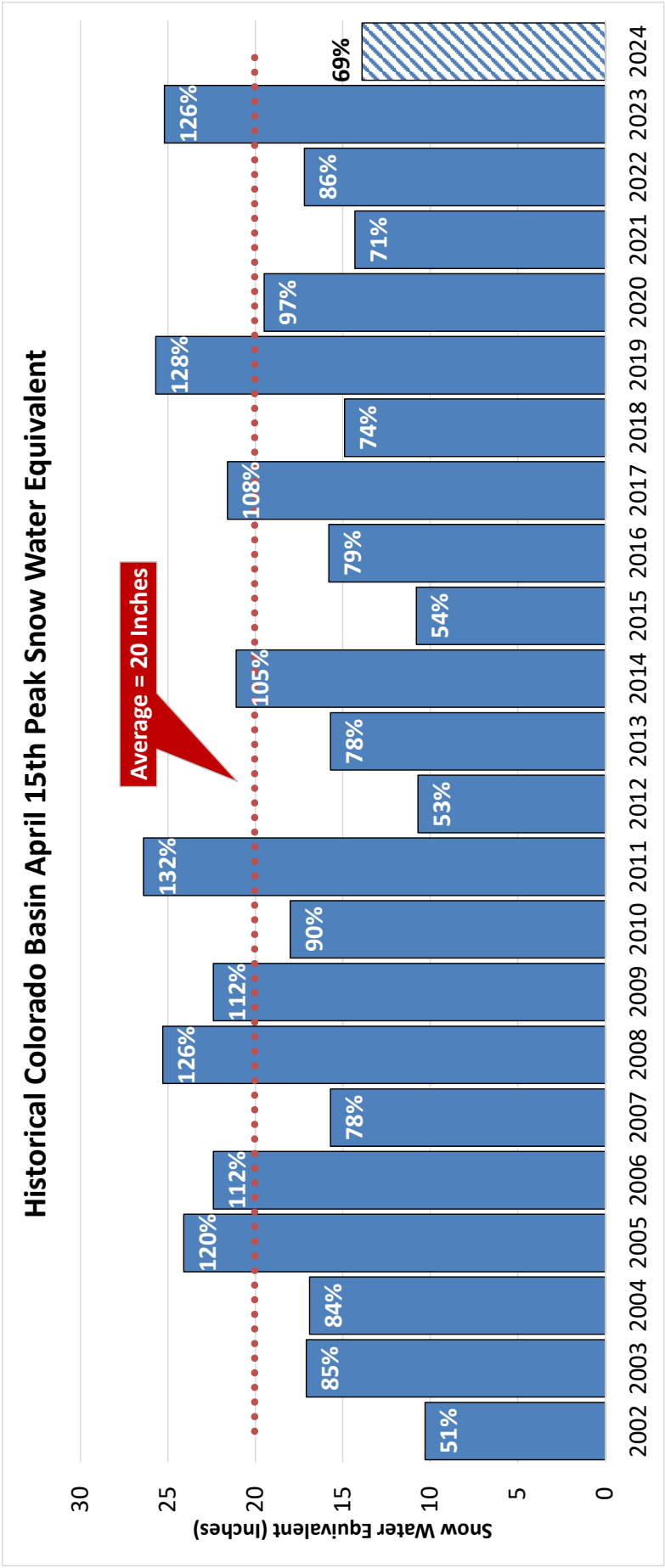
Prepared by the Municipal Water District of Orange County  
 Numbers are subject to change



