



MAMMOTH COMMUNITY WATER DISTRICT

Post Office Box 597
Mammoth Lakes, California 93546-0597

792nd Regular Meeting of the
Mammoth Community Water District
Board of Directors

Thursday, November 17, 2022

Please Note:

Members of the public will have the opportunity to directly address the District Board of Directors concerning any item listed on the Agenda below before or during consideration of that item.

Please Note:

*Director Thompson will be participating via teleconference from the following location:
281 Ladera Lane
Kanab, UT 84741*

AGENDA

This meeting will be conducted both in-person in the District's Boardroom at 1315 Meridian Blvd., Mammoth Lakes, CA 93546 and by video/teleconference using the information provided below. The public is invited to listen, observe, and provide comments during the meeting by either method provided for below. The Board President will call for public comment on each agenda item at the appropriate time and all votes will be taken by roll call.

For members of the public interested in viewing and having the ability to comment at the public meeting via Zoom, an internet enabled computer equipped with a microphone and speaker or a mobile device with a data plan is required. Use of a webcam is optional. You also may call in to the meeting using teleconference without video. Please use the following information to join the Zoom Videoconference Meeting:

***<https://zoom.us/j/7609342596> (meeting ID: 760 934 2596) OR
Join via teleconference by dialing 1-669-900-9128, 760-934-2596#***

5:30 P.M.

Roll Call

Directors Cage, Creasy, Domaille, Smith, and Thompson

Public Forum

Any member of the public may address the Board relating to any matter within the Board's jurisdiction. This need not be related to any item on the agenda, and presentation should be limited to three (3) minutes. No formal action by the Board will be taken on these items.

Consent Agenda A

All matters listed are considered to be routine by the Board and may be enacted on by one motion. There will be no separate discussion on these items unless requested by the Board. If discussion is requested, that item will be moved and considered separately after adoption of the consent agenda.

A-1 Approve the October 2022 Check Disbursements (InCode #'s 3055 – 3171)

A-2 Approve the Minutes from the Special Board Meeting held October 20, 2022

A-3 Approve the Minutes from the Regular Board Meeting held October 20, 2022

A-4 Approve the Minutes from the Special Board Meeting held October 28, 2022

Consent Agenda B — Department Reports

All matters listed are considered to be routine by the Board and may be acted on by one motion. There will be no separate discussion on these items unless requested by the Board. If discussion is requested, that item will be moved and considered separately after adoption of the consent agenda.

B-1 Operations Department Report

B-2 Maintenance Department Report

B-3 Finance Department Report

B-4 Engineering Department Report

B-5 Information Services Report

B-6 Personnel Services Report

B-7 Regulatory Support Services Report

B-8 General Manager's Report

Current Business

C-1 Update on the District's Annual "Years of Service" Recognition Picnic

- ◆ Dave Carlson 5 Years
- ◆ Bruce Medhurst 5 Years
- ◆ Robert Gonzalez 10 Years

C-2 Discuss and Consider Waiving the Established Waiting Period for MCWD-Paid Health Insurance for Incoming Director Elizabeth (Betty) Hylton

C-3 Discuss and Consider Adopting the Updated Fiscal Year 2022 Records Retention and Disposal Schedules

C-4 Discuss and Provide Direction to Staff Regarding an Investment Strategy for Long-Term Investments

- 1) Consider Adopting an Amended Statement of Investment Policy
- 2) Consider Adopting an Amended FY23 Operating and Reserve Fund Policy

C-5 Discuss and Consider Adjusting Compensation Paid to Each Director for Each Day's Service in an Amount Not to Exceed the Statutory Limit of 5.0%, Effective January 1, 2023

C-6 Consider Adopting Resolution No. 11-17-22-15 Recognizing Robert Creasy for his Seven Years of Service to the Mammoth Community Water District Board of Directors

C-7 Consider and Possibly Approve Adjustments in Compensation and Benefits provided to the General Manager (to be considered after closed session)

Board Member's Committee Reports

Committee Meetings Held:

Technical Services Committee – November 16, 2022

Finance Committee – November 16, 2022

Directors Comments, Requests, and Reports

Attorney's Report

Closed Session

D-1 Public Employee Performance Evaluation – General Manager

Pursuant to Government Code sections 54954.5(e) and 54957

D-2 Conference with District Labor Negotiators

Pursuant to Government Code sections 54954.5(f) and 54957.6

District Negotiators: Tom Smith and Tom Cage

Direction concerning proposed terms of General Manager Employment agreement, including compensation and benefits

Adjournment

NOTE: Items listed on the agenda may be reviewed or acted upon by the Board in any order or sequence. The items are listed for identification purposes only.

The meeting will be held in the conference room at the District facility located one mile east of Old Mammoth Road on Meridian Boulevard, just off Highway 203, Mammoth Lakes, California.



MARK BUSBY
General Manager

Date of Issuance: Thursday, November 10, 2022

*Posted: MCWD Office
MCWD Website: www.mcwd.dst.ca.us
cc: Members, Board of Directors
Town of Mammoth Lakes
KMMT, KIBS, KSRW Radio*

In compliance with the Americans with Disabilities Act, if you need a disability related modification or accommodation to participate in this meeting, please call Stephanie Hake at (760) 934-2596 at least one full day before the meeting.

Documents and material relating to an open session agenda item that are provided to the Mammoth Community Water District Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at the District facility located at 1315 Meridian Boulevard, Mammoth Lakes, California.



MAMMOTH COMMUNITY WATER DISTRICT
Post Office Box 597
Mammoth Lakes, California 93546-0597

NOTICE OF A TECHNICAL SERVICES COMMITTEE MEETING

NOTICE IS HEREBY GIVEN that the Technical Services Committee of the Board of Directors of the Mammoth Community Water District will hold a **TECHNICAL SERVICES COMMITTEE MEETING** to be held **WEDNESDAY, NOVEMBER 16, 2022** at **8:00 A.M.**

Please Note:

Members of the public will have the opportunity to directly address the District Board of Directors concerning any item listed on the Agenda below before or during consideration of that item.

Please Note:

*Director Thompson will be participating via teleconference from the following location:
281 Ladera Lane
Kanab, UT 84741*

AGENDA

This meeting will be conducted both in-person in the District's Boardroom at 1315 Meridian Blvd., Mammoth Lakes, CA 93546 and by video/teleconference using the information provided below. The public is invited to listen, observe, and provide comments during the meeting by either method provided for below. The Board President will call for public comment on each agenda item at the appropriate time and all votes will be taken by roll call.

For members of the public interested in viewing and having the ability to comment at the public meeting via Zoom, an internet enabled computer equipped with a microphone and speaker or a mobile device with a data plan is required. Use of a webcam is optional. You also may call in to the meeting using teleconference without video. Please use the following information to join the Zoom Videoconference Meeting:

***<https://zoom.us/j/7609342596> (meeting ID: 760 934 2596) OR
Join via teleconference by dialing 1-669-900-9128, 760-934-2596#***

The agenda items are:

1. Review of the Operations Department Report (B-1)
2. Review of the Maintenance Department Report (B-2)
3. Review of the Engineering Department Report (B-4)
4. Review of the Information Services Report (B-5)
5. Discussion / Questions Regarding Other Department Reports
 - B-3 Finance Department Report
 - B-6 Personnel Services Report

B-8 General Manager's Report

The meeting will be held in the conference room at the District facility located one mile east of Old Mammoth Road on Meridian Boulevard, just off Highway 203, Mammoth Lakes, California.



MARK BUSBY
General Manager

Date of Issuance: Thursday, November 10, 2022

Posted: MCWD Office
MCWD Website: www.mcwd.dst.ca.us
cc: Members, Board of Directors
Town of Mammoth Lakes
KMMT, KIBS, KSRW Radio

If you are an individual with a disability and need assistance or accommodation to participate in this Board meeting at any time, please call Stephanie Hake at (760) 934-2596, ext. 321, or email Ms. Hake at: shake@mcwd.dst.ca.us.

Documents and material relating to an open session agenda item that are provided to the Mammoth Community Water District Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at the District facility located at 1315 Meridian Boulevard, Mammoth Lakes, California.



MAMMOTH COMMUNITY WATER DISTRICT
Post Office Box 597
Mammoth Lakes, California 93546-0597

NOTICE OF A FINANCE COMMITTEE MEETING

NOTICE IS HEREBY GIVEN that the Finance Committee of the Board of Directors of the Mammoth Community Water District will hold a **FINANCE COMMITTEE MEETING** on **WEDNESDAY, NOVEMBER 16, 2022** at **1:00 P.M.**

Please Note:

Members of the public will have the opportunity to directly address the District Board of Directors concerning any item listed on the Agenda below before or during consideration of that item.

AGENDA

This meeting will be conducted both in-person in the District's Boardroom at 1315 Meridian Blvd., Mammoth Lakes, CA 93546 and by video/teleconference using the information provided below. The public is invited to listen, observe, and provide comments during the meeting by either method provided for below. The Board President will call for public comment on each agenda item at the appropriate time and all votes will be taken by roll call.

For members of the public interested in viewing and having the ability to comment at the public meeting via Zoom, an internet enabled computer equipped with a microphone and speaker or a mobile device with a data plan is required. Use of a webcam is optional. You also may call in to the meeting using teleconference without video. Please use the following information to join the Zoom Videoconference Meeting:

<https://zoom.us/j/7609342596> (meeting ID: 760 934 2596) OR
Join via teleconference by dialing 1-669-900-9128, 760-934-2596#

The agenda items are:

1. Review and Approve the Board of Director Payment Requests for October 2022
2. Review and Approve the Accounts Payable Payment Vouchers for October 2022
3. Discuss and Review the October 2022 Check Register (A-1)
4. Discuss the Finance Department Report (B-3)
5. Discuss a Proposed Amendment to the Investment Strategy for Long-Term Investments (C-4)
 - 1) Consider Adopting an Amended Statement of Investment Policy
 - 2) Consider Adopting an Amended FY23 Operating and Reserve Fund Policy
6. Discussion / Questions Regarding Other Department Reports
 - B-1 Operations Department Report
 - B-2 Maintenance Department Report
 - B-4 Engineering Department Report

- B-5 Information Services Report
- B-6 Personnel Services Report
- B-8 General Manager's Report

The meeting will be held in the conference room at the District facility located one mile east of Old Mammoth Road on Meridian Boulevard, just off Highway 203, Mammoth Lakes, California.



MARK BUSBY
General Manager

Date of Issuance: Thursday, November 10, 2022

Posted: MCWD Office
MCWD Website: www.mcwd.dst.ca.us
cc: Members, Board of Directors
Town of Mammoth Lakes
KMMT, KIBS, KSRW Radio

If you are an individual with a disability and need assistance or accommodation to participate in this Board meeting at any time, please call Stephanie Hake at (760) 934-2596, ext. 321, or email Ms. Hake at: shake@mcwd.dst.ca.us.

Documents and material relating to an open session agenda item that are provided to the Mammoth Community Water District Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at the District facility located at 1315 Meridian Boulevard, Mammoth Lakes, California.

Check Register for the Month of October 2022

ERP Pro 10 Software Report

(Check #3055 - #3171)



Mammoth Community Water District, CA

Board Check Register

By Vendor Name

Payment Dates 10/1/2022 - 10/31/2022

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: 00014 - Accelerated Technology Laboratories, Inc.					
10/12/2022	3083	Lab Information System Annual Maintenance	10-210-6105		18,298.08
Vendor 00014 - Accelerated Technology Laboratories, Inc. Total:					18,298.08
Vendor: 00016 - ACWA / JPIA (HBA)					
10/26/2022	3132	Premiums	10-000-2150		610.67
10/26/2022	3132	Life Ins	10-000-2150		1.55
10/26/2022	3132	Premiums	10-000-2150		8,936.65
10/26/2022	3132	VSP	10-000-2150		122.00
10/26/2022	3132	Dental Insurance	10-000-2150		1,383.86
10/26/2022	3132	Dental Insurance	20-000-2150		1,375.71
10/26/2022	3132	Dental Insurance	30-000-2150		1,525.53
10/26/2022	3132	EAP	10-000-2150		26.18
10/26/2022	3132	EAP	20-000-2150		32.48
10/26/2022	3132	EAP	30-000-2150		34.16
10/26/2022	3132	Life Insurance - Dependent	10-000-2150		3.10
10/26/2022	3132	Life Insurance - Dependent	20-000-2150		2.98
10/26/2022	3132	Life Insurance - Dependent	30-000-2150		2.60
10/26/2022	3132	Life Insurance	10-000-2150		210.00
10/26/2022	3132	Life Insurance	20-000-2150		127.05
10/26/2022	3132	Life Insurance	30-000-2150		142.95
10/26/2022	3132	Life Insurance	10-000-2150		411.15
10/26/2022	3132	Life Insurance	20-000-2150		185.97
10/26/2022	3132	Life Insurance	30-000-2150		184.62
10/26/2022	3132	Life Insurance - Supplemental	20-000-2150		15.00
10/26/2022	3132	Life Insurance - Supplemental	30-000-2150		15.00
10/26/2022	3132	Premiums	10-000-2150		19,825.26
10/26/2022	3132	Premiums	20-000-2150		19,451.71
10/26/2022	3132	Premiums	30-000-2150		21,370.66
10/26/2022	3132	VSP	10-000-2150		292.80
10/26/2022	3132	VSP	20-000-2150		330.64
10/26/2022	3132	VSP	30-000-2150		352.56
10/26/2022	3132	Premium Adjustment	10-000-6020		-2,020.73
Vendor 00016 - ACWA / JPIA (HBA) Total:					74,952.11
Vendor: 00017 - ACWA / JPIA					
10/12/2022	3101	Workers Compensation	10-000-2165		286.10
10/12/2022	3101	Workers Compensation	20-000-2165		862.84
10/12/2022	3101	Workers Compensation	30-000-2165		821.18
10/12/2022	3101	Workers Compensation	10-000-2165		316.12
10/12/2022	3101	Workers Compensation	20-000-2165		861.69
10/12/2022	3101	Workers Compensation	30-000-2165		833.93
10/12/2022	3101	Workers Compensation	10-000-2165		295.21
10/12/2022	3101	Workers Compensation	20-000-2165		852.43
10/12/2022	3101	Workers Compensation	30-000-2165		823.74
10/12/2022	3101	Workers Compensation	10-000-2165		313.11
10/12/2022	3101	Workers Compensation	20-000-2165		859.57
10/12/2022	3101	Workers Compensation	30-000-2165		818.49
10/12/2022	3101	Workers Compensation	10-000-2165		293.69
10/12/2022	3101	Workers Compensation	20-000-2165		892.55
10/12/2022	3101	Workers Compensation	30-000-2165		828.98
10/12/2022	3101	Workers Compensation	10-000-2165		293.16
10/12/2022	3101	Workers Compensation	20-000-2165		1,212.26
10/12/2022	3101	Workers Compensation	30-000-2165		847.95
10/12/2022	3101	Workers Compensation	10-000-2165		343.12

Board Check Register

Payment Dates: 10/1/2022 - 10/31/2022

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
10/12/2022	3101	Workers Compensation	20-000-2165		874.05
10/12/2022	3101	Workers Compensation	30-000-2165		933.50
10/12/2022	3102	Auto & General Liability Policy Premium	10-000-1130		99,439.00
10/12/2022	3101	Premium Adjustment	10-000-6022		-3,381.54
Vendor 00017 - ACWA / JPIA Total:					110,521.13
Vendor: 00025 - AFLAC					
10/31/2022	DFT0000427	AFLAC	20-000-2170		27.58
10/31/2022	DFT0000427	AFLAC	20-000-2170		3.65
10/31/2022	DFT0000427	AFLAC	30-000-2170		27.57
10/31/2022	DFT0000427	AFLAC	30-000-2170		3.65
10/31/2022	DFT0000439	AFLAC	20-000-2170		27.58
10/31/2022	DFT0000439	AFLAC	20-000-2170		3.66
10/31/2022	DFT0000439	AFLAC	30-000-2170		3.64
10/31/2022	DFT0000439	AFLAC	30-000-2170		27.57
Vendor 00025 - AFLAC Total:					124.90
Vendor: 02334 - Aimee DeForge					
10/05/2022	3055	HEDW Rebate	10-100-6237		200.00
Vendor 02334 - Aimee DeForge Total:					200.00
Vendor: 00054 - Alpine Paint					
10/31/2022	3134	Paint	30-330-6150		74.56
Vendor 00054 - Alpine Paint Total:					74.56
Vendor: 00063 - American Business Machines Co.					
10/05/2022	10247	Toner	10-000-6180		15.00
10/12/2022	10253	Admin/Finance Copier Agreement	10-000-6180		856.31
10/20/2022	10258	Copier Agreement	10-000-6180		66.51
10/20/2022	10258	Ops Printer Agreement	10-000-6180		92.66
10/20/2022	10258	Toner Shipping	10-000-6180		15.00
Vendor 00063 - American Business Machines Co. Total:					1,045.48
Vendor: 00069 - Amerigas (WWTP/Lab)					
10/20/2022	3104	Propane - WWTP/Lab	30-240-6231		490.03
Vendor 00069 - Amerigas (WWTP/Lab) Total:					490.03
Vendor: 00068 - Amerigas (Offices)					
10/05/2022	3056	Propane - District Offices	10-000-6231		1,310.26
Vendor 00068 - Amerigas (Offices) Total:					1,310.26
Vendor: 02342 - Angela Lewis					
10/12/2022	10254	Postage Reimbursement	10-100-6185		7.85
Vendor 02342 - Angela Lewis Total:					7.85
Vendor: 01963 - APS Water Services Corporation					
10/31/2022	10263	Filters for Smart2Pure water System	10-210-6180		1,531.66
Vendor 01963 - APS Water Services Corporation Total:					1,531.66
Vendor: 00111 - AT&T Mobility					
10/20/2022	3105	FirstNet Service and Hardware	10-130-6105		73.95
10/20/2022	3105	FirstNet Service and Hardware	10-130-6180		252.09
Vendor 00111 - AT&T Mobility Total:					326.04
Vendor: 00123 - Babcock Laboratories, Inc.					
10/05/2022	3057	Lab Services	30-210-6111		93.71
10/05/2022	3057	Lab Services	20-210-6111		105.84
10/05/2022	3057	Lab Services	30-210-6111		152.14
10/05/2022	3057	Lab Services	30-210-6111		257.98
10/05/2022	3057	Lab Services	20-210-6111		105.84
10/20/2022	3106	Lab Services	30-210-6111		93.71
10/20/2022	3106	Lab Services	30-210-6111		93.71
10/20/2022	3106	Lab Services	20-210-6111		476.28
10/20/2022	3106	Lab Services	20-210-6111		105.84

Board Check Register

Payment Dates: 10/1/2022 - 10/31/2022

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
10/20/2022	3106	Lab Services	20-210-6111		141.12
10/20/2022	3106	Lab Services	30-210-6111		93.71
10/31/2022	3135	Lab Services	10-210-6111		52.92
10/31/2022	3135	Lab Services	30-210-6111		392.48
Vendor 00123 - Babcock Laboratories, Inc. Total:					2,165.28
Vendor: 00131 - Bartkiewicz, Kronick & Shanahan					
10/20/2022	3107	Legal Services	10-100-6140		6,465.50
Vendor 00131 - Bartkiewicz, Kronick & Shanahan Total:					6,465.50
Vendor: 02343 - Bill's Appliance Repair Eastern Sierra, Inc.					
10/20/2022	3108	Dishwasher Install - L'Abri #10	96-000-6115		204.00
Vendor 02343 - Bill's Appliance Repair Eastern Sierra, Inc. Total:					204.00
Vendor: 00169 - Borges & Mahoney, Inc.					
10/31/2022	3136	Preventive/Maintenance Kits for Chlorine	30-240-6145		321.81
10/31/2022	3136	Preventive/Maintenance Kits for Chlorine	30-240-6145		483.39
10/31/2022	3136	Preventive/Maintenance Kits for Chlorine	30-240-6145		511.45
10/31/2022	3136	Preventive/Maintenance Kits for Chlorine	30-240-6145		1,005.79
Vendor 00169 - Borges & Mahoney, Inc. Total:					2,322.44
Vendor: 02347 - Brad Williams					
10/20/2022	3109	Connection Permit Refund (CNRES 22-0035)	32-000-4100		14,402.00
10/20/2022	3109	Connection Permit Refund (CNRES 22-0035)	33-000-4100		8,559.00
Vendor 02347 - Brad Williams Total:					22,961.00
Vendor: 02344 - Burger's Restaurant					
10/18/2022	3103	Food for Company Picnic	10-100-6123		187.84
Vendor 02344 - Burger's Restaurant Total:					187.84
Vendor: 00201 - CA Tax Payment ACH					
10/12/2022	DFT0000429	CA SWT and CASDI	10-000-2210		3,009.01
10/12/2022	DFT0000429	CA SWT and CASDI	10-000-2210		539.06
10/12/2022	DFT0000429	CA SWT and CASDI	20-000-2210		507.61
10/12/2022	DFT0000429	CA SWT and CASDI	20-000-2210		1,783.20
10/12/2022	DFT0000429	CA SWT and CASDI	30-000-2210		557.74
10/12/2022	DFT0000429	CA SWT and CASDI	30-000-2210		1,995.15
10/20/2022	DFT0000431	CA SWT and CASDI	10-000-2210		50.00
10/26/2022	DFT0000441	CA SWT and CASDI	10-000-2210		471.06
10/26/2022	DFT0000441	CA SWT and CASDI	10-000-2210		2,982.47
10/26/2022	DFT0000441	CA SWT and CASDI	20-000-2210		1,687.05
10/26/2022	DFT0000441	CA SWT and CASDI	20-000-2210		483.50
10/26/2022	DFT0000441	CA SWT and CASDI	30-000-2210		1,985.33
10/26/2022	DFT0000441	CA SWT and CASDI	30-000-2210		544.42
Vendor 00201 - CA Tax Payment ACH Total:					16,595.60
Vendor: 00205 - California Broadband Cooperative					
10/12/2022	3085	Internet Service	10-130-6105		917.95
Vendor 00205 - California Broadband Cooperative Total:					917.95
Vendor: 02179 - California State Disbursement Unit					
10/12/2022	DFT0000422	Ca. Child Support	20-000-2170		50.03
10/12/2022	DFT0000422	Ca. Child Support	30-000-2170		42.27
10/26/2022	DFT0000434	Ca. Child Support	20-000-2170		46.16
10/26/2022	DFT0000434	Ca. Child Support	30-000-2170		46.14
Vendor 02179 - California State Disbursement Unit Total:					184.60
Vendor: 02042 - Carey Sokol					
10/20/2022	3110	HET Rebate	10-100-6237		100.00
Vendor 02042 - Carey Sokol Total:					100.00

Board Check Register

Payment Dates: 10/1/2022 - 10/31/2022

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: 00220 - Carmichael Business Technology					
10/12/2022	3086	12TB NAS Drives	10-130-6181		991.26
10/31/2022	3137	Cloud Backups Agreement	10-130-6105		250.00
10/31/2022	3137	Office 365 License	10-130-6105		150.00
10/31/2022	3137	Office 365 Basic License	10-130-6105		60.00
10/31/2022	3137	VOIP Agreement	10-000-6210		632.31
10/31/2022	3137	IT Agreement	10-130-6106		2,500.00
Vendor 00220 - Carmichael Business Technology Total:					4,583.57
Vendor: 00170 - Carole Schilz					
10/20/2022	3111	HEDW Rebate	10-100-6237		200.00
Vendor 00170 - Carole Schilz Total:					200.00
Vendor: 01811 - Carolyn Smith					
10/05/2022	10248	HET Rebate	10-100-6237		199.99
Vendor 01811 - Carolyn Smith Total:					199.99
Vendor: 02284 - Carpet for Your Home					
10/12/2022	3087	Carpet - Mountain Meadows	96-000-6115		3,607.44
Vendor 02284 - Carpet for Your Home Total:					3,607.44
Vendor: 02138 - Casey Lutz					
10/05/2022	3058	HET Rebate - Reissue	10-100-6237		157.99
Vendor 02138 - Casey Lutz Total:					157.99
Vendor: 02207 - Chad Phillips					
10/20/2022	3112	HET Rebate	10-100-6237		200.00
Vendor 02207 - Chad Phillips Total:					200.00
Vendor: 00281 - Chuck Villar Construction					
10/20/2022	3113	Sludge Hauling	30-240-6100		7,358.68
Vendor 00281 - Chuck Villar Construction Total:					7,358.68
Vendor: 01957 - City of Fallon					
10/31/2022	3138	Sludge Disposal	30-240-6102		2,209.22
Vendor 01957 - City of Fallon Total:					2,209.22
Vendor: 02346 - Connie Moyer					
10/20/2022	3114	HECW and HET (2) Rebates	10-100-6237		400.00
10/20/2022	3114	HECW and HET (2) Rebates	10-100-6237		400.00
Vendor 02346 - Connie Moyer Total:					800.00
Vendor: 00306 - Conriquez Cleaning					
10/05/2022	3059	Janatorial Services	10-000-6150		2,420.00
10/31/2022	3139	Janatorial Services	10-000-6150		2,420.00
Vendor 00306 - Conriquez Cleaning Total:					4,840.00
Vendor: 00316 - CPS HR Consulting					
10/31/2022	3140	Engagement Survey Reports	10-100-6123		5,100.00
Vendor 00316 - CPS HR Consulting Total:					5,100.00
Vendor: 00330 - CSDA					
10/20/2022	3115	CSDA Membership Renewal	10-100-6160		8,810.00
Vendor 00330 - CSDA Total:					8,810.00
Vendor: 00331 - Cues Inc.					
10/31/2022	10264	GraniteNet Annual Maintenance	10-130-6105		2,500.00
Vendor 00331 - Cues Inc. Total:					2,500.00
Vendor: 00416 - Dell Marketing, LP					
10/31/2022	3141	14 PCs, 2 Laptops	10-100-6181		3,215.81
10/31/2022	3141	14 PCs, 2 Laptops	10-110-6181		1,152.69
10/31/2022	3141	14 PCs, 2 Laptops	10-120-6181		4,610.76
10/31/2022	3141	14 PCs, 2 Laptops	10-210-6181		1,152.69
10/31/2022	3141	14 PCs, 2 Laptops	10-310-6181		3,215.75
10/31/2022	3141	14 PCs, 2 Laptops	10-320-6181		2,305.35
10/31/2022	3141	14 PCs, 2 Laptops	20-220-6181		1,152.69

Board Check Register

Payment Dates: 10/1/2022 - 10/31/2022

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
10/31/2022	3141	14 PCs, 2 Laptops	20-230-6181		1,152.69
Vendor 00416 - Dell Marketing, LP Total:					17,958.43
Vendor: 00439 - Dewey Pest Control					
10/12/2022	3088	Pest Control	10-000-6150		202.00
10/12/2022	3088	Pest Control - Mountain Meadows	96-000-6115		129.00
Vendor 00439 - Dewey Pest Control Total:					331.00
Vendor: 00452 - DIY Home Center					
10/05/2022	10249	Paint, Misc. HW	22-000-1301	21W03CM	27.97
10/05/2022	10249	Misc. HW	10-320-6180		68.34
10/12/2022	10255	Wrenches	10-320-6120		100.19
10/12/2022	10255	Bell Reducer	20-230-6145		5.32
10/20/2022	10259	Misc. HW	10-330-6180		2.84
10/20/2022	10259	Heat Tape for Admin. Backflow	10-330-6150		85.28
10/31/2022	10265	PVC Glue	10-310-6180		12.60
10/31/2022	10265	Misc. Supplies	10-310-6180		13.55
10/31/2022	10265	Dremel Bits	10-310-6180		17.42
10/31/2022	10265	Misc. Supplies	22-000-1301	22W02CM	29.81
10/31/2022	10265	Misc. HW	10-310-6180		3.81
10/31/2022	10265	Cleaning Supplies	10-310-6180		14.23
10/31/2022	10265	HDMI Cable	10-310-6120		11.63
10/31/2022	10265	PVC Glue	10-330-6180		12.60
10/31/2022	10265	Silicone, Electrical Cable	10-130-6181		37.06
10/31/2022	10265	Misc. Supplies	30-240-6180		43.60
10/31/2022	10265	Hand Tools	10-310-6120		61.12
10/31/2022	10265	Heat Lamps	30-240-6120		40.70
10/31/2022	10265	Caulk	20-330-6150		16.23
Vendor 00452 - DIY Home Center Total:					604.30
Vendor: 00208 - DMV Renewal					
10/31/2022	3142	PTI Service Fee - Trailer #61	20-220-6155		10.00
Vendor 00208 - DMV Renewal Total:					10.00
Vendor: 00489 - E&M Electric and Machinery, Inc.					
10/12/2022	3089	SCADA Maintenance Agreement	10-130-6105		17,105.00
10/20/2022	3116	SCADA Training	10-310-6215		375.00
10/20/2022	3116	SCADA Training	10-320-6215		750.00
10/20/2022	3116	SCADA Training	10-330-6215		750.00
10/20/2022	3116	SCADA Training	20-220-6215		375.00
10/20/2022	3116	SCADA Training	30-240-6215		750.00
Vendor 00489 - E&M Electric and Machinery, Inc. Total:					20,105.00
Vendor: 02291 - Eastern Sierra Door Company					
10/12/2022	3090	Warehouse Garage Door Repairs and New Install	10-330-6150		2,045.99
Vendor 02291 - Eastern Sierra Door Company Total:					2,045.99
Vendor: 00569 - Federal Tax Payment ACH					
10/12/2022	DFT0000428	Federal Deposit	10-000-2200		1,670.66
10/12/2022	DFT0000428	Federal Deposit	10-000-2200		7,525.37
10/12/2022	DFT0000428	Federal Deposit	20-000-2200		5,078.39
10/12/2022	DFT0000428	Federal Deposit	20-000-2200		1,348.12
10/12/2022	DFT0000428	Federal Deposit	30-000-2200		1,480.90
10/12/2022	DFT0000428	Federal Deposit	30-000-2200		5,417.55
10/20/2022	DFT0000430	Federal Deposit	10-000-2200		97.78
10/20/2022	DFT0000430	Federal Deposit	10-000-2200		418.04
10/20/2022	DFT0000430	Federal Deposit	10-000-2200		200.00
10/26/2022	DFT0000440	Federal Deposit	10-000-2200		1,587.94
10/26/2022	DFT0000440	Federal Deposit	10-000-2200		7,558.41
10/26/2022	DFT0000440	Federal Deposit	20-000-2200		4,843.55
10/26/2022	DFT0000440	Federal Deposit	20-000-2200		1,299.30
10/26/2022	DFT0000440	Federal Deposit	30-000-2200		1,460.28

Board Check Register

Payment Dates: 10/1/2022 - 10/31/2022

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
10/26/2022	DFT0000440	Federal Deposit	30-000-2200		5,322.57
Vendor 00569 - Federal Tax Payment ACH Total:					45,308.86
Vendor: 00571 - FedEx Freight					
10/05/2022	3060	Freight for Meter Testing	20-320-6145		664.48
Vendor 00571 - FedEx Freight Total:					664.48
Vendor: 00608 - Frontier					
10/05/2022	3061	Land Lines	10-000-6210		189.89
10/31/2022	3143	Internet Service - GWTP 1 and 2	10-130-6105		114.98
10/31/2022	3143	Land Line	10-000-6210		86.88
10/31/2022	3143	Land Lines	10-000-6210		187.26
Vendor 00608 - Frontier Total:					579.01
Vendor: 02246 - Garcia's Maintenance					
10/31/2022	3166	Landscaping - MCWD Campus	10-000-6150		300.00
10/31/2022	3166	Landscaping - GWTP 1	10-000-6150		240.00
10/31/2022	3166	Landscaping - GWTP 2	10-000-6150		240.00
10/31/2022	3166	Landscaping - TOML Gateway	10-000-6150		240.00
Vendor 02246 - Garcia's Maintenance Total:					1,020.00
Vendor: 00662 - Grainger, Inc.					
10/05/2022	3062	Trash Bags, Paper Supplies	10-000-6180		720.20
10/05/2022	3062	Safety Cable	10-310-6120		90.21
10/20/2022	3117	Paper Products, Gloves, Safety Glasses	10-000-1200		283.81
10/20/2022	3117	Paper Products, Gloves, Safety Glasses	10-000-6180		237.96
10/31/2022	3144	Paper Products	10-000-6180		126.59
10/31/2022	3167	Ear Plugs	10-310-6180		21.67
Vendor 00662 - Grainger, Inc. Total:					1,480.44
Vendor: 00684 - Haaker Equipment Company					
10/05/2022	10250	360 Inspection and Annual Service - #51	10-320-6155		3,297.81
10/05/2022	10250	360 Inspection and Annual Service - #77	10-310-6155		3,377.77
10/05/2022	10250	360 Inspection and Annual Service - #77	10-310-6155		500.00
10/05/2022	10250	360 Inspection and Annual Service - #77	10-320-6155		500.00
10/31/2022	10266	Hydro excavation trigger assembly	10-310-6145		555.15
Vendor 00684 - Haaker Equipment Company Total:					8,230.73
Vendor: 00685 - Hach Company					
10/05/2022	3063	Lab Supplies	30-210-6180		216.18
10/05/2022	3063	Lab Supplies	30-210-6180		178.56
10/20/2022	3118	Flow-Dar Meters	30-240-6145		20,176.42
10/31/2022	3145	Lab Supplies	30-210-6180		42.85
Vendor 00685 - Hach Company Total:					20,614.01
Vendor: 00705 - High Country Lumber, Inc.					
10/05/2022	3064	Misc. HW	22-000-1301	21W03CM	9.26
10/31/2022	3146	Cement	20-310-6145		19.01
10/31/2022	3146	Spray Foam	10-330-6180		8.01
10/31/2022	3168	Snow Shovels, Ice Melt	10-000-1200		414.73
10/31/2022	3168	Snow Shovels, Ice Melt	10-000-6180		286.94
Vendor 00705 - High Country Lumber, Inc. Total:					737.95
Vendor: 00725 - Infosend, Inc.					
10/31/2022	10267	Recruitment Brochure	10-110-6190		2,404.65
10/31/2022	10267	UB Statement Processing	10-120-6100		1,950.90
Vendor 00725 - Infosend, Inc. Total:					4,355.55

Board Check Register

Payment Dates: 10/1/2022 - 10/31/2022

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: 00724 - In-Situ, Inc.					
10/05/2022	3065	Level Troll Transducer and Cable Repair	20-220-6145		1,291.34
10/05/2022	3065	Level Troll Transducer and Cable Repair	20-220-6145		210.11
10/05/2022	3065	Level Troll Transducer and Cable Repair	20-220-6145		144.89
Vendor 00724 - In-Situ, Inc. Total:					1,646.34
Vendor: 00728 - International Union of Operating Engineers					
10/12/2022	3091	Union Dues	10-000-2170		66.00
10/12/2022	3091	Union Dues	20-000-2170		166.04
10/12/2022	3091	Union Dues	30-000-2170		163.96
Vendor 00728 - International Union of Operating Engineers Total:					396.00
Vendor: 00739 - iWater, Inc.					
10/05/2022	3066	InfraMap Annual Maintenance	10-130-6105		6,500.00
Vendor 00739 - iWater, Inc. Total:					6,500.00
Vendor: 02274 - Jeff Warwick					
10/05/2022	3067	HECW Rebate	10-100-6237		400.00
Vendor 02274 - Jeff Warwick Total:					400.00
Vendor: 02335 - Karen Arata					
10/05/2022	3068	HET Rebate	10-100-6237		200.00
Vendor 02335 - Karen Arata Total:					200.00
Vendor: 00960 - Keller America, Inc.					
10/20/2022	10260	MicroLevel and Drying Assembly	22-000-1301	21W03CM	1,878.50
Vendor 00960 - Keller America, Inc. Total:					1,878.50
Vendor: 00993 - KIBS-FM					
10/12/2022	10256	Advertising	10-100-6190		350.00
Vendor 00993 - KIBS-FM Total:					350.00
Vendor: 01003 - KMMT-FM					
10/12/2022	3092	Advertising	10-100-6190		500.00
Vendor 01003 - KMMT-FM Total:					500.00
Vendor: 01018 - L'Abri H.O.A.					
10/31/2022	3147	HOA Dues - Units 6, 9, 11	96-000-6115		1,050.00
Vendor 01018 - L'Abri H.O.A. Total:					1,050.00
Vendor: 01054 - Liebert Cassidy Whitmore					
10/31/2022	3148	Legal Services	10-110-6140		3,807.00
10/31/2022	3148	Legal Services - Personnel Rules Review	10-110-6140		42.50
10/31/2022	3148	Legal Services - Benefits	10-110-6140		365.00
Vendor 01054 - Liebert Cassidy Whitmore Total:					4,214.50
Vendor: 00052 - Linde Gas & Equipment, Inc.					
10/05/2022	3069	Welding Supplies	10-000-6180		62.50
10/05/2022	3069	Welding Supplies	10-000-6180		50.00
10/05/2022	3069	Welding Supplies	10-000-6180		50.00
Vendor 00052 - Linde Gas & Equipment, Inc. Total:					162.50
Vendor: 01099 - Mammoth Disposal					
10/05/2022	3070	Trash Service	10-000-6100		1,505.50
10/05/2022	3070	Recycling Service	10-000-6100		126.00
10/05/2022	3070	Recycling Service	10-000-6100		120.00
Vendor 01099 - Mammoth Disposal Total:					1,751.50
Vendor: 01106 - Mammoth Lock & Key					
10/20/2022	3119	Padlocks and Re-Keying	10-000-6150		899.08
Vendor 01106 - Mammoth Lock & Key Total:					899.08

Board Check Register

Payment Dates: 10/1/2022 - 10/31/2022

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: 01112 - Mammoth Ready Mix					
10/31/2022	3149	Construction Material	22-000-1301	22W02CM	591.88
Vendor 01112 - Mammoth Ready Mix Total:					591.88
Vendor: 02345 - Marc Vento					
10/20/2022	3120	HEDW Rebate	10-100-6237		200.00
Vendor 02345 - Marc Vento Total:					200.00
Vendor: 02339 - Mary Lange					
10/05/2022	3071	HET Rebate	10-100-6237		200.00
Vendor 02339 - Mary Lange Total:					200.00
Vendor: 01183 - McMaster-Carr Supply Co.					
10/20/2022	3121	Credit for Returned Merchandise	10-310-6120		-138.52
10/20/2022	3121	Digital Test Pressure Gauge	10-320-6120		678.94
Vendor 01183 - McMaster-Carr Supply Co. Total:					540.42
Vendor: 01220 - Michelle Lint					
10/20/2022	3122	HET Rebate	10-100-6237		100.00
Vendor 01220 - Michelle Lint Total:					100.00
Vendor: 01240 - Mission Linen Supply					
10/05/2022	3072	Linen and Uniform Service	10-000-6180		855.99
10/05/2022	3072	Linen and Uniform Service	10-000-6180		44.00
Vendor 01240 - Mission Linen Supply Total:					899.99
Vendor: 01254 - Mono County Department of Public Works					
10/20/2022	3123	Waste Dumping Fees	10-000-6100		240.05
Vendor 01254 - Mono County Department of Public Works Total:					240.05
Vendor: 01262 - Mountain Meadows HOA					
10/31/2022	3150	HOA Dues - #11	96-000-6115		475.00
Vendor 01262 - Mountain Meadows HOA Total:					475.00
Vendor: 01268 - Municipal Diving					
10/20/2022	3124	Tank Cleaning and Inspections - T5, T6, LM	20-320-6100		19,098.35
Vendor 01268 - Municipal Diving Total:					19,098.35
Vendor: 02061 - Nor-Cal Pipeline Services					
10/31/2022	3151	Sewer Rehab FY23	23-000-1301	22WW01CS	191,425.00
10/31/2022	3151	Sewer Rehab FY23	23-000-1301	22WW01CS	27,807.50
10/31/2022	3151	Sewer Rehab FY23	23-000-1301	22WW01CS	3,566.08
Vendor 02061 - Nor-Cal Pipeline Services Total:					222,798.58
Vendor: 00609 - Orion					
10/12/2022	DFT0000420	457B EE Contribution	10-000-2161		8,422.86
10/12/2022	DFT0000420	457B EE Contribution	20-000-2161		4,008.87
10/12/2022	DFT0000420	457B EE Contribution	30-000-2161		3,817.25
10/12/2022	DFT0000421	457b EE Contribution	10-000-2161		732.44
10/12/2022	DFT0000421	457b EE Contribution	20-000-2161		1,307.04
10/12/2022	DFT0000421	457b EE Contribution	30-000-2161		1,964.86
10/12/2022	DFT0000426	401A/457 ER	10-000-2160		1,114.00
10/12/2022	DFT0000426	401A/457 ER	10-000-2160		11,498.18
10/12/2022	DFT0000426	401A/457 ER	20-000-2160		9,225.64
10/12/2022	DFT0000426	401A/457 ER	20-000-2160		914.24
10/12/2022	DFT0000426	401A/457 ER	30-000-2160		10,144.64
10/12/2022	DFT0000426	401A/457 ER	30-000-2160		1,005.82
10/26/2022	DFT0000432	457B EE Contribution	10-000-2161		3,581.32
10/26/2022	DFT0000432	457B EE Contribution	20-000-2161		4,008.92
10/26/2022	DFT0000432	457B EE Contribution	30-000-2161		3,817.20
10/26/2022	DFT0000433	457b EE Contribution	10-000-2161		732.44
10/26/2022	DFT0000433	457b EE Contribution	20-000-2161		1,239.94
10/26/2022	DFT0000433	457b EE Contribution	30-000-2161		1,885.48
10/26/2022	DFT0000438	401A/457 ER	10-000-2160		929.08
10/26/2022	DFT0000438	401A/457 ER	10-000-2160		10,909.34

Board Check Register

Payment Dates: 10/1/2022 - 10/31/2022

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
10/26/2022	DFT0000438	401A/457 ER	20-000-2160		8,899.73
10/26/2022	DFT0000438	401A/457 ER	20-000-2160		881.64
10/26/2022	DFT0000438	401A/457 ER	30-000-2160		10,013.50
10/26/2022	DFT0000438	401A/457 ER	30-000-2160		992.73
Vendor 00609 - Orion Total:					102,047.16
Vendor: 02230 - Park Consulting Group, Inc.					
10/05/2022	10251	EnerGov Consulting	21-000-1301	21A01MS	218.75
Vendor 02230 - Park Consulting Group, Inc. Total:					218.75
Vendor: 01785 - Pilot Thomas Logistics					
10/12/2022	10257	Diesel for Generators	20-230-6126		742.60
10/12/2022	10257	Diesel for Generators	30-240-6126		742.61
Vendor 01785 - Pilot Thomas Logistics Total:					1,485.21
Vendor: 02085 - Precision Balance Specialist					
10/20/2022	3125	Scale Calibration and Maintenance	10-210-6100		721.00
Vendor 02085 - Precision Balance Specialist Total:					721.00
Vendor: 01405 - Purcell Tire					
10/31/2022	3152	Re-Tread Tire for End Dump Trailer	30-240-6155		194.90
Vendor 01405 - Purcell Tire Total:					194.90
Vendor: 01438 - Rich Environmental Service					
10/05/2022	3073	Tanks Inspections - August	10-000-6100		100.00
10/05/2022	3073	Tanks Inspections - September	10-000-6100		100.00
10/31/2022	3153	Tank Inspections	10-000-6100		100.00
Vendor 01438 - Rich Environmental Service Total:					300.00
Vendor: 02341 - Scott Lundy					
10/05/2022	3074	HET, HECW, HEDW Rebates	10-100-6237		200.00
10/05/2022	3074	HET, HECW, HEDW Rebates	10-100-6237		200.00
10/05/2022	3074	HET, HECW, HEDW Rebates	10-100-6237		400.00
Vendor 02341 - Scott Lundy Total:					800.00
Vendor: 02350 - Sean Robison					
10/31/2022	3169	Cadestral Training	10-400-6215		1,000.00
Vendor 02350 - Sean Robison Total:					1,000.00
Vendor: 01608 - Shred Pro, Inc.					
10/20/2022	3126	Document Shredding	10-000-6100		68.00
Vendor 01608 - Shred Pro, Inc. Total:					68.00
Vendor: 02349 - Sierra Escrow					
10/31/2022	3154	Deposit - Escrow #1000418 - 165 OMR, #101	96-000-1304		9,870.00
Vendor 02349 - Sierra Escrow Total:					9,870.00
Vendor: 02338 - Sierra Manors HOA					
10/05/2022	3075	Turf Replacement Rebate	10-100-6237		9,266.00
Vendor 02338 - Sierra Manors HOA Total:					9,266.00
Vendor: 01629 - Silver State International					
10/05/2022	3076	950 Loader Chains	10-310-6155		7,098.44
Vendor 01629 - Silver State International Total:					7,098.44
Vendor: 01639 - Snowcreek Athletic Club					
10/31/2022	3155	Snowcreek Dues	10-000-2170		274.00
10/31/2022	3155	Snowcreek Dues	20-000-2170		115.51
10/31/2022	3155	Snowcreek Dues	30-000-2170		115.49
Vendor 01639 - Snowcreek Athletic Club Total:					505.00
Vendor: 01650 - Southern California Edison - District					
10/12/2022	3093	Electricity - September	10-000-6230		3,041.80
10/12/2022	3093	Electricity - September	20-220-6230		34,658.23
10/12/2022	3093	Electricity - September	20-230-6230		220.04
10/12/2022	3093	Electricity - September	30-240-6230		1,763.84

Board Check Register

Payment Dates: 10/1/2022 - 10/31/2022

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
10/12/2022	3093	Electricity - July	10-000-6230		2,791.45
10/12/2022	3093	Electricity - July	20-220-6230		13,062.03
10/12/2022	3093	Electricity - July	20-230-6230		262.74
10/12/2022	3093	Electricity - July	30-240-6230		1,816.30
10/12/2022	3093	Electricity - August	10-000-6230		2,864.64
10/12/2022	3093	Electricity - August	20-220-6230		14,214.84
10/12/2022	3093	Electricity - August	20-230-6230		204.15
10/12/2022	3093	Electricity - August	30-240-6230		1,743.48
10/12/2022	3093	Electricity - Well 17 - May/June	20-220-6230		1,133.27
10/31/2022	3156	Electricity	10-000-6230		2,778.42
10/31/2022	3156	Electricity	20-220-6230		41,580.33
10/31/2022	3156	Electricity	20-230-6230		32,231.84
10/31/2022	3156	Electricity	30-240-6230		1,209.35
Vendor 01650 - Southern California Edison - District Total:					155,576.75

Vendor: 01648 - Southern California Edison - WWTP

10/12/2022	3094	Electricity - WWTP - 12 Months	30-240-6230		88,708.95
10/31/2022	3157	Electricity	30-240-6230		4,088.42
Vendor 01648 - Southern California Edison - WWTP Total:					92,797.37

Vendor: 01662 - Standard Insurance Company

10/26/2022	DFT0000442	Premium Adjustment	10-000-6020		15.22
10/31/2022	DFT0000423	Disability - Long Term	10-000-2150		327.66
10/31/2022	DFT0000423	Disability - Long Term	20-000-2150		263.18
10/31/2022	DFT0000423	Disability - Long Term	30-000-2150		288.90
10/31/2022	DFT0000424	Disability - Short Term	10-000-2150		45.99
10/31/2022	DFT0000424	Disability - Short Term	20-000-2150		37.12
10/31/2022	DFT0000424	Disability - Short Term	30-000-2150		40.36
10/31/2022	DFT0000435	Disability - Long Term	10-000-2150		310.88
10/31/2022	DFT0000435	Disability - Long Term	20-000-2150		253.91
10/31/2022	DFT0000435	Disability - Long Term	30-000-2150		285.15
10/31/2022	DFT0000436	Disability - Short Term	10-000-2150		43.63
10/31/2022	DFT0000436	Disability - Short Term	20-000-2150		35.81
10/31/2022	DFT0000436	Disability - Short Term	30-000-2150		39.83
Vendor 01662 - Standard Insurance Company Total:					1,987.64

Vendor: 02005 - State of California Franchise Tax Board

10/12/2022	3095	Case No. 550198169	10-000-2170		100.00
10/31/2022	3158	Case No. 550198169	10-000-2170		100.00
Vendor 02005 - State of California Franchise Tax Board Total:					200.00

Vendor: 01669 - Stephanie Hake

10/20/2022	10261	Kitchen and Picnic Supplies	10-100-6180		499.46
Vendor 01669 - Stephanie Hake Total:					499.46

Vendor: 01678 - Sterling Health Service Administration

10/12/2022	DFT0000425	HSA	10-000-2151		303.95
10/26/2022	DFT0000437	HSA	10-000-2151		303.95
Vendor 01678 - Sterling Health Service Administration Total:					607.90

Vendor: 01701 - Steve's Auto & Truck Parts

10/12/2022	3096	Tow Lights, Coupler	10-100-6123		96.64
10/20/2022	3127	Oil Changes - #2, #63, #69	10-000-6155		29.41
10/20/2022	3127	Oil Changes - #2, #63, #69	10-400-6155		29.41
10/20/2022	3127	Oil Changes - #2, #63, #69	20-220-6155		29.41
10/31/2022	3159	Oil Filter	10-400-6155		5.32
10/31/2022	3159	Fuse	10-310-6155		4.16
10/31/2022	3159	Fuses	10-310-6155		1.72
Vendor 01701 - Steve's Auto & Truck Parts Total:					196.07

Vendor: 01729 - SWRCB - ELAP Fees

10/20/2022	3128	ELAP Renewal Application Fee	30-200-6205		4,250.00
Vendor 01729 - SWRCB - ELAP Fees Total:					4,250.00

Board Check Register

Payment Dates: 10/1/2022 - 10/31/2022

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: 01730 - SWRCB - Permit Fees					
10/31/2022	3160	Recycled Water Review	30-200-6205		15,580.00
Vendor 01730 - SWRCB - Permit Fees Total:					15,580.00
Vendor: 01731 - SWRCB-DWOCP					
10/12/2022	3097	DR Cert Fee - English	20-320-6160		130.00
10/31/2022	3161	D3 Exam - J. Ruiz	10-310-6160		100.00
Vendor 01731 - SWRCB-DWOCP Total:					230.00
Vendor: 01740 - Tamarack HOA					
10/05/2022	3077	HOA Dues - TAM2	96-000-6115		475.00
10/31/2022	3162	HOA Dues	96-000-6115		475.00
Vendor 01740 - Tamarack HOA Total:					950.00
Vendor: 01744 - Teaman Ramirez & Smith, Inc.					
10/31/2022	3163	FY 21-22 Annual Audit	10-120-6110		21,964.00
Vendor 01744 - Teaman Ramirez & Smith, Inc. Total:					21,964.00
Vendor: 01762 - Tesco Controls, Inc.					
10/05/2022	3078	Well 32 Electrical Controls Progress Payment 2	22-000-1301	21W03CE	7,500.00
10/05/2022	3078	Spare L2000	20-230-6145		3,297.15
Vendor 01762 - Tesco Controls, Inc. Total:					10,797.15
Vendor: 01763 - Thatcher Company, Inc					
10/05/2022	3079	Chemicals for Groundwater Treatment Plants 1 and 2	20-220-6179		8,433.48
10/05/2022	3079	Chemicals for Groundwater Treatment Plants 1 and 2	20-220-6179		6,839.53
10/31/2022	3164	Chemicals for GWTP 2	20-220-6179		8,181.71
10/31/2022	3164	Chemicals for GWTP 1	20-220-6179		757.42
10/31/2022	3164	Chemicals for GWTP 1	20-220-6179		8,258.89
Vendor 01763 - Thatcher Company, Inc Total:					32,471.03
Vendor: 01770 - The Sheet					
10/12/2022	3098	Advertising	10-100-6190		888.00
Vendor 01770 - The Sheet Total:					888.00
Vendor: 01772 - The Window Fair					
10/20/2022	3129	Window Shade for Board Room	10-100-6150		610.94
Vendor 01772 - The Window Fair Total:					610.94
Vendor: 01792 - Timberline HOA					
10/31/2022	3165	HOA Dues - Unit 11	96-000-6115		560.00
Vendor 01792 - Timberline HOA Total:					560.00
Vendor: 01808 - Tom Cage					
10/31/2022	10268	Picnic Food and Supplies	10-100-6123		382.47
Vendor 01808 - Tom Cage Total:					382.47
Vendor: 01828 - Tyler Technologies, Inc.					
10/12/2022	3099	Payment Portal Transaction Fees - Q2	10-120-6108		1,889.00
10/12/2022	3099	Leak Alert SMS Charges - Q2	10-100-6237		6.30
Vendor 01828 - Tyler Technologies, Inc. Total:					1,895.30
Vendor: 02300 - Unified Field Services Corporation					
10/31/2022	3170	T4 Interior and Exterior Rehabilitation	22-000-1301	22W06CS	212,544.46
Vendor 02300 - Unified Field Services Corporation Total:					212,544.46
Vendor: 01840 - USA Blue Book					
10/31/2022	10269	Lab Supplies	30-310-6180		355.04
Vendor 01840 - USA Blue Book Total:					355.04
Vendor: 01856 - Verizon Wireless - Data Collectors					
10/20/2022	3130	Data Plans for Meter Data Collectors	10-320-6210		121.08
Vendor 01856 - Verizon Wireless - Data Collectors Total:					121.08

Board Check Register

Payment Dates: 10/1/2022 - 10/31/2022

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: 01854 - Verizon Wireless					
10/05/2022	3081	Cell Phone/iPad Equipment and Data Plans	10-000-6210		31.12
10/05/2022	3081	Cell Phone/iPad Equipment and Data Plans	10-100-6210		130.81
10/05/2022	3081	Cell Phone/iPad Equipment and Data Plans	10-130-6210		125.86
10/05/2022	3081	Cell Phone/iPad Equipment and Data Plans	10-300-6210		42.26
10/05/2022	3081	Cell Phone/iPad Equipment and Data Plans	10-310-6210		73.93
10/05/2022	3081	Cell Phone/iPad Equipment and Data Plans	10-320-6210		60.18
10/05/2022	3081	Cell Phone/iPad Equipment and Data Plans	10-330-6210		49.73
10/05/2022	3081	Cell Phone/iPad Equipment and Data Plans	10-400-6210		106.20
10/05/2022	3081	Cell Phone/iPad Equipment and Data Plans	20-220-6210		26.42
10/05/2022	3081	Cell Phone/iPad Equipment and Data Plans	20-230-6210		26.42
10/05/2022	3081	Cell Phone/iPad Equipment and Data Plans	30-240-6210		28.70
10/31/2022	3171	Cell Phone/iPad Equipment and Data Plans	10-000-6210		31.07
10/31/2022	3171	Cell Phone/iPad Equipment and Data Plans	10-100-6210		95.54
10/31/2022	3171	Cell Phone/iPad Equipment and Data Plans	10-130-6210		161.08
10/31/2022	3171	Cell Phone/iPad Equipment and Data Plans	10-300-6210		42.21
10/31/2022	3171	Cell Phone/iPad Equipment and Data Plans	10-310-6210		73.53
10/31/2022	3171	Cell Phone/iPad Equipment and Data Plans	10-320-6210		60.08
10/31/2022	3171	Cell Phone/iPad Equipment and Data Plans	10-330-6210		49.73
10/31/2022	3171	Cell Phone/iPad Equipment and Data Plans	10-400-6210		106.14
10/31/2022	3171	Cell Phone/iPad Equipment and Data Plans	20-220-6210		19.25
10/31/2022	3171	Cell Phone/iPad Equipment and Data Plans	20-230-6210		19.25
10/31/2022	3171	Cell Phone/iPad Equipment and Data Plans	30-240-6210		43.05
Vendor 01854 - Verizon Wireless Total:					1,402.56
Vendor: 01877 - VWR International					
10/05/2022	3082	Lab Supplies	30-210-6180		190.33
Vendor 01877 - VWR International Total:					190.33
Vendor: 01884 - Watersmart Software, Inc.					
10/12/2022	3100	WaterSmart Annual Maintenance	10-130-6105		11,068.38
Vendor 01884 - Watersmart Software, Inc. Total:					11,068.38
Vendor: 01890 - Wells Fargo VISA					
10/17/2022	DFT0000443	76 STATION	10-210-6220		50.92
10/17/2022	DFT0000443	ATT	10-200-6210		35.00
10/17/2022	DFT0000443	AWWA	10-100-6160		285.00
10/17/2022	DFT0000443	AWWA	10-400-6215		285.00
10/17/2022	DFT0000443	BURGER KING	20-310-6220		13.12
10/17/2022	DFT0000443	BURGERS	10-100-6123		83.18
10/17/2022	DFT0000443	BURGERS	10-100-6215		28.50
10/17/2022	DFT0000443	CALPELRA	10-100-6215		1,130.00

Board Check Register

Payment Dates: 10/1/2022 - 10/31/2022

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
10/17/2022	DFT0000443	CAPPO	10-120-6215		625.00
10/17/2022	DFT0000443	CELADON	10-100-6220		580.57
10/17/2022	DFT0000443	CHEVRON	10-100-6220		44.71
10/17/2022	DFT0000443	CHEVRON	10-100-6220		74.09
10/17/2022	DFT0000443	CHEVRON	20-310-6220		59.98
10/17/2022	DFT0000443	COMP XP	10-330-6181		114.95
10/17/2022	DFT0000443	CREATIVE IMAGE	30-240-6124		34.48
10/17/2022	DFT0000443	ACE HARDWARE	22-000-1301	21W03CM	-85.00
10/17/2022	DFT0000443	CWEA	20-220-6160		153.50
10/17/2022	DFT0000443	CWEA	20-230-6160		153.50
10/17/2022	DFT0000443	CWEA	30-210-6160		202.00
10/17/2022	DFT0000443	DAIRY QUEEN	10-100-6220		10.91
10/17/2022	DFT0000443	DEL TACO	20-310-6220		10.76
10/17/2022	DFT0000443	DESIGNS UNLIMITED	10-320-6124		600.47
10/17/2022	DFT0000443	DIRECTV	10-000-6123		128.99
10/17/2022	DFT0000443	DIY	10-100-6180		11.06
10/17/2022	DFT0000443	DUNGAREES	10-320-6124		323.20
10/17/2022	DFT0000443	ELECTRICIAN SHOP	10-330-6120		1,764.48
10/17/2022	DFT0000443	ELIXIR	10-110-6200		600.00
10/17/2022	DFT0000443	EMBASSY SUITES	10-100-6220		911.28
10/17/2022	DFT0000443	ADOBE	10-100-6105		19.99
10/17/2022	DFT0000443	ADOBE	10-100-6105		14.99
10/17/2022	DFT0000443	ADOBE	10-120-6105		14.99
10/17/2022	DFT0000443	ADOBE	10-210-6105		12.99
10/17/2022	DFT0000443	ADOBE	30-240-6105		12.99
10/17/2022	DFT0000443	ES AUTO GLASS	10-000-6155		60.00
10/17/2022	DFT0000443	ES AUTO GLASS	10-200-6155		60.00
10/17/2022	DFT0000443	FAIRFIELD INN	20-310-6220		412.42
10/17/2022	DFT0000443	FAIRFIELD INN	20-310-6220		437.76
10/17/2022	DFT0000443	FAIRFIELD INN	20-320-6220		437.76
10/17/2022	DFT0000443	FINDHOTEL	10-110-6220		431.90
10/17/2022	DFT0000443	GFOA	10-120-6215		135.00
10/17/2022	DFT0000443	GIH	10-000-6150		2,029.37
10/17/2022	DFT0000443	GIH	10-000-6150		1,805.19
10/17/2022	DFT0000443	GIOVANNIS	10-100-6215		32.20
10/17/2022	DFT0000443	GOLDEN GATE	10-210-6220		41.17
10/17/2022	DFT0000443	GOOD LIFE	10-120-6123		73.00
10/17/2022	DFT0000443	GOOD LIFE	10-300-6123		154.31
10/17/2022	DFT0000443	GROCERY OUTLET	10-100-6180		13.33
10/17/2022	DFT0000443	GROCERY OUTLET	10-200-6123		16.35
10/17/2022	DFT0000443	GSR	30-320-6220		25.00
10/17/2022	DFT0000443	AMAZON	10-000-1200		38.28
10/17/2022	DFT0000443	AMAZON	10-000-6180		42.00
10/17/2022	DFT0000443	AMAZON	10-000-6180		217.36
10/17/2022	DFT0000443	AMAZON	10-000-6185		16.15
10/17/2022	DFT0000443	AMAZON	10-100-6180		9.64
10/17/2022	DFT0000443	AMAZON	10-400-6120		38.78
10/17/2022	DFT0000443	GSR RIM	30-320-6220		54.22
10/17/2022	DFT0000443	HILL BROTHERS	20-220-6179		264.46
10/17/2022	DFT0000443	HILL BROTHERS	20-230-6179		264.46
10/17/2022	DFT0000443	IN N OUT BURGER	20-310-6220		9.05
10/17/2022	DFT0000443	IN N OUT BURGER	20-310-6220		9.05
10/17/2022	DFT0000443	IN N OUT BURGER	20-310-6220		9.64
10/17/2022	DFT0000443	JPIA	10-110-6215		225.00
10/17/2022	DFT0000443	KEEN INC	10-330-6123		-126.02
10/17/2022	DFT0000443	LOONEY BEAN	10-000-6180		27.50
10/17/2022	DFT0000443	MAMMOTH PET SHOP	30-210-6120		19.64
10/17/2022	DFT0000443	MAVERIK	10-100-6220		38.26
10/17/2022	DFT0000443	MCDONALD'S	10-210-6220		10.96
10/17/2022	DFT0000443	MCDONALD'S	20-310-6220		16.36

Board Check Register

Payment Dates: 10/1/2022 - 10/31/2022

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
10/17/2022	DFT0000443	MCDONALD'S	20-310-6220		15.45
10/17/2022	DFT0000443	MINDEN MEAT & DELI	30-320-6220		15.13
10/17/2022	DFT0000443	APPLE.COM	10-100-6210		0.99
10/17/2022	DFT0000443	APPLE.COM	10-110-6181		358.50
10/17/2022	DFT0000443	MITCH'S CERTIFIED	10-100-6215		1,300.00
10/17/2022	DFT0000443	MITCH'S CERTIFIED	10-400-6215		1,300.00
10/17/2022	DFT0000443	MOUNT-IT.COM	10-110-6120		213.35
10/17/2022	DFT0000443	NAGA THAI BISTRO	10-210-6220		21.85
10/17/2022	DFT0000443	NIK-N-WILLIES	10-200-6123		558.46
10/17/2022	DFT0000443	OWPSACSTATE	30-240-6215		50.00
10/17/2022	DFT0000443	OWPSACSTATE	30-320-6215		165.53
10/17/2022	DFT0000443	PAIUTE GAS	20-310-6220		72.14
10/17/2022	DFT0000443	PANDA EXPRESS	20-310-6220		16.53
10/17/2022	DFT0000443	PANDA EXPRESS	20-320-6220		12.72
10/17/2022	DFT0000443	PEGS	30-320-6220		28.22
10/17/2022	DFT0000443	PLAY BIG OUTDOORS	20-310-6120		107.74
10/17/2022	DFT0000443	RC WILLEY	96-000-6115		860.92
10/17/2022	DFT0000443	ARBYS	20-310-6220		19.02
10/17/2022	DFT0000443	ARBYS	20-320-6220		11.49
10/17/2022	DFT0000443	RITE AID	10-100-6123		11.08
10/17/2022	DFT0000443	RITE AID	10-200-6123		100.00
10/17/2022	DFT0000443	RITE AID	10-210-6180		5.16
10/17/2022	DFT0000443	SAMSUNG	10-200-6181		975.74
10/17/2022	DFT0000443	SAMSUNG	10-300-6181		1,029.61
10/17/2022	DFT0000443	SIMMSFISHING	20-230-6124		565.52
10/17/2022	DFT0000443	SMARTSIGN	10-120-6180		21.50
10/17/2022	DFT0000443	SPROUTS FARMERS MAR	10-210-6220		28.61
10/17/2022	DFT0000443	STAPLES	10-000-6180		192.42
10/17/2022	DFT0000443	STAPLES	10-000-6180		72.50
10/17/2022	DFT0000443	STAPLES	10-000-6180		-37.70
10/17/2022	DFT0000443	STARBUCKS	20-310-6220		16.95
10/17/2022	DFT0000443	STARLINK	10-130-6105		110.00
10/17/2022	DFT0000443	TABLELINENS	10-100-6180		39.94
10/17/2022	DFT0000443	TALLEY FARMS	10-110-6200		320.00
10/17/2022	DFT0000443	TALLEY FARMS	10-110-6200		680.00
10/17/2022	DFT0000443	ARCO	20-320-6220		40.42
10/17/2022	DFT0000443	TAQUERIA	20-310-6220		20.12
10/17/2022	DFT0000443	TAQUERIA	20-320-6220		18.03
10/17/2022	DFT0000443	TEXAS ROADHOUSE	10-210-6220		19.38
10/17/2022	DFT0000443	TEXAS ROADHOUSE	20-310-6220		24.42
10/17/2022	DFT0000443	TEXAS ROADHOUSE	20-310-6220		29.39
10/17/2022	DFT0000443	TEXAS ROADHOUSE	20-310-6220		30.00
10/17/2022	DFT0000443	TEXAS ROADHOUSE	20-310-6220		30.00
10/17/2022	DFT0000443	TEXAS ROADHOUSE	20-310-6220		20.00
10/17/2022	DFT0000443	TEXAS ROADHOUSE	20-320-6220		30.15
10/17/2022	DFT0000443	TEXAS ROADHOUSE	20-320-6220		29.62
10/17/2022	DFT0000443	TEXAS ROADHOUSE	20-320-6220		33.89
10/17/2022	DFT0000443	TEXAS ROADHOUSE	20-320-6220		23.42
10/17/2022	DFT0000443	TOCKIFY	10-130-6105		8.08
10/17/2022	DFT0000443	UEI WATER PROGRAM	30-240-6215		25.00
10/17/2022	DFT0000443	UPS	10-000-6185		16.81
10/17/2022	DFT0000443	UPS	10-000-6185		19.50
10/17/2022	DFT0000443	UPS	10-000-6185		19.50
10/17/2022	DFT0000443	UPS	10-000-6185		36.00
10/17/2022	DFT0000443	UPS	10-000-6185		36.00
10/17/2022	DFT0000443	UPS	10-120-6185		14.82
10/17/2022	DFT0000443	UPS	10-210-6185		50.12
10/17/2022	DFT0000443	UPS	10-210-6185		50.75
10/17/2022	DFT0000443	UPS	10-210-6185		72.38
10/17/2022	DFT0000443	UPS	10-210-6185		117.80

Board Check Register

Payment Dates: 10/1/2022 - 10/31/2022

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
10/17/2022	DFT0000443	VONS	10-000-6123		169.54
10/17/2022	DFT0000443	VONS	10-000-6123		58.20
10/17/2022	DFT0000443	VONS	10-100-6123		82.56
10/17/2022	DFT0000443	VONS	10-100-6123		12.71
10/17/2022	DFT0000443	VONS	10-100-6123		15.93
10/17/2022	DFT0000443	VONS	10-100-6123		51.79
10/17/2022	DFT0000443	VONS	10-100-6123		58.90
10/17/2022	DFT0000443	VONS	10-100-6123		96.06
10/17/2022	DFT0000443	VONS	10-110-6200		60.00
10/17/2022	DFT0000443	VONS	10-200-6123		43.85
10/17/2022	DFT0000443	VWR	10-210-6120		254.97
10/17/2022	DFT0000443	VWR	10-210-6120		248.57
10/17/2022	DFT0000443	VWR	10-210-6120		248.57
10/17/2022	DFT0000443	WALMART	10-100-6123		124.46
10/17/2022	DFT0000443	WARMING HUT	10-110-6110		37.40
10/17/2022	DFT0000443	ZOOM	10-000-6215		153.65
10/17/2022	DFT0000443	ZOOM	10-000-6215		41.00
10/17/2022	DFT0000443	ASCE	10-400-6160		255.00
10/17/2022	DFT0000443	ZUGU CASE	10-110-6120		64.64
10/17/2022	DFT0000443	ATLANTIS	20-310-6215		102.57
10/17/2022	DFT0000443	ATLANTIS	20-310-6220		29.04
10/17/2022	DFT0000443	ATLANTIS	20-310-6220		29.90
10/17/2022	DFT0000443	ATLANTIS	20-310-6220		45.20
Vendor 01890 - Wells Fargo VISA Total:					28,014.63
Vendor: 01947 - West Yost Associates					
10/20/2022	3131	Consulting Services	20-220-6110		1,495.50
Vendor 01947 - West Yost Associates Total:					1,495.50
Vendor: 01900 - Western Nevada Supply Company					
10/05/2022	10252	4" Gate Valve	10-000-1200		851.69
10/05/2022	10252	PVC UL Sweep	22-000-1301	21W03CM	43.28
10/20/2022	10262	Meter Shop Supplies	20-320-6145		321.63
10/20/2022	10262	Valve Caps, Meter Nuts & Bolts	10-000-1200		638.96
10/31/2022	10270	3/4" Meter Pits	10-000-1200		1,984.21
10/31/2022	10270	Air Release Valves	10-000-1200		1,595.72
10/31/2022	10270	2 1/2" Gate Valves	10-000-1200		604.38
10/31/2022	10270	4" Sewer Plugs and Caps	10-000-1200		26.38
Vendor 01900 - Western Nevada Supply Company Total:					6,066.25
Grand Total:					1,427,968.41

Report Summary

Fund Summary

Fund	Payment Amount
10 - Administration	420,959.29
20 - Water Operations	281,330.61
21 - Admin Capital Replacement	218.75
22 - Water Capital Replacement	222,540.16
23 - Wastewater Capital Replacement	222,798.58
30 - Wastewater Operations	239,453.66
32 - Water Capital Expansion	14,402.00
33 - Wastewater Capital Expansion	8,559.00
96 - New Enterprise	17,706.36
Grand Total:	1,427,968.41

Account Summary

Account Number	Account Name	Payment Amount
10-000-1130	Prepaid Insurance	99,439.00
10-000-1200	Inventory - Warehouse	6,438.16
10-000-2150	Ee Insurance Benefits Pay...	32,551.38
10-000-2151	Health Saving Acct. Payab...	607.90
10-000-2160	Pension Contribution Pay...	24,450.60
10-000-2161	Ee Deferred Comp Contri...	13,469.06
10-000-2165	Accrued Workers Comp	2,140.51
10-000-2170	Employee Deductions - O...	540.00
10-000-2200	Payroll Taxes - Federal	19,058.20
10-000-2210	Payroll Taxes - State	7,051.60
10-000-6020	Employee Benefits - Grou...	-2,005.51
10-000-6022	Employee Benefits - Work...	-3,381.54
10-000-6100	Outside Services	2,359.55
10-000-6123	Employee Engagement	356.73
10-000-6150	M & R - Buildings	10,795.64
10-000-6155	M & R - Vehicles	89.41
10-000-6180	Operating Supplies	3,993.74
10-000-6185	Postage/Freight	143.96
10-000-6210	Telephone	1,158.53
10-000-6215	Training & Meetings	194.65
10-000-6230	Utilities - Electric	11,476.31
10-000-6231	Utilities - Propane	1,310.26
10-100-6105	Software Licenses/Agree...	34.98
10-100-6123	Employee Engagement	6,303.62
10-100-6140	Legal Services	6,465.50
10-100-6150	M & R - Buildings	610.94
10-100-6160	Memberships/Certificatio...	9,095.00
10-100-6180	Operating Supplies	573.43
10-100-6181	Computer Systems/Equi...	3,215.81
10-100-6185	Postage/Freight	7.85
10-100-6190	Advertising Publications &...	1,738.00
10-100-6210	Telephone	227.34
10-100-6215	Training & Meetings	2,490.70
10-100-6220	Travel Expenses	1,659.82
10-100-6237	Water Conservation	13,030.28
10-110-6110	Professional Services	37.40
10-110-6120	Operating Tools/Equipme...	277.99
10-110-6140	Legal Services	4,214.50
10-110-6181	Computer Systems/Equi...	1,511.19
10-110-6190	Advertising Publications &...	2,404.65
10-110-6200	Safety	1,660.00
10-110-6215	Training & Meetings	225.00
10-110-6220	Travel Expenses	431.90
10-120-6100	Outside Services	1,950.90

Account Summary

Account Number	Account Name	Payment Amount
10-120-6105	Software Licenses/Agree...	14.99
10-120-6108	Banking Fees	1,889.00
10-120-6110	Professional Services	21,964.00
10-120-6123	Employee Engagement	73.00
10-120-6180	Operating Supplies	21.50
10-120-6181	Computer Systems/Equi...	4,610.76
10-120-6185	Postage/Freight	14.82
10-120-6215	Training & Meetings	760.00
10-130-6105	Software Licenses/Agree...	38,858.34
10-130-6106	IT Services	2,500.00
10-130-6180	Operating Supplies	252.09
10-130-6181	Computer Systems/Equi...	1,028.32
10-130-6210	Telephone	286.94
10-200-6123	Employee Engagement	718.66
10-200-6155	M & R - Vehicles	60.00
10-200-6181	Computer Systems/Equi...	975.74
10-200-6210	Telephone	35.00
10-210-6100	Outside Services	721.00
10-210-6105	Software Licenses/Agree...	18,311.07
10-210-6111	Outside Lab Services	52.92
10-210-6120	Operating Tools/Equipme...	752.11
10-210-6180	Operating Supplies	1,536.82
10-210-6181	Computer Systems/Equi...	1,152.69
10-210-6185	Postage/Freight	291.05
10-210-6220	Travel Expenses	172.89
10-300-6123	Employee Engagement	154.31
10-300-6181	Computer Systems/Equi...	1,029.61
10-300-6210	Telephone	84.47
10-310-6120	Operating Tools/Equipme...	24.44
10-310-6145	M & R - Line Repair/Equi...	555.15
10-310-6155	M & R - Vehicles	10,982.09
10-310-6160	Memberships/Certificatio...	100.00
10-310-6180	Operating Supplies	83.28
10-310-6181	Computer Systems/Equi...	3,215.75
10-310-6210	Telephone	147.46
10-310-6215	Training & Meetings	375.00
10-320-6120	Operating Tools/Equipme...	779.13
10-320-6124	Employee PPE/Uniform	923.67
10-320-6155	M & R - Vehicles	3,797.81
10-320-6180	Operating Supplies	68.34
10-320-6181	Computer Systems/Equi...	2,305.35
10-320-6210	Telephone	241.34
10-320-6215	Training & Meetings	750.00
10-330-6120	Operating Tools/Equipme...	1,764.48
10-330-6123	Employee Engagement	-126.02
10-330-6150	M & R - Buildings	2,131.27
10-330-6180	Operating Supplies	23.45
10-330-6181	Computer Systems/Equi...	114.95
10-330-6210	Telephone	99.46
10-330-6215	Training & Meetings	750.00
10-400-6120	Operating Tools/Equipme...	38.78
10-400-6155	M & R - Vehicles	34.73
10-400-6160	Memberships/Certificatio...	255.00
10-400-6210	Telephone	212.34
10-400-6215	Training & Meetings	2,585.00
20-000-2150	Ee Insurance Benefits Pay...	22,111.56
20-000-2160	Pension Contribution Pay...	19,921.25
20-000-2161	Ee Deferred Comp Contri...	10,564.77

Account Summary

Account Number	Account Name	Payment Amount
20-000-2165	Accrued Workers Comp	6,415.39
20-000-2170	Employee Deductions - O...	440.21
20-000-2200	Payroll Taxes - Federal	12,569.36
20-000-2210	Payroll Taxes - State	4,461.36
20-210-6111	Outside Lab Services	934.92
20-220-6110	Professional Services	1,495.50
20-220-6145	M & R - Line Repair/Equi...	1,646.34
20-220-6155	M & R - Vehicles	39.41
20-220-6160	Memberships/Certificatio...	153.50
20-220-6179	Operating Chemicals	32,735.49
20-220-6181	Computer Systems/Equi...	1,152.69
20-220-6210	Telephone	45.67
20-220-6215	Training & Meetings	375.00
20-220-6230	Utilities - Electric	104,648.70
20-230-6124	Employee PPE/Uniform	565.52
20-230-6126	Diesel Fuel	742.60
20-230-6145	M & R - Line Repair/Equi...	3,302.47
20-230-6160	Memberships/Certificatio...	153.50
20-230-6179	Operating Chemicals	264.46
20-230-6181	Computer Systems/Equi...	1,152.69
20-230-6210	Telephone	45.67
20-230-6230	Utilities - Electric	32,918.77
20-310-6120	Operating Tools/Equipme...	107.74
20-310-6145	M & R - Line Repair/Equi...	19.01
20-310-6215	Training & Meetings	102.57
20-310-6220	Travel Expenses	1,376.30
20-320-6100	Outside Services	19,098.35
20-320-6145	M & R - Line Repair/Equi...	986.11
20-320-6160	Memberships/Certificatio...	130.00
20-320-6220	Travel Expenses	637.50
20-330-6150	M & R - Buildings	16.23
21-000-1301	Construction in Progress	218.75
22-000-1301	Construction in Progress	222,540.16
23-000-1301	Construction in Progress	222,798.58
30-000-2150	Ee Insurance Benefits Pay...	24,282.32
30-000-2160	Pension Contribution Pay...	22,156.69
30-000-2161	Ee Deferred Comp Contri...	11,484.79
30-000-2165	Accrued Workers Comp	5,907.77
30-000-2170	Employee Deductions - O...	430.29
30-000-2200	Payroll Taxes - Federal	13,681.30
30-000-2210	Payroll Taxes - State	5,082.64
30-200-6205	Permits & Licensing	19,830.00
30-210-6111	Outside Lab Services	1,177.44
30-210-6120	Operating Tools/Equipme...	19.64
30-210-6160	Memberships/Certificatio...	202.00
30-210-6180	Operating Supplies	627.92
30-240-6100	Outside Services	7,358.68
30-240-6102	Sludge Disposal	2,209.22
30-240-6105	Software Licenses/Agree...	12.99
30-240-6120	Operating Tools/Equipme...	40.70
30-240-6124	Employee PPE/Uniform	34.48
30-240-6126	Diesel Fuel	742.61
30-240-6145	M & R - Line Repair/Equi...	22,498.86
30-240-6155	M & R - Vehicles	194.90
30-240-6180	Operating Supplies	43.60
30-240-6210	Telephone	71.75
30-240-6215	Training & Meetings	825.00
30-240-6230	Utilities - Electric	99,330.34

Account Summary

Account Number	Account Name	Payment Amount
30-240-6231	Utilities - Propane	490.03
30-310-6180	Operating Supplies	355.04
30-320-6215	Training & Meetings	165.53
30-320-6220	Travel Expenses	122.57
30-330-6150	M & R - Buildings	74.56
32-000-4100	Permits - Connection Fees	14,402.00
33-000-4100	Permits - Connection Fees	8,559.00
96-000-1304	Housing	9,870.00
96-000-6115	Employee Housing Expen...	7,836.36
	Grand Total:	1,427,968.41

Project Account Summary

Project Account Key	Payment Amount
None	982,410.92
21A01MS	218.75
21W03CE	7,500.00
21W03CM	1,874.01
22W02CM	621.69
22W06CS	212,544.46
22WW01CS	222,798.58
	Grand Total:
	1,427,968.41