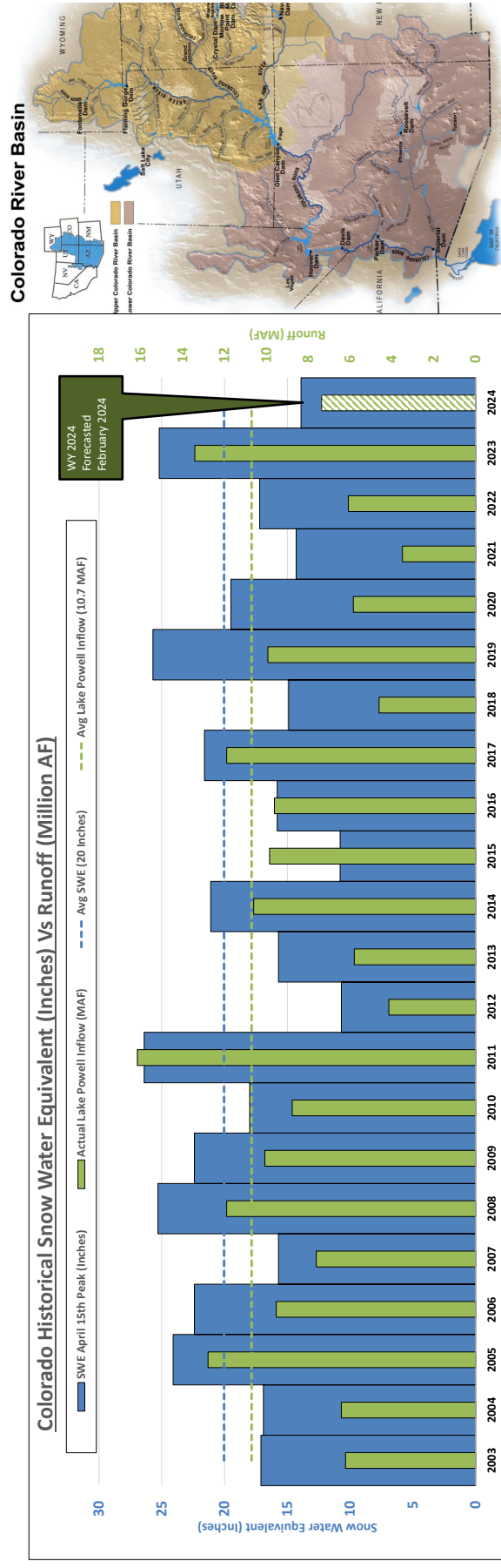
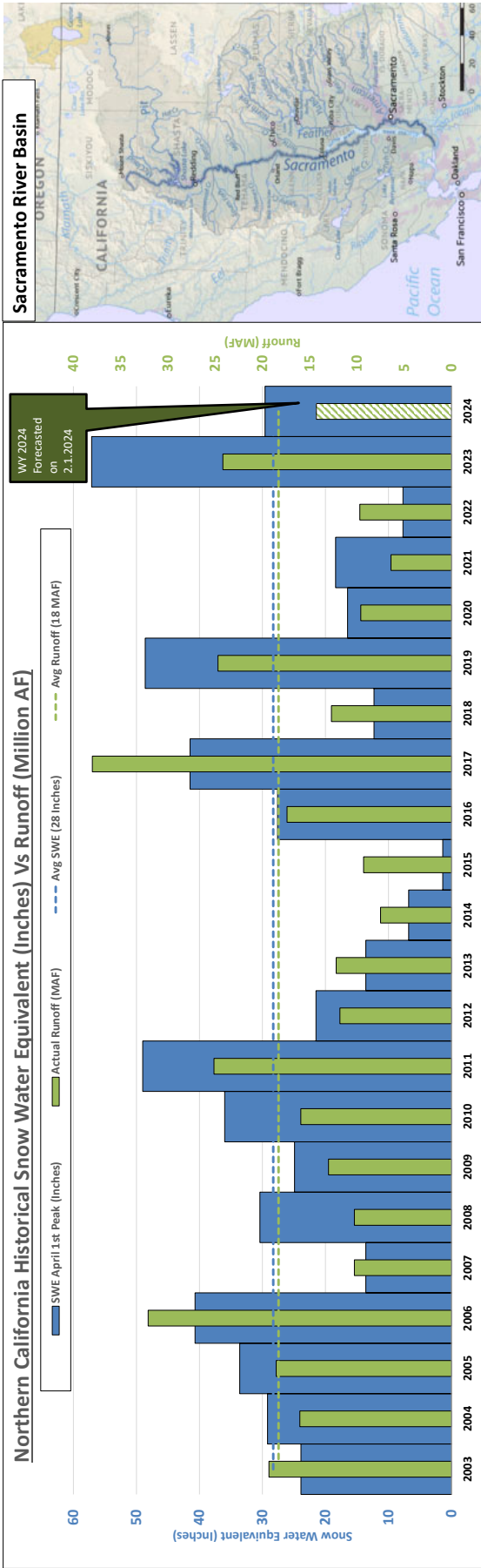