<u>Merchant Name</u>	<u>Fund GL Acct</u>	<u>Cardholder</u>	<u>Amount</u>	<u>GL Description</u>
76 STATION	10-210-6220	S. MINICH	50.92	Gas
76 STATION Total			50.92	
ACE HARDWARE	22-000-1301	A. CAMPBELL	(85.00)	refund- delivery charge
ACE HARDWARE Total			(85.00)	
ADOBE	10-120-6105	M. BRETZ	14.99	Adobe
ADOBE	10-210-6105	R. MEDHURST	12.99	Adobe subscription
ADOBE	10-100-6105	A. LEWIS	19.99	Document editing- A. Lewis
ADOBE	10-100-6105	S. HAKE	14.99	Monthly document editing - SHake
ADOBE	30-240-6105	S. SORNOSO	12.99	monthly subscription
ADOBE Total			75.95	
AMAZON	10-100-6180	S. HAKE	9.64	2023 Planner
AMAZON	10-000-6185	M. VENDORS	16.15	Amazon Prime
AMAZON	10-000-6180	M. VENDORS	42.00	Double Sided Tape
AMAZON	10-000-1200	M. VENDORS	38.28	Electrical Tape
AMAZON	10-000-6180	S. HAKE	217.36	Kitchen Supplies
AMAZON	10-400-6120	M. VENDORS	38.78	Monitor Arm
AMAZON Total			362.21	
APPLE.COM	10-100-6210	M. BUSBY	0.99	Cell phone data storage
APPLE.COM	10-110-6181	J. MULBAY	358.50	PSD iPad
APPLE.COM Total			359.49	
ARBYS	20-310-6220	R. LARSON	19.02	lunch bobby d3 class
ARBYS	20-320-6220	T. ENGLISH	11.49	lunch D3 training
ARBYS Total			30.51	
ARCO	20-320-6220	T. ENGLISH	40.42	Gas for D3 training
ARCO Total			40.42	
ASCE	10-400-6160	G. HIGERD	255.00	ASCE Membership
ASCE Total			255.00	
ATLANTIS	20-310-6220	J. RUIZ	29.04	food
ATLANTIS	20-310-6220	J. RUIZ	29.90	food
ATLANTIS	20-310-6215	J. RUIZ	102.57	Hotel room for D2 exam
ATLANTIS	20-310-6220	J. RUIZ	45.20	resort fee for hotel room
ATLANTIS Total			206.71	
ATT	10-200-6210	M. VENDORS	35.00	iPad Data Plan - Clay
ATT Total			35.00	
AWWA	10-400-6215	K. ROBERTS	285.00	Back Flow Exam and Cert
AWWA	10-100-6160	C. BUNDESEN	285.00	Backflow Tester Exam
AWWA Total			570.00	
BURGER KING	20-310-6220	J. RUIZ	13.12	food
BURGER KING Total			13.12	
BURGERS	10-100-6123	M. BUSBY	83.18	Employee engagement lunch
BURGERS	10-100-6215	M. BUSBY	28.50	Local Agency lunch meeting
BURGERS Total			111.68	
CALPELRA	10-100-6215	C. MURRAY	1,130.00	CALPELRA Conference Registration
CALPELRA Total			1,130.00	
CAPPO	10-120-6215	M. BRETZ	625.00	CAPPO Conference
CAPPO Total			625.00	

CELADON	10-100-6220	M. BUSBY	580.57	Meal for staff and Board Directors
CELADON Total			580.57	
CHEVRON	20-310-6220	J. RUIZ	59.98	Fuel
CHEVRON	10-100-6220	M. BUSBY	74.09	Travel to CSDA Conference, fuel
CHEVRON	10-100-6220	M. BUSBY	44.71	Travel to CSDA Conference, fuel
CHEVRON Total			178.78	
COMP XP	10-330-6181	J. MULBAY	114.95	Rugged Laptop Battery
COMP XP Total			114.95	
CREATIVE IMAGE	30-240-6124	T. NELSON	34.48	Embroidery for t shirts
CREATIVE IMAGE Total			34.48	
CWEA	20-220-6160	J. SLOVER	153.50	Collections Grade 3 renewal
CWEA	20-230-6160	J. SLOVER	153.50	Collections Grade 3 renewal
CWEA	30-210-6160	R. MEDHURST	202.00	CWEA membership renewal
CWEA Total			509.00	
DAIRY QUEEN	10-100-6220	M. BUSBY	10.91	Travel to Napa CSDA Conference, lunch
DAIRY QUEEN Total			10.91	
DEL TACO	20-310-6220	J. RUIZ	10.76	food
DEL TACO Total			10.76	
DESIGNS UNLIMITED	10-320-6124	A. DERUE	600.47	Shirts for Department
DESIGNS UNLIMITED Total			600.47	
DIRECTV	10-000-6123	M. VENDORS	128.99	DirecTV
DIRECTV Total			128.99	
DIY	10-100-6180	C. BUNDESEN	11.06	Paint stirs used for FOG inspections
DIY Total			11.06	
DUNGAREES	10-320-6124	A. CAMPBELL	323.20	M. Lesiak - pants
DUNGAREES Total			323.20	
ELECTRICIAN SHOP	10-330-6120	A. CAMPBELL	1,764.48	tools
ELECTRICIAN SHOP Total			1,764.48	
ELIXIR	10-110-6200	M. REEVES	600.00	Employee Wellness Grant
ELIXIR Total			600.00	
EMBASSY SUITES	10-100-6220	M. BUSBY	911.28	CSDA Napa Conference, Lodging
EMBASSY SUITES Total			911.28	
ES AUTO GLASS	10-000-6155	M. VENDORS	60.00	Windshield Repair
ES AUTO GLASS	10-200-6155	M. VENDORS	60.00	Windshield Repair
ES AUTO GLASS Total			120.00	
FAIRFIELD INN	20-320-6220	T. ENGLISH	437.76	Hotel D3 training
FAIRFIELD INN	20-310-6220	R. LARSON	437.76	Hotel for D3 prep class
FAIRFIELD INN	20-310-6220	J. RUIZ	412.42	Hotel room for D2
FAIRFIELD INN Total			1,287.94	
FINDHOTEL	10-110-6220	M. REEVES	431.90	Lodging for JPIA Training
FINDHOTEL Total			431.90	
GFOA	10-120-6215	J. BEATTY	135.00	Annual GAAP update
GFOA Total			135.00	
GIH	10-000-6150	A. CAMPBELL	1,805.19	picnic tables
GIH	10-000-6150	A. CAMPBELL	2,029.37	picnic tables
GIH Total			3,834.56	
GIOVANNIS	10-100-6215	M. BUSBY	32.20	Engineering lunch meeting

GIOVANNIS Total			32.20	
GOLDEN GATE	10-210-6220	S. MINICH	41.17	Gas
GOLDEN GATE Total			41.17	
GOOD LIFE	10-120-6123	M. BRETZ	73.00	Lunch - Bretz, Campbell, Sytha
GOOD LIFE	10-300-6123	R. MOTLEY	154.31	lunch for crew
GOOD LIFE Total			227.31	
GROCERY OUTLET	10-100-6180	C. BUNDESEN	13.33	Cooking oil to test grease traps
GROCERY OUTLET	10-200-6123	S. SORNOSO	16.35	Ice for Ryans Conboy Lunch
GROCERY OUTLET Total			29.68	
GSR	30-320-6220	A. DERUE	25.00	Hotel deposit for C2 test
GSR Total			25.00	
GSR RIM	30-320-6220	A. DERUE	54.22	Dinner C2 test Reno
GSR RIM Total			54.22	
HILL BROTHERS	20-220-6179	D. SPERRY	264.46	Calcium Hypochlorite tablets
HILL BROTHERS	20-230-6179	D. SPERRY	264.46	Calcium Hypochlorite tablets
HILL BROTHERS Total			528.92	
IN N OUT BURGER	20-310-6220	J. RUIZ	9.05	Food
IN N OUT BURGER	20-310-6220	J. RUIZ	9.64	food
IN N OUT BURGER	20-310-6220	J. RUIZ	9.05	food for Jessy
IN N OUT BURGER Total			27.74	
JPIA	10-110-6215	M. REEVES	225.00	JPIA Training
JPIA Total			225.00	
KEEN INC	10-330-6123	R. MOTLEY	(126.02)	refund for boots
KEEN INC Total			(126.02)	
LOONEY BEAN	10-000-6180	R. MOTLEY	27.50	coffee for lab building
LOONEY BEAN Total			27.50	
MAMMOTH PET SHOP	30-210-6120	R. MEDHURST	19.64	Air pump and air stone for BOD tests
MAMMOTH PET SHOP Total			19.64	
MAVERIK	10-100-6220	M. BUSBY	38.26	Travel to Napa CSDA Conference, fuel
MAVERIK Total			38.26	
MCDONALD'S	20-310-6220	J. RUIZ	15.45	food
MCDONALD'S	10-210-6220	S. MINICH	10.96	Lunch
MCDONALD'S	20-310-6220	R. LARSON	16.36	lunch d3 class
MCDONALD'S Total			42.77	
MINDEN MEAT & DELI	30-320-6220	A. DERUE	15.13	Food during C2 test in Reno
MINDEN MEAT & DELI Total			15.13	
MITCH'S CERTIFIED	10-400-6215	K. ROBERTS	1,300.00	BackflowTester Course
MITCH'S CERTIFIED	10-100-6215	C. BUNDESEN	1,300.00	Backflow Tester Class
MITCH'S CERTIFIED Total			2,600.00	
MOUNT-IT.COM	10-110-6120	M. REEVES	213.35	Sit/Stand Desk
MOUNT-IT.COM Total			213.35	
NAGA THAI BISTRO	10-210-6220	S. MINICH	21.85	Lunch
NAGA THAI BISTRO Total			21.85	
NIK-N-WILLIES	10-200-6123	C. MURRAY	558.46	Food for Ee farewell luncheon
NIK-N-WILLIES Total			558.46	
OWPSACSTATE	30-320-6215	T. ENGLISH	165.53	Mike Lesiack Ken Kerri course
OWPSACSTATE	30-240-6215	T. NELSON	50.00	Water treatment book enrollment-Kyle

OWPSACSTATE Total			215.53	
PAIUTE GAS	20-310-6220	J. RUIZ	72.14	Fuel
PAIUTE GAS Total			72.14	
PANDA EXPRESS	20-310-6220	R. LARSON	16.53	lunch d3 class
PANDA EXPRESS	20-320-6220	T. ENGLISH	12.72	lunch D3 training
PANDA EXPRESS Total			29.25	
PEGS	30-320-6220	A. DERUE	28.22	Meal expense C2 Reno
PEGS Total			28.22	
PLAY BIG OUTDOORS	20-310-6120	J. RUIZ	107.74	New blade for saw
PLAY BIG OUTDOORS Total			107.74	
RC WILLEY	96-000-6115	M. BRETZ	860.92	Refrigerator for LABri #9
RC WILLEY Total			860.92	
RITE AID	10-100-6123	K. WEILAND	11.08	BBQ
RITE AID	10-200-6123	C. MURRAY	100.00	Gift card for Ee recognition
RITE AID	10-210-6180	R. MEDHURST	5.16	Isopropyl alcohol
RITE AID Total			116.24	
SAMSUNG	10-200-6181	R. MOTLEY	975.74	new monitor - Clay
SAMSUNG	10-300-6181	R. MOTLEY	1,029.61	new monitor - Rob
SAMSUNG Total			2,005.35	
SIMMSFISHING	20-230-6124	R. MOTLEY	565.52	special footwear for cleaning dams
SIMMSFISHING Total			565.52	
SMARTSIGN	10-120-6180	A. CAMPBELL	21.50	number stickers
SMARTSIGN Total			21.50	
SPROUTS FARMERS MAR	10-210-6220	S. MINICH	28.61	breakfast/lunch for a couple days
SPROUTS FARMERS MAR Total			28.61	
STAPLES	10-000-6180	S. HAKE	(37.70)	Office supplies
STAPLES	10-000-6180	A. LEWIS	192.42	Office supplies
STAPLES	10-000-6180	A. LEWIS	72.50	Office supplies
STAPLES Total			227.22	
STARBUCKS	20-310-6220	R. LARSON	16.95	breakfast bobby d3 class
STARBUCKS Total			16.95	
STARLINK	10-130-6105	M. VENDORS	110.00	Starlink Subscription
STARLINK Total			110.00	
TABLELINENS	10-100-6180	S. HAKE	39.94	Skirting for boardroom
TABLELINENS Total			39.94	
TALLEY FARMS	10-110-6200	M. REEVES	320.00	Employee Wellness Grant
TALLEY FARMS	10-110-6200	M. REEVES	680.00	Employee Wellness Grant
TALLEY FARMS Total			1,000.00	
TAQUERIA	20-310-6220	R. LARSON	20.12	Lunch d3 Class
TAQUERIA	20-320-6220	T. ENGLISH	18.03	Lunch D3 training
TAQUERIA Total			38.15	
TEXAS ROADHOUSE	10-210-6220	S. MINICH	19.38	Dinner
TEXAS ROADHOUSE	20-310-6220	R. LARSON	20.00	Dinner d3 class
TEXAS ROADHOUSE	20-310-6220	R. LARSON	24.42	Dinner d3 class
TEXAS ROADHOUSE	20-310-6220	R. LARSON	30.00	Dinner d3 class
TEXAS ROADHOUSE	20-310-6220	R. LARSON	30.00	Dinner d3 class
TEXAS ROADHOUSE	20-320-6220	T. ENGLISH	23.42	Dinner D3 Training

TEXAS ROADHOUSE	20-320-6220	T. ENGLISH	29.62	Dinner D3 training
TEXAS ROADHOUSE	20-320-6220	T. ENGLISH	30.15	Dinner D3 training
TEXAS ROADHOUSE	20-320-6220	T. ENGLISH	33.89	Dinner D3 Training
TEXAS ROADHOUSE	20-310-6220	J. RUIZ	29.39	food jessy
TEXAS ROADHOUSE Total			270.27	
TOCKIFY	10-130-6105	J. MULBAY	8.08	Tockify Web Calendar
TOCKIFY Total			8.08	
UEI WATER PROGRAM	30-240-6215	T. NELSON	25.00	Water treatment Booklet for Kyle B
UEI WATER PROGRAM Total			25.00	
UPS	10-000-6185	M. VENDORS	19.50	Service Fee
UPS	10-000-6185	M. VENDORS	19.50	Service Fee
UPS	10-000-6185	M. VENDORS	36.00	Service Fee
UPS	10-000-6185	M. VENDORS	36.00	Service Fee
UPS	10-120-6185	M. VENDORS	14.82	Shipping Charges
UPS	10-000-6185	M. VENDORS	16.81	Shipping Charges
UPS	10-210-6185	M. VENDORS	50.12	Shipping Charges
UPS	10-210-6185	M. VENDORS	50.75	Shipping Charges
UPS	10-210-6185	M. VENDORS	72.38	Shipping Charges
UPS	10-210-6185	M. VENDORS	117.80	Shipping Charges
UPS Total			433.68	
VONS	10-100-6123	K. WEILAND	58.90	BBQ
VONS	10-100-6123	K. WEILAND	96.06	BBQ
VONS	10-000-6123	R. MEDHURST	58.20	Departmental BBQ food purchase
VONS	10-200-6123	T. NELSON	43.85	Employee Luncheon
VONS	10-100-6123	S. HAKE	15.93	Meeting snacks
VONS	10-100-6123	S. HAKE	82.56	Meeting snacks and Salsa Contest
VONS	10-000-6123	S. SORNOSO	169.54	operations/ Maint. summer lunch
VONS	10-110-6200	M. REEVES	60.00	Safety Slogan Winner - Gift Card
VONS	10-100-6123	S. HAKE	51.79	Staff meeting snacks
VONS	10-100-6123	R. LARSON	12.71	Vegetables for MCWD bbq
VONS Total			649.54	
VWR	10-210-6120	M. VENDORS	248.57	Lab Glass Containers
VWR	10-210-6120	M. VENDORS	248.57	Lab Glass Containers
VWR	10-210-6120	M. VENDORS	254.97	Lab Glass Containers
VWR Total			752.11	
WALMART	10-100-6123	R. GONZALEZ	124.46	Staff Picnic Supplies
WALMART Total			124.46	
WARMING HUT	10-110-6110	C. WEIBERT	37.40	SES
WARMING HUT Total			37.40	
ZOOM	10-000-6215	S. HAKE	41.00	Cloud recording for virtual meetings
ZOOM	10-000-6215	J. MULBAY	153.65	MCWD Zoom Accounts
ZOOM Total			194.65	
ZUGU CASE	10-110-6120	A. CAMPBELL	64.64	iPad case
ZUGU CASE Total			64.64	
September Visa Transaction Total			28,014.63	

MINUTES

Thursday, October 20, 2022
Mammoth Community Water District
Special Board Meeting

The Board of Directors convened in session at the hour of 9:06 a.m. No recess was taken, and the meeting was adjourned at 10:28 a.m.

Prepared by:

Stephanie Hake
Executive Assistant

ATTEST:

Mark Busby
Board Secretary

THE SPECIAL MEETING of the Board of Directors of the Mammoth Community Water District held on Thursday, October 20, 2022 at 9:06 a.m.

ROLL CALL

Board Present

Director: Tom Cage
Director: Robert Creasy
Director: Dennis Domaille
Director: Tom Smith
Director: Gary Thompson

Board Absent

None

Staff Present

General Manager: Mark Busby
District Engineer: Garrett Higerd
Operations Superintendent: Clay Murray
Finance Manager: Jeff Beatty
Information Services Manager: Justin Mulbay
Human Resources Manager: Chris Weibert
Executive Assistant: Stephanie Hake

Guests Present

Don Schutt, CPS-HR Consulting*

CURRENT BUSINESS

A-1 Presentation and Discussion of the Results of the 2022 Employee Engagement Survey

Mark Busby introduced Don Schutt of CPS-HR Consulting. He briefly described how CPS-HR was hired to conduct an Employee Engagement Survey earlier in the year as a follow up to the survey that had been done in 2020. He reminded the Board that having a third party conduct the survey allowed for complete anonymity; encouraging staff to be candid and honest with their feedback.

Mr. Schutt reviewed the results of the survey virtually by screen sharing a Power-Point presentation. He noted that the participation rate was 98%; which is an excellent response rate. Following the presentation there were several questions by Board members and some follow-up discussion.

BOARD ACTION – None, informational only

ADJOURNMENT

President Smith adjourned the meeting at 10:28 a.m.

MINUTES

Thursday, October 20, 2022
Mammoth Community Water District
Regular Board Meeting

The Board of Directors convened in session at the hour of 5:33 p.m. There was a brief recess taken and the meeting was adjourned at 8:12 p.m.

Prepared by:

Stephanie Hake
Executive Assistant

ATTEST:

Mark Busby
Board Secretary

THE REGULAR MEETING of the Board of Directors of the Mammoth Community Water District was held on Thursday, October 20, 2022 at 5:33 p.m.

ROLL CALL

Board Present

Director: Tom Cage
Director: Robert Creasy
Director: Dennis Domaille
Director: Tom Smith
Director: Gary Thompson

Board Absent

None

Staff Present

General Manager: Mark Busby
District Engineer: Garrett Higerd
Operations Superintendent: Clay Murray
Finance Manager: Jeff Beatty
Information Services Manager: Justin Mulbay
Human Resources Manager: Chris Weibert
Plant Maintenance Supervisor: Rob Motley
Executive Assistant: Stephanie Hake
District Counsel: Joshua Horowitz (*via Zoom*)

Guests Present

Betty Hylton

PUBLIC FORUM

President Smith opened the public forum at 5:34 p.m.

No one addressed the Board and President Smith closed the public forum at 5:34 p.m.

CONSENT AGENDA A

- A-1 Approve the September 2022 Check Disbursements (InCode #'s 2922 – 3054)**
- A-2 Approve the Minutes from the Regular Board Meeting held September 15, 2022**

Director Creasy made a motion.

BOARD ACTION – To approve Consent Agenda A

MOVED BY: Director Creasy
SECONDED BY: Director Cage
AYES: Directors Cage, Creasy, Domaille, Smith, and Thompson
NAYS: None

CONSENT AGENDA B – DEPARTMENT REPORTS

B-1 Operations Department Report	B-5 Information Services Report
B-2 Maintenance Department Report	B-6 Personnel Services Report
B-3 Finance Department Report	B-7 Regulatory Support Services Report
B-4 Engineering Department Report	B-8 General Manager’s Report

Director Domaille made a motion.

BOARD ACTION – To approve Consent Agenda B

MOVED BY: Director Domaille
SECONDED BY: Director Creasy
AYES: Directors Cage, Creasy, Domaille, Smith, and Thompson
NAYS: None

CURRENT BUSINESS

C-1 Quarterly Water Supply Update

Clay Murray described the status of the water supply, noting that groundwater is presently the primary source. He recommended remaining at the current water conservation level, Level 3 for the next three months. He noted that the next update in January 2023 should have more insight as to what the snowpack may indicate for the coming spring/summer season. A brief discussion followed.

BOARD ACTION – None, informational only

C-2 Discuss and Possible Direction Regarding the Fiscal Year 2023 Mid-Year Financial Forecast

Jeff Beatty provided the Board with a high-level financial review of the past six months and what might be expected in the remainder of the fiscal year. He noted that revenue is projected to end the year very close to the originally budgeted amount.

He noted that the US economy’s high inflation was impacting District operations in many areas, including the ability to complete some of the planned summer construction projects. He said the end result would be contributions to the reserve fund would be greater than budgeted. Although, there is currently a lot of activity and interest with the District’s employee housing program, and staff will be asking the Board in November for a budget amendment to add funds to the program.

There were no questions or comments and President Smith thanked Mr. Beatty and the Finance team for their work on the report.

BOARD ACTION – None, informational only

C-3 Update on Status of the Fiscal Year 2023 Strategic Plan

Mark Busby and the department managers led the Board through the strategic plan document, discussing the mid-year status of many of the strategic objectives in the eight categories.

President Smith thanked Mr. Busby and staff for the comprehensive update.

BOARD ACTION – None, informational only

C-4 Appoint an Ad-Hoc Committee to Discuss Possible Updates to the MCWD Salary and Authorized Positions and Classification Plan

Chris Weibert said that staff were evaluating the possible need to add a lead worker for the summer construction crew as a permanent position. She added that staff also want to explore the wage range for the temporary construction crew to ensure MCWD is competitive.

President Smith appointed himself and Director Domaille as an ad hoc committee to work with staff to update the MCWD Salary and Authorized Positions plan.

BOARD ACTION – None

C-5 Consider and Possibly Approve Adjustments in Compensation and Benefits provided to the General Manager (to be considered after closed session)

Due to the closed session items being continued to the November 17 meeting, this item was postponed.

BOARD ACTION – None

COMMITTEE MEETINGS HELD DURING THE MONTH

Technical Services Committee – *October 19, 2022*

Dennis Domaille

Tom Cage (*alternate*)

Investment Committee – *October 19, 2022*

Tom Cage

Robert Creasy

Finance Committee – *October 19, 2022*

Tom Cage

Robert Creasy

Technical Services Committee:

Director Domaille said the meeting was routine and there was nothing to report.

~

Investment Committee:

Director Cage reported that discussions with the investment advisor indicated that the District should start to see some higher interest returns on the portfolio as investments rollover from lower interest rates to higher interest rates. He also said that staff suggested revising the investment program to essentially have three different investment strategies; one for short term maturities (less than 1 year), another for medium range anticipated expenditures; and one for long-range planned expenditures (5-10 or more years).

~

Finance Committee:

Director Cage reported that the District's finances are in good shape. There were brief comments from both Directors Cage and Creasy about finding a balance between budgeting for and completing capital projects and maintaining a comfortable reserve fund, because you never know when the District could get hit with a very large and expensive regulatory driven project.

Director Creasy said that direction was given to staff to come back to the Board in the coming months to consider having customers that choose to use their credit card for payment of fees, either utility billing or permits, pay the third-party processing fee rather than the District and its rate payers absorbing the cost.

~

DIRECTOR COMMENTS, REQUESTS, AND REPORTS

- **California Special District Association (CSDA) Leadership Academy – September 19 – 21, 2022**
Attended by Directors Cage and Smith

President Smith and Vice-President Cage reported on the CSDA Leadership Training Academy they attended in September, stating that the event was very informative and well organized. They said that all MCWD directors, both old and new, would find value in attending in the future.

ATTORNEY REPORT

Attorney Horowitz reported that the Governor announced that he would end the COVID-19 emergency on February 28, 2023. This would terminate the authority for the Board to elect to meet under the AB 361 rules. After that Assembly Bill 2449 would take effect and provide some revised options for board members to attend meetings remotely. Specifics of this bill and allowances will be provided in the BKS year-end report.

CLOSED SESSION

D-1 Public Employee Performance Evaluation – General Manager

Pursuant to Government Code sections 54954.5(e) and 54957

D-2 Conference with District Labor Negotiators

Pursuant to Government Code sections 54954.5(f) and 54957.6

District Negotiators: Tom Smith and Tom Cage

Direction concerning proposed terms of General Manager Employment agreement, including compensation and benefits

The Board returned from closed session and President Smith reported that the Board would continue the closed session discussion at the next regular board meeting scheduled for November 17, 2022.

ADJOURNMENT

President Smith called for a motion to adjourn the meeting.

BOARD ACTION – To adjourn the meeting

MOVED BY: Director Domaille

SECONDED BY: Director Cage

AYES: Directors Cage, Creasy, Domaille, Smith, and Thompson

NAYS: None

The meeting was adjourned at 8:12 p.m.

DRAFT

MINUTES

Friday, October 28, 2022
Mammoth Community Water District
Special Board Meeting

The Board of Directors convened in session at the hour of 11:02 a.m. No recess was taken, and the meeting was adjourned at 11:43 a.m.

Prepared by:

Stephanie Hake
Executive Assistant

ATTEST:

Mark Busby
Board Secretary

THE SPECIAL MEETING of the Board of Directors of the Mammoth Community Water District held on Friday, October 28, 2022 at 11:02 a.m.

ROLL CALL

Board Present *

Director: Tom Cage
Director: Robert Creasy
Director: Dennis Domaille
Director: Tom Smith
Director: Gary Thompson

Board Absent

None

Staff Present *

General Manager: Mark Busby
Finance Manager: Jeff Beatty
Human Resources Manager: Chris Weibert
Executive Assistant: Stephanie Hake

Guests Present

None

CURRENT BUSINESS

A-1 Consider finding by a majority vote under Gov. Code, section 54953, subd. (e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees: and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, section 54953, subd. (e)(1)(C)

There was no discussion and Director Domaille made a motion.

BOARD ACTION – To authorize the meeting to be held by teleconference pursuant to Gov. Code, section 54953, subd. (e)(1)(C)

MOVED BY: Director Domaille
SECONDED BY: Director Cage
AYES: Directors Cage, Creasy, Domaille, Smith, and Thompson
NAYS: None
ABSENT: None

A-2 Discuss and Provide Direction to Staff to Amend the Fiscal Year 2023 Budget to Increase the Employee Housing Fund by \$1,500,000

Following a brief discussion, Director Cage made a motion.

BOARD ACTION – To direct staff to amend the Fiscal Year 2023 Budget, increasing the authorized expenditures for employee housing from \$600,000 to \$2,100,000

MOVED BY: Director Cage
SECONDED BY: Director Creasy
AYES: Directors Cage, Creasy, Domaille, Smith, and Thompson
NAYS: None
ABSENT: None

CLOSED SESSION

B-1 Conference with Real Property Negotiators

Pursuant to Government Code Sections 54954.5(e) and 54956.8

Property Description: 165 Old Mammoth Road, Unit No. 101

Under Negotiation: Price and Terms of Payment

MCWD Negotiators: Mark Busby and Jeff Beatty

Property Owner Negotiator: Mammoth Realty Group

The Board returned from closed session and President Smith reported that staff were directed to proceed with negotiations for potentially purchasing the referenced property.

ADJOURNMENT

BOARD ACTION – To adjourn the Special Board meeting

MOVED BY: Director Domaille
SECONDED BY: Director Thompson
AYES: Directors Cage, Creasy, Domaille, Smith, and Thompson
NAYS: None
ABSENT: None

President Smith adjourned the meeting at 11:43 a.m.

MAMMOTH COMMUNITY WATER DISTRICT

Operations Department Report

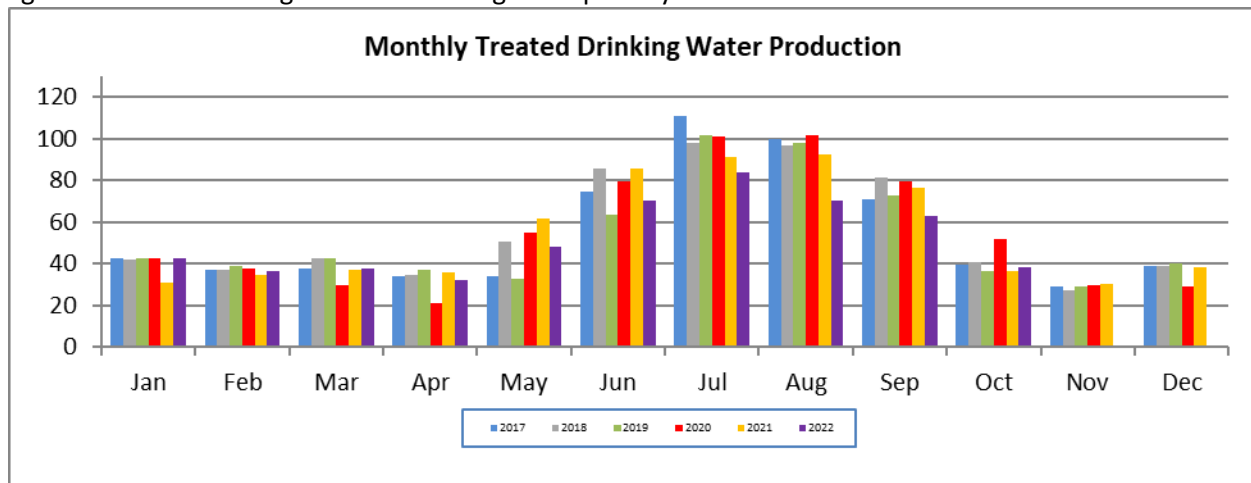
November 2022

Report Summary			
October Production Data (In Million Gallons)	2013	2021	2022
Treated Surface Water	16.2	11.8	1.4
Treated Groundwater	21.1	24.4	37.1
Untreated Groundwater	2.9	1.4	6.6
Reclaimed Wastewater	2.1	1.6	1.7
Totals	42.4	39.2	46.8
Non-Revenue Water	4.4	2.9	2.7
Treated Wastewater	25.7	32.5	33.0
Photovoltaic Power Produced (kWh)	166,050	110,160	141,300
Photovoltaic Solar Irradiance (kW/m ²)	814	656	763

Monthly - Water Treatment, Production & Supply Management

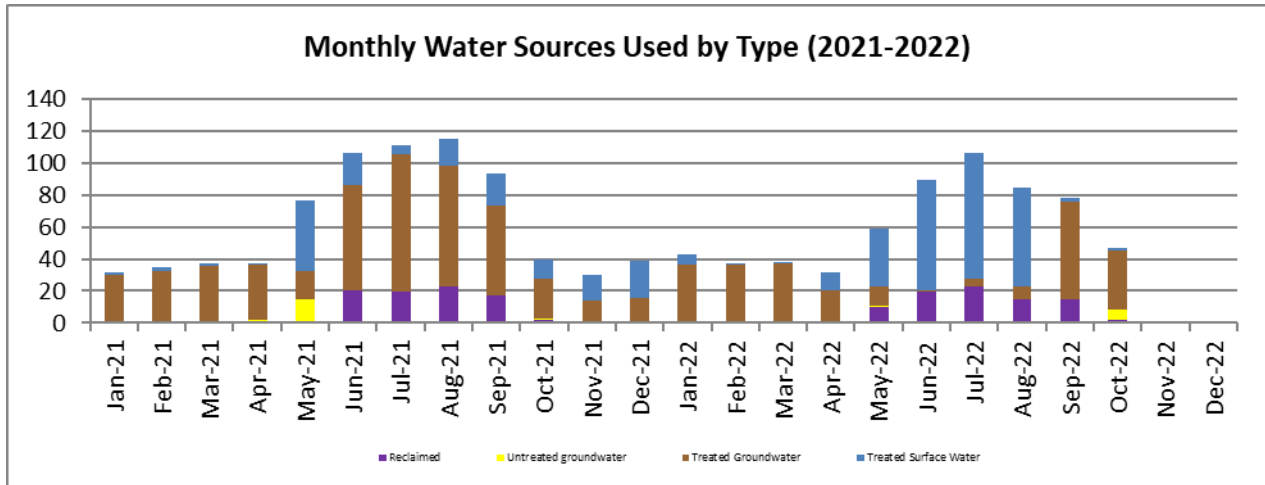
- Drinking Water Treatment**

Routine samples for clarity, chlorine residual, and bacteriological analysis of the District’s drinking water were conducted during the month. The results of all sampling for the month were in compliance with the standards set by the State Water Resources Control Board Drinking Water Division. A total of 38,530,000 gallons were treated for drinking water with an average of 1.24 million gallons per day.



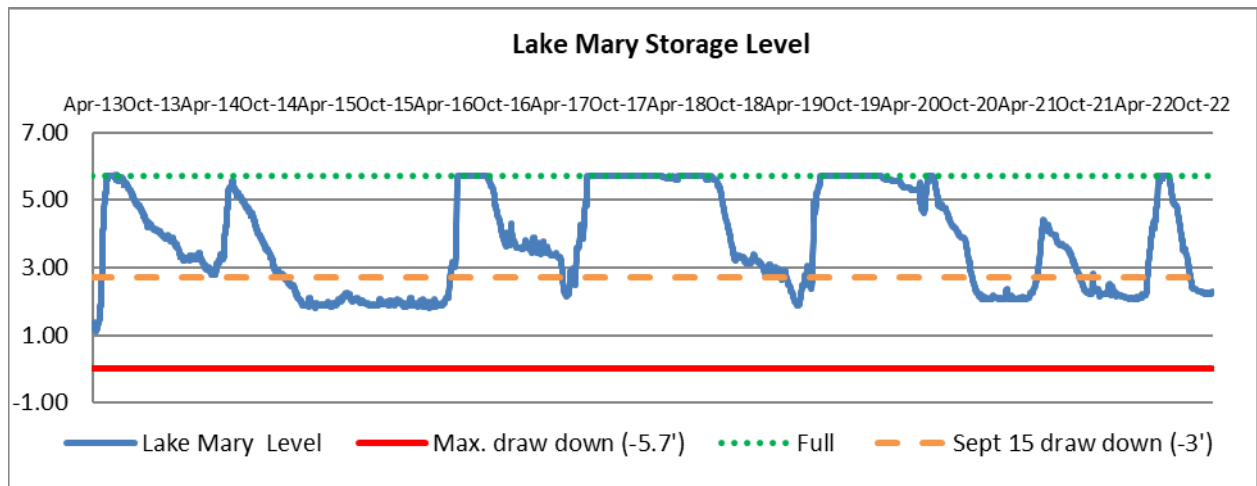
- Water Supply Production and Management**

Drinking water provided to the community was produced from the District’s surface water (4%) and groundwater (96%) treatment plants. Non-potable supplies to the golf courses totaled 8,246,000 gallons comprised of 80% groundwater. Total water supplied to the community was 46,776,000 gallons (or 1.51 million gallons per day) and was comprised of 3% surface water, 79% groundwater, 14% raw groundwater, and 4% recycled water.



• **Surface Water**

The minimum daily stream flow requirement for the month of October was 5.5 cfs for Mammoth Creek, as measured at Old Mammoth Road. Flow rates in the creek ranged from 3.7 cfs to 5.6 cfs with an average flow of 4.7 cfs. The average flow for October 2021 was 8.6 cfs. The flow requirement for November increases to 5.9 cfs and current flows are below the requirement. The lake is currently 3.48' from full with a balance of 231 ac/ft. A total of 375 ac/ft were used from storage since June 21st. As planned, groundwater will be the primary source of water until stream flows increase above the requirement for a sustained period that allows for direct diversion.



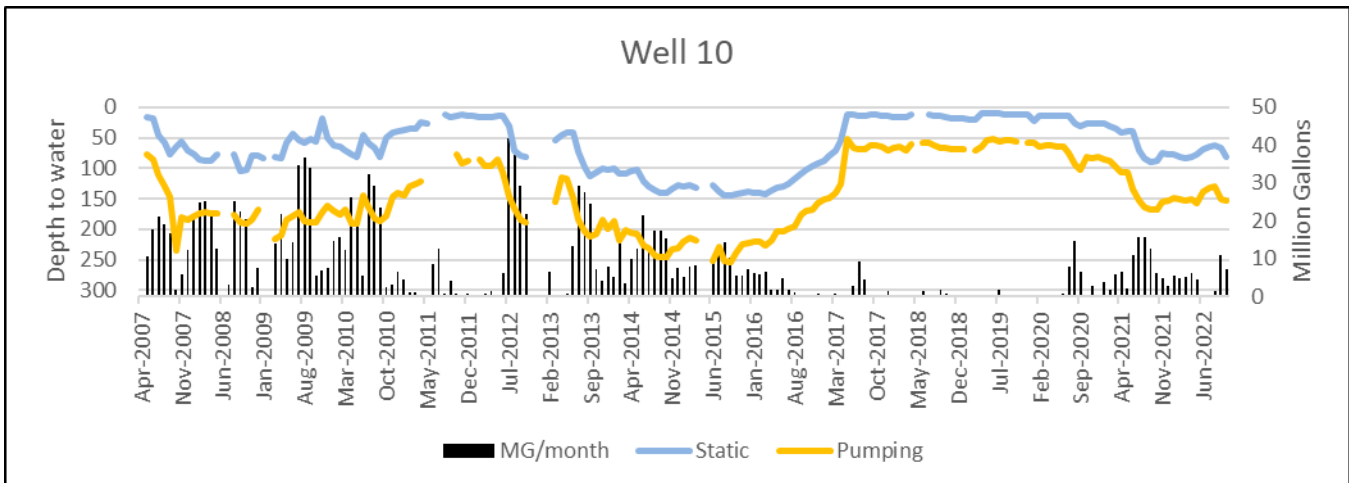
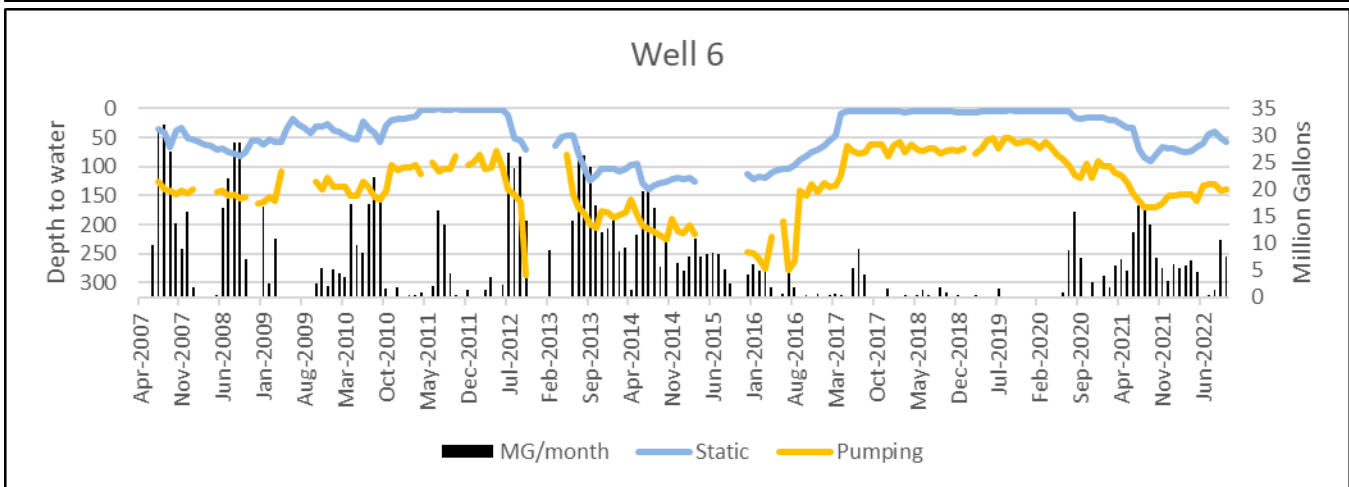
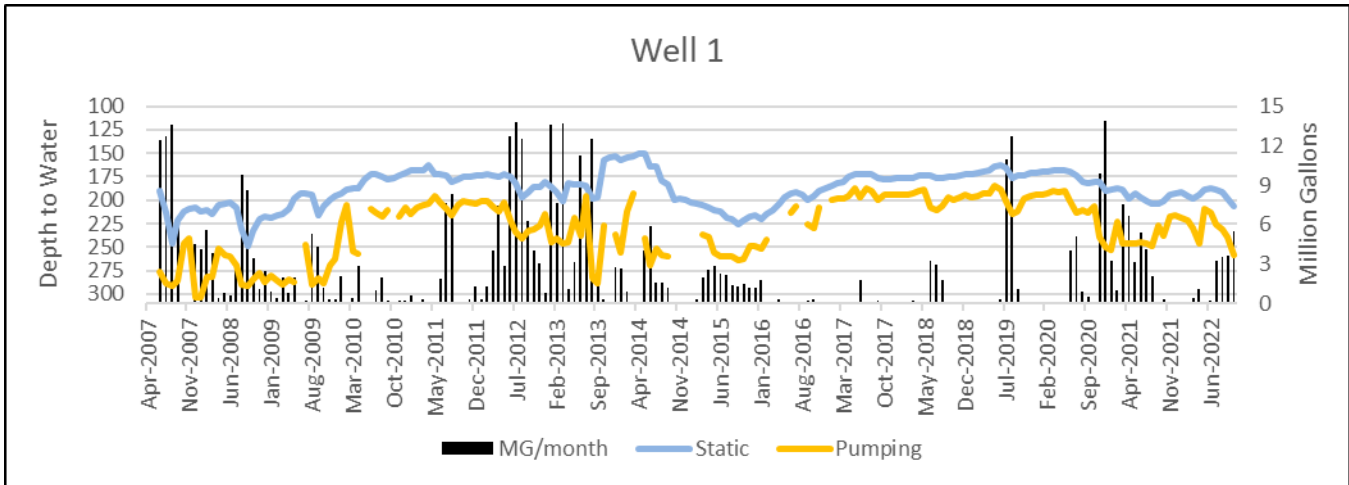
• **Groundwater**

Approximately 37,136,000 gallons or ninety-six percent (96%) of the drinking water produced was from the District’s groundwater sources during the month of October. Groundwater production Wells 1, 6, 10, 15, 17, 18, 20, and 25 are operating as expected and are available for service. The effect of the rehabilitation work on Well 1 has shown an improvement and we are currently producing the expected flows from the well. Well 25 is still being evaluated and is performing as expected. Well 16 has been taken out of service due to low levels and will be re-evaluated after a period of non-use. All wells continue to be monitored daily and the currently available wells are adequate to meet current demand.

MAMMOTH COMMUNITY WATER DISTRICT

Operations Department Report

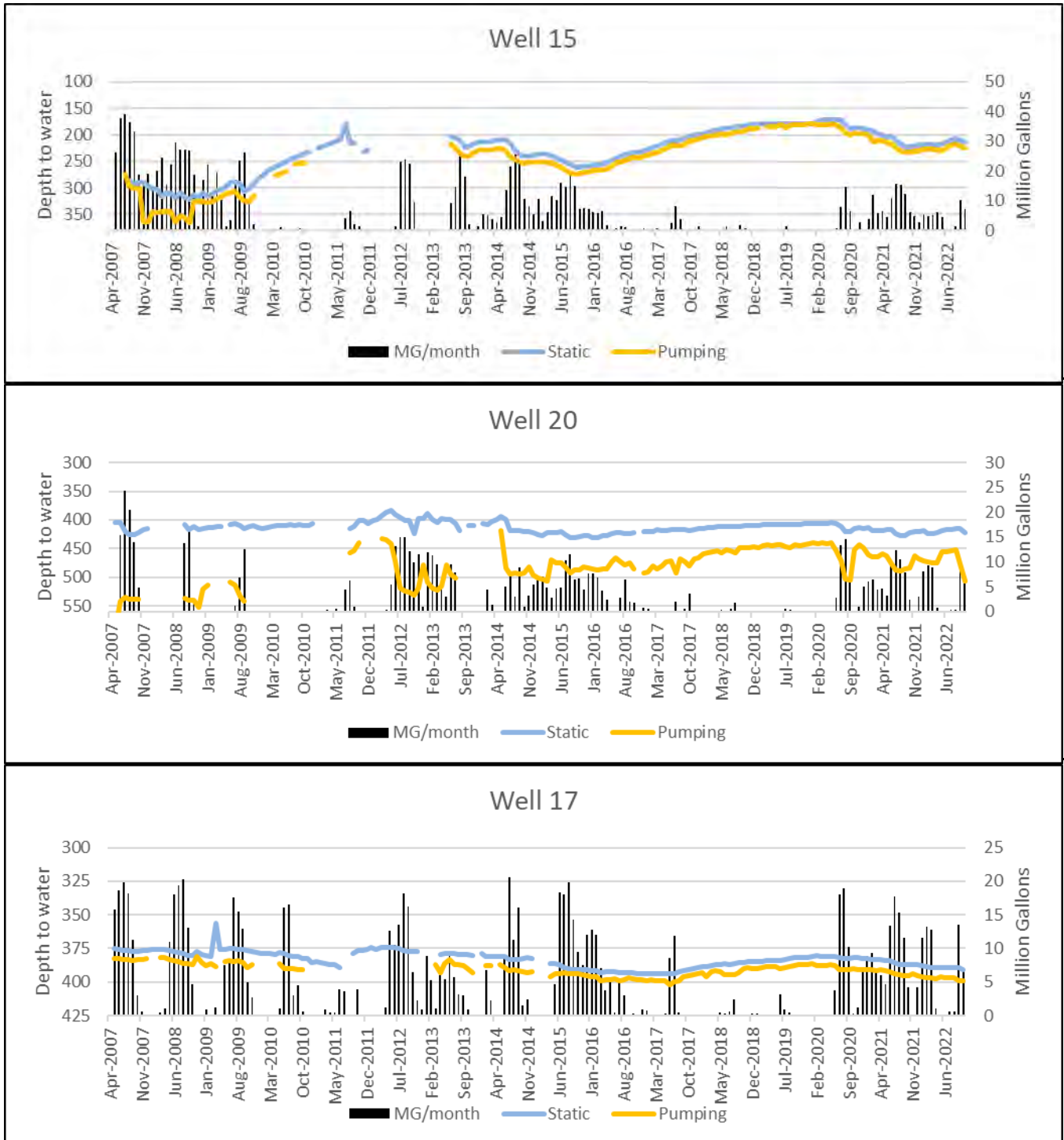
November 2022



MAMMOTH COMMUNITY WATER DISTRICT

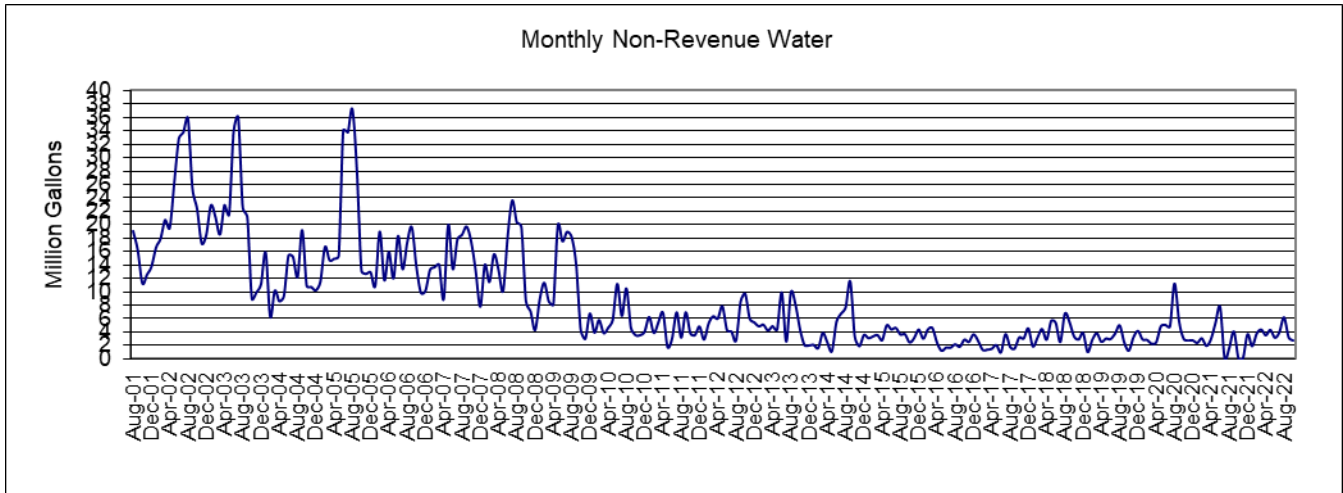
Operations Department Report

November 2022



- **Water Audit Information**

The water audit for this billing period shows a total of seven percent (7%) or 2.653 million gallons of non-revenue water.



Wastewater – Treatment & Flow

- **Wastewater Treatment**

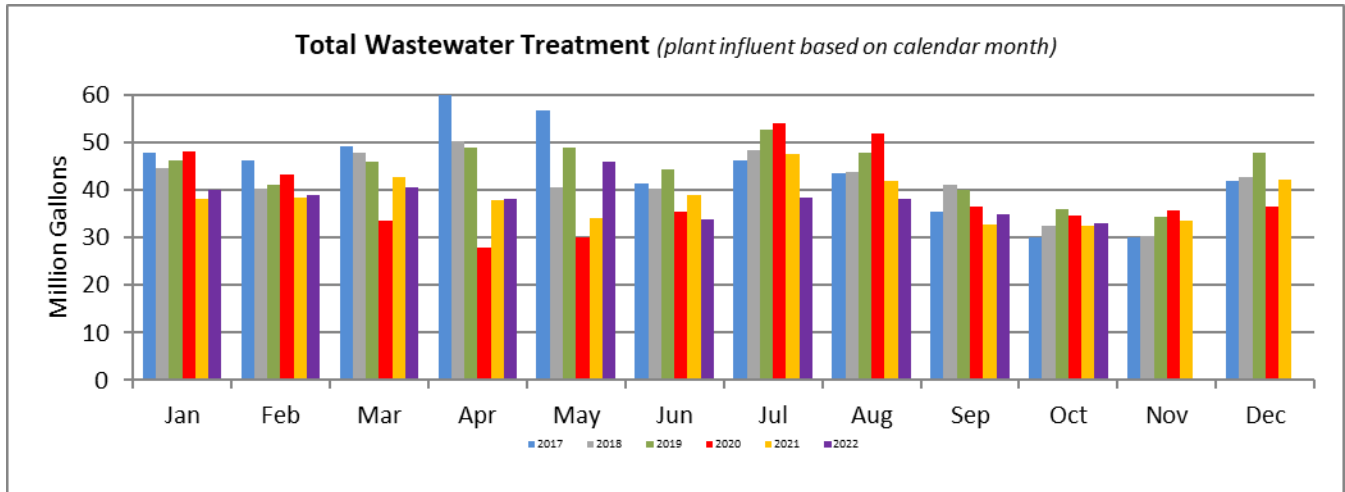
Treated wastewater discharged from the facility met all water quality standards for the month as established by the State Water Quality Control Board. Staff is currently working with the Lahontan Regional Water Quality Control Board on our revised waste discharge requirements (WDRs). The Lahontan staff has asked MCWD to produce a proposed scope of work for the study of Laurel Pond to determine beneficial uses. A draft scope of work has been prepared by Engineering staff and was submitted to Lahontan for review on April 14th.

- **Wastewater Flows**

The total volume of wastewater treated during the month of October was 32,953,000 gallons. This results in an average of 1.06 million gallons per day of wastewater flow.

- **Recycled Water**

Recycled water production concluded at the end of September with a record-breaking season and only the remaining water in our basin was delivered in October totaling 1.679 million gallons (1.162 to Snowcreek and 0.517 to Sierra Star). The total water delivered to the golf courses in October was 8.246 million gallons (2.608 to Snowcreek and 5.638 to Sierra Star) and was comprised of 80% untreated groundwater. Golf course irrigation concluded in October and will remain offline until next season.



Industrial Users

Currently the Wastewater and Engineering staff are monitoring for potential industrial users and ensuring compliance with our requirements.

Laboratory Management

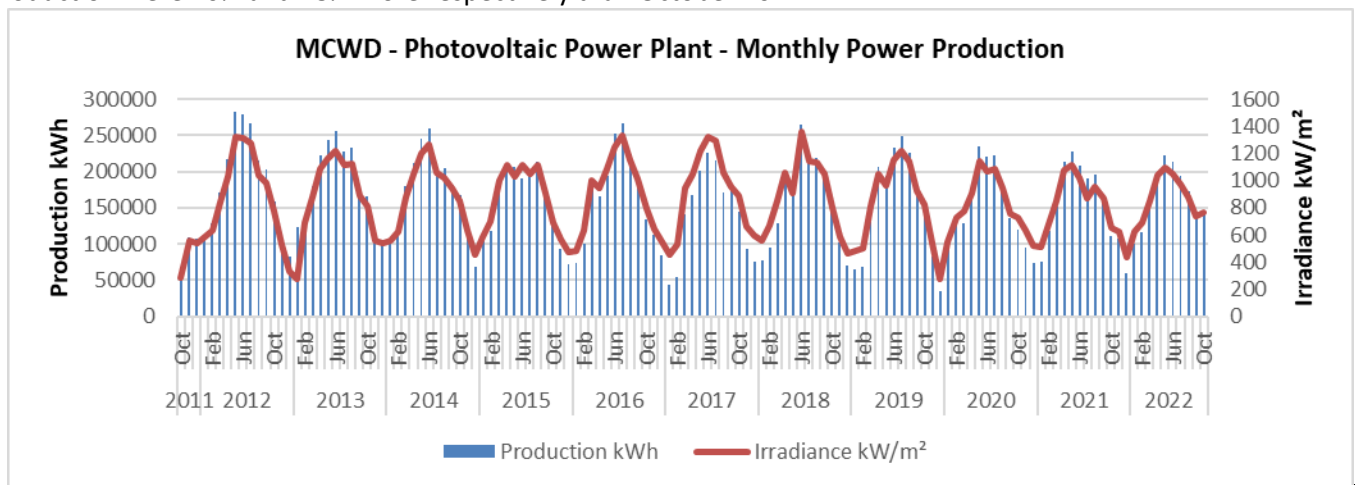
On-Site Assessment Overview

The items identified in the corrective action plan were implemented by the October deadline and the lab will be renewing its accreditation in November.

Photovoltaic Power Plant Operations & Total District Electrical Usage

Solar plant production

The total kilowatt hours of energy produced for the month of October was 141,300 kWh. The irradiance and production were 16% and 28% more respectively than October 2021.



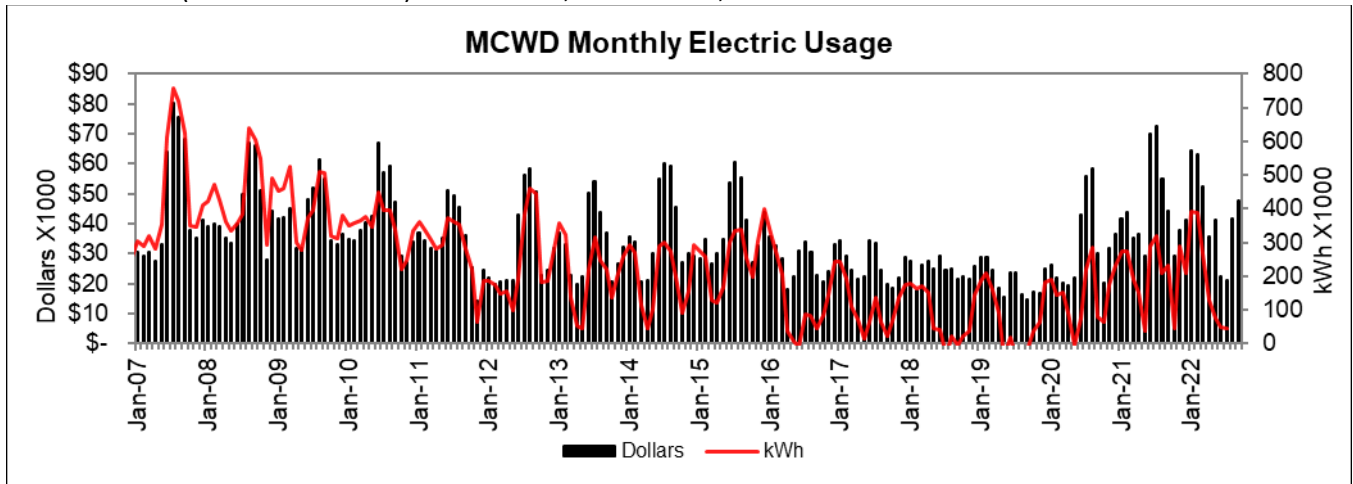
MAMMOTH COMMUNITY WATER DISTRICT

Operations Department Report

November 2022

- **Total electrical energy use**

Monthly energy usage chart for the past 14 years through September 2022 except for the WWTP and Well 17. The WWTP and Well 17 electrical bills are slowly being updated and data is available through May 2022. Since much of the updated data has been delivered in bulk staff will be conducting a review of the information to ensure that the bills are appropriately applied, this effort will be time consuming but is necessary. The monthly total includes all District facilities (34 electric meters) for all water, wastewater, and administrative uses.



Report Summary

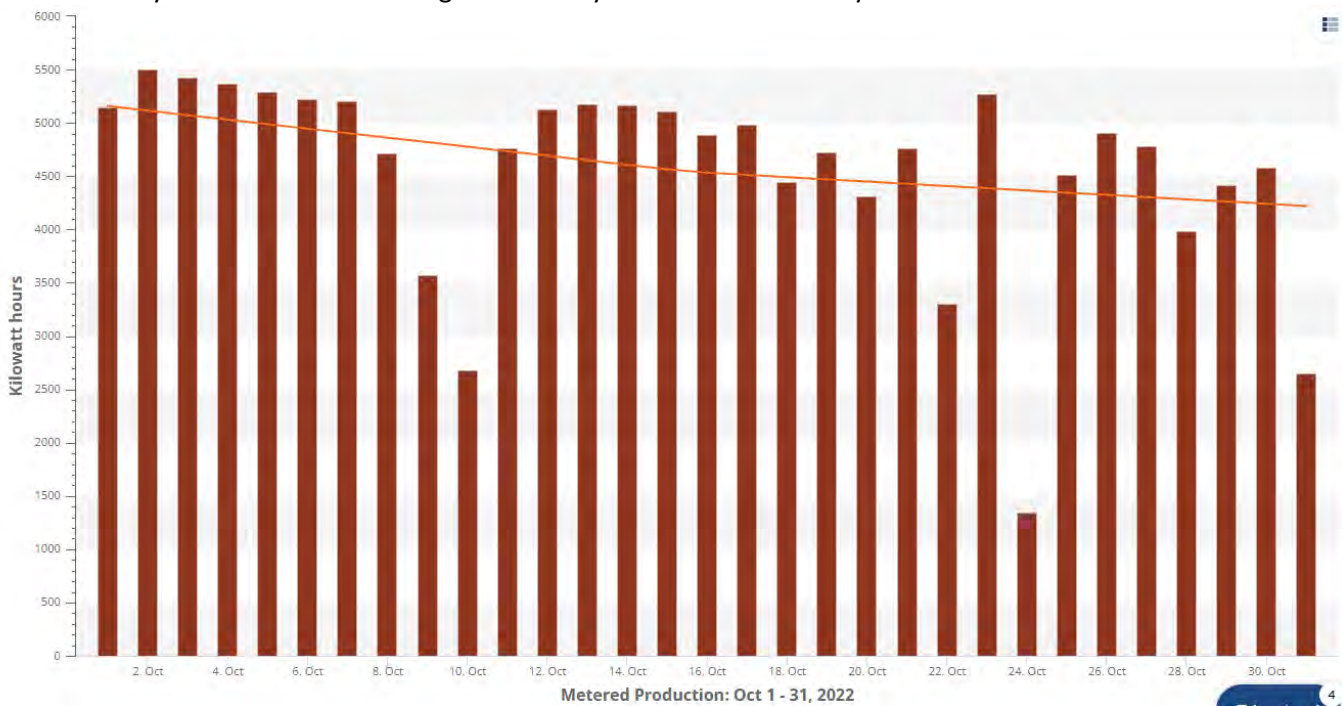
The Maintenance departments have completed their summer projects and started preparing for winter operations. Please see the special projects section for more details.

Wastewater Treatment Plant and Recycled Water Maintenance

The wastewater plant has prepared for winter operations. We switched digesters to allow for some small improvements to our new aeration pumps. We also are trying some new improvements to keep the screen warm in the coming cold months.

Solar Power Plant Maintenance

We continue to do monthly reads on the amp output of every string to evaluate the performance and guide our repair efforts. The system is performing well with no major break downs. The system will start shutting down more often with the coming snow events. It is worth mentioning that these panels will auto store when there is a snow event, and this leads to reduced production as the system must be manually re-started. The orange line below is the expected output of the system, and the brown bars represent the daily production. The very low production days are a result of shutting down the system for Tesla battery installation work.



Surface Water Treatment Plant and Related Facilities Maintenance

The Lake Mary treatment plant is in the lag 2 position at this time and being used to supply the bluffs area only. Winter preparations and dry wall repairs are currently ongoing.

Groundwater Treatment Plant and Related Facilities Maintenance

Both groundwater plants are online and performing well. In the past 30 days all 9 production wells have been in service without issues.

Water Distribution System Operations & Maintenance

Crews are working to replace the 450Mhz radios with the new 900Mhz radios however they are experiencing supply issues with acquiring the 900's.

- There were 62-meter system repairs required in October
- Valve exercising program is at 44% of the 2022 annual goal
- Hydrant inspections are at 76% of the 2022 annual goal
- Quarterly line flushing program is at 75% of the 2022 annual goal
- 21 ARV's (air relief valves) have been inspected which is 100% of the annual goal

Wastewater Collection System Operations & Maintenance

The crews continue to supervise contractors to ensure work is being done to our specifications and that our system is being protected.

- Quarterly sewer cleaning and inspections are 100% of the 2022 annual goal
- Five-year sewer cleaning program is 48.5 % of the 2022 annual goal

Special Projects/Programs

Wet Inspection Work

Divers inspected the intake pipe and backwash supply tank at the Lake Mary Water Treatment plant. The 50-thousand-gallon tank was found to be in bad shape. We received prices to re-coat the tank however the Lakes Basin road closure and weather concerns would not allow us to complete the job. We will try and schedule this work for late summer next year. This tank must be operational in order for the plant to operate.

Meter Performance Verification

Maintenance crews are striving for the targeted removal/testing of 5% of the top use meters. These are being sent out to a third party for accuracy testing. To date, we have sent 70 units out and are awaiting results. Using an outside party allows more time for staff to focus on preventive maintenance. We have removed and replaced 180 units to date of the targeted 190. We will ship the remaining meters out for testing soon and hope to have a report back for evaluation by years end.

Lake Mary Treatment Plant

The District has two new projects for this plant pending:

- Drywall repairs are wrapping up and should be completed in the next week. Plant maintenance is making these repairs.
- Upgrade the PLC and operator interface. This project will improve the performance of the PLC and upgrade the interface operators use to make on-site changes. This work is scheduled to be completed by January 2023.

Well 32

The vault, pitless adapter, plumbing, and MCC have been installed. All the conduits apart from the main power feed into the site have been installed. Plant maintenance crews have installed lighting and radio equipment. A contractor is currently working to set the down hole pump and motor and work with SCE to get the main power to the site is ongoing.

Lift Station Improvements

Staff will be upgrading the electronics in the Bluff's lift station this winter. This equipment has been ordered and is on schedule for delivery later in November. We will do this work in December if weather conditions allow.

Summer Construction Projects for FY23

- **Raising of surface features for TOML paving projects**
All this scheduled work has been completed

Departmental/General

- Marked water and sewer lines in response to 607 USA Dig alert tickets to date for 2022
- Crews are preparing equipment and facilities for snow removal

Financial Department Update

Total revenue at the end of October is slightly above budget, with the largest variance in connection fee revenue \$301,852 over budget and property tax revenue \$126,075 below budget.

Personnel expense is 10% below budget, primarily a result of staff turnover and the resulting temporarily vacant positions.

Operating expense is 2% below budget, up from 14% below budget last month. This is primarily related to payments in October to SCE totaling \$248,374 covering multiple months. Over the past year we have seen significant delays in receiving regular bills from SCE.

Capital expense is 47% below budget. There are a number of factors:

- We completed the Lake Mary and Wastewater filter projects significantly under budget
- We had staffing challenges on the summer construction crew and the scope of the water distribution system rehab was reduced as a result
- The Parcel Relief Main project has been deferred until next year
- Bids for the Hwy 203 Sewer Main project were significantly higher than budgeted, and the project was deferred

Two District staff members are working towards home purchases using the District’s home purchase assistance program. The District is also moving forward on the purchase of two additional condominium units to add to the employee rental inventory.

The Finance team is working through the administrative steps to transfer the transaction costs associated with credit card payments to the customers who choose this payment method.

Significant payments in October include:

- \$222,799 to Nor-Cal Pipeline Services for work on the sewer collection system rehab project
- \$212,544 to Unified Field Services for work on the Tank T-4 rehab
- \$21,964 to Teaman Ramirez and Smith for the FY 2022 financial audit
- \$19,098 to Municipal Diving for inspection/cleaning of three water tanks and the Lake Mary inlet
- \$18,298 to Accelerated Technology for the license for the lab information management system
- \$17,958 to Dell Marketing for 14 desktop and 2 laptop computers
- \$17,105 to E&M Electric and Machinery for the SCADA maintenance agreement
- \$15,580 to SWRCB for the recycled water review

Payroll Expenses for September 2022:

Gross Payroll	\$306,826	
Net Payroll	211,037	
Employer Paid Taxes	4,682	
Employer Paid 401a	60,691	20% of Gross
Employer Paid 457b Match	5,838	1.9% of Gross

MAMMOTH COMMUNITY WATER DISTRICT

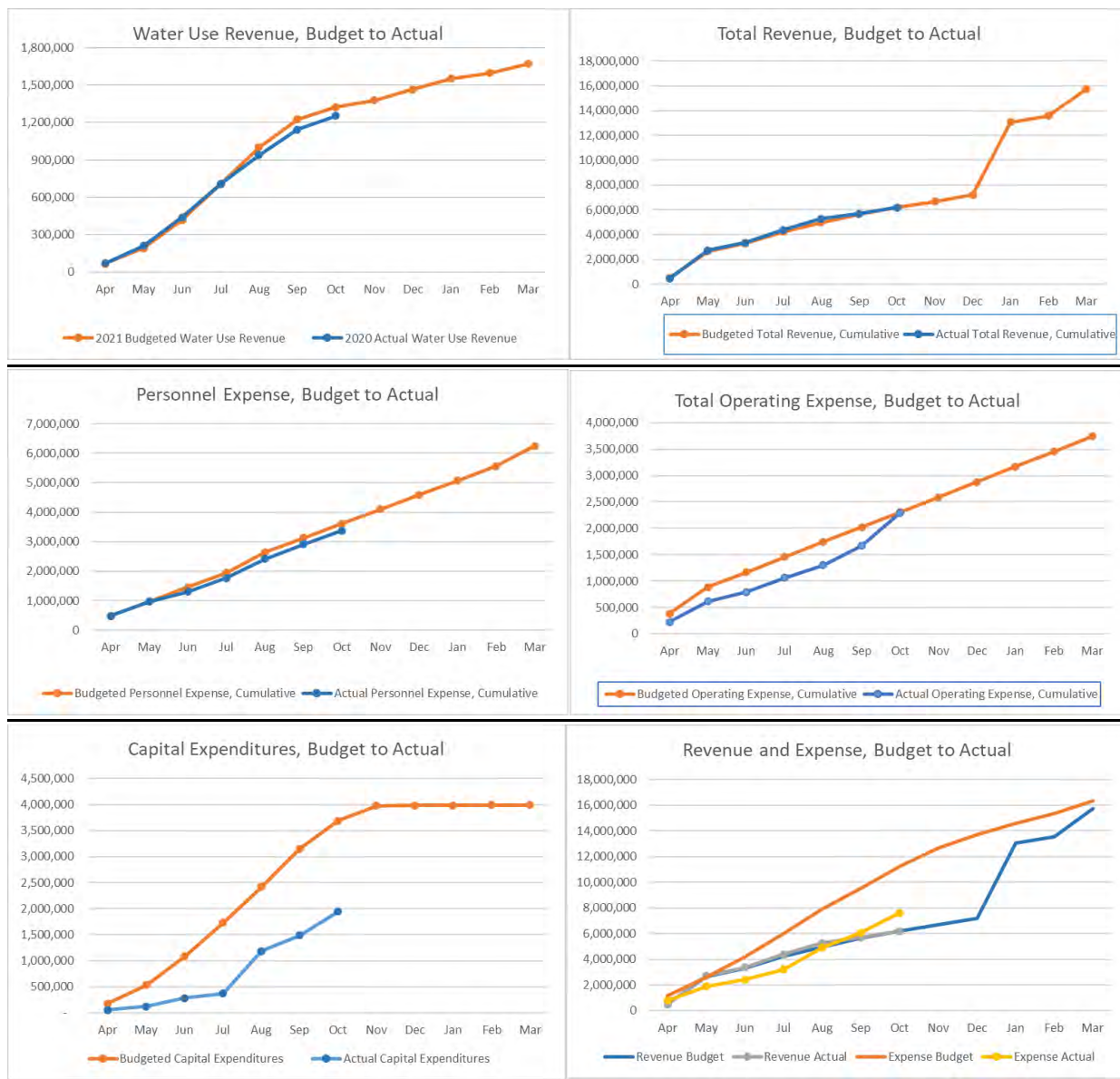
Finance Department Report

November 2022

Employee Paid 457b Contributions	35,519	11.7% of Gross
Other Employer Paid Benefits	88,094	

Graphs and Tables

Details on capital expenditures are listed in Table A, operation expenses in Table B, utility bill aging in Table C, and cash balance projection in Table D, followed by a summary of the District’s investment portfolio including the monthly report of transactions. Summary graphs of revenue and expenses are presented below.



MAMMOTH COMMUNITY WATER DISTRICT

Agenda Item: B-3

Finance Department Report

11-17-2022

November 2022

Financial Reports

Table A Capital Project Management

Capital Funds Project Summary				
Fiscal Year: 2023				
Spending through October 2022				
Project Name	FY 2023 Budget	FY 2023 YTD Expenditure	Prior Project Expenditure	Total Project Expenditure
2021 ERP Upgrade	248,900	10,826	175,659	186,485
2021 Well 32	250,000	176,189	2,435,970	2,612,159
2021 Well 1 Rehab	125,000	47,399	31,462	78,861
2021 Well 25 Rehab	125,000	34,500	32,055	66,555
2021 Parcel Relief Main	400,000	3,707		
2021 Battery Backup and Storage	20,000	3,532	1,878	
SCADA Server Replacement	205,910	49,363		
2022 Water Distribution System Improvements	599,214	239,025		239,025
TOML Bike path water fountain	50,000	39,927	-	39,927
T-8 Eval/Replacement	50,000	2,586	-	2,586
T-4 Rehab	456,075	420,411	-	420,411
LMTP Filter Rehab	318,000	33,466	-	33,466
2022 WW Collection System Improvements	416,254	348,062	-	348,062
2022 WW Filter Redundancy	250,782	87,702	-	87,702
Bluffs Lift Station Controls	44,457	197		197
Hwy 203 Sewer Main	400,000	8,069	-	8,069
Capital Equipment				
Vehicle replacement	200,000			
East Twin LS Genset	42,000			
Sewer Inspection Equipment	58,500	62,715		
Ee housing		387,500		
Total Capital Projects and Equipment	4,011,192	1,944,350		

MAMMOTH COMMUNITY WATER DISTRICT

Agenda Item: B-3

Finance Department Report

11-17-2022

November 2022

Table B Revenue and Expenses

Account	YTD Actual	YTD Budget	Better/Worse	% Diff
Billing - Water Usage	1,255,246	1,324,224	(68,978)	-5%
Water Base Rates	1,082,867	1,103,517	(20,649)	-2%
Wastewater Base Rates	1,832,142	1,677,812	154,330	9%
Engineering Revenue	72,528	58,310	14,218	24%
Miscellaneous Revenue	259,582	108,632	150,950	139%
Permits - Connection Fees	447,627	145,775	301,852	207%
Taxes and Assessments	1,632,876	1,758,951	(126,075)	-7%
Interest Income	286,199	-	286,199	
Subtotal Revenue	6,869,066	6,177,220	691,845	11%
Investment Gain (Loss)	(685,912)	-		
Total Revenue	6,183,154	6,177,220	5,934	0%
Salaries & Wages	2,276,187	2,541,744	265,556	10%
Employee Benefits - Group Insu	539,325	580,452	41,127	7%
Employee Benefits - Pension	492,602	543,436	50,834	9%
Employer Paid Taxes	65,735	80,769	15,034	19%
Total Personnel Expense	3,373,849	3,746,401	372,552	10%
Outside Services/Contractual	116,288	105,934	(10,354)	-10%
Property Tax Admin. Fee	180,567	220,000	39,433	18%
Sludge Disposal	24,256	27,260	3,004	11%
Software Licenses and Agrmnts	200,829	136,506	(64,322)	-47%
IT Services	12,500	21,575	9,075	42%
Banking Fees	30,748	26,729	(4,018)	-15%
Professional Services	64,297	134,200	69,904	52%
Outside Lab Services	28,985	41,400	12,415	30%
Equipment Rental	-	5,831		
Employee Housing Expenses	39,079	42,837	3,757	9%
Operating Tools	30,488	26,939	(3,549)	-13%
Employee Engagement	13,773	16,537	2,764	17%
Ee Ben. PPE Unif Other	12,527	12,376	(151)	-1%
Gasoline	24,657	22,356	(2,301)	-10%
Diesel Fuel	18,116	8,537	(9,580)	-112%
Insurance	129,642	99,419	(30,224)	-30%
Legal Services	53,821	49,564	(4,257)	-9%
M & R - Line Repair/Equipment	155,928	145,797	(10,131)	-7%
M & R - Buildings	56,939	88,071	31,132	35%
M & R - Vehicles	83,477	54,263	(29,214)	-54%
Memberships/Certifications	21,026	30,156	9,130	30%
Permit Materials	25,338	8,747	(16,591)	-190%
Operating Chemicals	202,626	161,611	(41,015)	-25%
Operating Supplies	70,981	67,523	(3,458)	-5%
Computer Systems/Equipment	32,438	40,409	7,971	20%
Postage/Freight	6,522	5,655	(867)	-15%
Advertising Publications & PR	18,161	13,703	(4,459)	-33%
Books & Subscriptions	626	729	103	14%
Safety	20,895	17,166	(3,728)	-22%
Permits & Licensing	30,278	52,969	22,691	43%
Settlement Costs	113,677	114,000	323	0%
Telephone	23,594	27,150	3,557	13%
Training & Meetings	43,779	42,601	(1,178)	-3%
Travel Expenses	22,507	27,901	5,394	19%
Uncollectables	9,904	-		
Bank Reconciliation over/short	-	-		
Utilities-Electric	336,294	321,288	(15,006)	-5%
Utilities-Propane	9,076	6,300	(2,776)	-44%
Water Conservation	126,351	111,967	(14,384)	-13%
Total Operating Expense	2,390,992	2,336,006	(50,913)	-2%

MAMMOTH COMMUNITY WATER DISTRICT

Agenda Item: B-3

Finance Department Report

11-17-2022

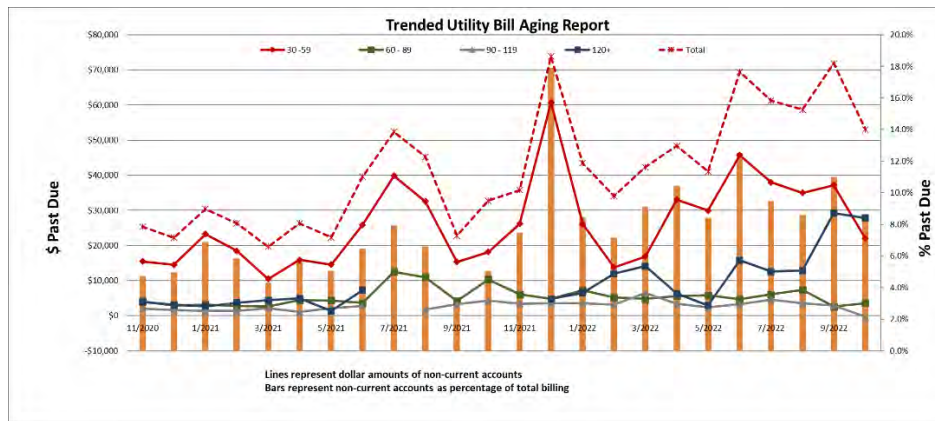
November 2022

Table C Fund Balance

	Operating Funds			Capital R&R Funds		
	10 Admin	20 Water	30 Wastewater	21 Admin	22 Water	23 Wastewater
Cash Total	(236,514)	3,021,830	1,552,742	997,860	7,372,681	9,117,847
Current Assets	700,146	317,577	224,585	(103)	23,291	12,827
Non-current Assets						
Capital Assets	49,419	12,609	2,564	2,188,458	35,913,510	13,912,850
Total Assets	513,050	3,352,016	1,779,891	3,186,215	43,309,483	23,043,524
Current Liabilities	(83,732)	(3,387)	(12,998)	60	(87,302)	(78,613)
Non-current Liabilities	(442,175)	(97,041)	(130,652)	-	-	-
Assets - Liabilities	(12,857)	3,251,588	1,636,242	3,186,275	43,222,181	22,964,911
Target Fund Balance	190,000	1,160,000	1,260,000	1,000,000	5,964,000	3,348,000
Available Fund Balance	(320,246)	3,018,443	1,539,745	997,920	7,285,380	9,039,233

	Capital Expansion Funds			96 Enterprise	98 LADWP	Total
	31 Admin	32 Water	33 Wastewater			
Cash Total	1,021,829	1,888,709	796,842	1,516,089	1,043,496	28,093,412
Current Assets	-	(35)	-	12,568	-	1,290,857
Non-current Assets				2,023,835	-	2,023,835
Capital Assets	(8,068)	8,819,944	5,155,154	1,277,191	-	67,323,631
Total Assets	1,013,762	10,708,618	5,951,997	4,829,683	1,043,496	98,731,735
Current Liabilities	-	(21,056)	-	(14,010)	-	(301,038)
Non-current Liabilities						(669,867)
Assets - Liabilities	1,013,762	10,687,562	5,951,997	4,815,673	1,043,496	97,760,830
Target Fund Balance	1,000,000	1,045,000	288,000	500,000	375,000	16,130,000
Available Fund Balance	1,021,829	1,867,653	796,842	1,502,079	1,043,496	27,792,374

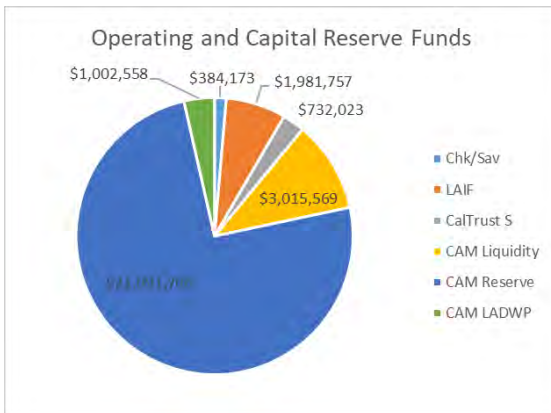
Table D Trended Utility Bill Aging Report



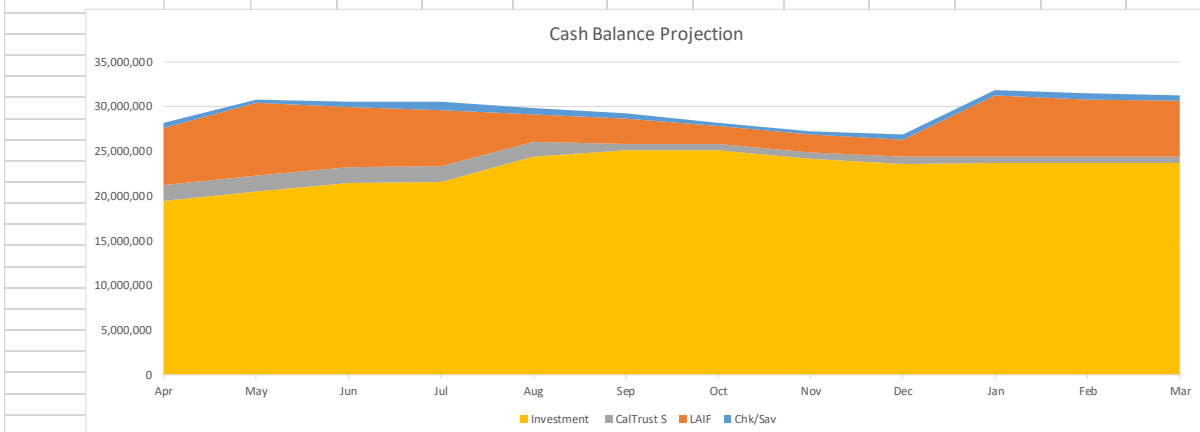
The total amount past due is \$53,078 as of October 31, 2022.