# Historical Northern California April 1st Peak Snow Water Equivalent

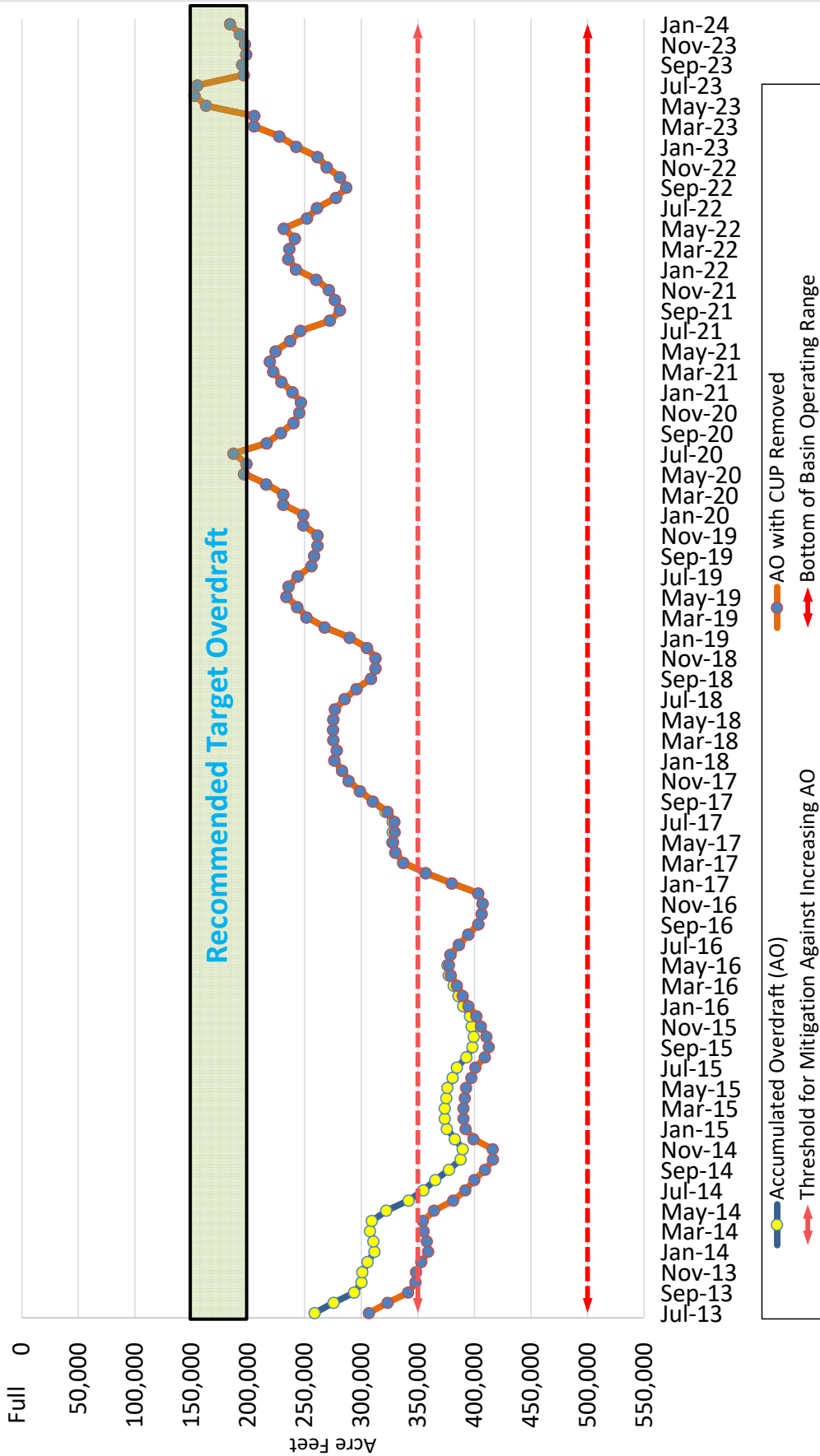








## Accumulated Overdraft of the OCWD Groundwater Basin as of January 2024



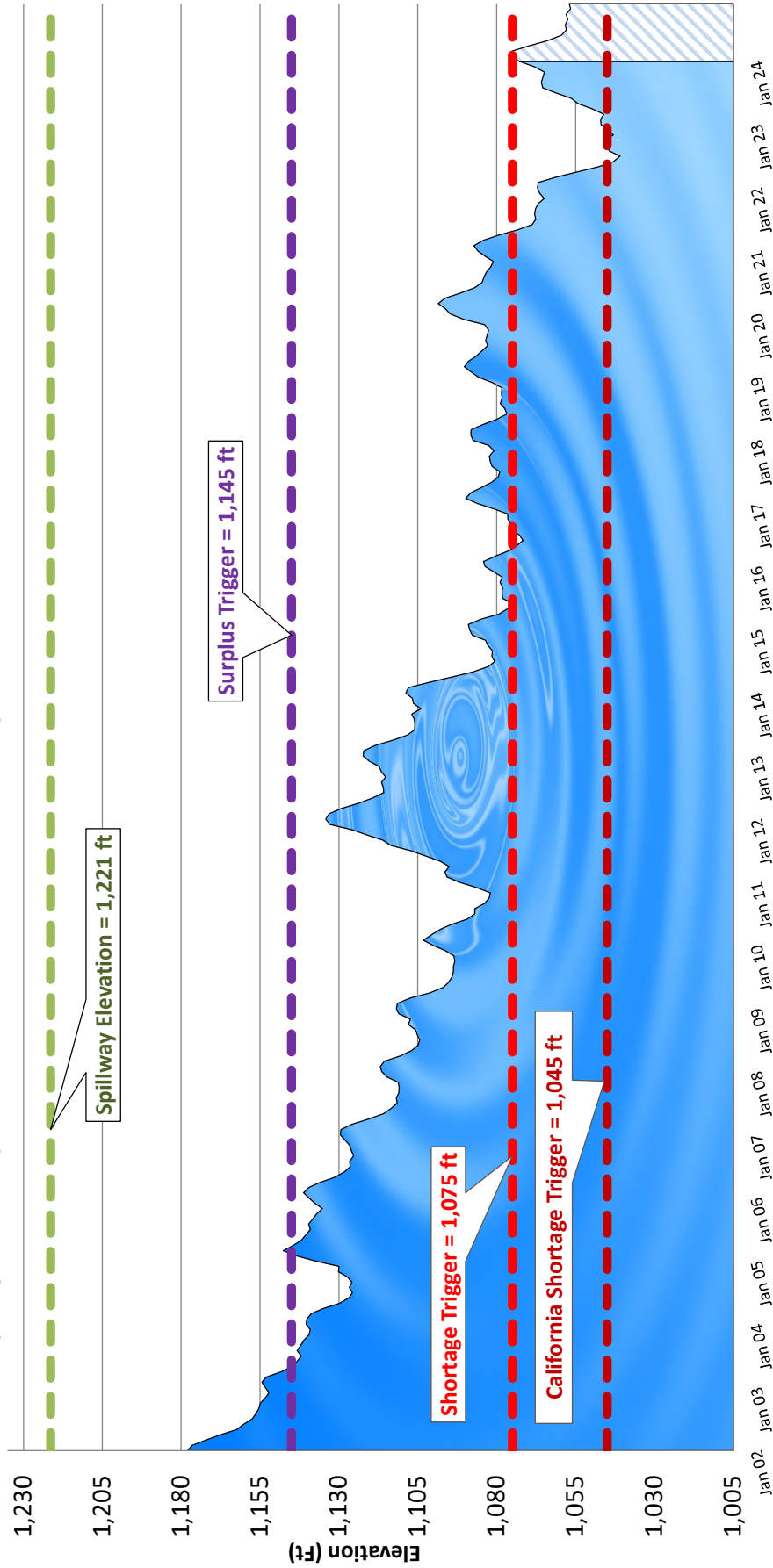
	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
AO (AF)	261,145	277,756	286,988	281,407	269,746	261,614	242,610	227,738	205,331	205,717	162,963	152,904
AO w/CUP removed (AF)	261,145	277,756	286,986	281,407	269,746	261,614	242,610	227,738	205,331	205,717	162,964	152,904
	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
AO (AF)	155,360	196,275	194,961	198,554	197,412	192,806	184,258					
AO w/CUP removed (AF)	155,360	196,275	194,961	198,554	197,412	192,806	184,258					