Table E Cash Balance Projection and Investment Summary

The District’s reserve funds have been separated into a multi-layer investment strategy to match the liquidity needs of operations and capital projects while maximizing the opportunity for interest earnings. The chart below illustrates the allocation, from most liquid to least liquid.



	Apr	May	Jun	Jul	Aug	Sep	Oct	Projection				
								Nov	Dec	Jan	Feb	Mar
Chk/Sav	549,793	332,984	582,588	1,016,956	766,901	585,714	384,173	399,970	510,707	609,223	669,083	557,359
LAIF	6,451,520	8,151,520	6,751,520	6,265,242	2,965,242	2,765,242	1,981,757	1,982,550	1,983,343	6,834,736	6,437,470	6,240,045
CalTrust S	1,727,620	1,730,363	1,726,622	1,728,630	1,731,542	731,889	732,023	732,316	732,609	732,902	733,195	733,488
Investment	19,463,973	20,566,162	21,448,895	21,575,381	24,387,837	25,155,611	25,109,832	24,124,898	23,639,373	23,653,556	23,667,749	23,681,949
Total	28,192,905	30,781,029	30,509,625	30,586,209	29,851,522	29,238,456	28,207,785	27,239,733	26,866,031	31,830,417	31,507,497	31,212,842





Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	10/03/2022	31846V203	9,640.05	First American Govt Obligation Fund Class Y	1.000	2.45%	9,640.05	0.00	9,640.05	0.00
Purchase	10/03/2022	31846V203	202.53	First American Govt Obligation Fund Class Y	1.000	2.45%	202.53	0.00	202.53	0.00
Purchase	10/03/2022	31846V203	37.57	First American Govt Obligation Fund Class Y	1.000	2.45%	37.57	0.00	37.57	0.00
Purchase	10/03/2022	31846V203	1,022.55	First American Govt Obligation Fund Class Y	1.000	2.45%	1,022.55	0.00	1,022.55	0.00
Purchase	10/03/2022	9128282A7	350,000.00	US Treasury Note 1.5% Due 8/15/2026	90.363	4.23%	316,271.48	699.05	316,970.53	0.00
Purchase	10/06/2022	31846V203	650.00	First American Govt Obligation Fund Class Y	1.000	2.45%	650.00	0.00	650.00	0.00
Purchase	10/11/2022	31846V203	250,000.00	First American Govt Obligation Fund Class Y	1.000	2.45%	250,000.00	0.00	250,000.00	0.00
Purchase	10/13/2022	31846V203	707.17	First American Govt Obligation Fund Class Y	1.000	2.45%	707.17	0.00	707.17	0.00
Purchase	10/15/2022	31846V203	3,359.38	First American Govt Obligation Fund Class Y	1.000	2.45%	3,359.38	0.00	3,359.38	0.00
Purchase	10/16/2022	31846V203	140.63	First American Govt Obligation Fund Class Y	1.000	2.45%	140.63	0.00	140.63	0.00
Purchase	10/17/2022	31846V203	187.50	First American Govt Obligation Fund Class Y	1.000	2.45%	187.50	0.00	187.50	0.00
Purchase	10/17/2022	31846V203	593.56	First American Govt Obligation Fund Class Y	1.000	2.45%	593.56	0.00	593.56	0.00
Purchase	10/17/2022	31846V203	266.33	First American Govt Obligation Fund Class Y	1.000	2.45%	266.33	0.00	266.33	0.00
Purchase	10/17/2022	31846V203	296.08	First American Govt Obligation Fund Class Y	1.000	2.45%	296.08	0.00	296.08	0.00
Purchase	10/17/2022	31846V203	273.77	First American Govt Obligation Fund Class Y	1.000	2.45%	273.77	0.00	273.77	0.00
Purchase	10/17/2022	31846V203	896.93	First American Govt Obligation Fund Class Y	1.000	2.45%	896.93	0.00	896.93	0.00

Transaction Ledger

As of October 31, 2022



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	10/17/2022	31846V203	459.50	First American Govt Obligation Fund Class Y	1.000	2.45%	459.50	0.00	459.50	0.00
Purchase	10/17/2022	31846V203	356.30	First American Govt Obligation Fund Class Y	1.000	2.45%	356.30	0.00	356.30	0.00
Purchase	10/17/2022	31846V203	4,815.44	First American Govt Obligation Fund Class Y	1.000	2.45%	4,815.44	0.00	4,815.44	0.00
Purchase	10/17/2022	31846V203	4,611.26	First American Govt Obligation Fund Class Y	1.000	2.45%	4,611.26	0.00	4,611.26	0.00
Purchase	10/17/2022	31846V203	11,125.38	First American Govt Obligation Fund Class Y	1.000	2.45%	11,125.38	0.00	11,125.38	0.00
Purchase	10/18/2022	31846V203	4,730.80	First American Govt Obligation Fund Class Y	1.000	2.45%	4,730.80	0.00	4,730.80	0.00
Purchase	10/19/2022	31846V203	100,158.55	First American Govt Obligation Fund Class Y	1.000	2.45%	100,158.55	0.00	100,158.55	0.00
Purchase	10/19/2022	47800BAC2	155,000.00	John Deere Owner Trust 2022-C A3 5.09% Due 6/15/2027	99.992	5.15%	154,987.97	0.00	154,987.97	0.00
Purchase	10/20/2022	31846V203	248.00	First American Govt Obligation Fund Class Y	1.000	2.45%	248.00	0.00	248.00	0.00
Purchase	10/20/2022	31846V203	71.50	First American Govt Obligation Fund Class Y	1.000	2.45%	71.50	0.00	71.50	0.00
Purchase	10/20/2022	31846V203	21,352.84	First American Govt Obligation Fund Class Y	1.000	2.45%	21,352.84	0.00	21,352.84	0.00
Purchase	10/20/2022	31846V203	3,972.62	First American Govt Obligation Fund Class Y	1.000	2.45%	3,972.62	0.00	3,972.62	0.00
Purchase	10/21/2022	31846V203	121.00	First American Govt Obligation Fund Class Y	1.000	2.45%	121.00	0.00	121.00	0.00
Purchase	10/21/2022	31846V203	5,858.20	First American Govt Obligation Fund Class Y	1.000	2.45%	5,858.20	0.00	5,858.20	0.00
Purchase	10/25/2022	31846V203	715.00	First American Govt Obligation Fund Class Y	1.000	2.45%	715.00	0.00	715.00	0.00
Purchase	10/25/2022	31846V203	1,415.91	First American Govt Obligation Fund Class Y	1.000	2.45%	1,415.91	0.00	1,415.91	0.00

Transaction Ledger
 As of October 31, 2022



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	10/25/2022	31846V203	960.20	First American Govt Obligation Fund Class Y	1.000	2.45%	960.20	0.00	960.20	0.00
Purchase	10/25/2022	31846V203	785.38	First American Govt Obligation Fund Class Y	1.000	2.45%	785.38	0.00	785.38	0.00
Purchase	10/25/2022	31846V203	544.73	First American Govt Obligation Fund Class Y	1.000	2.45%	544.73	0.00	544.73	0.00
Purchase	10/25/2022	31846V203	243.47	First American Govt Obligation Fund Class Y	1.000	2.45%	243.47	0.00	243.47	0.00
Purchase	10/25/2022	31846V203	472.75	First American Govt Obligation Fund Class Y	1.000	2.45%	472.75	0.00	472.75	0.00
Purchase	10/25/2022	31846V203	406.95	First American Govt Obligation Fund Class Y	1.000	2.45%	406.95	0.00	406.95	0.00
Purchase	10/25/2022	31846V203	576.52	First American Govt Obligation Fund Class Y	1.000	2.45%	576.52	0.00	576.52	0.00
Purchase	10/25/2022	31846V203	300.79	First American Govt Obligation Fund Class Y	1.000	2.45%	300.79	0.00	300.79	0.00
Purchase	10/25/2022	31846V203	457.85	First American Govt Obligation Fund Class Y	1.000	2.45%	457.85	0.00	457.85	0.00
Purchase	10/28/2022	31846V203	1,000.00	First American Govt Obligation Fund Class Y	1.000	2.45%	1,000.00	0.00	1,000.00	0.00
Purchase	10/31/2022	31846V203	500.00	First American Govt Obligation Fund Class Y	1.000	2.61%	500.00	0.00	500.00	0.00
Purchase	10/31/2022	912796YQ6	500,000.00	US Treasury Bill 3.015% Due 11/15/2022	99.874	3.06%	499,371.93	0.00	499,371.93	0.00
Subtotal			1,439,534.99				1,405,166.37	699.05	1,405,865.42	0.00
Short Sale	10/19/2022	31846V203	-154,987.97	First American Govt Obligation Fund Class Y	1.000		-154,987.97	0.00	-154,987.97	0.00
Subtotal			-154,987.97				-154,987.97	0.00	-154,987.97	0.00
TOTAL ACQUISITIONS			1,284,547.02				1,250,178.40	699.05	1,250,877.45	0.00

Transaction Ledger

As of October 31, 2022



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
DISPOSITIONS										
Closing Purchase	10/19/2022	31846V203	-154,987.97	First American Govt Obligation Fund Class Y	1.000		-154,987.97	0.00	-154,987.97	0.00
Subtotal			-154,987.97				-154,987.97	0.00	-154,987.97	0.00
Sale	10/03/2022	912828M80	325,000.00	US Treasury Note 2% Due 11/30/2022	99.813	3.17%	324,390.63	2,219.95	326,610.58	-563.81
Sale	10/19/2022	3135G0T94	100,000.00	FNMA Note 2.375% Due 1/19/2023	99.565	4.11%	99,564.80	593.75	100,158.55	-568.23
Sale	10/19/2022	31846V203	154,987.97	First American Govt Obligation Fund Class Y	1.000	2.45%	154,987.97	0.00	154,987.97	0.00
Sale	10/31/2022	31846V203	499,371.93	First American Govt Obligation Fund Class Y	1.000	2.61%	499,371.93	0.00	499,371.93	0.00
Subtotal			1,079,359.90				1,078,315.33	2,813.70	1,081,129.03	-1,132.04
Paydown	10/13/2022	36198FAE2	0.00	GS Mortgage Securities Trust 2013-GC14 A5 4.243% Due 8/10/2046	100.000		0.00	707.17	707.17	0.00
Paydown	10/17/2022	02582JIR2	0.00	American Express 2021-1 A 0.9% Due 11/15/2026	100.000		0.00	187.50	187.50	0.00
Paydown	10/17/2022	3128MEMN8	238.29	FHLMC FG G15565 3% Due 10/1/2030	100.000		238.29	35.48	273.77	0.00
Paydown	10/17/2022	31307PEF2	863.94	FHLMC FG J32834 2.5% Due 9/1/2030	100.000		863.94	32.99	896.93	0.00
Paydown	10/17/2022	31307PNB1	414.49	FHLMC FG J33086 3% Due 11/1/2030	100.000		414.49	45.01	459.50	0.00
Paydown	10/17/2022	3132KFBZ4	309.55	FHLMC FG V60956 2.5% Due 9/1/2030	100.000		309.55	46.75	356.30	0.00
Paydown	10/17/2022	44891RAC4	4,793.97	Hyundai Auto Receivables Trust 2020-C A3 0.38% Due 5/15/2025	100.000		4,793.97	21.47	4,815.44	0.00
Paydown	10/17/2022	47800AAC4	0.00	John Deere Owner Trust 2022-B A3 3.74% Due 2/16/2027	100.000		0.00	296.08	296.08	0.00

Transaction Ledger

As of October 31, 2022



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
DISPOSITIONS										
Paydown	10/17/2022	61762MBW0	0.00	Morgan Stanley BAML Trust 2013-C10 A4Due 7/15/2046	100.000		0.00	593.56	593.56	0.00
Paydown	10/17/2022	65479JAD5	4,566.68	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	100.000		4,566.68	44.58	4,611.26	0.00
Paydown	10/17/2022	89231CAD9	0.00	Toyota Auto Receivables Owner 2022-C A3 3.76% Due 4/15/2027	100.000		0.00	266.33	266.33	0.00
Paydown	10/17/2022	89240BAC2	11,088.76	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 5/15/2025	100.000		11,088.76	36.62	11,125.38	0.00
Paydown	10/18/2022	43813KAC6	4,713.52	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	100.000		4,713.52	17.28	4,730.80	0.00
Paydown	10/20/2022	36262XAC8	0.00	GM Financial Auto Lease Trust 2021-3 A2 0.39% Due 10/21/2024	100.000		0.00	71.50	71.50	0.00
Paydown	10/20/2022	92290BAA9	21,290.80	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	100.000		21,290.80	62.04	21,352.84	0.00
Paydown	10/20/2022	92348AAA3	3,950.73	Verizon Owner Trust 2019-C A1A 1.94% Due 4/22/2024	100.000		3,950.73	21.89	3,972.62	0.00
Paydown	10/20/2022	92348KAV5	0.00	Verizon Master Trust 2022-5 A1A 3.72% Due 7/20/2027	100.000		0.00	248.00	248.00	0.00
Paydown	10/21/2022	43813GAC5	5,839.57	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	100.000		5,839.57	18.63	5,858.20	0.00
Paydown	10/21/2022	43815GAC3	0.00	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 1/21/2026	100.000		0.00	121.00	121.00	0.00
Paydown	10/25/2022	3137B3NX2	753.19	FHLMC K031 A2Due 4/25/2023	100.000		753.19	662.72	1,415.91	0.00
Paydown	10/25/2022	3137BSRE5	0.00	FHLMC K059 A2 3.12% Due 9/25/2026	100.000		0.00	715.00	715.00	0.00
Paydown	10/25/2022	3137BWWD2	347.20	FHLMC K725 A2 3.002% Due 1/25/2024	100.000		347.20	613.00	960.20	0.00

Transaction Ledger
 As of October 31, 2022



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
DISPOSITIONS										
Paydown	10/25/2022	3137FBTA4	285.54	FHLMC K278 A2 3.064% Due 8/25/2024	100.000		285.54	499.84	785.38	0.00
Paydown	10/25/2022	3138ETA55	505.38	FNMA FN AL8127 2% Due 1/1/2031	100.000		505.38	39.35	544.73	0.00
Paydown	10/25/2022	3138WE3R8	202.78	FNMA FN AS5307 3% Due 7/1/2030	100.000		202.78	40.69	243.47	0.00
Paydown	10/25/2022	3138WE5U9	428.93	FNMA FN AS5358 3% Due 7/1/2030	100.000		428.93	43.82	472.75	0.00
Paydown	10/25/2022	3138YDAS8	380.03	FNMA FN AY0016 2.5% Due 1/1/2030	100.000		380.03	26.92	406.95	0.00
Paydown	10/25/2022	3138YR6T0	527.75	FNMA FN AZ0881 2.5% Due 7/1/2030	100.000		527.75	48.77	576.52	0.00
Paydown	10/25/2022	3138YTMT8	258.87	FNMA FN AZ2169 2.5% Due 7/1/2030	100.000		258.87	41.92	300.79	0.00
Paydown	10/25/2022	31418BLL8	380.28	FNMA FN MA2130 3.5% Due 12/1/2029	100.000		380.28	77.57	457.85	0.00
Subtotal			62,140.25				62,140.25	5,683.48	67,823.73	0.00
Maturity	10/11/2022	313397K26	250,000.00	FHLMC Discount Note 2.43% Due 10/11/2022	100.000		250,000.00	0.00	250,000.00	0.00
Subtotal			250,000.00				250,000.00	0.00	250,000.00	0.00
Security Withdrawal	10/12/2022	31846V203	2,075.45	First American Govt Obligation Fund Class Y	1.000		2,075.45	0.00	2,075.45	0.00
Security Withdrawal	10/25/2022	31846V203	209.26	First American Govt Obligation Fund Class Y	1.000		209.26	0.00	209.26	0.00
Subtotal			2,284.71				2,284.71	0.00	2,284.71	0.00
TOTAL DISPOSITIONS			1,238,796.89				1,237,752.32	8,497.18	1,246,249.50	-1,132.04
OTHER TRANSACTIONS										
Interest	10/06/2022	89236TJD8	325,000.00	Toyota Motor Credit Corp Note 0.4% Due 4/6/2023	0.000		650.00	0.00	650.00	0.00

Transaction Ledger
 As of October 31, 2022



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
OTHER TRANSACTIONS										
Interest	10/15/2022	91282CDB4	235,000.00	US Treasury Note 0.625% Due 10/15/2024	0.000		734.38	0.00	734.38	0.00
Interest	10/15/2022	91282CEH0	200,000.00	US Treasury Note 2.625% Due 4/15/2025	0.000		2,625.00	0.00	2,625.00	0.00
Interest	10/16/2022	3137EAEY1	225,000.00	FHLMC Note 0.125% Due 10/16/2023	0.000		140.63	0.00	140.63	0.00
Interest	10/28/2022	459058JL8	400,000.00	Intl. Bank Recon & Development Note 0.5% Due 10/28/2025	0.000		1,000.00	0.00	1,000.00	0.00
Interest	10/31/2022	91282CAT8	400,000.00	US Treasury Note 0.25% Due 10/31/2025	0.000		500.00	0.00	500.00	0.00
Subtotal			1,785,000.00				5,650.01	0.00	5,650.01	0.00
Dividend	10/03/2022	31846V203	2,624,797.56	First American Govt Obligation Fund Class Y	0.000		202.53	0.00	202.53	0.00
Dividend	10/03/2022	31846V203	486,941.07	First American Govt Obligation Fund Class Y	0.000		37.57	0.00	37.57	0.00
Dividend	10/03/2022	31846V203	13,252,352.14	First American Govt Obligation Fund Class Y	0.000		1,022.55	0.00	1,022.55	0.00
Subtotal			16,364,090.77				1,262.65	0.00	1,262.65	0.00
TOTAL OTHER TRANSACTIONS			18,149,090.77				6,912.66	0.00	6,912.66	0.00

District Projects

- **Well 32 Production Well Development** – Your H2O Pro is scheduled to install the pump, pipe column, conductor and sounding tubes in the second week of November. The remaining SCE electrical equipment is being sized and ordered. We are also working with Snowcreek on recording the final easement for the project and are working on the paperwork to add Well 32 as a drinking water source to our permit with the Department of Drinking Water.
- **2022 Construction Crew Projects** – Engineering staff is finalizing as-builts for the work completed this season, including:
 - Replaced 17 water service laterals and 26 meter pits on Ridgeway Drive.
 - Water bottle filling stations at three locations along multi-use paths – in coordination with TOML (complete and receiving lots of positive feedback)
 - Majestic Pines Court sewer offset repair (complete)
 - Sewer slip-lining by contractor on portions of Dorrance Drive, Joaquin Road, Manzanita Road, Valley Vista Drive, and Majestic Pines Court (complete)
- **The Parcel Relief Main** – Nothing new to report. This project will connect a trunk main in Dorrance Drive to Center Street via new sewer across The Parcel. The properties involved have been surveyed and the results are being drafted. Conversations have continued with the private property owner regarding an easement and staff has secured an agreement with the Town for easements across The Parcel.
- **Center Street/Highway 203 Sewer Upgrade** – Nothing new to report. This project involves upsizing a trunk sewer from Center Street out into Highway 203. Staff will work on constructability issues, update the budget (\$750,000?), and put a revised project out to bid next year when the market may be more favorable.
- **Tank T-8 (Forest Trail) Replacement Project** – Nothing new to report. This project involves evaluating Tank T-8 and its function in the water distribution system. Tank T-8 is on Inyo National Forest land and any work will require coordination with the Forest Service. Staff is starting work on water modeling, engineering, and cost estimating. This project will be constructed in a future fiscal year.
- **Water System Modeling Update** – The Aerial Photo project supports this effort. Auditing and clean-up of data is ongoing. This project involves updating the water system model for use in evaluating water resources and capital improvement planning.
- **Wastewater Collection System Modeling Update** – The Aerial Photo project supports this effort. Staff has completed significant auditing and clean-up of GIS data toward this goal. This project involves updating the wastewater collection system model for use in evaluating wastewater capacities and capital improvement planning.
- **Aerial Photo and Topography Data Update** – Digital Mapping Inc. has delivered preliminary orthophoto images and ground surface information and we are reviewing it for quality control. This is a collaborative effort between Engineering, IS, the Town, and Mono County. We need this information for many projects including water and wastewater modeling and development and implementation of the Capital

Improvement Program (CIP). The total cost will be \$38,430 which will be shared with the Town per a cost sharing MOU.

- **Well Asset Management Program** – Engineering and Operations staff has been evaluating the performance of the rehab work done on Wells 1 and 25 earlier this year now that we are on 100% groundwater. Initially, the new pump in Well 1 was not performing as specified. After some troubleshooting, the variable frequency drive (VFD) was adjusted to “overspin” the motor at a higher frequency. This appears to have solved the issue and we are now getting the expected performance. Engineering staff will be working with operations to define the scope and cost of projects for 2023 and years following.
- **Tank Asset Management Program** – Nothing new to report. This project involves data collection and analysis of all MCWD tanks. The purpose of the program will be to plan tank maintenance and replacement to optimize life-cycle costs. The result will be to define the scope and cost of projects for 2023 and years following.
- **MCWD Code Overhaul** – See Out-of-District Agreements for latest developments. A significant MCWD Code overhaul is underway. Engineering staff will need to engage in the process, especially for Chapter 11 (Sewer Code) and Chapter 12 (Water Code). Engineering Department fees need to be updated for permit applications, reviews, and inspections.
- **Easement GIS Layer Update** – This is a new project that staff is working on as new easements are recorded and time allows. Specialized training has been scheduled for engineering and IS staff for October 19th to support this effort.
- **On-site Employee Housing** – This is a new project. The concept is to adapt the existing RV spaces with hookups into MCWD employee housing. Staff has reached out to Town Planning and is exploring alternatives and various planning requirements, if any apply.
- **Administration Building HVAC/Energy Efficiency Upgrades** – Nothing new to report. The administration building pre-dates modern building codes requiring energy efficient construction and HVAC systems. Staff proposes that we evaluate the existing building to identify opportunities for improved energy efficiency (insulation, windows, HVAC upgrades, etc.) and develop alternatives with the shortest payback period. Although they generally have a long payback period, a ground-source heat pump system may make sense because of the District’s long-term service to the community.

Department Activities

- **Project Management Training and Procurement Flow Chart** – Engineering is working with other departments to clarify and standardize the processes, documents, roles and responsibilities for managing projects at the District. The goal is to increase communication between team members and facilitate efficient delivery of projects whether they are performed in-house or by outside contractors.
- **Waste Discharge Requirements (WDRs)** – Nothing new to report. Staff has prepared a proposed groundwater/basin plan amendment study scope and submitted it to Lahontan for review. Their initial response has been positive, but it is still under review by Lahontan management. The study will require staff time and likely require hiring consultants to prepare specialized reports. A cooperative agreement is

being drafted with Lahontan to formalize this process and the intended outcome which is an updated WDR based on good science.

- **Ormat CD IV Geothermal Monitoring and Reporting Plan (GMRP)** – On November 8th the Mono County Board of Supervisors considered the LVHAC staff recommendation to transition away from using USGS for sampling of data related to Casa Diablo power plants 1-3. The primary reason for the change is the cost of USGS sampling and lack of transparency in the billing process. The USGS sampling contracts with Mono County, MCWD and the BLM expired on October 31st. MCWD staff is recommending that Mono County fast-track the LVHAC subcommittee RFP process to identify the most qualified consultant and work with Ormat and USGS to resolve access and instrumentation ownership issues. The next quarterly sampling event is scheduled for January 2023. The GMRP group met to discuss a similar change of sampling entity for the CD-IV monitoring plan and the group is preparing a similar RFP for long-term groundwater sampling services. MCWD has contracted with the USGS to perform sampling and analysis of MCWD wells since 2015 at a total cost of \$478,000 (or an average of \$60k per year).
- **Recycled Water Program** –
 - **Golf Course Irrigation** – Recycled water season has concluded and a new record for recycled water delivered was set. For details see the operations report.
 - **Permitting** – The updated Title 22 Engineering Report has been approved by the Department of Drinking Water (DDW) and Lahontan. Lahontan now plans to issue a Notice of Applicability (NOA) for the new General Use Permit in March 2023 when they plan to rescind our existing permit at the Lahontan Water Board meeting. The MCWD ordinance establishing the District’s original recycled water program in 2009 will need to be repealed and superseded once the NOA is issued.
 - **Re-evaluate Supply and Potential Uses** – So far, the current extended drought and record recycled water deliveries are not causing Laurel Pond to be reduced anywhere close to the 18-acre minimum size. Staff will continue to evaluate whether there is enough supply for the current golf course irrigation at Sierra Star (18 holes) and Snowcreek (9-holes), another 9-hole golf course at Snowcreek VIII, the sports fields at Shady Rest Park, and enough effluent to Laurel Pond to maintain an 18-acre size.
- **AmeriGas Juniper Tank Lease Amendment** – Nothing new to report. AmeriGas is still interested in this change, but has not received approval from the Forest Service for their planned propane main connection in the Chair 15/Eagle ski run. The proposed schedule is unknown.
- **Out-of-District (OOD) Service Agreements** –
 - **Process, Policy, and Code Provisions** – MCWD code could use updating in this area and staff is working with General Counsel on a potential code update and new policy/procedure. Ideally, these updates would be made prior to the upcoming request for extension of service to Sierra Meadows Ranch, which the developer is planning for in 2023. The concept is to have a standard agreement for existing OOD customers that will be distributed on, or with, regular invoices. There will be a separate process for new or extension of OOD service. It will also include policy on how to address emergency/short term service
 - **Main Lodge** – Alterra gave a presentation on their project to the Town Council and Planning Commission in September and scoping documents for the joint CEQA/NEPA process have just been

released. Their preferred alternative continues to be to construct and operate a new package treatment plant. The analysis should include two alternatives for sewer service – one involving conveyance to MCWD and another that does not (a package treatment plant). The joint CEQA/NEPA document is expected to take at least two years.

- **Chair 4 Restrooms Sewer** – This OOD connection will receive a standard agreement on, or with, their regular invoices. General Counsel is working on this. Finance is working to clean up billing on this account. Alterra is planning to construct a permanent restaurant concession in the future and this account will be revisited at that time.
- **Sierra Meadows Ranch** – General Counsel is going to write a letter explaining the existing, and continued, water and sewer service to the Forest Service which should help the new owners obtain an updated 20-year lease for the existing facilities. When the new owners formally submit their plan for expansion a new out-of-district service agreement will be required at that time.
- **Lakes Basin Cabins** – These OOD customers will receive a standard agreement on, or with, their regular invoices. General Counsel is working on this.
- **Well Site Acquisition** –
 - **Alterra/Dry Creek** – Alterra drilled and pump tested two replacement wells this summer. One for snowmaking near the Chair 21 parking lot, and another near the Mammoth Mountain Inn. They had planned to pump test two MCWD wells in Dry Creek to evaluate their feasibility as production wells but they could not get their equipment into the holes. They did place pressure transducers in the Dry Creek wells to evaluate potential impacts from pump testing. Staff has requested the final hydrogeology report to use for reference.
 - **Alterra/Sierra Star Golf Course** – Nothing new to report. Alterra has budgeted to update their Eagle Lodge building plans in 2022 and is tentatively planning for construction in 2023 or 2024. Alterra still needs the land at Well 16 for this project and remains willing to negotiate for additional well sites adjacent to Sierra Star.
 - **Snowcreek VIII** – Replacement well sites for Wells 6 and 10 and additional well sites will be explored when development plans progress. The previous District Engineer believed the Snowcreek VIII area was not a good location for production wells but the available data is being re-evaluated to understand why.
 - **Inyo National Forest Well #11** – This well at the base of the Sherwin's near Hidden Lake was pump tested in 2011 and determined to be a viable site to drill a production well with little influence on other nearby wells. The site has challenges related to it being on Forest Service land. With the passing of time, and staff turnover, we are re-evaluating it as an alternative. The Town is pushing for multi-use trails in the area and there is a potential to coordinate well access.
- **Inyo National Forest Permitting and Coordination** –
 - **Laurel Pond Memorandum of Agreement (MOA)** – Nothing new to report. The draft MOA is still undergoing Forest Service review.
 - **Master Use Permit Updates** – Staff is working with the INF to explicitly add access to Well #11.

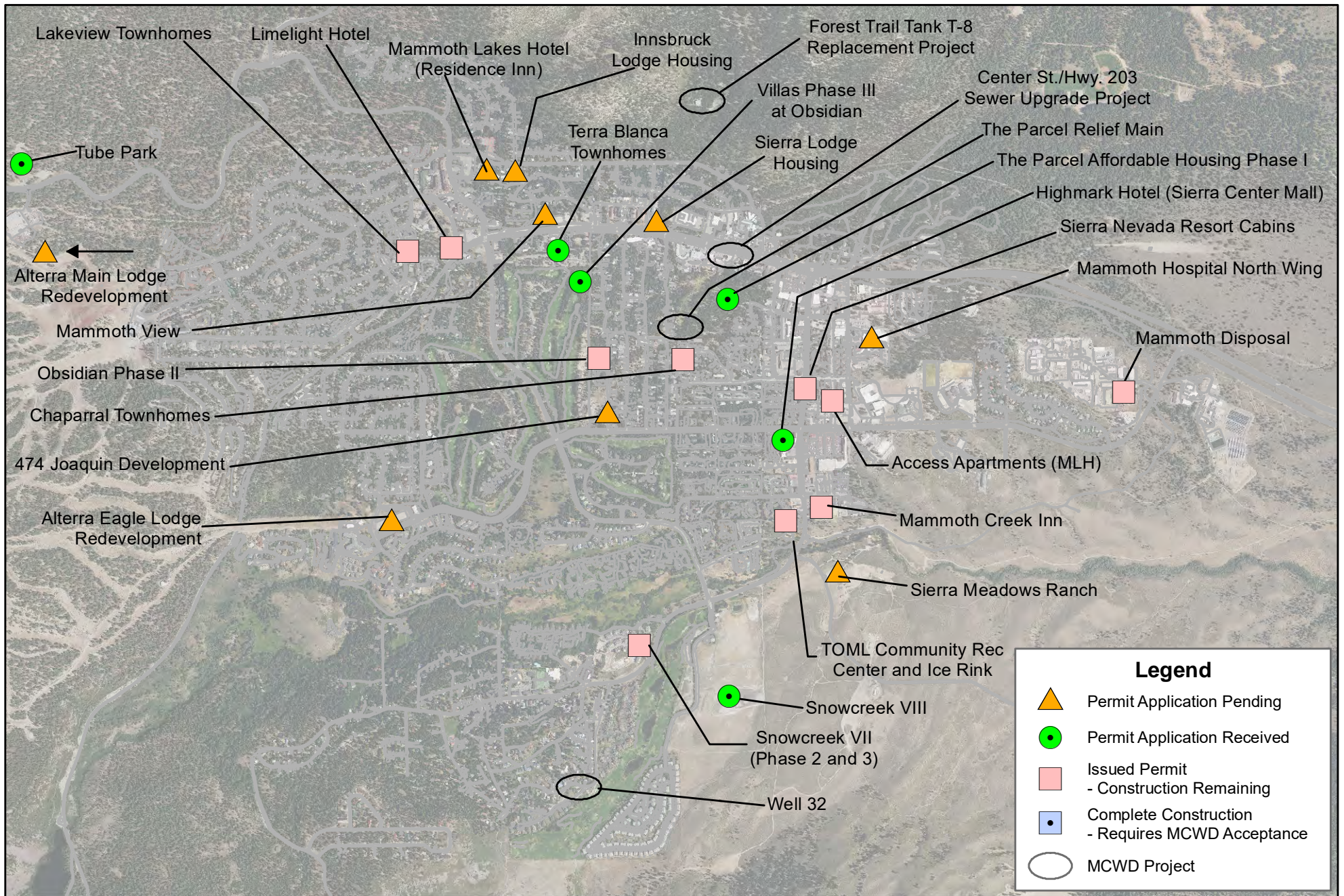
- **Lake Mary Dam Spillway** – Nothing new to report. INF and Bureau of Reclamation staff met with Operations staff to look at the spillway in July. The Inyo National Forest is working on an updated Grainger-Thye permit which would replace the existing active permit that allows MCWD to operate the Langeman gate on Lake Mary for water storage. The dam is owned by the Forest Service. The Forest Service is working with the Bureau of Reclamation on a potential project to construct a spillway that meets USFS standards as identified in their recent Dam Hazard Analysis.
- **USGS-Proposed Communications Tower and Lease** – Nothing new to report. A two-year lease extension was signed for the existing facilities. USGS staff is working to further develop plans and specifications for the new 60' communications tower project.

Permits






- **Snowcreek VII Phases 1, 2, and 3** – Staff is working with the developer on Transfer Agreements, bonds, easements, inspections, and Connection Permits for the next round of buildings. Staff is also working with the developer on Construction Permit close out (punch lists, easements, inspections, transferring infrastructure, etc.). Landscape irrigation has been installed without MCWD permits and there are issues with metering and, potentially, improper cross-connections. Staff is working with Snowcreek to resolve the issues.
- **Limelight Hotel and Geothermal Project** – Per the signed Letter of Intent with Aspen Ski Company (ASC), staff is working with ASC on a cooperating agreement and GMRP that will ensure that potential impacts to the drinking water aquifer from this project are identified and mitigated. ASC has agreed to drill a monitoring well on-site which will require a MCWD well drilling permit. Staff is working toward bringing the cooperating agreement, GMRP, and well drilling permit to the Board for consideration in December or January.
- **Highmark Hotel (Sierra Center Mall)** – The applicant has indicated that they may move forward with demolition in 2022. The applicant has applied for a demolition/core and shell permit from the Town and a Construction Permit for off-site sewer improvements. Staff is working with the developer's design team to evaluate alternatives for sewer service. The engineering evaluation determined that connecting to newly-constructed sewer in Old Mammoth Road is the best alternative because it avoids a lift station and additional costs. The Old Mammoth trunk line downstream has limited capacity and this project will increase the peak flows by about 5%. However, this is an infill project that has drained to Old Mammoth trunk line since its original construction.
- **Alterra Woolly's Tube Park and Maintenance Garage** – MMSA is proposing to fast track their expanded sewer connection to Woolly's Tube Park. They plan to install temporary restrooms ASAP for service this winter season and install the permanent day lodge next summer. Staff has requested a complete Connection Permit application and will coordinate with the Town of Mammoth Lakes Building Department on the proposed improvements. Staff performed a site visit with MMSA to inspect existing improvements at the maintenance garage and found that floor drains in the heavy equipment mechanic areas are currently connected to the sanitary sewer. This is not allowed, and we are working with MMSA to correctly dispose of their industrial waste.
- **Snowcreek VIII** – At full build-out the project will provide up to 790 dwelling units, a 400-room hotel, retail, and an additional 9-hole golf course with a practice facility.

- **Final Map TM-09-002** – Filing of this Tract Map will divide the property for future phases. This has been submitted to the Town and is being scheduled for Planning and Economic Development Commission (PEDC) approval soon.
- **TTM 22-004 Phase 1** – Application has been submitted to the Town. Phase 1 of this project involves construction of 160 for sale condominium units in 39 3- and 4-plex buildings. The first phase will include the realignment of Fairway Drive from 150' south of Old Mammoth Road to the Snowcreek V north property line and the construction of the east entrance to Snowcreek VIII. These changes require significant re-routing of existing sewer mains serving Snowcreek V and Snowcreek VI.
 - **Water and Sewer Infrastructure Design, Permitting, and Transfer Agreement** – The developer submitted conceptual plans in the first week of November, but permit applications have not been submitted.
- **Mono County Property Tax Share Agreement** – Engineering staff is assisting the effort to have the Mono County Board of Supervisors reallocate a portion of property tax for parcels annexed into MCWD service area. A spreadsheet has been prepared for use in estimating the development valuation potential of the tax parcels in question. Unfortunately, the County Assessor has declined to provide the valuation information requested by the County CAO and the County LAFCO Director has asked us to request development pro forma information from Snowcreek.
- **Recycled Water Agreement Amendment** – The District's obligation to supply recycled water to the additional 9-hole golf course and common area landscaping at Snowcreek VIII has expired and needs to be reviewed and potentially re-negotiated.
- **The Parcel** – The Town of Mammoth Lakes has entered into a development agreement with Pacific (an affordable housing developer) to construct Phase 1 involving 80 units in two buildings. Permits have been issued and Engineering staff is working with the developer's contractors on regular inspections of the work.
- **VTPM 10-001 Plum/Tamarack** – This developer is exploring finaling this Vesting Tentative Parcel Map located at the end of Tamarack Street that was first approved in 2012.
- **Sierra Nevada Resort Redevelopment Phase 1 (Cabins)** – The project consists of construction of approximately 32 "cabin" hotel rooms on the previous site of Jimmy's Taverna/Red Dragon Restaurants. Permits have been issued and Engineering staff is working on inspecting the work.
- **Mammoth Hospital North Wing** – The hospital is planning an expansion that will require expanded water and sewer service. Staff is performing significant research of existing conditions to support the design.
- **Access Apartments (MLH)** – Mammoth Lakes Housing is renovating two (2) existing commercial buildings into an 11-unit affordable housing complex. The agreement allowing MCWD connection fees to be delayed has been signed and the permit has been issued.
- **Mammoth Disposal** – With the pending closure of Benton Crossing Landfill at the end of 2022, Mammoth Disposal is working on upgrades to their facilities in the Industrial Park to adapt them to the long-haul transfer waste management model. The Mammoth Disposal Transfer Station is currently permitted to accept up to 15 tons per day of municipal solid waste (MSW). The upgrades include expansion to a large-volume transfer station that would permit up to 500 tons of MSW per day.

- **Town of Mammoth Lakes Community Recreation Center (CRC)** – Work on this project is progressing. The sprung structure is planned to be erected and operational in 2023.
- **60 Joaquin Road** – The Town of Mammoth Lakes is working on this 4-unit affordable housing project. The plan is to develop it as a Planned Unit Development (PUD) and construct it using the Design-Build procurement method.
- **The Villas Phase 3 (Obsidian)** – This approved a tentative tract map will add more condo units to the north of Obsidian Phase 2 (formerly Tallus). The project would connect a new water main between Dorrance Drive and Callahan Way.
- **Terra Blanca Townhomes** – This proposal would redevelop the La Sierra’s property into townhomes.
- **Mammoth Creek Inn Remodel** – This hotel remodel project has seen lots of changes, red-tags, starts and stops. The TOML Building Department has initiated an enforcement action requiring project completion by spring of 2023. After then, fines will begin to accrue.
- **Mammoth View** – This project is coming back after a long silence. The latest proposal includes 19 duplex single family residence buildings (38 units) in the upper portion with vehicular ingress and egress through Viewpoint Road; as well as 14 townhome triplex units across 5 buildings fronting Alpine Circle; and 6,750SF of commercial space on the corner of Main Street and Mountain Boulevard.
- **Permit Processing, Forms and Applications** – The new Tyler EnerGov Permit Software System is live. Staff continues to implement the system and work out bugs.



Legend

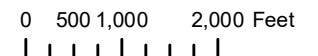
-  Permit Application Pending
-  Permit Application Received
-  Issued Permit - Construction Remaining
-  Complete Construction - Requires MCWD Acceptance
-  MCWD Project



Mammoth Community Water District
 P.O. Box 597, Mammoth Lakes, CA 93546
 (760) 934-2596 FAX: (760) 934-2143

Land Development Activity and Projects - November 2022

Engineering Department Report



Executive Summary

The SCADA upgrade project remains on track for full implementation before the end of the year. ISD is assisting current Engineering Water and Sewer Modeling Projects; hourly meter usage data has been successfully extracted and compiled from Neptune 360, and MCWD just received the new high-resolution aerial and elevation datasets recently collected. The new data has been incorporated onto MCWD GIS Servers and is already being utilized for current GIS/Engineering projects and maps. In addition, ISD and Maintenance completed the Truck 74 WiFi project, outfitting a service truck as a mobile WiFi solution for field crews and as a backup ISP in emergency scenarios. Finally, ISD and Engineering staff conducted GIS Easement Training with Mono County Assessor staff that will be beneficial as staff enters future and past MCWD easement documentation into the database.

Hardware Systems

- *SCADA System Upgrade* – ISD and Operations continue work on a comprehensive upgrade of the District’s SCADA system. The Contractor is scheduled to be onsite at the end of November for initial implementation, then MCWD will run parallel SCADA systems into December as all configuration and communication is finalized from the old system to the new system. Once the new system is fully in place, the older SCADA system will be de-commissioned. The new system will be engineered and configured for current security recommendations.
- Four of the sixteen bulk order PCs under the newly revised MCWD Workstation Replacement Program have been setup and deployed. Two desktops went to Mechanical Maintenance and Line Maintenance, and two laptops were deployed for ISD and another for Line Maintenance. The remaining twelve PCs just arrived and will be setup as time permits.
- Ongoing hardware support, maintenance, and updates.

Software Systems

- ISD worked with Park Consulting Group to develop a script to extract hourly usage data for all MCWD AMI accounts for a year within the Neptune API. The data will be used to extrapolate diurnal characteristics as well as update and calibrate MCWD Engineering Water and Sewer models. ISD and Engineering staff are currently evaluating the very large dataset and creating GIS and Excel tools to apply the data to the models.
- Tyler Incode and EnerGov – Staff continue to optimize current EnerGov workflow processes and need to further test dummy permits through the IG Inspect module. For Incode 10, ISD completed another QRG for Incode 10 QBE exports to WaterSmart.
- Renewed Granite Net Viewer and Engineering licenses for TV Van and CCTV Sewer Cleaning software for Line Maintenance and ISD PCs.
- Ongoing software support, maintenance, and updates.

Administrative

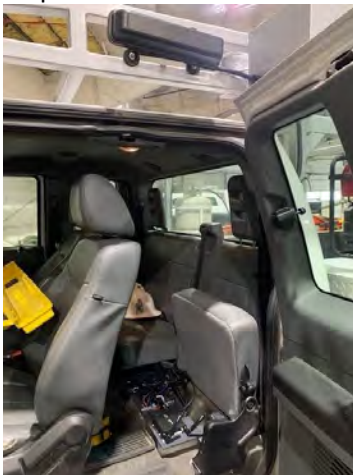
- *MCWD Security Committee* – The MCWD Security Committee is conducting second-phase security initiatives for the year. The SCADA upgrade project is currently the primary focus for digital security, while fencing repairs for District property are still being pursued for physical security. In addition, ISD setup Real-Time Streaming Protocol for two of the District’s new webcams for staff/operational use. Staff can now check the cameras for real-time weather conditions and gauge

snow depths for those responsible for snow removal. The Security Committee meets quarterly to discuss and implement security initiatives for the agency.

- ISD staff participated in Lake Mary Cleanup Day on October 12th
- Conducted Office 365 maintenance, distribution group and email account administration
- Continued administration of VoIP phones, iPads, laptops

Network

- ISD and Maintenance installed MCWD's FirstNet equipment into Truck 74 and have created a "WiFi" bubble service truck for field crew use and to serve as a backup ISP in emergency scenarios. ISD and Maintenance constructed a mobile board to install the equipment on for quick transfer between vehicles if needed. The new equipment works very well in areas that were previously out of network, under tree canopy or affected by high traffic periods. FirstNet was created to deploy, operate, maintain, and improve the first high-speed, nationwide wireless broadband network dedicated to public safety. MCWD will be utilizing FirstNet's services as a second-tier public safety responder.



- Managing remote access client connection software and devices, administering additional machines and users as necessary for remote access.
- Network segregation, access control configuration and security planning for upcoming SCADA upgrade project.
- Performed port forwarding and RTSP protocols on Firewall for live-camera views of Front Entry and Fuel Terminal for staff/snow removal use.
- All network systems secure, no data loss or intrusions.

GIS

- MCWD received the product deliverables for the 2022 Aerial and Lidar update project. The data was acquired under an agreement between MCWD and TOML for upcoming projects. The agencies have worked together under an MOU for aerial updates and GIS synergies in the past. The new imagery and elevation data was successfully flown and collected during the month of September. Upon receipt of the data last week, MCWD and TOML do have concerns with some of the ortho plates and the post-processing that was performed. MCWD will be reaching out to the contractor to address these concerns; in the meantime, all data has been copied onto the MCWD GIS server

and is already being applied to water and sewer modeling projects, as well as in-house GIS mapping products. MCWD also delivered the data to TOML and Mono County for assistance with an aerial photo GIS service for all three agencies to share and utilize. Overall, the data was acquired in a cost-effective manner and will be a very positive addition for the Engineering and GIS departments of each agency moving forward.

- Conducted GIS Easement Training with Mono County Assessor's Office staff to learn how to update and enter MCWD easement legal descriptions in GIS layers utilizing the same format and best practices as Mono County. The training was successful, with Engineering and ISD staff now entering easements on the newly created MCWD Easement SDE layer. Additional meetings will be scheduled in the near future to add Mono County Section and reference layers to MCWD GIS geodatabase and develop workflow for all future and past easements.
- Staff continue assimilating backflow letter results in the new infraMap platform. All Backflow letters for the season have been mailed out, as well as second outreach letters, and staff are currently conducting follow-up outreach for non-compliance. As of 11/3, there were approximately 100 backflow devices that have not been tested this season. Staff are utilizing the email functionality within infraMap as well as phone call outreach to these customers. The infraMap application is successfully writing data back to the MCWD Backflow GIS SDE layer. Staff are also working on additional functionality for grouping customers with multiple backflow devices.
- ISD created an updated Water Distribution System Map for Mechanical Maintenance use.
- ISD continues work with Engineering staff to create GeoNetwork for InfoSewer Model project utilizing MCWD Sewer dataset.

MCWD Websites

- Continued maintenance and security for all MCWD web platforms: MCWD Internet, MCWD Intranet, and MCWD GIS Portal.
- Postings or updates to Internet/Facebook sites
 - Mammoth Creek Streamflow Data ending 10-31-22
 - "MCWD Lake Mary Cleanup Day" Press Release 10-19-22
 - "MCWD Reminds Customers to Prepare Their Water Systems for Winter" Press Release 10-20-22
 - Principal Administrative Analyst position posted to Employment page and Facebook
 - Posted revised Chain of Custody document under Customer Service
 - Updated qualified Backflow Tester Contact list on Backflow page
 - Revised MCWD Covid-19 Response Page per PSD
 - Revised staff listings to current on Our Staff page
 - MCWD Board of Directors October Meeting Materials
- Postings or updates to Intranet site
 - Performed general maintenance on "MCWD Watering Hole" SharePoint Intranet site
 - Updated Forms, Our Team, and Departmental pages
 - Updated Staff Schedule and Phone Contact List

Administration

- Continuous and ongoing activities associated with day-to-day administration, including but not limited to:
 - Administrative, organizational, and operational policy development, guidelines, implementation, and related day-to-day projects
 - Non-personnel and personnel-based legal matters, e.g., ADA/FEHA, COBRA/CalCOBRA, etc.
- Ongoing activities working with LCW on updating the District's Personnel Manual (Chapters 4 and 5 MCWD Code)
- Legislative/Client Update 11/2022 (provided by LCW/CSDA):
 - None to report at this time

Workforce Planning

- Effective Wednesday, 08/31/2022, please congratulate John Slover on his flex-promotion to Water Treatment Plant Operator II in the Operations Department, Water Treatment Division
- Ongoing administration of two recruitments for the Operations Department and one recruitment for the General Manager's Office
- Ongoing monitoring of COVID-19 related regulation updates

Risk/Safety/Training

- Risk/Safety:
 - Process safety tailgate and wellness activity logs for 11/2022 safety incentive program
 - Monthly restock of Cal/OSHA compliant first aid safety kits at all locations
 - Continuous and ongoing activities associated with the Injury and Illness Prevention Program written programs development and guidelines
 - Continuous and ongoing activities associated with manual to electronic conversion of Cal/OSHA required Hazard Communication Safety Data Sheets (SDS)
 - Coordinate & attend CalARP / RMP / PSM Compliance Workbook Audit conducted by County of Mono CUPA inspector on 10/25/2022, ongoing processing of any mitigation findings
 - Annual ShakeOut Earthquake Drill conducted 10/20/2022
 - Claims received and/or processed:
 - None received or processed
- Training:
 - Webcasts/onsite/offsite training processed, provided, attended, and/or proctored this month:
 - LCW – The Future is Now - Embracing Generational Diversity and Succession Planning Webinar 11/02/2022
 - Modern Health – Q&A: US Surgeon General Framework for Workplace Well-being 11/10/2022
 - ACWA JPIA Hot Java and Hot HR Topics: Internal Workplace Investigations 11/17/2022

MAMMOTH COMMUNITY WATER DISTRICT

Regulatory Support Services

November 2022

Agenda Item: B-7

11-17-2022

The pertinent topics typically covered in the monthly Regulatory Support Services Report are being addressed in other department reports until further notice.

The General Manager's report is designed to summarize important District activities and to highlight developments that may require Board action in the future.

Key items for the past month included work force planning, District Code/Policy project, and meeting with Limelight Hotel developers discussing the use of geothermal as a heating source for their hotel development.

Other ongoing items included working with the local development community, water conservation issues, collaborating with agencies on groundwater monitoring activities related to the CD IV geothermal project, and working with state regulators on the District's waste discharge requirements. We also continue to monitor local and state activities related to COVID-19.

Departmental / General

Staff Resources and Management

- Presentation of Employee Engagement Survey results to both District staff and the Board. CPS-HR provided categorical benchmark comparisons to both the public and private sector. Feedback from District staff is critical in maintaining a team culture at the District and helping management understand trends for what is working well and also identify areas to work on.
- Exploring short-term and long-term workforce planning strategies with management staff. Considerations are based on current and anticipated vacancies, specific workflow needs for supporting District operations, department head input and recommendations, along with agency benchmarking comparisons.
- Monthly General All-Staff and Management staff meetings
- Monthly Engineering, Operations, and Maintenance (EOM) collaborative meetings, reporting on and tracking progress for current and future capital projects and programs

District Employee Home Purchase Assistance and Rental Programs

- The District currently has five employees participating in the EHPAP shared value option, two employees in the loan option and two employees currently working through the process of purchasing a home utilizing the shared value option.
- The District currently has six rental units occupied by MCWD staff. There's also a waiting list with five staff interested in District owned rental units. The Board has directed District management to monitor local economic conditions to find potential opportunities to increase the number of rental units available to staff. There are currently two additional condominiums pending purchase which will be added to the District's rental unit inventory. Management is also exploring options for utilizing "Tiny Homes" to expand housing opportunities for staff.

COVID-19 Response

MCWD remains at the low risk level (Level 1) of the District's COVID Risk Minimization and Outbreak Plan. We continue to monitor conditions related to COVID-19 and will modify our risk level accordingly. Risk Level #1 provides for the following:

- Maintaining essential water and wastewater services to the community
- District offices are open to the public
- Assignment of remote work where appropriate

Management continues to focus on communications, utilizing a mix of both Zoom video conferencing and in-person meetings to coordinate with the community and District staff.

Water and Wastewater

On April 21st 2022 the Board approved a motion to move the District into water conservation Level 3. The increased conservation measures were needed to reduce water demand to better align with surface water and groundwater supply availability associated with current drought conditions. This was also in alignment with the Governor's executive order and State Water Resources Control Board's implementation of additional conservation measures, particularly related to landscape use.

Water Operations continues to utilize groundwater as the community's primary water source.

Total water produced in October 2022 was 46.8 million gallons, which is up from the 39.2 million gallons produced in October 2021. Water sources included, 3% surface water, 93% groundwater and 4% recycled water. Currently, Lake Mary has a balance of 231 ac/ft, which is 38% of the District's 606 acre feet surface water storage capacity.

October average daily wastewater flows were 1.06 million gallons for a total of 33 million gallons treated for the month. (See B-1 Operations Department report for more details)

Financial Management

The District's FY 2023 financials show revenue tracking slightly above budgeted projections with expenses below budgeted projections. (See B-3 Finance Department report)

Letters of Support, Contracts and Agreements

- Signed a contract with Your H2O Pro for the pump and motor, including installation, at Well #32 in the amount of \$92,848
- Signed a one-year contract with WaterSmart for customer portal and water analytics services for MCWD in the amount of \$10,068
- Signed a letter of support for CalTrout to receive grant funding in support of their proposed project to improve fish habitat and reduce fuel loads on lower Mammoth Creek

Departmental Activities

- Engineering Department continues to support the many active and planned construction projects at the District and throughout the community. (See B-4 Engineering Department Report for more details)
- Regulatory Support Services activities continue conservation efforts monitoring and notifying customers with water leaks, administering Backflow and FOG programs, and PR/advertising.
- Personnel Services Department activities include working with the District's labor counsel on bringing the Personnel Manual up to date with current requirements, work force planning related to vacant positions, communications with L12 Union. (See B-6 Personnel Services Report for more details)
- Information Services Department completed the enterprise software integration and continues to support all departments as needed. (See B-5 Information Services Report for more details)
- Operations Department staff continue to monitor water and wastewater production for compliance with all regulations. (See B-1 Operations Department Report for more details)
- Maintenance Department staff continued working on in-house construction projects and are currently meeting their maintenance goals and requirements for 2022 calendar year programs. (See B-2 Maintenance Department Report for more details)

Projects/Related

Mono County Board of Supervisors Request to revisit Wastewater Sampling for Communicable Diseases

The Mono County Board of Supervisors recently approved a revised MOU and letter requesting that the Mammoth Community Water District (MCWD) Board revisit the request by Mono County Department of Public Health to enter into a Memorandum of Understanding with the District for wastewater sampling and analysis for detecting COVID virus and other communicable diseases. Following a discussion with interim Mono County Health Department (MCHD) Director Kathy Peterson, to allow time for MCHD staff to prepare a thorough presentation, there will be an agenda item for the MCWD Board to reconsider MCHD's request at MCWD's January 19, 2023 Board meeting.

Limelight Hotel and Proposed Geothermal Development

MCWD continues to work collaboratively with local agencies and particularly with the Limelight development team. Both entities signed a letter of Intent (LOI) ensuring the protection of our community's potable groundwater sources from Limelight's proposed development of geothermal as heating source for their hotel project. Per the LOI the Limelight group withdrew geothermal as part of their current hotel development plans until an agreement can be reached with MCWD on a groundwater mitigation and response plan (GMRP) to protect cold water aquifer while still using geothermal as a renewable energy source.

MCWD is currently working with Limelight staff and consultants on finalizing the GMRP. Our common goal is to establish appropriate mitigation and monitoring measures which both ensures our community's groundwater supply is adequately protected and also provides the Limelight Hotel with a green and sustainable heating source.

Alterra/MMSA Main Lodge Development

Alterra/MMSA has proposed a new Main Lodge development Master Plan and initiated the environmental process. A civil engineering firm completed an analysis of water and sewer service alternatives which consist of construction of a package treatment plant at the main lodge or connection to MCWD's system. District staff reviewed the report and provided comments to Alterra/MMSA staff and their consultants. Alterra recently gave a presentation on their project to the Town Council and Planning Commission which listed a new on-site package treatment plant to handle their wastewater needs. The District is planning to provide comments on Alterra/MMSA's proposal and will continue to meet with Alterra/MMSA staff to stay apprised of any potential changes as the project develops. (See B-4 Engineering Department Report for more details)

MCWD Water Discharge Requirements (WDR)

Lahontan staff continue to indicate they are supportive of initiating a study of the Laurel Pond area to better identify the appropriateness of specific use classifications. The study is likely to take up to five years after which time Lahontan will provide comments on updating the District's WDR which has the associated potential for treatment process changes at the WWTP. (See B-4 Engineering Department report for more details)

MCWD Code Book Review and Update

MCWD staff continue to work on reviewing and updating the District's Code. The ad-hoc committee had its first meeting in May where they received an introduction to the many components making up this project and provide staff with direction for moving forward. This extensive project will bring the District's Code into alignment with current best practices and legal requirements.

Snowcreek VIII Annexation and Public Agency Property Tax Reallocation

District staff continued to work with Mono County's Local Agency Formation Commission (LAFCO) Executive Director and Mono County staff on property tax allocation/sharing for three parcels which LAFCO annexed into the District's service area in 2018 and 1983. Annexation of the three parcels into the District's service area allows for development on the parcels by providing the required water and wastewater services.

Because the District does not currently receive property tax from the annexed parcels, Mono County receives additional property tax funds compared to the rest of the Mammoth Lakes community, where they receive an average of 33 percent. Mono County will be providing no additional community services to the annexed parcels beyond what they provide to existing Mammoth Lakes residents. It's key to note that back in 2018 all local agencies, including Mono County, agreed that annexation was the most beneficial approach to fund and provide services needed to meet the Snowcreek VIII development plan as approved by the TOML Planning and Economic Development Commission. District staff are continuing to work with LAFCO and Mono County with a goal of appropriately reallocating property taxes to fund water and wastewater services to the development.

Geothermal/Groundwater Monitoring/Proposed CD IV Expansion Project

See B-4 Engineering Department report for on-going activities.

AGENDA ITEM

Subject: Annual Staff Service Years Recognition

Information Provided By: Mark Busby, General Manager

Background

The Mammoth Community Water District (“MCWD”) Code Chapter 4, Division VI, Section 10, Longevity Recognition Holidays, states in part, “On the anniversary dates set forth below, regular full-time employees who meet the following milestones of continuous employment with the District, shall receive ‘recognition holidays’ with pay and the bonus amounts”

Discussion

On Saturday, October 15, 2022, MCWD held a Longevity Recognition picnic to acknowledge staff for their distinguished years of service to the District. The following three employees were recognized:

- ◆ Dave Carlson, 5 Years
 - Hire Date – November 27, 2017 (Assistant Engineer)
 - December 2018 – Associate Engineer
- ◆ Bruce Medhurst, 5 Years
 - Hire Date – April 17, 2017 (Lab Technician)
 - October 2021 – Lab Supervisor
- ◆ Robert Gonzalez, 10 Years
 - Hire Date – October 29, 2012 (Mechanical Maintenance Worker I)
 - February 2015 – Mechanical Maintenance Worker II
 - November 2015 – Transferred to Line Maintenance II
 - January 2022 – Line Maintenance III
 - 2020, 2021, & 2022 – Temporary assignment of Summer Construction Foreman

Requested Action

None, information only.

AGENDA ITEM

Subject: Discuss and Consider Waiving the Established Waiting Period for MCWD-Paid Health Insurance for Incoming Director Elizabeth (Betty) Hylton

Information Provided By: Mark Busby, General Manager

Discussion

Incoming Director Elizabeth (Betty) Hylton requested that an agenda item be included at the November Board meeting for the Board to consider her request to waive the established waiting period for MCWD-paid health insurance as established by District Code. Personnel Services staff thoroughly reviewed both District Code (see below) and past practices and determined that incoming Director Hylton will be eligible to receive MCWD-paid health insurance beginning February 1, 2023. This is consistent with how MCWD-paid health insurance benefit eligibility has been determined historically for past employees and Directors.

Incoming Director Hylton is requesting that her MCWD-paid health insurance be effective one month earlier on January 1, 2023.

Fiscal Impact

One month of family MCWD-paid health benefit coverage is \$2,074.46.

Requested Action

Provide direction to staff regarding Ms. Hylton's request.

MCWD Code
Chapter 4, Division IV

Section 6. Insurance

a) Group medical, dental, vision, and life insurance is available to all full- and part-time employees in regular positions, and their eligible dependents, who work the hours required under the insurance policy in order to be eligible to participate. An employee becomes eligible on the first day of the second calendar month following his/her employment.

AGENDA ITEM

Subject: Discuss and Possibly Adopt the Updated Fiscal Year 2022 Records Retention and Disposal Schedules

Information Provided By: Stephanie Hake, Executive Assistant

Background

MCWD as with any public agency produces a significant number of records in all forms. There are laws and recommended best practices that dictate the management, retention, and destruction of these records, and these guidelines are constantly evolving and changing. To maintain compliance with law and technology and how it applies to the management of records, several years ago, MCWD contracted with Gladwell Governmental Services, Inc., (GGS) to provide staff with recommended updates to the District's records retention and disposal schedules annually. These updates are reviewed by legal counsel prior to bringing to the Board for adoption.

Discussion

The proposed changes attached here are recommended updates from the past two years and displayed in 'track changes' format. The updates are essentially very minor and for the most part only a referencing government code has been added.

The attached summary sheet provides the updated language with the reference numbers and corresponding pages where the updates can be located.

Fiscal Impact

None

Requested Action

Staff requests the Board of Directors adopt the updated FY22 Records Retention Schedules.

Attachments:

- 1) FY22 Records Retention Schedule (redline)
- 2) RRS Summary of Updates

2022 Summary of Record Retention Schedule Changes

DEPARTMENT / DIVISION	PDF Page No.	Change Summary FY 20-21	PDF Page No.	Change Summary FY 21-22
District-Wide Standards	5, 7	DW-017 Amend records description to include – "staff videoconference chats, notes, and recordings." DW-025 Add reference code GC 12960	6	DW-020 Add reference code 2 CFR 200.334; Remove reference codes CFR 200.333; 22 CFR 1403.36 & 1403.42 24 CFR 85.42; 28 CFR 66.42; 40 CFR 31.42; 44 CFR13.42; 45 CFR 92.42
Conservation		No changes		No changes
Engineering		No changes		No changes
Finance		No changes	17	FN-023.1 – (<i>Retention No. added</i>) W-9 retention amended to "until the vendor is inactive + 3 years"
GM / District Secretary		No changes		No changes
Information Tech		No changes		No changes
Maintenance	34	MNT-027 Revised record description to include "dig alerts"	32	MNT-012 Revised references to include codes 40 CFR 262.40; 48 CCR 3204(d)(1)(A)
Operations		No changes		No changes
Personnel Services	40 - 47	PER-004.1 (<i>Retention No. added</i>) Add COVID notification records provided to employees, previously not included. Active (in office) retention for years. Reference code LC 6409, GC 34090 Add GC 12960 to reference section for Retention Nos.: PER-001, PER-002, PER-007, PER-009, PER-010, PER-013, PER-014, PER-016, PER-017, PER-022, PER-033	40	PER-001 Add "Harassment Claims" to Affirmative Action Complaints record description PER-002 Amend retention of applications/recruitment files from 3 years to 4 years total
Regulatory Support	49	RS-002.1 (<i>Retention No. added</i>) retention of CEQA/NEPA documents prepared for District purposes. Including correspondence submitted to or transferred from the agency and all internal agency communications (including staff notes related to a non-CEQA action). Records to be retained until Completion of CEQA process. Comments/Reference: Internal communication and notes that do not provide insight or compliance with CEQA do not to be retained.	49	RS-002.1 Total Retention changed to "Completion + 180 days." RS-005.1 (<i>Retention No. added</i>) Consumer Confidence Reports and Annual Water Quality Reports should be retained permanently.

RECORDS RETENTION SCHEDULE: CONSERVATION

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
CONSERVATION									
Conservation	CONS-001	Conservation / Rebate Database	Indefinite		Indefinite	Yes	Mag, Ppr		Data Fields / Records are interrelated; GC §60201
Conservation	CONS-002	Data Disclosure Forms (Authorization for Third Parties to access data for high usage / leak / violation data)	Upon Expiration or Rescission by Customer		Upon Expiration or Rescission by Customer		Mag, Ppr		Department preference; GC §60201
Conservation	CONS-003	Indoor/Outdoor Incentive Program: Application Denied	5 years		5 years		Mag, Ppr		Department preference; GC §60201
Conservation	CONS-004	Indoor/Outdoor Incentive Program: Application, Payment Request, & Receipts.	5 years		5 years		Mag, Ppr		Department preference; GC §60201
Conservation	CONS-005	Irrigation Account Letters: Maximum Applied Water Allowances	5 years		5 years		Mag, Ppr		Department preference; meets municipal government auditing requirements, and may have grant funding; GC §60201
Conservation	CONS-006	Urban Water Management Plans (UWMP)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department Preference; GC §60201
Conservation	CONS-007	Violation Database	Indefinite		Indefinite	Yes	Mag, Ppr		Data Fields / Records are interrelated; GC §60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
DISTRICT-WIDE (Used by All Departments)										
Finance / Accounts Payable	DW-001	Accounts Payable (Invoices, Petty Cash, Travel Expense Reimbursements, etc.)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Until Paid	Mag, Ppr			Also see Grants. copies; GC §60200
District Secretary	DW-002	Agendas, Agenda Packets Board of Directors, Subcommittees (Technical Services, Finance)	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Ppr			copies; GC §60200
District Secretary	DW-003	Agreements & Contracts (ALL, Except for Employee Loans or General Manager's Contract)	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Ppr			Send all originals to the District Secretary; GC §60200
Lead Department	DW-004	Agreements & Contracts - ALL: ADMINISTRATIVE RECORDS (Correspondence, project schedules, copies of invoices, backup, insurance certificates etc.) Also see grant retention, if applicable.	Completion + 10 years		Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Also see Grants. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers must retain their records for completion + 10 years; CCP §§336(a), 337 et. seq., GC §60201
Lead Department	DW-005	Agreements & Contracts: Unsuccessful bids	Bid Opening + 2 years		Bid Opening + 2 years		Mag, Ppr			Special Districts are required to keep public works unaccepted bids for 2 years; GC §60201(d)(11)

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?		
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
	DW-006	Association Records (external associations - e.g., ACWA, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr			Non-records; GC §60201 et seq.
	DW-007	Bids: See Agreements						Mag, Ppr			
	DW-008	Brochures: See Reference Materials						Mag, Ppr			
Finance	DW-009	Budgets - Finals, Drafts, Reports, Worksheets	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year		Mag, Ppr			GC §§60200, 53901
Personnel Services / Risk Manage.	DW-010	Claims / Litigation	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Settlement		Mag, Ppr			GC §§60200, 60201 et seq.
Lead Dept.	DW-011	Clippings / Newspaper Clippings	When No Longer Required		When No Longer Required			Mag, Ppr			Non-records; GC §60201 et seq.
Lead Dept.	DW-012	Committees, Task Forces, Associations, Commissions, & Boards: External Organizations (e.g. Association of California Water Agencies, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr			Non-records
	DW-013	Contracts: See Agreements						Mag, Ppr			
	DW-014	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr			GC §60200

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	DW-015	Correspondence - Regulatory Agencies	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years	Yes: While Active Issues	Mag, Ppr			District preference; some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §60201
Dept. that Authors Document or Receives the District's Original Document	DW-016	Correspondence - Routine (e .g. Administrative, Chronological, Communications, General Files, Letters, Memorandums, Miscellaneous Reports, Reading Files, Working Files, etc. Does NOT include Regulatory Agency Correspondence)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department preference; GC §60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Dept. that Authors Document or Receives the District's Original Document	DW-017	<p>Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda not retained in the ordinary course of business</p> <p>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</p> <p>(e.g. calendars, checklists, e-mail or social media posting, instant messaging, inventories, invitations, logs, mailing lists, meeting room registrations, speaker slips, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)</p>	When No Longer Required		When No Longer Required			Mag, Ppr		Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the Content relates in a substantive way to the conduct of the public's business, or that ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult the District's Legal Counsel to determine if a record is considered transitory / preliminary draft. GC §§60201, 6252, 6254(a); 64 Ops. Cal. Atty. Gen. 317 (1981); District of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	DW-018	Credit Card Slips (Signed by Employees)	5 years		5 years			Mag, Ppr		For auditing purposes; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	DW-019	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required			Mag, Ppr		As long as the drafts and notes are not retained in the "Regular Course of Business". GC §60201, GC §6254
Lead Dept.	DW-020	Grants (SUCCESSFUL - all records, including FEMA claims, OES Claims)	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years			Mag, Ppr		District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334 ; 2 CFR 200.333 ; 22 CFR 1403.36 & 1403.42(b) ; 24 CFR 85.42 , 91.105(h), 92.505, 570.490, & 570.502(a), 28 CFR 66.42 ; 29 CFR 97.42; 40 CFR 31.42 ; 44 CFR 13.42 ; 45 CFR 92.42 ; OMB Circular A-110 & A-133; GC §60201; GC §8546.7
Lead Dept.	DW-021	Grants: UNSUCCESSFUL (Applications, Correspondence, etc.)	2 years		2 years			Mag, Ppr		Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	DW-022	Index to Inactive Records / Records Stored in Records Center / Inventory of Records in Records Center	Indefinite		Indefinite			Mag, Ppr		Department Preference; GC §60201
	DW-023	Invoices - see Accounts Payable						Mag, Ppr		
District Secretary	DW-024	Ordinances	Copies - When No Longer Required		Copies - When No Longer Required	Yes		Mag, Ppr		GC §60201
Personnel Services	DW-025	Personnel Files - Department-level Supervisor's Notes	After Performance Evaluation or Documented Discipline		After Performance Evaluation or Documented Discipline	Before Separation		Mag, Ppr		Preliminary Drafts; Supervisors notes should maintained in a separate folder and be incorporated in the employee's annual performance review; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960 , 60201
Lead Dept.	DW-026	Photographs	When No Longer Required		When No Longer Required			Mag, Ppr		GC §60201
	DW-027	Policies & Procedures - See Reference Manuals						Mag, Ppr		
Lead Dept.	DW-028	Public Relations / Press Releases	Minimum 2 years		Minimum 2 years			Mag, Ppr		Department Preference; GC §60201
District Secretary	DW-029	Records Destruction Lists	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		Copies; GC §60200

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Authoring Dept.	DW-030	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters	When No Longer Required		When No Longer Required			Mag, Ppr		Documents of historical significance should be retained longer; GC §60201
Lead Dept.	DW-031	Reports and Studies - White Papers, Issue Papers, Position Papers, Scientific Studies (other than Annual Reports)	Minimum 2 years		Minimum 2 years			Mag, Ppr		GC §60201
District Secretary	DW-032	Resolutions	Copies - When No Longer Required		Copies - When No Longer Required	Yes, depending upon subject		Mag, Ppr		copies; GC §60200
Lead Dept.	DW-033	Surveys / Questionnaires (that the District issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed when no longer required.	2 years		2 years			Mag, Ppr		GC §§60200, 60201
Finance / Payroll	DW-034	Time Cards / Time Sheets	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		GC §60201

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (Guideline - in office)	Inactive (Guideline - Filed, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ENGINEERING										
Engineering	EN-001	Aerials	2 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	EN-002	Annexations / Boundary Changes Index, Maps, Documents	P		P	Yes	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §60201 et seq.
Engineering	EN-003	Comment Letters: No Comment, Non-Interference Letters to City or County for their proposed projects	20 years		20 years		Mag, Ppr			Department preference; GC §60201
Lead Dept.	EN-004	Correspondence with Regulatory Agencies	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	District preference; some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §60201
Engineering	EN-005	Easements, Rights of Way, & Recorded Grant Deeds	While active	P	P		Mag, Mfr, OD, Ppr	S	No	Department preference; GC §60201
Engineering	EN-006	Inspection Reports	While active	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201
Engineering	EN-007	Plans, Reports & Studies (EIRs, Fishery Reports, Groundwater Management Plan, Groundwater Quality, Surface Water Quality, etc.)	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Engineering	EN-008	Projects (CIP or Private Development): Large Format Drawings Design Drawings (finals), Record Drawings ("As Builts")	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	No	For Disaster Recovery Purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (Guideline - in office)	Inactive (Guideline - Filed, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Engineering	EN-009	Projects (CIP or Private Development): Permanent File / Permits Agreements / Contracts (copies), Bid Package (Winning), Change Orders, Environmental, Final As-Built Drawings (Record Drawings), Inspection Pictures, Inspection Reports, Material Testing, Operations & Maintenance Manuals, Permits (Design, Environmental), Preliminary Design Report, Rights of Way / Easements, Soils, Geotechnical Reports, Specifications, Submittals, Surveys, CAD files, Engineer's Calculation Files	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD, except for Easements & As-Builts	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §60201

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (Guideline - in office)	Inactive (Guideline - Filed, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Engineering	EN-010	Projects (CIP or Private Development): Administration - 10 year file Project Administration, Bid Summary, Bonds, Certified Payroll, Grant Documents, Errors & Omissions, Insurance Certificates, Notifications, Progress Payments, Punch Lists, Videos Post-Construction & Pre-Construction, Bid Bonds (returned), Bond Copies of Drawings, Correspondence (Transitory / Preliminary Drafts), Engineer's Estimates, Memoranda, NPDES, Permits (Construction & Street Opening), Project Schedules, Requests for Information, Stop Notices - Claims, CCTV	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §60201
Engineering	EN-011	Projects (CIP or Private Development): Unsuccessful Proposals	20 years		20 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: After QC	GC §60201 et seq.
District Secretary	EN-012	Real Estate Acquisition or Sale: Deeds, Easements, Rights of Way, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (Guideline - in office)	Inactive (Guideline - Filed, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Engineering	EN-013	Real Estate Appraisal Reports ALL (Whether Purchased or Not)	Minimum 5 years		Minimum 5 years	Yes: Before Purchase	Mag, Ppr			Department preference (not accessible to the public until close of escrow); USPAP (Uniform Standards of Professional Appraisal Practice) ethical standards require appraisers to retain records for at least 5 years, or final disposition + 2 years, if used in a judicial proceeding; GC §§60201, 6254(h)
Engineering	EN-014	Sewer Improvement Districts / Assessment Districts / CFDs	Upon Completion	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §60201 et seq.
Engineering	EN-015	Studies / Technical Studies / Meter Replacement Advance Studies	5 years		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201 et seq.
Engineering	EN-016	Tracts / Subdivisions / Parcel Maps / Tentative Tracts (may contain drawings of our easements)	Upon Completion	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference (Tracts maintained by appropriate County and/or City); GC §60201
Engineering	EN-017	Wastewater Special Studies	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference to comply with NPDES regulations; 40 CFR §§122.21, 122.41; GC §60201 et seq.
Engineering	EN-018	Water Master Plans	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (updated every 5 years); GC §60201 et seq.
Engineering	EN-019	Well Extraction Verifications	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (Guideline - in office)	Inactive (Guideline - Filed, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Engineering	EN-020	Will-Serve Letters / Availability Letters	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201
PERMITS										
Engineering / Permits	EN-021	Construction Permits	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	For disaster preparedness purposes; GC §60201 et seq.
Engineering / Permits	EN-022	Customer Service / Changes to System or Meters / Mechanical Meters - ALL FINAL RECORDS	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	For disaster preparedness purposes; GC §60201 et seq.
Engineering / Permits	EN-023	Customer Service / Permit Database	Indefinite		Indefinite		Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
FINANCE ADMINISTRATION / GENERAL ACCOUNTING										
Finance / General Accounting	FN-001	Audit Annual Reports / Audited Financial Statements / Audit Reports	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After Annual Audit	Department Preference; GC §60201 et seq.
Finance / General Accounting	FN-002	Audits - Single Audits	2 years	3 years	5 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-003	Bank Statements / Checking Account Reconciliation / Fiscal Agent Statements, Trustee Statements, Investment Account Statements, etc.	2 years	3 years	5 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-004	Bond Registers	2 years	Fully Defeased + 10 years	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	No	Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq., 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.
Finance / General Accounting	FN-005	Bonds / Certificates of Participation / Transcripts / Disclosure Reports	2 years	Fully Defeased + 10 years	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq. GC §60201 et seq.

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / General Accounting	FN-006	Bonds Issue Records	2 years	Fully Defeased + 10 years	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq. GC §60201 et seq.
Finance / General Accounting	FN-007	Budgets: Adopted	5 years	P	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/ I	Yes: After Annual Audit	Department Preference; GC §60200
Finance / General Accounting	FN-008	Budgets: Proposed, Work Papers, Drafts, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Department Preference; Preliminary drafts; GC §60200
Finance / General Accounting	FN-009	Cash Drawer Reconciliation	2 years	3 years	5 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-010	Financial Reports: Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Budget Adjustments, Billing Registers for New Financial System, Edit Lists, (MONTHLY OR PERIODIC) Does NOT include year-end General Ledger.	When No Longer Required		When No Longer Required		Mag, Ppr			Draft / Preliminary documents used to produce final year-end general ledger (financial database is the original); GC §60201
Finance / General Accounting	FN-011	Financial System Database / ERP Database	Indefinite		Indefinite		Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / General Accounting	FN-012	Fixed Assets - Auction / Disposal / Sales / Surplused	2 years	3 years	5 years			Mag, Ppr		Consistent with Accounts Receivable; Statute of limitations is 3 years; statewide guidelines propose 2 - 4 years; published articles show 3 - 6 years; GC §60201, CCP §337
Finance / General Accounting	FN-013	Fund Transfers / Wire Transfers / Adjustments	2 years	3 years	5 years			Mag, Ppr		Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-014	Inventory Reports	When No Longer Required		When No Longer Required			Mag, Ppr		Preliminary drafts (the Financial Database is the original); GC §60200
Finance / General Accounting	FN-015	Investment Files / Portfolio Manager Statements / Cal Trust / LAIF (Local Agency Investment Fund)	2 years	3 years	5 years	Yes: Until Maturity		Mag, Ppr		Department Preference; GC §60201
Finance / General Accounting	FN-016	Journal Vouchers / Journal Entries	2 years	3 years	5 years			Mag, Ppr		Department Preference; Statute of Limitations is 4 years; Published articles show 6-7 years; GC §60201, CCP §337
Finance / General Accounting	FN-017	Loans to the District - USDA, etc.	Loan Payoff + 5 years		Loan Payoff + 5 years			Mag, Ppr		Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-018	State Reports: State Controllers Report / Local Government Compensation Report, Public Self Insurer Report (SIP Report), etc.	2 years	3 years	5 years			Mag, Ppr		District Preference; Meets auditing standards; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ACCOUNTS PAYABLE										
Finance / Accounts Payable	FN-019	1099's 1096's, W-9s	2 years	5 years	7 years			Mag, Ppr		IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §60201(d)(12)
Finance / Accounts Payable	FN-020	Accounts Payable Source Records / Invoices & Receivers / Credit Card Statements ALL	2 years	5 years	7 years	Yes: Until Paid		Mag, Ppr		Meets municipal government auditing standards; Sewage Sludge is required for 5 years; Published articles show 3 - 7 years; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Accounts Payable	FN-021	Check Copies / Cancelled Checks	2 years	5 years	7 years			Mag, Ppr		May contain independent contractor's compensation; Statute of Limitations is 4 years; Meets municipal government auditing standards; GC §60201(d)(12), CCP § 337
Finance / Accounts Payable	FN-022	Check Register	When No Longer Required		When No Longer Required			Mag, Ppr		The Financial Database is the original; Reports can be recreated on demand and are considered a copy or preliminary draft; GC §60201
Finance / Accounts Payable	FN-023	Customer Refunds & Backup	2 years	5 years	7 years			Mag, Ppr		District preference for drinking water regulations; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §60201
Finance / Accounts Payable	FN-023.1	W-9s	Vendor Inactive + 3 years		Vendor Inactive + 3 years			Mag, Ppr		Meets IRS auditing standards; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ACCOUNTS RECEIVABLE / CUSTOMER SERVICE										
Finance / Accounts Receivable & Customer Service	FN-024	Assessor Tax Roll (unpaid balances)	5 years		5 years			Mag, Ppr		Department Preference (meets municipal government auditing standards); GC §60201 et seq.
Finance / Accounts Receivable & Customer Service	FN-025	Bankruptcies (Where District does NOT pursue a claim)	When No Longer Required		When No Longer Required			Mag, Ppr		Department preference; GC §60201
Finance / Accounts Receivable & Customer Service	FN-026	Bankruptcies (Where District DOES pursue a claim)	10 years		10 years			Mag, Ppr		Department preference; GC §60201
Finance / Accounts Receivable & Customer Service	FN-027	Checks deposited to Bank (District scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Follow Bank Instructions			Mag, Ppr		These are bank instruments, and not District records; per bank agreement.
Finance / Accounts Receivable & Customer Service	FN-028	Customer Correspondence, Appeals, etc. (letters from and to customers)	2 years	3 years	5 years			Mag, Ppr		Department preference (Clean Water Act actions are 5 years); GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC &
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounts Receivable & Customer Service	FN-029	Customer Invoices / Customer Billing Database	Indefinite		Indefinite	Yes	Mag, Ppr			Data Fields / Records are interrelated; GC §60201
Finance / Accounts Receivable & Customer Service	FN-030	Direct Payment Applications / copies of voided checks	2 years		2 years		Mag, Ppr			Department preference; GC §60201
Finance / Accounts Receivable & Customer Service	FN-031	Liens	10 years		10 years		Mag, Ppr			Liens are good for 10 years from recording date, and may be extended by re-recording lien; WC 36729; 37212(b),
Finance / Accounts Receivable & Customer Service	FN-032	Payment Coupons Stubs (mailed) / Utility Receipts (when payment is made at the counter)	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference; Transitory records not retained in the ordinary course of business; GC §60201
Finance / Accounts Receivable & Customer Service	FN-033	Relief Letters / Fines / Adjustment	5 years		5 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); GC §60201 et seq.