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





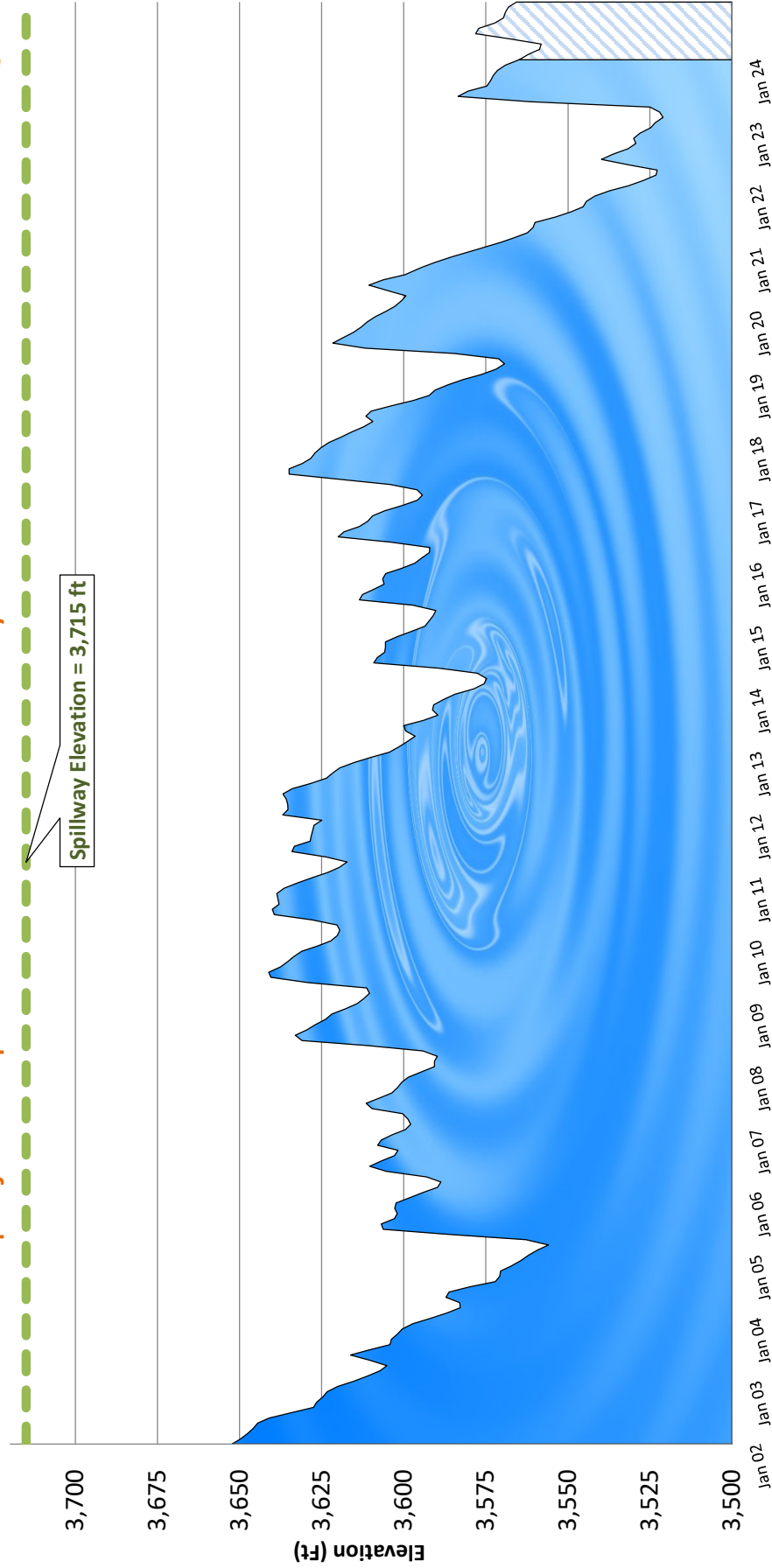
## Lake Mead Levels: Historical and Projected projection per USBR 24-Month Study





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

☒ Historical    ☐ Projected



## Lake Mead Historical Water Elevation Level