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounts Receivable & Customer Service	FN-034	Returned Checks (NSF, etc.)	5 years		5 years	Yes: Until Paid	Mag, Ppr			Meets municipal government auditing standards; Statewide guidelines propose audit + 4 years; GC §60201
Finance / Accounts Receivable & Customer Service	FN-034.1	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Final Decision + 2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Finance / Accounts Receivable & Customer Service	FN-034.2	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	When No Longer Required		When No Longer Required		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Finance / Accounts Receivable & Customer Service	FN-034.3	Water Billing: NSF Checks / Adjustments to Customer accounts	When No Longer Required		When No Longer Required		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Finance / Accounts Receivable & Customer Service	FN-034.4	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan		Expiration or Completion of Payment Plan		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116910

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &		
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Finance / Accounts Receivable & Customer Service	FN-034.5	Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded - Minimum 2 years		When Superseded; Minimum 2 years			Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Must post to Website; H&S §116906; GC §60201
Finance / Accounts Receivable & Customer Service	FN-034.6	Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Minimum 2 years			Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Must post to Website; H&S §116918; GC §60201
CASH MANAGEMENT											
Finance / Cash Manag.	FN -035	Bank Deposit Receipts	2 years	3 years	5 years			Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Cash Manag.	FN -036	Bank Signature Cards	Superseded + 5 years		Superseded + 5 years			Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Cash Manag.	FN -037	Cash Receipts	2 years	3 years	5 years			Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Cash Manag.	FN -038	Customer Deposits	2 years	3 years	5 years			Mag, Ppr			District preference for drinking water regulations; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC &
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PAYROLL										
Finance / Payroll	FN -039	1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage & Transmittal Form)	4 years		4 years			Mag, Ppr		Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns" GC §60201
Finance / Payroll	FN -040	Billing: COBRA and Retiree Medical	Termination of Service	7 years	Termination of Service + 7 years	Yes: During Service		Mag, Ppr		Retained to cover auditing standards; General rule under ERISA (Employee Retirement Income Security Act) is 7 years; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §60201
Finance / Payroll	FN -041	Cancelled Payroll Checks, Including Voided copies for Automatic Deposits	2 years	5 years	7 years			Mag, Ppr		GC §60201(d)(12), CCP § 337
Finance / Payroll	FN -042	DE-6 & 941 Forms DE-6 & 941 Forms, DE-7, DE-9 DE-43, W-3, & DE-166, IRS 5500 Forms (Employee Benefit Plans) - Quarterly Payroll Tax Returns	5 years		5 years			Mag, Ppr		Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §60201
Finance / Payroll	FN -043	Employee Payroll File Includes automatic payroll deposit authorizations, education loans, deductions, voluntary deductions, etc.	Separation + 1 year	2 years	Separation + 3 years			Mag, Ppr		Department preference; FLSA requires 3 years; 29 CFR 516; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Payroll	FN -044	Garnishments	Fully Satisfied or Separated + 2 years		Fully Satisfied or Separated + 2 years			Mag, Ppr		Department preference; GC §60201 et seq.
Finance / Payroll	FN -045	Loans to Employees - Housing Assistance, Down payment Assistance	Loan Payoff + 5 years		Loan Payoff + 5 years			Mag, Ppr		Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Payroll	FN -046	Payroll Checks	2 years	5 years	7 years			Mag, Ppr		GC §60201(d)(12), CCP § 337
Finance / Payroll	FN -047	Payroll Registers Includes Deferred Compensation Reports, PERS reports, 401A, etc.	When No Longer Required		When No Longer Required			Mag, Ppr		Department preference (The software can accurately reproduce reports); GC §60201(d)(12)
Finance / Payroll	FN -048	Reports: Vacation / Sick Leave Usage	When No Longer Required		When No Longer Required			Mag, Ppr		Draft / Preliminary documents (financial database is the original); GC §60201
Finance / Payroll	FN -049	Timesheets / Timecards	2 years	5 years	7 years			Mag, Ppr		GC §60201(d)(12); 29 CFR 516.5 & 516.6(c); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d)
Finance / Payroll	FN -050	W-2's	2 years	5 years	7 years			Mag, OD, Mfr, Ppr	S / I Yes: After Annual Audit	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §60201(d)(12)

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Payroll	FN -051	W-4's	No Longer in Effect + 4 years		No Longer in Effect + 4 years			Mag, OD, Mfr, Ppr	S / I	Yes: After Annual Audit IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090; 26 CFR 31.6001-1; GC §60201(d)(12)
PURCHASING										
Finance / Purchasing	FN-052	Purchase Orders	When No Longer Required		When No Longer Required			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department preference (software can accurately re-create Purchase Order); GC §60201
Maint.	FN-053	Used Oil Disposal	3 years		3 years			Mag, Ppr		22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Finance / Purchasing	FN-054	Vehicle and Equipment Folders (for Service provided by contractors / outside vendors, Smog Certificates, etc.)	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years			Mag, Ppr		Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et seq., 13 CCR 1234(f); GC §60201
Finance / Purchasing	FN-055	Vehicle Titles (Pink Slips)	Upon Sale of the Vehicle		Upon Sale of the Vehicle	Yes		Mag, Ppr		Given to the new owner upon sale of the vehicle; GC §60201 et seq.

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
ADMINISTRATION / GENERAL MANAGER / PUBLIC RELATIONS											
General Manager	GM-001	Projects, Programs, Subject & Issues (Issues and/or projects will vary over time)	When No Longer Required		When No Longer Required			Mag, Ppr		Department Preference; GC §60201	
General Manager	GM-002	Public Relations / Press Releases	Minimum 2 years		Minimum 2 years			Mag, Ppr		Department Preference; GC §60201	
General Manager	GM-003	Speech Notes / PowerPoint Presentations	When No Longer Required		When No Longer Required			Mag, Ppr		Notes, drafts, or preliminary documents; GC §60201 et seq.	
DISTRICT SECRETARY											
District Secretary	DS-001	Agendas & Agenda Packets - Board of Directors, Subcommittees (Technical Services, Finance)	2 years	P	P	Yes: Before Meeting Date		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
District Secretary	DS-002	Agreements & Contracts - INFRASTRUCTURE - Engineering, JPAs, etc. Agreement or Contract, Insurance Certificates, Amendments Examples of Infrastructure: Architects, Treatment Plants, Lines, Buildings, etc.	Completion	P	P	Yes: Before Completion		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337.337.1(a), 337.15, 343; GC §60201 et seq.

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
District Secretary	DS-003	<p>Agreements & Contracts - NON INFRASTRUCTURE - Administration & Operations - Equipment Purchases, Consulting Services, Leases, Vehicle Purchases, etc.</p> <p>Agreement or Contract, Insurance Certificates, Amendments</p> <p>Examples of Non-Infrastructure: Consultants, Painting, Maintenance, Franchise Agreements, etc.</p>	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §60201 et seq.
District Secretary	DS-004	<p>Agreements & Contracts: Political & Outside Jurisdictions</p> <p>Conjunctive Agreements, Cooperative Agreements, JPAs (Joint Powers Authorities), Water</p>	2 years	P	P	Yes: Before Superseded	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
District Secretary	DS-005	Appointments / Resignations to the Board of Directors	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
District Secretary	DS-006	Association Records (external associations - e.g., ACWA, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records; GC §60201 et seq.
District Secretary	DS-007	District Formation Records, Acquisition of other Districts	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	Department preference (historical purposes); GC §60201

RECORDS RETENTION SCHEDULE: GENERAL MANAGER & DISTRICT SECRETARY

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
District Secretary	DS-008	Elections - Historical (Sample Ballot, Election Results)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (historical purposes); GC §60201
District Secretary	DS-009	Elections: Correspondence, Notifications & Publications, Certificate of Election, etc.	2 years		2 years		Mag, Ppr			Department preference (historical purposes); GC §60201
District Secretary	DS-010	FPPC 700 Series Forms (Statement of Economic Interests): DESIGNATED EMPLOYEES & CONSULTANTS (specified in the District's Conflict of Interest code)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statements filed electronically are required for 10 years; GC §81009(f)(g); GC §84615
District Secretary	DS-011	FPPC 700 Series Forms (Statement of Economic Interests): PUBLIC OFFICIALS (elected & not elected. Includes District Board Members, General Manager)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statements filed electronically are required for 10 years; GC §81009(f)(g); GC §84615
District Secretary	DS-012	FPPC Form 801 (Gift to Agency Report)	7 years		7 years		Mag, Ppr			Must post on website; 2 CCR 18944(c)(3)(G); GC §81009(e)
District Secretary	DS-013	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		7 years		Mag, Ppr			Must post on website for 4 years; GC §81009€
District Secretary	DS-014	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Ppr			GC §81009e
District Secretary	DS-015	FPPC Form 804 (Agenda Report of New Positions)	P		P		Mag, Ppr			FPPC Regulation 18734(c); GC §81009e; GC §60201
District Secretary	DS-016	FPPC Form 805 (Agency Report of Consultants)	P		P		Mag, Ppr			FPPC Regulation 18734(c); GC §81009e; GC §60201

RECORDS RETENTION SCHEDULE: GENERAL MANAGER & DISTRICT SECRETARY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
District Secretary	DS-017	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years			Mag, Ppr			Must post on website; 2 CCR 18705.5(b)(3); GC §60201, 81009e
District Secretary	DS-018	Historical Records	2 years	P	P			Mag, Mfr, OD, Ppr	S / I	No	District Secretary Determines Historical Significance; GC §60201
District Secretary	DS-019	Minutes: Board of Directors, Subcommittees (Technical Services, Finance)	2 years	P	P	Yes (all)		Mag, Mfr, OD, Ppr	S / I	No	GC §60201(d)(3)
District Secretary	DS-020	Notices: Affidavits of Postings and Publications	2 years		2 years			Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)
District Secretary	DS-021	Oaths of Office (Board of Directors Only)	2 years	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
District Secretary	DS-022	Ordinances	2 years	P	P	Yes (all)		Mag, Mfr, OD, Ppr	S / I	No	GC §60201 et. seq.
District Secretary	DS-023	Organization Charts - In Agenda Packets	5 years	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: After Annual Audit	GC §60201 et seq.
District Secretary	DS-024	Proclamations	2 years		2 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §60201
District Secretary	DS-025	Public Records Act Requests	2 years		2 years			Mag, Ppr			Department Preference; GC §60201
District Secretary	DS-026	Records Destruction Authorization Forms	10 years		10 years			Mag, Ppr			Department Preference; GC §60201
District Secretary	DS-027	Resolutions	2 years	P	P	Yes (all)		Mag, Mfr, OD, Ppr	S / I	No	GC §60201 et. seq.
District Secretary	DS-028	Secretary of State Statement of Facts	2 years		2 years			Mag, Ppr			Department preference; GC §60201 et. seq.

RECORDS RETENTION SCHEDULE: GENERAL MANAGER & DISTRICT SECRETARY

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
District Secretary	DS-029	Subpoenas	2 years		2 years			Mag, Ppr		GC §60201(d)(5)

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
INFORMATION TECHNOLOGY										
Information Technology	IT-001	Backups - DAILY	When No Longer Required		When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §60201 et seq.
Information Technology	IT-002	Backups - WEEKLY		When No Longer Required	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; GC §60201 et seq.
Information Technology	IT-003	GIS Database / Geographic Information Database	Indefinite		Indefinite		Mag			Data is interrelated; GC §§60201, 12168.7
Information Technology	IT-004	Network Configuration Maps & Plans	When No Longer Required		When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §60201 et seq.
Information Technology	IT-005	UNALTERABLE MEDIA (WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes		P	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); GC 60201, 12168.7, EVC 1550, CCR 22620 et seq.

RECORDS RETENTION SCHEDULE: MAINTENANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
MAINTENANCE										
Maint.	MNT-001	Aboveground Storage Tanks (Agency Owned - Water Storage Tanks) Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years	P	P		Mag, Ppr		Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §60201	
Maint. & Personnel Services / Safety	MNT-002	Asbestos Disposal - Chain of Custody	2 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department Preference; GC §60201
Maint.	MNT-003	Backflow Testing / Cross Connection	3 years	2 years	5 years		Mag, Ppr			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Maint.	MNT-004	CCTV - Sewers	Minimum 5 years		Minimum 5 years		Mag			Department preference; GC §60201
Operations or Maint.	MNT-005	Confined Space Entries / Hot Work Permits (Permitted entries into confined spaces such as sewers and storm drains in order to comply with regulations)	2 years		2 years		Mag, Ppr			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1919.146(e)(6) GC §60201
Lead Dept.	MNT-006	Daily Safety Checks / Pre-Starts / Commercial Vehicle Prestarts and Forklift Inspections	1 year		1 year		Mag, Ppr			Department preference; 13 CCR 1234(c); 49 CFR 396.11(c)(2); 49 CFR 396.21(b)(1); GC §60201

RECORDS RETENTION SCHEDULE: MAINTENANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Operations / Wastewater	MNT-007	Emergency Call Out Logs / Storm Call Out Logs	5 years		5 years			Mag, Ppr		Department preference (used for FEMA / OES reimbursements); GC §60201	
Maint.	MNT-008	Encroachment Permits (for Maintenance Work: Road / Street Cuts, etc.)	Upon Expiration		Upon Expiration			Mag, Ppr		Issued by other agencies for our work; GC §60201	
Lead Dept.	MNT-009	Flow Meter Reading	5 years		5 years			Mag, Ppr		Department preference; GC §60201	
Maint.	MNT-010	Generator Operation Logs & Inspections - Fixed / Stationary Generators	3 years		3 years			Mag, Ppr		AQMD Rule 1470; GC §60201	
Maint.	MNT-011	Generator Operation Logs & Inspections - Portable / Emergency Generators	5 years		5 years			Mag, Ppr		AQMD Rule 1470; Form 400-E-13a instructions; GC §60201	
Maint. & Personnel Services / Safety	MNT-012	Hazardous Waste Manifests / Disposal	5 years	P	P	Yes: Before Resolution		Mag, Mfr, OD, Ppr	S	Yes: After QC'd	Department preference (District has "cradle to grave" liability); only 3 years is mandated; 40 CFR 262.40, 8 CCR 3204(d)(1)(A) , 22 CCR 66262.40; GC §60201
Maint.	MNT-013	Hydrant Maintenance Logs / Exercises and Flushes (prior to CMMS)	5 years		5 years			Mag, Ppr		Department Preference; GC §60201	
Maint.	MNT-014	Incidents / Unauthorized Discharges: Main Breaks, Spills, Investigations and Corrective Actions, Notice to Comply - ALL	Last Action + 5 years		Last Action + 5 years	Yes: Before Resolution		Mag, Ppr			Department Preference; Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b)(2); 22 CCR §64470

RECORDS RETENTION SCHEDULE: MAINTENANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Maint.	MNT-015	Leak Reports	5 years		5 years		Mag, Ppr			5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470
Maint.	MNT-016	Meter Calibration Records (Production Meters)	2 years	10 years	12 years		Mag, Ppr			Consistent with Lead & Copper Analysis; 40 CFR 141.33(a)
Operations or Maint.	MNT-017	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Ppr			Department Preference; GC §60201 et. seq.
Maint.	MNT-018	Pressure Tests (Potable Water System) / Boil Alerts	5 years		5 years		Mag, Ppr			Department preference; GC §60201
Maint.	MNT-019	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr			GC §60201; 3 CCR 1234(c)
Maint.	MNT-020	Pump Tests / Meter Tests / Calibration	Upon Change of Pump or Meter		Upon Change of Pump or Meter		Mag, Ppr			Department Preference; GC §60201
Maint.	MNT-021	Sanitary Spills and Overflows (SSOs)	5 years		5 years		Mag, Ppr, OD, Per	S / I	Yes: After QC & OD	If treating water, required for 5 years; 40 CFR 122.41(j)(2)
Operations or Maint.	MNT-022	SCADA Alarm & Status Printouts / Charts	When No Longer Required		When No Longer Required		Mag, Ppr			Database is original, printouts are drafts / copies. Data is interrelated; system qualifies as a "trusted system"; GC §§60200, 12168.7
Operations or Maint.	MNT-023	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes	Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7

RECORDS RETENTION SCHEDULE: MAINTENANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Maint.	MNT-024	Sewer Complaints (written)	2 years		2 years		Mag, Ppr			Department Preference; GC §60201
Maint.	MNT-025	Sewer System Management Plans (SSMP) and Audits	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; plans must be updated every 5 years, audits are required every 2 years; GC §60201
Maint. & Operations	MNT-026	Two-Way Radio Licensing and Information	Expiration + 2 years		Expiration + 2 years	Yes: Until Expired	Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Covers statute of limitations for written contracts (4 years); Statewide guidelines propose Permanent; CCP § 337 et. Seq.; GC § 60201
Maint.	MNT-027	Underground Service Alerts (USA's) / Dig Alerts	3 years		3 years		Mag, Ppr			Department Preference (required for 3 years); the warrantee period for work done is usually 5 years, the Statute of Limitations for some work may be up to 10 years; CCP §337 et seq., GC §§4216.2(d) & 4216.3(d), 60201
Maint.	MNT-028	Vehicle & Equipment History Files (If Work is performed by Maintenance staff)	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years		Mag, Ppr			Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §60201
Division Providing Service / Work	MNT-029	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag			Data is interrelated; GC §60201

RECORDS RETENTION SCHEDULE: MAINTENANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Division Providing Service / Work	MNT-030	Work Orders / Service Requests - All Information Entered in CMMS Database (Paper drafts)	When No Longer Required		When No Longer Required			Mag Ppr		Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	MNT-031	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	Minimum 5 year		Minimum 5 years			Mag Ppr		District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
OPERATIONS / LABORATORY										
Operations / Water Resources	OP-001	Lab Reports & Chains of Custody: Groundwater	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; GC §60201 et seq.
Operations / Water Dist.	OP-002	Lab Reports & Chains of Custody: Potable Water Bacteriological and Organics	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Operations / Water Dist.	OP-003	Lab Reports & Chains of Custody: Potable Water Chemical (Includes Chlorine Residuals)	Minimum 10 years		Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64470
Operations / Water Dist.	OP-004	Lab Reports & Chains of Custody: Potable Water Lead & Copper	Minimum 12 years		Minimum 12 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 40 CFR 141.91
Operations / Water Dist.	OP-005	Lab Reports & Chains of Custody: Recycled Water	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Operations / Water Resources	OP-006	Lab Reports & Chains of Custody: Surface water	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; GC §60201 et seq.
SOLAR POWER										
Operations / Solar Power Generation	OP-007	Solar Power Production Operating Data Logs / Diaries	10 years		10 years		Mag, Ppr			Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: OPERATIONS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
WASTEWATER COLLECTION										
Operations or Maint.	OP-008	Confined Space Entries / Hot Work Permits (Permitted entries into confined spaces such as sewers and storm drains in order to comply with regulations)	2 years		2 years			Mag, Ppr		8 CCR 5157(d)(14) & (e)(6); 29 CFR 1919.146(e)(6) GC §60201
Operations or Maint.	OP-009	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment			Mag, Ppr		Department Preference; GC §60201 et. seq.
Operations / Wastewater	OP-010	Reclaimed Water / Recycled Water	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD Department Preference (only 5 years is required for reclaimed water; no requirement for salt water); 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Operations or Maint.	OP-011	SCADA Alarm & Status Printouts / Charts	When No Longer Required		When No Longer Required			Mag, Ppr		Database is original, printouts are drafts / copies. Data is interrelated; system qualifies as a "trusted system"; GC §§60200, 12168.7
Operations or Maint.	OP-012	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes		Mag		Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Operations / Wastewater	OP-013	Treatment Plant - Water Quality / Outfall Reports	P		P			Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD Department Preference (only 5 years is required); 40 CFR 141.33(a) and (b)(1); 22 CCR §64470

RECORDS RETENTION SCHEDULE: OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition					Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options		Image: I=Import M=Mfr S=Scan
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
WATER DISTRIBUTION (DRINKING WATER / POTABLE WATER)									
Operations or Maint.	OP-014	Confined Space Entries / Hot Work Permits (Permitted entries into confined spaces such as sewers and storm drains in order to comply with regulations)	2 years		2 years		Mag, Ppr		8 CCR 5157(d)(14) & (e)(6); 29 CFR 1919.146(e)(6) GC §60201
Operations / Water Dist.	OP-015	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints - Potable Water (Entered into CMMS)	5 years		5 years		Mag, Ppr		5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)
Lead Dept.	OP-016	Daily Safety Checks / Pre-Starts / Commercial Vehicle Prestarts and Forklift Inspections	1 year		1 year		Mag, Ppr		Department preference; 13 CCR 1234(e); 49 CFR 396.11(c)(2); 49 CFR 396.21(b)(1); GC §60201
Lead Dept.	OP-017	Flow Meter Reading	5 years		5 years		Mag, Ppr		Department preference; GC §60201
Operations or Maint.	OP-018	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Ppr		Department Preference; GC §60201 et. seq.
Operations or Maint.	OP-019	SCADA Alarm & Status Printouts / Charts	When No Longer Required		When No Longer Required		Mag, Ppr		Database is original, printouts are drafts / copies. Data is interrelated; system qualifies as a "trusted system"; GC §§60200, 12168.7
Operations or Maint.	OP-020	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes	Mag, Ppr		Department preference; Data is interrelated; GC §§60201

RECORDS RETENTION SCHEDULE: OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Operations / Water Dist.	OP-021	Well Water Production Reports (to State DHS / DPH & DWR)	Life of Well		Life of Well			Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department Preference; Meets California Department of Health requirements (3 years); GC §60201
Operations / Water Dist.	OP-022	Well Water Quality Reports	Life of Well		Life of Well			Mag, Ppr			5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470
Operations / Water Dist.	OP-023	Wells Depth to Water measurements, Sounding, Compiled Reports, etc.	P		P	Yes		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC &
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PERSONNEL SERVICES										
Personnel Services	PER-001	Affirmative Action Complaints - Department of Fair Employment & Housing (DFEH) or Equal Opportunity Commission (EEOC) / Harassment Claims	Separation + 10 years		Separation + 10 years			Mag, Ppr		Department preference (same as the Personnel File); All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; 2 CCR 11013(c); GC §§12946, 12960 , 60201
Personnel Services	PER-002	Applications for Employment / Recruitment Files: Solicited (Not Hired) (Includes Applications (Unsuccessful), Advertisements, Interview Notes, Job Brochures, Test Data, Rating Sheets, Questions, Eligibility Lists, Reference Checks, etc.)	1 year After Hiring Decision	3 2 years	4 3 years After Hiring Decision			Mag, Ppr		Department preference ; State Law requires 4 2 -3 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c); GC §§12946, 12960 , 60201
Personnel Services	PER-003	Cal-OSHA Log 200, 300, 300A, 301, etc.	5 years		5 years			Mag, Ppr		Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; ; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33;GC §60201 et seq.; LC §6429c
Personnel Services	PER-004	Classification and Compensation Studies / Surveys / Salary Surveys	When No Longer Required		When No Longer Required			Mag, Ppr		Department Preference; GC §60201
Personnel Services	PER-004.1	COVID-19 Notifications to Employees	3 years		3 years			Mag, Ppr		LC §6409.6(k) , GC §34090

RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Personnel Services	PER-005	District Benefit Contracts & Benefit Plans / Insurance Policies (Health, Dental, Deferred Compensation, Pension, etc.)	Plan Termination + 1 year	1 year	Plan Termination + 2 years			Mag, Ppr		EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 9 CFR 1627.3(b)(2); 29 USC 1027; 11 CCR 560; 28 CCR 1300.85.1; GC §60201
Personnel Services	PER-006	DMV Pull Notices	When Superseded, or Upon Separation		When Superseded, or Upon Separation			Mag, Ppr		Department Preference; GC §§60201, 60201 et seq.
Personnel Services	PER-007	Drug and Alcohol Testing / D.O.T files (ALL Files - Random, Post-Accident & Reasonable Suspicion Tests, refusals, annual summaries, etc.)	5 years		5 years			Mag, Ppr		Department preference; D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc, 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 229 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
Personnel Services	PER-008	General Manager Contract	Completion	10 years	Completion + 10 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Also see Grants. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers must retain their records for completion + 10 years; CCP §§336(a), 337 et. seq., GC §60201

RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &		
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Personnel Services	PER-009	Grievances	Separation + 1 year	5 years	Separation + 6 years			Mag, Ppr		Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 229 CFR 1602.31 & 1627.3(b)(1);, GC §§12946, 12960 , 60201; 29 USC 1113, LC 1174	
Personnel Services	PER-010	I-9s	Separation + 3 years		Separation + 3 years			Mag Ppr		Non-citizens must re-certify periodically; Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960 , 60201	
Personnel Services	PER-011	Illness and Injury Prevention Program	Minimum of Superseded + 2 years		Minimum of Superseded + 2 years			Mag, Ppr		Consistent with District-wide standards; GC §60201	
Personnel Services	PER-012	Job Descriptions	Superseded + 1 years	2 years	Superseded + 3 years	Yes: Before Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Personnel Services	PER-013	Personnel Files - Medical File <small>(Includes pre-employment physicals, hazmat exposure records, pulmonary tests, Class B medicals, medical leaves, Respiratory Fit Tests, etc.)</small>	Separation + 1 year	29 years, years; OR Termination of Benefits + 5 years (whichever is longer)	Separation + 30 years, years; OR Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144; 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960 , 60201

RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Personnel Services	PER-014	Personnel Files - Official Personnel file (Includes Application, Awards, Backgrounds, Employee Action Forms, DMV Reports, Disciplinary Actions, Certifications, Commendations, Evaluations, Grievances, Licenses, Oath of Office, Policy acknowledgements, Supplemental Life Insurance, etc. - Excludes Medical Records)	Separation + 1 year	9 years	Separation + 10 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.14, 1602.31 & 1627.3(b)(1); GC §§12946, 12960 , 60201; 29 USC 1113; GC §3105
Personnel Services	PER-015	Training Database (Tracks what employees have received what training)	Indefinite		Indefinite		Mag, Ppr			Data Fields / Records are interrelated; GC §60201
Personnel Services	PER-016	Training: ALL COURSE RECORDS / SYLLABUS, AND ROSTER OF ATTENDEES	Minimum 5 years		Minimum 5 years		Mag, Ppr			Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960 , 60201, 53235.2(b); 53237.2(b)

RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Personnel Services	PER-017	Worker's Compensation Claims Files	Close	Separation + 30 years or Termination of Benefits + 5 years, whichever is longer	Separation + 30 years or Termination of Benefits + 5 years, whichever is longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR 10102; 8 CCR 5144; 8 CCR 15400.2, 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020, GC §§12946, 12960 , 60201. CCP §337 et seq.
RISK MANAGEMENT										
Personnel Services	PER-018	Claims	Final Resolution	5 years	Final Resolution + 5 years	Yes: Until Resolution	Mag, Ppr			Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 60201(d)(4)
Personnel Services	PER-019	Insurance Policies - ALL	Expiration + 2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 60201(d)(4)

RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &		
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
SAFETY											
Personnel Services / Safety	PER-020	Cal-OSHA Inspections & Citations	5 years		5 years			Mag, Ppr		Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429c	
Personnel Services / Safety	PER-021	Respirator Inventory & Maintenance	2 years		2 years			Mag, Ppr		Department preference; GC §60201	
Personnel Services / Safety	PER-022	Respiratory Fit Tests for Employee Masks	Separation + 1 year	29 years	Separation + 30 years	Yes: Until Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960 , 60201
Personnel Services / Safety	PER-023	Permits: Hazardous Materials Storage, other regulatory permits	Expiration + 3 years		Expiration + 3 years	Yes		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; GC §60201
Personnel Services / Safety	PER-024	Business Plans / Hazardous Materials Inventory / Disclosures (for Local Fire Authorities / Districts)	5 years		5 years			Mag, Ppr			Department Preference (this is performed annually); GC §60201
Maint. & Personnel Services / Safety	PER-025	Hazardous Waste Manifests / Disposal	5 years	P	P	Yes: Before Resolution		Mag, Mfr, OD, Ppr	S	Yes: After QC'd	Department preference (District has "cradle to grave" liability); only 3 years is mandated; 22 CCR 66262.40; GC §60201

RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC &		
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Personnel Services / Safety	PER-026	MSDS / SDS Masters (Material Safety Data Sheets / Safety Data Sheets) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	Superseded + 2 years	28 years	Superseded + 30 years			Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 910.1020(d)(1)(ii)(B), GC §60201
Maint. & Personnel Services / Safety	PER-027	Asbestos Disposal - Chain of Custody	2 years	P	P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department Preference; GC §60201
Personnel Services / Safety	PER-028	Emergency Exercises / Drills / After Action Reports	When No Longer Required		When No Longer Required	Yes: Until Superseded		Mag, Ppr			Department Preference; GC §60201
Personnel Services / Safety	PER-029	Industrial Hygiene Surveys / Sampling Plan, Data	5 years		5 years			Mag, Ppr			Department Preference (actuary wants 10 years of data); GC §60201 et seq.
Personnel Services / Safety	PER-030	Safety Committee / Safety Steering Committee	5 years		5 years			Mag, Ppr			Department preference; 8 CCR §3203 et seq.; GC §60201 et seq.
Personnel Services / Safety	PER-031	Safety Inspections	5 years		5 years			Mag, Ppr			Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429c

RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC &
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Personnel Services / Safety	PER-032	Training Database (Tracks what employees have received what training)	Indefinite		Indefinite			Mag, Ppr		Data Fields / Records are interrelated; GC §60201
Personnel Services / Safety	PER-033	Training: ALL COURSE RECORDS / SYLLABUS, AND ROSTER OF ATTENDEES	2 years	3 years	5 years			Mag, Ppr		Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 12960 , 60201, 53235.2(b)

RECORDS RETENTION SCHEDULE: REGULATORY SUPPORT

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
REGULATORY SUPPORT											
Regulatory Support	RS-001	Air Quality Monitoring / Compliance Reporting	5 years		5 years			Mag, Ppr			Department Preference; 40 CFR 70.6; GC §60201
Regulatory Support	RS-002	CEQA / NEPA Documents: Prepared by others for NON-District Projects (District comments) (Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc)	When No Longer Required		When No Longer Required			Ppr			Non-records; GC §60200
Regulatory Support	RS-003	CEQA / NEPA Documents: Prepared for District Purposes (Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc)	2 years	P	P	Yes: Until Project Completed		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in Project File; GC §60201

RECORDS RETENTION SCHEDULE: REGULATORY SUPPORT

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
(OFR)									
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Regulatory Support	RS-002.1	<p><u>CEQA / NEPA Documents: Prepared for District Purposes (Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc)</u></p> <p><u>Correspondence submitted to, or transferred from the agency, and all internal agency communications, including staff notes related to a non-exempt CEQA action</u></p>	Completion + 180 days		Completion + 180 days		Mag, Ppr		<p><u>Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167.6; GC §60201</u></p>
Regulatory Support	RS-005	Classes, Sign-in Sheets	2 years		2 years		Mag, Ppr		Department preference; GC §60201
Regulatory Support	RS-005.1	<u>Consumer Confidence Reports / Annual Water Quality Reports</u>	P		P		Mag, Mfr, OD, Ppr	S / I	<p><u>Department preference; State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 22 CCR 64470; 22 CCR §64483; GC §60201</u></p> <p>Yes: After QC & OD</p>
Lead Dept.	RS-006	Correspondence with Regulatory Agencies	When No Longer Required - Minimum 10 years		When No Longer Required - Minimum 10 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S	<p>Yes: After QC & OD</p> <p>District preference; some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §60201</p>

RECORDS RETENTION SCHEDULE: REGULATORY SUPPORT

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Regulatory Support	RS-007	FOG (Fats, Oil & Grease) / Source Control / Pretreatment Reports / Maintenance / Line Cleaning	3 years		3 years			Mag, Ppr		Department preference; POTW reports are required for 3 years; 40 CFR 403.12; GC §60201
Regulatory Support	RS-008	FOG (Fats, Oil & Grease) FSE - Food Service Establishment Inspections Sheets	Superseded		Superseded			Mag, Ppr		Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Regulatory Support	RS-009	FOG (Fats, Oil & Grease) Permits	Superseded + 3 years		Superseded 3 years			Mag, Ppr		Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Regulatory Support	RS-010	NPDES Permits & Monitoring Reports	Minimum Expiration + 3 years		Minimum Expiration + 3 years	Yes		Mag, Mfr, OD, Ppr	S	Yes: After QC Department Preference; NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41
Regulatory Support	RS-014	Permits: DPH, Forest Service, etc.	Minimum Expiration + 2 years		Minimum Expiration + 2 years	Yes		Mag, Mfr, OD, Ppr	S	Yes: After QC Department preference; GC §60201
Regulatory Support	RS-011	Plans: IRWMP (Integrated Regional Water Management Plan), etc.	10 years		10 years			Mag, Mfr, OD, Ppr	S	Yes: After QC Department preference; GC §60201
Regulatory Support	RS-012	Sanitary Surveys of Drinking Water Systems (Open Sources of Water - Lake, Open Reservoirs, Dams, etc)	10 years		10 years			Mag		22 CCR §64470; 40 CFR 141.33©

RECORDS RETENTION SCHEDULE: REGULATORY SUPPORT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Regulatory Support	RS-004	Stakeholder Meetings	When No Longer Required		When No Longer Required			Mag, Ppr		District preference; GC §60201
Regulatory Support	RS-013	Vulnerability Assessment / Emergency Response Plan / Risk & Resiliency Assessment / Hazard Mitigation Plan	Superseded - Minimum 2 years		When Superseded - Minimum 2 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC Confidential; 42 USC 300i-2(d); GC §60201
Regulatory Support	RS-015	Water Diversion Permits	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201
Regulatory Support	RS-016	Water Rights	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Department preference; GC §60201
Regulatory Support	RS-017	Water Supply Permits / Water Supply Reports	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201

AGENDA ITEM

Subject: Discuss and Provide Direction to Staff Regarding an Investment Strategy for Long-Term Investments

- 1) Consider Adopting an Amended Statement of Investment Policy
- 2) Consider Adopting an Amended FY23 Operating and Reserve Fund Policy

Information Provided By: Jeff Beatty, Finance Manager

Background

MCWD has a capital improvement plan with specific projects scheduled over multiple years to meet anticipated needs. The plan is fairly specific over the next one to five years, and fairly general over the five-to-twenty-year time horizon. The plan is updated each year to reflect any changes to priorities or new information about potential future events.

Currently, the funds set aside for future capital projects are invested in a diversified 0-5 year fixed income portfolio managed by the District's investment advisors. California law and the District's investment policy limits investments to a maximum maturity of five years unless a longer maturity is specifically authorized by the Board of Directors. At the August 18, 2022 meeting the Board authorized a change to the District's investment policy to allow maturities up to ten years for funds set aside for the District's LADWP fund.

MCWD has an operating and capital reserve policy that defines prudent reserve funds that should be maintained to provide for both anticipated and unexpected capital improvement projects and to smooth out impacts to our customers of short-term changes to operating revenue or expenses. The reserve policy is reviewed and updated as needed each year as part of the budget approval process.

Discussion

At the direction of the Investment committee, Finance staff is proposing amendments to the Statement of Investment Policy and the Operating and Capital Reserve Policy to include provisions to divide the capital replacement funds into short-term (up to four years) and long-term funds and allow the investment of long-term capital reserves in securities with maturities up to ten years. The objective is to match the timing of maturities in the investment portfolio to our expected schedule of capital expenditures.

Financial Impact

The proposed changes allow the District to take advantage of opportunities to invest funds that are not anticipated to be needed in the next four years in longer term securities that yield a higher interest rate. The additional interest earned will be available to fund future projects.

Requested Action

Discuss and possibly approve the proposed changes to the District's Statement of Investment Policy and the Operating and Capital Reserve Policy dividing the capital replacement funds into short-term and long-term funds and authorize the investment of long-term capital reserves in securities with maturities up to ten years.

MAMMOTH COMMUNITY WATER DISTRICT STATEMENT OF INVESTMENT POLICY

Adopted: ~~August 18~~ November 17, 2022

I. Policy.

It is the policy of the Mammoth Community Water District to invest public funds in a manner which provides for the safety of the funds on deposit, which meets the cash flow demands and liquidity needs of the District, which meets the District's long-term planning requirements, and which achieves the highest possible yield after first considering the first three objectives of safety, liquidity and long-term planning. In addition, it is the policy to invest all funds in strict conformance with all state statutes governing the investment of public monies.

II. Scope.

This investment policy applies to all monies, funds, and financial assets of the Mammoth Community Water District, including its operating, capital, expansion, and new enterprise funds, except for monies held in reserve funds in connection with debt issues where permitted investments for reserve funds are set forth in the trust agreement or loan contract of the debt issue.

III. Standard of Care and Objectives.

A. Deposits and investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. All persons handling deposits and authorized to make investment decisions concerning District funds are trustees and therefore fiduciaries subject to the "prudent investor" standard applied in the context of managing the entire portfolio (California Government Code Sec. 53600.3). The General Manager and other authorized persons responsible for managing District funds acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes provided that the General Manager or other authorized persons acted in good faith.

B. When depositing, investing, reinvesting, purchasing, acquiring exchanging, selling, and managing District funds, the District's primary goals and objectives, in priority order shall be:

1. Safety. To safeguard the principal of the District funds. Deposits and investments of District funds, monies, and financial assets shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
2. Liquidity. To meet the liquidity needs of the District. The District's investment portfolio must remain sufficiently liquid to enable the

District to meet all operating expenses and requirements which might be reasonably anticipated.

3. Connection to Long-Term Planning. To meet the long-term planning needs of the District. The District's investments must maintain sufficient funds to meet future capital project expense requirements. The investment portfolio shall be constructed so that, to the extent practical, cash generated by interest and redemption of securities matches the expected cash needs of the District.
4. Return on Investment. To achieve a return on the investment of District funds. As a final priority, the District's investment portfolio shall be designed with the objective of obtaining a fair market rate of return throughout budgetary and economic cycles and consistent with the first three priorities.

IV. Delegation of Authority.

A. Authority to manage the District's investment program is provided in California Government Code, Section 53600 et seq. The Board of Directors is responsible for the management of the District's funds and adopts and oversees this investment policy. The Board of Directors delegates to the General Manager principal management responsibility for the deposit of District monies, funds, and financial assets, and safeguarding all District funds and accounts, pursuant to this statement of investment policy. The Board of Directors authorizes the General Manager to make decisions to purchase or sell securities on behalf of the District pursuant and subject to this investment policy, applicable laws, and the prudent investor standard. The General Manager may further delegate this authority to the Finance Manager.

B. The Board of Directors delegates to the Investment Committee principal responsibility for the determination of policy and strategy for the investment of District monies, funds, and financial assets pursuant to this statement of investment policy.

V. Investment Committee.

A. The Investment Committee shall consist of five members and includes members of the Board Finance Committee, General Manager, Finance Department Manager, and a District full-time employee appointed by the General Manager.

B. The Investment Committee shall meet at least quarterly during the months of April, July, October and January to review the investment program, current status of the District's investment portfolio, and to provide strategic direction for future investment transactions.

C. The Investment Committee may engage the services of one or more external investment managers or advisers to assist in the management of the District's investment portfolio. Such external managers or advisers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers or advisers must be registered under the Investment Advisers Act of 1940.

D. The investment performance (net of fees) of the portfolio shall be measured regularly against an appropriate benchmark. The benchmark shall be reflective of the actual securities being purchased and risks undertaken, and the benchmark shall have a similar weighted average maturity and credit profile as the portfolio.

VI. Ethics and Conflicts of Interest

A. All authorized persons involved in investing of District funds are trustees and are bound to recognize that the investment portfolio is subject to public review and evaluation. Thus, all authorized persons involved in the investment process shall refrain from personal business activity that could create a conflict of interest or the appearance of a conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

B. All authorized persons shall disclose to the General Manager any material interests in financial institutions with which they conduct business, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the District.

VII. Authorized Financial Institutions, Depositories, and Broker/Dealers

A. The District's General Manager or designee will determine which financial institutions are authorized to provide investment services to the District. It shall be the District's policy to purchase securities only from authorized institutions and firms. Selection of financial institutions and broker/dealers authorized to engage in transactions will be at the sole discretion of the District, except where the District utilizes an external investment adviser in which case the District may rely on the adviser for selection.

B. In accordance with Government Code section 53601.5, institutions eligible to transact investment business with the District include:

- Primary government dealers as designated by the Federal Reserve Bank and non-primary government dealers.
- Nationally or state-chartered banks.
- The Federal Reserve Bank.
- Direct issuers of securities eligible for purchase.

C. Public deposits will be made only in qualified public depositories as established by State law. Deposits will be insured by the Federal Deposit Insurance Corporation, or, to the extent the amount exceeds the insured maximum, will be collateralized in accordance with State law.

VIII. Authorized Investments.

A. District funds and monies may be deposited and invested in a combination of the institutions and investment types authorized by Government Code sections 53600 et seq. Within the investments permitted by Government Code, the District seeks to further restrict eligible investments to the guidelines listed below. In the event of a conflict between this policy and statute, the more restrictive

parameters will govern. Percentage holding limits listed in this part apply at the time the security is purchased.

B. Notwithstanding Section XIII.B of this policy, the District may purchase securities and other investments with a maximum term of ten years only for monies in the [long-term capital reserve fund and the reserve fund](#) for the settlement payment required in February 2074 to the Los Angeles Department of Water and Power (the "LADWP Settlement Fund"). [For the long-term capital reserve fund, the District will not invest in securities maturing more than ten years from the date of trade settlement.](#) For the LADWP Settlement Fund, the District will not invest in securities maturing more than ten years from the date of trade settlement, with no maturity greater than the future settlement payment date.

C. Any investment currently held at the time the policy is adopted which does not meet the new policy guidelines can be held until maturity, and shall be exempt from the current policy. At the time of the investment's maturity or liquidation, such funds shall be reinvested only as provided in the current policy.

D. An appropriate risk level shall be maintained by primarily purchasing securities that are of high quality, liquid, and marketable. The portfolio shall be diversified by security type and institution to avoid incurring unreasonable and avoidable risks regarding specific security types or individual issuers. The following are permitted investments:

1. MUNICIPAL SECURITIES include obligations of the District, the State of California and any local agency within the State of California, provided that:
 - The securities are rated in a rating category of "A" or its equivalent or better by at least one nationally recognized statistical rating organization ("NRSRO").
 - No more than 5% of the portfolio may be invested in any single issuer.
 - No more than 30% of the portfolio may be in Municipal Securities.
 - The maximum maturity does not exceed five years.
 - For the LADWP Settlement Fund, the maximum maturity does not exceed ten years or the future settlement payment date.
2. MUNICIPAL SECURITIES (REGISTERED TREASURY NOTES OR BONDS) of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.
 - The securities are rated in a rating category of "A" or its equivalent or better by at least one nationally recognized statistical rating organization ("NRSRO").
 - No more than 5% of the portfolio may be invested in any single issuer.
 - No more than 30% of the portfolio may be in Municipal Securities.
 - The maximum maturity does not exceed five years.
 - For the LADWP Settlement Fund, the maximum maturity does not exceed ten years or the future settlement payment date.
3. U.S. TREASURIES and other government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest. There are no

limits on the dollar amount or percentage that the District may invest in U.S. Treasuries, provided that:

- The maximum maturity is five years.
 - For the LADWP Settlement Fund, the maximum maturity does not exceed ten years or the future settlement payment date.
4. FEDERAL AGENCIES or United States Government-Sponsored Enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There are no limits on the dollar amount or percentage that the District may invest in Federal Agency or Government-Sponsored Enterprises (GSEs), provided that:
- No more than 25% of the portfolio may be invested in any single Agency/GSE issuer.
 - The maximum maturity does not exceed five years.
 - For the LADWP Settlement Fund, the maximum maturity does not exceed ten years or the future settlement payment date.
 - The maximum percent of agency callable securities in the portfolio will be 20%.
5. BANKER'S ACCEPTANCES, provided that:
- They are issued by institutions which have short-term debt obligations rated "A-1" or its equivalent or better by at least one NRSRO; or long-term debt obligations which are rated in a rating category of "A" or its equivalent or better by at least one NRSRO.
 - No more than 40% of the portfolio may be invested in Banker's Acceptances.
 - No more than 5% of the portfolio may be invested in any single issuer.
 - The maximum maturity does not exceed 180 days.
6. COMMERCIAL PAPER, provided that:
- The issuer is a corporation organized and operating in the United States with assets in excess of \$500 million.
 - The securities are rated "A-1" or its equivalent or better by at least one NRSRO.
 - They are issued by corporations which have long-term obligations rated in a rating category of "A" or its equivalent or better by at least one NRSRO.
 - District may purchase no more than 10% of the outstanding commercial paper of any single issuer.
 - No more than 25% of the portfolio may be invested in Commercial Paper.
 - No more than 5% of the portfolio may be invested in any single issuer.
 - The maximum maturity does not exceed 270 days.
7. NEGOTIABLE CERTIFICATES OF DEPOSIT (NCDS), issued by a nationally or state-chartered bank, a savings association or a federal association, a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank, provided that:
- The amount of the NCD insured up to the FDIC limit does not require any credit ratings.

- Any amount above the FDIC insured limit must be issued by institutions which have short-term debt obligations rated “A-1” or its equivalent or better by at least one NRSRO; or long-term obligations rated in a rating category of “A” or its equivalent or better by at least one NRSRO.
 - No more than 30% of the total portfolio may be invested in NCDs (combined with CDARS).
 - No more than 5% of the portfolio may be invested in any single issuer.
 - The maximum maturity does not exceed five years.
 - For the LADWP Settlement Fund, the maximum maturity does not exceed ten years or the future settlement payment date.
8. FEDERALLY INSURED TIME DEPOSITS (Non-Negotiable Certificates of Deposit) in state or federally chartered banks, savings and loans, or credit unions, provided that:
- The amount per institution is limited to the maximum covered under federal insurance.
 - No more than 20% of the portfolio will be invested in a combination of federally insured and collateralized time deposits.
 - The maximum maturity does not exceed five years.
 - For the LADWP Settlement Fund, the maximum maturity does not exceed ten years or the future settlement payment date.
9. COLLATERALIZED TIME DEPOSITS (Non-Negotiable Certificates of Deposit) in state or federally chartered banks, savings and loans, or credit unions in excess of insured amounts which are fully collateralized with securities in accordance with California law, provided that:
- No more than 20% of the portfolio will be invested in a combination of federally insured and collateralized time deposits.
 - The maximum maturity does not exceed five years.
 - For the LADWP Settlement Fund, the maximum maturity does not exceed ten years or the future settlement payment date.
10. CERTIFICATE OF DEPOSIT PLACEMENT SERVICE (CDARS), provided that:
- No more than 30% of the total portfolio may be invested in a combination of Certificates of Deposit, including CDARS.
 - The maximum maturity does not exceed five years.
 - For the LADWP Settlement Fund, the maximum maturity does not exceed ten years or the future settlement payment date.
11. COLLATERALIZED BANK DEPOSITS. District’s deposits with financial institutions will be collateralized with pledged securities authorized under Government Code section 53651. There are no limits on the dollar amount or percentage that the District may invest in collateralized bank deposits.
12. REPURCHASE AGREEMENTS collateralized with securities authorized under Government Code section 53651, maintained at a level of at least 102% of the market value of the

Repurchase Agreement. There are no limits on the dollar amount or percentage that the District may invest, provided that:

- Securities used as collateral for Repurchase Agreements will be delivered to an acceptable third-party custodian.
- Repurchase Agreements are subject to a Master Repurchase Agreement between the District and the provider of the repurchase agreement. The Master Repurchase Agreement will be substantially in the form developed by the Securities Industry and Financial Markets Association (SIFMA).
- The maximum maturity does not exceed one year.

13. STATE OF CALIFORNIA LOCAL AGENCY INVESTMENT FUND (LAIF), provided that:

- The District may invest up to the maximum amount permitted by LAIF.
- LAIF's investments in instruments prohibited by or not specified in the District's policy do not exclude the investment in LAIF itself from the District's list of allowable investments, provided LAIF's reports allow the Finance Manager to adequately judge the risk inherent in LAIF's portfolio.

14. LOCAL GOVERNMENT INVESTMENT POOLS

- Other LGIPs permitted by client.
- There is no issuer limitation for Local Government Investment Pools

15. CORPORATE MEDIUM-TERM NOTES (MTNS), provided that:

- The issuer is a corporation organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States.
- The securities are rated in a rating category of "A" or its equivalent or better by at least one NRSRO. No more than 10% of the portfolio may be invested in securities where one NRSRO rates at "A" or its equivalent or better and one or more NRSROs rate the security below "A" or equivalent.
- No more than 30% of the total portfolio may be invested in MTNs.
- No more than 5% of the portfolio may be invested in any single issuer.
- The maximum maturity does not exceed five years.

16. ASSET-BACKED, MORTGAGE-BACKED, MORTGAGE PASS-THROUGH SECURITIES, AND COLLATERALIZED MORTGAGE OBLIGATIONS from issuers not defined in paragraphs 3 and 4 of this Part VIII, provided that:

- The securities are rated in a rating category of "AA" or its equivalent or better by a NRSRO.
- No more than 20% of the total portfolio may be invested in these securities.
- No more than 5% of the portfolio may be invested in any single Asset-Backed or Commercial Mortgage security issuer.
- The maximum legal final maturity does not exceed five years.

17. MUTUAL FUNDS AND MONEY MARKET MUTUAL FUNDS that are registered with the Securities and Exchange Commission under the Investment Company Act of 1940, provided that:
- a. MUTUAL FUNDS that invest in the securities and obligations as authorized under Government Code section 53601, subdivisions (a) through (k) and (m) through (q) inclusive and that meet either of the following criteria:
 - (i) Attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs; or
 - (ii) Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by Government Code, Section 53601 and with assets under management in excess of \$500 million.
 - No more than 10% of the total portfolio may be invested in shares of any one mutual fund.
 - b. MONEY MARKET MUTUAL FUNDS registered with the Securities and Exchange Commission under the Investment Company Act of 1940 and issued by diversified management companies and meet either of the following criteria:
 - (i) Have attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs; or
 - (ii) Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of \$500 million.
 - No more than 20% of the total portfolio may be invested in the shares of any one Money Market Mutual Fund.
 - c. No more than 20% of the total portfolio may be invested in these securities.
18. SUPRANATIONALS, provided that:
- Issues are US dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank.
 - The securities are rated in a rating category of "AA" or its equivalent or better by a NRSRO.
 - No more than 30% of the total portfolio may be invested in these securities.
 - No more than 10% of the portfolio may be invested in any single issuer.
 - The maximum maturity does not exceed five years.

IX. Prohibited Investment Vehicles and Practices

A. State law notwithstanding, any investments not specifically described herein are prohibited, including, but not limited to futures and options, inverse floaters, range notes, or mortgage derived interest-only strips, or foreign currency-denominated securities. Investment in any security that could result in a zero interest accrual if held to maturity is prohibited. Under a provision sunseting on January 1, 2026, securities backed by the U.S. Government that could result in a zero- or negative-interest accrual if held to maturity are permitted.

B. Purchasing or selling securities on margin or trading securities for the sole purpose of speculating on the future direction of interest rates is prohibited.

C. The use of reverse repurchase agreements, securities lending or any other form of borrowing or leverage is prohibited.

X. Investment Pools/Mutual Funds

The District shall conduct a thorough investigation of any pool or mutual fund prior to making an investment, and quarterly thereafter. The Finance Manager shall evaluate the investment based on the following information:

- A description of eligible investment securities, and a written statement of investment policy and objectives.
- A description of interest calculations and how interest is distributed and gains and losses are treated.
- A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
- A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
- A schedule for receiving statements and portfolio listings.
- Are reserves, retained earnings, etc. utilized by the pool/fund?
- A fee schedule, and when and how is it assessed.
- Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

XI. Collateralization

A. **CERTIFICATES OF DEPOSIT (CDs).** The District shall require any commercial bank or savings and loan association to deposit eligible securities with an agency of a depository approved by the California Division of Financial Institutions to secure any uninsured portion of a Non-Negotiable Certificate of Deposit. The value of eligible securities as defined pursuant to Government Code section 53651, pledged against a Certificate of Deposit shall be equal to 150% of the face value of the CD if the securities are classified as mortgages and 110% of the face value of the CD for all other classes of security.

B. **COLLATERALIZATION OF BANK DEPOSITS.** This is the process by which a bank or financial institution pledges securities, or other deposits for the purpose of securing repayment of deposited funds. The District shall require any bank or financial institution to comply with the collateralization criteria defined in Government Code section 53651.

C. **REPURCHASE AGREEMENTS.** The District requires that Repurchase Agreements be collateralized only by securities authorized in accordance with Government Code section 53651:

- The securities which collateralize the repurchase agreement shall be priced at Market Value, including any Accrued Interest plus a margin. The Market Value of the securities that underlie a repurchase agreement shall be valued at 102% or greater of the funds borrowed against those securities.
- Financial institutions shall mark the value of the collateral to market at least monthly and increase or decrease the collateral to satisfy the ratio requirement described above.
- The District shall receive monthly statements of collateral.

XII. Safekeeping and Custody.

All District deposits and investments shall have the Mammoth Community Water District named as depositor and registered owner. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery, or by third party custodial agreement. All purchases and sales of securities in the portfolio shall be executed on a delivery versus payment basis.

XIII. Maximum Maturity

A. To the extent possible, investments shall be matched with anticipated cash flow requirements and known future liabilities.

B. Except for the LADWP Settlement Fund (see Section VIII.B), the District will not invest in securities maturing more than five years from the date of trade settlement, unless the Board of Directors has by resolution granted authority to make such an investment either specifically or as a part of an investment program it has approved no less than three months prior to the investment.

XIV. Risk Management and Diversification

A. Investments will be undertaken in a manner which first seeks to ensure the preservation of capital in the portfolio. Each investment transaction will be entered into seeking quality in issuer and in underlying security or collateral. Market risk will be reduced by diversifying the portfolio, by managing the duration of the portfolio to within 20% of the benchmark duration, by limiting the maximum maturity of any one security, and by performing cash flow analyses to avoid the need to sell securities prior to maturity. The investment portfolio shall be designed with the objective of obtaining a rate of return, throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs. The District will establish an appropriate performance benchmark to compare the performance of its portfolio to the performance of the benchmark.

B. The Finance Manager shall monitor and evaluate the portfolio's performance relative to the chosen market benchmark(s), which will be included in the quarterly report. The Finance Manager shall select an appropriate, readily available index to use as a market benchmark.

XV. Annual Review of Investment Policy and Regular Reporting and Review of Investment Report.

A. The Finance Manager will submit a monthly transactions report to the District Board of Directors within 30 days of the end of the reporting period in accordance with California Government Code Section 53607

B. The Finance Manager, on a quarterly basis, shall submit an investment report to the District Board of Directors and Investment Committee. The investment report shall include the following information as provided by Government Code section 53646:

- The type of investment, issuer, date of maturity, par and dollar amount invested on all securities, investments and monies held by the District;
- A description of the District's funds, investments, or programs that are under the management of contracted parties;
- A statement indicating compliance of the portfolio with this Statement of Investment Policy or the manner in which the portfolio is not in compliance;
- A statement denoting the District's ability to meet its pool's expenditure requirements for the next six months, if any, or provide an explanation as to why sufficient monies may not be available; and
- Whatever additional data or information may be required by the Board of Directors or deemed advisable by the Finance Manager.

C. The Investment Committee on a quarterly basis shall review the investment report and investment transactions made. The Investment Committee shall annually review this Statement of Investment Policy and request the Board of Directors to either make appropriate changes or reaffirm the current policy.

XVI. Amendments.

This Statement of Investment Policy shall take effect only upon adoption by the Board of Directors. Any subsequent amendments or modifications shall not take effect unless expressly approved by the Board.

Appendix A.

Glossary of Terms

AGENCIES. Shorthand market terminology for any obligation issued by a government-sponsored entity (GSE), or a federally related institution. Most obligations of GSEs are not guaranteed by the full faith and credit of the US government. Examples are:

FFCB. The Federal Farm Credit Bank System provides credit and liquidity in the agricultural industry. FFCB issues discount notes and bonds.

FHLB. The Federal Home Loan Bank provides credit and liquidity in the housing market. FHLB issues discount notes and bonds.

FHLMC. Like FHLB, the Federal Home Loan Mortgage Corporation provides credit and liquidity in the housing market. FHLMC, also called “FreddieMac” issues discount notes, bonds and mortgage pass-through securities.

FNMA. Like FHLB and FreddieMac, the Federal National Mortgage Association was established to provide credit and liquidity in the housing market. FNMA, also known as “FannieMae,” issues discount notes, bonds and mortgage pass-through securities.

GNMA. The Government National Mortgage Association, known as “GinnieMae,” issues mortgage pass-through securities, which are guaranteed by the full faith and credit of the US Government.

PEFCO. The Private Export Funding Corporation assists exporters. Obligations of PEFCO are not guaranteed by the full faith and credit of the US government.

TVA. The Tennessee Valley Authority provides flood control and power and promotes development in portions of the Tennessee, Ohio, and Mississippi River valleys. TVA currently issues discount notes and bonds.

ASSET BACKED SECURITIES. Securities supported by pools of installment loans or leases or by pools of revolving lines of credit.

AVERAGE LIFE. In mortgage-related investments, including CMOs, the average time to expected receipt of principal payments, weighted by the amount of principal expected.

BANKER’S ACCEPTANCE. A money market instrument created to facilitate international trade transactions. It is highly liquid and safe because the risk of the trade transaction is transferred to the bank which “accepts” the obligation to pay the investor.

BENCHMARK. A comparison security or portfolio. A performance benchmark is a partial market index, which reflects the mix of securities allowed under a specific investment policy.

BROKER. A broker brings buyers and sellers together for a transaction for which the broker receives a commission. A broker does not sell securities from his own position.

CALLABLE. A callable security gives the issuer the option to call it from the investor prior to its maturity. The main cause of a call is a decline in interest rates. If interest rates decline, the issuer will likely call its current securities and reissue them at a lower rate of interest.

CERTIFICATE OF DEPOSIT (CD). A time deposit with a specific maturity evidenced by a certificate.

CERTIFICATE OF DEPOSIT ACCOUNT REGISTRY SYSTEM (CDARS). A private placement service that allows local agencies to purchase more than \$250,000 in CDs from a single financial institution (must be a participating institution of CDARS) while still maintaining FDIC insurance coverage. CDARS is currently the only entity providing this service. CDARS facilitates the trading of deposits between the California institution and other participating institutions in amounts that are less than \$250,000 each, so that FDIC coverage is maintained.

COLLATERAL. Securities or cash pledged by a borrower to secure repayment of a loan or repurchase agreement. Also, securities pledged by a financial institution to secure deposits of public monies.

COLLATERALIZED BANK DEPOSIT. A bank deposit that is collateralized at least 100% (principal plus interest to maturity). The deposit is collateralized using assets set aside by the issuer such as Treasury securities or other qualified collateral to secure the deposit in excess of the limit covered by the Federal Deposit Insurance Corporation.

COLLATERALIZED MORTGAGE OBLIGATIONS (CMO). Classes of bonds that redistribute the cash flows of mortgage securities (and whole loans) to create securities that have different levels of prepayment risk, as compared to the underlying mortgage securities.

COLLATERALIZED TIME DEPOSIT. Time deposits that are collateralized at least 100% (principal plus interest to maturity). These instruments are collateralized using assets set aside by the issuer such as Treasury securities or other qualified collateral to secure the deposit in excess of the limit covered by the Federal Deposit Insurance Corporation.

COMMERCIAL PAPER. The short-term unsecured debt of corporations.

COUPON. The rate of return at which interest is paid on a bond.

CREDIT RISK. The risk that principal and/or interest on an investment will not be paid in a timely manner due to changes in the condition of the issuer.

DEALER. A dealer acts as a principal in security transactions, selling securities from and buying securities for his own position.

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

DELIVERY VS. PAYMENT (DVP). A securities industry procedure whereby payment for a security must be made at the time the security is delivered to the purchaser's agent.

DERIVATIVE. Any security that has principal and/or interest payments which are subject to uncertainty (but not for reasons of default or credit risk) as to timing and/or amount, or any security which represents a component of another security which has been separated from other components ("Stripped" coupons

and principal). A derivative is also defined as a financial instrument the value of which is totally or partially derived from the value of another instrument, interest rate, or index.

DISCOUNT. The difference between the par value of a bond and the cost of the bond, when the cost is below par. Some short-term securities, such as T-bills and banker's acceptances, are known as discount securities. They sell at a discount from par and return the par value to the investor at maturity without additional interest. Other securities, which have fixed coupons, trade at a discount when the coupon rate is lower than the current market rate for securities of that maturity and/or quality.

DIVERSIFICATION. Dividing investment funds among a variety of investments to avoid excessive exposure to any one source of risk.

DURATION. The weighted average time to maturity of a bond where the weights are the present values of the future cash flows. Duration measures the price sensitivity of a security to changes interest rates.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC). The Federal Deposit Insurance Corporation (FDIC) is an independent federal agency insuring deposits in U.S. banks and thrifts in the event of bank failures. The FDIC was created in 1933 to maintain public confidence and encourage stability in the financial system through the promotion of sound banking practices.

FEDERALLY INSURED TIME DEPOSIT. A time deposit is an interest-bearing bank deposit account that has a specified date of maturity, such as a certificate of deposit (CD). These deposits are limited to funds insured in accordance with FDIC insurance deposit limits.

LEVERAGE. Borrowing funds in order to invest in securities that have the potential to pay earnings at a rate higher than the cost of borrowing.

LIQUIDITY. The speed and ease with which an asset can be converted to cash.

LOCAL AGENCY INVESTMENT FUND (LAIF). A voluntary investment fund open to government entities and certain non-profit organizations in California that is managed by the State Treasurer's Office.

LOCAL GOVERNMENT INVESTMENT POOL. Investment pools that range from the State Treasurer's Office Local Agency Investment Fund (LAIF) to county pools, to Joint Powers Authorities (JPAs). These funds are not subject to the same SEC rules applicable to money market mutual funds.

MAKE WHOLE CALL. A type of call provision on a bond that allows the issuer to pay off the remaining debt early. Unlike a call option, with a make whole call provision, the issuer makes a lump sum payment that equals the net present value (NPV) of future coupon payments that will not be paid because of the call. With this type of call, an investor is compensated, or "made whole."

MARGIN. The difference between the market value of a security and the loan a broker makes using that security as collateral.

MARKET RISK. The risk that the value of securities will fluctuate with changes in overall market conditions or interest rates.

MARKET VALUE. The price at which a security can be traded.

MATURITY. The final date upon which the principal of a security becomes due and payable.

MEDIUM TERM NOTES. Unsecured, investment-grade senior debt securities of major corporations which are sold in relatively small amounts on either a continuous or an intermittent basis. MTNs are highly flexible debt instruments that can be structured to respond to market opportunities or to investor preferences.

MODIFIED DURATION. The percent change in price for a 100-basis point change in yields. Modified duration is the best single measure of a portfolio's or security's exposure to market risk.

MONEY MARKET. The market in which short-term debt instruments (T-bills, discount notes, commercial paper, and banker's acceptances) are issued and traded.

MONEY MARKET MUTUAL FUND. A mutual fund that invests exclusively in short-term securities. Examples of investments in money market funds are certificates of deposit and U.S. Treasury securities. Money market funds attempt to keep their net asset values at \$1 per share.

MORTGAGE PASS-THROUGH SECURITIES. A securitized participation in the interest and principal cash flows from a specified pool of mortgages. Principal and interest payments made on the mortgages are passed through to the holder of the security.

MUNICIPAL SECURITIES. Securities issued by state and local agencies to finance capital and operating expenses.

MUTUAL FUND. An entity which pools the funds of investors and invests those funds in a set of securities which is specifically defined in the fund's prospectus. Mutual funds can be invested in various types of domestic and/or international stocks, bonds, and money market instruments, as set forth in the individual fund's prospectus. For most large, institutional investors, the costs associated with investing in mutual funds are higher than the investor can obtain through an individually managed portfolio.

NATIONALLY RECOGNIZED STATISTICAL RATING ORGANIZATION (NRSRO).

A credit rating agency that the Securities and Exchange Commission in the United States uses for regulatory purposes. Credit rating agencies provide assessments of an investment's risk. The issuers of investments, especially debt securities, pay credit rating agencies to provide them with ratings. The three most prominent NRSROs are Fitch, S&P, and Moody's.

NEGOTIABLE CERTIFICATE OF DEPOSIT (CD). A short-term debt instrument that pays interest and is issued by a bank, savings or federal association, state or federal credit union, or state-licensed branch of a foreign bank. Negotiable CDs are traded in a secondary market and are payable upon order to the bearer or initial depositor (investor).

PRIMARY DEALER. A financial institution (1) that is a trading counterparty with the Federal Reserve in its execution of market operations to carry out U.S. monetary policy, and (2) that participates for statistical reporting purposes in compiling data on activity in the U.S. Government securities market.

PRUDENT INVESTOR RULE. A standard of responsibility which applies to fiduciaries. In California, the rule is stated as "Investments shall be managed with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiar with such

matters, would use in the conduct of an enterprise of like character and with like aims to accomplish similar purposes.”

REPURCHASE AGREEMENT. Short-term purchases of securities with a simultaneous agreement to sell the securities back at a higher price. From the seller’s point of view, the same transaction is a reverse repurchase agreement.

SAFEKEEPING. A service to bank customers whereby securities are held by the bank in the customer’s name.

SECURITIES AND EXCHANGE COMMISSION (SEC). The U.S. Securities and Exchange Commission (SEC) is an independent federal government agency responsible for protecting investors, maintaining fair and orderly functioning of securities markets and facilitating capital formation. It was created by Congress in 1934 as the first federal regulator of securities markets. The SEC promotes full public disclosure, protects investors against fraudulent and manipulative practices in the market, and monitors corporate takeover actions in the United States.

SECURITIES AND EXCHANGE COMMISSION SEC) RULE 15C3-1. An SEC rule setting capital requirements for brokers and dealers. Under Rule 15c3-1, a broker or dealer must have sufficient liquidity in order to cover the most pressing obligations. This is defined as having a certain amount of liquidity as a percentage of the broker/dealer's total obligations. If the percentage falls below a certain point, the broker or dealer may not be allowed to take on new clients and may have restrictions placed on dealings with current client.

STRUCTURED NOTE. A complex, fixed income instrument, which pays interest, based on a formula tied to other interest rates, commodities or indices. Examples include inverse floating rate notes which have coupons that increase when other interest rates are falling, and which fall when other interest rates are rising, and "dual index floaters," which pay interest based on the relationship between two other interest rates - for example, the yield on the ten-year Treasury note minus the Libor rate. Issuers of such notes lock in a reduced cost of borrowing by purchasing interest rate swap agreements.

SUPRANATIONAL. A Supranational is a multi-national organization whereby member states transcend national boundaries or interests to share in the decision making to promote economic development in the member countries.

TOTAL RATE OF RETURN. A measure of a portfolio’s performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending value; it includes interest earnings, realized and unrealized gains, and losses in the portfolio.

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

TREASURY BILLS. All securities issued with initial maturities of one year or less are issued as discounted instruments and are called Treasury bills. The Treasury currently issues three- and six-month T-bills at regular weekly auctions. It also issues “cash management” bills as needed to smooth out cash flows.

TREASURY NOTES. All securities issued with initial maturities of two to ten years are called Treasury notes and pay interest semi-annually.

TREASURY BONDS. All securities issued with initial maturities greater than ten years are called Treasury bonds. Like Treasury notes, they pay interest semi-annually.

YIELD TO MATURITY. The annualized internal rate of return on an investment which equates the expected cash flows from the investment to its cost.

DRAFT

MAMMOTH COMMUNITY WATER DISTRICT
OPERATING AND CAPITAL RESERVE POLICY

Approved: March 17, 2016

Amended ~~February 20, 2020~~ [November 17, 2022](#)

POLICY

It is fiscally responsible to set aside cash reserves to prepare for planned and unexpected expenses in the future. To ensure equity between current and future ratepayers, a portion of each year's revenue should be reserved for the replacement of assets that are currently in use. Customers who receive the benefit of the water and wastewater infrastructure should contribute to the replacement of those assets as they age so the cost is shared appropriately between current and future ratepayers.

For each of the funds below, a benchmark for appropriate reserves is provided, and description of circumstances when use of reserve funds is recommended.

The recommended annual contribution to reserves will be the lesser of 5% of revenue or the difference between the total target reserve balance and the total current reserve balance.

Fund 10 – Administrative Operation:

- Operating reserve equal to average current liabilities for Fund 10, plus 20% of the liability for employee sick and vacation leave balances.
- Reserve balance should be used to pay current liabilities when current revenue is insufficient to meet obligations.

Fund 20 – Water Operation:

- Operating reserve equal to six months of operating expenses.
- Water operating reserves should be used when short-term fluctuations in expenses or revenue cause water revenue to be insufficient to meet operating expenses.

Fund 30 – Wastewater Operation:

- Operating reserve equal to six months of operating expenses.
- Wastewater operating reserves should be used when short-term fluctuations in operating expenses or revenue cause wastewater revenue to be insufficient to meet operating expenses.

Fund 21 – Administrative Capital Replacement:

- Reserve, when combined with the reserve of Fund 31, equal to the expected cost of required upgrades to improve the efficiency of the District administration buildings.
- Reserves will be used to replace or upgrade the administration buildings.

- [Funds expected to be spent more than four years in the future may be invested in a long-term capital reserve fund as specified by the MCWD Statement of Investment Policy](#)

Formatted: Font: (Default) +Body (Calibri)

Fund 22 – Water Capital Replacement:

- Capital Repair and Replacement: reserve equal to 4% of the replacement cost of Fund 22 capital assets. The average expected life of capital assets is about 25 years. 4% (1/25) approximates the annual replacement cost of these assets.
- Reserves will be used for the unexpected replacement of a major component of the water infrastructure (e.g. well, treatment plant), for changes to the infrastructure required to meet new regulatory mandates, or for the planned replacement of assets where the cost of the replacement is greater than the current revenue available.
- [Funds expected to be spent more than four years in the future may be invested in a long-term capital reserve fund as specified by the MCWD Statement of Investment Policy](#)

Fund 23 – Wastewater Capital Replacement:

- Capital Repair and Replacement: reserve equal to 4% of the replacement cost of Fund 23 capital assets. The average expected life of capital assets is about 25 years. 4% (1/25) approximates the annual replacement cost of these assets.
- Reserves will be used for the unexpected replacement of a major component of the wastewater infrastructure (e.g. lift stations, treatment plant), for changes to the infrastructure required to meet new regulatory mandates, or for the planned replacement of assets where the cost of the replacement is greater than the current revenue available.
- [Funds expected to be spent more than four years in the future may be invested in a long-term capital reserve fund as specified by the MCWD Statement of Investment Policy](#)

Formatted: Font: (Default) +Body (Calibri)

Fund 31 – Administrative Capital Expansion:

The purpose of the fund is to provide capital for all future expansion of administrative support services required for operations and infrastructure at build-out. The balance of the fund may be negative or positive, depending on the cash flow of revenue and expansion capital projects. The fund balance should be zero when all infrastructure and administrative support expansion services needed for the customer base at build-out is built and in operation.

Fund 32 – Water Capital Expansion:

The purpose of the fund is to provide for all future expansion of the water infrastructure required to meet the needs of all future customers. The revenue source is water connection fees. Expenditures will be for capital projects that expand the capacity of the system to meet the needs of new users. The balance of the fund may be negative or positive, depending on the cash flow of connection fee revenue and expansion capital projects. The fund balance should be zero when all infrastructure needed for the customer base at build-out has been built and is in operation.

Fund 33 – Wastewater Capital Expansion:

The purpose of the fund is to provide for all future expansion of the wastewater infrastructure required to meet the needs of all future customers. The revenue source is wastewater connection fees. Expenditures will be for capital projects that expand the capacity of the system to meet the needs of new users. The balance of the fund may be negative or positive, depending on the cash flow of connection fee revenue and expansion capital projects. The fund balance should be zero when all infrastructure needed for the customer base at build-out has been built and is in operation.

Fund 96 – New Enterprise:

- Recommended reserve equal to two years' average participation in the employee down payment assistance program.
- Reserves will be used if participation in the employee down payment assistance program in any year is greater than the annual contribution to the fund from District property tax revenues or to purchase additional housing units to meet the needs of the District's employee housing program.

Fund 97 – Trout Habitat Enhancement:

The District has an ongoing obligation according to the Trout Habitat agreement to contribute \$10,000/year (increased annually for inflation) for twenty years ending 2032 and administer the accumulated funds for trout habitat enhancement. There is no target fund balance; the balance will be the sum of accumulated contributions less expenditures according to the settlement agreement.

Fund 98 – LADWP Settlement:

The District has a future obligation of \$3.2 million (increased by CPI each year between 2014 and final settlement) to LADWP as part of the agreement entered into by the District and LADWP in July 2013. The date of the final payment will be affected by the amount of water used by the District's customers but will be between the years of 2063 and 2073. The annual contribution to meet the future obligation is approximately \$50K.

AGENDA ITEM

Subject: Discuss and Consider Adjusting Compensation Paid to Each Director for Each Day's Service in an Amount Not to Exceed the Statutory Limit of 5.0%, Effective January 1, 2023

Information Provided By: Mark Busby, General Manager

Background

California Water Code section 20202 permits the Board to increase its per diem compensation for meeting attendance by up to 5% annually. Historically, Chapter 2, Division 4, Section 4.06 of the MCWD Code provided that the Board would consider a compensation increase annually, typically at the February Board meeting. The Board has voted to take an increase in most years, but not all.

To streamline the process and save on staff time, the Board adopted an ordinance in 2019 that allowed for permanent annual increases in Director compensation tied to the rate of inflation as stated in the Consumer Price Index (CPI) for Los Angeles-Long Beach-Anaheim, California. Per the ordinance, on January 1 of each year, Director compensation would automatically increase by the CPI at that time. At the preceding December Board meeting, the Directors shall have the opportunity to review the proposed increase and ratify it as proposed, reduce the amount of the increase or forego the increase entirely.

In March 2021, the Board adopted policy PL-BOD-02, Director's Compensation and Expense Reimbursement. This policy compliments the language in Chapter 2 of the Code and allows for the Board to review the proposed adjustment at the November board meeting as opposed to the December meeting, which is frequently cancelled due to schedule conflicts.

Discussion

The current rate of compensation or maximum daily stipend for a MCWD Board member for a day of service is \$232.50. Compensation for a Board member's attendance per committee meeting during a day's service is \$116.25. Per the policy, the annual rate of inflation as stated for the immediately preceding September in the CPI for Los Angeles-Long Beach-Anaheim, California is 7.8%. Because the statutory limit for an increase is 5.0%, the following table reflects the maximum increase of 5.0% , which would be effective January 1, 2023.

<u>Service Definition</u>	<u>Increased Stipend for a Day of Service</u>
Board Meeting (maximum daily stipend)	\$244.00 (rounded)
Committee Meeting	\$122.00 (rounded)

To aid the discussion, the following table reflects compensation adjustments for the past 10 years.

Director Compensation History

<u>Year</u>	<u>Increase %</u>	<u>Board Meeting (Day of Service)</u>	<u>Committee Meeting</u>	<u>Effective Date</u>
2012	-			
2013	5%	\$198.50	\$99.25	
2014	5%	\$208.45	\$104.25	
2015	2.2%	\$213.00	\$106.50	
2016	-			
2017	2.5%	\$218.00	\$109.25	5/1/17
2018	-			
2019	3.5%	\$225.50	\$112.75	7/1/19
2020	-			1/1/21
2021	3.0%	\$232.50	\$116.25	1/1/22
2022				1/1/23

Fiscal Impact

Director compensation was budgeted at \$25,000 for FY 2023. Total expenditure for the fiscal year is on track to be very close to the budgeted amount. By discussing compensation in November, staff can more closely estimate the amount to budget for the coming fiscal year.

Requested Action

The Board is requested to consider an adjustment of compensation and direct staff accordingly.

RESOLUTION NO. 11-17-22-15

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MAMMOTH COMMUNITY WATER DISTRICT RECOGNIZING ROBERT CREASY FOR SEVEN YEARS OF SERVICE

WHEREAS, Robert Creasy was appointed to the Board of Directors for Mammoth Community Water District at the October 15, 2015 Board of Directors meeting; and,

WHEREAS, Robert was elected by the voters of Mammoth Lakes to a four-year term in the November 2018 District election resulting in seven years of dedicated service to the MCWD; and,

WHEREAS, Robert's success as local business owner and architect added a seasoned perspective to District projects and the MCWD's Board of Directors; and,

WHEREAS, Robert's extensive knowledge and passion for "green" technology, aided the District in leveraging renewable energy opportunities whenever possible; and,

WHEREAS, Robert's eagle eye could always be counted on to find the smallest detail, error, or inconsistency in any document; particularly a financial report; and,

WHEREAS, Robert's ability to understand the unique characteristics of government accounting and dedication for fiscal responsibility were tremendous assets to the District's forward thinking Finance and Investment Committees; and ,

WHEREAS, Robert shepherded the MCWD through many matters that have been critical to the District's mission, including: (a) advocating for the District's employee housing program and fine-tuning the policy on employee capital improvements; (b) structuring the District's investment strategy to obtain the best return while balancing risk and cash flow needs; and (c) his commitment to maintaining the District's status as an excellent place to work; and,

WHEREAS, Robert's passion for being an ethical public servant has supported the culture of ethics at MCWD;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mammoth Community Water District desire to express their sincere appreciation for the services well and ably performed by Robert Creasy throughout his tenure at the District. The Board and Staff owe a debt of gratitude for his unwavering dedication to serve the public.

PASSED AND ADOPTED by the Board of Directors of the Mammoth Community Water District at a regular meeting held on November 17, 2022, by the following vote:

AYES:

NOES:

ABSENT:

MAMMOTH COMMUNITY WATER DISTRICT

Thomas R. Smith, President
Board of Directors

ATTEST:

Mark Busby, Secretary
Board of Directors

AGENDA ITEM

Subject: Consider and Possibly Approve Adjustments in Compensation and Benefits provided to the General Manager *(to be considered after closed session)*

There are no materials to support this agenda item